

UTILIZARE SOFT-URI SPECIALIZATE ÎN EFS ~ IFR

Duminica 11:00-12:30	USS in EFS ~ IFR
	<i>Sala Calc. ~ S65</i>

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 • Web: www.cs.ubbcluj.ro/~per,

Nr.Curs	C1	C2	C3	C4	C5	C6 ...
Data	14.10.2018	21.10.2018	...			

Cursuri	Teme Laborator	Data
Curs-1 – Birotică, Multimedia, Windows	<i>Windows</i>	14.10.2018
Curs-2 – Word-1	Word₁	21.10.2018
Curs-3 –	<i>Word₂</i>	23.03.2012
Curs-4 – Excel	<i>Excel</i>	06.04.2012
Curs-5 –	<i>Power Point</i>	27.04.2012
Curs-6 – Pag. Web (Html)	<i>Web, Html</i>	11.05.2012

Birotica → **Word_1**

1. **File** : New, Open, Close, Save, Save As, Print,... , Exit
2. **Edit** : Find, Replace, ...
3. **View** : Toolbars, Header and Footer, ..., Zoom
4. **Insert** : Break, Symbol, Reference, Picture, File, Object, Bookmark, Hyperlink, ...
 - Doc. cu mai multe sectiuni (cu propr. diferite),
 - Numerotare pagini, Dta&Timp, Car.Sp., Comentarii
 - Referinte – Antet/subsol/Sf.doc., Numerotare-Den.fig., Referinte (incrucisate),
– Index cuvinte(notiuni), Cuprins, Lista Figuri/Tabele, ...
 - Picture, Diagram, Textbox,
 - File, Object,
 - Bookmark,
 - Hyperlink.
5. **Office Word 2007**: *File, Home, Insert, Page Layout, References, Mailings, Review, View*

Curs 3. - ... – Microsoft Word_2 –...

1. **Format** : ...
2. **Tools** : ...
3. **Window** : ...
4. **Help** : ...

1. File :

- File
- Edit
- View
- Insert
- Format
- Tools
- Table
- New...
- Open... Ctrl+O
- Close
- Save Ctrl+S
- Save As...
- Save as Web Page...
- File Search...
- Permission
- Versions...
- Web Page Preview
- Page Setup...
- Print Preview
- Convert to PDF
- Print... Ctrl+P
- Send To
- Properties
- 1 C:\Users\Perfi\Per\Doc\Nessie\index.html
- 2 C:\Users\Perfi\Per\Doc\...\NUCILE.doc
- 3 C:\Users\Perfi\Per\...\Grey Scale.doc
- 4 C:\Users\...\Rferate Alese - 2.doc
- Exit

Save As

Save in: C:2

Name	Date modif...	Type	Size	Tags	
~\$indows.DOC		Microsoft Word Document	162 bytes		
BIROTICA.DOC		Microsoft Word Document	36.0 KB		
Carte Word.Doc		Microsoft Word Document	5.82 MB		
Windows.DOC		Microsoft Word Document	1.04 MB		
Word_1.DOC		Microsoft Word Document	3.72 MB		
Word_2.DOC		Microsoft Word Document	5.42 MB		
Word_3.DOC		Microsoft Word Document	4.49 MB		

File name: Op_Calc.doc

Save as type: Word Document (*.doc)

Buttons: Save, Cancel

Page Setup

Margins Paper Layout

Margins

Top: 1" Bottom: 1"

Left: 1.25" Right: 1.25"

Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: Whole document

Buttons: Default..., OK, Cancel

Print

Printer Name: PDFcamp Printer

Status: Idle

Type: PDFcamp Printer

Where: PDFcamp 1

Comment: http://www.verypdf.com

Page range

All Current page Selection

Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Print what: Document

Print: All pages in range

Copies

Number of copies: 1

Collate

Zoom

Pages per sheet: 1 page

Scale to paper size: No Scaling

Buttons: Options..., OK, Cancel

1. File :

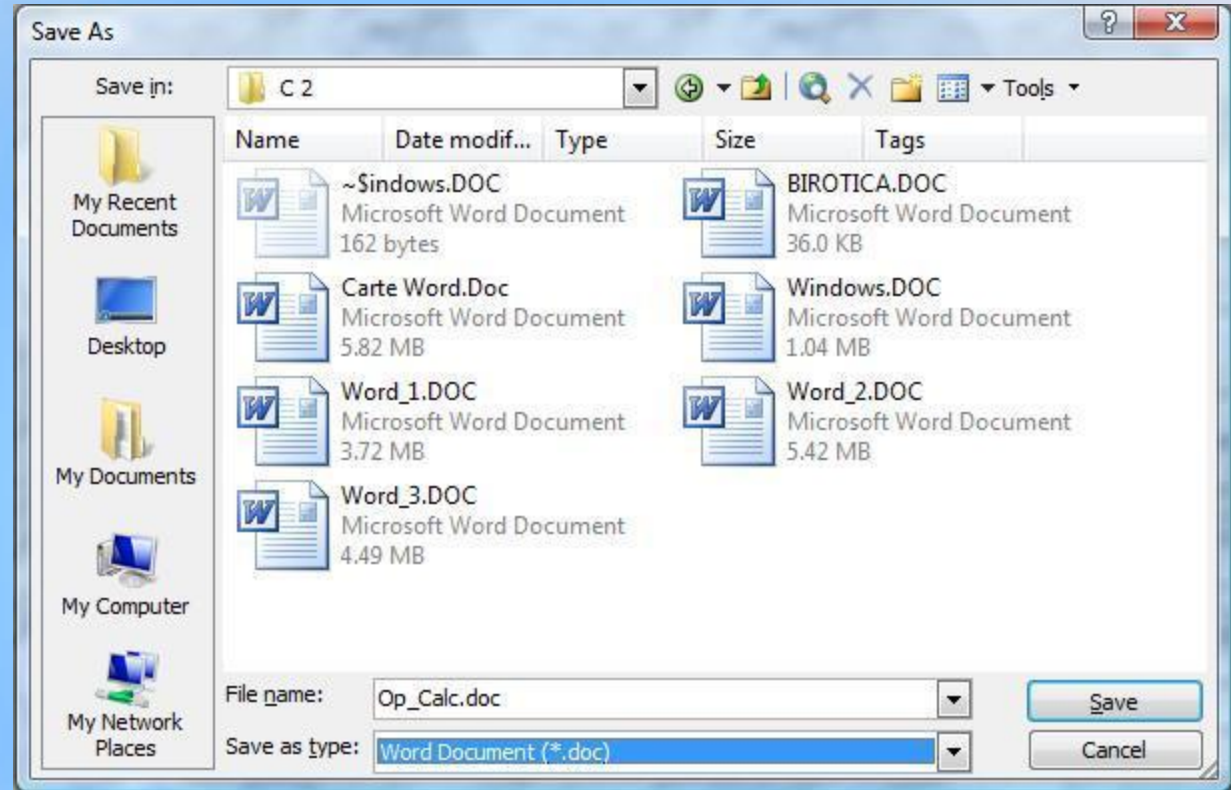
- New
- Open
- Close
- Save

- **Save As ...**

- Page Setup ...

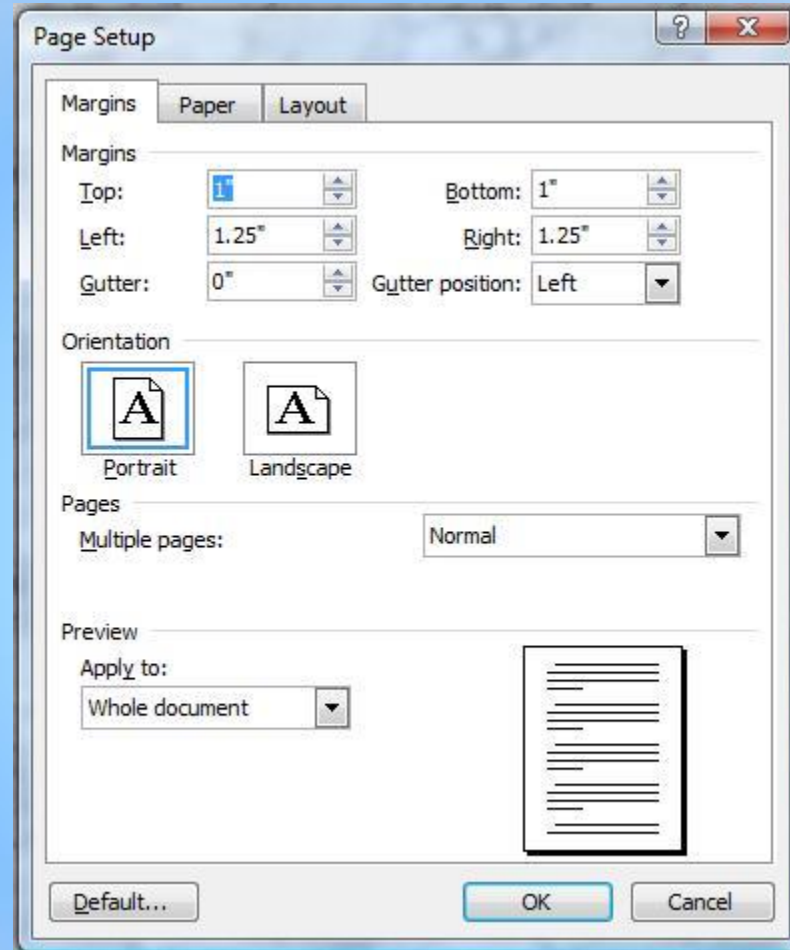
- Print ...

- Exit



1. File :

- New
- Open
- Close
- Save
- Save As ...
- Page Setup ...
 - Margins →
- Print ...
- Exit



1. File :

- New
- Open
- Close
- Save

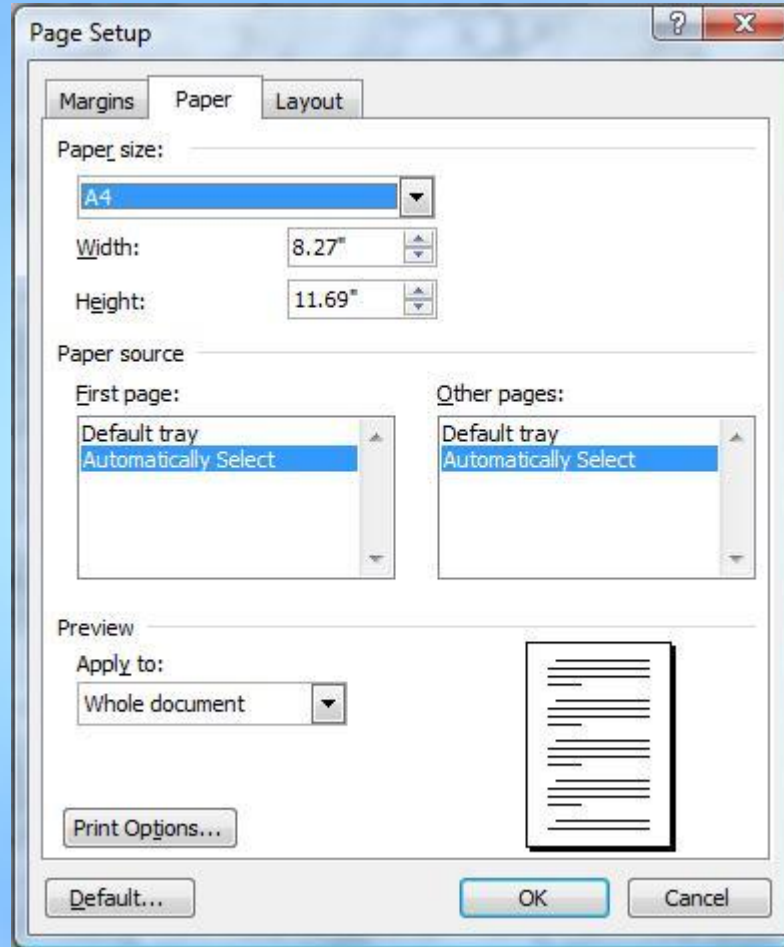
- **Save As ...**

- **Page Setup ...**
 - Margins →

 - **Paper →**

- Print ...

- Exit



1. File :

- New
- Open
- Close
- Save

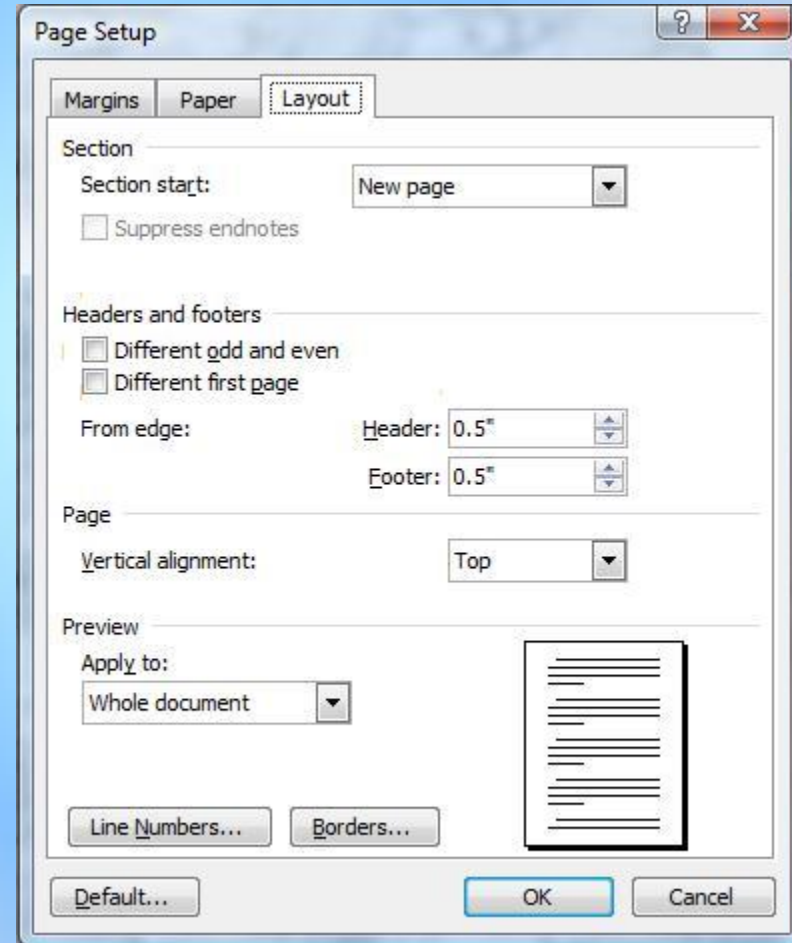
- **Save As ...**

- **Page Setup ...**
 - Margins →
 - Paper →

 - **Layout →**

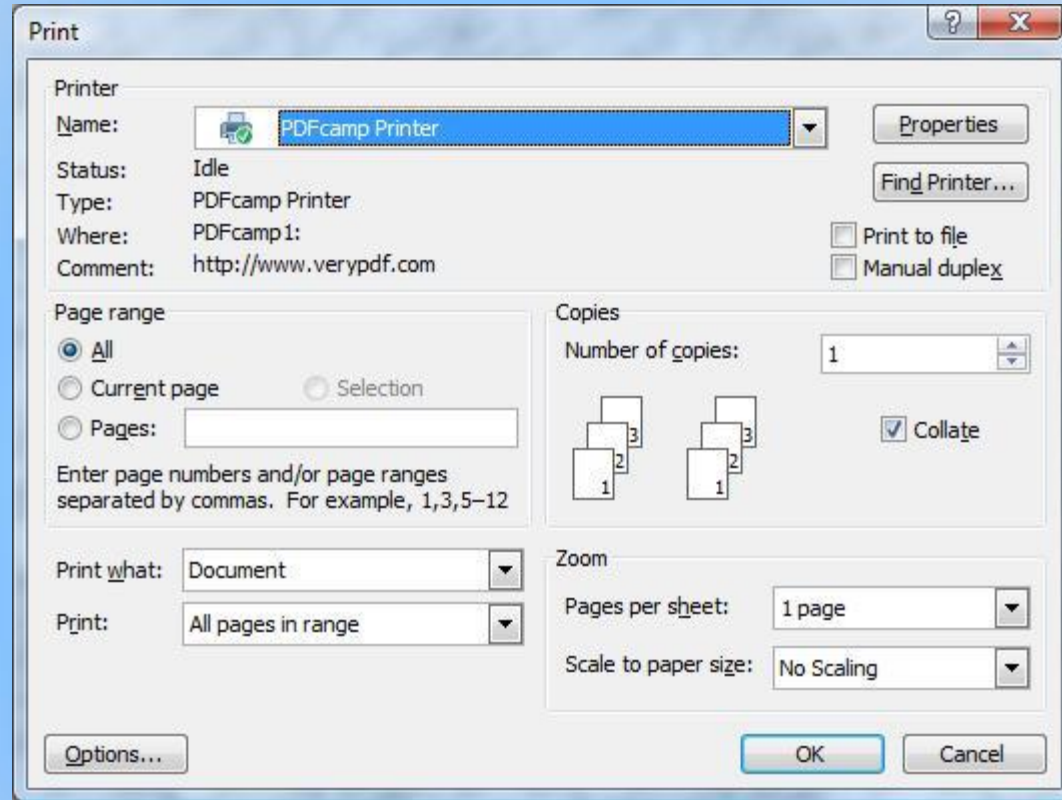
- Print ...

- Exit



1. File :

- New
- Open
- Close
- Save
- Save As ...
- Page Setup ...
- **Print ...**
- Exit

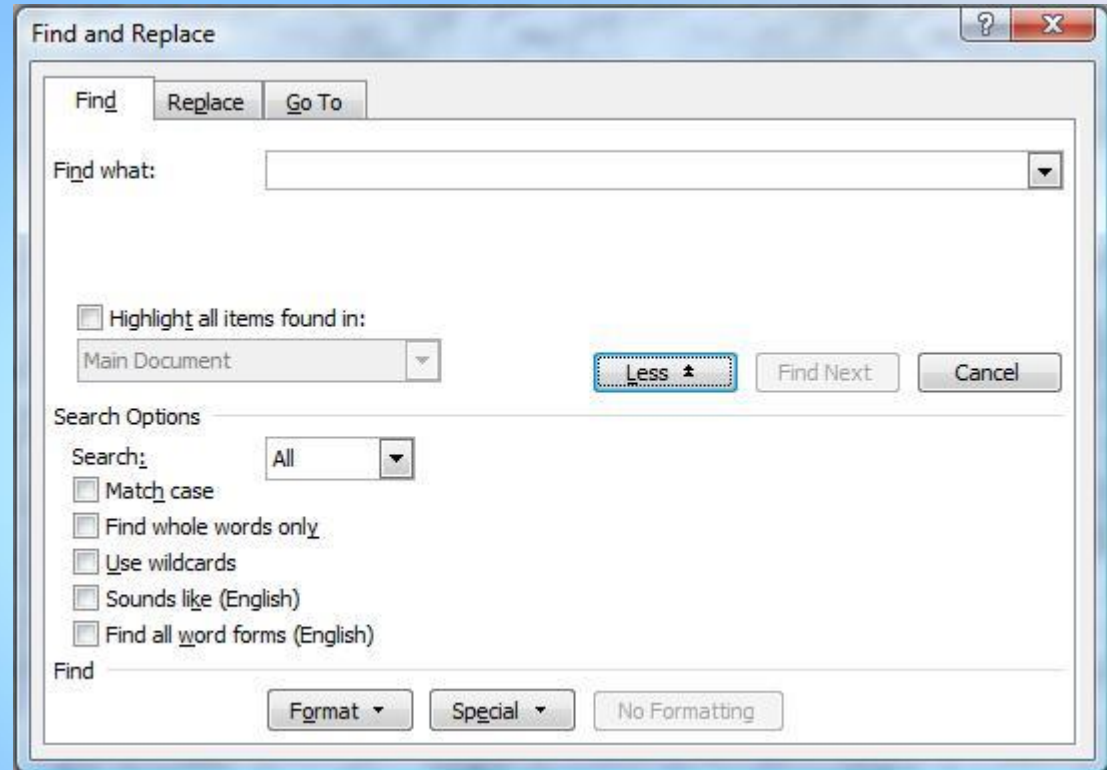


2. Edit :

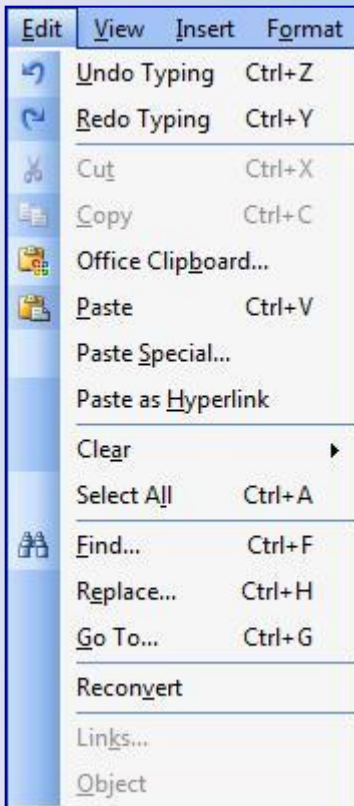


Edit	View	Insert	Format
	Undo Typing	Ctrl+Z	
	Redo Typing	Ctrl+Y	
	Cut	Ctrl+X	
	Copy	Ctrl+C	
	Office Clipboard...		
	Paste	Ctrl+V	
	Paste Special...		
	Paste as Hyperlink		
	Clear		▶
	Select All	Ctrl+A	
	Find...	Ctrl+F	
	Replace...	Ctrl+H	
	Go To...	Ctrl+G	
	Reconvert		
	Links...		
	Object		

- Undo
- Redo
- ...
- Find ...
- Replace ...
- Go To ...
- ...



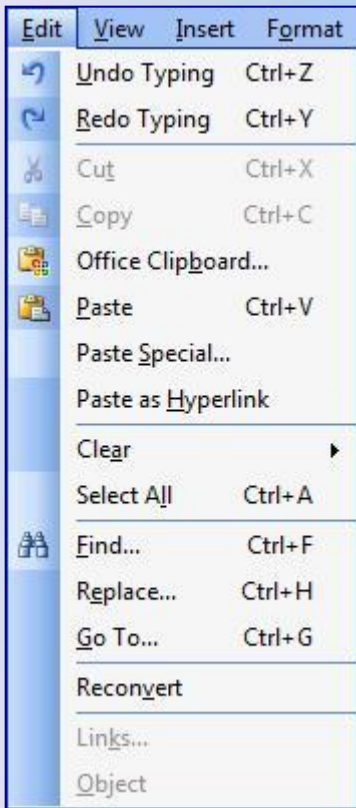
2. Edit :



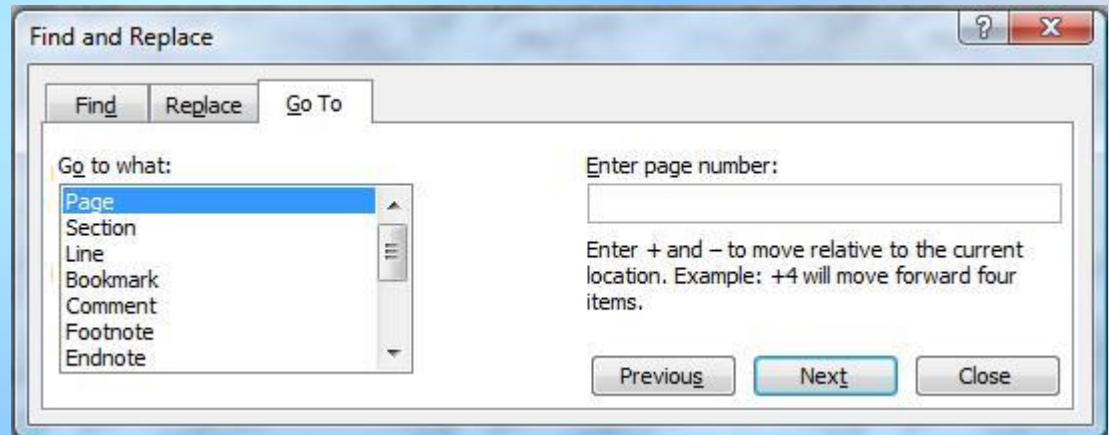
- Undo
- Redo
- ...
- Find ...
- Replace ...
- Go To ...
- ...



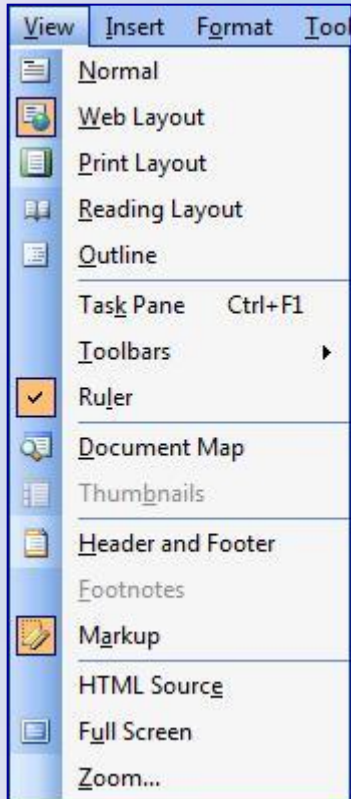
2. Edit :



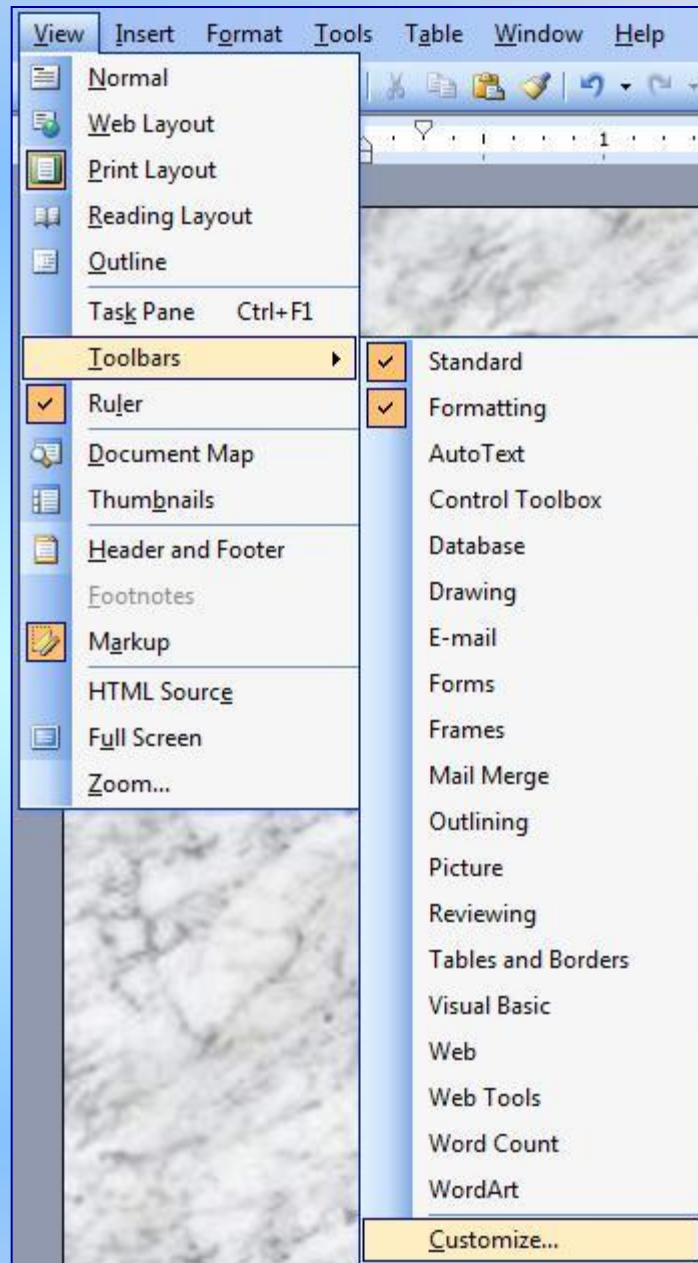
- Undo
- Redo
- ...
- Find ...
- Replace ...
- **Go To ...**
- ...



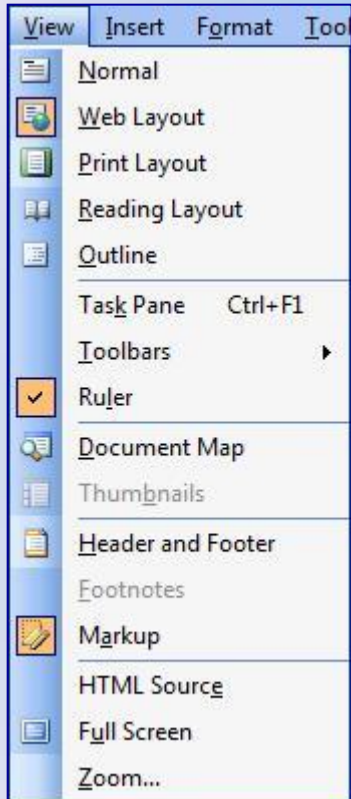
3. View :



- ...
- **Toolbars ...**
- ...
- Zoom...



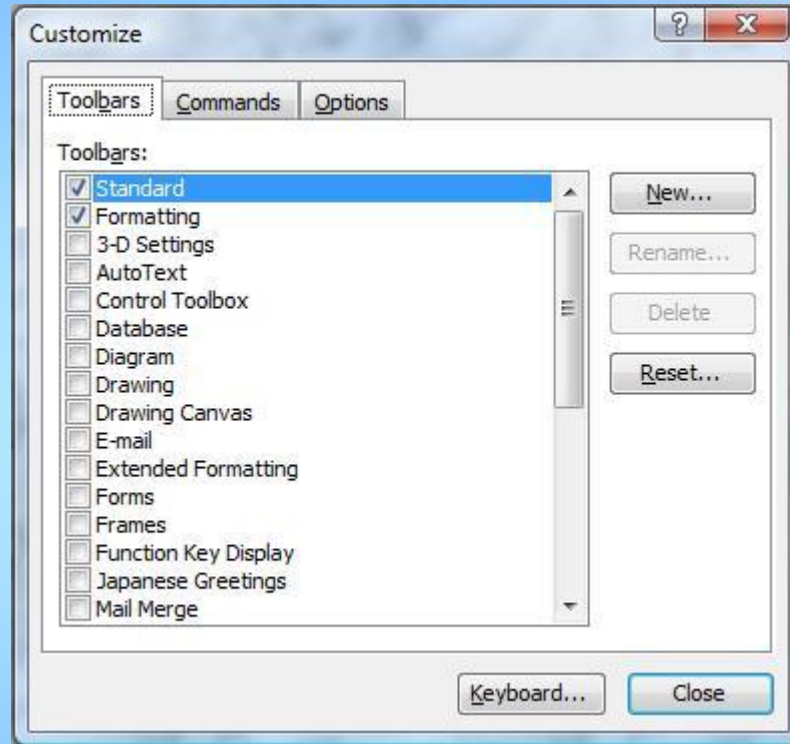
3. View :



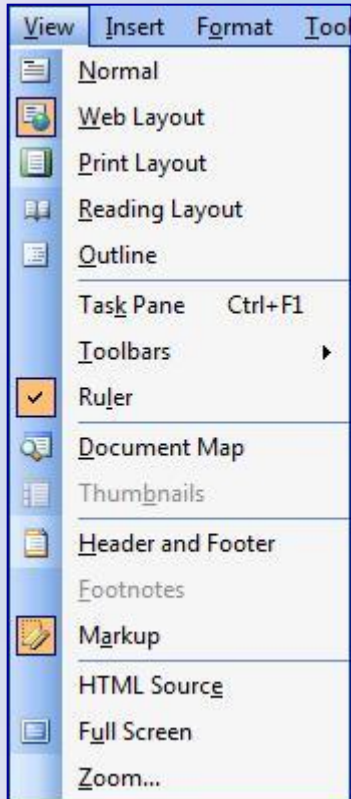
- Toolbars ...

- ...

- Zoom...

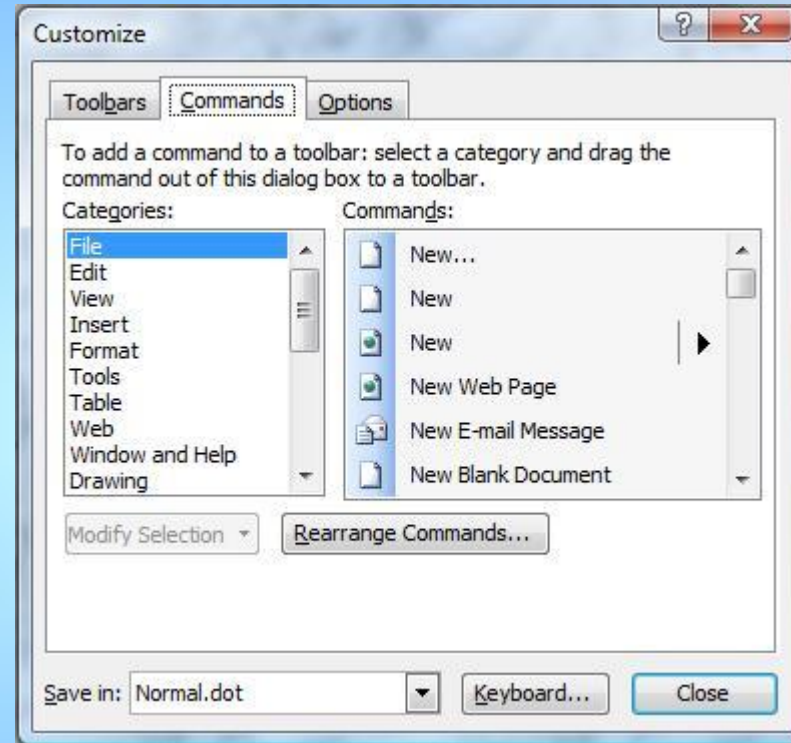


3. View :

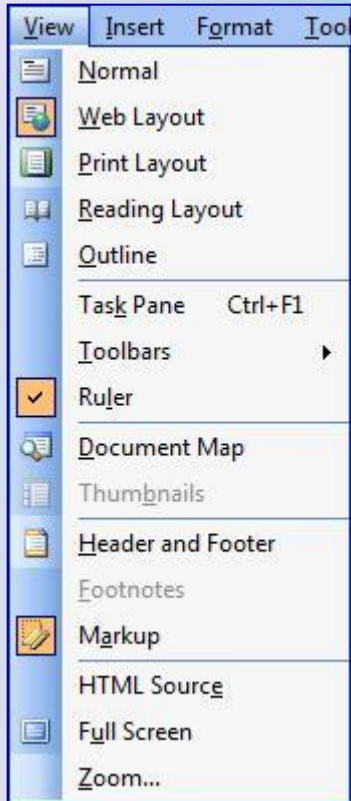


- ...
- **Toolbars ...**
- ...

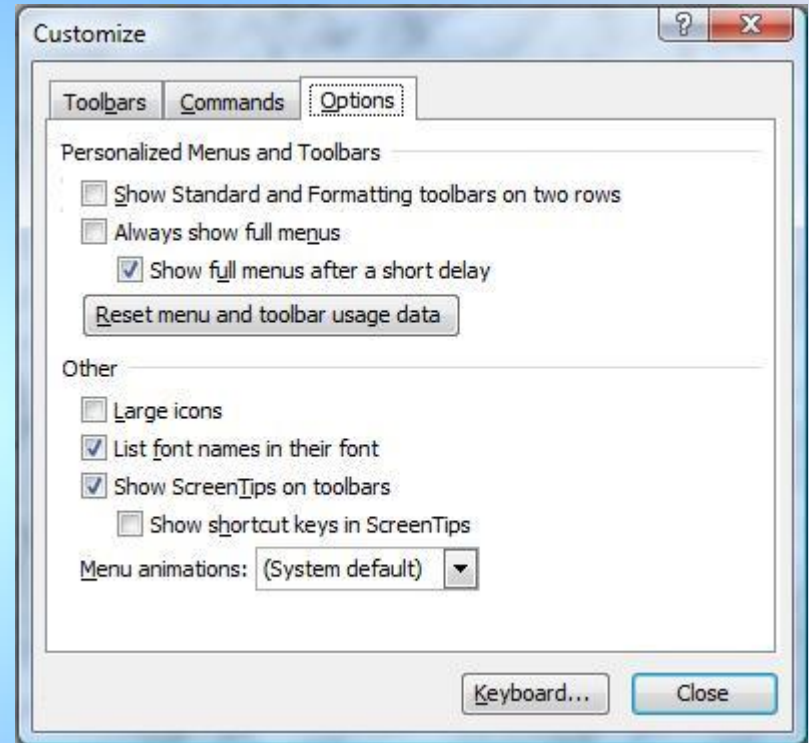
- **Zoom...**



3. View :



- ...
- **Toolbars ...**
- ...
- **Zoom...**



3. View :

- View
- Insert
- Format
- Tools
- Normal
- Web Layout
- Print Layout
- Reading Layout
- Outline
- Task Pane Ctrl+F1
- Toolbars
- Ruġer
- Document Map
- Thumbnails
- Header and Footer
- Footnotes
- Markup
- HTML Source
- Full Screen
- Zoom...

- ...
- ...
- **Header and Footer**
- Zoom...

Op_Calc.html - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

75% 16

Insert AutoText

1 1 2 3 4 5 6 7 8 9 10

Header
Header 21.23.22 24/10/2010

Operare pe calculator 2009/2010 Sem. II

*Curs ~ Sala Polivalenta, Luni 18-20
Saptamanile impare*

Cursuri	Teme Laborator	Data
Curs 1 - Windows, Multimedia	Word	27.09.2010
Curs 2 - Word - 1, 2	Word	11.10.2010
Curs 3 - Word - 3, 4	Word	25.10.2010
Curs 4 - Word - 5, 6	Word	8.11.2010
Curs 5 - Excel - 1, 2	Excel	22.11.2010
Curs 6 - Excel - 3, 4	Excel	6.12.2010
Curs 7 - M. Aoc	MSD	20.12.2010

Examen

Luni 18:00-20:00 - Sala Polivalenta (curs)

C	C1	C2	C3	C4	C5	C6	C7
D	27.09.2010	11.10.2010	25.10.2010	8.11.2010	22.11.2010	6.12.2010	20.12.2010

Modul de evaluare:

La sfarsitul semestrului activitatea se incheie cu o proba practica la unul din laborator (nota P). Subiectele vor consta din intrebari din materia predata si o tema (problema), similara cu cele tratate la curs si laborator. Activitatea de laborator se finalizeaza cu o nota a activitatii din timpul semestrului (nota L), luand in calcul documentatiile elaborate pentru lucrarile de laborator. Nota finala va fi media aritmetica a celor doua note mentionate mai sus:

Deci: nota finala = (P + L)/2

(Nota finala se va calcula astfel: Nota finala = 50%*Practic + 50%*Lab)

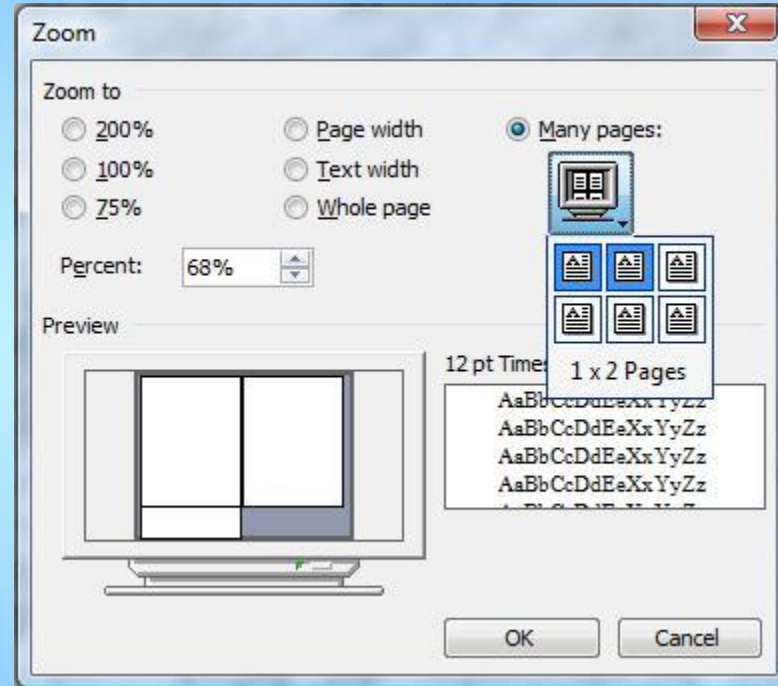
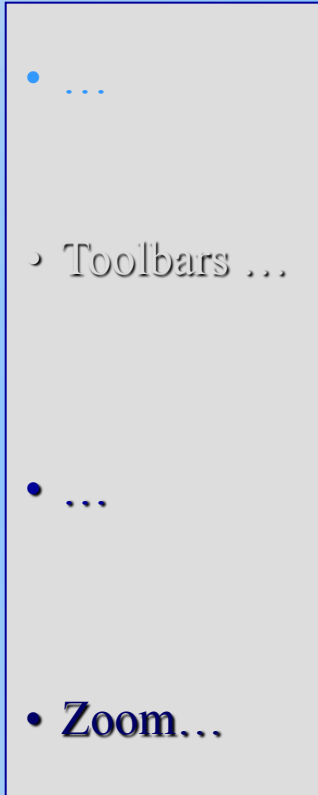
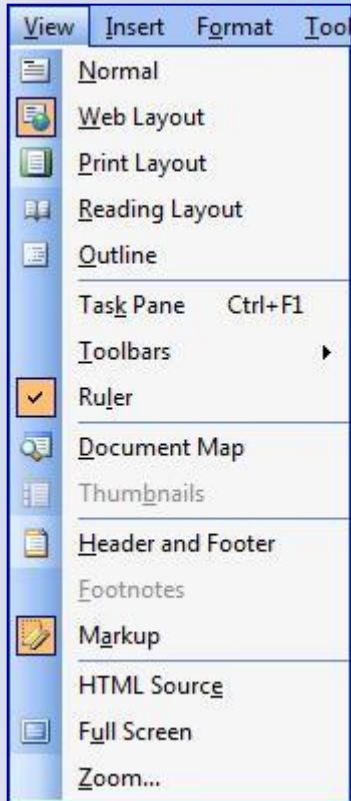
1.1. Informații generale despre curs, seminar, lucrare practică sau laborator

1.2. Informații despre titularul de curs, seminar, lucrare practică sau laborator

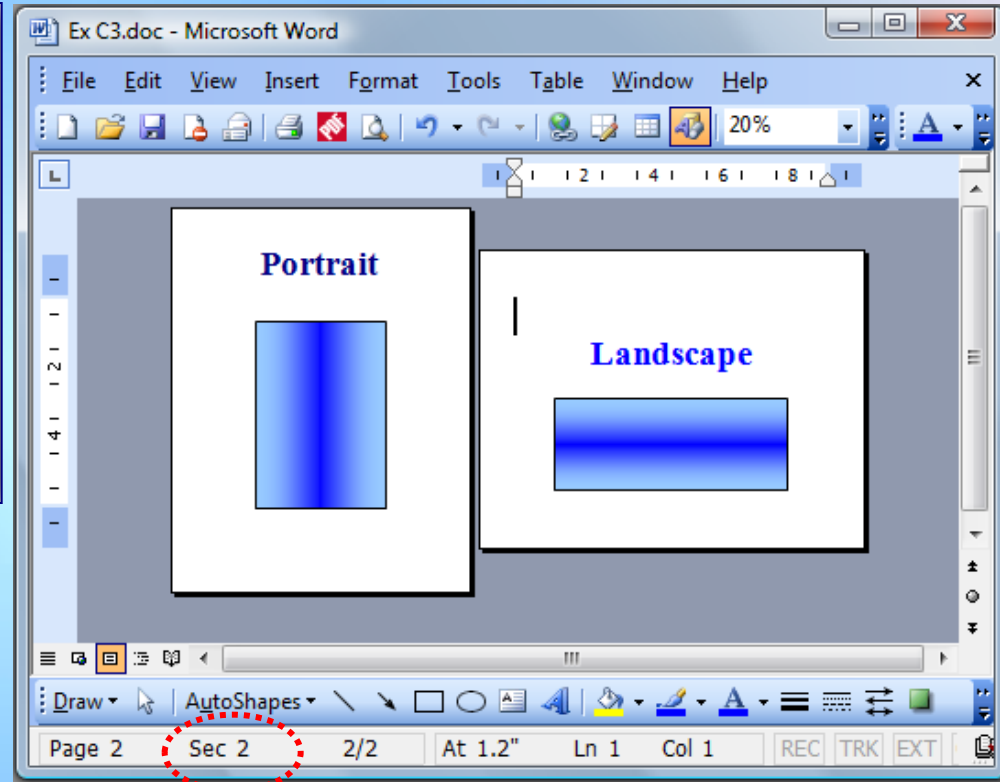
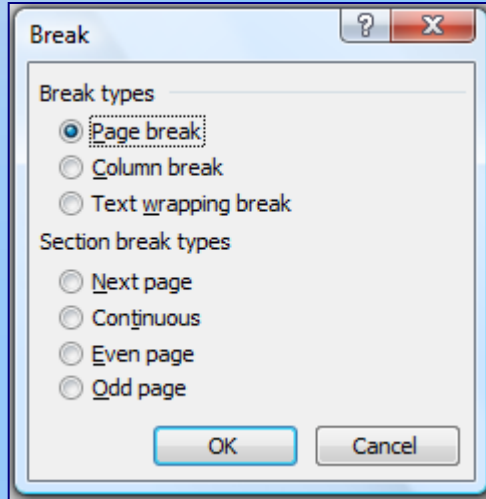
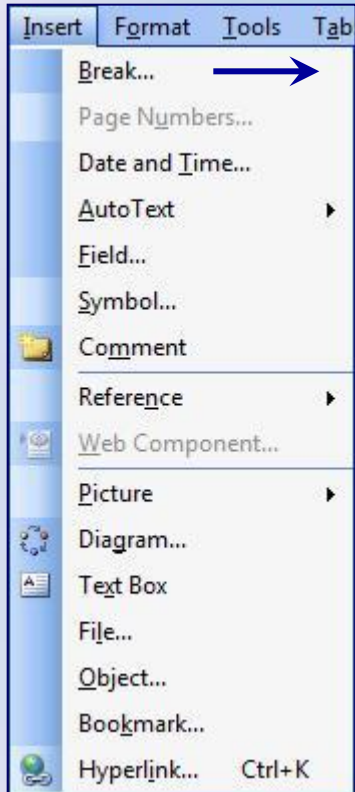
Footer
Footer 2

Page 1 Sec 1 1/2 At 0.5" Ln Col 29 REC TRK EXT OVR English (U.K.)

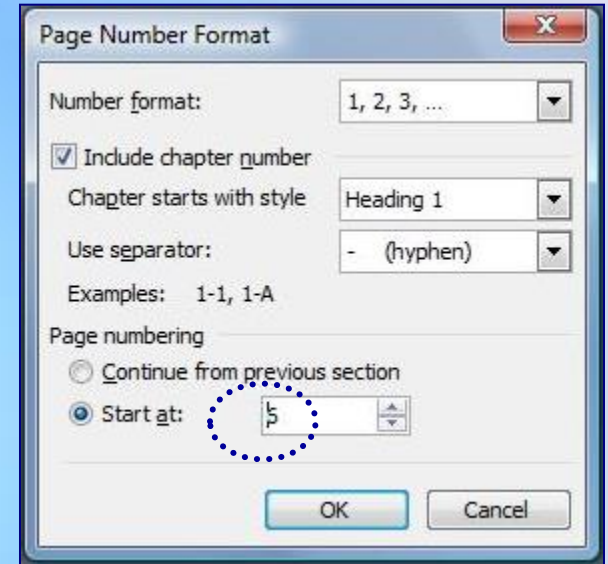
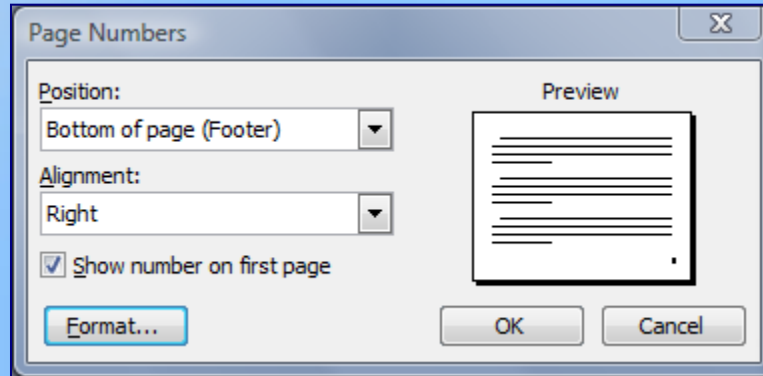
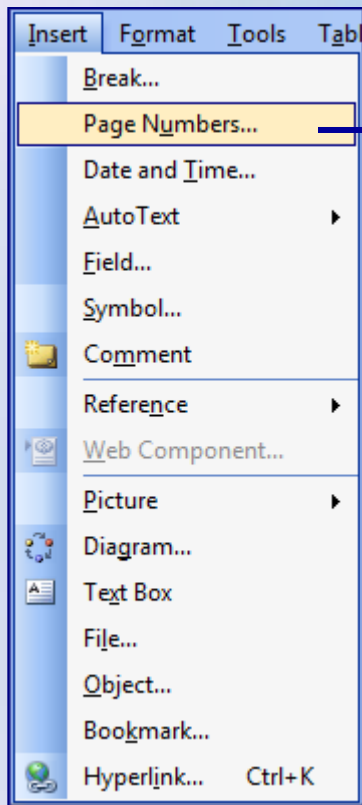
3. View :



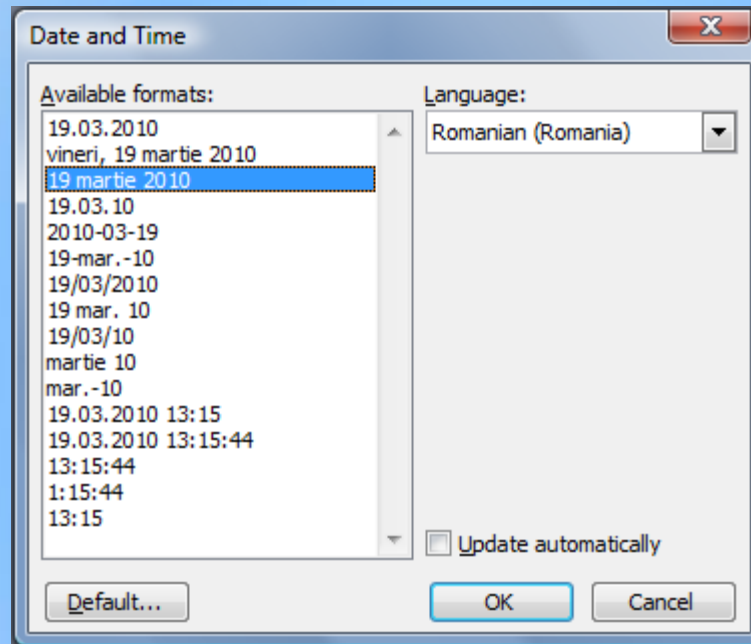
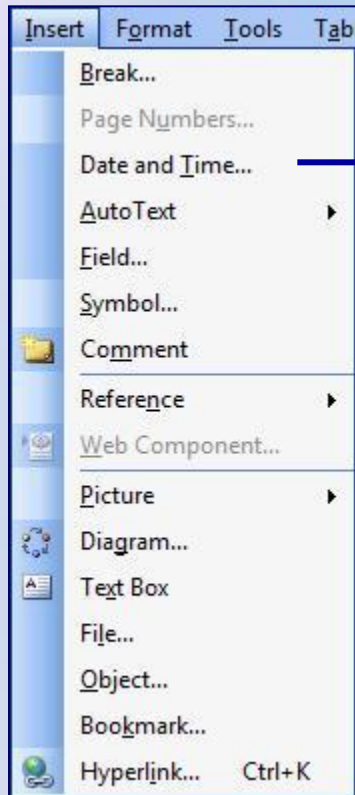
4. Insert → Break:



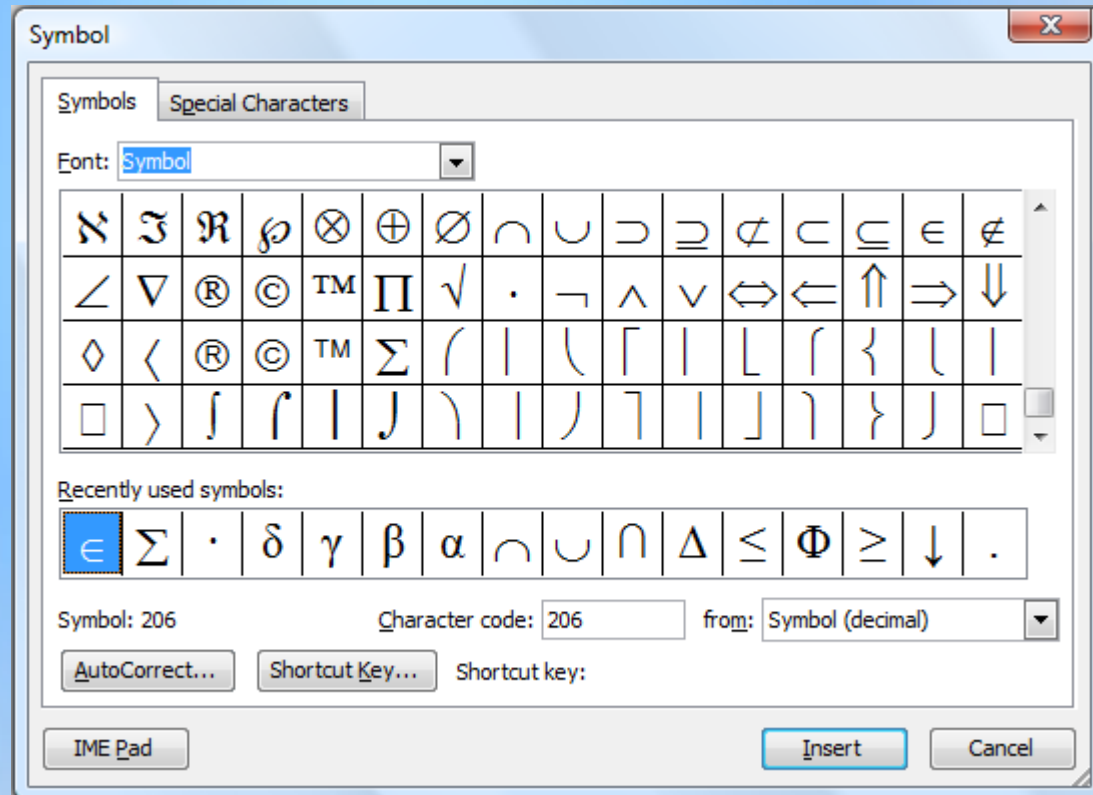
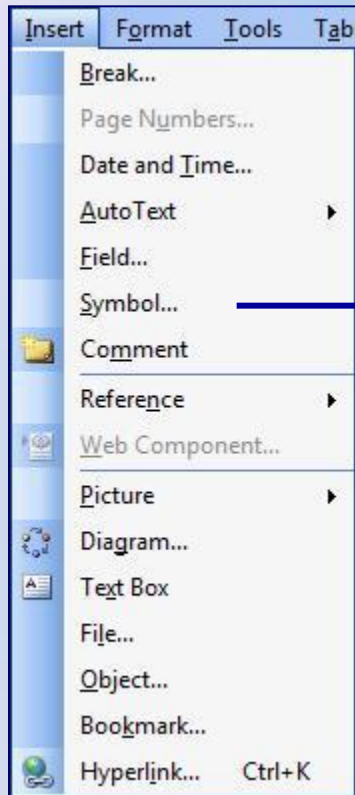
4. Insert → Page Numbers:



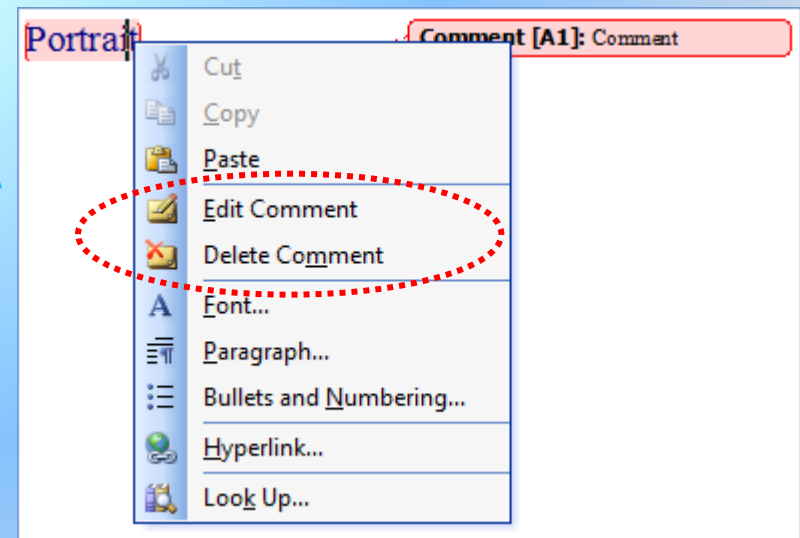
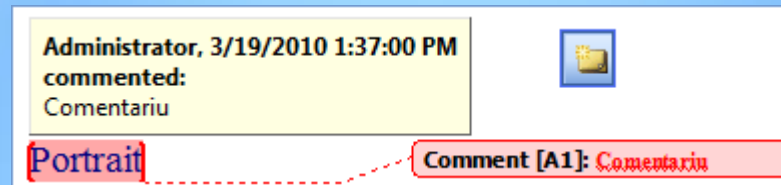
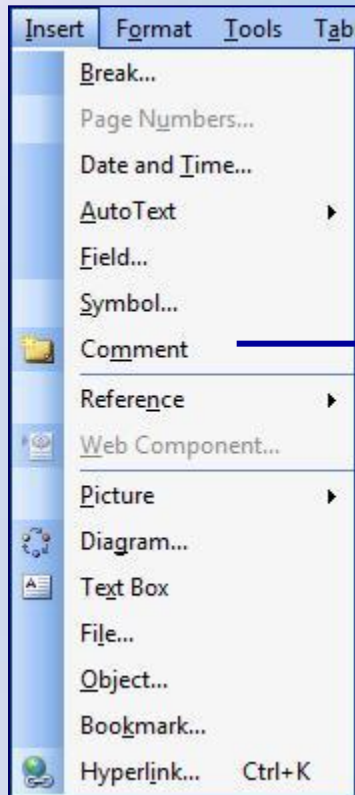
4. Insert → Date and Time:



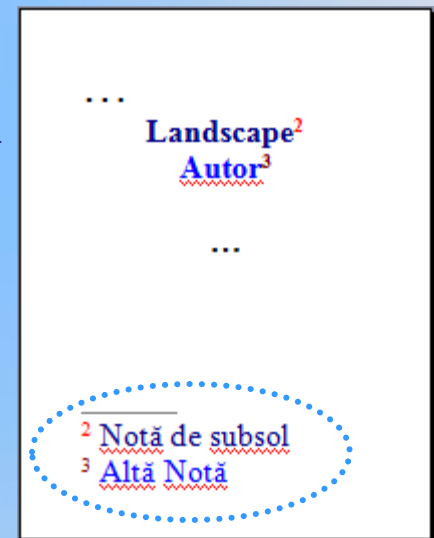
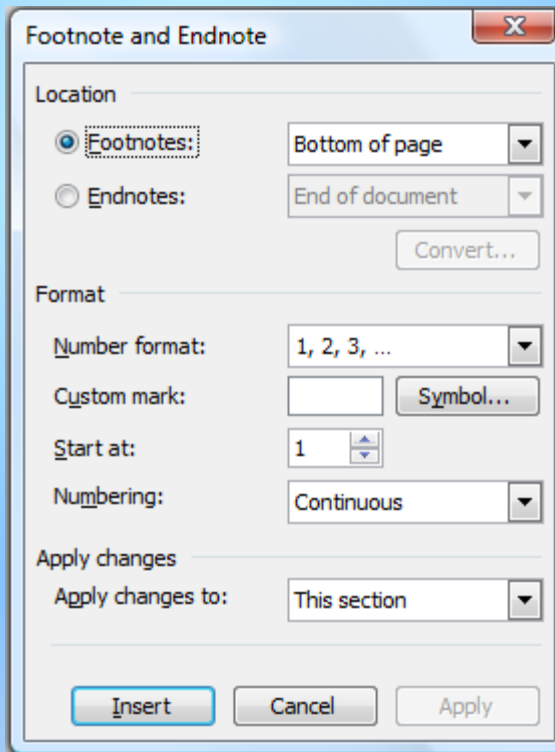
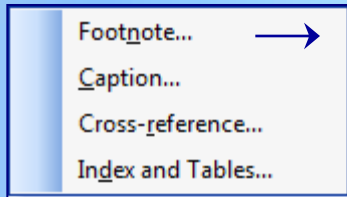
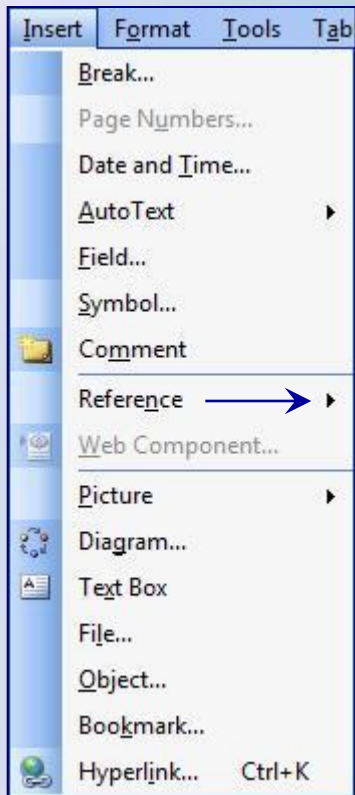
4. Insert → Symbol:



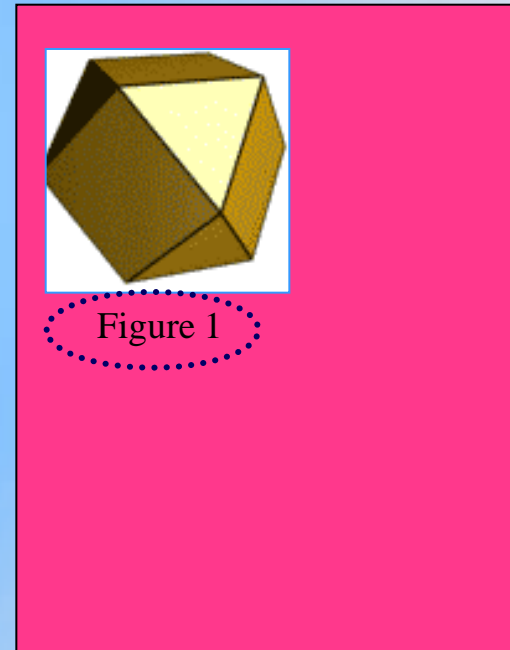
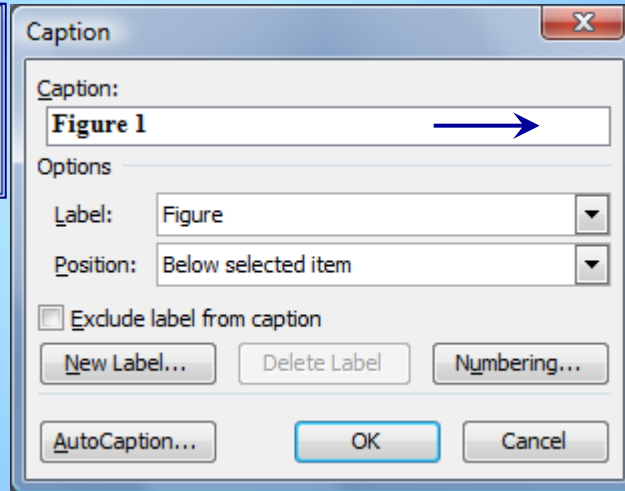
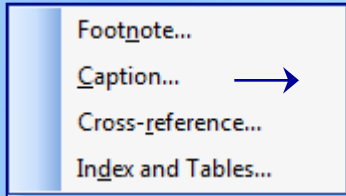
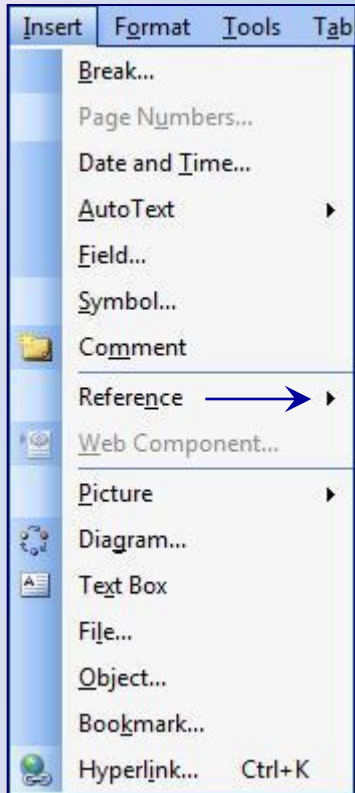
4. Insert → Comment:



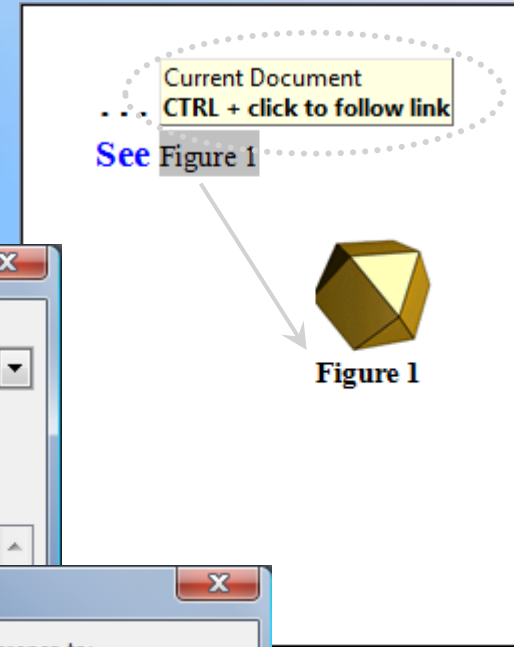
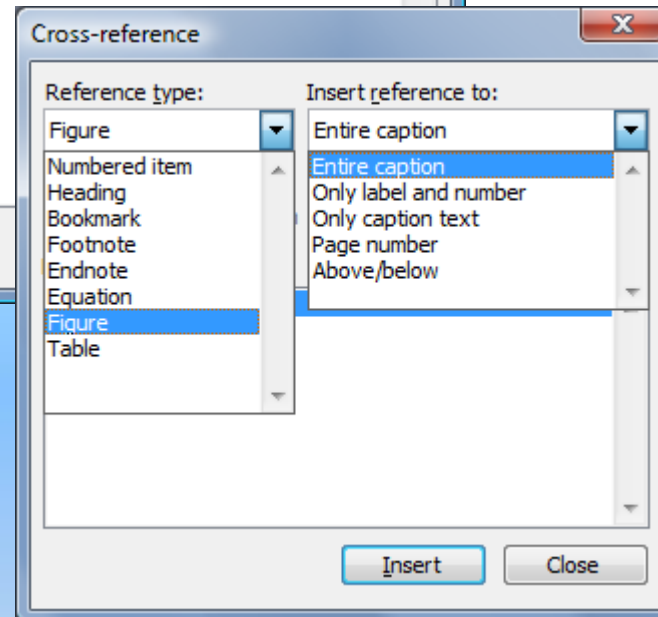
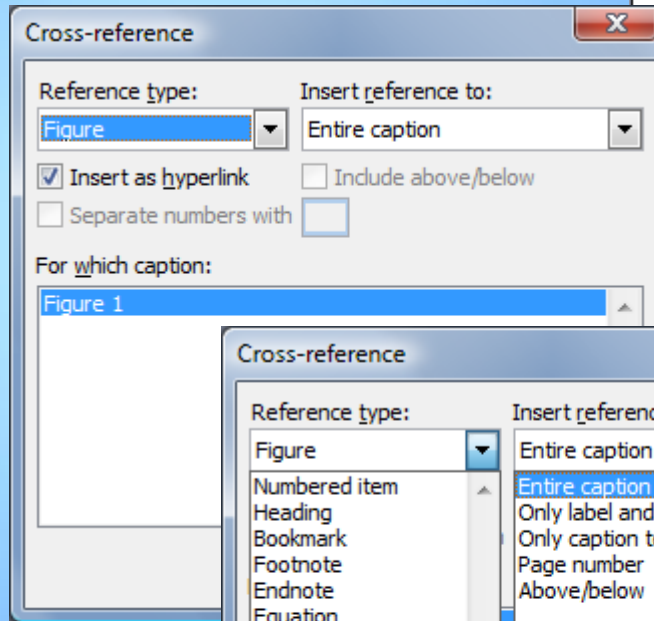
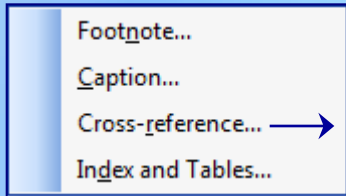
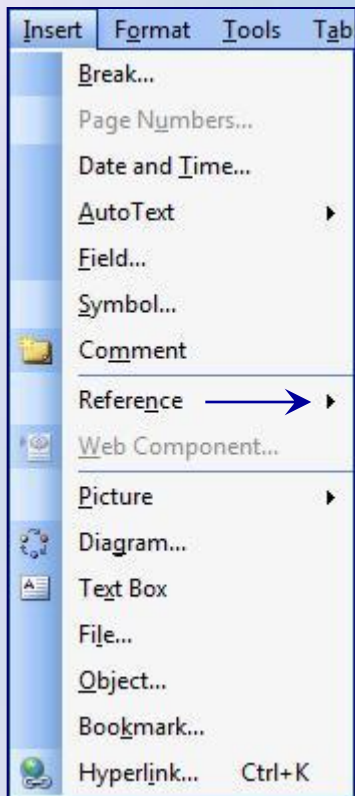
4. Insert → Reference → Footnote / Endnotes :



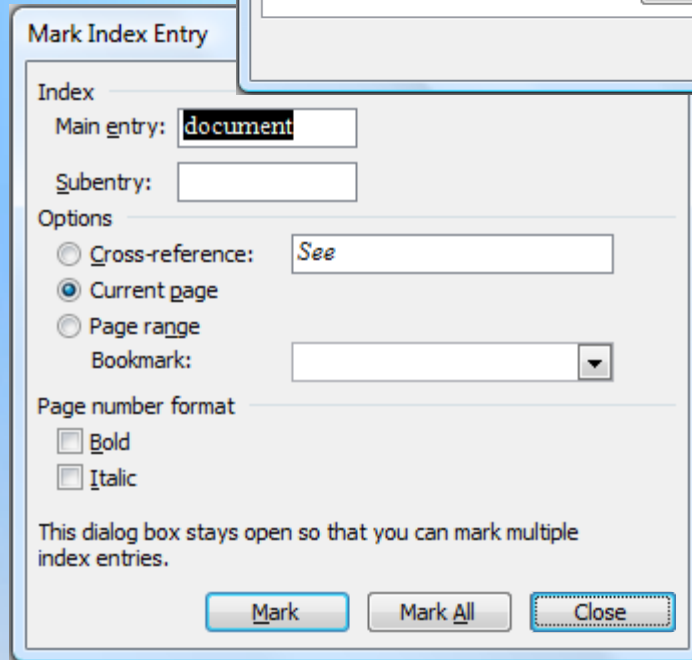
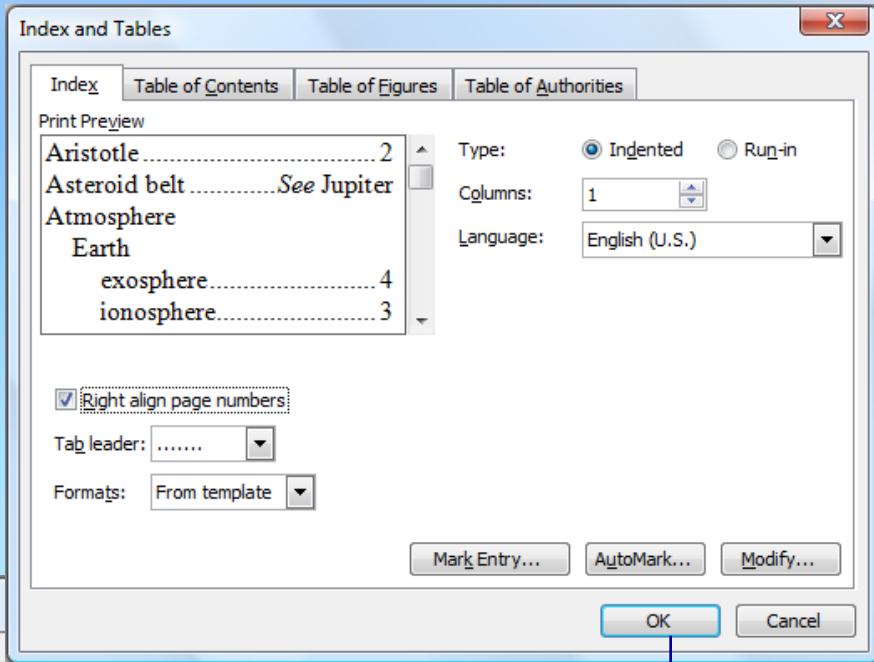
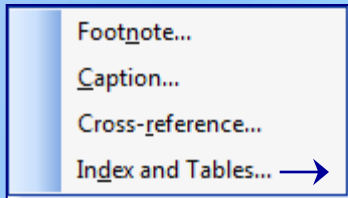
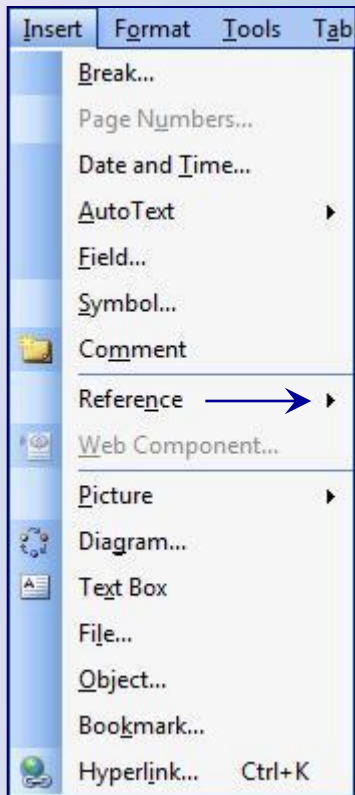
4. Insert → Reference → Footnote :



4. Insert → Reference → Cross-reference :

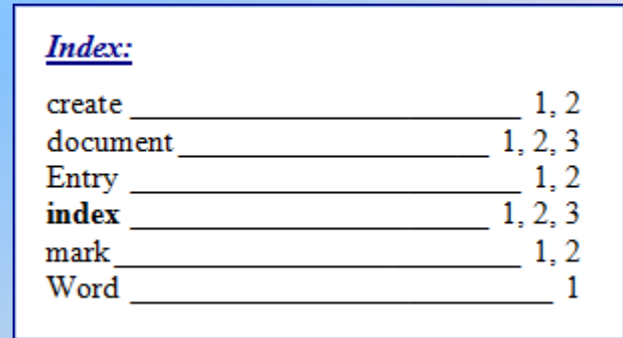


4. Insert → Reference → Index and Tables ... *Index* :

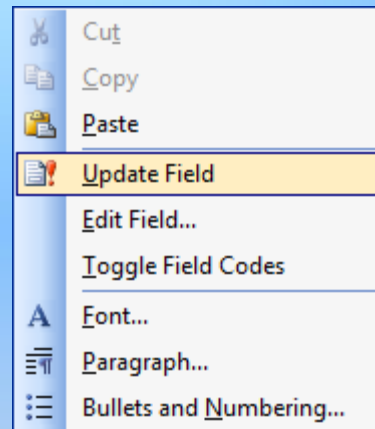
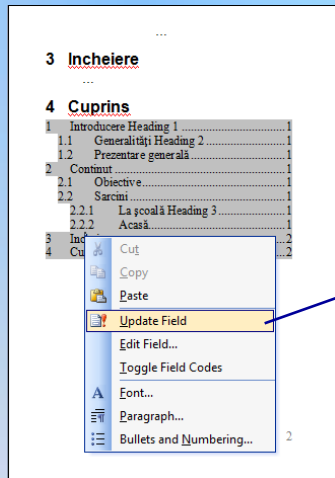
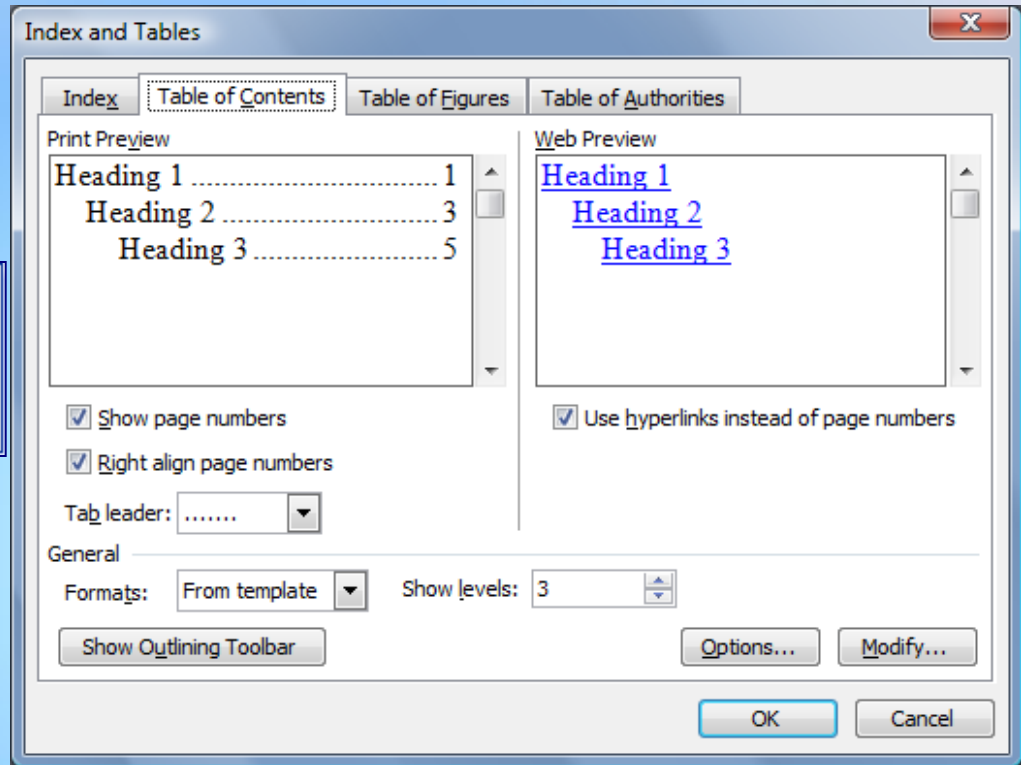
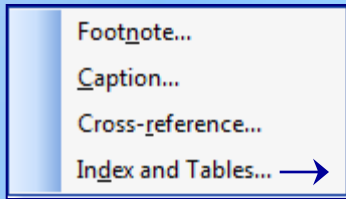
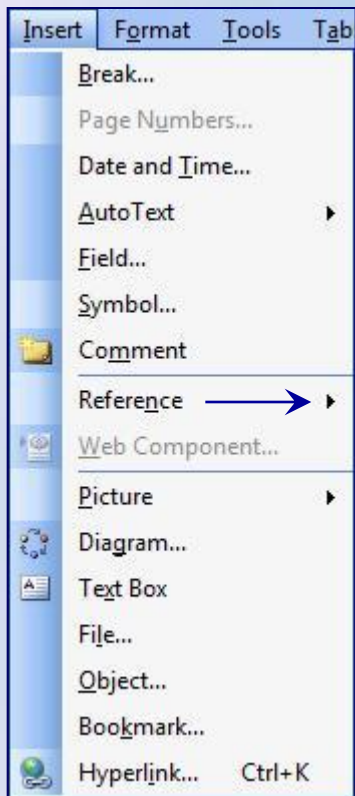


Alt+Shift+X

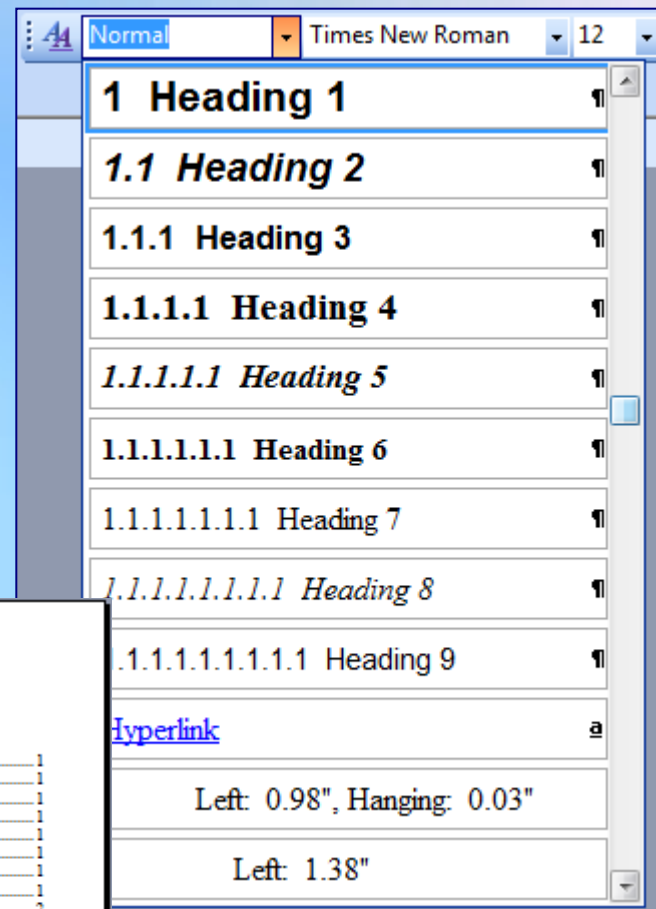
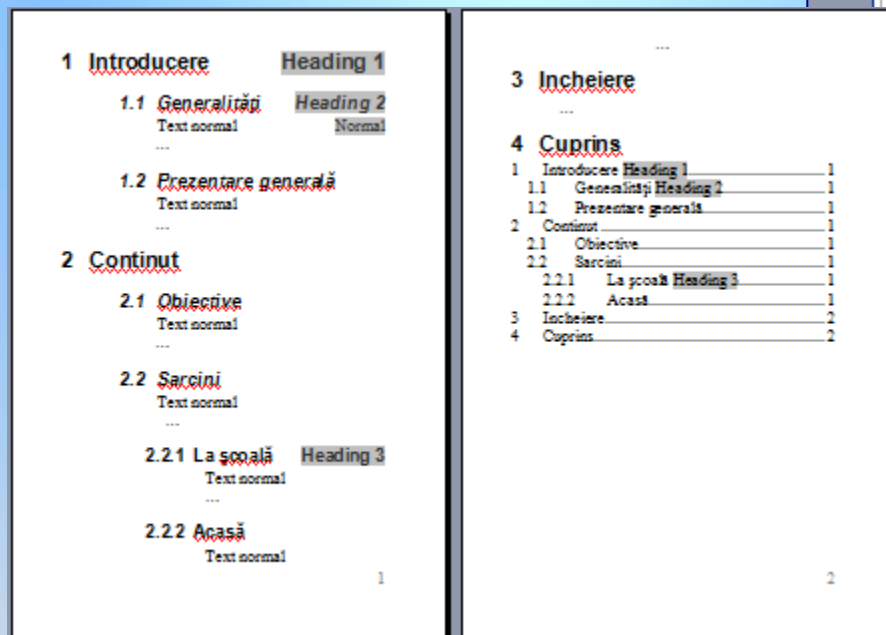
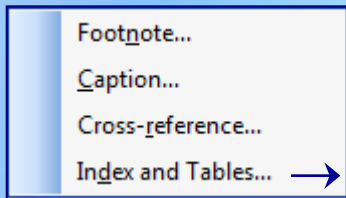
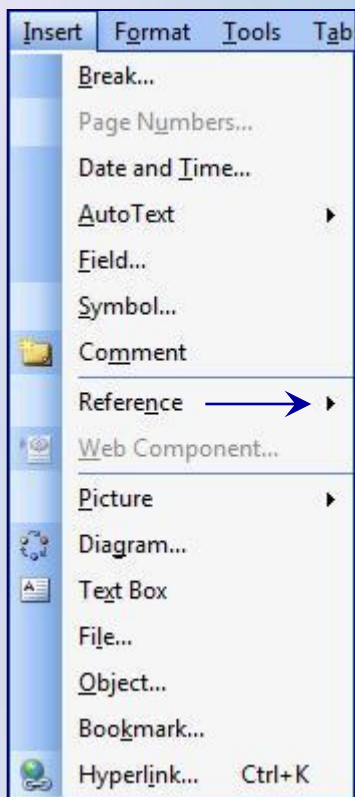
One way to create an index is after you write and mark index entries as you write your document. This prevents you from your primary task: writing. As you write a word or phrase while marking index entries elsewhere in your document, click the Mark Index Entry dialog box. By clicking the Mark Index Entry dialog entry not only for the selected text, but also for the rest of the selected text within the document. After creating an index entry, Word activates the Show A



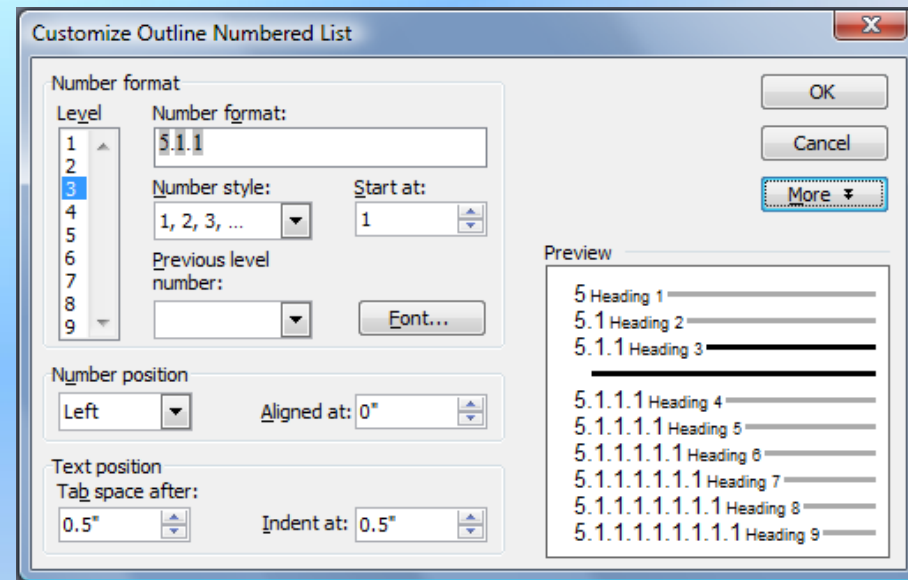
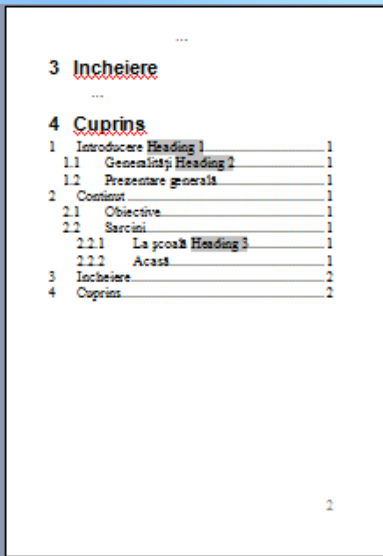
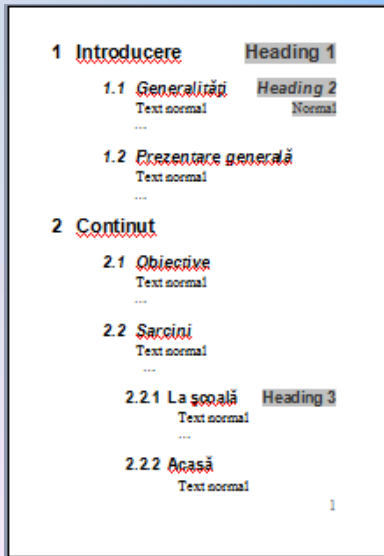
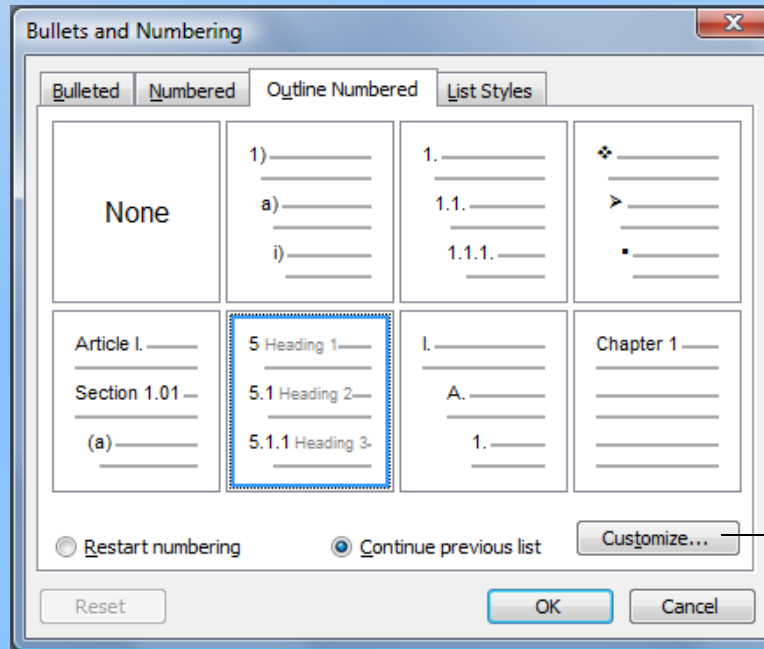
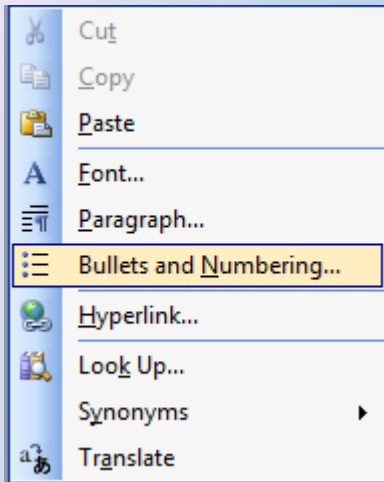
4. Insert → Reference → Index and Tables ... *Cuprins*:



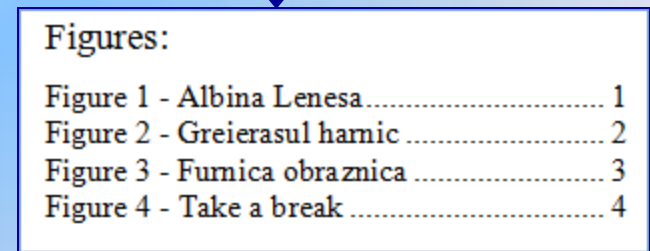
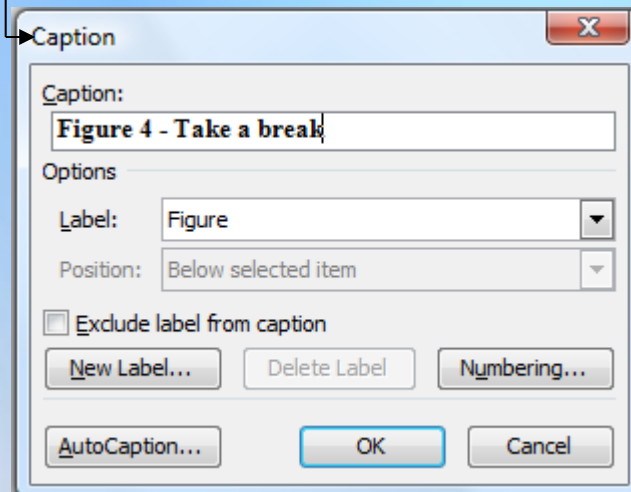
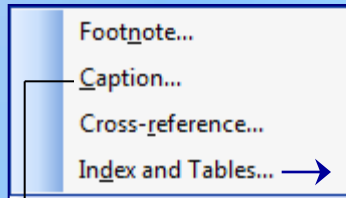
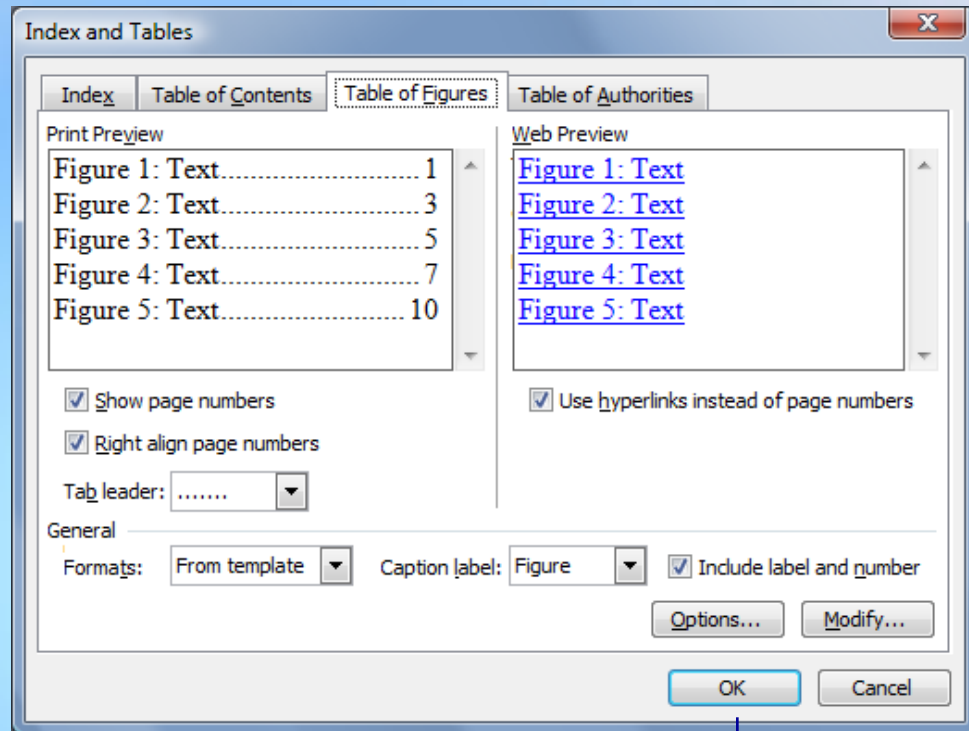
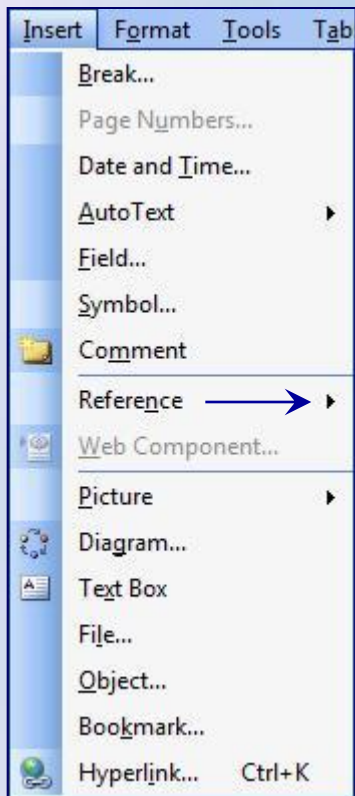
4. Insert → Reference → Index and Tables:



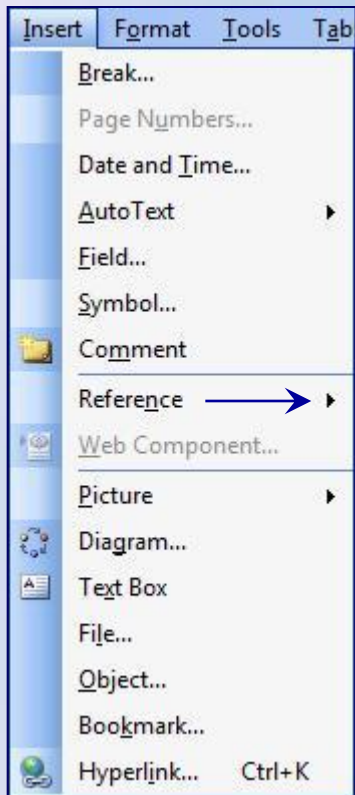
4. Insert → Reference → Bullets and Numbering:



4. Insert → Reference → Index and Tables ... *Tabel of Figures* :



4. Insert → Reference → Index and Tables ... Important :



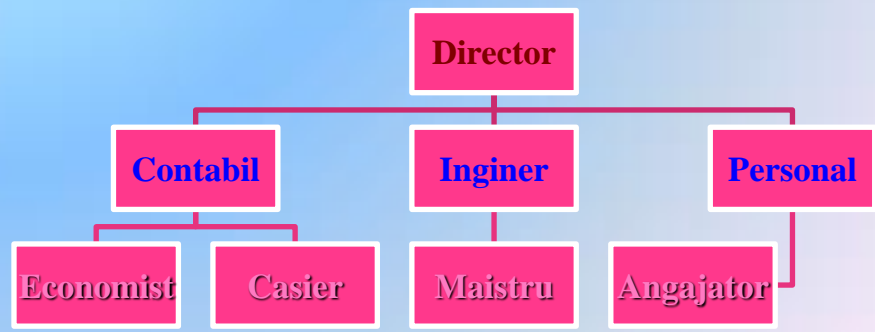
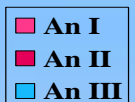
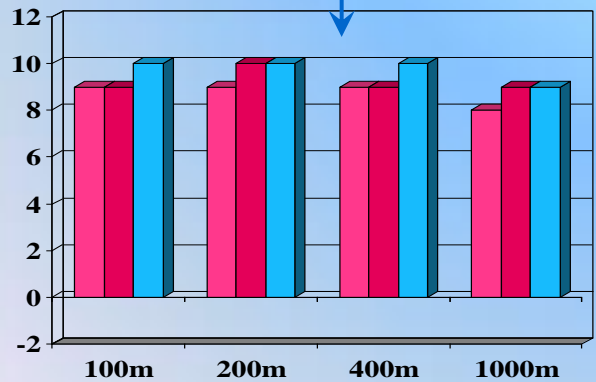
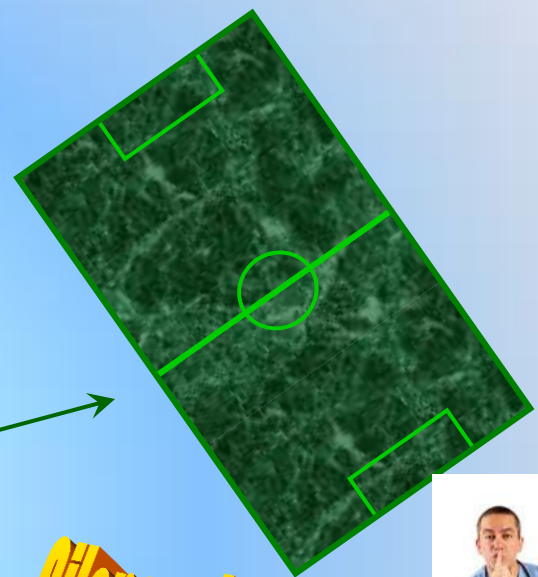
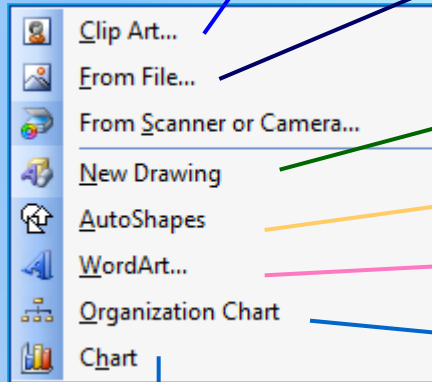
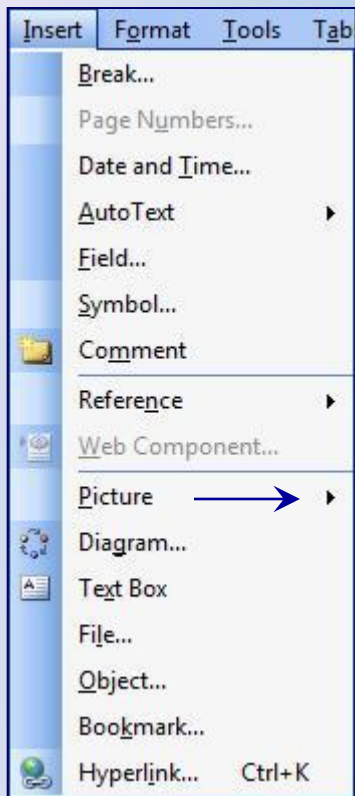
Corect → Avantaje:

❖ Index, Cuprins, Lista-figuri

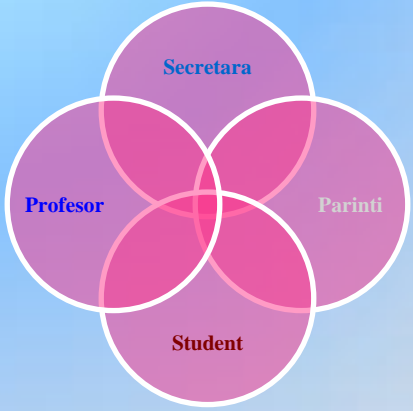
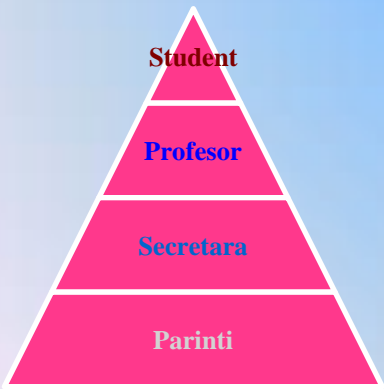
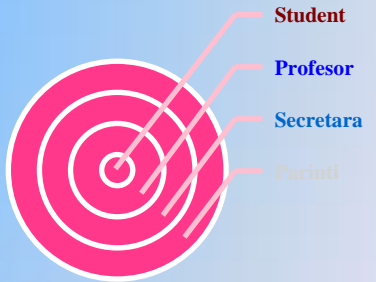
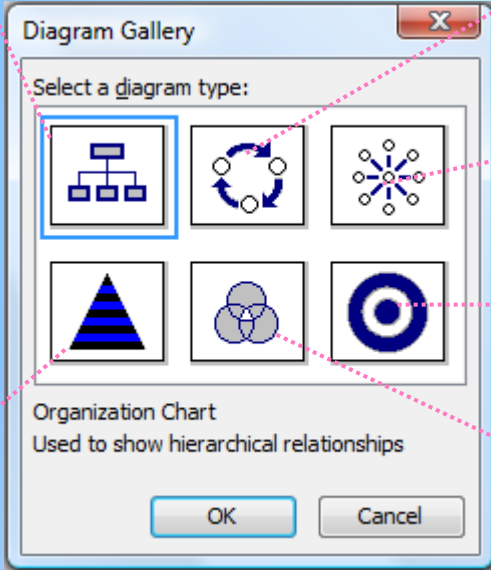
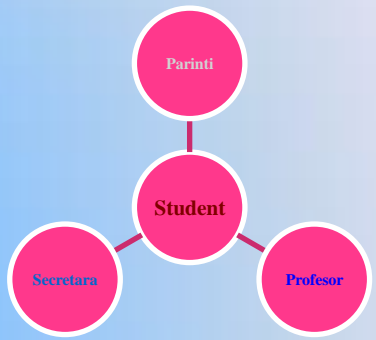
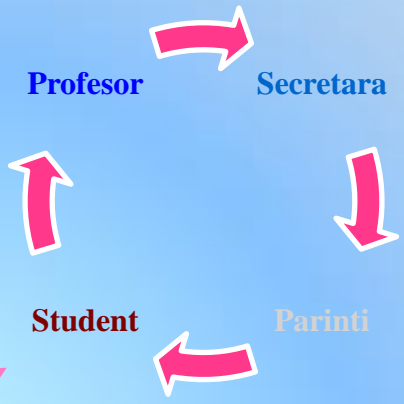
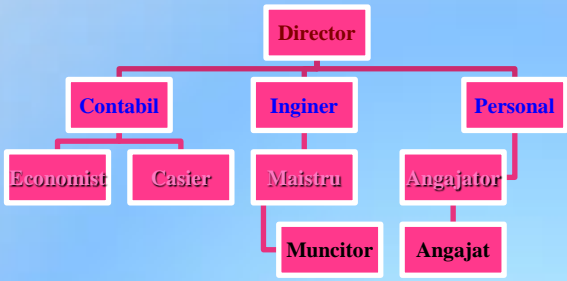
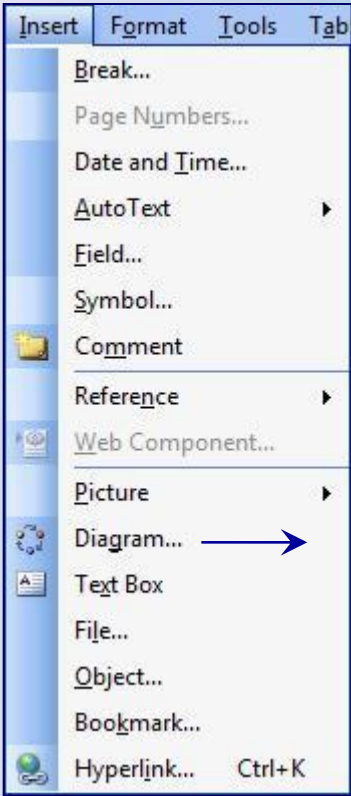
- ❖ Se fac automat (numaratoare, link)!
- ❖ Se actualizeaza automat (Update Field)!
- ❖ Se modifica automat numerotarea, link la adaugari si stergeri de pagini, figuri, ...!



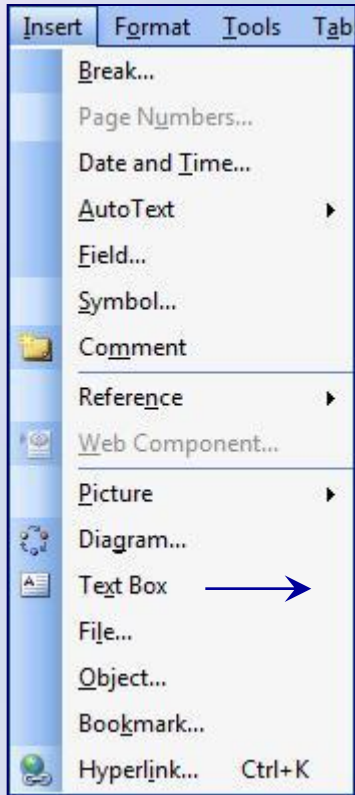
4. Insert → Picture... :



4. Insert → Diagram :



4. Insert → Text Box:



Ctrl/C & Ctrl/V
Copy & Paste

*Text
Box*

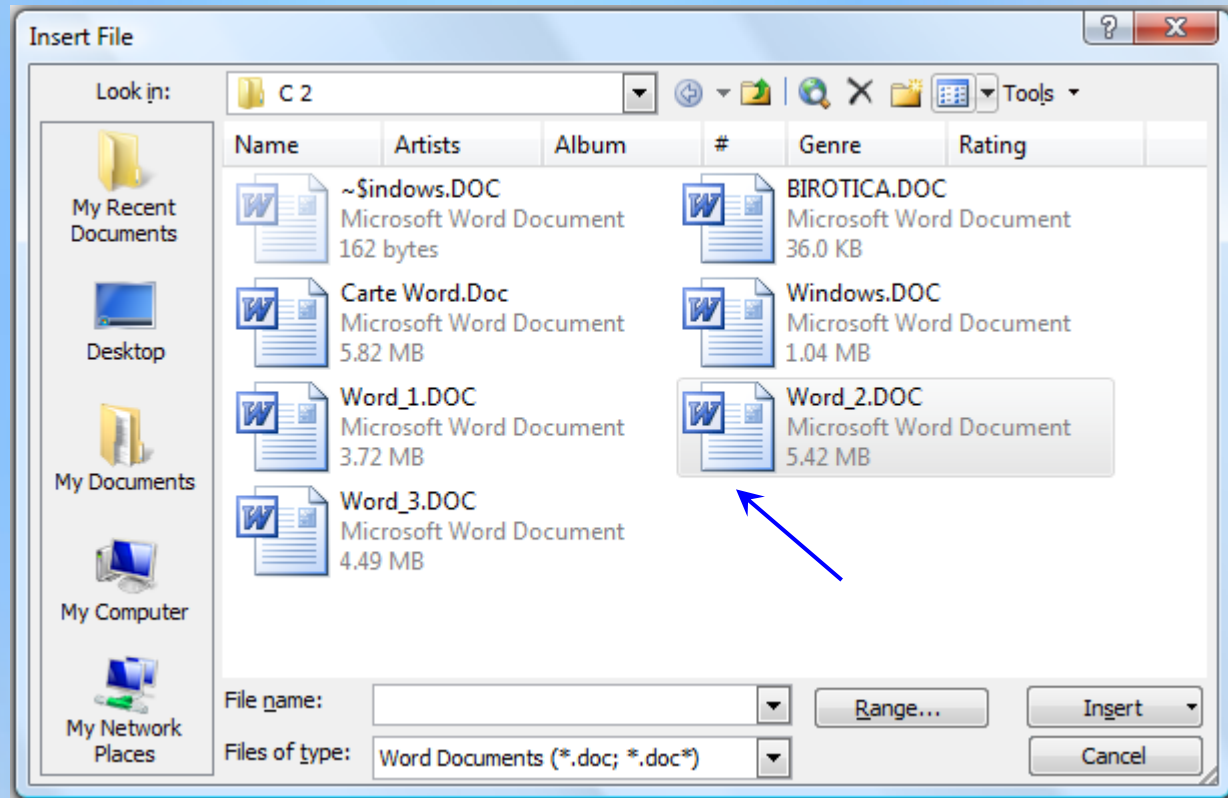
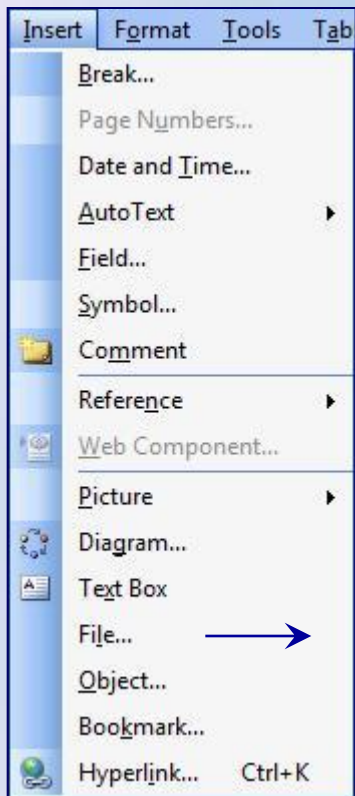
Figures:

Figure 1 -	Albina Lenesa	1
Figure 2 -	Greierasul hamic	2
Figure 3 -	Fumica obraznica	3
Figure 4 -	Take a break	4

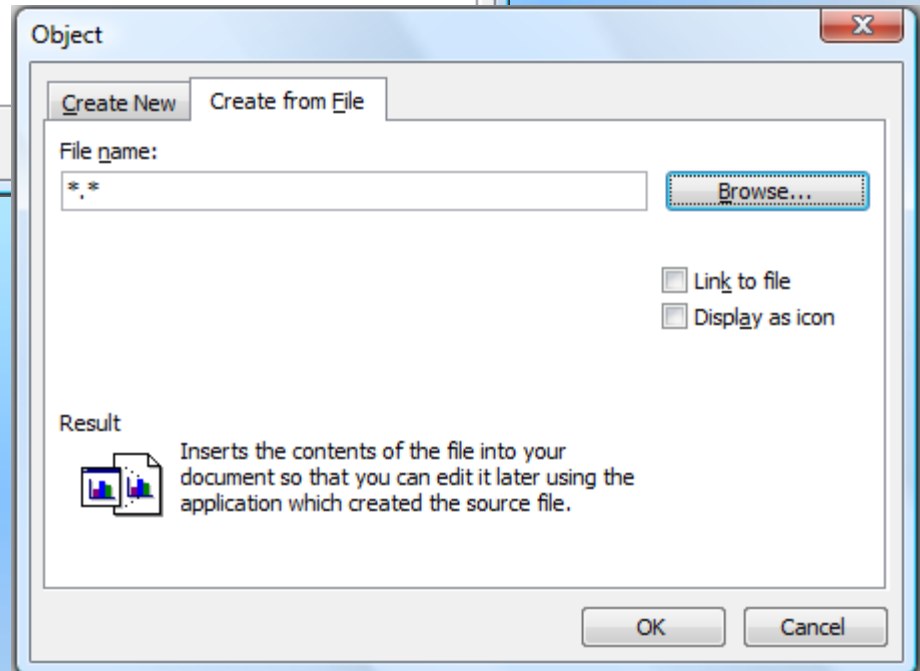
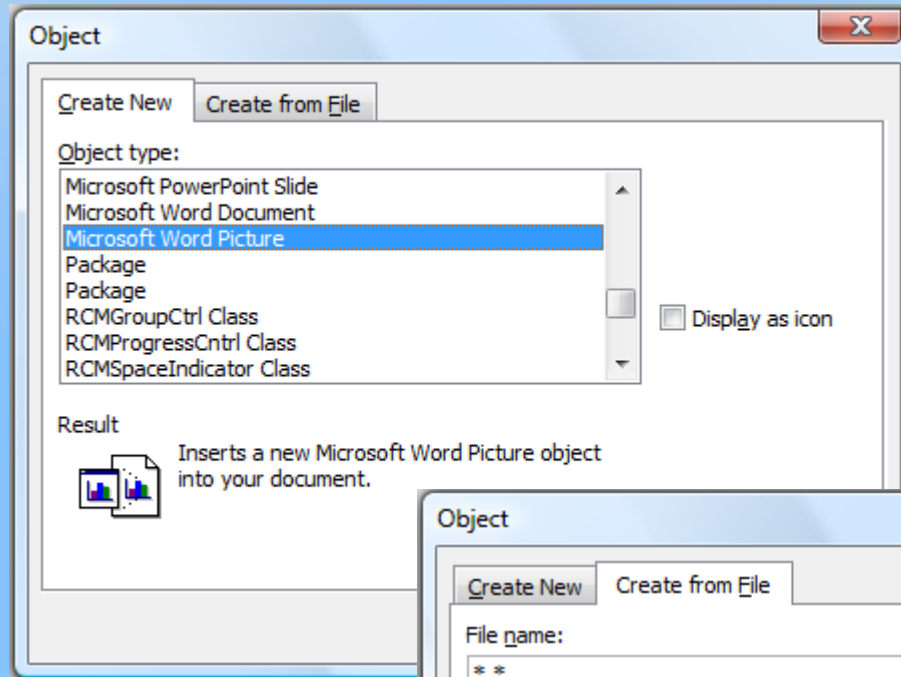
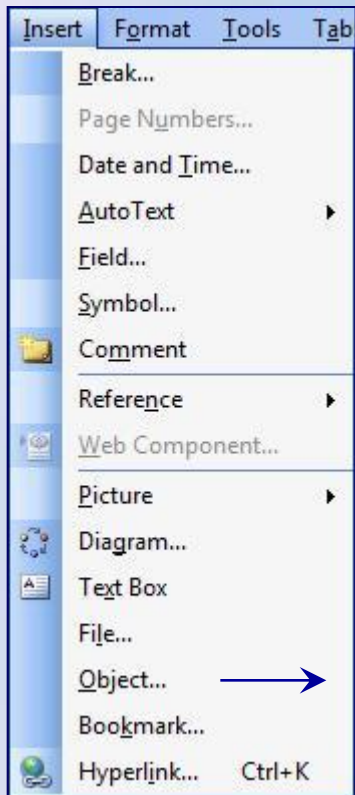
**Ctrl+
Alt+
Shift**



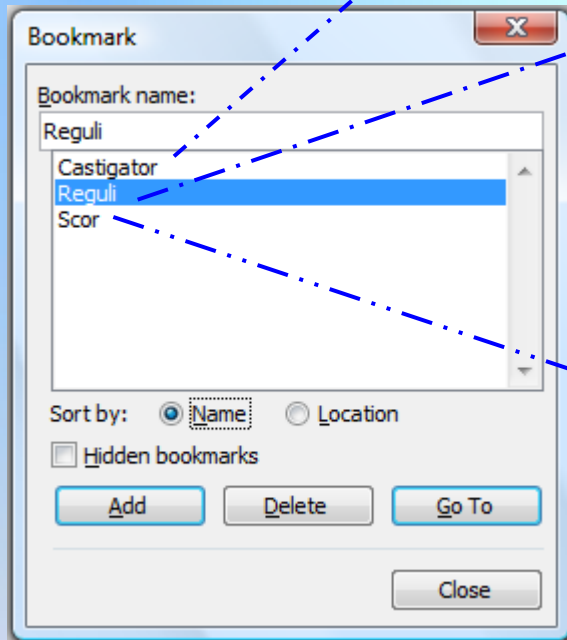
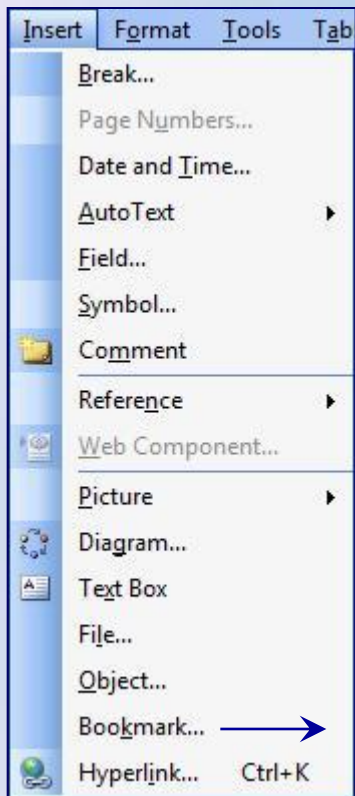
4. Insert → File ...:



4. Insert → Object ...:



4. Insert → Bookmark (Semn de Carte):



1 Creating an Index of a Word 2007 Document
 If you want to create an index for your Word 2007 document, the first task is to mark the words or phrases you want to include in the index. The most common way to do that is to insert an index marker in the document at each occurrence of each item you want to appear in the index.

1.1 Marking index entries
 To mark index entries manually, follow these steps as long as you can stay awake:

1. Open the document you want to index.
2. Select the word or phrase you want in the index by using the mouse or the keyboard.
3. Press the keyboard shortcut **Alt+Shift+X**. **Alt+Shift+X** is one of Word's more memorable keyboard shortcuts, to be sure. It opens the Mark Index Entry dialog box.

Figure 1 - Albina Lenesa

4. Double-check the content in the Main Entry field. If it's correct, click the Mark button. If not, correct it and then click Mark. The text doesn't have to appear in the index exactly as it appears in the document. You may highlight an abbreviation to include in the index, for example, but then edit the Main Entry field so that the full spelling of the word, rather than the abbreviation, appears in the index.
5. To index an entry under a different word, type the alternative entry in the Main Entry field and click the Mark button again. For example, you might want to create an entry for "milk, mango" in addition to "mango fruit."
6. Mark any additional index entries by highlighting them in the document and clicking the Mark button.

The Mark Index Entry dialog box works somewhat like the Spelling dialog box in the way that it stays on-screen so that you can efficiently mark additional index entries. So, while the Mark Index Entry dialog box remains

visible, you can select the text for another index entry and then click Mark to mark it. You can keep indexing for as long as you have the energy.

7. After you mark all of the index entries you want, click the Close button.

The index entries are marked with special codes formatted as hidden text so that you can't normally see them and they don't print. They are there, however, waiting to be counted when you create the index.

Here are some timely tips for preparing your index entries:

- The most efficient way to create an index is after you write and edit your document. Creating index entries as you write your document just slows you down and distracts you from your primary task: writing.
- If you come across a word or phrase while marking index entries that you know occurs elsewhere in your document, click the Mark All button in the Mark Index Entry dialog box. By clicking the Mark All button, you create an index entry not only for the selected text, but also for any other occurrence of the selected text within the document.
- Each time you mark an index entry, Word activates the Show All Formatting Marks option, which reveals not only the hidden text used to mark index entries, but also other characters normally hidden from view, such as *field codes*, tab characters, optional hyphens, and so on. This behavior is normal, so don't be surprised when it happens.
- Index entries look something like this: {XE "mango fruit"}, formatted as hidden text. You can edit the index entry text (the part between quotation marks) if you want to change an index entry after you create it.

Figure 2 - Greiseratul harnic

1.2 Creating the index
 After you mark the index entries, the process of generating the index is relatively easy:

1. Move the insertion point to the place where you want the index to appear. The index generally begins on a new page near the end of the document.

2. Open the References tab on the **Ribbon** and then click the Insert Index button found in the Index group. The Index dialog box appears.
3. Select the index **style** that you want from the **Format** drop-down list.
4. Play with the other controls in the Index tab to fine-tune the index.
 - **Type:** Lets you place index subentries on separate indented lines (indented) or run together (Run-in).
 - **Columns:** Sets the number of columns you want in the index. Two is the norm.
 - **Language:** If you have multiple language options installed in Word, you can select the language to use here.
 - **Right Align Page Numbers:** Select this check box if you want the page numbers placed at the right edge of the index.
 - **Tab Leader:** Changes or removes the dotted line that connects each index entry to its page number. You can remove the dotted line only when you select the Right Align Page Numbers option.
 - **Format:** Lets you choose one of several preset formats for the index. Or, you can specify **From Template** to use styles in the document's template to determine the formatting for the index.

Figure 3 - Furmica obraznica

5. Click OK. The index is inserted into the document.

Index:

create	1, 2
document	1, 2, 3
Entry	1, 2
index	1, 2, 3
mark	1, 2

Word _____ 1

Figure 4 - Take a break

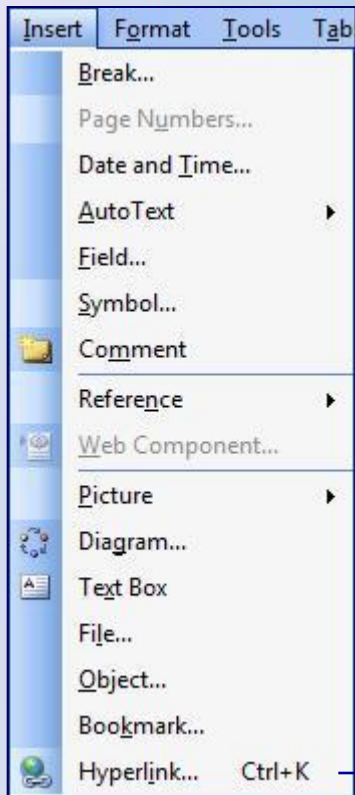
Figure 2 - Greiseratul harnic

Figures:

Figure 1 - Albina Lenesa	Albina Lenesa	1
Figure 2 - Greiseratul harnic	Greiseratul harnic	2
Figure 3 - Furmica obraznica	Furmica obraznica	3
Figure 4 - Take a break	Take a break	4

1

4. Insert → Hyperlink :



<http://www.cs.ubbcluj.ro/~per>
CTRL + click to follow link

In pagina Web a cursului sunt amănunte.

In **pagina** Web a cursului sunt amănunte.

Insert Hyperlink

Link to: Text to display: pagina

Look in: Imagini

Current Folder

- ~\$Ex C3.doc
- Bullets and Numbering_ON Cust.jpg
- Bullets and Numbering_ON.jpg
- Bullets and Numbering_Update field.jpg
- Bullets and Numbering.jpg.jpg
- Caption.jpg
- Clos.jpg
- Date and Time.jpg
- Ex C3.doc
- Index Figures.jpg

Address: <http://www.cs.ubbcluj.ro/~per>

ScreenTip... Bookmark... Target Frame... OK Cancel

Office Word 2007



Microsoft Office Word 2007



File

The image shows a screenshot of the Microsoft Word 2010 interface. The 'File' menu is open, displaying various options for saving and exporting the document. The ribbon is visible in the background, showing the 'Home' tab and its sub-panels: Clipboard, Font, Paragraph, Styles, and Editing. The document content area contains a list of ribbon tabs.

File Menu Options:

- New
- Open
- Save
- Save As
- Print
- Prepare
- Send
- Publish
- Close

Save a copy of the document options:

- Word Document**: Save the file as a Word Document.
- Word Template**: Save the document as a template that can be used to format future documents.
- Word 97-2003 Document**: Save a copy of the document that is fully compatible with Word 97-2003.
- OpenDocument Text**: Save the document in the Open Document Format.
- PDF or XPS**: Publish a copy of the document as a PDF or XPS file.
- Other Formats**: Open the Save As dialog box to select from all possible file types.

Ribbon Tabs:

- 1) Home ...
 - a) Clipboard
 - b) Font
 - c) Paragraph
 - d) Styles
 - e) Editing
- 2) Insert
- 3) Page Layout
- 4) References
- 5) Mailing
- 6) Review
- 7) View

Page: 1 of 1 | Words: 26 | English (U.S.) | 100%

1. Home

C2 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Paste

Font Bookman Old Style 14 **B** *I* U abc x₂ x² Aa ab A

Paragraph

Styles AaBbCcDc AaBbCcDc AaBbCcDc **Normal** No Spaci... Heading 1 Change Styles

Editing Find Replace Select

1) Home ...

- a) Clipboard
- b) Font
- c) Paragraph
- d) Styles
- e) Editing

2) Insert

3) Page Layout

4) References

5) Mailing

6) Review

7) View

Page: 1 of 1 Words: 26 English (U.S.) 100%

1. Home - Font

The screenshot shows the Microsoft Word 2010 interface. The title bar reads "C2 - Microsoft Word". The ribbon is set to "Home", and the "Font" group is active. A red arrow points to the "Font" icon in the Paragraph group. A tooltip titled "Font (Ctrl+D)" is displayed, containing the text "Show the Font dialog box." and a small image of the Font dialog box. The document content includes a list:

- 1) Home
 - a) Clipboard
 - b) Font
 - c) Paragraph
 - d) Styles
 - e) Editing
- 2) Insert
 - a) Pages

The status bar at the bottom shows "Page: 1 of 3", "Words: 108", and "English (U.S.)". The zoom level is 100%.

1. Home – Font ...

The screenshot shows the Microsoft Word interface with the Home ribbon selected. The ribbon groups are: Clipboard, Font, Paragraph, Styles, and Editing. A context menu is open over the Paragraph group, showing a smaller version of the ribbon groups: Clipboard, Font, Paragraph, Styles, and Editing. A red arrow points to the Paragraph group in the context menu, and a blue arrow points to the Paragraph group in the main ribbon. The document content includes a list of items under '1) Home ...' and '2) Insert'.

1) Home ...

- a) Clipboard
- b) Font
- c) Paragraph
- d) Styles
- e) Editing

2) Insert

- a) Pages

Page: 1 of 3 Words: 2/108 English (U.S.) 100%

2. Insert



The screenshot shows the Microsoft Word 2010 interface. The ribbon is set to the 'Insert' tab. A red arrow points to the 'Insert' tab label. The 'Page Number' button in the 'Header & Footer' group is highlighted, and its context menu is open. The context menu contains the text 'Insert page numbers into the document.' and a link 'Press F1 for more help.'.

2) Insert

- a) Pages
- b) Tables
- c) Illustrations
- d) Links
- e) Header & Footer
- f) Text
- g) Symbols

3) Page Layout

4) References

5) Mailing

6) Review

Page: 1 of 1 Words: 42 English (U.S.) 100%

3. Page Layout

C2 - Microsoft Word

Home Insert **Page Layout** References Mailings Review View

Themes Margins Page Setup Page Background Paragraph Arrange

Orientation Breaks Watermark Indent Spacing

Size Line Numbers Page Color 0.5" 12 pt

Columns Hyphenation Page Borders 0" 10 pt

Bring to Front Align

Send to Back Group

Text Wrapping Rotate

Themes

Current: Office Theme

Change the overall design of the entire document, including colors, fonts, and effects.

Press F1 for more help.

3) Page Layout

- a) Themes
- b) Page Setup
- c) Page Background
- d) Paragraph
- e) Arrange

Page: 1 of 2 Words: 73 English (U.S.) 100%

4. References

The screenshot shows the Microsoft Word 2010 interface with the 'References' ribbon selected. A red arrow points to the 'References' tab. The ribbon contains several groups of commands: 'Table of Contents', 'Footnotes', 'Citations & Bibliography', 'Captions', 'Index', and 'Table of Authorities'. Two help boxes are open. The first, titled 'Table of Contents', explains how to add a table of contents and update it. The second, titled 'Insert Caption', shows a picture of a fountain and explains how to add a caption to it. The main document area contains a list of topics and a page footer.

Table of Contents

Add a Table of Contents to the document.

Once you have added a Table of Contents, click the Add Text button to add entries to the table.

Press F1 for more help.

4) References

- a) Table of Contents
- b) Footnotes
- c) Citations & Bibliography
- d) Captions
- e) Index
- f) Table of Authorities

5) Mailing

6) Review

Table of Contents

Insert Caption

Figure 2: Fountain

Add a caption to a picture or other image.

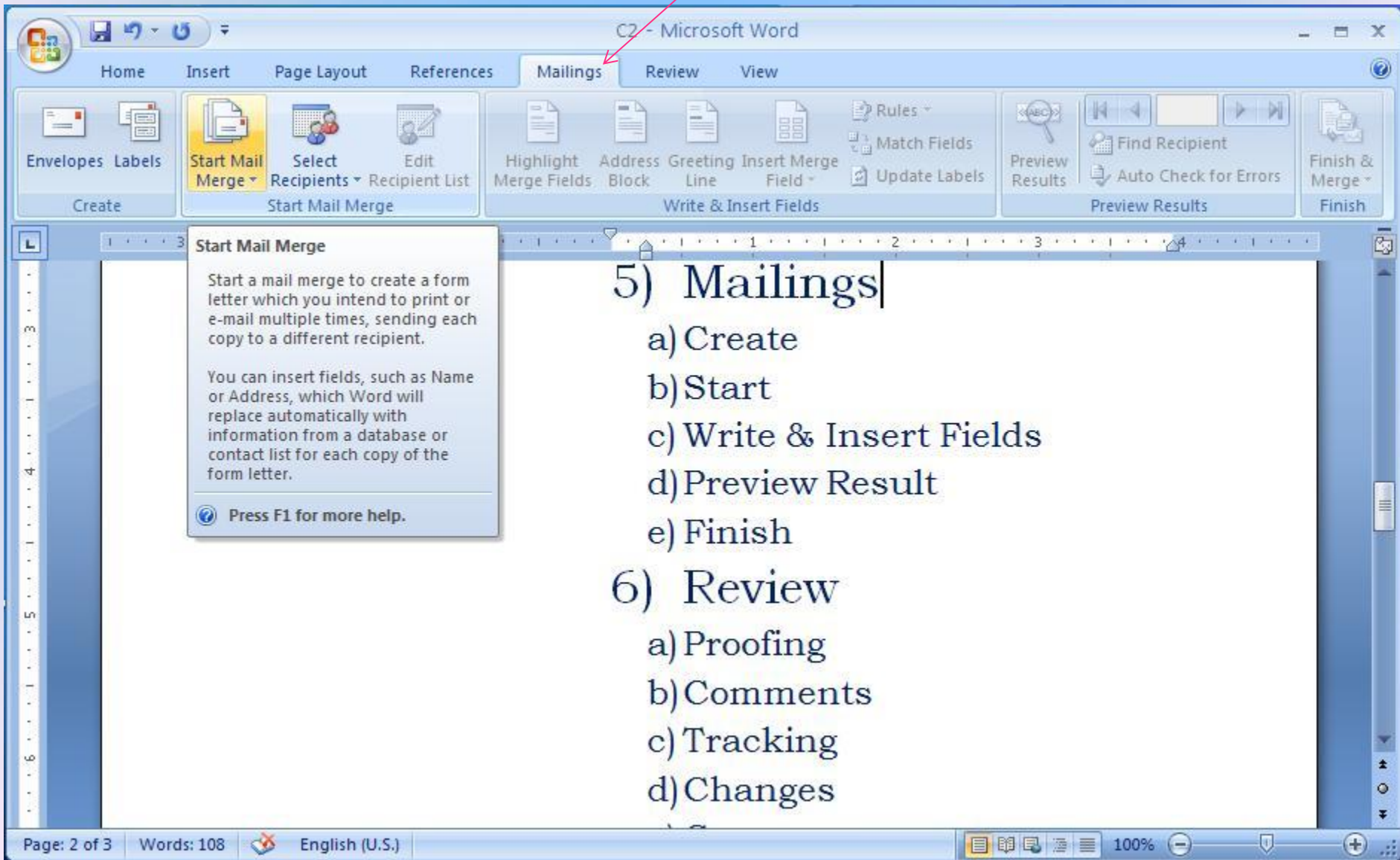
A caption is a line of text that appears below an object to describe it.

For example: "Figure 7: Common Weather Patterns."

Press F1 for more help.

Page: 2 of 2 Words: 73 English (U.S.) 100%

5. Mailings



The screenshot shows the Microsoft Word 2010 interface with the 'Mailings' ribbon selected. A red arrow points to the 'Mailings' tab. The ribbon contains several groups of icons: 'Create' (Envelopes, Labels, Start Mail Merge, Select Recipients, Edit Recipient List), 'Write & Insert Fields' (Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field, Rules, Match Fields, Update Labels), 'Preview Results' (Preview Results, Find Recipient, Auto Check for Errors), and 'Finish' (Finish & Merge). A tooltip for 'Start Mail Merge' is open, providing instructions on how to create a mail merge letter.

Start Mail Merge

Start a mail merge to create a form letter which you intend to print or e-mail multiple times, sending each copy to a different recipient.

You can insert fields, such as Name or Address, which Word will replace automatically with information from a database or contact list for each copy of the form letter.

Press F1 for more help.

5) Mailings

- a) Create
- b) Start
- c) Write & Insert Fields
- d) Preview Result
- e) Finish

6) Review

- a) Proofing
- b) Comments
- c) Tracking
- d) Changes

Page: 2 of 3 Words: 108 English (U.S.) 100%

6. Review

The image shows a screenshot of the Microsoft Word 2010 interface. The title bar reads "C2 - Microsoft Word". The ribbon is set to the "Review" tab, which is highlighted with a red arrow. The ribbon groups include: Proofing (Spelling & Grammar, Research, Thesaurus, Translate), Comments (New Comment), Tracking (Track Changes, Balloons, Final Showing Markup, Show Markup, Reviewing Pane), Changes (Accept, Reject, Previous, Next), Compare (Compare, Show Source Documents), and Protect (Protect Document). A "Spelling & Grammar (F7)" tooltip is visible on the left, stating "Check the spelling and grammar of text in the document." The document content consists of a list of items under two main headings: "6) Review" and "7) View". The status bar at the bottom shows "Page: 2 of 3", "Words: 108", "English (U.S.)", and a zoom level of 100%.

Spelling & Grammar (F7)
Check the spelling and grammar of text in the document.

6) Review

- a) Proofing
- b) Comments
- c) Tracking
- d) Changes
- e) Compare
- f) Protect

7) View

- a) Document Views
- b) Show/Hide
- c) Zoom \ Window

Page: 2 of 3 Words: 108 English (U.S.) 100%

7. View

C2 - Microsoft Word

Home Insert Page Layout References Mailings Review **View**

Print Layout Full Screen Reading Draft Document Views

Web Layout Outline

Ruler Document Map Gridlines Thumbnails Message Bar Show/Hide

Zoom 100%

One Page Two Pages Page Width

New Window Arrange All Split Window

Switch Windows Macros

Print Layout
View the document as it will appear on the printed page.

7) View

- a) Document Views
- b) Show/Hide
- c) Zoom \ Window
- d) Macros

Page: 2 of 3 Words: 108 English (U.S.) 100%

Tema - Realizati:

- ✓ Doc. cu mai multe sectiuni (cu propr. diferite),
- ✓ Numerotare pagini, Dta&Timp, Car.Sp.(Symb.), Comentarii
- ✓ Referinte:
 - Antet/subsol/Sf.doc.
 - Numerotare-Den.fig.,
 - Referinte (incrucisate) :
- ✓ Picture,
- ✓ Diagram,
- ✓ Textbox,
- ✓ File,
- ✓ Object,
- ✓ Bookmark,
- ✓ Hyperlink.

- ❖ Index cuvinte(notiuni),
- ❖ Cuprins,
- ❖ Lista Figuri/Tabele

