

PNS SCHOOL OF ENGG. & TECH., MARSHAGHAI

DEPARTMENT OF COMPUTER SCIENCE ENGINEERING LESSON PLAN

BRANCH : CSE	SEMESTER : 3RD	NAME OF THE TEACHING FACULTY : MRS. JAYASHREE BISHOI
SUBJECT: Office Automation Lab	NO. OF DAYS PER WEEK CLASS ALLOTTED : 02	SEMESTER FROM DATE: 01.07.2024 TO 08.11.2024
WEEK	CLASS DAY	LAB EXPERIMENTS
1 ST	1 st	Introduction to Office Automation Lab
	2 nd	Create a news-paper document with at least 200 words
2 ND	1 st	Create a Mathematical question paper using, at least five equations
	2 nd	
3 RD	1 st	Create a flowchart using Proper shapes like ellipse, arrows, rectangle, and parallelogram.
	2 nd	Create a table using table menu with At least 5 columns and 10 rows.
4 TH	1 st	Create a table using two columns, The left column contains all the short-cut keys and right side column contains the function of the short-cut keys
	2 nd	
5 TH	1 st	Create two letters with the following conditions in Ms Word and find the difference
	2 nd	
6 TH	1 st	Create a letter, which must be sent to multiple recipients.
	2 nd	a. Use Mail-Merge to create the recipient list.
7 TH	1 st	Create a table "Student result" with following conditions using MS-Excel
	2 nd	
8 TH	1 st	Create a notepad file using MS-Excel
	2 nd	
9 TH	1 st	Create a sales table using MS-Excel
	2 nd	
10 TH	1 st	Create a power-point presentation with minimum 5 slides
	2 nd	Create a power-point presentation with minimum 10 slides
11 TH	1 st	Create a power-point presentation with minimum 5 slides Use custom animation option
	2 nd	Create a database "Student" using MS-Access
12 TH	1 st	Add an additional field "result" to the "mark sheet" table using MS-Access
	2 nd	

Jayashree Bisshoi

Biswanayan Swain

SIGNATURE OF H.O.D

SIGNATURE OF LECTURER

