ACADEMIC LESSON PLAN 2021 (WINTER)				
Discipline: Information Technology	Semester: 5th	Name of the Teaching faculty: Archana Tripathy		
Subject:Office Automation lab	No.of Days/per week class allotted : 04	Semester from date : 1/10/2021 to 8/1/2022 No. of weeks : 15		
Week	Class Day	Theory / Practical Topics		Remark
1st Week	1st	1. 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) of the first paragraph containing a picture at the right side		
2nd Week	1st	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. 2. Create a Mathematical question paper using, at least five equations		
	2nd	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		
3RD Week	Puja Vacation			
4th Week	1st	c. Merge the second row into one cell, then split the second row into three cells. d. Use proper table border and color. e. Insert proper content into the table with proper text formatting.		
	2nd	d. Use proper table border and color. e. Insert proper content into the table with proper text formatting.5. Create a table using two columns, a. The left column contains all the short-cut keys and right side column contains the function of the short-cut keys		

5TH Week	**1ˢᵗ**	b. Insert a left column using layout option. Name the heading as Serial No. 6. Create two letters with the following conditions in Ms Word and find the difference.	
	2ⁿᵈ	a. Write a personal letter to your friend using at least 100 words and two paragraphs. The date 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.	
6TH Week	**1ˢᵗ**	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	7. 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 using letter and directory format. State the difference	
7TH Week	**1ˢᵗ**	Revision, Quiz and Practice	
	2ⁿᵈ	1. 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 the highest and lowest marks.	
8TH WEEK	**1ˢᵗ**	d. Round the average to the nearest highest integer and lowest integer (use ceiling and floor function respectively).2. Do as directed	
	2ⁿᵈ	a. 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.	
	1ˢᵗ	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	

9TH Week	**2ⁿᵈ**	3. Item Year1 Year2 Year3 Year4 Item 1 1000 1050 1100 1200 Item 2 950 1150 1150 1200 Item 3 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**	
10TH WEEK	**1ˢᵗ**	**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	**Revision,Quiz and Practice**	
11TH WEEK	**1ˢᵗ**	**1. 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.**	
	2ⁿᵈ	**2. Create a power-point presentation with minimum 10 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**	
12TH WEEK	**1ˢᵗ**	**3. 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.**	
	2ⁿᵈ	**Revision, Quiz and Practice**	
13TH WEEK	**1ˢᵗ**	**1. 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:umber, total: number. Roll number must be the primary key.c. Enter data in the table. The total must be calculated using update query.**	

13TH WEEK	2nd	2. 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
14TH WEEK	1st	Revision,Quiz and Practice
15TH WEEK	1st	Revision,Quiz and Practice

Signature of Faculty