GULF ENGLISH SCHOOL: YEAR: 9 SUBJECT: ICT

|  |
| --- |
| TOPIC: Databases |

|  |  |
| --- | --- |
| 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. |

|  |  |
| --- | --- |
| **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**