

Lesson Plan

Name of the Assistant Professor- Ms. Kanika Chourasia

Subject- Computer Science & Applications

Lesson Plan- 17 Weeks (January-April 2018)

Week	Date	BCA (IVth Sem) CAL	BC(VOC) (VIth Sem) CAL	B.sc ComSc. (IInd Sem) CAL
1	1-Jan-18			
	2-Jan-18	Assignment 1, Create a document in Word on a topic of your choice. Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4). The document should include a) A bulleted or numbered list b) A table containing name, address, basic pay, department as column heading c) A picture using clip art gallery also give border to the picture. d) An example of word art e) A header with student name & date f) A footer with pagination		
	3-Jan-18			
	4-Jan-18		Assignment 1, Create a document in Word on a topic of your choice. Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4). The document should include a) A bulleted or numbered list b) A table containing name, address, basic pay, department as column heading c) A picture using clip art gallery also give border to the picture. d) An example of word art e) A header with student name & date f) A footer with pagination	

	5-Jan-18			Assignment 1, Create a document in Word on a topic of your choice. Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4). The document should include a) A bulleted or numbered list b) A table containing name, address, basic pay, department as column heading c) A picture using clip art gallery also give border to the picture. d) An example of word art e) A header with student name & date f) A footer with pagination
	6-Jan-18			
	7-Jan-18	Sunday		
	8-Jan-18			
2	9-Jan-18	Assignment2. Create a document with the text given below and save it as First.Doc Do the following a) Count the occurrences of the word "ROM" only in the above document. b) Replace ROM with Read Only Memory in the entire document c) Underline the text Read Only Memory d) Make an auto correct entry for ROM and it should be replaced by Read Only Memory.e) Change the format of heading text into picture format. f) Apply spelling and grammar check to the text		
	10-Jan-18			
	11-Jan-18		Assignment2. Create a document with the text given below and save it as First.Doc Do the following a) Count the occurrences of the word "ROM" only in the	

			<p>above document.</p> <p>b) Replace ROM with Read Only Memory in the entire document</p> <p>c) Underline the text Read Only Memory</p> <p>d) Make an auto correct entry for ROM and it should be replaced by Read Only Memory.e) Change the format of heading text into picture format. f) Apply spelling and grammar check to the text</p>	
	12-Jan-18			<p>Assignment2.</p> <p>Create a document with the text given below and save it as First.Doc Do the following</p> <p>a) Count the occurrences of the word "ROM" only in the above document.</p> <p>b) Replace ROM with Read Only Memory in the entire document</p> <p>c) Underline the text Read Only Memory</p> <p>d) Make an auto correct entry for ROM and it should be replaced by Read Only Memory.e) Change the format of heading text into picture format. f) Apply spelling and grammar check to the text</p>
	13-Jan-18			
	14-Jan-18	Sunday		
3	15-Jan-18			
	16-Jan-18	<p>Assignment 3.</p> <p>Use first.doc to perform the following operations</p> <p>a) Make the first line of document bold</p> <p>b) Make the second line italic</p> <p>c) Underline the third line</p> <p>d) Align the fourth line to center</p> <p>e) Make the font color of first line as red</p> <p>f) Change the font style of fifth line to Arial</p> <p>g) Change the second line to 18 points</p>		

		h) Insert the date & time at the start of document		
	17-Jan-18			
	18-Jan-18		Assignment 3. Use first.doc to perform the following operations a) Make the first line of document bold b) Make the second line italic c) Underline the third line d) Align the fourth line to center e) Make the font color of first line as red f) Change the font style of fifth line to Arial g) Change the second line to 18 points h) Insert the date & time at the start of document	
	19-Jan-18			Assignment 3. Use first.doc to perform the following operations a) Make the first line of document bold b) Make the second line italic c) Underline the third line d) Align the fourth line to center e) Make the font color of first line as red f) Change the font style of fifth line to Arial g) Change the second line to 18 points h) Insert the date & time at the start of document
	20-Jan-18			
	21-Jan-18	Sunday		
	22-Jan-18	Vasant Panchami		
4	23-Jan-18	Assignment 4. Use the document(in print layout view) earlier saved and perform the page setting as follows Top Margin 1.3" Bottom margin 1.4" Left margin 1.30" Right margin 1.30" Gutter margin 1.2" Gutter position top Header 0.7"		

		Footer 0.7" Paper size executive Orientation landscape		
	24-Jan-18	Sir Chhotu Ram Jayanti		
	25-Jan-18		Assignment 4. Use the document(in print layout view) earlier saved and perform the page setting as follows Top Margin 1.3" Bottom margin 1.4" Left margin 1.30" Right margin 1.30" Gutter margin 1.2" Gutter position top Header 0.7" Footer 0.7" Paper size executive Orientation landscape	
	26-Jan-18	Republic Day		
	27-Jan-18			
	28-Jan-18	Sunday		
5	29-Jan-18			
	30-Jan-18	Assignment 5. Insert a table. The table should have 5 columns. The auto behavior should be 'Fixed column width'. The following report has to be created in the table. (a) Heading should have a font size of 18, color should be blue and font should be bold. (b) The data should have a font size of 12, color should be Red and font should be italic (c) Insert a new row between 3 & 4 and type the data and reorder the sr. no column.		
	31-Jan-18	Guru Ravi Das Birthday		
	1-Feb-18		Assignment 5. Insert a table. The table should have 5 columns. The auto behavior should be 'Fixed column width'. The following report has to be created in the table. (a) Heading should have a font size of 18, color should be blue and font should be bold.	

			(b) The data should have a font size of 12, color should be Red and font should be italic (c) Insert a new row between 3 & 4 and type the data and reorder the sr. no column.	
	2-Feb-18			Assignment 4. Use the document(in print layout view) earlier saved and perform the page setting as follows Top Margin 1.3" Bottom margin 1.4" Left margin 1.30" Right margin 1.30" Gutter margin 1.2" Gutter position top Header 0.7" Footer 0.7" Paper size executive Orientation Landscape
	3-Feb-18			
	4-Feb-18	Sunday		
	5-Feb-18			
6	6-Feb-18	Assignment 6. Create a table in word as shown below Do the following (a) In the total marks column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry. (b) Insert a new row at the end of the table and also find grand total using formula. (c) Sort the table based on total marks (d) The date and heading should be center aligned		
	7-Feb-18			
	8-Feb-18		Assignment 6. Create a table in word as shown below Do the following (a) In the total marks column, entries should be calculated using formulas and it is the sum of marks	

			<p>in physics and marks in chemistry.</p> <p>(b) Insert a new row at the end of the table and also find grand total using formula.</p> <p>(c) Sort the table based on total marks</p> <p>(d) The date and heading should be center aligned</p>	
	9-Feb-18			<p>Assignment 5.</p> <p>Insert a table. The table should have 5 columns. The auto behavior should be 'Fixed column width'. The following report has to be created in the table. (a) Heading should have a font size of 18, color should be blue and font should be bold.</p> <p>(b) The data should have a font size of 12, color should be Red and font should be italic</p> <p>(c) Insert a new row between 3 & 4 and type the data and reorder the sr. no column.</p>
	10-Feb-18	Maharishi Dayanand Saraswati Jayanti		
	11-Feb-18	Sunday		
7	12-Feb-18			
	13-Feb-18	Maha Shivratri		
	14-Feb-18			
	15-Feb-18		<p>Assignment 7.</p> <p>Below is given a letter and some addresses, this letter is to be sent to all these addresses, so use mail merge option to do so</p> <p>Addresses are:</p> <p>1) Amit H No 424 sector 8D Chandigarh</p> <p>2) Rohit H No 444, Sector 125C Chandigarh</p> <p>3) Jyoti H NO 550, Sector 16A Chandigarh</p> <p>The Letter is</p> <p>To</p> <p><<Name>></p> <p><<Address>></p> <p>Dear <<Name>></p> <p>You are called for an interview on the</p> <p><<Date>>at 9:00 A.M with</p>	

			your original documents Yours Sincerely ABC Limited Phase –7Mohali	
	16-Feb-18			Assignment 6. Create a table in word as shown below Do the following (a) In the total marks column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry. (b) Insert a new row at the end of the table and also find grand total using formula. (c) Sort the table based on total marks (d) The date and heading should be center aligned
	17-Feb-18			
	18-Feb-18	Sunday		
8	19-Feb-18			
	20-Feb-18	Assignment 7. Below is given a letter and some addresses, this letter is to be sent to all these addresses, so use mail merge option to do so Addresses are: 1) Amit H No 424 sector 8D Chandigarh 2) Rohit H No 444, Sector 125C Chandigarh 3) Jyoti H NO 550, Sector 16A Chandigarh The Letter is To <<Name>> <<Address>> Dear <<Name>> You are called for an interview on the <<Date>>at 9:00 A.M with your original documents Yours Sincerely ABC Limited Phase –7Mohali		
	21-Feb-18			
	22-Feb-18		Assignment 8. Make a	

			template for the bio-data	
	23-Feb-18			Assignment 7. Below is given a letter and some addresses, this letter is to be sent to all these addresses, so use mail merge option to do so Addresses are: 1) Amit H No 424 sector 8D Chandigarh 2) Rohit H No 444, Sector 125C Chandigarh 3) Jyoti H NO 550, Sector 16A Chandigarh The Letter is To <<Name>> <<Address>> Dear <<Name>> You are called for an interview on the <<Date>> at 9:00 A.M with your original documents Yours Sincerely ABC Limited Phase –7Mohali
	24-Feb-18			
	25-Feb-18	Sunday		
9	26-Feb-18			
	27-Feb-18	Assignment 8. Make a template for the bio-data		
	28-Feb-18	Holiday		
	1-Mar-18	Holiday		
	2-Mar-18	Holi		
	3-Mar-18	Holiday		
	4-Mar-18	Sunday		
10	5-Mar-18			
	6-Mar-18	Assignment 9. Make a document with the following 1. It should have 3 pages (containing columns and drop cap option at least in one) 2. It should have bookmarks named book1, book2, and book3 for the respective pages. 3. Using go to command go to the i) Page no 2 j) Bookmark named		

		book3 4. Insert one page break on page 2 to make total no. of pages 4. 5. Insert page number at each page		
	7-Mar-18			
	8-Mar-18		Assignment 9. Make a document with the following 1. It should have 3 pages (containing columns and drop cap option at least in one) 2. It should have bookmarks named book1, book2, and book3 for the respective pages. 3. Using go to command go to the i) Page no 2 j) Bookmark named book3 4. Insert one page break on page 2 to make total no. of pages 4. 5. Insert page number at each page	
	9-Mar-18			Assignment 8. Make a template for the bio-data
	10-Mar-18			
	11-Mar-18	Sunday		
	12-Mar-18			
11	13-Mar-18	Assignment 10. (i) Make an auto correct entry so that a) Teh is replaced by The b) Nmae is replaced by Name c) Abouta is replaced by About a (ii) Define a Macro 'Decorate' which makes the text bold, Red in color and italic, font size 14. Assign a shortcut key Alt + Z to this macro.		
	14-Mar-18			
	15-Mar-18		Assignment 10. (i) Make an auto correct entry so that a) Teh is replaced by The b) Nmae is replaced by Name c) Abouta is replaced by	

			About a (ii) Define a Macro 'Decorate' which makes the text bold, Red in color and italic, font size 14. Assign a shortcut key Alt + Z to this macro.	
	16-Mar-18			Assignment 9. Make a document with the following 1. It should have 3 pages (containing columns and drop cap option at least in one) 2. It should have bookmarks named book1, book2, and book3 for the respective pages. 3. Using go to command go to the i) Page no 2 j) Bookmark named book3 4. Insert one page break on page 2 to make total no. of pages 4. 5. Insert page number at each page
	17-Mar-18			
	18-Mar-18	Sunday		
	19-Mar-18			
12	20-Mar-18	Assignment 11 Use Compare and Merge feature as: i. Consider the document First.doc created in Assignment 2. ii. Make a few changes in the document and save it as Second.doc. iii. Compare two documents and save the changes in a third document.		
	21-Mar-18			
	22-Mar-18		Assignment 11 Use Compare and Merge feature as: i. Consider the document First.doc created in Assignment 2. ii. Make a few changes in the document and save it as Second.doc. iii. Compare two documents and save the changes in a third document.	

	23-Mar-18	Shaheedi Diwas		
	24-Mar-18			
	25-Mar-18	Sunday		
13	26-Mar-18			
	27-Mar-18	Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) Place values		
	28-Mar-18			
	29-Mar-18	Mahavir Jayanti		
	30-Mar-18			Assignment 10. (i) Make an auto correct entry so that a) Teh is replaced by The b) Nmae is replaced by Name c) Abouta is replaced by About a (ii) Define a Macro 'Decorate' which makes the text bold, Red in color and italic, font size 14. Assign a shortcut key Alt + Z to this macro.
	31-Mar-18			
	1-Apr-18	Sunday		
	2-Apr-18			
14		Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) Divisibility test		
	3-Apr-18			
	4-Apr-18			
	5-Apr-18		Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) Place values b) Divisibility test	
	6-Apr-18			Assignment 11 Use Compare and Merge feature as: i. Consider the document First.doc created in Assignment 2. ii. Make a few changes in the document and save it as Second.doc. iii. Compare two documents and save the changes in a third document.

	7-Apr-18			
	8-Apr-18	Sunday		
15	9-Apr-18			
	10-Apr-18	Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) Basic formulae		
	11-Apr-18			
	12-Apr-18		Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) Basic formulae	
	13-Apr-18			Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) Place values b) Divisibility test Basic formulae
	14-Apr-18	Dr. Ambedkar Jayanti/Vaisakhi		
	15-Apr-18	Sunday		
16	16-Apr-18			
	17-Apr-18	Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) depreciation		
	18-Apr-18	Parashurama Jayanti		
	19-Apr-18		Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) depreciation	
	20-Apr-18			Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) depreciation
	21-Apr-18			
	22-Apr-18	Sunday		
17	23-Apr-18			
	24-Apr-18	Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) percentage		

	25-Apr-18			
	26-Apr-18		Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) percentage	
	27-Apr-18			Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) percentage
	28-Apr-18			