



“OFFICE SOFTWARE”

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Lectures

Introduction

1. Configuration, physical structure, functional model of a computer system
2. Computer architecture. Von Neumann and Harvard architecture. Typical features.
3. Representation of information in internal memory: alphanumeric characters (ASCII code, Unicode). Fixed point and floating point numbers.

Input and / or output devices in a computer system. Constructive principles, characteristics.

1. Computer components.
2. External memory storage (hard-disk, flash memory, CD-ROM, DVD-ROM).
2. Peripherals. Keyboard, mouse.
3. Display, printer, scanner.

Operating systems.

1. Definition. Functions. Classification.
2. Basic components in the structure of an operating system.
3. Examples of operating systems on desktop/laptop and mobile devices.
3. Microsoft Windows operating system

Application level programs. Components of a typical Office software package.

1. Text processing and complex layouts documents.
2. Tables processing and spreadsheets.
3. Multimedia presentations. Multimedia files types (images, audio, video).
4. Electronic mail. Message editing in HTML format. MIME standard.



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Data transfer between applications. Compatibility issues.

1. File import and export. File types.
2. Clipboard transfer
3. Data transfer through OLE

Data security and confidentiality.

1. Protection of Microsoft Office documents.
2. Security levels in Windows.
3. Malware applications.

Bibliography (in English):

Carl Hamacher, Safwat Zaky, Zvonko Vranesic, "Computer Organization," Fifth edition, McGrawHill, 2011,

http://www.srmuniv.ac.in/downloads/computer_architecture.pdf

Avi Silberschatz, Peter Baer Galvin, Greg Gagne, "Operating System Concepts," Eight Edition, 2009, <http://codex.cs.yale.edu/avi/os-book/OS8/os8c/slide-dir/>

Peter Weverka, "Microsoft Office 2010 All-In-One for Dummies," Wiley, 2010,

http://www.spumonte.com/files/pdfs/_PC%20Books_/Microsoft%20Office/Office%202010/Office%202010%20All-In-One%20For%20Dummies.pdf

Practical applications

1. Microsoft Windows operating system. Basic commands for files and folders management. Files and folders structure. NTFS and FAT file systems. Attributes. Access rights.
2. Microsoft Word (I). Document formats. Templates. Saving and sharing documents. Text, paragraph, and page format. Columns. Styles.
3. Microsoft Word (II). Lists, symbols, footnotes. Header and footer. Tables. Data sort. Objects: Pictures, Shapes, WordArt, Chart, SmartArt, Equation. Fields.
4. Microsoft Excel (I). Workbooks and sheets. Cells format. Data types (text, numbers, formulas). Auto fill. Excel basic functions (math, trig, statistics, and text).
5. Microsoft Excel (II). Charts in Excel. Filters. Data sort. Validation. Lookup functions. Pivot tables.
6. Microsoft PowerPoint. Principles of multimedia presentations. Slide formatting. Objects animation. Hyperlinks and actions. Slides transitions.
7. Microsoft Outlook - Personal information and tasks management. E-mails management. E-mail message in HTML format. Basic HTML tags.



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8. Office documents security. Data restrictions (passwords, document editing). Macros security. Security levels in Microsoft Office. Documents signing with digital certificates.

Bibliography (in English):

Windows 10 tutorial: <http://www.gcflearnfree.org/windows10>

Word Tutorial: <http://www.gcflearnfree.org/office2010/word2010>, <http://www.fgcu.edu/support/office2007/Word/index.asp>

Excel Tutorial: <http://www.gcflearnfree.org/office2010/excel2010>, <http://www.fgcu.edu/support/office2007/Excel/index.asp>

Powerpoint Tutorial: <http://www.gcflearnfree.org/office2010/powerpoint2010>, <http://www.fgcu.edu/support/office2007/ppt/index.asp>

Outlook Tutorial: <http://www.gcflearnfree.org/outlook2010>, http://it.med.miami.edu/documents/outlook_2003_guide.pdf

HTML Tutorial: <http://www.gcflearnfree.org/internet>, <http://www.w3schools.com/html/default.asp>

Security: <https://www.microsoft.com/en-us/security/pc-security/office2010.aspx>

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