

# Unique Gateway to New Age Careers!



# MS-CIT

World-class Comprehensive Computer Course



[mscit.mkcl.org](https://mscit.mkcl.org)



## MS-CIT Course Syllabus



Introduction  
to Computer  
& Smartphone



Computer &  
Voice Typing



Windows 10



MS Word



MS Excel



MS PowerPoint



Outlook/Gmail



Internet / Chrome



Office 365



Google  
Workspace



Mobile Apps



Coding

## MS-CIT Pillar Skills



Computer &  
Smartphone Skills



21st Century  
Study Skills



Go Green



Smart Typing  
Skills



MS Office  
Skills



Digital  
Etiquettes



Digital Skill  
for Daily Life



Job Readiness  
Skills



Ergonomics



Digital India  
Skills



Remote Working  
Skills



Cyber Security  
Skills

1 Crore 40 Lakh Successful Learners



In MS-CIT, the learner can learn the Theory on their smartphone or in the ALC's classroom or ALC's computer.  
They can also perform Lab on the ALC's computer only.

Please find below the Day wise breakup of following courses:

MS-CIT IT Awareness 2022 (Page No. 1 to 50)

MS-CIT Job Readiness 2022 (Page No. 51 to 71)

### MS-CIT IT Awareness 2022

Days	Course Content	
Day 01	Session 01	
	MS-CIT Introduction	
	Theory Content	
	Basic Computer and Smartphone Skills	
	Getting introduced to Parts of Laptop/Computer and know how each part works	
	Starting and logging in the computer/laptop	
	Computer/Laptop Accessories	
	Shutting down and logging off a computer and laptop	
	Basic Computer and Smartphone Skills	
	Types of mouse	
	Keys on the keyboard, Layouts of keyboard	
	Get to know Monitors / other screen display devices (Smart TV)	
	Connect Laptop to Projector	
	Digital Skills for Daily Life	
	Configuring and activating internet connection for smartphone	
	Enabling data connection and activating mobile Hotspot through smartphone (Tethering)	
	Opening and operating a Gmail account for your convenience to access mails anywhere	
	Smart Typing Skills	
	Basics of Keyboarding	
	Why should you learn typing and need for typing?	
	Lab	
	Typing Practice/टाइपिंग प्रैक्टिस	
	Knowledge Check	
Session Completion Test		

		Home Work	
<b>Day 02</b>	<b>Session 02</b>		
	<b>Theory Content</b>		
		MS Office Skills (Windows)	
		Connecting a headset to hear audio on my computer	
		Overview of Operating System	
		Introduction to Windows 10	
		What happens when a computer starts?	
		About Desktop and its elements like Icons, Wallpapers, Screensaver, start menu etc.	
		Digital Skills for Daily Life	
		Creating our Digital Identity - Our Gmail account	
		Creating a strong email password and Resetting it quickly	
		Using @ feature to address specific recipients of the email	
		Smart Typing Skills	
		Introduction to Typing	
		Touch Typing	
		Understanding Muscle Memory	
		Names of Fingers	
		Finger Placement for efficient keyboarding	
		<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस	
	Knowledge Check		
	Session Completion Test		
	Home Work - Book Reading		
<b>Day 03</b>	<b>Session 03</b>		
	<b>Theory Content</b>		
		Job Readiness Skills	
		Personalize our desktop by changing beautiful wallpapers and attractive themes of our choice	
		Use Paint Application for Simple Drawings	
		Digital Skills for Daily Life	
		Using templates to respond quickly to mails in Gmail	
		Using automatic signature in Gmail for your Outgoing mails	
		Scheduling mails in Gmail to send your mails at a specific time	
		Using Read receipt	
		Use of Undo Send feature in Gmail to recall emails	

		Smart Typing Skills
		Practice Makes Perfect
		Minimize Hand Movements
		Typing Trivia
		Measuring Progress
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
	<b>Session 04</b>	
		<b>Theory Content</b>
		MS Office Skills (Windows)
		Pinning items on taskbar and start menu in Windows 10 for your ease of access
		Managing Files, Folders and Libraries in Windows 10
		Basic Computer and Smartphone Skills
		Using Wi-Fi at home to access high speed internet
		Using wired connections for connecting computers
		Digital Skills for Daily Life
		Using WhatsApp on desktop for sharing files easily and quickly
		Sending message to someone in WhatsApp without saving the number
		Formatting your message text in WhatsApp
		Pinning your important chats in WhatsApp
		Bookmarking important messages in WhatsApp (Starred messages)
		Marking the received messages as Unread to reply later in WhatsApp
		Secure your WhatsApp account with Two step Authentication
		Smart Typing Skills
		Home Row
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
	<b>Session 05</b>	
		<b>Theory Content</b>

<b>Day 05</b>		Basic IT Awareness
		World of Games
		Careers in gaming
		MS Office Skills
		Explorer Views
		Creating Folders and Libraries
		Disk clean-up and Disk-defragmenter for identifying and eliminating non-essential files
		Understand about Data, how it is important in today's age, types of data
		Digital Skills for Daily Life
		Setting up your business account in WhatsApp
		Setup automated replies in WhatsApp for Business account
		Sharing large size files on WhatsApp
		Using the Read message aloud feature in WhatsApp Web
		Logging out from WhatsApp from Smartphone and Desktop
		Smart Typing Skills
		Top Row
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 06</b>	<b>Session 06</b>	
		<b>Theory Content</b>
		MS Office Skills (Windows)
		Using a Notepad file to type & edit plain text in it
		Restarting, shutting down, locking, logging off and hibernating a laptop
		Basic IT Awareness
		Importance of hibernate/saving energy
		Digital Skills for Daily Life
		Using BHIM App for UPI Payment
		Changing your profile name in Google Pay
		Sending money to your contacts using Google Pay
		Sending money using QR code in Google Pay
		Requesting money from your contacts in Google Pay
	Smart Typing Skills	

			Introduction to Typing
	<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Overview of Operating System
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
	<b>Session 07</b>		
		<b>Theory Content</b>	
			MS Office Skills (Windows)
			Changing date and time settings in your computer
			Changing taskbar settings to personalize your desktop as per your convenience
			Digital Skills for Daily Life
			Online shopping using Flipkart app
			UPI Payment and using Wallet feature in Flipkart App
			Searching products online across various platforms through Photo Scan by Google Photos
			Using background blur in Google Meet
			Collaborate in Google Meet using Jamboard
			Adding reference document in your Google Meet Invite
			Smart Typing Skills
			Names of Fingers
			Finger Placements
	<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning (Windows 10 Required)
			Understanding the Files, Folders and Libraries
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
	<b>Session 08</b>		
		<b>Theory Content</b>	
			MS Office Skills (Windows)

Day  
07

<b>Day 08</b>			Creating and deleting shortcuts of all the windows elements for ease of access
			USB drives and other different types of Memory Card Readers
			Digital Skills for Daily Life
			Using different presentation modes in Google Meet
			Using Captions and host controls in Google Meet
			Pinning a participant in Google Meet
			Sharing video recording and chat transcript with participant after Google Meet is over
			Searching for any location using Google Maps (Downloading for Offline navigation)
			Using Ola Cabs app to book a cab online
			Using MakeMyTrip app to organize the trip online
			Smart Typing Skills
			Practice Makes Perfect
			Minimize Hand Movements
			Typing Trivia
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning (Windows 10 Required)
			What is an Operating System?
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
<b>Day 09</b>	<b>Session 09</b>		
		<b>Theory Content</b>	
		MS Office Skills (Windows)	
			I can capture a screen using the snipping tool
		Digital Skills for Daily Life	
			Setting up a Telegram account
			Searching and joining public channels on the Telegram app for study groups
			Sharing large files in the Telegram app quickly
			Creating a Poll or Quiz in Telegram app for conducting surveys
			Starting a secret chat in Telegram App to maintain privacy
			Smart Typing Skills
			Measuring Progress
		<b>Lab</b>	

		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning (Windows 10 Required)
		Changing taskbar settings to personalize your desktop as per your convenience
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 10</b>	<b>Session 10</b>	
		<b>Theory Content</b>
		MS Office Skills (Windows)
		Using data across various applications (Copying data between applications)
		Digital Skills for Daily Life
		Using Virtual background feature in Zoom meetings to avoid disruptive backgrounds
		Sharing video and audio in Zoom meeting
		Managing participants in Zoom Meeting to handle their access rights
		Recording your Zoom meetings
		Using file sharing feature in Zoom
		Smart Typing Skills
		What is Ergonomics?
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning (Windows 10 Required)
		Using Control panel for customizing system settings - installing and removing programs
	Guided Do It Yourself	
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Session 11</b>	<b>Session 11</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Designing a Professional Visiting Card - Level 01
		Digital Skills for Daily Life
		Enabling Google Assistant on your smartphone
		Using Google Assistant through voice commands for effective search (online and on-device) like searching phone numbers, PDEs, mails etc. remind you of important
		Setting up Amazon Alexa on your smartphone and using various skills in it



<b>Day 11</b>		Smart Typing Skills
		Home Row
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Professional Visiting Card
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 12</b>	<b>Session 12</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Creating a Resume
		Digital Skills for Daily Life
		Using Google Translate to translate text, handwriting, photos, and speech in multiple languages
		Using Google Translate in Conversation mode - for improving the communication in different languages
		Sharing a video from YouTube at a specific time duration with your friends
		Smart Typing Skills
		Typing Tips
		Learning the G and H Keys
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Resume (Level 01)
		I can create a Resume (Level 02)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
	Home Work - Book Reading	
<b>Session 13</b>		
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Designing an Envelope
		What are 21st Century Study Skills?

<b>Day 13</b>			Using Smart search on Google to look for more information about your study topics (Filters, Copyrights, PDFs, Images, PPTs, Documents etc.)
			Using Wikipedia to search for any information quickly
			Searching Synonyms, Antonyms and Thesaurus on dictionary.com for your project report
			Using Google lens to digitally copy and paste your handwritten notes
			Smart Typing Skills
			Using Keys
			Typing Tips
			Learning the Apostrophe Key
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Resume (Level 03)
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
<b>Day 14</b>	<b>Session 14</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS Word)
			Creating a Project Report
			21st Century Study Skills
			Converting your smartphone into a Digital Microscope
			Understanding and solving Maths equations using the PhotoMath, Microsoft Maths Solver, Brainly and Socratic app
			Identifying all the plants near me using PlantSnap app
			Memorizing the lessons quicker by preparing the flash card using the Quizlet app
			Smart Typing Skills
			Using Keys
			Typing Trivia
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Resume (Level 04)
			Guided Do It Yourself
		Knowledge Check	
		Session Completion Test	

		Home Work - Book Reading
<b>Day 15</b>	<b>Session 15</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Designing a Letterhead
		21st Century Study Skills
		Knowing about the human body anatomy using Anatomy Learning app
		Knowing about NASA's initiatives through NASA app
		Learning a new language by interacting with my phone with the DuoLingo app
		Smart Typing Skills
		Top Row
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Designing a Letterhead (Level 01)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 16</b>	<b>Session 16</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Uplifting Social Content Creator
		21st Century Study Skills
		Watching educational talks/sessions on TED Talks
		Making a mind map of any concept using Mindly app to understand the concept in a better way
		Learning to code with fun and quick games using Grasshopper app
		Smart Typing Skills
		Learning the B and N Keys
		Using Keys
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can design a Letterhead (Level 02)
	Guided Do It Yourself	

		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 17</b>	<b>Session 17</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Creating an Advertisement
		21st Century Study Skills
		Joining online courses on Coursera.org
		Using Grammarly plugin to avoid grammatical mistakes
		Listening to tunes from various track and study with better concentration - Study Music app
		Smart Typing Skills
		Learning the E and I Keys
		Using Keys
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Advertisement (Level 01)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 18</b>	<b>Session 18</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Business Market Analysis
		21st Century Study Skills
		Developing and tracking goals/good habits using the Avocation Habit tracker app
		Studying smartly using the tricks and trips provided by the Study Tips app
		Remembering the daily school tasks using the School Planner app
		Smart Typing Skills
		Learning the W and O Keys
		Using Keys
		Typing Tips
		<b>Lab</b>

		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Advertisement (Level 02)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
Day 19	<b>Session 19</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Word)
		Designing a Brochure
		21st Century Study Skills
		Participating in various Live Discussions (Facebook Live)
		I can join Massive Open Online Courses (MOOCs)
		Learning by discussions in forums (quora.com)
		Smart Typing Skills
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Advertisement (Level 03)
	Day 20	<b>Session 20</b>
<b>Theory Content</b>		
		MS Office Skills (MS Word)
		Creating a Blog Post
		21st Century Study Skills
		Confidently appearing for exams after attempting mock tests using Gradeup app
		Searching and downloading eBooks (NCERT)
		Smart Typing Skills
		Learning the P and T Keys
		Using Keys
		Typing Trivia

	<b>Lab</b>			
		Typing Practice/टाइपिंग प्रैक्टिस		
		Self Path Learning		
			I can create Blog Post (Level 01)	
		Guided Do It Yourself		
		Knowledge Check		
		Session Completion Test		
		Home Work - Book Reading		
<b>Day 21</b>	<b>Session 21</b>			
		<b>Theory Content</b>		
		MS Office Skills (MS Word)		
			Creating a Newsletter	
		21st Century Study Skills		
			Organizing my day/Notes, important points using Google Keep	
			Learning about artwork and culture from around the globe using Google Arts & Culture app	
		Smart Typing Skills		
			Bottom Row	
		<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस	
			Self Path Learning	
				I can create Blog Post (Level 02)
		Guided Do It Yourself		
		Knowledge Check		
		Session Completion Test		
		Home Work - Book Reading		
	<b>Session 22</b>			
		<b>Theory Content</b>		
		MS Office Skills (MS Word)		
			Business Plan	
		21st Century Study Skills		
			Keeping track of my important events or classes all in one place using Google Calendar	
			Accessing the online Research Papers on Google Scholar	
			Improving learning productivity using StayFocusd app	
			Relaxing body and mind using Yoga & Exercise app	
			Smart Typing Skills	

<b>Day 22</b>			Learning the Tab Key
			Using Keys
			Typing Tips
			Typing Trivia
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create Blog Post (Level 03)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
	<b>Day 23</b>	<b>Session 23</b>	
<b>Theory Content</b>			
			MS Office Skills (MS Word)
			Creating Invitation Letter
			21st Century Study Skills
			Finding information about The World using the website <a href="https://knoema.com/atlas">https://knoema.com/atlas</a>
			Travelling virtually using the Virtual Vacation website
			Tracking live status of any flight using Flight Radar application
			Smart Typing Skills
			Learning the X and Period Keys
			Using Keys
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create an effective Invitation Letter (Level 01)
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 24</b>		
	<b>Theory Content</b>		
			MS Office Skills (MS Word)
		I can design a WEB PAGE using Word Processor	

<b>Day 24</b>		21st Century Study Skills
		Testing your level of Intelligence Quotient (IQ)
		Testing your level of Emotional Quotient (EQ)
		Understanding my personality type - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a>
		Smart Typing Skills
		Learning the Z and Slash Keys
		Using Keys
		Typing Tips
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create an effective Invitation Letter (Level 02)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
	Home Work - Book Reading	
<b>Day 25</b>	<b>Session 25</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a simple To-do list
		Digital India Skills
		Downloading Forms online for different Government Schemes
		Applying for Birth Certificate online (and how you can help someone to apply for a Birth Certificate)
		Smart Typing Skills
		Shift Keys
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a To-Do List (Level 01)
		I can create a To-Do List (Level 02)
		I can create a To-Do List (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
	Home Work - Book Reading	



<b>Day 26</b>	<b>Session 26</b>	
	<b>Theory Content</b>	
	MS Office Skills (MS Excel)	
	I can create Event Expenses	
	Digital India Skills	
	Verifying and Updating your Aadhaar Card Details on Aadhar Website	
	Downloading the Aadhaar Card Securely from Aadhar Website	
	Smart Typing Skills	
	Numbers	
	<b>Lab</b>	
	Typing Practice/टाइपिंग प्रैक्टिस	
	Self Path Learning	
	I can create Event Expenses (Level 01)	
	Guided Do It Yourself	
	Knowledge Check	
Session Completion Test		
Home Work - Book Reading		
<b>Day 27</b>	<b>Session 27</b>	
	<b>Theory Content</b>	
	MS Office Skills (MS Excel)	
	Creating Timesheet - Level 01	
	Creating Timesheet - Level 02	
	Creating Timesheet - Level 03	
	Digital India Skills	
	Applying for the PAN Card online	
	Applying for the Voter ID Card online	
	Smart Typing Skills	
	Symbols	
	<b>Lab</b>	
	Typing Practice/टाइपिंग प्रैक्टिस	
	Self Path Learning	
	I can create Event Expenses (Level 02)	
I can create Event Expenses (Level 03)		
Guided Do It Yourself		
Knowledge Check		

		Session Completion Test
		Home Work - Book Reading
<b>Day 28</b>	<b>Session 28</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating and Managing Checklist
		Digital India Skills
		Searching and applying for jobs at the National Career Service portal
		Enrolling for eSkill India Programs
		Smart Typing Skills
		Num Pad
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Checklist (Level 01)
		Guided Do It Yourself
		Knowledge Check
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 29</b>	<b>Session 29</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a Monthly Appointment Calendar
		Digital India Skills
		Keeping a tab on the Weather status in your area using Accuweather app
		Getting trained about the Disaster Management Process
		Smart Typing Skills
		Index Finger Keys
		Typing Tips
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Checklist (Level 02)
		Guided Do It Yourself
	Knowledge Check	

		Session Completion Test
		Home Work - Book Reading
<b>Day 30</b>	<b>Session 30</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating an Agenda
		Digital India Skills
		Knowing about and applying online for Pradhan Mantri Jeevan Jyoti Bima Yojana
		Knowing about and applying online for Pradhan Mantri Suraksha Bima Yojana
		Smart Typing Skills
		Middle Finger Keys
		Ring Finger Keys
		Little Finger Keys
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can prepare an Agenda (Level 01)
		Guided Do It Yourself
		Knowledge Check
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 31</b>	<b>Session 31</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		I can create useful ADDRESS BOOK
		Digital India Skills
		Knowing about and applying online for Pradhan Mantri Sukanya Samruddhi Yojana for girl child
		Knowing about and applying online for Pradhan Mantri Mudra Yojana
		Smart Typing Skills
		Advance Skills
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can prepare an Agenda (Level 02)
	Guided Do It Yourself	

		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 32</b>	<b>Session 32</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a simple database of inventory - Level 01
		Creating a simple database of inventory - Level 02
		Creating a simple database of inventory - Level 03
		Digital India Skills
		Applying online for Pradhan Mantri Awas Yojana to save money on home loan
		Applying online for Toilet Certificate
		Smart Typing Skills
		CorelDRAW
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can prepare an Agenda (Level 03)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 33</b>	<b>Session 33</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating Student Records
		Digital India Skills
		Availing LPG services online from comfort of your home
		Availing Online services (ePost Office Service) of India Post
		Smart Typing Skills
		Adobe PageMaker
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
	Creating Student Records	

		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 34</b>	<b>Session 34</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a Yearly Budget
		Digital India Skills
		Viewing work details on MGNREGA (how to help others find it?)
		Using mKisan Portal and Kisan App for tracking farming related information
		Smart Typing Skills
		Adobe InDesign
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Yearly Home Budget (Level 01)
		Guided Do It Yourself
		Knowledge Check
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 35</b>	<b>Session 35</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a Loan Calculator - Level 01
		Creating a Loan Calculator - Level 02
		Creating a Loan Calculator - Level 03
		Digital India Skills
		Applying and getting my Soil Health card for efficient farming
		Being aware about the Market Price of Farm Products
		Smart Typing Skills
		Microsoft Word
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning

		Creating a Yearly Budget - Level 02
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 36</b>	<b>Session 36</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating Sales Lead Tracker
		Digital India Skills
		Registering a complaint on Consumer Forum
		Booking Online appointment in Government Hospital
		Smart Typing Skills
		Open Office Writer
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Creating a Yearly Budget - Level 03
		Guided Do It Yourself
		Knowledge Check
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 37</b>	<b>Session 37</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating Petty Cash Log
		Digital India Skills
		Scanning important documents and store online using Dropbox/Digilocker
		Applying for FASTag card online for Toll payments
		Volunteering in Young India initiatives led by Government of India
		Smart Typing Skills
		Microsoft Excel
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning

			Creating Petty Cash Log
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 38</b>	<b>Session 38</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS Excel)
			Creating Invoice for Small Business
			Digital India Skills
			Applying for Education Loan on Bank's website
			Applying for National Scholarships
			Smart Typing Skills
			Open Office Calc
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Creating Invoice for Small Business
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
<b>Day 39</b>	<b>Session 39</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Designing a Gift Voucher
			Digital India Skills
			Applying for Passport online
			Tracking the status of Passport application online
			Smart Typing Skills
			Skills Required for Data Entry
			Types of Data Entry Jobs
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning	

			Designing a Gift Voucher (Level 01)
			Designing a Gift Voucher (Level 02)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 40</b>	<b>Session 40</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Certificate - Level 01
			Creating a Certificate - Level 02
			Creating a Certificate - Level 03
			Digital India Skills
			Filing Income Tax Return online
			Applying for Income Certificate online
			Smart Typing Skills
			Role of a Data Entry Operator
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Designing a Gift Voucher (Level 03)
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
<b>Day</b>	<b>Session 41</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Business Presentation
			Digital India Skills
			Checking the status of the Provident Fund Online
			Applying for Atal Pension Yojana online
			Smart Typing Skills
			Data Entry Jobs in Industrial Sector
			Data Entry Jobs in Medical Sector



<b>41</b>	<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Creating a Business Presentation (Level 01)
			Creating a Business Presentation (Level 02)
			Creating a Business Presentation (Level 03)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 42</b>	<b>Session 42</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Products and Service Catalogue
			Digital India Skills
			Applying online for Start-up Recognition
			Applying online for Registration of Partnership Firm
			Smart Typing Skills
			Data Validation
			Data Categories
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Products and Service Catalogue (Level 01)
			I can create a Products and Service Catalogue (Level 02)
			I can create a Products and Service Catalogue (Level 03)
		Guided Do It Yourself	
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 43</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Company Profile
			Digital India Skills

Day 43			Using Government helpline services online
			Getting important alerts from the Central Government
			Smart Typing Skills
			Related Jobs
			Types of Data
		Lab	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Creating a Company Profile (Level 01)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
Day 44	<b>Session 44</b>		
		<b>Theory Content</b>	
		MS Office Skills (MS PowerPoint)	
			I can design a Magazine Cover
		Digital India Skills	
		Checking Property Records in the Government record	
		Booking an online appointment with Government Officer	
		Applying online for Death Certificate	
		Smart Typing Skills	
		Data Correctness	
		Compiling Data	
		Lab	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Company Profile (Level 02)
		Guided Do It Yourself	
		Knowledge Check	
	Session Completion Test		
	Home Work - Book Reading		
	<b>Session 45</b>		
		<b>Theory Content</b>	
		MS Office Skills (MS PowerPoint)	

<b>Day 45</b>			Creating a Training Presentation - Level 01
			Creating a Training Presentation - Level 02
			Creating a Training Presentation - Level 03
			Netiquettes
			How do I know if a website is safe to access or not?
			Risks in Online registration on various websites
			If you copy paste, first know about copyrights
			Deactivate unused accounts
			Smart Typing Skills
			Data Entry Tools
			Scanning
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Creating a Company Profile (Level 03)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
		Home Work - Book Reading	
<b>Day 46</b>	<b>Session 46</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Digital Photo Album
			Netiquettes
			Encrypt files to protect data and ensure security
			Some safe e-commerce tips when shopping online
			Peer to peer sharing to transfer files to your family and friends
			Think before you click that link
			Smart Typing Skills
			OCR
			Data Conversion for the Web
			Other Conversions
		<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस	
		Self Path Learning	

			Creating a Digital Photo Album (Level 01)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 47</b>	<b>Session 47</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating an image for a Social Media Post
			Cyber Security Skills
			I know to how to protect my data in case of theft of my laptop or computer
			I know the consequences of downloading unknown Email attachments and safety tips
			I can protect myself from social media blackmailing
			I can block my SIM card if my handset is lost
			Smart Typing Skills
			Data Entry Pay Scales
			Factors affecting Pay Scale
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Digital Photo Album (Level 02)
			I can create a Digital Photo Album (Level 03)
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 48</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Work Portfolio
			Cyber Security Skills
			Safety tips for Using public Wi-Fi networks
			I can be careful about peeping habit of others while using passwords and PINs
			Securing AADHAAR card data online, locking your biometrics to avoid unauthorized use
			Data Tampering and its legal implications

<b>Day 48</b>		Smart Typing Skills
		Advanced Skills
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Personal Portfolio (Level 01)
		I can create a Personal Portfolio (Level 02)
		I can create a Personal Portfolio (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
	<b>Day 49</b>	<b>Session 49</b>
<b>Theory Content</b>		
		MS Office Skills (MS Outlook)
		Outlook 2013 Overview
		Configuring MS Outlook, reminders, recall mails
		Using MS Outlook to manage my email communications
		Ergonomics
		Ergonomics: Correct laptop posture to avoid strain to eyes and backache
		Ergonomics: Prevent musculoskeletal pain when using laptop or pc
		Ergonomics: Using Mouse Ergonomically to avoid stress on fingers
		Go Green
		Go Green: Using Google Maps to save fuel and time
		Go Green: Send e-invites and save paper
		Go Green: Did you correctly shut-down your computer?
		Smart Typing Skills
		Medical Transcription
		Stamp Papers
		Bank Documents
		KYC Details
<b>Lab</b>		
		Typing Practice/टाइपिंग प्रैक्टिस
	Self Path Learning	
	Outlook 2013 Overview	

		Guided Do It Yourself	
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
<b>Day 50</b>	<b>Session 50</b>		
	<b>Theory Content</b>		
		MS Office Skills (Windows)	
		Organizing Mail in MS Outlook	
		Using MS Outlook to create an Address Book & Schedule meetings	
		Including Signature in my outgoing mails through MS Outlook	
		Ergonomics	
		Ergonomics: Ergonomic keyboards	
		Ergonomics: Shoulder exercises for computer users	
		Ergonomics: Adjust the display's brightness	
		Go Green	
		Go Green: Share online and reduce paper waste	
		Go Green: Tips on green computing	
		Go Green: Reduce your digital and carbon footprints	
		Smart Typing Skills	
		Loan Applications	
		Form Entries	
		Publications	
		Types of Typists	
		<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस	
		Self Path Learning	
		Including Signature in my outgoing mails through MS Outlook	
	Guided Do It Yourself		
	Knowledge Check		
	Session Completion Test		
	Home Work - Book Reading		
<b>Day 51 to Day 60</b>	<b>MS-CIT Exam Practice - Introduction</b>		
		MS-CIT Exam Practice - Paper 01	
		Objective Question 01 - Lower Difficulty	
		Objective Question 02 - Lower Difficulty	

			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Medium Difficulty
			Objective Question 05 - Medium Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Lower Difficulty
			Practical Question 06 - Lower Difficulty
			Practical Question 07 - Lower Difficulty
			Practical Question 08 - Medium Difficulty
			Practical Question 09 - Medium Difficulty
			Practical Question 10 - Medium Difficulty
			Practical Question 11 - Medium Difficulty
			Practical Question 12 - Medium Difficulty
			Practical Question 13 - Medium Difficulty
			Practical Question 14 - Medium Difficulty
			Practical Question 15 - Higher Difficulty
			Practical Question 16 - Higher Difficulty
			Practical Question 17 - Higher Difficulty
			Practical Question 18 - Higher Difficulty
		MS-CIT Exam Practice - Paper 02	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Medium Difficulty
			Objective Question 05 - Medium Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty

			Practical Question 05 - Lower Difficulty
			Practical Question 06 - Lower Difficulty
			Practical Question 07 - Lower Difficulty
			Practical Question 08 - Medium Difficulty
			Practical Question 09 - Medium Difficulty
			Practical Question 10 - Medium Difficulty
			Practical Question 11 - Medium Difficulty
			Practical Question 12 - Medium Difficulty
			Practical Question 13 - Medium Difficulty
			Practical Question 14 - Medium Difficulty
			Practical Question 15 - Higher Difficulty
			Practical Question 16 - Higher Difficulty
			Practical Question 17 - Higher Difficulty
			Practical Question 18 - Higher Difficulty
		MS-CIT Exam Practice - Paper 03	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty



			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 04	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Lower Difficulty
			Practical Question 06 - Lower Difficulty
			Practical Question 07 - Lower Difficulty
			Practical Question 08 - Lower Difficulty
			Practical Question 09 - Lower Difficulty
			Practical Question 10 - Lower Difficulty
		MS-CIT Exam Practice - Paper 05	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty

			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 06	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty

			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 07	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty

			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 08	
			MS-CIT Exam Practice - Recap Paper 08
		MS-CIT Exam Practice - Paper 09	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 10	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty

			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 11	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty

			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 12	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty

			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 13	
			MS-CIT Exam Practice - Recap Paper 13
		MS-CIT Exam Practice - Paper 14	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 15	
			Objective Question 01 - Lower Difficulty

		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty
		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty
		Objective Question 11 - Higher Difficulty
		Objective Question 12 - Higher Difficulty
		Objective Question 13 - Higher Difficulty
		Objective Question 14 - Higher Difficulty
		Objective Question 15 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Medium Difficulty
		Practical Question 06 - Medium Difficulty
		Practical Question 07 - Medium Difficulty
		Practical Question 08 - Higher Difficulty
		Practical Question 09 - Higher Difficulty
		Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 16
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty
		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty



			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 17	
			MS-CIT Exam Practice - Recap Paper 17
		MS-CIT Exam Practice - Paper 18	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty

			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty

		MS-CIT Exam Practice - Paper 19
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty
		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty
		Objective Question 11 - Higher Difficulty
		Objective Question 12 - Higher Difficulty
		Objective Question 13 - Higher Difficulty
		Objective Question 14 - Higher Difficulty
		Objective Question 15 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Medium Difficulty
		Practical Question 06 - Medium Difficulty
		Practical Question 07 - Medium Difficulty
		Practical Question 08 - Higher Difficulty
		Practical Question 09 - Higher Difficulty
		Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 20
		MS-CIT Exam Practice - Recap Paper 20

## MS-CIT Job Readiness 2022

Days	Course Content			
Day 01	<b>Session 01</b>			
		<b>MS-CIT Introduction</b>		
		<b>Theory Content</b>		
			Job Readiness Skills	
			Searching various trending career options in IT- Part 01	
			Searching various trending career options in IT- Part 02	
			Searching various trending career options in IT- Part 03	
			Basic IT Awareness	
			Types of mouse	
			Keys on the keyboard, Layouts of keyboard	
			Get to know Monitors / other screen display devices (Smart TV)	
			Connect Laptop to Projector	
			Digital Skills for Daily Life	
			Configuring and activating internet connection for smartphone	
			Enabling data connection and activating mobile Hotspot through smartphone (Tethering)	
			Opening and operating a Gmail account for your convenience to access mails anywhere	
			Smart Typing Skills	
			Basics of Keyboarding	
			Why should you learn typing and need for typing?	
		<b>Lab</b>		
		Typing Practice/टाइपिंग प्रैक्टिस		
		Knowledge Check		
		Session Completion Test		
		Home Work		
Day	<b>Session 02</b>			
		<b>Theory Content</b>		
			Job Readiness Skills	
			Resume - About Resume	
			Resume - Do's and Don'ts	
			Resume - Apps and Sites	
			Resume - Apply for suitable jobs online	
			Resume - Uploading resume on a job portal	
			Digital Skills for Daily Life	

<b>02</b>			Setting up an Emergency Number (ICE) on smartphone
			Smart Typing Skills
			Need for Typing
			Typewriters To Computers
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 03</b>	<b>Session 03</b>		
		<b>Theory Content</b>	
			Job Readiness Skills
			Emails: using appropriate email Etiquettes, use Grammarly for impeccable communication in English
			Improved written and verbal English Communication using various Free Tools
			Typing various languages swiftly using Gboard - Google Keyboard
			Voice Typing using Google Docs
			Create textual or voice notes using Google Keep and share it with others quickly
			Digital Skills for Daily Life
			Creating a strong email password and Resetting it quickly
			Automatic categorization of your emails for better email management
			Changing between plain text and rich mode text in Gmail for a proper formatted message
			Using @ feature to address specific recipients of the email
			Smart Typing Skills
			Keyboard
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 04</b>		
		<b>Theory Content</b>	
			Explore new jobs
			New Collar Jobs - Part 01
			New Collar Jobs - Part 02
			New Collar Jobs - Part 03

<b>Day 04</b>			New Collar Jobs - Part 04
			New Collar Jobs - Part 05
			New Collar Jobs - Part 06
			New Collar Jobs - Part 07
			Digital Skills for Daily Life
			Let's use smartphone for:
			Using automatic signature in Gmail for your Outgoing mails
			Scheduling mails in Gmail to send your mails at a specific time
			Sending your professional and confidential mails using Gmail
			Using Read receipt for auto acknowledgment of your mail
			Use of Undo Send feature in Gmail to recall erroneous emails
			Using templates to respond quickly to mails in Gmail
			Smart Typing Skills
			Ergonomic Keyboards
			PDA Keyboards
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
<b>Day 05</b>	<b>Session 05</b>		
		<b>Theory Content</b>	
		MS Office Skills	
		What is Browser?	
		Internet Service Provider (ISP)	
		Web Based Applications	
		Digital Skills for Daily Life	
		Using WhatsApp on desktop for sharing files easily and quickly	
		Sending message to someone in WhatsApp without saving the number	
		Formatting your message text in WhatsApp	
		Pinning your important chats in WhatsApp	
		Bookmarking important messages in WhatsApp (Starred messages)	
		Marking the received messages as Unread to reply later in WhatsApp	
		Secure your WhatsApp account with Two step Authentication	
		Smart Typing Skills	

			Keyboard Layout
			QWERTY Keyboard
	<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 06</b>	<b>Session 06</b>		
		<b>Theory Content</b>	
			MS Office Skills (Windows)
			About Windows 10 as an operating system (Overview)
			Digital Skills for Daily Life
			Setting up your business account in WhatsApp
			Setup automated replies in WhatsApp for Business account
			Sharing large size files on WhatsApp
			Using the Read message aloud feature in WhatsApp Web
			Smart Typing Skills
			Introduction to Typing
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Overview of Operating System
			Guided Do It Yourself
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 07</b>		
	<b>Theory Content</b>		
		MS Office Skills (Windows)	
		Files, Folders and Libraries	
		File Explorer Views and accessing them in Windows 10	
		Creating Folders and Libraries	
		Working with Files and Folders for better data management	
		Digital Skills for Daily Life	
		Using BHIM App for UPI Payment	

Day 07			Changing your profile name in Google Pay
			Sending money to your contacts using Google Pay
			Sending money using QR code in Google Pay
			Requesting money from your contacts in Google Pay
			Smart Typing Skills
			Names of Fingers
			Finger Placements
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning (Windows 10 Required)
			Understanding the Files, Folders and Libraries
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
		Home Work - Book Reading	
<b>Session 08</b>			
<b>Theory Content</b>			
			MS Office Skills (Windows)
			Using a Notepad file to type & edit plain text in it
			Restarting, shutting down, locking, logging off and hibernating a laptop
			Digital Skills for Daily Life
			Using UPI Payment feature in Flipkart App
			Searching products online across various platforms through Photo Scan by Google Photos
			Using background blur in Google Meet
			Collaborate in Google Meet using Jamboard
			Adding reference document in your Google Meet Invite
Day 08			Smart Typing Skills
			Practice Makes Perfect
			Minimize Hand Movements
			Typing Trivia
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning (Windows 10 Required)
			What is an Operating System?
		Guided Do It Yourself	



		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 09</b>	<b>Session 09</b>	
	<b>Theory Content</b>	
		World of Games
		What are the Games
		Importance of games
		Some popular games
		Careers in gaming
		Job roles in gaming
		The gaming experience
		MS Office Skills (Windows)
		Changing date and time settings in your computer
		Changing taskbar settings to personalize your desktop as per your convenience
		Creating and deleting shortcuts of all the windows elements for ease of access
		Using Control panel for customizing system settings - installing and removing programs
		Digital Skills for Daily Life
		Using different presentation modes in Google Meet
		Using Captions and host controls in Google Meet
		Pinning a participant in Google Meet
		Sharing video recording and chat transcript with participant after Google Meet is over
		Searching for any location using Google Maps (Downloading for Offline navigation)
		Using Ola Cabs app to book a cab online
		Using MakeMyTrip app to organize the trip online
		Smart Typing Skills
		Measuring Progress
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning (Windows 10 Required)
	Changing taskbar settings to personalize your desktop as per your convenience	
	Guided Do It Yourself	
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	

<b>Day 10</b>	<b>Session 10</b>	
	<b>Theory Content</b>	
	MS Office Skills (Windows)	
	Using data across various applications (Copying data between applications)	
	Digital Skills for Daily Life	
	Caller identification and blocking spammers using Truecaller app	
	Searching and joining public channels on the Telegram app for market research	
	Sharing large files in the Telegram app quickly	
	Creating a Poll or Quiz in Telegram app for conducting surveys	
	Starting a secret chat in Telegram App to maintain privacy	
	Smart Typing Skills	
	What is Ergonomics?	
	<b>Lab</b>	
	Typing Practice/टाइपिंग प्रैक्टिस	
	Self Path Learning (Windows 10 Required)	
	Using Control panel for customizing system settings - installing and removing programs	
	Guided Do It Yourself	
Knowledge Check		
Session Completion Test		
Home Work - Book Reading		
<b>Day 11</b>	<b>Session 11</b>	
	<b>Theory Content</b>	
	MS Office Skills (MS Word)	
	Designing a Professional Visiting Card - Level 01	
	Digital Skills for Daily Life	
	Enabling Google Assistant on your smartphone	
	Using Google Assistant through voice commands for effective search	
	Using Google Translate in Conversation mode - for improving the communication in different languages	
	Smart Typing Skills	
	Home Row	
	<b>Lab</b>	
	Typing Practice/टाइपिंग प्रैक्टिस	
	Self Path Learning	
I can create a Professional Visiting Card		
Guided Do It Yourself		

		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 12</b>	<b>Session 12</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Word)
		Creating a Resume
		Digital Skills for Daily Life
		Check the quality of your Resume (Resume Worded)
		Create a customized cover letter for job application using LiveCareer
		Smart Typing Skills
		Typing Tips
		Learning the G and H Keys
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Resume (Level 01)
		I can create a Resume (Level 02)
		Guided Do It Yourself
		Knowledge Check
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 13</b>	<b>Session 13</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Word)
		Designing an Envelope
		Digital India Skills
		Store your important documents online using DigiLocker
		Avail ePost Office Service of India Post
		Smart Typing Skills
		Using Keys
		Typing Tips
		Learning the Apostrophe Key
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस

		Self Path Learning
		I can create a Resume (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 14</b>	<b>Session 14</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Creating a Project Report
		Digital India Skills
		Downloading various Forms online
		Applying for Birth Certificate online
		Smart Typing Skills
		Using Keys
		Typing Trivia
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Resume (Level 04)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 15</b>	<b>Session 15</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Designing a Letterhead
		Digital India Skills
		Verifying and Updating your Aadhaar Card Details on Aadhar Website
		Downloading the Aadhaar Card Securely from Aadhar Website
		Smart Typing Skills
		Top Row
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस

		Self Path Learning
		Designing a Letterhead (Level 01)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 16</b>	<b>Session 16</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Business Market Analysis
		Digital India Skills
		Using mKisan Portal and Kisan App for tracking farming related information
		Applying and getting my Soil Health card for efficient farming
		Being aware about the Market Price of Farm Products
		Smart Typing Skills
		Learning the B and N Keys
		Using Keys
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can design a Letterhead (Level 02)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 17</b>	<b>Session 17</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Creating an Advertisement
		Digital India Skills
		Applying for the PAN Card online
		Applying for the Voter ID Card online
		Smart Typing Skills
		Learning the E and I Keys
		Using Keys

	<b>Lab</b>		
		Typing Practice/टाइपिंग प्रैक्टिस	
		Self Path Learning	
			I can create Advertisement (Level 01)
		Guided Do It Yourself	
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 18</b>		
		<b>Theory Content</b>	
		MS Office Skills (MS Word)	
			Creating Social Media Marketing Post Template - Level 01
			Creating Social Media Marketing Post Template - Level 02
			Creating Social Media Marketing Post Template - Level 03
		Digital India Skills	
			Applying for Learner's License online on RTO's website
			Knowing the Vehicle details registered with the RTO Office
		Smart Typing Skills	
			Learning the W and O Keys
			Using Keys
			Typing Tips
	<b>Lab</b>		
		Typing Practice/टाइपिंग प्रैक्टिस	
		Self Path Learning	
			I can create Advertisement (Level 02)
		Guided Do It Yourself	
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
	<b>Session 19</b>		
		<b>Theory Content</b>	
		MS Office Skills (MS Word)	
			Designing a Brochure
		Digital India Skills	
			Keeping a tab on the Weather status in your area using Accuweather app

Day 19		Getting trained about the Disaster Management Process
		Smart Typing Skills
		Learning the Q and Y Keys
		Using Keys
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Advertisement (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
Day 20	<b>Session 20</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
		Creating a Blog Post
		Digital India Skills
		Knowing about and applying online for Pradhan Mantri Jeevan Jyoti Bima Yojana
		Knowing about and applying online for Pradhan Mantri Suraksha Bima Yojana
		Smart Typing Skills
		Learning the P and T Keys
		Using Keys
		Typing Trivia
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Blog Post (Level 01)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
	Home Work - Book Reading	
	<b>Session 21</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Word)
	Creating a Newsletter	

Day 21		Digital India Skills
		Knowing about and applying online for Pradhan Mantri Sukanya Samruddhi Yojana for girl child
		Knowing about and applying online for Pradhan Mantri Mudra Yojana
		Smart Typing Skills
		Bottom Row
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Blog Post (Level 02)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Session 22</b>		
	<b>Theory Content</b>	
	MS Office Skills (MS Word)	
	Business Plan	
	Digital India Skills	
	Registering a complaint on Consumer Forum	
	Booking Online appointment in Government Hospital	
	Smart Typing Skills	
	Learning the Tab Key	
Day 22		Using Keys
		Typing Tips
		Typing Trivia
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Blog Post (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
	Home Work - Book Reading	
<b>Session 23</b>		
	<b>Theory Content</b>	



<b>Day 23</b>		MS Office Skills (MS Word)
		Creating Invitation Letter
		Digital India Skills
		Applying online for Pradhan Mantri Awas Yojana to save money on home loan
		Applying online for Toilet Certificate
		Smart Typing Skills
		Learning the X and Period Keys
		Using Keys
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create an effective Invitation Letter (Level 01)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
	Home Work - Book Reading	
<b>Session 24</b>		
	<b>Theory Content</b>	
<b>Day 24</b>		MS Office Skills (MS Word)
		Creating a Business Invoice - Level 01
		Creating a Business Invoice - Level 02
		Digital India Skills
		Availing LPG services online from comfort of your home
		Viewing work details on MGNREGA (how to help others find it?)
		Smart Typing Skills
		Learning the Z and Slash Keys
		Using Keys
		Typing Tips
	<b>Lab</b>	
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create an effective Invitation Letter (Level 02)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	

		Home Work - Book Reading	
<b>Day 25</b>	<b>Session 25</b>		
		<b>Theory Content</b>	
		MS Office Skills (MS Excel)	
			Creating a simple To-do list
		Digital India Skills	
			Applying for FASTag card online for Toll payments
			Volunteering in Young India initiatives led by Government of India
		Smart Typing Skills	
			Shift Keys
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a To-Do List (Level 01)
			I can create a To-Do List (Level 02)
			I can create a To-Do List (Level 03)
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	
<b>Day 26</b>	<b>Session 26</b>		
		<b>Theory Content</b>	
		MS Office Skills (MS Excel)	
			I can create Event Expenses
		Digital India Skills	
			Applying for Education Loan on Bank's website
			Applying for National Scholarships
		Smart Typing Skills	
			Numbers
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create Event Expenses (Level 01)
		Guided Do It Yourself	
		Knowledge Check	

		Session Completion Test
		Home Work - Book Reading
<b>Day 27</b>	<b>Session 27</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Excel)
		Creating Timesheet - Level 01
		Creating Timesheet - Level 02
		Creating Timesheet - Level 03
		Digital India Skills
		Applying for Passport online
		Tracking the status of Passport application online
		Smart Typing Skills
		Symbols
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Event Expenses (Level 02)
		I can create Event Expenses (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 28</b>	<b>Session 28</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Excel)
		Creating and Managing Checklist
		Digital India Skills
		Filing Income Tax Return online
		Applying for Income Certificate online
		Smart Typing Skills
		Num Pad
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Checklist (Level 01)

		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 29</b>	<b>Session 29</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a Monthly Appointment Calendar
		Digital India Skills
		Checking the status of the Provident Fund Online
		Applying for Atal Pension Yojana online
		Smart Typing Skills
		Index Finger Keys
		Typing Tips
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Checklist (Level 02)
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 30</b>	<b>Session 30</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating an Agenda
		Digital India Skills
		Applying online for Start-up Recognition
		Applying online for Registration of Partnership Firm
		Smart Typing Skills
		Middle Finger Keys
		Ring Finger Keys
		Little Finger Keys
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस

		Self Path Learning
		I can prepare an Agenda (Level 01)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 31</b>	<b>Session 31</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Managing Meeting Minutes
		Digital India Skills
		Using Government helpline services online
		Getting important alerts from the Central Government
		Smart Typing Skills
		Advance Skills
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can prepare an Agenda (Level 02)
		Knowledge Check
		Guided Do It Yourself
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 32</b>	<b>Session 32</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating a simple database of inventory - Level 01
		Creating a simple database of inventory - Level 02
		Creating a simple database of inventory - Level 03
		Digital India Skills
		Using clustered search in Google to search about study topics quickly
		Using Wikipedia to search for any information quickly
		Smart Typing Skills
		CorelDRAW
		<b>Lab</b>

		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can prepare an Agenda (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 33</b>	<b>Session 33</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Excel)
		Creating Student Records
		Digital India Skills
		Checking Property Records in the Government record
		Booking an online appointment with Government Officer
		Applying online for Death Certificate
		Smart Typing Skills
		Adobe PageMaker
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Creating Student Records
	Guided Do It Yourself	
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 34</b>	<b>Session 34</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Excel)
		Creating a Yearly Budget
		21st Century Study Skills
		Searching Synonyms, Antonyms and Thesaurus on dictionary.com for your project report
		Using Google lens to digitally copy and paste your handwritten notes
		Smart Typing Skills
		Adobe InDesign
		<b>Lab</b>

		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create Yearly Home Budget (Level 01)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 35</b>	<b>Session 35</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Excel)
		Creating a Loan Calculator - Level 01
		Creating a Loan Calculator - Level 02
		Creating a Loan Calculator - Level 03
		21st Century Study Skills
		Watching educational talks/sessions on TED Talks
		Making a mind map of any concept using Mindly app to understand the concept in a better way.
		Smart Typing Skills
		Microsoft Word
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Creating a Yearly Budget - Level 02
	Guided Do It Yourself	
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 36</b>	<b>Session 36</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Excel)
		Creating Sales Lead Tracker
		21st Century Study Skills
		Participating in various Live Discussions (Facebook Live)
		Smart Typing Skills
		Open Office Writer
		<b>Lab</b>

		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Creating a Yearly Budget - Level 03
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 37</b>	<b>Session 37</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating Petty Cash Log
		21st Century Study Skills
		Joining online courses on Coursera.org
		Using Grammarly plugin to avoid grammatical mistakes
		Smart Typing Skills
		Microsoft Excel
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Creating Petty Cash Log
		Guided Do It Yourself
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
<b>Day 38</b>	<b>Session 38</b>	
		<b>Theory Content</b>
		MS Office Skills (MS Excel)
		Creating Invoice for Small Business
		21st Century Study Skills
		I want to learn about History using Google Arts and Culture
		Smart Typing Skills
		Open Office Calc
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
	Self Path Learning	



			Creating Invoice for Small Business	
			Guided Do It Yourself	
			Knowledge Check	
			Session Completion Test	
			Home Work - Book Reading	
<b>Day 39</b>	<b>Session 39</b>			
		<b>Theory Content</b>		
		MS Office Skills (MS PowerPoint)		
		Designing a Gift Voucher		
		21st Century Study Skills		
		Sharing the knowledge of technology by writing a blog via Tumblr		
		Smart Typing Skills		
		Skills Required for Data Entry		
		Types of Data Entry Jobs		
		<b>Lab</b>		
		Typing Practice/टाइपिंग प्रैक्टिस		
		Self Path Learning		
		Designing a Gift Voucher (Level 01)		
		Designing a Gift Voucher (Level 02)		
		Guided Do It Yourself		
		Knowledge Check		
	Session Completion Test			
	Home Work - Book Reading			
<b>Day 40</b>	<b>Session 40</b>			
		<b>Theory Content</b>		
		MS Office Skills (MS PowerPoint)		
		Creating a Certificate - Level 01		
		Creating a Certificate - Level 02		
		Creating a Certificate - Level 03		
		21st Century Study Skills		
		Learning by discussions in forums (quora.com)		
		Sharing information using SlideShare platform		
		Smart Typing Skills		
		Role of a Data Entry Operator		
		<b>Lab</b>		

		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Designing a Gift Voucher (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 41</b>	<b>Session 41</b>	
		<b>Theory Content</b>
		MS Office Skills (MS PowerPoint)
		Creating a Business Presentation
		21st Century Study Skills
		Organizing my day/Notes, important points using Google Keep
		Smart Typing Skills
		Data Entry Jobs in Industrial Sector
		Data Entry Jobs in Medical Sector
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		Creating a Business Presentation (Level 01)
		Creating a Business Presentation (Level 02)
		Creating a Business Presentation (Level 03)
		Guided Do It Yourself
		Knowledge Check
	Session Completion Test	
	Home Work - Book Reading	
<b>Session 42</b>	<b>Theory Content</b>	
		MS Office Skills (MS PowerPoint)
		Creating a Products and Service Catalogue
		21st Century Study Skills
		Improving learning productivity using StayFocusd app
		Relaxing body and mind using Yoga & Exercise app
		Smart Typing Skills
		Data Validation

<b>Day 42</b>			Data Categories
	<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Products and Service Catalogue (Level 01)
			I can create a Products and Service Catalogue (Level 02)
			I can create a Products and Service Catalogue (Level 03)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
	<b>Day 43</b>	<b>Session 43</b>	
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Company Profile
			21st Century Study Skills
			Keeping track of my important events or classes all in one place using Google Calendar
			Accessing the online Research Papers on Google Scholar
			Smart Typing Skills
			Related Jobs
			Types of Data
<b>Lab</b>			
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Creating a Company Profile (Level 01)
			Guided Do It Yourself
		Knowledge Check	
		Session Completion Test	
		Home Work - Book Reading	
<b>Session 44</b>	<b>Theory Content</b>		
			MS Office Skills (MS PowerPoint)
			Creating Infographics
			21st Century Study Skills
			Testing your level of Intelligence Quotient (IQ)

<b>Day 44</b>			Testing your level of Emotional Quotient (EQ)
			Understanding my personality type - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a>
			Smart Typing Skills
			Data Correctness
			Compiling Data
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			I can create a Company Profile (Level 02)
			Guided Do It Yourself
			Knowledge Check
			Session Completion Test
			Home Work - Book Reading
<b>Day 45</b>	<b>Session 45</b>		
		<b>Theory Content</b>	
			MS Office Skills (MS PowerPoint)
			Creating a Training Presentation - Level 01
			Creating a Training Presentation - Level 02
			Creating a Training Presentation - Level 03
			Netiquettes
			How do I know if a website is safe to access or not?
			Risks in Online registration on various websites
			If you copy paste, first know about copyrights
			Deactivate unused accounts
			Smart Typing Skills
			Data Entry Tools
			Scanning
		<b>Lab</b>	
			Typing Practice/टाइपिंग प्रैक्टिस
			Self Path Learning
			Creating a Company Profile (Level 03)
			Guided Do It Yourself
			Knowledge Check
		Session Completion Test	
		Home Work - Book Reading	

<b>Day 46</b>	<b>Session 46</b>	
	<b>Theory Content</b>	
	MS Office Skills (MS PowerPoint)	
	Creating a Digital Photo Album	
	Netiquettes	
	Encrypt files to protect data and ensure security	
	Some safe e-commerce tips when shopping online	
	Peer to peer sharing to transfer files to your family and friends	
	Think before you click that link	
	Smart Typing Skills	
	OCR	
	Data Conversion for the Web	
	Other Conversions	
	<b>Lab</b>	
	Typing Practice/टाइपिंग प्रैक्टिस	
	Self Path Learning	
	Creating a Digital Photo Album (Level 01)	
	Guided Do It Yourself	
	Knowledge Check	
Session Completion Test		
Home Work - Book Reading		
<b>Day 47</b>	<b>Session 47</b>	
	<b>Theory Content</b>	
	MS Office Skills (MS PowerPoint)	
	Creating an image for a Social Media Post	
	Cyber Security Skills	
	I know to how to protect my data in case of theft of my laptop or computer	
	I know the consequences of downloading unknown Email attachments and safety tips	
	I can protect myself from social media blackmailing	
	I can block my SIM card if my handset is lost	
	Smart Typing Skills	
	Data Entry Pay Scales	
	Factors affecting Pay Scale	
	<b>Lab</b>	
	Typing Practice/टाइपिंग प्रैक्टिस	

		Self Path Learning
		I can create a Digital Photo Album (Level 02)
		I can create a Digital Photo Album (Level 03)
		Guided Do It Yourself
		Knowledge Check
		Session Completion Test
		Home Work - Book Reading
<b>Day 48</b>	<b>Session 48</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS PowerPoint)
		Creating a Work Portfolio
		Cyber Security Skills
		Safety tips for Using public Wi-Fi networks
		I can be careful about peeping habit of others while using passwords and PINs
		Securing AADHAAR card data online, locking your biometrics to avoid unauthorised use
		Data Tampering and its legal implications
		Smart Typing Skills
		Advanced Skills
		<b>Lab</b>
		Typing Practice/टाइपिंग प्रैक्टिस
		Self Path Learning
		I can create a Personal Portfolio (Level 01)
		I can create a Personal Portfolio (Level 02)
		I can create a Personal Portfolio (Level 03)
	Guided Do It Yourself	
	Knowledge Check	
	Session Completion Test	
	Home Work - Book Reading	
	<b>Session 49</b>	
	<b>Theory Content</b>	
		MS Office Skills (MS Outlook)
		Outlook 2013 Overview
		Configuring MS Outlook, reminders, recall mails
		Using MS Outlook to manage my email communications
		Ergonomics

**Day  
49**

			Ergonomics: Correct laptop posture to avoid strain to eyes and backache
			Ergonomics: Prevent musculoskeletal pain when using laptop or pc
			Ergonomics: Using Mouse Ergonomically to avoid stress on fingers
		Go Green	
			Go Green: Using Google Maps to save fuel and time
			Go Green: Send e-invites and save paper
			Go Green: Did you correctly shut-down your computer?
		Smart Typing Skills	
			Medical Transcription
			Stamp Papers
			Bank Documents
			KYC Details

	<b>Lab</b>			
		Typing Practice/टाइपिंग प्रैक्टिस		
		Self Path Learning		
			Outlook 2013 Overview	
		Guided Do It Yourself		
		Knowledge Check		
		Session Completion Test		
		Home Work - Book Reading		
<b>Day 50</b>	<b>Session 50</b>			
		<b>Theory Content</b>		
			MS Office Skills (Windows)	
			Organizing Mail in MS Outlook	
			Using MS Outlook to create an Address Book & Schedule meetings	
			Including Signature in my outgoing mails through MS Outlook	
			Ergonomics	
			Ergonomics: Ergonomic keyboards	
			Ergonomics: Shoulder exercises for computer users	
			Ergonomics: Adjust the display's brightness	
			Go Green	
			Go Green: Share online and reduce paper waste	
			Go Green: Tips on green computing	
			Go Green: Reduce your digital and carbon footprints	
			Smart Typing Skills	
			Loan Applications	
			Form Entries	
			Publications	
			Types of Typists	
		<b>Lab</b>		
			Typing Practice/टाइपिंग प्रैक्टिस	
			Self Path Learning	
				Including Signature in my outgoing mails through MS Outlook
		Guided Do It Yourself		
		Knowledge Check		
		Session Completion Test		
		Home Work - Book Reading		



<b>MS-CIT Exam Practice - Introduction</b>		
		MS-CIT Exam Practice - Paper 01
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Medium Difficulty
		Objective Question 05 - Medium Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Lower Difficulty
		Practical Question 06 - Lower Difficulty
		Practical Question 07 - Lower Difficulty
		Practical Question 08 - Medium Difficulty
		Practical Question 09 - Medium Difficulty
		Practical Question 10 - Medium Difficulty
		Practical Question 11 - Medium Difficulty
		Practical Question 12 - Medium Difficulty
		Practical Question 13 - Medium Difficulty
		Practical Question 14 - Medium Difficulty
		Practical Question 15 - Higher Difficulty
		Practical Question 16 - Higher Difficulty
		Practical Question 17 - Higher Difficulty
		Practical Question 18 - Higher Difficulty

		MS-CIT Exam Practice - Paper 02
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Medium Difficulty
		Objective Question 05 - Medium Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Lower Difficulty
		Practical Question 06 - Lower Difficulty
		Practical Question 07 - Lower Difficulty
		Practical Question 08 - Medium Difficulty
		Practical Question 09 - Medium Difficulty
		Practical Question 10 - Medium Difficulty
		Practical Question 11 - Medium Difficulty
		Practical Question 12 - Medium Difficulty
		Practical Question 13 - Medium Difficulty
		Practical Question 14 - Medium Difficulty
		Practical Question 15 - Higher Difficulty
		Practical Question 16 - Higher Difficulty
		Practical Question 17 - Higher Difficulty
		Practical Question 18 - Higher Difficulty
		MS-CIT Exam Practice - Paper 03
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty

			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 04	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty

			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Lower Difficulty
			Practical Question 06 - Lower Difficulty
			Practical Question 07 - Lower Difficulty
			Practical Question 08 - Lower Difficulty
			Practical Question 09 - Lower Difficulty
			Practical Question 10 - Lower Difficulty
		MS-CIT Exam Practice - Paper 05	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 06	

			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 07	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty

			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 08	
			MS-CIT Exam Practice - Recap Paper 08
		MS-CIT Exam Practice - Paper 09	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty

<b>Day 51 to Day 60</b>			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
			MS-CIT Exam Practice - Paper 10
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
		Practical Question 08 - Higher Difficulty	
		Practical Question 09 - Higher Difficulty	
		Practical Question 10 - Higher Difficulty	

		MS-CIT Exam Practice - Paper 11
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty
		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty
		Objective Question 11 - Higher Difficulty
		Objective Question 12 - Higher Difficulty
		Objective Question 13 - Higher Difficulty
		Objective Question 14 - Higher Difficulty
		Objective Question 15 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Medium Difficulty
		Practical Question 06 - Medium Difficulty
		Practical Question 07 - Medium Difficulty
		Practical Question 08 - Higher Difficulty
		Practical Question 09 - Higher Difficulty
		Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 12
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty



		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty
		Objective Question 11 - Higher Difficulty
		Objective Question 12 - Higher Difficulty
		Objective Question 13 - Higher Difficulty
		Objective Question 14 - Higher Difficulty
		Objective Question 15 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Medium Difficulty
		Practical Question 06 - Medium Difficulty
		Practical Question 07 - Medium Difficulty
		Practical Question 08 - Higher Difficulty
		Practical Question 09 - Higher Difficulty
		Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 13
		MS-CIT Exam Practice - Recap Paper 13
		MS-CIT Exam Practice - Paper 14
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty
		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty
		Objective Question 11 - Higher Difficulty
		Objective Question 12 - Higher Difficulty
		Objective Question 13 - Higher Difficulty
		Objective Question 14 - Higher Difficulty
		Objective Question 15 - Higher Difficulty

			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 15	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty

		Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 16
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty
		Objective Question 06 - Medium Difficulty
		Objective Question 07 - Medium Difficulty
		Objective Question 08 - Medium Difficulty
		Objective Question 09 - Medium Difficulty
		Objective Question 10 - Medium Difficulty
		Objective Question 11 - Higher Difficulty
		Objective Question 12 - Higher Difficulty
		Objective Question 13 - Higher Difficulty
		Objective Question 14 - Higher Difficulty
		Objective Question 15 - Higher Difficulty
		Practical Question 01 - Lower Difficulty
		Practical Question 02 - Lower Difficulty
		Practical Question 03 - Lower Difficulty
		Practical Question 04 - Lower Difficulty
		Practical Question 05 - Medium Difficulty
		Practical Question 06 - Medium Difficulty
		Practical Question 07 - Medium Difficulty
		Practical Question 08 - Higher Difficulty
		Practical Question 09 - Higher Difficulty
		Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Recap Paper 17
		MS-CIT Exam Practice - Recap Paper 17
		MS-CIT Exam Practice - Paper 18
		Objective Question 01 - Lower Difficulty
		Objective Question 02 - Lower Difficulty
		Objective Question 03 - Lower Difficulty
		Objective Question 04 - Lower Difficulty
		Objective Question 05 - Lower Difficulty

			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty
			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
		MS-CIT Exam Practice - Paper 19	
			Objective Question 01 - Lower Difficulty
			Objective Question 02 - Lower Difficulty
			Objective Question 03 - Lower Difficulty
			Objective Question 04 - Lower Difficulty
			Objective Question 05 - Lower Difficulty
			Objective Question 06 - Medium Difficulty
			Objective Question 07 - Medium Difficulty
			Objective Question 08 - Medium Difficulty
			Objective Question 09 - Medium Difficulty
			Objective Question 10 - Medium Difficulty
			Objective Question 11 - Higher Difficulty
			Objective Question 12 - Higher Difficulty
			Objective Question 13 - Higher Difficulty
			Objective Question 14 - Higher Difficulty

			Objective Question 15 - Higher Difficulty
			Practical Question 01 - Lower Difficulty
			Practical Question 02 - Lower Difficulty
			Practical Question 03 - Lower Difficulty
			Practical Question 04 - Lower Difficulty
			Practical Question 05 - Medium Difficulty
			Practical Question 06 - Medium Difficulty
			Practical Question 07 - Medium Difficulty
			Practical Question 08 - Higher Difficulty
			Practical Question 09 - Higher Difficulty
			Practical Question 10 - Higher Difficulty
			MS-CIT Exam Practice - Recap Paper 20
			MS-CIT Exam Practice - Recap Paper 20