

Aggarwal College Ballabgarh

LESSON PLAN 17 WEEKS (JAN-APRIL)-2025

Name of Faculty: Meenu Bhati
Designation/ Department: Assistant in computer science

CLASS:B.A (2nd sem)

SUBJECT: OFFICE AUTOMATION

Week		
1	7-1-2025	
	8-1-2025	
	9-1-2025	
	10-1-2025	
	11-1-2025	
	12-1-2025	S. U. N. D. A. Y.
2	13-1-2025	
	14-1-2025	
	15-1-2025	
	16-1-2025	
	17-1-2025	
	18-1-2025	
3	19-1-2025	S. U. N. D. A. Y.
	20-1-2025	
	21-1-2025	
	22-1-2025	
	23-1-2025	
	24-1-2025	
	25-1-2025	
4	26-1-2025	REPUBLIC DAY /S. U. N. D. A. Y.
	27-1-2025	
	28-1-2025	
	29-1-2025	
	30-1-2025	
	31-1-2025	
	1-2-2025	
5	2-2-2025	S. U. N. D. A. Y/BASANT PANCHAMI
	3-2-2025	MS-Windows: Operating system- Definition & functions, basics of Windows

	4-2-2025	Basic components of windows, icons, types of icons, taskbar, activating windows
	5-2-2025	
	6-2-2025	
	7-2-2025	
	8-2-2025	
	9-2-2025	S. U. N. D. A. Y
6	10-2-2025	using desktop, title bar, running applications, exploring computer, managing files and folders
	11-2-2025	copying and moving files and folders. Control panel – display properties,
	12-2-2025	HOLIDAY: GURU RAVIDAS JAYANTI
	13-2-2025	
	14-2-2025	
	15-2-2025	
	16-2-2025	S. U. N. D. A. Y.
7	17-2-2025	adding and removing software and hardware, setting date and time
	18-2-2025	screensaver and appearance. Using windows accessories
	19-2-2025	
	20-2-2025	
	21-2-2025	
	22-2-2025	
	23-2-2025	S. U. N. D. A. Y.
8	24-2-2025	Revision of Unit-1
	25-2-2025	Test of Unit-1
	26-2-2025	
	27-2-2025	
	28-2-2025	
	1-3-2025	
	2-3-2025	S. U. N. D. A. Y.
9	3-3-2025	Documentation Using MS-Word: Introduction to word processing interface, Toolbars Creating & Editing Document, Formatting Document,
	4-3-2025	Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool
	5-3-2025	
	6-3-2025	

	7-3-2025	
	8-3-2025	
	9-3-2025	S. U. N. D. A. Y.
10	10-3-2025	Document Dictionary, Page Formatting, Bookmark, Previewing and printing document
	11-3-2025	Advance Features of MS-Word-Mail Merge, Macros and Tables
	12-3-2025	
	13-3-2025	
	14-3-2025	
	15-3-2025	
	16-03-2025	S. U. N. D. A. Y.
11	17-3-2025	Text styles; Text Structuring; Text colors and Background; Formatting text.
	18-3-2025	Revision of unit-2
	19-3-2025	
	20-3-2025	
	21-3-2025	
	22-3-2025	
	23-3-2025	S. U. N. D. A. Y.
12	24-3-2025	Electronic Spread Sheet using MS-Excel: Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet,
	25-3-2025	Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions
	26-3-2025	
	27-3-2025	
	28-3-2025	
	29-3-2025	
	30-3-2025	S. U. N. D. A. Y.
13	31-3-2025	HOLIDAY: ID-UL-FITR
	1-4-2025	Text Boxes; Page layouts. Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart
	2-4-2025	
	3-4-2025	
	4-4-2025	
	5-4-2025	
	6-4-2025	S. U. N. D. A. Y.
14	7-4-2025	Linking and Consolidation, Database Management using Excel-Sorting, Filtering,

		Validation, What if analysis with Goal Seek.
	8-4-2025	Revision of Unit-3
	9-4-2025	
	10-4-2025	HOLIDAY: MAHAVIR JAYANTI
	11-4-2025	
	12-4-2025	
	13-4-2025	S. U. N. D. A. Y.
15	14-4-2025	HOLIDAY: AMBEDKAR JAYANTI
	15-4-2025	Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts,
	16-4-2025	
	17-4-2025	
	18-4-2025	
	19-4-2025	
	20-4-2025	S. U. N. D. A. Y.
16	21-4-2025	Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object,
	22-4-2025	Inserting Recorded Sound Effect or In-Built Sound Effect.
	23-4-2025	
	24-4-2025	
	25-4-2025	
	26-4-2025	
	27-4-2025	S. U. N. D. A. Y.
17	28-4-2025	Revision of Unit-4
	29-4-2025	Test of Unit-4
	30-4-2025	HOLIDAY: AKSHAY TRITYA
	01-05-2025	
	02-05-2025	
	03-05-2025	
	04-05-2025	S. U. N. D. A. Y.

Signature