

Unit 2

Office Automation with MS office Package

Office Automation: Office automation refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks. Raw data storage, electronic transfer, and the management of electronic business information comprise the basic activities of an office automation system. Office automation helps in optimizing or automating existing office procedures.

Microsoft Office is an office suite of desktop applications, servers and services for the Microsoft Windows operating system. It was first announced by Bill Gates of Microsoft in 1988. The first version of Office contained Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

The current versions are Office 2013 for Windows, released on October 11, 2012.

Components:

Word:

Microsoft Word is a word processor and was previously considered the main program in Office. Its proprietary DOC format is considered a de facto standard, although Word 2007 can also use a new XML-based, Microsoft Office-optimized format called .DOCX which supports PDF. Word is also available in some editions of Microsoft Works.

Excel

Microsoft Excel is a spreadsheet program that originally competed with the dominant Lotus 1-2-3, and eventually outsold it.

PowerPoint

Microsoft PowerPoint is a presentation program for Windows and OS X. It is used to create slideshows, composed of text, graphics, and other objects, which can be displayed on-screen and shown by the presenter or printed out on transparencies or slides.

Access

Microsoft Access, is a database management system for Windows, that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases.

Outlook

Microsoft Outlook (not to be confused with Outlook Express) is a personal information manager. The replacement for Windows Messaging, Microsoft Mail, and Schedule+ starting in Office 97, it includes an e-mail client, calendar, task manager and address book.