

Lesson Plan

Name of the Associate Professor: DrRituSoni

Class and Section: B.Sc I

Subject: PC Software – Paper II

Week	Date	Topics to be Covered
1	19-21 July, 2018	Windows: Basics of Windows. Windows History, Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, Windows explorer, managing files and folders, Configuring System devices.
2	26-28, July 2018	Control panel , using windows accessories.

Assignments: What are the features of Ms Word?