Lesson Plan (2020-21)

Name of the Assistant/ Associate Professor: Ms. Vandana Devi

Class and Section: BCA 2nd Semester

Subject: Office Automation Tools

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| Week | Date | Topics |
| 1 | 16.04.2021 to 17.04.2021 | Brief introduction about Office Automation Tools. |
| 2 | 19.04.2021 to 24.04.2021 | Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP. |
| 3 | 26.04.2021 to 01.05.2021 | An Overview and comparison between DTP packages, Common features of DTP. Introduction to Page Maker: Features, System Requirements. |
| 4 | 03.05.2021 to 08.05.2021 | Components of Page Maker Window, Introduction to Menu and Toolbars, PageMaker Preferences. |
| 5 | 10.05.2021 to 15.05.2021 | Creating of Publications: Starting PageMaker, Setting Page size, Placing the text Formatting the text: Character Specification. |
| 6 | 17.05.2021 to 22.05.2021 | Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing, Indents/Tabs, Define Styles, Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication. |
| 7 | 24.05.2021 to 29.05.2021 | Editing Publication: Open a publication ,Story editor, Find and change the text, Change character and Paragraph attributes, spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple, Working with columns. |
| 8 | 31.05.2021 to 06.06.2021 | Word Processing: Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary. |
| 9 | 08.06.2021 to 13.06.2021 | MS word: Page Formatting, Bookmark, Tables, File Management, Printing, Styles. |
| 10 | 15.06.2021 to 20.06.2021 | MS word: linking and embedding object, Advance Features of Word-Mail Merge, Macros. |
| 11 | 22.06.2021 to 27.06.2021 | Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts. |
| 12 | 29.06.2021 to 04.07.2021 | Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object. |
| 13 | 06.07.2021 to 11.07.2021 | Inserting Recorded Sound Effect or In-Built Sound Effect. Revision Onwards. |