**Lesson Plan**

**Name of the Assistant Professor**- Ms. Shaina Arora

**Department**- Computer Science & Applications

**Lesson Plan**- 17 Weeks (July-Nov 2018)

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| --- | --- | --- | --- |
| **Week** | **Date** | **BA (IstSem) LAB**  Group-9  **Computer Awareness (Level-1)** | **BBA (IstSem)**  Group-2  BBA-106  **Computer Fundamentals** |
| 1 | 16-July-18 |  |  |
| 17-July-18 |  |  |
| 18-July-18 |  |  |
| 19-July-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  **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  **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 |
| 20-July-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 |  |
| 21-July-18 |  |  |
| 22-July-18 | Sunday | |
| 2 | 23-July-18 |  |  |
| 24-July-18 |  |  |
| 25-July-18 |  |  |
| 26-July-18 |  | **Assignment 2**. Create a document with the text given below and save it as First.Doc  **Memory Unit** A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it. Whereas a RAM is a general-porpose device whose contents can be altered during the computational process, a ROM is restricted to reading words that are permanently stored with in the unit. The binary informations to be stored, specified by the designer, is then embedded in the unit to form the required interconnection pattern. ROM’s process of storing data is different from RAM’s process.  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  **Assignment 8.**Make a template for the bio-data with the following format  **Bio-Data**  Name : Father’s Name : Date of Birth : Age : Address : Educational Qualification **Sr No          Qualification          Board                 Percentage** Work Experience:  **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 |
| 27-July-18 | **Assignment 2**. Create a document with the text given below and save it as First.Doc  **Memory Unit** A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it. Whereas a RAM is a general-porpose device whose contents can be altered during the computational process, a ROM is restricted to reading words that are permanently stored with in the unit. The binary informations to be stored, specified by the designer, is then embedded in the unit to form the required interconnection pattern. ROM’s process of storing data is different from RAM’s process.  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 |  |
| 28-July-18 |  |  |
| 29-July-18 | Sunday | |
| 3 | 30-July-18 |  |  |
| 31-July-18 | Shaheedi udham singh’s martyrdom day | |
| 1-Aug-18 |  |  |
| 2-Aug-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  **Assignment 11.**  **Customize the Quick Access Toolbar/Menu**  **Assignment 12.**  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. |
| 3-Aug-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 |  |
| 4-Aug-18 |  |  |
| 5-Aug-18 | Sunday | |  |
| 4 | 6-Aug-18 |  |  |
| 7-Aug-18 |  |  |
| 8-Aug-18 |  |  |
| 9-Aug-18 |  | **Windows:**  1.Introduction of basic components of windows  2. Customization of Desktop  3.Customization of Taskbar  4.Cascading &Tiling windows  5.Adding and removing software & hardware  6.Setting of Date and time  7. Exploring Windows(Windows explorer)  9. Create a folder, copy files, move files, delete files, Notepad, Calculator  10. Paint Brush, System Tools: Disk Fragmentation, Disk Cleanup, Scandisk |
| 10-Aug-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 |  |
| 11-Aug-18 |  |  |
| 12-Aug-18 | Sunday | |
| 5 | 13-Aug-18 | Haryali teej | |
| 14-Aug-18 |  |  |
| 15-Aug-18 | Independence day | |
| 16-Aug-18 |  | **Assignment-5 (Word)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sr.No. | Name | Basic Pay | Designation | Department | | 1 | Rahul Roy | 10000/- | MD | Marketing | | 2 | Ritu Garg | 12000/- | AD | Sales | | 3 | Mohit | 8000/- | Manager | Sales | | 4 | Rakesh | 9000/- | Senior  Manager | HR |   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. |
| 17-Aug-18 | **Assignment-5**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sr.No. | Name | Basic Pay | Designation | Department | | 1 | Rahul Roy | 10000/- | MD | Marketing | | 2 | Ritu Garg | 12000/- | AD | Sales | | 3 | Mohit | 8000/- | Manager | Sales | | 4 | Rakesh | 9000/- | Senior  Manager | HR |   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. |  |
| 18-Aug-18 |  |  |
| 19-Aug-18 | Sunday | |
| 6 | 20-Aug-18 |  |  |
| 21-Aug-18 |  |  |
| 22-Aug-18 | Id-ul-zuha(bakrid) | |
| 23-Aug-18 |  | **Assignment 6.** Create a table in word as shown below   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Roll No | Name | Marks in Physics | Marks in Chemistry | Total Marks | | 1 | Ritu | 80 | 70 |  | | 2 | Rohit | 70 | 80 |  | | 3 | Amit | 60 | 50 |  | | 4 | Rakesh | 40 | 60 |  | | 5 | Niti | 30 | 70 |  | | 6 | Garima | 80 | 80 |  |   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 (e) Heading should be in bold and underlined  (f) Link the table with first.doc |
| 24-Aug-18 | **Assignment 6.** Create a table in word as shown below   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Roll No | Name | Marks in Physics | Marks in Chemistry | Total Marks | | 1 | Ritu | 80 | 70 |  | | 2 | Rohit | 70 | 80 |  | | 3 | Amit | 60 | 50 |  | | 4 | Rakesh | 40 | 60 |  | | 5 | Niti | 30 | 70 |  | | 6 | Garima | 80 | 80 |  |   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 (e) Heading should be in bold and underlined  (f) Link the table with first.doc |  |
| 25-Aug-18 |  |  |
| 26-Aug-18 | Sunday | |
| 7 | 27-Aug-18 |  |  |
| 28-Aug-18 |  |  |
| 29-Aug-18 |  |  |
| 30-Aug-18 |  | **EXCEL:**  1. Explain in detail all Menu Options i.e.File, Edit, View, Insert, Format, Tool, and Data.  2. Type the data(name. hours, wages, gross, tax & net pay) in excel worksheet and save it as wages.xls & use following formula’s to calculate fields:  Wage, **=Hours\*Wage**  Gross Pay, **=Gross\*0.35**  Net Pay, **=Gross-Taxes**  **3.** Type the following data in excel worksheet and save it as second.xls.  Do the following (a) Complete column C for finding product x \* y (b) Find sum of x column at the end of data (c) Find sum of y column at the end of data  (d) Find sum of x \* y column at the end of data (e) Find sum of x^2 (f) Find sum of y^2  **4**. Enter the following data and save it in grade .xls & Do the following (a) Compute the total marks and percentage of each student by entering appropriate formula.(b) Compute the grades based on following criteria If percentage >= 90 then grade = A If percentage >= 80 and <90 then grade = B If percentage >= 70 and <80 then grade = C If percentage >= 60 and <70 then grade = D If percentage < 60 then grade = E (c ) Find Average, maximum and Minimum |
| 31-Aug-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 |  |
| 1-Sep-18 |  |  |
| 2-Sep-18 | Sunday | |
| 8 | 3-Sep-18 | Janmashtmi | |
| 4-Sep-18 |  |  |
| 5-Sep-18 |  |  |
| 6-Sep-18 |  | **5.** Using grade.xls to perform the following formatting operations (a) Draw a border around the worksheet (b) Change the font size of heading to 14 points and underline it and hide column c (c) Increase the width of column A to 15 characters (d) Right Align the values in column B, C, F  **6.** A university maintains a year wise result for four courses and then generates an average report as given below a) Complete the report to calculate the course wise average in row 6 (b) Provide formula to calculate year wise average in column G (c) Generate a column chart to compare data  **7.** Make a database of the students of M.Com. in MS Excel and do the following: Sort,  Find out first 2 positions from boys and girls, Make a chart of performance of boys and girls |
| 7-Sep-18 | **Assignment 8.**Make a template for the bio-data with the following format  **Bio-Data**  Name : Father’s Name : Date of Birth : Age : Address : Educational Qualification **Sr No          Qualification          Board                 Percentage** Work Experience: |  |
| 8-Sep-18 |  |  |
| 9-Sep-18 | Sunday | |
| 9 | 10-Sep-18 |  |  |
| 11-Sep-18 |  |  |
| 12-Sep-18 |  |  |
| 13-Sep-18 |  | **8.** Calculate a Car Payment  1. Enter data into an Excel Spreadsheet 2. Apply Currency and Percent formatting to cells at least 75% of the time 3. Use the Function tool to calculate PMT arguments at least 75% of the time 4. Apply formatting to cell text. 5. Use Goal Seek command at least 75% of the time  **9.** Use Cell References  Sheet1: Enter number of items and their corresponding sales.  Sheet2: Enter number of items and their corresponding purchased.  Sheet3. calculate loss/Profit of items. |
| 14-Sep-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 |  |
| 15-Sep-18 |  |  |
| 16-Sep-18 | Sunday | |
| 10 | 17-Sep-18 |  |  |
| 18-Sep-18 |  |  |
| 19-Sep-18 |  |  |
| 20-Sep-18 |  | **10.** Make use of look up commands.  **11.** Create a Excel sheet & Do the following:- 1. Create Pivot table get the total amount exported of each product. 2. Create a two dimensional Pivot table get the total amount exported to each country, of each product. 3. To easily compare these numbers, create a pivot chart and apply a filter |
| 21-Sep-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. |  |
| 22-Sep-18 |  |  |
| 23-Sep-18 | Sunday | |
| 11 | 24-Sep-18 |  |  |
| 25-Sep-18 |  |  |
| 26-Sep-18 |  |  |
| 27-Sep-18 |  | **Assignments on powerpoint presentation:**  1.Study the Menu commands of PowerPoint to create, modify, delete slides in a presentation.  2.Design a Presentation of the courses running in your college  3. Design a Presentation to Study about Online Education.  4. Design a Presentation to Study about Role of Mobile Phone Apps. |
| 28-Sep-18 | **Assignment 11.**  **Customize the Quick Access Toolbar/Menu** |  |
| 29-Sep-18 |  |  |
| 30-Sep-18 | Sunday | |
| 12 | 1-Oct-18 |  |  |
| 2-Oct-18 | Mahatma gandhi’s jayanti | |
| 3-Oct-18 |  |  |
| 4-Oct-18 |  | Create a New Presentation and enter the following text to create the Titles on 11 slides:  Top ten reasons to work with our Team  1 Add a Picture to each slide  II Group Objects  III Bouncing Balls  IV Custom Animation  V Modify the Animation Effect on the animated Objects  VI Slide Transitions |
| 5-Oct-18 | **Assignment 12.**  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. |  |
| 6-Oct-18 |  |  |
| 7-Oct-18 | Sunday | |
| 13 | 8-Oct-18 |  |  |
| 9-Oct-18 |  |  |
| 10-Oct-18 | Maharaja aggarsen jayanti | |
| 11-Oct-18 |  | Revision of Covered Assignments |
| 12-Oct-18 | Doubts in covered Practicals  Create a folder,copy files,move files,delete files,Notepad,Calculator  Paint Brush,System Tools: Disk Fragmentation,Disk Cleanup,scandisk |  |
| 13-Oct-18 |  |  |
| 14-Oct-18 | Sunday | |
| 14 | 15-Oct-18 |  |  |
| 16-Oct-18 |  |  |
| 17-Oct-18 |  |  |
| 18-Oct-18 | Dussehra | |
| 19-Oct-18 | Introduction of Basic components of Windows:-  (i)Icons  (ii) Wallpaper  (iii) Taskbar  Adding and Removing Software & Hardware  Exploring Windows(Windows explorer) |  |
| 20-Oct-18 |  |  |
| 21-Oct-18 | Sunday | |
| 15 | 22-Oct-18 |  |  |
| 23-Oct-18 |  |  |
| 24-Oct-18 | Maharishi valmiki’s birthday | |
| 25-Oct-18 |  | Design a presentation showing organizational chart of your college employees structure with animation effects. |
| 26-Oct-18 | Customization of Desktop:-  Control Panel: Display properties  (i)Background option  (ii)Screen saver option  (iii)Appearance option  (iv)Setting option  Using Window Accessories |  |
| 27-Oct-18 |  |  |
| 28-Oct-18 | Sunday | |
| 16 | 29-Oct-18 |  |  |
| 30-Oct-18 |  |  |
| 31-Oct-18 |  |  |
| 1-Nov-18 | Haryana day | |
| 2-Nov-18 | Customization of Taskbar,Cascading &Tiling Windows,Setting Date and Time |  |
| 3-Nov-18 |  |  |
| 4-Nov-18 | Sunday | |
| 17 | 5-Nov-18 |  |  |
| 6-Nov-18 | Holiday | |
| 7-Nov-18 | Diwali | |
| 8-Nov-18 | Holiday | |
| 9-Nov-18 | Vishavkarma day | |
| 10-Nov-18 | Holiday | |
| 11-Nov-18 | Sunday | |
| 18 | 12-Nov-18 | Holiday | |
| 13-Nov-18 | Holiday | |
| 14-Nov-18 |  |  |