



**SILESIA
UNIVERSITY**
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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INTRODUCTION

The aim of the seminar paper, the choice of the topic or problem to be solved, the outline of the seminar paper procedure, the choice of tools for solving the problem, etc.

1 NOTES ON THE SEMINAR PAPER

1.1 MS-Word

Basic video help is available on the official Microsoft website: <https://support.microsoft.com/en-us/word>.

1.2 Structure and formats

Make sure your paper style is consistent, uniform, using a single style of numbered and unnumbered bullets. When writing, use the predefined styles:

- Body text – for the basic style of text paragraphs.
- No Spacing – space-saving style for tables.
- Heading 1
- Heading 2 - don't unnecessarily segment the text.
- Heading 3 – don't unnecessarily segment the text; use it except for large-scale seminar papers.
- Subtitle – use it for better clarity and structure of the text - the heading will not be part of the automatically generated content.
- Quote - for direct quotes in the text.
- Source - style for listing the source under the embedded objects.
- References - style for citation sources: list format.

CONTENT

The content is generated automatically. Update content: right-click and select: "Update field".

EMBEDDED OBJECTS

Table and graph captions need to be placed above the object and below the object with the source designation. If you have created a graph or table during the processing of the seminar paper (you are the author), state in the source: "Source: own."

REFERENCES

The method of citing and creating publication sources is described in the Dean's Instruction No. 02/2020.

2 EXAMPLE OF EMBEDDED OBJECTS

Table 1: Table of comparison of inflation in selected years between the Czech Republic and the Slovak Republic. [in%]

	2004	2005
CR	2,8	1,9
SR	7,4	2,8

Source: HOLÁSKOVÁ, P., 2009. *Vývoj inflace a nezaměstnanosti v ČR ve srovnání se státy EU* [online]. Brno: bakalářská práce, Masarykova univerzita, Pedagogická fakulta, s. 40. Ing. Oldřich KRÁLÍK, CSc. [vis. September 29, 2021]. Available at: https://is.muni.cz/th/om3ke/Vyvoj_inflace_a_nezamestnanosti_v_CR_ve_srovnani_se_staty_EU.doc

Figure 1 Graph of gold price development over 10 years as of 09/2021 [in USD].



Source: Gold Price Group, 2021. *10 Year Gold Price in USD/oz*. GoldPrice.Org [online]. Dallas: Gold Price Group, c2002-2021 [vid. September 29, 2021]. Available at: https://goldprice.org/charts/history/gold_10_year_o_usd_x.png

CONCLUSION

A summary in connection with the introduction: evaluation of the achievement of goals, possibilities for further development, deviations from the procedures originally set out in the introduction, etc.

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If they are none, delete them including the heading. Generate the list using MS-Word tools ("References" tab of the "Insert Table of Figures" function).

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