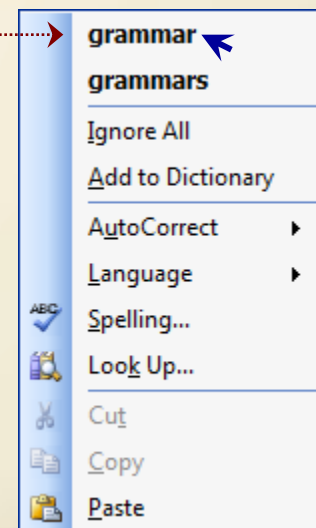
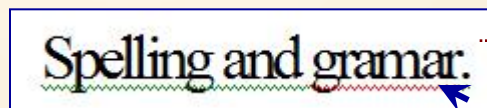
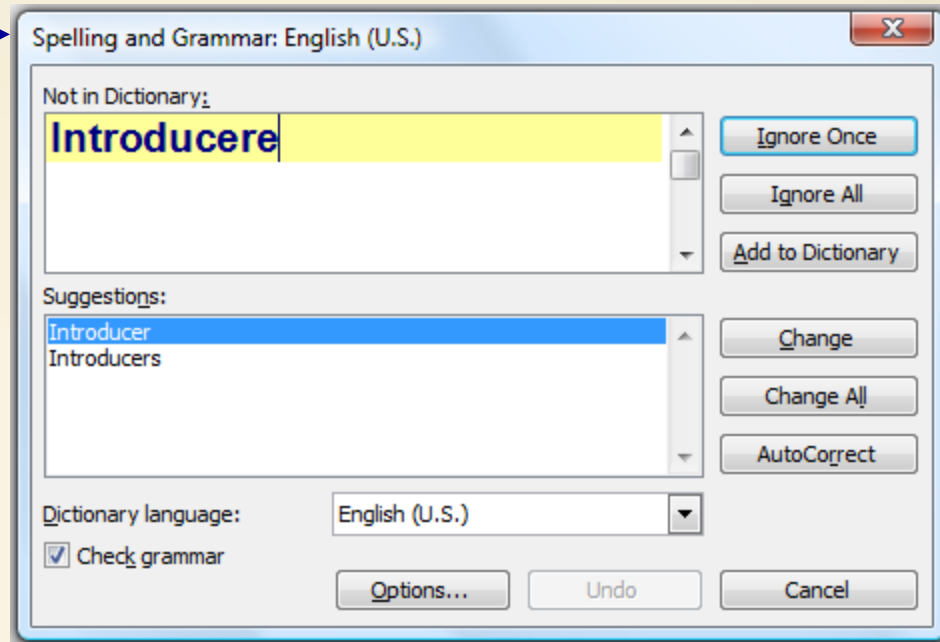
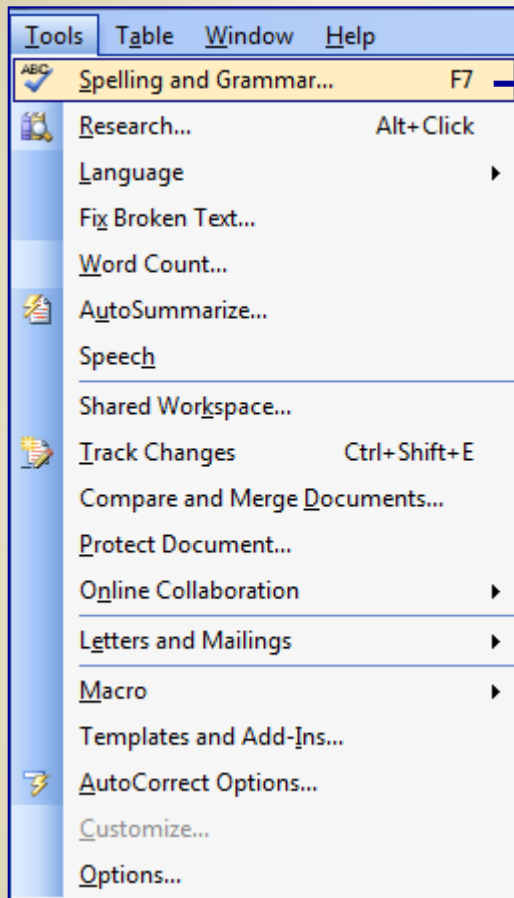


... *Birotica* → *Word*₃ b)

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**

6. Tools → Spelling and Grammar:



6. Tools → Letters and Mailings:

Tools Table Window Help merge document

- Spelling and Grammar... F7
- Research... Alt+Click
- Language
- Fix Broken Text...
- Word Count...
- AutoSummarize...
- Speech
- Shared Workspace...
- Track Changes Ctrl+Shift+E
- Compare and Merge Documents...
- Protect Document...
- Online Collaboration
- Letters and Mailings
 - Mail Merge...
 - Show Mail Merge Toolbar
 - Envelopes and Labels...
 - Letter Wizard...
- Macro
- Templates and Add-Ins...
- AutoCorrect Options...
- Customize...
- Options...

Tabel.Doc

Numele	Ziua	Luna
Per	11	10
Cris	31	1
Ovi	13	2

Simate domn **Per**
Astazi **11/10** trebuie sa platiti factura.
Felicitari!

Simate domn **Cris**
Astazi **31/1** trebuie sa platiti factura.
Felicitari!

Simate domn **Ovi**
Astazi **13/2** trebuie sa platiti factura.
Felicitari!

Model.Doc

Simate domn «**Numele**»
Astazi «**Ziua**»/«**Luna**» trebuie sa platiti factura.
Felicitari!

Insert Merge Field

Insert:
 Address Fields Database Fields

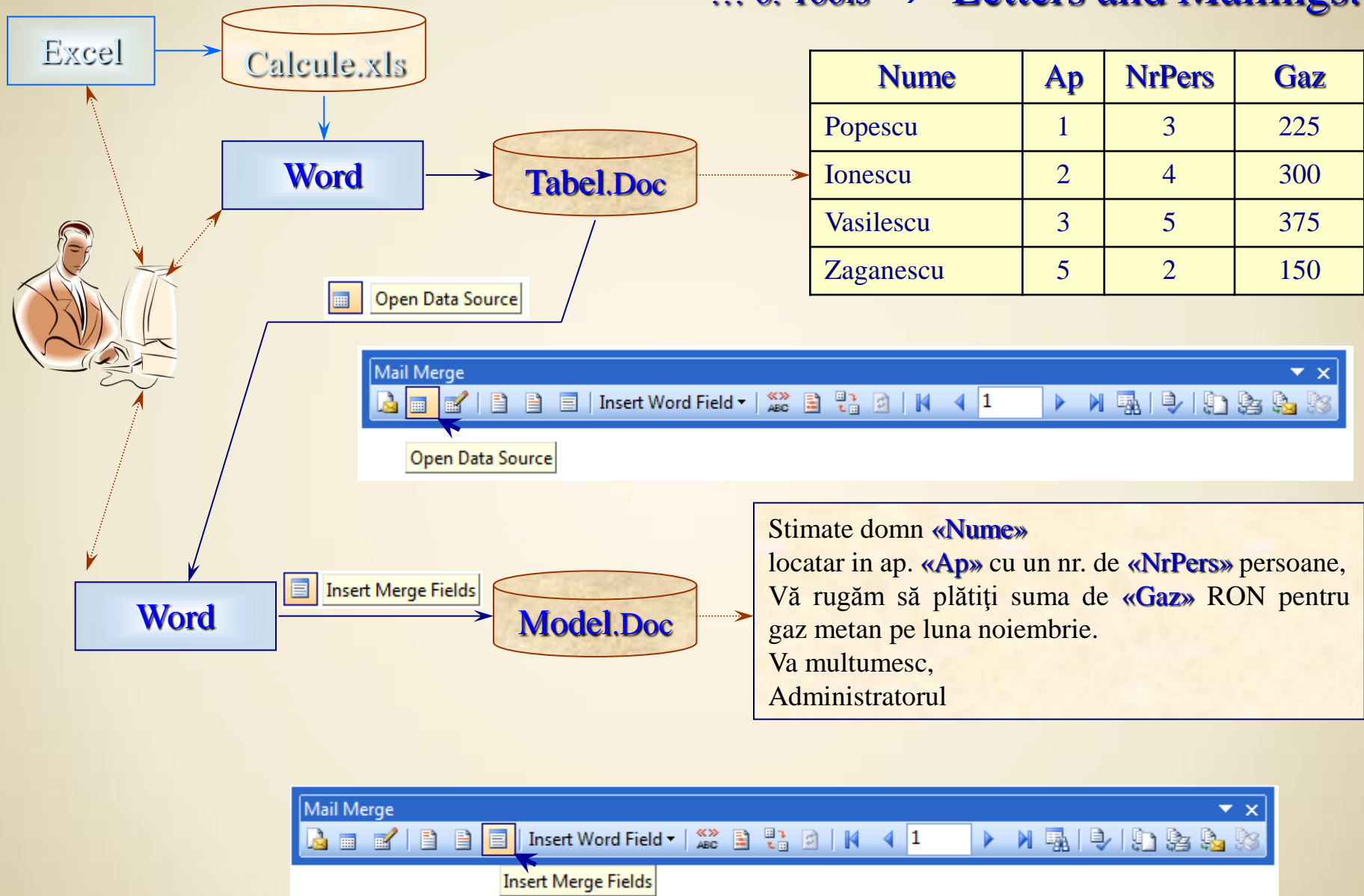
Fields:
 Numele
 Ziua
 Luna

Match Fields... Insert Close

Insert Word Field 1 Mail Merge

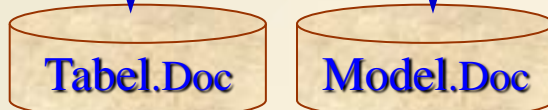
Insert Merge Fields 3

... 6. Tools → Letters and Mailings:

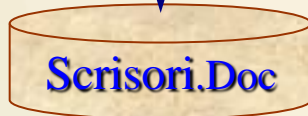


Nume	Ap	NrPers	Gaz
Popescu	1	3	225
Ionescu	2	4	300
Vasilescu	3	5	375
Zaganescu	5	2	150

Stimate domn «Nume»
 locatar in ap. «Ap» cu un nr. de «NrPers» persoane,
 Vă rugăm să plătiți suma de «Gaz» RON pentru gaz metan pe luna noiembrie.
 Va multumesc,
 Administratorul



Merge to New Document



Stimate domn Popescu
 locatar in ap. 1 cu un nr. de 3 persoane,
 Vă rugăm să plătiți suma de 225 RON pentru gaz metan pe luna noiembrie.
 Va multumesc,
 Administratorul

Stimate domn Ionescu
 locatar in ap. 2 cu un nr. de 4 persoane,
 Vă rugăm să plătiți suma de 300 RON pentru gaz metan pe luna noiembrie.
 Va multumesc,
 Administratorul

Stimate domn Vasilescu
 locatar in ap. 3 cu un nr. de 5 persoane,
 Vă rugăm să plătiți suma de 375 RON pentru gaz metan pe luna noiembrie.
 Va multumesc,
 Administratorul

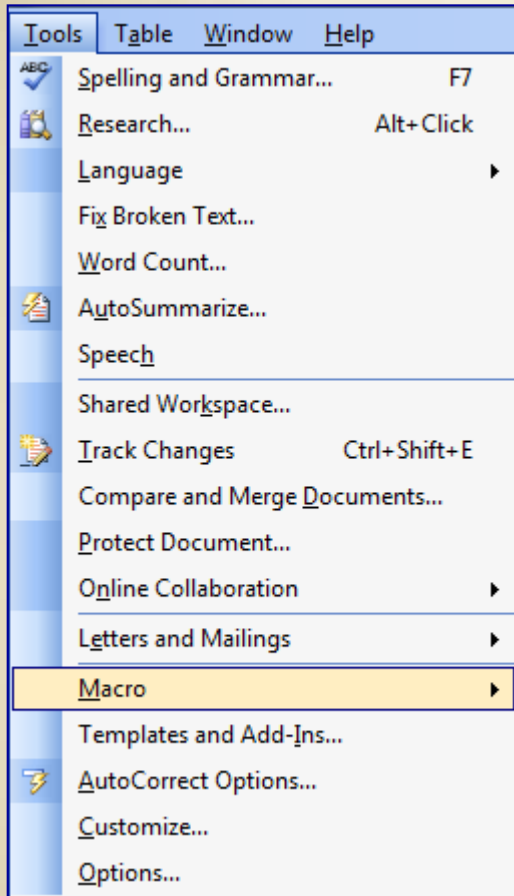
Stimate domn Zaganescu
 locatar in ap. 5 cu un nr. de 2 persoane,
 Vă rugăm să plătiți suma de 150 RON pentru gaz metan pe luna noiembrie.
 Va multumesc,
 Administratorul

Merge to Printer



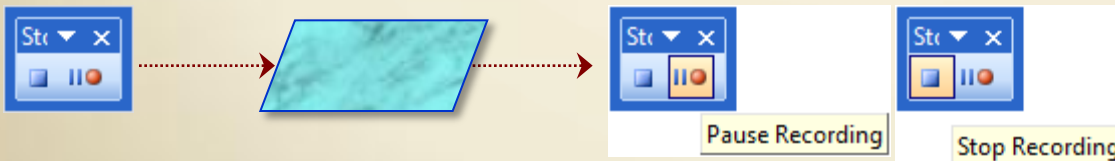
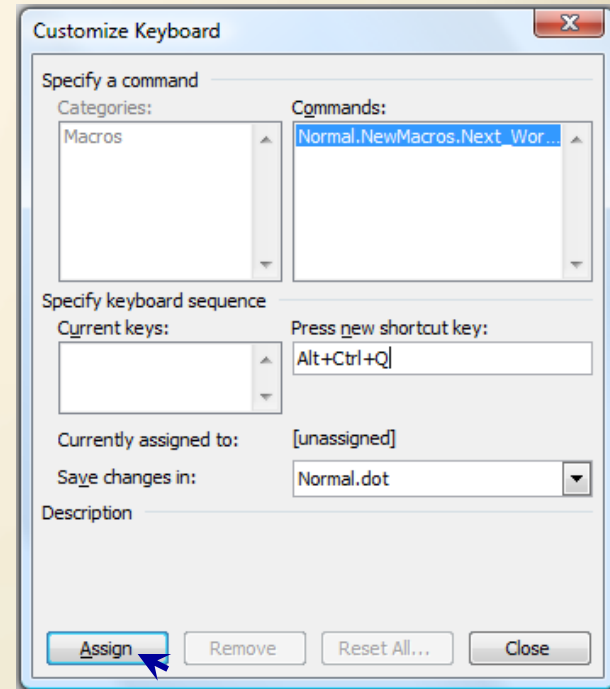
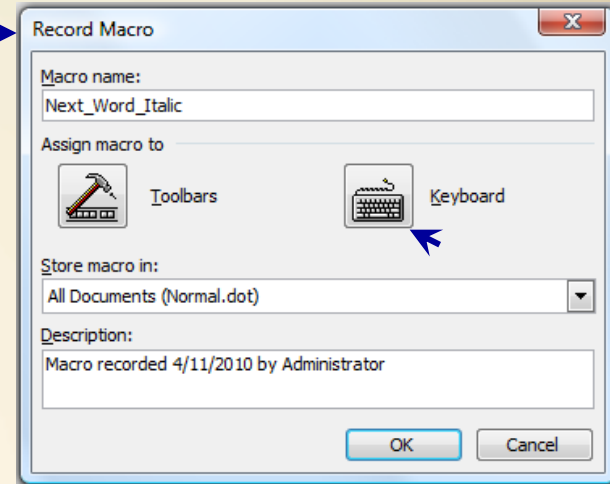
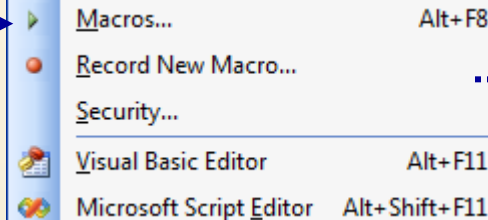
Merge to Printer

6. Tools → Macro:

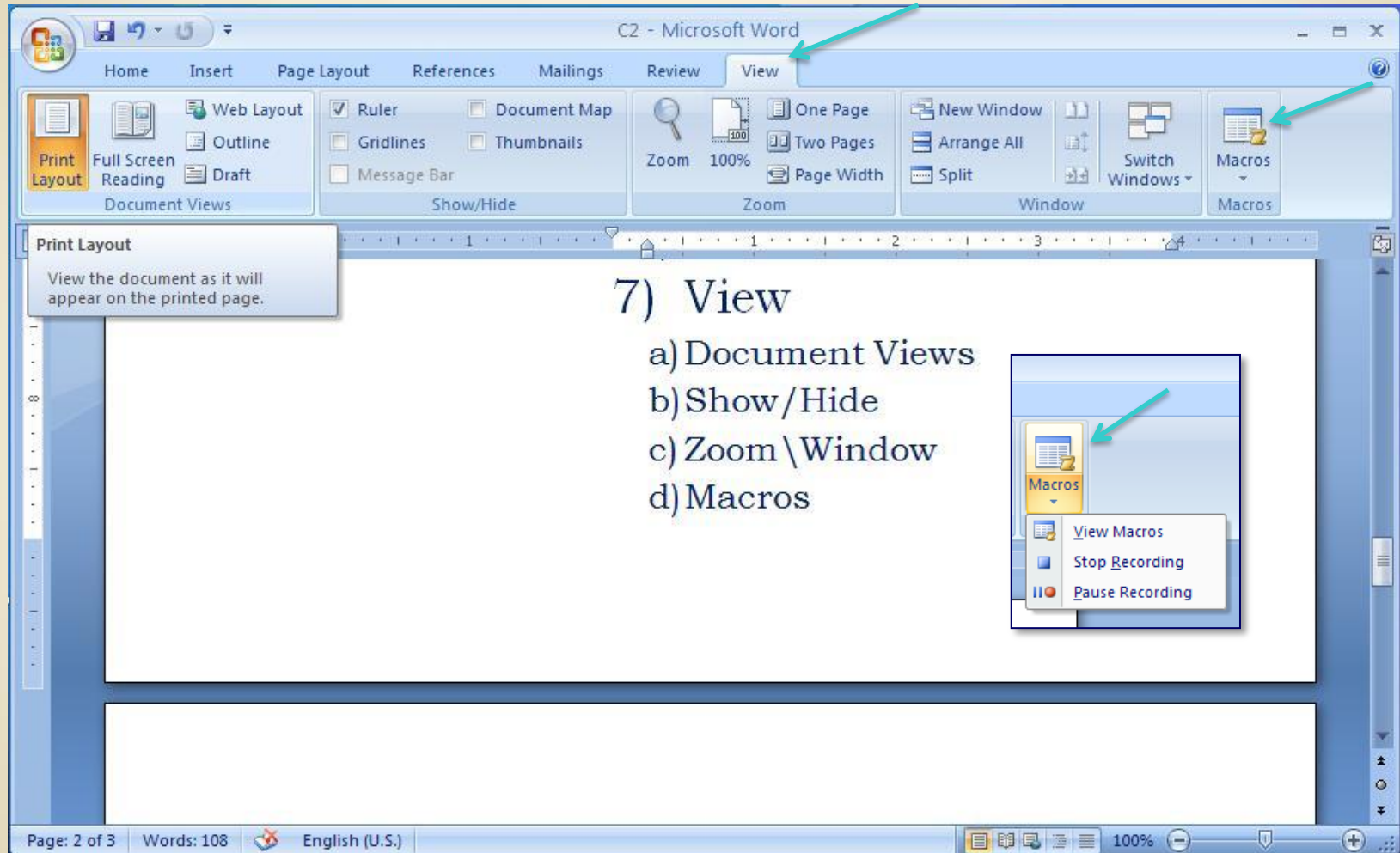


Ctrl+Alt+Q

Urmatorul cuvânt se face italic.



6. Tools → Macro:



The screenshot shows the Microsoft Word 2010 interface. The title bar reads "C2 - Microsoft Word". The ribbon is set to "View". The ribbon groups include "Document Views" (Print Layout, Full Screen Reading, Outline, Draft), "Show/Hide" (Ruler, Gridlines, Document Map, Thumbnails, Message Bar), "Zoom" (Zoom, 100%, One Page, Two Pages, Page Width), "Window" (New Window, Arrange All, Split, Switch Windows), and "Macros" (Macros). A red arrow points to the "View" ribbon tab, and another red arrow points to the "Macros" button. A tooltip for "Print Layout" is visible on the left, stating "View the document as it will appear on the printed page." The main document area contains the following text:

7) View

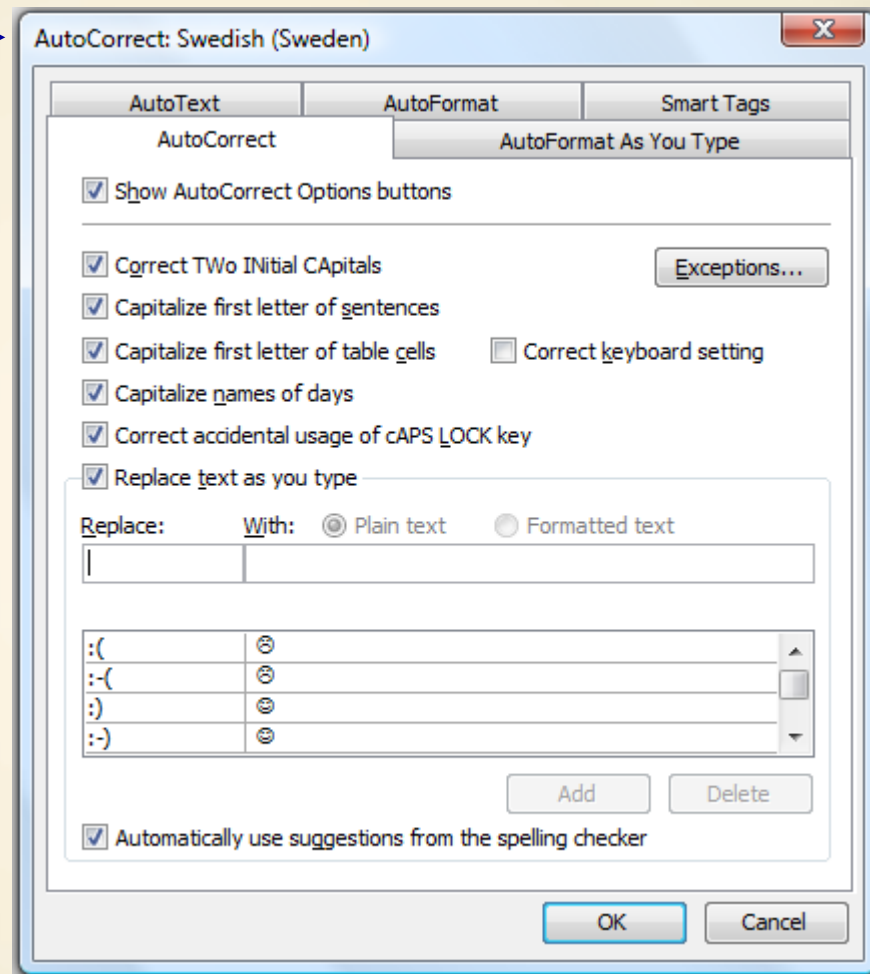
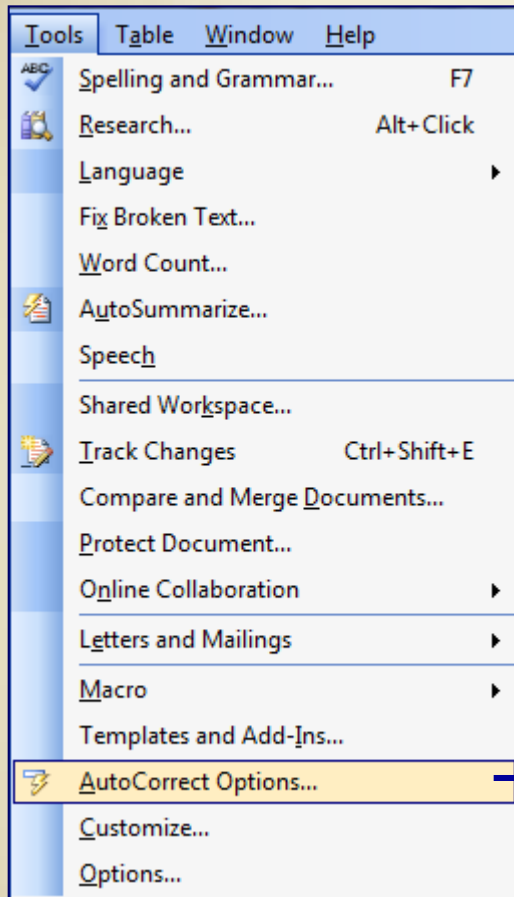
- a) Document Views
- b) Show/Hide
- c) Zoom \ Window
- d) Macros

A second tooltip is shown over the "Macros" button, listing the following options:

- View Macros
- Stop Recording
- Pause Recording

The status bar at the bottom shows "Page: 2 of 3", "Words: 108", "English (U.S.)", and "100%".

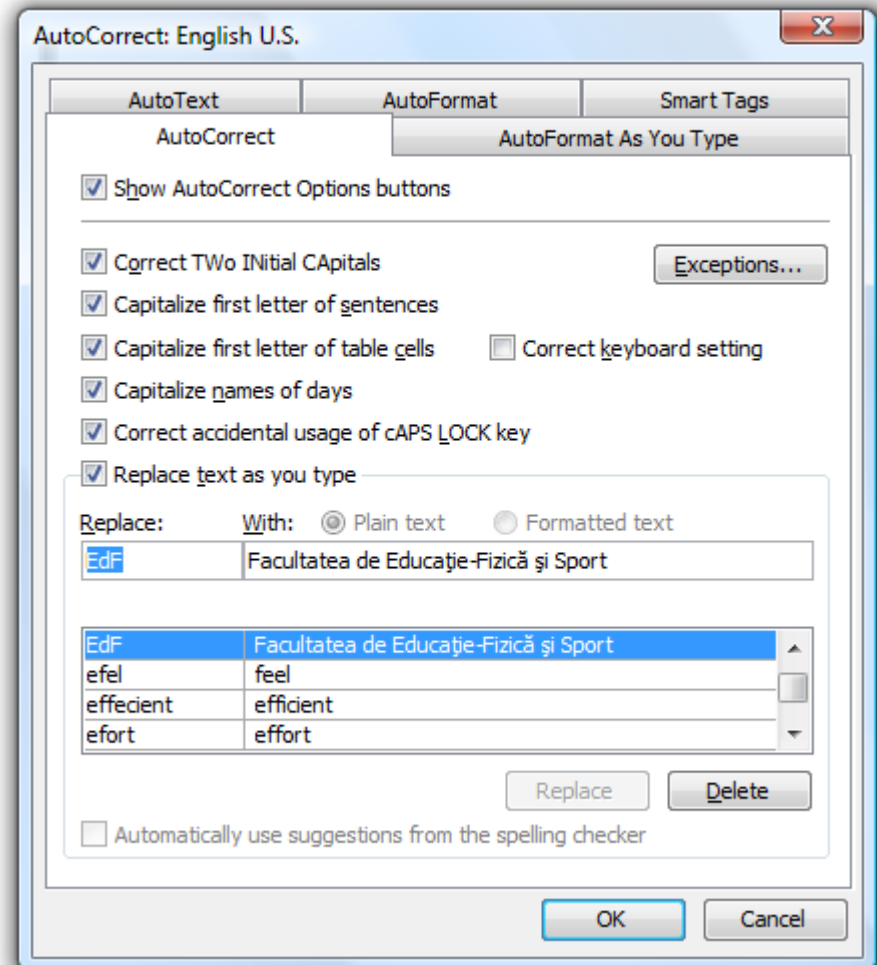
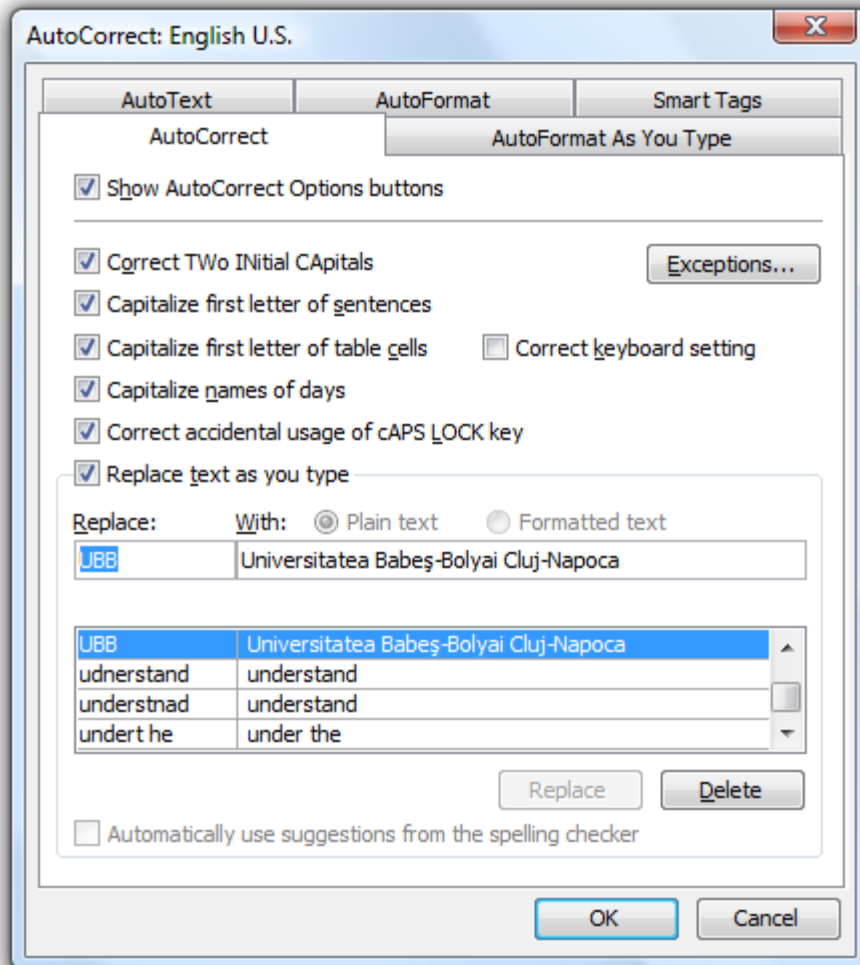
6. Tools → AutoCorrect:



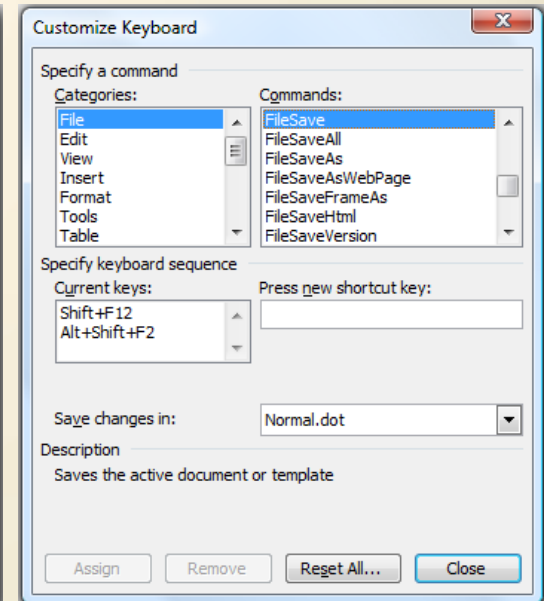
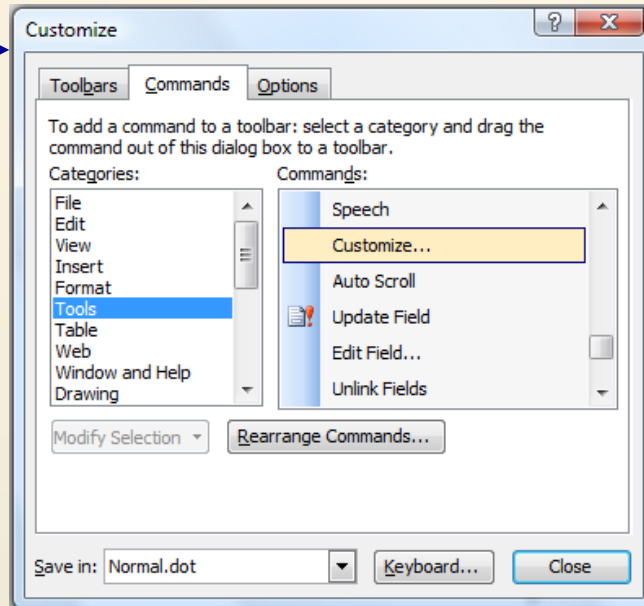
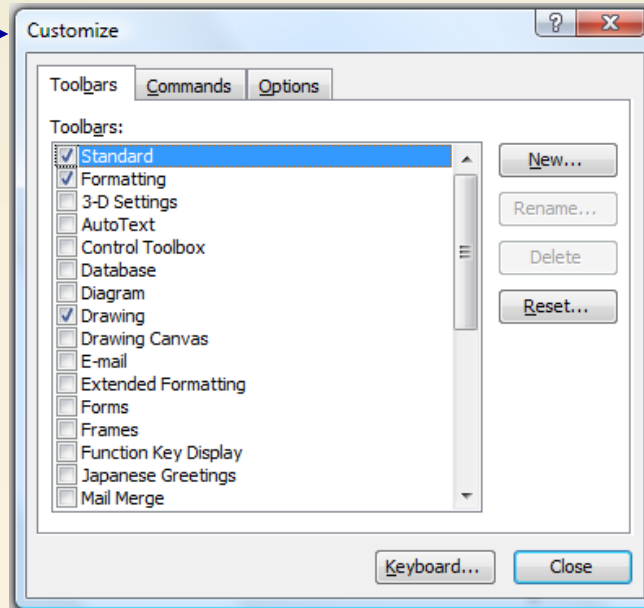
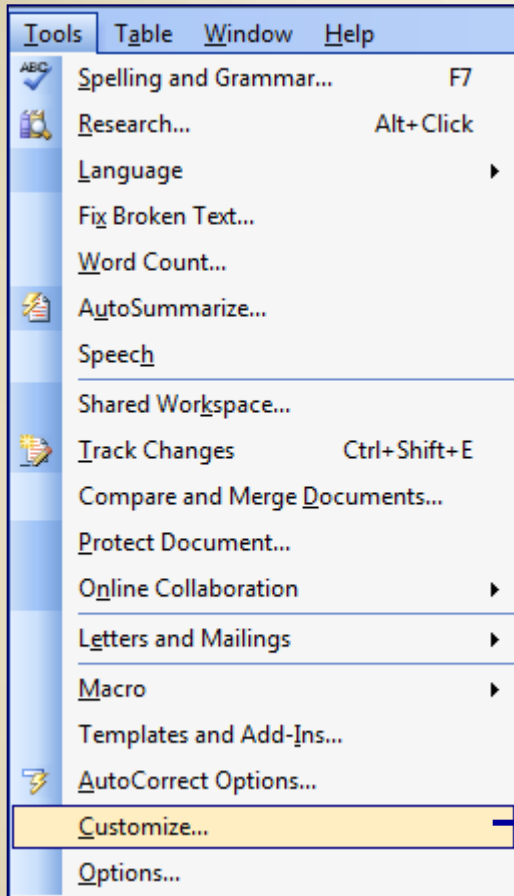
... 6. Tools → AutoCorrect:

UBB → Universitatea Babeş-Bolyai Cluj-Napoca

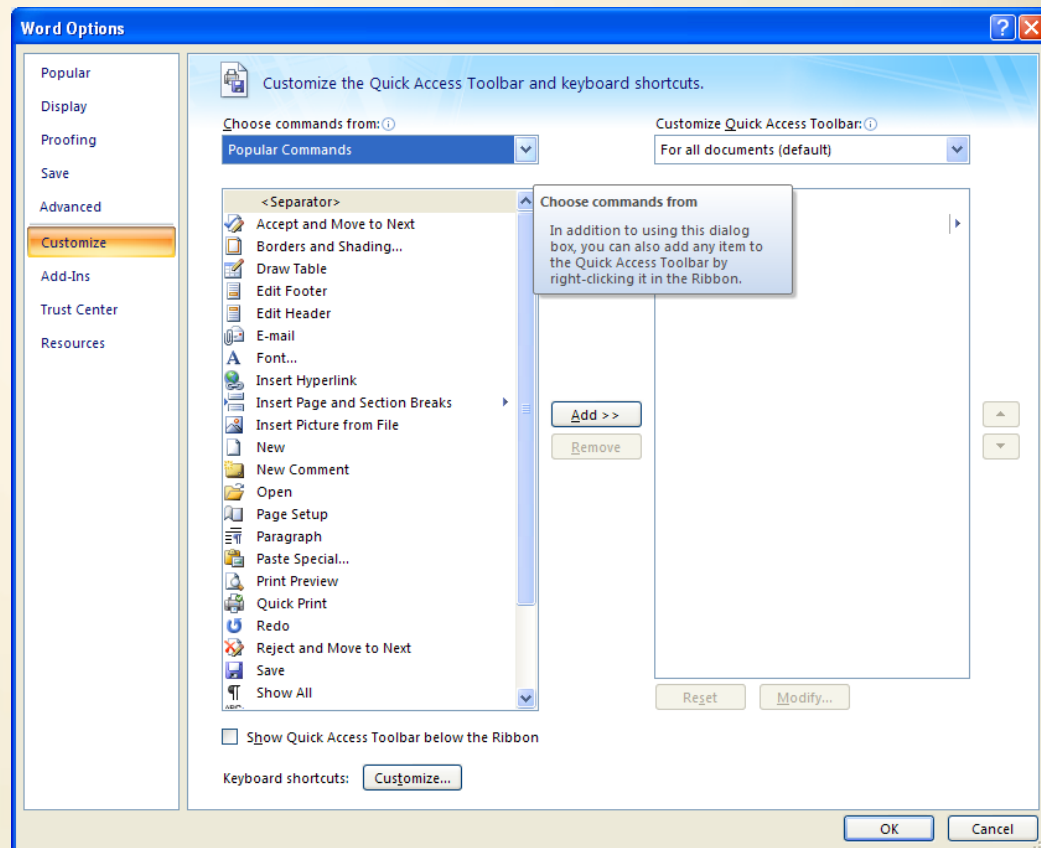
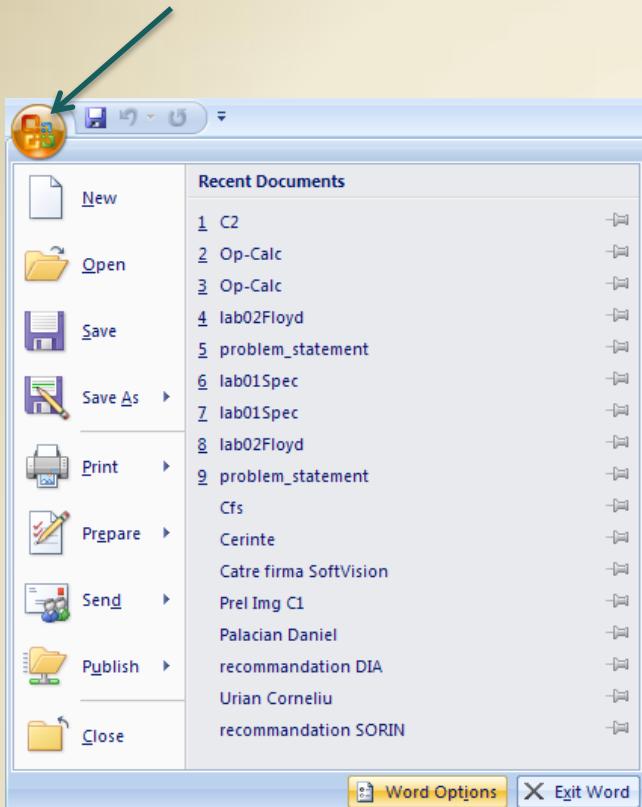
EdF → Facultatea de Educație-Fizică și Sport



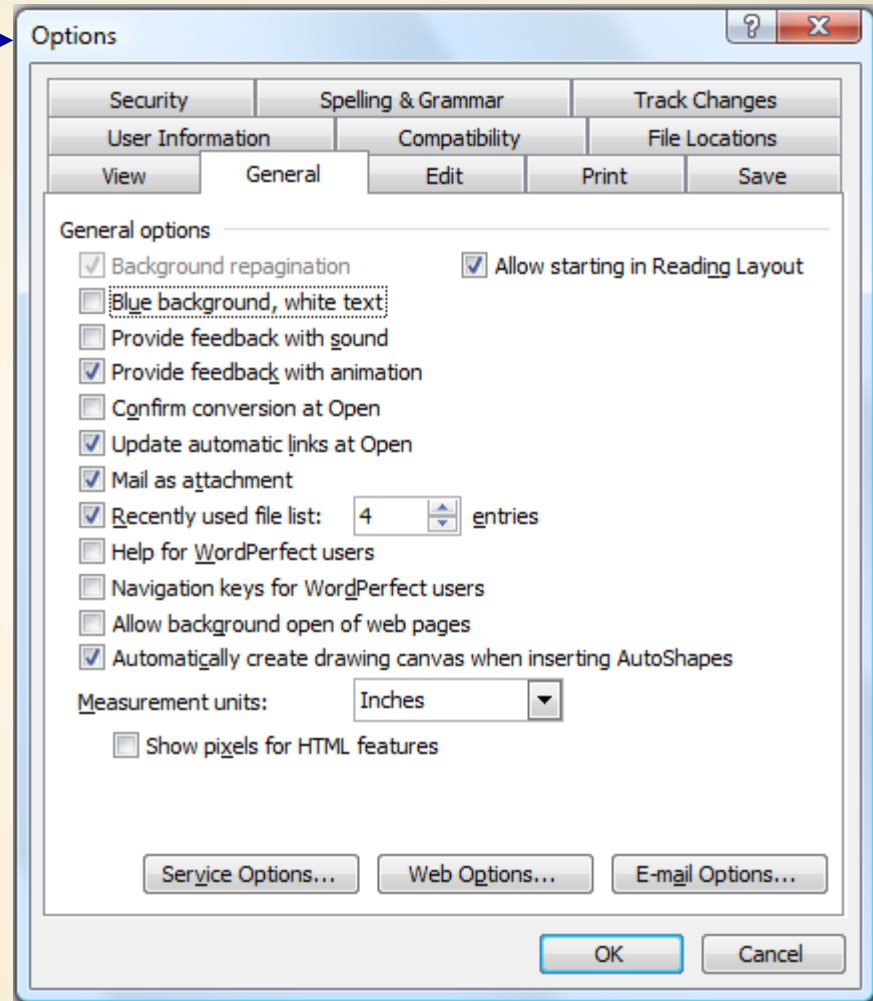
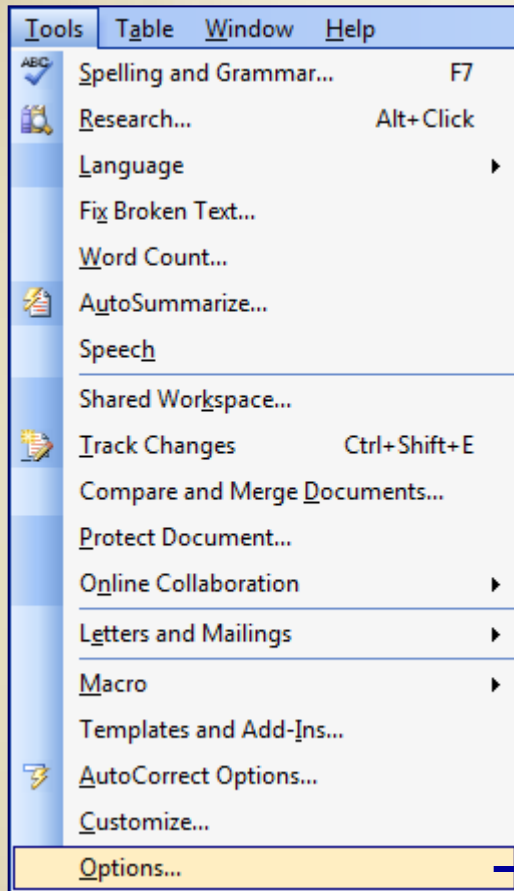
6. Tools → Customize:



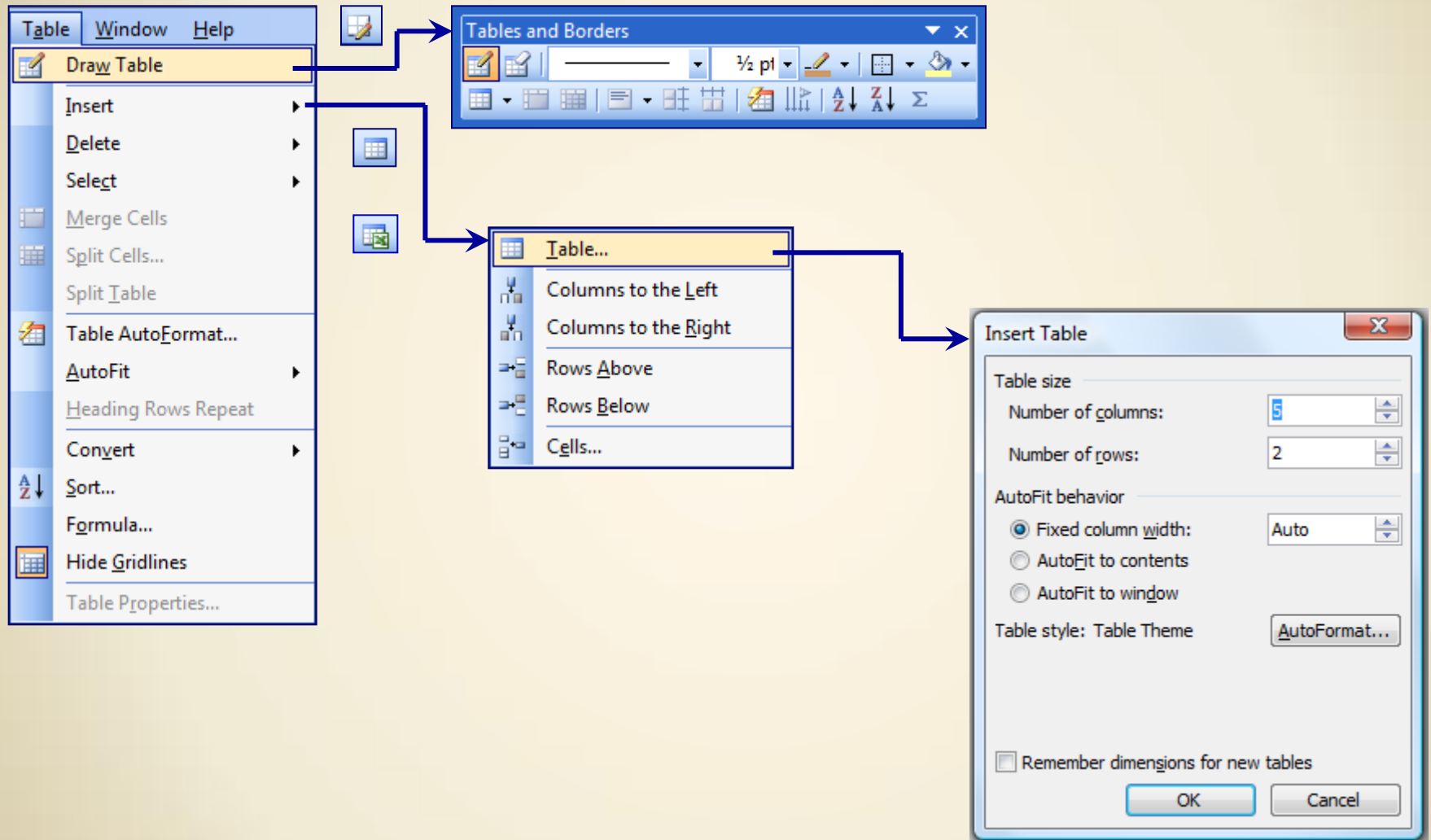
Tools → Customize:



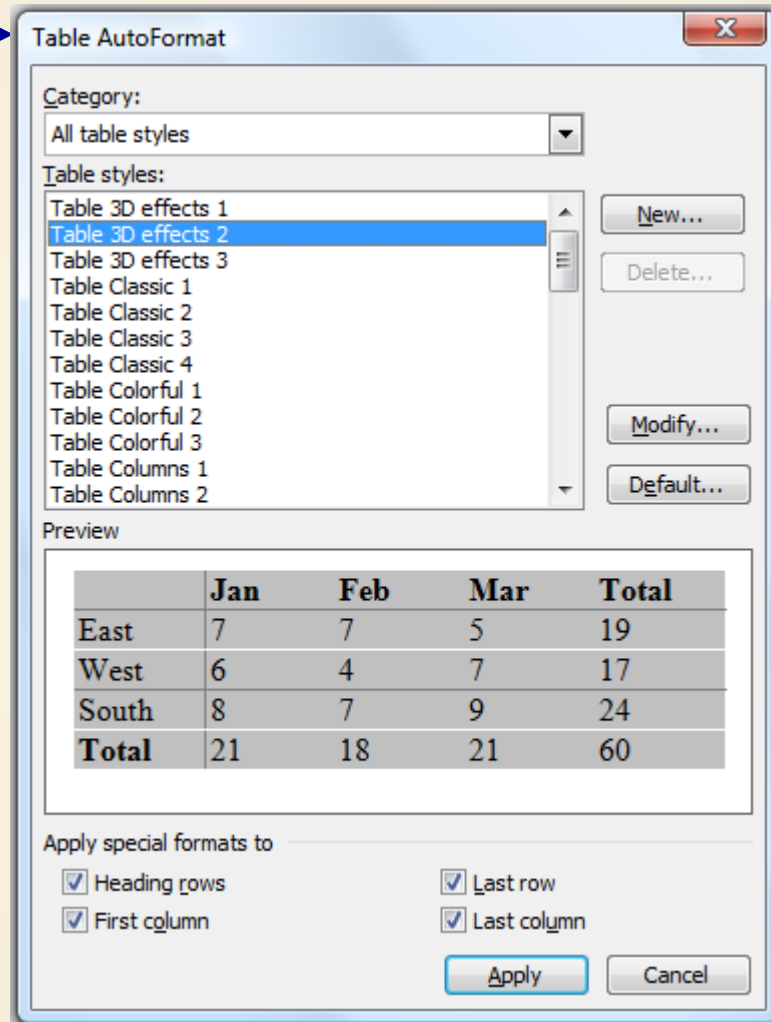
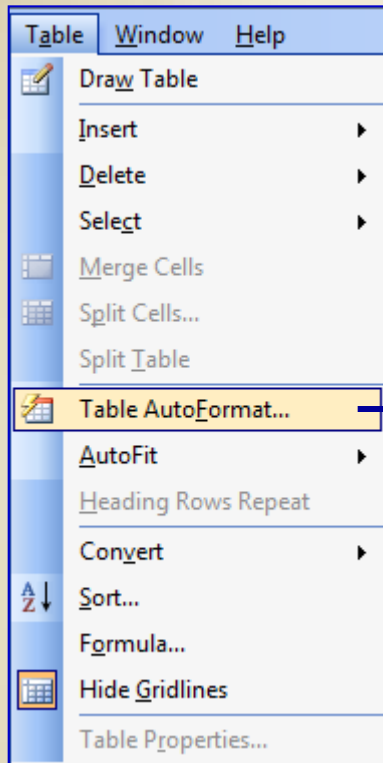
6. Tools → Options:



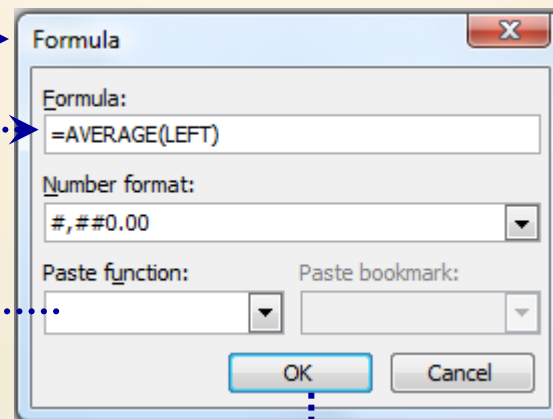
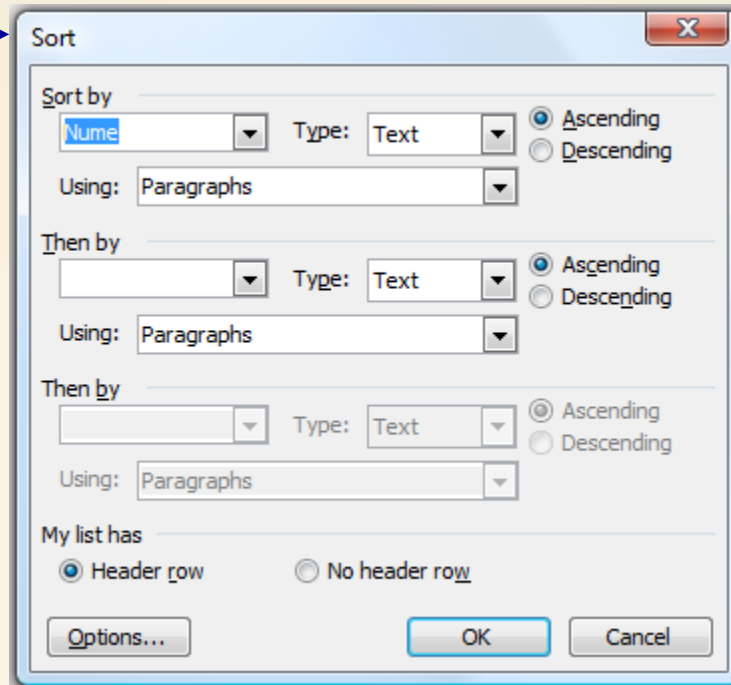
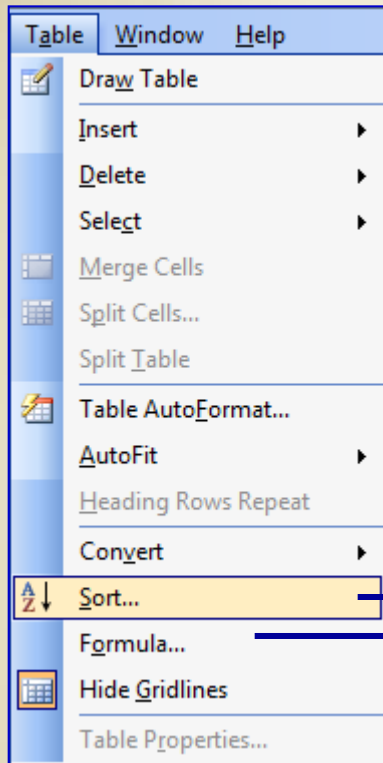
7. Table → Draw & Insert:



7. Table → AutoFormat:

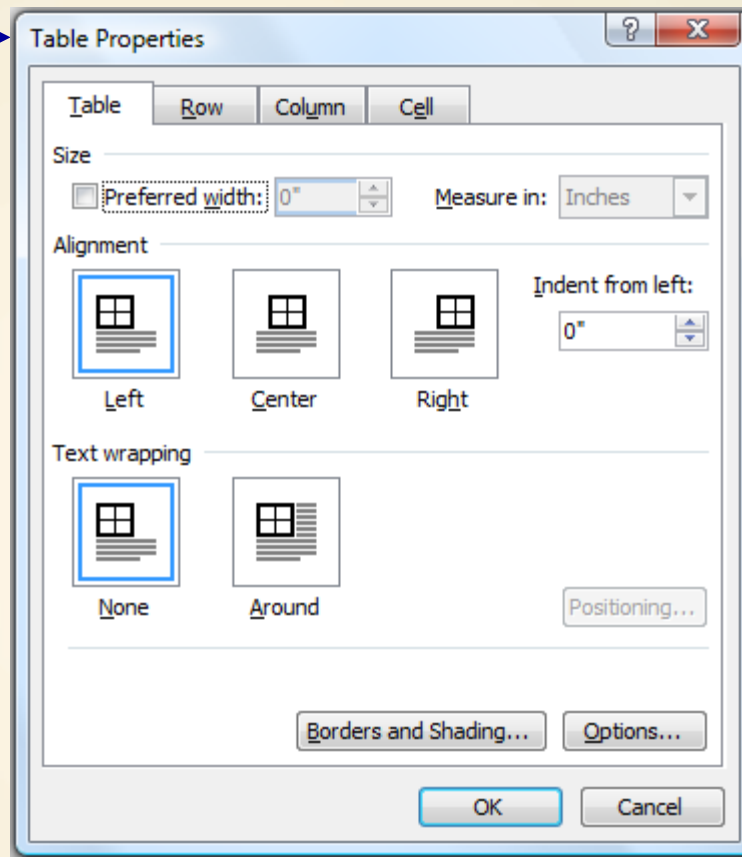
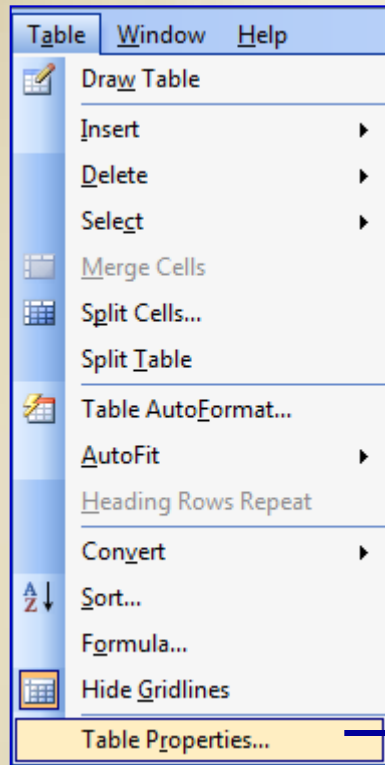


7. Table → Sort & Formula:

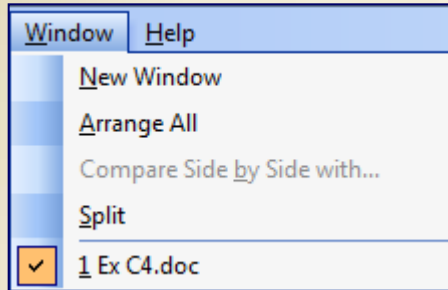


Nota 1	Nota 2	Media
8	10	9.00
9	10	9.50

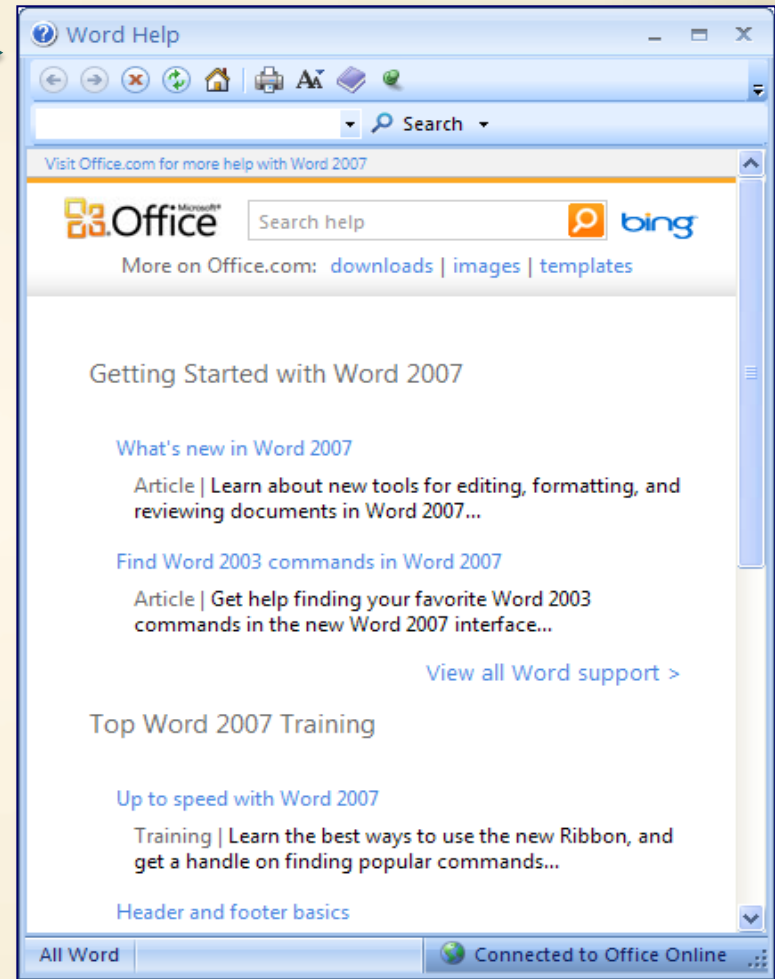
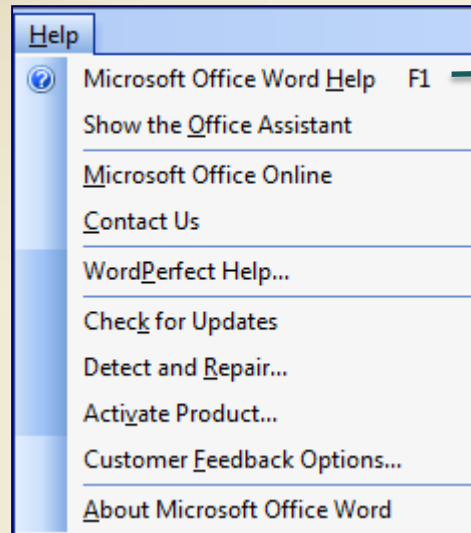
7. Table → Properties:



8. Window:



9. Help:



Tema - Aplicati (Utilizati):

✓ **Format:**

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

✓ **Tools :**

- ✓ Letters & Mailings, Macro, AutoCorrect, Customize, ...

✓ **Table :**

- ✓ Draw & Insert, AutoFormat, Sort & Formula, Properties

... C3 / 4.11.2017 *b)*

... C3 / 4.11.2017