

OS-CIT

OS-CIT is an Information Technology (IT) literacy course started by OKCL in the year 2011. It is the most popular IT Literacy course in Odisha. In this World of Gig economy, 21st Century, most of the new actionable knowledge is being digitally born (often through digital collaborations), digitally stored, digitally presented, digitally distributed, digitally accessed, digitally archived and managed. It only seems natural that it has become an essential part of one's personal, professional and social life. It has also transformed the way of living in 21st Century.

OS-CIT attempts to propagate it through IT Awareness, Literacy, Functionality and Applicability among the common people with a view to bridge the Digital Divide and the resultant Knowledge Divide and Development Opportunity Divide. This surely makes a positive impact on one's job-readiness, social behavior and ultimately boosts the self-confidence, enabling him/her to work effectively in the 21st Century workplace.

RESULT SITES FOR OS-CIT/OS-CIT A/OS-CIT A+

OS-CIT Certificate Verification

OS-CIT Certification by OSOU: <https://oscit.osou.ac.in/>

OS-CIT Certification before June 2017: <https://certificate.okcl.co.in/>

OS-CIT IT Awareness 2023: Day-wise Break-up

OS-CIT

***Odisha State - Certificate in
Information Technology***

In OS-CIT, the learner can learn the Theory in the ALC's classroom or ALC's computer. They need to perform Lab on the ALC's computer only.

OS-CIT IT Awareness 2023

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 01	Session #01						
		OS-CIT Introduction					
		Theory Content					
			Basic Computer and Smartphone 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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					Keyboard		
					Webcam		
				Shutting down and logging off a computer and laptop			
			Basic Computer and SmartPhone Skills				
				Types of mouse			
				Keys on the keyboard, Layouts of keyboard			
				Get to know Monitors / other screen display devices (Smart TV)			
				Connect Laptop to Projector			
			Digital Skills for Daily Life				
				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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Basics of Keyboarding			
				Why should you learn typing and need for typing?			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Knowledge Check				
			Session Completion Test				
			Home Work				
Day 02	Session #02						
		Theory Content					
			MS Office Skills (Windows)				
				Connecting a headset to hear audio on my computer			
				Overview of Operating System			
				Introduction to Windows 10			
				What happens when a computer starts?			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				About Desktop and its elements like Icons, Wallpapers, Screensaver, start menu etc.			
			Digital Skills for Daily Life				
				Creating our Digital Identity - Our Gmail account			
				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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
Day 03	Session #03						
		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			
				Using automatic signature in Gmail for your Outgoing mails			
				Scheduling mails in Gmail to send your mails at a specific time			
				Using Read receipt			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Use of Undo Send feature in Gmail to recall emails			
			Smart Typing Skills				
				Practice Makes Perfect			
				Minimise Hand Movements			
				Typing Trivia			
				Measuring Progress			
					How to Measure Progress?		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Knowledge Check				
			Session Completion Test				
			Home Work - Book Reading				
Day 04	Session #04						
		Theory Content					
			MS Office Skills (Windows)				
				Pinning items on taskbar and start menu in Windows 10 for your ease of access			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Managing Files, Folders and Libraries in Windows 10			
			Basic Computer and SmartPhone Skills				
				Using Wi-Fi at home to access high speed internet			
				Using wired connections for connecting computers			
			Digital Skills for Daily Life				
				Using WhatsApp on desktop for sharing files easily and quickly			
				Sending message to someone in WhatsApp without saving the number			
				Formating your message text in WhatsApp			
				Pinning your important chats in WhatsApp			
				Bookmarking important messages in WhatsApp (Starred messages)			
				Marking the received messages as Unread to reply later in WhatsApp			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 05	Session #05						
		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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Creating Folders and Libraries			
				Disk clean-up and Disk-defragmenter for identifying and eliminating non-essential files			
				Understand about Data, how it is important in today's age, types of data			
			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			
				Using the Read message aloud feature in WhatsApp Web			
				Logging out from WhatsApp from Smartphone and Desktop			
			Smart Typing Skills				
				Top Row			
					Using Keys		
					Typing Tips		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					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 Test				
			Home Work - Book Reading				
Day 06	Session #06						
		Theory Content					

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			MS Office Skills (Windows)				
				Using a Notepad file to type & edit plain text in it			
				Restarting, shutting down, locking, logging off and hibernating a laptop			
			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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					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				
			Home Work - Book Reading				
Day 07	Session #07						
		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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Digital Skills for Daily Life				
				Online shopping using Flipkart app			
				UPI Payment and using Wallet feature in Flipkart App			
				Searching products online across various platforms through Photo Scan by Google Photos			
				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)				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Understanding the Files, Folders and Libraries			
			Guided Do It Yourself				
			Knowledge Check				
			Session Completion Test				
			Home Work - Book Reading				
Day 08	Session #08						
		Theory Content					
			MS Office Skills (Windows)				
				Creating and deleting shortcuts of all the windows elements for ease of access			
				USB drives and other different types of Memory Card Readers			
			Digital Skills for Daily Life				
				Using different presentation modes in Google Meet			
				Using Captions and host controls in Google Meet			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
Day 09	Session #09						
		Theory Content					
			MS Office Skills (Windows)				
				I can capture a screen using the snipping tool			
				Changing to Indian languages using system setting			
				Setting Anti-Virus on your Computer to keep you safe in the cyber world			
				I can Interact with a Computer			
					Windows Desktop		
					Icon		
					Tool Tip		
					Icons Provided By Windows		
					Taskbar Start button		
					Task View		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			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				
			Home Work - Book Reading				
Day 10	Session #10						
		Theory Content					
			MS Office Skills (Windows)				
				Using data across various applications (Copying data between applications)			
				Windows Update			
			Digital Skills for Daily Life				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
Day 11	Session #11						
		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	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Using Google Assistant through voice commands for effective search (online and on-device) like, searching phone numbers, PDFs, mails etc., remind you of important events-things, scheduling meetings, calls, messaging etc.			
				Setting up Amazon Alexa on your smartphone and using various skills in it			
			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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
Day 12	Session #12						
		Theory Content					
			21st Century Office Skills				
				Coupon			
				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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
Day 13	Session #13						
		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	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					Illustration Group		
						Illustration Group Part 01	
						Illustration Group Part 02	
						Summary	
					Add-Ins Group		
						Add-Ins Group	
						Summary	
					Media Group		
						Media Group	
						Summary	
					Links Group		
						Links Group	
						Summary	
					Comments Group		
						Comments Group	
						Summary	
					Header & Footer Group		
						Header & Footer Group	
						Summary	
					Text Group		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Summary	
			What are 21st Century Study Skills?				
				Using Smart search on Google to look for more information about your study topics (Filters, Copyrights, PDFs, Images, PPTs, Documents etc.)			
				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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Guided Do It Yourself				
			Processfolio				
			Knowledge Check				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 14	Session #14						
		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	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Travel Itinerary			
			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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 15	Session #15						
		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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Citation Group	
						Summary	
					Caption Group		
						Caption Group	
						Summary	
					Index Group		
						Index Group	
						Summary	
					Table of Authorities Group		
						Table of Authorities Group	
						Summary	
				Greeting Card			
		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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			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				
			Home Work - Book Reading				
Day 16	Session #16						
		Theory Content					
			21st Century Office Skills				
				Certificate			
			21st Century Study Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 17	Session #17						
		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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Finish Group	
						Summary	
				Volunteer form			
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Volunteer Form			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
Day 18	Session #18						
		Theory Content					
			21st Century Office Skills				
				Flyer			
				Bookmark			
			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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Learning the W and O Keys			
				Using Keys			
				Typing Tips			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Flyer			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 19	Session #19						
		Theory Content					
			21st Century Office Skills				
				Review Tab			
					Proofing Group		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Proofing Group	
						Summary	
					Speech Group		
						Speech Group	
						Summary	
					Accessibility Group		
						Accessibility Group	
						Summary	
					Language Group		
						Language Group	
						Summary	
					Comments Group		
						Comments Group	
						Summary	
					Tracking Group		
						Tracking Group	
						Summary	
					Changes Group		
						Changes Group	
						Summary	
					Compare Group		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Bookmark			
			Knowledge Check				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 20	Session #20						
		Theory Content					
			21st Century Office Skills				
				Invitation Card			
				Templates for Efficient Note Taking			
			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)			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Smart Typing Skills				
				Learning the P and T Keys			
				Using Keys			
				Typing Trivia			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Invitation Card			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 21	Session #21						
		Theory Content					
			21st Century Office Skills				
				View Tab			
					Views Group		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Templates for Efficient Note Taking			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 22	Session #22						
		Theory Content					
			21st Century Office Skills				
				Survey Report			
			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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Relaxing body and mind using Yoga & Exercise app			
			Smart Typing Skills				
				Learning the Tab Key			
				Using Keys			
				Typing Tips			
				Typing Trivia			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Survey Report			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 23	Session #23						
		Theory Content					
			21st Century Office Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Using Keys			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				File Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 24	Session #24						
		Theory Content					
			21st Century Office Skills				
				Monthly Expense Sheet			
				What's new in Excel 365 online?			
			21st Century Study Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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			
		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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
Day 25	Session #25						
		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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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	
			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)			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Smart Typing Skills				
				Shift Keys			
					Using Keys		
					Typing Tips		
					Typing Trivia		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Insert Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 26	Session #26						
		Theory Content					
			21st Century Office Skills				
				Attendance Report			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Attendance Report			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Session Completion Test				
			Home Work - Book Reading				
Day 27	Session #27						
		Theory Content					
			21st Century Office Skills				
				Formulas Tab			
					Using Formulas		
						Using Formulas Summary	
					Absolute and Sheet References		
						Absolute and Sheet References Summary	
					Using Functions		
						Using Functions Summary	
					Defined Names Group		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Formula			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 28	Session #28						
		Theory Content					
			21st Century Office Skills				
				Exercise Planner			
			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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Exercise Planner			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 29	Session #29						
		Theory Content					
			21st Century Office Skills				
				Data Tab			
					Data Tools Group		
						Data Tools Group Summary	
					Forecast Group		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Forecast Group	
						Summary	
					Outline Group		
						Outline Group	
						Summary	
				Draw Tab			
					Draw Tab		
						Draw Tab	
						Summary	
				Sales Receipt			
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Sales Receipt			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 30	Session #30						
		Theory Content					
			21st Century Office Skills				
				Grocery List			
			Digital India Skills				
				Knowing about and applying online for Pradhan Mantri Jeevan Jyoti Bima Yojana			
				Knowing about and applying online for Pradhan Mantri Suraksha Bima Yojana			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Using Rakshak App for safety of Women and Senior Citizens			
			Smart Typing Skills				
				Middle Finger Keys			
				Ring Finger Keys			
				Little Finger Keys			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Grocery List			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 31	Session #31						
		Theory Content					
			21st Century Office Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Knowing about and applying online for Pradhan Mantri Mudra Yojana			
			Smart Typing Skills				
				Advance Skills			
					Google Docs		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Page Layout & Review Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 32	Session #32						
		Theory Content					

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			21st Century Office Skills				
				Academic Calendar with Photos			
			Digital India Skills				
				Applying online for Pradhan Mantri Awas Yojana to save money on home loan			
				Applying online for Toilet Certificate			
			Smart Typing Skills				
				CorelDRAW			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Academic Calendar with Photos			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 33	Session #33						
		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			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Family Tree Generator			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 34	Session #34						
		Theory Content					

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			21st Century Office Skills				
				Family Event Calendar			
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Family Event Calendar			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 35	Session #35						
		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			
			Digital India Skills				
				Applying and getting my Soil Health card for efficient farming			
				Being aware about the Market Price of Farm Products			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Student's Grade Book			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 36	Session #36						
		Theory Content					
			21st Century Office Skills				
				Sports Sign Up Sheet			
				Vertical Timeline			
			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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Sports Sign Up Sheet			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 37	Session #37						
		Theory Content					
			21st Century Office Skills				
				Introduction & User Interface			
					Introduction & User Interface		
						Introduction & User Interface Summary	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					Images Group		
						Images Group	
						Summary	
					Illustration Group		
						Illustration Group Part - 01	
						Illustration Group Part- 02	
						Summary	
					Add-Ins Group		
						Add-Ins Group	
						Summary	
			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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					Creating a Workbook		
					Using Templates		
					Downloading Templates		
					Case Study		
					Creating a Blank Workbook		
					Moving Between Cells		
					Entering Headings		
					Entering Data		
					Adjusting Column Width		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Home & Insert Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
Day 38	Session #38						
		Theory Content					
			21st Century Office Skills				
				Recipe Book			
			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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Recipe Book			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 39	Session #39						
		Theory Content					
			21st Century Office Skills				
				Design Tab			
					Design Tab		
						Design Tab	
						Summary	
				Transitions Tab			
					Transitions Tab		
						Transitions Tab	
						Summary	
			Digital India Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Applying for Passport online			
				Tracking the status of Passport application online			
			Smart Typing Skills				
				Skills Required for Data Entry			
				Types of Data Entry Jobs			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Design & Transition Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 40	Session #40						
		Theory Content					

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			21st Century Office Skills				
				Infographic Poster			
				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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Infographic Poster			
			Knowledge Check				
			Guided Do It Yourself				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Processfolio				
Day 41	Session #41						
		Theory Content					
			21st Century Office Skills				
				Animation Tab			
					Animation Tab		
						Animation Tab	
						Summary	
				Quiz Game Show			
			Digital India Skills				
				Checking the status of the Provident Fund Online			
				Applying for Income Certificate online			
			Smart Typing Skills				
				Data Entry Jobs in Industrial Sector			
				Data Entry Jobs in Medical Sector			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Self Path Learning				
				Quiz Game Show			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 42	Session #42						
		Theory Content					
			21st Century Office Skills				
				Memories Album			
			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				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Data Validation			
				Data Categories			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Memories Album			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 43	Session #43						
		Theory Content					
			21st Century Office Skills				
				Slide Show Tab			
					Set Up Slide Show Group		
						Set Up Slide Show Group	

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						Summary	
					Start Slide Show Group		
						Start Slide Show Group	
						Summary	
				Biography Presentation			
			Digital India Skills				
				Using Government helpline services online			
				Getting important alerts from the Central Government			
			Smart Typing Skills				
				Related Jobs			
				Types of Data			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Biography Presentation			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
Day 44	Session #44						
		Theory Content					
			21st Century Office Skills				
				NGO Donation Proposal (Grant Proposal)			
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				NGO Donation Proposal (Grant Proposal)			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 45	Session #45						
		Theory Content					
			21st Century Office Skills				
				Review Tab			
					Review Tab		
						Review Tab	
						Summary	
				Business Pitch for a Café			
			Netiquettes				
				How do I know if a website is safe to access or not?			
				Risks in Online registration on various websites			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				If you copy paste, first know about copyrights			
				Deactivate unused accounts			
			Smart Typing Skills				
				Data Entry Tools			
				Scanning			
		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				
			Home Work - Book Reading				
Day 46	Session #46						
		Theory Content					
			21st Century Office Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				Geography Lesson			
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Geography Lesson			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
Day 47	Session #47						
		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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
						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			
		Lab					

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Insert Tab			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 48	Session #48						
		Theory Content					
			21st Century Office Skills				
				Gardening/ Yoga workshop poster			
			Cyber Security Skills				
				Safety tips for Using public Wi-Fi networks			

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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		
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				
				Gardening/ Yoga workshop poster			
			Knowledge Check				
			Guided Do It Yourself				
			Processfolio				
			Simulation Questions				
			Session Completion Test				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			Home Work - Book Reading				
Day 49	Session #49						
		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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					Medical Transcription Course		
				Stamp Papers			
				Bank Documents			
				KYC Details			
		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				
			Home Work - Book Reading				
Day 50	Session #50						
		Theory Content					
			21st Century Office Skills				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
					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		

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
			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			
		Lab					
			Typing Practice/टाइपिंग प्रैक्टिस				
			Self Path Learning				

OS-CIT IT Awareness 2023 Day-wise Break-up

Day	Session Number	Topics Covered					
				I can use Outlook to create an Address Book			
			Knowledge Check				
			Knowledge Check				
			Knowledge Check				
			Guided Do It Yourself				
			Simulation Questions				
			Session Completion Test				
			Home Work - Book Reading				
Day 51 to Day 60	Course Revision & Final Exam Practice						

OS-CIT Job Readiness 2023: Day-wise Break-up

OS-CIT

***Odisha State - Certificate in
Information Technology***

In OS-CIT, the learner can learn the Theory in the ALC's classroom or ALC's computer. They need to perform Lab on the ALC's computer only.

OS-CIT Job Readiness 2023

OS-CIT Job Readiness 2023 Day-wise Break-up

Day Day 01	Session Number	Topics Covered				
	Session #01					
		OS-CIT Introduction				
		Theory Content				
			Job Readiness Skills			
				Searching various trending career options in IT- Part 01		
				Searching various trending career options in IT- Part 02		
				Searching various trending career options in IT- Part 03		
			Basic IT Awareness			
				Types of mouse		
				Keys on the keyboard, Layouts of keyboard		
				Get to know Monitors / other screen display devices (Smart TV)		
				Connect Laptop to Projector		
			Digital Skills for Daily Life			
				Configuring and activating internet connection for smartphone		
				Enabling data connection and activating mobile Hotspot through smartphone (Tethering)		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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			
			Home Work			
Day 02	Session #02					
		Theory Content				
			Job Readiness Skills			
				Resume - About Resume		
				Resume - Do's and Dont's		
				Resume - Apps and Sites		
				Resume - Apply for suitable jobs online		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Resume - Uploading resume on a job portal		
			Digital Skills for Daily Life			
				Setting up an Emergency Number (ICE) on smartphone		
			Smart Typing Skills			
				Need for Typing		
				Typewriters To Computers		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 03	Session #03					
		Theory Content				
			Job Readiness Skills			
				Emails: using appropriate email Etiquettes, use Grammarly for impeccable communication in English		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Improved written and verbal English Communication using various Free Tools		
				Typing various languages swiftly using Gboard - Google Keyboard		
				Voice Typing using Google Docs		
				Create textual or voice notes using Google Keep and share it with others quickly		
			Digital Skills for Daily Life			
				Creating a strong email password and Resetting it quickly		
				Automatic categorization of your emails for better email management		
				Changing between plain text and rich mode text in Gmail for a proper formatted message		
				Using @ feature to address specific recipients of the email		
			Smart Typing Skills			
				Keyboard		
					Types of Keyboards - Part 1	
					Types of Keyboards - Part 2	
		Lab				

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 04	Session #04					
		Theory Content				
			Explore new jobs			
				New Collar Jobs - Part 01		
				New Collar Jobs - Part 02		
				New Collar Jobs - Part 03		
				New Collar Jobs - Part 04		
				New Collar Jobs - Part 05		
				New Collar Jobs - Part 06		
				New Collar Jobs - Part 07		
			Digital Skills for Daily Life			
				Let's use smartphone for:		
				Using automatic signature in Gmail for your Outgoing mails		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Scheduling mails in Gmail to send your mails at a specific time		
				Sending your professional and confidential mails using Gmail		
				Using Read receipt for auto acknowledgment of your mail		
				Use of Undo Send feature in Gmail to recall erroneous emails		
				Using templates to respond quickly to mails in Gmail		
			Smart Typing Skills			
				Ergonomic Keyboards		
				PDA Keyboards		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 05	Session #05					
		Theory Content				

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
			MS Office Skills		
				What is Browser?	
				Internet Service Provider (ISP)	
				Web Based Applications	
			Digital Skills for Daily Life		
				Using WhatsApp on desktop for sharing files easily and quickly	
				Sending message to someone in WhatsApp without saving the number	
				Formating your message text in WhatsApp	
				Pinning your important chats 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		
				Keyboard Layout	
				QWERTY Keyboard	
			KLiC Course Advertisement		
		Lab			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 06	Session #06					
		Theory Content				
			MS Office Skills (Windows)			
				About Windows 10 as an operating system (Overview)		
			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		
				Using the Read message aloud feature in WhatsApp Web		
			Smart Typing Skills			
				Introduction to Typing		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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			
			Home Work - Book Reading			
Day 07	Session #07					
		Theory Content				
			MS Office Skills (Windows)			
				Files, Folders and Libraries		
				File Explorer Views and accessing them in Windows 10		
				Creating Folders and Libraries		
				Working with Files and Folders for better data management		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
			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		
				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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 08	Session #08					
		Theory Content				
			MS Office Skills (Windows)			
				Using a Notepad file to type & edit plain text in it		
				Restarting, shutting down, locking, logging off and hibernating a laptop		
			Digital Skills for Daily Life			
				Using UPI Payment feature in Flipkart App		
				Searching products online across various platforms through Photo Scan by Google Photos		
				Using background blur in Google Meet		
				Collaborate in Google Meet using Jamboard		
				Adding reference document in your Google Meet Invite		
			Smart Typing Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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			
			Home Work - Book Reading			
Day 09	Session #09					
		Theory Content				
			World of Games			
				What are the Games		
				Importance of games		
				Some popular games		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			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 (Windows)			
				Changing date and time settings in your computer		
				Changing taskbar settings to personalise your desktop as per your convenience		
				Creating and deleting shortcuts of all the windows elements for ease of access		
				Using Control panel for customising system settings - installing and removing programs		
			Digital Skills for Daily Life			
				Using different presentation modes in Google Meet		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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			
				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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Guided Do It Yourself			
			Knowledge Check			
			Session Completion Test			
			Home Work - Book Reading			
Day 10	Session #10					
		Theory Content				
			MS Office Skills (Windows)			
				Using a Notepad file to type & edit plain text in it		
				Restarting, shutting down, locking, logging off and hibernating a laptop		
			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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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			
			Home Work - Book Reading			
Day 11	Session #11					
		Theory Content				

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				Editing Group	
					Editing Group
					Summary
		Digital Skills for Daily Life			
			Enabling Google Assistant on your smartphone		
			Using Google Assistant through voice commands		
			Setting up Amazon Alexa on your smartphone and using various skills in it		
		Smart Typing Skills			
			Home Row		
				The Space Bar	
				The Enter Key	
				Using Keys	
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			SPL-File-Home Tab		
		Knowledge Check			
		Guided Do It Yourself			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 12	Session #12					
		Theory Content				
			21st Century Office Skills			
				Business Card		
					Objectives	
					What are business cards?	
					How can a business card create a business identity?	
					Did you know?	
					What is the standard format of a business card?	
					Did you know?	
					What tools can be used to create business cards?	
					Where to print business cards?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Did you know?	
					How to exchange business cards with people?	
					How can you create a business card using Microsoft Word?	
					Summary	
					Outcome	
			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			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Self Path Learning			
				Business Card		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 13	Session #13					
		Theory Content				
			21st Century Office Skills			
				Insert Tab		
					Pages Group	
						Pages Group
						Summary
					Tables Group	
						Tables Group
						Summary
					Tables Group Design Tab	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						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
					Links Group	
						Links Group
						Summary
					Comments Group	
						Comments Group
						Summary
					Header & Footer Group	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					Summary
			What are 21st Century Study Skills?		
				Using Smart search on Google to look for more information about your study topics (Filters, Copyrights, PDFs, Images, PPTs, Documents etc.)	
				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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Guided Do It Yourself			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 14	Session #14					
		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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Letterhead		
					Objectives	
					What is a letterhead?	
					Did you know?	
					What are the uses of letterheads?	
					Did you know?	
					What is the role of letterheads in formal communication?	
					Did you know?	
					What is the format of a standard letterhead?	
					Did you know?	
					What are the online tools that can be used to create letterheads?	
					How can you create a letterhead using Microsoft Word?	
					Summary	
					Outcome	
			21st Century Study Skills			
				Watching educational talks/sessions on TED Talks		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				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		
				Letterhead (0.5 Mark)	
			Practical Questions		
			Knowledge Check		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
Day 15	Session #15					
		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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Table of Authorities Group
						Summary
				Labels		
					Objectives	
					What are labels?	
					Why do you need labels?	
					What are the different kinds of labels?	
					Which materials are used to print a label?	
					Which tools are used to create labels?	
					How can you create a label 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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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			
				Label		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 16	Session #16					

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		Theory Content				
			21st Century Office Skills			
				Envelopes		
					Objectives	
					What is an envelope?	
					Why do you need an envelope?	
					Fun Fact is	
					What elements should you include on an envelope?	
					Fun Fact is	
					What are the tools that you can use to create an envelope?	
					How to create an envelope using Microsoft Word?	
					Summary	
					Outcome	
			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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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			
				Envelope		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 17	Session #17					

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		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
				Feedback Forms		
					Objectives	
					What is a feedback form?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Did you know?	
					What is the importance of a feedback form?	
					Where can you create a feedback form?	
					Learner tip	
					What questions go in a feedback form?	
					Learner tip	
					How to design a feedback form?	
					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		
		Lab				

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Feedback Form		
			Practical Questions			
			Knowledge Check			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 18	Session #18					
		Theory Content				
			21st Century Office Skills			
				Resume with a Cover Letter		
					Objectives	
					What is a resume?	
					What should you include in a resume?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					How long should a resume be?	
					What is a cover letter?	
					What should you include in a cover letter?	
					Where can you make a resume and a cover letter?	
					How to create a resume and a cover letter using Microsoft Word?	
					Summary	
					Outcome	
				Portfolio		
					Objectives	
					What is a portfolio?	
					What is the purpose behind creating a portfolio?	
					What should be included in a portfolio?	
					Learner Tip	
					Learner Tip	
					What tools can be used to create a portfolio?	
					Learner Tip	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				How to create a portfolio 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	
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Resume with a Cover Letter	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 19	Session #19					
		Theory Content				
			21st Century Office Skills			
				Review Tab		
					Proofing Group	
						Proofing Group Summary
					Speech Group	
						Speech Group Summary
					Accessibility Group	
						Accessibility Group Summary
					Language Group	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Language Group
						Summary
					Comments Group	
						Comments Group
						Summary
					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)		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Smart Typing Skills			
				Learning the Q and Y Keys		
				Using Keys		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Portfolio		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 20	Session #20					
		Theory Content				
			21st Century Office Skills			
				Employee Shift Schedule		
					Objectives	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What does an employee shift schedule mean?	
					Did you know?	
					Why is an employee shift schedule useful?	
					General Awareness	
					Who can use an employee shift schedule?	
					What are the online tools that you can use to create an employee shift schedule?	
					How to create an employee shift schedule using Microsoft Word?	
					Summary	
					Outcome	
				Contracts		
					Objectives	
					What is a contract?	
					TIP	
					What are the elements of a contract?	
					What to include in a contract?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What are the different types of contracts?	
					What are the things to remember before signing a contract?	
					TIP	
					How to end a contract?	
					How to create a contract 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		
		Lab				

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Employee Shift Schedule		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 21	Session #21					
		Theory Content				
			21st Century Office Skills			
				View Tab		
					Views Group	
						Views Group
						Summary
					Immersive Group	
						Immersive Group

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						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			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Contract		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Home Work - Book Reading			
Day 22	Session #22					
		Theory Content				
			21st Century Office Skills			
				Business Proposals		
					Objectives	
					What are business proposals?	
					General Awareness	
					Why does a company need business proposals?	
					What elements need to be included in a business proposal?	
					What are the tools for creating business proposals?	
					Did You Know?	
					How to create a business proposal using Microsoft Word?	
					Summary	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				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		
			Relaxing body and mind using Yoga & Exercise app		
		Smart Typing Skills			
			Learning the Tab Key		
			Using Keys		
			Typing Tips		
			Typing Trivia		
	Lab				
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Business Proposals		
		Knowledge Check			
		Practical Questions			
		Processfolio			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 23	Session #23					
		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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Tracking live status of any flight using Flight Radar application		
			Smart Typing Skills			
				Learning the X and Period Keys		
				Using Keys		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				File & Home Tab		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 24	Session #24					
		Theory Content				
			21st Century Office Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Interview Score Sheet		
					Objectives	
					What is an interview score sheet?	
					What are the interview score sheet criteria?	
					General Awareness	
					Why do recruiters use an interview score sheet?	
					Why are interview score sheets important?	
					Learner Tip	
					What are the different types of interview score sheets?	
					What are the enabling tools for creating an interview score sheet?	
					How to create an interview score sheet using Microsoft Excel?	
					Summary	
					Outcome	
			21st Century Study Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				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	
		Learn 21st Century Office Skills through Self Path Learning			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Interview Score Sheet	
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 25	Session #25					
		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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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
			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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Typing Trivia	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Insert Tab		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 26	Session #26					
		Theory Content				
			21st Century Office Skills			
				Staff Attendance Sheet		
					Objectives	
					What is an attendance sheet?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What are the types of attendance sheets?	
					Did you know?	
					How is a staff attendance sheet important for business?	
					What does a staff attendance sheet contain?	
					What are the benefits of maintaining a staff attendance sheet?	
					What is the connection between attendance and salary?	
					Did you know?	
					What tools can be used to create staff attendance sheets?	
					How to create an interactive, live attendance sheet using Microsoft Excel?	
					Summary	
					Outcome	
			Digital India Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Staff Attendance Sheet		
			Knowledge Check			
			Processfolio			
			Practical Questions			
			Simulation Questions			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 27	Session #27					
		Theory Content				
			21st Century Office Skills			
				Formulas Tab		
					Using Formulas	
						Using Formulas
						Summary
					Absolute and Sheet References	
						Absolute and Sheet References
						Summary
					Using Functions	
						Using Functions
						Summary
					Defined Names Group	
						Defined Names Group
						Summary
			Digital India Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Formula		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 28	Session #28					
		Theory Content				
			21st Century Office Skills			
				Profit and loss Statement		
					Objectives	
					What is a profit and loss statement?	
					What is the importance of profit and loss statements in a business?	
					What are the impacts of profit and loss statements on a company's future plans?	
					Who prepares a profit and loss statement and for whom?	
					What are the key elements of a profit	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					and loss statement?	
					Did you know?	
					What is the difference between a profit and loss statement and a balance sheet?	
					What are the types of profit and loss statements?	
					What are break-even analysis and depreciation?	
					How to create a Profit and Loss Statement?	
					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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Profit and Loss Statement		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 29	Session #29					
		Theory Content				
			21st Century Office Skills			
				Data Tab		
					Data Tools Group	
						Data Tools Group Summary
					Forecast Group	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Forecast Group
						Summary
					Outline Group	
						Outline Group
						Summary
				Draw Tab		
					Draw Tab	
						Draw Tab
						Summary
				Sales Receipt		
			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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Sales Receipt		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 30	Session #30					
		Theory Content				
			21st Century Office Skills			
				Goods Delivery Note		
					Objectives	
					What is a goods delivery note?	
					What is the purpose behind using a goods delivery note?	
					What are the elements of a goods delivery note?	
					What additional details may a	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					goods delivery note have?	
					How to create a goods delivery note using Microsoft Excel?	
					Summary	
					Outcome	
			Digital India Skills			
				Knowing about and applying online for Pradhan Mantri Jeevan Jyoti Bima Yojana		
				Knowing about and applying online for Pradhan Mantri 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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Goods Delivery Note		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 31	Session #31					
		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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					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	
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Page Layout & Review Tab	
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 32	Session #32					
		Theory Content				
			21st Century Office Skills			
				Salary Slip (with a Breakdown)		
					Objectives	
					What is a salary slip?	
					What is the general format of a salary slip?	
					What is a payroll management system?	
					General Awareness	
					What are the components of a salary slip?	
					What is the purpose of a salary slip with a breakdown?	
					General Awareness	
					What are the benefits of a salary slip?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					Learner Tip
					What is the legal validity of a salary slip?
					What are the online tools for creating a salary slip?
					How to create a salary slip using Microsoft Excel?
					Summary
					Outcome
			Digital India Skills		
				Applying online for Pradhan Mantri Awas Yojana to save money on home loan	
				Applying online for Toilet Certificate	
			Smart Typing Skills		
				CorelDRAW	
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Salary Slip	
			Knowledge Check		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 33	Session #33					
		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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						Summary
					Zoom Group	
						Zoom Group
						Summary
				Project Status Sheet		
					Objectives	
					What is a project status sheet?	
					What is the purpose of a project status sheet?	
					What are the elements of a project status sheet?	
					What are the different types of project status sheets?	
					What is a project management software?	
					What tools can be used to make a project status sheet?	
					How to create a Project status sheet using microsoft excel	
					Summary	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				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		
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
			Project Status Sheet		
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		
			Session Completion Test		
			Home Work - Book Reading		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day Day 34	Session Number	Topics Covered				
	Session #34					
		Theory Content				
			21st Century Office Skills			
				Customer Relationship Management Sheet		
					Objectives	
					What is customer relationship management?	
					What is a CRM sheet?	
					What is the importance of CRM in business?	
					Did you know?	
					What is included in a CRM sheet?	
					How does CRM define business strategies and action plans?	
					What are the benefits of CRM?	
					Did you know?	
					What are the best practices to improve customer retention?	
					Which online tools are used to create CRM sheets?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				How to create a CRM sheet 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	
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Customer Relationship Management Sheet	
			Knowledge Check		
			Practical Questions		
			Processfolio		
			Simulation Questions		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 35	Session #35					
		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
				Customer Service Call Log		
					Objectives	
					What is a customer service call log?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What is the purpose behind call logging?	
					Who can use customer call logging?	
					What happens next after a database is prepared?	
					What is a call-tracking software and how does it work?	
					What are the elements of the customer service call log?	
					How to create a customer service call log sheet 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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Creating a New Document	
					Using Templates	
					Entering Text	
					Text Wrapping and Tabs	
					Selecting Text	
					Editing Text	
					Undoing and Redoing Editing Changes	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Customer Service Call Log		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day Day 36	Session Number	Topics Covered				
	Session #36					
		Theory Content				
			21st Century Office Skills			
				Company Quotation		
					Objectives	
					What is a company quotation?	
					How can you distinguish a quotation from a tender or an estimate?	
					What elements should be included in a company quotation?	
					How to make a quotation sheet customer-friendly?	
					Learner Tip	
					What are the online tools for creating a company quotation?	
					How to create a company quotation using Microsoft Excel?	
					Summary	
					Outcome	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
			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
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Company Quotation	
			Knowledge Check		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 37	Session #37					
		Theory Content				
			21st Century Office Skills			
				Introduction & User Interface		
					Introduction & User Interface	
						Introduction & User Interface Summary
				Home Tab		
					Clipboard Group	
						Clipboard Group Summary
					Slides Group	
						Slides Group Summary
					Font Group	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
						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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
					Summary
			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	
		Lab			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Home & Insert Tab		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 38	Session #38					
		Theory Content				
			21st Century Office Skills			
				Startup Plan (without physical setup)		
					Objectives	
					What is a startup?	
					What is a startup plan?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Why is a startup plan important for setting up a new business?	
					General Awareness	
					How do you create a financial plan for a startup?	
					When should you prepare a startup plan?	
					What are the elements required for a startup plan?	
					What is a startup checklist?	
					What are the online tools for creating a startup plan?	
					How to create a Startup Plan using Microsoft PowerPoint?	
					Summary	
					Outcome	
			Digital India Skills			
				Applying for Education Loan on Bank's website		
				Applying for National Scholarships		
			Smart Typing Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Open Office Calc		
					Objective	
					Creating a Spreadsheet	
					Case Study	
					Moving Between Cells	
					Entering Headings	
					Entering Data	
					Adjusting Column Width	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Startup Plan (0.5 Mark)		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
Day 39	Session #39					
		Theory Content				
			21st Century Office Skills			
				Design Tab		
					Design Tab	
						Design Tab
						Summary
				Transitions Tab		
					Transitions Tab	
						Transitions Tab
						Summary
			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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Design & Transition Tab		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 40	Session #40					
		Theory Content				
			21st Century Office Skills			
				Visual Resume		
					Objectives	
					What is a visual resume?	
					General Awareness	
					What is the difference between a typical resume and a visual resume?	
					Who can create and use a visual resume?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What content does a visual resume contain?	
					General Awareness	
					What tools can be used to create a visual resume?	
					How to create a visual resume in PowerPoint?	
					Summary	
					Outcome	
			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	
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Visual Resume		
			Knowledge Check			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Practical Questions			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
			Processfolio			
Day 41	Session #41					
		Theory Content				
			21st Century Office Skills			
				Animation Tab		
					Animation Tab	
						Animation Tab
						Summary
				Business Cards		
					Objectives	
					What are business cards?	
					Who should use a business card?	
					Why are business cards used?	
					When, where, and how are business cards used?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What are the advantages of business cards?	
					Which tools can be used to create business cards?	
					How can you create a business card using Microsoft PowerPoint?	
					Summary	
					Outcome	
			Digital India Skills			
				Checking the status of the Provident Fund Online		
				Applying for Income Certificate online		
			Smart Typing Skills			
				Data Entry Jobs in Industrial Sector		
				Data Entry Jobs in Medical Sector		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Business Card		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 42	Session #42					
		Theory Content				
			21st Century Office Skills			
				Danglers and Hang Tags		
					Objectives	
					What are danglers and hang tags?	
					General Awareness	
					What are danglers and hang tags used for?	
					What importance do danglers and hang tags hold?	
					What elements are to be included in a dangler or hang tag?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What sizes do dangles and hang tags come in?	
					What tools can one use to create a dangle or hang tag?	
					How to create a dangle 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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Danglers & HashTag		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 43	Session #43					
		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
				Marketing Plan		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Objectives	
					What is a marketing plan?	
					What are the basics of a marketing plan?	
					General Awareness	
					Who creates a marketing plan?	
					why is a marketing plan important for a business?	
					Who is the audience for a marketing plan?	
					How is a marketing plan connected to business success?	
					How frequently should you create a marketing plan?	
					What kind of research is required to create a marketing plan?	
					What are the elements of a marketing plan?	
					What types and sizes do marketing plans come in?	
					Which important terms are related to a marketing plan?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Which tools are used to create a marketing plan?	
					How can you generate a marketing plan 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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Marketing Plan		
			Knowledge Check			
			Guided Do It Yourself			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 44	Session #44					
		Theory Content				
			21st Century Office Skills			
				Social Media Images or Posts		
					Objectives	
					What is social media?	
					What are social media images?	
					What are social media posts?	
					What are the types of social media posts?	
					Why are social media posts important?	
					Did you know	
					What is the impact of social media posts on businesses?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Did you know?	
					Who needs these social media images?	
					What makes social media images impactful?	
					What is color theory?	
					Did you know	
					Which fonts look good on social media?	
					Which formats are best suited for social media content?	
					What are the sizes and aspect ratios for different social media images?	
					Did you know?	
					Did you know?	
					Did you know?	
					Which tools can be used to create a Social Media Image or Post?	
					How can you create a Social Media Image or Post using	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Microsoft PowerPoint?	
					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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Social Media Image And Posts		
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 45	Session #45					
		Theory Content				
			21st Century Office Skills			
				Review Tab		
					Review Tab	
						Review Tab
						Summary
				Storyboard		
					Objectives	
					What is a storyboard?	
					How is a storyboard useful?	
					Who uses a storyboard?	
					How does storyboarding impact the entire teaching-learning process?	
					How can storyboarding be	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					connected to lesson planning?	
					What are the best practices of storyboarding?	
					Learner Tip	
					What are the common mistakes one should avoid while storyboarding?	
					What are the different kinds of storyboards?	
					What is visual storyboarding?	
					Which online tools can be used for storyboarding?	
					How to create a simple storyboard using MS 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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				Deactivate unused accounts		
			Smart Typing Skills			
				Data Entry Tools		
				Scanning		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Storyboard		
			Knowledge Check			
			Practical Questions			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 46	Session #46					
		Theory Content				
			21st Century Office Skills			
				Lesson Planner		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Objectives	
					What is a lesson planner?	
					How do teachers benefit from lesson planners?	
					How are students benefited from lesson planners?	
					Fun Fact	
					What are the different elements in a lesson planner?	
					What are the factors to consider while creating a lesson planner?	
					What are the common mistakes to avoid while creating a lesson planner?	
					What are the various types of lesson planners?	
					What are the online tools for creating a lesson planner?	
					How to create a lesson planner using MS PowerPoint?	
					Summary	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				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		
		Lab			
		Typing Practice/टाइपिंग प्रैक्टिस			
		Self Path Learning			
			Lesson Planner		
		Knowledge Check			
		Guided Do It Yourself			
		Processfolio			
		Simulation Questions			
		Session Completion Test			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Home Work - Book Reading			
Day 47	Session #47					
		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

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Windows Group	
						Windows Group
						Summary
					Macros Group	
						Macros Group
						Summary
				Poster		
					Objectives	
					What are posters and why are they created?	
					How are posters important for businesses?	
					Fun Fact	
					What are the factors considered to create a poster?	
					What are the types, sizes, and formats for posters?	
					What are the elements of a poster?	
					What are some tips to print a high-quality poster?	
					Which tools can be used to create posters?	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					How to create a poster using Microsoft PowerPoint?	
					Summary	
					Outcome	
			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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				Poster		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Knowledge Check			
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 48	Session #48					
		Theory Content				
			21st Century Office Skills			
				Architectural Portfolio		
					Objectives	
					What is an architectural portfolio?	
					Why should you prepare an architectural portfolio?	
					Who is the target audience for an architectural portfolio?	
					Learner Tip	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					What is the importance of an architectural portfolio in business growth?	
					What is the impact of an architectural portfolio on a business?	
					What is the required size and format for an architectural portfolio?	
					General Awareness	
					What are the elements of an architectural portfolio?	
					General Awareness	
					Which file formats are used to save an architectural portfolio?	
					General Awareness	
					Which tools can be used to create an architectural portfolio?	
					How can you create an architectural portfolio using	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered			
				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	
		Lab			
			Typing Practice/टाइपिंग प्रैक्टिस		
			Self Path Learning		
				Architectural Portfolio	
			Knowledge Check		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Guided Do It Yourself			
			Processfolio			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 49	Session #49					
		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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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	
					Mail Folders	
					Creating a New Email Message	
					Entering Details	
					Creating Drafts	
					Using Attachments	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					Medical Transcription Course	
				Stamp Papers		
				Bank Documents		
				KYC Details		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				I can configure MS Outlook		
			Knowledge Check			
			Guided Do It Yourself			
			Simulation Questions			
			Session Completion Test			
			Home Work - Book Reading			
Day 50	Session #50					
		Theory Content				
			21st Century Office Skills			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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	

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
					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		

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
				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		
		Lab				
			Typing Practice/टाइपिंग प्रैक्टिस			
			Self Path Learning			
				I can use Outlook to create an Address Book		
			Knowledge Check			
			Guided Do It Yourself			
			Simulation Questions			

OS-CIT Job Readiness 2023 Day-wise Break-up

Day	Session Number	Topics Covered				
			Session Completion Test			
			Home Work - Book Reading			
Day 51 to Day 60	Course Revision & Final Exam Practice					