

## Files Organize

A computer database is like an electronic file cabinet full of documents. What makes computer databases useful is the ease with which the data can be entered, stored and manipulated. Unique data needs to be entered only one time. From then on it can be used to create lists, summaries, reports, letters, labels and many other things limited mainly by the imagination of the user.

Database management systems (DBMS) are usually categorized according to the database model that they support. The data model tends to determine the query languages that are available to access the database. A great deal of the internal engineering of a DBMS, however, is independent of the data model, and is concerned with managing factors such as performance, concurrency, integrity and recovery from hardware failures. In these areas there are large differences between products (which vary from Microsoft Access to File Maker).

Very often, an individual's name will be encoded, and then followed by the information. The name and the information are normally separated by a space, comma, or a hyphen. The items are commonly arranged by rows. Each row is referred to as a record.

Another form of database is the spreadsheet similar to the format used in Microsoft Excel, for example. They organize data through a variety of means, either by arranging records by surname, first name or by alphabetic order, reverse-alphabetical, time of modification and so on. Because the items are not only arranged horizontally but also vertically, the records is easier to comprehend.

Data manipulation is yet another advantage of using a database. Extensive data manipulation facilities for creating, copying, moving, converting reformatting and validating application test data are essential for the efficient development of reliable DBMS. The same facilities are also essential in addressing failures in live systems, where it is imperative to find and fix production data errors with confidence and precision.

Among the most basic examples of a database is the text file. Most ordinary computer users keep their database in the form of a text -- like a list of email addresses, a list of names, or a list of telephone numbers. It can be kept in programs such as Microsoft Word, Notepad, or Wordpad. This information is useful in many tasks, such as sending email.

## About the Author

A program [Database](#), or simply called a [Database](#), is a collection of information and data stored in a program system.

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