



DIGITAL SIKSHA

A Practical Guide to Computer & Digital Skills

IAS YOUTH COMPUTER CENTRE

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Learn. Practice. Grow.

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1. Computer Fundamentals

What is a Computer?

A computer is an electronic device that accepts data, processes it according to instructions, stores information, and produces useful output.

Main Parts

Monitor, keyboard, mouse, CPU/system unit, speakers, printer and storage devices are common components.

Hardware vs Software

Hardware is the physical equipment you can touch. Software consists of programs and instructions that tell hardware what to do.

Basic Terms

CPU, RAM, storage, operating system, application, file, folder, browser and network are essential computer terms.

Practice

Identify five hardware components around you and write one use for each.

2. Windows, Files & Folders

Desktop Basics

Learn the Start menu, taskbar, desktop icons, search, notifications and basic settings.

Files & Folders

Create folders, rename files, copy, move, delete and restore items from the Recycle Bin.

Useful Shortcuts

Ctrl+C = Copy; Ctrl+V = Paste; Ctrl+X = Cut; Ctrl+Z = Undo; Ctrl+S = Save; Alt+Tab = Switch apps.

Practice

Create a folder named Digital Siksha. Add three subfolders: Word, Excel and Projects.

3. MS Word

Creating Documents

Open Word, create a document, type content, save it with a meaningful filename and organize documents in folders.

Formatting

Use headings, font size, bold, italic, underline, alignment, spacing, bullets and numbering to make documents readable.

Tables & Images

Insert tables, pictures, shapes and page numbers. Use headers and footers for professional documents.

Practical Task

Create a one-page CV with name, contact details, education, skills and career objective.

4. MS Excel

Spreadsheet Basics

Excel organizes information into rows and columns. A cell is identified by a column letter and row number.

Formulas

Common formulas include SUM, AVERAGE, MIN, MAX and COUNT. Always begin a formula with =.

Formatting & Sorting

Use number formats, borders, filters and sorting to organize data.

Practical Task

Create a monthly expense sheet with Date, Category, Amount and Total.

5. MS PowerPoint

Presentation Basics

Use slides to communicate ideas visually. Keep one main message per slide and use readable text.

Design Principles

Maintain consistent fonts, spacing and alignment. Prefer short points over long paragraphs.

Practical Task

Create a 5-slide presentation on your career goal: introduction, skills, learning plan, target job and conclusion.

6. Internet & Email

Web Browsing

A browser helps you access websites and online services. Learn tabs, bookmarks, downloads and safe searching.

Email

Understand To, CC, BCC, subject, attachments and professional email etiquette.

Search Skills

Use specific keywords, quotation marks for exact phrases, and verify information before sharing it.

Practice

Write a professional email requesting information about a computer course and attach a sample CV.

7. Google Tools

Google Search

Use focused queries to find information, compare sources and identify official websites.

Google Drive

Store, organize and share documents online. Understand folders and access permissions.

Google Docs & Sheets

Create documents and spreadsheets collaboratively and track changes when required.

Google Forms

Create simple forms for registrations, surveys and feedback collection.

8. Digital Payments & Online Services

Digital Payments

Learn the basics of UPI, QR payments, online banking and transaction verification.

Safe Transactions

Never share OTP, PIN, passwords or card security information with another person. Verify the recipient before paying.

Online Services

Use official portals for applications, bills, appointments and other services. Check the website address before entering personal information.

9. Cyber Safety

Strong Passwords

Use long, unique passwords and enable multi-factor authentication where available.

Phishing

Be cautious with unexpected links, urgent requests, fake offers and messages asking for passwords or financial information.

Device Safety

Keep operating systems and apps updated. Use screen locks and reputable security software.

If Something Goes Wrong

Stop the interaction, preserve relevant evidence, change compromised credentials and contact the appropriate bank or service provider.

10. AI & Modern Digital Skills

What is AI?

Artificial Intelligence refers to computer systems that perform tasks such as generating text, analyzing information, recognizing patterns or assisting with creative work.

Prompting Basics

A useful prompt states the goal, context, audience, format and constraints. Review AI output before using it.

Responsible Use

Do not blindly trust generated information. Avoid entering confidential information into tools unless you understand their privacy and security controls.

Practical Task

Use an AI tool to create a short study plan, then review and correct it using your own judgment.

11. Practical Assignments

Assignment 1

Create a folder containing a CV, a one-page Word document and an Excel expense sheet.

Assignment 2

Prepare a five-slide PowerPoint presentation and present it for two minutes.

Assignment 3

Create a professional email with an attachment and proper subject line.

Assignment 4

Create a simple Google Form for student registration.

Assignment 5

Prepare a personal digital-safety checklist with ten points.

12. Interview & Job Preparation

Computer Interview Questions

What is RAM? What is an operating system? What is a browser? What is the difference between Save and Save As? What is a spreadsheet?

Workplace Skills

Practice typing, email writing, Word formatting, Excel basics, file organization and professional communication.

CV Tips

Keep your CV clear and factual. Highlight relevant skills, practical projects, education and contact information.

Interview Tips

Arrive prepared, listen carefully, answer honestly and explain practical examples of what you have learned.

Final Goal

The purpose of Digital Siksha is not only to know computer terms, but to confidently perform everyday digital tasks.