**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: B.COM 1ST YR Semester: EVEN Subject: Basics Of Computer-II Session: 2021-22**

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| **SR.No** | **Topic** |
| **1-15** | **UNIT-1** |
|  | **Definition of Digital Computer, Functioning of a digital computer;** |
|  | **Characteristics of Computers.** |
|  | **Difference between digital computer and analog computer** |
|  | **Applications of computers: Computers in Commerce, Marketing** |
|  | **Applications of computers:Education and Management.** |
| **16-30** | **UNIT-2** |
|  | **Software concepts: Types of Software and their role** |
|  | **Different System Software types** |
|  | **Operating systems, Translators, System Utilities.** |
|  | **Concept of Application Packages** |  |
|  | **Types of an Operating system- Multi-user O.S., Multi-tasking O.S.,.** |
|  | **Types of an Operating system- Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S** |
|  | **concept of GUI and CUI..** |
|  | **Operating System as a resource Manager** |
|  | **UNIT-3** |
| **30-45** | **Introduction to Windows: Components of a Application Window.** |
|  | **Types of Windows.** |
|  | **Windows as an Operating System** |
|  | **Using Paintbrush,**  |
|  | **Control Panel** |
|  | **Windows explorer** |
|  |  **Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons. Unit-4**  |
| **46-60** | **UNIT-4** |
|  | **MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet** |
|  |  **Features of Excel** |
|  | **Rows, Columns, Cell, Menus, Creating worksheet** |
|  | **Formatting** |
|  | **Using Built-in-functions.** |
|  | **Table creating and printing graphs,** |
|  | **Macros** |
|  | **Establishing worksheet links** |

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