Glossary of terms

From the beginning of their involvement in ICT, students will need to become familiar with ICT terminology. This glossary of terms is provided to help in this process. It is not intended to be comprehensive, but lists the common terms used in the areas covered by the modules in the ICT syllabus, provides definitions, and, where appropriate, examples.

There are many glossaries, dictionaries and other guides available, e.g. The British Computer Society's *A Glossary of Computing Terms* (Ninth Edition), published by Longman, 1998. Whichever reference materials you use, it is crucial that they are up to date, and that you use them with discrimination: carefully select sufficient and relevant terminology for your students, their needs and interests, and the module requirements. The main focus of the Cambridge International Diploma in ICT is the development of well-founded practical ICT competence, not encyclopaedic knowledge for its own sake.

Systems Management

Term	*Definition*	*Example*
attachment	A file attached/included in an e-mail message.	
bookmark	A method of saving pointers to frequently visited locations on the global network.	
bps	Bits per second, the unit of speed of transmission of data between two modems.	
browser	A program which enables Internet users to retrieve information interactively from the Internet, and to download and display Web documents.	
copy	To make a copy of a highlighted item and store it in a temporary memory buffer. The contents can be returned to a chosen location with the paste command.	
cut	To delete the contents of a cell or cells and store them in a temporary memory buffer. The contents can be returned to a chosen location with the paste command.	
data	Anything that the computer can work with. This could be numbers of any kind, text characters, positions on a diagram, and so on.	
download	To transfer a file from a remote computer to your own computer for display or saving.	
e-mail	Electronic Mail – mail sent between users electronically.	
e-mail address	The unique private address to which you e-mail is sent, e.g. Userid@domain.name.country The part of the e-mail address to the right of the @ symbol is called the domain name and is sufficient for any ISP	J.Smith@bbcnc.org.uk

to find another ISP on the Internet. The part to the left is called the user id. This is the user's account name.

fax modem A modem which can send and receive faxes.

file transfer protocol (FTP) The protocol for transferring files across the Internet.

frequently asked question (FAQ) A document that allows users quickly to access the answers to commonly asked questions.

gateway A software program or device which translates data from one protocol into another, so that for example someone on a Macintosh can send e-mail to someone on a PC.

home page A main page associated with a person, organisation or topic.

hypertext Text which incorporate associative links which enable the user to jump around the text. A key word is linked to another section of text. By selecting the keyword, usually a double click with a mouse, the jump is made to the linked part of the text. Most hypertext application packages allow links to be made between different files as well, and on the WWW links can be made between different web sites. And just to complete the scene, key pictures, as well as key words, can be used as the jumping off point in a hypertext link.

hypertext mark-up language (HTML) A way of turning ordinary documents into hypertext as used on the WWW, this involves the inclusion of special code relating to the format of the document and any hypertext links.

hypertext transfer protocol (HTTP) A way of turning ordinary documents into hypertext as used on the WWW, this involves the inclusion of a special code relating to the format of the document and any hypertext links.

integrated services digital network (ISDN) An international standard system for sending digital signals over a phone line giving faster transmission than analogue connections.

Internet The collection of interconnected networks that allow communication between computers.

Internet protocol addressing (IP addressing) The 32-bit numerical addressing system which is assigned to each unique host on the Internet. Four 8-bit numbers expressed as decimal numbers in the range 0-255 make up an IP address e.g. 124.54.32.9.

internet service provider (ISP) An organisation which allows users to connect their computers via a modem to the Internet. An ISP has a

	dedicated connection to the Internet.
link	A link is a reference to another document, so that e.g. clicking on a link in a browser will retrieve that document for display or downloading.
local access	An ISP connection point which is accessed via a local call.
local system	The computer system that a user is using.
mailing list	A list of e-mail addresses which will all be sent the same messages.
modem	A device for enabling digital information to be converted into analogue information and back again. Computers work with digital signals; normal telephone lines work with analogue signals.
netiquette	A term used to explain the expected behaviour of users on the Internet. From the words network and etiquette.
newsgroup	An electronic notice board or bulletin board from which messages can be read and to which messages can be sent.
PDF	Portable Document Format. A file type which retains the original formatting.
search engine	A WWW site for finding pages on the Internet.
surfing	Browsing the WWW moving from site to site via hypertext links.
universal/uniform resource locator (URL)	An accepted way of expressing a web site's location on the Internet
upload	To copy files from local host to the remote host.
user id	That part of an e-mail address unique to the user.
web browser	A software application to allow a user to access the hypernet environment of the WWW using a graphics user interface.
web page	An HTML document to be found somewhere on the WWW.
web server	An IP site on the WWW.
world wide web (WWW)	The hypertext-based system for linking information and files on different computers around the Internet.

Notes in right margin:

netiquette: Bad etiquette is to type in capitals as this implies that you are shouting.

universal/uniform resource locator (URL): URLs include http.ftp, gopher, telnet and mail-to and news

WWW hypertext links The hypertext-based system for linking information and files on different computers around the Internet.
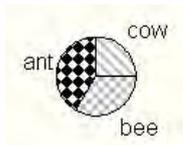
zip and unzip A means of compressing and decompressing files before transmission.

Source Data Management

Term	Definition	Example
absolute reference	A reference to specific cell that the application cannot automatically adjust.	cf. relative reference
alignment	The way in which the contents of a cell are arranged as flush left, centre or flush right.	
ascending sort	The sorting of a list with the lowest numerical value or lowest alphanumeric character first.	ant 100 bee 234 cow 5678
axis label/title	The text to describe the type of data represented by the axis of a graph or chart.	
blocks	Section of text, which can, e.g.. be moved and copied as a single unit.	
body text	The name for the plain, flowing text in a document	
bold	A type that makes the text to which it is applied heavier than the surrounding text.	Normal **bold**
bullet	Mark used to set off a small block of text or individual items on a list	● ◆
cell	A unit (single box) on a spreadsheet matrix into which numbers or formulae can be input via the keyboard. Each cell is located by reference to its column and row.	
cell border	The boundary of a cell or range which may be highlighted with an outline box.	
cell name	A name given to a cell which can be used in formulae or to locate the cell.	Outgoings Income
cell reference	The unique description/address of a cell, identifying its location in the spreadsheet.	R3C2
chart	A chart or graph is a graphical representation of a set of values, e.g. bar chart, pie chart, line graph.	
clear	The action of deleting the contents of a cell or range of cells.	
clip art	Collections of pre-prepared graphics which can be imported into other applications, e.g. word processing	
clipboard	A special area of memory for temporary storage of data, a holding place where data can be stored for	

	further action, e.g. in cutting and pasting. Its contents are automatically replaced when you place new data there.
column	The vertical lines of cells which run down the length of a spreadsheet which are sometimes labelled with letters.
column header	The unique identifier of a column
copy text	To take a copy of the currently selected data, e.g. text.
copy formulae	To copy the contents of a cell or range of cells into others to avoid repetitive typing. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.
crop	To chop out a section of an image.
cut text	To take a copy and remove the currently selected data, e.g. text.
cut number	To delete the contents of a cell or cells and store them in a temporary memory buffer. The contents can be returned to a chosen location of the spreadsheet matrix with the paste command.
data label	This shows the spreadsheet value from which a category in e.g. a pie chart is calculated
delete	To delete currently selected data, e.g. text.
descending sort	The sorting of a list with the highest numerical value or highest alphanumeric character first.
dictionary	The list of allowable words which can be used in a particular application: standard, personal.
error value	A value in a cell displayed when the application cannot calculate the formula for that cell.
export/import	Creating a data file using one piece of software so that it can be read by a different piece of software.
file	A collection of related records.
fill down	To copy the contents of a cell or row range down a column or columns. When copying cell references they are automatically altered to keep in step with the

For **copy formulae**:

= A3 + B3

= A4 + B3

= A5 + B3

For **data label**:

cow
ant
bee

For **descending sort**:

cow	5678
bee	234
ant	100

	appropriate row or column unless the cell contains an absolute reference.	
fill right	To copy the contents of a cell or column range across a row or rows. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.	
font	A set of characters available in the same typeface, style, size and stroke weight.	Arial Wingdings ☛✎✂☎
footer	A design element that is repeated at the bottom of each page.	Page numbers cf. header
format	(i) The structure of appearance of a part of a document. (ii) To change the appearance of selected text.	
formula	A calculation which may include functions, operations or references to other cells.	= IF (A3 = 0, 0, B3/A3)
freeze titles	To lock the top row and/or the left-most column or columns so that they remain fixed in position on the screen or page as the rest of the screen display is scrolled.	
function	A function simplifies and shortens lengthy calculations. It is a special type of formula represented by a key word which denotes the function followed by parentheses. Within the parentheses is the argument, often a range of cells, on which the function is to be performed.	=LOOKUP(A30,CODE)
grammar-checker	A tool that checks the grammar within a document and usually tries to provide guidance as to correct usage.	
grid-line	Some spreadsheet applications allow you to display or print the lines which mark out the cells of the matrix	
header	A piece of text which is repeated at the top of every page.	Module 101 Issue 3.0 Chapter titles cf. footer
heading	A word or groups of words put at the top of a document.	
insert	To insert new date, e.g. in a selected position.	
italic	Type style in which the characters have a more cursive appearance than in a normal typeface and are evenly slanted towards the right.	*Italic*

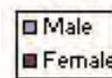|		
justification number	The way in which the contents of a cell are arranged as flush left, centre, flush right or justified.	
justification	Type that is spaced so that the left or the right or both sides of a column are flush. Or text can be centred, so that lines are aligned on the central character of each line.	This is an example of justified text within a word processed document.
label	The description word or words used to describe the contents of ranges of cells.	Monthly expenditure
landscape	The orientation of a sheet of paper when the paper is wider than it is tall.	cf, portrait
legend	The explanation of bars, points, symbols, pie segments, or lines used in a graph or chart. Often placed at the side or bottom of a graph or chart.	
lookup	A function which looks up an entry in a reference table and returns either a matching entry or an error code.	Lookup (3, Y1:Z3) = C
macro	A sequence of frequently performed, repetitive tasks and calculations that can be recorded and then automatically performed when activated by defined keystrokes.	
mailmerge	Combining a document and a data file so that copies of the document for different people are suitably different, e.g. personalised, with correct address.	
margins	The margins set round the edge of a page, top, bottom, left, right. Within the top margin a header margin can be set and within the bottom margin a footer margin can be set.	
menu commands	Command selected from a drop down menu,	
merge	To combine two or more documents into a single document.	
move	To move selected date, e.g. text from one position to another in a document.	
numeric format	The way in which a number is displayed in a cell. There are a number of common formats such as fixed, currency, comma, percent, leading zeros, true/false, time/date.	123.45 £123.45 123.45%
operator	These perform all the basic actions on numbers of characters. There are three basic groups:	= A3+B3 = IF(A3=B3,"Same",

For the **lookup** row, the reference table:

	Y	Z
1	1	D
2	2	C
3	3	E

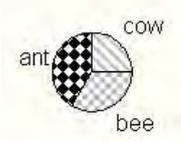|		mathematical (e.g. +), relational (e.g. =) and logical (e.g. AND).	"Different") = IF(AND(A3=B3, A3=C3), "Same", "Different")
orphan		A single line of text at the bottom of a page or column.	cf. widow
outline		A word processing facility which allows the user to concentrate on the structure and organisation of a document (rather than its format).	
page		A division of the whole of the display which will fit onto the printed paper size specified for the file.	
page layout		The layout of the page with regard to features such as margins, headers, footers, page length, page width and page number.	
paper size		The size of the paper in the chosen output device	A4, B4, A3
paste		Pasting the contents from a copy or cut action onto the screen at a specified location.	
point size (pt)		Unit of measure (usually 1/72 of an inch) used to indicate character height and the amount of space between lines of text.	12 point 15 point
portrait		The orientation of a sheet of paper where it is taller than it is wide.	
			cf. landscape
print preview		This allows you to look at the pages of your document as they will appear when they are printed out.	
print review		This allows you to look at the pages of your spreadsheet as they will appear when they are printed out.	
range		An area of the spreadsheet made up of one or more rows and/or one or more columns.	
range name		The name given to a range which can be used in formulae or to locate the range.	
relative reference		A reference to a cell which is relative to the current cell's position	cf. absolute reference
replicate		To repeat or copy the same formula in other cells without altering cell references.	
row		The horizontal strips of cells which run across the width of a spreadsheet which are usually labelled	

	with numbers.	
row header	The unique label of a row, usually a number.	
ruler	Facility which shows the scaled position of the cursor.	
sans serif	A typeface with a more geometric appearance than a serif typeface; that is it does not contain serifs. Used more frequently in display type such as headlines.	Arial typeface cf. serif
scale	To change the size of an image in proportion to the original.	
scrolling	The action of moving around to view the portions of a spreadsheet when only a part of the spreadsheet is visible on the screen at any one time because of its size.	
search (search & replace)	The software looks for a specific combination of characters from a point selected by the user. (Matched words may be replaced with another combination.)	
serif	A typeface whose characters contain short lines or ornaments at the upper and lower ends of the stroke. Considered easier to read for large bodies of text.	Times New Roman cf. sans serif
sort	A utility which allows rows or columns to be put into alphabetical or numerical order	
spreadsheet	A computer program which processes text, number and formulae stored in a matrix of rows and columns.	
spell-checker	A tool that checks the spelling within a document and usually tries to provide guidance as to correct usage.	
style sheet	A collection of predetermined styles that are adopted for different sections of the article.	
subscript	Text, usually in a smaller point size, positioned below the normal base line,	$_{sub}$Script
sub heading	A collection of predetermined styles that are adopted for different sections of the article.	
template	A pre-formatted page layout which can contain headers, footers and embedded features.	
text format	The appearance of text in relation to font (e.g. Times New Roman), font size (e.g. 12 point), font style (e.g. bold) or font position (e.g. subscript).	Times New Roman 12
thesaurus	A word processing facility that allows the user to find alternatives to a given word.	
toggle	To alternate between two states,	**Bold on -** bold off

toolbar	A pictorial menu of buttons.	
typeface	A specific, named design of a set of printed characters.	Times New Roman Arial
widow	A single line of text at the top of a page or column.	cf. orphan
white space	The blank areas on a page which contain neither text nor illustrations. Poorly designed documents often suffer from a lack of white space, making the document difficult to read.	
word wrap	Automatic wrapping of a sentence onto the next line without the need for a carriage return. This facility breaks lines automatically between words, so that when the text being entered on the line reaches beyond the right-hand margin, the whole of the last word is transferred to the beginning of the next line.	
zoom in/out	Viewing a window at different levels of magnification.	

Advanced Spreadsheets

Term	Definition	Example
absolute reference	A reference to specific cell that the application cannot automatically adjust.	cf. relative reference
alignment	The way in which the contents of a cell are arranged as flush left, centre or flush right.	
ascending sort	The sorting of a list with the lowest numerical value or lowest alphanumeric character first.	ant 100 bee 234 cow 5678
axis label/title	The text to describe the type of data represented by the axis of a graph or chart.	
blocks	Section of text, which can, e.g.. be moved and copied as a single unit.	
cell	A unit (single box) on a spreadsheet matrix into which numbers or formulae can be input via the keyboard. Each cell is located by reference to its column and row.	
cell border	The boundary of a cell or range which may be highlighted with an outline box.	
cell name	A name given to a cell which can be used in formulae or to locate the cell.	Outgoings Income
cell reference	The unique description/address of a cell, identifying its location in the spreadsheet.	R3C2
chart	A chart or graph is a graphical representation of a set of values, e.g. bar chart, pie chart, line graph.	
clear	The action of deleting the contents of a cell or range of cells.	
copy	To make a copy of a highlighted item and store it in a temporary memory buffer. The contents can be returned to a chosen location with the paste command.	
copy formulae	To copy the contents of a cell or range of cells into others to avoid repetitive typing. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.	= A3 + \$B\$3 = A4 + \$B\$3 = A5 + \$B\$3
cut	To delete the contents of a cell or cells and store them in a temporary memory buffer. The contents can be returned to a chosen location with the paste	

command.

cut number	To delete the contents of a cell or cells and store them in a temporary memory buffer. The contents can be returned to a chosen location of the spreadsheet matrix with the paste command.	
data	Anything that the computer can work with. This could be numbers of any kind, text characters, positions on a diagram, and so on.	
data label	This shows the spreadsheet value from which a category in e.g. a pie chart is calculated	
delete	To delete currently selected data, e.g. text.	
descending sort	The sorting of a list with the highest numerical value or highest alphanumeric character first.	cow 5678 bee 234 ant 100
error value	A value in a cell displayed when the application cannot calculate the formula for that cell.	
export/import	Creating a data file using one piece of software so that it can be read by a different piece of software.	
file	A collection of related records.	
fill down	To copy the contents of a cell or row range down a column or columns. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.	
fill right	To copy the contents of a cell or column range across a row or rows. When copying cell references they are automatically altered to keep in step with the appropriate row or column unless the cell contains an absolute reference.	
footer	A design element that is repeated at the bottom of each page.	Page numbers cf. header
format	The way numbers are displayed e.g. date, time, currency, integer.	
formula	A calculation which may include functions, operations or references to other cells.	= IF (A3 = 0, 0, B3/A3)
freeze titles	To lock the top row and/or the left-most column or columns so that they remain fixed in position on the screen or page as the rest of the screen display is scrolled.	

For the **data label** entry, the illustration shows a pie chart with categories labelled: cow, ant, bee.

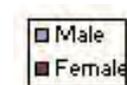| **function**	A function simplifies and shortens lengthy calculations. It is a special type of formula represented by a key word which denotes the function followed by parentheses. Within the parentheses is the argument, often a range of cells, on which the function is to be performed.	=LOOKUP(A30,CODE)
grid-line	Some spreadsheet applications allow you to display or print the lines which mark out the cells of the matrix	
header	A piece of text which is repeated at the top of every page.	Module 101 Issue 3.0 Chapter titles cf. footer
insert	To insert new date, e.g. in a selected position.	
italic	Type style in which the characters have a more cursive appearance than in a normal typeface and are evenly slanted towards the right.	*Italic*
justification number	The way in which the contents of a cell are arranged as flush left, centre, flush right or justified.	
label	The description word or words used to describe the contents of ranges of cells.	Monthly expenditure
legend	The explanation of bars, points, symbols, pie segments, or lines used in a graph or chart. Often placed at the side or bottom of a graph or chart.	
lookup	A function which looks up an entry in a reference table and returns either a matching entry or an error code.	Lookup (3, Y1:Z3) = C

Lookup table:

	Y	Z
1	1	D
2	2	C
3	3	E

macro	A sequence of frequently performed, repetitive tasks and calculations that can be recorded and then automatically performed when activated by defined keystrokes.	
numeric format	The way in which a number is displayed in a cell. There are a number of common formats such as fixed, currency, comma, percent, leading zeros, true/false, time/date.	123.45 £123.45 123.45%
operator	These perform all the basic actions on numbers of characters. There are three basic groups: mathematical (e.g. +), relational (e.g. =) and logical (e.g. AND).	= A3+B3 = IF(A3=B3,"Same", "Different") = IF(AND(A3=B3, A3=C3), "Same", "Different")
page layout	The layout of the page with regard to features such	

as margins, headers, footers, page length, page width and page number.

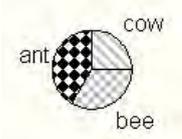|		
paste	Pasting the contents from a copy or cut action onto the screen at a specified location.	
print review	This allows you to look at the pages of your spreadsheet as they will appear when they are printed out.	
range	An area of the spreadsheet made up of one or more rows and/or one or more columns.	
range name	The name given to a range which can be used in formulae or to locate the range.	
relative reference	A reference to a cell which is relative to the current cell's position	cf. absolute reference
replicate	To repeat or copy the same formula in other cells without altering cell references.	
row	The horizontal strips of cells which run across the width of a spreadsheet which are usually labelled with numbers.	
row header	The unique label of a row, usually a number.	
sort	A utility which allows rows or columns to be put into alphabetical or numerical order	
spreadsheet	A computer program which processes text, number and formulae stored in a matrix of rows and columns.	
strings	A connected sequence of characters or bits treated as a single data item.	'Microcomputer' is a string of 13 characters

Presentation and Automation

build	Where a slide is constructed from a number of parts.	animation
bullet	Mark used to set off a small block of text or individual items on a list	● ◆
drawing tools	A toolbar to aid with the drawing of rectangles, circles, lines or simple shapes.	
flag field	A symbol used to mark a data input point in a text file.	
function	A function simplifies and shortens lengthy calculations. It is a special type of formula represented by a key word which denotes the function followed by parentheses. Within the parentheses is the argument, often a range of cells, on which the function is to be performed.	= IF (A3 = 0, 0, B3/A3)
heading	A word or groups of words put at the top of a	

presentation.

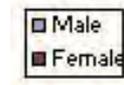| Term	Definition	Example
mail merge	A process of automatically printing form letters with names and addresses from a mailing list file. A mail merge program merges data (text/numeric) from one file with textual information from another file,	
numeric range	An area of the data file made up of one or more rows, to be used when selecting data.	between 1/11/99 and 15/12/99
record	A unit of related data items in a file expressed in named data fields.	Smith John Male 17
sequence	An arrangement of items.	Order of the slides in a presentation
styles	A collection of predetermined styles that are adopted for different sections of the presentation.	
timing	An effect on a slide, indicating the time each slide will stay on the screen before moving onto the next slide.	
transition	The process of moving from one slide to the next. This may involve moving one slide off the screen and bringing the next on, or a process of fading for dissolving from one to the next.	

Business Charts

Term	*Definition*	*Example*
axis label/title	The text to describe the type of data represented by the axis of a graph or chart.	
bar chart	A method presenting business data as a clear comparison between two or more items.	
chart	A chart or graph is a graphical representation of a set of values, e.g. bar chart, pie chart, line graph.	
data label	This shows the spreadsheet value from which a category in e.g. a pie chart is calculated	
export/import	Creating a data file using one piece of software so that it can be read by a different piece of software.	
footer	A design element that is repeated at the bottom of each page.	Page numbers cf. header
header	A piece of text which is repeated at the top of every page.	Module 101 Issue 3.0 Chapter titles cf. footer
label	The description word or words used to describe the	Monthly expenditure

contents of ranges of cells.

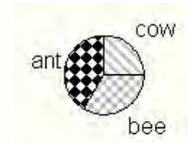|		
legend	The explanation of bars, points, symbols, pie segments, or lines used in a graph or chart. Often placed at the side or bottom of a graph or chart.	
line chart	A method of charting business data to compare two sets of data.	
pie chart	Graphical representation of information. A charting technique used to represent portions of a whole.	
spreadsheet	A computer program which processes text, number and formulae stored in a matrix of rows and columns.	

Relational Databases

Term	Definition	Example
condition	An expression which can be evaluated as being either True or False.	Date of birth < 01/01/90
criteria	Set of data to select record(s).	CustomerNo = 1234
data type	A definition that states the kind of data that can be entered into a data field.	Real, integer, text, date
data validation	The process of ensuring, as far as possible, that information is correct by checking it against specific rules and other data, performed during input and editing of forms.	For a day of month an integer between 1 and 31 For a sex field only accepting male or female
field	A space on the screen or in a record where data can be entered or stored.	
file	A collection of related records.	
flat-file	A term used to describe a category of databases that will only allow the user to work with one file at a time, i.e. it is impossible to create a data link between more than one file using a flat-file database.	
form	Analogous to a paper form used in an office, a database form is a screen containing blank spaces called fields into which data items are entered before being saved as a record in memory.	
index	A set of 'pointers' stored in a file that allows fast access to individual records as well as the ability to access records in a specific order.	

integer   A whole number.   1,500 or 27

primary key	A data value upon which an index is based.	An employee's reference number key will let you find individual employee details quickly and produce reports in employee reference number order.
primary table	When you relate tables, the table from which you drag is the primary table and the table to which you drag is the related table.	cf. related table
one-to-many relationship	This relationship occurs when one record from the primary table matches many records from the related table; for example, one customer record matches many order records.	
one-to-one relationship	This relationship occurs when one record from the primary table matches one record from the related table.	
operator	Used in searches to set the conditions upon which the database is interrogated.	= > <>
pivot table	A pivot table report is an interactive table that you can use to quickly summarize large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.	
query	The specification of search criteria that are used to interrogate a database.	
record	A unit of related data items in a file expressed in named data fields.	Smith John Male 17
record view	A display of one record at a time from a database file.	
referential integrity	When you create a relationship between two tables, you can set referential integrity. Referential integrity is a built-in set of rules used to make sure that the relationship is valid. Referential integrity can also prevent accidental deletion or editing of data. In order to use referential integrity, the following conditions must be true: the related field in the primary table is the primary key, the related fields in both tables have the same data type, and both tables belong to the same database.	
relational	The combining of data from two or more data files normally achieved by the linking of common key-values e.g. customer details with customer orders linked via a common account number field.	

related table	When you relate tables, the table from which you drag is the primary table and the table to which you drag is the related table.	cf. primary table
report	A view of the data contained within the database with suitable headings and groupings and possibly summary information.	
search criteria	The conditions upon which a database is interrogated	Sex = "female" AND Age < 20
string	A data type used to hold a collection of characters	Ant, bee, cow
strings	A connected sequence of characters or bits treated as a single data item.	'Microcomputer' is a string of 13 characters
subset	A grouping within a larger group.	
table view	A display of a collection of records each with the same set of fields (but different data), arranged in columns for each field.	
wildcards	Wildcard characters are used in a query to find records when the criterion contains a pattern (such as all last names beginning with J) or is only partly known (such as the proper spelling—Kline or Klein). Wildcards take the place of one or several letters in a text field or numbers in a date/time field.	? single letter or number * one or more letters or numbers