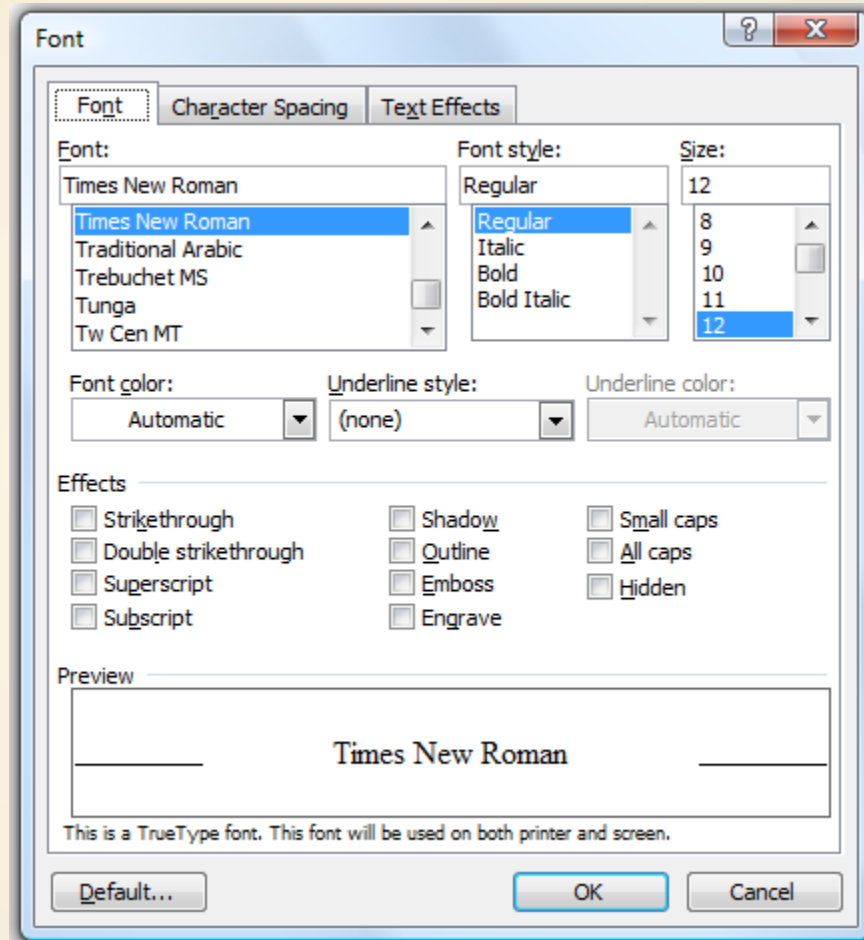
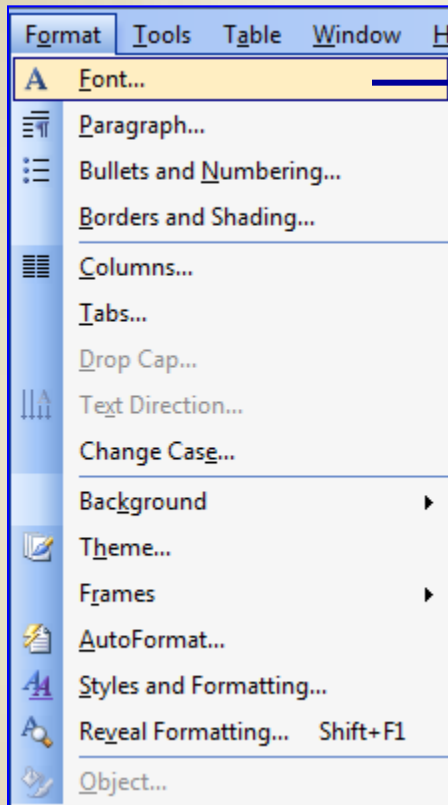


Birotica → Word_2 a)

- 1. File :** New, Open, Close, Save, Save As, Print,... , Exit
- 2. Edit :** Find, Replace, ...
- 3. View :** Toolbars, Header and Footer, ..., Zoom
- 4. Insert:** Break, Page Numbers, Symbol, Reference, Picture, File, Object, Bookmark, Hyperlink, ...
- 5. Format:** Font, Paragraph, Bullets and Numbering, Borders, Columns, BackGround
- 6. Tools :** Spelling and Grammar, Letters & Mailings, Macro, AutoCorrect, Customize, ...
- 7. Table :** Draw & Insert, AutoFormat, Sort & Formula, Properties
- 8. Window**
- 9. Help**

5. Format → Font:



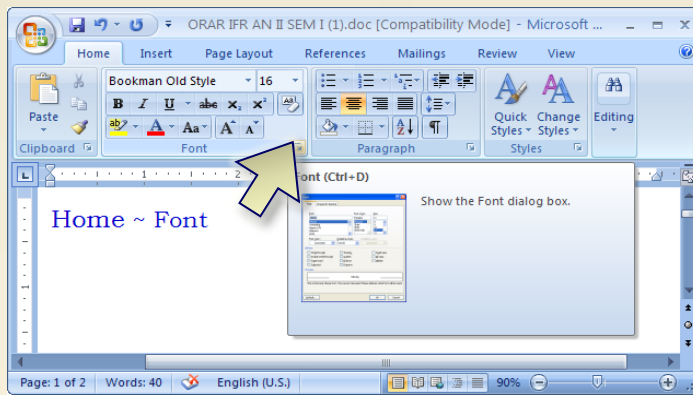
Home - Font

The screenshot shows the Microsoft Word interface with the Home ribbon selected. The Font group is highlighted, and a callout box titled "Font (Ctrl+D)" is open, displaying a preview of the Font dialog box and the text "Show the Font dialog box." The callout box is positioned over the Font group, and a yellow arrow points to the Font dialog box icon in the Font group. The document content includes a list of items:

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

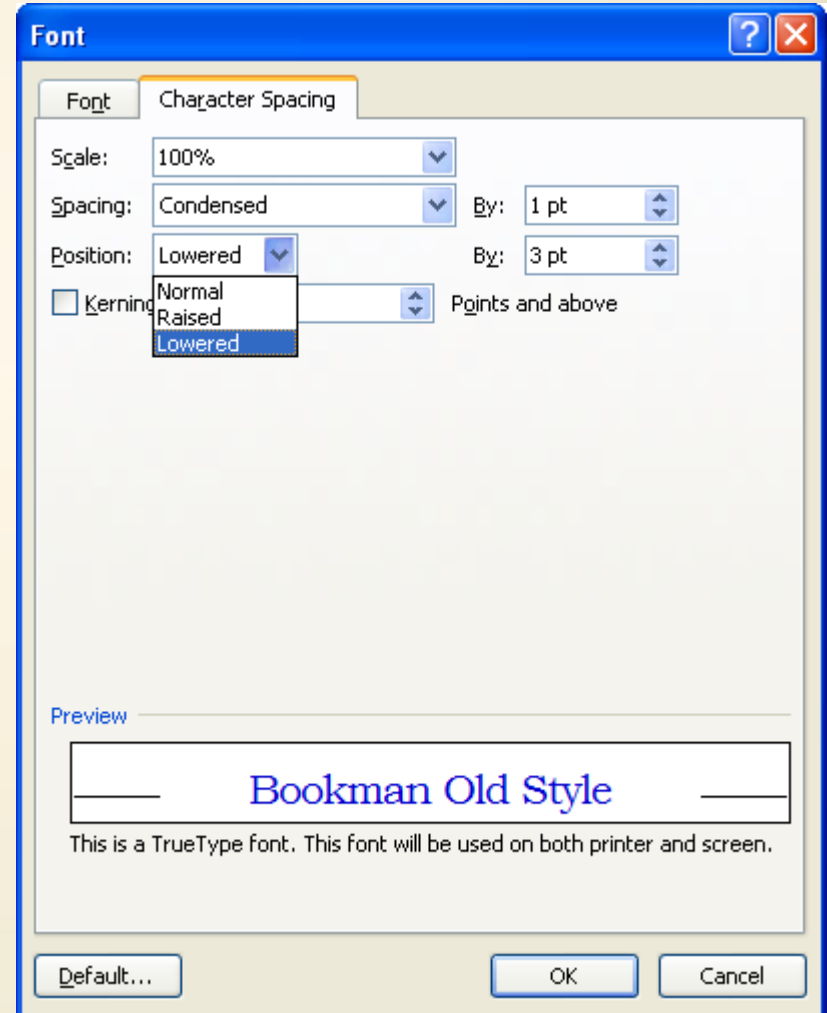
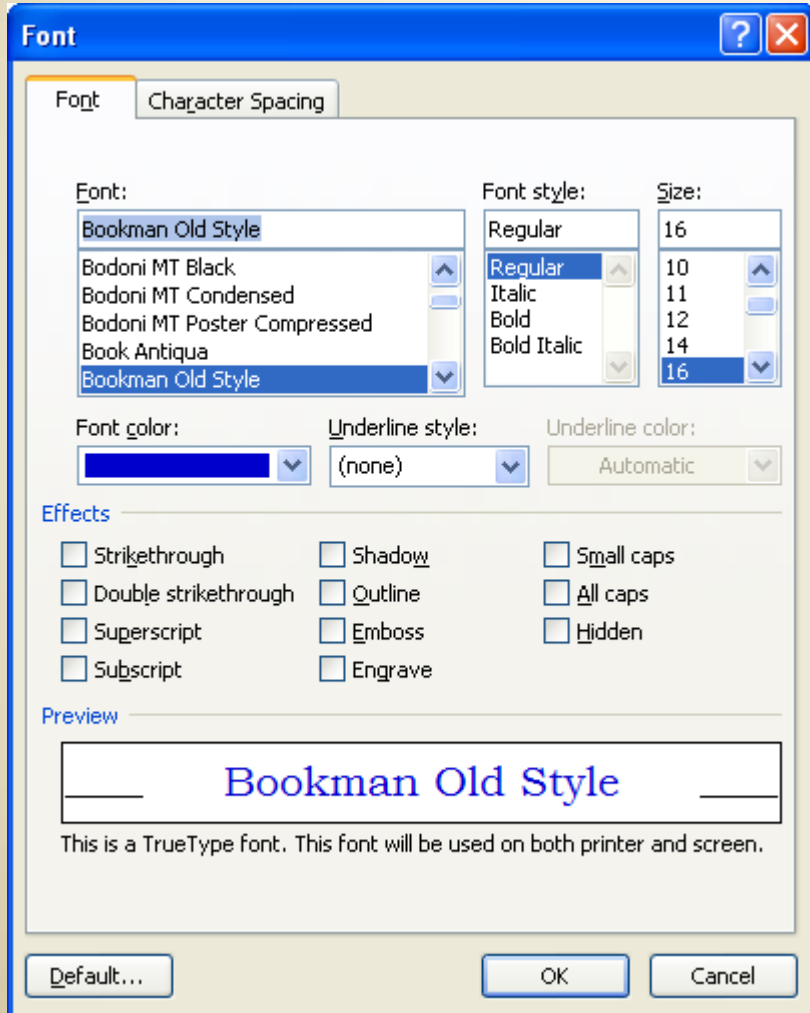
The status bar at the bottom indicates "Page: 1 of 3", "Words: 108", and "English (U.S.)".

Home → Font :



Font

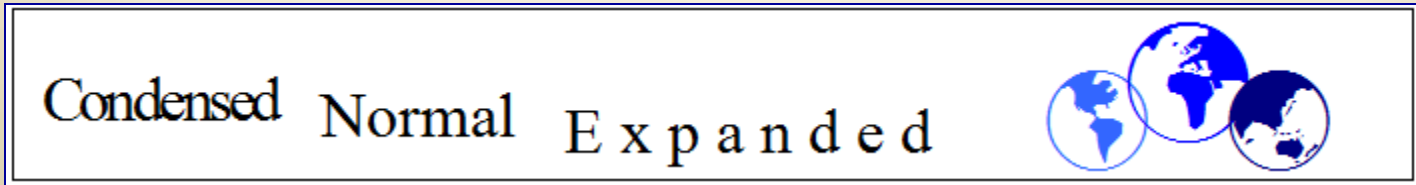
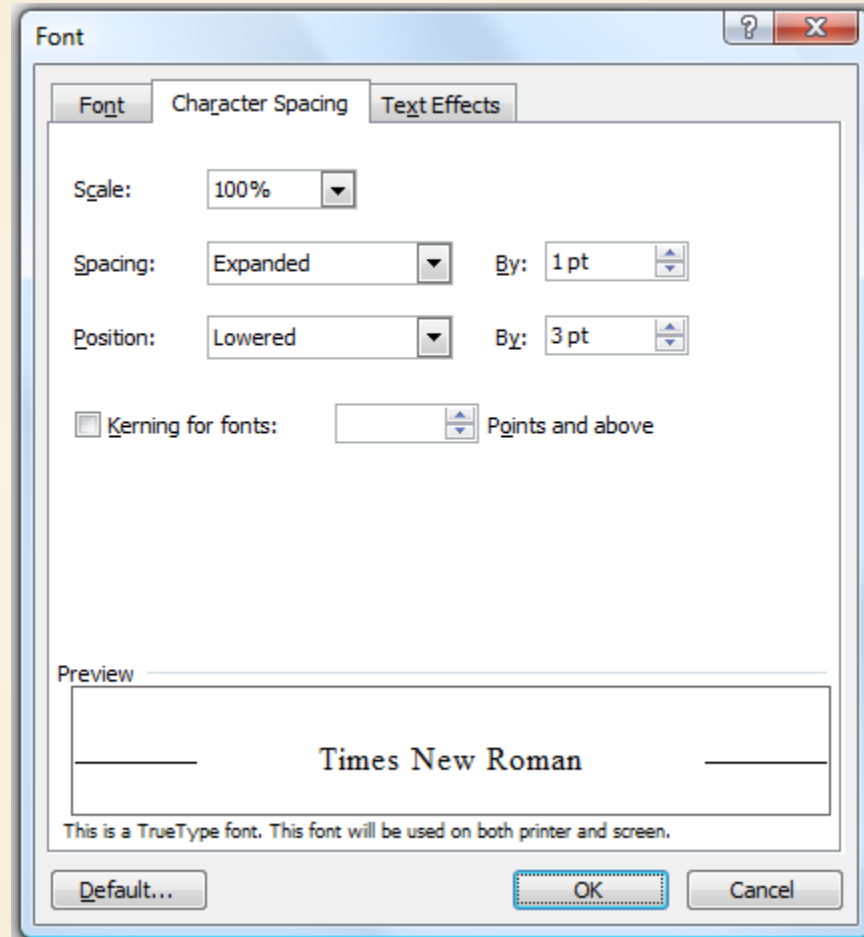
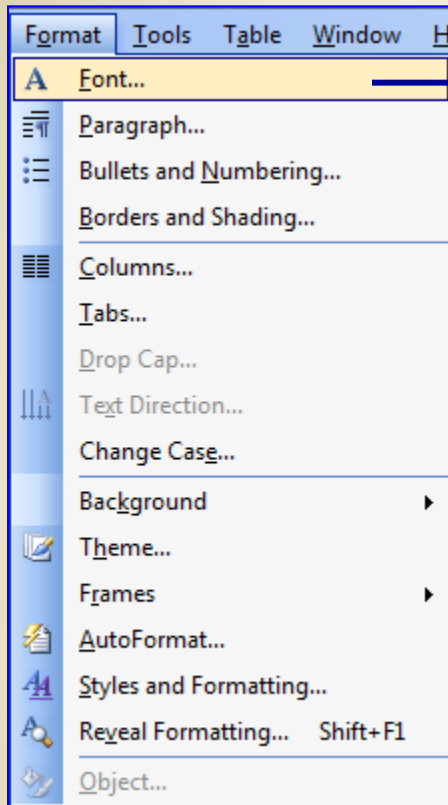
Character Spacing



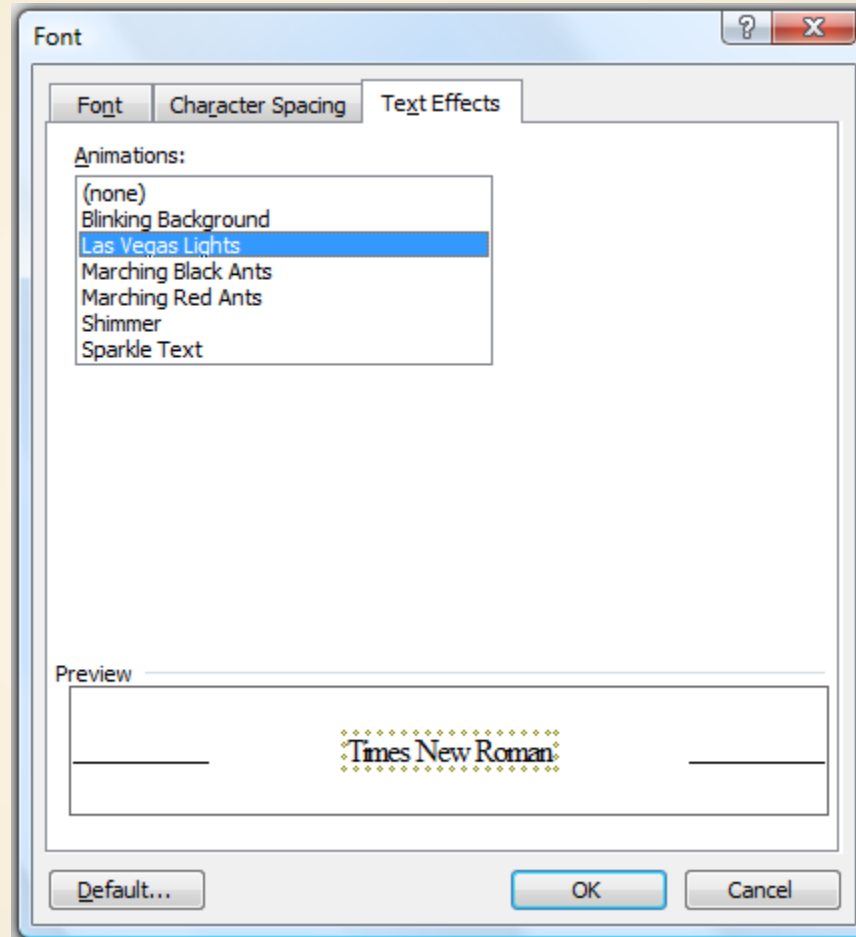
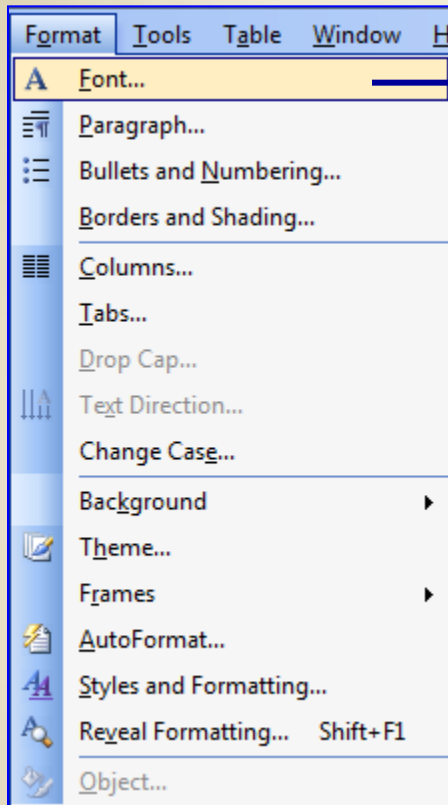
Home – Font ...

The image shows a screenshot of the Microsoft Word application window. The title bar reads "C2 - Microsoft Word". The ribbon is set to the "Home" tab, which is divided into several groups: Clipboard, Font, Paragraph, Styles, and Editing. The Font group is currently selected, and a context menu is open over it, listing the sub-groups: a) Clipboard, b) Font, c) Paragraph, d) Styles, and e) Editing. The "Paragraph" option is highlighted in blue, and a green arrow points to it. The main document area contains a list of items: "1) Home ...", "a) Clipboard", "b) Font", "c) Paragraph", "d) Styles", "e) Editing", "2) Insert", and "a) Pages". The status bar at the bottom indicates "Page: 1 of 3", "Words: 2/108", and "English (U.S.)".

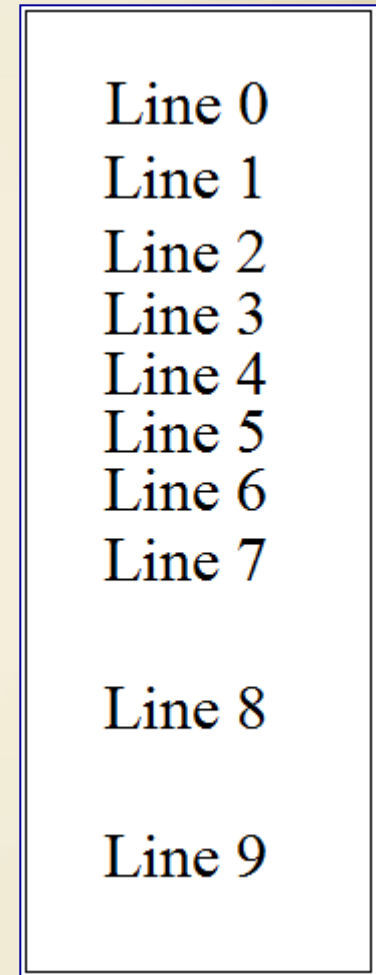
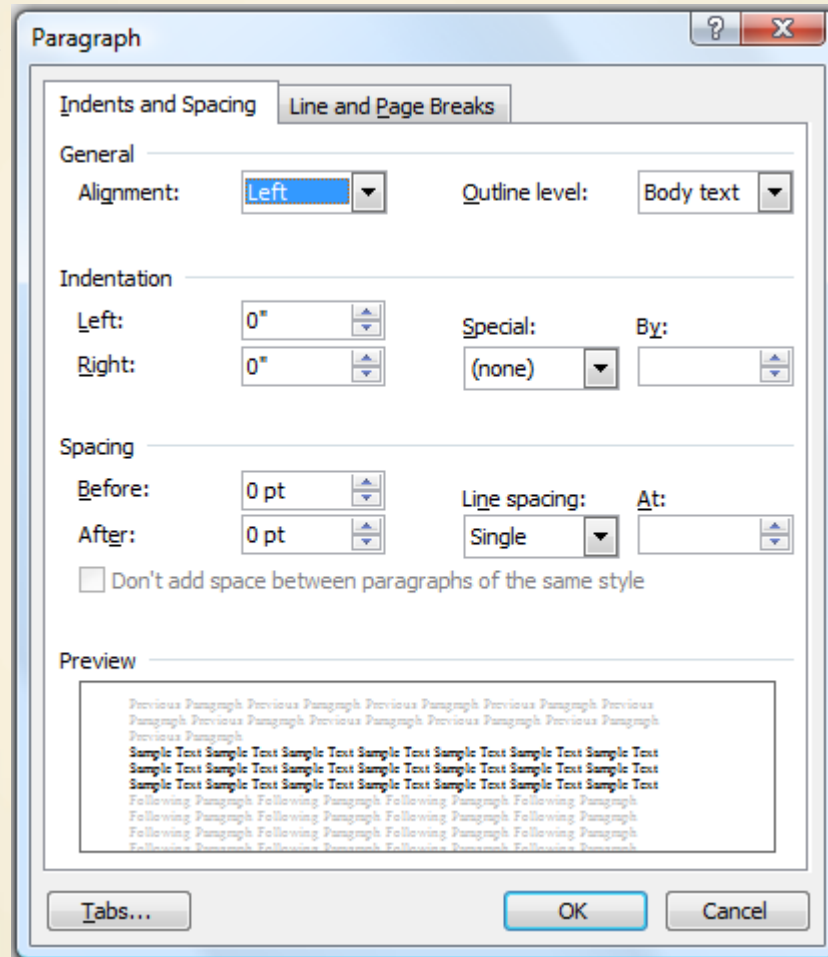
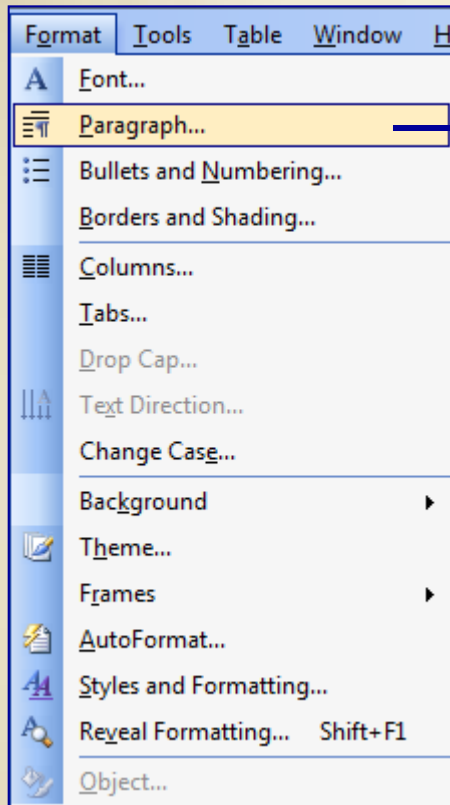
5. Format → Font → Character Spacing:



5. Format → Font → Text Effects:



5. Format → Paragraph:



Home – Paragraph...

This screenshot shows the Microsoft Word interface with the Home ribbon selected. The Paragraph group on the ribbon is highlighted with a yellow arrow. The Paragraph dialog box is open, showing the 'Indents and Spacing' tab. The 'General' section has 'Alignment' set to 'Centered' and 'Outline level' set to 'Body Text'. The 'Indentation' section has 'Left' and 'Right' set to '0"'. The 'Spacing' section has 'Before' and 'After' set to '6 pt' and 'Line spacing' set to 'Single'. The 'Preview' section shows a preview of the text with the applied settings. A yellow arrow points to the 'Paragraph' group on the ribbon, and a green arrow points to the 'Paragraph' text in the document.

1) Home ...

a) Clipboard

b) Font

c) Paragraph

This screenshot shows the Microsoft Word interface with the Home ribbon selected. The Paragraph group on the ribbon is highlighted with a yellow arrow. The Paragraph dialog box is open, showing the 'Indents and Spacing' tab. The 'General' section has 'Alignment' set to 'Centered' and 'Outline level' set to 'Body Text'. The 'Indentation' section has 'Left' and 'Right' set to '0"'. The 'Spacing' section has 'Before' and 'After' set to '6 pt' and 'Line spacing' set to 'Single'. The 'Preview' section shows a preview of the text with the applied settings. A yellow arrow points to the 'Paragraph' group on the ribbon, and a green arrow points to the 'Paragraph' text in the document.

3. Page Layout

The screenshot displays the Microsoft Word interface with the Page Layout ribbon selected. The ribbon includes groups for Themes, Margins, Page Setup, Page Background, Paragraph, and Arrange. A red arrow points to the Page Layout tab, and another points to the Position icon in the Arrange group. A 'Themes' task pane is open on the left, showing the current theme as 'Office Theme' and instructions to change the overall design. The document content consists of a list of page layout options.

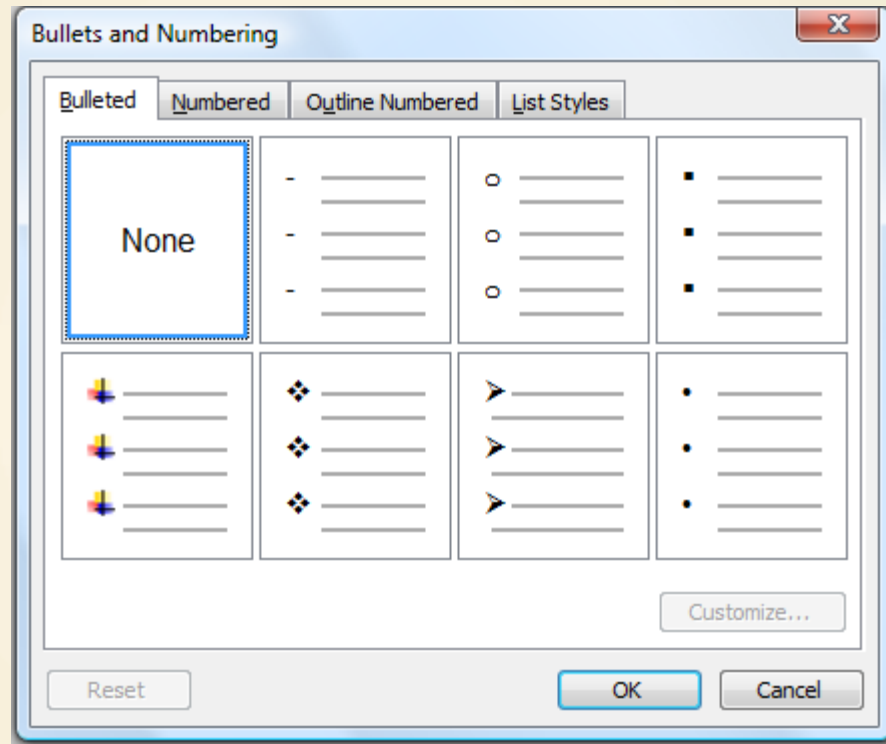
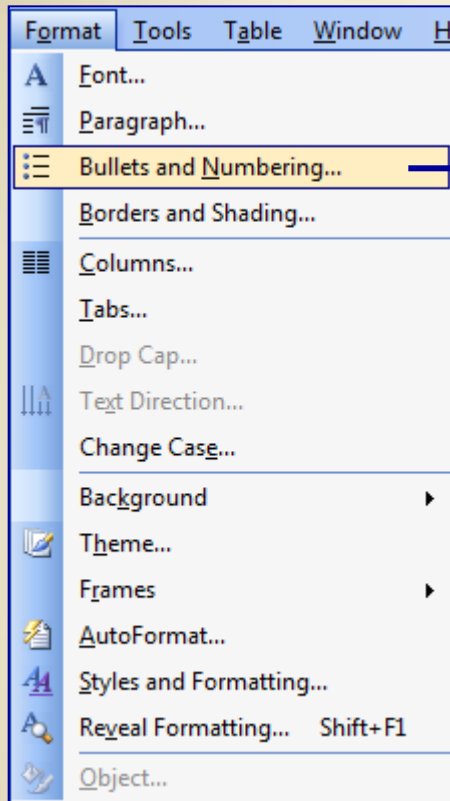
Current: Office Theme
Change the overall design of the entire document, including colors, fonts, and effects.
Press F1 for more help.

3) Page Layout

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

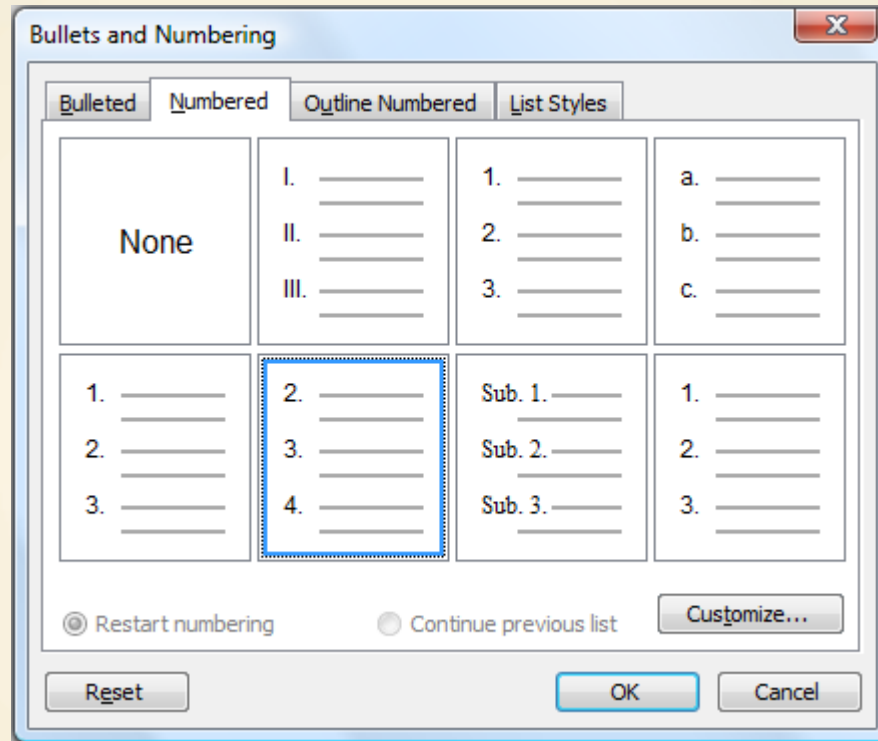
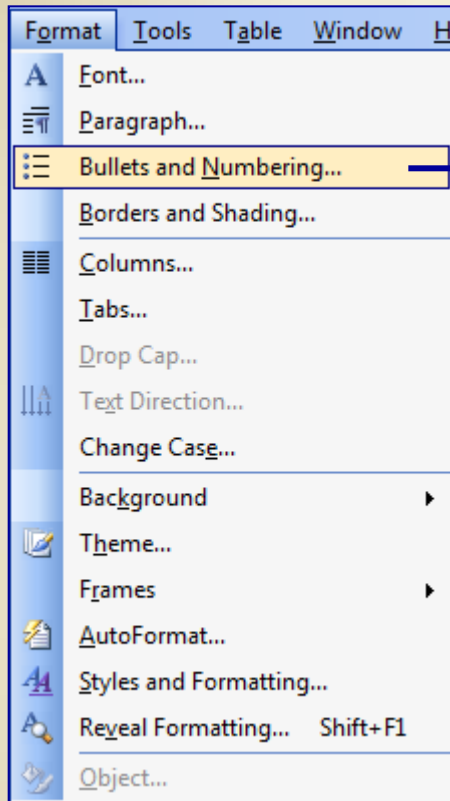
Page: 1 of 2 Words: 73 English (U.S.) 100%

5. Format → Bullets and Numbering:



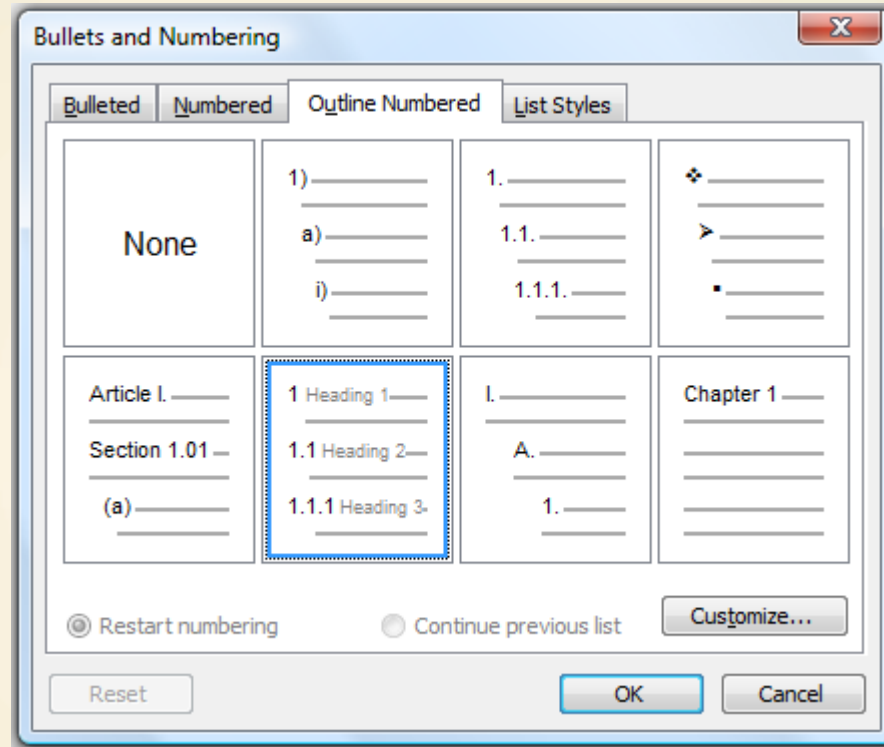
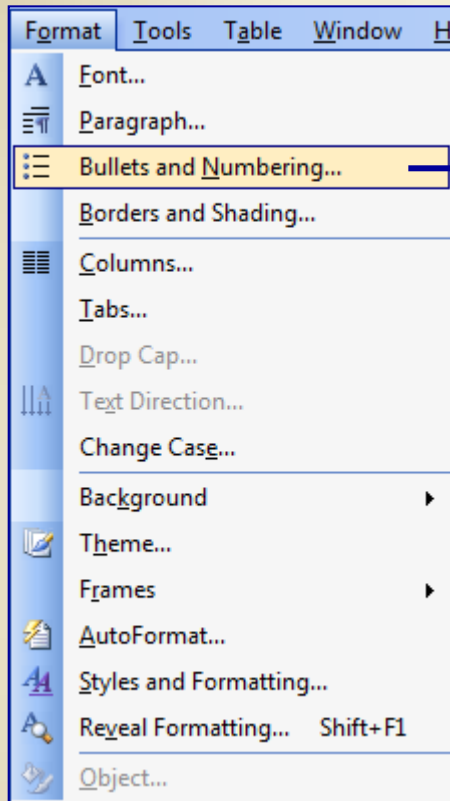
- ❖ Bulleted
- ❖ List

5. Format → Bullets and Numbering:



- 1. Bulleted
- 2. List

5. Format → Bullets and Numbering:



1. Introducere

1.1. *Prezentare generală*

1.1.1. Din avion

De sus ...

Define Heading

Cuprins Automat.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Times New Roman 12

Clipboard Font Paragraph

Tema - Aplicati (Utilizati):

- ✓ Format:
 - ✓ Font,
 - ✓ Paragraph,
 - ✓ Bullets & Numbering,
 - ✓ Borders,
 - ✓ Columns,
 - ✓ BackGround

Current List

- 1. _____
- a. _____
- i. _____

List Library

- None
- 1) _____
- a) _____
- i) _____
- 1. _____
- 1.1. _____
- 1.1.1. _____
- 1 Heading 1—
- 1.1 Heading 2—
- 1.1.1 Heading 3—
- Article 1. Headi
- Section 1.01 |
- (a) Heading 3-
- Chapter 1 Hez
- Heading 2—
- Heading 3—
- I. Heading 1—
- A. Heading :
- 1. Headin

Change List Level

- Define New Multilevel List...
- Define New List Style...

Page: 1 of 1 Words: 20/20 English (U.S.) 90%

Increase Indent

Cuprins Automat.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

Increase Indent
Increase the indent level of the paragraph.

- 1 Tema - Aplicati (Utilizati):
- 2 Format:
- 2.1 Font,
- 2.2 Paragraph,
- 2.3 Bullets & Numbering,
- 2.4 Borders,
- 2.5 Columns,
- 2.6 BackGround

Page: 1 of 1 Words: 16/21 English (U.S.) 90%

Final Result

Cuprins Automat.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

1 Tema - Aplicati (Utilizati):

1.1 Format:

1.1.1 Font,

1.1.2 Paragraph,

1.1.3 Bullets & Numbering,

1.1.4 Borders,

1.1.5 Columns,

1.1.6 BackGround

Page: 1 of 1 Words: 16/21 English (U.S.) 90%

Define Cuprins

Cuprins Automat.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Table of Contents Add Text Update Table AB¹ Insert Footnote AB¹ Insert Citation Manage Sources Style: APA Fifth Bibliography Insert Caption Mark Entry Mark Citation Captions Index Table of Authorities

Built-In

Automatic Table 1

Contents

1	Heading 1	1
1.1	Heading 2	1
1.1.1	Heading 3	1

Automatic Table 2

Table of Contents

1	Heading 1	1
1.1	Heading 2	1
1.1.1	Heading 3	1

Manual Table

Table of Contents

Type chapter title (level 1)	1
Type chapter title (level 2)	2
Type chapter title (level 3)	3
Type chapter title (level 1)	4
Type chapter title (level 2)	5
Type chapter title (level 3)	6

Insert Table of Contents...
Remove Table of Contents
Save Selection to Table of Contents Gallery...

Page: 1 of 1 Words: 21 Kommandi 90%

Update Cuprins

The screenshot shows the Microsoft Word interface with the 'References' tab selected. The ribbon includes options for 'Table of Contents', 'Footnotes', 'Citations & Bibliography', 'Captions', 'Index', and 'Table of Authorities'. A 'Table of Contents' window is open, displaying a list of sections with page numbers. A context menu is open over the 'Update Table...' button, with the 'Update Field' option highlighted. The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 51', and 'English (U.S.)'.

Cuprins Automat.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Table of Contents Add Text Update Table

AB¹ Insert Footnote

Manage Sources Style: APA Fiftl Insert Citation Bibliography

Insert Caption Mark Entry Mark Citation

Table of Contents Footnotes Citations & Bibliography Captions Index Table of Authorities

Update Table...

Times New 12

B *I* U **ab** **A** **B** **L** **S** **T**

Contents

1 *Tema - Aplicati (Utilizati):* 1

1.1 *Format:* 1

1.1.1 *Font,* 1

1.1.2 *Paragraph,* 1

1.1.3 *Bullets & Numbering,* 1

1.1.4 *Borders,* 1

1.1.5 *Columns,* 1

1.1.6 *BackGround* 1

Cut Copy Paste Update Field Edit Field... Toggle Field Codes Font... Paragraph... Bullets Numbering

Page: 1 of 1 Words: 51 English (U.S.) 90%

Define Heading direct

Ctrl+Shift+S , Ctrl+Alt+n for *Heading n*

The screenshot shows the Microsoft Word interface with the document "Cuprins Automat.docx". The document content is as follows:

- 1 Tema - Aplicati (Utilizati):
- 1.1 Format:
- 1.1.1 Font,
- 1.1.2 Paragraph,
- 1.1.3 Bullets & Numbering,
- 1.1.4 Borders,
- 1.1.5 Columns,
- 1.1.6 BackGround

An "Apply Styles" dialog box is open, showing "Normal" as the selected style name. The "AutoComplete style names" checkbox is checked.

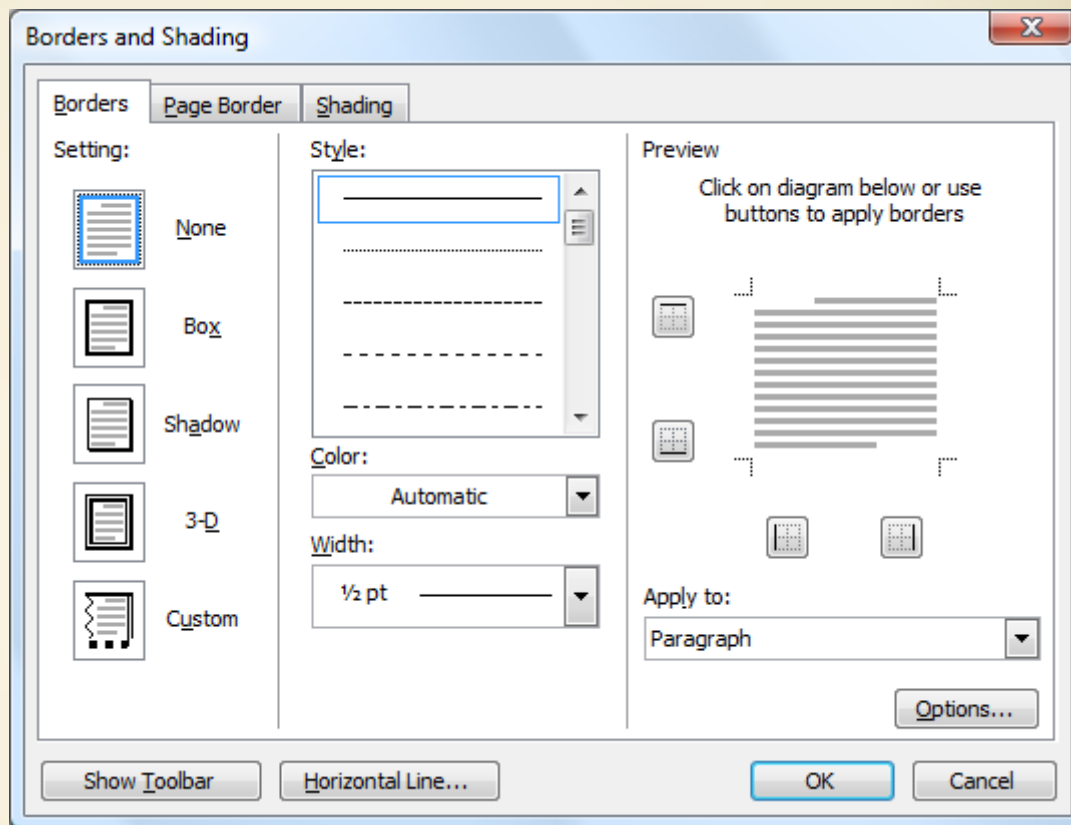
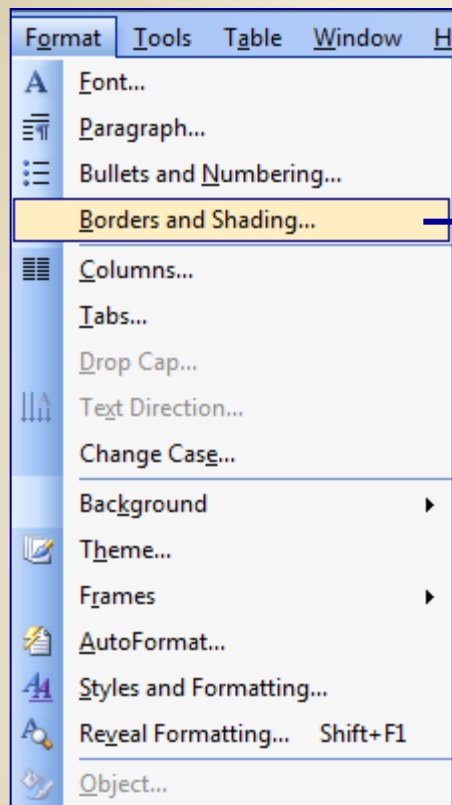
Annotations include:

- A cyan box with the text: "Ctrl+Shift+S, type *Heading 2* into the box (or select from dropdown)".
- A yellow box with the text: "Ctrl+Alt+1 for *Heading 1*, Ctrl+Alt+2 for *Heading 2*, Ctrl+Alt+3 for *Heading 3*.".
- A yellow box with the text: "1 Alt titlu", "2.1 Alt titlu", "1.1.7 Alt titlu".

At the bottom left, the text "Alt titlu" is shown with a red underline.

The status bar at the bottom indicates: Page: 1 of 1, Words: 2/53, English (U.S.), 100% zoom.

5. Format → Borders and Shading:

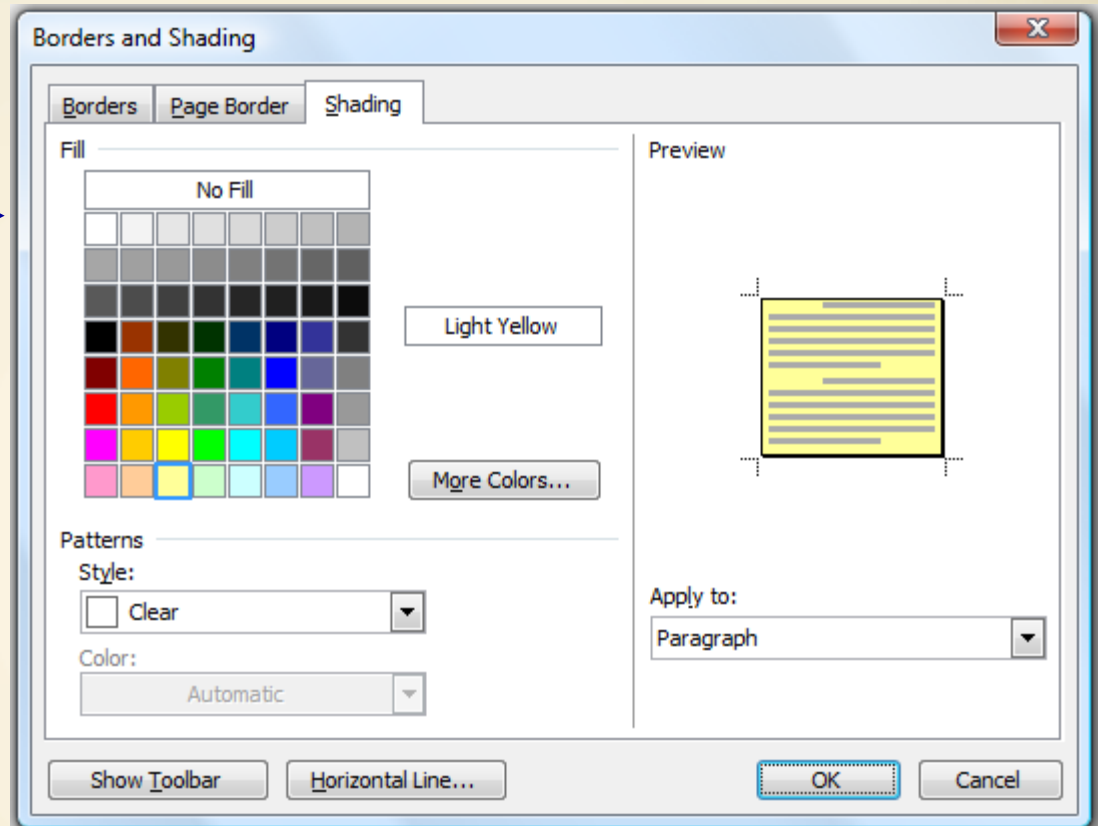
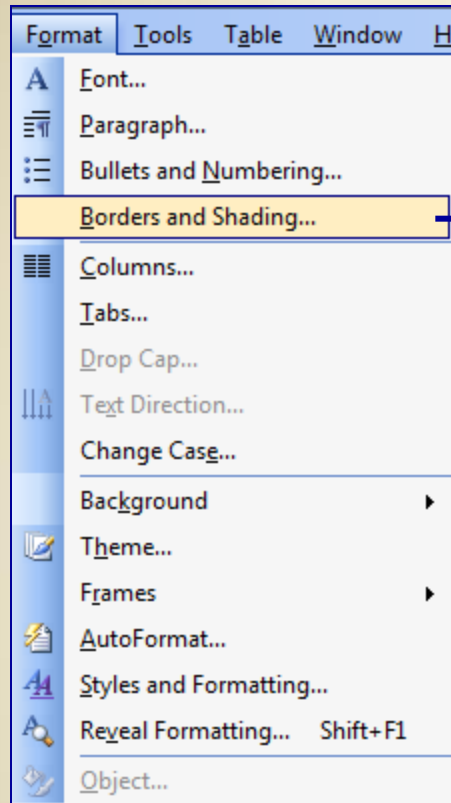


1 Introducere

1.1 Prezentare generală

1.1.1 Din avion

5. Format → Borders and Shadings:



1 Introducere

1.1 Prezentare generală

1.1.1 Din avion

Borders and Shadings:

The screenshot shows the Microsoft Word interface with the document "Cuprins Automat.docx" open. The ribbon is set to "Home", and the "Font" group is active. A yellow arrow points to the "Borders and Shading" icon in the ribbon. The "Borders and Shading" task pane is open, displaying various border options. A blue-bordered text box is visible in the document, containing a table of contents:

1	Tema - Aplicati (Utilizati):
1.1	Format:
1.1.1	Font,
1.1.2	Paragraph,
1.1.3	Bullets & Numbering,
1.1.4	Borders,
1.1.5	Columns,
1.1.6	Background

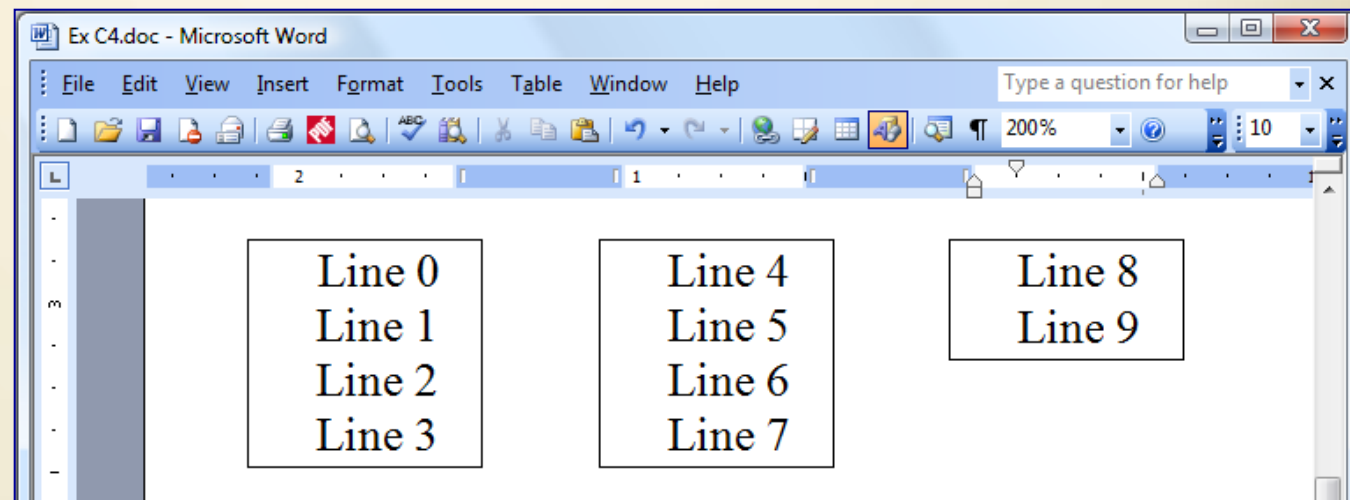
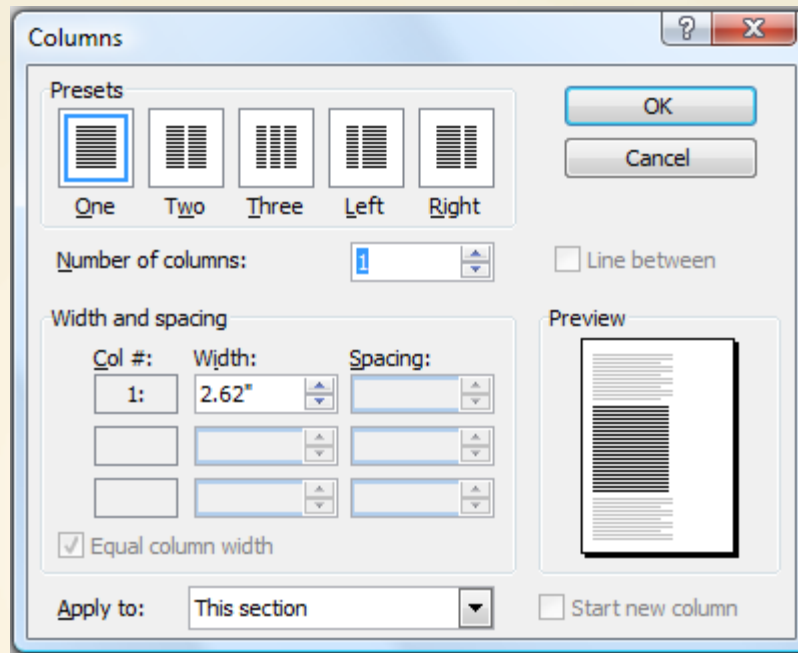
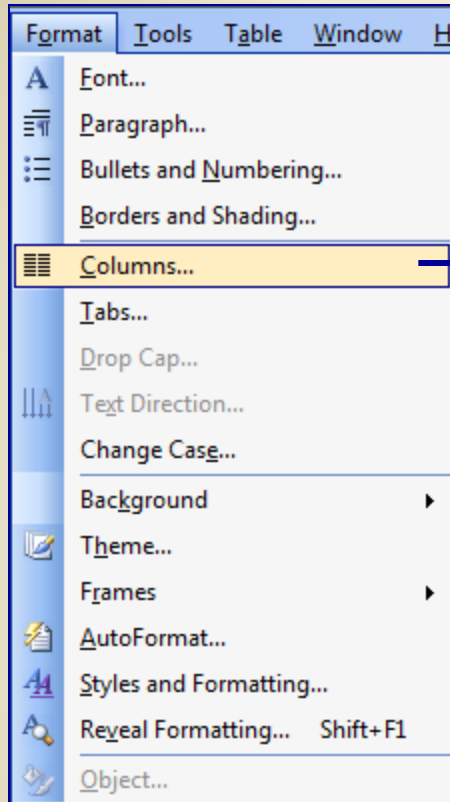
The "Borders and Shading" task pane includes the following options:

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Borders
- Inside Vertical Borders
- Diagonal Borders
- Diagonal Borders (Top-Left to Bottom-Right)
- Diagonal Borders (Bottom-Left to Top-Right)
- Horizontal Borders
- Vertical Borders
- Draw Borders
- View Shading
- Borders and Shading...

A tooltip is displayed over the "Borders and Shading..." option, stating: "Choose from various border options."

The status bar at the bottom shows: Page: 1 of 1, Words: 21/54, English (U.S.), 90% zoom.

5. Format → Columns:



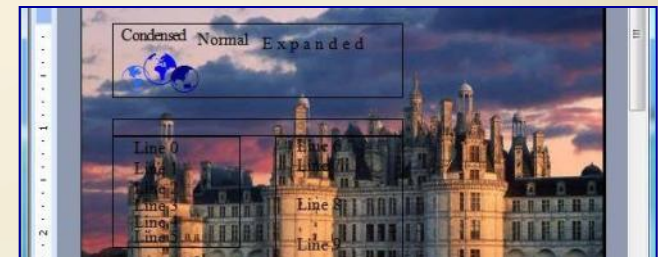
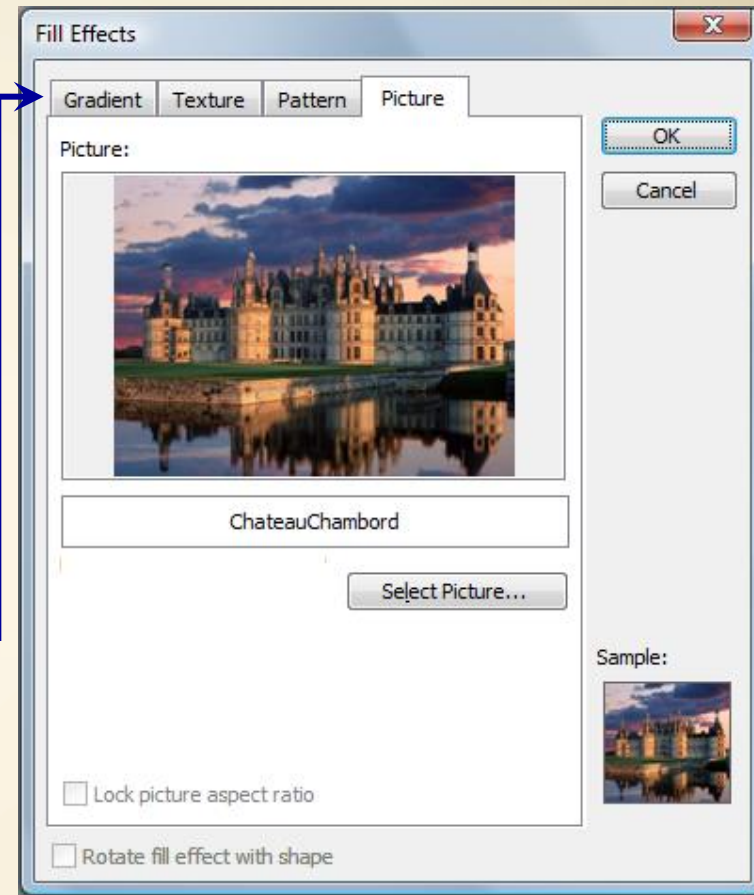
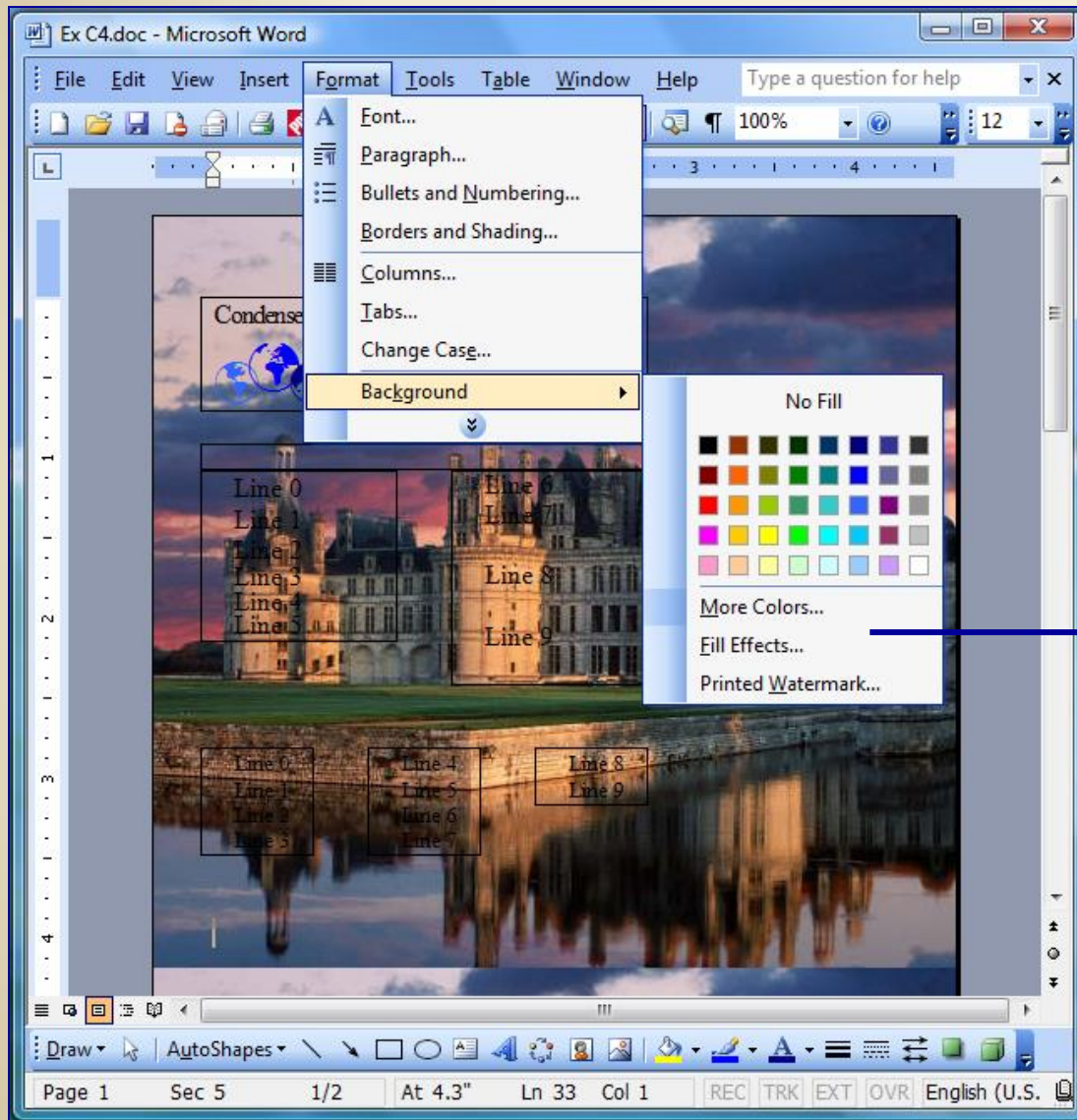
Columns:

The screenshot shows the Microsoft Word interface with the 'Page Layout' ribbon selected. The 'Columns' dropdown menu is open, displaying a preview of a document with two columns and the text 'Split text into two or more columns.' A yellow arrow points to the 'Columns' dropdown. The document content is split into two columns:

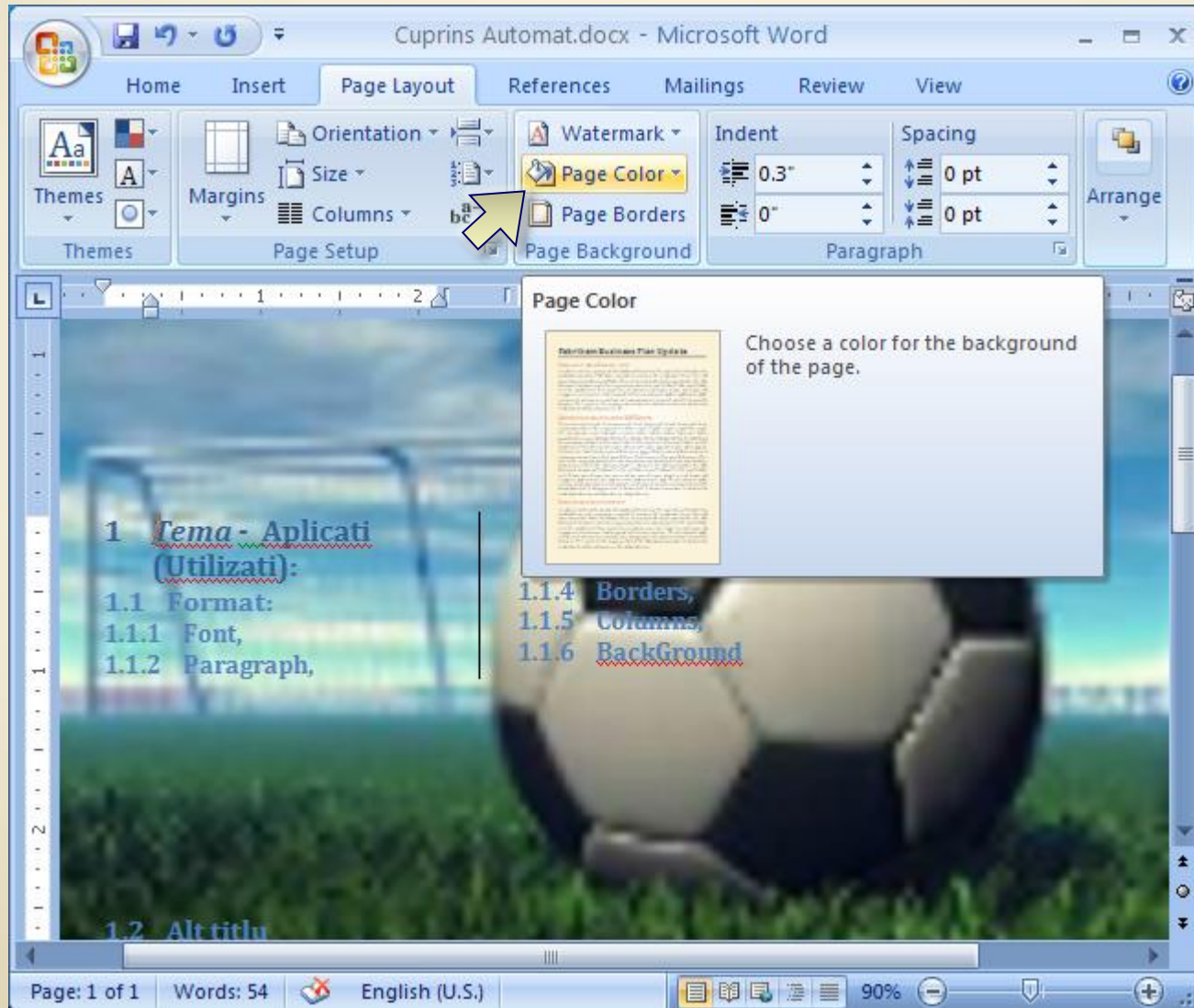
1 Tema - Aplicati (Utilizati):	1.1.3 Bullets & Numbering,
1.1 Format:	1.1.4 Borders,
1.1.1 Font,	1.1.5 Columns,
1.1.2 Paragraph,	1.1.6 BackGround

The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 21/54', 'English (U.S.)', and '90%' zoom.

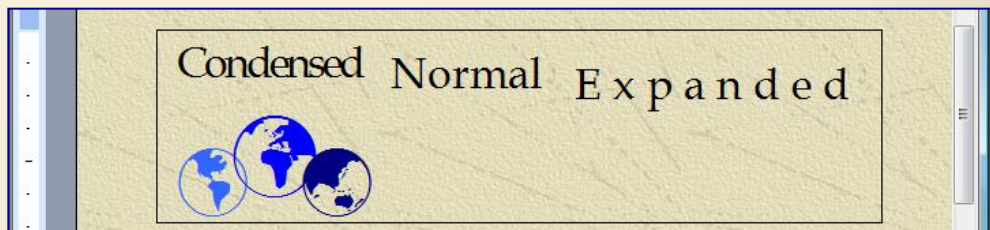
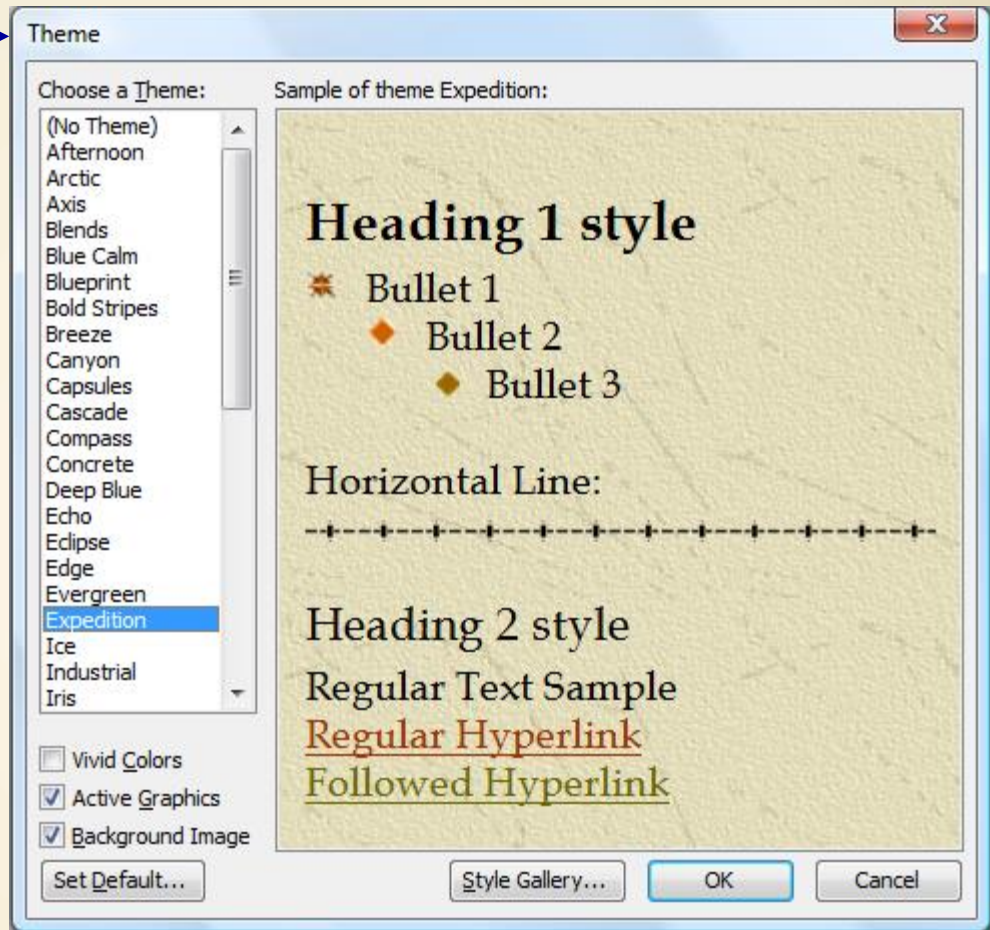
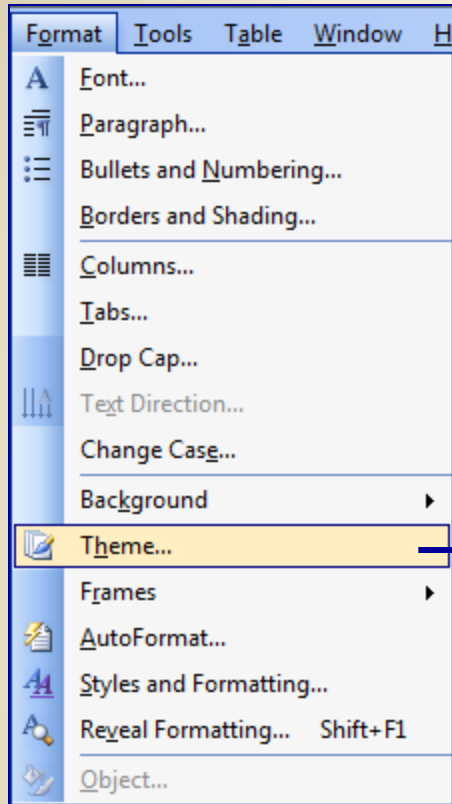
5. Format → Background:



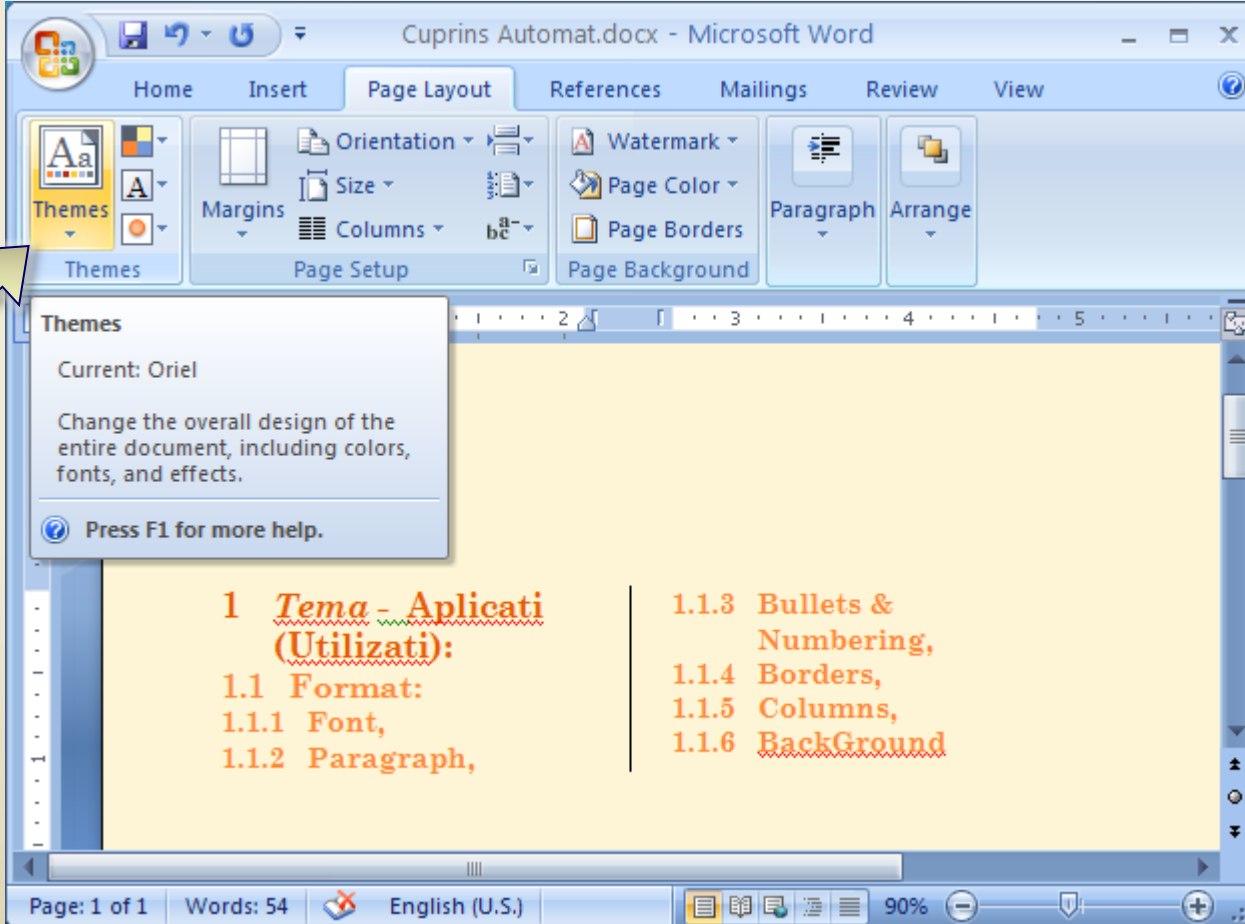
Background → Page Color:



5. Format → Theme:



Theme:



The screenshot shows the Microsoft Word interface with the 'Page Layout' ribbon selected. The 'Themes' button in the ribbon is highlighted with a yellow mouse cursor. A tooltip is displayed over the 'Themes' button, providing information about the current theme and how to change it. The document content is displayed in a yellow background with orange text.

Themes

Current: Oriel

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

Press F1 for more help.

1 **Tema - Applicati (Utilizati):**

- 1.1 **Format:**
 - 1.1.1 **Font,**
 - 1.1.2 **Paragraph,**
 - 1.1.3 **Bullets & Numbering,**
 - 1.1.4 **Borders,**
 - 1.1.5 **Columns,**
 - 1.1.6 **BackGround**

Page: 1 of 1 Words: 54 English (U.S.) 90%

Tema - Applicati (Utilizati):

✓ Format:

- ✓ Font,
- ✓ Paragraph,
- ✓ Bullets & Numbering,
- ✓ Borders,
- ✓ Columns,
- ✓ BackGround