

**The Bourne Academy**

**Knowledge Organiser: Year 9 Spring Term - ICT**

**7. Mail Merging**

**a) Mail merge** is a process that combines a template letter with a list of names to create personalised letters.

**b) Word processor** is software like Microsoft Word used to create the template and perform the mail merge.

**c) Template** is a pre-designed letter before personalised details are added by mail merging.

**d) Data source** is the list of information, like names and addresses, used to personalise each letter during mail merge.

**e) Merge field** is a placeholder in a template where information from the data source, like a name or address, is inserted.

**f) Merge document** is the final personalised letter created when the data source and template are combined.

**g) Filter** is a tool that selects specific records from the data source, so only certain people get letters.

**h) Print merge** is the process of printing out all the personalised letters created by the mail merge process.

**6. Data**

**a) Data** is raw (unprocessed) numbers, text and symbols.

**b) Information** is data that has been given meaning and structure.

**c) CSV** is a plain text file that contains a list of data. Can be imported into a spreadsheet.

**d) Import** is when data (such as from a CSV file) is inserted into a database or spreadsheet.

**e) Data types** are the format of the values in the cells, such as: £5.99, 21/03/23, 46%.

**f) Charts/Graphs** are used to visually represent data to easily compare data and spot patterns.

**g) User Interface** is how the user interacts with the database system, such as clickable buttons.

**h) Test plan** is used to make sure your database works with real-life examples.

**i) Filter** makes it easier to find specific data by only showing certain types of data.

**j) Sort** organises data,
such as numerically.

**5. Databases**

**a) Database** is a structured set of data that is set up to easily access, manage and update. We use Microsoft Access to create our database.

**b) Record** is a collection of data held for each person. Records are stored in rows.

**c) Field** is the type of data collected, such as ‘Name’, ‘Age’ or ‘Gender’. Stored in columns.

**d) Primary key** is the column that contain values that uniquely identify each row.

**e) Entry** is adding data into a database.

**f) Query** is finding out and getting information from a database.

**g) Report** is an easy-to-read summary often presented in an A4 printable format.

