

Unit V:
Basic Digital Literacy for Science Teachers
Office Automation Software meaning

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.¹ Office automation helps in optimizing or automating existing office procedures.

Typically, office automation calls for having all hardware, software and network resources to automate basic to advanced-level tasks in an office environment. A comprehensive office automation solution typically includes:

- Computers for all employees and/or data processing personnel
- Software that enables word processing, creating spreadsheets, managing accounts and more
- Internet connectivity and email programs to send and receive email messages
- Fax and printing services
- Instant communication such as VoIP and more

Advantages are:

1. Office automation can get many tasks accomplished faster.
2. It eliminates the need for a large staff.
3. Less storage is required to store data.
4. Multiple people can update data simultaneously in the event of changes in schedule

What is processor

Word processing program, does exactly what the name implies. it is a type of software application used for composing, editing, formatting and printing documents. It also processes paragraphs, pages, and entire papers. Some **examples** of **word processing** programs include Microsoft **Word**, WordPerfect (Windows only), AppleWorks (Mac only), and OpenOffice.org. Word processors have a variety of uses and applications within the business environment, at home and in educational contexts.

Word processing software is **used to** manipulate a text document, such as a resume or a report. You typically enter text by typing, and the **software** provides tools for copying, deleting and various types of formatting.

Characteristic Word Processing

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.

Advantages of word processors

- 1) It is faster and easier than writing by hand.
- 2) You can store documents on your computer, which you cannot do on a typewriter.
- 3) You can review and rewrite your documents.
- 4) There are more formatting choices **with a word processor** (the spelling, grammar and language tools).
- 5) You can print copies of your documents.

Spreadsheet Application

Definition:

A spreadsheet, also called an electronic work sheet, is a computer program that organizes data into rows and columns in the form of a graph. Each row and column can be manipulated with formulas, commands, and formats. This tool is especially useful for accountants, financial analysts, and business people to analyze business performance numbers and results.

the three most common general **uses** for **spreadsheet** software are to create budgets, produce graphs and charts, and for storing and sorting data. Within business **spreadsheet** software is **used** to forecast future performance, calculate tax, completing basic payroll, producing charts and calculating revenues.

The most common spreadsheet program that accountants use is Microsoft Excel. This product was initially developed in the 1990s in the Office Suite program package and has since become the industry standard. Spreadsheets allow accountants to do much more than organize data. They can manipulate it in order to test the impact that alternative strategies and

performance results would have on the company's bottom line. They can also use the software to make projections about future performance, development, and even market trends.

Without the help of accounting packages, spreadsheets are often used to prepare financial statements, budgets, and stock analysis reports. Since this tool is so versatile and easy to use, it can also increase the analysis time, review capabilities, and understandability of reports.

Basically, spreadsheet programs like Excel can do any type of data organization and manipulation. Databases and other input devices can collect data and feed it into a spreadsheet, so management can easily turn it into useful information and analyze the company results for the period.

Feature of Spreadsheet

- Vlookup() function.
- Conditional Formatting
- Sorting and Filtering
- Basic Math
- Mixed Type Charts
- Pie Chart.
- Mixed or Combination Type Charts.
- Data Validation.
- IFERROR Function.
- Removing Duplicates.
- Conditional Formatting.
- MINVERSE() function.

A PowerPoint presentation

A **PowerPoint presentation** is a **presentation** created using Microsoft **PowerPoint** software. The **presentation** is a collection of individual **slides** that contain information on a topic. **PowerPoint presentations** are commonly used in business meetings and **for** training and educational purposes.

PowerPoint presentations usually begin with a title slide that may contain the name or the topic of the presentation and sometimes will contain the name(s) of the presenter(s). The title slide is followed by content slides that contain information usually in the form of text---often in the form of a bulleted list---and sometimes graphics. Examples of graphics that may be contained in a PowerPoint presentation include charts, graphs, diagrams, screenshots, photos, movies and animations. A final slide or group of slides is sometimes included to wrap up the presentation, for example "Conclusions," "References" or a slide with the text "Questions?".

Features of Microsoft PowerPoint

PowerPoint is a highly innovative and versatile program that can ensure you a successful communication whether you're presenting in front of potential investors, a lecture theatre or simply in front of your colleagues. Below are five features you should be using – if you aren't already. Learn everything about these tips: they will improve your presentation skills and allow you to communicate your message successfully.

- 1) **Adding Smart Art**
- 2) Inserting Shapes
- 3) Inserting an Image
 - Illustrations
 - Photographs
 - Video
 - Audio
- 4) Slide Transitions
- 5) Adding Animations
- 6) **Inserting hyperlink, slide number, date and time**
- 7) **Slide Transactions**
- 8) **Master Slides**
- 9) Slides printing