

OFFICE AUTOMATION AND MS OFFICE
Course Code: DCSA 1302

Diploma in Computer Science and Application Programme

SCHOOL OF SCIENCE AND TECHNOLOGY



Bangladesh Open University

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Print

First Print: June, 1997

Revised: January 2011

Revised: November 2014

Published by:

Publishing, Printing and Distribution Division

Bangladesh Open University

Gazipur-1705.

Cover Designed by

Monirul Islam

Graphics

Abdul Malek

Computer Composed

Md. Jakir Hossain

Sabina Yesmin

Printed by

Rainbow Printing Press

85/1, Nayapaltan, Dhaka-1000.

ISBN 984-34-4002-1

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Preface to the Revised Edition

The present edition of the book is revised. The contents of the unit-3 to unit-7 have been brought up-to date. The MS office XP has been used to describe MS Word and MS Excel. Exercises at the end of the lessons have been brought up-to date. Instead of the MS FoxPro (unit 8 to unit 11), we include MS Access as database package (unit 8 to unit 11) and this part introduces learners with various facets of MS Access in office XP and help to know database operations using MS Access. Earlier learners have been given this part with separate module. The unit-8 introduces database and related topics and describes MS Access, inserting data etc. The Unit-9 introduces sorting, filtering, indexing and creating relational database. The Unit-10 describes MS Access query. The Unit-11 describes form and MS Access reports generations. Appendix provides a complete list of keyboard shortcut for MS Word. At the end of each lesson, there are exercises and hands on practices.

We are grateful to our tutors and learners for their favorable appreciation of the book. Suggestions for further improvement will be highly appreciated.

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Preface to the First Edition

Office automation is a deliberated and widely used term in this information age. The office of today is a place for applications of information technology.

Information is the main source of an office automation system. During the past decade a tremendous development has taken place in the information technology. Recent technological changes and the information superhighways centered around computers. Communication technology revolutionized our office and society. Office automation involves the use of computer and telecommunication technologies to simplify and support office routine functions, improve communications and there by increase office productivity.

Office Automation applies a variety of technologies (e.g. e-mail, e-filing, teleconferencing, video-conferencing, Internet etc). The cost of office automation tools and technology have been falling rapidly in recent years. Executives are now more receptive to the idea of investing in office automation technology to reduce rising labor cost and improve productivity. Office automation is expected to receive a major thrust in all offices or organizations in the coming years in Bangladesh.

This book introduces the students with various facets of office automation and help them to know word-processing, spreadsheet and database operations. The course contents are organized under eleven units. A brief summary of each the unit is presented in the following sections.

Unit-1 introduces the office automation. It provides an preview of office and office automation, goals of office automation, obstacles to the growth of office automation and computer mail system.

Unit-2 presents office automation tools and technology. It describes telecommunication, word processors and their configurations, reprographics and micrographics. This unit also introduces applications of information technology such as e-mail, e-filing, facsimile transmission, teleconferencing and video conferencing.

Unit-3 this unit describes how to create, open, save, close, print and locate documents.

Unit-4 introduces typing and editing features (e.g. moving insertion point, scrolling, copying and deleting text, finding and replacing text etc.) of MS Word. It also provides the tools that allow one to proof (check) documents for potential spelling, grammar and style errors.

Unit-5 controls the way, the documents look. It provides the features of character formatting, paragraph formatting and page formatting.

Unit-6 describes how to apply table and newspaper style columns to a documents.

Unit-7 introduces the concept of spreadsheet and provides fundamental knowledge of MS Excel.

Unit-8 introduces database and related topics. Foxpro menu structure, dialog box and windows. This unit describes how to create or add information to a database.

Unit-9 introduces editing, browsing, sorting or indexing and queries.

Unit-10 describes how to create, modify and print reports. This unit also describes a detail of Fox Report and Foxpro's Report generator.

Unit-11 introduces screen builders and push buttons.

Learners are requested to study MS Access described in a separate book consisting unit-8 to unit-11 instead of above mentioned unit-8 to unit-11. The book is supplied to learners as addition module-

The end of each lesson there are exercises or hands on practices. The exercise and hands on practice are useful to check what one has learned. A learner can check his/her understanding of the lesson by answering the questions.

Office Automation and MS Office

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