

Tehnologia informației
(pentru perfecționarea profesorilor)



MICROSOFT

WORD

5 Oct. 2016

Curs 1

Obiective:

Dezvoltarea deprinderilor de utilizare a aplicațiilor software specializate pentru:

- ▣ Realizarea documentelor (procesorul de texte *Word*);
- ▣ Calcul tabelar (*Excel*);
- ▣ Baze de date (*Access*),
- ▣ Prezentări profesionale (*Power Point*),
- ▣ Editoare grafice (*Gimp* - GNU Image Manipulation Program- ,
Adobe Photoshop, ...),
- ▣ Pagini Web (*HTML*).

Structura cursului / seminarului:

Concepte, metode, tehnici și operații de bază pentru:			(C, S, L, P)
I. Operații de bază utilizate la redactarea unui document (<i>Word</i>).			(8, 4, 0, 4)
a) Procesarea unui text	(Curs 1, 2)	(Sem. 1)	(4, 2, 0, 2)
b) Operații complementare	(Curs 3, 4)	(Sem. 2)	(4, 2, 0, 2)
II. Concepte și operații de bază utilizate în calculul tabelar (<i>Excel</i>);			(8, 4, 0, 4)
a) Formatarea și gestionarea datelor	(Curs 5, 6)	(Sem. 3)	(4, 2, 0, 2)
b) Utilizarea formulelor și a funcțiilor	(Curs 7, 8)	(Sem. 4)	(4, 2, 0, 2)
III. Concepte și tehnici de realizare și interogare a unei B.D. (<i>Access</i>);			(6, 2, 0, 2)
a) Concepte de bază și operații elementare	(Curs 9)		(2, 1, 0, 1)
b) Utilizarea informațiilor dintr-o bază de date	(Curs 10, 11)	(Sem. 5)	(4, 1, 0, 1)
IV. Realizarea unei prezentări (<i>PowerPoint</i>);	(Curs 12)	(Sem. 6)	(2, 2, 0, 2)
V. Editoare grafice utilizate în grafică și prelucrarea imaginilor ;	(Curs 13)	(Sem.7 _a)	(2, 1, 0, 1)
VI. Realizarea unei pagini <i>WEB</i> (<i>HTML</i>);	(Curs 14)	(Sem.7 _b)	(2, 1, 0, 1)
			(28,14,0,14)

Evaluare :

Tip activitate	10.1 Criterii de evaluare	10.2 Metode de evaluare	10.3 Pondere din nota finală (%)
10.4 Curs	Includerea în documentele realizate a elementelor predate la curs cunoașterea și înțelegerea lor	Evaluare orală – susținerea documentației realizate (pe baza dosarului cuprinzând documentația <i>Word, Excel, Access, PowerPoint</i> și <i>Html</i>)	50%
10.5 Seminar / Activități laborator	Utilizarea elementelor specifice corespunzătoare aplicațiilor prezentate la curs.	Evaluare practică (cunoaștere a aplicațiilor și a modului de utilizare a funcționalităților acestora aplicate pe tema aleasă)	30%
Proiect	Realizarea unui proiect care să cuprindă elementele predate	Prezentarea proiectului individual realizat	20%
10.6 Standard minim de performanță			
Nota finală N se calculează ca medie ponderată (obținute la evaluarea orală-E, practică-L și proiect-P), cu condiția ca toate notele să fie cel puțin 5 astfel: $N = 0.5 \cdot E + 0.3 \cdot L + 0.2 \cdot P$			

Birotica → **Word₁**

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 2. - ... - Microsoft Word₂ -...

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
~Sindows.DOC		Microsoft Word Document	162 bytes	BIROTICA.DOC
Carte Word.Doc		Microsoft Word Document	5.82 MB	Windows.DOC
Word_1.DOC		Microsoft Word Document	3.72 MB	Word_2.DOC
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

Pages: []

Copies

Number of copies: 1

Collate

Print what: Document

Print: All pages in range

Zoom

Pages per sheet: 1 page

Scale to paper size: No Scaling

Buttons: Options..., OK, Cancel

1. File :

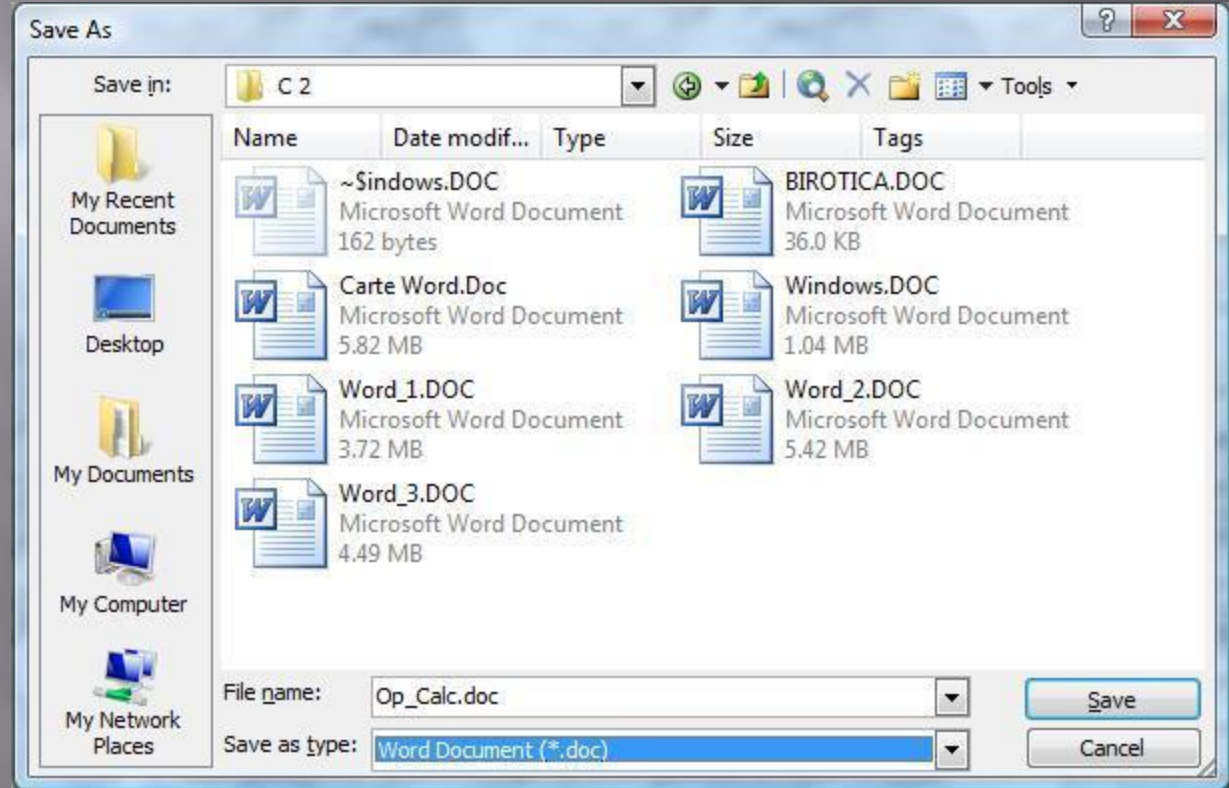
- New
- Open
- Close
- Save

- **Save As ...**

- Page Setup ...

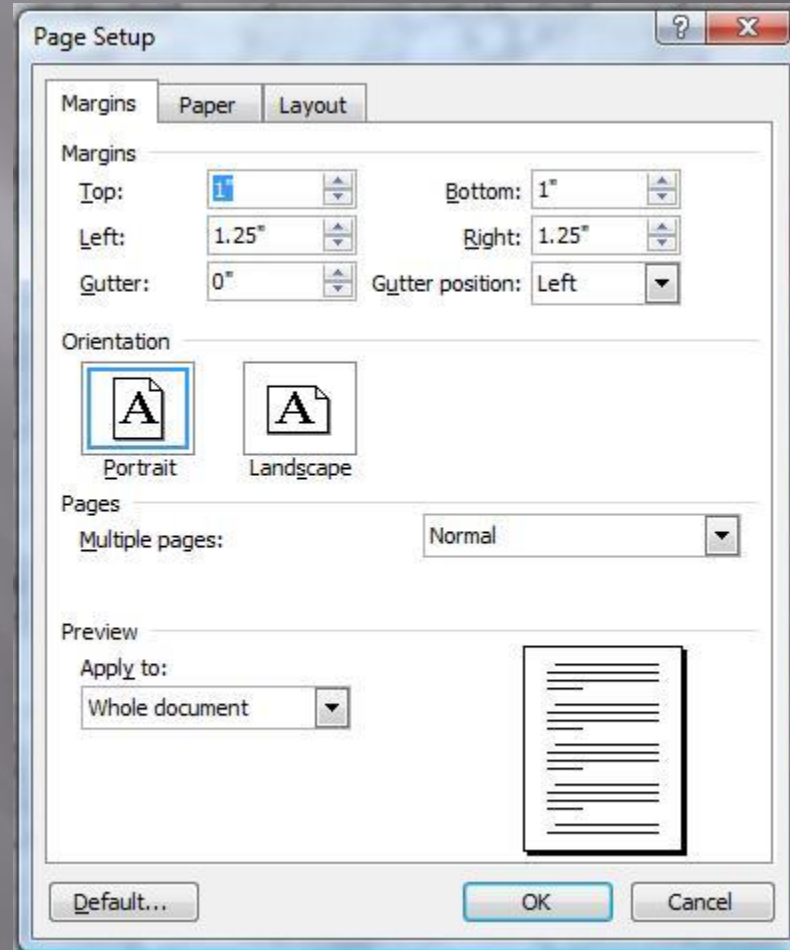
- Print ...

- Exit



1. File :

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



1. File :

- New
- Open
- Close
- Save

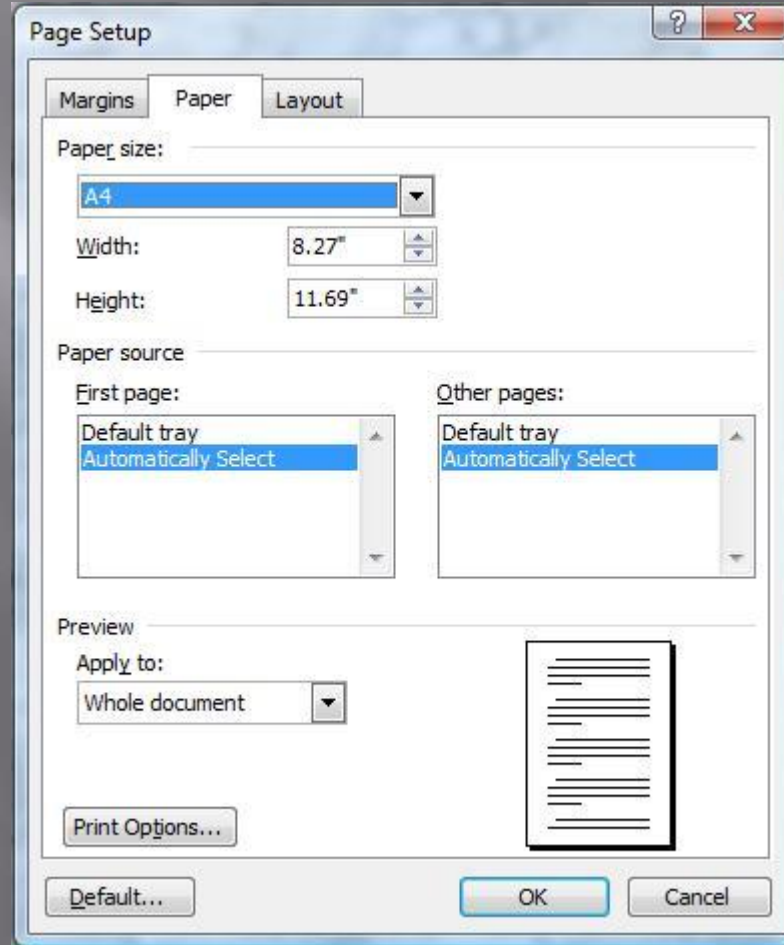
- Save As ...

- Page Setup ...
 - Margins →

 - Paper →

- Print ...

- Exit



1. File :

- New
- Open
- Close
- Save

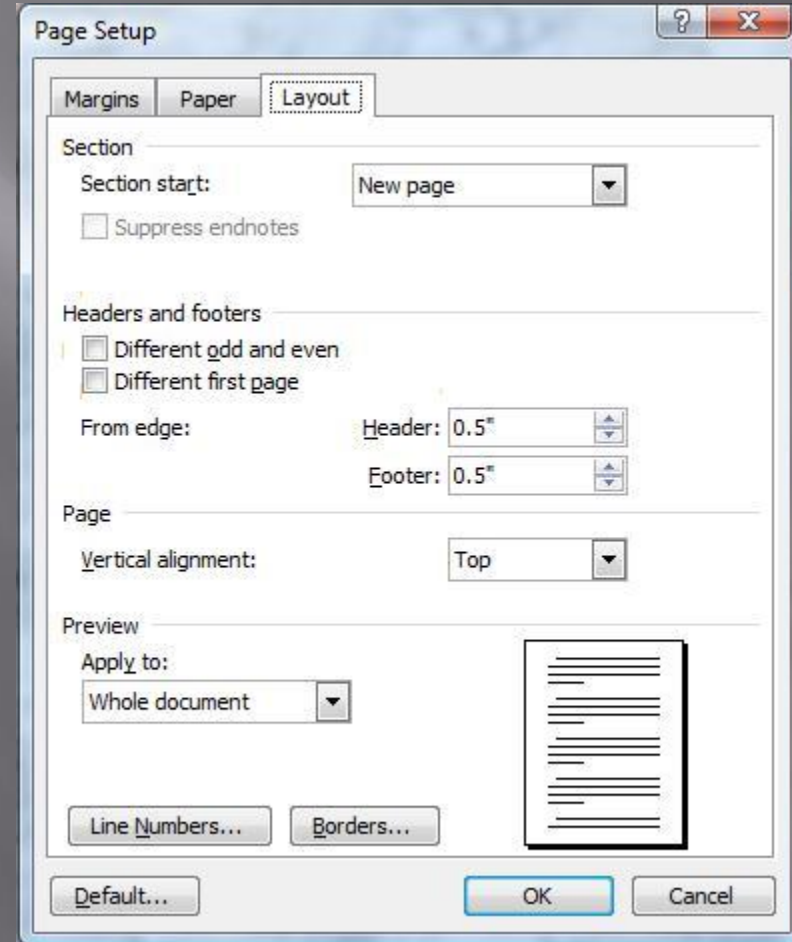
- **Save As ...**

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

 - **Layout →**

- Print ...

- Exit



1. File :

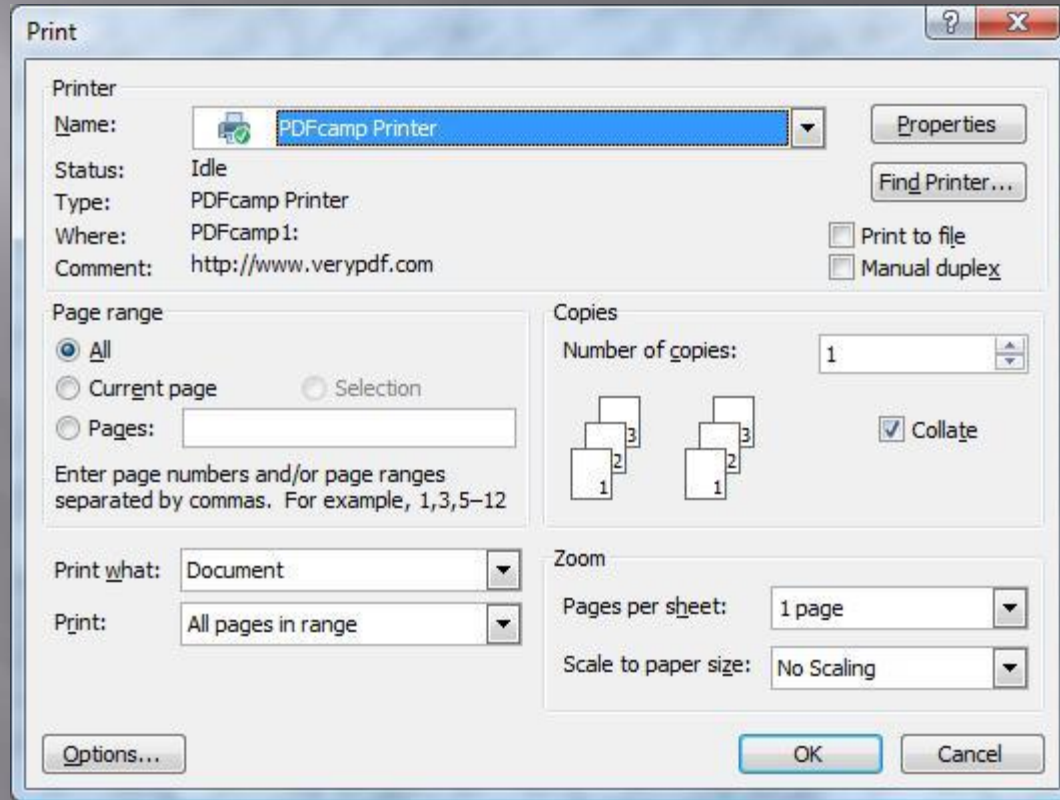
- New
- Open
- Close
- Save

- Save As ...

- Page Setup ...

- Print ...

- Exit

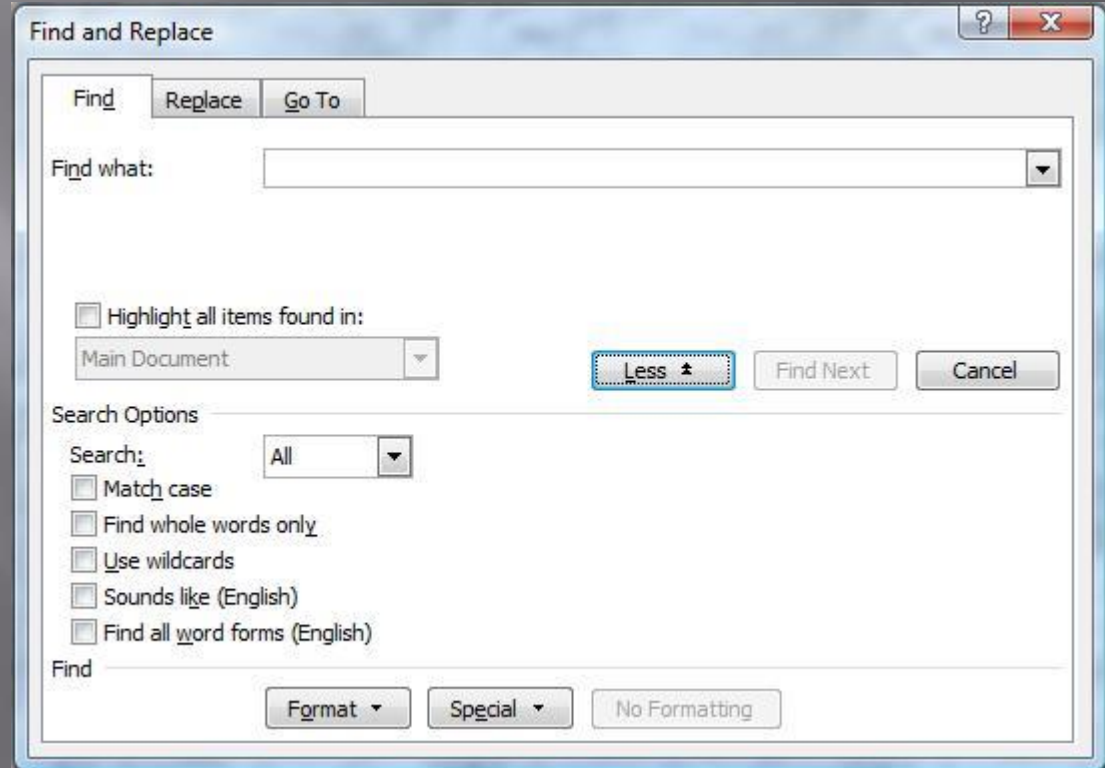


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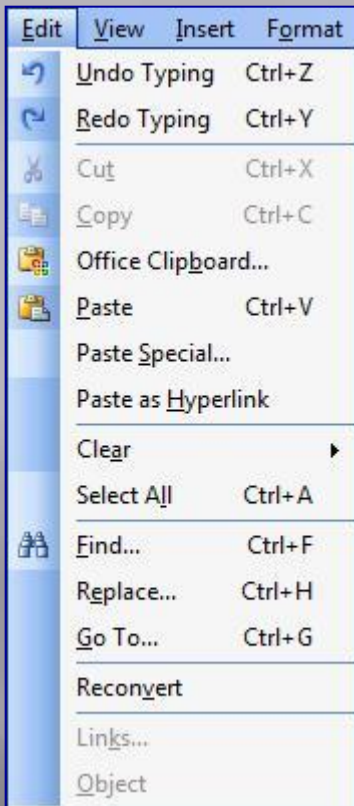


Edit	View	Insert	Format
	Undo Typing	Ctrl+Z	
	Redo Typing	Ctrl+Y	
	Cut	Ctrl+X	
	Copy	Ctrl+C	
	Office Clipboard...		
	Paste	Ctrl+V	
	Paste Special...		
	Paste as Hyperlink		
	Clear		▶
	Select All	Ctrl+A	
	Find...	Ctrl+F	
	Replace...	Ctrl+H	
	Go To...	Ctrl+G	
	Reconvert		
	Links...		
	Object		

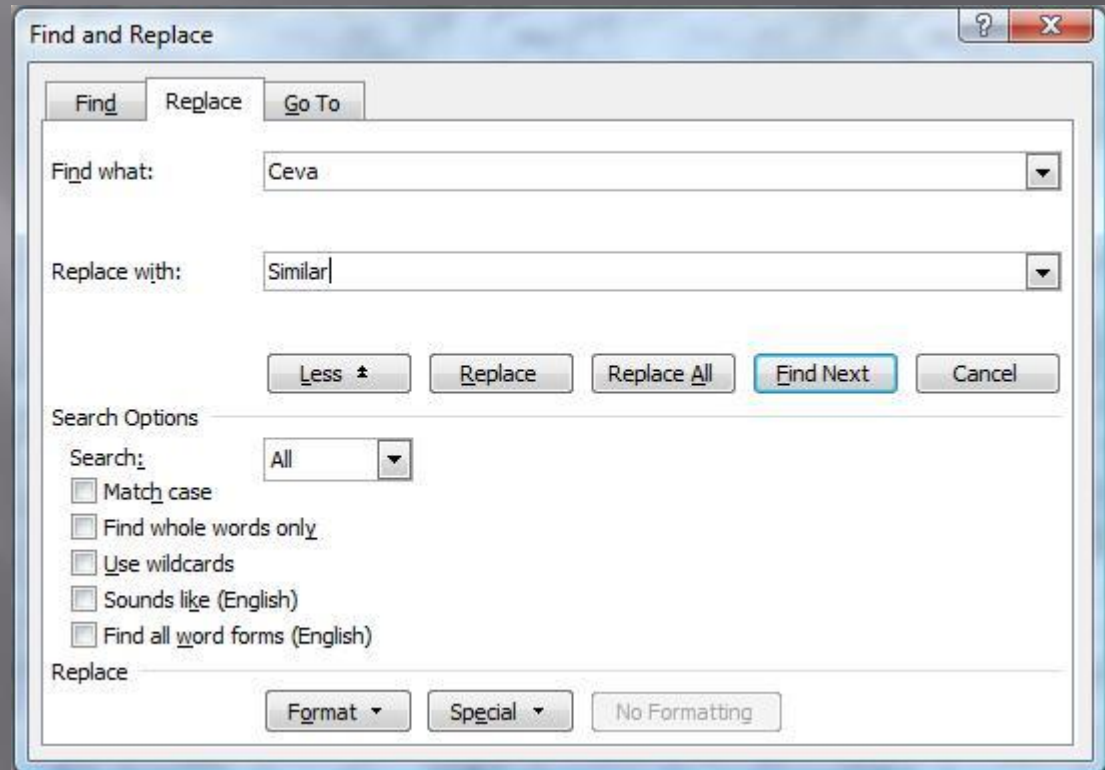
- Undo
- Redo
- ...
- Find ...
- Replace ...
- Go To ...
- ...



2. Edit :



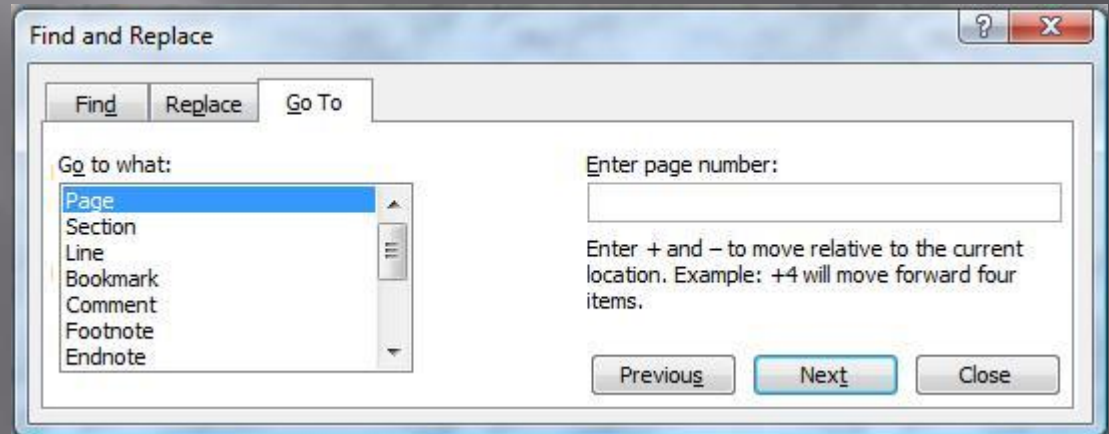
- Undo
- Redo
- ...
- Find ...
- Replace ...
- Go To ...
- ...



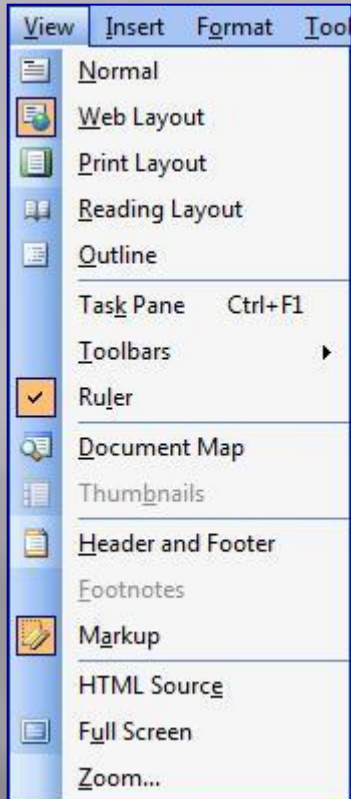
2. Edit :



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

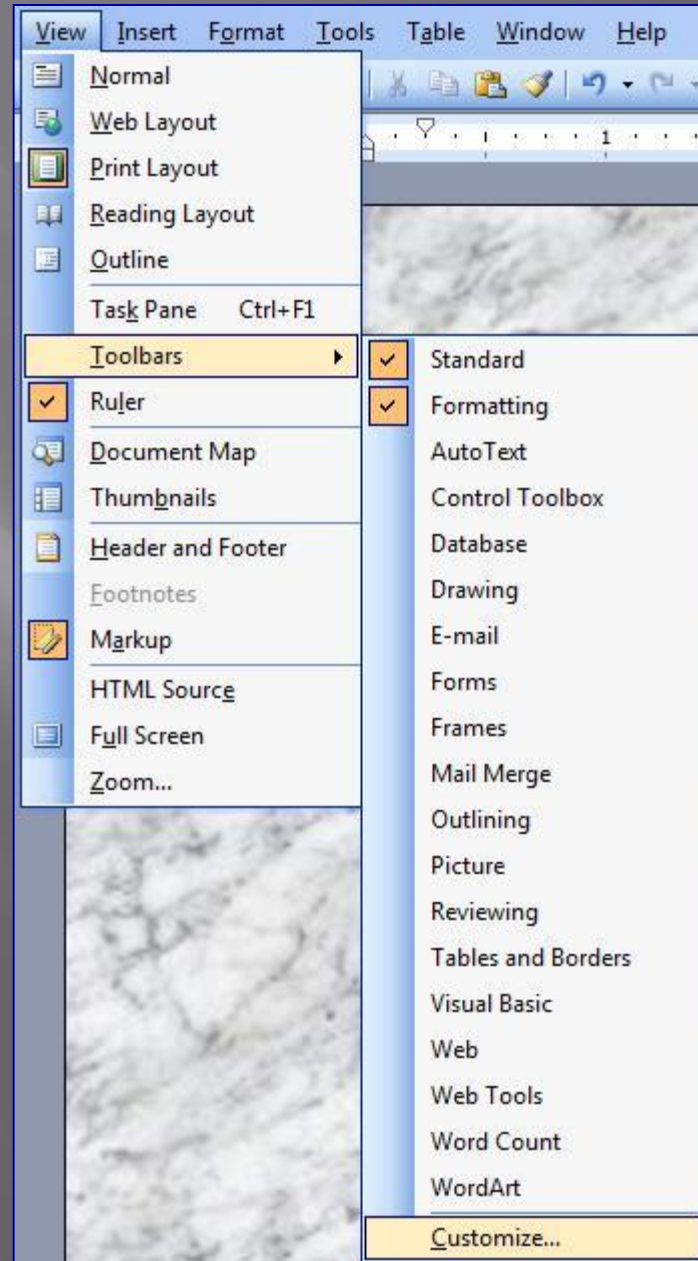


3. View :

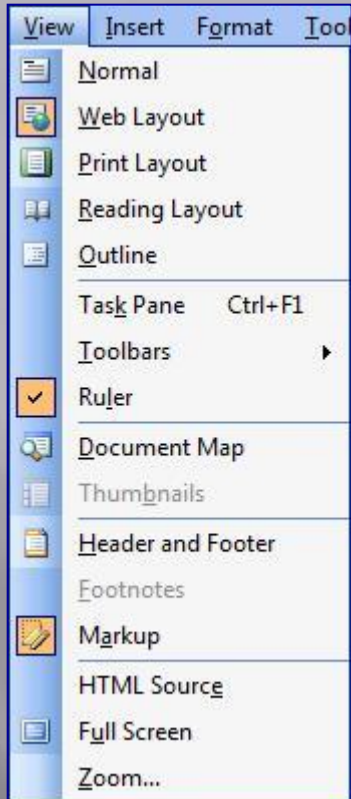


- Toolbars

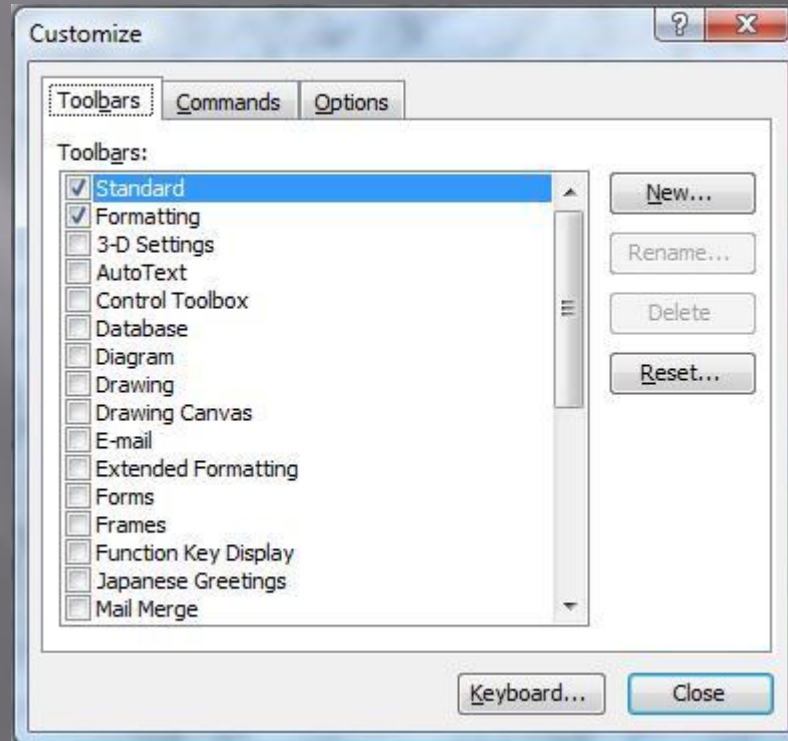
- Zoom...



3. View :

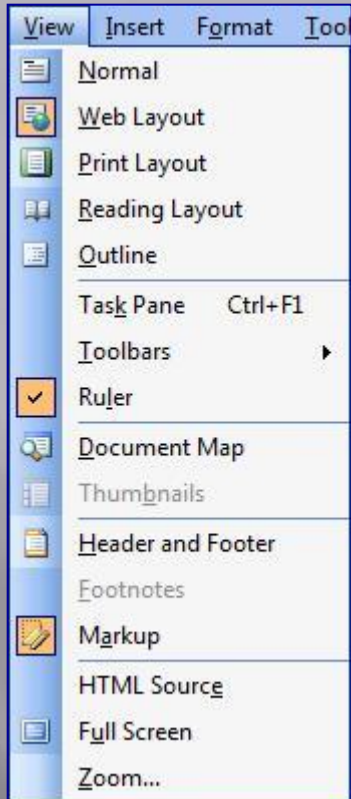


- Toolbars

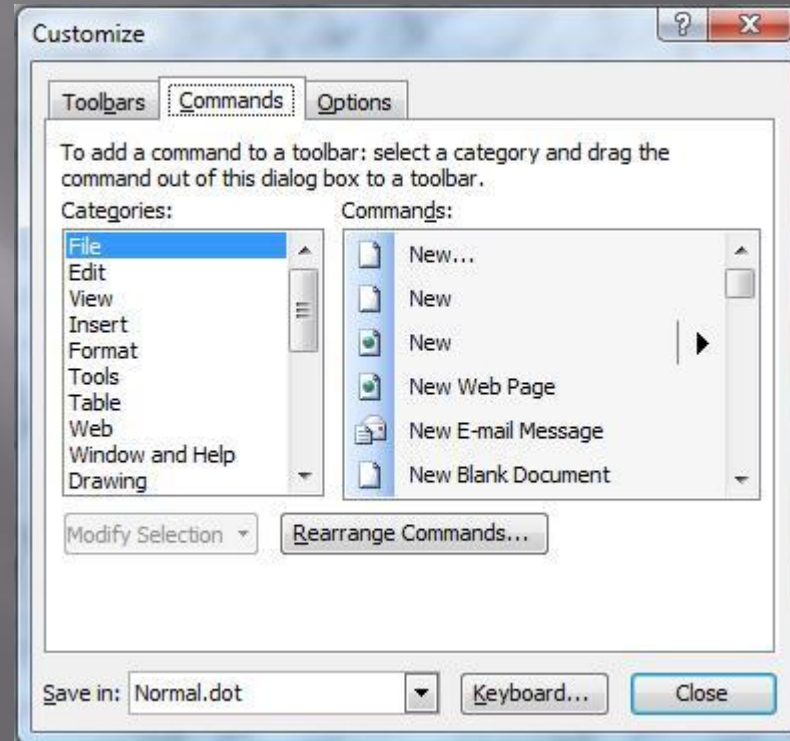


- Zoom...

3. View :

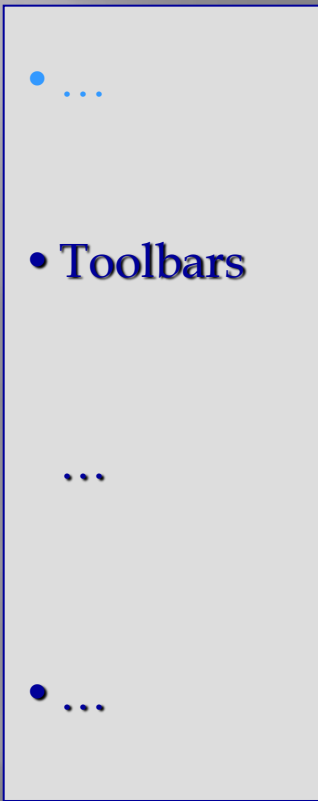
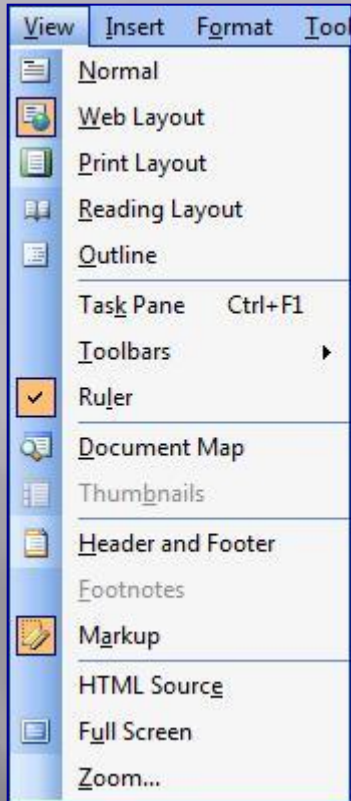


- Toolbars

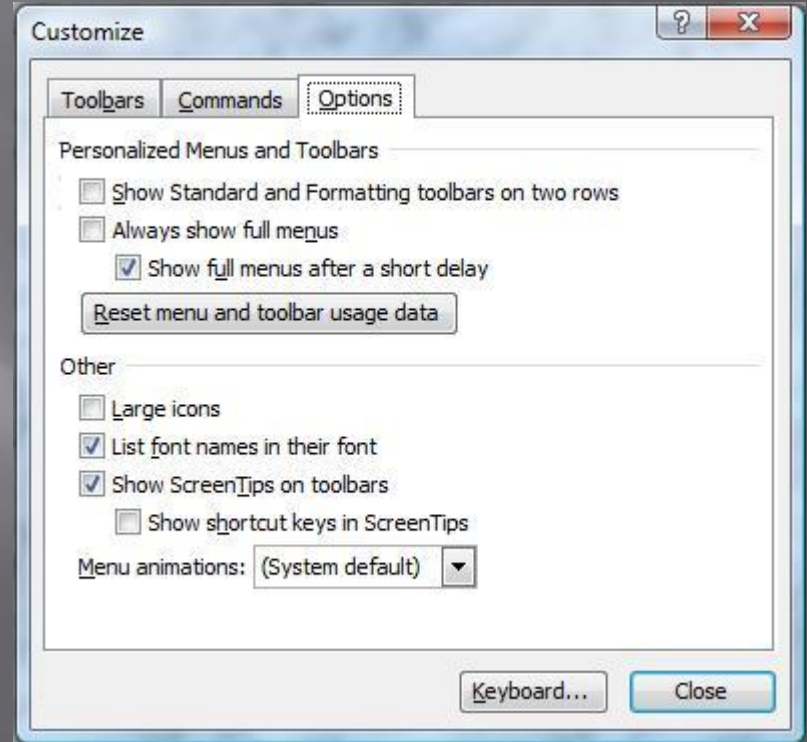


- Zoom...

3. View :

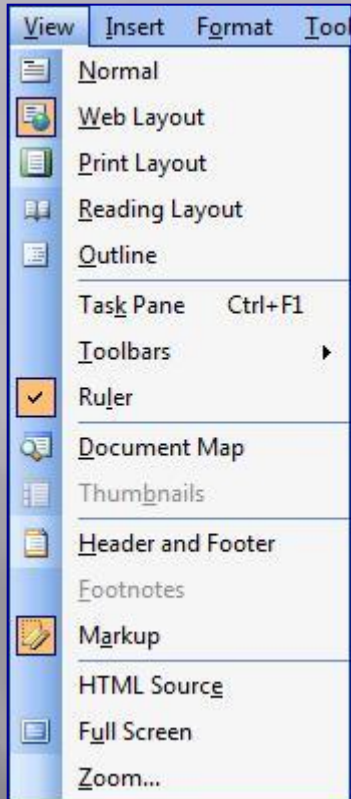


• Toolbars

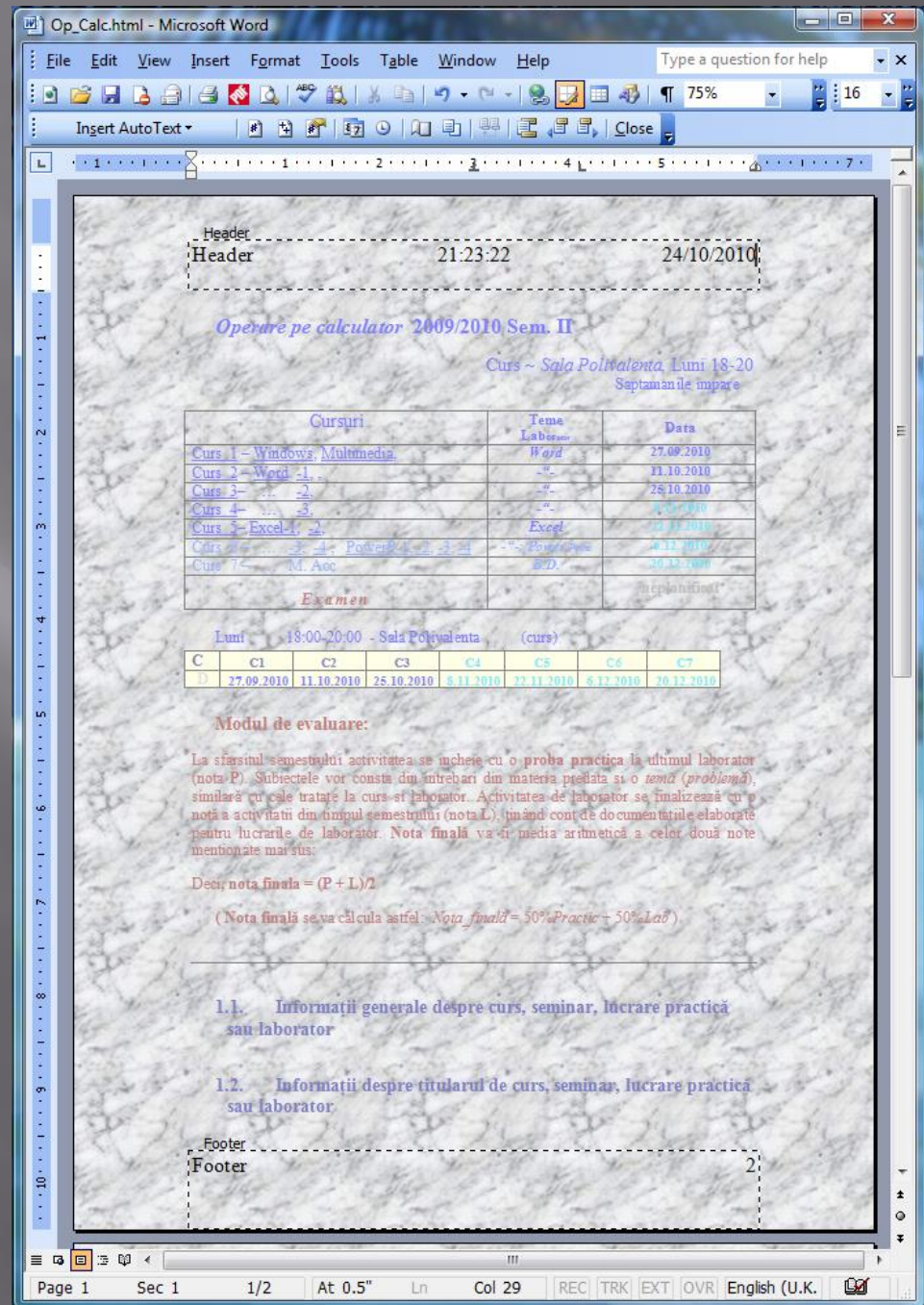


• Zoom...

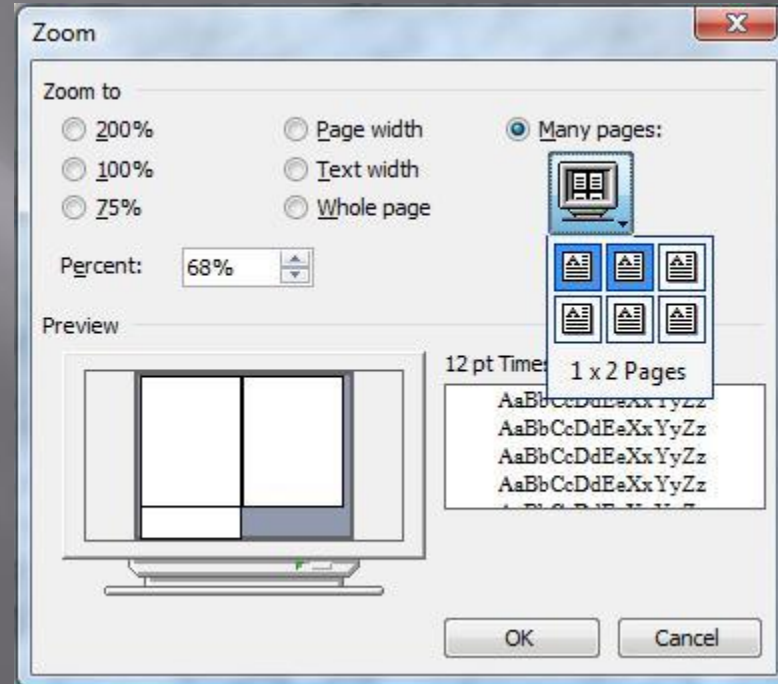
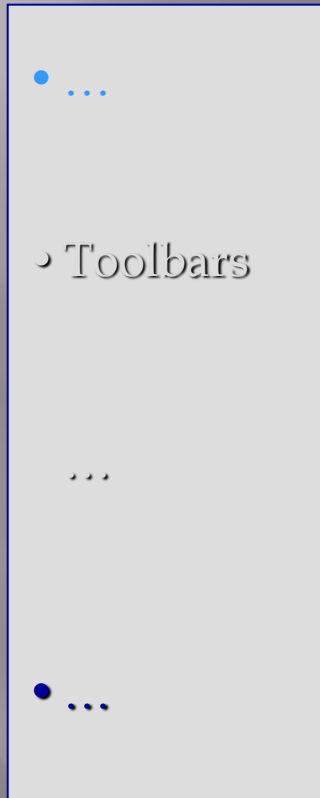
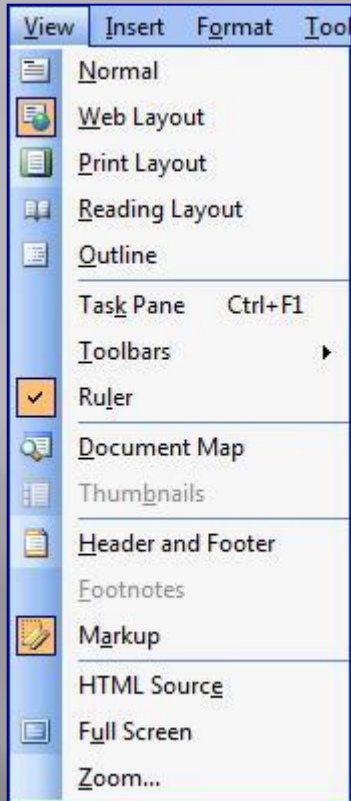
3. View :



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

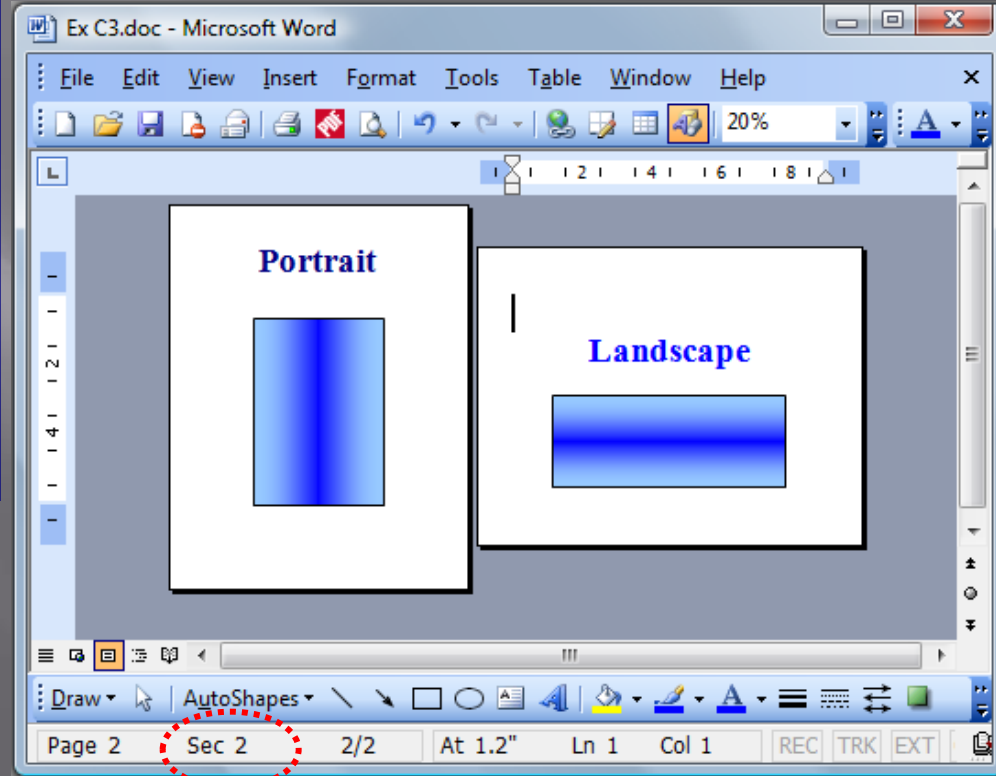
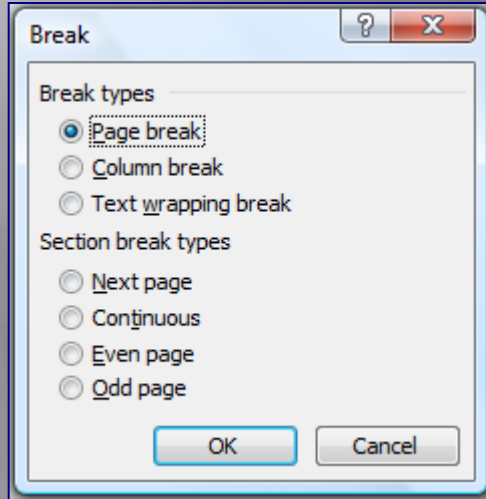
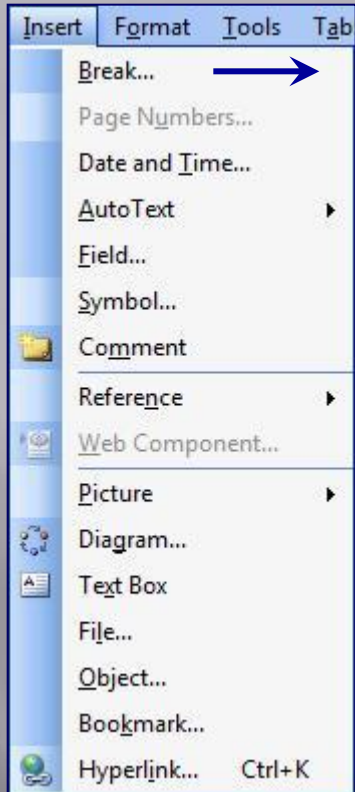


3. View :

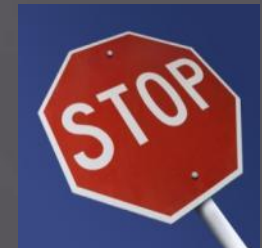
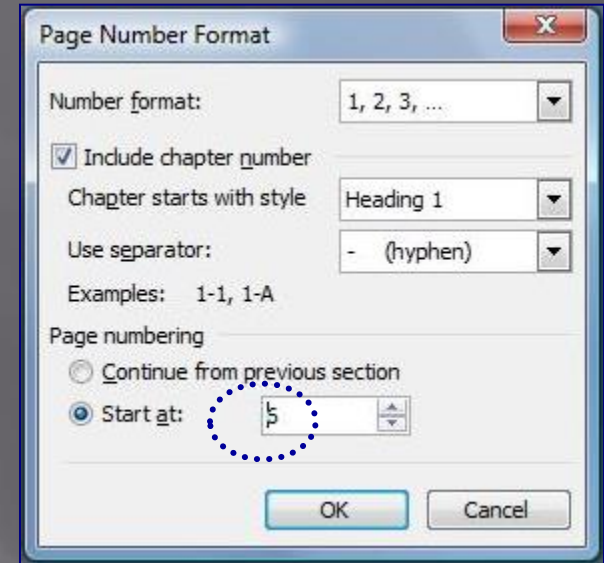
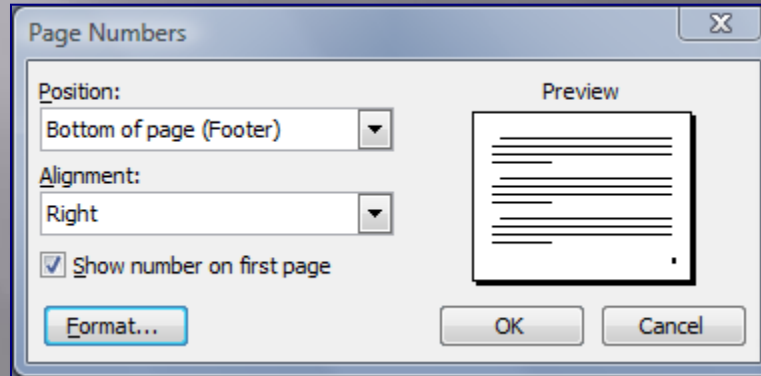
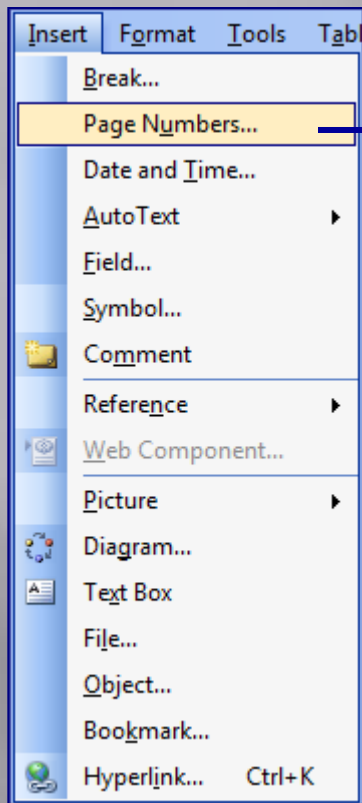


- Zoom...

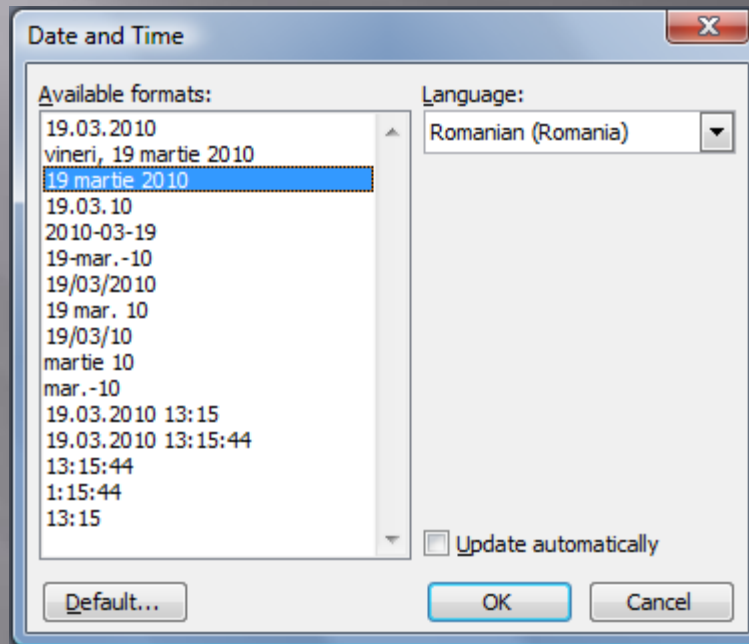
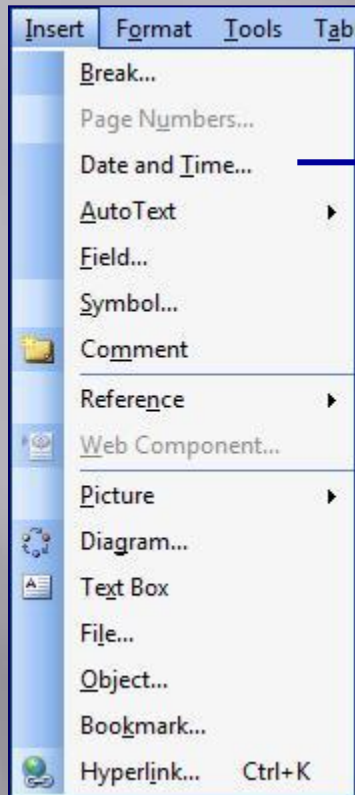
4. Insert → Break:



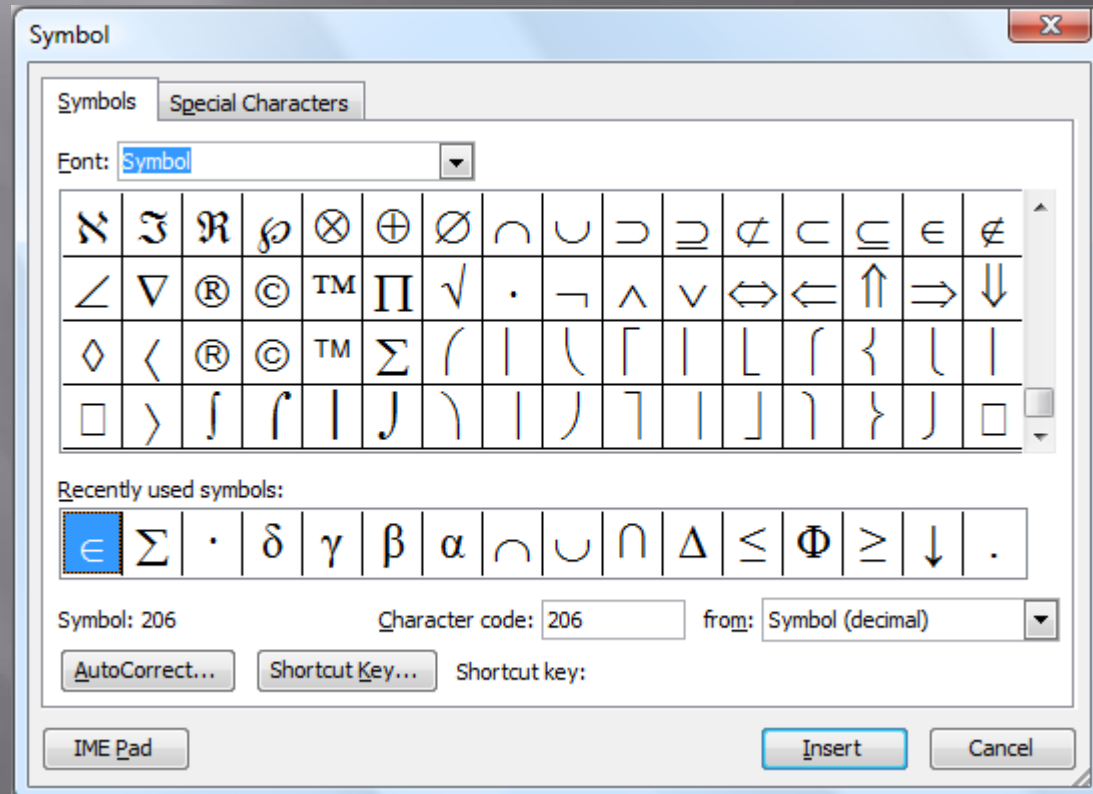
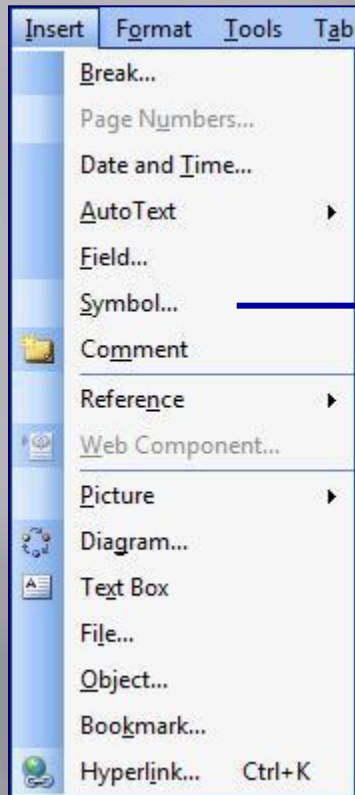
4. Insert → Page Numbers:



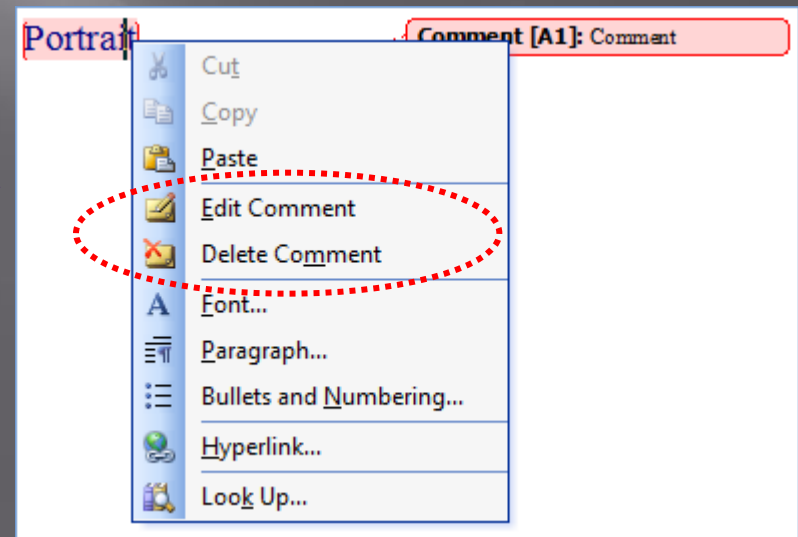
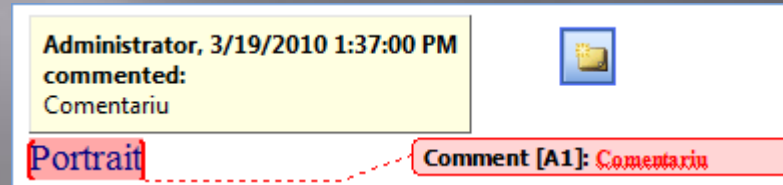
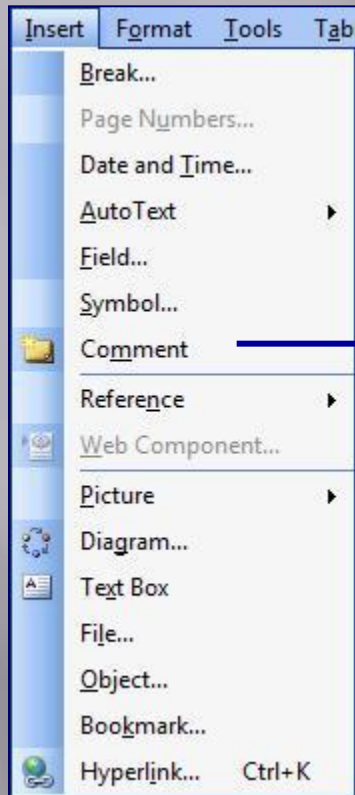
4. Insert → Date and Time:



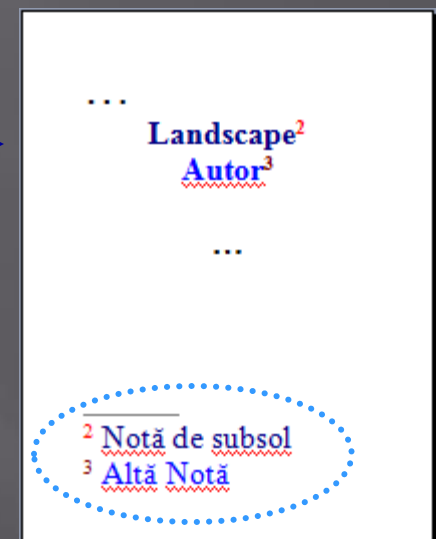
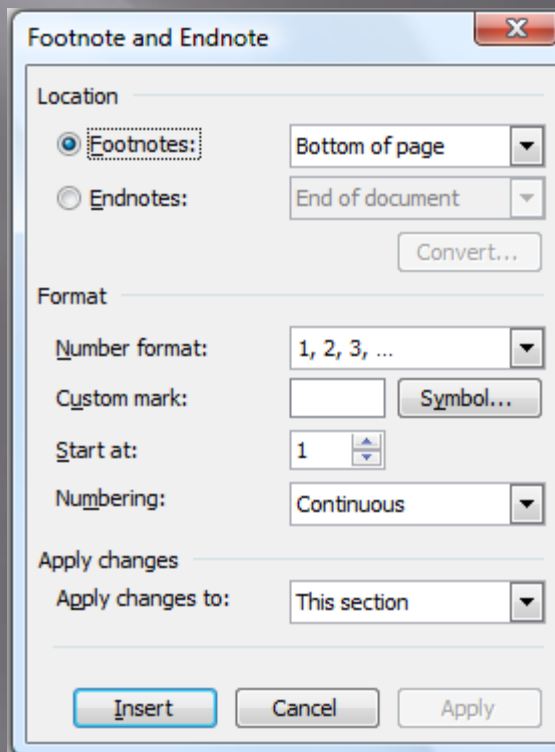
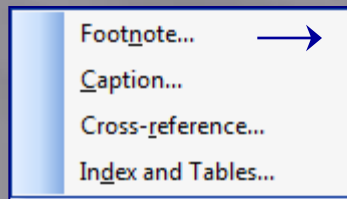
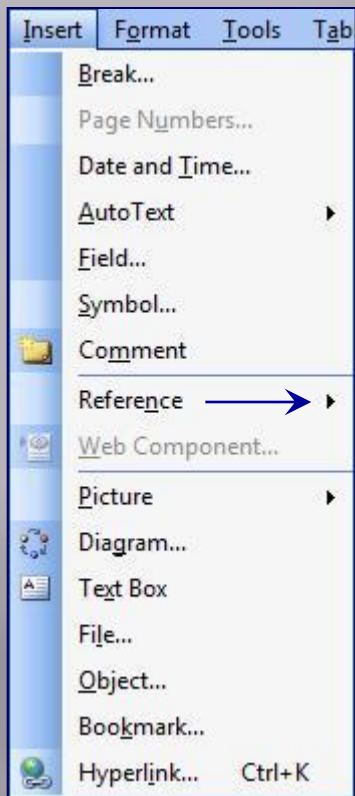
4. Insert → Symbol:



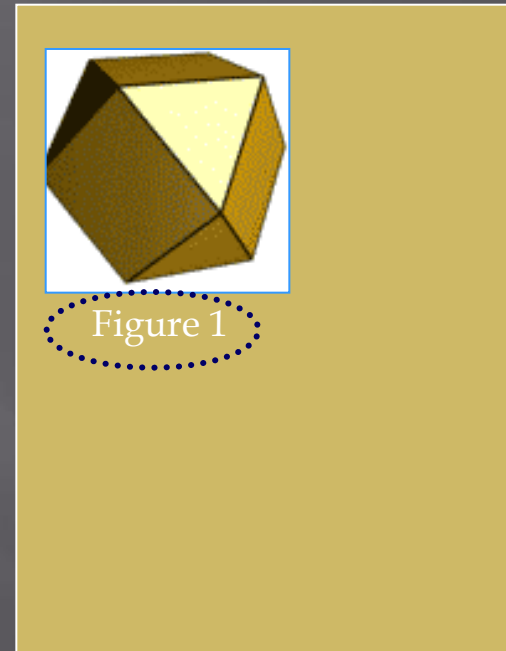
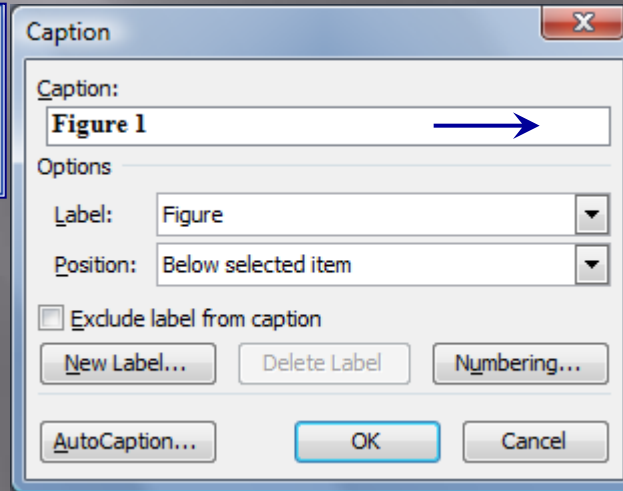
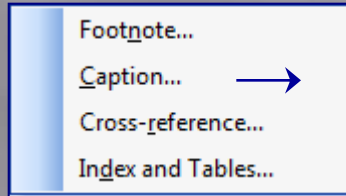
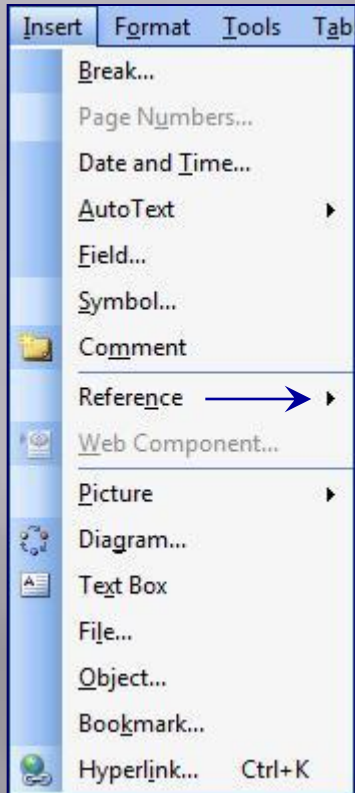
4. Insert → Comment:



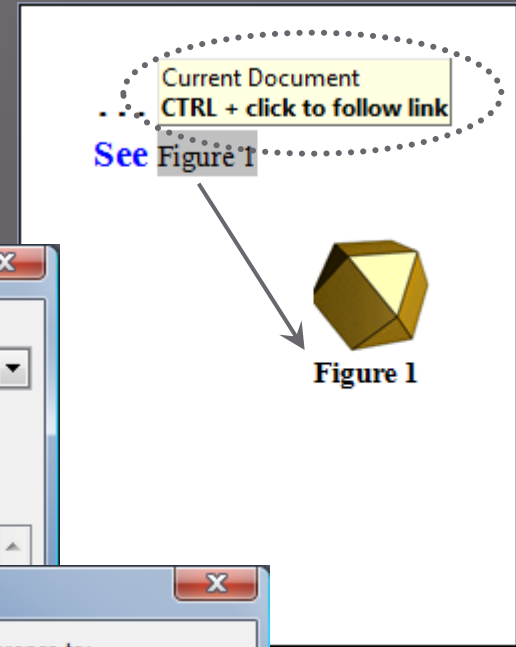
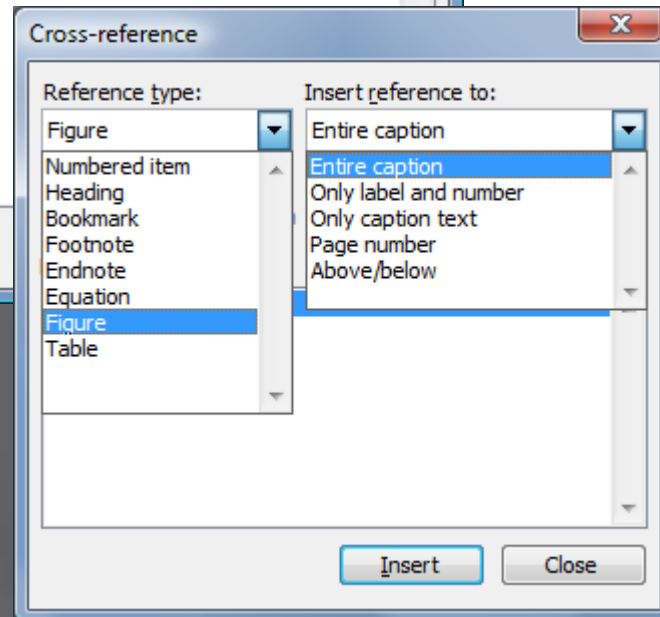
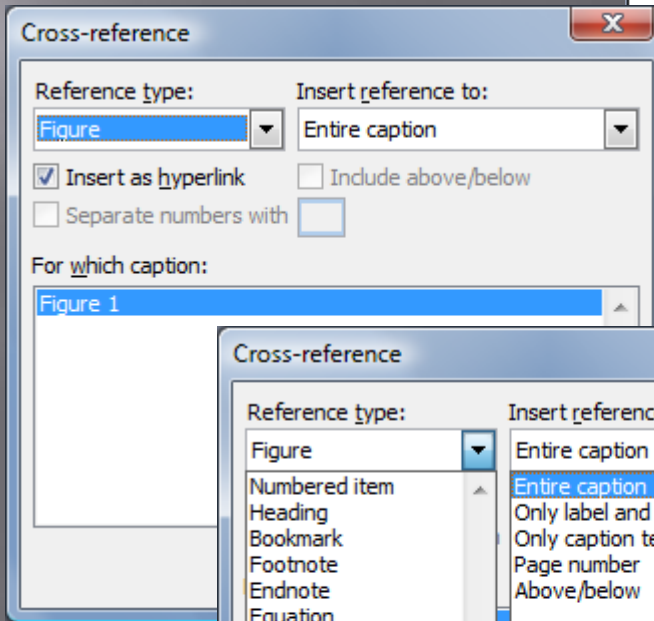
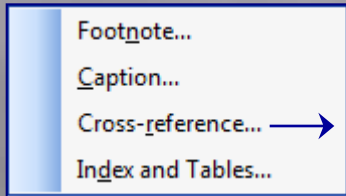
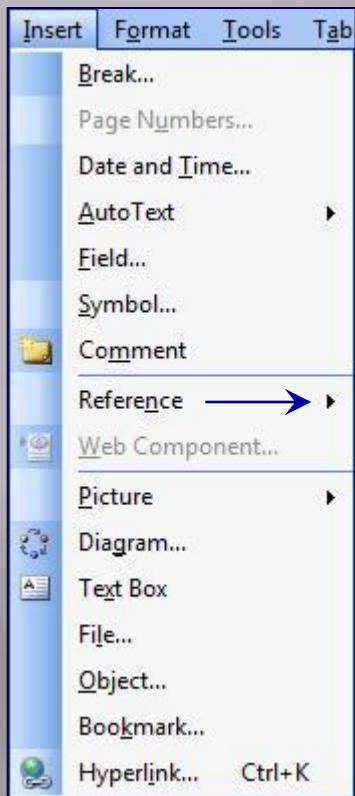
4. Insert → Reference → Footnote / Endnotes :



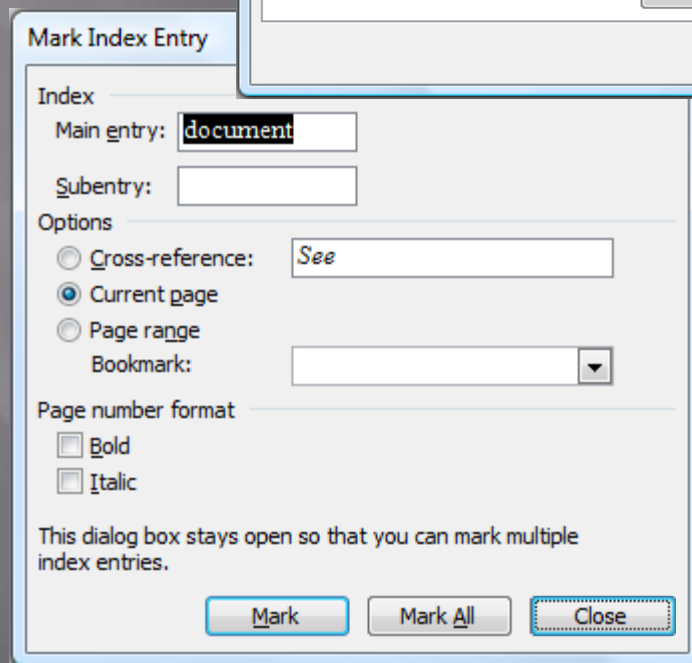
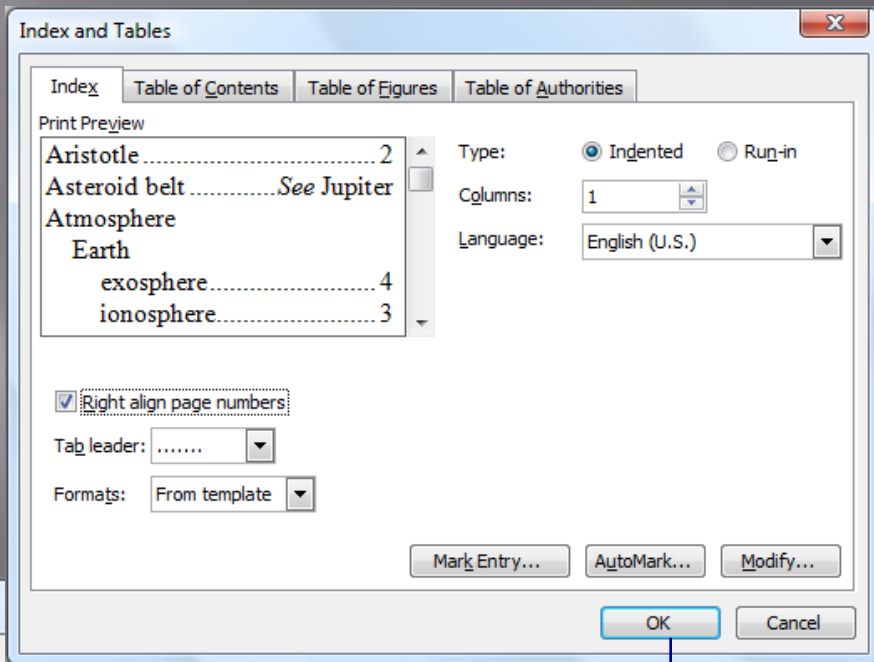
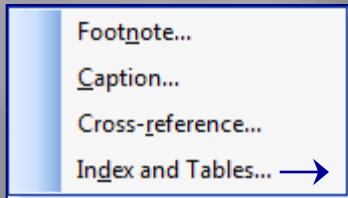
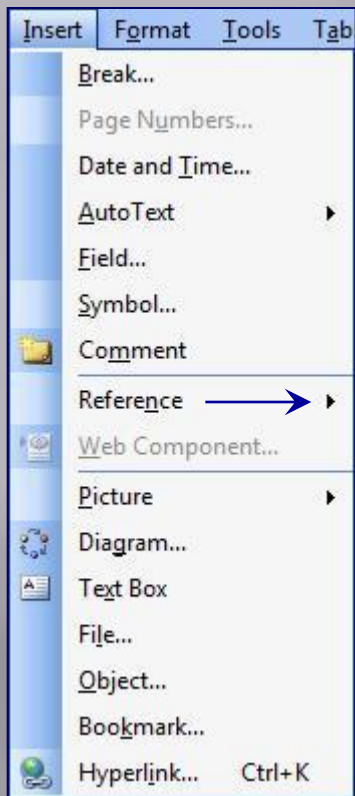
4. Insert → Reference → Footnote :



4. Insert → Reference → Cross-reference :

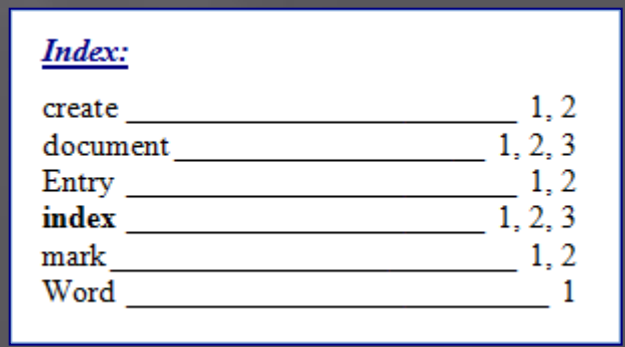


4. Insert → Reference → Index and Tables ... Index :

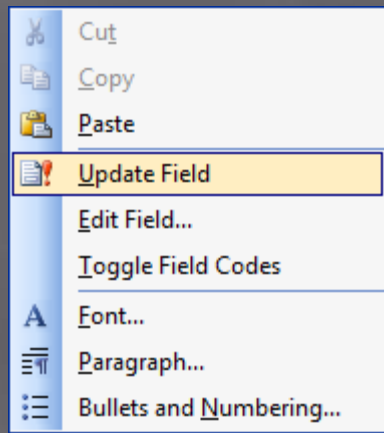
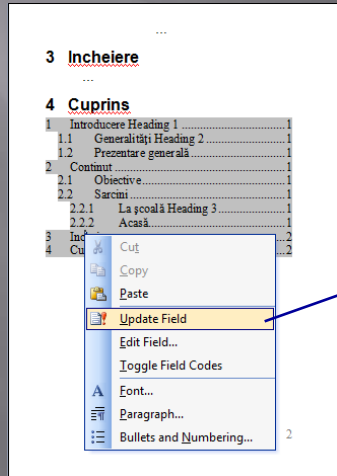
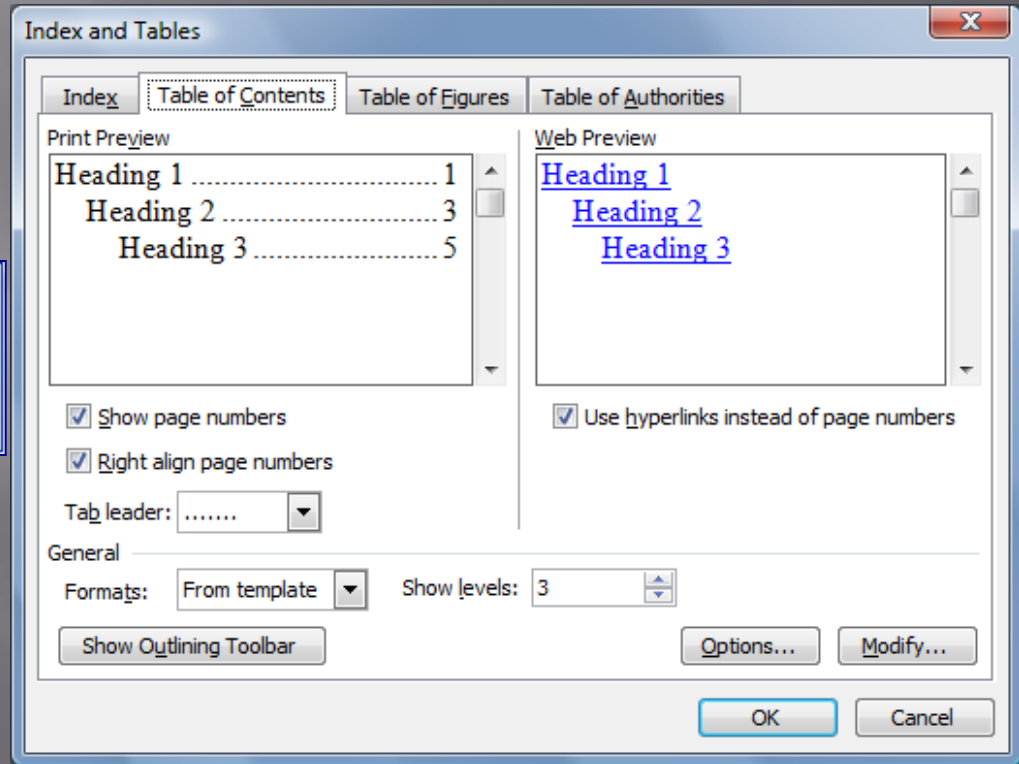
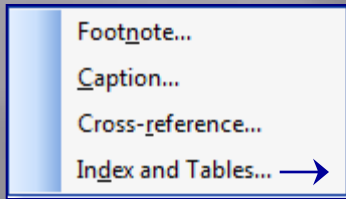
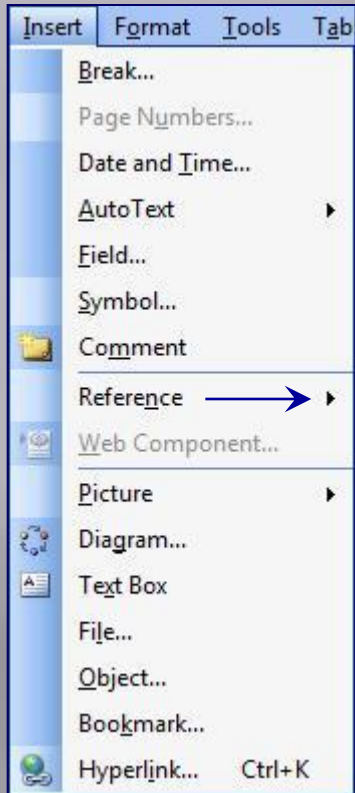


Alt+Shift+X

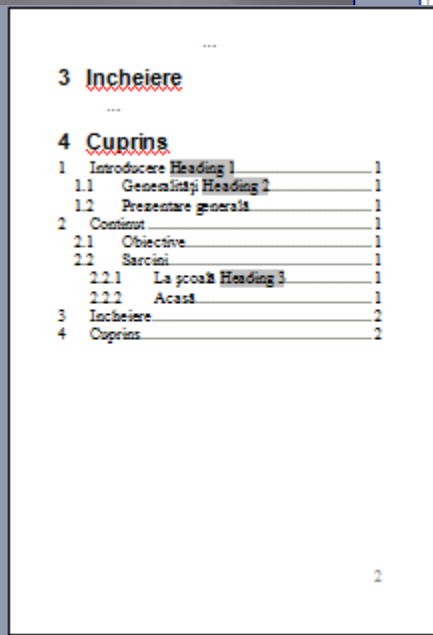
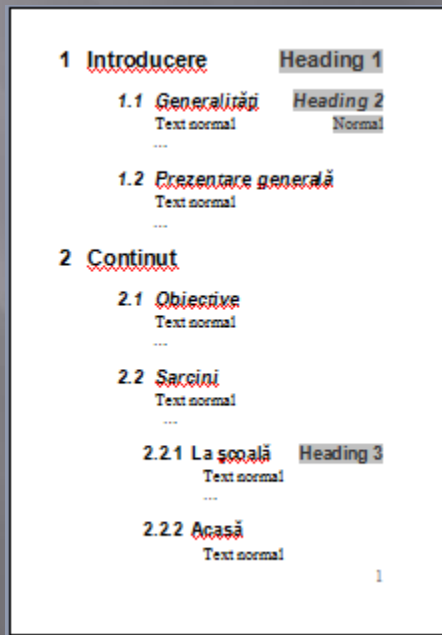
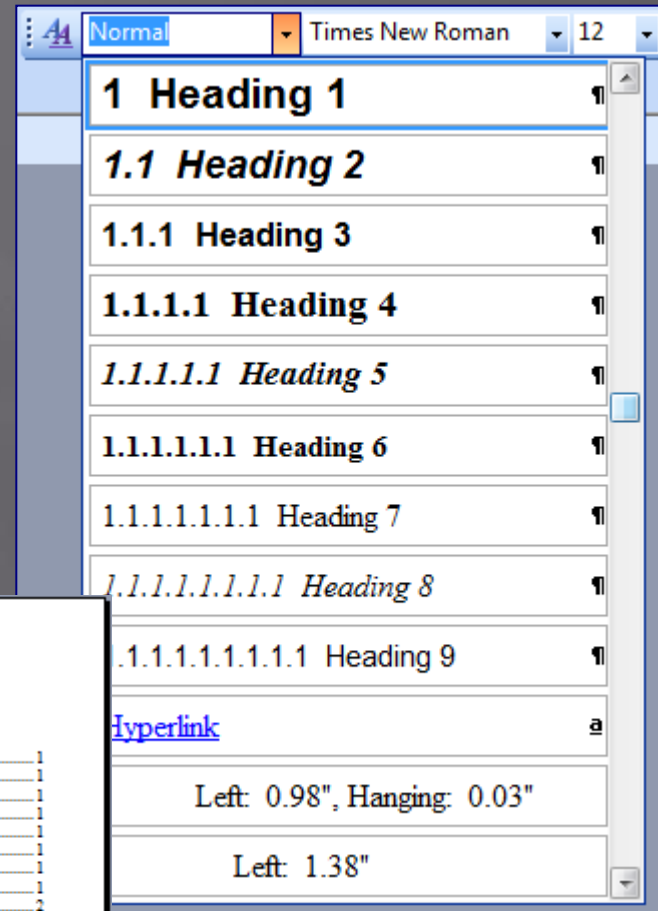
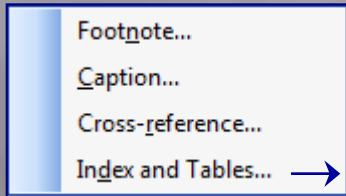
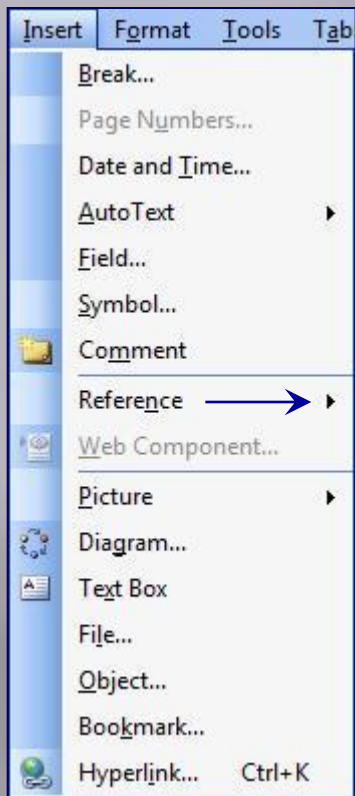
Another way to create an index is after you write and mark index entries as you write your document. This method distracts you from your primary task: writing. To create an index entry, click a word or phrase while marking index entries elsewhere in your document. In the example, the word "document" is marked. To mark an index entry, click the Mark Index Entry dialog box. By clicking the Mark Index Entry dialog box, you mark an index entry not only for the selected text, but also for the rest of the selected text within the document. After you mark an index entry, Word activates the Show All Index Entries dialog box.



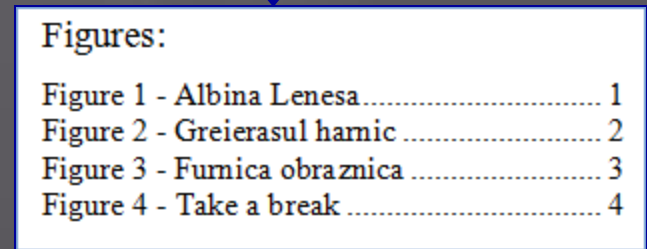
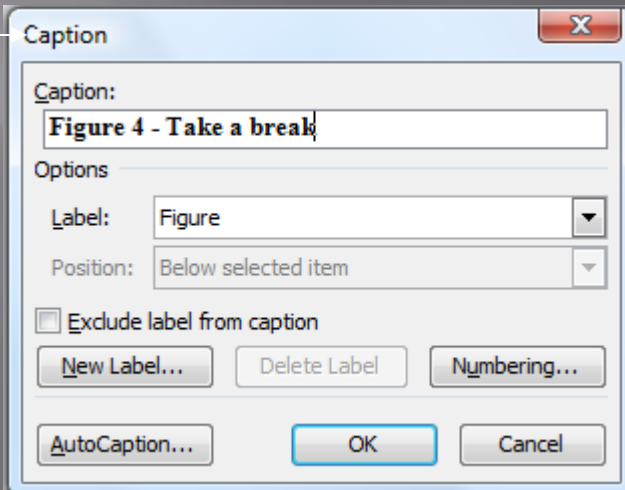
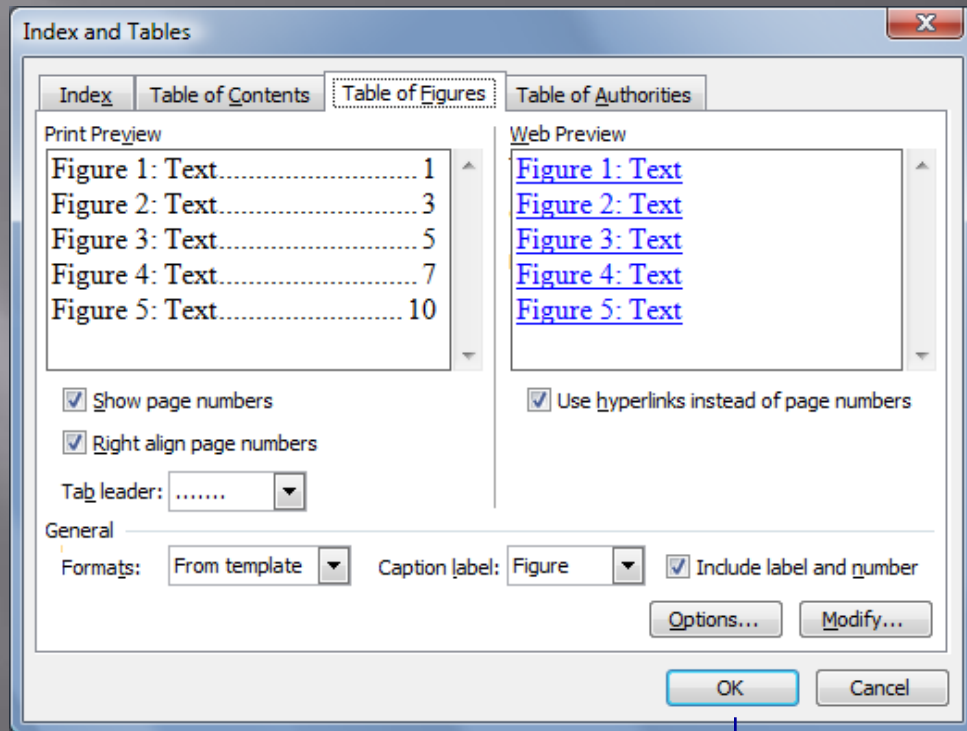
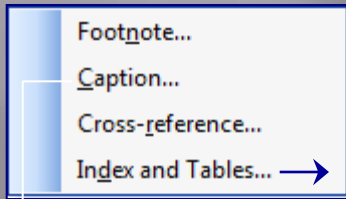
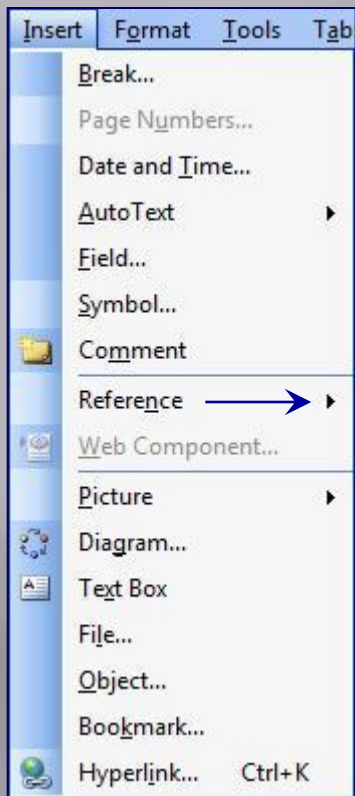
4. Insert → Reference → Index and Tables ... Cuprins



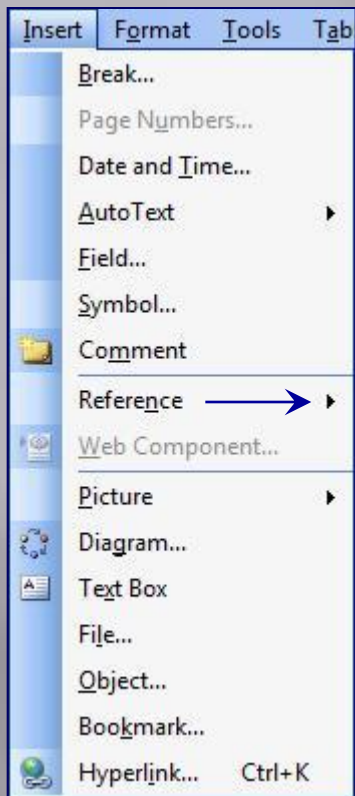
4. Insert → Reference → Index and Tables:



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



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



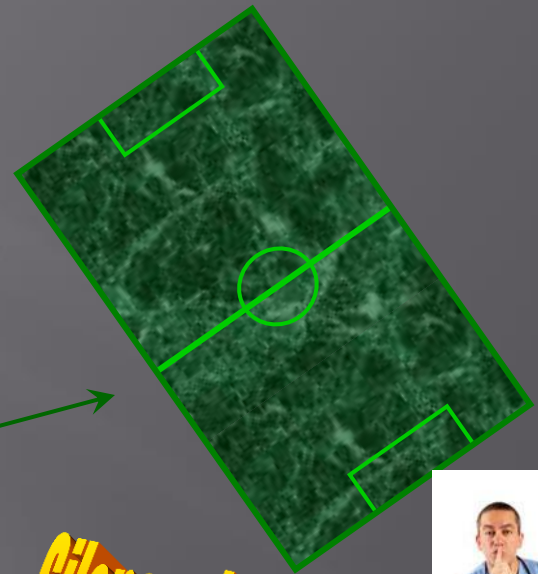
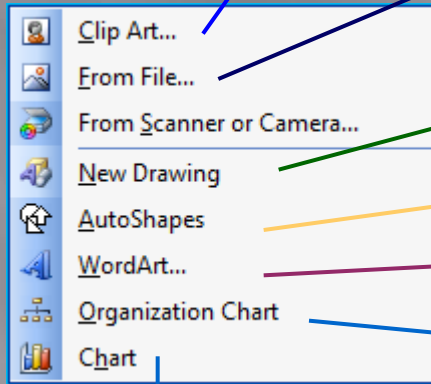
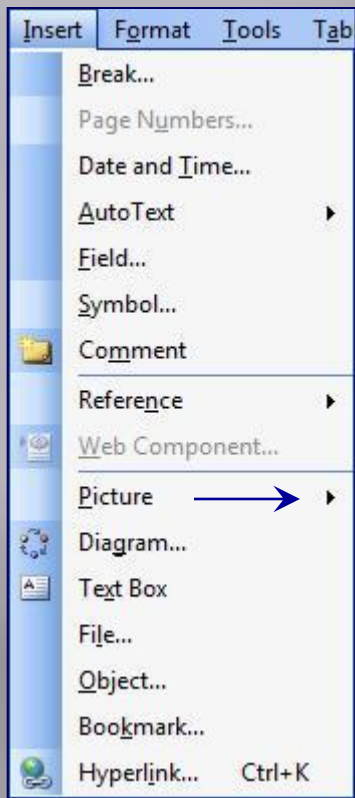
Corect → Avantaje:

❖ Index, Cuprins, Lista-figuri

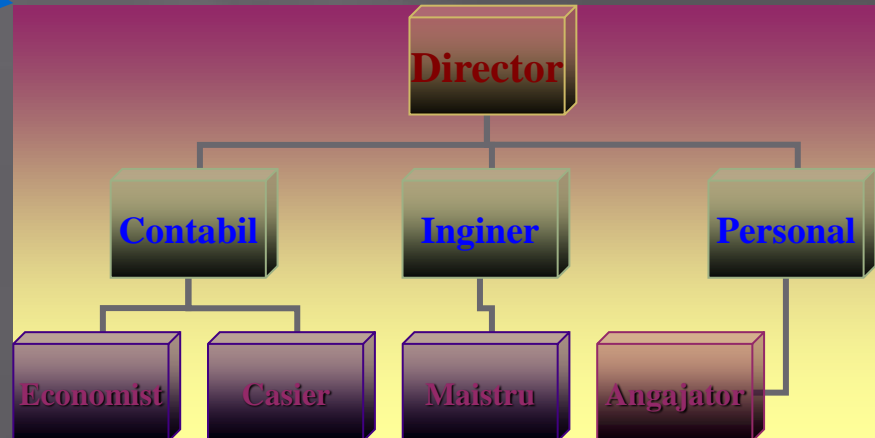
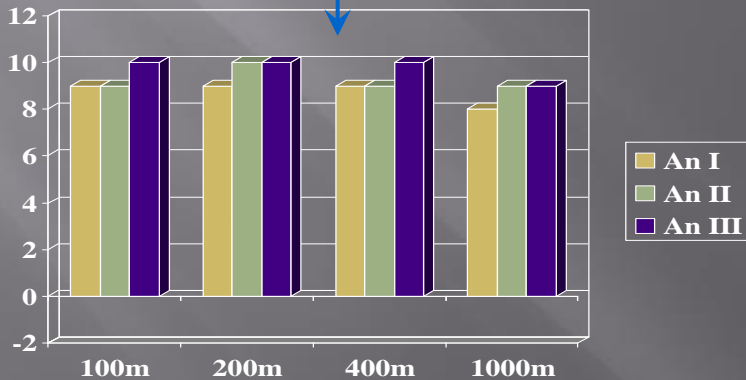
- ❖ Se fac automat (numaratoare, link)!
- ❖ Se actualizeaza automat (Update Field)!
- ❖ Se modifica automat numerotarea, link la adaugari si stergeri de pagini, figuri, ...!



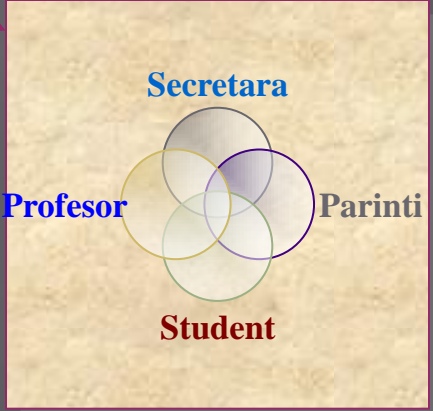
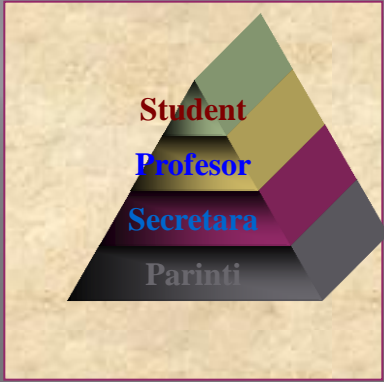
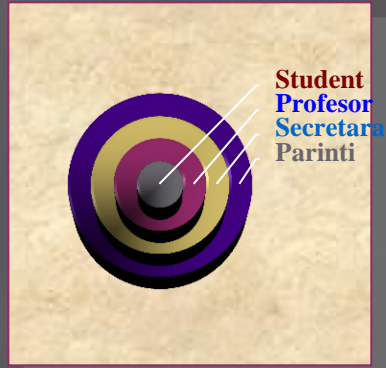
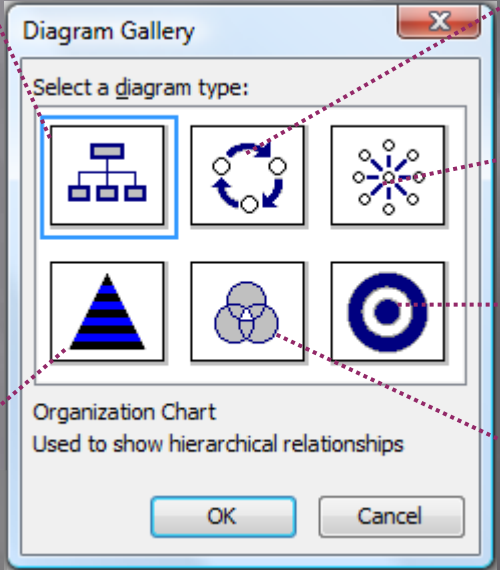
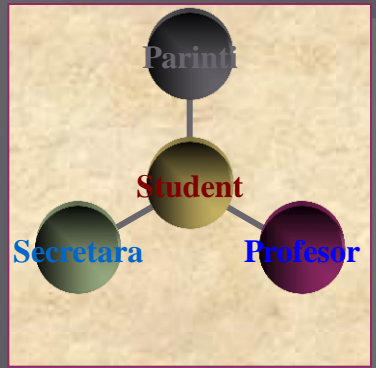
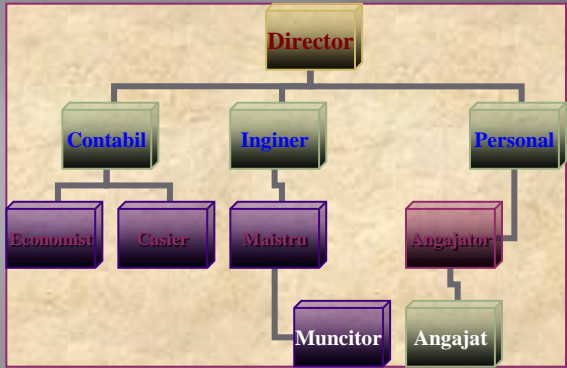
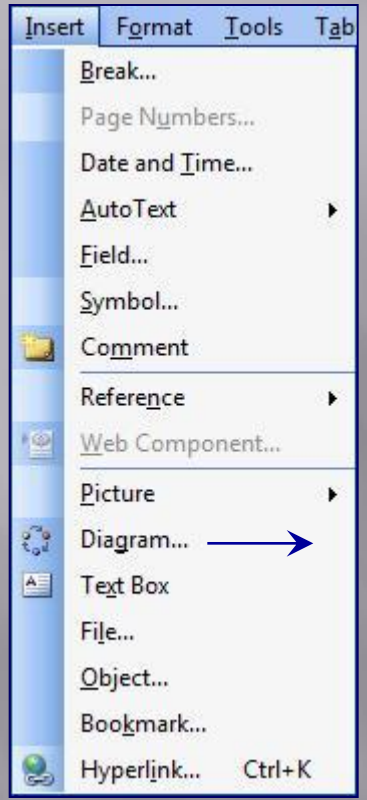
4. Insert → Picture... :



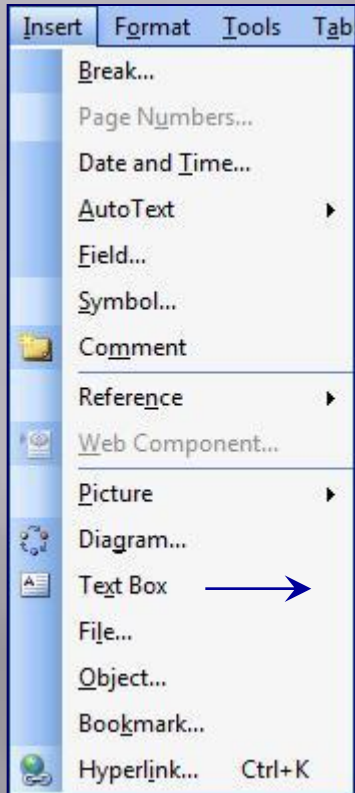
Silence please!



4. Insert → Diagram :



4. Insert → Text Box:



Ctrl/C & Ctrl/V
Copy & Paste

Text
Box

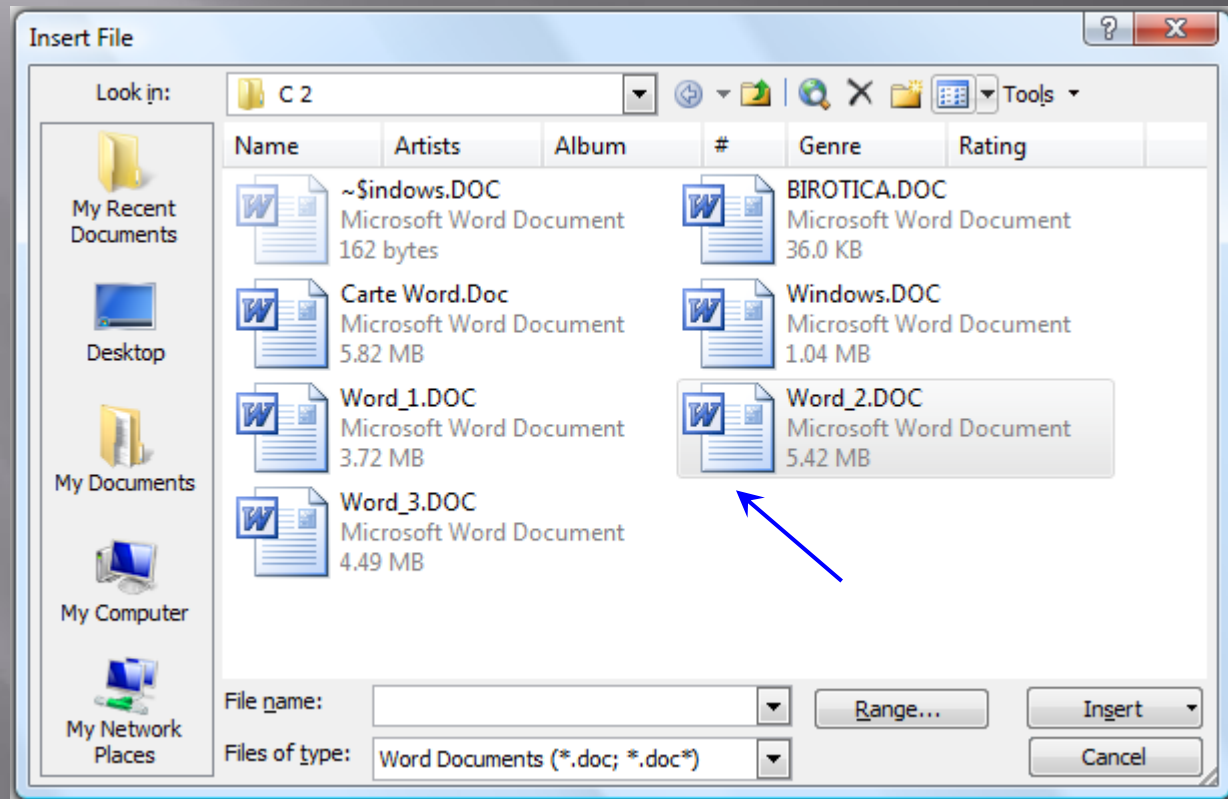
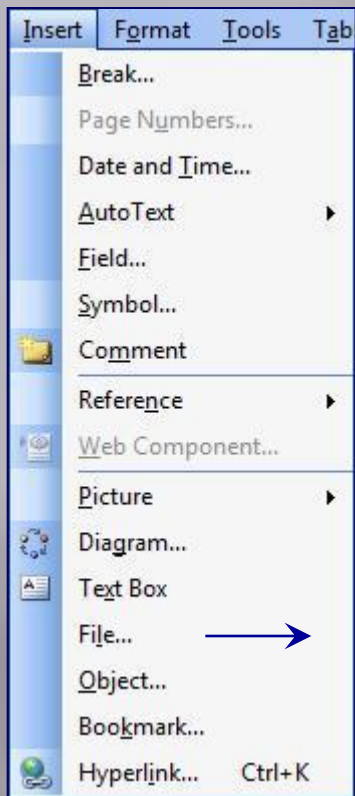
Figures:

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

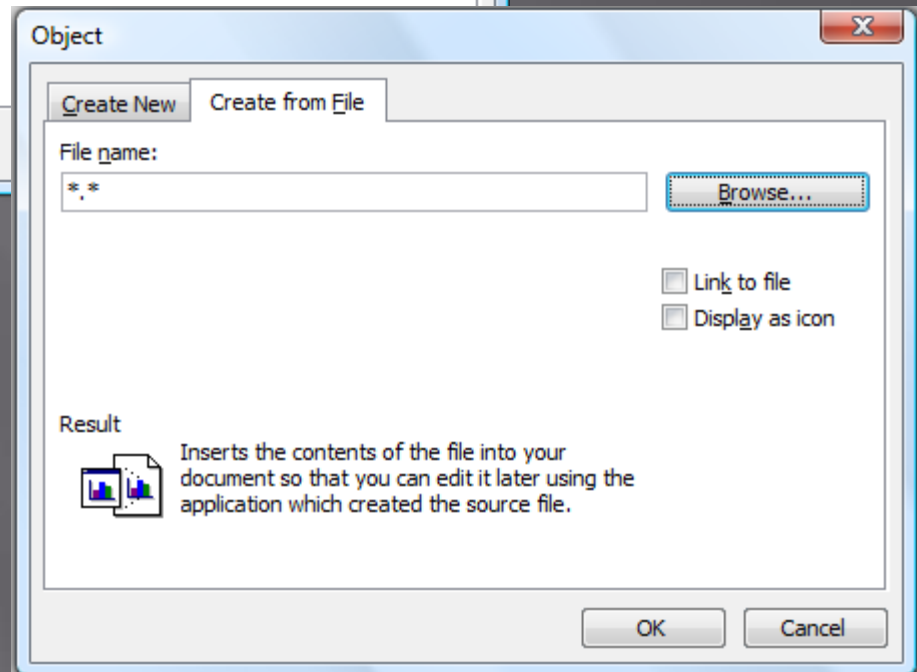
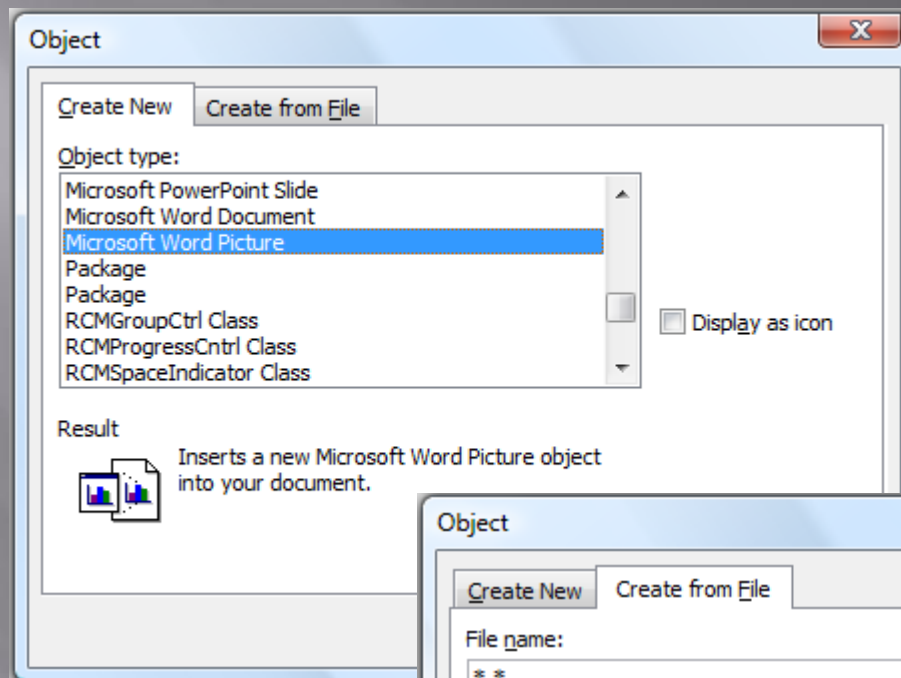
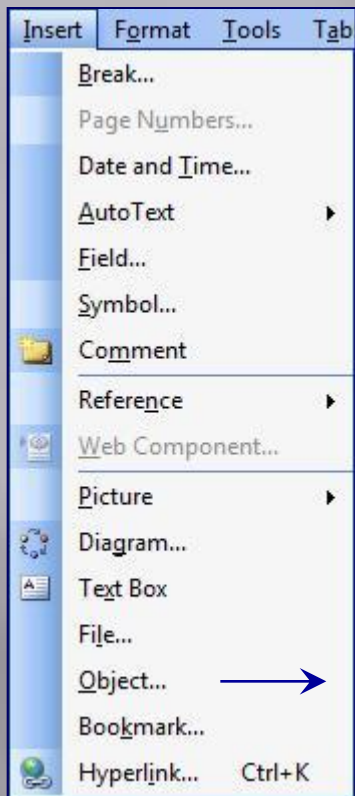
Ctrl+
Alt+
Shift



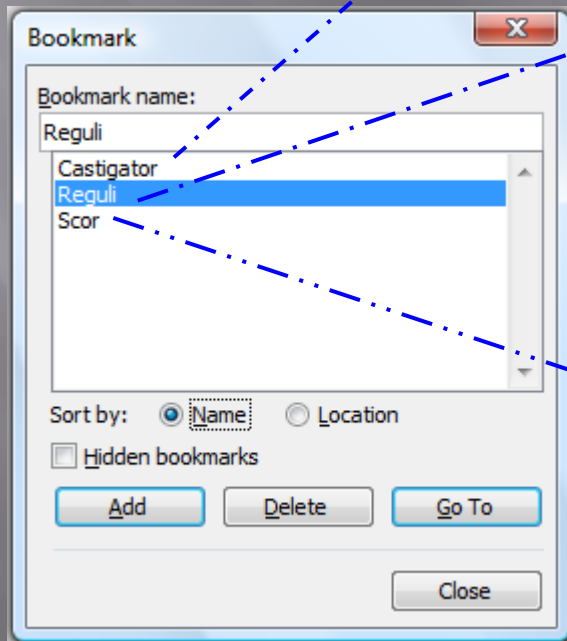
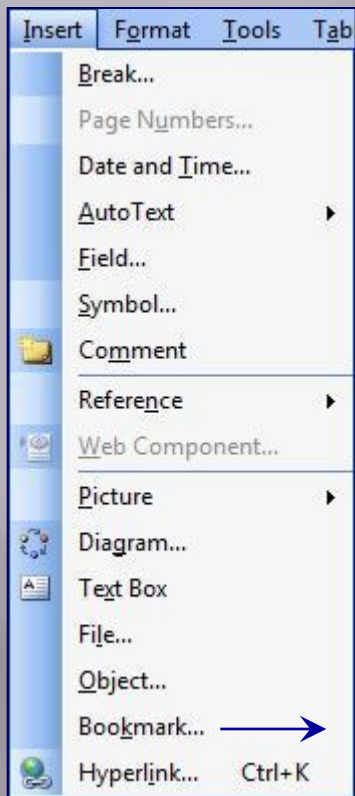
4. Insert → File ...:



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 "mark, manager" in addition to "manager mark."
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 "manager mark"}, 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 obravnica

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

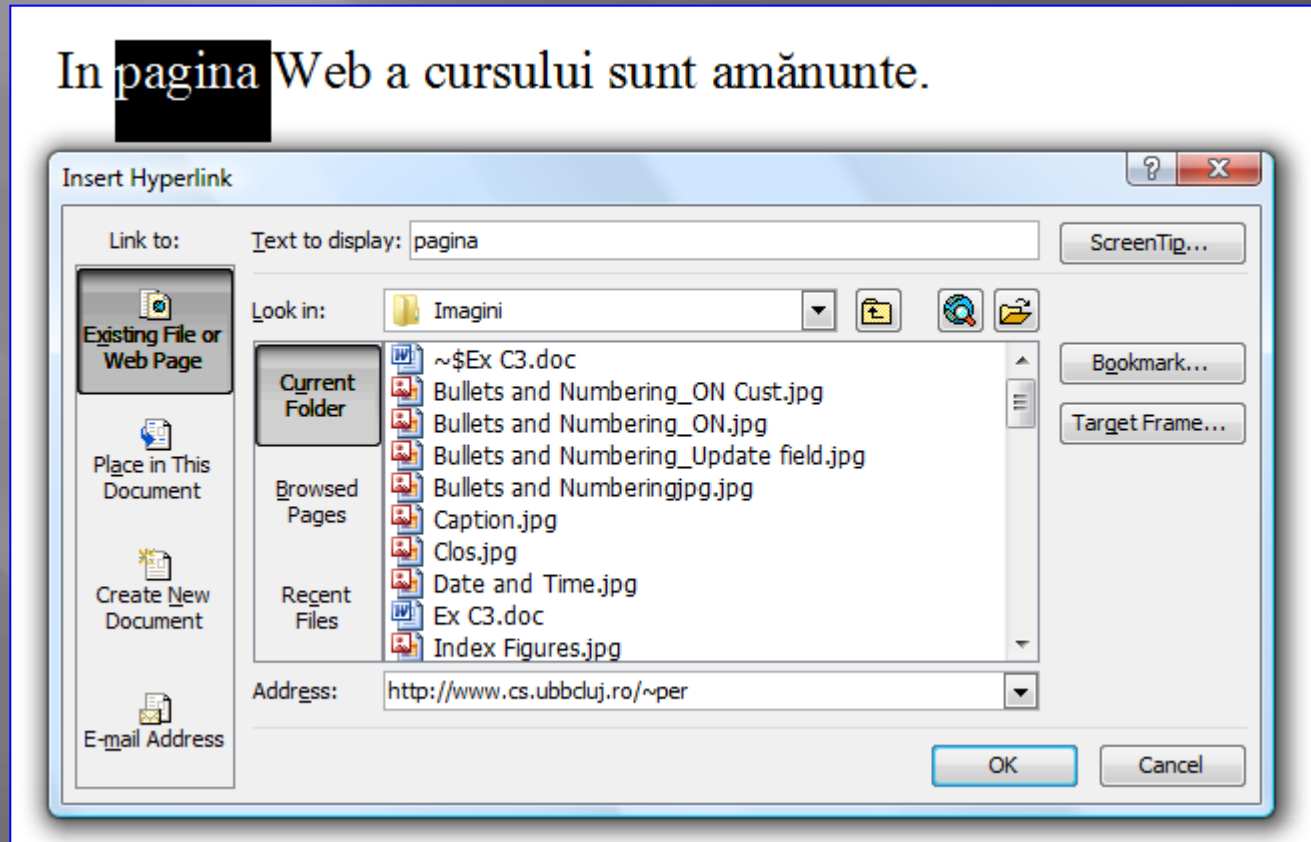
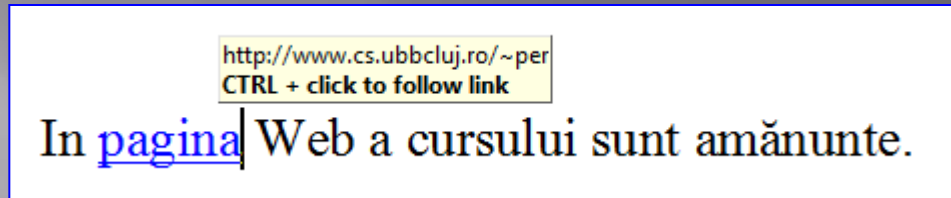
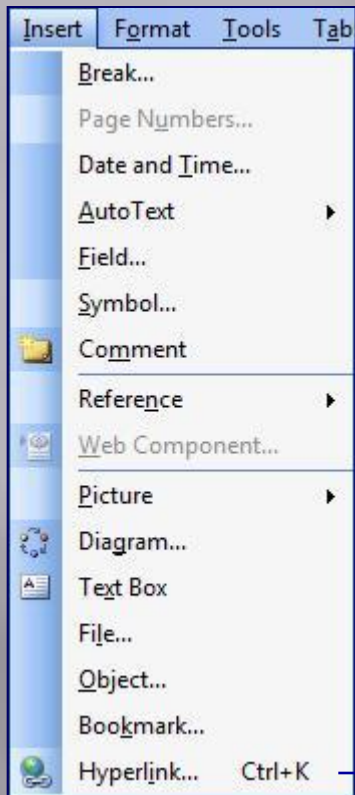
Figure 2 - Greiseratul harnic

Figures:

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

1

4. Insert → Hyperlink :



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 main document area contains a list of ribbon tabs. The status bar at the bottom indicates the page number, word count, and language.

File Menu Options:

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

Save a copy of the document:

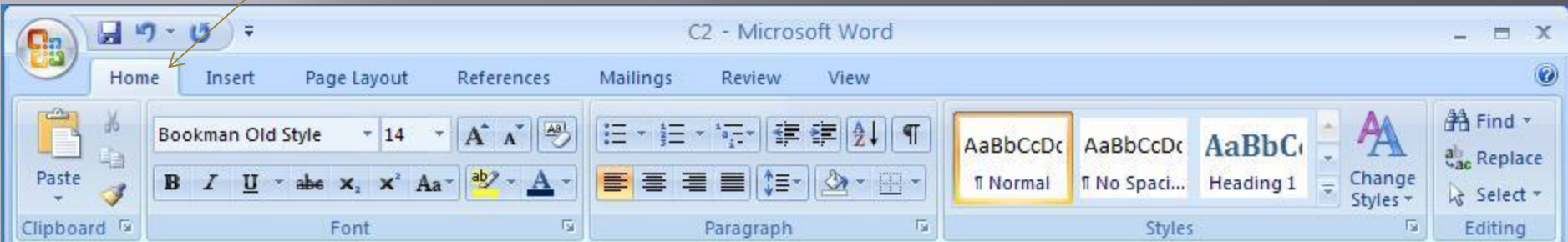
- Word Document**
Save the file as a Word Document.
- Word Template**
Save the document as a template that can be used to format future documents.
- Word 97-2003 Document**
Save a copy of the document that is fully compatible with Word 97-2003.
- OpenDocument Text**
Save the document in the Open Document 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



The screenshot shows the Microsoft Word interface with the Home ribbon selected. The ribbon is divided into several groups: Clipboard, Font, Paragraph, Styles, and Editing. The Font group includes options for font face (Bookman Old Style), size (14), bold, italic, underline, and text color. The Paragraph group includes options for bullet points, numbered lists, indentation, and alignment. The Styles group shows the 'Normal' style selected. The Editing group includes Find, Replace, and Select options. A yellow arrow points to the Home tab label. The document content is a list of items corresponding to the ribbon groups.

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

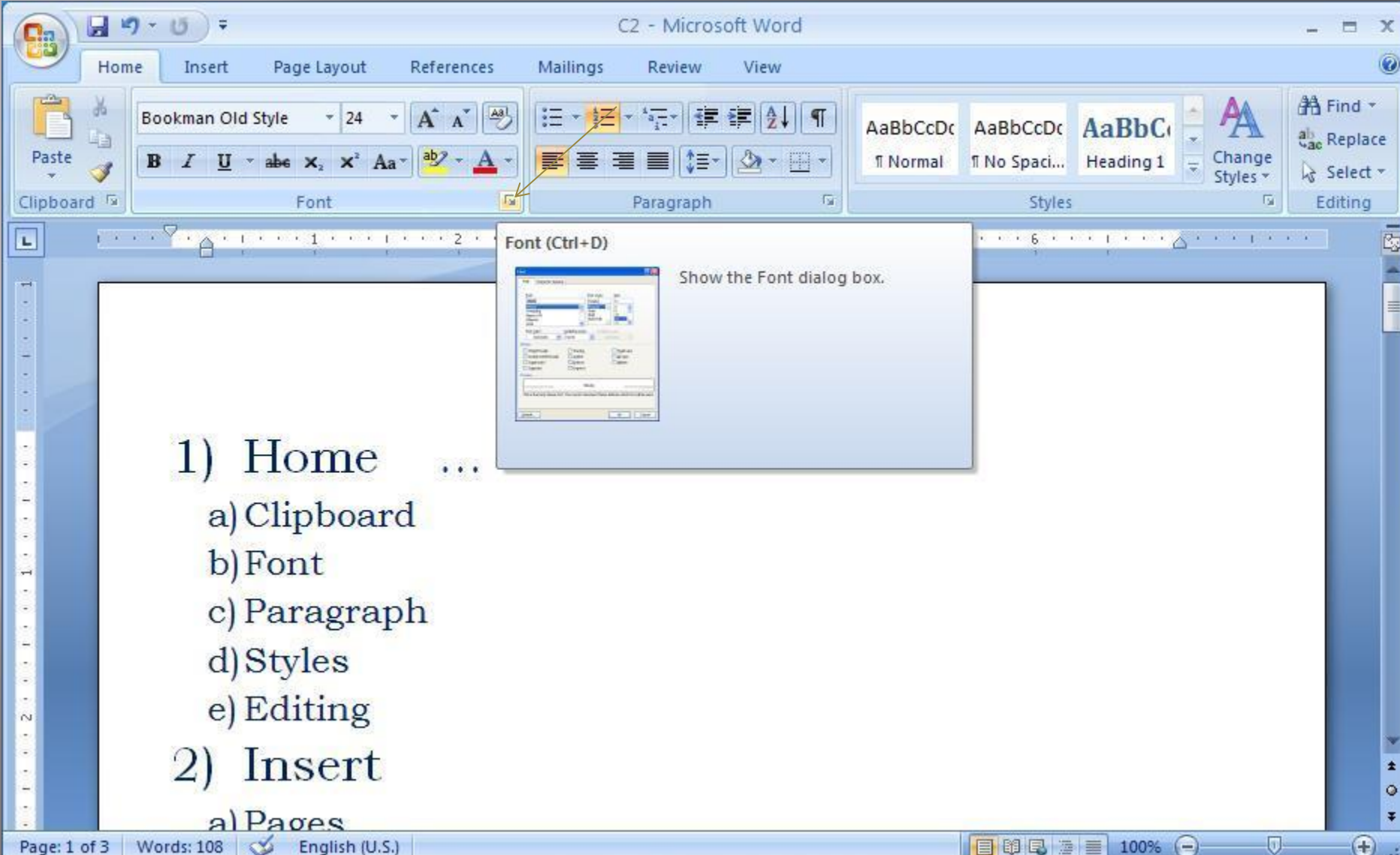
5) Mailing

6) Review

7) View

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

1. Home - Font



C2 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

Font (Ctrl+D)
Show the Font dialog box.

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

Page: 1 of 3 Words: 108 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". The ribbon groups are "Clipboard", "Font", "Paragraph", "Styles", and "Editing". The "Font" group is expanded, showing options for font face (Bookman Old Style), size (18), bold, italic, underline, text color, background color, and font style (normal, bold, italic, underline, strikethrough, subscript, superscript). The "Paragraph" group shows options for bullet points, numbered lists, indentation, and alignment. The "Styles" group shows "Normal", "No Spacing", and "Heading 1". The "Editing" group shows "Find", "Replace", and "Select".

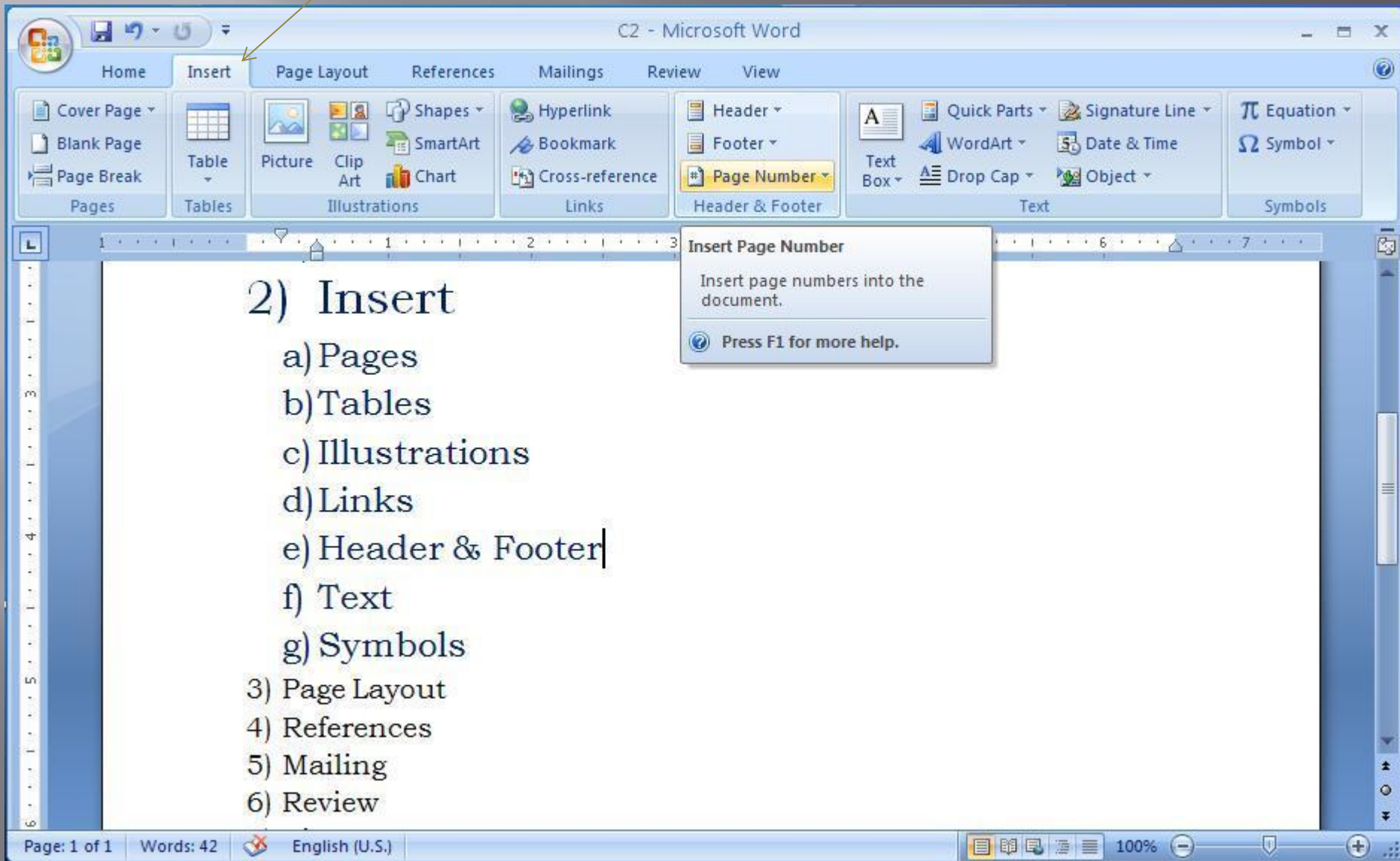
The main document area contains a list of options:

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

A yellow arrow points to the font size dropdown in the Font group of the ribbon. A purple arrow points to the "Paragraph" option in the list.

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, which is divided into several groups: Pages (Cover Page, Blank Page, Page Break), Tables (Table), Illustrations (Picture, Clip Art, SmartArt, Chart), Links (Hyperlink, Bookmark, Cross-reference), Header & Footer (Header, Footer, Page Number), Text (Text Box, Quick Parts, WordArt, Drop Cap, Signature Line, Date & Time, Object), and Symbols (Equation, Symbol). A yellow arrow points to the 'Page Number' button in the 'Header & Footer' group. A context menu is open over this button, containing the text 'Insert page numbers into the document.' and 'Press F1 for more help.' The document content shows a list of items under the heading '2) Insert': a) Pages, b) Tables, c) Illustrations, d) Links, e) Header & Footer, f) Text, g) Symbols, 3) Page Layout, 4) References, 5) Mailing, and 6) Review. The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 42', and 'English (U.S.)'.

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

Insert Page Number

Insert page numbers into the document.

Press F1 for more help.

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

3. Page Layout

The image shows the Microsoft Word 2010 interface with the Page Layout ribbon selected. The ribbon contains several groups: Themes, Margins, Page Setup, Page Background, Paragraph, and Arrange. A yellow arrow points to the Page Layout ribbon. A 'Themes' task pane is open on the left, showing the current theme as 'Office Theme' and instructions to change the overall design. The main document area contains a list of sub-topics for the 'Page Layout' section.

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. The ribbon contains several groups of commands: 'Table of Contents', 'Footnotes', 'Citations & Bibliography', 'Captions', 'Index', and 'Table of Authorities'. A yellow arrow points to the 'References' tab. Two help boxes are overlaid on the document. The first, titled 'Table of Contents', explains how to add a table of contents and add entries. The second, titled 'Insert Caption', shows a picture of a fountain and explains how to add a caption to it. The document text in the background lists the contents of the 'References' ribbon and the 'Insert Caption' task.

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

Insert Caption

Add a caption to a picture or other image.

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

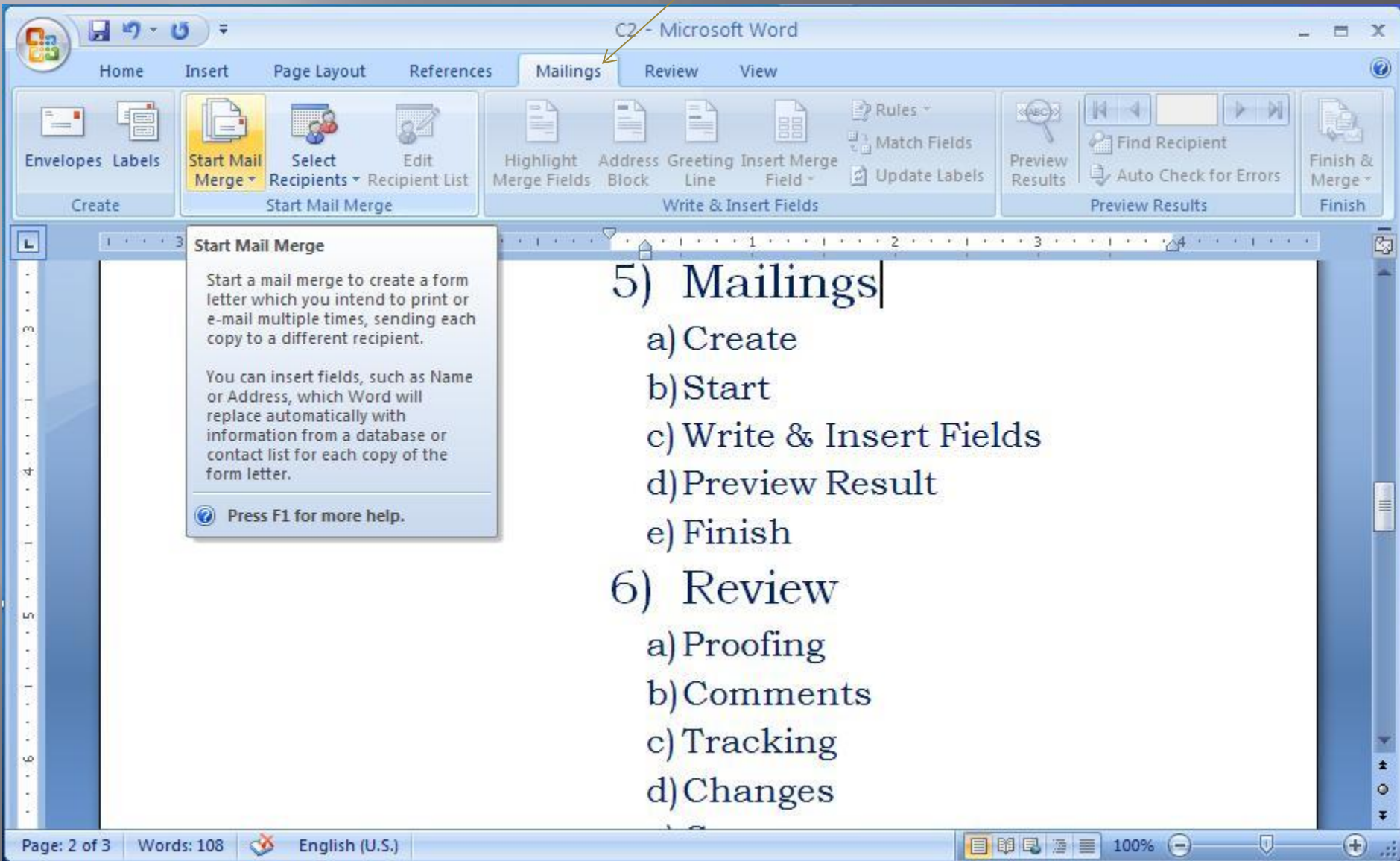
For example: "Figure 7: Common Weather Patterns."

Figure 2: Fountain

Press F1 for more help.

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

5. Mailings



The screenshot shows the Microsoft Word interface with the 'Mailings' ribbon selected. A yellow arrow points to the 'Mailings' tab. The ribbon contains several groups of icons: 'Create' (Envelopes, Labels, Start Mail Merge), '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 displayed, 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 the Microsoft Word 2010 interface with the Review ribbon selected. The ribbon includes groups for 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 tooltip for Spelling & Grammar (F7) is visible, stating: "Check the spelling and grammar of text in the document." The document content is a list of items under two main headings: 6) Review and 7) View.

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

6) Review

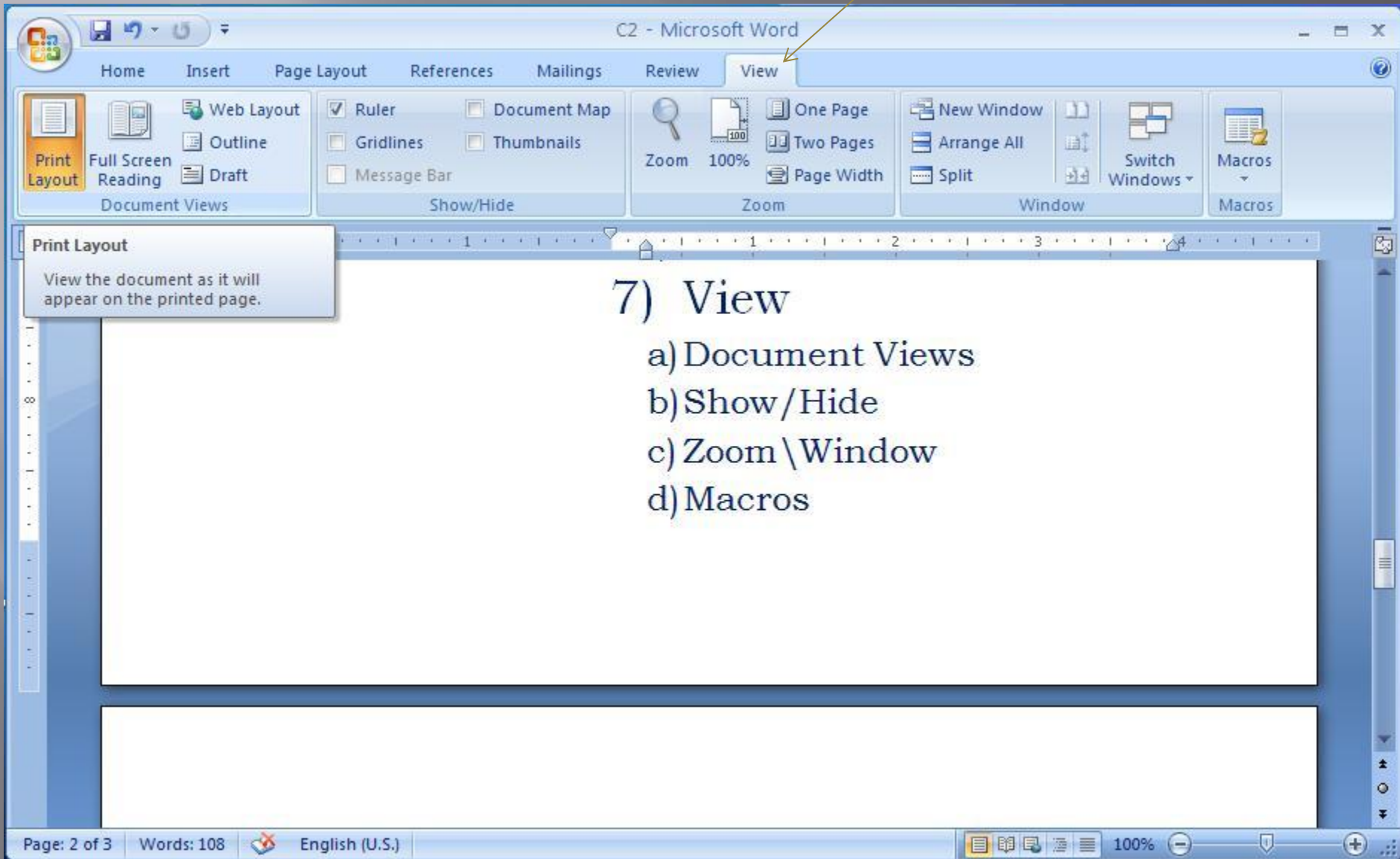
- a) Proofing
- b) Comments
- c) Tracking
- d) Changes
- e) Compare
- f) Protect

7) View

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

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

7. View



The screenshot shows the Microsoft Word 2010 interface. The title bar reads "C2 - Microsoft Word". The ribbon is set to "View", which is highlighted by a yellow arrow. The ribbon contains several groups of options: "Document Views" (Print Layout, Full Screen Reading, Draft), "Show/Hide" (Ruler, Gridlines, Message Bar, Document Map, Thumbnails), "Zoom" (Zoom, 100%), "Window" (One Page, Two Pages, Page Width, New Window, Arrange All, Split), and "Macros" (Switch Windows, Macros). A tooltip for "Print Layout" is visible, stating "View the document as it will appear on the printed page." The document content on the page is:

7) View

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

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

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14. Steve Johnson, Perspection, Inc., *Microsoft Office ACCES 2003* Editura Teora, București, 2003.

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

