

Computing

Digital media

Year 3 – Important Information

Databases

A database is a system on a computer that makes it easy to search, select and store information. Databases are used in libraries, museums, doctors surgeries, to store car registration plate owner information and many more places.

We can search a database that somebody else has made to find information. We type in a keyword into the search field:



And this will bring up any records containing that keyword.

To create our own databases, we have to type information into fields:



Microsoft Word

Word is a word-processing program used for creating documents such as letters, brochures, factsheets and many more. Text can be formatted in a variety of ways:

Colour (Colour, Colour, Colour)



Font (font, font, FONT, font)



Size (size, size, Size)



Images and tables can be inserted into documents. Spellcheck can be used to check for spelling errors



WordArt can be added **The ancient Egyptians**

Crucial knowledge

database - a system on a computer that makes it easy to search, select and store information

data – collection of information

sort – organize

table – used to enter information into a database

record – individual records of information in a database

field – a single piece of information within a record

search – when we enter a keyword to find information in a database. Also called a query.

fonts – different styles of writing

enlarge – make bigger

reduce – make smaller

insert – add in

delete - remove

format – change

Outcome

Create a simple branching database to record information

Use a ready-made database to answer questions

Add to a database

Plan, create and search a databases using applications designed for this purpose

Use Word to create interesting, attractive documents with a variety of text styles

Inset images and tables into Word Use spellcheck to fix errors

Insert WordArt

use the shift key or Caps Lock to insert capital letters

change the colour and size of text

include bullet points

insert images and tables
use Spellcheck

Activities

Unplugged branching databases

<https://classic.csunplugged.org/databases/>

Human branching databases p7

<https://classic.csunplugged.org/wp-content/uploads/2014/12/DatabasesUnplugged-Version2.pdf>

BBC Bitesize: what is a database?

<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z8yk87h>

Databases

<http://resources.hwb.wales.gov.uk/VTC/ngfl/maths/cynnal/data/sorting.html>

<https://www.teachingideas.co.uk/subjects/databases>

Dance Mat typing

<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>

Word activities

<https://www.twinkl.co.uk/resource/tp2-i-066-planit-computing-year-3-word-processing-skills-home-learning-tasks>