

IT Basics (For Advanced Users)
(40 Hours)

Target Group: Constables, Head Constables and lower functionaries who are computer aware and have been using computers for their day to day working and who will be primary users of computers at Police Stations and Districts

Learning Objectives:

1. To develop practical IT motivation
2. To develop skills of data management
3. To have advanced working skill of MS Word, MS Excel and Databases
4. Simple trouble shooting techniques for data management

Instructional Methodology: Classroom lectures along with hands on

Computer Systems (2 Hours)

- a. Introduction to storage devices (internal and external), SAN
- b. Introduction to computer memory (Bits, Bytes, KB, GB etc.)
- c. Introduction to different types of computers like Servers, Desktops etc
- d. Introduction to physical security of computers

Application Areas (4 Hours)

- a. Introduction to Police applications currently been used
- b. Introduction to other public utility applications (example web enabled railway reservation, banking applications)

MS Word (2 Hours)

- a. Mail Merge
- b. Data interchange with MS Excel
- c. Printing of labels, envelopes etc.
- d. Preparing different types of document formats e.g. book, journals etc.
- e. Converting MS Word to PDF and PDF to 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

Database Management

(6 Hours)

- a. Introduction to databases and tables
- b. Creation and Working and manipulation with simple tables in MS Access
- c. Introduction to RDBMS and its difference with MS Access
- d. Introduction to data storage, archival and retrieval
- e. Taking backup and restoring using different media (Tape, CD/DVD and External Hard disks)