

Upute za natjecatelje

- Otvorite nacrt dokumenta **YEAROFLIGHT**, spremite/promijenite **YEAROFLIGHTXXX.DOC** ili **DOCX**, gdje je **XXX** vaš **natjecateljski ID**. Izvršite sve sljedeće zadatke što je moguće profesionalnije i učinkovitije.
- Upotrijebite, po želji, PDF-printer driver (npr. PDF Creator) da bi mogli prikazati grafičke elemente izvan margina do krajeva stranica

A


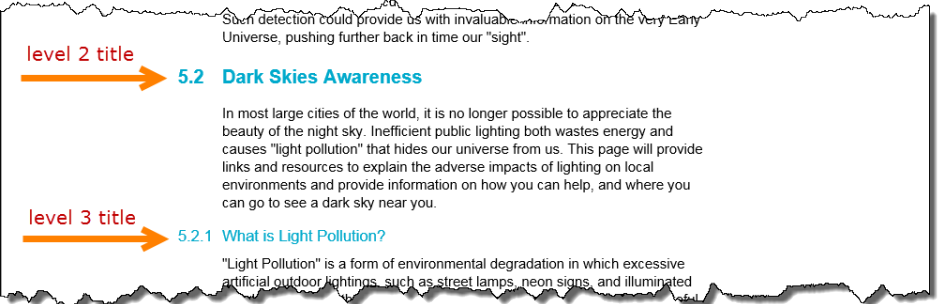
Zadatak
A-1

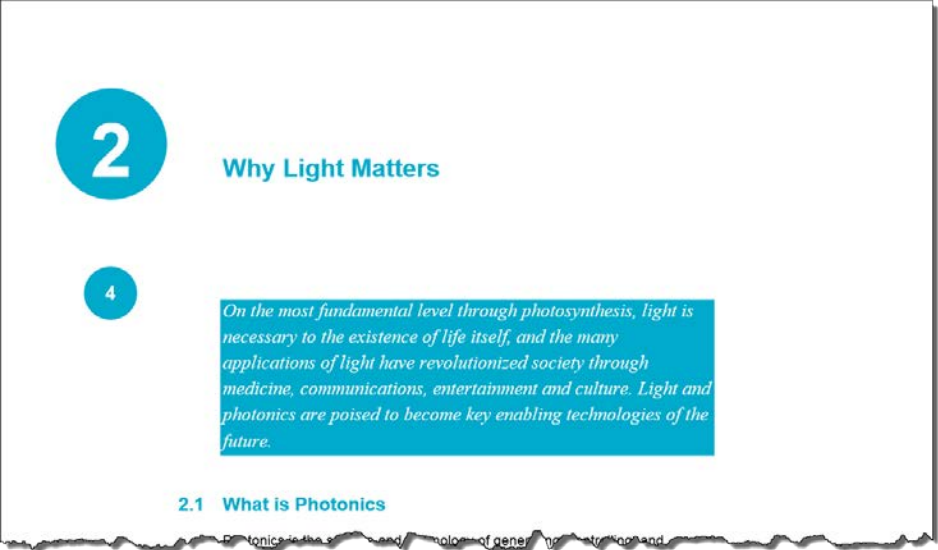
Primijenite sljedeće opće margine na Vaš dokument:

- Lijevo i desno: 5 cm
- Gore i dolje: 2 cm

Points
18

Odlomci koji počinju s posebnim znakovima zahtijevaju posebnu pažnju. Posebni znakovi označavaju Razinu naslova/odlomka u hijerarhiji dokumenta i ne pojavljuju se na drugim mjestima u dokumentu.

počevši s 1&	<p>Naslovi poglavlja:</p> <ul style="list-style-type: none">▪ uvijek počnite na vrhu nove stranice.▪ tekst naslova je u Arial 16 pt podebljano, plava (RGB: 0 – 170 - 204).▪ tekst naslova počinje od lijeve margine.▪ prethodi 18 pt razmaka iznad naslova.▪ slijedi 72 pt razmaka ispod naslova.▪ broj naslova je dio pravnog numeriranja dokumenta: Arial 48 pt podebljano. Broj naslova ima pozadinu plavog kruga 2,5 x 2,5 cm. Krug počinje na gornjoj margini i vodoravno je centriran u lijevoj margini <p>Broj naslova je vodoravno centriran u plavom krugu.</p> 
počevši s 2&	<p>Naslovi razine 2:</p>  <p>level 2 title → 5.2 Dark Skies Awareness</p> <p>level 3 title → 5.2.1 What is Light Pollution?</p> <ul style="list-style-type: none">▪ font: Arial 12 pt podebljano, plava (RGB: 0 – 170 – 204).▪ prethodi mu 12 pt razmaka i slijedi 10 pt razmaka.▪ pravno numeriranje, 1 cm izvučeno prema lijevoj margini.

počevši s 3&	<p>Naslovi razine 3:</p> <ul style="list-style-type: none"> font: Arial 10 pt podebljano, plava (RGB: 0 – 170 – 204). prethodi mu 9 pt razmaka i slijedi 6 pt razmaka. pravno numeriranje, 1 cm izvučeno prema lijevoj margini.
počevši s 4&	<p>Naslovi razine 4:</p> <ul style="list-style-type: none"> font: Arial 9 pt podebljano, siva (RGB: 118 – 113 – 113). prethodi mu i slijedi 6 pt razmaka. nema numeriranja.
počevši s 5&	<p>Naslovi razine 5:</p> <ul style="list-style-type: none"> font: Arial 9 pt podebljano, italic, siva (RGB: 118 – 113 – 113). prethodi mu i slijedi 6 pt razmaka. nema numeriranja.
počevši s ===	<p>Svako poglavlje ima uvodni odlomak koji počinje s tri ista znaka (===). Ti uvodni odlomci trebali bi imati sljedeći oblik (Izgled):</p> <ul style="list-style-type: none"> font: Times New Roman 12 pt, Italic. bijela slova na plavoj (RGB 0 – 170 – 204) pozadini. prored 1,2 odlomku prethodi i slijedi 24 pt razmaka. 

Na kraju obrišite 1&, 2&, 3&, 4&, 5& and === s početka odlomaka.

Zadatak
A-2

Podebljani tekst:

- Arial 9 pt
- 6 pt razmaka između odlomaka
- prored 1,1

Points
5

Zadatak
A-3

Iza svakog zareza treba biti razmak. Iza nekih zareza tog razmaka nema. Prilagodi dokument tako da je iza svakog zareza slijedi jedan razmak.

Points
5

Zadatak
A-4

Iza odlomaka koji završavaju s dvotočkom (:) uvijek slijedi numeriranje sve do sljedećeg naslova. To numeriranje treba imati sljedeći oblik (izgled):

- numeracijski znak kvadrata (12 pt, plava boja RGB 0 – 170 – 204) koji počinje na lijevoj margini.
- numerirani tekst je uvučen 0,3 cm od lijeve margine.
- nema proreda između numeriranih dijelova.

Points
7



helped to solidify a basis for our knowledge of the Universe today.

5.4.1 What Is Galileoscope?

The Galileoscope is:

- An advanced educational telescope kit designed by a team of experts.
- An educational program to accompany the kit.
- A professional-development program for teachers.
- A Cornerstone Project of the International Year of Astronomy 2009, a worldwide effort in more than 145 countries, led by the U.S. Galileoscope team.

5.4.2 What can you see with the Galileoscope?

The best views are of the key objects that Galileo observed and that

Zadatak
A-5

Glavni naslov *About the Year of Light* na vrhu prve stranice: font Calibri light 36 pt, te 72 pt razmaka.

Ilustracija **IYL2015_HEADER.JPG** na donjoj margini prve stranice. Širina joj je točno od lijeve do desne margine.

Ilustracija ostaje na donjoj margini iako se odlomci u tekstu iznad dodaju ili brišu.

Ispod glavnog naslova je godina 2015 u četiri različita kvadrata s plavim stranicama, Arial 72 pt podebljano, vodoravno centrirani, kako je prikazano.

1 mm razmaka je ostavljeno između kvadrata. Kvadrati su 2,75 cm široki. Ispod njih se pojavljuju četiri linije u boji, koje su označene ispod. Visina je: 0,4 cm.



RGB 0 - 170 - 204

RGB 238 - 153 - 0

RGB 204 - 0 - 119

RGB 187 - 204 - 0

Riješite i pazite na detalje.

Zadatak
A-6

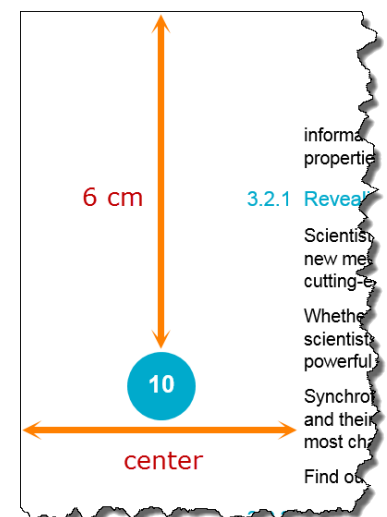
Na svakoj stranici, **osim na prvoj**, razmotrenoj u zadatku A-5 prikazani, su sljedeći podaci:

- broj stranice Arial 12 pt podebljano, bijeli znakovi u krugu s plavom pozadinom, promjer 1,2 cm, (RGB 0 – 170 – 204).
- plavi krug počinje točno na 6 cm od vrha stranice.
- plavi krug je centriran na sredini margine. Na lijevoj margini kod parnih stranica, i na desnoj margini kod neparnih stranica.
- postavite stranicu točno vodoravno u sredinu plavog kruga i otprilike okomito u sredini plavnog kruga.
- na dnu svake stranice je plavi pravokutnik 0,5 cm visine koji pokriva cijelu širinu između margina.
- lijevo, povrh pravokutnika prikazan je naslov poglavlja Arial 8 pt, Smanjena velika slova, plava slova (RGB 0 – 170 – 204). 1 mm razmaka između naslova i pravokutnika.
Naslov odlomka je uvijek na lijevoj strani i na parnim i na neparnim stranicama.



Points
10

Points
8





is the largest EU Research and Innovation programme ever. Horizon 2020 is

Why LIGHT MATTERS

<p>Solar hot water heaters are used around the world to heat residential homes and especially pools. In residential and commercial areas, solar thermal can be used to supply thermal energy in the form of heating, cooling, and ventilation year-round. Other applications of solar thermal energy include water treatment and solar cookers, both of which are becoming increasingly important in the economic development of rural, off-grid communities.</p> <p>2.2.6 Solar Energy & Climate Change</p> <p>The need for alternative energy has become more and more apparent as the imminent threat of climate change becomes a reality. According to the International Energy Association, technologies such as photovoltaic panels and solar water heaters have the potential to provide up to a third of the world's energy by the year 2050. This projection, which is both bold and plausible, would require international participation in reducing greenhouse gas emission through increased usage of solar energy and decreased reliance on fossil fuels.</p> <p>Concentration solar power (CSP) systems use mirrors or lenses to concentrate a large area of sunlight onto a small area. The solar thermal energy collected is then converted into heat, which typically powers an electrical power generator. The demand for CSP systems, namely in commercial industries, is on the rise. Despite their hefty price tag, these systems are desirable due to their ability to store electricity.</p> <p>Developments in photovoltaic (PV) technology and the ability to generate, store, and use electrical energy locally without long-range transmission is bringing about transformational changes in electricity infrastructures. With proper education and financial resources, electricity generation by photovoltaics (solar panels) has the potential to transform the infrastructure in underdeveloped, emerging, and developed economies.</p> <p>The low cost and reliability of PV is leading to its dominance over other alternative forms of electricity, such as wind energy and concentrated solar power (CSP). However, installation of such alternatives are also increasing rapidly worldwide.</p> <p>2.3 Economic Impact</p> <p>Businesses in the field of photonics and light-based technologies work on solving key societal challenges, such as energy generation and energy efficiency, healthy ageing of the population, climate change, and security. Photonics technologies have major impact on the world economy with a current global market of 300 billion EUR and projected market value of over 600 billion EUR in 2020. Growth in the photonics industry more than doubled that of the worldwide GDP (gross domestic product) between 2005 and 2011. This page will contain links and resources to let you learn about the important role that photonics plays in driving economic growth internationally.</p> <p>2.3.1 2013 Photonics Industry Report</p> <p>The Photonics industry Report 2013, released by photonics21.org, highlights key industry metrics and changes from 2005 to 2020. It aims to show that the photonics industry is an increasingly important industry on both national and global scales.</p> <p>Insights for worldwide photonics are shown below. View the downloadable PDF to see the full comprehensive report, including analysis by country and region.</p> <p>Also view the Multinational Strategic Roadmap towards 2020, including implementation timelines.</p> <p>2.3.2 EU Supporting Photonics (Horizon 2020)</p> <p>With nearly 80 billion EUR in funding available from 2014-2020, Horizon 2020 is the largest EU Research and Innovation programme ever. Horizon 2020 is</p> <p>Why LIGHT MATTERS</p>	<p>the financial instrument implementing the Innovation Union, a Europe 2020 flagship initiative aimed at creating an innovation-friendly environment that creates economic growth and jobs in the EU. Through a Public-Private Partnership (PPP), there is potential to implement a photonics in Horizon 2020. The overarching objectives in implementing a photonics PPP are to foster photonics manufacturing, job and wealth creation in Europe, accelerate Europe's innovation process and time to market, and to mobilize public and private resources. This initiative would address market sectors where the European photonics industry is strong, including materials, equipment, component and devices, integrated systems, and products and solutions.</p> <p>2.4 Light in the Built Environment</p> <p>Lighting represents almost 20% of global electricity consumption (International Energy Agency). The future development of society in both developed countries and emerging economies around the world are intimately tied up with the ability to effectively light our cities, homes, schools and recreation areas. This page contains links and resources to let you learn about the innovative lighting solutions that will guide the future of the world.</p> <p>Lighting provides safety and security, provides access to education, enhances architecture, and improves quality of life. We take it for granted and often notice it only by its absence. As cities worldwide develop, however, it becomes essential to employ new and innovative lighting design techniques and technologies that improve energy efficiency, cost and control, and can be adapted easily to local needs. Use the resources below to explore the power of light and its role in the built environment.</p> <p>Philips - Learn more about how lighting innovation is improving the quality of people's lives and the environment.</p> <p>International Association of Lighting Designers - Lighting designers are a resource for innovative, practical and economically viable lighting solutions. Learn more about lighting design and careers in lighting.</p> <p>Global Off-Grid Lighting Association - Over one-quarter of the world's population lives without access to electricity. Off-grid lighting addresses this challenge by providing light to those in need. For more information on how GOGLA is helping rural communities, see Study after Sunset.</p> <p>The International Commission on Illumination - also known as the CIE from its French title, the Commission Internationale de l'Eclairage - is devoted to worldwide cooperation and the exchange of information on all matters relating to the science and art of light and lighting, colour and vision, photobiology and image technology.</p> <p>UL (Underwriters Laboratories) - UL is a global independent safety science company with more than a century of expertise innovating safety solutions, from the public adoption of electricity to new breakthroughs in energy efficiency and performance testing. Dedicated to promoting safe living and working environments, UL helps safeguard people, products and places in important ways, facilitating trade and providing peace of mind.</p> <p>2.5 Connecting the World</p> <p>Social media, low cost telephone calls, video conferencing with family and friends - these are three examples of how the internet allows people around the world to feel connected in a way that has never before been possible in history. And all of this technology is because of light! This page will contain links and resources that will let you understand how it is: ultraviolet light data pulses propagating in tiny optical fibers the width of a human hair that have created the modern communications infrastructure and the internet that we all use every day.</p> <p>Why LIGHT MATTERS</p>
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Zadatak
A-7

Umetni novu stranicu nakon prve stranice. Dodaj naslov *Table of contents* (Tablica sadržaja) (oblik/izgled, naslov poglavlja, razina 1).

Points
10

Dodaj sadržaj prema ilustraciji na sljedećoj stranici i slijedi upute:

- **Razina 1:** Arial 11 pt, plava slova (RGB 0 – 170 – 204). Naslov počinje na lijevoj margini. Broj naslova je izvučen 1 cm i prikazan u bijeloj boji (privremeno nevidljiv). Razmak iznad naslova: 12 pt. Razmak ispod naslova: 6 pt. Naslov razine 1 možda neće biti prikazan kao posljednji odlomak na stranici. Broj stranice je poravnan prema desnoj margini na kraju istočkane linije.
- **Razina 2:** Arial 9 pt, plava slova (RGB 0 – 170 – 204). Naslovima prethode i slijede 4 pt razmaka. Broj naslova počinje na lijevoj margini, a tekst naslova je uvučen 1 cm od lijeve margine. Broj stranice je poravnan prema desnoj margini, na kraju istočkane linije.
- **Razina 3:** Arial 9 pt, standard font color (crna). Nema razmaka iznad i ispod tih naslova. Broj naslova počinje na lijevoj margini, a tekst naslova je uvučen 1 cm od lijeve margine. Broj stranice je poravnan s desnom marginom bez istočkane linije.

Stvorite na lijevoj strani sadržaja plavi pravokutnik (RGB 0 – 170 – 204), 0,6 cm širine. Pravokutnik je 1,2 cm izvučen od lijeve margine, pa tvori savršenu pozadinu za brojeve naslova prve razine vašeg sadržaja.

Prilagodite visinu pravokutnika dužini vašeg sadržaja.

Dodajte taj pravokutnik svim stranicama sadržaja.



1

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Ne zaboravite spremiti Vaš dokument pod imenom YEAROFLIGHTXXX prije nego ga zatvorite!

INTERSTENO 2015 Budapest

World championship professional Word Processing



B

Zadatak
B-1

Otvorite **OLYMPICGAMES**and i spremite/promijenite ga u **OLYMPICGAMESXXX**. Taj dokument sadrži podatke o nekim od 10 000 sportaša koji su sudjelovali na Olimpijskim igrama u Londonu. Svaki odlomak sadrži podatke o jednom sportašu, strukturiran na način (pogledajte sliku ekrana lijevo dolje):

Points
12

- prezime (velika tiskana slova) i ime sportaša, odvojeno zarezom
- kôd sastavljen od 6 slova:
 - 2 slova čine kraticu za sportsku disciplinu
 - 3 slova čine kraticu za državu, prema Olimpijskom odboru
 - 1 slovo za spol: M za muškarce i F za žene.

Molimo Vas da uredite podatke kako slijede, svaki sportaš u jedan odlomak (sliku ekrana desno dolje):

- 3 slova za kraticu države, a nakon nje crtica (-)
- 2 slova za kraticu sporta, a nakon nje dvotočka i razmak (:)
- prezime i ime sportaša
- spol M ili F unutar okrugle zagrade

A Lamusi,JUCHNM	CHN-JU: A Lamusi (M)
AARRASS Jamale,ATFRAM	FRA-AT: AARRASS Jamale (M)
AATAKNI Abdelhak,BXMARM	MAR-BX: AATAKNI Abdelhak (M)
ABAKUMOVA Maria,ATRUSF	RUS-AT: ABAKUMOVA Maria (F)
ABALO Luc,HBFRAM	FRA-HB: ABALO Luc (M)
ABALO Maria Laura,ROARGF	ARG-RO: ABALO Maria Laura (F)
ABARHOUN Mohamed,FBMARM	MAR-FB: ABARHOUN Mohamed (M)
ABATE Emanuele,ATITAM	ITA-AT: ABATE Emanuele (M)
ABBADI Ilyas,BXALGM	ALG-BX: ABBADI Ilyas (M)
ABRAS Sahaib,SPDKM	PAK-HQ: ABRAS Sahaib (M)

prije – originalni dokument

poslije – rješenje

Ne zaboravite spremiti Vaše rješenje pod **OLYMPICGAMESXXX**!



C

Zadatak
C-1

Points
25

Dokument **WOMENINPARLIAMENT** sadrži popis zemalja i broj žena zastupnica u parlamentu, nižeg (LH) i višeg doma (UH). Podatci su prikazani:

- Poredak: broj poretka
- Država: država
- LH_Datum: mjesec (1 do 12) i godina izbora, odvojeni kosom crtom (/) za donji dom
- LH_Zastupnička mjesta: broj zastupničkih mjesta u donjem domu
- LH_Žene: broj zastupničkih mjesta na kojima su žene u donjem domu
- LH_Postotak: postotak zastupničkih mjesta na kojima su žene u donjem domu
- UH_Datum: mjesec (1 do 12) i godina izbora, odvojeni kosom crtom (/) za gornji dom
- UH_Zastupnička mjesta: broj zastupničkih mjesta u gornjem domu
- UH_Žene: broj zastupničkih mjesta na kojima su žene u gornjem domu
- UH_Postotak: postotak zastupničkih mjesta na kojima su žene u gornjem domu

Rank	Country	LH_Date	LH_Seats	LH_Women	LH_Perc	UH_Date	UH_Seats	UH_Women	UH_Perc
1	Rwanda	9/2013	80	51	63,8	9/2011	26	10	38,5
2	Bolivia	10/2014	130	69	53,1	10/2014	36	17	47,2
3	Andorra	4/2011	28	14	50,0	---	---	---	---

Razradite podatke poput ovog pregleda koji je dolje ilustriran slijedeći upute:

Country	House	Year	Seats	Women
Afghanistan 39	Lower	2010	249	69 (27,7 %)
	Upper	2015	102	18 (17,6 %)
	---	---	---	---
Albania 64	Lower	2013	140	29 (20,7 %)
	Upper	---	---	---
	---	---	---	---
Algeria 27	Lower	2012	462	146 (31,6 %)
	Upper	2012	144	10 (6,9 %)
	---	---	---	---
Andorra 3	Lower	2011	28	14 (50,0 %)
	Upper	---	---	---
	---	---	---	---
Belarus 41	Lower	2012	110	30 (27,3 %)
	Upper	2012	58	19 (32,8 %)
	---	---	---	---
Belgium 14	Lower	2014	150	59 (39,3 %)
	Upper	2014	60	30 (50,0 %)
	---	---	---	---
Belize 132	Lower	2012	32	1 (3,1 %)
	Upper	2012	13	5 (38,5 %)
	---	---	---	---
Benin 122	Lower	2011	83	7 (8,4 %)
	Upper	---	---	---
	---	---	---	---

- A4-format papira Portret, margine gornja 0,9 cm, donja 0,8 cm, lijeva i desna 1 cm.
- Font: Arial Narrow 9 pt.
- Ime države bijelim slovima na plavoj pozadini (oko 3,6 cm širine)
- Naslovi: *Dom, godina, Zastupnička mjesta i Žene*. Naslovi su prikazani do imena država. Širina oko 1 cm za *Dom, Godinu i Zastupnička mjesta*; širina za *Žene* oko 2 cm.
- Podatak *Donji i Gornji*:
 - Godina: sadrži godinu, bez mjeseca. Izbrišite sve mjesece.
 - Zastupnička mjesta: ukupan broj mjesta.
 - Žene: broj mjesta i postotak mjesta unutar zagrada sa znakom postotka %.
- Ispod imena države dolazi poredak
- Podaci su prikazani abecednim redom prema državama; druga država ispod prve...
- Podatci su prikazani u dva stupca, s razmakom od oko 0,5 cm između stupaca
- U nekim državama ne postoji *Gornji dom*. U tom slučaju prikazane su tri crtice (---). Pazite da se u stupcu *Žene* ispišu tri crtice bez zagrada i znaka postotka %.
- Podatci u omeđeni pravokutnicima s pola milimetra razmaka između njih. Udaljenost između rubova pravokutnika i sadržaja je također pola milimetra razmaka.
- Razmak između država je otprilike jedan red/redak (oko 0,5 cm).
- Podatak o državi ne bi trebao biti razdijeljen na dva stupca/stranice: svaki stupac počinje s novom državom.

Spremi svoje konačno rješenje – pregled svih država – kao **WOMEN_ALL**. Upotrijebljena osnovna/pomoćna datoteka je spremljena kao **WOMEN_BASIC**.