

**महाराणा प्रताप पी.जी. कालेज, जंगल धूसड़, गोरखपुर**

**LESSON PLAN (SESSION 2025-26)**

**CLASS:BA**

**SEM: 1**

**FACULTY NAME : Arpita Singh**

**SUBJECT : PC Software Lab**

S.No.	Date	Day	Paper No.	Unit Name	Topic
1	6-Aug-25	Wednesday		Working with MS-Word	Prepare word documents with various formatting tools and tables
2	7-Aug-25	Thursday		Working with MS-Word	Prepare word documents with various formatting tools and tables
3	13-Aug-25	Wednesday		Working with MS-Word	Prepare word documents with various formatting tools and tables
4	14-Aug-25	Thursday		Working with MS-Word	Prepare word documents with various formatting tools and tables
5	20-Aug-25	Wednesday		Working with MS-Word	Prepare word documents with various formatting tools and tables
6	21-Aug-25	Thursday		Working with MS-Word	Prepare word documents with various formatting tools and tables
7	27-Aug-25	Wednesday		Working with MS-Word	Prepare word documents with various formatting tools and tables
8	28-Aug-25	Thursday		Working with MS-Excel	Prepare worksheets, use of formulae, Prepare Tables and Charts (Pi chart, Bar-chart), Insert pictures in a worksheet
9	3-Sep-25	Wednesday		Working with MS-Excel	Prepare worksheets, use of formulae, Prepare Tables and Charts (Pi chart, Bar-chart), Insert pictures in a worksheet
10	4-Sep-25	Thursday		Working with MS-Excel	Prepare worksheets, use of formulae, Prepare Tables and Charts (Pi chart, Bar-chart), Insert pictures in a worksheet
11	10-Sep-25	Wednesday		Working with MS-Excel	Prepare worksheets, use of formulae, Prepare Tables and Charts (Pi chart, Bar-chart), Insert pictures in a worksheet

12	11-Sep-25	Thursday		Working with MS-Excel	Prepare worksheets, use of formulae, Prepare Tables and Charts (Pi chart, Bar-chart), Insert pictures in a worksheet
13	17-Sep-25	Wednesday		Working with Power Point	Prepare Power Point presentation with various features of animations and sounds etc.
14	18-Sep-25	Thursday		Working with Power Point	Prepare Power Point presentation with various features of animations and sounds etc.
15	24-Sep-25	Wednesday		Working with Power Point	Prepare Power Point presentation with various features of animations and sounds etc.
16	25-Sep-25	Thursday		Working with Power Point	Prepare Power Point presentation with various features of animations and sounds etc.