INFORMATIKA

II. predavanje
akademska godina 24/25

Sažetak predavanja

- Uvod u Microsoft 365 (Office 365)
- OneDrive
- Teams
- Quiz

Cilj kolegija

Cilj ovog kolegija je omogućiti studentima da nauče:

- pretraživati Internet u svrhu pronalaženja informacija i podataka
- **koristiti i prilagoditi program za rad s elektroničkom poštom u svrhu komunikacije i organizacije**
- kreirati i upravljati dokumentima s pomoću programa za obradu teksta

Ishodi učenja

Ishod	**MINIMALNI ISHODI UČENJA** (po uspješnom završetku kolegija, student će moći)	**ŽELJENI ISHODI UČENJA** (uspješan student bi trebao moći)
I1	Pretraživati Internet u svrhu pronalaženja informacija i podataka.	Pretraživati Internet koristeći napredne mogućnosti tražilica u svrhu pronalaženja informacija i podataka.
I2	**Koristiti program za rad s elektroničkom poštom u svrhu komunikacije i organizacije.**	**Prilagoditi program za rad s elektroničkom poštom upotrebom naprednih alata i mogućnosti programa.**
I3	Koristiti osnovne alate i mogućnosti programa za obradu teksta u svrhu oblikovanja i upravljanja dokumentima.	Oblikovati složeni dokument koristeći napredne alate i mogućnosti programa za obradu teksta.

Kako je to raspoređeno po ishodima učenja

	Ishod	Ispit	Domaća zadaća	MAX
Međuispit/Ispit	**I1**	12	8	20
Međuispit/Ispit	**I2**	20		20
Ispit	**I3**	45	15	60
	Ukupno	**77**	**23**	**100**

Što je Miscrosoft 365?

Platforma sa alatima za produktivnost i suradnju

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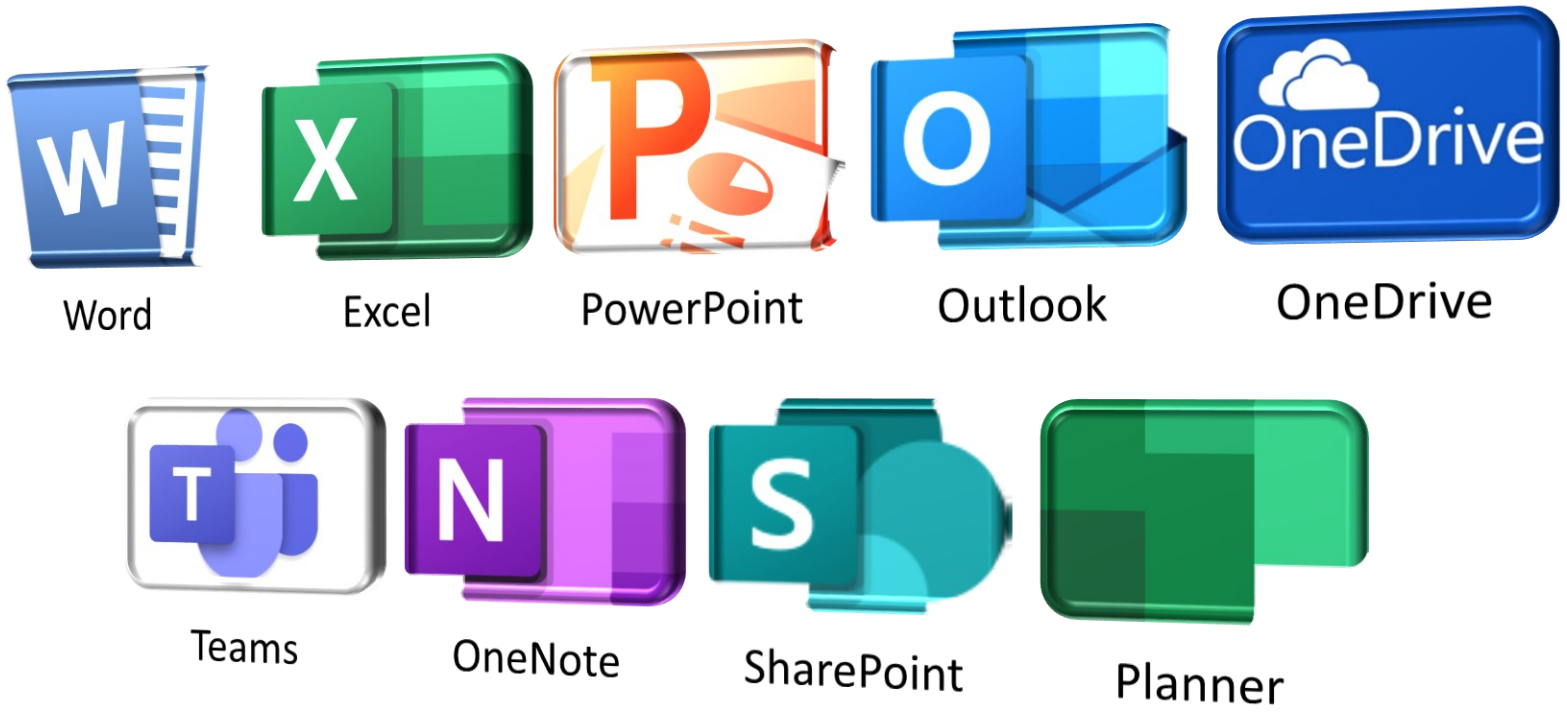
Prednosti korištenja MS 365

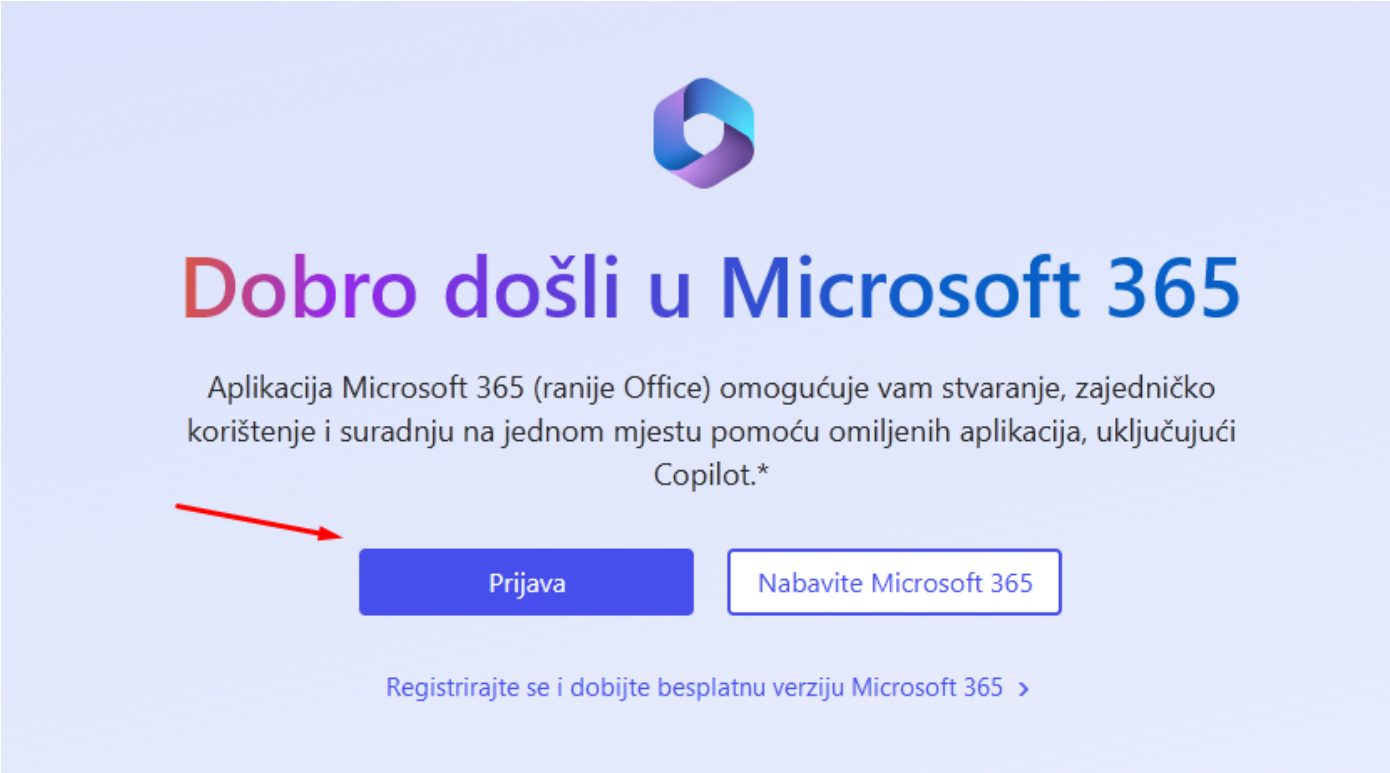
- **Integracija**: Svi alati su međusobno povezani, što olakšava suradnju i produktivnost.
- **Ažuriranja**: Redovita ažuriranja osiguravaju najnovije značajke i sigurnosne zakrpe.
- **Pristupačnost**: Dostupnost na različitim uređajima i platformama.
- **Sigurnost**: Napredne sigurnosne značajke za zaštitu podataka.

Osnovni alati na Microsoft 365 platformi

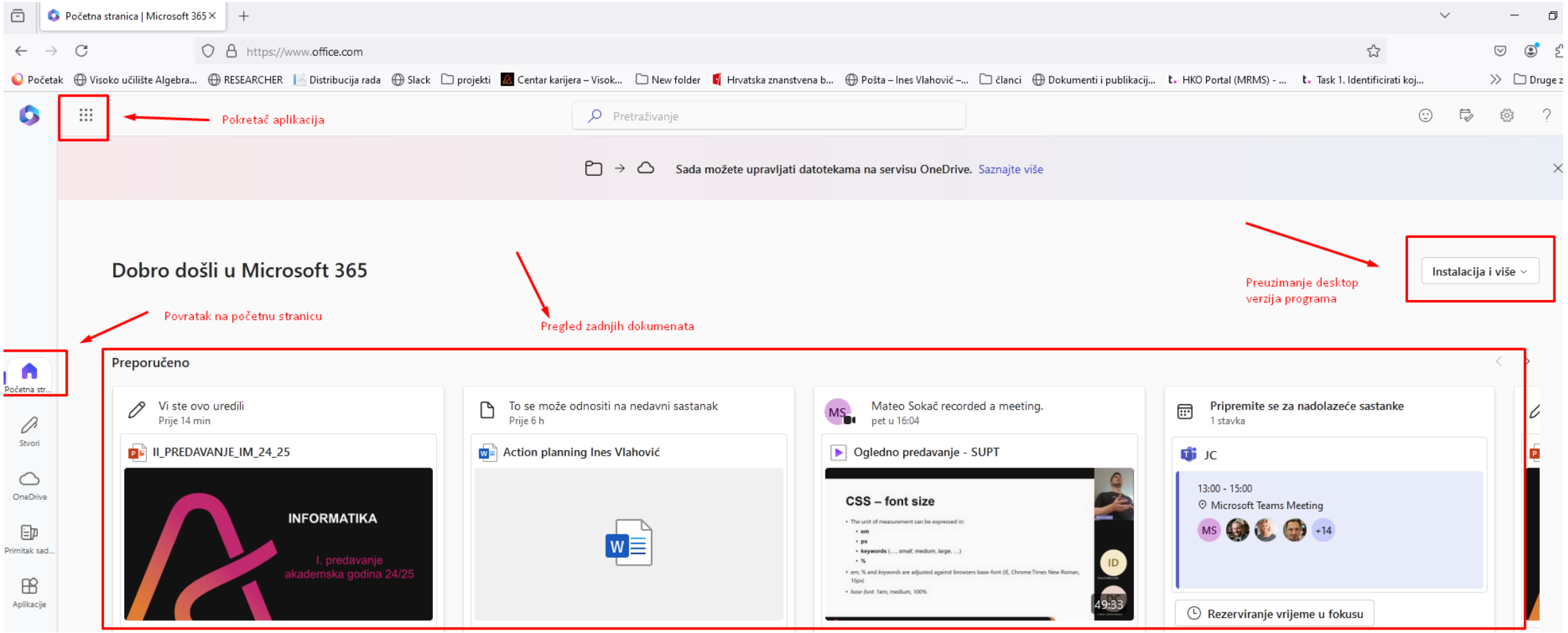


Osnovni alati na Microsoft 365 platformi - pristupanje

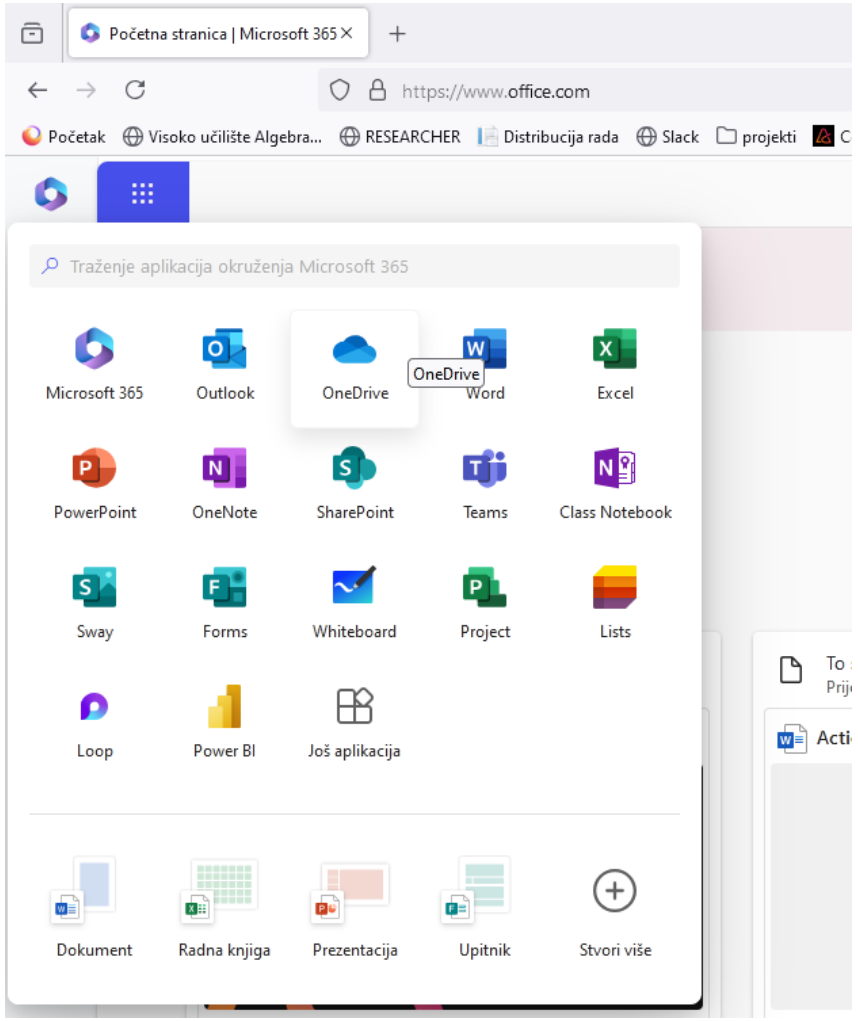
- https://www.office.com/
- AAI račun



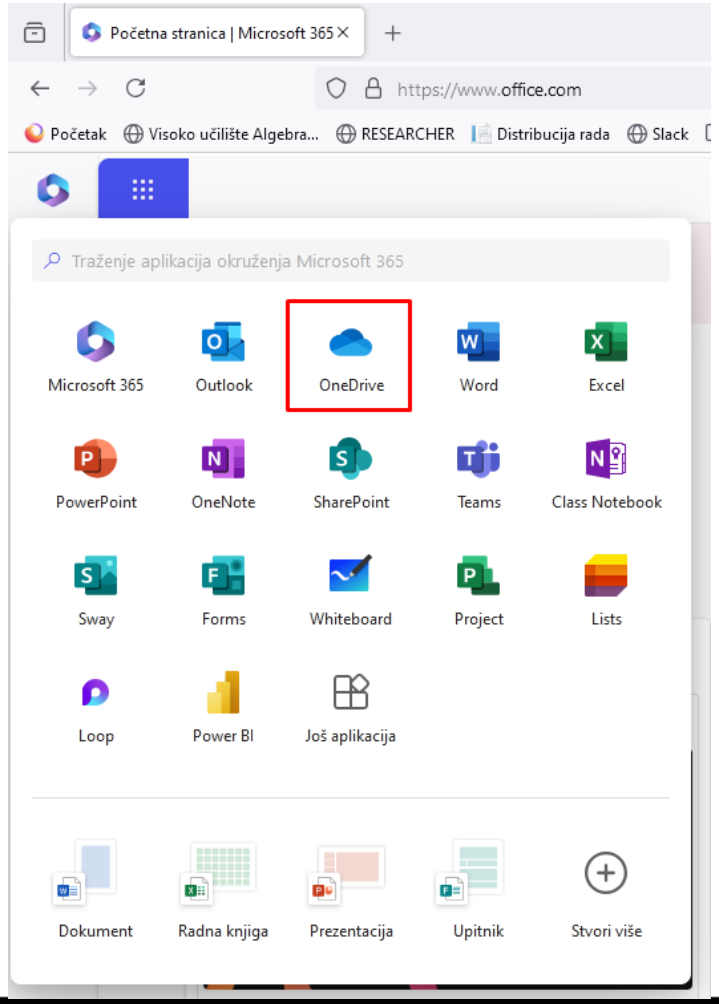
Rad i pokretanje alata na MS 365 platformi



Rad i pokretanje alata na MS 365 platformi

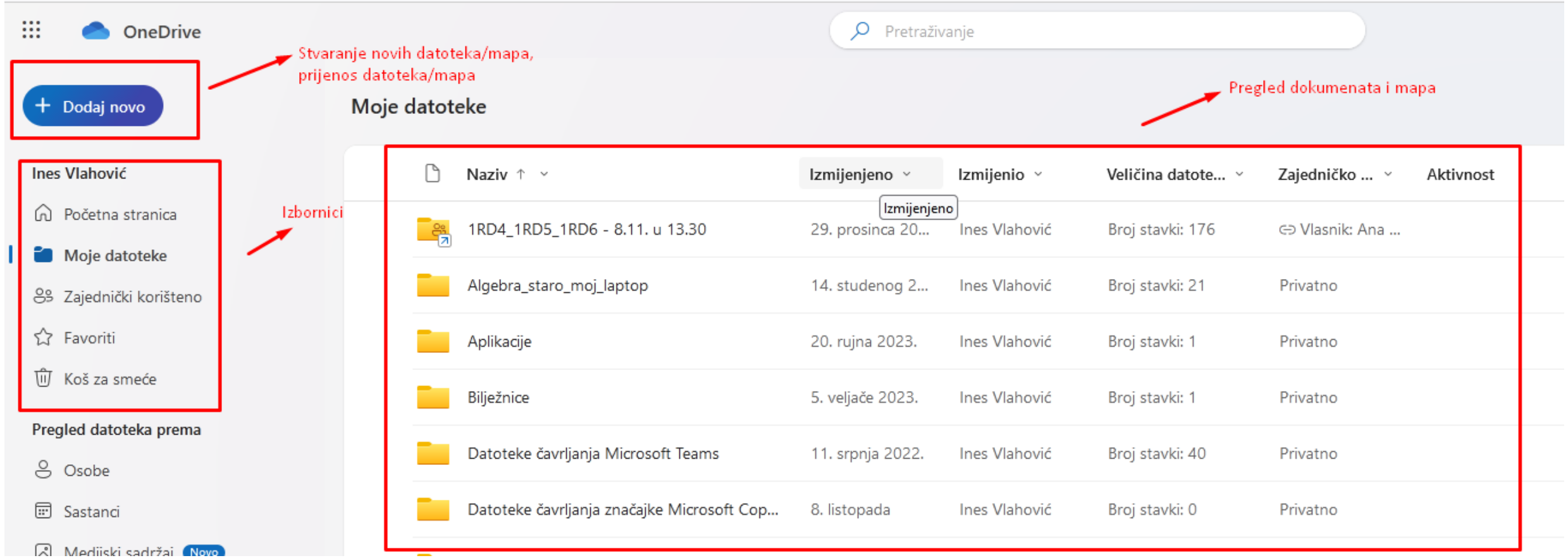


OneDrive - *Mogućnosti*



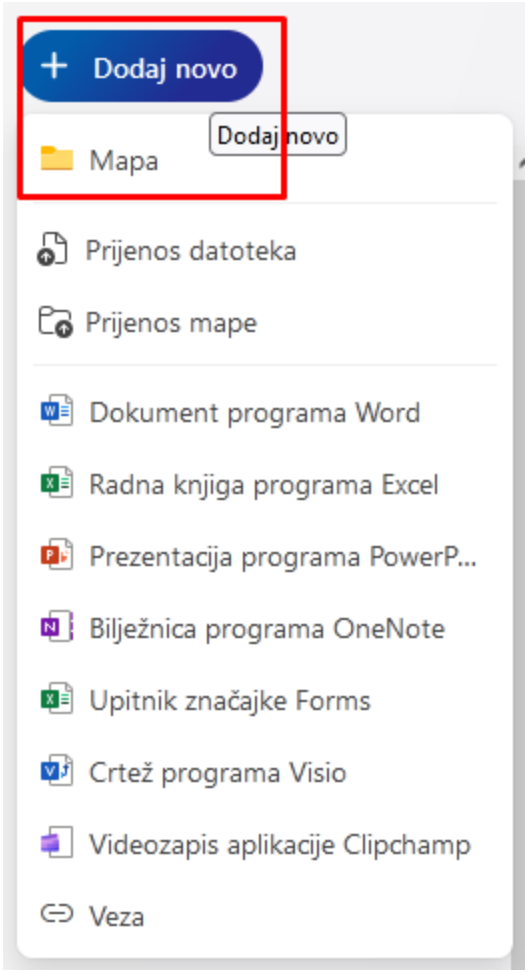
- **Prijava** (Microsoftov račun) i **pristup** (web preglednik, desktop aplikacija ili mobilna aplikacija)
- **Pohrana** datoteka i **sinkronizacija**
- **Organizacija** datoteka
- **Dijeljenje** datoteka
- **Sigurnosne kopije**
- **Integracija** s drugim alatima

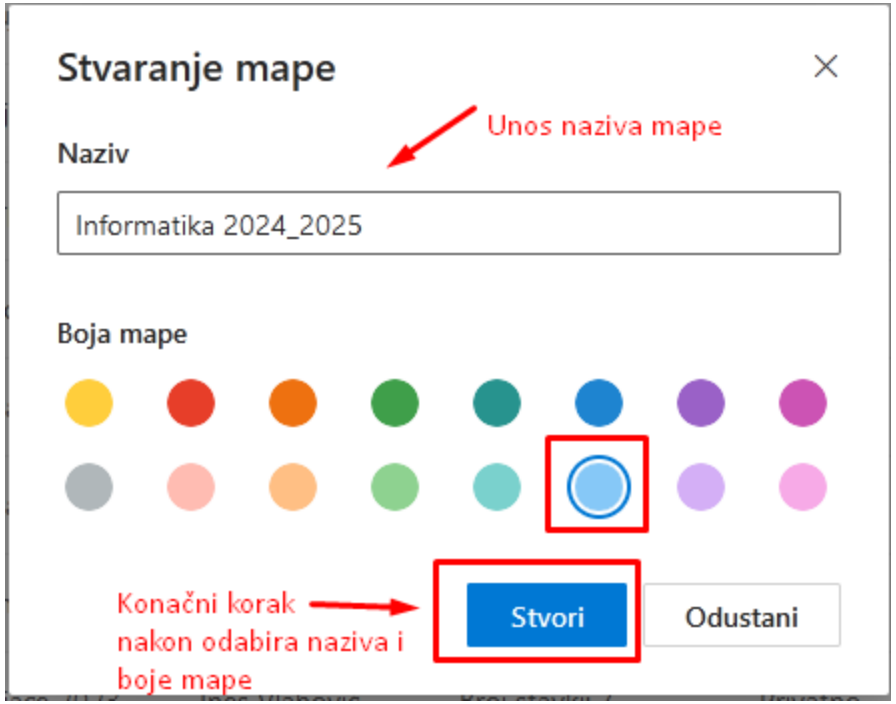
OneDrive


OneDrive
Pretraživanje
Stvaranje novih datoteka/mapa, prijenos datoteka/mapa
Dodaj novo
Moje datoteke
Pregled dokumenata i mapa
Ines Vlahović
Početna stranica
Moje datoteke
Zajednički korišteno
Favoriti
Koš za smeće
Izbornici
Pregled datoteka prema
Osobe
Sastanci
Medijski sadržaj
Novo
Naziv
Izmijenjeno
Izmijenio
Veličina datote...
Zajedničko ...
Aktivnost
Izmijenjeno
1RD4_1RD5_1RD6 - 8.11. u 13.30
29. prosinca 20...
Ines Vlahović
Broj stavki: 176
Vlasnik: Ana ...
Algebra_staro_moj_laptop
14. studenog 2...
Ines Vlahović
Broj stavki: 21
Privatno
Aplikacije
20. rujna 2023.
Ines Vlahović
Broj stavki: 1
Privatno
Bilježnice
5. veljače 2023.
Ines Vlahović
Broj stavki: 1
Privatno
Datoteke čavrljanja Microsoft Teams
11. srpnja 2022.
Ines Vlahović
Broj stavki: 40
Privatno
Datoteke čavrljanja značajke Microsoft Cop...
8. listopada
Ines Vlahović
Broj stavki: 0
Privatno

Primjer kreiranja mape

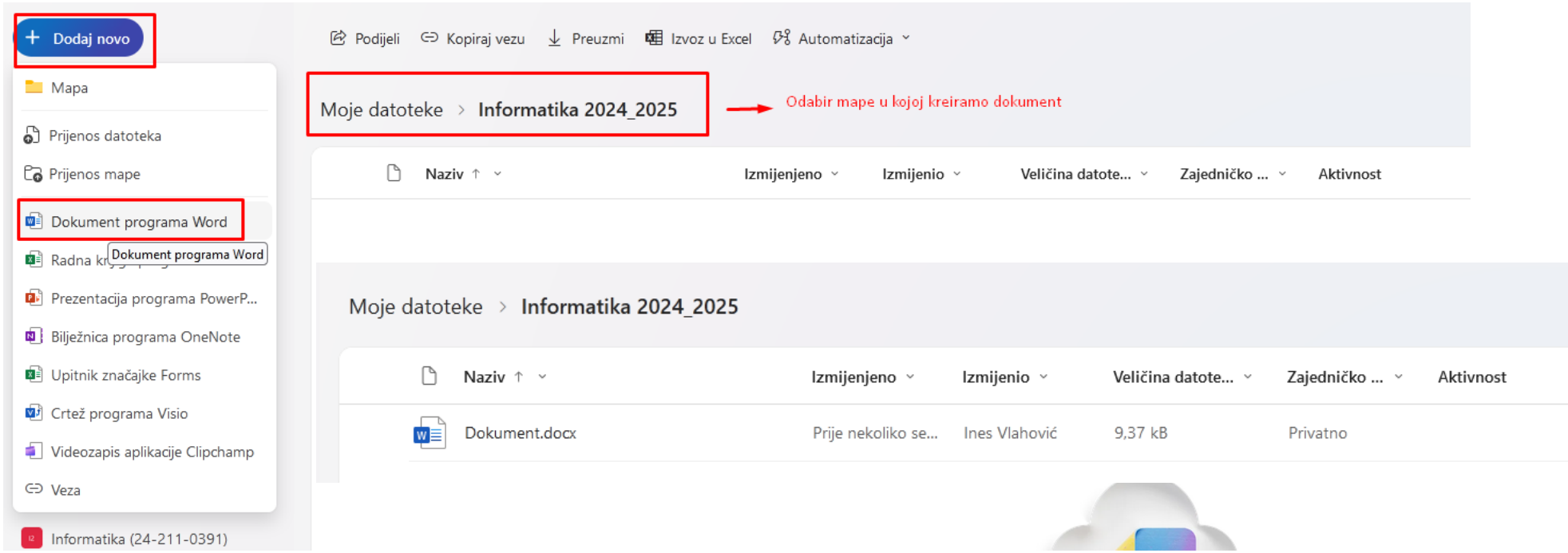
- Stvorite mapu Informatika 2024_2025 u mapi Moje datoteke





Primjer stvaranja Word dokumenta i spremanja kopije

- Stvorite dokument Prvi.docx u mapi Informatika 2024_2025



Primjer stvaranja Word dokumenta i spremanja kopije

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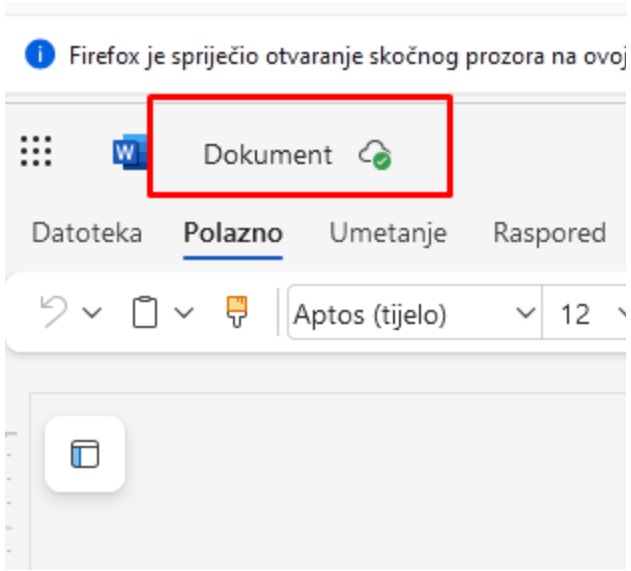
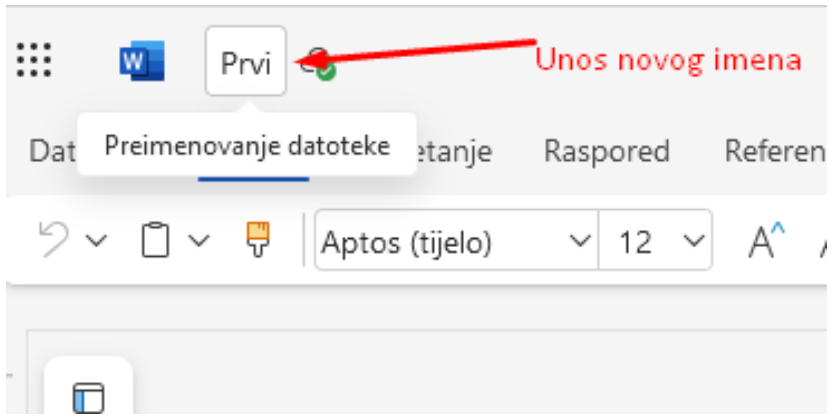
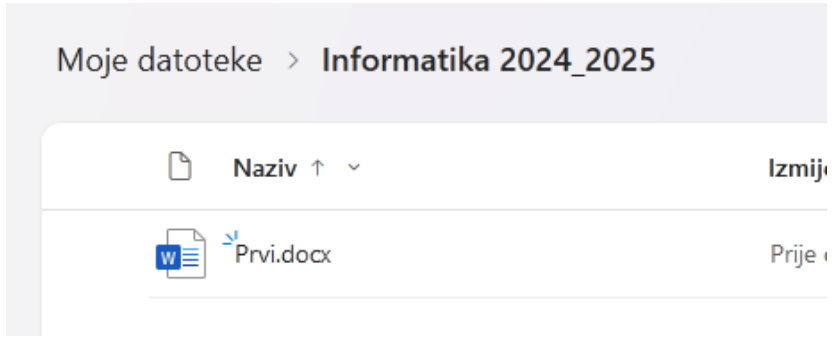
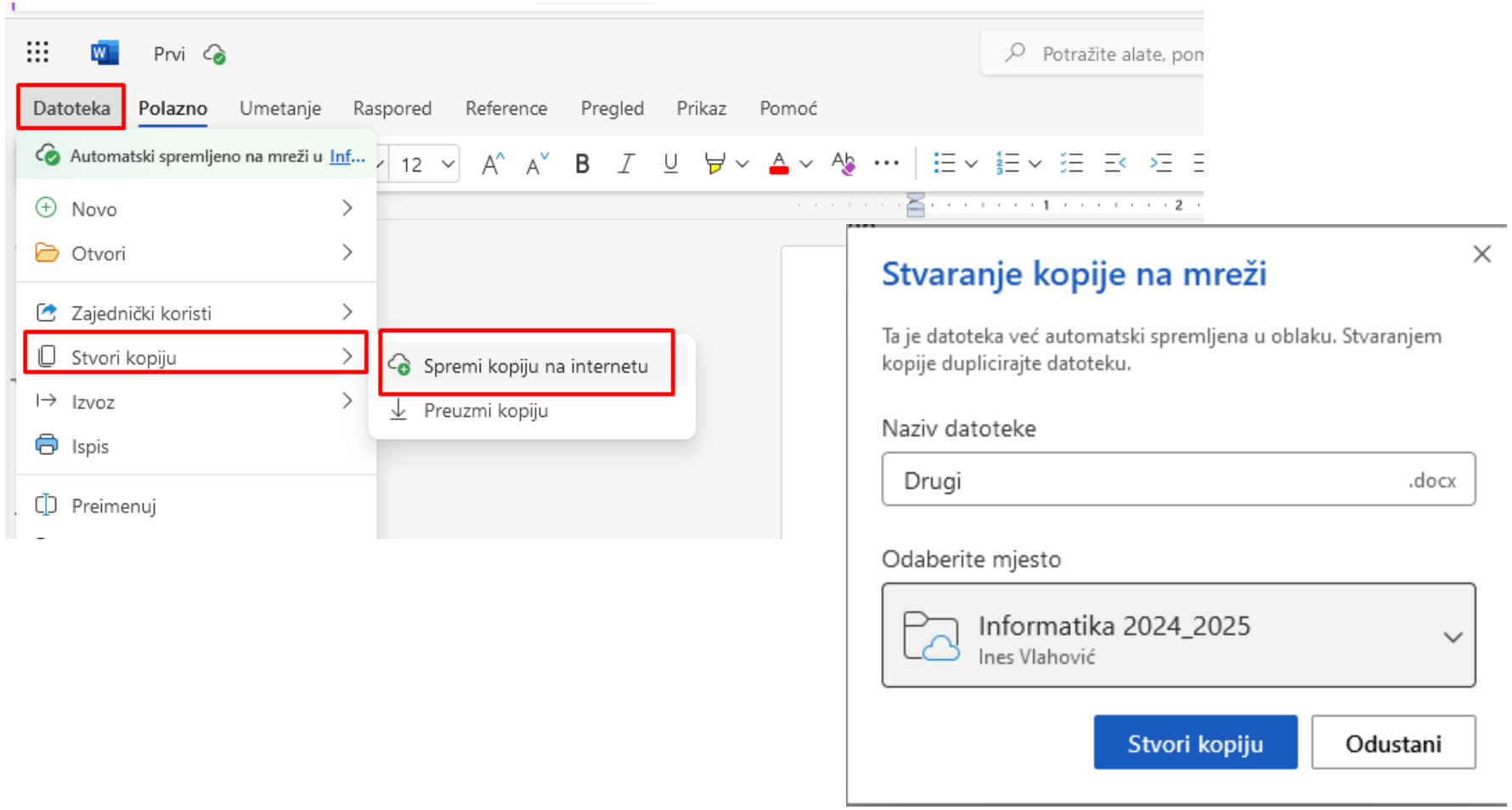




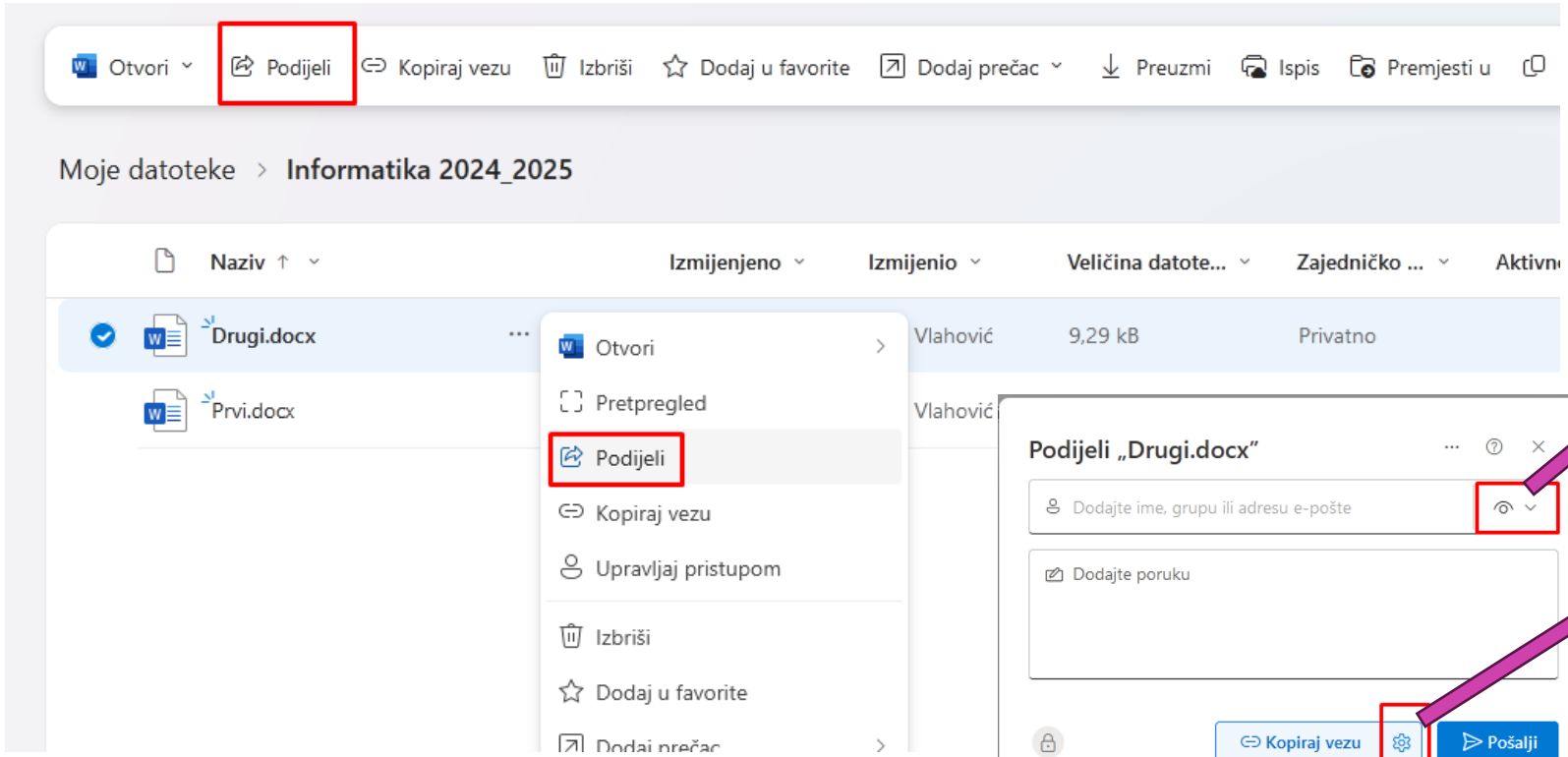


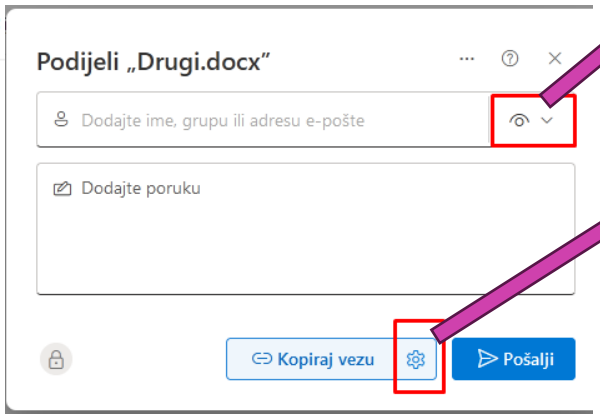
Primjer stvaranja Word dokumenta i spremanja kopije

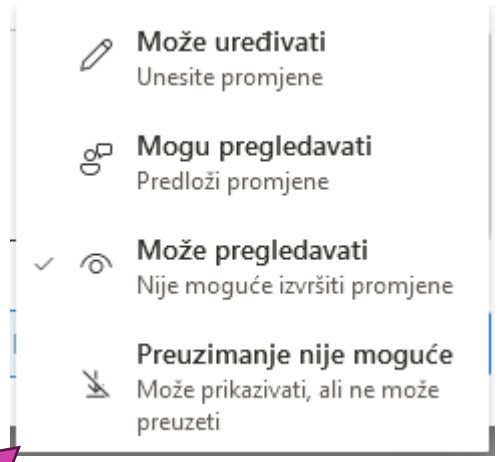
- Spremite dokument Prvi.docx kao kopiju pod nazivom Drugi u mapi Informatika 2024_2025

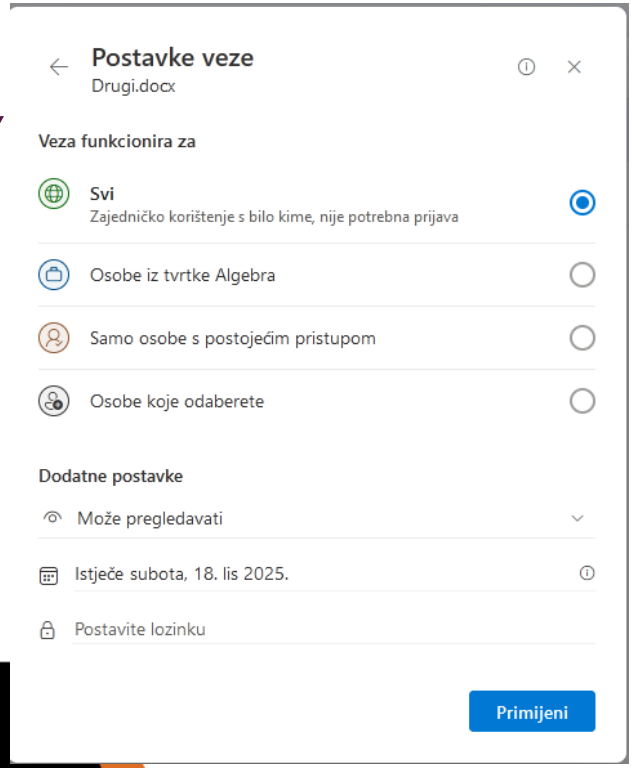


Dijeljenje dokumenata

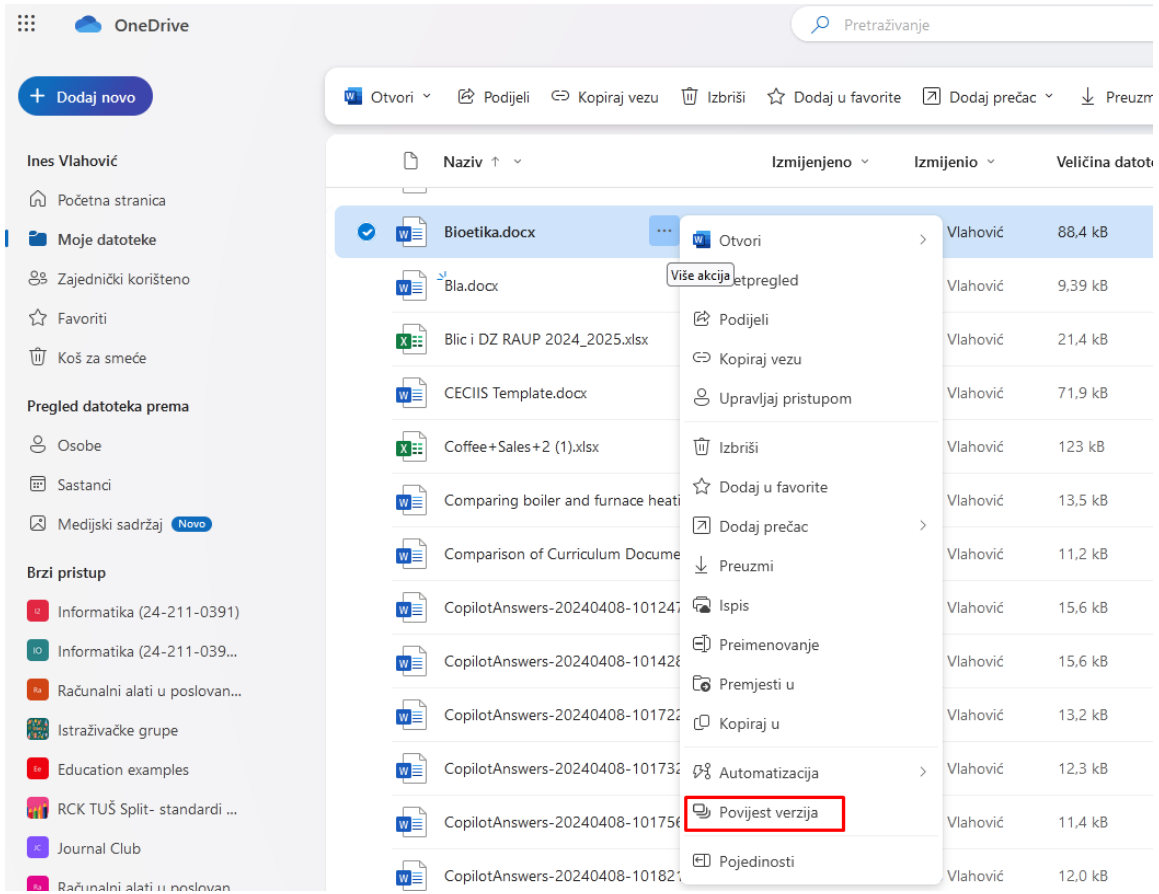


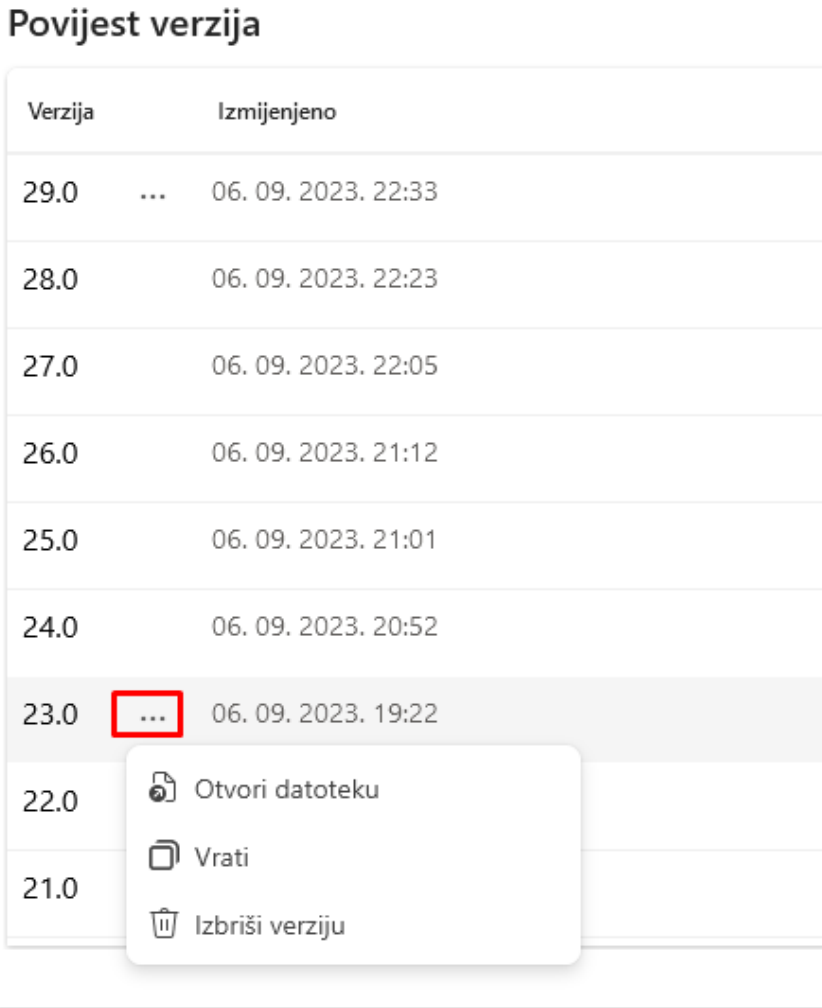




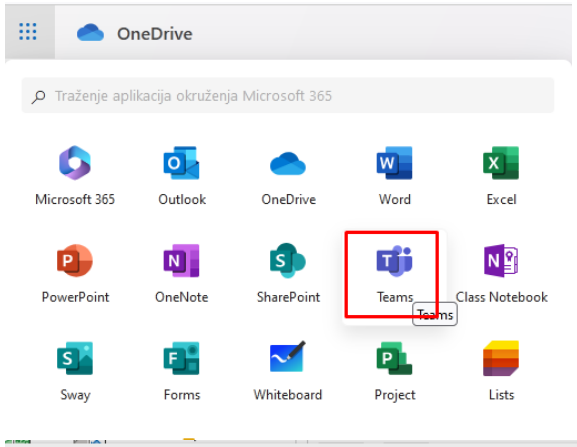


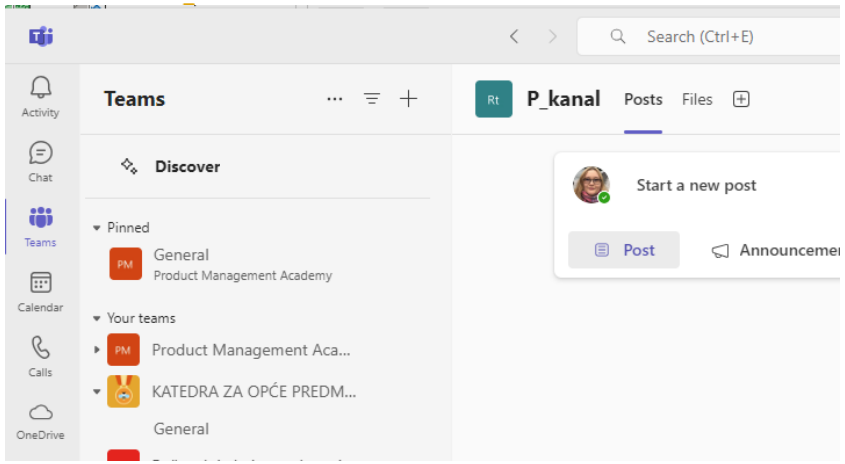
Povijest verzija datoteka





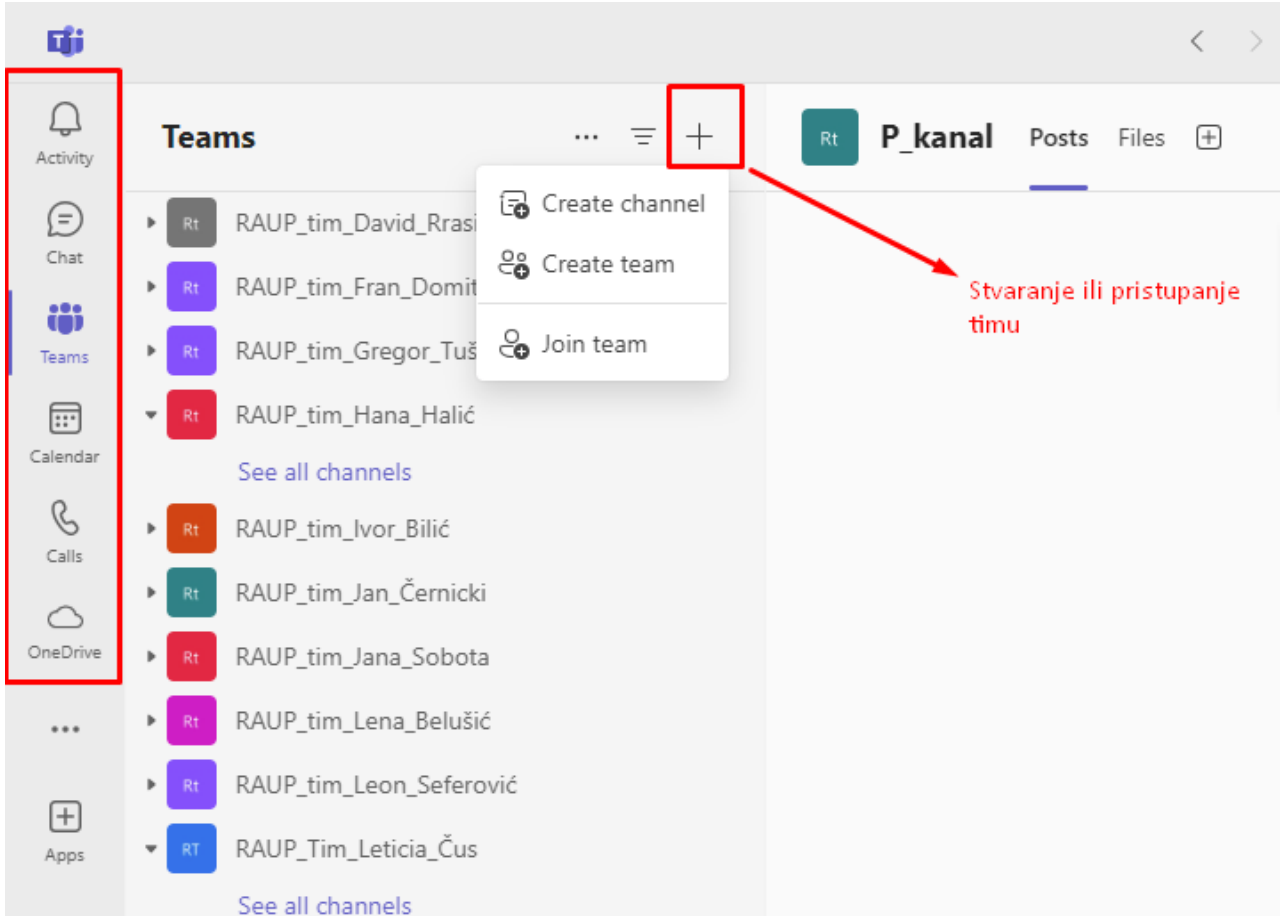
MS Teams - *Mogućnosti*

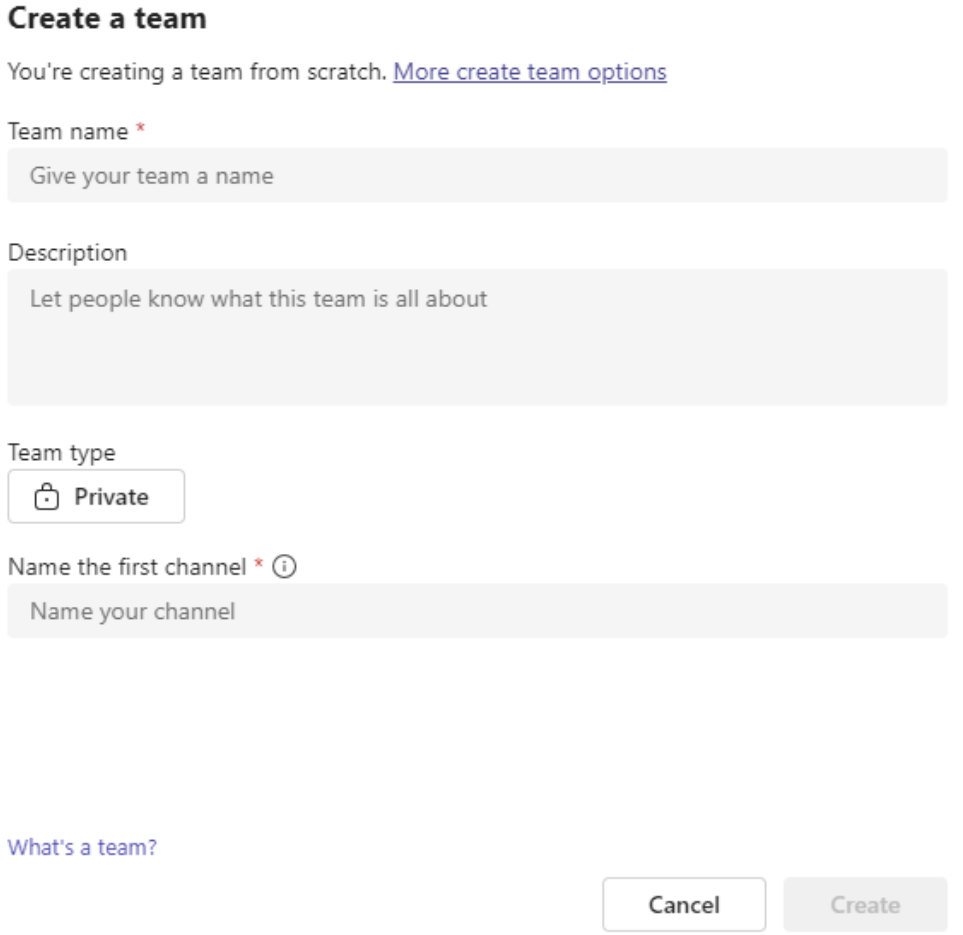




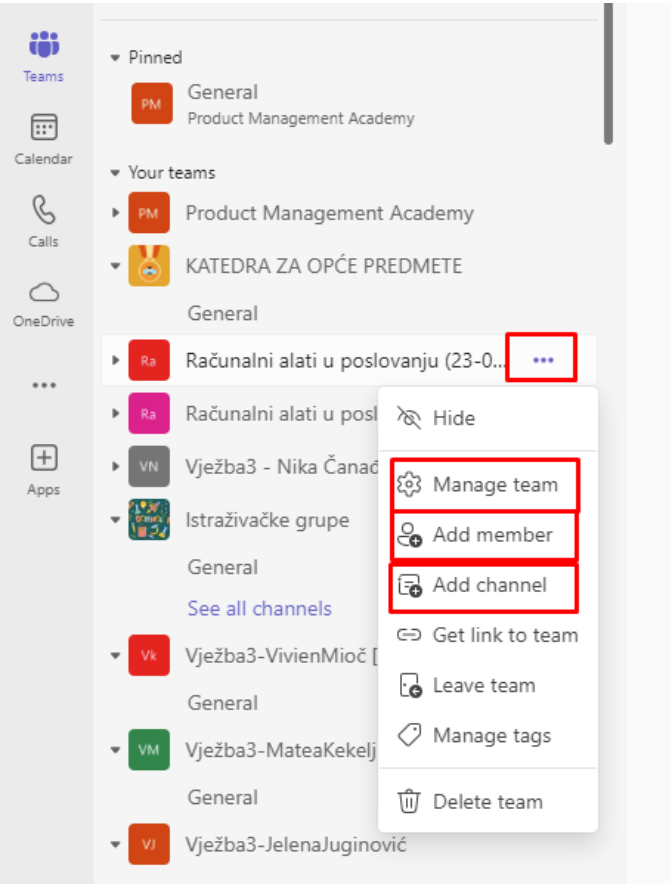
- **Prijava** (Microsoftov račun) i **pristup** (web preglednik, desktop aplikacija ili mobilna aplikacija)
- **Video i audio** pozivi
- **Suradnja na** dokumentima
- **Kanali**
- **Dijeljenje ekrana**
- **Integracija** s drugim alatima
- **Pohrana** datoteka
- **Zadatci** i **planiranje**

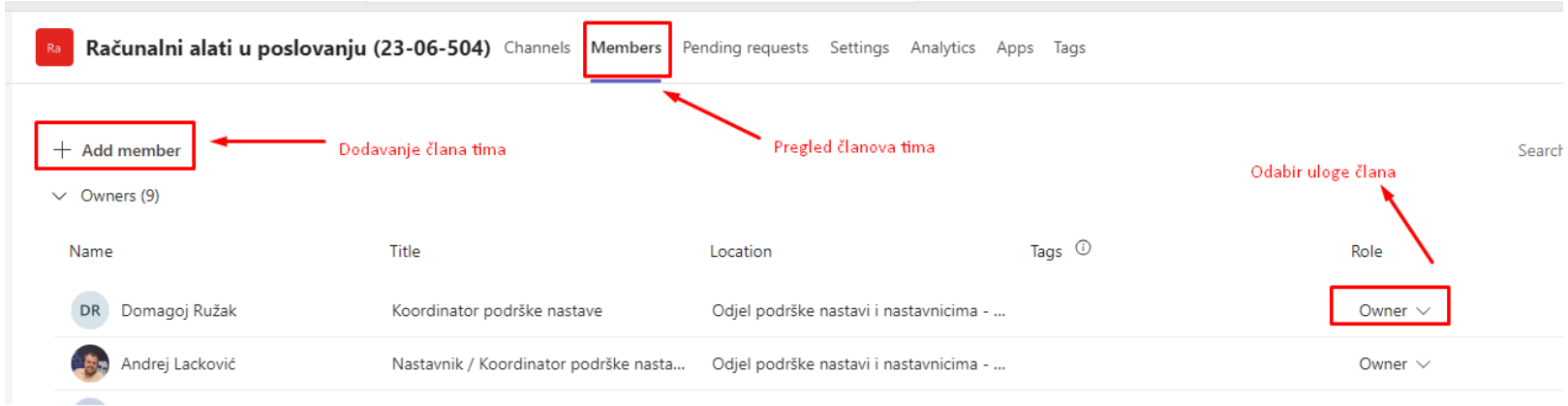
Kreiranje tima



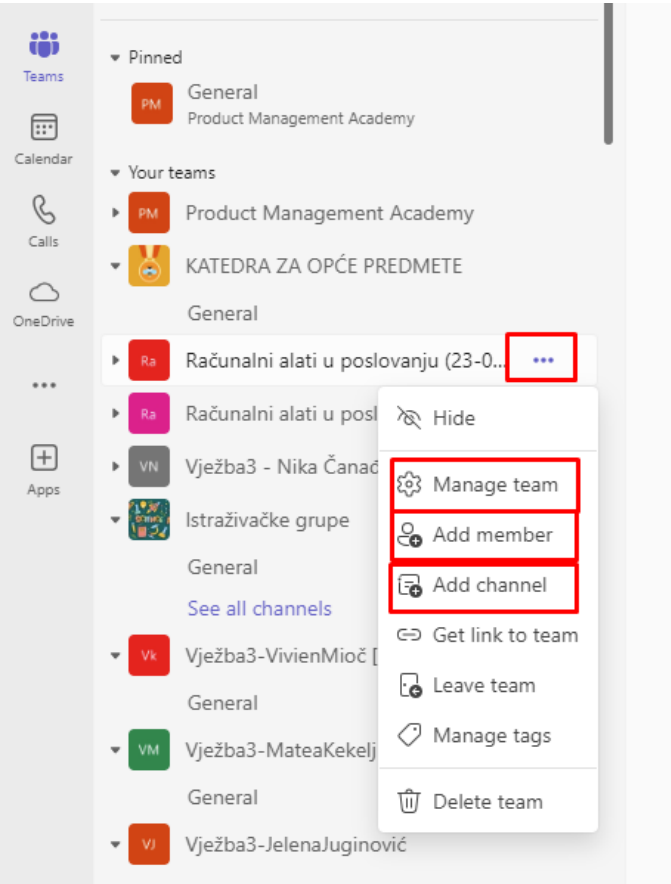


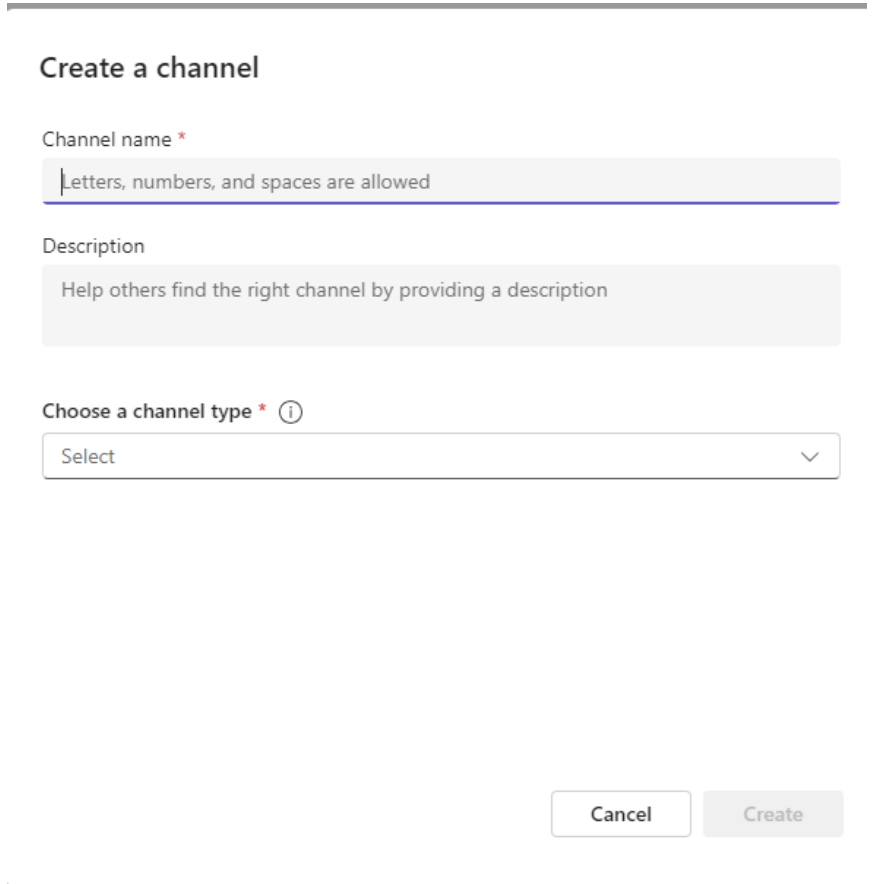
Upravljanje timom



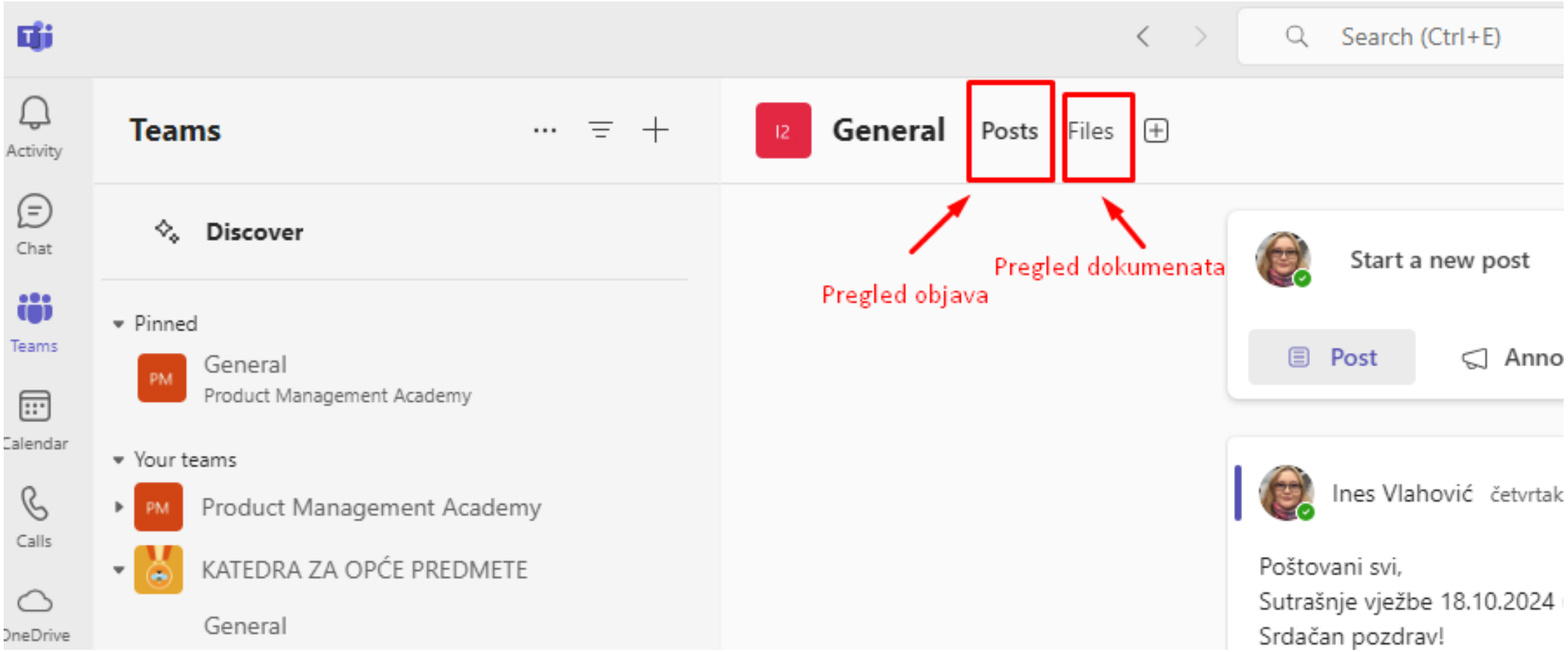


Upravljanje timom

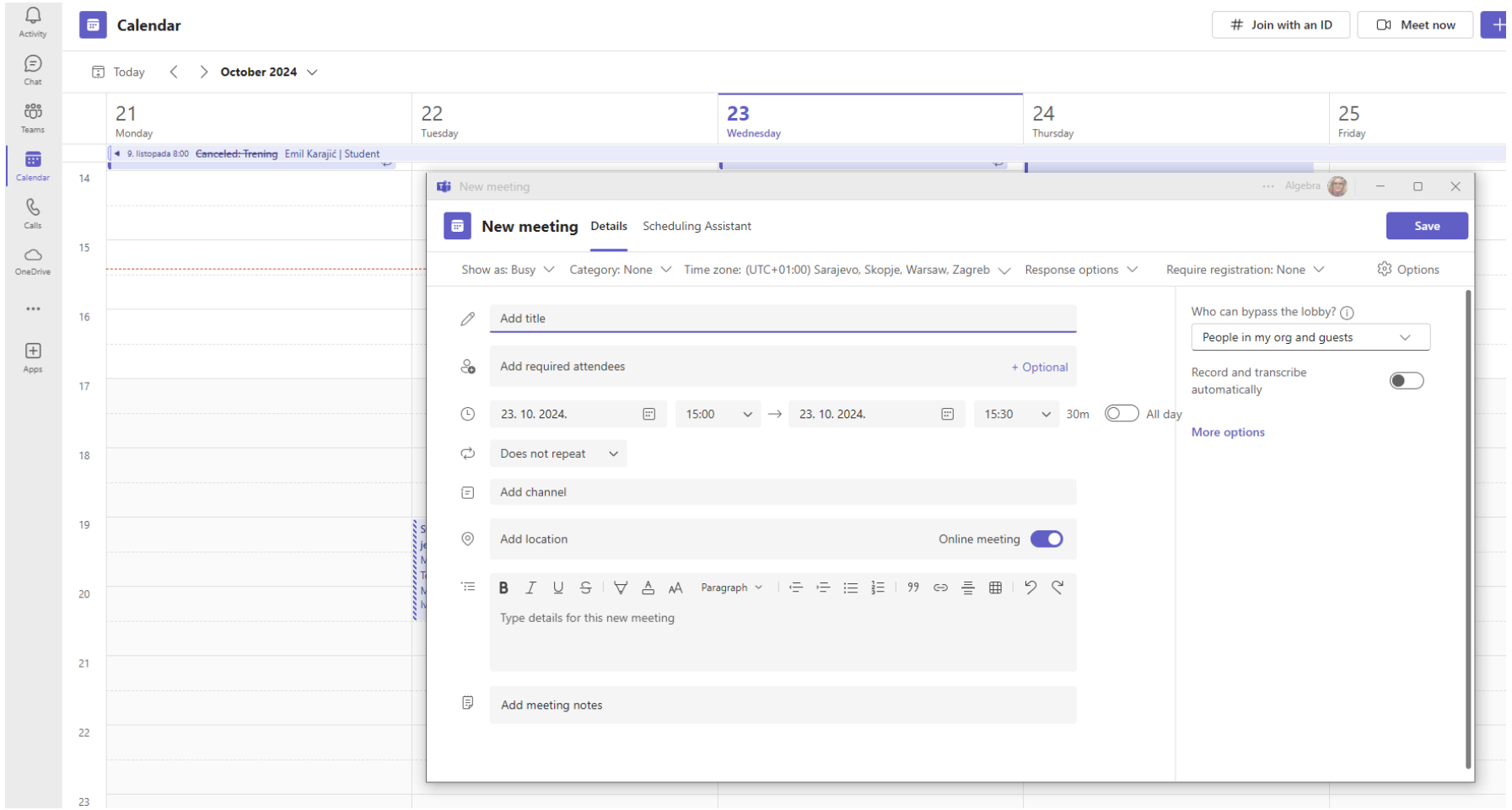




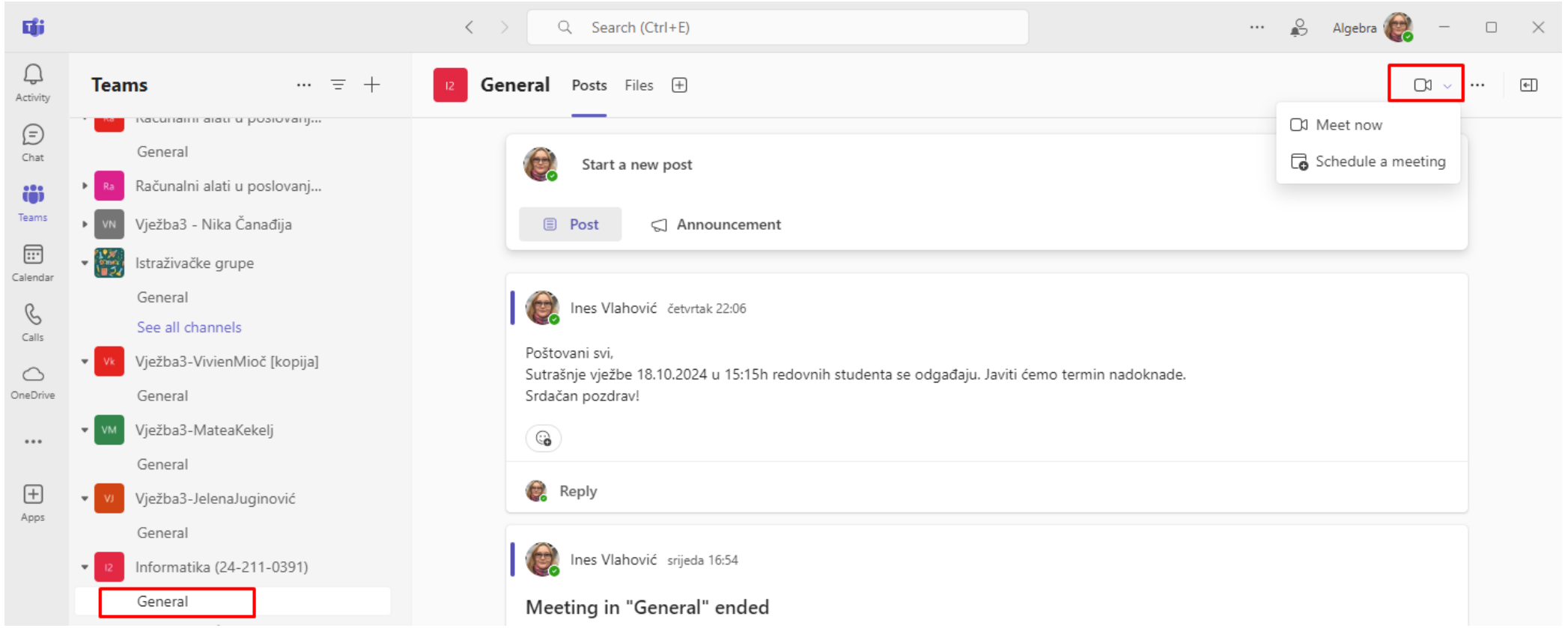
Pregled objava i dokumenata u timu/kanalu tima



Organizacija sastanaka u Teams kanalu



Organizacija sastanaka u Teams kanalu – iz chat-a



Quiz

- Što je Microsoft 365 platforma i čemu služi?
- Kako se zove element preko kojega možemo u OneDrive-u pokrenuti neki određeni alat npr. Word?
- Koje su mogućnosti OneDrive-a?
- Kako možete pokrenuti sastanak direktno unutar tima?
- Gdje možete pogledati koliko članova se nalazi unutar nekog tima?

Literatura

OBAVEZNA LITERATURA

1. **Ružak D. et al. (2020):** Internet i rad na mreži, Zagreb: Algebra
2. **Banović L., Mirković H. (2016) MS Word – pisanje i obrada teksta, Zagreb: Algebra**
3. **Microsoft (2020) Office support [Online]. Available at: https://support.microsoft.com/en-us/office (Accessed: 10 May 2020)**

PREPORUČENA LITERATURA

1. **Foulkes, L. (2020) Learn Microsoft Office 2019: A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook. Birmingham: Packt Publishing Ltd.**

DODATNA LITERATURA

1. Lambert, J. and Frye, C. (2019) Microsoft Office 2019 Step by step. [s.l.]: Pearson Education, Inc.
2. Habraken, J. (2019) Microsoft Office 2019 Inside Out, 1st edition. [s.l.]: Pearson Education, Inc.
3. Hollis Weber, J. (2013) Taming Apache OpenOffice: Getting Started. [s.l.]: Friends of OpenDocument, Inc.

Hvala na pažnji!