

SUBJECT	ICT for Translation and Interpreting
SSD (Settore Scientifico-Disciplinare)	INF/01
PROFESSOR	MAURO PISTOI

OBJECTIVES

The aim of the course is to provide students with the essential tools for an appropriate and functional use of the computer, with a particular focus on those applications specially designed for today's translators and/or interpreters. In particular, the course will cover the following topics: word processors, spreadsheets, advanced Internet research techniques, and an introduction to text analysis and computer-aided translation software.

The practical nature of the course will enable students to operate autonomously and professionally in any working context.

- CONTENTS**
- Basic concepts of computer: hardware and software, Operating systems, Windows system, windows, files management, types of files
 - System functions: organization of the hard disk, mass storages, use of the printer
 - Local area networks: sharing resources, modems and routers, the Internet
 - Word processing (Ms-Word): functions, use of the mouse, file names, writing modes, insertion and deletion, saving and printing documents, styles and templates, fonts, page settings and margins, Layout of texts, editing with multiple documents, inserting files, selecting the text, moving and creating a document copy, columns, page and section breaks, page numbering, tables, insertion, automatic and manual formatting, converting text to a table and vice versa, insertion of images in documents
 - Searching and editing textual material on the Internet
 - Use of multitrack recording software for simultaneous interpreting exercises.
 - Spreadsheet (Ms-Excel): basic operations, functions and formulas, formatting and printing, advanced functions, charts
 - Terminology research through the Internet, methods and examples: creation of term sheets, techniques and templates
 - Introduction to the use of text analysis software (Wordsmith's Tools, TEXTstat)
 - Introduction to the use of CAT software (SDL Trados)

EVALUATION

Final exam	<input type="checkbox"/>	Continuous assessment	<input checked="" type="checkbox"/>
Type of test:			
WRITTEN	<input type="checkbox"/>	ORAL	<input checked="" type="checkbox"/>

BIBLIOGRAPHY

Author	A. Lorenzi - M. Govoni
Title	<i>Manuale per la patente europea del computer - Syllabus 4.</i>
Publisher	Atlas
Published in	2003

Author	F.C. Ugolini
Title	<i>Il codice de folt - cambiare linguaggio per l'insegnamento dell'informatica</i>
Publisher	Edizioni dell'ateneo
Published in	2006

Author	Y. Benkler
Title	<i>La ricchezza della rete</i>
Publisher	Univ. Bocconi editore
Published in	2007

Author	J. Klobas
Title	<i>Oltre wikipedia</i>
Publisher	Sperling&kupfer
Published in	2006