

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

**TIME TABLE & SYLLABUS**

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

		<ul style="list-style-type: none"> <li>(iv) Use of Manual Paragraph Numbering</li> <li>(v) Use of Manual Page Numbering</li> </ul> <p>2. File Type in LibreOffice Writer:</p> <ul style="list-style-type: none"> <li>(i) Tools → Options → Load/Save → General → ODF Text Document (.odt)</li> <li>(ii) MultiSave Utility</li> <li>(iii) AutoSave Option</li> </ul> <p>3. Difference between AutoCorrect &amp; AutoText</p>
6	<p>16.00 – 17.45</p> <p>(LibreOffice Writer – Paragraph &amp; Page Numbering)</p>	<p><b>Simple Paragraph Numbering</b></p> <p>Using 'F12' for simple paragraph numbering</p> <p><b>Outline (Multilevel) Paragraph Numbering</b></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><b>Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them</b></p> <p><b>Page Numbering</b></p> <ul style="list-style-type: none"> <li>(i) Insert Header / Footer</li> <li>(ii) Page Number, Page Count</li> <li>(iii) How not to show page number on first page</li> <li>(iv) How to have desired number series from desired page</li> </ul>

