

Unit 225
Principles of business document production and information management

USING IT

I ♥ IT



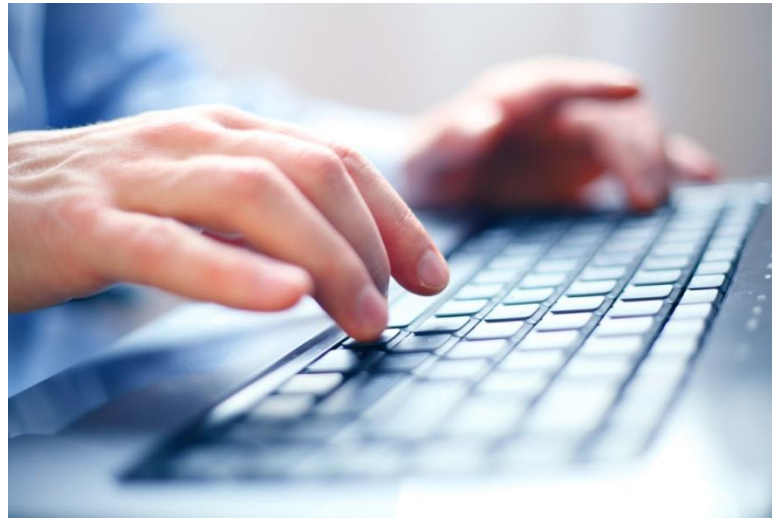
TYPES OF SOFTWARE

- word processing (used for text production and formatting – letters, reports)
- spreadsheets (used for manipulation of figures, producing accounts and graphical representations)
- database (used to store and query records such as stock, customer records or personnel)
- presentations software (used to create active presentations)
- desktop publishing (used to create newsletters and leaflets)
- email (for communication)
- internet browser (to enable access to the internet)
- web editing.



BENEFITS OF USING COMPUTERS TO PRODUCE DOCUMENTS

- speed
- editing
- collaborative working
- quality
- access
- security.



HOW IT SPEEDS UP TASKS

Most people input their data themselves instead of handwriting or dictating and then sending for typing.

Storing text allows users to copy and paste.

Standard paragraphs can be stored and inserted via shortcut keys.

Existing text can be copied and repurposed.

A computer can search through documents, files and records and quickly find information.



EDITING AND COLLABORATIVE WORKING

Information stored can be easily edited, amended and deleted.

Files can be accessed and worked on by several people via a network or using the Internet.

Documents and files can also be sent to others for editing and their comments and edits tracked using reviewing tools.



QUALITY

Spelling and grammar checkers.

Templates to set out letters, reports, minutes.

Formatting features such as font styles and boldening, borders, bullets and numbering.

Images, tables, charts and other non-text items can be integrated into documents.



ACCESS AND SECURITY

Files can easily be accessed by many people via a network.

Email and internet mean that people no longer have to be in the office to work on files.

Documents can be attached to emails and distributed to many recipients.

Passwords can be set to restrict access to sensitive or confidential documents.

