

Typewriters vs computers 19467

[Technology](#), [Computer](#)



Typing vs. Computers

Today many people use a computer to do work for their business, home, and school. I am writing a report outlining the differences between using a typewriter and a computer to do work. I will also explain why one machine is better than the other. Hopefully this report will help you discover the advantages your employees will gain from the use of computers.

Computers are machines of the future. People use computers more than the typewriters in the office, at school and at home. One of the main reasons is a computer has more features than a typewriter. A typewriter is very limited in its use, for example, you have to use correction fluid every time you make a mistake. There is the advantage of Manual typewriters being more mobile (since they don't depend on electricity), but are often bulkier and heavier than electric or electronic typewriters. Computers process work faster than typewriters on mass of products. Software such as Microsoft Office 2000 can practically run the office for you. The most common word processing program is Microsoft Word 2000's Word 2000 program. Word 2000 can bold, underline, copy, paste, and highlight the letters on computers. It can also change fonts and sizes for the letters. Word 2000 has all these special features for the computer, which typewriters don't have.

Computers can save the word processing on hard disk or floppy disk, which means it can be accessed and edited over, and over again, and printed out when needed. Typewriters can't save or change once typing done.

There are some special features of Word 2000 such as the ability of inserting clipart and WordArt. Clipart is a feature that provides arts, pictures, video,

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and sound. WordArt is also a feature provide styles and colours for words. Computers can make word processing outcome ten times better than typewriter. Typewriters only had spaces, capital letters and other simple features.

Computer Word Processors are very convenient for writing. You can correct mistakes, check your spelling, format your paper, and often do other fancy things quite easily. However, you are tied to a power supply, and you will usually need some unusual sort of adapter in another country. Ribbons for many word processor machines are unique to the company that makes them, and are often hard to find outside of large cities in post-industrial countries.

Laptop computers are the ultimate in convenience. You can do almost anything with a modern word-processing/design application that you could in the best of print shops. However, you are again tied to an electrical outlet (limiting your choice of location and project) and most portable computers do not have their own printer. It is not too difficult to put your material on a floppy disk and print it out at the Center with a computer printer compatible with your computer.

Be aware of typing and writing health. Use posture that won't break your back in ten years. Hold your wrists right so you don't get carpal tunnel syndrome (especially for electronic keyboards). Remember to rest your eyes regularly if your have to stare at a computer screen for long periods of time.

Secretarys

As technology continues to expand in offices across the Nation, the role of the secretary has greatly evolved. Office automation and organizational restructuring have led secretaries to assume a wide range of new responsibilities once reserved for managerial and professional staff. Many secretaries now provide training and orientation to new staff, conduct research on the Internet, and learn to operate new office technologies. In the midst of these changes, however, their core responsibilities have remained much the same performing and coordinating an office's administrative activities and ensuring that information is disseminated to staff and clients.

Secretaries are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as an information clearinghouse for an office, schedule appointments, provide information to callers, organize and maintain paper and electronic files, manage projects, and produce correspondence. They may also prepare correspondence, handle travel arrangements, and contact clients.

Secretaries are aided in these tasks by a variety of office equipment, such as filing systems, photocopiers, and telephone systems. In addition, secretaries increasingly use personal computers to run spreadsheet, word processing, database management, desktop publishing, and graphics programs tasks previously handled by managers and other professionals. At the same time, these other workers have assumed many tasks traditionally assigned to secretaries, such as word processing and answering the telephone. Because secretaries are often relieved from dictation and typing, they can support

several members of the professional staff. In a number of organizations, secretaries work in teams in order to work flexibly and share their expertise.