| **Week** | **Dates (Mon–Tue–Wed)** | **Topics Covered** |
| --- | --- | --- |
| 1 | Jul 22, 23, 24 | Operating System: Definition, Functions, Types of Operating System |
| 2 | Jul 28, 29, 30 | Operating System: Basics of Popular Operating Systems, The User Interface |
| 3 | Aug 4, 5, 6 | Operating System: Exploring Computer, Icons, Taskbar, Desktop |
| 4 | Aug 11, 12, 13 | Operating System: Using Menu and Menu Selection, Managing Files and Folders |
| 5 | Aug 18, 19, 20 | Operating System: Control Panel – Display Properties, Add/Remove Software and Hardware |
| 6 | Aug 25, 26, 27 | Operating System: Common Utilities; Introduction to Word Processing |
| 7 | Sep 1, 2, 3 | Word Processing: Menus, Creating, Editing & Formatting Document |
| 8 | Sep 8, 9, 10 | Word Processing: Spell Checking, Printing, Views |
| 9 | Sep 15, 16, 17 | Word Processing: Tables, Word Art, Mail Merge |
| 10 | Sep 29, 30, Oct 1 | Word Processing: Macros, Modifying Page Setup, Document Themes & Style Sets |
| 11 | Oct 6, 7, 8 | Word Processing: Inserting Hyperlinks , Searching for Text ,Inserting Headers and Footers |
| 12 | Oct 13, 14, 15 | Spreadsheet: Intro to Spreadsheets ,Elements, Applications, Creating and Opening |
| 13 | Oct 20, 21, 22 | Spreadsheet: Menus, Manipulating Cells, Entering Texts, Numbers, Dates |
| 14 | Oct 27, 28, 29 | Spreadsheet: Cell Height and Widths, Copying Cells |
| 15 | Nov 3, 4, 5 | Spreadsheet: Mathematical, Statistical and Financial Functions |
| 16 | Nov 10, 11, 12 | Spreadsheet: Drawing Charts, Sorting and Filtering Data |
| 17 | Nov 17, 18, 19 | Presentation Software: Creating, Modifying and Enhancing Presentations |
| 18 | Nov 24 | Presentation Software: Views, Sound, Animation, Objects, Printing |

**Lesson Plan SEC(Office and spreadsheet tools learning)(BCA 1st Sem)**