

Lesson Plan

COMPUTER AWARENESS (LEVEL - I)

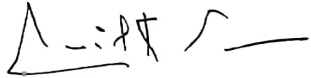
Paper Code:- CALI 101) BASIC COMPUTER EDUCATION

Name of Assist/Assot. Prof.:-Anil Kumar

Session 2023-24

Départment:- Computer Science

Sr. No.	Unit	Conteent	Duration
1	Unit-I	Computer: Definition, Characteristics, Applications, Components of Computer System, Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices. Operating System- Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel	24 August to 28 September
2	Unit-II	Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.	1 October to 10 November
3	Unit-III	Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.	10 November to 20 November and 1 January to 15 January
4	Unit-IV	IV Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.	16 February to 15 March
5		Revision	Theory and 16 March Practical


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