

Lesson Plan

Name: Rashmi Arora

Subject: Computer Science

Class :-B.a ,B.sc 1st

Session -2018-21

Week	Date	Class : B.A 2nd SEM BASIC COMPUTER EDUCATION
1	1-Jan-18	
	2-Jan-18	Introduction
	3-Jan-18	Ms Word, Word Processor Basic
	4-Jan-18	Starting Ms-Word, Parts of Word Window
	5-Jan-18	Menu, Toolbar, Creating File
	6-Jan-18	Opening, Closing, Saving, Renaming File
	7-Jan-18	Sunday
2	8-Jan-18	Printing, Print Preview, Changing Size, Help, Exit
	9-Jan-18	Editing Text, Cut ,Copy, Paste, Redo, Undo
	10-Jan-18	Finding and Replacing Text, View A Word Document
	11-Jan-18	Test
	12-Jan-18	Header, Footer, End, Footnote, Zoom Command
	13-Jan-18	Page Break, Page Number, Using Captions
	14-Jan-18	Sunday
3	15-Jan-18	Bullets & Numbering, Changing the Case
	16-Jan-18	Character, Paragraph, Page Formatting
	17-Jan-18	Character Spacing, Paragraph Formatting
	18-Jan-18	Page Border, Drop Caps, Tabs
	19-Jan-18	Doubt Class
	20-Jan-18	Test
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Word Drawing Features, Drawing Objects
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Modifying Color, Line Color, Line Style
	26-Jan-18	Republic Day
	27-Jan-18	Trans Formatting Object, Flipping & Rotating Object
	28-Jan-18	Sunday
5	29-Jan-18	Group, Ungroup & Regroup Drawing Object
	30-Jan-18	Align And Arrange Drawing Object
	31-Jan-18	Features Of Drawing Toolbar, Special Effects Creation
	1-Feb-18	Inserting Pictures, Files
	2-Feb-18	Create A Table, Sorting, Wrapping Text
	3-Feb-18	Text Direction, Nested Tables, Using Formulas
	4-Feb-18	Sunday

6	5-Feb-18	Doubt Class
	6-Feb-18	Using Auto Format, AutoCorrect And It's Options
	7-Feb-18	Adding New Entries, Deleting, Spelling Checking
	8-Feb-18	Replacing Incorrect Word, Thesaurus
	9-Feb-18	Finding Antonyms, Insert A Symbol
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
7	12-Feb-18	Mail Merge
	13-Feb-18	Maha Shivratri
	14-Feb-18	Mail Merge
	15-Feb-18	Quick Ways To Create A Document, Letter
	16-Feb-18	Creating Envelops, Labels, Adding Password To File
	17-Feb-18	Word Count, Hyphenation
	18-Feb-18	Sunday
8	19-Feb-18	Macros
	20-Feb-18	To Be Continue
	21-Feb-18	Hyperlink, Automatic Summarizing A Document
	22-Feb-18	Group Discussion
	23-Feb-18	Internet – Introduction , URL
	24-Feb-18	Machine Understandable And User Understandable Address
	25-Feb-18	Sunday
9	26-Feb-18	Net Surfing, Search Engine
	27-Feb-18	Saving And Printing A Portion Of Web-Page, Complete Web- Page
	28-Feb-18	Holiday
	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Holiday
	4-Mar-18	Sunday
10	5-Mar-18	Test
	6-Mar-18	Web Browser
	7-Mar-18	Microsoft Internet Explorer And Its Components
	8-Mar-18	Save And Print An Image From Web Page
	9-Mar-18	Making Pages Available For Offline Viewing
	10-Mar-18	E-Mail- Definition And Working
	11-Mar-18	Sunday

11	12-Mar-18	Advantages And Disadvantages, Uses
	13-Mar-18	Creating An E-Mail Id, Compose A Message
	14-Mar-18	Mailbox, Inbox, Outbox, Sent, Draft, Spam
	15-Mar-18	Message Components, Composition
	16-Mar-18	Viewing And Sending Mail
	17-Mar-18	Saving Mails, Enclosure To E-Mails
	18-Mar-18	Sunday
12	19-Mar-18	Sending A Part Of Document As E-Mail
	20-Mar-18	Attachments In E-Mail, Text Editing
	21-Mar-18	Doubt Class
	22-Mar-18	Group Discussion
	23-Mar-18	Shaheedi Diwas Of Bhagat Singh, Rajguru & Sukhdev
	24-Mar-18	Test
	25-Mar-18	Sunday/ Ram Navami
13	26-Mar-18	Introduction To Ms Office Outlook Express
	27-Mar-18	Advantages, Limitations
	28-Mar-18	Starting Outlook Express
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Compose And Sending E-Mail Message
	31-Mar-18	Attaching Files In E-Mail Message
	14	1-Apr-18
2-Apr-18		Read E-Mail and News
3-Apr-18		Sending And Receiving E-Mail Attachments
4-Apr-18		Address Book
5-Apr-18		Revision –Definition and Characteristics of Computer
6-Apr-18		Revision –Components, Block Diagram
7-Apr-18		Revision –Input/ Output Devices
8-Apr-18		Sunday
15	9-Apr-18	Revision –Memory
	10-Apr-18	Revision –Memory
	11-Apr-18	Revision –Operating Systems
	12-Apr-18	Revision –Windows
	13-Apr-18	Revision –Desktop, Icons, Taskbar
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday

16	16-Apr-18	Revision –Control Panel
	17-Apr-18	Revision – Control Panel
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Revision – Word Processing
	20-Apr-18	Revision –Mail Merge, Macros
	21-Apr-18	Revision – Internet And Its Applications
	22-Apr-18	Sunday
17	23-Apr-18	Revision – E-Mail
	24-Apr-18	Last Year Question Paper Solve, Important Questions
	25-Apr-18	Last Year Question Paper Solve, Important Questions
	26-Apr-18	Last Year Question Paper Solve, Important Questions
	27-Apr-18	Theory Test
	28-Apr-18	Practical Test