

MS-CIT Academics : Day Wise Break Up

Welcome to MS-CIT Course

Maharashtra 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 MS-CIT Certificate

Certificates of Office Executive



MS Word



MS Excel



MS PowerPoint



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

Certificate of Digital Citizen



Digital Citizen



**For any queries please call at
020-40114500 or mail at
erasupport@mkcl.org**

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Week 1 & 2							
Windows Vista	Day 1 & 2	Keyboard and Mouse Activity Games					
Windows Vista	Day 3 & 4	Basics of Windows Operating System	Starting Up, Logging In , Review of chapter 1	-			Play 3D games online
Windows Vista	Day 5	Using Folders for file management	Graphical User Interface				
Windows Vista	Day 6, 7 & 8	How to change date and time of your computer? View eGift	What is a Computer ? , Generations of Computers , Types of Computer Systems , Components of a Computer System ,			To decorate a desktop for New Year Party (Activity available on http://www.mkcl.org/mscit)	Play 3D games online
Windows Vista	Day 9	Using MS Paint, Notepad, WordPad, Calculator, OLE Using Basic Utilities of Windows	What is Hardware?				

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Windows Vista	Day 10	Using Shortcuts Type your personal details in WordPad and this file. Fun Zone : Crossword - Q.4	What is a Mouse , Using a Mouse , Types of Mice , Other Pointing Devices Fun Zone : Jigsaw (All Questions), Review of chapter 7		Challenge01 Activity: Click on the right path to open the disk clean up tool. Challenge02 Activity: Click on the right path to check for windows update. Challenge03 Activity: Click on the right button to view the currently opened program windows in flip 3D feature. Challenge04 Question: Click on the right path to change the view of the files in explorer window. Challenge05 Question: Click on the right path to open the notepad application Challenge06 Question: Click on the right path to save the currently opened notepad file. Challenge07 Question: Click on the right path to wrap the text in the notepad document. Challenge08 Question: Format the selected text in the notepad document given below by making it bold. Challenge09 Question: Click on the right path to open the WordPad application Challenge10 Question: Format the selected text in the WordPad document given below by applying any font style.	To decorate a desktop for Diwali Festival. (Activity available on http://www.mkcl.org/mscit)	Listen to music online

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Windows Vista	Day 11 & 12		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	Challenge11 Activity: Format the selected text in the WordPad document given below by applying any font color. Challenge12 Activity: Click on the right path to print preview the WordPad document given below. Challenge13 Activity: Click on the right path to fill the rectangle with the selected color. Challenge14 Activity: Click on the right path to save the currently opened paint file. Challenge15 Activity: Click on the right path to open the custom colors window.	To set a screen saver for New Year Party (Activity available on http://www.mkcl.org/mscit)	Listen to music online
End of Week 2							
At the end of Week 2, Learner will able to create greeting card using MS Paint, Create document file using WordPad, To set screensaver By Solving 30 Challenges, he can Score 3 Marks for Learning Progression Learning Progression Dashboard will progress as a Learner keeps solving challenges							
Week 3 & 4							
Word Processing	Day 1	What is Word Processing Introduction to Microsoft Word , The User Interface				-	

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Word Processing	Day 2	Creating New Documents, Entering and Formatting Text, Saving, Closing and Opening files, Moving through Text Using "CHAT" utility discuss your doubts/ queries with your Learning Facilitator.	Electronic Data and Instructions , Software , Memory , Microprocessor , Expansion Slots and Cards , Review of chapter 5		Challenge01 Activity: Click on the right path to create a new document. Challenge03 Activity: Click on the right path to save the previously saved file with new name. Challenge04 Activity: Click on the right path to close the document shown below. Challenge05 Activity: Click on the right path to open the previously saved file.	-	Online chatting through Gmail
Word Processing	Day 3	Using Automatic Editing Features , Navigating a Document, Editing a Document , Working with graphics , Previewing and Printing a Document Open "GLOSSARY" and check extensions of Notepad, Paint, WordPad, Word 2007 and other important terms	Review of Chapter 3		Challenge02 Activity: Click on the right button to show paragraph marks in the document given below. Challenge06 Activity: Click on the right path to Print Preview the document. Challenge07 Activity: Click on the right button to view two Pages of the document at a time in print preview. Challenge08 Activity: Click on the right button to shrink the document by one page in print preview.		Watch video's online

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Word Processing	Day 4	Revising a Document , Moving and Copying Selections, Working with Multiple Documents , Inserting Page Breaks , Find and Replace			Challenge09 Activity: Click on the right path to open the Spelling & Grammar window. Challenge10 Activity: Search the Thesaurus for the selected word. Challenge11 Activity: Click on the right path to insert a page break in the document shown below. Challenge12 Activity: Search for the occurrence of the selected word in the document shown below. Challenge13 Activity: Replace the word Global with Universal as shown in the reference image below. Challenge14 Activity: Replace all occurrences of the word Global with Universal. Challenge15 Insert Current date in the document. Activity: Insert date in the document as shown in the reference image below. Challenge16 Activity: Click on the right path to change the margin settings of the page. Challenge17 Activity: Click on the right path to change the orientation of the document shown below. Challenge18 Activity: Click on the right path to change the page size.		Register to MSRTC.gov.in

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Word Processing	Day 5	Formatting your document, Creating List			<p>Challenge19 Activity: Click on the right button to increase the Indent of the paragraph shown below.</p> <p>Challenge20 Activity: Click on the right button to decrease the Indent of the paragraph shown below.</p> <p>Challenge21 Activity: Format the selected text by capitalizing each word.</p> <p>Challenge22 Activity: Format the selected text by applying Toggle case.</p> <p>Challenge23 Activity: Format the selected text by highlighting it with any color.</p> <p>Challenge24 Activity: Apply the same formatting of the selected text to the text below it using format painter.</p>		Use Google Earth
Word Processing	Day 6				<p>Challenge25 Activity: Apply the numbered list to the selected text.</p> <p>Challenge26 Activity: Insert a hyperlink for the selected text.</p> <p>Challenge27 Activity: Remove the hyperlink for the selected text.</p> <p>Challenge28 Activity: Click on the right path to insert a double wave banner in the document given below.</p> <p>Challenge29 Activity: Click on the right path to Print Preview the document.</p> <p>Challenge30 Activity: Click on the right path to magnify the document in the print preview mode.</p> <p>Challenge31 Activity: Click on the right button to close the Print Preview mode.</p>		

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Word Processing	Day 7	Additional Formatting features			Challenge32 Activity: Click on the right path to Hide Spelling & Grammar errors. Challenge33 Activity: Format the selected text by applying any style. Challenge34 Activity: Click on the right path to insert table of contents. Challenge35 Activity: Click on the right path to update table of contents. Challenge36 Activity: Click on the right path to insert section break in the document provided below. Challenge37 Activity: Click on the right path to insert footnote in the document provided below. Challenge38 Activity: Click on the right path to automatically set the text to wrap around the picture. Challenge39 Activity: Click on the right path to insert a table in the document provided below. Challenge40 Activity: Click on the right path to convert the selected text to table. Challenge41 Activity: Click on the right path to insert a row below the selected row.		Pay electricity bill online

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Word Processing	Day 8	Creating Newsletter Style Columns , Using Word Art , Inserting Symbols , Adding a Drop Cap , Using Mail Merge, Using Template Post Questions / answer the posted questions using "FORUM" utility.		What is Speech Recognition? , Using Speech Recognition	Challenge51 Activity: Click on the right path to insert a symbol in the document provided below. Challenge52 Activity: Click on the right path to create a drop cap for the selected letter in the document provided below. Challenge53 Activity: Click on the right path to start the step by step mail merge wizard. Challenge54 Activity: Click on the right path to preview the mail merge result for recipient 2. Challenge55 Activity: Click on the right path to download the featured template. Challenge56 Activity: Click on the right path to change the line spacing of the selected paragraph. Challenge57 Activity: Click on the right path to go to a specified line number in the document provided below.		
Word Processing	Day 9						Using menu card select any one activity and create the same For e.g. View and create Invitation Letter
Word Processing	Day 10	View eGift			-		Select any other activity which is useful in daily life. . View and create Advertisement

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Word Processing	Day 11	View eGift				View another two activities and create the same. Create Greeting card and Resume	Read eBooks online through Google
Word Processing	Day 12	View "Try It" feature				Upload all the activities in ePortfolio.	
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							
Completion of any four MS Word Outputs							
Week 5 & 6							
Spreadsheet	Day 1	introduction , Features of Microsoft Excel 2007 , The User Interface , Workbooks and Worksheets , Navigating the Excel Worksheet					

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Spreadsheet	Day 2	Creating, Saving and closing file, Using Formulas , Duplicating Cell Contents , Using Functions , Formatting the Worksheet	Review of chapter 4		Challenge01 Activity: Click on the right path to start Microsoft Office Excel 2007. Challenge02 Activity: Click on the right path to open the previously saved file. Challenge03 Activity: Click on the right path to save the previously saved file with new name. Challenge04 Activity: Click on the right path to create a new workbook. Challenge05 Activity: Click on the right button to switch to Sheet2. Challenge06 Activity: Click on the right button to insert a new worksheet. Challenge07 Activity: Click on the right path to close the workbook shown below. Challenge08 Activity: Click on the right path to merge & center the data in the selected cells. Challenge09 Activity: Copy the selected data to sheet2. Challenge10 Activity: Click on the right button to apply Sum function to the selected cell. Challenge11		Search using Google
Spreadsheet	Day 3	Working with Graphics , Entering the Date , Previewing and Printing , Sorting Data			Challenge16 Activity: Click on the right path to change the theme of the sheet shown below. Challenge17 Activity: Apply a thick box border to the selected cells.		Blogging

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Spreadsheet	Day 4				<p>Challenge18 Activity: Click on the right path to change the number of decimal places for the selected data.</p> <p>Challenge19 Activity: Click on the right button to increase indent of the text in the selected cells.</p> <p>Challenge20 Activity: Click on the right path to insert sheet row above the selected cell.</p> <p>Challenge21 Activity: Click on the right path to Print Preview the sheet.</p> <p>Challenge22 Activity: Click on the right button to close the Print Preview mode.</p>		
Spreadsheet	Day 5	<p>Learning about Charts , Creating a Chart , Modifying a Chart</p> <p>Fun Zone : Crossword - Q.2</p>			<p>Challenge23 Activity: Click on the right path to insert column chart in the sheet provided below.</p> <p>Challenge24 Activity: Click on the right path to insert a chart title for the chart shown below.</p> <p>Challenge25 Activity: Click on the right path to insert a Horizontal Axis title for the chart shown below.</p> <p>Challenge26 Activity: Click on the right path to insert a Vertical Axis title for the chart shown below.</p> <p>Challenge27 Activity: Click on the right path to insert the data labels for the chart shown below.</p> <p>Challenge28 Activity: Modify the selected chart by applying any chart style.</p>		Podcasting

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Spreadsheet	Day 6	Correcting Errors , Working with Sheets , Managing Large Sheets , Forecasting Values , Headers, Footers and Print Settings					
Spreadsheet	Day 7				Challenge29 Activity: Click on the right path to view the sheet in page layout view. Challenge30 Activity: Click on the right path to split the window. Challenge31 Activity: Click on the right path to apply Freeze Panes for the selected cells. Challenge32 Activity: Click on the right path to change the orientation of the sheet shown below.		Visit various eTemple websites and book your pooja online
Spreadsheet	Day 8	Practice for MID Term Exam					Using menu card select any one activity and create the same For e.g. View and create Event Expenses worksheet
Spreadsheet	Day 9	Practice for MID Term Exam					Select any other activity which is useful in daily life. . View and create Planner

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Spreadsheet	Day 10	Practice for MID Term Exam					View another two activities and create the same. Creating Inventory / Exam Time table
Spreadsheet	Day 11	Solve IPT for Windows Vista, Word Processing and Spreadsheet					
Spreadsheet	Day 12						Upload all the activities in ePortfolio.
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							
Completion of any four MS Excel Outputs							
Week 7							
Presentation Graphics	Day 1	Overview of Presentation Graphics, Creating and Modifying Presentation				-	Buy Online Photo album, Photo prints, Photo Mugs, Tea shirts etc

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Presentation Graphics	Day 2	Modifying and Refining a Presentation		TV Tuner Card , What is Digital Video Editing? , Windows Movie Maker	Challenge01 Activity: Click on the right path to start Microsoft Office PowerPoint 2007. Challenge02 Activity: Click on the right path to open the previously saved presentation. Challenge03 Activity: Click on the right path to save the previously saved presentation with new name. Challenge04 Activity: Click on the right path to create a new presentation. Challenge05 Activity: Click on the right path to create a new photo album. Challenge06 Activity: Click on the right path to apply any background style to the selected slide. Challenge07 Activity: Click on the right path to change the view to slide sorter view for the presentation provided below. Challenge08 Activity: Click on the right path to change the theme of the presentation shown below. Challenge09 Activity: Click on the right button to switch from slide to outline tab. Challenge10 Activity: Click on the right path to insert any picture in the slide provided below. Challenge11 Activity: Click on the right path to apply any picture style to the selected picture.	-	Maintain your appointments online; Google Calendar

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Presentation Graphics	Day 3	Using Advanced Presentation Features			<p>Challenge13 Activity: Format the selected text by applying any font size.</p> <p>Challenge14 Activity: Format the selected text by making it bold.</p> <p>Challenge15 Activity: Format the selected text by applying any color to the text.</p> <p>Challenge16 Activity: Click on the right button to change the alignment to the selected text to center.</p> <p>Challenge17 Activity: Click on the right button to apply bullets to the selected text.</p> <p>Challenge18 Activity: Click on the right path to apply any background style to the selected slide.</p> <p>Challenge20 Activity: Click on the right path to insert a new slide.</p> <p>Challenge21 Activity: Click on the right path to insert any smart art in the slide provided below.</p> <p>Challenge22 Activity: Click on the right path to insert any shape in the slide provided below.</p> <p>Challenge23 Activity: Modify the selected smart art by applying any smart art style.</p>		

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Presentation Graphics	Day 4				Challenge24 Activity: Modify the selected shape by applying any shape style. Challenge25 Activity: Format the selected smart art by applying any color. Challenge26 Activity: Modify the selected smart art by changing its layout. Challenge27 Activity: Format the selected shape by applying any color. Challenge28 Activity: Click on the right path to insert any clip art in the slide provided below. Challenge29 Activity: Click on the right path to view notes page. Challenge30 Activity: Click on the right path to duplicate the selected slide. Challenge31 Activity: Click on the right path to hide the selected slide. Challenge32 Activity: Click on the right path to view the slide show.	View Menu Card and select any four outputs. View and create Certificate and Digital Photo Album	
Presentation Graphics	Day 5	Mid Term Examination					
Presentation Graphics	Day 6			What is CD Writing? , Burning a CD using Windows Vista , Erasing a CD , What is a Computer Virus? , Virus Protection		View and Create Project Presentation / Personal Portfolio Upload above four outputs in your ePortfolio	
End of Week 7							
Learner will able to create Digital Photo Album / Project Presentation / Personal Portfolio/ Certificate / Schedule / Poster Design/ Greeting / Company Profile							
Completion of any four MS PowerPoint Outputs							

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Week 8							
Internet	Day 1	What is Network? , What is Internet? Using Internet Explorer 7 , Using the Favorites Center , Using Forms	Review of chapter 9			-	
Internet	Day 2		Review of chapter 2			-	Application for Passport and Visa
Internet	Day 3	Navigating the Web , Finding Information on the Web			Challenge01 Activity: Click on the right path to open any website in the internet explorer. Challenge02 Activity: Click on the right button to go back to the previously visited web page. Challenge03 Activity: Click on the right path to open the Internet Options window. Challenge04 Activity: Click on the right path to set the currently opened webpage as home page. Challenge05 Activity: Switch from currently opened webpage tab to any other opened webpage tab. Challenge06 Activity: Click on the right button to close the currently opened webpage. Challenge07 Activity: Click on the right button to switch to the thumbnail view for currently opened Web Pages. Challenge08 Activity: Click on any one of the thumbnail to view the website.	-	
Internet	Day 4	Communication Using E-Mail				-	

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Internet	Day 5				Challenge09 Activity: Click on the right path to add the currently opened webpage to your favorite list Challenge10 Activity: Click on the right path to open any website from the history list. Challenge11 Activity: Click on the right path to view the webpage in print preview mode. Challenge12 Activity: Click on the right path to add a search provider. Challenge13 Activity: Click on the right path to set Google as default search engine. Challenge14 Activity: Search web pages that have the word Cricket using Google search engine.		
Internet	Day 6				Challenge15 Activity: Search web pages that have the word Cricket along with the exact word "Sachin" using advanced search. Challenge16 Activity: Click on the right path to login to your mail account.		
End of Week 8							
Week 9							
Personal Information Manager	Day 1	Introduction to Microsoft Outlook , Using Calendar , Creating an Appointment , Creating a recurring appointment , Creating an event				-	Search Jobs Online

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Personal Information Manager	Day 2	Changing the calendar view , Creating a task list , Setting up Categories , Sorting tasks , Using a task timeline , Updating the task status , Printing tasks and calendar items , Creating Notes				-	
Personal Information Manager	Day 3			Challenge01 Activity: Click on the right button to open the calendar. Challenge02 Activity: Click on the right button to change the calendar view to week. Challenge03 Activity: Click on the right path to create an appointment. Challenge04 Activity: Click on the right path to change the time of an appointment.	-	See matrimonial site online	
Personal Information Manager	Day 4			Challenge05 Activity: Click on the right path to change the Notes current view to Notes list view. Challenge06 Activity: Click on the right path to set the message to “out of office” for the selected appointment. Challenge07 Activity: Click on the right path to add a new category to the selected task. Challenge08 Activity: Click on the right path to arrange the task by subject.			

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Personal Information Manager	Day 5	Setting up a Mail Account , Creating an E-mail Message , Using Attachments , Sending Mail , Receiving Mail , Viewing and Saving an Attachment , Replying to and Forwarding a Mail , Handling mails in the Inbox , Using Instant Search , Using Flags					
Personal Information Manager	Day 6				Challenge09 Activity: Click on the right path to view the task timeline. Challenge10 Activity: Click on the right path to update the selected task status. Challenge11 Activity: Click on the right button to delete the selected contact from the contact list. Challenge12 Activity: Click on the right button to send the e-mail message.		
End of Week 9							
Week 10							

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Database Management Systems	Day 1	Introduction to Databases Introduction to Access , Creating a New Database, Creating a Table , Entering and Editing Data ,					
Database Management Systems	Day 2	Changing Column Width , Preview and Print a Table , Close and Open a Table and Database , Making Copies of Database Objects ,					
Database Management Systems	Day 3	Customizing and Inserting Fields , Finding and Replacing Data , Sorting Records , Using the Form Wizard , Modifying the Form Design , Adding Records in a Form			Challenge01 Activity: Click on the right path to create a new database. Challenge02 Activity: Click on the right path to create a table. Challenge03 Activity: Click on the right path to close the opened database.	To create the database of your school friends. (Activity available on http://www.mkcl.org/mscit)	Maintain your address book online using Google
Database Management Systems	Day 4	Using Queries , Creating Reports , Modifying Report Layout , Creating a Report from a Query , Using Passwords			Challenge04 Activity: Click on the right path to set the data type for the selected field. Challenge05 Activity: Click on the right path to sort the database alphabetically for the column Employee Name.	To create the database of the electronic items of your office. (Activity available on http://www.mkcl.org/mscit)	Book Indian railway ticket online

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Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Database Management Systems	Day 5				Challenge06 Activity: Click on the right button to set the primary key for the selected record. Challenge07 Activity: Click on the right path to switch to design view.	To create form to enter your patients information. (Activity available on http://www.mkcl.org/mscit)	
Making IT Work for You	Day 6			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.mkcl.org/mscit)	Give tests online for your subjects
End of Week 10							
Week 11							
Activity for Government Employees	Day 1	How to use new Rupee symbol , Converting Document to PDF format , Visiting Maharashtra Government site, Viewing Public Holiday list	-				

ERA 4.0 Activity Calendar

Topic	Days	Learning through ERA	All About Computer	Making IT Work for You	Take a Challenge	Output	Digital Citizen Activity
Activity for Government Employees	Day 2	Finding GR on the website, Viewing 6th Pay Commission Report, Viewing Gratuity Rules, Online Tax Payment	-				
Activity for Government Employees	Day 3	Typing in Devanagari Script on Computer	-			Create greeting card in any other language.	
Practice Test	Day 4	Solve practice test for PIM, Internet					
Practice Test	Day 5	Solve practice test for DBMS and for theory chapters					
Practice Test	Day 6				Facilitator hands over the CD of his/her ePortfolio to the learner. On completion of the activities of Internet, MS-CIT outputs / case studies, he/she receives a certificates.		
Practice Test	Day 7	Learner approaches nearby shops to offer his professionally designed					
End of Week 11							

All the best !