

A background graphic featuring a network of interconnected nodes and lines, with a color palette of dark grey, light grey, and brown. The nodes are represented by small circles, and the lines are thin, connecting the nodes in a complex, web-like structure.

Managerial Informatics

MS WORD

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Conditions for completing the subject

Credit

- 1. test – MS Word + MS Excel ⇒ 30 points
 - 2. test – MS Access ⇒ 20 points
 - Project (group of 4 students) ⇒ 10 points
- ⇒ **60 points**

At least 38 points required!

Exam

- Theoretical test in combination with oral exam in the topics of Big Data, MS Project, Web Design, Programming, Artificial Intelligence, Cyber Security
- ⇒ **40 points**

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

Subject Information

- **LMS Moodle -**

<https://moodle.uniag.sk/course/view.php?id=358>

Contact: marcela.halova@uniag.sk

Text editing apps

- Notepad++



- Joplin



- Notion



- Evernote



- Microsoft OneNote



- Google Docs



- Zim



- LaTeX



- RemNote



- MyInfo



MS WORD



A word processor that is part of the MS Office.

The first version for Windows OS – 1983 – a total of about 30 major versions so far – MS DOS, Windows, MacOS.

Document creation and formatting.

Track changes to a document, 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 really call the individual pages of text with the word **page**.
- Continuous text is divided into **paragraphs** - any continuous text from the beginning until the moment we press ENTER.
- Paragraphs are then divided only into **sentences** and **words**.

Text highlighting



- **CTRL + SHIFT+ arrows** – choice of words in different directions
- **Ctrl + Shift + End** – highlights all text from the cursor to the end of the document
- **Ctrl + Shift + Home** – highlights all text from the cursor to the beginning of the document
- **Ctrl + A** – highlights all text in all parts of the document
- **Double-click** – highlights the whole word
- **Triple-click** – highlights the entire paragraph



Fonts and formatting

- **Serif fonts** - typefaces characterized by small lines, decorative strokes, or "feet" attached to the end of larger strokes in letters, Times New Roman.
- **Sans-serif fonts** - graphically simpler, Arial, Tahoma, Verdana... Current font- Aptos.
- **Written, decorative and strange fonts** - written and calligraphic scripts, as well as archaic and futuristic, missing character sets for Central European languages (accented letters).

Combining fonts



- As a rule, there should be a maximum of **two types of fonts** in one document.
- **More font** *TYPES IN* **one text** *causes* heavier **READIBILITY OF TEXT** **AND** **OPTICALLY** *discourages* **THE READER.**

Page and section numbering



- Page numbering from the first page.
- Page numbering from the second page.

- Different First Page
- Different Odd & Even Pages
- Show Document Text

Options

- Numbering from a specific page – Sections.

Page Breaks



Page

Mark the point at which one page ends and the next page begins.



Column

Indicate that the text following the column break will begin in the next column.



Text Wrapping

Separate text around objects on web pages, such as caption text from body text.

Section Breaks



Next Page

Insert a section break and start the new section on the next page.



Continuous

Insert a section break and start the new section on the same page.



Even Page

Insert a section break and start the new section on the next even-numbered page.



Odd Page

Insert a section break and start the new section on the next odd-numbered page.

Numbering from a certain page - steps



Let's say we would like to number the document from the 6th (sixth) page, how to do it:

- 1) We need to set the cursor to the end of the 5th (fifth) page. Always at the end of the previous page from which we want to set the numbering.
- 2) Then, on the Layout tab in the Page Setup section, you need to use the Breaks -> Section Breaks tool on the Next Page.
- 3) In this way, we have divided the document into 2 sections. The first 5 pages that will not be numbered and the remaining that will be numbered.
- 4)  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 have created 2 sections, so it is necessary to be in the footer of the 2nd (second) section to disconnect it from the 1st (first) section.
- 6) After you detach 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.



- They help with formatting texts or identifying breaks in the document. Settings – File – Options – View.

- Tab characters →
- Spaces ...
- Paragraph marks ¶
- Hidden text abc
- Optional hyphens —
- Object anchors ⚓
- Show all formatting marks

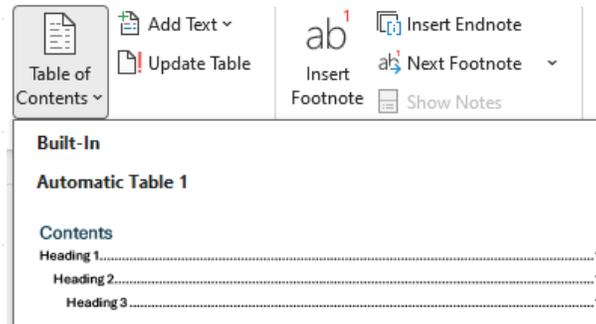
Table of Content creation



1) Set styles in a document.



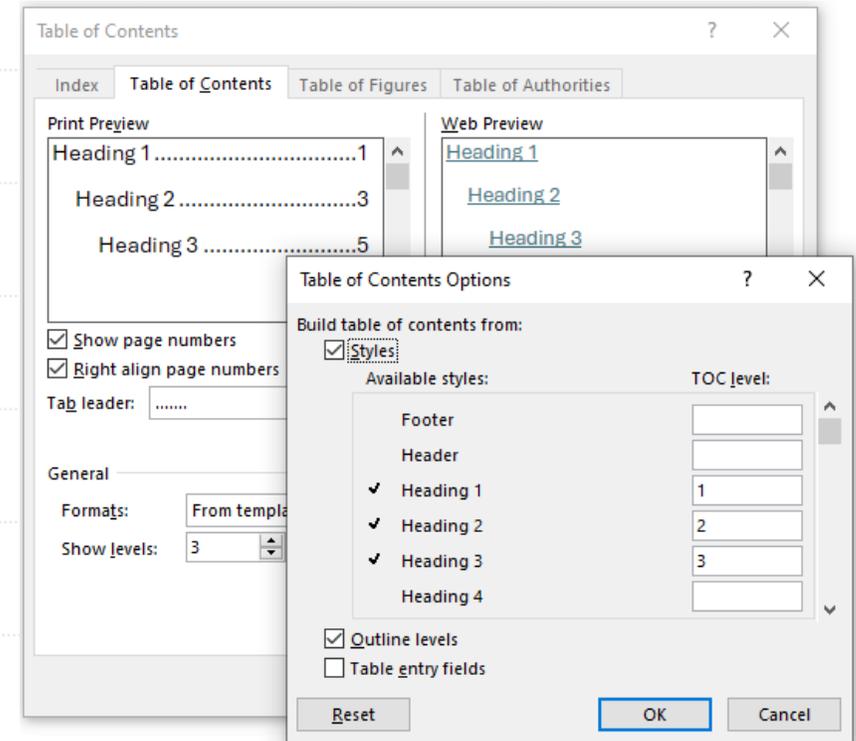
2) References – Table of Contents



3) Content Editing.



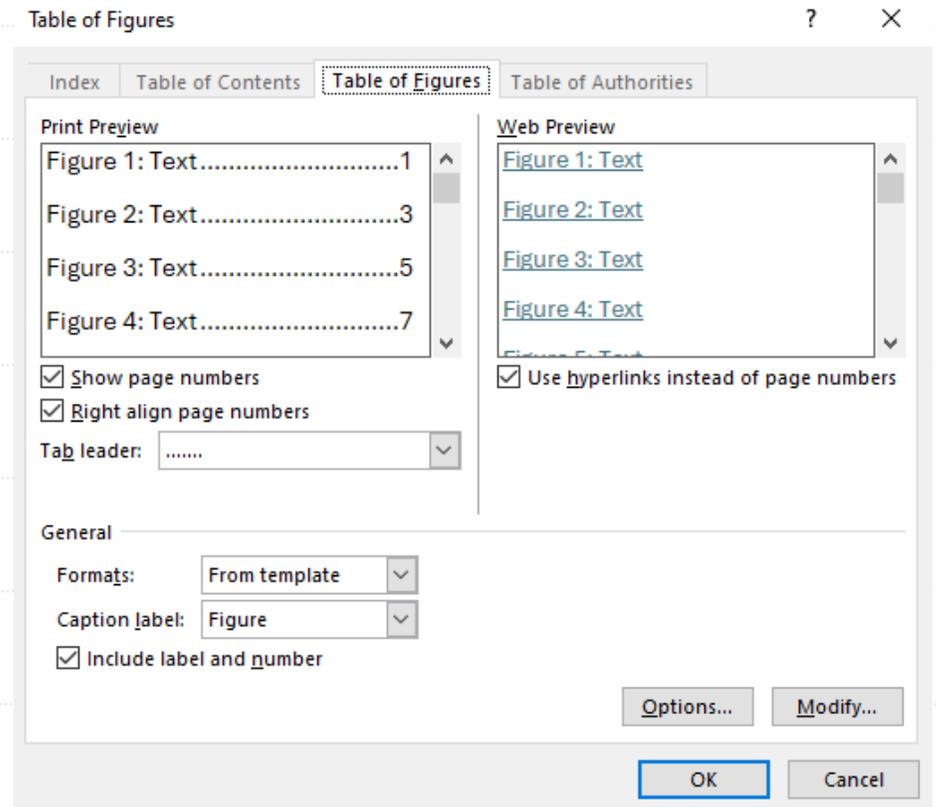
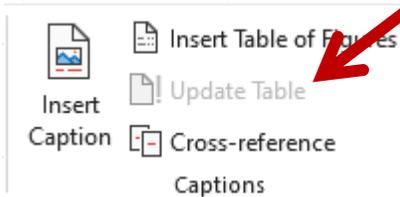
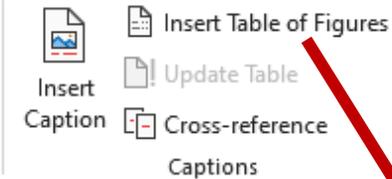
4) Content update.



List of figures, tables and equations



- 1) First, you need to insert a description for the objects.
- 2) After inserting a caption, a list can be created.
- 3) The created list can also be updated after insertion.

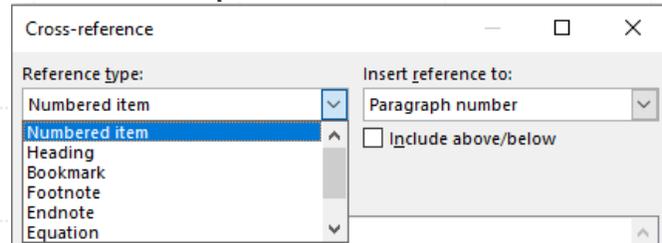
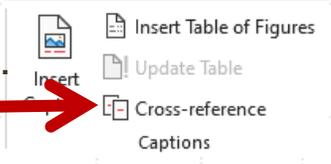


Cross references



- We can use a cross-reference to create a link with the rest of the parts of the same document.

- 1) In the document, enter the text, image, etc., with which the cross-reference should begin.
- 2) On the Insert tab, click Cross-reference.
- 3) In the Link Type field, click the drop-down list and select the object you want to link to.



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

Citations and bibliography

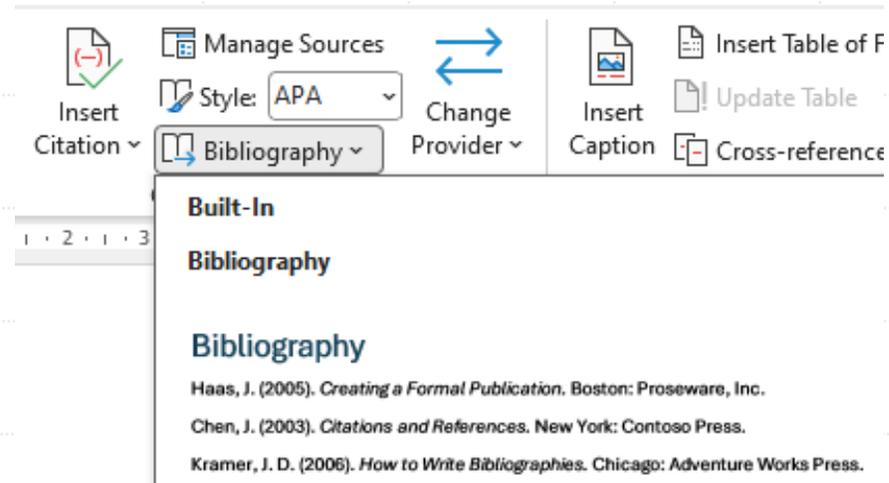
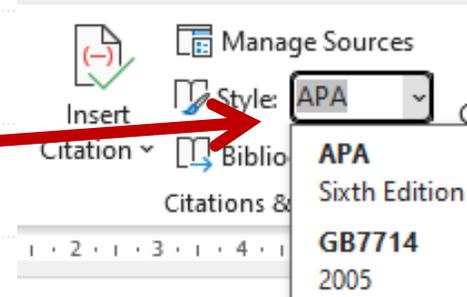


- Every thought and text that didn't come out of your head is someone's work. The method of citation is regulated by the standard ISO 690
- Forms of citation:
 - **APA** - style of the American Psychological Association, is mainly used in the fields of education, social sciences, psychology and technology.
 - **Chicago** - form of citation in science.
 - **IEEE** - technical and scientific papers should be cited according to the IEEE or the style of the Institute of Electrical and Electronics Engineers, which is modeled after the Chicago citation style.
 - **Harvard** - method of referencing within the ISO 690 standard.



Citations and bibliography – steps

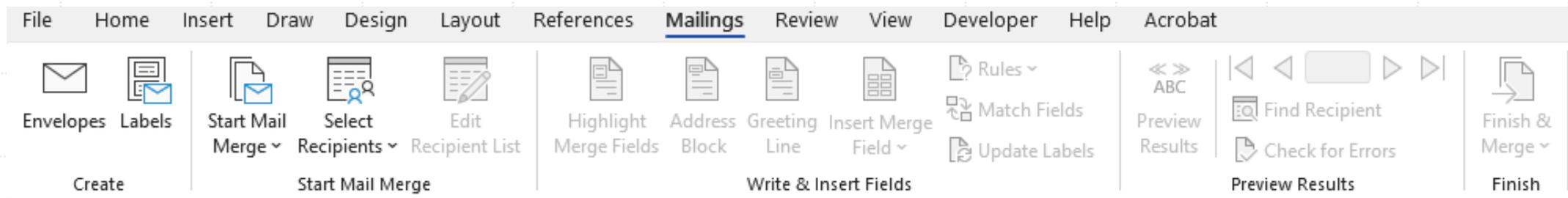
- 1) Place the cursor at the end of the text you want to cite.
- 2) References – Citations and bibliography
- 3) Choose a citation style. 
- 4) Click Insert Citation.
- 5) Select Add new resource and fill in the feed information.
- 6) Insert a list of resources.



Mail merge



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



Steps for Mail Merge

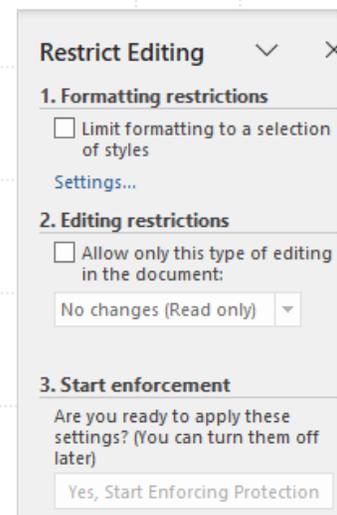
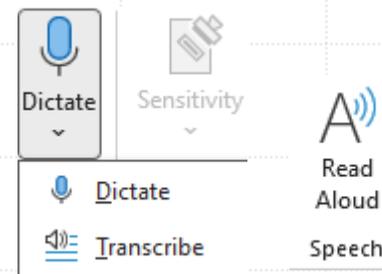
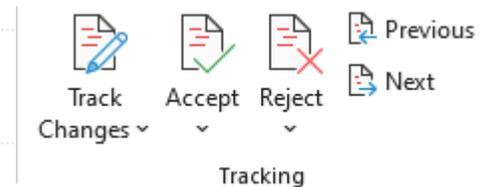
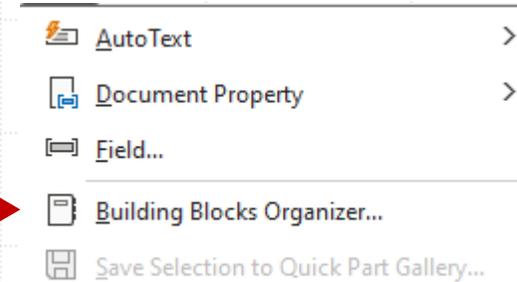


- 1. STEP: In the first step, we select one of the options: Letters, Email Addresses, Envelopes, Labels or Address Book.
- 2. STEP: In step two, you need to select the document you wish to use: 1. Current document, 2. Template, 3. Existing document.
- 3. STEP: In the third step, you need to select a 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 for specific values from the database.
- 5. STEP: In the fifth step, it is possible to view all recipients, or additionally exclude them from the list.
- 6. STEP: In step number six, the documents are either printed or, in the case of emails, sent via Outlook.

Other tools in Word



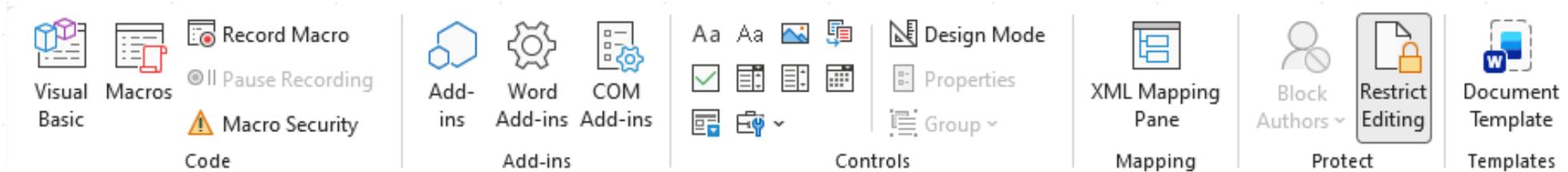
- **Quick Parts**- create and insert frequently used phrases or blocks of text, such as directions to an address or answers to frequently asked questions. Allows you to speed up repetitive tasks in documents.
- **Track changes to documents** – record edits to a document.
- **Document security** – securing the document from unwanted changes.
- **Voice dictation and text reading.**



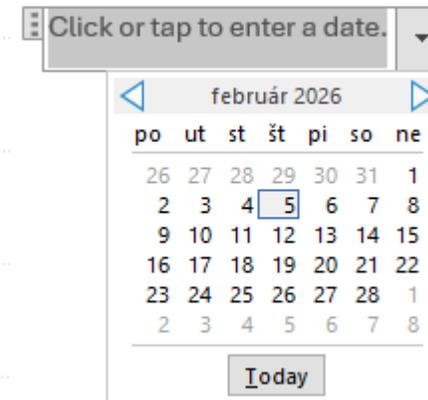
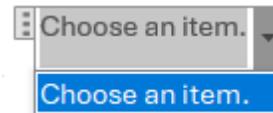
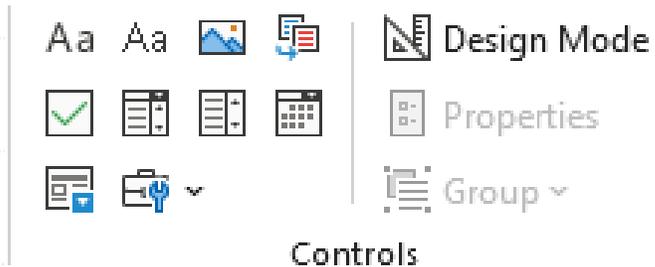
Create forms in Word



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



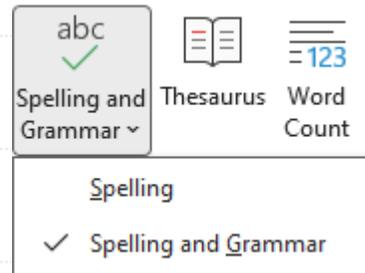
- Use Form Filling Controls.



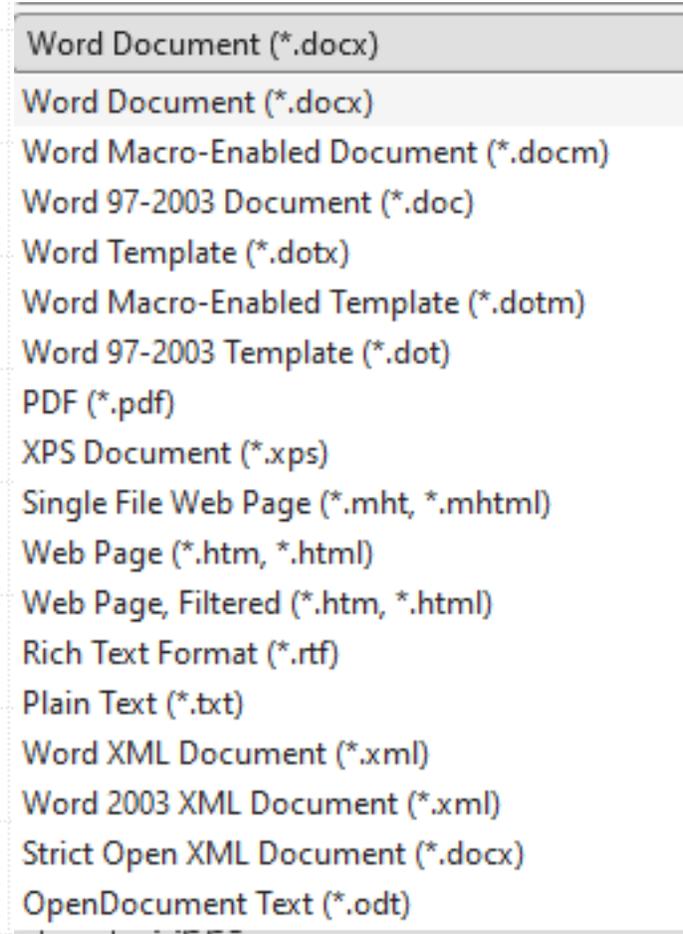
Proofreading and saving a document



- Before publishing your file or sending it somewhere else, be sure to check the **Spelling and Grammar!**



- The document can be saved in various formats, the basic format is **docx**.



Special Type – Random Text Generator



- Word includes built-in random text generators that easily create text of the desired length and structure (paragraphs, sentences). Don't look for meaning in the text, that's not its purpose, it's mainly the ability to verify the formatting settings before we start writing ourselves, or as in this case – simply to have a longer text available for any kind of testing. **Must be created in 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 is the number of sentences.
- The second generator is the **Lorem ipsum** pseudo-Latin text generator in the form:
`=lorem(1,2)` - The first argument is the number of paragraphs, the second is the number of sentences.

MS Word and AI

- **Microsoft Copilot** - text generation based on input, editing and rewording of existing text, summaries and extraction of key information, suggestions for improving document style and structure, available in Microsoft 365 (with subscription).
- **Microsoft Editor** - intelligent grammar, spelling and stylistic checking, suggestions to improve readability and tone of text, support for more than 20 languages, also available as a browser extension.
- **Text Predictions** - Context-based auto-completion of sentences, easy to accept suggestions (Tab).
- **Translator** - AI-powered text translator directly in MS Word, support for dozens of languages, the ability to translate the entire document or selected text.
- **Dictation** - Ability to write with voice using speech recognition, support for voice text editing commands.
- **Smart Lookup** - AI analysis of words and phrases to find relevant information, directly extract definitions, images and articles from the web.

Seminary works

- Page with title
- Content of the thesis
- List of figures, tables – optional
- Correct page numbering
- Separating texts into paragraphs, aligning paragraphs by margin
- Naming Figures and Tables
- Bibliography

<https://www.uniag.sk/sk/graficky-manual-a-loga-spu-v-nitre>



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Faculty
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and Management



Thank you for your
attention!

