Office Automation

1. What is computer Office Automation?

2. Explain briefly what is a word processor, spreadsheet, database and others that we can find in MS Office.

3. List and explain briefly two features that we can use in MS Word, Excel, Publisher, Access, PowerPoint and FrontPage.

4. Create a spreadsheet of how much we spend our money on cigarettes per week, per month and per year. Then plot the chart.