

Basic Course in Information Technology

Assignment Topic : Uses of Computer

The topic includes,

Difference between Desktop, Laptop and Tablet
Operating System
Window and Desktop
How to change time and date
Wallpaper and Screen saver
File and folder
Accessories
Free or Open source Operating system- a. Linux
Free or Open source Operating system –b. Ubuntu
Ubuntu (i) Launcher, Ubuntu (ii) Nautilus File Manager
Operating system and features of Mobile phones
Managing contact and messaging
Internet on Mobile phone
Radio, Vido, photos & calculator on mobile
Tablets
Photos, Videos & e-books on tablet
E-Mails on tablet
Files or folders & messages on tablet
Internet & Contacts on tablet
Other features of tablets
About computers
Basics of computers
Various parts of computer – Hardware, Software
Computer memory
Devices of computer
Input device
Processing Devices
Digital devices
Mobile phones & Tablets
How to scan a document with smart phone
Introduction to internet
Connecting to internet
Internet on mobile phones
Internet connectivity types
World wide web
Web browser and their need
Features of Browser
Emails and their importance

Create Email ID
Instant messaging-whatsapp, skype, Hangout
WhatsApp and voice mail
Skype
Hangout
Social Media and their benefits
Facebook, Instagram and LinkedIn
Twitter
Whatsapp
Risk of social media
Learning channels
Youtube
Wikepedia
Google drive and Google cloud
Google images
Legal issues of Social Media
Government Portal
Comparison of crop rates
Know about weather
Know about ocean weather for fishing
Information related to education
Searching Jobs and career related information
Electronic payment of Utility Services
Railway and Bus tickets-Web and App
Government schemes and services
Digital payment or e-payment
mPOS Machine
Dos & Don'ts of using cards
USSD
Aadhaar Enabled Payment System (AEPS)
UPI and BHIM
E Wallet
Cyber Security
Email, mobile and Youtube Marketing
Social Media Marketing
Promoting products, services and event online
Fundamental of IT
Understanding Internet
Social, Mobile and Digital Media
e-Commerce and platform models
Digital marketing
Introductions to Productivity Programs