Online Teaching Resources

Digital Kids **Genius**

Samples of

> Lesson Plans

> Activity Worksheets

> Self-Evaluation Sheets

Syllabus

Creating a document

1. Advanced formatting
2. Search and replace
3. Working with tables
4. Document views

Producing multimedia

1. Use capture devices
2. Create and edit a sound clip
3. Find and use multimedia material
4. Create an animated story

Using communication tools

1. Internet and the web
2. Communication tools
3. Sharing your moments
4. Be secure online

Sharing your ideas

1. Blogging
2. Social media
3. Safety rules
4. Intellectual property

Formatting numbers

1. Format a cell
2. Make calculations
3. Create a graph
4. Print a sheet

Collecting information

1. Gather data
2. Introduction to databases
3. Create a database
4. Sort and print

TASK 2

Introduction to databases

A **database** is a system for organizing data. It is a collection of raw data that can be changed, sorted, and quickly searched to show detailed information about something more particular. You can use database programs to manage electronic databases. A very simple example of a database is an electronic address book which can include information about thousands of people.

Name	Home Address	Phone Number	Email Address
Kim	22 Alfred Drive	212 500 4412	kim@digital-kids.com
Marco	44 Woodrow Way	212 500 4321	marco@digital-kids.com
Lisa	36 Cambridge Court	212 500 2020	lisa@digital-kids.com
Alex	202 Newport Lane	212 500 5162	alex@digital-kids.com

A table without legs. In computer lingo, a database **table** is a small database of similar items. A database is organized into one or more tables.

For example, a school database might have one table for its students' information and another table for its teachers' information.

Lisa	36 Cambridge Court	212 500 2020	lisa@digital-kids.com

A record without music. A **record** in a database table is an item of information with some characteristics.

For the address book database, a record has characteristics like: name, home address, telephone number and email address.

HISTORY

Edgar F. "Ted" Codd was an English computer scientist who invented the relational model for database management in 1970 while working for IBM. His theory is the basis for relational databases and data management.

A field without grass. Every characteristic, or piece of information, is called a **field**. A field has a name and some data.

In the address book database, each record has four fields:

1. Name
2. Home address
3. Telephone number
4. Email address

- Name: Lisa
- Home Address: 36 Cambridge Court
- Phone Number: 212 500 2020
- Email Address: lisa@digital-kids.com

hands on!

An address book database looks like this:

Address Book

Name	Home Address	Phone Number	Email Address
Kim	22 Alfred Drive	212 500 4412	kim@digital-kids.com
Marco	44 Woodrow Way	212 500 4321	marco@digital-kids.com
Lisa	36 Cambridge Court	212 500 2020	lisa@digital-kids.com
Alex	202 Newport Lane	212 500 5162	alex@digital-kids.com

Now create an animal database with the data you collected.

Animal database

	Name	Lives in	Color	Legs	Top speed	Weight
1						
2						
3						