Lesson plan   B.A IInd (IV th) Sem

Computer Instructor.   RITU

1ST APRIL TO 15TH APRIL

 Introduction of all the syllabus

Basic of E- Mail: Introduction , objective, open Email account , Mailbox, inbox,outbox ,Creating and sending a new mail, Reply , Forward Email CC,BCC. Introduction to E -Governance , Social Networking-E -Learning ,E-Business.

16TH APRIL TO 30TH APRIL

Understanding Word Processing: Word Processing Basic;. Opening And closing of documents; Saving a document,Menu Bar,Ribbon,Page setup, Formatting Text, Editing, Printing, Drawing table, Manipulating table, Working with graphics,Mail merge, inserting equation,word art, Smart art ,Header and Footer ,Track changes, Macro

1ST MAY TO 15TH MAY

Using Spreadsheet: Basic of spreadsheet, Elements of spreadsheet, Manipulating of Cells, Savings workbook, Entering Data, Formatting worksheet , Formula and Functions, Working with Charts and graphs,Data validation Conditional formatting , Sorting, Filtering,Advay filter,Page layout, What -if analysis

16ST MAY TO ONWARD

Working with Presentation:. Basic of presentation Software; opening, saving, Creating a Presentation, Preparation and presentation of Slide , Entering and editing text ,Inset and delete Slide,Adding clip art, Picture, Inserting Objects, Inserting Graphics,Views in PowerPoint presentation Transitions , Slideshow, Rehearse Timing, Slide master