PROPOSED SYLLABUS OF I.D.T.COURSE

Introduction of Windows :
Working in Desktop
Windows Explorer
My Computer
My Document

Introduction of IDT :
Basic Requirement of Hardware & Software for IDT
Hardware Specification of IDT
Features of IDT

Installation of IDT Software & IDT System
Software Installation
Configuration of Interfaces/ Printer , Station information & Manage identities
Connect to different types of interfaces (hardware).
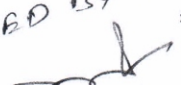
Overview of Radio Modem (Mobilemail) :
Mode Indicators
Status Indicators

Creating and Editing a Document exploring the word Window :
Starting a New Document
Changing Views
Using Auto Correct
Saving a New Document and Closing a File
Changing Fonts and Type Sizes
Setting Paragraph Alignment
Previewing and Printing a Document

Operation of IDT :
User Login : Admin or any other user
Main Window of IDT
Main Menu of IDT
Details of Main Menu of IDT : File / Edit /View /Tools/Message/Print /Help
Tool Bar of IDT Main Window :
Tool Bar Description : Create Message, Reply, Forward, Print, Delete,
Address, Find, Refresh.
Details of Folders in the IDT Outlook Window :
Local Folders : Inbox / Outbox / Sent / Draft / Switched / Ack / Failed / Chat
Print Folder : Printing / Printed
Log Folder : Channel / Admin
Deleted Folder : Inbox /Outbox / Sent /Draft / Switched / Ack / Failed / Chat
Creating and Sending Message
Details of File Menu of Create Message Window : File / Edit / Insert / Tools
Tool Bar of Create Message Window : Send / Send Time / Spelling / Attach /
Priority / Receive Ack / Plain Text
Sending Attachments
Configuration of Address Book
Monitoring Traffic
Log Generation

APPROVED BY DGP MP

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