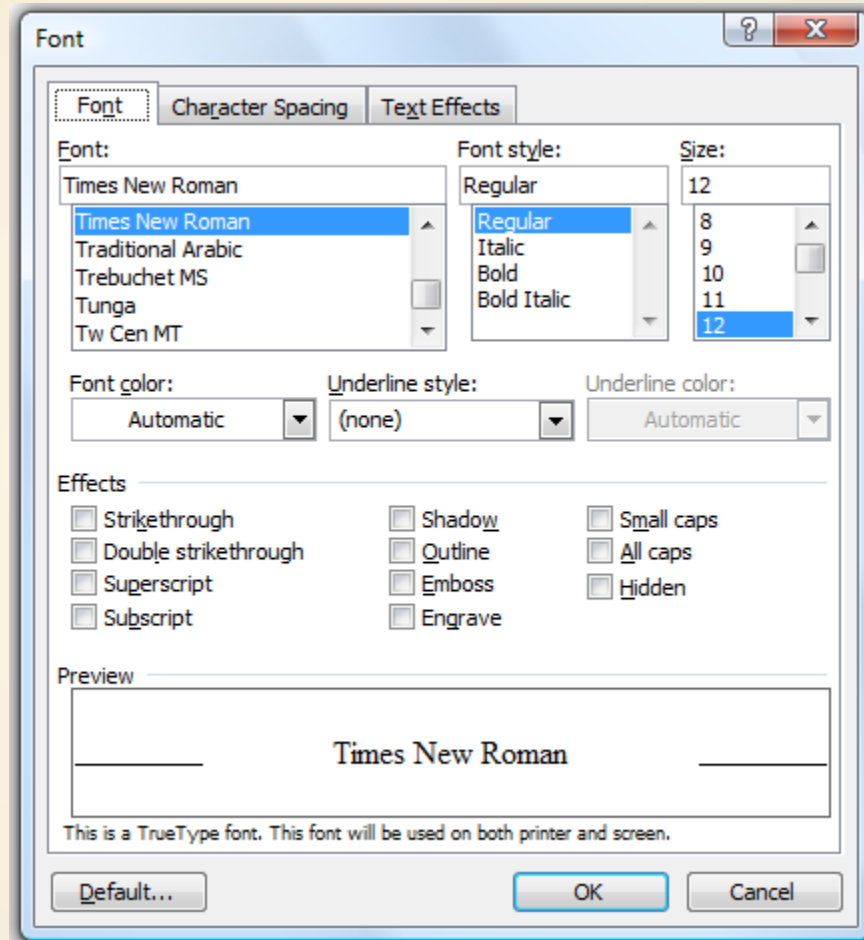
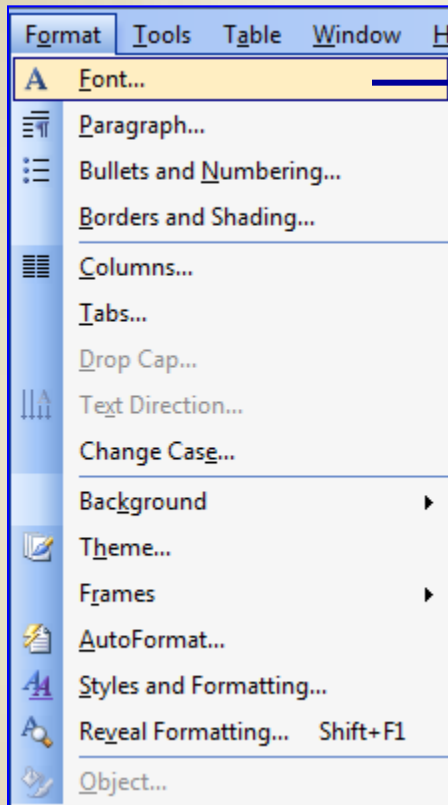


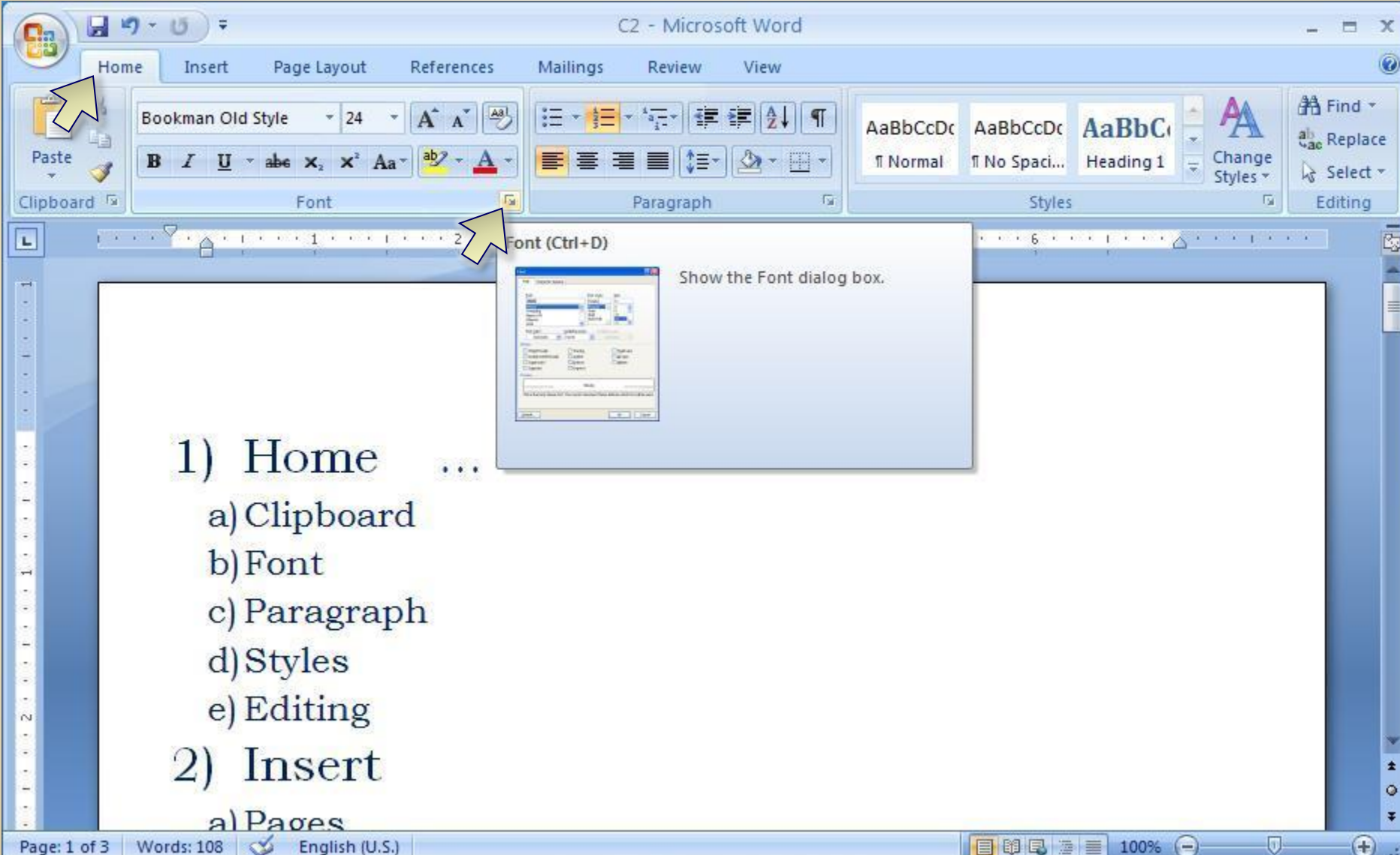
Birotica → Word₂

- 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 tooltip titled "Font (Ctrl+D)" is displayed over the Font dialog box icon. The tooltip contains the text "Show the Font dialog box." and a small image of the Font dialog box. The document content includes a list of items under "1) Home" and "2) Insert".

Clipboard

Font

Paragraph

Styles

Editing

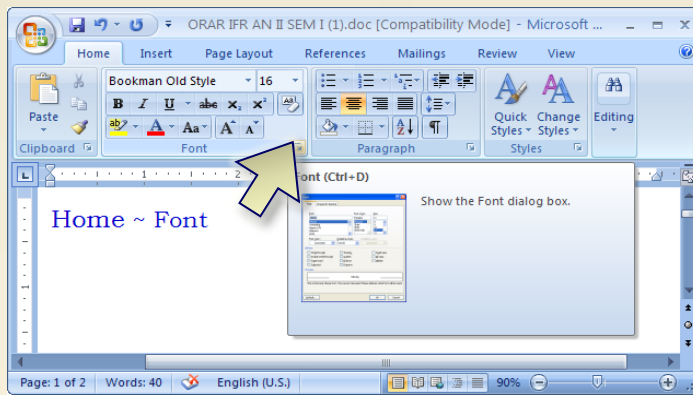
Font (Ctrl+D)

Show the Font dialog box.

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

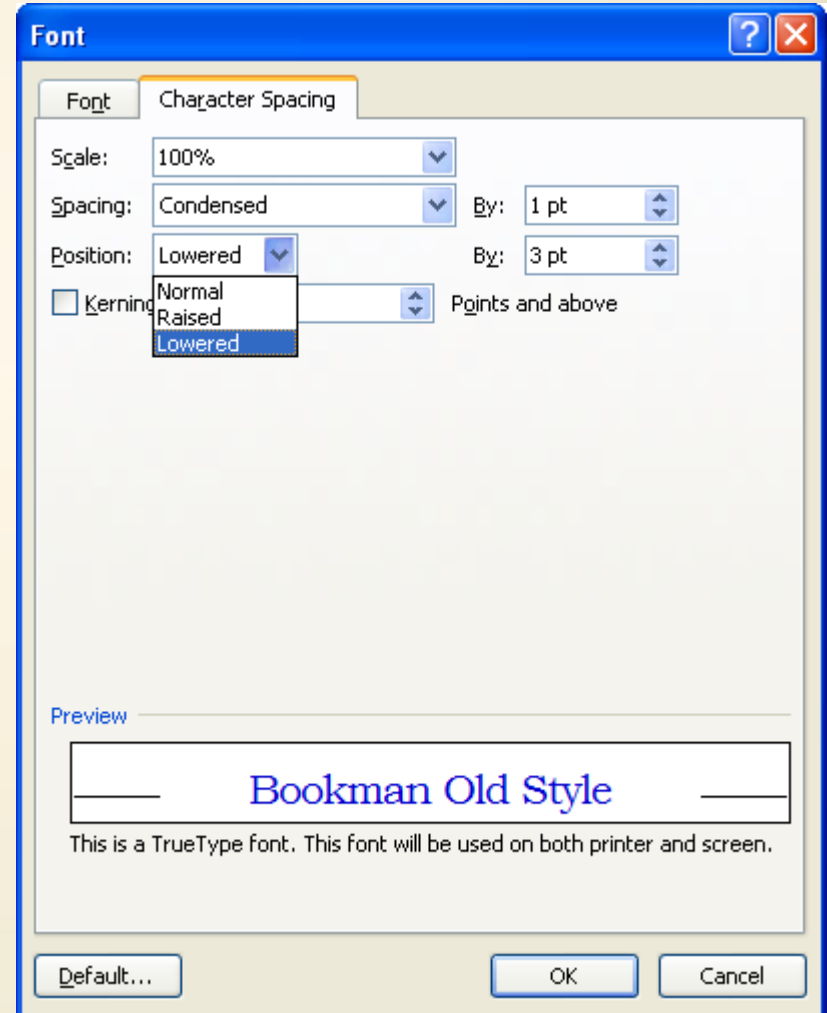
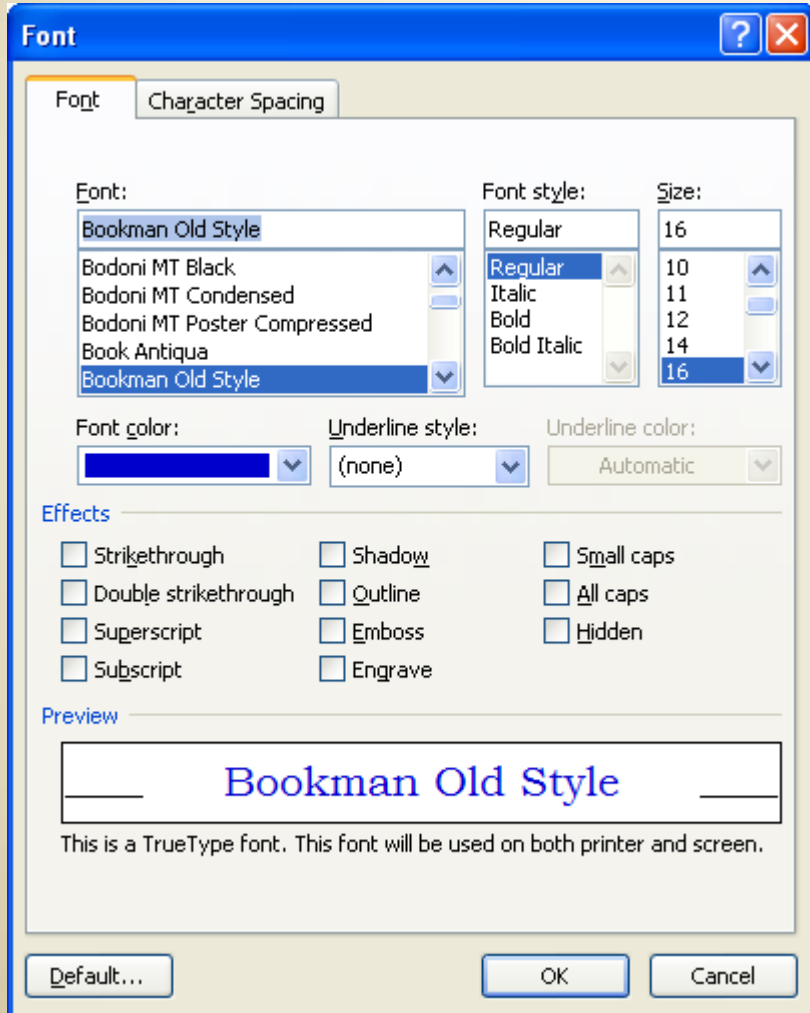
Page: 1 of 3 Words: 108 English (U.S.) 100%

Home → Font :



Font

Character Spacing



Home – Font ...

The image shows the Microsoft Word 2010 interface. The title bar reads "C2 - Microsoft Word". The ribbon is set to the "Home" tab, which is divided into five groups: 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, and background color. The Paragraph group is highlighted in blue, and a context menu is open over it, listing the Font, Paragraph, Styles, and Editing groups. A green arrow points to the Paragraph group in the context menu. The document content 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 shows "Page: 1 of 3", "Words: 2/108", "English (U.S.)", and "100%".

Clipboard

Font

Paragraph

Styles

Editing

1) Home ...

a) Clipboard

b) Font

c) Paragraph

d) Styles

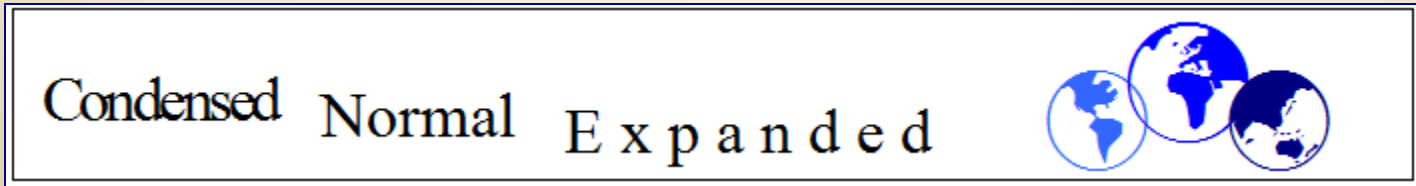
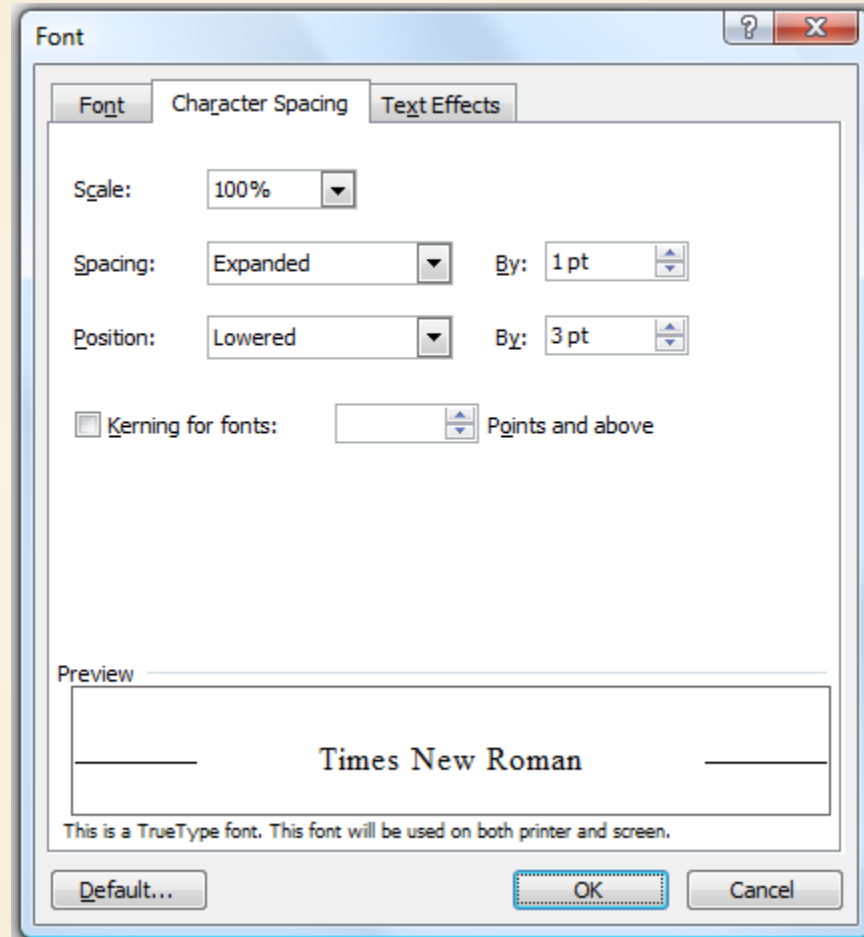
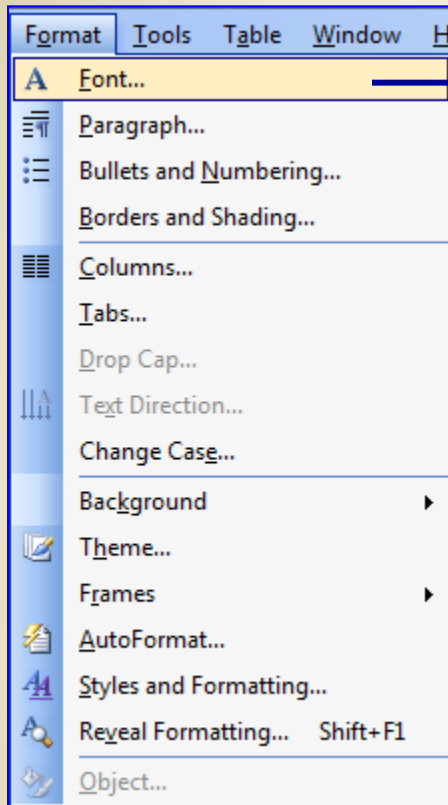
e) Editing

2) Insert

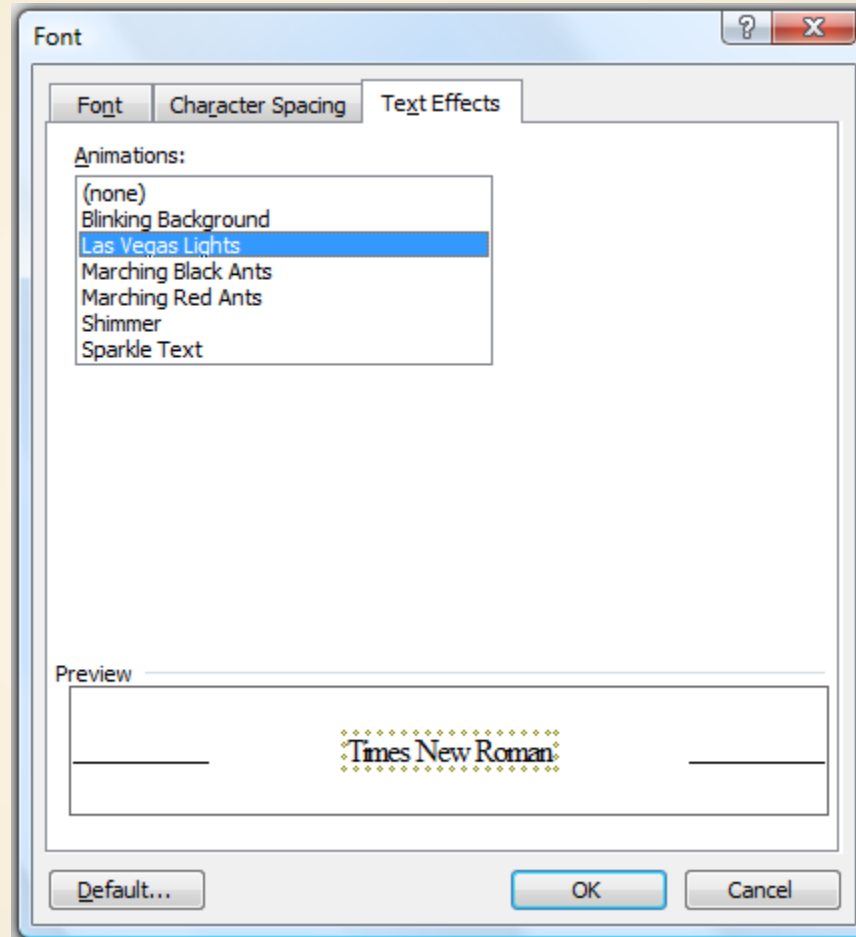
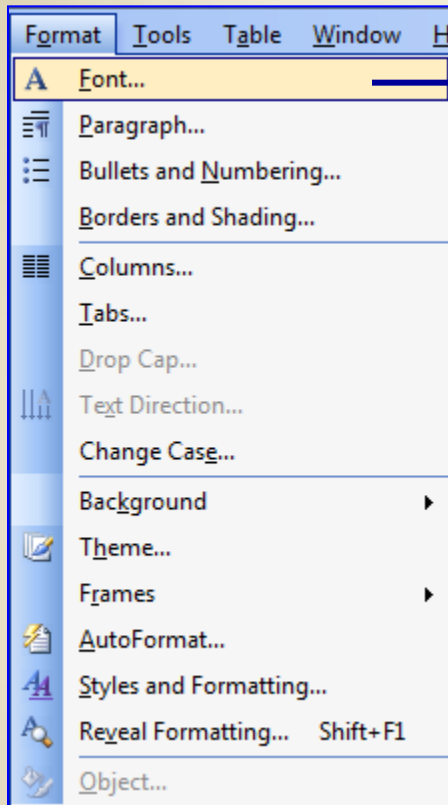
a) Pages

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

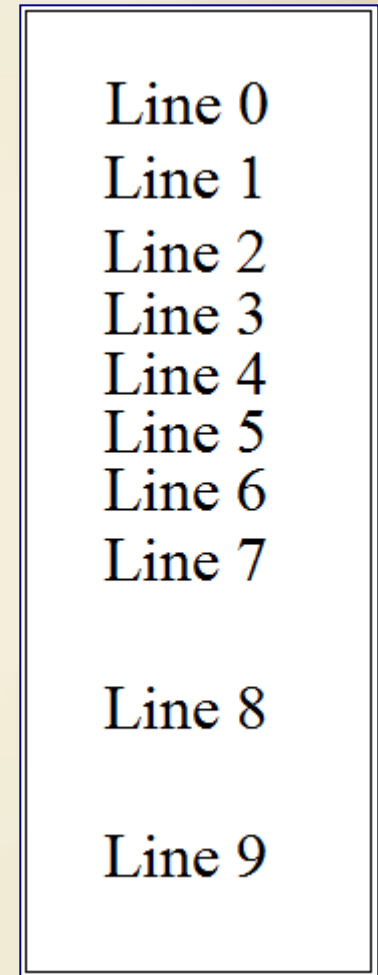
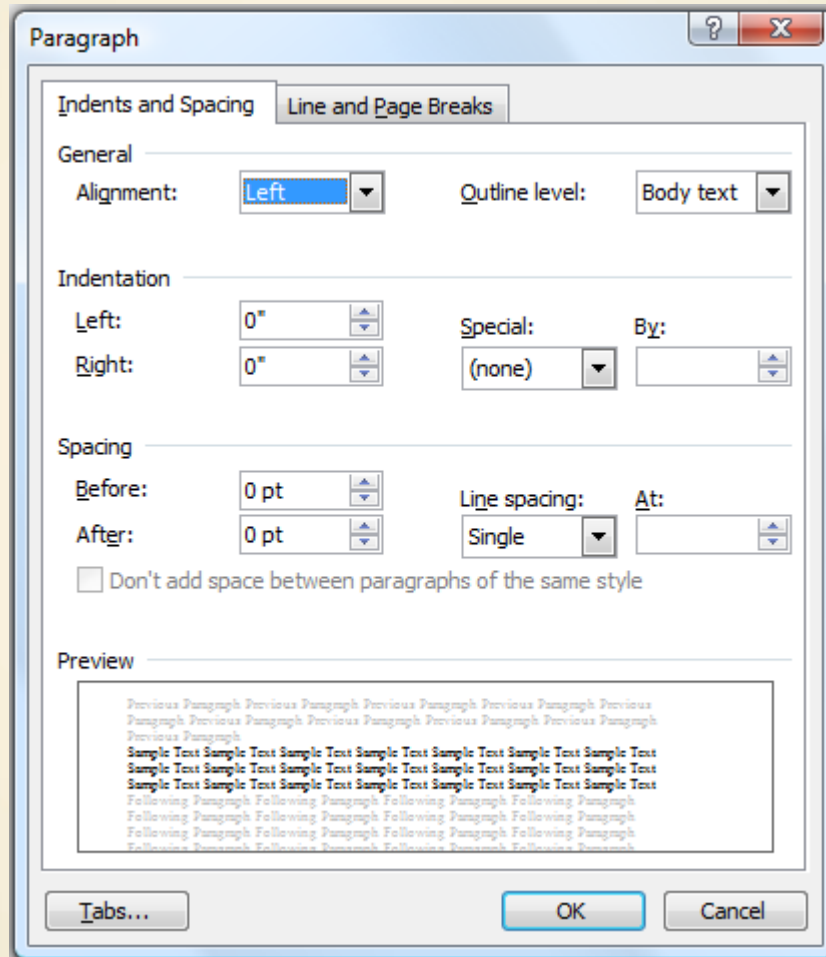
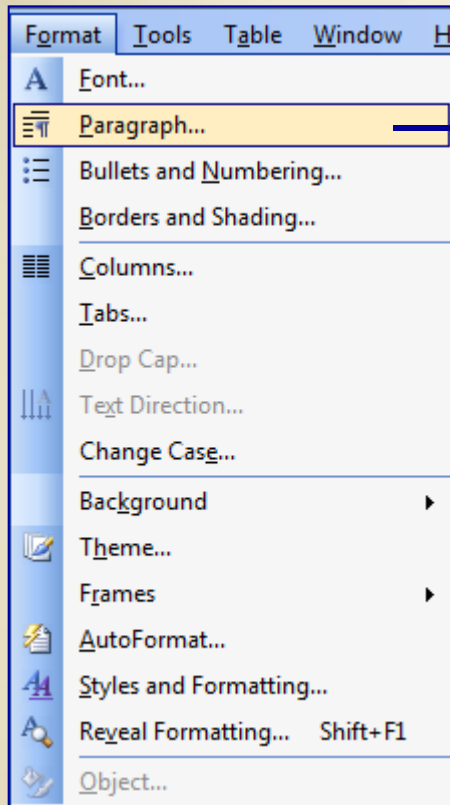
5. Format → Font → Character Spacing:



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 paragraph formatting. 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 Home ribbon. The Paragraph group 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 paragraph formatting. 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

C2 - Microsoft Word

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

Themes Margins Page Setup Page Background Paragraph Arrange

Orientation Breaks Watermark Indent Spacing Position

Margins Size Line Numbers Page Color Page Borders

Columns Hyphenation Page Borders

0.5" 0" 12 pt 10 pt

Bring to Front Send to Back Text Wrapping Align Group Rotate

Themes

Current: Office Theme

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

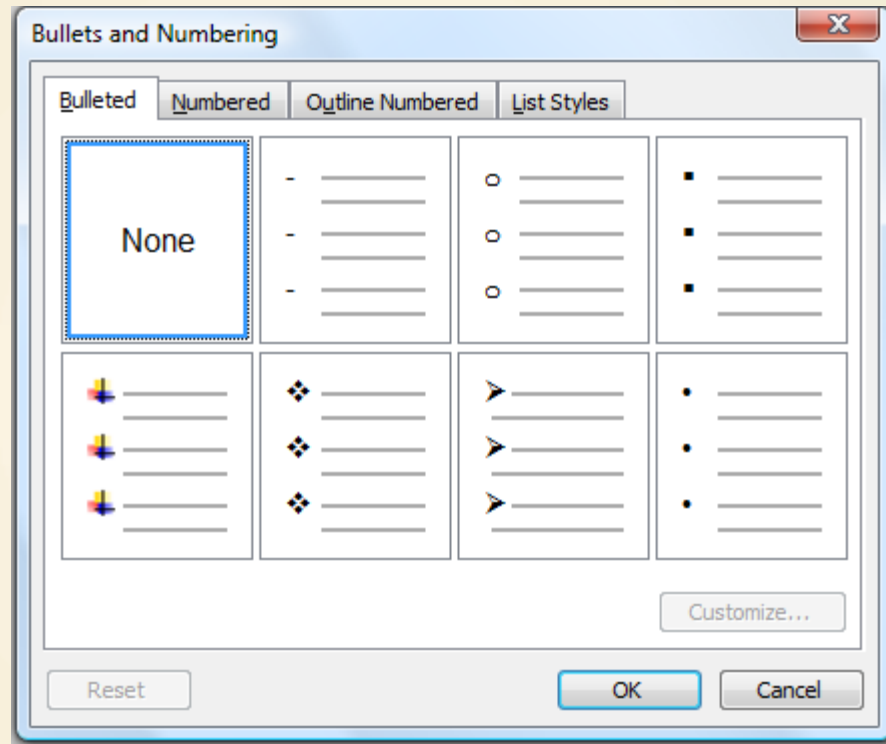
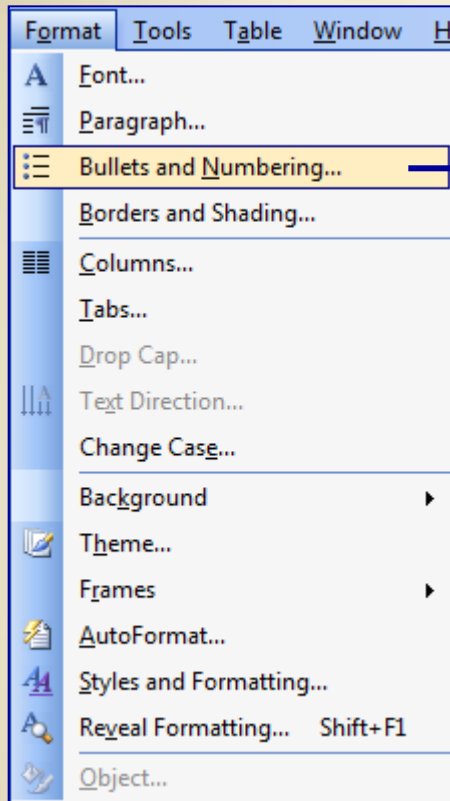
Press F1 for more help.

3) Page Layout

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

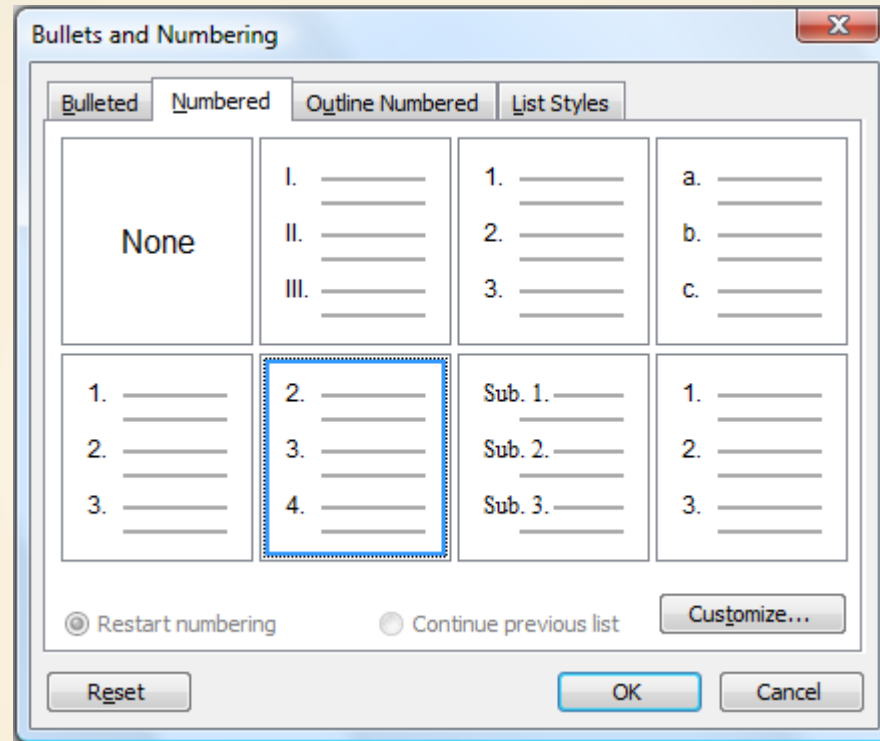
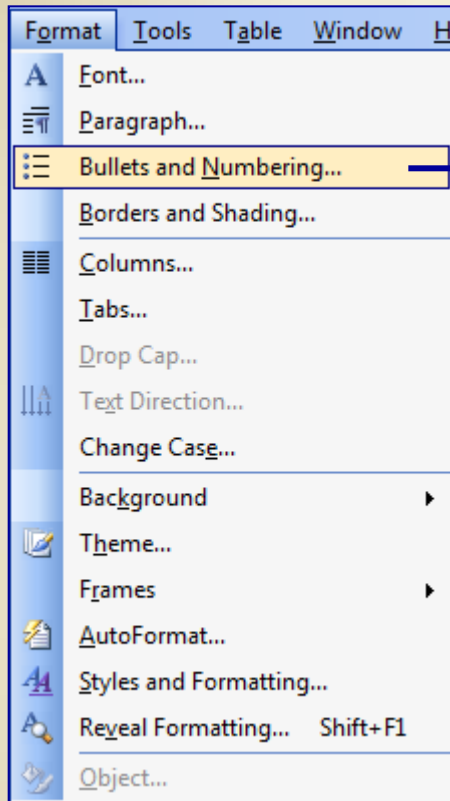
Page: 1 of 2 Words: 73 English (U.S.) 100%

5. Format → Bullets and Numbering:



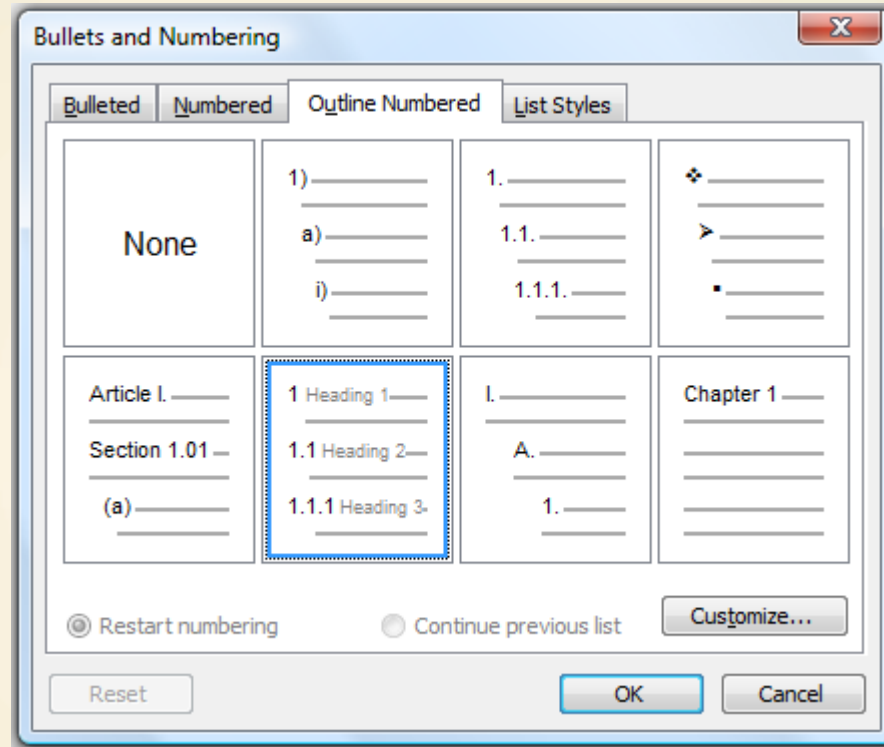
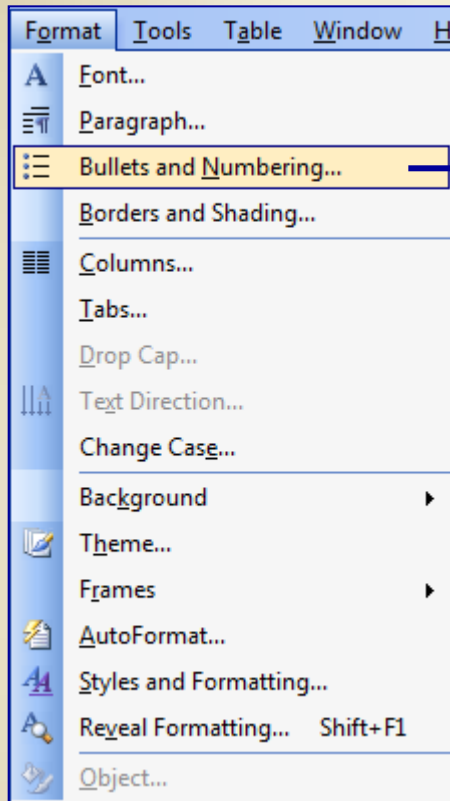
- ❖ **Bulleted**
- ❖ **List**

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. _____
◆ _____ > _____ ▪ _____	Article I. Headi Section 1.01 I (a) Heading 3-	1 Heading 1— 1.1 Heading 2— 1.1.1 Heading :
I. Heading 1— A. Heading : 1. Headin	Chapter 1 Hez Heading 2— Heading 3—	

Change List Level

Define New Multilevel List...

Define New List Style...

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

Define Heading *type*

The screenshot shows the Microsoft Word interface for the document 'Cuprins Automat.docx'. The 'List Library' task pane is open, displaying various list styles. A custom list style is selected, which is a list of heading levels: '1 Heading 1', '1.1 Heading 2', '1.1.1 Heading 3', '1.1.1.1 Heading 4', '1.1.1.1.1 Heading 5', '1.1.1.1.1.1 Heading 6', '1.1.1.1.1.1.1 Heading 7', '1.1.1.1.1.1.1.1 Heading 8', and '1.1.1.1.1.1.1.1.1 Heading 9'. A mouse cursor is pointing at the '1.1.1.1.1.1.1.1.1 Heading 9' style. In the background, a task pane titled 'Tema - Aplicati (Utilizati):' is visible, with a 'Format:' section containing several checked items: 'Font', 'Paragraph', 'Bullets & Numbering', 'Borders', 'Columns', and 'BackGround'. The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 20/20', and 'English (U.S.)'.

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

The screenshot shows the Microsoft Word interface with the 'References' ribbon selected. The 'Table of Contents' button in the 'References' group is highlighted with a mouse cursor. A gallery window is open, displaying three options for creating a table of contents:

- 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...**

The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 21', and 'Kommandi'.

Update Cuprins

The screenshot displays 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, showing 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.

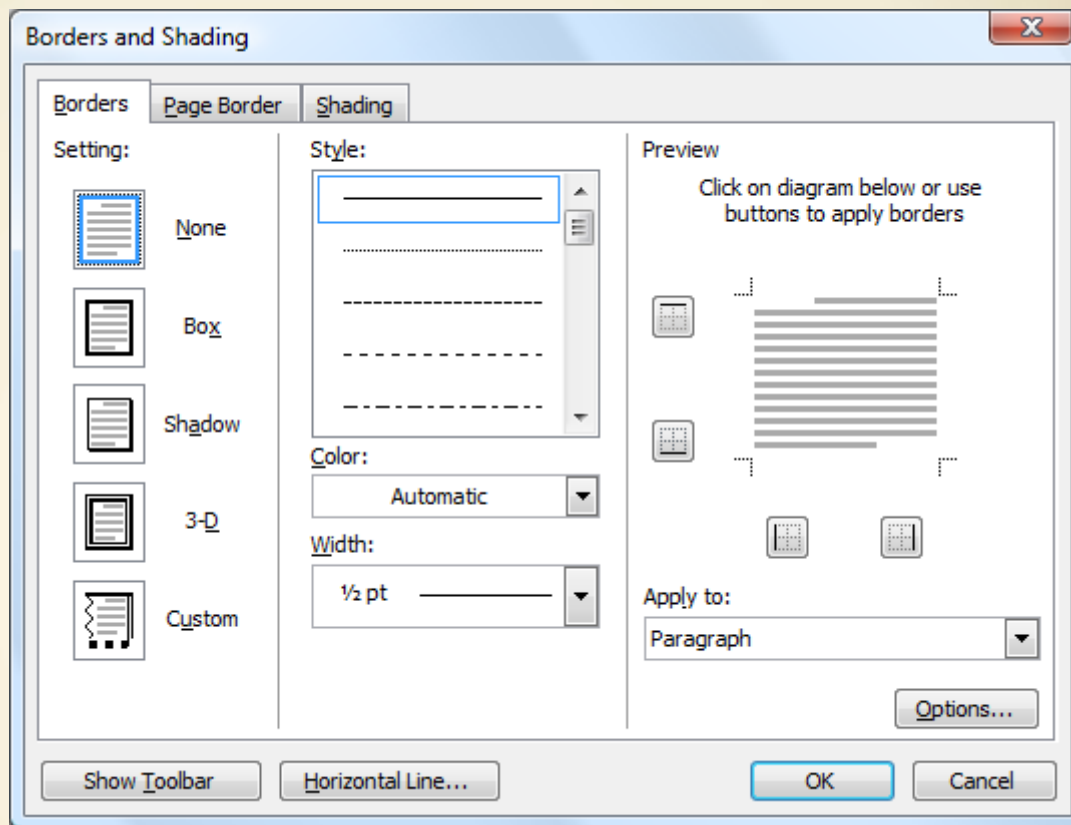
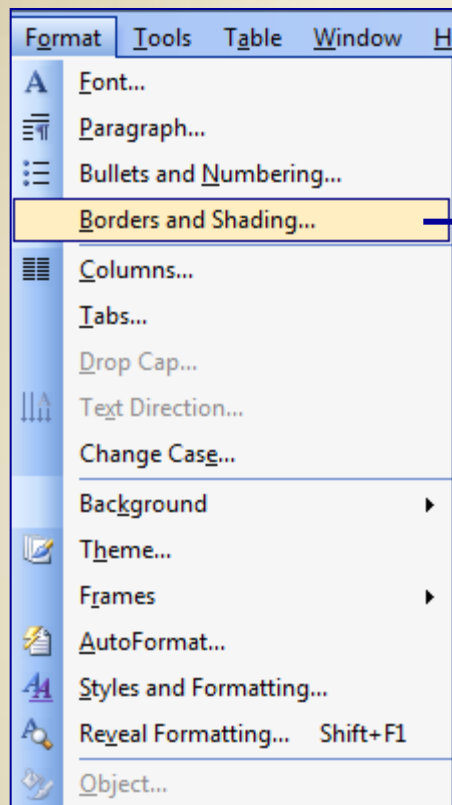
Annotations include:

- 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:

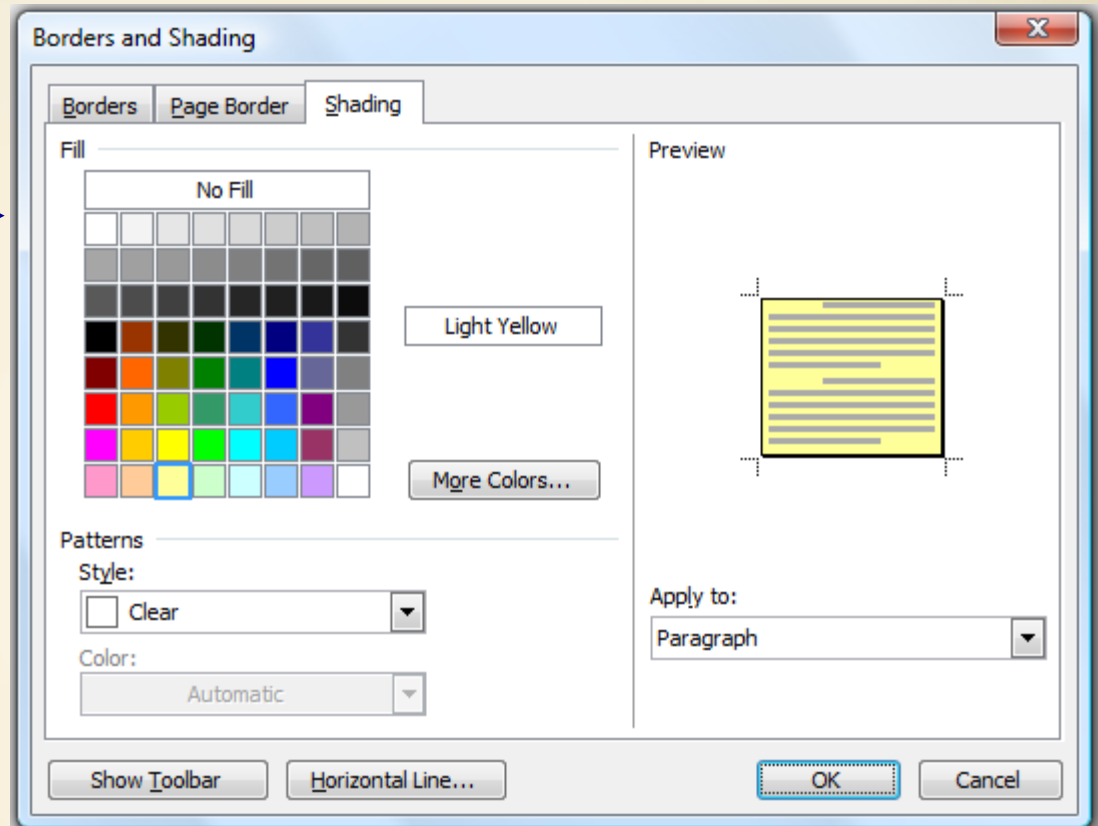
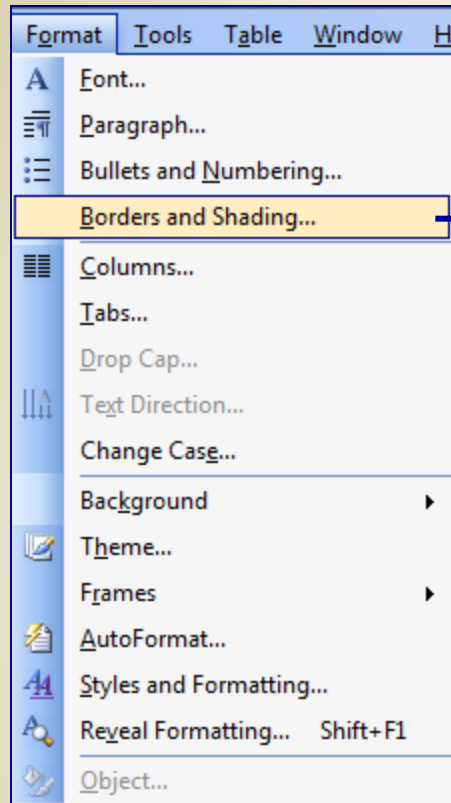


1 Introducere

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:

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

Bottom Border

Top Border

Left Border

Right Border

No Border

All Borders

Outside Borders

Inside Borders

Inside Horizontal Borders

Inside Vertical Borders

Diagonal Borders

Horizontal Borders

Draw Borders

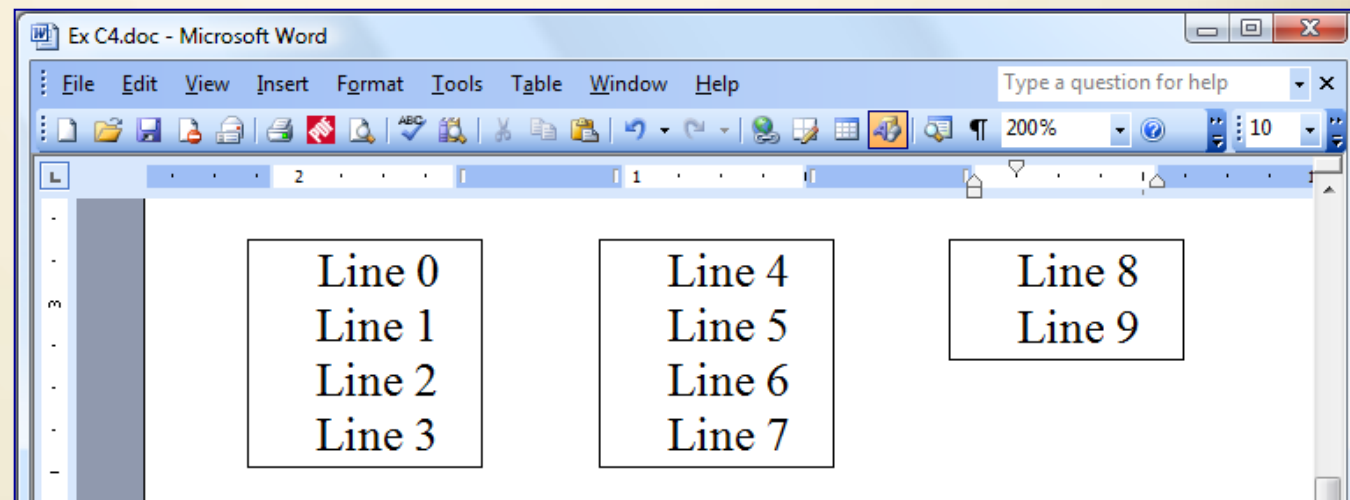
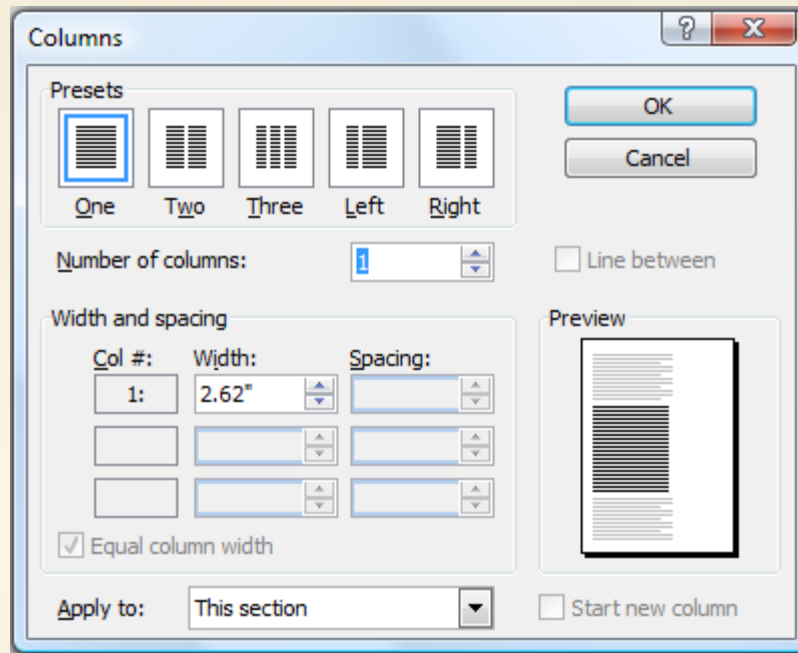
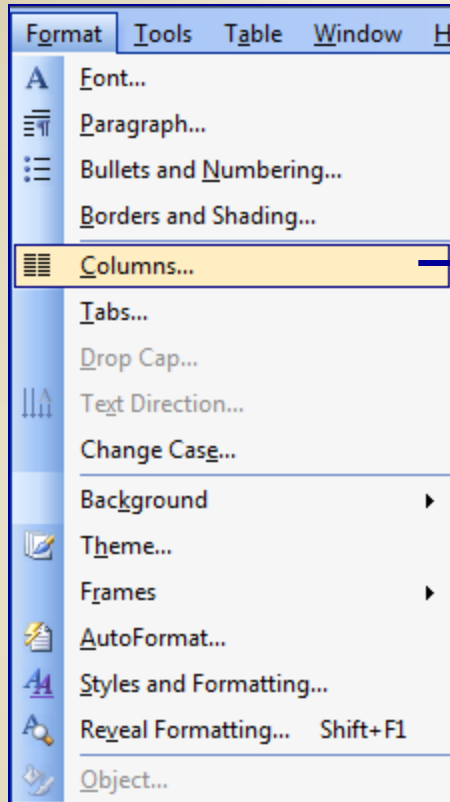
View Graphics

Borders and Shading...

Choose from various border options.

Page: 1 of 1 Words: 21/54 English (U.S.) 90%

5. Format → Columns:



Columns:

The screenshot shows the Microsoft Word interface with the 'Page Layout' ribbon selected. The 'Columns' button in the 'Page Setup' group is highlighted, and a tooltip is visible. The tooltip contains the following text:

Columns

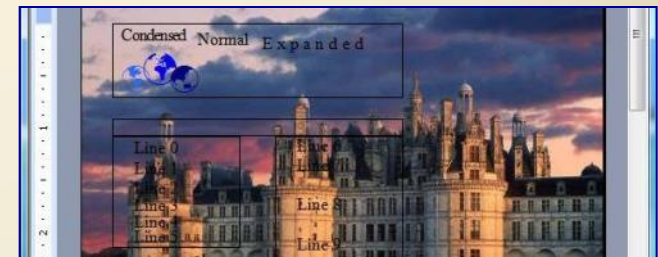
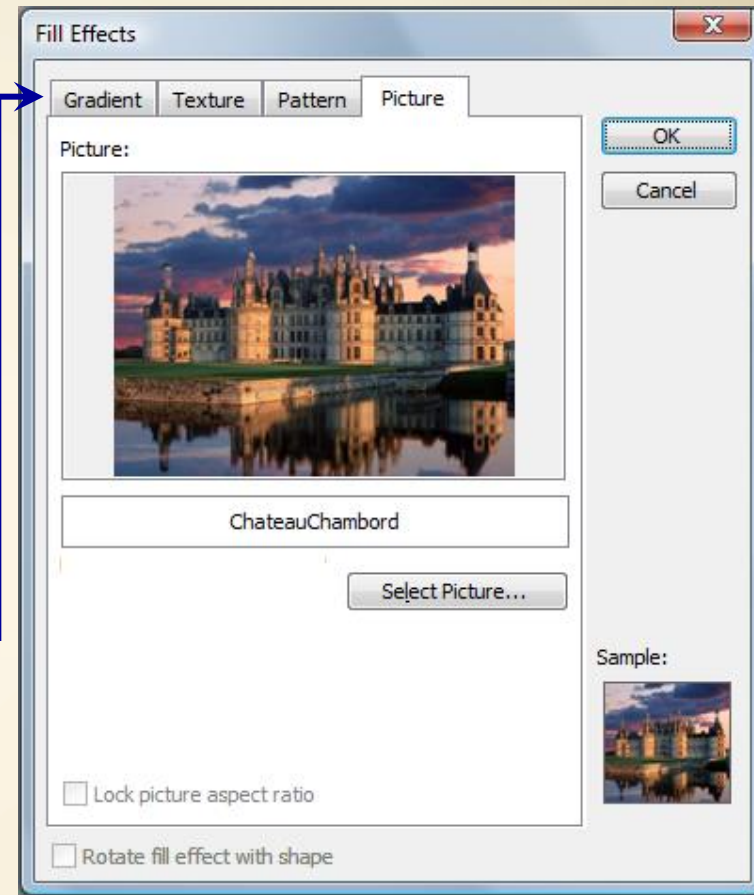
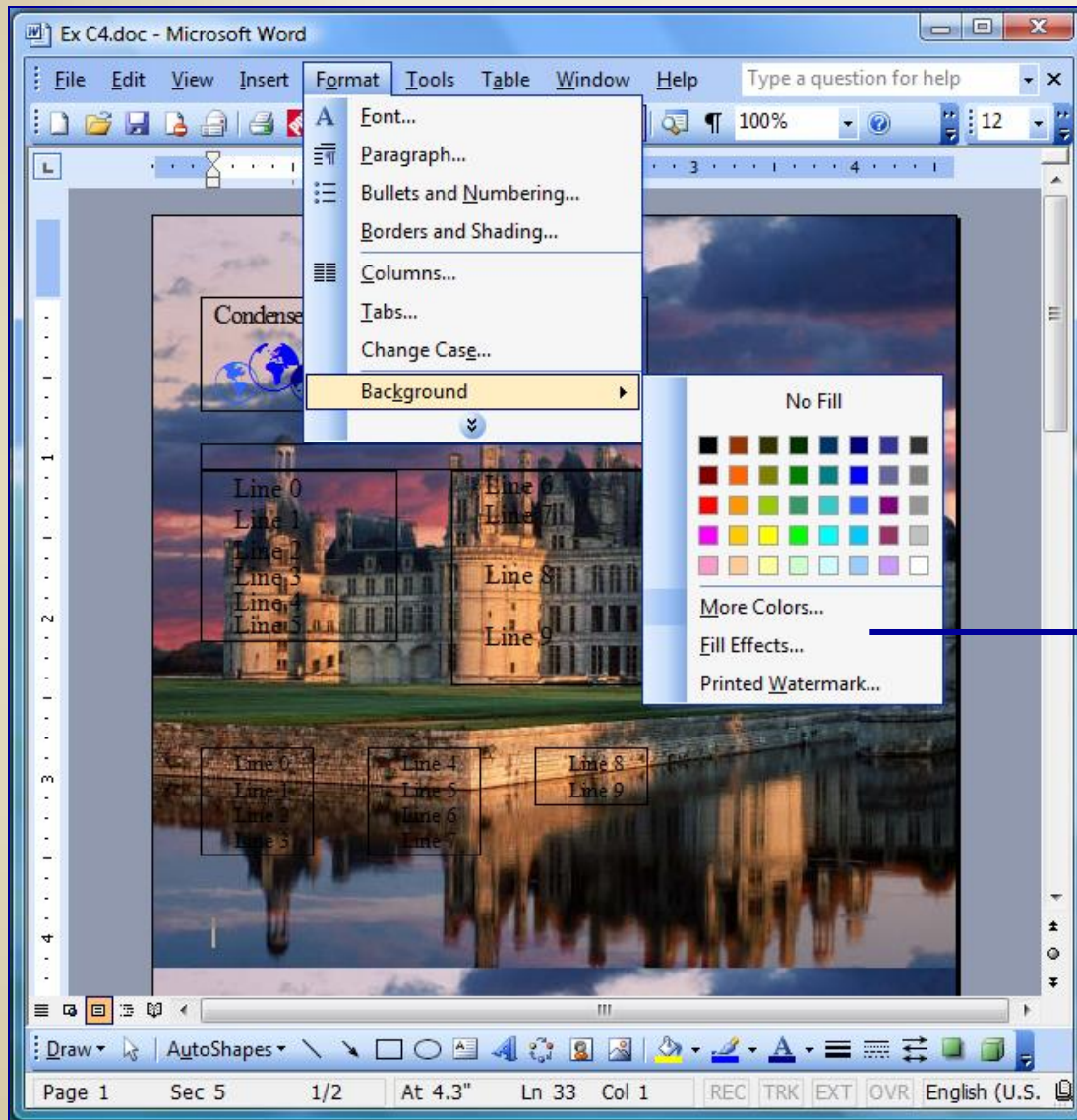
Split text into two or more columns.

The document content is displayed in two columns:

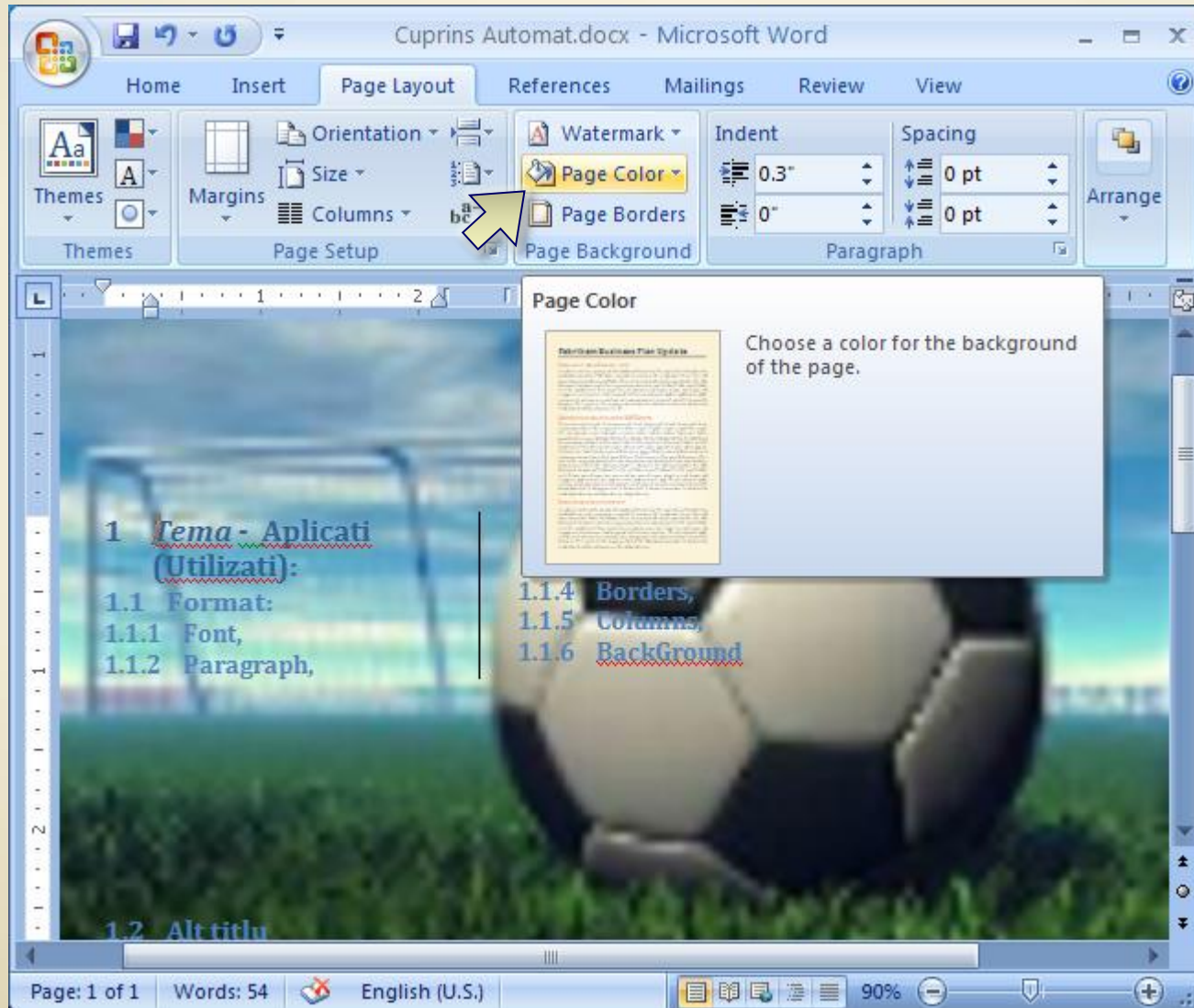
- 1 **Tema - Aplicati (Utilizati):**
 - 1.1 **Format:**
 - 1.1.1 **Font,**
 - 1.1.2 **Paragraph,**
 - 1.1.3 **Bullets & Numbering,**
 - 1.1.4 **Borders,**
 - 1.1.5 **Columns,**
 - 1.1.6 **BackGround**

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

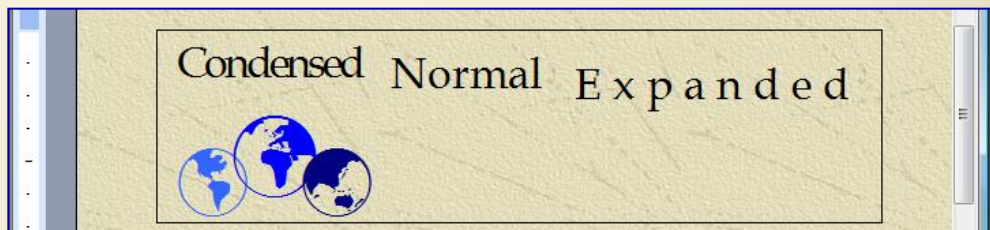
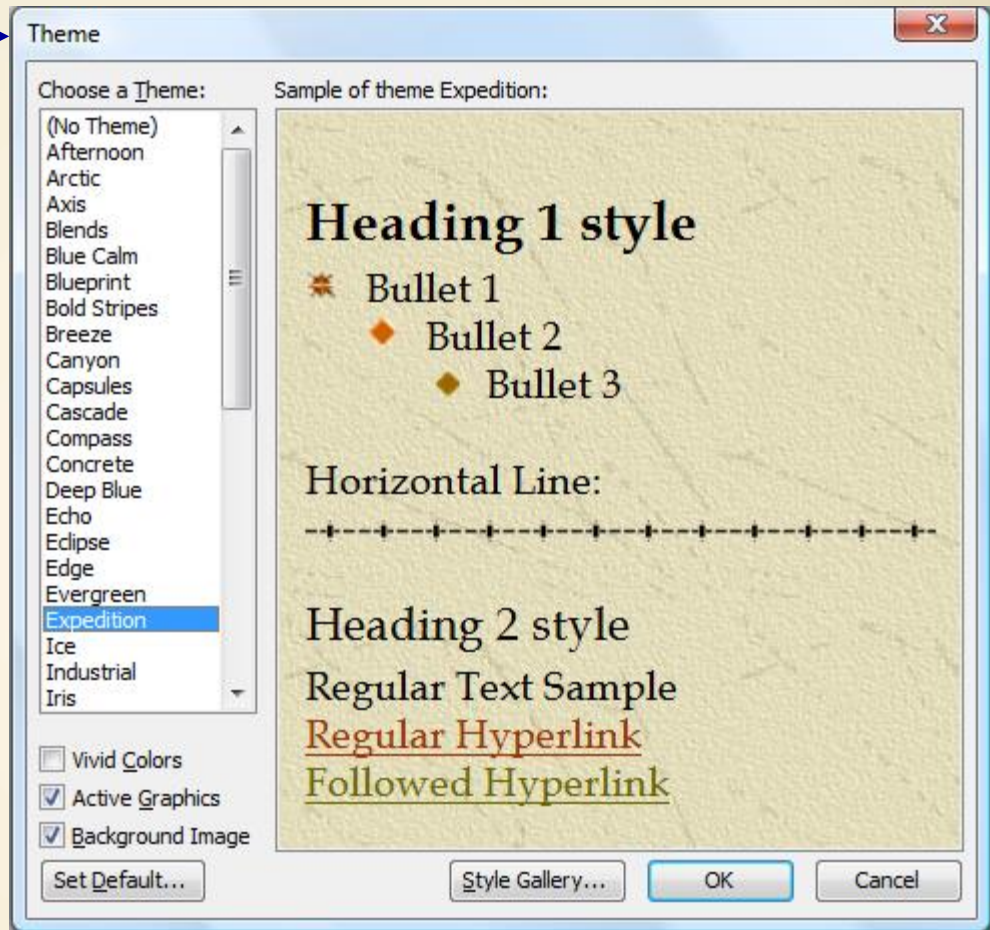
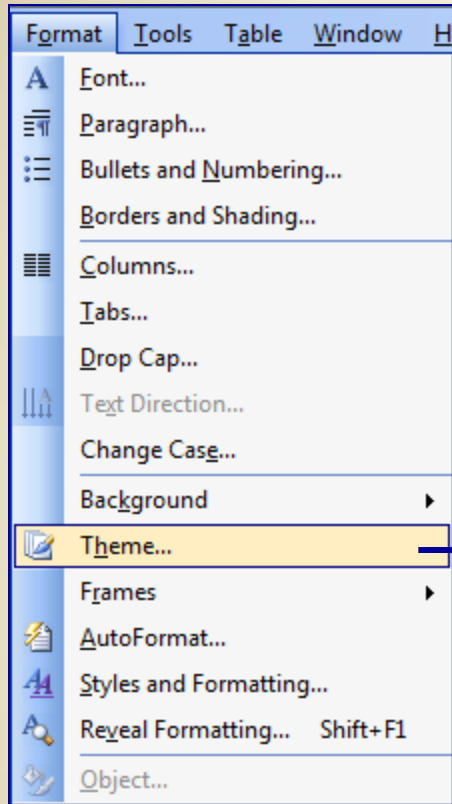
5. Format → Background:



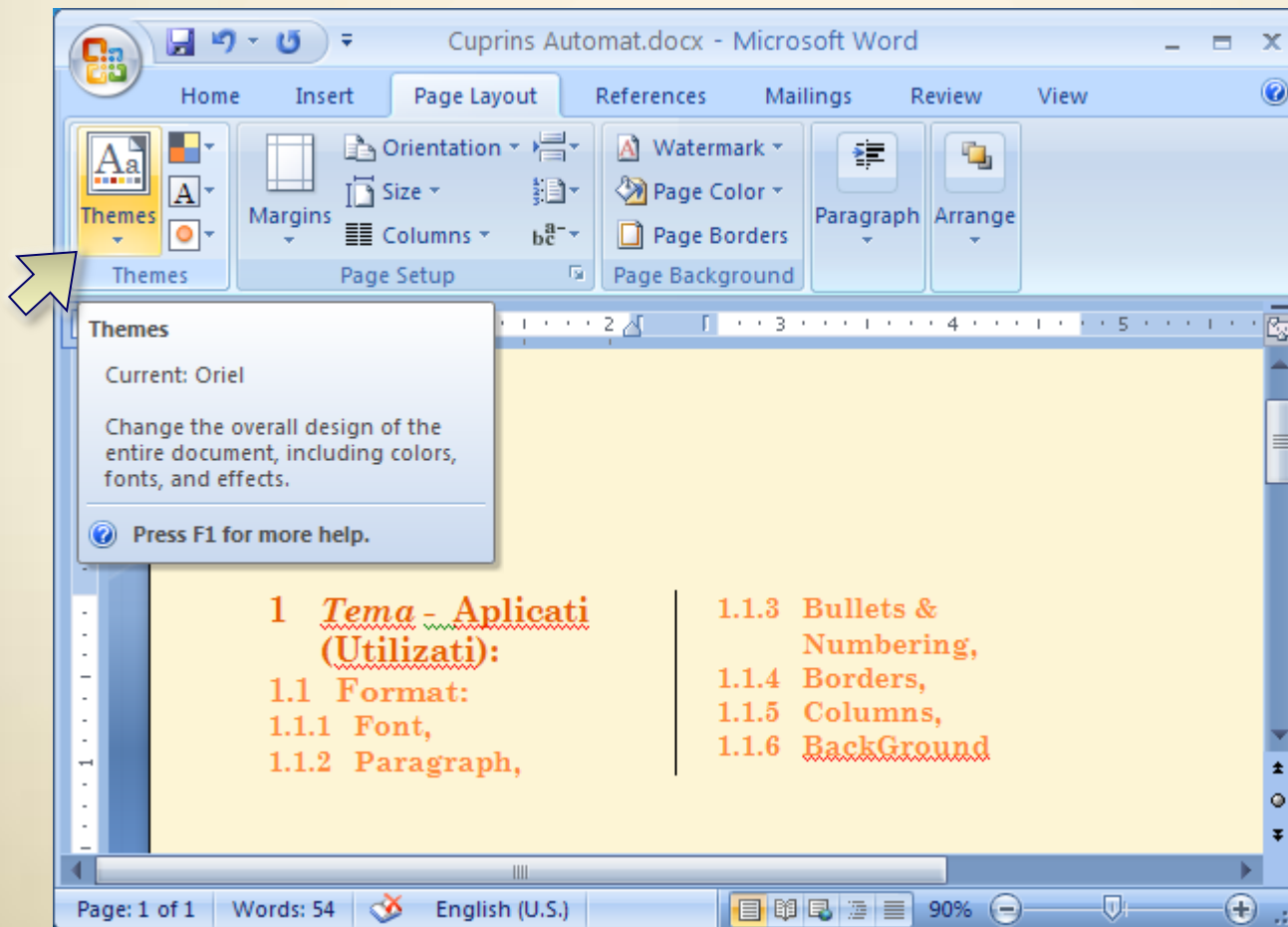
Background → Page Color:



5. Format → Theme:



Theme:



Tema - Aplicati (Utilizati):

✓ **Format:**

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

... C2 / 12 Oct. 2016