

Spreadsheets are used to store information and data. Once we have our information in a spreadsheet we can run powerful calculations, make graphs and charts and analyse patterns.

Other uses for spreadsheets –

- Modelling and Planning
- Home/Business Finance and Budgeting
- Wages/Invoices
- Predictions / Simulations / Calculations
- Creating charts and graphs

Labels in the spreadsheet image:

- Column
- Text Label
- Row
- Worksheet
- Cell Reference
- Numeric Data
- Formula
- Active Cell

Year 7 IT Knowledge Organiser Term 3+4

Summary

A database is a way of storing information in an organised, logical way.

You can find information easily by **searching** and put information in order by **sorting**.

A **file** is a collection of **records**. A **record** is made up of categories called **fields**.

Name	Surname	Address	Telephone	Date of birth
John	Vincent	6 Broad Lane Winsford	0967 654675	02/05/1980
Ron	Harvey	67 Mason Crescent Cheam	0767 435098	01/10/1944
Mohammed Ali		98 Brendon Road Farnley	0565 549678	23/10/1978

Record – All the information about a person or thing. These are stored in a **file**.

Field – One piece of information about a person or thing. The fields here are Name, Surname, Address, Telephone and Date of birth.

Mail Merge

A mail merge is when you utilise data from a database to populate details on a mass scale. An example would be if school wanted to send a letter out to every pupil's parents. They would create a template letter and use the names and addresses from a database to automatically fill in the personal details and print them hassle free.

Sorting is a really simple way to organise your data. It can sort the data by any field. It can sort numerically or alphabetically.



Storyboards

- ⇒ A storyboard is used by many people to illustrate a sequence of **moving** images.
- ⇒ A storyboard shows the flow of scenes that occur in a timeline, a succession of events.
- ⇒ This is different to a visualisation diagram which are used for a single of events.
- ⇒ Each scene of the story is placed in chronological order (in the order that they occur in time).

- Establishing shot of classroom. One student snoring. One sits up in alarm over assignment.
- Student feels overwhelmed. Voiceover: "I've never done this!" Camera pans slowly to make space.
- Ideas surrounded by blurry thought bubble. Brainstorm may also be video montage surrounded by blurry frame.
- Moment of clarity. "Aha!" Ding or chimes: lightbulb moment.
- Working in a dark dorm room. Sounds of clock ticking and pencil scratching on paper.
- Proudly shows off finished storyboard. Wipes sweat off brow. Victory music. Zoom in on storyboard.
- Submitting via Coursework. Fade out as if ending.
- Back to the classroom. Keep as similar as possible to original. "Elaborate on your storyboards!"
- Back to the drawing board. Looking haggard but determined. Fade out.

Why use storyboards?

Best way to share your vision for the project

- ⇒ A visual aid makes it much easier for you to share and explain your vision for your video with others.
- ⇒ When you have a storyboard, you can show people exactly how your video is going to be mapped out and what it will look like. This makes it much easier for other people to understand your idea.

Makes production much easier

- ⇒ When you storyboard a video you're setting up a plan for production, including all the shots you'll need, the order that they'll be laid out, and how the visuals will interact with the script.
- ⇒ The storyboard is a starting point or suggested storyline around which you can plan your story (all the angles you will shoot of a scene). This really comes in handy when you're making your video, as it ensures you won't forget any scenes and helps you piece together the video according to your vision.

Saves you time

- ⇒ While it may take you a little while to put your storyboard together, in the long run it will save you time in revisions later.
- ⇒ Not only will it help you explain your vision to your team, it will also make the creation process go more smoothly.