

SUBJECT: BUSINESS STUDIES

WEEK: 4

TOPIC: OFFICE EQUIPMENT

Office Equipment: these are tools machines and furniture needed to perform the jobs in an office. This equipment enables the office to function effectively. Office equipment such as machines are used in the office to enable the office worker performs his or her work better. In a formal organization with many workers it will be impossible for the manager to write all the letters needed and distribute to appropriate quarters as fast as possible without the use of computer and photocopier.

Types and uses of Office Equipment

1. **Perforator (Punch):** This is a hole-punching machine. It is use to punch holes in the papers or file jacket. Through these holes, file tags can be used in filing papers/documents neatly.
2. **Stapler/Staples:** This is a machine used for pinning papers/other documents together. It has different sizes: big, medium and small. This machine has reduced the use of of office pins and clips.
3. **Office pins**
4. Office clips
5. Stamp rack
6. Telephone
7. Mobile phone
8. **Computer:** The computer is an electronic device which accepts, processes, stores and retrieves information when needed. It can process, store and retrieve images. It is made up with: System Unit, Monitor, Keyboard and Mouse.
9. **Typewriter:** This is a machine that enables the typist or secretary reproduces handwritten documents in a neat, clear and uniform style. It is of two types such as electric which uses electricity and manual which does not use electricity. Typewriter has two distinct typefaces: **pica** and **elite**. The Pica typeface is bolder and gives ten (10) strokes to 25mm while the Elite is smaller and gives twelve (12) strokes 25mm. The electric typewriter can be change from Pica to Elite vice versa, while the manual cannot.
10. **Photocopier:** This is a machine that makes paper copies of documents or graphic materials. A photocopier is not like the duplicating machine. It is used to produce more copies of prepared documents. It produces more copies from the original.

11. **Calculating machine:** It is used to perform functions ranging from basic arithmetic to complex calculations. It has different sizes. The standard or table calculators are used in the offices by accounting clerks who do a lot of calculations.
12. **Scanner:** This is a machine that copies or captures images and documents for computer display and editing. It comes with software such as Adobe Photoshop which enables modifications.
13. **Laminating machine:** This is a machine that provides a plastic protective covering for document. It makes a document tear-proof and water-proof.
14. **Paper shredder:** This is a mechanical device for cutting paper into strips or particles. It is used to destroy private, confidential or sensitive documents in such way that no one will notice the content.
15. **Stapling machine:** It is often called a stapler, this is a device used through the aid of its pin to hold many pages of a document together.
16. **Filing cabinet:** it is used to store business documents. Files are arranged orderly in it for easily getting hold of information when it is needed. Orderly forms of arranging files are
 - a. Alphabetical order
 - b. Numerical order
 - c. Geographical order
 - d. Departmental order
17. **Duplicating machine:** This is a device that can reproduce copy or print work. It uses a special sheet called stencils on the surface of which characters may be typed and/or pictures drawn. Two types of duplicating machines common in Nigeria are 'Gestetners' and 'Roneos'. They use ink and can be used electrically (fast) and manually (slow).

Advantages of Office Equipment

1. They help to improve the quality of work
2. They improve speed or performance of work
3. They save time and labour
4. They improve the uniformity and appearance of printed materials
5. They make it quicker to produce business documents
6. They minimize errors in mathematical calculations and preparation of business documents
7. They make it easier to preserve documents
8. They make it easier to retrieve documents when needed for action or decision making

Disadvantages of Office Equipment

- a. Some office equipment like the computer are very expensive
- b. Their spare parts may not be readily available

- c. Inability of professional operators
- d. They require regular servicing
- e. High cost of maintenance
- f. When they break down, work will be delayed for the period it is not in use. This affects production.

Care of Office Equipment: Regular care of office equipment helps to keep the office and organization running smoothly. Steps, ways to take care of office equipment

- 1. Perform regular maintenance on them and detect problems on time
- 2. Employees should be trained on how to use them
- 3. Employees should follow appropriate guidelines
- 4. Keep computers in a dry, clean and cool environment
- 5. Don't overfill the paper tray
- 6. Regularly clean removable parts of the machine with clean materials
- 7. Use the after-sales products attached to the equipment for its maintenance. Such as soft brush, typewriter oil and duster
- 8. Typewriters should be covered when not in use
- 9. Always use extra sheet to back the typing paper or sheet

ASSIGNMENT

- 1. Explain five (5) importance of computer in the office.
- 2. What are the uses of mobile phone and telephone in the office