

# Microsoft Access Glossary



<b>32-bit</b>	A 32-bit operating system allows Windows 95 to access computer data faster than 16-bit systems by taking it in larger pieces.
<b>Action Queries</b>	An action query not only finds designated records, but performs some sort of action on those records.
<b>Add Line Mouse Pointer</b>	The mouse pointer changes to an add line mouse pointer after you click the Line button.
<b>Advanced Button</b>	Use the Advanced button to further define the search for a file.
<b>ALT</b>	The [ALT] (or Alternate) key on the keyboard is used in conjunction with other keys and mouse actions to perform various commands and functions.
<b>Append Queries</b>	An append query adds the records from one table to the records in another table.
<b>ASCII</b>	An ASCII file is a text file and may be either delimited or fixed width.
<b>AutoCorrect</b>	AutoCorrect is a feature that automatically corrects commonly misspelled words and allows the user to enter shorthand versions of frequently used words.
<b>AutoForms</b>	An AutoForm is a quick form that automatically includes every field from the table or query on which it is based.
<b>AutoNumber</b>	The AutoNumber format automatically assigns a new number when a record is entered. This is a good format to use for primary keys, because it ensures that

	unique numbers will be assigned to each record.
<b>AutoReports</b>	An AutoReport is a quick report that automatically includes every field from the table or query on which it is based.
<b>Axes</b>	Axes are the lines that frame the bar chart area and provide a means for comparison. The Y axis is usually vertical and the X axis is usually horizontal.
<b>Back Color Button</b>	Use the Back Color button to change the background color of the selected control.
<b>Back Style</b>	The Back Style option allows you to determine whether the color of a control will be visible or transparent.
<b>Bar Chart</b>	A bar chart uses colored bars of various heights or lengths to represent each item.
<b>Bitmap</b>	A bitmap is a type of graphics file that is usually created in MS Paint.
<b>Border Width Button</b>	Use the Border Width button to change the border width of the selected control.
<b>Bound Control</b>	A bound control in a form or report is one that is used to show or edit information from a table or query, such as a text box.
<b>Browsing</b>	Browsing means looking through a computer system to locate files, folders, applications, or printers.
<b>Button</b>	A button is an icon that represents a tool or command.
<b>By Column Button</b>	Use the By Column button in Microsoft Graph to place data series in columns.

<b>By Row Button</b>	Use the By Row button in Microsoft Graph to place data series in rows.
<b>Captions</b>	Captions serve as column headers in tables or as labels in forms.
<b>Click-and-drag</b>	Click-and-drag refers to pressing and holding the left mouse button while moving the mouse. Click-and-drag is often used to move selected items or to select several items at one time.
<b>Column Command</b>	Use the Column command on the Insert menu to insert a new column to the left of the current column in Datasheet.
<b>Column Headers</b>	Column headers are the identifiers at the top of each column in a table. The names of the headers should correspond to the field names.
<b>Columns</b>	Columns are the vertical divisions of a table. Fields are represented in tables as columns. Each column in the table represents one field.
<b>Context-sensitive</b>	Context-sensitive refers to information or menus that are specific to the selected object.
<b>Control</b>	A control is any graphical object on a form or report that can be selected or manipulated. Controls include, but are not limited to, text boxes, labels, graphics, and lines.
<b>Criteria Row</b>	Use the Criteria row in the design grid to specify parameters that desired records must meet. For example, a criterion might tell the query to select all customer records having area code 407. A criterion is usually entered using an expression.
<b>Data</b>	Data is related information that is grouped and manipulated by an application. In Access, data is entered into the fields of a table.

<b>Data Labels</b>	Data labels provide additional information about the data in your chart.
<b>Data Types</b>	A field's data type specifies and limits what kind of data may be entered into that field.
<b>Database</b>	A database is a collection of records pertaining to a specific topic. Examples of databases include: customer lists, order records, telephone books, product listings, and Rolodex files.
<b>Database Window</b>	The Database window appears when you open a database. Depending on which option button you select, the Database window shows you a list of available tables, queries, forms, reports, macros, and modules. The Database window allows you to select whether you want to design, edit, view, or create specific objects.
<b>Database Wizards</b>	A Database Wizard creates a database for you, automatically setting up appropriate tables, forms, and queries. Access provides more than 20 Database Wizards, each devoted to a specific use, such as household inventory, ledgers, or inventory control.
<b>Databases Card</b>	Use the Databases card in the New dialog box to select one of the Database Wizards.
<b>Datasheet View</b>	Use a table's Datasheet view to view, edit, or add data. @10
<b>Datasheet View</b>	A table's Datasheet view allows you to view, edit, or add data to the table.
<b>Default</b>	A default setting is the software manufacturer's preset option for a particular command or function. Default settings can be changed.
<b>Delimited</b>	In a delimited text file, characters such as commas or tabs separate the fields.

<b>Description</b>	Use the description column in the Table Design view to describe each field in the table.
<b>Deselecting</b>	Deselecting is removing the active mark or highlight from an object.
<b>Design Button</b>	The Design button allows you to open the selected object in Design view, where changes can be made to the structure of the object.
<b>Design Grid</b>	The design grid is a graphical tool that allows you to create a query by placing fields from the upper half of the Query window into the design grid in the lower half of the window.
<b>Design View</b>	A table's Design view allows you to add fields or make changes to the overall formatting and properties of a table.
<b>Detail And Summary</b>	Use the Detail And Summary option in the Show section of the Summary Options dialog box to create a report that includes each record along with the summary calculations.
<b>Detail Section</b>	The detail section of a form contains one record. It should consist of any labels and fields that you want to display on the form.
<b>Drag-select</b>	Click-and-hold the left mouse button and move the mouse to select text or items.
<b>Drop-down List</b>	A drop-down list is a list of choices that become available by clicking a text box or its adjacent down-arrow.
<b>Embedded Object</b>	An embedded object is linked to the original data and is updated when the original data is updated or changed.
<b>Embossed Text</b>	Embossed text is similar to shadowed text, though the effect is more of a highlight than a shadow. Embossed

	text takes the same color as the background and appears slightly raised.
<b>Expression</b>	An expression is used to specify criteria in a query.
<b>Field</b>	A field is a category of information, such as a phone number, product name, or unit cost. If a table contains customer information, its fields might be first name, last name, address, city, state, zip code, and phone number.
<b>Field List</b>	The field list appears at the top of the Query design window when you have added a table to the query. It lists all of the fields in the table, and you can use it to add fields to the query design grid.
<b>Field List Button</b>	Use the Field List Button to open or close a list of fields available for use in a report or form.
<b>Field Properties</b>	A field's properties govern how its data is displayed or stored.
<b>File Management</b>	File management is the process of organizing objects contained on the hard disk into a formal structure of folders, subfolders, and files.
<b>File Type</b>	File type refers to the format the file was saved in and often refers to the application that created the file.
<b>Files</b>	A file is a collection of data referred to by a given name.
<b>Filter By Form</b>	A Filter By Form lets you designate the records you are seeking by opening a blank view of your datasheet or form and letting you type in or select from a drop-down list the data you are seeking.
<b>Filter By Selection</b>	A Filter By Selection lets you designate the records you are seeking simply by clicking the value you are looking for within the form or datasheet.

<b>Filters</b>	A filter is a feature that provides a quick way to select and view designated records. Filters may be applied from within tables, forms, or the datasheet of a query. They can also be run from within another filter. A filter cannot be based on multiple tables or be used to perform calculations.
<b>Find Command</b>	The Find command allows you to search the computer for files and folders based on particular criteria.
<b>Find Now Button</b>	Use the Find Now button to initiate the search for a designated file.
<b>Fixed Width</b>	In a fixed width file, fields are arranged in columns with spaces in-between.
<b>Flipping</b>	Flipping is the action of rotating or flipping an object either horizontally, vertically, left, or right.
<b>Folders</b>	Part of the organizational system of the computer disk, folders can contain files or other folders.
<b>Font</b>	A font is a style and size of type, such as Times New Roman, 12 point, bold.
<b>Fonts Folder</b>	The Fonts folder is an area on the system used for controlling and managing type styles.
<b>Fore Color Button</b>	Use the Fore Color button to change the color of selected text.
<b>Form</b>	A form is a feature that shows only the information you want to see, in the order you want to see it. A form is used to view data in a database, enter new data into the database, or edit data.
<b>Form View Button</b>	Use the Form View button to switch between the Design, Form, and Database views of your form.

<b>Form Wizard</b>	Form Wizard provides step-by-step help in creating a form.
<b>Formatting</b>	Formatting is the way entries in a field are displayed or printed. For example, if 5.49 is entered into a field formatted as currency, it will display as \$5.49.
<b>Frame</b>	A frame is a placeholder that may be inserted for a graphic.
<b>Gridlines</b>	Gridlines in a report are non-printing lines that help you to line up or position controls. They can be turned off or on from the View menu. Gridlines in a form are non-printing lines that help you to line up or position controls.
<b>Group</b>	When you group data in a report, you tell Access that you want certain data arranged together. For example, you might want to group order records by item number, with all the orders for a particular item number listed together.
<b>Grouping Objects</b>	Grouping objects combines multiple objects into a single object with its own selection handles.
<b>Groups/Totals Report</b>	A Groups/Totals report, which can be created using Report Wizard, organizes data in a row-and-column format, grouping records based on specified fields. Totals and grand totals may then be calculated for each grouping.
<b>Heading Section</b>	The heading section of a form appears at the top of the form and usually consists of the title of the form. Other data that you may want in a heading section might be the date or the company name.
<b>Hot Spot</b>	A hot spot is a green word or phrase that can be used to open help about that particular word or phrase. Click a hot spot with a solid underline to open a help document about the phrase. Click a hot spot with a dotted underline to open a pop-up window about the phrase.



<b>Image Button</b>	Use the Image button to create a frame for a graphic that cannot be edited from within Access.
<b>Image Mouse Pointer</b>	The mouse pointer changes to an Image mouse pointer when you can draw a frame for a graphic.
<b>Import</b>	Importing is the process of bringing in the data from another database (including non-Access databases).
<b>Index</b>	Access uses indexes to help locate or sort records more quickly.
<b>Input Mask</b>	An input mask helps to control the values that are entered into a field and might include dashes, spaces, or parentheses. You then fill in the blanks. When you use Table Wizard, input masks may be automatically applied to certain fields, such as phone numbers or zip codes.
<b>Insertion Point</b>	The insertion point is the vertical, flashing bar that shows you your current position on screen. Whatever you type will be entered at this point.
<b>Insertion Point</b>	An insertion point is the place where text or graphics will appear in the document.
<b>Join Lines</b>	A join line is drawn between two fields in different tables to indicate that the two tables are linked or joined by the data in those two fields.
<b>Label</b>	A label is any area on a form or report where titles or descriptions are shown. The label can stand alone or be attached to a control. If a label is attached to a control, it often contains the name of the field represented by the control.
<b>Label Button</b>	Use the Label button to create a label.
<b>Label Mouse Pointer</b>	The mouse pointer changes to a capital A with a plus sign once you have clicked the Label button and are

	ready to insert a label.
<b>Label Wizard</b>	Label Wizard is one of the report wizards that runs you through a series of step-by-step dialog boxes that allow you to select the size of labels you wish to create.
<b>Labels</b>	A label is any area on a form or report where titles or descriptions are shown. A label can stand alone or be attached to a control.
<b>Landscape</b>	Landscape refers to the orientation of the paper. In Landscape mode, the report is formatted to fit 11" x 8" paper.
<b>Last Record Button</b>	Use the Last Record button to take you to the last record in the table or form.
<b>Layout</b>	The layout of the report is how the data is placed on the page, including how it is aligned and whether it is in a single column or multiple columns. Access provides several preformatted layout options from which to choose.
<b>Legends</b>	A legend provides a key to the data illustrated in a chart.
<b>Line Button</b>	Use the Line Button to draw a line.
<b>Linking Tables</b>	When an Access table is linked from another database, you have access to all of the records in the linked table.
<b>Links</b>	Links tell Access how the tables are related to each other by indicating which fields they have in common.
<b>Lookup Field</b>	A Lookup field points to another table and lets you select data from that table by using a drop-down list.

<b>Macro</b>	A macro is an advanced option used to automate a series of tasks. You might want to write a macro to run functions that you perform on a regular basis, such as printing particular reports whenever you open a database.
<b>Mailing Labels</b>	Mailing Labels are address labels that are affixed to sales flyers, catalogs, or letters.
<b>Main Form</b>	A main form is the primary form and may contain one or more subforms.
<b>Make-table Queries</b>	A make-table query takes the selected records and creates a new table with them.
<b>Margins</b>	Margins are the areas that border the printed portion of the page along the top, sides, and bottom.
<b>Marquee-select</b>	Marquee-selecting is the process of clicking-and-dragging the mouse pointer over a group of objects until a dotted line forms a box around it.
<b>Match</b>	The Match criterion in the Find in field dialog box lets you specify what part of the field needs to match the text you type in the Find What box.
<b>MB</b>	MB (or megabyte) is a data measurement. One megabyte is equal to 1,000 kilobytes of data.
<b>Menu Bar</b>	A menu bar is a list of commands across the top of the screen that may be opened to reveal additional commands.
<b>Microsoft Graph</b>	Microsoft Graph is an application used within Microsoft software, such as Access, Word, and PowerPoint, to create graphic representations, or charts, of your data.
<b>Module</b>	A module is a unit of Visual Basic For Applications programming code and is much more complex than a macro. Modules allow you to create very sophisticated, customized databases; however, they

	require the ability to program in the Visual Basic For Applications language.
<b>More Files</b>	Use the More Files option to see other databases that you have worked with if the database you want is not in the original list.
<b>Multiple Table Queries</b>	Multiple table queries are queries that use more than one table.
<b>Multitasking</b>	Multitasking is the process of running more than one application or activity at a time.
<b>Name Property</b>	The Name Property on the property sheet is used to rename a page on a tab control.
<b>Navigation Buttons</b>	The navigation buttons are a group of five buttons located at the bottom of a table or form. They move you to various records within the table or form.
<b>Navigation Keys</b>	Navigation keys are keyboard keys that allow you to move around within a document, such as [PAGE UP], [HOME], and the arrow keys.
<b>New Button</b>	Click the New button to create a new object, depending on which object tab is selected.
<b>Next Record Button</b>	Use the Next Record button to take you to the next record in the table or form.
<b>Normalization</b>	Normalization is the process of splitting a table into related tables, in order to eliminate wasted space, redundancy, and keying errors.
<b>Number Across</b>	Number across refers to the number of labels that may be printed in a single row across the page or sheet.
<b>Object Tabs</b>	The object tabs, which are located along the top of the Database window, allow you to switch between the available types of objects: tables, queries, forms,

	reports, macros, and modules.
<b>Objects</b>	Objects are any data that can be used in an application or shared with other applications.
<b>Office Assistant</b>	The Office Assistant is a feature that provides help and tips as you work in Access.
<b>OLE</b>	Object Linking and Embedding (OLE) are processes that permit the sharing of files and objects between applications.
<b>Open Database Button</b>	Use the Open Database button to access an existing database so that you can open it.
<b>Open Hand Mouse Pointer</b>	The Open Hand mouse pointer indicates that the pointer is in the correct position to move a text box and its attached label.
<b>Option Button</b>	An option button in a dialog box is a round button that is used to select one of several mutually exclusive commands.
<b>Page</b>	Each tab on a tab control is called a page.
<b>Page Footer Section</b>	Any controls in the Page Footer section in the report design window will appear at the bottom of every page of the report.
<b>Plot Area</b>	The plot area is the chart. It includes the axes, the data labels, the grid, and the bars, lines, or wedges that make up the chart.
<b>Point</b>	Pointing is the action of placing the mouse pointer over the desired object or text.
<b>Portrait</b>	Portrait refers to the orientation of the paper. In Portrait mode, the report is formatted to fit 8" x 11" paper.

<b>Primary Key</b>	The primary key is the unique identifier for each record, such as an employee number, a product number, or a customer number. Access will not allow duplicate entries in a field that is set up as a primary key.
<b>Primary Key Fields</b>	The primary key is the unique identifier for each record, such as an employee number, a product number, or a customer number.
<b>Print Area</b>	Within a report, the print area is the area that will be printed, even though it may contain blank areas. In Report Design view, this is shown by default as a white background.
<b>Print Preview</b>	Print Preview is one of the report views. It allows you to see how the document will look when it is printed.
<b>Properties Button</b>	Use the Properties button to open the property sheet for the selected control.
<b>Property Sheet</b>	The property sheet contains settings that control the characteristics or appearance of the selected control.
<b>Query</b>	A query is a question that you ask about the data in your table(s). For example, you may want to know which of your customers bought pinto beans in March. Access searches designated tables or queries and provides you with an answer.
<b>Query Design View</b>	Query Design view lets you build or edit a query using the design grid.
<b>Query Type Button</b>	Use the Query Type button to begin creating a specific type of query.
<b>Query View Button</b>	Use the Query View button to switch between the Design, SQL, and Datasheet views of your query.
<b>Raised Special Effect</b>	The Raised special effect makes the selected control

	appear slightly elevated from the background.
<b>Record</b>	A record is all of the information collected about a specific event, thing, product, or person, such as a customer record. A record can consist of many fields. For instance, a customer record could consist of the customer's first name, last name, address, city, state, zip code, and phone number.
<b>Record Indicator</b>	The record indicator is a small box that appears on the scroll box when the scroll box is clicked or moved. It displays which record number you are at in the table.
<b>Record Selector</b>	A record selector is the small box to the left of a record or row in a table. Click a record selector to select the adjacent record.
<b>Recordset</b>	A Recordset is the result of a query. While the Recordset may look like a table or Datasheet, it exists only in the computer's memory. Once you close it, it no longer exists unless you save it.
<b>Referential Integrity</b>	Referential integrity is a system of rules that Access uses to make sure that relationships between records in related tables are valid, and that you don't accidentally delete or change related data.
<b>Relational Database</b>	A relational database management system is an application that allows you to organize, manipulate, query, and view your data, while building links between related topics. Access is a relational database management system.
<b>Relationships</b>	Relationships are ties that are created between tables in the database so that Access can combine data from more than one table to create reports. It is how tables determine how they correspond to each other.
<b>Relationships Button</b>	Use the Relationships button to open the Relationships window so that you can view, edit, or define relationships between tables and queries.
<b>Replace Text Box</b>	Use the Replace text box in the AutoCorrect dialog

	box to enter the text you want to replace.
<b>Report</b>	A report is used to show and print selected information from a table in a customized manner. A report differs from a form because it does not allow you to make any modifications or edits to the actual records within the table(s).
<b>Report Design View</b>	Report Design view lets you create a report from scratch or modify the way a report appears. Fields, lines, labels, color, and graphics can be added to a report in Design view.
<b>Report Sections</b>	In Design view, a report is divided into different sections, which vary depending on the individual report. Some common sections include the Report Header, Detail, and Page Footer sections. When printed, some sections, such as Report Header, appear only once on the report. Other sections, such as the Detail section, are repeated over and over until all the records are shown.
<b>Report Wizard</b>	Report Wizard helps you create a report by giving you a variety of choices in a series of dialog boxes.
<b>Right-click Menu</b>	A right-click menu is a context-sensitive menu for an object.
<b>Right-drag</b>	Right-dragging is the process of pressing and holding the right mouse button while moving the mouse.
<b>Row Selector</b>	The row selector is the small box to the left of each field name in the upper half of the Table Design view window.
<b>Rows</b>	Rows are the horizontal divisions of a table. Each row contains a separate record.
<b>Rulers</b>	In Form or Report Design View, horizontal and vertical rulers located along the top and left side of the screen indicate your current position within the document. They can assist you in determining the size of a control or a section. They can be turned off or on from



	the View menu.
<b>Run</b>	When you run a query, you tell it to find and list the designated records.
<b>Sample Tables</b>	The Table Wizard provides numerous sample tables-both business-related and personal-from which to choose. Select the type of table that most closely fits your application. Your selection of sample fields will be based on the sample table you select.
<b>Save As/Export Option</b>	The Save As/Export option located on the File menu lets you save the selected object under a different name.
<b>Screen Element</b>	A screen element is an object on the screen, such as a button or a ruler.
<b>Search Subfolders</b>	Use the Search Subfolders option in the Advanced Find dialog box to extend your search through the current folder and all of its subfolders.@49
<b>Section</b>	A section is a portion of a form. A form contains at least one section, but can contain others. The most common sections used on forms are the heading and detail sections.
<b>Select</b>	You select, or highlight, an object by clicking it with the mouse. In order to work with an object, you must first select it.
<b>Select Query</b>	A select query retrieves a set of records based on the fields and criteria designated in the design grid.@61
<b>Selecting</b>	Selecting is highlighting an object or data in order to perform a command or operation.
<b>Selection Bar</b>	The selection bar is an unmarked area in the left margin of a document that allows for easy data selection.

<b>Selection Query</b>	A selection query searches for and creates a Recordset of all records that meet designated criteria.
<b>Shadowed Button</b>	Use the Shadowed Button to apply a border around the control and a shadow box behind it.
<b>Shadowing Text</b>	When you shadow text, you add a drop-shadow behind it. You can use shadowing for emphasis.
<b>SHIFT</b>	The [SHIFT] key on the keyboard is used in conjunction with other keys and mouse actions to capitalize letters and perform various commands and functions.
<b>SHIFT+Click</b>	[SHIFT+Click] is the process of holding down the [SHIFT] key while pressing the left mouse button.
<b>SHIFT+TAB</b>	Use [SHIFT+TAB] to move one column to the left.
<b>Shortcut</b>	A shortcut points to an application or document in another location and is represented by an icon with an arrow at the bottom.
<b>Shortcut Menu</b>	A shortcut menu shows a list of context-sensitive options. (See Right-click Menu.)
<b>Show Table Button</b>	Use the Show Table button to open a dialog box that lets you add a table to the query or the Relationships window
<b>Show Table Dialog Box</b>	The Show Table dialog box lets you add tables to your query.
<b>Single-column Report</b>	A single-column report prints all the data in one column. The quickest way to produce one that allows you to choose your fields is to use Report Wizard, then select Vertical under layout options.
<b>Size Mode</b>	Size Mode specifies how a graphic will be sized.

<p><b>Sizing Handles</b></p>	<p>Sizing handles are the small black boxes on the corners, sides, tops, and bottoms of selected text boxes or controls. You can resize the selected object by clicking-and-dragging one of these handles.</p>
<p><b>Sort</b></p>	<p>When you sort data in a report, you tell Access that you want the data arranged in a certain order. For example, you might want to sort order records by date ordered. You also can sort items within a group.</p>
<p><b>Sort Row</b></p>	<p>Use the Sort row to designate how the records will be sorted. The sort options available are ascending, descending, or not sorted. If you wish to sort records by the Cost field, then you would designate this in the Sort cell of the Cost column.</p>
<p><b>Special Effects</b></p>	<p>Access lets you change the appearance of a selected control by applying one of the following special effects: Flat, Raised, Sunken, Etched, Shadowed, Chisled.</p>
<p><b>Specific Record Box</b></p>	<p>The Specific Record box tells you the number of the current record.</p>
<p><b>Status Bar</b></p>	<p>The status bar is a horizontal line of information located at the bottom of the Access window. It may provide instructions or descriptions as you work in Access.</p>
<p><b>Status Box</b></p>	<p>The status box is an informational panel on one end of the Taskbar that provides information about the system.</p>
<p><b>Style</b></p>	<p>The style is the appearance of the report, including font styles, borders, and colors. Access has a number of preformatted styles from which to choose.</p>
<p><b>Subfolders</b></p>	<p>Subfolders are folders within folders.</p>
<p><b>Subform</b></p>	<p>A subform is a form within a main form and can be displayed as a datasheet or as a single or continuous form.</p>

<b>Summary Report</b>	A summary report takes all of the records in a table or query and, instead of listing each record separately, it summarizes or condenses them.
<b>Switchboard</b>	A switchboard is a form that allows you to open other reports or forms or to perform other actions. It is particularly useful when creating a database that will be used by those who are not proficient in Access.
<b>Tabbed Form</b>	A tabbed form contains more than one page for each record.
<b>Table</b>	A table is a feature, comprised of parallel columns and rows, which is used to store, organize, and view data on a particular topic. A single database may contain numerous tables containing information about related topics, such as customer addresses, product prices, and order information.
<b>Table Design View Window</b>	The Table Design view window is divided into two halves. The top half allows you to select or add fields, while the bottom half shows the properties of the selected field.
<b>Table View Button</b>	Use the Table View button to switch between the Design and Datasheet views of your table.
<b>Table Views</b>	There are two places to work with tables in Access: Design view and Datasheet view.
<b>Table Wizard</b>	The Table Wizard provides step-by-step help in creating a table, selecting the fields, designating a primary key, and naming the table.
<b>Tabs</b>	Tabs are the titles of the cards found in some dialog boxes. Clicking one brings that card to the front.
<b>Text Box Button</b>	Use the Text Box button to create a text box. @75
<b>Text Box Mouse Pointer</b>	The mouse pointer changes to a text box pointer when

	you can insert a text box in a form or report.
<b>Text Boxes</b>	A text box is an area on a form or report where data fields can be shown or changed.
<b>Tick Mark Labels</b>	Tick mark labels are the names that are applied to each section designated by tick marks.
<b>Tick Marks</b>	Tick marks are small marks that divide the sections of data along the axes of a bar chart.
<b>Title Bar</b>	The title bar is the area at the top of a window that contains the name of the application or open file.
<b>Tool</b>	A tool is a shortcut button, usually shown on a bar near the top of a window, that provides quick access to a commonly used command.
<b>Toolbar</b>	A toolbar is a group of tools of usually related functions.
<b>Toolbox Button</b>	Use the Toolbox button to toggle between opening and closing the toolbox.
<b>ToolTip</b>	A ToolTip is a descriptive label that appears when the mouse pointer is held over a tool.
<b>Truncated</b>	Truncated text is the shortening or abbreviation of text due to limited display space.
<b>Unbound Control</b>	An unbound control in a form or report is not linked to a table or query and is usually a label, line, or graphic.
<b>Ungrouping Objects</b>	Ungrouping objects allows you to work with each part of a grouped object individually.
<b>Unit Of Measure</b>	The Unit of Measure options for labels are as follows: English, which lists the available label sizes in inches. Metric, which lists the available label sizes in

	millimeters.
<b>Up One Level Button</b>	Use the Up One Level button to access the next higher-level folder on the computer.
<b>Update Queries</b>	An update query makes a change to designated records.
<b>Wizards</b>	Wizards guide you through difficult tasks using step-by-step dialog boxes.
<b>WYSIWYG</b>	WYSIWYG is an acronym for What You See Is What You Get, meaning that what you see on the screen should be what prints on the page.