

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT NOTES FOR CXC EXAM

WHAT IS A COMPUTER?

- *An electronic machine or device that accepts and processes data to produce information.*
- *An electronic device that can accept data and instructions, process data into information which may be output or stored for later use.*

Data – is a collection of unprocessed items which can include text, numbers, images, audio and video. Data is also referred to as unprocessed facts and figures.

Information – is data that has been processed and is useful to people; data that has been organized in some way to make it more useful/meaningful to the user.

TYPES OF COMPUTERS

1. *Supercomputers*
2. *Mainframe*
3. *Minicomputer*
4. *Microcomputers eg. laptop, desktop, tablet, palmtop*

SUPER COMPUTERS

These are the fastest, most powerful computers ever designed. Additionally, they have the capacity to perform scientific simulations; analysis of geological data, nuclear energy research and meteorology and structural analysis, just to name a few. They can handle thousands of connected users. They also store an exceptionally large amount of data, instructions and information. They are used by large universities, multinational cooperations and governments.

MAINFRAME COMPUTERS

These are large and expensive machines which have at least one gigabyte of memory. The mainframe has the ability to run both batch and online programmes. They are used by quasi government agencies, local government agencies, banks, hospitals and commercial and industrial users. These machines also have the capacity to handle hundreds of connected users.

MINICOMPUTERS

Minicomputers are computers that fall with the group of mid-range servers. This computer can run the same type of applications as a mainframe, but just does not have the speed or storage capacity. They can support several hundred and sometimes up to a few thousand connected computers. These computers are used in medium-sized businesses.

MICROCOMPUTERS

Micro-computers are small-scale single-user computers. Also called a personal computer (PC) and only have one processor. These computers are used at schools, homes, small and medium-sized businesses. Examples: (a) Desktop computers (b) Notebook computers (c) Tablet PCs (d) Personal digital assistants (PDAs) (e) Smart phones

ADVANTAGES AND DISADVANTAGES OF COMPUTER

Advantages:

- *Speed – data can be processed quickly at high speeds*
- *Accuracy – can perform calculations more quickly and accurately than humans*
- *Storage – can store large volume of data in a small amount of space*
- *Reliability- can work continuously and perform repetitive tasks well*

Disadvantages:

- *Employees may lose their jobs if a computer can do a job more efficiently and more cheaply*
- *Computers can make it easy for people to misuse information.*
- *Productivity can stop or slow down when a computer breaks down or data become corrupted.*
- *It is expensive to purchase computer equipment and to train staff to use these systems.*

Electronic Document Preparation And Management Notes

G Orfield



Electronic Document Preparation And Management Notes:

Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM Kyle Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

Records and Information Management William Saffady, 2021-04-01 Records and Information Management Fundamentals of Professional Practice Fourth Edition presents principles and practices for systematic management of recorded information It is an authoritative resource for newly appointed records managers and information governance specialists as well as for experienced records management and information governance professionals who want a review of specific topics It is also a textbook for undergraduate and graduate students of records management or allied disciplines such as library science archives management information systems and office administration that are concerned with the storage organization retrieval retention or protection of recorded information The fourth edition has been thoroughly updated and expanded to Set the professional discipline of RIM in the context of information governance risk mitigation and compliance and indicate how it contributes to those initiatives in government agencies businesses and not for profit organizations Provide a global perspective with international examples and a discussion of the differences in records management issues in different parts of the world Its seven chapters are practical rather than theoretical and reflect the scope and responsibilities of RIM programs in all types of organizations Emphasize best practices and relevant standards The book is organized into seven chapters that reflect the scope and responsibilities of records and information management programs in companies government agencies universities cultural and philanthropic institutions professional services firms and other organizations Topics covered include the conceptual foundations of systematic records management the role of records management as a business discipline fundamentals of record retention management of active and inactive paper records document imaging technologies and methods concepts and technologies for organization and retrieval of digital documents and protection of mission critical records In every chapter the treatment is practical rather than theoretical Drawing on the author's extensive experience supplemented by insights from records management publications the book emphasizes key concepts and proven methods that readers can use to manage electronic and physical records [UGC NET Management Paper II Chapter Wise Note Book | Complete Preparation Guide](#) EduGorilla Prep Experts, 2022-09-15 Best Selling Book in English Edition for UGC NET Management Paper II Exam with objective type questions as per the latest

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 Developing an ISO 13485 Certified Quality Management System An Implementation Guide for the Medical Device Industry details the lessons learned from a real world project focusing on building an ISO 13485 2016 Quality Management System QMS from scratch and then having it officially certified It is a practical guide to building or improving your existing QMS with tried and tested solutions The book takes a hands on approach first teaching the top 25 lessons to know before starting to develop a QMS and then walking you through the process of writing the quality manual and the standard operating procedures training the staff on the QMS organizing an internal audit executing a management review and finally passing the necessary external audits and obtaining certification It helps you to progress from one task to the next and provides all the essential information to accomplish each task as quickly and efficiently as possible It does not attempt to replicate the standard but instead drills into the standard to expose the core of each section of the standard and reorganize its contents into a practical workflow for developing maintaining and improving a Lean QMS The book includes a wealth of real world

experience both from the author's personal dive into quality management and from the experiences of other companies in the field and provides handy checklists for ensuring key documents and processes are fit for use the emphasis here is to help ensure you have considered all relevant aspects In addition the book is not intended as a cheat sheet for the standard or as a review of the standard that only adds lengthy commentary on each of the clauses Instead the book fixes easy misunderstandings regarding QMS provides insight into why the various clauses are written the way they are and provides a great base to both understanding ISO 13485 QMS and developing your own QMS The book is intended to serve both experts and novices audiences it provides special insight on the most crucial and effective aspects of QMS

Plunkett's Infotech Industry Almanac, 1998 Tb T/A Information Systems 2e Gordon Staff, Gordon, R, 1997-11-02 **Using Software in Qualitative Research** Christina Silver, Ann Lewins, 2014-05-01 Using Software in Qualitative Research is an essential introduction to the practice and principles of Computer Assisted Qualitative Data Analysis CAQDAS The book will help you to choose the most appropriate package for your needs and get the most out of the software once you are using it This book considers a wide range of tasks and processes in the data management and analysis process and shows how software can help you at each stage In the new edition the authors present three case studies with different forms of data text video and mixed data and show how each step in the analysis process for each project could be supported by software The new edition is accompanied by an extensive companion website with step by step instructions produced by the software developers themselves Software programmes covered in second edition include the latest versions of ATLAS ti DEDOOSE HyperRESEARCH MAXQDA NVivo QDA Miner TRANSANA Ann Lewins and Christina Silver are leading experts in the field of CAQDAS and have trained thousands of students and researchers in using software Reading this book is like having Ann and Christina at your shoulder as you analyse your data Current Index to Journals in Education, 1997 *Monthly Catalogue, United States Public Documents*, 1972 Digital Age: Chances, Challenges and Future Svetlana Igorevna Ashmarina, Marek Vochozka, Valentina Vyacheslavovna Mantulenko, 2019-07-27 This proceedings book presents the outcomes of the VII International Scientific Conference Digital Transformation of the Economy Challenges Trends New Opportunities which took place in Samara Russian Federation on April 26 27 2019 Organized by the Samara State University of Economics the conference chiefly focused on digital economy issues such as theoretical preconditions for the development of economic systems in the digital age and specific practical issues related to real world business practice Consisting of six chapters corresponding to the thematic areas of the conference and written by scientists and practitioners from different regions of Russia Kazakhstan the Czech Republic and Germany the book offers answers to the most pressing questions for today's business community How is our world changing under the influence of digital technology Is sustainable economic development a myth or reality in the context of digitalization What threats and opportunities does digitalization bring What are realities and prospects of digitalization in the context of business practice How do we create a digital infrastructure for

the economy How should the legal environment of the economy be transformed in the context of digitalization The conclusions and recommendations presented are not recipes for solving the existing economic problems but instead are intended for use in further research on transformation processes in the economy and in the development of state economic policies in various countries and regions **Fundamental Concepts for Interactive Paper and Cross-Media**

Information Spaces Beat Signer, 2017-08-04 While there have been dramatic increases in the use of digital technologies for information storage processing and delivery over the last twenty years the affordances of paper have ensured its retention as a key information medium In this book we review a wide variety of projects and technological developments for bridging the paper digital divide We present our information centric approach for a tight integration of paper and digital information that is based on a general cross media information platform Different innovative augmented paper applications that have been developed based on our interactive paper platform and Anoto Digital Pen and Paper technology are introduced For example these applications include a mobile interactive paper based tourist information system EdFest and a paper digital presentation tool PaperPoint Challenges and solutions for new forms of interactive paper and cross media publishing are discussed The book is targeted at developers and researchers in information systems hypermedia and human computer interaction professionals from the printing and publishing industry as well as readers with a general interest in the future of paper

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