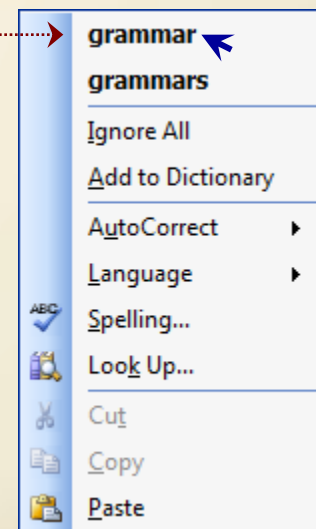
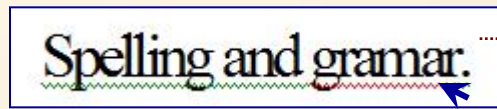
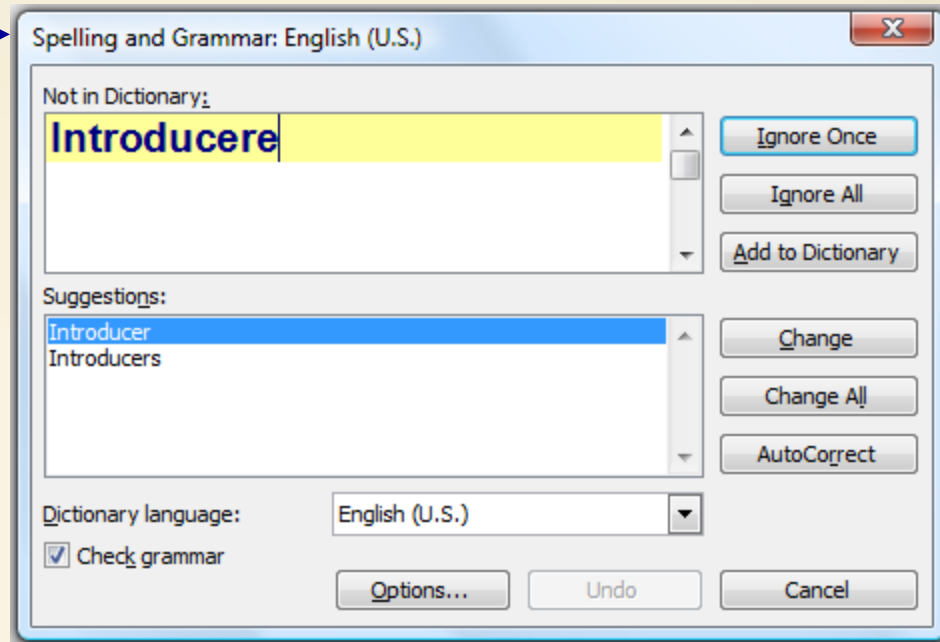
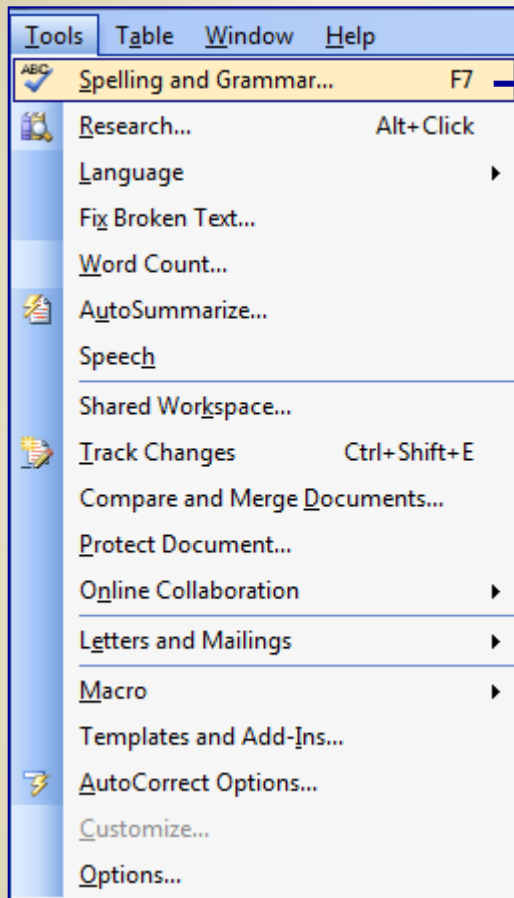


... *Birotica* → *Word*₃

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:

The screenshot shows the 'Tools' menu in Microsoft Word. The 'Letters and Mailings' option is highlighted. The sub-menu includes: Mail Merge..., Show Mail Merge Toolbar (checked), Envelopes and Labels..., and Letter Wizard... The main window title is 'merge document' and the zoom level is 150%.

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!

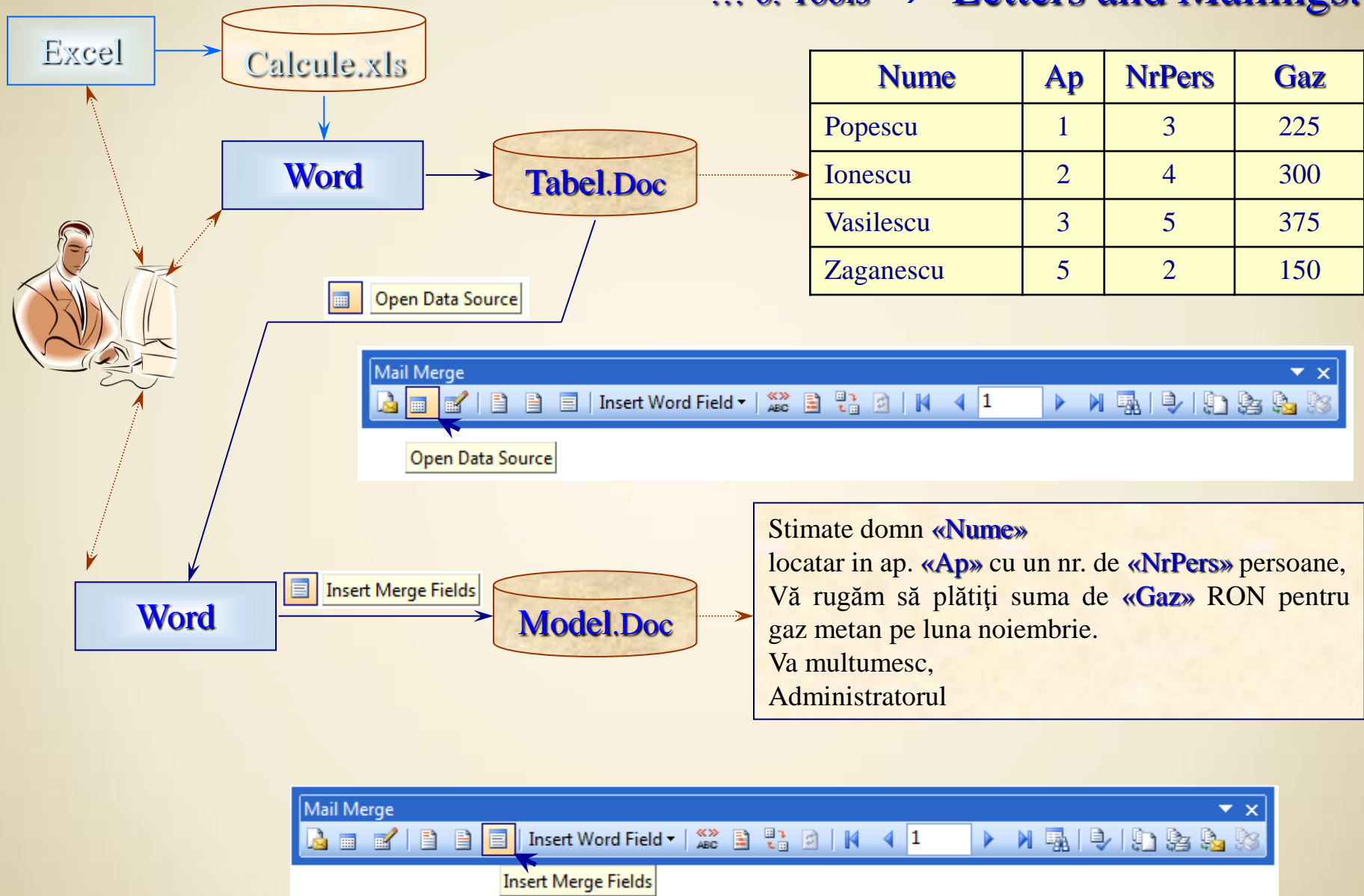
Model.Doc

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

The 'Insert Merge Field' dialog box is shown. The 'Database Fields' radio button is selected. The 'Fields' list contains 'Numele', 'Ziua', and 'Luna', with 'Luna' selected. Buttons at the bottom include 'Match Fields...', 'Insert', and 'Close'.

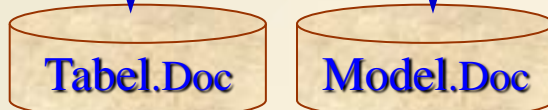
The screenshot shows the 'Mail Merge' group on the ribbon. The 'Insert Merge Fields' button is highlighted with a blue arrow. The ribbon also shows 'Insert Word Field' and 'Mail Merge' options.

... 6. Tools → Letters and Mailings:

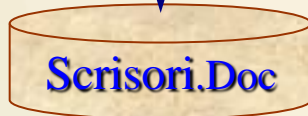


| Nume | Ap | NrPers | Gaz |
|-----------|----|--------|-----|
| Popescu | 1 | 3 | 225 |
| Ionescu | 2 | 4 | 300 |
| Vasilescu | 3 | 5 | 375 |
| Zaganescu | 5 | 2 | 150 |

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

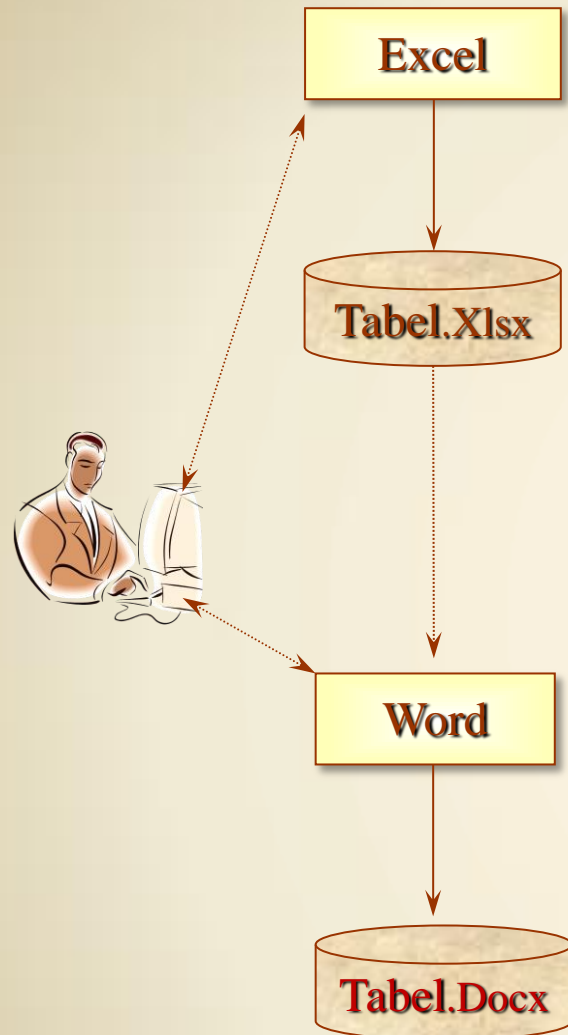
Stimate domn Zaganescu
 locatar in ap. 5 cu un nr. de 2 persoane,
 Vă rugăm să plătiți suma de 150 RON pentru gaz metan pe luna noiembrie.
 Va multumesc,
 Administratorul



Merge to Printer



Merge to Printer

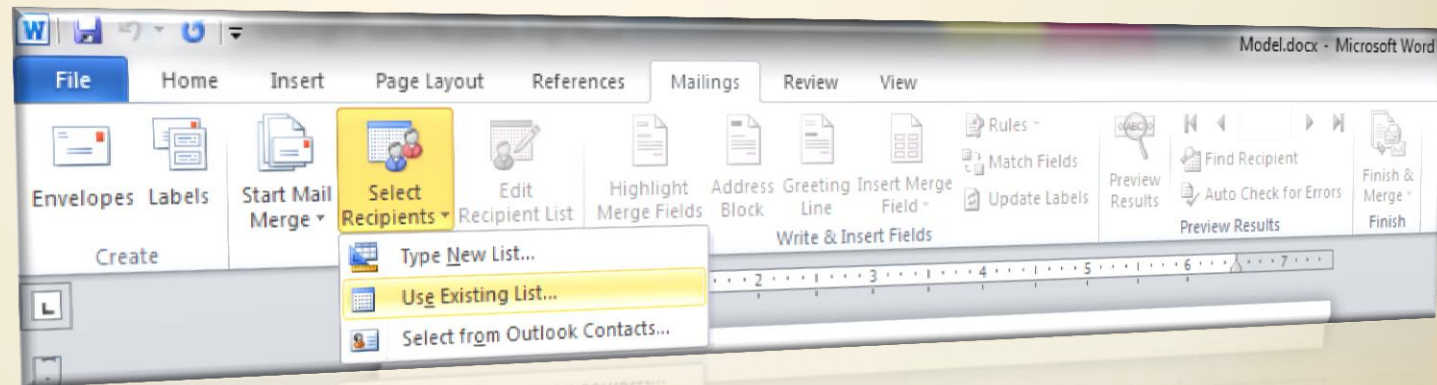
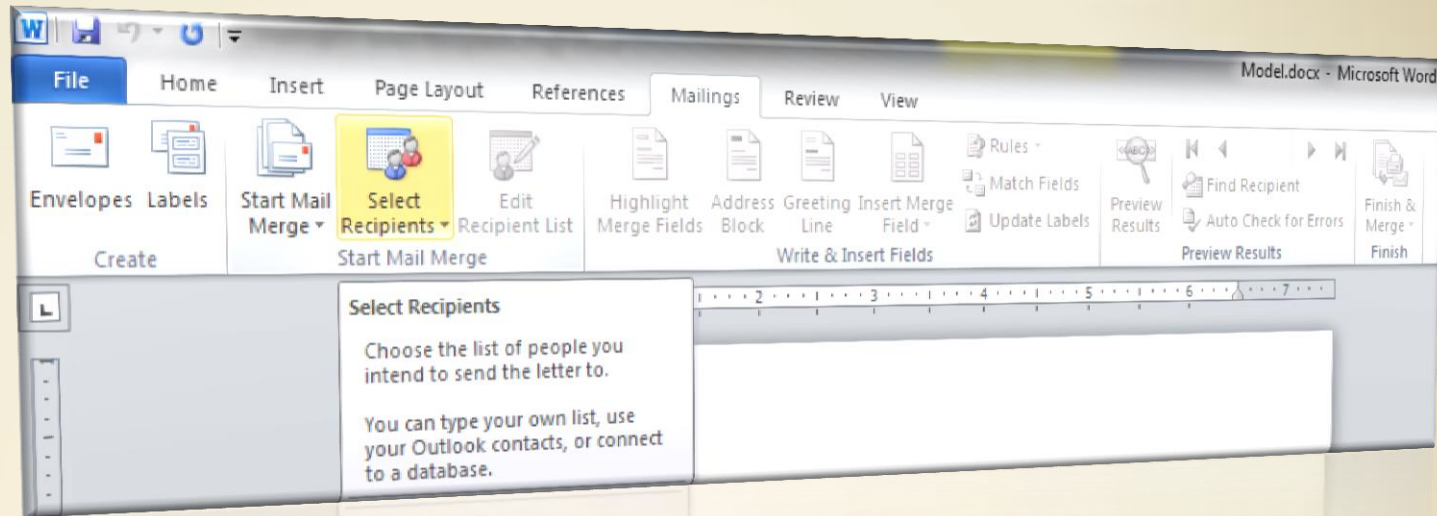
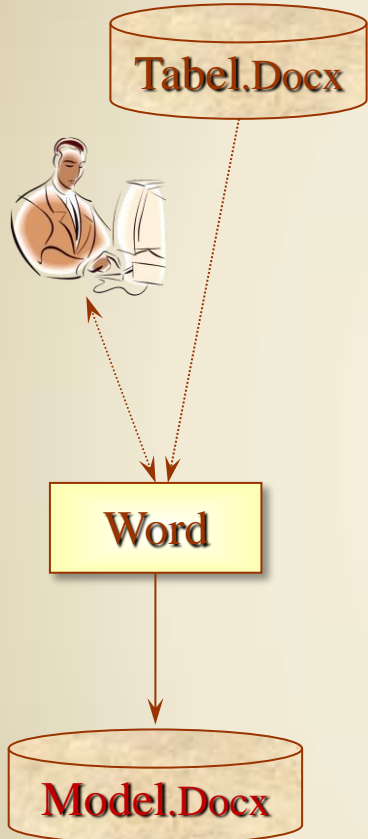


| <i>Apartament</i> | <i>Locatar</i> | <i>Persoane</i> | <i>Suma</i> |
|-------------------|--------------------------|-----------------|-------------|
| 1 | <i>Popescu Ioan</i> | 3 | 1,592.31 |
| 2 | <i>Ionescu Vlad</i> | 2 | 1,061.54 |
| 3 | <i>Vasilescu Gigel</i> | 4 | 2,123.08 |
| 4 | <i>Petrescu Mihai</i> | 3 | 1,592.31 |
| 5 | <i>Oltean George</i> | 2 | 1,061.54 |
| 6 | <i>Cristolovean Ion</i> | 4 | 2,123.08 |
| 7 | <i>Marinescu Dan</i> | 2 | 1,061.54 |
| 8 | <i>Barbulescu Florin</i> | 3 | 1,592.31 |
| 9 | <i>Caciulescu Liviu</i> | 1 | 530.77 |
| 10 | <i>Zahaerscu Paul</i> | 2 | 1,061.54 |
| <i>Total :</i> | | 26 | 13,800.00 |

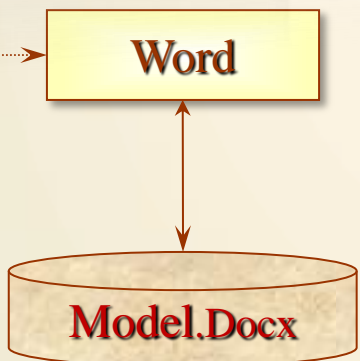
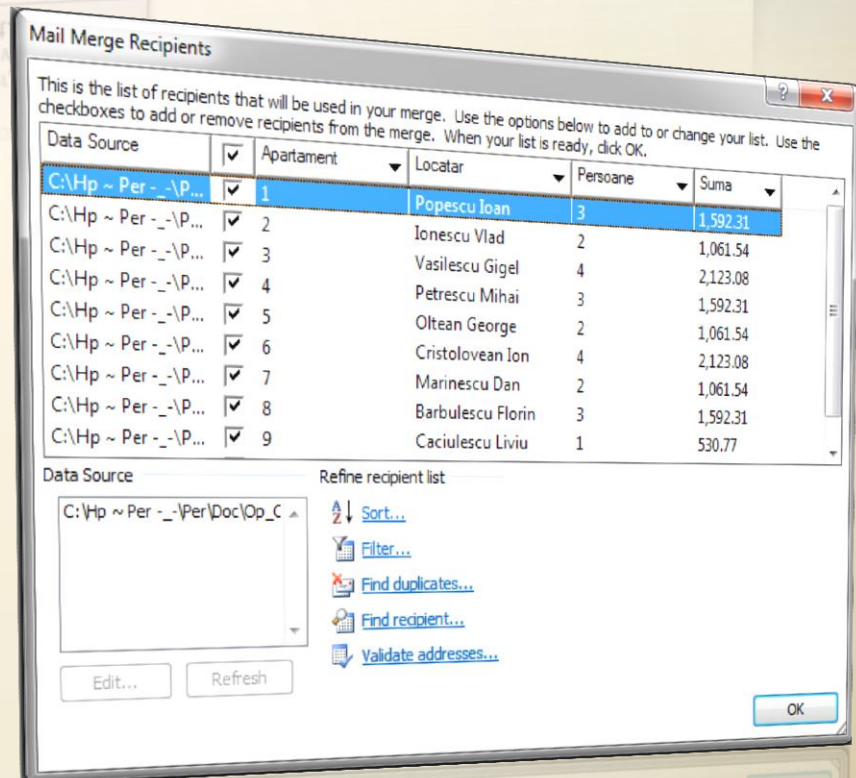
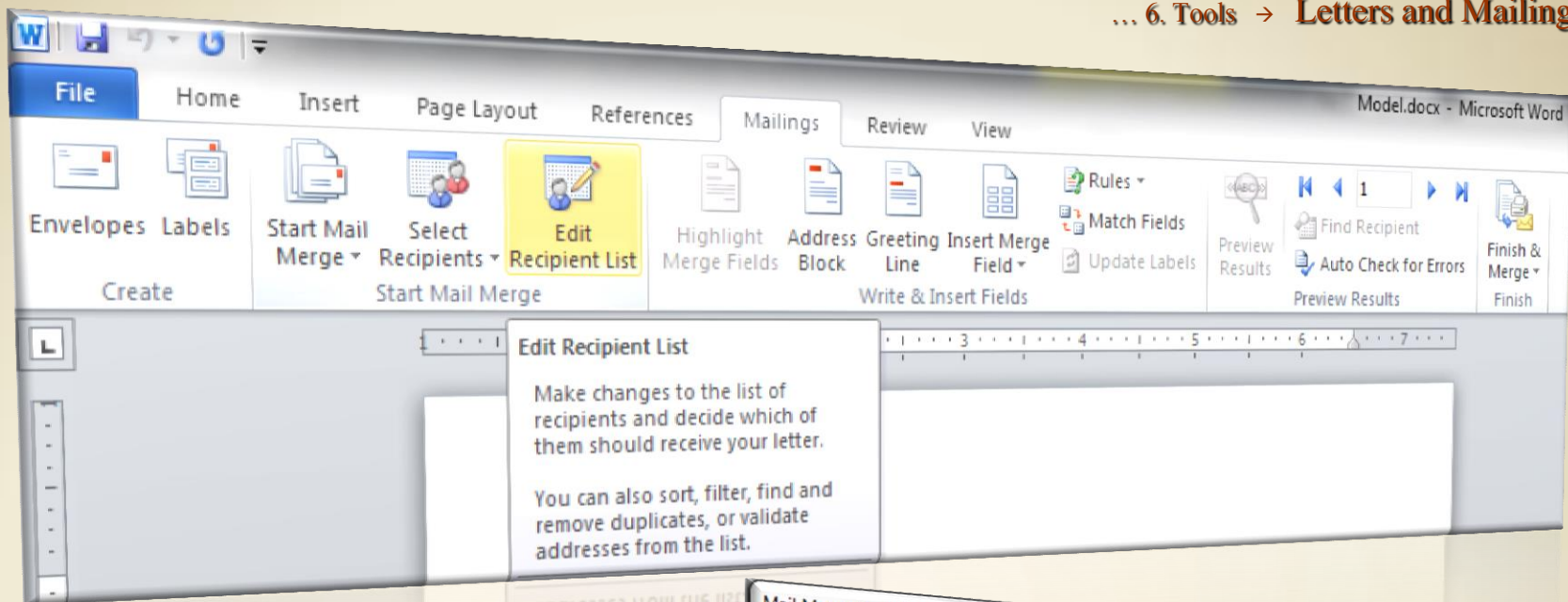


| <i>Apartament</i> | <i>Locatar</i> | <i>Persoane</i> | <i>Suma</i> |
|-------------------|--------------------------|-----------------|-------------|
| 1 | <i>Popescu Ioan</i> | 3 | 1,592.31 |
| 2 | <i>Ionescu Vlad</i> | 2 | 1,061.54 |
| 3 | <i>Vasilescu Gigel</i> | 4 | 2,123.08 |
| 4 | <i>Petrescu Mihai</i> | 3 | 1,592.31 |
| 5 | <i>Oltean George</i> | 2 | 1,061.54 |
| 6 | <i>Cristolovean Ion</i> | 4 | 2,123.08 |
| 7 | <i>Marinescu Dan</i> | 2 | 1,061.54 |
| 8 | <i>Barbulescu Florin</i> | 3 | 1,592.31 |
| 9 | <i>Caciulescu Liviu</i> | 1 | 530.77 |
| 10 | <i>Zahaerscu Paul</i> | 2 | 1,061.54 |

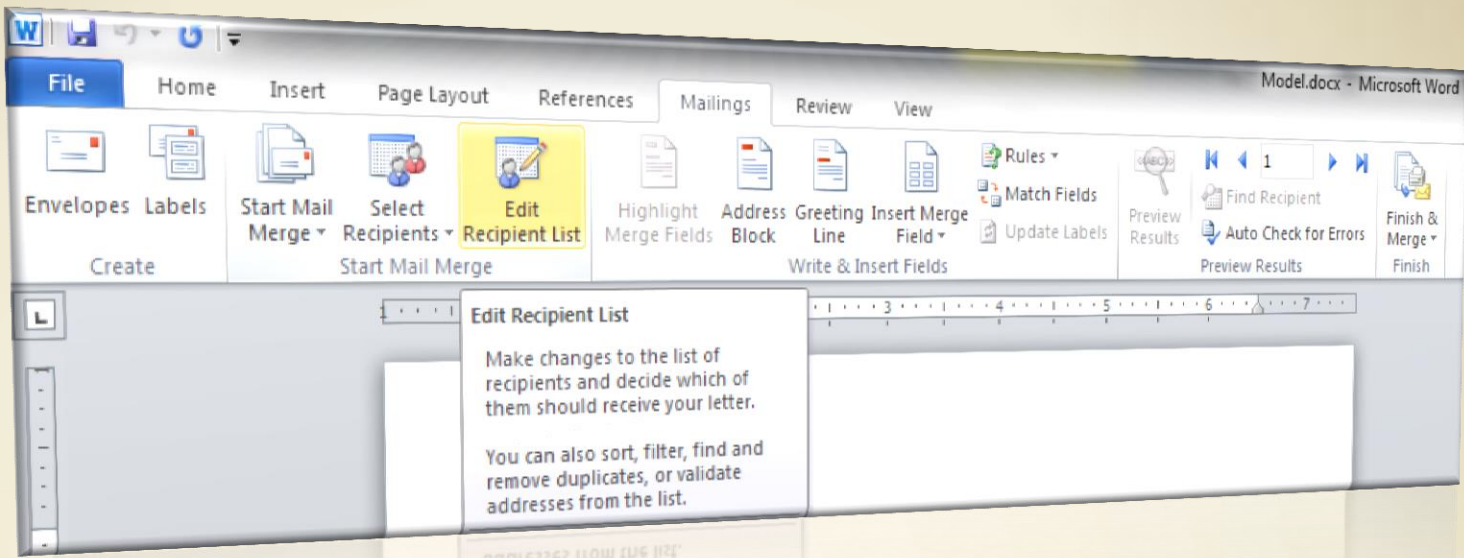
a) Se importa un *Tabel*.



b) Se construiește un *sablon* (fișierul *Model.Docx*).

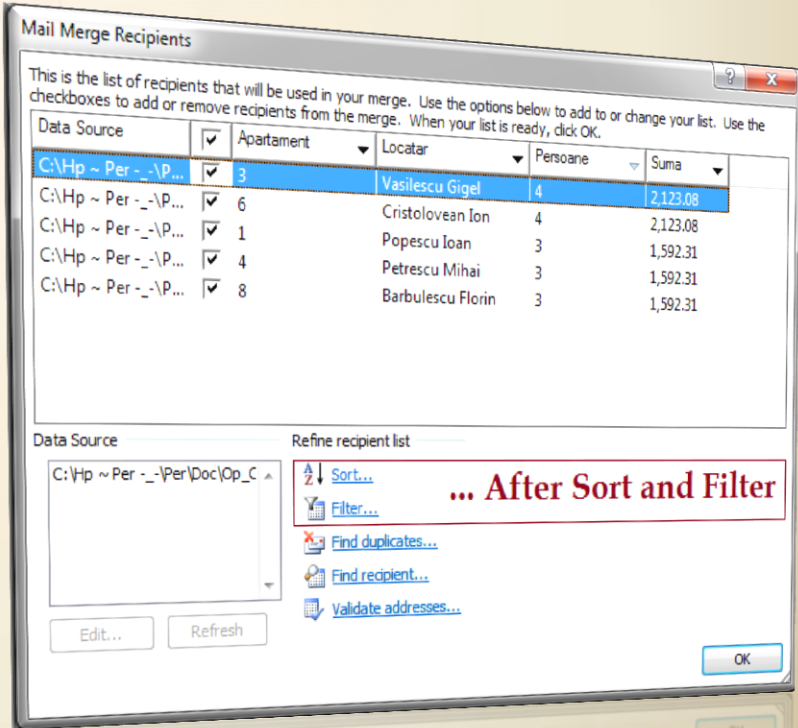
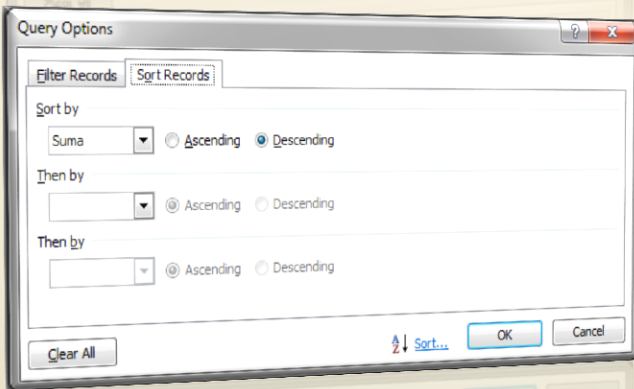
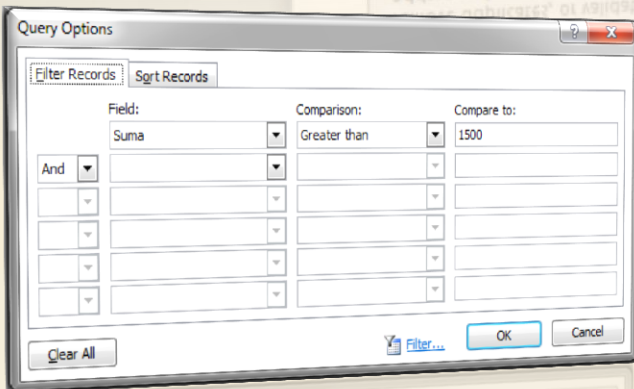


c) Se selecteaza (bifeaza) destinatarii.



Word

Model.Docx

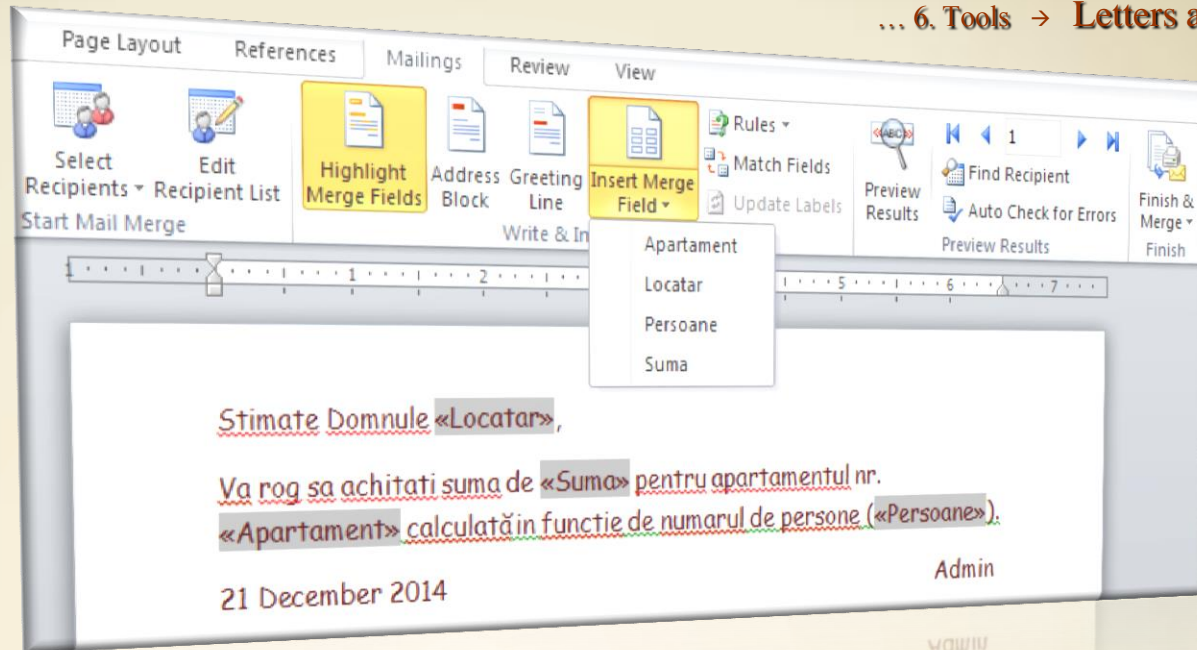


d) Se filtreaza, se sorteaza destinatarii.



Word

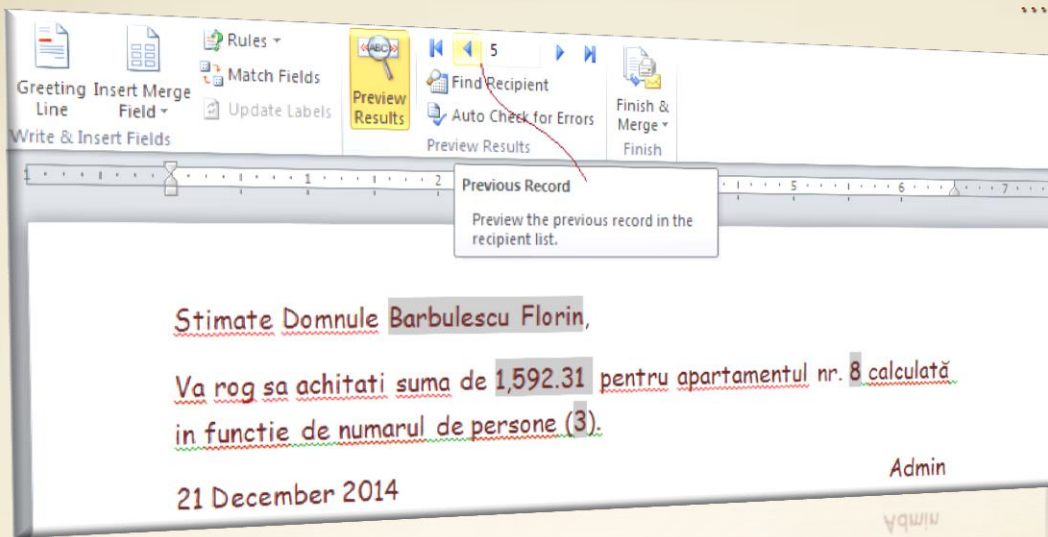
Model.Docx



Se construiește scrisoarea care conține câmpurile din tabel: «Apartament», «Locatar», «Persoane» și «Suma». Aceste câmpuri se înlocuiesc ulterior cu datele din tabel (pentru fiecare destinatar selectat anterior):

Stimate Domnule «Locatar»,
 Va rog sa achitati suma de «Suma» pentru apartamentul nr. «Apartament» calculată in functie de numarul de persoane («Persoane»).
 21 December 2014
 Admin

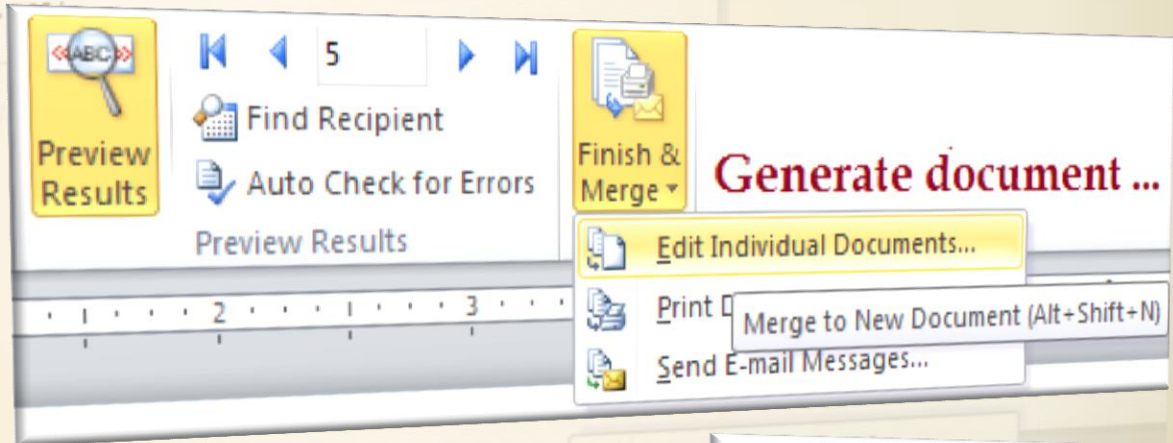
e) Se editează
 șablonul
 (modelul) de
 scrisoare.



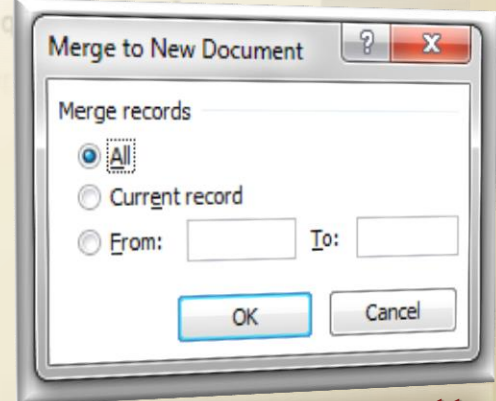
Word

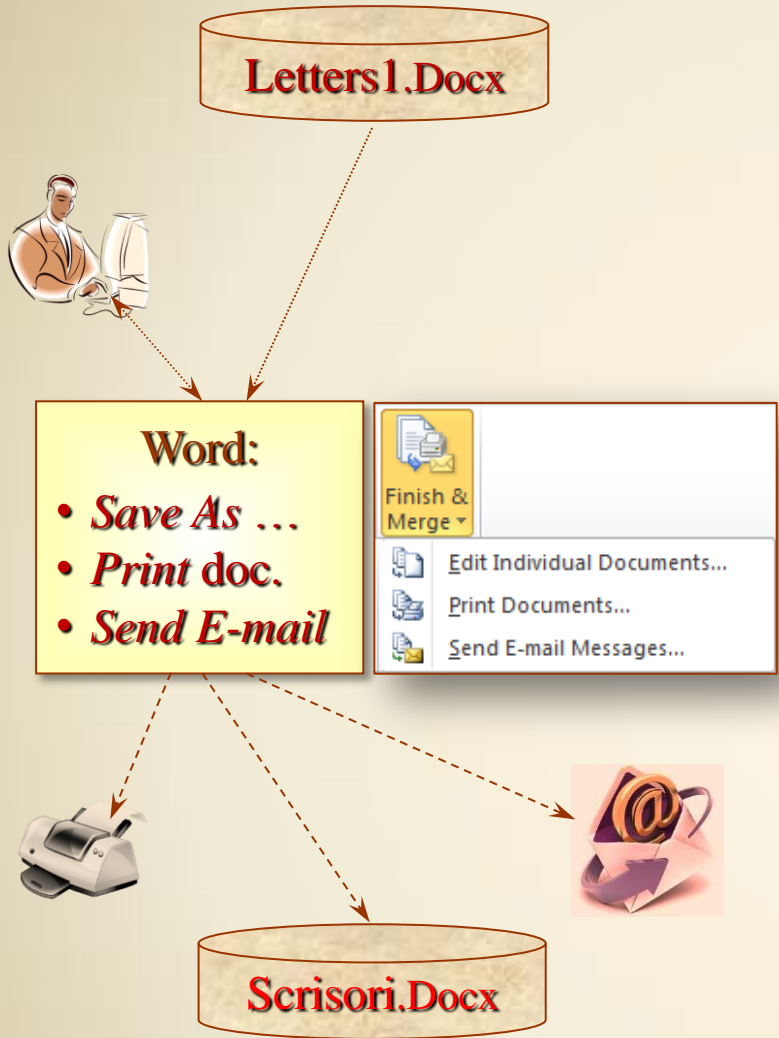
Model.Docx

Letters1.Docx



f) Se pot vizualiza (preview) scrisorile generate, apoi se construiește documentul cu scrisorile personalizate.





Stimate Domnule Vasilescu Gigel,

Va rog sa achitati suma de 2,123.08 pentru apartamentul nr. 3 calculată in functie de numarul de persoane (4).

21 December 2014

Admin

Stimate Domnule Cristolovean Ion,

Va rog sa achitati suma de 2,123.08 pentru apartamentul nr. 6 calculată in functie de numarul de persoane (4).

21 December 2014

Admin

Stimate Domnule Popescu Ioan,

Va rog sa achitati suma de 1,592.31 pentru apartamentul nr. 1 calculată in functie de numarul de persoane (3).

21 December 2014

Admin

Stimate Domnule Petrescu Mihai,

Va rog sa achitati suma de 1,592.31 pentru apartamentul nr. 4 calculată in functie de numarul de persoane (3).

21 December 2014

Admin

Stimate Domnule Barbulescu Florin,

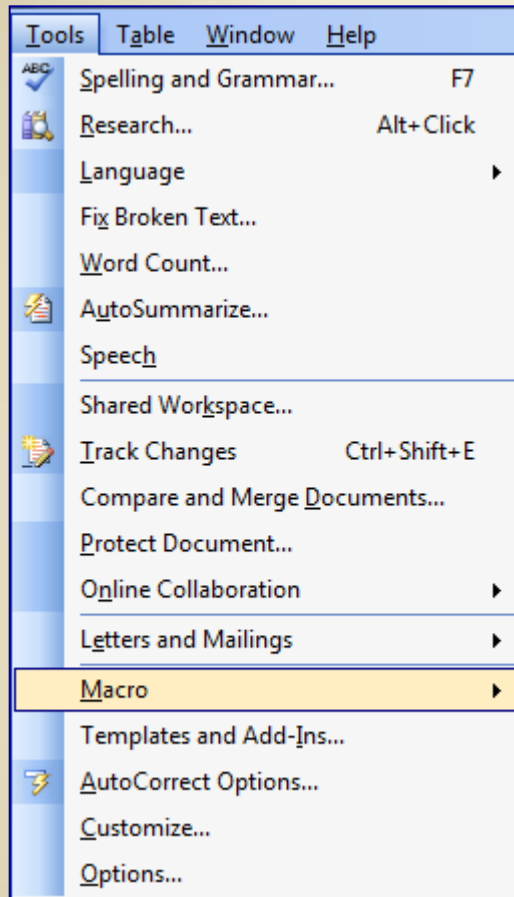
Va rog sa achitati suma de 1,592.31 pentru apartamentul nr. 8 calculată in functie de numarul de persoane (3).

21 December 2014

Admin

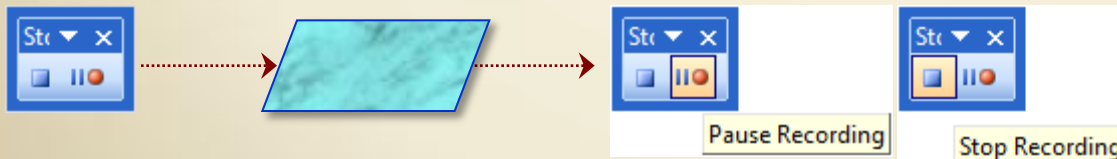
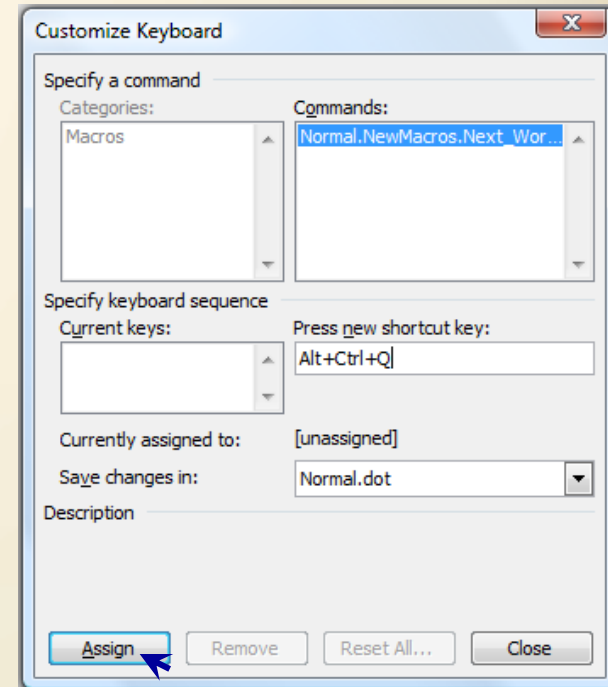
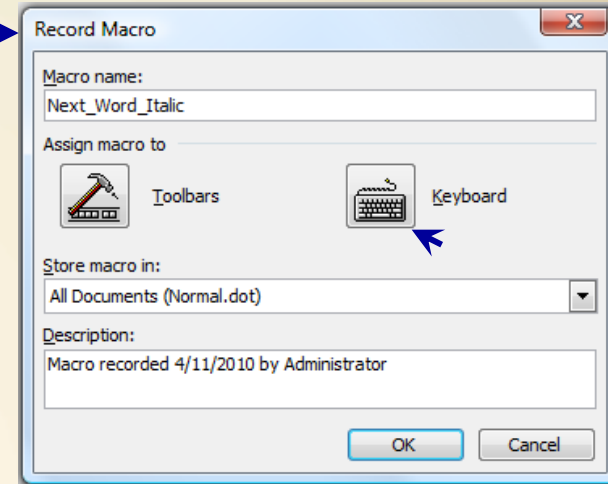
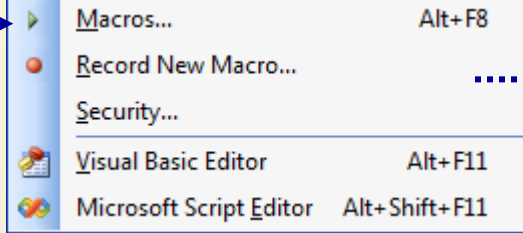
g) Se salveaza, se listeaza sau se trimite prin E-mail.

6. Tools → Macro:

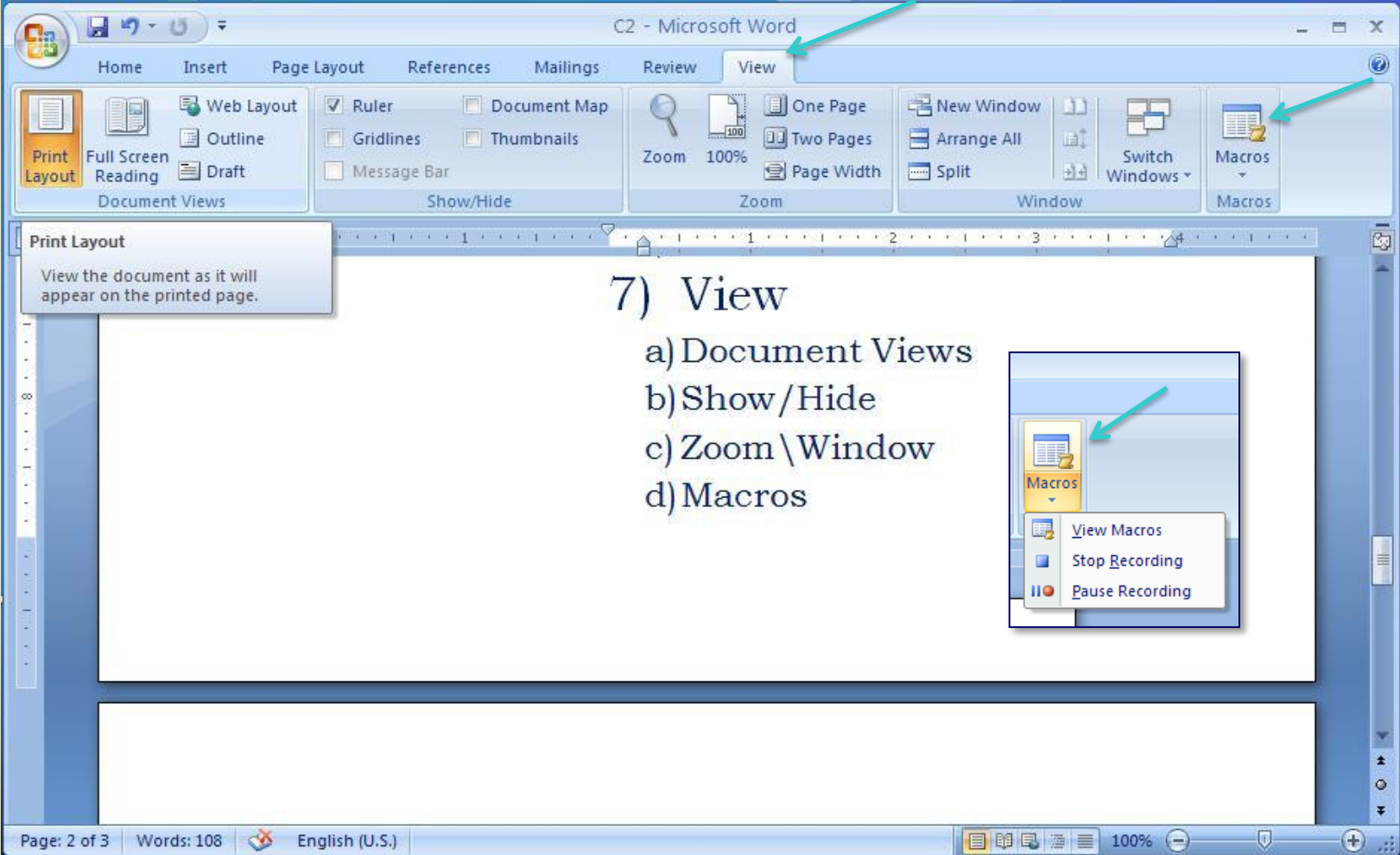


Ctrl+Alt+Q

Urmatorul *cuvant* 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

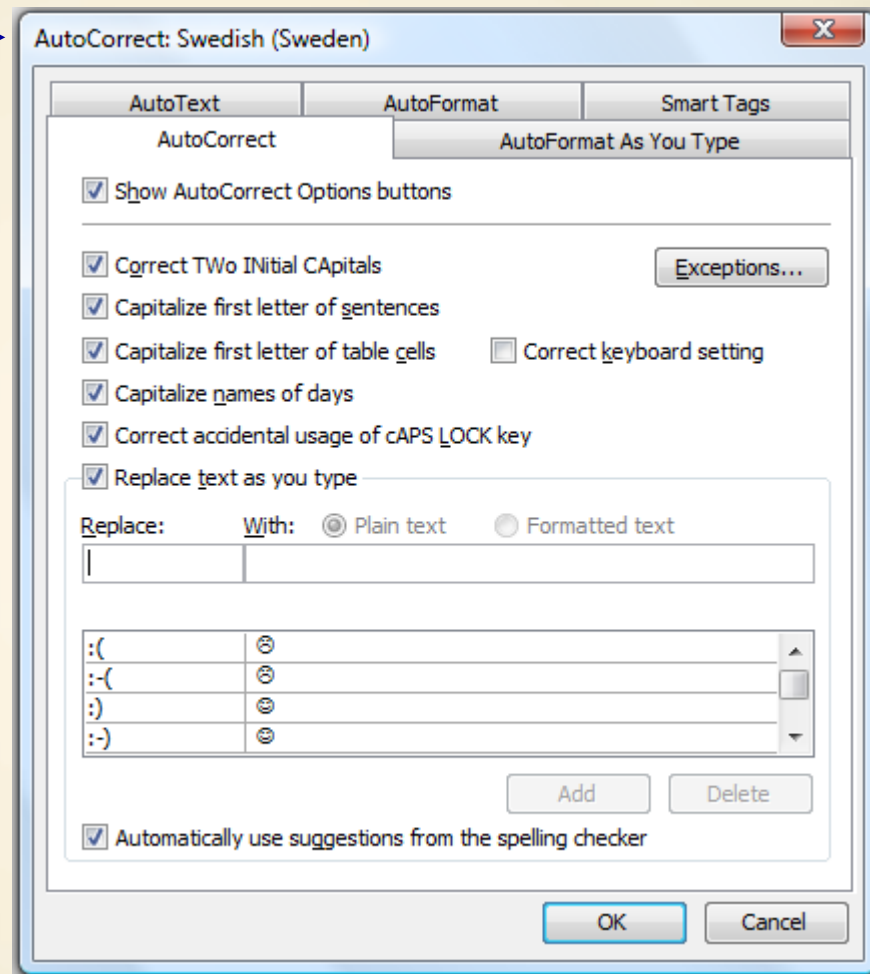
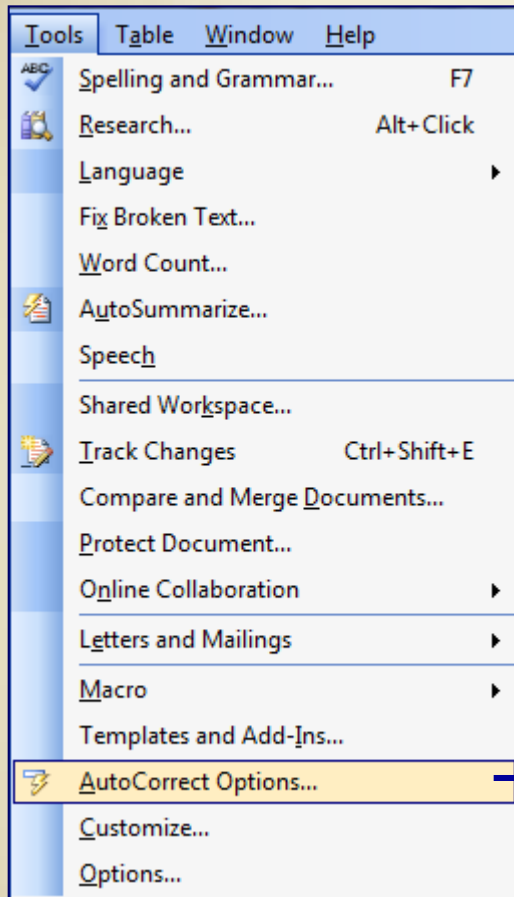
- a) Document Views
- b) Show/Hide
- c) Zoom \ Window
- d) Macros

A second red arrow points to the "Macros" button in a zoomed-in view, with a tooltip showing 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%".

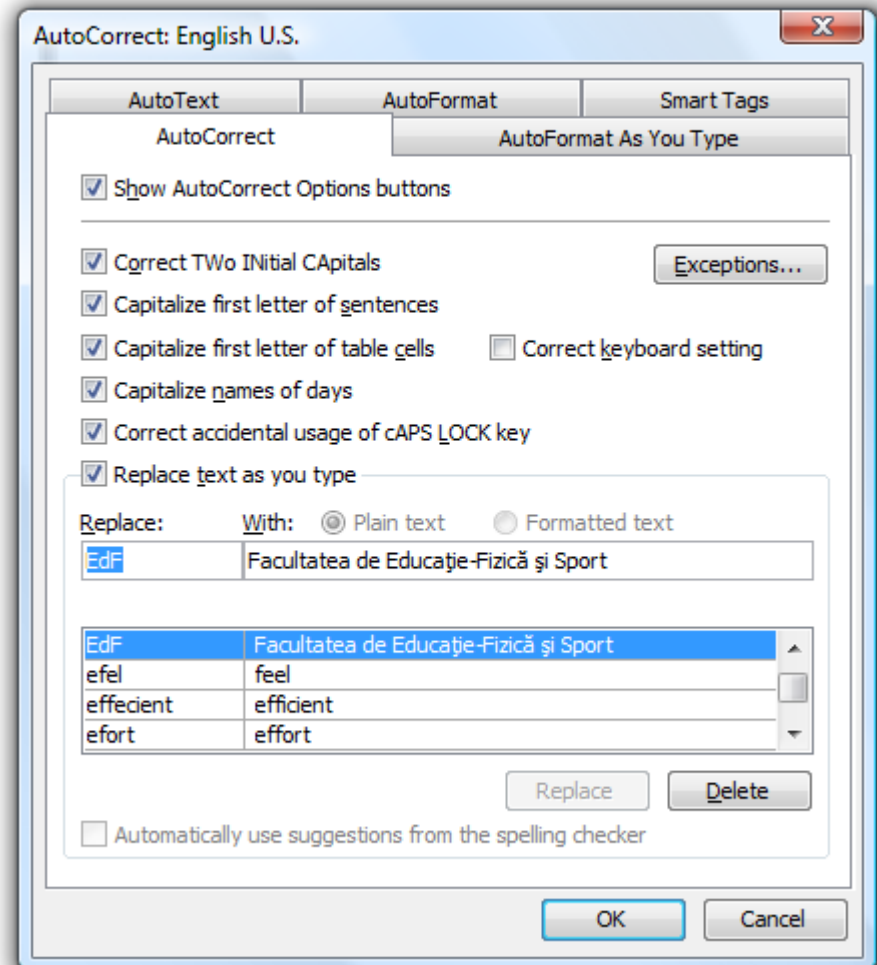
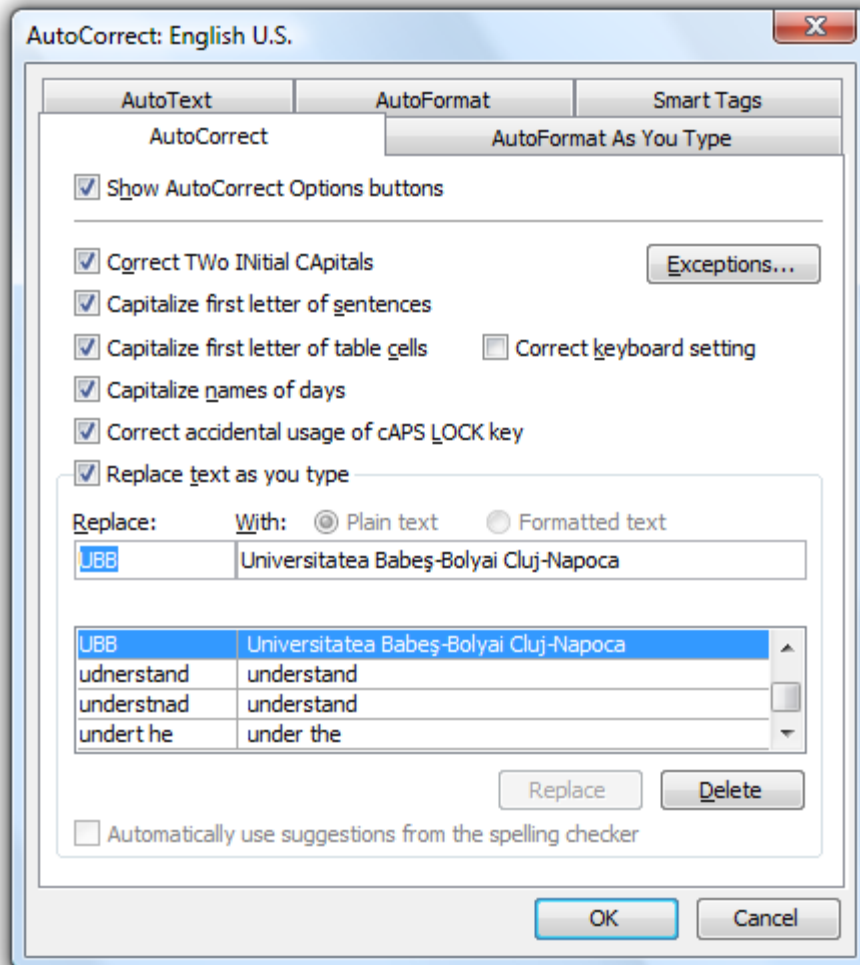
6. Tools → AutoCorrect:



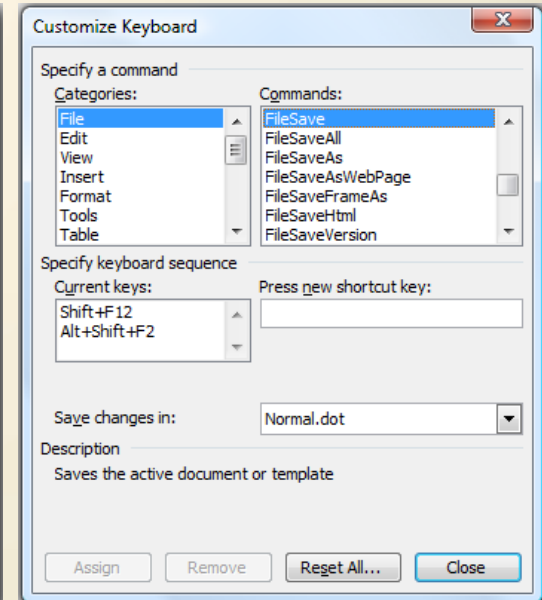
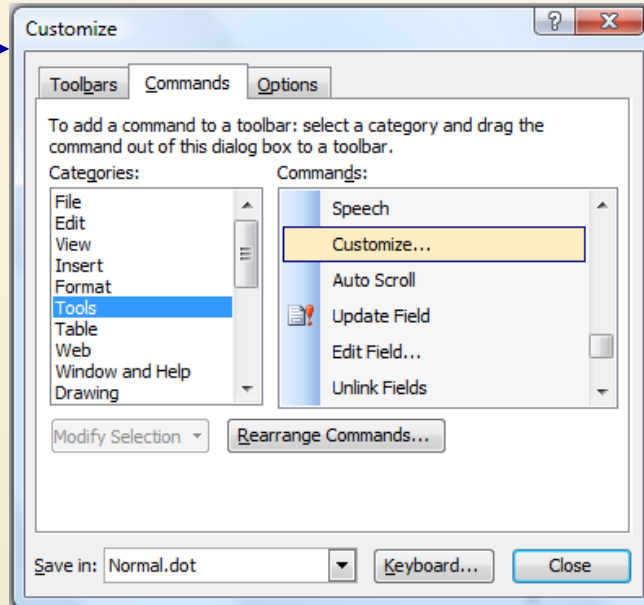
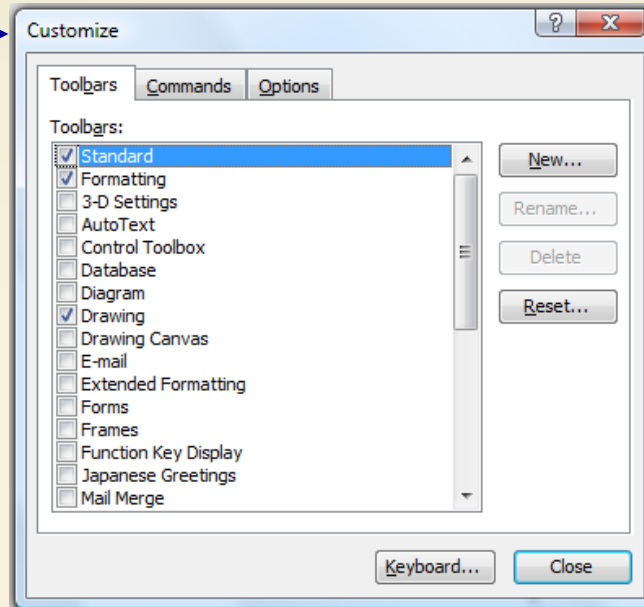
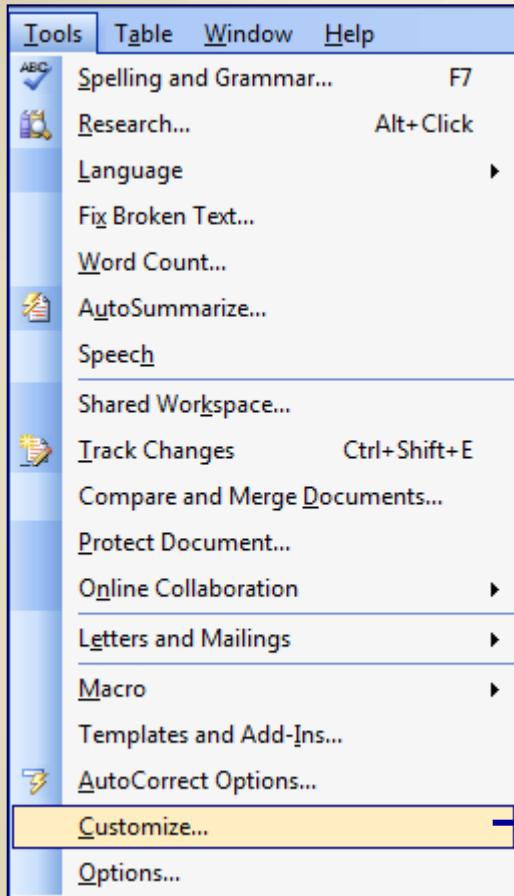
... 6. Tools → AutoCorrect:

UBB → Universitatea Babeş-Bolyai Cluj-Napoca

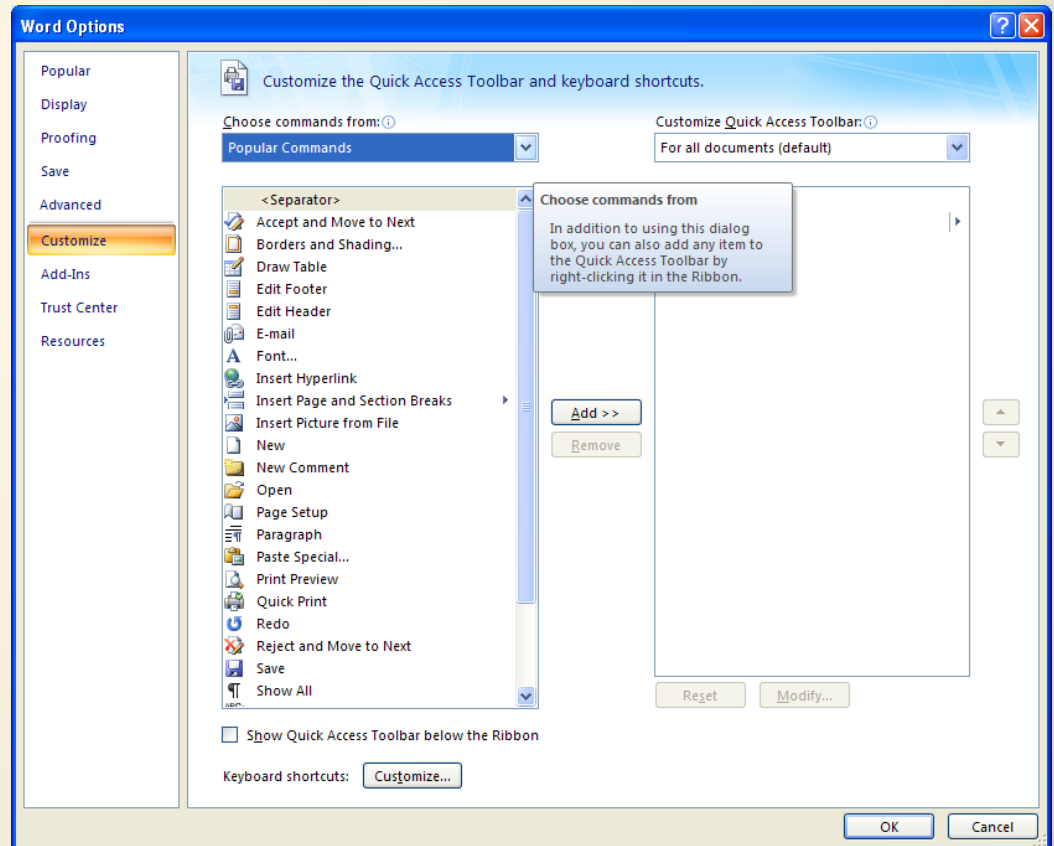
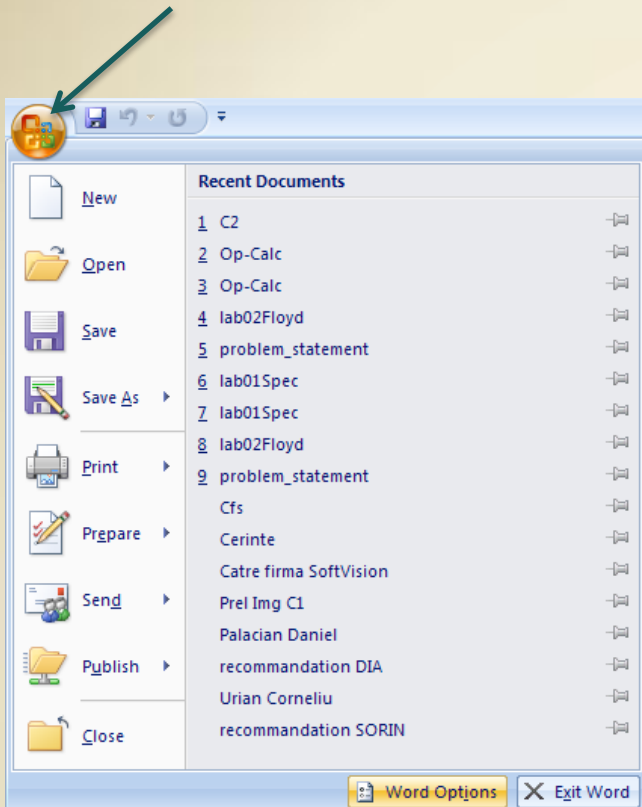
EdF → Facultatea de Educație-Fizică și Sport



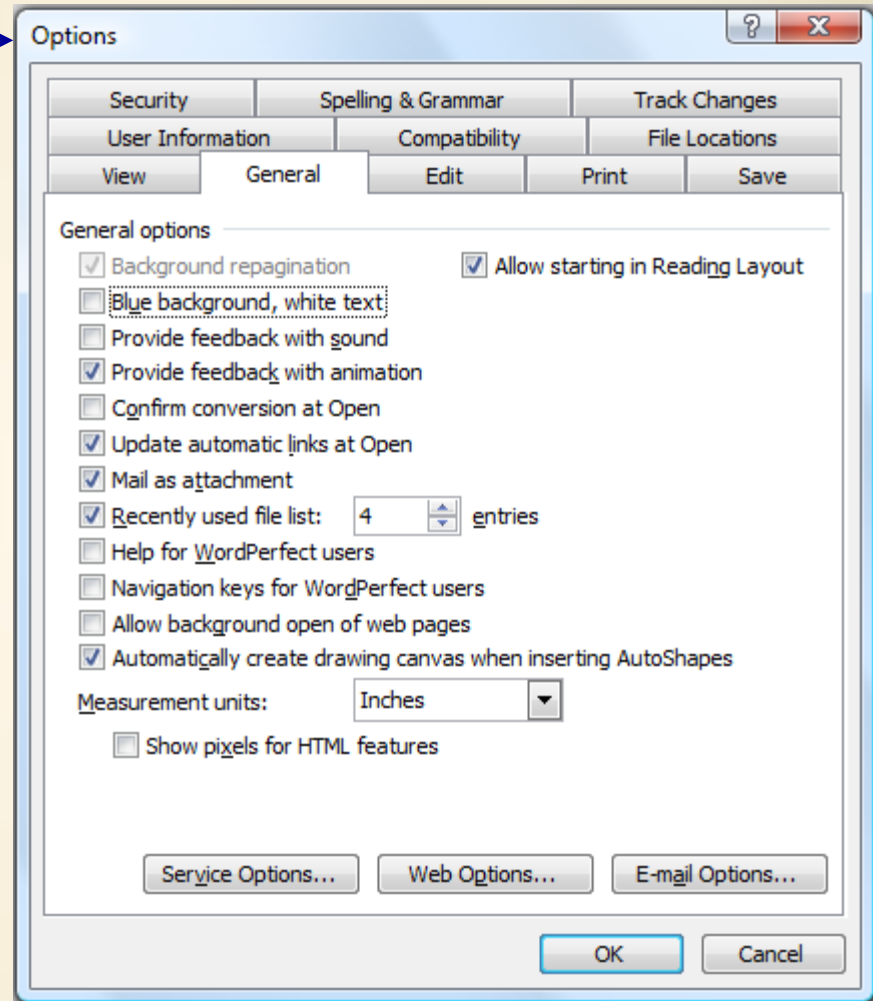
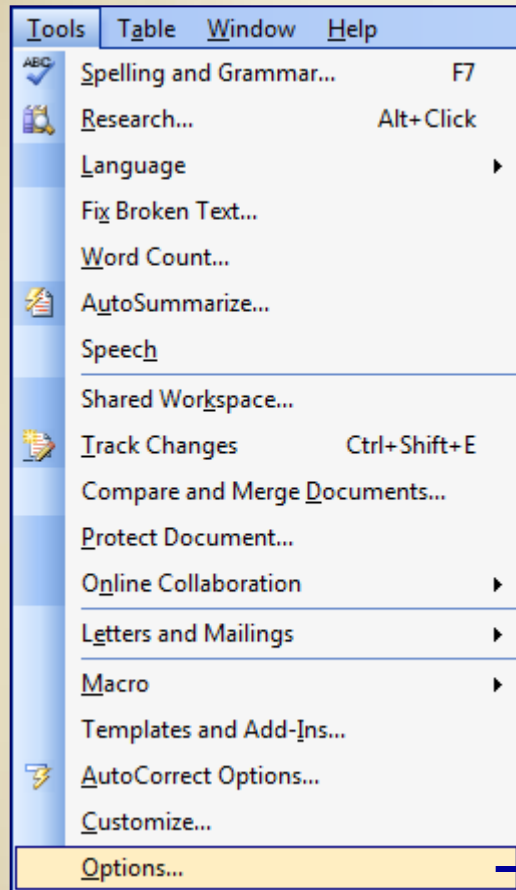
6. Tools → Customize:



Tools → Customize:



6. Tools → Options:



Tema - Aplicati (Utilizati):

✓ **Format:**

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

✓ **Tools :**

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

... **C3 / 19 Oct. 2016**