

Lesson Plan for B.A.I/B.SC(M+NM)-I
Subject:- SEC(Office and Spreadsheet Tools Learning)
Sesson:-2024-25

July 2024

Definition & Functions of Operating System, Basic of popular O.S, The User Interface, Exploring Computer, Icons, taskbar,Desktop,

August 2024

Using Menu and Menu Selection, Managing file and folder, Control Panel-Display properties, Add/Remove software and hardware, Running an Application, Using help, Creating Short Cute, Basics of O.S Setup, Common Utilities,

September 2024

Introduction to word processing, Menus, Creating, Editing and Formating document, Spell Checking, Printing, Views, Tables, WordArt. Mail Merge, Macros. Revision of MS-Word.

October 2024

Elements of Electronic Spread, Applications, Creating and Operating of Spread Sheet, Menus
Manipulation of Cell, Enter texts numbers and dates, Cell Height and widths, Copying of Cells, Mathematical,Financial function, Drawing different types of Chart.

November 2024

Creating, Modifying and enhancing a presentation
delivering a presentation Using sound ,animation and design templates in presentation.