

Database Internet Hunt by Cindy O'Hora

Go to <http://homepage.mac.com/cohora/ext/db/database.html>

This hunt broadens your understanding of one of computing's most powerful tools.

Directions: Use the links to find the answers to the questions.

1. What is a database? _____

Give an paper-based example of a database found in your home or school.

2. A database is made up of _____. Each record consists of headings or categories called _____.

Vocabulary check. Underline the correct word.

In a recipe database, a recipe for pizza is an example of a record / field. Toppings is an example of a record / field.

In a catalog, a sweater is an example of a _____. Size and color are examples of _____.

TAI - Library of animal sounds. You are to create a database to organise them. Write 4 fields that could be included in each record. (thinking required)

3. List the kinds of data that can be entered into a database.

4. A Query of a database is a synonym for a _____ of a database.

Give an example of a query you might make of your school library's card catalog database.

5. Lots of people use keywords to search databases like the WWW or the card catalog of their community library. What is a downside to this approach to searching for information?

How can you narrow a search to include all the keywords entered?

I am looking for replacement windows for my home. I enter window in the search engine. I get tons of links about computer software. Using an operator write a keyword entry that will better define my search.

6. Computers are literal. Why is this important to know when you make or use a database?

7. Read 1) The more fields the better. Your mom asks you to make a computerized family address book for her. List the fields you would include:

_____	_____
_____	_____
_____	_____
_____	_____

8. List 3 ways you can harness the Find feature in a database to get work done.

9. What database feature makes it unnecessary for you to enter the records in any special order? _____

TAI - (Think about it) Suppose you did not follow the advice you learned in question 6. You created a database for your music collection. You put the title and artist **all in one field** like this:

album: Dangerously in Love ~ Beyonce Knowles

Can you sort (alphabetize) your collection by artist? _____

List the individual fields you should have created in your music database so that you could sort by the last name of each artist.

_____	_____
_____	_____
_____	_____

10. Your class has been building a database of all the people buried in local cemeteries for the county historical society. The president calls and asks for a report of the database. What is she asking for?

What format of report would be the most useful and cost effective for her?

11. One powerful use of database is mail merge. To mail merge you need two things. Name them.

Your club secretary has created a membership database. You decide to send a personalized letter to the members. There are four places in the letter where you want to merge in the person's name. You discover that the <<name>> field contains: Mr./Mrs. First name Last name. How will this appear in the mail merged form letter? Use your name to fill in the blanks below.

Dear <<name>> _____,

We are working hard to make the club a more personal experience. We are contacting you,

<<name>> _____ to get your input and ask for assistance.

<<name>> _____ begin by asking yourself, "How can I contribute to this goal?"

We noticed you have not attended the last few meetings, <<name>>

_____. We certainly miss seeing you <<name>>

_____. What activities or speakers would be of interest to you?

Sincerely,
Pers Anol

Read the note - Sounds silly doesn't it? Certainly, the letter is not at all personal!

12. Explain what occurs when you use an online database. _____

Give 2 examples of online databases:

13. A common use of a database is to make labels. Usually these labels contain different information. For example, a name and address database is often used to print custom mailing labels. Each label has a new person's address. People often do this to send holiday cards. Give an example of when you would use a database to make special labels where the information on each label is identical.

14. AppleWorks and Excel provide flat databases. FileMaker Pro is a relational database. What is the difference?

15. Your school has a lot of data on you. Read this article. Where do you stand on database privacy? Why?

16. The Invisible Web is an important resource. Explain what it is and how to access it.

Think about it - Challenge:

List four professions that utilize databases. _____

Follow up:

How do you do on the Database Quiz? <http://www.school-resources.co.uk/DatabaseQuiz.htm>

Quiz
[http://www.catawba.k12.nc.us/pages/sites/edwebsites/computerskills/quizzes/databaseterms.h
tm](http://www.catawba.k12.nc.us/pages/sites/edwebsites/computerskills/quizzes/databaseterms.htm)

"The mark of a well educated person is not necessarily in knowing all the answers,
but in knowing where to find them." --Douglas Everett