

This course offers the following modules:

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Computer Basics

Overview of computers
Uses of computer
Using mouse comfortably
Using keyboard for typing
Understanding Input, Process and Output
Computer Hardware and Software

Operating System (Windows 7)

- Overview of Operating System
- Basic Operations
 - How to start a computer
 - How to logoff and hibernate a laptop
 - How to connect a headset to computer
 - Learn to interact with computers
- Personalizing Desktop
 - Changing the Desktop Background
 - Applying a Screen Saver
 - Applying Themes
- File and Folder Management Applications
- Using Applications
 - Creating pictures with MS Paint
 - Using Notepad to create a text document
 - Using WordPad to decorate a document
 - Windows Media Player
 - Calculator
 - Sticky Notes
 - Tablet PC Input Panel
 - Windows Games
 - Math Input Panel

21st Century Life Skill

- I can use Google PlayStore and download apps (e.g. MKCL Learner App)
- I can use paytm for cashless transactions
- I can open my net banking account
- I can use my credit or debit card for online shopping
- I can create and operate an email account
- I can reset my email password
- I can pay telephone bill online
- I can pay electricity bill online
- I can recharge my mobile phone online
- I can protect myself from cyber bullying
- I can use Internet Explorer to browse web pages
- I can add websites in favorite folder
- I can configure and activate internet connection
- I can use ShareIt app to share the files with others
- I can use CamScanner app to scan the documents
- I can print and save web pages
- I know importance of strong passwords
- I can build my network for professional upgradation
- I can book movie tickets online
- I can use Naukri.com app to search job online
- I can use GPS Route Finder app to easily track all the visited locations
- I can use an app to read newspaper online
- I can share my presentation on SlideShare
- I can listen to my favorite songs on Saavn app
- I can use Flipkart app for online shopping
- I can sell old items online on OLX
- I can use Opera Mini app
- I can send and receive eFax
- I can send bulk messages
- I pay income tax online
- I can use Evernote app to access my notes everywhere
- I can use Udemy app for learning and teaching online
- I can participate in a Webinar
- I can book train tickets online
- I can use MakeMyTrip app to organize my trip online
- I can book air tickets online
- I can scan QR code using Barcode Scanner app
- I can book gas refill online
- I can put my important files on a CD or DVD
- I can search for any location using Google Maps
- I can enhance the performance of my computer
- I can transfer data between computer and other devices
- I can capture a screen using the snipping tool
- I can compress/decompress files
- I can protect computer from viruses
- I can connect computer to a projector

21st Century Citizenship Skill

- Online Application for Birth Certificate
- Online Application for Duplicate Birth Certificate

- Online Application for Aadhaar Card
- Download Aadhaar Card
- Verify Aadhaar Details
- Update Aadhaar Details
- Know all Emergency Numbers
- Get Help Online
- Book appointment online in Government Hospital
- Application Form for Enrolment of Children (6 months – 3 yrs.) at Anganwadis
- Online Application for Age, Nationality and Domicile Certificate
- Online Application for Caste Certificate
- Online Application for BPL Certificate
- Online Application for Learner License
- Book Appointment for Learner License Test
- Know your Vehicle Details
- Apply Online for Passport
- Passport application - Track Status online
- Apply online for Atal Pension Yojana
- Apply Online for Pradhanmantri Suraksha Bima Yojana
- Apply Online for Pradhanmantri Jeevan Jyoti Bima Yojana
- Digilocker - Store Certificates Online
- Scan Documents and Store Online
- Use Google Drive to store your important files
- Voter ID Card - Online Application
- Voter ID Card - Search Your Name in List
- Know your Booth
- Online Application for Driving License
- Book Appointment for Driving License Test
- Get Trained about Disaster Management
- Online Application for PAN Card - Part I
- Online Application for PAN Card - Part II
- Online Application for Income Certificate
- Register your complaint on Consumer Forum
- Make an appointment with Government officer Online Booking
- Registration on MGNREGA
- View details of yours on MGNREGA
- Check your Provident Fund Online
- Using Rakshak App for safety of Women and Senior Citizens
- Download Forms
- Online Application for Marriage Certificate
- Apply online for Ration Card - Part I
- Apply online for Ration Card - Part II
- Apply online for Pradhanmantri Awas Yojana
- Apply online for Water Connection
- Apply Online for Electricity Connection
- Apply Online for Toilet Certificate
- Check your Property Records in the Government record
- Check your Land Records in the Government record
- Apply online for Pradhanmantri Sukanya Samruddhi Yojana
- Apply online for Pradhanmantri Mudra Yojana
- Register FIR Online
- Apply online for Startup Recognition
- Apply online for Registration of Partnership Firm
- Online Application for Senior Citizen Certificate

- Use mKisan Portal and Kisan App
- Check Weather status in my area
- Get your Soil Health card
- Know the Market Price
- Online Application for Death Certificate
- Online Application for Duplicate Death Certificate

21st Century Study Skill

- I can use Google to search more information about study topics
- I can use Wikipedia to search the information
- I can use justdial to search for tutor services
- I can listen to Online Stories / Classic Literature in any language
- I watch educational videos online (YouTube)
- I can search and download eBooks (NCERT)
- I can improve my vocabulary using volt
- I can check for grammar and spell check
- I can search synonyms, antonyms, and thesaurus on dictionary.com
- I can organize my day/ Notes, important points using Google Keep
- I can keep track of my important events/classes all in one place (Google Calendar)
- I can share notes during class & get doubts cleared in real time with my classmate's Maths/Physics/Accounts (Google Docs)
- I can watch educational talks on TED Talks
- I can participate in Live Discussions (Facebook Live)
- I can learn by discussions in forums (quora.com)
- I can learn a new language by interacting with my phone with the duoLingo App
- I can join Massive Open Online Courses (MOOCs)
- I can join online courses on Coursera.org
- I can learn any subject online for free on edx
- I can learn from Best Colleges in the World - NPTEL
- I want to learn through videos on Khan Academy
- I can express my Ideas using Mindmap tool
- I can find information about The World via <https://knoema.com/atlas>
- I want to learn about the stars by using <http://stars.chromeexperiments.com/>
- I want to learn about History using Google Arts and Culture
- I can learn by playing games & improve my abilities - Elevate
- I can do science experiments - Physics
- I can do Math Experiments
- I can do science experiments - Chemistry
- I can test my IQ
- I want to prepare for MPSC
- I can share information using Slide Share
- I can make a presentation on my research & take real time feedback via Google Slides
- I can do clustered search
- I know about the History of India, chronologically using India History App
- I can share my knowledge of technology by making a blog via Tumblr
- I can check my project report for Plagiarism using Plagiarism checker
- I can access online Research Papers (Google Scholar)
- I can collaborate with peers to practice for competitive exams like IIT JEE
- I can understand my personality type - <https://www.16personalities.com/>
- I can conduct a Poll/survey/research using Google Forms

- I can create home design and interior decor in 2D & 3D Architecture via <https://planner5d.com/>
- I can draw art on a tablet using an app
- I can listen to a podcast and learn cool science facts in 60 seconds
- I can test my EQ
- I can learn by playing games & improve my abilities - NeuroNation
- I want to improve my Social Learning/General Knowledge using Facebook
- I can improve my productivity using StayFocusd app
- I can learn programming/ coding with peers on www.codecademy.com

21st Century Job Skill

- I can make the Letter better
- I can draft a NOTICE
- I can design a GREETING CARD
- I can make creative BOOKMARK
- I can design a GIFT LABEL
- I can design a WEB PAGE
- I can build a professional PROFILE (RESUME)
- I can make a good PROJECT REPORT
- I can create a LETTERHEAD
- I can design a VISITING CARD
- I can make an eCard
- I can create a USER MANUAL
- I can design an attractive BROCHURE for summer camp
- I can create a REGISTRATION FORM
- I can create a professional INVITATION LETTER
- I can create an ENVELOPE
- I can create an impressive NEWSLETTER
- I can design an eye-catching ADVERTISEMENT
- I can create a BLOG POST using templates
- I can create a CHECKLIST
- I can design an attractive BROCHURE
- I can create TO-DO LIST
- I can prepare an AGENDA
- I can create useful ADDRESS BOOK
- I can create a simple TIMESHEET
- I can design a simple DATABASE
- I can track EVENT EXPENSES more easily
- I can prepare personal BUDGET sheet quickly
- I can create a LOAN CALCULATOR
- I can create a monthly APPOINTMENT CALENDAR
- I can manage MEETING MINUTES quickly and easily
- I can create a CHECKLIST
- I can design beautiful GREETING CARD
- I can make a CERTIFICATE
- I can make a design a creative GIFT VOUCHER
- I can design a COMPANY PROFILE
- I can prepare effective TRAINING PRESENTATION
- I can prepare a professional BUSINESS PRESENTATION
- I can create a digital PRODUCT CATALOGUE
- I can create a DIGITAL PHOTO ALBUM

- I can create a PERSONAL PORTFOLIO
- I can make a SCHEDULE
- I can design personalized STICKERS
- I can design an inspiring MAGAZINE COVER
- I can design a professional POSTER
- I can create BLOODSTOCK database (Combine Output)
- I can create and send MAIL MERGE-NOTICE (Combine Output)
- I can create a GREETING CARD (Combine Output)
- I can create ATHLETICS EVENT MANAGEMENT sheet (Combine Output)
- I can create a PROJECT REPORT (Combine Output)
- I can SCHEDULE seminar (Combine Output)

Word Processing (Microsoft Word 2013)

- Basic Operations
- Creating and Editing documents
- Formatting documents
- Enhancing documents
- Applying Page Setup
- Working with various objects like shapes, SmartArt, Pictures and Tables
- Inserting Header and Footers
- Linking and embedding documents
- Previewing and Printing documents
- Advanced Word Processing
 - Creating and Editing PDF documents
 - Comparing two versions of a document
 - Proofreading of a document using track changes
 - Including Digital Signature into the document
 - Inserting ActiveX controls
 - Using Table of Contents
 - Using Mail Merge
 - Protecting a document
 - Sharing document online
- Creating a web page

Spreadsheet (Microsoft Excel 2013)

- Creating and editing workbook
- Organizing and formatting worksheets
- Data analysis and management
- Using formulas and functions
- Previewing and printing worksheets
- Advanced Spreadsheet
 - Managing multiple worksheets
 - Producing and designing charts
 - Creating Pivot tables and pivot charts
 - Importing and exporting data between spreadsheets and other applications
 - Using advanced functions
 - Applying conditional formatting
 - Using data validation
 - Using sort and filter

Presentation Graphics (Microsoft PowerPoint 2013)

- Creating and Editing Presentations
- Designing and Enhancing Presentation
- Delivering Presentation
- Advanced Presentation Graphics
 - Creating videos of presentations
 - Saving presentation in various formats
 - Importing and exporting presentations
 - Using templates
 - Working with slide master

Personal Information Manager (Microsoft Outlook 2013)

- Setting up a new email account in Microsoft Outlook
- Sending, receiving, replying, forwarding mail messages
- Including a signature in outgoing message
- Scheduling meetings with others
- Creating contacts and appointments

Typing Test

Computer Ethics, Privacy and Security

- Computer Ergonomics
- Go Green
- Cyber Security
- Netiquettes

Study Material

- Highly illustrative book called Introduction to Information Technology By Timothy J. O'Leary & Linda I. O'Leary

Mode	Total Fee (Rupees)	1st Installment (Rupees)	2nd Installment (Rupees)
Single Installment	3800	-	N/A
Two Installment	3900	1950	1950