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

Minimal: A student should know the concept and basic techniques for working with a text-processor, as well as with a spreadsheet program.

Desired: A student should master the advanced methods for text processing, and should be able to recognize a spreadsheet structure in a real-life problem, and find a solution using a computer.

Syllabus

Theoretical instruction

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.

Practical instruction

Getting familiar with the concepts learned in lectures.

Weekly teaching load				Other:
Lectures:	Exercises:	Other forms of teaching:	Student research:	