



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



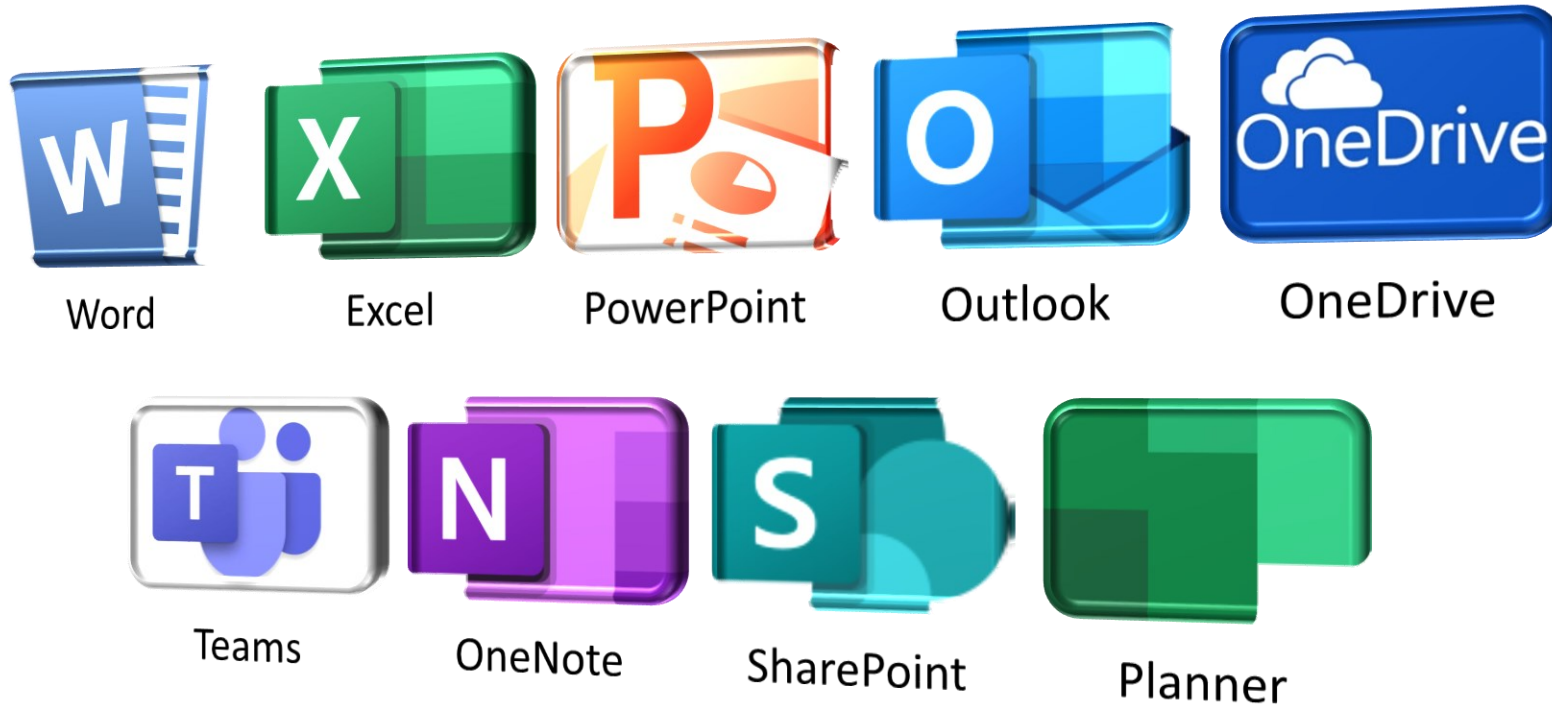
Što je Microsoft 365?

Platforma sa alatima za produktivnost i suradnju

Prednosti korištenja MS 365

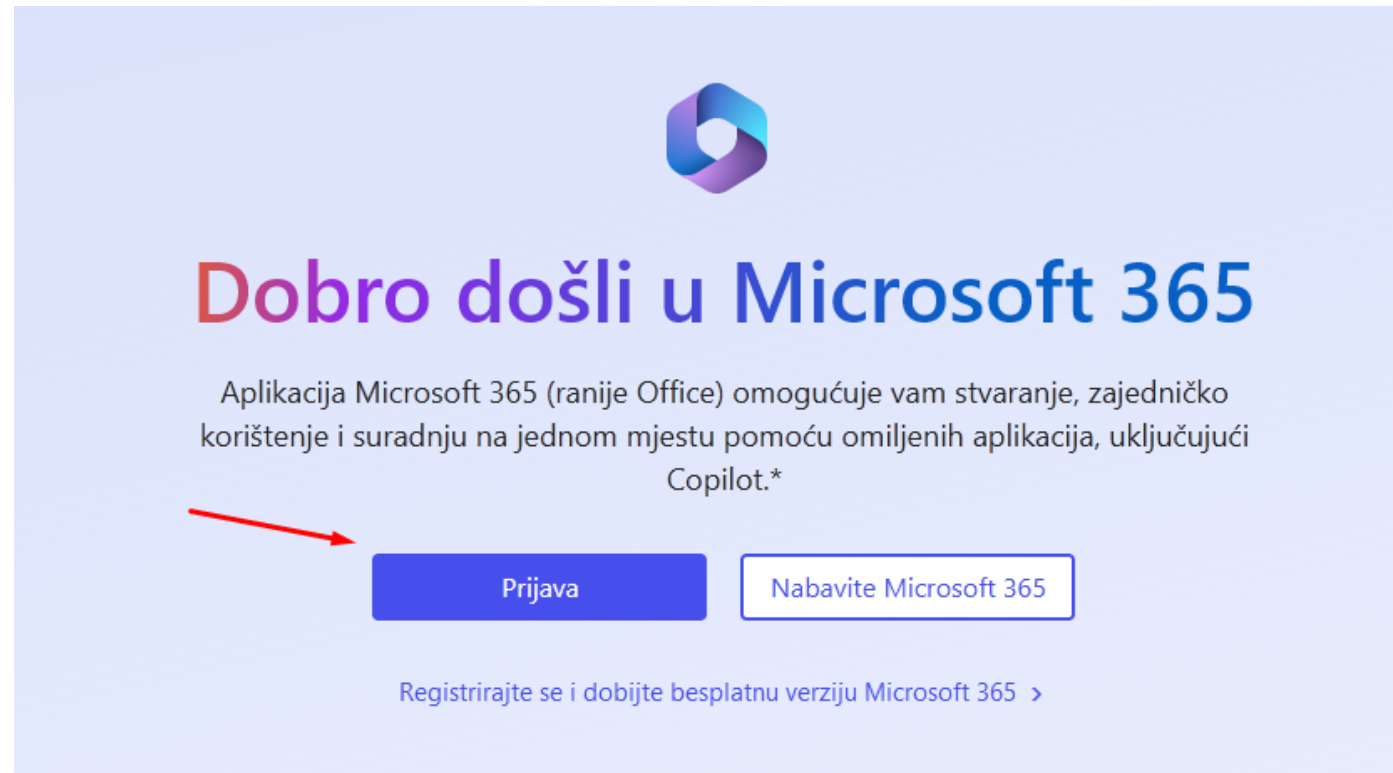
- **Integracija:** Svi alati su međusobno povezani, što olakšava suradnju i produktivnost.
- **Ažuriranja:** Redovita ažuriranja osiguravaju najnovije značajke i sigurnosne zavrpe.
- **Pristupačnost:** Dostupnost na različitim uređajima i platformama.
- **Sigurnost:** Napredne sigurnosne značajke za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

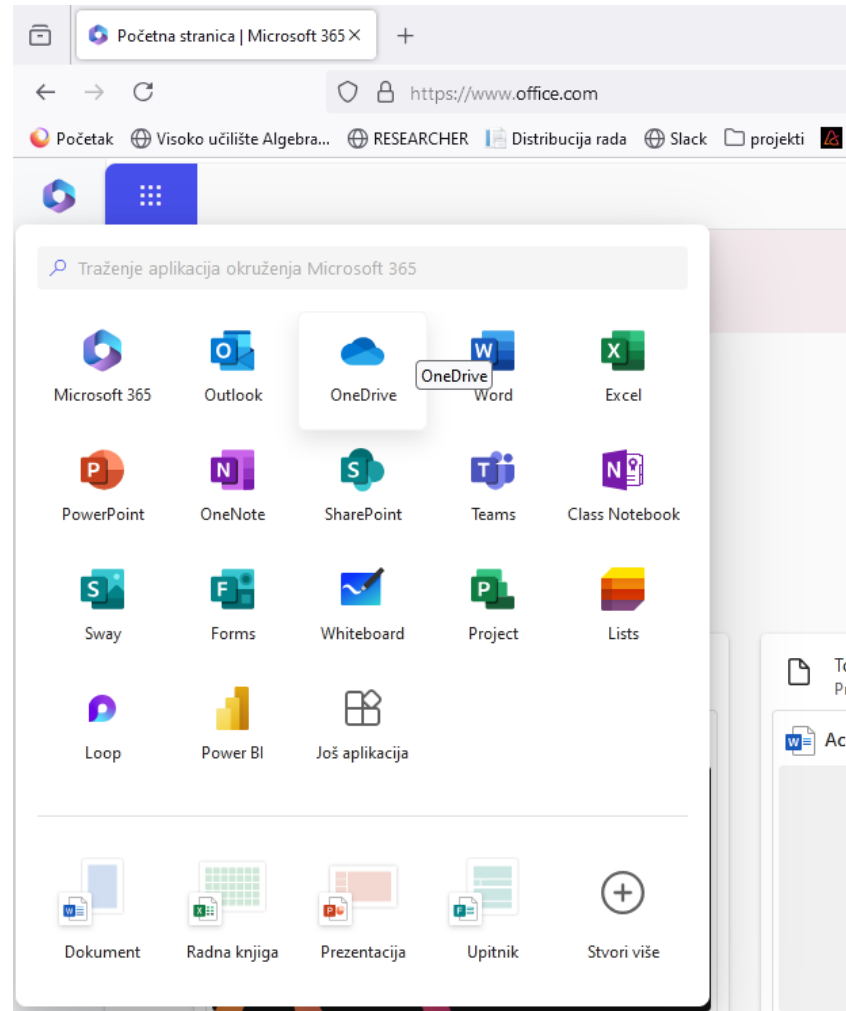
The screenshot shows the Microsoft 365 web portal interface. The browser address bar displays "https://www.office.com". The main content area features a "Dobro došli u Microsoft 365" message and a "Preporučeno" section with four cards: "Vi ste ovo uredili", "Action planning Ines Vlahović", "Ogledno predavanje - SUPT", and "Pripremite se za nadolazeće sastanke".

Annotations with red arrows and boxes highlight the following elements:

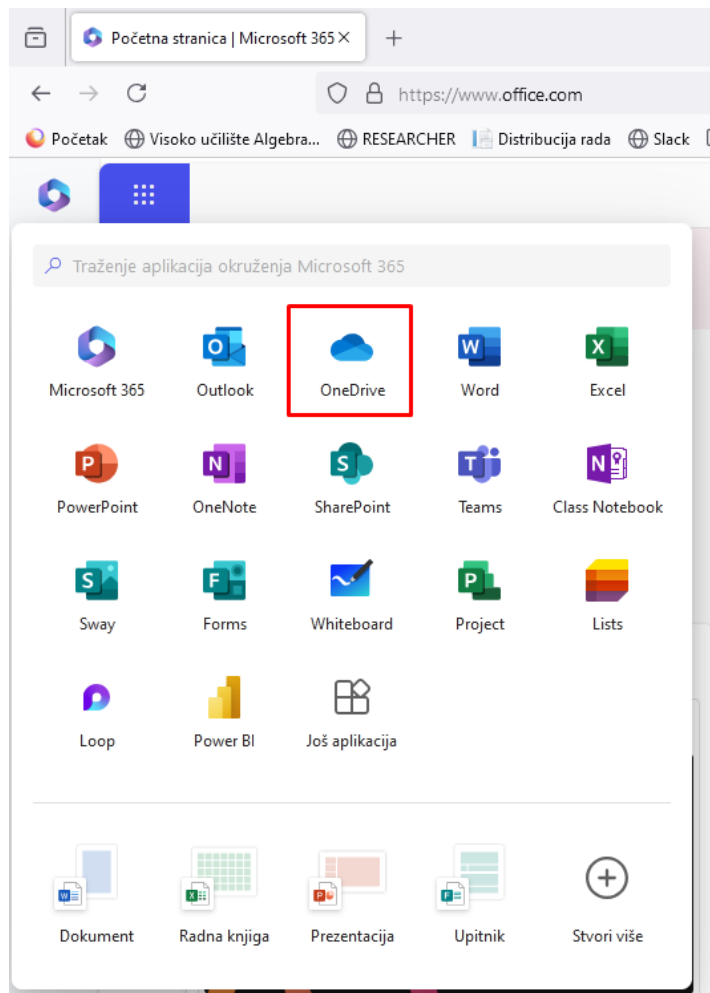
- Pokretač aplikacija**: Points to the application launcher icon (three dots) in the top left corner.
- Povratak na početnu stranicu**: Points to the home icon in the left sidebar.
- Pregled zadnjih dokumenata**: Points to the "Preporučeno" section.
- Preuzimanje desktop verzija programa**: Points to the "Instalacija i više" button in the top right.

The left sidebar contains navigation options: Početna str., Stvori, OneDrive, Primitak sad..., and Aplikacije.

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

+ Dodaj novo

Stvaranje novih datoteka/mapa, prijenos datoteka/mapa

Moje datoteke

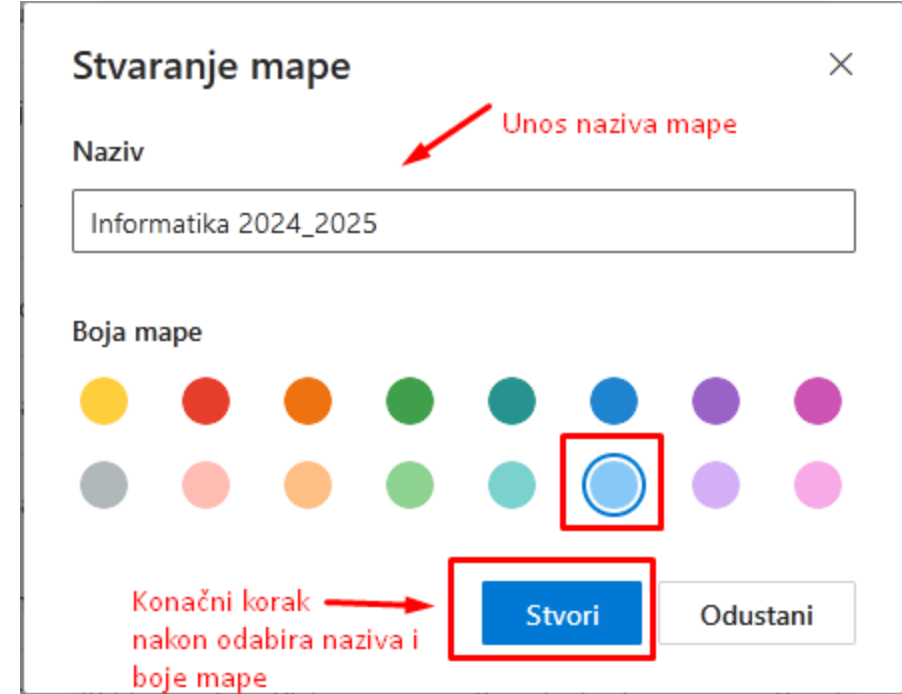
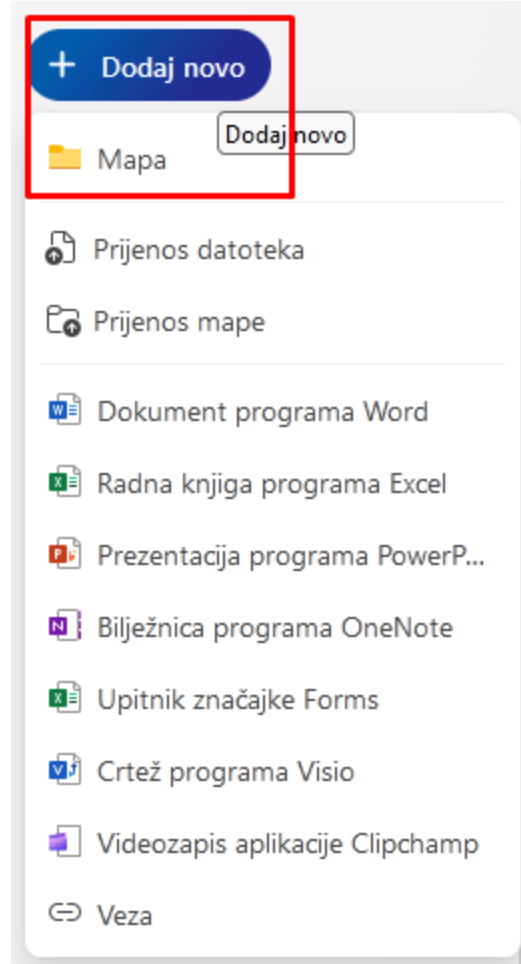
Pregled dokumenata i mapa

Izbornici

Naziv ↑	Izmijenjeno	Izmijenio	Veličina datote...	Zajedničko ...	Aktivnost
1RD4_1RD5_1RD6 - 8.11. u 13.30	Izmijenjeno	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

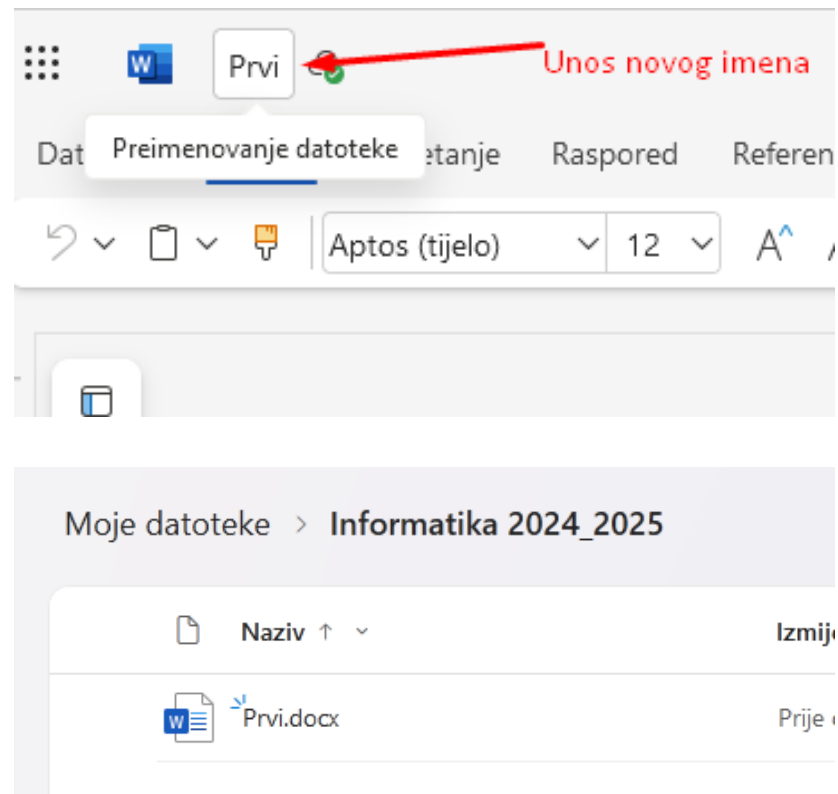
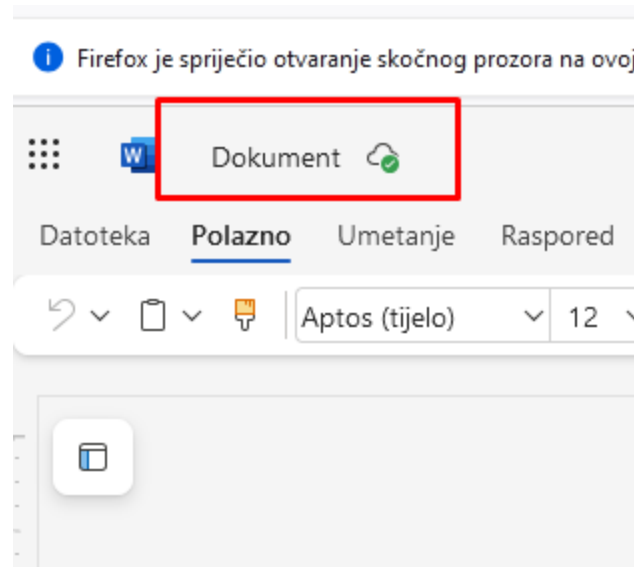
- Stvorite dokument Prvi.docx u mapi Informatika 2024_2025

The screenshot illustrates the process of creating a Word document in OneDrive. On the left, the '+ Dodaj novo' (Add new) menu is open, with 'Dokument programa Word' (Word document) selected. The main area shows the 'Moje datoteke > Informatika 2024_2025' folder. A red box highlights the folder name, with an arrow pointing to the text 'Odabir mape u kojoj kreiramo dokument' (Selection of the folder in which we create the document). Below, a table lists the files in the folder:

Naziv	Izmijenjeno	Izmijenio	Veličina datoteke	Zajedničko	Aktivnost
Dokument.docx	Prije nekoliko se...	Ines Vlahović	9,37 kB	Privatno	

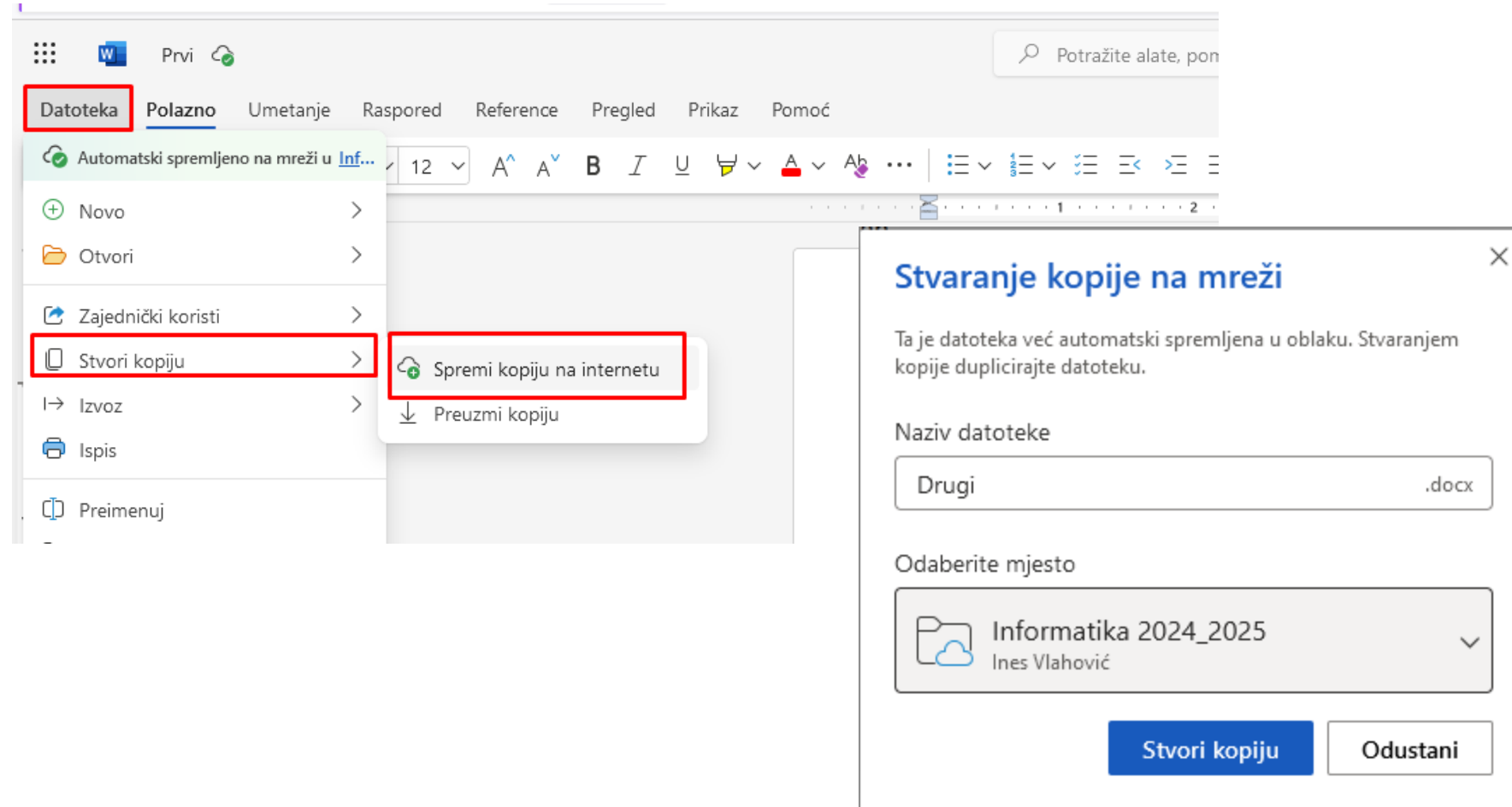
Primjer stvaranja Word dokumenta i spremanja kopije

- Stvorite dokument Prvi.docx u mapi Informatika 2024_2025



Primjer stvaranja Word dokumenta i spremanja kopije

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



Dijeljenje dokumenata

Otvori ▾ **Podijeli** ⇄ Kopiraj vezu 🗑 Izbriši ☆ Dodaj u favorite 📌 Dodaj prečac ▾ ↓ Preuzmi 🖨 Ispis 📁 Premjesti u 📄

Moje datoteke > Informatika 2024_2025

Naziv ↑ ▾	Izmijenjeno ▾	Izmijenio ▾	Veličina datote... ▾	Zajedničko ... ▾	Aktivno
✓ Drugi.docx		Vlahović	9,29 kB	Privatno	
Prvi.docx		Vlahović			

Podijeli „Drugi.docx“

- Otvori >
- Pretpregled
- Podijeli**
- ⇄ Kopiraj vezu
- 👤 Upravljaj pristupom
- 🗑 Izbriši
- ☆ Dodaj u favorite
- 📌 Dodaj prečac >

Podijeli „Drugi.docx“

📧 Dodajte ime, grupu ili adresu e-pošte

✉ Dodajte poruku

🔒 Kopiraj vezu ⚙️ Pošalji

- ✎ **Može uređivati**
Unesite promjene
- 👤 **Mogu pregledavati**
Predloži promjene
- ✓ 👁 **Može pregledavati**
Nije moguće izvršiti promjene
- ✎ **Preuzimanje nije moguće**
Može prikazivati, ali ne može preuzeti

← **Postavke veze**
Drugi.docx

Veza funkcionira za

- Svi**
Zajedničko korištenje s bilo kime, nije potrebna prijava
- Osobe iz tvrtke Algebra
- Samo osobe s postojećim pristupom
- Osobe koje odaberete

Dodatne postavke

- Može pregledavati
- 📅 Istječe subota, 18. lis 2025.
- 🔒 Postavite lozinku

Primijeni

Povijest verzija datoteka

The screenshot shows the OneDrive web interface. On the left, there's a sidebar with navigation options like 'Dodaj novo', 'Ines Vlahović', 'Moje datoteke', and 'Pregled datoteka prema'. The main area displays a list of files. The file 'Bioetika.docx' is selected, and a context menu is open over it. The menu items include 'Otvori', 'Više akcija', 'Pregled', 'Podijeli', 'Kopiraj vezu', 'Upravljaj pristupom', 'Izbriši', 'Dodaj u favorite', 'Dodaj prečac', 'Preuzmi', 'Ispis', 'Preimenovanje', 'Premjesti u', 'Kopiraj u', 'Automatizacija', 'Povijest verzija' (highlighted in red), and 'Pojednosti'.

Povijest verzija

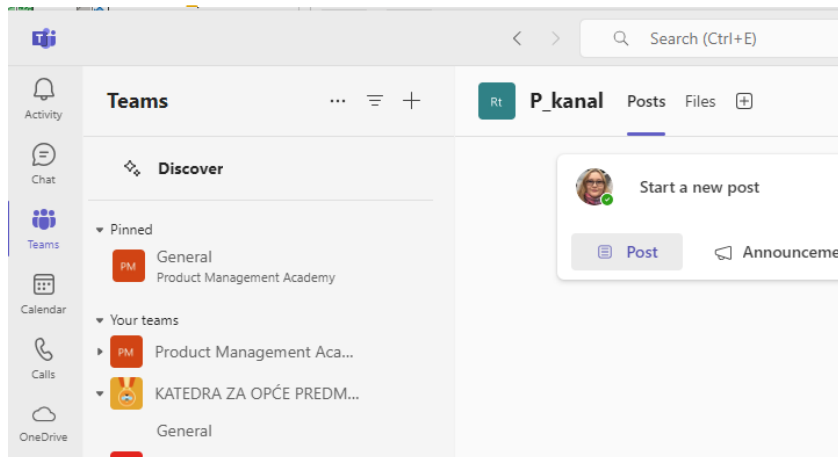
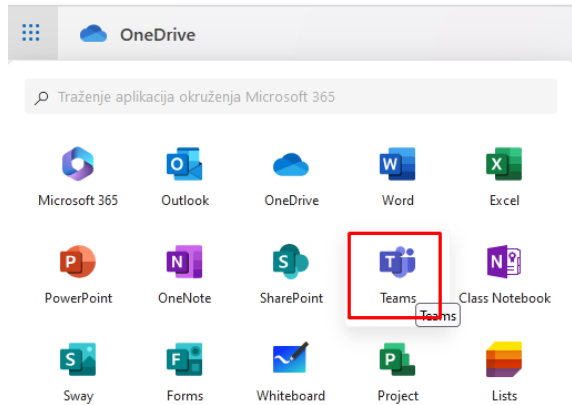
Verzija	Izmijenjeno
29.0	06. 09. 2023. 22:33
28.0	06. 09. 2023. 22:23
27.0	06. 09. 2023. 22:05
26.0	06. 09. 2023. 21:12
25.0	06. 09. 2023. 21:01
24.0	06. 09. 2023. 20:52
23.0	06. 09. 2023. 19:22
22.0	
21.0	

Otvori datoteku

Vrati

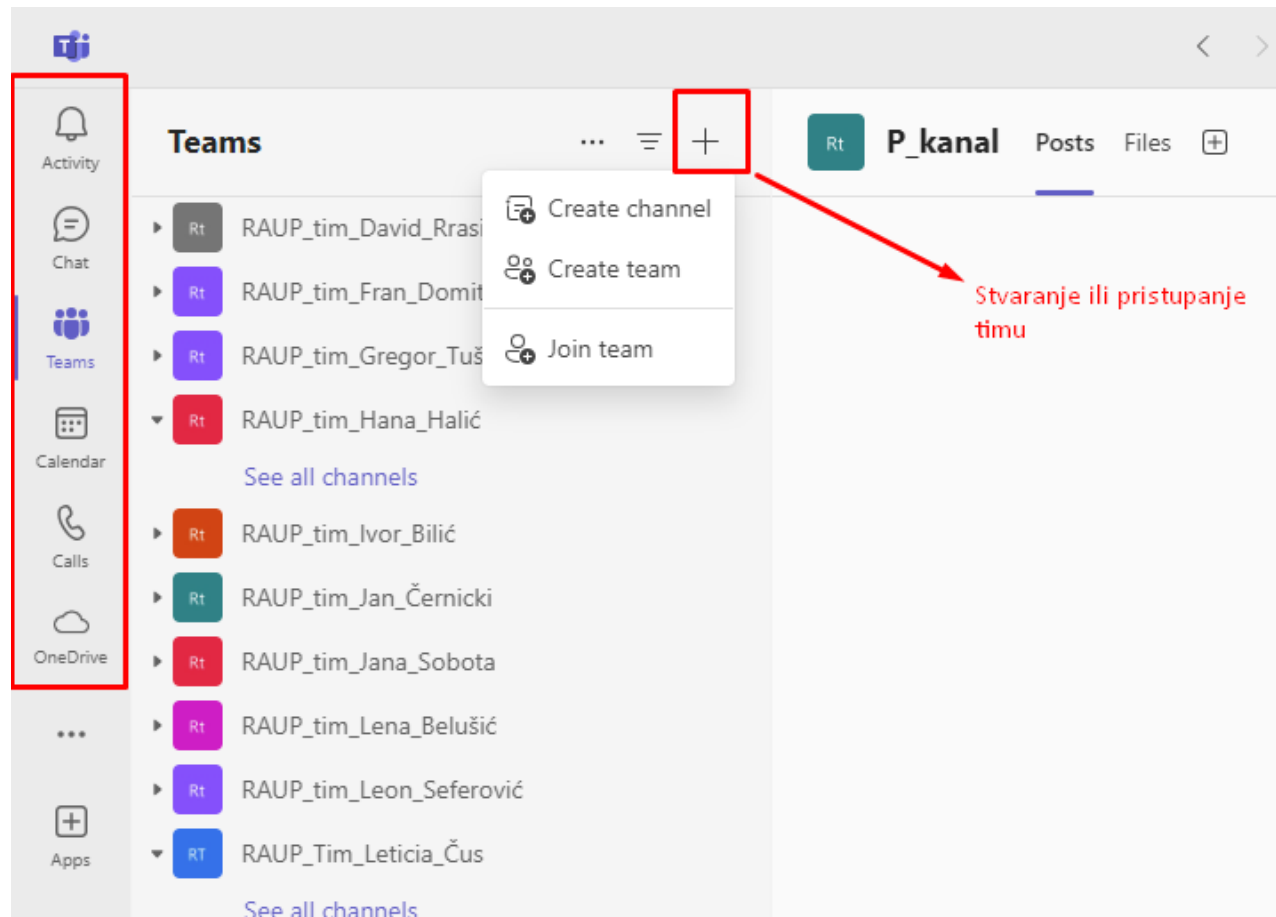
Izbriši verziju

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



The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' sidebar is highlighted with a red box. In the center, a dropdown menu is open, showing options: 'Create channel', 'Create team', and 'Join team'. A red arrow points from the '+' icon in the top bar to the 'Create team' option, with the text 'Stvaranje ili pristupanje timu' (Creation or joining a team) written in red next to it.

Create a team

You're creating a team from scratch. [More create team options](#)

Team name *

Give your team a name

Description

Let people know what this team is all about

Team type

Private

Name the first channel * ⓘ

Name your channel

What's a team?

Cancel

Create

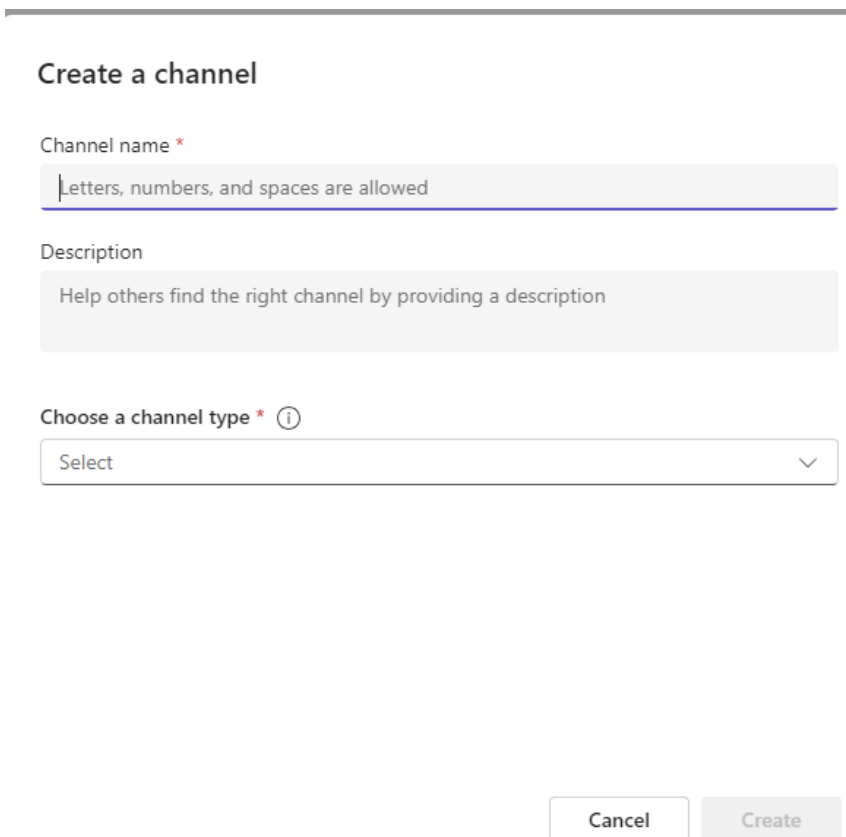
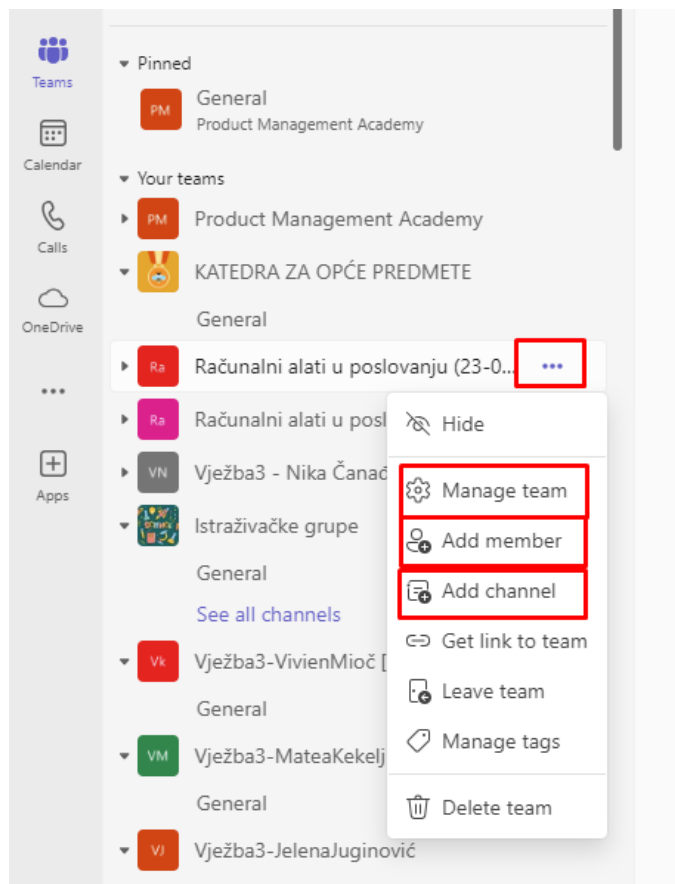
Upravljanje timom

The screenshot shows the Microsoft Teams interface. On the left, the navigation pane includes 'Teams', 'Calendar', 'Calls', 'OneDrive', and 'Apps'. The main area displays a list of teams. The team 'Računalni alati u poslovanju (23-06-504)' is selected, and its context menu is open. The menu items are: Hide, Manage team, Add member, Add channel, Get link to team, Leave team, Manage tags, and Delete team. The 'Add member', 'Add channel', and 'Manage team' options are highlighted with red boxes.

The screenshot shows the 'Members' page for the team 'Računalni alati u poslovanju (23-06-504)'. The page has tabs for 'Channels', 'Members', 'Pending requests', 'Settings', 'Analytics', 'Apps', and 'Tags'. The 'Members' tab is active. A red box highlights the '+ Add member' button, with a red arrow pointing to it and the text 'Dodavanje člana tima'. Another red box highlights the 'Members' tab, with a red arrow pointing to it and the text 'Pregled članova tima'. A third red box highlights the 'Role' column header, with a red arrow pointing to it and the text 'Odabir uloge člana'. Below the header, there is a table of team members.

Name	Title	Location	Tags	Role
Domagoj Ružak	Koordinator podrške nastave	Odjel podrške nastavi i nastavnicima - ...		Owner
Andrej Lacković	Nastavnik / Koordinator podrške nastave	Odjel podrške nastavi i nastavnicima - ...		Owner

Upravljanje timom



Pregled objava i dokumenata u timu/kanalu tima

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane includes icons for Activity, Chat, Teams, Calendar, Calls, and OneDrive. The main area shows the 'Teams' section with a 'Discover' button and a list of teams: 'General' (Product Management Academy) under 'Pinned', and 'Product Management Academy' and 'KATEDRA ZA OPĆE PREDMETE' under 'Your teams'. The 'General' channel is selected, showing a header with '12' members, 'General', 'Posts', and 'Files' tabs. The 'Posts' and 'Files' tabs are highlighted with red boxes, and red arrows point to them with labels 'Pregled objava' and 'Pregled dokumenata' respectively. Below the header, there is a 'Start a new post' section with a 'Post' button and an 'Announce' button. A post by 'Ines Vlahović' is visible, dated 'četvrtak', with the text: 'Poštovani svi, Sutrašnje vježbe 18.10.2024 | Srdačan pozdrav!'.

Organizacija sastanaka u Teams kanalu

The screenshot displays the Microsoft Teams calendar interface. On the left, a vertical sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, OneDrive, and Apps. The main area shows a calendar grid for October 2024, with the 23rd (Wednesday) highlighted. A 'New meeting' dialog box is open in the foreground, allowing for meeting configuration. The dialog includes fields for title, attendees, date and time (23.10.2024, 15:00 to 15:30), and options for channel, location, and recording. A 'Save' button is located in the top right corner of the dialog.

Calendar view: Today, October 2024. Days shown: 21 Monday, 22 Tuesday, 23 Wednesday, 24 Thursday, 25 Friday.

Meeting details in 'New meeting' dialog:

- Title: Add title
- Attendees: Add required attendees (+ Optional)
- Date/Time: 23. 10. 2024, 15:00 → 23. 10. 2024, 15:30, 30m, All day
- Repeat: Does not repeat
- Channel: Add channel
- Location: Add location, Online meeting (checked)
- Who can bypass the lobby?: People in my org and guests
- Record and transcribe automatically: (unchecked)
- More options
- Formatting: Paragraph, Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Decrease indent, Link, Unlink, Table, Undo, Redo
- Notes: Add meeting notes

Organizacija sastanaka u Teams kanalu – iz chat-a

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows various channels, with the 'General' channel of the 'Informatika (24-211-0391)' team highlighted by a red box. The main area shows the 'General' channel chat. A meeting menu is open, with the 'Meet now' option highlighted by a red box. The chat history shows a message from Ines Vlahović dated Thursday, 22:06, and a meeting status update from Ines Vlahović dated Wednesday, 16:54, stating 'Meeting in "General" ended'.

Activity

Teams

General

Start a new post

Post Announcement

Ines Vlahović četvrtak 22:06

Poštovani svi,
Sutrašnje vježbe 18.10.2024 u 15:15h redovnih studenta se odgađaju. Javiti ćemo termin nadoknade.
Srdačan pozdrav!

Reply

Ines Vlahović srijeda 16:54

Meeting in "General" ended

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)

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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!**