



Electronics & ICT Academy
(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)
Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039
Phone: +91-361-2583182/3009, +91-7086502139.
Email: eictacad@iitg.ac.in, eictacad@gmail.com

Faculty Development Programme on “Research Methodology and Use of ICT Tools for Classroom Teaching”

Date: 03-07 February, 2020

Venue: Tengakhat College, Dibrugarh

Date	Time	Topic
Day-1 (03-02-2020)	09:30 am -10:15 am	Registration and Reporting
	10:15 am - 10:30 am	Inauguration
	10:30 am - 10:45 am	Tea Break
	10:45 am -01:15 pm	Chapter 1 - Basics of Computers Module 1 - Introduction to Computers 1.1 What's a computer 1.2 Why one should use computer? 1.3 Inside a computer 1.4 Cores, RAM 1.5 HDD v/s SSD 1.6 Specific things to look at before buying a computer Module 2 - Basic Skills 2.1 File Extension 2.2 Antiviruses 2.3 Softwares 2.4 Flow Chart 2.5 Algorithms Exercise 2
	01:15 pm -01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	Module 3 - Internet 3.1 Introduction to Internet 3.2 How to search over internet and Browser Exercise 1 3.3 Usage of ICT tools Exercise Introduction to Mooc's/SWAYAM/NPTEL
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	Activity such as Course Registration on SWAYAM/NPTEL
	05:00 pm - 05:30 pm	MCQ-1
Day-2 (04-02-2020)	09:30 am - 11:00 am	Chapter 2- MS Office Part 1 - Microsoft Excel Module 1 – Excel Basics 1.1 Intro 1.2 Uses of Excel 1.3 Features of Microsoft Excel 2007 1.4 Capabilities and Limitations of MS Excel 2007 1.5 Opening MS Excel 2007 1.6 Excel 2007 Screen Module 2 - Ribbons Module 3 – Common Tasks



		3.1 Basics 3.2 Creating a Blank Workbook 3.3 Creating a Workbook form Templates 3.4 Saving a Workbook 3.5 Opening a Workbook
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	3.6 Entering Data 3.7 Copy, Cut, Paste, Undo and Redo 3.8 Auto Fill 3.9 Inserting Cells, Rows and Columns 3.10 Deleting Cells, Rows and Columns 3.11 Find and Replace 3.12 Spell Check 3.13 Excel Formulas 3.14 Function Library 3.15 IF Function in Excel
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:30 pm	3.16 Graphs/Pie Charts/Bar Graphs 3.17 Conditional Formatting 3.18 Tables 3.19 Pivot 3.20 Formulas 3.21 Vlookup
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	Chapter 3- Microsoft Word Module 1 – Word Basics 1.1 What is MS Word 2007 1.2 Parts of MS Word 2007 1.3 Starting Microsoft Office Word 2007 1.4 Creating a New (Blank) Word Document 1.5 Changing the Font Size 1.6 Applying Font Styles and Effects 1.7 Changing the Font Colour 1.8 Setting the Alignments of Text Contents 1.9 Formatting Using the MINI TOOLBAR 1.10 Saving the Created Document
	05:00 pm - 05:30 pm	MCQ-2
Day-3 (05-02-2020)	09:30 am - 11:00 am	1.11 Paragraphs 1.12 Headings 1.13 Indenting 1.14 Equations 1.15 TOC - Table of Content 1.16 Graphs
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	1.17 Mail Merge 1.18 Mail Merge using MS Excel recipient list
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	Chapter 4 - Microsoft Power Point Module 1 – Power Point Basics 1.1 What is Power Point 1.2 Power Point Features 1.3 More Features



		1.4 Tab Functions Module 2 – Common Tasks in Power Point 2.1 Adding and Deleting Slides 2.2 Turn Off Advanced Slide-On Mouse Click 2.3 Different ways to View Power Point 2.4 Background, Style, Font and Colour
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	2.5 Inserting Clip Art 2.6 Using Word Art 2.7 Inserting Sound Files 2.8 Inserting Animation 2.9 Inserting Smart Art 2.10 Hyperlinks
	05:00 pm - 05:30 pm	MCQ-3
Day – 4 (06-02-2020)	09:30 am - 11:00 am	Chapter 5 - Introduction to G-Suite 3.1 Google Sheets 3.2 Google Slides 3.3 Google Docs
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	3.4 Google Forms 3.5 Google Quiz
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	3.6 Google Classroom
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	Application of Smart board in the classroom
	05:00 pm - 05:30 pm	MCQ-4
Day-5 (07-02-2020)	09:30 am - 11:00 am	Valedictory and Certificate Distribution
