Chapter 4
Technology

Advantages of Technology

- Speed
- Accuracy
- Save time
- Save cost
- More Teamwork
- More Workspace
- Better appearance

Computer

A computer is used for many purposes such as:
- Typing documents   (**Word**)
- Preparing accounts   (**Excel**)
- Keeping records   (**Access**)
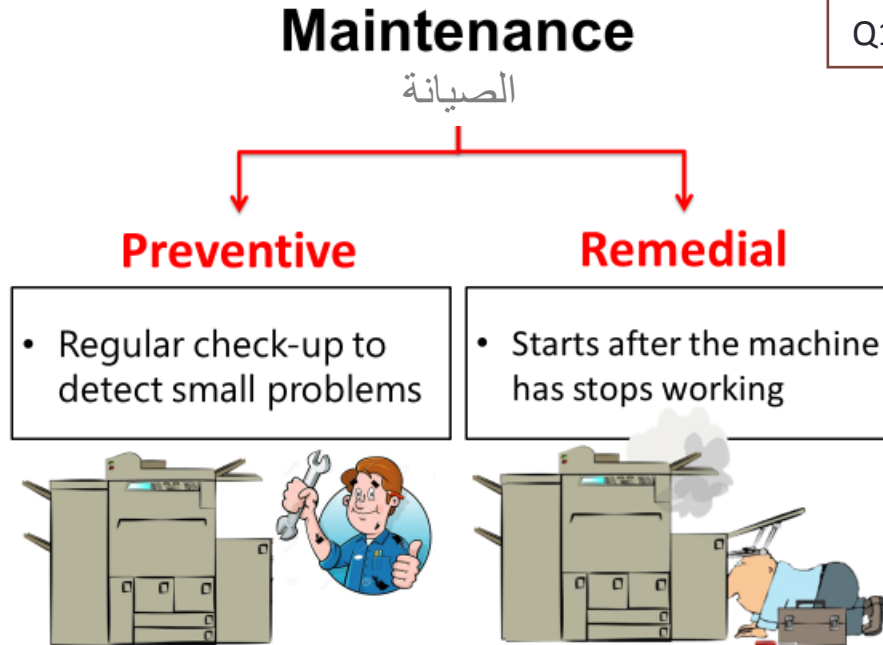- Presentations   (**PowerPoint**)
- Online communication   (**Email**)

Online communications

Term	Definitions
Internet	Transfer information through phone line or wireless
Webpage	Internet page
Search Engine	Finding any website/thing on Internet (**Google**)
Telephone	Communication with outside People
E-mail	Electronic mail (**Fastest Way of Communication**)

Office appearance مظهر المكاتب الحديثة

- More windows and lighting.
- More modern.
- Open spacing and the height of cubicle walls being reduced.

Maintenance

الصيانة

Preventive

- Regular check-up to detect small problems

Remedial

- Starts after the machine has stops working

P2: Account department purchased a photocopier on 1st of April 2013:

1- On 21st September, Yaser Moh'd repaired the photocopier.
2- On 4th August, Ghaliya Husain changed the ink of the machine.
3- On 3rd November, Fatima Ali came to repair the machine.

Maintenance Register

Name of Machine: Photocopier   Department: Account
Date Purchased: 1st April 2013

Date	Action	Maintained by	Signature
04/08/2013	Repaired	Chaliya Husain	Chaliya
21/09/2013	Changed Ink	Yaser Moh'd	Yaser
03/11/2013	Repaired	Fatima Ali	Fatima

Note: Sort by Date الترتيب حسب التاريخ