

Lesson Plan Computer Awareness:-

01	August 2023	<ol style="list-style-type: none"><li>1. Theory:-<ol style="list-style-type: none"><li>A. Introduction of Computer</li><li>B. Components</li><li>C. Working Scenario of Computer</li><li>D. Characteristics and Limitations of computer</li></ol></li><li>2. Practical:-<ol style="list-style-type: none"><li>A. Introduction to Word Processor</li><li>B. Components of Word Processor</li><li>C. Text Formatting, Alignment, Find &amp; Replace etc.</li></ol></li></ol>
	September 2023	<ol style="list-style-type: none"><li>1. Theory:-<ol style="list-style-type: none"><li>A. Input Devices</li><li>B. Output Devices</li><li>C. Memory Organization</li><li>D. Computer Generations</li></ol></li><li>2. Practical:-<ol style="list-style-type: none"><li>A. Insert Table</li><li>B. ClipArt</li><li>C. Shape</li><li>D. WordArt</li><li>E. Charts</li><li>F. Header and Footer etc.</li></ol></li></ol>
	October 2023	<ol style="list-style-type: none"><li>1. Theory:-<ol style="list-style-type: none"><li>A. Computer Languages</li><li>B. Language Translators</li><li>C. Software</li></ol></li><li>2. Practical:-<ol style="list-style-type: none"><li>A. Page Layout</li><li>B. Mail Merge</li><li>C. Macro</li><li>D. Spelling and Grammar</li></ol></li></ol>
	November 2023	<ol style="list-style-type: none"><li>1. Theory:-<ol style="list-style-type: none"><li>A. Windows</li><li>B. Operating System</li><li>C. Functions of Operating System</li></ol></li><li>2. Practical:-<ol style="list-style-type: none"><li>A. Windows</li><li>B. Control Panel etc.</li></ol></li></ol>