

Office Systems & Technology
Chapter 4 – A

1. C - Audio Conference
2. B - Chat Session
3. H - Computer Conference
4. J - Data Conference
5. G - Facsimile
6. F - Groupware
7. A - Teleconference
8. D - Video Conference
9. I - Voice Mail
10. E - Web Publishing

- A. Ability to meet with a group of people electronically using telephone or computer networks.
- B. Allows two or more participants to have a simultaneous text conversation; participants must be present.
- C. Audio linkage of 3 or more people at 2 or more separate locations by means of telephone access or network computers.
- D. Can be one-way or two-way where participants actions as well as audio contact are important for collaborative efforts.
- E. Consists of hyperlinked documents that display text, animation, multimedia and interactive environments for individual and team activities.
- F. Includes all software for information sharing, electronic meetings, electronic scheduling and team writing and projects as professionals work in an anytime-anywhere networked environment.
- G. Like a copier, a picture or duplicate of the original document can be transmitted electronically between two points over telephone or computer networks.
- H. Participants transmit information to others either simultaneously or on a delayed basis; participation can be anytime, anywhere.
- I. Unanswered telephone messages are digitized and saved until the receiver accesses the system for playback
- J. Users on a computer with data conferencing software can view, revise and save changes to text, graphics, drawings, images and other material displayed on a shared whiteboard- simultaneous in real time.

True or False

11. F - A conference moderator makes sure communication lines are working properly.
12. T - Location, acoustics and room design are all important factors to consider when doing a full-motion teleconference.
13. F - No more than ten people should participate in an audio conference.
14. T - Posted messages (in a computer conference) are referred to as “threads”.
15. F - The rectangular table arrangement offers the best compromise for intraroom conversation.