

Office Automation

Updated Study Material

Course Overview

Office Automation uses computer systems and software to automate routine office tasks, improving efficiency and accuracy.

Chapter 1: Introduction to Office Automation

Office automation reduces manual work using software, email, and digital workflows.

Example: Using email for official communication.

Chapter 2: Office Automation Tools

Common tools include MS Word, Excel, PowerPoint, email systems, and document management tools.

Example: Automating reports using Excel templates.

Chapter 3: Benefits of Office Automation

Benefits include time saving, reduced errors, better data management, and faster communication.

Practice Questions

1. What is office automation?
2. Name any two office automation tools.