**LESSON PLAN (Computer Sc.)**

**Govt. College For Women, Madlauda (Panipat)**

**Session 2025-2026 (ODD SEMESTER) NAME :** Mrs. Poonam Rathi

**DESIGNATION: Computer Instructor**

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

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

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| **SR.**  **NO.** | **MONTH** | **TOPICS TO BE COVERED** |
| **1.** | **August** | 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  **PRACTICAL**: Practical Related to above topics. |
| **2.** | **September** | Page layout, page and section breaks, references, find, replace, go to, review, track changes, view, printing document and frequently used shortcuts.  Introduction to MS Excel: Excel interface ,worksheet area, frequently used commands in Excel, basic functions in excel, relative and absolute referencing,  **PRACTICAL**: Practical Related to above topics. |

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| **3.** | **October** | 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  **PRACTICAL**: Practical Related to above topics. |

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| **4.** | **November** | reate charts, format charts, insert and format objects and graphs  **PRACTICAL**: Practical Related to above topics. |