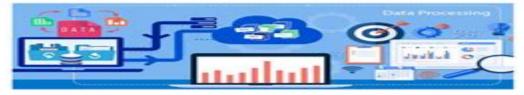
Administrative and Office Management

ELECTRONIC DATA PROCESSING

7

CHAPTER



LEARNING OBJECTIVES

At the end of this chapter, you should be able to:

- 7 1: to know the objectives of electronic data processing and its inevitable role at many places in our day-to-day lives;
- 7-2 to learn the inevitable role played by computer in a modern office;
- 7 3: to know the various basic internet terminologies.

7-1

Difference between Data and Information



Data as Explained

The name of a student, the scores/grades of students in certain subjects or personal details of a student – these all are what we call "data".

Information as Explained

If the data mentioned above are arranged according to alphabetical order, or as to the ranks of students, the presentation of data is called "information".

Types of Data

Data can be apportioned into various types depending upon the value contained:

- Qualitative when the data qualifies the characteristics of things e.g., cloudy days, bad eggs, etc.
- Quantitative when the data quantifies the measures of things, e.g., 100 kilograms, 5 litres, etc.
 - Numerical when the data consists of integer values or real numbers (fractions)
 - Character & String when the data consists of a sequence of alphabets and special characters, e.g., names, address

Database

It is a repository of data organized in the form of rows and columns. Each row is recognized as a record and each column is considered to be a field.

For example:

An employee database may contain the following columns:

- Employee Number
- Employee Name
- Employee Designation
- Employee Address, etc.



Introduction To Electronic Data Processing

Thomas Griffiths

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