

# Govt. College, Safidon (Jind)-126112

Weekly Lesson Plan: 2021-22 (Even Semester)

B.A. / B. Sc (Medical) (2nd Semester)

Name of the Teacher: Mr. Vikas Bansal

Subject: Computer Awareness (Theory and Practical)

Sr. No.	Weeks	Dates	Topic
1	1 <sup>st</sup>	01.04.2022 to 02.04.2022	Introduction to Spread Sheet and Components-I
2	2 <sup>nd</sup>	04.04.2022 to 09.04.2022	Introduction to Spread Sheet and Components-II, Applications
3	3 <sup>rd</sup>	11.04.2022 to 16.04.2022	Spread Sheet: Creating, Opening and Manipulation of Cells: Enter texts numbers and dates, Assignment Work
4	4 <sup>th</sup>	18.04.2022 to 23.04.2022	Spread Sheet: Cell Height and Widths, Copying of cells-I, Assignment Work
5	5 <sup>th</sup>	25.04.2022 to 30.04.2022	Spread Sheet: Drawing different types of charts, Mathematical Function
6	6 <sup>th</sup>	02.05.2022 to 07.05.2022	Revision of Operating System
7	7 <sup>th</sup>	09.05.2022 to 14.05.2022	Spread Sheet: Use filters and data Validation controls for control of data, Statistical Function
8	8 <sup>th</sup>	16.05.2022 to 21.05.2022	Spread Sheet: Financial Function, Assignment Work
9	9 <sup>th</sup>	23.05.2022 to 28.05.2022	Presentation Software: Creating, Modifying a presentation, Apply different formatting
10	10 <sup>th</sup>	30.05.2022 to 04.06.2022	Delivering a presentation, Using sound, animation and design templates in presentation, Assignment Work
11	11 <sup>th</sup>	06.06.2022 to 11.06.2022	Apply different insert option to make presentation, Assignment Work
12	12 <sup>th</sup>	13.06.2022 to 18.06.2022	Apply slide transitions, animations and sequencing for slides, Assignment Work
13	13 <sup>th</sup>	20.06.2022 to 25.06.2022	Control Panel
14	14 <sup>th</sup>	27.06.2022 to 02.07.2022	Revision of Word Processing
15	15 <sup>th</sup>	04.07.2022 to 09.07.2022	Revision of Computer Communication
16	16 <sup>th</sup>	11.07.2022 to 16.07.2022	Revision of Spread Sheet

# Govt. College, Safidon (Jind)-126112

Weekly Lesson Plan: 2021-22 (Even Semester)

B.A. / B. Sc (Non-Medical) (2nd Semester)

Name of the Teacher: Mrs. Monika Devi

Subject: Computer Awareness (Theory and Practical)

Sr. No.	Weeks	Dates	Topic
1	1 <sup>st</sup>	01.04.2022 to 02.04.2022	Introduction to Spread Sheet and Components-I
2	2 <sup>nd</sup>	04.04.2022 to 09.04.2022	Introduction to Spread Sheet and Components-II, Applications
3	3 <sup>rd</sup>	11.04.2022 to 16.04.2022	Spread Sheet: Creating, Opening and Manipulation of Cells: Enter texts numbers and dates, Assignment Work
4	4 <sup>th</sup>	18.04.2022 to 23.04.2022	Spread Sheet: Cell Height and Widths, Copying of cells-I, Assignment Work
5	5 <sup>th</sup>	25.04.2022 to 30.04.2022	Spread Sheet: Drawing different types of charts, Mathematical Function
6	6 <sup>th</sup>	02.05.2022 to 07.05.2022	Revision of Operating System
7	7 <sup>th</sup>	09.05.2022 to 14.05.2022	Spread Sheet: Use filters and data Validation controls for control of data, Statistical Function
8	8 <sup>th</sup>	16.05.2022 to 21.05.2022	Spread Sheet: Financial Function, Assignment Work
9	9 <sup>th</sup>	23.05.2022 to 28.05.2022	Presentation Software: Creating, Modifying a presentation, Apply different formatting
10	10 <sup>th</sup>	30.05.2022 to 04.06.2022	Delivering a presentation, Using sound, animation and design templates in presentation, Assignment Work
11	11 <sup>th</sup>	06.06.2022 to 11.06.2022	Apply different insert option to make presentation, Assignment Work
12	12 <sup>th</sup>	13.06.2022 to 18.06.2022	Apply slide transitions, animations and sequencing for slides, Assignment Work
13	13 <sup>th</sup>	20.06.2022 to 25.06.2022	Control Panel
14	14 <sup>th</sup>	27.06.2022 to 02.07.2022	Revision of Word Processing
15	15 <sup>th</sup>	04.07.2022 to 09.07.2022	Revision of Computer Communication
16	16 <sup>th</sup>	11.07.2022 to 16.07.2022	Revision of Spread Sheet