# Computer laboratory 1 (ECTS 3)

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Language: the course is offered in Serbian and Hungarian.

Course description:

This course is programmed in a way that the students can demonstrate their ability to use the advanced features of word processing and programme which presents students with the opportunity to bring their spreadsheet skills to an expert level. Completion of this course will enable students to master the more advanced functions of word processing and spreadsheet applications, enabling them to produce more sophisticated reports, and to perform complex mathematical and statistical calculations, thus saving time and improving productivity in the completion of tasks.

This course would cover the following topics, both as lectures and exercises:

* Apply advanced text, paragraph, column and table formatting.
* Convert text to a table and vice versa.
* Work with referencing features like footnotes, endnotes and captions.
* Create tables of contents, indexes and cross-references.
* Enhance productivity by using fields, forms and templates.
* Apply advanced mail merge techniques and work with automation features like macros.
* Use linking and embedding features to integrate data.
* Collaborate on and review documents.
* Work with master documents and subdocuments. Apply document security features.
* Work with watermarks, sections, and headers and footers in a document.
* Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
* Use functions such as those associated with logical, statistical, financial and mathematical operations.
* Create charts and apply advanced chart formatting.
* Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
* Validate and audit spreadsheet data.
* Enhance productivity by working with named cell ranges and macros.
* Use linking, embedding and importing features to integrate data.
* Compare and merge spreadsheets. Apply spreadsheet security features.

Aims:

Education and training of a student for mastering theoretical and practical knowledge in the field of text processing and working with tables.