

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

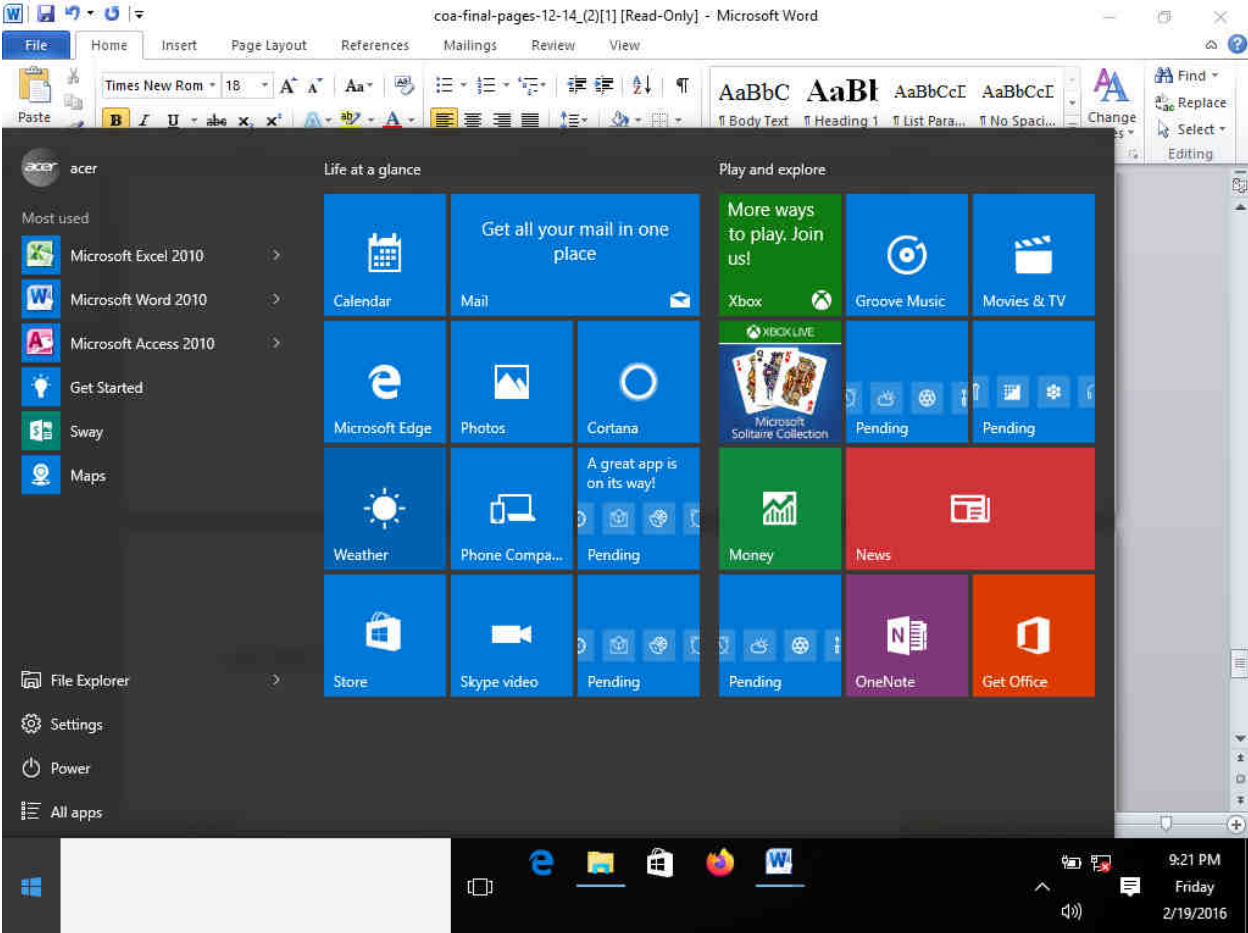
CONTENTS

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

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

OUTPUT:



EX NO:

STARTING A PROGRAM, RUNNING A PROGRAM

DATE:

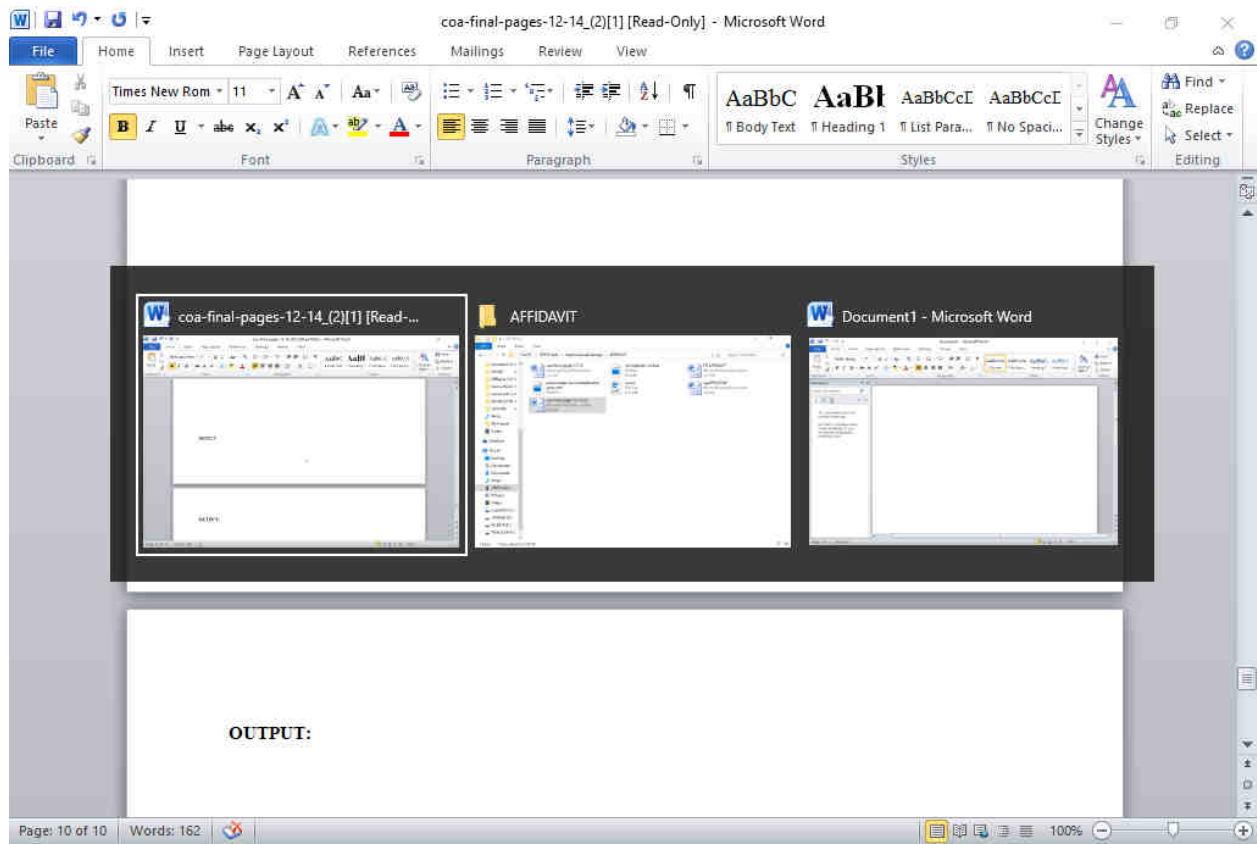
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO

DATE:

RUNNING MULTIPLE PROGRAMS&SWITCHING BETWEEN WINDOWS

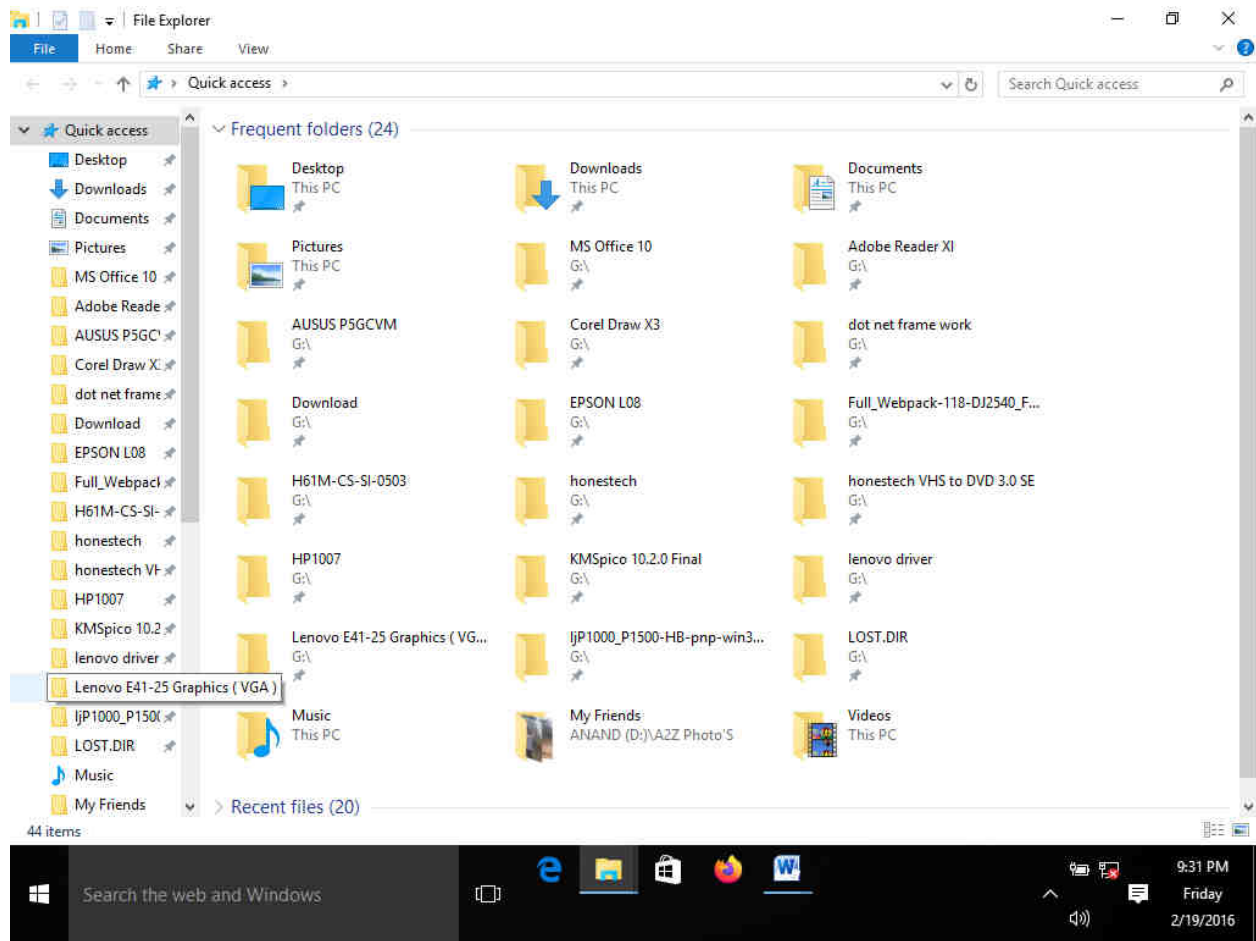
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO

DATE:

RUNNING A PROGRAM FROM EXPLORER

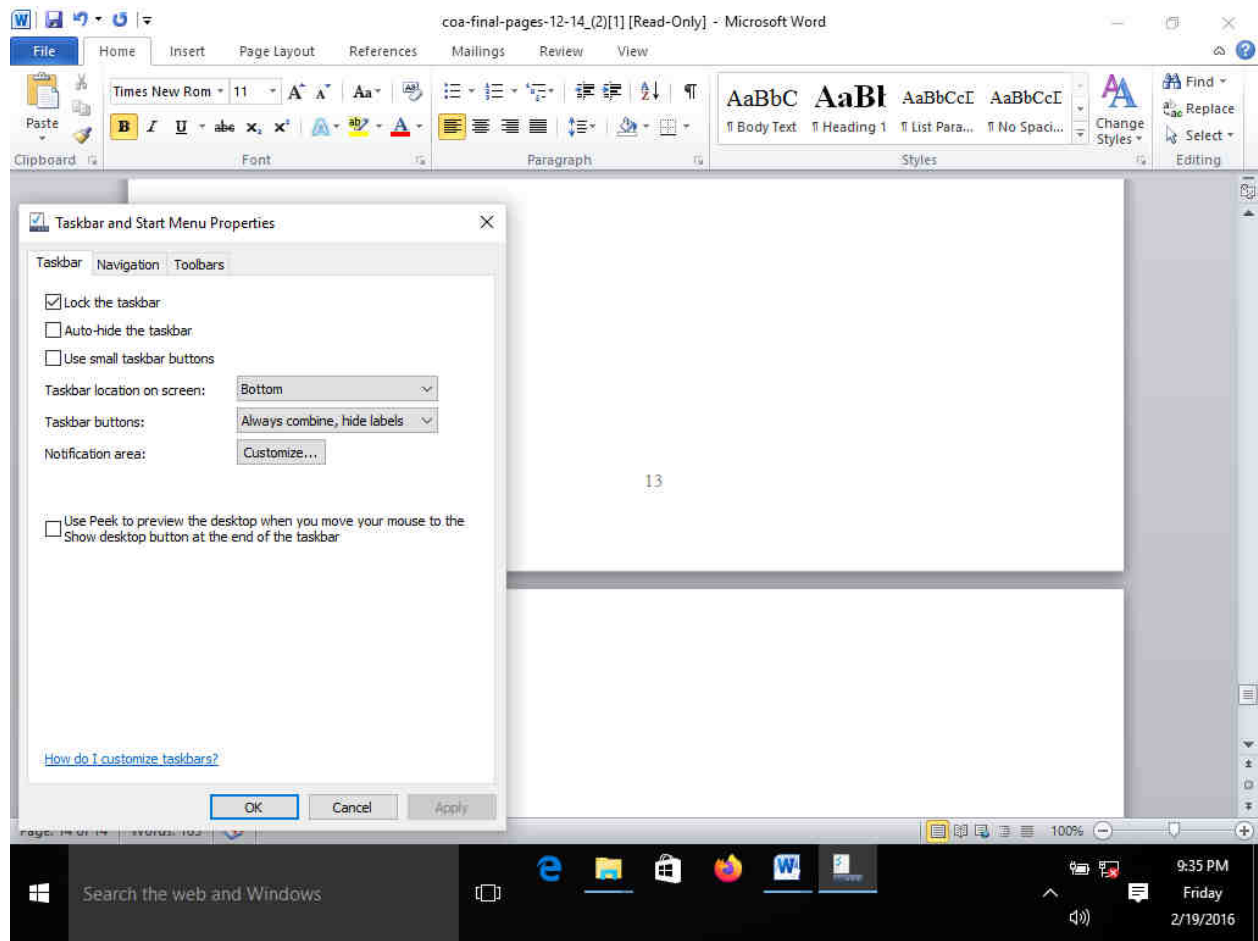
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CUSTOMIZING THE TASK BAR, MAKING THE TASK BAR WIDER

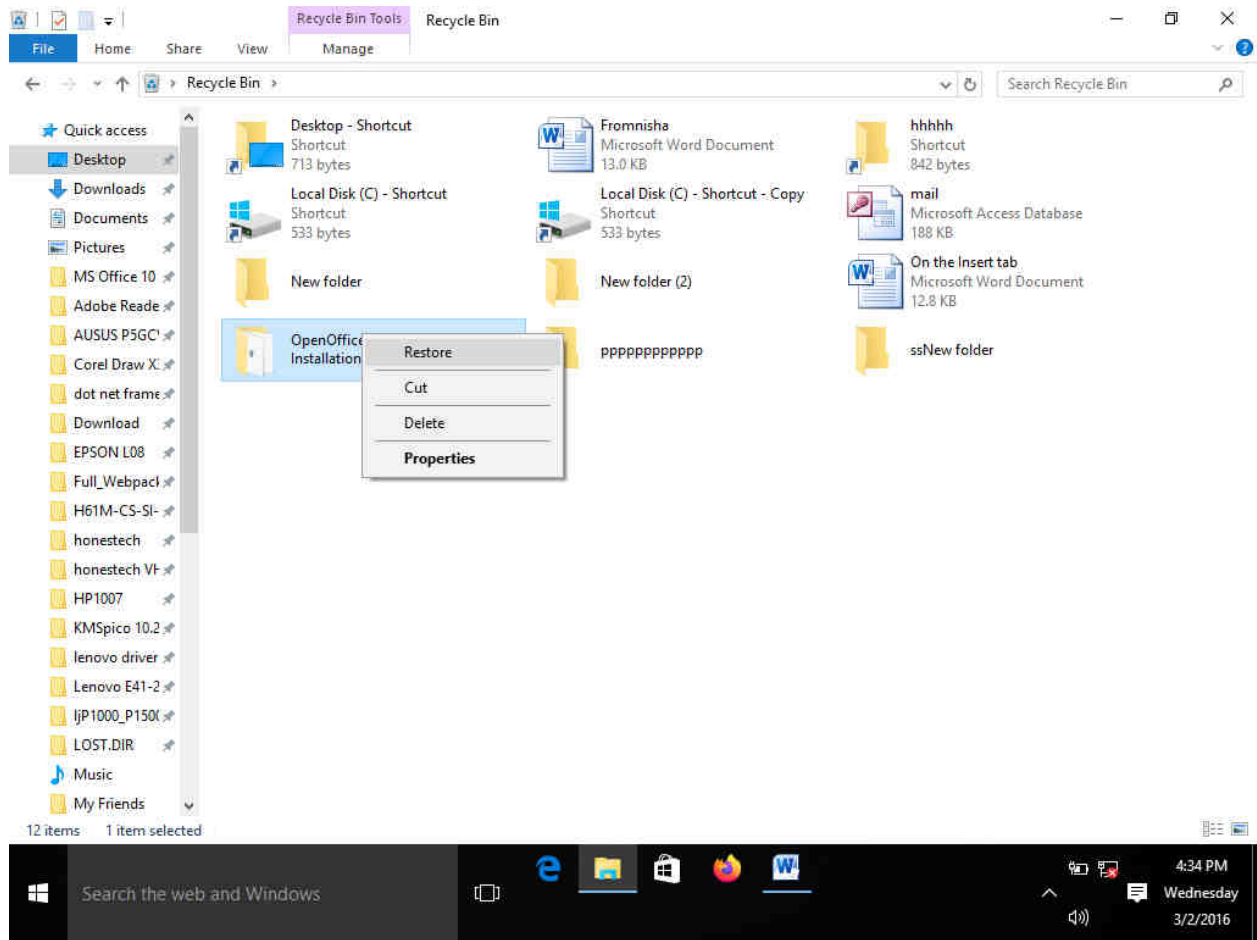
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

RECYCLE BIN, RESTORING THE DELETED FILES

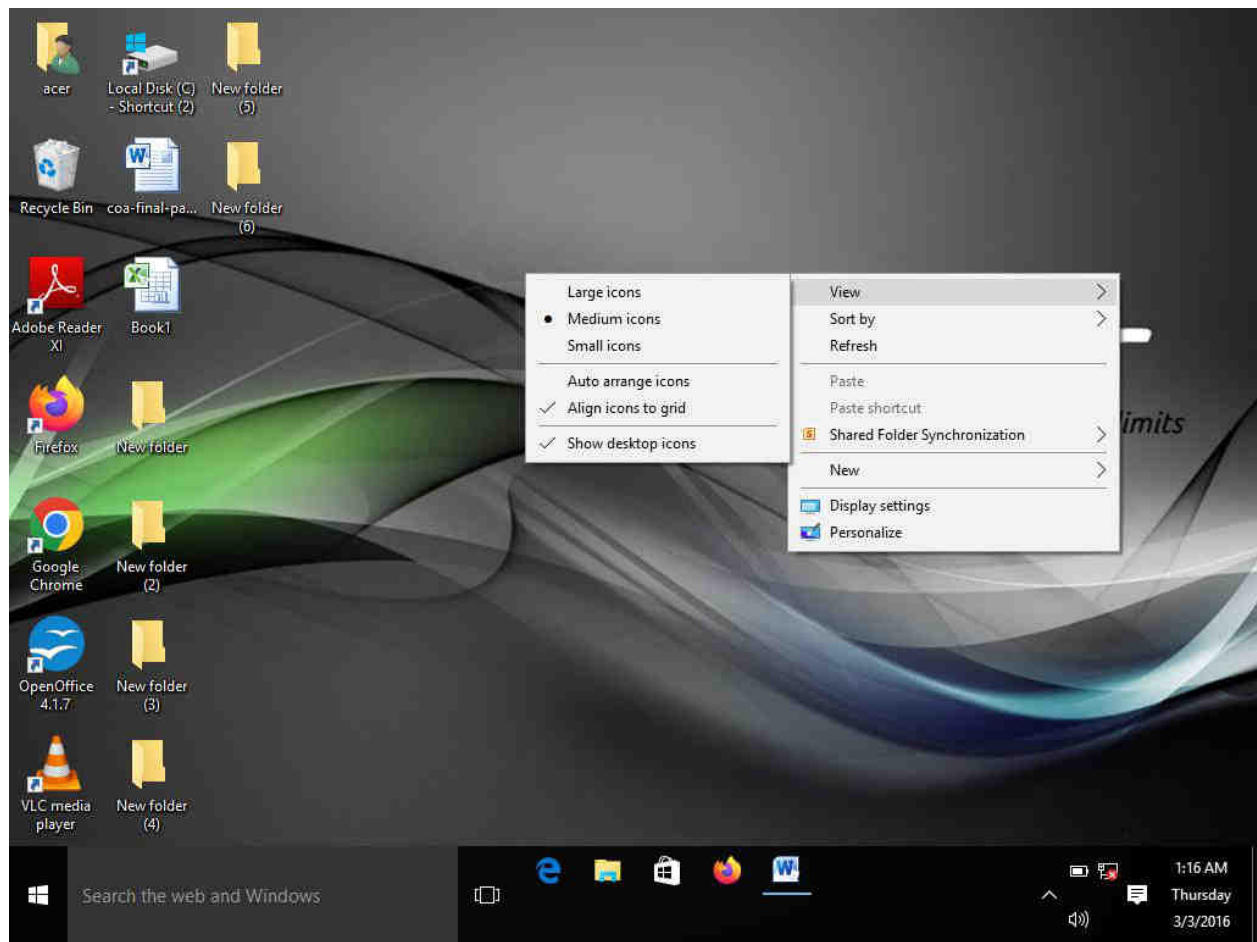
AIM:

PROCEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

ARRANGING ICONS ON THE DESTOP

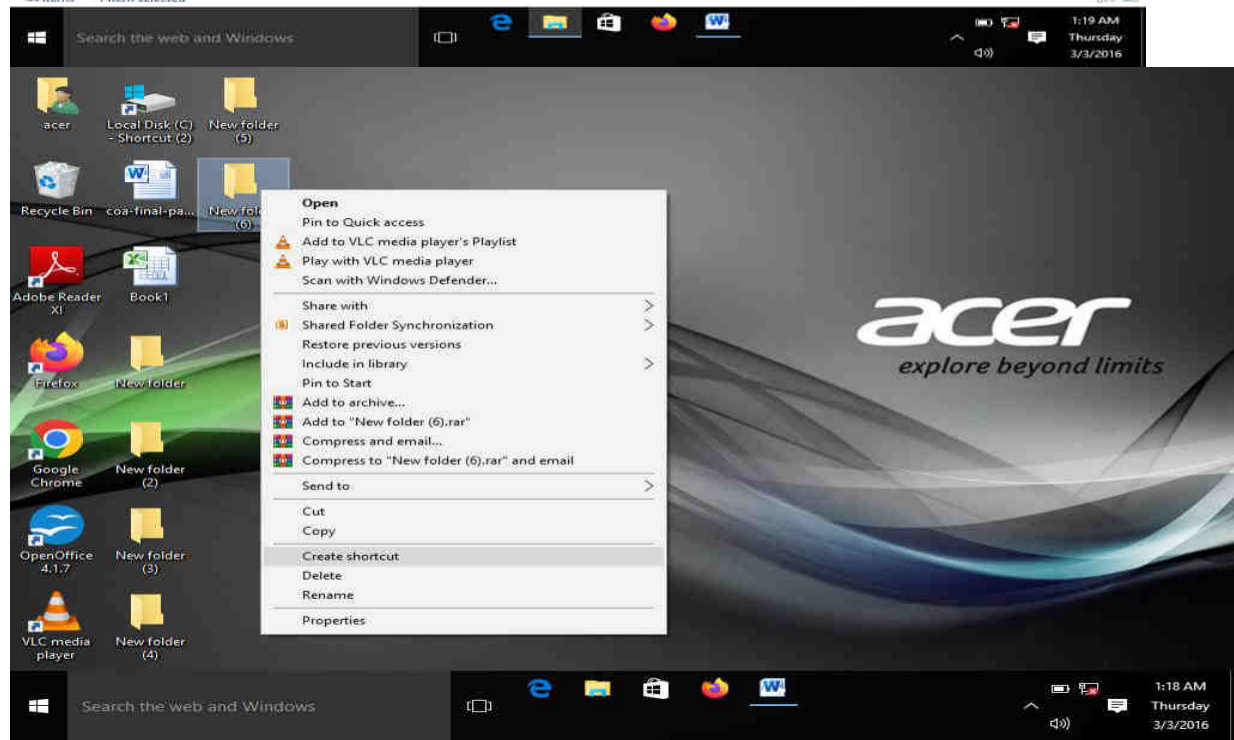
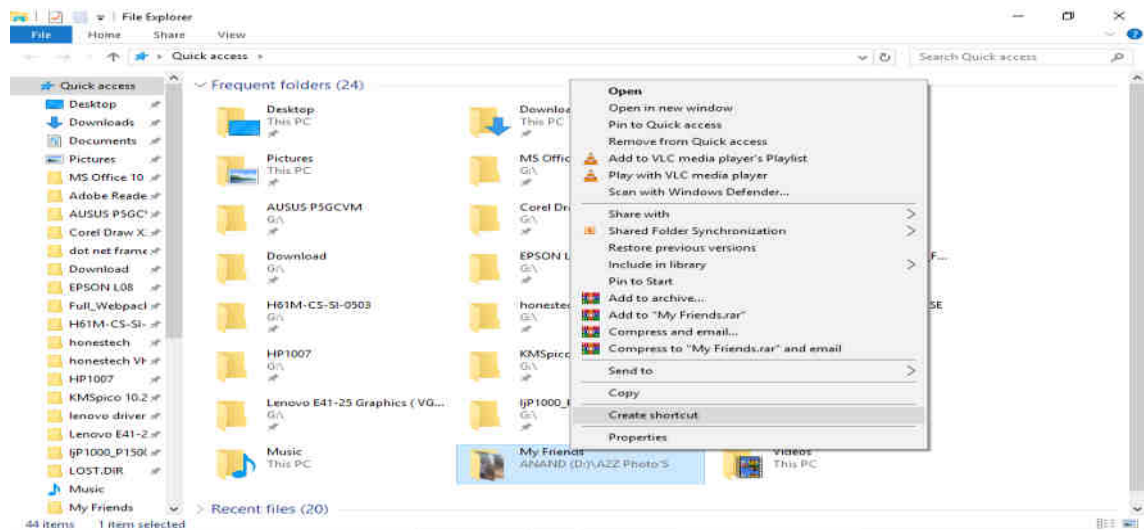
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CREATING SHORTCUTS. ADDING A PROGRAM IN THE DESKTOP

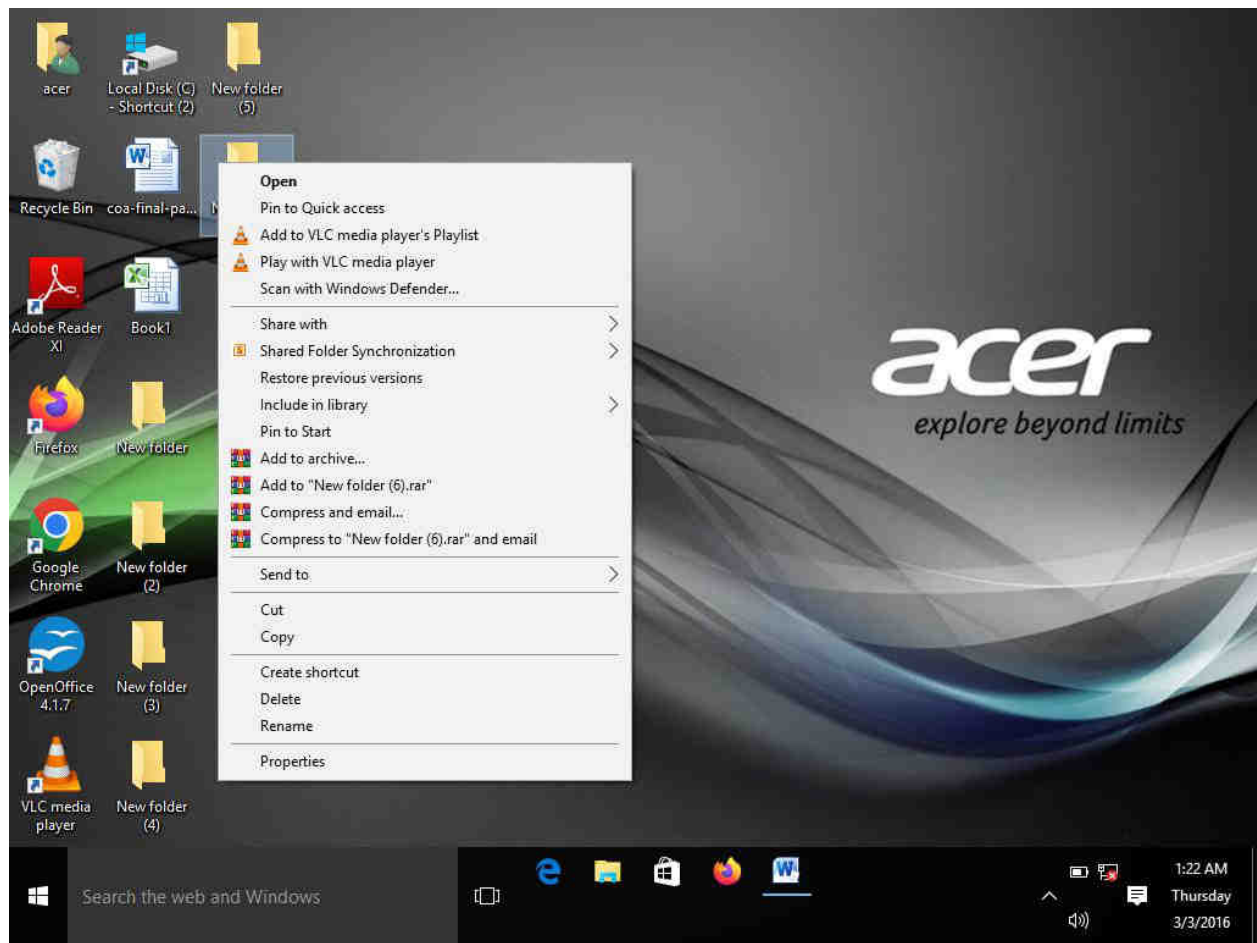
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CREATING AND REMOVING FOLDERS, RENAMING FOLDERS AND FILES

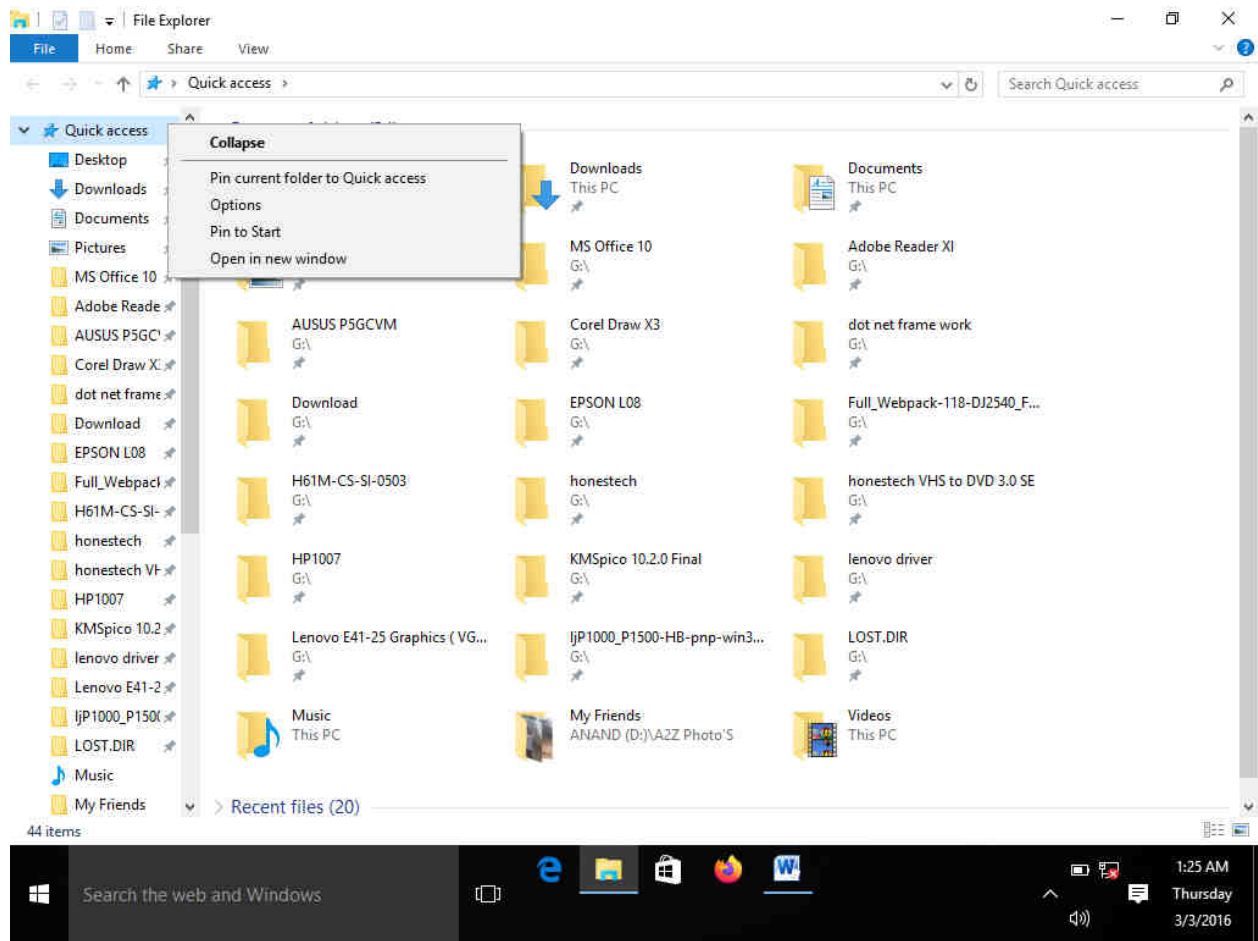
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

EXPANDING AND COLLAPSING A FOLDER

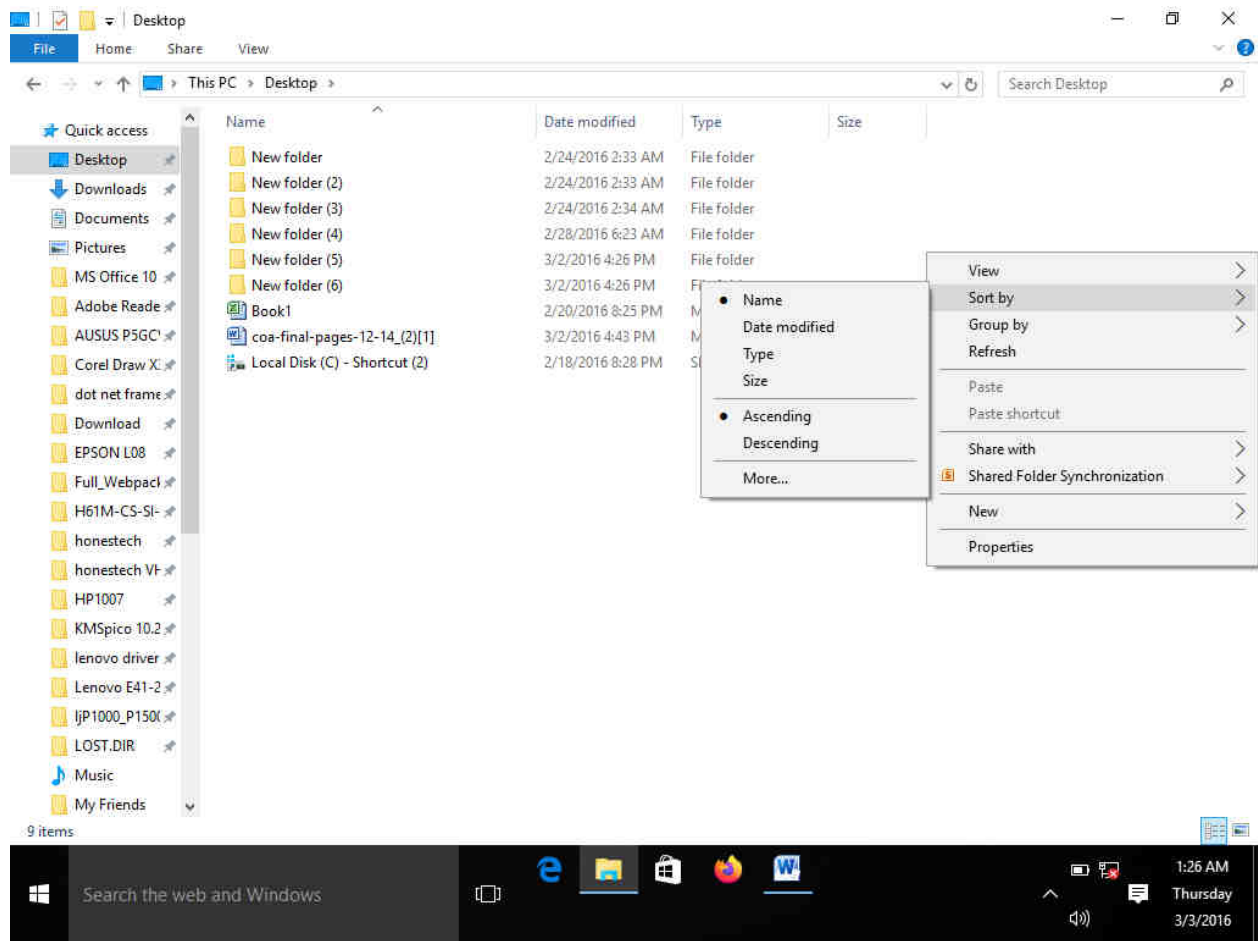
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

SORTING A FOLDER

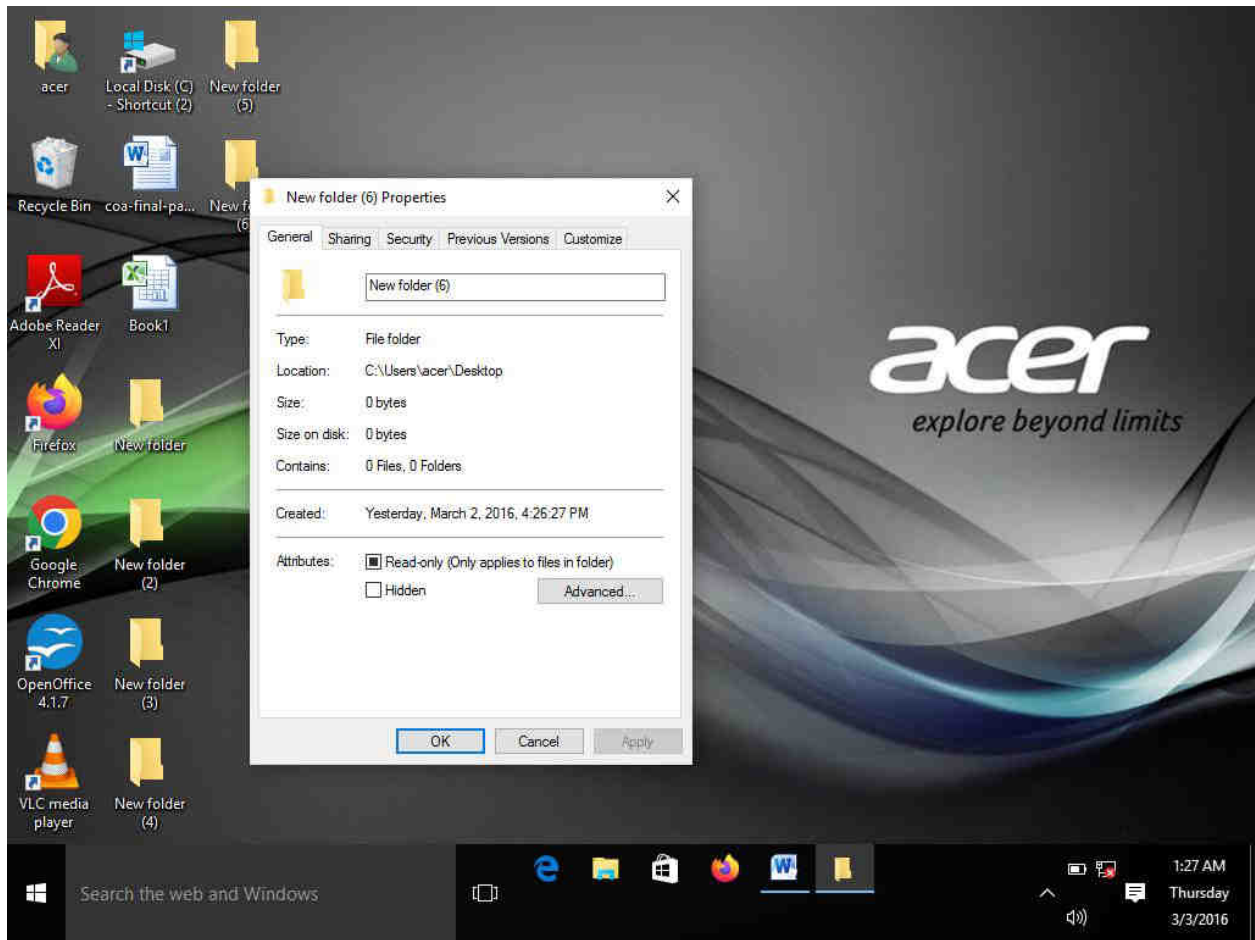
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

DISPLAYING THE PROPERTIES FOR FILE OR FOLDER

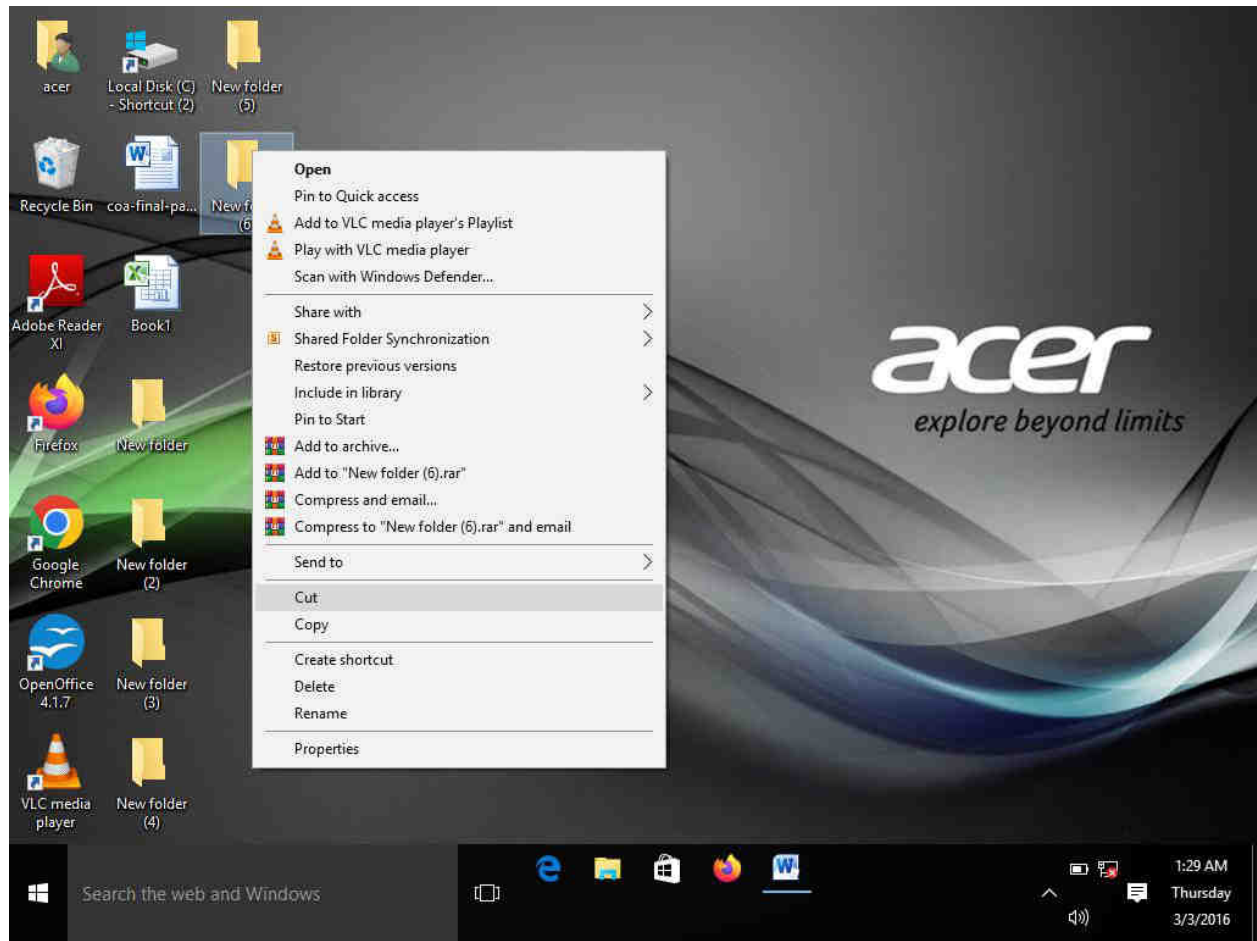
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

USING CUT AND PAST OPERATION TO MOVE A FILE

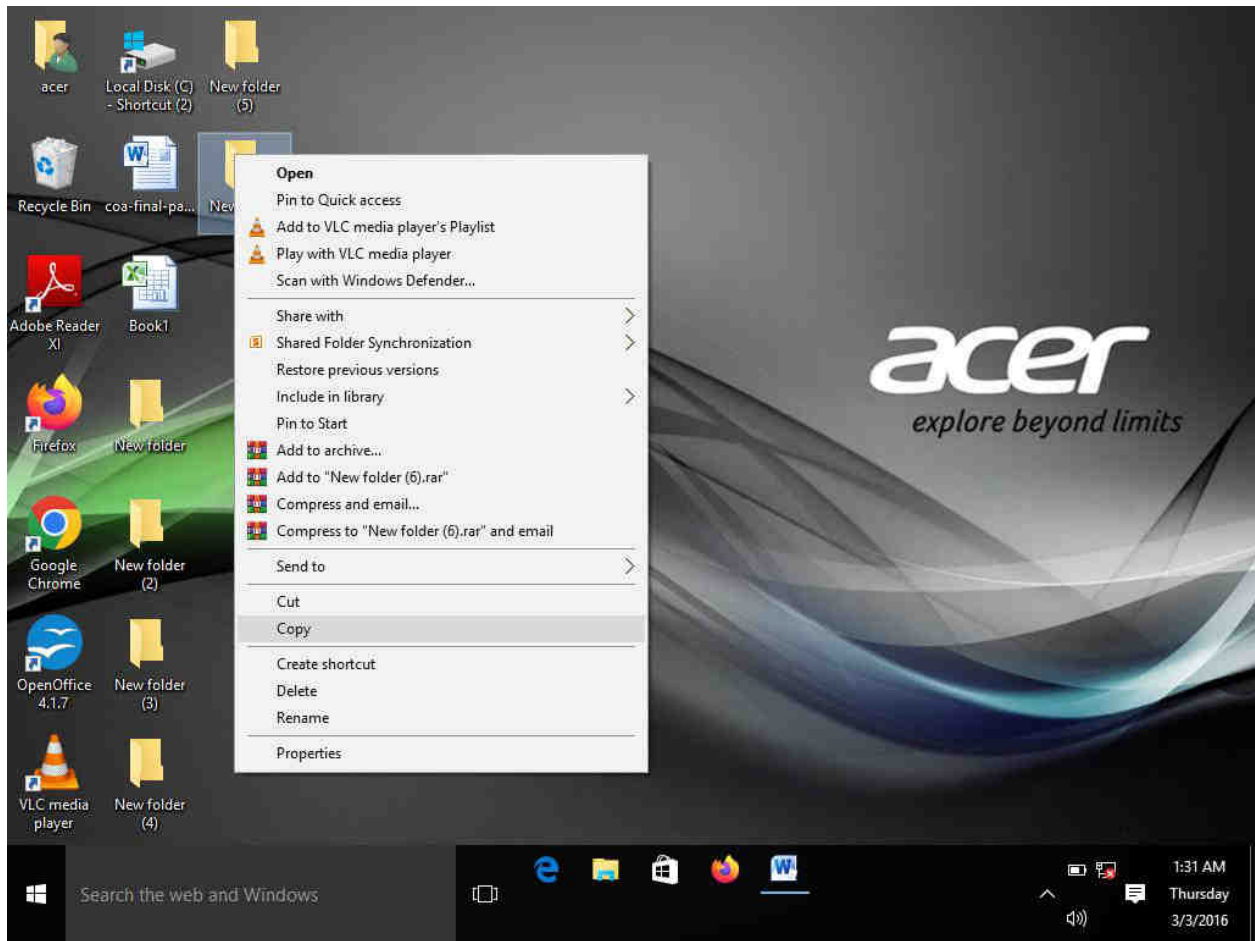
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

USING COPY AND PAST OPERATIONS TO COPY A FILE

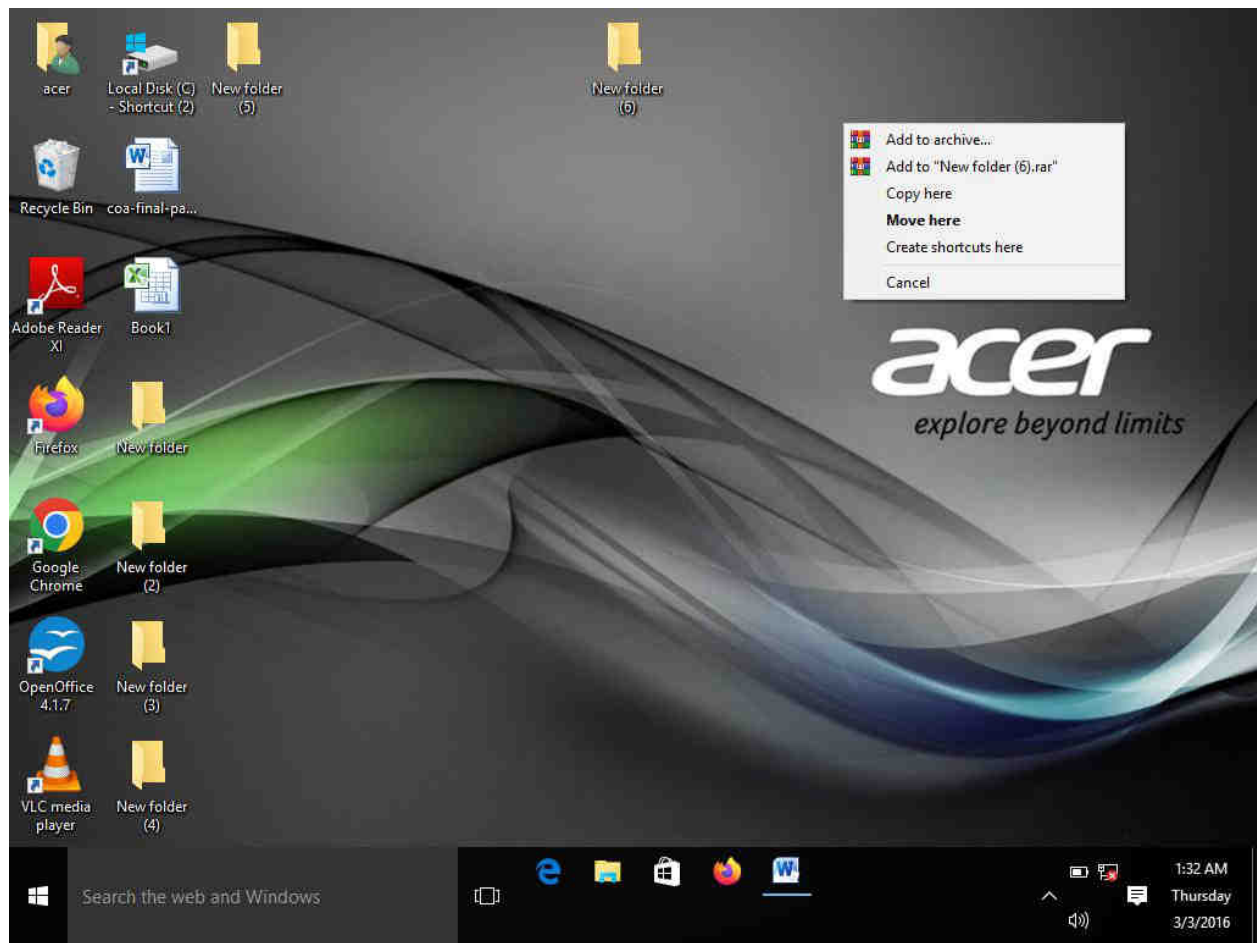
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

MOVING AND COPYING FILES WITH MOUSE

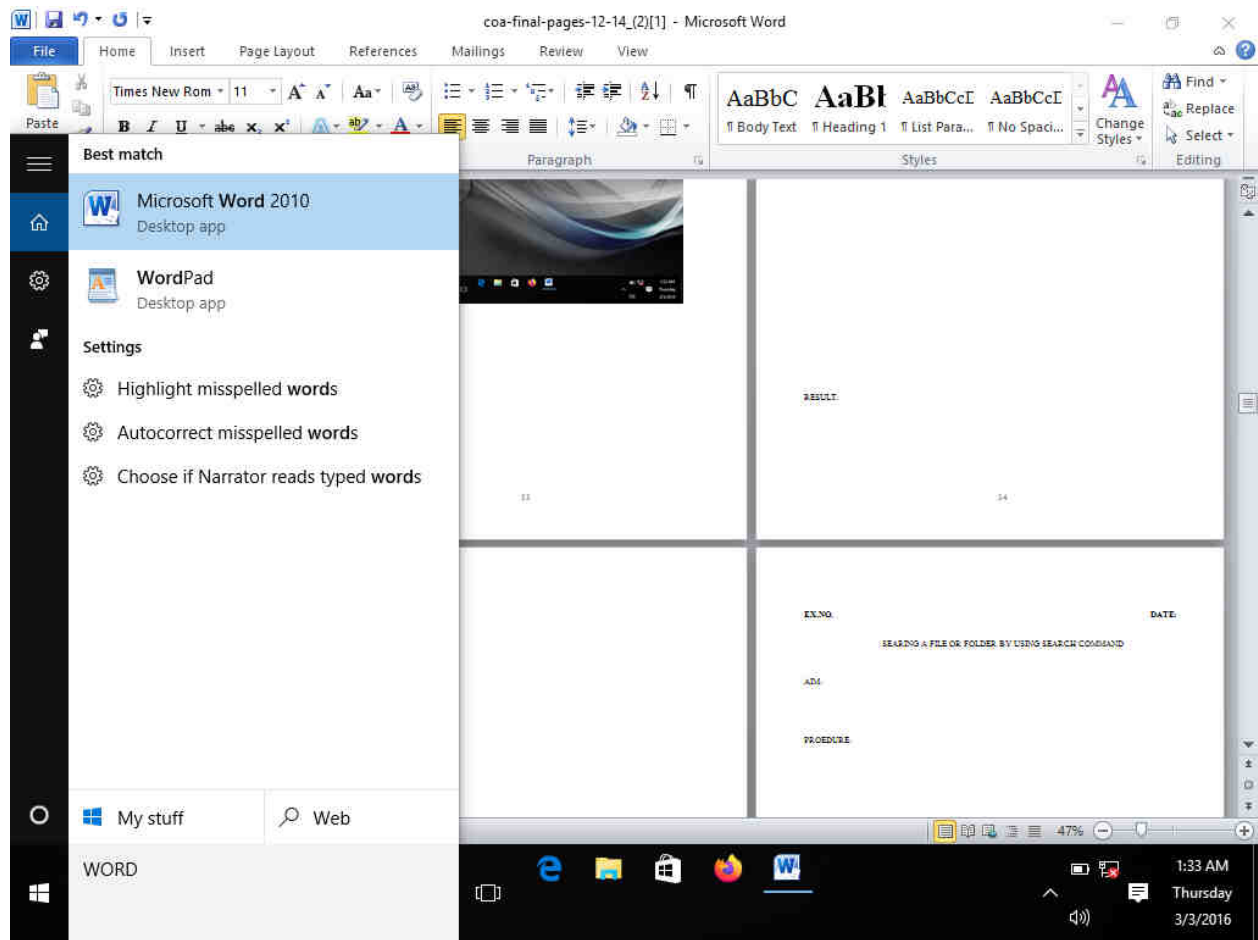
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

SEARING A FILE OR FOLDER BY USING SEARCH COMMAND

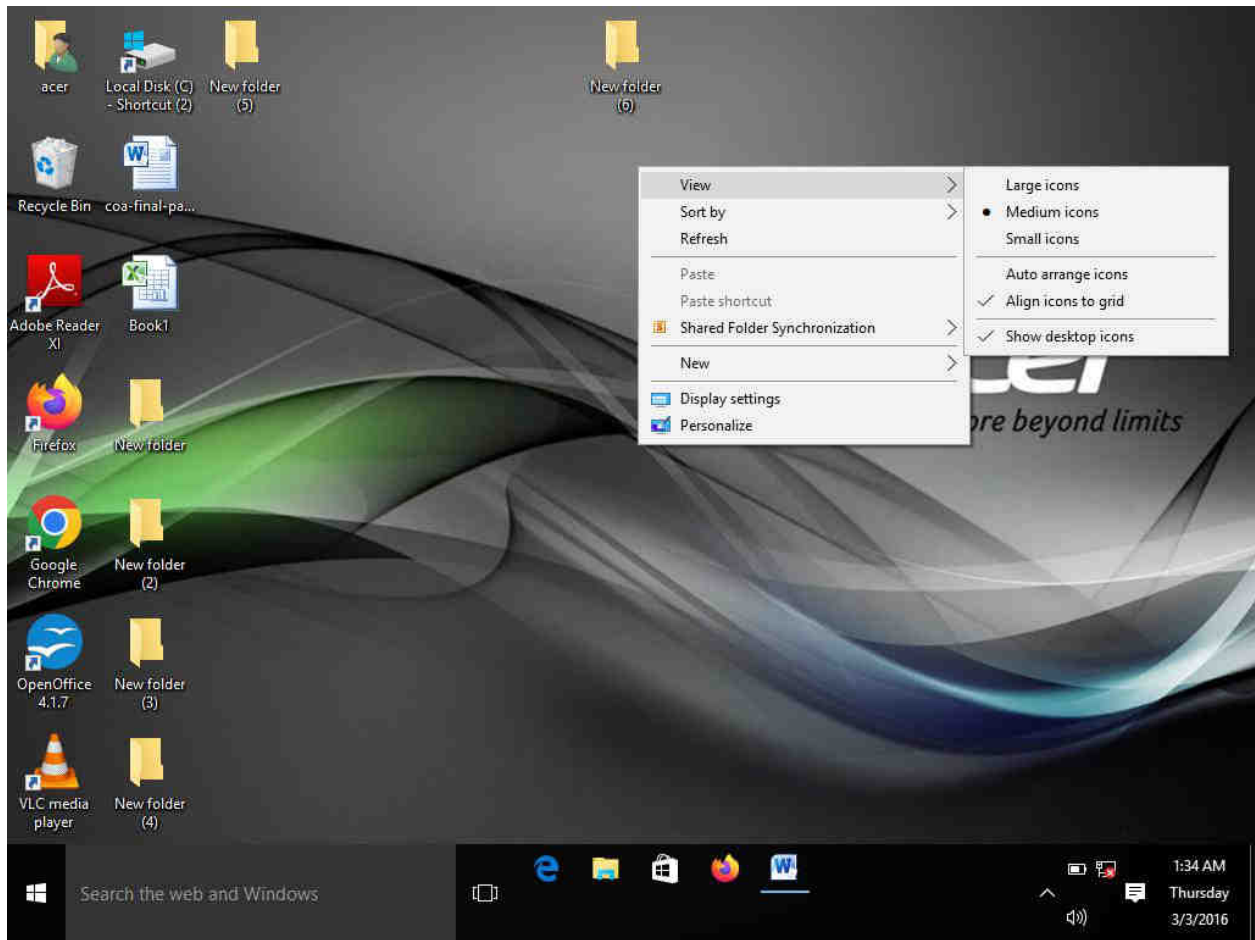
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

RECOGNIZING FILE TYPES USING ICON

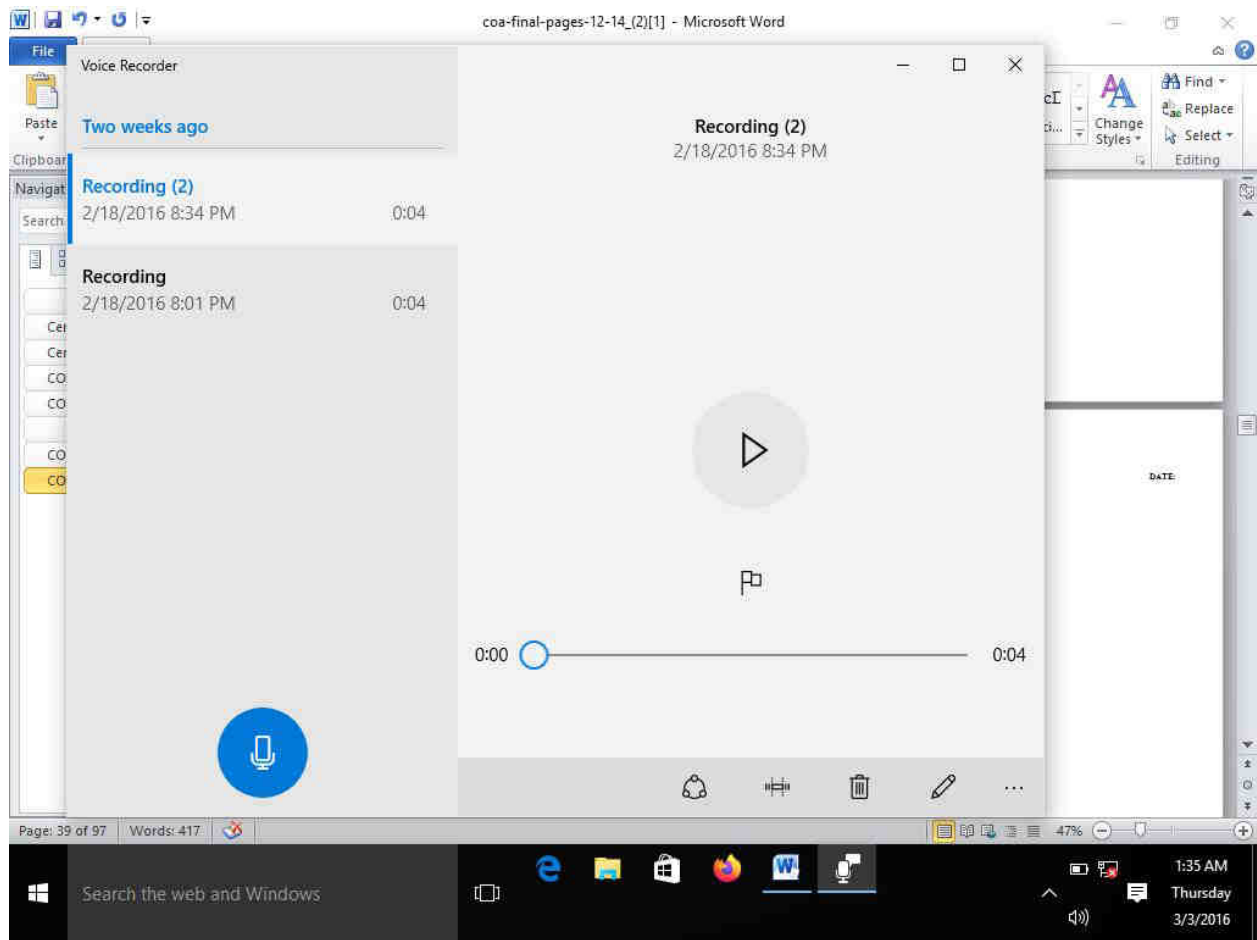
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

RECORDING AND SAVING AN AUDIO FILE

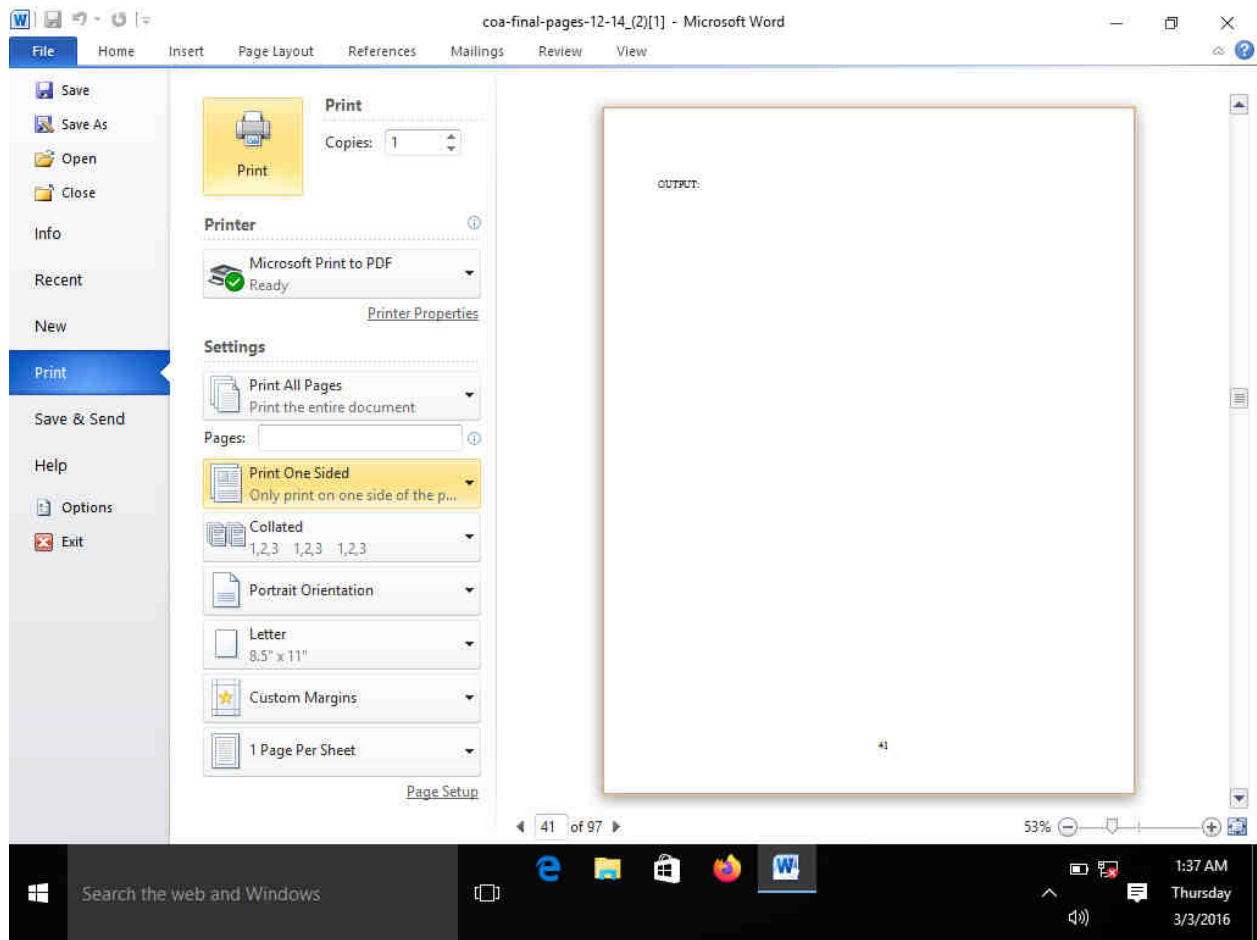
AIM:

PROEDURE:

RESULT:



OUTPUT:



EX.NO.

DATE:

CONNECTING A PRINTERS TO THE PC

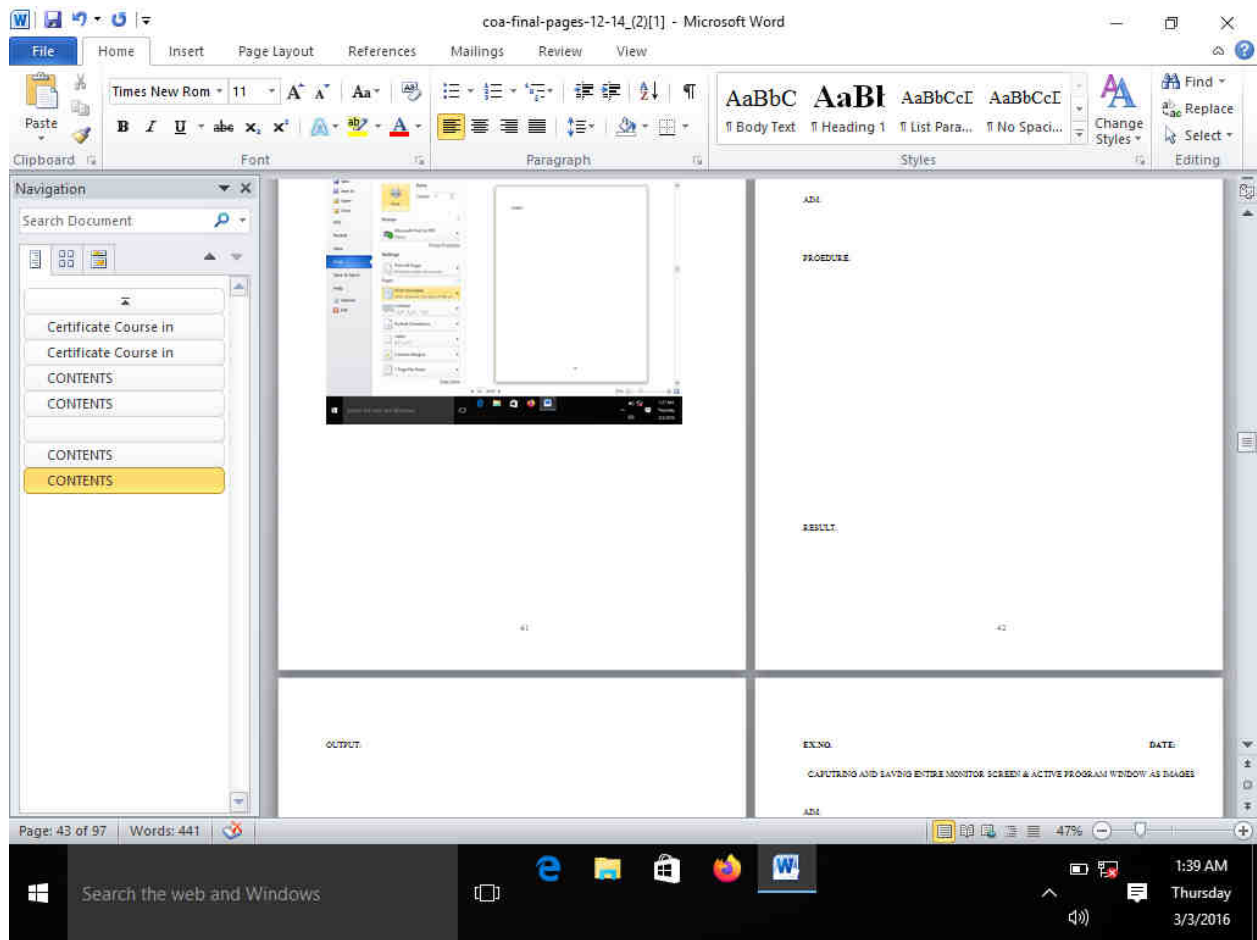
AIM:

PROEDURE:

RESULT:



OUTPUT:



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

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,
ZZZZ.

TO
XXXX,
YYYY,
ZZZZ.

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

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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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.

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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 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

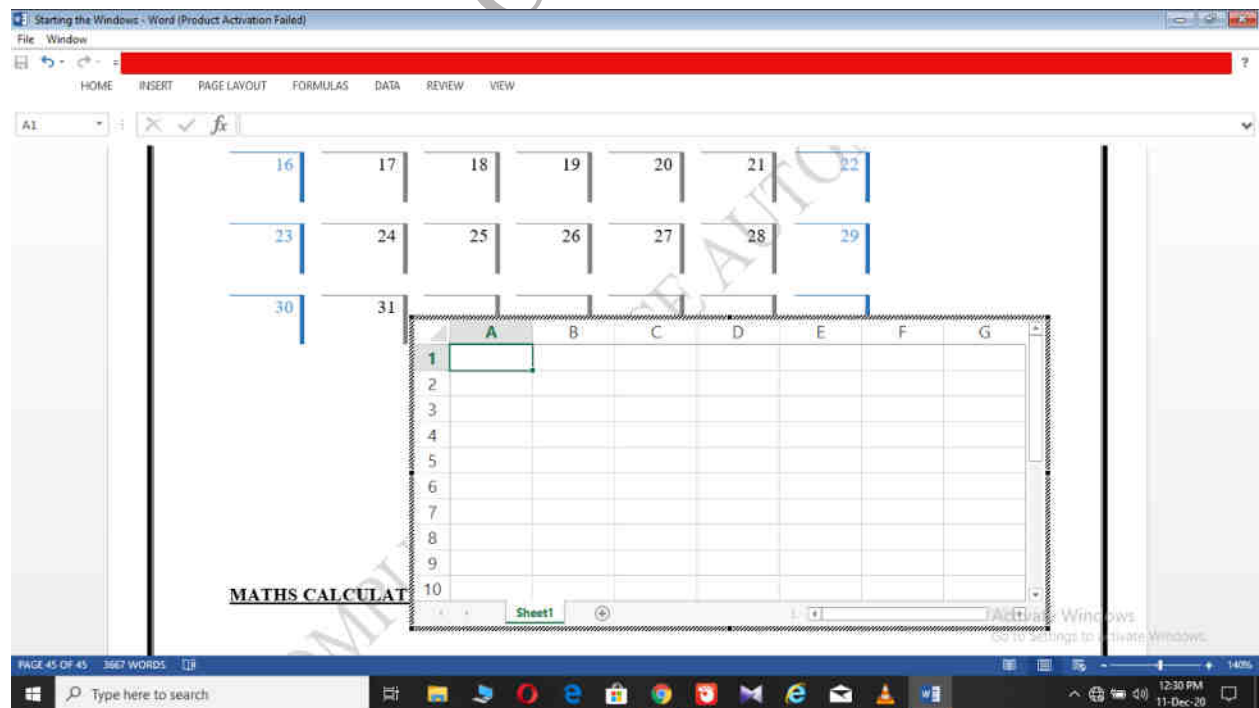
INSERTING TABLE:

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:



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:

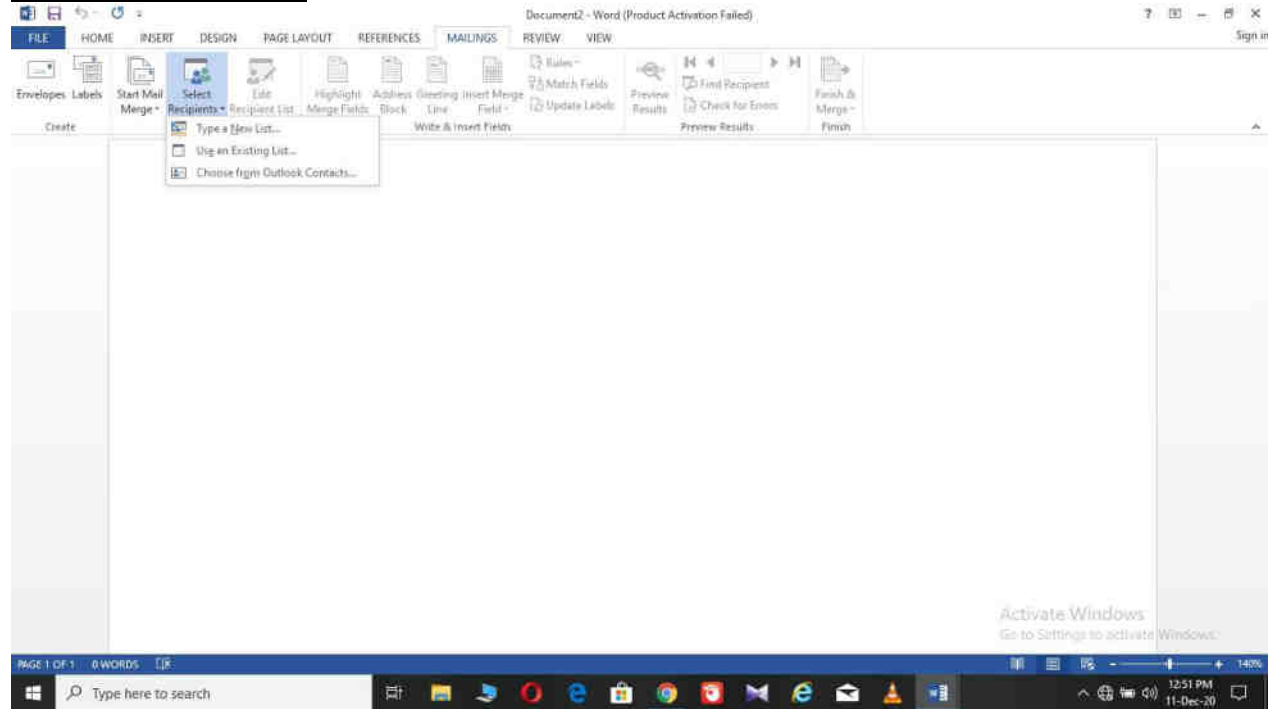
THE MAIL MEGER IS CREATED

COMPUTER OFFICE AUTOMTION

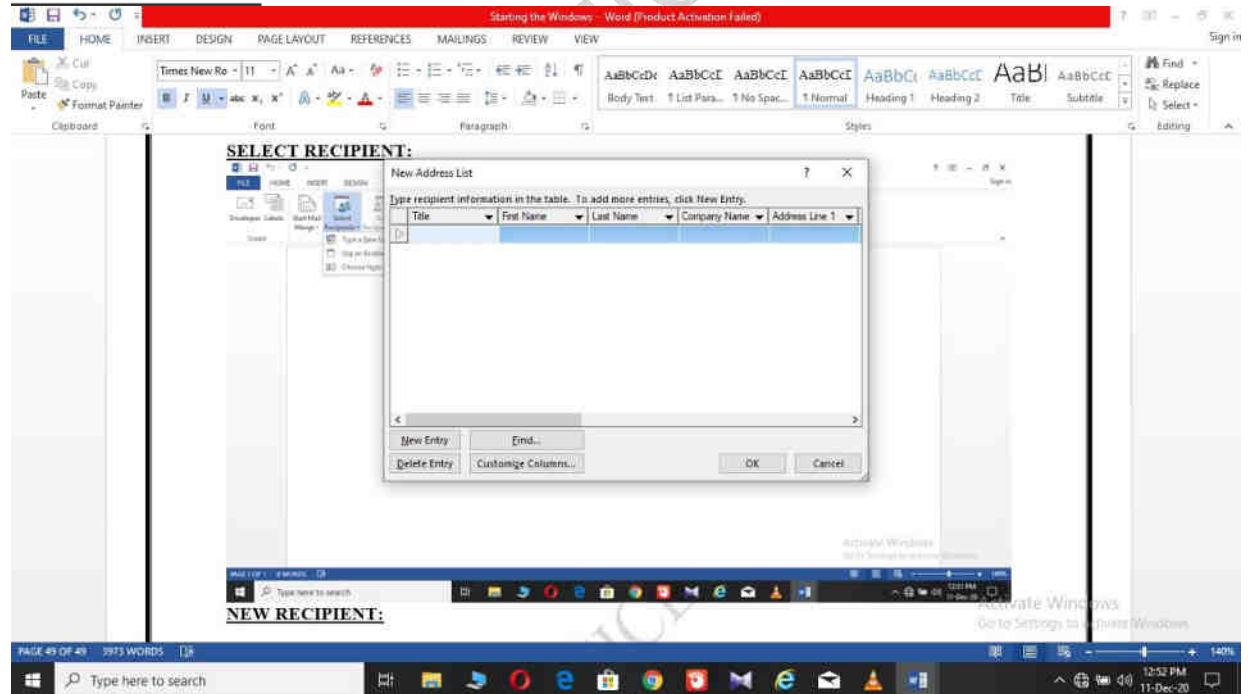


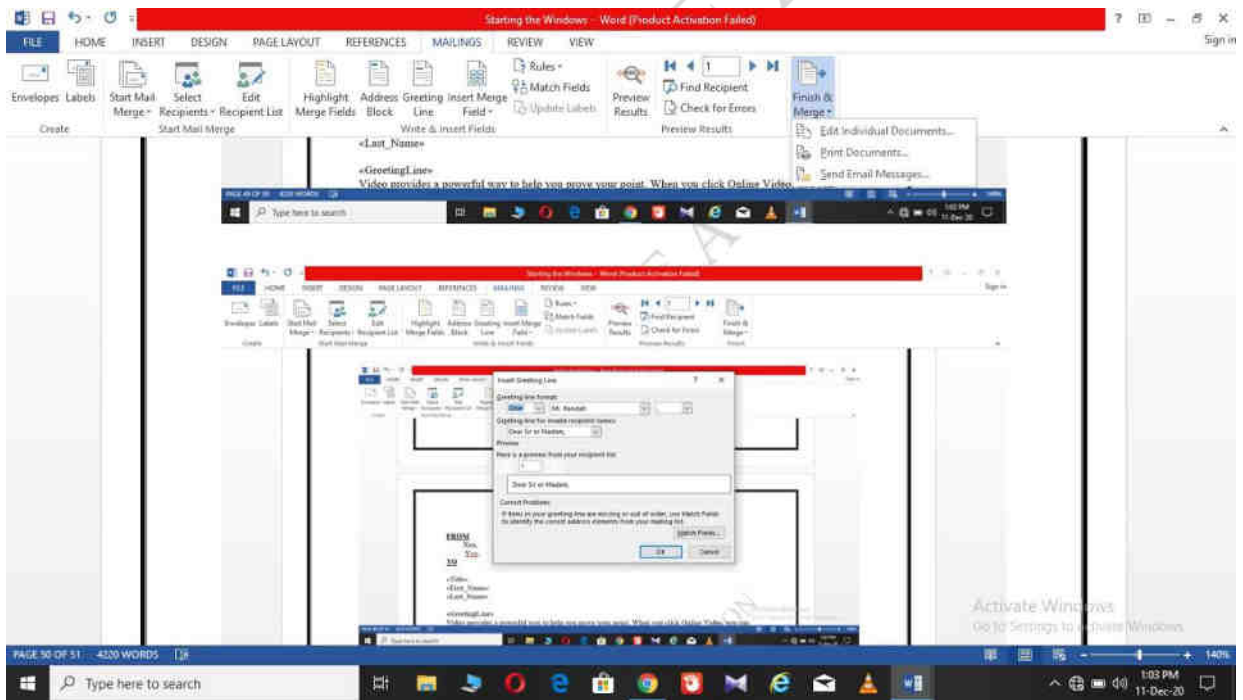
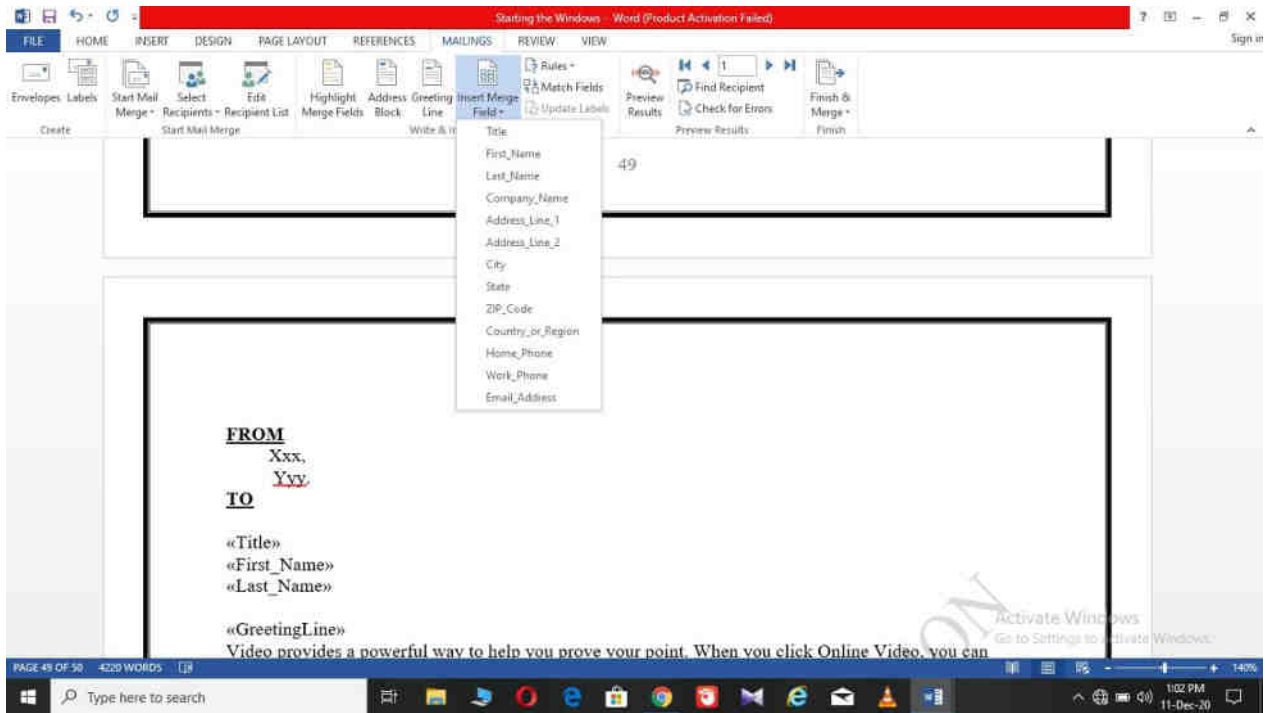
MAIL MERGE:

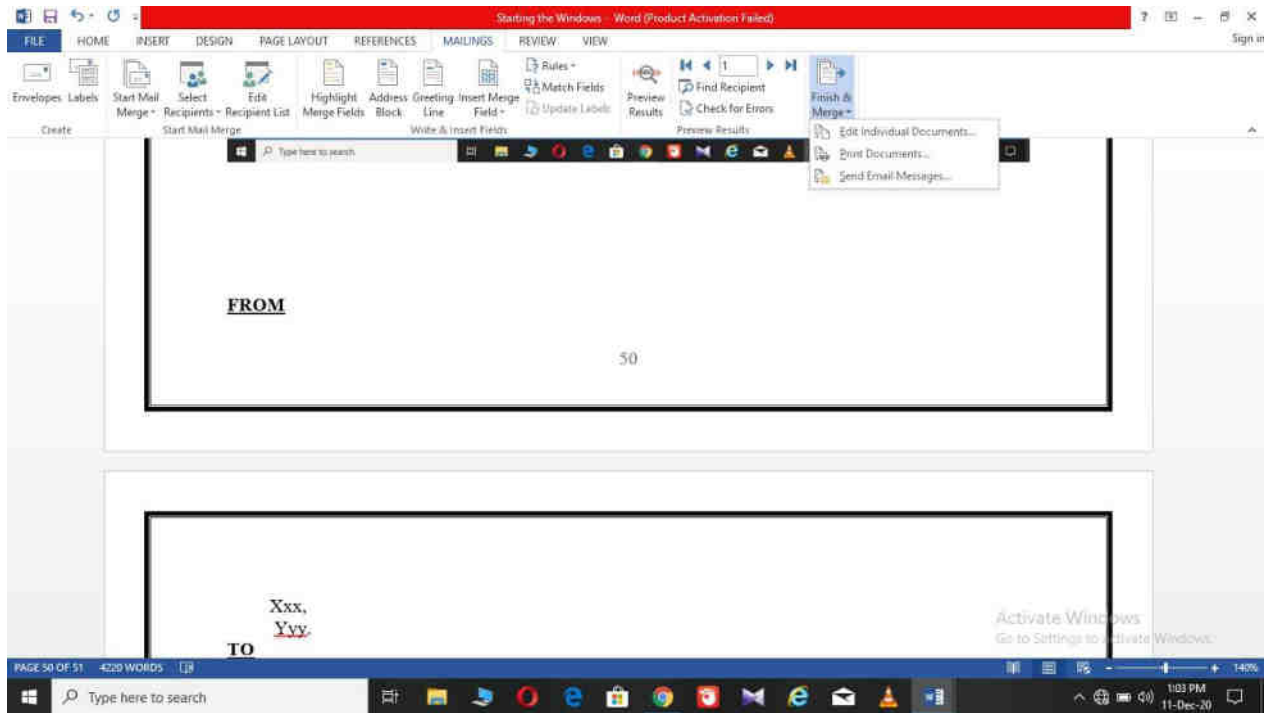
SELECT RECIPIENT:



NEW RECIPIENT:







FROM

Xxx,
Yyy.

TO

«Title»

«First_Name»

«Last_Name»

«GreetingLine»

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EX.NO.

Date:

USING THE SPECIAL FEATURES OF WORDDATE:

AIM:

TO FIND, REPALCE OF TEXT AND SPELL CHECK

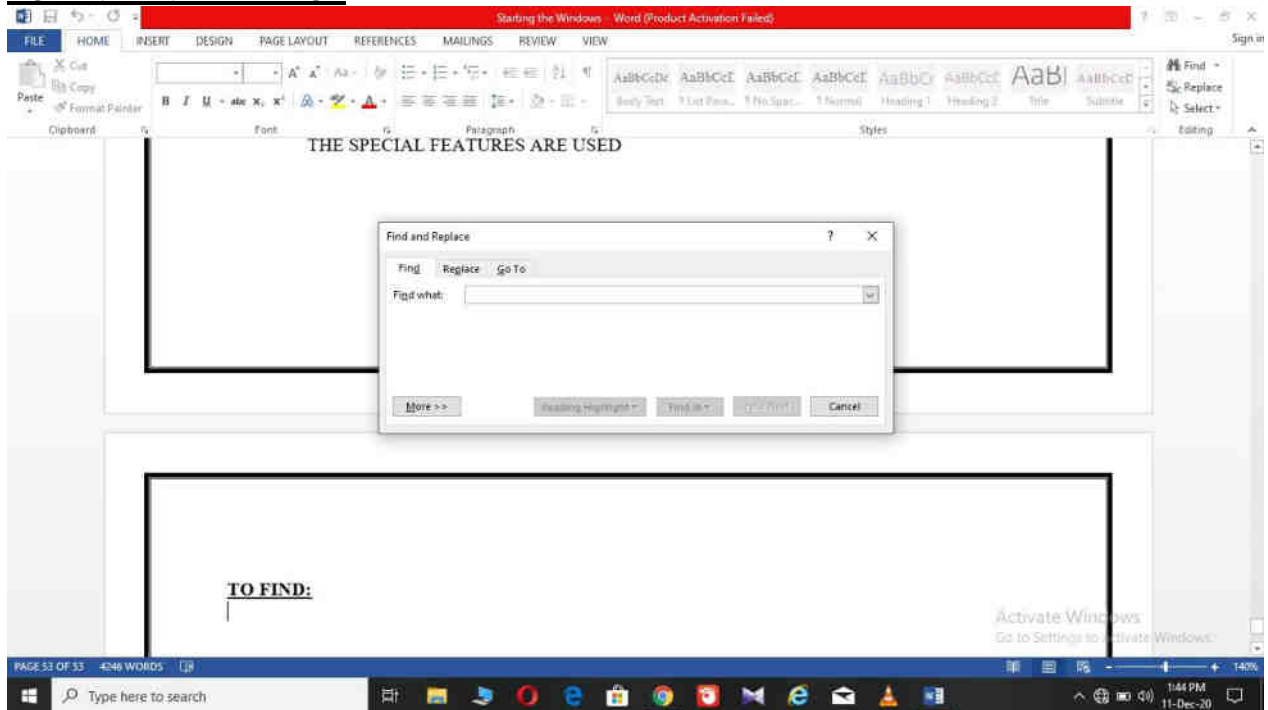
PROCEDURE:

RESULT:

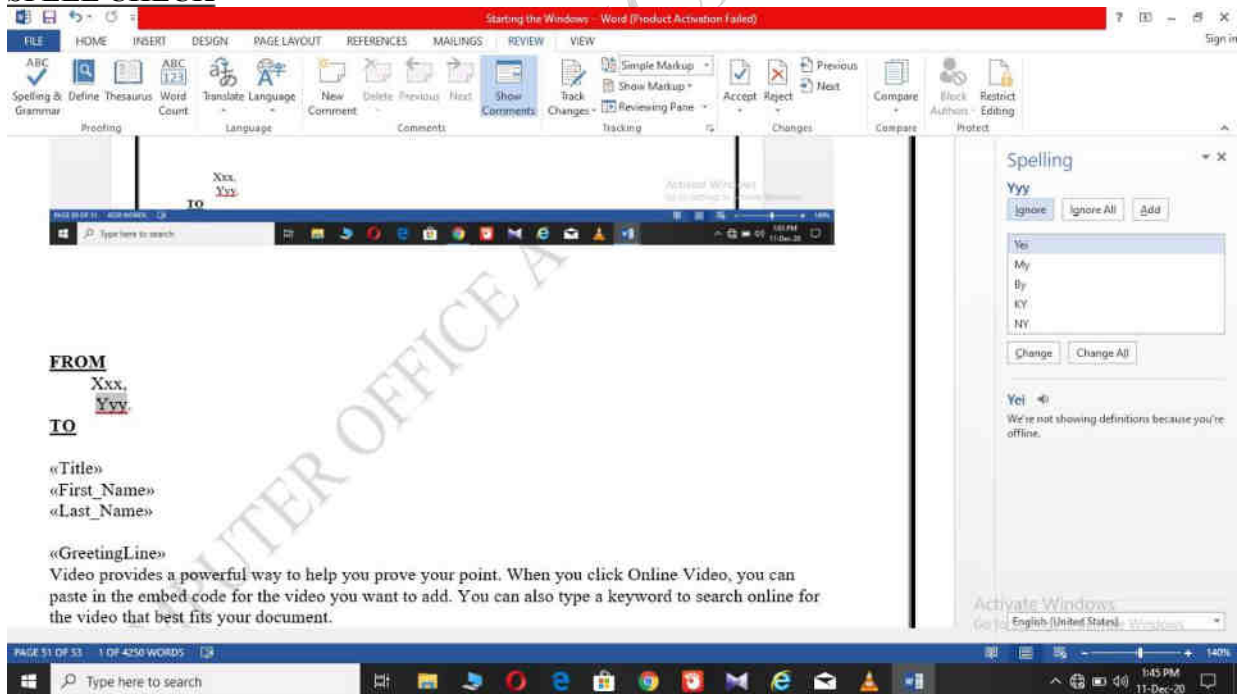
THE SPECIAL FEATURES ARE USED

COMPUTER OFFICE AUTOMTION

TO FIND AND REPALCE



SPELL CHECK



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:



EXCEL AND SPREAD SHEET

COMPUTER OFFICE AUTOMATION



1

EX.NO;

date:

USING FORMULA AND FUNCTIONDATE:

AIM:

TO CALCULATE MARK

PROCEDURE

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

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, ADDING, RECORDS, FORMATTING COLUMNS, ROW, MERGING, SPLITTING COLUMNS

The screenshot shows an Excel spreadsheet with a table of student records. A context menu is open over the table, showing options like Cut, Copy, Paste, and Delete. The table data is as follows:

S.NO	NAM	ENG	RESUL	TOTA	AVERAG	GRAD	RANK
1	ASYHA	100	PASS	450	90	A	1
2	VASUKI	46	PASS	315	63	B	6
3	MOHANA	12	FAIL	130	26	FAIL	8
4	INIYA	48	PASS	295	59	C	8
5	MANO	49	PASS	330	66	B	4
6	BARATHI	50	PASS	317	63.4	B	5
7	JAYA	51	PASS	325	65	B	4
8	MALIKA	52	PASS	345	69	B	3
9	MANI	5	FAIL	302	60.4	B	3
10	DEVIYA	54	PASS	355	71	B	2
			MIN	130			
			MAX	450			

CHART

The screenshot shows the same Excel spreadsheet with a line chart inserted. The chart displays the scores for five subjects (ENG, TAM, SC, SOC, MAT) across the ten students. The Y-axis represents the score, ranging from 0 to 500. The X-axis lists the students. A tooltip is visible over the data point for MALIKA in the MAT series, showing a value of 87.

Student	ENG	TAM	SC	SOC	MAT
ASYHA	100	100	100	70	80
VASUKI	46	66	51	71	81
MOHANA	12	12	12	12	82
INIYA	48	68	53	43	83
MANO	49	69	54	74	84
BARATHI	50	70	32	75	90
JAYA	51	56	56	76	86
MALIKA	52	72	57	77	87
MANI	5	73	58	78	88
DEVIYA	54	74	59	79	89

SORTING

Book1 - Excel (Product Activation Failed) | TABLE TOOLS | DESIGN

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN

Format Shape

Filter

S.NO	NAME	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 | Type here to search | AVERAGE: 63.58 | COUNT: 50 | SUM: 3164 | 3:28 PM 11-Dec-20

FILTER

Book1 - Excel (Product Activation Failed) | TABLE TOOLS | DESIGN

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DESIGN

Format Shape

Filter

S.NO	NAME	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 | Type here to search | AVERAGE: 63.58 | COUNT: 50 | SUM: 3164 | 3:28 PM 11-Dec-20

PIVOT TABLE

The screenshot displays an Excel PivotTable titled "Count of GRADE". The PivotTable is structured with "NAME" in the Rows field and "TOTAL" in the Columns field. The values are categorized by "RESULT" (MIN, PASS, FAIL, PASS). The data is summarized in the following table:

NAME	MIN	PASS	FAIL	PASS
MAT	130	295	302	315
ASYIHA				
100				
BARATHI				1
70				1
DEVIYA				
74				
INIYA		1	1	
68		1	1	
JAYA				1
56				1
MALIKA				
72				
MANI			1	1
73			1	1
MANO				
69				
MOHANA	1	1		
12	1	1		
VASUKI				1
66				1
(blank)				
(blank)				
Grand Total	1	1	1	1

The PivotTable Fields task pane on the right shows the following configuration:

- Filters:** MAT
- Columns:** TOTAL
- Rows:** NAME
- Values:** Count of GRA...

COMPUTER OFFICE

1

ACCESS AND DATA BASE

COMPUTER OFFICE AUTOMTION

EX.NO:

date:

DATA BASE

AIM:

TO CREATE THE DATA BASE

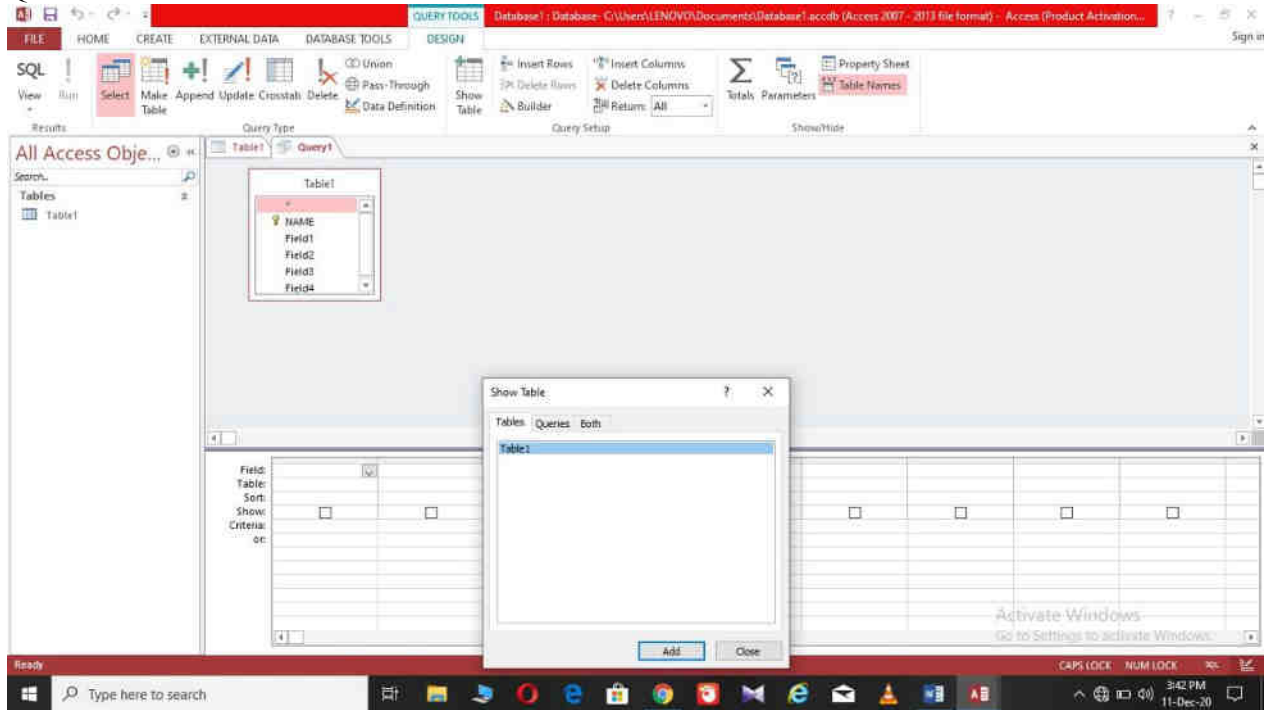
PROCEDURE:

RESULT:

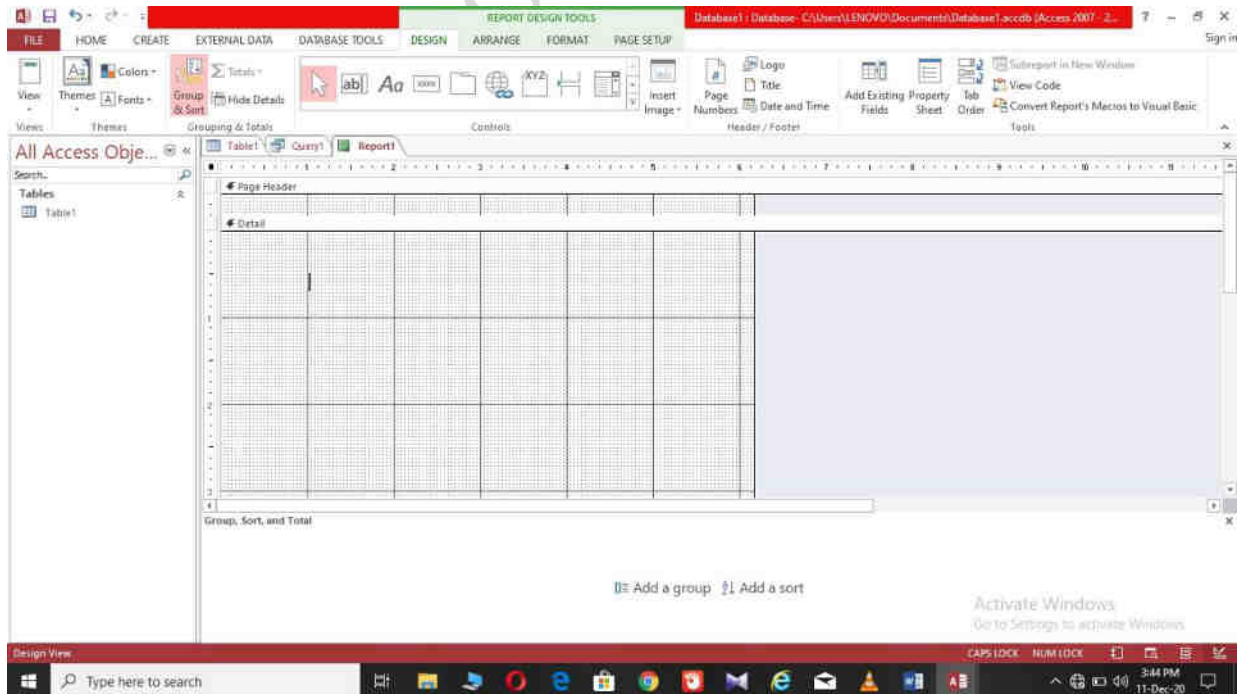
THE DATA IS RECORDED

COMPUTER OFFICE AUTOMTION

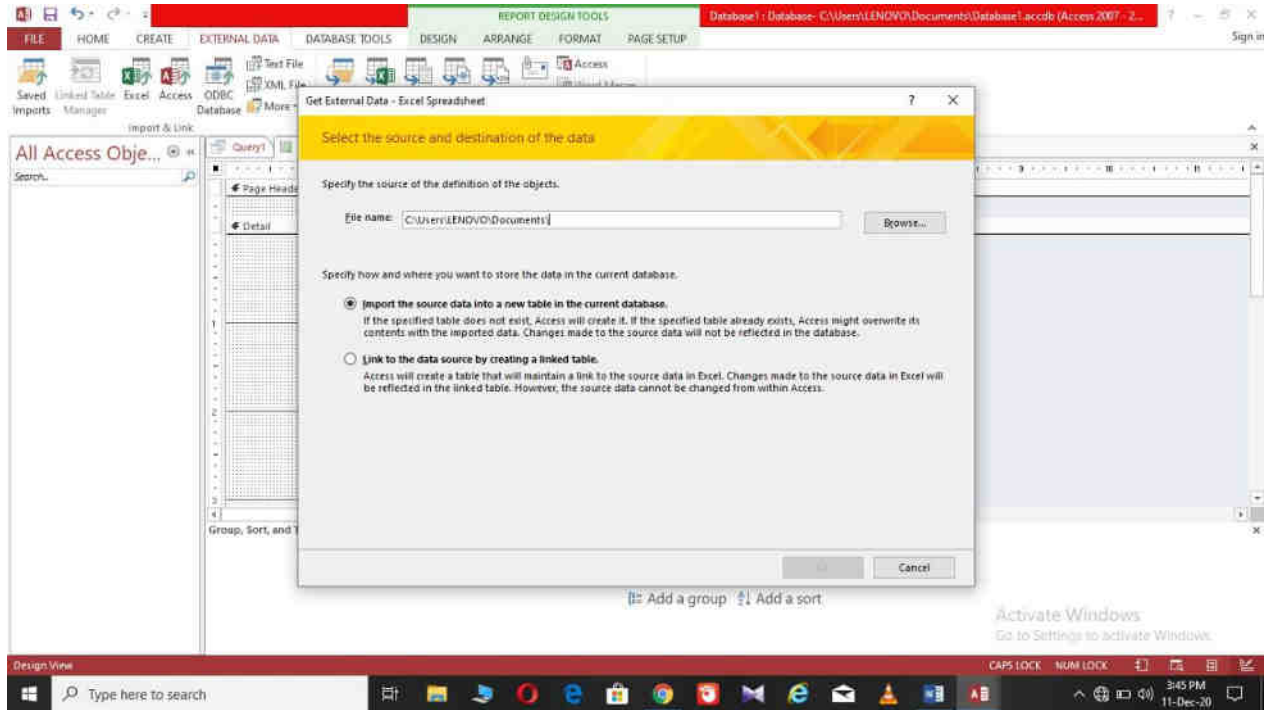
QUERY



REPORT



IMPORT AND EXPORT



COMPUTER OFFICE

COMPUTER OFFICE AUTOMATION

POWER POINT AND IMPRESS

EX.NO:

Date:

PRESENTATION

AIM:

TO PREPARE A PRESENTATION

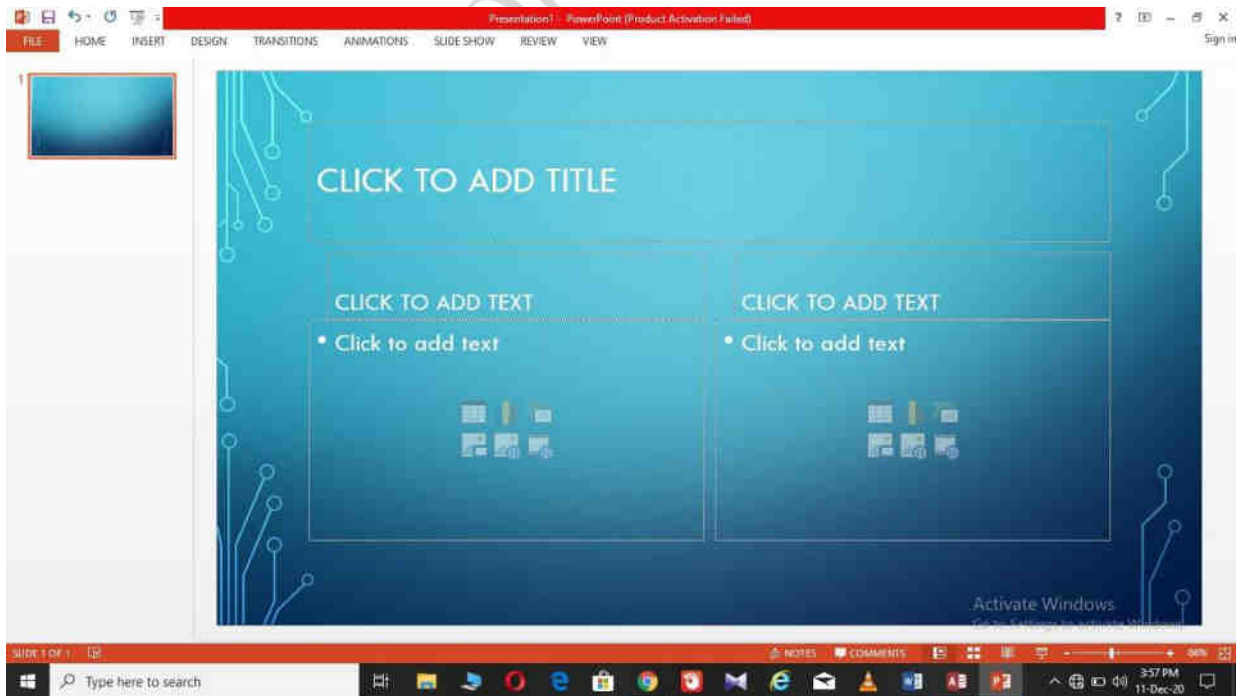
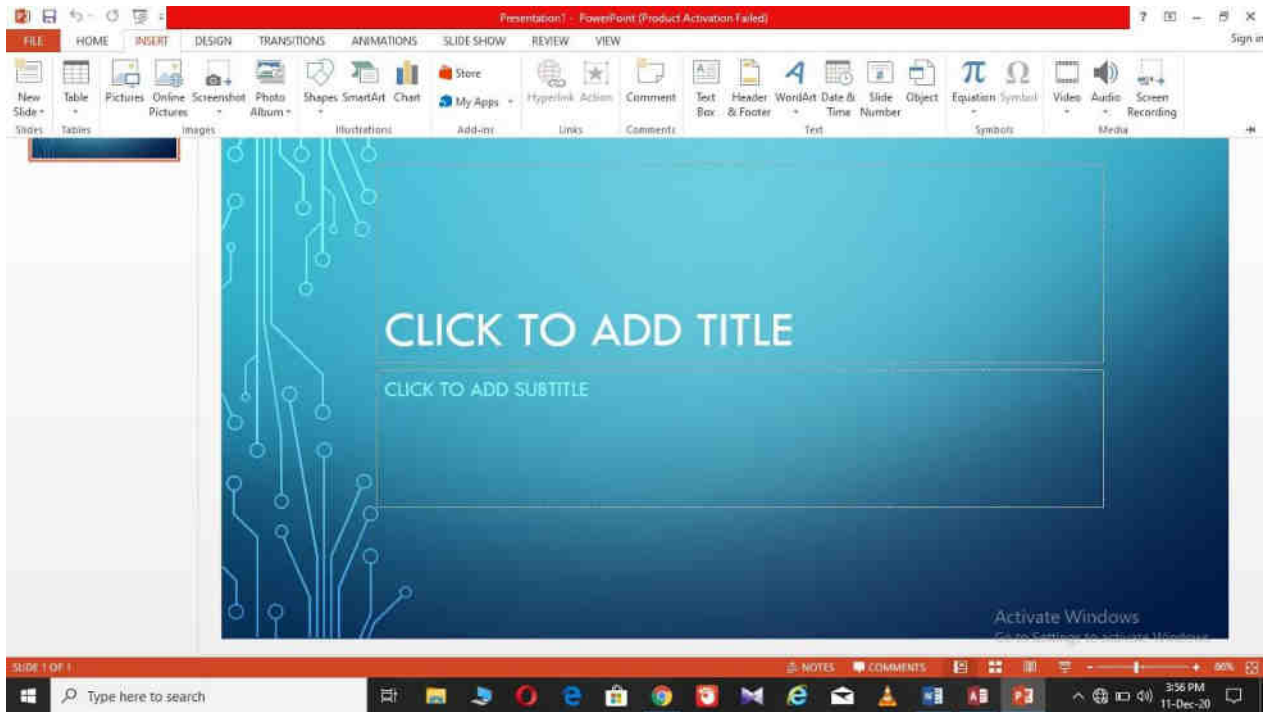
PROCEDURE:

COMPUTER OFFICE AUTOMTION

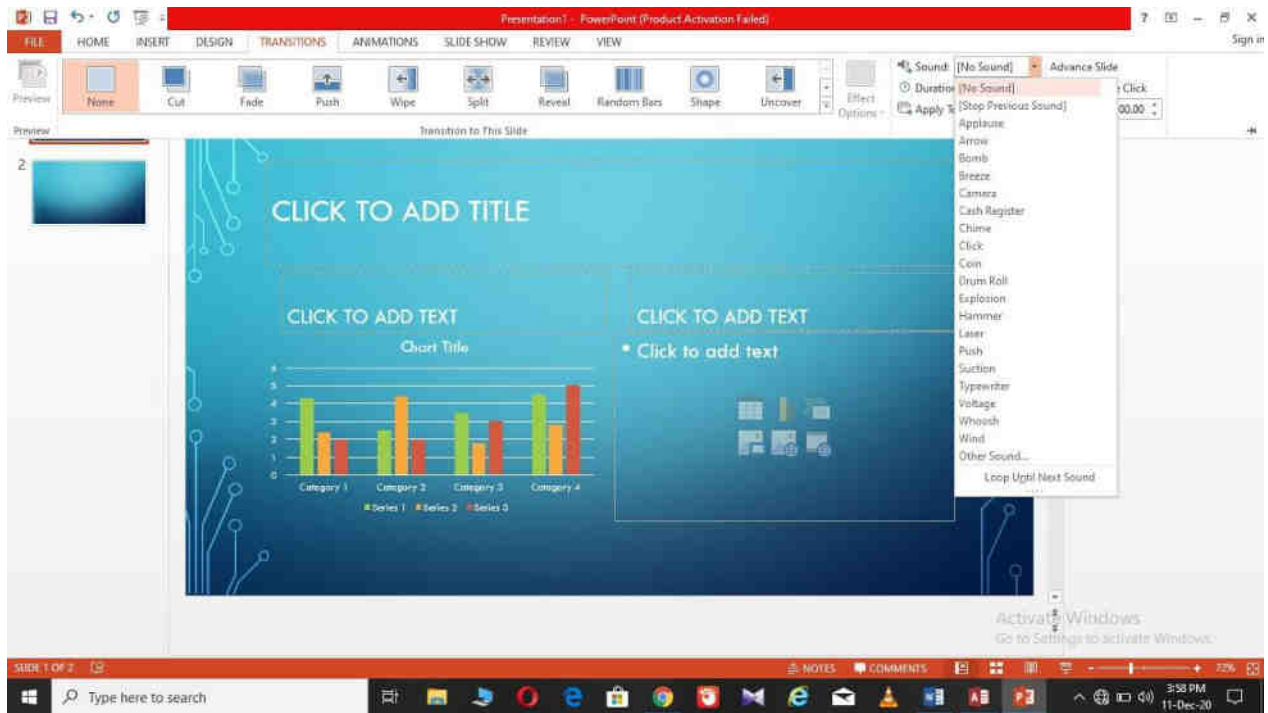
RESULT:

THE PRESENTATION IS PREPARED

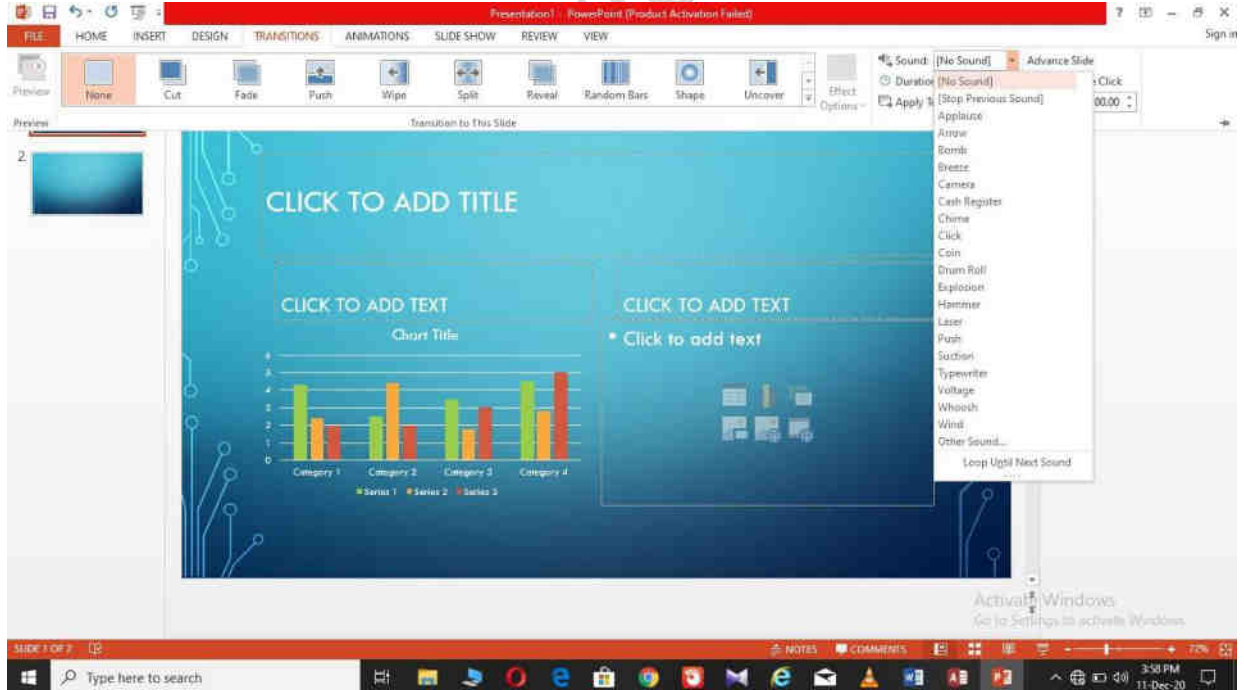
PRESENTATION BASED ON TEMPLAT



SOUND



SLIDE TRANSITION



INTERNET
APPLICATION

COMPUTER OFFICE AUTOMATION

EX.NO:

date:

WEB SITE

AIM:

TO SEARCH IN WEB SITE

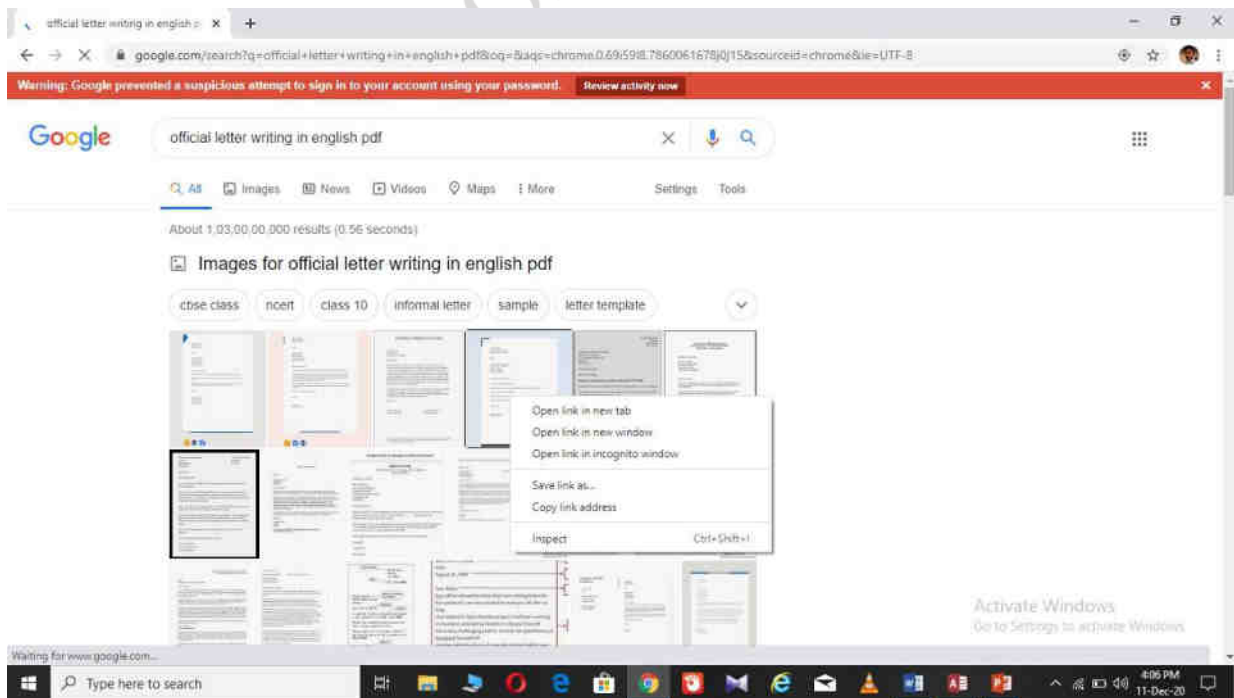
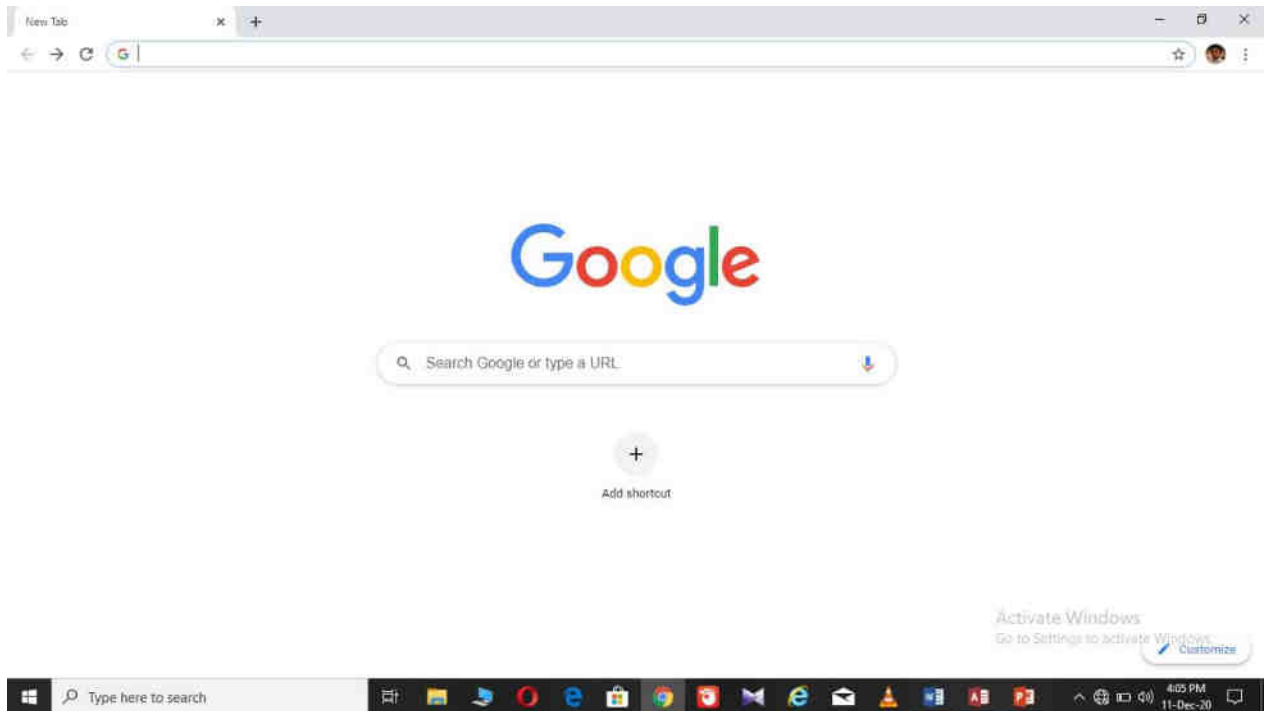
PROCEDURE:

RESULT:

THE INFORMATION IS COLLECTED FORM WEB SITE

COMPUTER OFFICE AUTOMTION





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](#)

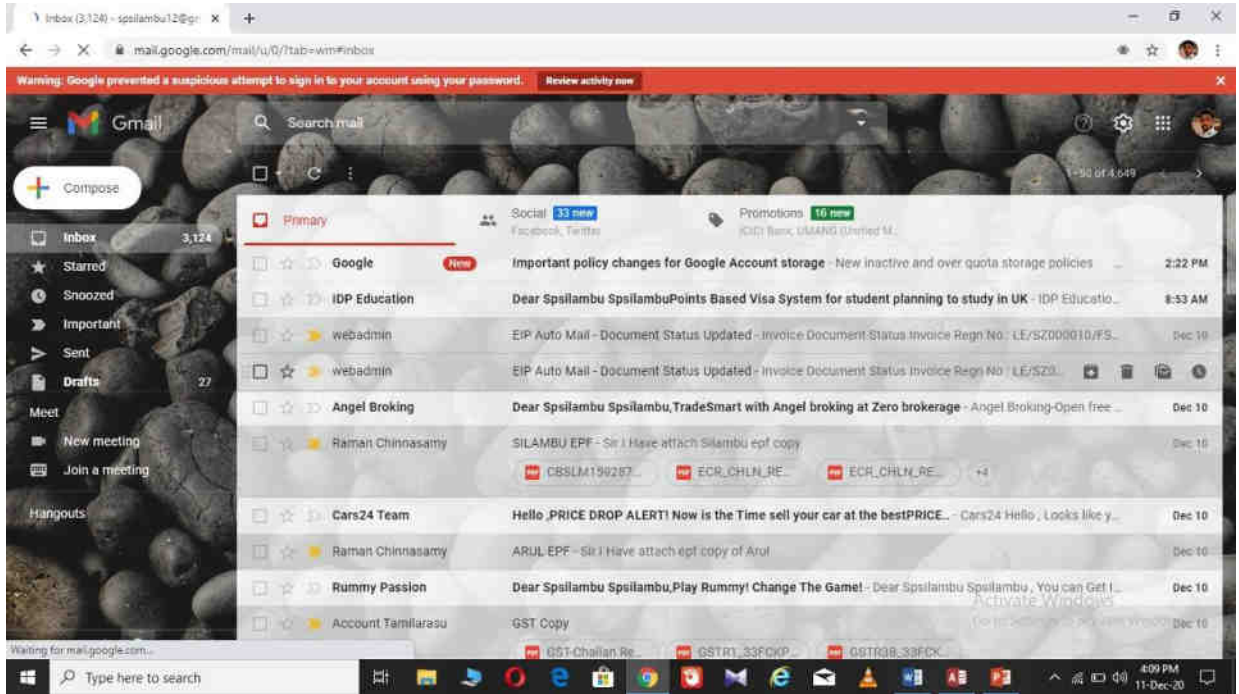
Activate Windows
Go to Settings to activate Windows.

Type here to search

4:08 PM 11-Dec-20

COMPUTER OFFICE





Output

The screenshot shows a Windows Settings window titled "Settings" with the "DEVICES" category selected. The "Printers & scanners" option is highlighted in the left sidebar. The main content area displays the heading "Add printers & scanners" followed by a "+ Add a printer or scanner" button. Below this, a list of installed printers is shown: "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 for "Let Windows manage my default printer" which is currently turned on, with a sub-note: "When turned on, the default printer is the last used printer." The background shows a Microsoft Word window with the title "record-pages-34-75_(2)[1] - Microsoft Word" and a ribbon with the "Symbols" tab active. The Windows taskbar at the bottom shows the search bar, task view, and several application icons (Edge, File Explorer, Mail, OneDrive, Firefox, Word, Settings). The system tray on the right indicates the time is 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:



EX.NO:

DATE:

CREATE GOOGLE FORM TO COLLECT DATA

AIM;

PROEDURE:

RESULT:



OUTPUT:

The screenshot shows a mobile browser interface. At the top, the address bar displays "Splitting Your Dat..." from "developers.google.com". Below the address bar is a search bar with the text "Machine Lea...". The main content area has a heading "Foundational courses" and a breadcrumb trail: "Home > Tutorial > Machine Learning > Foundational courses > Data Prep". A "Send feedback" button is visible. The main title of the article is "Splitting Your Data". The text explains that a pure random split is not always the right approach, especially for online systems. It suggests splitting data by time, with a list of steps: collect 30 days of data, train on days 1-29, and evaluate on day 30. A note mentions that for online systems, training data is older than serving data. At the bottom, there is a notification to "Add Google Developers to Home screen".

8:55 AM

Splitting Your Dat...
developers.google.com

Machine Lea...

Foundational courses

Home > Tutorial > 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