Portfolio task 3

Reflective task.

Write a few lines on each of the following statements.

* A data dictionary is an important part of any database management system.

A data dictionary is essential as it sets up the rules for the way the database will perform. What is allowed and what is not. It will define the types of data permitted, and how it is stored.

The data dictionary at a basic level includes:

- The name of each field  
- The data type in a field  
- The number of characters a field contains  
- A description of the data in each field

The data dictionary is also used to create the data form and report for a database management system.

* The use of the correct data type in a data dictionary is very important.

If the incorrect data type is used, this can cause the database to be confused and not respond because the incorrect type has been used. This is quite annoying for users of the database also if they find a picture where it says phone number, or a name under date of birth. Photos are a different type of format, so is a text, a number etc, and because of this, using the correct type is essential for efficiency.

* The design of the form is essential for the database management system to be effective.

A database needs to be able to display the information. This may be done in form display. The Form is able to be modified using DTP principles and only fields are able to be modified by a user. The Form is useful as you see only the records you require and the user is able to scroll through data.

When the form is easy to use, information is easy to access. It gives databases a new perspective other than just a table, we see all info including images at the same time.