**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Odd Semester (For PG 1st year)**

**Session (2021-2022)**

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

**Subject: CS (E) Period : 1and 3**

**Paper : CS software Room : CSc Lab 2**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 13-09-2021 to 18-09-2021 | Concept of files and directories; Disk Operating System: DOS, System Files, types of DOS commands: Internal commands |
| Week 2 | 20-09-2021 to 25-09-2021 | 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 | 27-09-2021 to 01-10-2021 | Introduction to graphical user interface, window operating system |
| Week 4 | 04-10-2021 to 09-10-2021 | Anatomy of windows, organizing folders and files, recycle bin, my computer, windows explorer, control panel. |
| Week 5 | 11-10-2021 to 16-10-2021 | *Word Processing :* Basics of Word Processing; Opening, Creating, Saving, Printing and Quitting Documents, Using the Interface |
| Week 6 | 18-10-2021 to 19-10-2021 | (Menu Toolbars), Editing Text (Copy, Delete, Move), Finding and Replacing Text, Spell Check, Autocorrect; Auto Text, Character formatting, Page formatting; |
| **Mid Semester Exam (21st October 2021 – 30th October 2021)** | | |  | Document Enhancement; Adding Borders and shading, Adding Headers and Footers, Setting up Multiple columns |
| Week 7 | 01-11-2021 to 06-11-2021 | Sorting blocks, Adjusting Margins and Hyphenating Documents, |
| Week 8 | 08-11-2021 to 13-11-2021 | Creating Master Documents, Creating Data Source |
| Week 9 | 15-11-2021 to 20-11-2021 | Merging Documents, Using Mail merge feature for labels and envelops |
| Week 10 | 22-11-2021 to 27-11-2021 | Inserting Pictures, Tables, Working with equations. |
| Week 11 | 29-11-2021 to 04-12-2021 | Worksheet overview, Row, Column, Cells, Menus, Creating Worksheet, Opening, Saving,Printing Worksheets; |
| Week 12 | 06-12-2021 to 11-12-2021 | Calculations, Auto fill, Working with Formulae, Data Formatting (number formatting, date formatting), Working with Ranges, Establishing Worksheet links; Creating, Sorting and Filtering Data Base; Creating chart, Adding Titles, Legends etc. to charts, Printing Charts, Creating Macros, Record Macros, Running Macros Assigning Macros to Buttons, |
| Week 13 | 13-12-2021 to 16-12-2021 | Functions (Statistical, Financial, Mathematical, String, Date and Time). MS-Power Point: Creating, Saving, Printing Presentation; Selecting Design Templates, Animations and Transitions, Auto Content Wizard |