

# GOVT. POST GRADUATE NEHRU COLLEGE, JHAJJAR

## Lesson Plan Session- 2023-24

Name of Assistant Professor: PRADEEP RAJPUT

Class: B.A & B.Sc.-I (CCE Level-I)

Semester: 2nd

Unit	Month	Week	Topic
1.	January		Definition & Function of Operating System, Basic Components of Windows Exploring Computer, Icons, Taskbar, Desktop
2.	February		Managing files and folders Control panel-display properties, Add/remove software and hardware Setting date and time, screensaver and appearance.
3.	March		Introduction to Word Processing Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art Mail Merge and Macros.
4.	April		Internet and its application Surfing the Internet using web browsers, Creating Email Id, Viewing as E-mail, Sending E-mail to a single and multiple users, Sending a file as an attachment

  
(Signature)