

DIRECTORATE OF TECHNICAL EDUCATION

Guindy, Chennai -25.

LABORATORY RECORD BOOK SUBMITTED IN PARTIAL
FULFILLMENT FOR THE AWARD OF THE CERTIFICATE OF

Certificate Course in

Computer on Office Automation

Name :

Registration Number :

Name of centre :

DIRECTORATE OF TECHNICAL EDUCATION

Guindy, Chennai -25.

Certificate Course in

Computer on Office Automation

CERTIFICATE

Certified that this is the bonafide record of work done by
_____ Reg. No _____ in the
certificate course in Computer on Office Automation Laboratory and
submitted for the August/February 20____ Examination held at the
examination centre_

Submitted for the practical examination held on _____

Staff Incharge

Record marks

Internal Examiner

External Examiner

CONTENTS

Sl. No	Date	Name of the Exercise	Page no.	Signature

CONTENTS

Sl. No	Date	Name of the Exercise	Page no.	Signature

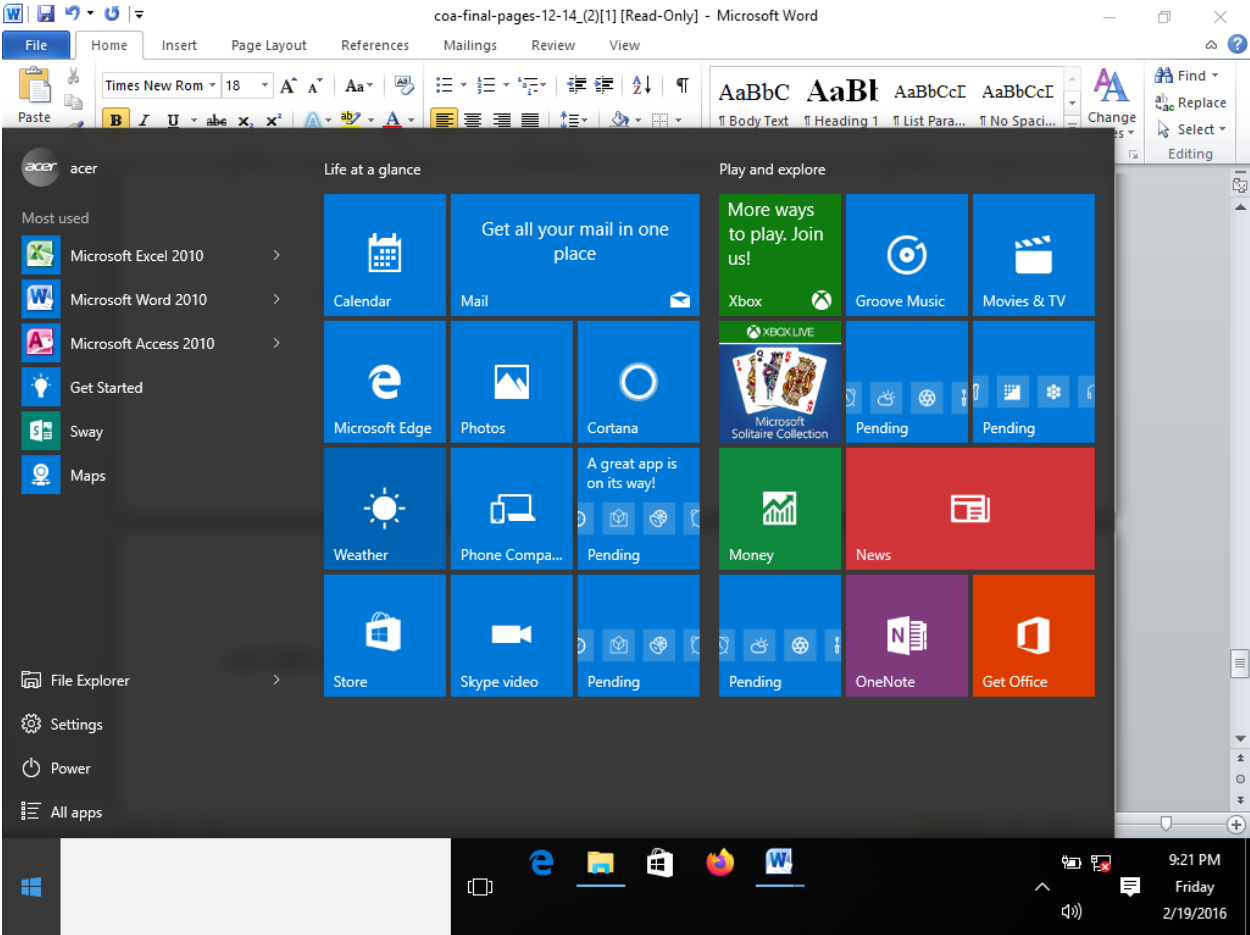
CONTENTS

Sl. No	Date	Name of the Exercise	Page no.	Signature

CONTENTS

Sl. No	Date	Name of the Exercise	Page no.	Signature

OUTPUT:



EX NO:

STARTING A PROGRAM, RUNNING A PROGRAM

DATE:

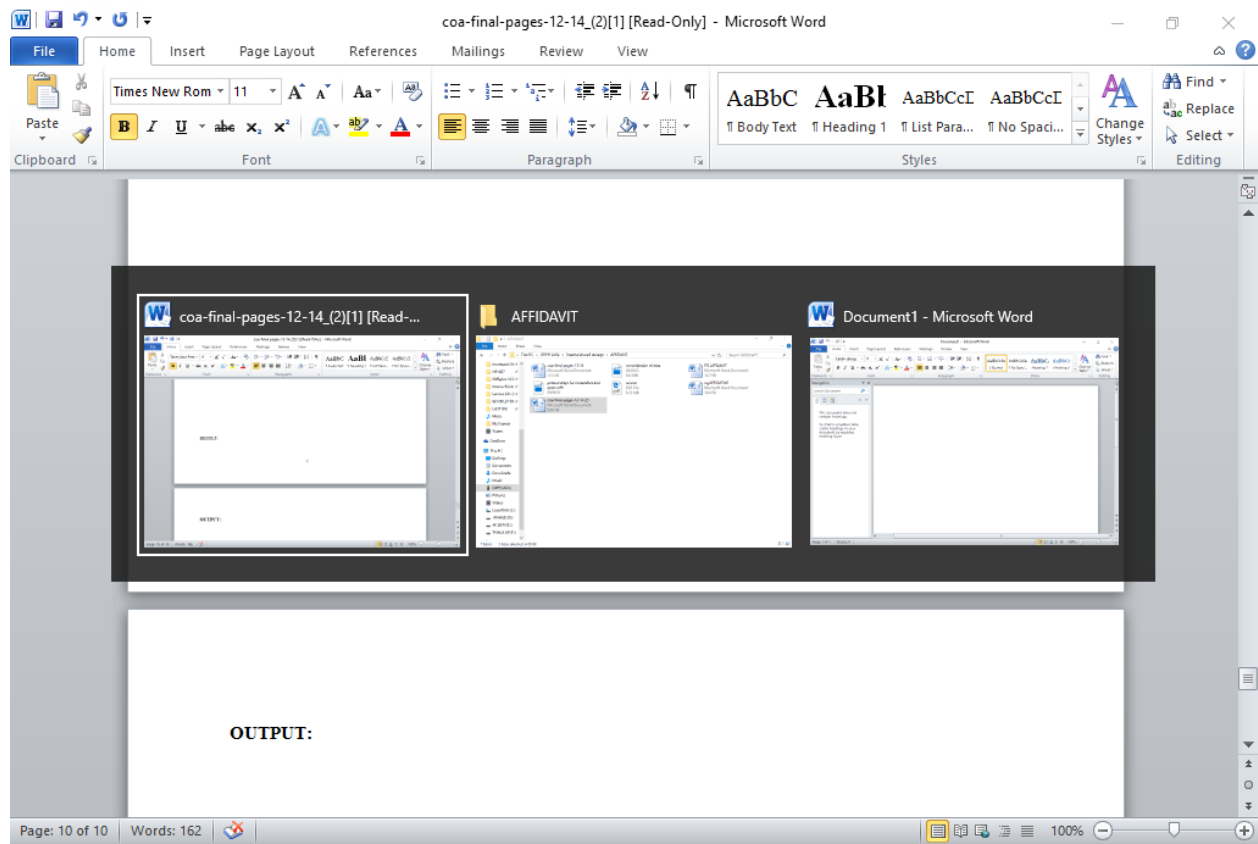
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO

DATE:

RUNNING MULTIPLE PROGRAMS&SWITCHING BETWEEN WINDOWS

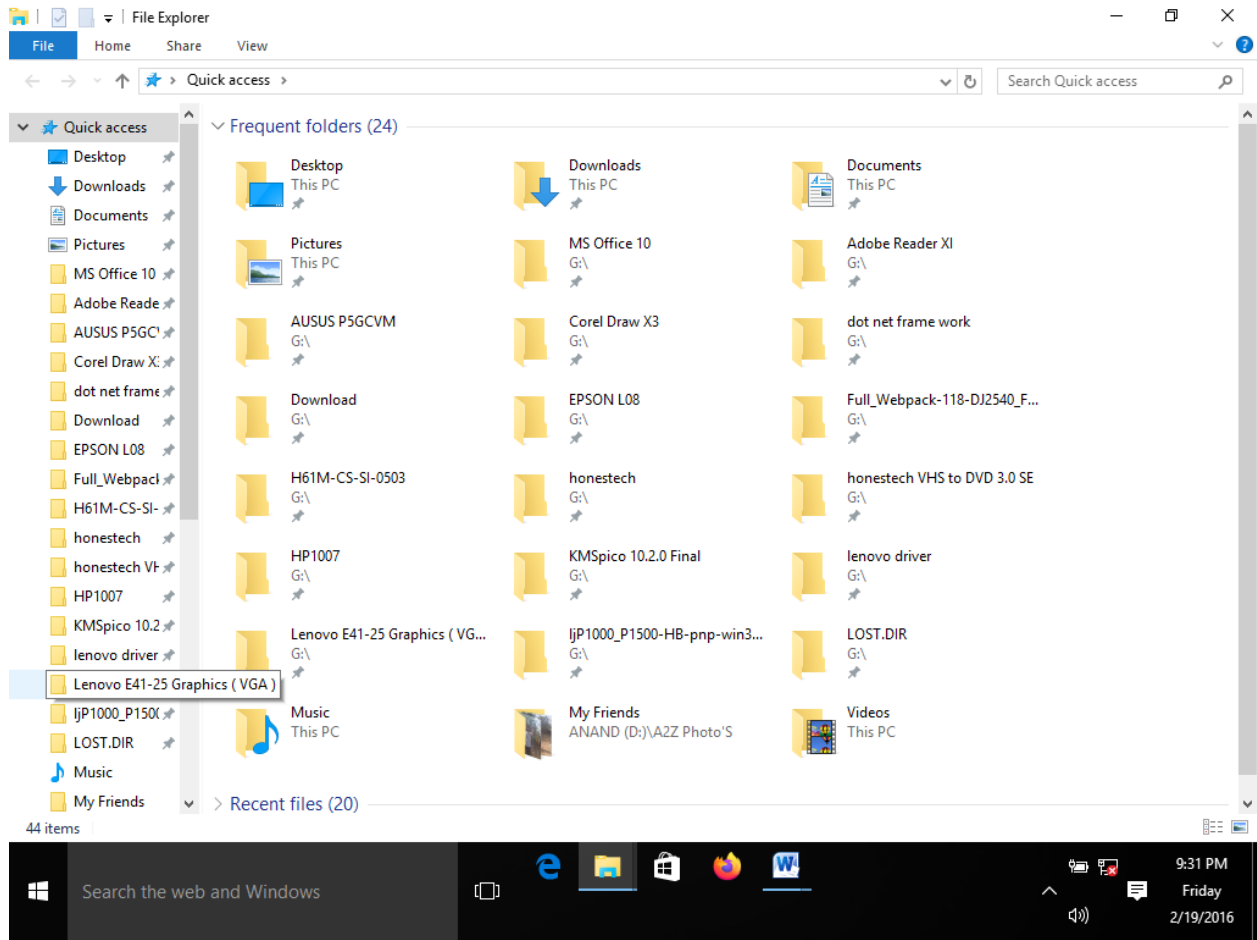
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO

DATE:

RUNNING A PROGRAM FROM EXPLORER

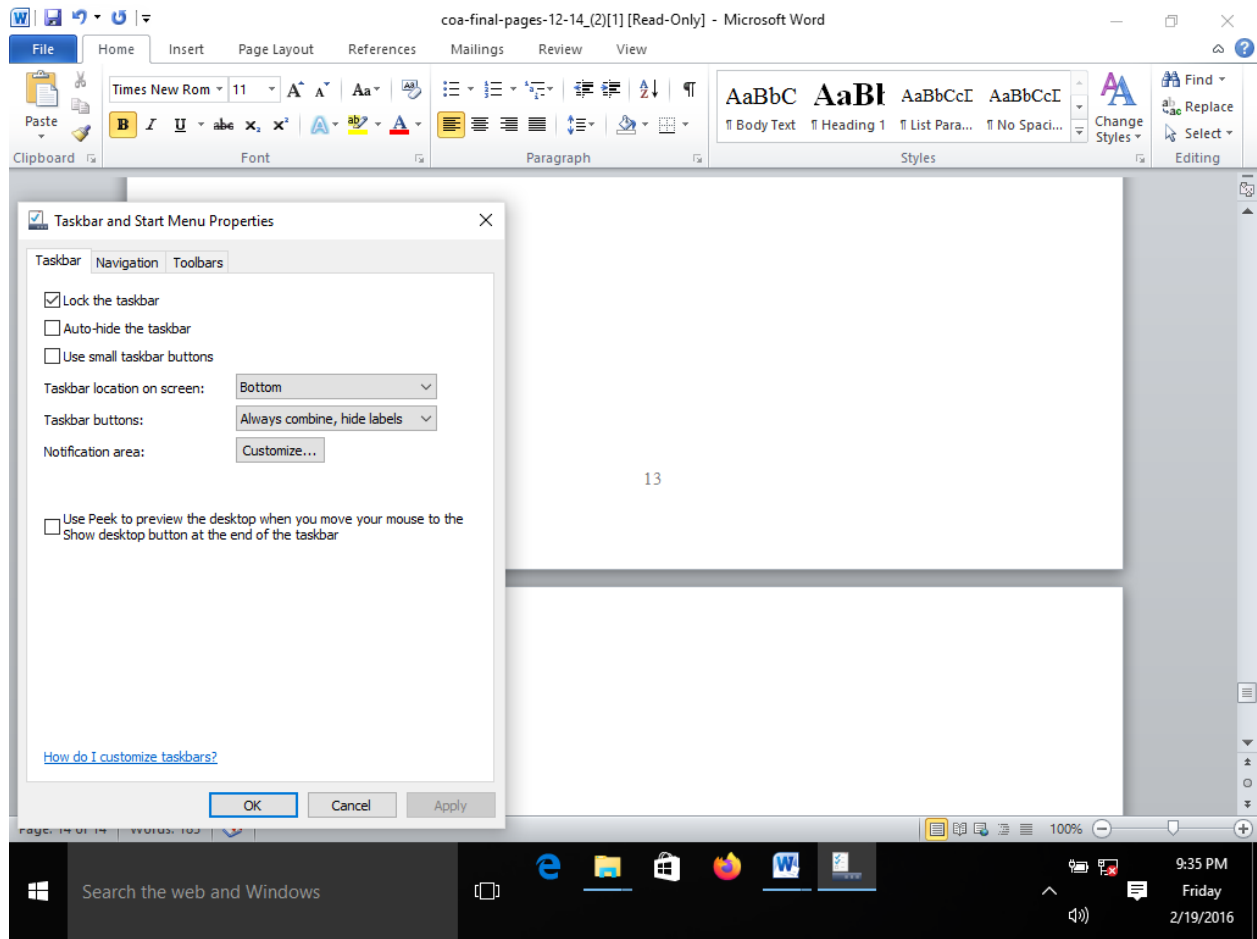
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CUSTOMIZING THE TASK BAR, MAKING THE TASK BAR WIDER

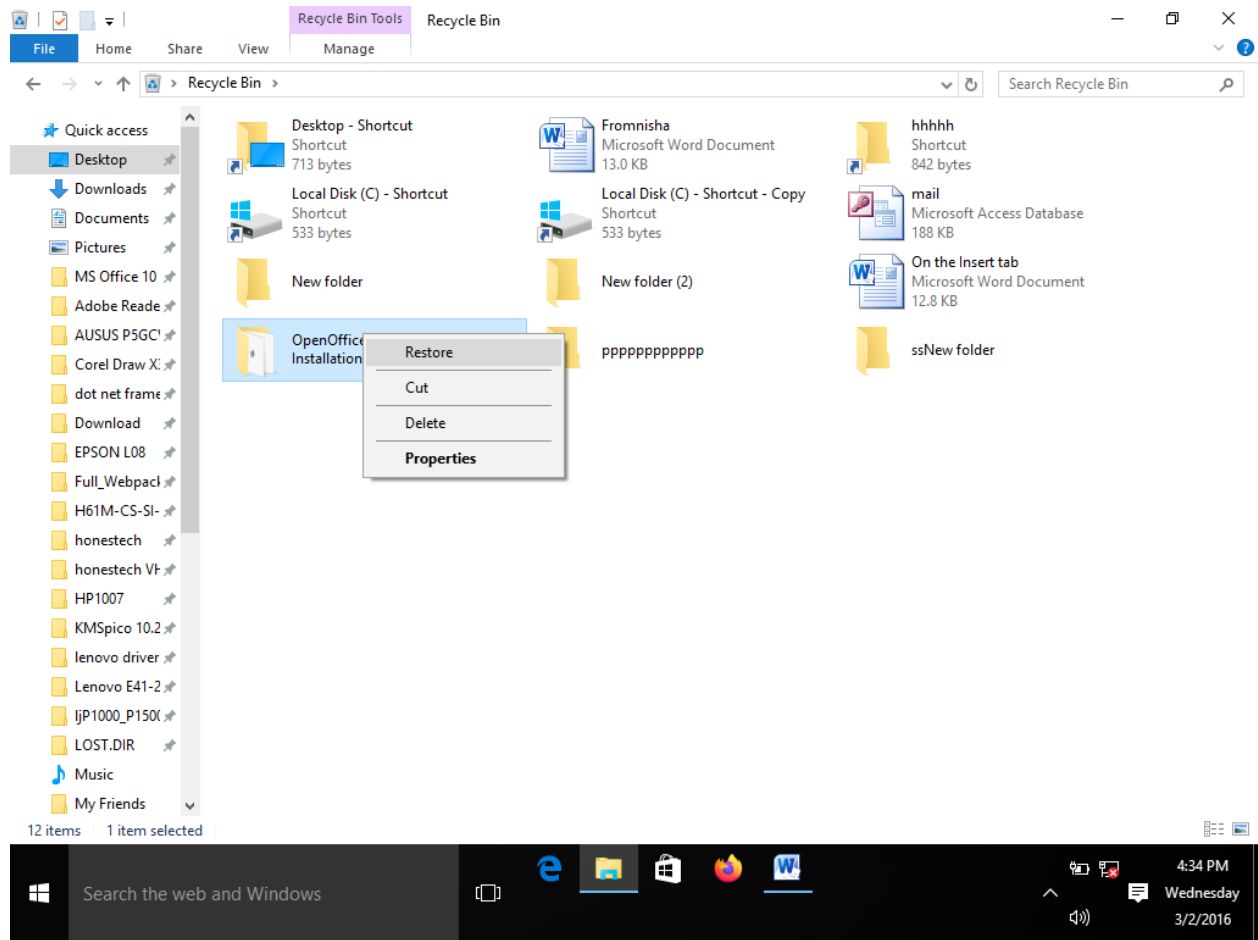
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

RECYCLE BIN, RESTORING THE DELETED FILES

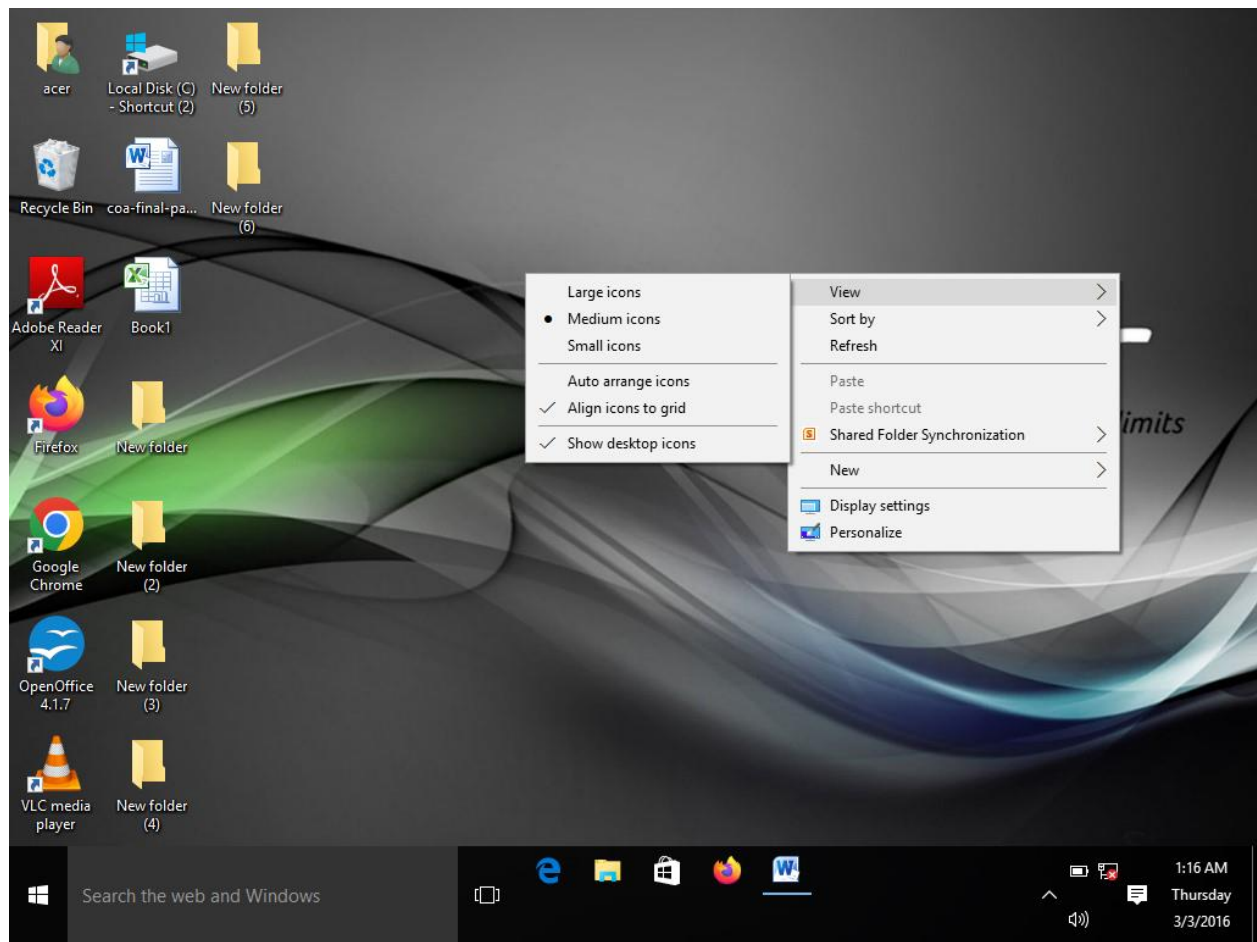
AIM:

PROCEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

ARRANGING ICONS ON THE DESTOP

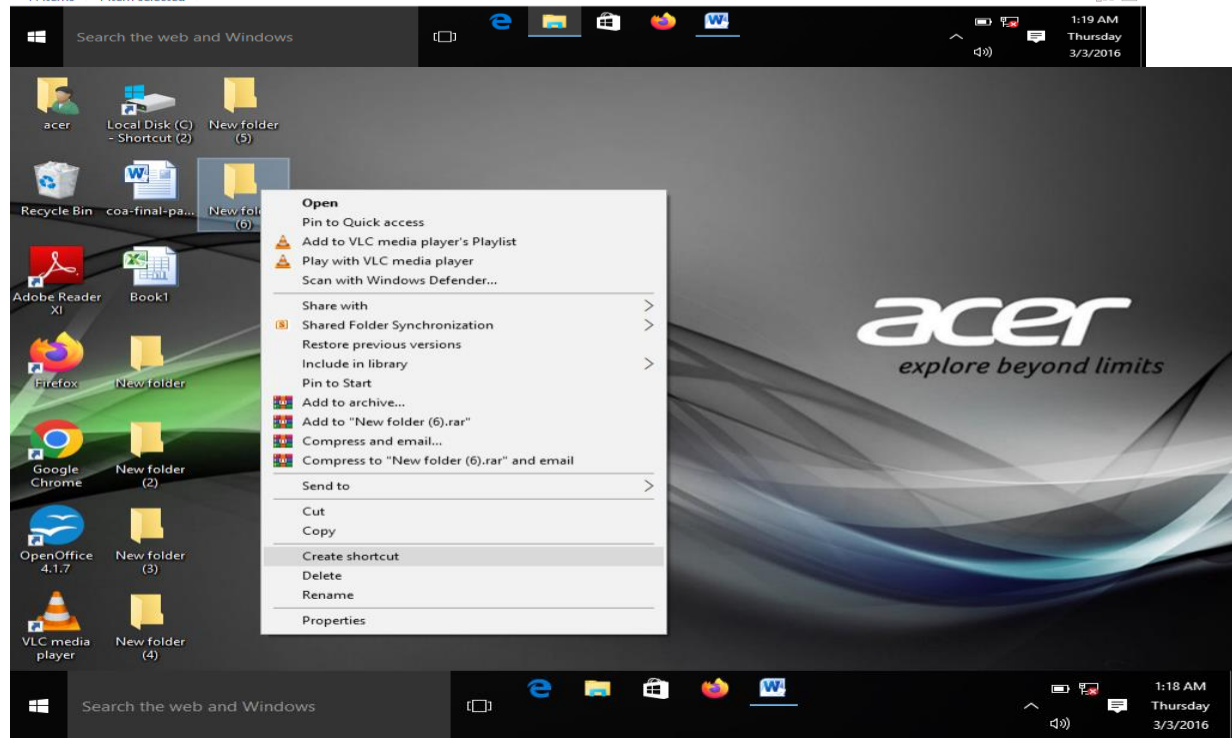
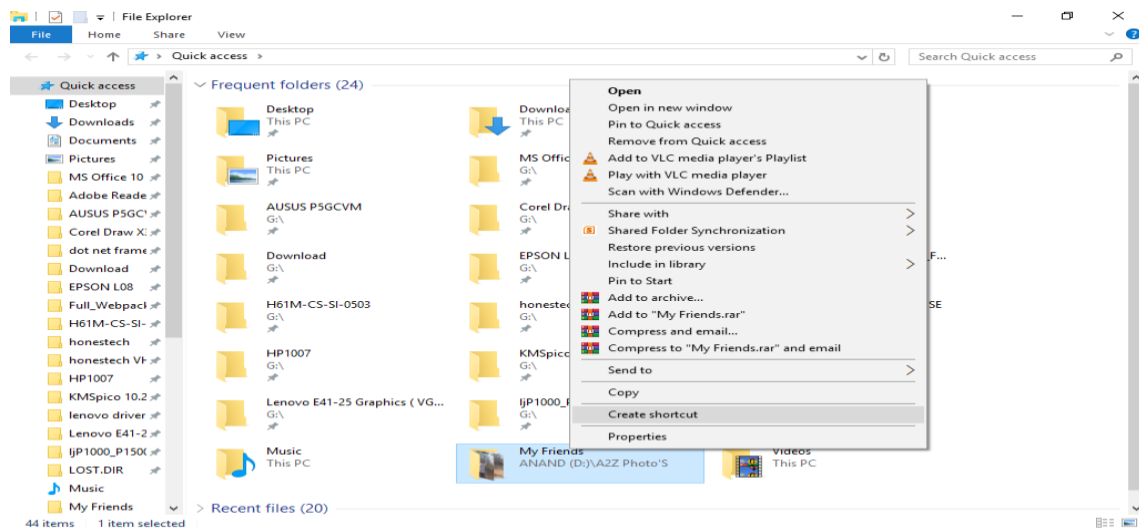
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CREATING SHORTCUTS. ADDING A PROGRAM IN THE DESKTOP

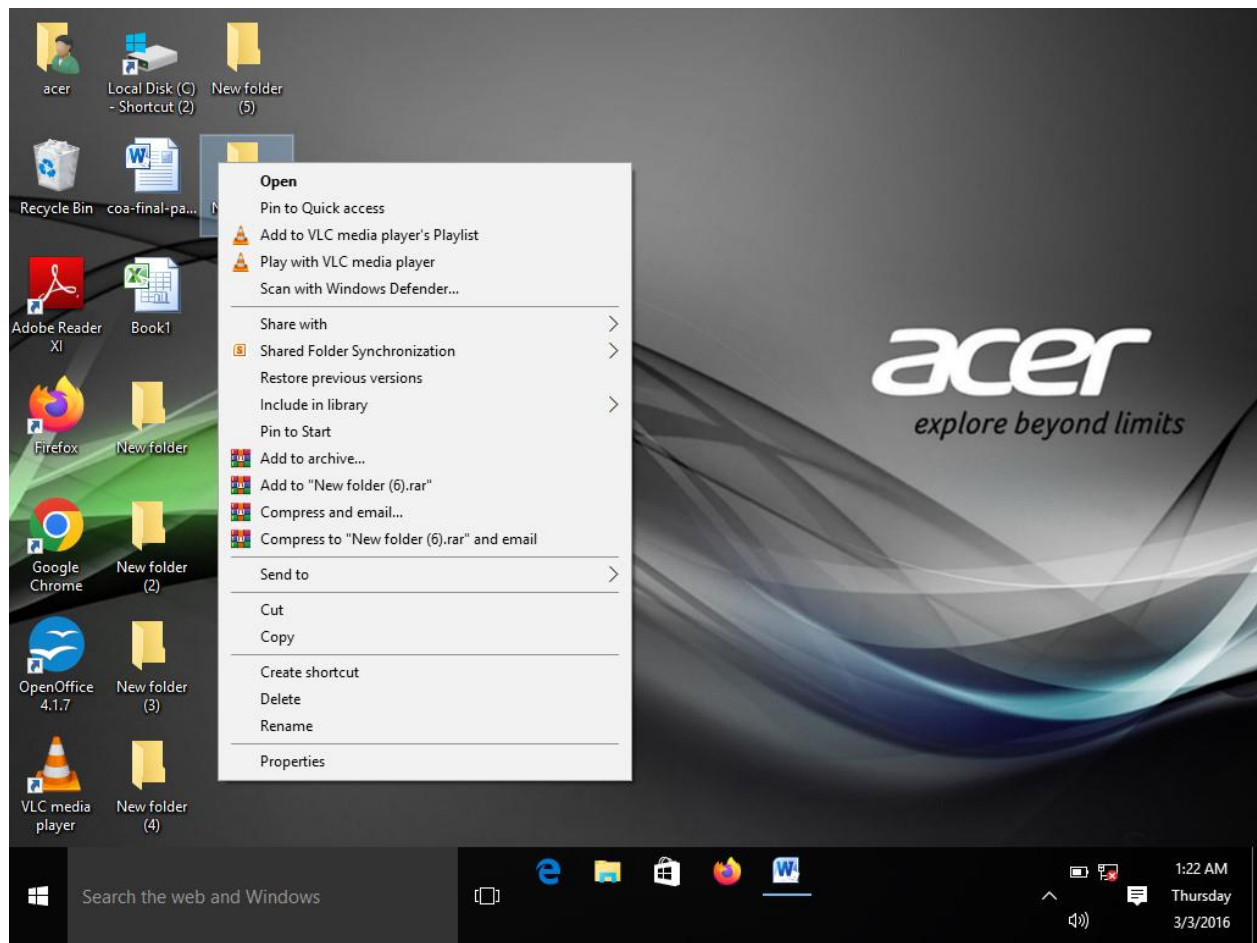
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CREATING AND REMOVING FOLDERS, RENAMING FOLDERS AND FILES

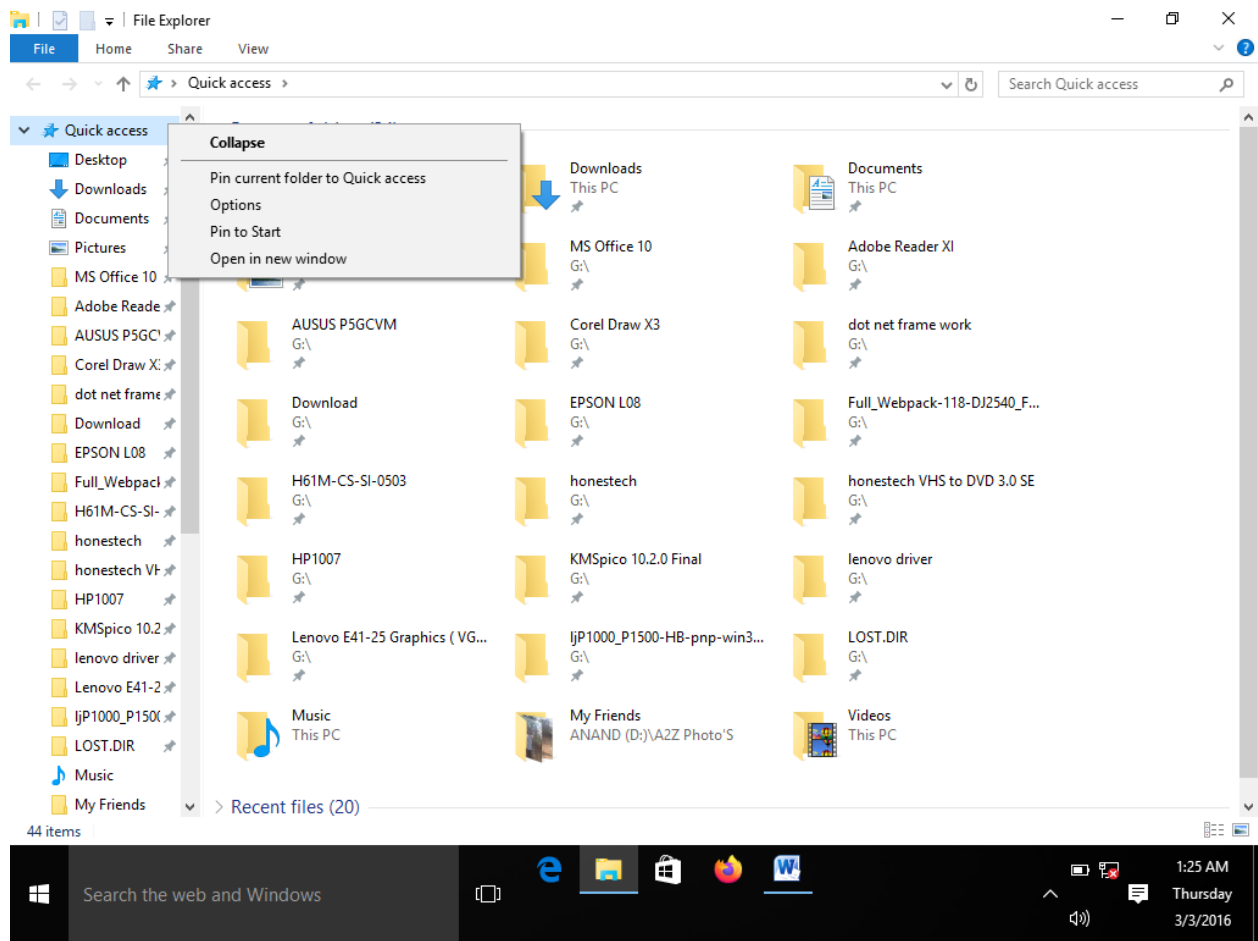
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

EXPANDING AND COLLAPSING A FOLDER

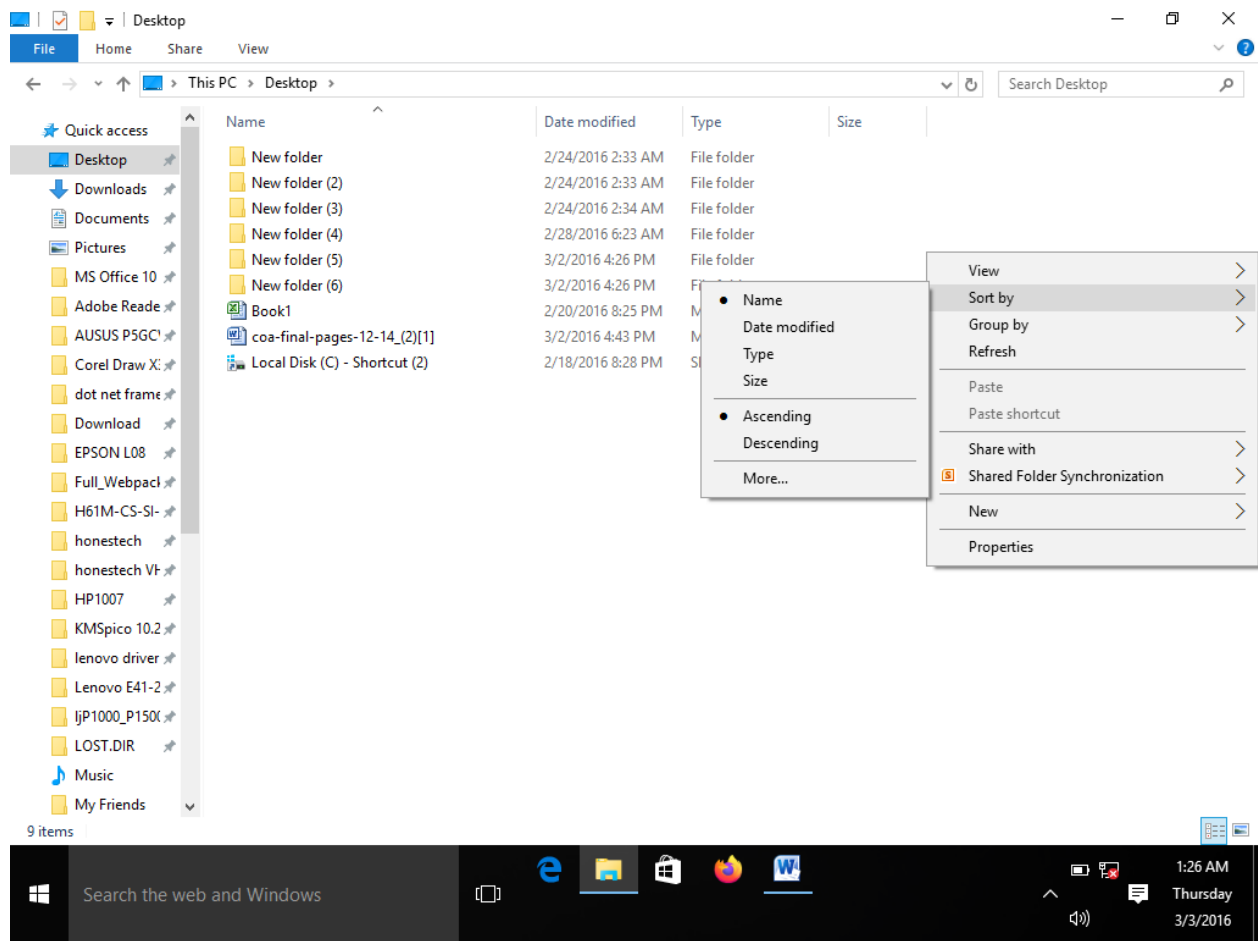
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

SORTING A FOLDER

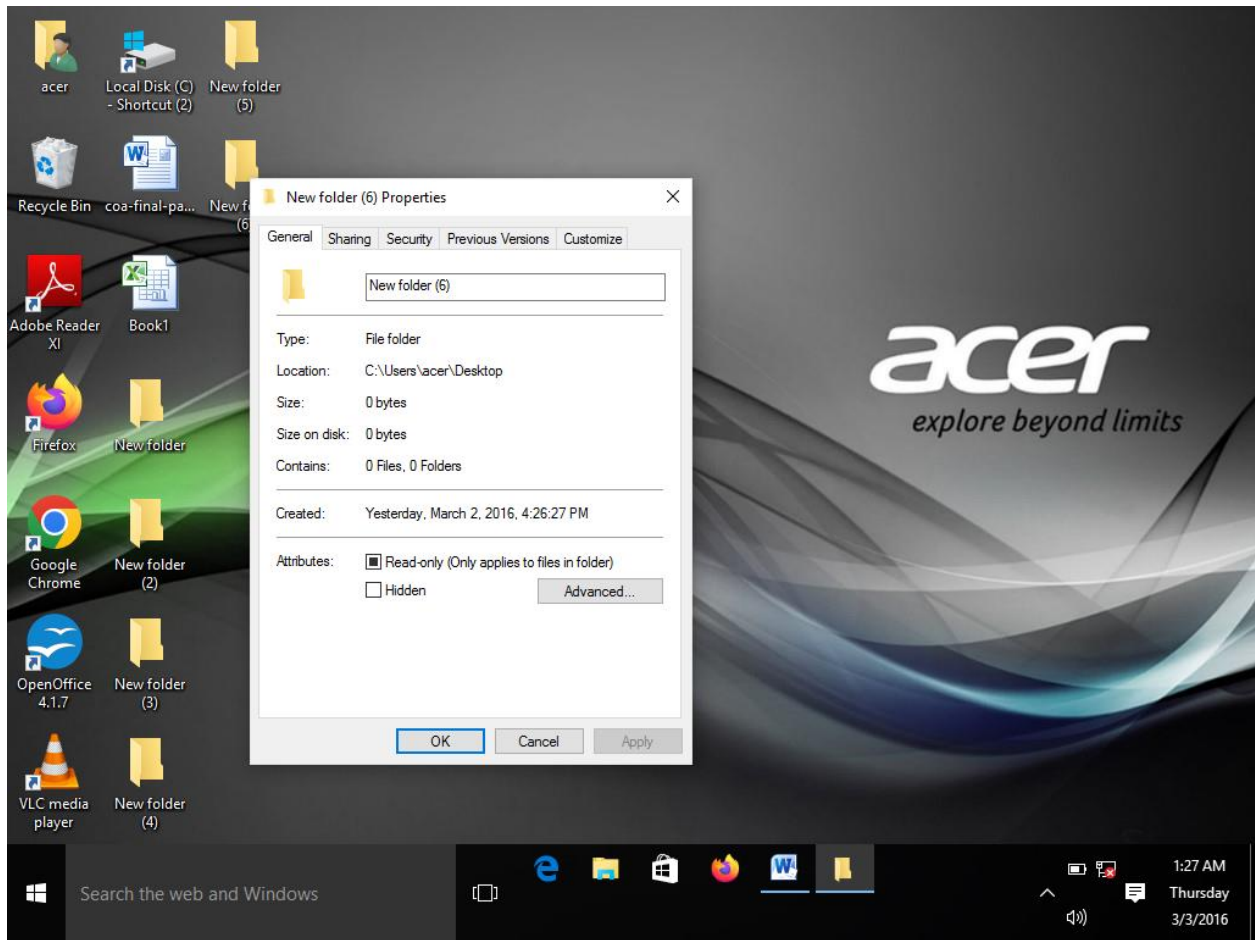
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

DISPLAYING THE PROPERTIES FOR FILE OR FOLDER

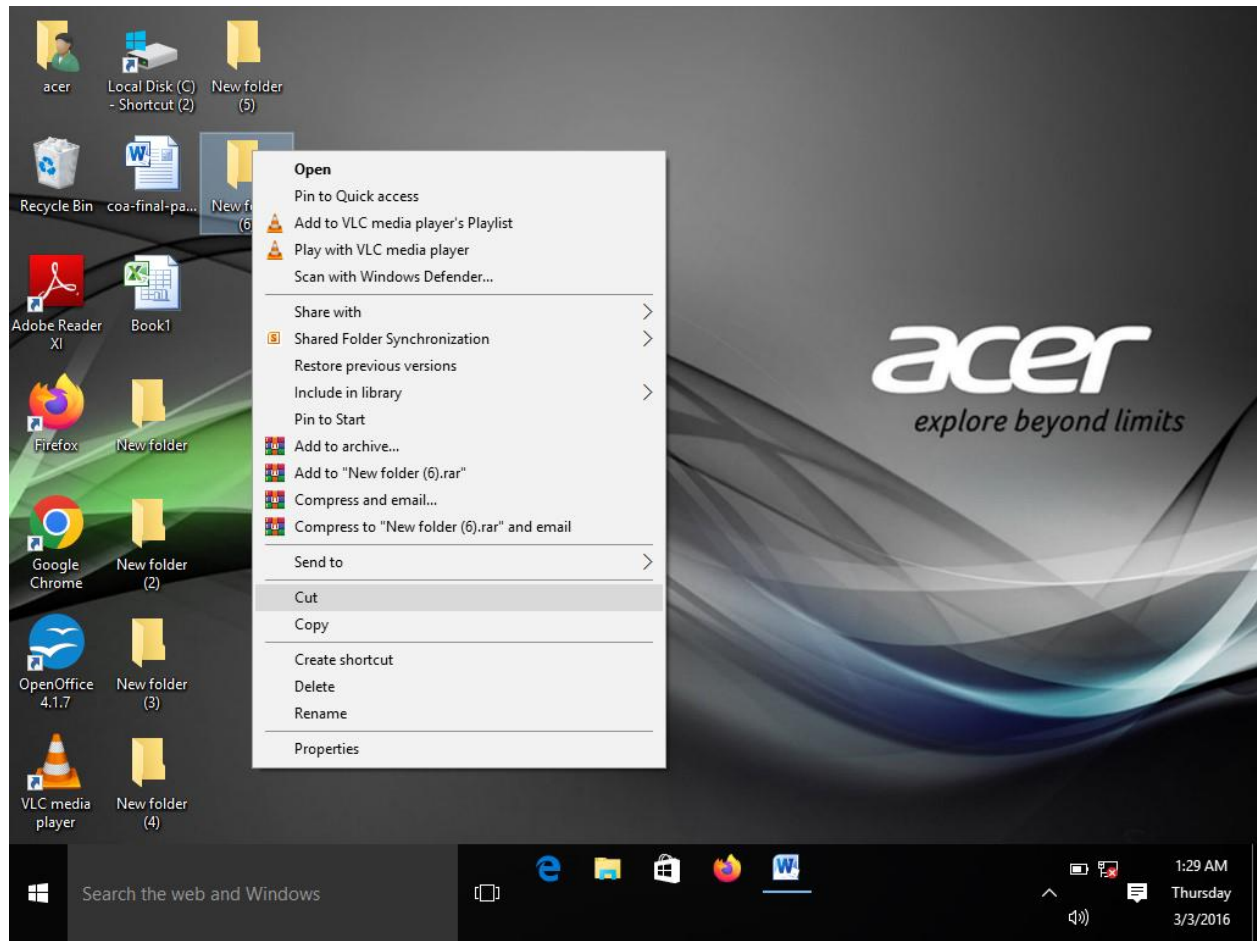
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

USING CUT AND PAST OPERATION TO MOVE A FILE

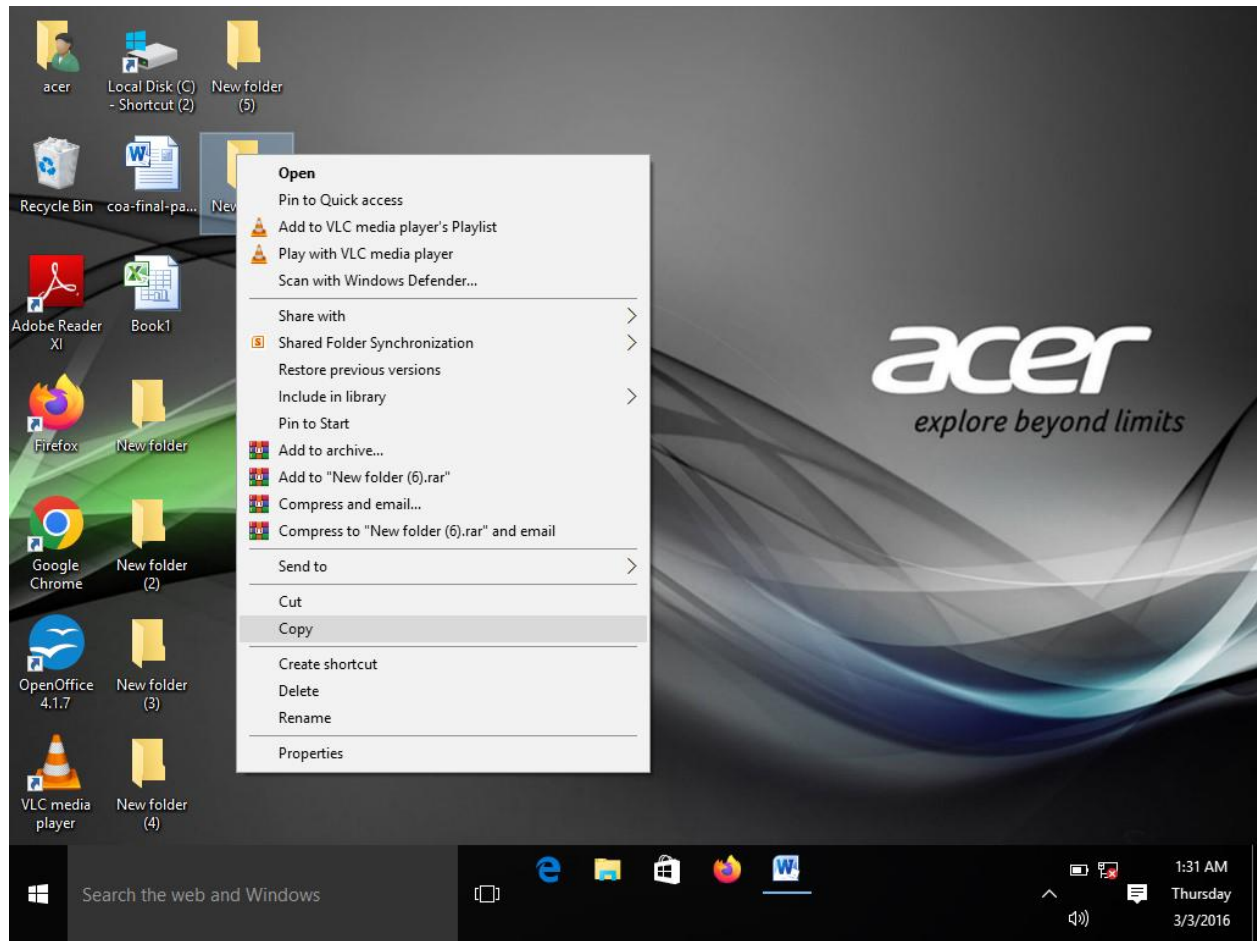
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

USING COPY AND PAST OPERATIONS TO COPY A FILE

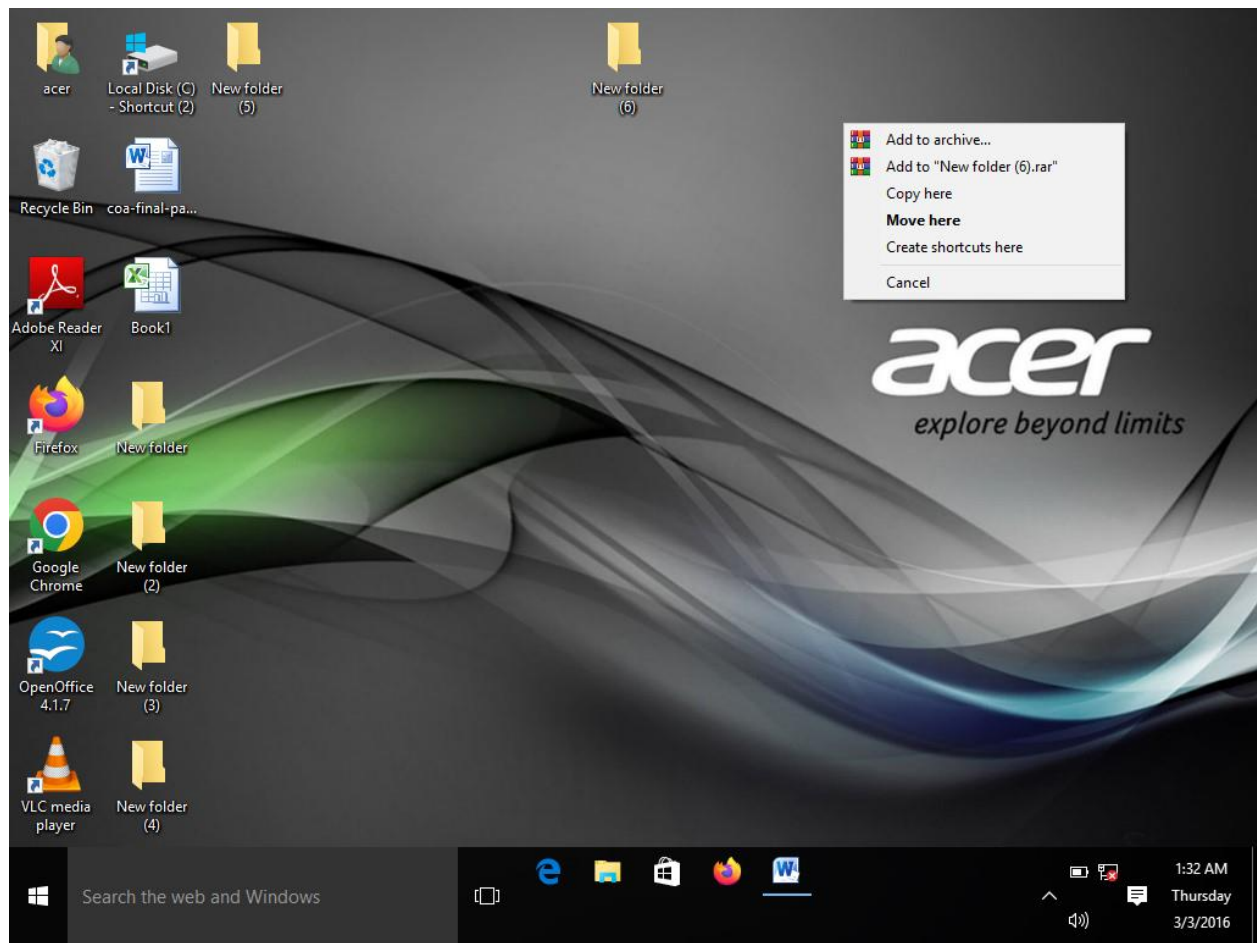
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

MOVING AND COPYING FILES WITH MOUSE

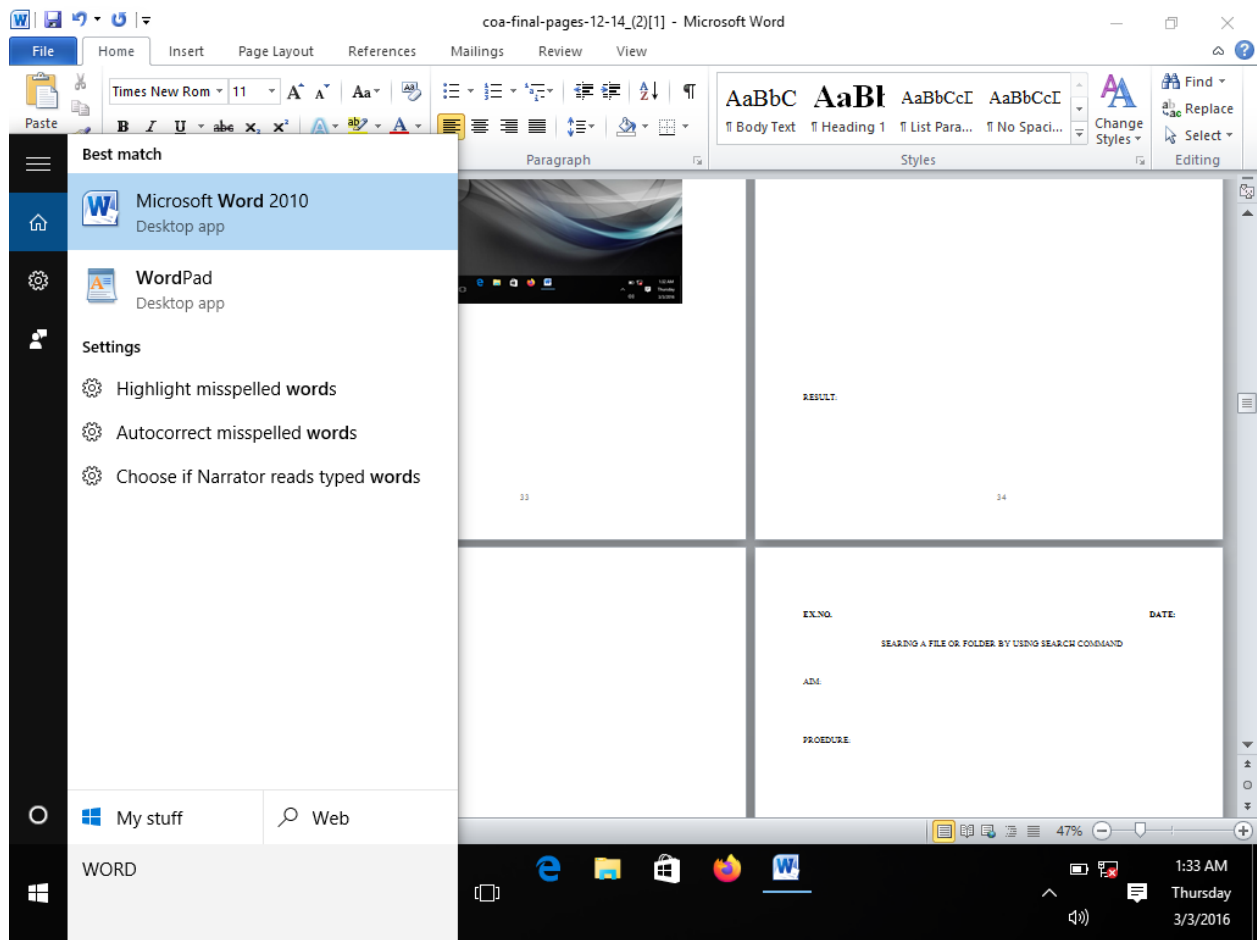
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

SEARING A FILE OR FOLDER BY USING SEARCH COMMAND

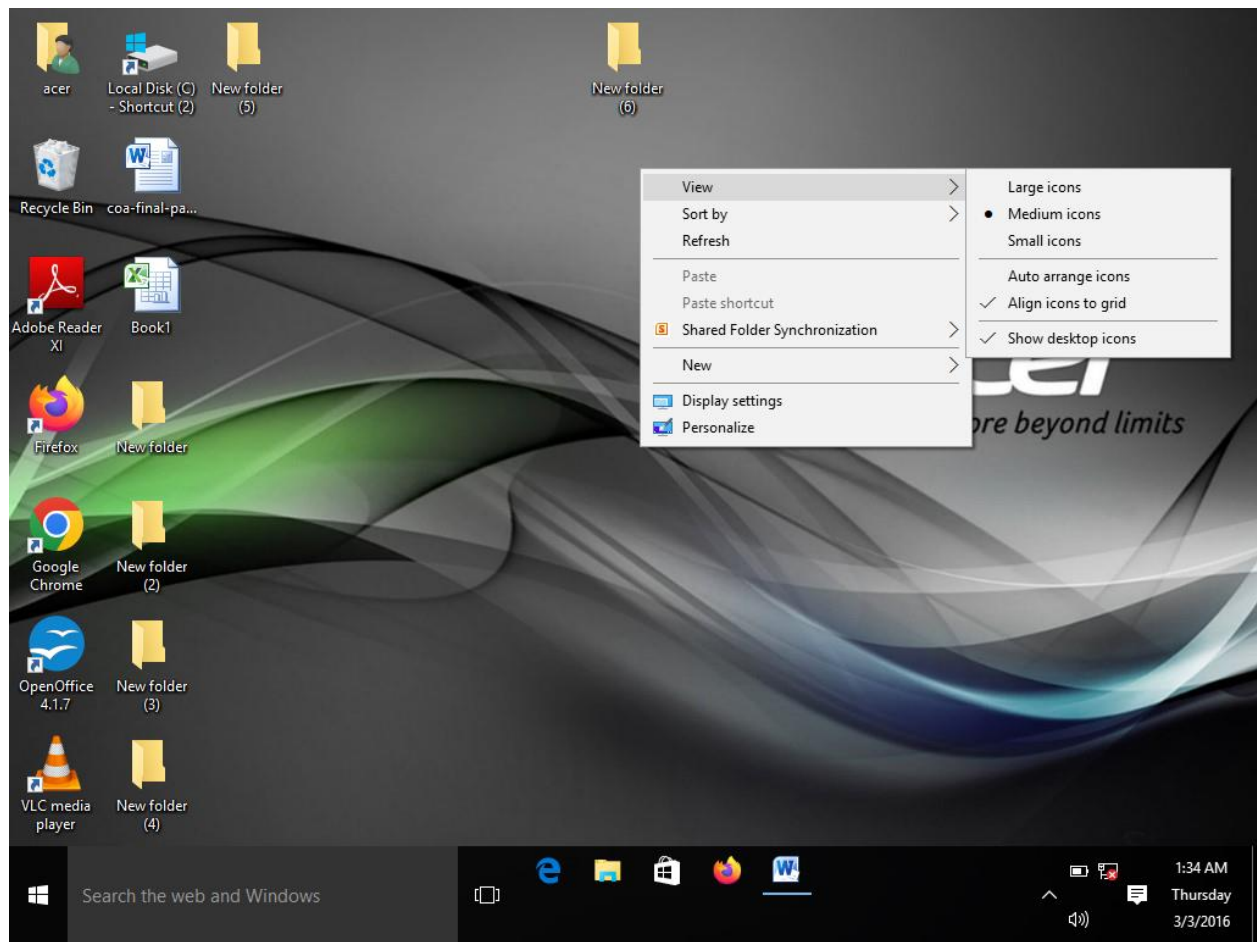
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

RECOGNIZING FILE TYPES USING ICON

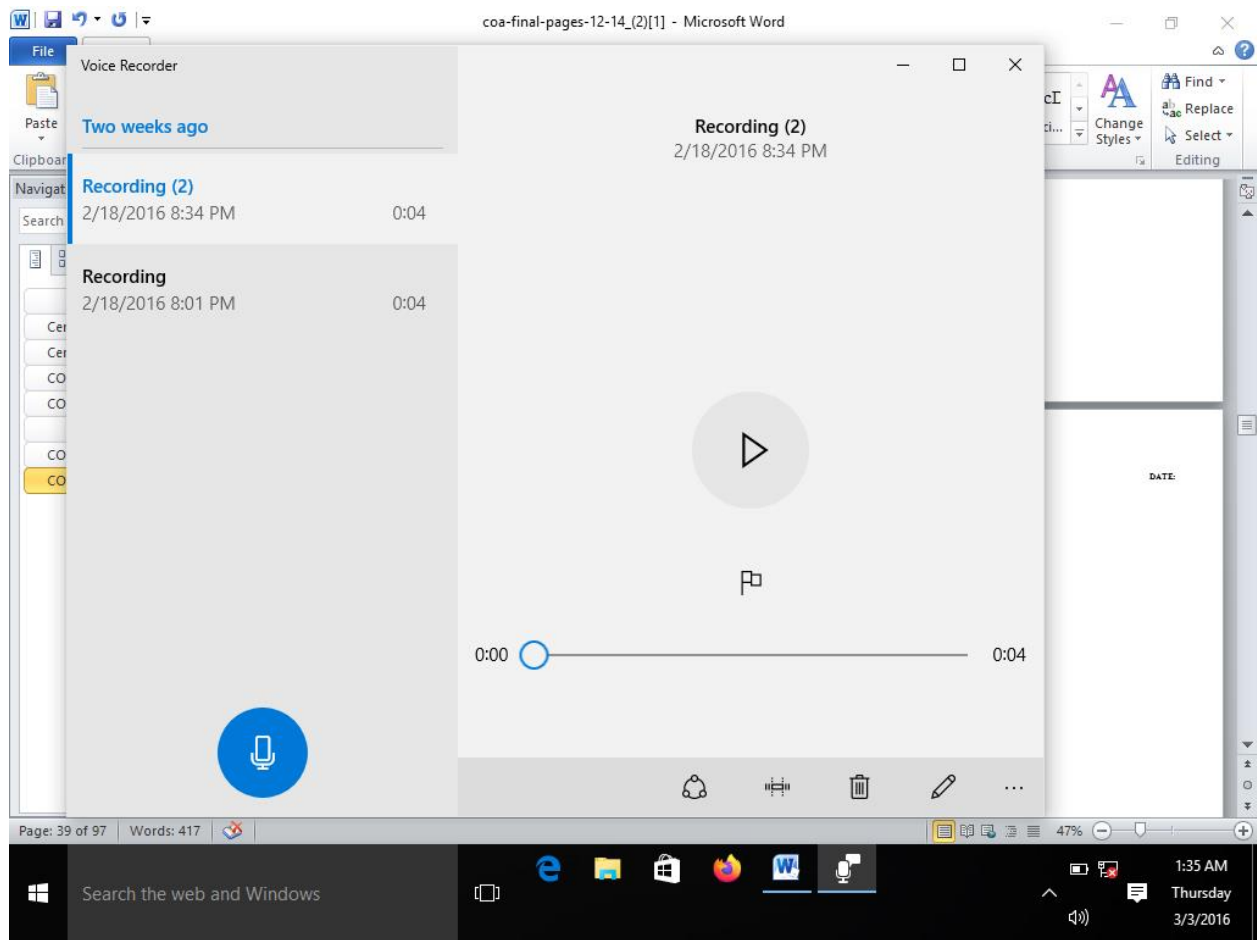
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

RECORDING AND SAVING AN AUDIO FILE

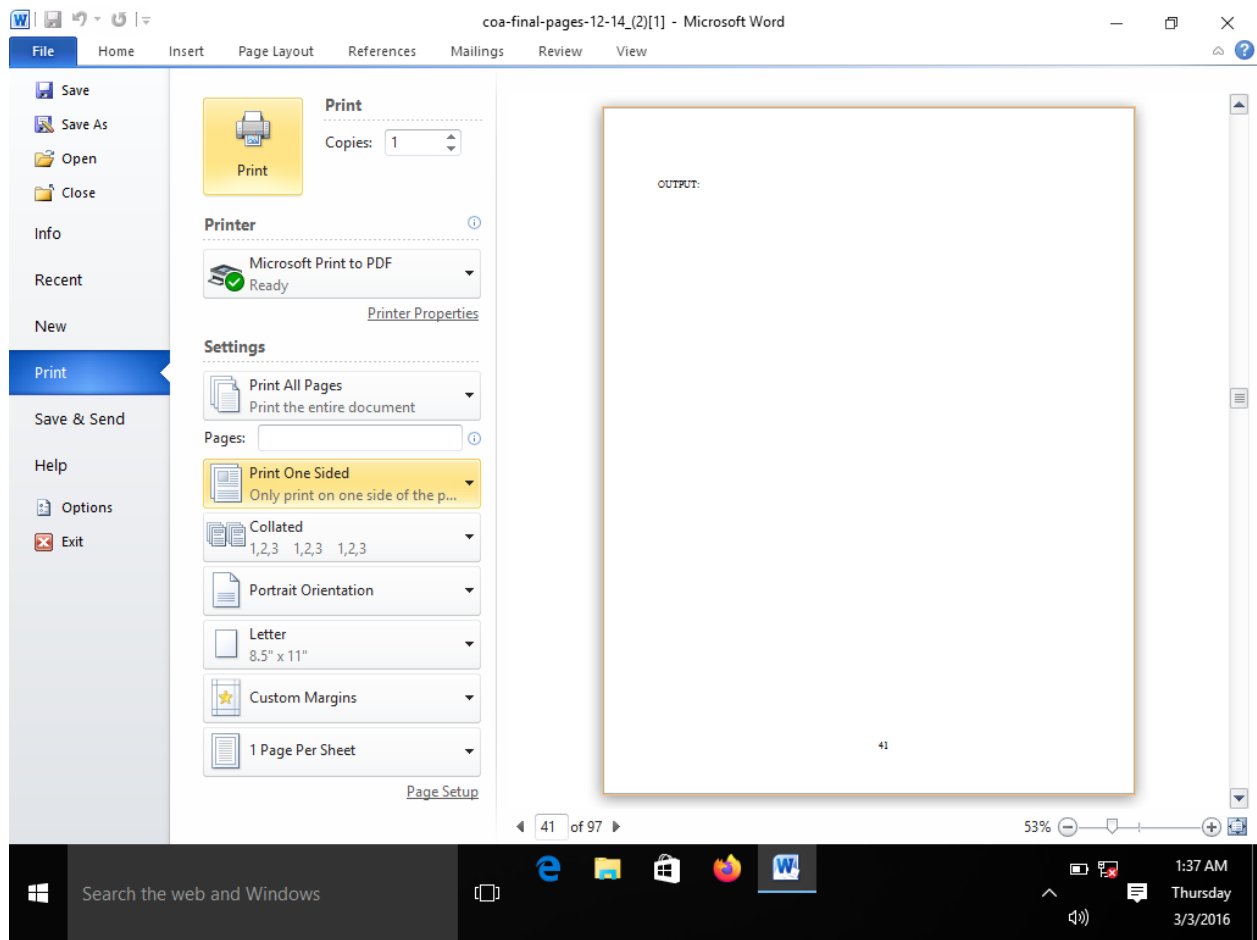
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CONNECTING A PRINTERS TO THE PC

AIM:

PROEDURE:

RESULT:



OUTPUT:

The screenshot displays the Microsoft Word interface for a document titled "coa-final-pages-12-14_(2)[1]". The ribbon includes tabs for File, Home, Insert, Page Layout, References, Mailings, Review, and View. The ribbon is currently set to the Home tab, showing Font, Paragraph, Styles, and Editing groups. The Font group includes options for font face (Times New Rom), size (11), bold, italic, underline, and text color. The Paragraph group includes options for bullet points, numbering, and alignment. The Styles group includes options for font color, text color, and change styles. The Editing group includes options for find, replace, and select. The Navigation pane on the left shows a search document with a list of items: Certificate Course in, CONTENTS, and OUTPUT. The main document area is divided into four quadrants. The top-left quadrant shows a screenshot of a Windows Settings window. The top-right quadrant contains the text "ADM", "PROCEDURE", and "RESULT.". The bottom-left quadrant contains the text "OUTPUT.". The bottom-right quadrant contains the text "EX.NO.", "DATE:", and "CAPUTRING AND SAYING ENTIRE MONITOR, SCREEN & ACTIVE PROGRAM WINDOW AS IMAGES". The status bar at the bottom indicates "Page: 43 of 97" and "Words: 441". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time "1:39 AM" and date "Thursday 3/3/2016".

EX.NO.

DATE:

CAPUTRING AND SAVING ENTIRE MONITOR SCREEN & ACTIVE PROGRAM WINDOW AS IMAGES

AIM:

PROEDURE:

RESULT:



1

WORD AND WRITER

COMPUTER OFFICE AUTOMATION

1

1

EX.NO.

DATE:

LETTER

AIM:

TO PREPAR A GOVT. ORDER/ OFFICIAL LETTER/ BUSSINESS LETTER/ CIRCULAR LETTER.

Name _____

COMPUTER OFFICE AUTOMTION

RESULT:

THE GOVT.ORDER/OFFICAL LETTER/ BUSINESS LETTER/ CICULAR IS PREPARED

GOVERNMENT ORDER

GOVERNMENT OF TAMILNADU

Astract

Family Welfre – poularistion of surgical methods – sanction of special causal leave – extension of temporary Women Government servant – Order – issued

Health and Family Welfare Department

G.o.Ms.No.724

Dated the 12th October 2020
Reading the following:

G.O.Ms.No.235676, Health, dated the 12th October 2020_{covid}

ORDER:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated.

When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to in Word with new buttons that show up where you need them.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

(By order of the Governor)

Xxxxx,
Commissioner and Secretary Government

To
All the heads of Department,
All Collectors.

Forwarded/By order

|

Section officer

OFFICIAL LETTER

OFFICE OFF THE CHIEF ENGINEER

FROM
XXXX,
YYYY,
ZZZZZ.

TO
XXXX,
YYYY,
ZZZZZ.

Letter No.360/15, Health, dated the 12th October 2020_{covid}

Sir,

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Yours faithfully,
Chief of Engineer

COMPUTER OFFICE AUTOMATION



BUSINESS LETTER

BALU AND BROTHER
(Publishers and bookseller)

Telephone:123344
Telegram: "balu"

Post Box No. 234,
18 Anna Salai,
Chennai 600002.

Ref.No.2611/86

12th October 2020

M/s. Basha book dept.
23 Anna road,
Chennai 600 009.

Dear Sir,

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

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Yours faithfully,
For BALU AND BROTHER,

(S.RAMAN)
MANAGER



CIRCULAR LETTER

TAMILNADU INDUSTRIAL INVESTMENT CORPORATION LIMITED

A.D.krishnammoorthy, M.B.A.,
Managing Director.

Registered Office;
202 Anna Salai,
Chennai 600 002.

No. 256/687

12th October 2020

NOTICE

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(BY ORDER OF THE BOARD)

A.D. Krishnamoorthy.
Managing Director.

COMPUTER OFFICE AUTOMATION



EX.NO: NEWS LETTER **DATE:**

AIM:
TO PREPARE A NEWS LETTER.

PROCEDURE:

RESULT:
THE NEWS LETTER IS PREPARED.

COMPUTER OFFICE AUTOMTION

•

ideo provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look p



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When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view.

You can collapse parts of the document and focus on the text you want. If you need to stop

box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

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Save time in Word with new buttons that show up where you need them. To change the way a picture fits

reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

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To make your document look professionally produced, Word provides header, footer, cover page, and text

EX.NO:33 **CREATING AND USING STYLES AND TEMPLATES** **DATE:**

AIM:

TO CREAT STYLES AND TEMPLATES

PROCEDURE:

RESULT:

STYLE AND TEMPLATES IS CREATED

COMPUTER OFFICE AUTOMTION

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Themes and styles also help keep your document coordinated. When you click Design

EX.NO:

DATE:

CREATING AND EDITING TABLE

AIM:

TO CREATE TABLE AND EDIT

PROCEDURE:

COMPUTER OFFICE AUTOMTION

RESULT:

THE TABLE IS CREATED AAND EDITED

EDITING TABLE

Enrollment in local colleges, 2005

College	New students	Graduating students	Change
<i>Undergraduate</i>			
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77
Pine College	134	121	+13
Oak Institute	202	210	-8
<i>Graduate</i>			
Cedar University	24	20	+4
Elm College	43	53	-10
Maple Academy	3	11	-8
Pine College	9	4	+5
Oak Institute	53	52	+1
Total	998	908	90

**DIRECTORATE OF TECHNICAL
EDUCATION**

Guindy,
Chennai - 25.

Source: Fictitious data, for illustration purposes only

INSERTING TABLE:

MONTHLY CALENDAR:

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PROCEDURE:

The screenshot displays a Windows desktop environment. At the top, a Microsoft Word window titled "Starting the Windows - Word (Product Activation Failed)" is open. The ribbon shows the "HOME" tab, and the formula bar is visible. Below the Word window, a calendar grid for December is shown, with dates 1 through 31. In the foreground, a Microsoft Excel window titled "MATHS CALCULATOR" is open, showing a spreadsheet with columns A through G and rows 1 through 10. The Excel window is partially overlapping the calendar. At the bottom of the screen, the Windows taskbar is visible, showing the search bar, taskbar icons, and system tray with the time 12:30 PM and date 11-Dec-20. A watermark "OFFICE AUTOMATION" is visible diagonally across the image.

EX.NO:

DATE:

CREATING NUMBERED LISTS AND BULLETED LISTS

AIM:

TO CREATE NUMBERED AND BULLETED LISTS

PROCEDURE:

RESULT:

THE NUMBERED AND BULLETED LIST IS CREATED

COMPUTER OFFICE AUTOMTION

NUBMERING LIST:

1. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.
2. You can also type a keyword to search online for the video that best fits your document.

ROMAN LETTER

- I. **To** make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.
- II. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

ALPHABETS

- a. Themes and styles also help keep your document coordinated.
- b. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

DIFFERENT BULLETS:

- Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document,
 - click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.
- 1) Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want .
 - 2) If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

COMPUTER OFFICE AUTOMATION

EX.NO:

DATE:

PRINTING ENVELOPES AND MAIL MERGE

AIM:

TO CREATE MAIL MERGE.

PROCEDURE:

RESULT:

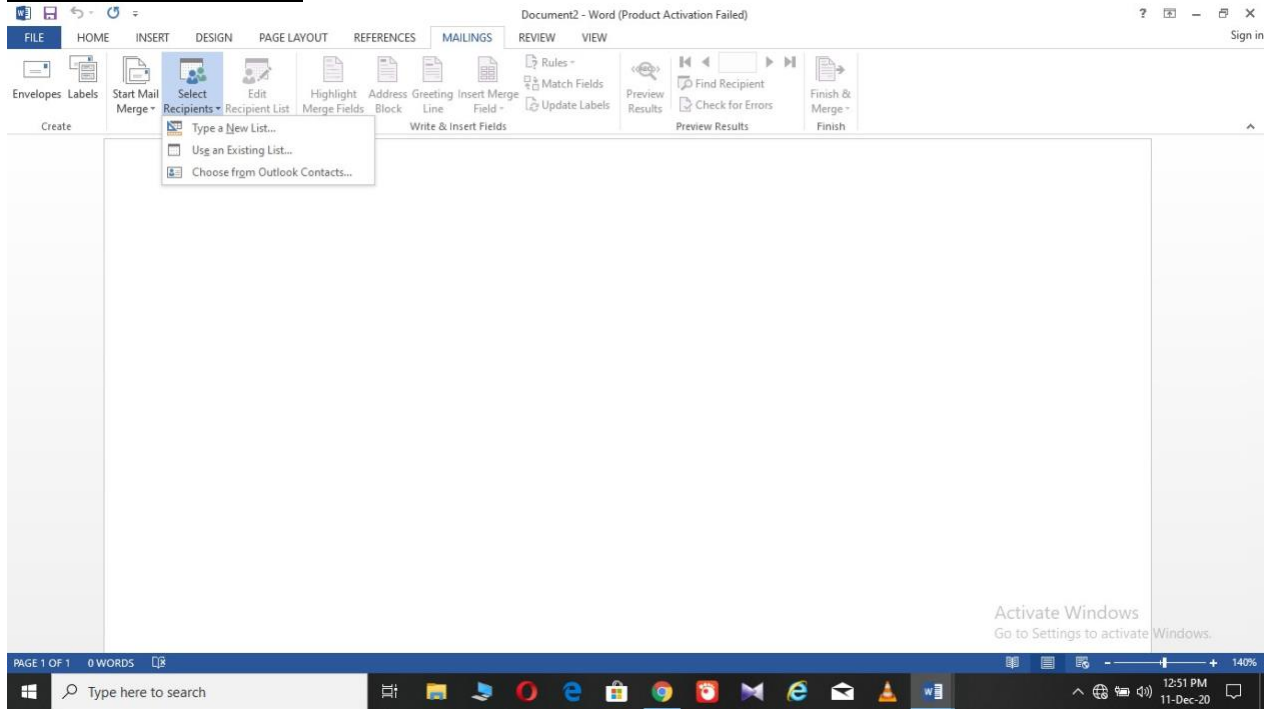
THE MAIL MEGER IS CREATED

COMPUTER OFFICE AUTOMTION

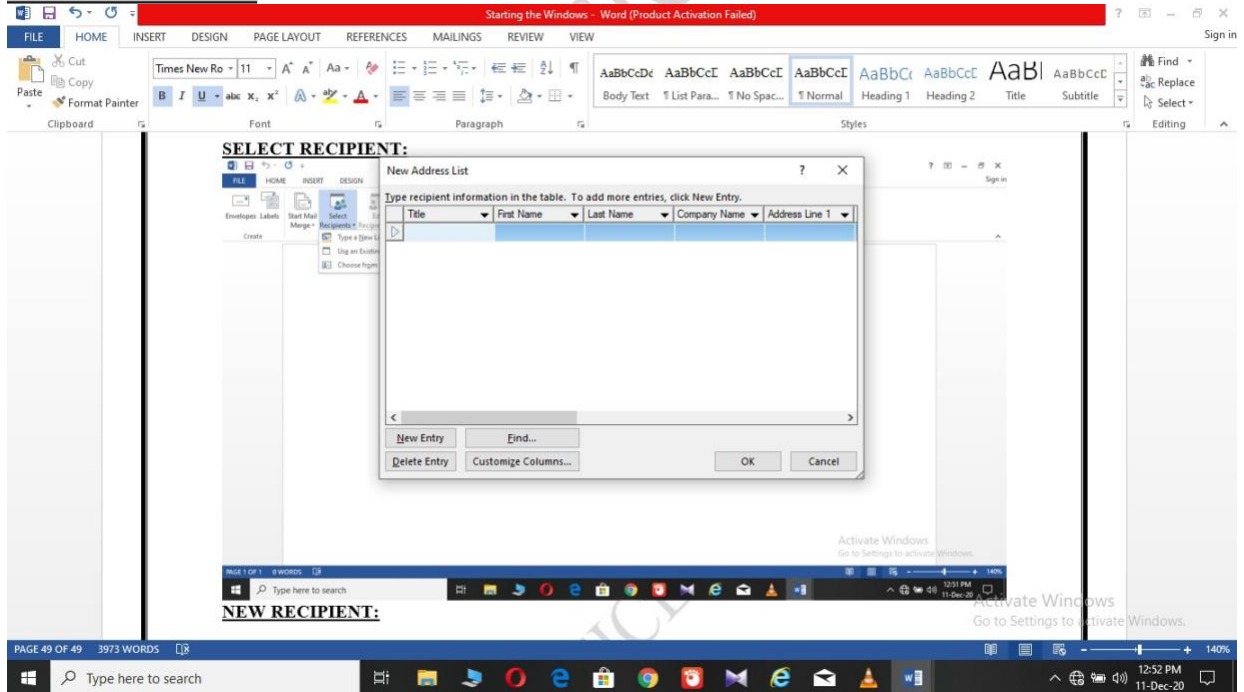


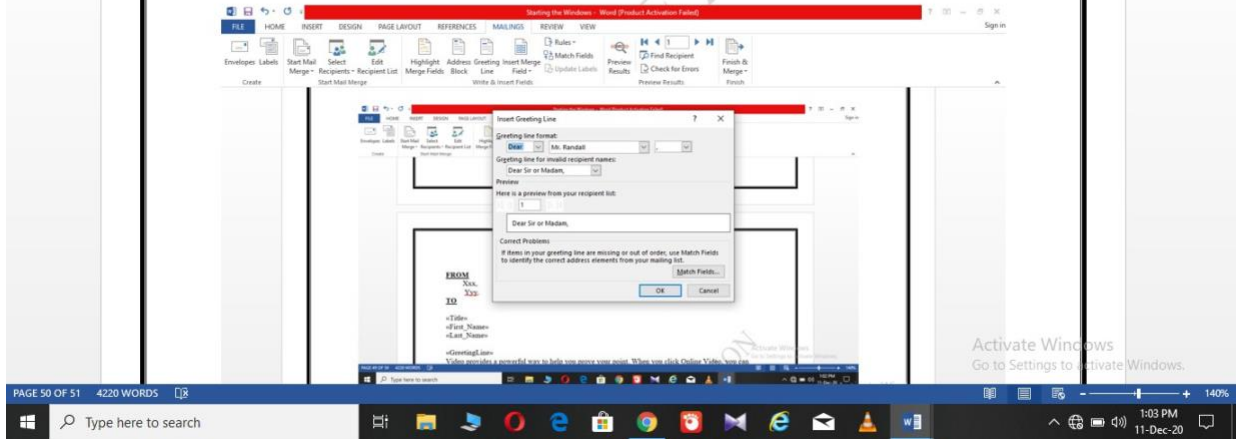
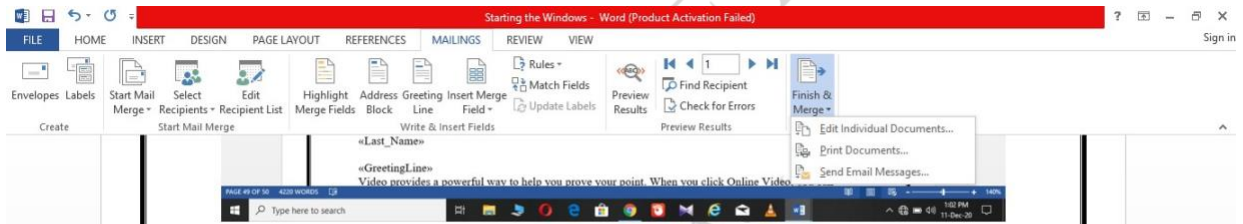
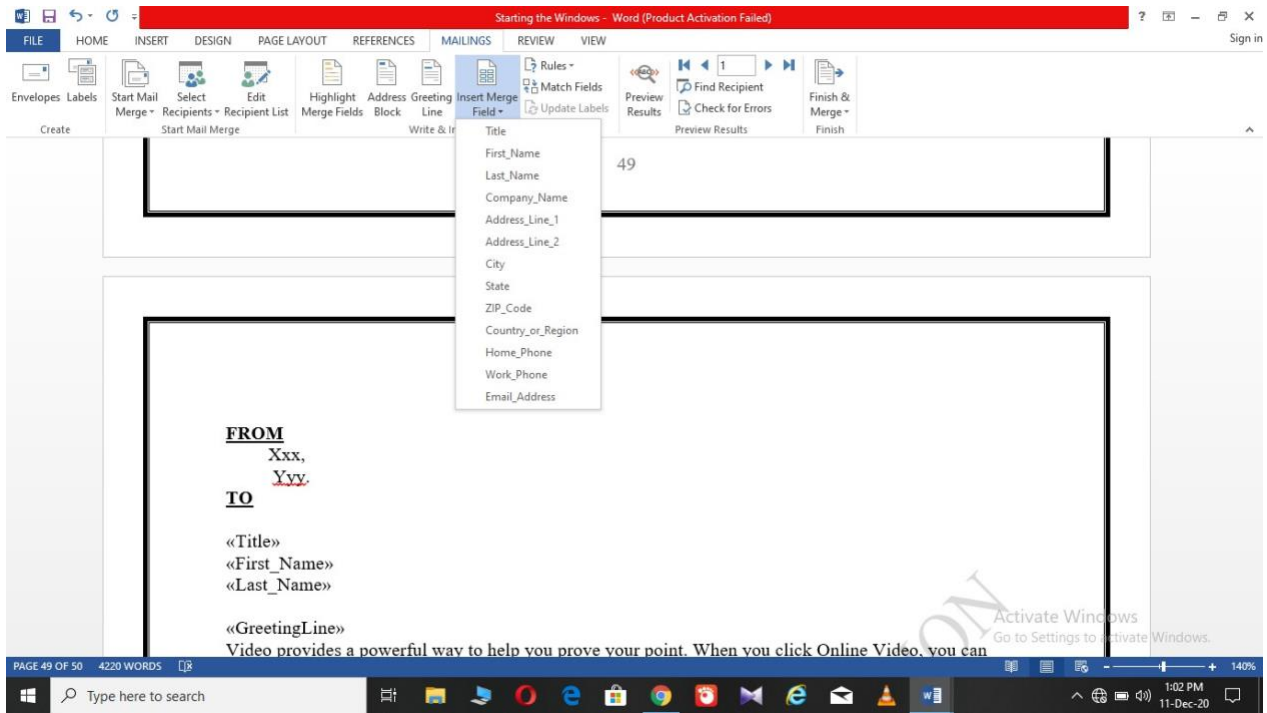
MAIL MERGE:

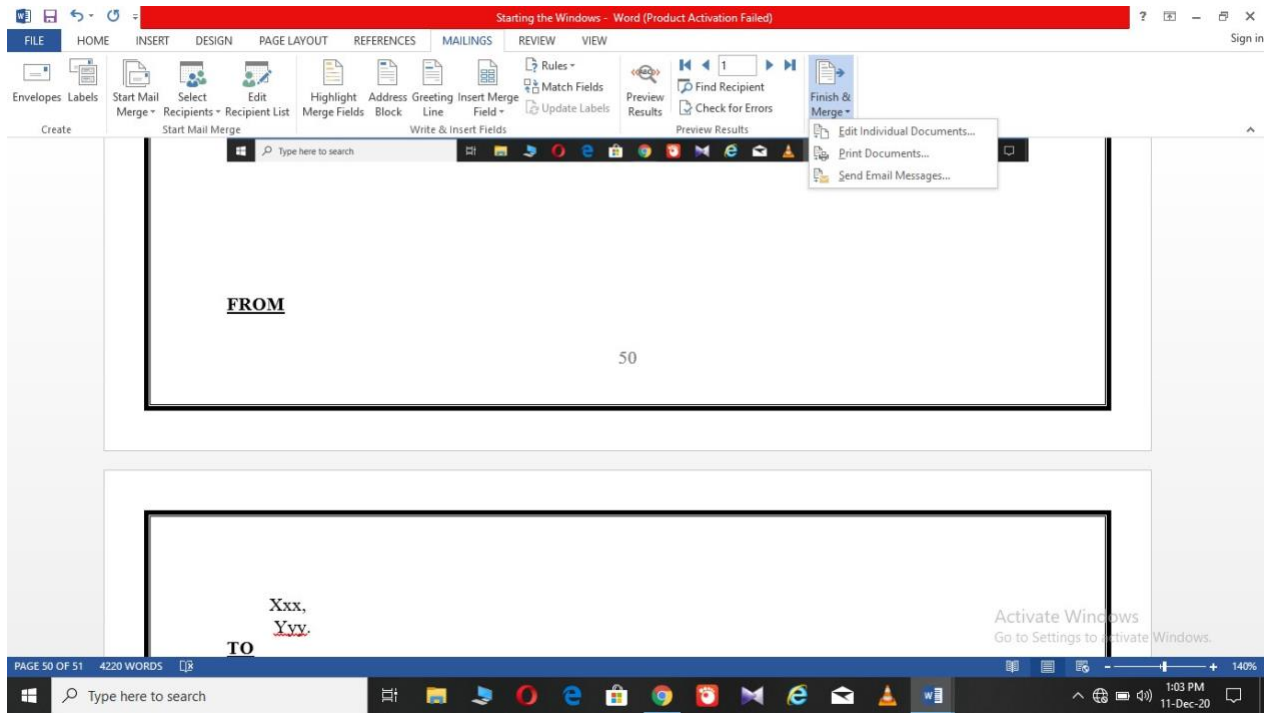
SELECT RECIPIENT:



NEW RECIPIENT:







FROM

Xxx,
Yyy.

TO

«Title»

«First_Name»

«Last_Name»

«GreetingLine»

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Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

EX.NO.

Date:

USING THE SPECIAL FEATURES OF WORDDATE:

AIM:

TO FIND, REPALCE OF TEXT AND SPELL CHECK

PROCEDURE:

RESULT:

THE SPECIAL FEATURES ARE USED

COMPUTER OFFICE AUTOMTION

TO FIND AND REPALCE

Starting the Windows - Word (Product Activation Failed)

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Font Paragraph Styles

THE SPECIAL FEATURES ARE USED

Find and Replace

Find Replace Go To

Find what:

More >> Reading Highlight Find In Find Next Cancel

Activate Windows
Go to Settings to activate Windows.

PAGE 53 OF 53 4246 WORDS

Type here to search

1:44 PM 11-Dec-20

SPELL CHECK

Starting the Windows - Word (Product Activation Failed)

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Spelling & Grammar Proofing Language Comments Tracking Changes Compare Protect

TO Xxx. Yyy.

Spelling

Yyy

Ignore Ignore All Add

Yei
My
By
KY
NY

Change Change All

Yei We're not showing definitions because you're offline.

Activate Windows
Go to Settings to activate Windows.

PAGE 51 OF 53 1 OF 4250 WORDS

Type here to search

1:45 PM 11-Dec-20

EX.NO:

Date:

ADVERTISEMENT:

AIM:

TO CREATE THE ADVERTISEMENT

PROCEDURE:

RESULT:

ADVERTISEMENT IS CREATED

COMPUTER OFFICE AUTOMTION



V COMPUTER OFFICE AUTOMATION

Source: Fictitious data, for
illustration purposes only

INSERTING TABLE:

MATHS CALCULATION:



COMPUTER OFFICE AUTOMATION

**EXCEL AND SPREAD
SHEET**

COMPUTER OFFICE AUTOMTION

1

EX.NO;

date:

USING FORMULA AND FUNCTIONDATE:

AIM:

TO CALCULATE MARK

PROCEDURE

COMPUTER OFFICE AUTOMTION

RESULT:

MARK ARK SHEET



Starting the Windows - Word (Product Activation Failed)

TABLE TOOLS

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DESIGN LAYOUT

Page Setup Paragraph

MARK SHEET IS CALCULATED

MARK SHEET

S.NO	NAME	ENG	TAM	SCI	SOC	MAT	RESULT	TOTAL	AVERAGE	GRADE	RANK
1	ASYHA	100	100	100	70	80	PASS	450	90	A	1
2	VASUKI	46	66	51	71	81	PASS	315	63	B	6
3	MOHANA	12	12	12	12	82	FAIL	130	26	FAIL	8
4	INIYA	48	68	53	43	83	PASS	295	59	C	8
5	MANO	49	69	54	74	84	PASS	330	66	B	4
6	BARATHI	50	70	32	75	90	PASS	317	63.4	B	5
7	JAYA	51	56	56	76	86	PASS	325	65	B	4
8	MALIKA	52	72	57	77	87	PASS	345	69	B	3
9	MANI	5	73	58	78	88	FAIL	302	60.4	B	3
10	DEVIYA	54	74	59	79	89	PASS	355	71	B	2
							MIN	130			
							MAX	450			

Activate Windows
Go to Settings to activate Windows.

PAGE 67 OF 67 4433 WORDS

Type here to search

2:50 PM
11-Dec-20

TOTAL: =SUM(C2:G2)

AVERAGE: =AVERAGE(C2:G2)

RANK: =RANK(I2,I2:I6,0)

GRADE: =IF(H2>400,"A",IF(H2>300,"B",IF(H2>200,"C", "FAIL")))

RESULT: = IF(AND(C2>25,D2>25,E2>25,G2>25),"PASS", "FAIL")

FINDING DELEGING, ADDINING, RECORDS, FORMATTING COLUMNS, ROW, MERGING, SPLITTING COLUMNS

Book1 - Excel (Product Activation Failed) | TABLE TOOLS

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN

D3 : fx 66

S.NO	NAM	ENG	TAM	SCI	SOC	MAT	RESUL	TOTA	AVERAG	GRAD	RANK
1	ASYHA	100	100	100	70	80	PASS	450	90	A	1
2	VASUKI	46	66	51	71	81	PASS	315	63	B	6
3	MOHANA	12	12	12	12	82	FAIL	130	26	FAIL	8
4	INIYA	48	68	53	43	83	PASS	295	59	C	8
5	MANO	49	69	54	74	84	PASS	330	66	B	4
6	BARATHI	50	70	32	75	90	PASS	317	63.4	B	5
7	JAYA	51	56	56	76	86	PASS	325	65	B	4
8	MALIKA	52	72	57	77	87	PASS	345	69	B	3
9	MANI	5	73	58	78	88	FAIL	302	60.4	B	3
10	DEVIYA	54	74	59	79	89	PASS	355	71	B	2
							MIN	130			
							MAX	450			

Activate Windows
Go to Settings to activate Windows

Taskbar: Type here to search | 3:24 PM 11-Dec-20

CHART

Book1 - Excel (Product Activation Failed) | CHART TOOLS

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN FORMAT

Chart 1 : fx

S.NO	NAM	ENG	TAM	SCI	SOC	MAT	RESUL	TOTA	AVERAG	GRAD	RANK
1	ASYHA	100	100	100	70	80	PASS	450	90	A	1
2	VASUKI	46	66	51	71	81	PASS	315	63	B	6
3	MOHANA	12	12	12	12	82	FAIL	130	26	FAIL	8
4	INIYA	48	68	53	43	83	PASS	295	59	C	8
5	MANO	49	69	54	74	84	PASS	330	66	B	4
6	BARATHI	50	70	32	75	90	PASS	317	63.4	B	5
7	JAYA	51	56	56	76	86	PASS	325	65	B	4
8	MALIKA	52	72	57	77	87	PASS	345	69	B	3
9	MANI	5	73	58	78	88	FAIL	302	60.4	B	3
10	DEVIYA	54	74	59	79	89	PASS	355	71	B	2

Chart Title

Series: ENG, TAM, SCI, SOC, MAT

Activate Windows
Go to Settings to activate Windows

Taskbar: Type here to search | AVERAGE: 63.28 | COUNT: 66 | SUM: 3164 | 3:26 PM 11-Dec-20

SORTING

Book1 - Excel (Product Activation Failed)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN

C2

S.NO	NAM	ENG	TAM	SCI	SOC	MAT	RESUL	TOTA	AVERAG	GRAD	RANK
58		78	88				FAIL	302	60.4	B	8
12		12	82				FAIL	130	26	FAIL	9
51		71	81				PASS	315	63	B	7
53		43	83				PASS	295	59	C	8
54		74	84				PASS	330	66	B	5
32		75	90				PASS	317	63.4	B	6
56		76	86				PASS	325	65	B	5
57		77	87				PASS	345	69	B	4
59		79	89				PASS	355	71	B	3
100		70	80				PASS	450	90	A	1
							MIN	130			
							MAX	450			

Format Shape

FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

LINE

- No line
- Solid line
- Gradient line

Activate Windows
Go to Settings to activate Windows.

READY AVERAGE: 63.28 COUNT: 50 SUM: 3164 3:28 PM 11-Dec-20

FILTER

Book1 - Excel (Product Activation Failed)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN

C2

S.NO	NAM	ENG	TAM	SCI	SOC	MAT	RESUL	TOTA	AVERAG	GRAD	RANK
58		78	88				FAIL	302	60.4	B	8
12		12	82				FAIL	130	26	FAIL	9
51		71	81				PASS	315	63	B	7
53		43	83				PASS	295	59	C	8
54		74	84				PASS	330	66	B	5
32		75	90				PASS	317	63.4	B	6
56		76	86				PASS	325	65	B	5
57		77	87				PASS	345	69	B	4
59		79	89				PASS	355	71	B	3
100		70	80				PASS	450	90	A	1
							MIN	130			
							MAX	450			

Format Shape

FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

LINE

- No line
- Solid line
- Gradient line

Activate Windows
Go to Settings to activate Windows.

READY AVERAGE: 63.28 COUNT: 50 SUM: 3164 3:28 PM 11-Dec-20

PIVOT TABLE

PivotTable Fields

Choose fields to add to report:

- ENG
- TAM
- SCI
- SOC
- MAT
- RESULT
- TOTAL
- AVERAGE
- GRADE
- RANK

MORE TABLES...

Drag fields between areas below:

FILTERS: MAT

COLUMNS: TOTAL, RESULT

ROWS: NAME, TAM

VALUES: Count of GRA...

Format Shape

FILL

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

LINE

- No line
- Solid line
- Gradient line

Activate Windows
Go to Settings to activate Windows.

COMPUTER OFFICE

1

ACCESS AND DATA BASE

COMPUTER OFFICE AUTOMTION

EX.NO:

date:

DATA BASE

AIM:

TO CREATE THE DATA BASE

PROCEDURE:

RESULT:

THE DATA IS RECORDED

COMPUTER OFFICE AUTOMTION

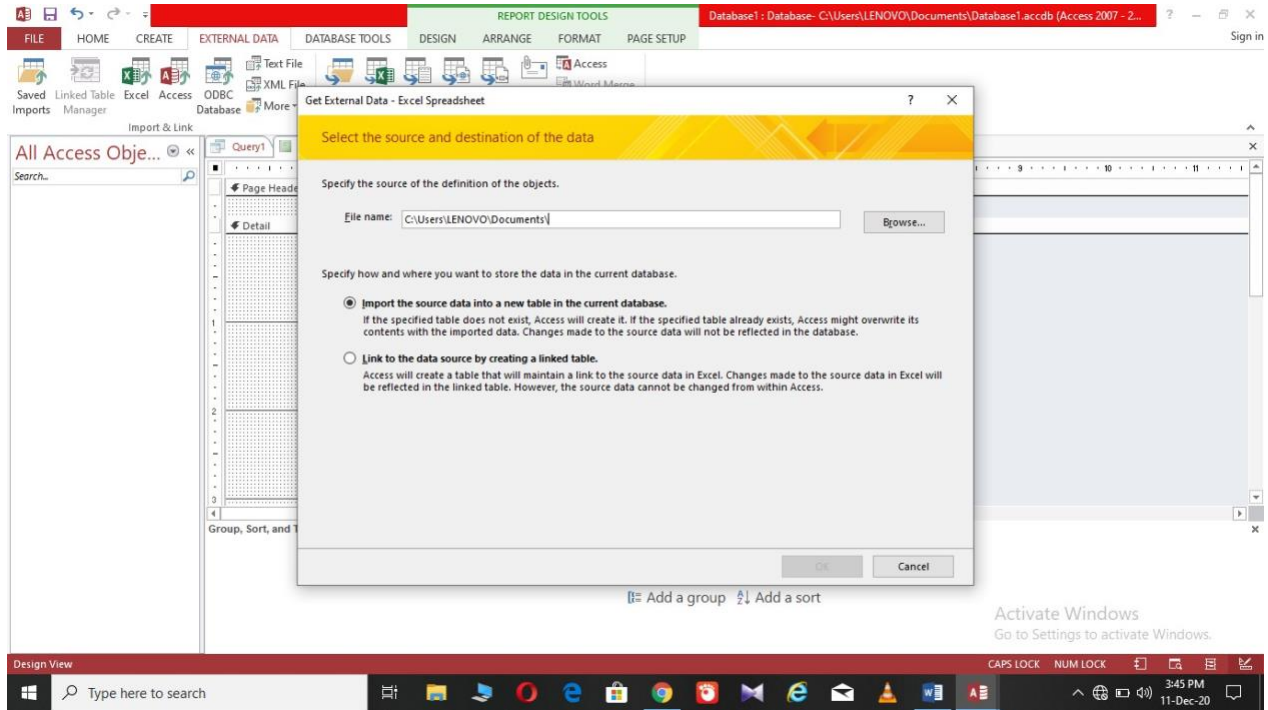
QUERY

The screenshot shows the Microsoft Access Query Design View. The ribbon includes FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, and DESIGN. The DESIGN ribbon contains options like Union, Pass-Through, Data Definition, Insert Rows, Insert Columns, Delete Rows, Delete Columns, Totals, Parameters, and Table Names. The main workspace shows a table design for 'Table1' with fields: NAME, Field1, Field2, Field3, and Field4. A 'Show Table' dialog box is open, listing 'Table1' under the 'Tables' tab. The Windows taskbar at the bottom shows the time as 3:42 PM on 11-Dec-20.

REPORT

The screenshot shows the Microsoft Access Report Design View. The ribbon includes FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN, ARRANGE, FORMAT, and PAGE SETUP. The DESIGN ribbon contains options like Colors, Fonts, Group & Sort, Hide Details, Logo, Title, Page Numbers, Date and Time, Add Existing Fields, Property Sheet, Tab Order, Subreport in New Window, View Code, and Convert Report's Macros to Visual Basic. The main workspace shows a report design with sections for Page Header, Detail, and Group, Sort, and Total. The Windows taskbar at the bottom shows the time as 3:44 PM on 11-Dec-20.

IMPORT AND EXPORT



COMPUTER OFFICE

COMPUTER OFFICE AUTOMATION

POWER POINT AND IMPRESS

EX.NO:

Date:

PRESENTATION

AIM:

TO PREPARE A PRESENTATION

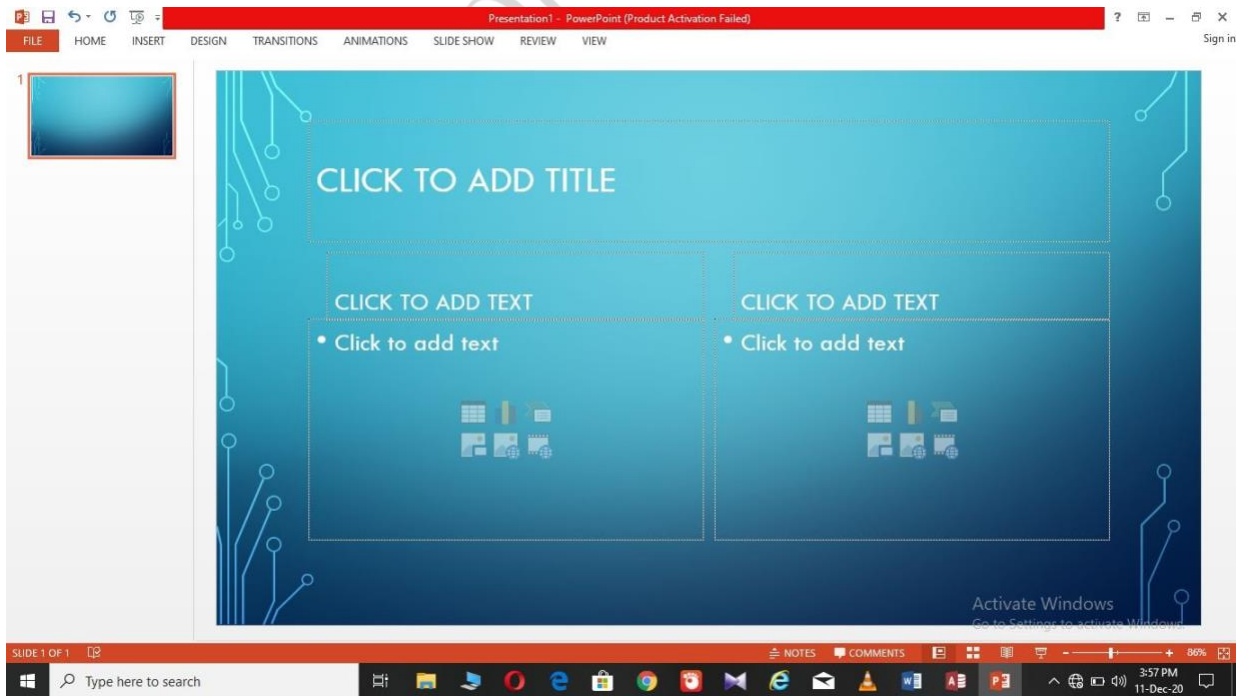
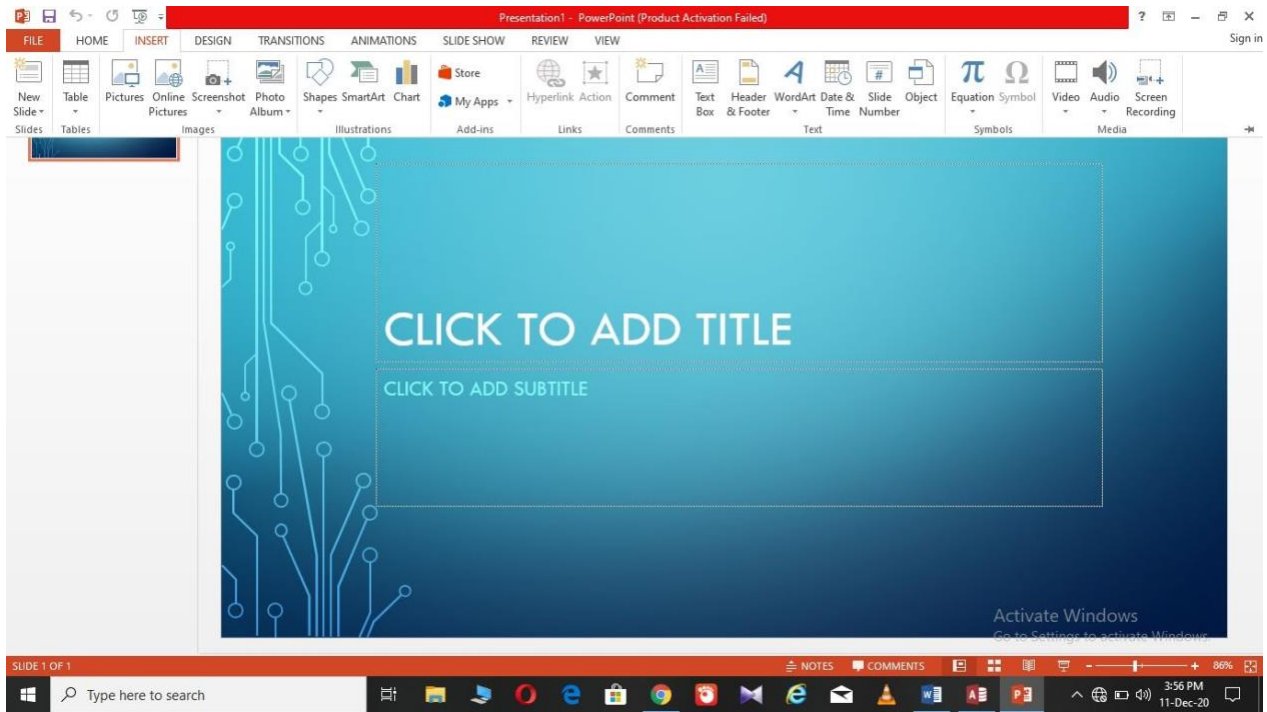
PROCEDURE:

COMPUTER OFFICE AUTOMTION

RESULT:

THE PRESENTATION IS PREPARED

PRESENTATION BASED ON TEMPLAT



SOUND

The screenshot shows the PowerPoint interface with the 'TRANSITIONS' tab selected. A dropdown menu for 'Sound' is open, displaying various sound effects. The main slide content includes a title placeholder, two text placeholders, and a bar chart with four categories and three series.

Category	Series 1	Series 2	Series 3
Category 1	4.5	2.5	2.0
Category 2	2.5	4.5	2.0
Category 3	3.5	2.5	3.0
Category 4	4.5	2.5	5.0

Sound menu options: [No Sound], [No Sound], [Stop Previous Sound], Applause, Arrow, Bomb, Breeze, Camera, Cash Register, Chime, Click, Coin, Drum Roll, Explosion, Hammer, Laser, Push, Suction, Typewriter, Voltage, Whoosh, Wind, Other Sound..., Loop Until Next Sound.

SLIDE TRANSITION

This screenshot is identical to the one above, showing the PowerPoint interface with the 'TRANSITIONS' tab and the 'Sound' dropdown menu open. The main slide content and chart data are the same as in the first image.

INTERNET
APPLICATION

COMPUTER OFFICE AUTOMATION

EX.NO:

date:

WEB SITE

AIM:

TO SEARCH IN WEB SITE

PROCEDURE:

RESULT:

THE INFORMATION IS COLLECTED FORM WEB SITE

COMPUTER OFFICE AUTOMTION





Search Google or type a URL

+
Add shortcut

Activate Windows
Go to Settings to activate Windows.
Customize

Google
official letter writing in english pdf

All Images News Videos Maps More Settings Tools

About 1,03,00,00,000 results (0.56 seconds)

Images for official letter writing in english pdf

cbse class ncert class 10 informal letter sample letter template

Grid of image search results showing various letter templates and documents. A context menu is open over one of the images, listing options: Open link in new tab, Open link in new window, Open link in incognito window, Save link as..., Copy link address, and Inspect (Ctrl+Shift+I).

Activate Windows
Go to Settings to activate Windows.

EX.NO:

DATE:

Creating mail

AIM:

TO CREATE MAIL

PROCEDURE:

RESULT:

THE MAIL IS CREATED

COMPUTER OFFICE AUTOMTION



Create your Google Account

accounts.google.com/signup?hl=en

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

Activate Windows
Go to Settings to activate Windows.

Type here to search

4:08 PM
11-Dec-20

COMPUTER OFFICE

Inbox (3,124) - spsilambu12@gr... x

mail.google.com/mail/u/0/?tab=wm#inbox

Warning: Google prevented a suspicious attempt to sign in to your account using your password. Review activity now

Gmail Search mail

Compose

Inbox 3,124

Starred

Snoozed

Important

Sent

Drafts 27

Meet

New meeting

Join a meeting

Hangouts

Primary Social 33 new Facebook, Twitter Promotions 16 new ICICI Bank, UMANG (Unified M...

Google New Important policy changes for Google Account storage - New inactive and over quota storage policies ... 2:22 PM

IDP Education Dear Spsilambu SpsilambuPoints Based Visa System for student planning to study in UK - IDP Educatio... 8:53 AM

webadmin EIP Auto Mail - Document Status Updated - Invoice Document Status Invoice Regn No : LE/SZ000010/FS... Dec 10

webadmin EIP Auto Mail - Document Status Updated - Invoice Document Status Invoice Regn No : LE/SZ0... Dec 10

Angel Broking Dear Spsilambu Spsilambu,TradeSmart with Angel broking at Zero brokerage - Angel Broking-Open free ... Dec 10

Raman Chinnasamy SILAMBU EPF - Sir I Have attach Silambu epf copy Dec 10

CBSLM159287... ECR_CHLN_RE... ECR_CHLN_RE... +4

Cars24 Team Hello PRICE DROP ALERT! Now is the Time sell your car at the bestPRICE... - Cars24 Hello, Looks like y... Dec 10

Raman Chinnasamy ARUL EPF - Sir I Have attach epf copy of Arul Dec 10

Rummy Passion Dear Spsilambu Spsilambu,Play Rummy! Change The Game! - Dear Spsilambu Spsilambu , You can Get L... Dec 10

Account Tamarasu GST Copy Dec 10

GST-Challan Re... GSTR1_33FCKP... GSTR3B_33FCK...

Type here to search

4:09 PM 11-Dec-20

The image shows a Windows Settings window titled "Printers & scanners" overlaid on a Microsoft Word document. The Word document is titled "record-pages-34-75_(2)[1] - Microsoft Word" and is on page 95 of 100, with 3,176 words. The Settings window has a search bar at the top with the text "Find a setting". The left sidebar of the Settings window lists various device categories: Printers & scanners (selected), Connected devices, Mouse & touchpad, Typing, AutoPlay, and USB. The main content area of the Settings window is titled "Add printers & scanners" and features a large plus sign icon with the text "Add a printer or scanner". Below this, there is a section titled "Printers & scanners" which lists four installed printers: Fax, Microsoft Print to PDF (Last used), Microsoft XPS Document Writer, and Send To OneNote 2010. At the bottom of the Settings window, there is a toggle switch for "Let Windows manage my default printer" which is currently turned on, with the text "When turned on, the default printer is the last used printer." below it. The Windows taskbar is visible at the bottom, showing the Start button, search bar, and several pinned application icons including Edge, File Explorer, Mail, Firefox, Word, and Settings. The system tray shows the time as 6:27 PM on Friday, 3/4/2016.

EX.NO:

DATE:

SCAN A PHOTO USING SCANNER AND EDIT IT USING TOOLS AVAILABLE IN THE OPERATING SYSTEM BY DEFAULT

AIM;

PROEDURE:

RESULT:



OUTPUT:

The image shows a browser window displaying the Google Workspace sign-up page. At the top, there is a navigation bar with a search icon, a sign-up link, and a user profile icon. Below the navigation bar is the Google Workspace logo. The main heading is "Let's get started". A text box contains the message: "Work normally with confidence. Google Workspace has everything that you need to run your business. It's so easy!" Below this is a "Start your trial" button. A question asks for the "Number of employees, including you" with three radio button options: "1-9", "10-50", and "50-99". A "Next" button is located at the bottom right of the form.

Search

Sign up for Google Workspace

Google Workspace

Let's get started

Work normally with confidence. Google Workspace has everything that you need to run your business. It's so easy!

Start your trial

Number of employees, including you

1-9

10-50

50-99

Next

EX.NO:

DATE:

CREATE GOOGLE FORM TO COLLECT DATA

AIM;

PROEDURE:

RESULT:



OUTPUT:

The screenshot shows a mobile browser interface. At the top, the status bar displays the time 8:05, signal strength, Wi-Fi, and battery icons. The browser's address bar shows the URL "Splitting Your Dat... developers.google.com" with a lock icon, a share icon, a bookmark icon, and a menu icon. Below the address bar is a search bar with the text "Machine Lea...", a magnifying glass icon, a refresh icon, and a profile icon with the letter 'S'. The main content area has a heading "Foundational courses" followed by a breadcrumb trail: "Home > Products > Machine Learning > Foundational courses > Data Prep". A "Send feedback" button is visible. The main title of the article is "Splitting Your Data" with a bookmark icon. The text explains that a pure random split is not always the right approach for online systems and lists three steps: 1. Collect 30 days of data. 2. Train on data from Days 1-29. 3. Evaluate on data from Day 30. A note states that for online systems, training data is older than serving data. At the bottom, a notification banner says "Add Google Developers to Home screen" with a close button.

8:05 2G Wi-Fi 100%

Splitting Your Dat...
developers.google.com

Machine Lea... 🔍 ↻ S

Foundational courses

Home > Products > Machine Learning
> Foundational courses > Data Prep

[Send feedback](#)

Splitting Your Data

As the [news story example](#) demonstrates, a pure random split is not always the right approach.

A frequent technique for online systems is to split the data by time, such that you would:

- Collect 30 days of data.
- Train on data from Days 1-29.
- Evaluate on data from Day 30.

For online systems, the training data is older than the serving data, so this technique

Add Google Developers to Home screen

EX.NO:

CREATE GOOGLE SPLIT TO COLLECT DATA

DATE:

AIM;

PROEDURE:

RESULT:



1