

## Complete the Table

Manual and automatic data processing are used for different tasks. Identify one example of manual data processing and one example of automatic data processing.

Data Processing	Example
Manual	
Automatic	

## Answer the Question

The reason automatic and manual data processing are used for different reasons is because they each have benefits and drawbacks. Identify two benefits of each of these methods of data processing below.

Manual data processing \_\_\_\_\_

Manual data processing \_\_\_\_\_

Automatic data processing \_\_\_\_\_

Automatic data processing \_\_\_\_\_

## Answer the Question

Accessibility devices allow people with individual needs to access IT systems. There are a wide variety of devices that support different individual needs. Identify three accessibility devices that would help someone with a visual impairment to access an IT system.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Answer the Question

As mentioned, different accessibility devices support different individual needs. Identify three accessibility devices that would help someone with a limited mobility to access an IT system.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_