

Adult in Employment – 3B

Introduction

I am writing about an employer using PC Technology, Entertainment and Mobile Technology in her work, social, and personal life, and I will explain briefly how it helps her to use them. This person is my cousin called Juan who is a businesswoman and is running a company which it called "Manchester Appliances". In this company she has different kind of technologies such as computers, Freezer, Fridges, oven etc.

Juan uses Software (such as, Excel, Word etc.) at work time because she finds it easier and makes it less difficult to read. She could be able to save all her work in the computer and take less time to find the details about her clients. It easily corrects the spelling if she typed wrong. In her file she uses photos, graphics, macros, columns, images, logos or other nonessentials etc. She also uses publisher only to make leaflets for her company, otherwise she does not need publisher to use for other items.

She is very fond of using a mobile phone in her social time because she has a business to run, she needs to make a lot of phone calls in order to improve her communication skills and she uses a lot of time making calls of people. Also it allows her to run her business easier and quicker. A mobile phone is the best thing for her to use because she can save her private information in it. Use the built in calculators for simple maths. She can also use Internet on her mobile phone for news, entertainment sending and receiving messages etc. storing information of people whom she contacts by phone or voice mails. By using the Internet she learns more useful information for her business and communications between herself and the clients such as E-mails etc.

Juan is spending her personal times at home on the Internet because she finds it very quiet and relaxing. She uses Internet in her personal time. It could give her information about her company for example there are some websites that only talks about technologies.

Adult in an Employment – Social
Category: Communication - mobile phone

Juan used use her landline home telephone to contact her clients and employees. She didn't have a lot of communication with her clients. I can also say not even with her family because she was spending most of her time at work and not able to communicate with them. It was also hard to reach them. Juan usually was missing lots of important conversation by the time she was travelling to work. Sometimes she was missing her appointments because she kept forgetting and there was nothing to remind her. Juan was missing a lot of her meetings with the employers she was intending to meet because; she didn't have anything to remind her. Sometimes when she was going to a meeting there was a tendency to forget her piece of work and she would be stuck in the meeting without it. She was making a paper organiser for herself instead of having a mobile at this time.

A mobile phone for Juan is now so common that today everyone has one and asks for your number. This is especially when her job takes her out of the office for considerable amounts of the time in the week. Nowadays, she never misses any appointments since she has a mobile phone to remind her. However, she usually wants to keep in contact with her clients at all times. A mobile phone gives her more time to communicate. An important conversation can take place anywhere for example on the train which puts less restriction on time. It allows her to confirm and check details quickly. If she wants an important meeting and forgot a piece of important information, usually she would be stuck without it. However, one call or text message to one of her employees during the journey could allow her to get that information write up on the last minute without anybody else knowing. She travels for three hours every working day, and normally she would lose those three hours of communication. It allows her to replace a better response time to the customer. Even if she has her own land telephone number, when she is away for that location she normally becomes unreachable so, the mobile allows her to become reachable. Effective use of mobile phones can help her improve the communication

In the future there could be a new technology for employers to use, and maybe not even spending their time in work, but having with her clients on the phone and it could be useful for saving personal information of her clients on the phone and to be used by computers and so on. A mobile phone could turn to the smallest technology and largest memory in the future. However, using a phone like this could be useful for teachers, employers etc. It will bring lots of advantages for employers.

A mobile phone for Juan is the best technology for her to use because she can save her private information using the built in calculator for simple maths and lot of other programs such as storing information of people who contacts by phone or voice mails. She can also use the Internet at the same time for news, sending and receiving E-mails. By using the Internet she can learn more details about developing her business

and communication between herself and clients such as sending message to multiple recipients. The biggest advantage for my employer of having a mobile phone is that it becomes much easier to contact clients. Instead of being told from one of her employees that someone left a message for her, a customer can be put through on her mobile, even if they can talk to her only briefly. It is better than turning them away with no contacts. Being available by mobile phone allow employees contact her in an event or problems. It can be communicated to her and decision taken without her having to be in the office. This is particularly so for her and employees that travel to customers, different department or offices and will not always be available for her normal location. A mobile phone allows her to use a whole network of employees or offices to communicate with each other no matter where they are.

If I talk about the bad things about mobile phone for Juan, the first thing would be the communication between her and others. They need a battery and need to be changed when needed which can cause problems when they are heated for example, if it falls a few time its more likely not to work again. It could be addictive. One last thing is inside certain buildings. Unfortunately it is difficult to get signals within her own office building she can only get signals if she stands within two steps from the windows in her office. Therefore, her cell phone is almost useless in terms of business communications sometimes.

In Juan's opinion, using a mobile phone is useful because she likes to be in touch, and she has a good reputation of being accessible even when she is not in the office. She travels quite a bit for work in several major cities in the country, and the plan usually works for her. However, when she is on vacation, she is especially visiting her husband's family who lives in a different city. When she is with her family on a holiday she can communicate with her workers and update things through phone. She could never use her home telephone because she is always out of her house. Hopefully, this will improve over time because she believes she will continue to expand the network and coverage area. She thinks a mobile is useful for her because it works for her particular situation. One of the main things is that her company is far from her work which is 200 miles apart. Apparently they need a kind of cell phone plan that allows them to talk to each other with unlimited free minutes; because that was the only way they could connect. Juan's mobile phone also does not work if she is in the undergrounds. For example, she does not have any signal if she is there. It is annoying in this case because the signals are still there in some spots. They are just very weak. She could be talking on the phone but the call suddenly gets dropped the next minute. She just doesn't know if she can make a phone call safely. But at least she can get her signal back pretty quickly. However, in this case it is really inconvenient.

Adult in an Employment – At Work
Category: PC Technology - Software

There were too many problems for employers like Juan without pc technology in past times. She had to write all the information and details about her clients and employees by hand and keep them in the filing cabinets, and there was a lack of security for this. There were too many papers and they could easily get lost or ripped. She had difficulties in calculations. Even though she was using a calculator, she easily made mistakes in calculation, and the whole calculation was wrong, so she had to calculate everything from the beginning. Now we can call that a waste of time and hard work.

Juan mostly uses word processing and spreadsheet at work so that she can do calculations searches that draw out the information that should be contained on the printout. You can spell check the information automatically. Excel could be used because it does all of the functions that are needed to complete this task successfully. She is able to do calculations, enter data into cells and do searches, filters and sorts. The document is faster to open: less likely to get separated; keeps all her details together. Software is great for her and she is familiar with it but it is very useful to her to use it. She uses this software because it allows her to put the information in a table and set it out neatly, she can do quite complicated searches where she needs to pick out certain information from her spreadsheet and print it out on a separate page. It lets her enter data when she needs to update the current spreadsheet. So this software is very useful for this kind of task. For producing the mailing list database she could use these applications that she has explained below. All could be used for different reasons. The aim of this task is that she creates a database which is easy and efficient to use. It can be updated automatically when the date is over due by inserting the software CD and update it again. Stock updates happen because of EPOS, stock never too low, not over stock.

In the future there could be a new version of software that would be voice controlled and type for her and could be easier for Juan during work time. She could be able to go to a different place and keep typing and maybe even print and make it ready for her to put in an envelope and post it or whatever. It would be great to have easy and fast access to her data and reports for her clients, customers and managers, regardless of where she is for example wireless connect can be useful for her. It could be possible to have all the functions of words and excel that she needs to make the systems work.

I am going to write about the advantages of spreadsheet software that it is useful because it sets up all of the entered data in a table so it is easy to read and find. It allows you to enter data that is needed for updating. This software is good for her because she is familiar with it and in many ways it is exactly the same and just as good. It has all the functions of works and excel that are needed to make the company system work. But it would be confusing and more difficult to use than works to people who haven't had much experience with it. This program could be used because

it has all of the functions needed to complete the task. Software is very similar to an employer like Juan because of the functions available to use.

The only real thing that excel is unable to do as well as word is, it can't use the software that Word could use. The main reason you wouldn't use it is because people are not familiar with and it is not that common on computers. The main thing that excel is unable to do as well as works is it can't do any complicated searches which involve taking information out of a table and printing it out. Juan is not using other software such as publisher because it would not be ideal for completing this sort of task because it does not set the data out in a table form. She is unable to do searches, filters or sorts, she can't put information into graphs and information can not be entered into cells. If she had a spreadsheet or database program then she would not use this, simply because it does not have the correct functions and is too difficult and far too much effort to complete the task successfully.

Juan's opinion is that software makes a good first impression: she needs to be professional for incorrect spelling not only gives the impression she is careless but can stop her skills being identified by any employees using key word searches. It would allow the company to keep their accounts on computer and allow them to send mail merge letters. The screen layout is very easy to interpret, so to do this she always firstly uses a clear and easily legible text, and also if she uses colours it is a lot easy to notice between them and they are explained probably by using a key. Another important feature is to choose an appropriate layout so by scrolling up and down she can check the text is not too small.

Adult in an Employment – Personal
Category: Internet

There were various different problems in the past for Juan without the Internet. Many years ago, there was no internet for any businesswoman like Juan and not only Juan's work was going slowly, everyone's were the same but if we talk about my example the main problem for her was that she didn't have anywhere else to research on information about her company. Her reports would have been hand written or typed with a typewriter, which would have to be proof read for spelling mistakes. If any were found then the whole document would have to be re-written which is very time-consuming. On a computer, proof reading must be done, but spellings are automatically identified and revealed for the user to amend. She was hardly finding technologies to buy and sell. Her work was not going on very well and she had to work at home on papers and deal with her phone while passing on messages about her company and work. She used to send to many letter by post to tell her employees and costumers about the latest news of her company and it was taking a lot of time till they received and it cost a lot. The majority of people know this company but it was hard for Juan to get in touch with them every time.

She uses the internet at home to research for her technologies for her company because she has to find out a lot of background information on technology. However, she can purchase on the internet if she doesn't have time to shop while she's at work can do her things over Internet. It also helps in completing a few programs on her company. She uses messaging on her computer to talk to all of her friends in her personal time out of the company and also sometimes she uses it to pass important messages to her employees. She uses some messengers because it is a very safe and easy programme to use and is totally free even though it's illegal. Mostly, she uses messaging in an evening after work and having dinner. She goes on it around this time because a lot of people also go on at this time so there are more people to talk to and more to get to know about her company. When she is unfamiliar with the way the Internet works, she asks for help to learn the basics. The Internet has created excellent communications channels within the business and outside the business, which enables them, achieves its business objectives effectively. This makes sense in meeting a range of the company objectives for example building strong relationships with customers, becoming the leading market leaders, developing a reputation and to maximize sales and revenues. The use of e-mail is to replace many communications that were previously carried out to give information to shareholders and directors by letters, faxes and phones calls.

She could be able to find new technology to protect her own company and maybe she could get some as well. For example, if she is hacked by a hacker therefore, she could use protection against hackers, or viruses, frauds etc. although; she can save more money for household product comparisons. The use of Internet website to create a communication link between her company and other companies.

There are some good issues about the Internet. One positive issue about the internet is that it is so much easier to buy or even sell things like on eBay. If she finds something that she wants to sell she doesn't have to put it in the news paper. It has helped Juan

by the less amount of paperwork needed to be done. She now feels she is working with the business rather than in the business. It has made her job easier; there is no doubt about that. Juan is pleased with the changes in ICT as it has reduced his work load an awful lot. She can put it on the web where she would have a much better chance of selling it. Another positive thing is if that she needs to talk to somebody on the phone that is another state and she doesn't want to pay long distance billing and if they have got the internet she can just get onto a chat room and talk for free. Another positive issue about the internet is she can communicate with new people. The internet is a work in progress and will continue to evolve. To communicate with other computers, either one at a time (Instant message) or many at once (chat rooms or discussion groups) is easier. The Internet has many applications available. For instance, watch TV through the internet such as, new series of her favourite show on the internet. Therefore, she could make more money, since there is no point of buying a television. It is a good thing to gather information on any topics to show a few things the Internet has to offer.

Some bad issues about the internet are that if she does happen to meet a person online she never really knows who they are unless she meets them in person because the internet can only allow her to talk to them. Another bad thing is if she orders something online then she has to give out her credit card number and her passwords and her company details. In some cases, it is not a good thing because hackers can hack into her access or even identity fraud. For example, she has to pay for things she didn't buy. People can hack into her computer system and get them and then go and spend a lot of her hard earned money and she may never even know who it is or how to stop them. Also if she has little children then they can get online and get into a lot of trouble like going into websites that little kids shouldn't be going into and some of those cost money per minute. It has made a bad influence on her because it takes up a lot of her time like when she goes to download items or when she tries to research on the internet it has cost her a lot of money before and she didn't even know it.

In Juan's opinion in every society she has to follow the rule of that place. The Internet is growing, in the number of users and growing in the public's way of thinking. The Internet is one of the newest technologies that are transforming almost every aspect of how she communicates and with whom, as well as just about any aspect of her life. She is one of the most enthusiastic Internet users and she is convinced of its general usefulness and positive benefits. However behind, the Internet, as well as its technology, no one owns the network and there is no law and regulations. In consequence of the growth of the Internet, there have been increasing calls for its regulation from many sides. The Internet for Juan has so much information on it that the big problem is finding it. Because of this, a variety of tools are available that can help researchers find certain information. So much information is already available on the Internet that tools are needed to find it. An advantage would be that a lot of time preparing is saved to give more time for personal and social time. A disadvantage would be that the files could get corrupted or the files could get lost. It is easy to back this up by using the grandfather, father, son back-up system. So, in evaluation, the computerized system is far better than the old paper-based system because much time is saved which results in the life of Juan's being made a lot easier.