

3(2)

(d) Define Data, information and knowledge.

Ans Data :

Facts and figures which relay something specific, but which are not organized in any way and which provide no further information regarding patterns, context, etc.

5(2) Information :

For data to become information; it must be contextualized, categorized, calculated and condensed (Davenport & Prusak 2000). Essentially information is found "in answer to questions that begin with such words as who, what, when, and how many" (Ackoff 1999).

It usually invaluable in the capacity of turning data into information.

Knowledge :- Knowledge is closely linked to doing and implies know-how and understanding. The knowledge possessed by each individual is a product of his experience, and encompasses the

Knowledge is an important asset to any company, and what a company does with this knowledge can be a critical component in their success. In this

knowledge management is the concept of finding, gathering, assessing, organizing, and sharing information, or knowledge. The information and knowledge consists of documents, procedures, resources, and worker skills. Knowledge management is a useful tool to help companies gather and organize important information so that tasks and projects can be completed efficiently.

So, knowledge management is essentially a map that outlines the flow of information so that a company can successfully fulfill their duties, tasks, and projects.