



## 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 24<sup>th</sup> November 2005]

Phone: 0177-2779960

e-Mail: [ja-hp@nic.in](mailto:ja-hp@nic.in)

Telefax: 0177-2779960

Web: [www.hpsja.nic.in](http://www.hpsja.nic.in)

**Ref. No.** HPJA/ Ubuntu./Ministerial Staff/2022/

**Dated:**

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Una, H.P.
3. The District & Sessions Judge, Kangra at Dharamshala, 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. 10<sup>th</sup> October, 2022 to 12<sup>th</sup> October, 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, Una & Kangra at Dharamshala . 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		
10.10.2022	12.10.2022	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Shimla = 10 Una = 10 Kangra at Dharamshala = 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 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/ 3229  
Copy forwarded to:

**Dated:** 27-9-2022

1. The Principal Private Secretary to Hon'ble the 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, Hon'ble 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



## HIMACHAL PRADESH JUDICIAL ACADEMY

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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
10.10.2022		<b>Registration of Participants (9.45 AM to 10:00 AM)</b>	
	I	Introduction of Participants Aims & Objective of Training.	Director/Deputy Director, H.P. Judicial Academy.
	II	<ul style="list-style-type: none"> <li>• Basic Operating System Concepts- Why Ubuntu-Linux- features &amp; benefits</li> <li>• What’s new in Ubuntu-Linux 20.04 (eCommittee customized version)</li> </ul>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	III	<ul style="list-style-type: none"> <li>• <b>Ubuntu-Linux 20.04- Managing Files and Folders</b> <ul style="list-style-type: none"> <li>○ Drag &amp; Drop for Copying and Moving Files and Folders</li> <li>○ Dynamic Search of Files Browser</li> <li>○ Recent Files/Folders View in File Browser</li> </ul> </li> <li>• <b>Ubuntu-Linux 20.04- Useful Application</b> <ul style="list-style-type: none"> <li>○ Clipboard Manager (Clipit), StarDict Dictionary, PDF Shuffler, PDFMod , Updating Ubuntu-Linux etc</li> </ul> </li> </ul>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	IV	<ul style="list-style-type: none"> <li>• Ubuntu Software Centre</li> <li>• GeM: An Overview</li> <li>• Cloud Storage</li> <li>• Other useful Tips &amp; Techniques</li> </ul>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
11.10.2022	I	<b>LibreOffice – Writer - An Overview</b> <b>LibreOffice Writer-Basic Tips</b> <ol style="list-style-type: none"> <li>1. How to avoid the following five frequently committed mistakes:               <ol style="list-style-type: none"> <li>i. Use of spacebar in place of Tab</li> <li>ii. Use of Enter Key in place of Paragraph spacing</li> <li>iii. Use of Enter Key for Page Break</li> <li>iv. Use of Manual Paragraph Numbering</li> <li>v. Use of Manual Page Numbering</li> </ol> </li> <li>2. Useful Tips &amp; Techniques</li> </ol>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	II	<ol style="list-style-type: none"> <li>3. File Type in LibreOffice Writer:               <ol style="list-style-type: none"> <li>i. Tools → Options→ Load/Save→ Général→ ODF Text Document (.odt)</li> <li>ii. Backup of Document</li> <li>iii. Recovery of Document</li> </ol> </li> <li>4. Difference between AutoCorrect &amp; Auto Text</li> <li>5. Useful Tips &amp; Techniques</li> </ol>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	III	<b>LibreOffice – Writer Paragraph &amp; Page Numbering</b> <b>Simple Paragraph Numbering</b> Using ‘F12’ for simple paragraph numbering <b>Outline (Multilevel) Paragraph Numbering</b> Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering How to have unnumbered para in numbered list of paragraphs <b>Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them</b>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	IV	<b>Page Numbering</b> <ol style="list-style-type: none"> <li>(i) Insert Header/Footer</li> <li>(ii) Page Number, Page Count</li> </ol>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.

		(iii) How not to show page number on first page (iv) How to have desired number series from desired page. <b>Useful Tips &amp; Techniques</b>	
11.10.2022	I & II	<b>LibreOffice Calc:- An Introduction</b> 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	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	III	<ul style="list-style-type: none"> <li>• Salary Statement using Different Formulae</li> <li>• Pendency Disposal Statement</li> <li>• Data Analysis Techniques <ul style="list-style-type: none"> <li>○ Auto Filter, Standard Filter, Advance Filter, Remove Filter</li> <li>○ Validity</li> <li>○ Consolidation</li> <li>○ Pivot Table, Pivot Chart</li> <li>○ Group/Ungroup</li> <li>○ Freeze</li> <li>○ Exporting worksheet to PDF</li> <li>○ Protect Sheet</li> </ul> </li> <li>• Page Break Preview, Printing of Worksheet</li> <li>• Other Useful Tips &amp; Techniques</li> </ul>	Sh. Pawan Kumar System Analyst, H.P. Judicial Academy.
	IV	<ul style="list-style-type: none"> <li>• Questionnaires</li> <li>• Feedback</li> <li>• Vaediction</li> </ul>	Director/ Joint Director/ Deputy Director, H.P. Judicial Academy.

**Timing of sessions:**

**Scheduled Time to reach at H.P. Judicial Academy on Day-1<sup>st</sup> 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