DIRECTORATE OF TECHNICAL EDUCATION
Guindy, Chennai -25.

LABORATORY RECORD BOOK SUBMITTED IN PARTIAL FULFILLMENTFOR

THE AWARD OF THE CERTIFICATE OF

Star Tamil Exam

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 _____ examination held at the

Examination Centre _____**.**

Submitted for the practical examination held on _____

Signature of the Candidate   Signature of the Staff

                                                            (Internal Examiner)

Record marks

Internal Examiner   External Examiner

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# OPERATING SYSTEM
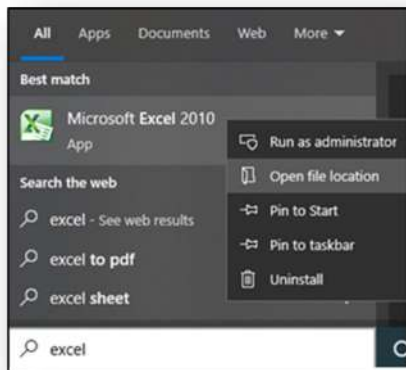
Ex No: 1 **Date:**

    a) **Starting a program, running a program**

    b) **Running multiple programs and switching between windows**

    c) **Running a program from explorer**

AIM : Starting a program, running a program

Procedure:

Step 1 : Click Start ⊞ Button

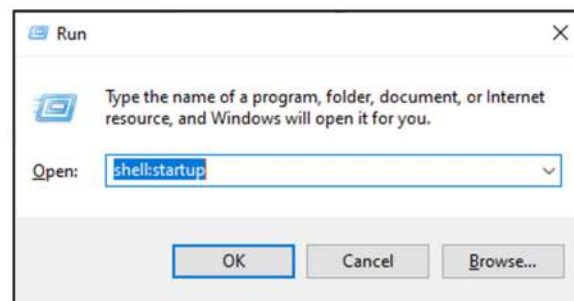**Step 2:** Type the Application Name in Search Box. Excel

Step 3: Right-Click on the Excel Application and Click on Open file location.
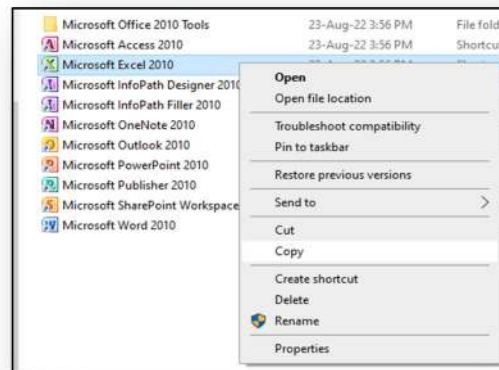
Step 4: Click on the Microsoft Excel 2010 icon then Press Keys [Ctrl] + [C] (Copy).

Step 5 : Press Keys Start ⊞ + [R]

Step 6 : In the box type **shell:startup** → OK

Step 7: Open Startup folder Press Keys ⌨Ctrl + ⌨V (Paste.)

Step 8: Automatically run the Excel program after Restarting Computer.

Result:

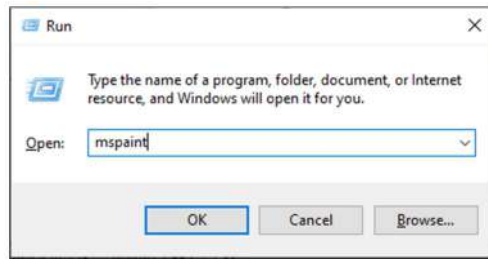The program was Executed Successfully and output is verified.

Output:
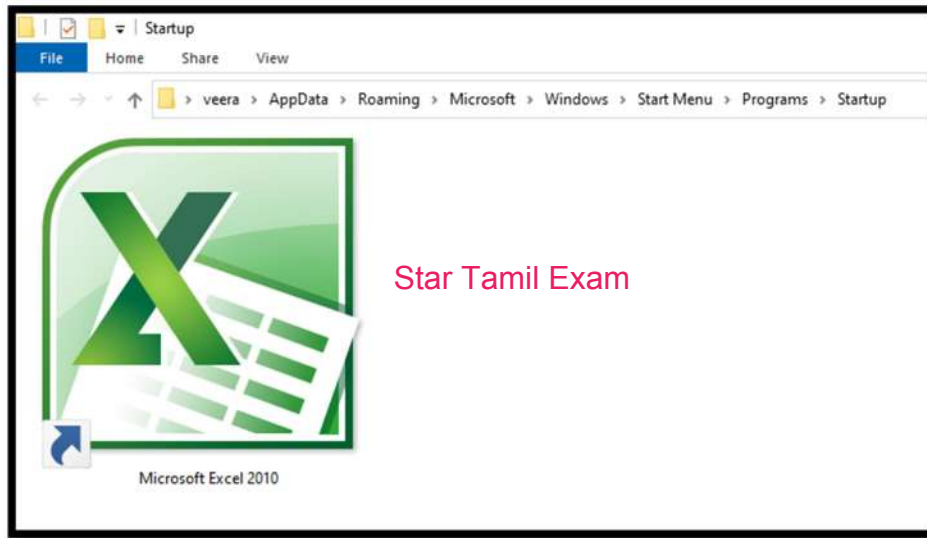
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AIM : Running multiple programs and switching between windows

Procedure:

Step 1 : Press Keys Start ⊞ + 🄡

Step 2 : In the box type Mspaint → OK and Calc →OK.(Open More Application)


Step 3 : Press key Alt + Tab. Now you can easily switch from one application to another application.

Step 4 : Press and hold Alt + Tab A small box reveals all opened programs.

Step 5 : Release the Tab key but keep Alt pressed down; press Tab until you reach the program you want.

Step 6 : Each time you press Tab, you cycle through the icons representing open programs.

Step 7 : Release the Alt key. Windows 10 switches to whichever program is selected.
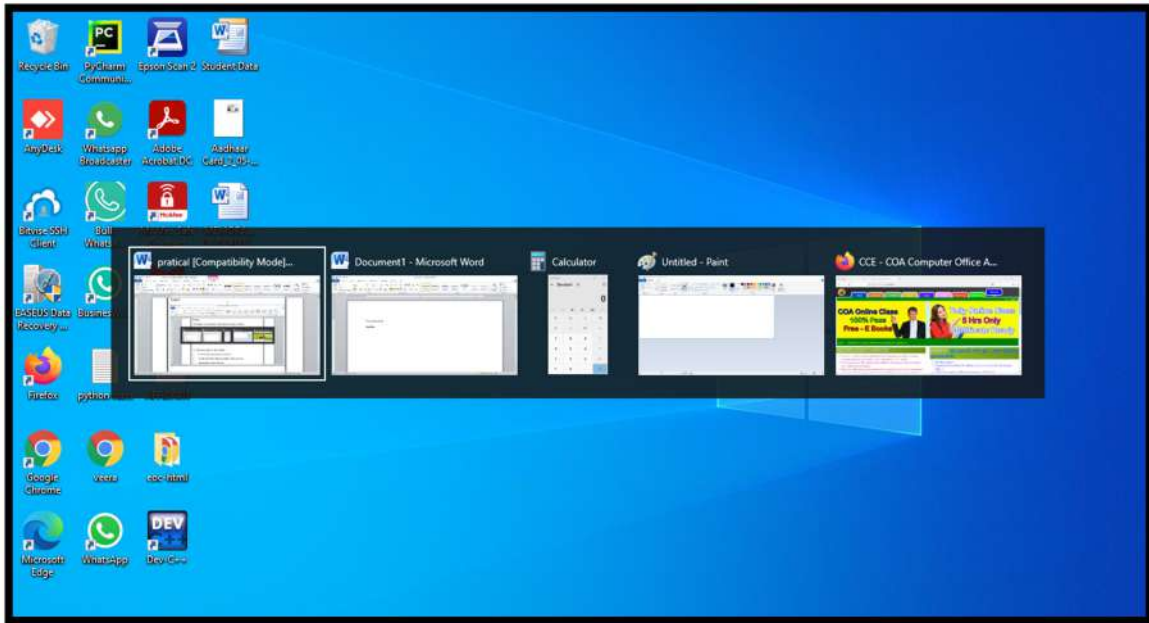
Step 8 : To switch back to the last program that was active, simply press Alt + Tab That program becomes the active program once again.

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Result :

The program was Executed Successfully and output is verified.

Output:

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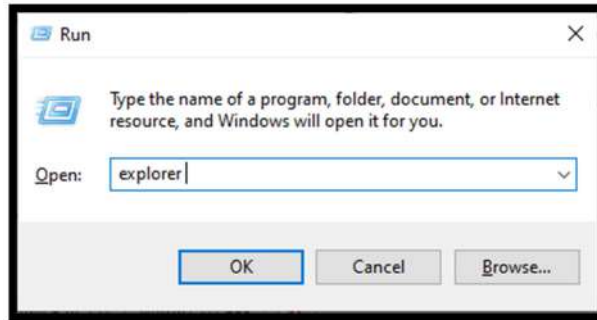**AIM : Running a program from explorer**

Procedure:

Step 1: Press Keys Start ⊞ + Ⓡ (Open Run window)

Step 2: In the box type explorer → OK

Step 3: Press Key (Start) ⊞ + Ⓔ My Computer - explorer will be Open.

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Result:

The program was Executed Successfully and output is verified.

Output:
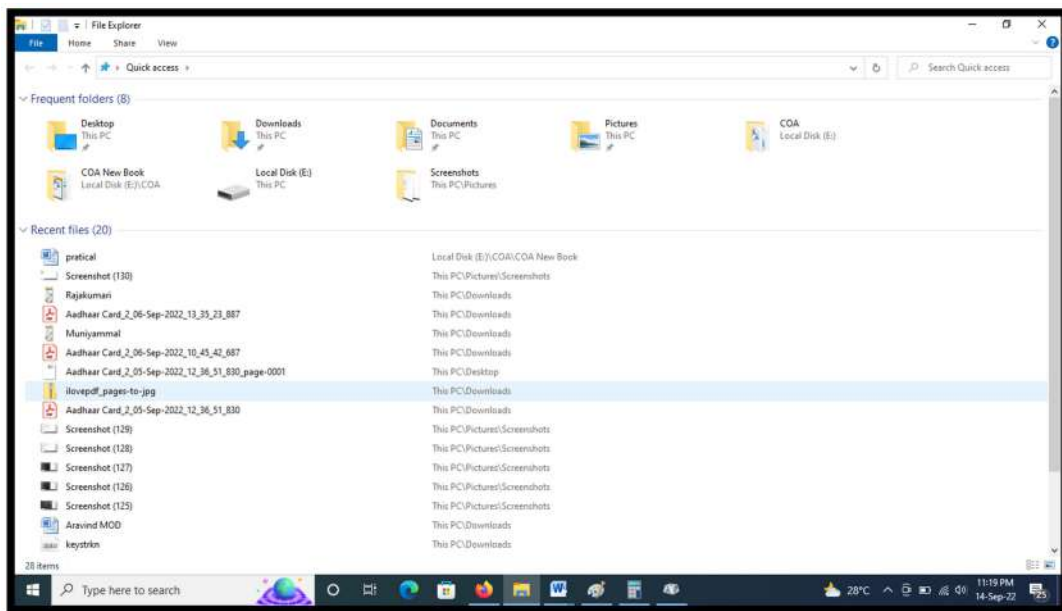
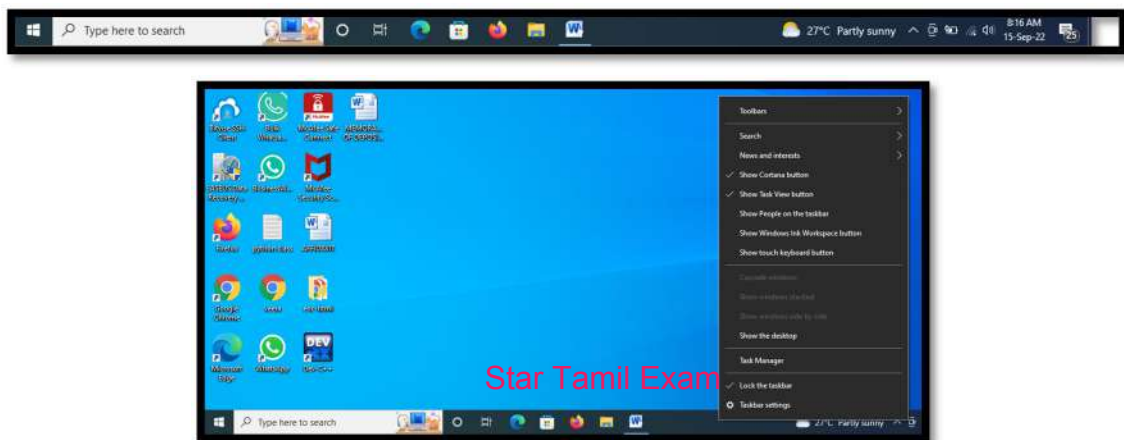**Ex No: 2**   **Date:**

    a) **Customizing the Task bar, Making the taskbar wider**

    b) **Controlling the size of start menu options**

    c) **Adding a program to the start menu**

AIM : Customizing the Task bar, Making the taskbar wider

Procedure:

    Step 1: Right-click any empty area of the taskbar and click "Taskbar Settings" to change taskbar

settings.

Change Customizing the Task bar
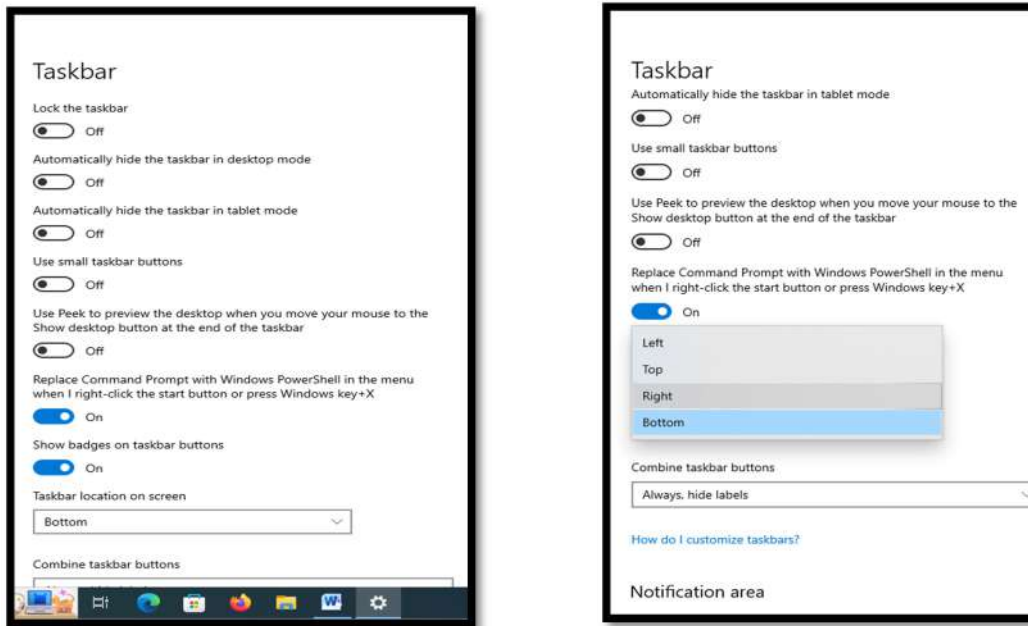
    Step 2: Lock the taskbar OFF / ON

    Step 3: Automatically hide the taskbar in desktop mode OFF / ON

    Step 4: Use small taskbar buttons OFF / ON

    Step 5: Place your mouse at the top edge of the taskbar and drag to resize it.
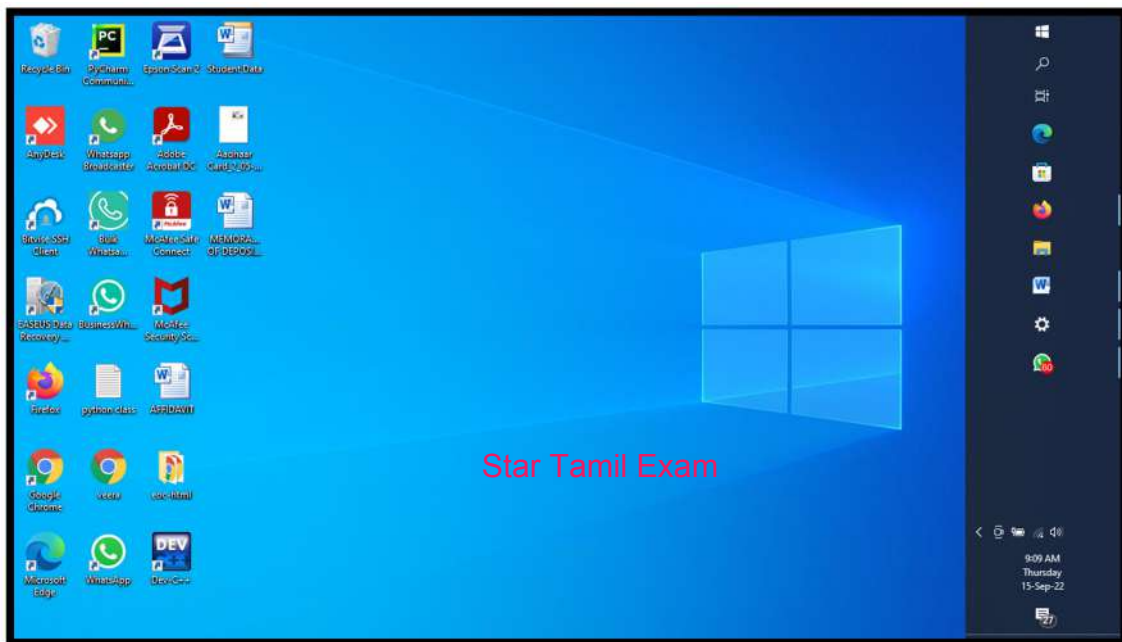
Making the taskbar wider

    Step 6: Taskbar location on Screen Bottom or Left or Top or Right

Result:

The program was Executed Successfully and output is verified.

Output:

Change Task bar Size & location on right side

Aim: Controlling the size of start menu options

Procedure:

Step 1: Press Keys Start ⊞ Button .

Step 2: Select the top or side border, and then drag to your desired size.

Step 3: Right-click any empty area of the taskbar and click "Taskbar Settings" to change taskbar

settings → Personalization → Start, and then turn on Use Start full screen.
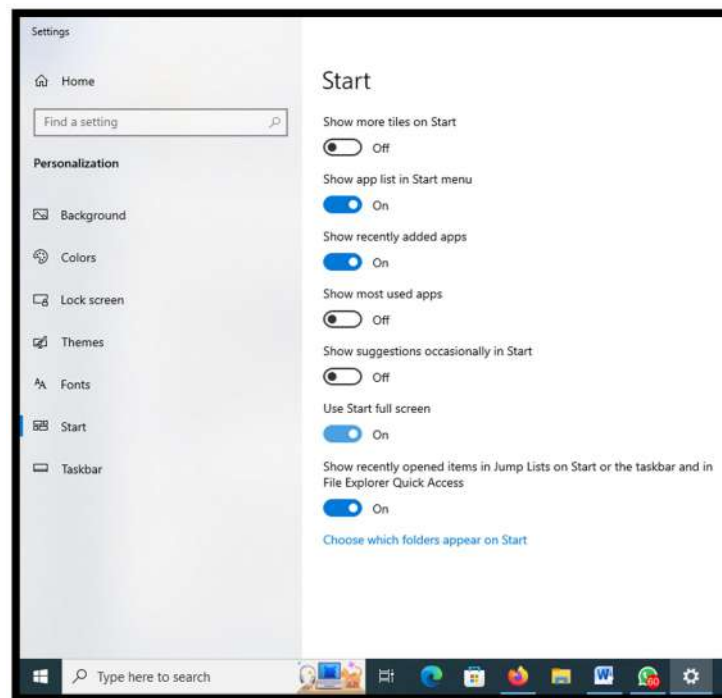
Step 4: Show app list in Start menu ON/OFF

Step 5: Show recently added apps ON/ OFF

Step 6: Show most used apps ON/ OFF

Step 7: Show suggestions occasionally in Start ON/ OFF

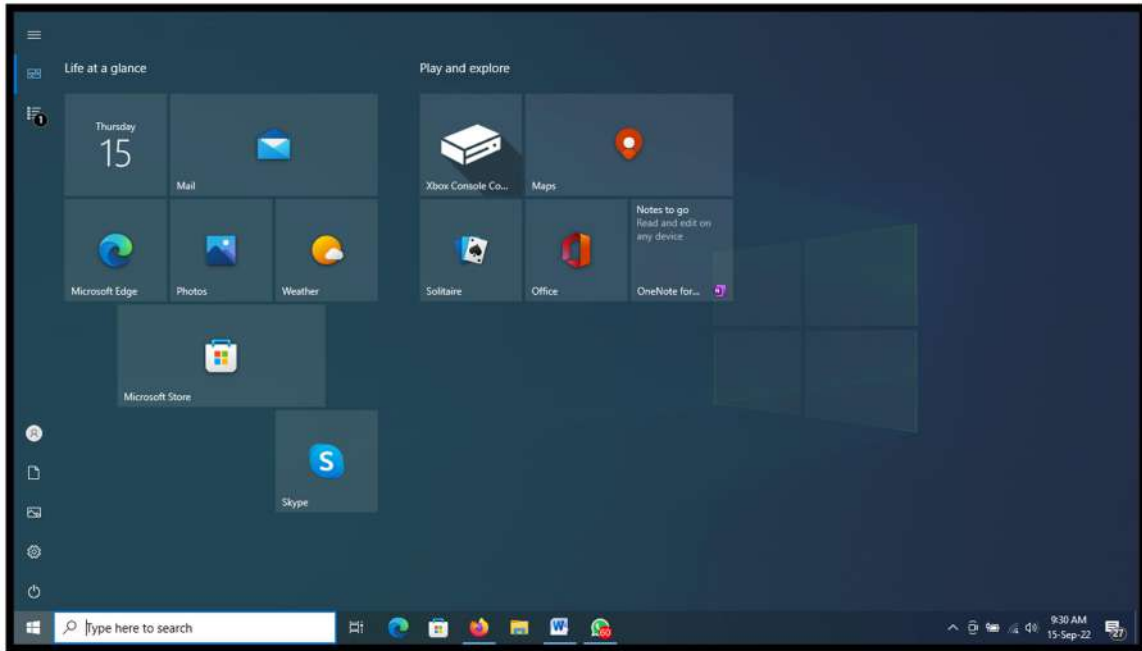**Step 8:** Use Start full screen ON/ OFF

Step 9: Show recently opened items in Jump Lists on Start or the taskbar and File Explorer Quick
        Access ON/ OFF

Result:

The program was Executed Successfully and output is verified.

Output:

Start Menu full screen.

AIM : Adding a program to the start menu

Procedure:

Step 1: Right-Click any Shortcut Icon on the Desktop

Step 2: Select on pop Menu Pin to Start.

Step 3: Click Start Button

Step 4: See Now Shortcut Icon add on to the start menu
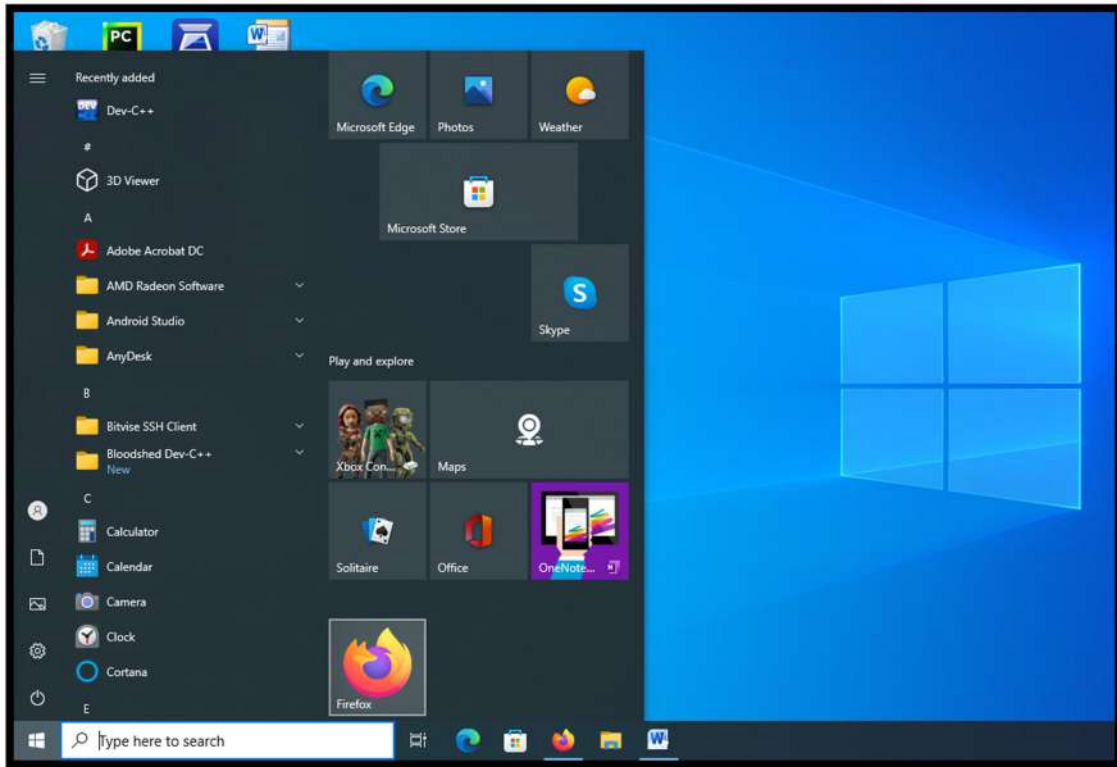
Step 5: If remove the Icon from Start Menu Right-Click any Shortcut Icon on the start menu.

Step 6: Select on pop Menu Unpin from Start.

Result:

The program was Executed Successfully and output is verified.

Output:

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Ex No: 3   **Date:**

a) **Recycle bin, restoring the deleted files**

b) **Arranging icons on the Desktop**

c) **Creating Shortcuts. Adding a program shortcut in the Desktop**

AIM: Recycle bin, restoring the deleted files

Procedure:

Deleted files or folders.

   Step 1: Select file the files or folders you want to delete

   Step 2: Press Delete Key [Delete]   and Click Yes.

   Step 3: The files or folders Move to Recycle Bin.

   Step 4: If need Permanent Deleted then Press Shift + Delete Key [Shift]   +   [Delete]   and Click Yes

   Note : After Recover Not Possible.

Restoring files or folders.

Recycle Bin

   Step 1: Open the Recycle Bin by double-clicking on its icon.

   Step 2: Locate the items that you want to recover.

   Step 3: Check the box next to the files or folders you want to retrieve.

   Step 4: Right-click and select restore to recover the items to their original locations.

   Step 5: Select restore all items to restore everything in your recycle bin.

Result:

   The program was Executed Successfully and output is verified.

Output:
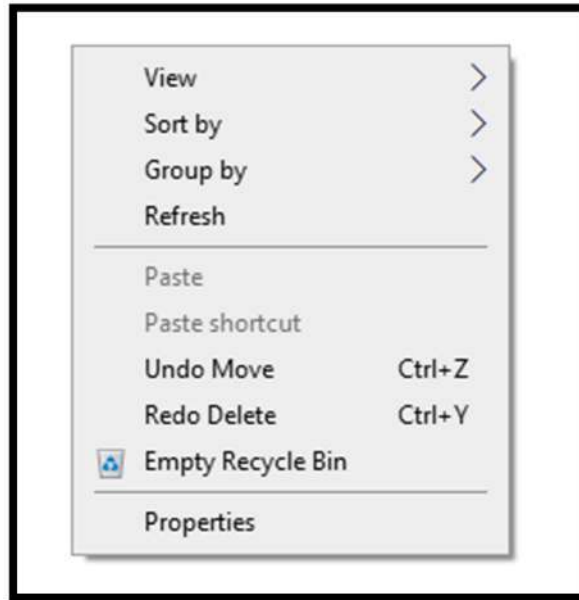
Empty Recycle Bin – All File or Folder Move Source Location
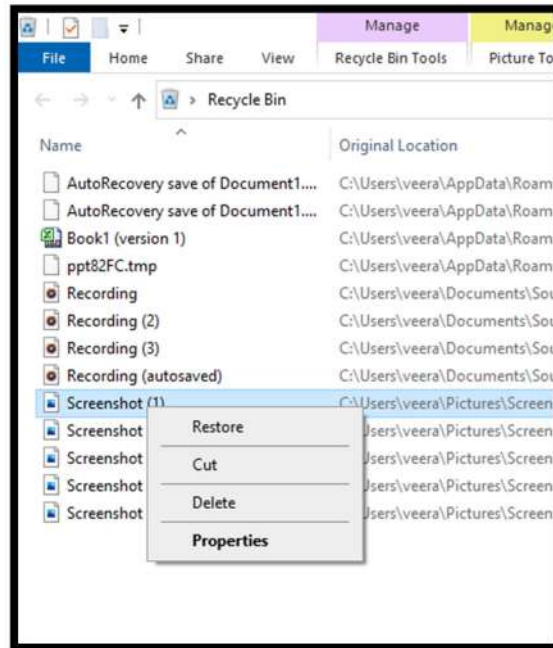
Delete – All File or Folder Deleted to Permanent

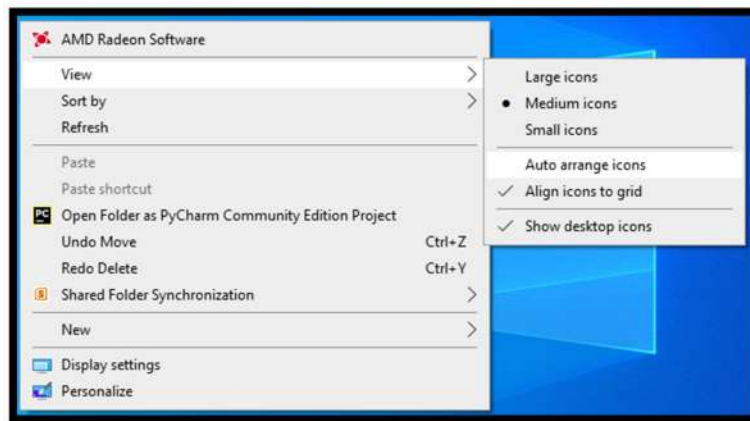**AIM : Arranging icons on the Desktop**

Procedure:

Auto Arrange Icons

Step 1: Press Click Start ⊞   +   D   or navigate to the Windows desktop.

Step 2: Right-click a blank area on the desktop, Select View

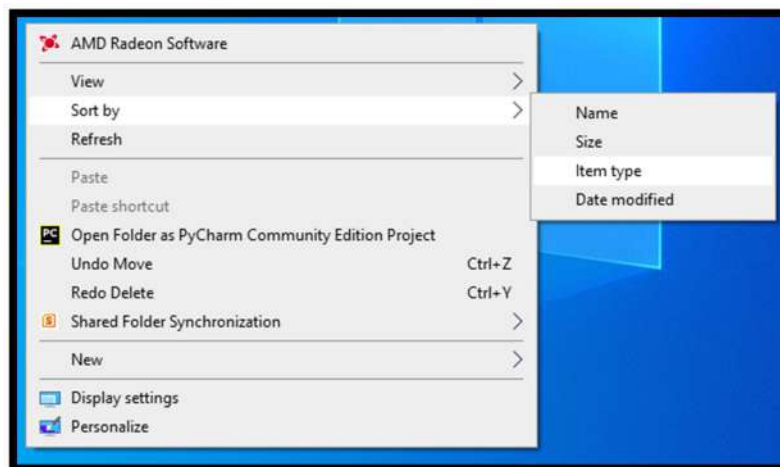**Step 3:** View → Auto arrange icons

Sort by Arrange Icons

Step 4: Right-click a blank area on the desktop, Select Sort by

Step 5: Arrange icons by Name, Type, Size or Date modified and then click Arrange Icons.

Step 6: Auto Arrange want to arrange the icons on your own, click Auto Arrange to remove the check

mark.

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Result:

The program was Executed Successfully and output is verified.

Output:

Right-click a blank area on the desktop, Select Sort by Arrange icons by Name, Type, Size or Date

modified and then click Arrange Icons.

AIM : Creating Shortcuts. Adding a program shortcut in the Desktop

Procedure:

      Step 1: Press Click Start ⊞ Button.

      Step 2: Browse to the Office program for which you want to create a desktop shortcut.

      Step 3: Left-click the name of the program, and drag it onto your desktop.

      Step 4: Shortcut for the program appears on your desktop

      Step 5: Right-click the program name or File or Folder and then click Send To → Desktop
          (Create shortcut).

      Step 6: A shortcut for the program appears on your desktop.

Result:

      The program was Executed Successfully and output is verified.

Output:
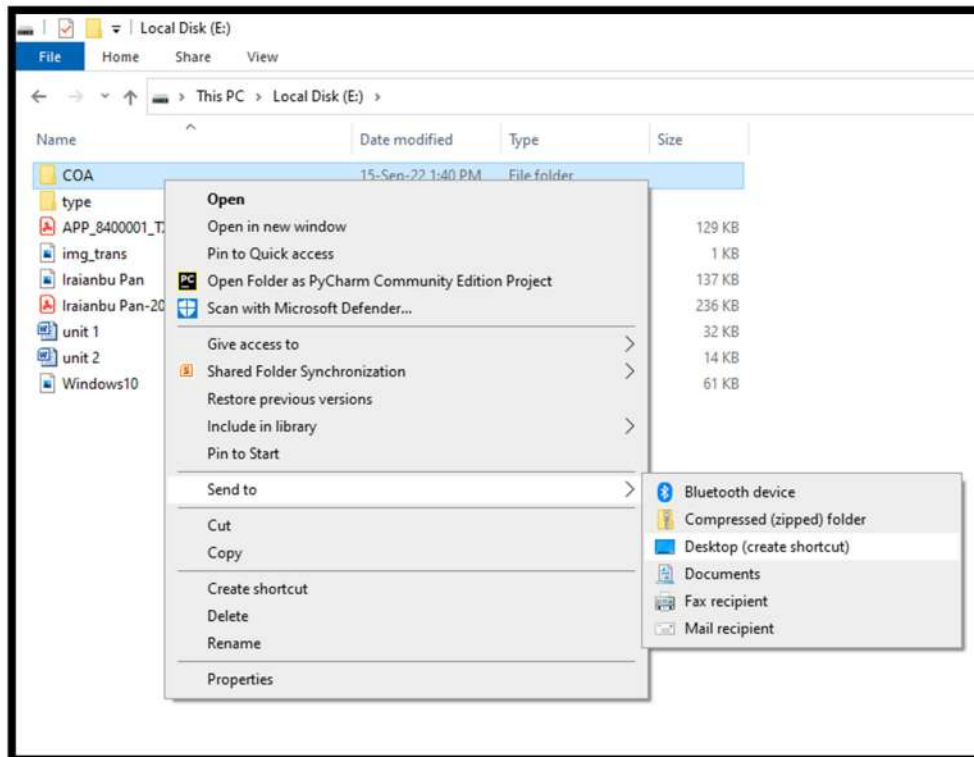
Ex No: 4 **Date:**

a) **Creating and removing folders, renaming folders and files**

b) **Expanding and collapsing a folder**

c) **Sorting a folder**

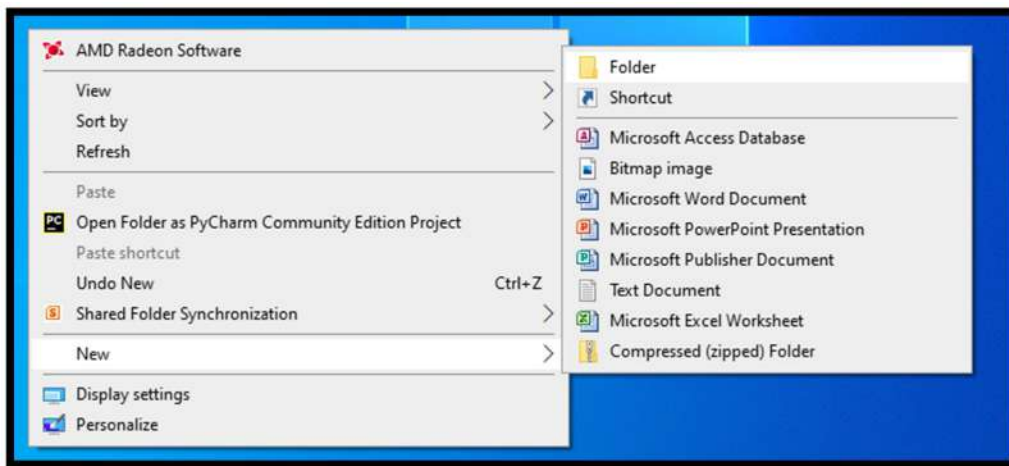**AIM : Creating and removing folders, renaming folders and files**

Procedure:

Creating New Folder

> **Step 1:** The fastest way to create a new folder in Windows is with the
>
> [Ctrl] + [Shift] + [N] Ctrl+Shift+N shortcut.
>
> **Step 2:** Right-click on a blank space in the folder location.
>
> **Step 3:** Select New → Folder from the contextual menu. Windows will create the new folder at your
>
> current location.

> **Step 4:** Enter your desired folder name **to** replace "New folder" and hit Enter.
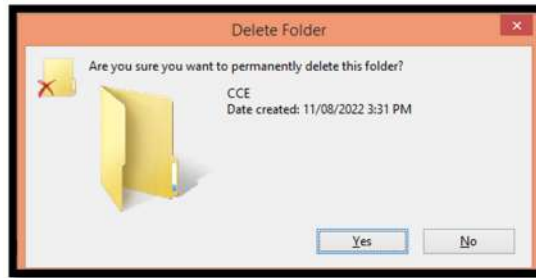
Removing Files or folders

> **Step 1:** Select file the files or folders you want to delete
>
> **Step 2:** Press Delete Key [Delete] and Click Yes.
>
> **Step 3:** The files or folders Move to Recycle Bin.
>
> **Step 4:** If need Permanent Deleted then Press Shift + Delete Key [Shift] + [Delete] and Click Yes**.**
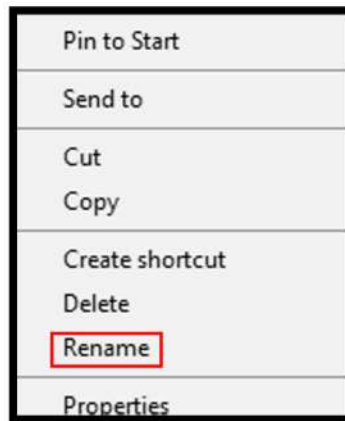>
> **Note :** After Recover Not Possible.

Renaming Folders and Files

Step 1: Press Click Start 🪟   +   E Button.

Step 2: Go to the location where stores your file or folder.

Step 3: Right click the name of the file or folder you wish to rename.

Step 4: Click Rename (on the menu that opens up).

Step 5: The fastest way to rename a folder or File Click File and Press   F2   F2 Key

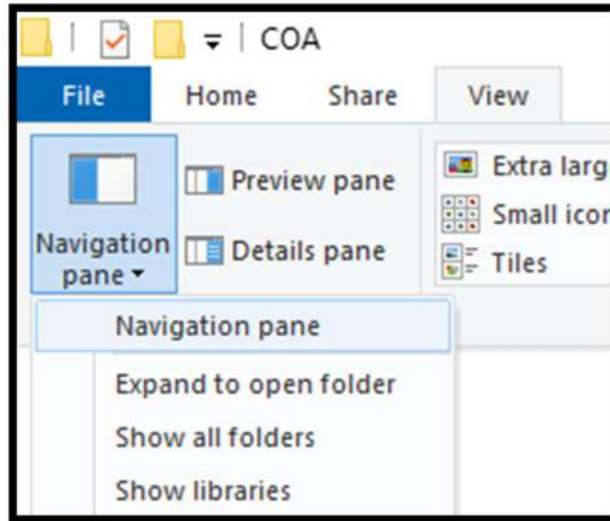**Step 6:** Type a new name for the file or folder and press ⏎   Enter Key.

Result:

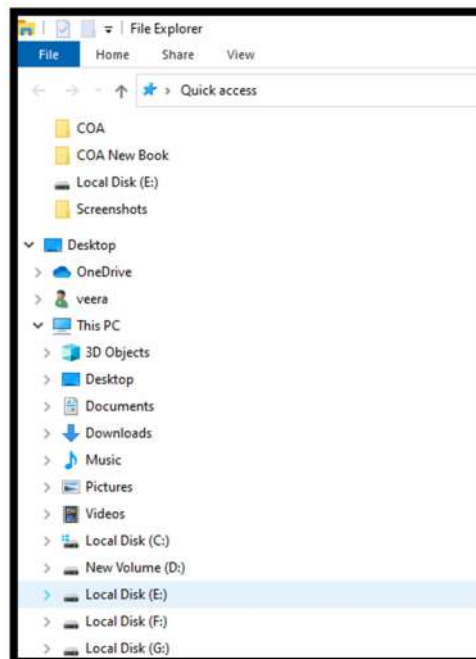The program was Executed Successfully and output is verified.

Output:

AIM : Expanding and collapsing a folder

Procedure:

Step 1: Press Click Start ⊞ + E Button.

Step 2: View→ Navigation Pane → Show all folders (Click)

Step 3: Click the > (plus symbol) in the folder tree to expand a folder.

Step 4: You can also double-click a parent folder in the left or right pane to expand it.

Step 5: Click the V (minus symbol) in the folder tree to collapse a folder.

Result:

The program was Executed Successfully and output is verified.
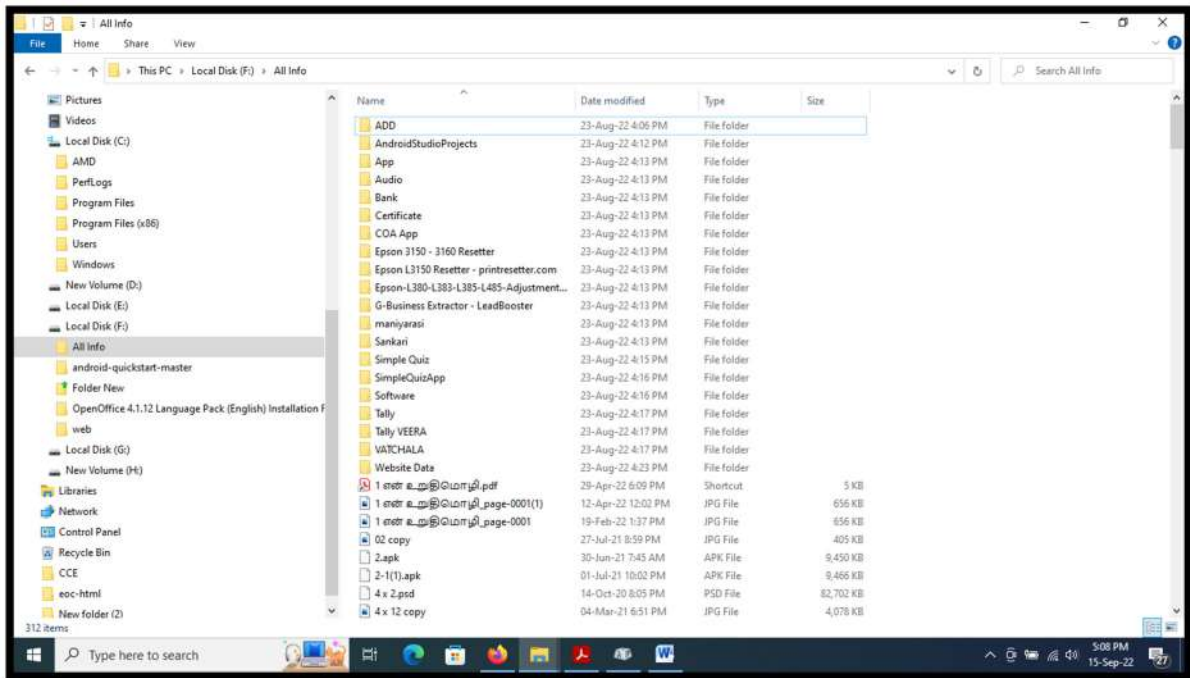
Output:

Expand One Level

Expand Two Levels

Expand Three Levels

Expand All Levels

Collapse All

AIM : Sorting a folder

Procedure:

    Step 1: Press Click Start ⊞ + Ｅ Button.
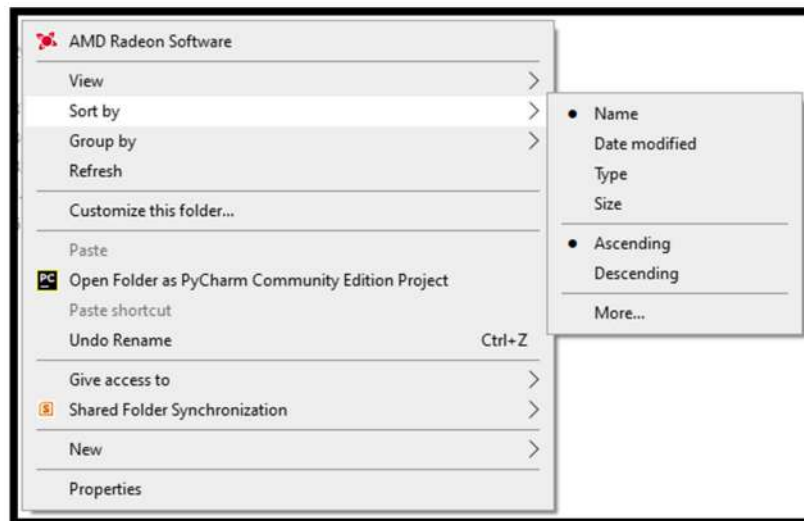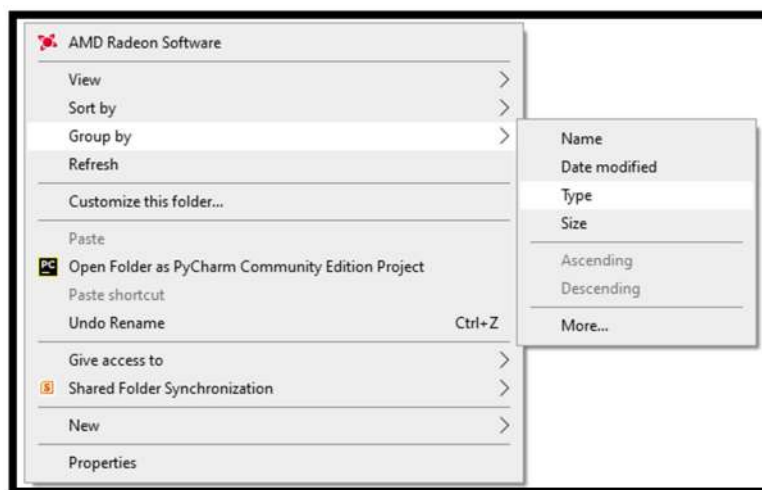
Sort by Arrange folder

    Step 2: Right-click a blank area on the file Explore, Select Sort by

    Step 3: Select an option, such as name, Date, Size, Type, Date modified, and Dimensions.

    Step 4: The available options vary depending on the selected folder type.

Ascending. Select to sort items in ascending order A-Z.

Descending. Select to sort items in descending order Z-A.

Group by Arrange folder

Step 1: Right-click a blank area on the file Explore, Select Group by

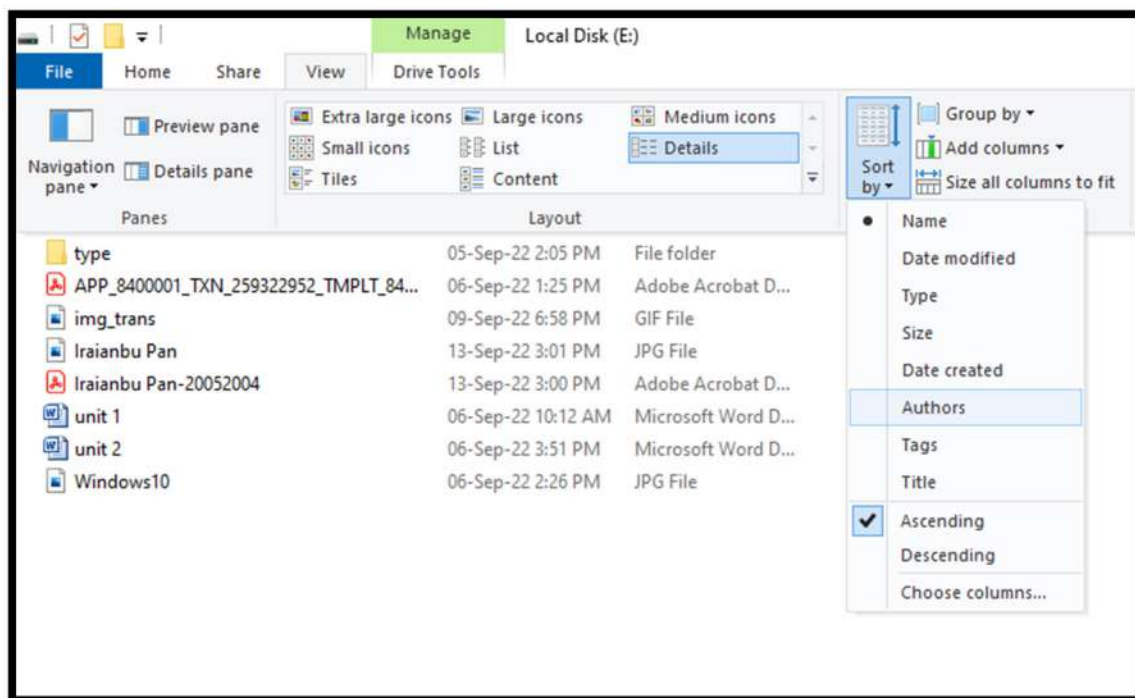**Step 2:** Select an option, such as Name, Date, Size, Type, Date modified.

Result:

The program was Executed Successfully and output is verified.

Output:

The File Explore, Select Sort by Arrange icons by Name, Type, Size or Date modified click Arrange

File and Folder. (Start [⊞] + [E] → View →Sort by)

Ex No: 5   **Date:**

a) **Displaying the properties for a file or folder**

b) **Using cut and paste operations to move a file**

c) **Using copy and paste operations to copy a file**

AIM : Displaying the properties for a file or folder
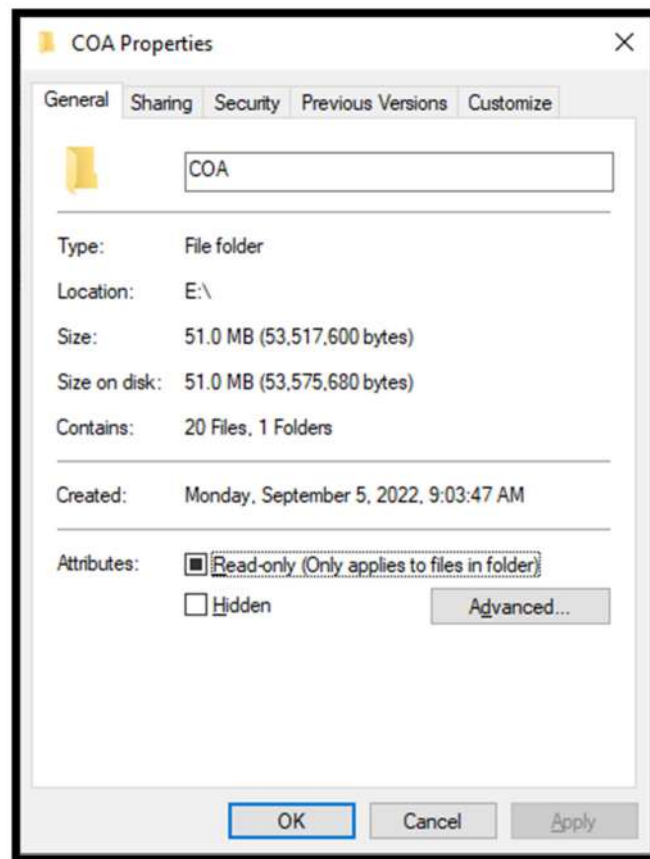
Procedure:

   Step 1: Press Click Start ⊞ + Ｅ Button.

   Step 2: To view information about a file or folder, Right-click it and select Properties.

   Step 3: The fastest way to you can also select the file and press key Alt+ Enter.

Result:

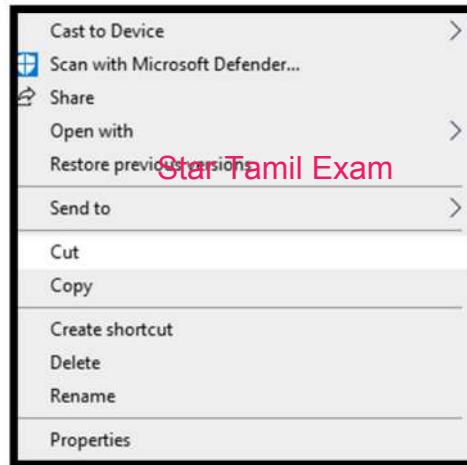   The program was Executed Successfully and output is verified.

Output:

The file properties window shows you information like the type of file, the size of the file, and when you last

modified it. , Parent Folder, Free Space, Accessed.

AIM : Using cut and paste operations to move a file

Procedure:

> **Step 1:** Press Click Start ⊞ + E Button.

> **Step 2:** To cut file or folder Select then Right-click it and select Cut.

> **Step 3:** The fastest way to you can also select the file and press key [Ctrl] [+] [X]

> **Step 4:** Right-click a blank area on the file Explore, Select Paste.

> **Step 5:** The fastest way to you can also select the file and press key [Ctrl] [+] [V]

Result:

> The program was Executed Successfully and output is verified.

Output:

[Ctrl] [+] [X] (Cut) → [Ctrl] [+] [V] (Paste)

AIM : Using copy and paste operations to copy a file

Procedure:

Step 1: Press Click Start ⊞ + E Button.

Step 2: To Copy file or folder Select then Right-click it and select Copy.

Step 3: The fastest way to you can also select the file and press key Ctrl + C

Step 4: Right-click a blank area on the file Explore, Select Paste.

Step 5: The fastest way to you can also select the file and press key Ctrl + V
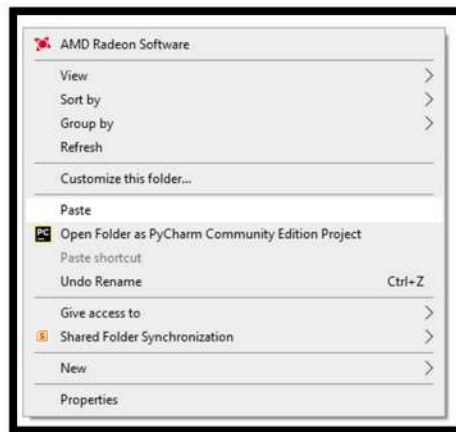
Result:

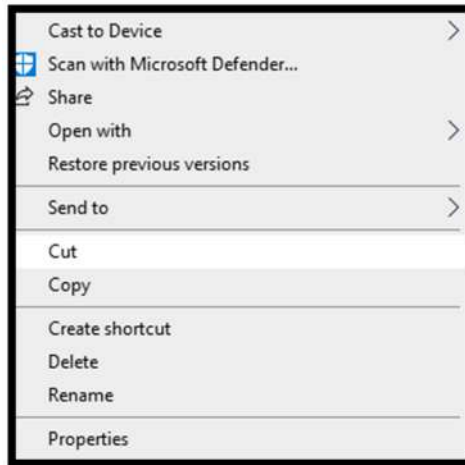The program was Executed Successfully and output is verified.

Output:

Ctrl + C (Copy) → Ctrl + V (Paste)

Ex No: 6   **Date:**

    a) **Moving and copying files with mouse**

    b) **Searching a file or folder by using search command**

    c) **Recognizing File types using icons**

AIM : Moving and copying files with mouse

Procedure:

    Step 1: Step 1: Press Click Start ⊞ + 𝙴 Button.

    Step 2: To Copy file or folder Select then left-click and HOLD**.** (Copy)

    Step 3: You release the left mouse button the file will be moved to the new location where you

    released the mouse button. (Paste)

    Step 4: To Copy file or folder Select then Right-click and HOLD.

    Step 5: Select copy here then new location move here
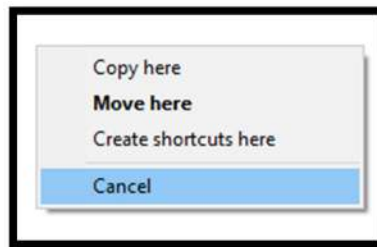
Result:

    The program was Executed Successfully and output is verified.

Output:

    Select File or Folder Right Click Mouse Select Copy new location Right Click Mouse Select Paste.

AIM : Searching a file or folder by using search command

Procedure:

Step 1: Press Click Start ⊞ + Ⓔ Button.
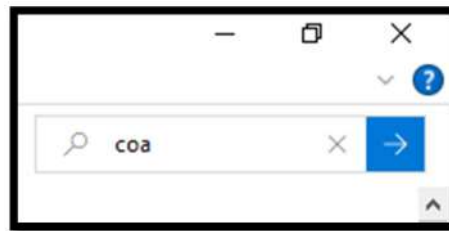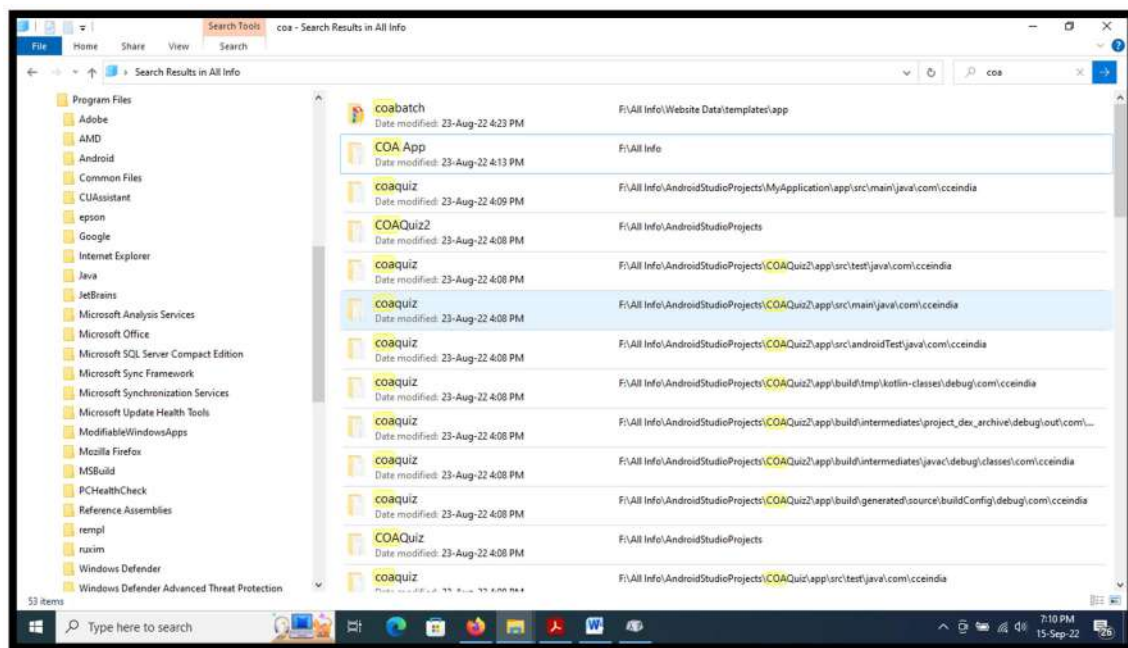
Step 2 : Select Search Local Drive Like C:\ D:\ E:\ This PC to look in all devices or Folder
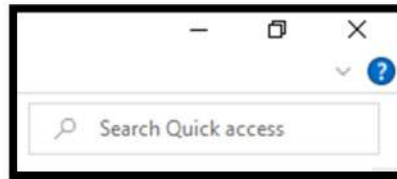
Step 3: Right Corner show Search Quick access

Step 4: Enter Search Key word "COA" after Press Enter or Click →

Output:

Aim : Recognizing File types using icons

Procedure:

    Step 1: Press Click Start ⊞ + 🄴 Button.

Sort by Arrange Icons

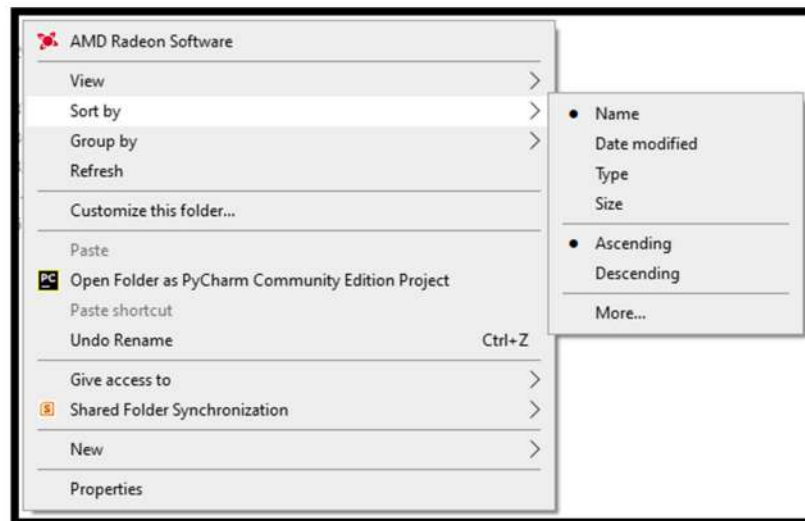   **Step 2:** Right-click a blank area on the file Explore, Select Sort by

    Step 3: Select an option, such as name, Date, Size, Type, Date modified, and Dimensions.

    Step 4: The available options vary depending on the selected folder type.

Ascending. Select to sort items in ascending order A-Z.

Descending. Select to sort items in descending order Z-A.

Group by Arrange icons

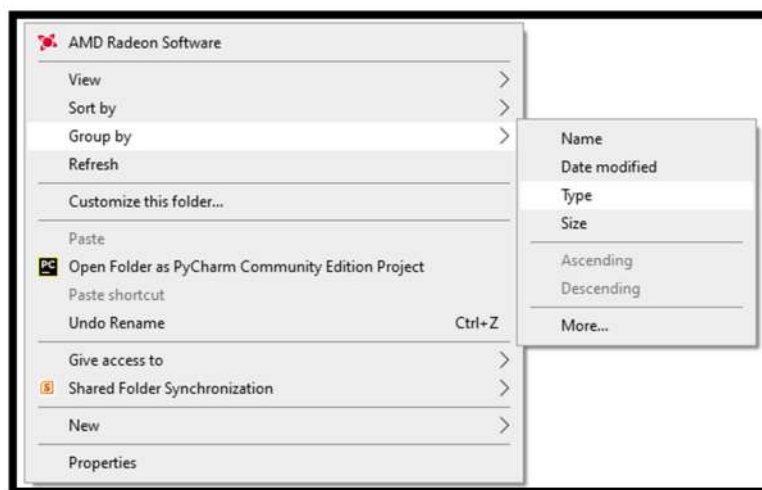**Step 1:** Right-click a blank area on the file Explore, Select Group by

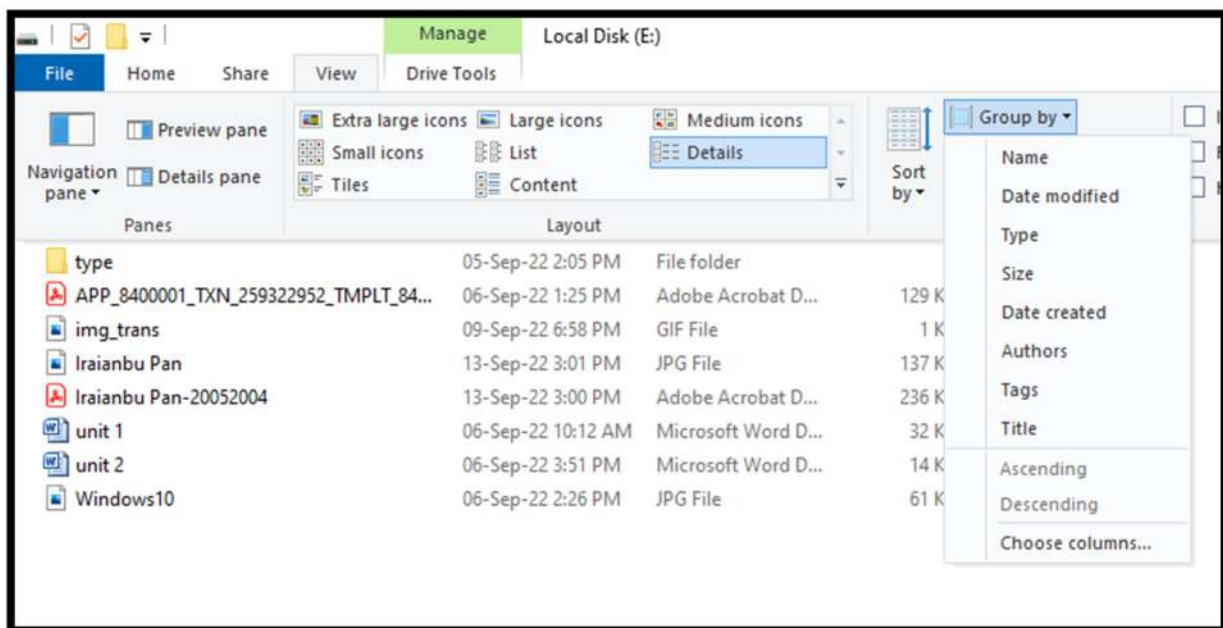**Step 2:** Select an option, such as Name, Date, Size, Type, Date modified.

Result:

The program was Executed Successfully and output is verified.

Output:

The File Explore, Select Group by Arrange icons by Name, Type, Size or Date modified click

Arrange Icons. (Start ⊞ + 𝐸 → View →Group by)

Ex No: 7   **Date:**

a) **Recording and saving an audio file**

b) **Connecting a printer to the PC**

c) **Capturing and saving entire monitor screen & active program window as images**

AIM : Recording and saving an audio file

Procedure:

Step 1: Press Click Start ⊞   Button

Step 2: Type search bar in the bottom-left corner of the Windows 10 screen

Step 3: Type "Voice Recorder"

Step 4: Click on "Voice Recorder"

Step 5: Press key Ctrl + R Recording will be Start.

Step 6: Start speaking

Step 7: Press key Backspace Key Record will be Stop then file will save automatically.

Result:

The program was Executed Successfully and output is verified.

Output:
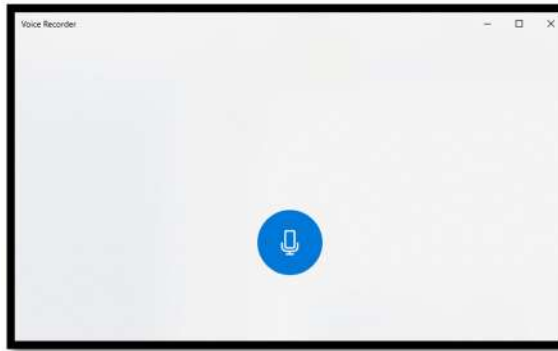
Ctrl + R →Recording Start
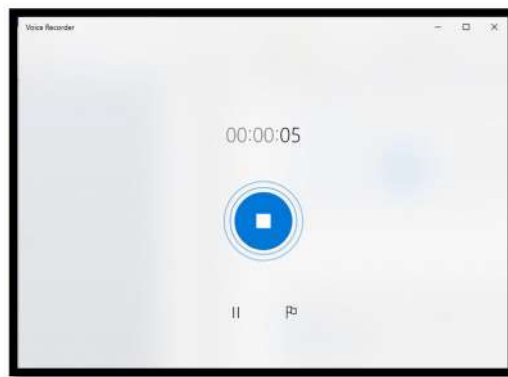
Backspace Key → Recording Stop
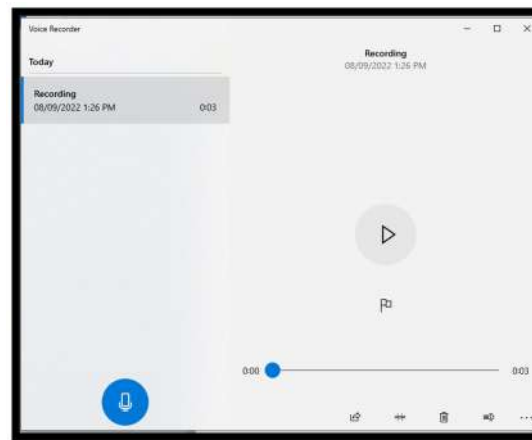
Recoding Save Automatically
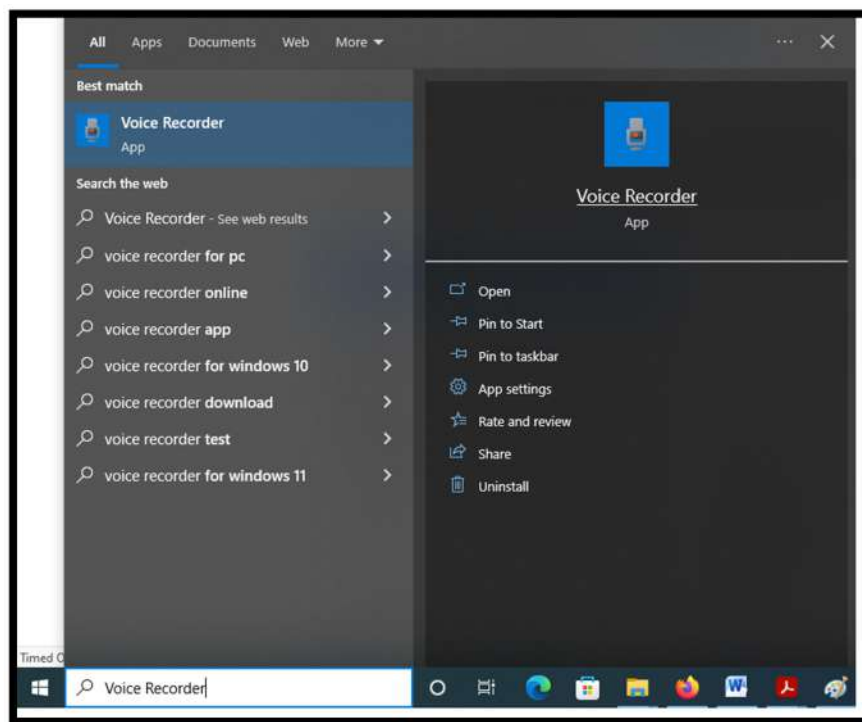
AIM : Connecting a printer to the PC

Procedure:

Step 1: Press Click Start ⊞ Button

Step 2: Type search bar in the bottom-left corner of the Windows 10 screen

Step 3: Type "**Devices and Printers**"

Step 4: Click on "Printer & Scanners"
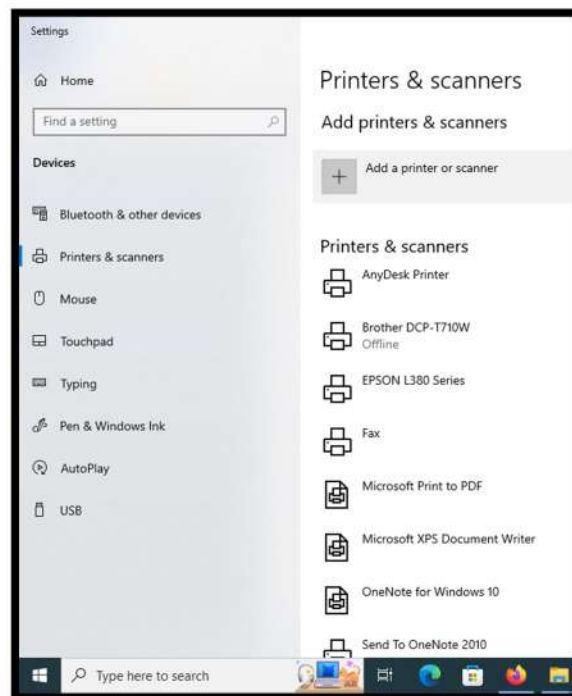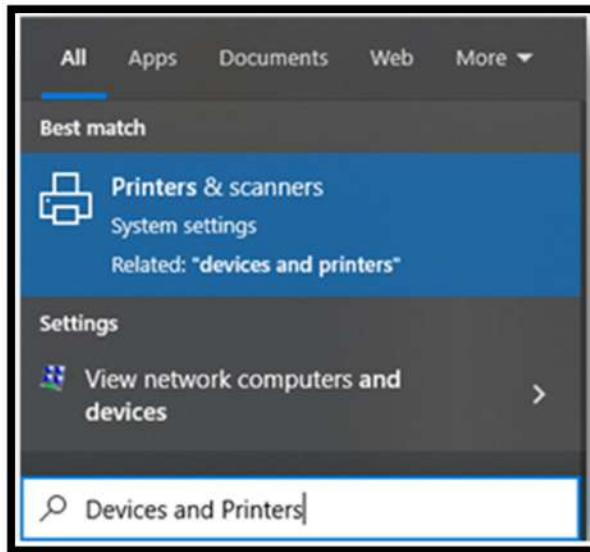
Step 5: Connect Printer to computer and Power ON.

Step 6: Click **on** Add a printer or Scanner

Step 7: Wait for it to find nearby printers, then choose the one you want to use, and select Add device.

Result:

The program was Executed Successfully and output is verified.

Output:
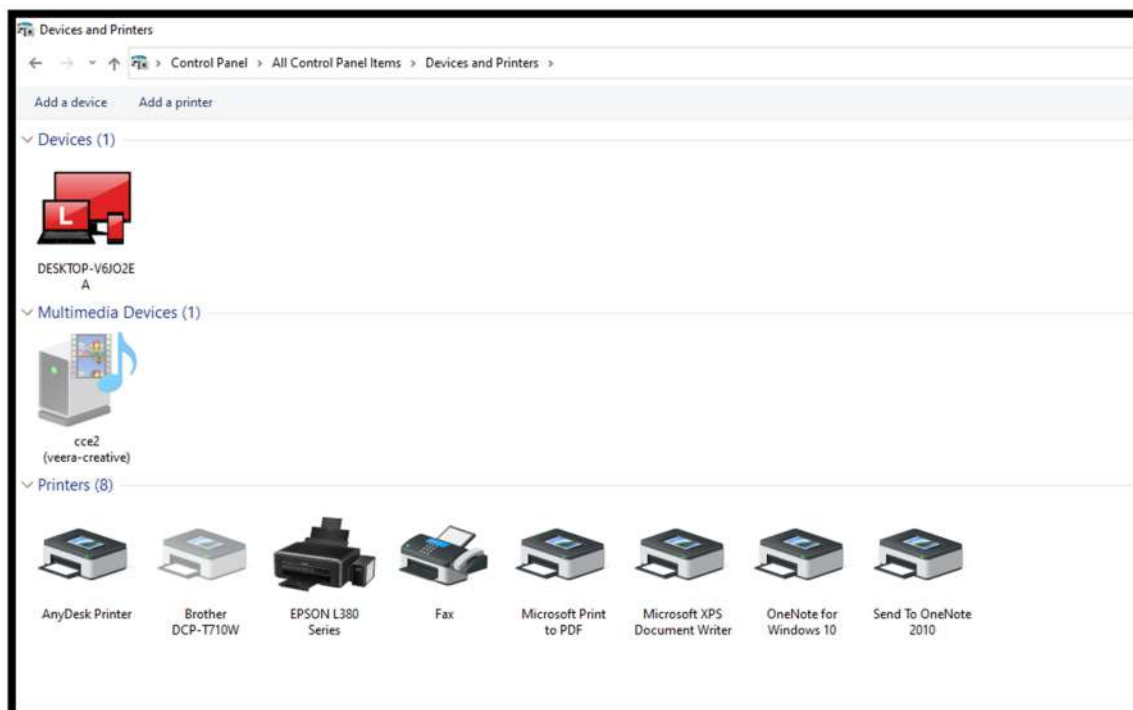
AIM : Capturing and saving entire monitor screen & active program window as images

Procedure:

    Step 1: The PRINT SCREEN key is usually located in the upper right corner of your keyboard. The

key looks similar to the following:

    Step 2: The text you see on your keyboard might be PrtSc, PrtScn, or PrntScrn. The other text on the

Print Screen key is usually SysRq.

Copy only the image of the active window

    The active window is the window that you are currently working in. Only one window can be active

at a time.

    Step 3: Click the window that you want to copy.

    Step 4: Press ALT+PRINT SCREEN.

   **Step 5:** Paste (CTRL+V) the image into an Office program or other application.

Copy the entire image on the screen

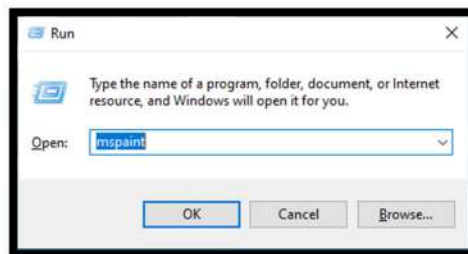   **Step 6:** Open everything you want to copy and position it the way you want.

    Step 7: Press PRINT SCREEN. (If you Used Laptop then Fun or Start + PrtSC)

    Step 8: Paste (CTRL+V) the image into an Office program or other application

Result:

    The program was Executed Successfully and output is verified.

Output:

Alt + PrtSc – Copy Active window

MS OFFICE: MS-WORD

&

OPEN OFFICE: WRITER

Ex No:8   **Date:**
Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter- Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.
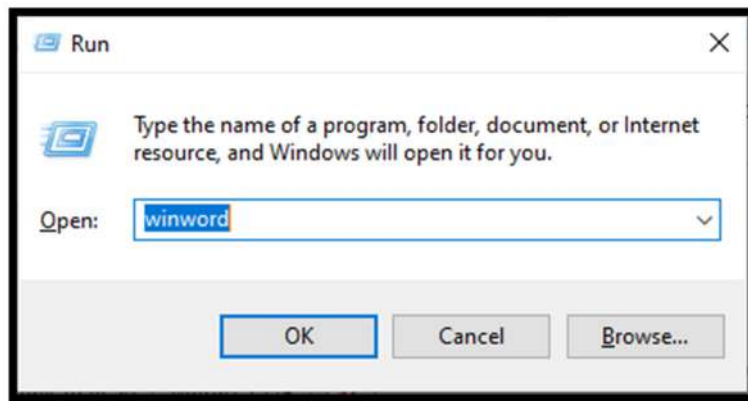
AIM : Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter- Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.

Procedure:
    Step 1 : Press Keys Start ⊞ + Ⓡ

    Step 2 : In the box type winword → OK

    Step 3 : Type letter and Formatting below

    Step 4: Press Shortcut Ctrl + D Show Font Properties.

    Step 5: Change font size and styles - bold, underline, upper case, lower case, superscript, subscript.
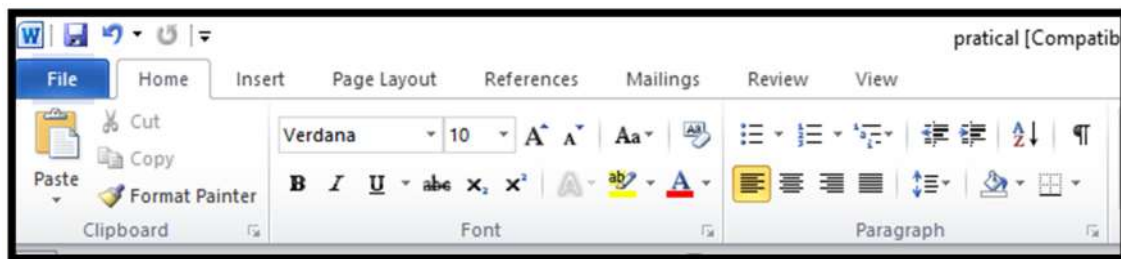
Shortcut

        ➢   Font size Change - Ctrl +] (font size increase) or Ctrl+[(font size decrease)

        ➢   Font Bold – Ctrl +B

        ➢   Font Underline – Ctrl + U

        ➢   Upper Case – Ctrl + Shift + A

        ➢   Capitalize Each Word, select the text and press SHIFT + F3

      ➢   Superscript – Ctrl + Shift + +

      ➢   Subscript - Ctrl + =

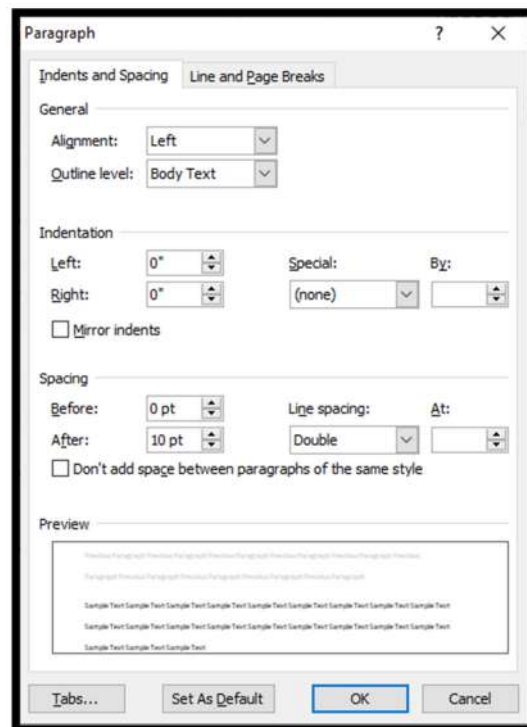**Step 6:** Go to Home > Change case ⬚.

Do one of the following:

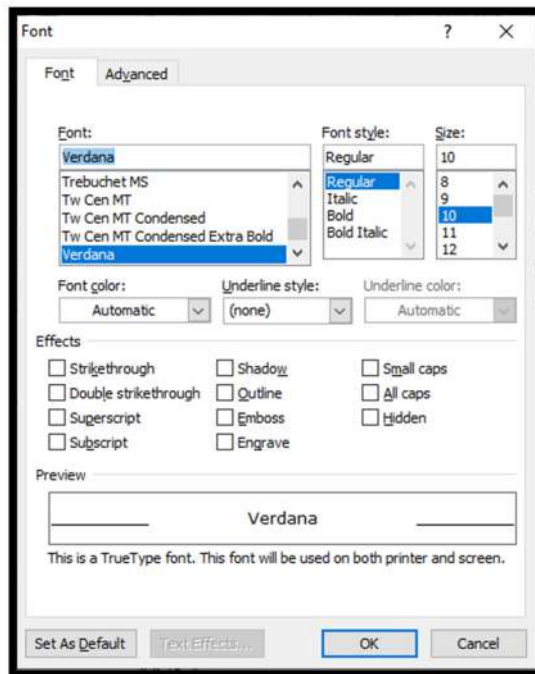   ➢   Sentence case.

      ➢   lowercase.

      ➢   UPPERCASE.

      ➢   Capitalize Each Word.

      ➢   Capitalize Each Word and the opposite,

      ➢   cAPITALIZE eACH wORD

Step 7:

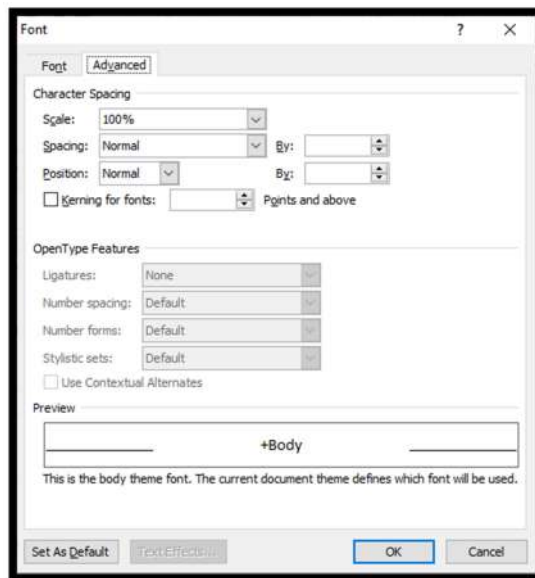   Indenting paragraphs, spacing between lines

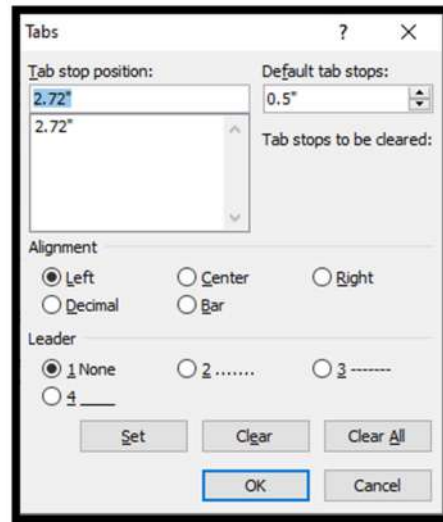**Step 8:** Press Shortcut Ctrl + D Show Font Properties**.**

Step 9: Need spacing between characters Ctrl + D Show Advanced Properties

Step 10: Line Spacing Shortcut

- ✓ Single Line spaced Ctrl +1
- ✓ Apply 1.5-line *spacing* to the *paragraph*. Ctrl+5.
- ✓ Double Line -spaced Ctrl +2
- ✓ Add or remove space before the *paragraph*. Ctrl+0 (zero**).**

Step 11: Tab Settings.

Result:

   The program was Executed Successfully and output is verified.

Output:

M. VEERAPANDIYAN, MBA.,   Telephone : 2688545
CAD Designer   14 Annala Salai,
                                                                     Puducherry 605 5501.

                                                                     10th May 2022.

The Collector of Villupuram,
Villupuram.

Sir,

       On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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Yours Faithfully,
(M. VEERAPANDIYAN)

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