

IT Basics (For Advanced Users)
(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 skills of data management
3. To have advanced working skill of MS Word, MS Excel and MS PowerPoint
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 PowerPoint (6 Hours)

- a. Creating a new presentation
- b. Opening an existing presentation
- c. Editing and Saving a presentation
- d. Formatting Presentation – Slide layout, Slide Design, Slide background
- e. Inserting symbols, chart, tables, pictures, videos and audios
- f. Inserting page number, date and time
- g. Copy and Paste from Word document and Excel worksheet
- h. Different types of views

- i. Preparing for a slide show – animation schemes
- j. Printing slides, handout and notes pages

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)