

Dr. B.R. Ambedkar Govt. College, Palwal
Lesson Plan 2021-22

Name of Computer Instructor : Mrs. Ruby Chhabra
Class and Semester : B.A and B.Sc 1st Year(2nd Sem)
Subject : Basics of Computer

Week 1:-Unit-1: Computers

Computers: Definition, Characteristics, Applications.

Week 2 :-

Computers: Components of Computer System, Input/Output Devices
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Week 3:-

Computers: Concept of Memory, Magnetic and Optical Storage Device

Week 4:- Unit-2:Operating System-Windows:

Operating System-Windows: Definition and Functions of Operating System, Basic Components of Windows, Exploring Computer

Week 5:-

Operating System-Windows: Icons, Taskbar, Desktop, Managing Files and Folders.
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Week 6:-

Operating System-Windows: Control Panel, Display Property, Add/Remove software and hardware.
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Week 7:-

Operating System-Windows: Setting Date and Time, Screensaver and Appearance.
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Week 8:-Unit-3: Word Processing

Word Processing- Introduction of Word Processing, Menus, Creating, Editing and Formatting Documents,
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Week 9:-

Word Processing: Spell Checking, Printing, Views, Tables.

Week 10:-

Word Processing: Word Art, Mail Merge, Macros.

Week 11:- Unit-4 :Computer Communication:

Computer Communication: Internet and its application, Surfing the Internet using web browsers.

Week 12:-

Computer Communication: Creating E-mail ID, Viewing an E-mail.

Week 13:-

Computer Communication: Sending an E-mail to a single and multiple users, Sending a file as an attachment.

Week 14:-

Revision of syllabus

Assignment given

Group discussion on various topics

Class Test