

Lesson Plan

Subject- PC Software

Lesson Plan- 17 Weeks (July – Nov 2019)

Week	Date	BVOC(SD)- Ist Sem BVSD-12
1	16- July-2019	-
	17- July-2019	-
	18- July-2019	MS-Windows: Operating System - Definition & Functions
	19- July-2019	Basics of Windows, Basic Components of Windows, Icons, Types of Icons, Taskbar
	20- July-2019	Activating Windows, Using Desktop, Title Bar, Running Applications
	21- July-2019	Sunday
2	22- July-2019	-
	23- July-2019	-
	24- July-2019	-
	25- July-2019	Exploring Computer, Managing Files and Folders, Copying and Moving Files and Folders
	26- July-2019	Control Panel - Display Properties
	27- July-2019	Adding and Removing Software and Hardware
	28- July-2019	Sunday
3	29- July-2019	-
	30- July-2019	-
	31- July-2019	Holiday
	1- Aug- 2019	Setting Date and Time, Screen Saver and Appearance using Windows.
	2- Aug- 2019	Documentation using MS-Word – Introduction to Office Automation.
	3- Aug- 2019	Creating & Editing Document, Formatting Document
	4- Aug- 2019	Sunday
4	5- Aug- 2019	Assignment 1
	6- Aug- 2019	-
	7- Aug- 2019	-
	8- Aug- 2019	Auto-text, Autocorrect, Spelling and Grammar Tool
	9- Aug- 2019	Document Dictionary, Page Formatting, Bookmark
	10- Aug- 2019	Advance Features of MS-Word-Mail Merge, Macros
	11- Aug- 2019	Sunday
5	12- Aug- 2019	Holiday
	13- Aug- 2019	-
	14- Aug- 2019	-
	15- Aug- 2019	Holiday
	16- Aug- 2019	Table, File Management, Printing, Styles
	17- Aug- 2019	Linking and Embedding Objects, Template
	18- Aug- 2019	Sunday
6	19- Aug- 2019	-
	20- Aug- 2019	-
	21- Aug- 2019	-
	22- Aug- 2019	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel

	23- Aug- 2019	Revision
	24- Aug- 2019	Creating & Editing Worksheet, Formatting and Essential Operations,
	25- Aug- 2019	Sunday
7	26- Aug- 2019	-
	27- Aug- 2019	-
	28- Aug- 2019	-
	29- Aug- 2019	Formulas and Functions, Charts, Advance Features of MS-Excel -Pivot Table & Pivot Chart
	30- Aug- 2019	Linking and Consolidation
	31- Aug- 2019	Database Management using Excel
		1- Sept- 2019
8	2- Sept- 2019	-
	3- Sept- 2019	-
	4- Sept- 2019	-
	5- Sept- 2019	Sorting, Filtering, Table
	6- Sept- 2019	Goal Seek, Scenario`
	7- Sept- 2019	What- if Analysis
	8- Sept- 2019	Sunday
9	9- Sept- 2019	-
	10- Sept- 2019	-
	11- Sept- 2019	-
	12- Sept- 2019	Presentation using MS-PowerPoint
	13- Sept- 2019	Creating Manipulating
	14- Sept- 2019	Assignment-2
	15- Sept- 2019	Sunday
10	16- Sept- 2019	-
	17- Sept- 2019	-
	18- Sept- 2019	-
	19- Sept- 2019	Enhancing Slides
	20- Sept- 2019	Validation
	21- Sept- 2019	Sessional
	22- Sept- 2019	Sunday
11	23- Sept- 2019	Holiday
	24- Sept- 2019	-
	25- Sept - 2019	-
	26- Sept - 2019	Organizational Charts
	27- Sept - 2019	Excel Charts
	28- Sept - 2019	Word Art
	29- Sept - 2019	Sunday
12	30- Sept - 2019	-
	1- Oct- 2019	-
	2- Oct- 2019	Holiday
	3- Oct- 2019	Layering Art Objects
	4- Oct- 2019	Animations and Sounds
	5- Oct- 2019	Inserting Animated Pictures
	6- Oct- 2019	Sunday
	7- Oct- 2019	-
	8- Oct- 2019	Holiday

	9- Oct- 2019	-	
	10- Oct- 2019	Holiday	
13	11- Oct- 2019	Revision	
	12- Oct- 2019	Class test	
	13- Oct- 2019	Sunday	
	14- Oct- 2019	-	
14	15- Oct- 2019	-	
	16- Oct- 2019	-	
	17- Oct- 2019	Holiday	
	18- Oct- 2019	Revision	
	19- Oct- 2019	Revision	
	20- Oct- 2019	Sunday	
	21- Oct- 2019	-	
	22- Oct- 2019	-	
15	23- Oct- 2019	-	
	24- Oct- 2019	Revision	
	25- Oct- 2019	Diwali Break	
	26- Oct- 2019		
	27- Oct- 2019		
	28- Oct- 2019		
	16	29- Oct- 2019	
		30- Oct- 2019	Revision
31- Oct- 2019		Revision Test	
1- Nov- 2019		Holiday	
2- Nov- 2019		Holiday	
3- Nov- 2019		Sunday	
4- Nov- 2019		-	
17	5- Nov- 2019	-	
	6- Nov- 2019	-	
	7- Nov- 2019	Discussion over Previous Year papers	
	8- Nov- 2019	Discussion over Previous Year papers	
	9- Nov- 2019	Revision	
	10- Nov- 2019	Sunday	