

#### 5 words to remember

database: a collection of data (information) organised so that groups of records can be identified

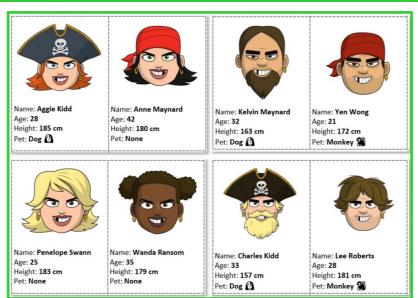
dataset: a set of data from a group related to a particular topic

filter: a way to identify some of the data (information) based on one or more criteria, for example which of the pirates wear hats

field: information in a database that relates to a single type of information, such as age

record: information in a database that relates to one individual or case, for example a library database would have a record for each book

# Knowledge check - data records and fields



This dataset contains 8 records. Each record has 4 fields: Name, Age, Height and Pet.

### **Key takeaways**

- Computers are very helpful for managing lots of information (data).
- We can organise data into tables, which can then be sorted and filtered to find the information we are looking
- ☐ Tree diagrams can be used to find information using questions that can be answered with 'yes' or 'no'.
- ☐ Forms can be used to enter data into a **database**. Forms can be completed on paper, or they can be completed on a computer.
- ☐ Filter buttons can be used in computer data programs to help find information.

## **Knowledge check: Understanding tables**

Tables help to organise data using rows and columns. Using computer programs such as Excel or Google Sheets allows us to sort and filter information in tables quickly.

This is the filter symbol:

In school, we have lots of databases that are organised into tables, such as the register and library catalogue.

First name Height (cm) Gender Pet Last name Age Vane 25 174 Male Parrot Jack 23 180 Male 3 Ted Teach None 30 161 Male Patrick Ormond Parrot 28 170 Male Pugwash Parrot Edward Kidd 33 157 Male Charles Dog 28 181 Male Monkey Lee Roberts 25 Isaac Drake 158 Male None 26 160 Male Caden Morgan None 22 163 Male John Barnet Cat

Each field has its own column

Each row has a new record

**Test yourself:** Use the table above to find the names of people who have a pet parrot.

## **Knowledge check: Understanding tree** diagrams

We can use tree diagrams to show data. They use a sequence of questions to separate the data and identify a single record of information. Questions are the branches of the tree. The end points, where no more questions can be asked, are the leaves.

**Test yourself:** How many leaves does this tree diagram have?

