



**NSCB Memorial Govt. Degree College
Hamirpur
District Hamirpur (H.P.)**



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Lesson Plan

Session (2024-2025)

Class: B.C.A 1ST YEAR (1ST SEM)
Subject: Office Automation Tools
Room No: 261

Name of the Teacher: Prof. Madhuri Gupta
Course BCA-0105

S. No	Dates	Topics to be covered
Admissions of B.C.A	16-05-2024 to 23-07-2024	Counseling/Admissions
Orientation	25-07-2024	Orientation Programme.
Week 1	26-07-2024 to 31-07-2024	Dos commands- Internal commands DATE,DIR,CL,CD,RD,MD,PATH,TYPE,DEL,ECHO,COPY,REN,PROMPT,VOL,VER,External Commands - ATTRIB, CHKDSK,DISKCOPY,DISKCOMP,XCOPY,TREE,
Week 2	01-08-2024 to 03-08-2024	Concept of files and directories, wild card characters Redirection operators.
Week 3	05-08-2024 to 10-08-2024	Window 2007-Definition, Benefits, Features and uses of windows 2007 ,Control panel, accessories, Task bar, My computer uses, Recycle bin.
Week 4	12-08-2024 to 17-08-2024	Common office 2007- Elements, introduction to office 2007, customizing the office environment, Managing files in office.
Week 5	20-08-2024 to 24-08-2024	Text tools, drawing and graphics tools.
Week 6	27-08-2024 to 31-08-2024	Word processing- Definition, benefits , features and uses of word 2007 , menus ,toolbars, cursor control keys short cut keys , hot keys , editing text , document formatting ,
Week 7	02-09-2024 to 07-09-2024	File handling – opening, creating, saving, printing, editing. Formatting text , find and replace , ,
Week 8	09-09-2024 to 14-09-2024	Spell checking, thesaurus, file protection, mail merge, labels and envelopes, macros.
Week 9	16-09-2024to 21-09-2024	Columns and tables , advanced page layout in word.
Week 10	23-09-2024 to 28-09-2024	Managing long documents, reusable formatting with styles and templates.
Week 11	30-09-2024 to 05-10-2024	Minor Test
Week 12	07-10-2024 to 12-10-2024	Charts in Ms excel – Bar charts, Pie charts, Column Charts, Reports , File protection, managing data in Excel – sort , filter, validation , subtotal.
Week 13	14-10-2024 to 19-10-2024	Adding animations in Presentations, videos, audios, effects, insert (pictures, slides, and text).
Week 14	21-10-2024 to 28-10-2024	External Commands-DELTREE, DOSKEY, FORMAT, FIND, SORT, FDISK, MORE, SYS, Power point Presentation, Master slides , views , action buttons , macros .
Week 15	29-10-2024 to 02-11-2024	Diwali Break
Week 16		Final Practical and Exams

