

GLOSSARY



Access2019: Essential Training

With Adam Wilbert

Use these terms and definitions below to understand concepts taught in the course.

Transcript Search: note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
data	Information
forms	Create the main user interface for a database that allows you to set up the navigation systems and group tasks together to help with organization
Microsoft Access	Software that provides users with the tools to manage data
navigation pane	Table of contents for an Access database; shows tables, queries, forms, reports and marcos that make up a database
queries	Way of asking questions about your data; constructed from tables, records, and fields; queries are temporary datasheets that don't save data or take up extra space
quick access toolbar	Grouping of often used icons like save, undo, and redo that provide a listing of popular commands
ribbon tab	Organizes Access tools
table	Place to house data
trusted documents	Files a user has previously granted Access permission to run