ANUPRIYA
ASSISTANT PROFESSOR IN COMPUTER SCIENCE
GCW BASTARA GHARAUNDA (KARNAL)
LESSON PLAN FOR 2021-22 FOR EVEN SEMESTER

MONTH	B.A. 1st Year	B.A. 1st Year
	COMPUTER AWARENESS (LEVEL – I) (THEORY)	**COMPUTER AWARENESS (LEVEL – I) (PRACTICAL)**
April	Definition & Functions of Operating System, Basics of Popular Operating Systems; The User Interface, Exploring Computer, Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders, Control panel – display properties, add/remove software and hardware, Running an Application, Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.	Operating System: Starting with basics of Operating Systems and its functionalities
May	Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.	**Word Processing:** Create and format word documents. Use tables, wordArt and other features in your documents. Use macros to simplify the tasks in a document. Use mail merge to write once for many.
June	Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts. Internet and its applications, Connecting to internet, Surfing the Internet using web browsers, Web Browsing softwares, Search Engines, Understanding URL, Domain name, IP Address	**Spread Sheet:** Use spreadsheet for basic data handling Apply formulas to sheet for automation. Use if-else to make certain decisions in a sheet. Use Charts & Shapes for better visualization of data. Use filters and data validation controls for control of data
July	Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.	**Presentation Software:** Prepare and format presentations. Apply slide transitions, animations and sequencing for slides. Apply different formatting and insert options to make presentation better. Use rehearse and timing options for a presentation with handouts.