



WORKSHEET 18

School: Ba Sangam College

Year / Level: 11

Subject: Computer Studies

Name of Student: _____

Strand	6
Sub strand	6.1 Computers and Information Processing
Content Learning Outcome	Describe data and information

Chapter 6 - Computers and Information Processing

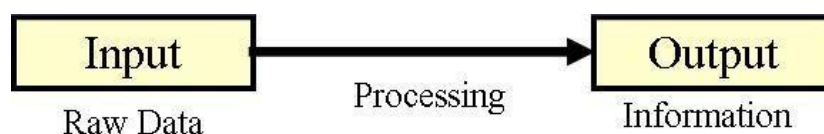
Data and Information

Data

- ❖ *Is raw measurements and observations in the form of text, numbers, symbols, images, and sounds which on their own have no meaning.*
- ❖ *Data may be made up of numbers called numeric data, text called alpha data or a combination of both numeric and alpha data called alpha- numeric data.*

Information

- ❖ *Is data organized and presented with context and meaning which can be evaluated, that is, statements can be made about it, either true or false and coherent or incoherent.*



Data Organization

To be processed by the computer data is typically classified into groups or categories



Character	Field	Record	File	Database
-----------	-------	--------	------	----------

Character is a single letter, number or special character such as punctuation marks, the \$ sign etc. These are the smallest units of data representation.

A *Field* (column) contains a set of logically related characters. For example on a form, a person's first name is a field, the last name is another field, street name is another field etc.

Record (row) is a collection of logically related fields represented together. All the contents of a form concerning one particular itinerary can be called a record.

File (table) is a collection of logically related records. All forms (which are records) are kept in one location that is a file.

Database integrates data. It is defined as the collection of integrated data. By integrated we mean the data consists of logically related files (linked tables).

Difference between Data and Information

Characteristics of data and information	
1) Data are the raw materials (Input) of information.	1) Information is the resultant (Output) version of some data.
2) Data is a distinct piece of information.	2) Information always be processed or organized.
3) Data is disorganized or unprocessed.	3) Information provides context which gives meaning to data

Activity

1. Give one difference between information and data

2. Differentiate between a field and record

3. Explain database and give one advantage
