

Cyber Training Centre (CTC), Bangladesh Police, CID
03 (Three) Weeks Training on “Access to Information Technology”
2nd Batch, Date- 12/05/2024 to 30/05/2024

| Date | 09:00-09:55 | 10:00-10:55 | 11:10-12:05 | 12:10-13:05 | 14:05-15:00 | 15:05-16:00 |
|---|--|---|--|---|---|---|
| 1st Day 12/05/2024 Sunday | Registration & Opening Ceremony | Introduction to Computer, History of Computer, Generation Types Mr. Arif Mainuddin, MD, Docode Lab Limited | Detailed Discussion about Various Hardware Components of Computer, & Basic Electronics Devices Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | | Computer Network Interface, Component | Internet Bandwidth & Software Introduction |
| 2nd Day 13/05/2024 Monday | Microsoft Word Familiar Details (Title Bar, Menu Bar, Scroll Bar etc.) | Open A New Word File, Create An English Document & Save File/Document with Password | Page Setup, Text Formatting in MS Word (Bold, Italic, Underline, Text Color Change, Text Highlighting, Shading, Selecting Text, Scaling, Font Selection, Changing Font Size, Super-Script & Sub-Script, Line Spacing, Bullets & Numbering etc.) Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Mr. Arif Mainuddin, MD, Docode Lab Limited | |
| | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | | | Practical Exercises With Different Types of Word Commands Using Keyboard/Mouse | Table Formatting (Text Direction in Tables, Text Shortening, Use of Formulas, Alignment, Auto Fit, Spilt Cell, Gridline etc.) |
| 3rd Day 14/05/2024 Tuesday | Re-Discussion & Practice of MS Word | Use Of Header-Footer, Text Box, Word Art, Insert Object/Symbol/ Equation | English Typing Practice Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank | |
| | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | | | Bangla Keyboard Introduction & Practice | Bangla Typing by Using Bijoy/Unicode Font |
| 4th Day 15/05/2024 Wednesday | Rediscussion & Bangla Typing Practice Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Clip Art, Shape, Smart Art, Create Monthly Crime Chart Using Charts | Use of Watermark, Page Colour, Border, Print/Full Screen/Web Layout, Ruler, Document Map, Thumbnail, Zoom, New Window, Arrange All etc. | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | |
| | | | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | MS Word to PDF & Guideline For Print Document in MS Word | Detailed Discussion of MS Excel (Menu Bar, Tool Bar, Formula Bar, Worksheet, Column, Row, etc.) |
| 5th Day 16/05/2024 Thursday | Basic Functions of MS Excel (Create Worksheets, Data Entry, Save Files, etc.) Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Move Data, Merge/Center, Create New Rows/Columns, Shrink Column Span, Increase Row Height, Border, Page Break, Cell, Chart Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | |
| | | | | | Currency Symbols, Insert Data, Data Entry Practice | |
| 6th Day 19/05/2024 Sunday | Excel Functions, Formulas & Mathematical Symbols Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Bangla Typing Practice In MS Excel | Page Set-Up, Dialog Box, Margin Setting | Preparation of Result Sheet using MS Excel | |
| | | | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | |

Tea Break : 10:55-11:10

Launch Break : 13:05-14:05

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| 7th Day 20/05/2024 Monday | Preparation of Electricity Bill/Salary Sheet using MS Excel Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Bangla-English Typing Practice in MS Excel Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Rules For Printing Documents in MS Excel | Review of MS Excel |
| 8th Day 21/05/2024 Tuesday | Introduction & Detailed Discussion of MS Power Point | MS Power Point Template Use, Slide Layout, Flowchart etc. Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | Use of Tables in Power Point, Create & Write in Table & Practice | Addition of Audio-Video Files in Power Point, Use of Hyperlinks | Different Types of Animation Methods, Ways to Beautify Presentations | Bangla-English Writing & Practice |
| 9th Day 22/05/2024 Wednesday | Make a Presentation with MS Power Point Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Presentation Practice | Rules For Printing Documents in MS Power Point, Review of MS Power Point Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | Operating System Introduction, Features & Security Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | |
| 23/05/2024-Thursday, Government Holyday | | | | | | |
| 10th Day 25/05/2024 Saturday | Common Hardware Problems & Trouble Shooting Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank | | Useful Software Installation (Windows, Anti-Virus, Adobe Photoshop, etc.) & Configuration Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | | Discussion about Control Panel & Various Required Settings Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161. | |
| 11th Day 26/05/2024 Sunday | Introduction of Various Software used in Bangladesh Police Mr. Mehedi Hasan, PPM, Addl. SP, PIO, PHQ, Mob: 01320-000950. | | Uses of PIMS, CIMS, AFIS, ABIS, SIVS, etc. Data Entry, Report Generation (Practical) Mr. Mehedi Hasan, PPM, Addl. SP, PIO, PHQ, Mob: 01320-000950. | | Introduction of CDMS, Person Entry, Seizure List Mr. Md. Tauhi Ud Daulla Lupom, Addl. SP, Crime Analysis, PHQ, Mob: 01320-001421. | |
| 12th Day 27/05/2024 Monday | How to write Online GD, Arrestee Forwarding & Criminal Information Search Mr. Md. Tauhi Ud Daulla Lupom, Addl. SP, Crime Analysis, PHQ, Mob: 01320-001421. | | How to write Online Case Diary & Police Report Mr. Md. Tauhi Ud Daulla Lupom, Addl. SP, Crime Analysis, PHQ, Mob: 01320-001421. | | Internet, Type of Internet Connection (2G, 3G, 4G, 5G, Wimax, Wifi, Fax) & Networking Cable-HDMI, VGA Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | |
| 13th Day 28/05/2024 Tuesday | Search/Advance Search & Metadata Analysis Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | | Internet Security Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | | HTTP & HTTPS Website, Browser Settings & Privacy Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | |

Tea Break : 10:55-11:10

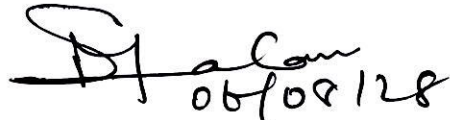
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| 14 th Day 29/05/2024 Wednesday | Government Websites, Necessary Browsing & Data Collection Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | | Create & Open An Email/Gmail ID & Email Communication, Cc, Bcc, Subject Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | How to Send Large Files By Mail | Email & other Social Media Account Security | Use of Google Drive, Google Meet, Zoom |
| | Social Media Introduction, How to Use Social Media Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | | Introduction of OSINT, OSINT Collection Process Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606. | Open Source Information, OSINT Framework | Final Assessment Test | Certificate Distribution & Closing Ceremony |
| 15 th Day 30/05/2024 Thursday | Social Media Information Gathering, Social Media Security | | Tea Break : 10:55-11:10 | | Launch Break : 13:05-14:05 | |

Course Coordinator : Mr. Md. Mobarak Hossain, Inspector, CTC, CID, Dhaka. Mob: 01713-518618.

Asst. Course Coordinator: Mr. Khandakar Atiqur Rahman, Sub-Inspector, CTC, CID, Dhaka.
Mob: 01718-137996.

Venue : Detective Training School (DTS), New Building, 4th Floor (Computer Lab), Room No.- 504 ,
Bangladesh Police, CID, Dhaka.


(S M Ashraful Alam, PPM)
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Cyber Training Centre (CTC)
Bangladesh Police, CID, Dhaka