WORKSHEET 8

School: Ba Sangam College
Subject: Computer Studies

Year / Level: 11
Name of Student: _____

Strand	2 – Application Packages
Sub strand	2.1 Using Application Software
Content Learning Outcome	Identify and analyze software

Database
- ❖ Is a program, which is used for computerized record keeping.
- ❖ It provides a place to store information and a way to organize data so that it can be accessed in an organized and timely manner.
- ❖ A database manager or database management system (DBMS) is a software package used to set up, or structure a database.
- ❖ It also used to retrieve information from a database.
- ❖ Data is organized into tables.
- ❖ Each table is made up of rows called records and columns called fields.
- ❖ Each record contains fields of information about some specific item.
- ❖ Some of the database programs include Microsoft Access, Corel Paradox, Lotus Approach, dBase IV.

Some features of database are as follows:

Locate and Display
- ❖ A basic feature of all database programs is the capability to quickly locate or find records in the database.
- ❖ Easier way to locate information is to apply a **filter** to the database.
- ❖ A filter displays the subset of records that meet certain conditions or criteria.
- ❖ The main method of locating specific kind of data for a data from a database is to create a **query**.
- ❖ A query locates the specified records and displays only selected fields.

Sorting
- ❖ Database administrators make it easy to change the order of records in a file.
- ❖ Normally, records are displayed in the order they are entered or by key field such as social security number.
- ❖ **Rearranging or sorting of records** is a common feature utilized by database administrators.

ACTIVITY

1. Describe database software and give an example.   (2 marks)

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   _____

2. List and describe the two main features of spreadsheet.   (4 marks)

   a. _____

       _____

   b. _____

       _____

3. Differentiate between a query and a filter.   (2 marks)

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   _____

   _____

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4. Define the following: (5 marks)

   a) Character

   _____

   b) Field

   _____

   c) Record

   _____

   d) File

   _____

   e) Table

   _____

5. List and explain two uses of a database program.   (2 marks)

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