

Lesson Plan

Subject- PC Software

Lesson Plan- 17 Weeks (July - Oct 2018)

Week	Date	BVOC(SD)- Ist sem BVSD-12
1	13- July-2018	MS-Windows: Operating System - Definition & Functions
	14- July-2018	Basics of Windows, Basic Components of Windows, Icons, Types of Icons, Taskbar
	15- July-2018	Sunday
2	16- July-2018	-
	17- July-2018	-
	18- July-2018	-
	19- July-2018	Activating Windows, Using Desktop, Title Bar, Running Applications
	20- July-2018	Exploring Computer, Managing Files and Folders, Copying and Moving Files and Folders
	21- July-2018	Control Panel - Display Properties
	22- July-2018	Sunday
3	23- July-2018	-
	24- July-2018	-
	25- July-2018	-
	26- July-2018	Adding and Removing Software and Hardware
	27- July-2018	Setting Date and Time, Screen Saver and Appearance using Windows.
	28- July-2018	Documentation using MS-Word – Introduction to Office Automation.
	29- July-2018	Sunday
4	30- July-2018	-
	31- July-2018	Holiday
	1- Aug- 2018	-
	2- Aug- 2018	Creating & Editing Document, Formatting Document
	3- Aug- 2018	Auto-text, Autocorrect, Spelling and Grammar Tool
	4- Aug- 2018	Document Dictionary, Page Formatting, Bookmark
	5- Aug- 2018	Sunday
5	6- Aug- 2018	-
	7- Aug- 2018	-
	8- Aug- 2018	-
	9- Aug- 2018	Assignment -1
	10- Aug- 2018	Advance Features of MS-Word-Mail Merge, Macros
	11- Aug- 2018	Table, File Management, Printing, Styles
	12- Aug- 2018	Sunday
6	13- Aug- 2018	-
	14- Aug- 2018	-
	15- Aug- 2018	-
	16- Aug- 2018	Linking and Embedding Objects, Template
	17- Aug- 2018	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel
	18- Aug- 2018	Revision
	19- Aug- 2018	Sunday

	20- Aug- 2018	-
7	21- Aug- 2018	-
	22- Aug- 2018	-
	23- Aug- 2018	Creating & Editing Worksheet, Formatting and Essential Operations,
	24- Aug- 2018	Formulas and Functions, Charts, Advance Features of MS-Excel -Pivot Table & Pivot Chart
	25- Aug- 2018	Revision
	26- Aug- 2018	Sunday
8	27- Aug- 2018	-
	28- Aug- 2018	-
	29- Aug- 2018	-
	30- Aug- 2018	Linking and Consolidation
	31- Aug- 2018	Database Management using Excel
	1- Sept- 2018	Sorting, Filtering, Table
	2- Sept- 2018	Sunday
9	3- Sept- 2018	Holiday
	4- Sept- 2018	-
	5- Sept- 2018	-
	6- Sept- 2018	Goal Seek, Scenario`
	7- Sept- 2018	What- if Analysis
	8- Sept- 2018	Presentation using MS-PowerPoint
	9- Sept- 2018	Sunday
10	10- Sept- 2018	-
	11- Sept- 2018	-
	12- Sept- 2018	-
	13- Sept- 2018	Creating Manipulating
	14- Sept- 2018	Assignment-2
	15- Sept- 2018	Enhancing Slides
	16- Sept- 2018	Sunday
11	17- Sept- 2018	-
	18- Sept- 2018	-
	19- Sept- 2018	-
	20- Sept- 2018	Validation
	21- Sept- 2018	Revision
	22- Sept- 2018	Sessional
	23- Sept- 2018	Sunday
12	24- Sept- 2018	-
	25- Sept - 2018	-
	26- Sept - 2018	-
	27- Sept - 2018	Organizational Charts
	28- Sept - 2018	Excel Charts
	29- Sept - 2018	Word Art
	30- Sept - 2018	Sunday
13	1- Oct- 2018	-
	2- Oct- 2018	Holiday
	3- Oct- 2018	-
	4- Oct- 2018	Layering Art Objects
	5- Oct- 2018	Animations and Sounds

	6- Oct- 2018	Inserting Animated Pictures
	7- Oct- 2018	Sunday
14	8- Oct- 2018	-
	9- Oct- 2018	-
	10- Oct- 2018	Holiday
	11- Oct- 2018	Revision
	12- Oct- 2018	Class test
	13- Oct- 2018	Revision
	14- Oct- 2018	Sunday
15	15- Oct- 2018	-
	16- Oct- 2018	-
	17- Oct- 2018	-
	18- Oct-2018	Revision
	19- Oct- 2018	Revision
	20- Oct- 2018	Revision
	21- Oct- 2018	Sunday
16	22- Oct- 2018	-
	23- Oct- 2018	-
	24- Oct- 2018	Holiday
	25- Oct- 2018	Discussion over Previous Year papers
	26- Oct- 2018	Discussion over Previous Year papers
	27- Oct- 2018	Revision
	28- Oct- 2018	Sunday
17	29- Oct- 2018	-
	30- Oct- 2018	-
	31- Oct- 2018	-