**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: BCA 1st year Semester: ODD**

**Subject: PC S/w Session: 2020-21**

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| **Lecture Number** | **Topic** |
| **1-5** | MS-Windows: Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons. |
| **6-10** | taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. |
| **11-20** | Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance. Using windows accessories. |
| **21-30** | Documentation Using MS-Word - Introduction to word processing interface, Toolbars, Menus, Creating & Editing Document, Formatting Document |
| **31-35** | Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark |
| **36-45** | Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template. |
| **45-52** | Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions |
| **53-60** | Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek, Conditional formatting. |
| **61-65** | Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art |
| **66-70** | Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect. |

**Signature:**