

# COA (COMPUTER ON OFFICE AUTOMATION)

Practical Book



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App



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## **CCE- CREATIVE COMPUTER EDUCATION**

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## COMPUTER ON OFFICE AUTOMATION (Practical Book)

**Mr. M. Veerapandiyan**

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## முன்னுரை:-

COA கம்ப்யூட்டர் பயிற்சி கற்றுக்கொள்ள இந்த புத்தகத்தை தேர்ந்தெடுத்த உங்கள் எண்ணத்திற்கு வாழ்த்துக்கள் உங்கள் எண்ணம் நிச்சயம் நிறைவேறும். இன்றைய வாழ்நாளில் கணினி பயிற்சி ஆனது மிக இன்றியமையாதது ஆகும். நீங்கள் தொடரும் பயிற்சியின் முடிவில் உங்களால் ஒரு சிறந்த அலுவலக மேலாண்மையை கணினியின் மூலம் நிறுவகிக்க முடியும் என்பதில் ஐயமில்லை.

இப்பயிற்சி காலம் 120 மணி நேரம் ஆகும். இதில் இரண்டு கணினி இயக்க மென்பொருள் (Windows -10 & Linux EduBoss 4.1), அலுவலக மேலாண்மை மென்பொருள் (MS- Office 2010 & OpenOffice 4.1.12) மற்றும் இணையத்தின் பயன்பாடு மற்றும் பயன்படுத்தும் விதம் பற்றி அறிந்து கொள்ள உள்ளீர்கள்.

Practical-லில் குறைந்தபட்சம் 50 மதிப்பெண்களும் எடுத்தால் நீங்கள் வெற்றி பெற்றதாக கருதப்படும்.

Practical தேர்விற்போது 34 செய்முறை விளக்க Record Note -ஐ நீங்கள் சமர்ப்பிக்க வேண்டும். அதிலிருந்து 3 செய்முறைகள் உங்களுக்கு Practical வினாவாக வரும். இதற்கு தேவையான Practical Note & Practical Guide நாங்கள் எளிமையாக புரியும்வண்ணம் Video தொகுப்புகளுடன் வழங்க உள்ளோம்.

இப்பயிற்சி புத்தகம் ஆங்கில வழியில் இருந்தாலும் எளிமையாக புரியும் வண்ணம் வடிவமைக்கப்பட்டுள்ளது. COA தேர்வில் (Theory & Practical) குறுகிய காலத்தில் வெற்றி பெற வீடியோக்கள் (தமிழில்) இதனுடன் இணைக்கப்பட்டுள்ளது. கீழ்க்கண்ட இணைய தளத்தின் மூலம் பாடம் தொடர்பான சந்தேகங்களை தீர்த்துக்கொள்ள முடியும்.

Model Practical Exam Question Paper உள்ளது. உங்கள் கம்ப்யூட்டர் அறிவு திறனை வளர்த்துக் கொள்ள Google Playstore -ல் சென்று COA Quiz App ஐ Download செய்து குறைந்தபட்சம் 18 level -ஐ பூர்த்தி செய்யவும்.

பாடம் தொடர்பான சந்தேகங்களை [ccepdy@gmail.com](mailto:ccepdy@gmail.com) என்ற மின்னஞ்சல் வாயிலாக கேட்கலாம்.



<https://cceindia.in/app/login>

தேர்வில் வெற்றி பெற வாழ்த்துக்கள்.



COA Quiz

User Name : **106210200049** Password : **123**

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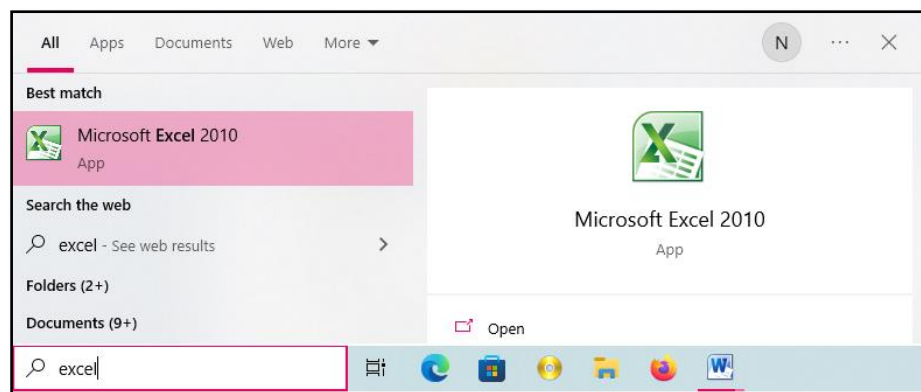
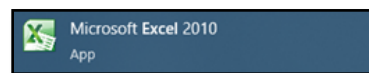
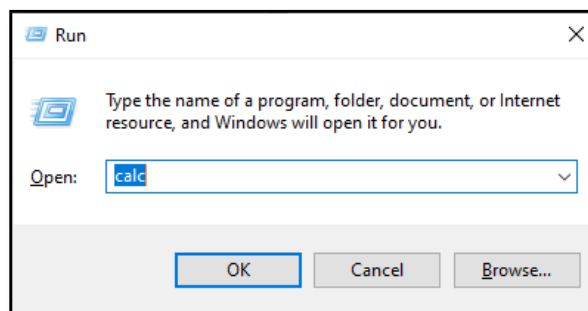
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# **OPERATING SYSTEM**

**Ex No: 1****Date:**

- a) Starting a program, running a program
- b) Running multiple programs and switching between windows
- c) Running a program from explorer

**AIM : Starting a program, running a program****Procedure:****Option 1:****Step 1:** Click the **Start button** or press the **Windows key** on your keyboard**Step 2:** Type the name of the program you want to run in the search bar and press Enter.**Step 3:** Click on the program's icon to launch it.**Option 2:****Step 1:** Press "**Start**" + **R** on your keyboard in Windows to open the "**Run**" dialog.

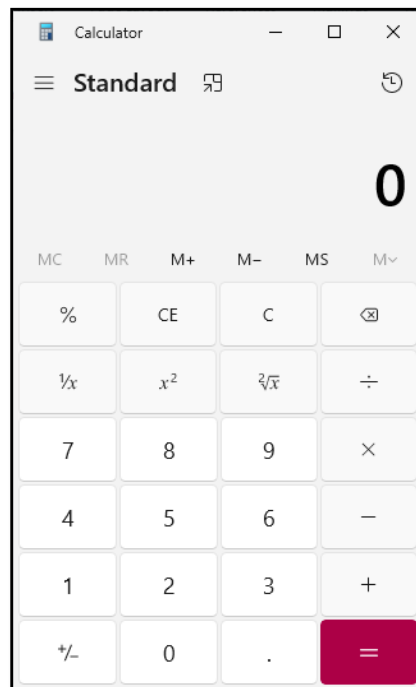
**Step 2:** Type the name of the program (“**Calc**”) you want to run in the Text box and press Enter or OK.

**Step 3:** Once the program has launched, you can use it as normal.

**Result:**

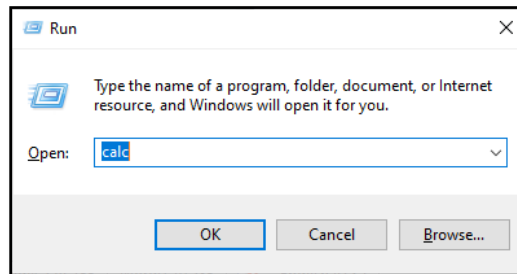
The program was executed successfully and the output has been verified.

**Output:**



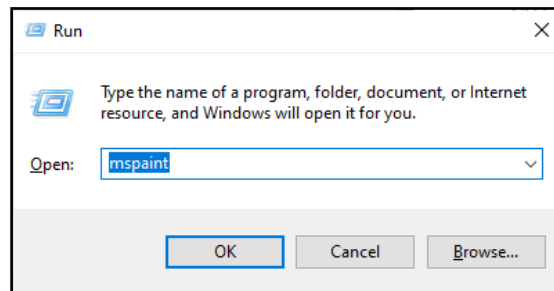
**AIM : Running multiple programs and switching between windows****Procedure:**

**Step 1:** When you press the **"Start" + R** on your Windows keyboard, it opens the **"Run"** dialog box.



**Step 2:** Type the name of the program (**"Calc"**) you want to run in the text box and press Enter or **OK**.

**Step 3:** To run another program, repeat Step 1 (press the **"Start" + R**), then type the name of the program (**"mspaint"**) you want to run in the text box and press Enter or **OK**.

**Switch Between Open Programs:**

Once the programs are open, they will appear as separate windows on your desktop.

**Step 4:** Press the **Alt + Tab** keys simultaneously to switch between open applications.

**Step 5:** Press and hold Alt, then tap Tab once to reveal all opened programs in a small box.

**Step 6:** While holding Alt, release the **Tab key** but continue pressing **Alt**, then press **Tab** again until you reach the desired program.

**Step 7:** Each time you press **Tab**, you cycle through the icons representing open programs.

**Step 8:** Release the **Alt key**. Windows 10 will switch to the selected program.

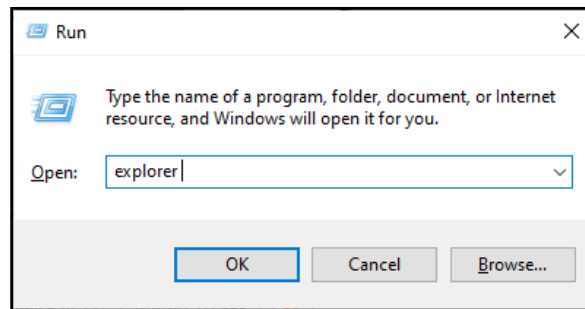
**Step 9:** To switch back to the last active program, simply press **Alt + Tab** again. The last active program will become active once more. Alternatively, you can use the **Windows Key + Tab**..



**AIM : Running a program from explorer****Procedure:**

**Step 1:** Press the keys **Start + R** to open the **Run** window.

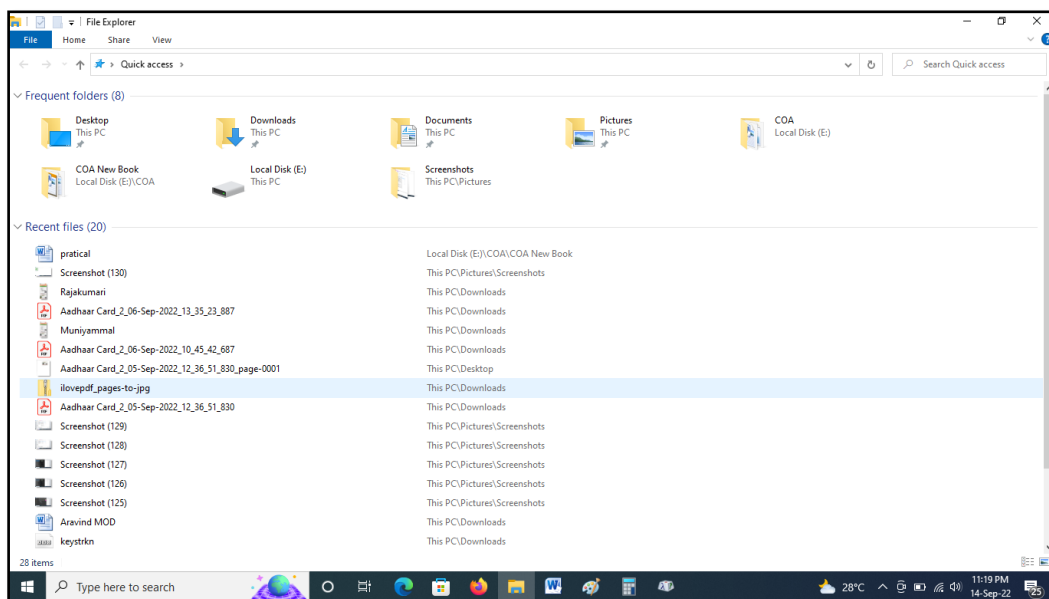
**Step 2:** In the box, type "**explorer**" and click **OK**.

**Option 2:**

**Step 1:** Press the Start key or **Start button** and then **press E** to open My Computer - the File Explorer will open.

**Result:**

The program was executed successfully and the output has been verified.

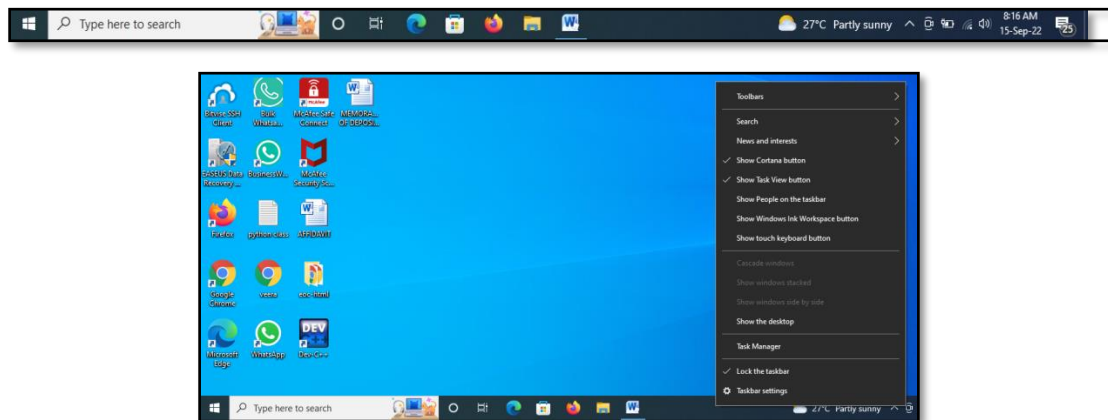
**Output:**

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

- a) Customizing the Task bar, Making the taskbar wider
- b) Controlling the size of start menu options
- c) Adding a program to the start menu

**AIM : Customizing the Task bar, Making the taskbar wider****Procedure:**

**Step 1:** The taskbar settings by right-clicking an empty area of the taskbar and then clicking on "**Taskbar Settings**".



### Change Customizing the Task bar

**Step 2:** Lock the taskbar OFF / ON

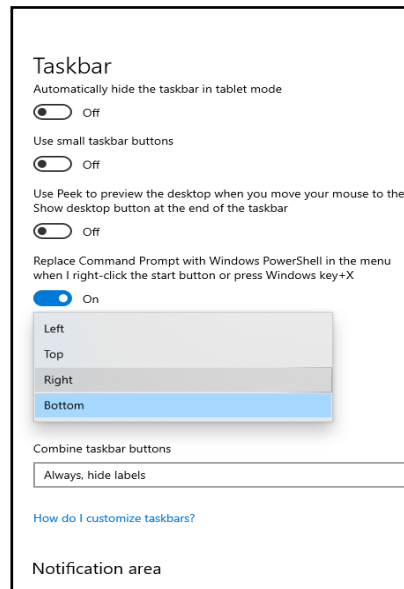
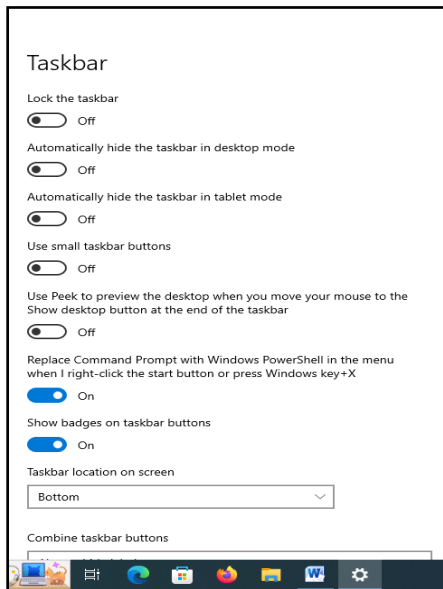
**Step 3:** Automatically hide the taskbar in desktop mode OFF / ON

**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

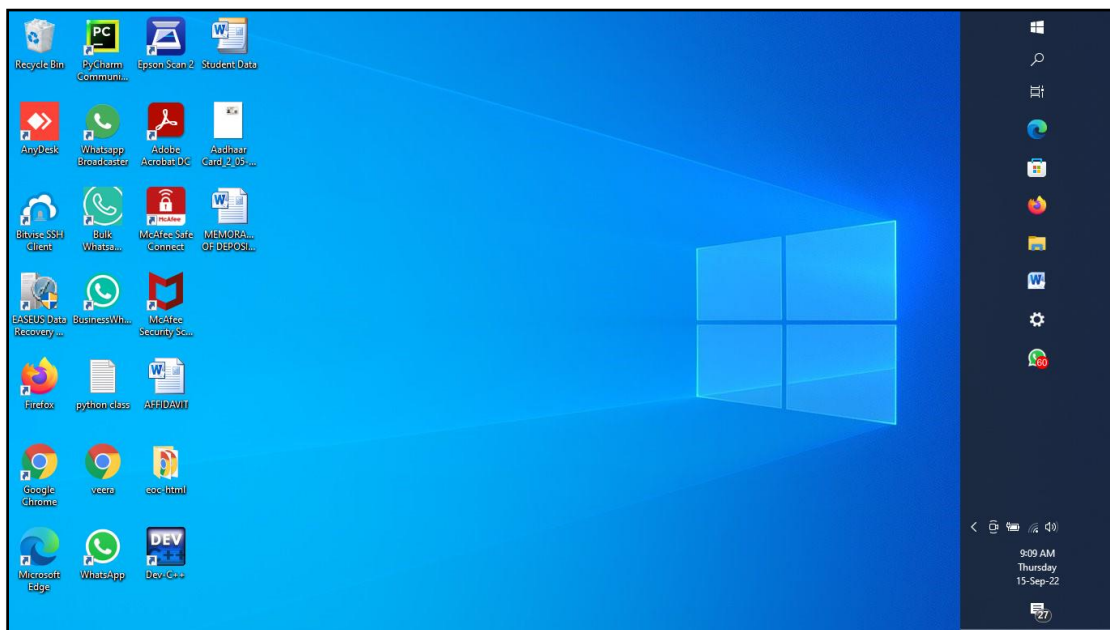
**Step 6:** Click and hold the left mouse button while dragging the cursor towards the left or right side of the screen to make the taskbar wider

**Result:**

The program was executed successfully and the output has been verified.

**Output:**

"Changing the size and location of the taskbar to the right side."

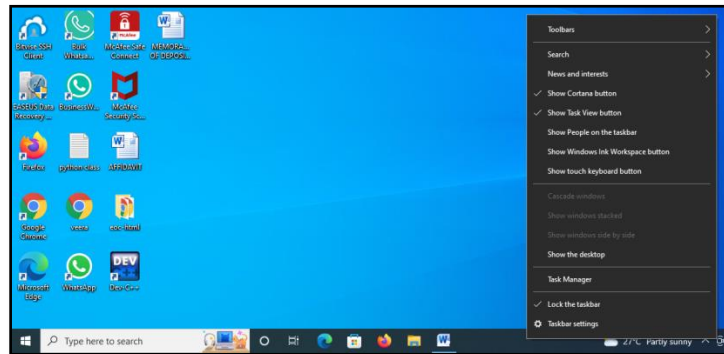


## Aim: Controlling the size of start menu options

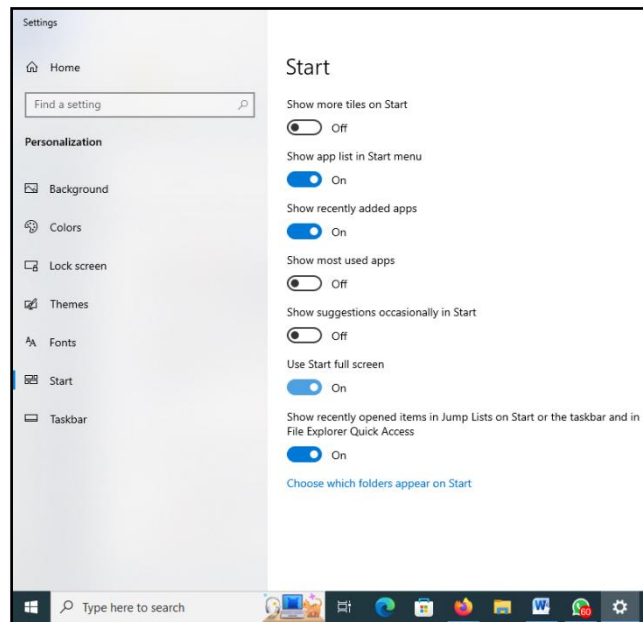
### Procedure:

To control the size of the items in the Start menu, you can use the following steps:

**Step 1:** Right-click on an empty space on the taskbar and select "**Taskbar settings**" from the context menu.



**Step 2:** Scroll down to the "**Start**" section and click on the "**Customize your Start menu**" and then turn on Use Start full screen.



**Step 3:** Show app list in Start menu ON/ OFF

**Step 4:** Show recently added apps ON/ OFF

**Step 5:** Show most used apps ON/ OFF

**Step 6:** Show suggestions occasionally in Start ON/ OFF

**Step 7:** Use Start full screen ON/ OFF

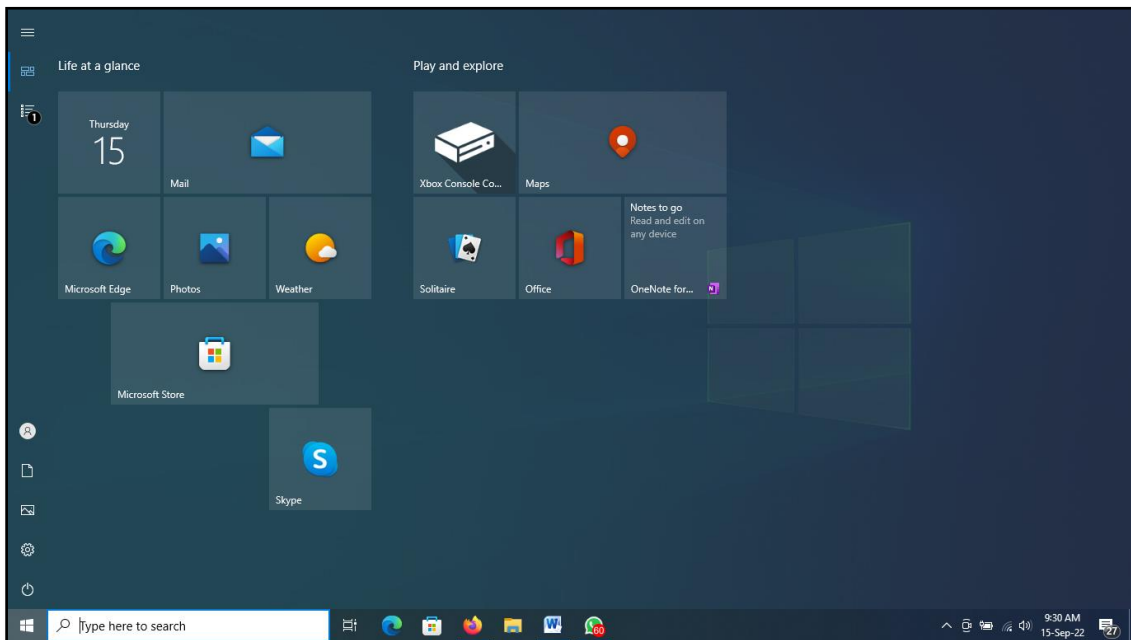
**Step 8:** Show recently opened items in Jump Lists on Start or the taskbar and File Explorer Quick Access ON/ OFF

**Result:**

The program was executed successfully and the output has been verified.

**Output:**

Enable the Start Menu in full-screen mode.

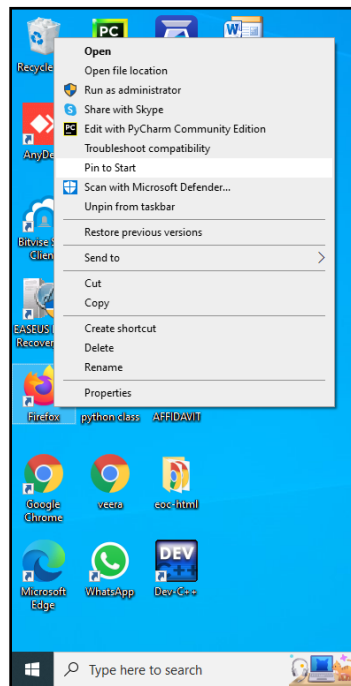


## AIM : Adding a program to the start menu

### Procedure:

To add a program to the Start menu in Windows, you can use the following steps:

**Step 1:** Right-click any shortcut icon on the desktop.



**Step 2:** From the pop-up menu, select "**Pin to Start.**"

**Step 3:** Click the Start button.

**Step 4:** You will now see the shortcut icon added to the Start menu.

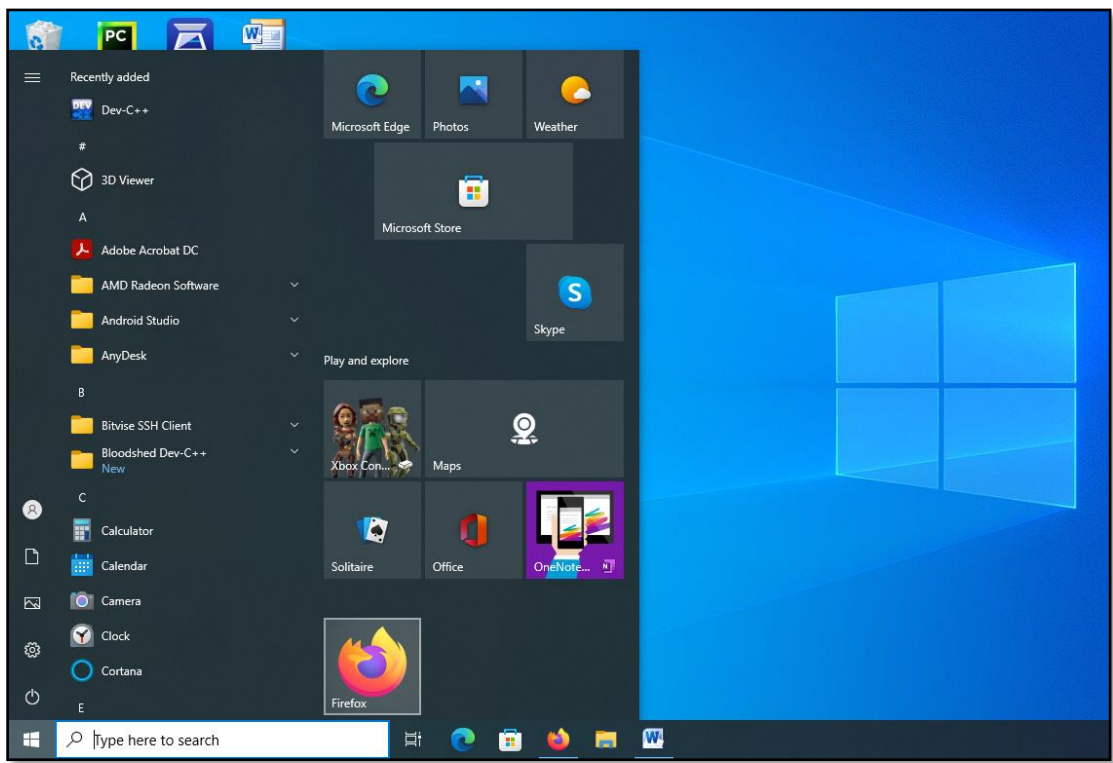
**Step 5:** To remove the icon from the Start menu, right-click the shortcut icon on the Start menu.

**Step 6:** From the pop-up menu, select "**Unpin from Start.**"

### Result:

The program was executed successfully and the output has been verified.

**Output:**



**Ex No: 3****Date:**

- a) **Recycle bin, restoring the deleted files**
- b) **Arranging icons on the Desktop**
- c) **Creating Shortcuts. Adding a program shortcut in the Desktop**

**AIM: Recycle bin, restoring the deleted files****Procedure:**

To restore deleted files from the Recycle Bin in Windows, you can use the following steps:

**Deleted files or folders.**

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

**Step 2:** Press the **Delete** key and click **Yes**.

**Step 3:** The files or folders will be moved to the Recycle Bin.

**Step 4:** If you need to permanently delete them, press **Shift + Delete** keys and click **Yes**.

**Note :** once the files or folders are recovered, it's not possible to reverse the process.

**Restoring files or folders.**

To restore deleted files from the Recycle Bin in Windows, you can use the following steps:

**Step 1 :** Open the Recycle Bin by double-clicking on its icon on the desktop or by pressing the **Windows key + E** and then selecting the Recycle Bin folder.

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

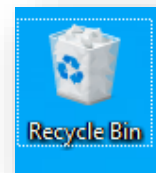
**Step 3:** Check the box next to the files or folders you want to retrieve.

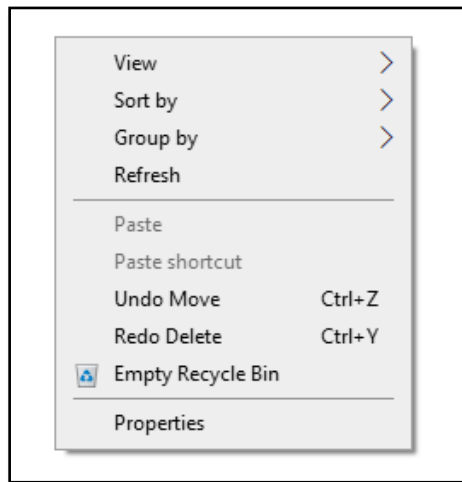
**Step 4:** Right-click and select restore to recover the items to their original locations.

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

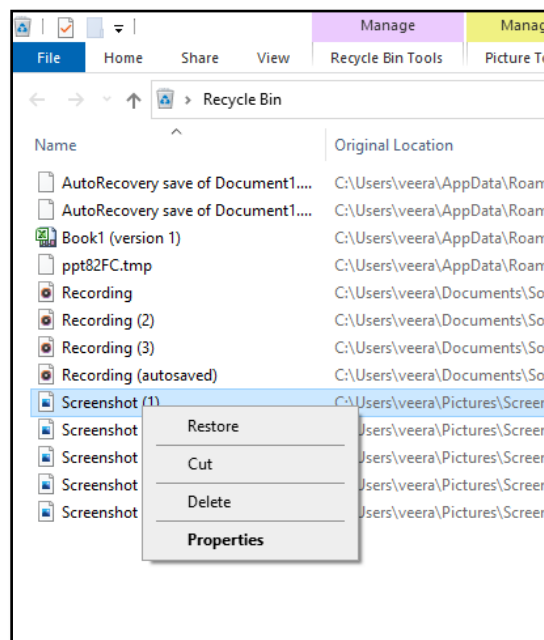
**Result:**

The program was executed successfully and the output has been verified.



**Output:**

**Empty Recycle Bin** – All files and folders will be permanently removed from their source location.



**Delete** – All files and folders will be permanently deleted.

## AIM : Arranging icons on the Desktop

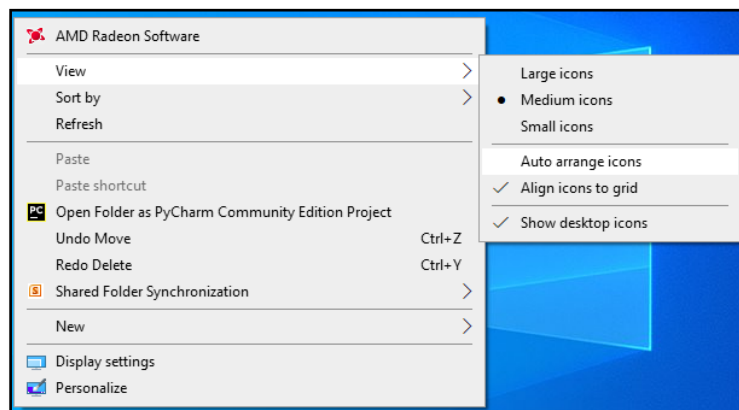
### Procedure:

#### Auto Arrange Icons

**Step 1:** Click the Start button or press **Windows key + D** to navigate to the Windows desktop.

**Step 2:** Right-click on a blank area of the desktop, then select **"View."**

**Step 3:** Choose **"Auto arrange icons."**

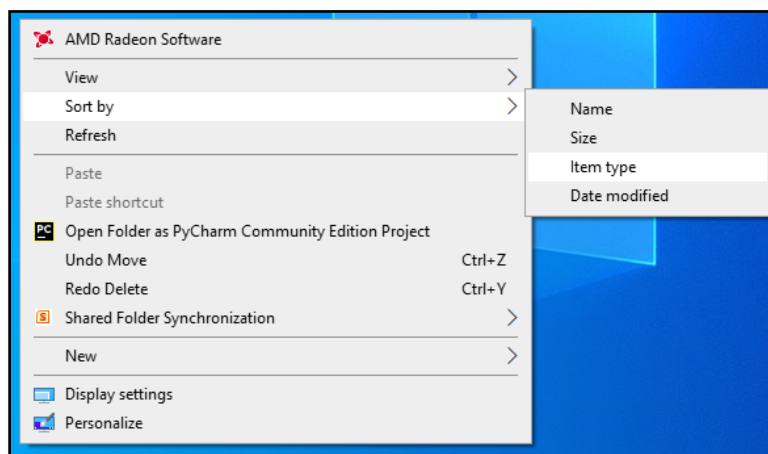


#### Sort by Arrange Icons

**Step 4:** Right-click on a blank area of the desktop, then select **"Sort by."**

**Step 5:** Choose to arrange icons by Name, Type, Size, or Date modified, and then click **"Arrange Icons."**

**Step 6:** If you don't want icons to auto-arrange, click **"Auto Arrange"** to remove the checkmark.

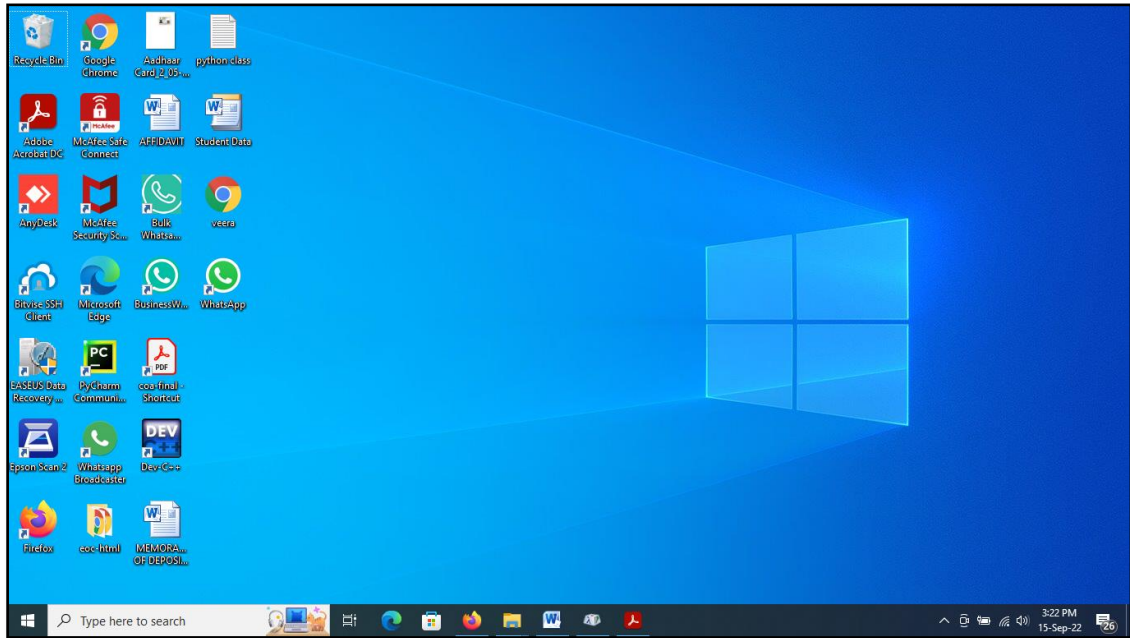


### Result:

The program was executed successfully and the output has been verified.

**Output:**

Right-click a blank area on the desktop. Select **"Sort by"** to arrange icons by Name, Type, Size, or Date modified. Click **"Arrange Icons."**



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

### Procedure:

**Step 1:** Click the 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:** A shortcut for the program will appear on your desktop.

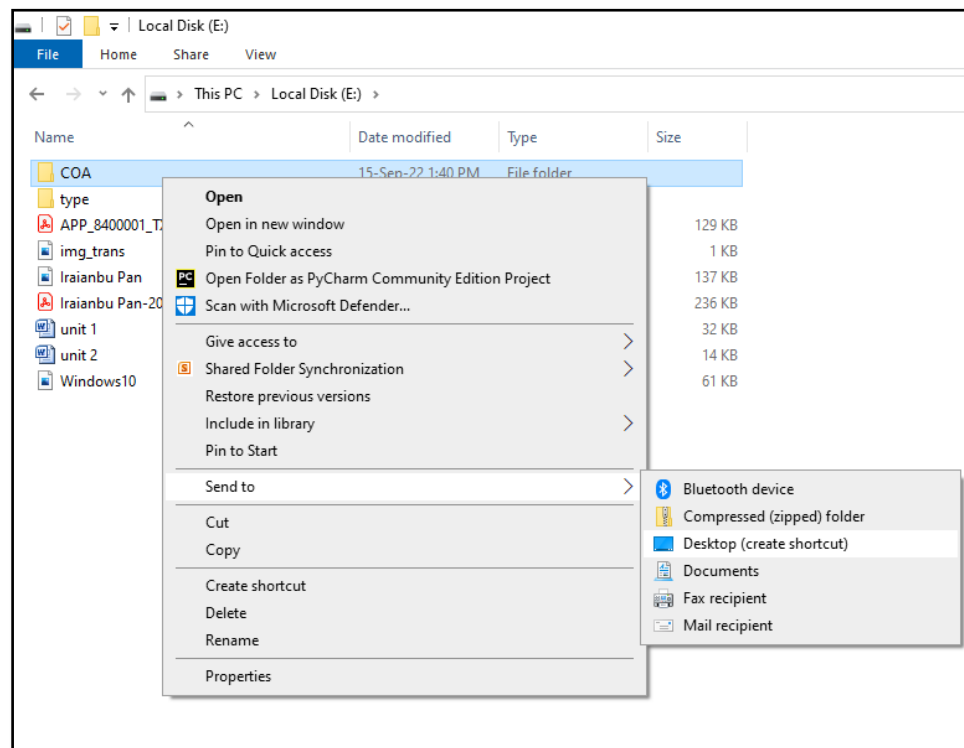
**Step 5:** Right-click the program name, file, or folder, then click "**Send To**" and select "**Desktop (Create shortcut).**"

**Step 6:** A shortcut for the program will appear on your desktop.

### Result:

The program was executed successfully and the output has been verified.

### Output:

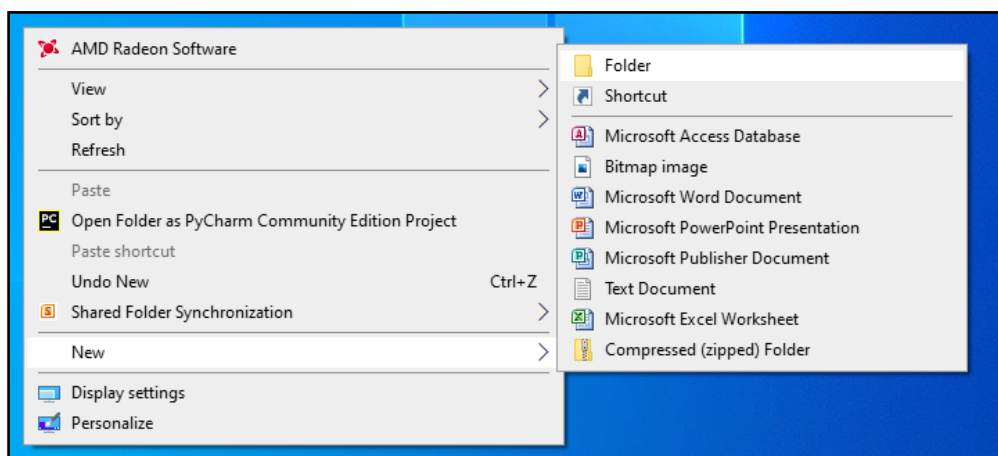


**Ex No: 4****Date:**

- a) **Creating and removing folders, renaming folders and files**
- b) **Expanding and collapsing a folder**
- c) **Sorting a folder**

**AIM : Creating and removing folders, renaming folders and files****Procedure:****Creating New Folder**

- Step 1:** The fastest way to create a new folder in Windows is by using the **Ctrl+Shift+N** shortcut.
- Step 2:** Right-click on a blank space in the desired folder location.
- Step 3:** From the contextual menu, select "**New**" and then choose "**Folder**" Windows will create the new folder at your current location.

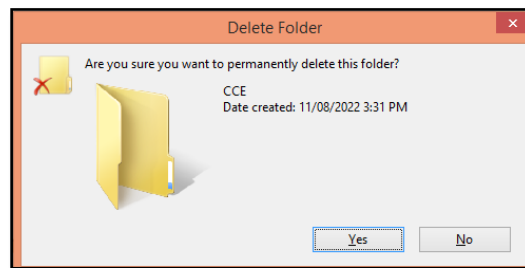


- Step 4:** To rename a newly created folder, enter the desired name and press **Enter**. Alternatively, you can use **F2** Function key to rename a file or folder.

**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 Press **Shift + Delete Key** and Click **Yes**.

**Note:** After recovery, it is not possible."

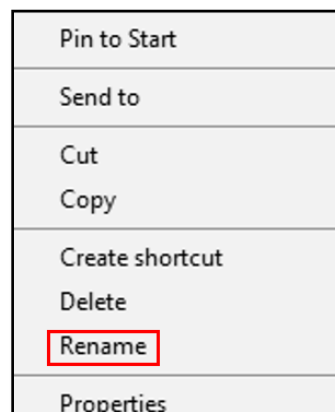


## Renaming Folders and Files

**Step 1:** Press the **Start + E** buttons.

**Step 2:** Navigate to the location where your file or folder is stored.

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



**Step 4:** Click "**Rename**" from the opened menu.

**Step 5:** Alternatively, to quickly rename, click on the file and press the **F2** key.

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

### Result:

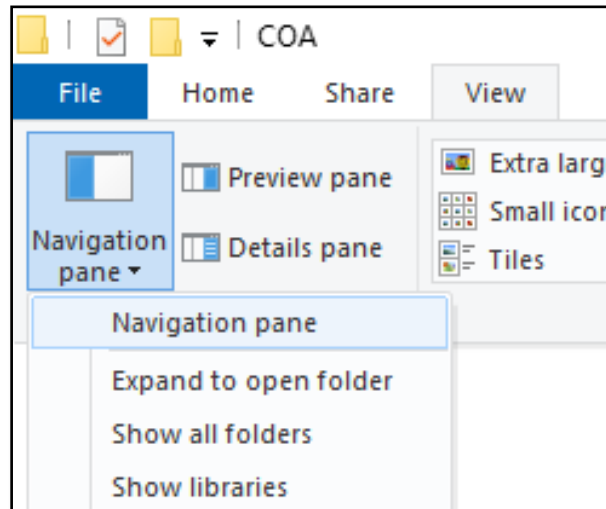
The program was executed successfully and the output has been verified.

### Output:

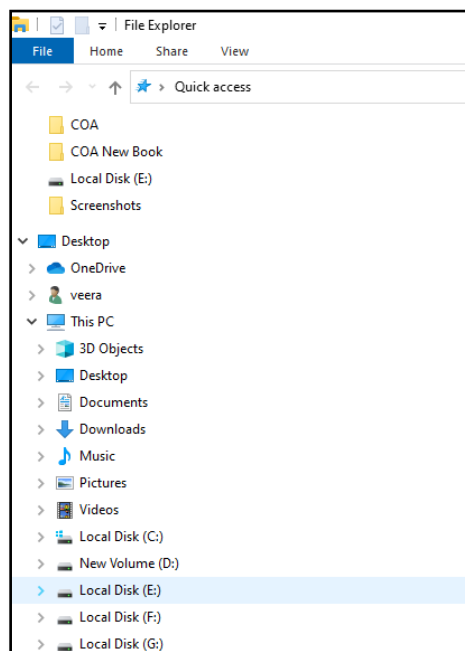


**AIM : Expanding and collapsing a folder****Procedure:**

**Step 1:** Press the **Start + E** Buttons.



**Step 2:** Go to 'View' → 'Navigation Pane' → Click on 'Show all folders'."



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

**Step 4:** Alternatively, you can double-click a parent folder in either the left or right pane to expand it.

**Step 5:** To collapse a folder, click the V (minus symbol) in the folder tree."

**Result:**

The program was executed successfully and the output has been verified.

**Output:**

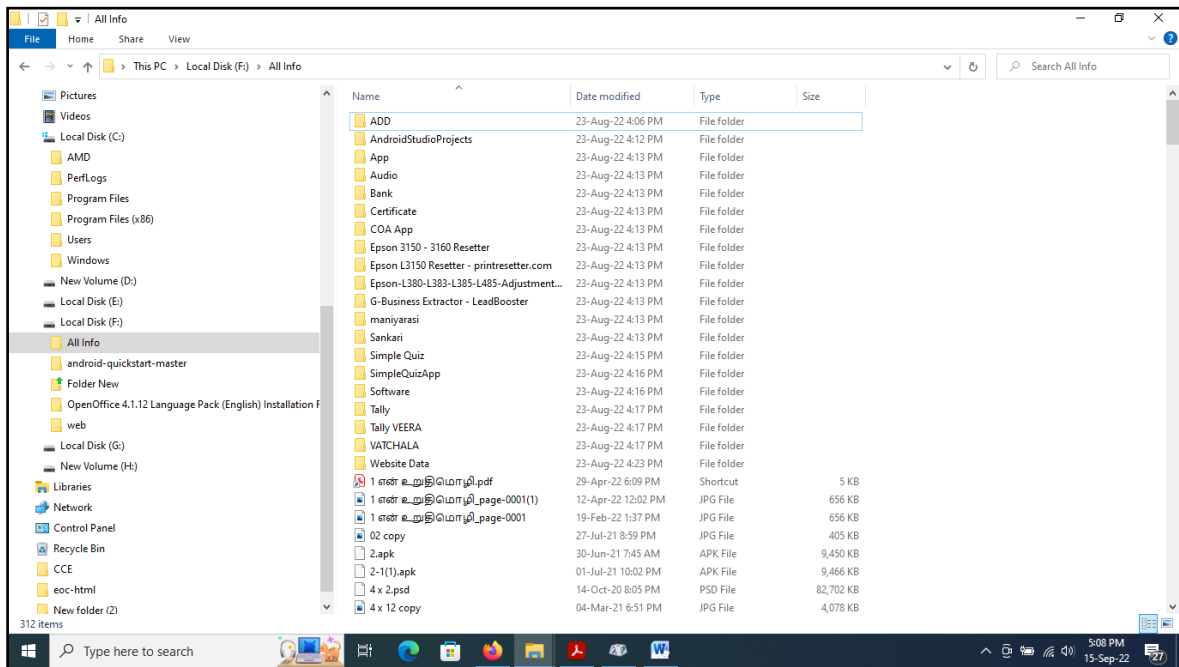
Expand One Level

Expand Two Levels

Expand Three Levels

Expand All Levels

Collapse All



**AIM : Sorting a folder****Procedure:**

**Step 1:** Open File Explorer by pressing the **Start button + E**.

**Sort by Arrange folder**

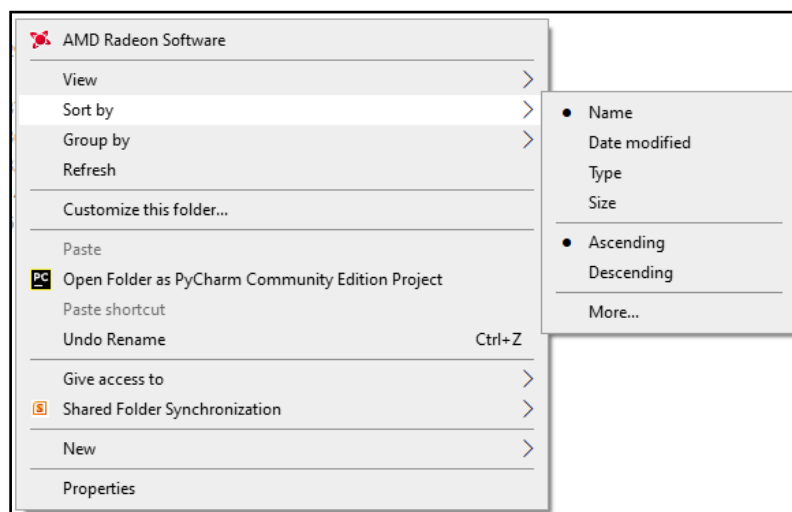
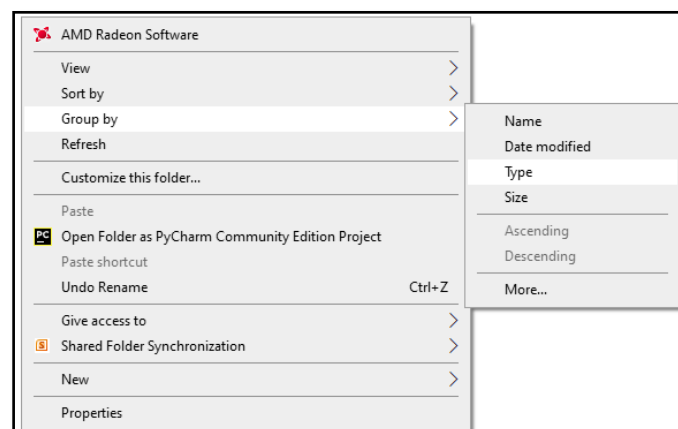
**Step 2:** Right-click a blank area in the File Explorer window and select "**Sort by.**"

**Step 3:** Choose an option, such as Name, Date, Size, Type, Date modified & Dimensions.

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

**Ascending:** Select to sort items in ascending order (A-Z).

**Descending:** Select to sort items in descending order (Z-A).

**Group by Arrange folder**

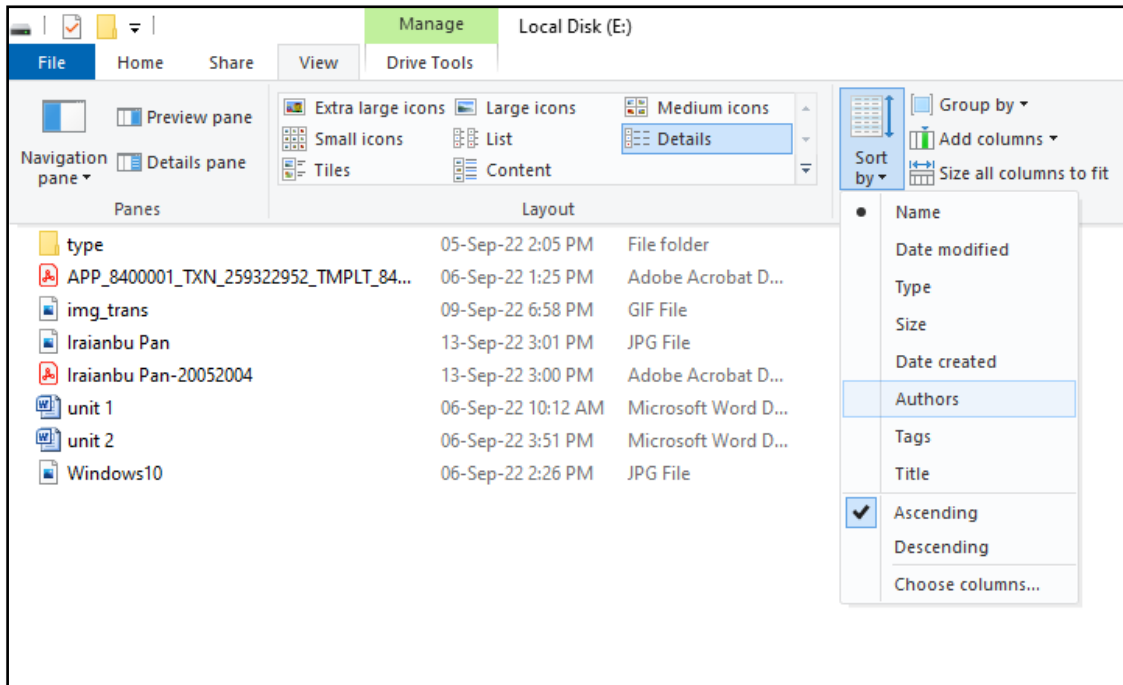
**Step 1:** Right-click a blank area in the File Explorer, then select "Group by."

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

**Result:**

The program was executed successfully and the output has been verified.

**Output:**

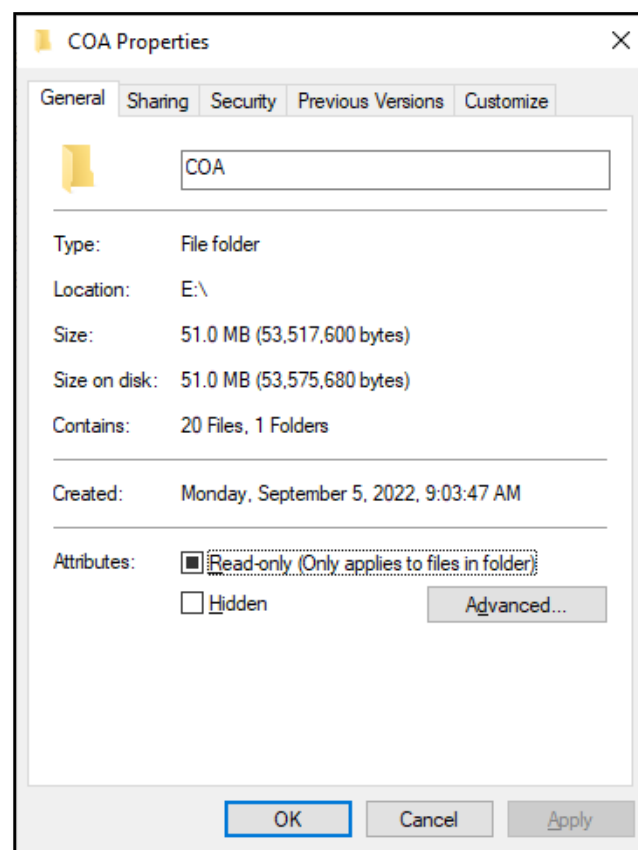


**Ex No: 5****Date:**

- a) Displaying the properties for a file or folder
- b) Using cut and paste operations to move a file
- c) Using copy and paste operations to copy a file

**AIM : Displaying the properties for a file or folder****Procedure:****Step 1:** Press the **Start button + E** key.**Step 2:** To view information about a file or folder, right-click it and select "**Properties.**"**Step 3:** Alternatively, you can also select the file and press the **Alt + Enter** keys.**Result:**

The program was executed successfully and the output has been verified.

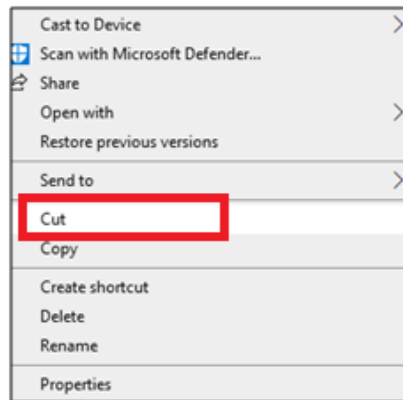
**Output:**

The file properties window shows you information like the type of file, the size of the file, and when you last modified it. , Parent Folder, Free Space, Accessed.

**AIM : Using cut and paste operations to move a file****Procedure:**

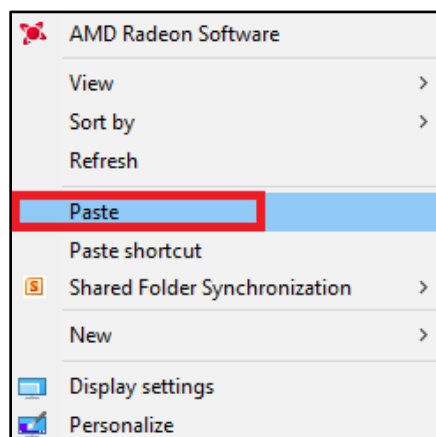
**Step 1:** Press the **Start button + E key**.

**Step 2:** To cut a file or folder, select it, then right-click and choose "**Cut**."



**Step 3:** Alternatively, you can also select the file and press **Ctrl + X**.

**Step 4:** Right-click a blank area in the File Explorer, then select "**Paste**."



**Step 5:** Alternatively, you can also select the file and press **Ctrl + V**.

**Result:**

The program was executed successfully and the output has been verified.

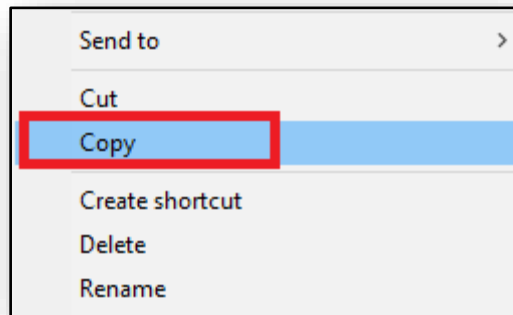
**Output:**

**Ctrl + X** (Cut) → **Ctrl + V** (Paste)

**AIM : Using copy and paste operations to copy a file****Procedure:**

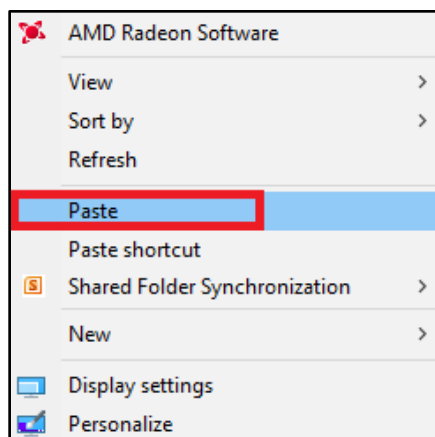
**Step 1:** Press the **Start button + E key**.

**Step 2:** To copy a file or folder, select it, then right-click and choose "**Copy.**"



**Step 3:** Alternatively, you can also select the file and press **Ctrl + C**.

**Step 4:** Right-click a blank area in the File Explorer, then select "**Paste.**"



**Step 5:** Alternatively, you can also press **Ctrl + V** to paste the copied item.

**Result:**

The program was executed successfully and the output has been verified.

**Output:**

**Ctrl + C** (Copy) → **Ctrl + V** (Paste)

**Ex No: 6**

**Date:**

- a) **Moving and copying files with mouse**
- b) **Searching a file or folder by using search command**
- c) **Recognizing File types using icons**

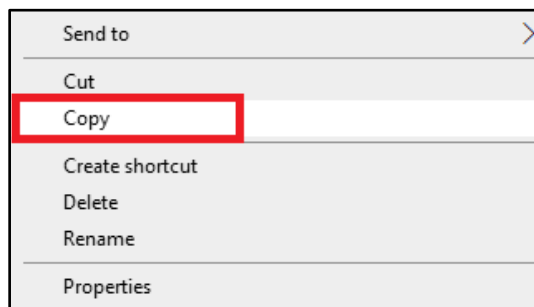
**AIM : Moving and copying files with mouse**

**Procedure:**

**Step 1:** Press the **Start button + E key.**

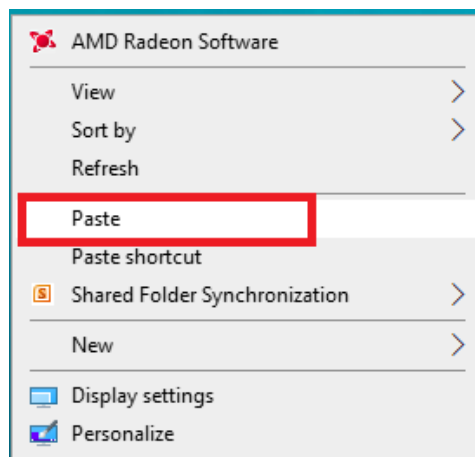
**Step 2:** Select the file or folder.

**Step 3:** Right-click the mouse and choose **"Copy."**



**Step 4:** Navigate to the new location.

**Step 5:** Right-click the mouse and choose **"Paste."**



**Moving and copying files with mouse Method 2:****Procedure:**

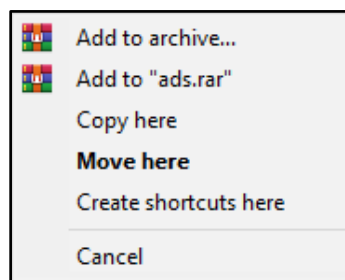
**Step 1:** Press the Start button + E key.

**Step 2:** To move a file or folder, select it, then left-click and HOLD. (Cut)

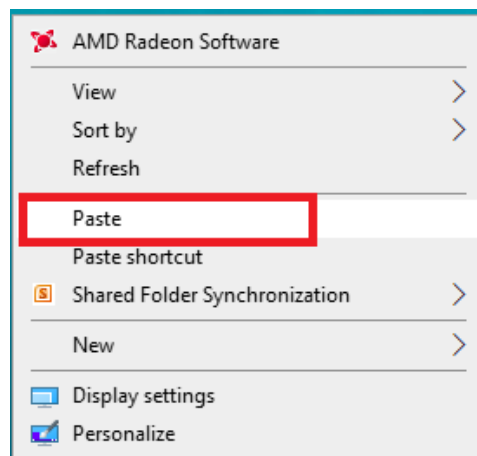
**Step 3:** When you release the left mouse button, the file will be moved to the new location where you released the mouse button. (Paste)

**Step 4:** To copy a file or folder, select it, then right-click and HOLD.

**Step 5:** Right-click and choose '**Copy here**' to copy the selected item to the new location.

**Result:**

The program was executed successfully and the output has been verified.

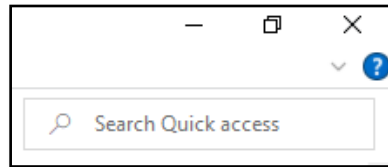
**Output:**

## AIM : Searching a file or folder by using search command

### Procedure:

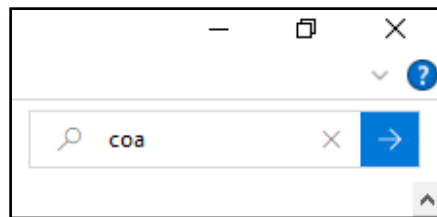
**Step 1:** Press the **Start button + E key**.

**Step 2:** Select "**Search**" on a local drive like C:, D:, E:, or This PC to search across all devices or folders.

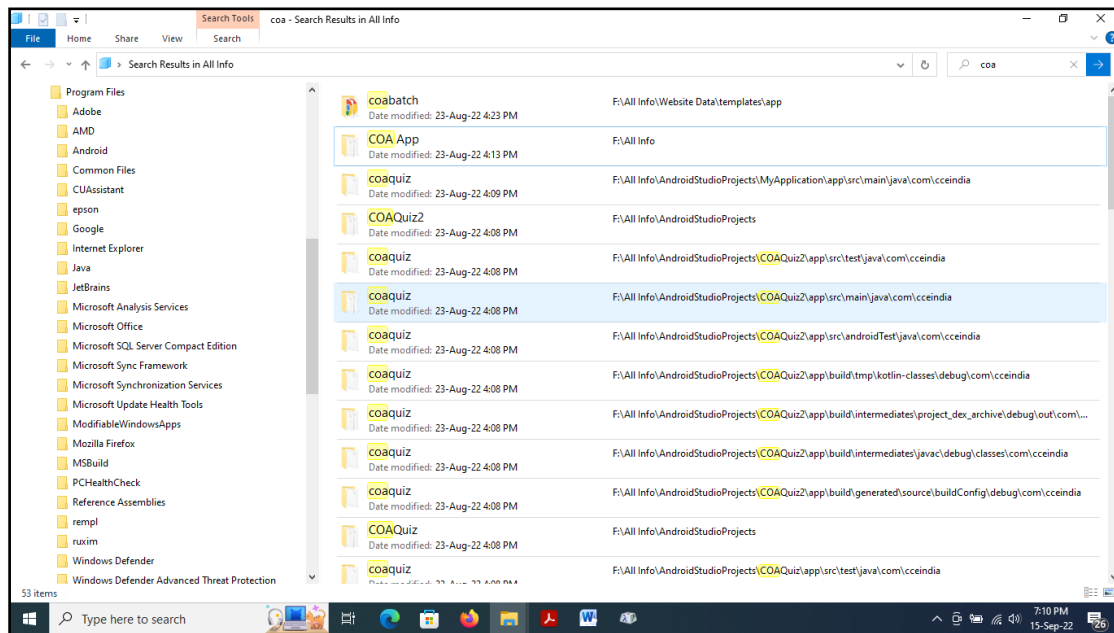


**Step 3:** In the right corner, Quick Access will show the search box.

**Step 4:** Enter the search keyword "COA," then press Enter or click the arrow →.



### Output:



**Aim : Recognizing File types using icons****Procedure:****Sort by Arrange Icons**

**Step 1:** Press the **Start button + E key**.

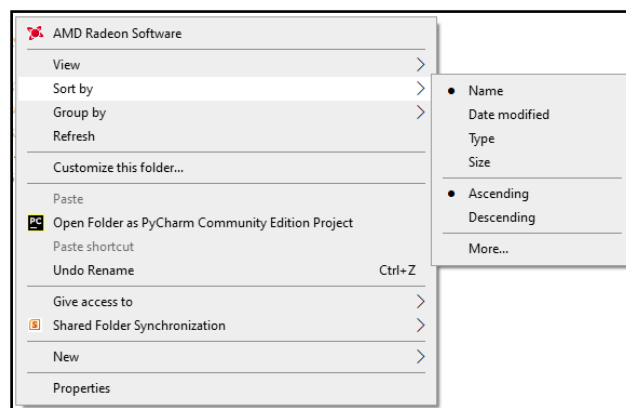
**Step 2:** Right-click a blank area in File Explorer, then select "**Sort by.**"

**Step 3:** Choose an option, such as Name, Date, Size, Type, Date modified, or Dimensions.

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

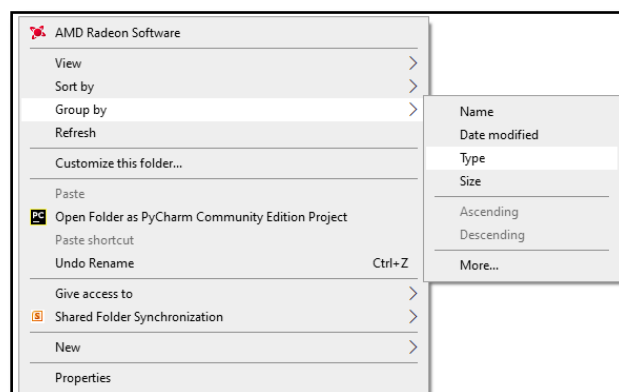
**Ascending:** Select to sort items in ascending order (A-Z).

**Descending:** Select to sort items in descending order (Z-A).

**Group by Arrange icons**

**Step 1:** Open File Explorer by pressing the **Start button + E key**.

**Step 2:** Right-click a blank area in File Explorer, then select "**Group by.**"



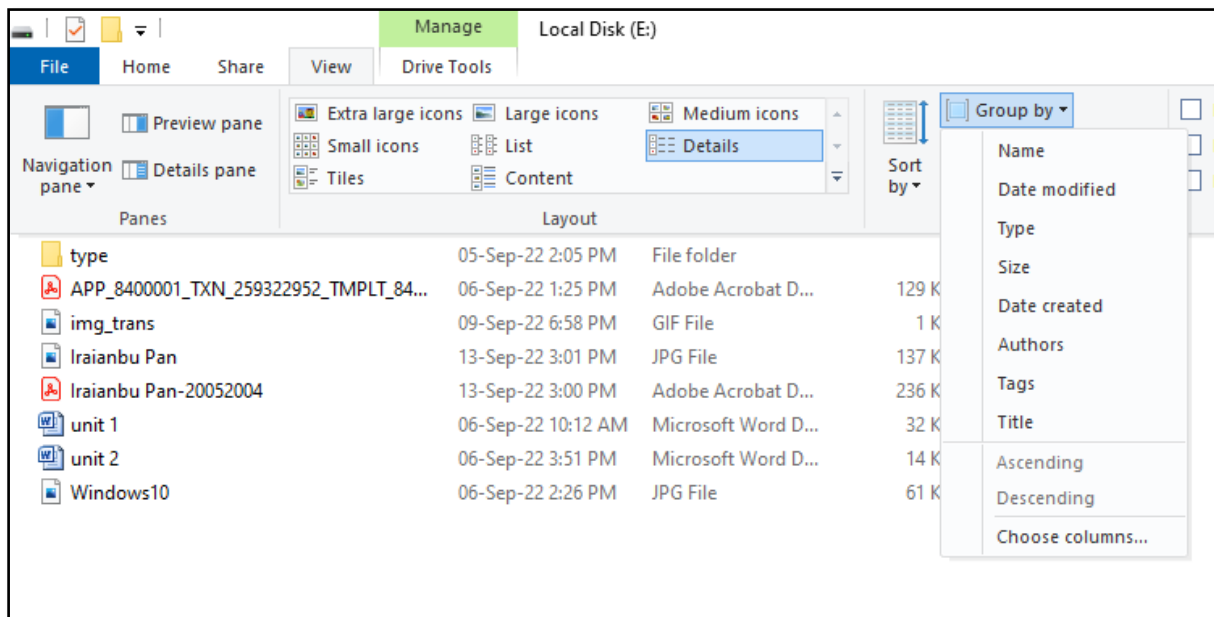
**Step 3:** Alternatively, In the "View" menu, select "Group by" and choose an arrangement option like Name, Type, Size, or Date modified.

**Result:**

The program was executed successfully and the output has been verified.

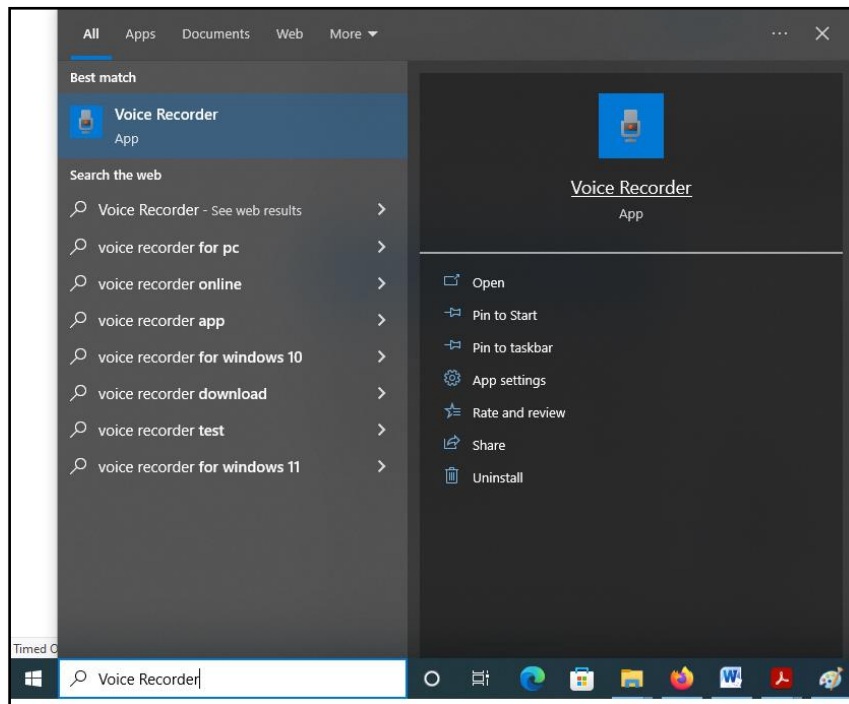
**Output:**

The File Explore, Select Group by Arrange icons by Name, Type, Size or Date modified click Arrange Icons. (**Start + E** → View → Group by)



**Ex No: 7****Date:**

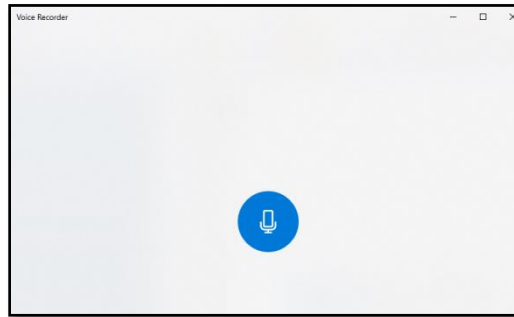
- a) Recording and saving an audio file
- b) Connecting a printer to the PC
- c) Capturing and saving entire monitor screen & active program window as images

**AIM : Recording and saving an audio file****Procedure:****Step 1:** Click the Start button.**Step 2:** In the search bar located in the bottom-left corner of the Windows 10 screen, type the phrase.**Step 3:** Type 'Voice Recorder.'**Step 4:** Click on 'Voice Recorder.'"**Step 5:** Press the **Ctrl + R** keys; recording will start.**Step 6:** Begin speaking.**Step 7:** Press the **Backspace key** to stop the recording; the file will be saved automatically.**Result:**

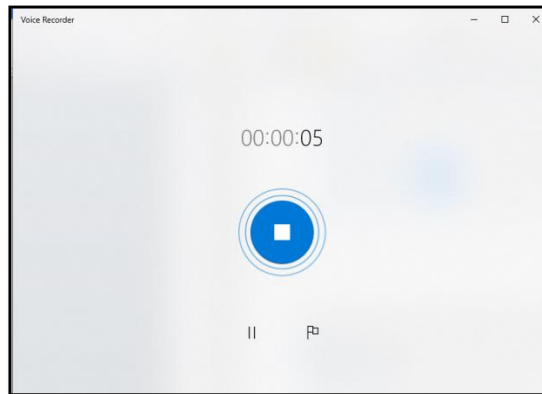
The program was executed successfully and the output has been verified.

**Output:**

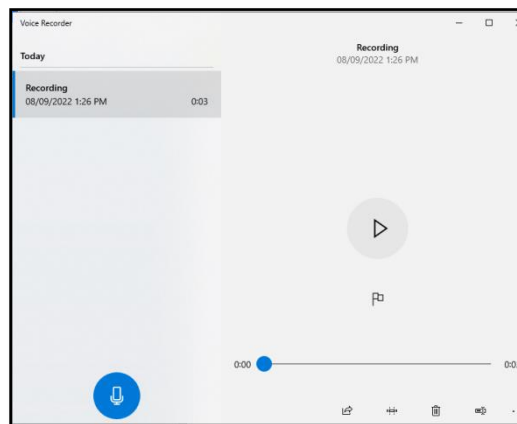
**Ctrl + R** → Recording starts



Press the **Backspace** key - Recording stops



Recording is saved automatically.



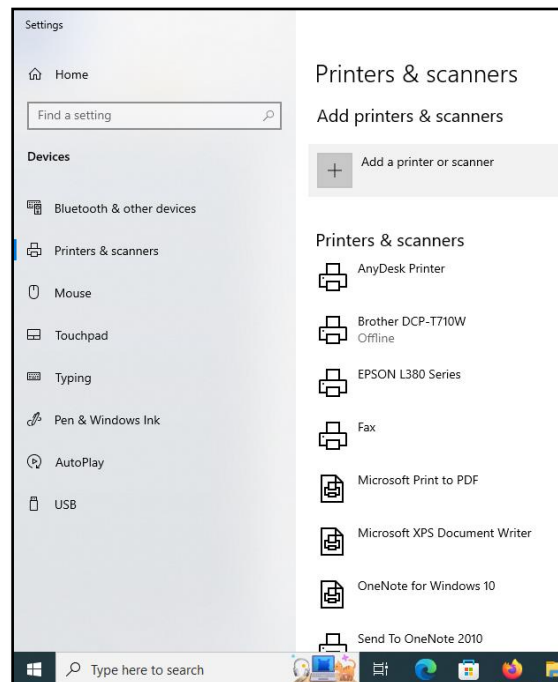
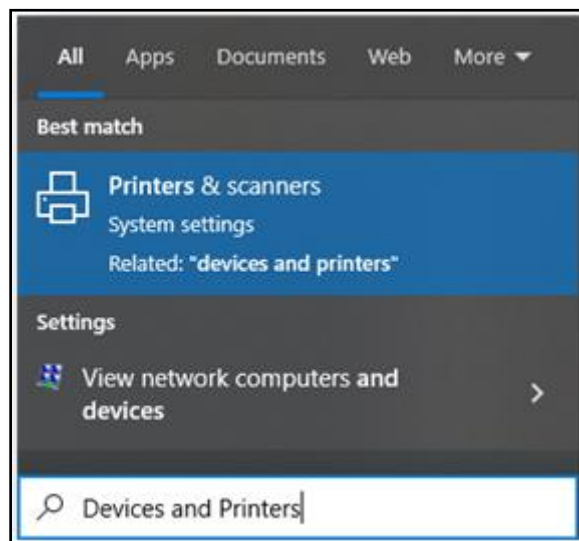
**AIM : Connecting a printer to the PC****Procedure:**

**Step 1:** Click the **Start button**.

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

**Step 3:** Type “**Devices and Printers.**”

**Step 4:** Click on “**Printers & Scanners.**”



**Step 5:** Connect Printer to computer and Power ON.

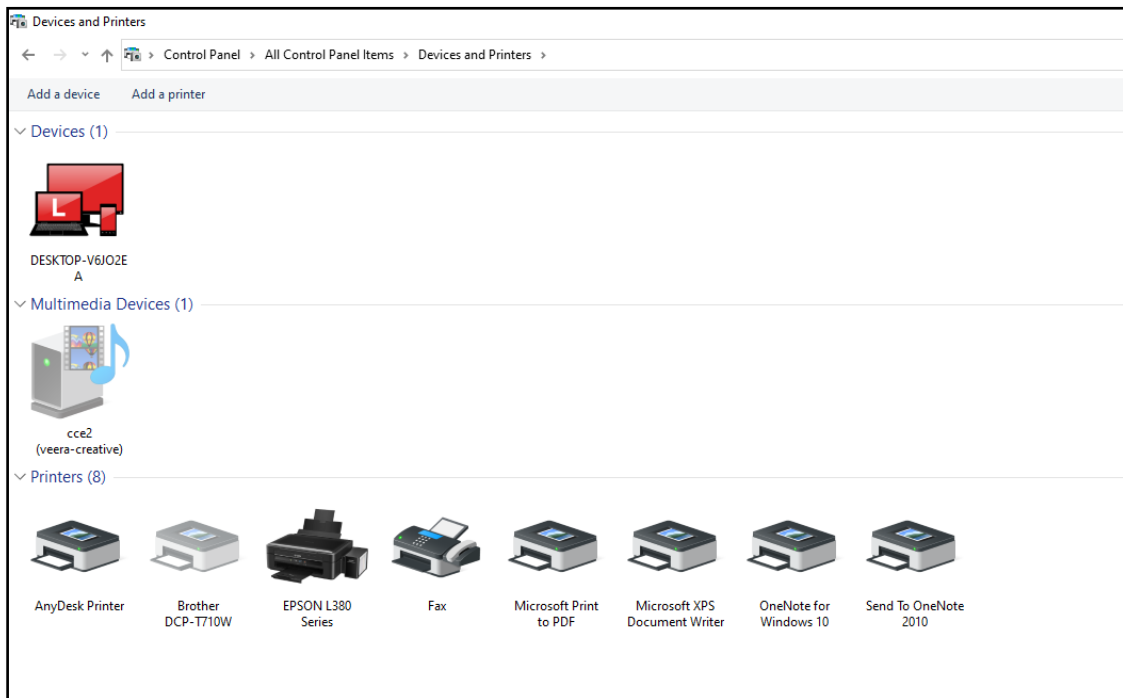
**Step 6:** Click on Add a printer or Scanner

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

**Result:**

The program was executed successfully and the output has been verified.

**Output:**



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

**Step 1:** The PRINT SCREEN key is usually located in the upper right corner of your keyboard. The key looks similar to the following:

**Step 2:** The text you see on your keyboard might be PrtSc, PrtScn, or PrntScrn. The other text on the Print Screen key is usually SysRq.

**Copy only the image of the active window**

The active window is the window you're currently working in. Only one window can be active at a time.

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

**Step 4:** Press ALT + PRINT SCREEN.

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

**Copy the entire image on the screen**

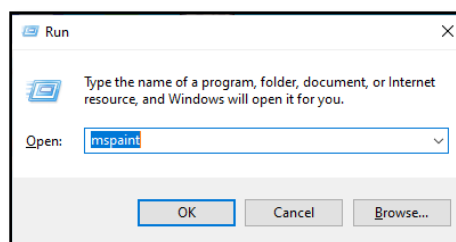
**Step 6:** Open everything you want to copy and position it the way you want.

**Step 7:** Press PRINT SCREEN. (If you're using a laptop, use Fn or Start + PrtSc)

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

**Result:**

The program was executed successfully and the output has been verified.

**Output:**

Alt + PrtSc – Copy Active window

**MS OFFICE: MS-**

**WORD**

**&**

**OPEN OFFICE:**

**WRITER**

**Ex No:8****Date:**

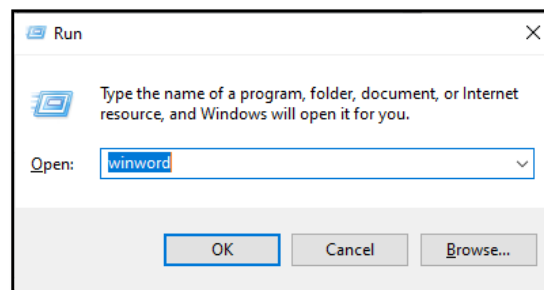
**Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter- Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.**

**AIM : Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter- Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.**

**Procedure:**

**Step 1:** Press the **Start button + R key**.

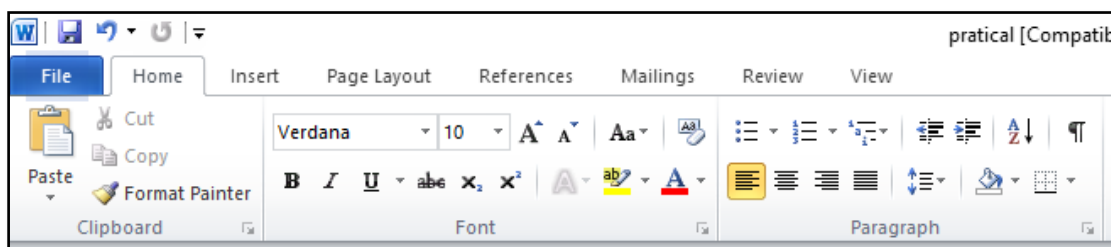
**Step 2:** In the box, type "**winword**" and click OK.



**Step 3:** Type your letter and apply formatting below.

**Step 4:** Press the **Ctrl + D** shortcut to show font properties.

**Step 5:** Change font size and styles: bold, underline, uppercase, lowercase, superscript, subscript.

**Shortcut**

- ✓ Font size change: Ctrl + ] (increase), Ctrl + [ (decrease)
- ✓ Font Bold: Ctrl + B
- ✓ Font Underline: Ctrl + U
- ✓ Uppercase: Ctrl + Shift + A
- ✓ Capitalize Each Word: Select the text and press **SHIFT + F3**
- ✓ Superscript: Ctrl + Shift + +
- ✓ Subscript: Ctrl + =

3. To insert a video:

- Click **Insert > Video > Search YouTube** or **By URL**.

**Example:** Add a promotional video link from YouTube.

### Step 7: Customize Design

1. Use the **Theme** button on the right sidebar to apply a consistent theme.

**Example:** Select the **Material** theme for a professional look.

2. Customize fonts, colors, and backgrounds for specific slides.

**Example:** Change the background to a gradient for the title slide.

### Step 8: Collaborate and Share

1. Click **Share** in the top-right corner.

2. Enter email addresses of collaborators.

**Example:** Share with team.marketing@gmail.com and set as **Editor**.

3. Add a message like “Please review and add your suggestions by Monday.”

4. Click **Send**.

### Step 9: Present Your Slides

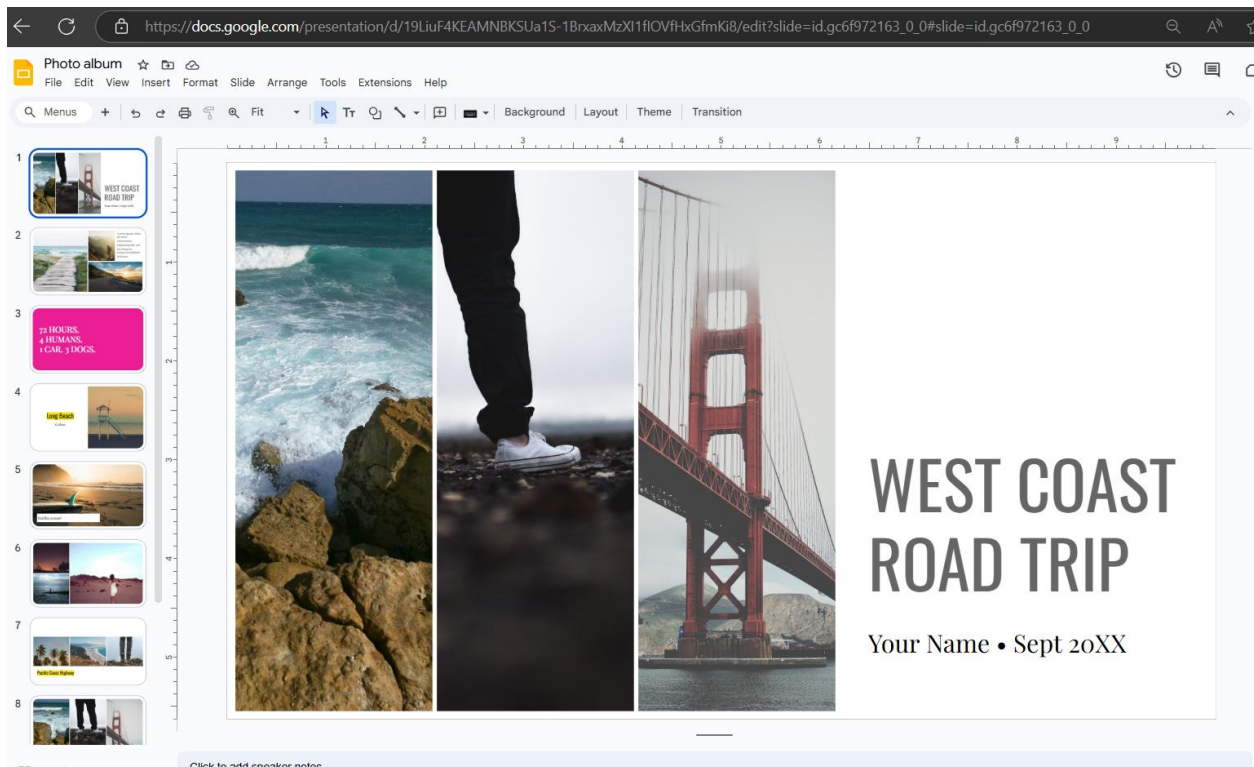
1. Click the **Present** button in the top-right corner to start the presentation.

**Example:** Use the arrow keys to navigate through slides during your presentation.

### Result:

The program was executed successfully and the output has been verified.

### Output:



## In the updated COA examination syllabus, effective after June 2025

### Note:

1. Preferable Office Packages are:
  - a. MS - Office
  - b. LibreOffice / OpenOffice / WPS Office
2. The Weightage for Theory Examinations as follows.
  - a. MS WINDOWS and MS OFFICE - 70%
  - b. LINUX and OPEN-SOURCE OFFICE PACKAGE - 30%
3. The Weightage for Practical Examinations as follows.
  - a. MS OFFICE / OPEN-SOURCE OFFICE PACKAGE - 50%
  - b. E-Office - 50%
4. e - Learning Resources will be published as a Learning Management System and notified in DoTE Website.
5. **QWERTY** Keyboard for English and **Tamil99 Keyboard** Layout for **Tamil**.
6. **Arial Font** for **English** and **Marutham Font** for **Tamil**, with Font Size 12.
7. Suitable Hardware can be used to practice the exercises prescribed in the syllabus.
8. **Junior Grade Typewriting** 30 WPM, **Senior Grade Typewriting**: 45 WPM.  
Certification is awarded only upon passing the prescribed course.

இதில் இரண்டு கணினி இயக்க மென்பொருள் (Windows & Linux), அலுவலக மேலாண்மை மென்பொருள் (MS- Office, opensource office package) & E-Office மற்றும் இணையத்தின் பயன்பாடு மற்றும் பயன்படுத்தும் விதம் பற்றி அறிந்து கொள்ள உள்ளீர்கள். மொத்தம் 7 யூனிட் ஒவ்வொரு யூனிட்டில் இருந்தும் 6 முதல் 8 மதிப்பெண்கள் கேள்விகள் கேட்கப்படும். எனவே நீங்கள் அனைத்து யூனிட்களையும் படிக்கவேண்டும்..

COA தேர்வானது Theory, Practical, English Speed, Tamil Speed என நான்கு Exam நடைபெறும் ஒவ்வொரு 50 மதிப்பெண்க்கு நடத்தப்படும் குறைந்தபட்சம் 20 மதிப்பெண்களும், அனால் குறைந்தபட்சம் மொத்தம் 100 மதிப்பெண்களும் எடுத்தால் நீங்கள் வெற்றி பெற்றதாக கருதப்படும்

**SCHEME OF VALUATION AND PATTERN OF QUESTION PAPER****THEORY EXAMINATION****Time: 1 Hr.****Max. Marks: 50****Min. Marks to Pass: 20**

Sl. No.	Type of the Questions	No of Questions	Marks per Question	Total marks for this division
1.	Simple Multiple-Choice Questions	10	1	<b>10</b>
2.	Multiple Choice Questions with two statements of Logical Thinking	10	2	<b>20</b>
3	Match the Following	10	1	<b>10</b>
4	True or False	10	1	<b>10</b>
<b>Total</b>				<b>50</b>

**SCHEME OF VALUATION****PRACTICAL EXAMINATION****Time: 1 Hr.****Max. Marks: 50****Min. Marks to pass: 20**

Sl. No.	Type of the Questions	No of Questions	Marks per Question	Total marks for this division
1.	MS Office / Open-Source Office Package Related Question Execution	1	50	<b>50</b>
2.	E-office File Submission with the output of above stated question	1	50	<b>50</b>
<b>Total</b>				<b>50</b>

**Note:**

Candidate has to perform the exercises as stated in the question in Sl. No. 1 and submit the data as Draft Document in E-office application for the question in Sl. No. 2 and also submit the data with relevant screenshots (if applicable beyond E-office file submission) in the web application portal.

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## PRACTICAL EXERCISES

### OPERATING SYSTEM

1. Starting a program, running a program Running multiple programs and switching between windows Running a program from explorer
2. Customizing the Taskbar, Making the taskbar wider Controlling the size of start menu options Adding a program to the start menu
3. Recycle bin, restoring the deleted files Arranging icons on the Desktop Creating Shortcuts. Adding a program shortcut in the Desktop
4. Creating and removing folders, renaming folders and files Expanding and collapsing a folder Sorting a folder
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
6. Moving and copying files with mouse Searching a file or folder by using search command Recognizing File types using icons
7. Recording and saving an audio file Connecting a printer to the PC Capturing and saving entire monitor screen & active program window as images

### MS OFFICE: MS-WORD & OPEN OFFICE: WRITER

8. Preparing a Govt. Order / Official Letter / Business Letter / Professional Letter / Demi Official Letter / Office Memorandum / Office or Legal Proceeding/ Circular - 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.
9. Preparing a newsletter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.
10. Creating and using styles and templates: To create a style and apply that style in a document To create a template for the styles created and assemble the styles for the template.
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.
12. Creating numbered lists and bulleted lists: To create numbered lists with different formats (with numbers, alphabets, roman letters) To create a bulleted list with different bullet characters.
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.
14. Using the special features of word: To find and replace the text, To spell check and correct, To generate a table of contents for a document.
15. Create an advertisement Prepare a resume. Prepare a Corporate Circular letter inviting the shareholders to attend the Annual Meeting.

**MS OFFICE: MS-EXCEL & OPEN OFFICE: CALC**

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).
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.
18. Creating a Chart: To create a chart for comparing the monthly sales of a company in different branch offices.
19. Using the data consolidate command: To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.
20. Sorting Data, Filtering Data and creation of Pivot tables.

**MS OFFICE: MS-POWER POINT & OPEN OFFICE: IMPRESS**

21. Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.
22. Creating a Presentation with Slide Transition – Automatic and Manual with different effects.
23. Creating a Presentation applying Custom Animation effects –Applying multiple effects to the same object and changing to a different effect and removing effects.
24. Creating and Printing handouts.

**E-OFFICE APPLICATIONS**

25. Scanning a document and adding it to the receipts (For Practice only)
26. Create a File and Put a receipt in the file
27. Create a Green Note with referencing
28. Create a Yellow Note with referencing
29. Create a Draft
30. Sign and Approve the draft (For Practice only)
31. Dispatch the approved file and park/close the file (For Practice only)

**DIGITAL COMMUNICATION AND APPLICATIONS**

32. Searching for a website / application / text documents viewing and downloading.
33. Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding
34. Create a Google form to collect data
35. Create a Google doc to prepare a document.
36. Create a Google sheet to collect data.
37. Create a Google slide to prepare a presentation.
38. Scan a photo using a scanner and edit it using tools available in the operating system by default.