**EPC-3**

**Instructions to be followed:-**

**1.** You have to make a CD of EPC – 3. All the content matter should be in the CD form and in print form also.

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| S. No. | List of Contents |  |
| 1. | **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)** |  |
| 2. | **COMPUTER FUNDAMENTALS** |  |
| 3. | **MS-WINDOWS** |  |
| 4. | **MS-WORD** | **Add Your resume after the theory of MS- Word and take print out of that.** |
| 5. | **MS- POWERPOINT** | **Add Your PowerPoint presentation after the theory of MS- PowerPoint and take coloured print out of that.** |
| 6. | **MS- EXCEL** | **Sample is given. Type the detail of 15 students and use formulas and also make the graph of the same. Take its coloured print out also.** |
| 7. | **MULTIMEDIA** |  |
| 8. | **INTERNET** |  |
| 9. | **ICT TOOLS** |  |

**Instructions to be followed:-**

1. Open EPC 3 Folder
2. All the related matter is given in this folder.
3. Sample should not be copy/same. You have to make it yourself.
4. The samples which you will prepare, you have to take its printouts.
5. You have to make a CD of EPC – 3. All the specimens should be in the CD form and in print form also.

**SPECIMENS**

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| S. No. | List of Contents | Remarks |
| 1. | **SCREEN SHOT OF E-MAIL** | 1. **Sample is given. You should have an email account and you have to take a screen shot of any one of email id.**   **Method of taking screen shot is:-**   1. **Open your email.** 2. **Press Printscreen key** 3. **Then open MS-word and paste it here.** 4. **Take its coloured print out.** |
| 2. | **STUDENT PORTFOLIO** | 1. **Sample is given. You have to fill the 2 performas of students (1 + 1 as per your teaching subjects). After that take its printout.** |
| 3. | **QUESTION PAPER OF TEACHING SUBJECTS** | 1. **You have to prepare and type the question paper of any one teaching subject of 80 Marks. After that take its printout.** |
| 4. | **HANDOUT** | 1. **Sample is given. You have to prepare the handout by taking any theme. For this you can take pictures from internet and write the text also related to that theme. After that take its coloured printout.** |
| 5. | **STUDENTS PROGRESS RECORD** | 1. **Sample is given. You have to type the marks of at least 35-40 students and make a graph of it. After that take its coloured printout.** |
| 6. | **TRANSPARENCY** | 1. **You have to type the matter and paste diagram related to teaching subject other than teaching subject of which you have made question paper and take its print out on the Transparency sheet. Or you can make the transparency by hand using permanent markers. Sample is given.** |

NOTE\*\* OPEN PDF FILE OF THEORY IN COMPUTER ONLY, NOT IN MOBILE AND THEN TAKE ITS PRINTOUT.

**\*\*Ask name of school to be written in student portfolio and progress RECORD card from your respective group incharge.**