

DATA AND INFORMATION

Data

Data are raw facts and figures without any added interpretation. Data can be defined as a representation of facts or concepts in a formalized manner which should be suited for interpretation or processing by human or electronic machine. Examples of data include:

- Symbols: \$, @, &, /, # etc.
- Figures/Numbers: 1, 2, 34, 0.12 2 etc.
- Alphabets: A-Z or a-z
- Words: Tunde, Facts, Ibadan etc.

Information

Information is an organized or classified data which has some meaningful values for the receiver. It can also be defined as the processed data on which decisions are based. Examples of information include:

- Computer is a representation of modern life
- $2 \times 7 = 14$
- 10% of ₦1000 = ₦ 100

Sources of data and information

Sources of data

Data are used for information generation and this can be obtained from different sources. Some of the sources of data include:

- Observations
- Questionnaires
- Interviews, survey and fieldwork
- Registrations
- Experiments
- Form filling

Sources of information

Information can come from virtually anywhere — media, blogs, personal experiences, books, journal and magazine articles, expert opinions, encyclopedias, database, television, newspapers and web pages — and the type of information you need will change depending on the question you are trying to answer.

Differences between data and information

Data	Information
Data is used as input for the computer system.	Information is the output of data.
Data is unprocessed facts and figures.	Information is processed data.
Data doesn't depend on Information	Information depends on data.
Data is not specific.	Information is specific.
Data doesn't carry a meaning	Information must carry a logical meaning.
Data is the raw material.	Information is the product.
Data cannot be used for decision making.	Information is used for decision making

Qualities of good information

- **Relevance:** It must be suitable for the purpose it is required for.
- **Accurate:** It be free from errors
- **Availability:** It should be easy to obtain or access
- **Timely:** It should be available at the right time
- **Comprehensive/Completeness:** It should contain all necessary details
- **Reliability:** It should come from a reliable source.