



Unit 5.4: Databases

- **Arrange:** Sorting information in order against a search request.
- **Avatar:** An icon or figure representing a person in a video game, Internet forum, etc.
- **Chart:** A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.
- **Collaborative:** Produced by, or involving, two or more parties working together.
- **Data:** A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
- **Database:** A set of data that can be held in a computer in a format that can be searched and sorted for information.
- **Database Report:** A way of producing a written paragraph that incorporates the data from the fields and records of the database.
- **Field:** A heading in a database record against which information is entered.
- **Group:** Putting similar pieces of information together in a database so it is easy to read, understand and interpret.
- **Record:** A collection of data about one item entered into a database.
- **Search:** A way of finding information.
- **Sort:** Organising data by a rule such as alphabetical or numerical.
- **Statistics:** The study and manipulation of data, including ways to gather, review, analyse, and draw conclusions from data.