Department of Computer Science, Govt. P.G. College, Ch. Dadri
Lesson Plan for Even Semester 2024-25

Name of Assistant Professor: Manoj Kumar
Class & Semester: B.A. 4th semester
Subject: Basics of Computer-I (IT Level-II) (20USECCS406)

Sr. No.	Month	Unit	Topics
1	January, 2025	Unit-I	Introduction to E-mail, its features and advantages. Creation of New Account, How to send an email, cc, bcc, attachment of files, Reply, Reply All, Forward, Inbox, Outbox, Draft, Spam etc.
2	February, 2025	Unit-I	Introduction to E-Governance, Social Networking, E-Learning, E-Business and their significance.
		Unit-II	Introduction to MS Office and MS Word. Uses of MS word, Introduction to Tool Bars and Menus. Menus (File, Home, Insert, Page Layout, View, etc. tabs) *Assignment*
3	March, 2025	Unit-II	Opening and Closing of documents; Saving a document, Menu Bar, Ribbon, Page setup, Formatting Text, Editing, Printing, drawing table, manipulating table, working with graphics, Mail merge, Inserting equation, Word Art, Smart Art, Header and Footer, Track Changes, Macros.
		Unit-III	Basics of Spreadsheet; Elements of spreadsheet, Manipulation of cells. saving workbook, entering data, editing data, formatting worksheet. *Assignment/Class Test*
4	April, 2025	Unit-III	Formula and Function. Working with Charts and Graphics, Data Validation, Conditional Formatting, Sorting. Filtering. Advance Filter, Page Layout, What-if analysis.
		Unit-IV	MS Powerpoint basics, Opening, Saving, creating a Presentation; Preparation and Presentation of Slides; entering and editing text, Insert and delete slides. adding clip art picture. Inserting objects. Inserting Graphics, views in PowerPoint presentation, Transition, Slideshow, Rehearse Timing, Slide master.