JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Programe : BCA	**Session :2022-25**	**Year : 1st**	**Sem: 1**
Course: MS-Office			
Name of the Faculty: Shivangini Bihari	**Commencement Date: 19/09/2022**	**Date of Closure: 30/12/2022**	

Lecture No.	Week	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
			ICT Tool/Platform/ LMS	Resources	Activity							
1	1	Introduction to M.S. Windows; Features of Windows; Various versions of windows & its use; working with Windows; My Computer and Recycle bin; Desktop, Icons and Windows Explorer; Screen description & working styles of Windows;										
2	2	Dialog Boxes & Toolbars; working with Files & Folders; simple operations like copy, delete, moving of files and folders from one drive to another, Shortcuts & Autostarts;										
3	3	Accessories and Windows Settings using setting common devices using control panel, modem, printers, audio, network, fonts, creating users, internet settings, Start button & Program lists;										
4	4	Installing and Uninstalling new Hardware & Software program on your computer. Introduction to Internet and Email; searching information through a search engines.										

5	5	MS Word Basics: Introduction to MS Office; Introduction to MS Word; Features & area of use. Working with MS Word: Menus & Commands;										
6	6	Toolbars & Buttons; Shortcut menus, Wizards & Templates; Creating a New Document; Different Page Views and layouts; Applying various Text Enhancements; Working with Styles, Text Attributes; Paragraph and page Formatting: Text Editing using various features; Bullets, Numbering, Auto Formatting, Printing & various print options.										
7	7	Advanced Features of MS Word: Spell Check, Thesaurus, Find & Replace; Headers & Footers; Inserting- Page Numbers, Pictures, Files, Auto-texts, Symbols etc. Working with Columns, Tabs & Indents; Creation & Working with Tables including conversion to and from text; Margins & Space management in Document;										
8	8	Adding References and Graphics; Mail Merge, Envelops & Mailing Labels. Importing and exporting to and from various formats.										
9	9	Introduction and area of use; Working with MS Excel; concepts of Workbook and worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts;										
10	10	Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets: Column Freezing, Labels, Hiding, Splitting etc. Using different features with Data and Text;										

11	11	Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.										
12	12	Introduction & use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation; Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slide Working with Notes, Handouts, Columns & Lists;										
13	13	Adding Graphics, sounds and Movies to a Slide; Working with PowerPoint Objects; Designing & Presentation of a Slide Show; printing Presentations, Notes, Handouts with print options.										
14	14	Revision										