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1. Information is commonly referred to as processed data, data being the raw material. The key factor here is that data needs to undergo certain processes before it becomes information. With this in mind, give 5 examples of data being transformed into information. Present your work in a creative and concise output that organizes the data, the process it will undergo, and the resulting information.

Student grades → Students record → Data → Software → Hardware → Information

Online shopping → Selecting orders → Data → Software → Hardware → Information

Beautiful scenery → Capturing data → Software → Hardware by printing → Information by posting

Activity → Microsoft word → Entering data → Software → Hardware → Information

Social gathering → Reporters gather data → Software → Hardware → Information

2. If you have a phone, a laptop, or any similar kinds of technology, which 2 apps or softwares do you use often to be more productive? Explain in no more than 5 sentences each how you think these apps or softwares work and what makes them useful for you.

Microsoft word is needed especially in this time of online class. It improved my productivity by auto recovery and autosave features especially when the laptop shut off unexpectedly and I am currently doing my activity that needed to be pass. There are many features in Microsoft word that help me with my entire student life.

Youtube improved my productivity because of its contents—especially educational contents wherein visual aids really help me in my studies and understanding on specific topics. Visual aids are more effective for me than text-based aids for such visual aids help to improve our understanding of concepts, knowledge retention and long-term success.

3. Think of any business around you (your local bank, convenience store, carindaria, etc.) and identify ways on how you think they can be more productive.

There is a carindaria in the front of our house and if they make small changes to habits their business will drastically improve the levels of productivity and office efficiency. This will allow to get more quality work done in a shorter period of time as well as reduce the amount of time spent on unnecessary tasks. Having the right tools and equipment may consider a big factor for productivity of the business because it helps in producing products and consistent quality for a wider customers.