

# Office Automation Tools

# Office Automation

- Office automation refers to the use of computer and software to **digitally create, collect, store, manipulate and relay office information** needed for accomplishing basic tasks and goals.
- In other words, the term office automation refers to all **tools and methods that are applied to office activities** which make it possible to process written, visual and sound data **in a computer-aided manner.**

# Office Suite Tools

- The term "**office suite**" refers to all software programs which make it possible to meet office needs. In particular, an office suite therefore includes the following software programs:
  - word processing
  - a spreadsheet
  - a presentation tool
  - a database
  - a scheduler

# Office Suite Tools

- The main office suites are:
  - **OpenOffice** (freeware)
  - **Microsoft Office**
  - **Libre Office**
  - AppleWorks
  - Corel WordPerfect
  - IBM/Lotus SmartSuite
  - Sun StarOffice

# Benefits of Office Automation

- 1. Data management** offers advantages such as simplifying the management of stored data and information. Program schedulers, reminder systems, and task management allow businesses to monitor and control office projects and activities.
- 2. Data storage** includes confidential and important office records and documents. An **office automation** system would include data applications which are used to create and edit spreadsheets, documents and files or images.

# Benefits of Office Automation

3. ***Data exchange*** of stored or manipulated data and information makes it easier for one or more members of an organization to send files and exchange data and information in real-time with an electronic transfer application or network connection, which enhances productivity.
4. ***Accuracy*** is greatly improved as programs and applications assist staff in getting 100% accuracy in day-to-day business processes.

# Benefits of Office Automation

5. **Saves time** and resources by simplifying and automating complex tasks. Digital storage eliminates the need for hard copies, which not only saves money and office space, but it helps the planet too.
6. **Reduces costs** by not investing too much on hiring new resources to take care of tasks which can be easily executed by an **office automation** system.

# Open Source Software & Proprietary Software

- Open-source refers to the software **whose source code is available for anybody to access and modify.**
- **i.e. Open-source software (OSS)** is a type of computer software in which source code is released under a license in which the copyright holder grants users the rights to study, change, and distribute the software to anyone and for any purpose.
- E.g. Apache Open Office, Libre Office etc.



# Open Source Software & Proprietary Software

- Proprietary software is software that is **solely owned by the individual or the organization that developed it.**
- The owner of is the exclusive copyright holder of the software and only he has the **rights to modify or add features to the program's source code.** He is the sole owner of the program who can sell it under some concrete conditions which should be followed by the users in order to avoid any legal disputes.
- **E.g. Microsoft Office.**

## Open Source Software

## Proprietary (Commercial Software)

It refers to the software that is developed and tested through open collaboration.

Anyone can access, inspect, modify and redistribute the source code

The project is managed by an open source community of the developers and programmers.

It refers to the software that is solely owned by the individual or the organization that developed it.

Only the owner or publisher who holds the legal property rights of the source code can access it.

The project is managed by a closed group of individuals or team that developed it.

## Open Source Software

## Proprietary (Commercial Software)

They are not aimed at unskilled users outside of the programming community.

It provides better flexibility which means more freedom which encourages innovation.

e.g. Android, Firefox, Libreoffice, Ubuntu etc.

They are focused on a limited market of both skilled and unskilled end users.

There is a very limited scope of innovation with the restrictions and all.

e.g. Windows, macOS, Google Earth etc.