JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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# Lesson Plan & Tracking

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| **Programe : BBA Logistic III** | **Session : 2021-24** | **Year : 2nd** | **Sem: III** |
| **Course: Word & Presentation Tool - Practical** | | | |
| **Name of the Faculty: ANJALI KUMARI** | **Commencement Date:29/8/2022** | **Date of Closure: December** | |

| Lecture No. | Week | Unit | Topics to be Covered | Blended Mode | | | Date | Duration | Tracking of Lectures | Related Course Outcome | Signature of Faculty | Signature of HoD | Remarks (if any) |
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| | | | | ICT Tool/Platform/ LMS | Resources | Activity | | | | | | | |
| 1 | 1 | Unit1 | **Windows 2000:** Working with windows – moving formation within windows arranging Icons Saving Window settings. | | | | | | | | | | |
| 2 | | Unit1 | MS Office Basics | | | | | | | | | | |
| 3 | | Unit1 | Creating document | | | | | | | | | | |
| 4 | 2 | Unit1 | entering text-Selecting text giving instructions | | | | | | | | | | |
| 5 | | Unit1 | Using tool bars- Menu commands | | | | | | | | | | |
| 6 | | Unit1 | Keyboards shortcuts | | | | | | | | | | |
| 7 | 3 | Unit1 | Saving files Opening documents | | | | | | | | | | |
| 8 | | Unit1 | Manipulating Windows – simple Editing- Printing Files. | | | | | | | | | | |
| 9 | | Unit2 | **Word Basics:** Using Auto text – Using Auto Correct | | | | | | | | | | |
| 10 | | Unit2 | Word editing technique finding and replacing text | | | | | | | | | | |

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| **11** | **4** | **Unit2** | Checking spelling | | | | | | | | | | |
| **12** | | **Unit2** | using templates- formatting | | | | | | | | | | |
| **13** | | **Unit2** | using templates- formatting | | | | | | | | | | |
| **14** | **5** | **Unit2** | Formatting with styles creating tables | | | | | | | | | | |
| **15** | | **Unit2** | Formatting with styles creating tables | | | | | | | | | | |
| **16** | | **Unit3** | **<u>Power Point Basics:</u>**<br>Working in outline view | | | | | | | | | | |
| **17** | **6** | **Unit3** | using a design template | | | | | | | | | | |
| **18** | | **Unit3** | using a design template | | | | | | | | | | |
| **19** | | **Unit3** | Merging presentations in Slider sorter view applying<br>templates | | | | | | | | | | |
| **20** | **7** | **Unit3** | Merging presentations in Slider sorter view applying | | | | | | | | | | |
| **21** | | **Unit3** | Adding graphs- adding organization Charts | | | | | | | | | | |
| **22** | | **Unit3** | Adding graphs- adding organization Charts | | | | | | | | | | |
| **23** | **8** | **Unit4** | **<u>MS-Word:</u>**<br>Practical Type the text, check spelling and grammar bullets and numbering list items | | | | | | | | | | |
| **24** | | **Unit4** | align the text to left,<br>right justify and centre. | | | | | | | | | | |
| **25** | | **Unit4** | Prepare a job application letter enclosing your Bio-Data | | | | | | | | | | |
| **26** | **9** | **Unit4** | Prepare a job application letter enclosing your Bio-Data | | | | | | | | | | |

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| **27** | | **Unit4** | Perform Mail Merger | | | | | | | | | | |
| **28** | **10** | **Unit4** | Operation and Preparing labels | | | | | | | | | | |
| **29** | | **Unit4** | Prepare the document in newspaper column layout | | | | | | | | | | |
| **30** | | **Unit5** | **<u>MS Power Point:</u>**<br>Practical Prepare a PowerPoint presentation with at least three slides for department Inaugural Function | | | | | | | | | | |
| **31** | **11** | **Unit5** | Draw an organization chart with minimum three hierarchical levels- | | | | | | | | | | |
| **32** | | **Unit5** | Draw an organization chart with minimum three hierarchical levels | | | | | | | | | | |
| **33** | | **Unit5** | Draw an organization chart with minimum three hierarchical levels | | | | | | | | | | |
| **34** | **12** | **Unit5** | Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide. | | | | | | | | | | |
| **35** | | **Unit5** | Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide. | | | | | | | | | | |
| **36** | | **Unit5** | Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide. | | | | | | | | | | |
| 37 | | **Unit5** | Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide. | | | | | | | | | | |
| 38 | 13 | **Unit5** | Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide. | | | | | | | | | | |

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| 39 | | **Unit5** | Design an advertisement campaign with minimum three slides-Insert an excel chart into a power point slide. | | | | | | | | | | | |
| 40 | | **Unit5** | Revision | | | | | | | | | | | |
| 41 | 14 | **Unit5** | Revision | | | | | | | | | | | |
| 42 | | **Unit5** | Revision | | | | | | | | | | | |