

GOVERNMENT COLLEGE FOR WOMEN
(Autonomous)

M.MAGESHWARI,

II MCOM

UNIT IV

Data processing and analysis

Meaning of data processing :

Data processing is a intermediary stage between collections of data and their analysis and interpretation, which includes checking, editing , coding and tabulation.

Editing :

Editing is done to assure that the collected data are accurate, consistent with other facts gathered, uniformly entered and as complete as possible, at last the schedule is prepared with the corrected data for further process.

Coding:

Coding is the process of organising the data or responses into classes or categories and assigning numerals or other syllabus to response according to the class or category in which the fall. Hence ,coding is considered as the classification process.

Classifications of data processing :

Classification is the process of arranging the data under various understandable homogeneous groups for the purpose of convenient interpretation. The grouping of data is made on the basis of common characteristics.

Rules for classification :

1. Classification must be the exhaustive without room for doubt or confusions regarding the placement of the observation in the given classes.
2. The classes must not overlap.
3. The classification should be accordance with the objectives of enquiry

Significance of classification :

- 1.It is helpful in tabulation
- 2.It leads to a valid result.
3. It makes interpretation clear and meaningful.