Ref. No. HPJA/ Ubuntu./Ministerial Staff/2015- 705-10 **Dated:** 9.4.2016

To

1. The District & Sessions Judge, Mandi. H.P.
2. The District & Sessions Judge, Kinnaur at Reckong Peo, 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. 28th April, 2016 to 30th April, 2016.

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 on the establishments of Civil & Sessions Divisions, Mandi and Kinnaur. 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		
28.4.2016	30.4.2016	Computer Lab, H.P. Judicial Academy, Shimla-05.	Mandi = 8 Kinnaur = 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
Dated: 9.3.2016

Endst. No. HPJA/ Ubuntu./Ministerial Staff/2015-709-10 .

Copy forwarded to:

1. The Deputy Registrar-cum- Special 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 Rajiv Sharma, Judge, High Court of H.P. (Hon'ble President of the Academy), for information, please;
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla (H.P.), for information, please.
4. The System Analyst of Academy with the direction to upload it in the Academy website.

Director

HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

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

Phone: 0177-2831141	Telefax: 0177-2831602
e-Mail: ja-hp@nic.in	Web: www.hpsja.nic.in

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, Shimla.

Period: Three-Days (From 28.4.2016 to 30.4.2016)

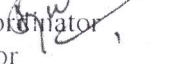| Date & Day	Session	Topic	Faculty
28.4.2016 (Thursday)		**Registration of Participants (9:45 AM to 10:00AM)**	
	I	• Basic Operating System Concepts- Why Ubuntu-Linux- features & benefits • What's new in Ubuntu-Linux 14.04 (eCommittee customized version) • Installation of Ubuntu-Linux 14.04	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	II	Introduction of Participants Aims & Objective of Training.	Sh. Rakesh Kainthla, Director, H.P. Judicial Academy.
	III	• **Ubuntu-Linux 14.04- Managing Files and Folders** ○ Drag & Drop for Copying and Moving Files and Folders ○ Dynamic Search of Files Browser ○ 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.
29.4.2016 (Friday)	I	**LibreOffice – Writer 4.2- An Overview** **LibreOffice Writer-Basic Tips** ➢ How to avoid the following five frequently committed mistakes: i. Use of spacebar in place of Tab ii. Use of Enter Key in place of Paragraph spacing iii. Use of Enter Key for Page Break iv. Use of Manual Paragraph Numbering v. Use of Manual Page Numbering	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

		➤ Useful Tips & Techniques	

	II	➤ File Type in LibreOffice Writer:
		  i. Tools → Options→ Load/Save→ General→ ODF Text Document (.odt)
		  ii. MultiSave Utility
		  iii. AutoSave Option
		➤ Difference between AutoCorrect & Auto Text
		➤ Useful Tips & Techniques
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

	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**
		  (xxix) Insert Header/Footer
		  (xxx) Page Number, Page Count
		  (xxxi) How not to show page number on first page
		  (xxxii) How to have desired number series from desired page.
		Useful Tips & Techniques
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

30.4.2016 (Saturday)	I & II	**LibreOffice Calc: 4.2 – An Introduction**
		➤ Concept of Database
		➤ LibreOffice Calc: 4.2 Basics
		➤ Spreadsheet Basics
		  a. Cells, Rows,Worksheets
		  b. Cell Address, Cell References
		  c. Worksheet Layout
		  d. Formulae Bar & Syntax
		➤ Using Arithmetic Formulae in Calc
		  a. Sum
		  b. Average
		  c. Count
		  d. Minimum
		  e. Maximum
		  f. Logical Functions
		  g. Multiple Worksheet Formulae
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy

	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
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

		o Freeze o Exporting worksheet to PDF o Protect Sheet • Page Break Preview, Printing of Worksheet • Other Useful Tips & Techniques	
	IV	**Valediction** - Questionnaires/Feedback	Sh. Rakesh Kainthla, 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 03:00 P.M.
IV Session	03:15 P.M. TO 5:00 P.M.
Tea Breaks	11:00 A.M. TO 11:15 A.M. & 3:00 P.M. TO 3:15 P.M.
Lunch Break	1:15 P.M. TO 2:00 P.M.

Course Co-ordinator,
Joint Director
H.P. Judicial Academy, Shimla-5

Course Director
(Director)
H.P. Judicial Academy, Shimla-05