



Syllabus

Term: 2026/27/1 **Subject name:** Introduction to Office-related applications **Subject code:** AFOLNA0201

Unit (Unit code) Institute of Geography and Earth Sciences (FOLDRAJZ)

Lecturer responsible for the course: Dr. BUGYA István Titusz

Requirement: Term mark

Classes per week : 0/0/3

Classes per term:

Purpose of education:

One of the main aims of this course is to refresh and systematize the existing computer-related knowledge of the students. The other is to enable them to perform text-, data table- and presentation based works on an expected quality level. For this aim the course is separated into four larger module, as: word processing, spreadsheet works and data visualization, presentation making and basic of operating systems.

Contents:

Module 1. -- word processing Basic of text layout (fonts and font types, character settings, paragraph settings, page layout settings, margins, header/footer/page numbering, content inserting, references and footnotes, ordered and unordered list.) Titles and styles. Non-text elements in the text: table, figure, graph, map. Table formatting in a text-based document (split, cell formatting, borders and alignment). Compatibility and file formats – doc, docx, odt, csv, txt, rtf, pdf Module 2 – Spreadsheet Commonly used spreadsheet file formats: xls,xlsx, ods, csv, dbf). Compatibility. How-to use built-in functions? User defined functions; data links Data types and statistics in a spreadsheet application Data visualization Moving in large tables; sort, filter, regular expressions Module 3 – Presentations Selecting the appropriate presentation format, compatibility (ppt, pps, pptx, odp, key, pdf, prezi) creating a slide, duplication, sort, slideshow settings, transitions, animations, textbox and its settings, draw in a slide, projection settings, contrast, brightness, colours timing of a presentation, emphasizing of a presentation Module 4. Operating systems and files Files and folders, file managers in Linux and Windows environment, Character encoding, codepages – UTF-8, iso 8859-x, Files and folders of Linux, OSX and Windows systems, and its user interfaces, Legal regulation of computer applications and data, licences Data storage, data protection, protection against viruses and attacks, Use of GIS labs (gamma, mail, temp, file sharing)

System of examining and valuation:

Project work

Bibliography:

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