

**PROPOSED SCHEDULE AND CURRICULUM FOR THE OFFICERS/
OFFICIALS OF THE REGISTRY OF HIGH COURT OF HIMACHAL
PRADESH, SHIMLA.**

Three days Training Programme on “Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 3.5”

Training Schedule: 11-13 Jan., 14-16 Jan., 18-20 Jan., 21-23 Jan., 28-30 Jan., 1-3 Feb., 4-6 Feb., 8-10 Feb., 15-17 Feb., 18-20 Feb., 2016.

Session	Day 1	Day 2	Day 3
1	<ul style="list-style-type: none"> ➤ Introduction of Participants ➤ Aim & Object of Training. 	<ul style="list-style-type: none"> ➤ LibreOffice – Writer 3.5- An Overview ➤ LibreOffice Writer-Basic Tips ➤ How to avoid the following five frequently committed mistakes: <ol style="list-style-type: none"> 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 ➤ Useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ LibreOffice Calc: 3.5 – An Introduction ➤ Concept of Database ➤ LibreOffice Calc: 3.5 Basics
2	<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ File Type in LibreOffice Writer: <ol style="list-style-type: none"> i. Tools → Options → Load/Save → General → ODF Text Document (.odt) ii. Multi Save Utility iii. AutoSave Option ➤ Difference between AutoCorrect & Auto Text ➤ Useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ Spreadsheet Basics <ol style="list-style-type: none"> a. Cells, Rows, Worksheets b. Cell Address, Cell References c. Worksheet Layout d. Formulae Bar & Syntax ➤ Using Arithmetic Formulae in Calc <ol style="list-style-type: none"> a. Sum b. Average c. Count d. Minimum e. Maximum f. Logical Functions g. Multiple Worksheet Formulae

3	<p>➤ Ubuntu-Linux 14.04- Managing Files and Folders</p> <ul style="list-style-type: none"> ○ Drag & Drop for Copying and Moving Files and Folders ○ Dynamic Search of Files Browser ○ Recent Files/Folders View in File Browser <p>➤ Ubuntu-Linux 14.04- Useful Applications in eCommittee customized version</p> <ul style="list-style-type: none"> ○ Clipboard Manager (Clipit), StarDict & GoldenDict Dictionaries, PDF Shuffler, PDFMod, Gspeaker, espeak, Audacity, Calibre, Guvview etc. 	<p>LibreOffice – Writer Paragraph & Page Numbering</p> <p>Simple Paragraph Numbering Using ‘F12’ for simple paragraph numbering</p> <p>Outline (Multilevel) Paragraph Numbering Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering</p> <p>How to have unnumbered para in numbered list of paragraphs</p> <p>Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them</p>	<ul style="list-style-type: none"> ➤ Salary Statement using Different Formulae ➤ Pendency Disposal Statement ➤ Income Tax Calculation ➤ Data Analysis Techniques <ul style="list-style-type: none"> ○ Auto Filter, Standard Filter, Advance Filter, Remove Filter ○ Validity ○ Consolidation ○ Pivot Table, Pivot Chart ○ Group/ Ungroup ○ Freeze ○ Exporting worksheet to PDF ○ Protect Sheet ➤ Page Break Preview, Printing of Worksheet ➤ Other Useful Tips & Techniques
4	<ul style="list-style-type: none"> ➤ Installation of new applications in Ubuntu-Linux- Ubuntu Software Centre ➤ Other useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ Page Numbering <ul style="list-style-type: none"> (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 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Feedback ➤ Valediction

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.

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

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