1. Considering the below characteristics, discuss the differences between data and information.

a. Nature

Data is Raw, Unprocessed, Un Organized

Information is procssed, organized, structured

b. Meaningfulness

Data is Meaning less

Information Meaning ful

c. Interdependency

Information is generated from processing data. So Information cannot exsist without data

2. Information is organized or classified data with meaningful values for the receiver. For the decision to be meaningful, the processed data must qualify for different characteristics. Discuss the characteristics that define meaningful data.

- Accuracy

- completeness

- Reliability

- Timeliness

3. Data processing is the re-structuring or re-ordering of data by people or machines to increase their usefulness and add value for a particular purpose. Discuss the steps in the data processing cycle.