**Data processing**

**What is processing?**

Processing is the procedure that transform raw data into useful information. It is called a processing.Processing can be done processor and memory.

**What is data processing?**

**Data processing refers to the process of collecting and manipulating raw data to useful information.** Data processing is also the conversion of raw data into machine-readable form and its subsequent processing by a computer.

**How many type of data processing are there?**

There are two types of data processing as-

**Mechanical data processing –**Data processing is done by use of mechanical device or very simple electronic devices like calculator and type writers. Manual data processing output is limited .Any device can be considered this category.

**Electronic data processing –**Processing can be done through various programs and predefined set of rules. Processing of large amount of data with high accuracy is almost impossible which makes it best among the available types of data processing.

**Advantages of electronic data processing:**

**Speed**.:-Information stored and managed via EDP can be retrieved almost instantly on a well-maintained internal network or even the Internet.

**Efficient**:-Summary documents and related materials such as invoices, reports, and statements can be automatically and quickly generated via EDP.

**Economic**:-Once an Electronic Data Processing system is created and implemented, over time it reduced the costs of managing data by a significant margin.

**Reduced Labor**:-Duplication of effort and repeated entries due to mistakes in manual data entry are reduced or eliminated by EDP.

**Elements of electronic data processing:**

EDP has four components as:-

**Hardware**: The servers and desktops or terminals used to enter and store data.

**Software**: Spreadsheets, custom applications, databases, and other pieces of code used to manage and collect the data.

**Procedure**: A coherent and agreed-upon system for entering and manipulating data, designed to eliminate duplication of entry and data corruption.

**Personnel**: The staff trained to work with the EDP, ranging from the entire work force to a select group.

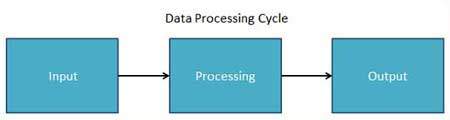
**EDP Cycle:**

 EDP goes through a three-stage cycle:

**Input**: The data is collected by the system, via keyboarding, file upload, or other workflow.

**Processing**: The data is manipulated in some way, usually automated. This can include translation, formula or code application, or encryption.

**Output**: The data is then output in transformation, either as part of a report or as a translated and modified form.

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