

Lesson Plan(2020-2021)

Department- Computer Science

Subject- Office automation tool

Date	B.C.A(2nd Sem) Paper Code-124
22.03.2021	Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP
23.03.2021	HOLIDAY
24.03.2021	An Overview and comparison between DTP packages, Common features of DTP
25.03.2021	
26.03.2021	
27.03.2021	
28.03.2021	SUNDAY
29.03.2021	HOLIDAY
30.03.2021	Toolbars
31.03.2021	PageMaker Preferences
01.04.2021	
02.04.2021	
03.04.2021	
04.04.2021	SUNDAY
05.04.2021	Starting PageMaker
06.04.2021	Setting Page size, Placing the text Formatting the text
07.04.2021	Example
08.04.2021	
09.04.2021	
10.04.2021	
11.04.2021	SUNDAY
12.04.2021	Character Specification Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing
13.04.2021	Indents/Tabs, Define Styles
14.04.2021	HOLIDAY
15.04.2021	
16.04.2021	
17.04.2021	
18.04.2021	SUNDAY
19.04.2021	Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication
20.04.2021	Open a publication ,Story editor, Find and change the text
21.04.2021	HOLIDAY
22.04.2021	
23.04.2021	
24.04.2021	
25.04.2021	SUNDAY
25.04.2021	Assignment-1
26.04.2021	Change character and Paragraph attributes

27.04.2021	DOUBTS
28.04.2021	
29.04.2021	
30.04.2021	
31.04.2021	
01.05.2021	
02.05.2021	SUNDAY
03.05.2021	spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple
04.05.2021	Working with columns
05.05.2021	Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool
06.05.2021	
07.05.2021	
08.05.2021	
09.05.2021	SUNDAY
10.05.2021	Document Dictionary, Page Formatting
11.05.2021	Bookmark
12.05.2021	Advance Features of Word-Mail Merge
13.05.2021	
14.05.2021	HOLIDAY
15.05.2021	
16.05.2021	SUNDAY
17.05.2021	Printing, Styles, linking and embedding object
18.05.2021	Sessional
19.05.2021	Macros, Tables, File Management
20.05.2021	
21.05.2021	
22.05.2021	
23.05.2021	SUNDAY
24.05.2021	Presentations Creating
25.05.2021	Manipulating & Enhancing Slides
26.05.2021	Organizational Charts, Excel Charts
27.05.2021	
28.05.2021	
29.05.2021	
30.05.2021	SUNDAY
31.05.2021	Word Art, Layering art Objects
01.06.2021	Animations and Sounds
02.06.2021	doubts
03.06.2021	
04.06.2021	
05.06.2021	
06.06.2021	SUNDAY
07.06.2021	Accessing through Object
08.06.2021	Inserting Animated Pictures
09.06.2021	Revision of unit-1
10.06.2021	
11.06.2021	

12.06.2021	
13.06.2021	SUNDAY
14.06.2021	Revision of unit-2
15.06.2021	Revision of unit-3
16.06.2021	Revision of unit-4
17.06.2021	
18.06.2021	
19.06.2021	
20.06.2021	SUNDAY
21.06.2021	Assignment-2
22.06.2021	DOUBTS
23.06.2021	DOUBTS
24.06.2021	HOLIDAY
25.06.2021	
26.06.2021	
27.06.2021	SUNDAY
28.06.2021	Doubts
29.06.2021	test
30.06.2021	Discussion of important topics
01.07.2021	
02.07.2021	
03.07.2021	
04.07.2021	SUNDAY
05.07.2021	Revision of Previous Years Question Papers
06.07.2021	Revision of Previous Years Question Papers
07.07.2021	Revision of Previous Years Question Papers
08.07.2021	
09.07.2021	
10.07.2021	
11.07.2021	SUNDAY