

Lesson Plan

Government College, Agroha (Hisar)

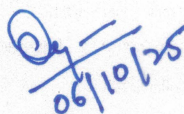
Unit wise Lesson Plan Odd Semester 25th August, 2025 – 15th November, 2025

Name of Teacher: **Dr. Anju Jain Asst. Prof. Computer Science Dept.**

Class: **BA (1st Sem)** Subject: Office Tools (SEC)

Course code: **C24SEC103T**

Unit	Description of Chapter / Topics	Duration	Assignment / Test
Unit-1	Operating System: -Definition, functions, Types of Operating System, Basics of Popular Operating Systems, The User Interface, Exploring Computer, Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders, Control panel-display properties, add/remove software and hardware, Common utilities	25 th August, 2025 to 10 th September, 2025	
Unit-1	Basic Word Processing: - Introduction to Word Processing, Menus, Creating, Editing & Formatting Documents, Spell Checking, Printing.	15 th September, 2025 to 1 st October, 2025	Assignment-1
Unit-2	Advance Word Processing: - Views, Tables, modifying page setup, applying document themes, applying document style sets, Inserting headers and footers	6 th October 2025 to 22 th October, 2025	Test-1
Unit-2	Spread Sheet: - Elements of Electronic Spread Sheet, Applications, Creating and opening of spread sheet, Menus, Manipulation of cells: enter texts, numbers and dates, Cell Height and widths, copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts, Sort and Filter data. Creating Presentations, types of presentation views, using sound, Animation, working with objects, Printing	27 th October 2025 to 5 th November, 2025	Mock Test
Revision	Revision of Syllabus and Students Query Handling	10 th November 2025 to 15 th November 2025	


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Unit wise Lesson Plan Odd Semester 25th August, 2025 – 15th November, 2025

Name of Teacher: **Dr. Anju Jain Asst. Prof. Computer Science Dept.**

Class: **BA (3rd Sem) Subject: Data Analysis Using Excel (SEC)**

Course code: **C24SEC303T**

Unit	Description of Chapter / Topics	Duration	Assignment / Test
Unit-1	Introduction to Excel: - About Excel, Uses of Excel, Spreadsheet window pane, Ribbon, Home Tab-Cut, Copy, Paste, Alignment, data types, conditional formatting, insert cell, delete cell, format cell, fill, clear, find and replace, Page Layout tab, Theme group, Page setup group, Formula Bar.	25 th August, 2025 to 10 th September, 2025	
Unit-2	Creating Formulas: - Using Formulas, Formula Functions- Sum, Average, if, Count, max, min, Proper, Upper, Lower, AutoSum, Create and run a Macro	15 th September, 2025 to 1 st October, 2025	Assignment-1
Unit-2	Spreadsheet Chart: - Creating Charts, Different types of charts, Formatting Chart Objects, Changing the Chart type, Showing and Hiding the Legend, Showing and Hiding the Data Table	6 th October 2025 to 22 th October, 2025	Test-1
Unit-3	Data Handling and Analysis – Data Sorting, Filter, Advance Filter, data table, text to column, remove duplicates, Data validation, consolidate, Data Outline: Group, Ungroup and Subtotal, Vlook function	27 th October 2025 to 5 th November, 2025	Mock Test
Revision	Revision of Syllabus and Students Query Handling	10 th November 2025 to 15 th November 2025	

Anju Jain
10/10/25