**Introduction to Databases Vocabulary Review**

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| **Data** | *Bits or of .* |
| **Database** | *A collection of data files and for quick**retrieval.* |
| **Template** | *A database formatted with categories such as those for* *, , and , including those for d , , , and .* |
| **Table** | *The main function of a table in a database is to and data. Tables**are arranged in and , making it easy to , i t, and information.* |
| **Related Table** | *A table that or information from another ,**eliminating the need to data entry.* |
| **Record** | *A or set of data.* |
| **Field** | *The for a piece of data or information.* |
| **Form** | *Shows data for or and is selected from one or more tables or**queries.* |
| **Query** | *A process for data from tables for or purposes.* |
| **Report** | *Shows data for , , or and is selected from one or**more tables.* |