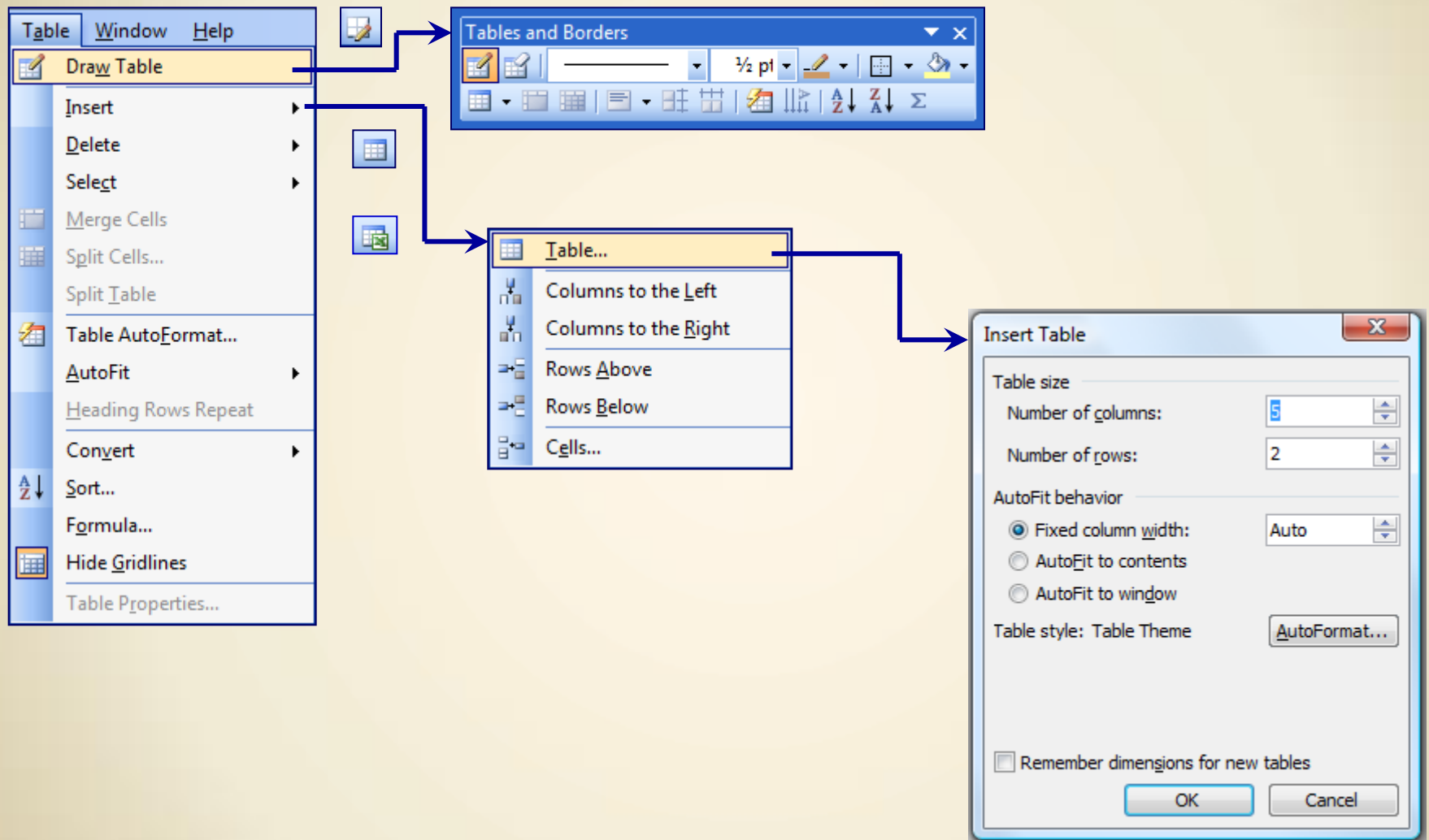


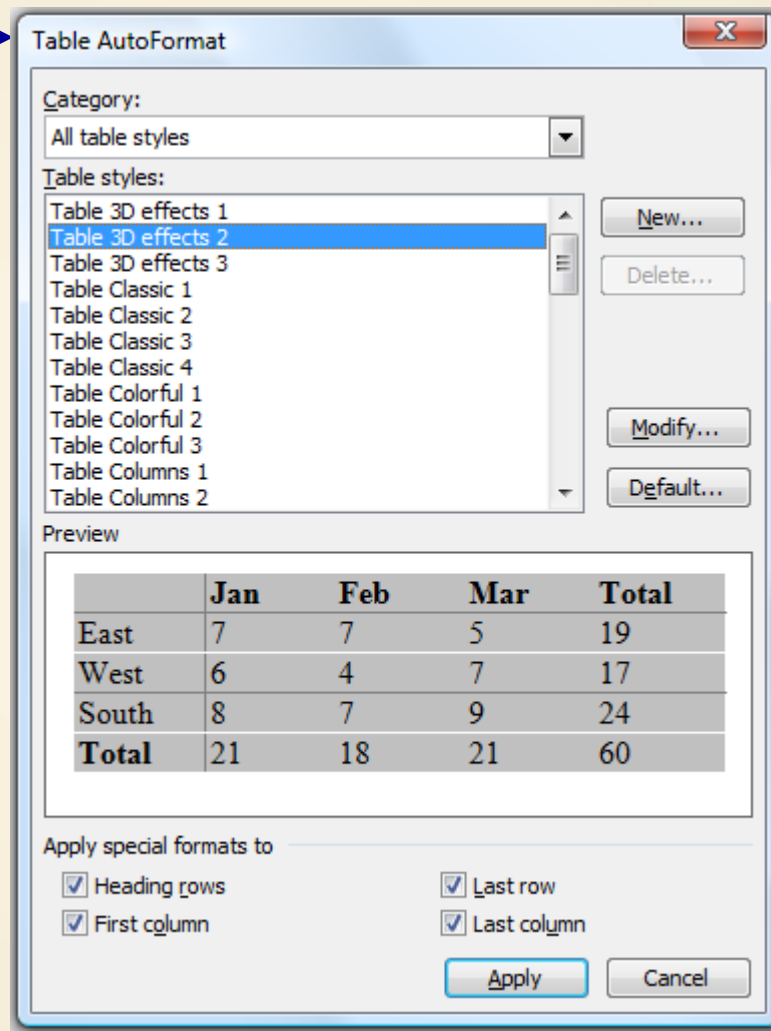
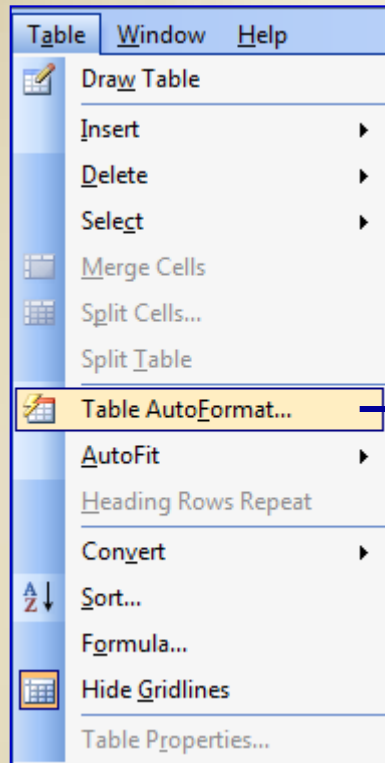
... *Birotica* → *Word*₋₄

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**

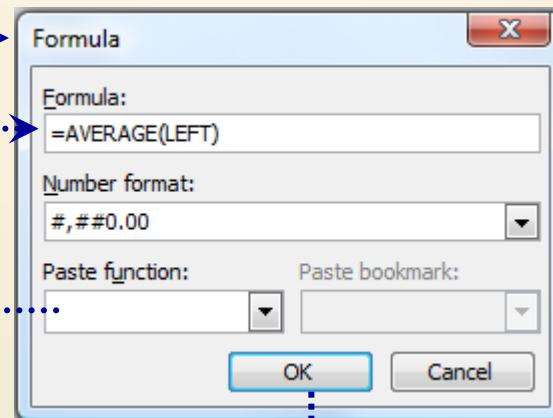
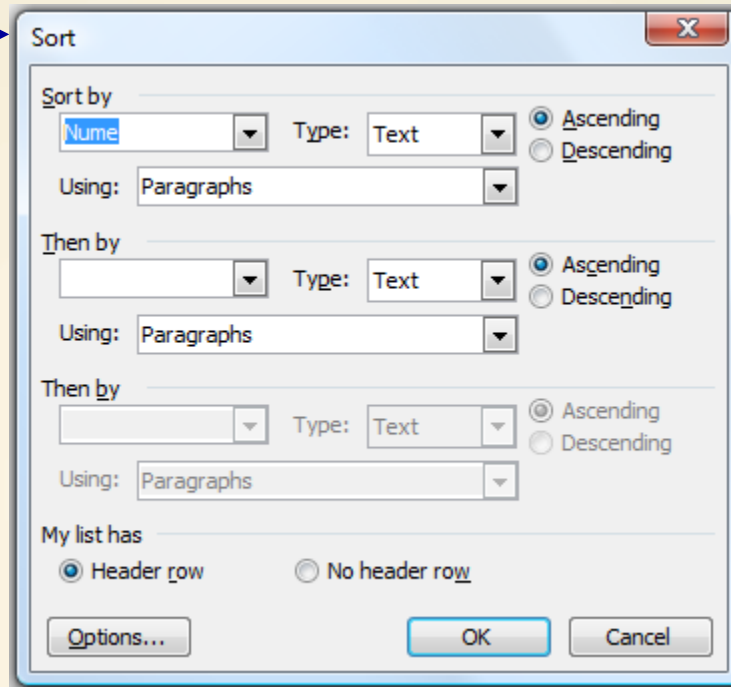
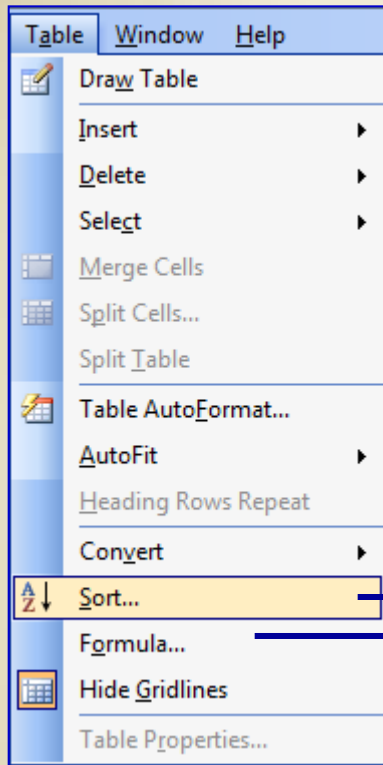
7. Table → Draw & Insert:



7. Table → AutoFormat:

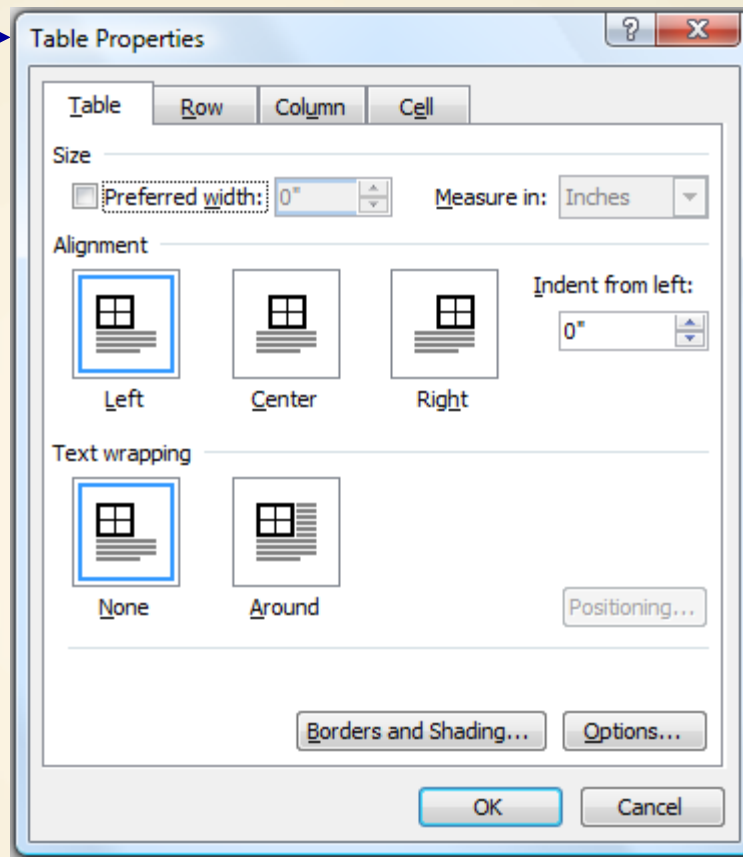
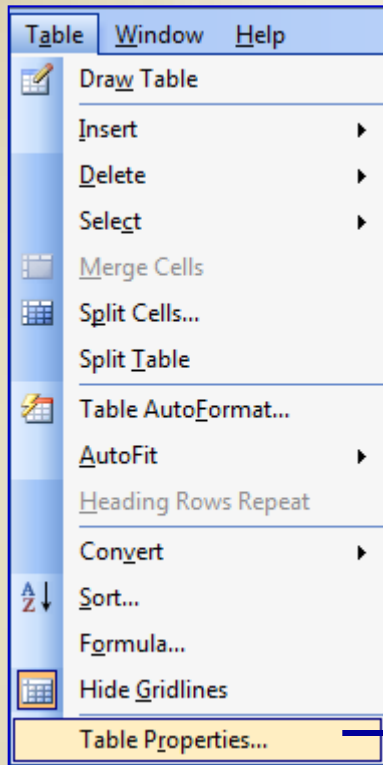


7. Table → Sort & Formula:

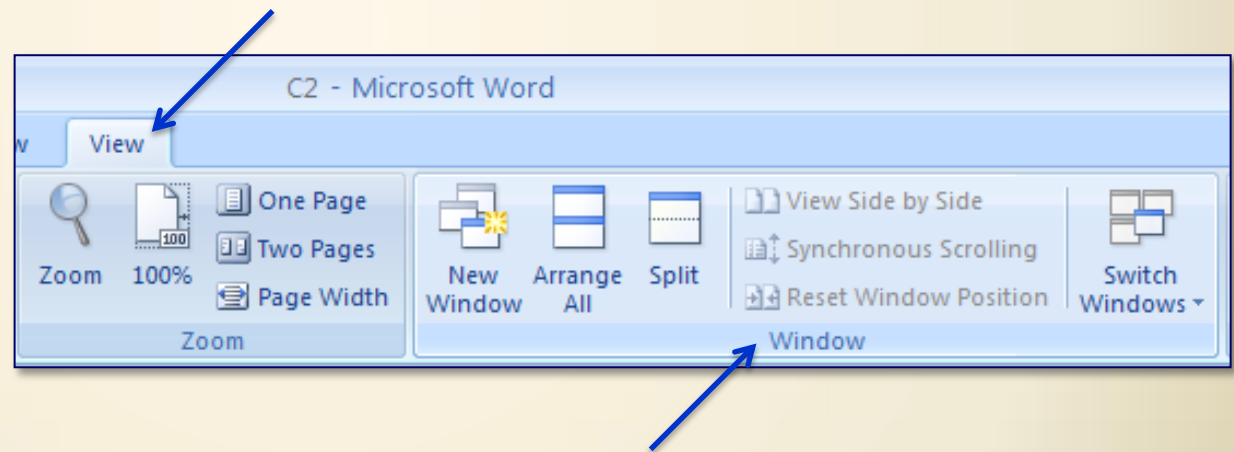
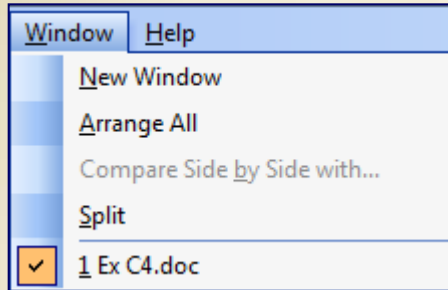


Nota 1	Nota 2	Media
8	10	9.00
9	10	9.50

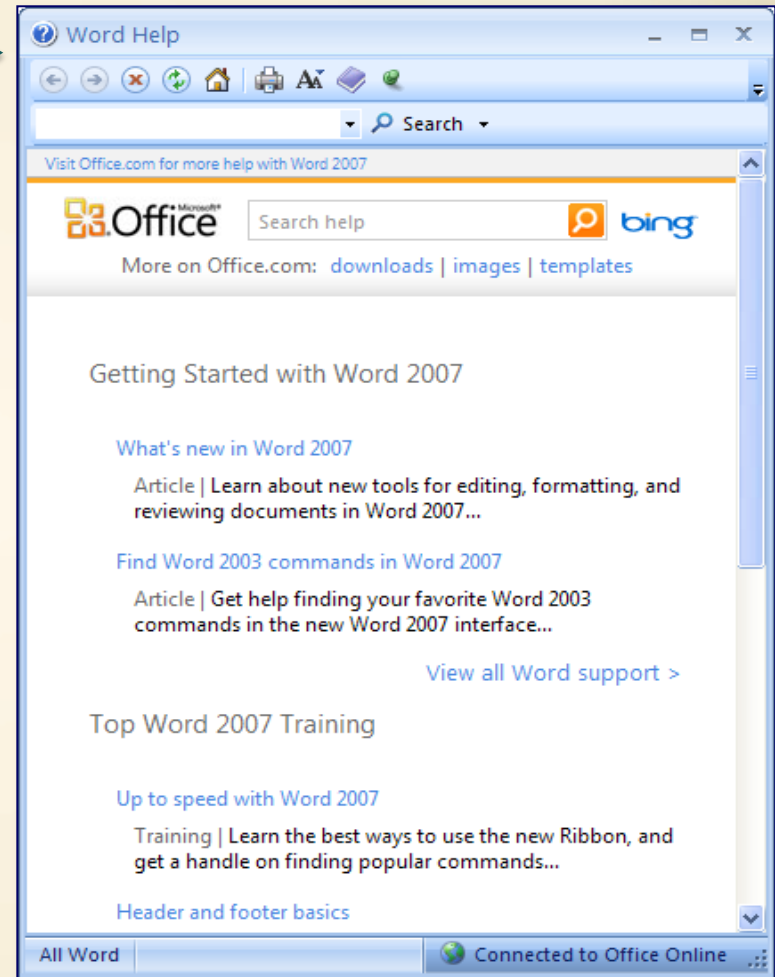
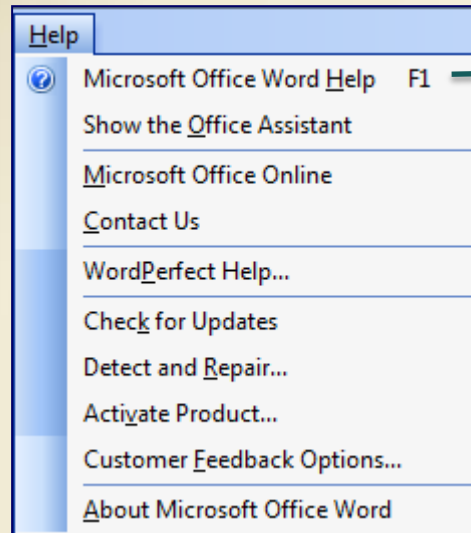
7. Table → Properties:



8. Window:

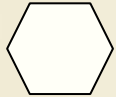


9. Help:



Picture, Shapes, Drawing Tools

Not Ready Yet !!!



Tema - Aplicati (Utilizati):

✓ **Table :**

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

✓ **Picture:**

- ✓ ...

... C4/ 26 Oct. 2016