

Lesion Plan

Subject – Basic IT Tools

Month	Content /topics
August	<p>Unit -1 Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software. Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Mobile Apps.</p> <p>Unit 2- Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets,</p>
September	<p>User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management</p> <p>Unit-3 Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology</p>
October	<p>Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.</p> <p>Unit- 4 E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email,</p>
November	<p>Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker.</p> <p>Revision</p>