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Online Computer Skills Study Guide

(This study guide is more comprehensive than the downloadable version)

Database ~ Keyboard Utilization ~ Desktop Publishing ~ Word Processing ~
Multimedia ~
Societal - Ethical Issues ~ Spreadsheet ~ Telecommunications ~ Internet ~
Windows Management

Database Vocabulary and Helpful Information

What is a database? A database is an organized collection of related information.

Things to think about:

- Unorganized information is meaningless and difficult to use. (Example: scrambled list of universities and their mascots.)
- Organized data is easy to understand. (Same example with mascots paired with their schools.)

Print Databases that we are familiar with include:

- telephone directories
- address books
- encyclopedias and dictionaries

Computerized Databases you may be familiar with include:

- NCWise (Student Information management System)
- Automated Card Catalog (Athena)
- CD-ROM Encyclopedias

Advantages of Computerized Databases

- Can find a specific file quickly
- Can alphabetize and sort data faster than most people
- Can filter/search for specific types of information
- Is as accurate as the data that is entered
- Can make many different types of reports

Who uses computerized databases in the real world?

- Stores use them to keep track of inventory
- Travel agents can keep up with their customers and reservations
- Hospitals track patient information.

Database: A database is an organized collection of information.

Database File: A database file is made up of related records in a database.

Field: A category of information in a database. An example of a field would be the street address

Computer Skills Study Guide

**Jerry J. Weygandt, Donald E. Kieso, Paul
D. Kimmel**

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