**LESSON PLAN**

**OF**

**SEC**

**UG/PG Courses**

**Odd Semester**

**2023-24**



**INDIRA GANDHI (PG) MAHILA MAHAVIDYALAYA**

**Affiliated to Kurukshetra University, Kurukshetra**

**Karnal Road, Kaithal -136027 (Haryana)**

**Indira Gandhi Mahila Mahavidyalaya, Kaithal**

**(2023– 2024)**

**Subject Code- B23-SEC-101 Class – B.com**

**Subject – Office and spreadsheet tools learning Sem. - 1st**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Date** | **Course content** |
| **1** | **24July-29July** | Introduction of operating system, function ,characteristics , types of operating system, user interface and types of user interface |
| **2** | **31July- 5 Aug** | Exploring Computer, Icons, taskbar, desktop, Using Menu, start button, types of icon, resizing, overview of paint, word pad, notepad and calculator. |
| **3** | **7Aug - 12Aug** | Control panel – display properties, add/remove software and hardware, Common utilities. |
| **4** | **14Aug - 19Aug** | Managing files and folders; moving, copying, renaming, deleting files and creation of shortcuts. |
| **5** | **21Aug - 26 Aug** | Word processing ; introduction , starting MS word ,application , components , creating and saving a document , selection of text , spelling and grammar checking , protect files and exiting word . |
| **6** | **28 Aug - 2Sep** | Formatting in MS word; introduction, types of formatting and how to add watermark. |
| **7** | **4Sep - 9Sep** | Creation of table, entering data in table, inserting rows and columns, deleting row and columns and adding of clipart. |
| **8** | **11 Sep - 16Sep** | Using advance features of Microsoft word; adding hyperlink, adding bookmark, macros and mail merge. |
| **9** | **18 Sep - 23Sep** | Revision |
| **10** | **25 Sep – 30 Sep** | Overview of spreadsheet, starting of Microsoft excel 2007, creating, & saving of workbook and quitting excel. |
| **11** | **3 Oct - 7Oct** | Working with worksheet; introduction, editing and formatting of worksheet, changing row height and column width. |
| **12** | **9Oct - 14Oct** | Creation of charts, components of charts, inserting and formatting of charts and application of formula in spreadsheet. |
| **13** | **16Oct - 21Oct** | Managing and organizing data base in excel; sorting, filtering and validation of database. |
| **14** | **23Oct - 28Oct** | Introduction to presentation software, application, components, opening, saving of presentation, slide proofing and printing. |
| **15** | **30Oct - 4 Nov** | Presentation software; inserting picture, moving or resizing picture applying clipart in slides. |
| **16** | **6 Nov - 9Nov** | Presentation software; inserting and formatting of table and charts. |
| **17** | **17 Nov - 18 Nov** | Presentation software; inserting sound, inserting movie, applying animation and applying transition effect. |
| **18** | **20 Nov – 24 Nov** | Revision |