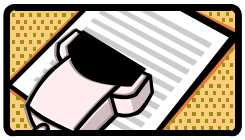
DIRECT DATA ENTRY (or DDE for short)



Data is entered without human intervention – used when very large amounts of data have to be entered.

Direct Input Method	Description
Optical Mark Recognition or _____	Optical mark readers detect _____made in certain places on special forms (e.g. National Lottery tickets, answer sheets for multiple choice exam papers). Used when data needs to be _____quickly.
Magnetic Ink Character Recognition or _____	Uses a magnetic ink character reader to input characters printed in special magnetic ink. Banks use MICR to process_____. It is very secure. Numbers at the bottom of the cheque are printed like this. Equipment is very_____.
_____ _____ _____ or OCR	Uses an ordinary scanner and special _____to convert text so that it can be edited by word _____software. Poorly formed characters will not be recognised. Royal Mail uses it to read postcodes. Also used on payment slips for credit card payments
Bar Codes	A set of lines of different _____to represent a number. Data is input using a bar code_____. Used as a code number on products in shops – not to store price but can look on the store's computer system to find out price, manufacturer, etc. _____also use barcodes
Magnetic Stripe Reader	Thin band of magnetic _____found on back of credit or debit cards. Used on _____cards and electronic key cards (hotels). Holds small amount of information and can easily be forged. Soon will be replaced with 'smart' cards – much more data stored on a small _____on the surface of the card.
Sensors	To detect physical quantities outside the computer, e.g._____, light, pressure, etc. To process the data an _____-to-digital converter must be connected between the computer and the sensors.

Use each word below just once to complete the worksheet above.

Optical Character Recognition	marks	expensive	entered	MICR
tape	processing	OMR	software	cheques
thicknesses	temperature	microchip	reader	identity
analogue	Libraries			

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