

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (AITAM)

TEKKALI, College Code (A5)

DEPARTMENT OF ECE

Name of the faculty member : P. K. Sahy CLASS : 1

BRANCH : ECE-A

Subject : IT Waste Stop Lab. YEAR : 17-18

SEM : 1

TEACHERS DIARY

Date of Lecture	Contact Hour No.	Unit	Topic	Remarks
7-9-17	S, G, 7th	I	Identification of peripheral of computer	
21-9-17	S, G, 7th	II	Using word to create a project certificate	
5-10-17	S, G, 7th	III	Creating project abstract by using ms word.	
12-10-17	S, G, 7th	IV	creating mail letter by using ms word.	
26-10-17	S, G, 7th	V	creating a feedback form features to be covered - form text fields, inserting objects and merge .cn word.	
2-11-17	S, G, 7th	VI	creating schedule by using ms excel. features to be covered. Gridlines, format cell, summation, auto fill, formatting text.	
9-11-17	S, G, 7th	VII	Creating performance analysis features to be covered - split cell, freeze, panel, group & outline, Boolean & logical operators, conditional formatting.	
16-11-17	S, G, 7th	VIII, IX	calculating GPA using Excel, creating cricket score card by using Excel.	
23-11-17	S, G, 7th	X, XI		

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Name of the faculty member: P. K. Sahu CLASS: 1

BRANCH: ECE

Subject: IT Workshop Lab YEAR: 17-18

SEM: 1

TEACHERS DIARY

Date of Lecture	Contact Hour No.	Unit Exp	Topic	Remarks
5-9-17	5, 6, 7	I	Identification of the peripheral of a computer	
12-9-17	5, 6, 7	II	Introduction to all internal & external Dos commands.	
19-9-17	5, 6, 7	III	Using word to create project certificate.	
26-9-17	5, 6, 7	IV	Using word to create abstract forms	
3-10-17	5, 6, 7	V	creating a Newsletter	
10-10-17	5, 6, 7	VI	creating a feedback form	
			Features to be covered - border, text field, insert, insert, mail merge on word.	
17-10-17	5, 6, 7	VII	creating a scheduler feature	
			to be covered: border lines, border cell, summation, auto fill and formatting text.	
24-10-17	5, 6, 7	VIII	creating performance analysis	
			Features to be covered Split cell, freeze panel, group & outline, Sorting, Boolean & logical operator, conditional formatting.	
31-10-17	5, 6, 7	IX	Creating GPA by using excel.	
7-11-17	5, 6, 7	X	creating excel score card	
14-11-17	5, 6, 7	XI/XII	Power point table 15, & table 16.	
21-11-17	5, 6, 7	XIII, XIV	Windows xp / Ubuntu installation	
		XV	Internet & WWW	