* Database: a collection of table(s)
* Table: a set of contiguous rows/columns define a given table
* Record: the rows of the table
* Field: table columns; (in Excel, the field names are typically stored in the the column headers)
* Parse: to separate out the data into appropriate columns or fields; in Excel, the function Data / Text to Columns parses the file into records (by rows) and fields (by columns)
* Delimiter: the character used to differentiate among the fields in a text record
* Data entry: Adding, updating, and deleting records (Insert and Update Queries): in Excel, this can be done in the spreadsheet directly or using Forms
* Sort: when the data are re-written in a specific order
* Sort keys (primary, secondary, tertiary sort keys): the fields (first, second, third ...) fields used to determine the sort order
* Selection: selecting a subset of the records; in Excel, one can use the Filters to select sets of records
* Selection criteria: the criteria for using a Filter or for use with the Excel database functions
* Filter: Complies with a data selection by "hiding" data that do not meet the stated criteria
* Query: determining the data selection and/or sort and/or any calculations to be performed on the data
* Aggregate Functions in a Query: calculations over a selected series of data records, oftenbased on specific criteria. (Excel calls these the "database functions")