



Section A: Spreadsheets

1. Rows and columns
2. A cell
3. e.g. names, numbers, or dates
4. It can calculate automatically and organise data clearly
5. e.g. tracking spending, or recording homework scores

Section B: Databases

1. To store and organise large amounts of information
2. e.g. a library catalogue, or a shop's stock system
3. It saves time compared to searching through everything manually
4. e.g. their name, or reading level
5. Because inaccurate data could lead to mistakes or confusion when it's used