

4. Two advantages of using tables to organise data are:

- Tables make it easy to compare values, such as identifying the highest or lowest marks in each subject.
- Tables help in identifying patterns, like spotting trends in students' performance across subjects.

5. Four steps to clean and organise data are:

Step 1 Remove errors or duplicates: This involves checking for mistakes or repeated information.

Step 2 Fill missing values: Missing data should be added or corrected to ensure accuracy.

Step 3 Arrange data in order: Sorting data to identify trends and makes comparison easier.

Step 4 Group related items: Organising similar data together.



THINK & APPLY

Do it yourself.

