

Govt. College Krishan Nagar, M/Garh
Session 2023-24
Compulsory Computer Education Level –I
Lesson Plan

Unit-I (July 2023)

- 1 Introduction of Computer
 - 1.1 Definition of Computer
 - 1.2 Component of Computer
 - 1.2.1 Input Unit
 - 1.2.2 Output Unit
 - 1.2.3 CPU

(August 2023)

- 1.3 Characteristics and limitations of Computer
- 1.4 Generations of Computer
- 1.5 Application of Computer
- 1.6 Classification of Compute

(Sept 2023)

2. Input and Output Device
 - 2.1 Input Device
 - 2.2 Output Device
3. Memory and Mass storage Devices
 - 3.1 Memory
 - 3.2 Difference between Primary & Secondary Memory

(Oct 2023)

- 3.3 Memory Device Storage
- 3.4 Type of Memory Storage
- 3.5 Types of Main Memory

Unit-II (Nov 2023)

4. Windows
 - 4.1 Operating System
 - 4.2 Functions of OS
 - 4.3 Introduction of Windows
 - 4.4 Desktop
 - 4.5 Type of Windows
 - 4.6 Windows Structure
 - 4.7 Shutting down the Windows

(Dec 2023)

5. File and Folder
 - 5.1 Introduction
 - 5.2 Window Explorer
 - 5.3 Windows 7 Accessories
 - 5.4 Control Panel

(Jan-Feb 2024)

Unit-III

6. Introduction to MS –Word
 - 6.1 Introduction
 - 6.2 Editing
 - 6.3 Formatting
 - 6.4 Tables & Graphics
 - 6.5 Working with Objects
 - 6.6 Advance Features
 - Like Hyperlink, Adding Bookmarks ,
 - Macro, Mail Merge etc .

Unit-IV (Mar-Apr 2024)

7. Computer Communication
 - 7.1 Internet
 - 7.2 WWW
 - 7.3 Web Browser
 - 7.4 Email
 - 7.5 Search Engine