



# OFFICE AUTOMATION



**Rajani Adam**



**Kripa Drishti Publications, Pune.**

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### **Course Objectives:**

- To introduce the environment of GUI in Ms-Word and its features.
- To introduce the fundamental concepts using Ms-Word and its features to make it more useful.
- To make them comfortable to evaluate, select and use Office Software appropriate to specific task
- To provide hands-on use of Word, Excel and PowerPoint.

### **Course Outcomes:**

The students will be able:

- To understand the concept of Word Processor and use its features.
- To use the advanced features of Ms-Word to make day to day usage easier.
- To work comfortably with Ms-Excel Environment.
- To Create worksheets and use advanced features of Excel.
- To create presentations and insert multimedia items in them.

*Dedicated*

*To*

श्रीरवेपुत्र

***“Srividya Learning Institute Students”***

*Solapur.*

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## ABOUT THE BOOK

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Office automation is a **process that uses technology to automate information gathering, communication, presentation, and calculation.** Essentially, office automation is a system that helps with the storing and processing of data in all its many forms.

In today's fast-paced business environment, office automation plays a crucial role in improving productivity, lowering costs, and fostering seamless collaboration. From here, we'll explore what office automation entails, why it's essential, and how it benefits modern organizations.

The Office Automation course syllabus helps students to learn about computers and Microsoft Office tools. The course covers both theoretical aspects and practical skills that are relevant to the industry.

### Learning Outcomes:

- Students will be able to understand the basics of computer operations.
- Students will also know the various components and peripherals of a computer.
- Representation of Data / Information in the Computer.



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