

Test on the knowledge of Microsoft Office

1 Scope of checked knowledge

- ✓ Change the appearance of text by applying character formatting
- Inserting a chart with a figure caption¹
- ✓ Inserting equations (*equation editor*)
- Inserting and formatting a table
- ✓ Page numbering
- Numbered outline (*headers*)
- ✓ Creation of a table of contents
- Footnotes
- ✓ Index

2 Checking exercises

2.1 Chart

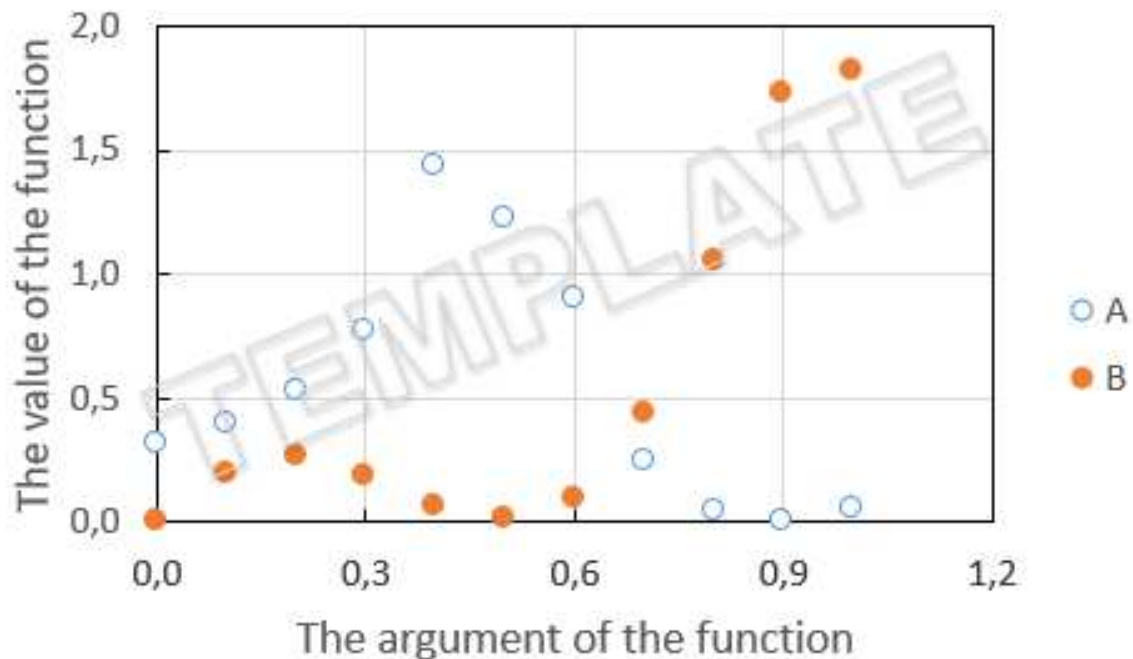


Figure 1: Graph of two sample functions

2.2 Equation

$$\left. \frac{\partial^2 F_B}{\partial \theta \partial \phi} \right|_{\psi=0} = \frac{\partial F_B}{\partial \theta} \frac{1}{h\sqrt{2\pi}} \sum_{i=1}^{\infty} \left[\int_{-\infty}^{\infty} (\tilde{a} \times b_i) dx + 4 \right] = \begin{cases} 0 & \text{for } i = \sqrt[3]{\hbar v} \\ i - 2 & \text{for } i \in \langle -\infty, \infty \rangle \setminus \{\sqrt[3]{\hbar v}\} \end{cases}$$

¹ The chart was made in an Excel spreadsheet.

3 Scoring

Element	Points
Chart	4
Fonts	2
Equation	1
Table	3
Page numbers	1
Numbered outline	3
Table of Contents	2
Footnotes	1
Index	3
Sum	20

4 Notes

Save the finished document, name it with your own name and surname and then send it to the e-mail address w.olszewski@uwb.edu.pl!

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equation editor.....	1
footnotes.....	1
headers.....	1

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