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

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: B.A\B.Sc (IT) 1st Sem Name of the Teacher: Sonali**

**Subject: Computer Fundamentals (IT) Period: 7th**

**Paper: A Room No: 111**

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| **S. No** | **Date From** | **Date Unto** | | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | |  |
| Week 2 | July 31 2017 | Aug 5, 2017 | |  |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | | DOS**:** Booting sequence; Warm and Cold booting; Concept of File and directory, Redirecting command input and output pipes, Wildcard characters |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | | Types of DOS commands: Internal and External; Internal Commands: DIR, MD, CD, CLS, COPY, DATE,  DEL, PATH, PROMPT, REN, RD, TIME, TYPE, VER, VOL; External Commands: XCOPY, ATTRIB, BACKUP, RESTORE, FIND, SYS, FORMAT, CHKDSK |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | | DISKCOPY, LABEL, MOVE, TREE, DELTREE, DEFRAG, SCANDISK, UNDELETE. Batch Files: Introduction to simple batch files; Introduction to CONFIG.SYS and AUTOEXEC.BAT files. |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | | Windows: GUI, Icons, Toolbar, Control panel. Files and folder management under windows ,  Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | | Basics of Word Processing: creating, opening, saving, and printing document, Menu Toolbars  **TEST** |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | | Editing Text: Copy, Paste, Delete, Move etc., Finding and Replacing Text, Spell Check, Autocorrect feature, language setting and thesaurus  **TEST** |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | | Formatting: Character, Paragraph and Page formatting, working with indents, Bulleted and numbered lists, adding Headers and Footers, setting up Multiple Columns |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | | |
| Week 11 | Oct 18, 2017 | | Oct 21, 2017 | Working with tables: Inserting/creating table using toolbar and drawing, formatting table,  adding/deleting rows/columns, Applying borders to tables |
| Week 12 | Oct 23, 2017 | | Oct 28, 2017 | Clipart: Using clip art, Creating Word Art. Mail merge: Creating merged envelops, creating merged mailing  Labels |
| Week 13 | Oct 30, 2017 | | Nov 4, 2017 | Macros**:** Creating, naming and saving macros, running a macro, suspending a macro, Deleting a macro. |
| Week 14 | Nov 6, 2017 | | Nov 11, 2017 | Worksheet overview: Row, Column, Cells, Menus, creating, opening, saving, and printing  worksheet; working with Range |
| Week 15 | Nov 13, 2017 | | Nov 18, 2017 | Editing information: Entering text, numbers and formulae, AutoSum,AutoFill, spell checking  **TEST** |
| Week 16 | Nov 20, 2017 | | Nov 25, 2017 | Working with Functions: Statistical, Mathematical and String functions, date and Time functions, Trigonometric functions  **TEST** |
| Week 17 | Nov 27, 2017 | | Dec 1, 2017 | Working with charts: Line graphs, Pie charts, Bar graphs, adding Titles, Legends etc. to charts, Printing Charts  **DOUBTS** |