Lesson Plan

B.Sc I Sem Computer Science

PAPER-II PC Software

Teacher name: Neelam

October 2020

|  |
| --- |
| Windows: Basics of Windows. Windows History, Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, Windows explorer, managing files and folders, Configuring System devices. Control panel , using windows accessories. |

November 2020

|  |
| --- |
| Documentation Using Word - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables |

December 2020

|  |
| --- |
| File Management, Printing, Styles, linking and embedding object.  UNIT III  Electronic Spread Sheet using Excel - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, |

January2021

|  |
| --- |
| Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Table, Validation, Goal Seek, Scenario.  Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, |

February 2021

|  |
| --- |
| Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect. |