

Lesson Plan –B.A/ B.SC. 1

Computer awareness Level-1

Basic Computer Education

November: Operating System - Definition & Functions 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, Running an Application, Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

December: Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.

January: Spread Sheet: Elements of Electronics 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.

Presentation Software: Creating, modifying and enhancing a presentation, Delivering presentation, using sound, animation and design templates in presentation.

February: Computer Communication: Internet and its applications, Connecting to internet, Surfing the Internet using web browsers, Web Browsing software's, Search Engines, Understanding URL, Domain name, IP Address, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

Revision of Full Syllabus