Database Vocabulary

1. **Keyword Search** - looks for words anywhere in the record. **Keyword searches** are a good substitute for a subject **search** when you do not know the standard subject heading. **Keyword** may also be used as a substitute for a title or author **search** when you have incomplete title or author information.

2. **Phrase Search** – is a group of words in quotations. Unless you specify otherwise, most databases will assume the Boolean AND connector, which means that all words must be present for a particular record to be listed in the **search** results, but not necessarily as an exact **phrase**. “jade jewelry” or “jaded AND jewelry”

3. **Information Validity** - the extent to which a measure, indicator or method of data collection possesses the quality of being sound or true as far as can be judged. ...

4. **Truncation** - This **search** technique refers to the ability to **search** just a portion of a word. Typically, a symbol such as the asterisk is used to represent the rest of the term. **Learn* (will search for learning, learned, learner, learn)**

5. **Search Engine** - a program that searches for and identifies items in a database that correspond to keywords or characters specified by the user, used especially for finding particular sites on the World Wide Web. *(Google and Yahoo are Internet search engines)*

6. **Filtering** – in a database allows you to search for specific information in only those records

7. **Mail Merge** - the automatic addition of names and addresses from a database to a document (letters and envelopes) in order to facilitate sending mail, especially advertising, to many addresses.

8. **Data** - information

9. **Report** – you can organize and print information from a detailed list of records from a data filter, it creates a document that presents data so that it is meaningful to a particular audience.

10. **Boolean Operator** - simple words (AND, OR, NOT or AND NOT) used as conjunctions to combine or exclude keywords in a search, resulting in more focused and productive results.

11. **Query** - a request for information from a database.

12. **Data Analysis** - is a process of inspecting, cleaning, transforming, and modeling **data** with the goal of discovering useful information, suggesting conclusions, and supporting decision-making.

13. **Sort** - to organize or arrange a set of data in a database in a certain order (ascending or descending). You may sort alphabetically, numerically, chronologically and by one or more fields in most databases.
14. **Database or Database File** - an organized collection of related data entries, such as a list of names and addresses.

15. **Entry** - a piece of information, or data, typed into a field in a database.

16. **Data Table** - Any display of information in tabular form, with rows and/or columns named stored in, or derived from, a database.

17. **Field** - a single category of information in a database. *An example would be a last name field. (text, number, dates, time, graphics)*

18. **Record** - a collection of related fields in a database. An example would be all the information and entries that pertains to one subject or concept, such as the name, address, and phone number for one particular person in a database of many people.

19. **Database Program** – is best to organize a large amount of information that allows you to sort, search, and update the information.

20. **Operator** is a mathematical character that presents an action such as =, >, <, >=, <=, ≠