

Knowledge Organiser

Unit 4 – Databases

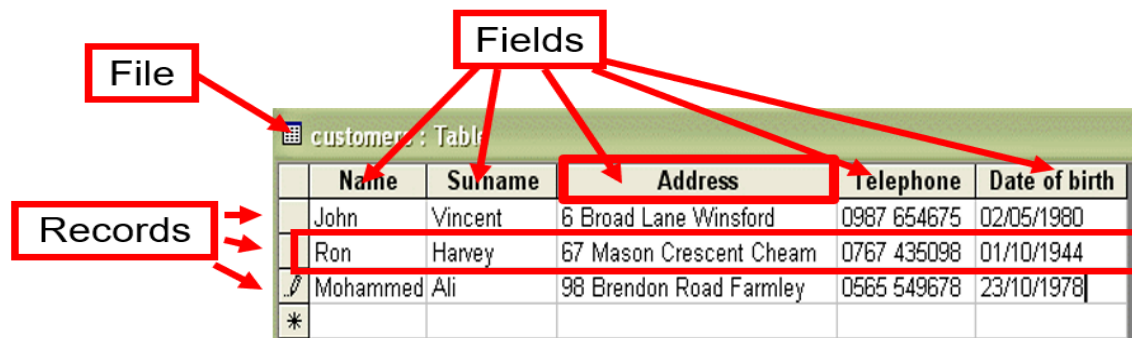
Unit 4 – Databases

Summary

A database is a way of storing information in an organised, logical way.

You can find information easily by **searching** and put information in order by **sorting**.

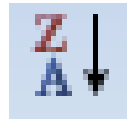
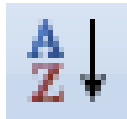
A **file** is a collection of **records**. A **record** is made up of categories called **fields**.



Record – All the information about a person or thing. These are stored in a **file**.

Field – One piece of information about a person or thing. The fields here are Name, Surname, Address, Telephone and Date of birth.

Sorting is a really simple way to organise your data. It can sort the data by any field. It can sort numerically or alphabetically.



Datatypes

Data	Data Type
John Smith	
684552	
Yes / No	
1.64	
17/08/2020	
07754865841	
£ \$	
CH44 4CH	

Searching means means finding only some of the records of a certain type

e.g. all those in the class with blue eyes.

A search is also known as a ...



Unit 4 – Databases

Graphical User Interface

A graphical user interface (GUI) is the most common type of user interface in use today.

A GUI (pronounced goeey) is also known as a WIMP interface because it makes use of:

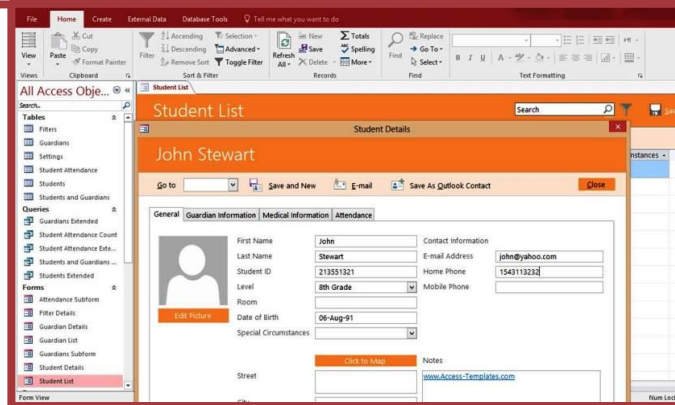
Windows -

Icons -

Menus -

Pointers -

Interfaces are created for databases to make them easier for customers to use and fill in the data.



Reports

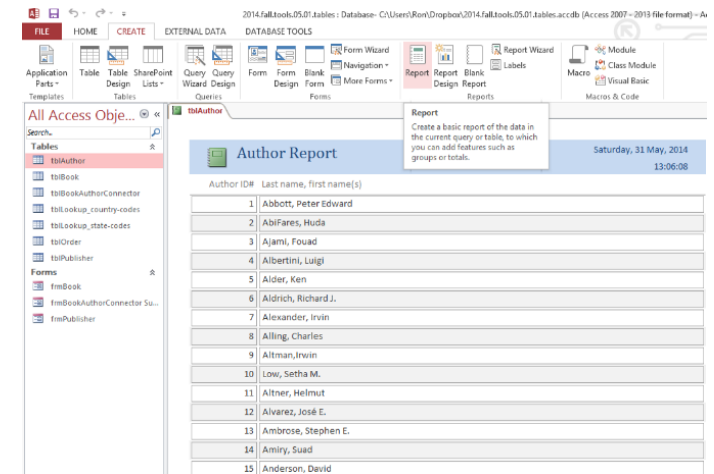
A report is a way to 'display' the contents of your database.

Reports can be made from different 'sets of data' including:

- ...
- ...

The report can be modified (like a form) to change how it looks. For example:

- Text style and size
- Colours, Layouts and Images



Mail Merge