

**Cyber Training Centre (CTC), Bangladesh Police, DTS, CID  
03 (Three) Weeks Training on "Access to Information Technology" 3<sup>rd</sup> Batch,  
Participant – Inspector/SI/ASI/Constable & Civil Staff, Date- 29/09/2024 to 17/09/2024**

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
1 <sup>st</sup> Day 29/09/2024 Sunday	Registration & Opening Ceremony	Introduction to Computer, History of Computer, Generation Types Mr. Arif Mainuddin, MD, Decode Lab Limited	Detailed Discussion about Various Hardware Components of Computer, & Basic Electronics Devices Mr. Arif Mainuddin, MD, Decode Lab Limited, Mob: 01815-140606.	Computer Network Interface, Component Mr. Arif Mainuddin, MD, Decode Lab Limited	Internet Bandwidth & Software Introduction	
	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. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.	Use of Watermark, Page Colour, Border, Print/Full Screen/Web Layout, Ruler, Document Map, Thumbnail, Zoom, New Window, Arrange All etc.	Practical Exercises With Different Types of Word Commands Using Keyboard/Mouse Mr. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.	Table Formatting (Text Direction in Tables, Text Shortening, Use of Formulas, Alignment, Auto Fit, Split Cell, Gridline etc.)
2 <sup>nd</sup> Day 30/09/2024 Monday	Re-Discussion & Practice of MS Word	Use Of Header-Footer, Text Box, Word Art, Insert Object/Symbol/ Equation	Clip Art, Shape, Smart Art, Create Monthly Crime Chart Using Charts Mr. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.	English Typing Practice		
	Mr. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.		Rediscussion & Typing Practice 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 Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.	Detailed Discussion of MS Excel (Menu Bar, Tool Bar, Formula Bar, Worksheet, Column, Row, etc.) Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.	
3 <sup>rd</sup> Day 01/10/2024 Tuesday	Bangla Keyboard Introduction & Practice	Bangla Typing by Using Bijoy/Unicode Font	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.	Currency Symbols, Insert Data, Data Entry 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, Mob: 01711-163161.		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.	Preparation of Result Sheet using MS Excel Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.		
4 <sup>th</sup> Day 02/10/2024 Wednesday	Excel Functions, Formulas & Mathematical Symbols					
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.					
5 <sup>th</sup> Day 03/10/2024 Thursday						
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.					
6 <sup>th</sup> Day 06/10/2024 Sunday						
	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**

Date	09:00-09:55	10:00-10:55		
7 <sup>th</sup> Day 07/10/2024 Monday	Preparation of Electricity Bill/Salary Sheet using MS Excel			
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.			
8 <sup>th</sup> Day 08/10/2024 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.			
9 <sup>th</sup> Day 09/10/2024 Wednesday	Make a Presentation with MS Power Point			
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.			
10 <sup>th</sup> Day 10/10/2024 Thursday	Common Hardware Problems & Trouble Shooting			
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank			
11 <sup>th</sup> Day 13/10/2024 Sunday	Introduction of Various Software used in Bangladesh Police			
	Mr. Meheddi Hasan, ppm, Addl. SP, PIO, PHQ, Mob: 01320-000950.			
12 <sup>th</sup> Day 14/10/2024 Monday	How to write Online GD, Arrestee Forwarding & Criminal Information Search			
	Mr. Md. Tauhi Ud Daula Lupom, Addl. SP, Crime Analysis, PHQ, Mob: 01320-001421.			
13 <sup>th</sup> Day 15/10/2024 Tuesday	Search/Advance Search & Metadata Analysis			
	Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606.			
<b>Tea Break : 10:55-11:10</b>				
	11:10-12:05	12:10-13:05		
	Bangla-English Typing Practice in MS Excel			
	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		
	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.			
	Useful Software Installation (Windows, Anti-Virus, Adobe Photoshop, etc.) & Configuration			
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank, Mob: 01711-163161.			
	Uses of PIMS, CIMS, AFIS, ABIS, SIVS, etc. Data Entry, Report Generation (Practical)			
	Mr. Meheddi Hasan, ppm, Addl. SP, PIO, PHQ, Mob: 01320-000950.			
	How to write Online Case Diary & Police Report			
	Mr. Md. Tauhi Ud Daula Lupom, Addl. SP, Crime Analysis, PHQ, Mob: 01320-001421.			
	Internet, Type of Internet Connection (2G, 3G, 4G, 5G, Wimax, Wifi, Fax) & Networking Cable-HDML, VGA & Internet Security,			
	Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606.			
<b>Launch Break : 13:05-14:05</b>				
	14:05-15:00	15:05-16:00		
	Rules For Printing Documents in MS Excel	Review of MS Excel		
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank			
	Different Types of Animation Methods, Ways to Beautify Presentations	Bangla-English Writing & Practice		
	Mr. Mahabubur Rahman, IT Specialist, Forensic Audit Team Member, World Bank			
	Operating System Introduction, Features & Security			
	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.			
	Introduction of CDMS, Person Entry, Seizure List			
	Mr. Md. Tauhi Ud Daula Lupom, Addl. SP, Crime Analysis, PHQ, Mob: 01320-001421.			
	Patterns of Cybercrime in Bangladesh, How to lodge FIR & GD in Police Station			
	Mr. S M Asraful Alam, ppm, SSP, CPC, CID, Mob: 01721-104980.			
	HTTP & HTTPS Website, Browser Settings & Privacy			
	Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606.			

Date	09:00-09:55	10:00-10:55		
14 <sup>th</sup> Day 16/10/2024 Wednesday	Government Websites, Necessary Browsing & Data Collection		Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606.	
	Social Media Introduction, How to Use Social Media	Social Media Information Gathering, Social Media Security	Tea Break : 10:55-11:10	
15 <sup>th</sup> Day 17/10/2024 Thursday	Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606.		11:10-12:05	12:10-13:05
	Social Media Introduction, How to Use Social Media	Social Media Information Gathering, Social Media Security	Create & Open An Email/Gmail ID & Email Communication, Cc, Bcc, Subject	How to Send Large Files By Mail
		Mr. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.	Introduction of OSINT, OSINT Collection Process	Open Source Information, OSINT Framework
		Mr. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.	Mr. Md. Khairul Islam, Addl. SSP (Intelligence & Monitoring), CPC, CID, Mob: 01320099345.	
		Launch Break : 13:05-14:05		
		14:05-15:00	15:05-16:00	
		Email & other Social Media Account Security	Use of Google Drive, Google Meet, Zoom	
		Mr. Arif Mainuddin, MD, Docode Lab Limited, Mob: 01815-140606.	Final Assessment Test	
		Certificate Distribution & Closing Ceremony		

Course Director : Mr. Md. Azim Uddin, ASP, CTC, CID, Dhaka. Mob: 01711-060648.

Course Coordinator : Mr. S. M. Saifullah, Sub-Inspector, CTC, CID, Dhaka. Mob: 01922-220490.

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

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

Bangladesh Police, DTS, CTC, CID, Dhaka

*Sst-24.09.2024*  
(Mst. Siddika Begum)

BP-7805104563  
SSP (Promoted to Addl. DIG)

On-behalf/  
Commandant