

LESSON PLAN

NAME OF FACULTY : **Pardeep Singla**
DISCIPLINE : **BCA**
SEMESTER : **2nd**
SUBJECT : **Office Automation Tools (BCA-124)**
LESSON PLAN DURATION : **15 WEEKS (FROM J January 2020 to April 2020)**

WEEK	THEORY	
	Lecture Day	Topic (Including Assignment/Test)
1st	I	Introduction to office automation
	II	Introduction to office automation tools
	III	Different types of office automation tools
	IV	Introduction to the Word Processing
2nd	I	Creating & Editing Document
	II	Formatting Document, Auto-text
	III	Autocorrect, Spelling and Grammar Tool
	IV	Document Dictionary, Page Formatting, Bookmark
3rd	I	Advance Features of Word-Mail Merge
	II	Macros, Tables
	III	File Management, Printing
	IV	Styles, linking and embedding object
4th	I	Presentation using PowerPoint: Presentations
	II	Creating, Manipulating & Enhancing Slides
	III	Organizational Charts, Excel Charts
	IV	Word Art, Layering art Objects
5th	I	Animations and Sounds
	II	
	III	Inserting Animated Pictures or Accessing through Object
	IV	Inserting Recorded Sound Effect
6th	I	Desktop Publishing: Concept, Need and Applications
	II	
	III	Hardware and Software requirements for DTP
	IV	An Overview and comparison between DTP packages
	I	Common features of DTP
	II	

7th	III	Introduction to Page Maker: Features
	IV	System Requirements, Components of Page Maker Window
8th	I	Introduction to Menu and Toolbars
	II	
	III	
	IV	PageMaker Preferences
9th	I	Creating of Publications: Starting PageMaker
	II	
	III	Setting Page size, Placing the text Formatting the text
	IV	
10th	I	Character Specification Paragraph setting
	II	Paragraph Specification,
	III	Paragraph Rules
	IV	Spacing, Indents/Tabs
11th	I	Define Styles, Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication.
	II	
	III	
	IV	Editing Publication: Open a publication ,Story editor
12th	I	Find and change the text
	II	
	III	
	IV	Change character
13th	I	Paragraph attributes
	II	spell checking ,Selecting text
	III	Cut, Copy, Paste, Paste multiple,
	IV	Working with columns
14th	I	Practice Sessions
	II	
	III	
	IV	
15th	I	
	II	
	III	
	IV	