

**One day ICT training for UISC/AICC/CISC/Gyaner Haat entrepreneurs**  
**Total time duration: 6 hours**  
**Total Session: 5**

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1	What is computer and its history. What are the major difference between Microsoft windows and Microsoft office?	30 min
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5	Open an e mail account	2.5 hour (for 10-15 participants)

**Session: 1**

**Name of session:** What is computer and its history. What are the major difference between Microsoft windows and Microsoft office?

**Objectives:** To know about computer and how it evolved.

**Duration/time:** 30 mins.

**Materials:** White board, board marker, multimedia.

**Method:** Lecture

**Delivery process:**

**A Brief Computer History**

The computer as we know it today had its beginning with a 19th century English mathematics professor name **Charles Babbage**. He designed the Analytical Engine and it was this design that the basic framework of the computers of today are based on.

Generally speaking, computers can be classified into three generations. Each generation lasted for a certain period of time, and each gave us either a new and improved computer or an improvement to the existing computer.

**First generation: 1937 – 1946** - In 1937 the first electronic digital computer was built by Dr. John V. Atanasoff and Clifford Berry. It was called the Atanasoff-Berry Computer (ABC). In 1943 an electronic computer name the Colossus was built for the military. Other developments continued until in 1946 the first general– purpose digital computer, the Electronic Numerical Integrator and Computer (ENIAC) was built. It is said that this computer weighed 30 tons, and had 18,000 vacuum tubes which was used for processing. When this computer was turned on for the first time lights dim in sections of Philadelphia. Computers of this generation could only perform single task, and they had no operating system.

**Second generation: 1947 – 1962** - This generation of computers used transistors instead of vacuum tubes which were more reliable. In 1951 the first computer for commercial use was introduced to the public; the Universal Automatic Computer (UNIVAC 1). In 1953 the International Business Machine (IBM) 650 and 700 series computers made their mark in the computer world. During this generation of computers over 100 computer programming languages were developed, computers had memory and operating systems. Storage media such as tape and disk were in use also were printers for output.

**Third generation: 1963 - present** - The invention of integrated circuit brought us the third generation of computers. With this invention computers became smaller, more powerful more reliable and they are able to run many different programs at the same time. In 1980 Microsoft Disk Operating System (MS-Dos) was born and in 1981 IBM introduced the personal computer (PC) for home and office use. Three years later Apple gave us the Macintosh computer with its icon driven interface and the 90s gave us Windows operating system.

As a result of the various improvements to the development of the computer we have seen the computer being used in all areas of life. It is a very useful tool that will continue to experience new development as time passes.

**Basic difference between Microsoft windows and Microsoft office:**

Microsoft window is an operating system that allows the user to have programs like Microsoft office and many more.

Microsoft office is a program that allows you to create, modify: text, graphical documents.

Without Microsoft windows (for Microsoft windows based PC) Microsoft office is not possible!

**Session: 2**

**Name of session:** Computer key board and functions of the keys

**Objectives:** To know about the computer key board and functions

**Duration/time:** 1 hour

**Materials:** White board, board marker, multimedia.

**Method:** Lecture

## Delivery process:

### The General Keyboard Layout on a Laptop

A typical laptop keyboard layout has typewriter keys, shift keys, function keys, and cursor control keys.

The below figure illustrates a typical laptop keyboard layout, where all the common keys found on the whopping desktop keyboard have been miniaturized to laptop size.



As with a desktop keyboard, you should be able to identify the following basic items on your laptop keyboard:

**Alphanumeric, or "typewriter," keys:** These are the basic typing keys, each of which is labeled with a character (a letter, number, or punctuation symbol). When you're typing on the computer, pressing a key produces its character on the screen.

**Shift keys:** The keyboard sports various shift keys used either alone or in combination with other keys. These include Shift, Alt, Ctrl, and the special Windows keys Win and Context. The Win key appears in the bottom row between the Fn and Alt keys; the Context key appears between Alt and Ctrl. Also note the Esc (or Escape) key, found at the beginning of the top row of keys.

**Function keys:** These keys are labeled F1 through F12 and are found on the top row of the keyboard, right above the number keys.

**Cursor-control keys:** These keys can be anywhere around the keyboard, although in this example, they're on the top and bottom right. They include the four directional arrow keys, usually found in an inverted T pattern, as well as the Insert (or Ins), Delete (or Del), Home, End, PgUp (or Page Up), and PgDn (or Page Down) keys.

### Microsoft Word shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Word. See the computer shortcut page if you are looking for a list of shortcut keys used in other programs. Please be aware that some of these shortcuts may not work in all versions of Microsoft Word.

Note: If you have a tablet computer that does not have Function keys (F1-F12) on its keyboard, like a Chromebook, you will not be able to use the shortcuts that utilize Function keys.

<b>Shortcut</b>	<b>Description</b>
<b>Ctrl + O</b>	Adds or removes 6pts of spacing before a paragraph.
<b>Ctrl + A</b>	Select all contents of the page.
<b>Ctrl + B</b>	Bold highlighted selection.
<b>Ctrl + C</b>	Copy selected text.
<b>Ctrl + D</b>	Open the font preferences window.
<b>Ctrl + E</b>	Aligns the line or selected text to the center of the screen.
<b>Ctrl + F</b>	Open find box.
<b>Ctrl + I</b>	Italic highlighted selection.
<b>Ctrl + J</b>	Aligns the selected text or line to justify the screen.
<b>Ctrl + K</b>	Insert link.
<b>Ctrl + L</b>	Aligns the line or selected text to the left of the screen.
<b>Ctrl + M</b>	Indent the paragraph.
<b>Ctrl + P</b>	Open the print window.
<b>Ctrl + R</b>	Aligns the line or selected text to the right of the screen.

<b>Ctrl + S</b>	Save the open document. Just like Shift + F12.
<b>Ctrl + T</b>	Create a hanging indent.
<b>Ctrl + U</b>	Underline the selected text.
<b>Ctrl + V</b>	Paste.
<b>Ctrl + X</b>	Cut selected text.
<b>Ctrl + Y</b>	Redo the last action performed.
<b>Ctrl + Z</b>	Undo last action.
<b>Ctrl + Shift + L</b>	Quickly create a bullet point.
<b>Ctrl + Shift + F</b>	Change the font.
<b>Ctrl + Shift + &gt;</b>	Increase selected font +1pts up to 12pt and then increase font +2pts.
<b>Ctrl + ]</b>	Increase selected font +1pts.
<b>Ctrl + Shift + &lt;</b>	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
<b>Ctrl + [</b>	Decrease selected font -1pts.
<b>Ctrl + / + c</b>	Insert a cent sign (¢).
<b>Ctrl + ' + &lt;char&gt;</b>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use <b>Ctrl + ' + e</b> as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.

<b>Ctrl + Shift + *</b>	View or hide non printing characters.
<b>Ctrl + &lt;left arrow&gt;</b>	Moves one word to the left.
<b>Ctrl + &lt;right arrow&gt;</b>	Moves one word to the right.
<b>Ctrl + &lt;up arrow&gt;</b>	Moves to the beginning of the line or paragraph.
<b>Ctrl + &lt;down arrow&gt;</b>	Moves to the end of the paragraph.
<b>Ctrl + Del</b>	Deletes word to right of cursor.
<b>Ctrl + Backspace</b>	Deletes word to left of cursor.
<b>Ctrl + End</b>	Moves the cursor to the end of the document.
<b>Ctrl + Home</b>	Moves the cursor to the beginning of the document.
<b>Ctrl + Spacebar</b>	Reset highlighted text to the default font.
<b>Ctrl + 1</b>	Single-space lines.
<b>Ctrl + 2</b>	Double-space lines.
<b>Ctrl + 5</b>	1.5-line spacing.
<b>Ctrl + Alt + 1</b>	Changes text to heading 1.
<b>Ctrl + Alt + 2</b>	Changes text to heading 2.
<b>Ctrl + Alt + 3</b>	Changes text to heading 3.

<b>Alt + Ctrl + F2</b>	Open new document.
<b>Ctrl + F1</b>	Open the Task Pane.
<b>Ctrl + F2</b>	Display the print preview.
<b>Ctrl + Shift + &gt;</b>	Increases the selected text size by one.
<b>Ctrl + Shift + &lt;</b>	Decreases the selected text size by one.
<b>Ctrl + Shift + F6</b>	Switches to another open Microsoft Word document.
<b>Ctrl + Shift + F12</b>	Prints the document.
<b>F1</b>	Open Help.
<b>F4</b>	Repeat the last action performed (Word 2000+)
<b>F5</b>	Open the Find, Replace, and Go To window in Microsoft Word.
<b>F7</b>	Spellcheck and grammar check selected text or document.
<b>F12</b>	Save As.
<b>Shift + F3</b>	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
<b>Shift + F7</b>	Runs a Thesaurus check on the selected word.
<b>Shift + F12</b>	Save the open document. Just like Ctrl + S.
<b>Shift + Enter</b>	Create a soft break instead of a new paragraph.

<b>Shift + Insert</b>	Paste.
<b>Shift + Alt + D</b>	Insert the current date.
<b>Shift + Alt + T</b>	Insert the current time.

**Session: 3**

**Name of session:** Type faster software

**Objectives:** To type fast using the fingers of both hand

**Duration/time:** 1 hour

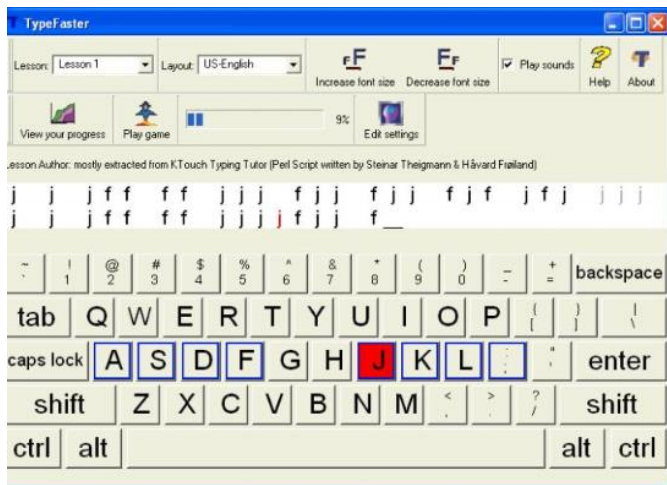
**Materials:** White board, board marker, multimedia, Laptop or computer for each participant, Internet connection.

**Method:** Lecture, Practical

**Delivery process:**

By practicing with this software participants can learn about fast typing in the computer or laptop. The software will found from the site: <http://typefaster.en.softonic.com/>

This free typing tutor teaches you how to touch-type. Once you can touch-type you will not need to look at the keyboard to find the letters you want to type.



Screen shot of a running mood type faster software

This is what TypeFaster has to offer:

- Supports multiple keyboard layouts and more can be added easily
- A clear indication of which fingers to use. This is the essence of touchtyping
- A 3D typing game
- Typing statistics and the option of practicing the least accurate/slowest/custom keys
- Keyboard is not a fixed size (resolution independent)
- Multi-user support
- Teacher support (view student statistics)
- Interface for editing lesson files and game settings
- Backspace support
- Right to left text support
- Variable text size
- Lesson files can be prose or poems
- Lesson progress indicator
- Completely free with full source code availability

#### Session: 4

**Name of session:** Take a screen capture of the entire screen



**Objectives:** To capture a photo/entire-screen showing in the monitor screen

**Duration/time:** 1 hour


**Materials:** White board, board marker, multimedia, Laptop or computer for each participant


**Method:** Lecture, Practical

#### Delivery process:

1. Press PrtScn. It is generally situated near F12 button in desktop based key board.
2. Open Paint by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, and then clicking **Paint**.
3. In Paint, on the **Home** tab, in the **Clipboard** group, click **Paste**.
4. If you want to resize the image, on the **Home** tab, in the **Image** group, click **Resize**, and enter a new percentage or pixel size.
5. Click the **Paint** button , and then click **Save**.

#### To capture an active window

1. Press Alt+PrtScn.
2. Open Paint by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, and then clicking **Paint**.
3. In Paint, on the **Home** tab, in the **Clipboard** group, click **Paste**.

4. If you want to resize the image, on the **Home** tab, in the **Image** group, click **Resize**, and enter a new percentage or pixel size.
5. Click the **Paint** button , and then click **Save**.

## Notes

- On some keyboards, PrtScn might appear as PRTSC, PRTSCN, or a similar abbreviation.
- Certain laptops and other mobile devices that lack a PrtScn key might use other key combinations, such as FN+Insert, to capture the screen. Check the manual of your laptop or device for specific instructions.

## Session: 5

**Name of session:** Open an e mail account

**Objectives:** Participants will learn how to open email in yahoo account.

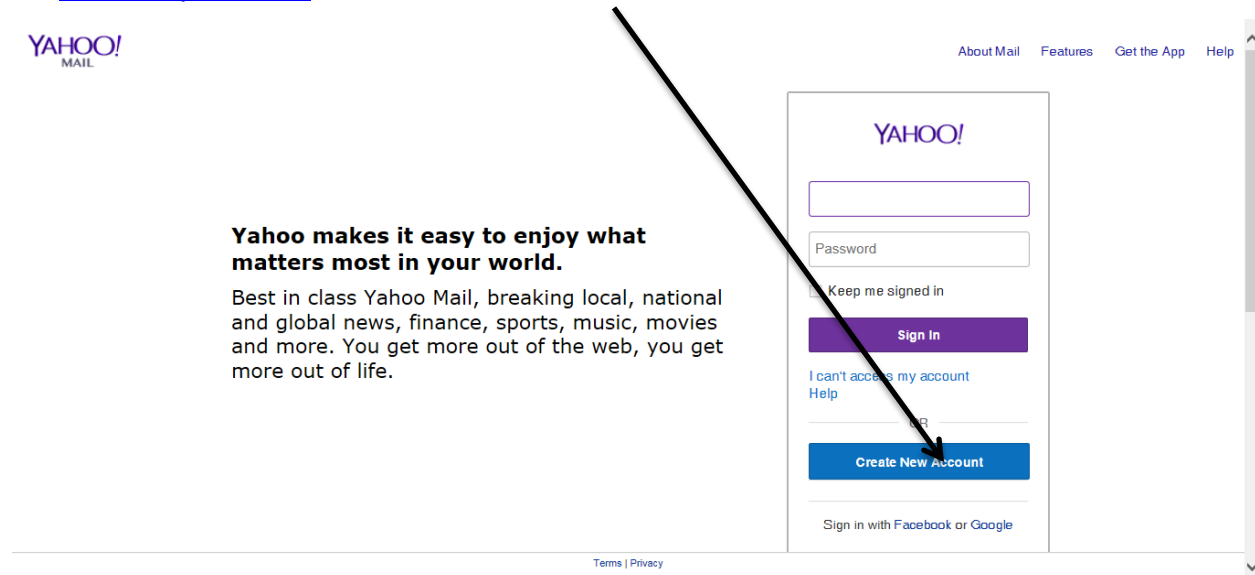
**Duration/time:** 2.5 hour (for 10-15 participants)

**Materials:** White board, board marker, multimedia, Laptop or computer for each participant, Internet connection.

**Method:** Lecture, Practical

**Delivery process:**

Go [www.mail.yahoo.com](http://www.mail.yahoo.com); then click Create New Account



The screenshot shows the Yahoo! Mail sign-in page. On the left, there is a promotional message: "Yahoo makes it easy to enjoy what matters most in your world. Best in class Yahoo Mail, breaking local, national and global news, finance, sports, music, movies and more. You get more out of the web, you get more out of life." On the right, there is a sign-in form with fields for "Email" and "Password", a "Keep me signed in" checkbox, a "Sign In" button, a "I can't access my account" link, a "Help" link, and a "Create New Account" button. A black arrow points from the text "Go www.mail.yahoo.com; then click Create New Account" to the "Create New Account" button. The page also features the Yahoo! Mail logo, navigation links (About Mail, Features, Get the App, Help), and a footer with "Terms | Privacy".

Next page will show like below:

YAHOO!  
MAIL

About Mail Features Get the App Help

### Sign up

English (United States)

Last name

Your first name is required.

Yahoo username @yahoo.com

Password Show password

+1 Mobile number

Birthday Month Day Year

Male Female

+1 Optional recovery number Relationship

I agree to the Yahoo Terms and Privacy.

Create account

Fill up all the information and click Create Account

## In brief how to sign up for a Yahoo account see below:

You're just a few easy steps away from having a new Yahoo account! You'll be able to use many great Yahoo services, like Mail and Messenger. See our step-by-step registration instructions below.

**Important:** Your registration will not process without a [valid mobile number](#).

1. Go to the [Yahoo Registration page](#).
2. Enter your information in the required fields.  
**Tip:** Be sure to [create a secure, strong password](#).
3. Click **Create my account**.

Success! You're now registered for a new Yahoo account. You can now use your Yahoo ID and password for all Yahoo services.

--The end--