

Chapter No. 4 Collecting and Presenting Information

No.	Month	Temperature	Wind direction	Wind speed	Precipitation	Rainfall	Hours of sunshine
1	January	13°C	west	30	snow	5mm	222hours
2	February	16°C	east	40	snow	17mm	219hours
3	March	21°C	south-west	40	none	15mm	225hours
4	April	28°C	south-west	35	none	10mm	240hours
5	May	38°C	west	10	none	5mm	250hours
6	June	40°C	east	11	none	15mm	279hours
7	July	44°C	south-west	20	rain	77mm	260hours

1. Database

A database is an organized collection of data relating to specific topic. It is made up of fields and records.

2. A Field

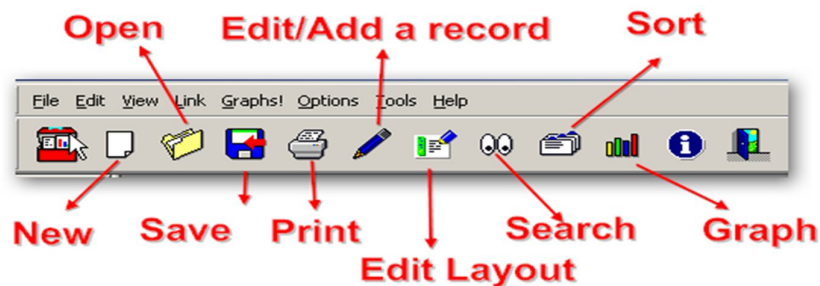
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A field is an item of data or a column in a database file. The above data base file has 8 fields.

3. A Record

3	March	21°C	south-west	40	none	15mm	225hours
4	April	28°C	south-west	35	none	10mm	240hours
5	May	38°C	west	10	none	5mm	250hours
6	June	40°C	east	11	none	15mm	279hours

Each row in a database is called a Record. The above database has 4 Records.



4. Sorting Record

Sorting Records means arranging data in a particular order.

5. Adding a Record

Adding a record means to insert a new record in a database.

6. Editing a Record

Editing means to change the existing record

7. Searching a Record

To search a record in a database means to find a record.

8. Graph

The pictorial representation of information is called a graph. It is a tool for displaying data.