



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**

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GOVERNMENT OF TAMIL NADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI - 600 025
COMPUTER ON OFFICE AUTOMATION (COA)

AUGUST 2023

BONAFIDE CERTIFICATE

Certified that this is the bonafide record of work done by the following candidate for the Computer on Office Automation (COA) Practical Examination, conducted by the Chairman, Board of Examinations, Chennai - 600 025

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Institution PRIVATE


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(Internal Examiner)

Submitted for the Pratical Examination held on _____



Internal Examiner

External Examiner

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CERTIFICATE

Certified that this is the bonafide record of work done by
MADESH.T Reg. No 23810183 in the
certificate course in Computer on Office Automation Laboratory and
submitted for the ~~August~~ February 2023 Examination held at the
examination centre Government Polytechnic College

Submitted for the practical examination held on 06-08-2023

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START, RUN, SWITCH, PROGRAM IN WINDOWS

Aim:

To start, run and multiple programs switching between windows, running program from explorer.

Procedure:

Select the start button and scroll to find the app you want to run at start up right click the app, select more and then select open file location this opens the location where the shortcut to the apps is saved. If there is not an option for open file location. It means the app can't run at start up

Press and hold the alt key click the task key once. a box with screen shots representing all of the file open application will appear. keep the alt key down and press the tab key or arrows to switch between open application release the alt key to open selected application

The file explorer from windows 10. the address bar of file explorer. Access to address bar file explorer with the keyboard shortcut alt+d. type the command you want to run in the address bar of file explorer. Run Command file explorer.

Result:

Successfully start, run and multiple programs switched between windows, running program from explorer.

TASK BAR OPTIONS

Aim:

To customize the task bar, controlling the size of Start menu and adding program.

Procedure:

Press and hold or right click any empty space on the taskbar and then select taskbar setting. In the taskbar setting scroll to see the option from customizing, sizing choosing icons, battery information and much more.

Add apps to Startup in windows 10 to do so drag and drop the app from the start menu to the shortcut of that app will be created on the desktop. Open run command box by pressing windows logo + R keys. In the run command field shell start up and then press enter key to open Startup folder.

Result:

Successfully customize the task bar,
controlling the size of start menu and
added program.

RECYCLE BIN

Aim:

working with recycle bin, arranging icons on desktop
Creating shortcuts and adding program shortcuts in the desktop.

Procedure:

The point of the recycling bin is that you can recover deleted items should you suddenly realize that you have deleted that most important documents picture or folder by mistake.

Open the recycle bin by double clicking on its icon. locate the items that you want to recover. check the box next to the files or folders you want to retrieve. Right click and select restore to recover it items to their original locations.

To arrange icons by name type date or size right click a blank area on the desktop, and then click arrangement icons.

click the windows key and then browse to the office program which you want to create a desktop shortcut. right click the program name or file and then select open file location right click the program name and then click send to desktop (create shortcut)

Result:

Successfully worked with recycle bin, arranged icons on desktop. Created shortcut and added a program shortcut in the desktop.

FOLDERS AND ITS OPTIONS

Aim:

To Create and removing folders, renaming, Sorting the folders and files.

Procedure:

Collection files is called folder. Navigate to the location where you want to place the new folder. right click and select new and then folder. The folder displayed as "New folder" we can change the folder name as you want "contacts" to type and give enter. Your folder is ready as contact name. We can also change the folder name as you want pressing right click and in the bottom we can see that rename options then we can type the name as we want. We can also delete folder by select the folder and right click at the bottom we can see the "delete" option select and the folder will delete the folder.

Double click the folder or item click (expand) or (collapse) next to the folder or item name. click to select the folder or item, then press a key to perform the task. press this key expand the folder or item + (plus sign on your numeric keypad)

One option to begin sorting files and folders is to right click or press and hold on a free area beside the folder to open a contextual menu. Then hover or tap on sort by to reveal the four main sorting options for that view template.

Result:

Successfully created and removed folders, renamed, sorted, the folder and files.

CUT, COPY, PASTE OF FILES & FOLDERS

Aim:

To find the properties of files and folders, cut, copy, paste files or folders to move or copy.

Procedure:

To view the information about the file or folder, right click it and select properties. You can also select the files and press alt + enter.

click file explorer icon, go to the location where stores your files or folder (harddisk, USB, etc)

click the name of the file or folder you wish to copy, right click the highlighted file or folder and click copy. Go to the destination folder, right click the destination folder and click paste.

Open the files that you want to copy
items from select the first item that you
want to copy and press CTRL + C

Continues copying items from the same or
other files until you have collected all of the
items that you want.

Click where you want the item to be
pasted.

Result:

Successfully found properties of files and
folder, cut, copy, paste file or folders to
move or copy.

CUT, COPY & PASTE OF FILES AND FOLDERS USING MOUSE

Aim:

To move and copy files with mouse, searching a file, folder by search, command, recognizing file types by using icons.

Procedure:

If you left click and HOLD the left mouse or touchpad button while moving your mouse pointer to a different folder location on the same drive, when you release the left mouse button the file will be moved to the new book location where you released the mouse button.

You are going to need the find Command in Linux to search your directory or file system. The Linux find command can filter objects recursively using a simple conditional mechanism, and if we use the exec flags you will also be able to find a file in Linux straight away and process it without needing

to move another Command.

Considering which files types need to be included and excluded from the migration.

You can create this list based on Common application used in your organization.

Application normally use specific file name extensions for example micro office word

primarily used .docx similarly we have every

software have individual extension that's why we recognizing files types.

Result:

Successfully moved and copied files with mouse, searched files, folder by search command, recognized files types by using icons.

RECORDING AND SAVING AUDIO FILE

Aim:

To recording and saving an audio file, Connecting a printer, capturing and saving active monitor screen.

Procedure:

In windows 10 click the start button and window accessories in that steps recorder in that start recorded button click that with the help of mic we can record and voice that we want after that we can stop the recording then save the data and name it and then play the file we can listen the voice.

plug the USB cable from your phone or printer into an available USB port on your PC and turn the printer on select button then select setting devices printer and scanner select add a printer or scanner. wait for it to find nearby printers then choose the one you want to use and select the devices.

You can also capture the image of either the entire screen or only the currently active window using the PrtScn or Print Screen key once you have the image captured. you can export that information into an image and save.

Result:

Successfully recorded and saved an audio file, connected a printer, captured and saved entire monitor screen.

FORMATTING TEXT

Aim:

To prepare a govt. order letter and set formatting the letter size, style - bold, sub script, indenting, spacing lines and tab settings etc...

Procedure:

Open the windows word and set the paper setting as A4 and portrait then type the Govt. letter. Select the text you want to modify, click the drop-down menu appears select the desired font size arrow next to show the menu. Alternatively, you can type the value you want and then press enter on your keyboard.

In the font menu we can see the font style, size, bold, italic, underline, strikethrough, super script and sub script font colour anything can change by selecting the text with mouse and apply and font format.

In paragraph option we can see the indentation, alignment and spacing between lines etc we can give paragraph indentation by select and apply and line spacing can done by selecting the line alignment by giving 1.0, 1.15 etc...

Cursor alignment can set by left, right, center and justify by clicking the respective tabs in paragraph.

Result:

Thus the Govt. Order was created and formatted by using the font and paragraph tabs.

NEWS LETTER

Aim:

To prepare newsletter with border, two column text, header and footer and inserting image and page layout.

Procedure:

To lay out the whole document in columns, select layout then column, choose the option you want, or choose more columns to set your own column, select the paragraph you want lay out in columns.

In the home menu go to insert header and footer, add or header or footer text, use the options used menu for additional customization. To exist close header and footer or press F5.

On the Insert tab in the Illustrations group, click chart in the Insert chart dialog click the arrows to scroll through the chart types. Selection for type of chart that you want and then click ok. when you rest the mouse pointer over any chart type a screen tip display its name.

Result:

Successfully prepared newsletter with border, two column text, header and footer and inserted image and page layout.

STYLES AND TEMPLATES

Aim:

To apply styles and template in the document.

Procedure:

Styles and themes are powerful tools in word that can help you easily create professional looking documents. A style is a predefined combination of font size, colour and size of text that can be applied to an entire document and include theme colour, fonts, and effects.

Word's large selection of styles and themes allows you to quickly improve the appearance of your document. Style can give your document a more sophisticated look, while themes are a great way to change the tone of your entire document.

quickly and easily, you will need to know how to apply, modify and create's style. use style sets apply a document theme and create a custom theme.

Select the text you want to format in the style group on the home tab hover over each style to see a live preview in the document. click the more drop-down arrow to see additional style. select the style you want the selected text appears formatted in the style.

Result:

Successfully applied styles and template in the document.

TABLES

Aim:

To Creating and editing the table and Create Calendar using table, Creating math calculation with table

Procedure:

Table can be created by using word first click the insert table and move the cursor over the grid until your highlight the number of columns and rows you want.

Open a new document in word 2010 and set the layout tab as landscape that is horizontally under the insert tab select table hover over a 7x6 table and click to populate seven columns and six rows click and drag the bottom row to the bottom of the page. click and drag to highlight all the table's cells except the first row type Sunday through Saturday highlights the days in the first row and under the layout tab. Select align center. Add the calendar dates to the

remainder of the cells starting with the second row. you can type 1 to 30 or 31 according to the month's type the name of the month in the top of the row and align in the centre and also type year. Give red color font to the Sunday and all the day which falls on the Sundays.

Result:

Successfully created and edited table and created calendar, with calculation using table.

BULLETING AND NUMBERING

Aim:

To create the bulleting and numbering with different formats and characters.

Procedure:

Select the text you to format as a list click the bullets or numbering drop down on the home tab select the bullet or numbering style you want to use and it will appear in the document to remove the number or bullets from a list the list then click the bullets or numbering commands

In the home tab we can see the bulleting; there are many characters in that we can select as you want. After selecting the characters display on the document that you want.

Result:

Successfully created the bulleting and numbering with different formats and characters

MAIL MERGE AND ENVELOPES

Aim:

Create the envelopes, labels and mail merge.

Procedure:

Go to mailings start mail merge envelopes in the envelopes dialog box under return address, choose an option. In the envelope dialog box under printing options, choose page setup. In the page setup dialog box in the paper size list choose the option that matches the size of your envelope.

Go to mailings start mail merge letters.

Type the body of the circular that you want to send to your mailing list.

Go to select recipients in that type new list in that customized columns and give address that you want. Ex name, address, city, country.

Type the letter you want and go to insert merge field place where you want. click finish and merge in that we can see the letter and given address it will merge we will get a mail merge.

Go to mailing option and click then we see the label options click the label and give the address you want we can see the no. of columns and rows give the print option the address will print with columns and rows.

Result:

Successfully created the envelopes, labels and mail merge.

SPECIAL FEATURES OF WORD

Aim:

To check the find, replace, Spelling and index for document

Procedure:

Type the word or phrase that you want to find and word will highlight all instances of the word or phrase throughout the document. To replace found text select the magnifying glass and then select replace. In the replace with box type the replacement text.

In the word we can see the review tab we can see the Spelling and grammar click that option and find a dialog box in that we can see the right Spelling and select that word and give change it will automatically it will change.

click where you want to insert the table of contents usually near the beginning of the document.

click where you want to be add the index.
on the reference tab in the index group click insert
index. In the Index dialog box you can choose the
format for text entries page number tabs and leaders
characters you can change the overall look of the index

Result:

Successfully checked the found, replaced, spell
check and index for document.

CREATING ADVERTISEMENT AND RESUME

Aim:

To create an advertisement, Resume and letter for Shareholder annual meeting.

Procedure:

Open Microsoft word click on file click new click on flyers or brochures or newsletter click on one of the choices provided.

Choose a resume format add your contact information and personal details write a standout resume headline and your resume Summary Statement or resume objective add keywords and skills that are ATS friendly details your work experience showcase your skills add your education and certificates.

Open a word document select the A4 size paper in page layout and set margin as same by top and bottom and also set left and right as same type the letter for inviting the Share holders to

attend the meeting . Highlight the important words in meeting like name, date, place etc...

By clicking the bold or underline or italic whatever you want.

Result:

Successfully created an advertisement, resume and letter for Shareholder annual meeting.

FORMULAS AND FUNCTIONS

Aim:

To prepare the monthly sales of a Company and Students mark list.

Procedure:

Open the new workbook in excel and type the Company name in the top sheet is in row and columns wise as area names. Type the name of the month names in row wise next to the Company names like Jan, Feb, Mar, etc... Then fill the data area wise for last six months. Select all the data's and select the home tab in sheet we can see the all border option give borders whenever it necessary. It will shows professionally.

Open a new work book select any row and type S.No, name, femnil, English, maths, Science, social science, total, average, result, grade. In Columns of two give id no of Student's name, mark of each subject.

by using the formula of Sum() Calculate the total, using average() calculate the average of each Student by using logical operators if, and, calculate the average of each Student giving less than 40 is fail and more than 40 is pass. to calculate the grade by checking average as less than 50 is 2nd class less than 75 and greater than 50 is first class. Greater than 75 is distinction. less than 40 is fail

Result:

Successfully prepared the monthly sales of a Company and Students mark list.

FORMATTING IN WORKSHEETS

Aim:

Formatting the rows and columns and connecting the sheets and enter the data on it.

Procedure:

Select any cell within the column. Then goes to home Insert Sheet Columns or delete sheet columns. Alternate right click the top of the columns and then select insert or delete. Select any cell within the row, then go to home → insert sheet rows or delete sheet rows. Alternatively right click the row number and then select insert or delete. When you select a row or column that has formatting applied that formatting will be transferred to a new row or column that you insert. If you don't want that formatting to be applied. You can select the insert options after you insert, and choose from one of the options.

Start excel a new workbook appears. Click the Insert worksheet tab at the bottom of the screen you can create as many worksheet you want press and hold the CTRL key and then click Sheet 1, Sheet 2. and so on till you finish selecting all your worksheets This temporarily groups the worksheet. in the title bar you should see the name of the workbook followed by group. Click in cell A1 in sheet 1 and then type this data appears in each sheet. click sheet and notice that the text you just typed in sheet also appears in cell A1 of sheet 2 and all the other work sheet.

Result:

Successfully formatted the rows and columns and connected the sheets and entered the data on it.

CREATING CHART

Aim:

To create the chart on Comparing the monthly Sales of a Company in different branches.

Procedure:

Graphical representation of a data is called chart. Open the excel workbook and prepare the data of a Company which sales of six months of different areas. Select the data's which you entered and go to insert tab you can see the chart option there are column, pie, bar, line, area, scatter etc. in that select any type of chart that you want. It will display a new screen with respective data's by x and y axis. We can change the color of a chart and we can change as 3D image of a chart we can give title of chart and can give row and column as x and y axis. We can give name to x axis and y axis name you want. It will show the data in a graphical manner.

Open the new excel workbook and create the sheet as you like. In workbook select the data tab in that we can see the consolidate option. First select the sheet, and enter the data's of wages, travel, entertainment, office supplies etc

Go to consolidate option and click a dialog box will appear then select the wages and in consolidate dialog box click the add button and select the option with you out in the sum, average, count, etc.. Then same process for remain the sheets that you entered the data. Finally we can see the addition or average or count the result will appear in the sheet. click the department office expenses for all the sheets and give average for consolidate option will appear on the final sheet of the work book.

Result:

Successfully generated the chart on comparing the monthly sales of company in different branches.

CONSOLIDATE

Aim:

To Consolidate the wages, travels and entertainment and average amount of the budget.

Procedure:

Select a single cell in the column you want to sort. On the data tab in the sort & filter group click to perform an ascending sort from smallest to largest or smallest number to largest. Click to perform a descending sort from largest to smallest or largest number to smallest.

Go to the data tab sort & filter advanced in the advanced filter dialog box that opens, click in the criteria range box see image. Go back to the worksheet, in the criteria range area you just made click on total and drag your mouse over the rule you entered.

A pivot table is a tool allows you to quickly summarize and analyze data in your spreadsheet. You want to arrange and summarize your data. The data in your spreadsheet is too large and complex to analyze in its original format. Select the data you entered in your sheet. Go to insert tab can see the pivot table click that and it will ask the rows wise and column wise. The data will summarized it in both the row and column to add the data.

Result:

Successfully consolidated the wages, travels and entertainment and average of the budget.

SORT, FILTER AND PIVOT TABLE

Aim:

To create sorting data, filtering data & creating pivot table

Procedure:

Select a single cell the column you want to sort. On the data tab, in the sort & filter group click. To perform an ascending sort from smallest number to largest. click to perform a descending order sort from largest number to smallest.

Select any cell within the range, select data filter. Select the column header arrow. select text filter or numbers filters and then a comparison like between. Enter the filter criteria and select ok.

Pivot table is a tool that allows you to quickly summarize and analyze data in spreadsheet. Enter the data first and select the

Cells you want to create the pivot table, next select the Insert tab from the toolbar at the top of the screen. In the table group. Select the range of data in the pivot table and click on the bottom, next choose the fields to add to the report we select the checkboxes next to the order ID and Quantity fields. Next under the values box, click on the sum of order ID and quantity field and drag it to the row labels box. Finally we want the title to show as "order ID" instead of "row labels". to do this select cell A1. dual type order ID

Result:

thus the sort filter and pivot table is successfully created.

CREATING DATABASE

Aim:

To create the student's address database and list it in alphabetical order

Procedure:

Click the Start icon on the desktop and select "All Programs" at the bottom of the list. Locate and click on MS Office and left corner to open access. Select blank database in the upper left corner of available templates. Click the field for file name on the right side of the screen and name database. Click the Create button located beneath the file name. Create the field name create the database of students.

To arrange the list in alphabetical order, click the column header or a field under the column. you can also right click to sort the list. click the down pointer arrow button on the right side of the name of the column and click sort A to Z.

Result:

Successfully create the student's address database and listed in the alphabetical order.

PERFORMING VARIOUS QUERIES

Aim:

To list of the various queries.

Procedure:

Using a query makes it easier to view, add, delete or change data in your access database. Some other reason for using queries.

Find specific quickly data by filtering on specific criteria that is conditions. Calculate or summarize data automate data management tasks, such as reviewing the most current data on recurring basis.

Result:

Successfully listed the various queries.

GENERATING QUERY

Aim:

To generate the query in access.

Procedure:

Open the database and on the create tab click query design. On the tables tab, double click the product table in the product table. Let's say that you have product name and list price field. Double click the product name and list price to add these fields to the query design grid. On the design tab, click run. The query runs display a list of products and their prices.

Result:

Successfully generated the query in access.

GENERATING REPORTS

Aim:

To generate the report from database

Procedure:

Open the table or query you want to use in your report. Select the create tab on the ribbon and locate the report group access will create a new report based on your object. It's likely that if you data will be located on the other side of the page break.

After you choose your record, you will usually find it is easiest create your report by using the report wizard. The report wizard is a feature in access that guides you through a series of questions and then generates

a report based on your answer.

Result:

Thus the report was generated from the database.

IMPORT AND EXPORT.

Aim:

To Import and export the data.

Procedure:

One of the most useful features of access is its ability to interface with data from many other programs which you can move data into and out of access. Import or link to data another access database. Import or link to data in an excel workbook. Import or link to data in an SQL server database. Import from text file. Can import from dBase, import from outlook address book.

We can export from access to access
other versions, excel, text file, mail merge
to send access data to word, d Base, outlook
address book.

Result:

Thus the data was successfully imported
and exported.

PRESENTATION

aim:

To perform the new presentation based on template, auto content wizard, design template and blank presentation.

Procedure:

Select file new number new you can navigate to a personal or workgroup template, search for a template, or choose a features template or theme from the gallery. On design tab select slide size custom slide size and choose the page orientation and dimension you want. On the view tab in the master views group, choose slide master. The slide master is the largest slide image at the top of the slide thumbnail list, to the left of your slide.

associated slide layout are positioned beneath the slide master to add a colorful theme with special fonts and effects click themes and choose a theme from the gallery. Use the scrollbar on the right to see more themes to change the background click background styles and choose a background.

Result:

Thus the new presentation based on template, auto content wizard, design template and blank presentation created successfully.

SLIDE TRANSITION

Aim:

To create the presentation with slide transition, automatic and manual with different effects.

Procedure:

Transitions are the motion effect that when in slide show view add movement to your advanced from one slide to another. There are many transitions to choose from each one which allows you to control the speed and even add sound. There are three categories of unique transitions to choose from all of which can be found on the transitions tab subtitle (subtle) slight transition, Exciting (strong transitions) dynamic content (strong transition that affect only the content, such as text or image).

click the more drop down arrow to display all of the transitions. click a transition to apply it to the selected slide this will automatically preview the transition as well. When working with transition the apply to all command in the timing group can be used at any time to make your presentation uniform.

Result:

Thus the presentation with slide transition automatic and manual with different effects created successfully.

ANIMATION

aim :

To apply the animation, multiple efforts to the objects change and remove the efforts

Procedure:

Choose the title picture or clip art or bullet list to apply the first animation.

Select graphics by clicking on the object. select a title or bullet list by clicking on the border of the text box. select animations and add an animation from one of the different types of effects such as entrance, emphasis, exit or motion path. select add animation

again and select another animation effect. Continue adding animation this way to create the custom animation you desire. select effect options to

choose custom option such as sound and direction

Select timing to choose custom things

Setting such as delay duration or repeat.

Modify the option for each effect that you

have applied to the object.

Result:

We successfully applied the animation,
multiple effects to the object, change and
remove the effects.

HANDOUTS

Aim:

To create and printing handouts.

Procedure:

Power point allows converting your presentation into a slide and images and displaying the notes. This type of handout is useful for audience member who use screen reading click on the file tab in the left corner in the view tab we can see the presentation views and master view in the master view there are slide master, handout master, notes master. In that handout master we can see the header and footer, date and page number is available after master handouts close the master view.

Result:

This we successfully created and printed handouts.

SEARCHING IN WEB

Aim:

To search for web site, application, text documents viewing and downloading.

Procedure:

There are several types of files you can download from the web document, picture, videos, app, extensions and toolbars for your browser, among others. When you select a file to download, internet explorer will ask what you want to do can do depending on the type of file you are downloading. Open the file to view but, don't save it you PC save as different file name type of download location on your PC. Run the app extension or other file type after internet explorer runs a security scan the file will open and run on your PC.

Result:

Thus we successfully searched for web site application, and text documents viewed and downloaded.

CREATE E-MAIL

Aim:

To create E-mail, retrieving inbox, replay, attaching file, filtering and forwarding.

Procedure:

Google account creation page, accounts.google.com click on create account. The sign up form will appear enter your first and last name. choose a username for your account after choosing a username enter a password type the password again to confirm. As per Google's instruction always use 8 or more characters with a mix of letter numbers & symbols. On your computer, go to gmail. at the top left click compose. In the to field add recipient you can also add recipients in the cc and BCC fields add Subject. Write your message. At the bottom of the page click send. There is ribbon in the left side to view the mails.

Result:

Thus the E-mail, retrieved inbox, replayed,
attached file, filtered and forwarded
successfully.

GOOGLE FORM

Aim:

To create the Google form to collect the data.

Procedure:

Google form is a multiple question types form drag and drop to record question and customize values as easily as posting list. It can create by creating the Gmail and when you entered into Gmail we can see google apps option in the top right corner of the Gmail we can see the 3x3 types of black dots that we call as google apps in that apps we can see the google form, sheet, document, earth, drive etc... by clicking the google form it will ask the question type form. We can customize the form. The form may be created to our organisation.

Result:

Thus the google form to collect the data generated successfully.

GOOGLE SHEET

Aim:

To Create Google sheet to collect data.

Procedure:

Google sheet is a web based application that enables users to create, update and modify spreadsheets and share the data online in real time. Google sheet was designed with the needs of agile organisation in mind. Its features mean you can tap in to the right subject to make to make meaningful business decision a cloud based architecture enables you to collaborate with anyone, anytime, anywhere. Compatibility with external system, including Microsoft office remove the fiction of working with multiple data sources. And build on top of Google's infrastructure, sheet gives you the freedom to create while helping to keep your information secure.

Result:

Successfully Created the Google sheet to collect data.

SCAN A PHOTO

Aim:

To scan a photo using scanner and edit it using tools available in operating system by default.

Procedure:

Scanner is an input device. Install the scanner software. If it doesn't work, we can try it in windows operating system itself. click the start button in windows accessories we can see windows fax and scan click that option fax and scan window will appear. Make sure your scanner is turned on. In the search box on the taskbar, type windows search scan and then select scan from the result. the scanned photo will be appeared in the scan software save the file in your computer.

Result:

Thus we successfully scanned a photo using scanner and editing it using available in operating system by default.

