

Office Automation
2- Marks

1. What is the primary function of the CPU in a computer system?

The CPU (Central Processing Unit) is the core component of a computer responsible for executing instructions and performing calculations. Its primary function is to process data and instructions, control other hardware components, and manage the overall operation of the computer. It fetches instructions from memory, decodes them, executes the necessary operations, and stores the results.

2. Differentiate between input and output devices in a computer system.

Input devices and output devices serve opposite purposes in a computer system. Input devices are used to provide data and instructions to the computer. Examples include the keyboard for typing text, the mouse for pointing and clicking, and the scanner for digitizing physical documents. On the other hand, output devices are used to display or produce results from the computer's processing. Examples of output devices include the monitor for displaying visual information and the printer for producing hard copies of documents or images.

3. What is the purpose of the "File" menu in word processing software, and what are some common operations you can perform under this menu?

The "File" menu in word processing software serves as the gateway for managing documents. Common operations under this menu include opening, saving, and printing documents, as well as creating new documents and exiting the application. It also provides options for document properties and sometimes includes functions like exporting or sharing documents.

4. How can you use formatting tools in word processing to enhance the appearance of text in a document?

Formatting tools in word processing are used to improve the visual presentation of text. Users can change font styles, sizes, and colours to make text more appealing. Additional formatting options include applying bold, italics, underline, and highlighting. Paragraph formatting allows for adjusting line spacing, margins, and text alignment to enhance the overall appearance of the document.

5. What is the purpose of a spell checker in word processing software, and how does it assist users in document editing?

A spell checker is a feature in word processing software that helps users identify and correct spelling errors in a document. It scans the text for words not found in its dictionary and highlights them as potential errors. Users can then choose from suggested corrections or manually edit the text. Spell checkers are essential for ensuring the accuracy and professionalism of written documents.

6. What is the primary function of a spreadsheet application like Excel?

The primary function of a spreadsheet application like Excel is to organize, store, manipulate, and analyse data in a tabular format. It is commonly used for tasks such as data entry, calculation, data visualization, and financial analysis.

7. How do you format data in a spreadsheet, and why is formatting important?

Formatting in a spreadsheet involves changing the appearance of cells, such as adjusting fonts, colours, and alignment. It is important for improving data readability, emphasizing key information, and making the spreadsheet visually appealing.

8. What is a formula in a spreadsheet, and how is it entered and copied to other cells?

A formula in a spreadsheet is a mathematical expression or function that performs calculations on data. To enter a formula, you start by typing an equal sign (=) followed by the

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Chao Zhang



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