

## OS-CIT Processfolio Session 1-50 Tasks List

### Session 1:

- Explain what all icons are available on your computer's desktop.
- Create a password for your computer
- Explain what is a trusted website
- Type a paragraph

### Session 2:

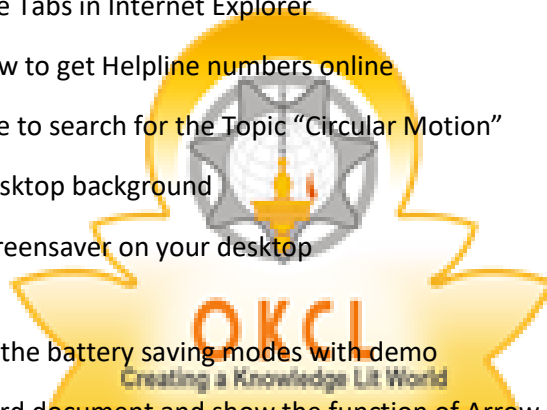
- Insert any shape in Paint application
- Draw a rounded rectangle shape in Paint application
- Draw using Brush tool in Paint application
- Set the Paint Image as desktop background
- Open three Tabs in Internet Explorer
- Explain how to get Helpline numbers online
- Use Google to search for the Topic "Circular Motion"
- Apply a desktop background
- Apply a screensaver on your desktop

### Session 3:

- Explain all the battery saving modes with demo
- Take a Word document and show the function of Arrow keys
- Take a Word document and show the function of Page up and down keys
- Open your own email account on gmail
- Compose and send a mail to your friend (if you already have an email account)
- Attach a photograph in a mail and send to your friend
- Explain how to find an Emergency helpline number on National portal
- Explain how to download an audio book
- Create and save a new Notepad file
- Enter text in a Notepad file and save it

### Session 4:

- Delete a file by sending it to recycle bin and then restore it.
- Explain where you can see your computer's name



- Demonstrate the functions of task bar
- Explain how to arrange windows side by side
- Copy a picture from Paint application and insert it in a Word file
- Explain how to download BHIM app from Google play Store
- Explain how to search for Synonyms & Antonyms of the “beautiful” from dictionary.com
- Explain how to increase and decrease the font size of text in a Word file
- Explain how to use Word Wrap in a Word file
- Explain how to make text bold or italics or underlined in a Word file
- Explain how to insert picture in a Word file

#### Session 5:

- Explain the features of Windows Action Center
- Explain how the Snipping tool is used
- Calculate  $234,908 + 34509 * (6540/2)$  in the Windows Calculator and show the result
- Perform an online recharge for your mobile or your friend’s mobile using PayTM/Mobikwik or any online recharge service
- Explain how to get the details of your/ your parents’ vehicle online
- Use Wikipedia to search for the topic “Carbon Footprint”
- Create a file, folder and library
- Copy a file from one folder to another
- Rename a folder/library



#### Session 6:

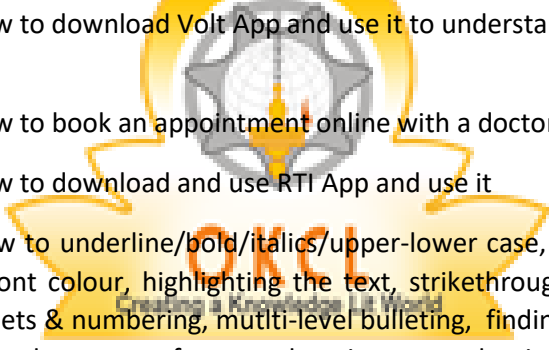
- Create & delete a shortcut on your desktop
- Explain how to change Date & Time Settings
- Explain how to pin and unpin an item to the Start Menu
- Explain how to pin/unpin an item to the Taskbar
- Explain how to write any mathematical formula in the Math Input panel
- Explain how to start Sticky Notes & write in it
- Explain how to recover forgotten password
- Explain how to check weather status in your area using Kisan Suvudha app

- Explain how watch a video on Youtube on the topic “Types of rock formation”
- Explain how to play a song on Windows Media Player

#### Session 7:

- Create your own resume in Word using Templates
- Search specific text in your file and replace it
- Explain the various Views in a Word file (reading view, print view, etc.)
- Explain how to Pin a recent document at the top
- Explain how to re-open a recently opened document
- Add a list of your favourite websites to the Favourites folder
- Open a website from your Favourites folder
- Explain how to make a simple greeting card in Word

#### Session 8:

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- Explain how to download Volt App and use it to understand the meaning of the word “Latent”
  - Explain how to book an appointment online with a doctor using <https://orf.gov.in>
  - Explain how to download and use RTI App and use it
  - Explain how to underline/bold/italics/upper-lower case, centre/left/right align text, changing font colour, highlighting the text, strikethrough, super & sub-script text, adding bullets & numbering, multi-level bulleting, finding & replacing text, applying styles, cut and paste text from one location to another in a Word document.
  - Explain how to cut and paste text from one location to another in a Word document.
  - Explain the various Paste options in a Word document.
  - Explain the function of Format Painter in a Word document.
  - Explain how to create Notice (insert Developer tab and insert date content control/ insert Text content control/add picture to Notice background)

#### Session 9:

- Explain how to Insert tables in a Word document and (split cells/merge cells/shift cells/changing design of the table/convert text to table, table to text)
- Explain how to Insert clip art/smart art/screenshots/charts- how to apply artistic effects & crop a photo.
- Explain how to Insert hyperlinks & remove them, how to insert bookmarks & remove them.

- Explain how to Insert header/footer/ page number.
- Explain how to Insert text box and format it, how to use Drop Cap, how to insert symbols.
- Explain how to download Aadhar card.
- Explain how to compare deals on Flipkart/Amazon/e-Bay.
- Explain how to use Google Keep.
- Explain how to create business card using Level 1 and/or 2 and/or 3.

#### Session 10:

- Explain how to apply a theme to a Word document.
- Explain how to set size of page/ margin/orientation/page breaks/create & delete page sections.
- Explain how to set a watermark/set page borders.
- Explain how to set left & right indentation on paragraphs in a Word document.
- Explain the User Interface of PayTM, how to register and how to do online recharge.
- Explain how to verify and update Adhar details online.
- Explain how to use [www.ego4u.com](http://www.ego4u.com) and take tests on English.
- Explain how to design an Award certificate using Level 1 and/or Level 2.

#### Session 11:

- Explain how to insert Table of Contents in a Word document
- Explain how to insert Footnote/Endnote and then delete it in a Word document
- Explain how to insert Captions/Cross references in a Word document
- Explain how to pay online Electricity Bill using [www.odishaonline.gov.in](http://www.odishaonline.gov.in)
- Explain how to set an event/reminder on Google calendar
- Explain how to design a Book Cover using Level 1 and/or Level 2 and/or Level 3

#### Session 12:

- Explain how to perform Spelling & Grammar check in a Word document
- Explain how to specify settings while performing Spelling & Grammar check in a Word document
- Explain how to use Research/Thesaurus/Translation icons in a Word document
- Explain how to add & delete a comment in a Word document
- Explain how to track changes in a Word document & how to accept/reject those changes

- Explain how to Compare/Combine two versions of a Word document.
- Explain how to pay telephone bill online using PayTM.
- Explain how to use Google docs to share notes, etc.
- Explain how to design an Advertisement using Level 1 and/or Level 2

#### Session 13:

- Explain the various document views in a Word document
- Explain the various show group features in a Word document
- Explain how to apply for passport online on [passportindia.gov.in](http://passportindia.gov.in)
- Explain how to watch a video on TED talks website
- Explain how to design a Letterhead Level 1 and/or Level 2 and/or Level3

#### Session 14:

- Explain how to add a language and specify a keyboard in Windows control panel
- Explain how to use ShareIt app
- Explain how to track the status of your passport application online on [passportindia.gov.in](http://passportindia.gov.in)
- Explain how to conduct Live Discussion on Facebook
- Explain how to respond to comments on Live Discussion on Facebook
- Explain how to design a CD case using Level 1 and/or Level 2



#### Session 15:

- Explain how to perform Mail Merge in a Word document
- Explain how to create Labels through Mail merge wizard
- Explain how to create Envelopes through Mail merge wizard
- Explain how to ask & answer queries on Quora.com
- Explain how to use CamScanner app
- Explain how to apply for Atal Pension Yojana
- Explain how to create Envelopes using Level 1 and/or Level 2 and/or Level 3

#### Session 16:

- Explain the various Pointer shapes in a Word document

- Explain how to set the Autocorrect features
- Explain how to replace text while typing
- Explain how to insert Quick parts
- Explain how to Print & Save web pages
- Explain how to apply for Pradhanmantri Suraksha Bima Yojana
- Explain how to use Duolingo app
- Explain how to create Invitation Letter using Level 1 and/or Level 2 and/or Level 3 and/or Level 4 and/or Level 5

#### Session 17:

- Explain how to save your file in PDF format
- Explain how to use Truecaller app
- Explain how to join MooCs
- Explain how to apply for Pradhanmantri Jeevan Jyoti Bima Yojana
- Explain how to create Flyer using Level 1 and/or Level 2 and/or Level 3

#### Session 18:

- Explain how to open the developer tab in Word and insert a date picker control/text control/drop down list control/picture control in a Word document
- Explain how to copy a form and use it
- Explain how to use templates in a Word document
- Explain how to create & remove password for a Word document
- Explain how to use LinkedIn.com to search for jobs/add connections
- Explain how to use Digilocker
- Explain how to join online courses on Coursera/Edx
- Explain how to create Resume using Level 1 and/or Level 2 and/or Level 3 and/or Level 4
- Explain how to create Invoice using Level 1 and/or Level 2

#### Session 19:

Recap Session

#### Session 20:

- Explain the User Interface of Excel 2010
- Explain how open new workbook, using templates, entering data & headings

- Explain how to insert/delete/rename/move/copy a worksheet
- Explain the keyboard shortcuts in workbook
- Explain how to print a worksheet specifying the printing settings
- Explain how to book movie tickets online
- Explain how to Use Google drive to store & share files
- Explain how to join a course on NPTEL,/ how to search for a video on Khan Academy
- Explain how to create To-Do List using Level 1 and/or Level 2 and/or Level 3

#### Session 21:

- Explain how to cut, copy, paste text on Excel 2010, how to apply conditional formatting on Excel 2010.
- Explain how to enter, format (bold/italic/underline/increase/decrease font) text in Excel 2010
- Explain how to align text left/right/centre, how to align text top/bottom/middle, how to increase/decrease indent, how to use merge center, how to wrap text in Excel 2010.
- Explain how to insert multiple columns, insert, shift, format cells in Excel 2010, how to filter data in Excel.
- Explain how to use SUM, Autofill, Autocalculate, IF, nested IF, COUNTIF, DATE, MAX, LEN, SUMIF, Vlookup, Hlookup, Lower, Upper, Proper in Excel 2010.
- Explain how to book OLA cabs online
- Explain how to apply for Voter ID card on nvsp.in and/or how to search for your name in the Voter's list.
- Explain how to use Mindmap tool on Bubbl.us
- Explain how to create Agenda using Level 1 and/or Level 2

#### Session 22:

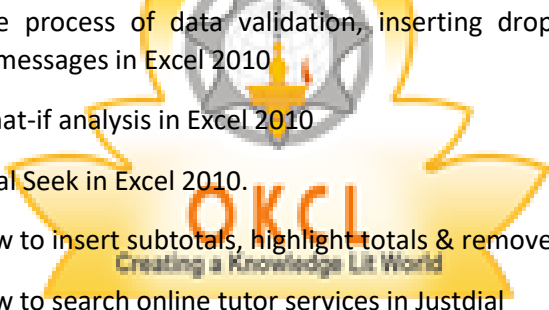
- Explain how to create & use a basic pivot table on Excel 2010.
- Explain how to insert & use slicer in Excel 2010
- Explain how to insert & enhance pictures in Excel 2010.
- Explain how to insert chart, add chart style, move chart, add chart background color, label data in Excel.
- Explain the different types of sparklines in Excel 2010.
- Explain how to insert text box, headers and footers in Excel 2010.

- Explain how to use GPS Route Finder app to track visited locations
- Explain how to apply for Learner Licence on parivahan.gov.in and/or how to book appointment for Learner Licence test
- Explain how to find information about any country on knoema.com/atlas
- Explain how to create Budget Sheet using Level 1 and/or Level 2

#### Session 23:

- Explain how to create & use themes in Excel 2010
- Explain how to set margins, orientation, page background, print titles in Excel 2010
- Explain how to use Scale to Fit options in Excel 2010.
- Explain how to read newspaper online
- Explain how to learn about stars on stars.chromeexperiments.com
- Explain how to create Simple Database using Level 1 and/or Level 2 and/or Level 3

#### Session 24:

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- Explain the process of data validation, inserting drop down list, inserting data validation messages in Excel 2010
  - Explain What-if analysis in Excel 2010
  - Explain Goal Seek in Excel 2010.
  - Explain how to insert subtotals, highlight totals & remove subtotals in Excel 2010.
  - Explain how to search online tutor services in Justdial
  - Explain how to apply for PAN Card online
  - Explain how to use Google Arts & Culture app to learn about Italy's culture
  - Explain how to create Event Expense Sheet using Level 1 and/or Level 2 and/or Level 3 and/or Level 4

#### Session 25:

- Explain how to use Spellcheck in Excel 2010
- Explain how to split panes in Excel 2010
- Explain how to freeze panes in Excel 2010
- Explain how to use Saavn app to listen to music
- Explain how to use Elevate app to improve your mental abilities
- Explain how to create Exam Time Table using Level 1 and/or Level 2



#### Session 26:

- Explain the process adding a password in Excel 2010
- Explain how to remove password in Excel 2010
- Explain how to shop online using Flipkart
- Explain how to scan and store documents
- Explain how to do Physics/Maths experiments on phet.colorado.edu
- Explain how to create Holiday Picnic Planner Sheet using Level 1 and/or Level 2 and/or Level 3

#### Session 27:

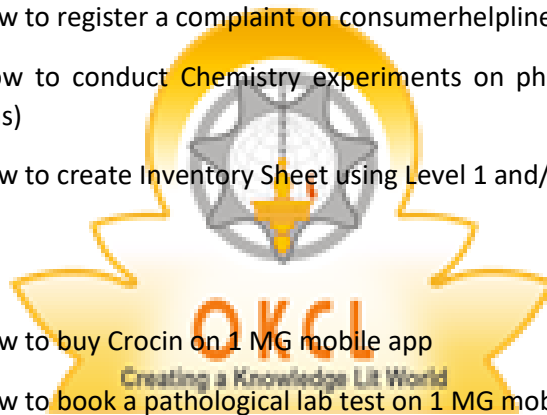
- Explain Web Applications in Excel 2010
- Explain about Skydrive/Sharepoint in Excel 2010
- Explain about the features of Excel Mobile
- Explain how to use OLX for online selling
- Explain how to register a complaint on consumerhelpline.gov.in
- Explain how to conduct Chemistry experiments on phet.colorado.edu (Interactive Simulations)
- Explain how to create Inventory Sheet using Level 1 and/or Level 2

#### Session 28:

- Explain how to buy Crocin on 1 MG mobile app
- Explain how to book a pathological lab test on 1 MG mobile app
- Explain how to get a consultation on 1 MG mobile app
- Explain how to use Opera Mini mobile app
- Explain how to book an appointment on myvisit.gov.in
- Explain how to test your IQ on free-iqtest.net
- Explain how to create a Payment Receipt using Level 1 and/or Level 2

#### Session 29:

- Explain how to conduct an image search on Google Search
- Explain how to register yourself on MGNREGA
- Explain how to use Pratiyogita Darpan app
- Explain how to register for e-fax services and send an e-fax



- Explain how to create an Exam Record Sheet using Level 1 and/or Level 2 and/or Level 3 and/or Level 4

Session 30:  
Recap Session

Session 31:

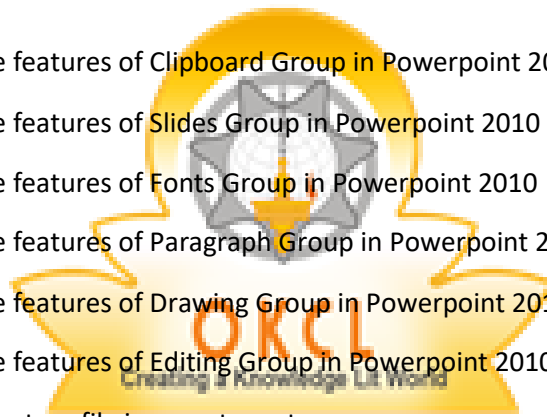
- Explain the User Interface of Powerpoint 2010
- Explain how to Create a Presentation & its features
- Explain how to work with a Presentation
- Explain how to send bulk SMS
- Explain how to check your Provident Fund balance on epfindia.com
- Explain how to register & upload a Presentation on Slide Share
- Explain how to create a Greeting Card using Level 1 and/or Level 2

Session 32:

- Explain the features of Clipboard Group in Powerpoint 2010
- Explain the features of Slides Group in Powerpoint 2010
- Explain the features of Fonts Group in Powerpoint 2010
- Explain the features of Paragraph Group in Powerpoint 2010
- Explain the features of Drawing Group in Powerpoint 2010
- Explain the features of Editing Group in Powerpoint 2010
- Explain how to e-file income tax returns
- Explain how to use Rakshak app
- Explain how to use Google Slides
- Explain how to create a Certificate using Level 1 and/or Level 2 and/or Level 3

Session 33:

- Explain the features of Tables Group in Powerpoint 2010
- Explain the features of Images Group in Powerpoint 2010
- Explain the features of Illustrations Group in Powerpoint 2010
- Explain the features of Text & Symbols Group in Powerpoint 2010
- Explain the features of Media Group in Powerpoint 2010
- Explain the features of Links Group in Powerpoint 2010



- Explain how to use Evernote app
- Explain how to download forms for government schemes from Internet at india.gov.in
- Explain how to use Clustered Search on carrot2.org
- Explain how to create a Poster using Level 1 and/or Level 2

#### Session 34:

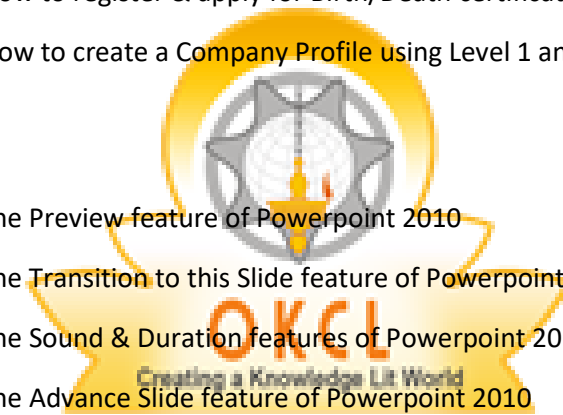
- Explain the Page Setup feature of Powerpoint 2010
- Explain the Slide Orientation feature of Powerpoint 2010
- Explain the Themes features & how to change it in Powerpoint 2010
- Explain Background Styles feature & how to apply it in Powerpoint 2010
- Explain how to register in Udemy app
- Explain how to use Dictionary.com
- Explain how to register & apply for Birth/Death certificate online
- Explain how to create a Company Profile using Level 1 and/or Level 2

#### Session 35:

- Explain the Preview feature of Powerpoint 2010
- Explain the Transition to this Slide feature of Powerpoint 2010
- Explain the Sound & Duration features of Powerpoint 2010
- Explain the Advance Slide feature of Powerpoint 2010
- Explain how to participate in a Webinar
- Explain how to write a small blog on Tumblr
- Explain how to register & apply for Duplicate Birth certificate online
- Explain how to create a Training Presentation using Level 1 and/or Level 2

#### Session 36:

- Explain the Preview feature of Animation tab in Powerpoint 2010
- Explain the Animation feature of Powerpoint 2010
- Explain the Trigger feature of Animation tab in Powerpoint 2010
- Explain the Animation Painter feature of Animation tab in Powerpoint 2010
- Explain the Advanced Animation feature of Powerpoint 2010
- Explain the Timings feature of Animation tab in Powerpoint 2010

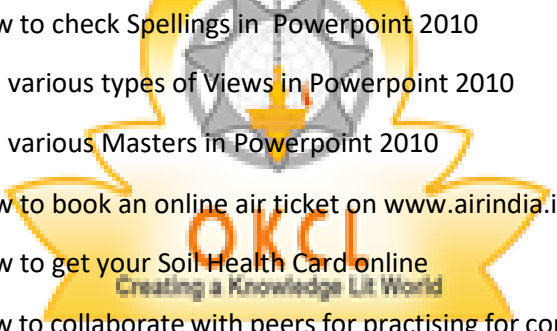


- Explain how to book Railway Tickets online through IRCTC
- Explain how to register for Disaster Management Course in NIDM website
- Explain how to check for Plagiarism in your report through smallseotools.com
- Explain how to create a Business Presentation using Level 1 and/or Level 2 and/or Level 3

#### Session 37:

- Explain the features of Start Slide Show Group in Powerpoint 2010
- Explain the features of Set up & monitors Group in Powerpoint 2010
- Explain how to organise a trip online on Makemytrip app
- Explain how to apply online for Pradhanmatri Awas Yojana
- Explain how to access online research papers on Google Scholar
- Explain how to create a Project Presentation using Level 1 and/or Level 2 and/or Level 3

#### Session 38:

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- Explain how to check Spellings in Powerpoint 2010
  - Explain the various types of Views in Powerpoint 2010
  - Explain the various Masters in Powerpoint 2010
  - Explain how to book an online air ticket on [www.airindia.in](http://www.airindia.in)
  - Explain how to get your Soil Health Card online
  - Explain how to collaborate with peers for practising for competitive examinations like IIT JEE on [askiitians.com](http://askiitians.com)
  - Explain how to create a Digital Photo Album using Level 1 and/or Level 2 and/or Level 3

#### Session 39:

- Explain how to create a video in Powerpoint 2010
- Explain how to save a presentation in "Powerpoint Show" format in Powerpoint 2010
- Explain how to save a presentation in JPEG format in Powerpoint 2010
- Explain how scan a QR code using Bar Code Scanner app
- Explain how to know the market price of produce using Online Farmers' Portal
- Explain how to find out your personality type from the website [16personalities.com](http://16personalities.com)
- Explain how to create a Personal Portfolio using Level 1 and/or Level 2 and/or Level 3

#### Session 40:

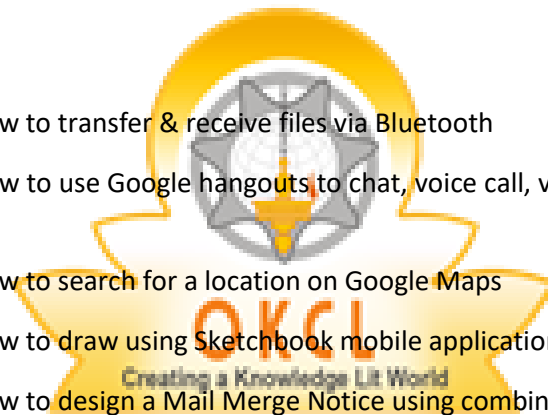
- Explain how to use Powerpoint Web Application, Skydrive & Sharepoint
- Explain the features of Powerpoint Mobile Application
- Explain how to book a gas cylinder online
- Explain how to conduct a poll/survey online using Google Forms
- Explain how to create a Schedule using Level 1 and/or Level 2

#### Session 41:

- Explain how to use Google Talk messenger to chat, send videos, send attachments, voice calls etc.
- Explain how to download an image from the internet and set it up as wallpaper
- Explain how to design a mock home design/décor using planner5d.com website
- Explain how to design a Blood Stock Sheet

#### Session 42:

- Explain how to transfer & receive files via Bluetooth
- Explain how to use Google hangouts to chat, voice call, video chat, send/receive files etc.
- Explain how to search for a location on Google Maps
- Explain how to draw using Sketchbook mobile application
- Explain how to design a Mail Merge Notice using combined outputs.



#### Session 43:

##### Recap Session

#### Session 44:

- Explain the Overview of Outlook 2010
- Explain the User Interface of Outlook 2010
- Explain how to configure an Email Account in Outlook 2010
- Explain how to enhance my computer's performance using the various features taught in classroom session
- Explain how to apply online for Pradhanmatri Sukanya Samridhhi Yojana
- Explain how to share and listen to a podcast on Scientific American website
- Explain how to create a Greeting Card of combined output

#### Session 45:

- Explain how to compose & send an email with attachment on Outlook 2010
- Explain how to receive, reply to & forward an email and how to view/download attachments in Outlook 2010
- Explain how to set quick clicks, quick steps, set flags, assign categories, search mails, etc in Outlook 2010
- Explain how to connect, search & transfer data from mobile to computer
- Explain how to apply online/ various categories of loan for Pradhanmatri MudraYojana
- Explain how to test EQ online on [www.ihhp.com/free-eq-quiz](http://www.ihhp.com/free-eq-quiz)
- Explain how to design an Athletics Event presentation (Combined Output)

#### Session 46:

- Explain how to set appointment, reminders on Outlook 2010
- Explain the calendar views, recurrence views etc on Outlook 2010
- Explain how to set events & meetings on Outlook 2010
- Explain how to capture a screen using Snipping Tool
- Explain how to apply online for recognition as a startup on [startupindia.gov.in](http://startupindia.gov.in)
- Explain how to play games on Neuronation App
- Explain how to create a Project Report of combined output



#### Session 47:

- Explain how to create, delete, view, edit, create contact groups on Outlook 2010
- Explain how to create, complete, delete, assign categories, view Tasks on Outlook 2010
- Explain how to compress and email a file using WINZIP application
- Explain how to decompress a file using WINRAR application
- Explain how to create photo album, tag friends, share posts with friends, join communities on Facebook.
- Explain how to create a Seminar Presentation of combined output

#### Session 48:

- Explain how to print mails/calendar in Outlook 2010
- Explain how to import and/or export contacts in Outlook 2010
- Explain how to use mKisan portal to find out crop prices

- Explain how to use the extension StayFocused for Google Chrome Browser
- Explain how to create Notes, categorise them on Outlook 2010

#### Session 49:

- Explain how to use Sound Recorder to record your voice
- Explain how to use Voice note App
- Explain how to connect computer to a projector
- Explain how to apply for Death Certificate and/or duplicate certificate online
- Explain how to use codeacademy.com
- Explain how to import & export items on Outlook 2010

#### Session 50:

#### Recap Session

