(By Fax)

HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA
16 Mile, Shimla- Mandi National Highway, District Shimla-14
[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Phone: 0177-2779960
e-Mail: ja-hp@nic.in

Telefax: 0177-2779960
Web: www.hpsja.nic.in

Ref. No. HPJA/ Ubuntu./Ministerial Staff/2018/   **Dated**: 15.6.2019

To

1. The District & Sessions Judge, Kangra at Dharamshala, H.P.
2. The District & Sessions Judge, Hamirpur, H.P.
3. The District & Sessions Judge, Bilaspur, 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. 29th July,2019 to 31st July, 2019.**

Sirs,

"Jai Hind"

I have the honour to say that the Academy is going to organize three days training programme on **"Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 4.2"** for the Chief Administrative Officers, Superintendents, Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Judgment Writers and Steno-typists working in the establishments of Civil & Sessions Divisions, Kangra, Hamirpur and Bilaspur. 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		
29.7.2019	31.7.2019	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Kangra = 10 Hamirpur = 10 Bilaspur = 10

A copy of curriculum is annexed herewith for kind perusal, please.

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, it is requested that you kindly ensure that 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. It may kindly be brought in the notice of participants that Academy is providing accommodation also.

Thanking you,

Yours faithfully,

(Abira Basu)
Deputy Director

Endst. No. HPJA/ Ubuntu./Ministerial Staff/2018/ 2926   **Dated:** 15.6.2019
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 Tarlok Singh Chauhan, 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.

Deputy Director

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Curriculum
A Three-Day Training Programme on **"Ubuntu-Linux: 14.04 & LibreOffice-Writer/Calc: 4.2"** for the Ministerial Staff of Subordinate Judiciary of H.P.

Venue : **Himachal Pradesh Judicial Academy, 16 Mile, Shimla- Mandi National Highway, District Shimla-14**
Period: **Three-Days**

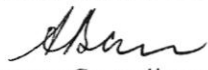| Date & Day	Session	Topic	Faculty
29.7.2019 Monday		**Registration of Participants (9:45 AM to 10:00AM)**	
29.7.2019 Monday	I	➢ Introduction of Participants ➢ Aim & Object of Training.	Director/Deputy Director, H.P. Judicial Academy.
	II	➢ Basic Operating System Concepts- Why Ubuntu-Linux- features & benefits ➢ What's new in Ubuntu-Linux 14.04 (eCommittee customized version) ➢ Installation of Ubuntu-Linux 14.04	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

	III	➢ **Ubuntu-Linux 14.04- Managing Files and Folders**
		  o Drag & Drop for Copying and Moving Files and Folders
		  o Dynamic Search of Files Browser
		  o Recent Files/Folders View in File Browser
		➢ **Ubuntu-Linux 14.04- Useful Applications in eCommittee customized version**
		➢ Clipboard Manager (Clipit), StarDict & GoldenDict Dictionaries, PDF Shuffler, PDFMod, Gspeaker, espeak, Audacity, Calibre, Guvcview etc.
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

	IV	➢ Installation of new applications in Ubuntu-Linux-Ubuntu Software Centre ➢ Other useful Tips & Techniques	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

30.7.2019 Tuesday	I	➢ **LibreOffice – Writer 4.2- An Overview**
		➢ **LibreOffice Writer-Basic Tips**
		➢ How to avoid the following five frequently committed mistakes:
		  • Use of spacebar in place of Tab
		  • Use of Enter Key in place of Paragraph spacing
		  • Use of Enter Key for Page Break
		  • Use of Manual Paragraph Numbering
		  • Use of Manual Page Numbering
		➢ Useful Tips & Techniques
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

	II	➢ **File Type in LibreOffice Writer:**
		  • Tools Options Load/Save General ODF Text Document (.odt)
		  • MultiSave Utility
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

		• AutoSave Option ➢ Difference between AutoCorrect & Auto Text ➢ Useful Tips & Techniques	
	III	**LibreOffice – Writer Paragraph & Page Numbering** **Simple Paragraph Numbering** Using 'F12' for simple paragraph numbering **Outline (Multilevel) Paragraph Numbering** Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering How to have unnumbered para in numbered list of paragraphs **Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them**	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	IV	➢ **Page Numbering** • Insert Header/Footer • Page Number, Page Count • How not to show page number on first page • How to have desired number series from desired page. ➢ Useful Tips & Techniques	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
31.7.2019 Wednesday	I	➢ **LibreOffice Calc: 4.2 – An Introduction** ➢ Concept of Database ➢ LibreOffice Calc: 4.2 Basics	
	II	➢ **Spreadsheet Basics** • Cells, Rows, Worksheets • Cell Address, Cell References • Worksheet Layout • Formulae Bar & Syntax ➢ **Using Arithmetic Formulae in Calc** • Sum • Average • Count • Minimum • Maximum • Logical Functions ➢ Multiple Worksheet Formulae	
	III	➢ Salary Statement using Different Formulae ➢ Pendency Disposal Statement ➢ Income Tax Calculation ➢ Data Analysis Techniques ○ Auto Filter, Standard Filter, Advance Filter, Remove Filter ○ Validity ○ Consolidation ○ Pivot Table, Pivot Chart ○ Group/ Ungroup ○ Freeze ○ Exporting worksheet to PDF ○ Protect Sheet	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy

		➤ Page Break Preview, Printing of Worksheet ➤ Other Useful Tips & Techniques	
	IV	➤ Questionnaires ➤ Feedback ➤ **Valediction**	Director/Deputy Director H.P. 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 Break		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
H.P. Judicial Academy, Shimla