



Short Program of Course:

Academic Year: 2021-2022

Applied informatics

"Bachelor" in "Agrobusiness"
First Cycle Study Program (180 ECTS)

Type of activity	hours
Lectures:	30
Seminars:	
Exercises:	15
Laboratory:	
Fieldwork practice:	
Clinical practice:	
Sportive practice:	

Credits:	4
Discipline:	D

Total workload	4 x 25 = 100
Class workload:	45
Individual workload:	55

Code:	
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Description of Course

1 Computer. How it is made. "Windows" operating system.

2 PC administration. Control panel and its elements.

3 Information administration. Work with Files.

4 Getting know MS Word. Page formating.

5 Text formating Text formating

6 Header and Footer. Page number. Tables in MS Word.

7	Data sorting in tables. Objects and Links.
8	Summary. Getting know MS Excel.
9	Page formating. Number formating.
10	Relative and absolute address. Functions in Excel.
11	Inserting tables. Page Grouping.
12	Graphic represantion of data. Graphic editing.
13	Summary. Getting know MS Power Point.
14	Working with Slides. Choosing and working with Layout.
15	Presentation design. Creating a presentation