

Lesson 2

Plus Factor

Advantages of Using a Computer



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A computer is a powerful and useful tool because it gives you a number of benefits, including the ability to produce high-quality work quickly. It enables you to learn new skills that are important in today's technological world.

Speed of Task

Computers allow you to perform several tasks everyday more quickly. For example, if you mail a letter to a friend, he or she may receive it in a few days. However, if you send an e-mail, it will be received in just a few minutes. Similarly, if you manually compose a newsletter, it may take you a week, whereas using a computer, it may take only an afternoon.



Quality of Work

The tools in a computer enable you to create high-quality documents and drawings, even if you are not a typesetter or an artist. With few simple techniques, you can create documents that look like professional work or are exactly suited to your present task.

Learning New Skills

We live in a computer age; we are required to have basic computer skills to accomplish several tasks daily. Typing on a keyboard, using a mouse, and other basic computer skills are useful in many different situations and are often required by employers when we are applying for work.

