

Ans 2

Information:-

Information is defined as data (draw) from all five sense and thought that is used by people to make sense of the world.

Information begins and ends in Knowledge in the mind of the people. Information is vital input for decision making it helps to move from chaos to order.

It is the set of data that has been organized for direct utilization of mankind.

Examples:-

Time Table, merit List, Report card, Hoded table, printed document, pay slips, receipt report etc.