Name of the Teacher:**Gagandeep kaur**  Class: B VOC(BPO) I

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **01-31 Aug 2017** | **UNIT-1**:Evolution of Computer -Generations, Types of Computer, Computer System Characteristics, Basic Components of a Digital Computer Control Unit, ALU, Input/ Output Function and Memory, Memory Addressing Capability of a CPU, Word Length of a Computer, Processing Speed of a Computer, Computer ClassificationMS Windows: Operating System Definition & Functions, Basics of Windows. Basic Components of Windows, Icons, Types of Icons, Task bar, Activating Windows, Using Desktop, Title Bar, Running Applications, Exploring Computer, Managing Files and Folders, Copying &Moving Files and Folders. | **Oral Presentations** |
|  | **01-30 Sept 2017** | **UNIT-2:**Documentation using MSWord-Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto text, Auto-correct, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Table, File Management, Printing, Styles, Linking and Embedding Objects, Template | **Group discussion/ Black board Presentatios** |
|  | **01-31 Oct 2017** | **Unit-3**:Electronic Spread Sheet using MS-Excel -Introduction to Ms Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance Features of MS-Excel-Pivot Table & Pivot Chart, Linking and Consolidation. Database Management using Excel -Sorting, Filtering, Table, Validation, Goal Seek, Scenario. What-if Analysis. | **Oral Presentations** |
|  | **01-13 Nov 2017** | **Unit 4:** Presentation using MS-PowerPoint: Presentations, Creating Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering Art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing Through Objects, Inserting Recorded Sound Effect, In Built Sound Effect | **Oral Presentations** |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **What is icon & its types, Generation of computer, Types of computer, Mail-merge.** |
| **Assignment 2** | **Explain the various terms in detail: Sorting, Validation, Goal Seek, Scenario, What-if Analysis, Pivot Table.** |
| **Class Test** | **Chapters 1 & 3** |