Lesson Plan For Practical Labs

Name of the Assistant Professor- Ms.Meenakshi Sharma

Subject- Computer Science & Applications

Lesson Plan- 17 Weeks (January-April 2018)

Week	Date	Class B.Sc (IInd Sem) GROUP-G2 Subject – CAL	Class B.Sc (IInd Sem) GROUP-G5 Subject – CAL	Class B.Com-PPI (IInd Sem) GROUP-G Subject – E-Commerce 204
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			**Assignment1.**Complete assignment on any topic from your syllabus by searching relative data on any search engine of your choice, include relative photographs also
	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 & datef) A footer with pagination	
	6-Jan-18			
	7-Jan-18	Sunday		
2	8-Jan-18			
		Assignment2. Create a document with the text		

	9-Jan-18	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			**Assignment 2.** Study about Top 5 Search engine
	12-Jan-18		Assignment 2. 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	
	13-Jan-18			
	14-Jan-18	Sunday		
3	15-Jan-18			
	16-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		
	17-Jan-18			
	18-Jan-18			**Assignment 3.** Make an account on any social media website of your choice

	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 points h) Insert the date & time at the start of document	
	20-Jan-18			
	21-Jan-18	Sunday		
4	22-Jan-18	Vasant Panchami		
	23-Jan-18			
	24-Jan-18	Sir Chhotu Ram Jayanti		
	25-Jan-18			**Assignment 4.** Update your profile on that website
	26-Jan-18	Republic Day		
	27-Jan-18			
	28-Jan-18	Sunday		
	29-Jan-18			
5	**30-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**		
	31-Jan-18	Guru Ravi Das Birthday		
	1-Feb-18			**Assignment 5.** Use instant messaging facility of that website to chat with your friend
	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	

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	3-Feb-18			
	4-Feb-18	Sunday		
6	5-Feb-18			
	6-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.		
	7-Feb-18			
	8-Feb-18			**Assignment 6.** Compose an email and send to individual and a group
	9-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.	
	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			**Assignment 7.** Edit an inbox email and forward it to one of your contents
	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 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		
	21-Feb-18			
	22-Feb-18			**Assignment 8.** Create a Google form to make survey on any issue and invite your friends to fill it.
	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			
		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		

	27-Feb-18	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		
	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 8.** Make a template for the bio-data		
	7-Mar-18			
	8-Mar-18			**Assignment 9.** Explore the website E-disha and learn its uses
	9-Mar-18		**Assignment 8.** Make a template for the bio-data	
	10-Mar-18			
	11-Mar-18	Sunday		
11	12-Mar-18			
	13-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		
	14-Mar-18			
	15-Mar-18			**Assignment 10.** Use digital locker to store your certificates online
	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		
12	19-Mar-18			
	20-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.		
	21-Mar-18			
	22-Mar-18			**Assignment 11.** **Make video chat on any social website**
	23-Mar-18	Shaheedi Diwas		
	24-Mar-18			
	25-Mar-18	Sunday		
13	26-Mar-18			
	27-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.		
	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		
14	2-Apr-18			
	3-Apr-18	**Assignment 12.** Create a word document using symbols and formatting as and save it as maths.docx. A) Place values		
	4-Apr-18			
	5-Apr-18			**Assignment 11** Revision of above mentioned topics
	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 13.** Create a word document using symbols and formatting as and save it as maths.docx. a) Divisibility test		
	11-Apr-18			
	12-Apr-18			**Assignment 13.** Explore more sites that contributes to e-commerce
	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 c) Basic formulae	
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi		
	15-Apr-18	Sunday		
16	16-Apr-18			
	17-Apr-18	**Assignment 14.** Create a word document using symbols and formatting as and save it as maths.docx.		

		a) Basic formulae		
	18-Apr-18	Parashurama Jayanti		
	19-Apr-18			Assignment 14. Search some topics of E-Commerce through search engins and save them
	20-Apr-18		Assignment 12. Create a word document using symbols and formatting as and save it as maths.docx. a) depreciation b) percentage	
	21-Apr-18			
	22-Apr-18	Sunday		
	23-Apr-18			
	24-Apr-18	**Assignment 15.** Create a word document using symbols and formatting as and save it as maths.docx. a) Percentage **Assignment.** Create a word document using symbols and formatting as and save it as maths.docx. a) depreciation		
	25-Apr-18			
	26-Apr-18			Revision
	27-Apr-18		**Assignment 12.** Create a word document using symbols and formatting as and save it as maths.docx. a) depreciation b) percentage	
17	28-Apr-18			

Lesson Plan For Practical Labs

Name of the Assistant Professor- Ms.Meenakshi Sharma

Subject- Computer Science & Applications
Lesson Plan- 17 Weeks (January-April 2018)

Week	Date	Class B.Com-OMSP (VInd Sem) Subject – 605		
1	1-Jan-18			
	2-Jan-18			
	3-Jan-18	**Introduction of basic components of windows:-** (i) ICONS (ii) Wallpaper (iii) Taskbar **Customization of Desktop**:- (i) Control Panel:Display properties (ii) Background option (iii) Screen Saver option (iv) Appearance option Setting option Customization of Taskbar Cascading &Tiling windows Adding and removing software & hardware		
	4-Jan-18	• Setting of Date and time • Exploring Windows (Windows explorer) • Using Windows Accessories • Create a folder, copy files, move files, delete files, • Notepad, Calculator		
	5-Jan-18			
	6-Jan-18			
	7-Jan-18	Sunday		

2	8-Jan-18			
	9-Jan-18			
	10-Jan-18	Paint Brush, System Tools: Disk Fragmentation, Disk Cleanup, Scandisk **Assignments (DOS)** Perform the following commands: DIR, CLS, DATE, TIME, MD, CD, RD, RENAME, DEL, BACKUP, RESTORE, COPY, SCANDISK, CHECKDSK		
	11-Jan-18	**MS Word** **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		
	12-Jan-18			
	13-Jan-18			
	14-Jan-18	Sunday		
3	15-Jan-18			
	16-Jan-18			
	17-Jan-18	Assignment:- 1. Create a document and save it in different drives as well as in same drive with different namw Understand the difference between save and save as 2. Understand find and replace option with suitable example 3. Insert suitable		

		picture in your document and format it		
	18-Jan-18	**Asignment:-** 1. Use object and shapes and draw block diagram of computer 2. Understand the formatting of character,paragraph and page		
	19-Jan-18			
	20-Jan-18			
	21-Jan-18	Sunday		
4	22-Jan-18	Vasant Panchami		
	23-Jan-18			
	24-Jan-18	Sir Chhotu Ram Jayanti		
	25-Jan-18	**Assignment:-** 1. Create a table 2. How to insert and delete the columns in it 3. Formate the table 4. Merge and split the columns and rows		
	26-Jan-18	Republic Day		
	27-Jan-18			
	28-Jan-18	Sunday		
	29-Jan-18			
5	**30-Jan-18**			
	31-Jan-18	Guru Ravi Das Birthday		
	1-Feb-18	**Assignment.** 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		
	2-Feb-18			
	3-Feb-18			
	4-Feb-18	Sunday		
6	5-Feb-18			
	6-Feb-18			
	7-Feb-18	**Assignment:-** 1. Assignment related Macro 2. Assignment related Mail Merge		

	8-Feb-18	**ASSIGNMENTS ON POWERPOINT PRESENTATION:** 1. Study the Menu commands of PowerPoint to create, modify, and delete slides in a presentation. 2. Design a Presentation of the courses running in your college.		
	9-Feb-18		.	
	10-Feb-18	Maharishi Dayanand Saraswati Jayanti		
	11-Feb-18	Sunday		
7	12-Feb-18			
	13-Feb-18	Maha Shivratri		
	14-Feb-18	3. Design a Presentation to Study about Online Education. 4. Design a Presentation to Study about Role of Mobile Phone Apps.		
	15-Feb-18	5.Create a New presentation and enter the following text to create the Titles on 11 Slides: Top Ten Reasons to work with Our Team 10. Football 9. Track 8. Hockey 7. Baseball 6. Wrestling 5. Swimming 4. Volleyball 3. Gymnastics 2. Basketball 1. Together, We Win! I. **Add a picture to each slide** that matches the sport a) Insert a picture from Clip Art or File. b) Format the Picture using Picture Tools c) Insert an AutoShape around the picture. d) Move the AutoShape behind the picture.		

		e) Format the AutoShape's color and line style. f) Insert an AutoShape Arrow pointing to the picture. g) Format the AutoShape Arrow **II. Group Objects** a) Select the arrow, the AutoShape, and the Picture. b) Group these objects together. Move the grouped objects to the lower right corner of the slide.		
	16-Feb-18			
	17-Feb-18			
	18-Feb-18	Sunday		
8	19-Feb-18			
	20-Feb-18			
	21-Feb-18	**Assignments of Excel** Create an Excel List that list your marks and apply formula to calculate Total Marks, Average and percentage		
	22-Feb-18	Create an Excel List that list your marks and specifies the result as >90 – Outstanding 80-90 – Excellent 70-80 – Very Good 60-70 – Good 40-60 – Average <40 – Fail Using if else ➢ Use autofill ➢ Insert column, row and sheet ➢ Auto format • Sort the list from maximum marks to minimum ➢ Filter the sheet to show those students who obtain marks >75		
	23-Feb-18			
	24-Feb-18			
	25-Feb-18	Sunday		
9	26-Feb-18			
	27-Feb-18			
	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	
	7-Mar-18	2.Type the following data in excel worksheet and save it as wages.xls **Acme Hat Corporation** **Name** | **Hours** | **Wage** | **Gross** | **Taxes** | **Net** Ram | 40.5 | 15.75 Atul | 39.5 | 35.5 Neeraj | 27.75 | 29.85 Vishal | 38 | 32 Surya | 29 | 31 Lalita | 15 | 18.54 Ruby | 14.75 | 15.75 **Totals:** 1. Prepare the following spreadsheet exac it is seen below. 2. Fill in the Gross Pay column by using a formula, which multiplies the Hours Wo by the Hourly Wage, **=Hours*Wage** 3. Fill in the Taxes column by using a form that calculates 35% of the Gross Pay, **=Gross*0.35** 4. Fill in the Net Pay column using a formu that subtracts the Taxes from Gross Pa **=Gross-Taxes** 5. Using the built in sum function (or Sum icon) to calculate totals for the last thre columns. 6. Format the Hours column to 1 decimal and all other numbers to Accounting Nu Format (money). 7. Sort the data by the employee's name, Z. 8. Format the table with a border, shading a graphics. Add your name in footer, ar date and time in a header. Rename the worksheet .
	8-Mar-18	Create a sheet that list number of girls and boys in your college from year 2011 to 2015 and represent the data using column chart
	9-Mar-18	
	10-Mar-18	
	11-Mar-18	Sunday
11	12-Mar-18	
	13-Mar-18	
	14-Mar-18	➢ Create a sheet that contains profit and loss of a Company, use what if analysis on the sheet ➢ Learn to give name to a range and adding comments to the column
	15-Mar-18	Learn the use of Pivot Table with some suitable example
	16-Mar-18	
	17-Mar-18	
	18-Mar-18	Sunday
12	19-Mar-18	
	20-Mar-18	
	21-Mar-18	**OrderID** | **CustomerID** | **E_ID** | **OrderDate** | **RequiredDate** | **ShippedDate** 10330 | ANIL | 3 | 11/16/2015 | 12/14/2015 | 11/28/2015 10331 | VIKRAM | 9 | 11/16/2015 | 12/28/2015 | 11/21/2015 10332 | SUMIT | 3 | 11/17/2015 | 12/29/2015 | 11/21/2015 10333 | NIKHIL | 5 | 11/18/2015 | 12/16/2015 | 11/25/2015 10334 | VIKAS | 8 | 11/21/2015 | 12/19/2015 | 11/28/2015 Using Lookup command 1. Display the name of customer who purchased products with OrderID=10 332

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		10335	GAURAV	7	11/22/2015	12/20/2015	11/24/2015
		10336	PAL	7	11/23/2015	12/21/2015	11/25/2015
		10337	KUMAR	4	11/24/2015	12/22/2015	11/29/2015

2. Display the name of employee who processed this order.
3. .Display the OrderID in 10th row of the table using HLOOKUP.
4. .Display the customer name and required date of this order using VLOOKUP.

	22-Mar-18	➢ Learn to use conditional formatting ➢ Goal seak ➢ Different formulas		
	23-Mar-18	Shaheedi Diwas		
	24-Mar-18			
	25-Mar-18	Sunday		
13	26-Mar-18			
	27-Mar-18			
	28-Mar-18	➢ Data options ➢ Charts		
	29-Mar-18	Mahavir Jayanti		
	30-Mar-18			
	31-Mar-18			
	1-Apr-18	Sunday		
14	2-Apr-18			
	3-Apr-18			
	4-Apr-18	➢ Installing of Linux ➢ Installing of windows		
	5-Apr-18	Working with Linux		
	6-Apr-18			
	7-Apr-18			
	8-Apr-18	Sunday		
15	9-Apr-18			
	10-Apr-18			
	11-Apr-18	Working with Linux		
		Study of Unix/Linux general purpose utility command list obtained from (man, who, cat, cd, cp, ps, ls, mv, rm,		

	12-Apr-18	mkdir, rmdir, echo, more, date, time, kill, history, chmod, chown, finger, pwd, cal, logout, shutdown) commands.		
	13-Apr-18			
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi		
	15-Apr-18	Sunday		
16	16-Apr-18			
	17-Apr-18			
	18-Apr-18	Parashurama Jayanti		
	19-Apr-18	File and viva Prepration		
	20-Apr-18			
	21-Apr-18			
	22-Apr-18	Sunday		
	23-Apr-18			
	24-Apr-18			
17	25-Apr-18	Revision		
	26-Apr-18	Revision		
	27-Apr-18			
	28-Apr-18			