

Members' Feedback - A Selection

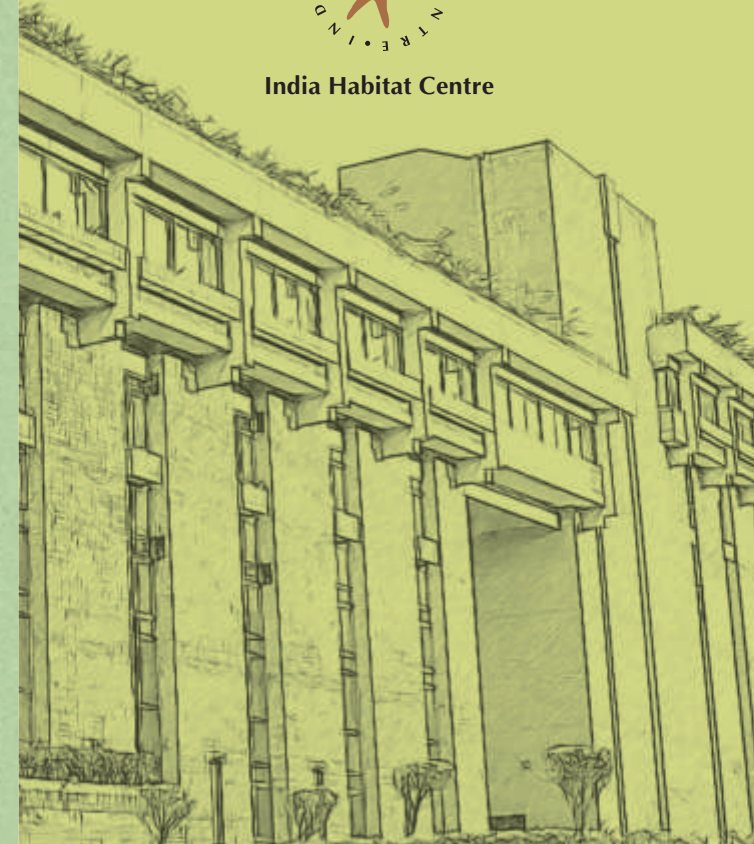
- Its Great! Getting IT savvy eventually –
Mr. S Anand, A-0591
- I learn new points every time I come –
Dr. H Khosla, A-0760/S
- Thanks for making us senior citizens educated and complete – **Mr. Kharak Singh Khosla**, A-0760
- Computer training initiative of IHC is really very useful and thoughtful gesture towards its members – **Mr. A K Jain**, A-1070
- These are very useful classess and help in working and knowing our computer better –
Mrs. Shasi Jain, A-1070/S
- It has been a very rich experience. Such courses should be made a regular feature. Mr. Pankaj has established a very good rapport with the participants – **Mr. A V Rangam**, A-1325
- The class was just too good. Proper care has been taken that each one can understand everything nicely – **Ms. Jyoti Nagpal**, A-1539
- Very useful and informative classess –
Ms. Sujata Singh, A-2803
- Excellent. Pankaj conveys the points in a most elementary manner with utmost amount of patience and is always willing to guide. It has been a wonderful experience and has helped to do away with lot of inhibitions on computer. Looking forward to internet session –
Ms. Geeta Lal, A-2963/S
- A very well-structured module and put across extremely well by the Instructor. Mr. Pankaj's Method of putting across the subject matter is outstanding. Personally we have benefitted a lot and grateful to India Habitat Centre for giving us this opportunity. Thanks – **Lt. Gen. Surinder Nath (retd.)**, A-3988
- Very enlightening and informative course. Excellent teaching and interaction –
Mr. Satish Bahl, A-4103
- An excellent teaching program for me who is quite new to this technology – **Ms. Renu Jain**, A-4348

- V Good experience and interesting too. Keep up the good work. It is NOBLE work. Thanks a lot –
Mr. Gyanesh Chaudhary, A-5085
- Very illuminating excellent exposition –
Mr. U S parsad, A-5249
- This has been a true learning experience which has helped in IT management with much more efficiency in both my official duties and personal life – **Mr. Sanjam Chima**, A-5257
- Elaborate and friendly. Highly educative –
Mr. S Bhushan Jain, A-5433
- I wish I had attended this course in 2005. Now also it is excellent and teaching style is par excellence. Excellent coverage and explaining –
Mr. N K Gupta, A-6257
- It is really good teaching. I am very happy to learn computer which used to be very difficult for me. Thank you – **Mrs. Raksha Gupta**, A-6257/S
- Very good compilation of content –
Mr. D P Gupta, A-6265
- It is very useful that you are providing this facility to us. Thanks and keep it up –
Ms. Shashi Khanna, A-6601/S
- Commendable initiative of IHC. Thanks – **Mr. Ram K Gupta**, A-6698
- Classes are very well conducted –
Mr. L K Sharma, CO-0006F
- Keep it up. It will bring excellent result for the Centre – **Mr. Mohinder Singh**, IN-611
- The Programme is well designed and very useful. The instructor is interactive and very co-operative and knowledgable. Very eager to teach – **Ms. Shelly Kishnani**, IN-654/S

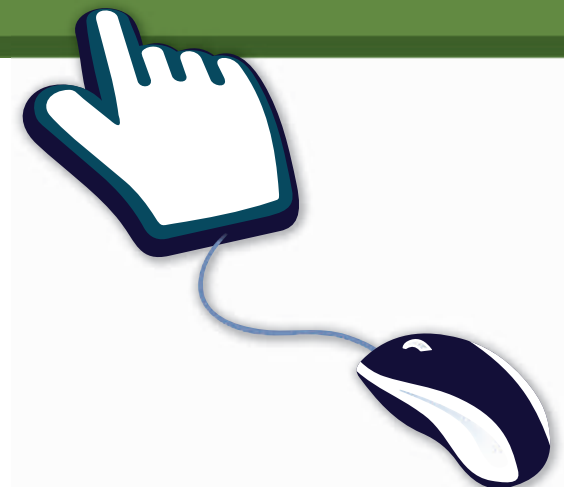
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Members' Habitat: www.indiahabitat.in/memberspace



India Habitat Centre



Manage Your Life With IT



Q. What are the charges for this programme?

A. No charges.

Q. I have never used a computer before, will this programme help me?

A. Module 1 of the programme "Manage Your Life with IT" has been formulated keeping in mind people who are new to computers.

Q. I only use the computer for writing letters, sending emails, how can I enhance my computer skills?

A. People who are familiar with MS Word & email and have some basic knowledge of computer operation can join Module 2 and Module 3.

Q. I am comfortable with Word, Excel, Windows etc., but I want to learn the advanced features for these topics. Will these modules help me?

A. The programme contents for all the three modules have been designed keeping in mind the need of a new learner in a specific subject. However, we do entertain advanced queries subject to the overall need of the group. You can clarify any of your doubts related to that subject in the post-theory session or during the practical session in the lab.

Q. Can I join more than one Module simultaneously?

A. Yes, if there is a vacancy and by prior registration.

Q. Can I attend selected topics only?

A. Yes, if there is a vacancy and by prior registration.

Q. Can I get the tutorials without attending the classes?

A. The tutorials are meant only for the members attending the classes.

Q. Can member's guests/relatives/dependents also join the classes?

A. No. "Manage Your Life with IT" training programme is meant only for IHC members and their spouses.

Q. If I am not able to join the programme this time, will it be taken up again?

A. Yes, HLRC has been conducting the programme since 2005; the next programme will be announced once the current one is over.

Q. How do I find out about the next programme?

A. Information for the next programme will be circulated through email. In case you are not on HLRC's mailing list i.e. not getting our regular alerts please register by sending an email to hlrc@indiahabitat.org or visit our website www.indiahabitat.org and register using your IHC membership number in Members' Habitat and submit your request for the programme.

Q. Do I need to bring my laptop for the programme?

A. This is not mandatory, computers are provided for the practical sessions.

Q. Will I have to give any exam or test?

A. No, you don't have to give any exam or test. However, we give practice assignments which the participants have to do during the practice sessions in the computer lab. Staff will be available during the practice session for assistance.

Schedule For IT Training

Today, just you and your computer can create a unique partnership. You can connect to the world, you can connect with your near and dear ones and you can manage your time, your assets, your hobbies and even your loneliness. We have had several requests to assist our members to learn computer, and we have put together interesting modules to make friends with this wonderful medium.

Module 1* Batch A: Time 10:00 AM to 11:30 AM Batch B: Time 11:45 AM to 01:15 PM		
Session Topic	Date	Day
MS Word-1	15/01/2011	Saturday
MS Word-2	22/01/2011	Saturday
MS Word-3	29/01/2011	Saturday
Doubt Clearing Sessions for MS Word	05/02/2011	Saturday
Internet Surfing and Searching-1	12/02/2011	Saturday
Internet Surfing and Searching-2	19/02/2011	Saturday
Email-1 (Free Email Services)	26/02/2011	Saturday
Email-2 (MS Outlook/Outlook Express)	05/03/2011	Saturday
Use of Instant Messenger for Chatting	12/03/2011	Saturday
Entertainment with Computers	19/03/2011	Saturday
Doubt Clearing Session	26/03/2011	Saturday

Module 2 (Time 10:00 AM to 11:30 AM)		
Session Topic	Date	Day
Fundamentals of MS Windows	16/01/2011	Sunday
Fundamentals of MS Windows	23/01/2011	Sunday
Doubt Clearing Session for MS Windows	30/01/2011	Sunday
MS Excel-1	06/02/2011	Sunday
MS Excel-2	13/02/2011	Sunday
MS Excel-3	20/02/2011	Sunday
Doubt Clearing Session for MS Excel	27/02/2011	Sunday
MS PowerPoint-1	06/03/2011	Sunday
MS PowerPoint-2	13/03/2011	Sunday
Doubt Clearing Session for MS PowerPoint	20/03/2011	Sunday

Module 3 (Time 11:45 AM to 01:15 PM)		
Session Topic	Date	Day
Blogging	16/01/2011	Sunday
Use of Picasa and Online Album	23/01/2011	Sunday
Uses of different applications like Antivirus Software, Music Player, PDF Reader, WinZip etc.	30/01/2011	Sunday
Office in the Sky (Use of Internet to Store and Share Files)	06/02/2011	Sunday
Introduction of Website Designing-1	13/02/2011	Sunday
Introduction of Website Designing-2	20/02/2011	Sunday
Online Booking of Travel Tickets (Air/Railway)	27/02/2011	Sunday
Introduction of Windows Movie Maker	06/03/2011	Sunday
Introduction of Online Banking	13/03/2011	Sunday
Use of Social Networking Site	20/03/2011	Sunday

Important Information

- **Venue:** Habitat Learning Centre, Core 4A , UG floor
- **Practical Sessions Timings:** 2:00 PM to 5:00 PM only on corresponding Sundays at Habitat Learning Centre
- The course contents for Module 1 are designed for beginners
- The contents for Module 2 and Module 3 are designed for those who are already familiar with Module1 contents
- Only for members and their spouse
- *Module 1 timings subject to change
- Tutorial will be distributed at the beginning of each Module
- **Limited seats. Prior registration is mandatory**

Faculty

- Mr. Pankaj Saran Srivastava
- Ms. Qamar Raza
- Ms. Bhavna Sharma
- Mr. Enoch Dhanraj

