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Application Research of Computer Technology in Office Automation

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Abstract: With the rapid development of global economic integration, people all over the world can communicate with their friends and colleagues through computers, which not only brings convenience to people's lives, but also brings great convenience to their work. Industries, enterprises have to face increasingly complex tasks, their work ability and comprehensive quality requirements are also increasing. The traditional management concept and management mode can not adapt to the needs of enterprise office automation. The enterprise should keep pace with the Times, flexible use of computer technology, further improve the efficiency of office automation.

Keywords: Computer; Office Automation; Application Research

Introduction

With the acceleration of the process of information, office automation also comes into being. Office automation refers to the flexible application of computer technology to the information processing system with automatic function, so as to make office automation get better development. Office workers often use a variety of computer technology and equipment to collect, handle, process and store data and perform a range of tasks. Due to the huge consumption of manpower, material resources and financial resources in the traditional office mode, personnel spend a lot of time and energy on the communication between various departments such as document processing and personnel allocation, which is cumbersome and prone to human error and negligence, which seriously affects the quality and efficiency of work. Applying computer technology to the office process can make all kinds of office work simple and fast.

1. The necessity of the application of computer technology in office automation

The application of computer technology, computer network technology and all kinds of electronic equipment has effectively optimized the traditional way of office, formed a new way of office, and improved the quality of staff's work. With the development of computer technology, we should constantly introduce new technology in the field of office automation, and constantly update and optimize. At present, in office automation, the application of computer technology in several aspects, such as: the traditional writing and recording are completed by pen and paper. Such work efficiency is low, but the application of modern automation equipment and computer technology makes the office mode optimized and improved. Combining the traditional office organization structure with the new automated office mode can effectively improve the collaborative ability of staff, optimize and expand it, and create a better working environment.

In the traditional office mode, most of the complex work such as data collection, sorting and processing is manual operation, which consumes a lot of manpower, making the number of employees keeps increasing, and the labor cost is getting higher and higher. The use of computer technology and advanced instruments, can improve the efficiency of the staff, let the computer deal with much tedious work, reduce the need for the number of staff office work. The application of modern computer technology and information technology can effectively improve the convenience of the office. In practical work, no matter in document approval, document processing, personnel management and other aspects, office automation can change the original office mode to a certain extent, so as to maximize the use of its own value and function. Effectively save human resources to achieve efficient office to provide strong support.

In addition, the implementation of office automation can also effectively promote the coordinated development of work, and innovation in the way of communication in various departments, effectively promote the steady development of the company. The use of computer technology to achieve the integrity, independence and security of office automation system, effectively simplify the office process, to ensure the security of information documents, so as to achieve the development of enterprises.

2. The superiority of computer technology in office automation

2.1 Optimizing office procedures

In the daily work of the enterprise, the traditional office mode due to the restriction of space, time and other factors, makes the staff cannot be handled in a timely manner, receive all sorts of important work, thereby reducing office efficiency, so must be the introduction of computer technology, to promote office automation, and effectively optimize the office environment and working conditions. In addition, with the use of computers and information technology, the network system can instantly transfer files, and can effectively optimize the office process, reducing the workload of staff. The application of video conference, document fax and other office forms has effectively promoted the rapid development of the company.

2.2 Improving one's working efficiency

In office automation, computer applications and databases are independent of each other, which improves security. Using computer technology, you can use login passwords and permission settings in automated offices, increase the security of the core content of the office. Using computer technology, can unify the complicated work process, realize the automation and integration of the process, effectively improve the correctness and accuracy of the office operation, and can prevent the huge loss caused by the operation error. The computer records the work of each link and staff in detail, thus laying a solid foundation for the realization of closed-loop management. In daily work, use a variety of commonly used office software to edit and process the text, improve the working efficiency of the text work; All kinds of image processing software are used to process the video and improve the quality of work. Using the communication advantage of computer technology can enhance the communication ability of all departments, achieve a high degree of information exchange and resource sharing, so as to improve work efficiency.

3. Analysis of problems of computer technology in office automation

At present, the application level of computer technology in office automation is becoming more and more mature. With the development of the social economy, people's requirements for the office environment are constantly improving. In office automation, the application of computer technology needs to be constantly strengthened and improved. At present, with the opening and expansion of network environment, the possibility of malicious attacks on computers continues to increase. Once the computer is subjected to malicious attacks and network virus intrusion, it will pose a serious threat to the security of data information, and it is very easy to tamper with, loss and other problems. With the professional enhancement of computer hardware and software, new requirements are put forward for staff, who need to have corresponding professional knowledge, operation skills and safety awareness, but many staff still generally have low professional literacy.

4. Coping strategy of computer technology in office automation

4.1 Sound office automation system

At present, some enterprises in the implementation process, not fully considering the actual situation, cannot correctly choose computer software, or blindly pursue better, more expensive equipment and software, resulting in a large amount of capital investment, affecting the cost control and development of enterprises. Therefore, it is necessary to strengthen and improve the construction system of office automation, carry out quantitative statistics and analysis of various needs, improve the economy of technology application, and effectively reduce the investment cost of enterprises.

4.2 Strengthen internal cooperation

The use of computer technology can also maximize the use of resources and increase enterprise flexibility. In office work, there is a lot of program work, such as editing documents, receiving and sending different business reports, and reviewing them. Because these tasks are so formulaic, computer technology can make them faster and more efficient, while reducing unnecessary workload. In addition to these process-based tasks, computer technology is also widely used in daily management, such as food management, meeting management, workshop management and project management. This daily management work is very important. It will have a certain impact on the operation of the whole company.

4.3 Increase the computer skills of office staff

In order to improve the application effect of computer technology, it is necessary to improve the computer application ability of employees and ensure the application of computer technology. To provide staff with more opportunities for training and learning, so that they can skillfully use the office equipment and software used, so that computer technology can be fully used.

4.4 Attach importance to innovation of office automation technology

In order to adapt to the development of The Times, we must continue to strengthen the application of computer technology, strengthen the innovation of office automation technology, and strengthen the development of cloud computing, big data and other technologies. We should also actively use office automation to make it more efficient and further promote the sustainable development of office automation.

Conclusion

To sum up, with the rapid development of science and technology, the computer industry has achieved unprecedented development. Computers are widely used in people's lives, work and entertainment. Nowadays, the use of computer technology, not only can relieve the pressure in the work, can effectively improve the work efficiency, can promote the development of office automation, to ensure the safety and accuracy of work. Computer technology is a key link in modern office automation systems. It connects all the links of office automation and promotes the rapid development of enterprises.

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