

Digital Literacy Course in Information Technology – (Training Duration-3 Months)

Technical Support

*Online Demo *Online Mock Test *Online Exam – Total QZ-75, Time-70 Minutes



Introduction

- 1.1 Objectives
- 1.2 Operating System
 - 1.2.1 Basics of Operating system
 - 1.2.2 Operating Systems for Desktop and Laptop
 - 1.2.3 Operating Systems for Mobile Phone and Tablets
- 1.3 User Interface for Desktop and Laptop
 - 1.3.1 Task Bar
 - 1.3.2 Icons & shortcuts
 - 1.3.3 Running an Application Operating System Simple Setting
- 1.4.1 Using Mouse and Changing its Properties
- 1.4.2 Changing System Date and Time Changing Display Properties
- 1.4.4 To Add or Remove Program and Features
- 1.4.5. Adding, Removing & Sharing Printers, File and Folder Management

2.0 MS-Office

- 2.2 Word
 - 2.2.1 Resume, Application, News Blog,
 - 2.2.3 Advertisement
 - 2.2.4 Mailing-Mail Merge, Labels, Database System etc.
 - 2.2.5 Spelling & Grammar, Thesaurus etc.
 - 2.2.6 Table of Content
 - 2.2.7 Citation Creation, Bibliography & Insert Caption
 - 2.2.8 Equations & Symbols
 - 2.2.9 Smart Chart, Smart Art and Icons
 - 2.2.10 Printing and Setting Page layout etc.

2.3 Excel -2019/16/13

- 2.3.1 Event Budget Management
- 2.3.2 Tax Calculator
- 2.3.3 Finance Planning
- 2.3.4 EMI Calc
- 2.3.5 Dash Board- Graphics
- 2.3.6 Attendance Management
- 2.3.7 Monthly Budget Management
- 2.3.8 Invoice Creation
- 2.3.9 Formulas, Functions and Charts
- 2.3.10 Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)
- 2.3.11 AutoSum
- 2.3.12 Functions (Sum, Count, MAX, MIN, AVERAGE)
- 2.3.13 Charts (Bar, Pie, Line)
- 2.3.14 Solver, Data Validation, Circle Invalid Data
- 2.3.15 Attendance sheet

2.4 Power Point-2019/16/13

- 2.4.1 Photo Album, Portfolio, Training Presentation
- 2.4.2 Meeting Presentation, Making Animation Slides & Transactions
- 2.4.3 Animation Shows, Video Editing
- 2.4.4 Video Editing & Sound Editing for Project Presentation
- 2.4.5 Company Profile

3.0 Internet

Basic of Computer Networks

3.0.1 Local Area Network (LAN)

3.0.2 Wide Area Network (WAN)

3.0.3 Network Topology

3.1 Email

3.1.1 Account Creation

3.1.2 Compose Mail, Inbox, Outbox, Trash, File Attachments etc.

3.1.3 Add Signature, Change Password, Chat & Meet, and Account & Import etc.

3.1.4 Theme Management, Net Meeting

3.1.5 Mail Overview

3.2 Surfing Govt. & Private Webs

3.2.1 PAN -Registration

3.2.2 UDAI -Addhar Information-Addhar Downloading

3.2.3 Passport Seva -Registration

3.2.4 EPFO Registration

3.2.5 Online Job Surfing (Nokari.com, Mazi Nokari etc)

3.2.6 Income Tax- Filling Income Tax Information

3.2.7 Flip Cart- Account Creations, Login & Profile etc.

3.2.8 Surfing educational webs

3.2.9 Online Baking

4.0 Digital Financial Tools

4.1. Understanding OTP and QR Code

4.2 UPI [Unified Payment Interface]

4.3 AEPS [Addhar Enabled Payment System]

4.4 Card [Credit / Debit]

4.5 Internet Banking

4.6. National Electronic Fund Transfer (NEFT)

4.7 Real Time Gross Settlement (RTGS)

4.8 Immediate Payment Service (IMPS) "When It's about Education"

5.0 Google Apps

5.1 Google Forms

5.1.1 Adding Images

5.1.2 Making Form & Sharing

5.1.3 Creating Dropdown List

5.1.4 Adding Paragraph & Short Answers

5.1.5 Adding Videos

5.1.6 Overview of Google Form & Theme Customization

5.2 Google Blog

5.2.1 Create New Blog & Post

5.2.2 Create Pages Manage Themes

5.2.3 Blog Earning & Connect AdSense

5.2.4 Layout Setting Desktop & Mobile

5.2.5 Theme Customization- Background Setting, Layout, Advanced, Dynamic Views etc.

5.2.6 Layout Customization add Gadgets

5.2.7 Blog Publishing

5.2.8 Reading List

5.3 You Tube

5.3.1 You Tube App

5.3.2 You Tube Music

5.3.3 You Tube Kids

5.3.4 You Tube Subscriptions

- 5.3.5 Channel Creation
- 5.3.6 You Tube Library – Music Album Creation
- 5.3.7 You Tube Live, Video Uploading etc.
- 5.3.8 You Tube Overview

5.4 Google Map

- 5.4.1 Place Marking
- 5.4.2 Place Searching, Restaurants, Hotels, Gas, Groceries, Pharmacies, Coffeeshops etc.
- 5.4.3 Map Layers, Satellite, Traffics & More
- 5.4.4 Google Flight Booking
- 5.4.5 3D-Map Explorer
- 5.4.6 Sharing Maps & Roots, on what's Apps, FB etc.
- 5.4.7 Transit, Schedule Explorer, Nearby Places, Train Explorer, Leave, Depart, Arrive etc.
- 5.4.8 Train Reservation by Google Map (IRCTC)
- 5.4.9 Photo Path, Photo Sphere, Street View etc.
- 5.4.10 Parking Lots
- 5.4.11 *your Timelines

5.5 Google Account

- 5.5.1 Personal Info
- 5.5.2 Data & Privacy
- 5.5.3 Account Security (Security, Device Security, Data Security etc.)
- 5.5.4 Payment & Subscriptions
- 5.5.5 Account Overview

5.6 Google Contacts & Meet

- 5.6.1 Backup of Data
- 5.6.2 Create Contacts
- 5.6.3 Create Labels Import & Export
- 5.6.4 Print Contacts sharing with Mobile

6.0 Future Skills & Cyber Security

- 6.1.0 Introduction to
- 6.1.1 Internet of Things (IoT)
- 6.1.2 Big Data Analytics
- 6.1.3 Cloud Computing
- 6.1.4 Virtual Reality
- 6.1.5 Artificial Intelligence
- 6.1.6 Social & Mobile
- 6.1.7 3D Printing/ Additive Manufacturing
- 6.1.8 Robotics Process Automation

7. Cyber Security

- 7.1.1 Need of Cyber Security
- 7.1.2 Securing PC
- 7.1.3 Securing Smart Phone
- 7.1.4 Ai-System
- 7.1.5 Data Backup-Mobile Phone
- 7.1.6 Erase Data Base, Find & Lost Device on Google
- 7.1.7 Cyber Bullying

8.0 Social Networking & e-Commerce

- 8.1.1 Facebook, Twitter, LinkedIn, Instagram
- 8.1.2 Instant Messaging (What's app, Facebook Messenger)
- 8.1.3 Chat GPT & Gemini