STT Payakumbuh IT Lecture 2017

Title:

Our life with IT

Sub Title:

The knowledge of IT is essential in this modern world. Let's think and act how to manage the IT in easy way. We are going to take advance knowledge in this workshop.

Target:

1. Think about IT in its concept andIT's past and future.
2. How to maintain the computer.
3. Develop your mind and create own website.

Venue:

STT Payakumbuh Computer lab

Number of admittance:

10Pax

Lecture:

Hoshiba Satoru with Computer teacher in STT

Date:

December 27 to 31 2017

Session:

Each session 2hour 10minutes with 10min interval total 12hours

Schedule: (Mainly English medium with some Indonesian language)

Day	Session	Contents
Day1	Part1	Introduction and briefing.
	Part2	Computer maintenance.
Day2	Part3	Know more about MS word.
	Part4	Know about function of MS excel.
Day3	Part5	Know about Image and Video.
	Part6	Practice of Presentation.
Day4	Part7	Check the differences FB, Blog and website.
	Part8	Create own website with weebly.
Day5	Part9	Practice for weebly. And Cloud computing
	Part10	Conclusion.
*Day6	Part11	*Free discussion.
	Part12	*Question and Answer

*Day6 is option. It will be performed in need as extra.

Teacher's Note:

Part01 PROLOUGE

It is great opportunityfor me as well as students in this session.

We are living in the modern and Information Technology is growing up rapidly,

How does it help or life?

AI (artificial Intelligent) is now developing everywhere.

Do you know that computer give us the order everyday.

We were conquered by computer.

To know about more computer and IT in easy way.

It is the main title of this workshop

Part02 WORD

Check your computer: Operation System, RAM, HD size, Type of CPU

You should understand each technical term firmly.

Does your computer is slow or fast?

Use utility program and perform it.

Is your Antivirus program run well and updated?

Did you clean up your computer?

Try to use Glary Utilities and check up your computer.

It has many facilities. Run the several items and understand how this program helps you.

Part03 EXCEL

Are you a good in story teller?

Let's write some topic some 500 words.

Fix the title and describe details.

Try to add 2-3 pictures for the story.

Check the page layout.

Can you convert it PDF?

What is the PDF? Make sure the difference between doc. and .pdf

How does the PDF work and it's advantage?

Check the file size both DOC and PDF.

There are some tips for the image (picture).

Did you resize the picture before you add the word document?

Part05 has a lesson for Image resize. Please wait till next session.

Part04

MS excel perfume well for the calculation as we know.

Can you fill Auto Date or serial number automatically?

How many formula do you know?

Typical formulas are SUM but try to use some advance function.

RAW, RIGHT, LEFT, IF, VLOOKUP, SUMIF

Make simple account book and show your balance automatically.

Note the over 30 items on your account book by category.

Then make pivot table. You will know how the pivot table works.

Part05 Image

Who can explain concept of PIXEL?

Make sure the file size and image size.

First Stone Image viewer can convert bulk image in short time.

It has another facility as bulk rename and simple image editing.

You know the type of Image? JPG, BMP. PNG

Let's learn another type of files other than Image file. MOV, MP4, EXE, GPX etc.

Video file send us too much information than picture but it has huge size.

Resize your image file for MS word.

Part06 Power Point

You must fix the theme of appeal or advertise.

Each student has particular position and do presentation in public place.

For example:

I have a restaurant my own and promote new dish.

I am a doctor who run small clinic as cancer specialist, I want to give awareness for prevention.

I am a nature lover, I will promote coming birdwatching event.

I am running school and want to promote my school for coming year.

Please compose some 10-15 slides with image with proper description.

Use the picture which resized by previous lesson.

Show it among the student and discuss the idea for more attractive way.

Part07 FB, BLOG, WEBSITE

Most of the students are good in Face book.

Does anybody publish the blog or website?

Check the differences among these three.

FB, BLOG, WEBSITE are running via internet and provide us information.

Power Point does not have internet connection but provide us information.

Did you know the power of internet?

Where is your old article which you post few years back?

Blog can arrange the post by category wise and easy to access targeted post.

WEB SITE is more powerful and express many things on it!

Explain about the system of website.

What do we need?

You can create it from your power point which we took a lesson.

There is a way to publish website freely with sub-domain.

To create advanced website costs 10US for the domain per year and 50US for rental server.

Online application WordPress works well.

Part08 WEEBLY and CLOUD

What is the cloud?

e-mail, Google Photo, You tube, Slideshare, MS one drive, drop box etc.

Where is our data?

This is one of the recommendation for create the website and totally free, if you get internet connection

Start from Google blogger with your topic which you wrote Part02.

Then let's start the weebly.

Part09

Main practice for weebly.

You imagine that when you climb the mountain, what do you know about?

You have to know many things about Health, Weather, First Aid, Physical and Spiritual strength, Knowledge about Fauna and Flora, Calculation for your luggage, Provision for emergency and more.

Check the website different aspect.

You should realize to…….

Select good word and phrase.

Suitable picture and video.

Attractive design.

Need to care the security.

Check your site quality with Google developer tool

Check the google rank.

Oh so many things to do.

Part10 Epilogue

Time is short but I hope all the students has got some progress and accrue about information technology in the current world.

You can learn and pick up by yourself with your effort.

I hope this workshop gave you some motivation for advanced study in this subject.

AI, IOT, such as new terms come out and growing up day by day.

Keep your attention in new technical term and try to practice it by your own.

Small motivation provide you big glory in your mind!

Part11

As extra session

Part12

As extra session

Sample for registration Form

Tips before start the session.

1. Please let me know more about School (age group and grade)
2. Let me know the students ability for the computing
3. Does the STT use the English as windows operation system or not?
4. Please let me know the students level of English writing and speaking.
5. Hope most of students are IT friendly mind and act it.
6. It is preferable for me to perform as workshop in small number of students.
7. I mentioned around 10 – 15 students.
8. My plan has total 10 hours for 5days with each session 2hours.
9. Timing can manage anytime and not affected main curriculum.
10. There is some alternative for lesson timings,
11. Take 2 session in holiday also is considered.
12. Candidate should be registered by question form via Gmail. *
13. Is there internet connection in the lab and students can access it?
14. Then how about the connection speeds.
15. It is highly recommend to start workshop with assistant teacher who has skill of IT with English.
16. It is affordable to provide personal counselling in a day for free time both myself and students.

* Check My details.

Pease check the attached file which was delivered Kathmandu University in Nepal as registration form in 2016 May.

*This is the temporary copy. It need some amending for STT Payakumbuh.

Registration form for student:

Check attached file:

If you let me know g-mail address, I send you the form.

Thanks for your cooperation.

With my best regards.

20/Nov/2017