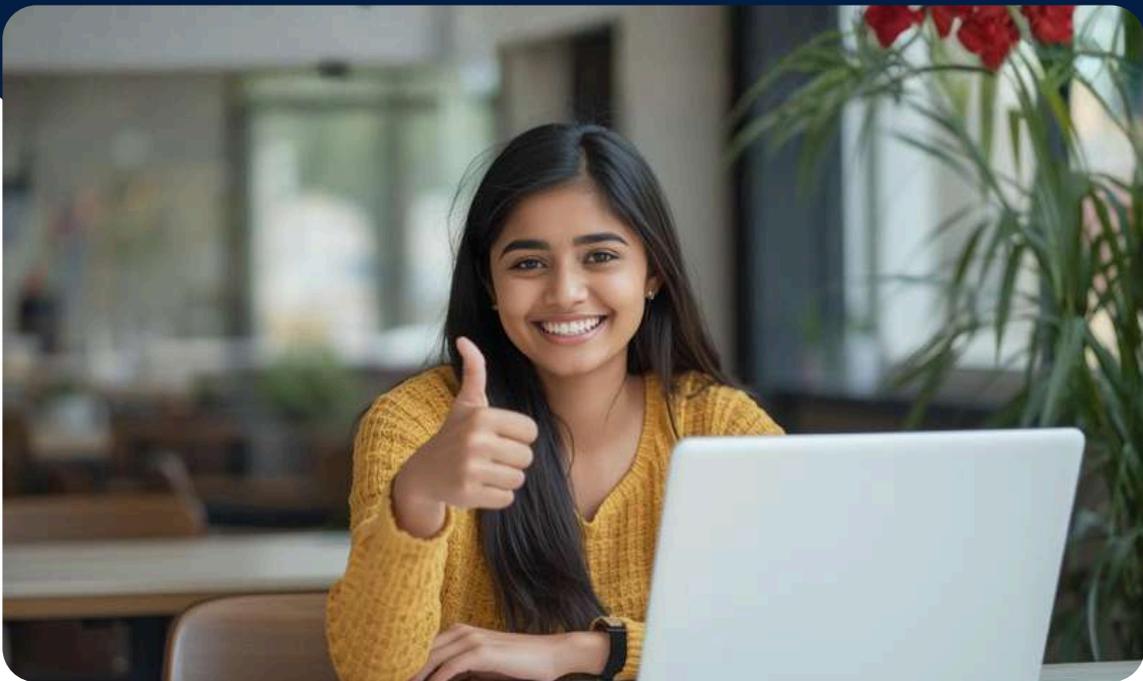


ONLINE OS-CIT SYLLABUS 2026



BIIT Computer Education provides a complete online distance mode learning facility, where students can enroll and complete their course from home using our dedicated MKCL ERA Live App & Website.

This course is offered by OKCL (Odisha Knowledge Corporation Limited), which operates under the administrative control of the Electronics & IT Department, Government of Odisha. After successful completion, the final certificate is issued by OSOU (Odisha State Open University), Sambalpur, a Government of Odisha university.

In this PDF, you can view the complete OS-CIT syllabus, explained session-wise. The course consists of a total of 50 sessions, with full details provided in this document.

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SESSION - 01

- Session #01 OS-CIT
- OS-CIT Introduction
- Theory Content
- Basic Computer and Smart Phone Skills
- Getting introduced to Parts of Laptop/Computer and know how each part works
- What's on the back side of computer?
- Know your Laptop: What is it? Why is it called Laptop?
- How to open the lid of the laptop?
- What do you see after opening the lid?
- What's on the back side of laptop?
- Starting and logging in the computer/laptop
- Computer/Laptop Accessories
- Headphone
- Mouse
- Keyboard
- Webcam
- Shutting down and logging off a computer and laptop
- Basic Computer and Smart Phone Skills
- Types of mouse
- Keys on the keyboard, Layouts of keyboard
- Know the basics of operating your smartphone
- Digital Skills for Daily Life
- Using Touch-screen efficiently
- Configuring and activating internet connection for smartphone
- Enabling data connection and activating mobile Hotspot through smartphone (Tethering)
- Opening and operating a Gmail account for your convenience to access mails anywhere
- Smart Typing Skills
- Basics of Keyboarding
- Why should you learn typing and need for typing?
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Knowledge Check
- Session Completion Test

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SESSION - 02

- Session #02 OS-CIT
- Theory Content
- MS Office Skills (Windows)
- Connecting a headset to hear audio on my computer
- Overview of Operating System
- Introduction to Windows 10
- About Desktop and its elements like Icons, Wallpapers, Screensaver, start menu etc.
- Digital Skills for Daily Life
- Creating a strong email password and Resetting it quickly
- Using @ feature to address specific recipients of the email
- Smart Typing Skills
- Introduction to Typing
- Touch Typing
- Understanding Muscle Memory
- Names of Fingers
- Finger Placement for efficient keyboarding
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Knowledge Check
- Session Completion Test



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SESSION - 03

- Session #03 OS-CIT
- Theory Content
- Job Readiness Skills
- Personalize our desktop by changing beautiful wallpapers and attractive themes of our choice
- Use Paint Application for Simple Drawings
- Digital Skills for Daily Life
- Using templates to respond quickly to mails in Gmail
- Automatically categories your mails in Gmail
- Scheduling mails in Gmail to send your mails at a specific time
- Using Read receipt
- Use of Undo Send feature in Gmail to recall emails
- Smart Typing Skills
- Practice Makes Perfect
- Minimize Hand Movements
- Typing Trivia
- Measuring Progress
- How to Measure Progress?
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Knowledge Check
- Session Completion Test

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SESSION - 04

- Session #04 OS-CIT
- Theory Content
- MS Office Skills (Windows)
- Pinning items on taskbar and start menu in Windows 10 for your ease of access
- Managing Files, Folders and Libraries in Windows 10
- Digital Skills for Daily Life
- Sending message to someone in WhatsApp without saving the number
- Formatting your message text in WhatsApp
- Bookmarking important messages in WhatsApp (Starred messages)
- Marking the received messages as Unread to reply later in WhatsApp
- Secure your WhatsApp account with Two step Authentication
- Smart Typing Skills
- Home Row
- The Space Bar
- The Enter Key
- Using Keys
- Typing Tips
- Learning the G and H Keys
- Using Keys
- Typing Tips
- Learning the Apostrophe Key
- Using Keys
- Typing Trivia
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Knowledge Check
- Session Completion Test

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SESSION - 05

- Session #05 OS-CIT
- Theory Content
- Basic IT Awareness
- World of Games
- What are the Games
- Importance of games
- Some popular games
- Careers in gaming
- Job roles in gaming
- Game tester
- Game Designer
- Visual Designer
- The gaming experience
- Roles in development
- Getting that idea
- Phases in Game Development
- MS Office Skills
- Explorer Views
- Creating Folders and Libraries
- Digital Skills for Daily Life
- Setting up your business account in WhatsApp
- Setup automated replies in WhatsApp for Business account
- Sharing large size files on WhatsApp
- Logging out from WhatsApp from Smartphone and Desktop
- Using the Read message aloud feature
- Smart Typing Skills
- Top Row
- Using Keys
- Typing Tips
- Learning the E and I Keys
- Using Keys
- Learning the W and O Keys
- Using Keys
- Typing Tips
- Learning the Q and Y Keys
- Using Keys
- Learning the P and T Keys
- Using Keys
- Typing Trivia
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Knowledge Check
- Session Completion Tes

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SESSION - 06

- Session #06 OS-CIT
- Theory Content
- MS Office Skills (Windows)
- Understand about Data
- Using a Notepad file to type & edit plain text in it
- Basic IT Awareness
- Let's Work on Windows for
- Changing taskbar settings to personalise your desktop as per your convenience
- Digital Skills for Daily Life
- Using BHIM App for UPI Payment
- Changing your profile name in Google Pay
- Sending money to your contacts using Google Pay
- Sending money using QR code in Google Pay
- Requesting money from your contacts in Google Pay
- Smart Typing Skills
- Introduction to Typing
- What is Touch Typing?
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Overview of Operating System
- Guided Do It Yourself
- Knowledge Check
- Session Completion Test

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SESSION - 07

- Session #07 OS-CIT
- Theory Content
- MS Office Skills (Windows)
- Changing date and time settings in your computer
- Changing taskbar settings to personalise your desktop as per your convenience
- Disk clean-up and Disk-defragmenter
- Digital Skills for Daily Life
- Online shopping using Flipkart app
- Searching products online across various platforms through Photo Scan by Google Photos
- UPI Payment and using Wallet feature in Flipkart App
- Using background blur in Google Meet
- Collaborate in Google Meet using Jamboard
- Adding reference document in your Google Meet Invite
- Smart Typing Skills
- Names of Fingers
- Finger Placements
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning (Windows 10 Required)
- Understanding the Files, Folders and Libraries
- Guided Do It Yourself
- Knowledge Check
- Session Completion Test

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SESSION - 08

- Session #08 OS-CIT
- Classroom/Theory Content
- MS Office Skills (Windows)
- Creating and deleting shortcuts of all the windows elements for ease of access
- USB Drives
- Digital Skills for Daily Life
- Using different presentation modes in Google Meet
- Using Captions and host controls in Google Meet
- Pinning a participant in Google Meet
- Sharing video recording and chat transcript with participant after Google Meet is over
- Searching for any location using Google Maps (Downloading for Offline navigation)
- Using Ola Cabs app to book a cab online
- Using MakeMyTrip app to organize the trip online
- Smart Typing Skills
- Practice Makes Perfect
- Minimise Hand Movements
- Typing Trivia
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning (Windows 10 Required)
- What is an Operating System?
- Guided Do It Yourself
- Knowledge Check
- Session Completion Test

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SESSION - 09

- Session #09 OS-CIT
- Theory Content
- MS Office Skills (Windows)
- I can capture a screen using the snipping tool
- I can Interact with a Computer
- Windows Desktop
- Icon
- Tool Tip
- Icons Provided By Windows
- Taskbar Start button
- Task View
- Cortana
- Action Center
- Recycle Bin
- Summary
- Digital Skills for Daily Life
- Setting up a Telegram account
- Searching and joining public channels on the Telegram app for study groups
- Sharing large files in the Telegram app quickly
- Creating a Poll or Quiz in Telegram app for conducting surveys
- Starting a secret chat in Telegram App to maintain privacy
- Smart Typing Skills
- Measuring Progress
- How to Measure Progress?
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning (Windows 10 Required)
- Changing taskbar settings to personalise your desktop as per your convenience
- Guided Do It Yourself
- Knowledge Check
- Session Completion Test

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SESSION - 10

- Session #10 OS-CIT
- Classroom/Theory Content
- MS Office Skills (Windows)
- Windows Update
- Changing to Indian languages using system setting
- Setting Anti-Virus on your Computer to keep you safe in the cyber world
- Digital Skills for Daily Life
- Using Virtual background feature in Zoom meetings to avoid disruptive backgrounds
- Sharing video and audio in Zoom meeting
- Managing participants in Zoom Meeting to handle their access rights
- Recording your Zoom meetings
- Using file sharing feature in Zoom
- Smart Typing Skills
- What is Ergonomics?
- Correct Posture
- Correct Posture
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning (Windows 10 Required)
- I can start a computer
- Guided Do It Yourself
- Knowledge Check
- Session Completion Test



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SESSION - 11

- Session #11 OS-CIT
- Theory Content
- 21st Century Office Skills
- Introduction & User Interface
- Introduction & User Interface
- Introduction & User Interface
- Summary
- File Tab
- File Tab
- File Tab
- Summary
- Home Tab
- Clipboard Group
- Clipboard Group
- Summary
- Font Group
- Font Group
- Summary
- Paragraph Group
- Paragraph Group Part 01
- Paragraph Group Part 02
- Summary
- Style Group
- Style Group
- Summary
- Editing Group
- Editing Group
- Summary
- Digital Skills for Daily Life
- Enabling Google Assistant on your smartphone
- Using Google Assistant
- Setting up Amazon Alexa on your smartphone and using various skills in it
- Using Kindle for downloading of eBooks
- Exploring various reading features of Kindle (Bookmark, Font Settings, Night Mode)
- Downloading free eBooks from various smartphone apps like Audible, Free-eBooks.net
- Smart Typing Skills
- Home Row
- The Space Bar
- The Enter Key
- Using Keys
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- File Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 12

- Session #12 OS-CIT
- Theory Content
- 21st Century Office Skills
- Coupon
- Objectives
- What are coupons?
- What are the types of coupons?
- Did you know
- What is the standard format and size of coupons?
- What tools can be used to design a coupon?
- Where and how to print coupons?
- Learner Tip
- How can you create a coupon using Microsoft Word?
- Summary
- Outcome
- Practice and Create the Outputs in Office 365 Online
- I know about Office 365 online
- How to work with Office 365 Online on your Computer?
- How to work with Office 365 on your Smartphone?
- What's new in Word 365 online?
- Digital Skills for Daily Life
- Using Google Translate to translate text, handwriting, photos, and speech in multiple languages
- Using Google Translate in Conversation mode - for improving the communication in different languages
- Sharing a video from YouTube at a specific time duration with your friends
- Smart Typing Skills
- Typing Tips
- Learning the G and H Keys
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Home Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 13

- Session #13 OS-CIT
- Theory Content
- 21st Century Office Skills
- Insert Tab
- Pages Group
- Pages Group
- Summary
- Tables Group
- Tables Group
- Summary
- Tables Group Design Tab
- Tables Group Design Tab
- Summary
- Tables Group Layout Tab
- Tables Group Layout Tab
- Summary
- Illustration Group
- Illustration Group Part 01
- Illustration Group Part 02
- Summary
- Add-Ins Group
- Add-Ins Group
- Summary
- Media Group
- Media Group
- Summary
- Video Embedding
- Links Group
- Links Group
- Summary
- Comments Group
- Comments Group
- Summary
- Header & Footer Group
- Header & Footer Group
- Summary
- Text Group
- Text Group
- Summary
- Symbols Group
- Symbols Group
- Summary
- Draw Tab
- Pens Group and Tools Group
- Pens Group and Tools Group
- Summary
- Convert Group
- Convert Group
- Summary
- Design Tab
- Document Formatting Group
- Document Formatting Group
- Summary
- Page Background Group
- Page Background Group
- Summary
- What are 21st Century Study Skills?
- Using Smart search on Google
- Using Wikipedia to search for any information quickly
- Searching Synonyms, Antonyms and Thesaurus on dictionary.com for your project report
- Using Google lens to digitally copy and paste your handwritten notes
- Smart Typing Skills
- Using Keys
- Typing Tips
- Learning the Apostrophe Key
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Insert, Draw & Design Tab
- Guided Do It Yourself
- Processfolio
- Knowledge Check
- Simulation Questions
- Session Completion Test

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SESSION - 14

- Session #14 OS-CIT
- Theory Content
- 21st Century Office Skills
- Layout Tab
- Page Setup Group
- Page Setup Group
- Summary
- Paragraph Group
- Paragraph Group
- Summary
- Arrange Group
- Arrange Group
- Summary
- Travel Itinerary
- Objectives
- What is travel itinerary?
- Why are travel itineraries important?
- What elements go into a travel itinerary?
- General Awareness
- What tools can be used to create a travel itinerary?
- How to create a travel itinerary using Microsoft Word?
- Summary
- Outcome
- 21st Century Study Skills
- Watching educational talks/sessions on TED Talks
- Converting your smartphone into a Digital Microscope
- Understanding and solving Maths equations using the PhotoMath, Microsoft Maths Solver, Brainly and Socratic app
- Identifying all the plants near me using PlantSnap app
- Smart Typing Skills
- Using Keys
- Typing Trivia
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Travel Itinerary
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Tes

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SESSION - 15

- Session #15 OS-CIT
- Theory Content
- 21st Century Office Skills
- Reference Tab
- Table of Contents
- Table of Contents
- Summary
- Footnotes Group
- Footnotes Group
- Summary
- Research Group
- Research Group
- Summary
- Citation Group
- Citation Group
- Summary
- Caption Group
- Caption Group
- Summary
- Index Group
- Index Group
- Summary
- Table of Authorities Group
- Table of Authorities Group
- Summary
- Greeting Card
- Objectives
- What are greeting cards?
- What is the standard format and size of a greeting card?
- What tools can be used to create greeting cards?
- Where and how to print greeting cards?
- Did you know?
- How can you create a greeting card using Microsoft Word?
- Summary
- Outcome
- 21st Century Study Skills
- Knowing about the human body anatomy using Anatomy Learning app
- Knowing about NASA's initiatives through NASA app
- Learning a new language by interacting with my phone with the DuoLingo app
- Smart Typing Skills
- Top Row
- Using Keys
- Typing Tips
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Greeting Card
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 16

- Session #16 OS-CIT
- Theory Content
- 21st Century Office Skills
- Certificate
- Objectives
- What are certificates?
- What is the importance of awarding certificates?
- General Awareness
- What is the standard format and size of a certificate?
- What tools can be used to design a certificate?
- General Awareness
- Where and how to print certificates?
- How can you create a certificate using Microsoft Word?
- Summary
- Outcome
- Transform to Webpage
- Conversion of Word document to PowerPoint presentation
- 21st Century Study Skills
- Memorizing the lessons quicker by preparing the flash card using the Quizlet app
- Making a mind map of any concept using Mindly app to understand the concept in a better way
- Learning to code with fun and quick games using Grasshopper app
- Smart Typing Skills
- Learning the B and N Keys
- Using Keys
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Certificate
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 17

- Session #17 OS-CIT
- Theory Content
- 21st Century Office Skills
- Mailing Tab
- Create Group
- Create Group
- Summary
- Start Mail Merge Group
- Start Mail Merge Group
- Summary
- Write and Insert Fields Group
- Write and Insert Fields Group
- Summary
- Preview Result Group
- Preview Result Group
- Summary
- Finish Group
- Finish Group
- Summary
- Volunteer form
- Objectives
- What is a volunteer form?
- What is the standard format and size of a volunteer form?
- What tools can be used to design a volunteer form?
- How can you create a volunteer form using Microsoft Word?
- Summary
- Outcome
- 21st Century Study Skills
- Joining online courses on Coursera.org
- Using Grammarly plugin to avoid grammatical mistakes
- Listening to tunes from various track and study with better concentration - Study Music app
- Smart Typing Skills
- Learning the E and I Keys
- Using Keys
- AI Tools
- Earth Hero
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Volunteer Form
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 18

- Session #18 OS-CIT
- Theory Content
- 21st Century Office Skills
- Flyer
- Objectives
- What is a flyer?
- Did you know
- What is the importance of flyers?
- What are the types of flyers and the required print papers?
- What content and elements should be added to flyers?
- Did you know
- How to create a flyer using Microsoft Word?
- Summary
- Outcome
- Bookmark
- Objectives
- What are bookmarks?
- Did you know?
- What is the importance designing a bookmark?
- What is the standard format and size of bookmarks?
- Where and how to print bookmarks?
- What tools can be used to design a bookmark?
- How can you create a bookmark using Microsoft Word?
- Summary
- Outcome
- 21st Century Study Skills
- Keeping track of my important events or classes all in one place using Google Calendar
- Developing and tracking goals/good habits using the Avocation Habit tracker app
- Studying smartly using the tricks and trips provided by the Study Tips app
- Remembering the daily school tasks using the School Planner app
- Smart Typing Skills
- Learning the W and O Keys
- Using Keys
- Typing Tips
- AI Tools
- W3Schools
- Read Along (previously Google Bolo)
- SocialBee
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Flyer
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 19

- Session #19 OS-CIT
- Theory Content
- 21st Century Office Skills
- Review Tab
- Proofing Group
- Proofing Group
- Summary
- Grammar Check
- Speech Group
- Speech Group
- Summary
- Accessibility Group
- Accessibility Group
- Summary
- Language Group
- Language Group
- Summary
- Comments Group
- Comments Group
- Summary
- Modern Commenting
- Tracking Group
- Tracking Group
- Summary
- Changes Group
- Changes Group
- Summary
- Compare Group
- Compare Group
- Summary
- Protect Group
- Protect Group
- Summary
- Ink Group
- Ink Group
- Summary
- 21st Century Study Skills
- Participating in various Live Discussions (Facebook Live)
- I can join Massive Open Online Courses (MOOCs)
- Smart Typing Skills
- Learning the Q and Y Keys
- Using Keys
- AI Tools
- Mimo
- Sider.ai
- Tynker
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Bookmark
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
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SESSION - 20

- Session #20 OS-CIT
- Theory Content
- 21st Century Office Skills
- Invitation Card
- Objectives
- What are invitation cards?
- What role do invitation cards play?
- Did you know
- Where and how to print an invitation card?
- What tools can be used to create an invitation card?
- How to create an invitation card using Microsoft Word?
- Summary
- Outcome
- Templates for Efficient Note Taking
- Objectives
- What are notes and their benefits?
- What tools can be used to take notes?
- How to choose templates for taking notes in tools?
- How can you take notes efficiently using Microsoft Word?
- Summary
- Outcome
- 21st Century Study Skills
- Confidently appearing for exams after attempting mock tests using Gradeup app
- Searching and downloading eBooks (NCERT)
- Learning by discussions in forums (quora.com)
- Smart Typing Skills
- Learning the P and T Keys
- Using Keys
- Typing Trivia
- AI Tools
- Replika
- Google AI Studio
- Avast Antivirus and Security
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Invitation Card
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Tes

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SESSION - 21

- Session #21 OS-CIT
- Theory Content
- 21st Century Office Skills
- View Tab
- Views Group
- Views Group
- Summary
- Immersive Group
- Immersive Group
- Summary
- Page Movement Group
- Page Movement Group
- Summary
- Show Group
- Show Group
- Summary
- Windows Group
- Windows Group
- Summary
- Zoom Group
- Zoom Group
- Summary
- Macros Group
- Macros Group
- Summary
- Sharepoint Group
- Sharepoint Group
- Summary
- Help Tab
- Help Tab
- Help Tab
- Summary
- 21st Century Study Skills
- Organizing my day/Notes, important points using Google Keep
- Learning about artwork and culture from around the globe using Google Arts & Culture app
- Smart Typing Skills
- Bottom Row
- Using Keys
- Learning the C and Comma Keys
- Using Keys
- Typing Tips
- AI Tools
- GramCover
- eGramSwaraj
- VEED.IO
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Templates for Efficient Note Taking
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 22

- Session #22 OS-CIT
- Theory Content
- Basic Survey Report
- Objectives
- What are survey reports?
- What is the purpose of writing a survey report?
- What tools are used to create a survey report?
- How to create a basic survey report using Microsoft Word?
- Summary
- Outcome
- 21st Century Study Skills
- Testing your level of Intelligence Quotient (IQ)
- Accessing the online Research Papers on Google Scholar
- Improving learning productivity using StayFocusd app
- Smart Typing Skills
- Learning the Tab Key
- Using Keys
- Typing Tips
- Typing Trivia
- AI Tools
- Glider.ai
- Coconote ai
- Amazon CodeWhisperer
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Survey Report
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test
-

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SESSION - 23

- Session #23 OS-CIT
- Theory Content
- 21st Century Office Skills
- Introduction & User Interface
- Introduction & User Interface
- Introduction & User Interface
- Summary
- File Tab
- File Tab
- File Tab
- Summary
- Home Tab
- Home Tab
- Home Tab
- Summary
- Font Group
- Font Group
- Summary
- Clipboard Group
- Clipboard Group
- Summary
- Alignment Group
- Alignment Group
- Summary
- Number Group
- Number Group
- Summary
- Styles Group
- Styles Group
- Summary
- Cells Group
- Cells Group
- Summary
- Editing Group
- Editing Group
- Summary
- 21st Century Study Skills
- Finding information about The World using the website
<https://knoema.com/atlas>
- Travelling virtually using the Virtual Vacation website
- Tracking live status of any flight using Flight Radar application
- Smart Typing Skills
- Learning the X and Period Keys
- Using Keys
- AI Tools
- Umang
- ResearchRabbit
- eNAM
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- File Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 24

- Session #24 OS-CIT
- Theory Content
- 21st Century Office Skills
- Household Monthly Expense Sheet
- Objectives
- What are household expense sheets?
- What are the benefits of maintaining a household expense sheet?
- General Awareness
- How to plan your monthly expenses?
- How to create a household monthly expense sheet using Microsoft Excel?
- Summary
- Outcome
- What's new in Excel 365 online?
- 21st Century Study Skills
- Relaxing body and mind using Yoga & Exercise app
- Testing your level of Emotional Quotient (EQ)
- Understanding my personality type - <https://www.16personalities.com/>
- Smart Typing Skills
- Learning the Z and Slash Keys
- Using Keys
- Typing Tips
- AI Tools
- Habitica
- MS-Outlook - Email Drafting
- Microsoft PowerPoint – Create a Presentation
- Learn 21st Century Office Skills through Self Path Learning
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Monthly Expense Sheet
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 25

- Session #25 OS-CIT
- Theory Content
- 21st Century Office Skills
- Insert Tab
- Tables Group
- Tables Group
- Summary
- Filters Group
- Filters Group
- Summary
- Illustrations Group
- Illustrations Group
- Summary
- Charts Group
- Charts Group
- Summary
- Tours Group
- Tours Group
- Summary
- Sparklines Group
- Sparklines Group
- Summary
- Quick Analysis
- Quick Analysis
- Summary
- Links Group
- Links Group
- Summary
- Text Group
- Text Group
- Summary
- Symbols Group
- Symbols Group
- Summary
- Enhanced visuals (Inserting SVG files to your Excel file)
- Digital India Skills
- Downloading Forms online for different Government Schemes
- Applying for Birth Certificate online (and how you can help someone to apply for a Birth Certificate)
- Smart Typing Skills
- Shift Keys
- Using Keys
- Typing Tips
- Typing Trivia
- AI Tools
- Trello
- MS Excel - Analyze Data Feature
- Microsoft 365 Copilot
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Insert Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Tes

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SESSION - 26

- Session #26 OS-CIT
- Theory Content
- 21st Century Office Skills
- Attendance Report
- Objectives
- What are attendance reports?
- Did you know
- What is the importance of creating an attendance report?
- What tools can be used to create an attendance report?
- How to create an attendance report using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Verifying and Updating your Aadhaar Card Details on Aadhar Website
- Downloading the Aadhaar Card Securely from Aadhar Website
- Ensuring clean city and premises
- Smart Typing Skills
- Numbers
- Typing Tips
- Using Number Keys – 1 to 5
- Using Number Keys – 6 to 9 and zero
- AI Tools
- IRCTC - Ask Disha 2.0
- MS PowerPoint Designer
- Asana
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Attendance Report
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 27

- Session #27 OS-CIT
- Theory Content
- 21st Century Office Skills
- Formulas Tab
- Using Formulas
- Using Formulas
- Summary
- CONCAT, MAXIFS, MINIFS
- Absolute and Sheet References
- Absolute and Sheet References
- Summary
- Using Functions
- Using Functions
- Summary
- Defined Names Group
- Defined Names Group
- Summary
- Digital India Skills
- Applying for the PAN Card online
- Applying for the Voter ID Card online
- Replace manual paper based signatures by adding eSign (Electronic Signature)
- Smart Typing Skills
- Symbols
- Learning the Square Brackets and Back Slash Keys
- Typing Tips
- Learning the Minus, Equals and Grave Accent Keys
- AI Tools
- Google Fit
- IFTTT
- WhatsApp Meta AI
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Formula
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 28

- Session #28 OS-CIT
- Theory Content
- 21st Century Office Skills
- Exercise planner
- Objectives
- What are exercise planners and their benefits?
- Did you know?
- What elements are to be included in an exercise planner?
- What tools can be used to create exercise planners?
- How to create an exercise planner using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Searching and applying for jobs at the National Career Service portal
- Enrolling for eSkill India Programs
- Smart Typing Skills
- Num Pad
- Touch Typing on the Number Pad
- Num Pad Home Row Positions
- AI Tools
- Udio
- Luma AI's Dream Machine
- Digital Wellbeing - Google
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Exercise Planner
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 29

- Session #29 OS-CIT
- Theory Content
- 21st Century Office Skills
- Data Tab
- Data Tools Group
- Data Tools Group
- Summary
- Forecast Group
- Forecast Group
- Summary
- Outline Group
- Outline Group
- Summary
- New and improved connectors
- Draw Tab
- Draw Tab
- Draw Tab
- Summary
- Sales Receipt
- Objectives
- What are sales receipts?
- What are the types of receipts?
- What to include on a receipt?
- Did you know?
- What is the standard format and size of sales receipts?
- What tools can be used to design a sales receipt?
- How to create a sales receipt using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Keeping a tab on the Weather status in your area using Accuweather app
- Getting trained about the Disaster Management Process
- Smart Typing Skills
- Index Finger Keys
- Typing Tips
- AI Tools
- HealthifyMe
- Semantic Scholar
- Google Map
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Sales Receipt
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 30

- Session #30 OS-CIT
- Theory Content
- 21st Century Office Skills
- Grocery List
- Objectives
- What are grocery lists?
- What are the benefits of creating a grocery list?
- What tools can be used to create a grocery list?
- How to create a grocery list using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Knowing about and applying online for Pradhanmantri Jeevan Jyoti Bima Yojana
- Knowing about and applying online for Pradhanmantri Suraksha Bima Yojana
- Using Rakshak App for safety of Women and Senior Citizens
- Smart Typing Skills
- Middle Finger Keys
- Ring Finger Keys
- Little Finger Keys
- AI Tools
- Twos
- Brain.fm
- ClickUp
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Grocery List
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 31

- Session #31 OS-CIT
- Theory Content
- 21st Century Office Skills
- Page Layout Tab
- Themes Group
- Themes Group
- Summary
- Page Setup Group
- Page Setup Group
- Summary
- Scale to Fit Group
- Scale to Fit Group
- Summary
- Sheet Options Group
- Sheet Options Group
- Summary
- Arrange Group
- Arrange Group
- Summary
- Review Tab
- Proofing Group
- Proofing Group
- Summary
- Accessibility Group
- Accessibility Group
- Summary
- Insights Group
- Insights Group
- Summary
- Language Group
- Language Group
- Summary
- Comments Group
- Comments Group
- Summary
- Changes Group
- Changes Group
- Summary
- Ink Group
- Ink Group
- Summary
- Digital India Skills
- Knowing about and applying online for Pradhan Mantri Sukanya Samruddhi Yojana for girl child
- Knowing about and applying online for Pradhan Mantri Mudra Yojana
- Smart Typing Skills
- Advance Skills
- Google Docs
- AI Tools
- Runway
- Inshorts
- Microsoft Swiftkey
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Page Layout & Review Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 32

- Session #32 OS-CIT
- Theory Content
- 21st Century Office Skills
- Academic Calendar with photos
- Objectives
- What are academic calendars?
- How to use Google calendar effectively
- Did you know?
- How should teachers use calendars effectively?
- What tools can be used to create an academic calendar with photos?
- Learner Tip
- How to create an academic calendar with photos using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Applying online for Pradhan Mantri Awas Yojana to save money on home loan
- Smart Typing Skills
- CorelDRAW
- AI Tools
- DigiLocker
- Type Fu
- AccuBattery
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Academic Calendar with Photos
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 33

- Session #33 OS-CIT
- Theory Content
- 21st Century Office Skills
- View Tab
- Macros Group
- Macros Group
- Summary
- Show Group
- Show Group
- Summary
- Windows Group
- Windows Group
- Summary
- Workbook View Group
- Workbook View Group
- Summary
- Zoom Group
- Zoom Group
- Summary
- Family Tree Generator
- Objectives
- What is a family tree?
- Why should you make a family tree?
- Did you know
- How and where can you print your family tree file?
- How to make a family tree using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Availing LPG services online from comfort of your home
- Availing Online services (ePost Office Service) of India Post
- Smart Typing Skills
- Adobe PageMaker
- AI Tools
- Government e-Marketplace (GeM)
- FoundIt
- Unified Lending Interface (ULI)
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Family Tree Generator
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 34

- Session #34 OS-CIT
- Theory Content
- 21st Century Office Skills
- Family Event Calendar
- Objectives
- What is a family event calendar?
- What is the purpose of a family event calendar?
- What elements does a family event calendar include?
- How to create a family event calendar using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Viewing work details on MGNREGA (how to help others find it?)
- Using mKisan Portal and Kisan App for tracking farming related information
- Smart Typing Skills
- Adobe InDesign
- AI Tools
- Scite
- Descript
- NSDL
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Family Event Calendar
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test



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SESSION - 35

- Session #35 OS-CIT
- Theory Content
- 21st Century Office Skills
- Developer Tab
- Code Group
- Code Group
- Summary
- Add-ins Group
- Add-ins Group
- Summary
- Controls Group
- Controls Group
- Summary
- XML Group
- XML Group
- Summary
- Student's Grade Book
- Objectives
- What are student's grade book?
- What is the importance of the grade book?
- What tools can be used to create a grade book for students?
- How to create a student's grade book using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Applying and getting my Soil Health card for efficient farming
- Being aware about the Market Price of Farm Products
- Smart Typing Skills
- Microsoft Word
- Objective
- Creating a New Document
- Using Templates
- Entering Text
- Text Wrapping and Tabs
- Selecting Text
- Editing Text
- Undoing and Redoing Editing Changes
- AI Tools
- NotebookLM
- Perplexity AI
- Domo AI
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Student's Grade Book
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 36

- Session #36 OS-CIT
- Theory Content
- 21st Century Office Skills
- Sports Sign Up Sheet
- Objectives
- What are sports sign-up sheets?
- What elements are to be included in a sign-up sheet?
- Where and how to print a sports sign-up sheet?
- What tools can be used to create a sports sign-up sheet?
- How to create a certificate using Microsoft Excel?
- Summary
- Outcome
- Vertical Timeline
- Objectives
- What are vertical timelines?
- Learner Tip
- What are the benefits of using vertical timelines?
- Who can make use of vertical timelines?
- How to create a vertical timeline using Microsoft Excel?
- Summary
- Outcome
- Digital India Skills
- Registering a complaint on Consumer Forum
- Booking Online appointment in Government Hospital
- Smart Typing Skills
- Open Office Writer
- Objectives
- Creating a New Document
- Entering Text
- Text Wrapping and Tabs
- Selecting Text
- Editing Text
- Undoing and Redoing
- Editing Modes
- AI Tools
- Meshy AI
- Insta3D
- TryHackMe
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Sports Sign Up Sheet
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 37

- Session #37 OS-CIT
- Theory Content
- 21st Century Office Skills
- Introduction & User Interface
- Introduction & User Interface
- Introduction & User Interface
- Summary
- Export to 4K
- Export to Animated GIFs
- Home Tab
- Clipboard Group
- Clipboard Group
- Summary
- Slides Group
- Slides Group
- Summary
- Font Group
- Font Group
- Summary
- Paragraph Group
- Paragraph Group
- Summary
- Drawing Group
- Drawing Group
- Summary
- Editing Group
- Editing Group
- Summary
- Insert Tab
- Tables Group
- Tables Group
- Summary
- Images Group
- Images Group
- Summary
- Illustration Group
- Illustration Group Part - 01
- Illustration Group Part-02
- Summary
- Add-Ins Group
- Add-Ins Group
- Summary
- Easier background removal from a picture
- Digital India Skills
- Scanning important documents and store online using Dropbox/Digilocker
- Applying for FASTag card online for Toll payments
- Volunteering in Young India initiatives led by Government of India
- Smart Typing Skills
- Microsoft Excel
- Objectives
- Creating a Workbook
- Using Templates
- Downloading Templates
- Case Study
- Creating a Blank Workbook
- Moving Between Cells
- Entering Headings
- Entering Data
- Adjusting Column Width
- AI Tools
- Google Colab
- Swachhata app
- Hedra
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Home & Insert Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Tes

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SESSION - 38

- Session #38 OS-CIT
- Theory Content
- 21st Century Office Skills
- Recipe Book
- Objective
- What is a recipe book?
- What tools can be used to create a recipe book?
- How to create a recipe book using Microsoft PowerPoint?
- Summary
- Outcome
- Digital India Skills
- Applying for Education Loan on Bank's website
- Applying for National Scholarships
- Smart Typing Skills
- Open Office Calc
- Objective
- Creating a Spreadsheet
- Case Study
- Moving Between Cells
- Entering Headings
- Entering Data
- Adjusting Column Width
- AI Tools
- Home Workout - No Equipment
- Google Docs - Voice Typing
- Google Lens
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Recipe Book
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 39

- Session #39 OS-CIT
- Theory Content
- 21st Century Office Skills
- Design Tab
- Design Tab
- Design Tab
- Summary
- Design Ideas
- Transitions Tab
- Transitions Tab
- Transitions Tab
- Summary
- Morph transition
- Digital India Skills
- Applying for Passport online
- Tracking the status of Passport application online
- Smart Typing Skills
- Skills Required for Data Entry
- Types of Data Entry Jobs
- AI Tools
- Adobe Podcast
- Gmail Help me write
- Suno
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Design & Transition Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test



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SESSION - 40

- Session #40 OS-CIT
- Theory Content
- 21st Century Office Skills
- Infographic Poster
- Objectives
- What are infographics?
- General Awareness
- What are posters?
- What are infographic posters?
- General Awareness
- What elements are to be included in an infographic poster?
- What tools can you use to create an infographic poster?
- How to create an infographic poster using Microsoft PowerPoint?
- Summary
- Outcome
- What's new in Powerpoint 365 online?
- Digital India Skills
- Filing Income Tax Return online
- Applying for Atal Pension Yojana online
- Smart Typing Skills
- Role of a Data Entry Operator
- Need for Data Conversion
- AI Tools
- Animaker
- Canva (with AI Features)
- Pictory
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Infographic Poster
- Knowledge Check
- Guided Do It Yourself
- Simulation Questions
- Session Completion Test
- Processfolio

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SESSION - 41

- Session #41 OS-CIT
- Theory Content
- 21st Century Office Skills
- Animation Tab
- Animation Tab
- Animation Tab
- Summary
- Quiz Game Show
- Objectives
- What is a quiz game?
- What is the purpose of a quiz game?
- What elements should be included in a quiz game document or presentation?
- What tools can be used to create a quiz show game?
- How to create a quiz show game using Microsoft PowerPoint?
- Summary
- Outcome
- Digital India Skills
- Checking the status of the Provident Fund Online
- Smart Typing Skills
- Data Entry Jobs in Industrial Sector
- Data Entry Jobs in Medical Sector
- Introduction to AI
- History of AI
- Definition and its importance
- What is Generative AI?
- Teaching machines to mimic human intelligence
- Understanding the basics of AI
- Concept of 'Intelligence'
- Human Intelligence vs. Machine Intelligence
- AI Tools
- Invideo AI
- Leonardo.Ai
- Lumen5
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Quiz Game Show
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 42

- Session #42 OS-CIT
- Theory Content
- 21st Century Office Skills
- Memories Album
- Objectives
- What exactly is a "memories photo album?"
- What is the standard size of a photo album book?
- How are photo albums made?
- How to create a memories photo album using Microsoft PowerPoint?
- Summary
- Outcome
- Digital India Skills
- Applying online for Start-up Recognition
- Applying online for Registration of Partnership Firm
- Making An Application For Right To Information
- Smart Typing Skills
- Data Validation
- Data Categories
- Types of AI
- Narrow AI
- General AI
- Superintelligent AI
- Components of AI
- Understanding how machines learn from data
- Power of 'Reasoning'
- The ability of problem-solving
- Discussing how machines interpret sensory information
- Linguistic Intelligence
- Perception and Computer Vision
- Robotics and Motion
- Knowledge Representation
- Planning and Navigation
- AI Tools
- Napkin AI
- Otter
- Slidesgo
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Memories Album
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 43

- Session #43 OS-CIT
- Theory Content
- 21st Century Office Skills
- Slide Show Tab
- Set Up Slide Show Group
- Set Up Slide Show Group
- Summary
- Start Slide Show Group
- Start Slide Show Group
- Summary
- Presenter's Coach
- Biography Presentation
- Objectives
- What is a biography?
- What is a biography presentation?
- What elements to include in a biography presentation?
- How to print a biography presentation?
- How to create a biography presentation using Microsoft PowerPoint?
- Summary
- Outcome
- Digital India Skills
- Using Government helpline services online
- Getting important alerts from the Central Government
- Smart Typing Skills
- Related Jobs
- Types of Data
- Ethics in AI
- The 3 key areas of AI ethics
- Privacy and data protection
- Bias and discrimination
- How to establish AI ethics?
- Sustainability in AI
- AI Tools
- Adobe Firefly
- Hailuo AI
- MicMonster
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Biography Presentation
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 44

- Session #44 OS-CIT
- Theory Content
- 21st Century Office Skills
- NGO Donation Proposal (Grant Proposal)
- Objectives
- What are NGO donation proposals?
- What is the purpose of preparing an NGO donation proposal?
- How to write a donation proposal?
- How to create an NGO donation grant proposal?
- Summary
- Outcome
- Digital India Skills
- Checking Property Records in the Government record
- Booking an online appointment with Government Officer
- Applying online for Death Certificate
- Smart Typing Skills
- Data Correctness
- Compiling Data
- What is Machine Learning?
- Types of Machine Learning
- Unsupervised Machine Learning
- Semi-Supervised Learning
- Reinforcement Learning
- Transfer Learning
- AI Tools
- Duolingo
- DeepSeek
- ChatGPT
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- NGO Donation Proposal (Grant Proposal)
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 45

- Session #45 OS-CIT
- Theory Content
- 21st Century Office Skills
- Review Tab
- Review Tab
- Review Tab
- Summary
- Business Pitch for a Café
- Objectives
- What is a business pitch?
- General Awareness
- What elements should be included in a business pitch?
- What tools can be used to create a business pitch?
- How to create a business pitch using Microsoft PowerPoint?
- Summary
- Outcome
- Netiquettes
- How do I know if a website is safe to access or not?
- Risks in Online registration on various websites
- If you copy paste, first know about copyrights
- Deactivate unused accounts
- Smart Typing Skills
- Data Entry Tools
- Scanning
- Practical Applications of ML
- Speech Recognition
- Cybersecurity
- Social Media Personalization
- Feature Engineering
- Machine Learning Algorithms
- Linear Regression
- Ethical Considerations in Machine Learning
- Future Trends in Machine Learning
- AI Tools
- Claude AI
- Google Gemini
- Ideogram
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Business Pitch for a Café
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 46

- Session #46 OS-CIT
- Theory Content
- 21st Century Office Skills
- Geography Lesson
- Objectives
- What is a lesson plan presentation?
- What should a lesson plan presentation contain?
- What tools can be used to create a lesson plan?
- How to create a geography lesson plan using Microsoft PowerPoint?
- Summary
- Outcome
- Netiquettes
- Encrypt files to protect data and ensure security
- Some safe e-commerce tips when shopping online
- Peer to peer sharing to transfer files to your family and friends
- Think before you click that link
- Smart Typing Skills
- OCR
- Data Conversion for the Web
- Other Conversions
- Introduction to AI and ML in daily and professional life
- Key benefits of AI and ML in daily life
- Usage of AI through smartphones
- AI Tools
- Typing Bolt
- Grammarly
- QuillBot
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Geography Lesson
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 47

- Session #47 OS-CIT
- Theory Content
- 21st Century Office Skills
- View Tab
- Presentation Views Group
- Presentation Views Group
- Summary
- Master View Group
- Master View Group
- Summary
- Show Group
- Show Group
- Summary
- Zoom Group
- Zoom Group
- Summary
- Color Grayscale Group
- Color Grayscale Group
- Summary
- Windows Group
- Windows Group
- Summary
- Macros Group
- Macros Group
- Summary
- Cyber Security Skills
- I know to how to protect my data in case of theft of my laptop or computer
- I know the consequences of downloading unknown Email attachments and safety tips
- I can protect myself from social media blackmailing
- I can block my SIM card if my handset is lost
- Smart Typing Skills
- Data Entry Pay Scales
- Factors affecting Pay Scale
- AI-based applications via smartphones
- Virtual Assistant usage through smartphones
- AI-based smart home appliances
- AI Tools
- Bhashini
- Google Drive with AI Integration
- MS PowerPoint's Rehearse with Coach
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Insert Tab
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 48

- Session #48 OS-CIT
- Theory Content
- 21st Century Office Skills
- Gardening/ Yoga workshop poster
- Objectives
- What are posters?
- How are posters important for businesses?
- General Awareness
- What are the factors considered to create a poster?
- What are the types, sizes, and formats for posters?
- What are some tips for printing a high-quality poster?
- How to create a yoga workshop poster using Microsoft PowerPoint?
- Summary
- Outcome
- Cyber Security Skills
- Safety tips for Using public Wi-Fi networks
- I can be careful about peeping habit of others while using passwords and PINs
- Securing AADHAAR card data online, locking your biometrics to avoid unauthorised use
- Data Tampering and its legal implications
- Smart Typing Skills
- Advanced Skills
- Legal Documents
- Other Documents
- AI and ML in transportation
- AI usage for entertainment and information
- AI solutions for security requirements
- AI Tools
- Notion
- Evernote
- Todoist
- Lab
- Typing Practice/टाइपिंग प्रैक्टिस
- Self Path Learning
- Gardening/ Yoga workshop poster
- Knowledge Check
- Guided Do It Yourself
- Processfolio
- Simulation Questions
- Session Completion Test

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SESSION - 49

- Session #49 OS-CIT
- Theory Content
- 21st Century Office Skills
- I can configure MS Outlook
- Introduction
- What is a Personal Information Manager (PIM)?
- Starting Outlook
- Configuring existing Gmail account in Outlook 2019
- Configuring existing Gmail account in Outlook 2019 (Advanced options)
- The User Interface
- Switching between Outlook modules
- Summary
- I can include Signature in my outgoing mails
- Introduction
- Using Background Stationery
- Using Signatures
- Summary
- I can use Outlook to create an Address Book
- Introduction
- Creating a Contact
- Using Contacts
- Creating a Contact Group
- Including Members in a Group
- Emailing a Contact Group
- Summary
- I can use Outlook to manage my email communications
- Introduction
- Creating a New Email Message
- Entering Details
- Creating Drafts
- Using Attachments
- Reading Mails
- The Reply and Forward
- Replying to a Mail
- Forwarding a Mail
- Deleting Mails
- Summary
- Ergonomics
- Ergonomics: Correct laptop posture to avoid strain to eyes and backache
- Ergonomics: Prevent musculoskeletal pain when using laptop or pc
- Ergonomics: Using Mouse Ergonomically to avoid stress on fingers
- Go Green
- Go Green: Using Google Maps to save fuel and time
- Go Green: Send e-invites and save paper
- Go Green: Did you correctly shut-down your computer?
- Smart Typing Skills
- Medical Transcription
- How Transcription Works
- Medical Transcription Course
- Stamp Papers
- Bank Documents
- KYC Details
- Scope of AI in personal financial planning
- AI in healthcare monitoring and tracking
- AI in career and skill development
- AI Tools
- Freepik
- Pexels (AI-powered Search)
- HeyGen
- Lab
- Typing Practice/ टाइपिंग प्रैक्टिस
- Self Path Learning
- I can configure MS Outlook
- Knowledge Check
- Knowledge Check
- Knowledge Check
- Guided Do It Yourself
- Simulation Questions
- Session Completion Test

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SESSION - 50

- Session #50 OS-CIT
- Theory Content
- 21st Century Office Skills
- I can use Outlook to organize my Mailbox
- Introduction
- Using Categories
- Modifying Categories
- Using Flags
- Using Folders
- Searching for Mails
- Sorting Mails
- Summary
- I can schedule meets using Outlook's Planner
- Introduction
- Creating an Event
- Appointment versus Event
- Converting an Appointment into an Event
- Creating Meeting Request
- Summary
- I can use Outlook Calendar to schedule Appointments
- Introduction
- Calendar Views
- Creating Appointments
- Setting event details
- Reminders
- Setting Meetings
- Recurring Appointments
- Summary
- I can send out Newsletters by integrating Outlook and Word
- Introduction
- Sharing a Word Document
- Dispatching Newsletter
- Summary
- I can use Outlook to track the progress of items in my Task List
- Introduction
- Creating a Task
- Editing a Task
- Completed Tasks
- Deleting a Task
- Outcome
- Summary
- Ergonomics
- Ergonomics: Ergonomic keyboards
- Ergonomics: Shoulder exercises for computer users
- Ergonomics: Adjust the display's brightness
- Go Green
- Go Green: Share online and reduce paper waste
- Go Green: Tips on green computing
- Go Green: Reduce your digital and carbon footprints
- Smart Typing Skills
- Loan Applications
- Form Entries
- Form Entry
- Publications
- Types of Typists
- Overview of new age AI careers
- Current outlook on AI jobs
- AI careers that you can pursue
- Various industries hiring AI professionals
- What do you need for an AI career?
- AI Tools
- CCleaner
- LinkedIn
- Naukri

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