|  |  |
| --- | --- |
| 1) | Each row in a table is referred to as a\_\_\_\_\_\_\_\_\_\_ |
| 2) | A record in one table that is related to a single record in a second table.  |
| 3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is similar in appearance to a spreadsheet, in that data is stored in rows and columns. |
| 4) | A common function of this is to retrieve specific data from tables. Lets you add criteria to “filter” the data down to the records you want.  |
| 5) | Each record consists of one or more ­­­\_\_\_\_\_\_\_\_\_\_, which correspond to the columns in the table.  |
| 6) | A Connection between two tables based on a common field for the purpose of displaying or extracting information from connected records in both tables.  |
| 7) | \_\_\_\_\_\_\_\_\_\_\_\_allow you to create a user interface in which you can enter and edit your data. |
| 8) | A record in one table that may be related to many records in another table.  |
| 9) | \_\_\_\_\_\_\_\_\_\_\_\_are what you use to format, summarize and present data. They usually answers a specific question. |
| 10) | One table can be related to another table, which is generally referred to as performing a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**Please label the parts of the Record Navigation Bar**

12)

11)

13)



14)

15)

16)