

Training Content

(3rd Batch), 23-24

“Training Course on Basic and Office Productivity”

UITRCE LAB, Banbeis, Kaliganj, Lalmonirhat.

Day	Session	Topic	
28-04-24	1 st Session AP	Online Registration, Evaluation of Pre-test	AP
	Tea Break		
	2 nd Session	- ICT Basics and its Components. File/ Folder Create. - Introduction to MS Word, Introducing Menu Bar Options (Select, Copy, Move, Delete, Cut and Paste, Save, alignment etc.)	Mst. FatemaKhanam
29-04-24	1 st Session	Introduction to Avro Keyboard Layout, Avro Phonetics, Exercise: Type a Paragraph of your own institution using Avro Phonetics. Formatting Paragraph (Line spacing & Indenting) Insert Table	Nasirul Alam Mondol
	Tea Break		
	2 nd Session	Avro Keyboard Practice in MS Word.	G.R.M Rafeuddowla
30-04-24	1 st Session	Internet, Web browser, Download Image (JPEG, GIF, PNG, Outline) using search engine, Download and Insert Picture, Word Art, Create Header/Footer, Page Numbering, Footnote and Printing	Anwarul Islam
	Tea Break		
	2 nd Session	Introduction to MS Excel (Cell, Row & column, Worksheet, Workbook, Editing & Saving, Insert, delete row& column, wrap text, merge cell)	Suranjan Kumar
02-05-24	1 st Session	Formatting values in MS-Excel Using of Functions SUM, AVG, MAX, MIN, COUNT, ROUND etc. Exercise- Creating Salary Sheet, Sub Total	Anwarul Islam
	Tea Break		
	2 nd Session	Introduction to MS Power Point (New Slide), Layout, Changing the slide design, Formatting. Insert Shape, smart art, text box, word art, chart, table	Suranjan Kumar
04-05-24	1 st Session	Insert an image with caption, heading and animation (Entrance and exit), Image editing (using PowerPoint and paint), Drawing with PowerPoint	Nasirul Alam Mondol
	Tea Break		
	2 nd Session	Animation (Emphasis, motion path), Advance animation (effect option, timing, Trigger)	G.R.M Rafeuddowla
05-05-24	1 st Session	Format shapes and picture (outline, effect, fill color, crop, rotate), Print Setup.	Mst. FatemaKhanam
	Tea Break		
	2 nd Session	Drawing with shapes and scribble Equation, Screen shot and Screen recording. convert PPT to video	Jotish Roy
06-05-24	1 st Session	Download Video from YouTube (Without any Software) and edit video with any free video editing tool.	Anwarul Islam
	Tea Break		
	2 nd Session	Insert Video to the PowerPoint Presentation.	Suranjan Kumar
07-05-24	1 st Session	Planning with Model Content for Digital Content Creation Create a group Content Using Power point	Nasirul Alam Mondol
	Tea Break		
	2 nd Session	Continue... Create a group Content Using Power point	G.R.M Rafeuddowla

Day	Session	Topic	
08-05-24	1 st Session	Create Individual Digital Content with PowerPoint	Mst. FatemaKhanam
	Tea Break		
	2 nd Session	Continue... Create Individual Digital Content with PowerPoint	Jotish Roy
09-05-24	1 st Session	Uploading Quality Digital Content to শিক্ষক বাতায়ন (https://www.teachers.gov.bd)	Anwarul Islam
	Tea Break		
	2 nd Session	Continue... Uploading Quality Digital Content to শিক্ষক বাতায়ন (https://www.teachers.gov.bd)	Suranjan Kumar
11-05-24	1 st Session	- Creation of e-mail id. Send E-mail (With Attachment) and Receive (attachment Download and save)	Nasirul Alam Mondol
	Tea Break		
	2 nd Session	Google Services (Google Map Navigation. Calendar, Google translator, Google Drive, Google Docs)	G.R.M Rafeuddowla
12-05-24	1 st Session	Google Form and google classroom	Mst. FatemaKhanam /AP
	Tea Break		
	2 nd Session	How to Conduct class using Zoom or Google meet with Desktop and Mobile.	Jotish Roy
13-05-24	1 st Session	Control Panel, Task Manager, Device Manager, Troubleshooting Virus Scan. Bijoy to Unicode and Unicode to Bijoy conversion. Digital	Anwarul Islam
	Tea Break		
	2 nd Session	Visit important Govt. sites- (www.banbeis.gov.bd) and go through of menu item of BANBEIS Website; especially User Manual for Student Profile Entry of IEIMS Project. User manual also incorporated at the end of manual	Suranjan Kumar
14-05-24	1 st Session	Review the Course, visit www.banbeis.gov.bd (BANBEIS Survey Form, Data and Reports, Library Service, Documentation, Institute Search) Educational Apps: Kahoot, Padlet, MMC Apps	Mst. FatemaKhanam
	Tea Break		
	2 nd Session AP	Examination (Practical)-Post Test	Mst. FatemaKhanam /AP
15-05-24	1 st Session AP	Values and Ethics	AP
	Tea Break		
	2 nd Session AP	Closing Session	AP