

MS-CIT 2025

Day-wise Break-Up and Session Structure

Day 01: Session #01 MS-CIT

- MS-CIT Course Introduction
- Introduction to the Session
- Basic Computer and Smartphone Skills
 - How Smartphones are changing our lives? (Games, Sports, Entertainment, Communication & Collaboration, Create, upload & share)
 - Getting introduced to Parts of Smartphone (Gorilla Glass, Camera, Speakers, Inserting a Sim....)
 - Let's get introduced to your smartphone (unboxing)
 - Know the basics of operating your smartphone
 - Basic navigation of the smartphone interface
- Basic Computer and Smartphone Skills
 - Know your computer
 - What's on the back side of computer?
 - Know your Laptop: What is it? Why is it called Laptop?
 - How to open the lid of the laptop?
 - What do you see after opening the lid?
 - What's on the back side of laptop?
- Test Your Knowledge
- How to solve Knowledge Check (Perform)?
- Knowledge Check (Perform)
- Partnering with AI: Understanding MKCL's AI Hexagon Map
- Smart Typing Skills
- Smart Typing Skills
 - Why should you learn typing and need for typing?
 - Basics of Keyboarding
 - Need for Typing
 - Typewriters To Computers
 - Keyboard
 - Types of Keyboards- Objective
 - Types of Keyboards

- Ergonomic Keyboards
 - PDA Keyboards
 - Keyboard Layout
 - QWERTY Keyboard
 - Introduction to Typing
 - What is Touch Typing?
 - Names of Fingers
 - Finger Placements
 - Practice Makes Perfect
 - Minimize Hand Movements
 - Typing Trivia
 - Measuring Progress
 - How to Measure Progress?
 - What is Ergonomics?
 - Correct Posture
 - Correct Posture
 - How to Practice Typing?
 - Typing Practice/टाइपिंग प्रैक्टिस (Perform)
 - Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- MS-CIT
- MS Office Skills (Windows)
 - Connecting a headset to hear audio on my computer
 - Introduction to Windows 10
 - What happens when a computer starts?
 - About Desktop and its elements like Icons, Wallpapers, Screensaver, start menu etc.
 - Test Your Knowledge
 - Knowledge Check (Perform)
 - Partnering with AI: CCleaner - Optimize and Protect Your Mobile Device
 - Partnering with AI: AccuBattery - Optimize and Monitor Your Battery Health
 - What is Session Completion Test (Perform) (SCT)?
 - Session Completion Test (Perform)
 - Home Work

Day 02: Session #02 MS-CIT

- Introduction to the Session
- Basic Computer and Smartphone Skills
 - Using Touch-screen efficiently
 - Let's configure your smartphone
 - Setting up and managing contacts
 - Buying good internet plans for your smartphone
 - Configuring and activating internet connection for smartphone
 - Enabling data connection and activating mobile Hotspot through smartphone (Tethering)
 - Using Wi-Fi calling
- Basic Computer and Smartphone Skills
 - Starting and logging in the computer/laptop
 - Computer/Laptop Accessories
 - Headphone
 - Mouse
 - Keyboard
 - Webcam
 - Shutting down and logging off a computer and laptop
 - Overview of Operating System
- Test Your Knowledge
- Knowledge Check (Perform)
- Smart Typing Skills
 - Home Row
 - The Space Bar
 - The Enter Key
 - Using Keys
 - Typing Tips
 - Learning the G and H Keys
 - Typing Tips
 - Learning the Apostrophe Key
 - Using Keys
 - Typing Trivia
 - Top Row
 - Using Keys
 - Typing Tips

- Learning the B and N Keys
- Using Keys
- Learning the E and I Keys
- Using Keys
- Learning the W and O Keys
- Using Keys
- Typing Tips
- Learning the Q and Y Keys
- Using Keys
- Learning the P and T Keys
- Using Keys
- Typing Trivia
- Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- Partnering with AI: Typing Bolt Your AI-Powered Online Typing Tutor
- MS Office Skills (Windows)
 - Explorer Views
 - Creating Folders and Libraries
 - Managing Files, Folders and Libraries in Windows 10
 - Knowledge Check (Perform)
 - Pinning items on taskbar and start menu in Windows 10 for your ease of access
 - Understand about Data, how it is important in today's age, types of data
- Test Your Knowledge
- Knowledge Check (Perform)
- Session Completion Test (Perform)
- Home Work

Day 03: Session #03 MS-CIT

- Introduction to the Session
- Basic Computer and Smartphone Skills
 - Managing and organizing apps-Overview
 - Get Organized
 - Managing Play Store apps

- Backing up and restoring data from one smart phone to another
- Transferring and Restoring contacts from one smartphone to another
- Setting up an Emergency Number (ICE) on smartphone

- Installing and using SMS Organizer app on smartphone for efficient organisation
- Using voice commands and virtual assistants
 - Practical Applications of Google Assistant
 - Benefits of Using Google Assistant
- 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)
- Test Your Knowledge
- Knowledge Check (Perform)
- Partnering with AI: Bhashini
- Smart Typing Skills
 - Bottom Row
 - Using Keys
 - Learning the C and Comma Keys
 - Using Keys
 - Typing Tips
 - Learning the Tab Key
 - Using Keys
 - Typing Tips
 - Typing Trivia
 - Learning the X and Period Keys
 - Using Keys
 - Learning the Z and Slash Keys
 - Using Keys
 - Typing Tips
 - Shift Keys
 - Using Keys
 - Typing Tips
 - Typing Trivia
 - Numbers
 - Typing Tips

- Using Number Keys – 1 to 5
- Using Number Keys – 6 to 9 and zero
- Middle Finger Keys
- Ring Finger Keys
- Little Finger Keys
- Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- MS Office Skills (Windows)
 - Personalize our desktop by changing beautiful wallpapers and attractive themes of our choice
 - Changing taskbar settings to personalise your desktop as per your convenience
 - Use Paint Application for Simple Drawings
 - Using a Notepad file to type & edit plain text in it
 - Understand about Data
- Test Your Knowledge
- Knowledge Check (Perform)
- Session Completion Test (Perform)
- Home Work

Day 04: Session #04 MS-CIT

- Introduction to the Session
- Basic Computer and Smartphone Skills
 - Opening and operating a Gmail account
 - Using @ feature to address specific recipients of the email
 - Automatic categorization of your emails for better email management
 - Composing and Sending emails using voice typing
 - Changing between plain text and rich mode text in Gmail
 - Using automatic signature in Gmail for your Outgoing mails
 - Scheduling mails in Gmail to send your mails at a specific time
- Basic Computer and Smartphone Skills

- Using Wi-Fi at home to access high speed internet
- Using wired connections for connecting computers
- Test Your Knowledge
- Knowledge Check (Perform)
- Partnering with AI: Google Gemini – Smarter Task Management
- Partnering with AI: QuillBot – Your AI Writing and Paraphrasing Assistant
- Partnering with AI: Gmail - Help Me Write
- Partnering with AI: Grammarly - AI Writing Assistant
- Smart Typing Skills
 - Advance Skills
 - Google Docs
 - CorelDRAW
 - Adobe PageMaker
 - Adobe InDesign
 - Microsoft Word
 - Objective
 - Creating a New Document
 - Using Templates
 - Entering Text
 - Text Wrapping and Tabs
 - Selecting Text
 - Editing Text
 - Undoing and Redoing Editing Changes
 - Open Office Writer
 - Objectives
 - Creating a New Document
 - Entering Text
 - Text Wrapping and Tabs
 - Selecting Text
 - Editing Text
 - Undoing and Redoing
 - Editing Modes
 - Microsoft Excel
 - Objectives
 - Creating a Workbook
 - Using Templates
 - Downloading Templates

- Case Study
- Creating a Blank Workbook
- Moving Between Cells
- Entering Headings
- Entering Data
- Adjusting Column Width
- Open Office Calc
 - Objective
 - Creating a Spreadsheet
 - Case Study
 - Moving Between Cells
 - Entering Headings
 - Entering Data
 - Adjusting Column Width
- Skills Required for Data Entry
- Types of Data Entry Jobs
- Role of a Data Entry Operator - objectives
 - Need for Data Conversion
- Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- MS Office Skills (Windows)
 - Changing date and time settings in your computer
 - Changing taskbar settings to personalise your desktop as per your convenience
 - Disk clean-up and defragmenter
 - Creating and deleting shortcuts
 - Barcode Readers
 - USB drives and other different types of Memory Card Readers
- Test Your Knowledge
- Knowledge Check (Perform)
- Session Completion Test (Perform)
- Home Work

Day 05: Session #05 MS-CIT

- Introduction to the Session
- Basic Computer and Smartphone Skills
 - 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
- Test Your Knowledge
 - Knowledge Check (Perform)
- Smart Typing Skills
 - Data Entry Jobs in Industrial Sector
 - Data Entry Jobs in Medical Sector
 - Data Validation
 - Data Categories
 - Related Jobs
 - Types of Data
 - Data Correctness
 - Compiling Data
 - Data Entry Tools
 - Scanning
 - OCR
 - Data Conversion for the Web
 - Other Conversions
 - Data Entry Pay Scales
 - Factors affecting Pay Scale
 - Advanced Skills
 - Legal Documents
 - Other Documents
 - Medical Transcription
 - How Transcription Works
 - Medical Transcription
 - Stamp Papers
 - Bank Documents
 - KYC Details
 - Loan Applications

- Form Entries
 - Form Entry
 - Publications
 - Types of Typists
 - Typing Practice/टाइपिंग प्रैक्टिस (Perform)
 - Typing Practice/टाइपिंग प्रैक्टिस (Perform)
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- Partnering with AI: Google Docs – Voice Typing
 - Partnering with AI: Microsoft SwiftKey - Your AI-Powered Keyboard Companion
 - Partnering with AI: Type Fu - AI Typing Tutor
 - MS Office Skills (Windows)
 - Capture a screen using the snipping tool
 - Interact with a Computer - objectives
 - Windows Desktop
 - Icon
 - Tool Tip
 - Icons Provided By Windows
 - Taskbar Start button
 - Task View
 - Cortana
 - Action Center
 - Recycle Bin
 - Windows Update
 - Changing to Indian languages using system setting
 - Using Anti-Virus cyber safety
 - Test Your Knowledge
 - Knowledge Check (Perform)
 - Session Completion Test (Perform)
 - Home Work - Book Reading

Day 06: Session #06 MS-CIT

- Introduction to Digital Skills for Daily Life
- Digital Skills for Daily Life
 - Setting up WhatsApp on your smartphone
 - WhatsApp account with Two step Authentication

- Sending message to someone in WhatsApp without saving the number
- Formatting your message text in WhatsApp
- Bookmarking important messages in WhatsApp
- Marking the received messages as Unread to reply later in WhatsApp
- Sharing large size files on WhatsApp
- Sharing location using WhatsApp
- Using the Read message aloud feature in WhatsApp Web
- Logging out from WhatsApp from Smartphone and Desktop
- Smart Searching of videos for online learning
- Knowledge Check (Perform)
- Partnering with AI: WhatsApp Meta AI
- Partnering with AI: Notion – Your All-in-One Workspace
- Partnering with AI: Replika – AI-Powered Virtual Companion
- Partnering with AI: Brain.fm - AI-Powered Music for Focus and Relaxation
- Partnering with AI: Google Maps – AI-Powered Navigation and Exploration
- Introduction to various epayment apps
 - Using BHIM App for UPI Payment
 - Setting up Google Pay
 - 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
 - Online shopping using Flipkart app
 - UPI Payment and using Wallet feature in Flipkart App
- Google Translate
- Using Google Translate in Conversation mode
- Sharing a video from YouTube at a specific time duration with your friends
- Knowledge Check (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 07: Session #07 MS-CIT

- Introduction to Digital Skills for Daily Life
- Digital Skills for Daily Life
 - Photo Scan by Google Photos
 - Setting up a Google Meet
 - Using background blur in Google Meet
 - Adding reference document in your Google Meet Invite
 - Collaborate in Google Meet using Jamboard
 - 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
 - Knowledge Check (Perform)
 - Partnering with AI: Todoist
 - 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
 - Using Kindle for downloading of eBooks
 - Exploring various reading features of Kindle
 - Downloading free eBooks audio books
 - Enabling Google Assistant on your smartphone
 - Google Assistant Remembering things
 - Knowledge Check (Perform)
 - Searching for any location using Google Maps
 - Partnering with AI: Habitica - Gamify your Life
 - Partnering with AI: Todoist – Your Task Management Assistant
 - Partnering with AI: Suno – Transform Text into Music
 - Partnering with AI: Home Workout – No Equipment: Personalized Fitness Trainer
 - Partnering with AI: Twos - AI-Powered Notetaking and Organization App

- Partnering with AI: HealthifyMe – Your Comprehensive Health and Fitness Companion
- Using Ola Cabs app to book a cab online
- Using MakeMyTrip app to organize the trip online
- Caller identification and blocking spammers using Truecaller app
- Setting up a Telegram account
 - Searching and joining public channels on the Telegram app
 - Sharing large files in the Telegram app
 - Creating a Poll or Quiz in Telegram app
 - Starting a secret chat in Telegram App to maintain privacy
- Knowledge Check (Perform)
- Partnering with AI: Suno
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 08: Session #08 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Introduction & User Interface
 - Objective
 - Introduction & User Interface
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - File Tab
 - File Tab- Objective
 - File Tab
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - Home Tab
 - Clipboard Group-Objective
 - Clipboard Group
 - Summary
 - Font Group- Objective

- Font Group
 - Summary
- Paragraph Group - objective
 - Paragraph Group Part 01
 - Paragraph Group Part 02
 - Summary
- Style Group - objective
 - Style Group
 - Summary
- Editing Group - objective
 - Editing Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI: Trello – Your Visual Collaboration Hub
- How to Solve Simulation Questions (Perform)?
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - MS Word-File Tab, File Tab, MS Word & MS Word-Font Group
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 09: Session #09 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Insert Tab
 - Pages Group - objective
 - Pages Group
 - Summary
 - Tables Group - objective
 - Tables Group
 - Summary
 - Tables Group Design Tab - objective
 - Tables Group Design Tab
 - Summary
 - Tables Group Layout Tab - objective
 - Tables Group Layout Tab

- Summary
- Illustration Group - objective
 - Illustration Group
 - Summary
- Add-Ins Group - objective
 - Add-Ins Group
 - Summary
- Media Group - objective
 - Media Group
 - Summary
 - Video Embedding
- Links Group - objective
 - Links Group
 - Summary
- Comments Group - objective
 - Comments Group
 - Summary
- Header & Footer Group - objective
 - Header & Footer Group
 - Summary
- Text Group - objective
 - Text Group
 - Summary
- Symbols Group - objective
 - Symbols Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - Draw Tab
 - Pens Group and Tools Group - objective
 - Pens Group and Tools Group
 - Summary
 - Convert Group - objective
 - Convert Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - Design Tab
 - Document Formatting Group - objective
 - Document Formatting Group

- Summary
 - Page Background Group - objective
 - Page Background Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI: Freepik– Your Creative Asset Companion
- Partnering with AI: Evernote: Your AI-Powered Note-Taking Companion
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Insert, Draw & Design Tab
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 10: Session #10 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Layout Tab
 - Page Setup Group - objective
 - Page Setup Group
 - Summary
 - Paragraph Group - objective
 - Paragraph Group
 - Summary
 - Arrange Group - objective
 - Arrange Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - I can Create a Coupon using Microsoft Word
 - Objectives
 - What are coupons?
 - What are the types of coupons?
 - Did you know
 - What is the standard format and size of coupons?
 - What tools can be used to design a coupon?

- Where and how to print coupons?
- Learner Tip
- How can you create a coupon using Microsoft Word?

- Summary
- Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Partnering with AI: HeyGen - AI Powered Video Creation Platform
- Partnering with AI: NotebookLM – AI-Powered Research and Note-Taking Tool
- Self Path Learning (Perform)
 - Layout Tab and Coupon
- Guided Do It Yourself (Perform)- Coupon
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 11: Session #11 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Reference Tab
 - Table of Contents - objective
 - Table of Contents
 - Summary
 - Footnotes Group - objective
 - Footnotes Group
 - Summary
 - Research Group - objective
 - Research Group
 - Summary
 - Citation Group - objective
 - Citation Group
 - Summary
 - Caption Group - objective
 - Caption Group
 - Summary
 - Index Group - objective
 - Index Group

- Summary
 - Table of Authorities Group - objective
 - Table of Authorities Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI: Google Lens – AI-Powered Visual Search and Translation Tool
- Partnering with AI: Google Drive with AI Integration
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Footnotes Group, Research Group, Citation Group & Caption Group
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 12: Session #12 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Mailing Tab
 - Create Group - objective
 - Create Group
 - Summary
 - Start Mail Merge Group - objective
 - Start Mail Merge Group
 - Summary
 - Write and Insert Fields Group - objective
 - Write and Insert Fields Group
 - Summary
 - Preview Result Group - objective
 - Preview Result Group
 - Summary
 - Finish Group - objective
 - Finish Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
- Simulation Questions (Perform)

- Self Path Learning (Perform)
 - Start Mail Merge Group, Create Group, Finish Group, Write and Insert Fields Group & Preview Result Group
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 13: Session #13 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Review Tab
 - Proofing Group - objective
 - Proofing Group
 - Summary
 - Grammar Check
 - MS Office Pro Tips
 - Speech Group - objective
 - Speech Group
 - Summary
 - Accessibility Group - objective
 - Accessibility Group
 - Summary
 - Language Group - objective
 - Language Group
 - Summary
 - Comments Group - objective
 - Comments Group
 - Summary
 - Modern Commenting
 - Tracking Group - objective
 - Tracking Group
 - Summary
 - Changes Group - objective
 - Changes Group
 - Summary
 - Compare Group - objective
 - Compare Group
 - Summary
 - Protect Group - objective

- Protect Group
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI: ResearchRabbit – Your AI Research Companion
- Create Your Own Digital Bookmark!
 - Bookmark
 - Objectives
 - What are bookmarks?
 - Did you know?
 - What is the importance designing a bookmark?
 - What is the standard format and size of bookmarks?
 - Where and how to print bookmarks?
 - What tools can be used to design a bookmark?
 - How can you create a bookmark using Microsoft Word?
 - Summary
 - Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Review Tab and Bookmark
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 14: Session #14 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - View Tab
 - Objectives - objective
 - Views Group
 - Summary
 - Immersive Group - objective
 - Immersive Group
 - Summary
 - Page Movement Group - objective
 - Page Movement Group

- Summary
- Show Group - objective
 - Show Group
 - Summary
- Windows Group - objective
 - Windows Group
 - Summary
- Zoom Group - objective
 - Zoom Group
 - Summary
- Macros Group - objective
 - Macros Group
 - Summary
- Sharepoint Group - objective
 - Sharepoint Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - Help Tab
 - Objectives
 - Help Tab
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
- Self Path Learning (Perform)
 - Views Group, Immersive Group, Show Group, Windows Group, Zoom Group & Macros Group
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Simulation Questions (Perform)
- Home Work - Book Reading

Day 15: Session #15 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
- Designing a Professional Certificate!
 - Certificate
 - Objectives
 - What are certificates?

- What is the importance of awarding certificates?
- General Awareness
- What is the standard format and size of a certificate?

- What tools can be used to design a certificate?
- General Awareness
- Where and how to print certificates?
- How can you create a certificate using Microsoft Word?
- Summary
- Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Designing an Impactful Flyer!
 - Flyer
 - Objectives
 - What is a flyer?
 - Did you know
 - What is the importance of flyers?
 - What are the types of flyers and the required print papers?
 - What content and elements should be added to flyers?
 - Did you know
 - How to create a flyer using Microsoft Word?
 - Summary
 - Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI – Asana – Your Productivity Partner
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Certificate and Flyer
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 16: Session #16 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
- Designing a Creative Invitation Card!
 - Invitation Card
 - Objectives
 - What are invitation cards?
 - What role do invitation cards play?
 - Did you know
 - Where and how to print an invitation card?
 - What tools can be used to create an invitation card?

 - How to create an invitation card using Microsoft Word?
 - Summary
 - Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Mastering Efficient Note-Taking
 - Templates for Efficient Note Taking
 - Objectives
 - What are notes and their benefits?
 - What tools can be used to take notes?
 - How to choose templates for taking notes in tools?

 - How can you take notes efficiently using Microsoft Word?
 - Summary
 - Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Invitation Card and Templates for Efficient Note Taking

- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 17: Session #17 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
- Creating a Travel Itinerary
 - Travel Itinerary
 - Objectives
 - What is travel itinerary?
 - Why are travel itineraries important?
 - What elements go into a travel itinerary?
 - General Awareness
 - What tools can be used to create a travel itinerary?

 - How to create a travel itinerary using Microsoft Word?
 - Summary
 - Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Design Your Own Personalized Greeting Card
 - Greeting Card
 - Objectives
 - What are greeting cards?
 - What is the standard format and size of a greeting card?
 - What tools can be used to create greeting cards?
 - Where and how to print greeting cards?
 - Did you know?
 - How can you create a greeting card using Microsoft Word?
 - Summary
 - Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Travel Itinerary and Greeting Card
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading
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Day 18: Session #18 MS-CIT

- Introduction to the Session
- Digital India Skills
 - Downloading Forms online for different Government Schemes
 - Applying for Birth Certificate online
 - Knowledge Check (Perform)
 - Verifying and Updating your Aadhaar Card Details on Aadhar Website
 - Downloading the Aadhaar Card Securely from Aadhar Website
 - Ensuring clean city and premises
 - Knowledge Check (Perform)
 - Applying for the PAN Card online
 - Applying for the Voter ID Card online
 - Replace manual paper based signatures by adding eSign (Electronic Signature)
 - Knowledge Check (Perform)
 - Searching and applying for jobs at the National Career Service portal
 - Enrolling for eSkill India Programs
 - Knowledge Check (Perform)
 - Sharing your ideas, insights and thoughts with the Prime Minister of India
 - Booking an appointment with Career Counsellor at National Career Service portal
 - Knowledge Check (Perform)
 - Using National Digital Library
 - Checking Weather Status In Nearby Area
 - Getting trained about the Disaster Management Process
 - Knowledge Check (Perform)
 - Partnering with AI: UMANG
 - Partnering with AI: eNAM – National Agriculture Market
 - Partnering with AI: GramCover – Simplifying Rural Insurance
 - Partnering with AI: eGramSwaraj – Simplified Application for Panchayati Raj
 - Partnering with AI: Google AI Studio – Build Prototype, and Deploy AI Models

- Partnering with AI: Earth Hero – AI-Powered Climate Action App
- Partnering with AI: Unified Lending Interface (ULI) – Transforming Credit Access in India
- Partnering with AI: Government e-Marketplace (GeM) – AI-Driven Public Procurement Platform
- Applying online for Pradhanmantri Jeevan Jyoti Bima Yojana
- Applying online for Pradhanmantri Suraksha Bima Yojana
- Using Rakshak App for safety of Women and Senior Citizens
- Knowledge Check (Perform)
- I can apply online for Pradhanmantri Sukanya Samruddhi Yojana
- Applying online for Pradhan Mantri Mudra Yojana
- Knowledge Check (Perform)
- Applying online for Pradhan Mantri Awas Yojana
- Applying online for Toilet Certificate
- Knowledge Check (Perform)
- Online Application for Age Nationality and Domicile Certificate
- Online Application for Marriage Certificate
- Knowledge Check (Perform)
- Availing LPG services online from comfort of your home
- Availing Online services (ePost Office Service) of India Post
- Knowledge Check (Perform)
- Viewing work details on MGNREGA
- Using mKisan Portal and Kisan App
- Knowledge Check (Perform)
- Registering as individual organisational volunteer at Self4Society platform
- Providing citizen feedback at Crime and Criminal Tracking Network & Systems (CCTNS)
- Knowledge Check (Perform)
- Partnering with AI: IRCTC – Ask Disha 2.0
- Partnering with AI: Google AI Studio

- Session Completion Test (Perform)
- Home Work - Book Reading

Day 19: Session #19 MS-CIT

- Introduction to the Session
- Digital India Skills
 - Contributing to and Using eGreeting templates from mygov.in
 - Lodging Public Grievance on Centralized Public Grievance Redress And Monitoring System (CPGRAMS)
 - Getting Online 7/12
 - Knowledge Check (Perform)
 - Applying and getting my Soil Health card for efficient farming
 - Being aware about the Market Price of Farm Products
 - Registering a complaint on Consumer Forum
 - Booking Online appointment in Government Hospital
 - Knowledge Check (Perform)
 - Partnering with AI: eNAM
 - Scanning important documents and store online using Dropbox/Digilocker
 - Applying for FASTag card
 - Volunteering in Young India initiatives
 - Using DigiPay Services
 - CSC Wellness Centers for providing health services to citizens
 - Enabling Road Guidance about Toll Plazas and Ensuring a Pleasant Experience while Traveling
 - Knowledge Check (Perform)
 - Applying for Education Loan on Bank's website
 - Applying for National Scholarships
 - Applying for Passport online
 - Tracking the status of Passport application online
 - Knowledge Check (Perform)
 - Filing Income Tax Return

- Applying for Atal Pension Yojana
 - Checking the status of the Provident Fund Online
 - Applying online for Income Certificate online
 - Knowledge Check (Perform)
 - Applying online for Start-up Recognition
 - Applying online for Registration of Partnership Firm
-
- Making An Application For Right To Information
 - Using Government helpline services online
 - Getting alerts from the Central Government
 - Knowledge Check (Perform)
 - Partnering with AI: GramCover
 - Partnering with AI: IRCTC – Ask Disha 2.0
 - Partnering with AI: DigiLocker – India’s AI-Driven Digital Document Vault
 - Partnering with AI: NSDL – National Securities Depository Limited
 - Checking Property Records in the Government record
 - Booking an online appointment with Government Officer
 - Applying online for Death Certificate
 - Registering as individual organizational volunteer at DigiSevak platform
 - Knowledge Check (Perform)
 - Applying for BharatNet connectivity (BBNL Dark Fiber)
-
- Kiosk Banking through CSCs as Customer Service Points
-
- Posting a Civic Issue on the Swachhata MoHUA App
-
- Checking eligibility for various Government welfare schemes
 - Exploring 'mygov.in' and participating in various contests
-
- Knowledge Check (Perform)
 - Partnering with AI: eGramSwaraj
- Session Completion Test (Perform)
 - Home Work - Book Reading

Day 20: Session #20 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Introduction & User Interface
 - Objectives
 - Introduction & User Interface
 - Summary
 - File Tab
 - File Tab - Objective
 - File Tab
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
 - Home Tab
 - Home Tab - objective
 - Home Tab
 - Summary
 - Font Group - objective
 - Font Group
 - Summary
 - Clipboard Group - objective
 - Clipboard Group
 - Summary
 - Alignment Group - objective
 - Alignment Group
 - Summary
 - Number Group - objective
 - Number Group
 - Summary
 - Styles Group - objective
 - Styles Group
 - Summary
 - Cells Group - objective
 - Cells Group
 - Summary
 - Editing Group - objective
 - Editing Group
 - Summary

- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - File Tab, Home Tab > Font Group, Home Tab > Clipboard Group & Home Tab > Alignment Group
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 21: Session #21 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Insert Tab
 - Tables Group - objective
 - Tables Group
 - Summary
 - Filters Group - objective
 - Filters Group
 - Summary
 - Illustrations Group - objective
 - Illustrations Group
 - Summary
 - Charts Group - objective
 - Charts Group
 - Summary
 - Tours Group - objective
 - Tours Group
 - Summary
 - Sparklines Group - objective
 - Sparklines Group
 - Summary
 - Quick Analysis - objective
 - Quick Analysis
 - Summary
 - Links Group - objective
 - Links Group
 - Summary
 - Text Group - objective
 - Text Group
 - Summary

- Symbols Group - objective
 - Symbols Group
 - Summary
- Enhanced visuals (Inserting SVG files to your Excel file)
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI: Ideogram – AI-Powered Text-to-Image Generation
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Insert Tab > Sparklines Group, Insert Tab > Quick Analysis, Insert Tab > Tours Group, Insert Tab > Table Group & Text Group
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 22: Session #22 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
 - Formulas Tab
 - Using Formulas - objective
 - Using Formulas
 - Summary
 - CONCAT, MAXIFS, MINIFS
 - Absolute and Sheet References - objective
 - Absolute and Sheet References
 - Summary
 - Using Functions - objective
 - Using Functions
 - Summary
 - Defined Names Group - objective
 - Defined Names Group
 - Summary
- Test Your Knowledge
 - Knowledge Check (Perform)
- Partnering with AI: Adobe Firefly – Revolutionizing Creativity with Generative AI

- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Formulas tab > Using Formulas, Formulas tab > CONCAT, MAXIFS, MINIFS & Formulas tab > Absolute and Sheet References
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 23: Session #23 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
- Test Your Knowledge
 - Data Tab
 - Data Tools Group - objective
 - Data Tools Group
 - Summary
 - Forecast Group - objective
 - Forecast Group
 - Summary
 - Outline Group - objective
 - Outline Group
 - Summary
 - New and improved connectors
- Test Your Knowledge
 - Knowledge Check (Perform)
- Test Your Knowledge
 - Draw Tab
 - Draw Tab - objective
 - Draw Tab
 - Summary
- Creating a Household Monthly Expense Sheet
 - Household Monthly Expense Sheet
 - Objectives
 - What are household expense sheets?
 - What are the benefits of maintaining a household expense sheet?
 - General Awareness
 - How to plan your monthly expenses?

- How to create a household monthly expense sheet using Microsoft Excel?
- Summary
- Outcome
- Test Your Knowledge
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Monthly Expenses Sheet & What's new in Excel 365 online?
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 24: Session #24 MS-CIT

- 21st Century Office Skills
 - Page Layout Tab
 - Themes Group - objective
 - Themes Group
 - Summary
 - Page Setup Group - objective
 - Page Setup Group
 - Summary
 - Scale to Fit Group - objective
 - Scale to Fit Group
 - Summary
 - Sheet Options Group - objective
 - Sheet Options Group
 - Summary
 - Arrange Group - objective
 - Arrange Group
 - Summary
 - Knowledge Check (Perform)
 - Review Tab
 - Proofing Group - objective
 - Proofing Group
 - Summary
 - Accessibility Group - objective
 - Accessibility Group

- Summary
- Insights Group - objective
 - Insights Group
 - Summary
- Language Group - objective
 - Language Group
 - Summary
- Comments Group - objective
 - Comments Group
 - Summary
- Changes Group - objective
 - Changes Group
 - Summary
- Ink Group - objective
 - Ink Group
 - Summary
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Page Layout & Review Tab
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 25: Session #25 MS-CIT

- 21st Century Office Skills
 - View Tab
 - Macros Group - objective
 - Macros Group
 - Summary
 - Show Group - objective
 - Show Group
 - Summary
 - Windows Group - objective
 - Windows Group
 - Summary
 - Workbook View Group - objective
 - Workbook View Group
 - Summary
 - Zoom Group - objective

- Zoom Group
- Summary
- Family Tree Generator
 - Objectives
 - What is a family tree?
 - Why should you make a family tree?
 - Did you know
 - How and where can you print your family tree file?
 - How to make a family tree using Microsoft Excel?
 - Summary
 - Outcome
- Knowledge Check (Perform)
 - Partnering with AI: MS Excel - Analyze Data Feature
 - Partnering with AI: Otter.ai – Your AI-Powered Meeting Assistant
 - Partnering with AI: IFTTT – Task Automation Made Easy
 - Simulation Questions (Perform)
 - Self Path Learning (Perform)
 - Family Tree Generator
 - Guided Do It Yourself (Perform)
 - Session Completion Test (Perform)
 - Home Work - Book Reading

Day 26: Session #26 MS-CIT

- 21st Century Office Skills
 - Developer Tab
 - Code Group - objective
 - Code Group
 - Summary
 - Add-ins Group - objective
 - Add-ins Group
 - Summary
 - Controls Group - objective
 - Controls Group
 - Summary
 - XML Group - objective
 - XML Group
 - Summary
 - Student's Grade Book

- Objectives
- What are student's grade book?
- What is the importance of the grade book?
- What tools can be used to create a grade book for students?
- How to create a student's grade book using Microsoft Excel?
- Summary
- Outcome
- Knowledge Check (Perform)
- Sudoku Puzzle Solver
 - Objectives
 - What is Sudoku puzzle?
 - Did you know
 - What is the purpose of solving Sudoku puzzle
 - What is Sudoku puzzle solver template?
 - What are the main features of the template?
 - What is the standard format and size of Sudoku puzzle?
 - What tools can be used to create Sudoku puzzle solver?
 - How to create Sudoku puzzle solver using Microsoft Excel?
 - Summary
 - Outcome
- Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Student's Grade Book
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 27: Session #27 MS-CIT

- 21st Century Office Skills
 - Exercise planner
 - Objectives
 - What are exercise planners and their benefits?
 - Did you know?

- What elements are to be included in an exercise planner?
- What tools can be used to create exercise planners?
- How to create an exercise planner using Microsoft Excel?
- Summary
- Outcome
- Knowledge Check (Perform)
- Grocery List
 - Objectives
 - What are grocery lists?
 - What are the benefits of creating a grocery list?
 - What tools can be used to create a grocery list?
 - How to create a grocery list using Microsoft Excel?
- Summary
- Outcome
- Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Grocery List
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 28: Session #28 MS-CIT

- 21st Century Office Skills
 - Attendance Report
 - Objectives
 - What are attendance reports?
 - Did you know
 - What is the importance of creating an attendance report?
 - What tools can be used to create an attendance report?
 - How to create an attendance report using Microsoft Excel?
 - Summary

- Outcome
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Attendance Report
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 29: Session #29 MS-CIT

- 21st Century Office Skills
 - Sales Receipt
 - Objectives
 - What are sales receipts?
 - What are the types of receipts?
 - What to include on a receipt?
 - Did you know?
 - What is the standard format and size of sales receipts?
 - What tools can be used to design a sales receipt?
 - How to create a sales receipt using Microsoft Excel?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Data Tab & Sales Receipt
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 30: Session #30 MS-CIT

- 21st Century Office Skills
 - Sports Sign Up Sheet
 - Objectives
 - What are sports sign-up sheets?
 - What elements are to be included in a sign-up sheet?
 - Where and how to print a sports sign-up sheet?
 - What tools can be used to create a sports sign-up sheet?
 - How to create a certificate using Microsoft Excel?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
 - Vertical Timeline
 - Objectives
 - What are vertical timelines?
 - Learner Tip
 - What are the benefits of using vertical timelines?
 - Who can make use of vertical timelines?
 - How to create a vertical timeline using Microsoft Excel?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Sports Sign Up Sheet
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 31: Session #31 MS-CIT

- 21st Century Office Skills
 - Academic Calendar with photos
 - Objectives
 - What are academic calendars?

- How to use Google calendar effectively
- Did you know?
- How should teachers use calendars effectively?
- What tools can be used to create an academic calendar with photos?
- Learner Tip
- How to create an academic calendar with photos using Microsoft Excel?
- Summary
- Outcome

- Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Academic Calendar with Photos
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 32: Session #32 MS-CIT

- What are 21st Century Study Skills?
 - Using Smart search on Google
 - 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
- Knowledge Check (Perform)
- Watching educational talks/sessions on TED Talks
- Digital Microscope
- PhotoMath
- PlantSnap app
- Knowledge Check (Perform)
- Anatomy Learning app
- Knowing about NASA's initiatives through NASA app
- Partnering with AI: Read Along
- Partnering with AI: Slidesgo – Your AI Presentation Maker

- Partnering with AI: Digital Wellbeing with Google
- Partnering with AI: Your Child's AI Reading Buddy"
- Partnering with AI: Amazon CodeWhisperer – AI-Powered Coding Assistant
- Partnering with AI: Mimo - Learn Coding with AI Assistance
- Partnering with AI: Inshorts - Your Quick News Companion
- Partnering with AI: Duolingo – AI-Powered Language Learning App
- DuoLingo app
- Knowledge Check (Perform)
- Quizlet app
- Mindly app
- Grasshopper app
- Knowledge Check (Perform)
- Joining online courses on Coursera.org
- Grammarly tone detector
- Study Music app
- Knowledge Check (Perform)
- Keeping track of my important events or classes all in one place using Google Calendar
- Avocation Habit tracker app
- Study Tips app
- School Planner app
- Knowledge Check (Perform)
- Partnering with AI: Amazon Code Whisperer
- Partnering with AI: Mimo
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 33: Session #33 MS-CIT

- 21st Century Study Skills
 - Participating in various Live Discussions (Facebook Live)
 - I can join Massive Open Online Courses (MOOCs)
 - Gradeup app
 - Searching and downloading eBooks (NCERT)
 - Learning by discussions in forums (quora.com)

- Knowledge Check (Perform)
- Google Keep
- Google Arts & Culture app
- Partnering with AI: Sider.AI
- Partnering with AI: Coconote AI– AI-Powered Note-Taking Assistant
- Partnering with AI: Google Fit – Your Fitness Companion
- Partnering with AI: Glider.ai – AI-Powered Talent Quality Platform
- Partnering with AI: Tynker – AI-Powered Coding Platform for Kids
- Partnering with AI: W3Schools – AI-Powered Learning Tools
- Partnering with AI: Semantic Scholar – AI-Powered Research Tool
- Partnering with AI: Scite – Revolutionizing Research with Smart Citations
- Partnering with AI: Perplexity AI – AI-Powered Search & Answer Engine
- Testing your level of Intelligence Quotient (IQ)
- Accessing the online Research Papers on Google Scholar
- Improving learning productivity using StayFocusd app

- Knowledge Check (Perform)
- Finding information about The World
- Travelling virtually using the Virtual Vacation website

- Flight Radar application
- Knowledge Check (Perform)
- Yoga & Exercise app
- Testing your level of Emotional Quotient (EQ)
- Understanding my personality type
- Knowledge Check (Perform)
- Partnering with AI: Tynker
- Partnering with AI: W3Schools
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 34: Session #34 MS-CIT

- 21st Century Office Skills
 - Introduction & User Interface
 - Introduction & User Interface - objective
 - Introduction & User Interface
 - Summary
 - Export to 4K
 - Export to Animated GIFs
 - Home Tab
 - Clipboard Group - objective
 - Clipboard Group
 - Summary
 - Slides Group - objective
 - Slides Group
 - Summary
 - Font Group - objective
 - Font Group
 - Summary
 - Paragraph Group - objective
 - Paragraph Group
 - Summary
 - Drawing Group - objective
 - Drawing Group
 - Summary
 - Editing Group - objective
 - Editing Group
 - Summary
 - Knowledge Check (Perform)
 - Insert Tab
 - Tables Group - objective
 - Tables Group
 - Summary
 - Images Group - objective
 - Images Group
 - Summary
 - Illustration Group - objective
 - Illustration Group Part - 01
 - Illustration Group Part-02
 - Summary
 - Add-Ins Group - objective

- Add-Ins Group
- Summary
 - Easier background removal from a picture
- Knowledge Check (Perform)
- Partnering with AI: Insta3D – AI-Driven Image Generation & Enhancement Tool
- Partnering with AI: Meshy AI – AI-Powered Text-to-3D Model Generator
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Home & Insert Tab
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 35: Session #35 MS-CIT

- 21st Century Office Skills
 - Design Tab
 - Design Tab - objective
 - Design Tab
 - Summary
 - Design Ideas
 - Knowledge Check (Perform)
 - Transitions Tab
 - Transitions Tab - objective
 - Transitions Tab
 - Summary
 - Morph transition
 - Knowledge Check (Perform)
- Partnering with AI: Leonardo.AI – AI-Powered Image Generation for Creators
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Design & Transition Tab
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 36: Session #36 MS-CIT

- 21st Century Office Skills
 - Animation Tab
 - Animation Tab - objective
 - Animation Tab
 - Summary
 - Knowledge Check (Perform)
 - Quiz Show Game
 - Objectives
 - What is a quiz game?
 - What is the purpose of a quiz game?
 - What elements should be included in a quiz game document or presentation?
 - What tools can be used to create a quiz show game?
 - How to create a quiz show game using Microsoft PowerPoint?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
- Partnering with AI: Animaker – Empowering Creativity with AI-Driven Video Animation
- Partnering with AI: DomoAI – AI-Powered Animation & Image Generation Platform
- Partnering with AI: Napkin AI – Transforming Text into Visuals with AI-Powered Simplicity
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Animation Tab and Quiz Game Show
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 37: Session #37 MS-CIT

- 21st Century Office Skills
 - Review Tab
 - Review Tab - objective
 - Review Tab
 - Summary
 - Knowledge Check (Perform)

- Business Pitch For A Cafe
 - Objectives
 - What is a business pitch?
 - General Awareness
 - What elements should be included in a business pitch?
 - What tools can be used to create a business pitch?
 - How to create a business pitch using Microsoft PowerPoint?
 - Summary
 - Outcome
- Knowledge Check (Perform)
 - Partnering with AI: Runway – AI Tools for Creative Professionals
 - Partnering with AI: Hedra – Revolutionizing Video Creation with Advanced AI Models
 - Simulation Questions (Perform)
 - Self Path Learning (Perform)
 - Review Tab and Business Pitch for a Cafe
 - Guided Do It Yourself (Perform)
 - Session Completion Test (Perform)
 - Home Work - Book Reading

Day 38: Session #38 MS-CIT

- 21st Century Office Skills
 - View Tab
 - Presentation Views Group - objective
 - Presentation Views Group
 - Summary
 - Master View Group - objective
 - Master View Group
 - Summary
 - Show Group - objective
 - Show Group
 - Summary
 - Zoom Group - objective
 - Zoom Group
 - Summary
 - Color Grayscale Group - objective

- Color Grayscale Group
- Summary
- Windows Group - objective
 - Windows Group
 - Summary
- Macros Group - objective
 - Macros Group
 - Summary
- Knowledge Check (Perform)
- Partnering with AI: Microsoft PowerPoint – Create a Presentation (powered by Copilot)
- Partnering with AI: MS PowerPoint Designer – Your AI Presentation Assistant
- Partnering with AI: Lumen5
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - MS PowerPoint-View Tab
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 39: Session #39 MS-CIT

- 21st Century Office Skills
 - Slide Show Tab
 - Set Up Slide Show Group - objective
 - Set Up Slide Show Group
 - Summary
 - Start Slide Show Group - objective
 - Start Slide Show Group
 - Summary
 - Presenter's Coach
 - Knowledge Check (Perform)
- Partnering with AI: MS PowerPoint's Rehearse with Coach – AI-Powered Presentation Trainer
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Slide Show Tab
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)

- Home Work - Book Reading

Day 40: Session #40 MS-CIT

- 21st Century Office Skills
 - Memories Album
 - Objectives
 - What exactly is a "memories photo album?"
 - What is the standard size of a photo album book?
 - How are photo albums made?
 - How to create a memories photo album using Microsoft PowerPoint?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
 - Recipe Book
 - Objective
 - What is a recipe book?
 - What tools can be used to create a recipe book?
 - How to create a recipe book using Microsoft PowerPoint?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
- Partnering with AI: Adobe Podcast – AI-Powered Audio Editing and Enhancement
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Memory Album and Recipe Book
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 41: Session #41 MS-CIT

- 21st Century Office Skills
 - Biography Presentation
 - Objectives

- What is a biography?
- What is a biography presentation?
- What elements to include in a biography presentation?
- How to print a biography presentation?
- How to create a biography presentation using Microsoft PowerPoint?
- Summary
- Outcome
- Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Biography Presentation
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 42: Session #42 MS-CIT

- 21st Century Office Skills
 - Geography Lesson
 - Objectives
 - What is a lesson plan presentation?
 - What should a lesson plan presentation contain?
 - What tools can be used to create a lesson plan?
 - How to create a geography lesson plan using Microsoft PowerPoint?
 - Summary
 - Outcome
- Knowledge Check (Perform)
- Partnering with AI: Descript – AI-Powered Audio and Video Editing, Edit like a Document
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Geography Lesson
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 43: Session #43 MS-CIT

- 21st Century Office Skills
 - Gardening/Yoga Workshop Poster
 - Objectives
 - What are posters?
 - How are posters important for businesses?
 - General Awareness
 - What are the factors considered to create a poster?

 - What are the types, sizes, and formats for posters?

 - What are some tips for printing a high-quality poster?
 - How to create a yoga workshop poster using Microsoft PowerPoint?
 - Summary
 - Outcome
 - Knowledge Check (Perform)
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - Gardening/ Yoga workshop poster
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 44: Session #44 MS-CIT

- 21st Century Office Skills
 - NGO donation proposal (grant proposal)
 - Objectives
 - What are NGO donation proposals?
 - What is the purpose of preparing an NGO donation proposal?
 - How to write a donation proposal?
 - How to create an NGO donation grant proposal?
 - Summary
 - Outcome
- Knowledge Check (Perform)
- Simulation Questions (Perform)

- Self Path Learning (Perform)
 - NGO Donation Proposal (Grant Proposal)
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 45: Session #45 MS-CIT (Prompt Engineering Skills)

- Prompt Engineering Skills - AI Innovations and Prompts
 - Introduction to prompts
 - What are prompts?
 - Importance of prompts
 - Real-life examples of prompts
 - Verbal prompts
 - Visual prompts
 - Written prompts
 - Interactive prompts
 - Effective use of prompts in learning
 - Knowledge Check (Perform)
 - Tailoring prompts to different learning styles
 - Overview of AI tools
 - AI tools and prompts
 - Case studies on AI-enhanced prompts
 - Balancing complexity and simplicity in prompts
 - Case Study: Creating effective prompts
 - Knowledge Check (Perform)
 - Partnering with AI: Pictory – Transform Text and Videos into Captivating Stories
 - Partnering with AI: SocialBee – AI-Powered Social Media Management
 - Partnering with AI: VEED.IO – AI-Powered Online Video Editing Platform
 - Partnering with AI: ClickUp – Revolutionizing Productivity with Artificial Intelligence
 - Partnering with AI: Udio – AI Music Creator
 - Partnering with AI: Google Colab – Collaborative Python Coding in the Cloud

- Partnering with AI: Claude AI – Your Advanced AI Assistant with Advanced Reasoning Skills
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 46: Session #46 MS-CIT (Prompt Engineering Skills)

- ChatGPT
 - Introduction to ChatGPT
 - ChatGPT's Role in Modern Communication
- Getting started
 - Creating an account
 - Logging in to ChatGPT
 - User Dashboard
 - Knowledge Check (Perform)
 - Features of ChatGPT
 - ChatGPT basics
 - Understanding the conversation flow
 - Optimizing input for desired outputs
 - Applications of ChatGPT
 - Knowledge Check (Perform)
 - ChatGPT as a Personal Assistance
 - Progress Together: ChatGPT Leading the Way
 - Evolving landscape of ChatGPT
 - Staying updated and adapting
 - Knowledge Check (Perform)
 - Partnering with AI: Microsoft 365 Copilot – Your All-in-One AI Assistant
 - Partnering with AI: Sider.ai – Your Comprehensive AI Assistant for Enhanced Browsing
 - Partnering with AI: Canva (with AI Features) – AI-Powered Design for Everyone
 - Partnering with AI: Pexels – Find Stunning Free Stock Media with Smart Search
 - Partnering with AI: Luma AI's Dream Machine – Unleashing Creativity Through AI-Driven Visual Masterpieces
 - Partnering with AI: Hailuo AI – Next-Gen AI-Powered Video and Image Generation

- Partnering with AI: InVideo AI – Revolutionizing Video Creation with Artificial
- Partnering with AI: ChatGPT – AI-Powered Conversational Assistant
- Partnering with AI: DeepSeek – Your New AI Assistant
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 47: Session #47 MS-CIT

- 21st Century Office Skills
 - I can configure MS Outlook
 - Introduction
 - What is a Personal Information Manager (PIM)?
 - Starting Outlook
 - Configuring existing Gmail account in Outlook 2019
 - Configuring existing Gmail account in Outlook 2019 (Advanced options)
 - The User Interface
 - Switching between Outlook modules
 - Summary
 - Knowledge Check (Perform)
 - I can include Signature in my outgoing mails
 - Introduction
 - Using Background Stationery
 - Using Signatures
 - Summary
 - Knowledge Check (Perform)
 - I can use Outlook to create an Address Book
 - Introduction
 - Creating a Contact
 - Using Contacts
 - Creating a Contact Group
 - Including Members in a Group
 - Emailing a Contact Group
 - Summary
 - Knowledge Check (Perform)
 - I can use Outlook to manage my email communications

- Introduction
- Creating a New Email Message
- Entering Details
- Creating Drafts
- Using Attachments
- Reading Mails
- The Reply and Forward
- Replying to a Mail
- Forwarding a Mail
- Deleting Mails
- Summary

- Knowledge Check (Perform)

- Partnering with AI: LinkedIn – AI-Powered Professional Networking & Career Growth
- Simulation Questions (Perform)
- Self Path Learning (Perform)
 - I can configure MS Outlook
- Guided Do It Yourself (Perform)
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 48: Session #48 MS-CIT

- 21st Century Office Skills
 - I can use Outlook to organize my Mailbox
 - Introduction
 - Using Categories
 - Modifying Categories
 - Using Flags
 - Using Folders
 - Searching for Mails
 - Sorting Mails
 - Summary
 - Knowledge Check (Perform)
 - I can schedule meets using Outlook's Planner
 - Introduction
 - Creating an Event
 - Appointment versus Event
 - Converting an Appointment into an Event
 - Creating Meeting Request

- Summary
- I can use Outlook Calendar to schedule Appointments
 - Introduction
 - Calendar Views
 - Creating Appointments
 - Setting event details
 - Reminders
 - Setting Meetings
 - Recurring Appointments
 - Summary
- I can send out Newsletters by integrating Outlook and Word
 - Introduction
 - Sharing a Word Document
 - Dispatching Newsletter
 - Summary
- I can use Outlook to track the progress of items in my Task List
 - Introduction
 - Creating a Task
 - Editing a Task
 - Completed Tasks
 - Deleting a Task
 - Outcome
 - Summary
- Knowledge Check (Perform)
 - Partnering with AI: Microsoft Outlook – AI-Powered Email Drafting with Copilot
 - Partnering with AI: Foundit – AI-Enhanced Job Search and Career Development Platform
 - Partnering with AI: Naukri – AI-Powered Job Search & Resume Optimization
 - Simulation Questions (Perform)
 - Self Path Learning (Perform)
 - I can use Outlook to organize my Mailbox
 - Session Completion Test (Perform)
 - Home Work - Book Reading

Day 49: Session #49 MS-CIT

- Cyber Security Skills
 - Using safely remove hardware option
 - Beware of fake profiles on Social Media Sites
 - Knowledge Check (Perform)
 - Securing WhatsApp DP
 - Publishing material containing sexually explicit conducts

 - Knowledge Check (Perform)
 - Defamation through social media and its legal implications

 - Cheating through matrimonial sites
 - Knowledge Check (Perform)
 - Safety Tips for using Login IDs and Passwords on Public Computers
 - Hiring a Cab and Safety
 - Knowledge Check (Perform)
 - Sharing and Forwarding on social media
 - How to prevent unwanted ADs and Pop-ups?
 - Knowledge Check (Perform)
 - Using a physical lock for laptop
 - Checking the warranty of a product or gadget
 - Knowledge Check (Perform)
 - Noting down the IMEI Code
 - Avoiding malware
 - Partnering with AI: Avast Antivirus & Security - AI-Powered Mobile Protection
 - Partnering with AI: Swachhata App - Empowering Citizens for a Cleaner India
 - Knowledge Check (Perform)
 - Session Completion Test (Perform)
 - Home Work - Book Reading

Day 50: Session #50 MS-CIT

- Cyber Security Skills
 - How to block SIM card?

- Use of cracked or pirated software and its legal consequences
- Beware of fake emails
- Securing net banking and online transactions on public computers
- Knowledge Check (Perform)
- Fake phone call regarding online lucky draw
- Online Sexual Harassments and its Legal implications

- Cheating through online lottery and fake messages

- Knowledge Check (Perform)
- Online work from home scams
- Social media blackmailing
- Unknown email and safety tips
- Physical Security of Debit and Credit card
- Knowledge Check (Perform)
- Display and distribution of pirated music & videos and its legal consequences
- Protection of Data
- What if my mobile is stolen?
- Safety tips for Using public Wi-Fi networks
- Knowledge Check (Perform)
- Securing AADHAAR card data
- Online mobile games and its hazards
- Beware of peeping while using passwords and PINs

- Safety Tips for selfies
- Knowledge Check (Perform)
- Data Tampering and its legal implications
- Use of Mobile while walking and driving
- Internet and Drug Trafficking
- Managing and Maintaining strong passwords
- Knowledge Check (Perform)
- Secure online banking and information safety
- Tracking the data (internet) on android phone
- Using an Antivirus software
- Securing the profile on Facebook
- Using App Locker Tools

- Knowledge Check (Perform)
- Knowledge Check (Perform)
- Partnering with AI: TryHackMe – Interactive Cybersecurity Learning Platform
- Session Completion Test (Perform)
- Home Work - Book Reading

Day 51: Session #51 MS-CIT

- External Exam Preparation 01

Day 52: Session #52 MS-CIT

- External Exam Preparation 02

Day 53: Session #53 MS-CIT

- External Exam Preparation 03

Day 54: Session #54 MS-CIT

- External Exam Preparation 04

Day 55: Session #55 MS-CIT

- External Exam Preparation 05

Day 56: Session #56 MS-CIT

- External Exam Preparation 06

Day 57: Session #57 MS-CIT

- External Exam Preparation 07

Day 58: Session #58 MS-CIT

- External Exam Preparation 08

Day 59: Session #59 MS-CIT

- External Exam Preparation 09

Day 60: Session #60 MS-CIT

- External Exam Preparation 10