



Aggarwal College Ballabgarh

LESSON PLAN 17 WEEKS (JAN-MAY)-2025

Name of Faculty: Ms. Kanchan Malik

Designation/ Department: Assistant Prof. , Department of Mathematics

CLASS: B.SC. (H) Maths		SEMESTER: II	SECTION:
SUBJECT: OFFICE AUTOMATION			
Week			
1	1-2-2025	-----	
	2-2-2025	S. U. N. D. A. Y/BASANT PANCHAMI	
2	3-2-2025	-----	
	4-2-2025	-----	
	5-2-2025	Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications	
	6-2-2025	-----	
	7-2-2025	-----	
	8-2-2025	-----	
	9-2-2025	S. U. N. D. A. Y	
3	10-2-2025	-----	
	11-2-2025	-----	
	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.	

4	17-2-2025	-----
	18-2-2025	-----
	19-2-2025	exploring computer, managing files and folders, copying and moving files and folders.
	20-2-2025	-----
	21-2-2025	-----
	22-2-2025	-----
	23-2-2025	S. U. N. D. A. Y.
5	24-2-2025	-----
	25-2-2025	-----
	26-2-2025	HOLIDAY: MAHA SHIVRATRI
	27-2-2025	-----
	28-2-2025	-----
	1-3-2025	-----
	2-3-2025	S. U. N. D. A. Y.
6	3-3-2025	-----
	4-3-2025	-----
	5-3-2025	Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance. Using windows accessories.
	6-3-2025	-----
	7-3-2025	-----
	8-3-2025	-----

	9-3-2025	S. U. N. D. A. Y.
7	10-3-2025	H.O.L.I-- B.R.E.A.K
	11-3-2025	H.O.L.I-- B.R.E.A.K
	12-3-2025	H.O.L.I-- B.R.E.A.K
	13-3-2025	H.O.L.I-- B.R.E.A.K
	14-3-2025	H.O.L.I-- B.R.E.A.K
	15-3-2025	H.O.L.I-- B.R.E.A.K
	16-03-2025	S. U. N. D. A. Y.
8	17-3-2025	-----
	18-3-2025	-----
	19-3-2025	Introduction to word processing interface, Toolbars Creating & Editing Document, Formatting Document, Finding and replacing text, Format painter,
	20-3-2025	-----
	21-3-2025	-----
	22-3-2025	-----
	23-3-2025	S. U. N. D. A. Y.
9	24-3-2025	-----
	25-3-2025	-----
	26-3-2025	Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark,
	27-3-2025	-----
	28-3-2025	-----

	29-3-2025	-----
	30-3-2025	S. U. N. D. A. Y.
10	31-3-2025	HOLIDAY: ID-UL-FITR
	1-4-2025	-----
	2-4-2025	Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros and Tables
	3-4-2025	-----
	4-4-2025	-----
	5-4-2025	-----
	6-4-2025	S. U. N. D. A. Y.
11	7-4-2025	-----
	8-4-2025	-----
	9-4-2025	Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel
	10-4-2025	HOLIDAY: MAHAVIR JAYANTI
	11-4-2025	-----
	12-4-2025	-----
	13-4-2025	S. U. N. D. A. Y.
12	14-4-2025	HOLIDAY: AMBEDKAR JAYANTI
	15-4-2025	-----
	16-4-2025	Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation
	17-4-2025	-----

	18-4-2025	-----
	19-4-2025	-----
	20-4-2025	S. U. N. D. A. Y.
13	21-4-2025	-----
	22-4-2025	-----
	23-4-2025	Database Management using Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek.
	24-4-2025	-----
	25-4-2025	-----
	26-4-2025	-----
	27-4-2025	S. U. N. D. A. Y.
14	28-4-2025	-----
	29-4-2025	-----
	30-4-2025	Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts
	01-05-2025	-----
	02-05-2025	-----
	03-05-2025	-----
	04-05-2025	S. U. N. D. A. Y.
15	05-05-2025	-----
	06-05-2025	-----
	07-05-2025	Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Picture
	08-05-2025	-----
	09-05-2025	-----

	10-05-2025	-----
	11-05-2025	S. U. N. D. A. Y.
16	12-05-2025	-----
	13-05-2025	-----
	14-05-2025	Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect
	15-05-2025	-----
	16-05-2025	-----
	17-05-2025	-----
	18-05-2025	S. U. N. D. A. Y.

Signature