



**Electronics & ICT Academy**  
 (Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)  
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## Faculty Development Programme on “Effective Use of ICT Tools for Classroom Teaching”

Date: 17-21 March, 2020

Venue: Darrang College, Tezpur

Date	Time	Topic
<b>Day-1 (17-03-2020)</b>	09:30 am -10:15 am	Registration and Reporting
	10:15 am - 10:45 am	Inauguration
	10:45am - 11:00 am	Tea Break
	11:00am -01:15 pm	<b>Chapter 1 - Introduction to ICT and its importance</b> <ul style="list-style-type: none"> <li>• Introduction to ICT and its importance.</li> <li>• Fundamentals of computer</li> <li>• Computer definition and different types</li> <li>• Introduction with hardware peripherals (RAM, Motherboard, Hard disk)</li> <li>• I/O Devices: Printer, Scanner, Webcam</li> <li>• Introduction of OS</li> <li>• Types of OS</li> <li>• Introduction to windows OS               <ul style="list-style-type: none"> <li>○ GUI and CLI/TUI</li> <li>○ File System</li> </ul> </li> </ul>
	01:15 pm -01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	<b>Chapter 2- Introduction to internet</b> <ul style="list-style-type: none"> <li>• Basic Networking Concepts - Internet, LAN, and IP etc.</li> <li>• Introduction to internet</li> <li>• Web-URL &amp; IP address</li> </ul> <b>Chapter 3 - Starting office suite</b> <ul style="list-style-type: none"> <li>• Tools of MS Office</li> <li>• Basic function of each tool with demos</li> </ul> <b>Module-1 - Starting Word</b> <ul style="list-style-type: none"> <li>• Ribbon Icons and their functions</li> <li>• Typing character, number etc.</li> </ul>
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	<b>Contd..</b> <ul style="list-style-type: none"> <li>• Saving a documents</li> <li>• Lab Session</li> <li>• Text specifications, front size, bold, italic, underline etc.</li> <li>• Text alignment Left, Right, Centre and Justify</li> <li>• Lab Session</li> </ul>
05:00 pm - 05:30 pm	<b>MCQ-1</b>	
<b>Day-2 (18-03-2020)</b>	09:30 am - 11:00 am	<b>Contd..</b> <ul style="list-style-type: none"> <li>• Inserting equations and special characters</li> <li>• Finding and replacing text</li> <li>• Inserting table, image, clip art, header, footer, page number, watermark etc.</li> </ul>

<b>Day-2 (18-03-2020)</b>		<ul style="list-style-type: none"> <li>• Lab session</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• Inserting table of contents.</li> <li>• Lab session</li> </ul>
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	<b>Module-2 - MS Office Excel</b> <ul style="list-style-type: none"> <li>• Row, column identification</li> <li>• Formatting spreadsheet like adding, deleting, renaming a sheet</li> <li>• Functions and Formula implementation</li> <li>• Lab Session</li> </ul>
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum, count, counta etc.</li> <li>• Use of conditions like if, count if</li> <li>• Lab Session</li> </ul>
	05:00 pm - 05:30 pm	<b>MCQ-2</b>
<b>Day-3 (19-03-2020)</b>	09:30 am - 11:00 am	<b>Contd...</b> <ul style="list-style-type: none"> <li>• Procedure of sort and filter</li> <li>• Inserting graphs, conditional formatting</li> <li>• Lab Session</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• Mail Merge</li> <li>• Lab Session</li> </ul>
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm - 03:30 pm	<b>Module-3 - MS Office Power Point</b> <ul style="list-style-type: none"> <li>• Introduction to presentation</li> <li>• Creating slides</li> <li>• Lab session</li> </ul>
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Modifying default slide layouts</li> <li>• Insertion of pictures, clip arts etc.</li> <li>• Hyperlink, Animations and transitions</li> <li>• Lab Session</li> </ul>
	05:00 pm - 05:30 pm	<b>MCQ-3</b>
<b>Day – 4 (20-03-2020)</b>	09:30 am - 11:00 am	<b>Chapter 4 - Introduction to Google Apps</b> <b>Module -1: Google Mail and Google Drive</b> <ul style="list-style-type: none"> <li>• Creating email&amp; managing email id</li> <li>• Accessing email, information sharing using email id, file attachment etc.</li> <li>• Lab Session</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• Introduction to google drive</li> <li>• Download/upload files from/to cloud</li> <li>• Lab Session</li> </ul> <b>Module -2: Google Docs, Google Sheets and Google Slides</b> <ul style="list-style-type: none"> <li>• Creating and editing files in Google docs, Sheets and Slides</li> <li>• Sharing google docs, sheets and slides in various platform.</li> </ul>
	01:15 pm-01:45 pm	Lunch Break

	01:45 pm - 03:30 pm	<b>Module -3: Google form and quiz</b> <ul style="list-style-type: none"> <li>• Creating google form</li> <li>• Different types of answer type</li> <li>• Sharing of google form in various platforms.</li> </ul>
	03:30 pm - 03:45 pm	Tea Break
	03:45 pm - 05:00 pm	<ul style="list-style-type: none"> <li>• Creation of google quiz</li> <li>• Sharing of google quiz in various platforms.</li> <li>• Lab session</li> </ul>
	05:00 pm - 05:30 pm	<b>MCQ-4</b>
<b>Day-5 (21-03-2020)</b>	09:30 am - 11:00 am	<b>Module -4: Google Classroom</b> <ul style="list-style-type: none"> <li>• Introduction to google classroom</li> <li>• Creating google classroom</li> <li>• Sharing information on classroom</li> <li>• Lab session</li> </ul>
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> <li>• Assigning assignments on the classroom</li> <li>• Lab session</li> </ul> <b>Chapter 5 – MOOC</b> <ul style="list-style-type: none"> <li>• MOOCs introduction</li> <li>• Discussing on SWAYAM, EDX and other MOOCs platform.</li> </ul>
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<b>Contd..</b> <ul style="list-style-type: none"> <li>• Introduction to SWAYAM portal.</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm onwards	<b>Valedictory and Certificate Distribution</b>

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