



























Unit 4 Databases

Data processing / Data storage and back-up

Word			Definition	Translation
arrange (v)			to put things in a particular order or pattern	
data coding (v phr)			cleaning data and double-checking for faults and inconsistencies	
data collection (v phr)			gathering raw data which you want to process	
data entry (v phr)			typing data into a database using a keyboard; entering data into a system	
data sorting (v phr)			the process of electronically sorting data; arranging and systemising data	
data tabulation (v phr)			creating categories to organise data into relevant groups	
data validation (v phr)			arranging data into table format so that it can be analysed	
format (n)			the way in which something is organised or designed	
record (n)			information that you write down and keep so that you can look at it later	
remote (adj)			far away	
spreadsheet (n)			a computer program that you use for showing and calculating lists of numbers	
table (n)			a set of numbers or facts that are arranged in rows	