

Lesson Plan

Computer Awareness Level-I

Even Semester 2023-24

Month	Topic
January-1 st Week	Computer Defination, Characteristics of Computer, Computer Application
January-2 nd Week	Components of Computer System, Input / Output Devices
January 3 rd Week	Concept for memory
January-4 th Week	Magnetic and Optical Storage Devices.
February-1 st Week	Defination & Functions of Operating System, , ,
February-2 nd Week	Basic of Components of Windows Exploring Computers
February-3 rd Week	Icons, taskbars, Desktop, Managing files and folders
February-4 th Week	Control Panel- Display properties, add/remove software and hardware setting date and time, screensaver and appearance.
March 1 st Week 2024	Introduction to Word Processing, Menus, , ,
March-2 nd Week	Creating, Editing & Formatting Documents Spell Checking, Printing, Views
March-3 rd Week	Tables Word Art, Mail Merge, Macros.
April-1 st Week	Internet and its Applications, Surfing the Internet using web Browsers
April-2 nd Week	Creating Email ID, Viewing and E-mail, Sending and E-Mail to a single and multiple users, Sending a file as an attachment.