



LESSON 3 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Aggregate function	Used to calculate counts, totals, averages, and other statistics for groups of records.	455
Align	To adjust form or report controls so that they are in a straight line.	458
Calculated field	A field that displays the result of a calculation using other fields on a query, form, or report.	454
Control	An object on a form or report that displays data, such as a text box or check box, or a button that lets users control a program.	458
Filter	To separate out and show only records that have a specific value.	466
Footer	Text that displays at the bottom of a section of a form or report. It can include the page number, grand totals, or other appropriate information.	460
Header	Text that displays at the top of a section of a form or report. It can include automated information that would vary from report to report.	460
Margin	The distance from the text to the edge of the page.	461
Orientation	The direction that a document prints on the page (either landscape or portrait).	461
Resize	To make controls on a form or report larger or smaller.	458
Sort	To put records in order.	457
Spacing	The distance between controls. It can be horizontal or vertical.	458

Tech Tip

Access 2003 can use data from previous versions back to Access 97. You will be able to use all of the data and queries, but forms and reports probably will not work without changes. When Access cannot convert a report or form, it will display an error message.

You Should Know

Headers and footers always come in pairs. Reports have headers and footers for report sections, pages, and the whole report.

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