

**MS-CIT IT Awareness 2023: Day-wise Break-up**



In MS-CIT, the learner can learn on ALC's computer. They can also perform Lab on the ALC's computer only.

**MS-CIT IT Awareness 2023**

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
<b>Day 01</b>	<b>Session #01</b>						
		<b>MS-CIT Introduction</b>					
		<b>Theory Content</b>					
			Basic Computer and Smartphone Skills				
				Getting introduced to Parts of Laptop/Computer and know how each part works			
					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?		
				Starting and logging in the computer/laptop			
				Computer/Laptop Accessories			
					Headphone		
					Mouse		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Keyboard	
					Webcam	
				Shutting down and logging off a computer and laptop		
			Basic Computer and SmartPhone Skills			
				Types of mouse		
				Keys on the keyboard, Layouts of keyboard		
				Get to know Monitors / other screen display devices (Smart TV)		
				Connect Laptop to Projector		
			Digital Skills for Daily Life			
				Configuring and activating internet connection for smartphone		
				Enabling data connection and activating mobile Hotspot through smartphone (Tethering)		
				Opening and operating a Gmail account for your convenience to access mails anywhere		
			Smart Typing Skills			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
				Basics of Keyboarding				
				Why should you learn typing and need for typing?				
			<b>Lab</b>					
				Typing Practice/टाइपिंग प्रैक्टिस				
				Knowledge Check				
				Session Completion Test				
				Home Work				
<b>Day 02</b>	<b>Session #02</b>							
			<b>Theory Content</b>					
				MS Office Skills (Windows)				
					Connecting a headset to hear audio on my computer			
					Overview of Operating System			
					Introduction to Windows 10			
					What happens when a computer starts?			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				About Desktop and its elements like Icons, Wallpapers, Screensaver, start menu etc.			
			Digital Skills for Daily Life				
				Creating our Digital Identity - Our Gmail account			
				Creating a strong email password and Resetting it quickly			
				Using @ feature to address specific recipients of the email			
			Smart Typing Skills				
				Introduction to Typing			
				Touch Typing			
				Understanding Muscle Memory			
				Names of Fingers			
				Finger Placement for efficient keyboarding			
			<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस			
				Knowledge Check			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 03</b>	<b>Session #03</b>						
			<b>Theory Content</b>				
				Job Readiness Skills			
					Personalize our desktop by changing beautiful wallpapers and attractive themes of our choice		
					Use Paint Application for Simple Drawings		
				Digital Skills for Daily Life			
					Using templates to respond quickly to mails in Gmail		
					Using automatic signature in Gmail for your Outgoing mails		
					Scheduling mails in Gmail to send your mails at a specific time		
					Using Read receipt		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Use of Undo Send feature in Gmail to recall emails			
			Smart Typing Skills				
				Practice Makes Perfect			
				Minimise Hand Movements			
				Typing Trivia			
				Measuring Progress			
					How to Measure Progress?		
		<b>Lab</b>					
				Typing Practice/टाइपिंग प्रैक्टिस			
				Knowledge Check			
				Session Completion Test			
				Home Work - Book Reading			
<b>Day 04</b>	<b>Session #04</b>						
			<b>Theory Content</b>				
				MS Office Skills (Windows)			
					Pinning items on taskbar and start menu in Windows 10 for your ease of access		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Managing Files, Folders and Libraries in Windows 10			
			Basic Computer and SmartPhone Skills				
				Using Wi-Fi at home to access high speed internet			
				Using wired connections for connecting computers			
			Digital Skills for Daily Life				
				Using WhatsApp on desktop for sharing files easily and quickly			
				Sending message to someone in WhatsApp without saving the number			
				Formating your message text in WhatsApp			
				Pinning your important chats in WhatsApp			
				Bookmarking important messages in WhatsApp (Starred messages)			
			Marking the received messages as Unread to reply later in WhatsApp				



## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Secure your WhatsApp account with Two step Authentication			
			Smart Typing Skills				
				Home Row			
					The Space Bar		
					The Enter Key		
					Using Keys		
					Typing Tips		
					Learning the G and H Keys		
					Using Keys		
					Typing Tips		
					Learning the Apostrophe Key		
					Using Keys		
					Typing Trivia		
			<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस			
				Knowledge Check			
				Session Completion Test			
				Home Work - Book Reading			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
<b>Day 05</b>	<b>Session #05</b>						
		<b>Theory Content</b>					
			Basic IT Awareness				
				World of Games			
					What are the Games		
					Importance of games		
					Some popular games		
				Careers in gaming			
					Job roles in gaming		
						Game tester	
						Game Designer	
						Visual Designer	
					The gaming experience		
						Roles in development	
						Getting that idea	
						Phases in Game Development	
			MS Office Skills				
			Explorer Views				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Creating Folders and Libraries			
				Disk clean-up and Disk-defragmenter for identifying and eliminating non-essential files			
				Understand about Data, how it is important in today's age, types of data			
			Digital Skills for Daily Life				
				Setting up your business account in WhatsApp			
				Setup automated replies in WhatsApp for Business account			
				Sharing large size files on WhatsApp			
				Using the Read message aloud feature in WhatsApp Web			
				Logging out from WhatsApp from Smartphone and Desktop			
			Smart Typing Skills				
				Top Row			
					Using Keys		
					Typing Tips		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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	
			<b>Lab</b>			
				Typing Practice/टाइपिंग प्रैक्टिस		
				Knowledge Check		
				Session Completion Test		
			Home Work - Book Reading			
<b>Day 06</b>	<b>Session #06</b>					
		<b>Theory Content</b>				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			MS Office Skills (Windows)			
				Using a Notepad file to type & edit plain text in it		
				Restarting, shutting down, locking, logging off and hibernating a laptop		
			Basic IT Awareness			
				Let's Work on Windows for		
				Changing taskbar settings to personalise your desktop as per your convenience		
			Digital Skills for Daily Life			
				Using BHIM App for UPI Payment		
				Changing your profile name in Google Pay		
				Sending money to your contacts using Google Pay		
				Sending money using QR code in Google Pay		
				Requesting money from your contacts in Google Pay		
			Smart Typing Skills			
				Introduction to Typing		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What is Touch Typing?	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Overview of Operating System		
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 07</b>	<b>Session #07</b>					
		<b>Theory Content</b>				
			MS Office Skills (Windows)			
				Changing date and time settings in your computer		
				Changing taskbar settings to personalise your desktop as per your convenience		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Digital Skills for Daily Life			
				Online shopping using Flipkart app		
				UPI Payment and using Wallet feature in Flipkart App		
				Searching products online across various platforms through Photo Scan by Google Photos		
				Using background blur in Google Meet		
				Collaborate in Google Meet using Jamboard		
				Adding reference document in your Google Meet Invite		
				Smart Typing Skills		
				Names of Fingers		
				Finger Placements		
		<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस		
				Self Path Learning (Windows 10 Required)		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
				Understanding the Files, Folders and Libraries				
			Guided Do It Yourself					
			Knowledge Check					
			Session Completion Test					
			Home Work - Book Reading					
<b>Day 08</b>	<b>Session #08</b>							
			<b>Theory Content</b>					
				MS Office Skills (Windows)				
					Creating and deleting shortcuts of all the windows elements for ease of access			
					USB drives and other different types of Memory Card Readers			
				Digital Skills for Daily Life				
					Using different presentation modes in Google Meet			
					Using Captions and host controls in Google Meet			



## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Pinning a participant in Google Meet			
				Sharing video recording and chat transcript with participant after Google Meet is over			
				Searching for any location using Google Maps (Downloading for Offline navigation)			
				Using Ola Cabs app to book a cab online			
				Using MakeMyTrip app to organize the trip online			
			Smart Typing Skills				
				Practice Makes Perfect			
				Minimise Hand Movements			
				Typing Trivia			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning (Windows 10 Required)				
				What is an Operating System?			
			Guided Do It Yourself				
		Knowledge Check					

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 09</b>	<b>Session #09</b>						
		<b>Theory Content</b>					
			MS Office Skills (Windows)				
				I can capture a screen using the snipping tool			
				Changing to Indian languages using system setting			
				Setting Anti-Virus on your Computer to keep you safe in the cyber world			
				I can Interact with a Computer			
					Windows Desktop		
					Icon		
					Tool Tip		
					Icons Provided By Windows		
					Taskbar Start button		
			Task View				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Cortana	
					Action Center	
					Recycle Bin	
					Summary	
			Digital Skills for Daily Life			
				Setting up a Telegram account		
				Searching and joining public channels on the Telegram app for study groups		
				Sharing large files in the Telegram app quickly		
				Creating a Poll or Quiz in Telegram app for conducting surveys		
				Starting a secret chat in Telegram App to maintain privacy		
			Smart Typing Skills			
				Measuring Progress		
					How to Measure Progress?	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Self Path Learning (Windows 10 Required)				
				Changing taskbar settings to personalise your desktop as per your convenience			
			Guided Do It Yourself				
			Knowledge Check				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 10</b>	<b>Session #10</b>						
			<b>Theory Content</b>				
				MS Office Skills (Windows)			
					Using data across various applications (Copying data between applications)		
					Windows Update		
				Digital Skills for Daily Life			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Using Virtual background feature in Zoom meetings to avoid disruptive backgrounds			
				Sharing video and audio in Zoom meeting			
				Managing participants in Zoom Meeting to handle their access rights			
				Recording your Zoom meetings			
				Using file sharing feature in Zoom			
			Smart Typing Skills				
				What is Ergonomics?			
					Correct Posture		
					Correct Posture		
			<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस			
				Self Path Learning (Windows 10 Required)			
					I can start a computer		
				Guided Do It Yourself			
				Knowledge Check			
			Session Completion Test				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Home Work - Book Reading			
<b>Day 11</b>	<b>Session #11</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Introduction & User Interface		
					Introduction & User Interface	
					Introduction & User Interface	
					Summary	
				File Tab		
					File Tab	
						File Tab
						Summary
				Home Tab		
					Clipboard Group	
						Clipboard Group
						Summary
				Font Group		
					Font Group	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Summary
					Paragraph Group	
						Paragraph Group Part 01
						Paragraph Group Part 02
						Summary
					Style Group	
						Style Group
						Summary
					Editing Group	
						Editing Group
						Summary
			Digital Skills for Daily Life			
				Enabling Google Assistant on your smartphone		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Using Google Assistant through voice commands for effective search (online and on-device) like, searching phone numbers, PDFs, mails etc., remind you of important events-things, scheduling meetings, calls, messaging etc.			
				Setting up Amazon Alexa on your smartphone and using various skills in it			
			Smart Typing Skills				
				Home Row			
					The Space Bar		
					The Enter Key		
					Using Keys		
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				File Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
		Simulation Questions					



## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 12</b>	<b>Session #12</b>						
			<b>Theory Content</b>				
				21st Century Office Skills			
					Coupon		
					Practice and Create the Outputs in Office 365 Online		
					I know about Office 365 online		
					How to work with Office 365 Online on your Computer?		
					How to work with Office 365 on your Smartphone?		
					What's new in Word 365 online?		
					Digital Skills for Daily Life		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Using Google Translate to translate text, handwriting, photos, and speech in multiple languages			
				Using Google Translate in Conversation mode - for improving the communication in different languages			
				Sharing a video from YouTube at a specific time duration with your friends			
			Smart Typing Skills				
				Typing Tips			
				Learning the G and H Keys			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Home Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
		Session Completion Test					

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
<b>Day 13</b>	<b>Session #13</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Insert Tab			
					Pages Group		
						Pages Group Summary	
					Tables Group		
						Tables Group Summary	
					Tables Group Design Tab		
						Tables Group Design Tab Summary	
					Tables Group Layout Tab		
						Tables Group Layout Tab Summary	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					Illustration Group		
						Illustration Group Part 01	
						Illustration Group Part 02	
						Summary	
					Add-Ins Group		
						Add-Ins Group	
						Summary	
					Media Group		
						Media Group	
						Summary	
					Links Group		
						Links Group	
						Summary	
					Comments Group		
						Comments Group	
						Summary	
					Header & Footer Group		
						Header & Footer Group	
						Summary	
					Text Group		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Text Group
						Summary
						Symbols Group
						Symbols Group Summary
				Draw Tab		
						Pens Group and Tools Group
						Pens Group and Tools Group Summary
						Convert Group
						Convert Group Summary
				Design Tab		
						Document Formatting Group
						Document Formatting Group Summary
						Page Background Group
						Page Background Group

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Summary
			What are 21st Century Study Skills?			
				Using Smart search on Google to look for more information about your study topics (Filters, Copyrights, PDFs, Images, PPTs, Documents etc.)		
				Using Wikipedia to search for any information quickly		
				Searching Synonyms, Antonyms and Thesaurus on dictionary.com for your project report		
				Using Google lens to digitally copy and paste your handwritten notes		
			Smart Typing Skills			
				Using Keys		
				Typing Tips		
				Learning the Apostrophe Key		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Insert, Draw & Design Tab		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Guided Do It Yourself				
			Processfolio				
			Knowledge Check				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 14</b>	<b>Session #14</b>						
			<b>Theory Content</b>				
				21st Century Office Skills			
					Layout Tab		
						Page Setup Group	
							Page Setup Group Summary
						Paragraph Group	
							Paragraph Group Summary
						Arrange Group	
							Arrange Group Summary

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Travel Itinerary			
			21st Century Study Skills				
				Watching educational talks/sessions on TED Talks			
				Converting your smartphone into a Digital Microscope			
				Understanding and solving Maths equations using the PhotoMath, Microsoft Maths Solver, Brainly and Socratic app			
				Identifying all the plants near me using PlantSnap app			
			Smart Typing Skills				
				Using Keys			
				Typing Trivia			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Travel Itinerary			
			Knowledge Check				
		Guided Do It Yourself					



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 15</b>	<b>Session #15</b>						
			<b>Theory Content</b>				
				21st Century Office Skills			
					Reference Tab		
						Table of Contents	
							Table of Contents Summary
						Footnotes Group	
							Footnotes Group Summary
						Research Group	
							Research Group Summary
				Citiation Group			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Citation Group	
						Summary	
						Caption Group	
						Caption Group	
						Summary	
						Index Group	
						Index Group	
						Summary	
						Table of Authorities Group	
						Table of Authorities Group	
						Summary	
					Greeting Card		
			21st Century Study Skills				
				Knowing about the human body anatomy using Anatomy Learning app			
				Knowing about NASA's initiatives through NASA app			
			Learning a new language by interacting with my phone with the DuoLingo app				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Smart Typing Skills			
				Top Row		
					Using Keys	
					Typing Tips	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Greeting Card		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 16</b>	<b>Session #16</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Certificate		
		21st Century Study Skills				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Memorizing the lessons quicker by preparing the flash card using the Quizlet app			
				Making a mind map of any concept using Mindly app to understand the concept in a better way			
				Learning to code with fun and quick games using Grasshopper app			
			Smart Typing Skills				
				Learning the B and N Keys			
				Using Keys			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Certificate			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
		Home Work - Book Reading					

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
<b>Day 17</b>	<b>Session #17</b>							
		<b>Theory Content</b>						
			21st Century Office Skills					
				Mailing Tab				
						Create Group		
							Create Group Summary	
						Start Mail Merge Group		
							Start Mail Merge Group Summary	
						Write and Insert Fields Group		
							Write and Insert Fields Group Summary	
						Preview Result Group		
							Preview Result Group Summary	
				Finish Group				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Finish Group	
						Summary	
				Volunteer form			
			21st Century Study Skills				
				Joining online courses on Coursera.org			
				Using Grammarly plugin to avoid grammatical mistakes			
				Listening to tunes from various track and study with better concentration - Study Music app			
			Smart Typing Skills				
				Learning the E and I Keys			
				Using Keys			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Volunteer Form			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
		Session Completion Test					

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
<b>Day 18</b>	<b>Session #18</b>						
			<b>Theory Content</b>				
				21st Century Office Skills			
					Flyer		
					Bookmark		
				21st Century Study Skills			
					Keeping track of my important events or classes all in one place using Google Calendar		
					Developing and tracking goals/good habits using the Avocation Habit tracker app		
					Studying smartly using the tricks and trips provided by the Study Tips app		
					Remembering the daily school tasks using the School Planner app		
			Smart Typing Skills				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Learning the W and O Keys			
				Using Keys			
				Typing Tips			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Flyer			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 19</b>	<b>Session #19</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Review Tab			
						Proofing Group	



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Proofing Group	
						Summary	
						Speech Group	
						Speech Group	
						Summary	
						Accessibility Group	
						Accessibility Group	
						Summary	
						Language Group	
						Language Group	
						Summary	
						Comments Group	
						Comments Group	
						Summary	
						Tracking Group	
						Tracking Group	
						Summary	
						Changes Group	
						Changes Group	
						Summary	
					Compare Group		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Compare Group Summary
						Protect Group
						Protect Group Summary
						Ink Group
						Ink Group Summary
			21st Century Study Skills			
				Participating in various Live Discussions (Facebook Live)		
				I can join Massive Open Online Courses (MOOCs)		
			Smart Typing Skills			
				Learning the Q and Y Keys		
				Using Keys		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Bookmark		
			Knowledge Check			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 20</b>	<b>Session #20</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Invitation Card		
				Templates for Efficient Note Taking		
			21st Century Study Skills			
				Confidently appearing for exams after attempting mock tests using Gradeup app		
				Searching and downloading eBooks (NCERT)		
				Learning by discussions in forums (quora.com)		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Smart Typing Skills			
				Learning the P and T Keys		
				Using Keys		
				Typing Trivia		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Invitation Card		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 21</b>	<b>Session #21</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				View Tab		
				Views Group		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Views Group	
						Summary	
						Immersive Group	
						Immersive Group Summary	
						Page Movement Group	
						Page Movement Group Summary	
						Show Group	
						Show Group Summary	
						Windows Group	
						Windows Group Summary	
						Zoom Group	
						Zoom Group Summary	
						Macros Group	
						Macros Group Summary	
						Sharepoint Group	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Sharepoint Group Summary
				Help Tab		
					Help Tab	
						Help Tab Summary
			21st Century Study Skills			
				Organizing my day/Notes, important points using Google Keep		
				Learning about artwork and culture from around the globe using Google Arts & Culture app		
			Smart Typing Skills			
				Bottom Row		
					Using Keys	
					Learning the C and Comma Keys	
					Using Keys	
					Typing Tips	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
				Templates for Efficient Note Taking				
			Knowledge Check					
			Guided Do It Yourself					
			Processfolio					
			Simulation Questions					
			Session Completion Test					
			Home Work - Book Reading					
<b>Day 22</b>	<b>Session #22</b>							
			<b>Theory Content</b>					
				21st Century Office Skills				
					Survey Report			
				21st Century Study Skills				
					Testing your level of Intelligence Quotient (IQ)			
					Accessing the online Research Papers on Google Scholar			
					Improving learning productivity using StayFocusd app			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Relaxing body and mind using Yoga & Exercise app		
			Smart Typing Skills			
				Learning the Tab Key		
				Using Keys		
				Typing Tips		
				Typing Trivia		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Survey Report		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
		Home Work - Book Reading				
<b>Day 23</b>	<b>Session #23</b>					
			<b>Theory Content</b>			
			21st Century Office Skills			



## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Introduction & User Interface			
					Introduction & User Interface		
					Introduction & User Interface		
					Summary		
				File Tab			
					File Tab		
						File Tab	
						Summary	
				Home Tab			
					Home Tab		
						Home Tab	
						Summary	
					Font Group		
						Font Group	
						Summary	
					Clipboard Group		
						Clipboard Group	
						Summary	
					Alignment Group		
						Alignment Group	
					Summary		
				Number Group			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Number Group	
						Summary	
						Styles Group	
						Summary	
						Cells Group	
						Summary	
						Editing Group	
						Summary	
						21st Century Study Skills	
					Finding information about The World using the website <a href="https://knoema.com/atlas">https://knoema.com/atlas</a>		
					Travelling virtually using the Virtual Vacation website		
					Tracking live status of any flight using Flight Radar application		
					Smart Typing Skills		
					Learning the X and Period Keys		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Using Keys		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				File Tab		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 24</b>	<b>Session #24</b>					
		<b>Theory Content</b>				
		21st Century Office Skills				
			Monthly Expense Sheet			
			What's new in Excel 365 online?			
		21st Century Study Skills				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Relaxing body and mind using Yoga & Exercise app			
				Testing your level of Emotional Quotient (EQ)			
				Understanding my personality type - <a href="https://www.16personalities.com/">https://www.16personalities.com/</a>			
			Smart Typing Skills				
				Learning the Z and Slash Keys			
				Using Keys			
				Typing Tips			
			<b>Learn 21st Century Office Skills through Self Path Learning</b>				
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Monthly Expense Sheet			
				Knowledge Check			
				Guided Do It Yourself			
				Processfolio			
			Simulation Questions				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 25</b>	<b>Session #25</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Insert Tab			
						Tables Group	
							Tables Group Summary
						Filters Group	
							Filters Group Summary
						Illustrations Group	
							Illustrations Group Summary
						Charts Group	
							Charts Group Summary
						Tours Group	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Tours Group
						Summary
						Sparklines Group
						Sparklines Group Summary
						Quick Analysis
						Quick Analysis Summary
						Links Group
						Links Group Summary
						Text Group
						Text Group Summary
						Symbols Group
						Symbols Group Summary
			Digital India Skills			
				Downloading Forms online for different Government Schemes		
				Applying for Birth Certificate online (and how you can help someone to apply for a Birth Certificate)		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Smart Typing Skills			
				Shift Keys		
					Using Keys	
					Typing Tips	
					Typing Trivia	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Insert Tab		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 26</b>	<b>Session #26</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Attendance Report		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Digital India Skills			
				Verifying and Updating your Aadhaar Card Details on Aadhar Website		
				Downloading the Aadhaar Card Securely from Aadhar Website		
				Ensuring clean city and premises		
				Smart Typing Skills		
				Numbers		
					Typing Tips	
					Using Number Keys – 1 to 5	
					Using Number Keys – 6 to 9 and zero	
			<b>Lab</b>			
				Typing Practice/टाइपिंग प्रैक्टिस		
				Self Path Learning		
					Attendance Report	
				Knowledge Check		
				Guided Do It Yourself		
				Processfolio		
			Simulation Questions			



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 27</b>	<b>Session #27</b>						
			<b>Theory Content</b>				
				21st Century Office Skills			
					Formulas Tab		
						Using Formulas	
							Using Formulas Summary
						Absolute and Sheet References	
							Absolute and Sheet References Summary
						Using Functions	
							Using Functions Summary
						Defined Names Group	

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Defined Names Group Summary
			Digital India Skills			
				Applying for the PAN Card online		
				Applying for the Voter ID Card online		
				Replace manual paper based signatures by adding eSign (Electronic Signature)		
			Smart Typing Skills			
				Symbols		
					Learning the Square Brackets and Back Slash Keys	
					Typing Tips	
					Learning the Minus, Equals and Grave Accent Keys	
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Formula		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 28</b>	<b>Session #28</b>						
			<b>Theory Content</b>				
				21st Century Office Skills			
					Exercise Planner		
				Digital India Skills			
					Searching and applying for jobs at the National Career Service portal		
					Enrolling for eSkill India Programs		
				Smart Typing Skills			
					Num Pad		
						Touch Typing on the Number Pad	
						Num Pad Home Row Positions	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Exercise Planner		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 29</b>	<b>Session #29</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Data Tab		
					Data Tools Group	
						Data Tools Group Summary
					Forecast Group	

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Forecast Group Summary
					Outline Group	
						Outline Group Summary
				Draw Tab		
					Draw Tab	
						Draw Tab Summary
				Sales Receipt		
			Digital India Skills			
				Keeping a tab on the Weather status in your area using Accuweather app		
				Getting trained about the Disaster Management Process		
			Smart Typing Skills			
				Index Finger Keys		
				Typing Tips		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
				Sales Receipt				
			Knowledge Check					
			Guided Do It Yourself					
			Processfolio					
			Simulation Questions					
			Session Completion Test					
			Home Work - Book Reading					
<b>Day 30</b>	<b>Session #30</b>							
			<b>Theory Content</b>					
				21st Century Office Skills				
					Grocery List			
				Digital India Skills				
					Knowing about and applying online for Pradhan Mantri Jeevan Jyoti Bima Yojana			
					Knowing about and applying online for Pradhan Mantri Suraksha Bima Yojana			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Using Rakshak App for safety of Women and Senior Citizens		
			Smart Typing Skills			
				Middle Finger Keys		
				Ring Finger Keys		
				Little Finger Keys		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Grocery List		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 31</b>	<b>Session #31</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Page Layout Tab			
					Themes Group		
						Themes Group Summary	
						Page Setup Group	
						Page Setup Group Summary	
						Scale to Fit Group	
						Scale to Fit Group Summary	
						Sheet Options Group	
						Sheet Options Group Summary	
						Arrange Group	
						Arrange Group Summary	
					Review Tab		
						Proofing Group	
						Proofing Group Summary	
						Accessibility Group	



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Accessibility Group	
						Summary	
						Insights Group	
						Insights Group	
						Summary	
						Language Group	
						Language Group	
						Summary	
						Comments Group	
						Comments Group	
						Summary	
						Changes Group	
						Changes Group	
						Summary	
						Ink Group	
						Ink Group	
						Summary	
				Digital India Skills			
				Knowing about and applying online for Pradhan Mantri Sukanya Samruddhi Yojana for girl child			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Knowing about and applying online for Pradhan Mantri Mudra Yojana			
			Smart Typing Skills				
				Advance Skills			
					Google Docs		
			<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Page Layout & Review Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 32</b>	<b>Session #32</b>						
		<b>Theory Content</b>					

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			21st Century Office Skills			
				Academic Calendar with Photos		
			Digital India Skills			
				Applying online for Pradhan Mantri Awas Yojana to save money on home loan		
				Applying online for Toilet Certificate		
			Smart Typing Skills			
				CorelDRAW		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Academic Calendar with Photos		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
<b>Day 33</b>	<b>Session #33</b>							
		<b>Theory Content</b>						
			21st Century Office Skills					
					View Tab			
						Macros Group		
							Macros Group Summary	
							Show Group	
							Show Group Summary	
							Windows Group	
							Windows Group Summary	
							Workbook View Group	
							Workbook View Group Summary	
							Zoom Group	
							Zoom Group Summary	
						Family Tree Generator		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Digital India Skills			
				Availing LPG services online from comfort of your home		
				Availing Online services (ePost Office Service) of India Post		
			Smart Typing Skills			
				Adobe PageMaker		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Family Tree Generator		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
		Home Work - Book Reading				
<b>Day 34</b>	<b>Session #34</b>					
		<b>Theory Content</b>				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			21st Century Office Skills			
				Family Event Calendar		
			Digital India Skills			
				Viewing work details on MGNREGA (how to help others find it?)		
				Using mKisan Portal and Kisan App for tracking farming related information		
			Smart Typing Skills			
				Adobe InDesign		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Family Event Calendar		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
<b>Day 35</b>	<b>Session #35</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Developer Tab			
					Code Group		
						Code Group Summary	
					Add-ins Group		
						Add-ins Group Summary	
					Controls Group		
						Controls Group Summary	
					XML Group		
						XML Group Summary	
				Student's Grade Book			
			Digital India Skills				
				Applying and getting my Soil Health card for efficient farming			
			Being aware about the Market Price of Farm Products				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Smart Typing Skills			
				Microsoft Word		
					Objective	
					Creating a New Document	
					Using Templates	
					Entering Text	
					Text Wrapping and Tabs	
					Selecting Text	
					Editing Text	
					Undoing and Redoing Editing Changes	
		<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस		
				Self Path Learning		
					Student's Grade Book	
				Knowledge Check		
				Guided Do It Yourself		
				Processfolio		
				Simulation Questions		
				Session Completion Test		
				Home Work - Book Reading		



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
<b>Day 36</b>	<b>Session #36</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Sports Sign Up Sheet			
				Vertical Timeline			
			Digital India Skills				
				Registering a complaint on Consumer Forum			
				Booking Online appointment in Government Hospital			
			Smart Typing Skills				
				Open Office Writer			
					Objectives		
					Creating a New Document		
					Entering Text		
					Text Wrapping and Tabs		
					Selecting Text		
					Editing Text		
					Undoing and Redoing		
			Editing Modes				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Sports Sign Up Sheet		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 37</b>	<b>Session #37</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Introduction & User Interface		
					Introduction & User Interface	
						Introduction & User Interface Summary

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Home Tab			
					Clipboard Group		
						Clipboard Group Summary	
						Slides Group	
						Slides Group Summary	
						Font Group	
						Font Group Summary	
						Paragraph Group	
						Paragraph Group Summary	
						Drawing Group	
						Drawing Group Summary	
						Editing Group	
						Editing Group Summary	
					Insert Tab		
						Tables Group	
						Tables Group Summary	

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Images Group	
						Images Group Summary
					Illustration Group	
						Illustration Group Part - 01
						Illustration Group Part-02
						Summary
					Add-Ins Group	
						Add-Ins Group Summary
			Digital India Skills			
				Scanning important documents and store online using Dropbox/Digilocker		
				Applying for FASTag card online for Toll payments		
				Volunteering in Young India initiatives led by Government of India		
			Smart Typing Skills			
				Microsoft Excel		
					Objectives	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Creating a Workbook	
					Using Templates	
					Downloading Templates	
					Case Study	
					Creating a Blank Workbook	
					Moving Between Cells	
					Entering Headings	
					Entering Data	
					Adjusting Column Width	
			<b>Lab</b>			
				Typing Practice/टाइपिंग प्रैक्टिस		
				Self Path Learning		
					Home & Insert Tab	
				Knowledge Check		
				Guided Do It Yourself		
				Processfolio		
				Simulation Questions		
				Session Completion Test		
				Home Work - Book Reading		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
<b>Day 38</b>	<b>Session #38</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Recipe Book			
			Digital India Skills				
				Applying for Education Loan on Bank's website			
				Applying for National Scholarships			
			Smart Typing Skills				
				Open Office Calc			
					Objective		
					Creating a Spreadsheet		
					Case Study		
					Moving Between Cells		
					Entering Headings		
					Entering Data		
					Adjusting Column Width		
		<b>Lab</b>					
		Typing Practice/टाइपिंग प्रैक्टिस					
		Self Path Learning					

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Recipe Book			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 39	Session #39						
		Theory Content					
			21st Century Office Skills				
				Design Tab			
					Design Tab		
						Design Tab	
						Summary	
				Transitions Tab			
					Transitions Tab		
						Transitions Tab	
						Summary	
		Digital India Skills					

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Applying for Passport online			
				Tracking the status of Passport application online			
			Smart Typing Skills				
				Skills Required for Data Entry			
				Types of Data Entry Jobs			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Design & Transition Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 40</b>	<b>Session #40</b>						
		<b>Theory Content</b>					



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			21st Century Office Skills			
				Infographic Poster		
				What's new in Powerpoint 365 online?		
			Digital India Skills			
				Filing Income Tax Return online		
				Applying for Atal Pension Yojana online		
			Smart Typing Skills			
				Role of a Data Entry Operator		
					Need for Data Conversion	
		<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस		
				Self Path Learning		
				Infographic Poster		
				Knowledge Check		
				Guided Do It Yourself		
				Simulation Questions		
				Session Completion Test		
				Home Work - Book Reading		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Processfolio				
<b>Day 41</b>	<b>Session #41</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Animation Tab			
					Animation Tab		
						Animation Tab Summary	
					Quiz Game Show		
				Digital India Skills			
					Checking the status of the Provident Fund Online		
					Applying for Income Certificate online		
				Smart Typing Skills			
					Data Entry Jobs in Industrial Sector		
					Data Entry Jobs in Medical Sector		
			<b>Lab</b>				
				Typing Practice/टाइपिंग प्रैक्टिस			

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Self Path Learning			
				Quiz Game Show		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 42</b>	<b>Session #42</b>					
			<b>Theory Content</b>			
				21st Century Office Skills		
					Memories Album	
				Digital India Skills		
					Applying online for Start-up Recognition	
					Applying online for Registration of Partnership Firm	
					Making An Application For Right To Information	
				Smart Typing Skills		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Data Validation			
				Data Categories			
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रेक्टिस				
			Self Path Learning				
				Memories Album			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 43</b>	<b>Session #43</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Slide Show Tab			
						Set Up Slide Show Group	
							Set Up Slide Show Group

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Summary
					Start Slide Show Group	
						Start Slide Show Group Summary
				Biography Presentation		
		Digital India Skills				
				Using Government helpline services online		
				Getting important alerts from the Central Government		
		Smart Typing Skills				
				Related Jobs		
				Types of Data		
		<b>Lab</b>				
		Typing Practice/टाइपिंग प्रैक्टिस				
		Self Path Learning				
				Biography Presentation		
		Knowledge Check				
		Guided Do It Yourself				
		Processfolio				
		Simulation Questions				
		Session Completion Test				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Home Work - Book Reading			
<b>Day 44</b>	<b>Session #44</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				NGO Donation Proposal (Grant Proposal)		
			Digital India Skills			
				Checking Property Records in the Government record		
				Booking an online appointment with Government Officer		
				Applying online for Death Certificate		
			Smart Typing Skills			
				Data Correctness		
				Compiling Data		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				NGO Donation Proposal (Grant Proposal)			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
<b>Day 45</b>	<b>Session #45</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				Review Tab			
					Review Tab		
						Review Tab	
						Summary	
				Business Pitch for a Café			
			Netiquettes				
				How do I know if a website is safe to access or not?			
			Risks in Online registration on various websites				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				If you copy paste, first know about copyrights		
				Deactivate unused accounts		
			Smart Typing Skills			
				Data Entry Tools		
				Scanning		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Business Pitch for a Café		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 46</b>	<b>Session #46</b>					
			<b>Theory Content</b>			
				21st Century Office Skills		



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Geography Lesson		
			Netiquettes			
				Encrypt files to protect data and ensure security		
				Some safe e-commerce tips when shopping online		
				Peer to peer sharing to transfer files to your family and friends		
				Think before you click that link		
			Smart Typing Skills			
				OCR		
				Data Conversion for the Web		
				Other Conversions		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Geography Lesson		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
		Session Completion Test				

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
<b>Day 47</b>	<b>Session #47</b>						
		<b>Theory Content</b>					
			21st Century Office Skills				
				View Tab			
					Presentation Views Group		
						Presentation Views Group Summary	
						Master View Group	
						Master View Group Summary	
						Show Group	
						Show Group Summary	
						Zoom Group	
						Zoom Group Summary	
						Color Grayscale Group	

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Color Grayscale Group Summary
					Windows Group	
						Windows Group Summary
					Macros Group	
						Macros Group Summary
			Cyber Security Skills			
				I know to how to protect my data in case of theft of my laptop or computer		
				I know the consequences of downloading unknown Email attachments and safety tips		
				I can protect myself from social media blackmailing		
				I can block my SIM card if my handset is lost		
			Smart Typing Skills			
				Data Entry Pay Scales		
				Factors affecting Pay Scale		
		<b>Lab</b>				

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Typing Practice/टाइपिंग प्रेक्टिस			
			Self Path Learning			
				Insert Tab		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 48</b>	<b>Session #48</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			
				Gardening/ Yoga workshop poster		
			Cyber Security Skills			
				Safety tips for Using public Wi-Fi networks		

### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				I can be careful about peeping habit of others while using passwords and PINs			
				Securing AADHAAR card data online, locking your biometrics to avoid unauthorised use			
				Data Tampering and its legal implications			
			Smart Typing Skills				
				Advanced Skills			
						Legal Documents	
						Other Documents	
		<b>Lab</b>					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Gardening/ Yoga workshop poster			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
		Session Completion Test					

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Home Work - Book Reading			
<b>Day 49</b>	<b>Session #49</b>					
		<b>Theory Content</b>				
			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	
				I can include Signature in my outgoing mails		
					Introduction	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered						
						Using Background Stationery		
						Using Signatures		
						Summary		
					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		
					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		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Replying to a Mail	
					Forwarding a Mail	
					Deleting Mails	
					Summary	
			Ergonomics			
				Ergonomics: Correct laptop posture to avoid strain to eyes and backache		
				Ergonomics: Prevent musculoskeletal pain when using laptop or pc		
				Ergonomics: Using Mouse Ergonomically to avoid stress on fingers		
			Go Green			
				Go Green: Using Google Maps to save fuel and time		
				Go Green: Send e-invites and save paper		
				Go Green: Did you correctly shut-down your computer?		
			Smart Typing Skills			
				Medical Transcription		
				How Transcription Works		



### MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Medical Transcription Course	
				Stamp Papers		
				Bank Documents		
				KYC Details		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				I can configure MS Outlook		
			Knowledge Check			
			Knowledge Check			
			Knowledge Check			
			Guided Do It Yourself			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 50</b>	<b>Session #50</b>					
		<b>Theory Content</b>				
			21st Century Office Skills			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				I can use Outlook to organize my Mailbox			
					Introduction		
					Using Categories		
					Modifying Categories		
					Using Flags		
					Using Folders		
					Searching for Mails		
					Sorting Mails		
					Summary		
				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		

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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	

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Ergonomics			
				Ergonomics: Ergonomic keyboards		
				Ergonomics: Shoulder exercises for computer users		
				Ergonomics: Adjust the display's brightness		
			Go Green			
				Go Green: Share online and reduce paper waste		
				Go Green: Tips on green computing		
				Go Green: Reduce your digital and carbon footprints		
			Smart Typing Skills			
				Loan Applications		
				Form Entries		
					Form Entry	
				Publications		
				Types of Typists		
		<b>Lab</b>				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			

## MS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				I can use Outlook to create an Address Book		
			Knowledge Check			
			Knowledge Check			
			Knowledge Check			
			Guided Do It Yourself			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
<b>Day 51 to Day 60</b>	<b>Course Revision &amp; Final Exam Practice</b>					