Department of Computer Science
Lesson Plan Session 2023-2024
Computer Awareness (Level-1)

January 2024 to April 2024	Topics
1st Week	Computer: Definition, Characteristics, Applications, Components of computer system, Input/output devices
2nd week	Concept of memory, magnetic and optical storage devices
3rd Week	Definition & functions of operating system, basic components of windows, exploring computer icons
4th Week	Taskbar, desktop, managing files and folders, control panel
5th Week	Introduction to word processing, menus, creating, editing & formatting document
6th Week	Spell checking, printing, view, tables
7th Week	Wort art, mail merge, macros
8th Week	Elements of electronics spreadsheet, applications, creating and opening of spread sheet, menus
9th Week	Manipulation of cells, enter text numbers and dates, cell height and width, copying of cells, mathematical, statistical and financial function
10th Week	Drawing different types of charts
11th Week	Internet and its applications, surfing the internet using web browsers
12th Week	Creating e-mail id, viewing an e-mail, sending an e-mail to a single and multiple users, sending a file as an attachement
13th Week	Doubt Clearance