Schedule for IT Training

Module - 1

Theory 10:00 a.m. - 11:30 a.m.	Practical 11:30 a.m. - 1:30 p.m.	Date
MS Word. Part 1.		April 26, 2025
MS Word. Part 2.		May 3, 2025
Doubt Clearing Sessions for MS Word.		May 10, 2025
Fundamentals of MS Windows. Part 1.		May 17, 2025
Fundamentals of MS Windows. Part 2.		May 24, 2025
Doubt Clearing Session for MS Windows.		May 31, 2025
Internet Surfing and Searching.		June 14, 2025
Email. Part 1.		June 21, 2025
Email. Part 2.		June 28, 2025
MS PowerPoint. Part 1.		July 5, 2025
MS PowerPoint. Part 2.		July 12, 2025
Doubt Clearing Session for MS PowerPoint.		July 19, 2025
MS Excel. Part 1.		July 26, 2025
MS Excel. Part 2.		August 2, 2025
MS Excel. Part 3.		August 9, 2025
Doubt Clearing Session for MS Excel.		August 23, 2025

Module - 2

Theory 11:45 a.m. - 1:15 p.m.	Practical 2:00 p.m. - 4:00 p.m.	Date
Use of Smart Phones/Tablets (Android based).		April 26, 2025
Use of iPhone/iPad (IOS based).		May 3, 2025
Doubt Clearing Session for (Android/IOS).		May 10, 2025
Office in the Sky (Use of Internet to store and share files).		May 17, 2025
Use of Social Networking Sites. Part 1.		May 24, 2025
Use of Social Networking Sites. Part 2.		May 31, 2025
Blogging.		June 14, 2025
E-Filing of Income Tax (IT) Returns.		June 21, 2025
Doubt Clearing Session for E-Filing of IT Returns.		June 28, 2025
Introduction to Online Banking.		July 5, 2025
Online Booking of Travel Tickets (Air/Railway).		July 12, 2025
Go Cashless (Mobile based).		July 19, 2025
Entertainment with Computer.		July 26, 2025
Basics of Photography - Mobile Based.		August 2, 2025
Image Editing & Sharing.		August 9, 2025
Introduction to Windows Movie Maker.		August 23, 2025
Basics of Photography - DSLR.		August 30, 2025
Doubt Clearing Session for Photography.		September 6, 2025
Overall Doubt Clearning Session.		September 13, 2025

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SERIES 43
April - September 2025 (On Saturdays)
Free Programmes, Exclusively for IHC members

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

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