**Application software (ECTS credits: 6)**

Language: the course is offered in Serbian and Hungarian.

**Course description:**

### This course offers knowledge of applying software tools which any professional needs in a modern office environment. The students will learn essential skills in word processing, working with spreadsheets, creating presentations, photo editing and image creation.

This course cover the following topics:

Text editing techniques. Working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents. Adding pictures, tables, formulas, and other objects into text. Operations in a spreadsheet: formatting the table, creating charts, use basic mathematical and statistical formulas, analyze worksheet data, collaborate with others, and create and manage macros. Creating presentation and best practices and ‘what not to do’ in interactive demonstrations. Photo editing and image creation techniques.

**Aims:**

- to learn essential skills about word processing;

- to learn essential skills about working with spreadsheets;

- to learn essential skills about creating and presenting presentations;

-to learn essential skills about photo and image digital manipulation;