

Name: **Dr. Surjeet Singh**
 Class and Section: **B.A(I)**
 Subject: **CCE**

Week	Date	Topic
1	1-Jan-19	Elements of electronic spreadsheet
	2-Jan-19	Elements of electronic spreadsheet
	6-Jan-19	Sunday
	2	7-Jan-19
8-Jan-19		Applications, creating and opening of spreadsheets
9-Jan-19		Menus
13-Jan-19		Sunday
3	14-Jan-19	Menus
	15-Jan-19	Menus
	16-Jan-19	Menus
	20-Jan-19	Sunday
4	21-Jan-19	Manipulation of cells
	22-Jan-19	Enter text ,numbers and dates
	23-Jan-19	Enter text ,numbers and dates
	25-Jan-19	Sir Chhoti Ram Jayanti
	26-Jan-19	Republic Day
	27-Jan-19	Sunday
5	28-Jan-19	Cell height and width
	29-Jan-19	Cell height and width
	30-Jan-19	Copying of cells

Week	Date	Topic
	3-Feb-19	Sunday
2	4-Feb-19	Mathematical functions
	5-Feb-19	Mathematical functions
	6-Feb-19	Statistical functions
	10-Feb-19	VasantPanchami / Sunday
	3	11-Feb-19
12-Feb-19		Financial functions
13-Feb-19		Financial functions

	17-Feb-19	Sunday
4	18-Feb-19	Drawing different types of charts
	19-Feb-19	Guru Ravi Dass Birthday
	20-Feb-19	Drawing different types of charts
	24-Feb-19	Sunday
5	25-Feb-19	Drawing different types of charts
	26-Feb-19	Drawing different types of charts
	27-Feb-19	Creating, modifying and enhancing a presentation

Week	Date	Topic
1	1-Mar-19	MahaShivratri
	3-Mar-19	Sunday
2	4-Mar-19	Creating, modifying and enhancing a presentation
	5-Mar-19	Creating, modifying and enhancing a presentation
	6-Mar-19	Creating, modifying and enhancing a presentation
	10-Mar-19	Sunday
3	11-Mar-19	Delivering a presentation
	12-Mar-19	Using sound, animation and design templates in presentation
	13-Mar-19	Using sound, animation and design templates in presentation
	17-Mar-19	Sunday
4	18-Mar-19	University Holidays
	19-Mar-19	University Holidays
	20-Mar-19	University Holidays
	21-Mar-19	University Holidays
	22-Mar-19	University Holidays
	23-Mar-19	University Holidays
	24-Mar-19	Sunday
5	25-Mar-19	Using sound, animation and design templates in presentation
	26-Mar-19	Using sound, animation and design templates in presentation
	27-Mar-19	Using sound, animation and design templates in presentation
	31-Mar-19	Sunday

Week	Date	Topic
1	1-Apr-19	Power point presentation
	2-Apr-19	Power point presentation
	3-Apr-19	Power point presentation
	7-Apr-19	Sunday
2	8-Apr-19	Revision
	9-Apr-19	Revision
	10-Apr-19	Revision
	14-Apr-19	Vaisakhi / AmbedkarJyanti / Sunday
3	15-Apr-19	Previous question papers discussion
	16-Apr-19	Previous question papers discussion
	17-Apr-19	MahavirJayanti
	21-Apr-19	Sunday
4	22-Apr-19	Revision
	23-Apr-19	Revision
	24-Apr-19	Revision
	28-Apr-19	Sunday
5	29-Apr-19	Revision
	30-Apr-19	Revision