

Microsoft Access Practice - Matching Exam Questions and Complete Solutions Graded A+

Filter - **Answer:** A method which enables you to specify conditions to display only those records that meet certain conditions.

Form - **Answer:** An Access object that simplifies entering, modifying, and deleting table data.

Table - **Answer:** An object used to store data, organizing data into columns and rows.

Sort - **Answer:** A method of listing records in a specific sequence (such as alphabetically).

Template - **Answer:** A predefined database that includes professionally designed tables, forms, reports, and other objects.

Query - **Answer:** A question the user asks about the data in a database.

Navigation Pane - **Answer:** An Access interface element that organizes and lists database objects in a database.

Filter by Form - **Answer:** A filtering method that displays records based on multiple criteria.

Report - **Answer:** A set of common Access components that can be added to an existing database.

Object - **Answer:** A main component that is created and used to make a database function, such as a table or form.

Record - **Answer:** A complete set of all the fields about one person, place, event, or concept.

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