The modern world of work

Traditional	Modern
Takes time to travel to and from the workplace	Use of technology allows flexibility for the stakeholder and organisation
Formal workwear	Teams can be local, national, or global
Desks/workstations	Communication can be immediate
Slow communication	Data/information is sent digitally and quickly
Community effect	Increased productivity
Sociable	Can be isolating
9-to-5 hours	Stakeholders can be contacted anytime, anywhere

Tools

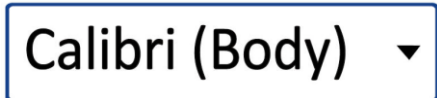| Tool icon	Tool name	Brief description
B	BOLD	Changes the text to be bold, i.e. thicker and more noticeable
Calibri (Body) ▼	FONT	Allows you to change the style/appearance of the text
	ALIGNMENT	Moves the text so that it is to the left, right middle of the page, or fully justified (spread across the page).
A	TEXT COLOUR	Allows you to change the colour of the text
	BULLETED LIST	Allows you to create a bullet-pointed list

Accessibility

Technology is transforming the way individuals with a disability access the world around them. This increases the opportunity for these individuals to successfully develop a career of their choice.

Accessibility Tools:
- Voice recognition that converts spoken word to digital text
- Screen readers that read screen text out loud
- Closed captioning or subtitles
- Motion or eye tracking
- Switch devices, which take the place of mice or keyboards

Key terms

Important Vocabulary

Network   Protocol   Internet   Wired   Wireless   Packets   Router   Server   Hardware