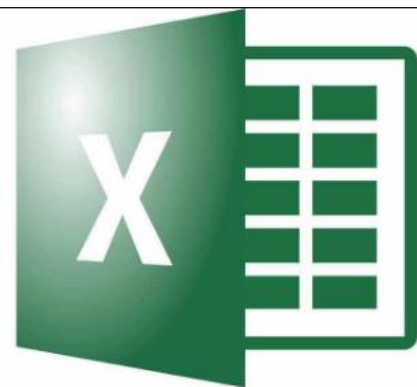


	With help	By myself
I can open a database that has been saved		
I can start a new database		
I can save a database in the right place		
I understand the difference between data and information		
I can add a record to a database		
I can filter a database to answer questions		
I can sort records alphabetical and numerical order		
I can make a graph using information		
I can design a database		
I can add data to my database		
My database can be filtered and sorted		

Key Vocabulary

data	Text and numbers that aren't organised and don't make sense on their own
information	Organised text and numbers that makes sense
database	A computerised system that makes it easy to store, filter and search information.
record	A row in a database Information about one particular thing. Like a top trump card!
field	A column in a database The information you have - eg, name, age, hair colour
filter	A way of finding particular records
sort	Organising records
add	Entering a new record to a database
Microsoft Excel	A piece of software that can be used for making databases



Microsoft Excel



The screenshot shows a window titled 'Toy Database' with a table of toy records. A purple monster icon is in the top left corner. Labels with arrows point to specific parts of the interface: 'Titles' points to the column headers, 'Record' points to a row, and 'Field' points to a column header.

Toy's name	Type of creature	Location	Colour
Burt	Panda	Toy shelf	Black and white
Hannah	Bear	Toy shelf	Brown
Tom	Monster	Toy shelf	Green
Bob	Polar Bear	Toy chest	White
Jenny	Giraffe	Under the bed	Orange
Lilly	Cat	Toy chest	Black