Lesson Plan

BCA-112 Windows and PC Software

Teacher name:

October 2020

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| WINDOWS : Introduction to Windows and its Features, Hardware Requirements of Windows. Windows Concepts, Windows Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin. Managing Files, Folders and Disk . My Computer, Windows Explorer and its Facilities, Using CD, DVD, Pen Drive, Burning CD. Windows Accessories. Entertainment- Media Players, Sound Recorder, Volume Control. |

November 2020

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| Managing Hardware & Software - Installation of Hardware & Software, Using Scanner, Web Camera, Printers. System Tools - Backup, Character Map, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information, System Monitor, Disk Cleanup, Using Windows Update. Browsing the Web with Internet Explorer, Multiple User Features of Windows, Creating and Deleting User, Changing User Password, etc. Accessibility Features of Windows - Sharing Folders and Drives, Browsing the Entire Network, Using Shared Printers. Control Panel & its components |

December 2020

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| Introduction and area of use, Working with Excel, Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting etc., Using different features with Data and Text, Cell Formatting including Borders & Shading. |

January2021

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| Multiple Worksheets: Concept, Creating and Using Multiple Worksheets; Use of Formulas, Calculations & Functions, Various types of Functions, Cell Referencing, Absolute and Relative Addressing, Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets with various options, Database: Creation, Sorting, Query and Filtering a Database; Creating and Using Macros; |

February 2021

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| Pivot table & Pivot chart |