

OFFICE AUTOMATION SOFTWARE (DCA – 103)

1. MICROSOFT OFFICE WORD 2007 (15 MARKS)

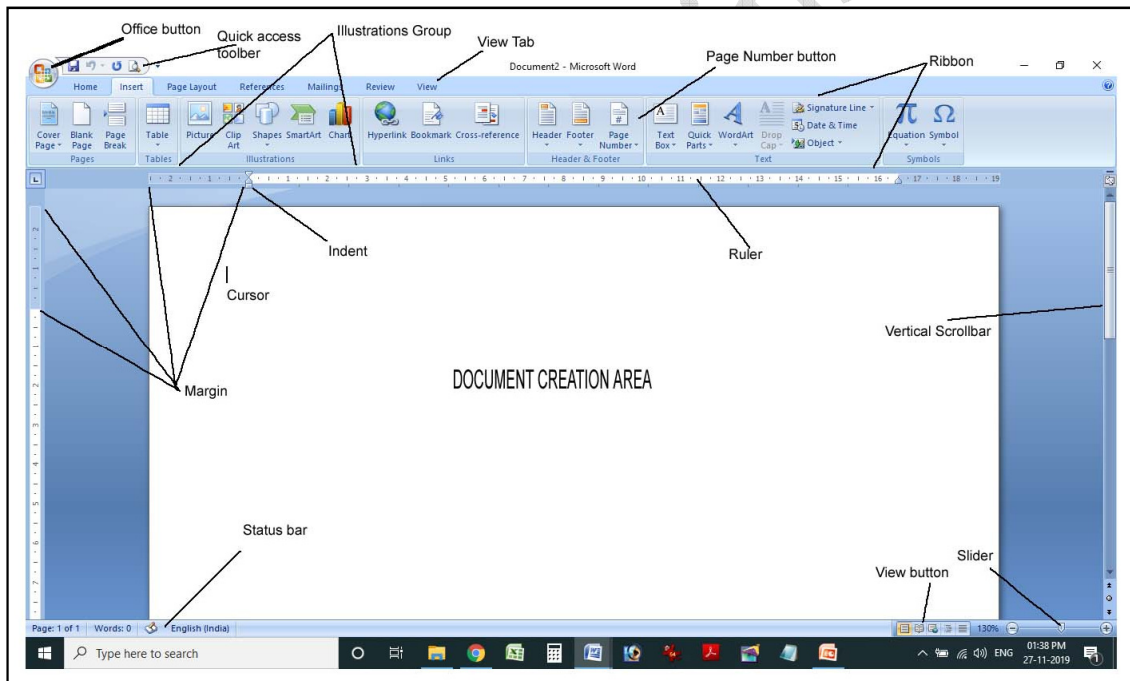
AN INTRODUCTION (2 MARKS)

The dominant word processing software in the 1980s was *WordStar*. Today, *Word* from Microsoft is the most widely used word processor across the world.

Getting Start

- If you find a shortcut icon for **Word** in the Windows desktop, click on it.
- Alternatively, you will find **Word** in the **Start** Menu. Click on it.

The Word Screen



1. **Document creation area** is the one where you will type the documents.
2. **Blinking insertion point** or **Cursor** indicates where the text you type will appear.
3. **Word screen** is made up of five essential parts: *Office button*, *Quick Access toolbar*, *Ribbon*, *Document creation area* and the *Status bar*.
4. **Office button** helps to *open*, *save* or *print* document.

5. **Quick Access toolbar** is located at the top left corner that contains useful commands.
6. **Ribbon** has all the commands and various options, organised in logical groups.
7. Press **Enter** key to get a blank line or to create new paragraph.
8. **Status bar** on the lower-most bar provides information about *current page number, total pages in the document, documents views and a zoom button*.
9. When the insertion point reaches the right margin, it automatically moves to the next line as you continue typing. This feature is known as **word wrapping**.
10. To *show or hide nonprinting characters*, click the *Non-printing characters* ¶ icon at the **Home** tab of the top toolbar.
11. To **save** a document, Click on **office** button > click **Save** or **Save as** button.
12. Before saving, a Word document resides on *primary memory*.
13. **Editing text** simply means making changes in the existing document.
14. To rectify a mistake, you can use **delete** key, **backspace** key, select **incorrect word** and **retype**.
15. **Print preview** shows how a document would look when printed.
16. To **print** the document, you can press **Ctrl + P** from the keyboard or go to **Office** button > click **print**.
17. In order to close a document, click **office** button > click on **close**. In order to quit Word, click **office** button > click **Exit Word** button.

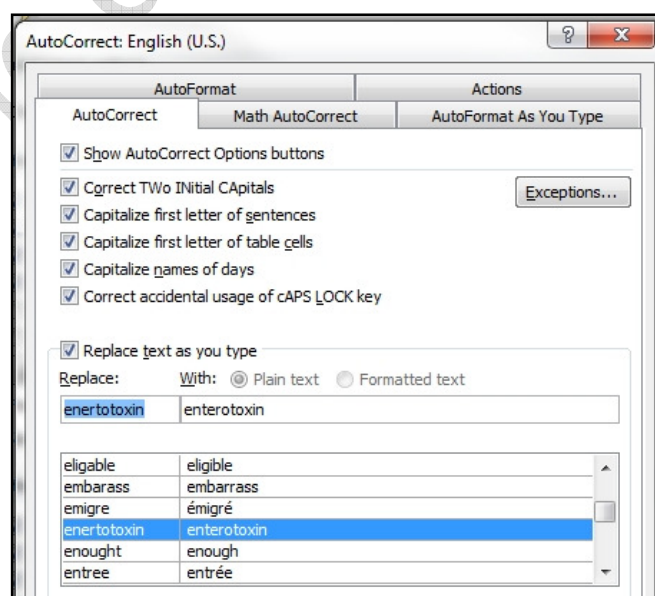
FORMATTING A DOCUMENT (2 MARKS)

1. **Formatting** means applying various effects on a text document, such as bold or italics.
 2. The **Bold, Italics and Underline** buttons help to give the formatting styles their names indicate.
 3. **Text style** refers to the formats, which affect the appearance of the individual characters.
 4. **Font** is a style of text characters. Font and font size can be changed by using the Font box and the Font Size box available on the Font group of Home tab.
 5. **The colour** of the text can be changed by using the Font Color button.
 6. The vertical spacing or the space between the lines within a paragraph is referred to as **leading**.
 7. **Line spacing** is a space between consecutive lines in a text document.
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8. Under **Line spacing** options, you can make six choices which are; *Single, 1.5 lines, Double, At least, Exactly* and *Multiple*.
9. **Alignment** refers to the way text lines are arranged on the right and left margins. Text can be either aligned, centre aligned, right aligned or justified by using the four buttons on the Paragraph group of Home tab.
10. **A paragraph** can be formatted for line spacing as well as space before and after paragraphs by choosing *Line spacing* group on the Home tab.
11. **Header/footer** is a line of text on the top/bottom margin with information such as page number, date, company name, etc.
12. **Header & Footer** group under *Design* and *Insert* tabs help in inserting the header, footer and page number.
13. **Tabs** are small projections that appear above the Ribbon with group names such as Home, Insert, Page Layout, etc.
14. The top blank space is called the **top margin** and the bottom blank space is called **bottom margin**.
15. **AutoFormat** is a feature that automatically formats some character combinations in a certain way, like 1/2 as ½.
16. **Menu path** for turning on **AutoFormat** is: *Office button --> Word Option --> Proofing --> AutoCorrect --> AutoFormat as You Type*.

USING AUTOCORRECT (1 MARK)

1. **AutoCorrect** is a feature that automatically corrects some character combinations in a certain way, like **teh** as **the**, **(c)** as ©, etc.
2. **Menu path** for turning on **AutoCorrect** is: *Office button → Word Option → Proofing → AutoCorrect → Replace text as You Type*.



PROOFING A DOCUMENT WITH SPELL AND GRAMMAR CHECK (1 MARK):

1. **Spelling & Grammar checker** facility is available under **Proofing** group of **Review** tab.
2. **Spell checker** is a feature of Microsoft Word that checks the spelling in a text document.
3. **Grammar checker** is a feature of Microsoft Word that checks the grammar in a text document. **Grammar checker** mostly suggests ways to correct the sentence construction.
4. **The Spelling & Grammar** check in Word locates both spelling and grammar mistakes simultaneously.
5. In a Word document, a **red wavy line** indicates a word not found in the dictionary which could mean an incorrect spelling. A **green wavy line** indicates a grammar mistake or some formatting problem.
6. **The readability Statistics** evaluates the ease with which an average reader can understand the piece of writing. **Flesh Reading Ease score** rates text on a 100-point scale. **Flesch-Kincaid Grade Level score** rates text on an U.S. grade-school level.
7. **Shortcut menu** is a menu that appears when the mouse is right-clicked.
8. **Dialogue box** is an interactive box that pops up to take a response (like Yes/No) from the user.
9. **The Thesaurus** provides synonyms and antonyms for a word. It also provides lists of related words and different forms of the selected word.
10. **Word Count** easily counts the number of words present in a document. Just look at the **Status bar**. Alternatively, **Word Count** option is also available on the **Proofing** group of **Review tab**.

FINDING AND REPLACING TEXT (1 MARK):

1. **Find and Replace** is a feature of Microsoft Word that finds a string of characters (a word, part of a word or a few words) and replaces it with a string.
2. With **Find and Replace** features, you can search for and replace both text and formatting either selectively or throughout the document.
3. **Uppercase** is capital letters of English alphabets (A, B, C ...)
4. **Lowercase** is a small letters of English alphabet (a, b, c...)
5. To change all occurrences of a particular word, the **Replace All** option in the **Find and Replace dialogue box** can be used.

6. In the **Find and Replace** operation, *lowercase* words are replaced with *lowercase* and *uppercase* with *uppercase* automatically.
7. **The Replace option** is found under **Editing** group of the Home tab.

IMPROVING THE LOOK OF A DOCUMENTS (1 MARK) :

1. **Shading** is used for applying a background colour to a text.
2. **Bullet** is a special character such as a dot or asterisk used to mark items in a list.
3. **Portrait Orientation** – in this, the paper is taller than it is wider.
4. **Landscape Orientation** – in this, the paper is wider than it is taller.
5. **Special Characters** – such as @, #, %, \$, *, etc.
6. **Subscript** is a character or symbol written slightly below and to the side of another character.
7. **Superscript** is a character or symbol written above and to the side of another character.
8. **A border** is used to emphasize portions of a document. To create border, go to *Page Layout tab → Page background group → select Page border*.
9. To choose **bullet and numbering**, click *Home tab → paragraph group → choose Bullets or Numbering tab*.
10. There are six pre-defined margin settings: **Normal, Narrow, Moderate, Wide, Mirrored** and **Office default**.
11. The most common page size is the **A4** size. Some other standard sizes are **Letter, Legal, Executive, B5**, etc.
12. The **format painter** lets you copy format applied in one section of the document on to another portion of the document.
13. **Symbols** can either be inserted using the *Insert Symbol button* on the *Symbols group* on the *Insert tab* or by typing the shortcut keys or codes on the keyboard.
14. You can create smiley ☺ by typing **:) or :-)**. **(c)** for ©, **(r)** for ®, **-->** for ➔, **==>** for ➞, **<==** for ➠, etc.

INSERTING GRAPHICS (2 MARKS) :

1. In **Word**, you can add graphics, pictures or WordArt into your document.
2. The **clip art** graphics can be imported either from your own library, Office library or library over the Web. In other word, source of clip art graphics are *my collection, office collection and web collection*.
3. **Graphics** means pictures or images stored in a computer.

4. **Word Art** is a word or line written in a stylised manner.
5. **To insert picture**, click *Insert* tab → *Illustrations* group → choose *picture* button.
6. **To insert Clip Art**, click *Insert* tab → *Illustrations* group → choose *Clip Art* button.
7. **To Insert Word Art**, click *Insert* tab → *Text* group → choose *WordArt* button.
8. **To insert Shapes**, click *Insert* tab → *Illustrations* group → choose *Shapes* button.
9. **Tab** having picture formatting tools is *Format*.
10. Number of sizing handles around an inserted image is 4.
11. The number of pre-defined styles in **WordArt** are **30**.

INSERTING TABLE (2 MARKS) :

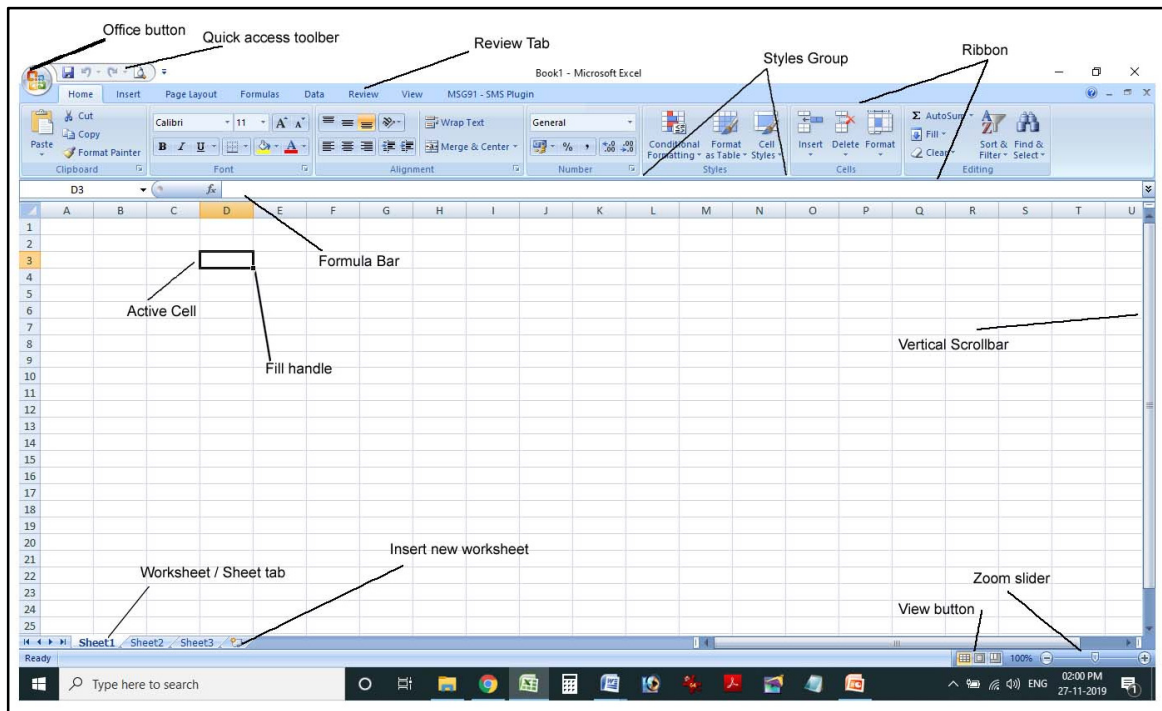
1. **Table** – A grid containing boxes of text or graphics.
2. **Row** – A horizontal array in a table.
3. **Column** – A vertical array in a table.
4. **Cell** – A box in a table.
5. **A table** is a grid of rows and columns. The box formed by the intersection of a row and column is called **cell**.
6. **The Table Tools tab** gets activated when insertion point is kept anywhere on the table.
7. **New rows and columns** can be inserted in a table. Existing rows and columns can also be deleted. Deleting and inserting rows and columns buttons are available in **Layout** under **Table Tools**.
8. **The sum of the numerical entries** in a row or column can be calculated by entering the relevant formula.
9. **Cell in a table** can be **merged or split** using the buttons Merge Cells and Split Cells available in **Layout** under **Table Tools**.
10. **To make the table look more attractive**, it can be **auto formatted** with predefined styles, available in **Design** under **Table Tools**.
11. A **5 X 4 table** has 5 columns and 4 rows.
12. To move from one column to another in a table, press **Tab** key.
13. *A new row will be added* If you press **Tab** key when the cursor is in the last row, last column.
14. The text entered within a cell *wraps to the next line* when it reaches the cell's limit. The cell *automatically enlarges vertically* to fit the text.

MAIL MERGE(3 MARKS) :

1. **Mail Merge** is a tool to produce multiple copies of a document.
2. **Start Mail Merge** group is in *Mailings* Tab.
3. **Mail Merge** allows merging a master document and a data source.
4. **The master document** contains the body of the letter with placeholders for the variable information.
5. **The data source** is a database, which has the variable information.
6. **The main or the master document** is created by using *Start Mail Merge* button, in *Start Mail Merge* group, under *Mailing* tab.
7. The different heads of information in each record are called **fields**.
8. **In field names**, *spaces are not allowed and the first character must be an alphabet.*
9. In the **master document**, the merge field names enclosed by << >> act as *placeholders*.
10. To **merge** the master document and data source, click on *Finish and Merge* button.
11. *Master document and merged documents* can be separately saved.
12. The **data source** is saved as an *Access database*. Starting with Access 2007, .accdb is the default Access file format.

2. SPREADSHEET PACKAGE (15 MARKS)

EXCEL SCREEN



INTRODUCTION TO SPREADSHEETS (1 MARK) :

1. **An electronic spreadsheet** is a computer program that provides rows and columns electronically to manage numbers and data. *Putting it simply, a spreadsheet is a super calculator.*
2. **Microsoft Office Excel** is a popular spreadsheet program; **excel** for short.
3. **Worksheet** is another name for a spreadsheet.
4. **Excel** comprises of a total of **16,384** columns and **1,048,576** rows.
5. The intersection of a row and column is called a **cell**.
6. The cell on which you click is called **active cell**.
7. You can enter *text, numbers, dates, formulas, etc.*, into any cell on a worksheet.
8. In a worksheet, *text is left aligned* in a cell whereas *numeric data is right aligned*.
9. **AutoFill** is a technique to fill a series of data automatically in a series.
10. **Fill handle** is a small square at the corner of a cell that can be dragged to fill a group of cells.
11. To save a worksheet, go to **Office** button and click **save**.
12. To exit Excel, click on **Office** button and choose **Exit Excel**.
13. The first spreadsheet program was **VisiCalc**.

14. Most Excel commands are available on **Ribbon**.

15. The first cell in a spreadsheet is **A1**.

USING FORMULAS IN EXCEL (2 MARKS):

1. A **formula** in Excel always starts with an **= sign**.
2. **Workbook** – A collection of worksheets; each Excel document is a workbook.
3. In **Excel**, calculation is done by typing the addresses of the cells in a formula along with mathematical operators like **+, -, * and /**.
4. A **formula** can be copied in multiple rows or columns using fill handle.
5. By default, each Excel workbook has **3 worksheets**.
6. **Excel** displays a **tab** representing each **sheet**, which can be used to move from sheet to sheet.
7. A **sheet** can be easily moved within a workbook by *dragging its tab*.
8. A **sheet** can be *renamed* and *deleted* by right-clicking on its **tab** and choosing the required option.

UNDERSTANDING CELL REFERENCING IN EXCEL (2 MARKS):

1. **Cell referencing** refers to the way cells are entered in a formula.
2. References that changes automatically when copy them to a new cell are known as **Relative references**.
3. **Relative reference** is the default in Excel.
4. References that change automatically when copy them to a new cell are known as **Absolute references**; indicated by putting dollar sign **\$** before.
5. Reference that have either the column or row value absolute and the other relative are known as **mixed references**.
6. **\$E\$5** is an example of both row and column absolute.
7. **E\$4** is an example of column relative, row absolute.

EDITING A WORKSHEET, FORMATTING AND PRINTING A WORKSHEET (3 MARKS):

1. **Editing** means making changes to an existing worksheet, like adding new data, deleting data, correcting data, etc.
2. **Range** refers to a group of adjacent cells.
3. **Copying** means reproducing an entry in a different location, keeping the original.

4. **Moving** means removing an entry from its original location and placing it in a new location.
5. **Clearing** means permanently erasing entries from a cell or a range.
6. **Undo** is a tool to cancel the last change and restoring the previous content.
7. **Redo** is a tool to cancel the effect of Undo.
8. **Copy** and **Paste** buttons are used for copying entries from one location to another.
9. **Cut** and **Paste** buttons are used for moving contents.
10. You can **double-click** on the cell requiring editing and alter its contents; or **press F2** after selecting the cell.
11. A **column (or row)** can be inserted in a worksheet by selecting Insert on the **shortcut menu**.
12. A **column (or row)** can be deleted in a worksheet by selecting Insert on the **shortcut menu**.
13. To **clear the cell contents** in a worksheet, first select the *range* and then select *Clear Contents* on the **shortcut menu**.
14. To **change column width**, place cell pointer on the border between the two column headers and *drag the mouse pointer* either left or right, or **double-click** on the border *to fit width to contents*.
15. **Rename** is *not* an item in the **shortcut menu**.
16. **Editing** is a group in *Home* Tab in Excel.
17. **Insert** is a menu in group of *Home* Tab.
18. To insert a row between rows 12 and 13, you will select Row 12.
19. If you insert a new column between Columns C and D, the data previously on Column D is found on Column E.

USE OF SIMPLE STATISTICAL FUNCTIONS (2 MARKS):

1. A **function** in Excel is a *readymade formula*. A wide range of such functions is available in Excel.
2. Some commonly used functions are *SUM()*, *AVERAGE()*, *MAX()*, *MIN()*, *COUNT()*.
3. **IF() is conditional function**; it evaluates a condition and takes one of two specified actions.
4. The example format for **IF()** function is: **=IF(A1 >= 33%, "PASS", "FAIL")**.
5. **A1:A5** represents a **range**.
6. **MAX()**: to find the *largest* number in a range.

7. **MIN()**: to find the *smallest* number in a range.
8. **COUNT()**: to find the physical count of entries in a range.
9. **SUM(C6:H6)** is equal to **=C6+D6+E6+F6+G6+H6**
10. **Sizing handle** which is a handle in the lower right corner can be dragged to resize the table.
11. **Sorting** means arranging data in ascending or descending order.
12. **AutoSum** button is in the **Editing** group of *Home* tab.
13. **Total Row** is a special row that gives access to a variety of functions (such as AVERAGE, SUM, etc.)
14. By default, **a table has a header row**. *The header row of a table has filtering and sorting capabilities.*
15. **Every column** has filtering enabled in the header row to filter or sort table data quickly.
16. A **calculated column** can be created by entering a formula in one cell; the formula is automatically applied to the entire column.
17. **Table** is a button under *Insert Tab*.
18. **Table Styles** is a button under *Design tab*.
19. **Font** is a group under *Home Tab*.

WHAT- IF ANALYSIS AND DATA TABLES IN EXCEL (2 MARKS):

1. **Data table** is a range of cells that shows how changing certain values in a formula affect the results of the formula.
2. **Excel** supports both a one-variable data table as well as a two-variable data table.
3. **One-variable data table** is a table that uses a formula with one list of input values.
4. **Two-variable data table** is a table that uses a formula with two lists of input values.
5. **What-if analysis** refers to studying the effect of changing data values on information derived from it.
6. Popular **what-if analysis** permits the user to change a set of data and view the corresponding changes to a relative set of data.
7. **Input cell** is a cell into which values from a data table is submitted.
8. In a **one-variable data table** input values are listed either down a column (column-oriented) or across a row (row-oriented).
9. **Two-variable data tables** use only one formula with two lists of input values. The formula must refer to two different input cells.

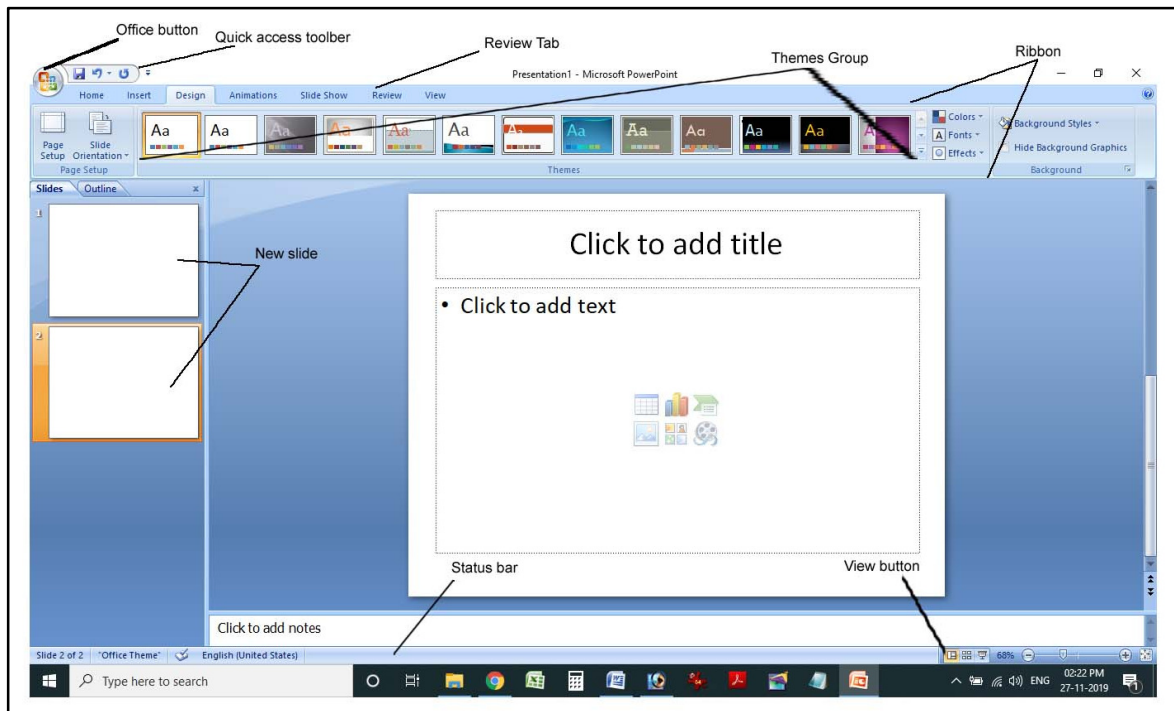
10. **Data tools** is a group under *Data tab*.
11. **What-if analysis** is a menu available *Data Tools*.

WORKING WITH GRAPHS AND CHARTS (3 MARKS):

1. **Chart sheet** is a separate worksheet created for the chart.
2. **Data series** refers to the row or column of data for a chart.
3. **Embedded chart** is a chart included in the same worksheet as data.
4. **Multiple data series** is a data series with several rows or columns.
5. **Bar chart** is a chart with bars whose lengths are proportional to data values.
6. **Charts** can be *embedded on the data sheet* itself or produced in a *separate chart sheet*.
7. **Pie charts** are limited to one data series. Column charts can show all the selected data.
8. **Location and size** of a chart can be adjusted by dragging and resizing.
9. **If the underlying data changes**, Excel automatically redraws the chart to reflect the change.
10. You can change the chart type to any, like *line*, *scatter*, *area*, and so on.
11. **Chart** is a group under *Insert Tab*.
12. **Change Chart Type** is a button under *Design Tab*.
13. **Print Preview** is used to preview the chart before printing it.

3. PRESENTATION PACKAGE (10 MARKS)

POWERPOINT SCREEN



INTRODUCTION TO POWERPOINT (3 MARKS):

1. **PowerPoint** is a popular presentation graphics program from Microsoft.
2. **Presentation** refers to communicating with an audience using slides with text and graphics displayed on a screen.
3. **Slide** is a rectangular display with text and graphics; a series of slides make up a presentation.
4. **Layout** is an arrangement of different elements such as text and graphics on a slide.
5. **PowerPoint** offers *nine (9)* built-in *AutoLayouts*.
6. **A slide** may comprise of *text, charts, tables, etc.*
7. Normally, the first slide in a presentation is a **Title Slide**. This may be followed by *Title and Content slides*.
8. **Activate the slide show** by clicking on *Slide Show tab* and clicking on *From Beginning* button under *Start Slide Show* group.
9. **Theme** create a desired background to a presentation.
10. **Themes group** is under a *Design* Tab.
11. Some of the basic elements of a slide are *Title, Subtitle, Footnote* and *Border*.

12. **PowerPoint** slides are saved with the extension *.pptx*.

DIFFERENT VIEWS OF A PRESENTATION (1 MARK):

1. **Status bar** is the horizontal bar at the bottom of the PowerPoint window.
2. The presentation in PowerPoint can be displayed in three views: **Normal**, **slide Sorter** and **Slide Show**. Normal view further gives the options of *Slide* and *Outline* views.
3. You can switch among views using the view buttons on *the status bar*.
4. **Slide view** allows you to work on individual slides.
5. **Outline view** allows you to look at the content of the entire presentation.
6. **Slide sorter view** allows you to organise the order of the slides.
7. **Slide show view** displays your slides as a presentation on your computer.
8. **F5** is the shortcut key for playing slide show from the beginning.
9. To **terminate a slide show** in between, press **Esc** key

EDITING A PRESENTATION (3 MARKS):

1. **Editing** is making changes to a presentation.
2. **To add a slide**, right-click on the slide after which you want the new slide. Select *the Insert Slide* option.
3. **Hand out** is a printed sheet with the image of slides and space for making notes given to the audience.
4. **To delete a slide**, click on the slide which you wish to delete. Select the *Delete Slide* option.
5. You can change the *order of slides* by dragging and dropping slides in the **Slide Sorter view**.
6. The **background of the slides** can be changed using the *Background Styles* option available under the *Background group in the Design tab*.
7. To **change the layout of the slide**, click on the *Slide Layout* button available under slides group on the *Home* tab.
8. The presentation is printed using the **Print option** on the **Office** button menu.

ADDING SPECIAL EFFECTS IN A PRESENTATION (3 MARKS):

1. **Watermark** is a semitransparent image used as a background in a slide.
2. **Slide Master** is the top slide that stores information about the theme and slide layouts.
3. **Normal view** is the view that allows editing content on a slide.
4. **Footer** is a line of text in the *bottom margin*.
5. **Animation** refers to making a picture to show movements.
6. **Grouping** is tying up a set of pictures so that they always move together.
7. **Word Art** is text written in a *stylised manner*.
8. **Watermark** can be placed on the **Master Slide** so that it automatically appears in the entire deck.
9. **Watermark** could be in the form of a *picture, clip art or WordArt text*.
10. **Date and time, footer and slide number** appear on the bottom-right corner of the slide.
11. **Sounds** can be added to a presentation to make it more effective.
12. **Slide timing** refers to the length of time a slide appears on the screen.
13. Different slide timings can be set for different slides by using the **Rehearse Timing** options.
14. **Slide Master** Option is available in *View* tab.
15. In **Date & Time dialogue** box, *date, slide number and footer* adjustment can be made.

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