

Chapter = 03

Office Automation

Q1. What is a word processor? Write functions of a word processor.

Word processor



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.

Functions of word processing

Some of the functions of word processing software include:

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

Q2. Discuss the Margins and Paper Size options in the Page Setup group.

Margins (HOTKEY: ALT+P+M)

A margin is the area or space between the main content of a page and the page edges. This button is used to change the margins of the entire document or selected section.

Paper Size (HOTKEY: ALT+P+S+Z)

The size button is used to choose the size of the paper for current section or entire document.



Q3. Name and describe two options in Orientation.

Orientation (HOTKEY: ALT+P+O)

Page orientation or print orientation is the placement of contents on a page.

Portrait mode

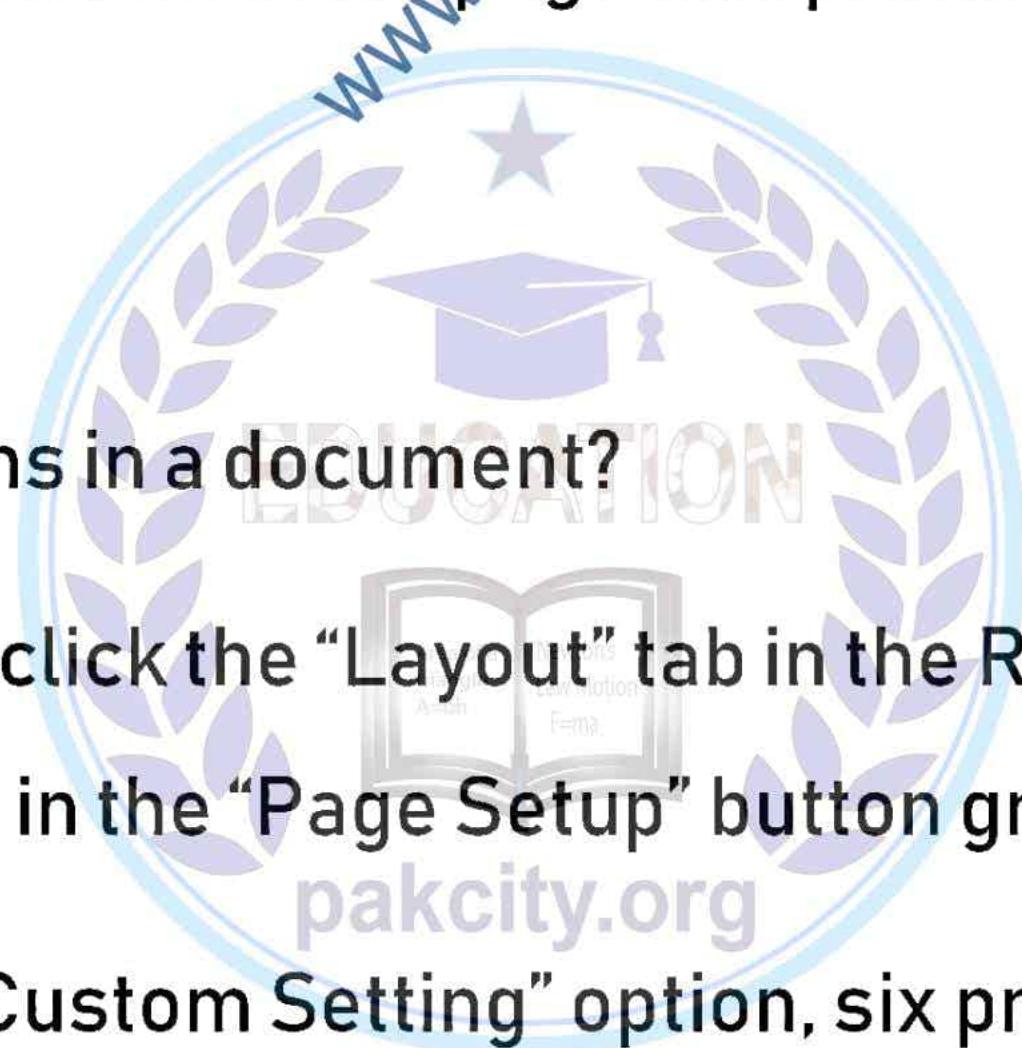
Portrait mode is the orientation of the page that prints the image vertically across the page

Landscape mode

Landscape mode is the orientation of the page that prints the image horizontally across the page

Q4. How can we apply Margins in a document?

To set margins in Word, first click the “Layout” tab in the Ribbon. Then click the “Margins” drop-down button in the “Page Setup” button group.



In this drop-down is a “Last Custom Setting” option, six preset margin choices, and a “Custom Margins” command click on it and set your desire custom margin then click ok or, to apply preset margins in Word, click one of the preset margin choices shown in the drop-down menu.

Q5. Describe the different types of breaks in MS Word.

Page Breaks in MS Word

There are 4 types of section breaks you can insert in a Microsoft Word document.

Next page

Insert a section break and start the new section of the next page.

Continuous

A type of break in which a section is break and to start the new section on the same page.

Even page

It inserts a section break and start the new section of the next even number page.

Odd page

In this type a section breaks and start the new section on the next odd number page.

Q6. Differentiate “Bring Forward” and “Send Backward” options in the Arrange group with example.

Bring Forward	Send Backward
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Brings a selected object in front of all other objects.	Sends a selected object behind all other objects
HOTKEY use is ALT+P+A+F	HOTKEY use is ALT+P+A+E

Q7. Explain the “Columns” option in the Page Setup group.



Columns

This button is used to split the text into two or more vertical columns. Short cut key use for it be ALT+P+J

Q8. List and define Position and Wrap Text option in Arrange Group.

Position (HOTKEY: ALT+P+P+0)

Position is used to place an object (picture or shape) on the page wherever you want.

Wrap Text (HOTKEY: ALT+P+T+W)

Text wrapping is used to arrange the text around an object like an image.

Q9. In what way does a ToC help book reader?

Table of Contents (ToC)

A Table of Contents (ToC) is an organized listing of the sections, groups and headings of content in a document and identified by page numbers where they are placed. It provides an overview of the document and allows readers to go directly to specific section or content in the document. ToC usually appears after the Title Page in a document. MS Word 2010 provides an advanced feature for automatically creating a ToC. A user can create an Automatic or a Manual table of contents in a document.

Q10. Write steps that will multiply 37 by 15 using the formula bar in MS Excel.

To multiply numbers, which are 37 and 15, placed in columns A2 and B2, respectively. The objective is to add these two numbers using MS Excel formula.

To achieve this, follow these steps:

1. Select cell C2.
2. Type = (equal sign).
3. Select cell A2 in the worksheet by using the mouse or the keyboard. This action places the cell reference A2 in the formula of selected cell.
4. Type *.
5. Select cell B2 in the worksheet by using the mouse or the keyboard to put that cell's reference in the formula of selected cell.
6. Press Enter.
7. The answer (555) will be calculated by MS Excel and displayed in the selected cell (C2) where the addition formula was composed.

Q11. Why do we use Watermark in a document? Give some examples of Watermarks.

Watermark (HOTKEY: ALT+P+P+W)

A watermark is a faded background image that displays behind the text in a document. This button is used to insert logos, images or text behind the contents of a page.

Common watermarks by default are

Confidential

Do not copy

Q12. List uses of spreadsheets in business

1. Storing Data

One of the main uses of spreadsheets in business is storing data.

2. Manipulate and analyze data

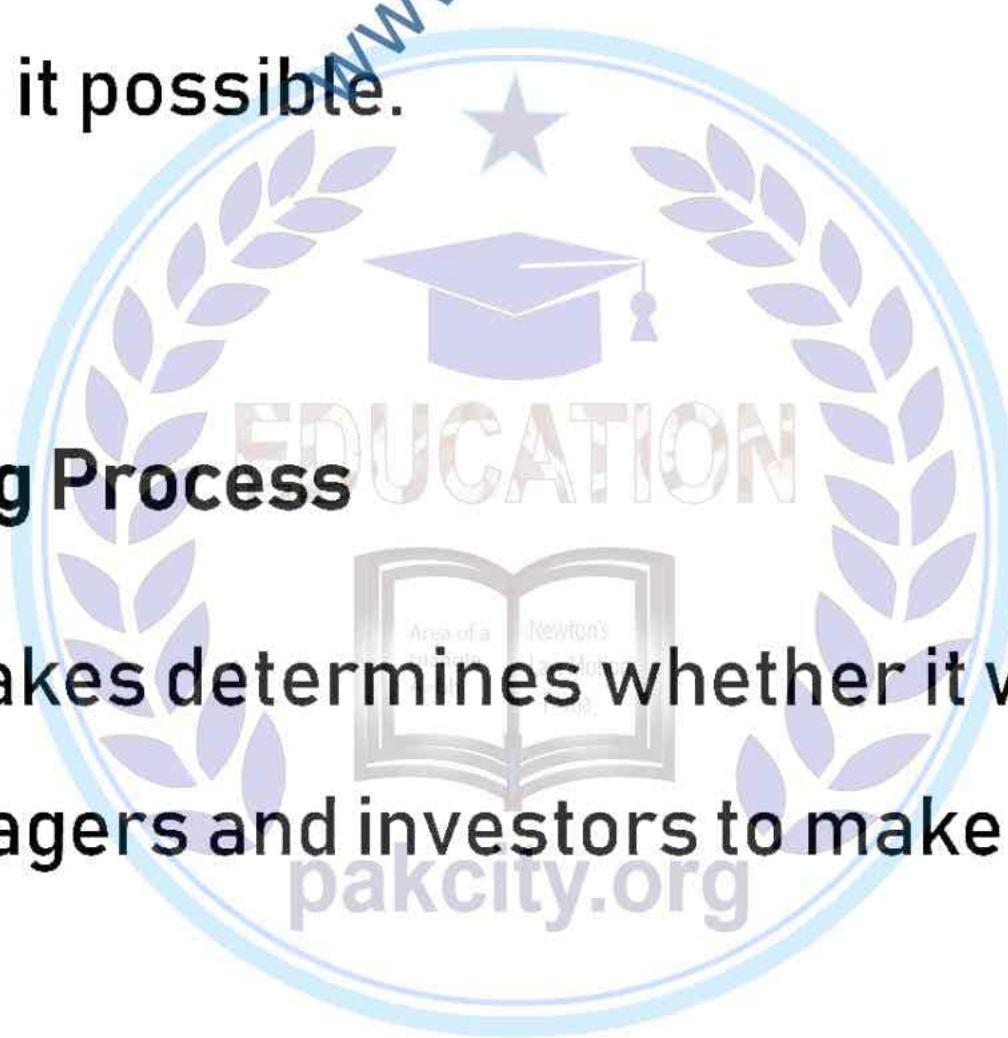
Apart from storage, you can use spreadsheets to manipulate and analyze data.

For example, it contains a feature that allows you to enter custom formulas.



3. Presentation/Visualization

Spreadsheets are used often for visualization purposes. They contain different tools and features that make it possible.



4. Inform the Decision Making Process

Decisions that a business makes determines whether it will be successful or not. Spreadsheets help managers and investors to make well-informed decisions

5. Business Accounts and Budgeting

Coming up with a budget is not an easy task without the use of spreadsheets. You can create a table and list the most important things followed by the least important. There are features that will show you the sectors that need the most attention. This information is very important, especially when purchasing items.

Spreadsheets also assist accountants in managing business accounts. So funds are released easily because some calculations are automated.

6. Invoices

Most spreadsheet platforms will allow you to integrate the invoice template. It speeds up the process of receiving or dispatching products.

7. Wages

Managing wages is now easy thanks to the spreadsheets. You can set up a formula that automatically calculates the number of hours an individual employee has worked.

13. What do you know about page layout tab?

Page layout tab

The Page Layout Tab allows user to control the look and feel of his or her document. User can set margins, apply themes, control page orientation and size, add sections and line breaks, display line numbers, and set paragraph indentation and lines. The Page Layout tab has have groups of related commands namely Themes, Page Setup, Page Background, Paragraph and Arrange.

Q14. what is Page setup group? Also discuss its functions.

Page setup group

Page Setup settings help us set the page layout properties such as margins, orientation and size. The settings in this section are often applied throughout the document.

1. Margins (HOTKEY: ALT+P+M)

A margin is the area or space between the main content of a page and the page edges. This button is used to change the margins of the entire document or selected section.



2. Orientation (HOTKEY: ALT+P+O)

Page orientation or print orientation is the placement of contents on a page. This button sets the contents of the page or section in portrait (Vertical) or landscape (Horizontal) layouts.

3. Size (HOTKEY: ALT+P+S+Z)

The size button is used to choose the size of the paper for current section or entire document.

4. Columns (HOTKEY: ALT+P+J)

This button is used to split the text into two or more vertical columns.

5. Breaks (HOTKEY: ALT+P+B)

Breaks button is used to insert page, section or column breaks in the document.

6. Line Numbers (HOTKEY: ALT+P+L+N)

This button is used to add line numbers on the left side of each line of the document.

7. Hyphenation (HOTKEY: ALT+P+H)

This button is used to specify how hyphenation in a document should be applied.

Q15. What do you know about page background group?

Page Background Group

These settings are used mostly for special documents such as certificates, invitations, brochures, essays, etc. It consists of 3 buttons namely, Watermark, Page Color and Page Borders.

1. Watermark (HOTKEY: ALT+P+P+W)

A watermark is a faded background image that displays behind the text in a document. This button is used to insert logos, images or text behind the contents of a page.

2. Page Color (HOTKEY: ALT+P+P+C)

This button is used when user wants to apply a color for the background of the page.

3. Page Border (HOTKEY: ALT+P+P+B)

Page Border button is used to put a border around the page.

Q16. What do you know about Paragraph Group? Discuss its function.

Paragraph Group

The Paragraph Group is where we can modify all the settings of the paragraphs that appear in our document. This allows us to set a few basic paragraph styles and also adjust the indents and spacing's.

1. Indent Left (HOTKEY: ALT+P+I+L)

Indent Left is used to define amount of blank space (in centimeters) used to separate a paragraph from left margin.

2. Indent Right (HOTKEY: ALT+P+I+R)

Indent Right is used to define amount of blank space (in centimeters) used to separate a paragraph from right margin.



3. Space Before (HOTKEY: ALT+P+S+B)

Space Before is used to indicate how much space (in points) is added before the selected paragraph.

4. Space After (HOTKEY: ALT+P+S+A)

Space After is used to indicate how much space (in points) is added after the selected paragraph.

Q17. What do you know about Arrange group in MS-Word.

Arrange group

The buttons in Arrange Group help the users to quickly arrange graphical and other elements of the document in relation to the main textual content.

1. Position (HOTKEY: ALT+P+P+O)

Position is used to place an object (picture or shape) on the page wherever you want.

2. Wrap Text (HOTKEY: ALT+P+T+W)

Text wrapping is used to arrange the text around an object like an image.

3. Bring Forward (HOTKEY: ALT+P+A+F)

Brings a selected object in front of all other objects.

4. Send Backward (HOTKEY: ALT+P+A+E)

Sends a selected object behind all other objects.

5. Selection Pane (HOTKEY: ALT+P+A+P)

Selection Pane is used to select, show, hide and change the order of objects in the document.

6. Align (HOTKEY: ALT+P+A+A)

Align is used to place objects like pictures, shapes, icons, etc. in alignment with margins, edge, or relative to another object in the document.

Q17. Write a short note on sorting

Sorting

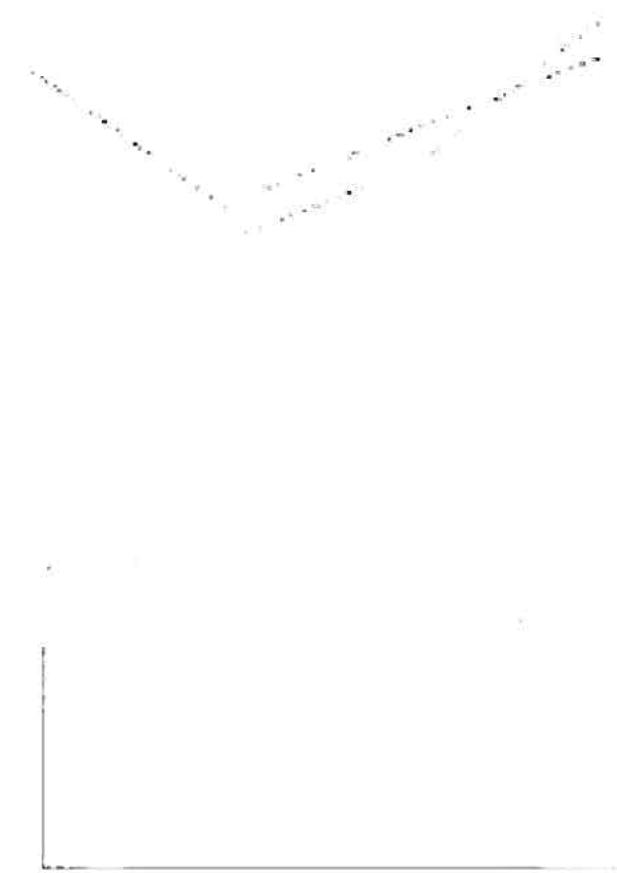
Sorting is the process of rearranging or reordering data based on different criteria like size, quality, value and quantity. MS Excel has the ability to sort data according to the needs of the user.



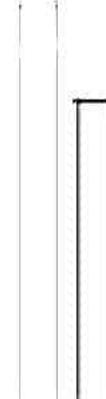
Choose the right answer:

1. Which chart will be suitable to show the share of three partners in a business?

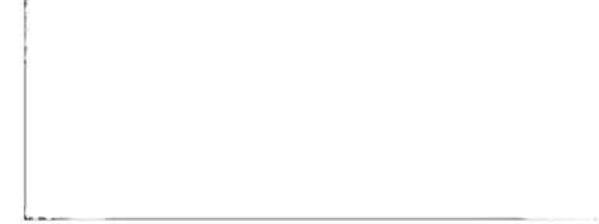
a)



b)



c)



d)

2. The software that is used for accounting purpose is:

- a) MS Word
- b) MS Excel
- c) MS Power point
- d) MS Access

3. The software that is used to format a document is:

- a) MS Word
- b) MS Excel
- c) MS Power point
- d) MS Access

4. The special character that initiates the formula mode in a cell is:

- a) /
- b) =
- c) -
- d) *

5. The function which is used to re-arrange data according to specific criteria is called:

- a) Filtering
- b) Sorting
- c) Organizing
- d) Grouping

6. If we want to change the overall design of a word document, we should use:

- a) themes
- b) page layout
- c) watermark
- d) margins

	A	B	C	D	E	F
1	Name	English	Sindh/Urdu	Maths	Science	Total
2	Ghulam Shabir	40	41	41	40	
3	Riaz Hussain	41	39	34	38	
4	Nabil Ahmed	41	35	32	40	
5	Anwar Ali	40	38	32	37	

7. The correct formula to calculate the total in the given table is:

a) $= B2 + C2 + D2 + E2$
 b) $= B2 + E2$
 c) $= \text{sum}(B2 \text{ to } E2)$
 d) $= \text{sum}(B2 \text{ from } E2)$

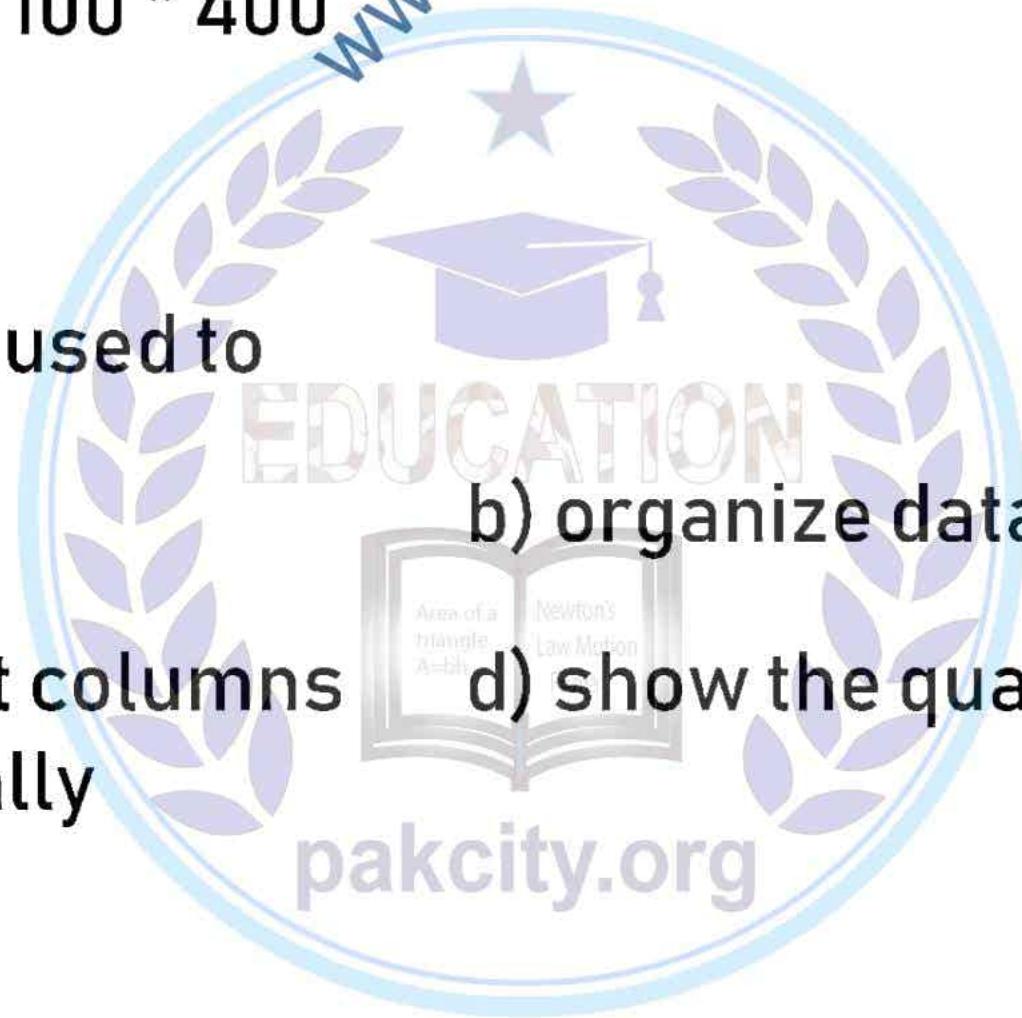
8. The correct formula to calculate the percentage in the given table is:

	A	B	C	D	E	F
1	Name	English	Sindh/Urdu	Maths	Science	Per
2	Ghulam Shabir	40	41	41	40	
3	Riaz Hussain	41	39	34	38	
4	Nabil Ahmed	41	35	32	40	
5	Anwar Ali	40	38	33	37	

a) $= B2 + C2 + D2 + E2 / 400 * 100$
 b) $= B2 + C2 + D2 + E2 * 100$
 c) $= (B2 + C2 + D2 + E2) / 400 * 100$
 d) $= (B2 + C2 + D2 + E2) / 100 * 400$

9. Charts are basically used to

a) design tables
 b) organize data in tables
 c) Sort data in different columns
 d) show the quantities and their relationships graphically



10. To apply the table of contents automatically, the most important task is to properly define the

a) levels of heading
 b) page numbering
 c) page layout
 d) themes