Managerial Informatics
MS WORD

doc. Ing. Marcela Hallová, PhD.

Conditions for passing the subject

Credit

- 1. test – MS Word + MS Excel ⇨ 30 points
- 2.test – MS Access ⇨ 20 points
- 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.php?id=358

Contact: marcela.hallova@uniag.sk

Text editing applications

- Notepad++
- Joplin
- Notion
- Evernote
- Microsoft OneNote
- Google Docs
- Zim
- LaTeX
- RemNote
- MyInfo

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

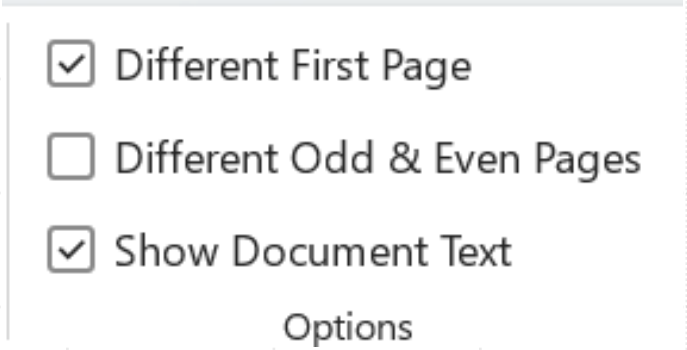
- **Serif fonts** – vertical ends of letter strokes that visually help keep the line flat, Times New Roman.
- **Sans-serif fonts** – graphically simpler, Arial, Tahoma, Verdana…
- **Written, decorative and special fonts** – written and calligraphic scripts, as well as archaic and futuristic, missing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

Combining fonts

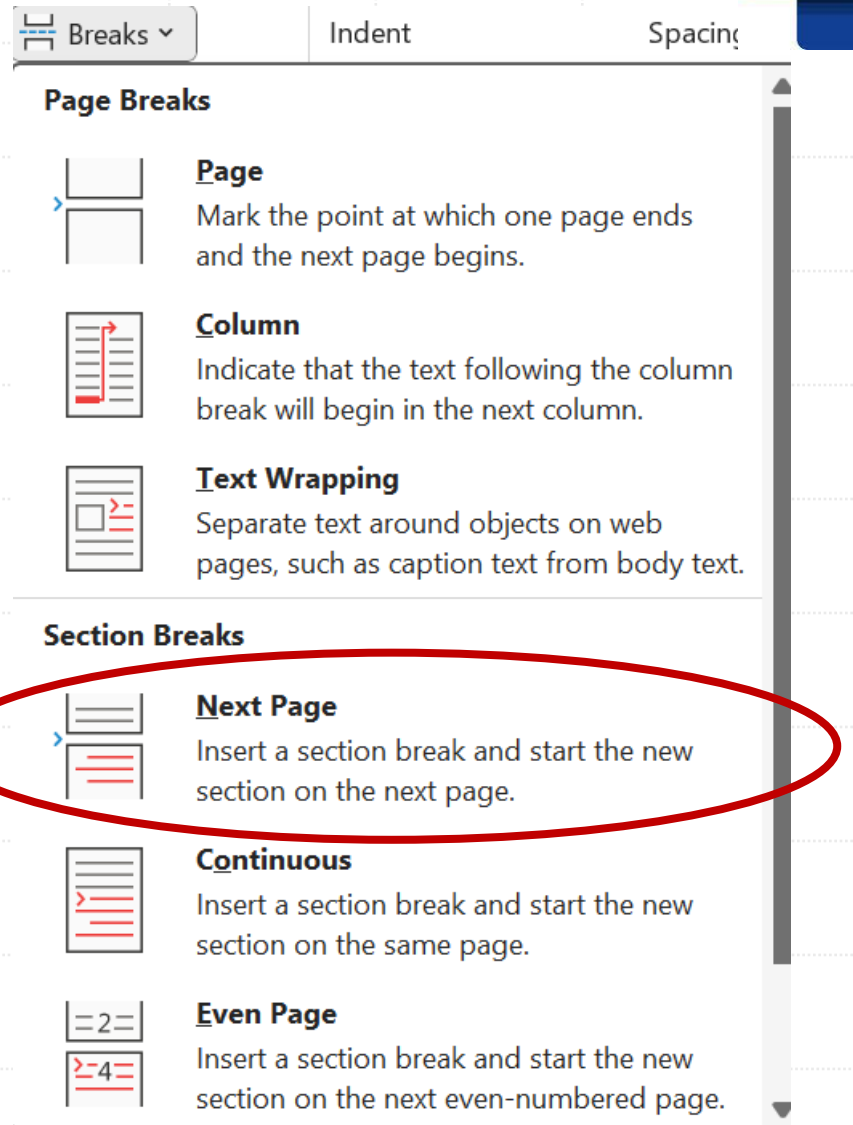
- The rule is that there should be a maximum of two types of fonts in one document.
- Multiple FONTS **in one text** make the text more *difficult to* **read and** v i s u a l l y *discourage* **the reader**.

Page numbering and section breaks

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



- Numbering from a certain page – section breaks.



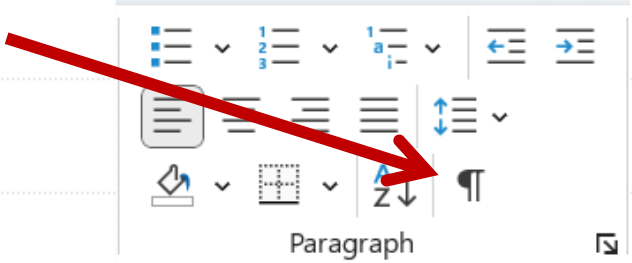
Numbering from a certain page

Let's say we would like to number the document from the 6th page, how to do that :

1) 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) ⚠️ 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.



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

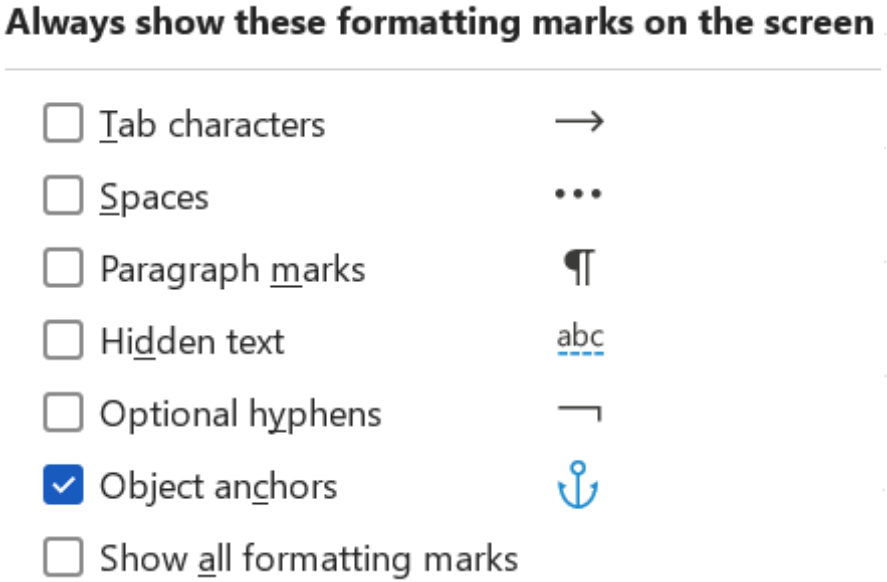
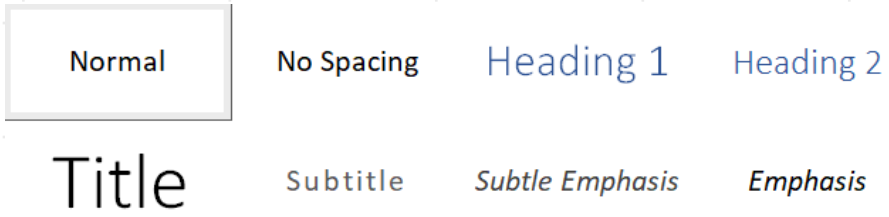
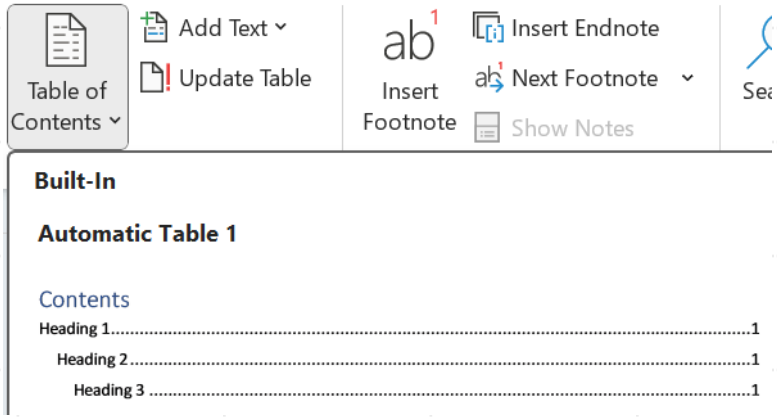


Table of Contents creation

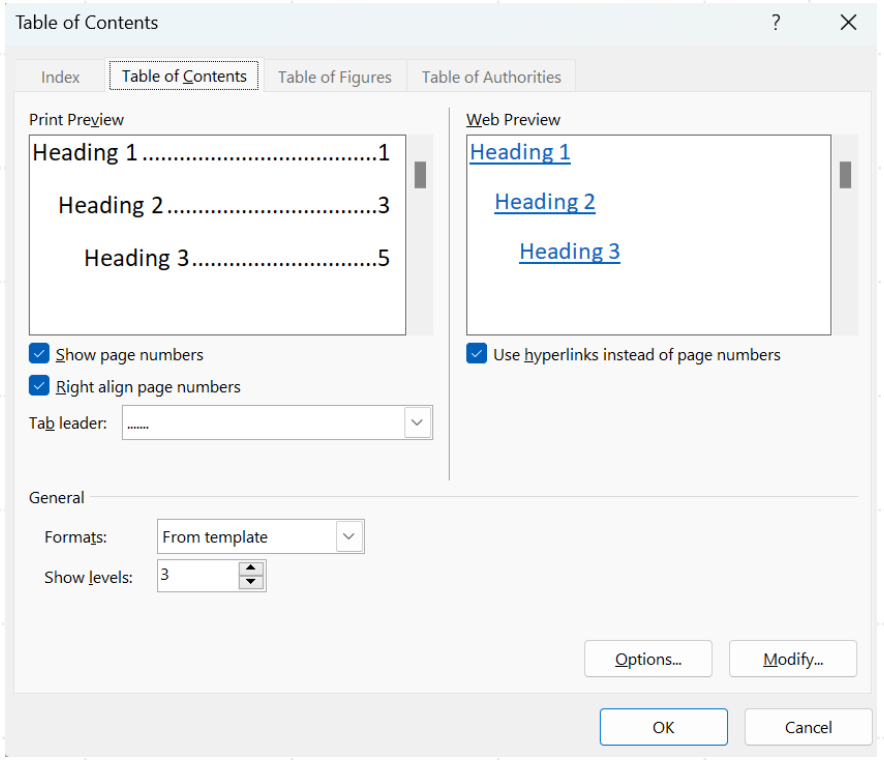
1) Setting styles in the document.



2) References – Table of Contents



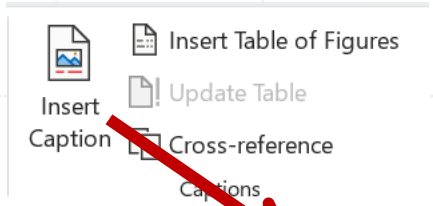
3) Editing.



4) Update table.

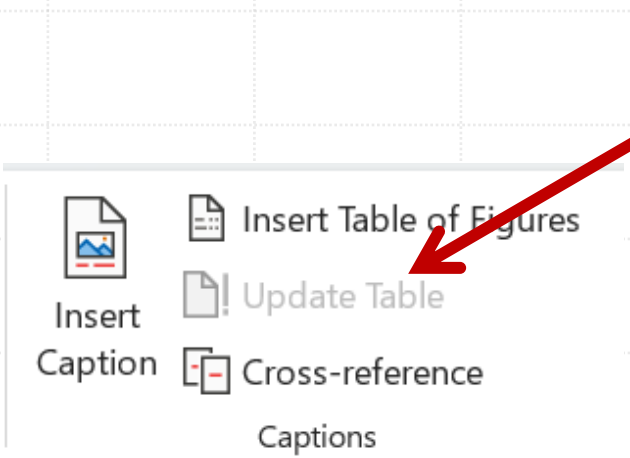
List of figures, tables and equations

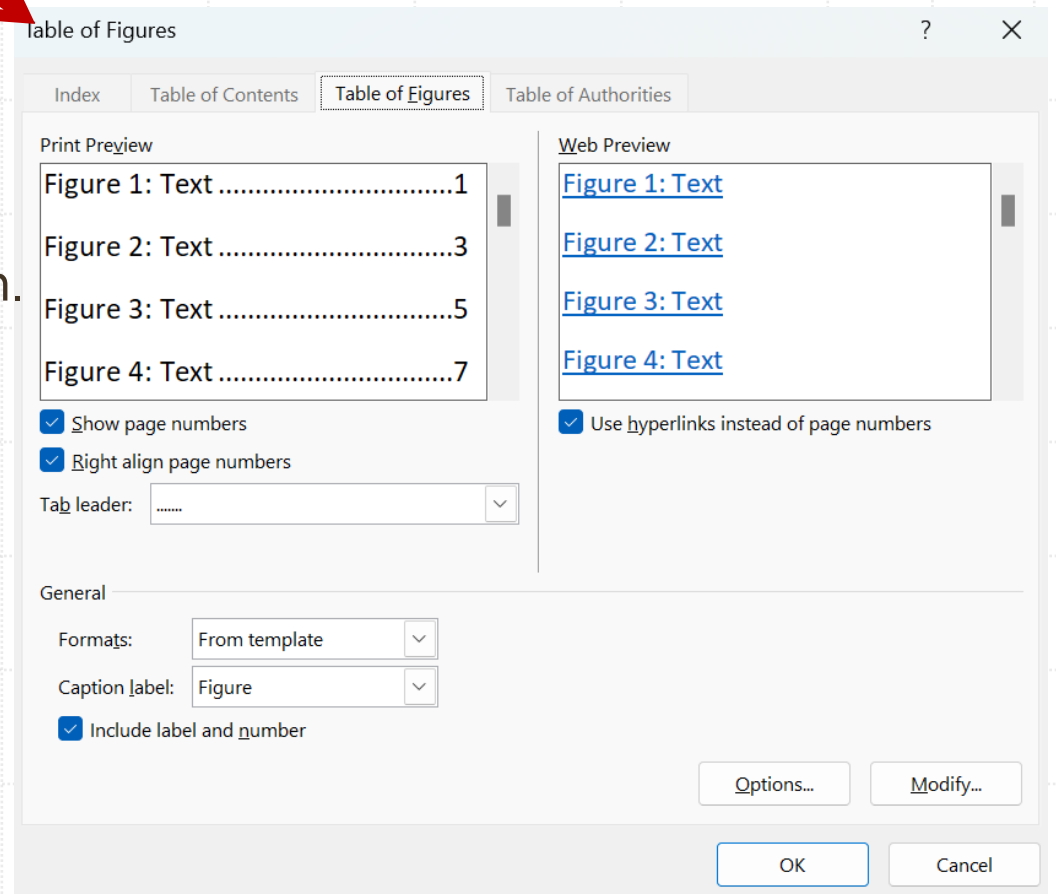
1) First, it is necessary to enter a caption of the objects.



2) After entering the caption, it is possible to create a list.

3) The created list can be updated even after insertion.

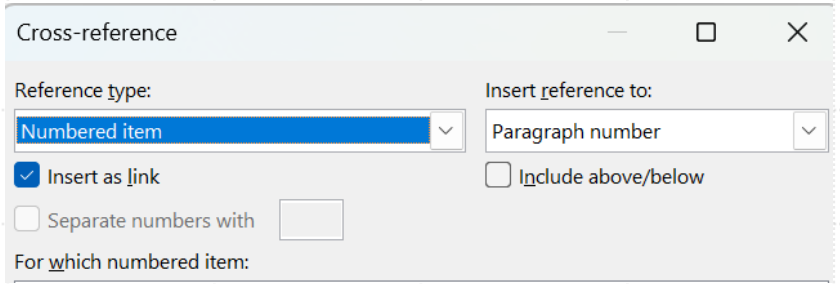




Cross references

- 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 to.



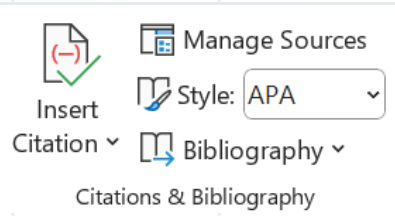
4) In the Insert reference to box, click the information you want to insert into the document.
5) In the For which field, click the specific item you want to link to, for example, to insert a cross-reference.
6) To allow users to jump to the linked item, select the Insert as a link check box.
7) If the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

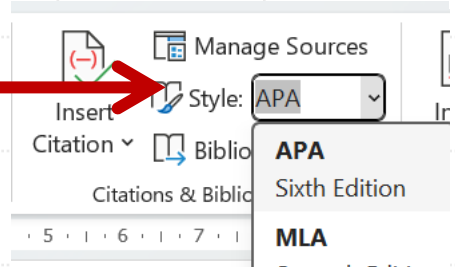
Citations and Bibliography

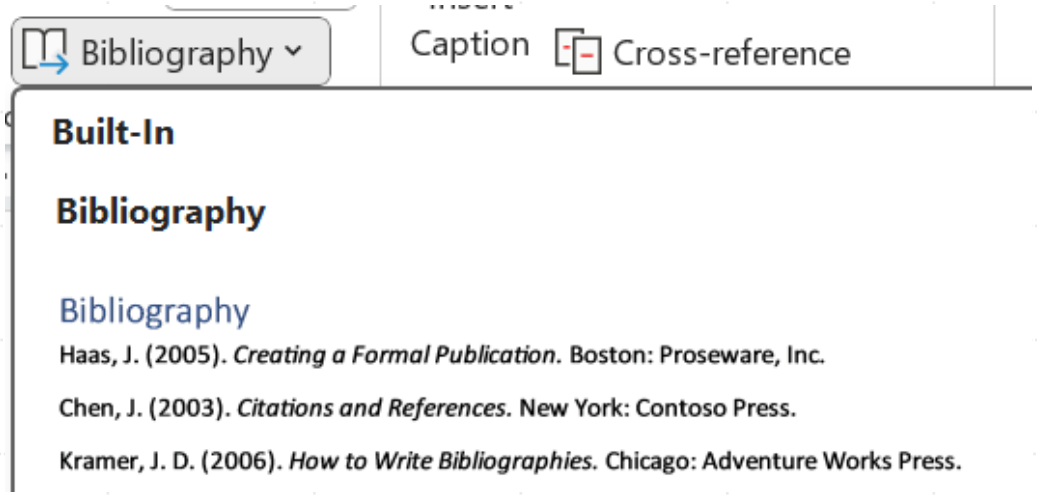
- Every thought and text that did not come out of your head is the work of someone. The method of citation is regulated by the norm ISO 690 – https://www.slpk.uniag.sk/sk/citovanie_odkazovanie/
- Forms of citation:
  - **APA** – style of the American Psychological Association, is used mainly in the field 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

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 Source and fill in the source information.
6) Insert a Bibliography.

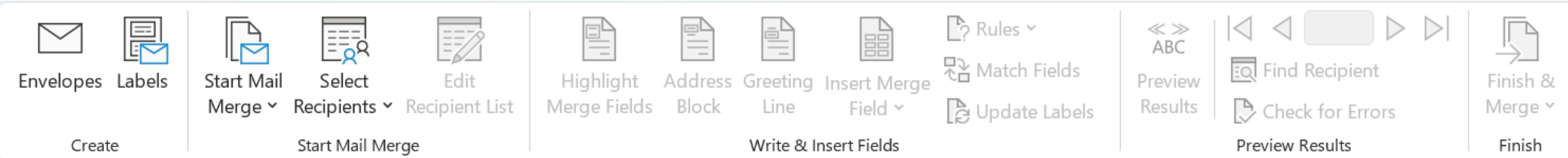






Mailings

- 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.

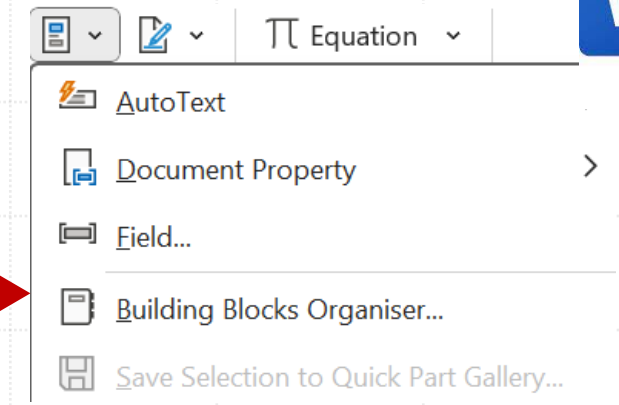


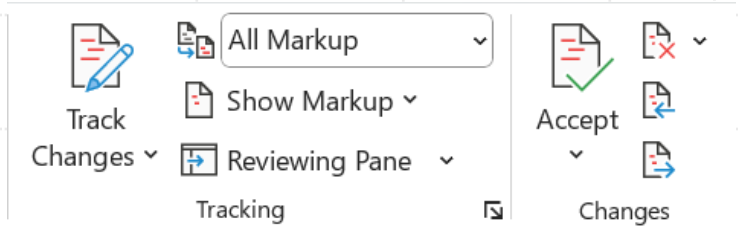
Procedure for mailings

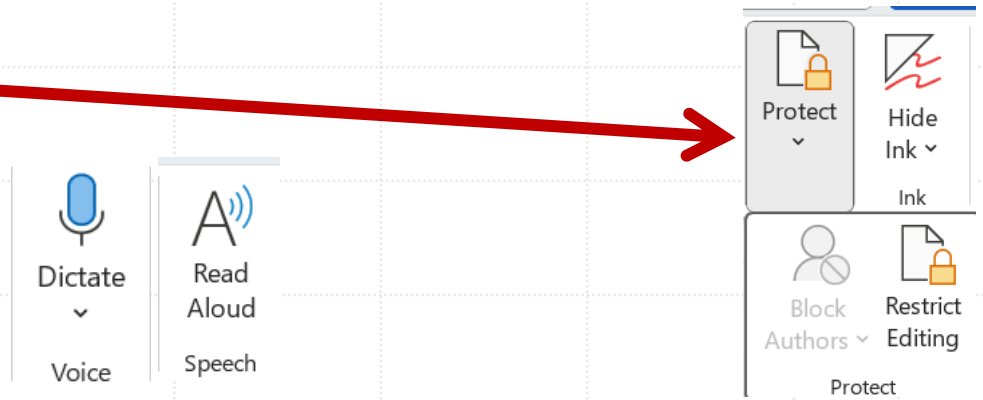
- 1. STEP: In the first step, we select one of the options: Letters, E-mail messages, Envelopes, Labels or Directory.
- 2. STEP: In step two, it is necessary to select the document that we wish to use: 1. Current document, 2. Template, 3. Existing document.
- 3. STEP: In the third step, you need to select 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.**

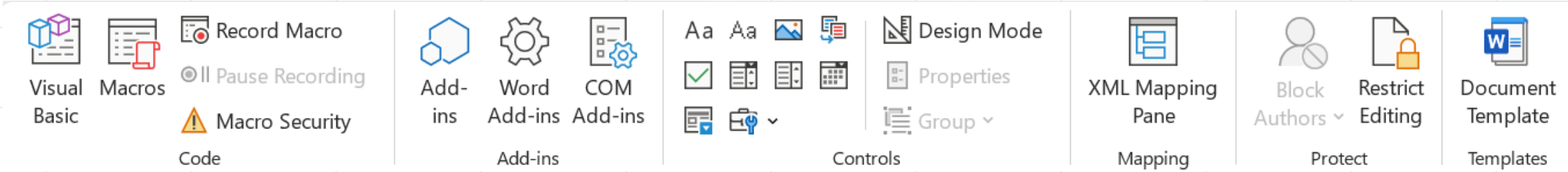




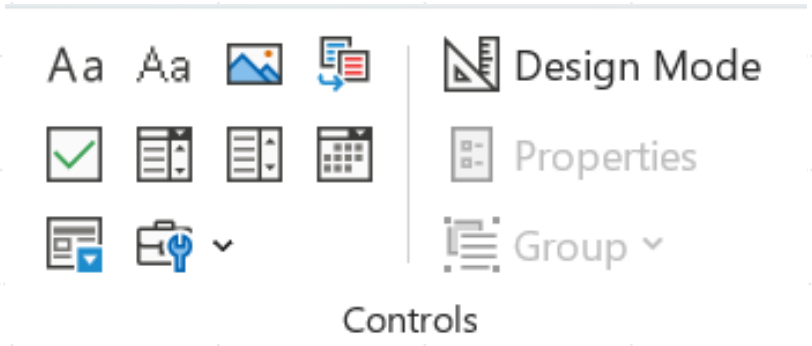


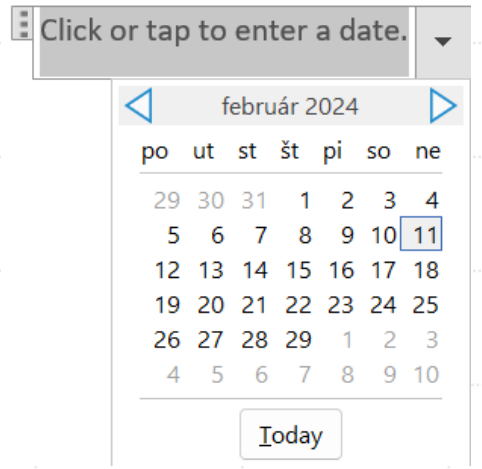
Creating forms in Word

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



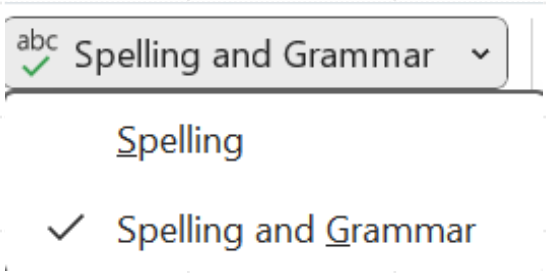
- Use of Controls for filling out the form.



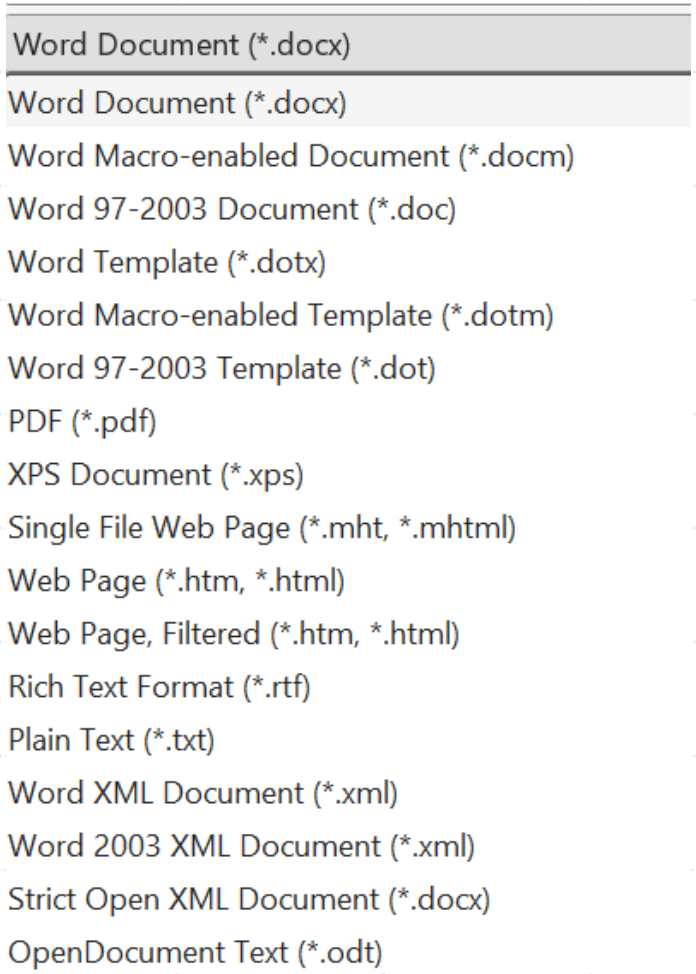


Proofreading the text and saving the document

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



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



Special type – random text generator

- 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.

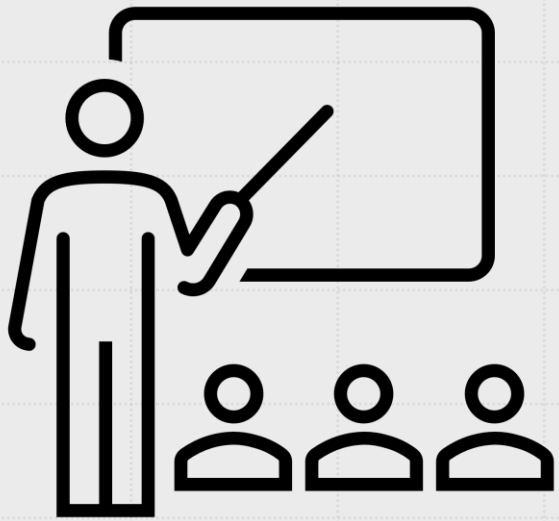
- The second generator is a **Lorem ipsum** pseudo-latin text generator in the form :

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

AI 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.

AI 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.

Thank you for your attention!