

ASHRAYA Project Terra Firma
Computer Club
2018-19

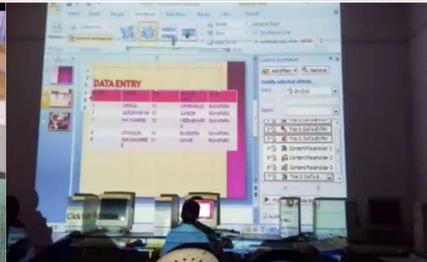
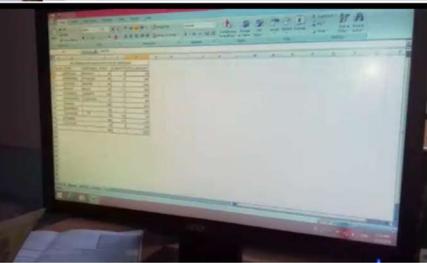
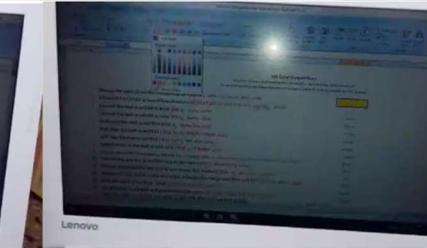
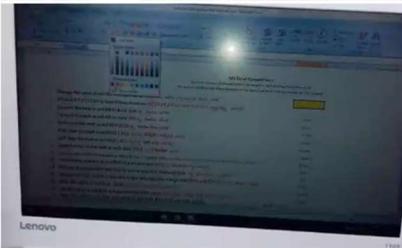
We started the computer club program as a pilot in 2017-18 in three schools using our Project Coordinator, Mr. Ravi Shankar part-time as the computer teacher. The schools in which we piloted the program all had computers donated by other institutions such as Aziz Premji Foundation but the computers were not being used actively by the students. As we usually do with our programs, our goal to leverage the existing infrastructure and run activity based program to teach computer skills. We put together a detailed syllabus and curriculum material for all modules. Please see Appendix 1 for the detailed syllabus. The was built around the following modules: Parts of a Computer, MS Windows & File System, MS Word, MS Excel, MS PowerPoint, MS Paint, MS Outlook & Email, Internet Browsing & Search. We found very good success with the program and decided to expand the program to schools this year. We also hired a full-time computer teacher, Ms. Vishalakshi to run the program. Since one of the schools had only two computers (we needed at least four computers to run a program in a given school), we purchased two desktops to augment the computer resources at this school. Further, we realized that power availability was erratic in all these schools, which hindered program continuity. To avoid this, we purchased three laptops that our computer teacher carried with her everyday so that our programs could run even when there was no power. We also use a portable slide projector for the teacher to project the screen onto the wall so that all students can follow her tutorials. The following are the main characteristics of the computer program:

1. Run the Computer Club in **6 schools**
2. Select the top 20 students in each school based on their computer skills
3. **Conduct Computer Club sessions in each of 6 assigned schools at least once a week from June to March of each school year**; as per detailed program schedule assigned by the President
4. Teach students experiments in the following modules: **Parts of a Computer, MS Windows & File System, MS Word, MS Excel, MS PowerPoint, MS Paint, MS Outlook & Email, Internet Browsing & Search,** and explain the scientific principles behind the experiments
5. Facilitate students to do school project work on the computer
6. Conduct **computer projects** with students in groups of 4 – each group should conduct a minimum of 4 projects this year
7. **Conduct a minimum of 32 sessions per school during the school year**
8. Ensure that all students maintain a **detailed Computer Club report that is updated every week**
9. Conduct a **computer exam** for all 120 students (across all 6 schools) at the end of the year and provide a certificate to all students along with grades (A, B, C, D and E)
10. Conduct a computer project fair at the end of the year in which the top selected projects will be given awards

To date, we have completed the following modules this year: Parts of a Computer (1 class), MS Windows & File System (1 class), MS Paint (1 class), MS Word (5 classes), MS Excel (5 classes). We are currently teaching the MS Power Point module. At the end of the MS Word and MS Excel modules, we conducted practical exams in which all students had to follow instructions provided in real time on the computer (See Appendices 2 and 3). In the mid-year competitions that we conducted in Gundal Dam on Dec 4 2018, the top 12 students from the 6 schools participated in live competitions related to MS Word and MS Excel. Provided below are some photos from the program.



Roll No.	MATHS	SCI	SOC	TOTAL	Avg	MARK	RESULT	GRADE
81	82	85	84					
82	82	84	84					
83	82	83	84					
84	82	82	84					
85	87	88	79					



Appendix 1: Computer Program Syllabus

Module	Sub Module	Need to Know
1. Introduction to Computer	1.1 What is a Computer?	1. Characteristics of Computers
		2. Basic Applications of Computer
	1.2 Components of Computer System	1. Central Processing Unit (CPU)
		2. Monitor, Keyboard and Mouse
		3. Other Input / Output Devices
	4. Computer Memory	
	5. Concepts of Hardware and Software	
2. Introduction to Windows	2.1 What is an Operating System and Basics of Windows	
	2.2 The User Interface	1. Using Mouse and Moving Icons on the screen
		2. My Computer Icon
		3. The Recycle Bin
		4. Status Bar, Start & Menu Selection
		5. Running an Application
		6. Windows Explorer Viewing of File, Folders and Directories
		7. Creating and Renaming of files and folders
		8. Opening and closing of different Windows and Directories
	2.3 Windows Setting	1. Control Panels
		2. Wall Paper and Screen Savers
		3. Setting the Date and Sound
4. Using Help		
2.4 Advanced Windows	1. Using Right Button of the Mouse	
	2. Creating Short Cuts	
	3. Knowing All Main Applications under Start Menu	
	4. Notepad	
	5. Window Accessories	
4. Elements of Word Processing	4.1 Word Processing Basic	1. An Introduction to MS Word
		2. Opening MS Word
		3. The Menu Bar
		4. Using Help
		5. Using the Icons below Menu Bar
	4.2 Opening Documents and Closing documents	1. Opening Documents
		2. Save and Save AS
		3. Page Setup
		4. Printing of Documents
		5. Display/Hiding of Paragraph Marks and Inter Word Space
	1. Enter a Title	

	4.3 Typing a Document	2. Type 3 Paragraphs of a Story
	4.4 Moving Around in a Document	1. Scrolling the Document 2. Scrolling by Line/Paragraph 3. Fast Scrolling and Moving Pages
	4.5 Text Creation and Manipulation	1. Paragraph and Tab Setting 2. Text Selection 3. Cut, Copy and Paste 4. Font and Size Selection 5. Bold ,Italic and Underline 6. Alignment of Text: Center, Left, Right and Justify
	4.6 Formatting the Text	1. Changing Font, Size and Color 2. Paragraph Indenting 3. Bullets and Numbering 4. Use of Tab and Tab Setting 5. Changing Case
	4.7 Handling Multiple Documents	1. Opening and Closing of Multiple Documents 2. Cut, Copy and Paste across Documents 3. Saving of Clipboards
	4.8 Table Manipulation	1. Concept of Table: Rows, Columns and Cells 2. Draw Table 3. Changing Cell Width and Height 4. Alignment of Text in Cell 5. Copy a Cell 6. Delete/Insert Rows and Columns 7. Borders for the Table
	4.9 Printing	1. Printing a Document 2. Print Preview 3. Changing Margins 4. Print a Selected Page
5. Spreadsheets	5.1 Elements of MS Excel	1. Application/Usage of MS Excel
		2. Opening of Spreadsheet
		3. Understanding the Menu Bar
		4. Creation of Cells and Addressing of Cells
		5. Cell Inputting
	5.2 Manipulation of Cells	1. Enter Texts, Numbers and Dates into Cells
		2. Creation of Tables
3. Cell Height and Widths		
		4. Copying of Cells
		1. Using Basic Functions

	5.3 Providing Formulas	<ul style="list-style-type: none"> 2. Sum Function 3. Average Function 4. Percentage Function 5. Other Basic Functions
	5.4 Spreadsheets for Small accountings	<ul style="list-style-type: none"> 1. Maintaining Invoices by Date 2. Totaling of Various Transactions 3. Creating Daily and Monthly Total Reports
6. Computer Communication and Internet	6.1 Basic of Computer networks	<ul style="list-style-type: none"> 1. LAN 2. WAN
	6.2 Internet	<ul style="list-style-type: none"> 1. Concept of Internet 2. Application of Internet
	6.3 Service on Internet	<ul style="list-style-type: none"> 1. WWW and Websites 2. Electronic Mails 3. Communication on Internet
	7.1 Web Browsing software	<ul style="list-style-type: none"> 1. Internet Explorer 2. Google Chrome
	7.2 Surfing the Internet	<ul style="list-style-type: none"> 1. Giving the URL Address 2. Search for Different Kinds of Information in Google 3. Moving Around in a Website 4. Saving Bookmarks of Important URLs 5. Buying Items from Amazon.Com 6. Printing or Saving Web Pages Offline 7. Downloading from the Internet
	7. WWW and Web Browsers	
8. Email	8.1 Basic of Electronic Mail	<ul style="list-style-type: none"> 1. What is an Electronic Mail 2. Email Addressing 3. Mailbox: Inbox and outbox
	8.2 Using Emails	<ul style="list-style-type: none"> 1. Viewing an Email 2. Sending an Email 3. Saving Mails 4. Sending same EMail to various Users
	8.3 Document Handling	<ul style="list-style-type: none"> 1. Sending Soft Copy as Attachment 2. Enclosures to Email 3. Sending a Portion of Document as Email
	9.1 Basics	<ul style="list-style-type: none"> 1. Difference between Presentation and Document 2. Using MS PowerPoint 3. Opening a Power Point Presentation 4. Using Wizard for creating a Presentation
	9.2 Creation of Presentation	<ul style="list-style-type: none"> 1. Title 2. Text Creation 3. Fonts and Sizes
	9. Making Small Presentations	

	4. Bullets and Indenting
	5. Moving to Next Slide
9.3 Preparation of Slides	1. Selection of Type of Slides
	2. Using Shapes and SmartArt
	3. Importing Text from Word Documents
	4. Importing Photos & Pictures
	5. Creating a Chart with Data
	6. Moving to Next Slide
	7. Using the Slide Manager
9.4 Providing Aesthetics	1. Slide Designs
	2. Background and Text colors
	3. Making your Own Slide Format
	4. Footnotes and Slide Numbering
	5. Slide Transitions
9.5 Presentation of the Slides	1. Using the Slide Show
	2. Printing the Slides and Handouts
	3. Slide Sorter
	4. Title Sorter

Appendix 2: MS Word Module Test

1. You should complete this exam in 45 minutes time
2. Create a new MS Word document titled "Arivina Aramane MS Word Test"
3. Write a title for the document "Students Exam Results"
4. Make the font of the title size 14 with Arial font type BOLD
5. Underline the title
6. Change color of the title to red
7. Leave a blank line under the title
8. Start the letter with the words "Dear Sir"
9. Make font of the above line size 12 with Times New Roman font type
10. Change color of above line to dark green
11. Leave a line under this line
12. Start a new paragraph and enter the following in the paragraph: "I would like to submit the results of the student exam conducted on Aug 2nd 2018. In total, 25 students participated in this exam. The exam had 10 questions and had a maximum score of 100. Given below are the key findings from the exam results."
13. Make sure that the paragraph is left indented.
14. Make font of the above paragraph size 11 with Book Antigua font type
15. Change color of above line to dark blue
16. Add the following bullet points under the paragraph (using numbers 1 to 5 for the bullets)
17. Let the first bullet point read "Maximum score was 85". Let the second bullet read "Minimum score was 25". Let the third bullet be "Average score was 45". Let the fourth bullet be "Out of 25 students, 12 were male and 13 female". Let the fifth bullet be "Out of the 15 students, 21 passed and 4 failed".
18. Indent the bullets by one tab
19. Change the font size of the bullets to 10 with Calibri font type
20. Change the bullet points to italics
21. Under the bullet points, leave a line
22. Insert a table with 4 columns and 26 rows
23. Let the first row of the table had the headers for each column. Let the header for column 1 be "Student Number". Let the header for the second student be "Name of Student". Let the header for the third column be "Gender". Let the header for the fourth column by "Student Score".
24. In the rows 2 to 26, enter some values under each header (you can decide what they should be). The values for the first column should go from 1 to 25. The values for the second column should be student names. The values for the third column should be either male or female. The values for the fourth column should be student scores with maximum of 85 and minimum of 25.
25. Let all table cells have borders
26. Color the first row (header row) grey
27. Bold the headers and make then font 10 with Calibri font type
28. Make the entire table font 10 with Calibri font type and color the text inside the table to red

29. Under the table, leave a blank line
30. Under the blank line, write the sentence "Please let me know if you have any questions about these scores". Use the same font for the sentence as you used for the first paragraph
31. Let this sentence be left indented
32. Under this sentence, leave another line
33. And then enter the words "Sincerely"
34. And then leave another line
35. And then write your name
36. Let your name be in BOLD and upper case with font 14 Arial font type
37. Add a border to the whole page
38. Change the margins of the page to 1.5,1.5,2.0 and 2.0
39. Add a footer to the page
40. Write the following in the footer: "School Exam Report Aug 2018"
41. Use font highlighter to highlight your name in yellow
42. Save the document and submit to the teacher

Appendix 3: MS Excel Test

In this section, you have create a table as per the instructions and then do the calculations as per the instructions.
 Follow each step one by one.
 You should create your table below the instructions in cells marked yellow.
 You should have column headers for each column.

This is a table of of all purchases made by Ms. Madhumati in the vegetable and fruit market										
In the first column, you should write the serial number for each item from 1 to 11										
In the second column, you should list the items she purchased - Brinjals, Potatoes, Onions, Beans, Carrots, Tomatoes, Apples, Bananas, Oranges, Grapes, Guavas										
In the third column, you should state whether the item is a fruit or a vegetable										
In the fourth column, you should enter the price per Kg of each item in Rupees: 30, 40, 80, 70, 100, 30, 200, 60, 80, 100, 50										
In the fifth column, you should enter the quantity in Kgs purchased of each item: 1, 4, 2, 1.5, 1, 2, 2, 3, 0.5, 2.5, 2										
In the sixth column, you should calculate the total amount equal to price x quantity										
At the bottom of the table, you should calculate the total amount in the sixth column; which is what she needs to pay the vendor										
Answer the following questions after you are done with the table and calculations:										
1) How much did she pay in total to the vendor (in Rupees)?										
2) Which item was the most expensive in price?										
3) Which item did he pay the most for?										
4) How much amount did she pay for fruits and how much for vegetables?										
5) Did she pay more for fruits or for vegetables?										