Lession Plan

Name of Faculty   :   Rakesh Kumar
Discipline   :   Computer Engg.
Semester   :   1st
Subject   :   Information Technology
Lession Plan Duration   :   15 Weeks (from July-2018 to Nov-2018
Work Load (Lecture / Practical) per Week (in h) : Lecture - 0   Practical - 2

Week	Theory		Practical	
	Lecture Day	Topic (including assignment/test)	Practical Day	Topic
1"			1st	1.Given a PC, name its various components and peripherals. List their functions .
2"			1st	2. Installing various components of computer system and installing system software and application software
3"			1st	3 Installation of I/O devices, printers and installation of operating system viz. Windows/BOSS/ LINUX

4"			1st	4.Features of Windows as an operating system
				Start
				Shut down and restore
				Creating and operating on the icons
				Opening, closing and sizing the windows and working with windows interfacing elements (option buttons, checkbox, scroll etc.)
				Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders
				Changing settings like, date, time, colour (back ground and fore ground etc.)
				   Using short cuts
				   Using on line help

5"			1st	5. Word Processing (MS Office/Open Office)
				a) File Management:
				 Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file
				b) Page set up:
				   Setting margins, tab setting, ruler, indenting c) Editing a document:
				   Entering text, cut, copy, paste using tool- bars

6"			1st	d) Formatting a document: Using different fonts, changing font size and colour, changing the appearance through bold/italic/underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods Aligning of text in a document, justification of document, inserting bullets and numbering Formatting paragraph, inserting page breaks and column breaks, line spacing Use of headers, footers: Inserting footnote, end note, use of comments, autotext Inserting date, time, special symbols, importing graphic images, drawing tools e) Tables and Borders: Creating a table, formatting cells, use of different border styles, shading in tables,
7"			1st	merging of cells, partition of cells, inserting and deleting a row in a table Print preview, zoom, page set up, printing options Using find, replace options

8"			1st	**f) Using Tools like:** Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelops and lables Using shapes and drawing toolbar, Working with more than one window .
9"			1st	6. Spread Sheet Processing (MS Office/Open Office) a) Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, save worksheet, switching between different spread sheets b) Menu commands: Create, format charts, organise, manage data, solving problem by analyzing data. Programming with Excel Work Sheet, getting information while working c) Work books: Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet, conditional formatting
10"			1st	d) Creating a chart: Working with chart types, changing data in chart, formatting a chart, use chart to analyze data Using a list to organize data, sorting and filtering data in list e) Retrieve data with query: Create a pivot table, customizing a pivot table. Statistical analysis of data f) Exchange data with other application: Embedding objects, linking to other applications, import, export document.
11"			1st	7. PowerPoint Presentation (MS Office/Open Office) a) Introduction to PowerPoint - How to start PowerPoint - Working environment: concept of toolbars, slide layout & templates. - Opening a new/existing presentation - Different views for viewing slides in a presentation: normal, slide sorter. b) Addition, deletion and saving of slides c) Insertion of multimedia elements - Adding text boxes - Adding/importing pictures - Adding movies and sound - Adding tables and charts etc. - Adding organizational chart - Editing objects - Working with Clip Art
12"			1st	d) Formatting slides - Using slide master - Text formatting - Changing slide layout - Changing slide colour scheme - Changing background - Applying design template e) How to view the slide show? - Viewing the presentation using slide navigator - Slide transition - Animation effects, timing, order etc. f) Use of Pack and Go Options. 8. Internet and its Applications a) Establishing an internet connection. b) Browsing and down loading of information from internet.

13"			1st	c) Sending and receiving e-mail - Creating a message - Creating an address book - Attaching a file with e-mail message - Receiving a message - Deleting a message d) Assigning IP Addresses to computers and use of domain names.
14"			1st	**9. Functioning of Antivirus** a) Installation and updation of an antivirus. b) How to scan and remove the virus