

DAV CENTENARY COLLEGE FARIDABAD		
Summary of Lesson Plans of College Faculty		
Name of Asst/Associate Prf Ms. Vandana(A), Ms. Maya(B), Mr. Vikas(c), Ms. Kavita(D), Mr. Zakir€		
Class & Section:		BCA-1ST SEM
Subject:	PCS	
Academic Session 2023-2024 Odd Sem		
	Date	Topics to be covered
Week 1	7/21/2023	Documentation Using MS-Word - Introduction to word processing interface
	7/22/2023	Documentation Using MS-Word - Introduction to word processing interface
	7/23/2023	Sunday
	7/24/2023	Toolbars, Menus
	7/25/2023	Toolbars, Menus
	7/26/2023	Creating & Editing Document
	7/27/2023	Creating & Editing Document
	7/28/2023	Formatting Document,
	7/29/2023	<i>Formatting Document,</i>
WEEK 2	7/30/2023	Sunday
	7/31/2023	Finding and replacing text
	8/1/2023	Finding and replacing text
	8/2/2023	Format painter, Header and footer,
	8/3/2023	<i>Format painter, Header and footer,</i>
	8/4/2023	<i>Drop cap, Auto-text</i>
	8/5/2023	Drop cap, Auto-text
WEEK 3	8/6/2023	Sunday
	8/7/2023	Revision
	8/8/2023	Autocorrect
	8/9/2023	Spelling and Grammar Tool,
	8/10/2023	Spelling and Grammar Tool,
	8/11/2023	Document Dictionary,
	8/12/2023	Page Formatting
WEEK 4	8/13/2023	Sunday
	8/14/2023	Page Formatting
	8/15/2023	Independence day
	8/16/2023	Bookmark, Previewing and printing document,
	8/17/2023	Bookmark, Previewing and printing document,
	8/18/2023	Advance Features of MS-Word-Mail Merge,
	8/19/2023	Advance Features of MS-Word-Mail Merge,
WEEK 5	8/20/2023	Sunday
	8/21/2023	Advance Features of MS-Word-Mail Merge,
	8/22/2023	Revision
	8/23/2023	Macro
	8/24/2023	File managemnt
	8/25/2023	File managemnt
	8/26/2023	Tables
WEEK 6	8/27/2023	Sunday
	8/28/2023	Tables

	8/29/2023	Tables
	8/30/2023	Rakhi
	8/31/2023	Printing, Styles
	9/1/2023	Printing, Styles
	9/2/2023	Printing, Styles
WEEK 7	9/3/2023	Sunday
	9/4/2023	linking and embedding object
	9/5/2023	linking and embedding object
	9/6/2023	Jananashmti
	9/7/2023	Template
	9/8/2023	revision
	9/9/2023	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel
WEEK 8	9/10/2023	Sunday
	9/11/2023	Cell, cell address, Creating & Editing Worksheet
	9/12/2023	Cell, cell address, Creating & Editing Worksheet
	9/13/2023	Formatting and Essential Operations
	9/14/2023	Moving and copying data in excel
	9/15/2023	Header and footer,
	9/16/2023	Formulas and Functions
WEEK 9	9/17/2023	Sunday
	9/18/2023	Formulas and Functions
	9/19/2023	Charts, Cell referencing
	9/20/2023	Charts
	9/21/2023	Page setup,
	9/22/2023	Macros,
	9/23/2023	Saheedi Diwas (Haryana Heros Martyrdom Day)
WEEK 10	9/24/2023	Sunday
	9/25/2023	Cell referencing
	9/26/2023	Advance features of MS-Excel-Pivot table & Pivot Chart
	9/27/2023	Linking and Consolidation,
	9/28/2023	Database Management using Excel-Sorting
	9/29/2023	Presentation
	9/30/2023	Presentation
WEEK 11	10/1/2023	Sunday
	10/2/2023	Gandhi Jayanti
	10/3/2023	Presentation
	10/4/2023	Presentation
	10/5/2023	Presentation
	06.10.2023	Filtering, Validation, What if analysis with Goal Seek,
	07.10.2023	validation
WEEK 12	08.10.2023	Sunday
	09.10.2023	What if analysis with Goal Seek
	10.10.2023	Conditional formatting.
	11.10.2023	Presentation using MS-PowerPoint: Presentations, Creating
	12.10.2023	Manipulating & Enhancing Slides
	13.10.2023	Organizational Charts, Excel Charts
	14.10.2023	Word Art, Layering art Objects

WEEK 13	15.10.2023	Sunday
	16.10.2023	Doubt Session
	17.10.2023	Doubt Session
	18.10.2023	Internal Examination
	19.10.2023	Internal Examination
	20.10.2023	Internal Examination
	21.10.2023	Internal Examination
	22.10.2023	Sunday
WEEK 14	23.10.2023	Word Art, Layering art Objects
	24.10.2023	Dussehra
	25.10.2023	Animations and Sounds
	26.10.2023	Animations and Sounds
	27.10.2023	Inserting Animated Pictures or Accessing through Object,
	28.10.2023	Inserting Animated Pictures or Accessing through Object,
WEEK 15	29.10.2023	Sunday
	30.10.2023	Inserting Recorded Sound Effect or In-Built Sound Effect
	31.10.2023	Inserting Recorded Sound Effect or In-Built Sound Effect
	01.11.2023	Haryana Day
	02.11.2023	Inserting Recorded Sound Effect or In-Built Sound Effect
	03.11.2023	Inserting Recorded Sound Effect or In-Built Sound Effect
	04.11.2023	Revision of Unit-1
WEEK 16	05.11.2023	Sunday
	06.11.2023	Revision of Unit-1
	07.11.2023	Revision of Unit-2
	08.11.2023	Revision of Unit-2
	09.11.2023	Revision of Unit-3
	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	Revision of Unit-3
	18.11.2023	Revision of Unit-4
WEEK 18	19.11.2023	Sunday
	20.11.2023	Revision of Unit-4
	21.11.2023	Doubt Session
	22.11.2023	Doubt Session
	23.11.2023	Doubt Session
	24.11.2023	Doubt Session
	25.11.2023	Examinations