

## *Unit 221 Use Office Equipment Answers*

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### **Unit 221 Use Office Equipment**

Business and Administration Level 2 NVQ - Unit 221. Different types of office equipment often produce different forms of waste. The main waste within an office environment is electricity and this is caused by computers, printers scanners and lights etc. being left on overnight when the office is shut and there is no one in the building.

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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. The main ones found in most offices are: Chair - To sit on. Desk - To sit at and rest Computer Monitor - pens - work etc.

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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 ...

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Unit 221. Use Office Equipment. Learner:Signature: AssessorSignatureDate. 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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### **Unit 221 Use Office Equipment Answers**

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: telephone- we use it to make and receive a phone calls- printers- to print document and work ...

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