Coley Primary School – Knowledge Organiser

SUBJECT FOCUS:	Computing: digital media	YEAR	3

Prior learning: technology at home, at school and in the wider world. Using iPads to take and edit photographs, record sounds and compose music; logging on; opening and saving documents; creating Powerpoints; pictograms and bar graphs

Links: science (databases), English / history (Word)

Key knowledge

Databases

A **database** is a system on a computer that makes it easy to search, select and store information.

Databases are used in libraries, museums. doctors surgeries, to store car registration plate owner information and many more places.

We can **search** a database that somebody else has made to find information. We type in a keyword into the search field:



And this will bring up any records containing that keyword.
To **create** our own databases, we have to type information into **fields**:



Vocabulary

database - a system on a computer that makes it easy to search, select and store information

data – collection of information

sort – organize

table – used to enter information into a database

record – individual records of information in a database

field – a single piece of information within a record

search – when we enter a keyword to find information in a database. Also called a **query.**

fonts – different styles of writing

enlarge – make bigger

reduce – make smaller

insert – add in

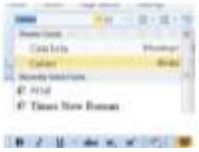
delete - remove

format – change

Microsoft Word

Word is a word-processing program used for creating documents such as letters, brochures, factsheets and many more. Text can be formatted in a variety of ways:

Font (font, **font**, FONT, *font*)



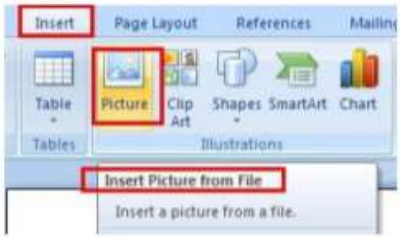
Colour (Colour, Colour, Colour)



Size (size, size, Size)



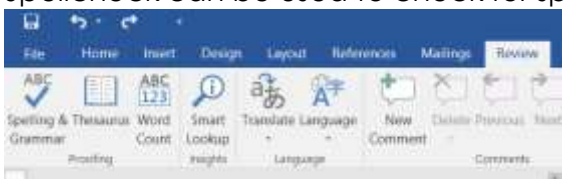
Images and tables can be inserted into documents



WordArt can be added



Spellcheck can be used to check for spelling errors



Skills

- insert WordArt
- use the shift key or Caps Lock to insert capital letters
- change the colour and size of text
- include bullet points
- insert images and tables
- use Spellcheck
- continue to build on Y2 skills (see digital media knowledge organiser)

Can you …?

Create a simple branching database to record information

Use a ready-made database to answer questions

Add to a database

Plan, create and search a databases using applications designed for this purpose

Use Word to create interesting, attractive documents with a variety of text styles

Inset images and tables into Word

Use spellcheck to fix errors

Possible experiences

Unplugged branching databases
https://classic.csunplugged.org/databases/

Human branching databases p7
https://classic.csunplugged.org/wp-content/uploads/2014/12/DatabasesUnplugged-Version2.pdf

BBC Bitesize: what is a database?
https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z8yk87h

Databases
http://resources.hwb.wales.gov.uk/VTC/ngfl/maths/cynnal/data/sorting.html
https://www.teachingideas.co.uk/subjects/databases

Dance Mat typing
https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr

Word activities
https://www.twinkl.co.uk/resource/tp2-i-066-planit-computing-year-3-word-processing-skills-home-learning-tasks