

GGA Spring Computing Knowledge Organiser for Year Three: Branching Databases

Vocabulary	
Binary Tree	Another name for a branching database.
Database	A collection of data organised in such a way that it can be searched, and information found easily. Database usually refers to data stored on computers.
Branching Database	Used to classify groups of objects. It is used to help identify the objects by answering questions with either 'yes' or 'no'. Branching databases can also be called binary trees.
Data	A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.
Debugging	The process of identifying and removing errors from computer hardware or software.

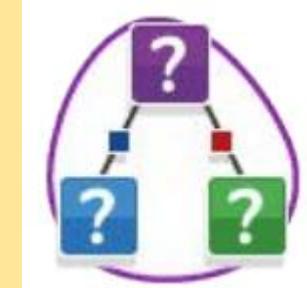
Skills that I am going to learn.

To know how to sort objects using 'yes' or 'no' questions	I can create questions that sort different objects
	
To explore a branching database	I can complete a branching database
	
To create a branching database	I can create my own branching database on a chosen topic
	

Key Resources

Title

Prompt
Click to Edit

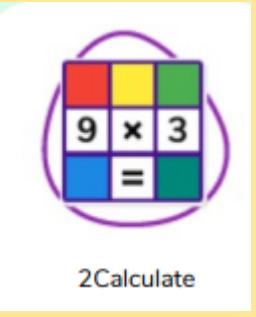
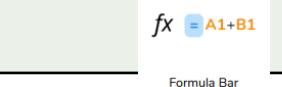


Why are we learning this?	Why is this important?
To be able to sort different ideas dependant on their theme.	It is way for us to sort our ideas into databases allowing better organisation.

Key Questions
What is meant by data?
What is a database?
What is a branching database?

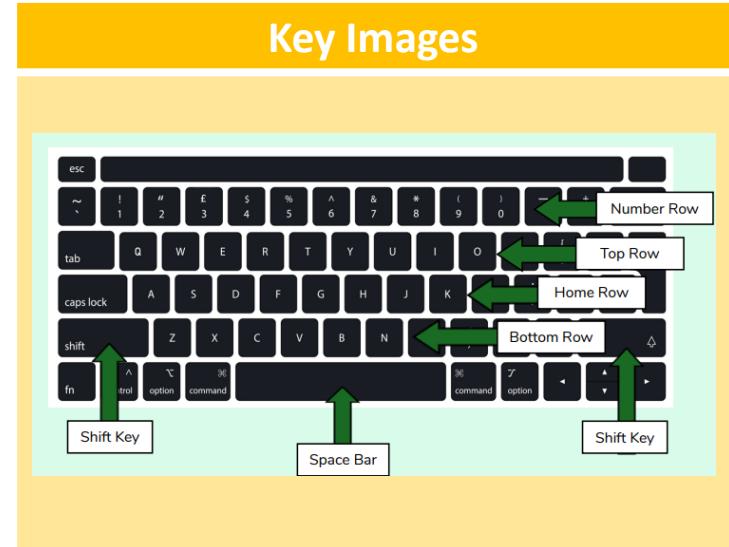
GGA- Spring Computing Knowledge Organiser for Year Three: Spreadsheets

Vocabulary	
Advanced Mode	A mode within a system that offers greater control or more complex options than a basic mode.
Formula Bar	An area of a spreadsheet where formulae can be entered using the '=' sign.
Operations	The four operations of mathematics (addition, subtraction, multiplication and division.)
Formula Wizard	A tool in a spreadsheet that helps you to choose and make formulae without having to type them in.
Range	A group of cells that you select together to use in a function
Function	A built-in formula that performs a specific job automatically.
Formula	A set of instructions that tells a spreadsheet what to calculate.
Merge	The process of combining multiple cells into one larger cell, often for formatting or for creating titles
Total Tools	The Totals tools will add up all the cells before it and present a total.

Skills that I am going to learn.		Key Resources	Key Questions
Why are we learning this?	Why is this important?		
Know how to use the arrows toolbar to be able to automatically total rows and columns I can make columns show totals automatically	 Total Arrow  Formula Wizard		What is the difference between the copy and total arrows? What is a formula? What is the formula wizard? What is a function?
Know how to use simple formulae in a spreadsheet by using the formula wizard I can create successful formulae to calculate totals			
Know how to use advanced formulae in a spreadsheet to calculate totals, averages and to find the highest and lowest values I can use different formulae to find different values in data	 Formula Bar		
To be able to organise information and use simple calculations on a computer.	Spreadsheets help us solve problems, spot patterns and use data in real life.		

GGA Spring Computing Knowledge Organiser for Year Three: Touch Typing

Vocabulary	
Home Keys	The middle row of letters on the keyboard where your fingers rest when you are not typing.
Posture	The position in which someone holds their body when standing or sitting.
Bottom Keys	The row of letters on a keyboard below the home row.
Top Keys	The row of letters on a keyboard above the home row.
Typing	The action or skill of writing something by means of a typewriter or, in this case, a computer.
Shift Key	A special key on the keyboard that you hold down while pressing another key to make a capital letter or a symbol
Keyboard	A device with a set of keys (buttons) that you press to type letters, numbers, punctuation, and commands into a computer

Skills that I am going to learn.		Key Images	Why are we learning this?	Why is this important?
Know how to use correct finger positioning on the keyboard and understand when to use the left or right hand		 <p>The diagram shows a standard QWERTY keyboard layout. The Home Row is highlighted in light blue and includes the letters A, S, D, F, G, H, J, K, and N. The Top Row is highlighted in light green and includes the letters Q, W, E, R, T, Y, U, I, O, and P. The Bottom Row is highlighted in light orange and includes the letters Z, X, C, V, B, N, M, and the symbols , , ., and / . The Number Row is highlighted in light pink and includes the digits 1 through 0 and the symbols #, %, ^, &, *, /, and . The Shift Keys are highlighted in light purple and are located on both sides of the keyboard. The Space Bar is highlighted in light yellow.</p>	<p>So we can type accurately and quickly on a computer.</p>	<p>Good typing skills help us work more efficiently and confidently when using technology</p>
I can use the correct hand for the correct keys on the keyboard		<p>Know how to type sentences using capital letters, spaces, and full stops</p>	<p>I can consistently type full correct sentences with increased accuracy and speed</p>	<p>Key Questions</p> <p>What is touch typing?</p> <p>Why is posture important when typing?</p> <p>What are the home row keys?</p>