

Lesson Plan Session-2024-25  
B.A 1st Semester SEC (Computer Skills)

**July Week 1:**

Windows Installation and Basics

- Installation of Windows
- Windows Desktop
- My computer
- My Documents

**August Week 2:**

Navigating Windows

- Network Neighbourhood
- Recycle Bin
- Quick Launch Toolbar
- System Tray

**August Week 3:**

Windows Interface and Task Management

- Start Menu
- Task Bar
- System Tray
- Quick Launch Toolbar
- Start Button

**August Week 4:**

Parts of Windows and Keyboard Accelerators

- Parts of Windows
- Keyboard Accelerators: Keyboard Short Keys or Hotkeys

**August Week 5:**

- Basic Applications in Windows
- Working with Notepad & WordPad
- Creating & Editing Images with Microsoft Paint

**September Week 6:**

- Using Utilities and Personalizing Windows
- Using the Calculator
- Personalizing Windows

**September Week 7:**

- Introduction to MS-Word
- Working with Documents
- Formatting Page & Setting Margins
- Converting Files to Different Formats
- Importing & Exporting Documents

**September Week 8:**

- Formatting Documents in MS-Word
- Setting Font Styles
- Font Selection & Style
- Setting Paragraph Style
- Alignments, Indents, Line Space, Margins

**September Week 9:**

- Advanced Formatting in MS-Word
- Bullets & Numbering
- Setting Page Style
- Formatting Page
- Page Tab, Margins, Layout Settings
- Border & Shading, Columns

October Week  
Headers, Footers,  
- Header &  
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### **October Week 10:**

Headers, Footers, and Document Styles

- Header & Footer
- Setting Footnotes & Endnotes
- Page Break
- Setting Document Styles
- Table of Contents, Index
- Page Numbering, Date & Time

### **October Week 11:**

Working with Tables and Graphics in MS-Word

- Creating Tables
- Table Settings
- Borders, Alignments
- Insertion, Deletion, Merging, Splitting
- Sorting
- Inserting Clip Arts, Drawing Pictures/Files

### **October Week 12:**

Tools and Printing in MS-Word

- Tools: Spell Checks, Mail Merge, Templates
- Printing Documents

### **November Week 13:**

Introduction to MS-Excel

- Spreadsheet & Its Applications
- Opening Spreadsheet
- Menus
- Working with Spreadsheets: Opening, Saving Files, Setting Margins
- Spreadsheet Addressing: Rows, Columns & Cells





#### **November Week 14:**

Entering and Managing Data in MS-Excel

- Referring Cells & Selecting Cells
- Shortcut Keys
- Entering & Deleting Data
- Inserting Data
- Insert Cells, Columns, Rows & Sheets

#### **November Week 15:**

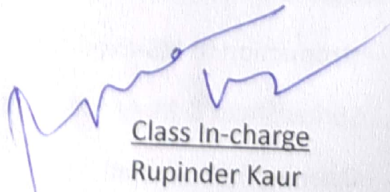
Formulas and Formatting in MS-Excel

- Inserting Functions
- Formula: Finding Total in a Column or Row
- Mathematical Operations (Addition, Subtraction, Multiplication, Division, Exponentiation)
- Formatting Spreadsheets: Labelling Columns & Rows
- Formatting: Cell, Row, Column & Sheet

#### **November Week 16:**

Advanced Features in MS-Excel

- Category: Alignment, Font, Border & Shading
- Hiding/Locking Cells
- Working with Sheets: Sorting, Filtering
- Creating Charts
- Tools: Error Checking, Spell Checks



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