

Lesson Plan

Basic Computer Education (2022-23)

Odd Semester

- 22-27 August :- Introduction to computer, Characteristics & Limitations of computer, Working Scenario of computer
- 29 August - 3 Sep. :- Input Devices, Output Devices & Processing Device of computer.
- 5 Sep. - 10 Sep. :- Practical week
Painting, working with windows, folder etc.
- 12 Sep. - 17 Sep. :- Computer Generations, Memory Management
- 19 Sep. to 24 Sep :- Computer Languages and Language Translators.
- 26 Sep. to 1 Oct. :- Practical week.
- 3 Oct to 8 Oct. :- Classification of Computers.
- 10 Oct. to 15 Oct :- Softwares
- 17 Oct. to 19 Oct. :- Practical
- 20 Oct. to 26 Oct. :- Vacations
- 27 Oct. to 29 Oct. :- Mail Merge & Macro.
- 31 Oct to 05 Nov. :- Introduction to Ms. Word.
- 07 Nov to 12 Nov. :- Home & Insert tabs of Ms. Word.
- 14 Nov. to 19 Nov. :- Page Layout & References tabs of Ms. Word.

21 Nov. to 26 Nov. :- Mailings, Review and View tabs of Ms. Word.

28 Nov. to 03 Dec. :- Practical Week.

5 Dec. to 10 Dec. :- Operating System of Computer, Its types and functions

10 Dec. to 17 Dec. :- Practical Week.

Krishan