MS-CIT Daywise Breakup for 3 Months

Week 1	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Activities	I can start a computer I can log off and hibernate a laptop Go Green : Shut down and / or logoff I can connect a headset Use of Tablets Ergonomics : Ideal posture while using computer Know More Activities	I can use a Mouse and all its techniques Go Green : Hibernate, lock or shut down? I can use MS Paint Know More Activities	I can interact with computer Ergonomics : Avoid high audio volumes Know More Activities	I can use keyboard to enter data Go Green : Turn off your monitor I can use Notepad text editor Know about QWERTY Ergonomics : Correct use of keyboard and posture Know More Activities	I can use the Internet to improve my educational knowledge Go Green : Save paper, use the Notepad app I can search for information using Internet Ergonomics : Eyes vis-a-vis your computer screen Know More Activities	Get familiar with Internet Explorer History of Google Search Engine I can download images to set as wallpapers Go Green : Save fuel, go green Know More Activities

Week 2	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
Activities	I can personalize my desktop Ergonomics : Using mouse ergonomically! Netiquettes : If you copy paste, first know about copyrights Know More Activities	I can work with windows effectively Go Green : Shun that screensaver I can work with multiple programs at a time Know More Activities	I can organize my files and folders Ergonomics : Some neck exercises for stress relief Know More Activities	I can search information on Wikipedia Go Green : Use apps to save time and fuel I can aware about my surroundings Types of Computer Systems Ergonomics : Correct laptop posture Know More Activities	Components of a Computer System Know about Information System Know about Working of Computer Netiquettes : Online forms and its risks I can search for any location using Google Maps Know More Activities	I can create and operate an Email account Go Green : Send e-invites and save paper I can send an email with attachment Ergonomics :Helpful tips: Reading from your computer screen Know More Activities

Week 3	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
Activities	I can move important mails from spam folder Netiquettes : Email etiquettes I can reset my account password. Go Green : Did you correctly shut-down your computer? I can create animations using Scratch Ergonomics : Prevent musculoskeletal disorders Scratch Introduction Netiquettes : Importance of strong passwords Know More Activities	I can create a Letter/Notice/Recipe/Essay using Word Processor Go Green : Tips on green computing I can operate my PC in my regional language Use Internet to type text in your regional language Ergonomics : Shoulder exercises for computer users Know More Activities	I can create Greeting /Bookmark/Gift Label/Wedding Card Go Green : Share online and reduce paper waste Ergonomics : Ergonomic keyboards Know More Activities	I can create animated greeting card using Scratch Go Green : Save paper, use both sides of paper Ergonomics : Don't keep those legs dangling Know More Activities	I can create Resume/Project Report/Brochure/User Manual Go Green : Use paperless communication I can do proofreading of a document Ergonomics : Adjust the display's brightness Know More Activities	I can design a Letter Head / Visiting Card /Forms I can create my Bio-data Go Green : Reduce your digital and carbon footprints Ergonomics : Exercises your hands and fingers Know More Activities

Week 4	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24
Activities	I can send Invitation/ Invoice/ Envelope/Newsletter I can include my Digital Signature into the document. **Go Green : Use shared drive storages instead of email attachments** Compare two versions of a document simultaneously **Ergonomics : Prevent computer vision syndrome** **Know More Activities**	I can create Advertisement/Checklist/Brochure/ Blog Post **Go Green : Analyse your computer's energy usage** **Ergonomics : Flex those fingers** **Netiquettes : Be vigilant while using online classifieds** I can design forms by inserting ActiveX controls **Know More Activities**	Fun with Internet **Go Green : Use effective power management** **Ergonomics : Prevent ergonomic injuries in children** **Netiquettes : Online gaming is not always fun!** I can add websites in favorite folder **Go Green : Create shortcuts, not copies** I can make a voice chat using Gtalk **Know More Activities**	I can interact with people using social media **Netiquettes : Stay safe on social networking sites** Play games online **Go Green : When multitasking, close the unused apps** **Netiquettes : Protect yourself from cyber bullying** Google Apps **Go Green : Use Google Calendar to work effectively** **Know More Activities**	I can create a To-do list/Agenda/ Timetable/Address Book **Go Green : Think before you take a printout** I can use rupees symbol in my spreadsheet table **Ergonomics : Ergonomic keyboard drawer** **Know More Activities**	I can backup and recover my files and folders Creating Event Expenses/Exam Record/Budget/Loan Calculator **Go Green : Organize files and folders: Saves energy** **Ergonomics : Rule of 20-20-20"** **Know More Activities**

Month 2   **Month 2**

Week 5	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30
Activities	I can create Timesheet/Reports/Question bank/Student Database **Go Green : Avoid unnecessary digital storage and email attachments** **Ergonomics : Use ergonomic table** **Know More Activities**	I can configure Microsoft Outlook I can send newsletter as an attachment **Go Green : Delete unused files from the hard drive** **Know More Activities**	I can send newsletter as an attachment **Ergonomics : Blink your eyes** I can include Signature in my outgoing mails **Know More Activities**	I can manage my Appointments/Meeting Minutes/Checklist/Donors Database **Know More Activities**	I can use Outlook to manage my email communications I can use Outlook to create an Address Book I can use Outlook to organize my Mailbox **Go Green : Archive large email folders** **Know More Activities**	I can schedule meets using Outlook's Planner I can use Outlook Calendar to schedule Appointments **Ergonomics : Soothe your eyes** **Netiquettes : What's phishing?** **Know More Activities**

Week 6	Day 31	Day 32	Day 33	Day 34	Day 35	Day 36
Activities	I can use Outlook to track the progress of items in my Task List I can create a Greeting Card/Certificate/Wedding Card/Gift Voucher **Go Green : Use energy saving technology** **Ergonomics : Soothe your eyes** **Know More Activities**	I can create Company Profile/Training Presentation/Business Presentation I can create a Products and Service Catalogue **Go Green : Screensavers are not energy savers, shun them** I can convert and edit image files **Ergonomics : Proper lighting around computer workstation** **Know More Activities**	I can create digital photo album I can create Digital Photo Album/Slambook/Portfolio/Family Tree **Go Green : Buy computers that come with a Star rating** **Know More Activities**	I can record voice by using Sound Recorder I can share photo album on SlideShare/Picasa **Ergonomics : Avoid eating at your desk** **Netiquettes : Sharing photos online** **Know More Activities**	I can create a Schedule/Stickers/Magazine cover/Poster **Go Green : Reduce paper margins to decrease paper consumption** I can record my presentations using CamStudio **Ergonomics : Exercises for your back** **Know More Activities**	I can use Stellarium to view realistic sky in 3D **Go Green : Use soft copies of textbooks whenever possible** I can open a net banking account I can book tickets online **Go Green : Use digital copies over hard copies** **Ergonomics : Some neck exercises** **Netiquettes : Encrypt files to protect data** **Know More Activities**

Week 7	Day 37	Day 38	Day 39	Day 40	Day 41	Day 42
Activities	I can listen to music on my computer I can listen music, watch videos and share online **Go Green : Separate your e-waste and techno trash** **Ergonomics : Ideal neck posture** **Netiquettes : Stay safe while booking tickets online** **Know More Activities**	I can shop online with flipkart **Go Green : Reuse ink cartridges** I can join my hobby group online **Netiquettes : Some safe e-commerce tips** **Know More Activities**	I can build my network for professional upgradation About Storage **Go Green : Avoid non-productive message and mail forwards** I can promote my creative work using mobile apps **Ergonomics : Some more exercises for your shoulders** **Netiquettes : Rules of net etiquette** **Know More Activities**	I can share my favorite songs with others **Go Green : Remember to turn-off the Bluetooth and Wi-Fi** **Know More Activities**	I can take a backup of my mobile data **Ergonomics : Side effects of AC workstations** **Netiquettes : Safe downloading** I can upload my resume on a job portal **Go Green : Turn off the peripherals** **Know More Activities**	I can apply for suitable jobs online **Ergonomics : What is an ergonomic mouse?** **Netiquettes : Be safe while posting your resume online** I can organize Video Workshop **Go Green : Video conference to save time and resources** **Know More Activities**

Week 8	Day 43	Day 44	Day 45	Day 46	Day 47	Day 48
Activities	I can record and edit audio files using Audacity **Ergonomics : Some more finger exercises** **Go Green : Use zip files and PDFs** I can write a CD using Windows 7 **Know More Activities**	I can apply for PAN Card/Passport /Aadhar Card online I can scan and store photos on my computer **Ergonomics : Check the display settings** **Netiquettes : Sharing is caring, but not on Internet** **Know More Activities**	I can connect my mobile to my computer I can scan QR code to view text or videos **Go Green : Upgrade to a flat panel LCD monitor** I can transfer data between computer and other devices **Know More Activities**	I can transfer data between computer and other devices **Ergonomics : Time to do some back stretching** I can zip and unzip files to optimize the size **Go Green : Adjust the brightness on your monitor** **Know More Activities**	I can organize my photos and share it with others **Netiquettes : Peer to peer sharing** I can pay electricity bill online I can configure and activate internet connection I can check my internet speed **Know More Activities**	I can pay electricity bill online **Go Green : Opt for e-bills and e-bank statements to save environment** I can make a simple electrical circuit using Scratch **Netiquettes : Unsecure wireless connections** **Ergonomics : Keep away from the noise** **Know More Activities**

Month 3   Month 3

Week 9	Day 49	Day 50	Day 51	Day 52	Day 53	Day 54
Activities	I can connect my computer to a projector **Go Green : Verify if your computer's power supply is 80 plus Certified** I can change the display settings of the screen I can enhance the performance of my computer **Ergonomics : Optimizing display settings** **Know More Activities**	I can send and receive eFax **Ergonomics : Check the position of your monitor** **Netiquettes : Validate before sharing online** I can send short messages to mobile using internet **Know More Activities**	**Go Green : Download only the apps and programs you need** I can save images/ videos/web pages into my pocket **Ergonomics : Tips to use the keyboard** I can pay mobile / electricity / telephone bill **Know More Activities**	I can buy the best computer by comparing prices **Go Green : Extend the life of your computer** I can pay service tax online I can book gas refill online I can book movie tickets online **Know More Activities**	**Netiquettes : Risks associated with social bookmarking** **Ergonomics : Adjust your workstation for comforted with social bookmarking** **Know More Activities**	I can accomplish my certification online I can attend webinars **Go Green : Use cloud storage to save resources** I can download eBook **Know More Activities**

Week 10	Day 55	Day 56	Day 57	Day 58	Day 59	Day 60
Activities	**I can find information to complete my course projects** **Ergonomics : Reminder to check your posture** **Netiquettes : Surf smarter** **Know More Activities**	**I can use JustDial to find an online tutor** **I Understand How Databases Work** **Go Green : Opt for digital newsletters** **Know More Activities**	**I can plan and design a database** **I can enter information in a database** **Ergonomics : Adjust the temperature** **Netiquettes : Risks in Online registration** **Know More Activities**	**I can make changes to my database structure** **I can find the data I want and arrange it in the way I need it** **Go Green : Use online services wherever possible** **Know More Activities**	**I can ensure that data is consistent and nothing gets deleted by mistake** **Know More Activities**	**I can design forms to enter data easily and effectively** **Ergonomics : Being successful!** **Know More Activities**

Week 11	Day 61	Day 62	Day 63	Day 64	Day 65	Day 66
Activities	**I can create queries and produce reports by applying various criteria** **I can import or export data between Access and other applications** **Know More Activities**	**I can maintain confidentiality of my data** **Know More Activities**	**Take a Challenges**	**Take a Challenges**	**Take a Bigger Challenges**	**Take a Bigger Challenges**