# Databases

1. A database is a collection of related data, AND the software used in databases to store, organize and retrieve the data is called the database management system, or DBMS.

2. However, we often use the word database to cover both meanings.

3. A database can manage any type of data, including text, numbers, images, sound, video and hyperlinks (links to websites).

4. Information is entered into the database via fields.

5. Each field holds a separate piece of information, and the fields are grouped together in records.

6. Therefore, a record about an employee might consist of several fields which give some information about him.

7. Records are grouped together into files which hold large amounts of information.

8. Files can easily be updated - you can always change fields, add new records or delete old ones.

9. An electronic database is much faster to consult and update than a card index system and occupies a lot less space.

10. With the right software, you can keep track of stock, sales and other information that can help your company stay successful.

11. A database program lets you create an index - a list of records ordered according to the content of certain fields.

12. This helps you to search the database and sort records into right order very quickly.