

“Basic ICT Training for Teachers” For UITRCE

Day	Session	Topic
Day-1	1 st Session	Online Registration, Evaluation of Pre-test
	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.)
Day-2	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
	Tea Break	
	2 nd Session	Avro Keyboard Practice in MS Word.
Day-3	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
	Tea Break	
	2 nd Session	Introduction to MS Excel (Cell, Row & column, Worksheet, Workbook, Editing & Saving, Insert, delete row& column, wrap text, merge cell)
Day-4	1 st Session	Formatting values in MS-Excel Using of Functions SUM, AVG, MAX, MIN, COUNT, ROUND etc. Exercise- Creating Salary Sheet, Sub Total
	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
Day-5	1 st Session	Insert an image with caption, heading and animation (Entrance and exit), Image editing (using PowerPoint and paint), Drawing with PowerPoint
	Tea Break	
	2 nd Session	Animation (Emphasis, motion path), Advance animation (effect option, timing, Trigger)
Day-6	1 st Session	Format shapes and picture (outline, effect, fill color, crop, rotate), Print Setup.
	Tea Break	
	2 nd Session	Drawing with shapes and scribble Equation, Screen shot and Screen recording. convert PPT to video
Day-7	1 st Session	Download Video from YouTube (Without any Software) and edit video with any free video editing tool.
	Tea Break	
	2 nd Session	Insert Video to the PowerPoint Presentation.
Day-8	1 st Session	Planning with Model Content for Digital Content Creation Create a group Content Using Power point
	Tea Break	

Day	Session	Topic
	2 nd Session	Continue... Create a group Content Using Power point
Day-9	1 st Session	Create Individual Digital Content with PowerPoint
	Tea Break	
	2 nd Session	Continue... Create Individual Digital Content with PowerPoint
Day-10	1 st Session	Uploading Quality Digital Content to শিক্ষকবাতায়ন (https://www.teachers.gov.bd)
	Tea Break	
	2 nd Session	Continue... Uploading Quality Digital Content to শিক্ষকবাতায়ন (https://www.teachers.gov.bd)
Day-11	1 st Session	- Creation of e-mail id. Send E-mail (With Attachment) and Receive(attachment Download and save)
	Tea Break	
	2 nd Session	Google Services (Google Map Navigation. Calendar, Google translator, Google Drive, Google Docs)
Day-12	1 st Session	Google Form and google classroom
	Tea Break	
	2 nd Session	How to Conduct class using Zoom Or Google meet with Desktop and Mobile.
Day-13	1 st Session	-Education Policy, Vision 2020 to 2041 SDG-4 ,Values and Ethics
	Tea Break	
	2 nd Session	Control Panel, Task Manager, Device Manager, Troubleshooting Virus Scan. Bijoy to Unicode and Unicode to Bijoy conversion. Digital content
Day-14	1 st 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
	Tea Break	
	2 nd Session	Examination (Practical)-Post Test
Day-15	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
	Tea Break	
	2 nd Session	Closing Session