**DATABASE TERMINOLOGY QUESTIONS**

1. What is a database?

*A structured set of data organized in a certain way so that the computer can quickly retrieve specific data. Data typically stored in a database are fields, records and files. Data in a database can usually be accessed in various ways from various places or computers.*

1. How are databases traditionally designed?

*They are stored in records (rows) and fields (columns) which are stored in tables and queries.*

1. Define the following: field; record; and file. Give an example of

each.

*A field is a group of related characters. Ex. a phone number*

*A record is a group of related fields. Ex. a drivers licence*

*A file is a group of related fields. Ex. student records.*

1. Explain an alternative concept in database design.

*Hypertext.*

1. What is a database management system?

*A collection of programs used to organize, enter and select data from a database.*

1. How does the way information is stored internally affect a user’s interaction with the database?

It affects how you analyze and process data.

1. What is a query?

*A request to retrieve specific sorts of data.*

1. What does SQL stand for and what is it?

*SQL stands for structures Query Language. It is used to communicate with a database.*

1. What part of a spreadsheet corresponds to a field in a

database?

*A column.*

1. Name one attribute of a field.

*Customer*

1. Name and explain the 3 classifications for a field.

Address

Name

Phone Number

1. What are the 3 general methods for posing queries?

*Choosing parameters from a menu which provides you a list of parameters you can choose from.*

*Query by Example is a method where the system provides a blank record and allows you to specify the fields and values that define that query.*

*You may also use a query language where you make requests for information in the form of a stylish query. This must be written in a special query language.*

1. What is a report?

*The formatted result of database queries with the data extracted from the database. Helps decision making and analysis.*

14. Do functions and/or sorting differ at all from what you learned

in spreadsheets? If so, how?

*They differ because excel is designed for graphing and organizing data while database is also used for retrieving them and is also used to store more data than excel. Also, when you are sorting data alphabetically, only the row changes in excel, whereas in database, the records also change.*