

## The Spoken Tutorial project

- Self explanatory - uses simple language
- Audio-video - uses multisensory approach
- Small duration - has better retention
- Learner-centered - learn at your own pace
- Learning by doing - learn and practice simultaneously
- Empowerment - learn a new FOSS

## Target Group

- Students - High-School and College
- Working professionals - software users, developers and trainers
- Research scholars
- Community at large

## Workshops

The Spoken Tutorial Project Team conducts workshops on many FOSS using spoken tutorials and gives certificates to those who pass the online test.

For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)

The Spoken Tutorial project is the initiative of the 'Talk to a Teacher' activity of the National Mission on Education through Information and Communication Technology launched by the Ministry of Human Resource Development, Government of India.



# Basic IT Skills

### Contact us

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Talk To A Teacher  
An MHRD initiative

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## Linux

Linux is a free, open source, multi-user operating system. Linux is a very powerful OS and is trusted throughout the world for performance and stability.

Linux is less susceptible to virus attacks than Windows, because your files are accessed only by the users you permit.

You can create your own OS, as the source code is available for customization and added functionality.

Support and help is freely available from a large, dedicated community of users, contributors and developers across the globe.

**Most of your queries could be answered in less than 24 hrs!**

**All that can be done in Windows is possible in Linux** as well. Besides being **available free of cost**, it is one of the **most stable** operating systems available today. Most **software for Linux come for free**, So you can save money without compromising on the quality.

### With Linux, you can

- Browse the internet with Mozilla Firefox browser – easier, safer and faster, less susceptible to virus infections.
- Do office work with LibreOffice Suite – a complete suite for documents, spreadsheets, presentations, designs and databases. It supports all formats including MS-Word, MS-Excel, MS-Powerpoint.
- Program in Java, Python, C/C++, Shell-script, PHP & MySQL and many more.
- Create graphic designs using GIMP, Inkscape

– for photo retouching, image composition and image authoring (equivalent to Photoshop).

- Use multimedia players like VLC, Movie Player for music and videos.

## Ubuntu

Ubuntu is a Linux-based operating system developed by Canonical and a global community of programmers.

Ubuntu is free and open-source, so you do not pay any license fees. Download, use & share Ubuntu free of cost.

Ubuntu has earned a reputation for stability and security. It is also acknowledged to be the most widely used desktop version of Linux.

## Mozilla Firefox

Mozilla Firefox is a free, cross-platform, graphical web browser, developed by the Mozilla Foundation and hundreds of volunteers. This is the default web browser for Linux.

It is lightweight & fast and comes along with an integrated pop-up blocker & tabbed browsing. The browser is updated regularly (usually 4 -5 months).

## LibreOffice Suite

LibreOffice is the free and open source personal productivity suite for many OSs, It gives feature-rich applications for document production and data processing. Support and documentation is free from a large, dedicated community of users, contributors and developers.

## LibreOffice Writer

This is the word processing tool (equivalent to MS Office Word). A handy tool for drafting letters and documents. You can produce an entire book with tables, illustrations and diagrams. It has a rich array of tools and gives you the option of auto-completion, auto-formatting and automatic spell check.

## LibreOffice Calc

Calc is the spreadsheet management tool. It helps in managing your numbers and data. Analyze your data with Calc and then use it to present your final output. A fully-integrated help system makes the work easier for entering complex formulae.

## LibreOffice Impress

The fastest and easiest way to create effective multimedia presentations. Add animation and special effects to your presentation using Impress.

## Bonus for beginners.

### KTtouch

KTtouch is a program to learn typing. It provides you with text to train and adjusts to different levels, depending on expertise. It shows your keyboard and indicates which key to press and the correct finger to use.

### TuxTyping

TuxTyping is fun way to learn typing. Specially designed for children, it is visual and makes it very easy to learn typing correctly. (It comes under the GNU General Public License).