

Lesson Plan Multidisciplinary Program (Computer Science)
B.A. 1st Year (2nd Semester)
NEP-2020

Month/Week	Topic to Cover
01.02.2025 to 20.02.2025	Unit-I Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance. Using windows accessories.
21.02.2025 to 10.03.2025	Unit-II Introduction to word processing interface, Toolbars Creating & Editing Document, Formatting Document, Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros and Tables
11.03.2025 to 10.04.2025	Unit-III Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek.
11.04.2025 onwards	Unit-IV Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

Krishna
01/02/2025

Seema