**Introduction to Databases Vocabulary**

**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.*