

Data Handling Detectives with Kit the Fox

Learning objective: To understand key terminology used in computing for data handling, data collection, and database management.

Read the front of the flashcard to test your knowledge of computing data. Flip the card mentally (or read the answer) to check if you are correct. Use these to help Kit the Fox organise his digital files!

Data Raw, unorganised facts or figures that need to be processed to become useful.	Information Data that has been processed, organised, or structured to make it meaningful and useful.
Database An organised collection of related information stored electronically so it can be easily accessed, managed, and updated.	Record A complete set of information about one specific item or person within a database (e.g., one row in a spreadsheet).
Field A single piece of information within a record, such as a first name, a date of birth, or a price.	Query A request for specific information to be retrieved from a database, often by asking a computer a question.
Sort To organise data in a specific order, such as alphabetical (A-Z) or numerical (smallest to largest).	Filter A tool used to hide data that does not meet specific criteria, showing only the information you need to see.
Binary A system of representing data using only two digits: 0 and 1. Computers use this to process all instructions.	Chart A visual representation of data, such as a bar graph or pie chart, used to make patterns easier to spot.
Currency Field A specific type of field in a database designed to hold monetary values, formatted with symbols like £.	Validation The process of checking that data entered into a computer is sensible and follows the correct format.