

Balasaheb Desai College, Patan**Department of Computer Application****Monthly Teaching Plan****BCA- I (SEM-I)****Year - 2023-2024****Course Code: AEC 105****Subject: Office Automation**

Sr. No.	Month	Name of Chapter	Name of Topic	No. of Lecture Planned	Teaching Method
1	July	INTERNET & ADVANCED COMMUNICATION	Internet and Web Browsers: Definition & History of Internet - Uses of Internet - Definition of Web Addressing-URL-Different types of Internet Connections; Dial up connection, Broad band (ISDN, DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, browsers and its types, internet browsing, searching - Search Engines - Portals - Social Networking sites-Blogs - viewing a webpage, downloading and uploading the website; Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc	15	Lectures ,PPT'S
2	Aug	INTRODUCTION TO MS WORD	Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help, Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. Setting Page style - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page. Creating Tables-Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing - Inserting	15	Lectures ,PPT'S

			ClipArts, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes.		
3	Sept	INTRODUCTION TO OPEN OFFICE – WRITER	What is Writer? The Writer interface, Changing document views, Moving quickly through a document, Working with documents, Using built-in language tools, Working with text, Formatting text, Formatting pages, Adding comments to a document, Creating a table of contents, Creating indexes and bibliographies, Working with graphics, Printing, Using mail merge, Tracking changes to a document, Using fields Linking and cross-referencing within a document, Using master documents, Classifying document contents, Creating fill-in forms	15	Lectures ,PPT'S
4	Oct / Nov	INTRODUCTION TO POWER POINT	Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. Creating a presentation – Setting Presentation style, Adding text to the Presentation. Formatting a Presentation - Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. Adding Effects to the Presentation- Setting Animation & transition effect. Printing Handouts, Generating Standalone Presentation viewer. Open Office- Impress - Introduction – Creating Presentation, Saving Presentation Files, Master Templates & Re-usability, Slide Transition, Making Presentation CDs, Printing Handouts – Operating with MS Power Point files / slides	15	Lectures ,PPT'S

Subject Teacher: Mr. A. T. Sutar