

SHRI MATA MANSA DEVI SANASKRIT MAHAVIDHAYALA, PANCHKULA

Lesson plan (Session 2023-24) EVEN SEMESTER

Name of Teacher Dr. Parul Sharma  
Designation Computer Science  
Subject/Paper संगणक ( कौशलसम्बद्धम् )  
Class शास्त्री I<sup>st</sup>

| Sr. No. | Month    | Topics to be covered  |
|---------|----------|---|
| 1.      | January  | Computer fundamentals, Von Neumann Architecture, Hardware, Software, Desktop, Control Panel, Icon, Themes.  |
| 2.      | February | Operating System, Applications, Functions, File management, Processor management, Scheduling, Security management, Kernel, Shell.                     |
| 3.      | March    | Microsoft word, Bookmark, MenuBar, Ruler, window screen, Macro, mail merge, Powerpoint, Slideshow, view, chart, sorter view, Audio, video, Recording. |
| 4.      | April    | Microsoft excel, formula, charts, standard toolbar, Book, worksheet, cell formatting.   |
| 5.      | May      | Internet, WWW, web browser, Search engine, IT Tools, webserver.   |

\*Two assignment and one unit test will be taken as per schedule.

Parul.  
Incharge