| LESSON PLAN |  |  |
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| Discipline: <br> MECHANICAL <br> ENGINEERING | Semester: 1st | Name of the Teaching Faculty: PARTHA SARATHI MALLICK |
| Subject: <br> COMPUTER <br> APPLICATION <br> LAB (Pr-1b) | No. of days/ per week class allotted: <br> 4 |  |
| Week | Class Day | Theory/ Practical Topics |
| 1st | 1st | BASICCOMPUTER OPERATION: Identification of different components of Computer . Switch on and Booting Process.Shut down, Restart of computer |
|  | 2nd | Identification of different components of Computer,Switch on and Booting Process, Shut down. Restart of computer |
|  | 3 rd | OPERATINGSYSTEM: Basic DOS commands (CLS, DIR, DATE, TIME, VERSION, MD, CD. RD. DEL. COPY,REN, USE OF WILD CARDS, PATH) |
|  | 4th | Basic DOS commands (CLS, DIR, DATE, TIME, VERSION, MD, CD. RD. DEL. COPY. REN, USE OF WILD CARDS, PATH) |
| 2nd | 1st | Basic DOS commands (CLS, DIR. DATE, TIME, VERSION, MD, CD, RD, DEL, COPY, REN, USE OF WILD CARDS, PATH) |
|  | 2nd | Basic DOS commands (CLS, DIR, DATE, TIME, VERSION, MD, CD. RD, DEL, COPY. REN, USE OF WILD CARDS, PATH) |
|  | 3rd | $\begin{aligned} & \text { Basic DOS commands (CLS, DIR, DATE, TIME, VERSION, MD, CD, RD, DEL. COPY, } \\ & \text { REN, USE OF WILD CARDS, PATH) } \end{aligned}$ |
|  | 4th | Basic Windows OS operations (DESKTOP, ICONS,, START BUTTON, TASK BAR) |
| 3rd | 1st | Basic Windows OS operations (DESKTOP, ICONS,. START BUTTON, TASK BAR) |
|  | 2nd | MOUSE OPERATIONS- SINGLE CLICK, DOUBLE CLICK, DRAG |
|  | 3rd | MOUSE OPERATIONS- SINGLE CLICK, DOUBLE CLICK, DRAG |
|  | 4th | MAXIMIZE, MINIMIZE, RESTORE Windows Explorer, My Computer Files and Folders. Copy, Cut, Paste |
| 4th | Ist | MAXIMIZE, MINIMIZE, RESTORE Windows Explorer, My Computer Files and Folders. Copy, Cut, Paste |
|  | 2nd | Utilities: Word, notepad, paint, calculator etc |
|  | 3 rd | Utilities: Word, notepad, paint. calculator etc |
|  | 4th | WORKING WITH MS-OFFICE: Basic operations of Word Processing Package. (MS-Word) |





