



## SUBJECT DATASHEET

<b>Semester:</b>	2010/11/1
<b>Subject:</b>	Computer Applications
<b>Code:</b>	VEMKKVB132S
<b>Responsible department:</b>	Department of Environmental Engineering
<b>Responsible department code:</b>	MKKV
<b>Responsible lecturer:</b>	dr. Endre Domokos

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### Educational objectives:

The aim of the course is that the students learn programming up-to-date computer software's. After the successful tests the students able to compose simple programs and their can work together with software-developer.

### Detailed content of the subject:

1. File handling 2. Basic security knowledge 3. Structure of menus, its fast access (Word) 4. Paragraph editing commands (Word) 5. Special character-manipulating commands (Word) 6. Full-page editing commands (Word) 7. Mail-merge 8. Test 9. Using of spread editor (Excel) 10. Functions and theirs embedding together (Excel) 11. Functions and theirs embedding together (Excel) 12. VBA basics I. (Office) 13. VBA basics II. (Office) 14. VBA basics III. (Office) 15. Test

### Requirements:

2 tests ( $\geq 50\%$  average)

### Required and suggested references:

ifj. Ambrózai Attila: Office XP Professional, Panem Kft., 2003 Farkas Csaba, Szabó Marcell: A programozás alapjai VBA, Jedlik Stúdió, 2004