Information Technology Unit 1: IT in Action

Gladstone Park Secondary College

Read Chapter 1 from Data to Information to answer the following questions.

1. Complete the following terms:
   - Database
   - Record
   - Field
   - Relationship
   - Query

2. Identify each of the design principles:
   - Holism
   - Modularity
   - Abstraction
   - Separation of Concerns

3. How does the system work?
   - User interacts with the system
   - System processes the data
   - Output is generated

4. Explain the importance of validation.
   - Data integrity
   - Error detection
   - User satisfaction

5. What is an input device?
   - Keyboard
   - Mouse
   - Scanner
   - Printer

6. What is an output device?
   - Monitor
   - Printer
   - Speaker
   - Scanner

7. What is a secondary source of information?
   - Survey
   - Document
   - Internet
   - Observation

8. Define the following terms:
   - Data
   - Information
   - Knowledge

9. Explain the importance of knowing your audience.
   -tailored message
   - clear communication
   - effective presentation

10. Identify the potential benefits of data analysis.
    - Improved decision-making
    - Increased efficiency
    - Enhanced customer understanding

11. Who is affected by data?
    - Employees
    - Customers
    - Management
    - Government

12. How does data become useful in decision-making?
    - Analysis
    - Interpretation
    - Action

13. What is a spreadsheet?
    - A table of numbers and text
    - A data entry tool
    - A presentation tool

14. Explain the importance of maintaining data accuracy.
    - Accuracy in calculations
    - Integrity of information
    - Consistency of data

15. How do you ensure data security?
    - Encryption
    - Access controls
    - Backups

16. What are the ethical considerations?
    - Privacy
    - Confidentiality
    - Accuracy

17. What are the different types of graphs?
    - Bar chart
    - Line graph
    - Pie chart
    - Area graph

18. What is a relational database?
    - Structures data by relationships
    - Uses tables to store data
    - Allows for complex queries

19. What is a spreadsheet?
    - Tool for data analysis
    - Used for calculations
    - Supports data manipulation

20. Explain the importance of data cleaning.
    - Accuracy of analysis
    - Integrity of information
    - Efficiency of processes