



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

Venue: Mangaldai College
(12-17 November, 2018)

Date	Time	Topic
Day-1 (12-11-2018)	08:30 am - 09:15 am	Registration and Reporting
	09:15 am - 09:45 am	Inauguration
	09:45 am - 10:00 am	Tea Break
	10:00 am - 01:15 pm	Chapter 1 - Computer fundamentals Module 1 – <ul style="list-style-type: none"> • Introduction • Objective of the training • Assessment of the computer proficiency of the trainee • Fundamentals of computer <ul style="list-style-type: none"> ➤ Identify different types of computer ➤ Introduction with hardware peripherals(RAM, Motherboard, Hard disk)
	01:15 pm - 01:45 pm	Lunch Break
	1:45 pm - 03:45 pm	<ul style="list-style-type: none"> ➤ Working with I/O Devices like Printer, Scanner, Webcam etc. (with lab session) ➤ Basic Networking Concepts - Internet, LAN, and IP addresses connectivity etc. Module 2- Introduction of OS <ul style="list-style-type: none"> • Types of OS • Server based and client based OS • Comparison of different types of OS • Installing Windows on a Personal Computer • Lab session of OS
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	Module 2 Cont..... MCQ-1
	09:30 am - 11:00 am	Chapter 2 Working with Windows OS <ul style="list-style-type: none"> • Windows version review Win7, 8 and 10 • Windows file system overview • Starting Windows • Installing and using essential software on Windows
	11:00 am-11:15 am	Tea Break

Day-2 (13-11-2018)	11:15 am - 01:15 am	<ul style="list-style-type: none"> • Open Source Alternatives and their installation on Windows e.g. GIMP, Scribus etc. • Lab session Chapter 3 Introduction to internet <ul style="list-style-type: none"> • Introduction to internet • Searching web-URL & IP based access • Host name/IP/DNS
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • Creating email& managing email id • Accessing email, information sharing using email id, file attachment etc. • Download/upload files from/to cloud • Chatting • Solving common connectivity issues • Lab session
	03:45 pm – 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	Chapter 3contd... MCQ-2
Day-3 (14-11-2018)	09:30 am - 11:00 am	Chapter 3contd... <ul style="list-style-type: none"> • Email Management Skill • Google Forms • Google Forms continue • Google Sheets • Lab Session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 am	<ul style="list-style-type: none"> • Google Docs • Lab Session Chapter 4Starting office suite <ul style="list-style-type: none"> • Office Suite types – Home, Professional, Business, Ultimate and comparison among them
	01:15 pm-01:45 pm	Lunch Break
	01:45 pm-03:45 pm	<ul style="list-style-type: none"> • Tools of MS Office • Basic function of each tool with demos • Lab Session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	Cont. Chapter 4 Lab Session MCQ 3
Day-4 (15-11-2018)	09:30 am - 11:00 am	Module-1 Starting Word <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a document • Finding and replacing text • Lab Session
	11:00 am-11:15 am	Tea Break
	11:15 am - 01:15 pm	<ul style="list-style-type: none"> • Text specifications, front size, bold, italic, underline etc. • Text alignment • Unicode Input in Word • Lab Session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> • List, table, margin, page setup, print setup etc. • Ribbon Icons and their functions • Exporting to PDF

		<ul style="list-style-type: none"> • Lab session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	Module 1 contd... MCQ-4
Day-5 (16-11-2018)	09:30 am - 11:00 am	Module-2 MS Office Excel <ul style="list-style-type: none"> • Row, column identification • Formatting spreadsheet like formatting cell border& background, adding, deleting, renaming a sheet • Procedure of sort and filter • Ribbon Icons and their functions Formula implementation and export • Performing addition, multiplication, subtraction, percentage, average, maximum, • Minimum etc. • Lab Session
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	Module 3 MS Office Power Point <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Modifying default slide layouts • Using pictures, clip arts, animations etc. • Lab session
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	Chapter 5 Starting Libre office Module-1 Starting office suite <ul style="list-style-type: none"> • Comparison of Writer, Calc, Impression with Windows MS-Office Suite • Basic function of each tool with demos Module-2 Starting writer <ul style="list-style-type: none"> • Typing character, special character, number etc. • Saving a documents • Finding and replacing text • Text specifications, front size, bold, italic, underline etc. • Lab session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<ul style="list-style-type: none"> • Text alignment • List, table, margin, page setup, print setup etc. • Exporting to PDF • Lab Session MCQ-5
Day-6 (17-11-2018)	09:30 am - 11:00 am	Module-3 Starting Calc <ul style="list-style-type: none"> • Row, column identification • Formatting spreadsheet like formatting cell border& background, adding, deleting, renaming a sheet • Lab session • Procedure of sort and filter • Formula implementation and export <ul style="list-style-type: none"> ➤ Performing addition, multiplication, subtraction, percentage, average, maximum, Minimum etc. • Lab session

	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:15 pm	Module-4 Starting Impress <ul style="list-style-type: none"> • Introduction to presentation • Creating slides • Designs, Animations etc • Lab Sessions
	01:15 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> • Modifying default slide layouts • Using pictures • Using clip arts • Using animations etc. • Lab session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	Module 4contd... MCQ-6

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