



Indraprastha College for Women

University of Delhi

Course Name:	SEC
Paper Title:	Document Preparation & Presentation Software
Unique Paper Code:	2346000012
Semester:	III
Faculty(s):	Dolly Jain
Year:	2024

Work Plan			
Period	Unit No.	Learning Objective	Topics to be Covered
1 st Aug -3 rd Aug	I	Introduce the basic knowledge of LaTeX	Create a LaTeX/ LibreOffice document having several paragraphs, including comments in LaTeX. Organize content into sections, including preface/abstract. Using the article and book class of LaTeX. Handling errors.
5 th Aug-10 th Aug	II	Knowledge of Styling pages	Loading and using packages, setting margins, header and footer, and page orientation. Organizing the document into multiple columns
12 th Aug-17 th Aug	III	Formatting Content	Formatting text (styles, size, alignment). Adding colours to a block of text/ page
19 th Aug-24 th Aug	III	Formatting Content	Adding ordered and unordered lists. Inserting mathematical expressions – subscripts, superscripts, fractions, binomials, aligning equations, operators, Greek and mathematical symbols, and mathematical fonts.
26 th Aug-31 st Aug	IV	Tables and Figures	Create basic tables. Adding different types of borders to a table. Merging rows and columns
2 nd Sep-7 th Sep	IV	Tables and Figures	Splitting tables across multiple pages. Incorporating figures and subfigures, explore different properties like rotation and scaling.

9 th Sep-14 th Sep	V	Algorithms and Equations	Incorporating algorithms, body typesetting, organizing algorithms across multiple pages.
16 th Sep-21 st Sep	V	Algorithms and Equations	Incorporating equations, indentation, and captioning.
23 rd Sep-28 th Sep	VI	Referencing and Indexing	Insert captions, labels, and references. Incorporate cross-referencing (refer to sections, table, and images)
30 th Sep-5 th Oct	VI	Referencing and Indexing	Incorporate a bibliography. Create a back index.
7 th Oct-12 th Oct	VII	Making Presentations	Create a slideshow
14 th Oct-19 th Oct	VII	Making Presentations	Incorporate logo. Highlight important points
21 st Oct-26 th Oct	VII	Making Presentations	Create a title page. Make a table of contents.
28 th Oct-2 nd Nov			MID SEMESTER BREAK
4 th Nov-9 th Nov	VII	Making Presentations	Incorporate special effects in a slideshow.
11 th Nov-16 th Nov		To memorize the previous concepts	Revision
18 th Nov-23 rd Nov			Revision
25 th Nov-27 th Nov			Revision
28 th Nov			DISBERSAL OF CLASSES

Unit	TOPICS
I	Create a LaTeX/ LibreOffice document having several paragraphs, including comments in LaTeX. Organize content into sections, including preface/abstract. Using the article and book class of LaTeX. Handling errors.
II	Loading and using packages, setting margins, header and footer, and page orientation. Organizing the document into multiple columns.
III	Formatting text (styles, size, alignment). Adding colours to a block of text/ page. Adding ordered and unordered lists. Inserting mathematical expressions – subscripts, superscripts, fractions, binomials, aligning equations, operators, Greek and mathematical symbols, and mathematical fonts.
IV	Create basic tables. Adding different types of borders to a table. Merging rows and columns. Splitting tables across multiple pages. Incorporating figures and subfigures, explore different properties like rotation and scaling.
V	Incorporating algorithms, body typesetting, organizing algorithms across multiple pages. Incorporating equations, indentation, and captioning.
VI	Insert captions, labels, and references. Incorporate cross-referencing (refer to sections, table, and images). Incorporate a bibliography. Create a back index.
VII	Create a slideshow. Incorporate logo. Highlight important points. Create a title page. Make a table of contents. Incorporate special effects in a slideshow.

S. No.	Name of Authors/Books/Publishers
1.	A. Einstein. Zur Elektrodynamik bewegter Körper. [On the Electrodynamics of moving bodies]. Annalen der Physik, 322(10):891 921, 1905. doi: http://dx.doi.org/10.1002/andp.19053221004 .
2.	M. Goossens, F. Mittelbach, and A. Samarin. The LaTeX Companion. Addison- Wesley, Reading, Massachusetts, 1993.