

Saraswati Mahila Mahavidyalaya, Palwal

Lesson Plan :

Name of the Assistant/Associate Professor: SUDHA

Class and Section: B.Com II Sem (Traditional)

Name of subject: Basics of Computer-II

Subject Lesson Plan : 18 weeks(from January 2018 to April 2018)

(Note: Prepare as per list of holidays declared by Haryana govt.)

WEEK 1 UNIT :- I

ASSIGNMENT:

WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY)

Introduction of Computer, Model of digital computer.

Lab 1 :- Introduction to M.S Excel, features & Application.

WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)

function of digital computer, Types of a digital computer.

Lab 2 :- Introduction to M.S Excel, features & Application.

WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)

Advantages of computer.

Lab 1 :- Advantages & starting MS Excel

WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)

Difference between digital and analog computer.

Lab 2 :- Advantages & starting MS Excel.

WEEK 1, DAY 5, DATE : 05/01/2018 (FRIDAY)

Holiday on account of Guru Govind Singh's Birthday

WEEK 1, DAY 6, DATE : 06/01/2018 (SATURDAY)

Revision of Model, Computer Type

Lab 2 :- Components of workbook & worksheet.

WEEK 2

ASSIGNMENT:

WEEK 2, DAY 1, DATE : 08/01/2018 (MONDAY)

Difference b/w analog & digital computers, Application of computers.

Lab 1 :- Components of workbook & worksheet.

WEEK 2, DAY 2, DATE : 09/01/2018 (TUESDAY)

Test :- Computer Model, Application of computers.

Lab 2 :- Data types & Creating workbook

WEEK 2, DAY 3, DATE : 10/01/2018 (WEDNESDAY)

Application of computers in education & Marketing

Lab 1 :- Data types & Creating workbook

WEEK 2, DAY 4, DATE : 11/01/2018 (THURSDAY)

Revision & Distribution of Test.

Lab 2 :- Entering data in worksheet.

WEEK 2, DAY 5, DATE : 12/01/2018 (FRIDAY)

Revision

Lab 1 :- Entering data in worksheet.

WEEK 2, DAY 6, DATE : 13/01/2018 (SATURDAY)

Previous year question paper discussed

Lab 2 :- Save & open workbooks.

WEEK 3 UNIT :- 2 Software concepts.

ASSIGNMENT:

WEEK 3, DAY 1, DATE : 15/01/2018 (MONDAY)

Types of Software

Lab 1 :- Protecting A workbook.

WEEK 3, DAY 2, DATE : 16/01/2018 (TUESDAY)

Role of Software, different system software

Lab 1 :- Protecting a workbook.

WEEK 3, DAY 3, DATE : 17/01/2018 (WEDNESDAY)

History of languages, Generation of languages.

Lab 1 :- keyboard shortcuts.

WEEK 3, DAY 4, DATE : 18/01/2018 (THURSDAY)

Generation of computer.

Lab 2 :- keyboard shortcuts.

WEEK 3, DAY 5, DATE : 19/01/2018 (FRIDAY)

Assembler, compiler & Interpreter.

Lab 1 :- functions keys in MS Excel

WEEK 3, DAY 6, DATE : 20/01/2018 (SATURDAY)

Revision

Lab 2 :- functions keys in MS Excel.

WEEK 4

ASSIGNMENT: 1 :- Explain different type of Translators in detail.

WEEK 4, DAY 1, DATE : 22/01/2018 (MONDAY)

Holiday on account of Basant Panchmi.

WEEK 4, DAY 2, DATE :23/01/2018(TUESDAY)

Presentation G11

Lab2 :- function keys in MS Excel.

WEEK 4, DAY 3, DATE :24/01/2018(WEDNESDAY)

Holiday on account of Sir Chotu Ram Jayanti.

WEEK 4, DAY 4, DATE :25/01/2018(THURSDAY)

Presentation G12

Lab2 :- Revision

WEEK 4, DAY 5, DATE :26/01/2018(FRIDAY)

Holiday on account of Republic Day.

WEEK 4, DAY 6, DATE :27/01/2018(SATURDAY)

Introduction to operating system.

Lab2 :- function keys

WEEK 5

ASSIGNMENT:

WEEK 5, DAY 1, DATE :29/01/2018(MONDAY)

functions of O.S

Lab1 Revision

WEEK 5, DAY 2, DATE :30/01/2018(TUESDAY)

System utilities

Lab2 :- Revision.

WEEK 5, DAY 3, DATE :31/01/2018(WEDNESDAY)

Holiday on account of Guru Ravi Dass Jayanti

WEEK 5, DAY 4, DATE :01/02/2018(THURSDAY)

concepts of Application Packages.

Lab 2 :- Select cells, columns, rows

WEEK 5, DAY 5, DATE : 02/02/2018 (FRIDAY)

Types of operating system

Lab 1 :- Select cells, columns, rows.

WEEK 5, DAY 6, DATE : 03/02/2018 (SATURDAY)

Types of operating system.

Lab 2 :- Range, editing data in cell

WEEK 6

ASSIGNMENT:

WEEK 6, DAY 1, DATE : 05/02/2018 (MONDAY)

Revision & Problem Taken

Lab 1 :- Range, editing data in cell

WEEK 6, DAY 2, DATE : 06/02/2018 (TUESDAY)

Test

Lab 2 :- Moving data

WEEK 6, DAY 3, DATE : 07/02/2018 (WEDNESDAY)

operating system as a resource manager.

Lab 1 :- Moving data

WEEK 6, DAY 4, DATE : 08/02/2018 (THURSDAY)

operating system as a resource manager.

Lab 2 :- copying data

WEEK 6, DAY 5, DATE : 09/02/2018 (FRIDAY)

Test distribution & Revision.

Lab 1 :- Copying data.

WEEK 6, DAY 6, DATE : 10/02/2018 (SATURDAY)

Holiday on account of Maharshi Dayanand Saraswati Jayanti.

WEEK 7

ASSIGNMENT:

WEEK 7, DAY 1, DATE : 12/02/2018 (MONDAY)

Concept of GUI

Lab 1 :- Insert cells, columns or rows.

WEEK 7, DAY 2, DATE : 13/02/2018 (TUESDAY)

Holiday on account of Maha Shivaratri.

WEEK 7, DAY 3, DATE : 14/02/2018 (WEDNESDAY)

Concept of CUI

Lab 1 :- Revision

WEEK 7, DAY 4, DATE : 15/02/2018 (THURSDAY)

Revision & oral Test

Lab 2 :- Insert cells, columns or rows.

WEEK 7, DAY 5, DATE : 16/02/2018 (FRIDAY)

Last year questions discussed related to unit.

Lab 1 :- Delete cells, columns & rows

WEEK 7, DAY 6, DATE : 17/02/2018 (SATURDAY)

Introduction to windows

Lab2 :- Delete cells, columns or Rows.

WEEK 8 UNIT:-3 Introduction to windows.

ASSIGNMENT:

WEEK 8, DAY 1, DATE : 19/02/2018 (MONDAY)

Components of Application window

Lab1 :- Autofill, formatting worksheet

WEEK 8, DAY 2, DATE : 20/02/2018 (TUESDAY)

Basics of window and features.

Lab2 :- Autofill, formatting worksheet.

WEEK 8, DAY 3, DATE : 21/02/2018 (WEDNESDAY)

Benefits of window & use of window

Lab1 :- formatting worksheet

WEEK 8, DAY 4, DATE : 22/02/2018 (THURSDAY)

Desk Top

Lab2 :- formatting worksheet.

WEEK 8, DAY 5, DATE : 23/02/2018 (FRIDAY)

Window & its Type

Lab1 :- formatting Rows & Columns.

WEEK 8, DAY 6, DATE : 24/02/2018 (SATURDAY)

Basics of window components.

Lab 2 :- formatting Rows & Columns.

WEEK 9

ASSIGNMENT:

WEEK 9, DAY 1, DATE : 26/02/2018 (MONDAY)

Types of Icons.

Lab 1 :- formatting

WEEK 9, DAY 2, DATE : 27/02/2018 (TUESDAY)

Test :- Components of window

Lab 2 :- formatting

WEEK 9, DAY 3, DATE : 28/02/2018 (WEDNESDAY)

VACATION -II

WEEK 9, DAY 4, DATE : 01/03/2018 (THURSDAY)

VACATION -II

WEEK 9, DAY 5, DATE : 02/03/2018 (FRIDAY)

VACATION -II

WEEK 9, DAY 6, DATE : 03/03/2018 (SATURDAY)

VACATION -II

WEEK 10

ASSIGNMENT:

WEEK 10, DAY 1, DATE : 05/03/2018 (MONDAY)

Using Paint brush

Lab 1 :- Revision

WEEK 10, DAY 2, DATE : 06/03/2018 (TUESDAY)

Paint tools

Lab 2 :- Revision

WEEK 10, DAY 3, DATE : 07/03/2018 (WEDNESDAY)

Drawing using Paint

Lab 1 :- Autoformatting & views of worksheet

WEEK 10, DAY 4, DATE : 08/03/2018 (THURSDAY)

Introduction to Control Panel

Lab 2 :- Autoformatting & views of worksheet.

WEEK 10, DAY 5, DATE : 09/03/2018 (FRIDAY)

Date/Time, screen saver option.

Lab 1 :- Adding multiple sheets

WEEK 10, DAY 6, DATE : 10/03/2018 (SATURDAY)

Desktop color, font

Lab 2 :- Adding multiple sheets

WEEK 11

ASSIGNMENT:

WEEK 11, DAY 1, DATE : 12/03/2018 (MONDAY)

Add New H/W & S/W

Lab 1 :- Renaming sheets.

WEEK 11, DAY 2, DATE : 13/03/2018 (TUESDAY)

Installing a printer.

Lab 2 :- Renaming sheets.

WEEK 11, DAY 3, DATE : 14/03/2018 (WEDNESDAY)

User Interface CUI

Lab 1 :- Inserting & deleting a sheet.

WEEK 11, DAY 4, DATE : 15/03/2018 (THURSDAY)

User Interface GUI

Lab 2 :- Inserting & deleting a sheet.

WEEK 11, DAY 5, DATE : 16/03/2018 (FRIDAY)

Revision

Lab 1 :- Protecting a worksheet

WEEK 11, DAY 6, DATE : 17/03/2018 (SATURDAY)

Test

Lab 2 :- Protecting a worksheet.

WEEK 12

ASSIGNMENT:

WEEK 12, DAY 1, DATE : 19/03/2018 (MONDAY)

My Computer & Recycle bin

Lab 1 :- Printing & Page setups

WEEK 12, DAY 2, DATE : 20/03/2018 (TUESDAY)

My documents.

Lab 2 :- Printing & Page setups.

WEEK 12, DAY 3, DATE : 21/03/2018 (WEDNESDAY)

Internet Explorer Icons

Lab 1 :- Printing worksheet

WEEK 12, DAY 4, DATE : 22/03/2018 (THURSDAY)

Revision

Lab 2 :- Printing worksheet.

WEEK 12, DAY 5, DATE : 23/03/2018 (FRIDAY)

Holiday on account of Shahidi diwas.

WEEK 12, DAY 6, DATE : 24/03/2018 (SATURDAY)

Problem Taken

Lab 2 :- Revision

WEEK 13

ASSIGNMENT: Explain User Interface in detail

WEEK 13, DAY 1, DATE : 26/03/2018 (MONDAY)

Lab (G11) :- Show all applications related to window

Lab 1 :- Type of graph

WEEK 13, DAY 2, DATE : 27/03/2018 (TUESDAY)

Lab (G12) :- Show all applications related to window

Lab 2 :- Type of graph.

WEEK 13, DAY 3, DATE : 28/03/2018 (WEDNESDAY)

UNIT :- 4

Introduction of spread sheet.

Lab 2 :- Types of graph.

WEEK 13, DAY 4, DATE : 29/03/2018 (THURSDAY)

Holiday on account of Mahavir jayanti.

WEEK 13, DAY 5, DATE : 30/03/2018 (FRIDAY)

features of spread sheet.

Lab 2 :- Revision

WEEK 13, DAY 6, DATE : 31/03/2018 (SATURDAY)

Advantages and features of Excel.

Lab 2 :- Revision.

WEEK 14

ASSIGNMENT:

WEEK 14, DAY 1, DATE : 02/04/2018 (MONDAY)

Explain concept of Row & Columns in detail.

Lab 1 :- charts

WEEK 14, DAY 2, DATE : 03/04/2018 (TUESDAY)

cell and Menu

Lab 2 :- charts.

WEEK 14, DAY 3, DATE : 04/04/2018 (WEDNESDAY)

Merge cell and Menu

Lab 1 :- Components of charts.

WEEK 14, DAY 4, DATE : 05/04/2018 (THURSDAY)

Creating worksheet

Lab 2 :- Components of charts

WEEK 14, DAY 5, DATE : 06/04/2018 (FRIDAY)

Coping data

Lab 1 :- Formulas

WEEK 14, DAY 6, DATE : 07/04/2018 (SATURDAY)

Formatting worksheet

Lab 2 :- Formulas.

WEEK 15

ASSIGNMENT:

WEEK 15, DAY 1, DATE : 09/04/2018 (MONDAY)

Formatting rows & columns.

Lab 1 :- Formulas

WEEK 15, DAY 2, DATE : 10/04/2018 (TUESDAY)

Printing

Lab 2 :- Formulas

WEEK 15, DAY 3, DATE :11/04/2018(WEDNESDAY)

Revision

Lab 1 :- Built in functions.

WEEK 15, DAY 4, DATE :12/04/2018(THURSDAY)

Test

Lab 2 :- Built in functions.

WEEK 15, DAY 5, DATE :13/04/2018(FRIDAY)

Establishing worksheet link.

Lab 1 :- Built in functions.

WEEK 15, DAY 6, DATE :14/04/2018(SATURDAY)

Holiday on account of Vaisakhi & Dr B.R. Ambedkar's Jayanti.

WEEK 16

ASSIGNMENT:

WEEK 16, DAY 1, DATE :16/04/2018(MONDAY)

creating Tables

Lab 1 :- Revision

WEEK 16, DAY 2, DATE :17/04/2018(TUESDAY)

Graph, Macros

Lab 2 :- Built in functions.

WEEK 16, DAY 3, DATE :18/04/2018(WEDNESDAY)

Holiday on account of Maharshi Pasuram Jayanti

WEEK 16, DAY 4, DATE : 19/04/2018 (THURSDAY)

Test distribution

Lab 2 :- if else function

WEEK 16, DAY 5, DATE : 20/04/2018 (FRIDAY)

Built in functions.

Lab 1 :- if else function

WEEK 16, DAY 6, DATE : 21/04/2018 (SATURDAY)

Built in functions.

Lab 2 :- if else function

WEEK 17

ASSIGNMENT:

WEEK 17, DAY 1, DATE : 23/04/2018 (MONDAY)

Revision

Lab 1 :- if else function.

WEEK 17, DAY 2, DATE : 24/04/2018 (TUESDAY)

Revision.

Lab 2 :- Revision | file work

WEEK 17, DAY 3, DATE : 25/04/2018 (WEDNESDAY)

Lab 1 :- Revision. | file work

WEEK 17, DAY 4, DATE : 26/04/2018 (THURSDAY)

Revision

Lab 1 :- Revision / file work

WEEK 17, DAY 5, DATE : 27/04/2018 (FRIDAY)

Revision :-

Lab 1 :- Revision / file work

WEEK 17, DAY 6, DATE : 28/04/2018 (SATURDAY)

Revision

Lab 2 :- Revision

WEEK 18

ASSIGNMENT:

WEEK 18, DAY 1, DATE : 30/04/2018 (MONDAY)

Arora