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

- o Correct Posture
  - How to Practice Typing?
  - Typing Practice/टाइपिंग प्रैक्टिस (Perform)
  - Typing Practice/टाइपिंग प्रैक्टिस (Perform)
- 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

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- 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

- - - o Using Keys
      - o 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

MS-CIT 2025 Day-Wise Break-Up

- - 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

- o Selecting Text
- o Editing Text
- o Undoing and Redoing
- o Editing Modes
- Microsoft Excel
  - o Objectives
  - o Creating a Workbook
  - o Using Templates
  - o Downloading Templates
  - o Case Study
  - o Creating a Blank Workbook
  - o Moving Between Cells
  - o Entering Headings
  - o Entering Data
  - o Adjusting Column Width
- Open Office Calc
  - o Objective
  - o Creating a Spreadsheet
  - o Case Study
  - o Moving Between Cells
  - o Entering Headings
  - o Entering Data
  - o Adjusting Column Width
- Skills Required for Data Entry
- Types of Data Entry Jobs
- Role of a Data Entry Operator - objectives

MS-CIT 2025 Day-Wise Break-Up

- o   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)
- 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
- 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)

MS-CIT 2025 Day-Wise Break-Up

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

Day 07:   **Session #07 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 08:   Session #08 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

MS-CIT 2025 Day-Wise Break-Up

- 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 09:   **Session #09 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 10:   **Session #10 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
    - Citiation Group - objective
      - Citiation Group
      - Summary
    - Caption Group - objective
      - Caption Group
      - Summary
    - Index Group - objective
      - Index Group
      - Summary
    - Table of Authorities Group - objective
      - Table of Authorities Group

MS-CIT 2025 Day-Wise Break-Up

- - - 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 11: **Session #11 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
  - o 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 12: **Session #12 MS-CIT**

- Introduction to the Session
- 21st Century Office Skills
  - Review Tab
    - o Proofing Group - objective
      - Proofing Group
      - Summary
    - o Grammar Check
    - o MS Office Pro Tips
    - o 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!

MS-CIT 2025 Day-Wise Break-Up

- 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 13:   **Session #13 MS-CIT**

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

- - - Summary
    - o Immersive Group - objective
        - Immersive Group
        - Summary
    - o Page Movement Group - objective
        - Page Movement Group
        - Summary
    - o Show Group - objective
        - Show Group
        - Summary
    - o Windows Group - objective
        - Windows Group
        - Summary
    - o Zoom Group - objective
        - Zoom Group
        - Summary
    - o Macros Group - objective
        - Macros Group
        - Summary
    - o Sharepoint Group - objective
        - Sharepoint Group
        - Summary
  - Test Your Knowledge
    - Knowledge Check (Perform)
    - Help Tab
        - o 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 14:   **Session #14 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

- o Outcome
- Test Your Knowledge
  - Knowledge Check (Perform)
- Designing an Impactful Flyer!
  - Flyer
    - o Objectives
    - o What is a flyer?
    - o Did you know
    - o What is the importance of flyers?
    - o What are the types of flyers and the required print papers?
    - o What content and elements should be added to flyers?
    - o Did you know
    - o How to create a flyer using Microsoft Word?
    - o Summary
    - o 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 15:   Session #15 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 16:   Session #16 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

Day 17:   Session #17 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

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- 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

MS-CIT 2025 Day-Wise Break-Up

- Partnering with AI: Google AI Studio
- 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

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

Day 18:   **Session #18 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
      - o Alignment Group - objective
        - - Alignment Group
        - - Summary
      - o Number Group - objective
        - - Number Group
        - - Summary
      - o Styles Group - objective
        - - Styles Group
        - - Summary
      - o Cells Group - objective
        - - Cells Group
        - - Summary
      - o Editing Group - objective
        - - Editing Group
        - - Summary
  - Test Your Knowledge
    - • Knowledge Check (Perform)
  - 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 19:   **Session #19 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

- o Links Group - objective
  - Links Group
  - Summary
- o Text Group - objective
  - Text Group
  - Summary
- o Symbols Group - objective
  - Symbols Group
  - Summary
- o 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 20:   Session #20 MS-CIT

- Introduction to the Session
- 21st Century Office Skills
  - Formulas Tab
    - o 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 21:   Session #21 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 22:   **Session #22 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
    - o Arrange Group - objective
      - ▪ Arrange Group
      - ▪ Summary
- Knowledge Check (Perform)
- Review Tab
  - o Proofing Group - objective
    - ▪ Proofing Group
    - ▪ Summary
  - o Accessibility Group - objective
    - ▪ Accessibility Group
    - ▪ Summary
  - o Insights Group - objective
    - ▪ Insights Group
    - ▪ Summary
  - o Language Group - objective
    - ▪ Language Group
    - ▪ Summary
  - o Comments Group - objective
    - ▪ Comments Group
    - ▪ Summary
  - o Changes Group - objective
    - ▪ Changes Group
    - ▪ Summary
  - o 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 23:   **Session #23 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
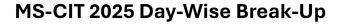   - Zoom Group - objective
      - Zoom Group
      - Summary

- 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 24:   **Session #24 MS-CIT**

- 21st Century Office Skills
  - Developer Tab
    - Code Group - objective
      - Code Group
      - Summary

- o Add-ins Group - objective
    - Add-ins Group
    - Summary
- o Controls Group - objective
    - Controls Group
    - Summary
- o XML Group - objective
    - XML Group
    - Summary
- Student's Grade Book
    - o Objectives
    - o What are student's grade book?
    - o What is the importance of the grade book?
    - o What tools can be used to create a grade book for students?
    - o How to create a student's grade book using Microsoft Excel?
    - o Summary
    - o Outcome
- Knowledge Check (Perform)
- Sudoku Puzzle Solver
    - o Objectives
    - o What is Sudoku puzzle?
    - o Did you know
    - o What is the purpose of solving Sudoku puzzle
    - o What is Sudoku puzzle solver template?
    - o What are the main features of the template?
    - o What is the standard format and size of Sudoku puzzle?

- o What tools can be used to create Sudoku puzzle solver?
- o How to create Sudoku puzzle solver using Microsoft Excel?
- o Summary
- o 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 25:   **Session #25 MS-CIT**

- 21st Century Office Skills
  - Exercise planner
    - o Objectives
    - o What are exercise planners and their benefits?
    - o Did you know?
    - o What elements are to be included in an exercise planner?
    - o What tools can be used to create exercise planners?
    - o How to create an exercise planner using Microsoft Excel?
    - o Summary
    - o 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 26:   Session #26 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

- o 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 27:   **Session #27 MS-CIT**

- ▪ 21st Century Office Skills
  - • Sales Receipt
    - o Objectives
    - o What are sales receipts?
    - o What are the types of receipts?
    - o What to include on a receipt?
    - o Did you know?
    - o What is the standard format and size of sales receipts?
    - o What tools can be used to design a sales receipt?
    - o How to create a sales receipt using Microsoft Excel?
    - o Summary
    - o 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 28:   Session #28 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 29: **Session #29 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 30: **Session #30 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
- 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

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- 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 31:   **Session #31 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 32:   **Session #32 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 33:   **Session #33 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 34:   **Session #34 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 35: **Session #35 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 36: **Session #36 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)

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

Day 37:   **Session #37 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 38:   **Session #38 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 39:   **Session #39 MS-CIT**

- 21st Century Office Skills
  - Geography Lesson

- o Objectives
- o What is a lesson plan presentation?
- o What should a lesson plan presentation contain?
- o What tools can be used to create a lesson plan?
- o How to create a geography lesson plan using Microsoft PowerPoint?
- o Summary
- o 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 40:   **Session #40 MS-CIT**

- 21st Century Office Skills
  - Gardening/Yoga Workshop Poster
    - o Objectives
    - o What are posters?
    - o How are posters important for businesses?
    - o General Awareness
    - o What are the factors considered to create a poster?
    - o What are the types, sizes, and formats for posters?
    - o 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 41:   Session #41 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 42:   **Session #42 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 43: **Session #43 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 44:   **Session #44 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

- o Switching between Outlook modules
- o Summary
- Knowledge Check (Perform)
- I can include Signature in my outgoing mails
    - o Introduction
    - o Using Background Stationery
    - o Using Signatures
    - o Summary
- Knowledge Check (Perform)
- I can use Outlook to create an Address Book
    - o Introduction
    - o Creating a Contact
    - o Using Contacts
    - o Creating a Contact Group
    - o Including Members in a Group
    - o Emailing a Contact Group
    - o Summary
- Knowledge Check (Perform)
- I can use Outlook to manage my email communications
    - o Introduction
    - o Creating a New Email Message
    - o Entering Details
    - o Creating Drafts
    - o Using Attachments
    - o Reading Mails
    - o The Reply and Forward

MS-CIT 2025 Day-Wise Break-Up

- o Replying to a Mail
- o Forwarding a Mail
- o Deleting Mails
- o 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 45: **Session #45 MS-CIT**

- 21st Century Office Skills
  - I can use Outlook to organize my Mailbox
    - o Introduction
    - o Using Categories
    - o Modifying Categories
    - o Using Flags
    - o Using Folders
    - o Searching for Mails
    - o Sorting Mails
    - o Summary
  - Knowledge Check (Perform)
  - I can schedule meets using Outlook's Planner

- o Introduction
- o Creating an Event
- o Appointment versus Event
- o Converting an Appointment into an Event
- o Creating Meeting Request
- o Summary
- I can use Outlook Calendar to schedule Appointments
  - o Introduction
  - o Calendar Views
  - o Creating Appointments
  - o Setting event details
  - o Reminders
  - o Setting Meetings
  - o Recurring Appointments
  - o Summary
- I can send out Newsletters by integrating Outlook and Word
  - o Introduction
  - o Sharing a Word Document
  - o Dispatching Newsletter
  - o Summary
- I can use Outlook to track the progress of items in my Task List
  - o Introduction
  - o Creating a Task
  - o Editing a Task
  - o Completed Tasks
  - o Deleting a Task

MS-CIT 2025 Day-Wise Break-Up

- o Outcome
- o 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 46:   **Session #46 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
- How to block SIM card?
- Use of cracked or pirated software and its legal consequesces
- 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 consequesces
- 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 Maintaing 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
- Knowledge Check (Perform)
- Session Completion Test (Perform)

- Home Work - Book Reading

Day 47: **Session #47 MS-CIT**

  ▪ एक्सटर्नल परीक्षेची तयारी ०१

Day 48: **Session #48 MS-CIT**

  ▪ एक्सटर्नल परीक्षेची तयारी ०२

Day 49: **Session #49 MS-CIT**

  ▪ एक्सटर्नल परीक्षेची तयारी ०३

Day 50: **Session #50 MS-CIT**

  ▪ एक्सटर्नल परीक्षेची तयारी ०४