Null

A value that indicates missing or unknown data in a field. You can use **Null** values in expressions. **Null** values can be entered in fields for which information is unknown, as well as in expressions and queries. In Visual Basic, the **Null** keyword indicates a **Null** value. Some fields, such as those defined as containing the primary key, can't contain **Null** values.

snapshot

A static image of a set of data, such as the records displayed as the result of a query. Snapshot-type **Recordset** objects can be created from a base table, a query, or another recordset.

zero-length string

A string containing no characters. You can use a zero-length string to indicate that you know there's no value for a field. You can enter zero-length strings in Text, Memo, or Hyperlink fields if you set the **AllowZeroLength** property for the field to Yes. You can't enter zero-length strings in other types of fields. You enter a zero-length string by typing two double quotation marks with no space between them ("").

calculated field

A field defined in a query that displays the result of an expression rather than stored data. The value is recalculated each time a value in the expression changes. A *calculated control* is a control on a form or report that displays the result of an expression rather than stored data.

continuous form

A form that displays more than one record on the screen in Form view. You can create a continuous form by setting a form's **DefaultView** property to Continuous Forms.

criteria

A set of limiting conditions, such as = "Denmark" (meaning equal to Denmark) or >30000, used in creating a query or filter to show a specific set of records.

data type

The attribute of a variable or field that determines what kind of data it can hold. For example, the Text and Memo field data types allow the field to store either text or numbers, but the Number data type will allow only numbers to be stored in the field. Number data type fields store numerical data that will be used in mathematical calculations. Use the Currency data type to display or calculate currency values. Supported data types include field data types, Visual Basic data types, and query parameter data types.

database objects

Tables, queries, forms, reports, macros, and modules.
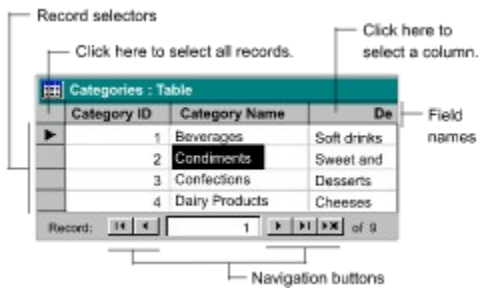
Database window

The window that appears when you open a Microsoft Access database. It contains **Tables**, **Queries**, **Forms**, **Reports**, **Macros**, and **Modules** tabs that you can click to display a list of all objects of that type in the database.

To display the Database window, click **Database Window** [icon] on the toolbar.
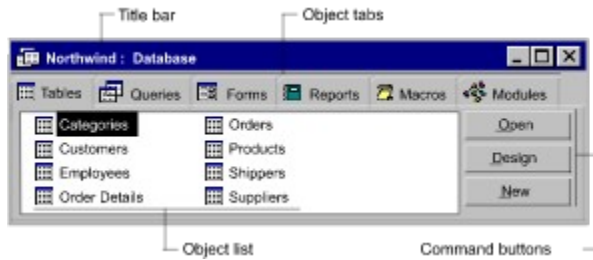
Datasheet view

A window that displays data from a table, form, or query in a row-and-column format. In Datasheet view, you can edit fields, add and delete data, and search for data.

To switch to Datasheet view in a form, click the arrow next to **View** [icon] on the toolbar.)

Design view − **reports**
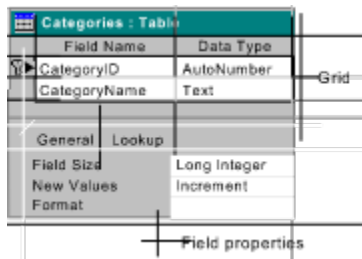
A window in which you design reports.

To open a report in Design view, go to the Database window, click the **Reports** tab, click the report you want to open, and then click **Design**.

If the report is already open, you can switch to Design view by clicking **View** on the toolbar.

Design view − tables

A window in which you design tables.

To open a table in Design view, go to the Database window, click the **Tables** tab, click the table you want to open, and then click **Design**.

If the table is already open, you can switch to Design view by clicking **View** on the toolbar.

disabled control

A control that appears dimmed on a form, can't be tabbed to, and won't respond to typing or clicking. You disable a control by setting its **Enabled** property to No.

expression

Any combination of operators, constants, literal values, functions, and names of fields, controls, and properties that evaluates to a single value. You can use expressions as settings for many properties and action arguments, to set criteria or define calculated fields in queries, and to set conditions in macros. You also use expressions in Visual Basic.
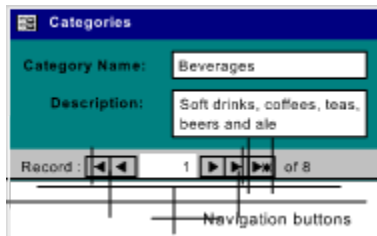
field selector

A small box or bar that you click to select an entire column in a datasheet.

Form view

A window that usually displays one or more whole records. Form view is the primary means of adding and modifying data in tables.

If the form is already open in Datasheet view, you can switch to Form view by clicking **View** [icon] on the toolbar.

group level

The depth at which a group in a report is nested inside other groups. Groups are nested when a set of records is grouped by more than one field or expression. The first field you sort or group on is level 0, and as many as 10 group levels are possible. In other database products, group levels are sometimes referred to as break levels.

locked

The condition of a record, recordset, or database that makes it read-only to all users except the user currently modifying it.

multiuser (shared) database

A database that permits more than one user to access and modify the same set of data at the same time.

permissions

A set of attributes that specify what kind of access a user has to data or objects in a database. For example, if a user has Read Data permission for a table or query, the user can view but not edit data in the table or query.

primary key

One or more fields whose value or values uniquely identify each record in a table. In a relationship, a primary key is used to refer to specific records in one table from another table. A primary key is called a foreign key when it is referred to from another table.

preview

To view data or modules on the screen as they will appear when printed. There are two preview windows: Print Preview and Layout Preview.

- The Print Preview window is available for forms, reports, datasheets, and modules.
- The Layout Preview window is available only for reports in Design view. Layout Preview provides a quick view of the basic layout of a report but may not include all the data in the report.

record selector

A small box or bar to the left of a record that you can click to select the entire record in Datasheet view and Form view.

To show the status of the current record in a form or datasheet, Microsoft Access displays one of the following symbols in the current record selector.

Symbol	Meaning
▶	Current record: This is the current record; the record has been saved as it appears.
✎	Pencil: You are editing this record; changes to the record aren't yet saved.
⊘	Locked record: This record is locked by another user; you can't edit it.
✳	New record: This is a new record that you can enter information in.
⚷	Primary key: This field is the primary key field (contains unique data to identify the record).

Note   To see record selectors in Form view, set the **RecordSelectors** property for the form to Yes.

tab order

The order in which the focus moves in a form from one field or button to the next as you press the TAB key.

update query

An action query that changes a set of records according to criteria you specify.

referential integrity

Rules that you follow to preserve the defined relationships between tables when you enter or delete records. If you enforce referential integrity, Microsoft Access prevents you from adding records to a related table when there is no associated record in the primary table, changing values in the primary table that would result in orphan records in a related table, and deleting records from the primary table when there are matching related records in a related table.

AutoNumber data type

A field data type that automatically stores a unique number for each record as it's added to a table. Three kinds of numbers can be generated: sequential (increment by 1), random, and Replication ID (used by the Replication Manager to ensure the integrity of data in replicated databases). Numbers generated by an AutoNumber field can't be deleted or modified.

Note   For replicated databases, an AutoNumber field is not incremented by 1.   Instead, it is assigned a random value between -2,000,000,000 and 2,000,000,000.

main form

A form that contains one or more subforms.

 plus pointer

The pointer that appears when you move the pointer to the left edge of a field in a datasheet. When the plus pointer appears, you can click to select the entire field.

 View button

A button located at the far left of the toolbar in the Table, Query, Form, and Report windows. You can click the button to change to the view displayed by the picture on the button, or you can click the arrow next to the button to display a list of different views to choose from. The list of views displayed depends on whether you're in a Table, Query, Form, or Report window. For example, if you click the View button in a Form window, it looks like this:

For forms, the views that are available in the list depend on the settings specified for the **DefaultView** and **ViewsAllowed** properties. For example, if you disable Datasheet view through the **ViewsAllowed** property, Datasheet view appears dimmed in the list.

workgroup information file

A file Microsoft Access reads upon starting up, that contains information about the users in a workgroup. This information includes users' account names, their passwords, and the groups of which they are members.

Notes

- In previous versions of Microsoft Access, preference information for each user (specified in the **Options** dialog box) is stored in the workgroup information file. In Microsoft Access 97, preference information is stored in the Windows Registry in the \Hkey_Current_User\Software\Microsoft\Office\8.0\Access\Settings key.
- In Microsoft Access version 1.x and 2.0, the default name for the workgroup information file is System.mda. It is sometimes referred to as simply a "workgroup" or the "system database." In Microsoft Access 95 and 97, the default name for this file is System.mdw.

Filter By Form

A technique for filtering records that uses a version of the current form or datasheet with empty fields in which you can type the values you want the filtered records to contain.

Apply Filter/Remove Filter (Datasheet toolbars)
Applies or removes a filter in the active datasheet or form.

 Copy (Edit menu)

Copies the selected item (for example, a control or a record) to the Clipboard so you can insert it elsewhere.

Cut (Edit menu)

Removes the selected item (for example, a control or a record) and places it on the Clipboard so you can insert it elsewhere. To reverse the most recent cut operation, choose **Undo Cut** on the **Edit** menu.

 Paste (Edit menu)

Inserts an item (for example, a control or a record) from the Clipboard into an active database object. Use **Paste** with **Copy** or **Cut** to copy or move an item. To reverse your paste operation, choose **Undo Paste** on the **Edit** menu.

 Print (File menu)

Prints a form, report, table, query, or module. Displays the **Print** dialog box first so you can change printer settings and properties.

 Spelling (Tools menu)

Checks the spelling of text entries in table, query, or form Datasheet view or selected text in a text box in Form view.

 Undo (Edit menu)

Undoes your most recent reversible action. The name of the command changes (for example, to **Undo Cut** or **Undo Move**) depending on the action you last took. If an action can't be undone, the name of the command changes to **Can't Undo**.

 Clear Grid / Clear Filter (Edit menu)
Clears the fields in the grid or filter. Also, in Query Design view, clears any parameters in the **Query Parameters** dialog box. Clearing fields in the grid does not delete them from the underlying table.

Sort Ascending (Records menu)

Sorts records based on the selected column(s) in ascending order (0 to 9, A to Z). Subsequent sorts replace previous sorts. To undo a sort, choose **Remove Filter/Sort** on the **Records** menu.

 Sort Descending (Records menu)

Sorts records based on the selected column(s) in descending order (9 to 0, Z to A). Subsequent sorts replace previous sorts. To undo a sort, choose **Remove Filter/Sort** on the **Records** menu.

Filter By Selection (Records/Filter menu)
Filters records by selected data. To filter by selection, select a field or part of a field in a datasheet or form, and then click **Filter by Selection**.

 Filter By Form (Records/Filter menu)

Displays the Filter by Form window, which is a blank version of the active form or datasheet, so you can filter data.

Find (Edit menu)

Searches for a string, such as an employee's last name in a datasheet or form, or a Visual Basic keyword in the Module window.

New Record (Insert menu)
Go To New Record (Edit menu)

Moves to the end of the form or datasheet so you can enter a new record.

 Delete Record (Edit menu)

Deletes the selected record or records from the form or datasheet. To select a record, click the record selector .