

Department of Computer Science
Lesson Plan Session 2025-2026
BA Semester-III
Skill Enhancement Course
C24SEC303T: Digital Efficiency Tools

July 2025 to Nov 2025	Topics
1 st Week	Introduction to Excel: About excel, uses of excel, spreadsheet window pane, ribbon
2 nd week	Home Tab- Cut, Copy, Paste,
3 rd Week	Font, Alignment, Data Types,
4 th Week	Conditional formatting, insert cell, delete cell, format cell, fill, clear,
5 th Week	find and replace, page layout tab- theme group,
6 th Week	page setup, group, formula bar.
7 th Week	Creating formulas: Using formulas, formula functions- Sum, Average
8 th Week	If, count, max, min, propr, upper, lower, using autosum
9 th Week	Create and run a macro
10 th Week	Spreadsheet Chart: Creating Charts, Different types of chart
11 th Week	Formatting chart objects, changing the chart type
12 th Week	Showing and hiding the legend, showing and hiding the data table
13 th Week	Doubt Clearance