**Worksheet No 4: Data processing**

**What do you understand by data processing?**

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**Arrange the followings in the order in which data is processed.**

1. **Data collation**
2. **Storage stage**
3. **Data gathering**
4. **Output stage**
5. **Input stage**
6. **Processing stage**
7. **…………………………………..**
8. **………………………………….**
9. **………………………………….**
10. **………………………………….**
11. **………………………………….**
12. **………………………………….**

**What is information?**

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**Give three examples of information**

1. **…………………………………..**
2. **………………………………….**
3. **………………………………….**
4. **………………………………….**