

LESSON note

NAME OF SUBJECT TEACHER: ATIKAH LAVAL

THEME: TOOLS FOR PROCESSING INFORMATION

DATE: 16TH/11/2023

CLASS: SS2A

PERIOD: 7TH AND 8TH

TIME: 12:30PM-2:00PM

DURATION: 40 MINUTES EACH PERIOD

SUBJECT: DATA PROCESSING

UNIT TOPIC: FILE ORGANIZATION

LESSON TOPIC: Methods of file organization

FILE ORGANIZATION:

A file is a collection of data, usually stored on disk. As a logical entity, a file enables you to divide your data into meaningful groups, for example, you can use one file to hold all of a company's product information and another to hold all of its personnel information.

File organization is a way of organizing the data or records in a file. It does not refer to how files are organized in folders, but how the contents of a file are added and accessed.

Types of file organization

1. Sequential
2. Relative
3. Indexed
4. Clustered
5. Heap file organization
6. DBMS file organization

Factors to consider when choosing a file organization method

1. Frequency of update
2. File activity
3. File access method
4. Nature of the system
5. Master file medium

REFERENCES

1. **DATA Processing for Senior Secondary Schools by HiiT PLC.**
2. **Database Fundamentals by Robert J. Robbins, Johns Hopkins University, rrobbins@gdb.org**
3. **E-MAIL TUTORIALS BY SEEMA SIRPAL, DELHI UNIVERSITY COMPUTER CENTER**
4. **MICROSOFT EXCEL 2007 TRAINING MANUAL BY C.P.Houghton, May 2007**

