**Introduction to Databases Vocabulary Review (Key)**

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| **Data** | *Bits or pieces of information.* |
| **Database** | *A collection of related data files organized and cross-referenced for quick**retrieval.* |
| **Template** | *A pre-built database table formatted with categories such as those for**business, education, and personal use, including those for events, assets, inventory, and contacts.* |
| **Table** | *The main function of a table in a database is to organize and store data. Tables**are arranged in rows and columns, making it easy to search, extract, and reference information.* |
| **Related Table** | *A table that links or references information from another table,**eliminating the need to duplicate data entry.* |
| **Record** | *A group or set of related data.* |
| **Field** | *The location for a piece of data or information.* |
| **Form** | *Shows data for entry or review and is selected from one or more tables or**queries.* |
| **Query** | *A process for pulling data from tables for informational or reporting purposes.* |
| **Report** | *Shows data for printing, display, or interaction and is selected from one or**more tables.* |