TECHNOLOGY IN OFFICE

Advantages of technology:

A- Speed

B- Accuracy

C- Saving in time

D- Better appearance for documents

E- Provide more workspace

F- More teamwork

G- Saving cost

Effects of technology:
Equipment:

1- Smaller

2- Lighter

3- Requires less power

4- More information is stored

5- Less paper required

6- Less space required

Computers:

A computer is used for many purposes such as:

Word processing or typing documents. (**Word**)

Preparing accounts. (**Excel**)

Keeping records. (**Access**)

Presentations software for meeting. (**PowerPoint**)

Online communications.

Internet: is the transfer of information either through the phone line or wireless or satellite

Search engine: is used for finding any website in the word, like yahoo, google,...., etc

E-mail: short for electronic mail.

Telephone system: is the principal means of communication with the outside word.

Office appearance:

The modern office tends to have:

1. More windows and lighting.
2. Furniture is more modern and chic.
3. There is a trend for open spacing and the height of cubicle walls being reduced.

Maintenance:

Preventive maintenance:

A regular check up on monthly basic to detect small problems and report them to the technician for correction.

Remedial maintenance:

Starts after the machines has stopped working and a fault is found. It must be corrected immediately.