# HIMACHAL PRADESH JUDICIAL ACADEMY

GHANDAL, P.O. SHAKRAH, SUB TEHSIL DHAMI, DISTRICT SHIMLA – 171011

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

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|---|---|
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**Ref. No.** HPJA/ Ubuntu./Ministerial Staff/2015(Vol-I)/      **Dated**: 9.10.2017

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Kangra at Dharamshala, H.P.

**Subject:** **A three-Day Training Programme on "Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 4.2" for the Ministerial Staff of Subordinate Courts of H.P. w.e.f. 1st November, 2017 to 3rd November, 2017.**

Sirs,

    "Jai Hind"

    I have the honour to say that the Academy is going to organize a three-day training programme on **"Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 4.2"** for the Superintendents Grade-I/II, Senior Assistants, Junior Assistants, Clerks, P.A.s, Senior Scale Stenographers, Junior Scale Stenographers, Judgment Writers and Steno-typists working in the establishments of Civil & Sessions Divisions, Shimla and Kangra. The schedule and venue of the training programme would be as follows:-

| Schedule | | Venue | Number of participants required to be nominated from Civil & Sessions Division: |
|---|---|---|---|
| From | To | | |
| 1.11.2017 | 3.11.2017 | Computer Lab, Himachal Pradesh Judicial Academy at Ghandal, District Shimla. | Shimla    = 8<br>Kangra    = 7 |

    I may, therefore, request you to please nominate the aforesaid officials from your Civil & Sessions Division to undergo this training on the scheduled dates. However, the officials who are to superannuate within a period of one year or those who have already undergone such training may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants have been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them.

Further, the Academy regrets to make stay arrangements of these trainees and therefore, they be advised to make their own arrangement for stay etc. during the entire training period.

Yours faithfully,

**(Rakesh Kainthla)**
Director

**Endst. No.** HPJA/ Ubuntu./Ministerial Staff/2015- 4285,          **Dated**: 9.10.2017
Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), for information, please;
2. The Secretary to Hon'ble Mr. Justice Dharam Chand Chaudhary, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please;
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
4. The System Analyst of Academy with the direction to upload it in the Academy website.

**Director**

A Three-Day Training Programme on **"Ubuntu-Linux: 14.04 & LibreOffice-Writer/Calc: 4.2"** (as Customized by the Hon'ble eCommittee, Supreme Court of India) for the Ministerial Staff of Subordinate Judiciary of H.P.

Venue : **Himachal Pradesh Judicial Academy, Ghandal, District Shimla.**

Period: **Three-Days (From 1.11.2017 to 3.11.2017)**

| Date & Day | Session | Topic | Faculty |
|---|---|---|---|
| 1.11.2017 (Wednesday) | | **Registration of Participants (9:45 AM to 10:00AM)** | |
| | I | • Basic Operating System Concepts- Why Ubuntu-Linux- features & benefits <br> • What's new in Ubuntu-Linux 14.04 (e-Committee customized version) <br> • Installation of Ubuntu-Linux 14.04 | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| | II | Introduction of Participants Aims & Objective of Training. | Sh. Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy. |
| | III | • **Ubuntu-Linux 14.04- Managing Files and Folders** <br>   o Drag & Drop for Copying and Moving Files and Folders <br>   o Dynamic Search of Files Browser <br>   o Recent Files/Folders View in File Browser <br> • **Ubuntu-Linux 14.04- Useful Applications in eCommittee customized version** <br>   o Clipboard Manager (Clipit), StarDict & GoldenDict Dictionaries, PDF Shuffler, PDFMod, Gspeaker, espeak, Audacity, Calibre, Guvcview etc. | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| | IV | • **Installation of new applications in Ubuntu-Linux-Ubuntu Software Centre** <br> • **Other useful Tips & Techniques** | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| 2.11.2017 (Thursday) | I | **LibreOffice – Writer 4.2- An Overview LibreOffice Writer-Basic Tips** <br>   ➢ How to avoid the following five frequently committed mistakes: <br>   i. Use of spacebar in place of Tab <br>   ii. Use of Enter Key in place of Paragraph spacing <br>   iii. Use of Enter Key for Page Break | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |

| | | iv. Use of Manual Paragraph Numbering<br>v. Use of Manual Page Numbering<br>➢ Useful Tips & Techniques | |
|---|---|---|---|
| | II | ➢ File Type in LibreOffice Writer:<br>  i. Tools → Options→ Load/Save→ General→ ODF Text Document (.odt)<br>  ii. MultiSave Utility<br>  iii. AutoSave Option<br>➢ Difference between AutoCorrect & Auto Text<br>➢ Useful Tips & Techniques | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| | III | **LibreOffice – Writer Paragraph & Page Numbering**<br>**Simple Paragraph Numbering**<br>Using 'F12' for simple paragraph numbering<br>**Outline (Multilevel) Paragraph Numbering**<br>Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering<br>How to have unnumbered para in numbered list of paragraphs<br>**Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them** | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| | IV | **Page Numbering**<br>• Insert Header/Footer<br>• Page Number, Page Count<br>• How not to show page number on first page<br>• How to have desired number series from desired page.<br>**Useful Tips & Techniques** | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| 3.11.2017 (Friday) | I & II | **LibreOffice Calc: 4.2 – An Introduction**<br>➢ Concept of Database<br>➢ LibreOffice Calc: 4.2 Basics<br>➢ Spreadsheet Basics<br>  a. Cells, Rows, Worksheets<br>  b. Cell Address, Cell References<br>  c. Worksheet Layout<br>  d. Formulae Bar & Syntax<br>➢ Using Arithmetic Formulae in Calc<br>  a. Sum<br>  b. Average<br>  c. Count<br>  d. Minimum<br>  e. Maximum<br>  f. Logical Functions<br>  g. Multiple Worksheet Formulae | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |
| | III | • Salary Statement using Different Formulae<br>• Pendency Disposal Statement<br>• Income Tax Calculation<br>• Data Analysis Techniques<br>  o Auto Filter, Standard Filter, Advance Filter, Remove Filter<br>  o Validity<br>  o Consolidation<br>  o Pivot Table, Pivot Chart | Sh. Pawan Kumar System Analyst, Himachal Pradesh Judicial Academy. |

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| | | o Group/Ungroup<br>o Freeze<br>o Exporting worksheet to PDF<br>o Protect Sheet<br>• Page Break Preview, Printing of Worksheet<br>• Other Useful Tips & Techniques | |
| | IV | **Valediction** - Questionnaires/Feedback | Sh. Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy. |

## Timing of sessions:

**Scheduled Time to reach at H.P. Judicial Academy on Day-1st at 9:45 A.M. Sharp.**

| | | |
|---|---|---|
| I | Session | 10:00 A.M. TO 11:15 A.M. |
| II | Session | 11:30 A.M. TO 1:15 P.M. |
| III | Session | 2:00 P.M. TO 03:15 P.M. |
| IV | Session | 03:30 P.M. TO 5:00 P.M. |
| Tea Breaks | | 11:15 A.M. TO 11:30 A.M. & 3:15 P.M. TO 3:.30 P.M. |
| Lunch Break | | 1:15 P.M. TO 2:00 P.M. |

Course Co-ordinator
Deputy Director
Himachal Pradesh Judicial Academy,
Ghandal, District Shimla

Course Director
(Director)
Himachal Pradesh Judicial Academy,
Ghandal, District Shimla