

**IT Basics – II**  
**(20 Hours)**

**Target Group:** SI, Inspectors and Personal Staff 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
4. To have basic working skill of MS Word, MS Excel and Internet / Email
5. Simple trouble shooting techniques
6. To develop positive attitude towards work
7. To develop basic softskills for public handling

**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 - Operating System (2 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****(6 Hours)**

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

**MS Excel****(6 Hours)**

- a. Creating a new worksheet
- b. Opening an existing worksheet
- c. Editing and Saving a worksheet
- d. Creating, Renaming and Deleting worksheets in a workbook
- e. Types of data (Numeric, text etc.)
- f. Entering in a cell
- g. Manipulation of a cell, row and column (deleting, inserting, finding, replacing, copying and moving)
- h. Justifying in a cell, Merging cells and columns
- i. Addition, Subtraction and using formula
- j. Selecting Font and Font Sizes
- k. Using and manipulating tables, inserting / deleting of rows and columns
- l. Sorting Columns
- m. Using Header and footer, Inserting Page number
- n. Border and Shading of cells, rows and columns
- o. Formatting page, margins, page size, portrait and landscape
- p. Selecting area for printing, Printing of a worksheet and workbooks, Using print preview
- q. Copy / moving text between two different worksheets and workbooks
- r. Using Chart Wizard, Creation of different types of charts
- s. Shortcuts for various activities in MS Excel

**Web Browsers 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