**Post Graduate Government College for Girls, Sector-42, Chandigarh**

**Teaching Plan for Bachelors (FIRST SEMESTER)**

**Session (2020-2021)**

**Class: BSc CS 1st SEM**   **Name of the Teacher: Sonika**

**Subject: CS(E) Paper: PC Software**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 01/09/2020 – 05/09/2020 | Concept of files and directories; Disk Operating System: DOS, System Files, types of DOS commands: Internal commands |
| Week 2 | 07/09/2020 – 12/09/2020 | External commands: Introduction to AUTOEXEC.BAT, Directory commands: XCOPY, DEL, RENAME, ATTRIB, BACKUP, RESTORE, FIND, SYS; General commands: TYPE, DATE, TIME, PROMPT; Batch Files, Wild Cards, Line Editor. |
| Week 3 | 14/09/2020 – 19/09/2020 | Introduction to graphical user interface, window operating system |
| Week 4 | 21/09/2020 – 26/09/2020 | Anatomy of windows, organizing folders and files, recycle bin, my computer, windows explorer, control panel. |
| Week 5 | 28/09/2020- 03/10/2020 | *Word Processing :* Basics of Word Processing; Opening, Creating, Saving, Printing and Quitting Documents, Using the Interface |
| Week 6 | 05/10/2020- 10/10/2020 | (Menu Toolbars), Editing Text (Copy, Delete, Move), Finding and Replacing Text, Spell Check, Autocorrect; Auto Text, Character formatting, Page formatting; |
| Week 7 | 12/10/2020- 16/10/2020 | Document Enhancement; Adding Borders and shading, Adding Headers and Footers, Setting up Multiple columns |
| Week 8 | 19/10/2020- 24/10/2020 | Sorting blocks, Adjusting Margins and Hyphenating Documents, |
| Week 9 | 27/10/2020- 30/10/2020 | Creating Master Documents, Creating Data Source |
| Week 10 | 03/11/2020- 07/11/2020 | Merging Documents, Using Mail merge feature for labels and envelops |
| Week 11 | 09/11/2020- 12/11/2020 | Inserting Pictures, Tables, Working with equations. |
| Week 12 | 16/11/2020- 21/11/2020 | Worksheet overview, Row, Column, Cells, Menus, Creating Worksheet, Opening, Saving,Printing Worksheets; |
| Week 13 | 23/11/2020- 28/11/2020 | Calculations, Auto fill, Working with Formulae, Data Formatting (number formatting, date formatting), Working with Ranges, |
| Week 14 | 01/12/2020- 05/12/2020 | Establishing Worksheet links; Creating, Sorting and Filtering Data Base; Creating chart, Adding Titles, Legends etc. to charts, |
| Week 15 | 07/12/2020- 12/12/2020 | Printing Charts, Creating Macros, Record Macros, Running Macros |
| Week 16 | 14/12/2020- 18/12/2020 | Assigning Macros to Buttons, Functions (Statistical, Financial, Mathematical, String, Date and Time). |
| Week 17 | 21/12/2020- 26/12/2020 | MS-Power Point: Creating, Saving, Printing Presentation; Selecting Design Templates, Animations and Transitions, Auto Content Wizard. |