**Intro to Databases Worksheet (Key)**

I. Terms/concepts associated with the lesson:

a. Data – Bits of information

b. Database – A collection of related data files organized and cross referenced for quick retrieval.

c. Template – A pre-built database table formatted with categories such as those for business, education and personal use, including those for events, assets, inventory, and contracts.

d. Table – The main function of a table in a database is to organize and store data. Tables are arranged in rows and columns, making them easy to search, extract, and reference information from another table.

e. Related Table – A table that links or references information from another table eliminating the need to duplicate data entry.

f. Record – A group or set of related data.

g. Field – The location for a piece of data or information.

h. Form – Shows data for entry or review and is selected from one or more tables or queries.

i. Query – A process for pulling data from tables for informational or reporting purposes.

j. Report – Shows data for printing, display, or interaction and is selected from one or more tables.

II. Relevance of using databases

a. Organization of vast amounts of data

i. How overwhelming would it be to organize and keep track of employee information for a large retail corporation with 1.5 million employees?

III. Benefits of using a database instead of a spreadsheet

a. On the surface, both types of software seem similar. After all, they store data, and you can enter data in a grid of cells.

b. The question is, “How do you want to organize your data”?

c. Database software has a relational structure that helps keep large amounts of information accurate and provides you with customized manageable tables.

d. Spreadsheet software is used for analyzing numbers using formulas, while database software is used for storage of large amounts of data that can be accessed easily and quickly.

IV. Demonstrate selecting a template and entering data into a database.

d. Tools/Features

i. Open the database program

ii. Locate and download one of the pre-built templates. These may also be called assets.

iii. Pick an item in the classroom to enter into the template as your first asset.

iv. Save the new asset

V. Independent Practice Activity

e. Brainstorm the fields needed to enter home inventory information for insurance purposes

f. You will be responsible for “inventorying” at least 25 items from your own home.

g. You will create your own access database using the skills taught in this lesson to create a home inventory database.