



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: 24-28 February, 2020

Venue: Pub Majuli College

Date	Time	Topic
Day-1 (24-02-2020)	09:30 am – 10:30 am	Registration and Reporting
	10:30 am – 11:00 am	Inauguration
	11:00am – 11:15 am	Tea Break
	11:15 am – 01:00 pm	Module 1 - Introduction to ICT and its importance <ul style="list-style-type: none"> • Introduction to ICT and its importance. • Fundamentals of computer • Computer definition and different types • Introduction with hardware peripherals (RAM, Motherboard, Hard disk) • I/O Devices: Printer, Scanner, Webcam • Introduction of OS • Types of OS
	01:00 pm -01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	Module 2- Introduction to internet <ul style="list-style-type: none"> • Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc. • Introduction to internet • Web-URL & IP address • Creating email& managing email id • Accessing email, information sharing using email id, file attachment etc. • Lab session
	03:15 pm - 03:30 pm	Tea Break
	03:30 pm – 05:00 pm	Session continues
Day-2 (25-02-2020)	05:00 pm - 05:30 pm	MCQ-1
	09:30 am – 11:00 am	Module 2- Introduction to internet <ul style="list-style-type: none"> • Download/upload files from/to cloud • Solving common connectivity issues • Lab Session Module 3 - Starting office suite <ul style="list-style-type: none"> • Tools of MS Office • Basic function of each tool with demos • Lab Session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	Module-3.1 - Starting Word <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a documents • Finding and replacing text • Lab Session
	01:00 pm -01:30 pm	Lunch Break



	01:30 pm - 03:15 pm	Module-3.1 contd. <ul style="list-style-type: none"> Text specifications, front size, bold, italic, underline etc. Text alignment List, table, margin, page setup, print setup etc. Ribbon Icons and their functions Lab session
	03:15 pm - 03:30 pm	Tea Break
	03:30 pm – 05:00 pm	Session continues
	05:00 pm - 05:30 pm	MCQ-2
Day-3 (26-02-2020)	09:30 am – 11:00 am	Module 3.2 - MS Office Excel <ul style="list-style-type: none"> Row, column identification Formatting spreadsheet like adding, deleting, renaming a sheet Lab Session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> Procedure of sort and filter Functions and Formula implementation Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum, count, counta etc. Lab Session
	01:00 pm -01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	<ul style="list-style-type: none"> Use of conditions like if, count if Inserting graphs, conditional formatting Mail Merge
	03:15 pm - 03:30 pm	Tea Break
	03:30 pm – 05:00 pm	Session continues
	05:00 pm - 05:30 pm	MCQ-3
Day-4 (27-02-2020)	09:30 am – 11:00 am	Module 3.3 - MS Office Power Point <ul style="list-style-type: none"> Introduction to presentation Creating slides Lab session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> Modifying default slide layouts Using pictures, clip arts, animations etc.
	01:00 pm -01:30 pm	Lunch Break
	01:30 pm - 03:15 pm	Module 4 - Introduction to Google Forms <ul style="list-style-type: none"> Google form Creating google form Different types of answer type Creation of google quiz
Day – 4	03:15 pm - 03:30 pm	Tea Break
	03:30 pm – 05:00 pm	Session continues
	05:00 pm - 05:30 pm	MCQ-4
	Day-5 (28-02-2020)	09:30 am – 11:00 am
11:00 am-11:15 am		Tea Break
11:15 am - 01:00 pm		Project Assignment
01:00 pm -01:30 pm		Lunch Break
01:30 pm - 03:30 pm		Project Evaluation
03:30 pm - 03:45 pm		Tea Break
03:45 pm onwards		Valedictory and Certificate Distribution
