Sample 3 x 3 Vocabulary

Filter	Database	Field
Data	Sort	Row
Report	Descending	Ascending

Column 1 Down: After filtering my data for all countries located in the Nordan region, I ran a report of their major imports and exports.

Column 2 Down: I sorted my database in descending order so that I could look at my records in alphabetical order.

Column 3 Down: While my database contains both fields and rows, the only way I can sort in ascending order is by field.

Column 1 Across: Using the filter tool in my database application, I can isolate data in particular fields.

Column 2 Across: When I sort my data, I do so by fields, not by rows.

Column 3 Across: When running a data report, I can choose to have my data in either descending or ascending order.