

# Name the Keyword

Name \_\_\_\_\_ Form \_\_\_\_\_

Read the keyword definition and write the correct keyword in the blank on the left.

\_\_\_\_\_ This keyword refers to information that is entered into a computer system for processing. It is however meaningless until it is placed in the correct context

\_\_\_\_\_ If Word processor work is saved as a document Database work is saved as this keyword?

\_\_\_\_\_ A database file is made up of a set of this keyword?

\_\_\_\_\_ Each records has the same structure and is made up of groups of this keyword?

\_\_\_\_\_ This keyword is a field that contains an item of data that is unique to that record i.e. no two records have the same data in the key field.

\_\_\_\_\_ This keyword is a general term for data in the form of text which may include letters, digits and punctuation

\_\_\_\_\_ This keyword is used to describe whole numbers either positive or negative. i.e. no decimals or fractions.

\_\_\_\_\_ This keyword is a term that refers to rearranging the records with a chosen field in an alphanumeric or numeric order.

\_\_\_\_\_ To search for a list of things you want the computer to look for.

\_\_\_\_\_ This keyword is the result of a database query that is intended to be seen by someone else

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This keyword is a layout that displays one record at a time and allows a user to input data into boxes.

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This keyword is a database layout that displays records in rows and fields in columns.

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This keyword is a name given to a \* symbol used when you only know part of the value to search for e.g. \*port will find Southport, Newport etc.

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This keyword is the checking by computer of data at the input stage to detect any data that is incomplete or unreasonable.

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