

**COMPUTER DEPARTMENT
LORETO COLLEGE**

TIME PLAN 2022-2023

Name of the teacher: CHANDRANI SENGUPTA

SEMESTER I

Teaching Objective:

- Enable students to learn, write and work with different tools of Microsoft Word and applying it to various necessary platforms.

| <i>Topics</i> | <i>Learning Outcome</i> | <i>Hours allotted</i> | <i>Assessment</i> |
|---------------------------------------|---|------------------------------|--------------------------|
| Introduction to Computers | Demonstrate the overview of computer | 4 | 50 |
| Windows 2010 Interface | Explain how to use windows 2010 | 3 | |
| Windows Explorer and Application | Describe the knowledge of different explorer along with its implementation | 5 | |
| Introduction to Internet | Demonstrate and explain the proper knowledge of internet along with its application | 10 | |
| Introduction to MS Word | Describe the features of Ms Word | 15 | |
| Formatting Documents | Perform all formatting and designing operations | 20 | |
| Desktop Publishing features | Analyse the publishing features of desktop | 15 | |
| Advanced features in Word Application | Generate any word work using different advanced word application tools | 20 | |