



ISHANYA INDIA FOUNDATION CENTER FOR DIGITAL INCLUSION

Digital Literacy Program Syllabus Outline

Module 1. Introduction

- What is a computer?
- Why do we need computer?
- What are the parts of computer?
- What is a software?

Module 1. How to operate the elements of a computer

- Power chord
- Power switch
- Network connecting cable
- USB ports
- Mouse (click, click and drag, double click, right click (for the context menu))
- Keyboard (some of the common shortcuts, enter, backspace, shift, tab and arrows)
- Interface icons
- GUI Elements (use the menu, resize a window, minimize a window, maximize a window, move a window, locate items in Start Menu, using the scrollbar)
- Editing Options (copy, paste, cut, undo, redo, spell check)

Module 2. Perform operations on the computer

- Switching on the computer
- Logging in
- Locating a file
- Opening a file

- Creating a folder/ sub folder in a volume on hard disk and desk top
- Shifting files from one folder to another
- Shutting off the computer

Module 3. Word Processing

- Word Processing Basics
 - Opening Word Processing Package
 - Menu Bar
 - Using The Help
 - Using The Icons Below Menu Bar
- Opening and closing Documents
 - Opening Documents
 - Save and Save as
 - Page Setup
 - Print Preview
 - Printing of Documents
- Text Creation and manipulation
 - Document Creation
 - Editing Text
 - Text Selection
 - Cut, Copy and Paste
 - Font and Size selection
 - Alignment of Text
- Formatting the Text
 - Paragraph Indenting
 - Bullets and Numbering
 - Changing case
- Insert
 - Table
 - Shapes
 - Images
 - Objects

Module 4. Spreadsheet

- Elements of Electronic Spread Sheet
 - Opening of Spread Sheet
 - Addressing of Cells
 - Printing of Spread Sheet
 - Saving Workbooks
- Manipulation of Cells
 - Entering Text, Numbers and Dates

- Creating Text, Number and Date Series
- Editing Worksheet Data
- Inserting and Deleting Rows, Column
- Changing Cell Height and Width
- Function and Charts
 - Using Formulas
 - Function
 - Charts
- Forms, Filter and Sort
 - Create Form
 - Filter

Module 5. Slideshow

- Basics
 - Using PowerPoint
 - Opening A PowerPoint Presentation
 - Saving A Presentation
- Creation of Presentation
 - Creating a Presentation Using a Template
 - Creating a Blank Presentation
 - Entering and Editing Text
 - Inserting And Deleting Slides in a Presentation
- Preparation of Slides
 - Inserting Word Table or An Excel Worksheet
 - Adding Clip Art Pictures
 - Inserting Other Objects
 - Resizing and Scaling an Object
- Providing Aesthetics
 - Enhancing Text Presentation
 - Working with Color and Line Style
 - Adding Movie and Sound
 - Adding Headers and Footers
- Presentation of Slides
 - Viewing A Presentation
 - Choosing a Set Up for Presentation
 - Printing Slides and Handouts
- Slide Show
 - Running a Slide Show
 - Transition and Slide Timings

- Automating a Slide Show

Module 6. Introduction to the Internet

- Access the Internet
- Use a search engine
- Domains
- Evaluating and comparing websites
- Find information on a topic of interest
- Browsing and Content Development

Module 7. Register an email account and using it.

- Register for a web-based email account
- Log in and log out of an email account
- Reply to an email
- Forward an email
- Access email with attachments
- Opening an attachment and saving it
- Delete an e-mail

Module 8. Maintaining a Computer

- Computer standards and user needs
- Choosing a computer
- Internet access options
- Choosing an ISP
- Connecting to the Internet
- Security software
- Operating system updates
- Housekeeping and backups

Module 9. Safety in the Digital Age

- Guidelines for digital interactions
- Security for email
- Texting, and social media
- Privacy, Secure websites, and passwords
- Hacking, phishing and identity theft

Module 10. Digital Literacy to understand the concept of Online Banking

- Make bill payments
- Make money transaction through online banking
- Book tickets online (Movie, Show, Bus, Train, Flight)
- Order online (food, ecommerce – Amazon, Flipkart, Bigbasket)