



SuperNovaSchool®
LEARN TO BE DISTINCT

Computing

Grade _ 4

UNIT/STRAND	Managing Data
TOPIC	Collecting Data, Sorting Data, Using Data
Sub Topics	Database, How to sort data, Using data
Session	2025-26
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Paper Database

- **When the data is stored on papers.**
- **It's easy to add things in this database.**
- **People can quickly view it.**
- **But paper can easily damaged.**
- **It can easily lose or misplace.**



Digital Database

- **Computers allow us to store data digitally.**
- **A lot of data can be stored in this.**
- **It is easily add, delete and edit data in this database.**
- **It can not be easily damaged.**
- **It can easily and quickly shared using internet.**
- **But for this we need source of electricity.**
- **We have knowledge of using electronic devices.**



Advantages of Database

Paper Database	Digital Database
• Easy to use.	• Easy to update and edit.
• Can be move easily.	• Efficient storage.
• Low cost	• Data backup and recovery.
• Easy to understand	• Fast data retrieval.



Forms in database

- When we collect data for database, we use a form.
- It shows what type of data is required, where to write data and what answers are allowed.
- Paper forms are easy to create but if you need to collect data from lots of people you can create computer forms.
- There are tools that help people to enter data correctly so there are no mistakes in the data.
- For example Google forms.



Data and Information

- Data is individual facts, numbers or words.
- Information explains what data means.

Data	Information
5	5 Mangoes
Cities	Top cities
Top	John born 1980
John	
Mangoes	
Born	
1980	



Data, Records and Fields, Data Types

- Data is words, numbers or about something.
- Records are the rows. Rows go across a database.
- Fields are the columns. Columns go down a database.
- Each column has a heading that tells what type of data is being stored.
- Data types are text, number, Boolean and currency.
- Text is used for words or names only.
- Number is used for numbers only.
- Boolean is used for yes/No or True/False answers.
- Currency is used for decimal points and for currency symbols.

	A	B	C	D	E
1	College Enrollment 2016 - 2017				
2	Student ID ▼	Last Name ▼	Initial ▼	Age ▼	Program ▼
3	ST348-245	White	R.	21	Drafting
4	ST348-246	Wilson	P.	19	Science
5	ST348-247	Thompson	A.	18	Arts
6	ST348-248	Holt	R.	23	Science
7	ST348-249	Armstrong	J.	37	Drafting
8	ST348-250	Graham	S.	20	Arts
9	ST348-251	McFadden	H.	26	Business
10	ST348-252	Jones	S.	22	Nursing
11	ST348-253	Russell	W.	20	Nursing
12	ST348-254	Smith	L.	19	Business



Using Data

Data Sorting Alphabetically and Numerically

- We organize data into an order. Sorting data makes it easier to find the data we need.
- We can sort data alphabetically (by letters in alphabets) or numerically (by numbers).
- <https://youtu.be/YNxvE6Fk630?si=th8sl1da8YouA0b3>
- https://youtu.be/yM_nuPqpGhI?si=g1jMY0BBiw4iAu-l

