

Month & week

Lesson Plan

B.A. Top Sem. Computer Awareness - 2022-23

Sep -
Week - I

IInd

IIIrd

IVth

Oct -

Week I

IInd

IIIrd

IVth

Introduction of computer, definition of computer, data vs information, computers five basic operations, components of computer, characteristics of computers. Limitations of computers. History of computer, Generation of computer. Introduction of operating system, Software, Basics of popular operating systems. User Interface, Exploring computer, Icons, Taskbar, Desktop using menu. Managing files and folders, Control Panel - display Properties, Add Remove software and Hardware, Running an application, C.S. Setup, Revision of all skill.

Word processing: Introduction to word processing, menu, creating, editing, Formatting document, spell checking, Printing, views, Tables, word Art, mail merge. Revision of all skill.

10th Week

Nov.

Week-I

Elements of Electronic Spread Sheet, Applications, Creating and opening of spread sheet. menu, Manipulation of cells. Enter text numbers. end dates.

IInd

cell Height and width, Copying of cells, Mathematical/ Statistical and Financial function Drawing different types of charts,

IIIrd

Presentation Software: Creating, modifying and Enhancing a Presentation. Delivering a Presentation. Using sound. Animation and design Templates in Presentation.

IV

Revision of all #11

DEC-

Week I

IInd

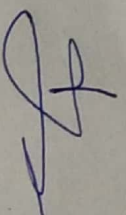
Computer Communication: Internet and its Applications, Connecting the internet using the internet using web browsers web browsing Software.

IIIrd

Search Engines understanding URL, Domain Name IP Address. Creating Email ID. Viewing E-mail. Sending E-mail to single and multiple users. ~~Sending a file as an~~

IV

Sending a file as an attachment.
Revision of all #11


Principal
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