OS-CIT DIGITAL LITERACY STANDARD CURRICULUM

ODISHA KNOWLEDGE CORPORATION LIMITED

Computer Basics

- Overview of Computer
- Uses of Computers in various area's
- Know about Hardware
- Know about Software
- Using mouse and its techniques
- Using keyboard

Operating System (Windows 10)

- Overview of Operating System
- Basic Operations
  - Starting or restarting a computer
  - Log off and hibernate a laptop
- Personalizing Desktop
  - Changing the Desktop Background
  - Applying a Screen Saver
  - Applying Themes
- File and Folder Management
- Using Accessories
  - Notepad
  - WordPad
  - Paint
  - Windows Media Player
  - Calculator
  - Sticky Notes
  - Tablet PC Input Panel
  - Games

- o   Math Input Panel
- ▪   Language Settings
    - o   Operate your computer in your regional language
- ▪   Troubleshooting of Computer
    - o   Using Disk Clean-up
    - o   Using Disk Defragmenter
    - o   Using Windows Update
    - o   Protecting your computer against viruses
- ▪   Advanced Technologies
    - o   Connecting your computer to the projector
    - o   Using Sound Recorder
    - o   Writing a CD
    - o   Taking a backup of mobile data
    - o   Connecting other devices to the computer
    - o   Scanning QR code
    - o   Protecting computer against viruses
    - o   Sending and receiving eFax
    - o   File Compression and Decompression

Internet

- ▪   Basic Operations
    - o   Know about Internet
    - o   Internet Concepts
    - o   Working with browsers
    - o   Know about WWW, URL, Search Engines
- ▪   Digital Access and Online Services
    - o   Searching and downloading information
    - o   Searching information on Wikipedia

- o   Using JustDial to find an online services
- o   Subscribing and reading newspapers online
- o   Typing text in the regional language
- o   Using Google Maps
- o   Working with Google Apps
- o   Online ticket Booking

- o   Listening music and watching videos
- o   Apply for PAN Card/Passport /Aadhar Card online
- o   Pay electricity bill and service tax online
- o   Booking gas refill online
- o   Downloading eBooks

- Digital Communication
  - o   Creating and operating an Email account
  - o   Managing email account password
  - o   Interacting with peoples using social media
  - o   Sending short messages to mobile

- Use of eCommerce
  - o   Opening and accessing a net banking account
  - o   Online shopping with Flipkart
  - o   Buying the best computer by comparing prices


- Online Collaboration
  - o   Sharing photo album on SlideShare and Picasa

  - o   Uploading and sharing videos on YouTube
  - o   Joining hobby groups online
  - o   Upload resume on a job portal
  - o   Building network for professional upgradation
  - o   Organizing Video Workshop
  - o   Accomplishing certification course online
  - o   Uploading and viewing videos online

- o Introduction to different mobile messaging apps
- o Using Google Hangout
- o Social Media Activities
- Digital Etiquette
- Cyber Securities
- Cyber Law

Word Processing (Microsoft Word 2013)

- Basic Operations
- Creating and Editing documents
- Formatting documents
- Enhancing documents
- Applying Page Setup
- Working with various objects like shapes, SmartArt, Pictures and Tables
- Inserting Header and Footers
- Linking and embedding documents
- Previewing and Printing documents
- Advanced Word Processing
    - o Creating and Editing PDF documents
    - o Comparing two versions of a document
      Proofreading of a document
    - o Using track changes
    - o Including Digital Signature into the document
    - o Inserting ActiveX controls
    - o Using Table of Contents
    - o Using Mail Merge
    - o Protecting a document
    - o Sharing document online
- Creating a web page
- Creating Socially Useful and Productive Works
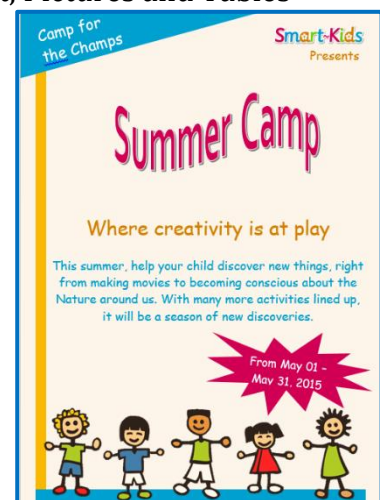
## Spreadsheet (Microsoft Excel 2013)

- Creating and editing workbook

- Organizing and formatting worksheets

- Data analysis and management

- Using formulas and functions

- Previewing and printing worksheets

- Advanced Spreadsheet

    o Managing multiple worksheets

    o Producing and designing charts

    o Creating Pivot tables and pivot charts

    o Importing and exporting data between spreadsheets and other applications

    o Using advanced functions

    o Applying conditional formatting

    o Using data validation

    o Using sort and filter

- Creating Socially Useful and Productive Works

Presentation Graphics (Microsoft PowerPoint 2013)

- Creating and Editing Presentations

- Designing and Enhancing Presentation

- Delivering Presentation

- Advanced Presentation Graphics

    o Creating videos of presentations

    o Saving presentation in various formats

    o Importing and exporting presentations

    o Using templates

    o Working with slide master

- Creating Socially Useful and Productive Works
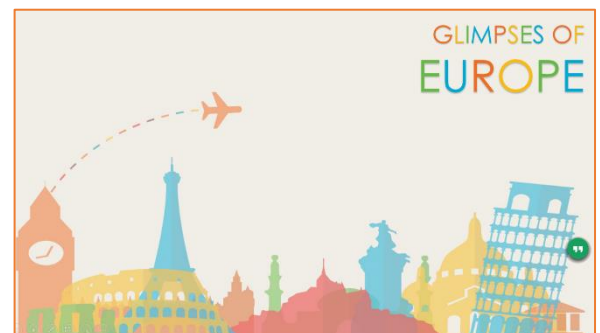
Personal Information Manager (Microsoft Outlook 2013)

- Setting up a new email account in Microsoft Outlook

- Sending, receiving, replying, forwarding mail messages

- Including a signature in outgoing message

- Scheduling meetings with others

- Creating contacts, appointments, task list and group contacts

Database Management System (Microsoft Access 2013)

- Planning and designing various databases

- Setting appropriate data types and entering data

- Creating forms to add or edit data easily and effectively

- Producing and printing reports

- Importing or exporting data from various applications like Excel, Outlook, and Text file.

- Protecting a database created in MS Access.
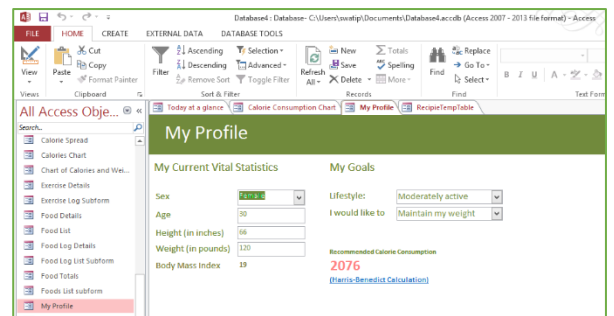
Computer Ethics, Privacy and Security

- Computer Ergonomics

- Go Green Content

- Cyber Security

- Cyber Law

- Netiquettes