DIRECTORATE OF TECHNICAL EDUCATION

Guindy, Chennai -25.

LABORATORY RECORD BOOK SUBMITTED IN PARTIAL FULFILLMENTFOR THE AWARD OF THE CERTIFICATE OF

Certificate Coursein Computer on Office Automation

Name	•	
Registration Number	•	
Name of centre	•	

DIRECTORATE OF TECHNICAL EDUCATION

Guindy, Chennai -25.

Certificate Coursein Computer on Office Automation

CERTIFICATE

Certif	ied	that	this	is	the	bonafide	rec	cord	of	work	do	ne	by
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submitted	for	the	Augus	t/Feb	ruary	20_	E	Examina	ation	hel	d	at	the
examination c	entre_												

Submitted for the practical examination held on _____

Staff Incharge

Record marks

Internal Examiner

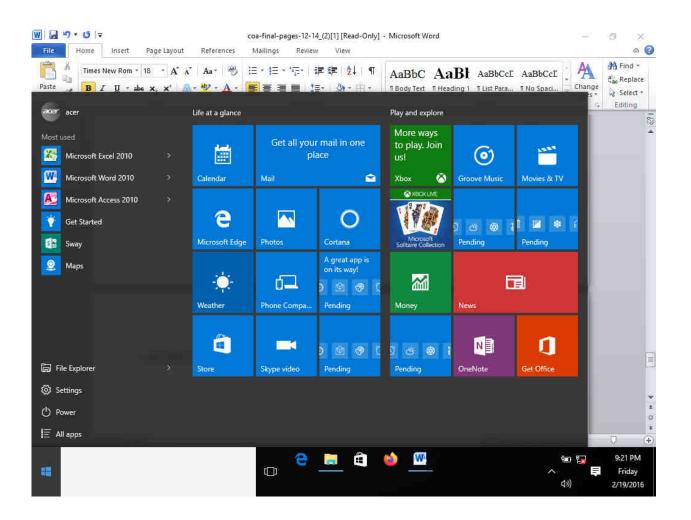
External Examiner

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

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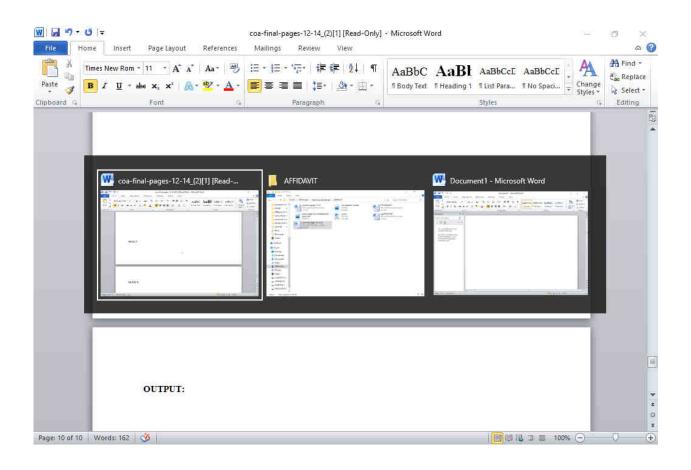
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EX NO: STARTING A PROGRAM, RUNNING A PROGRAM DATE:

AIM:

PROEDURE:

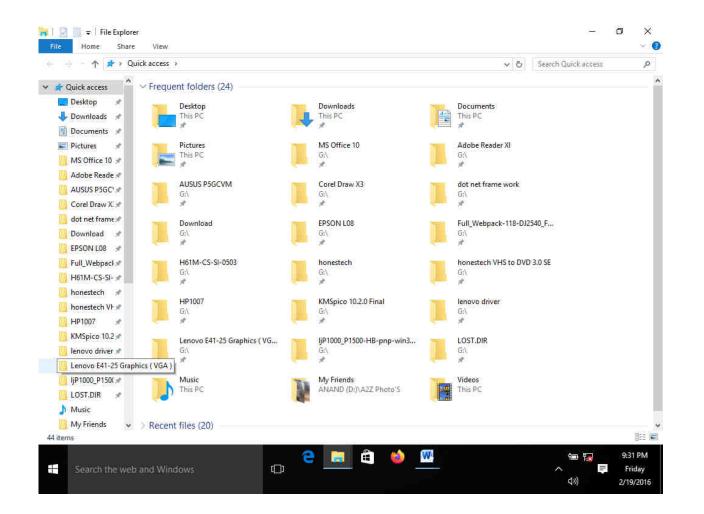


DATE:

RUNNING MULTIPLE PROGRAMS&SWITCHING BETWEEN WINDOWS

AIM:

PROEDURE:

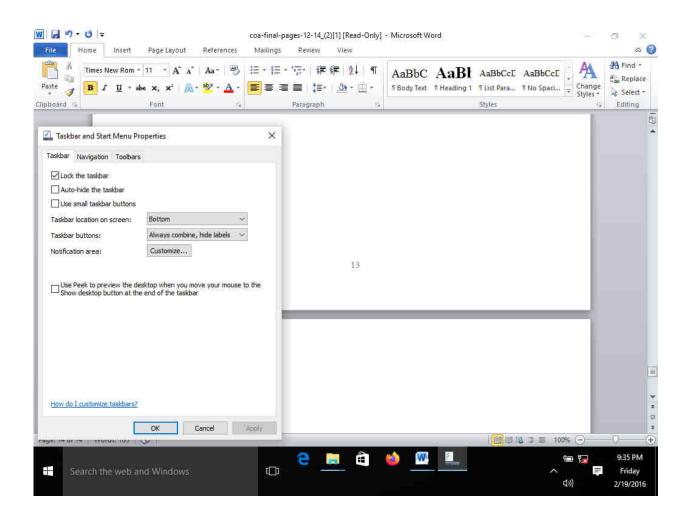


DATE:

RUNNING A PROGRAM FROM EXPLORER

AIM:

PROEDURE:

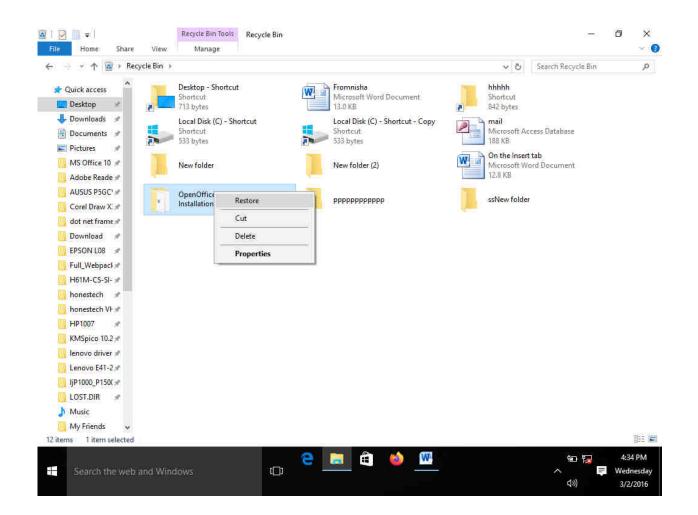


DATE:

CUSTOMIZING THE TASK BAR, MAKING THE TASK BAR WIDER

AIM:

PROEDURE:



RECYCLE BIN, RESTORIING THE DLETED FILES

AIM:

PROEDURE:

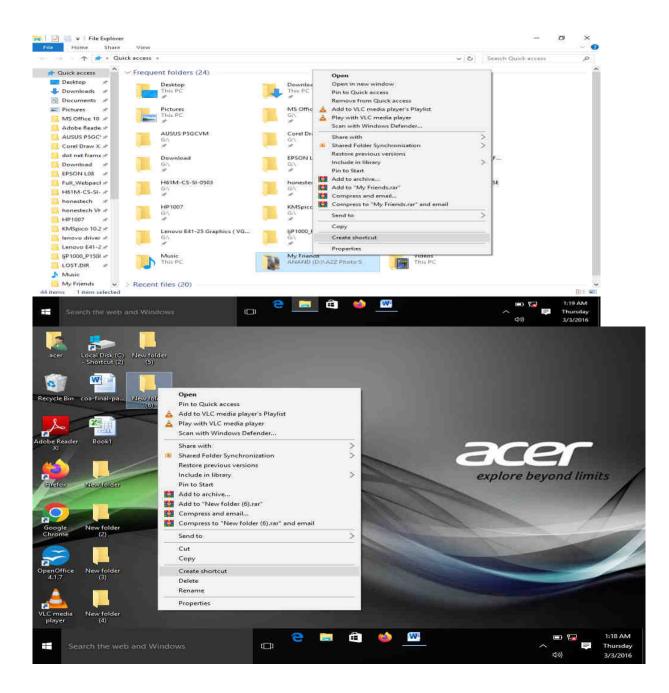


DATE:

ARRANGING ICONS ON THE DESTOP

AIM:

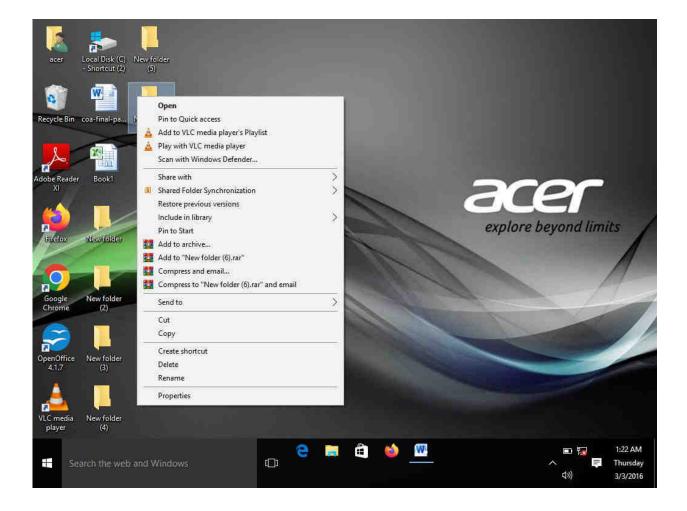
PROEDURE:



CREATING SHORTCUTS. ADDING A PROGRAM IN THE DESKTOP

AIM:

PROEDURE:

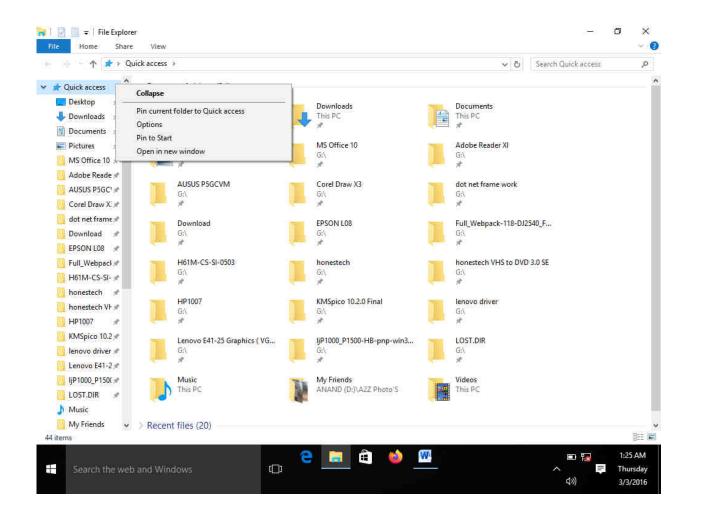


DATE:

CREATING AND REMOVING FOLDERS, RENAMING FOLDERS AND FILES

AIM:

PROEDURE:



DATE:

EXPANDING AND COLLAPSING A FOLDER

AIM:

PROEDURE:

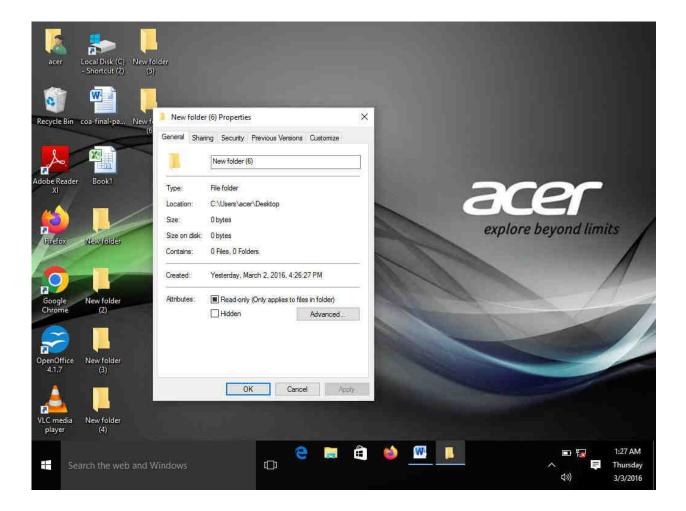
Quick access	nis PC > Desktop >	Date modified	Typ	pe	Size	*	Search Desktop	p
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👌 Music								
🛄 My Friends 🛛 👻								
items								計 日

DATE:

SORTING A FOLDER

AIM:

PROEDURE:



DATE:

DISPLAYING THE PROPERTIES FOR FILE OR FOLDER

AIM:

PROEDURE:



DATE:

USING CUT AND PAST OPERATION TO MOVE A FILE

AIM:

PROEDURE:



DATE:

USING COPY AND PAST OPERATIONS TO COPY A FILE

AIM:

PROEDURE:

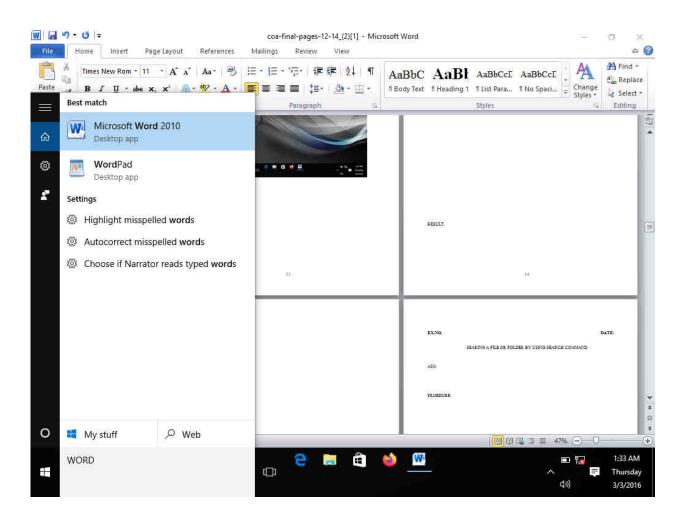


DATE:

MOVING AND COPYING FILES WITH MOUSE

AIM:

PROEDURE:



DATE:

SEARING A FILE OR FOLDER BY USING SEARCH COMMAND

AIM:

PROEDURE:

OUTPUT:



DATE:

RECOGNIZING FILE TYPES USING ICON

AIM:

PROEDURE:

RESULT:

OUTPUT:

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DATE:

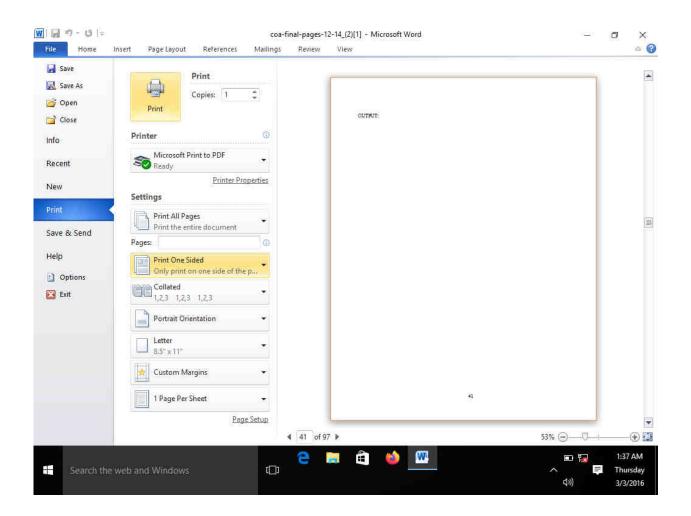
RECORDING AND SAVING AN AUDIO FILE

AIM:

PROEDURE:

RESULT:

OUTPUT:



DATE:

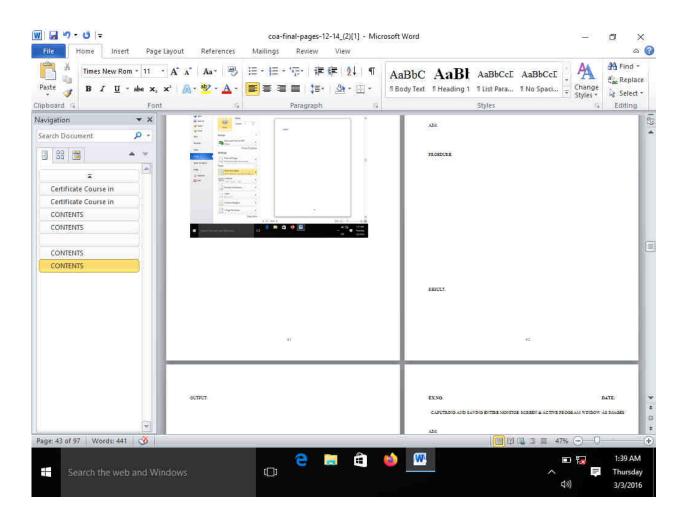
CONNECTING A PRINTERS TO THE PC

AIM:

PROEDURE:

RESULT:

OUTPUT:



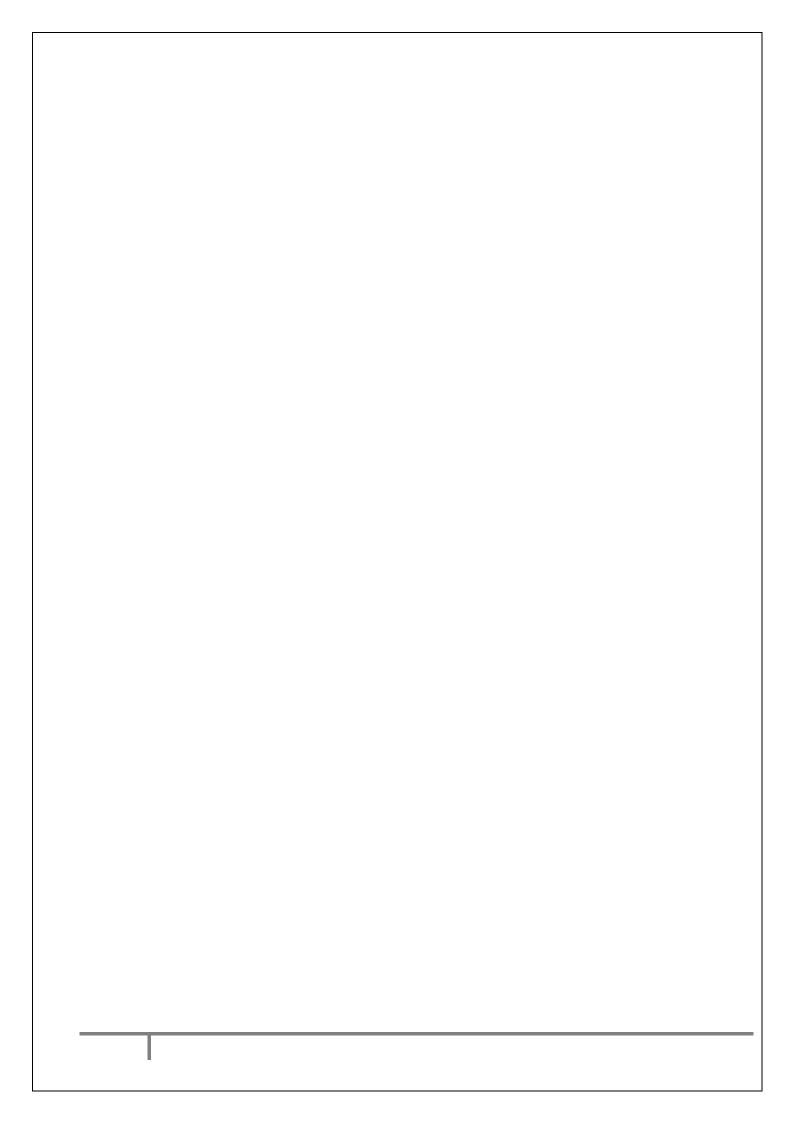
DATE:

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

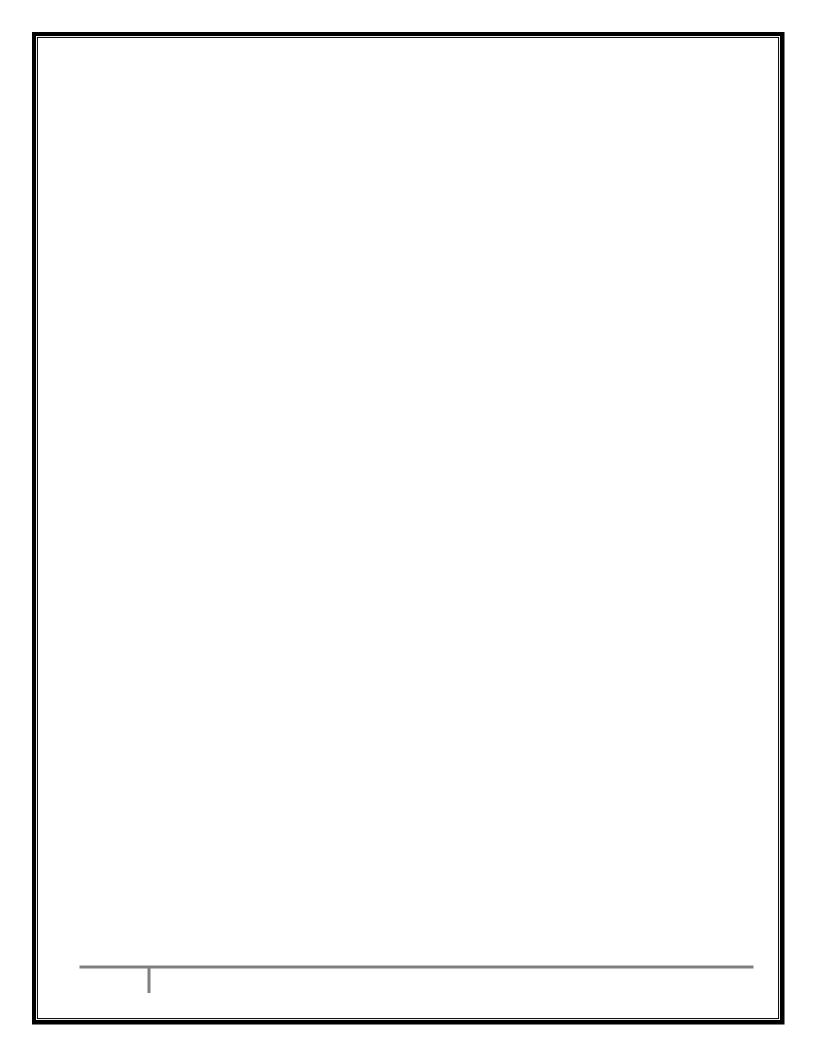
AIM:

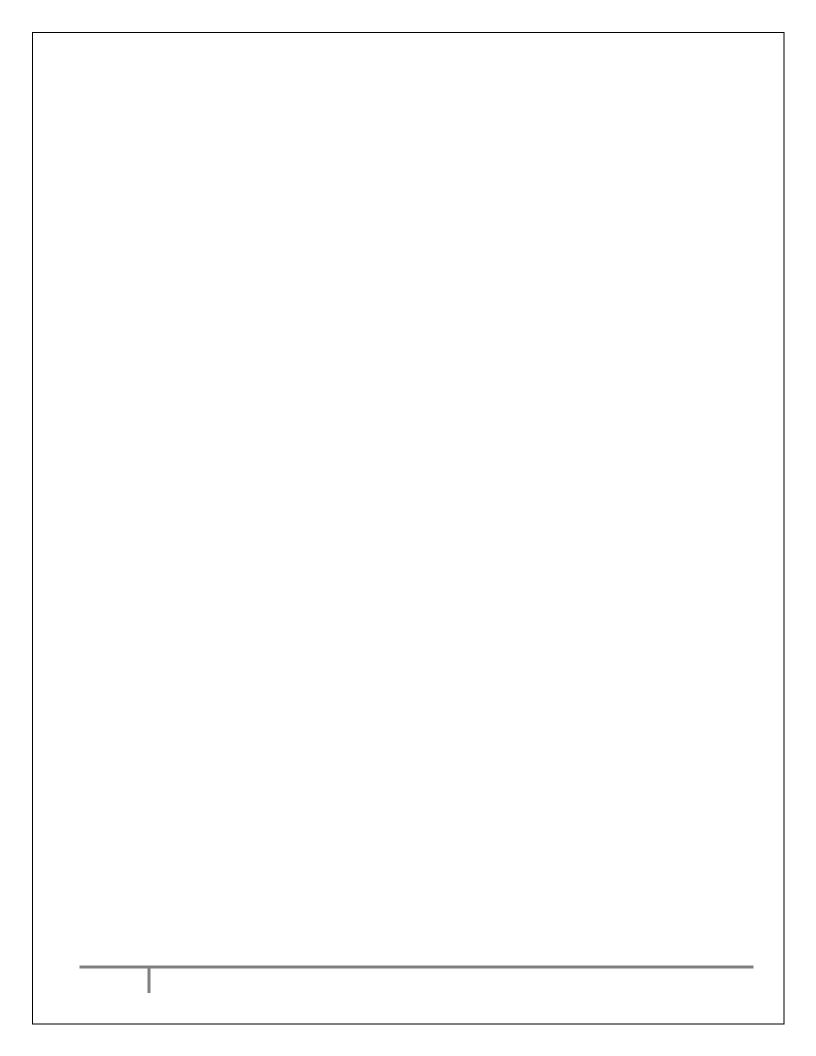
PROEDURE:

RESULT:



WORD AND WRITER





DATE:

LETTER

AIM:

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

Nomo PUTTIR

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	ТО
XXXX,	XXXX,
YYYY,	YYYY,
ZZZZZ.	ZZZZZ.
	🤜

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

Sir,

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> Yours faithfully, Chief of Engineer

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

M/s. Basha book dept. 23 Anna road, Chennai 600 009. 12th October 2020

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

NOTICE

12th October 2020

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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(BY ORDER OF THE BOARD)

A.D. Krishnamoorthy. Managing Director.

North of the other states NEWS LETTER DATE:

EX.NO:

RESULT:

THE NEWS LETTER IS PREPARED.

:

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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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.

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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

EX.NO:33 <u>CREATING AND USING STYLES AND TEMPLATES</u>DATE:

AIM:

TO CREAT STYLES AND TEMPLATES

PROCEDURE;

<image><image> **RESULT:** STYLE AND TEMPLATES IS CREATED

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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> 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

RUTHROTHICHING **PROCEDURE:**

<u>RESULT:</u> THE TABLE IS CREATED AAND EDITED

EDITING TABLE

Enrollment in lo	cal colleges, 2	2005			
College	Ν	ew students	Graduatin	ig students 🛛 🤇	Change
		ndergraduate			
Cedar Universi	ity 1:	LO	103		+7
Elm College	2 [,]	23	214		+9
Lini conege	21		217		
Maple Academ	ny 19	97	120	-	+77
\mathbf{D}'			101		
Pine College	1:	34	121	-	+13
Oak Institute	20)2	210		-8
	_				
~ 1		raduate			
Cedar Universi	ity	24	20		+4
Elm College		13	53		-10
8					
Maple Academ	ıy	3	11	\sim	-8
Pine College		9	4		+5
Fille College		9	4	Y	+5
Oak Institute	ļ	53	52		+1
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Pine College

Oak Institute Total

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New Comment

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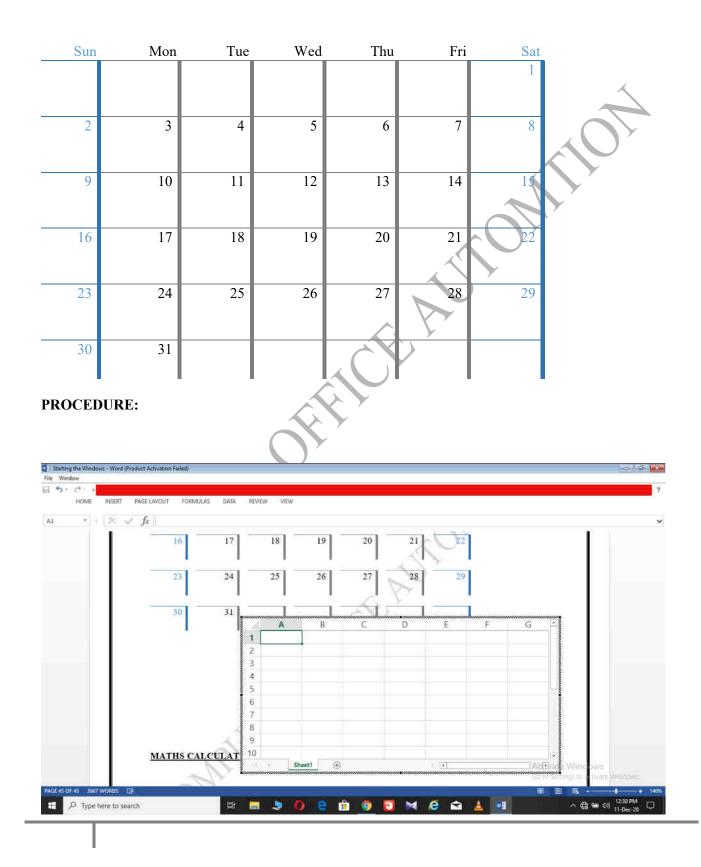
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90

MONTHLY CALENDAR:



December

EX.NO:

DATE:

CREATING NUMBERED LISTS AND BULLETED LISTS

AIM:

UTHR OFFICE AUTOMITO TO CREATE NUMBERED AND BULLETED LISTS

PROCEDURE:

RESULT:

THE NUMBERED AND BULLETED LIST IS CREATED

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. <u>**To**</u> 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.

DIFFERENTT 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.

EX.NO:

DATE:

PRINTING ENVELOPES AND MAIL MERGE

AIM:

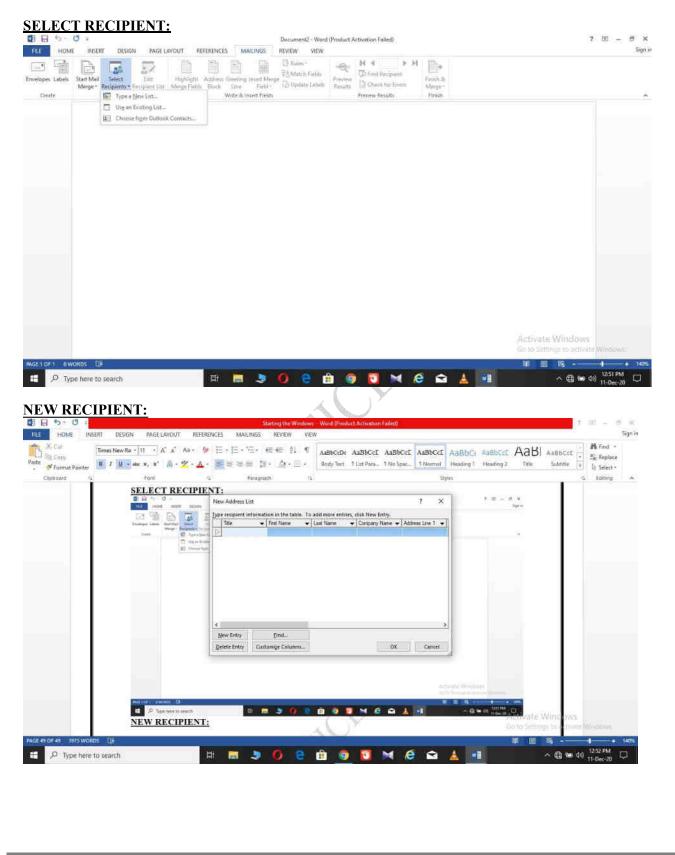
TO CREATE MAIL MERGE.

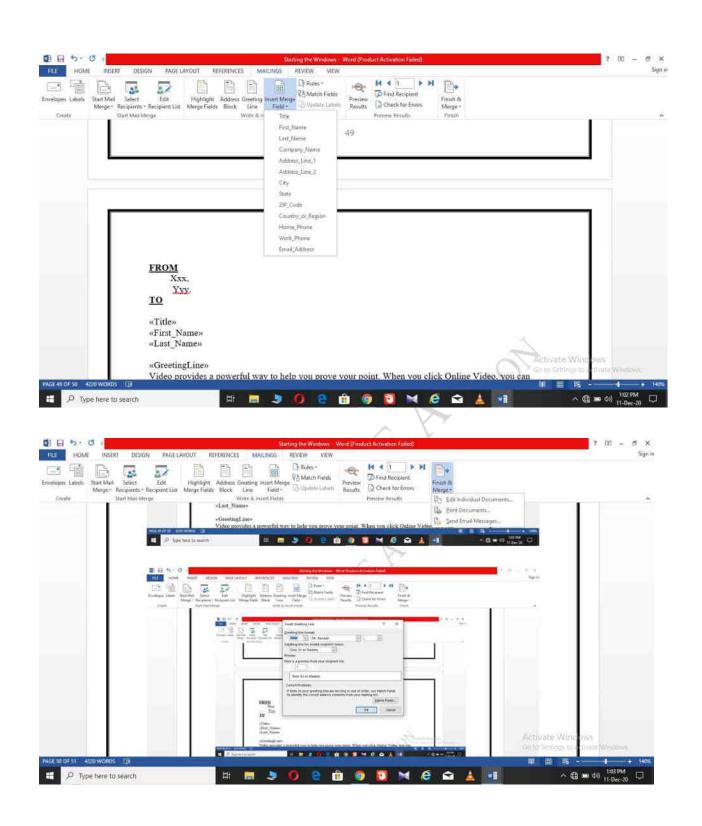
PROCEDURE;

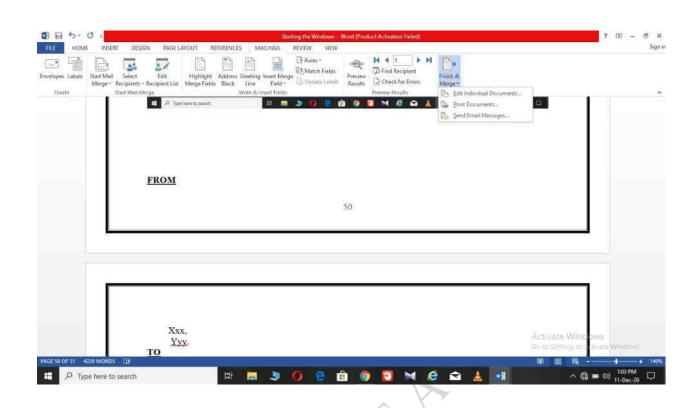
RESULT:

THE MAIL MEGER IS CREATED

MAIL MERGE:







FROM

Ххх, Үуу. **ТО**

«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.

Date:

USING THE SPECIAL FEATURES OF WORDDATE:

AIM:

TO FIND, REPALCE OF TEXT AND SPELL CHECK

PROCEDURE:

RESULT: THE SPECIAL FEATURES ARE USED

TO FIND AND REPALCE

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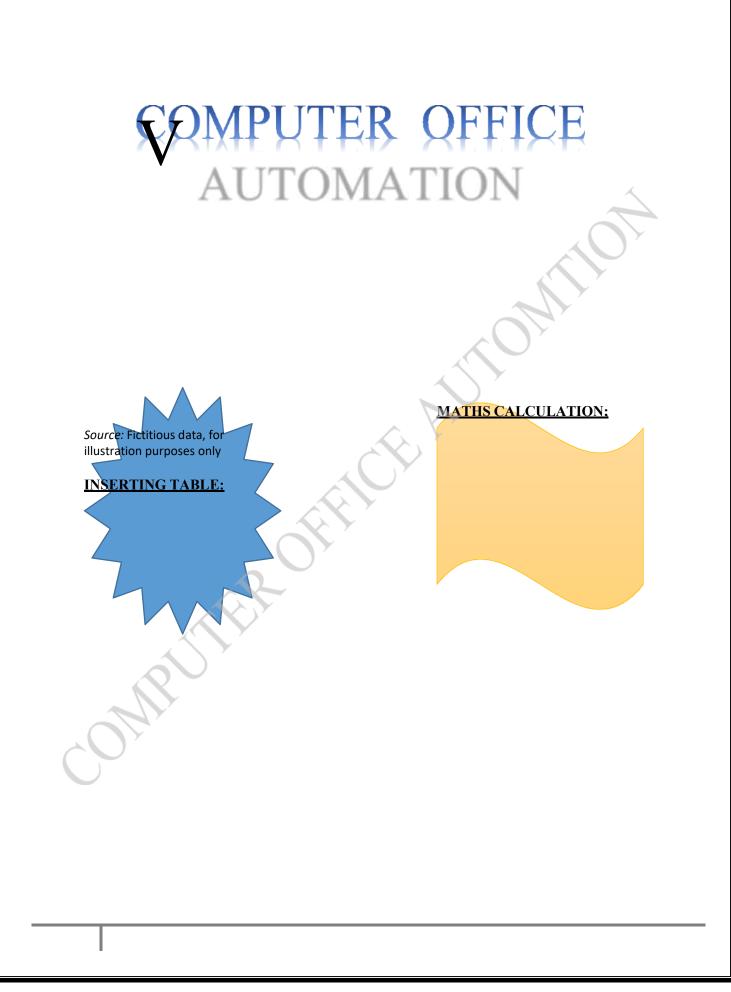
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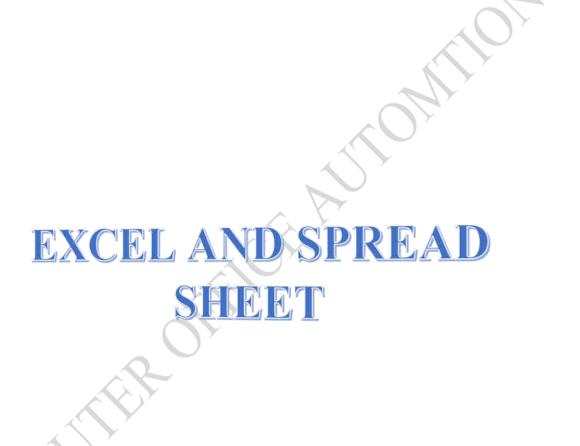
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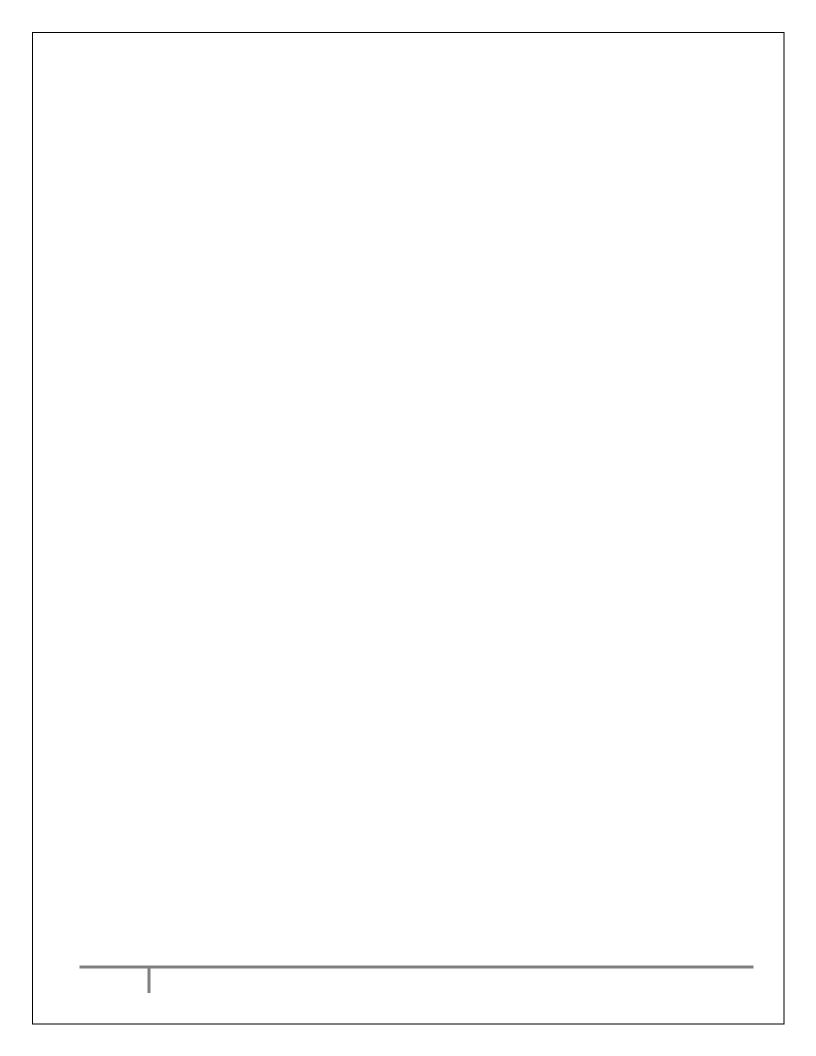
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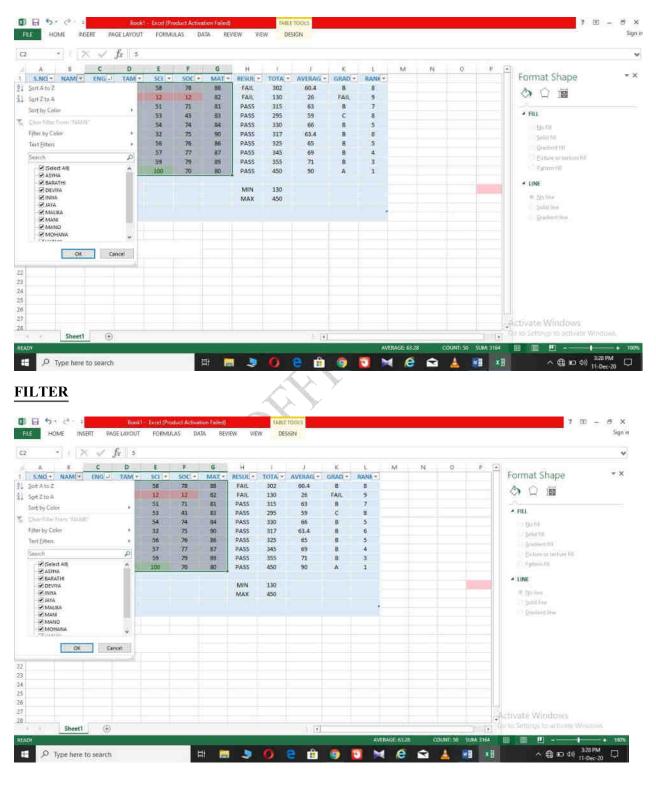
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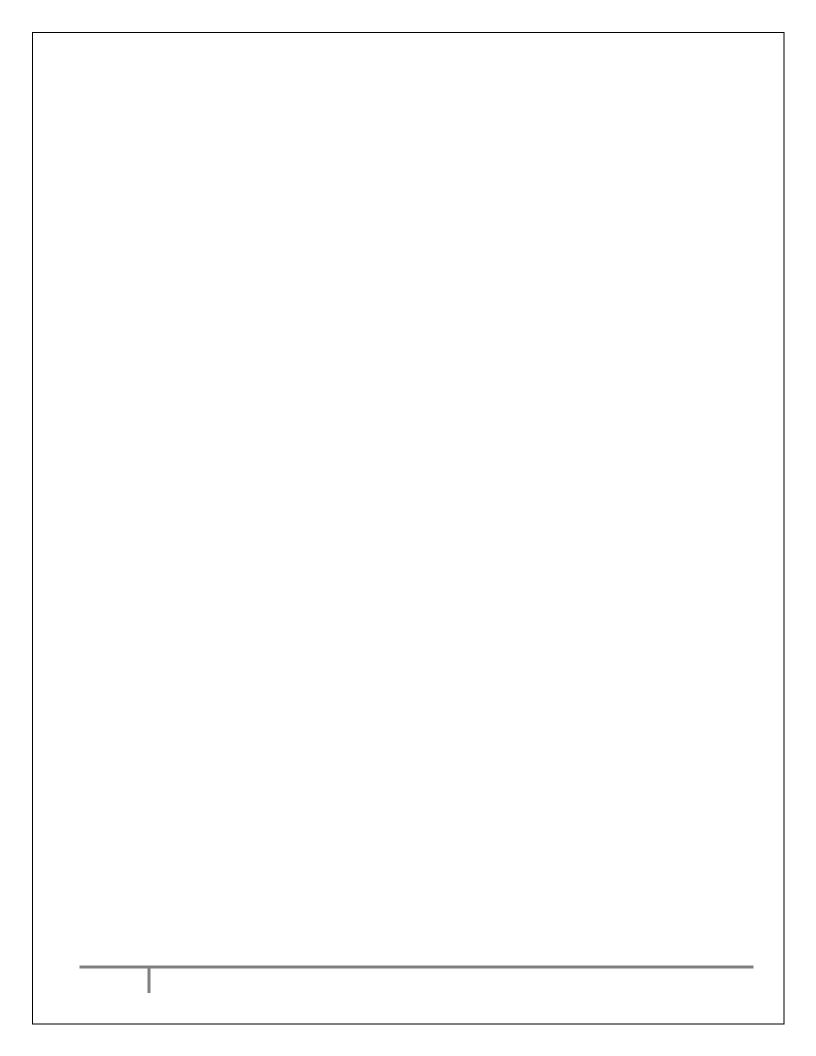
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SORTING



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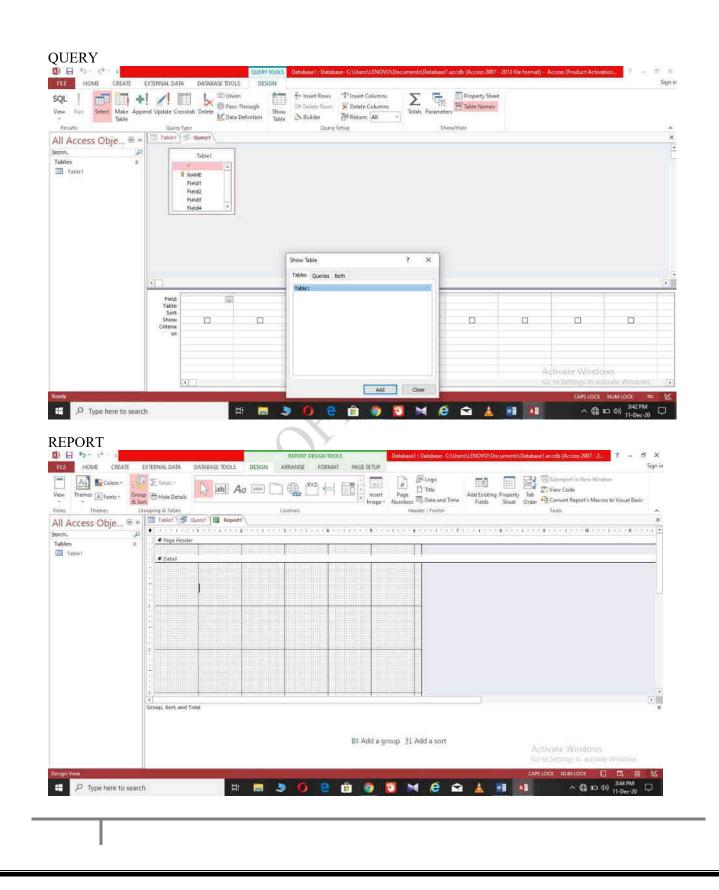
DATA BASE

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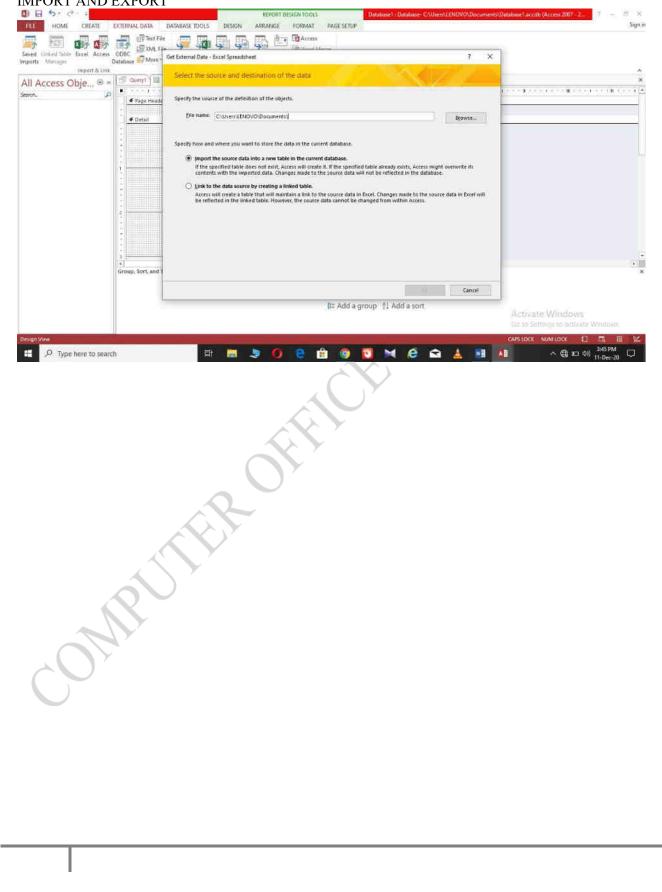
MUTHROWING TO CREATE THE DATA BASE

PROCEDURE:

<u>RESULT:</u> THE DATA IS RECORED date:



IMPORT AND EXPORT



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Date:

PRESENTATION

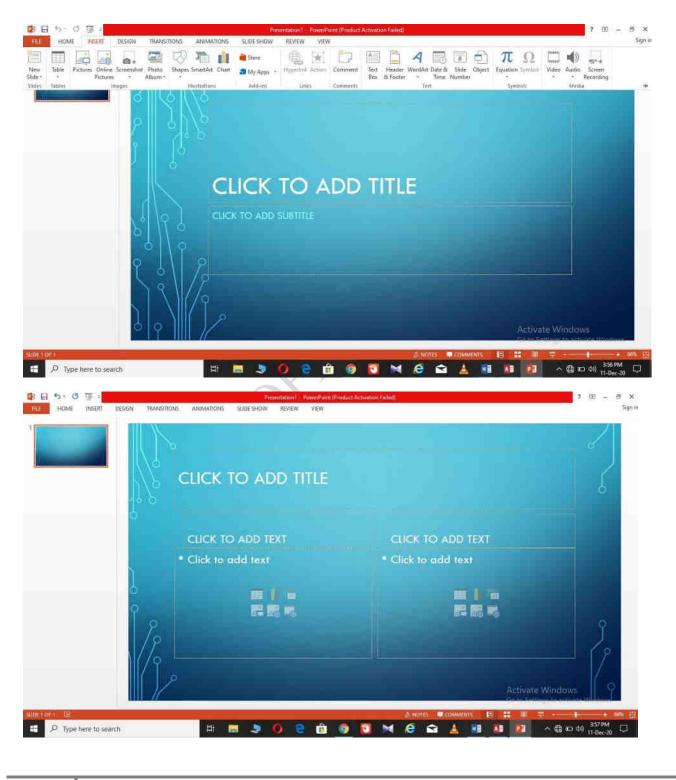
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MUTHROWING

PROCEDURE:

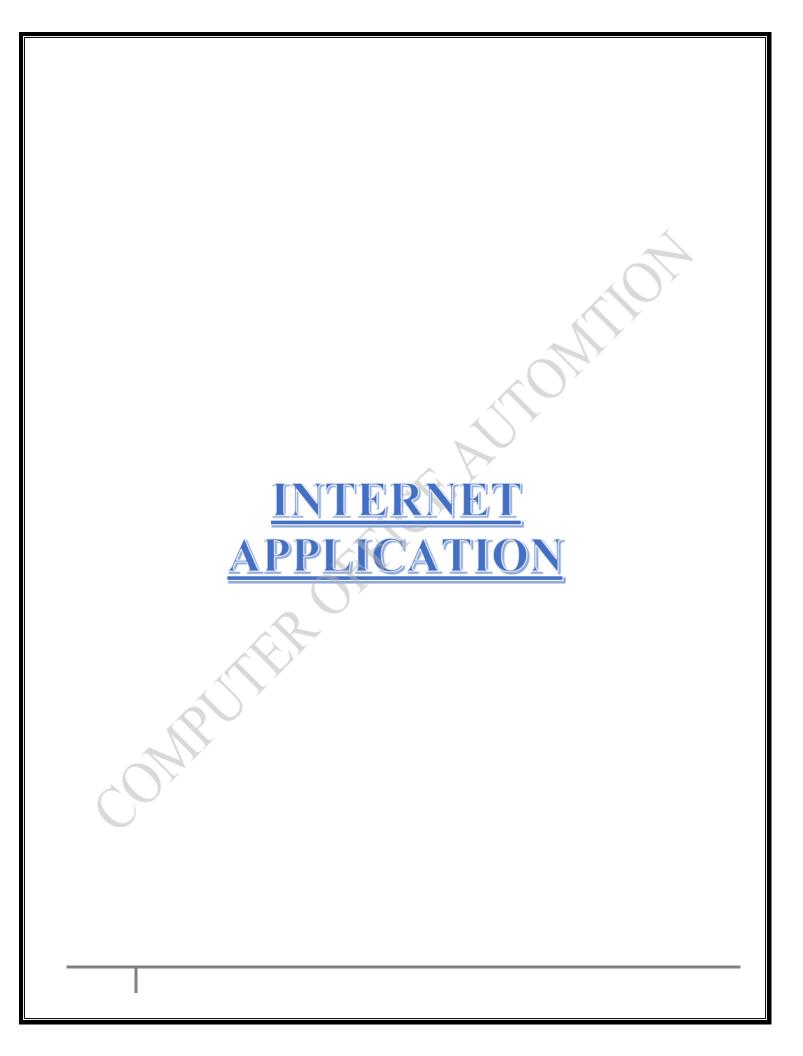
RESULT: THE PRESENTATION IS PREPARED

PRESENTATION BASED ON TEMPLET



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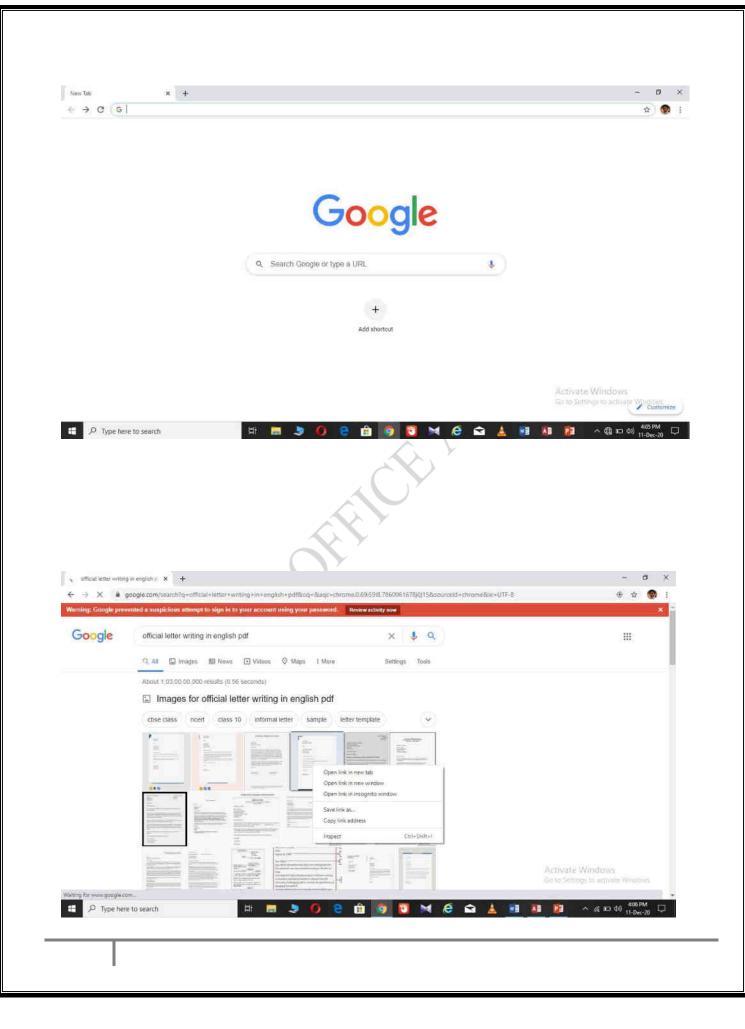
WEB SITE

AIM:

TO SEARCH IN WEB SITE

PROCEDURE:

HUILING THE AUTOMITOR **RESULT:** THE INFORMATION IS COLLECTED FORM WEB SITE



DATE:

Creating mail

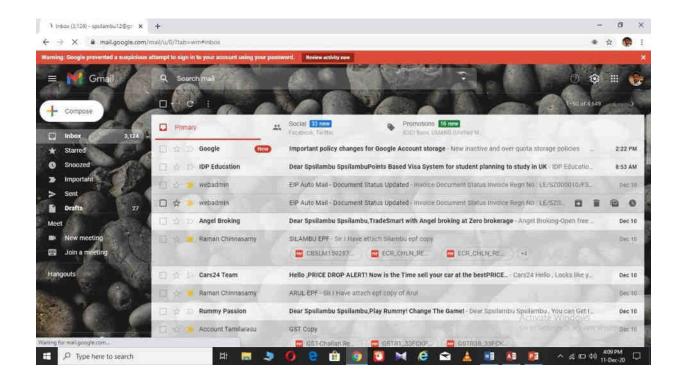
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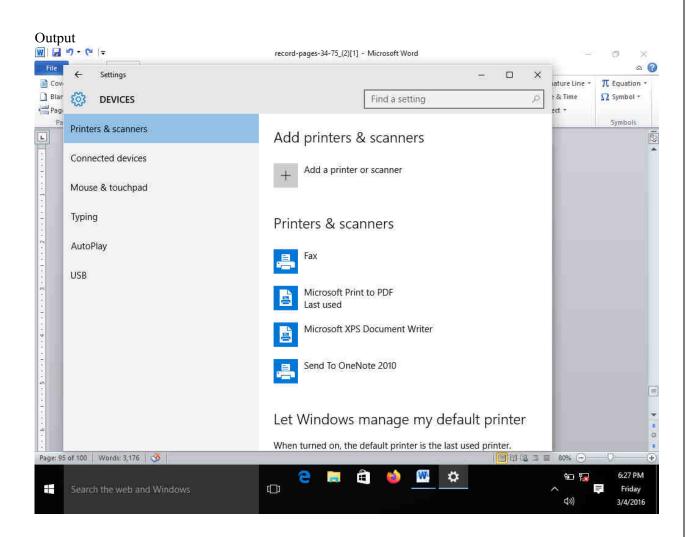
TO CREATE MAIL

PROCEDURE:

UTHR OTHER AUTOMITION **RESULT:** THE MAIL IS CREATED

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AIM;

PROEDURE:

RESULT:

OUTPUT:



DATE: CREATE GOOGLE FORM TO COLLECT DATA

AIM;

PROEDURE:

RESULT:

OUTPUT:				
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Foundational courses

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Splitting Your Data CI -

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 date.
- . 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 X
 sprees

CREATE GOOGLE SPLIT TO COLLECT DATA

DATE:

AIM;

PROEDURE:

RESULT:

