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	Telefax: 0177-2779960
e-Mail: ja-hp@nic.in	Web: www.hpsja.nic.in

Ref. No. HPJA/ Ubuntu./Ministerial Staff/2022/   **Dated**: 21.6.2022

To

     1. The District & Sessions Judge, Shimla, H.P.

     2. The District & Sessions Judge, Solan, H.P.

     3. The District & Sessions Judge, Bilaspur, H.P.

Subject: **A three days training programme on "Ubuntu-Linux 20.04 & LibreOffice-Writer/Calc 4.2" for ministerial staff working in subordinate courts of H.P. w.e.f. 28th July, 2022 to 30th July, 2022**

Sirs,

     "Jai Hind"

     I have the honour to say that the Academy is going to organize three days training programme on **"Ubuntu-Linux 20.04 & 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 etc. working in the establishments of Civil & Sessions Divisions, Shimla, Solan, 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		
28.7.2022	30.7.2022	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Shimla = 8 Solan = 7 Bilaspur = 5

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 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 to the trainees. None of participants are allowed to bring their family/relatives and resides with them in the Academy accommodation.

Thanking you,

Yours faithfully,

Sd/-
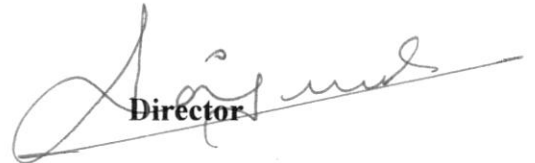
(Rajeev Bali)
Director

Endst. No. HPJA/ Ubuntu./Ministerial Staff/2022/ 2173   **Dated:** 21.6.2022
Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Acting Chief Justice (Hon'ble Patron – in-Chief 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; (By e-mail only)
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

Three-Day Training Programme on **"Ubuntu-Linux: 20.04 & LibreOffice-Writer/Calc"** (as Customized by the Hon'ble eCommittee, Supreme Court of India) for the Civil Judges/Ministerial Staff of Subordinate Judiciary of H.P.

Venue : **Computer Lab**, Himachal Pradesh Judicial Academy, Shimla
Period: **Three-Days**

Date & Day	Session	Topic	Faculty
28.7.2022		**Registration of Participants (9.45 AM to 10:00 AM)**	
	I	Introduction of Participants Aims & Objective 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 20.04 (eCommittee customized version)	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

	III	• **Ubuntu-Linux 20.04- 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 20.04- Useful Application**
		  o Clipboard Manager (Clipit), StarDict Dictionary, PDF Shuffler, PDFMod , Updating Ubuntu-Linux etc
			Sh. Pawan Kumar
			System Analyst,
			H.P. Judicial Academy.

	IV	• Ubuntu Software Centre • GeM: An Overview • Cloud Storage • Other useful Tips & Techniques	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

29.7.2022	I	**LibreOffice – Writer - An Overview**
		LibreOffice Writer-Basic Tips
		1. 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
		2. Useful Tips & Techniques
			Sh. Pawan Kumar
			System Analyst,
			H.P. Judicial Academy.

	II	3. File Type in LibreOffice Writer:
		  i. Tools → Options→ Load/Save→ General→ ODF Text Document (.odt)
		  ii. Backup of Document
		  iii. Recovery of Document
		4. Difference between AutoCorrect & Auto Text
		5. 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	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

		paragraphs **Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them**	
	IV	**Page Numbering** (i) Insert Header/Footer (ii) Page Number, Page Count (iii) How not to show page number on first page (iv) How to have desired number series from desired page. **Useful Tips & Techniques**	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

30.7.2022	I & II	**LibreOffice Calc:– An Introduction**
		1. Concept of Database
		2. LibreOffice Calc: Basics
		3. Spreadsheet Basics
		    a. Cells, Rows, Worksheets
		    b. Cell Address, Cell References
		    c. Worksheet Layout
		    d. Formulae Bar & Syntax
		4. Using Arithmetic Formulae in Calc
		    a. Sum
		    b. Average
		    c. Count
		    d. Minimum
		    e. Maximum
		    f. If
		    g. Multiple Worksheet Formulae	

	III	• Salary Statement using Different Formulae
		• Pendency Disposal Statement
		• Data Analysis Techniques
		   o Auto Filter, Standard Filter, Advance Filter, Remove Filter
		   o Validity
		   o Consolidation
		   o Pivot Table, Pivot Chart
		   o Group/Ungroup
		   o Freeze
		   o Exporting worksheet to PDF
		   o Protect Sheet
		• Page Break Preview, Printing of Worksheet
		• Other Useful Tips & Techniques
			Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

	IV	• Questionnaires • Feedback • Valediction	Director/ Joint 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 03:00 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 Director
(Joint Director)
H.P. Judicial Academy, Shimla