# ИНФОРМАЦИОННЫЕ ТЕХНОЛОГИИ И СПОСОБЫ ИСПОЛЬЗОВАНИЯ

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**Аннотация:** Информационная технология - это процесс, который использует набор средств и методов для сбора, обработки и передачи данных для получения информации нового качества о состоянии объекта, процесса или явления. Целью информационных технологий является производство информации для ее анализа человеком и принятия на его основе решения о совершении действия.

**Ключевые слова:** информация, компьютер, техника, офис, эксперт.

# INFORMATION TECHNOLOGIES AND METHODS OF USE

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**Annotation:** Information technology is a process that uses a set of means and methods for collecting, processing and transmitting data to obtain information of a new quality about the state of an object, process or phenomenon. The purpose of

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information technology is the production of information for its analysis by a person and making, on its basis, a decision to perform an action.

The introduction of a personal computer into the information sphere and the use of telecommunication means of communication have determined a new stage in the development of information technology. New information technology is information technology with a "friendly" user interface, using personal computers and telecommunications facilities. The new information technology is based on the following basic principles.

1. Interactive (dialog) mode of working with a computer.

2. Integration with other software products.

3. Flexibility of the process of changing data and setting tasks. Common types of software products are used as information technology tools: word processors, publishing systems, spreadsheets, database management systems, electronic calendars, and functional information systems[1].

The main types of information technology include the following.

1. Information technology of data processing is intended for solving well-structured problems, the algorithms for solving which are well known and for the solution of which there are all the necessary input data. This technology is used at the level of performing activities of low-skilled personnel in order to automate some routine, constantly repeated operations of managerial work.

2. Information technology management is designed to provide information services to all employees of enterprises associated with making management decisions. Here information is usually presented in the form of regular or special management reports and contains information about the past, present and possible future of the enterprise.

3. Information technology of the automated office is designed to complement the existing communication system of the enterprise personnel. Office automation involves the organization and support of communication processes both within the company and with the external environment based on computer networks and other modern means of transferring and working with information.

4. Information technology decision support is designed to develop a management decision that occurs as a result of an iterative process involving a decision support system (computational unit and control object) and a person (control unit specifying input data and evaluating the result).

5. Information technology of expert systems is based on the use of artificial intelligence. Expert systems enable managers to receive expert advice on any problems that these systems have accumulated knowledge about.

The purpose of material production technology is to produce products that meet the needs of a person or a system. The purpose of information technology is the production of information for its analysis by a person and making, on its basis, a decision to perform an action. It is known that by applying different technologies to the same material resource, you can get different products, products. The same will be true for information processing technology. Information technology is the most important component of the process of using society's information resources. To date, it has gone through several evolutionary stages, the change of which was determined mainly by the development of scientific and technological progress, the emergence of new technical means of information processing. In modern society, the main technical means of information processing technology is a personal computer, which significantly influenced both the concept of building and using technological processes and the quality of the resulting information.[2] The introduction of a personal computer into the information sphere and the use of telecommunication means of communication have determined a new ethane for the development of information technology and, as a result, a change in its name due to the addition of one of the synonyms: "new", "computer" or "modern". Information technology is

closely related to information systems, which are its main environment. At first glance, it may seem that the definitions of information technology and systems introduced in the textbook are very similar to each other. However, it is not. An information system is an environment, the constituent elements of which are computers, computer networks, software products, databases, people, various kinds of technical and software communication facilities, etc[3].

The main purpose of the information system is to organize the storage and transmission of information. The information system is a human-computer information processing system. The implementation of the functions of an information system is impossible without knowledge of information technology oriented towards it. Information technology can exist outside the sphere of the information system. Information technology of work in the environment of the word processor Word 6.0, which is not an information system. Information technology of multimedia, where images and sound are transmitted and processed on a computer using telecommunications. Thus, information technology is a more capacious concept that reflects the modern understanding of the processes of information transformation in the information society. In a skillful combination of two information technologies - management and computer - the key to the successful operation of the information system[4].

Information system - a human-computer system for decision support and production of information products, using computer information technology. Obsolescence of information technology It is quite natural for information technologies that they become obsolete and replaced by new ones. The technology of batch processing of programs on a mainframe in a computer center was replaced by the technology of working on a personal computer at the user's workplace. The telegraph has transferred all its functions to the telephone. The telephone is gradually being replaced by the express delivery service.Telex has transferred most of its functions to fax and e-mail, etc[5].

When introducing new information technology in an organization, it is necessary to assess the risk of lagging behind competitors as a result of its inevitable obsolescence over time, since information products, like no other types of material goods, have extremely high rate of replacement by new species or versions. The turnover periods range from several months to one year. If, in the process of introducing new information technology, this factor is not given due attention, it is possible that by the time the company is transferred to the new information technology, it will become outdated and it will be necessary to take measures to modernize it. Such failures in the implementation of information technology are usually associated with imperfect technical means, while the main reason for failures is the absence or poor elaboration of the methodology for using information technology. First of all, when we use information technology in any organization or when we use information technology, we must pay attention to its quality and completeness. If we don't pay attention to these situations, it can have serious consequences for us. It is also necessary to replace information products with new information products. Because information technology is evolving so fast today, it is forcing each of us to use information technology. We all know that we cannot imagine the present without information technology. That is why it is necessary for all of us to know information technology.

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