

TOPIC- E- DOCUMENT

E – documents, or electronic documents are digital files that can be used in place of physical copies. They can be created, stored, and exchanged electronically, and can include text documents, spreadsheets, presentations, and multimedia content.

. Sharing :- E- documents are easier to share than physical documents, and can be accessed from any device.

. Collaborations:- E- documents can be used for collaboration between teams, regardless of location.

Security :- E- documents can be secure, and can be signed and tracked from any device.

. Legal :- E- documents can be made legal with a digital signature.

Some examples of e- documents include, invoices, receipts, and personal records.

Key Features of E- Documents

Digital Format :- E- documents are files that are stored on computers, cloud services, or other digital storage media.

Accessibility :- They can be easily accessed, viewed, edited, and shared on devices like computers, tablets, and smartphones.

Modifiability:- Unlike physical documents, e- documents can often be edited, searched, and modified without needing to be printed.

Security :- E – documents can be encrypted, password protected, and backed up, providing better security options than paper documents.

Searchability:- Content in e- documents can often be searched for specific words or phrases, making information retrieval faster.

Common types of E- documents :-

Text Documents :- Created with word processors like Microsoft Word or Google Docs.

PDF (Portable Document Format) :- A widely used format for e – Documatting that preserves formatting and is readable across various platform.

Spreadsheet :- Used for data organization and calculations, commonly created with software like *Microsoft Excel* or *Goggles Sheets*.

Presentation :- Slide based document created using tools like *Microsoft Power Point* Or *Goggles slide*.

E- documents are commonly used in business, education, government and personal contexts due to their convenience, environmental friendliness, and ease of management compared to traditional paper documents .

The End