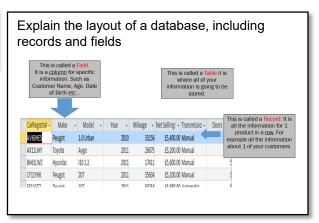
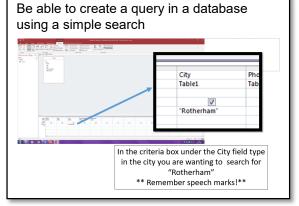
KNOWLEDGE ORGANISER BIG IDEA: Digital Literacy

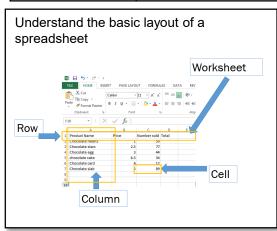
TOPIC: Databases and Spreadsheets

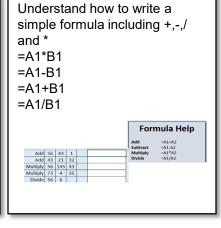
Key Word	Definition		
Database	A database is a collection of data or information which is stored in a sensible (logical) way		
Record	It is all the information for 1 product in a row. For example all the information about 1 of your customers.		
Field	It is a column for specific information. Such as Customer Name, Age, Date of Birth etc		
Query	A question that requests information.		
Report	A way to view the results in your database in a way formatted for the user.		
Workbook	A spreadsheet that contains formulas, functions, values, text, and visual aids		
Formula	All must BEGIN with an EQUAL SIGN (=). They are used to calculate results		
Graph	A visual representation of the data in the spreadsheet. E.g PIE chart, line chart, bar chart		
Conditional Formatting	Where the values following a rule are highlighted		
Function	Where you can calculate the total, average, highest and lowest value		

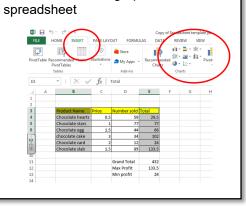




Paper based Database		Digital Database	
Advantages	Disadvantages	Advantages	Disadvantages
 Safe from powercuts/ no power needed Cannot be infected with viruses Easy to use Reliable – the data can't be corrupted 	 Can be lost Hard to update or copy Expensive to keep up to date Need physical space to store them 	 Reduce updating errors Easy to search Potentially very secure 	 People need to be trained to use them Difficult/ expensive to develop Start up costs Could be hacked







Be able to insert a graph into a

