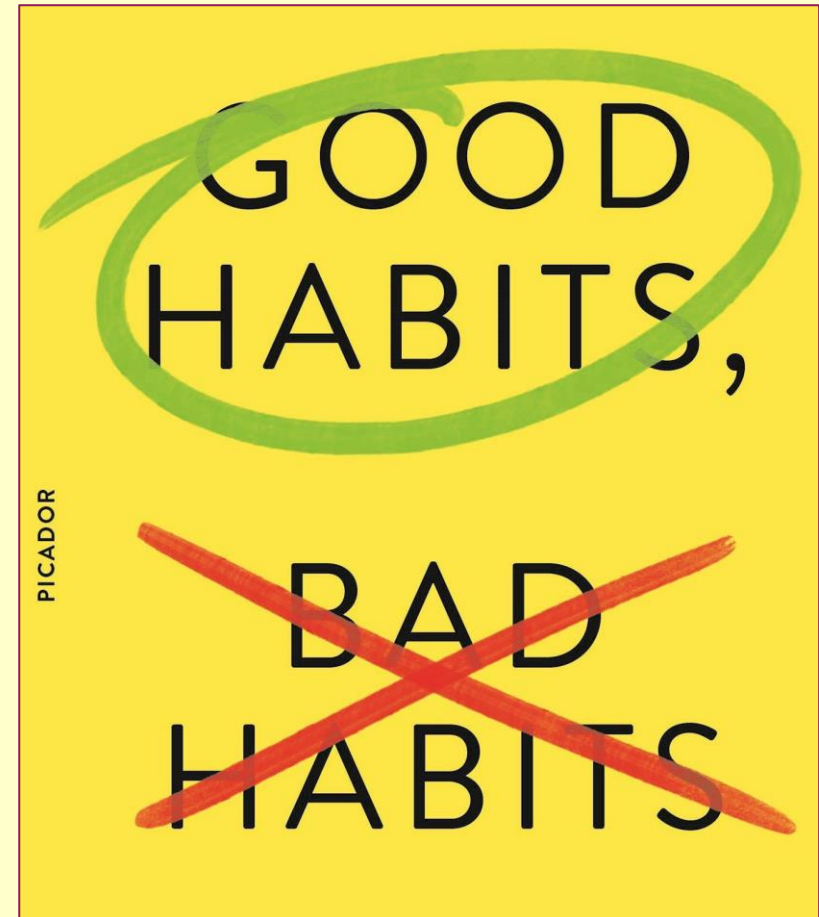


Good Habits



Year 7 Unit 1 – Good Habits

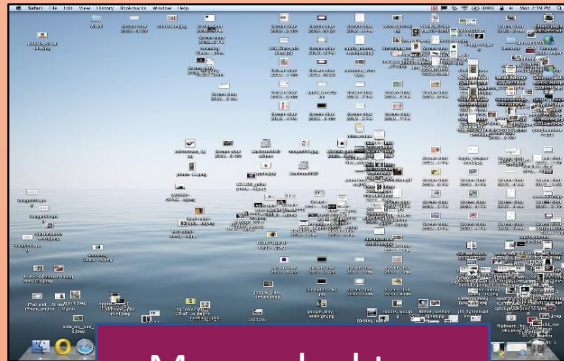


Spend a little bit of time becoming more efficient using the computer and the time saved can be spent down the wreck, playing video games, reading, doing whatever you like! 😊

Developing **good habits**, naming and saving your *stufz* sensibly, learning shortcuts for frequently used tasks really will save significant time in the long run. *Shortcuts are called shortcuts for a reason.*



Messy bedroom

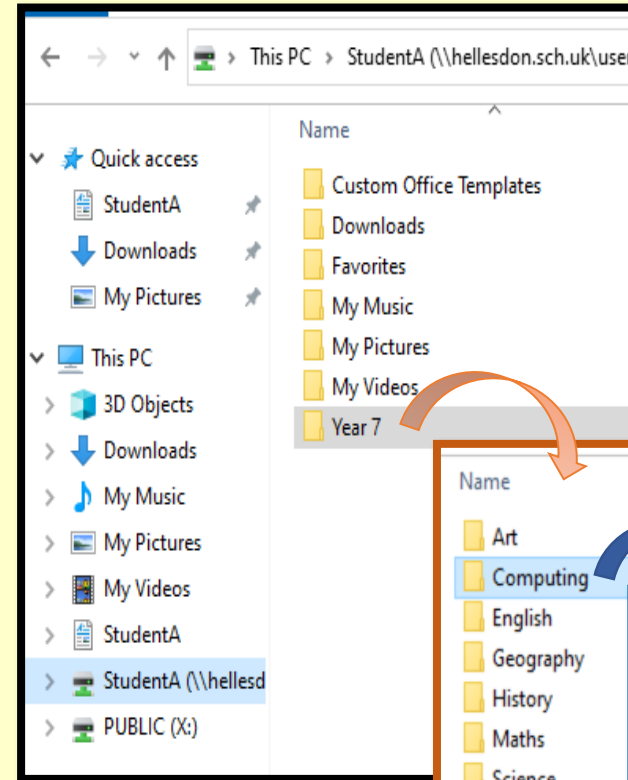


Messy desktop

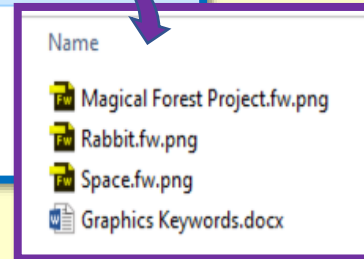
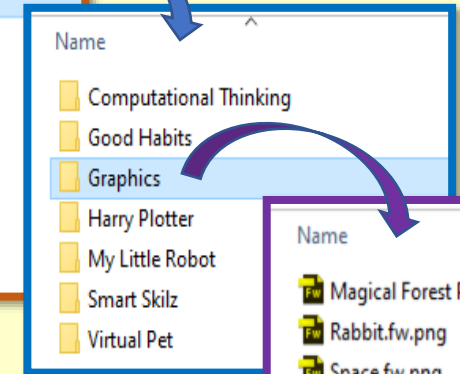
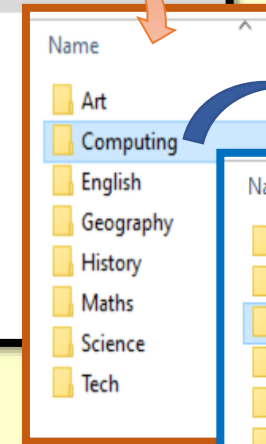
Also, many things are reusable – that means tools used in one software are often found in other software. All of this makes life easier. One only needs to learn it once...

At the end of this unit you will know how to do the following:

- Organise your computer files and folders
- Sensibly name your files and folders
- Use shortcuts for common computer tasks



An example of a Year 7 student's good computer habits



Year 7 Unit 1 – Good Habits



“Being organised helps you to thrive!” -
Jacque McLeod

Your Keywords

HHS IT Code of Conduct	A Code of Conduct is a set of rules around behaviour for all students to follow when using IT within school. Anyone who fails to follow the Code of Conduct could lose access to the school computers
Files	A computer file is a ‘container’ in a computer system used for storing information. Most applications have their own special file types e.g. docx for Word and py for Python etc.
Directory	A directory is the location for storing files on the computer.
Directory Tree <i>including</i> <i>Root Directory and</i> <i>Subdirectory</i>	How someone organises their directory is often referred to a Directory Tree because the structure of the directory starts at the ‘root’, where there is nothing beneath, and the other directories (called sub-directories) branch from the root – <i>like an upside-down ‘tree’</i>
Directory Structure	The directory structure is how someone has organised their files and folders in their directory.
Shortcut Keys	Shortcut keys are key combinations for common IT tasks used to make the process quicker and easier e.g. CTRL + c and CTRL + v - <i>for copying and pasting things</i> CTRL + z and CTRL + y - <i>for undoing and redoing something</i> CTRL + s - <i>for quickly saving what you are working on</i>

How do you create a new folder in your directory?

What shortcut key would you use to copy text in a document?

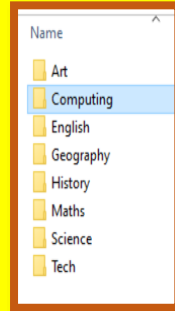
What are the steps to add an image to a document?

What is a root directory?

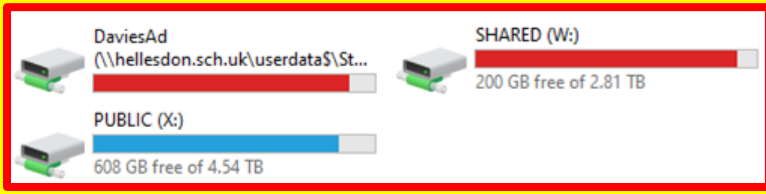
Why is sensible file naming important?

Understand what a main folder (root directory) and subfolders are.

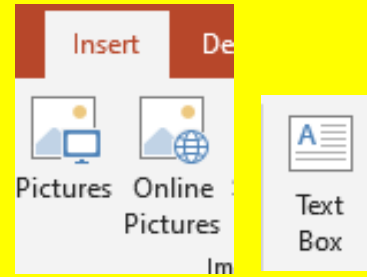
Subfolders



main folder (root directory)



What are the steps to add an image to a document?



Key knowledge

Why is sensible file naming important?

- List of tasks for computing lesson.txt
- untitled1.txt

What shortcut key would you use to copy text in a document?

Ctrl C
Copy something you have highlighted

Ctrl V
Paste something you have highlighted

Ctrl P
Open the printing menu

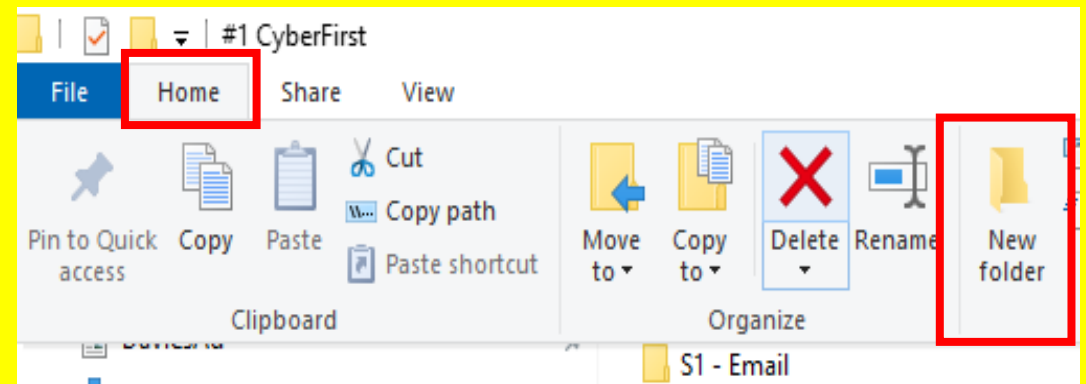
Ctrl Z
Undo your last action

Ctrl Y
Repeat your last action

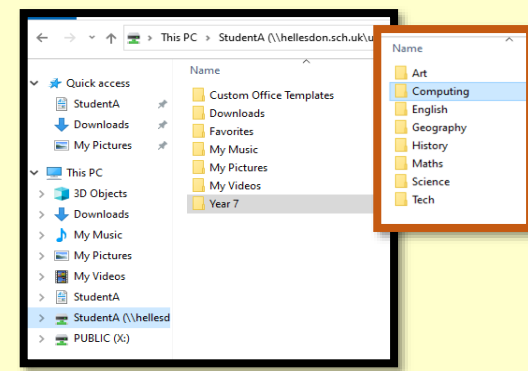
Ctrl S
Save a document

Ctrl A
Highlight everything in the document

How do you create a new folder in your directory?



Print screen your directory structure below (see example):



Print screen the results of your end of unit quiz here:



Cyber: First

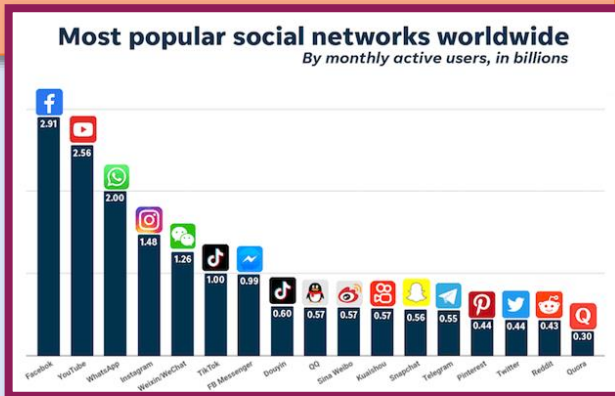


Year 7 Unit 2 – CyberFirst



It used to be said, 'today's news is tomorrow's fish & chips wrapping paper.' In other words, what happens today will be forgotten tomorrow. But that was before the internet. Now, because of the internet, this is no longer the case. Your history is remembered... forever.

Going online is fun and is increasingly becoming part of everyday life; it is therefore important that we become future-thinking and responsible web-citizens, who understand the dangers of going online as well as know how to avoid them.



At the end of this unit you will know how to:

- Recognise the dangers of going online and using social media
- Limit the possibility of bad things happening to you when you use the internet
- Report any concerns you have because of what you see or hear when going online

An example of what you will produce by the end of the unit

The screenshot shows a PowerPoint presentation with the following slides:

- Slide 2: Masquerading**
People online can pretend to be people they are not. Never talk to strangers!
- Slide 3: Digital Footprint**
Yes memes are funny! But what you post online today, will still be online tomorrow. Find the good ones...
Something you find funny today, might get you in trouble tomorrow.
Before you post, think... "What would a potential future employer think of this?"
- Slide 4: Always set a strong password**
Make sure to use a mix of characters, numbers and special characters. Use random words or mix words in a phrase. Whatever happens! Never EVER share your password!
- Slide 5: If it makes you feel uncomfortable**
Report it and tell a responsible adult. If you think you might be doing something that is illegal, report it to the police.

Year 7 Unit 1 – CyberFirst



*“Once you see something, you can’t un-see it”
“Think before you click!”*

How do you keep your personal information safe online?

What is two-step verification?

What are the signs of an online scam?

What is the difference between hacking and social engineering?

What do you do if your security is breached?

Your Keywords

Social Networks	Social Networks are dedicated websites, or applications, which allow people to communicate with each other by posting information, comments, messages, images, etc.
Digital Footprint	Digital Footprint is the ‘trail’ of data you create whenever you go online and share content.
Cyberbullying	Cyberbullying is a criminal offence that includes sending, posting, or sharing negative, harmful, false or mean content about someone else.
Identity Theft / Identity Fraud	Identity Theft is when someone steals your personal information or possessions so they can use your identity to commit crimes
Strong Secret Passwords	Passwords are used to protect your online information. Passwords need to be unguessable and kept secret.
Stranger Danger	You should never talk to strangers and this includes online.
Reporting	Reporting is where you inform a social media site, usually by clicking a ‘Report Button’ of inappropriate content. Reporting content will automatically block the site for you too. Reporting should also involving letting a responsible adult e.g. parent / teacher/ HoH know if something online has made you feel uncomfortable
Blocking	Blocking is where you can tell an application that you no-longer want the person you are blocking to be able to contact you. Blocking can also prevent the person blocked from being able to see your content too.
Privacy Settings	Privacy settings on social networks sites allow you to control what content you have posted on the site different groups of people can see. It is important to make your profile as private as possible to stay safe



Phishing is a Social engineering attack.



Use two-step verification to protect your accounts.



Key knowledge

Hacking



What is Hacking?



Accessing a system in an unintended way



Can be **good** or **bad**



Bad hacking exploits holes to access data



It costs businesses, governments, and users **billions of dollars**



Good hacking **helps businesses** protect users



It lets companies close gaps and prevent breaches

Key knowledge

What should you do to keep your data secure?

Stay safe online in 10 easy steps

- Update your devices
- Keep your apps up to date
- Backup your valuable data
- Use a password manager
- Keep your accounts information up to date
- Use two-factor authentication for your important accounts
- Use security keys for vital accounts
- Respect browsers security warnings
- Review your privacy settings
- Configure your computer security software

<https://eile.net>

What do you do if your security is breached?

Act quickly if you're affected by a data breach

Do

- Change your passwords
- Take care with emails
- Take care on phone calls
- Check your account statements
- Check your credit report

Don't

- Forget to take care of yourself

What are the signs of a scam?

Signs of a SCAM

Scams can take many forms, but there are common signs you can watch out for. Protect yourself from imposters by remembering the **four Ps**:

Pretend Imposters try to gain your trust and pretend to be from an agency or organization you're familiar with.	Problem or Prize Imposters say there is a problem or prize ...
Pressure ... and they pressure you to act immediately.	Pay or Provide To "fix" the problem or claim the prize, the imposters want you to pay them or provide them with confidential personal information.

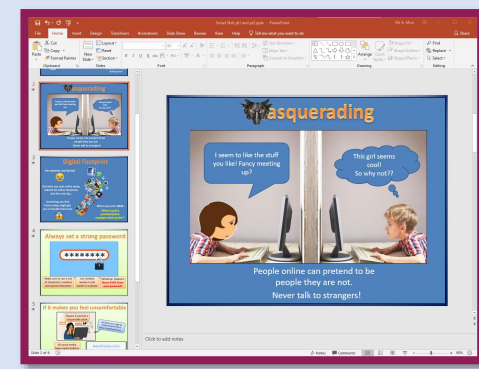
Four Basic Signs of a Scam: www.ssa.gov/scam/



Print the results of your first attempt of the e-safety quiz below:



Print screen your e-safety presentation below (see example):



Print the results of your second attempt of the e-safety quiz below:

Programming Essentials in Scratch – Part 1



Year 7 Unit 3 – Programming Essentials

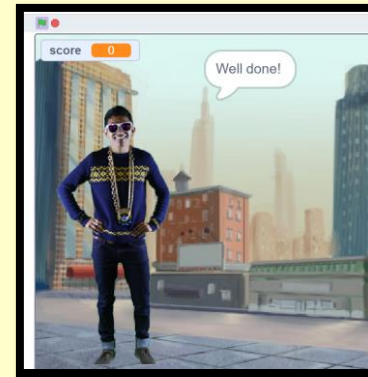


Programming is your passport to a world of endless creativity and problem-solving. It's like being the author of the digital era, where you can build games, apps, and tools that impact people's lives.

Beyond the **thrill of coding**, it's a launchpad to future opportunities. Whether you aspire to create ground-breaking games, design cutting-edge websites, or explore the frontiers of artificial intelligence and robotics, programming equips you to shape the tech landscape.

Programming is your gateway to becoming a digital architect, influencing and moulding the future, one code at a time.

An example of what you will produce by the end of the unit



```
set score to 0
switch costume to Jim-a
say Welcome to the Dance Battle for 2 seconds

define countdown
  set start to 5
  repeat 5
    say start for 1 seconds
    change start by -1
  say Dance! for 2 seconds

define move1
  say Press and hold c for 2 seconds
  if key c pressed? then
    change score by 1
    switch costume to Jim-g
    wait 1 seconds
  else
    switch costume to Jim-c
    wait 1 seconds
  switch costume to Jim-b

define move2
  say Press and hold: q AND w for 2 seconds
  if key q pressed? and key w pressed? then
    change score by 1
    switch costume to Jim-a
    wait 1 seconds
  else
    switch costume to Jim-c

define move3
  say Press and hold: 1 OR 9 for 2 seconds
  if key 1 pressed? or key 9 pressed? then
    change score by 1
    repeat 5
      switch costume to Jim-d
      wait 0.3 seconds
      switch costume to Jim-e
      wait 0.3 seconds
```

At the end of this unit you will know how to:

- Understand how computers follow instructions and predict what they will do.
- Use variables and make choices in programs to control what happens.
- Repeat actions and solve problems in computer programs.

Year 7 Unit 3 – Programming Essentials



Your Keywords

Program	A program is like a list of instructions you give to a computer to make it do different things, like playing a game or showing pictures on a screen.
Algorithm	An algorithm is a set of step-by-step instructions that tells a computer what to do to solve a problem or complete a task.
Sequence	Instructions performed in order, with each executed in turn
Selection	Making choices
Iteration	Doing the same thing more than once
Variable	A variable is a name that refers to data being stored by the computer
debug	Looking through a programme carefully to find mistakes
Sub-routine	A mini program within a program. Subroutines are called from the main program

Which blocks do you use for selection?

Which blocks do you use for iteration?

In programming, what does sequence mean?

What does it mean to debug a programme?

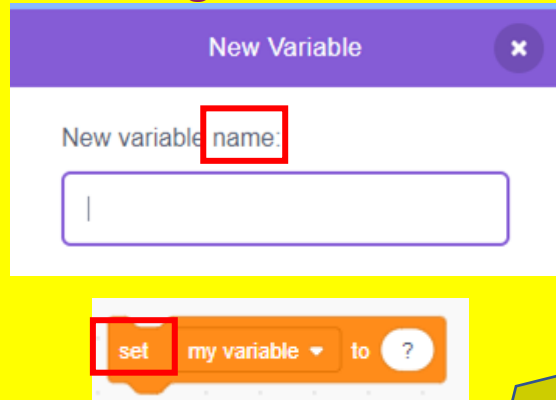
What must you do before using a variable?

“Programming is how you get computers to solve problems”



Key knowledge

What must you do before using a variable?



Which blocks do you use for iteration?



How do you modify a simple sequence in scratch



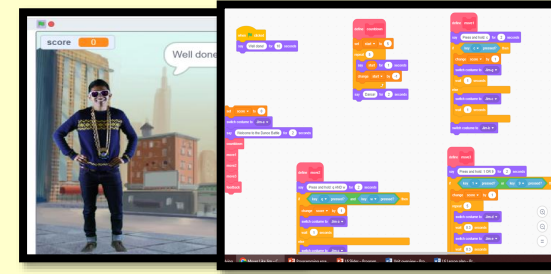
Which blocks do you use for selection?



Print the results of your first attempt of the Scratch quiz below:



Please paste screenshots of your program and code below. See example:



Print the results of your second attempt of the Scratch quiz below:

Modelling data using spreadsheets





Year 7 Unit 4 – Spreadsheets

“The global economy is built on two things: the internal combustion engine and Microsoft Excel. Never forget this.”
— Kevin Hector

RANK	GRADE	DISPLAY NAME	VIDEOS	SUBSCRIBERS	VIEWS
1	A++	T-Series	13,694	107,566,269	78,644,221,095
2	A+	PewDiePie	3,916	98,676,231	22,632,253,697
3	A+	5-Minute Crafts	3,412	59,337,958	15,069,859,766
4	A++	Cocomelon - Nursery Rhymes	446	53,793,367	34,214,512,261
5	A++	SET India	31,919	52,967,189	37,433,981,397
6	A+	Canal KondZilla	1,120	50,884,733	25,678,754,466
7	A+	WWE	42,676	46,883,085	34,561,137,762
8	B+	Justin Bieber	134	46,084,462	626,754,957
9	A	Dude Perfect	210	44,338,231	8,504,715,831
10	A+	Badabun	4,485	41,558,212	13,534,926,318
11	A+	Zee Music Company	4,140	41,381,422	18,994,562,165
12	A+	Ed Sheeran	151	41,210,557	17,609,857,376
13	B+	HolaSoyGerman.	137	39,620,014	3,981,831,901
14	B	EminemMusic	117	38,524,091	729,125,080
15	A	Marshmello	334	37,477,864	6,633,512,712

	Number 1	Times	Number 2	Answer
	2	*	1	2
	2	*	2	4
	2	*	3	6
	2	*	4	8
	2	*	5	10
		*	6	12
		*	7	14
		*	8	16
		*	9	18
		*	10	20
		*	11	22
		*	12	24



Spreadsheets might not sound exciting at first, but think of them as your very **own data superpower**. These magical grids can help you organize everything you can imagine! You can track your video game scores, allowance, and even sports team stats. It's like being a data detective, and you don't need a cape for it. You can ditch those boring manual calculations because spreadsheets can do the math for you. With **formulas and functions**, you'll have **math magic at your fingertips**.

Do you ever dream of having more control over your allowance? Want to plan your savings for that awesome gadget you've had your eye on? Spreadsheets can make money management a breeze. Create budgets, set goals, and watch your savings grow. Plus, if you're a gamer, spreadsheets can help you keep track of levels, in-game items, and even high scores. Your gaming experience just got a whole lot cooler!

What's even cooler is that the skills you learn with spreadsheets today will be **incredibly handy as you grow up**. When it's time to find that dream job, many cool careers require spreadsheet expertise. So, while you're having fun with data and numbers now, you're also building skills for a fantastic future. Spreadsheets can be the ultimate friendship builder, the science sleuth's toolkit, and a canvas for your inner artist, all rolled into one. So, start your adventure with spreadsheets and become a data superhero! 🖥️🚀

At the end of this unit you will be able to confidently model data with a spreadsheet. You will also perform **simulation experiments** in order to filter and manipulate data.

- Skills you will be practicing from previous units:**
- Understanding of reading tables





Year 7 Unit 4 – Spreadsheets

Your Keywords

Spreadsheet	A spreadsheet is a computer program that can be used to display and manipulate data arranged in rows and columns.
Spreadsheet Model	A spreadsheet model is a real-life scenario or problem that can be represented / simulated using spreadsheet software.
Cell	A cell is a small rectangular area formed where the rows and column of the spreadsheet intersect. Cells are used to hold a piece of data required by the spreadsheet.
Active cell	This is the cell that you are currently working on, where data / values can be added to or formula can be written.
Cell reference / cell name	A cell reference refers to a cell (or a range of cells) on a spreadsheet.
Data	A single piece of information. The information could be the cost / name / date / quantity / etc. of something
Formula	An expression telling the computer what mathematical operation to perform upon a specific value.
Function	Functions are ready-made formulas that perform calculations on selected data e.g. SUM, COUNTA, MAX and MIN.
IF function	The IF function allows you to make <i>logical comparisons</i> between two or more values; this allows you to get the spreadsheet to do more than one thing in each cell
Chart	A visual representation of data. Charts are used to show how data fits together or how different pieces of information may relate.
Conditional formatting	Conditional formatting is a feature that lets you make your data look different based on specific rules you set, like changing cell colours in a spreadsheet if a test score is below a certain value.

How do you reference a cell in a spreadsheet?

Write a formula to sum the values in cells A1 to A5.

How do you apply conditional formatting to highlight cells greater than 50?

What is the difference between data and information?

How do you sort data in a spreadsheet?



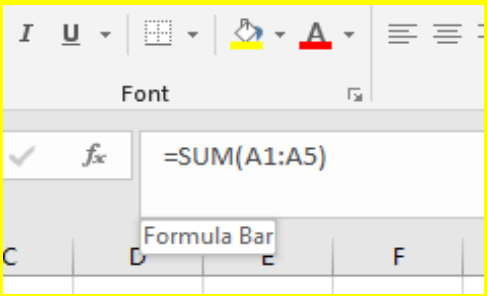
Key knowledge

How do you reference a cell in a spreadsheet?

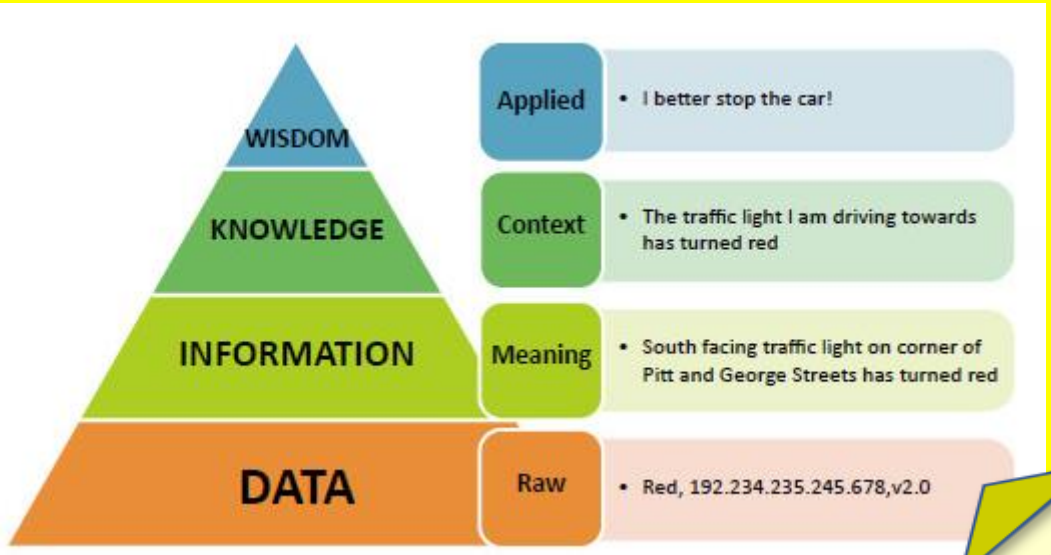
This is cell C4

	A	B	C	D
1				
2				
3				
4				
5				
6				

How do you write a formula to sum cells a1 to a5?



How do you reference a cell in a spreadsheet?



How do you apply conditional formatting to highlight cells greater than 50?

1. Home > Conditional Formatting > Highlight Cells Rules

2. Greater Than...

3. Greater Than dialog box

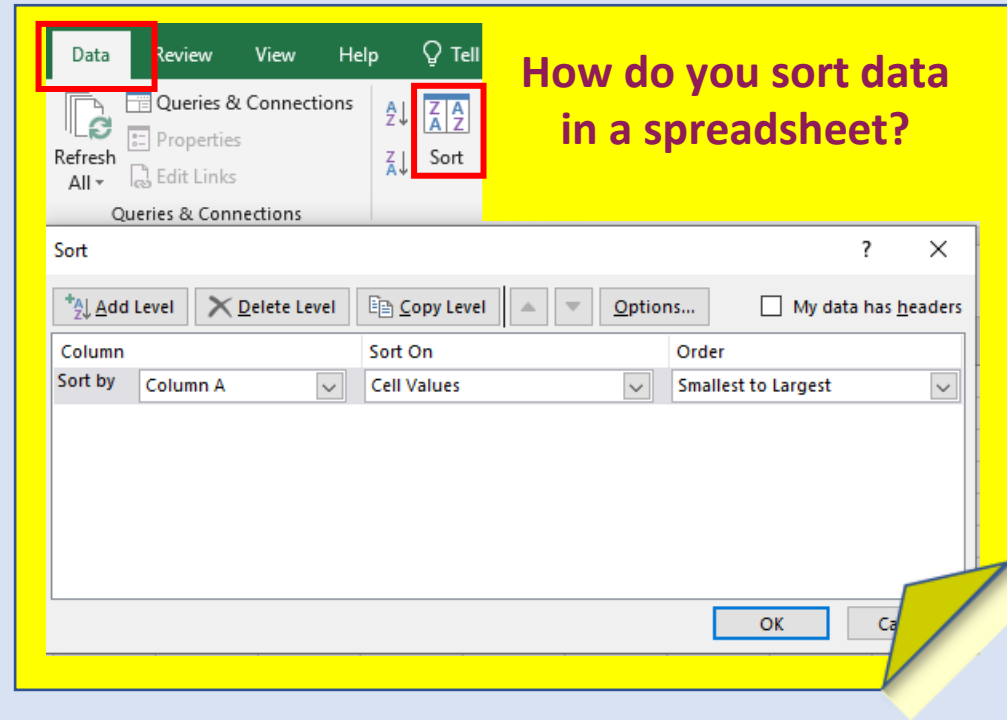
4. Value field: 50

Format cells that are GREATER THAN: 50 with Light Red Fill with Dark Red Text



Key knowledge

How do you sort data in a spreadsheet?



The screenshot shows the Microsoft Excel interface. The 'Data' tab is selected in the ribbon, and the 'Sort' button is highlighted with a red box. Below the ribbon, the 'Sort' dialog box is open, showing the following settings:

Column	Sort On	Order
Sort by: Column A	Cell Values	Smallest to Largest

Buttons: Add Level, Delete Level, Copy Level, Options..., My data has headers (checkbox), OK, Cancel.

Print the results of your first attempt of the Spreadsheet quiz below:



Please paste screenshots of your cake recipe and party models below.

See examples:

	A	B	C	D	E	F		Party ingredients!		# people	
1	Ingredient		Quantity	Double	Triple	Half		Item	Price	Quantity	Cost
2	Chocolate chip muffins							Soft drink (2L bottle)	1.50	1	1.50
3	Eggs		2	4	6	1		Bag of jellyes	0.97	0	0.00
4	Vegetable oil	ml	125	250	375	62.5		Cheeps multipack (5 per pack)	1.50	2	3.00
5	Semi-skimmed milk	ml	250	500	750	125		Pack of biscuits/wafer bars	1.50	1	1.00
6	Caster sugar	g	250	500	750	125		Funszie bars (14 per bag)	2.80	0	0.00
7	Flour	g	400	800	1200	200		Paper plates (pack of 25)	0.99	0	0.00
8	Baking powder	tsps	3	6	9	1.5		Cups (pack of 50)	0.99	1	0.99
9	Salt	tsps	1	2	3	0.5		Balloons (pack of 10)	1.00	1	1.00
10	Chocolate chips	g	100	200	300	50		Balloons (pack of 6)	2.00	0	0.00
11								Total cost			7.49
12	Blueberry muffins							Budget available			8.00
13	Flour	g	275	550	825	137.5		Money leftover			0.51
14	Baking powder	tsps	2	4	6	1					
15	Caster sugar	g	125	250	375	62.5					
16	Butter, melted	g	75	150	225	37.5					
17	Eggs, beaten		2	4	6	1					
18	Milk	ml	300	600	900	150					
19	Blueberries	g	125	250	375	62.5					
20											
21	Cupcakes										
22	Self-raising flour	g	125	250	375	62.5					
23	Margarine	g	125	250	375	62.5					
24	Caster sugar	g	125	250	375	62.5					
25	Eggs		2	4	6	1					
26	Butter	g	125	250	375	62.5					
27	Long sugar	g	225	450	675	112.5					
28											
29	Chocolate cake										
30	Self-raising flour	g	150	300	450	75					
31	Plain chocolate	g	75	150	225	37.5					
32	Hotny	tbsps	2	4	6	1					
33	Butter	g	125	250	375	62.5					



Print the results of your second attempt of the Spreadsheet quiz below:

Programming Essentials Part 2



Year 7 Unit 5 – Programming Essentials - part 2

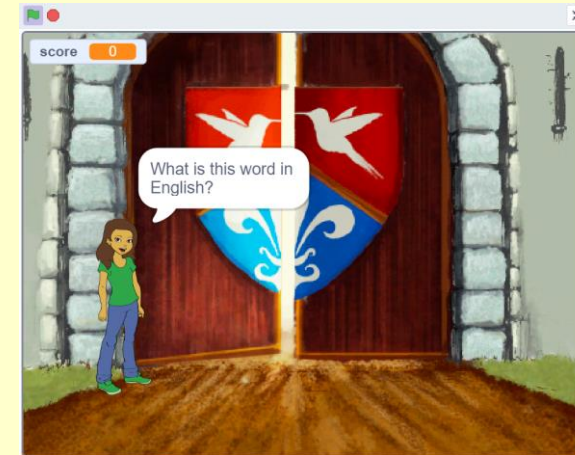


Programming is your passport to a world of endless creativity and problem-solving. It's like being the author of the digital era, where you can build games, apps, and tools that impact people's lives.

Beyond the **thrill of coding**, it's a launchpad to future opportunities. Whether you aspire to create ground-breaking games, design cutting-edge websites, or explore the frontiers of artificial intelligence and robotics, programming equips you to shape the tech landscape.

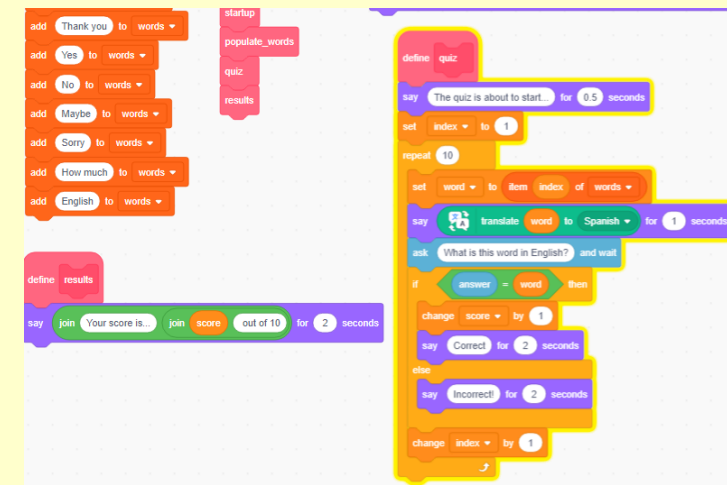
Programming is your gateway to becoming a digital architect, influencing and moulding the future, one code at a time.

An example of what you will produce by the end of the unit



At the end of this unit you will know how to:

- Understand how computers use lists
- Use decomposition to solve problems
- Use subroutines to break your problems into smaller more manageable chunks



Year 7 Unit 5 – Programming Essentials - part 2



“Programming is how you get computers to solve problems”

Your Keywords

Program	A program is like a list of instructions you give to a computer to make it do different things, like playing a game or showing pictures on a screen.
Iteration	in computing is the process of repeatedly executing instructions
List	a collection of related elements that are referred to by a single name
Condition controlled iteration	Condition-controlled iteration will execute the commands until the condition you set is no longer being met. Example: “Write out lines until 4pm”
Count controlled iteration	Count-controlled iteration will execute the commands a set number of times Example: “Write out lines 100 times”
decomposition	Break down problems into small manageable chunks.
Sub-routine	A mini program within a program. Subroutines are called from the main program

How do you create a subroutine in Scratch?

What is condition-controlled iteration?

How would you break down a larger problem into smaller parts?

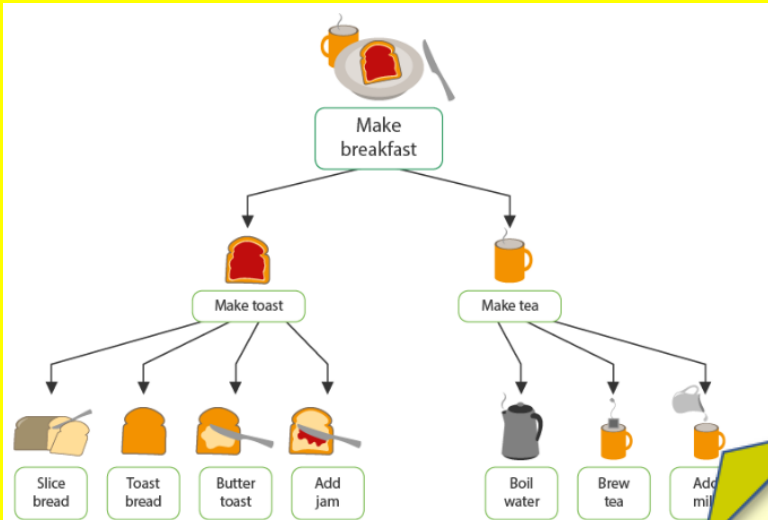
What is a subroutine?

How do you create a list in Scratch?



Key knowledge

Decomposition: Break down problems into small manageable chunks.



How to make a list.

```
when clicked
ask "What should I get from ASDA?" and wait
add answer to Shopping
```

My Blocks

Make a Block

Jump

```
when space key pressed
Jump
```

define Jump

```
change y by 50
wait 1 seconds
change y by -50
```

How to make a subroutine.



Name:

Paste your stage here

Paste your code here



Clear Messaging



Year 7 Unit 5 – Clear messaging



Clear messaging in digital media is crucial in today's tech-driven world. This unit builds on learners' primary school skills, teaching them to create compelling digital content using various software applications.

Real-world applications include creating marketing materials, designing user-friendly websites, and developing strong brand identities. Learners practice planning layouts, choosing images, and combining text and graphics, which are essential for effective communication. They also learn to search for and evaluate digital content, ensuring credibility.

Collaborative tools and feedback mechanisms prepare them for teamwork in academic and professional settings. These skills equip learners to make a meaningful impact through digital media, shaping information sharing in the digital age.

At the end of this unit you will know how to:

- Create digital posters and presentations with clear messages.
- Develop and modify branding elements like logos and styles.
- Evaluate and use digital content responsibly.

An example of what you will produce by the end of the unit



Clear messaging



“Programming is how you get computers to solve problems”

Your Keywords

Digital Media	Electronic media that work on digital codes, including the internet, digital video, and social media.
Poster	A large printed picture or notice used for advertising or decoration.
Branding	The process of creating a unique image and name for a product in the consumers' mind.
Logo	A symbol or design adopted by an organization to identify its products.
Layout	The way in which text or pictures are set out on a page.
Content	Information made available by a website or other electronic medium.
Annotation	A note of explanation or comment added to a text or diagram.
Search Terms	Words or phrases used to find specific content on the web.

How do you create a poster using Canva?

What is an example of a search term?

How do we plan to use colours?

What makes a good logo?

What are annotations?



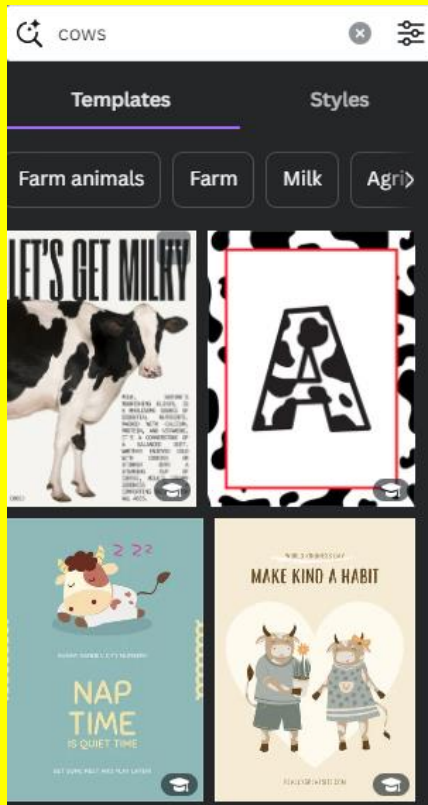
How to create a poster in Canva.

<https://www.canva.com>

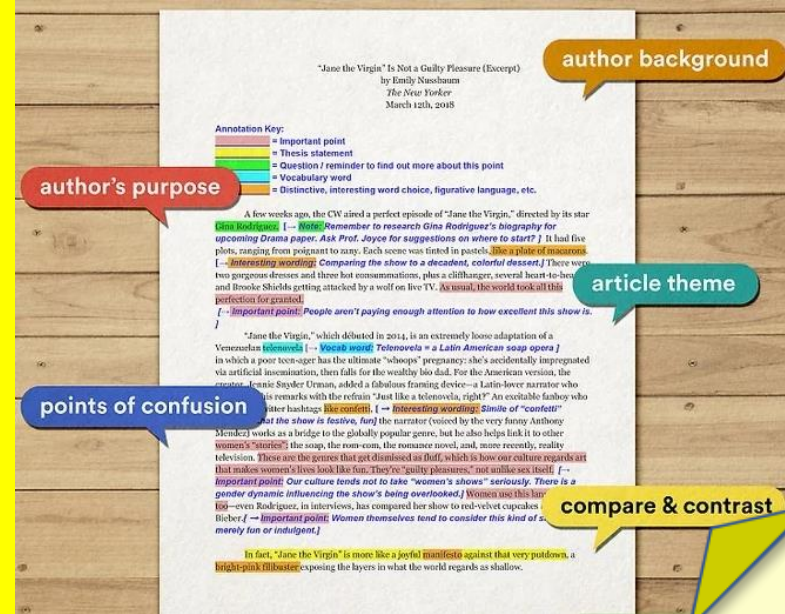
Create a design

Poster (Portrait - 42 × 59.4 cm)

Templates



Example search annotations.



Key knowledge

Example search terms.

- environment
- environment word search
- environmental terms
- environment terms
- environment
- environment crossword
- environment puzzle
- environment crossword puzzle answer key
- environmental sustainability
- environmental science word search
- environmental

What makes a good logo.



Plan colours with a palette



Name:

Add your presentation below.



Murder on a mountain

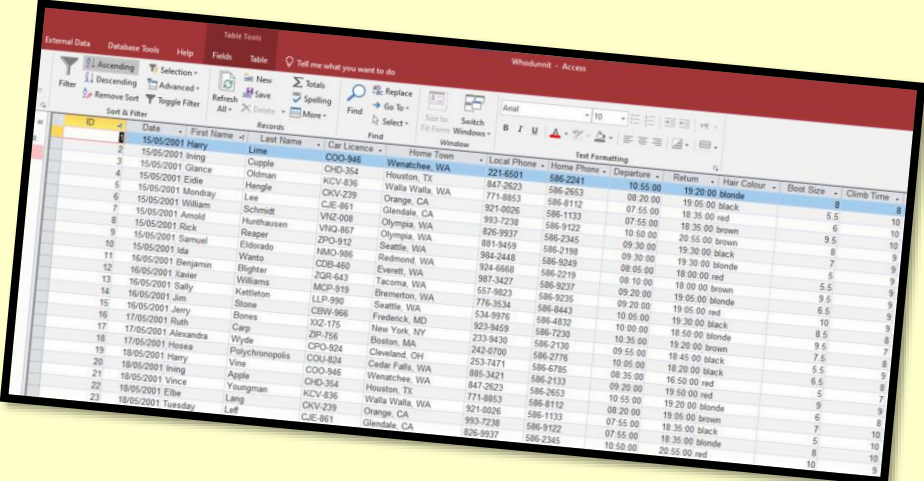


Year 7 Unit 6 – Databases – Murder on the mountains

Databases are important because they help **store, find,** and **manage** lots of information easily. Businesses use them to keep track of customer details, manage stock, and handle sales, making things more accurate and efficient. In healthcare, databases keep patient records and treatment histories, which helps doctors give better care.

Scientists use databases to store and analyse their research data. Governments use them to keep public records like census data and tax information, which helps in making decisions. Everyday activities like using social media, shopping online, and searching the internet rely on databases to quickly organise and deliver information. Basically, databases support many important applications and services in our daily lives.

Example of Database



ID	Date	First Name	Last Name	Car Licence	Home Town	Local Phone	Home Phone	Departure	Return	Hair Colour	Boat Size	Climb Time
2	15/05/2001	Nery	Lima	COU-546	Wenatchee, WA	221-6501	586-2241	10:55:00	19:20:00	blonde	8	8
3	15/05/2001	Irving	Clippie	CHD-354	Houston, TX	847-2623	586-2653	09:20:00	19:05:00	black	8	10
4	15/05/2001	Glance	Oldman	KCV-836	Walla Walla, WA	771-8853	586-8112	07:55:00	18:35:00	red	6	5
5	15/05/2001	Eldre	Hengle	KCV-239	Orange, CA	921-8026	586-1133	07:55:00	18:35:00	brown	6	10
6	15/05/2001	William	Lee	CJE-881	Olympia, WA	993-7238	586-2345	10:50:00	20:55:00	brown	9.5	8
7	15/05/2001	Arnold	Schmidt	VHZ-008	Olympia, WA	826-9937	586-2198	09:30:00	19:30:00	black	7	8
8	15/05/2001	Damck	Hunthoven	VHZ-867	Seattle, WA	881-9459	586-9249	09:30:00	18:00:00	red	5.5	8
9	15/05/2001	Samuel	Reaper	ZPO-912	Redmond, WA	984-2448	586-9249	08:55:00	18:00:00	brown	5.5	9
10	15/05/2001	Ida	Eklorado	HMO-586	Everett, WA	924-6668	586-9237	08:20:00	18:00:00	red	5.5	9
11	15/05/2001	Benjamin	Wanto	ZQR-643	Everett, WA	987-3427	586-9235	09:20:00	18:00:00	blonde	9.5	8
12	15/05/2001	Kavler	Dlighte	CDB-460	Tacoma, WA	557-8823	586-9235	10:05:00	19:05:00	red	6.5	9
13	15/05/2001	Sally	Williams	MLP-919	Bremerton, WA	776-3534	586-4832	10:00:00	18:00:00	blonde	8.5	7
14	15/05/2001	Jim	Kettleton	LLP-990	Seattle, WA	534-9976	586-6443	10:05:00	19:05:00	red	6.5	9
15	15/05/2001	Jerry	Stone	CBW-966	Seattle, WA	923-9459	586-7238	10:00:00	18:00:00	blonde	8.5	7
16	17/05/2001	Ruff	Bones	KXZ-175	Frederick, MD	233-8430	586-2130	10:35:00	18:45:00	brown	9.5	8
17	17/05/2001	Alexandra	Carp	ZPI-156	New York, NY	242-8700	586-2776	09:55:00	18:20:00	black	7.5	8
18	17/05/2001	Hosaa	Wyde	CPO-024	Boston, MA	253-7471	586-2776	10:05:00	18:20:00	black	5.5	8
19	18/05/2001	Harry	Polythrompolis	COU-024	Cleveland, OH	885-3421	586-2133	08:35:00	16:50:00	red	8.5	9
20	18/05/2001	Vince	Vine	COU-546	Cedar Falls, WA	847-2623	586-2653	09:20:00	18:20:00	black	6.5	7
21	18/05/2001	Irving	Apple	CHD-354	Wenatchee, WA	847-2623	586-8112	10:55:00	19:20:00	blonde	5	8
22	18/05/2001	Elbe	Youngman	KCV-836	Houston, TX	771-8853	586-1133	07:55:00	18:35:00	black	7	10
23	18/05/2001	Tuesday	Lang	KCV-239	Walla Walla, WA	921-8026	586-8112	07:55:00	18:35:00	black	5	10
			Leif	CJE-881	Orange, CA	993-7238	586-9122	07:55:00	18:35:00	blonde	8	10
					Oleland, CA	826-9217	586-2345	10:50:00	20:55:00	red	10	8

"Data are just summaries of thousands of stories – tell a few of those stories to help make the data meaningful." - Edgar F. Codd

At the end of this unit you will know how to:

- Understand how databases can be used
- Sort, filter and search databases



Year 7 Unit 6 – Databases – Murder on the mountains

Your Keywords

Database	A collection of organized information that is easy to use and update..
Table	A structure in a database that arranges data into rows and columns, like a spreadsheet.
Record	A single row in a database table that holds all the information about one item or person.
Field	A single column in a database table that holds a specific type of information for every record.
Primary Key	A unique identifier for a record in a table, ensuring no two records are the same.
Query	A way to ask the database to find and show specific information using set criteria.
Data Type	The kind of data that can be stored in a field, such as text, number, date, or currency.
Data	Information that can be stored in a database, like your name, age or what you like to do online.

What is a database?

How do you filter a field?

How do you sort a field in descending order?

How can you quickly tell how many records there are?

What is the difference between a field and a record in a database?

"Using a database is like having a super-organized brain—it remembers everything for you and finds what you need in seconds!"

Key knowledge

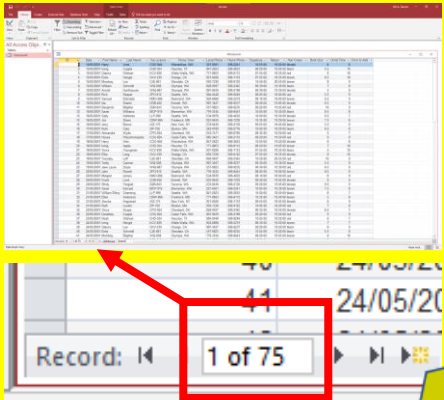
A field and a record in a database?

ID	Date	First Name
1	15/05/2001	Harry
2	15/05/2001	Iving
3	15/05/2001	Glance
4	15/05/2001	Eidie
5	15/05/2001	Mondray
6	15/05/2001	William
7	15/05/2001	Arnold
8	15/05/2001	Rick
9	15/05/2001	Samuel
10	15/05/2001	Ida
11	16/05/2001	Benjamin
12	16/05/2001	Xavier
13	16/05/2001	Sally

Record

Field

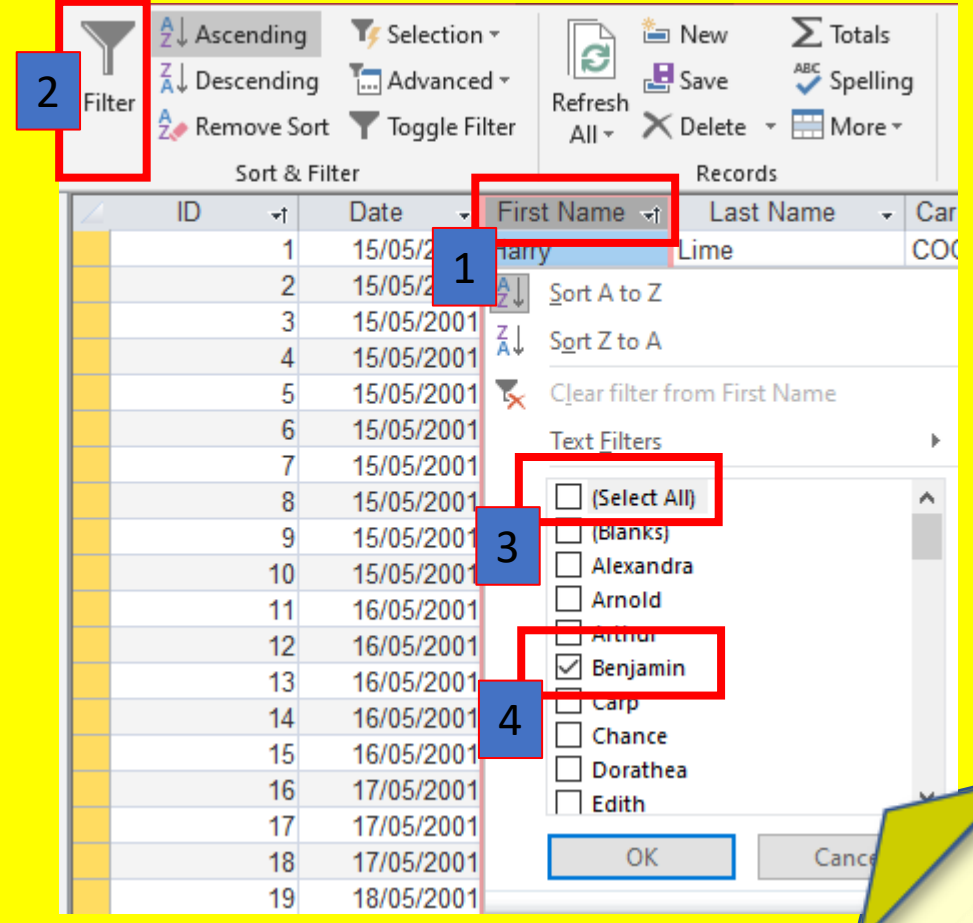
How to quickly tell how many records there are?



How to sort descending.



How to filter a field



Paste your guide/manual slides below this slide

