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

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| 22-Jul-2025 | Operating System: Definition, Functions |
| 26-Jul-2025 | Operating System: Types of Operating System |
| 2-Aug-2025 | Operating System: Basics of Popular Operating Systems |
| 9-Aug-2025 | Operating System: The User Interface, Exploring Computer |
| 16-Aug-2025 | Operating System: Icons, Taskbar, Desktop |
| 23-Aug-2025 | Operating System: Using Menu and Menu Selection |
| 30-Aug-2025 | Operating System: Managing Files and Folders |
| 6-Sep-2025 | Operating System: Control Panel – Display Properties |
| 13-Sep-2025 | Operating System: Add/Remove Software and Hardware, Common Utilities |
| 20-Sep-2025 | Word Processing: Introduction, Menus |
| 27-Sep-2025 | Word Processing: Creating, Editing & Formatting Document |
| 4-Oct-2025 | Word Processing: Spell Checking, Printing, Views |
| 11-Oct-2025 | Word Processing: Tables, Word Art, Mail Merge |
| 18-Oct-2025 | Word Processing: Macros, Inserting Hyperlinks, Searching for Text |
| 25-Oct-2025 | Word Processing: Page Setup, Themes, Style Sets |
| 1-Nov-2025 | Word Processing: Inserting Headers and Footers |
| 8-Nov-2025 | Spreadsheet: Elements, Applications, Creating and Opening |
| 15-Nov-2025 | Spreadsheet: Menus, Manipulating Cells, Entering Texts, Numbers, Dates |
| 22-Nov-2025 | Spreadsheet: Cell Height/Width, Copying Cells, Functions, Charts, Sorting |
| 24-Nov-2025 | Presentation Software: Creating, Modifying, Views, Sound, Animation, Objects, Printing |