TNDALU
The Tamil Nadu Dr. Ambedkar Law University

In collaboration with

Spoken Tutorial

https://spoken-tutorial.org

Organizes One Week Spoken Tutorial Classes on

INTRODUCTION TO COMPUTERS

Under the aegis of

National Mission on Education through

Information and Communication Technology

[NMEICT]

www.sakshat.ac.in

Funded by MHRD, Government of India

From 23.09.2022 to 27.09.2022

PATRON

Prof. (Dr) N.S. SANTHOSH KUMAR

Hon'ble Vice Chancellor
The TAMILNADU DR. AMBEDKAR LAW UNIVERSITY

The Tamil Nadu Dr. Ambedkar Law University

Government of Tamil Nadu by an Act of State Legislature [Act No.43 of 1997] established the Tamil Nadu Dr. Ambedkar Law University for the advancement and dissemination of knowledge in learning, teaching and research in the field of law. His Excellency Shri. K.R. Narayanan, Former President of India inaugurated it on September 20, 1997, and the University started functioning from October 3, 1997 onwards. The University was named after the Architect of the Indian Constitution Dr. B.R. Ambedkar. The University is recognized by the Bar Council of India (BCI) and University Grants Commission (UGC) (Sec. 2f and 12b of the UGC Act.). The University is the first full-fledged *sui-generis* University that offers Legal Education through this University and its affiliated colleges in the State and the University is the first of its kind not only in the country but also in South Asia. The University has 16 affiliated law colleges in the State of Tamil Nadu. The school of Excellence in Law run by the university at its campus since 2002 has been modelled on the lines of other National Law Schools in the country and offers three-year undergraduate (Hons.) as well as five year integrated undergraduate (Hons.) degree courses in Law. The University has a Postgraduate and Research Centre, which offers Master of Law Degree Courses in 13 different specializations, doctoral program as well as organizing research in diverse areas of law as well as in inter-disciplinary studies.

About the Program

"Introduction to Computers" tutorials have been created with the intention of providing basic information about a computer, printer and an email account. These cover information on parts of computer, connections between various components and devices, printer configuration, creating an email account (gmail), sending an email, receiving an email, sharing via Drive, etc.

Basic Level

1. **Getting to know computers**

   - The various components of a computer
   - To connect the various components of computer

2. **Printer Connection**

   - How to connect printer to a computer.
   - Configuring the settings.
   - Test print.
   - Printing a pdf document.

3. **Introduction to Gmail**

   - Create a new google account
   - Login to gmail using the google account
   - Write an email
   - Send an email
   - View an email and logout of gmail.
   - We will also learn about some of the important mailboxes like Inbox

4. **Compose Options for Email**

   - The email recipients, namely, To, Cc, Bcc.
   - Format the email text.
   - Attach files to emails.
   - Share files via Google Drive.
   - Insert a photo or link into an email and about the Compose window options

5. Google Drive Options

- Options available in Google Drive like:
- Creating a document, a spreadsheet and a presentation
- Uploading files & folders
- And Sharing options like:
    - Can View
    - Can Comment
    - Can Edit

Registration Details:

- Registration Fee: Rs.236/- (payable to Spoken Tutorial, IIT Bombay via registration link)

- After the successful registration for the program, students are required to send the fee paid details to *spokentutorialtndalu@gmail.com*

- *Self–Packed, Attend at your convenient Time and Place*
- *Once they successfully registered, they will receive the course content in their respective login on the start date of the training (detail mail will be send regarding the same)*
- *Students have to download the course content and go through the video content as per their convenience day and time*
- *After the end of training date, they will receive Participation Certificate*
- *After 15 days, the test link will be live, participants have to appear for online test and get Completion Certificate (ILM Test Flow)*

register now *Click here*

- Last Date for Registration: 20thSeptember, 2022
- Program schedule will be sent to the Registered students

Contact for further details: spokentutorialtndalu@gmail.com

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