Training Schedule

E-Typewriting (384)

S. No	Schedule		Theory		Practical		Instructions to the trainer	Learning Outcome
	Week	Day	Topic	Hours	Topic	Hours		
1	1	1	e-Typewriting	2	• Creating password protected files on computer. • Creating password protected screensaver on computer • Installation of anti-virus software in a computer • Scanning of computer • Survey in nearby market & websites to explore information on models of latest Computers	3	• Explain basic knowledge of computer system • Familiarise learners with e-typewriting • Demonstrate start and shut down of computer system	• Demonstrates starting and shutting down computer • Creates password protected files on computer • Installs Anti-Virus software in Computer and scan it for threats
2	1	2	Keyboarding	1	• Use touch method for typing using any typing software • Practising Word processing package • Create, save and open an existing document in a Word Processor	4	• Explain Operation of the various types of keyboards • Demonstrate Ability to typewrite with Touch Method • Explain to create, save and open an existing document in a Word Processor	• Operates various types of keyboards • Executes Typing with Touch Method • Create, save and open an existing document in a Word Processor
3	2	1	Touch Typewriting	1	• Knowledge of keyboarding skills and typing ergonomics	4	• Familiarize learners with different types of keys on computer keyboard	• Enumerates different types of keys available on computer keyboard

					• Practicing Typing Ergonomics • Attaining necessary knowledge and skill of keyboard operation by correct positioning of fingers on the keyboard • Use of typing software to learn keyboarding skills and develop typing speed • Exercise No. 1- Home Rows		• Teach to operate the computer keyboard speedily and accurately • Demonstrate to key data on numeric keypad efficiently • Develop ability to use typing tutor software	• Exhibits typing ergonomics • Undertakes practice on typewriting tutor software
4	2	2	Typewriting Speed And Accuracy	1	• Practice for development of speed and attaining accuracy. • Operations of keyboard with skill, running speed, knowledge of punctuation marks and spacing before and after them. • Removal/modification of mistakes/errors committed while typing on computer • Assessment of running and accurate speed by adopting the formula • Exercise No. 2- Upper Rows	4	• Demonstrate to Type on computer speedily and accurately • Demonstration for Placing the appropriate punctuation marks • Enumerate Calculation of running & accurate speed	• Develops speed and accuracy in e-Typewriting • Adopts the rules of spacing in punctuation marks • Identifies the errors liable to be penalized for calculation of speed
5	3	1	Managing Documents Using Word Processor	1	• Starting of MS-Word • formatting documents, preview and print documents	4	• Demonstrate the word processor screen & its tool • Display formatting of	• Identifies the components of document window • Executes Formatting, Preview and printing of

						• Use of Keyboard Shortcuts • Creating Bullets & Numbered list • Perform spell check and grammar check • Create & format Tables • Use Mail Merge • Exercise No. 3- Bottom Rows		documents i.e. Bold , Italic, Underline, Bullets & Numbering • Explain Run spell check utility to create an error free document • Create simple & complex tables • Displaying the Mail Merge , create labels and envelopes	documents • Undertakes practice of Keyboard Shortcuts • Creates Bullets & Numbered list • Performs spell check and grammar check • Executes Creation & formatting of Tables using Mail Merge feature
6	3	2	Official Document Preparation	2	• Drafting different styles of display of Business Letters • Generate notices, office orders, circulars, memoranda, resume etc. using Word Processor • Create and modify styles • Writing own resume • Exercise No. 4		3	• Display Business Letters in different styles • Generate and display different types of official documents • Demonstrate the structure of Resume writing	• Drafts notices, office orders, circulars, memoranda, resume using Word Processor • Writes own resume
7	4	1	Managing Data Through Spreadsheets	2	• Creating, Saving, and Opening a Workbook • Navigating and editing contents in a cell/ worksheet • Creating Autofill, Autosum, • Using formulae in excel- Arithmetic Operators • Using Relative Cell Referencing, Absolute		3	• Enumerate the need of a spreadsheet package • Distinguish workbook & worksheet • Enlist the parts of a worksheet • Distinguish between various data types • Demonstrate the navigation in and edit the contents of a worksheet	• Creates , open, and saves a file or workbook • Uses Auto fill and Auto sum features of a worksheet • Uses formulae to Create charts (Bar and Pie) • Executes functions (sum, average, max, min, count) • Performs keyboard shortcuts

					• Cell Referencing & Mixed Cell Referencing • Creating Charts - Column Charts, Pie Charts • Use of keyboard shortcuts in excel • Exercise No. 5			
8	4	2	Presentation	2	• Creating Presentations • Generate slides with different layouts • Add text, graphics, and charts to slides • Add sound and animation effects • Delivering a presentation • Exercise No. 6	3	• Elaborate basic features of a Power Point • Demonstrate role of animations in presentations • Explain various keyboard shortcuts to create and deliver presentations	• Defines the basic features of Power Point • Uses various keyboard shortcuts to create and deliver presentations
9	5	1	Proof Reading	2	• Do the proof reading of documents fairly by incorporating the corrections indicated by Proofreading Symbols/Signs. • Identify which mistakes are committed frequently • Exercise No. 7	3	• Explain the meaning of Proof Reading • enumerate the various Proof Reading signs • Explain to carry out corrections indicated in the document to be proof read • Demonstrate procedure of finalising a proof read document	• Enumerates the various Proof Reading signs • Undertakes corrections indicated in the document to be proof read
10	5	2	Using Internet	1	• Establishing an Internet Connection • Create, signup, and use	4	• Explain network, Internet, World wide web	• Searches the web using search engines • Creates E-mail-ID, sends and

					an e-mail account • Searching on Web • Using Microsoft Outlook Express • Exercise No. 8		• Demonstrate connecting through Internet connection • Explain various netiquettes	receives mails • Ensures use of various netiquettes
		Total HRS		**15**		**35**		
	Total HRS			**50**				