Office Automation

Office automation is the process of automating office tasks using computers. Many types of tasks are performed in an office. These tasks include:

- Decision-making

- Data manipulation

- Document handling

- Communication and storage

Some computerized systems used in an office are follows:

1. **Document Management system (DMS)** - DSM consists of different applications like word processing, desktop publishing reprographic, image processing and archival storage applications.

    a. **Word Processing** - is used to create documents electronically. It is used to produce high-quality letters, proposals, reports and brochures etc.

    b. **Desktop Publishing**- is used to make these documents attractive with photos and graphics etc. it is used to publish the documents.

    c. **Spreadsheet Application** - is used to maintain records and calculate expenses, profits and losses. It is also used to perform mathematical, statistical and logical processing.

2. **Office Support System-** It is used to coordinate and manage the activities of a workgroup. The

members of a workgroup can share their work and coordinate with one another