## COMPUTER - DATA AND INFORMATION

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## What is data?

Data can be defined as a representation of facts, concepts or instructions in a formalized manner which should be suitable for communication, interpretation, or processing by human or electronic machine.

Data is represented with the help of characters like alphabets A - Z, a - z, digits 0 - 9 or special characters+, -, /, \*, <, >, = etc.



## What is Information?

Information is organised or classified data which has some meaningful values for the receiver.

Information is the processed data on which decisions and actions are based.

For the decision to be meaningful, the processed data must qualify for the following characteristics:

- **Timely** Information should be available when required.
- Accuracy Information should be accurate.
- Completeness Information should be complete.



## **Data Processing Cycle**

Data processing is the re-structuring or re-ordering of data by people or machine to increase their usefulness and add values for particular purpose. Data processing consists of basic steps input, processing and output. These three steps constitute the data processing cycle.



- **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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