Key Words

Table	A form that holds rows and column of information
Field	Category e.g. height
Record	Each row of information
Query	Searching for given criteria
Primary Key	A unique reference e.g. a candidate number
Validation	Given specifications for a column
Form	A form that connects to a database

Types of field

Text	Words
Integer	A number
Date	A date in the form dd/mm/yy
Currency	Monetary values

ID	Surname	Age	Wages
1	Smith	45	£32,000.00
2	Williams	49	£28,000.00
3	Frost	65	£85,000.00
4	Redman	32	£25,000.00
5	Linny	74	£19,000.00

Primary Key

Query Operators

<	Less than
<=	Less than or equal
>	Greater than
>=	Greater than or equal
=	Equals
BETWEEN	Tests for a range of values
OR	Has to have one of the specified criteria
NOT	All criteria are satisfied except for the ones specified