GULF ENGLISH SCHOOL: YEAR: 9 SUBJECT: ICT

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| TOPIC: Databases |

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| Theme: Databases: Uses of; types of database software; features of databases. | Level: Year 9 |
| Objectives: Understand the purpose of Database software and how to create records, tables, complex queries and calculated reports. | |

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| **Focussing Questions** | **Key Words** |
| **Week 1: File management**   * Create/Edit/Rename/delete a sub/folders. Copy/paste/move files/folders. Search/find files/folders * What is it/fileserver/network area? Importance of organising folders etc. Viruses. * Network/Fileserver: how to find folders (navigating through the network). Saving work on the fileserver/students work area.   **Week 2/3: Databases: Create Tables and records**   * Know: What a database is. * Understand: The component of a database i.e. fields, records, tables, forms and reports. * Be able to: To identity’ which data types are the best choices to use.   **Week 4: Data validation**   * Know: What purpose data validation serves and why it may be used. * Understand: different types of validation that can be used to restrict data. * Be able to: use and apply different types of data validation.   **Week 5: Database queries**   * Know: What a database query is. * Understand: How to create a simple and complex (more than one) query. * Be able to: Perform simple and complex searches/queries. * Organise the queries in alphabetical and numerical order * Create Simple and complex queries. Perform searches and organise the database   **Week 6: Create Simple and complex queries.**   * Know: How to use the auto filter tool. * Understand: How to use the results to check their original hypothesis. * Be able to: Use the database to search for results. * Perform searches and organise the database.   **Week 7: Database reports**   * Know: How to create a basic report based on a complex query. * Understand: How to use the complex query to create a report * Be able to: Use the database to produce a simple calculated report (Sum/Count/Average). * Create a database report using the Report header/Page header and Report footer / Page footer. Align text boxes in the report. Use the Design/layout and Normal view. * Produce a calculated report.   **Week 8: Topic Revision**  **Assessment** | **Database**  A collection of data stored in an organized and logical manner.  **Record**  All of the information in a database which relates specifically to one person or thing.  **Field**  A piece of information stored in a database. Field names should always be sensible and let users know clearly what the information is.  **Query**  We can use this to search a database. It will return all of the relevant records which match the criteria.  **Data Type**  There are many different types of these. For example, date, time, number, memo etc...  **Access**  This is the program we use to create or amend databases.  **Form**  We can create these to make it easier for users to input data.  **Report**  We can use these to show information from our database in an easier to understand way.  **Validation**  A computerized check so that only sensible data is accepted, this is used to prevent G.I.G.O. Such as a range check (1-10) or a format check (XX564).  **Primary Key (Key Field)**  This is a field which is used to uniquely identify each record in the database. This is necessary in case two records in the database have the same name. |

**Text Book: Departmental textbooks: ICT revision guide and worksheets: ICT Lounge**