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| **Lesson Plan (Session 2024-2025)** |
| *Name of Teacher - Sashi Bala* |
| *Class – B.A.,B.com.& B.Sc.(LS.. & P.S.)1st Sem.* |  *Subject – Sec-101*  |
|  | *(Office & Spreadsheet Tools Learning)* |

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| **Months** |  **Topics** |
| July & August | Operating System: Definition, Functions, Types of Operating System, Basics of Popular Operating Systems, The User Interface, Exploring Computer, Icons, Taskbar, Desktop, Using Menu and Menu-Selection, Managing Files and Folders, Control Panel- Display Properties. Add/Remove Software and Hardware, Running an Application, Using help, Creating Shortcuts, Basics of O.S. Setup; Common Utilities. |
| September | Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros, Inserting hyperlinks, Searching for text, Creating bookmarks, Modifying page setup, Applying document themes, Applying document style sets, Inserting headers and footers, Restricting editing, Protect a document with a password, Track changes, Manage tracked changes, Adding comments, Managing comments. |
| October | Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of Cells, Mathematical, Statistical and Financial Function. Drawing different types of charts, Sort and Filter Data. |
| November | Presentation Software: Creating, Modifying and Enhancing a presentation, Delivering a presentation, Using Sound, Animation and Design Templates in Presentation, Working with Objects, Hyperlinks and Action Buttons, Proofing and Printing.Revision and Test |

 Teacher’s Signature