

**ADITYA INSTITUTE OF TECHNOLOGY & MANAGEMENT, TEKKALI**  
**AUTONOMOUS, DEPARTMENT OF IT**  
**Lesson Plan**

Subject: IT Workshop lab  
Branch: I-II Civil-A

A.Y: 2015-16

S.No	Date Lab session (FN/PM)	Experiment No	Topic
1	30/12/2015	Exp-1	Identification of peripherals of a computer.
	08/01/2016		
2	09/01/2016	Exp-2	Installation of WINDOWS XP operating system in PC. Installation of LINUX operating system in PC. Introduction to all internal and external DOS commands.
	20/01/2016		
3	22/01/2016	Exp-3	Internet & World Wide Web Surfing the Web using Web Browsers and Search engines.
	27/01/2016		
4	29/01/2016	Exp-4	Using Ms-Word to create project certificate.
5	10/02/2016	Exp-5	Creating project abstract for using MS-WORD.
6	12/02/2016	Exp-6	Creating a Newsletter: Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word ART, Formatting Images, Textboxes and Paragraph
7	24/02/2016	Exp-7	Creating a Feedback form: Forms, Text Fields, Inserting objects, Mail Merge in Word.
8	02/03/2016	Exp-8	Ms-Excel: Creating a scheduler: Gridlines, Format Cells, Summation, auto fill, Formatting Text.
	04/03/2016		
9	09/03/2016	Exp-9	Creating Performance Analysis:-Split cells, freeze panes, group and outline, sorting, Boolean and logical operators, Conditional formatting.
	11/03/2016		
10	16/03/2016	Exp-10	Calculating GPA: Cell Referencing, Formulae in excel average, standard deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function.
	18/03/2016		
11	01/04/2016	Exp-11	Creating Cricket Score Card: Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation.
	06/04/2016		
12	13/04/2016	Exp-12	MS-Power Point: working on basic power point utilities and tools which help them to create basic power pint presentation (PPT). Concentrating on the in and out of Microsoft power point, helps them to learn best practices in designing and preparing power point presentation (PPT).
	16/04/2016		

Forenoon Session (FN): 1, 2, 3, 4 periods

Afternoon Session (PM): 5, 6, 7, 8 periods