BLACK DIAMOND SCHOOL OF ENGINEERING, JHARSUGUDA

LESSON PLAN
Session (2022 -2023)

Discipline: Computer science and Engineering	**Semester:** 3rd ,Winter /2022	**Name of the faculty:** Sri Jugesh Besan
Subject: Office Automation lab (Pr-4)	**No. of Days/week:** 02(2 periods / Day) Group Size for performance of Experiment:30 Students	**Start Date:** 14/09/2022 **End Date:** 21/01/2023

Week	Class Day	Practical Topics
1st	1st	Familiarization with MS Word, various tools , menus and groups etc.
	2nd	Create a news-paper document with at least 200 words, a. Use margins as, top:1.5, bottom:2, left:2, right:1 inches. b. Use heading "Gandhi Jayanti", font size: 16, font color: red, font face: Arial Black. c. With first letter "dropped" (use drop cap option) ofthe first paragraph containing a picture at the right side d. Use three columns from the second paragraph onwards till the half of the page. e. Then use heading "Computer basics" f. Create paragraph using two columns till the end of the page
2nd	1st	Create a Mathematical question paper using, at least five equations a. With fractions,exponents, summation function b. With at least one „m*n" matrix c. Basic mathematical and geometric operators. d. Use proper text formatting, page color and page border.
	2nd	Create a flowchart using, a. Proper shapes like ellipse, arrows, rectangle, andparallelogram. b. Use grouping to group all the parts of the flowchart into one single object
3rd	1st	Create a table using table menu with, a. At least 5 columns and 10 rows. b. Merge the first row into one cell. c. Merge the second row into one cell, then split the second rowinto three cells. d. Use proper table border and color. e. Insert proper content into the table with propertext formatting.
	2nd	Create a table using two columns, a. The left column contains all the short-cut keysand right side column contains the function of the short-cut keys. b. Insert a left column using layout option. Name the heading as Serial No
4th	1st	Create two letters with the following conditions in Ms Word and find the difference. a.Write a personal letter to your friend using at least 100 words and two paragraphs. Thedate must be in top-right corner. Use „justify" text alignment and 1.5 line spacing for the body of the letter. Letter must contain proper salutation and closing. b. Use step by step mail-merge wizard to design a letter. (Mailing step by step mail merge wizard letters start from a template select template letters select proper template create new document OK)
	2nd	Repeat Class/Defaulter
5th	1st	Create a letter, which must be sent to multiple recipients. a. Use Mail-Merge to create the recipient list. b. Use excel sheet to enter the recipient. c. Start the mail merge usingletter and directory format. State the difference.
	2nd	Create a table "Student result" with following conditions. a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry. b. Use formulas for total and average. c. Find the name of the students who has secured thehighest and lowest marks. d. Round the average to the nearest highest integer and lowest integer (use ceiling and floor function respectively).

6th	1st	Repeat Class/Defaulter
	2nd	Create a notepad file as per the following fields Sl. no name th1 th2 th3 th4 th5 total % grade b. Import this notepad file into excel sheet using „data from text" option. c. Grade is calculated as, i. If %>=90, then grade A ii. If %>=80 and <90, then grade B iii. If %>=70 and <80, then grade C iv. If %>=60 and <70, then grade D v. If %<60, then grade F
7th	1st	Create a sales table using the following data, Item Year1 Year2 Year3 Year4 Item1 1000 1050 1100 1200 Item2 950 1050 1150 1200 Item3 1100 1200 1200 1300 a. Draw the bar-graph to compare the sales of the three items for four years using insert option. b. Draw a line-graph to compare the sales of three items for four years using insert option. c. Draw different pie- charts for the given data using insert option. d. Use condition, to highlight all the cells having value >=1000 with red color (use conditional formatting).
	2nd	Repeat Class/Defaulter
8th	1st	Create a power-point presentation with minimum 5 slides. a. The first slide must contain the topic of the presentation and name of the presentation. b. Must contain at least one table. c. Must contain at least 5 bullets, 5 numbers. d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-color: blue. e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green. f. Last slide must contain „thank you".
	2nd	Repeat Class/Defaulter
9th	1st	Create a power-point presentation with minimum 10 slides a. Use word art to write the heading for each slides. b. Insert at least one clip-art, one picture c. Insert at least one audio and one video d. Hide at least two slides
	2nd	Create a power-point presentation with minimum 5 slides a.Use custom animation option to animate the text; the text must move left to right one line at a time. b. Use proper transition for the slides.
10th	1st	Create a database "Student" with, a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total" b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key. c. Enter data in the table. The total must be calculated using update query. d. Use query for sorting the table according to the descending/ascending order of the total marks.
	2nd	Create a database "Student" with, a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total" b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key. c. Enter data in the table. The total must be calculated using update query. d. Use query for sorting the table according to the descending/ascending order of the total marks.
11th	1st	With addition to the table above, a. Add an additional field "result" to the "mark sheet" table. b. Enter data for at least 10 students c. Calculate the result for all the students using update queries, if total>=200, then pass, else fail. d. Search the students, whose name starts with "sh". e. Show the names and total marks of the students who have passed the examination.
	2nd	Repeat Class
12th	1st	Repeat class for experiment 1 & 2
	2nd	Repeat class for experiment 3 & 4
13th	1st	Repeat Class for experiment 5 & 6
	2nd	Repeat Class for experiment 7 & 8
14th	1st	Repeat Class for experiment 9 & 10
	2nd	Repeat Class for experiment 11 & 12
15th	1st	ASSESSMENT
	2nd	ASSESSMENT