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Access Lesson 1 Vocab

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| **Across****4.** Database objects that enable stored data to be searched and retrieved.**7.** A menu of options and commands that allows you to access various screens to perform common tasks with your database files.**9.** The visual representation of the data contained in a table or of the results returned by a query.**10.** A tool for collecting and organizing information. | **Down****1.** Standards and guidelines that can be used to determine if your database is structured correctly.**2.** The process of applying rules to your database design to ensure that you have divided your information items into the appropriate tables.**3.** Accesses the Backstage view.**5.** Each column in a table.**6.** Small square labels where KeyTips are located.**8.** Small letters and numbers on the Ribbon that execute commands when used with the ALT key. Every command on the Ribbon has a KeyTip. |