

# Capacity Building workshop for Knowledge Management and Knowledge Networking

16<sup>th</sup>- 18<sup>th</sup> December 2010

Choksi Hall, Indian Institute of Science  
Bengaluru

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Organised by



Network partners

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Agenda for the Workshop

Day 1: 16 <sup>th</sup> December 2010			
Topic	Description	Timings	Purpose
Registration & Welcome Note		9:00 – 10:00	
Role of ICTs in society and implications for development	Work of NGOs, role of information and communication processes. Role of ICTs in supporting knowledge management and knowledge networking	10:00 – 11:15	To make the participants appreciate the role of ICTs in development and the philosophy of public sharing of knowledge resources, including digital resources .
Installing the Operating System	Installing Ubuntu custom as a single and as a dual boot.	11:30 – 12:30	Participants will learn how to install the operating system. This will give them confidence in continuing to use the Operating system
GNU / Linux	Concept of Operating System, About GNU/Linux, Differences between GNU/Linux and other operating Systems. Linux Distributions. Familiarising with Ubuntu Desktop.	12:30 – 1:00	This session would help the participants to get a hold over the new operating system they would be introduced to, both conceptually and technically.
Open Office Writer	Features (Basic and Advanced) , Kannada Documentation	1:30 – 3:15	Help making simple and powerful documents like reports, letters etc, in English, Kannada and other Indian languages as well
Open Office Calc	Basic Spreadsheet Functionality Data Analysis	3:30 – 5:00	Using spreadsheets to store, track, calculate and analyse organisational information.
How was adopting public software for me and my organisation	Need to explore the process of migration, the benefits and what care needs to be taken	5.00 – 5.30	
Day 2: 17 <sup>th</sup> December 2010			
Topic	Description	Timings	Purpose
Digital Photography	Introduction to basics of Digital Camera Photography	9.00 – 11.15	Understanding simple camera techniques
Inkscape	Introduction Inkscape software	11.30 – 1.00	Understanding basic DTP using Inkscape
Audio	Introduction to recording and editing on Audacity	1.30 – 3.15	Understanding potential of Audio for NGOs
Examples of use of media	Presentation of Kelu Sakhi program and Kishori Chitrapata project	3.30 – 4.30	Understanding of use of media for development

Open House and Way forward		4:30 – 5:30	
Day 3: 18 <sup>th</sup> December 2010			
Topic	Description	Timings	Purpose
Openoffice Impress	Making presentations and slide shows, Adding effects and animations with rehearse timing options	9:00 – 10:00	Using presentations to present anything and everything to funders, networks etc.
Email	Email Concepts, Getting Email Id, Sending and receiving Mails. Upload and download attachments, Email management using folders, Mailing List / Group Emails	10:00 – 11:15	Need for using Email and mailing lists.
Email (contd.)	Email Concepts, Getting Email Id, Sending and receiving Mails. Upload and download attachments, Email management using folders, Mailing List / Group Emails	11:30 – 1:00	Need for using Email and mailing lists.
Using Email Client	Thunderbird	1:30 – 3:15	Understanding the power of using Email Client
Internet	Hyperlinks, World wide web, Browsing, Searching, Downloading, Bookmarking, History. Using Skype. Blogging and using Discussion Forums Important and Useful Websites	3:30 – 4:30	Internet is a very powerful tool for information gathering and communication. NGOs will find great value in using Internet
Open House 4:30 – 5:30			

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# Information and communication technologies and development

We are moving from an '*industrial society*' to an '*information or knowledge society*', with the production and consumption of information an important activity, not only for economic but also from socio-cultural and developmental reasons. This knowledge society is increasingly a '*digital*' society. It is the digital format of information resources that has caused such an explosion, since creation, modification, storage and dissemination of information has become much easier and cheaper than before.

However, we have a '*digital divide*', different groups have different capacities to participate in this process of knowledge creation and sharing. Within organisations in society, public institutions have lagged behind in using Information and Communication Technologies (ICTs) for their work, including in sharing their work and knowledge and in accessing experiences and learnings. Since knowledge is indeed power, their limited use of ICTs also affects possibilities for the poor and marginalised to access and use ICTs for their own empowerment. It is an important societal responsibility to ensure that all, especially people from marginalised groups are able to participate fully in the 'knowledge' society being built, hence helping NGOs and CBOs fully use the power of ICTs is important. While most development sector institutions through their experiences create knowledge, such knowledge often remains with the specific individuals or institutions. Creating and sharing knowledge across the institution and institutional knowledge across the domain would be immensely helpful to the efforts of all developmental actors. New ICTs can help such development and dissemination of individual and institutional memories in two ways:

- a. ICTs help in the easier recording of experiences and insights – not only through digital tools such as text processors but also audio/video creating/editing digital resources (digital resource construction). This is knowledge creation from the grass roots
- b. ICTs help in easier sharing of digital resources created (digital resource sharing) as well as linking and peer learning with the institutions in their network

Through the use of such ICT tools, the collaborative creation as well as dissemination of knowledge could become a routine organisational activity with significant benefits, rather than a difficult exercise undertaken occasionally. However, public institutions often tend to see ICTs as a standalone item, rather than as an important organisational resource which should be fully used by all. ICTs are seen as fragile, expensive infrastructure which do not fulfil their promise. The best way to break out of this situation is for public institutions to 'own' ICTs as an organisational resource and see how ICTs can play a role in the different information and communication activities and needs of the organisation and work bottom up to see what kind of software resources are required. This also requires a shift from expensive, privately owned software, created primarily with the business sector in mind, to publicly owned software resources created specifically for the free sharing and use of all.

## Free and Open Source Software / Public Software

The Free and Open Source (FOSS) community has worked to create freely shareable software applications that can be customised by anyone. While FOSS stresses the freedoms of software development, customisation and dissemination, there is a need to look at *basic* software resources as an entitlement that can help the participation of all in the emerging digital society. This perspective

makes such software a 'public good' which needs to be societally made available to all, just as public school system or public health system. Since software resources are 'non-rivalrous', it is very much possible to ensure universal access and there are already a large set of such basic applications available, which can be seen as 'community created' public software. Development sector organisations that work with poor and marginalised communities have a special responsibility for such dispersion of such community created and owned digital resources.

This workshop aims to support this process of helping NGOs and other public institutions to adopt public software, both from philosophy and practice, with some sessions discussing ICTs as a developmental resource and others helping participants to install and learn public software applications. The participant organisations, we hope would adopt public software as an organisational policy and also promote its adoption amongst their own networks, so that the entire developmental sector uses software that is aligned to its core principles of universal access and participation.

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## Installing Ubuntu with Windows XP

Step 1: Back up your data on an external storage medium (like Pen-drive or CD/DVD or external Harddisk)

Step 2: If you have more than one drives, make sure you keep one of the drives empty (i.e, copy all the data from this drive to another drive in your computer) Eg. If you have C: , D: and E: Drive, Open E: and copy all the data and paste it in drive D:, this way you have emptied the drive E and we will install ubuntu in this space.

Step 3: Place the DVD in the DVD Drive and restart the computer. Type '**install**' when prompted for.

*Note: If restarting restarts Windows operating system, we need to set boot from CD/DVD. To boot from DVD, **Press your BIOS/Setup key (Usually: F1, F2, ESC, or DEL key)** while computer starts up to get into the BIOS. Go to the screen where you can adjust the boot priority of your devices and move the "CD-ROM Drive" up the priority list, by pressing the "+" key, so that it comes before the "Hard Drive" as seen below. Save & Exit out of BIOS with the "F10" key, your computer will restart*

Step 4: You will see the wallpaper and the installation wizard. Select your language and click the "Install Ubuntu 10.04 LTS" button to continue.

Step 5: The second screen will feature a map of the Earth. Click on the India Map. And then on the forward button

Step 6: On the third screen, you will be able to choose a desired keyboard layout. But the default automatic selection should work for most of you. Click the "Forward" button.

Step 7:

(a) If you want to have both windows XP and Ubuntu on your computer

If you have only one drive on your windows partition, then choose the first option "Install them side

by side, choosing between them at each startup."

(b) If you want to delete your existing operating system, or the hard drive is already empty and you want to let the installer automatically partition the hard drive for you, select the second option, "Use the entire disk."

Click the "Forward" button to continue with the installation...

Step 8: On this screen, you must do exactly what the title says. Fill in the fields with your real name, the name you want to use to log in on your Ubuntu OS (also known as the "username," which will be required to log in to the system), the password and the name of the computer (automatically generated, but can be overwritten).

Also at this step, there's an option called "Log in automatically." If you check the box on this option, you will automatically be logged in to the Ubuntu desktop. Click the "Forward" button to continue.

Step 9: If you have chosen the dual boot option, you will be prompted to migrate document and settings from your accounts on Windows OS. You may select nothing and click on forward.

Step 10: Now, Click on the install button for the installation to be completed.

After approximately 10 to 18 minutes (depending on your computer's specifications), a pop-up window will appear, notifying you that the installation is complete, and you'll need to restart the computer in order to use the newly installed Ubuntu operating system. Click the "Restart Now" button.

The CD will be ejected; remove it and press the "Enter" key to reboot. The computer will be restarted and, in a few seconds, you will see the Ubuntu Screen. At the login screen, click on your username and input your password. Click the "Log In" button or hit Enter.

[http://screencasts.ubuntu.com/Installing\\_Ubuntu\\_with\\_Windows\\_Dual-Boot](http://screencasts.ubuntu.com/Installing_Ubuntu_with_Windows_Dual-Boot)

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# Operating System

## Concepts

An *operating system* is a program that acts as an intermediary between a user and the computer hardware. The purpose of an operating system is to provide an environment in which a user can execute programs in a *convenient* and *efficient* manner. The job of an Operating System for a computer is mainly to manage the hardware and software resources of the system. Some examples which would be easy to recall are Microsoft Windows (98, 2000, Vista, etc.), UNIX, Macintosh and many more. There are literally hundreds of Operating Systems developed worldwide and being used



for various purposes, on various platforms and devices.

## GNU – Linux Operating System

The GNU project is a mass collaboration of programmers who seek to create a completely free and open source (FOSS) operating system that was similar to Unix but with completely original code. It was started in 1983 by [Richard Stallman](#), and is responsible for many of the parts of most Linux variants. For this reason, Linux is often called [GNU/Linux](#). The name “GNU” is a recursive acronym for “GNU's Not Unix!”; [it is pronounced g-noo](#).

Linux is the generic name for a UNIX-like operating system that can be used on a wide range of devices from supercomputers to wristwatches.

### What is Free and Open Source Software (FOSS)?

FOSS is a matter of liberty, not price. To understand the concept, you should think of “free” as in “free speech”, not as in “free beer”.

**Free software is a matter of the users' freedom to run, copy, distribute, study, change and improve the software.** More precisely, it refers to four kinds of freedom, for the users of the software:

- The freedom to run the program, for any purpose (freedom 0).
- The freedom to study how the program works, and adapt it to your needs (freedom 1). Access to the source code is a precondition for this.
- The freedom to redistribute copies so you can help your neighbor (freedom 2).
- The freedom to improve the program, and release your improvements to the public, so that the whole community benefits (freedom 3).

### Differences between GNU/Linux and other Proprietary operating Systems

	GNU/Linux	Other Proprietary OS like Windows
<b>Price</b>	The majority of Linux variants are available for free or at a much lower price than Microsoft Windows.	Microsoft Windows can run between Rs 2000 to Rs 5000 per each license copy.
<b>Ease</b>	Majority Linux variants have improved dramatically in ease of use	Microsoft has made several advancements and changes that have made it a much easier to use operating system, and although arguably it may not be the easiest operating system
<b>Reliability</b>	The majority of Linux variants and versions are notoriously reliable and can often run for months and years without needing to be rebooted.	Although Microsoft Windows has made great improvements in reliability over the last few versions of Windows, it still cannot match the reliability of Linux.

<b>Software</b>	Linux has a large variety of available software programs, utilities, and games. However, Windows has a much larger selection of available software.	Because of the large amount of Microsoft Windows users, there is a much larger selection of available software programs, utilities, and games for Windows.
<b>Software Cost</b>	Many of the available software programs, utilities, and games available on Linux are freeware and/or open source. Even such complex programs such as Gimp, OpenOffice, StarOffice, and wine are available for free.	Although Windows does have software programs, utilities, and games for free, the majority of the programs will cost
<b>Hardware</b>	Linux companies and hardware manufacturers have made great advancements in hardware support for Linux and today Linux will support most hardware devices. However, many companies still do not offer drivers or support for their hardware in Linux.	Because of the amount of Microsoft Windows users and the broader driver support, Windows has a much larger support for hardware devices and a good majority of hardware manufacturers will support their products in Microsoft Windows.
<b>Security</b>	Linux is and has always been a very secure operating system. It is not very vulnerable to Virus and other attacks	Although Microsoft has made great improvements over the years with security on their operating system, their operating system continues to be the most vulnerable to viruses and other attacks.
<b>Open Source</b>	Many of the Linux variants and many Linux programs are open source and enable users to customize or modify the code however they wish to.	Microsoft Windows is not open source and the majority of Windows programs are not open source.
<b>Support</b>	Although it may be more difficult to find users familiar with all Linux variants, there are vast amounts of available online documentation and help, available books, and support available for Linux.	Microsoft Windows includes its own help section, has vast amount of available online documentation and help, as well as books on each of the versions of Windows.

## Linux Distributions:

A Linux distribution (also called GNU/Linux distribution by some vendors and users) is a member of the family of [Unix-like](#) operating systems built on top of the [Linux kernel](#). Such distributions (often called *distros* for short) consist of a large collection of software applications such as word processors, spreadsheets, media players, and database applications. The [operating system](#) will consist of the [Linux kernel](#) and, usually, a set of libraries and utilities from the [GNU project](#).

There are currently over six hundred [Linux distributions](#). Over three hundred of those are in active development, constantly being revised and improved.

Some commercially-backed distributions are [Fedora \(Red Hat\)](#), [openSUSE \(Novell\)](#), [Ubuntu \(Canonical Ltd.\)](#), and [Mandriva Linux \(Mandriva\)](#), and entirely community-driven distributions are [Debian](#) and [Gentoo](#)

## What is Ubuntu?

As said earlier, Ubuntu is a version of the GNU/Linux operating system. Ubuntu is a thoroughly modern operating system that provides everything you might find in Windows or Macintosh OS X, but without the drawbacks. It keeps things simple, yet offers sophisticated features.

Want to browse the web? Firefox will do the job. This is the same Firefox you might have been using under Windows and, yes, the same add-ons will work. Want to instant-message friends using AIM, MSN, or ICQ? Pidgin provides the solution. Need to do some word- processing, or spreadsheeting, or presenting? OpenOffice.org will do the trick. GIMP will handle image-editing, while RhythmBox will take care of music playback (stand-alone video playback is handled by Totem). All of these programs are installed by default. They're not extras and they're all free of charge.

Hardware support is excellent, with virtually every item of day-to-day hardware supported, including graphics/sound cards, printers, wireless, USB memory sticks, cameras, iPods, and so-on. There's no need to fumble around with driver CDs—practically everything will be up and running straight after installation, although as with any operating system you may have to configure the system to your own tastes and needs.

## What makes Ubuntu special

Three things make Ubuntu stand out from the crowd:

1. Its focus on desktop users;
2. The Ubuntu philosophy and community;
3. Ease of use.

## How to use Ubuntu

### Logging in :

The first thing you'll see, after the computer has finished its self-testing, is a boot menu. This lets you choose between Ubuntu and Windows. The next thing you will see, after Ubuntu has finished the first stage of booting, is the login screen. Simply type your username, hit Enter, and type your password. Assuming both details are correct, booting will finish, and the desktop will appear.

### The Desktop Layout

**Panels :** The two panels are visible—one at the top of the screen, and one at the bottom. The one at

the top is concerned with presenting information, starting programs, and configuring the system. The panel at the bottom is where programs minimize to, and this panel also includes a Show Desktop button (left), a trash icon (right), and a virtual desktop selector (right; of which more later). Files can be dragged and dropped onto the trash icon, and clicking it lets you view and empty the trash contents.

### **Main menus**

The three menus at the top of the screen (Applications, Places, System) are known as the main menus. They stay on-screen all the time. When an application starts, its own menus appear within its program window beneath.

The Applications menu at the top left provides access to software installed on the system.

The Places menu, alongside it, offers quick access to locations within the filesystem, or attached storage such as USB memory sticks. Digital cameras and MP3 players are also listed here when plugged-in.

The System menu, alongside the Places menu, offers control over your computer's settings. It has two submenus, as follows:

1. *Preferences*: This menu mostly lets you tweak settings relating to your particular user account and the operation of the desktop. You can also alter some hardware settings, such as the screen resolution, but only those that relate to your personal desktop configuration.
2. *Administration*: This menu offers system-wide hardware configuration options, such as altering the time/date, and options for configuring the underlying Ubuntu system, such as adding/removing software.

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## **Openoffice.org Writer – For all documents**

***In this session you'll learn about creating documents both in English and in Kannada and making pdf, collaborative editing, and beautifying the documents.***

WRITER has everything you would expect from a modern, fully equipped word processor or desktop publisher.

It's simple enough for a quick memo, powerful enough to create complete books with contents, diagrams, indexes, etc. You're free to concentrate on your message - while WRITER makes it look great.

The *Wizards* takes all the hassle out of producing standard documents such as letters, faxes, agendas, minutes, or carrying out more complex tasks such as mail merges. You are of course free to create your own templates, or [download templates](#) from our Extensions repository.

*Styles and Formatting* puts the power of style sheets into the hands of every user.

Trap typing mistakes on the fly with the *AutoCorrect dictionary*, which can check your spelling as you type. If you need to use different languages in your document - WRITER can handle that too.

Reduce typing effort with *AutoComplete*, which suggests common words and phrases to complete what you are typing.

*Text frames* and *linking* give you the power to tackle desktop publishing tasks for newsletters, flyers, etc. laid out exactly the way you want them to be.

Increase the usefulness of your long, complex documents by generating a table of contents or indexing terms, bibliographical references, illustrations, tables, and other objects.

WRITER can also display multiple pages while you edit - ideal for complex documents, or if you have a large monitor (or multiple monitors).

Make your documents freely available with WRITER's HTML export to the web, or export in MediaWiki format for publishing to wikis. Publish in Portable Document Format (.pdf) to guarantee that what you write is what your reader sees.

Save your documents in OpenDocument format, the new international standard for office documents. You can access your documents from any OpenDocument compliant software.

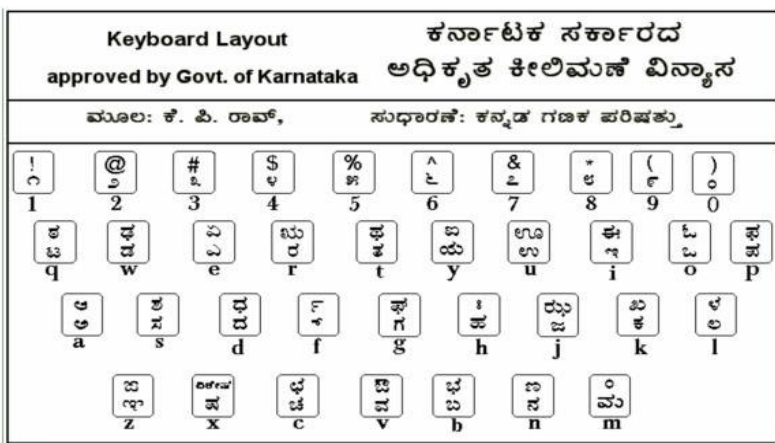
WRITER can of course read all your old Microsoft Word documents, or save your work in Microsoft Word format for sending to people who are still locked into Microsoft products. From version 3.0 WRITER can also open .docx files created with Microsoft Office 2007 or Microsoft Office 2008 for Mac OS X.

### Some Useful Features of Openoffice.org Writer are:

1. Options for collaborative editing (Tracking changes)- the edit → Changes menu has the option to record the changes being made to the document which can be either accepted or rejected by the other users.
2. Beautifying Documents:
  1. using header and footer: Insert menu has the header and footer options
  2. Endnotes and footnotes can also be inserted in a document
  3. In a large document, we can have table of contents too..
  4. Characters, paragraph and pages can be formatted using the format menu.
  5. Lists can be created using Bullets and numbering in the format menu.
  6. Tables can be created and modified using the table menu.

## Kannada on Ubuntu

### Using SCIM as the Input method



The SCIM Input method is used to input different languages, most often Asian languages like Chinese, Japanese or Korean, but it can be used to input many other languages as well. SCIM needs to be triggered to

be used with any application. The default trigger is CTRL and SPACE keys on the keyboard. A small tab will pop up at the bottom right corner of the screen. Click on the tab to choose Kannada. Kn-itrans method can be chosen if you need to use the transliteration key map (Baraha Style). Kn-kgp can be used to input method using the Kannada Ganaka parishat key-map (Nudi style).

Please note that only Arkavattu works a little different here ( Eg to type surya, we need to press sUrfy, instead of the usual sUyF)

### Key Map for kn-itrans

ಕ್	k	ಚ್	ch	ಟ್	T	ತ್	t
ಖ್	kh	ಛ್	Ch, chh	ಠ್	Th	ಥ್	th
ಗ್	g	ಜ್	j	ಡ್	D	ದ್	d
ಘ್	gh	ಝ್	jh	ಢ್	Dh	ಧ್	dh
ಙ್	~N	ಞ್	~n, JN	ಣ್	N	ನ್	n
ಪ್	p	ಯ್	y	ಶ್	sh	ಘ್ರ್	GY
ಫ್	ph	ರ್	r	ಷ್	Sh	ಘ್ರ್	j~n
ಬ್	b	ಲ್	l	ಷ್	shh	ಝ್	x
ಭ್	bh	ಳ್	L	ಸ್	s	ಝ್	ksh
ಮ್	m	ವ್	v	ಹ್	h		

ಅ	a	ಋ	Rri, R/i
ಆ	aa	ಎ	e
ಆ	A	ಏ	E
ಇ	i	ಐ	ai
ಈ	ii	ಒ	o
ಈ	I	ಓ	O
ಉ	u	ಔ	au
ಊ	uu	ಂ	M
ಊ	U	ಃ	H

# Openoffice.org Calc - The all-purpose spreadsheet

*In this session, we can appreciate the how spreadsheet can be used both as database and as a tool for calculate and analysis.*

CALC is the spreadsheet program you've always wanted. Newcomers find it intuitive and easy to learn; professional data miners and number crunchers will appreciate the comprehensive range of advanced functions.

Advanced *DataPilot* technology makes it easy to pull in raw data from corporate databases; cross-tabulate, summarise, and convert it into meaningful information.

*Natural language formulas* let you create formulas using words (e.g. "sales - costs").

The *Intelligent Sum Button* inserts a sum function or a subtotal automatically, depending on context.

*Wizards* guides you through choosing and using a comprehensive range of advanced spreadsheet functions, or [download templates](#) from our Extensions repository for ready-made spreadsheet solutions.

*Styles and Formatting* makes it easy to apply flexible cell formatting options, including freely rotating contents, templates, backgrounds, borders, and many more. You can be your own spreadsheet expert thanks to *templates* with built-in functions, allowing you to concentrate on your real work.

Save your spreadsheets in OpenDocument format, the new international standard for office documents. You can access your spreadsheets from any OpenDocument compliant software.

Of course, you are free to use your old Microsoft Excel spreadsheets, or save your work in Excel format for sending to people who are still locked into Microsoft products. If all they want to see is your results, then use Portable Document Format (.pdf) - no need to buy any extra software. Since version 3.0, CALC has been able to read .xlsx files created with Microsoft Office 2007 or Microsoft Office 2008 for Mac OS X.

## **Some Useful Features of Openoffice.org Calc are:**

1. Applying formulae for calculations
2. Sorting the data
3. Filtering data
4. Making Charts
5. Setting up print ranges

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# Openoffice.org Impress - More power to your presentations

***In this session, you'll learn how to create simple and powerful presentations adding transitional and animation effects to the slides.***

IMPRESS is a truly outstanding tool for creating effective multimedia presentations. Your presentations will stand out with 2D and 3D clip art, special effects, animation, and high-impact drawing tools.

*Master Pages* simplify the task of preparing your materials. Save even more time by [downloading templates](#) from our Extensions repository.

A complete range of Views are supported: Drawing / Outline / Slides / Notes / Handouts to meet all the needs of presenters and audiences, plus an optional multi-pane view to put all the tools at your fingertips.

IMPRESS has a complete range of *easy-to-use drawing and diagramming tools* to spice up your presentation.

*Slide show Animation and Effects* bring your presentation to life. Fontworks provides stunning 2D and 3D images from text. Create lifelike 3D images with astounding speed and response.

Save your presentations in OpenDocument format, the new international standard for office documents. You can access your presentations from any OpenDocument compliant software.

Of course, you are free to use your old Microsoft PowerPoint presentations, or save your work in PowerPoint format for sending to people who are still locked into Microsoft products. Alternatively, use IMPRESS's built-in ability to create Flash (.swf) versions of your presentations.

### **Some Useful Features of Openoffice.org Impress are:**

The following options are available in the slideshow menu

Slide Transition – Apply transition effect to the slides in the presentation.

Custom Animation – Animate the objects including text in the presentation.

Rehearse Timings – set specific time for each slide while doing the presentation.

The format menu has option to set the slide layout and design.

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## **Email**

***In this session you'll learn how to create Email IDs, and use them to send and receive emails, with and without attachments. You'll also learn to keep your mail organised. You'll understand the meaning of Mailing List.***

Email is a means by which electronic messages are sent between users. Email, like normal postal mail (sometimes called 'snail mail'), allows the sender to compose a textual message which is delivered to the recipient. Like postal mail, email requires the address of the account to deliver the message to.

An email can be decomposed into two distinct parts--the header and the message. The header is like an envelope on a postal mail message; the message is like what you enclose in the envelope.



The header (envelope) contains several pieces of information, most of which you do not need to worry about. Pieces of information that you do need to consider are the 'To' field, the 'From' field, and the 'Subject' field. The subject field is a quick note about the contents of the email, as described by the sender. The to and from fields are the recipient's email address and the sender's email address, respectively.

An email address uses dots and the @ symbol. The @ symbol (pronounced 'at') separates the account that the email refers to from the computer system that the account is on. So, for example: [myself@gmail.com](mailto:myself@gmail.com)

With the message, documents, images etc can also be sent in email as attachments. Emails can also be organised in different folders.

## Mailing List

A mailing list is a list of people who subscribe to a periodic mailing distribution on a particular topic. On the Internet, mailing lists include each person's e-mail address rather than a postal address. Mailing lists have become a popular way for Internet users to keep up with topics they're interested in.

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## Using Email Clients

*In this session you'll know about Email Clients and Thunderbird in particular.*

An email client is a computer program that allows you to check your email without having to open up your Internet Browser. Mozilla Thunderbird is one Email Client which is a very nice alternative to Microsoft Outlook and is free.

There are many plug-ins available to help make browsing your emails easier and increase productivity. One can have many more Another great thing about Thunderbird is that it checks spelling as you type, even in the subject line.

## Need for an email client

There are several advantages to using a separate computer program to access your email, such as allowing you to view your messages when you are off-line and making it easier to search your messages. Also, rather than having to open up your Internet browser, go to the web-mail page, and entering your login information *each* time you want to check your mail, when you use an email client, you simply open the program and it automatically checks your email.

Email programs also offer advanced address book features and calendars, helping to improve the overall productivity of its users. Sending messages and reading through them is often also easier,

allowing you to use different windows and tabs to view your messages.

Another advantage of using an Email Client is that it lets you access multiple accounts simultaneously from a single place. So, if you have five different email accounts, you can check them all through your email client, as opposed to going to each separate page. This can be a big time saver and make life very easy.

## Setting up Gmail in Thunderbird

One of the best things about Gmail is that it works with email clients. First, however, you need to log in to your Gmail account and enable pop, which is an email transfer protocol.

*To Enable Pop in Gmail:*

Log In -> Click on Settings -> Click on "Forwarding and POP/IMAP" -> Click the radio button labeled "Enable POP for all mail (even mail that's already been downloaded)" and save changes.

From the settings page, click on the link that says "Configuration Instructions," which is under the POP and IMAP section. This will bring you to a page that explains how to set up Gmail in Thunderbird, as well as several other email clients.

Some of the important features of use in thunderbird is

1. One can choose the email fields for display, like the subject line, time and date, attachment status etc
2. Sort the email on fields
3. Tag (setting priority, criticality to the mails) - Sort on tags
4. Search for emails
5. Tracking work on emails - Convert mail to event/task
6. Calendar (manage meetings, set reminders)

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## Internet

***In this session, you'll learn about Internet, browsing, hyperlinks, searching, bookmarks, downloads. You'll learn about using Skype. You'll understand differences between blog and discussion forums.***

The Internet is a worldwide system of interconnected computer networks. The computers and computer networks exchange information to communicate with each other. The computers are connected via the telecommunications networks, and the Internet can be used for e-mailing, transferring files and accessing information on the World Wide Web.

Examples of information networks connected by the Internet include those of libraries, hospitals, research centres, government departments and universities. It is possible to connect to local organisations as well as those on national and international networks

The World Wide Web is a system of internet servers that use HTTP (Hypertext Transfer Protocol) to transfer documents formatted in HTML (Hypertext Mark-up Language). These are viewed by using

software for web browsers such as Mozilla Firefox. Hypertext enables a document to be connected to other documents on the web through hyperlinks. It is possible to move from one document to another by using hyperlinked text found within web pages.

The URL (Uniform Resource Locator) is the global address of documents and other resources on the web e.g. <http://www.public-software.in> The first part of the address indicates which protocol to use e.g. http. The second part of the address identifies the domain name or the internet address where the information is located.

The address bar is the toolbar displayed at the top of the screen when you open the internet browser.

## Searching the Internet

The Internet contains a vast amount of information covering a wide variety of topics. It hosts library catalogues, articles, news items, reports, multimedia, reference information, company information and personal opinions.

The information is created from many different sources including academic institutions, government agencies, professional organisations, commercial information and individuals.

### Search engines

A search engine is a useful tool for locating information on the web. The search engine program identifies and visits web pages on the World Wide Web. It gathers information and automatically indexes the site. Any words found on the web pages visited by the search engine are stored in the search engine database. When you search the web for a topic the key words are matched to the information found on the web pages visited by the search engine.

Examples of individual search engines can be found at <http://www.google.com>

## Bookmarking favourite websites

If you find INTERNET sites which are interesting and useful you can use the bookmark feature on the browser tool bar in Firefox You can give the website a name and this will be retained in a list for when you next visit the site. To revisit the site you then click on “bookmark” and you will be taken directly to the site.

## Useful Internet Sites

### Encyclopaedia

[www.wikipedia.org](http://www.wikipedia.org)

[www.kn.wikipedia.org](http://www.kn.wikipedia.org)

[www.wikieducator.org](http://www.wikieducator.org)

### Tools

<http://www.google.co.in/search?tbs=bks%3A1&tbo=1&q=education&btnG=Search+Books>

[www.way2sms.com](http://www.way2sms.com)

### **News**

[www.kannada.samachar.com](http://www.kannada.samachar.com)

<http://www.bbc.co.uk/news/> bbc one minute news

<http://maps.google.com/>

<http://translate.google.com/?sa=N&hl=en&q=#>

## **Using Skype**

Skype is a software application that allows users to make voice calls over the Internet. Calls to other users within the Skype service are free, while calls to both traditional landline telephones and mobile phones can be made for a fee using a debit-based user account system. Skype has also become popular for its additional features which include instant messaging, file transfer, and video conferencing.

## **Blogging and Discussion Forums**

A blog is a type of website or part of a website. Blogs are usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. Blog can also be used as a verb, meaning to maintain or add content to a blog.

Most blogs are interactive, allowing visitors to leave comments and even message each other via widgets on the blogs and it is this interactivity that distinguishes them from other static websites. Many blogs provide commentary or news on a particular subject; others function as more personal online diaries. A typical blog combines text, images, and links to other blogs, Web pages, and other media related to its topic. The ability of readers to leave comments in an interactive format is an important part of many blogs. Most blogs are primarily textual, although some focus on art (Art blog), photographs (photoblog), videos (video blogging), music (MP3 blog), and audio (podcasting). Microblogging is another type of blogging, featuring very short posts.

An Internet / Discussion forum, or message board, is an online discussion site where people can hold conversations in the form of posted messages. They differ from chat rooms in that messages are at least temporarily archived. Also, depending on the access level of a user and/or the forum set-up, a posted message might need to be approved by a moderator before it becomes visible.

Forums have their own language; e.g. A single conversation is called a 'thread'. A forum is hierarchical or tree-like in structure: forum - subforum - topic - thread - reply. Depending on the forum set-up, users can be anonymous or have to register with the forum and then subsequently log in in order to post messages. Usually you do not have to log in to read existing messages.