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Department Of Computer Science

Lesson Plan (Session 2025-2026)

Class: B.A, B.AMC , BCA, B.Com, B.Sc.

Semester: **I**

Name of the Course: Office & Spreadsheet Tools Learning (SEC-1)

Course Code: B23-SEC-101

Dates: 22 July, 2025 – 24 Nov., 2025

SYLLABUS

Maximum Marks: 75

Time: 3 hours

End Term Exam Marks: 35(T)+20(P)=55 Marks

Assessment: 15(T)+ 5(P) =20Marks

Note: Examiner will be required to set nine questions in all. First question will be compulsory, consisting of short type question covering the entire syllabus in addition to that eight more questions will be set, two question from each unit. Students will be required to attempt in all. In addition to the compulsory question, student will have to attempt four more questions selecting one question from each unit.

Unit	Topics	Contact Hours
Unit: I	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, Common utilities.	4
Unit: II	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, Modifying page setup, Applying document themes, Applying document style sets, Inserting headers and footers.	7
Unit: III	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.	7
Unit: IV	Presentation Software: Creating, Modifying and enhancing a presentation, Type of presentation views, Using sound, Animation, Working with Objects, Printing.	7
V	* Practical: Operating System: • Starting with basics of Operating Systems and its functionalities Word Processing: • Create and format word documents. • Use tables, word Art and other features in your documents. • Use macros to simplify the tasks in a document. • Use mail merge to write once for many. Spread Sheet: • Use spreadsheet for basic data handling • Apply formulas to sheet for automation. • Use Charts & Shapes for better visualization of the data. • Use sorting and filtering of the data Presentation Software: • Prepare and format presentations. • Apply slide transitions, animations and sequencing for slides. • Apply different formatting and insert options to make presentation better. • Applying sound and animation	25

Text Books:

1.Sushil Goel. Office & Spreadsheet Tools Learning. Natraj Publication

Course Outcomes

After completing this course, the learner will be able to:

1. Understand the working of input/output devices commonly used in a computer system.
2. Understand the concept of operating system and use Windows OS.
3. To learn & understand the basics of computer i.e., word pad, paint, calculator etc.
4. To understand the concept of MS office

Lesson Plan

SR. No	Date	Course Content	
		Theory (2)	Practical (2)
1	22 July -25July 2025	Operating System - Definition, Functions, Types of Operating System, Basics of Popular Operating Systems,	Operating System:
2	28 July - 2 August	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, Common utilities.	Starting with basics of Operating Systems and its functionalities
3	4 August -8 August	Word Processing - Introduction to Word Processing, Menus, Creating, Editing & Formatting Document,	Operating System: • Starting with basics of Operating Systems and its functionalities
4	11 August - 14 August	Spell Checking, Printing, Views, Tables, Word Art,	Word Processing: • Create and format word documents..
5	18 August - 23August	Mail Merge, Macros	Use tables, word Art and other features in your documents
6	25 August -30 August	Inserting hyperlinks, Searching for text, Modifying page setup, Applying document themes,	Use macros to simplify the tasks in a document
7	1 Sept. - 6 Sept.	Applying document style sets, Inserting headers and footers.	Use macros to simplify the tasks in a document
8	8 Sept. - 13 Sept.	Spread Sheet: Elements of Electronics Spread Sheet, Applications,	Use mail merge to write once for many. Spread Sheet Use spreadsheet for basic data handling
9	15 Sept. - 20 Sept.	Creating and Opening of Spread Sheet, Menus,	Use spreadsheet for basic data handling
10	22 Sept. - 27 Sept.	Manipulation of cells: Enter texts numbers and dates,	Apply formulas to sheet for automation
11	29 Sept.- 4 Oct.	Cell Height and Widths,	Use Charts & Shapes for better visualization of the data
12	6 Oct.- 11 Oct.	Copying of cells, Mathematical, Statistical and Financial function,	Use sorting and filtering of the data Presentation Software:
13	13 Oct.- 18 Oct.	Drawing different types of charts, Sort and Filter Data.	Prepare and format presentations.
14	27 Oct. - 1 Nov.	Presentation Software: Creating, Modifying and enhancing a presentation,	Apply slide transitions, animations and sequencing for slides
15	3 Nov. - 8Nov	Type of presentation views, Using sound,	Appling sound and animation
16	10 Nov-15 Nov	Animation, Working with Objects, Printing.	Apply different formatting and insert options to make presentation better.
17	17 Nov -22 Nov	Animation, Working with Objects, Printing.	Apply different formatting and insert options to make presentation better
18	24 Nov.	Revision.	

Signature of Teacher

Head of Department