

DAV CENTENARY COLLEGE FARIDABAD

Summary of Lesson Plans of College Faculty For UG Classes

Name of Asst/Associate Professor : Shivani Hans

Class & Section: 3RD SEM, SECTION A,B,C

Subject: IT

Academic Session 2023-2024 Odd Sem

	Date	Topics to be covered
WEEK 2	26-07-2023	Introduction to Ms-Office packages,Types
	27-07-2023	MS-Word
	28-07-2023	Word processor Features
	29-07-2023	Toolbars
WEEK 2	30-07-2023	Sunday
	31-07-2023	Toolbars
	01-08-2023	Practical LAB
	02-08-2023	Practical LAB
	03-08-2023	creating and editing documents
	04-08-2023	creating and editing documents
	05-08-2023	format
WEEK 3	06-08-2023	Sunday
	07-08-2023	format
	08-08-2023	Practical LAB
	09-08-2023	Practical LAB
	10-08-2023	header and footer
	11-08-2023	header and footer
	12-08-2023	Status Bar
WEEK 4	13-08-2023	Sunday
	14-08-2023	Menu Bar
	15-08-2023	Independence day
	16-08-2023	Practical LAB
	17-08-2023	Practical LAB
	18-08-2023	Autotext
	19-08-2023	Autocorrect
WEEK 5	20-08-2023	Sunday
	21-08-2023	Spelling and Grammer tools
	22-08-2023	MS-Word dictionary
	23-08-2023	MS-Word dictionary
	24-08-2023	Practical LAB
	25-08-2023	Practical LAB
	26-08-2023	MS-Word- page formatting
WEEK 6	27-08-2023	Sunday
	28-08-2023	MS-Word- page formatting
	29-08-2023	MS-Word- macros
	30-08-2023	Rakhi
	31-08-2023	Tables
	01-09-2023	Practical LAB

	02-09-2023	Practical LAB
WEEK 7	03-09-2023	Sunday
	04-09-2023	file management and printing
	05-09-2023	file management and printing
	06-09-2023	Jananashtmi
	07-09-2023	Practical LAB
	08-09-2023	Practical LAB
	09-09-2023	Electronic spreadsheet
	WEEK 8	10-09-2023
11-09-2023		Electronic spreadsheet: - creating and editing
12-09-2023		Electronic spreadsheet: - formatting
13/9/2023		Assignment UNIT 1 And UNIT 2
14/9/2023		Practical LAB
15/9/2023		Practical LAB
16/9/2023		Electronic spreadsheet:moving and copying data
WEEK 9		17/9/2023
	18/9/2023	Class Test 1
	19/9/2023	MS-Excel-functions
	20/9/2023	MS-Excel-functions
	21/9/2023	Practical LAB
	22/9/2023	Practical LAB
	23/9/2023	Saheedi Diwas (Haryana Heros Martyrdom Day)
WEEK 10	24/9/2023	Sunday
	25/9/2023	Types of graph
	26/9/2023	creating graph
	27/9/2023	creating graph
	28/9/2023	formatting cells
	29/9/2023	Practical LAB
	30/09/2023	Practical LAB
WEEK 11	01-10-2023	Sunday
	02-10-2023	Gandhi Jayanti
	03-10-2023	macros
	04-10-2023	macros
	05-10-2023	conditional formatting
	06-10-2023	conditional formatting
	07-10-2023	Practical LAB
WEEK 12	08-10-2023	Sunday
	09-10-2023	Practical LAB
	10-10-2023	Presentations using MS-PowerPoint
	11-10-2023	Presentations using MS-PowerPoint
	12-10-2023	creating manipulating
	13-10-2023	creating manipulating
	14-10-2023	Practical LAB
WEEK 13	15-10-2023	Sunday
	16-10-2023	Practical LAB
	17-10-2023	excel charts
	18-10-2023	excel charts

WEEK 13	19-10-2023	wordart
	20-10-2023	Practical LAB
	21-10-2023	Practical LAB
	22-10-2023	Sunday
WEEK 14	23-10-2023	layering and objects
	24-10-2023	Dusshera
	25-10-2023	layering and objects
	26-10-2023	layering and objects
	27-10-2023	animation
	28-10-2023	Practical LAB
WEEK 15	29-10-2023	Sunday
	30-10-2023	Practical LAB
	31-10-2023	animation
	01.11.2023	Haryana Day
	02.11.2023	Inserting pictures
	03.11.2023	Practical LAB
	04.11.2023	Practical LAB
WEEK 16	05.11.2023	Sunday
	06.11.2023	inserting sound
	07.11.2023	inserting sound
	08.11.2023	Introduction to tally
	09.11.2023	Practical LAB
	10.11.2023	Diwali Break
	11.11.2023	Diwali Break
WEEK 17	12.11.2023	Diwali Break
	13.11.2023	Diwali Break
	14.11.2023	Diwali Break
	15.11.2023	Diwali Break
	16.11.2023	Diwali Break
	17.11.2023	Inserting pictures
	18.11.2023	Practical LAB
WEEK 18	19.11.2023	Sunday
	20.11.2023	Inserting pictures
	21.11.2023	Practical LAB
	22.11.2023	Creating Company
	23.11.2023	Group, Voucher
	24.11.2023	Group, Voucher
	25.11.2023	Group, Voucher
WEEK 19	26.11.2023	Sunday
	27.11.2023	Practical LAB
	28.11.2023	Practical LAB
	29.11.2023	Revision
	30.11.2023	Revision
	1.12.2023	Class Test 1
	2.12.2023	Revision
	3.12.2023	Sunday
	4.12.2023	Presentations using MS-PowerPoint

WEEK 20	5.12.2023	Presentations using MS-PowerPoint
	6.12.2023	Class Test 2
	7.12.2023	Examinations