



Pupil Notes: Data Handling

- ⚙️ Look at the examples of databases your teacher has given you. Talk about what they are for and why they work well. Your teacher will help you to make a plan for your database.
- ⚙️ Now look at the database your teacher has given you. Discuss it with your teacher and identify the fields in the table.
- ⚙️ Enter the information that you have found, or your teacher has given you, into the database. Check that each entry is correct.
- ⚙️ Use the database to follow the scenario your teacher has given you. This scenario includes changing a record and running a query to produce a report.
- ⚙️ Save your database and any reports, using a filename that will help you and others know what it is.
- ⚙️ Ask a classmate to look at your work, while you look at theirs. Talk about what works well and what you could improve.



Pupil Notes: Data Handling

- ⚙️ Look at the examples of databases your teacher has given you and/or suggest some of your own. Talk about what they are for and why they work well.
- ⚙️ Now look at the scenario your teacher has given you. Discuss it with your teacher and identify the fields you will need for the database.
- ⚙️ Design a data collection sheet and collect or collate the information for your database.
- ⚙️ Use the software tools and features to create your database. Ask your teacher for help, if you need it.
- ⚙️ Enter the information you have collected, checking that each entry is correct.
- ⚙️ Use the database to follow the scenario your teacher has given you. This scenario will include changing records and creating a simple query and report.
- ⚙️ Save your database and reports using filenames that will help you and others know what they are.
- ⚙️ Ask a classmate to use your completed database. Talk about what works well and what you could improve.



Pupil Notes: Data Handling

- ⚙️ Find and review examples of databases. Identify the key characteristics that make them effective. Make a note of this research in your project diary.
- ⚙️ Now look at the scenario your teacher has given you. Create a plan for your database. Think about who the database is for, what information they need and the fields and queries required. Use appropriate database language to support your planning.
- ⚙️ Think about the audience and purpose at all times while planning and editing your work.
- ⚙️ Based on your plan, design a data collection sheet suitable for recording the required information. Collect or collate the information for your database.
- ⚙️ Set up your table with appropriate data types and identify the key field.
- ⚙️ Enter the information you have collected or collated, checking that each entry is correct. Set up the queries identified in your plan.
- ⚙️ With a classmate, use the scenario to test your database. Use feedback from this testing to make any changes, if necessary.
- ⚙️ Save your work as you go along, using relevant filenames.
- ⚙️ Refer back to your research notes in your project diary. Make a note of at least two key features that make your database effective for its intended audience and purpose.
- ⚙️ Consider which aspects or characteristics of your database you would improve, if you were designing the product again. Record your ideas in your project diary.
- ⚙️ Take a screenshot of your file, open in the software you used to create it (native file format). Place this at the end of your project diary.

Pupil Notes: Data Handling

- ⚙️ Find and review examples of databases. Identify the key characteristics that make them effective. Decide which of these characteristics are relevant to your project. Justify why you intend to incorporate them into your database. Make a note of this justification in your project diary.
- ⚙️ While planning your database, consider the needs of your specific audience. Note these in your project diary as objectives for your final product. Refer back to your notes during the design process to ensure that you are meeting these objectives.
- ⚙️ Now look at the scenario your teacher has given you and create a plan for your database by thinking about who the database is for, what information they need, and the fields and queries (multiple criteria) and validation techniques required. Use appropriate database language to support your planning.
- ⚙️ Think about the audience and purpose at all times while planning and editing your work.
- ⚙️ Based on your plan, design a customised data collection sheet suitable for recording information. Collect or collate the information for your database.
- ⚙️ Set up your table or tables with appropriate data types and identify the key field.
- ⚙️ Enter the information you have collected or collated, using validation techniques to check data. Set up the queries identified in your plan.
- ⚙️ Use the scenario to test your database with a classmate. Make a note in your project diary of any areas that you could develop further. Make changes as appropriate. Repeat this testing process until your finished database is as close to your original intention as possible, taking into account your objectives.
- ⚙️ Save your work as you go along, using relevant filenames. Compress your files to reduce the storage space they require. This also allows you to share them electronically with others.
- ⚙️ Once you have saved your database, make notes in your project diary to justify how it meets your original objectives. Make specific reference to your audience and purpose. Record any objectives that it did not fully meet.
- ⚙️ Take a screenshot of your file, open in the software you used to create it (native file format). Place this at the end of your project diary.