Managerial Informatics MS WORD

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Conditions for passing the subject

Credit

1. test – MS Word + MS Excel
 2.test – MS Access
 Project – cooperation in groups
 ⇒ 10 points
 ⇒ 60 points

100 - 93 ⇒ A 92 - 86 ⇒ B 85 - 79 ⇒ C 78 - 72 ⇒ D 71 - 64 ⇒ E 63 and less⇒ FX

At least 38 points required!

Exam

 Theory from the topics of Big Data, Information systems, MS Project, Web page creation, Programming, Artificial intelligence, Cyber security.

⇒ 40 points

Information about the subject

LMS Moodle -

https://moodle.uniag.sk/course/view.p hp?id=358

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Text editing applications



MS WORD



A word processor that is part of the MS Office office suite.

First version for OS Windows – 1989 – 15 versions in total so far.

Creation and formatting of documents.

Track document changes, collaborate and share documents.

Basic terms



- Document is the name for a file created in MS Word.
- Since it is a substitute for handwriting, we call the individual pages of the text with the word page.
- Continuous text is divided into paragraphs any continuous text from the beginning until the moment we press ENTER.
- After that, we only divide the paragraphs into sentences and words.

Text highlighting



- CTRL + SHIFT+ arrows choosing words in different directions.
- Ctrl + Shift + End highlight the entire text from the cursor to the end of the document.
- Ctrl + Shift + Home highlight the entire text from the cursor to the beginning of the document.
- Ctrl + A highlight all text in all parts of the document.
- double click highlight the whole word.
- triple click highlight the entire paragraph.

Fonts and formatting



- Serif fonts vertical ends of letter strokes that visually help keep the line flat, Times New Roman.
- Sans-serif fonts graphically simpler, Arial, Tahoma, Verdana...
- Written, decorative and special fonts written and calligraphic scripts, as well as archaic and futuristic, missing character sets for Central European languages (accented letters).

Combining fonts



 The rule is that there should be a maximum of two types of fonts in one document.

 Multiple FONTS in one text make the text more difficult to read and visually discourage the reader.

Page numbering and section breaks 😸 Breaks 🗸 Indent Spacine Page Breaks Page numbering from the first page. Page Mark the point at which one page ends Page numbering from the second page. and the next page begins. Column Different First Page Indicate that the text following the column break will begin in the next column. Different Odd & Even Pages Text Wrapping Separate text around objects on web Show Document Text pages, such as caption text from body text. Options Section Breaks Next Page Insert a section break and start the new section on the next page. Numbering from a certain page Continuous section breaks. Insert a section break and start the new section on the same page. Even Page =2= Insert a section break and start the new 2-4= section on the next even-numbered page.

Numbering from a certain page

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- Let's say we would like to number the document from the 6th page, how to do that :
 - We need to set the cursor to the end of the 5th page. Always to the end of the previous page from which we want to set the numbering.
 - 2) Then, on the Layout tab in the Page Set-up group, use the tool Breaks -> Section Breaks - Next Page.
 - 3) In this way, we divided the document into 2 sections. The first 5 pages that will not be numbered and the rest that will be numbered.
 - 4) A But that's not all! You still need to disconnect the footers or headers from each other, or both at the same time, depending on where you want to put the numbering.
 - 5) It is necessary to set the cursor somewhere in the footer/header of the next section. In other words, you can always separate the next footer/header from the previous one. We created 2 sections, so it is necessary to be at the foot of the 2nd section to disconnect it from the 1st section.
 - 6) After disconnecting the header or footer, you can insert page numbering.

Formatting tags



The Show All button on the Home tab in the Paragraph group turns hidden characters

on and off.

Paragraph

 They help in formatting texts or identifying breaks in the document. Settings – File – Options – Display. Always show these formatting marks on the screen



Table of Contents creation

1) Setting styles in the document.

2)	References –	Table of Contents							
		Table of Contents v Add Text v Ad	Sei	Table of Contents	? X				
		Built-In		Index Table of Contents Table of Figures Table of Authorities					
		Automatic Table 1		Print Preview Web Preview Heading 1	Web Preview				
		Contents Heading 1 Heading 2 Heading 3		Heading 23 Heading 35	<u>12</u> ing 3				
3)	Editing.			✓ Show page numbers ✓ Use hyperli ✓ Right align page numbers ✓ Tab leader:	nks instead of page numbers				
4)	Update table.			General Formats: From template					
					Options Modify				

Normal

Title

W

OK

Cancel

Heading 1

Subtle Emphasis

Heading 2

Emphasis

No Spacing

Subtitle

	ist of figures, tables and eq	quations
1)	First, it is necessary to enter a caption of the objects.	e of Figures ble prence
2)	After entering the caption, it is possible to create a list.	Table of Figures ? × Index Table of Contents Table of Authorities Print Preview Figure 1: Text Web Preview Figure 2: Text Bigure 2: Text
3)	The created list can be updated even after insertion	Figure 3: Text Figure 3: Text Figure 4: Text Figure 4: Text Show page numbers Image: Show page numbers
	Insert Caption Captions	Right align page numbers Tab leader: General Formats: From template Caption label: Figure Include label and number Options

OK

Cross references

to.

- Using a cross-reference, we can create a link with other parts of the same document.
 - 1) In the document, we enter the text, image, etc., with which the cross-reference should begin.
 - 2) On the Insert tab, click Cross Reference.
 - 3) In the Reference type field, click the drop-down list and select the object you want to link

Cross-reference				\times
Reference <u>type</u> :		Insert <u>r</u> eference to:		
Numbered item	~	Paragraph number		\sim
✓ Insert as link		Include above/be	low	
Separate numbers with				
For which numbered item:				

- 4) In the Insert reference to box, click the information you want to insert into the document.
- 5) In the For which field, click the specific item you want to link to, for example, to insert a cross-reference.
- 6) To allow users to jump to the linked item, select the Insert as a link check box.
- 7) If the Include above or below box is available, check it to include the relative position specification of the referenced item and click Insert.

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⊛Link ∽

Bookmark

Cross-reference

Citations and Bibliography



- Every thought and text that did not come out of your head is the work of someone. The method of citation is regulated by the norm ISO 690 –
 - https://www.slpk.uniag.sk/sk/citovanie_odkazovanie/
- Forms of citation:
 - APA style of the American Psychological Association, is used mainly in the field of education, social sciences, psychology and technology.
 - Chicago form of citation in science.
 - IEEE technical and scientific papers should be cited in IEEE or Institute of Electrical and Electronics Engineers style modeled after the Chicago Citation Style.
 - Harvard way of referencing within the norm ISO 690.

Citations and Bibliography – method Manage Sources (–) Place the cursor at the end of the text you want to cite. 1) 🔽 Style: 🗛 Insert Citation Bibliography ~ References – Citations and Bibliography 2) Citations & Bibliography 🔚 Manage Sources Choose a citation style. 3) Style: APA Citation ~ Biblio APA Click Insert Citation. Sixth Edition Citations & Biblic 4) - 5 - 1 - 6 - 1 - 7 - 1 MLA Seventh Edition Select Add New Source and fill in the source information. 5) Insert a Bibliography. Caption Cross-reference 6) Bibliography ~ **Built-In** Bibliography Bibliography Haas, J. (2005). Creating a Formal Publication. Boston: Proseware, Inc. Chen, J. (2003). Citations and References. New York: Contoso Press. Kramer, J. D. (2006). How to Write Bibliographies. Chicago: Adventure Works Press.

Mailings



- Solving tasks where we need to create documents whose content is the same, but each document also contains unique values.
- It is possible to draw data for mailings from: a Word document, an Excel workbook, an Outlook address book and an Access database.
- Letters, envelopes, labels and emails can be created.



Procedure for mailings

- W
- 1. STEP: In the first step, we select one of the options: Letters, E-mail messages, Envelopes, Labels or Directory.
- 2. STEP: In step two, it is necessary to select the document that we wish to use: 1. Current document, 2. Template, 3. Existing document.
- 3. STEP: In the third step, you need to select the list of recipients, in most cases it will be Excel or Access, so you need to click on the button. Search and find a database with a list of recipients on your computer.
- 4. STEP: In step four, certain elements are selected from the list of recipients, such as: Name, Surname, Address..., which are inserted into the text, and then in step five, Word changes them to specific values from the database.
- 5. STEP: In the fifth step, it is possible to view all recipients, or to additionally exclude them from the list.
- 6. STEP: In step number six, the given documents are either printed or, in the case of e-mails, sent via Outlook.

Additional tools in Word

- Quick Parts creating and inserting frequently used phrases or blocks of text, such as directions to an address or an answer to a frequently asked question.
 Allows you to speed up repetitive tasks in documents.
- Tracking changes in documents recording changes in the document.
- Document protection protect the document against unwanted changes.
- Voice dictation of text and text reading.



Creating forms in Word



- Word allows you to create a form for filling in answers from other users.
- First, it is important to activate the **Developer** tab.

Visual N Basic	Macros	 Record Macro Il Pause Record Macro Securit Code 	ing Add- ity ins	Vord Add-ins Add-ins	COM Add-ins	Aa Aa	Cor	ntrols	Design Mode Properties Group Y	XML Mappin Pane Mapping	ig Block Authors ~ Prot	Restrict Editing	Document Template Templates
 Use	of (Controls	for fill	ng o	ut th	e for	m.				Click or tap to	enter a da ebruár 2024	ite. 🗸
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F	Ē	∽ Contr	Group rols	~							19 20 26 27 4 5	21 22 23 28 29 1 6 7 8 <u>T</u> oday	24 25 2 3 9 10

Proofreading the text and saving the document

 Be sure to check before publishing the file or sending it somewhere else Spelling and Grammar!



<u>S</u>pelling

- ✓ Spelling and Grammar
- The document can be saved in different formats, the basic format is docx.

Word Document (*.docx) Word Document (*.docx) Word Macro-enabled Document (*.docm) Word 97-2003 Document (*.doc) Word Template (*.dotx) Word Macro-enabled Template (*.dotm) Word 97-2003 Template (*.dot) PDF (*.pdf) XPS Document (*.xps) Single File Web Page (*.mht, *.mhtml) Web Page (*.htm, *.html) Web Page, Filtered (*.htm, *.html) Rich Text Format (*.rtf) Plain Text (*.txt) Word XML Document (*.xml) Word 2003 XML Document (*.xml) Strict Open XML Document (*.docx) OpenDocument Text (*.odt)

Special type – random text generator

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- Word includes built-in random text generators that easily create text of the required length and structure (paragraphs, sentences). Do not look for the meaning in the text, that is not its purpose, it is mainly the possibility to verify the formatting setting before we start our own writing, or as in this case – to simply have a longer text available for any kind of testing.

It must be created on a new line!

- The first generator is a text generator in the **English language** in the form:
 - =rand(1,2) the first argument is the number of paragraphs, the second the number of sentences.

• The second generator is a **Lorem ipsum** pseudo-latin text generator in the form :

=lorem(1,2) - the first argument is the number of paragraphs, the second the number of sentences.

Al for WORD - Microsoft Copilot in Word



- Drafting Assistance: Copilot can generate initial drafts based on user prompts, helping overcome writer's block and speeding up the writing process.
- Content Transformation: It assists in rephrasing and refining existing content to improve clarity, tone, and style, ensuring the document aligns with the intended audience.
- Summarization and Insights: Copilot can summarize lengthy documents, extract key points, and provide insights, making it easier to digest and present information.

Al for WORD - Microsoft Editor

- Spelling and Grammar Checking: Identifies and corrects spelling errors and basic grammatical issues.
- Style and Tone Suggestions: Provides recommendations to adjust writing style and tone to suit different audiences and purposes.
- Clarity and Conciseness: Offers suggestions to make writing clearer and more concise.



