

**ECOMMITTEE, SUPREME COURT OF INDIA
CHANGE MANAGEMENT FOR THE JUDICIAL OFFICERS
UBUNTU-LINUX 14.04 TRAINING PROGRAMME**

TIME TABLE & SYLLABUS

DAY ONE		
Session No.	Time	Subject
1	9.15 - 9.50 (Change Management)	Change Management – Concept, Importance and Methodology (eCommittee Presentation/Video Session)
2	9.55 – 10.30 (Why Ubuntu-Linux)	Basic Operating System Concepts – Why Ubuntu Linux – features & benefits (eCommittee Presentation/Video Session)
3	10.30 – 11.00 (New Ubuntu-Linux version)	What's new in Ubuntu-Linux 14.04 (eCommittee customized version)
4	11.15 – 13.00 (Ubuntu-Linux 14.04 as customized by eCommittee)	<p>Ubuntu-Linux 14.04 – Managing Files and Folders Drag & Drop for Copying and Moving Files and Folders Dynamic Search of File Browser Recent Files/Folders View in File Browser</p> <p>Ubuntu-Linux 14.04 – Useful Applications in eCommittee customized version Clipboard Manager (Clipit), StarDict and GoldenDict Dictionaries, PDF Shuffler, PDFMod, Gespeaker, espeak, Audacity, Calibre, Guvvview etc.</p> <p>To install new applications in Ubuntu-Linux Ubuntu Software Centre</p>
5	14.00 – 15.45	<p>LibreOffice Writer – Basic Tips</p> <p>1. How to avoid the following five frequently committed mistakes:</p> <p>(i) Use of spacebar in place of Tab</p> <p>(ii) Use of Enter Key in place of Paragraph spacing</p> <p>(iii) Use of Enter Key for Page Break</p>

		<ul style="list-style-type: none"> (iv) Use of Manual Paragraph Numbering (v) Use of Manual Page Numbering <p>2. File Type in LibreOffice Writer:</p> <ul style="list-style-type: none"> (i) Tools → Options → Load/Save → General → ODF Text Document (.odt) (ii) MultiSave Utility (iii) AutoSave Option <p>3. Difference between AutoCorrect & AutoText</p>
6	<p>16.00 – 17.45</p> <p>(LibreOffice Writer – Paragraph & Page Numbering)</p>	<p>Simple Paragraph Numbering</p> <p>Using 'F12' for simple paragraph numbering</p> <p>Outline (Multilevel) Paragraph Numbering</p> <p>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> <p>Page Numbering</p> <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

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DAY TWO		
Session	Time	Subject
1	09.15 – 11.00 (Libre Office Calc Basics)	<ul style="list-style-type: none"> • Spreadsheets Basics • Using Arithmetic Formulae in Calc <ul style="list-style-type: none"> • Sum • Average • Count • Minimum • Maximum
2	11.15 – 13.00 (Libre Office Calc Uses for Courts & Judicial Officers)	<ul style="list-style-type: none"> • Salary Statement • Pendency Disposal Statement • Income Tax Calculation
3	14.00 – 15.45 Case Information (CIS) Software Basics	<ul style="list-style-type: none"> • Concept of Core Vs. Periphery of CIS • Filing Counter Workflow <ul style="list-style-type: none"> • Filing→Objections→Registration→Allocation (FORA) • Filing→Allocation→Objections→Registration (FAOR)
4	16.00 – 17.45 CIS National Core Functionalities for Judicial Officers	<ul style="list-style-type: none"> • Master Table Functionalities of National Core CIS <ul style="list-style-type: none"> • Judge Master Table • Designation Master • Court Master Table • Judge Tenure Master Table • Reporting Functionalities of National Core CIS