

The Application of Office Automation Software in Management Work

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Abstract: *With the development of business and the progress of science and technology, the management consciousness and management environment are quietly changing, the traditional management structure has been broken, gradually to the flat, systematic management mode transition, so that the requirements of management hardware and software facilities are constantly improving. The use of office automation software can not only meet the needs of processing a large amount of information, but also improve the quality and efficiency of management, reduce the workload of managers, realize the automation and standardization of company management, and gradually create more wealth and benefits with knowledge. Therefore, this paper analyzes the application of office automation software in management.*

Keywords: Office automation software; Management; application.

1. INTRODUCTION

With the development of information technology and digital technology, the application of computer and Internet in the development of Chinese business is more and more common, which provides strong support for the realization of intelligent office and automatic office in the management work, and effectively improves the efficiency of collaborative management, can reduce the management cost, and realize the optimal allocation of management resources. Therefore, office automation software should be applied reasonably in the management work.

2. APPLICATION VALUE OF OFFICE AUTOMATION SOFTWARE

Office automation software refers to the software with the functions of document editing, table drawing, graphic painting, data analysis and processing, which is mainly used in office work. At present, the office automation software frequently used in management includes office, WPS, OA, etc., can meet the direct needs of office work and facilitate data analysis, recording, sorting, modification, archiving, copy writing, etc. The specific application value mainly has the following aspects:

(1) Office automation software effectively improves the management efficiency, reduces the waste of resources and saves time. In the traditional office, most of the work needs to be completed manually, but the automated office software can directly use the keyboard for typing, faster than handwriting, especially the emergence of intelligent input method software, typing process only need to input key letters to complete the typing; In terms of data processing, office software can quickly solve the tasks that take a long time to complete by traditional methods through screening, sorting and other ways, and can also quickly solve various statistical work by using formulas and various correspondence operations. In the process of document modification, the traditional modification needs to be copied again, but the office automation software can directly modify the document, without leaving traces, and is completely paperless office, effectively reducing the consumption of resources. In addition, in the written record, file preservation, file backup has considerable advantages, you can directly use the computer for processing.

(2) Break the constraint of space. In the previous office, the transmission of documents needed manual, express, fax and other methods to complete, ignoring the consideration of efficiency, the biggest disadvantage is that in the process of file transmission can not guarantee the direct connection with the receiver, the authenticity of the document content will be affected. However, the use of office automation software, directly through the network and the recipient of the file docking, and according to the needs of the file content can be encrypted, to ensure the security of the file content, reduce the impact of intermediate links, so that space can no longer become a factor of text transmission.

3. VALUE OF OFFICE AUTOMATION SOFTWARE MANAGEMENT

From the perspective of management, the application of office automation software in management can play a role in improving the executive effectiveness of managers, the most important thing is to standardize the process

Guide management staff to carry out work and in-depth communication. In the actual management of the value of the concrete embodiment of four aspects: (1) the construction of the company's internal communication platform. The communication information of management personnel, all employees within the company and relevant customers is registered on the communication platform, and the online communication function can be used to contact with others directly and transfer information, so as to ensure that the work can be quickly implemented. (2) Build the company's internal information release platform. In the management work, a lot of information, announcement, discussion and investigation need to be quickly

transmitted to employees or customers, the establishment of information release platform, directly find the internal and external information release function, can quickly release information with one button, effectively expand the scope of information release. (3) Improve the level of collaborative work. Office automation software helps companies manage the flow automation, in the process of collaborative work, can be flexible according to the different objects to use collaborative process.

(4) Automatic file management is realized. In the office automation software can not only realize the electronic document release, delivery, you can through the special function, in the document folder Settings, file archiving and saving. This way realizes the paperless office, replacing the traditional manual document transfer and record.

4. APPLICATION OF OFFICE AUTOMATION SOFTWARE IN THE COMPANY

At present, the market office automation software is more, rich in functions, do not do too much to describe, but different office automation software features, functions are different, users must be combined with their own needs to choose, in order to ensure its usability.

For example, in the file encryption transmission application. Many contents in the process of file transmission are related to the company, department, unit secrets, traditional file bag transmission is very likely to leak the content of the problem, but the use of office automation software, you can directly encrypt the document, can effectively avoid the problem of file transmission distortion, managers will directly encrypt the document transmission; After receiving the file, the recipient also needs to enter the corresponding password to open the file and view the contents. In the application of table drawing and data statistics, many contents involved in the management process need to be reflected by drawing tables, so that the contents are more intuitive and convenient for management personnel to analyze and compare data, such as production schedule, sales statistics, etc. These work not only need to draw tables, but also need to be retained for a long period of time. Therefore, the use of Excel for table editing, processing, statistics, analysis, automatic report generation and other functions can effectively improve the work efficiency, reduce the repetitive work content of managers, so as to make the whole management environment more relaxed. In addition, it is more convenient to use office automation software to approve documents online. In the process of reviewing and recording documents, the traditional office needs to use pen and paper, but

The use of office automation software, complete the operation directly on the computer, unified documents can be repeatedly modified, modified directly through the network transmission, convenient for superiors and subordinates or colleagues timely communication; And under the support of intelligent technology, office software can directly achieve file retrieval, content comparison, typos query and other functions, make office more convenient and fast.

In summary, the application of office automation software in the company mainly includes four aspects: (1) connection. It is the foundation of modern company management to achieve flat management mode. According to the organizational form of the company, all levels and departments within the company are linked together to ensure that the upper and lower as well as vertical and horizontal communication is barrier-free, so that reports and documents can be transferred quickly. Technically speaking, the use of local area network will be scattered office computers together, can be based on office automation software to form a virtual office. (2) Communication, office automation software online communication function, information reminder function can be timely to ensure that the staff accept, query information, which is the foundation of the smooth management of the company. (3) Coordination. Collaboration is the biggest advantage of office automation software in management, it can set collaborative process, event name, event content and other collaborative elements in one, directly the standard work flow to the staff, the staff according to the requirements of the investigation, discussion, and finally complete the editing. (4) Monitoring. Monitoring is an effective means to ensure the smooth progress of collaboration, but collaborative work has the characteristics of flow, which requires collaboration sponsors to timely supervise the flow of the process, and office automation software can track every step of the progress of events, so as to effectively supervise the collaborative work.

5. OFFICE AUTOMATION SOFTWARE APPLICATION EXPERIENCE

The application of office automation software in management has improved the traditional office environment, reduced the amount of work tasks, and made the atmosphere of management work more relaxed. Office automation software improves the information flow rate, can timely receive the information feedback from colleagues, leaders, customers, can complete the processing of multiple reports within a day, and the processing efficiency has also been improved; And the use of office automation software to deal with the content and to-do items clearly, can provide free virtual secretary services to managers, so as to make the office more organized. At the same time, the use of office automation software for managers, can be more standardized process and ideas to guide lower-level departments to carry out work, software has its established procedures, procedures hierarchy, clear rules, any opportunistic will make the work effect greatly reduced, and

To a large extent, it can avoid the occurrence of overstepping the authority and effectively prevent risks. In addition, in the new development situation, office automation software to achieve knowledge management, more adapt to the development trend, to achieve the company's long-term development has an important support. The automatic office process in the management process can enable employees to accumulate ideas and skills, to do more detailed management work, give full play to their talents, rather than simply through repeated mechanical work to occupy a large number of staff working time.

6. CONCLUSION

To sum up, with the development and progress of society, the whole society has entered the stage of pursuing efficiency. In addition to quality and other factors, efficiency has become another indicator to measure the competitiveness of a company. And office automation software based on information technology technology for the company management office efficiency to provide a strong support, not only to improve the level of management work, reduce the redundant content of the traditional office work, so that the management personnel's real talent, intelligence can be given full play, and the use of office automation software standardized organization collaborative work, office automation software into For the company to improve the management ability, comprehensive strength of the necessary weapon, for the company to cope with the fierce market competition to provide solid and powerful support.

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