

Syllabus of MS-CIT

Maharashtra State – Certificate in Information Technology (MS-CIT)

These skills are essential for mastering best practices and smart use of computers and smart phones as well as various popular Software Tools and Mobile Apps with their applications in real life job situations leading to enhancement of individual's productivity, efficiency, quality and creativity in personal, professional and social life.

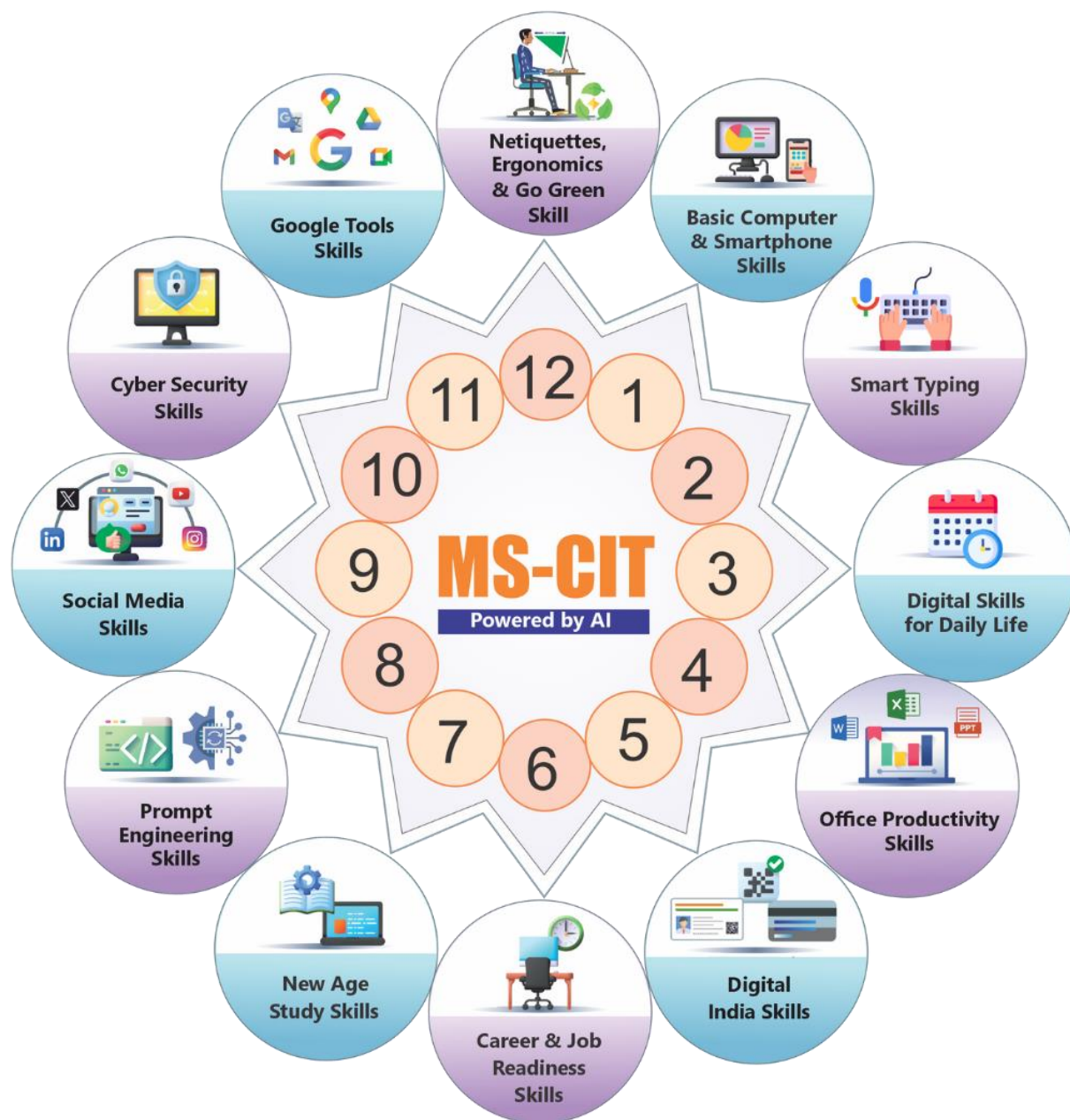
Software Tools

The software tools to be covered in the course:

Sr. No.	Tools
Operating System and Internet	
1	Windows 10
2	Internet
3	Google Chrome
4	Mozilla Firefox
Word Processor	
5	MS Word 2019/365
6	Google Docs
Spreadsheet	
7	MS Excel 2019/365
8	Google Sheets
Presentation Graphics	
9	MS PowerPoint 2019/365
10	Google Slides
Personal Information Manager	
11	MS Outlook 2019/365
12	Gmail Inbox
13	Google Drive
Other Essentials and AI Tools	
14	Several Apps on Smart Phones
15	AI Tools such ChatGPT, DALL-E and many more.

Syllabus

The syllabus consists of following 12 Pillars.



1. **Basic Computer & Smartphone Skills:** In addition to basic concepts in IT and introduction to computers, this topic brings an awareness that in 21st Century almost everything is linked directly or indirectly to Information Technology e.g. from smartphone to Drone Technology to Google car, from Smart watches, Fit Bit to 3D printing and so on.

This topic also covers awareness about the life and work of individuals whose inventions and discoveries have made today's world of IT possible and made our life simple, easy and interesting. This topic attempts to motivate and inspire a learner to pursue career in IT.

2. **Smart Typing Skills:** Learner gets an opportunity to learn scientific method of error-free typing along with use of voice typing while achieving high speed and acceptable as per the industry standards.
3. **Digital Skills for Daily Life:** Now-a-days, use of internet, mobile and similar gadgets, and Apps available on them have liberated us. 21st Century Daily Life Skills cover how to make smart use of such various Apps and Websites to make job environment efficient, productive and effective.
4. **Office Productivity Skills:** These are the skills that help the Learner work effectively at the workplace by way of smart use of various office automation tools like MS Word, MS Excel, MS PowerPoint, MS Outlook, Google Docs, Google Slides, Google Sheets to quickly deliver various professionally relevant high quality outputs required in normal job environments.
5. **Digital India Skills:** Being a citizen belonging to 21st Century, everyone should be aware of various online services and facilities made available by central government. Digital India Skills help in availing these services effectively. e.g.: services like availing passport, Aadhaar card, PAN card, various certificates like, birth/death/marriage/income certificate etc.
6. **Career and Job Readiness Skills:** Every learner who is on verge of stepping in to employment, must get his/her basics right so as to be able to grab a job opportunity with success. The aspirant must know things such as how to create an effective resume, what tools are available online to assist him/her with different job opportunities available, how he/she can use Professional networking online to connect with Industry professionals etc.
7. **New Age Study Skills:** The rapidly changing part of life in 21st Century is, mainly the way we learn/study. 21st Century Study Skills helps us to keep up with it, and open new learning avenues. e.g.: using various websites/apps for accessing interactive learning objects, virtual labs, accessing knowledge-banks like, TED Talks, Google Scholar etc.
8. **Prompt Engineering Skills:** Prompt Engineering Skills involve crafting effective prompts to interact with AI systems like ChatGPT, ensuring accurate and useful outputs. These skills are crucial today as AI becomes deeply integrated into industries like education, customer service, content creation, and software development. A well-structured prompt can significantly enhance productivity and decision-making. As AI tools grow more powerful, knowing how to guide them efficiently is becoming a valuable and in-demand skill.
9. **Social Media Skills:** The Social Media Skills syllabus introduces learners to essential platforms like Instagram, X (Twitter), and Snapchat, focusing on basic content creation and audience interaction. It includes practical tools such as LinkedIn and Canva helping learners develop digital communication and professional networking skills. This provides a simple yet effective foundation for understanding social media and its everyday applications.
10. **Cyber Security Skills:** Cyber Security skills are the skills that anyone and everyone should be aware about. Skills that educate about vulnerabilities while moving around in the cyber world, and best practices for

maintaining safety, securing your digital identity. e.g.: tasks like: I can protect myself from online spoofing, I can secure my net banking account with strong password, I can securely share my data on social media sites etc.

11. **Google Tools:** Google Tools offer a suite of productivity-enhancing features, including advanced search, cloud-based storage, and communication tools. Selected Google tools have now been added to the which will empower learners with efficient solutions for personal and professional needs.

12. **Netiquettes, Ergonomics and Go Green:** Netiquette is the etiquette of using the internet. It includes polite communication, respecting copyright, posting topics, and respecting others' time. This section covers all these aspects. Ergonomics is the process of designing workplaces and systems to fit users. Here, learners learn skills to improve workplace behavior and adapt to different environments to minimize physical injury risk. The Go Green section provides knowledge and practices for environmentally friendly and responsible decisions and lifestyles, protecting the environment and its natural resources for future generations.

Detailed Syllabus

Basic Computer and Smartphone Skills:

Topics	Sub-Topics
Computer Basics	Describe the importance of computers in today's world.
	Identify the main parts of a computer.
	Identify the steps for starting and shutting down a computer.
	Identify the different groups of keys on a keyboard.
	Basic typing, typing in multiple languages.
	Perform different tasks by using a mouse.
	Describe other common computing devices such as laptops, netbooks, tablets, and phones.
	Identify the primary hardware components of a computer.
	Explain an operating system.
	Explain programs and data.
	Describe a network and the types of networks.
	Explain the terms Internet, World Wide Web, and intranet.
	Compare the features of different types of computers.
	Explain the role of memory.
	Explain the basics of computer performance.
	Explain the concept of minimum requirements for software.
	Describe the types of productivity programs and their uses.
	Describe the types of communications programs and their uses.
	Describe the uses of educational and entertainment programs.
	Explain the common functions of an operating system.
	Identify the components of the Windows 10 interface.
	Explain the options available in the Start screen of Windows 10.
	Work with the Windows 10 interface within programs.
	Manage files and folders in Windows Explorer.
	Perform basic file operations.
	Describe how computers have become a central part of everyday rural and urban life – around the world.
	Identify the career opportunities available for a computer-literate person.
The Internet, and the World Wide Web	Describe the uses of the Internet and Cloud Services.
	Identify the requirements for an Internet connection.
	Identify the features of two types of Internet connections.
	Relate the term bandwidth to types of Internet connections.
	Describe the components of the Web.
	Explain how Web addresses work.
	Explain how to connect to the Internet.
	Explore Web sites by using a browser.
	Describe how to save favorite Web sites.
	Search for reliable information on the Web.
	Explain how to perform transactions over the Web.
	Explain how e-mail works.
	Write and send e-mail messages.

	Manage e-mail messages.
	Identify correct e-mail etiquette
	How to create an email address.
	Identify the features of online communities.
	Explain how instant messaging and Web-cam video communication works.
	Explain how to create and publish Web pages.
	Explain how to blog using Windows Live Writer.
Information Technology, The Internet, and You	Information Systems
	People
	Software
	Hardware
	Data
	Connectivity and the Mobile Internet
The Internet, the Web and Electronic Commerce	The Internet and the Web
	Internet Access
	Web Utilities (Filters, File transfer utilities, Internet Security Suites)
	Communication
	Search Tools
	Electronic Commerce
	Cloud Computing
	The Internet of Things
Application Software	Application Software
	General-Purpose Applications
	Specialized Applications
System Software	System Software
	Operating systems
	Mobile Operating systems
	Desktop Operating systems
	Utilities
The System Unit	System Unit
	System Board
	Microprocessor
	Memory
	Expansion Slots and Cards
	Bus Lines
	Ports
	Power Supply
	Electronic Data and Instructions
Input and Output	What is Input?
	Keyboard Entry
	Pointing Devices
	Scanning Devices
	Image Capturing Devices
	Audio-Input Devices
	What is Output?
	Monitors
	Printers
	Audio-Output Devices

	Combination Input and Output devices
Secondary Storage	Storage
	Hard Disks
	Solid State Storage
	Optical Discs
	Cloud Storage
	Mass Storage Devices
Communications and Networks	Communications
	Communication Channels
	Connections Devices
	Data Transmission
	Networks
	Network Types
	Network Architecture
	Organizational Networks
Databases	Data
	Data Organization
	Databases
	DBMS Structure
	Types of Databases
	Database Uses and Issues
AI Tools	Cortana / Microsoft Co-Pilot
	Google Assistant/Gemini
	Otter.ai
	ChatGPT
	IFFFT- Task Automation
	Digital Wellbeing - Google
	Google Fit

Smart Typing Skills:

Topics	Sub-Topics
Introduction	Introduction to Typing
	Touch Typing
	Voice Typing
	Keyboard
	Types of Keyboards
	Ergonomic Keyboards
	PDA Keyboards
	Devanagari Font and complex script settings, Unicode settings
	Muscle Memory
	Names of Fingers
	Finger Placements
	Minimizing Hand Movements
	Typing Trivia

	Measuring Progress
Introduction to Keyboard	Introduction to Keyboard, Home Row
	The Space Bar
	The Enter Key
	Using Keys
	Typing Tips
	Learning the G and H Keys
	Learning the Apostrophe Key
	Top Row
	Learning the E and I Keys
	Learning the W and O Keys
	Learning the Q and Y Keys
	Learning the P and T Keys
	Bottom Row
	Learning the C and Comma Keys
	Learning the Tab Key
Introduction to Number Pad	Num Pad
	Touch Typing on the Number Pad
	Num Pad Home Row Positions
	Index Finger Keys
	Typing Tips
	Learning the X and Period Keys
	Learning the Z and Slash Keys
	Learning the B and N Keys
Other Keys	Other Keys, Numbers and Symbols
	Shift Keys
Number and Symbols	Numbers
	Using Number Keys – 1 to 5
	Using Number Keys – 6 to 9 and zero
	Symbols
	Learning the Square Brackets and Back Slash Keys
	Navigation Keys
	End Key
	Page Up and Page Down Keys
	Arrow Keys
	Other Keys
	Esc Key
	Windows Key

	Special Keys
	Caps Lock
	Numeric Keypad
	Middle Finger Keys
	Ring Finger Keys
	Little Finger Keys
Data Entry in Various Tools	Microsoft Excel 2019
	Creating a Workbook
	Using Templates
	Downloading Templates
	Creating a Blank Workbook
	Moving Between Cells
	Entering Headings
	Entering Data
	Adjusting Column Width
	Open Office Writer
	Creating a New Document
	Entering Text
	Text Wrapping and Tabs
	Selecting Text
	Editing Text
	Undoing and Redoing
	Editing Modes
	Open Office Calc
	Creating a Spreadsheet
	Moving Between Cells
	Entering Headings
	Entering Data
	Adjusting Column Width
	Google Docs
	Adobe PageMaker
	CorelDRAW
	Adobe InDesign
	Data Entry
	Role of a Data Entry Operator
	Need for Data Conversion
	Skills Required for Data Entry
	Types of Data Entry Jobs

	Data Entry Jobs in Industrial Sector
	Data Entry Jobs in Medical Sector
	Related Jobs
	Types of Data
	Data Validation
	Data Categories
	Data Correctness
	Compiling Data
	Data Entry Tools
Data Conversion, Scanning and Image Assisted Data Entry	Scanning
	OCR
	Data Conversion for the Web
	Other Conversions
	Data Entry Pay Scales
	Factors affecting Pay Scale
Copyrights and document formats	Copyright
	Legal Documents and Stamp Papers
	Other Documents
	Medical Transcription
	How Transcription Works
	Medical Transcription Course
	Stamp Papers
	Bank Documents
	KYC Details
	Loan Applications
	Form Entries
	Form Entry
	Publications
	Types of Typists
	More Information
	Typewriters To Computers
AI Tools	Bhashini
	Quillbot
	Google Docs – Voice Typing
	Grammarly
	MonkeyType
	AI Writer
	ProKeys

Digital Skills for Daily Life:

Topics	Sub-Topics
Internet and Connectivity	Buying good internet plans for mobile
	Configure and activate internet connection for mobile
	Wi-Fi
	Tethering, Hotspot
Productivity	Mobile Number Identification :Truecaller App
	Google Tasks
	Google Calendar
	To-Do, reminders, Alarms, Clock
	Gmail
	Voice Typing
	Smart Voice Assistant: Google Assistant, Siri
	Weather forecast: Accuweather
	JustDial
	Mobile Scanners (Adobe Scanner, Google Lens)
	Evernote
	QR code scanning
	Google Docs, Google Slides, Google Sheets, Google Drive
	Google Playbooks
	Voice Recorder
	Mirroring Apps
	Minutes of meetings: Otter
	Google Keep
	Android File Explorer
	DropBox
	Camera (Photo, Video)
Social Connect	Networking for professional upgradation: LinkedIn
	Google Duo
	Skype
	Google Meet
	WhatsApp
Entertainment	Booking movie/theatre tickets online: BookMyShow
	Watching movies online : YouTube, Netflix, Prime Video, Hotstar, Voot
	News apps: Inshorts, Daily Hunt
	Storytel, Audible, BookGanga
	Smart Home: Alexa, Google Home
	Casting (Mobile on TV)
	Online Music: Gaana, JioSaavn
Cashless Transactions	Google Pay
	Paytm
	BHIM App

eBanking	Opening net banking account
	Credit or debit card for online shopping
Bill Payment/ Recharge	Recharge mobile phone online
	Pay Telephone bill online
	Pay electricity bill online
Travel	Travel Planning: Yatra, MakeMyTrip, Trivago, Google Trip
	Railway Booking: IRCTC
	Flight tracking: Flight Radar
	Booking Cabs online: OLA, Uber
	mParivahan
Navigation	Google Maps, GPS, Here Maps
New Media Literacy	Image Editing, Audio Editing, Video Editing, Short clips, Facebook videos, Instagram videos
	Google Photos, Musemaze, Kinemaster
File Sharing	Transfer using Bluetooth
eCommerce	Online Shopping
	Amazon, Flipkart, Myntra, AJIO, Snapdeal
Utilities	Utility services: Urban Company
	Quickr
	Buy and sell: OLX
Backup and Recovery	Mobile Data Backup
	Contact/SMS Backup
	eWallets
	Digital Wallets
	SMS Organizer
Security	FaceID
	Biometric Authentication
	PINs
	Emergency Number (ICE)
AI Tools	ChatGPT
	DALL-E
	Todoist
	Notion
	Habitica
	Suno
	WhatsApp Meta/Meta AI
	Moises
	Zomato/Swiggy/Blinkit
	Amazon Alexa
	Leonardo AI
	Amazon Shopping
	Google Maps
	Google Keep

Office Productivity Skills:

Topics	Sub-Topics
Office Productivity Programs – MS Office (Word, Excel, PowerPoint) and Google Office (Docs, Sheets, Slides)	Describe the functionality of the common programs in Microsoft Office 2019 and Office Web Apps.
	Identify the main components of the graphical user interface (GUI) of a productivity program.
	Use the pointer to navigate in a program.
	Identify the tabs, groups, and commands on the Ribbon.
	Use the buttons on the toolbars to perform various tasks.
	Type text and characters in a program by using the keyboard.
	Explain the use of keyboard shortcuts and key combinations.
	Perform basic tasks in a word processor.
	Find and open templates in word processor.
	Edit and format text in word processor.
	Work with tables and pictures in word processor.
	Proofread a document in a word processor.
	Identify the benefits of desktop publishing.
	Identify the components of a spreadsheet.
	Enter data into a spreadsheet.
	Perform basic mathematical tasks in a spreadsheet.
	Insert charts in a spreadsheet.
	Print a spreadsheet.
	Identify the elements of a presentation program.
	Create a presentation.
	Add graphics and multimedia to a presentation.
	Use the print options available in a presentation program.
	Explain basic concepts of a database.
	Create a database.
	Work with records in a database.
	Explain what database queries are and how they work.
	Work with reports.
Office Add-ins for Improved Productivity	Microsoft App store add-ins for MS Word, MS Excel and MS PowerPoint
AI Tools	MS PowerPoint Designer
	MS-Excel Data Analysis
	MS PowerPoint Presentation Creation
	MS PowerPoint Speech Coaching/ Rehearse with Coach
	Microsoft Copilot
	MS-Outlook - Email Drafting
	Google Chrome/Gmail - Help Me Write
	Trello
	Asana
	Google Slide - Smart Compose
	ChatGPT
	MS Team - Meeting Summaries
	Otter.AI

Digital India Skills:

Topics	Sub-Topics
Digital India Skills	Applying for Birth Certificate online
	Using online government helpline services
	Finding Vehicle Details
	Visiting and exploring 'mygov.in'
	Booking appointment online in Government Hospital
	Filing income tax return
	Applying for Aadhaar Card, verifying and updating Aadhaar Details
	Getting alerts from Central Government
	Applying for Passport online
	Tracking status of my Passport application online
	Applying online for Pradhanmantri Suraksha Bima Yojana
	Applying online for Pradhanmantri Jeevan Jyoti Bima Yojana
	Using Digilocker to store certificates online
	Scanning and storing documents online
	Applying online for Pradhanmantri Awas Yojana
	Applying online for Voter ID Card
	Searching name in the Voter ID list
	Applying online for Driving License
	Applying for PAN Card online
	Applying online for Pradhan Mantri Fasal Bima Yojana
	Registering complaints on Consumer Forum
	Booking an appointment with Government officer Online Booking
	Viewing details on MGNREGA
	Making an application for right to information
	Using Rakshak App for safety of Women and Senior Citizens
	Applying online for Pradhanmantri Mudra Yojana
	Calculating income tax
	Checking weather status in nearby area
	Knowing all Emergency Numbers
	Applying for ration card online
	Applying online for Start-up Recognition
	Applying for education loan
	Applying online for Pradhanmantri Sukanya Samruddhi Yojana
	Applying for National Scholarships
	Registering complaints with National Human Rights Commission online
	Using mKisan Portal and Kisan App
	Locating blood bank nearby me, and know about stock availability
	Availing ePost Office Service of India Post
	Availability LPG services online
	Checking Provident Fund Online
	Applying online for Atal Pension Yojana
	Tracking status of the court case online
	Getting Soil Health card
	Becoming aware about the Agricultural Market Price using mKissan App

	Applying for Death Certificate online
AI Tools	eNAM
	GramCover
	Gram Swaraj
	Unified Farmer Service Interface (UFSI) - AgriStack
	Umang
	eSanjeevani
	Qure.AI
	SOUL
	NSDL
	Unified Lending Interface (ULI) & Unified Payment Interface (UPI)

Career and Job Readiness Skills:

Topics	Sub-Topics
Job Readiness Skills	Job Readiness and Digital Freelancing
	Careers in Digital Freelancing
	Use of Mobile for Digital Freelancing
	Internet for Digital Freelancing
	Mobile Data and Hotspot
	Creating Professional email ID
	Security for email account
	Retrieving lost password for email account
	Resume: Do's and Don'ts
	Various Job portals
	Apply for suitable online jobs
	Create Professional Network on LinkedIn
	Digilocker: Store your documents online
	Google Drive for storage
	Communication and Etiquettes
	Gboard: Google Keyboard
	Grammarly
	Voice typing using Google Docs
	Notes taking using Google Keep
	Securing net banking transactions
	Use of Paytm and BHIM for Cashless transaction
	Use of PayPal
	Job opportunities on Freelancing portals
AI Tools	Research Rabbit
	Iris.AI
	ChatGPT
	Meta AI
	GramTarang
	WriteSonic

	Freepik
	HeyGen
	Claude AI

New Age Study Skills:

Topic	Sub-Topic
Smart Search	Using Google to search more information about study topics
	Doing clustered search
	Using Wikipedia to search the information
	Searching and downloading eBooks (NCERT)
	Finding information about The World via https://knoema.com/atlas
Online and Free Learning	Watching educational videos online (YouTube)
	Watching educational talks on TED Talks
	Listening to a podcast and learn cool science facts in 60 seconds
	Joining Massive Open Online Courses (MOOCs)
	Learning online courses on Coursera.org
	Learning online courses on Udemy App
	Learning any subject online for free on edX
	Learning from Best Colleges in the World - NPTEL
	Learning through videos on Khan Academy
	I want to improve my Social Learning/General Knowledge using Facebook
	Using Discovery Science for studying in a better way
	Learning programming/coding with peers on www.codecademy.com
	I can access online Research Papers (Google Scholar)
	I can participate in Live Discussions (Facebook Live)
	I can learn by discussions in forums (quora.com)
	Listening to music, watch videos and share online
	Learning through Edmodo
	Learning online courses on Moodle
Notes Making and Presentation	Using Google Docs to share notes
	Organizing my day/ Notes, important points using Google Keep
	Making a presentation on my research and take real time feedback via Google Slides
	Express my Ideas using Mindmap tool
	Checking my project report for Plagiarism using Plagiarism checker
Collaboration and Data Organization	Collaborating with peers to practice for competitive exams like IIT JEE
	Conduct a poll/survey/research using Google Forms
	Improving my productivity using StayFocusd app
	Keeping track of my important events/classes all in one place (Google Calendar)
Language Learning	Searching synonyms, antonyms, and thesaurus on dictionary.com
	Checking grammar and spell check

	Improving vocabulary using volt
	Listening to Online Stories / Classic Literature in any language
	Learning a new language by interacting with my phone with the duoLingo App
Art, History and Humanities	Learning about History using Google Arts and Culture
	Learning about the History of India, using India History App chronologically
	Drawing art on a tablet using an app
Learning through Experiments, Games	Performing science experiments online- Physics
	Performing science experiments online– Chemistry
	Performing Math Experiments
	Learning about the stars by using http://stars.chromeexperiments.com/
	Testing Intelligence Quotient (IQ)
	Testing Emotional Quotient (EQ)
	Understanding my personality type - https://www.16personalities.com/
	Learning by playing games and improve my abilities - Elevate
	Learning by playing games and improve my abilities – NeuroNation
	Exploring http://planner5d.com/ for interior plans
AI Tools	Slidesgo
	Gradescope
	Brainly
	Mendeley
	Wolfram Alpha
	Google Bolo (Read Along)
	Photomath
	Socratic by Google
	Unstuckstudy ai
	Coconote ai
	Microsoft Math Solver
	Perplexity AI
	Quizizz

Prompt Engineering Skills:

Topics	Sub-Topics
Prompt Engineering Skills	• What are prompts? • Importance of prompts • Verbal prompts • Visual prompts • Written prompts • Interactive prompts • Effective use of prompts in learning • Tailoring prompts to different learning styles • Overview of AI tools • AI tools and prompts • Case studies on AI-enhanced prompts

	- Balancing complexity and simplicity in prompts - Case Study: Creating effective prompts - Partnering with AI: Pictory - Partnering with AI: Socialbee - Partnering with AI: Veed.io
	Scratch Programming
	C Programming Basics
	Object-Oriented Programming (OOP) Basics
	Introduction and Features of Java
	Introduction to Python
	Introduction to Android
	Smart Technologies and Apps - DALL-E 2 - Playgroundai.com - Starryai - Cutout Pro - Eesel app extension - Wordtune - Visily - Fun with Technology - Replika app - Youper - Womp - Google Translate - Be My Eyes - LibriVox - Missing Maps - Earth5R - Nudge - Carbon Footprint and CO2 tracker - Earth Hero: Climate Change - ChatGPT
AI Tools	Google Colab
	Amazon CodeWhisperer
	Mimo
	ChatGPT
	Tynker
	W3Schools
	PyCharm Edu

Social Media Skills:

Topics	Sub-Topics
Social Media Skills	YouTube
	WhatsApp
	WhatsApp Business

	Telegram
	Instagram
	X (Formerly Twitter)
	Snapchat
	Replika
	Youper
	Canva
	Sharing on social media
	LinkedIn
	ChatGPT
	Cutout Pro
	Google Photos – Sharing of Photos
	Tumblr
	Ethical and Responsible Usage
AI Tools	Pictory
	Hootsuite
	Socialbee
	Heygen AI
	Veed.io
	Canva
	Synthesia
	Pexels (AI-powered Search)
	Lumen5
	Lately.ai

Cyber Security Skills:

Topics	Sub-Topics
Cyber Security Skills	Managing and maintaining strong passwords
	Securing online banking transactions and taking care of information safety
	Setting Emergency Text on ANDROID phone
	Tracking the data (internet) usage on Android PHONE
	Using good antivirus software for my Laptop and PC
	Securing Profile and other pictures shared on Facebook
	Using App Locker tools for important Mobile Apps
	Restricting Administrator account access on Personal Laptops
	"Safely remove hardware option" for plug and play devices
	Legal aspects of fake Profiles on Social Media Sites
	Securing WhatsApp DP
	Awareness about Legal aspects of publishing/transmitting material containing sexually explicit conducts
	Awareness about defamation through social media and it's legal implications

	Awareness about frauds and cheating through matrimonial sites
	Using Login IDs and passwords on public computers using safety tips
	Be careful while Sharing and Forwarding on social media
	Prevent/Block the appearance of unwanted Ads and Pop-ups
	Importance of using a physical lock for laptop
	Checking the warranty of a product or gadget
	Importance of noting down the IMEI Code
	Avoid malware while downloading Android apps
	Blocking of my SIM card when handset is lost
	Awareness about the legal consequences of using cracked or pirated software
	Protecting yourself from fake emails which pretend to be genuine
	Secure net banking and online transactions on public computers
	Awareness about data theft and IT Act 2000
	Awareness about Online Sexual harassments and it's Legal implications
	Protecting yourself from online lottery cheating and fake messages
Smart Habits	Protection from 'Work from Home' scams
	Protection from social media blackmailing
	Awareness of consequences of downloading unknown Email attachments and safety tips
	Securing Debit/Credit card physically
	Awareness about the legal consequences of displaying and distributing pirated music/videos
	Protecting data in case of loss or theft of computer/laptop
	Steps to follow whenever Mobile is stolen/lost
	Using safety tips for using public Wi- Fi networks
	Securing Aadhaar card data
	Awareness about the hazards of playing online mobile games
	Avoid peeping while using passwords and PINs
	Using the safety tips while taking selfies
	Awareness about legal consequences about data tampering
	Awareness about the hazards of using mobile while walking or driving a vehicle on road
	Awareness about the legal aspects of offence like internet and drug trafficking
	Protect yourself while travelling by a hired car
	Identifying and protecting from fraud calls regarding online lucky draw
AI Tools	Vectra AI
	Anomali
	Microsoft Security Copilot
	CyberChef
	1Password
	CrowdStrike Falcon
	Lookout
	Wireshark

Google Tools Skills:

Topics	Sub-Topics
Google Tools	Google Search
	Google Lens
	Google Assistant
	Google Maps
	Google Photos
	Google Keep
	Google Chat
	Google Drive
	Google Tasks
	Google Forms
	Google Meet
	Google Pay
AI Tools	Google Assistant/Google Gemini
	Google AI Essentials
	Google Vids
	Google Smart Compose
	Google Help Me Write

Netiquettes:

Topics	Sub-Topics
Netiquettes	Netiquettes
	Email etiquettes
	Online forms and their risks
	Be vigilant while using online classifieds
	Rules of Net-etiquettes
	Sharing is caring, but not on Internet
	Deactivate unused accounts
	Safe online recharge
	Risks in Online registration
	Validate before sharing online
	If you copy-paste, first know about copyrights
	Importance of strong password
	Sharing photos online
	Safe Downloading
	Stay safe on social networking sites
	Surf smarter
	Digital signatures
	Be safe while posting your resume online
	Trusted websites

	Cyber Hacking
	Cyber Mischief
	Cyber Stalking
	Cheating by personation
	Cyber Identity Fraud
	Some safe e-commerce tips
	Keep your software/apps updated
	Be vigilant while using online classifieds
	Just because it's free, it doesn't mean it's safe
Smart Habits	Encrypt files to protect data
	Online gaming is not always fun!
	Keep your account information for yourself
	Use antivirus protection before you go online
	Protect yourself from cyber bullying
	Stay safe while booking tickets online
	Create back-up copies for your important stuff
	Sharing is caring, but not on the Internet
	Unsecure wireless connections
	Peer to peer sharing
	Keep your data private online
	Surf smarter
	Don't leave copies of your printed pages in a common printer
	Use emoticons in your post
	Don't Type in ALL CAPS
	Read the email before you send
	Risks associated with social bookmarking
	Unsecured wireless connections
	Do not attach unnecessary files
	Don't reply a private message on "reply all"

Ergonomics:

Topic	Sub-Topic
Correct Sitting Postures while using computer	Importance of ideal posture while using computer
	Some neck exercises for stress relief
	Ideal neck Posture
	Shoulder exercises for computer users
	Leg exercises
	Stretch your legs
	Why use an ergonomic chair?
	Use ergonomic table
	Ergonomic keyboard drawer
	Avoid the Lower Back Pain
	Prevent musculoskeletal disorders

	Exercises for your back
	Prevent ergonomic injuries in children
Using Mouse and Keyboard Correctly	Correct use of keyboard and posture
	Ergonomic keyboards
	Tips to use the keyboard
	Use Mouse Ergonomically
	What is an ergonomic mouse?
Taking Care of Eyes	Eyes vis-a-vis your computer screen
	Adjust the display's brightness
	Check and optimize the display settings
	Rule of 20-20-20"
	Prevent computer vision syndrome
	Blink your eyes
	Soothe your eyes
Taking Care of Ears	Proper lighting around computer workstation
	Avoiding high audio volume
	Helpful tips: Reading from your computer screen
Taking Care of Hands and Fingers	Using ergonomic headphones
	Exercises your hands and fingers
	Ouch! That wrist hurts!
Forming good Habits	Flex those fingers
	Break the harmful habits
	Adjust your workstation for comfort
	Check the position of your monitor
	Don't keep those legs dangling
	Correct laptop posture
	Exercises at your desk
	Avoid eating at your desk
	Breathing exercises
	Keep away from the noise
	Taking care while working at AC workplaces

Go Green:

Topic	Sub-Topic
Saving Energy	Importance of shutting down and logging off a computer
	Turn off your monitor
	Did you correctly shutdown your computer?
	Hibernate, lock or shut down?
	Screensavers are not energy savers, shun them
	Use apps to save time and fuel
	Use Google Maps to save fuel and time
	Save fuel, go green
	Tips on green computing

	Use shared drive storages instead of email attachments
	Analyze your computer's energy usage
	Use effective power management
	When multitasking, close the unused apps
	Organize files and folders: Saves energy
	Use energy saving technology
	Buy computers that come with a Star rating
	Buy only energy efficient products
	Upgrade to a flat panel LCD monitor
	Adjust the brightness on your monitor
	Remember to turn-off the Bluetooth and Wi-Fi
	Turn off the peripherals
	Verify if your computer's power supply is 80 plus Certified
	Extend the life of your computer
Paperless Working	Save paper, use the Notepad app
	Send e-invites and save paper
	Reduce your carbon footprints
	Share online and reduce paper waste
	Save paper, use both sides of paper
	Use paperless communication
	Use online services wherever possible
	Think before you take a printout
	Reduce paper margins to decrease paper consumption
	Use soft copies of textbooks whenever possible
	Use digital copies over hard copies
	Opt for e-bills and e-bank statements to save environment
	Use printer rationally, opt for eFax
	Replace colored prints with black and white
Saving Resources	Use Google Calendar to work effectively
	Create shortcuts, not copies
	Avoid unnecessary digital storage and email attachments
	Delete unused files from the hard drive
	Archive large email folders
	Avoid non-productive message and mail forwards
	Use zip files and PDFs
	Video conference to save time and resources
	Download only the apps and programs you need
Recycling	Recycle your old computer
	Separate your e-waste and techno trash
	Reuse ink cartridges

New Generation AI Tools covered across all 12 Pillars:

Topics	Sub-Topics
AI Tools	ChatGPT
	Meta AI
	DALL-E
	Leonardo AI
	Google Assistant/Google Gemini
	Otter.ai
	IFFFT- Task Automation
	Digital Wellbeing - Google
	Google Fit
	Microsoft Co-Pilot
	Bhashini
	Quillbot
	Todoist
	Notion
	Habitica
	Suno AI
	MS PowerPoint Designer
	MS-Excel Data Analysis
	MS PowerPoint Presentation Creation
	Google Chrome - Help Me Write
	MS-Outlook - Email Drafting through AI
	Google Slide - Smart Compose
	eNAM
	GramCover
	Gram Swaraj
	Unified Farmer Service Interface (UFSI) - AgriStack
	Umang
	Research Rabbit
	Iris.ai
	Freepik
	HeyGen AI
	Claude AI
	Gradescope
	Mendeley
	Wolfram Alpha
	Brainly
	Google Bolo (Read Along)
	Unstuckstudy ai
	Coconote ai
	Google Colab
	Amazon CodeWhisperer
	Slidesgo

Gradescope
Brainly
Mendeley
Wolfram Alpha
Google Bolo (Read Along)
Photomath
Socratic by Google
Unstuckstudy ai
Coconote ai
Microsoft Math Solver
Perplexity AI
Quizizz
Google Colab
Amazon CodeWhisperer
Mimo
Tynker
Grasshopper
W3Schools
PyCharm Edu
Pictory
Hootsuite
Socialbee
Heygen AI
Veed.io
Canva
Synthesia
Pexels (AI-powered Search)
Lumen5
Lately.ai
Vectra AI
Anomali
Microsoft Security Copilot
CyberChef
1Password
CrowdStrike Falcon
Lookout
Wireshark
Google Assistant/Google Gemini
Google AI Essentials
Google Vids
Google Smart Compose
Google Help Me Write
Replika

	Stretchly
	PostureMinder
	EyeLeo
	Ecosia
	Earth Hero
	Ecowrap
	AutoWater
	Crystal