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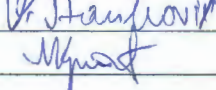

**Modernization and harmonization of Tourism study
programs in Serbia**

544543-TEMPUS-1-2013-1-1-RS-TEMPUS-JPCR

**Work package
3**

DEV 3.2 ICT skills

Report on ICT skills trainings

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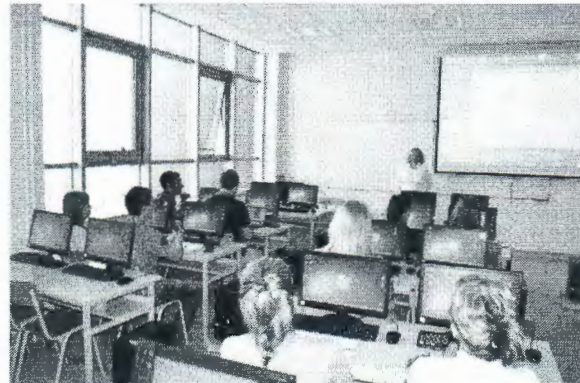
As part of TEMPUS project Modernization and harmonization of Tourism study programs in Serbia 544543-TEMPUS-1-2013-1-1-RS-TEMPUS-JPCR, Higher Business School from Leskovac, organized a project planned informatics training for its teaching and non-teaching staff. The training was realized in a fully equipped, modern IT lab (HBS premises).

The aim of the training was for training attendees to be able to independently use two most popular MS Office package programs - **Microsoft Word** - for business correspondence and **Microsoft Excel** – for organization and processing of data (tabular and graphical representation of data, cross-tabular calculations, data analysis). This training lays a foundation for further independent advancement in the usage of applicative software.

Training content:

- Manipulation with applications' windows. Creating, renaming, deleting, copying and moving folders and files.
- Learning about Microsoft Word window characteristics and features. Creating simple documents; use of commands Save and Save As, New, Open, Close.
- Formatting of font, paragraph, page and document.
- Inserting and formatting tables.
- Creating logotypes.
- Preparing the document for printing and printing.
- Learning about Microsoft Excel window characteristics and features. Data entry and performing basic operations on them. Learning about types of data in Excel.
- Creating and formatting tables.
- Functions SUM, AVERAGE, MAX, MIN, COUNT. The use of Auto Fill function, variable and fixed reference.
- Functions IF, SUMIF, COUNTIF and creating conditional formulas using logical operators NOT, OR, AND.
- Graphical presentation of data in the form of diagrams and graphics.
- Sorting and filtering of data in the table.
- Basic functions for data processing DSUM, DAVERAGE, DMAX, DMIN, DCOUNT.
- Learning about information system of HBS.
- Basic functions and organization of HBS's information system
- Generating reports and specific search.

There was a total of 27 training attendees (18 women and 9 men), out of which 19 are members of teaching staff and 8 are members of non-teaching staff.





Informatics training photos

Information on informatics training available on
http://vpsle.edu.rs/tempus_mhtsps_english-version/#akt05