

Government College Nagda, District-Ujjain (M. P.)

E-mail ID: gc238238@yahoo.com, hegascnagujj@mp.gov.in

Teaching Plan (Monthly)

Teacher's Name – Prof. Anju Thakur

Subject: Data Processing Software

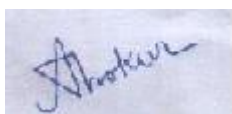
Class: B.Com. Ist C.A.Year

Paper: Open Elective

Month – July, 2023

Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.07.2023	Introductory Class	Providing Syllabus
2.	03.07.2023 to 08.07.2023	Induction Program	
3.	10.07.2023 to 15.07.2023	MS Windows: Introduction to MS Windows, Features of Windows, Various Version of Windows & Their Use.	Providing study Material & Practical
4.	17.07.2023 to 22.07.2023	MS Windows: Working with Windows; My Computer & Recycle bin, Desktop, Icons and Windows Explorer, Screen description & Working styles of Windows, Dialog Boxes & Toolbars.	Providing study Material & Practical
5.	24.07.2023 to 28.07.2023	MS Windows: Working with Files & Folders, Shortcuts & Autostarts Accessories and Windows Setting using Control Panel; Start Button & Program list	Providing study Material & Practical
6.	31.07.2023	MS Windows: Installing new Hardware & Software	Providing study Material & Practical & Unit Test



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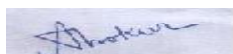
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Session: 2023-24

Week	From date to date	Topics/Chapters to be covered	Activities to be done
1.	01.08.2023 to 05.08.2023	Basic of MS Word: Creating Word Document; The Word window, Entering Texts. Editing Document text, Selecting texts, Copying and Moving Texts, Applying text Enhancement, Applying Fonts and Font Style in Word.	Providing study Material & Practical
2.	07.08.2023 to 12.08.2023	Highlight Text, Text Alignment & Formatting, setting line spacing, using Tabs. Creating lists, Numbers and Symbols, Numbering and Bullets creating Special Characters. Replacing and checking text.	Providing study Material & Practical
3.	14.08.2023 to 19.08.2023	Creating and Applying Frequently used Text, Finding & Replacing Text. Spelling and Grammar using the Thesaurus Command, Getting print using Print Preview, Page setup	Providing study Material & Practical
4.	21.08.2023 to 26.08.2023	Advance Formatting Techniques- insert page number, Columns, Header & Footer & more. Table, creating outlines in word using template, mail merge etc	Providing study Material & Practical Unit Test



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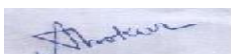


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5.	28.08.2023 to 31.08.2023	MS Access : Concept & terms: database tables, relational database, records, fields, controls & object, Queries, forms, reports	Providing study Material & Practical
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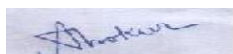
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1.	01.09.2023 to 02.09.2023	Properties, wizards, macros, Ms Access requirements, starting & quitting Ms Access, MS Access workspace , tool & views	Providing study Material & Practical
2.	04.09.2023 to 09.09.2023	Creating databas & table with &without wizard, field name, datatypes & properties, adding & deleting fields, renaming fields & their caption resizing fields, freezing columns.	Providing study Material & Practical
3.	11.09.2023 to 16.09.2023	Primary& indexing fields. MS Access Form wizard, saving & modifying forms . entering & editing, finding , sorting & displaying data.	Providing study Material & Practical
4.	18.09.2023 to 23.09.2023	Using select queries and wild cards. MS Reports : Creating reports, Previewing reports, Printing reports modifying & Saving reports.	Providing study Material & Practical
5.	25.09.2023 to 30.09.2023	Relational databases: definition, prpose, creation, viewing , deleting. Expressions. Create PivotTable of PivotChart	Providing study Material & Practical Unit Test



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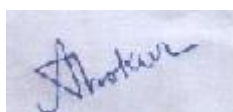
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1.	03.10.2023 to 07.10.2023	Excel: Entering and Editing Cell entries: Excel window, workbook worksheet, Moving the cell pointer, entering text and numbers. Revising Text & number	Providing study Material & Practical
2.	09.10.2023 to 14.10.2023	Working with numbers, creating formulae, formatting numbers. Change worksheet layout, adjust column width & row height, Insert and delete rows & columns & cells.	Providing study Material & Practical
3.	16.10.2023 to 21.10.2023	Moving and copying cell content, naming worksheet selecting worksheet, copy & moving worksheets, insert & delete worksheet. other formatting option: Align text, border and color.	Providing study Material & Practical
4.	23.10.2023 to 27.10.2023	Printing in excel: Print preview, changing page setup, check spelling worksheet. Advance Techniques in Excel: Using functions & Reference	Providing study Material & Practical
5.	30.10.2023 to 31.10.2023	Create named ranges, Types of Chart, Editing and Formatting Charts, Adding data series,	Providing study Material & Practical



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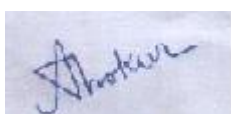
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1.	01.11.2023 to 04.11.2023	Delete data series, modifying charts. Creation Pivot Table to analyze worksheet data.	Providing study Material & Practical Unit
2.	06.11.2023 to 11.11.2023	Power Point Presentations: Creating a Basic Presentation, Building Presentations, Modyfying Visual Elements, Formatting and Checking Text.	Providing study Material & Practical
3.	13.11.2023 to 18.11.2023	MS Powerpoint	Rivison
4.	20.11.2023 to 25.11.2023	MS Windows	Rivison
5.	27.11.2023 to 30.11.2023	MS Word	Rivision



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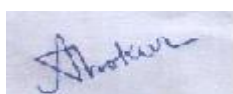
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1.	01.12.2023 to 02.12.2023	MS Excel	Rivision
2.	04.12.2023 to 09.12.2023	MS Word	Rivision
3.	11.12.2023 to 16.12.2023	MS Word	Rivision
4.	18.12.2023 to 23.12.2023	MS Access	Rivision
5.	26.12.2023 to 30.12.2023	MS Excel	Rivision



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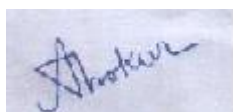
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1.	01.01.2024 06.01.2024	MS Excel -	Rivision
2.	08.01.2024 to 13.01.2024	MS Powerpoint	Rivision
3.	15.01.2024 to 20.01.2024	MS Access	Rivision
4.	22.01.2024 to 27.01.2024	MS Word.	Rivision
5.	29.01.2024 to 31.01.2024	MS Windows	Rivision



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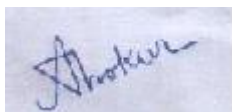
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1.	01.02.2024 to 03.02.2024	MS Powerpoint	Rivision
2.	05.02.2024 to 10.02.2024	MS Access	Rivision
3.	12.02.2024 to 17.02.2024	MS Word.	Rivision
4.	19.02.2024 to 24.02.2024	MS Windows	Rivision
5.	26.02.2024 to 29.02.2024	MS Excel	Rivision



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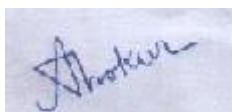
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1.	01.03.2024 to 02.03.2024	MS Excel	Revision
2.	04.03.2024 to 09.03.2024	MS Access	Revision
3.	11.03.2024 to 16.03.2024	MS Word.	Revision
4.	18.03.2024 to 23.03.2024	MS Windows	Revision
5.	25.03.2024 to 30.03.2024	MS Power Point	Rivision



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