

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

Explain the layout of a database, including records and fields

This is called a **Field**. It is a column for specific information. Such as Customer Name, Age, Date of Birth etc...

This is called a **Table** it is where all of your information is going to be stored.

This is called a **Record**. It is all the information for 1 product in a row. For example all the information about 1 of your customers.

CarRegistral	Make	Model	Year	Mileage	Net Selling	Transmisio	Doors
AV09PHE	Peugot	1.0 Urban	2010	33156	£5,400.00	Manual	
AX11LHJ	Toyota	Aygo	2011	26875	£5,200.00	Manual	
BH61LWZ	Hyundai	i10 1.2	2011	17411	£5,600.00	Manual	
CF11YHK	Peugot	207	2011	35694	£5,100.00	Manual	
CC11CT7	Daewoo	107	2011	50154	£4,600.00	Automatic	

Be able to create a query in a database using a simple search

In the criteria box under the City field type in the city you are wanting to search for "Rotherham"

**** Remember speech marks! ****

Paper based Database		Digital Database	
Advantages	Disadvantages	Advantages	Disadvantages
<ul style="list-style-type: none"> Safe from powercuts/ no power needed Cannot be infected with viruses Easy to use Reliable – the data can't be corrupted 	<ul style="list-style-type: none"> Can be lost Hard to update or copy Expensive to keep up to date Need physical space to store them 	<ul style="list-style-type: none"> Reduce updating errors Easy to search Potentially very secure 	<ul style="list-style-type: none"> People need to be trained to use them Difficult/ expensive to develop Start up costs Could be hacked

Understand the basic layout of a spreadsheet

Worksheet

Row

Column

Cell

Understand how to write a simple formula including +, -, / and *

=A1*B1
 =A1-B1
 =A1+B1
 =A1/B1

Add	56	43	1	
Add	43	21	32	
Multiply	56	145	43	
Multiply	73	4	35	
Divide	56	6		

Formula Help

- Add =A1+A2
- Subtract =A1-A2
- Multiply =A1*A2
- Divide =A1/A2

Be able to insert a graph into a spreadsheet

Product Name Price Number sold Total

Product Name	Price	Number sold	Total
Chocolate hearts	6.5	59	293.5
Chocolate stars	3.7	77	284.9
Chocolate egg	1.5	44	66
Chocolate cake	3	34	102
Chocolate card	2	12	24
Chocolate slab	1.5	89	133.5

Grand Total 432
 Max Profit 133.5
 Min profit 24

Be able to use conditional formatting in a document

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