

Lesson Plan (2019-2020)

Department- Computer Science

Subject- Office automation tool

Week	Date	B.C.A(2nd Sem) Paper Code-124
1	01.01.2020	
	02.01.2020	Guru Gobind Singh Jayanti holiday
	03.01.2020	Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP
	04.01.2020	An Overview and comparison between DTP packages, Common features of DTP
	05.01.2020	SUNDAY
2	06.01.2020	
	07.01.2020	
	08.01.2020	
	09.01.2020	Toolbars
	10.01.2020	PageMaker Preferences
	11.01.2020	Revision
	12.01.2020	SUNDAY
3	13.01.2020	
	14.01.2020	
	15.01.2020	
	16.01.2020	Starting PageMaker
	17.01.2020	Setting Page size, Placing the text Formatting the text
	18.01.2020	Character Specification Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing
	19.01.2020	SUNDAY
4	20.01.2020	
	21.01.2020	
	22.01.2020	
	23.01.2020	Indents/Tabs, Define Styles
	24.01.2020	Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication
	25.01.2020	Open a publication ,Story editor, Find and change the text
	26.01.2020	SUNDAY
5	27.01.2020	
	28.01.2020	
	29.01.2020	
	30.01.2020	Basant Panchmi
	31.01.2020	Assignment-1
	01.02.2020	Change character and Paragraph attributes
	02.02.2020	SUNDAY
6	03.02.2020	

	04.02.2020	
	05.02.2020	
	06.02.2020	spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple
	07.02.2020	Working with columns
	08.02.2020	Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool
	09.02.2020	SUNDAY
7	10.02.2020	
	11.02.2020	
	12.02.2020	
	13.02.2020	Document Dictionary, Page Formatting
	14.02.2020	Bookmark
	15.02.2020	Advance Features of Word-Mail Merge
	16.02.2020	SUNDAY
8	17.02.2020	
	18.02.2020	
	19.02.2020	
	20.02.2020	Sessional
	21.02.2020	Maha Shivratri
	22.02.2020	Macros, Tables, File Management
	23.02.2020	SUNDAY
9	24.02.2020	
	25.02.2020	
	26.02.2020	
	27.02.2020	Printing, Styles, linking and embedding object
	28.02.2020	Presentations Creating
	29.02.2020	examples
	01.03.2020	SUNDAY
10	02.03.2020	
	03.03.2020	
	04.03.2020	
	05.03.2020	Manipulating & Enhancing Slides
	06.03.2020	Organizational Charts, Excel Charts
	07.03.2020	Word Art, Layering art Objects
	08.03.2020	SUNDAY
11	09.03.2020	HOLI VACATIONS
	10.03.2020	

	11.03.2020	
	12.03.2020	
	13.03.2020	
	14.03.2020	
	15.03.2020	SUNDAY
12	16.03.2020	
	17.03.2020	
	18.03.2020	
	19.03.2020	Animations and Sounds
	20.03.2020	Revision
	21.03.2020	Inserting Animated Pictures
	22.03.2020	SUNDAY
	23.03.2020	Shaheedi diwas of Bhagat Singh
13	24.03.2020	
	25.03.2020	
	26.03.2020	Assignment-2
	27.03.2020	Accessing through Object
	28.03.2020	REVISION
14	29.03.2020	SUNDAY
	30.03.2020	
	31.03.2020	
	01.04.2020	
	02.04.2020	Inserting Recorded Sound Effect
	03.04.2020	In-Built Sound Effect
	04.04.2020	Doubts
	05.04.2020	SUNDAY
15	06.04.2020	MAHAVIR JAYANTI
	07.04.2020	
	08.04.2020	
	09.04.2020	doubts
	10.04.2020	Revision of unit-1
	11.04.2020	REVISION
	12.04.2020	SUNDAY

16	13.04.2020	
	14.04.2020	Dr.BR.Amedkar Jayanti
	15.04.2020	
	16.04.2020	Revision of unit-2
	17.04.2020	Discussion of previous year exams
	18.04.2020	Discussion of previous year exams
	19.04.2020	SUNDAY
17	20.04.2020	
	21.04.2020	
	22.04.2020	
	23.04.2020	Revision of unit-3
	24.04.2020	Revision of unit-4
	25.04.2020	Parshuram Jayanti
	26.04.2020	SUNDAY
	27.04.2020	
	28.04.2020	
	29.04.2020	
	30.04.2020	Doubts session