



# HN1010 Introduction to Computer Studies 1.5 credits

## Introduktionskurs i datateknik

This is a translation of the Swedish, legally binding, course syllabus.

If the course is discontinued, students may request to be examined during the following two academic years

## Establishment

Course syllabus for HN1010 valid from Autumn 2011

## Grading scale

P, F

## Education cycle

First cycle

## Main field of study

Technology

## Specific prerequisites

Knowledge corresponding to admission requirements for Bachelor of Science in Engineering.

## Language of instruction

The language of instruction is specified in the course offering information in the course catalogue.

## Intended learning outcomes

On completion of the course, the student shall be able to:

- format text, figures and headings, rationally and uniformly.
- create and use format and document templates.
- freely handle page numbering of documents.
- generate tables of contents and connect to, for example, page numbering.
- handle references in documents.
- use mathematical formulae in a calculating program.
- present numerical values in tables and diagrams.
- present facts by means of presentation programs.
- be able to describe the importance of using format templates and version management in cases where a report has several authors.

## Course contents

Word processing

- KTH's graphical profile
- Text format and paragraph format
- Headings and heading numbering
- Header, footer, page numbering
- Page break and chapter break
- Contents
- Citing references
- Inserting diagrams and images, without and with links
- The programs' embedded tools for revisions and version management.

Calculation

- Formulae
- Mathematical, logical and statistical functions
- Diagrams
- Sorting data
- Retrieving and reading series of numbers
- Locking references
- Conditional formatting.

Presentation

- Inserting text and images
- Hyperlinks
- Filmclips
- Image transitions.

## Course literature

Hand outs at the start of the course.

## Examination

- RED1 - Report, 1.5 credits, grading scale: P, F

Based on recommendation from KTH's coordinator for disabilities, the examiner will decide how to adapt an examination for students with documented disability.

The examiner may apply another examination format when re-examining individual students.

## Other requirements for final grade

Approved presentations.

## Ethical approach

- All members of a group are responsible for the group's work.
- In any assessment, every student shall honestly disclose any help received and sources used.
- In an oral assessment, every student shall be able to present and answer questions about the entire assignment and solution.