Data base

Pinpoint

Pinpoint
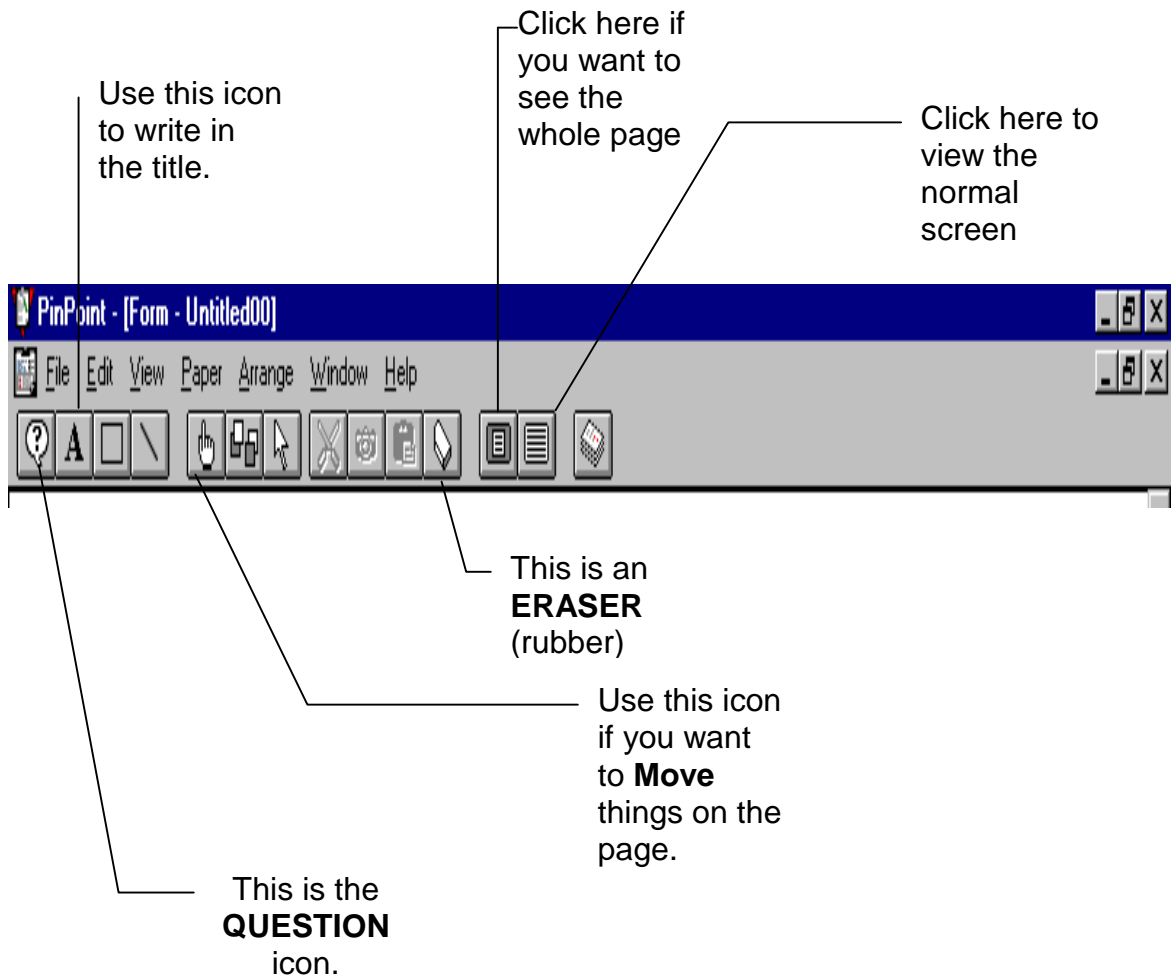
Contents

<u>Introduction</u>

What is a Database?

A database is a computerised record-keeping system. Databases are used when a large quantity of data has to be stored. A database is very useful because it will provide tools to let you draw **graphs**, **search** and **sort** the data. Databases are used in schools, doctor surgeries etc.

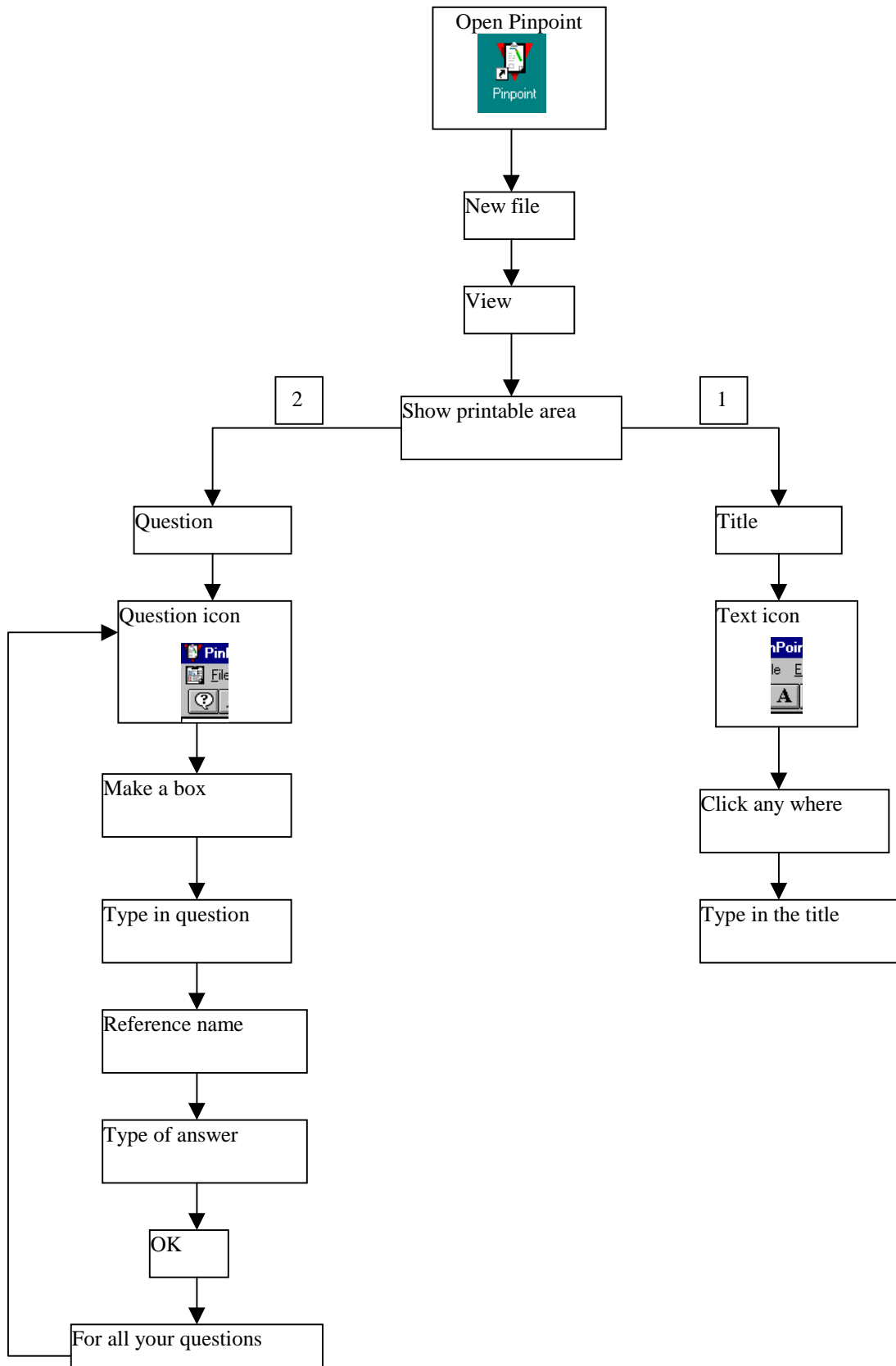The database program that we use is called **Pinpoint**.

Main icons in pinpoint

- Click on **Pinpoint icon**.
- Go to **File**.
- Select **New**.
- You will be presented with a screen with the icons below on it.
- This is your Form. The form is used to design the questionnaire/data capture form.

Use this icon
to write in
the title.

Click here if
you want to
see the
whole page

Click here to
view the
normal
screen

PinPoint - [Form - Untitled00]

File Edit View Paper Arrange Window Help

This is an
ERASER
(rubber)

Use this icon
if you want
to **Move**
things on the
page.

This is the
QUESTION
icon.

Producing questionnaire / data capture form in Pinpoint

This diagram shows the stages you need to follow to make a questionnaire or a data capture form in Pinpoint.

Open Pinpoint

New file

↓

View

↓

| 2 | Show printable area | 1 |

Question → Title

Question icon

Text icon

Make a box → Click any where

Type in question → Type in the title

Reference name

Type of answer

OK

For all your questions

How to design a data capture form/Questionnaire

We are going to produce a questionnaire to find out about students favourite TV programs.
The questionnaire will include the following:
Name, *Date of birth*, *Year group* and interests in *TV programs*.
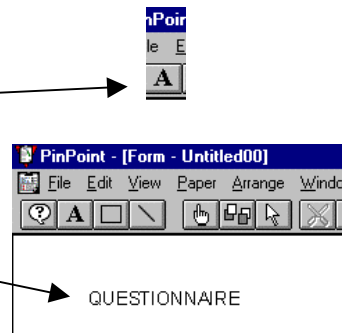You will have a chance to include more specific questions on TV programs at a later stage.

Click on **View** then select
Show printable area (this will show
 you the edge of the paper).

To type in the tile:
Click on **Text frame icon.**
Click where you want to
write the title.
Finally type it in.

To type in the questions:

Click on **question icon.**
Click where you want to have
the question and drag to make a big box.
Let it go when the box is big enough to contain the question.
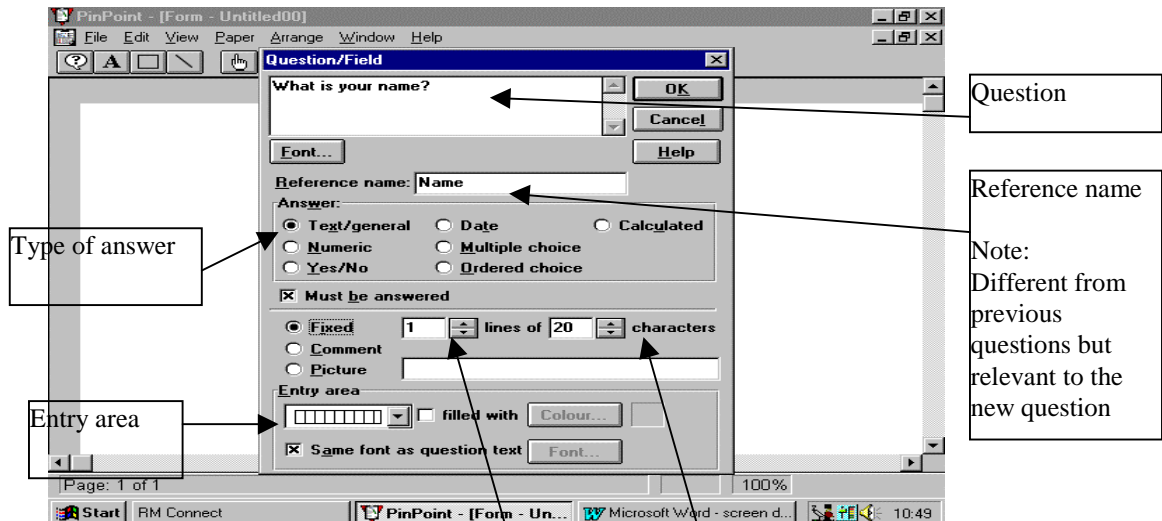
You are presented with this screen now.

Text question

The 1st question.
(1. What is your name?)

Type in the question and the **Reference name** (see the example below).
Select type of the **Answer** and the **Entry area** (see the example below).

When you finish click on **OK**.

Question

Reference name

Note:
Different from
previous
questions but
relevant to the
new question

Type of answer

Entry area

You can change number of
lines and characters

Question on date

The 2nd question**.**
(2. Date of birth.)

Click on the **question icon** and
 make a box.
Type in the 2nd question.
Reference name is DOB.
Click on **Date**.
Choose the format.
Click on **OK**.

Multiple choice answers

The 3rd question.
(3. Year group.)

Click on the **question icon** and
make a box.
Type in the 3rd question.
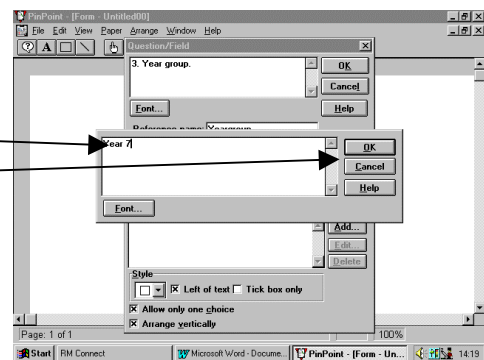**Reference name** is yeargroup.
Click on **multiple choice**.
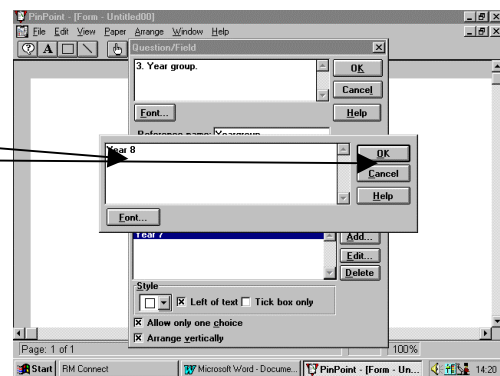
Click on **Add**.

Type Year 7.
Click on OK.

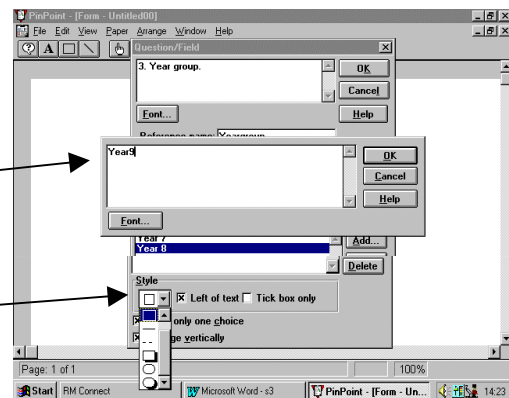Click on **Add** again.
Type in Year 8.
OK

Click on **Add**.
Type Year 9.
OK

Select the style

Yes / No question
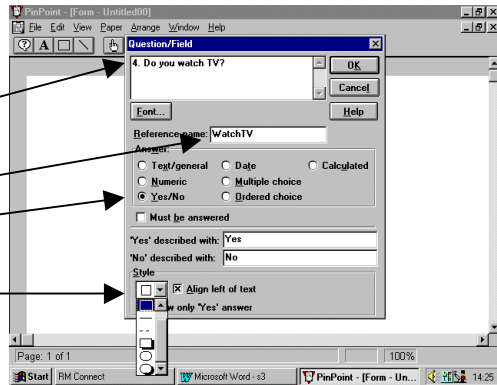
The 4th question.

(1. Do you watch TV?)

Click on the **question icon** and
make a box.

Type in the 4th question.

Reference name is WatchTV.

Click on **Yes/No**.

Select the style.
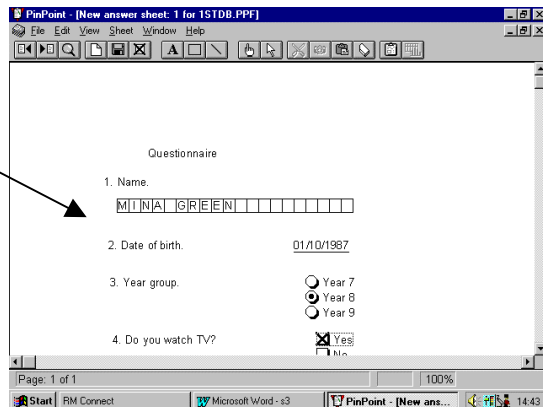
How to enter data into answer sheet

There are three different areas in Pinpoint.
1. **Form** where you produce the questionnaire.
2. **Answer sheet** where you enter data (answer the questions).
3. **Worksheet** where you see all the data in one table.

Click on **View** the select **Answer sheets**.
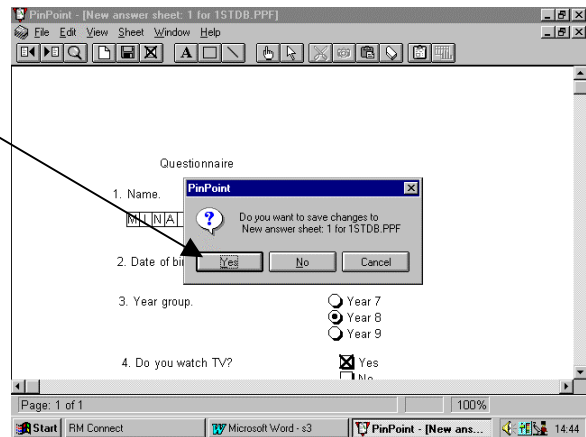
Enter data (answer the questions)

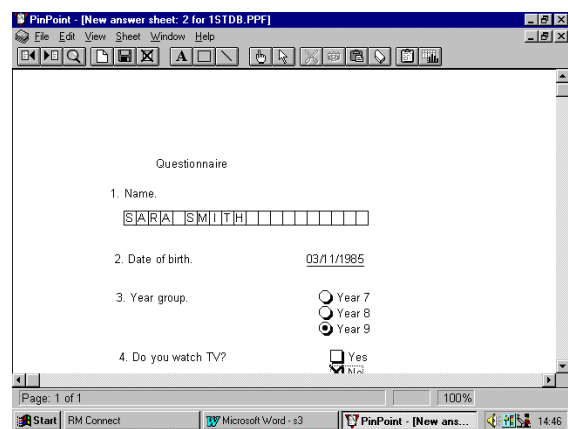## *How to go to the next answer sheet.*
Click on **Sheet**.
Select **New**.

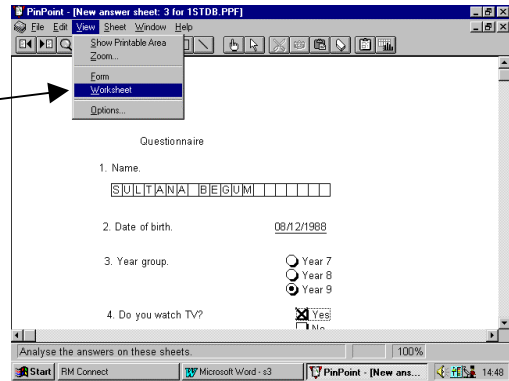Click on **Yes** to save the answer sheet.

You are presented with the 2nd answer sheet.
Fill it in, then, go to the next **answer sheet**.
If you are not sure how, look at the previous instructions.
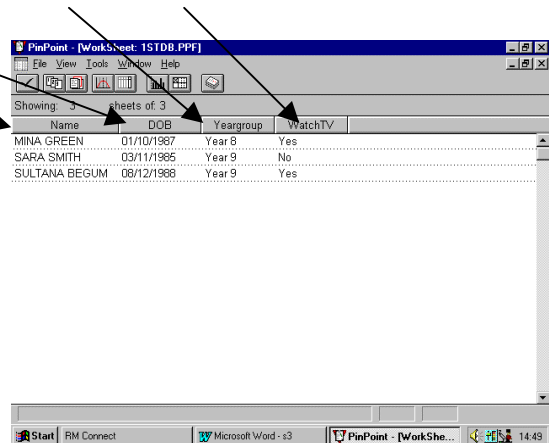Enter all data you have collected.

How to go to Worksheet.

When you have entered all the data, go to
Worksheet to see all the data in one table.
Click on **View**.
Select **Worksheet**.

This is the **Worksheet**.
You can see all the **Reference names** of the
fields.

NOTE:
Each *column* is called a *Field*.
Each *row* is called a *Record*.
The title for each *column* is the *Reference
name*.

To edit the title
Click on **Text icon**.
Double click on the title.
Then edit it.

To edit the questions
Click on **question icon.**
Double click on the question.

To move the writing
Click on the **Move icon.**
Clock on the writing to select it.
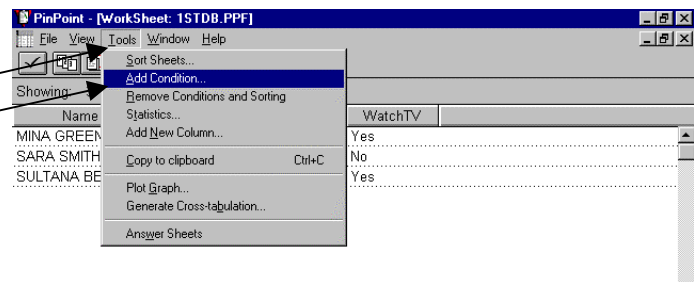Finally click on the writing and drag it to where you want.

How to search for specific data

Often the amount of information stored in Database is very large and it would take a long time for us to search through this information if it has written on paper. Holding the information in a database enables us to search very quickly and to sort the information easily.

When you enter all the data into Pinpoint then you can search for specific data.
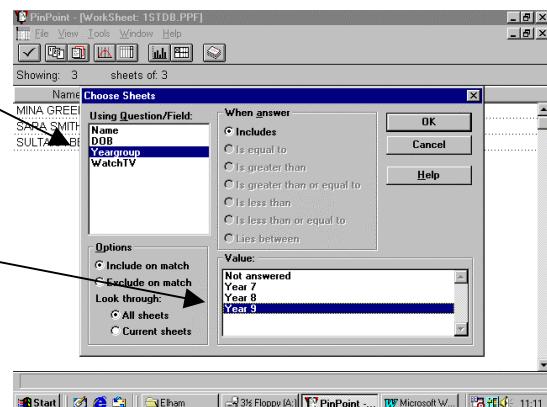You must be in **Worksheet** in order to do a search.

Simple search

For example, search for students who
are in Year 9 group.
Select **Tools** on the tool bar.
Go to **Add condition**.

Select the field e.g. YEARGROUP

Click on what you are searching for e.g.
Year 9.

Click on OK.

This is the result of the search.
It shows only the year 9 records.

AND search

In an <u>AND</u> search two or more fields are considered.

For example you could search for students
who are in **Year 9** <u>AND</u> who **watch TV**.
Select **Tools** on the tool bar.
Go to **Add condition**.
Select **Yeargroup**.
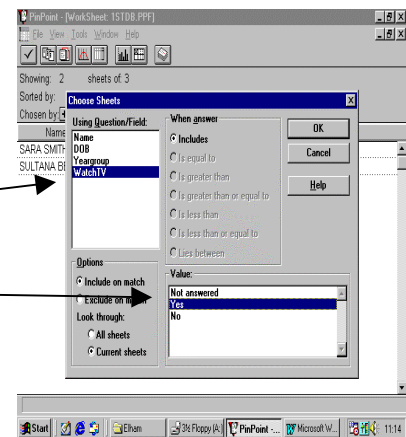Click on **Year 9**.

Then go to Tools **Again.**
Click on **Add condition** again.
Select the field you want to search on e.g.
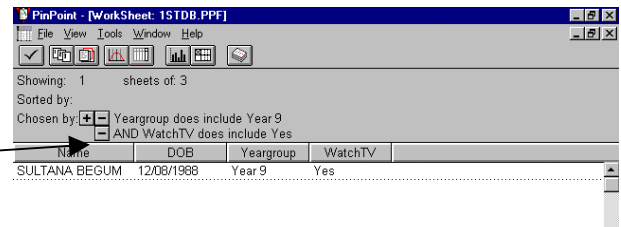**Watch TV**.
Select the condition e.g. **Yes.**
Click on OK.

This is the result of the search.
There is only one student in Year 9 who
watches TV.
Notice the search is shown in here.

OR search

In OR search only one field is considered.

For example, we look for students who either **do not watch TV** OR are in **Year 8** .
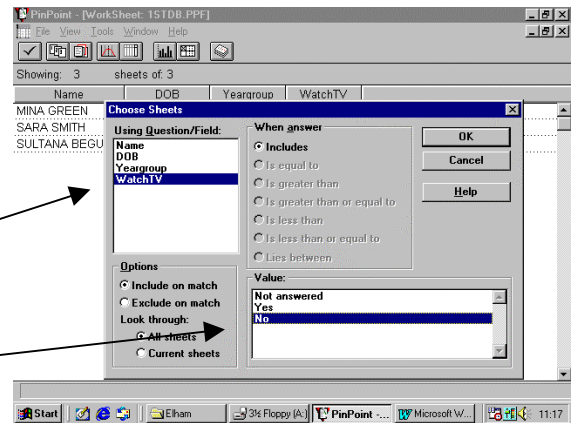
Click on **Tools**.
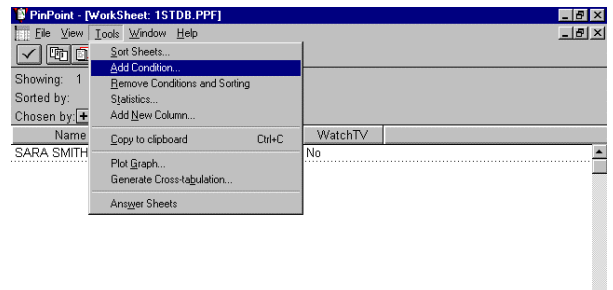Select **Add condition**.
Select **Watch TV**.
Click on **No**.
Click on OK.
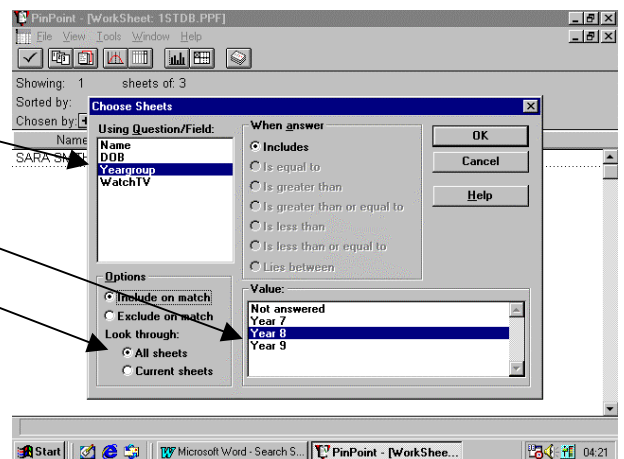
Go to **Tools** again.
Select **Add condition** again.

Click on **Year group**.
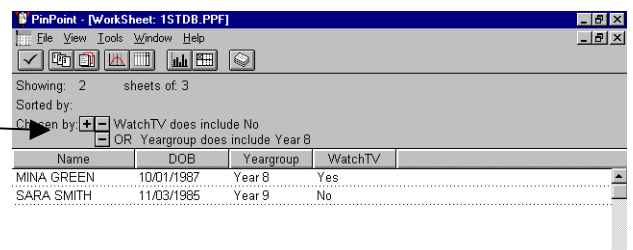Select **Year 8.**
Select **All sheets**.
Click on OK.

This is the result of the **OR** search.
Notice the search is shown in here.

The students who are in
Year 8 OR **do not watch TV** have been selected.

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NOT search

NOT search excludes all records that have the same condition.

For example we want to show those students who watch TV.
In order to find the above information you search first for those students who **do not watch TV** and you end up with those students who do **watch TV**.
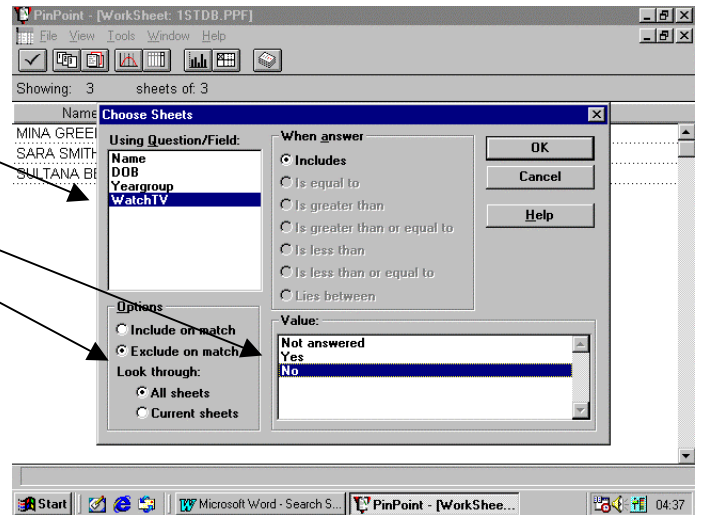
Select **Tools** then **Add condition**.
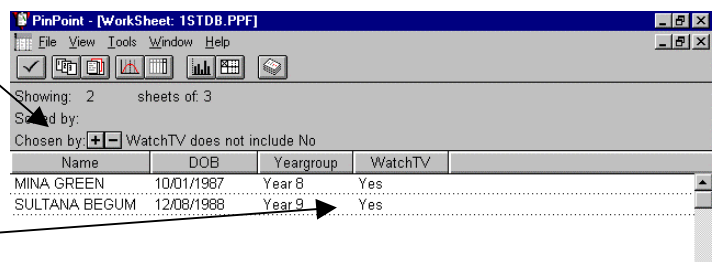Click on **Watch TV**.
Select **No**.

Click on **Exclude on match**.
Click on OK

This is the result of the search.
Notice the search is shown in here.

Students who **do not watch TV** have been discarded and only those who **do watch TV** are shown here.
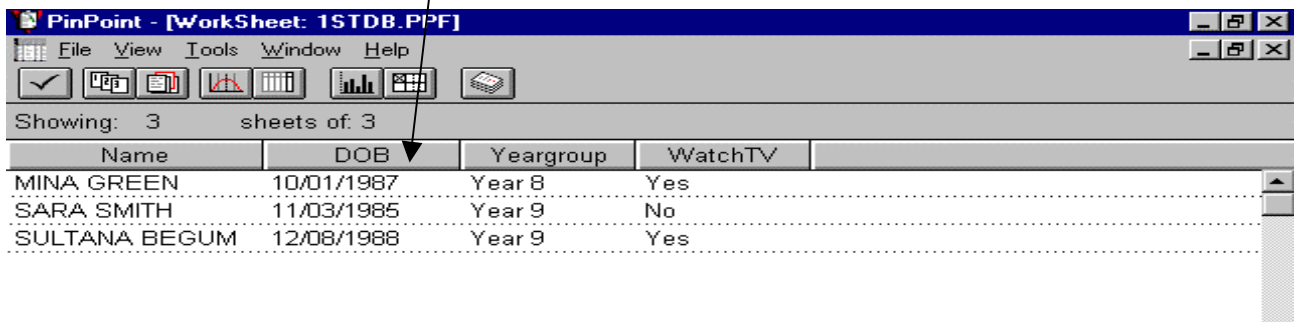
Sorting data

In Pinpoint you can **sort** data in alphabetical or numerical order.
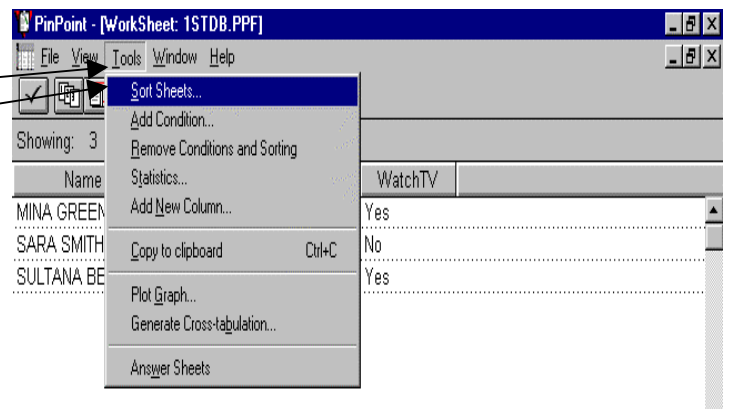Look at the DOB (Date Of Birth) column in the screen capture below. The DOB is not in numerical order.
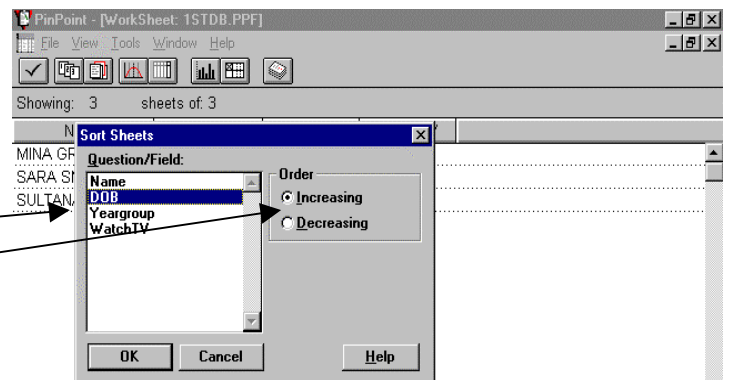

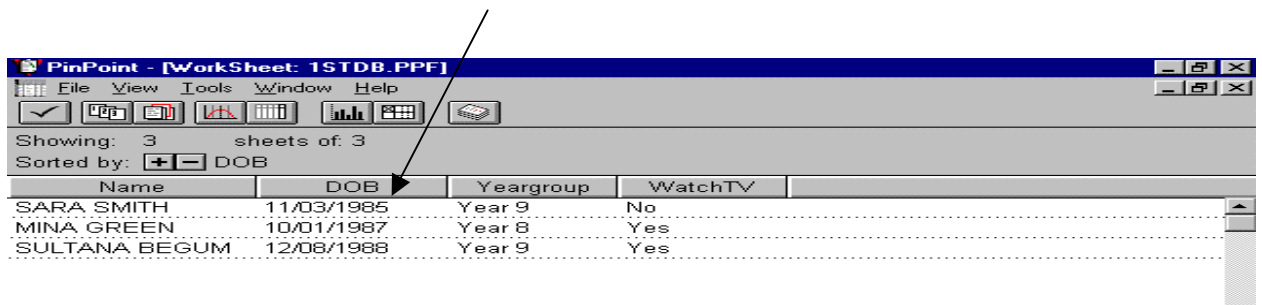In order to sort DOB in numerical order, follow these instructions:

Click on **Tools**.
Select **Sort sheets**.

Select the Field e.g. (**DOB**).
Select either **Increasing or Decreasing**.
Click on **OK**.

This is the result of the Increasing Sorting.
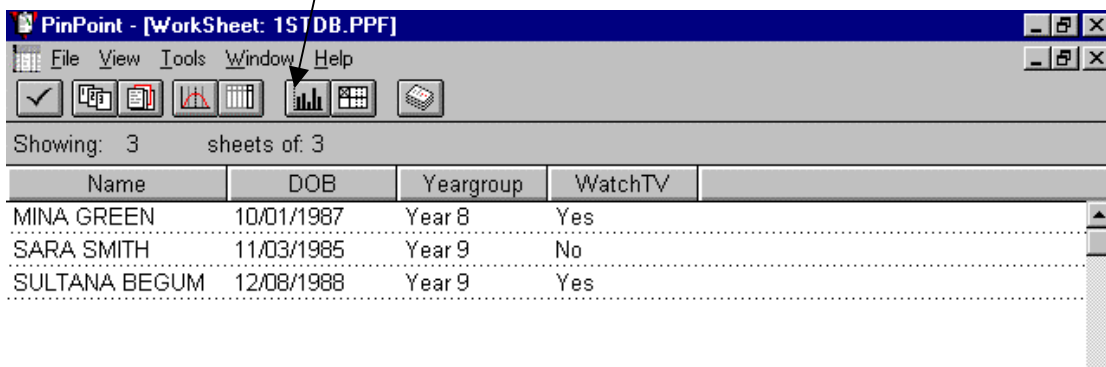You can see that the DOB is sorted in chronological order.

You could also sort data in alphabetical order.
For example sort Names in **alphabetical order**.
Go to **Tools**.
Select **Sort sheets**.
Select the field.
Select the order of sorting (**Increasing or Decreasing**).
Click on Ok

Drawing graphs

You can draw different types of graphs in Pinpoint.

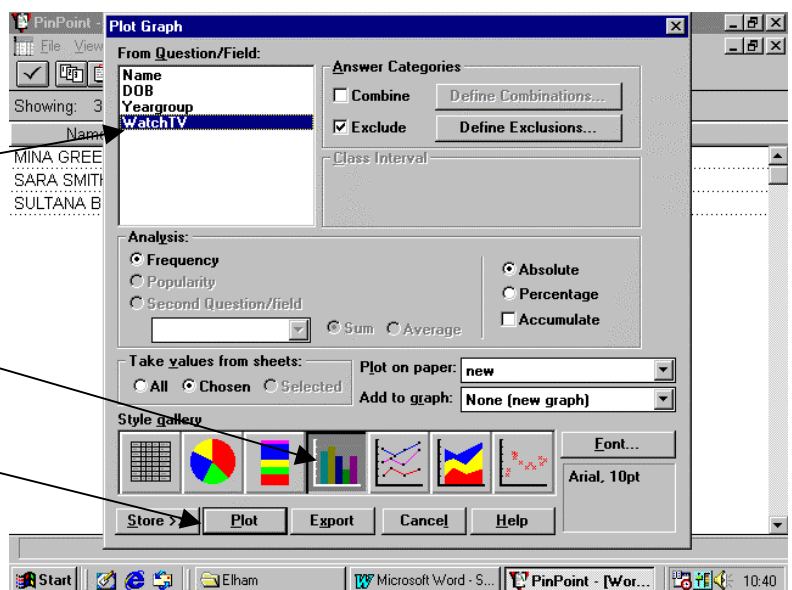You must be in **Worksheet** to draw a graph.
Click on the **graph icon**.
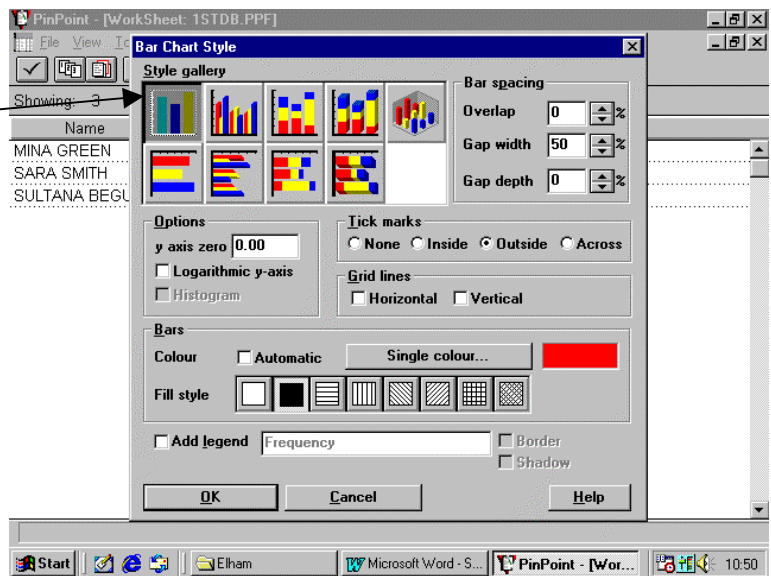

You are presented with this screen.
Select the field you want to draw a graph for e.g. **Watch TV.**

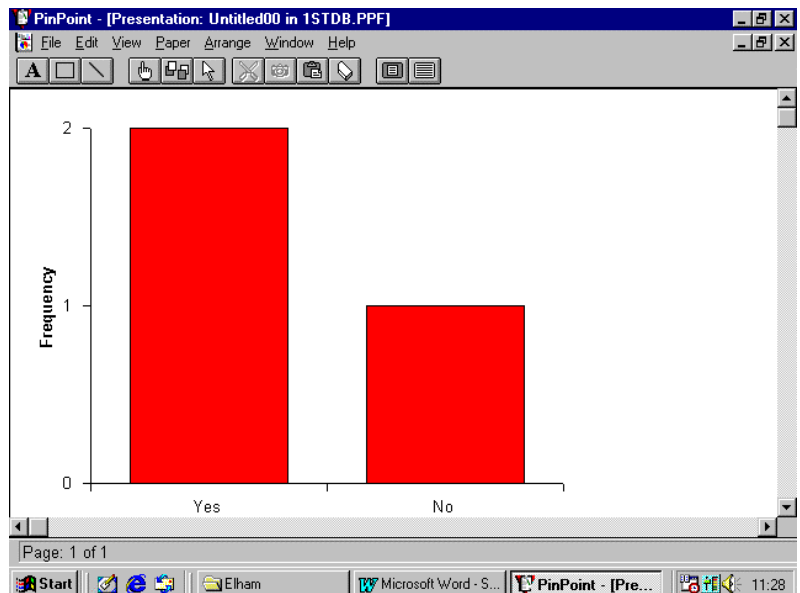Select the kind of graph you would like.

Click on **Plot**.

You are presented with this screen.
Select the type of graph again.
Click on Ok.

The graph shows that two students watch TV and one student does not watch TV.

Copy the graph in to Word.

- Go to **Edit**.
- Click on **Select all.**
- Go to **Edit** again and click on **Copy**.
- Minimise Pinpoint.
- Open Word.
- Go to **Edit**.
- Select **Paste special**.
- Click on **Picture**.

Then you will see that the graph is pasted in to Word.

Glossary of Keywords

Database	A collection of computerised records.
Sorting	Putting records into a particular order
Searching	Looking quickly for any words or any fields
Erase/Delete	Rubbing out
Form, questionnaire, Data Capture Form	A set of questions
Worksheet	A table containing all the fields and data.
Text frame	Allows you to type in text, e.g. Title
Survey	Data collected by asking questions to different people.
Reference name	Name given to a field.
Field	A single column of information of the same type, such as peoples names.
Multiple choice.	A series of choices.
Numerical order	Organised by the following numbers in sequence: 1,2,3…..etc
Alphabetical order	Organised by following the letter of the alphabet.
Ordered choice	Organised by giving priorities to certain choices
Text	Writing
Answer sheet	Where data is entered/questions are answered
Calculated	Worked out
Record	A set of related data.

Glossary of Pinpoint Icons

Pinpoint is a **database** with 3 sections:
Form lets you **create question fields to ask people**
Answer sheets **add people's answer**
Worksheet lets you see all the answers in one table & **analyse your records** (search, sort and draw graphs)

Icon	What I would use it for
In Form	add a new question field
	add text such as a title
	move something around
	see the whole page
	zoom in to see part of a page
	delete the selected part
In Answer Sheet	add a new record sheet
	go to the next record sheet
In Worksheet	select all the records
	sort the records into order
	search for particular records
	draw a graph