A. Digital Services/ Digital Literacy

TOPIC 1: INTERNET AND ONLINE SERVICES

A. Introduction to Internet

Introduction of Internet, The World Wide Web, Uses of Internet, Internet Facilities, Search Engine, BasicServices of Internet, Network Hardware, Connectivity Devices, Bridges, Hub, Switches, What is Router, Routing Process, Downloading and Uploading file from the Internet, What is download, Downloadable File Types, Steps to download a file from Internet, Different download Icons, Steps to Uploading files on Internet, Internet & Internet Speed, Fundamentals of Internet & Internet Speed, History of Internet, Why do people want to get connected to Internet, Introduction of an Internet Address (URL components), Different types of internet connections, Internet Speed, Setting up Internet/ How to connect to the internet-Smartphone, Types of Browser and Tabs, Components of Web Page, Download a File in Smartphone, Using Google search-Smartphone

B. How to use Internet in Smartphone

Setting up Internet/ How to connect to the internet-Smartphone, Types of Browser and Tabs, Components of Web Page, Download a File in Smartphone, Using Google search-Smartphone

C. How to use Internet in Computer

How to connect internet in Computers, Different types of Web Browsers, Components of a Web Browser, Download and find a file in Computer

D. Mail account setup

setting up a gmail account

E. How to use Whatsapp and Telegram

Introduction to Whatsapp, How to create WhatsApp account, How to create WhatsApp Group, Additional features of WhatsApp, Introduction of Telegram, Why Switch to Telegram, How to install the Telegram App in PC

F. Introduction to Cyber Security and Cloud Storage
Introduction to Cyber Security, Why Cyber security is important?, Objectives of Cyber Security, Most common security need to remember, Cloud Storage, How does Cloud Storage work, Business Benefits-Cloud Storage, Advantages & Disadvantages of Cloud Storage

G. Introduction to Social Media

Introduction to YouTube, Marketing with YouTube, Introduction to facebook, How to create Facebook Account, How to do post on Facebook?, Facebook Page, Facebook Group, Online Selling on Facebook, Introduction to Twitter, Post on Twitter, Usage of Hashtag, Introduction to Instagram, Instagram Account, Post on Instagram, How to follow other accounts?, Safety and Security on Social Media- Do's & Don'ts

TOPIC 2: SMARTPHONE LITERACY

A. Setting up a smart phone.

B. Mobile Photography

TOPIC 3: COMPUTER LITERACY

A. Introduction to Computers

Introduction to Computer, Components of Computer, Different Input & Output Devices, Screen Resolution, How to use Printer and Scanner, Different types of Connection Cables, Introduction to Different Storage Hardware, System Windows & Application Windows, Types of Operating Systems, Operating System Functions, OS-Memory Storage & Management, GUI Based Operating System, Parts of Desktop, Parts of a Window, Application Window, Introduction to Software, Different Types of Software, Advantages of Using Computer, Types of Computer, Starting-Up a Computer, User Authentication &User Credentials, Cyber Attacks, Password Credentials & Rules, Designing Password Verifiers, Beyond Passwords:2 Factor Authentication, Common Considerations, Two Factor Authenticator or Two Authenticators, System Modes, Windows Desktop, Using the Start Button, Shutting Down the Computer, Restarting the Computer, Using Taskbar, Overview of a Typical Window

B. Introduction to File management in Computers

Opening File Explorer, File Management & Folder, Operating System, File Names and Extensions, Sample of Disk Partition, File Management, Save & Delete Commands and Short keys, Cut, Copy and Paste Features, File Transfer: Mobile to System and System to Mobile, Application Installation, File System, Minimum System Requirements for Windows 7, How to install & Set-Up Windows 7 Operating System, Basic Applications to be install, Auto Message, Extension and types of Images and Documents, File Compression, File Compression Impacts on Internet, Classification of Compression, Process of Compress File, Ratio Between the Original Size & Compressed Size, Advantages & Disadvantages of File Compression, Introduction to WinRar, Introduction to ISO, Features of ISO:9000 Series, Areas Covered by ISO Standards, Benefits & Drawbacks of ISO, Re-Sizing of Image in Dimension and Quality, Tools to Re-Size Image

C. <u>Introduction to Microsoft Word, Docs and PPT</u>

Opening New & Existing Document in MS Word, Introduction to MS Word, Navigation within a Document, Editing and Formatting Text, Table and Pictures, Page Layout Settings, PDF to WORD, WORD to PDF, PPT, how to make slides in PPT.

D. <u>Introduction to Excel and Spreadsheet</u>

Introduction to Spreadsheet, Microsoft Excel, Overview of Spreadsheet Programs, Working in a Spreadsheet, Adding & Deleting Rows & Columns, Editing & Saving Spreadsheets, Inserting Charts, Performing Mathematical Tasks, Formulas & Functions

TOPIC 4: APPS, WEBSITES USED IN VILLAGE / WARD SECRETARIATS AND MAINATANENCE OF ELECTRONIC HARDWARE USED IN VILLAGE/WARD SECRETARIATS

Various Apps and websites used in village and ward Secretariat s, how to use and maintain printers, how to Maintain Finger printer scanners, how to maintain UPS, how to maintain IRIS devices.