



Guide for
Microsoft DLC Program

Microsoft®

Microsoft Digital Literacy Curriculum (DLC) Program

This Guide will help the users to understand the process of learning the Program under Microsoft Digital Literacy Curriculum (DLC), appear for the online assessment and get Microsoft Certification. The Pre-requisites and contents of this Guide are given hereunder:

Pre-requisites

- ✓ Internet Explorer 6.0 or above
- ✓ Windows Live ID

Internet Explorer 6.0 or above

You should have Internet Explorer 6.0 or above pre-loaded on your computer. Please note that Microsoft DLC Program does not support Web Browser (Mozilla, Google Chrome etc.) other than Internet Explorer.

Windows Live ID

Windows Live ID is a single sign-on web service developed and provided by Microsoft that allows you to log in to Microsoft DLC Program. Your email under Hotmail, Messenger or Xbox LIVE is already enabled as Windows live ID. The other users need to create Windows Live ID.

How to create Windows Live ID?

You will be required to log on to <https://signup.live.com/> to create your Windows Live ID. For procedure, please go to Page 8.

Contents

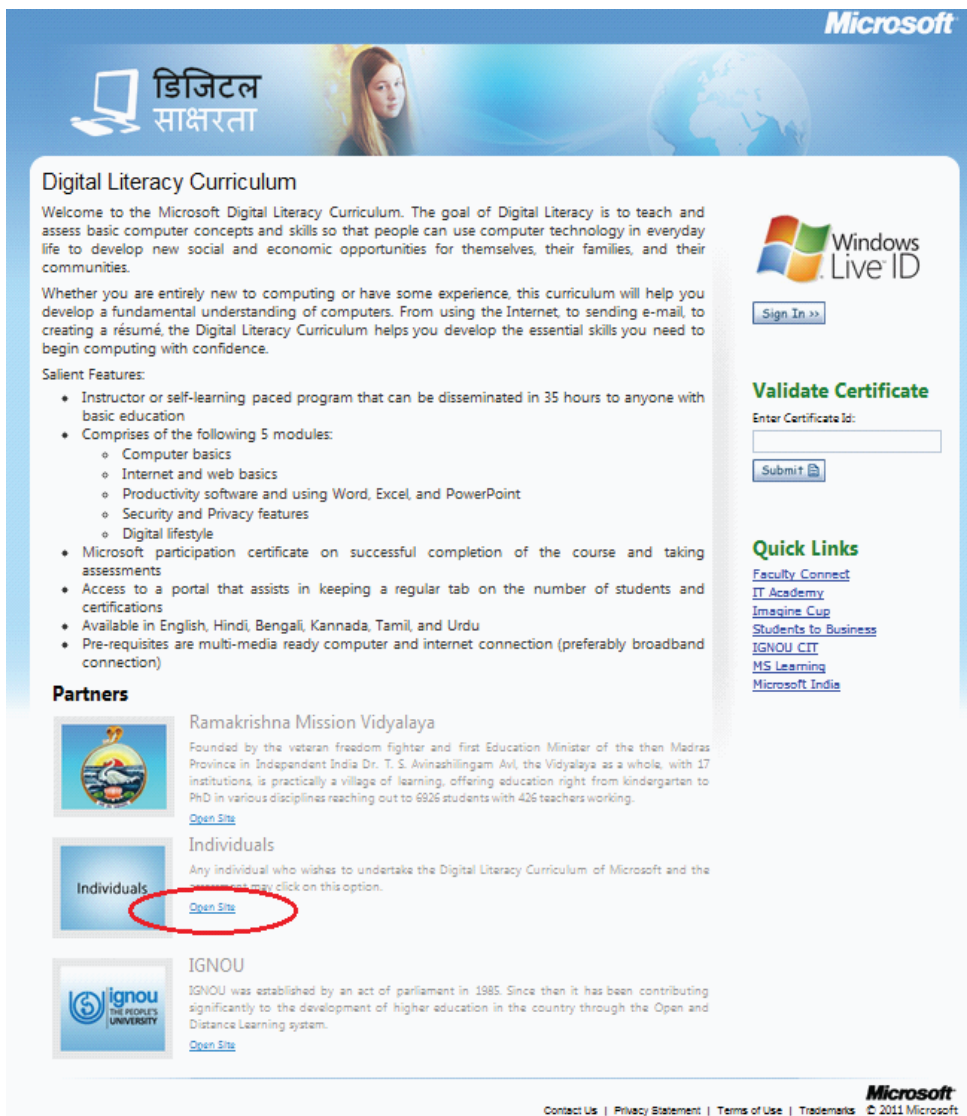
This Guide is divided in four sections:

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Guide for Learning Microsoft DLC Program

Step 1: Log on to www.dsaksharta.in

Step 2: Click on [Open Site](#) under



The screenshot shows the Microsoft Digital Literacy Curriculum website. At the top, there is a banner with the text "डिजिटल साक्षरता" (Digital Literacy) and a woman's face. Below the banner, the heading "Digital Literacy Curriculum" is followed by a welcome message and a list of salient features. On the right side, there is a "Windows Live ID" section with a "Sign In" button and a "Validate Certificate" section with a text input field and a "Submit" button. Below these are "Quick Links" for various Microsoft programs. At the bottom, there is a "Partners" section with three entries: Ramakrishna Mission Vidyalaya, Individuals, and IGNOU. The "Individuals" entry has a red circle around its "Open Site" link.

Digital Literacy Curriculum

Welcome to the Microsoft Digital Literacy Curriculum. The goal of Digital Literacy is to teach and assess basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities.

Whether you are entirely new to computing or have some experience, this curriculum will help you develop a fundamental understanding of computers. From using the Internet, to sending e-mail, to creating a résumé, the Digital Literacy Curriculum helps you develop the essential skills you need to begin computing with confidence.

Salient Features:

- Instructor or self-learning paced program that can be disseminated in 35 hours to anyone with basic education
- Comprises of the following 5 modules:
 - Computer basics
 - Internet and web basics
 - Productivity software and using Word, Excel, and PowerPoint
 - Security and Privacy features
 - Digital lifestyle
- Microsoft participation certificate on successful completion of the course and taking assessments
- Access to a portal that assists in keeping a regular tab on the number of students and certifications
- Available in English, Hindi, Bengali, Kannada, Tamil, and Urdu
- Pre-requisites are multi-media ready computer and internet connection (preferably broadband connection)

Partners

Ramakrishna Mission Vidyalaya
Founded by the veteran freedom fighter and first Education Minister of the then Madras Province in Independent India Dr. T. S. Avinashilingam Aiyar, the Vidyalaya as a whole, with 17 institutions, is practically a village of learning, offering education right from kindergarten to PhD in various disciplines reaching out to 6926 students with 426 teachers working.
[Open Site](#)

Individuals
Any individual who wishes to undertake the Digital Literacy Curriculum of Microsoft and the [Open Site](#) may click on this option.
[Open Site](#)


IGNOU
IGNOU was established by an act of parliament in 1985. Since then it has been contributing significantly to the development of higher education in the country through the Open and Distance Learning system.
[Open Site](#)

Windows Live ID
[Sign In >>](#)


Validate Certificate
Enter Certificate Id:
[Submit](#)

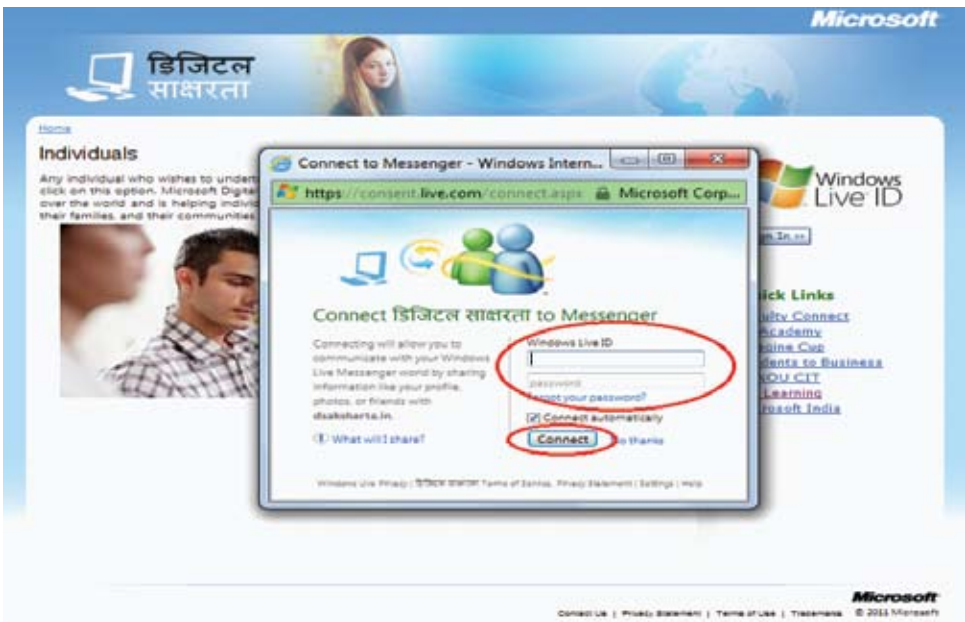
Quick Links
[Faculty Connect](#)
[IT Academy](#)
[Imagine Cup](#)
[Students to Business](#)
[IGNOU CTT](#)
[MS Learning](#)
[Microsoft India](#)

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Step 3: The following page would open – Click on  button.



Step 4: You would get a pop up window. Enter your Live/Hotmail ID & Password and click on  button.



Step 5: The following Registration Form will appear. Fill your First Name, Last Name and select Individual option.

The screenshot shows the Microsoft Registration Form with the following details:

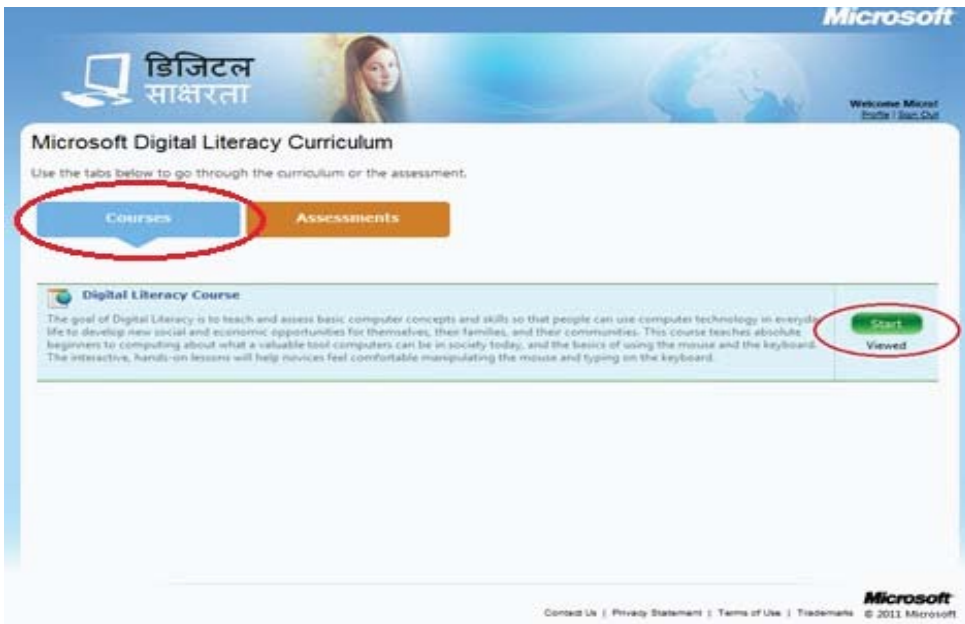
- Header: Microsoft logo and 'डिजिटल साक्षरता' (Digital Literacy) in Hindi.
- Section: Registration Form
- Section: Personal Details
- Fields:
 - First Name: Rahul
 - Last Name: Singh
 - Site: Individual (circled in red)
- Options:
 - Basic Academy for Building Lifelong Employability
 - Individuals (selected and circled)
 - Information System Vidyalyaya
- Checkbox: I accept the Terms of Use and Education Statement.
- Buttons: Sign Out, I Accept
- Footer: Microsoft logo, Contact Us, Privacy Statement, Terms of Use, Translators, © 2011 Microsoft

Step 6: Select EduSkill in the drop box under Organisation and then click on button.

The screenshot shows the Microsoft Registration Form with the following details:

- Header: Microsoft logo and 'डिजिटल साक्षरता' (Digital Literacy) in Hindi.
- Section: Registration Form
- Section: Personal Details
- Fields:
 - First Name: Rahul
 - Last Name: Singh
 - Site: Individuals
 - Organisation: EduSkill (circled in red)
- Options:
 - Basic Academy for Building Lifelong Employability
 - Career Launcher
 - CGRE Institute and Technologies Ltd
 - EduSkill (selected and circled)
 - Information System Vidyalyaya
 - 360 Staffing & Training Solutions
 - IL&PS Education Technology Services
 - Individuals
 - Maharashtra Directorate of Vocational Education and Training
- Buttons: Sign Out, I Accept (circled in red)
- Footer: Microsoft logo, Contact Us, Privacy Statement, Terms of Use, Translators, © 2011 Microsoft

Step 7: Select **Courses** and click on **Start** button.



Step 8: Select the preferred language from the options given and click on **Next** button.



Step 9: Select the module from the options given and click on **Next** button.



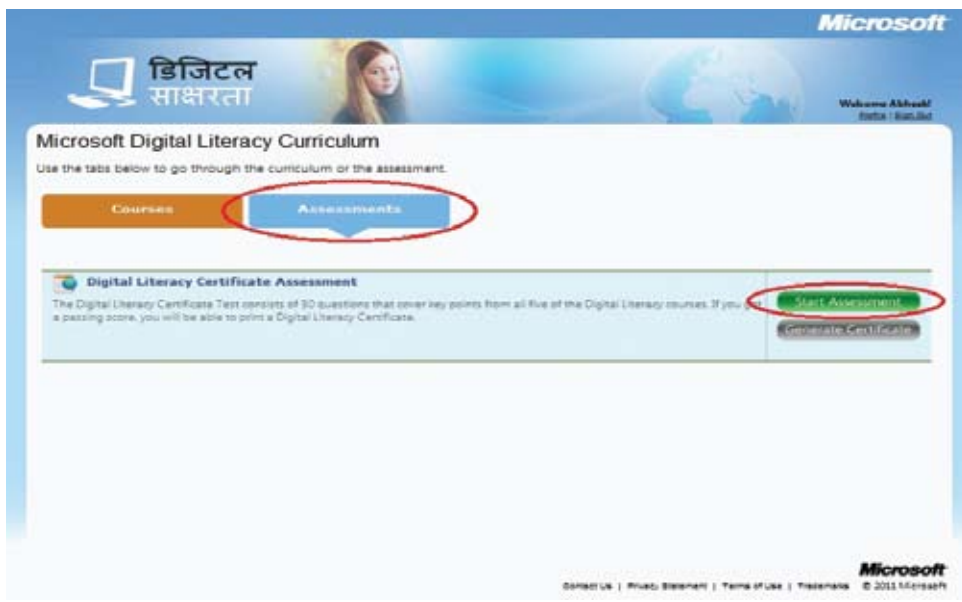
Step 10: Click on **Start Module** button to start the module.



Guide for Certification under Microsoft DLC Program

Step 1: Sign in using Windows Live ID and go to the following page.

Select **Assessments** and click on **Start Assessment** button.



Step 2: You will be required to attempt 30 questions. A Sample question is given below:



Step 3: If you score passing marks then Congratulatory page will pop up. Click on **Generate Certificate** button to generate your Certificate.



Step 4: Certificate will be similar to this. Every Certificate has a unique Certificate ID. Click on **Print** button to print your Certificate for your record.



Procedure to Create Windows Live ID

Log on to <https://signup.live.com/>. “Create your Windows Live ID” page will open. Follow the instructions to create Windows Live ID.

Windows Live® Sign in

Create your Windows Live ID

It gets you into all Windows Live services—and other places you see
All information is required.

If you use **Hotmail, Messenger, or Xbox LIVE** you already have a Windows Live ID.
[Sign in](#)

Use your email address: [Or get a Windows Live email address](#)

Create a password:

Retype password:

6-character minimum; case sensitive

Mobile phone:

First name:

Last name:

Country/region:

Postal Code:

Gender: Male Female

Birth date:

Enter the characters you see
[New](#) | [Audio](#) | [Help](#)

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Send me email with promotional offers and survey invitations from Windows Live, Ring, and MSN. (You can unsubscribe at any time.)

Clicking **I accept** means that you agree to the [Microsoft service agreement](#) and [privacy statement](#).

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Validation of your Certificate

Your Certificate can be validated by your prospective employer by entering your Certificate ID on the main page of www.dsaksharta.in.

The screenshot shows the Microsoft Digital Literacy Curriculum website. The header includes the Microsoft logo and the text 'डिजिटल साक्षरता' (Digital Literacy) with an image of a woman. The main content area is titled 'Digital Literacy Curriculum' and contains a welcome message, a list of salient features, and a 'Partners' section. On the right side, there is a 'Windows Live ID' sign-in section and a 'Validate Certificate' section. The 'Validate Certificate' section has a text input field containing the ID '110311MU3H4QK504', which is circled in red, and a 'Submit' button. Below this is a 'Quick Links' section with several links.

Digital Literacy Curriculum

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Validate Certificate
Enter Certificate ID:

[Submit](#)

Quick Links
[Faculty Connect](#)
[IT Academy](#)
[Imagine Cup](#)
[Students to Business](#)
[IGNOU CIT](#)
[MS Learning](#)
[Microsoft India](#)

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