

Kit's Guide to Brilliant Data Handling

Master the Maze of Data with Kit the Fox!

- A 'field' is a single piece of information, such as a person's name or a price in £, while a 'record' is a complete set of fields for one item.
- Sorting data allows you to arrange information in a specific order, such as alphabetical, numerical, or chronological order.
- Filtering is a clever way to hide data you don't need, letting you focus only on the specific information that matches your requirements.
- A query is a request for information from a database, similar to asking a question to find specific data points.
- Digital spreadsheets use rows and columns to help us calculate totals, create charts, and spot patterns in numerical data.

Did you know? Did you know? A digital database is like a super-powered filing cabinet. While a physical cabinet might hold hundreds of pieces of paper, a database can search through millions of records in less than a second to find exactly what you need!

Key vocabulary: Database · Record · Field · Query · Spreadsheet · Sort · Filter