

Course title:	Information technology				Code:
Field of study:	Tourism and recreation				Year/Semester: I
Specialization:	all				Modes: F/E
Number of hours / semester 30					ECTS credits: 2
Lectures:	Classes:	Laboratories: 30	Projects:	Seminars:	

Department: Management and Marketing

e-mail: wshig@wshig.poznan.pl

Course position in the study programme:

- general course

Objectives:

- to teach students to use the Microsoft Word editor and the Microsoft Excel spreadsheet

Course contents:

Microsoft Word:

- paragraph formatting, text formatting; tabulators; pointing and numerating; text formatting in columns; putting objects: WordArt, Clipart and graphic files ; putting tables and their formatting; putting footnotes, charts; editing mathematical equations

Microsoft Excel:

- preparing a spreadsheet to print (page setup); sheet cell formatting; automatic fulfilling sheet cells; name change and data sheet copying; putting table juxtapositions in order; illustrating data in the form of charts; basic calculations; conditional formatting of cell contents

Teaching methods: theory and exercises

Assessment methods: final test in Microsoft Word, final test in Microsoft Excel

Recommended reading:

1. Wesołowski P., Tauber R. D. „Podstawy praktycznej edycji tekstu”
2. Wesołowski P., Tauber R. D. „Podstawy kalkulacji komputerowych”