

## Unit 221 Use Office Equipment Answers

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### Unit 221 Use Office Equipment

Unit 221 Use Office Equipment 1.1 The different types of office equipment I use on a regular basis are the office computer which I use to create documents, send emails etc. the office telephone which I use to receive and send phone calls to clients, managers and such. I a scanner to send documents to clients such as packing lists, delivery advice notes and I also use the printer to print ...

### Use Office Equipment Essay - 369 Words

Unit 221 Use Office Equipment Outcome 1: know about different types of office equipment and its uses 1.1, 1.2, 1.3 Equipment | Used for | Features | Why use the Equipment | Fax Machine | Sending messages to another fax machine by a phone line. | Speed, Printer, Paper Cutter, Paper Feed, Autodialing. | A fax machine is used to send documents instantly to another fax machine through a standard ...

### Essay about Unit 221 NVQ Business and Administration ...

Unit 221 - Use office equipment Outcome 1: Know about different types of office equipment and its uses 1.1 – Telephones - Used for communicating with other businesses or customers. Photocopier - Used to copy and print anything that is needed to be printed, for example peoples CV's or peoples passports (identification).

### Unit 221 Use Office Equipment Essay - 3228 Words | AntiEssays

Unit 221 Use of office Equipment 1.1 In the office I work in there are different types of equipment we use and they are all vital for the day to run smoothly or for any work to be done. We use computers and these are the main part as they have all the information we need, for example the clients details, emails, documentation ect.

### Use of Office Equipment - Term Paper

Unit 221 Use Office Equipment 1.1 The different types of office equipment I use on a regular basis are the office computer which I use to create documents, send emails etc. the office telephone which I use to receive and send phone calls to clients, managers and such.

### Unit 221 Business Administration Answers

Unit 221 Business Administration Research Paper - 484 Words Unit 221 Use Office Equipment 1.1 The different types of office equipment I use on a regular basis are the office computer which I use to create documents, send emails etc. the office telephone which I use to receive and send phone calls to clients, managers and such. I a scanner to ...

### Unit 221 Business Administration Answers

Unit 221 NVQ Business and Administration - Knowledge Questions 982 Words Dec 5, 2013 4 Pages 1.1 - Identify different types of equipment and their uses The different types of equipment in the office are computer, fax machine, franking machine, photocopier, printer and scanner.

### Unit 221 Business Administration Answers

Unit 221 Use Office Equipment: Learner:Signature: Assessor:SignatureDate. Outcome 1: Know about different types of office equipment and its uses. 1.1 Identify the different types of equipment and their uses phones & e-mail allow people to contact you.

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### PUWER - Provision & Use of Work Equipment Regulations ...

Use Office Equipment Outcome 1: Know about different types of office equipment and its uses. 1.1: Identify different types of equipment and their uses. Telephone - Used to make and receive inbound/outbound calls. Franking Machine - Used to price outgoing mail Printer - Used to print documents Scanner - Used to scan documents to a user

### Business and Administration Level 2 NVQ - Unit 221 Example ...

Unit 221 Use office equipment 1.Know about different types of office equipment and its uses. 1.1 Identify different types of equipment and their uses. There are many different types of office equipment in our work. The main one found in the offices are: ...

### Use Office Equipment - 2033 Words | Bartleby

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Outcome 1: Know about different types of office equipment and its uses. Identify the different types of equipment and their uses phones & e-mail allow people to contact you. Computers allow you to process business data, send pictures, pdf files and other files to customers, and vendors.

### Office Equipment Written Answers Free Essay Example

Unit 221 - Use office equipment Outcome 1: Know about different types of office equipment and its uses 1.1 – Telephones - Used for communicating with other businesses or customers. Photocopier - Used to copy and print anything that is needed to be printed, for example peoples CV's or peoples passports (identification).

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### Unit 222 Business And Admin Maintain Stock

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VNI - 221 . Small Unit Combat After-Action Interview Report. 4 th Engineer Battalion. NOTE: The original of this document is contained in the Vietnam Interview Collection (VNI) of the Historical Resources Branch, US Army Center of Military History.When created the report carried a CONFIDENTIAL security classification but has since been declassified.

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