

LESSON PLAN (Computer Sc.)

Govt. College For Women, Madlauda (Panipat)

Session 2025-2026 (ODD SEMESTER)

NAME OF PROFESSOR: Mr. Pardeep Maan

DESIGNATION: Assistant Professor in Computer Sc.

SUBJECT/PAPER: (Computer Sc.): SEC Paper-Office and Spreadsheet Tools(B-SEC-101)

CLASS- B.A./B.Sc. Ist year

SR. NO.	MONTH	TOPICS TO BE COVERED
1.	August	<p>Introduction to MS Word ,Word Interface , creating and Saving a Document in word ,Various Tools : office button , various tabs , home toolbar , font style , formatting, editing tools , insert table , merge table, table properties ,auto fit, image , header, footer</p> <p>PRACTICAL: Practical Related to above topics.</p>
2.	September	<p>Page layout, page and section breaks, references, find, replace, go to, review, track changes, view, printing document and frequently used shortcuts.</p> <p>Introduction to MS Excel: Excel interface ,worksheet area, frequently used commands in Excel, basic functions in excel, relative and absolute referencing,</p> <p>PRACTICAL: Practical Related to above topics.</p>

3.	October	<p>MS Excel: logical functions , arithmetic functions : sum & sum if ,average and average if , count & count if Running Total , If & nested if, custom list , filter , Conditional formatting, V-Lookup & H-Lookup, validation, preparation of tables , table styles, filter and sort a table, freeze pane</p> <p>PRACTICAL: Practical Related to above topics.</p>
4.	November	<p>reate charts, format charts, insert and format objects and graphs</p> <p>PRACTICAL: Practical Related to above topics.</p>

