

Govt. Polytechnic Hamirpur (H.P.)

Lesson Planning (Practical)

Branch : Computer Engg.

Semester : 2nd

Subject : Introduction to IT System

Session : Jan. 2025-May.2025

Teacher : Mukesh Bhardwaj

Laboratory: WT Lab

Pract. No.	Description of Practical	Reference for Procedure/ Writeup	Likely Dates	Actual Dates	Signature
1	To identify the various hardware components of computer system.	R1,R2,R3,R4	1st & 2 nd week of Feb		
2	To assemble hardware components of Computer System.	R1,R2,R3,R4	3 rd week of Feb.		
3	To install Windows OS on computer system.	R1,R2,R3,R4	4 th week of Feb.		
4	To study the various features offered on the desktop, creating new folder and new file on the desktop.	R1,R2,R3,R4	1st & 2 nd week of March		
5	To work on different web browsers(google chrome , internet explorer), setting up default homepage on browser and study the various settings available.	R1,R2,R3,R4	3 rd week of March		
6	To open search engines (google and yahoo) and search different information using the search engines. Creating an e-mail Account.	R1,R2,R3,R4	4 th week of March		
7	Visit various e-governance/digital India Portals and understanding the services offered.	R1,R2,R3,R4	1st week of April		
8	Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file, Setting margins, tab setting, ruler, indenting, Entering text, cut, copy, paste using tool- bars.	R1,R2,R3,R4	2 nd Week of April		
9	Formatting a document, Creating and editing tables, mail-merge.	R1,R2,R3,R4	3 rd & 4 th week of April		
10	Working on MS - EXCEL- Creating a worksheet in Excel. Copy, Move and Merge the cells and Use various Formatting features.	R1,R2,R3,R4	1st & 2 nd week of May		
11	Using formula and functions prepare worksheet for storing subject marks of ten students and perform the following: <input type="checkbox"/> Calculate the student wise total and average. <input type="checkbox"/> Calculate the subject wise total and average. <input type="checkbox"/> Calculate the overall percentage and also individual percentage of the student. <input type="checkbox"/> Create a chart for the above.	R1,R2,R3,R4	3 rd & 4 th week of May		

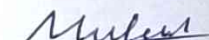
Teaching Resources:

R1. Online resources, Linux man pages, Wikipedia.

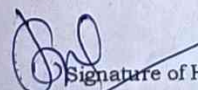
R2. R.S Salaria, computer Fundamentals , Khanna Publishing House.

R3. Ramesh Bangia, PC Software Made Easy- The PC Course Kit, Khanna Publishing House.

R4. Through internet & youtube videos & clips.


Signature of Teacher

(Mukesh Bhardwaj)


Signature of H.O.D