**Lesson Plan**

**Name of the Assistant Professor**- Ms. Kanika Chourasia

**Subject**- Computer Science & Applications

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

|  |  |  |
| --- | --- | --- |
| **Week** | **Date** | **BA(1st Sem)**  **BA-CAL**  **Computer awareness level** |
| 1 | 16-July-18 |  |
| 17-July-18 |  |
| 18-July-18 |  |
| 19-July-18 |  |
| 20-July-18 |  |
| 21-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 |
| 22-July-18 | Sunday |
| 2 | 23-July-18 |  |
| 24-July-18 |  |
| 25-July-18 |  |
| 26-July-18 |  |
| 27-July-18 |  |
| 28-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 |
| 29-July-18 | Sunday |
| 3 | 30-July-18 |  |
| 31-July-18 | Shaheedi udham singh’s martyrdom day |
| 1-Aug-18 |  |
| 2-Aug-18 |  |
| 3-Aug-18 |  |
| 4-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 |
| 5-Aug-18 | Sunday |
| 4 | 6-Aug-18 |  |
| 7-Aug-18 |  |
| 8-Aug-18 |  |
| 9-Aug-18 |  |
| 10-Aug-18 |  |
| 11-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 |
| 12-Aug-18 | Sunday |
| 5 | 13-Aug-18 | Haryali teej |
| 14-Aug-18 |  |
| 15-Aug-18 | Independence day |
| 16-Aug-18 |  |
| 17-Aug-18 | holiday |
| 18-Aug-18 | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 |   **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. |
| 19-Aug-18 | Sunday |
| 6 | 20-Aug-18 |  |
| 21-Aug-18 |  |
| 22-Aug-18 | Id-ul-zuha(bakrid) |
| 23-Aug-18 |  |
| 24-Aug-18 |  |
| 25-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 |
| 26-Aug-18 | Sunday |
| 7 | 27-Aug-18 |  |
| 28-Aug-18 |  |
| 29-Aug-18 |  |
| 30-Aug-18 |  |
| 31-Aug-18 |  |
| 1-Sep-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 |
| 2-Sep-18 | Sunday |
| 8 | 3-Sep-18 | Janmashtmi |
| 4-Sep-18 |  |
| 5-Sep-18 |  |
| 6-Sep-18 |  |
| 7-Sep-18 |  |
| 8-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: |
| 9-Sep-18 | Sunday |
| 9 | 10-Sep-18 |  |
| 11-Sep-18 |  |
| 12-Sep-18 |  |
| 13-Sep-18 |  |
| 14-Sep-18 |  |
| 15-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 |
| 16-Sep-18 | Sunday |
| 10 | 17-Sep-18 |  |
| 18-Sep-18 |  |
| 19-Sep-18 |  |
| 20-Sep-18 |  |
| 21-Sep-18 |  |
| 22-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. |
| 23-Sep-18 | Sunday |
| 11 | 24-Sep-18 |  |
| 25-Sep-18 |  |
| 26-Sep-18 |  |
| 27-Sep-18 |  |
| 28-Sep-18 |  |
| 29-Sep-18 | **Assignment 11.**  **Customize the Quick Access Toolbar/Menu** |
| 30-Sep-18 | Sunday |
| 12 | 1-Oct-18 |  |
| 2-Oct-18 | Mahatma gandhi’s jayanti |
| 3-Oct-18 |  |
| 4-Oct-18 |  |
| 5-Oct-18 |  |
| 6-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. |
| 7-Oct-18 | Sunday |
| 13 | 8-Oct-18 |  |
| 9-Oct-18 |  |
| 10-Oct-18 | Maharaja aggarsen jayanti |
| 11-Oct-18 |  |
| 12-Oct-18 |  |
| 13-Oct-18 | **Introduction of basic components of windows:-**   1. ICONS 2. Wallpaper   Taskbar  **Customization of Desktop**:-   1. Control Panel:Display properties 2. Background option 3. Screen Saver option 4. Appearance option   Setting option |
| 14-Oct-18 | Sunday |
| 14 | 15-Oct-18 |  |
| 16-Oct-18 |  |
| 17-Oct-18 |  |
| 18-Oct-18 | Dussehra |
| 19-Oct-18 |  |
| 20-Oct-18 | Customization of Taskbar, Cascading &Tiling windows  Adding and removing software & hardware  Setting of Date and time Using Windows Accessories, Exploring Windows(Windows explorer) |
| 21-Oct-18 | Sunday |
| 15 | 22-Oct-18 |  |
| 23-Oct-18 |  |
| 24-Oct-18 | Maharishi valmiki’s birthday |
| 25-Oct-18 |  |
| 26-Oct-18 |  |
| 27-Oct-18 | Create a folder, copy files, move files, delete files, Notepad, Calculator |
| 28-Oct-18 | Sunday |
| 16 | 29-Oct-18 |  |
| 30-Oct-18 |  |
| 31-Oct-18 |  |
| 1-Nov-18 | Haryana day |
| 2-Nov-18 |  |
| 3-Nov-18 | Paint Brush, System Tools: Disk Fragmentation, Disk Cleanup, Scandisk |
| 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 | doubts |