

Database Cloze

Name _____ Form _____

Using your knowledge of the database keywords shown on the left fill in the gaps in each definition.

Data Data refers to information that is entered into a computer system for processing. It is however m _____ until it is placed in the correct context.

File Word processor work is saved as a d _____ Database work is saved as a file.

Record A d _____ file is made up of a set of records

Field Each records has the same s _____ and is made up of groups of fields.

Key Field A field that contains an item of data that is u _____ to that record i.e. no two records have the same data in the key field.

Alphanumeric A general term for data in the form of text which may i _____ letters, digits and punctuation

Sort Sort is rearranging the r _____ with a chosen field in an alphanumeric or numeric order.

Query To s _____ for a list of things you want the computer to look for.

Report A report is the result of a database q _____ that is intended to be seen by someone else

Wild Card A * symbol used when you only know p _____ of the value to search for e.g. *port will find Southport, Newport

Form A Form is a l _ _ _ _ _ that displays one record at a time and allows a user to input data into boxes.

Table A Table is a database layout that displays records in rows and f _ _ _ _ _ in columns.

Validation Validation is the checking by computer of data at the input stage to d _ _ _ _ _ any data that is incomplete or unreasonable.

Verification Verification is the checking that data which has been input is the same as the o _ _ _ _ _ data. This is done by p _ _ _ _ reading when a person reads the data entered and compares it to the original, or double d _ _ _ entry when a computer compares data entered by two different people.

Integer W _ _ _ _ numbers either positive or negative. i.e. no decimals or fractions.