

Q. Why MS OFFICE is called automation tool ? Explain in detail.

Ans:- 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.

The backbone of office automation is a LAN, which allows users to transfer data, mail and even voice across the network. All office functions, including dictation, typing, filing, copying, fax, Telex, microfilm and records management, telephone and telephone switchboard operations, fall into this category. Office automation was a popular term in the 1970s and 1980s as the desktop computer exploded onto the scene.

Microsoft Office Automation

Many people don't understand the power of Microsoft Office and how all the Microsoft Office applications can communicate with each other or other systems to streamline workflow within your business. Below are some examples of automation that can be done in Microsoft Office.

Microsoft Access

- Build custom applications to track any type of information your company needs: Contacts, Appointments, Sales, Employees, Expenses, Telemarketing, Service, Human Resources, Ordering, Inventory, Engineering, etc.
- Create Word documents on the fly to populate letters, envelopes and custom reports based on data in a database.
- Create functionality that can open up a Word template, fill the document with data, print the document and save the document with 1 click of a button.
- Create functionality that can open up an Excel spreadsheet and populate it with data.
- Create functionality that can open up an Excel spreadsheet and populate it with information as well as determine where to insert/delete rows if needed to keep the integrity of formulas in tact.

Microsoft Excel

- Create worksheets that have to be validated before the system lets the user save the spreadsheet.
- Create worksheets that can read information from another system (i.e. database) to populate dropdown boxes, etc.
- Create company expense report that saves the information into a database for summary/analysis purposes.
- Combine data from multiple Excels spreadsheets/worksheets to create a new formatted Excel spreadsheet.

- Create automations that can open a master spreadsheet with many tabs and determine which of the tabs (single or multiple) need to be populated with data and which tabs need to be removed from the spreadsheet if they aren't needed.
- Create automations to eliminate people having to re-key/massage/format data.

Microsoft Word

- Create documents that can read information from another system (i.e. database) to populate dropdown boxes, etc.
- Create documents that have to be validated before the system lets the user save the document.
- Create documents that upon saving can save the information on the document into a database.
- Create documents that can popup and format an Outlook email with data from the document to be sent out upon saving a document.

Microsoft Outlook

- Create custom forms that can be validated before sending to a person/group.
- Create custom forms that can save information on the form to an Excel spreadsheet or database.

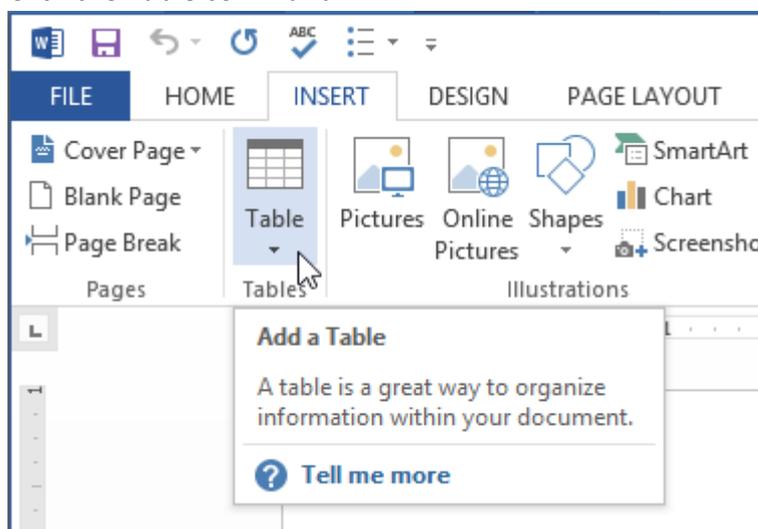
Q. Describe the table handling facility in MS-word, giving details of options given in table menu.

Ans:- **Table Introduction:-**

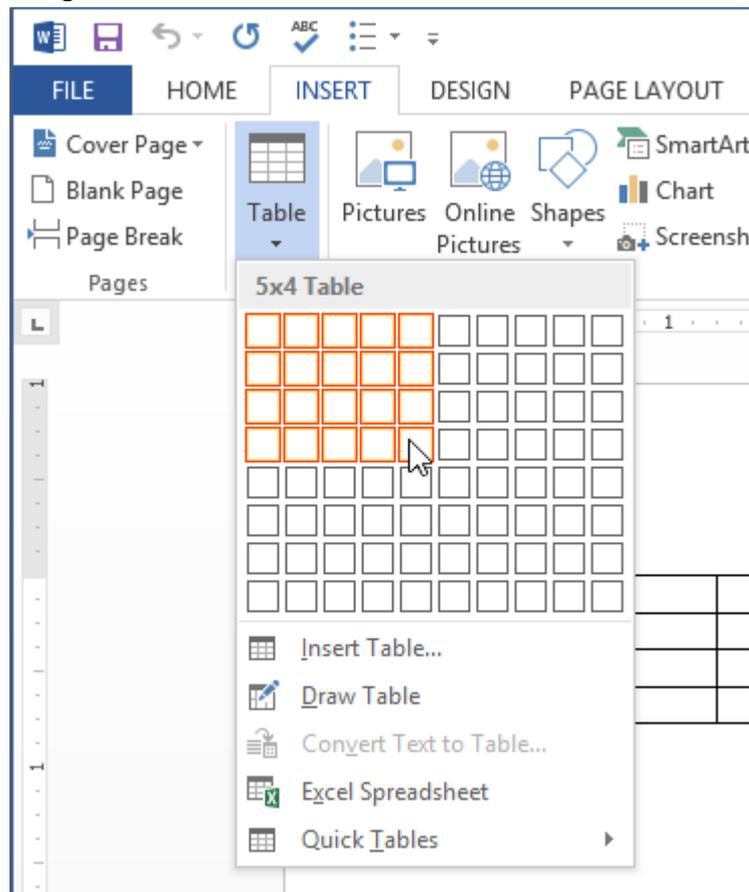
A table is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables.

To insert a blank table:

- Place your insertion point where you want the table to appear, then select the Insert tab.
- Click the Table command.



A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of columns and rows in the table.



Click the mouse, and the table will appear in the document.

You can now place the insertion point anywhere in the table to add text.

Roll	Name	Course	Address	Contact
12	Ajay	BBA	Sasaram	66587458956
14	Sanjay	BCA	Gaurakshani	55474488214
15	Suraj	B SC	Bhabua	98777456231

To move the insertion point to the next cell, press the Tab key while typing. If the insertion point is in the last cell, pressing the Tab key will automatically create a new row.

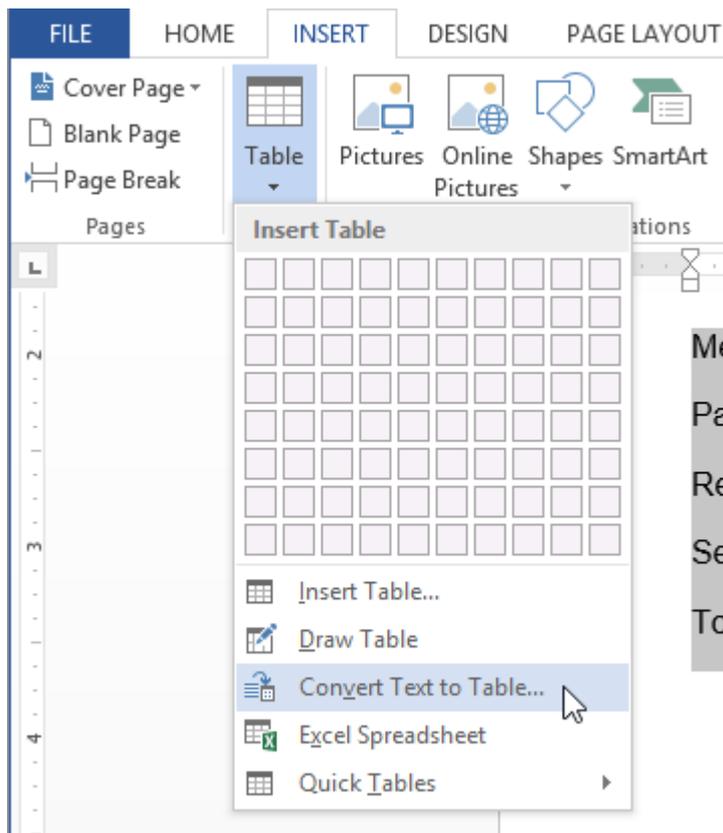
To convert existing text to a table:

- In this example, each row of information contains an item name and price, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

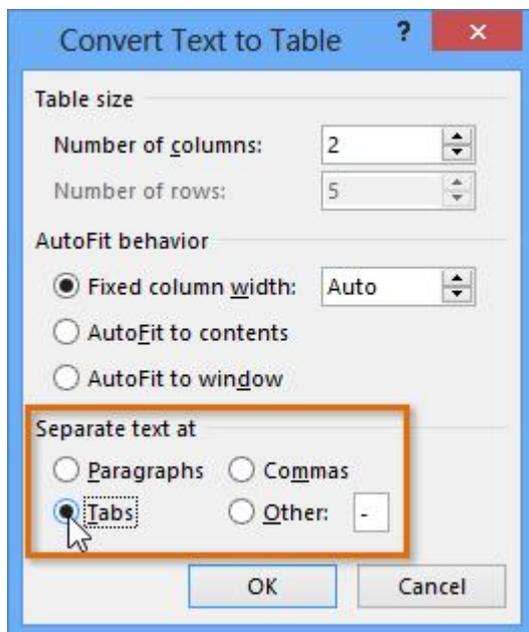
```
Roll   Name  Course  Address      Contact
12    Ajay  BBA     Sasaram     66587458956
14    Sanjay BCA    Gaurakshani 55474488214
15    Suraj B SC   Bhabua      98777456231
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- Select the text you want to convert.
- From the Insert tab, click the Table command.

Select Convert Text to Table from the drop-down menu.



A dialog box will appear. Choose one of the options in the Separate text at: section. This is how Word knows what text to put in each column.



Click OK. The text appears in a table as follows:-

Roll	Name	Course	Address	Contact
12	Ajay	BBA	Sasaram	66587458956
14	Sanjay	BCA	Gaurakshani	55474488214
15	Suraj	B SC	Bhabua	98777456231

Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes different options for customizing a table, including adding rows or columns and changing the table style.

To add a row or column:

Hover the mouse near the location where you want to add a row or column, then click the plus sign that appears.

Roll	Name	Course	Address	Contact
12	Ajay	BBA	Sasaram	66587458956
14	Sanjay	BCA	Gaurakshani	55474488214
15	Suraj	B SC	Bhabua	98777456231

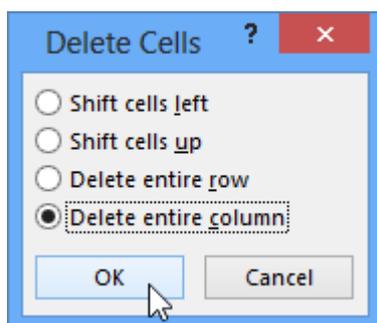
Roll	Name	Course	Address	Contact
12	Ajay	BBA	Sasaram	66587458956
14	Sanjay	BCA	Gaurakshani	55474488214
15	Suraj	B SC	Bhabua	98777456231

To delete a row or column:

- Place the insertion point in the row or column you want to delete.
- Right-click the mouse, then select Delete Cells... from the menu that appears.

Screenshot of Word 2013

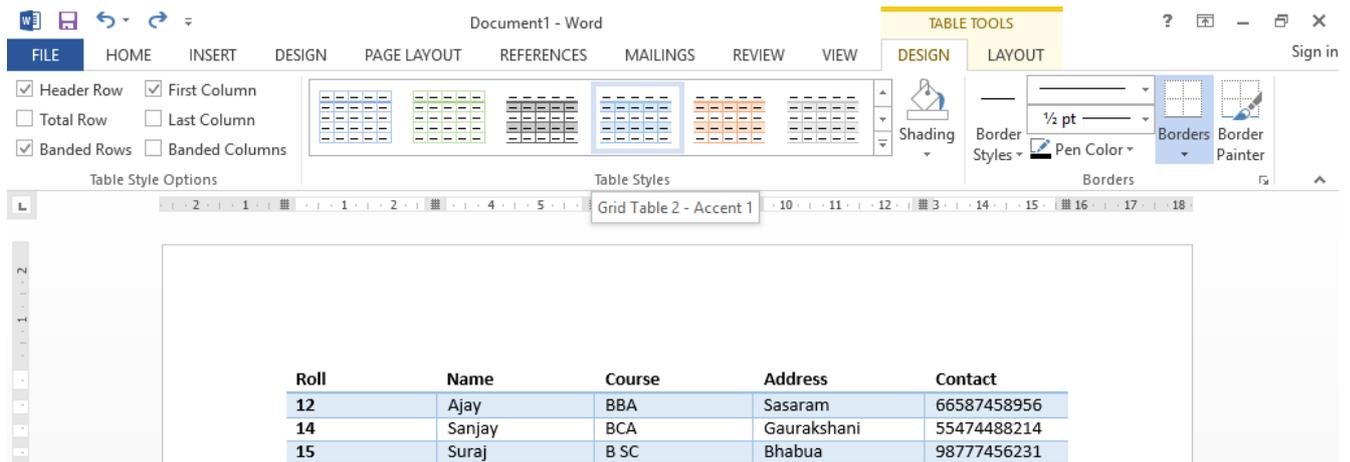
- A dialog box will appear. Select Delete entire row or Delete entire column, then click OK.



- The column or row will be deleted.

To apply a table style:

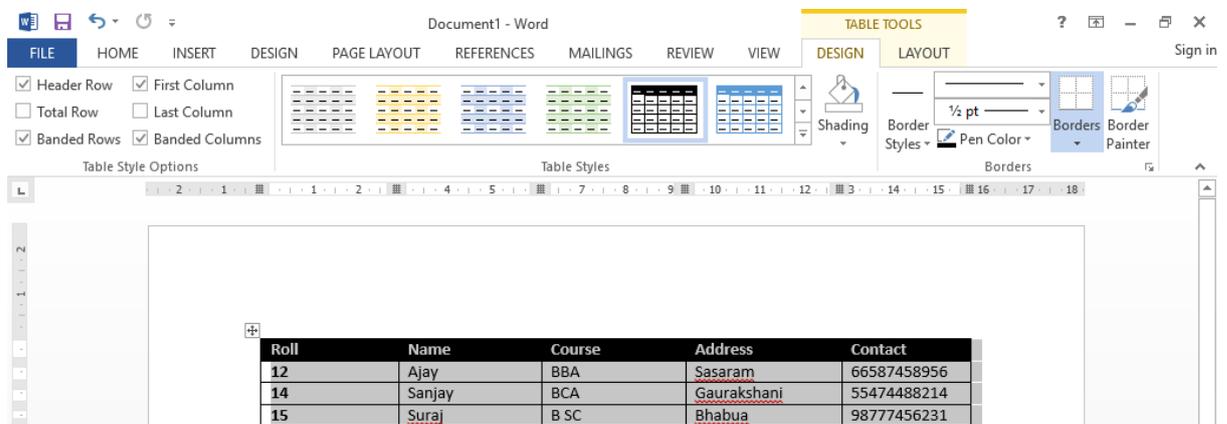
- Click anywhere on the table, then click the Design tab on the right side of the Ribbon.



To modify table style options:

Once you've chosen a table style, you can turn various options on or off to change the appearance of the table. There are six options: Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns.

- Click anywhere on the table.
- Click the Design tab on the right side of the Ribbon, then check or uncheck the desired options in the Table Style Options group.

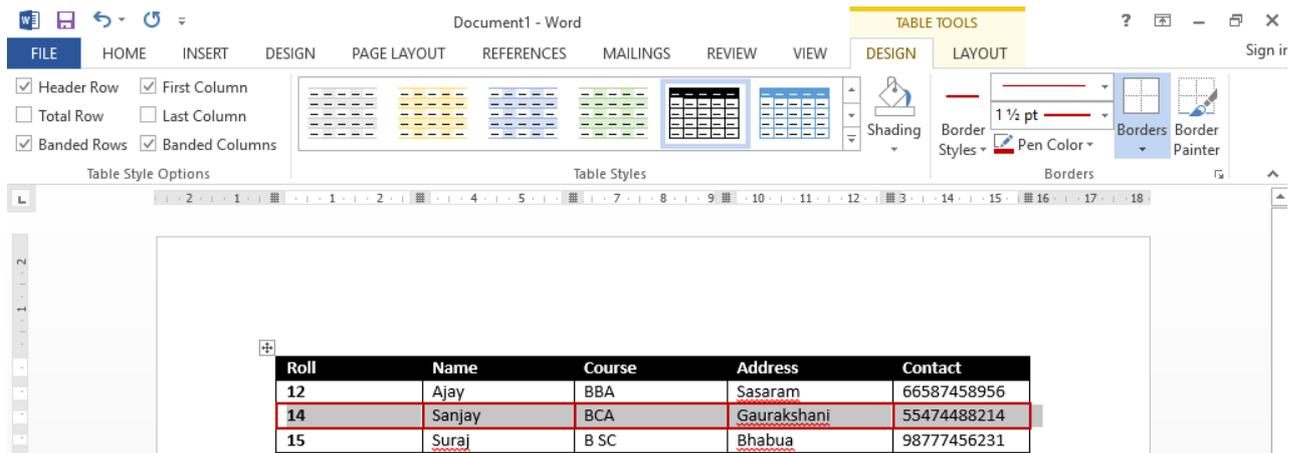


- The table style will be modified.

Depending on which Table Style you're using, certain Table Style Options may have a somewhat different effect. You may need to experiment to get the exact look you want.

To add borders to a table:

- Select the cells you want to add a border to.



- From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
- Click the Borders drop-down arrow.
- Select the desired border type from the menu that appears.
- The border will appear around the selected cells.

Modifying a table using the Layout tab

- When you select a table in Word 2013, the Layout tab appears under Table Tools on the Ribbon. From the Layout tab, you can make a variety of modifications to the table.
- Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.

