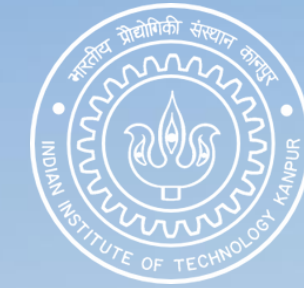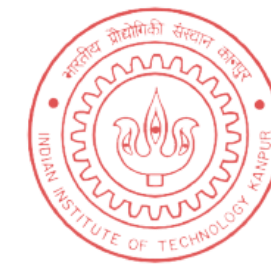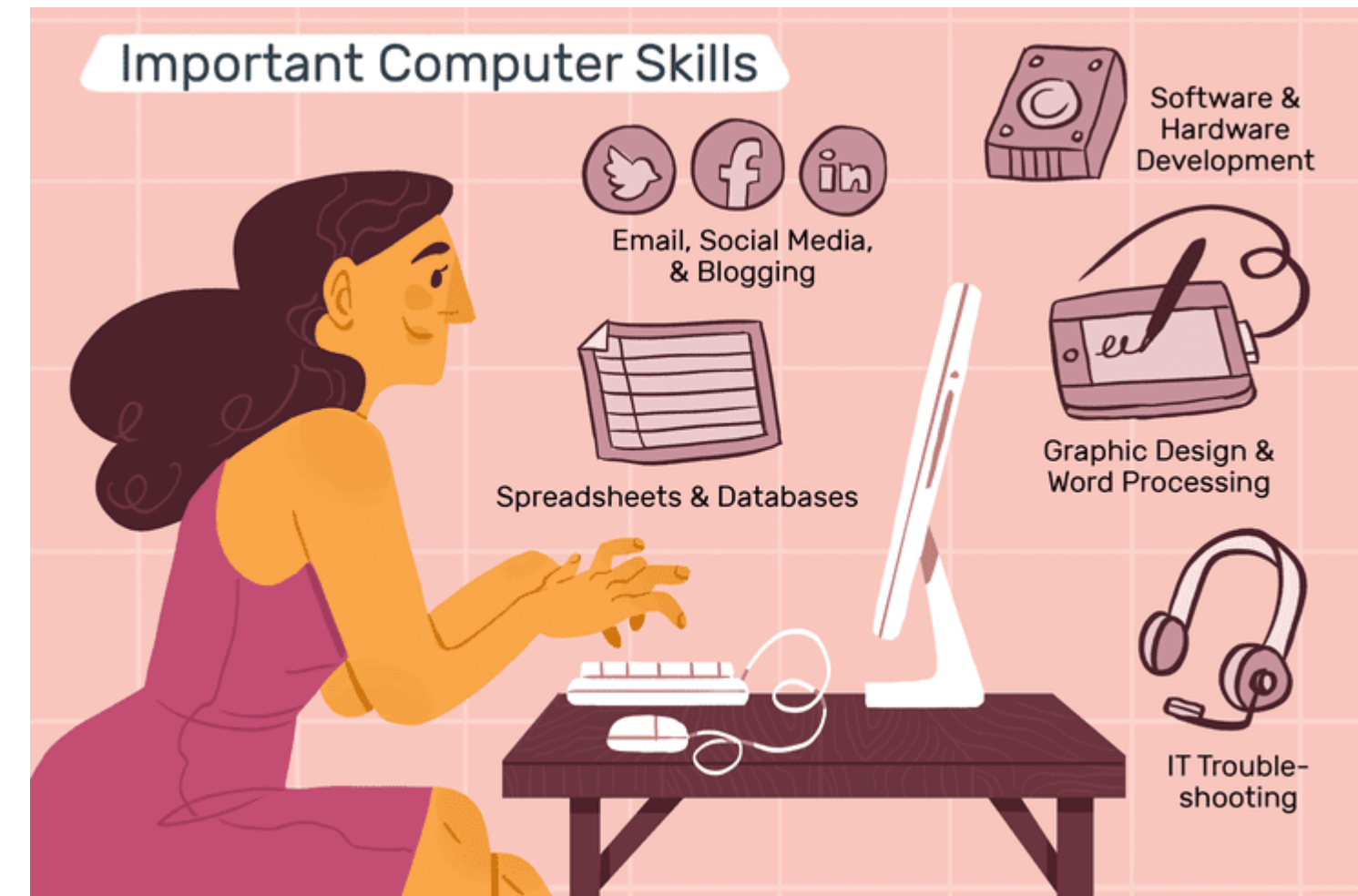# ICT & Digital Applications

Computer Literacy

Dr. Amandeep Singh
Imagineering Laboratory
Indian Institute of Technology Kanpur

Computer Literacy

- The knowledge & ability to utilize computers and related technology efficiently, with a range of skills covering levels from elementary use of programming and advanced problem solving.

- Ability to self-teach new skills, and understand new softwares & functions. Being able to use computer applications.
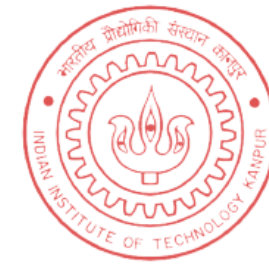
Productivity Software

Any office professional must know how to master some of the basics of productivity software.

1. Microsoft Office
   a) MS Excel
   b) MS PowerPoint
   c) MS Access
   d) Outlook

2. G Suite for Business

3. Email Management

4. Information Management

5. Data Entry

Databases and Queries

- A good spreadsheet or database not only stores information but also makes it easy to reorganize the information quickly to answer new questions, or even conduct certain kinds of data analysis and processing.

- Minitab is complex & is used by statisticians widely around the world. It's usually not available with everyone.

- SPSS by IBM is an all in one tool but again is not commonly found in systems used by people.

- MS Excel is a software that's widely used as it can do most of the tasks easily & is easier to understand as well.
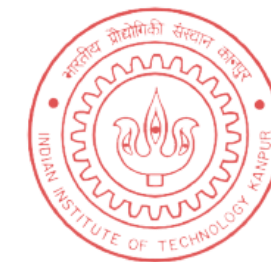
Cybersecurity & Troubleshooting

- Basic IT skills begin with knowing how and when to do routine maintenance and how to cope with frozen programs or damaged USB ports.

- In this all-encompassing digital age, power grids and military equipment and more are all managed by computers.

- Computer hackers have the ability to disrupt major infrastructural functions if companies and governments do not take their cyber security seriously.
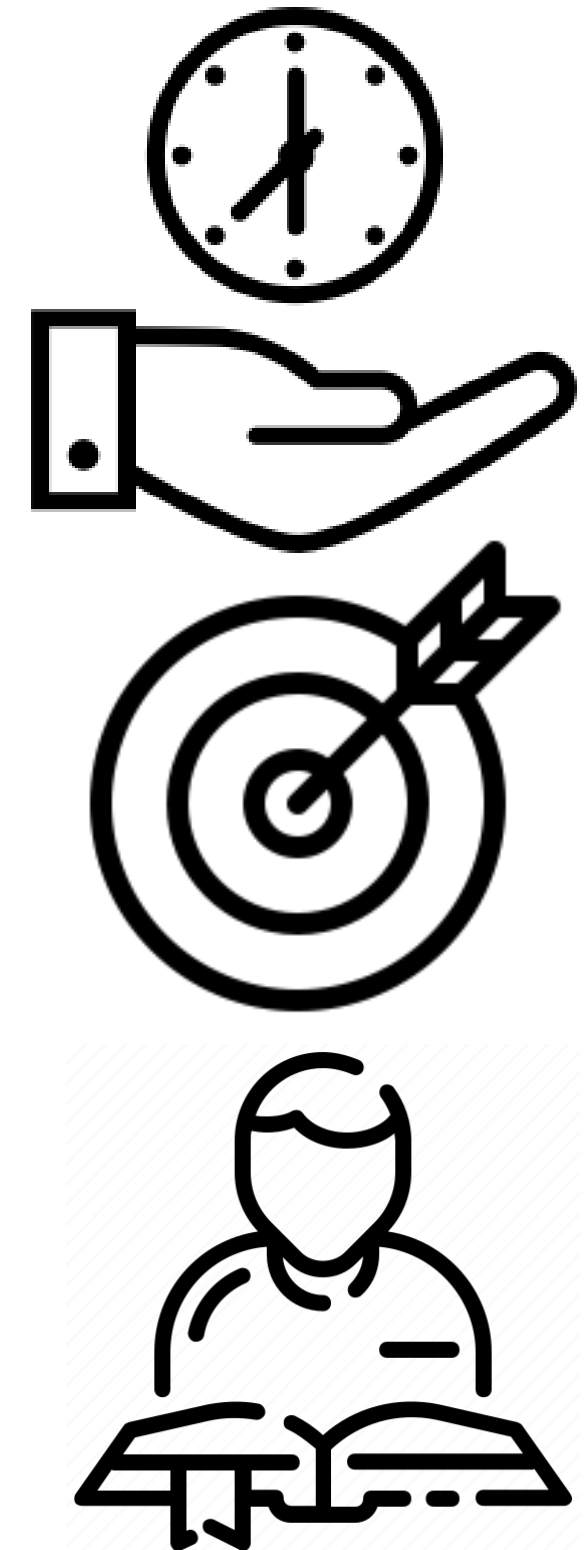
Benefits

- <u>Saves time</u>

Computer literate person can save their time by working on a computer. For instance simply imagine the time saved while doing calculations via computer and doing them manually.

- <u>Accuracy</u>

Only literate people can make the result accurate by giving right commands and computer will give you the result accurately. While people who are unfamiliar will do their work themselves & errors might creep in.

- <u>Self-learner</u>

Computer has the ability to make you self-learner, it provides you the accessibility to do multiple tasks at once & thus the versatile nature gives you the opportunity to learn new things.

Thank You