

# Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology, Government of India)  
 Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

Phone: +91-361-2583182, +91-7086502139 Email: eictacad@iitg.ac.in

## Faculty Development Programme On “Use of ICT Tools for Classroom Teaching”

**Date:** 12 – 17 November, 2018

**Venue:** Radha Govinda Baruah College, Guwahati

Date	Time	Topic
12-11-2018 (Day 1)	09:00am-10:00 am	Registration and Reporting
	10:00am-11:00am	Inauguration Welcome Agenda Course Objective and Interactive Sessions
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	<b>Chapter 1 - Introduction to Computers</b> Module 1 – Basics of Computers 1.1 Basics of Computers 1.2 File Extensions 1.3 Softwares
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	Module 2 - Internet 2.1 Introduction to Internet 2.2 IP Address 2.3 MAC Address 2.4 Your First Web Site 2.5 Uploading the website Exercises <b>Chapter 2 - Operating System</b> <b>Part 1 - Windows OS</b> Module 1 - Basics 1.1 Installation 1.2 Basic Tasks 1.3 CLI - DOS / PowerShell
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	Quiz

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13-11-2018 (Day 2)	09:00am-11:00am	<b>Part 2 - Linux</b> Module 1 - Introduction 1.1 Introducing Linux 1.2 File Systems 1.3 <i>Installing Linux</i>
	11:00am-11:15am	Tea Break
	11:15 am - 01:15 am	Module 2 - GUI 2.1 Types of GUI 2.2 Using GUI 2.3 Regular Tasks with GUI Module 3 - CLI 3.1 <i>Navigation</i> 3.2 <i>More Commands</i> Exercise
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	<b>Chapter 3 - Office Suite</b> <b>Part 1 - LibreOffice Calc</b> Module 1 - Intro 1.1 <i>Basics</i> 1.2 <i>Common Functions</i> 1.3 <i>Conditional Formatting</i> 1.4 <i>Advanced Skills</i> Exercise
	03:45pm-04:00pm	Tea Break
04:00 pm-05:00 pm	Quiz	
14-11-2018 (Day 3)	09:00am-11:00am	<b>Part 2 - MS Office Excel</b> Module 1 – intro 1.1 <i>Uses of Excel</i> 1.2 <i>Features of Microsoft Excel 2007</i> 1.3 <i>Capabilities and Limitations of MS Excel 2007</i> 1.4 <i>Excel 2007 Screen</i> 1.5 <i>Ribbons</i> 1.6 <i>Common Functions</i> Exercise
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	Module 2 – Advanced Tasks 2.1 <i>Auto Fill</i>
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	<b>Part 3 - MS Office Word</b> Module 1 – Word Basics 1.1 <i>Parts of MS Word 2007</i> 1.2 <i>Paragraphs</i> 1.3 <i>Headings</i> 1.4 <i>Indenting</i> Exercise

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	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	Quiz
15-11-2018 (Day 4)	09:00am-11:00am	Module 2 - Advanced 2.1 TOC - Table of Content 2.2 Equations 2.3 Mail Merge Exercise
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	<b>Part 4 - LibreOffice Writer</b> <b>Part 5- A demo of Microsoft Outlook</b> <b>Part 6 - Microsoft Power Point</b> Module 1 – Power Point Basics 1. 1 What is Power Point 1.2 Power Point Features 1.3 More Features 1.4 Tab Functions
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	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 Colours 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 Exercise
	03:45pm-04:00pm	Tea Break
	04:00pm-05:00pm	Quiz and Final Project
16-11-2018	09:00 am-11:00 am	<b>Chapter 4 - SPSS</b> SPSS Installation 3.1 SPSS/Fundamentals of Data Analysis, Statistics & SPSS Exercise 1
	11:00 am-11:15 am	Tea Break
	11:15 am-01:15 pm	3.2 SPSS/ Descriptive Analysis & Chi-square test, Test of means Exercise 2
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	3.3 SPSS/Correlation Exercise 3
	03:45pm-04:00pm	Tea Break

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(Day 5)	04:00 pm-04:30 pm	Quiz
17-11-2018 (Day 6)	09:00 am-11:00 am	3.4 SPSS/ Graphs Exercise 4
	11:00am-11:15am	Tea Break
	11:15am-01:15pm	3.5 SPSS/Test of Normality <i>Exercise 5</i>
	01:15pm-01:45pm	Lunch Break
	01:45pm-03:45pm	3.6 SPSS/Hypothesis Testing using Non Parametric Tests <i>Exercise 6</i>
	03:45pm-04:00pm	Tea Break
	04:00 pm-04:30 pm	Quiz
	04:30 pm-05:00 pm	Certificate Distribution and Valedictory