No. 1/214/99-SSM(HRD)-111/DIT/ 5855

Government of Punjab
Department of Information Technology
SCO No. 193-95, Sector 34-A
Chandigarh

Dated: 30-12-2011

To

All Heads of Departments of Government of Punjab,
All Divisional Commissioners of Government of Punjab;
All Deputy Commissioners of Government of Punjab.

Subject: **Computer training to Government employees (Clerical staff) through Punjab Infotech.**

Kindly refer to the subject cited above.

2.   The Department of Information Technology has selected Punjab Infotech for proving computer training to Government employees (Clerical staff) across the State in a phased manner at a cost of Rs. 3500/- + ST per course per person.

3.   The salient features of the course are as under:-

a.   Course content – copy attached as Annexure 'A'.

b.   Duration – 120 hours (Theory 40 hrs; practical – 80 hrs) ·

c.   Course timings – 4 hrs daily for 30 working days;

d.   Charges – free to the employee (to be paid by the IT Department)

e.   Study material - to be provided by Punjab Infotech free of cost to the participant;

f.   Batch size – 20 participants

g.   Participant attendance – minimum 110 hours;

h.   Course examination and evaluation – to be conducted by Punjab Infotech;

i.   Certification – to be issued by Punjab Infotech.

You are requested to identify the candidates for this course and forward the names to this Department at the earliest.

Director IT

IT PRIMER –I (At a glance)

1) Distribution of Teaching Hours: 120 (40 theory + 80 Practical

IT Tools

Learning Objectives:
1. To develop practical IT motivation.
2. To develop introductory skills of operating a computer.
3. To have basic understanding of Windows Word Processing and
4. To develop interdisciplinary skills.
5. To develop work culture, habit of teamwork, consensus decision-making, learning to learn, life long learning.
6. To develop positive attitude towards work.

Instructional Methodology:
Classroom lectures, laboratory practices.

Course Contents

IT Tools

IT: an Overview & Computer Systems
Elements of Computer System, Hardware and Software, Data, Numeric data, Alphanumeric data, Program, Processing; Computer Organization: Block Diagram of a computer, CPU, Memory; Input/ output devices: Keyboard, Mouse, VDU, and Printer.

Operating Systems

Windows (Recommended Tool: Microsoft Windows)
Start, Shutdown and restart; Desktop, Icons, files, folders, directory tree, drives; Placing and sizing of windows; Finding, Renaming files or folders; Using shortcuts; Copying a file or folder; Setting date and time; Deleting files and folders, Retrieving deleted files or folders, emptying the Recycle Bin; Sharing Resources and networking. Using on-line Help;

PC Set-up
Electrical requirements, Interconnections between boxes, Connectors, Cables;
Input Devices: Keyboard, Mouse
Secondary Storage: Magnetic Disks – Tracks and Sectors, Optical Disk (CD and DVD
Memory: Primary and Secondary Memory, RAM, ROM, Capacity;
CPU, Device Controllers, Serial port, parallel Port, System Bus;

Internet
Introduction to the Internet, Types of Internet connectivity (TCP/IP, E-mail only), Hyperlinks, The World Wide Web (WWW).

Word Processing
(Recommended Tool : Microsoft Word or equivalent).
Opening, Creating and Saving a Document, Text typing, deleting, inserting, replacing, copying, moving, Views, Print- preview, Printing, Label printing. Envelope printing.
Formatting character, word, line and paragraph, Search, Spell Checker, Thesaurus, Word count and other statistics, Table of Content, Margins, Columns, borders, Tabs;
Tables, Sorting, Header, Footer, Footnote, Endnote, Special Symbols, Bulleted list, Drawing Tools, Importing Graphics, Mail Merge, Data interchange with spreadsheet.
Hands-on experience on work-processing packages like MS-Word.
Structure of the screen in edit mode: Status lines Insert on Ruler line. Entering text and use of Word Wrap on/off, Hyphenation on/off, types of Justifications, Cursor movement and control, single character cursor movement, multiple character cursor, movement, text editing writing over text inserting text deleting.
File opening and retrieval command, saving and printing the text. Abandoning a document, backup file, define a block, copy, and move and delete a block, read or insert a file into an open file.
Formatting of text: margin setting line spacing page length setting and pagination tab setting. Printing the document with print options like bold face, double strike, underline, overstrike, subscript, superscript. Page header, footer, font setting, character width changing, printing special characters. Omitting page number, resetting page number, top and bottom margins. Line and box drawing, Inserting current date and time. Search and replace using wild cards, various search and replace options. using place markers, and ignoring upper and lower case.

Multimedia Presentation

(Recommended Tool: Power Point, or other low end MM authoring software
Overview: Menu bar, Status bar, Scroll bar, Toolbar, Customized toolbar, Slide view, Outline view, Slide Sorter view, Notes Pages view, slide show view.
Creating Presentations and Slides: Opening and saving presentations.
Creating a new slide, Changing a layout for a slide, Deleting a slide
Changing the order of slides, Animation.
Working with (PowerPoint) Objects : Selecting, Grouping, Ungrouping and regrouping objects, Moving And aligning objects, Cutting, copying, Pasting, duplicating an object.
Putting Text on Slides: Putting Text, Typing text in shapes, Selecting and editing text, Finding and replacing text.

PRACTICALS

Hands on Experience
1. Operating System
- File management commands of Windows.
- Printing Document from Windows
2. PC Set-up
   Practical usage of PC trouble shooting software:
   - Checking disks for errors and their solutions
   - Checking for Viruses and Vaccination.
   - Installation of OS and commonly used software.
3. Internet
   - Navigating the Net using a Browser
   - Use of mailing software
4. Word Processing
   - Creating, editing and printing document
   - Label print, Envelope printing
   - Formatting character, word, line, paragraph
   - Using Tables, Header, Footer, Bullets and Number, Borders, Columns.
   - Using Drawing tools, Importing Graphics, Manipulating Hyperlinks.
   - Mail Merge
   - Exchange data with spreadsheet.