MGNREGS - ICT and MIS
Training Module for Barefoot Technicians

Learning Unit 2.4
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Learning Unit 2.4: ITC and Reports in MGNREGS

Purpose of the learning Unit

This specific learning outcome will enable you to implement MGNREGS rural infrastructure works by being able to apply basic computer skills, and prepare various type of reports to monitor progress of the MGNREGS.

By the end of this Learning Unit, Barefoot Technician (BFTs) will be able to:

1. Operate computer, printer and work on basic documents by using computer
2. Give the data for the purpose of preparation of reports
3. Prepare reports and send every month

Elements of the learning Unit

This learning unit consists of the following Elements:

This Specific Learning Outcome will enable you to list and describe how to start filling/sending different progress reports pertaining to your village and improve the efficiency.

| Element 2.4.1 | Computer and components of the computer
| This Specific Learning outcome will enable you to describe the common features of computer and its various components required to operate.

| Element 2.4.2 | MS Office basics & Printing the documents
| This Specific Learning Outcome will enable you to describe how to start computer and use it to write a word document and take a print out.

| Element 2.4.3 | Progress reports related to BFT

Abbreviations:

ICT - Information and Communications Technology
MIS - Management Information System
MS Office - Micro Soft Office
Element 1

Computer and components of the computer

- **SPEAKERS**
  - Used to produce audio output.

- **MONITOR**
  - An output device that lets you see your work as you go.

- **CD/DVD DRIVE**
  - Reads CD/DVD discs.

- **SYSTEM UNIT**
  - The case that contains the CPU, memory, the power supply, disk drives, and all other hardware—such as a modem—that are in an internal format.

- **PRINTER**
  - Produces printed copies of computer output.

- **MICROPHONE**
  - Used to get spoken input.

- **FLOPPY DISKS**
  - Used for storing small amounts of data for backup or to transport data to another PC.

- **KEYBOARD**
  - The principal input device; used to type instructions into the computer.

- **CD/DVD DISCS**
  - Commonly used to deliver programs and store large multimedia files.

- **MOUSE**
  - A pointing device used to make on-screen selections.

- **FLOPPY DISK DRIVE**
  - Reads from and writes to floppy disks.

- **HARD DRIVE**
  - Located inside the system unit and used to store programs and most data.

- **FLASH MEMORY CARD READER**
  - Used to read flash memory cards.
Learning element Outcomes

This Specific learning outcome will enable you to describe the common features of computer and its various components to operate.

Summary:

The BFT shall have to know about the computer so that he/she becomes computer literate. For this purpose the BFT should learn how to operate computer and know various components of the computer to operate with ease. The BFT shall learn and practice using the actual computer in a computer lab. Various components of computer are explained in this element.

Introduction:

ICT

ICT is an acronym that stands for Information and Communications Technology. ICT covers any product that will store, retrieve, manipulate, transmit or receive information electronically in a digital form. For example, personal computers, digital television, email, robots etc.

MIS

MIS stands for management information system. MIS is used for collection of information and generation of reports for any given project so that the analysis can be done and used for appropriate decision making.

Nowadays the computer literacy is an important thing to communicate with others. Using computer one can prepare various documents and reports. In MGNREGS the Govt seeks various information to be fed in the MGNREGS software for the purpose of information and putting the information in the public domain through web site. For this purpose every functionary working in MGNREGS shall become computer literate and use computers and other electronic instruments like tablets etc. to transfer the data.
About Computer

Instruction to BFT: It is very difficult understand the theory of computer, if have never used it before. So not to her. You will be taken to computer lab introduce to the computer system practically.

Computers come in many different shapes, sizes, colours, and processing speeds, but all essentially perform the same tasks.

• Most computers and Key boards are very similar; but sometimes a computer might have an extra button or two. While working with computers it requires some flexibility and adaptation to different computer designs, you will find this easy to learn.

• The important hint to keep in mind when you're using a computer is to be patient. Sometimes the computer has to “think” too!

Keyboard
• The keyboard and mouse are the two most common ways that users communicate with a computer – or tell the computer what they want it to do. First, we’ll look at a keyboard and show you that it’s somewhat like a typewriter that has some special tools to help you more effectively to communicate with the computer.

Caps Lock Key

• This key is used to change from small letters to capital letters. The caps lock key activates a feature that affects only the letter keys. Pressing on the caps lock button causes all letter keys to type in uppercase. All other keys will act the same as if caps lock is off. To deactivate caps lock, press the caps lock key again.

Shift Key

• The shift key is used in combination with a second key. The shift key is used primarily to capitalize letters. Shift differs from caps lock because you have to hold the shift key down while simultaneously pressing another key to capitalize a letter, where you only press the caps lock key once. Holding down the shift key also is used to type the characters and symbols above the numbers on the number keys.

Tab Key

• The tab key is used to move from one position on the screen to another. It also creates a “tab stop” (right 1/2 inch) indentation for your paragraphs. This is very similar to a typewriter.

Enter

• When working with text (words), pressing on the enter key moves the cursor down to the next line. Otherwise, pressing the enter key will activate anything that you have selected.

Escape Key

• The escape key is used to cancel the current operation or can be used to exit a program.

Space Bar

• Pressing the space bar while the cursor is positioned within text will cause a space (one character wide) to be placed at the position of the cursor (like on a typewriter).
Control Key

- The control key (Ctrl) is usually used with another key. Holding the control key in addition to another key or keys will start a function. Later on, we will teach you some control key functions that deal with word processing.

Arrow Keys

- The four arrow keys are located on several keys to the right of the spacebar at the bottom of the keyboard. Pressing one of these keys will cause some type of screen movement in the direction of the arrow on the key. These keys are frequently used when correcting mistakes in documents and allow users to “go back” and fix mistakes instead of erasing all of the work since the mistake was made.

Backspace Key

- Pressing the backspace key while the cursor is positioned within text will delete the character (or space) immediately to the left of the cursor.

Delete Key

- Pressing the delete key while the cursor is positioned within text will delete the character (or space) immediately to the right of the cursor.

A mouse is a little bit like a television remote – and also helps you tell the computer what to do. Mouse is short cut tool for the keyboard.

The operation of the mouse is explained below.

1. Let your hand rest comfortably on top of the mouse.
2. Most people are right-handed and therefore, the mouse is usually on the right side of the computer.
3. All left-handed folks don’t have to worry because millions of “lefties” use computers.

4. Some left-handed people simply move the mouse over to their left side of the computer and use it there.

5. Fit the palm of your hand around the mouse, with your index finger resting on the left (the primary) mouse button and your middle finger resting on the right button.

6. Let the heel of your hand rest on the desk or table.

7. As you move the mouse, the mouse pointer (the cursor on the screen) will move in the same direction as your hand.

8. **Mouse Tips**

   - Pressing the mouse buttons is easy and takes a slight amount of pressure.

   - As a beginner computer user, avoid pressing or clicking with the right mouse button. It’s for additional options that advanced users typically use and since you don’t need to use it as a beginner - best avoid it for now!

**Mouse Cursors**

   - The arrow/cursor/pointer is the visual cue that points, moves, and selects things on monitor.

   - You can remember this as your “electronic finger” that points to things on your computer screen (monitor).

   - The mouse pointer is somewhat like your virtual finger inside the computer.

   - It may change shapes as you move it around the screen – which gives you a visual cue that the function of the pointer has changed.

   - The mouse pointer is in the shape of an arrow as you point to icons, menu choices, toolbar buttons, etc.
Mouse Techniques

- Because the mouse is a critical component of the computer, we'll examine some mouse techniques that will be used.
- The mouse can be used in many ways. There are primarily two mouse buttons, known as the left and right button. The left button is primarily used. Some mouse techniques include:

  Click
  - This is the easiest of the techniques; however it is very important that you do it properly.
  - To click, you press down one of the mouse buttons.
  - As you click it, it makes a “clicking” sound.
  - The most important skill to learn while clicking is that it only take very light, short tap to click a mouse button.
  - Don't click the mouse too hard since this tends to slow you down.
  - Once you have mastered clicking, you are ready for the next most essential practice, pointing.

Left Clicking
- This is the primary “click” that you will use by clicking on the left mouse button. When someone says, “click here,” that usually means to left click.

Right Clicking
- This is used to change options or perform specific functions that aren't usually necessary for beginner.

Point
Use the mouse to move the mouse pointer so that it hovers over the top of an icon or word on the screen. Sometimes, this is all that you need to do in order to prompt a response from the computer (as an example, the shape of your cursor may change).
• **Point and click**
  
  • Move the mouse pointer over the top of an item (such as an icon) on your screen and then (while holding your hand still) gently press and release the left button on the mouse.
  
  • This technique is often used to make a selection.

• **Double-click**
  
  • While moving the mouse pointer over an item on the screen, quickly press the left mouse button two times.
  
  • This may take some practice but it is a very useful and important skill. If you are having problems double clicking, it's most likely because you're moving the mouse slightly while double clicking.
  
  • Try to put your hand steadily. By double clicking, you are usually prompting the computer to take an action on the item you selected (double clicking on an icon on your computer desktop may open or start a program).

**Click and Drag**

• Press and hold down a mouse button (usually the left button).
  
  • As you hold down the button, move the mouse in any direction.
  
  • Click and drag is a method used when “highlighting” or “selecting” text. To do this to text, click at the beginning of the text that you want to select, hold down the left mouse button, and move your mouse to the end of where you want to highlight.

**The Right Mouse Button**

• What happens if you accidentally press the right mouse button?
  
  • A menu pops up— and it’s not a problem, but it can make the computer do something that you don’t expect you then click on the menu.

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**Remember**

- You shall close the computer with log off system not through power switch off.
- Unless you do practice before real computer you cannot understand the various components and their use.
Work Book:

1. What is the use of computer?

2. List out the different keys in the keyboard?

3. What is the purpose of the Mouse?
Element 2

MS Office basics &
Printing the documents
Learning element Outcomes

This Specific Learning Outcome will enable you to describe the procedure to start computer use it to write a word document and take a print out.

Summary:

This element explains about various processes to open the computer and write documents are explained in this element. Once a document is generated, printing of the same is also explained in this chapter.

Introduction:

MS office is the name of most widely used software to work on various documents and on many other utilities. Computer cannot work without software.

Now let us know how a computer works using the MS Office software.

Desktop:

The first screen you see on the monitor when the computer starts up is called the desktop. This is where you will do everything — writes letters, send emails, browse the Internet, and so forth.

The Desktop Environment

The desktop environment is made up of several parts including:

- Desktop Icons
- The Task Bar
- The Clock
- Desktop icons, sometimes called shortcuts, are quick ways to access different programs.
1. To use shortcut icons on the desktop environment to open programs, use the mouse to point to the desktop icon that represents the program that you want to open.

- 2. Double click on the icon and the program will open or start.
- The task bar is the area at the very bottom of the computer screen. You will soon be able to multitask and do several things at once.

1. The task bar is there to help you keep things organized and become even more efficient.

- Clock: There is a clock that conveniently tells you the time.

**The Start Button**

The start button is located on the lower left hand corner of your screen – on the taskbar. It’s used to access all of the programs on the computer so you can “start” them.

To use the start menu to open programs:

1. **Point** and **click** the mouse pointer at the button at the lower left corner of the Windows desktop (the screen that appears when you first start up your computer). This activates a **pop-up menu**.

2. Slide the mouse pointer up the menu to Programs. The menu selection will be highlighted in blue and a sub-menu will be activated.

3. Slide the mouse pointer straight to the right onto the sub-menu.

4. Slide the pointer straight up or down to highlight the program group that you would like to use and then click on the program you want to open.

**Turning the Computer On and Off**

- On a desktop computer, there will be a button to turn on the computer.

- Similarly, there will be usually a button on the monitor to turn on the monitor.
• These buttons are usually on the front of the computer and the monitor. The computer goes through a number of internal tasks when starting up.

• It may take a few minutes for it to complete these tasks. Patience, as you will learn, is used a lot while working with a computer.

• After the computer stops making what almost sounds like a grinding noise (this is normal – it’s the hard drive being accessed) and the picture on the screen stops changing, it is probably ready for you to use!

• Turning a computer off takes more practice.

• You should follow the procedure below that allows the computer to properly store files.

• Avoid unplugging the computer or holding down the power button, unless the computer freezes
**JOB SHEET for Microsoft word document**

How to write a word document using MS office word software. Microsoft Word is a word-processing application of M.S office software.

The program can be used to write letters and different types of documents that can include graphics and pictures.

You'll need: A computer with Microsoft Word installed

Follow these step-by-step instructions to start a document in Microsoft Word

- **Step 1:** From the desktop or from your 'Start' menu, open Microsoft Word.

- **Step 2:** Microsoft Word will open up automatically into a new document ready for you to start typing.
• **Step 3:** Now you can type your letter in this word document.

![Image of a word document with a letter being typed]

• **Step 4:** If you’ve written a letter, you’ll probably want to save it somewhere so that you can get to it again for printing or sending by email. You may also have started a document but want to finish it off later.

• **Step 5:** From the menu, choose save.

![Image of a word document with the save option highlighted]
• **Step 6:** A ‘Save’ dialogue box will come up. At the top and at the left-hand side in the list of folder options, it will show the folder where you'll be saving the document. If you wish to change this folder, navigate through the folders on the left-hand side of the dialogue box to choose the one where you want to save your document.

• **Step 7:** Word will automatically give your document a name, based on the first few words of your text. If you don’t like the one given, once you have chosen the destination folder, type a name for your document in the ‘File name’ box. Come up with a name that is concise but will allow you to find the document easily again. Don't worry about changing what's in the box underneath, labelled ‘Save as type’. This seldom needs to be changed. It allows you to choose the type of format that all documents created with these settings will have.

• **Step 8:** Once you have typed in the name of your document, click Save.
• **Step 9:** Your document will now have a name, which will be shown at the very top of your document screen. If you make changes to your document and then save them after it has been saved originally, the dialogue box will not come up again. It will just save your changes without any visual notification being shown.

• **Step 10:** The 'Save As' menu – the link to which is on the left-hand side of the 'File' dialogue box, beneath 'Save' – is used to save an existing document under another name. This is helpful if you’ve made changes to your document and then want to save the changes, but also keep the original document in its original format and under its original name.

**JOB SHEET for Printing document**

To print a document, your computer needs to be connected to a printer. Being able to print is not necessary in order to use Word, but if you want to send a letter in the post or print out a document, you'll need to have access to a printer.

Follow these step-by-step instructions to print a document from Microsoft Word –

**Step 1:** Open an existing Word document or start a new document and type your text.

**Step 2:** Once you’ve completed your document and are ready to print, click File in the top left-hand corner of your document.
Alternatively, some versions of Word may have an Office button instead of a 'File' button – it’s a round Office icon in the top left-hand corner of the screen. Click on this if you have one.

- **Step 3:** Move down and click Print in the menu. This will bring up the 'Print' dialogue box.
• **Step 4:** Choose how many copies of your document you need by giving input or by clicking arrow up and down.

• **Step 5:** Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages. You can also change the orientation of the print from portrait to landscape and tell your computer and printer whether you’re printing on a certain size of paper. You’ll also see, on the right, a preview of your printed document will look like.

• **Step 6:** When you’re satisfied with your settings, click Print. The document will now start printing on your printer.
How to write an email

Email is a communication like a post letter but through computer and internet. We can send a letter to anybody in the world through email in few seconds. To send email the computer should be connected to internet. There are number of email providers like Gmail, Yahoo, rediffmail etc. which provides free service.

To send an email to your friend or to your boss or to your colleague first you need to open an account with one of the above email providers. And you should have your email id.

The email ids of some of the persons look like this: krishna123@gmail.com, ramudelhi@yahoo.com, laxmisarawati@rediffmail.com

Once you have created your email id, you can write email to any of your friends who has his/her email id. You shall open an email id account during this training with the help of the training institution. You also shall stat sending emails to your friends during this training program.
Work book

1. Explain the process to write word document?

2. Explain how do you take the print out?

3. Narrate how do you created your e-mail ID?
Element 3

Progress reports related to BFT
Learning Activity Outcomes

This Specific Learning Outcome of this element will enable you to list and describe how to fill/send different progress reports pertaining to your Gram Panchayat(s) and improve the efficiency.

Progress reports on MGNREGS are required for Gram panchayat, Block office, Dist office, and state office. So the BFTs are required to submit reports regularly to GP and to the block office. The progress reports are required by all the implementing units from GP to Delhi level to monitor the MGNREGS program.

Benefits of progress reports

1. It improves personal efficiency.
2. It expedites problem solving (speed up the progress of problems solving in an organization).
3. It facilitates interpersonal communication.
4. It promotes learning or training.
5. It increases organizational control.
6. It helps in decision making for management/policy makers.
7. It creates a competitive advantage.
The following progress reports are required to be furnished by the BFT

1. MEASUREMENT BOOK
   Status of M books used and not used is to be furnished monthly

2. WORKS
   a) Works sanctioned under different categories
   b) Work Status
   c) Spill-over Works
   d) No. of works Under Convergence
   e) Works completed

ASSETS
Assets Created.

4. LABOUR MATERIAL RATIO VIOLATION
The GP wise labour material ratios are to be furnished every month

5. PHOTO
Status of Work through photos are to be Uploaded through mobile

1. Expenditure on works
   a. Supplier-wise Expenditure Report
   b. Material-wise Expenditure Report
Work Book:

Each of the state has their own formats for various progress reports for the above.

A sample progress report a BFT is expected to send in a month is given below

Name of the report : Works status reports
Reporting month: June 2015

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Name of the work opened</th>
<th>No of labourers provided wage employment</th>
<th>Person days created</th>
<th>Status of the work (in progress/completed)</th>
<th>Expenditure on labourers(wages)</th>
<th>Expenditure on material</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Sometimes the BFTs are required to send the progress report through his mobile. A mobile software /mobile application is downloaded in the mobile and the information is fed in the mobile and uploaded through message system like SMS. BFT will be given training by the respective program officer how to collect and feed the information in the mobile and send.
Work Book:

1. Write your Gram Panchayat approved labour budget for this year? Write report No.?

2. Browse the MGNREGS web portal and pick up the wage expenditure incurred in your GP for in this financial year (2015-16)?