MS Office

Brief description of the course:

The aim of the course is to introduce its participants to the basics of working in MS Office, namely the basics of working in MS Word, MS Excel, MS PowerPoint, MS Publisher and MS Visio. The next part of the course is devoted to an introduction to the MS Office 365 cloud solution and familiarization with individual MS Office alternatives that can be used for free or after registration, i.e. LibreOffice, SoftMaker FreeOffice, OnlyOffice, WPS Office, OpenOffice and the online presentation tool Canva.

Prerequisites: Basic knowledge of the issue

Type of Activity: Theoretical and practical preparation of participants

The number of hours: 40

Course language: Czech/Ukrainian

Maximum number of course participants: 20

Detailed course description:

- MS Word – creating a seminar paper, equation editor, table creation and formatting, envelopes, labels, mass correspondence, form (field)
- MS Excel – tables, graphs, dashboard
- MS PowerPoint – basic presentation, completion of the presentation
- MS Publisher, MS Visio, MS Office 365
- LibreOffice - Writer, Impress, Calc, Draw, Math
- SoftMaker FreeOffice - TextMaker, PlanMaker, Presentations
- OnlyOffice – text editor, spreadsheet and presentation creation
- OpenOffice - Writer, Impress, Calc
- Canva - introduction

Course goal: Obtaining basic knowledge of the issue

Awaited results: General knowledge of the issue

Assessment (Micro-credential type): 80% participation in the course, submission of the assigned task/project.

Schedule: May - September 2024