



- **Input** - In this step the input data is prepared in some convenient form for processing. The form will depend on the processing machine. For example, when electronic computers are used, the input data could be recorded on any one of several types of input medium, such as magnetic disks, tapes and so on.
- **Processing** - In this step input data is changed to produce data in a more useful form. For example, pay-checks may be calculated from the time cards, or a summary of sales for the month may be calculated from the sales orders.
- **Output** - Here the result of the proceeding processing step are collected. The particular form of the output data depends on the use of the data. For example, output data may be pay-checks for employees.



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