

# Kit's Guide to Clever Databases

Be a Data Detective: Organise Your World!

- A database is a structured collection of data held in a computer, designed to make finding information quick and easy.
- A 'field' is a single piece of information, like a name or a price, while a 'record' is a complete set of fields about one specific thing.
- Using a 'query' allows you to ask the database a specific question, such as finding all items that cost less than £5.00.
- You can 'sort' data into a specific order, such as alphabetical order (A-Z) or numerical order (smallest to largest).
- A 'filter' lets you hide information you do not need right now, so you only see the records that match your criteria.

*Did you know? Did you know? The very first databases were physical filing cabinets full of paper! Today, Kit the fox uses digital databases to store millions of pieces of information in the blink of an eye. Whether it is a library catalogue or a shop's inventory, a well-organised database helps us find exactly what we need without searching through every single item.*

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