

Characteristics :-

1. Speed :- Computer is the fastest device and can perform various tasks at very fast speed. The speed of the computer is calculated in 3 to 4 million data processing per second. Speed is calculated in milli second, micro second, nano second or pico second per data processing.

1 - sec = 1000 milli-second

1 - Milli Second = 1000 Micro Second

1 - micro second = 1000 Nano second

1 - Nano Second = 1000 pico Second

2. Accuracy :- The word accuracy means correctness of any particular result. A computer can never misguide a user in any result unless and until we give incorrect data.

3. Diligence :- A computer never gets stressed or tiredness hence can work for hours without creating any error.

4. Storage :- The most important feature of computer is storage. A computer can store large amount of data and can retrieve/fetch it when and where required very easily, unlike human cannot do it. For example a dictionary, encyclopedia, or all the world news can in a computer memory and can be fetched.

Versatility: - one of the most exciting features of computer is Versatility. A computer can perform multiple works at the same time & at same speed. example computer can retrieve information of an employee working since last 15 years in a company & make the salary sheet of the current employees at same time frame simultaneously.

Power of Remembering: - A computer can remember any information stored in its memory speedily at any time but human can't do it. example, computer can retrieve the last 5 years investment records but human can't do so.

7. IQ (Intelligence question)

A computer can't make decision by itself but a human can do this. In this regard only a human defeat the computer example is we instruct a human to destroy data of a office without any reason then human thinks but never do it directly but a computer can do so immediately.

Start → Type "Word" in Search box → click
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- Start → all program → ms office → microsoft
word 2007 (in windows 7)

- 3 - Data:- is a collection of raw fact like letters, numbers, video and images etc that becomes information after processing
- 4 - Information:- the meaningful result of processed data is called information by the help of which we can make decisions.