



Head of Department.....
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Syllabus in Information Technology

I. Word processing with MS WORD

1. First paragraph layout: sorting paragraphs in tables, sorting of text in columns
2. Formatting documents: creation and implementation of style formats, structured document levels and numbering, labelling items
3. Format documents: directories (content list of labelled items, indexes, list of citations, references, etc.), footnotes
4. Formatting documents: hyperlinks, bookmarks and links, forms creation and protection
5. Format documents: management sections work with a master document and subdocuments
6. Tables: creation, calculations in Table
7. Graphic images: creating, processing Picture and ClipArt, processing Shape
8. Graphic images: creating, processing SmartArt, processing Chart, processing WordArt

II. Spreadsheets with MS EXCEL

1. Workbooks and Worksheets: general principles of working with spreadsheets, spreadsheets, spreadsheets merging of data, models (templates)
2. Working with fields: Named data fields in formulas names for cell constants and formulas valid names, creating name a cell or area
3. Handling areas: Named data fields in formulas creating name formula or constant change of the reference to the name tags of rows and columns of links
5. Working with areas: integrated search and reference functions ADDRESS, INDEX, LOOKUP, HLOOKUP, VLOOKUP, INDIRECT
3. Customize Excel own menus and buttons with stripes, macros (macro command, functional macro)
4. Control in the worksheets: control of the input data, identifying dependencies in formulas, tracking and debugging
5. Summary of Data: Sorting types of data sorting, recommendations sorting, sorting types (one criterion second criterion, based on several criteria, Own arrangement)
6. Summarizing the data: filters with relation AND, with relation OR for different columns, with relation OR for one column, with relation AND for one column, with searching initial character, with searching text, with calculated criteria
7. Intermediate results in lists and fields: basic steps one level of intermediate results, nested levels of intermediate results
8. Analysis of data: pivot tables, charts, and reports; forecast analysis "What-If", scenario

III. Development of web pages with HTML

1. The language HTML: history and overview of the structure of the document, instructions and attributes
2. Structure and formatting of HTML document descriptive part Head instructions Title, Meta, Base
3. Structure and format of the HTML document, and executive part Body, text formatting

4. Use of Hyperlinks: to another HTML document; another document other than an HTML document; to another position in the same document; to the position of another document; to another protocol

5. Include graphics in HTML document: Types of computer graphics screen and vector instruction IMG

6. Use of sections (frames): Causes, creating instruction FRAMESET, instruction FRAME, combined sections, links sections

IV. Preparing a presentation with POWERPOINT

1. The application for multimedia presentations POWERPOINT

2. Making presentation and requirements to their structure, layout, contents

3. Conducting a presentation to an audience

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