

Introduction to IT System
Lesson Plan for the Academic semester 2026-(S)
Venus Group of Educational & Research Institutes, Bahanaga

Discipline: ETC & Electrical Engg.	Semester:2nd	Name of the Faculty : Manoranjan Sahu
Subject: Introduction to IT Systems Code:Th1(b)	No of Days/per week class allotted:3P/W	Academic Session-2026(S) Sessionw.e.f.dt.09.01.2026
WEEK	PERIOD	TOPIC
1 st	1 st	Basic Internet Skills Understanding Browsers
	2 nd	Efficient use of search engines
	3 rd	Awareness about Digital India portals
2 nd	1 st	Various Components of Hardware Components CPU, Memory, Keyboard, Mouse etc.
	2 nd	OS Installation
	3 rd	Linux Installation
3 rd	1 st	MS windows Installation,
	2 nd	HTML4,CSS
	3 rd	Introduction to HTML and basic structure of HTML
4 th	1 st	Various types of tags and its uses
	2 nd	Function of various tags like<html>,<head><title><body>
	3 rd	HTML Editors
5 th	1 st	HTML elements
	2 nd	HTML attributes
	3 rd	HTML headings
6 th	1 st	Introduction to Open office Writer
	2 nd	How to create a letter and mail merge
	3 rd	Enter and edit text
7 th	1 st	Formatting Text
	2 nd	Mail merge
	3 rd	Table Creation
8 th	1 st	Open office spreadsheet introduction
	2 nd	Data Table (One Input &Two Input Data Table)
	3 rd	Filter (Auto Filter and Advanced Filter)
9 th	1 st	Conditional formatting
	2 nd	Data Validation
	3 rd	Chart
	4 th	Pivot table
10 th	1 st	Pivot table with chart
	2 nd	If(),Countif()
	3 rd	Count A(), Count Blank()

11 th	1 st	Count()
	2 nd	Open Office impress Introduction
	3 rd	Set Transition effect
12 th	1 st	Information security
	2 nd	Cyber Security
	3 rd	Bullying
13 th	1 st	Netiquettes
	2 nd	Cyber crime and steps protect from Cyber crime
	3 rd	Virus and antivirus
14 th	1 st	Steps to protect from virus
	2 nd	How to install antivirus
	3 rd	Types of antivirus
15 th	1 st	Steps to protect the students from cyber bullying
	2 nd	Safety our data from hacker
	3 rd	Best security practices