**CMG GOVT. COLLEGE FOR WOMEN, BHODIAKHERA(FATEHABAD)**

**LESSON PLAN 2022-23**

MS. VINITA NARANG

CLASS – B.A.IST / B.SC MED IST

**SUBJECT – COMPULSORY COMPUTER EDUCATION**

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| Month | Topics |
| **September** | Fundamental of Computer, /characteristics, Limitation, Application & Components of Computer, Input Unit, Output Unit, Concept of Hardware & Software, Memory. |
| **October** | Number systems, Conversion of integral decimal number to a number in the another base, Conversion of fractional decimal number to a number in the another base, Conversion of octal number into Binary & Vice versa, Conversion of HexaDecimal number into Binary & Vice versa, Conversion of HexaDecimal number into octal & Vice versa. |
| **November** | Operating System, User interface, desktop, types of icons, moving/resizing a window, Accessories, Window Control Panel, install/uninstall a program, install new printer, manage files & folders, moving, copying, rename, delete, properties. |
| **December** | Word Processor, components of word, creating, saving & opening document, editing text, using thesaurus, find, replace, close, exit document, Introduction to Formatting, types of formatting, introduction to Tables, Advance Features – Hyperlink, bookmark, Macro, Mail Merge. |