

## Lesson Plan

**Subject-** PC Software

**Lesson Plan-** 16 Weeks (Nov 20 – Feb 21)

Week	Date	BVOC(SD)- Ist sem BVSD-12
1	2- Nov – 2020	-
	3- Nov – 2020	-
	4- Nov – 2020	-
	5- Nov – 2020	MS-Windows: Operating System - Definition & Functions
	6- Nov – 2020	Basics of Windows, Basic Components of Windows, Icons, Types of Icons, Taskbar
	7- Nov - 2020	Activating Windows, Using Desktop, Title Bar, Running Applications
2	8- Nov - 2020	Sunday
	9- Nov - 2020	-
	10- Nov - 2020	-
	11- Nov - 2020	-
	12- Nov - 2020	Exploring Computer, Managing Files and Folders, Copying and Moving Files and Folders
	13- Nov - 2020	Control Panel - Display Properties
	14- Nov - 2020	Holiday
3	15- Nov - 2020	Sunday
	16- Nov - 2020	Holiday
	17- Nov - 2020	-
	18- Nov - 2020	-
	19- Nov - 2020	Adding and Removing Software and Hardware
	20- Nov - 2020	Setting Date and Time, Screen Saver and Appearance using Windows.
	21- Nov - 2020	Documentation using MS-Word – Introduction to Office Automation.
4	22- Nov - 2020	Sunday
	23- Nov - 2020	<b>Assignment 1</b>
	24- Nov - 2020	Holiday
	25- Nov - 2020	-
	26- Nov - 2020	Creating & Editing Document, Formatting Document
	27- Nov - 2020	Auto-text, Autocorrect, Spelling and Grammar Tool
	28- Nov - 2020	Document Dictionary, Page Formatting, Bookmark
	29- Nov - 2020	Sunday
5	30- Nov - 2020	Holiday
	1- Dec - 2020	-
	2- Dec - 2020	-
	3- Dec - 2020	Advance Features of MS-Word-Mail Merge, Macros
	4- Dec - 2020	Table, File Management, Printing, Styles
	5- Dec - 2020	Linking and Embedding Objects, Template
6	6- Dec - 2020	Sunday
	7- Dec - 2020	-
	8- Dec - 2020	-
	9- Dec - 2020	-
	10- Dec - 2020	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel

	11- Dec - 2020	Revision
	12- Dec - 2020	Creating & Editing Worksheet, Formatting and Essential Operations,
7	13- Dec - 2020	Sunday
	14- Dec - 2020	-
	15- Dec - 2020	-
	16- Dec - 2020	-
	17- Dec - 2020	Formulas and Functions, Charts, Advance Features of MS-Excel -Pivot Table & Pivot Chart
	18- Dec - 2020	Linking and Consolidation
	19- Dec - 2020	Database Management using Excel
	8	20- Dec - 2020
21- Dec - 2020		-
22- Dec - 2020		-
23- Dec - 2020		-
24- Dec - 2020		Sorting, Filtering, Table
25- Dec - 2020		Goal Seek, Scenario`
26- Dec - 2020		What- if Analysis
27- Dec - 2020		Sunday
9	28- Dec - 2020	-
	29- Dec - 2020	-
	30- Dec - 2020	-
	31- Dec - 2020	Presentation using MS-PowerPoint
	1- Jan - 2021	Creating Manipulating
	2- Jan - 2021	<b>Assignment-2</b>
10	3- Jan - 2021	Sunday
	4- Jan - 2021	-
	5- Jan - 2021	-
	6- Jan - 2021	-
	7- Jan - 2021	Enhancing Slides
	8- Jan - 2021	Validation
	9- Jan - 2021	<b>Sessional</b>
11	10- Jan - 2021	Sunday
	11- Jan - 2021	Holiday
	12- Jan - 2021	-
	13- Jan - 2021	-
	14- Jan - 2021	Organizational Charts
	15- Jan - 2021	Excel Charts
	16- Jan - 2021	Word Art
12	17- Jan - 2021	Sunday
	18- Jan - 2021	-
	19- Jan - 2021	-
	20- Jan - 2021	Holiday
	21- Jan - 2021	Layering Art Objects
	22- Jan - 2021	Animations and Sounds
	23- Jan - 2021	Inserting Animated Pictures
13	24- Jan - 2021	Sunday
	25- Jan - 2021	-
	26- Jan - 2021	Holiday

	27- Jan - 2021	-
	28- Jan - 2021	Revision
	29- Jan - 2021	Class test
	30- Jan - 2021	Revision
14	31- Jan - 2021	Sunday
	1- Feb - 2021	-
	2- Feb - 2021	-
	3- Feb - 2021	-
	4- Feb - 2021	Revision
	5- Feb - 2021	Revision
	6- Feb - 2021	Revision
15	7- Feb - 2021	Sunday
	8- Feb - 2021	-
	9- Feb - 2021	-
	10- Feb - 2021	-
	11- Feb - 2021	Revision
	12- Feb - 2021	Revision
	13- Feb - 2021	Revision
	14- Feb - 2021	Sunday
16	15- Feb - 2021	-
	16- Feb - 2021	-
	17- Feb - 2021	-
	18- Feb - 2021	Discussion over Previous Year papers
	19- Feb - 2021	Discussion over Previous Year papers
	20- Feb - 2021	Revision