



**Teerthanker Mahaveer University,
Moradabad**

Faculty of Education

Present

Value Added Course

Digital Literacy

Duration - 20 Hours


**Principal
Faculty of Education
TMU, Moradabad**

DIGITAL LITERACY

Course Code: VACE103

Contact Hours: 20

Course Outcomes:

MODULE I:

Recognize the basic components of computers and terminology; Understand data, information and file management;

MODULE II:

Acquire confidence in using computer techniques available to users;

MODULE III:

Create documents using Word processor, Spreadsheet & Presentation Software; Understand computer networks, Internet;

MODULE IV:

Develop digital literacy skills that will enable them to function as discerning students in an Increasingly digital society.

MODULE V:

Computer to improve existing skills and learn new skills.

Course Outline:

1. **Microsoft Word-** Word Processing Basics: opening and closing of documents, Formation of text, Table Handling, Keyboard Shortcuts, Mail Merge, Printing of Word document, Insert video and image.
2. **Microsoft Excel-** Basics of Spreadsheet, Manipulation of cells, Formulas and function, Editing of the spreadsheet, Data Analysis tools.
3. **Introduction of Spread Sheet-** Basics of Presentation software, Creating presentation, Presentation of slides, Slide show, Animation-Custom animation, and Slide effects, inserting audio and video in slides, Taking Printout of Presentation.
4. **Google drive-** Google drive>Create Google documents, work with Google Sheets, Google slides, Create Google forms, and Generate e-certificates.
5. **Introduction to Internet-** Concept of the Internet, Connecting to internet, Creating E-mail if, Sending and Receiving e-mail, accessing sent e-mails, Using e-mail, document collaboration instance messages, upload content on youtube.

General Guidelines for students:

1. The students are advised to read the guidelines very carefully before proceeding.
2. The courses are open to all the students of Undergraduate Courses at the university.
3. The interested students are free to register for the Course.
4. Interested students are required to fill out the registration form and the admission for a course will be done on a first come first serve basis.
5. At the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
6. The students will not be eligible for a certificate if the attendance in the opted course is less than 75%.

References:

- <https://library.ku.ac.ke/wp-content/downloads/2011/08/Bookboon/Office-programs/microsoft-office-word.pdf>
- <https://www.gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf>
- <https://ncert.nic.in/textbook/pdf/lca102.pdf>
- <https://www.customguide.com/cheat-sheet/google-drive-quick-reference.pdf>
- <https://edu.gcfglobal.org/en/internetbasics/what-is-the-internet/1/>