Progress Report

On

Enhancing Learning Ability through Digital Technology ("JIGNASHA") Project

Sponsored By:

Dakshin Gujarat Vij Company Limited (DGVCL)

Implement By:

Gujarat CSR Authority

Report Prepared By:

Jigna Karia,
Project Officer, GCSRA

The Program is designed for the Tribal/Rural children in a manner that they can access e-world through the Net book (online and offline both)

- The project will work in two phase & we will analyses the progress of the students 1) Before the Internet Connection (Pre Internet) and 2) After the Internet Connection (Post- Internet);
- We will provide internet dongles in the second phase after the completion of the one month;

Phase I

- Free access of the net book to the students
- Student library/committee formed by the students
- Class 5 to 8 students are the participants

Once one class is completed the same procedure is repeated with the rest of the classes.

Phase II:

The process is done in phase I without internet/Dongles, whereas in phase II the same process will done with dongles (i.e. with internet).

For proper implementation of project, GCSRA followed the below mentioned parameters for identification of schools.

Parameter for Identification of schools for Project Implementation:

- After receiving schools list from SSA of most vulnerable areas of guajrat, GCSRA shortlisted the Schools as per **the Project requirements and Sponsor Company's geographical interest.**
- After Short listing the Schools, GCSRA has **planned visit for on ground verification of schools**
- After on ground verification , GCSRA has **identified schools** for project Implementation for Sponsor Company.

GCSRA Project officer has prepared one Google form for on ground verification of the shortlisted schools for project implementation. The form is attached in annexure.

Thus for final identification of schools, GCSRA followed the below mentioned process for identification of schools:

Process for Identification of the schools for project implementation:

STAGE: 1: Secondary Data Received from SSA (Completed)

Request Letter for school list for project implementation from SSA (Annexure:1)
Received List of 48 Schools from SSA (Annexure:2)

STAGE: 2: Shorlisting of Schools for visit for on ground verification : (Completed)

Based on following points, GCSRA Shortlisted 17 Schools of 7 Blocks of 3 District for visit:
-Education given in 5-8 standards
-Good Strenght of Students for project implementation
-Choice of Block as per the Funding Agency's Preferacnce

STAGE: 3: Schools visit for on ground verification (In Process)

Actually Visited 14 (+ 9 visits palnned) Schools of 5 Block of 3 Districts (Annexure: 3)

STAGE: 4: Identification of Schools (In Process)

Identified 9 Schools of 3 Block of 3 District based on the following Criteria:
-No of Student s in 5-8 standards are betwwen 80-200 range.
-Unavalibility of Computer Lab or Less Number of working Computers in Schools
-Low Computer knowledge among students
(Questionnaire for Identification of Schools for on ground verification is attached in Annexure: 4)

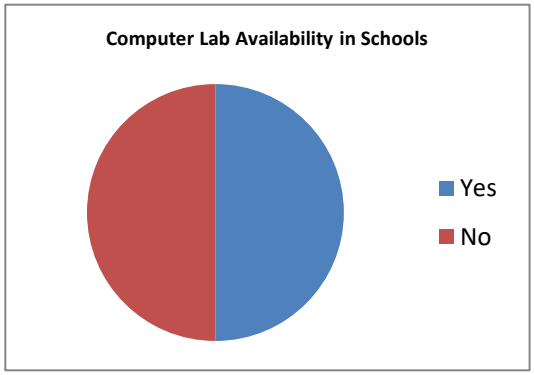
List of Identified School:

Sr. No	Name of the School:	Address of School	No of Student in 5-8 Standards	Status
1	Sagbar P School	Sagbara,Narmada	152	Identified
2	Javli P School	Javli, Sagbara, Narmada	160	Identified /
3	Amod kanya shala	Vavadi faliyu, Amod, Bharuch	116	Identified
4	Pursha p school	Pursha village, Block amod, dist bharuch	72	Identified
5	**Lasanpor P School**	Lasanpor Village, Mahua Block, Surat District	67	**In Process**
6	**Gangadiya P School**	Gangadiya Village, Mahua Block, Surat Dist	68	**In Process**
7	**Famkotar P School**	Famkotar Village, Mahua Block, Surat Dist	62	**In Process**
8	**Boriya P School**	Boriya Village, Mangrol Block, Surat Dist	99	**In Process/**
9	**Mandan P School**	Mandan Village, Mangrol Block, Surat Dist	103	**In Process/**
10		Narmada		/
11		Narmada		/

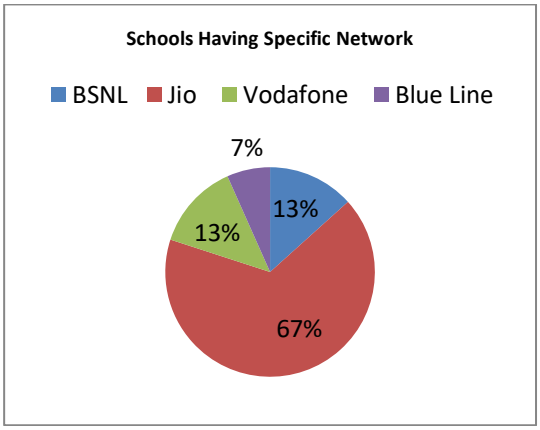
Visit of above highlighted schools are still pending. District project officer will visit these schools as per the action plan.

Few Important Findings from on ground verification of Schools:

1. Average No of Students in 5-8 standards are ranges from: 80-200.
2. Since 2018, new syllabus was launched and in that new syllabus, there has no provision of computer as subject. Earlier it was part last chapters of Maths in 7-8 Standards.



3. From 14 schools, only 7 schools have the computer lab.
4. Schools having computer lab: Have **no of computers in working condition** are in range of (**0- 7)**, Thus no schools have more than 7 working computers.
5. Only few students (Range 0-11) have computers at their home in each school.
6. Almost all students have mobile phones at their home and can access internet from it.
7. Almost 67% schools (i.e. 10 schools) have the network of Jio at the School.



Few observations from on ground verification of schools:

1. Almost all selected Schools have tribal students in 5-8 Standards.
2. Main Occupation of parent (of students' of the selected Schools) is farm labouring work, garage work, other laborious work.
3. Schools having computer labs have very less computers in working condition. After AMC all the computers were not being maintained as teachers don't have that much amount of grant to bare the maintenance cost.

Action Plan:

Sr. No.	Activity	Concern Person	Status and Tentative Schedule
1	Finalisation of Month wise modules	GCSRA Team	Completed (Attached in Annexure:7)
2	Finalisation of Practise Test Formats	GCSRA Team	Completed (Attached in Annexure: 8)
3	Finalisation of Specifications of Laptops	GCSRA Team	Completed (Attached in Annexure:9)
4	Procurement of Laptops and Dongles	GCSRA Team	On going
5	Tender for Dongles & Laptops	GCSRA Team	Completed (Attached in Annexure:10)
6	Final Identification of Schools	District Project Officer, GCSRA	1st Week of September
7	Base Line Survey and Conduct Pre Test	GCSRA Team	2nd Week of September
8	Inauguration of Project	GCSRA Team	3rd Week of September
9	Introduce the first Module	GCSRA Team	3rd Week of September

Work Plan for Project Implementation:

Work Plan for the month of September					
Sr. No.	Activity	Week 1	Week 2	Week 3	Week 4
1	Final Identification of Schools				
2	Base Line Survey and Conduct Pre Test				
3	Procurement of Laptops and Dongles				
4	Inauguration of Project				
5	Introduce the first Module				

Current Scenario of the Visited Schools along with pictures:

1. **Sagbara P School:**

2. **Javali P School:**

3. **Amod Kanya P School:**

4. **Pursha P School :**

5. **Kurchal P School:**

6. **Vrajrakhand P School, Mandavi, Surat:**

7. Vadesiya P School:

7. Maldha P School:

8. KimDungra P School:

9. Regma P School :

10. Ambavadi:

11. Vankal P School:

13. Anaval P School :

14. Kosh P School:

Conclusion

GCSRA has identified the 9 schools for implementation of the JIGNASHA Project. These Schools are of four blocks: Sagbara (Dist.: Narmada) ,(Dist. :Bharuch), Mahua (Dist. :Surat) and Mangrol (Surat). Action plan for future is also mentioned in the report. The list of enclosures attached with the same.

Enclosures:

Annexure	Subject
1	Request letter to SSA
2	Schools List received from the SSA
3	List of Visited Schools
4	**Questionnaire for "Short listing schools for base line survey"**
5	Baseline Assessment of the Students
6	Secondary Data Received from the Principals

Annexure: 1

Request Letter to SSA

GUJARAT CSR AUTHORITY
An Initiative by Government of Gujarat

GCSRA/COO/2019/3290
Date: 11/07/2019

Respected Madam,

I would like to convey heartfelt thanks to SSA team for providing handholding support in various CSR initiatives of GCSRA. I would like to apprise you that GCSRA has conceptualised & successfully implemented one unique project profile "Enhancing Learning Ability through Digital Technology (JIGNASHA)" at few schools of Vyara Block, Tapi District.

This Project provides Laptops/Netbooks with internet connectivity (Dongles) to the student for free access with the following approach for this project:

- This project has self-learning concept and students of std. 5 to 8 will get benefit from this project;
- Students' Committee will be formed from each standard and this committee will manage the rotation policy through the register and the rotation policy is predefined by GCSRA;
- GCSRA shall monitor the whole project, carry out repairing and maintenance work and measure & analyze the Digital learning progress of the students through remote desktop;
- Students will be motivated through star ranking method (Distributing Gifts);
- The Digital literacy curriculum has been prepared & provides materials to the students for their self-learning and after each rotation the test will be carried out;

After seeking the impact of the pilot projects, GCSRA is planning to expand this project in other 10 to 12 villages of Bharuch, Narmada, Tapi, Surat and Dang District. With this context, I would like to request you for supporting this project in identification of most needy schools where students are not connected with the digital world. Madam, if suitable, I would like to come in person & meet you to apprise in detail about the project & obtain your guidance. I request you to kindly provide your suitable date for this matter.

Thanking You,

(Pankaj Kamliya)
COO, GCSRA

Smt. Pongumatla Bharathi
State Project Director,
Sarva Shiksha Abhiyan & Ex-officio Commissioner of Primary Education,
Gandhinagar

3rd Floor, GSFC Building, B/h Reliance Mart, Opp. Drive-in Cinema, SKUM School Road, Bodakdev, Ahmedabad-380054
Phone :079-40192052 **Web** : **www.gcsra.org**

.Annexure-2
Primary Data Received From SSA

SR NO	DISTRICT	BLOCK	SCHOOL NANE	SCHOOL CODE
1	SURAT	BARDOLI	BABEN P.S.	24220103701
2	SURAT	BARDOLI	BARDOLI KNAYA	24220103002
3	SURAT	CHORYASI	HAIDARGANJ P.S.	24220205904
4	SURAT	CHORYASI	SACHIN P.S.	24220205901
5	SURAT	MAUHVA	ANAVAL P.S.	24220400101
6	SURAT	MAUHVA	KOSH MUKHYA P.S.	24220400304
7	SURAT	MANDVI	MALDHA P.S.	24220509701
8	SURAT	MANDVI	VARJAKHAND P.S.	24220502601
9	SURAT	MANDVI	VADESIYA P.S.	24220507301
10	SURAT	MANGROL	AMBAWADI PRIMARY SCHOOL	24220607401
11	SURAT	MANGROL	VANKAL AB PRIMARY SCHOOL	24220608304
12	SURAT	MANDVI	KGBV-REGAMA	24220504002
13	SURAT	UMARPADA	KGBV-BILWAN	24221208801
14	SURAT	UMARPADA	RMSA-GIRLS HOSTEL-AMALIDHABDA	24221205702
15	THE DANG	AHWA	BHISYA PRIMARY SCHOOL	24230103001
16	THE DANG	AHWA	DHAVLIDOD PRIMARY SCHOOL	24230108001
17	THE DANG	AHWA	GADHAVI PRIMARY SCHOOL	24230110501
18	THE DANG	AHWA	GONDALVIHIR PRIMARY SCHOOL	24230111701
19	THE DANG	AHWA	SHAMGAHAN PRIMARY SCHOOL	24230125801
20	THE DANG	AHWA	ASHRM VIDHYALAY AHWA	24230131002
21	THE DANG	SUBIR	BILIAMBA PRIMARY SCHOOL	24230203901
22	THE DANG	SUBIR	KESHBANDH PRIMARY SCHOOL	24230217201
23	THE DANG	SUBIR	SUBIR PRIMARY SCHOOL	24230227701
24	THE DANG	WAGHAI	KALIBEL PRIMARY SCHOOL	24230316001
25	THE DANG	WAGHAI	SAKARPATAL PRIMARY SCHOOL	24230325706
26	THE DANG	WAGHAI	WAGHAI TALUKA SHALA	24230331102
27	NARMADA	NANDOD	NANI CHIKHALI PRIMARY SCHOOL	24200110901
28	NARMADA	NANDOD	GAGAR PRIMARY SCHOOL	24200111101
29	NARMADA	DEDIYAPADA	KANJI PRIMARY SCHOOL	24200216801
30	NARMADA	DEDIYAPADA	PANKHALA PRIMARY SCHOOL	24200217501
31	NARMADA	TILAKVADA	JESANGPURA PRIMARY SCHOOL	24200407901
32	NARMADA	TILAKVADA	SHIRA PRIMARY SCHOOL	24200409601
33	NARMADA	GARUDESHWAR	UNDVA-N.V. PRIMARY SCHOOL	24200512901
34	NARMADA	GARUDESHWAR	VAGHARALI PRIMARY SCHOOL	24200504501
35	NARMADA	SAGBARA	SAGBARA PRIMARY SCHOOL	24200309601

36	NARMADA	SAGBARA	JAVLI PRIMARY SCHOOL	24200306601
37	BHARUCH	AMOD	AMOD KANYA P. S.	24210100402
38	BHARUCH	AMOD	CHAKLAD N. V. P. S.	24210101002
39	BHARUCH	AMOD	INTOLA P. S.	24210101601
40	BHARUCH	AMOD	KERVADA N.V.	24210102202
41	BHARUCH	AMOD	KESLU P. S.	24210102301
42	BHARUCH	AMOD	KURCHAN	24210102601
43	BHARUCH	AMOD	PURSA P. S.	24210103801
44	BHARUCH	BHARUCH	CHAULAD P. S.	24210301301
45	BHARUCH	BHARUCH	NAVATAVRA P.S.	24210306001
46	BHARUCH	BHARUCH	SHUKLATIRTH KUMAR P. S.	24210307801
47	BHARUCH	BHARUCH	SHUKLATIRTH KANYA P. S.	24210307802
48	BHARUCH	BHARUCH	VAREDIYA P. S.	24210309501

Annexure-3
Visited Schools List

Sr. No	Name of the School:	Address of School	Name of Principal	Contact Number of Principal	BRC contact No	Contact number of DPE	Contact Number of corporator / sarpanch:
1	Sagbar P School	Sagbara,Narmada	Satishbhai	9428444445, 6354902753	Rajkamal (TPO): 9638427523	"Shubhashbhai: 9979218645"	Chand Vasava: 9879284928
2	Javli P School	Javli, Sagbara, Narmada	Vajirsigh	9727527350	Rajkamal (TPO): 9638427523	"Shubhashbhai: 9979218645"	Sumitaben Vasava: 9726691622
3	Amod kanya shala	Vavadi faliyu, Amod, Bharuch	Manishaben vasiya	9428627396	8238075245 (bankim Bhai Patel)	9099025943	9624847834
4	Pursha p school	Pursha village, Block amod, dist bharuch	Jasi Ben parmar	9925788036	8238075245 (bankim Bhai Patel)	9099025943	8758868372
5	Kurchan p school	Kurchan, Amod, Bharuch	Rahul	8980430311	8238075245 (bankim Bhai Patel)	9099025943	9824486843
6	Vrajrakand P School	Vrajrakhand, Mandavi, Surat	Gajendrabhai	9428688701	Nisargbhai: 9925664542 Shantilal: 7984069085	Jagrutiben: 9879087671	Amishaben: (Devendrabhai: Husbund) 9978473976
7	Vadesiya P School	Vadesiya, Mandavi, Surat	Dipak	9913642464	Nisargbhai: 9925664542 Shantilal: 7984069085	Jagrutiben: 9879087671	Kankuben Chaudhari: 9979484809
8	Maldha P School	Maldha, Mandavi, Surat	Himeshbhai	9913507698 9773176783	Nisargbhai: 9925664542 Shantilal: 7984069085	Jagrutiben: 9879087671	Geetaben : 8320294582
9	Regama P School	Regama, Mandavi, Surat	Vijayaben	9714863439	Nisargbhai: 9925664542 Shantilal: 7984069085	Jagrutiben: 9879087671	Sharmilaben : (Rakesh bhai: Husbund) 9265113477
10	Kim Dungra P School	Kim Dungra, Mandavi, Surat	Kailashben	7990378005	Nisargbhai: 9925664542 Shantilal: 7984069085	Jagrutiben: 9879087671	Sangitaben: 7990378005
11	Ambavadi P School	Ambavadi, Mangrol, Surat	Tarunbhai	9726139037	Ketan bhai :9586994949	Jagrutiben: 9879087671	Jayeshbhai: 7203940641
12	Vankal P School	Vankal, Mangrol, Surat	Bachubhai	8469387969	Ketan bhai :9586994949	Jagrutiben: 9879087671	Bharat Bhai: 9825751116
13	Anaval P School	Anaval, Mahua Surat	Dhirubhai	9099463929	Jashvant -9427153359	Jagrutiben: 9879087671	Thakorbhai: 9727654131
14	Kosh P School	Kosh, Mahua Surat	Piyushbhai	9724989792	Jashvant -9427153359	Jagrutiben: 9879087671	Ramilaben : 9925110335

Annexure-4

Questionnaire

"Short listing of schools for Baseline survey"

Date:

1. **Name of the School:**
2. **Address:**
3. **Timings of School:**
4. **Name of Principal:**
5. **Contact number of Principal:**
6. **Contact number of Block officer: (If Any)**
7. **Contact Number of corporator / sarpanch: (If Any)**
8. **Number of teachers :**
9. **Number of Students in school:**
    a. **Total: ..... Girls: ..... Boys: .....**
    b. **No of Disable students (If any):**
10. **Number of Students in school in standard 5-8:**

Standard	No of Girls	No of Boys	Total	Remark
5				
6				
7				

11. **Number of Classrooms:**
12. **Number of Staffrooms:**
13. **Education Given Till:**
14. **Mode of teaching pattern:**

Mode of Teaching	Y/N	Frequency	Remark
Theory class by dictating			
Student's participation			
Presentation mode			
Group Discussion			
Experimental			
Any other way (Please Specify)			

15. Mode of examination pattern:

Mode of examination pattern	Y/N	Frequency	Remark
Written Exam			
OMR sheet			
Online through tablet/computer			
Any other way (Please Specify)			

16. Computer Knowledge among students:

Does students have computer as subject? Y/N

Does school have the computer lab? Y/N

How many computers are there in computer lab? .....

How many computers are in working condition? .....

Do they have practical exams of the same subject? Y/N

What aspects covered in the computer subject?

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.....

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How teachers teach those subjects?

.....

.....

.....

How they give the exams?

.....

17. Facilities in Schools:

I. Toilets:

Waste Disposal Facility: Y/N

Washing Area: Y/N

Water availability: Y/N

Total Number of Toilets: .....

For Boys:

No of Urinals: ..... No of toilets block: .....

For Girls:

No of toilets block: .....

Sanitary Vending facility: Y/N

Total Number Properly Maintained Toilets: ..... (Take Pictures of It):

For Boys:

No of Urinals: ..... No of toilets block: .....

For Girls:

No of toilets block: .....

II. Drinking Water Facility: (Take Pictures of It)

Have Drinking Water Facility: Y/N

Capacity of Drinking Water Facility: .....

III. Electric Equipments related facilities:

Electricity Bill: .....PM

No of Fans:

No of Lights:

No of ACs:

Have Computer Lab: Y/N

How frequently students have access to internet? .....

No of Computers:

No of Tablets:

No of Projectors:

Frequency of Computers Usage: .....Per Week

Frequency of Tablets Usage: .....Per Week

Frequency of Projector Usage: .....Per Week

Have internet connection in computer lab? Y/N

Does student access the internet connection? Y/N

How frequently students have access to internet? .....

Have any other Lab? Y/N

Please mention the kind of lab they have:

IV. Disable friendly Infrastructure:

(Just Observe)

18. Knowledge of students by having conversation with students :

I. Check students literacy level by asking them few questions like (Spelling of their name, basic mathematic skills,)

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II. Check students computer literacy level by asking them few questions like (CPU Full form, Few short cut keys etc)

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Questions	STD	No of Student	Frequency of Access in a week	Remark
I. How many Students do have access to laptop	5			
	6			
	7			
	8			
II. How many Students have access to mobile phone For STD 5,6, 7,8	5			
	6			
	7			
	8			
III. How many students know how to access internet For STD 5,6, 7,8	5			
	6			
	7			
	8			

Annexure: 5

Baseline Assessment of the Students

FOR

THE PROJECT

ENHANCING LEARNING ABILITY THROUGH DIGITAL TECHNOLOGY

1. **NAME OF THE STUDENT**_____**STANDARD.**_____
2. **NAME OF THE SCHOOL AND ADDRESS** _____
3. **CONTACT NO.(PARENTS):** _____

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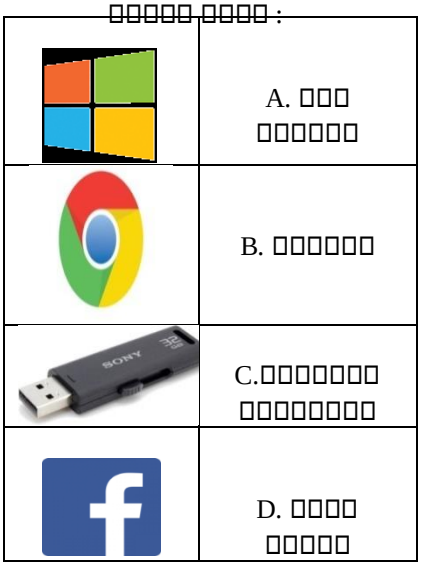
□	□□□□□ □□□□ : 01 02 03 04	 A. □□□ □□□□□□□ B. □□□□□□□ C.□□□□□□□□ □□□□□□□□□ D. □□□□ □□□□□	01 _____ 02 _____ 03 _____ 04 _____		
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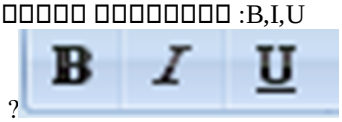
□	□□□□□ □□□□□□ □□□□□ □□□□□□□□ :B,I,U □□□□□□□ □□□ □□□ ? 	□□	01 02 03 04 02	□□□□□,□□□□□□□ , □□□□□□□□□ □□□□□□□□□,□□□ □□□□, □□□□□□□□□ □□□□, □□□□□□□□, □□□□□□□□□, □□□□□,□□□□□□ □□□□□, □□□□□ □□□□□	
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	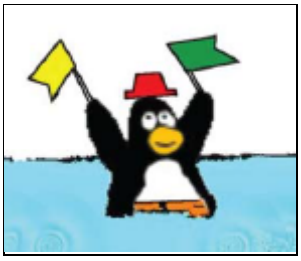		03	□□.□□.□□□□□□	
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Annexure: 6

Secondary Data Received from the School principals:

Sr. No.	School Name	Place	No of St in 5-8	Distance
1	**Lasanpor P School**	Mahua Surat	67	5-7 Km from Anaval
2	**Gangadiya P School**	Mahua Surat	68	
3	**Famkotar P School**	Mahua Surat	62	
4	Lavet	Mangrol, Surat	70	
5	BhadKuva	Mangrol, Surat	30	
6	Vad	Mangrol, Surat	85	
7	Dhadebar	Mangrol, Surat	120	
8	Boriya	Mangrol, Surat	99	2 km from vankal
9	Dholi kui	Mangrol, Surat	65	
10	Mandan	Mangrol, Surat	103	3 km from vankal
11	Nandol	Mangrol, Surat	56	

Based on the above secondary data, highlighted schools are also shortlisted. Our District Project Officers will visit the following schools to collect the primary data regarding the highlighted schools.

Annexure: 7

MODULES PLANNED ON MONTHLY BASIS

Modules	Module Topic	Activities to be practiced
Module 1	• Description of hardware – monitor, CPU, keyboard, mouse • Overview of functions on the keyboard	• Study Material can be provided in Gujarati for their reference. 1-2 sessions can be planned by teachers for students. • Shift key, Caps Lock, Enter key, up and down keys, numbers (Students should be able to identify the keys of the keyboard).
Module 2	• Windows XP • Internet Connection	• How to access Pen drive, Recycle bin, create a folder, apply theme, background, searching a file.
Module 3	• MS-Paint • Videos related to studies	• What is Paint? • How to start Paint? • Toolbar recognition & usage • File Menu, Edit Menu, View Menu, Image Menu
Module 4	• Word pad • Social Networking Sites	• Uses of Word pad • How to start Word pad? • File Menu, Edit Menu, Insert Menu, Format Menu
Module 5	• MS-Word • Movies, songs, videos (Downloading)	• Basics of Ms-Word • How to change Font type, size • How to 'save' and 'Save As' file? • Word Menu (File, Edit, View, Tools, etc.)
Module 6	• MS-Excel • Online/Offline games & other Networking Sites	• Basics of Ms-Excel • Usage of Ms-Excel & its facilities • How to work on different sheets in Excel? • Usage of different Excel Menu (File, Edit, View, Tools, etc.)
Module 7	• MS-Power point • Online Shopping Websites/ Other Entertainment sites	• Steps to start Power point • Components of different Menu (File, Edit , View, Insert, Format, view) • How to add new slides? • Change the different theme
Module 8	• Typing in Gujarati Language • Internet Connectivity (Email Ids, Other usages)	• How can Typing can be translated from Internet • Developing their own Email-Ids • Learning to send Email.

Annexure: 8

PRACTICE Test Format

Modules	Module Topic	Activities to be practiced
Module 1	1) Description of hardware – monitor, CPU, keyboard, mouse 2) Overview of functions on the keyboard	• Study Material can be provided in Gujarati for their reference. 1-2 sessions can be planned by teachers for students. • Shift key, Caps Lock, Enter key, up and down keys, numbers (Students should be able to identify the keys of the keyboard).
Module 2	Steps for on and off of Computer	• Teachers are required to teach and guide students regarding the on and off of the computer/laptop (once/twice session)
Module 3	Typing Speed (English Typing)	• Practice the Paragraph typing in word. As per number of words and typing speed minutes, students will be rewarded.
Module 4	Notepad	• Students has to adjust Font Type, Font size & justification alignment. Type the paragraph in limited given time.
Module 5	Word Practice Questions	• Based on the typed paragraph by the students. Certain questions can be asked like: 1) Find out how many times particular name is written in the paragraph 2) Copy Paste the sentence provided 5 times and also give them number bullets. 3)Replace particular word from above paragraph 4)Save the file by your name
Module 6	Ms-Paint	Insert a picture in Ms-Paint and do formatting Create a Rectangle Box, Circle & fill particular color, and write the name in center of box or circle. Draw a Flag, etc in Ms-Paint
Module 7	Ms-Word (Paragraph & File Saving)	Open Blank Ms-word File and type given paragraph using Font- Times New Roman, Font size- 12, and Font Color-Blue Give the heading of the paragraph with Name, Font size, etc (This will be provided to students) Save this file on desktop 'Save As' this file on desktop as "Name" Copy the first/second paragraph and paste it in the last page
Module 8	Ms-Word (Table and WordArt)	Insert the table as given below Write something using WordArt , Insert a word Art as per given below Insert shapes as per your choice and write the name in the center