

DIRECTORATE OF TECHNICAL EDUCATION

Guindy, Chennai 25.

LABORATORY RECORD BOOK SUBMITTED IN PARTIAL
FULFILLMENT FOR THE AWARD OF THE CERTIFICATE OF

**Certificate Course
in
Computer on Office Automation**

Name :

Registration Number :

Name of Centre :

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OPERATING SYSTEM

<https://www.civildatas.in>

<https://cceindia.in>

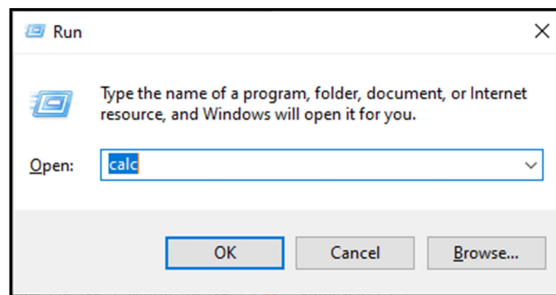
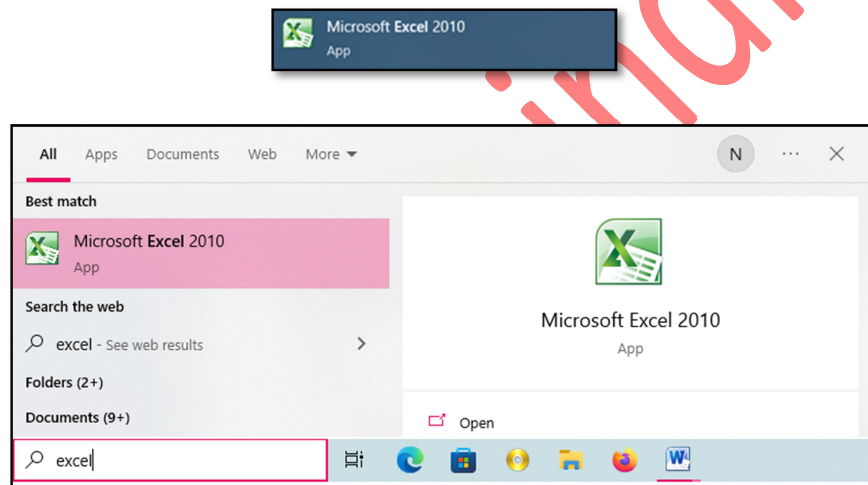
Ex No: 1

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

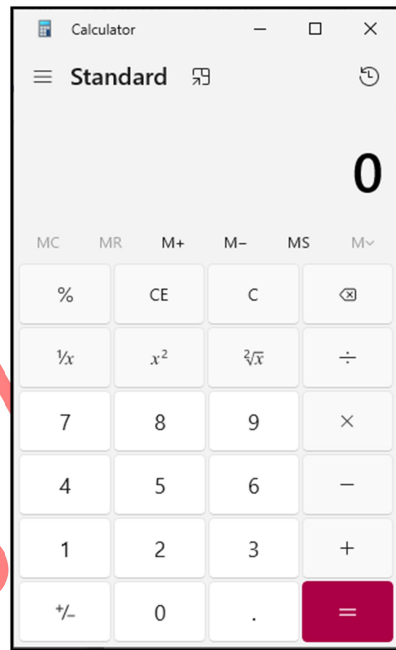
Procedure:



Result:

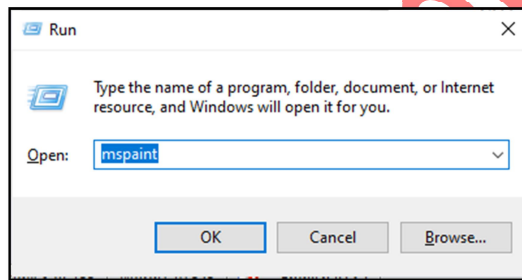
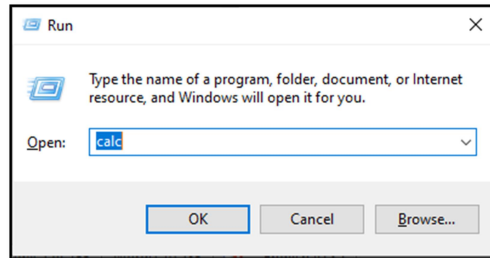
The program was executed successfully and the output has been verified.

Output:



AIM : Running multiple programs and switching between windows

Procedure:

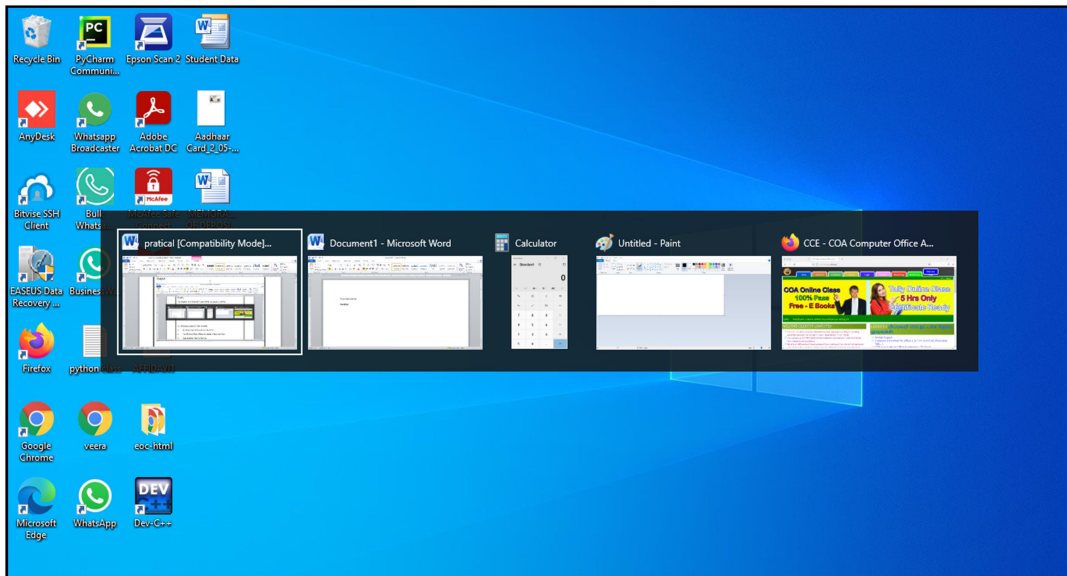


Switch Between Open Programs:

Result :

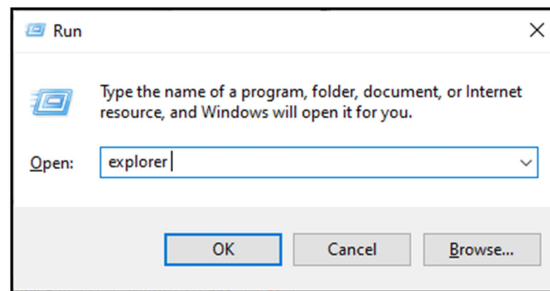
The program was executed successfully and the output has been verified.

Output:



IM : Running a program from explorer

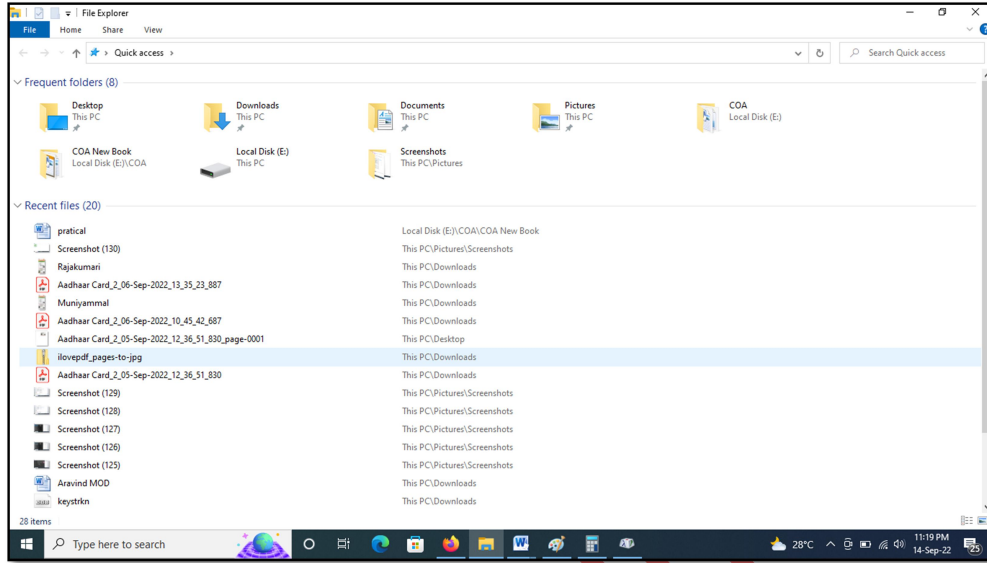
Procedure:



Result:

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

Output:



<https://ccel.in>

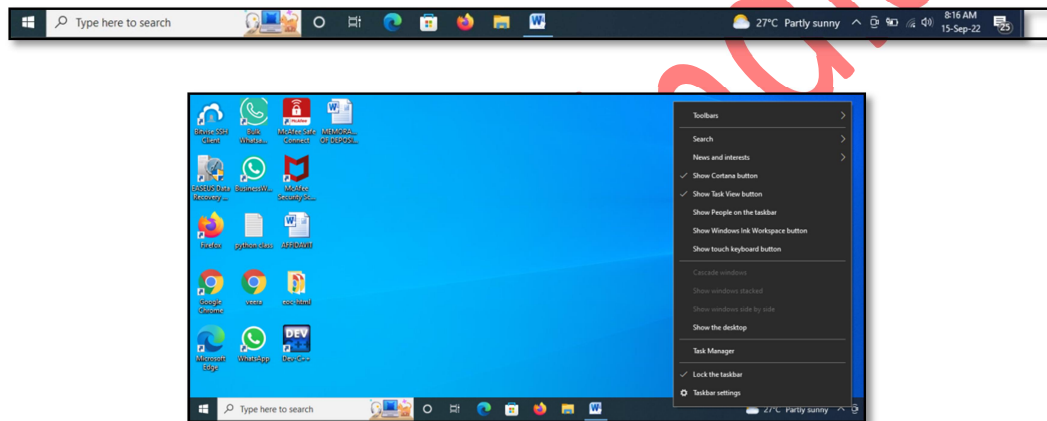
Ex No: 2

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

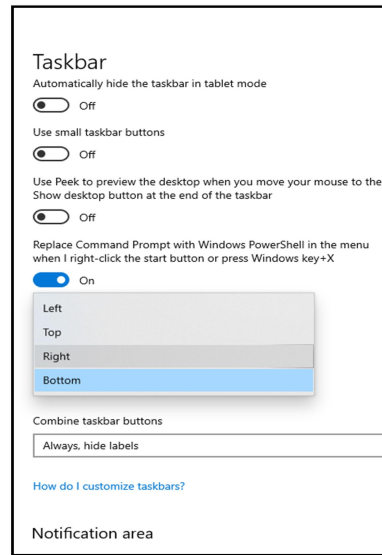
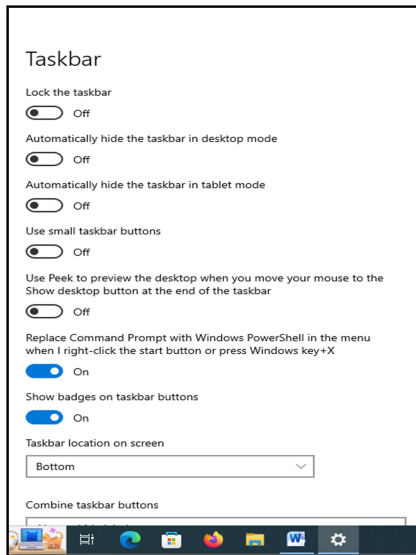
AIM : Customizing the Task bar, Making the taskbar wider

Procedure:



Change Customizing the Task bar

Making the taskbar wider

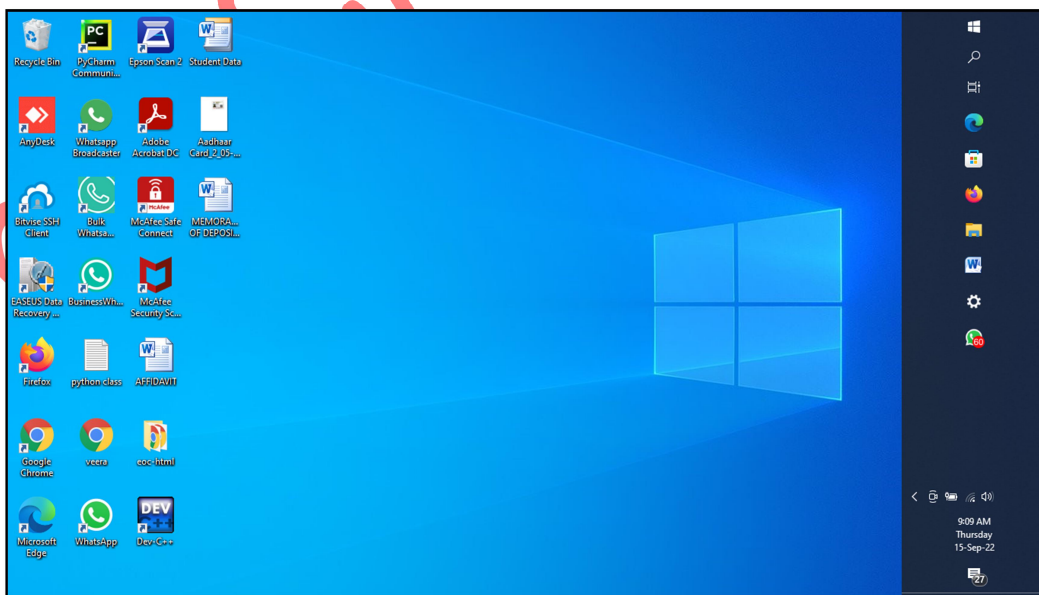


Result:

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

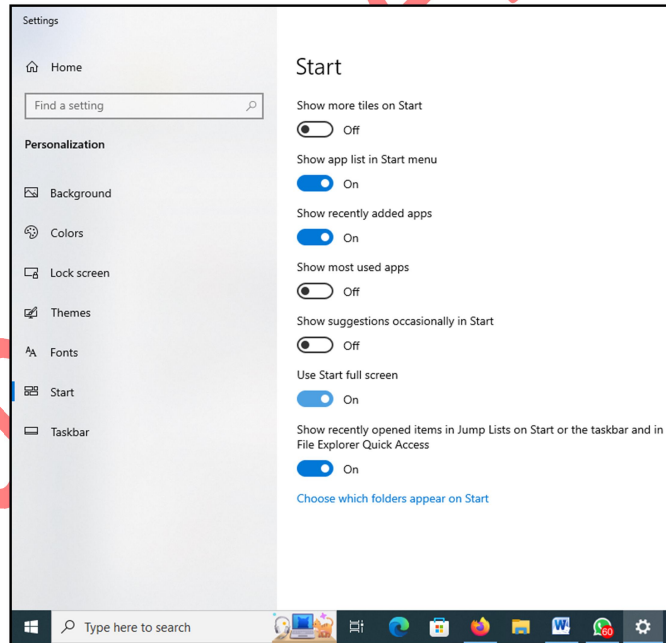
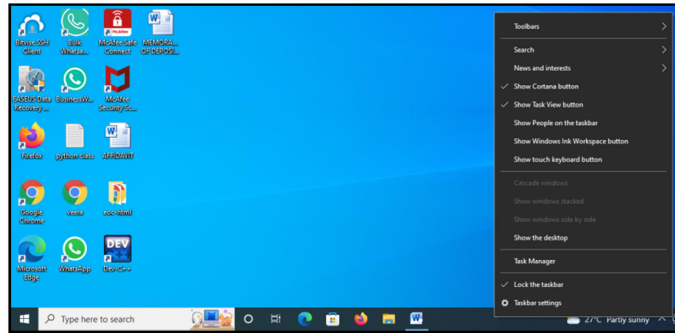
Output:

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



Aim: Controlling the size of start menu options

Procedure:

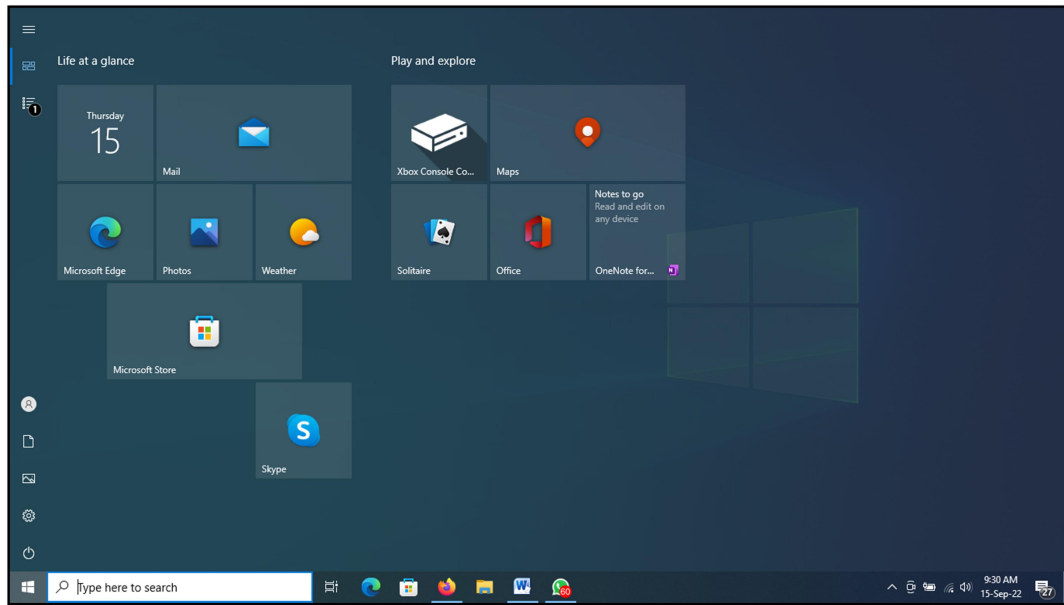


Result:

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

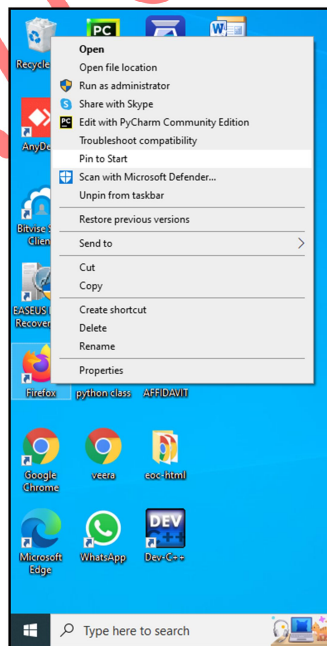
Output:

Enable the Start Menu in full-screen mode.



AIM : Adding a program to the start menu

Procedure:

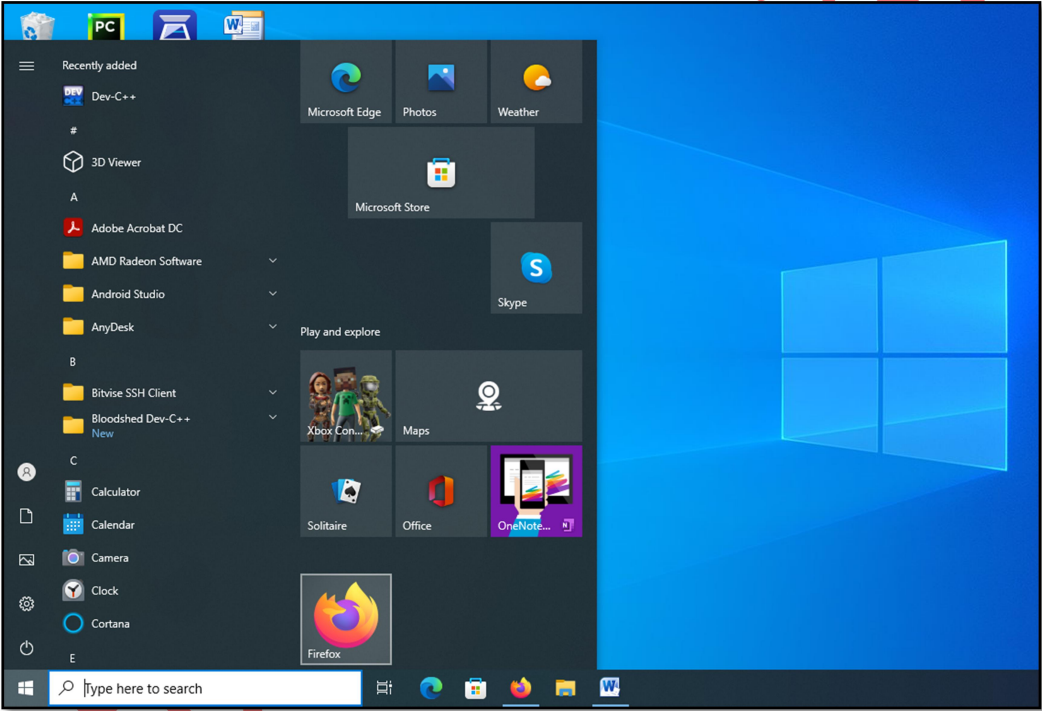


Result:

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

<https://cceindia.in>

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.

Restoring files or folders.

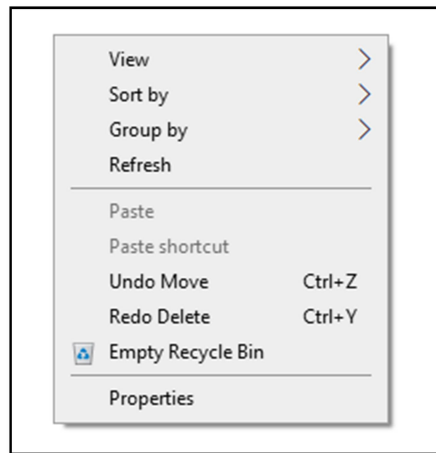
To restore deleted files from the Recycle Bin in Windows, you can use the following steps:



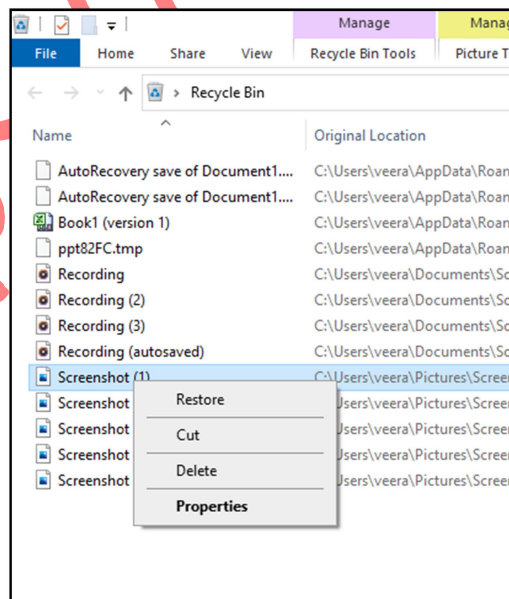
Result:

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.

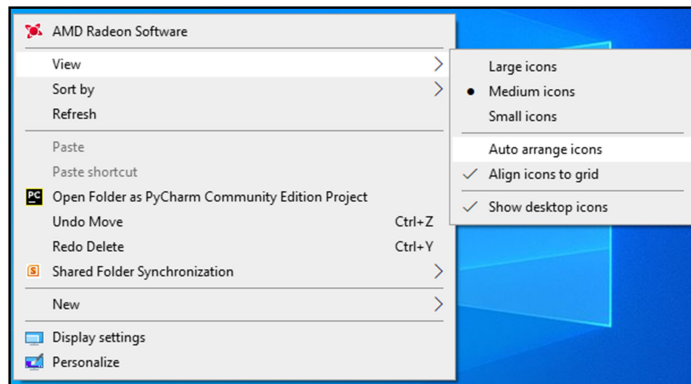


Delete – All files and folders will be permanently deleted.

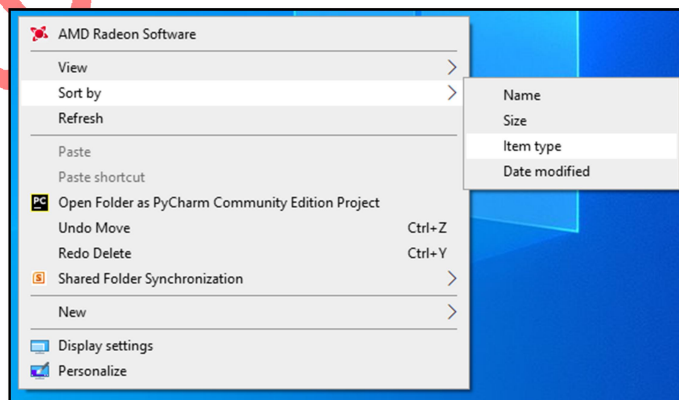
AIM : Arranging icons on the Desktop

Procedure:

Auto Arrange Icons



Sort by Arrange Icons

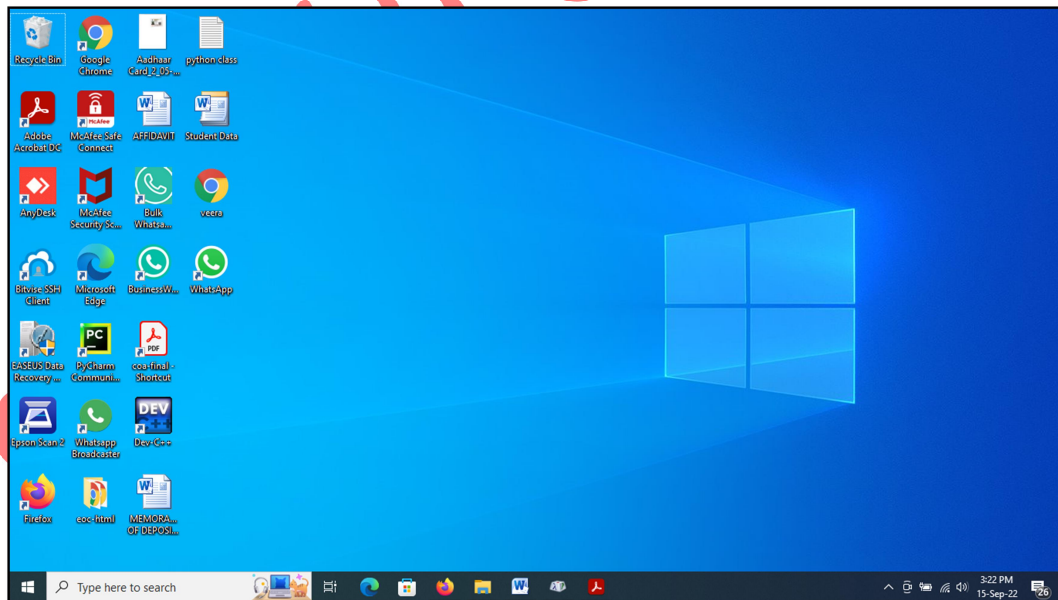


Result:

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

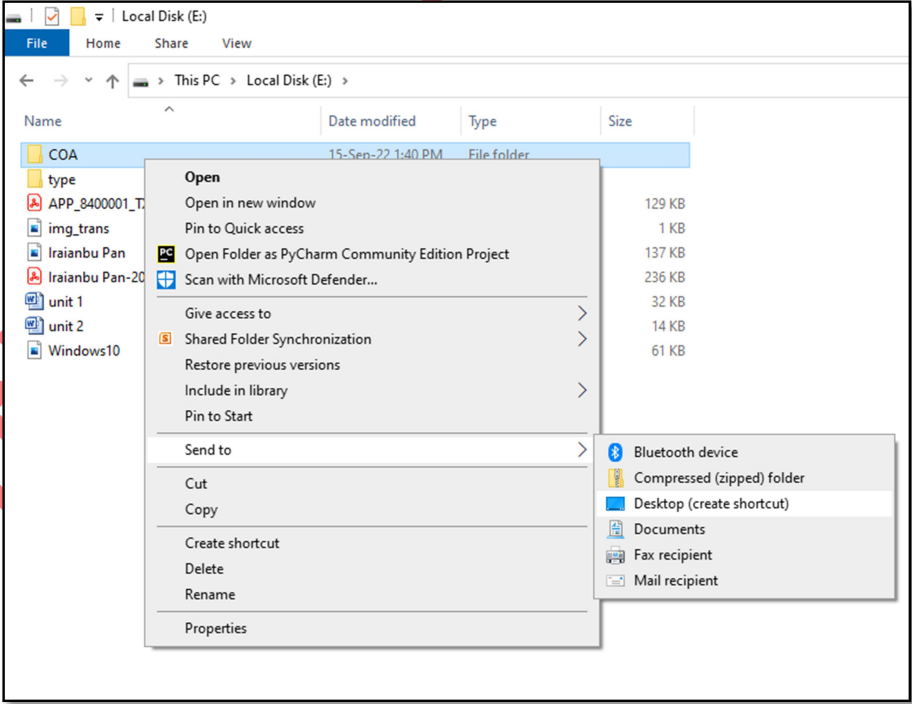
Procedure:

<https://cceindia.in>

Result:

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

Output:



Ex No: 4

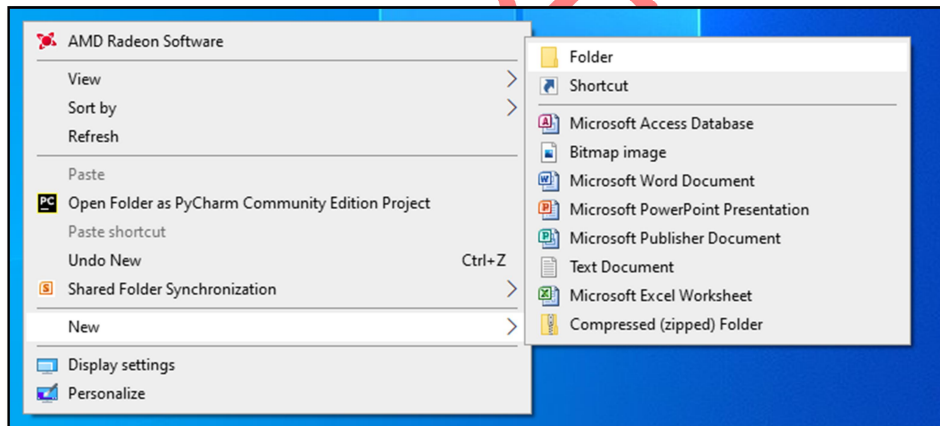
Date:

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

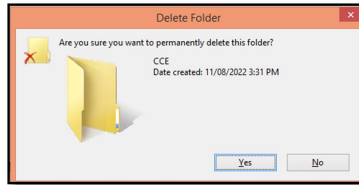
AIM : Creating and removing folders, renaming folders and files

Procedure:

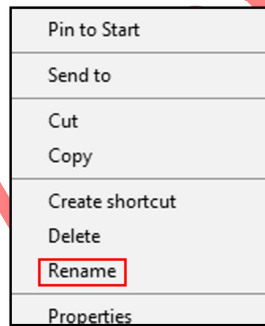
Creating New Folder



Removing Files or folders



Renaming Folders and Files



Result:

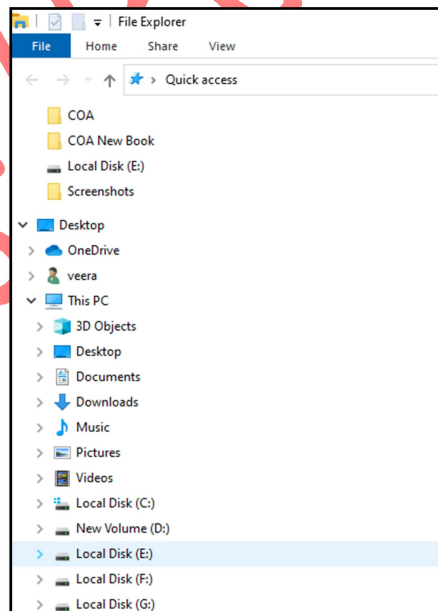
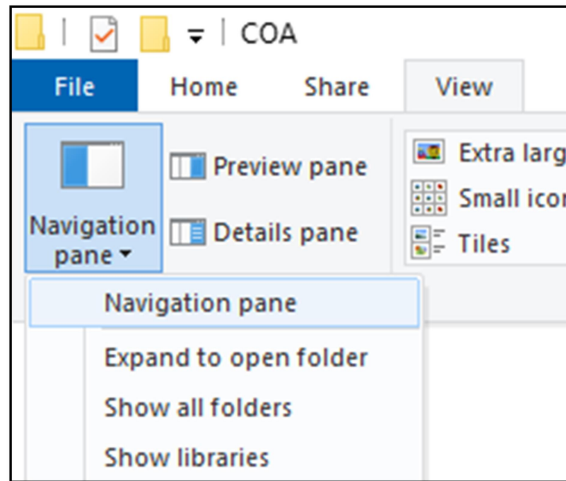
The program was executed successfully and the output has been verified.

Output:



AIM : Expanding and collapsing a folder

Procedure:



Result:

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

Output:

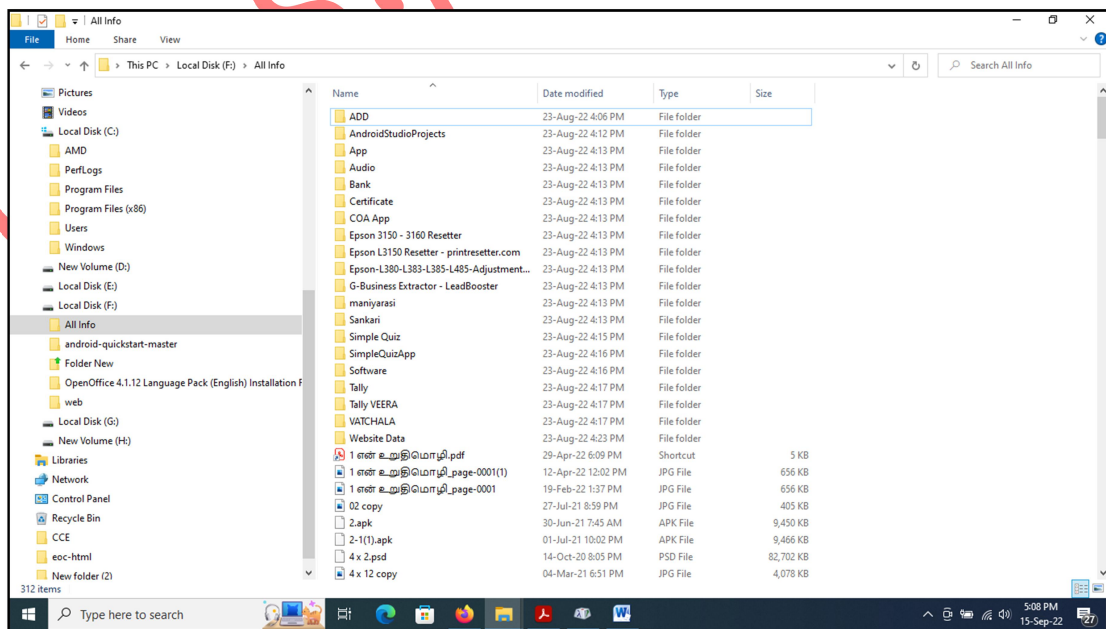
Expand One Level

Expand Two Levels

Expand Three Levels

Expand All Levels

Collapse All



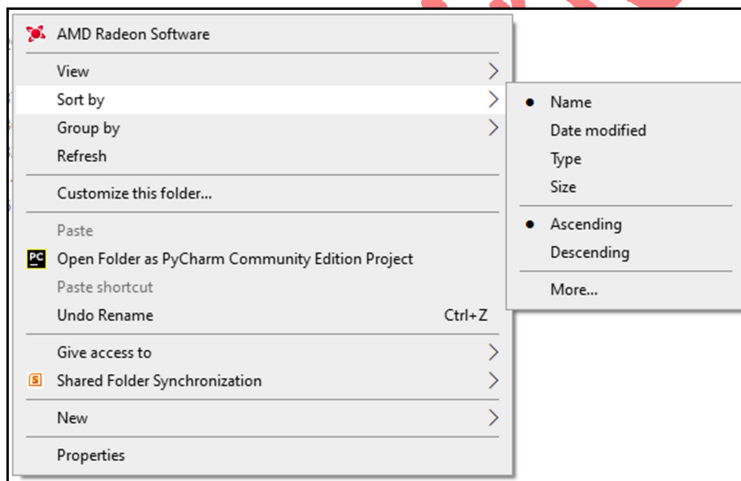
AIM : Sorting a folder

Procedure:

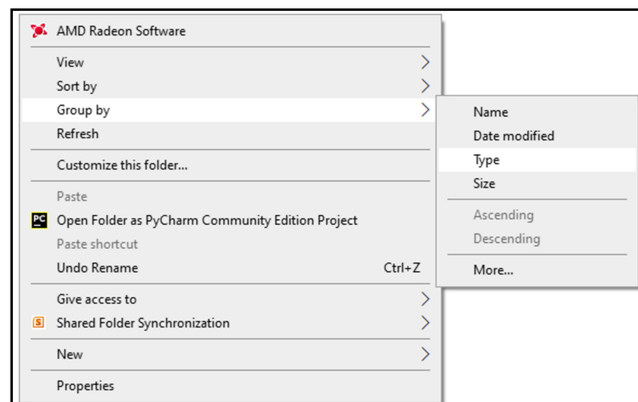
Sort by Arrange folder

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

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



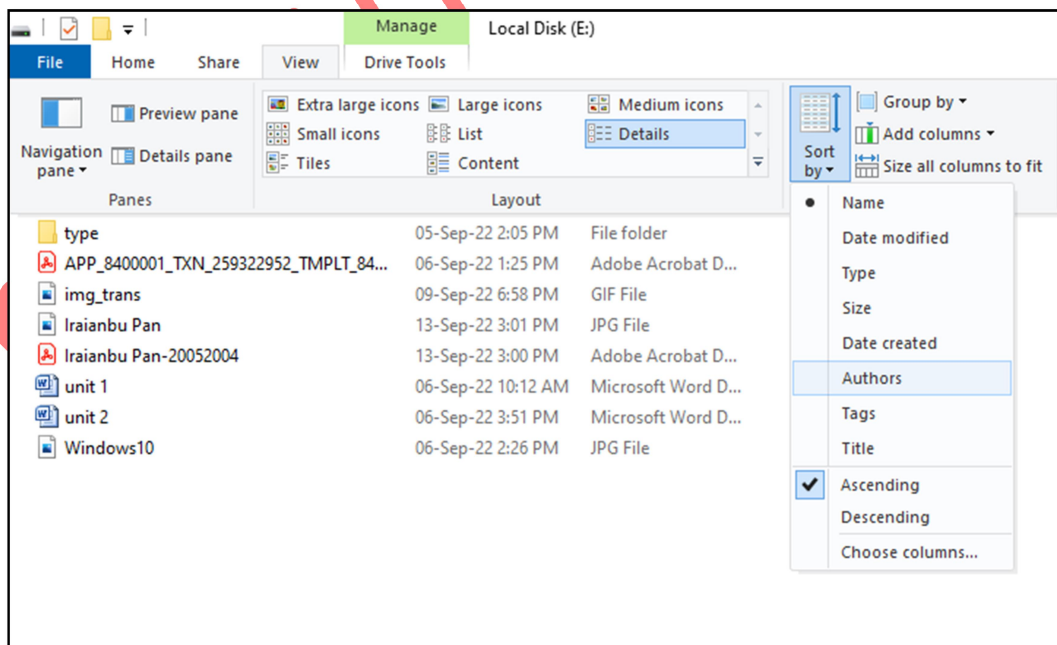
Group by Arrange folder



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**

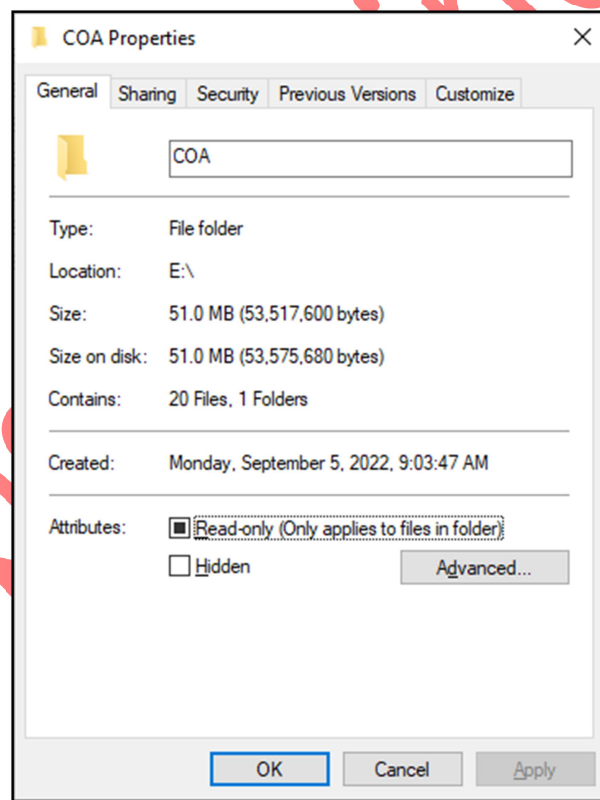
AIM : Displaying the properties for a file or folder

Procedure:

Result:

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

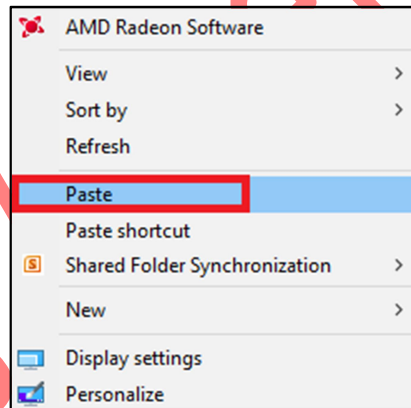
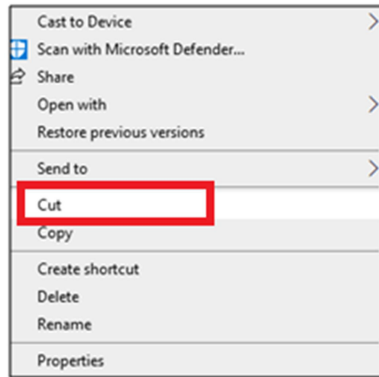
Output:



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:



Result:

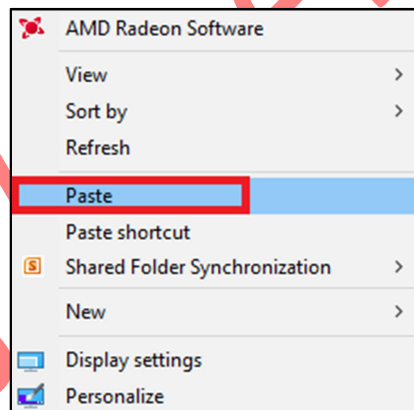
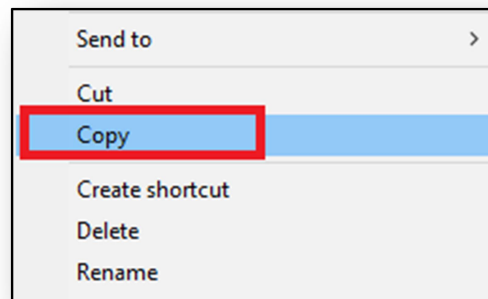
The program was executed successfully and the output has been verified.

Output:

Ctrl + X (Cut) → Ctrl + V (Paste)

AIM : Using copy and paste operations to copy a file

Procedure:



Result:

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

Output:

Ctrl + C (Copy) → Ctrl + V (Paste)

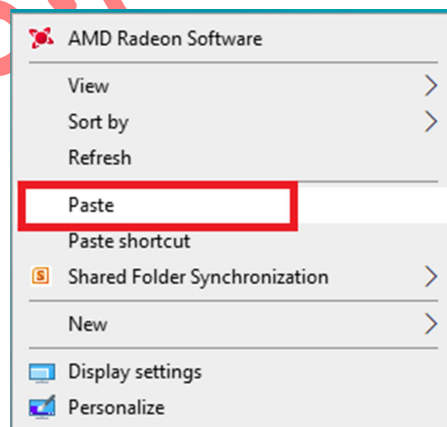
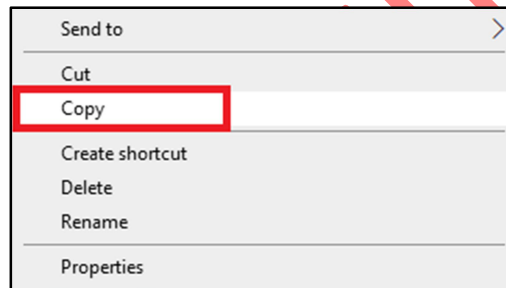
Ex No: 6

Date:

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

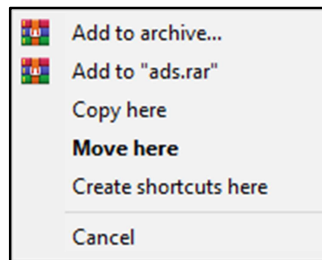
AIM : Moving and copying files with mouse

Procedure:



Moving and copying files with mouse Method 2:

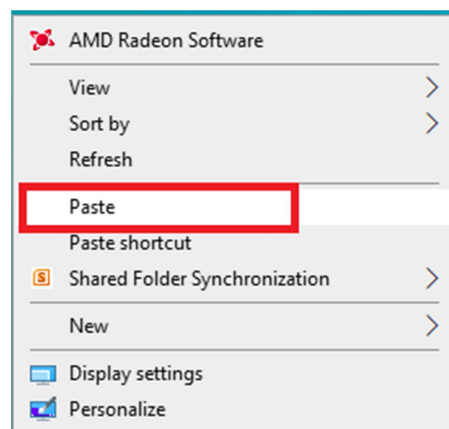
Procedure:



Result:

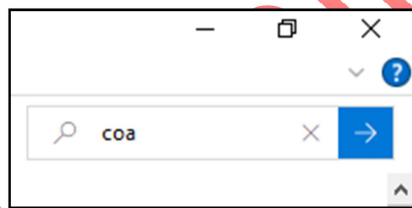
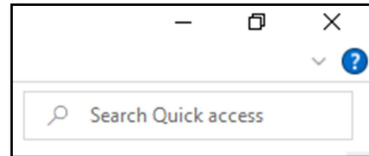
The program was executed successfully and the output has been verified.

Output:



AIM : Searching a file or folder by using search command

Procedure:

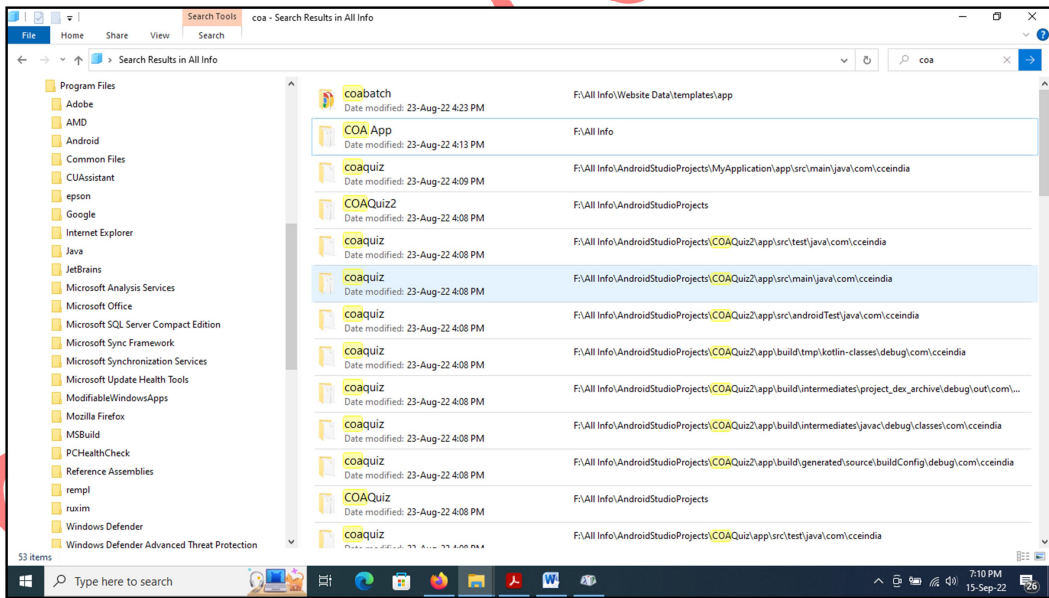


Result:

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

Output:

cceindia.in



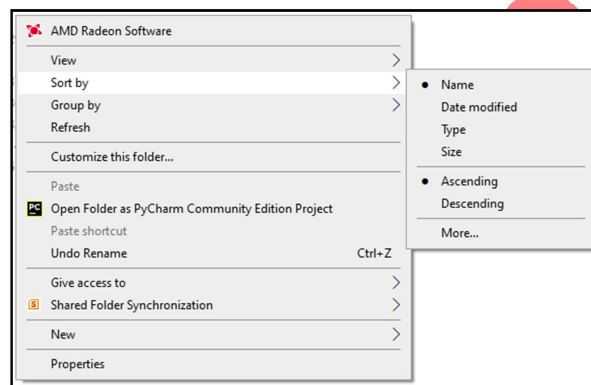
Aim : Recognizing File types using icons

Procedure:

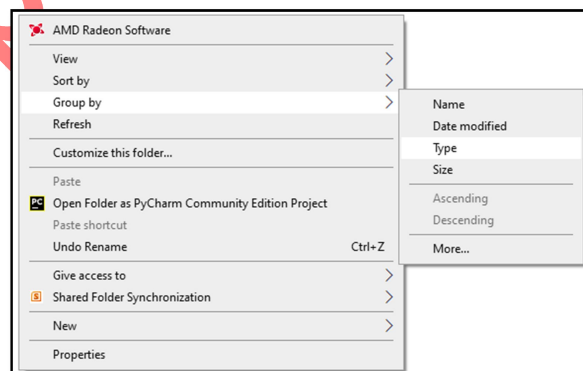
Sort by Arrange Icons

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

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



Group by Arrange icons

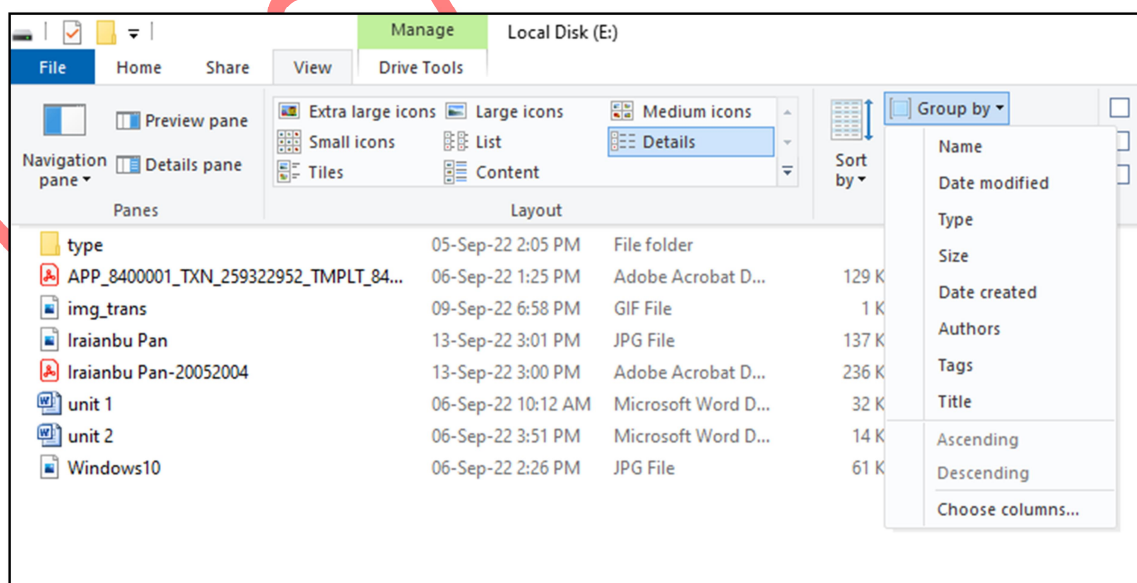


Result:

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)



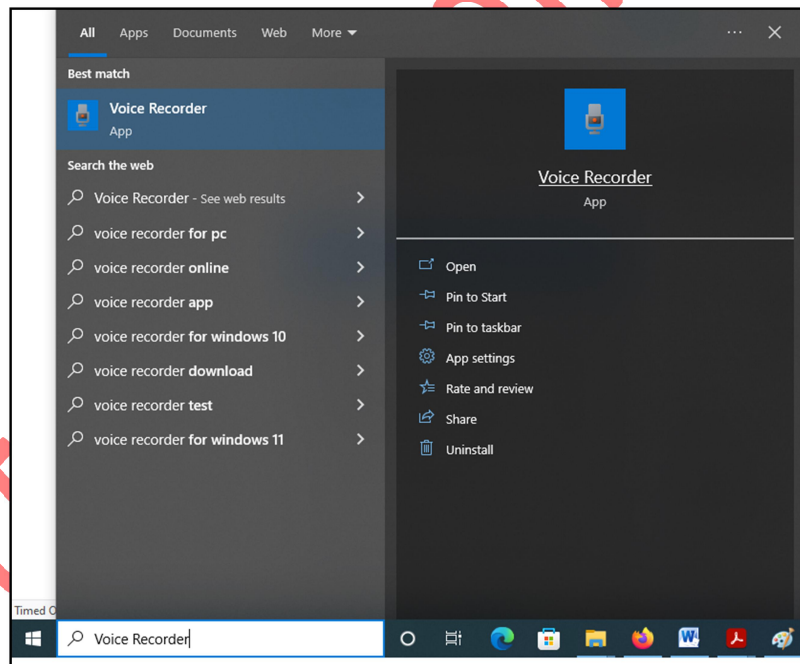
Ex No: 7

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:

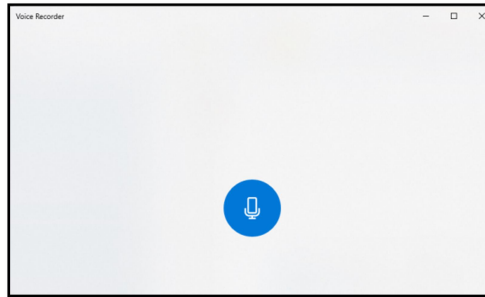


Result:

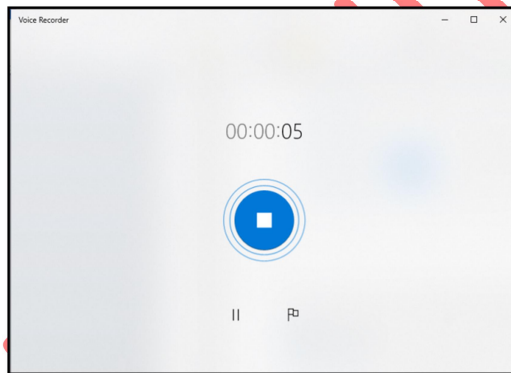
The program was executed successfully and the output has been verified.

Output:

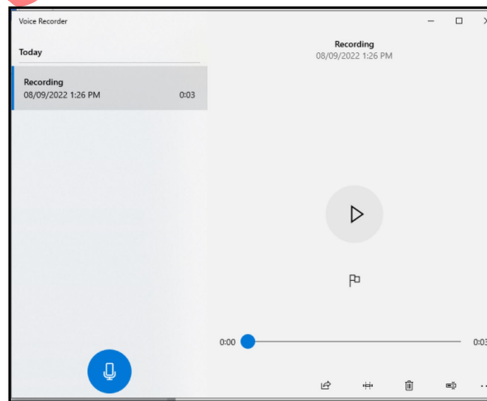
Ctrl + R → Recording starts



Press the **Backspace** key - Recording stops

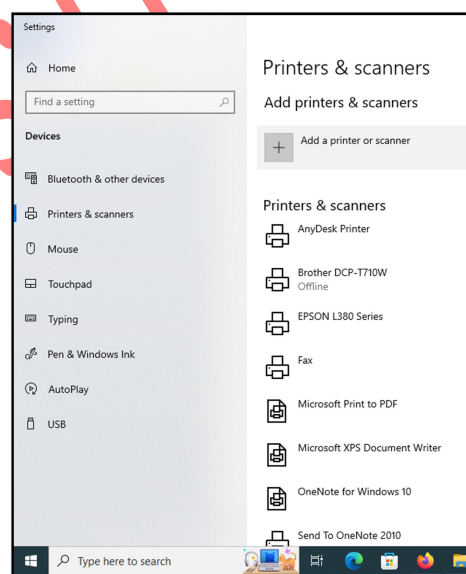
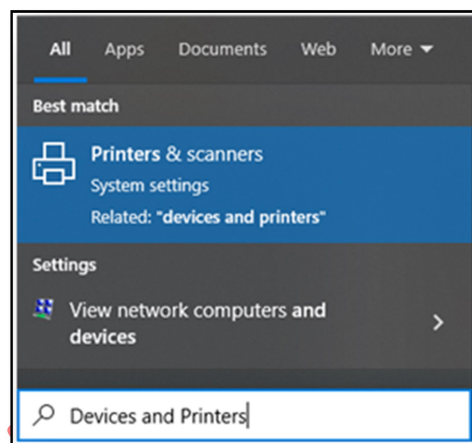


Recording is saved automatically.



AIM : Connecting a printer to the PC

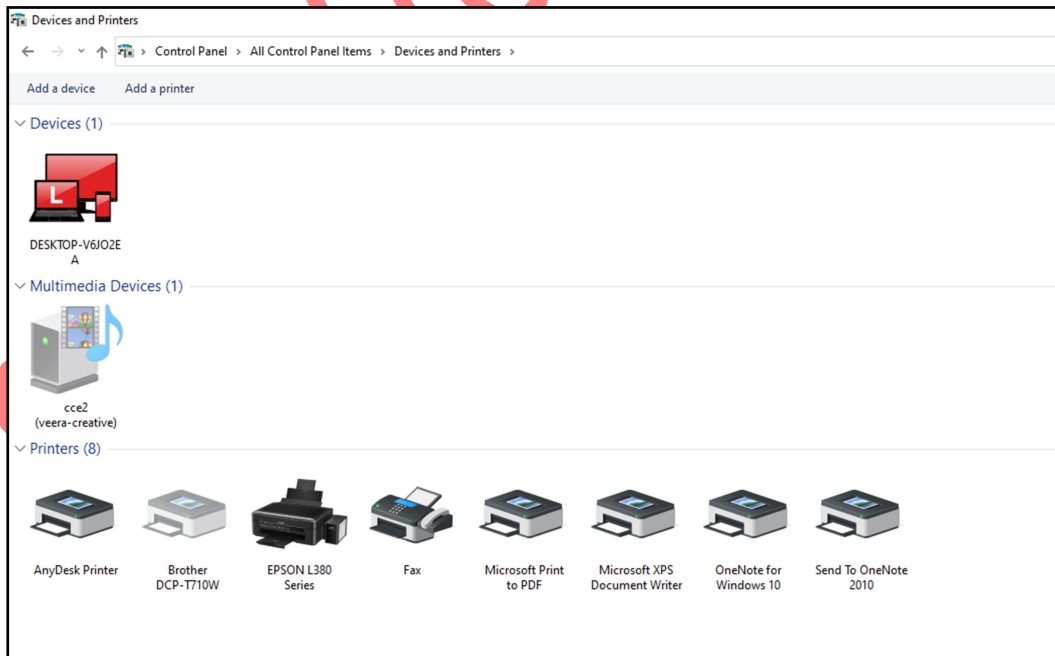
Procedure:



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:

Copy only the image of the active window

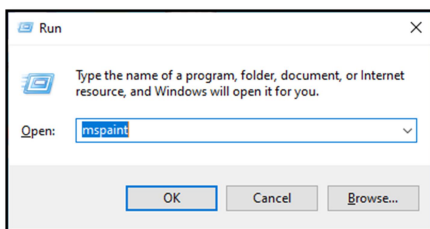
The active window is the window you're currently working in. Only one window can be active at a time.

Copy the entire image on the screen

Result:

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

Output:



Alt + PrtSc – Copy Active window