

LESSON PLAN

Name of the Assistant Professor : BHARATI YADAV

Subject : COMPUTER AWARENESS (LEVEL - I)

Class : B.A I Year and B.Sc. I Year

Month : From January 2018 to April 2018

WEEK 1	DATE : 01/01/2018 to 06/01/2018
	<ol style="list-style-type: none">1. Introduction to Word Processor2. Need of Word Processor3. Uses of Word Processor4. Popular Word Processor Packages
WEEK 2	DATE : 08/01/2018 to 13/01/2018
	<ol style="list-style-type: none">1. Microsoft Word2. Features of MS-Word3. Advantages of Word Processor4. Starting MS-Word Application5. Components of MS-Word Window
WEEK 3	DATE : 15/01/2018 to 20/01/2018
	<ol style="list-style-type: none">1. How to create new document in MS-Word2. How to save a document in MS-Word3. How to open an existing document in MS-Word4. How to close a document in MS-Word5. How to exit MS-Word
WEEK 4	DATE : 22/01/2018 to 27/01/2018
	<ol style="list-style-type: none">1. How to select the text using mouse2. Cursor movement using keyboard3. Editing Text: Undo, Redo, Copying text, Moving text, Inserting text and Deleting text
WEEK 5	DATE : 29/01/2018 to 03/02/2018
	<ol style="list-style-type: none">1. Find Text2. Replace Text3. Go To4. Change Case
WEEK 6	DATE : 05/02/2018 to 10/02/2018
	<ol style="list-style-type: none">1. Revision of topics covered from Week 1 to Week 52. Test of topics covered from Week 1 to Week 5
WEEK 7	DATE : 12/02/2018 to 17/02/2018
	<ol style="list-style-type: none">1. Zoom control using the Status Bar and Dialog Box2. Spelling and Grammar Checking and Correction using Right Click and Dialog Box3. Basic features of Printing in MS-Word: Print Preview, Quick Print and Print
WEEK 8	DATE : 19/02/2018 to 24/02/2018
	<ol style="list-style-type: none">1. Introduction of Formatting2. Types of Formatting3. Character Formatting: Font Style, Font Size, Font Color, Text Highlight Color, Subscript and Superscript, Clear Formatting, Bold, Italic, Underline and Strikethrough

WEEK 9	DATE : 26/02/2018 to 03/03/2018
	<ol style="list-style-type: none"> 1. Paragraph Formatting: Text Alignment, Indentation, Line Spacing, Paragraph Spacing, Bullets and Numbering, Border and Shading 2. Watermark 3. Drop Cap 4. Word Art
WEEK 10	DATE : 05/03/2018 to 10/03/2018
	<ol style="list-style-type: none"> 1. Page Formatting: Margins, Paper Size, Page Orientation, Inserting Columns etc. 2. Clip Art 3. Mail Merge
WEEK 11	DATE : 12/03/2018 to 17/03/2018
	<ol style="list-style-type: none"> 1. Revision of topics covered from Week 7 to Week 10 2. Test of topics covered from Week 7 to Week 10
WEEK 12	DATE : 19/03/2018 to 24/03/2018
	<ol style="list-style-type: none"> 1. How to create a table 2. How to modify the table structure 3. How to format a table
WEEK 13	DATE : 26/03/2018 to 31/03/2018
	<ol style="list-style-type: none"> 1. Internet: Introduction, Benefits and Applications 2. World Wide Web 3. Web Browser 4. Electronic Mail: Introduction, Advantages, Disadvantages, Create E-mail ID, Check and Send the E-mail
WEEK 14	DATE : 02/04/2018 to 07/04/2018
	<ol style="list-style-type: none"> 1. Revision of topics covered from Week 12 and Week 13 2. Test of topics covered from Week 12 and Week 13
WEEK 15	DATE : 09/04/2018 to 14/04/2018
	<ol style="list-style-type: none"> 1. Revision of topics covered from Week 3 to Week 5 2. Test of topics covered from Week 3 to Week 5
WEEK 16	DATE : 16/04/2018 to 21/04/2018
	<ol style="list-style-type: none"> 1. Revision of topics covered in Week 7 and Week 8 2. Test of topics covered in Week 7 and Week 8
WEEK 17	DATE : 23/04/2018 to 28/04/2018
	<ol style="list-style-type: none"> 1. Revision of topics covered in Week 9 and Week 10 2. Test of topics covered in Week 9 and Week 10
WEEK 18	DATE : 30/04/2018 to 05/05/2018
	<ol style="list-style-type: none"> 1. Revision of topics covered in Week 12 and Week 13 2. Test of topics covered in Week 12 and Week 13