
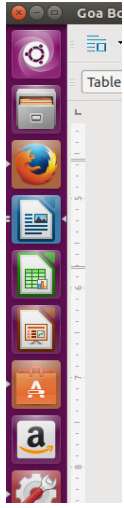






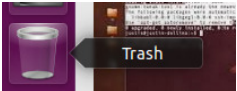


Chapter - Introduction to Linux	Theory 4 Practicals 4 Total = 06
A] Brief History, Definition, and Linux based OS(Ubuntu, Fedora) B] Ubuntu 16.04	Theory 1
C] Parts of Desktop (Ubuntu 16.04 LTS) a) Launcher(Its like Start button and Task bar) – Files(Folders), Libre Office, Software center , Hard Disk etc. b) Notification Area- Date and Time, Volume control, Language, Networks c) Settings – Shut Down, Log Out, Suspend and Accounts, Ubuntu Help D] System Settings 1) Personal : Appearance(Display) – Look(Wallpaper), Behavior(Auto Hide Launcher etc.) 2) Hardware settings 3) System Settings	Theory 1 Practicals 2
E] Libre Office Settings: a)How to save files in MS-Office format (permanently) b) How to change saving locations (permanently) F] How to install software using terminal	Theory 1 Practicals 1

Details of portion execution is given in the following table

Operation System Definition (Teacher can explain as per his/her student's level and learning outcomes)	An operating system (OS) is the program that, after being initially loaded into the computer by a boot program, manages all the other programs in a computer. The other programs are called <i>applications</i> or application programs.
Examples of Personal Computer OS (GUI Based)	MS-Windows, Linux, Mac OS, Android

<p>Brief History of Linux (Teacher can explain as per his/her student’s level and learning outcomes)</p>	<p>The history of Linux began in 1991 with the commencement of a personal project by <u>Finnish</u> student <u>Linus Torvalds</u> to create a new free operating system kernel. Since then, the resulting <u>Linux kernel</u> has been marked by constant growth throughout its history. Since the initial release of its <u>source code</u> in 1991, it has grown from a small number of <u>C</u> files under a license prohibiting commercial distribution to the 4.2.3 version in 2015 with more than 18 million lines of source code under the <u>GNU General Public License</u></p>
<p>Examples of Linux Based OS</p>	<p>Ubuntu, Fedora, Debian, Red Hat, BOSS(Indian) – Bharat Operating System Solution , CentOS etc.</p>
<p>Ubuntu (16.04 LTS) in details</p> 	<p>Parts of Desktop (Ubuntu 16.04 LTS)</p> <p>a) Launcher (Its like Start button and Task bar) – Files(Folders), Libre Office, Software center , Hard Disk etc.</p> <p>b) Notification Area- Date and Time, Volume control, Language, Networks</p> <p>c) Settings – Shut Down, Log Out, Suspend and Accounts, Ubuntu Help</p> <p>System Settings</p> <p>a) Appearance(Display) – Look(Wallpaper), Behavior(Auto Hide Launcher and other launcher settings etc.)</p>
<p>Launcher</p> 	<p>The Launcher is one of the key components of the Unity desktop. When you log in to your desktop, it will appear along the left-hand side of the screen. The Launcher provides you with quick access to applications, workspaces, removable devices and the trash(Recycle Bin).</p> <p>If an application that you want to start using is present in the Launcher, you can click on that application's icon, and it will start up, ready for you to use.</p>
<p>Icons on Launcher</p>	
<p>Search Icon</p> 	<p>Search icon is use to search Files, Folders , Installed softwares etc.</p>

<p>Files</p> 	<p>This icon is use to see all the files from computer . Files icon is just like a Windows Explorer.. It has folder pane(Left side) and Content Pane(Right side)</p>
<p>Mozilla Firefox (Pre-installed)</p> 	<p>It is a web browser pre-installed in Ubuntu 16.04</p>
<p>LibreOffice (Writer, Calc, Impress)</p>	<p>LibreOffice is free and open source office suit. Writer(like MS-Word) , Calc(like MS-Excel), Impress(Like MS-PPT)</p> 
<p>Ubuntu Software Center</p> 	<p>Ubuntu Software Center is use to search softwares on internet</p> <ol style="list-style-type: none"> 1)All: This option is use to search all types of softwares. These Softwares can be install on your computer by using Internet. 2) Installed: This option is use to see installed softwares on the system 3) Update: Updates available for installed softwares (Using Internet)
<p>System Settings</p> 	<p>System settings is just like a Control Panel of MS-Windows. User can change settings using this option . It has three important sections</p> <ol style="list-style-type: none"> a) Personal (Appearance, Language etc.) b) Hardware (Bluetooth, Printer, Sound, Mouse, Keyboard etc) c) System (Backups, Software updates, Date and time etc.)
<p>Thrash</p> 	<p>Trash Stores all Deleted files and folders. It is just like the Recycle bin of MS- Windows</p>
<p>Notification Area Log out Shut Down</p>	<p>These options are at Top-Right corner of the Ubuntu Desktop.</p>

LibreOffice-5 (Initial Settings)

A] How to save files from ODF(**Open Document Format**) to Extensible Markup Language (**XML**) MS-Office (2007-2013) format permanently.

B] How to change locations of saving in LibreOffice 5

<p>How to save files from ODF(Open Document Format) to Extensible Markup Language (XML) MS-Office (2007-2013) format permanently.</p>	<p>Steps are as follows:</p> <ol style="list-style-type: none">1) Tools2) Options3) LibreOffice4) Load/Save5) General6) Document Type(Select Text Document)7) Always Save As: Microsoft Word 2007-2013 XML <p>* Follow Same steps for Presentation and Spreadsheet etc. (make Changes only in Document Type step . i.e. step 6</p>
<p>How to change locations of saving in LibreOffice 5</p>	<p>Steps are as follows:</p> <ol style="list-style-type: none">1) Tools2) Options3) LibreOffice4) Paths5) My Documents6) Edit7) OK <p>* likewise user can change others paths.</p>