Lesson Plan Session 2020-21

Class: B.A-I & B.Sc. (M&NM)-I

Subject: Computer Awareness (level-1) Basic Computer Education

Name of Assistant Professor: Ms. Swati Atri

Assistant Professor (Computer Science)

Odd Semester: 1st Jan 2021-27th Feb 2021.

January Week I
Introduction to computer, uses and application of computer, hardware, software introduction to Operating system, functions or characteristics of operating system.
Basics of popular operating, windows, definition, DOS, overview of linux operating system. Introduction to interface, types of interface, uses of interface, advantages of GUI, Disadvantages of GUI
Week II
Desktop, components of desktop, The start button, taskbar, types of icons. Moving a window, closing a window, resizing a window, find the help of a topic
Shut down your computer. Accessories of window, Paint, starting the wordpad application, basic operations, Note pad, calculator, types of calculator
Week III
Introduction to control panel, function of control panel, to open the control panel,
View of control panel. Control panel change date/time, screensaver option, desktop background or wallpaper , setting the desktop theme or desktop appearance
Week IV
Fonts, desktop gadgets, add new hardware, to install a plug and play device on your system, to install a device which is not a plug and play. Remove hardware, uninstall a program,install a program, mouse, printers, to add or install new printer.
Week V
Introduction to file system, windows explorer, functions or uses of windows explorer, steps to start windows explorer. File and folders commands, moving,

copying, , copying and moving the file using drag and drop method, rename a file and folder, delete file or folders, properties, Creating folders, to create a shortcut to a file. Assignment 1
February Week I
Introduction to word processor, uses of word processor, advantages of using word processing. Starting the ms-word application ,
Week II
Components of the word document window (title bar, window controls, office button, quick access toolbar, ribbon, ruler, scroll bar, status bar, help button. Creating a new document, saving a document, opening an existing document, selection text,
Week III
Editing text(inserting text, deleting text, replacing text, changing case, undo, redo, moving text cut and paste option, using copy to repeat text Spelling and grammar checking and correction, checking and correction, using spelling and grammar dialog box, using thesaurus.
Week IV
Finding text, using search options, replacing text, using search options, go to, close document, exiting word
Week V
Revision , conducted online sessional test and quiz, doubt session

Even semester: 16th April 2021-12th July 2021

April Week III
Introduction to formatting, types of formatting, character formatting(bold, italic, underline, and strikethrough style, font and font size, grow and shrink font size, changing color of the text, highlighting the text, applying subscript and superscript effect, using the font dialog box), paragraph formatting(aligning text, indenting paragraph, using indent buttons, using paragraph dialog box, buttons and numbering, applying border and shading, adjusting line spacing),page formatting(page setup-setting margins, setting margins, setting paper size, setting page orientation, inserting columns, adding a page break, adding watermark, adding a header and footer, format painter, drop cap, applying themes, views

Week IV
Creating a simple table(using table button, using insert table option, using quick table option, entering data in the table, using table styles, inserting rows and column in existing table, deleting rows and column, resizing rows and columns, splitting cells, merging cells, word art, adding clipart
Week V
Adding hyperlinks, adding bookmarks-use the bookmark, macros, Mail merge(creating the main document, creating data source, placing the various field in main document, viewing the merged data, printing your letters, advantages of mail merge. Assignment 2
May Week I
Introduction to spreadsheet, purpose of spreadsheet, application of a spreadsheet, advantages of spreadsheet, characteristics of spreadsheet, starting Microsoft excel 2007(workbook and worksheet, components or elements of workbook, creating a new workbook, entering data in the workbook, save a workbook, open workbooks, Data types, close a workbook, quitting MS Excel
Week II
Introduction to worksheet, select cells, columns, rows and range, editing worksheet, editing data in a cell, replacing data in a cell, moving data, copy data to another area, insert cells, columns or rows, delete cells, columns or rows, auto fill (creating a series). formatting a worksheet (bold italic and underline style, font and underline style, font and font size, changing color of the cells, formatting numbers, format cell border and fill color, aligning data in cells, changing row height, changing column width, auto formatting
Week III
Creating a charts, components of a chart, changing the chart type, changing chart style, formatting a chart. Formulas (using a sample formula, using a complex formula, types of cell reference-addressing modes), using built-in functions, common statistical function, common mathematical functions, if( ) function, financial functions. Sorting databases, filtering a database(auto filter), validation.
Week IV

Introduction to E-mail(working of e-mail, free services providers of e-mails, e-mail address, creating e-mail id (or e-mail account), mail box, viewing(reading) the e-mail, sending the e-mail, sending same e-mail to various users, sending a file as an attachment
Week V
Introduction to presentation software, applications of presentation software, characteristics of presentation software, starting ms-powerpoint2007, components of the power point window, creating a new presentation- to insert text into placeholder, slide and slide layout basics, to change the layout of existing slide, adding a new slide, saving a presentation, opening a presentation, to close a presentation, creating a presentation using built in templates,
June Week I
Using themes(to apply a theme to selected slides), using background styles, power point views, slide manipulation (adding slides to a presentation in slide sorter view, deleting slides, copy slides, paste slides, cut slides, move slides), formatting text(aligning text, making numbered and bullet lists, text box
Week II
Introduction to working with pictures and shapes, inserting pictures to the slides, resizing and moving pictures, modifying pictures, adding clipart, working with word Art- to apply a text effect to a word art style. Inserting table, formatting a table style, inserting charts, formatting charts. Conducted online Sessional Test and Quizes.
Week III
Introduction to working with animation and sounds, inserting sound from a file, inserting in-built sound effect, inserting recorded sound effect, inserting movie or video clips, to preview the movie, applying animation effects, applying default animation effects, applying custom animation effects, applying transitions.
Week IV
What is internet, uses (or applications of the internet, ways to connect to internet at home, dial-up connection(hardware requirements, software requirements, advantages of dial up connection, broadband connections, wireless connection(wi-fi),services of internet, e-mail(electronic mail), advantages of e-mail, limitations of e-mail, www and websites, difference between internet and www, internet relay chat, video – conferencing, requirement of video conferencing, social networking, newsgroups or usenet, ftp, telnet, other internet services

Conducted Practical Exams.
Week V
Conducted Practical Exams.
July Week I
Conducted online Test and quizzes, Practical demonstration of MS POWERPOINT, Revisions, doubt session
Week II
Revision, Practical demonstration of MS WORD and EXCEL.