

IT Basics – I
(20 Hours)

Target Group: Constables, Head Constables and lower functionaries who will be primary users of computers at Police Stations and Districts

Learning Objectives:

1. To develop practical IT motivation
2. To develop introductory skills of operating a computer
3. To have basic understanding of Windows / Linux / Vista
4. To have basic working skill of MS Word, Web browser, email and Internet
5. Simple trouble shooting techniques
6. To develop positive attitude towards work

Instructional Methodology: Classroom lectures along with hands on experience and assignments.

Course Contents:

Computers - An overview of computer and systems (2 Hours)

- a. Elements of Computer System, Hardware & Software
- b. Block diagram of a computer, CPU, Memory, Input/ Out devices
- c. Mouse and Keyboard
- d. Using a mouse (single and double click and their functions)
- e. Printers, Scanners, Multi-functional Printer
- f. UPS, Generator
- g. CD, DVD, USB Drives (Flash / Pen Drives)
- h. Identification of different types of cables
- i. Networking devices – Switch, LAN Cable
- j. Setting Up PC - Connecting each component of computer including LAN
- k. Processes to follow before beginning to work and after completion of work

MS Windows XP/ Vista / Windows 7 / Linux - Operating System (6 Hours)

- a. Start, Shutdown and Restart
- b. Desktop, Icons, Recycle Bin, My Computer, My Documents
- c. Minimizing, Maximizing, Resizing and Closing Windows
- d. Files and folders, directory tree, drives
- e. Copying / moving files between folders and drives
- f. Renaming, Deleting files and folders
- g. Searching, Finding files and folders
- h. Launching an application and closing an application
- i. Taskbar – Setting up / changing date and time

MS Word**(8 Hours)**

- a. Creating a new word document
- b. Opening an existing document
- c. Editing and Saving a document
- d. Typing a text, deleting, inserting, finding, replacing, copying and moving text
- e. Justifying texts
- f. Bold, Italics, Underline, Strike, Double Strike and Colouring text
- g. Selecting Font and Font Sizes
- h. Formatting page, margins, page size, portrait and landscape
- i. Inserting symbols, pictures
- j. Using Bullets
- k. Using and manipulating tables, inserting / deleting of rows and columns
- l. Sorting tables
- m. Using Header and footer, Inserting Page number
- n. Changing character width and line spacing
- o. Printing of a document, Using print preview
- p. Copy / moving text between two different documents
- q. Typing More than one language in the same text
- r. Shortcuts for various activities in MS Word

Web browsers, email and Internet**(2 Hours)**

- a. Introduction to Internet
- b. Searching the web
- c. Emailing

Trouble Shooting**(2 Hours)**

- a. Computer Related – No power, Does not start windows, Windows hanging
- b. Printer related – Printer not printing, Printer get stuck, Paper gets stuck, Blurred printing, Poor quality of printing
- c. Network related – Network not working, one computer not appearing in the network
- d. Power related – UPS not working, Battery not charging