

OS-CIT Academics : Day wise Break Up

Welcome to OS-CIT Course

Orissa State Certificate in Information Technology

The Day Wise Break up given below will help you to learn using ERA Login

The given schedule will help you to learn various skills of MS-Office Application along with Internet and will empower you to create variety of Socially Useful and Productive Work (SUPW) that you can use in your day to day life.



Select and perform your own SUPW Activities from the Menu Card and Get Personalized Certificates of Office Expert And Digital Citizen along with OS-CIT Certificate

OS-CIT

Orissa State - Certificate in Information Technology

Certificates of Office Executive



Orissa Knowledge Corporation Ltd.
Creating a Knowledge Lit World

**Personalized
Certificates of Office Expert and
Digital Citizen**

Certificate of Digital Citizen



Orissa Knowledge Corporation Ltd.
Creating a Knowledge Lit World

ERA 5.0 Activities Summary Report

Topic	After Day	Remark
Windows 7	12	TAC & TABC of Windows 7 should be completed.
Word Processing	16	Learner should create first case study, Greeting Card.
Word Processing	18	Learner should create second case study, Letterhead.
Word Processing	20	Learner should create third case study, Flyer for Science Exhibition.
Word Processing	22	Learner should create fourth case study, Student Project Report.
Word Processing	25	Learner should create fifth case study, Resume.
Word Processing	26	TAC & TABC of Word Processing should be completed.
Spreadsheet	30	Learner should create sixth case study, Planning Event Expenses.
Spreadsheet	32	Learner should create seventh case study, Creating Planner.
Spreadsheet	33	Learner should create eighth case study, Exam Record Management .
Spreadsheet	35	Learner should create ninth case study, Planning of Monthly Budget.
Spreadsheet	36	TAC & TABC of Spreadsheet should be completed.
Presentation Graphics	42	Learner should create tenth case study, Digital Photo Album.
Presentation Graphics	44	Learner should create eleventh and twelfth case studies, Personal Portfolio & Business Presentation.
Presentation Graphics	45	TAC & TABC of Presentation Graphics should be completed.
Internet	52	Digital Citizenship activities & TAC of Internet should be completed.
PIM	57	TAC of PIM should be completed.
DBMS	62	TAC of DBMS should be completed.

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Week 1 & 2							
Windows 7	Day 1 & 2	Keyboard and Mouse Activity Games					
Windows 7	Day 3	Getting Started	Overview of All about Computer Review of chapter 1	-			
Windows 7	Day 4	Personalizing Windows7	What is a Computer ?, Generations of Computers, Types of Computer Systems, Components of a Computer System				
Windows 7	Day 5, 6, 7	Using applications : Start Button, Windows Media Player, Paint, Notepad, WordPad, Calculator, Working on the Desktop, Using the Taskbar, Snipping Tool, Sticky Notes, Games, Tablet PC Input Panel, Math Input Panel Type your personal details in WordPad and this file. View eGift	What is Keyboard Entering Data , Keyboard Shortcuts, How the Keyboard works			To decorate a desktop for New Year Party (Activity available on http://www.okcl.org/oscit)	
Windows 7	Day 8	Concepts of Operating System, Working With Windows	What is a Mouse , Using a Mouse , Types of Mice , Other Pointing Devices Fun Zone : Jigsaw (All Questions), Review of chapter 7				
Windows 7	Day 9	Windows Explorer, Customization, Windows Utilities, Windows Networking Fun Zone : Crossword - Q.4				To decorate a desktop for Diwali Festival. (Activity available on http://www.okcl.org/oscit)	
Windows 7	Day 10	Solve Windows Take a Challenges and view your Dashboard			Challenge 1: Identify name of computer Challenge 2: Start Paint Application Challenge 3: Remove Read Only property Challenge 4: Hide Selected File Challenge 5: Change Icon of selected folder Challenge 6: Set given bitmap image as wallpaper Challenge 7: Change Picture File Format Challenge 8: Copy a file to another folder Challenge 9: Open WordPad from computer Challenge 10: Restore Deleted file from Recycle Bin Challenge 11: Empty Recycle Bin of computer Challenge 12: Select all files and folders Challenge 13: Open Windows Media Player Challenge 14: Copy Given Picture Challenge 15: Increase Font Size Challenge 16: Open Rich Text Format File Challenge 17: Change Mouse Pointer of computer Challenge 18: Apply "Characters" Theme for computer Challenge 19: Open Control Panel window from computer Challenge 20: Save Given File in Paint Application		

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Windows 7	Day 11 & 12	Solve Windows Take a Challenges and view your Dashboard	Electronic Data and Instructions , Software , Memory , Microprocessor , Expansion Slots and Cards , Review of chapter 8	Listening to Music , Downloading Music , PC to Mobile: Sending SMS , What is Spam? , Spam Blocking Software	Challenge 21: Open Notepad From Computer Challenge 22: Delete Selected file Challenge 23: Open Disk Cleanup Utility Challenge 24: Create an Airbrush Effect Challenge 25: Change Mode of the Calculator to scientific mode Challenge 26: Edit Colors in Paint Application Challenge 27: Change Magnification Challenge 28: Auto-Hide Taskbar Challenge 29: Change Location of Taskbar Challenge 30: Change Date Format Challenge 31: Open Print Dialog Box Challenge 32: Insert Logo Picture Challenge 33: Get Online Gadgets for Computer Challenge 34: Open Tablet PC Input Panel Challenge 35: Open on-screen keyboard Challenge 36: Open Snipping Tool Window Challenge 37: Open Sticky Notes Tool Challenge 38: View History of Calculations Challenge 39: Open Games Explorer in computer Challenge 40: Open Math Input Panel on computer Challenge 41: Open Device Manager Challenge 42: Open Disk Defragmenter Utility Challenge 43: Apply "Bubbles" screen Saver Challenge 44: Apply "Sonata" Sound Scheme Challenge 45: Fill Selected Rectangle	To set a screen saver for New Year Party (Activity available on http://www.okcl.org/oscit)	

End of Week 2

At the end of Day 12, Learner should completed 45 Take a Challenges of Windows 7.

Learning Progression Dashboard will progress as a Learner keeps solving challenges.

Week 3 & 4

Word Processing	Day 13	Overview of Word Processing, The User Interface, Creating a Simple Document, Navigating through a Document, The File Tab	Electronic Data and Instructions, Software, Memory, Microprocessor, Expansion Slots and Cards, Starting Up, Logging In, Graphical User Interface				
Word Processing	Day 14	The Home Tab : Introduction, The Clipboard Group, The Font Group, The Paragraph Group, The Styles Group, The Editing Group Using "CHAT" utility discuss your doubts/ queries with your Learning Facilitator.	Hardware Review of chapter 5				
Word Processing	Day 15	The Insert Tab : Introduction, The Pages Group, The Tables Group, The Illustrations Group, The Links Group, The Header & Footer Group, The Text and Symbols Groups Open "GLOSSARY" and check extensions of Notepad, Paint, WordPad, Word 2010 and other important terms	Review of Chapter 3				
Word Processing	Day 16	View Case Study.				Creating Greeting Card	

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
At the end of Day 16, learner should create his first case study, Greeting Card.							
Word Processing	Day 17	The Page Layout Tab : Introduction, The Themes Group, The Page Setup Group, The Page Background Group, The Paragraph Group					
Word Processing	Day 18	View & Create Case Studies. Upload case studies in ePortfolio.			Challenge 10: Insert a watermark Challenge 12: Insert an image file as a watermark	Creating Letterhead	
At the end of Day 18, learner should create his second case study, Letterhead.							
Word Processing	Day 19	The References Tab : Introduction, The Table of Contents Group, The Footnotes Group, The Captions Group					
Word Processing	Day 20	View & Create Case Studies. Upload case studies in ePortfolio. Post Questions / answer the posted questions using "FORUM" utility.		What is Speech Recognition? , Using Speech Recognition	Challenge 3: Apply "Heading 1" style Challenge 5: Add Table of Contents	Creating Flyer for Science Exhibition	
At the end of Day 20, learner should create his third case study, Flyer for Science Exhibition.							
Word Processing	Day 21	The Mailing Tab : Introduction, Using Mail Merge, Creating Labels, Creating Envelopes					
Word Processing	Day 22	View, create and upload case studies. View eGift			Challenge 45: Change the font color Challenge 9: Give texture effect in the background Challenge 18: Making a process flow diagram	Creating Student Project Report	
At the end of Day 22, learner should create his fourth case study, Student Project Report.							
Word Processing	Day 23	Review Tab : Review Tab : Introduction, The Proofing Group, Reviewing a Document. View, create and upload Case Study. View eGift					
Word Processing	Day 24	The View Tab : Introduction, The Document Views and Show Groups Other Features : Using Automatic Features, Using the PDF Format, Using Forms and Creating Templates, Security, Word Processing in Other Languages, Word On the Go			Challenge 41: Insert your photo in the Picture Control Challenge 21: Merge the selected cells into one single cell Challenge 39: Change the selected text to UPPER CASE Challenge 38: Display Developer tab Challenge 42: Insert a Date Picker Content Control Challenge 35: Update date and time Challenge 1: Create PDF Challenge 2: Pin Document in Recently Opened Documents List Challenge 4: Add line numbers Challenge 6: Remove Image Background Challenge 7: Apply the pencil sketch Challenge 8: Crop the Image Challenge 11: Remove the watermark Challenge 13: Add password protection Challenge 14: Apply shadow effect Challenge 15: Insert Symbol		

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Word Processing	Day 25	View, create and upload case studies. View eGift			Challenge 16: Apply paragraph border to the selected paragraph Challenge 17: Remove the paragraph border Challenge 19: Unique header to the first page Challenge 20: Split the selected cells into multiple cells Challenge 22: Shift selected cell to the down Challenge 23: Repeat the selected header row Challenge 24: Keep a track of all the changes Challenge 25: Accept all the changes Challenge 26: Insert a comment Challenge 27: Compare two documents Challenge 28: Show ruler Challenge 29: Switch to Full Screen Reading Challenge 30: Switch to Web Layout Challenge 31: Insert captions Challenge 32: Save As Template Challenge 33: Insert hyperlink Challenge 34: Remove Hyperlink Challenge 36: Using paste option Challenge 40: Clear all the formatting Challenge 43: Show Gridlines Challenge 44: Convert Word document to PDF format Challenge 46: Split the text into two columns Challenge 37: Apply double underline	Creating Resume	
At the end of Day 25, learner should create his fifth case study, Resume.							
Word Processing	Day 26	View, create and upload case studies. Solved Questions on Case Studies & IPTs.			Solved Questions on Case Studies & IPTs. View your Learning Progression Dashboard after solving challenges. Collect your Office Expert Certificate after completion of MS Word outputs		
End of Week 4							
Lerner will able to create Invitation Letter/ Resume/ Student Project Report/ College Identity Card/ Flyer - Science Exhibition/ Notice/ Letterhead/ Business Card/ Book Cover/ Gift Label/ Flyer- Summer Camp/ Award Certificate/ Greeting/ Advertisement/ Envelope/ CD Case/ Invoice							
Week 5 & 6							
Spreadsheet	Day 27	Getting Started : Overview of Spreadsheet, The User Interface, Creating a New Workbook, Navigating and Editing a Worksheet, Working With Sheets, The File Tab					
Spreadsheet	Day 28	Home Tab : Introduction to Home Tab, The Clipboard Group, The Font Group, The Alignment Group, The Cells Group Using Formulas, Absolute and Multiple Sheet References, Using Functions, The Styles Group, The Editing and Number Groups	Review of chapter 4				

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Spreadsheet	Day 29	The Insert Tab : Introduction, The Tables Group, The Illustrations Group, The Charts Group, The Sparklines Group, The Text Group			Challenge 1: Open MS Excel 2010 Application Challenge 2: Save your workbook Challenge 34: Insert 2 –D Column Chart Challenge 41: Insert Current Date Challenge 8: Increase the distance Challenge 9: Use Wrap Text feature Challenge 33: Insert Picture		
Spreadsheet	Day 30	View, create and upload case studies. View eGift			Challenge 22: Use conditional formatting Challenge 46: Remove Gridlines Challenge 4: Apply Border	Planning Event Expenses	
At the end of Day 30, learner should create his sixth case study, Planning Event Expenses.							
Spreadsheet	Day 31	Other Excel Tabs : The Page Layout Tab, The Data Tab, The Review and View Tabs Fun Zone : Crossword - Q.2			Challenge 11: Apply Currency Symbol Challenge 30: Copy selected cell range Challenge 36: Apply Chart Style Challenge 37: Add a title Challenge 40: Insert Header Challenge 43: Display a picture Challenge 44: Remove Background Image		
Spreadsheet	Day 32	View, create and upload case studies. View eGift			Challenge 3: Center the heading Challenge 17: Decrease Decimal Places Challenge 19: Calculate Total Marks Challenge 20: Calculate Average Marks Challenge 28: Display Maximum Marks Challenge 29: Display Minimum Marks Challenge 47: Insert Specific Date Challenge 49: Freeze selected heading row	Creating Planner	
At the end of Day 32, learner should create his seventh case study, Creating Planner.							
Spreadsheet	Day 33	View, create and upload case studies. View eGift			Challenge 13: Delete Selected Row Challenge 24: Sort selected cells in ascending order Challenge 26: Apply filter option Challenge 10: Change background color Challenge 12: Insert Additional Column Challenge 50: Exit Excel Application	Exam Record Management	
At the end of Day 33, learner should create his eighth case study, Exam Record Management .							
Spreadsheet	Day 34	Additional Excel Features: Security, Excel Extensions Practice for MID Term Exam			Challenge 5: Create New Sales Report Challenge 6: Change Vertical Alignment Challenge 7: Change Orientation Challenge 14: Mark Selected Cells (Print Area) Challenge 15: Split given worksheet window Challenge 16: Check spelling mistakes Challenge 18: Remove all subtotals and grand total Challenge 21: Rotate the contents Challenge 23: Use Format as Table		

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Spreadsheet	Day 35	View, create and upload case studies. View eGift			Challenge 25: Quickly format selected Cells Challenge 27: Use Find Replace Challenge 31: Create Pivot Table Challenge 32: Insert Slicer Challenge 35: Move selected chart Challenge 38: Change the selected chart to Pie Chart Challenge 39: Insert Line Sparkline Challenge 42: Change page orientation to Landscape Challenge 45: Specify using Print Titles option Challenge 48: Reverse your last action	Planning of Monthly Budget	
At the end of Day 35, learner should create his ninth case study, Planning of Monthly Budget.							
Spreadsheet	Day 36	Solved Questions on Case Studies & IPTs.			Solved Questions on Case Studies & IPTs. View your Learning Progression Dashboard after solving challenges. Collect your Office Expert Certificate after completion of MS Excel outputs		
End of Week 6							
Learner will able to create Event Expenses, / Exam Record/ Planner / To do List / Database / Monthly Budget / Receipt / Agenda / Inventory / Exam Time table							
Week 7							
Presentation Graphics	Day 37	Getting Started : Overview of Presentation Graphics, The User Interface, Creating a Simple Presentation, Working With a Presentation, The File Tab					
Presentation Graphics	Day 38	The Home Tab : Introduction, Clipboard Group, The Slides Group, The Font Group, The Paragraph Group, The Drawing Group, The Editing Group		TV Tuner Card , What is Digital Video Editing? , Windows Movie Maker			
Presentation Graphics	Day 39	The Insert Tab : Introduction, The Tables Group, The Images Group, The Illustrations Group, The Links Group, The Text and Symbols Group, The Media Group			Challenge 25: Change slide orientation to "Portrait"		
Presentation Graphics	Day 40	View, create & upload case studies.					
Presentation Graphics	Day 41	Mid Term Examination					
Presentation Graphics	Day 42	The Design Tab : Introduction, Design Tab Commands View, create & upload case studies.		What is CD Writing? , Burning a CD using Windows 7 , Erasing a CD , What is a Computer Virus? , Virus Protection	Challenge 1: Create Digital Photo Album Challenge 18: Apply WordArt Challenge 28: Apply "Split" transition effect Challenge 29: Start slide show from first slide using a ribbon tab Challenge 30: Run slide show Challenge 12: Group all the objects together	Creating Digital Photo Album	
At the end of Day 42, learner should create his tenth case study, Digital Photo Album.							

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Presentation Graphics	Day 43	The Transitions Tab, The Animations Tab, The Slide Show Tab View, create & upload case studies.			Challenge 24: Applying suitable design theme Challenge 13: Using "Send to Back" option Challenge 15: Apply reflection effect Challenge 23: Insert audio clip Challenge 34: Check spellings Challenge 37: Change theme Challenge 39: Change layout		
Presentation Graphics	Day 44	Other Features View, create & upload case studies.			Challenge 17: Insert footer Challenge 27: Apply "Wipe" animation effect Challenge 3: Change file type Challenge 33: Create new presentation Challenge 2: Broadcast photo album slide show Challenge 4: Create an impressive video Challenge 5: Compress selected picture Challenge 6: Insert clip art Challenge 7: Presentation automatically start in Slide Show view Challenge 8: Apply artistic effects Challenge 9: Change direction of selected text Challenge 10: Split the text into two columns Challenge 11: Convert bulleted list to a SmartArt graphic Challenge 14: Apply "Quick Style Challenge 16: Insert video clip Challenge 19: Insert Date and Time Challenge 20: Insert slide number Challenge 21: Embed and link Excel database Challenge 22: Insert video clip Challenge 26: Hide background graphics Challenge 31: Create custom slide show Challenge 32: Hide current slide Challenge 35: View presentation in "Slide Sorter" view Challenge 36: View presentation in "Notes Page" view Challenge 38: Change character spacing	Personal Portfolio and Business Presentation	
At the end of Day 44, learner should create his eleventh and twelfth case studies, Personal Portfolio							
Presentation Graphics	Day 45	Solved Questions on Case Studies & IPTs.			Solved Questions on Case Studies & IPTs. View your Learning Progression Dashboard after solving challenges. Collect your Office Expert Certificate after completion of MS PowerPoint outputs		
End of Week 7							
Learner will able to create Digital Photo Album / Project Presentation / Personal Portfolio/ Certificate / Schedule / Poster Design/ Greeting / Company Profile							
Week 8							
Internet	Day 46	Getting Started Navigating the Web	Review of chapter 9				<ol style="list-style-type: none"> 1. View Bank statement Online 2. Calculate cost for painting 3. Download and Install Yahoo messenger 4. Download Skype 5. Search for Online recipes 6. Precautions using credit cards

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Internet	Day 47	Finding Information on the Web	Review of chapter 2			-	7. Pay property tax online 8. Register to bill junction 9. Registration for free SMS 10. Repair home appliance 11. Birthday party Invitation 12. Compose a Message 13. Create Gmail account 14. Create Hotmail account 15. Create Rediffmail Account 16. Create Yahoo account
Internet	Day 48	Communication Using E-Mail				-	17. Send Family get together Invitation 18. Find Gynecologists in your city 19. Find places available for rent 20. Download Gtalk 21. Search Indian weather 22. Information regarding the spam emails 23. Online Chat through Gmail 24. Research a product or services before buying 25. Search baby names
Internet	Day 49	Internet Concepts, Unleashing the Power of Internet				-	26. Search for a Map or Driving 27. Search information about Small Enterprises 28. Search Jokes, activities etc. 29. Search Using Google 30. Send Free SMS
Internet	Day 50	View Internet Case Studies					31. Skype: Create an account 32. Using credit card for internet banking 33. Video chat using Skype 34. Voice chat using Google Talk 35. Voice chat using yahoo messenger
Internet	Day 51	View Internet Case Studies & "Take a Challenge" Activity			Challenge 1: Use Back navigation Challenge 2: Close the Currently Open Page Challenge 3: Open Internet Options Window Challenge 4: Switch Between Two Web Pages Challenge 5: Display Thumbnail View		Collect your digital Citizenship Certificate after completion of Internet case studies

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Internet	Day 52	"Take a Challenge" Activity			Challenge 6: Print Preview Challenge 7: Add website to favorites Challenge 8: Delete History Challenge 9: Open Website from Thumbnail View Challenge 10: Save the Webpage Challenge 11: Select radio Channel Challenge 12: Open Web Page in Internet Explorer Challenge 13: Delete the webpage from favorites Challenge 14: Check Mails Challenge 15: Delete Mails Challenge 16: Send Reply to Mail Challenge 17: Send a New Mail Challenge 18: Compose mail Challenge 19: Check Spam mail Challenge 20: Sign out from Mailbox Challenge 21: Open Blogs link Challenge 22: Use "I'm Feeling Lucky" option Challenge 23: View Webpage in Full screen mode Challenge 24: Use Google Search Challenge 25: Download Office template Challenge 26: Provide feedback Challenge 27: Type text in another language Challenge 28: Open Website from History List Challenge 29: Use Learn Link Challenge 30: Log In to gtalk		
End of Week 8							
Week 9							
Personal Information Manager	Day 53	Getting Started : Outlook 2010 Overview, The User Interface Mail : Configuring an E-mail Account, Composing and Sending Mail, Receiving, Replying To and Forwarding Mail, Organizing Mail				-	
Personal Information Manager	Day 54	Calendar : Appointments, Events and Meetings Contacts, Tasks and Notes : Contacts, Tasks, Notes				-	
Personal Information Manager	Day 55	Printing, Importing and Exporting : Printing Outlook Items, Importing and Exporting Items				-	
Personal Information Manager	Day 56	"Take a Challenge" Activity			Challenge 1: Create New Appointment Challenge 2: Schedule Meeting Challenge 3: Create New Contact Challenge 4: Create New Task Challenge 5: Open the calendar Challenge 6: Open Mail Folder Challenge 7: Forward Selected Mail Challenge 8: Using Appropriate Ribbon Tab Challenge 9: Delete Selected Mail Challenge 10: View Entire Week		

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Personal Information Manager	Day 57	"Take a Challenge" Activity and IPTs			Challenge 11: Delete selected contact Challenge 12: Sort Contacts Challenge 13: Add Picture Challenge 14: Sort Task List Challenge 15: Close MS Outlook application		
End of Week 9							
Week 10							
Database Management Systems	Day 58	Overview of Database: Database Concepts, Getting Started With Access 2010 Databases and Tables : Creating a Database, Creating a Table, Entering and Editing Data, Closing and Opening a Table and Database					
Database Management Systems	Day 59	Databases and Tables : Customizing and Inserting Fields, Finding and Replacing Data, Sorting Records, Previewing and Printing a Table					
Database Management Systems	Day 60	Creating Copies, Backups and Security: Copying a Database & Database Objects, Protecting the Database				To create the database of your school friends. (Activity available on http://www.okcl.org/oscit)	
Database Management Systems	Day 61	Relationships: Table Relationships, Referential Integrity Using Forms: Creating a Form, Modifying Form Design			Challenge 1: Open Microsoft Access 2010 Challenge 2: Design View Challenge 3: Datasheet View Challenge 4: Close the opened database Challenge 5: Number Data Type Challenge 6: Sort Table in Ascending Order Challenge 7: Sort Table in Descending Order Challenge 8: Set selected field as primary key Challenge 9: Yes/No Data Type Challenge 10: Currency Data Type	To create the database of the electronic items of your office. (Activity available on http://www.okcl.org/oscit)	
Database Management Systems	Day 62	Queries and Reports : Using Queries, Creating Reports, Modifying Report Layout, Creating Reports from Queries			Challenge 11: Date/Time Data Type Challenge 12: Attachment Data Type Challenge 13: Delete Emp Info Table Challenge 14: Change Size of Text Challenge 15: Delete Selected Field Challenge 16: "Required" property Challenge 17: Default Value Challenge 18: Indexed Property Challenge 19: Design a form Challenge 20: Add a new blank record Challenge 21: View given form in "Design View" Challenge 22: Protect Database Challenge 23: Create Report Challenge 24: Print Preview Challenge 25: Close Print Preview	To create form to enter your patients information. (Activity available on http://www.okcl.org/oscit)	

Topic	Days (Daily 2 Hours)	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Case Studies	Digital Citizenship Activity
Making IT Work for You	Day 63			Netizens , Blogs , Edutainment , Infotainment , Netiquette , Technology Today , iPods, Podcasting and RSS , Bluetooth & Wi-Fi Technology , Home Networking , Wikipedia , YouTube		To create a report of asset record of your office (Activity available on http://www.okcl.org/oscit)	
End of Week 10							
Week 11							
Activity for Government Employees	Day 64	Activity for Government Employees : How to use new Rupee symbol , Converting Document to PDF format , Visiting Maharashtra Government site, Viewing Public Holiday list	-				
Activity for Government Employees	Day 65	Activity for Government Employees : Finding GR on the website, Viewing 6th Pay Commission Report, Viewing Gratuity Rules, Online Tax Payment	-				
Activity for Government Employees	Day 66	Activity for Government Employees : Typing in Devanagari Script on Computer	-			Create greeting card in any other language.	
End of Week 11							
Facilitator hands over the CD of his/her ePortfolio to the learner. On completion of the activities of Internet, os-cit outputs / case studies, he/she receives a certificates.							
Learner approaches nearby shops to offer his professionally designed outputs like visiting card, envelope, posters etc.							

All the best !