



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

Date: 19 to 24 August, 2019

Venue: Dikhowmukh College, Sivasagar

Date	Time	Topic
Day-1 (19-08-2019)	09:30 am – 10:30 am	Registration and Reporting
	10:30 am – 10:45 am	Inauguration
	10:45am – 11:00 am	Tea Break
	11:00am – 01:00 pm	<p>Introduction to ICT and its importance</p> <p style="text-align: center;"><u>Chapter 1 - Computer fundamentals</u></p> <ul style="list-style-type: none"> • Fundamentals of computer • Computer definition and its different types • Introduction with hardware peripherals (RAM, Motherboard, Hard disk) • Types of Software: Application and System with Examples <p style="text-align: center;"><u>Chapter 2 - Working with Windows OS</u></p> <ul style="list-style-type: none"> • Installing and using essential software's on Windows <ul style="list-style-type: none"> ➤ Open Source Alternatives and their installation on Windows e.g. 7zip
	01:00 pm -01:30 pm	Lunch Break
	01:30 pm - 03:45 pm	<ul style="list-style-type: none"> • Using Command Prompt <ul style="list-style-type: none"> ➤ Creating, Moving, Deleting File/Directories ➤ Changing/Copy Directories ➤ Renaming Directories <p style="text-align: center;"><u>Chapter 3- Introduction to internet</u></p> <ul style="list-style-type: none"> • Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc. • Using Internet • Searching web-URL & IP based access • Host name/IP/DNS • Creating email & managing email id • Accessing email, information sharing using email id, file attachment etc. • Download/upload files from/to cloud
	03:45 pm - 04:00 pm	Tea Break
04:00 pm - 04:30 pm	MCQ-1	

Chapter 4 - Introduction to Office Packages		
Day-2 (20-08-2019)	09:30 am - 11:00 am	Module-1 -Starting MS Word <ul style="list-style-type: none"> • Ribbon Icons and their functions • Typing character, special character, number etc. • Saving a documents • Finding and replacing text
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> • Text specifications, front size, bold, italic, underline etc. • Text alignment • Inserting Header, Footer and Page Number • Inserting Word Art, Watermark and Drop Cap • Inserting Equation
	01:00 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	Cont ... <ul style="list-style-type: none"> • List, table, margin, page setup, print setup etc. • Page Break Table of Contents / Creating Report
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	MCQ-2
Day-3 (21-08-2019)	09:30 am - 11:00 am	Module-2 - MS Office Excel <ul style="list-style-type: none"> • Introducing Worksheet and Workbook • Row, Column, Cell Identification • Formatting spreadsheet like formatting cell border & background, adding, deleting, renaming a sheet • Procedure of sort and filter
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> • Ribbon Icons and their functions • Formula implementation <ul style="list-style-type: none"> ➤ Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc. Use of conditions if, ifs, count, countif etc. • Conditional Formatting • Charts • Print Setup for Excel
	01:00 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • Mail Merge
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm – 04:30 pm	MCQ-3
Day – 4 (22-08-2019)	09:30 am – 11:00 am	Module-3 - MS Office Power Point <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Inserting pictures, clip arts, movie, sound, animations, transition, Charts etc.
	11:00 am-11:15 am	Tea Break
	11:15 am – 01:00 pm	<ul style="list-style-type: none"> • Introducing Master Slides • Inserting Hyperlinks

Day – 4 (22-08-2019)		Chapter 5 - Introduction to Google Apps
		Module -1- Introduction to Google drive <ul style="list-style-type: none"> • Introduction to cloud storage • File upload/download to drive
	01:00 pm – 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Module -2 - Google Docs <ul style="list-style-type: none"> • Introduction to Google Docs • Creating Google document & sharing Module -3 - Google Sheets <ul style="list-style-type: none"> • Creating Google Sheets Module -4 - Google Slides <ul style="list-style-type: none"> • Creating Google slides
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	MCQ-4
Day – 5 (23-08-2019)	09:30 am - 11:00 am	Module-5 - Google Forms & Google Quiz <ul style="list-style-type: none"> • Creating and sharing Google Form
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	Cont..... <ul style="list-style-type: none"> • Google forms(continue) Module-6- Google Quiz <ul style="list-style-type: none"> • Creating and sharing Google quiz • Google quiz (cont..)
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Module 7– Google Classroom <ul style="list-style-type: none"> • Introduction to Google Classroom • Creating your own virtual classroom
	03:45 pm - 04:00 pm	Tea Break
		04:00 pm - 04:30 pm
Day – 6 (24-08-2019)	09:30 am – 11:00 am	Chapter 6- Photoshop
		Module 1 Introduction to Photoshop <ul style="list-style-type: none"> • The Photoshop Interface • Setting up a new Photoshop document • Saving a new document • Introduction to Image Formats
	11:00 am - 11:15 am	Tea Break
	11:15 am – 01:00 pm	<ul style="list-style-type: none"> • Opening an Image in Photoshop • Idea of Colorspaces Module 2 Creating Images in Photoshop <ul style="list-style-type: none"> • Saving Images In Photoshop • Cropping an Image • Resizing an Image • Introduction to Non-destructive Image Processing. Module 3 Photoshop Layers <ul style="list-style-type: none"> • About Layers-Adjustment layers



		<ul style="list-style-type: none">• Layer modes and blending options• Image compositing using layers• Color Correcting Images.- Curves and Exposure and Hue/Saturation
	01:00 pm – 01:45 pm	Lunch Break
	01:45 pm – 03:45 pm	Project Evaluation
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm onwards	Valedictory and Certificate Distribution
