

IT Basics – I
(20 Hours)

Target Group: Constables, Head Constables and lower functionaries 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 / Linux / Vista
4. To have basic working skill of MS Word, Web browser, email and Internet
5. Simple trouble shooting techniques
6. To develop positive attitude towards work

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/ Vista / Windows 7 / Linux - Operating System (6 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. Coping / 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

(8 Hours)

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

Web browsers, email 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

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. Coping / 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

IT Basics – III
(20 Hours – Tuition Mode)

Target Group: Senior Officers who will be users of computers for MIS and Decision Support Mechanism

Learning Objectives:

1. To develop introductory skills of operating a computer
2. To have basic understanding of Windows
3. To have basic working skill of MS Word, MS Excel and MS PowerPoint
4. To have basic working skill in accessing Internet and Emailing

Instructional Methodology: Classroom lectures along with hands on

Course Contents:

Computers - An overview of computer and systems **(20 Minutes)**

- 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. Networking devices – Switch, LAN Cable

MS Windows XP - Operating System **(40 Minutes)**

- 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 **(2 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

(2 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

MS PowerPoint

(4 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.** Different types of views
- h.** Preparing for a slide show – animation schemes
- i.** Printing slides, handout and notes pages

Internet

(1 Hour)

- a.** Introduction to Internet
- b.** Searching the web
- c.** Emailing

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)

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)