**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: BBA 3rd SEM Semester: ODD**

**Subject: INFORMATION TECHNOLOGY Session: 2020-21**

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| **Lecture Number** | **Topic** |
|  | **Unit-1** |
|  | **Introduction of using MS WORD** |
|  | **Tool bars, menus.** |
|  | **Creating and editing documents.** |
| **1-20** | **Formating in MS-Word.** |
|  | **Header and footer.** |
|  | **Drop cap.** |
|  | **Auto text, auto correct.** |
|  | **Spelling and grammar tools.** |
|  | **Page formatting** |
|  | **Mail merge.** |
|  | **Macros.** |
|  | **Tables in Ms-Word** |
|  | **file management and printing** |
|  | **Unit-2** |
|  | **Electronic spreadsheet creating and editing** |
| **21-40** | **Formatting, moving and copying data.** |
|  | **Functions in MS-Excel** |
|  | **Types of graph, creating graph.** |
|  | **Formatting cells** |
|  | **Macros.** |
|  | **Conditional formatting.** |
|  | **Excel charts.** |
|  | **Unit-3** |
|  | **Presentations using MS-PowerPoint,** |
|  | **Creating manipulating and enhancing slides.** |
| **41-55** | **Animation and sounds, inserting pictures.** |
|  | **Word art, layering and objects.** |
|  | **Inserting sound.** |
|  | **Unit-4** |
| **56-65** | **Introduction to Tally.** |
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**Signature: MS. MAMTA**