

REVENUE RESEARCH AND TRAINING INSTITUTE

e-training syllabus for R.T.S. (Prob.) (15 Days)

1.	<p style="text-align: center;"><u>Overview of Computer</u></p> <p>What is a Computer ?, Generations of Computers, Types of Computer Systems, Components of a Computer System, What is Keyboard Entering Data , Keyboard Shortcuts, How the Keyboard works, What is a Mouse, Using a Mouse, Types of Mice, Other Pointing Devices, Electronic Data and Instructions, Software, Memory, Microprocessor, Expansion Slots and Cards.</p>
2.	<p style="text-align: center;"><u>Operating System (Windows 7)</u></p> <p>Personalizing Windows7, Using applications: Start Button, Windows Media Player, Paint, Notepad, WordPad, and Calculator, Working on the Desktop, Using the Taskbar, Snipping Tool, Sticky Notes, Concepts of Operating System, Working With Windows, Windows Explorer, Customization, Windows Utilities, and Windows Networking.</p>
3.	<p style="text-align: center;"><u>Word Processing</u></p> <p>Overview of Word Processing, The User Interface, Creating a Simple Document, Navigating through a Document, The File Tab. The Home Tab: Introduction, The Clipboard Group, The Font Group, The Paragraph Group, The Styles Group, The Editing Group. The Insert Tab: Introduction, The Pages Group, The Tables Group, The Illustrations Group, The Links Group, The Header & Footer Group, The Text and Symbols Groups. The Page Layout Tab: Introduction, The Themes Group, The Page Setup Group, The Page Background Group, The Paragraph Group. The References Tab: Introduction, The Table of Contents Group, The Footnotes Group, The Captions Group. The Mailing Tab: Introduction, Using Mail, Merge, Creating Labels, Creating Envelopes. Review Tab: Introduction, The Proofing Group, Reviewing a Document.</p>
4.	<p style="text-align: center;"><u>Spreadsheet</u></p> <p><u>Getting Started:</u> Overview of Spreadsheet, The User Interface, Creating a New Workbook, Navigating and Editing a Worksheet, Working With Sheets, The File Tab. Home Tab: Introduction to Home Tab, The Clipboard Group, The Font Group, The Alignment Group, The Cells Group Using Formulas, Absolute and Multiple Sheet References, Using Functions, The Styles Group, The Editing and Number Groups. The Insert Tab: Introduction, The Tables Group, The Illustrations Group, The Charts Group, The Spark lines Group, The Text Group. Other Excel Tabs: The Page Layout Tab, The Data Tab.</p>

	Additional Excel Features: Security, Excel Extensions.
5.	<p style="text-align: center;"><u>Presentation Graphics</u></p> <p><u>Getting Started:</u> Overview of Presentation Graphics, The User Interface, Creating a Simple Presentation, Working With a Presentation, The File Tab. The Home Tab: Introduction, Clipboard Group, The Slides Group, The Font Group, The Paragraph Group, The Drawing Group, The Editing Group. The Insert Tab: Introduction, The Tables Group, The Images Group, The Illustrations Group, The Links Group, The Text and Symbols Group, The Media Group. The Design Tab: Introduction, Design Tab, Commands. The Transitions Tab, The Animations Tab, The Slide Show Tab, View.</p>
6.	<p style="text-align: center;"><u>Personal Information Manager</u></p> <p><u>Getting Started:</u> Outlook 2010 Overview, The User Interface Mail: Configuring an E-mail Account, Composing and Sending Mail, Receiving, Replying To and Forwarding Mail, Organizing Mail. Calendar: Appointments, Events and Meetings, Contacts, Tasks and Notes: Contacts, Tasks, And Notes Printing, Importing and Exporting: Printing Outlook Items, Importing and Exporting Items.</p>
7.	<p style="text-align: center;"><u>Database Management Systems</u></p> <p>Overview of Database: Database Concepts, Getting Started With Access 2010 Databases and Tables: Creating a Database, Creating a Table, Entering and Editing Data, Closing and Opening a Table and Database. Databases and Tables: Customizing and Inserting Fields, Finding and Replacing Data, Sorting Records, Previewing and Printing a Table. Creating Copies, Backups and Security: Copying a Database & Database Objects, Protecting the Database. Relationships: Table Relationships, Referential Integrity Using Forms: Creating a Form, Modifying Form Design, Queries and Reports: Using Queries, Creating Reports, Modifying Report Layout, Creating Reports from Queries.</p>
8.	<p style="text-align: center;"><u>Internet</u></p> <p>Overview of Internet, Getting Started, Navigating the Web, Finding Information on the Web, Internet Concepts, Unleashing the Power of Internet, Internet Case Studies (Sampark Portal, Apnakhata, eStamping portal etc.), Internet, Web and Electronic Commerce, Internet Explorer 7.0 OR Mozilla, email etc.</p>
9.	<p style="text-align: center;"><u>Making IT Work for you</u></p> <p>CD Writing, Virus Protection, Getting More from Your Computer, Understanding Terms and Technologies, New Technologies 3G/4G</p>

	Technology, Smart Phones and Devices, Latest Processor Technologies, Viewing Google Map, Scanning Document, Compression and Extraction of Files, Use of Digital Signature.
10.	<p style="text-align: center;"><u>Computerisation of Land Records</u></p> <p>About DILRMP & e-Dharti, Study of various modules of e-Dharti including reports like Khasra Girdawari, Dhaal Banch etc, Mutation Process, perenial Jamabandhi, Online Tehsil concept, Digitisation of Cadastral Maps, Land Records About Bhu-Naksha, Integration of textual and Spatial Data, Process of Online Tarmeem, Scanning, preservation of legacy records and their retrieval mechanism and Modren Record Room, Linkage and Verification process of Land Record & Registration Process.</p>
11.	<p style="text-align: center;"><u>Computerisation of Registration</u></p> <p>Registration Process, About Valuation details, legacy encumbrance data, scanning & preservation of old documents, e-Stamping, e-GRAS.</p>
12.	<p style="text-align: center;"><u>Survey & Re-survey System</u></p> <p>Survey & Re-survey process, Ground Control network, ground trusting process, Geo-referencing process, and About ETS and GPS & DGPS system including field study.</p>
13.	<p style="text-align: center;"><u>Legal Changes</u></p> <p>About various amendments in LR, Registration and Settlement Act, as per the need of DILRMP.</p>
14.	<p style="text-align: center;"><u>Digital Signatures</u></p> <p>About digital signatures, security and its usage in various e-governance applications.</p>
15.	<p style="text-align: center;"><u>Cashless</u></p>