JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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# Lesson Plan & Tracking

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| **Programe : DIPLOMA** | **Session :2022-23** | **Year : 1st** | **Sem:1** |
| **Course: Computer Fundamental Lab** | | | |
| **Name of the Faculty: Shivangini Bihari** | **Commencement Date: 19/9/2022** | | **Date of Closure: 30/12/2022** |

| Lectures 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) |
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| | | | ICT Tool/Platform/ LMS | Resources | Activity | | | | | | | |
| 1 | 1 | Introduction to M.S.Windows package. Working on MS Word. | | | | | | | | | | |
| 2 | 2 | Putting header, bullets and footers in MS Word. | | | | | | | | | | |
| 3 | 3 | Shortcut Menus,Wizards &Templates. | | | | | | | | | | |
| 4 | 4 | MS Word: Menus & Commands; Toolbars & Buttons: | | | | | | | | | | |
| 5 | 5 | Working with MS Excel: concepts of Workbook & Worksheets | | | | | | | | | | |
| 6 | 6 | Use of Formulas, Calculations & Functions | | | | | | | | | | |
| 7 | 7 | Working with MS PowerPoint, Creating a New Presentation. | | | | | | | | | | |
| 8 | 8 | Working with Presentation; Using Wizards; Slides & its different views. | | | | | | | | | | |

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| 9 | 9 | Adding Graphics, Sounds and Movies to a Slide. | | | | | | | | | | |
| 10 | 10 | REVISION | | | | | | | | | | |