Institute of Management in Government

Thiruvananthapuram 33

Computer Training on Linux, Open Office & Internet
TRAINING MODULE – KASARAGOD DISTRICT

Objectives:

To develop basic IT Skills in Office Management.
To develop the awareness about free software make them full confident in using Free Software in office set u
To develop Basic Skills in office packages.
To develop the ability to use Internet for fast communication and for data sharing.
To develop the ability to use Internet for various E Governance activities.
To make the participants aware of using multimedia applications for office set up.

Day 1

Session	Time	Content	Activity	Output	RP s
I	10.00 - 11.30	Registration, Inauguration, Course briefing	Registration and Inaugural Function	Registration Sheet	
II	11.30 – 1.00	Introduction to Hardware / Software Free Software and Proprietary Software – Why Linux?	Familiarisation of Hardware equipments Discussion - Free Software and Proprietary Software – Why Linux?	Understanding Hardware and Software	
III	2.00 – 3.30	Operating System- Edubuntu 10.04 Desktop Familiarization	Panels, Panel Properties, Add and Remove Applets, Menu Setting, Date and Time Setup, Change Desktop Background	Familiarization of Ubuntu 10.04	MPR, PSN
IV	3.30 – 5.00	File Management- Importance in a Office set-up Folders and Files **Evaluation and Feedback**	File Managing Structure in a Office File Management in Ubuntu – Creating Folders and Sub folders	Group Folders and Sub Folders	

Day 2

I	10.00 - 11.30	**Process Documentation** Text Editor Typing - Keyboard Familiarization	Typing Name and Address in gedit Text Editor	Address Slip in Text Editor	PSN, VVK
II	11.30 – 1.00	Office Packages – Common introduction Introduction to Word Processing & Exercise on Writer	Open Open Office.org word processor, Introduction and Familiarisation of Title Bar, Menu Bar and Tool Bar-Show Hide Toolbars	Familiarization – Open office writer	
III	2.00 – 3.30	Document Open, Typing, Save.	Open a new document in open office writer- Creating a CL Form, Prepares office Proceedings. Save in correct Destination Folder	C L Form, Office Proceedings	
IV	3.30 – 5.00	Typing Exercise in English – Spell-check. **Evaluation and Feedback**	Typing 3 Small Paragraphs in English (directly without formatting) – Use both hands for Typing – Check Spelling - Correct the spelling	Document containing 3 Paragraphs	

Day 3

I	10.00 - 11.30	**Process Documentation** Exercise on Writer (Formatting – Character, Paragraph and Page)	Formatting previously prepared Document- Character Formatting, Paragraph Formatting, Page Formatting, Columns, Page Set up Etc	Formatted Document	VVK, MPR
II	11.30 – 1.00	Exercise on Writer (Formatting – Character, Paragraph and Page) Contd....			
III	2.00 – 3.30	Table in Writer	Open a new document in open office writer- Creating monthly Staff Statement using Tables	Staff Statement	

| IV | 3.30 – 5.00 | Malyalam Computing
Evaluation and Feedback | Inscript Keyboard-Malayalam Typing-Onetime Keyboard Settings in Ubuntu Introduction to Typing- Malayalam Letters. | Keyboard Settings to Malayalam - Malayalam Alphabets List അ to അഃ and ക to ഗ്ഞ | |

Day 4

I	10.00 - 11.30	**Process Documentation** Malyalam Computing Contd....	Creating office proceedings in Malayalam and its Formatting (Character, Paragraph and Page)	Office Proceedings in Malayalam	
II	11.30 – 1.00				
III	2.00 – 3.30	Conversion to PDF, PDF Merging, Rearranging and Splitting in PDF Shuffler, Minor Editing in PDF Files using Inkscape	Converting the Malayalam Document in to PDF	PDF Document and A Merged Document containing more pages	VVK, BNK
IV	3.30 – 5.00	Introduction to Spreadsheet & Exercise on Calc **Evaluation and Feedback**	Open Open Office.org spreadsheet. Introduction and Familiarisation of Title Bar, Menu Bar and Tool Bar. Function Bar. Column, Row, Column Header, Raw Header, Cell, Cell Address. Raw Height, Column Width, Insert and Delete Raw/Column, Cell Merge Etc Prepare a Sheet contains the Name and address of 10 School Insert/Delete/Copy/Rename Sheets	Sheet contains the Name and address of 10 School	

Day 5

I	10.00 - 11.30	**Process Documentation** Exercise on Calc – Addition and Subtraction	Preparing a Pay Bill Inner of 5 Employees	Pay Bill Inner	BNK, RP
II	11.30 – 1.00	Exercise on Calc – Percentage, Average	Preparing an Expenditure Statement/Budget Estimate of an Office	Expenditure Statement	
III	2.00 – 3.30	Exercise on Calc – Data Sort and Filter	Preparing a Seniority List/ Data Analyse (SSLC Result of the District)	Seniority List	
IV	3.30 – 5.00	Exercise on Calc – Cell Formatting **Evaluation and Feedback**	Cell Formatting – Numbers, Font, Font Effects, Alignment, Borders and Background	Formatted Sheet	

Day 6

I	10.00 - 11.30	**Process Documentation** Exercise on Calc – Charts/Graphs	Insert Chart of Various Types	Chart	RP, ABM
II	11.30 – 1.00	Writer and Calc – Mail Merge	Sending the Proceedings to 10 Schools – Mail Merging using the Spreadsheet Data	Merged odt Document	
III	2.00 – 3.30	Presentation Software – Impress	Introduction to Presentation Software – Impress - Familiarizing Impress Window- Tools and Preparing a simple slide Presentation (10 Slides) for HM s Conference	Simple Slide Presentation	
IV	3.30 – 5.00	Impress Contd... **Evaluation and Feedback**	Presentation – Insert Picture, Background, Hyperlink etc	Slide Presentation Formatted	

Day 7

I	10.00 - 11.30	**Process Documentation** Impress Contd...	Custom Animation and Slide Transition	Animated Slide Presentation

II	11.30 – 1.00	Introduction to Networks	Basics of Internet LAN and WAN – Importance of LAN in a Office Set-up – File Sharing	Sharing Files	
III	2.00 – 3.30	Internet	Internet – Basic Set-up -IP Address, Web Browsers- Mozilla Firefox Browsing the Website of Kerala Govt., Edn Dept, Transfer and Postings, Finance Dept, Sampoorna, Prematric Scholarship, Noon Meal Programme etc	Browsing	ABM, KS
IV	3.30 – 5.00	Internet **Evaluation and Feedback**	Download – Order from Education Dept and Save in Download folder of the participant.	Downloaded Document	

Day 8

I	10.00 - 11.30	**Process Documentation** Internet – Search Engines – Downloading Pictures and Videos	Google – An effective Search Engine Searching a Website, Downloading pictures Video Downloading You tube - Downloading a Video	Pictures and Videos	
II	11.30 – 1.00	E Mail	Creating an email ID – Sending and receiving Mails- with and without attachments	E Mail ID to all Participants	KS, DN
III	2.00 – 3.30	Online Data Collection – Google Docs	Collecting the Details of Participants in Google Doc	Google Doc	
IV	3.30 – 5.00	Online File Sharing sites- 4share and Ubuntu One **Evaluation and Feedback**	Sharing a larger size file in 4share or Ubuntu One	Shared Document	

Day 9

I	10.00 - 11.30	**Process Documentation** Online File Sharing Conts... Youtube, Flicker and Picasa Online Free Group SMS Service - Way2sms, 160by2, Indyarocks etc	Video uploading in Youtube Picture uploading in Flickar and Picassa Account creation and Group SMS in Way2sms – Usage and Importance	Video, Pictures Way2sms account	DN, ABM
II	11.30 – 1.00	E Governance	E Governance- Introduction and doubt clearing in SPARK, Noon Meal Programme, Prematric Scholarship, Sampoorna, Transfer and Postings, etc	E Governance websites - Clearing Doubts.	
III	2.00 – 3.30	Data Handling and Multimedia **Evaluation and Feedback**	Pen drive, Hard disc, CD Writing -K3b Using Multimedia Applications – Movie Player, VLC, SMPlayer etc	Multimedia CD/DVDs Writing Training	
IV	3.30 – 5.00	Ubuntu Installation	Ubuntu Installation – Printer Installation in Localhost and Network	Installs Ubuntu 10.04.12	

Day 10

I	10.00 - 11.30	Process Documentation Printer Installation Basic troubleshooting in Ubuntu	Printer Installation in Local host and Network	Installs Printer and taking printouts in Local host and shared computers	MPR, DN, PSN, KS
II	11.30 – 1.00	Theory / Practical Examination	Theory / Practical Examination		
III	2.00 – 3.30	**Evaluation and Feedback** **Process Documentation**	Evaluation and Feed Back Process Documentation	Process Documentation	
IV	3.30 – 5.00	Valedictory Function	Valedictory Function	Valedictory Function	