

Electronics & ICT Academy

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Venue: Nowgong College, Nagaon

Date: 06-21 Sept, 2017

Date	Time	Topic
06-09-2017	1.00pm-2.00pm	Registration
	2.00pm-2.30pm	Inauguration Session
	2.30pm-4.30pm	Introduction to Computer Basic
	4.30pm-5.30	Introduction to Software & Hardware
07-09-2017	2.30pm-5.00pm	Introduction to Operating System, Introduction to file system and file manager
	5:00 pm – 5.30 pm	Evaluation -1
08-09-2017	2.30pm-5.30pm	Using Microsoft Office Word
11-09-2017	2.30pm-5.30pm	Microsoft Office Word Equation Tool & other Tools
12-09-2017	2.30pm-4.30pm	Using Microsoft Office Word Practice
	4.30pm-5.30	Using Reference Tab in Microsoft Office Word
13-09-2017	2.30pm-4.30pm	Using the Internet
	4.30pm-5.30	Internet Activity
14-09-2017	2.30pm-4.30pm	Internet issues, Use of Internet, Using Web Browser
	4.30pm-5.00	Soft Skills
	5:00pm – 5.30pm	Evaluation -2
15-09-2017	2.30pm-4.30pm	MS Excel introduction, working with spreadsheets cells rows & columns
	4.30pm-5.30pm	Data entry & handling of data, hands on practice
18-09-2017	2.30pm-4.30pm	MS Excel formatting cells, using functions & formulas
	4.30pm-5.30pm	Hands on Practice
19-09-2017	2.30pm-4.30pm	Creating Graphs and Charts in MS Excel, Pivot table
	4.30pm-5.30pm	Hands on Practice
20-09-2017	2.30pm-4.30pm	Introduction to Powerpoint, creating a presentation, Various formatting options in MS Powerpoint
	4.30pm-5.30pm	Hands on Practice
21-09-2017	2.30pm-4.30pm	Basics of Adobe Acrobat Reader
	4.30pm-5.30pm	Evaluation Test-3 , Distribution of Certificate