English for Information Technology

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Unit 4 Databases
Data processing / Data storage and back-up

Word	🇬🇧	🇺🇸	Definition	Translation
arrange (v)	🔊	🔊	to put things in a particular order or pattern	
data coding (v phr)	🔊	🔊	cleaning data and double-checking for faults and inconsistencies	
data collection (v phr)	🔊	🔊	gathering raw data which you want to process	
data entry (v phr)	🔊	🔊	typing data into a database using a keyboard; entering data into a system	
data sorting (v phr)	🔊	🔊	the process of electronically sorting data; arranging and systemising data	
data tabulation (v phr)	🔊	🔊	creating categories to organise data into relevant groups	
data validation (v phr)	🔊	🔊	arranging data into table format so that it can be analysed	
format (n)	🔊	🔊	the way in which something is organised or designed	
record (n)	🔊	🔊	information that you write down and keep so that you can look at it later	
remote (adj)	🔊	🔊	far away	
spreadsheet (n)	🔊	🔊	a computer program that you use for showing and calculating lists of numbers	
table (n)	🔊	🔊	a set of numbers or facts that are arranged in rows	

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