

Level: bachelor				
Course title: Office software – basic course				
Status: elective				
ECTS: 6				
Requirements: none				
Learning objectives Mastering the basic principles of the Windows surrounding, techniques used for text processing in MS Word, and data organization and manipulation in MS Excel.				
Learning outcomes <i>Minimal:</i> A student should know the concept and basic techniques for working with a text-processor, as well as a spreadsheet program. <i>Desired:</i> A student should master the advanced methods for processing text, and should be capable to recognize a spreadsheet structure in a real-life problem, and find a solution using a computer.				
Syllabus <i>Theoretical instruction</i> Introducing the text processor software package MS Word. Organizing the text, formatting a character, paragraph, page and the whole document. Tables, styles. Using the spreadsheet software package MS Excel. Organizing the view. Textual data, constants, absolute and relative references, marking a range. Cell formatting. Functions, mathematical formulas. Graphs. <i>Practical instruction</i> Getting familiar with the concepts learned in lectures.				
Weekly teaching load				Other:
Lectures:	Exercises:	Other forms of teaching:	Student research:	