

**National Curriculum Links: KS2 Computing**

- select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information

**I will know...**  
**DL5.1** how to select appropriate tools to add emphasis and effect to my work  
**DL5.2** why I have chosen my layout and formatting  
**DL5.3** how to review and edit my work and talk about the changes I made  
**DL5.4** whether my work is suitable for the audience

**DL5.5** how to create a database structure of my own and enter the data  
**DL5.6** how to prepare a data collection form and collect quality information  
**DL5.7** I can use databases to create a graph  
**DL5.8** the most appropriate form of graph for a data set giving reasons for my choice  
**DL5.9** how to interpret graphs of data collected from a variety of sources

**Digital Literacy Vocabulary**

<b>Digital Literacy</b>	Having the skills to live, learn, and work where communication and access to information is increasingly through technology
<b>database</b>	A database is a computerised system that makes it easy to search, select and store information (data)
<b>record</b>	Contains all the information needed about a particular object
<b>field</b>	Each record contains fields – a single piece of information about an object
<b>spreadsheet</b>	Used for accounting and recording data using rows and columns into which information can be entered
<b>formula</b>	A mathematical rule expressed in symbols e.g. + - / *
<b>sort</b>	To organise data by date, number, alphabetic order etc.
<b>filter</b>	To pick out data that matches a particular circumstance
<b>abstraction</b>	To focus on task before the look and feel e.g. colour, size, background
<b>appropriate</b>	Suitable, proper and connected to the subject.
<b>formatting</b>	Making the text look different
<b>layout</b>	Different ways to set out information, pictures and tables in documents or presentation.

**What is a Database?**  
[BBC Primary Bitesize](#) – Computing Databases are used in many different places. Your school might use a database to store information about attendance or to store pupils and teachers' contact information. A database like this will probably be protected with a password to make sure that people's personal information is kept safe.

**What are Records and Fields?**  
[BBC Primary Bitesize](#) - Computing Every item you put into your database is called a 'record'. Each record will have its own row with all the information you want to store about it. The columns of the table are called 'fields'. For example, you might have columns for 'Continent', 'Area', 'Population' and 'location'.

**What other examples of Databases can you talk about?**

**Databases – using 2Investigate Purplemash**

**Database about countries**

**Record – contains lots of information about Italy**

1	Continent	Europe
2	Capital City	Rome
3	Population	61,855,120
4	Coastline	Yes
5	Area (sq km)	301,340

**Fields** – a single piece of information, in this example we can see fields about Italy

**Searching your database**

**Find**

Continent is Europe

Countries

**This first search is filtering the database to show records of countries in Europe**

**Countries** Find: Continent is Europe and Coastline is Yes

**In this second search/filter an additional field has been added – fewer countries are in Europe and have a coastline**

**Knowledge Mat – Digital Literacy – Year 5**

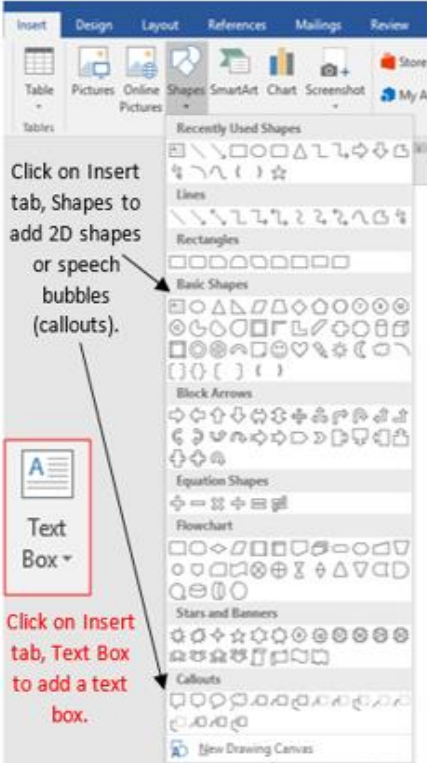
**Digital Literacy Skills Recap**



**Microsoft Excel**



### Formatting Shapes




Click on Insert tab, Shapes to add 2D shapes or speech bubbles (callouts).

Click on Insert tab, Text Box to add a text box.

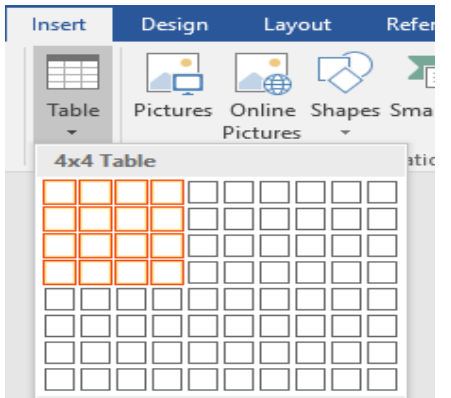
### Save and Save As

**Save As** lets you save a file in a new location.

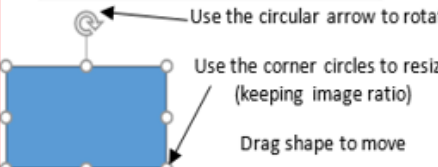
**Save** lets you update a file in the same location.



### Tables



Click on Insert tab, Table and choose the number of rows and columns needed.



Use the circular arrow to rotate

Use the corner circles to resize (keeping image ratio)

Drag shape to move

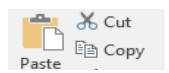
### Cut, Copy, Paste

Cut – Ctrl + X

Copy – Ctrl + C

Paste – Ctrl + V

Select all – Ctrl + A



### Table Tools

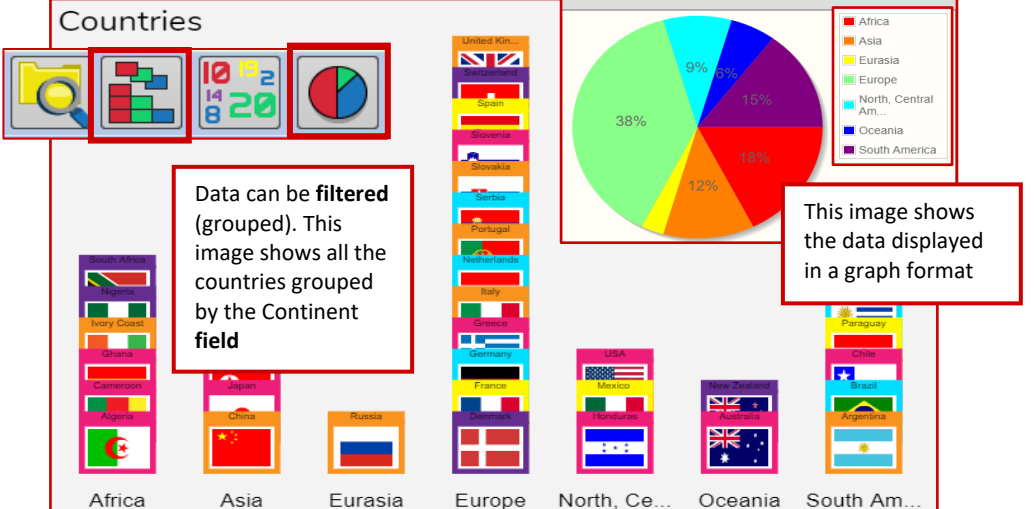
Merged cells – two cells become one	Colour	Split	cells
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Select the cells you want to merge and right click.  
Choose Merge Cells.

Colour cells by selecting a cell and clicking fill tool.

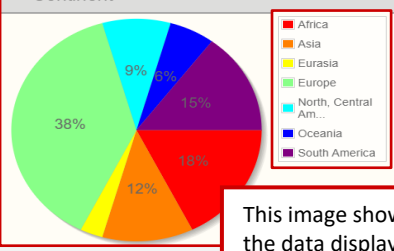
Select the cells you want to split and right click.  
Choose Split Cells.

### Countries



Data can be filtered (grouped). This image shows all the countries grouped by the Continent field

This image shows the data displayed in a graph format



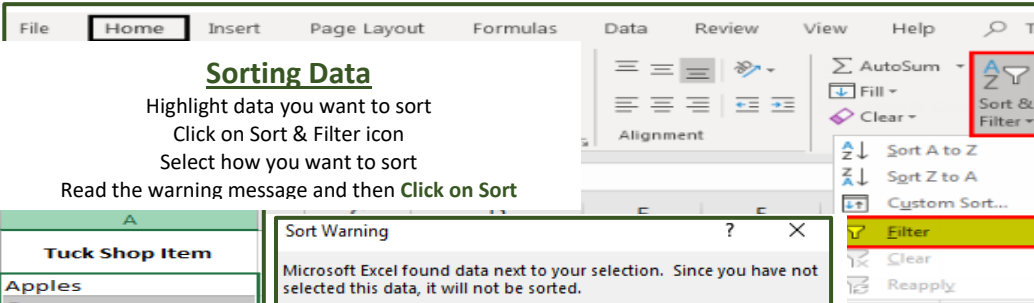
### Sorting Data

Highlight data you want to sort

Click on Sort & Filter icon

Select how you want to sort

Read the warning message and then Click on Sort



### Adding Graphs

Tuck Shop Item	Price per item	How many sold	Total sales
Apples	£ 0.12	12	£ 1.44
Oranges	£ 0.15	8	£ 1.20
Pears	£ 0.20	8	£ 1.60
Grapes - punet	£ 1.20	9	£ 10.80
Lemons	£ 0.75	1	£ 0.75
Potatoes - bag	£ 2.00	0	£ -
Banana	£ 1.50	6	£ 9.00
Tomatoes	£ 0.17	11	£ 1.87
Strewberries - punet	£ 1.75	15	£ 26.25
<b>Total Daily Income</b>			<b>£ 52.91</b>

