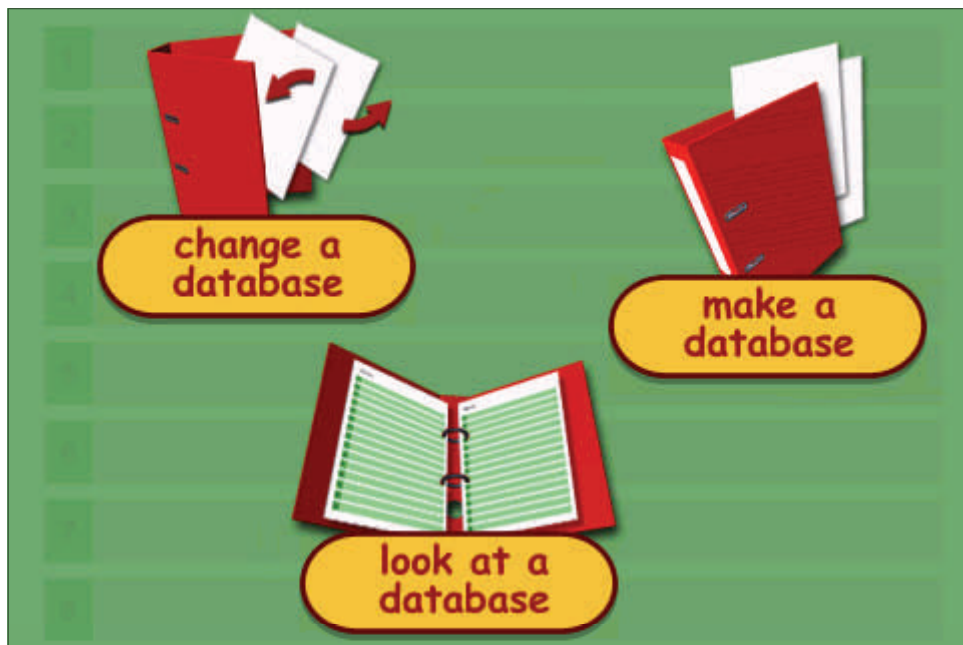
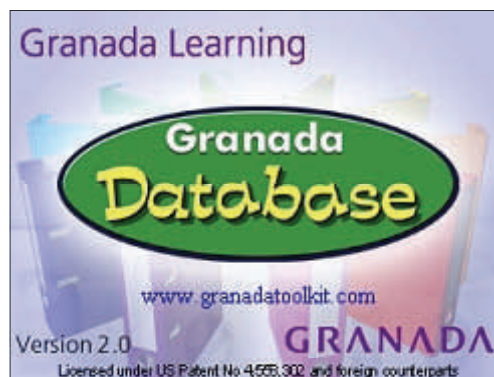


An Introduction To Granada Database



Granada Database Overview

Interrogating a Database

Choose the option 'Look at a database'. This allows you to interrogate and to produce graphs from the chosen database, but not to alter any of the data.



Look at a database

current user **Granada Database**

current databases

- Homes
- Birds
- Olympic Games
- Minibeasts
- Pets
- Sea Animals
- Shipwrecks
- The Albion Colliery Disaster
- The Planets
- Universal Colliery

The default folder is usually
c:\Toolkit\Granada Database\Student

Choose the datafile from the list shown if it is stored in the location where Granada Database stores its files by default. Then click on the 'Open' button.

Click on the open yellow folder icon to locate datafiles stored in other locations on your computer, or if the files are stored on floppy discs or CD ROM.

View database one record at a time

At the beginning, this shows the number of records in the datafile. After interrogation, this number shows how many records were found that matched the search.

View database as a complete list. This option is also used for sorting the data.

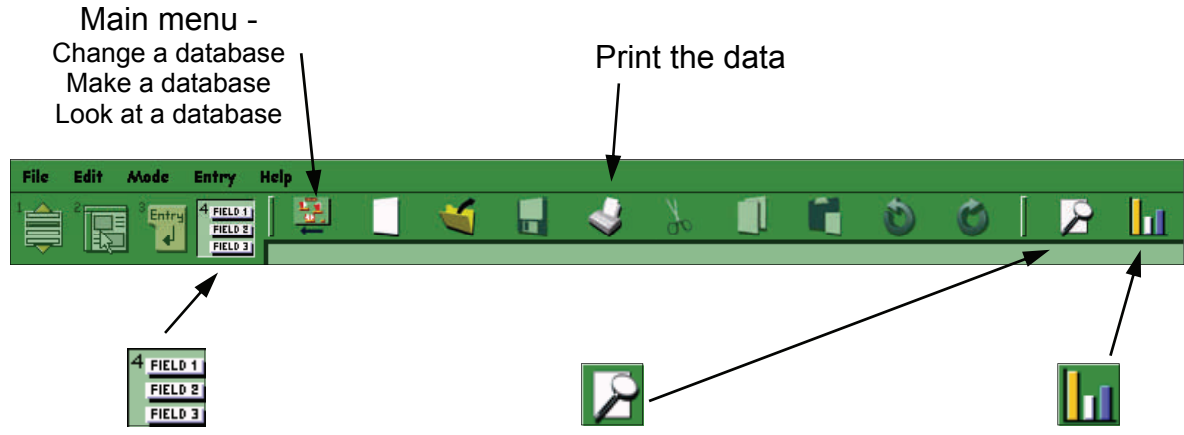
To ensure that all records are used in the interrogation or sort.

To move to the next or previous record in the database.

(Holding the SHIFT key down at the same time will move to the first or last record in the database).

Granada Database Overview

Interrogating a Database



Browse records.
Could be used to return to the data display, when currently using the searching window.

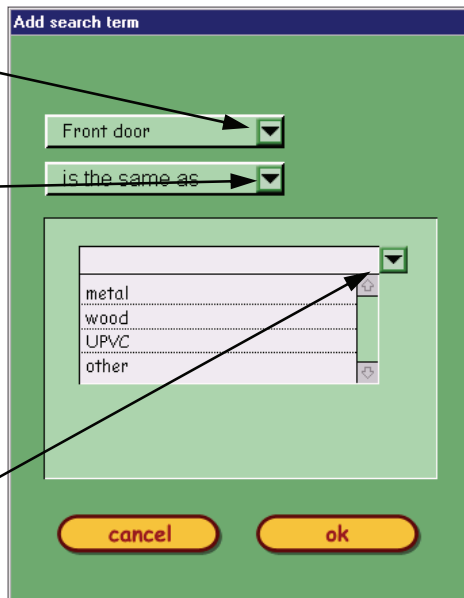
Search button.
To interrogate the data by asking questions.
(Add a term)

Graph Data.
Choose the field to be graphed, then click on 'graph...'
Explore options to alter the display by using 'Graphs' and 'Options' on the menu at the top of the screen.
Also, right mouse click on the graph.

Choose option for search ...
e.g. for text
'is the same as'
'is not the same as'
e.g. for number
'is the same as'
'is bigger than'

Choose one of the keywords from the list if available.
Alternatively type in the data that you wish to find.

Then click on 'OK'.



By default the 'Options' menu shows 'Data series in columns' switched on.
You will probably find that the display will look better when this is switched off.

Click on the 'Search' button if it is a simple question or click on 'Add a term' again to add another part to your question.

Granada Database Overview

Making and Changing a Database

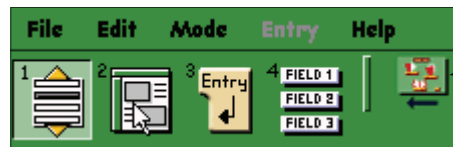


Make a database
Choose this option if you are designing a new database.



Change a database
Choose this option if you are altering the design/structure of an existing database.

After entering the title of your database, then Author and Comments (optional), you will be able to choose the appropriate option as explained below. If you are starting a new database use them in the order that they are presented here.



Back to Main menu -
Change a database
Make a database
Look at a database



Create fields

Use 'Add a field' to enter each field (heading) that you will use for your database. For each one, type in the Field Name (title) and select what type of data will be entered for each one, e.g. text, number, selection list. The keywords for check box, option list or selection list will not be entered at this stage.



Layout fields

This allows you to concentrate on presentation of your database. The colour, size and font can be selected for each field. Select the appropriate field then use the following buttons:

Captions - to select colour, size, font of field names

Text - to select colour, size, font of entered data, or to enter keywords.

Also ...



Use this icon for background graphics and colour layout



and this icon to return to data layout.



Enter data

Enter the data for each record at this stage clicking on the '+' symbol to add new records.



Browse records

The database should now be ready to be interrogation, sorting and graphing activities.

Using the Help facilities of Granada Database



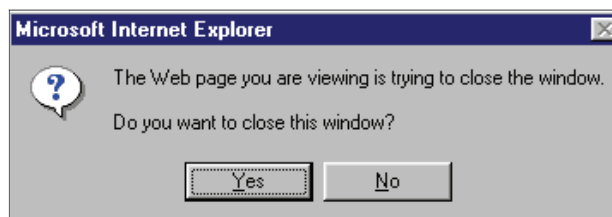
Click on the Help menu option at the top of the screen, and choose 'Help' again from the drop down menu.

The help screens available in Granada Database will automatically call up your Internet browser (presumably Internet Explorer) to display the information. This means that you will navigate from page to page in a similar manner to the way you view Internet pages.

Click on the display shown here to proceed.



The opening page instructs you to click on 'Yes' when the window shown here appears.



Up to this point you will be using the same help facility for any of the Granada Toolkit products. To specify that you wish to view the help screens of Granada Database, click on the appropriate section, 'Database' on the menu.

The next screen displays the content list of the help screens for Granada Database.

The screenshot shows the 'Granada Toolkit Help - Microsoft Internet Explorer provided by F...' window. The browser title bar and address bar are visible. The main content area shows a 'Database' section with a 'The work area' heading and text. Annotations with arrows point to various elements:

- Back / Forward buttons:** To revisit other pages that you have opened.
- Search button:** Located in the top right corner.
- Print button:** Located in the top right corner.
- Content menu:** Click on the required option. A sub-menu will then appear below it. Click on the relevant option from the sub-menu.
- Scroll arrows:** to see more of the information.

The main content area includes the following text:

Getting started > The work area | PRINT | HOME

The work area

The work area will differ in some aspects depending on which stage of creating or using a database you are in.

The menu and tool bar - This will be located along the top of the screen. This will be on the screen in all modes of Granada Database.

When creating fields, the work area will resemble the screen below. It will be a table containing the fields of your database.