

Government Polytechnic For Women, Faridabad
Diploma in Business Management
Sem -II
Lesson Plan

Subject: Fundamentals of Computer

Month	Week	Lecture	Topic
MARCH	Week 1		Unit:- Fundamentals of computer
		1	Fundamentals of Computers 1.1 Given a PC, name its various components and peripherals. List their functions. 1.2 Block diagram of a computer
		2	Components of computer system, CPU, Memory, Input devices; keyboard, Scanner, mouse etc.
		3	Output devices; VDU, LCD, Printers etc.
	Week 2	4	1.3 Familiarization of Primary and Secondary Memory: RAM, ROM, magnetic disks – optical disk (CD, DVD & Blue Ray Disk.), USB/Flash Drive.
		2	1.4 Discussion of System software, Application software,
		3	Virtualization software and Utility software
		4	1.5 Installation of I/O devices, printers, Keyboards
		5	1.6 Installation of software, Antivirus.
	Week 3	1	Revision
		2	UNIT II Windows as an Operating System
		3	2.1 Start, Shut down and restore 2.2 Creating and operating the icons
		4	2.3 Opening, closing and sizing the windows and working with windows interfacing elements (option buttons, checkbox, scroll etc.)
	Week 4	1	2.4 Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders
		2	2.5 Changing settings like, date, time, colour (back ground and fore ground etc.)
		3	2.6 Using short cuts
		4	2.7 Using on line Help
	Week 1	1	Revision
		2	Sessional-1
		3	Sessional-1
		4	Sessional-1
	Week 2	1	Sessional-1
		2	Sessional-1
		3	UNIT III Word Processing (MS Office/Open Office
		4	3.1 File Management: Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file
		1	Page set up: Setting margins, tab setting, ruler, indenting, Editing a document: Entering text, cut, copy, paste using tool- bars

APRIL	Week 3	2	3.2 Formatting a document: Using different fonts, changing font size and colour
		3	changing the appearance through bold/italic/underlined, highlighting a text,
		4	changing case, using subscript and superscript, using different underline methods, Aligning of text in a document, ,
		5	justification of document, inserting bullets and numbering
	Week 4	1	Formatting paragraph, inserting page breaks and column breaks, line spacing, Use of headers, footers
		2	Inserting date, time
		3	3.3 Tables and Borders: Creating a table, formatting cells,
		4	use of different border styles, shading in tables
		5	merging of cells, partition of cells, inserting and deleting a row in a table, Print preview, zoom
MAY	Week 1	1	page set up, printing options, Using find, replace options.
		2	3.4 Using Tools like: Spell checker, help, mail merge, printing envelopes and labels,
		3	Using shapes and drawing toolbar, Working with more than one
		4	Revision
		5	Revision
	Week 2	1	Sessional-2
		2	Sessional-2
		3	Sessional-2
		4	Sessional-2
		5	Sessional-2
	Week 3	1	UNIT IV Spread Sheet Processing (MS Office/Open Office)
		2	MS Office/Open Office
		3	4.1 Starting excel, open worksheet, enter, edit, data, formulae to calculate values
		4	format data, save worksheet,
		5	switching between different spread sheets, 4.2 Menu commands: Create, format charts,
	Week 4	1	organise, manage data, solving problem by analyzing data.
		2	4.3 Work books: Managing workbooks (create, open, close, save), working in work books, selecting the cells,
		3	choosing commands, data entry techniques,
		4	formula creation and links, controlling calculations.
	Week 5	1	Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns
		2	find and replace text, numbers of cells, formatting worksheet, conditional formatting
		3	Revision
	Week 1	1	UNIT V MS- PowerPoint 5.1 Introduction to PowerPoint i. How to start PowerPoint
		2	ii Working environment: concept of toolbars, slide layout & templates. iii. Opening a new/existing presentation

JUNE	Week 2	1	iv. Different views for viewing slides in a presentation: normal, slide sorter. v. Addition, deletion and saving of slides
		2	5.2 Insertion of multimedia elements i. Adding text boxes ii. Adding/importing pictures iii. Adding movies and sound iv. Adding tables and charts etc. v. Working with Clip Art
		3	5.3 Formatting slides i. Changing slide layout ii. Changing slide colour scheme iii. Changing background
		4	5.4 Viewing the slide show i. Viewing the presentation using slide navigator ii. Slide transition iii. Animation effects,
		5	timing, order
	Week 3	1	Sessional-3
		2	Sessional-3
		3	Sessional-3
		4	Sessional-3
		5	Sessional-3
	Week 4	1	Revision of Unit-1
		2	Revision of UNIT-2
		3	Revision of UNIT-3
		4	Revision of UNIT-4
		5	Revision of UNIT-5