

STUDY PLAN

Date	Subject	Chapter	Topic	Time	Faculty
5/7/2026	Banking Computer	COMPUTER FUNDAMENTAL	Introduction of Computer, History of Computer, Usage of Computer, Hardware & Software	5:00-6:00 pm	Rajat Sir
5/14/2026			Operating System, System, Software, Application Software & Number System	5:00-6:00 pm	Rajat Sir
5/21/2026			Gate, Paint, File, Folder & Desktop, Management	5:00-6:00 pm	Rajat Sir
5/28/2026		MS WORD	Introduction to MS Word, Font, Formatting, Paragraph Setup, Page Setup	5:00-6:00 pm	Rajat Sir
6/4/2026			Manual TAB Setup, Ruller Setup	5:00-6:00 pm	Rajat Sir
6/5/2026			Bookmark, Comments, Template, Drop Capital, Watermark	5:00-6:00 pm	Rajat Sir
6/11/2026			Table Creation & Table Setup	5:00-6:00 pm	Rajat Sir
6/18/2026			Auto Text, Auto Correct, Spike, Shape, Icon	5:00-6:00 pm	Rajat Sir
6/25/2026			Macro Setup	5:00-6:00 pm	Rajat Sir
7/2/2026			Header, Footer, Manual Template	5:00-6:00 pm	Rajat Sir
7/9/2026			Hyperlink one file to another file	5:00-6:00 pm	Rajat Sir
7/23/2026			Style, Style Shortcut Key	5:00-6:00 pm	Rajat Sir
7/30/2025			Mail Merge	5:00-6:00 pm	Rajat Sir
8/6/2026		MS EXCEL	Introduction to MS Excel, Font, Formatting, Paragraph Setup, Page Setup, Row Insert, Hide & Delete, Column Insert, Hide & Delete	5:00-6:00 pm	Rajat Sir
8/13/2026			Cell Reference & Define Name	5:00-6:00 pm	Rajat Sir
8/20/2026			Conditional Formatting	5:00-6:00 pm	Rajat Sir

Date	Subject	Chapter	Topic	Time	Faculty
8/27/2026			Auto Filter & Advance Filter	5:00-6:00 pm	Rajat Sir
9/3/2026			Goal Seek & Solver	5:00-6:00 pm	Rajat Sir
9/10/2026			Data Validation & Data Form	5:00-6:00 pm	Rajat Sir
9/17/2026			Macro Setup	5:00-6:00 pm	Rajat Sir
9/24/2026			Chart Description	5:00-6:00 pm	Rajat Sir
10/1/2026			Comments, Hyperlink & Watermark	5:00-6:00 pm	Rajat Sir
10/8/2026			If Function	5:00-6:00 pm	Rajat Sir
10/22/2026		Power Point	Power Point	5:00-6:00 pm	Rajat Sir

