

MS-ACIT ACADEMIC CALENDAR

Day	Daily Hours	Theory Session (01 Hour)	Practice Session (01 Hour)
Day 1	2 Hours	Course Introduction, Describing use of IT skills in teaching – learning ☒	Mouse Games
Day 2	2 Hours	<ul style="list-style-type: none"> * Learn about uses of computer * How to start a computer * How to logoff and hibernate a laptop * How to connect a headset to computer * Learn to use mouse comfortably 	<ul style="list-style-type: none"> • Starting a computer • Shutting down or logging off a computer • Connecting a headset to the computer • Mouse Techniques (Pointing, Clicking, Double Clicking, Dragging)
Day 3	2 Hours	<ul style="list-style-type: none"> * Learn to use Notepad to create a text document * Learn to use WordPad to decorate a document * Overview of Operating System 	<ul style="list-style-type: none"> * Exploring Start menu, recycle bin and taskbar * creating a greeting card using MS Paint application * Use of 'run' command * using System Properties * Organizing desktop icons.
Day 4	2 Hours	<ul style="list-style-type: none"> * What is Operating System? * Introduction to Windows7 * Popular Operating Systems * Categorization of Operating Systems 	<ul style="list-style-type: none"> * Open a folder window. Use Minimize, Maximize, and Restore buttons available on the title bar. Try to move, resize the window. * Use ALT+TAB to switch between two applications * Open Paint and WordPad applications. Use Copy-Paste to copy text or picture into another application. ☒
Day 5	2 Hours	<ul style="list-style-type: none"> * Learn to personalize your desktop * Learn to work with windows effectively * Learn to manage multiple programs at a time 	<ul style="list-style-type: none"> * Try to move, resize the window. * Use ALT+TAB to switch between two applications * Open Paint and WordPad applications. Use Copy-Paste to copy text or picture into another application. ☒
Day 6	2 Hours	<ul style="list-style-type: none"> * Learn how to better manage files and folders * Explorer View * Creating and deleting a shortcut 	<ul style="list-style-type: none"> * Creating files, folders and subfolders. * Creating and deleting shortcuts * Using 'Drag & Drop' to move or copy the files/ folders. * Changing file properties * Exploring various views available in windows explorer. ☒
Day 7	2 Hours		
Day 8	2 Hours	<ul style="list-style-type: none"> * Using Applications * Windows Media Player * Calculator * Sticky Notes * Tablet PC Input Panel * Games 	<ul style="list-style-type: none"> * Playing songs in Windows Media Player * Using various views of Calculator. * Playing your favorite game on their computer. ☒
Day 9	2 Hours	<ul style="list-style-type: none"> * Using Applications * Math Input Panel * Windows Customization * Control Panel * Date and time settings 	<ul style="list-style-type: none"> * Using Math Input Panel * Changing Date and time settings

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Day 10	2 Hours	<ul style="list-style-type: none"> * Using Applications * Gadgets * Pinning items on taskbar and start menu * Taskbar settings * Changing monitor settings 	<ul style="list-style-type: none"> * Playing songs in Windows Media Player * Using various views of Calculator. * Playing your favorite game on their computer. * Pinning items on taskbar and start menu
Day 11	2 Hours	<p>Introduction to Computers</p> <ul style="list-style-type: none"> *Generations of Computers *Types of Computer Systems *Components of a Computer System *Hardware *Electronic Data and Instructions *Software *Memory *Microprocessor *Expansion Slots and Cards 	<ul style="list-style-type: none"> • Identify various software's installed on your computer. Identify various hardware parts attached to the computer.
Day 12	2 Hours	<p>Getting Started with Computers</p> <ul style="list-style-type: none"> * Starting Up * Logging In * Graphical User Interface <p>The Mouse</p> <ul style="list-style-type: none"> * What is a Mouse * Types of Mice * Other Pointing Devices 	<p>logging in the computer and using GUI</p>
Day 13	2 Hours	<ul style="list-style-type: none"> * Overview of Internet * Learn to use the Internet for education * Learn to find information on the Internet * Learn to download desktop wallpapers * Learn to search information using Wikipedia 	<ul style="list-style-type: none"> * Opening browser * entering URL in the address bar * Searching information using Wikipedia * Downloading images to set as a wallpaper
Day 14	2 Hours	<ul style="list-style-type: none"> * Using Internet Explorer 7 * Printing and Saving Web Pages * Learn to create and operate an email account * Learn to email a screenshot * Learn to send an e-mail with attachment 	<ul style="list-style-type: none"> * Using Internet Explorer 7 * Printing and Saving Web Pages * Creating an email account * Operating an email account
Day 15	2 Hours	<ul style="list-style-type: none"> * Learn to know about your surrounding using the Internet * Learn to search location on Google Maps * Learn to use Google transliteration 	<ul style="list-style-type: none"> * Using AccuWeather to know the weather forecast. * Using Google transliteration to type text in your regional language * Using Google Map to search the location

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Day 16	2 Hours	<ul style="list-style-type: none"> * How to use the Internet for entertainment * How to play games online * How to watch music videos on YouTube * How to upload videos on YouTube * How to do Voice Typing 	<ul style="list-style-type: none"> * Playing online games * Watching music videos on YouTube * Uploading videos on YouTube * Voice typing
Day 17	2 Hours	<ul style="list-style-type: none"> * Learn to fill online application form * How to make online subscription of newspaper and books * How to move desired eemails from spam folder * How to reset email password 	<ul style="list-style-type: none"> * Filling online form * Making online subscription of newspaper and books * Moving eemails from spam folder * Resetting email password
Day 18	2 Hours	<ul style="list-style-type: none"> * How to be more interactive with people using social media * How to make a google voice call with hangouts 	<ul style="list-style-type: none"> * Creating account on Facebook * Using social networking sites more effectively * Using Hangout to make a voice call
Day 19	2 Hours	<ul style="list-style-type: none"> * How to use Google Scholar effectively * How to download eBook * How to join online courses on Coursera.org * How to participate in a Webinar My Shop * Other Study Options 	<ul style="list-style-type: none"> * Using Google Scholar more effectively * Downloading eBook * Joining online courses on Coursera.org * Participating in a Webinar
Day 20	2 Hours	<ul style="list-style-type: none"> * How to book movie tickets online * How to book train tickets online * How to book gas refill online ☑ 	<ul style="list-style-type: none"> * Booking movie tickets online * Booking train tickets online * Booking gas refill online
Day 21	2 Hours	<ul style="list-style-type: none"> * Learn to buy the best computer by comparing prices 	<ul style="list-style-type: none"> * Open Flipkart and Amazon websites in your browser. Explorer various products available on the website. Compare product prices on the websites.
Day 22	2 Hours	<ul style="list-style-type: none"> * Learn to pay your electricity bill online * Learn to use Paytm for online services * How to apply for passport / PAN card/ Aadhar card online * How to pay service tax online ☑ 	<ul style="list-style-type: none"> * Paying electricity bill online * Using Paytm services * Applying for passport / PAN card/ Aadhar card online * Paying service tax online
Day 23	2 Hours	<ul style="list-style-type: none"> * How to share your presentation on SlideShare * Learn to join online hobby groups * How to organize Video Workshop * Learn about Google Apps * Share files on Google Drive 	<ul style="list-style-type: none"> * Sharing presentation on SlideShare * Joining online hobby groups * Organizing Video Workshop * Using Google Apps * Sharing files on Google Drive
Day 24	2 Hours	<ul style="list-style-type: none"> * Learn to build a professional learning network * Learn to apply for suitable job online * Learn to post a resume on job portal ☑ 	<ul style="list-style-type: none"> * Building a professional learning network * Applying for a suitable job online * Uploading a resume on job portal ☑
Day 25	2 Hours	<ul style="list-style-type: none"> * How to be a smart user of smartphone * Learn to use mobile apps to promote creative work * How to send bulk messages * How to share favorite songs with others 	<ul style="list-style-type: none"> * Using smartphone more smartly * Using WhatsApp to promote creative work * Sending bulk messages * Using Bluetooth technology to share songs with others

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Day 26	2 Hours	<ul style="list-style-type: none"> * How to configure and activate internet connection * How to check internet speed * How to send and receive eFax * Learn to use JustDial to find online services * How to save websites to favorites 	<ul style="list-style-type: none"> * Configuring and activating internet connection * Checking internet speed of your computer * Sending and receiving eFax * Using JustDial to find online services * Bookmarking web pages
Day 27	2 Hours	<ul style="list-style-type: none"> * Learn to make the LETTER better * Learn to make a RECIPE page * Learn to beautify the ESSAY * Learn to draft a NOTICE 	<p>Basic Operations</p> <ul style="list-style-type: none"> * Opening Word Processor * Navigating through a Document * Closing an application * Saving a document * Creating a document <p>Formatting a document</p> <ul style="list-style-type: none"> * Using Bold * Using Italic * Using Underline * Changing Font style * Changing Font Size * Changing Font Color * Inserting Pictures
Day 28	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * How to design a GREETING CARD * How to make creative BOOKMARK * How to design a GIFT LABEL * How to design a creative WEDDING CARD 	<ul style="list-style-type: none"> • Changing Document size & Margins • Inserting Shapes • Formatting and Arranging Shapes • Inserting textbox • Formatting text • Aligning text • Rotating shapes • Inserting Picture • Inserting symbols • Saving Document as PDF format • Sharing Online
Day 29	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * How to create a LETTERHEAD * How to design a VISITING CARD * How to make a REGISTRATION FORM * Learn to make an eCard 	<ul style="list-style-type: none"> • Formatting text • Enhancing textbox • Enhancing shape • Inserting watermark

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Day 30	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * How to build a professional PROFILE (RESUME) * How to make a good PROJECT REPORT * How to design an attractive BROCHURE for summer camp * How to create a USER MANUAL * How to proofread a document 	<ul style="list-style-type: none"> • Setting Line Spacing • Creating a text style • Inserting a Blank Page • Inserting Online Picture • Inserting Header • Inserting Cover Page • Inserting text in text box • Inserting Word art • Importing excel data • Applying picture style • Applying Texture effect to Background • Inserting table of content • Modifying table of content • Using Read Mode • Exporting as PDF • Tracking changes in a document • Specifying options for accepting and rejecting changes • Reviewing changes
Day 31	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * How to create a professional INVITATION LETTER * How to make an INVOICE * How to create an ENVELOPE * How to create an impressive NEWSLETTER * How to insert a digital signature * How to compare two versions of document 	<ul style="list-style-type: none"> • Inserting Table • Starting the Mail Merge Wizard • Creating a list of recipients • Adding an address block • Previewing letters • Previewing Letters • Reviewing document • Adding Digital Signature into the document • Compare two versions of a document simultaneously • Analyzing the result
Day 32	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * Learn to design an eye-catching ADVERTISEMENT * Learn to create a CHECKLIST * Learn to design an attractive BROCHURE * Learn to+D156 create a BLOG POST using templates 	<ul style="list-style-type: none"> • Creating a new document using Templates • Applying Pattern • Enhancing Image • Publishing file • Viewing published post

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Day 33	2 Hours	<ul style="list-style-type: none"> * Learn to design a WEB PAGE * Learn to design interactive forms using ActiveX controls * Exploring File Tab * Exploring Home Tab * Exploring Insert Tab * Exploring Design Tab * Exploring Page Layout Tab * Exploring References Tab * Exploring Review * View Tab * Exploring Format Shape Tab * Exploring Table Tools Tab 	<ul style="list-style-type: none"> • Specifying Page Margin • Applying Indents and Spacing • Grouping the objects • Saving document as a web page
Day 34	2 Hours	<ul style="list-style-type: none"> * Overview of Spreadsheet * Case Study (Select any one from the below) * Learn to create TO-DO LIST * Learn to prepare an AGENDA * Learn to create a TIMETABLE * Learn to create useful ADDRESS BOOK ☑ 	<ul style="list-style-type: none"> • Formatting Cell Data • Applying Cell Shading • Creating Borders • Adjusting Column Width • Inserting Column • Renaming a worksheet • Inserting text box, WordArt and Shapes • Inserting Text Box • Applying Link • Specifying page size • Creating Group
Day 35	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * Learn to create a simple TIMESHEET * Learn to create a precise MEDICAL REPORT * Learn to organize a QUESTION BANK * Learn to design a STUDENT DATABASE 	<ul style="list-style-type: none"> • Saving the Document • Specifying Page Size • Entering Text • Adjusting Column Width • Entering More Text • Wrapping Text • Inserting Row • Inserting Column • Using Merge & Centre • Formatting Cell Data • Making Text Bold • Aligning Text • Applying Cell Shading • Creating Borders

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Day 36	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * How to track EVENT EXPENSES more easily * How to organize EXAM RECORDS efficiently * How to prepare personal BUDGET sheet quickly * How to create a LOAN CALCULATOR * Learn to insert rupees symbol in worksheet 	<ul style="list-style-type: none"> • Increasing Column Width • Changing Row Height • Inserting a Picture • Inserting the Date • Inserting Symbol • Using the “Sum” function • Inserting a Formula • Copying Formula • Applying Cell Shading • Specifying Decimal Places • Selecting Data for a Column Chart • Inserting a Column Chart • Inserting Chart Title • Inserting Labels • Formatting chart • Removing Gridlines • Renaming a Worksheet • Applying a Background Style • Insert Hyperlink • Applying Conditional Formatting • Formatting shapes • Inserting sheets, renaming sheets

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Day 37	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * How to create a monthly APPOINTMENT CALENDAR * How to manage MEETING MINUTES quickly and easily * How to create a CHECKLIST * How to create systematic DONOR DATABASE * Exploring File Tab * Exploring Home Tab * Exploring Insert Tab * Exploring Page Layout Tab * Exploring Formulas Tab * Exploring Data Tab & Sorting Data * Exploring View Tab * Exploring Chart Tools Tab * Exploring PivotTable Tools Tab 	<ul style="list-style-type: none"> • Using Auto Fill • Formatting text • Creating Borders • Inserting Rows • Using “Merge & Center” • Increasing Row Height • Applying Cell Shading • Inserting a Shape • Rotating a Shape • Enhancing a Shape • Removing Outlines • Copying a Shapes • Grouping Shapes • Renaming a Worksheet • Apply data validation to cells • Conditional Formatting for data validation • sharing via Email • Inserting and enhancing image
Day 38	2 Hours	<ul style="list-style-type: none"> * Overview of Presentation Graphics * Case Study (Select any one from the below) * Learn to design beautiful GREETING CARD * Learn to make CERTIFICATE * Learn to design a WEDDING CARD * Learn to design a creative GIFT VOUCHER 	<ul style="list-style-type: none"> • Setting document size • Saving the Presentation • Changed Slide Size • Inserting Picture • Applying a Picture Style • Inserting Text • Formatting the Text • Aligning Text • Applying WordArt Style • Rotating the text box • Inserting the Shape • Formatting the Shape • Reviewing document • Exporting as PDF

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Day 39	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * Learn to design a COMPANY PROFILE * Learn to prepare effective TRAINING PRESENTATION * Learn to prepare a professional BUSINESS PRESENTATION * Learn to create a digital PRODUCT CATALOGUE 	<ul style="list-style-type: none"> • Formatting Text • Moving Text Boxes • Adding Gradient to Gradient Palate • Applying Background Color or gradient • Formatting and Applying Bullets • Applying text effect • Inserting Shapes • Editing Shape (Edit its anchor points) • Rotating Shape or Images • Arranging Objects • Inserting a new Slide • Inserting new themes in gallery for images • Inserting Picture from gallery • Importing Excel data • Inserting Footer • Applying Animation Effects • Applying Transition Effects • Checking Spelling Mistakes • Viewing presentation in grayscale • Viewing a Slide Show • Saving the Document • Convert to PDF • Sharing Online

Day	Daily Hours	Theory Session (01 Hour)	Practice Session (01 Hour)
Day 40	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * Learn to create a DIGITAL PHOTO ALBUM * Learn to create your own SLAM BOOK * Learn to create a PERSONAL PORTFOLIO * Learn to build an exciting FAMILY TREE 	<ul style="list-style-type: none"> • Changing Slide Layout • Applying Background • Inserting New Slides • Adjusting Filmstrip • Changing Background • Inserting and Enhancing Word Art • Formatting Text • Inserting Picture • Adjusting Transparency • Resizing and Repositioning Picture • Applying Border • Inserting Shape • Enhancing Shape • Creating Group • Rotating Shape • Adjusting Transparency • Entering Text • Enhancing Text • Inserting Textbox • Enhancing Textbox • Applying Animation Effect • Enhancing Animation Effect • Applying Transition Effect • Enhancing Transition Effect
Day 41	2 Hours	<ul style="list-style-type: none"> * Case Study (Select any one from the below) * Learn to make a SCHEDULE * Learn to design personalized STICKERS * Learn to design an inspiring MAGAZINE COVER * Learn to create a professional POSTER * Exploring File Tab * Exploring Home Tab * Exploring Insert Tab * Exploring View Tab * Exploring Slide Show Tab * Exploring Format Picture Tab 	<ul style="list-style-type: none"> • Deleting Text Boxes • Inserting and enhancing text boxes • Formatting Text • Enhancing Text • Arranging objects • Changing Case of the text • Applying Glow effect • Rotating Shape/Pictures • Inserting Table • Merging Cells • Formatting tables • Resizing Image & Inserting Other Image • Viewing a Slide Show • Saving the Document • Printing a file

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Day 42	2 Hours	<ul style="list-style-type: none"> * Exploring File Tab * Exploring Home Tab * Exploring Insert Tab * Exploring View Tab * Exploring Slide Show Tab * Exploring Format Picture Tab 	<ul style="list-style-type: none"> * Exploring File Tab * Exploring Home Tab * Exploring Insert Tab * Exploring View Tab * Exploring Slide Show Tab * Exploring Format Picture Tab
Day 43	2 Hours	<ul style="list-style-type: none"> * Overview of Microsoft Outlook * How to configure Microsoft Outlook * Learn to schedule a meeting * Learn to manage email communications * Learn to create an outlook Address Book 	<ul style="list-style-type: none"> • Configuring Outlook • Scheduling meetings • Creating contacts • Creating appointments
Day 44	2 Hours	<ul style="list-style-type: none"> * How to include Signature in my outgoing eemails * How to send a newsletter as an attachment 	<ul style="list-style-type: none"> • Including signature in outgoing emails • Sending emails • Receiving emails
Day 45	2 Hours	<ul style="list-style-type: none"> * Learn to organize Outlook mailbox * Learn to schedule appointments using Outlook Calendar 	<ul style="list-style-type: none"> • Sorting emails • Categorization of emails • Using Calendars • Creating appointments
Day 46	2 Hours	<ul style="list-style-type: none"> * Overview of Microsoft Access * Understand How Databases Work * Learn to plan and design a database * Learn to enter information in a database 	<ul style="list-style-type: none"> • Creating and Designing Database • Saving a Database • Entering data
Day 47	2 Hours	<ul style="list-style-type: none"> * Learn to make changes to my database structure * Learn to find the data you want and arrange it in the way you need it * Ensuring that data is consistent and nothing gets deleted by mistake 	<ul style="list-style-type: none"> • Editing data • Finding and arranging data • Changing data types
Day 48	2 Hours	<ul style="list-style-type: none"> * Learn to design forms to enter data easily and effectively * How to create queries and produce reports by applying various criteria 	<ul style="list-style-type: none"> • Creating forms • producing Reports • Creating Queries • Previewing and Printing Reports
Day 49	2 Hours	<ul style="list-style-type: none"> * How to import or export data between Access and other applications * How to maintain confidentiality of my data 	<ul style="list-style-type: none"> * Importing or exporting data • Protecting database

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Day 50	2 Hours	<ul style="list-style-type: none"> o Integrated Case Studies * Case Study – 01 * Case Study – 02 	<ul style="list-style-type: none"> • Working with two applications • Importing and exporting data between two applications • Saving the file • Formatting data • Inserting images or shapes
Day 51	2 Hours	<ul style="list-style-type: none"> o Integrated Case Studies * Case Study – 03 * Case Study – 04 	<ul style="list-style-type: none"> • Working with two applications • Importing and exporting data between two applications • Saving the file • Formatting data • Inserting images or shapes
Day 52	2 Hours	<ul style="list-style-type: none"> o Integrated Case Studies * Case Study – 05 * Case Study – 06 	<ul style="list-style-type: none"> • Working with two applications • Importing and exporting data between two applications • Saving the file • Formatting data • Inserting images or shapes
Day 53	2 Hours	<p>Concepts of Instructional Designing</p> <ul style="list-style-type: none"> * Learning Theories * Structured Learning * Instructional Design Theories * Instructional Design Models * Designing Learning * Learning Through Interactive Media 	Understanding and creating learning objects
Day 54	2 Hours	<p>Concepts of Instructional Designing</p> <ul style="list-style-type: none"> * Components and Elements of Multimedia * Types and Development of Multimedia * Developing Content for Multimedia * Implementation * Evaluation * Workshop 	Developing Multimedia Content
Day 55	2 Hours	<p>Storyboarding</p> <ul style="list-style-type: none"> * Pre-requisites * Objectives * Concepts * Need / Purposes 	Creating learning objects for your storyboard
Day 56	2 Hours	<p>Storyboarding</p> <ul style="list-style-type: none"> * How to read storyboards * Instructions to the developers- Overview 	Creating a storyboard

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Day 57	2 Hours	<ul style="list-style-type: none"> o Making IT Work for You * How to compress / decompress files * How to enhance the performance of computer 	<ul style="list-style-type: none"> • File Compression and Decompression • Using Disk Defragmenter • Using Windows Update
Day 58	2 Hours	<ul style="list-style-type: none"> o Making IT Work for You * How to protect computer from viruses * How to take a backup to recover files * How to scan and store photos on computer 	<ul style="list-style-type: none"> • Protecting your computer against viruses • Scanning documents or photos
Day 59	2 Hours	<ul style="list-style-type: none"> o Making IT Work for You * How to read a QR code * How to connect computer to a projector 	<ul style="list-style-type: none"> • Scanning QR code • Connecting your computer to a projector
Day 60	2 Hours	<ul style="list-style-type: none"> o Making IT Work for You * How to record your voice with Sound Recorder * How to connect your Mobile to the Computer 	<ul style="list-style-type: none"> • Scanning QR code • Recording your voice with Sound Recorder • Taking a backup of mobile phone on computer
Day 61	2 Hours	<ul style="list-style-type: none"> o Making IT Work for You * I can transfer data between computer and other devices * How to write a CD in Windows 7 	<ul style="list-style-type: none"> • Transferring data between computer and other devices • Writing a CD
Day 62	2 Hours	<ul style="list-style-type: none"> o Use of computer in education * Learn to draw mathematical graphs using Graphmatica * Learn to convert and edit image files 	<ul style="list-style-type: none"> • Using Graphmatica • Using IrfanView
Day 63	2 Hours	<ul style="list-style-type: none"> * Learn to record your presentations using CamStudio * Learn to use Stellarium to view realistic sky in 3D 	<ul style="list-style-type: none"> • Using CamStudio • Using Stellarium
Day 64	2 Hours	<ul style="list-style-type: none"> o Use of computer in education * Learn to listen to music using Windows Media Player * Learn to listen to music using VLC Media Player * Learn to listen to music using Real Media Player 	<ul style="list-style-type: none"> • Using Windows Media Player • Using VLC Media Player • Using Real Media Player • Using Audacity • Using Zip and unzip utilities to optimize the file size • Using GeoGebra
Day 65	2 Hours	<ul style="list-style-type: none"> o Use of computer in education * Understand Geometry/Algebra using GeoGebra 	Use GeoGebra
Day 66	2 Hours	<ul style="list-style-type: none"> o Use of computer in education * Learn to record and edit audio files using Audacity 	Using Audacity : Record your audio and edit if required. Use various effects available in Audacity application. ☒