GOVT. COLLEGE FOR WOMEN,BAWANI KHERA

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**LESSON PLAN**

**SESSION 2023-24 (EVEN SEM)**

**DEPARTMENT-COMPUTER**

**NAME OF FACULTY- MAMTA(COMPUTER INSTRUCTOR)**

**SUBJECT-BASICS OF COMPUTER**

**FEBRUARY 2024**

**WEEK 1 Theory-Introduction to E-Governance, Social Gorvernance, E-Learning, E-business**

**Practical- Basics of E-Mail-Introduction, Objective, Open E-mail Account, Mailbox, Inbox, Outbox, Creating and sending a new mail, Reply, Forward Email, CC, BCC.**

**WEEK 2 MS Word-Identifying Parts of the Word Wondow, Creating New Document, Save and Save As,**

**Use Backspace/Delete and Undo/Repeat, Cut, Copy, Paste, Drag and Drop, Find and**

**Replace, Spell and Grammar Check, Align Text, Margins, Paragraph Spacing, Formatting Text, Bulleted and Numbered Lists, Auto Correct Command.**

**WEEK 3 Insert Symbols, Headers and Footers, Text Boxes, Working with objects, Inserting Pictures and Shapes, Working with Diagrams and Charts**

**WEEK 4 Using Mail Merge, Inserting equation in MS Word, Macro, Inserting Hyperlinks, Using Autotext, Printing Envelops, Printing Labels**

**MARCH 2024**

**WEEK 1 MS Excel-Identifying Basic Parts of the Excel Window, Create, Open and Save Workbook,**

**Enter, Edit and Delete data, Moving, Copying and Deleting Cell Contents,**

**WEEK 2 Creating Simple Formulas, Using Functions**

**WEEK 3 Using Functions**

**WEEK 4 Using Functions, Working with Multiple Worksheets, Inserting and Deleting Rows and Columns, text and cell alignments, formatting numbers, applying font, color and borders to cell ,creating a chart, Moving, Resizing and Deleting Charts, Editing charts, Formatting a Chart**

**APRIL 2024**

**WEEK 1 Defining Page Setup Options, Print Management, Using Autofilter, Sorting Lists, Applying and Modifying Cell formats,**

**WEEK 2 Conditional Formatting, What if Analysis, Inserting Hyperlinks, Grouping Worksheets**

**WEEK 3 The PowerPoint Window, Creating Saving and printing a presentation, Inserting, Copying and Deleting Slides, Slide Views, Applying a design Template, formatting text, formatting bulleted and Numbered Lists,**

**WEEK 4 Adding Clip Art and Pictures, Adding Charts, Diagrams and Tables, Adding Autoshapes, wordart and Hyperlinks, Animated Slides, Inserting Sound, Inserting movie Clip from your computer, Creating a Slide Master, Spell Check and Printing, Adding transition**

SIGNATURE