DIRECTORATE OF TECHNICAL EDUCATION Guindy, Chennai -25.

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

Certificate Course in

Computer on Office Automation

Name	:
Registration Number	:
Name of Centre	:
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DIRECTORATE OF TECHNICAL EDUCATION

Guindy, Chennai -25.

Certificate Course in Computer on Office Automation

CERTIFICATE

Certified that this is the bonafic	le record of work done by
Reg. No	in the
certificate course in Computer on Office	e Automation Laboratory and
submitted for the	examination held at the
Examination Centre	<u>.</u>
Submitted for the practical examination	held on
Signature of the Candidate	Signature of the Staff
Record marks	(Internal Examiner)
Internal Examiner	External Examiner

CONTENTS

Sl.No	Date	Name of the Exercise	Page no.	Signature
		OPERATING SYSTEM		
1		Starting a program, running a program Running multiple programs and switching between windows Running a program from explorer	2	
2		Customizing the Task bar, Making the taskbar wider Controlling the size of start menu options Adding a program to the start menu Recycle bin, restoring the deleted files Arranging	7	
3		icons on the Desktop Creating Shortcuts. Adding a program shortcut in the Desktop	13	
4		Creating and removing folders, renaming folders and files Expanding and collapsing a folder Sorting a folder	18	
5		Displaying the properties for a file or folder Using cut and paste operations to move a file Using copy and paste operations to copy a file	24	
6		Moving and copying files with mouse Searching a file or folder by using search command Recognizing File types using icons	27	
7		Recording and saving an audio file Connecting a printer to the PC Capturing and saving entire monitor screen & active program window as images	31	
ľ		MS OFFICE: MS-WORD & OPEN OFFICE: WI	RITER	
8		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.	37	
9		Preparing a newsletter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout. Creating and using styles and templates: To create a	41	
10		style and apply that style in a document To create a template for the styles created and assemble the styles for the template.	43	

Sl.No	Date	Name of the Exercise	Page no.	Signature
11		Creating and editing the table : To create a table using table menu To create a monthly calendar using cell Editing operations like inserting, joining, deleting, splitting and merging cells To create a simple statement for math calculations viz. totaling the column.	48	
12		54		
13		Printing envelopes and mail merge: To print envelopes with from addresses and to addresses To use mail merge facility for sending a circular letter to many persons To use mail merge facility for printing mailing labels.	57	
14		Using the special features of word: To find and replace the text To spell check and correct. To generate table of contents for a document To prepare index for a document.	66	
15		Create an advertisement Prepare a resume. Prepare a Corporate Circular letter inviting the shareholders to attend the Annual Meeting.	73	
	Ν	1S OFFICE: MS-EXCEL & OPEN OFFICE: CALC	& MATH	
16		 Using formulas and functions: To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales). Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student). 	80	
17		Operating on the sheets: Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data.	83	
18		Creating a Chart: To create a chart for comparing the monthly sales of a company in different branch offices.	86	

Sl.No	Date	Name of the Exercise	Page no.	Signature
		Using the data consolidate command:		
		To use the data consolidate command to calculate		
19		the total amount budgeted for all departments		
		(wages, travel and entertainment, office supplies and	88	
		so on) or to calculate the average amount budgeted		
		for – say, department office expenses.		
20		Sorting Data, Filtering Data and creation of Pivot	90	
20		tables.		
		MS OFFICE: MS-ACCESS OPEN OFFICE: B	ASE	
21		Creating Student's address Database and then list	00	
21		the data on the screen in alphabetical order.	98	
22		Performing various queries.	104	
23		Generating Query in Access	110	
24		Generating the Report from Database	113	
25		Importing and exporting data.	118	
		Creating a new Presentation based on a template –		
		using Auto content wizard, design template and		
26		Plain blank presentation.	125	
		Than blank presentation.		
		Creating a Presentation with Slide Transition -		
27		Automatic and Manual with different effects.	128	
		Creating a Presentation applying Custom Animation		
		effects -Applying multiple effects to the same		
28		object and changing to a different effect and	130	
		removing effects.		
•			100	
29		Creating and Printing handouts.	132	
	INTE	RNET & INTRODUCTION TO VARIOUS DEVICE	S AND TO	OLS
20		Searching for a web site / application / text	10.6	
30		documents viewing and downloading.	136	
		Create an E-mail account, Retrieving messages from		
21		inbox, replying, attaching files filtering and	120	
31		forwarding	139	
		Create Google form to collect data		
32			144	
33		Create Google sheet to collect data	148	
34		Scan a photo using scanner and edit it using tools	151	
		available in operating system by default.		

OPERATING SYSTEM

Ex No: 1

- 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

tion.					
All Apps Documents	Web More 🕶	Microsoft Office 2010 Tools	23-Aug-22 3-56 PM 23-Aug-22 3-56 PM	File folde Sbortcut	
st match		Microsoft Excel 2010	Open	-	
Microsoft Excel 2010	50 Run as administrator	Microsoft InfoPath Filler 2010 Microsoft OneNote 2010 Microsoft OneNote 2010 Microsoft Outlook 2010	oft InfoPath Filler 2010 Open file location oft OneNote 2010 Troubleshoot compatibility		
arch the web	D Open file location	Microsoft PowerPaint 2010 Microsoft Publisher 2010	Restore previous versions		
excel - See web results	-ta Pin to Start	Microsoft SharePoint Workspace	Send to	>	
Contraction and Contraction of Contraction	-🖙 Pin to taskbar	(N) Microsoft Word 2010	Cut Copy		
excel to pdf	Uninstall		Create shortcut Delete S Rename		
excel	c		Properties		

Step 4: Click on the Microsoft Excel 2010 icon then Press Keys $\Box r$ + \Box (Copy).

R

Step 5 : Press Keys Start +

Step 6 : In the box type **shell:startup** \rightarrow OK

🖅 Run	×
<u>(</u> <u>O</u> pen:	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
	OK Cancel Browse

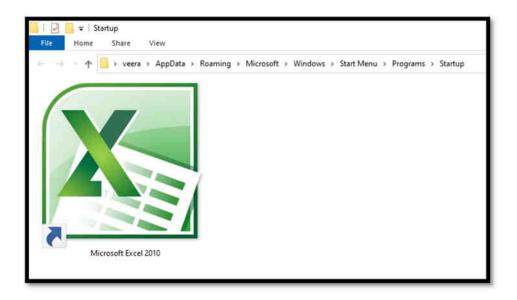
Date:

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

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

Result:

The program was Executed Successfully and output is verified.



AIM : Running multiple programs and switching between windows

Procedure:

Step 1 : Press Keys Start 📕 + 🖪

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

3 Run	
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	mspaint ~

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

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

Step 5 : Release the Tab key but keep At 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 key. Windows 10 switches to whichever program is selected.

Step 8 : To switch back to the last program that was active, simply press At + Tab That program becomes the active program once again.

Result :

The program was Executed Successfully and output is verified.



AIM : Running a program from explorer

Procedure:

Step 1: Press Keys Start 🖷 + 🖻 (Open Run window)

Step 2: In the box type explorer \rightarrow OK

	Type the name of a program, folder, resource, and Windows will open it for	
<u>O</u> pen:	explorer	~
	OK Canc	el <u>B</u> rowse
	OK Canc	ei growsen

Result:

The program was Executed Successfully and output is verified.

	T File Sylone Hone Sher View		- a × -0
41.01	🛧 💣 = Quick access >		🐱 🔕 🖓 Tearth Queck access
~ Fieque	ent folders (II)		
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	This PC	the PC The PC A Local D	() 是()
8	COA New Book Lead Date (E) 1/2/DA So This PC	Screenshots Dis PC/Richarg	
Recon	t files (20)		
展出	protical	Local Disk IE #CDAVCCA New House	
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154	Screenshot (128)	Toh PC/Schung/Scontroliuts	
8.1	Screenshot (127)	This PC/Petaret/Scientifieta	
8.3	Scattenshot (12m)	This PC/Pichanal Scientific	
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Ex No: 2

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

7

Date:

Taskbar	Taskbar
Lock the taskbar	Automatically hide the taskbar in tablet mode
O ott	• off
Automatically hide the taskbar in desitop mode	Use small taskbar buttons
O off	Off Off
Automatically hide the taskbar in tablet mode	Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar
O off	Off
Use small taskbar buttons Off Off	Replace Command Prompt with Windows PowerShell in the menu- when I right-click the start button or press Windows key+X
Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar	Cin
C off	Left
Replace Command Prompt with Windows PowerShell in the menu when I right-click the start button or press Windows key+X	Top Right
On On	Bottom
Show badges on taskbar buttons	
On On	Combine taskbar buttons
Taskbar location on screen	Always, hide labels
Bottom	
Combine taskbar buttons	How do I sustemize taskbars?
	Notification area

Result:

The program was Executed Successfully and output is verified.

Output:

Change Task bar Size & location on right side

an a	PC Pyrkaw Canada	poertaer desertaer	۹
anglese a	Juice Lago Nicol Lago Nicol Lago	Anter anter anter	т <mark>с</mark>
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	O Musicipa	New York	< Dir Mar 40 909 AM Thumshy 11-Sep-22
			2

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 \rightarrow Personalization \rightarrow Start, and then turn on Use Start full screen.

Settings	
@ Home	Start
Find a setting	Show more tiles on Start
Personalization	• off
	Show app list in Start menu
E Background	Show recently added apps
Colors	On
Ca Lock screen	Show most used apps
Q2 Themes	C off
	Show suggestions occasionally in Start
A Fonts	Use Start full screen
88 Start	0n
🖾 Taskbar	Show recently opened items in Jump Lists on Start or the taskbar and in File Explorer Quick Access
	0n
	Choose which folders appear on Start
P Type here to search	9 <u>9 9</u> = 💌 💼 💁 💷

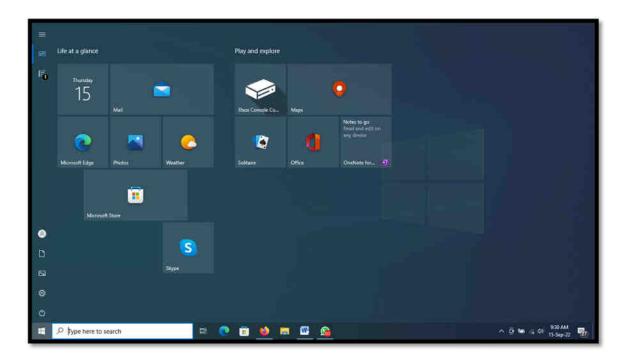
Step 4: Show app list in Start menu ON/ OFF

- 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.

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.



Ex No: 3

- 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 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 + and Click Yes

Note : After Recover Not Possible.

Restoring files or folders.

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.



Date:

Output:

	View	
	Sort by	
	Group by	
	Refresh	
	Paste	
	Paste shortcut	
	Undo Move	Ctrl+Z
	Redo Delete	Ctrl+Y
۵	Empty Recycle Bin	
	Properties	

Empty Recycle Bin – All File or Folder Move Source Location

🛛 I 🖌 I	-			Man	iage	Manag
File	Home	Share	View	Recycle B	Sin Tools	Picture To
6.9	- 1	🗟 > Recy	cle Bin			
Name		~		Original	Location	
Auto	Recovery	save of Do	cument1	C:\User	s/veera\Ap	Data\Roam
Auto	Recovery	save of Do	cument1	C:\Usen	s\veera\Ap	Data\Roam
Boo	k1 (version	1)		C:\User	veera\Ap	Data\Roam
] ppt8	2FC.tmp			C-\User	s\veera\Ap	pData\Roam
e Rece	ording			C:\User	s\veera\Do	uments\Sou
Reci	ording (2)			C:\Usen	veera\Do	cuments\Sou
Reci	ording (3)			C:\User	s\veera\Do	uments\Sou
arrest.	ording (au	tosaved)		C:\User	s\veera\Do	cuments\Sou
Scre	enshot (1)			C-1Usen	s\veera\Pic	tures\Screen
Scre	enshot	Restore	e	Isen	s\veera\Pic	tures\Screen
Scre	enshot	Cut		Jsen	s\veeta\Pic	tures\Screen
Scre	enshot	cui		- Jsen	veera\Pic	tures\Screen
Scre	enshot	Delete		Isen	s\veera\Pic	tures\Screen
		Proper	rties			

Delete – All File or Folder Deleted to Permanent

AIM : Arranging icons on the Desktop

Procedure:

Auto Arrange Icons

Step 1: Press Click Start 📕 + 🖻 or navigate to the Windows desktop.

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

Step 3: View \rightarrow Auto arrange icons

	View	>	Large icons
	Sort by	>	Medium icons
	Refresh		Small icons
	Paste		Auto arrange icons
	Paste shortcut		✓ Align icons to grid
PC	Open Folder as PyCharm Community Edition Project		Show desktop icons
	Undo Move	Ctrl+Z	Show desktop icons
	Redo Delete	Ctrl+Y	
	Shared Folder Synchronization	>	
	New	>	
	Display settings		
1	Personalize		

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.

View		>	
Sort by		>	Name
Refresh			Size
Paste		-	Item type
Paste sh	ortcut		Date modified
Open Fo	Ider as PyCharm Community Editio	n Project	
Undo M	ove	Ctrl+Z	
Redo De	lete	Ctri+Y	
Shared F	older Synchronization	>	
New		>	
Display :	settings		
Persona	lize		

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

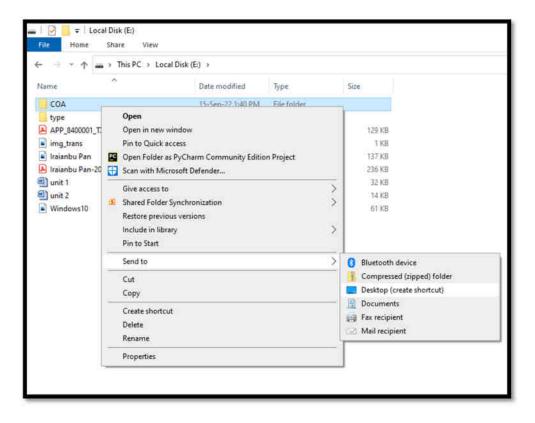
Procedure:

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.



Ex No: 4

- 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 \rightarrow Folder from the contextual menu. Windows will create the new folder at your current location.

AMD Radeon Software	>		Folder
Sort by	Š.	in the second	Shortcut
Refresh		-	Microsoft Access Database Bitmap image
Paste		=	Microsoft Word Document
Open Folder as PyCharm Community Edition	6 S. G.	-	Microsoft PowerPoint Presentation
Paste shortcut	1	-	Microsoft Publisher Document
Undo New	Ctrl+Z	P	Text Document
Shared Folder Synchronization	> 1		Microsoft Excel Worksheet
New	>	1	Compressed (zipped) Folder
Display settings			
🗹 Personalize			

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 and Click Yes.

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

Step 4: If need Permanent Deleted then Pre	s Shift + Delete Key Shift	+	Delete	and Click Yes.
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Note : After Recover Not Possible.

Date:



Renaming Folders and Files

Step 1: Press Click Start 📕 + 🗉 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.

Pin to Start	
Send to	
Cut	
Сору	
Create shortcut	
Delete	
Rename	
Properties	

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 F_2 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.

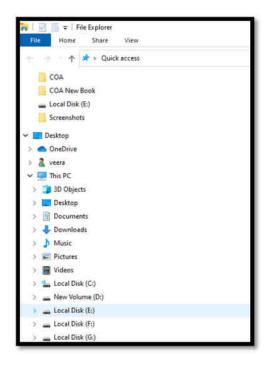


AIM : Expanding and collapsing a folder

Procedure:

Step 1: Press Click S	tart 🖣 +	E Bu	itton.		
		∓ CO/	4		
	File	Home	Share	View	
	Navigation pane •	T Preview	2	Extra	
	Navi	gation pan	e		
	Shov	nd to open v all folder: v libraries			

Step 2: View \rightarrow Navigation Pane \rightarrow 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

😑 – 🛧 📴 > This PC > Local Disk (Fi) > All Info							×	0	P Search All tabe
Pictures	8	Name		Date modified	Type	Size			
🔄 Videos		ADD		23-Aug-22 4:05 PM	File Krider				
Local Disk (Ci)		AndroidStudioProjects		23-Aug-22-4:12 PM	File folder				
AMD		App		21-Aug-22-4-13 PM	File folder				
Perlugs		Audie		25-Aug-22-4(13-PM	File folder				
Program Files		Bank		23-Aug-22 4:13 PM	File folder				
Program Files (x86)		Certificate		23-Aug-22 4:15 PM	File Tolder				
3.4.5 (4) (0.5.4.7007.		COA App		21-Aug-22-4113 PM	File tolder				
Users		Epicon 3150 - 3160 Resetter		25-Aug-224(13.PM	File folder				
Windows		Epson 13150 Resetter - printresetter.	com	23-Aug-22 4,13 PM	File folder				
- New Volume (D:)		Epson-L380-L383-L385-L485-Adjust	tment	23-Aug-22-4:53 PM	Frie Folder				
👝 Local Disk (El)		G-Business Extractor - LeadBooster		25-Aug-32-413 PM	File tolder				
Local Disk (Fi)		maniyarati		23-Aug-22 4(13.PM	Frie folder				
A8 Infe		Sankari		23-Aug-22.4.13 PM	Fille foldar				
1 android-guickstart-master		Simple Quiz		23-Aug-22-4:15 PM	File Folder				
Folder New		SimpleQuizApp		23-aug-32-4.15 PM	File tolder				
OpenOffice 4.1.12 Language Pack (English) Installation I		Software		23-Aug-32-4(16 PM	File folder				
		Tafly		21-Aug-224(17 PM	File folder				
🛄 web		Tally VEERA		23-Aug-22-4117 PM	File Folder				
Local Disk (G)		VATCHALA		23-Aug-22 4:17 PM	File folder				
- New Volume (HE)		Webute Data		23-Aug-22-4.13 PM	File folder	22.2			
🙀 Libraties		1 என் உற்றிலொழிழ்ச் பிர்ன் உற்றிலாழிழ்ச் பிர்ன் பிர்ன் உற்றிலாழிழ்ச் பிர்ன பிர்ன் பிர்ன் பிர்ன பிர் பிர்ன் பிர்ன் பிர்ன பிர் பிர்ன பிர்ன பிர் பிர் பிர் பிர் பிர் பிர் பிர் பிர்		2F-Apr-22-639 PM	Shortcut IPG File	5.63			
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Control Panel		 I mm & grg/GLDTg0_page-0001 OZ copy 		27-30-21-659 PM	JPG File	405 KB			
🔛 Recycle Ilm		2.apk		30-hm+21 7:45 Abt	ARCENE	0.450.68			
cct		2-1(1).apk		01-10-21 10-52 PM	APK File	9,465 83			
esc-htmi		1 4 x 2 grid		14-Oct-20 8/25 PM	PSD File	12,702 KB			
New folder (2)		4 x 12 copy		04-Mar-21 651 PM	JPG-File	4.072 KB			
Rems									100

Procedure:

Step 1: Press Click Start 📕 + 🗉 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.

	A MALICI		
	View	>	1
	Sort by	>	 Name
	Group by	>	Date modified
	Refresh		Туре
	Customize this folder		Size
	Paste		Ascending
PC	Open Folder as PyCharm Community Edition Project		Descending
	Paste shortcut		More
	Undo Rename	Ctrl+Z	
	Give access to	>	
騆	Shared Folder Synchronization	>	
	New	>	
	Properties		

Group by Arrange folder

	View	>	
	Sort by	>	
	Group by	>	Name
	Refresh		Date modified
_	Customize this folder		Туре
-	Paste		Size
PC	Open Folder as PyCharm Community Edition Project		Ascending
	Paste shortcut		Descending
	Undo Rename	Ctrl+Z	More
	Give access to	> [
(A)	Shared Folder Synchronization	>	
	New	>	
_	Properties		

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 \blacksquare + \blacksquare → View → Sort by)

	Home Share				_	
Navigation pane •	Preview pane	Extra large ic Small icons	ons 📰 Large icons BB List Content	Medium icons	÷ Sol	t Holes and the second se
	Panes		Layout			Name
type			05-Sep-22 2:05 PM	File folder		Date modified
APP_	8400001_TXN_25932	22952_TMPLT_84	06-Sep-22 1:25 PM	Adobe Acrobat D		Туре
img_trans Iraianbu Pan			09-Sep-22 6:58 PM	GIF File		Size
			13-Sep-22 3:01 PM	JPG File		
🛃 Iraian	bu Pan-20052004		13-Sep-22 3:00 PM	Adobe Acrobat D	_	Date created
🖳 unit 1	n -		06-Sep-22 10:12 AM	Microsoft Word D		Authors
🖳 unit 2	2		06-Sep-22 3:51 PM	Microsoft Word D		Tags
Wind	lows10		06-Sep-22 2:26 PM	JPG File		Title
					~	Ascending
						Descending
						Choose columns

Ex No: 5

- 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 📕 + 🗉 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:

eneral Sha	ring Security Previous Version	e Customize				
Jild	ing Second revious version	is customize				
	COA					
ype:	File folder					
ocation:						
Size:	51.0 MB (53,517,600 bytes)					
Size on disk:	51.0 MB (53,575,680 bytes)					
Contains:	20 Files, 1 Folders					
Created:	Monday, September 5, 2022, 5	0:03:47 AM				
Attributes:	Read-only (Only applies to f	iles in folder)				
	Hidden	Advanced				

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.

Date:

AIM : Using cut and paste operations to move a file

Procedure:

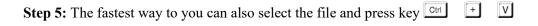
Step 1: Press Click Start 🖷 + 🗉 Button.

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.



		14
	View	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Sort by	2
	Group by	2
	Refresh	
	Customize this folder	
	Paste	
ţC.	Open Folder as PyCharm Community Edition Project	
	Paste shortcut	
	Undo Rename	Ctrl+Z
	Give access to	3
	Shared Folder Synchronization	>
	New)

Result:

The program was Executed Successfully and output is verified.

$\bigcirc \text{Ctrl} + X (Cut) \rightarrow$	Ctrl +	V	(Paste)
--	--------	---	---------

AIM : Using copy and paste operations to copy a file

Procedure:

Step 1: Press Click Start 📕 + 🗉 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 $\Box t = 1$



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 $\Box r + \nabla$

	View	à
	Sort by	0
	Group by	5
	Refresh	
	Customize this folder	
	Paste	
PC	Open Folder as PyCharm Community Edition Project	
	Pasta shortcut	
	Undo Rename	Ctrl+Z
	Give access to	0
U.	Shared Folder Synchronization	2
	(#1010)	0
	New	

Result:

The program was Executed Successfully and output is verified.

Ctrl

+

⊂ (Copy) \rightarrow

Ctrl

۷

(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.

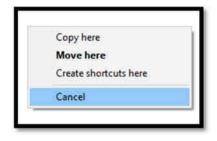
Step 2: To Copy file or folder Select then left-click and HOLD. (Copy)

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.

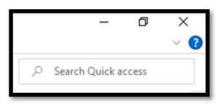
2	AMD Radeon Software	
	View	9
	Sort by	- 3
	Group by	- 0
	Refresh	
	Customize this folder	
	Paste	
PC T	Open Folder as PyCharm Community Edition Project	
	Paste shortcut	
	Undo Rename	Ctrl+Z
	Give access to	3
0	Shared Folder Synchronization	0
	New	
	14611	

AIM : Searching a file or folder by using search command

Procedure:

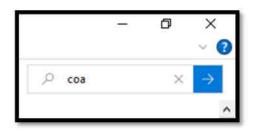
Step 1: Press Click Start **H** + **E** Button.

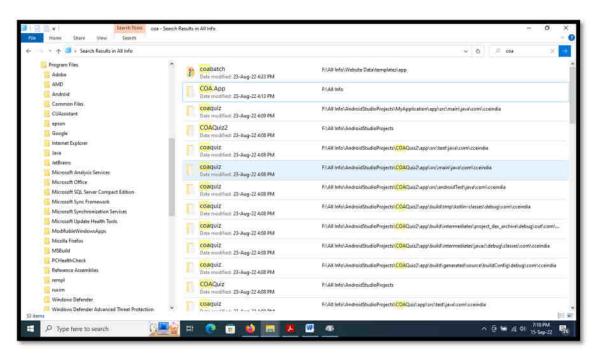
Step 2 : Select Search Local Drive Like C:\ D:\E:\ This PC to look in all devices or Folder



Step 3: Right Corner show Search Quick access

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





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.

-	AMD Radeon Software		
	View	>	
	Sort by	>	Name
	Group by	>	Date modified
	Refresh		Туре
	Customize this folder		Size
-	Paste		Ascending
PC	Open Folder as PyCharm Community Edition Project		Descending
	Paste shortcut		More
	Undo Rename	Ctrl+Z	
	Give access to	>	
(1)	Shared Folder Synchronization	>	
	New	>	
	Properties		

Group by Arrange icons

	View	>	
	Sort by	>	
	Group by	>	Name
	Refresh		Date modified
	Customize this folder	-	Туре
-	Paste		Size
	Open Folder as PyCharm Community Edition Project		Ascending
100	Paste shortcut		Descending
	Undo Rename	Ctrl+Z	More
	Give access to	>`[
	Shared Folder Synchronization	>	
	New	>	
	Properties		

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 \blacksquare + \blacksquare > View > Group by)

. 🖌 🛃	Ŧ		Manage	Local Disk (E:)			
File	Home Share	View	Drive Tools					
Navigation pane *	Details pane Details pane Panes	Extra Small	Contraction of the second s		Medium icons	÷ ⇒ Sort ⇒ by •	Group by • Name Date modified Type	
img_t	bu Pan bu Pan-20052004	22952_TMPL	T_84 06-Se 09-Se 13-Se 13-Se	p-22 2:05 PM p-22 1:25 PM p-22 6:58 PM p-22 3:01 PM p-22 3:00 PM p-22 10:12 AM	File folder Adobe Acrobat D GIF File JPG File Adobe Acrobat D Microsoft Word D	129 K 1 K 137 K 236 K 32 K	Size Date created Authors Tags Title	
iunit 2 💽 Wind			06-Se	p-22 3:51 PM p-22 2:26 PM	Microsoft Word D JPG File	14 K 61 K	Ascending Descending Choose columns	

Ex No: 7

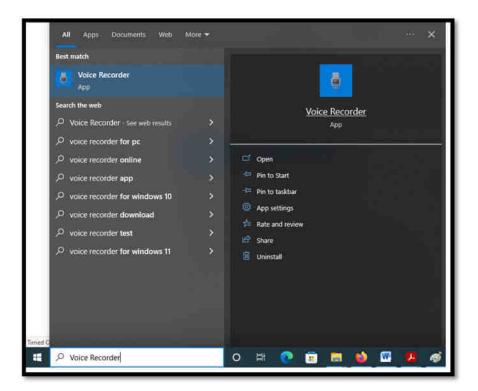
- a) Recording and saving an audio file
- b) Connecting a printer to the PC
- c) Capturing and saving entire monitor screen & active program window as images

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

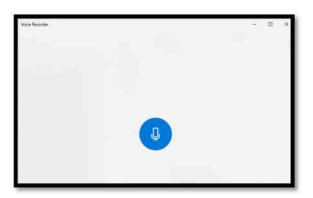
Step 7: Press key Backspace Key Record will be Stop then file will save automatically.

Result:

The program was Executed Successfully and output is verified.

Date:

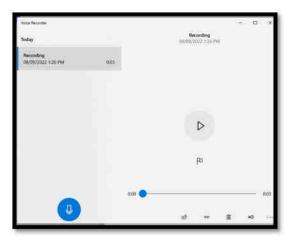
Output:



$Ctrl + R \rightarrow Recording Start$



Backspace Key \rightarrow 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"



Settings	
@ Home	Printers & scanners
Find a setting ρ	Add printers & scanners
Devices	+ Add a printer or scanner
Bluetooth & other devices	
🖨 Printers & scanners	Printers & scanners
🗇 Mouse	AnyDesk Printer
G Touchpad	Brother DCP-1710W Offline
Typing	EPSON L380 Series
d ^{fe} Pen & Windows Ink	fax
AutoPlay AutoPlay	Microsoft Print to PDF
D USB	B Microsoft Print to POP
	Microsoft XPS Document Writer
	CneNote for Windows 10
	Send To OneNote 2010
E P Type here to search	🧾 🖻 💿 🖬 🚺

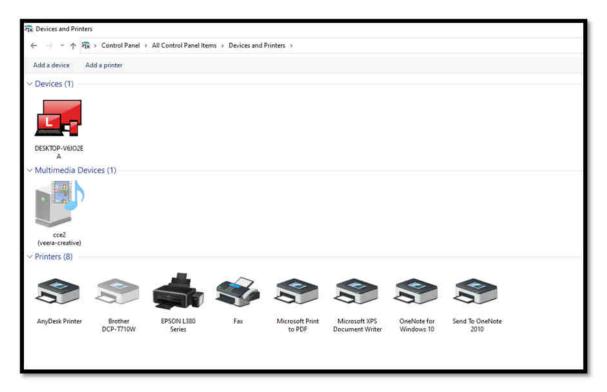
Step 5: Connect Printer to computer and Power ON.

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.



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

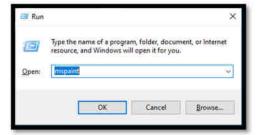
Step 6: Open everything you want to copy and position it the way you want.

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.



Alt + PrtSc - Copy Active window

MS OFFICE: MS-WORD

&

OPEN OFFICE: WRITER

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:

Ex No:8

Step 1 : Press Keys Start 📕 + 🖪

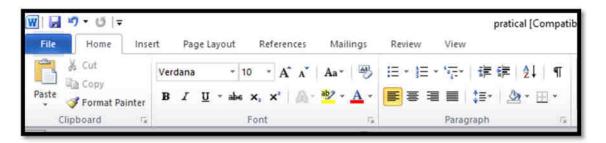
Step 2 : In the box type winword \rightarrow OK

🖅 Run	×
Ð	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	winword
	OK Cancel <u>B</u> rowse

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)
- \succ Font Bold Ctrl +B
- \succ Font Underline Ctrl + U
- \blacktriangleright Upper Case Ctrl + Shift + A
- Capitalize Each Word, select the text and press SHIFT + F3

 \blacktriangleright Superscript – Ctrl + Shift + +

Subscript - Ctrl + =

Step 6: Go to Home > Change case Aa.

Do one of the following:

- Sentence case.
- Iowercase.
- ► UPPERCASE.
- Capitalize Each Word.
- Capitalize Each Word and the opposite,
- ➢ cAPITALIZE eACH wORD

Step 7:

Indenting paragraphs, spacing between lines

aragraph					?	×
Indents and Spa	icing	Line and P	age Breaks			
General						
Alignment:	Left		~			
Qutine level:	Body	Text	~			
Indentation						
Left:	0*		Special:		B <u>¥</u> :	
Right:	0*		(none)	4		
Mirror inde	nts					
Spacing						
Before:	0 pt	*	Line spacing	:	At:	
After:	10 pt	-	Double	v	[-
Don't add :	spa <u>c</u> e be	etween pa	ragraphs of the s	ame style		
	جمعا اسلامی	fairthings fairth	nga turi langa turi langa tu nga turi langa turi langa tu			
Ţabs	Se	t As <u>D</u> efau	lt Of	¢.	Car	ncel

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

Eont:	Font style:	Sze:
Verdana	Regular	10
Trebuchet MS Tw Cen MT Tw Cen MT Condensed	Regular Italic Bold	8
Tw Cen MT Condensed Extra Bold	Bold Italic	11 12 ~
Font color: Underline style	t: Underline	color:
Automatic 🗸 (none)	Aut Aut	omatic
Effects		
Strikethrough Shadow	Small o	aps
Double strikethrough	All cap	6
Sugerscript Emboss	[] Hidder	1)
Subscript Engrave		
Treview		
Verdan	a -	
This is a TrueType font. This font will be up	ad an bath minte	and errees

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

ont						?	×
Fogt Ac	lyanced						
Character Spa	scing						
Sgale:	100%	~	-				
Spacing:	Normal 😪 By:			1			
Position:	Normal		BY:		-		
	for fonts:	•	Points and	above			
Ugatures:	pe Features		14				
			10				
	cing: Default						
Nambe for	na: Default	Default					
Stylistic sets	Default	Default					
Use Con	textual Alternates	ē.					
Preview							
			+Body				
-					he he h		
Insis the b	ody theme font. 1	ne current	document t	nerne del	ines which	tont will be	used,
	. Incomentary				-		ncei
set As Detaur	t i TextEllea	-			OK	Ca	ncei

Step 10: Line Spacing Shortcut

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

Step 11: Tab Settings.

Tabs		3	×
Tab stop position:		Default tab	stops:
2.72*		0.5*	\$
2.72"	^	Tab stops to	be deared:
Alignment Left	O <u>C</u> enter	OB	jght
O <u>D</u> ecimal Leader	⊖ <u>B</u> ar		
● <u>1</u> None ○ <u>4</u>	02	03	
Set	Clg	gar	Clear All
	C	ж	Cancel

Result:

The program was Executed Successfully and output is verified.

Output:

M. VEERAPANDIYAN, MBA., CAD Designer Telephone : 2688545 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.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

Yours Faithfully, (M. VEERAPANDIYAN)

Copy to

The Tahslidar, Villupuram