

Schedule for IT Training



Module - 1

Theory	Practical	Date
10:00 a.m. - 11:30 a.m.	11:30 a.m. - 1:30 p.m.	
Fundamentals of MS Windows. Part 1.		May 11, 2024
Fundamentals of MS Windows. Part 2.		May 18, 2024
Doubt Clearing Session for MS Windows.		June 1, 2024
MS Word. Part 1.		June 8, 2024
MS Word. Part 2.		June 15, 2024
Doubt Clearing Session for MS Word.		June 22, 2024
Internet Surfing and Searching.		June 29, 2024
Email. Part 1.		July 6, 2024
Email. Part 2.		July 13, 2024
MS PowerPoint. Part 1.		July 20, 2024
MS PowerPoint. Part 2.		July 27, 2024
Doubt Clearing Session for MS PowerPoint.		August 3, 2024
MS Excel. Part 1.		August 10, 2024
MS Excel. Part 2.		August 17, 2024
MS Excel. Part 3.		August 24, 2024
Doubt Clearing Session for MS Excel.		August 31, 2024
Internet Safety.		September 7, 2024

**Manage
your life with IT**



Module - 2

Theory	Practical	Date
11:45 a.m. - 1:15 p.m.	2:00 p.m. - 4:00 p.m.	
Use of Social Networking Sites. Part 1.		May 11, 2024
Use of Social Networking Sites. Part 2.		May 18, 2024
Office in the Sky (Use of Internet to store and share files).		June 1, 2024
Use of Smart Phones/Tablets (Android based). Part 1.		June 8, 2024
Use of Smart Phones/Tablets (Android based). Part 2.		June 15, 2024
E-Filing of Income Tax (IT) Returns.		June 22, 2024
Doubt Clearing Session for E-Filing of IT Returns.		June 29, 2024
Use of iPhone, iPad (IOS). Part 1.		July 6, 2024
Use of iPhone, iPad (IOS). Part 2.		July 13, 2024
Introduction to Online Banking.		July 20, 2024
Go Cashless (Mobile based).		July 27, 2024
Online Booking of Travel Tickets (Air/Railway).		August 3, 2024
Blogging.		August 10, 2024
Entertainment with Computer.		August 17, 2024
Introduction to Windows Movie Maker.		August 24, 2024
Basics of Photography - Mobile Based.		August 31, 2024
Image Editing & Sharing.		September 7, 2024
Basics of Photography - DSLR.		September 14, 2024
Doubt Clearing Session for Photography.		September 21, 2024
Overall Doubt Clearing Session.		September 28, 2024

SERIES 42

May - September 2024 (On Saturdays)

Free Programmes, Exclusively for IHC members

Venue

Habitat Learning Centre,
Core 4A, Ground Floor, India Habitat Centre

For further information, please contact:
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Habitat Library & Resource Centre
India Habitat Centre
2nd Floor, Convention Centre,
Lodhi Road, New Delhi 110003