

Chapter 1 : Fundamentals of Computer

Data :- raw facts and figures

Information:- Processed data

Difference between data and information

Data	Information
a). Raw Facts and Figures	Processed data
b). Like Raw Material	Like Finished Product
c). Can't be directly used	Add to knowledge and helps decision making
d). Don't give clear sense Information	Clear and Meaningful

Data Processing: The activity to convert data into information is called data processing.

Steps in Data Processing

a). Capturing of Data: Usually collect data through pre-described format (source document).

b). Input of data: Collected data is feeds into the computer.

c). Storage of Data: For processing and future usage, data is stored in computer memory.

d). Manipulating of Data(Process): Various operations like calculation, classification, sorting,filtering, summarizing etc.. are carried out.

e). Outputting the result: The information obtained from the processing of the data is outputted to the user according to his need.

f). Distribution of information: The information obtained is distributed to the user to take decision or to solve problem.