

Aggarwal College Ballabgarh

LESSON PLAN

17 WEEKS (JAN-APRIL)-2025

NAME OF ASSISTANT/ASSOCIATE PROFESSOR: Ms. Poonam Jain

DEPT. – COMPUTER SCIENCE

CLASS: Bcom		SEMESTER: 2nd
SUBJECT: Office Automation(24CSCX02MD01) MDC		
Week		
1	7-1-2025	
	8-1-2025	
	9-1-2025	Unit – I-MS-Windows: Operating system-Definition & functions
	10-1-2025	basics of Windows
	11-1-2025	Basic components of windows, icons, types of icons, taskbar
	12-1-2025	S. U. N. D. A. Y.
2	13-1-2025	
	14-1-2025	
	15-1-2025	
	16-1-2025	activating windows, using desktop
	17-1-2025	title bar, running applications
	18-1-2025	SEMINAR
	19-1-2025	S. U. N. D. A. Y.
3	20-1-2025	
	21-1-2025	
	22-1-2025	
	23-1-2025	test
	24-1-2025	SEMINAR
	25-1-2025	Revision
	26-1-2025	REPUBLIC DAY /S. U. N. D. A. Y.
4	27-1-2025	
	28-1-2025	
	29-1-2025	
	30-1-2025	exploring computer,
	31-1-2025	managing files and folders, copying and moving files and folders.
	1-2-2025	revision
	2-2-2025	S. U. N. D. A. Y/BASANT PANCHAMI
5	3-2-2025	
	4-2-2025	
	5-2-2025	
	6-2-2025	Control panel –display properties

	7-2-2025	adding and removing software and hardware
	8-2-2025	SEMINAR
	9-2-2025	S. U. N. D. A. Y
6	10-2-2025	
	11-2-2025	
	12-2-2025	
	13-2-2025	setting date and time, screensaver and appearance
	14-2-2025	Using windows accessories.
	15-2-2025	TEST
	16-2-2025	S. U. N. D. A. Y.
7	17-2-2025	
	18-2-2025	GURU RAVIDAS JAYANTI
	19-2-2025	
	20-2-2025	Unit – II Documentation Using MS-Word: Introduction to word processing interface,
	21-2-2025	Toolbars Creating & Editing Document, Formatting Document
	22-2-2025	SEMINAR
	23-2-2025	S. U. N. D. A. Y.
8	24-2-2025	
	25-2-2025	
	26-2-2025	
	27-2-2025	Finding and replacing text, Format painter, Header and footer, Drop cap
	28-2-2025	Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark,
	1-3-2025	Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros and Tables
	2-3-2025	S. U. N. D. A. Y.
	3-3-2025	
9	4-3-2025	
	5-3-2025	
	6-3-2025	Unit – III Electronic Spread Sheet using MS-Excel: Introduction to MS-Excel, Cell, cell address, Creating & Editing
	7-3-2025	SEMINAR
	8-3-2025	Formatting and Essential Operations,
	9-3-2025	S. U. N. D. A. Y.
	10-3-2025	
10	11-3-2025	
	12-3-2025	
	13-3-2025	Moving and copying data in excel, Header and footer,
	14-3-2025	Formulas and Functions
	15-3-2025	Revision

	16-03-2025	S. U. N. D. A. Y.
11	17-3-2025	
	18-3-2025	
	19-3-2025	
	20-3-2025	Test
	21-3-2025	Charts, Cell referencing, Page setup,
	22-3-2025	Macros, Advance features of MS-Excel-Pivot table & Pivot Chart
	23-3-2025	S. U. N. D. A. Y.
12	24-3-2025	
	25-3-2025	
	26-3-2025	
	27-3-2025	Linking and Consolidation, Database Management using Excel-Sorting, Filtering
	28-3-2025	Validation, What if analysis with Goal Seek.
	29-3-2025	TEST
	30-3-2025	S. U. N. D. A. Y.
13	31-3-2025	
	1-4-2025	
	2-4-2025	
	3-4-2025	Unit – IV Presentation using MS-PowerPoint: Presentations, Creating, Organizational
	4-4-2025	Manipulating & Enhancing Slides,
	5-4-2025	SEMINAR
	6-4-2025	S. U. N. D. A. Y.
14	7-4-2025	
	8-4-2025	
	9-4-2025	
	10-4-2025	Charts, Excel Charts
	11-4-2025	Word Art, Layering art Objects
	12-4-2025	SEMINAR
	13-4-2025	S. U. N. D. A. Y.
15	14-4-2025	
	15-4-2025	
	16-4-2025	MAHAVIR JAYANTI
	17-4-2025	Presentation
	18-4-2025	Animations and Sounds, Inserting Animated Pictures
	19-4-2025	TEST
	20-4-2025	S. U. N. D. A. Y.
16	21-4-2025	
	22-4-2025	
	23-4-2025	
	24-4-2025	Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

	25-4-2025	Revision
	26-4-2025	SEMINAR
	27-4-2025	S. U. N. D. A. Y.
17	28-4-2025	
	29-4-2025	
	30-4-2025	
	01-05-2025	Test
	02-05-2025	Test
	03-05-2025	Revision
	04-05-2025	S. U. N. D. A. Y.

Signature