

IPT Schedule for MS-CIT Batch

IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
1	Windows Vista	Windows Vista	Windows Basics	Date and Time Settings	Page 1	Day 9
		Windows Vista	Windows Basics	Exploring the Desktop	Page 1, Page 4, Page 5	
		Windows Vista	Windows Basics	Introduction to Windows Vista	Page 2, Page 7, Page 32, Page 33	
		Windows Vista	Windows Basics	Introduction to Windows Vista	Page 3, Page 4, Page 6	
		Windows Vista	Windows Basics	Microsoft Windows	Pages 1 to 9	
		Windows Vista	Windows Basics	Personalize your Desktop	Page 3	
		Windows Vista	Windows Basics	Shutting down Windows Vista	Page 2	
		Windows Vista	Windows Basics	Using Windows Vista	Page 2, Page 7, Page 32, Page 33	
		Windows Vista	Windows Basics	What is an Operating System?	Page 1, Page 3	
		Windows Vista	Windows Basics	Working with Multiple Windows	Page 1	
		Windows Vista	Windows Basics	Working with Windows	Page 1	
		Windows Vista	Organizing Your Work	Files and Folders	Page 2	
		Windows Vista	Organizing Your Work	Using Computer	Page 3	

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		Windows Vista	Organizing Your Work	Using Shortcuts	Page 1	
		Windows Vista	Organizing Your Work	Working with Files	Page 1	
		Windows Vista	Using Applications	Using Notepad	Page 1	
		Windows Vista	Using Applications	Using WordPad	Page 1, Page 3, Page 4, Page 9, Page 11	
		Windows Vista	Using Applications	Creating a graphic using Paint	Page 1, Page 16, Page 19, Page 20	
		Windows Vista	Using Applications	Using Calculator	Page 1	

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		Topic	Lab	Assignments	Reference Frames	
2	All About Computer	All About Computer	Introduction to Computers	Components of a Computer System	Page 1, Page 3	Day 15
		All About Computer	Introduction to Computers	Hardware	Page 4, Page 5, Page 20, Page 21, Page 26, Page 29, Page 30, Page 43, Page 44, Page 45, Page 51, Page 52, Page 56, Page 58	
		All About Computer	Introduction to Computers	Memory	Page 1, Page 2, Page 3, Page 5, Page 7	
		All About Computer	Introduction to Computers	Microprocessor	Page 1	
		All About Computer	Introduction to Computers	Software	Page 1, Page 4, Page 6, Page 8	
		All About Computer	Introduction to Computers	Types of Computer Systems	Page 2, Page 3	
		All About Computer	Getting Started With Computers	Graphical User Interface	Page 1, Page 2	
		All About Computer	The Mouse	What is a Mouse	Page 1	
		All About Computer	The Mouse	Other Pointing Devices	Page 5, Page 7	
		All About Computer	The Keyboard	Entering Data	Page 1, Page 5, Page 8, Page 17	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
		Word Processing	Overview of Word Processing	What is Word Processing	Page 1, Page 2	
		Word Processing	Creating and Editing a Document	Creating New Documents	Page 3	
		Word Processing	Creating and Editing a Document	Editing a Document	Page 1	
		Word Processing	Creating and Editing a Document	Entering and Formatting Text	Page 3	
		Word Processing	Creating and Editing a Document	Introduction to Microsoft Word	Page 2	
		Word Processing	Creating and Editing a Document	Moving through Text	Page 1, Page 2, Page 3	
		Word Processing	Creating and Editing a Document	The User Interface	Page 2, Page 6, Page 7	
		Word Processing	Creating and Editing a Document	Using Automatic Editing Features	Page 1	
		Word Processing	Creating and Editing a Document	Working with graphics	Page 2	
		Word Processing	Changing the Display of the Document	Using Word Art	Page 3	
		Word Processing	Changing the Display of the Document	Adding a Drop Cap	Page 1	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
3	Word Processing	Word Processing	Changing the Display of the Document	Creating Newsletter Style Columns	Page 1	Day 23
		Word Processing	Revising and Refining a Document	Character Formatting in detail	Page 4	
		Word Processing	Revising and Refining a Document	Editing while previewing	Page 1	
		Word Processing	Revising and Refining a Document	Finding and Replacing text	Page 3	
		Word Processing	Revising and Refining a Document	Inserting the Current Date	Page 1	
		Word Processing	Revising and Refining a Document	Modifying Page Layout	Page 1	
		Word Processing	Revising and Refining a Document	Paragraph Formatting in detail	Page 2	
		Word Processing	Revising and Refining a Document	Revising a Document	Page 5	
		Word Processing	Revising and Refining a Document	Using Hyperlinks	Page 1, Page 5	
		Word Processing	Using Additional Word Features	Adding Bookmarks	Page 1	
		Word Processing	Using Additional Word Features	Creating a Simple Table	Page 1	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
		Word Processing	Using Additional Word Features	Creating a Table of Contents	Page 1, Page 2, Page 3	
		Word Processing	Using Additional Word Features	Creating Multilevel Lists	Page 1, Page 3	
		Word Processing	Using Additional Word Features	Formatting Documents	Page 1	
		Word Processing	Using Additional Word Features	Hiding Spelling and Grammar Errors	Page 1	
		Word Processing	Using Additional Word Features	Printing Selected Pages	Page 1	
		Word Processing	Using Additional Word Features	Referencing Figures	Page 1	
		Word Processing	Using Additional Word Features	Sorting Data	Page 1	
		Word Processing	Using Additional Word Features	Using Footnotes and Endnotes	Page 1	
		Word Processing	Using Mail Merge	Using Mail Merge	Page 1, Page 2, Page 3	
		Word Processing	Using Standard Templates	Using a Template from Word	Page 2	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
4	Spreadsheet	Spreadsheet	Overview of Excel	Introduction	Page 2	Day 32
		Spreadsheet	Overview of Excel	Features of Microsoft Excel 2007	Page 1	
		Spreadsheet	Overview of Excel	Navigating the Excel Worksheet	Page 1, Page 2, Page 4	
		Spreadsheet	Overview of Excel	The User Interface	Page 2, Page 5	
		Spreadsheet	Overview of Excel	Workbooks and Worksheets	Page 1, Page 2	
		Spreadsheet	Creating and Editing	Creating a New Workbook	Page 2	
		Spreadsheet	Creating and Editing	Duplicating Cell Contents	Page 4	
		Spreadsheet	Creating and Editing	Entering and Editing Data	Page 6	
		Spreadsheet	Creating and Editing	Formatting the Worksheet	Page 1	
		Spreadsheet	Creating and Editing	Saving, Closing and Opening a Workbook	Page 1	
		Spreadsheet	Creating and Editing	Using Formulas	Page 1	
		Spreadsheet	Creating and Editing	Using Functions	Page 1	
		Spreadsheet	Managing a Workbook	Forecasting Values	Page 1	
		Spreadsheet	Managing a Workbook	Headers, Footers and Print Settings	Page 1, Page 3	
Spreadsheet	Managing a Workbook	Managing Large Sheets	Page 1 to 10			

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
		Spreadsheet	Managing a Workbook	Working with Sheets	Page 11, Page 13, Page 15	
		Spreadsheet	Using Charts	Learning about Charts	Page 1	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
5	Presentation Graphics	Presentation Graphics	Overview of Presentation Graphics	Introduction to Presentation Graphics	Page 1, Page 2, Page 3, Page 4	Day 39
		Presentation Graphics	Creating a Presentation	Creating your First Slide	Page 1	
		Presentation Graphics	Creating a Presentation	Inserting, Moving and Deleting Slides	Page 3, Page 4	
		Presentation Graphics	Creating a Presentation	PowerPoint Presentation Views	Page 1, Page 2, Page 4, Page 5	
		Presentation Graphics	Creating a Presentation	Previewing and Printing a Presentation	Page 1, Page 2	
		Presentation Graphics	Creating a Presentation	Saving and Opening a Presentation	Page 1, Page 2, Page 3	
		Presentation Graphics	Creating a Presentation	Sizing and Moving Placeholders	Page 1, Page 2	
		Presentation Graphics	Creating a Presentation	Using a Slide Layout and Inserting Pictures	Page 1	
		Presentation Graphics	Creating a Presentation	Using Installed Templates	Page 1	
		Presentation Graphics	Modifying and Refining a Presentation	Adding Animation, Sound, Transition & Build Effects	Page 1	
		Presentation Graphics	Modifying and Refining a Presentation	Changing the Slide Master	Page 1	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
		Presentation Graphics	Modifying and Refining a Presentation	Creating a Text Box and Inserting a Hyperlink	Page 1	
		Presentation Graphics	Modifying and Refining a Presentation	Documenting a File	Page 1	
		Presentation Graphics	Modifying and Refining a Presentation	Finding and Replacing Text	Page 2, Page 3	
		Presentation Graphics	Modifying and Refining a Presentation	Inserting Clips and Clip Art	Page 1	
		Presentation Graphics	Modifying and Refining a Presentation	Printing Handouts	Page 3	
		Presentation Graphics	Modifying and Refining a Presentation	Using Headers and Footers	Page 1	
		Presentation Graphics	Modifying and Refining a Presentation	Using SmartArt	Page 1	
		Presentation Graphics	Using Advanced Presentation Features	Adding Action Buttons	Page 1	

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IPT No.	IPT	Expected frames for each IPT				Day
		Topic	Lab	Assignments	Reference Frames	
6	Database Management System	DBMS	Overview	Introduction to Databases	Page 1, Page 2, Page 3	Day 45
		DBMS	Creating a Database	Creating a New Database	Page 1, Page 4, Page 5	
		DBMS	Creating a Database	Creating a Table	Page 1 to Page 7, Page 9 to Page 13	
		DBMS	Creating a Database	Entering and Editing Data	Page 3	
		DBMS	Creating a Database	Introduction to Access	Page 2, Page 3, Page 4	
		DBMS	Creating a Database	Preview and Print a Table	Page 1	
		DBMS	Creating Forms	Using the Form Wizard	Page 2, Page 3	
		DBMS	Modifying a Table	Sorting Records	Page 2	
		DBMS	Modifying a Table	Modifying a Table	Page 10	
		DBMS	Queries and Reports	Creating Reports	Page 1	

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IPT No.	IPT	Expected frames for each IPT				Day
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7	Personal Information Manager	PIM	Getting started with Outlook	Creating a Task List	Page 1	Day 51
		PIM	Getting started with Outlook	Creating an event	Page 1	
		PIM	Getting started with Outlook	Creating Notes	Page 1	
		PIM	Getting started with Outlook	Introduction to Microsoft Outlook	Page 1, Page 2	
		PIM	Getting started with Outlook	Setting up Categories	Page 1	
		PIM	Getting started with Outlook	Sorting tasks	Page 1, Page 2	
		PIM	Getting started with Outlook	Updating the Task Status	Page 1	
		PIM	Getting started with Outlook	Using a task timeline	Page 1	
		PIM	Getting started with Outlook	Using Calendar	Page 1	
		PIM	Using Outlook for E-Mailing	Creating an E-mail Message	Page 1, Page 2	
		PIM	Using Outlook for E-Mailing	Receiving Mail	Page 1	
		PIM	Using Outlook for E-Mailing	Replying to and Forwarding a Mail	Page 2	
		PIM	Using Outlook for E-Mailing	Setting up a Mail Account	Page 1, Page 2	
		PIM	Using Outlook for E-Mailing	Using Attachments	Page 1	
		PIM	Using Outlook for E-Mailing	Using Flags	Page 1	
PIM	Using Outlook for E-Mailing	Using Instant Search	Page 1			

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		Topic	Lab	Assignments	Reference Frames	
		PIM	Using the Address Book	Creating and editing mailing lists	Page 1	
		PIM	Using the Address Book	Importing & Exporting Contacts	Page 1	
		PIM	Using the Address Book	What is an Address Book in Outlook	Page 1	

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		Topic	Lab	Assignments	Reference Frames	
8	Internet	Internet	Internet Basics	Browsers	Page 2, Page 3, Page 4	Day 57
		Internet	Internet Basics	Communication Systems	Page 19	
		Internet	Internet Basics	Information Flow over the Internet	Page 1, Page 3	
		Internet	Internet Basics	What is Internet?	Page 1, Page 8, Page 9	
		Internet	Internet Basics	What is WWW?	Page 1	
		Internet	Internet Basics	How Do We Connect?	Page 5	
		Internet	Internet Basics	What is a Network?	Page 10, Page 17	
		Internet	Navigating the Web	Using the Favorites Center	Page 7	
		Internet	Finding Information on the Web	Using search services	Page 1, Page 2, Page 3, Page 8	
		Internet	Finding Information on the Web	Google	Page 8	
		Internet	Communication Using E-Mail	Using Newsgroups	Page 1	
		Internet	Communication Using E-Mail	Using Web e-mail Services	Page 2, Page 3, Page 14	