

# Academic Calendar for IT for Teachers

Day	ERA Learning			Hands on Applications
	Topic	Lab	Assignments	Skill / Demonstration
Day 1	Introduction of Learners, Explain use of application software's for e.g. to create Question Papers, Notice, greeting Card, Project Report, Marksheet, Attendance Sheet, Digital Photo Album etc. Introduction of ERA. How to access ERA, How to Login, Explain all the features such as Forum, Chat, announcement etc. Explain how to view Activity Calendar			Enter your login ID - Password and browse features of ERA such as Chat, Forum, Fun Zone, Planner, Glossary, Themes, Case Study etc.
Day 2	Windows Vista	Windows Basics	What is an Operating System ? , Microsoft Windows , Other Operating Systems, Introduction to Windows Vista , Exploring the Desktop	Add Gadgets on sidebar, Check "Search" option, Explorer Desktop - Identify Icons, Recycle Bin etc.
Day 3	Windows Vista	Windows Basics	Personalize your Desktop, Using Windows Vista, Date and Time Settings, Working with Windows, Using Help, Working with Multiple Windows, Shutting down Windows Vista	Change Wallpaper of your computer, Set your favorite Screen Saver, Change your Mouse Pointer, Change Date and Time, Open Two or more than two windows, Using Help menu search "How to delete file?", Shut Down & restart your computer
Day 4	Windows Vista	Organizing Your Work	Files and Folders , Using Computer, Working with Folders, Working with Files, Using Shortcuts,	Create Files and folders, Open files and folders, Create Shortcuts
Day 5	Windows Vista	Using Applications	Using Notepad, Using WordPad Type your personal details in WordPad and this file. <b>Fun Zone : Crossword - Q.4</b>	Create file in Notepad application Type your personal details in WordPad and save the file.
Day 6	Windows Vista	Using Applications	Creating a graphic using Paint, Copying between Applications, Previewing, Printing and Saving documents, Cleaning up the desktop , Using Calculator	Draw picture in Paint application, Copy and Paste picture, Use Calculator application
<b>Sunday</b>	<b>Holiday</b>			
Day 7	Windows Vista	Use Paint, Change Wallpaper, Screen Saver		Decorate your desktop for Birthday or Diwali event (Case Study : Desktop Customization )
Day 8	Windows Vista	Use of Paint application		Using Paint, create greeting card for New Year / Diwali / Teacher's Day / Birthday event

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Day 9	Word Processing	Overview of Word Processing, Creating and Editing a Document	What is Word Processing Introduction to Microsoft Word , The User Interface, Creating New Documents, Entering and Formatting Text, Saving, Closing and Opening files, Moving through Text	Open MS Word 2007 application. View options available in each tab, Create new blank document, Type any paragraph and apply formatting, Save the file, Move through text using keyboard and mouse
Day 10	Word Processing	<b>Using "CHAT" utility discuss your doubts/ queries with your Learning Facilitator.</b>		
Day 11	Word Processing	Creating and Editing a Document	Using Automatic Editing Features , Navigating a Document, Editing a Document , Working with graphics , Previewing and Printing a Document	AutoCorrect option, Edit document, Insert Picture, Preview document and Print document
Day 12	Word Processing	<b>Exercise 1 - Creating Notice</b>		<b>Create notice and upload this activity using ePortfolio option.</b>
<b>Sunday</b>	<b>Holiday</b>			
<b>Day 13</b>	<b>Interim Performance Test (IPT) 1 : Windows Vista &amp; Learner Interaction with Learning Facilitator</b>			
Day 14	Word Processing	Revising and Refining a Document	Revising a Document , Moving and Copying Selections, Working with Multiple Documents , Inserting Page Breaks , Finding and Replacing text, Inserting the Current Date, Modifying Page Layout	Check spelling and grammatical mistakes, Move & Copy text, Copy data from one document to the another document, Insert Page break, Find and Replace text, Insert current date, Change the margin, orientation and paper size of your document
Day 15	Word Processing	<b>Open "GLOSSARY" and check extensions of Notepad, Paint, WordPad, Word 2007 and other important terms</b>		
Day 16	Word Processing	Revising and Refining a Document	Paragraph Formatting in detail , Character Formatting in detail , Creating Lists , Using Hyperlinks, Inserting Shapes , Editing while previewing , Inserting Objects	Change alignment, Line spacing, Apply character effects, Apply Bullets, Insert hyperlink, Insert Shapes, Edit your document while previewing, Insert Objects
Day 17	Word Processing	<b>Exercise 2 - Revise your notice</b>		<b>Revise your notice and upload this activity using ePortfolio option.</b>
Day 18	Word Processing	Using Additional Word Features	Creating Multilevel Lists, Saving to a New Folder, Hiding Spelling and Grammar Errors, Formatting Documents Automatically , Creating a Table of Contents, Updating the Table of Contents	Create Multilevel lists, Save your file to the folder, Create Table of Content, Update Table of Content
<b>Sunday</b>	<b>Holiday</b>			

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Day 19	Word Processing	Using Additional Word Features	Formatting a Document Section , Using Footnotes and Endnotes , Adding Bookmarks , Formatting Picture Layout, Referencing Figures , Creating a Simple Table , Sorting Data, Inserting Headers and Footers , Checking the document , Printing Selected Pages	Insert Footnotes and Endnotes, Insert Bookmark, Format Picture Layout, Insert table, Enter data, Insert Headers and Footers, print selected pages
Day 20	Word Processing	<b>Exercise 3 – Creating notice for different classes</b>		<b>Create notice for different classes and upload this activity using ePortfolio option.</b>
Day 21	Word Processing	Changing the Display of the Document	Creating Newsletter Style Columns , Using Word Art , Inserting Symbols , Adding a Drop Cap <b>Exercise 4 - Changing the display of your notice</b>	Create columns, Insert WordArt, Insert Symbols, Add Drop Cap <b>Change the display of your notice and upload this activity using ePortfolio option.</b>
Day 22	Word Processing	Using Mail Merge	Using Mail Merge , Printing Mailing Labels , Preparing and Printing Envelopes , Merging for sending E-mails using Outlook	Write letter to your friends. Create Visiting card, Prepare Envelopes
Day 23	Word Processing	<b>Post Questions / answer the posted questions using "FORUM" utility.</b>		<b>Question - Answer Session</b>
Day 24	Word Processing	<b>Exercise 5 – Sending notice using Mail Merge</b>		<b>Send your notice using Mail Merge and upload this activity using ePortfolio option.</b>
<b>Sunday</b>	<b>Holiday</b>			
Day 25	Word Processing	Using Standard Templates	Using a Template from Word	Create flyer / Brochure using word templates, Create Project Report
Day 26	Word Processing	<b>Exercise 6 – Create notice using standard templates</b>		<b>Create notice using templates and upload this activity using ePortfolio option.</b>
Day 27	Word Processing	Word Processing in Other Languages	Language Settings in Windows Vista , Using a Configured Language in Word	Create greeting card / letter in Marathi / Hindi language
Day 28	Word Processing	<b>Exercise 7 - Creating a notice in Marathi</b>		<b>Create a notice in your regional language and upload this activities using ePortfolio option.</b>
Day 29	Word Processing	<b>Hands On Activity</b>		<b>Create Question Paper or your students.</b>

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Day 30	Spreadsheet	Overview of Excel , Creating and Editing	Introduction , Features of Microsoft Excel 2007 , The User Interface , Workbooks and Worksheets , Navigating the Excel Worksheet , Creating a New Workbook , Entering and Editing Data , Changing Column Width , Saving, Closing and Opening a Workbook , Moving Cells , Centering and Merging Cells	Open MS Excel 2007, Create simple table such as Marksheet, Personal Information, Employee Table etc., Change column width, Save the file, Type heading and apply "Merge & Center" to the cell.
<b>Sunday</b>	<b>Holiday</b>			
<b>Day 31</b>	<b>Interim Performance Test (IPT) 2 : Word Processing &amp; Learner Interaction with Learning Facilitator</b>			
Day 32	Spreadsheet	<b>Exercise 1 – Creating Attendance Sheet</b>		<b>Create Attendance Sheet and upload this activity using ePortfolio option.</b>
Day 33	Spreadsheet	<b>Post Questions / answer the posted questions using "FORUM" utility.</b>		<b>Learner Interaction with Learning Facilitator</b>
Day 34	Spreadsheet	Using Charts	Learning about Charts , Creating a Chart , Modifying a Chart <b>Fun Zone : Crossword - Q.2</b>	Create chart, Apply Chart style, Type Chart Title, Type Horizontal Axis Title, Type Vertical Axis Title, Move chart
Day 35				
Day 36	Spreadsheet	<b>Exercise 2 – Creating a Chart</b>		<b>Create chart for present / Absent students and upload this activity using ePortfolio option.</b>
<b>Sunday</b>	<b>Holiday</b>			
Day 37	Spreadsheet	Managing a Workbook	Correcting Errors , Working with Sheets , Managing Large Sheets , Forecasting Values , Headers, Footers and Print Settings	Correct Spelling and Grammatical Mistakes, Insert Headers and Footers, Use Goal Seek
Day 38	Spreadsheet	<b>Exercise 3 – Managing Attendance Sheet</b>		<b>Insert Header &amp; Footer, Correct Spelling mistakes and upload this activity using ePortfolio option.</b>
Day 39	Presentation Graphics	Overview of Presentation Graphics	Introduction to Presentation Graphics , Using Installed Templates ,	Open Microsoft PowerPoint 2007
Day 40	Presentation Graphics	Creating a Presentation	PowerPoint Presentation Views , PowerPoint Presentation Views , Creating your First Slide , Sizing and Moving Placeholders , Saving and Opening a Presentation, Using a Slide Layout and Inserting Pictures	Insert Slides, Type text, Apply formatting, Insert Pictures,

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Day 41	Presentation Graphics	Creating a Presentation	Changing Fonts and Formatting , Checking Spellings , Inserting, Moving and Deleting Slides, Running a Slide Show, Previewing and Printing a Presentation	Move placeholders from one place to the other, Delete slide, run slide show
Day 42	Presentation Graphics	<b>Exercise 1 – Creating a Annual Day Presentation</b>		<b>Create presentation for your annual day and upload this activity using ePortfolio option.</b>
<b>Sunday</b>	<b>Holiday</b>			
<b>Day 43</b>	<b>Interim Performance Test (IPT) 3 : Spreadsheet &amp; Learner Interaction with Learning Facilitator</b>			
Day 44	Presentation Graphics	Modifying and Refining a Presentation	Finding and Replacing Text , Creating a Text Box and Inserting a Hyperlink , Create and Enhance a Table , Using SmartArt , Inserting Clips and Clip Art , Create and Enhance Shapes, Changing the Presentation Design and Color Scheme	Find and replace text, Insert Text box, Insert SmartArt, Insert Clips and Clip Arts, Insert Shapes, Apply Design, Change the color scheme
Day 45	Presentation Graphics	Modifying and Refining a Presentation	Adding Animation and Other Effects , Changing the Slide Master , Creating Notes Pages , Printing Handouts , Using Headers and Footers , Duplicating and Hiding Slides , Learning to Control and Annotate a Slide Show , Documenting a File	Apply animation effect, Create Master Slide, Create Notes Page, Insert Headers and Footers, Create duplicate slide, Hide slide, Print Handouts, Set timing
Day 46	Presentation Graphics	<b>Exercise 2 – Modifying and Refining Annual Day Presentation</b>		<b>Modify and Refine your annual day presentation and upload this activity using ePortfolio option.</b>
Day 47	Presentation Graphics	Using Advanced Presentation Features	Creating a New Presentation from Existing Slides , Adding Action Buttons , Delivering Presentations	Create new presentation from existing file, Insert Action Buttons
Day 48	Presentation Graphics	Digital Photo Album		Using PowerPoint 2007, create "Digital Photo Album" presentation
<b>Sunday</b>	<b>Holiday</b>			
Day 49	Presentation Graphics	<b>Exercise 3 – Using Advanced Features for Annual Day Presentation</b>		<b>Use advanced Features for your Annual Day Presentation and upload this activity using ePortfolio option.</b>

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Day 50	Database Management Systems	Overview	Introduction to Databases	Find out difference between Excel and Access
Day 51	Database Management Systems	Creating a Database	Introduction to Access, Creating a New Database, Creating a Table , Entering and Editing Data ,	Create Employee Information / Student Information / Library Management database, Design table for the database, Understand terms - Database, Objects, Fields, Records, Data Type etc.
Day 52	Database Management Systems	Creating a Database	Changing Column Width , Preview and Print a Table , Close and Open a Table and Database , Making Copies of Database Objects ,	Change column width in datasheet view, Print a table, Close table & database, Open another database, Copy table from one database to other
Day 53	Database Management Systems	<b>Exercise 1 – Creating a Student Database</b>		<b>Create a Student Database and upload this activity using ePortfolio option.</b>
Day 54	Database Management Systems	Modifying a Table , Sorting Records	Customizing and Inserting Fields , Finding and Replacing Data , Sorting Records	Insert another field in Design View, Find & replace data, Sort records,
<b>Sunday</b>	<b>Holiday</b>			
<b>Day 55</b>	<b>Interim Performance Test (IPT) 4 : Presentation Graphics &amp; Learner Interaction with Learning Facilitator</b>			
Day 56	Database Management Systems	<b>Exercise 2 – Modifying a Student Database</b>		<b>Modify Student Database and upload this activity using ePortfolio option.</b>
Day 57	Database Management Systems	Creating Forms	Using the Form Wizard , Modifying the Form Design , Adding Records in a Form	Create form for the table, Enter records using form
Day 58	Database Management Systems	<b>Exercise 3 – Creating Form for Student Database</b>		<b>Create form to enter student details and upload this activity using ePortfolio option.</b>
Day 59	Database Management Systems	Queries and Reports	Using Queries , Creating Reports , Modifying Report Layout , Creating a Report from a Query	Create Report for your table, Modify report,

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Day 60	Database Management Systems		<b>Exercise 4 – Creating Report</b>	Create report and upload this activity using ePortfolio option.
Sunday	Holiday			
Day 61	Database Management Systems	Protecting the Database	Using Passwords	Set password to your database
Day 62	Database Management Systems		<b>Exercise 5 – Protecting a Student Database</b>	Set password and upload this activity using ePortfolio option.
Day 63	Internet	Internet Basics	What is a Network? What is Internet? , What is WWW? , Information Flow Over the Internet , Communication Systems , How Do We Connect? , Browsers	Discuss the term Network, Internet, WWW with Learning Facilitator
Day 64	Internet	Navigating the Web	Using Internet Explorer 7 , Using the Favorites Center , Using Forms , Printing and Saving Web Pages ,	Open Internet Explorer, Open any web page, Save web page, Add this web page to Favorites, Print web page
Day 65	Internet		<b>Exercise 1 – Navigating the web site</b>	<b>Open Internet Explorer, Check all the options available in IE 7.0, Open any web page and save that web page</b>
Day 66	Internet	Finding Information on the Web	Using Search Services , Google	Open web page "Google.com", Search information such as only images of flowers, information of "TajMahal", web sites from India only
Sunday	Holiday			
<b>Day 67</b>	<b>Interim Performance Test (IPT) 5 : Database Management System &amp; Learner Interaction with Learning Facilitator</b>			
Day 68	Internet		<b>Exercise 2 – Searching result on the Web</b>	Open yahoo.com or google.com, search result, search educational web sites etc.
Day 69	Internet	Communication Using E-Mail	Using Web E-Mail Services , Using Newsgroups , Using Messengers for Instant Messaging , Social Networking	Create your own E-mail ID, Send mail to your friends, Receive mails, Forward mails, Using messenger send messages to your friends, Send any image file

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Day 70	Internet	Browsing / Surfing different web sites, Creating e-mail account, Chat, Searching Information		Browse different sites like www.yahoo.com, www.amazon.com, www.timesofindia.com, www.cricinfo.com, www.loksatta.com	
Day 71	Internet	Exercise 3 – Communicate result to your friends			Using Messenger, communicate result to your friends, send e-mail to your friends
Day 72	Interim Performance Test (IPT) 6 : Internet & Learner Interaction with Learning Facilitator				