

I am very happy to get this wonderful opportunity to make a syllabus for e-teaching course. I gave my special thanks to Erica, John sir and Sebastian sir. Here I divide the full syllabus into ten stages. The following the different stages.

### **1<sup>st</sup> stage:-**

#### 1. Ms paint

File menu → new, open, save, save as...

Edit menu → undo, redo, cut, copy, paste, select all, paste from....

Tool box

Color box

**PrtSc button** - paste – cut – copy – paste.....

#### 2. Folder , subfolder creation

#### 3. Ms word

Start → programmes → ms word

Typing – formatting – inserting symbols, pictures etc - indenting, bulleting and paragraph space - Replace - Spelling and Grammar

Type the following:

##### a. Boiling point of water is 100° Centigrade

[Steps - Type up to 'Boiling point of water is 100' , Click on Insert Symbol and navigate to the Degree Symbol, click

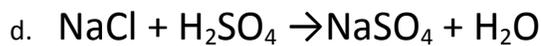
on Insert and close the Symbols Window Dialogue box]

b.  $2x^2 + 4y^2 = 100$

[Steps → Type '2 x2 + 4y2 = 100', Click Format → Font → Superscript/subscript.]

c.  $\log_{10} 100 = 2$

[Steps → Type 'Log 10 100 = 2', Click Format → Font → subscript.]



[Steps → Type 'NaCl + H2SO4 → NaSO4 + H2O', Insert → Symbol.]

- e. A student, who is also weak in English, has written "I loves my mother". You, as his teacher have to correct. You need to show the mistake and give the correct version.

You correct it as 'I ~~loves~~ love my mother'.

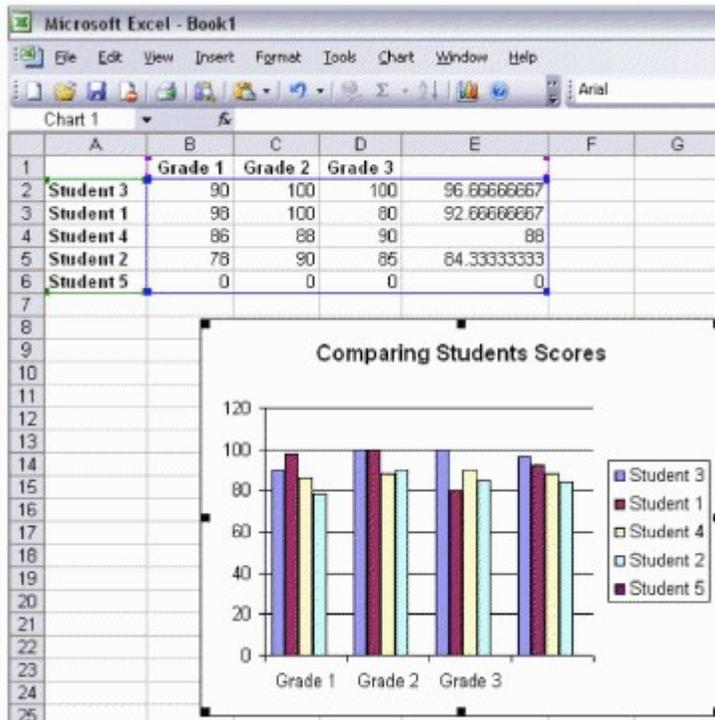
I ~~loves~~ love my ~~fathers~~ father. Here the teacher also stresses the fact his use of fathers is a glaring mistake.

#### 4. Ms Excel

Start >> Programs >> Microsoft Office >> Microsoft Office Excel

Formatting - Insert Rows & Columns – Sorting - Cell Formatting - Chart Wizard - Row-column concepts – formula creation – column formatting

- a. Chart wizard



- b. Create a chart showing numbers 1 to 1000 as follows: 1,2,3 to 50 in the first column, 51 to 100 in the second column, 101 to 150 in the third column until 915 to 1000. Now find the sum of the numbers in the first column. Copy the formula across the row so that sum of 51 to 100, 101 to 150 etc until 950 to 1000 is obtained by the copy process. Analyze the pattern properties for teaching Sum to N Terms in Arithmetic Progression.
- c. Create multiplication table.
- d. I took a loan of Rs. 15,000 from bank at 12% interest to buy a Washing Machine. I must pay back in 12 equal monthly instalments. Design a spreadsheet to calculate the rupees I must pay at each month. (EMI - equated monthly instalment)

Number	Principal	Interest this month	Principal + Interest	EMI	Balance
	15 000.00	150.00	15 150.00	1236.22	13 913.78
1	13 913.78	139.14	14 052.92	1236.22	12 816.69
2	12 816.69	128.17	12 944.86	1236.22	11 708.64
3	11 708.64	117.09	11 825.72	1236.22	10 589.50
4	10 589.50	105.90	10 695.40	1236.22	9 459.17
5	9 459.17	94.59	9 553.77	1236.22	8 317.54
6	8 317.54	83.18	8 400.72	1236.22	7 164.50
7	7 164.50	71.64	7 236.14	1236.22	5 999.92
8	5 999.92	60.00	6 059.92	1236.22	4 823.70
9	4 823.70	48.24	4 871.93	1236.22	3 635.71
10	3 635.71	36.36	3 672.07	1236.22	2 435.85
11	2 435.85	24.36	2 460.20	1236.22	1 223.98
12	1 223.98	12.24	1 236.22	1236.22	-

### Steps

Type the labels Number, Principal, Interest this month, Principal + Interest, Equated Payment & Balance in respective columns

Type 1, 2 in the Number Column. Select both the cells containing 1 and 2. Drag the fill handle upto 12

Type 15000 below the column heading Principal

Type the formula in the column, 'Interest this month'. The formula is typed thus: "+b8\*12%/12. Ther Interest is calculated as Rs. 150/-

Give the logic of Principal + Interest in the column. This is the sum of Principal and Interest this month

In the Equated Payment column, type 100 as the cheque amount.

Type "=" and the cell address of the 1st column below the word EMI in the second column. This copies the cell value from the above column

Select the 2nd column below the word EMI and drag the cell by the fill handle to fill all columns below with the same value - 100 in this case

Now play what If by changing the 1st 100, the number below EMI. Change the values in this cell until you get very near to zero in the last co

When you type 1236, the balance amount in the last month is Rs. 3.07

Click on the cell below the label EMI. This is where you want the EMI (Equated Monthly Payment)

We need to set the last value in the last cell to Zero. We need zero after paying the 12th cheque amount

Click on Tools - Goal Seek. Set the last value to Zero by changing the cheque amount (Cell below the heading EMI)

e. Math functions

DB(cost,salvage,life,period,month)

DDB(cost,salvage,life,period,factor)

FV(rate,nper,pmt,pv,type)

PMT(rate,nper,pv,fv,type)

SLN(cost,salvage,life)

AVERAGE(number1,number2,...)

COUNT(value1,value2,...)

COUNTIF(range,criteria)

MAX(number1,number2,...)

MIN(number1,number2,...)

IF(logical\_test,value\_if\_true,value\_if\_false)

DB(cost,salvage,life,period,month)		Depreciation	Depreciation	Depreciation	Depreciation	Depreciation	Depreciation		
		year	year	year	year	year	year		
	A	B	1	2	3	4	5	6	
1	Data	Description	319 000.00	217 239.00	147 939.76	100 746.98	68 608.69	46 722.52	900 256.94
2	1 000 000	Initial cost							
3	100 000	Salvage value							
4		6 Lifetime in years							

DDB(cost,salvage,life,period,factor)		Depreciation	Depreciation	Depreciation	Depreciation	Depreciation	Depreciation	
		year	year	year	year	year	year	
		1	2	3	4	5	6	
		333 333.33	222 222.22	148 148.15	98 765.43	65 843.62	31 687.24	900 000.00

f. Excel-Data Consolidation of Tennis & Football

**Golf**

	Jack	Jill	Abu	Beena	Reena	Abel	Meena	Delna	Terasa	Rajitha	Grant total
Qtr 3	2 500	2 500	3 600	2 700	5 400	3 450	3 950	2 350	3 050	5 250	<b>34 750</b>
Qtr 4	2400	3500	400	3450	5600	2750	2680	3460	3480	650	<b>28370</b>
<b>Total</b>	<b>4900</b>	<b>6000</b>	<b>4000</b>	<b>6 150</b>	<b>11 000</b>	<b>6 200</b>	<b>6 630</b>	<b>5 810</b>	<b>6 530</b>	<b>5 900</b>	<b>63 120</b>

**Tennis**

	Jack	Jill	Abu	Beena	Reena	Abel	Meena	Delna	Terasa	Rajitha	Grant total
Qtr 3	3 000	2 750	3 850	2 950	5 650	3 700	4 200	2 600	3 300	5 500	<b>37 500</b>
Qtr 4	3 250	3 750	650	3 700	5 850	3 000	2 930	3 710	3 730	900	<b>31 470</b>
<b>Total</b>	<b>6 250</b>	<b>6 500</b>	<b>4 500</b>	<b>6 650</b>	<b>11 500</b>	<b>6 700</b>	<b>7 130</b>	<b>6 310</b>	<b>7 030</b>	<b>6 400</b>	<b>68 970</b>

**Football**

	Jack	Jill	Abu	Beena	Reena	Abel	Meena	Delna	Terasa	Rajitha	Grant total
Qtr 3	3 500	4 500	3 000	3 450	3 250	3 490	4 500	5 600	4 400	4 500	<b>40 190</b>
Qtr 4	2 500	2 500	3 500	3 400	3 350	3 340	3 500	3 400	5 000	3 400	<b>33 890</b>
<b>Total</b>	<b>6 000</b>	<b>7 000</b>	<b>6 500</b>	<b>6 850</b>	<b>6 600</b>	<b>6 830</b>	<b>8 000</b>	<b>9 000</b>	<b>9 400</b>	<b>7 900</b>	<b>74 080</b>

Qtr  
 Golf Qtr 3  
 Golf Qtr 4  
 Tennis Qtr 3  
 Tennis Qtr 4  
 Football Qtr 3  
 Football Qtr 4

Total Sales  
 Which product brings in more revenue in each quarter?  
 who is the best sales persons in the third quarter?

g. Simple Interest

Abu borrows Rs. 25,000/- at 12.5% simple interest for 4 years, What is the amount he has to pay to clear his debt after 4 years. If the following persons have borrowed these amounts for the given periods, what are their respective Simple Interests and Amounts ?

Formula for calculating simple interest is "Principal x No. of Yeats x Rate". Formula for calculating Amount is Loan + Interest

Name	Loan	Period	Rate	Interest	Amount
Abu	25 000	4	12.50%		
Beena	40 000	2	12.50%		
Reena	30 000	1	12.50%		
Abel	12 000	3	12.50%		
Meena	75 000	5	12.50%		
Delna	30 000	3 1/2	12.50%		
Teresa	25 000	2 1/4	12.50%		
Anitha	22 000	3	12.50%		
Sunitha	23 500	2	12.50%		

Click on the cell below Interest, and type "=" and move the left arrow three times to show the amount Abu has borrowed "25000"

Press "\*" to indicate multiply

Now press the left arrow two times and point to the period 4

Press "\*" to indicate multiply

Now move the left arrow once to select the rate "12.50%" and press enter

Copy the formula from the cell below the word Interest by selecting the cell, dragging the fill handle downwards until everyone's interest is calculated

Click on the cell below the word "Amount" and type "=" and move the arrow four times to select the amount borrowed

Now press "+" to indicate the amount is to be added

Now move the left arrow once to select the Interest and press enter to complete the entry

Select the Interest so calculated, drag the cell by the fill handle until the last column so that Amount for everyone is calculated

## 5. Ms Powerpoint

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### 2<sup>nd</sup> stage

1. Email id creation – emailing – uploading/downloading attachment etc.
  2. google search
  3. downloading our contents what we need
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### 3<sup>rd</sup> stage

1. google talk
  2. yahoo messenger
  3. skype id
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### 4<sup>th</sup> stage

1. usage of [www.dictionary.com](http://www.dictionary.com)
  2. google docs – sharing
  3. blog creation –adding contents, uploading pictures, videos using [www.blogspot.com](http://www.blogspot.com)
  4. bookmarking → [www.delicious.com](http://www.delicious.com)
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## 5<sup>th</sup> stage

1. register in [www.wiziq.com](http://www.wiziq.com) as teacher as well as student
  2. Attend at least 3 recordings of class on any subject in [www.wiziq.com](http://www.wiziq.com)
  3. Attend at least 2 live class on any subject in wiziq
  4. Study [www.wiziq.com](http://www.wiziq.com)
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## 6<sup>th</sup> stage

Create word documents, pp slides, excel etc according to the requirements and conduct at least 2 Private Classes with classmates and faculty present

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## 7<sup>th</sup> stage [enriching the presentation]

### 1. Virtual class room

- a. [www.wiziq.com](http://www.wiziq.com)
- b. [www.dimdim.com](http://www.dimdim.com)

### 2. Sound

Google talk - Yahoo messenger - Skype

### 3. Document creation

Notepad – Wordpad - Word

- a. [www.wordle.net](http://www.wordle.net)
- b. Google docs

### 4. Powerpoint slides

a. [www.authorstream.com](http://www.authorstream.com) [new desktop item for pp2007]

b. Downloading slides

## 5. Animation

a. [www.goanimate.com](http://www.goanimate.com)

## 6. Audio

a. [www.songsforteaching.com](http://www.songsforteaching.com)

## 7. Video

a. [www.teachertube.com](http://www.teachertube.com)

b. [www.youtube.com](http://www.youtube.com)

## 8. Additional tools

a. [www.blogspot.com](http://www.blogspot.com)

b. [www.scretbuilders.com](http://www.scretbuilders.com)

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## 8<sup>th</sup> stage [e-teaching supporting sites]

1. Wiki educator

2. Networking\_coach.com

3. [www.delicious.com/rajettan](http://www.delicious.com/rajettan)

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## 9<sup>th</sup> stage [social networking]

1. Twitter

2. Skype

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## 10<sup>th</sup> stage

1. Conduct 1 Public class with strangers present. Master Trainer will listen to the Public Class Recording to assess the student's capability and to issue the Certificate.
  2. Registering in any sites or in ERICA as eteacher for getting students and earn as you can.
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**ALL THE BEST**

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