

Applications for office automation in business information system

This slide presents some applications for office automation used in business information system helpful in integration of technology in office activities. It includes word processing, email, e-calendar and video conference that help to reduce cost and maximize employee performance.

Application	Uses	Additional Comments
 Word Processing	<ul style="list-style-type: none">Useful for creating, designing, printing and editing materialDocuments such as proposals, reports and pamphlets can be madeAdd text here	Add text here
 Email	<ul style="list-style-type: none">Serves as messenger tool for both desktops and mobilesData such as text, image, audio or video files can be sent easilyAdd text here	Add text here
 E-Calendar	<ul style="list-style-type: none">Useful for marking activities or remindersReminders and invitation for meetings can be sent easilyAdd text here	Add text here
 Video Conference	<ul style="list-style-type: none">Communication technology useful for interacting through video callsLets people connect from different part of world easily through internet connectionAdd text here	Add text here
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Office Automation Concepts Applications

James A. O'Brien



Office Automation Concepts Applications:

Study Guide for Office Automation Paula B. Cecil,1984 Office Automation Paula B. Cecil,1984-01-01 Complete coverage of all aspects of word processing introducing the techniques used in each of the five phases of information processing and discussing computer integration office systems and potential careers Office Automation D. Tsichritzis,2012-12-06 The term Office Automation implies much and means little The word Office is usually reserved for units in an organization that have a rather general function They are supposed to support different activities but it is notoriously difficult to determine what an office is supposed to do Automation in this loose context may mean many different things At one extreme it is nothing more than giving people better tools than typewriters and telephones with which to do their work more efficiently and effectively At the opposite extreme it implies the replacement of people by machines which perform office procedures automatically In this book we will take the approach that Office Automation is much more than just better tools but falls significantly short of replacing every person in an office It may reduce the need for clerks it may take over some secretarial functions and it may lessen the dependence of principals on support personnel Office Automation will change the office environment It will eliminate the more mundane and well understood functions and will highlight the decision oriented activities in an office The goal of this book is to provide some understanding of office activities and to evaluate the potential of Office Information Systems for office procedure automation To achieve this goal we need to explore concepts elaborate on techniques and outline tools

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