

Utilizare soft-uri specializate în *Efs~Spm*

Curs : Luni **18-20**

Activități:

- **2 ore** curs,
- **1 ore** laborator,
(prezenta obligatorie)
- Mail: Per@cs.ubbcluj.ro ,
- Web: www.cs.ubbcluj.ro/~per,

Cursuri	Teme Laborator	Data
Curs-1 – Birotică, Multimedia, Windows	Windows	10.10.2018
Curs-2 – Word-1	Word 1	
Curs-3 –	Word 2	
Curs-4 – Excel	Word 3	
Curs-5 –	Power Point	
Curs-6 – Pag. Web (Html)	Web, Html	

~ Cursuri Sem. I 2018-2019 ~

<i>Curs</i>	<i>Data</i>	<i>Obs.</i>
<u>Curs-1</u> – <i>Birotică, Multimedia, Windows</i>	3.10.2018	17.10.2018
<u>Curs-2</u> – <i>Word-1</i>	10.10.2018	
<u>Curs-3</u> – <i>Word-2</i>	17.10.2018	
<u>Curs-4</u> – <i>Word-3</i>	24.10.2018	
...

Birotica → **Word**_1

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 3. - ... – Microsoft Word₂ –...

1. **Format** : ...
2. **Tools** : ...
3. **Window** : ...
4. **Help** : ...

1. File :

The File menu is shown with the following items and keyboard shortcuts:

- 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

The Save As dialog box shows the following details:

- Save in: C:2
- File list:

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)

The Page Setup dialog box shows the following settings:

- Margins: Top: 1", Bottom: 1", Left: 1.25", Right: 1.25", Gutter: 0", Gutter position: Left
- Orientation: Portrait (selected)
- Pages: Multiple pages: Normal
- Preview: Apply to: Whole document

The Print dialog box shows the following settings:

- Printer: PDFcamp Printer
- Status: Idle
- Type: PDFcamp Printer
- Where: PDFcamp 1
- Comment: http://www.verypdf.com
- Page range: All (selected)
- Copies: Number of copies: 1
- Collate: checked
- Print what: Document
- Print: All pages in range
- Zoom: Pages per sheet: 1 page, Scale to paper size: No Scaling

1. File :

- New
- Open
- Close
- Save

- **Save As ...**

- Page Setup ...

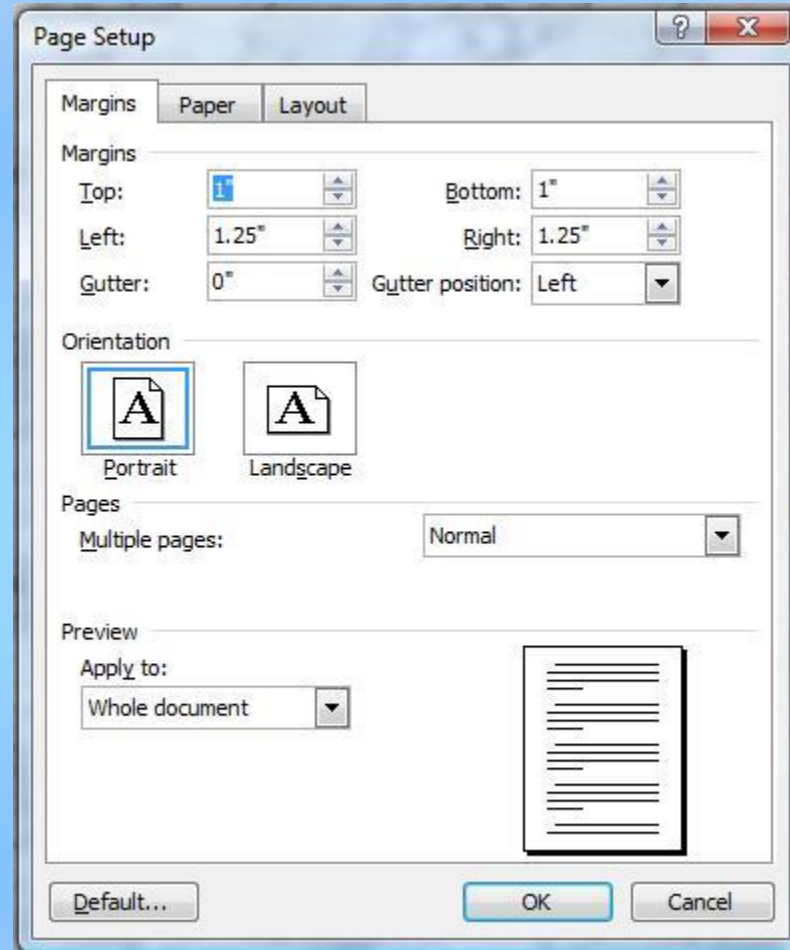
- Print ...

- Exit



1. File :

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



1. File :

- New
- Open
- Close
- Save

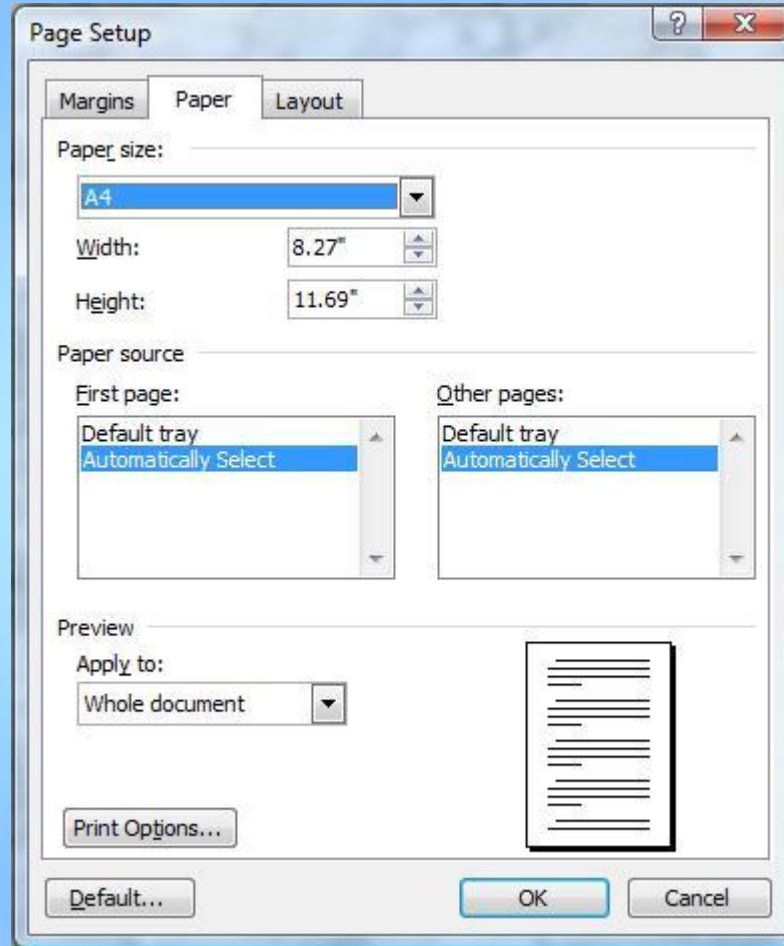
- **Save As ...**

- **Page Setup ...**
 - Margins →

 - **Paper →**

- Print ...

- Exit



1. File :

- New
- Open
- Close
- Save

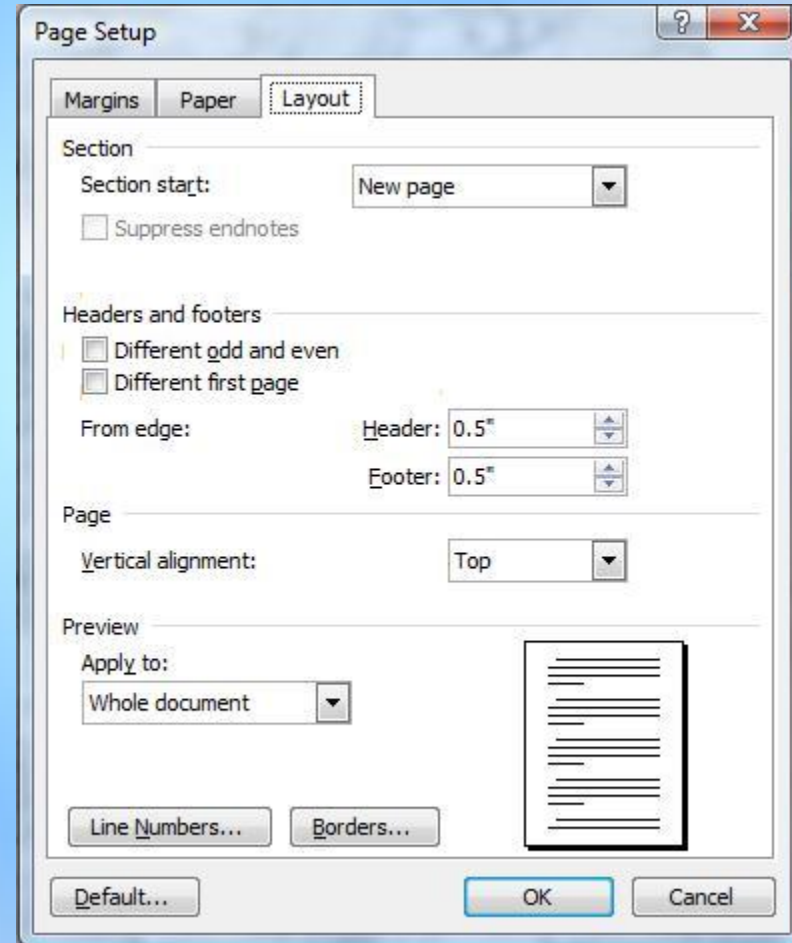
- **Save As ...**

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

 - **Layout →**

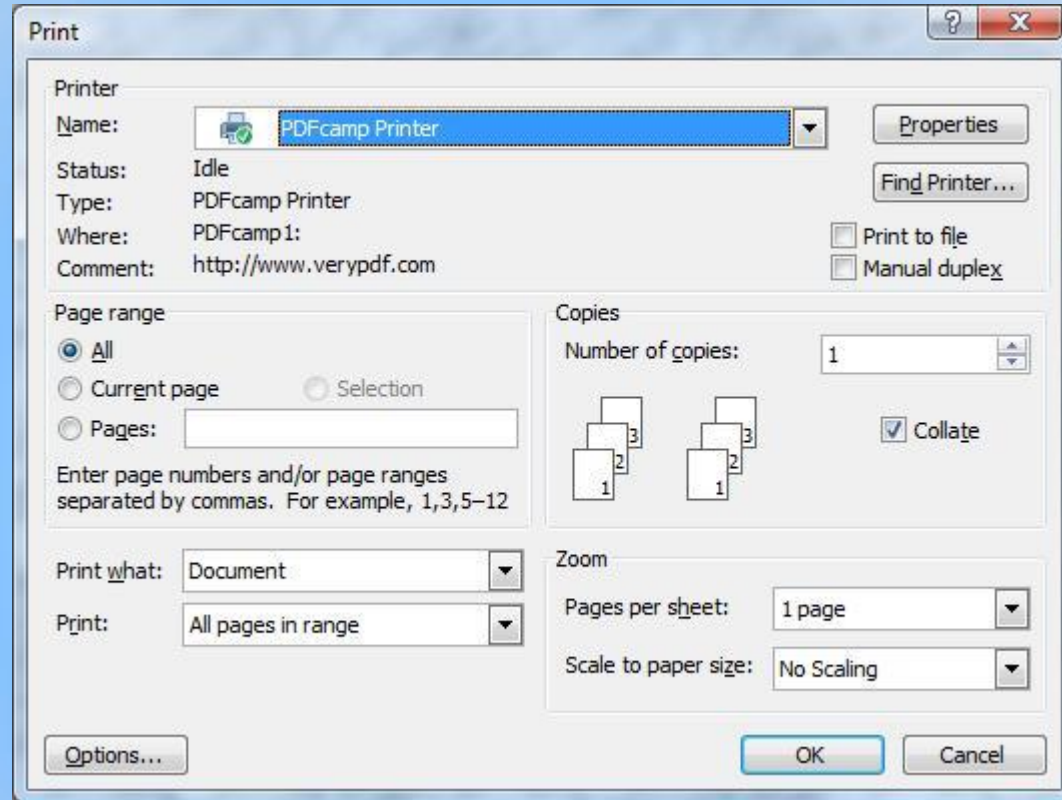
- Print ...

- Exit



1. File :

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



2. Edit :



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 ...
- ...

Find and Replace

Find Replace Go To

Find what:

Highlight all items found in:
Main Document

Less ↑ Find Next Cancel

Search Options

Search: All

Match case
 Find whole words only
 Use wildcards
 Sounds like (English)
 Find all word forms (English)

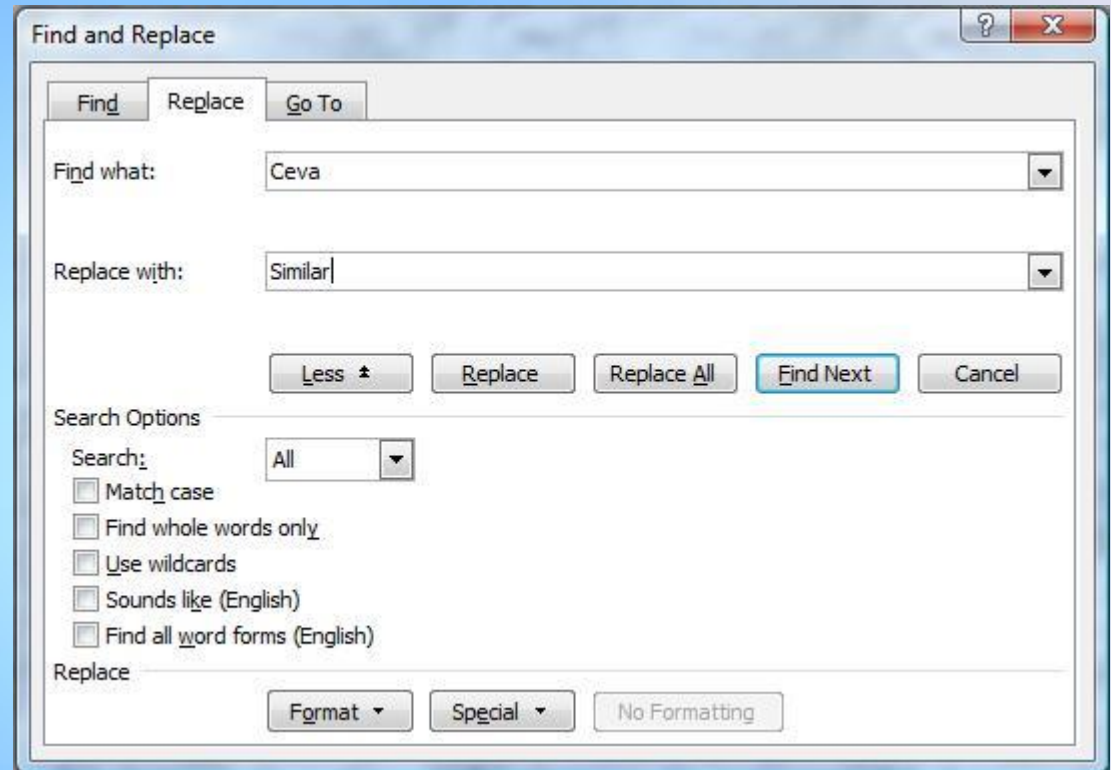
Find

Format Special No Formatting

2. Edit :



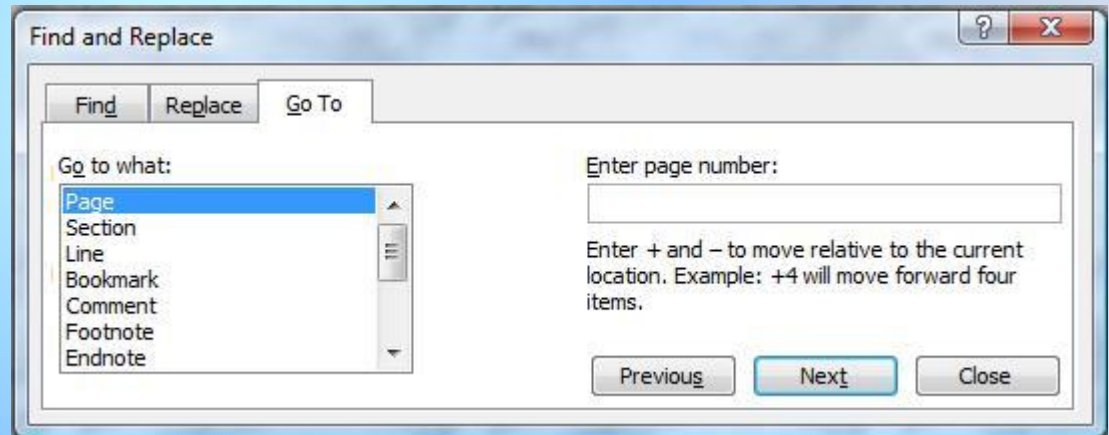
- Undo
- Redo
- ...
- Find ...
- Replace ...
- Go To ...
- ...



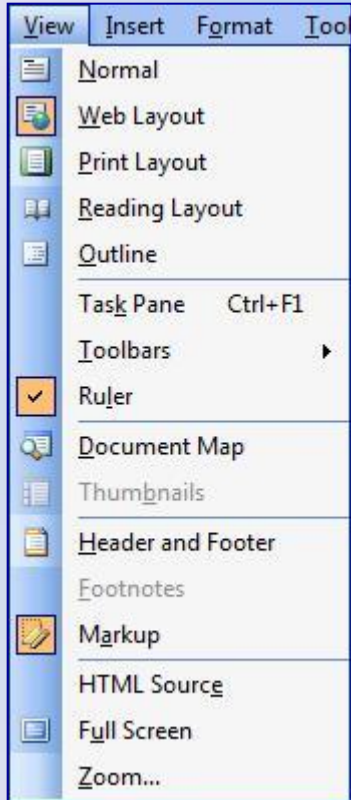
2. Edit :



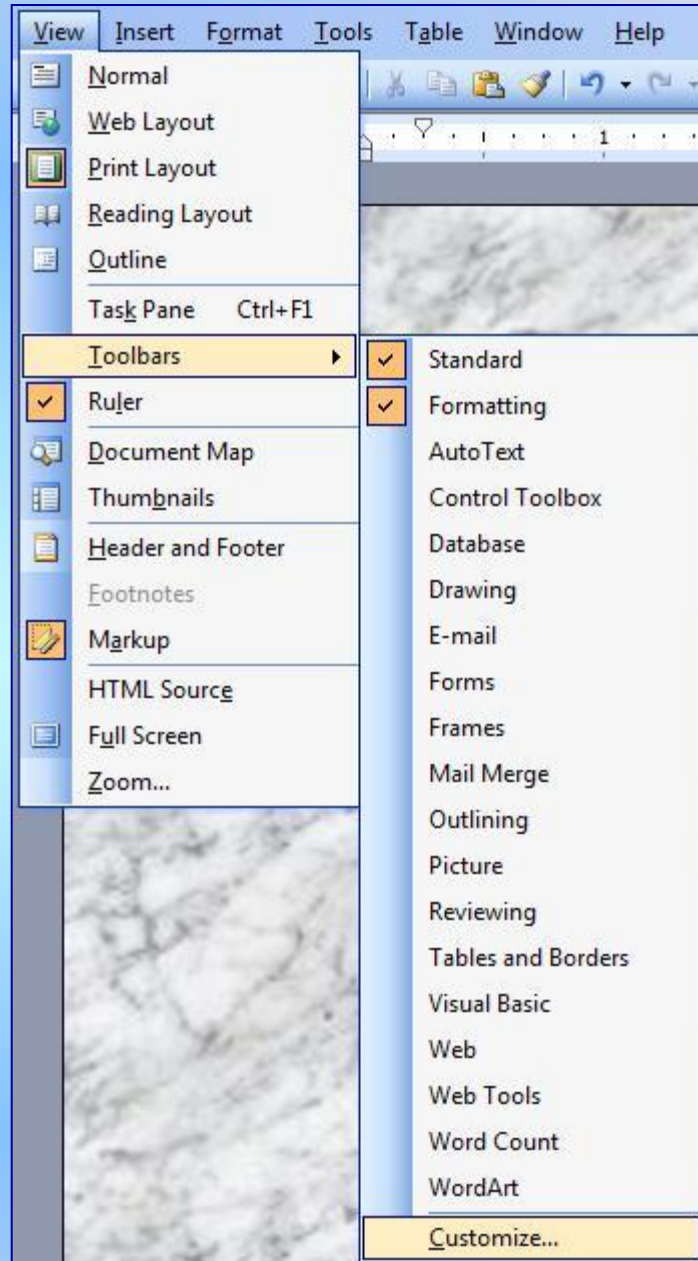
- Undo
- Redo
- ...
- Find ...
- Replace ...
- **Go To ...**
- ...



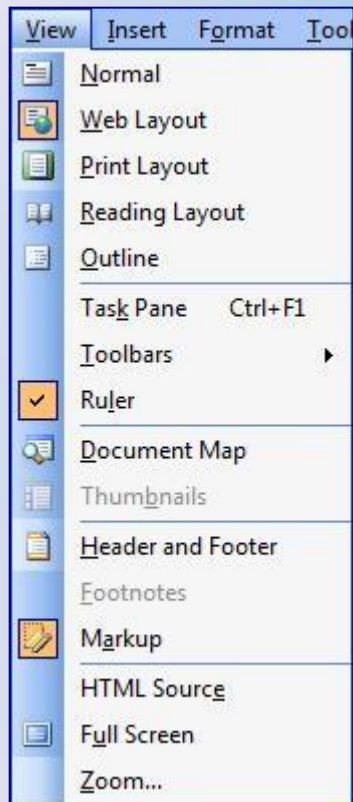
3. View :



- ...
- **Toolbars ...**
- ...
- Zoom...



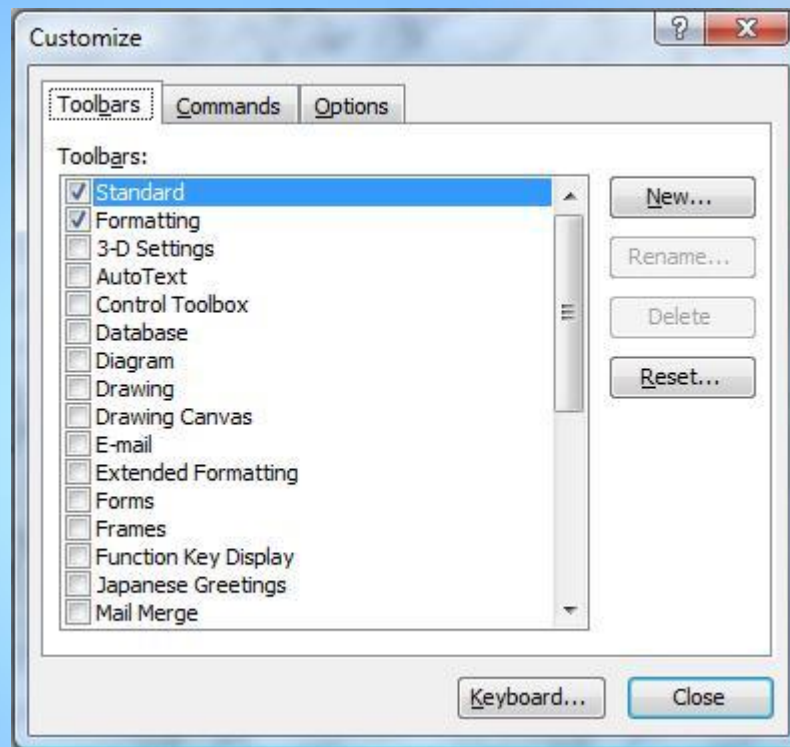
3. View :



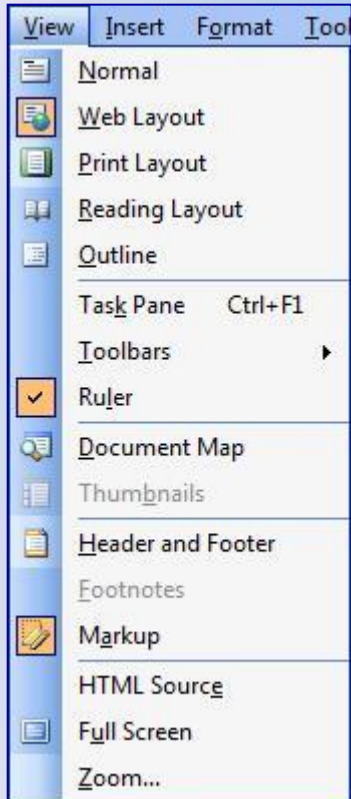
- ...
- **Toolbars ...**

- ...

- **Zoom...**



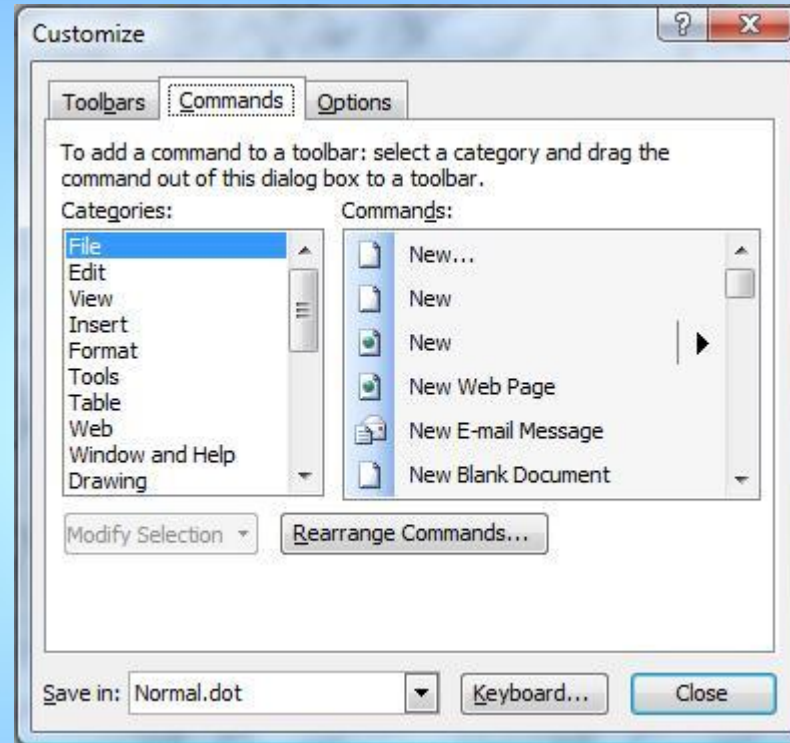
3. View :



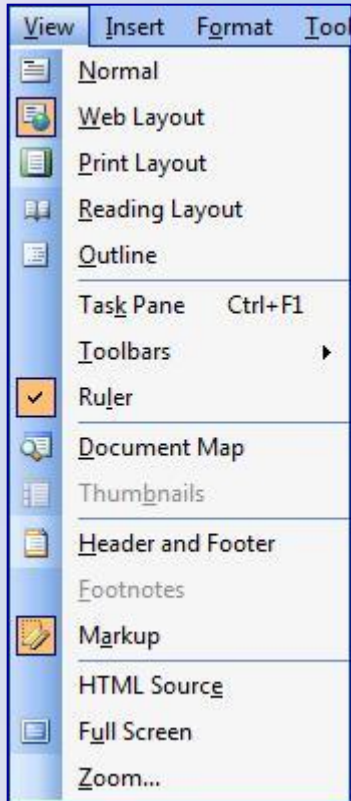
- ...
- **Toolbars ...**

- ...

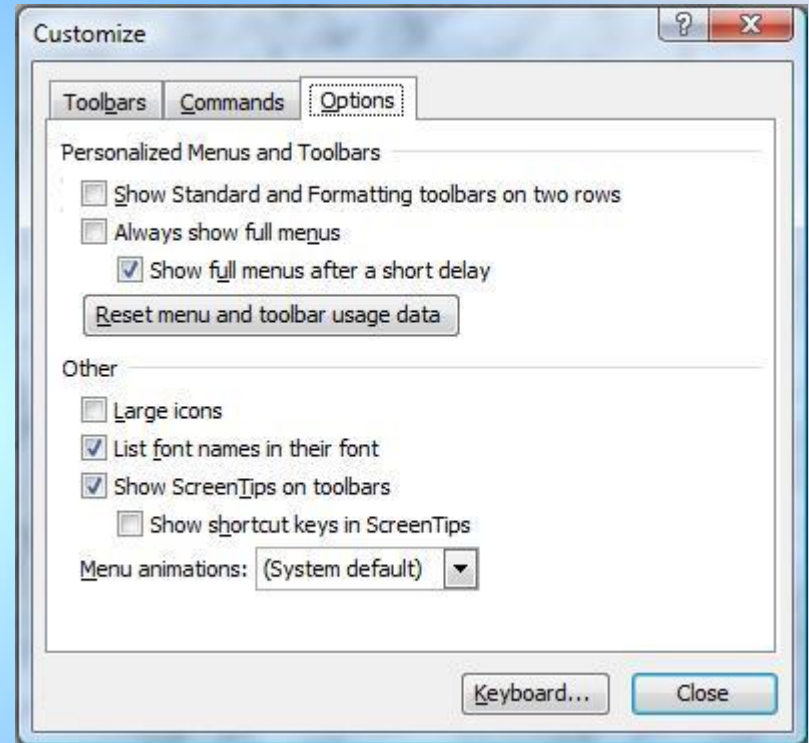
- **Zoom...**



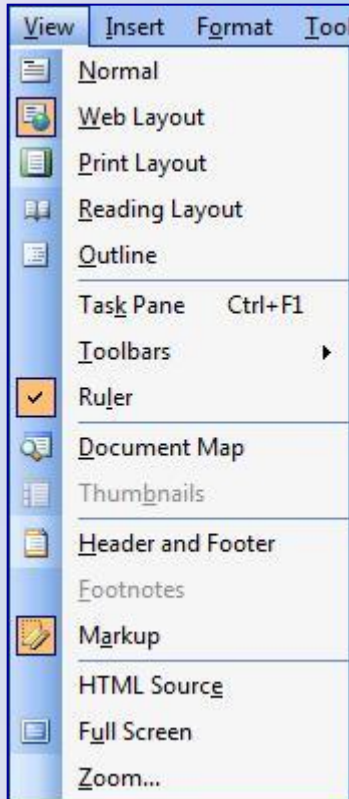
3. View :



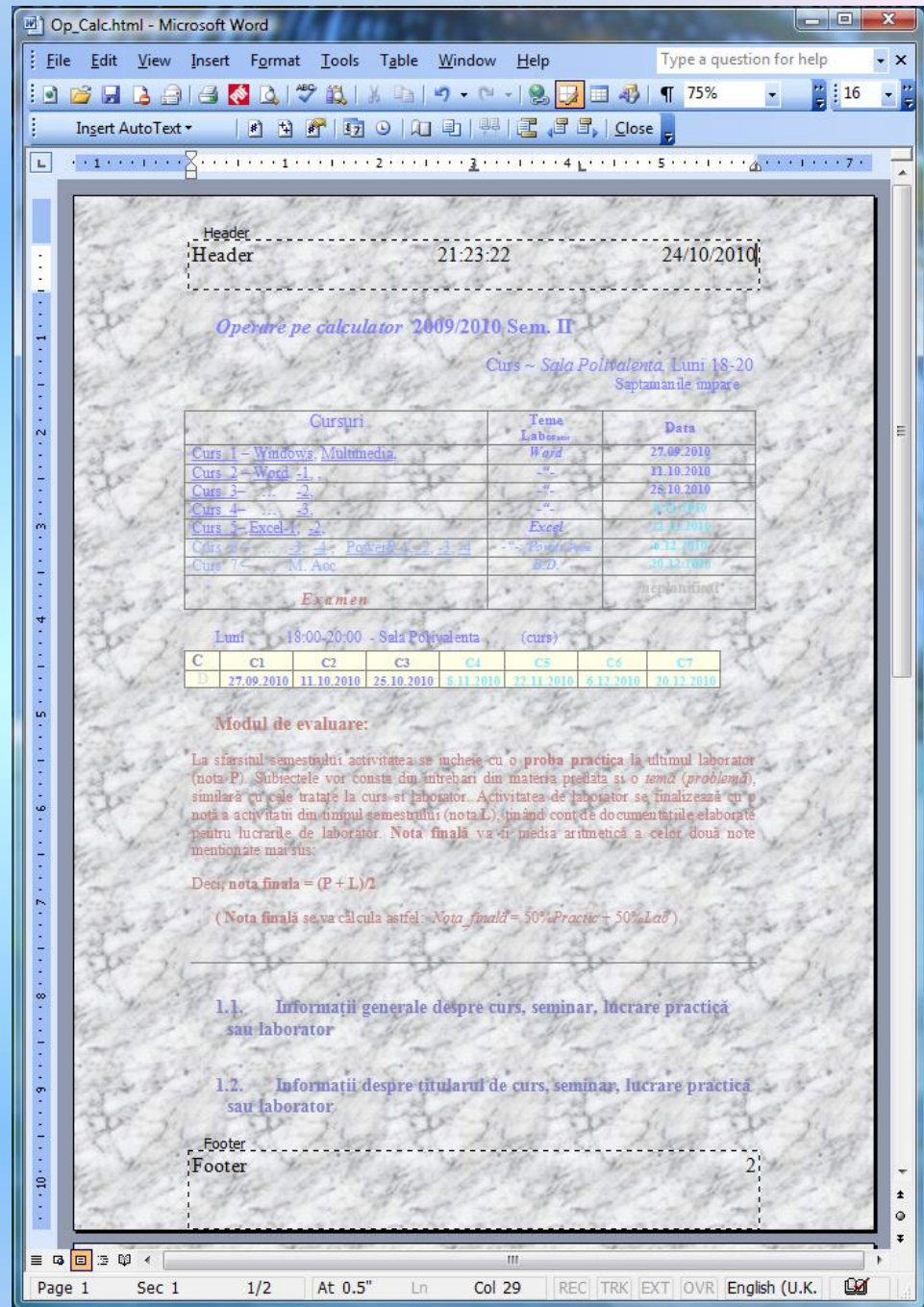
- ...
- **Toolbars ...**
- ...
- Zoom...



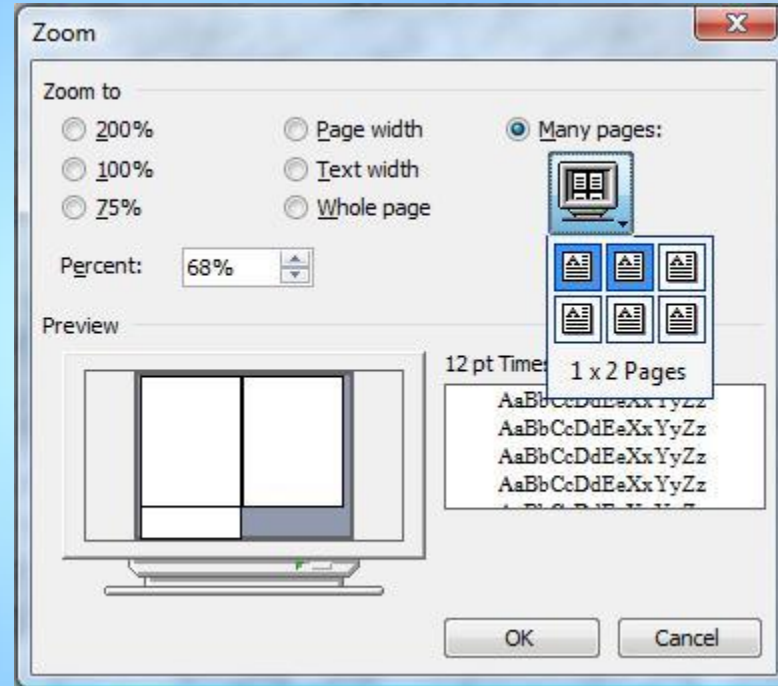
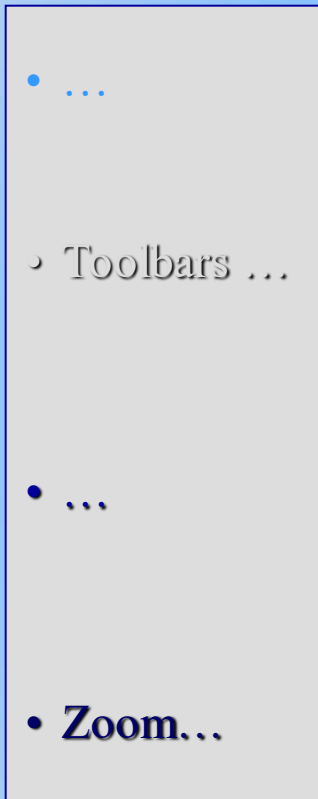
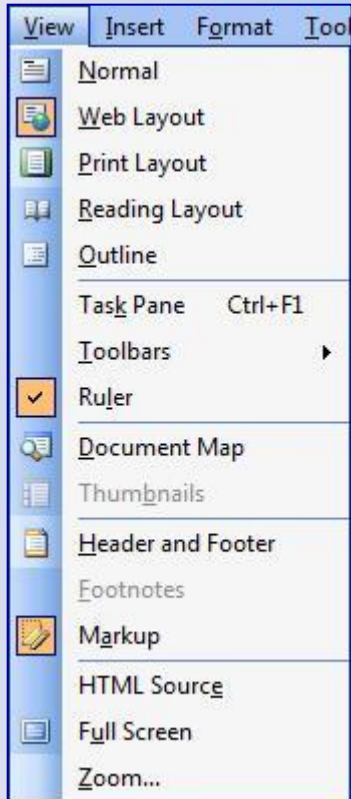
3. View :



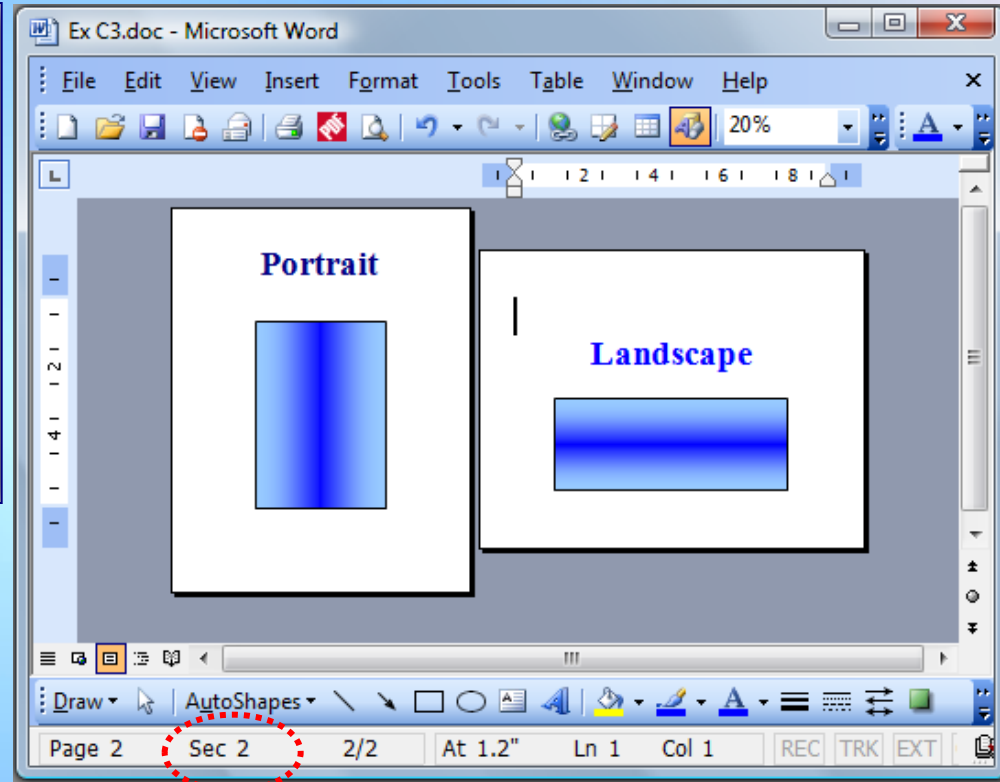
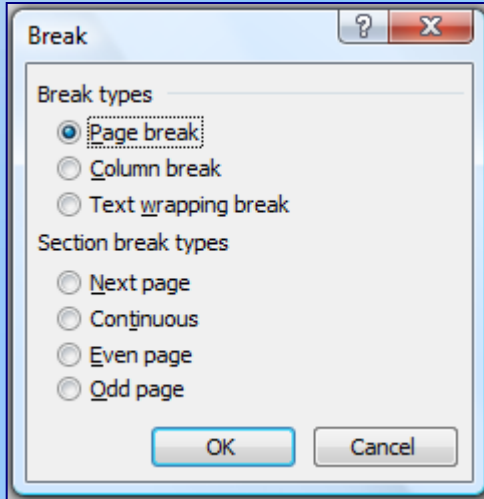
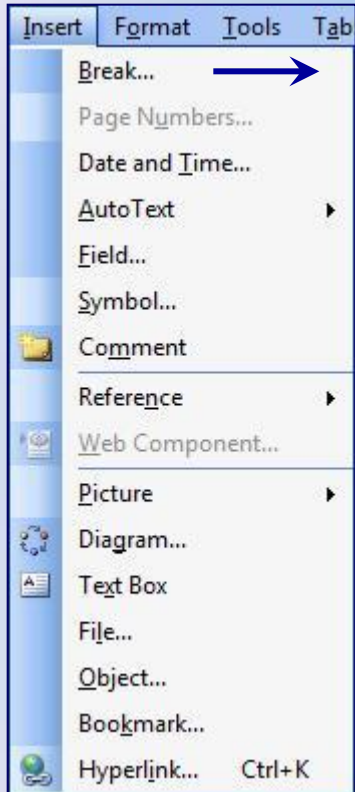
- ...
- ...
- **Header and Footer**
- Zoom...



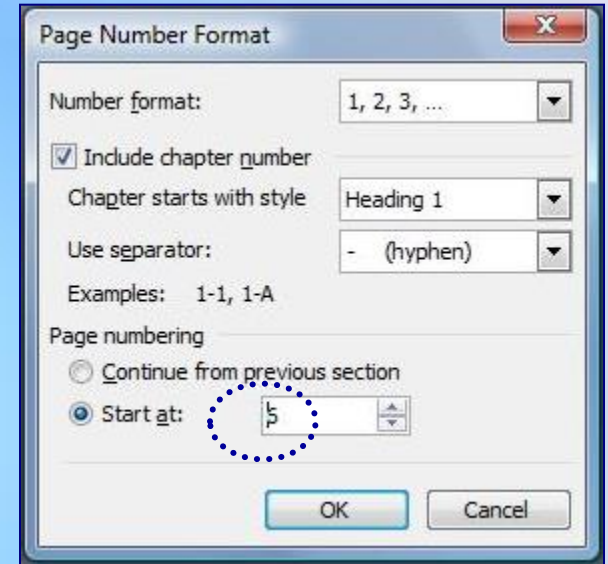
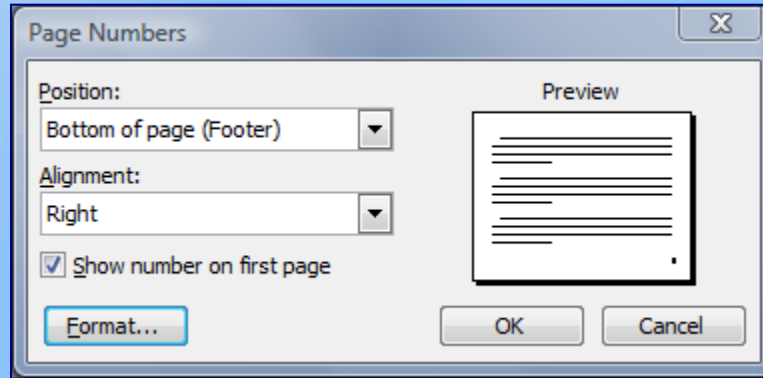
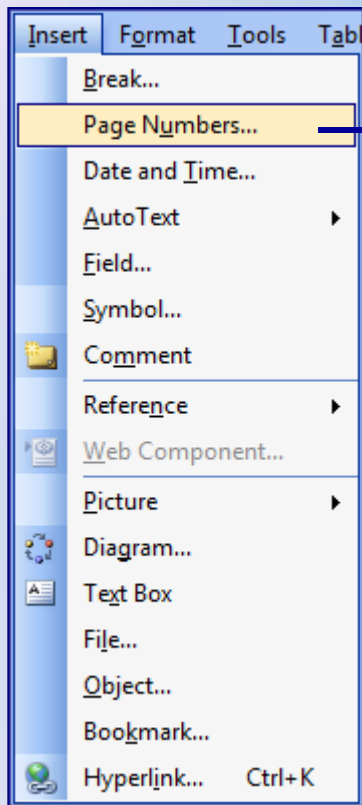
3. View :



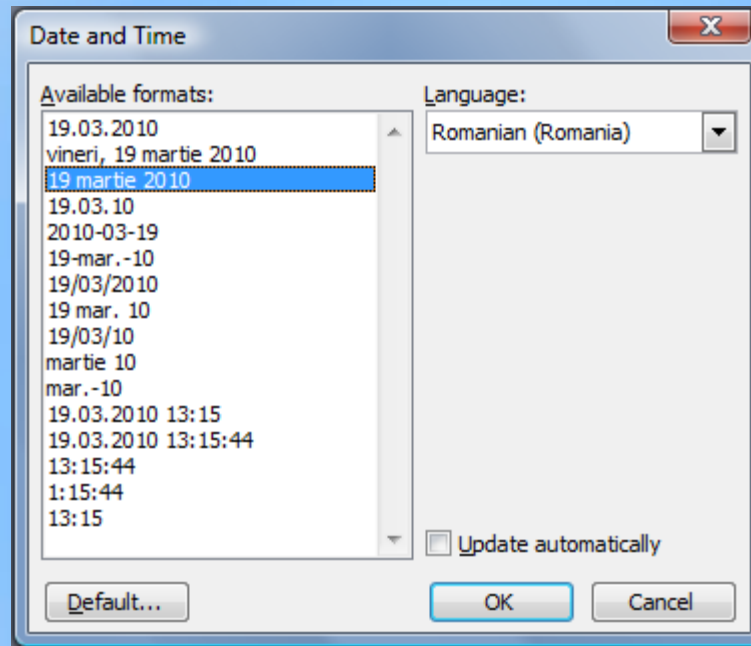
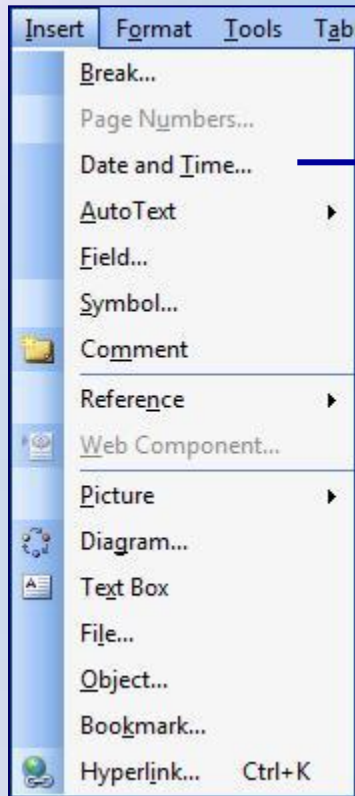
4. Insert → Break:



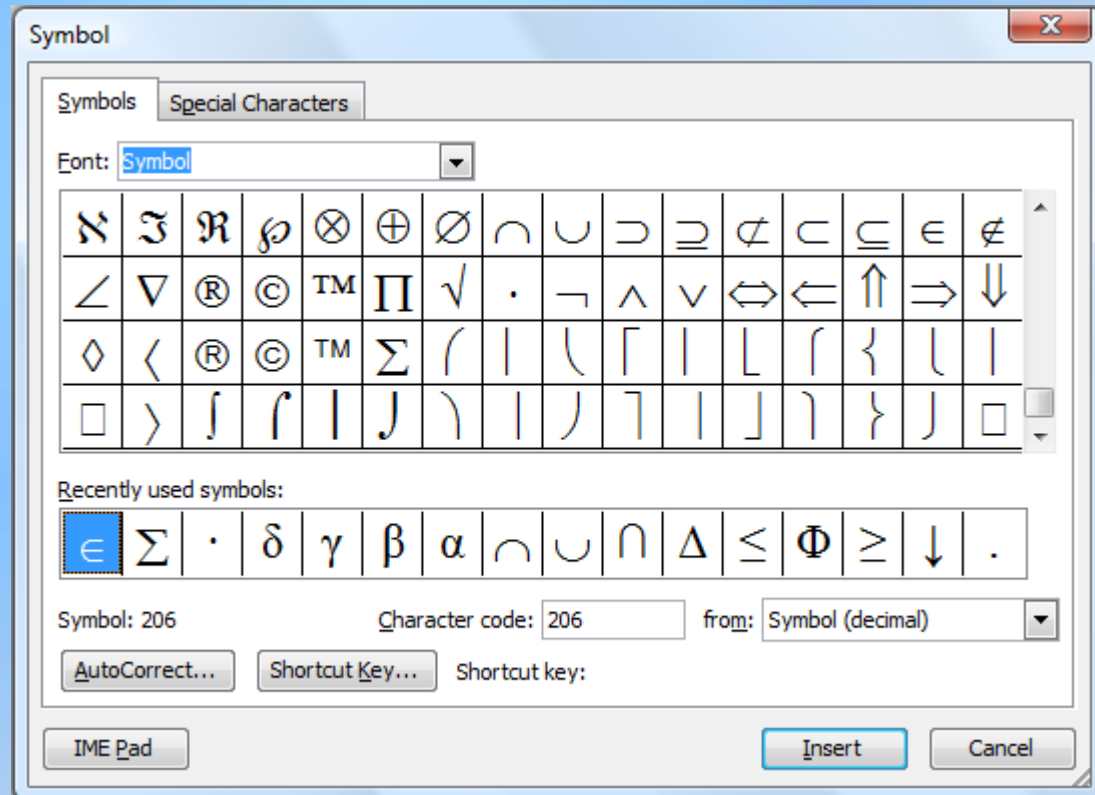
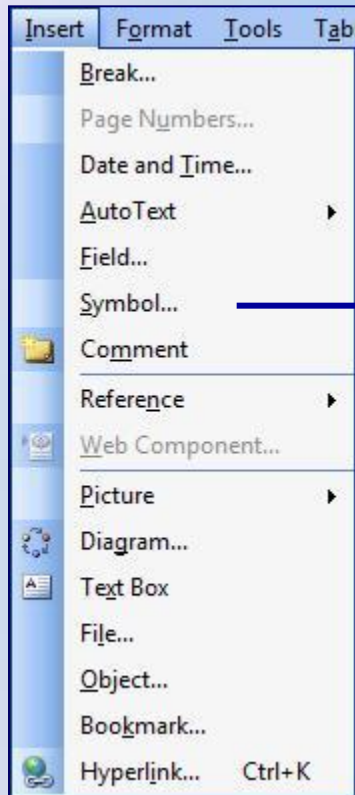
4. Insert → Page Numbers:



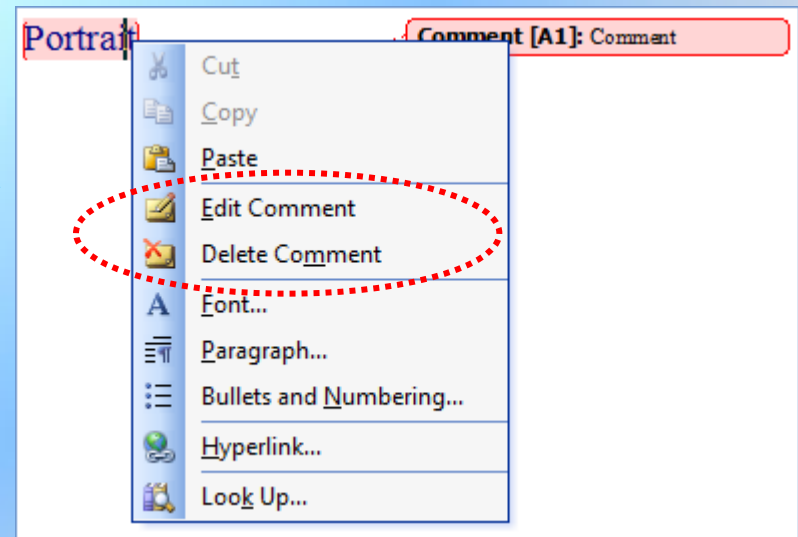
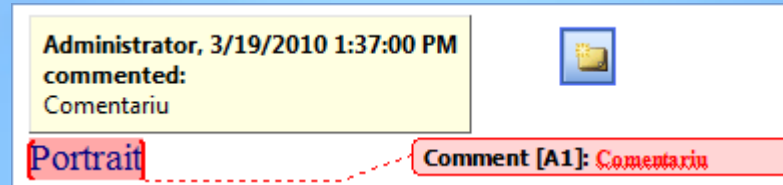
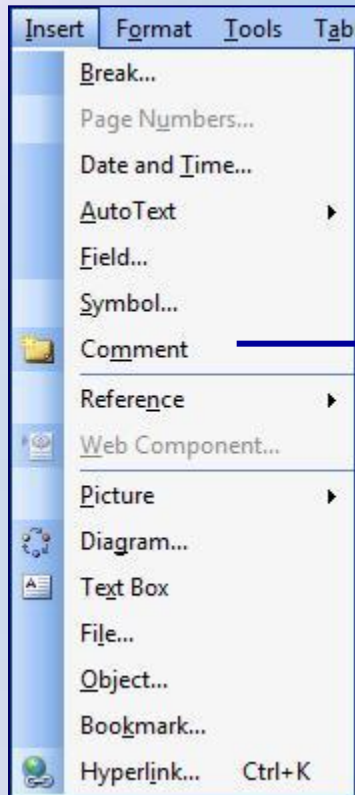
4. Insert → Date and Time:



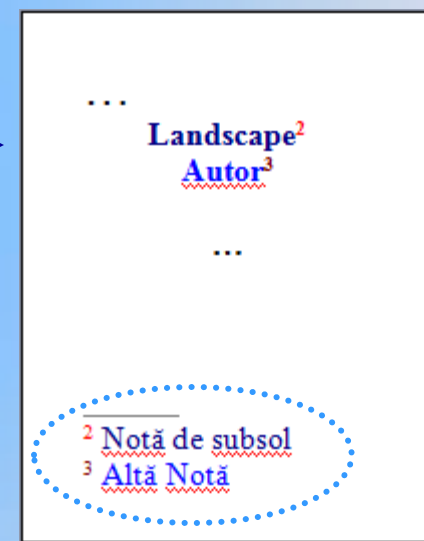
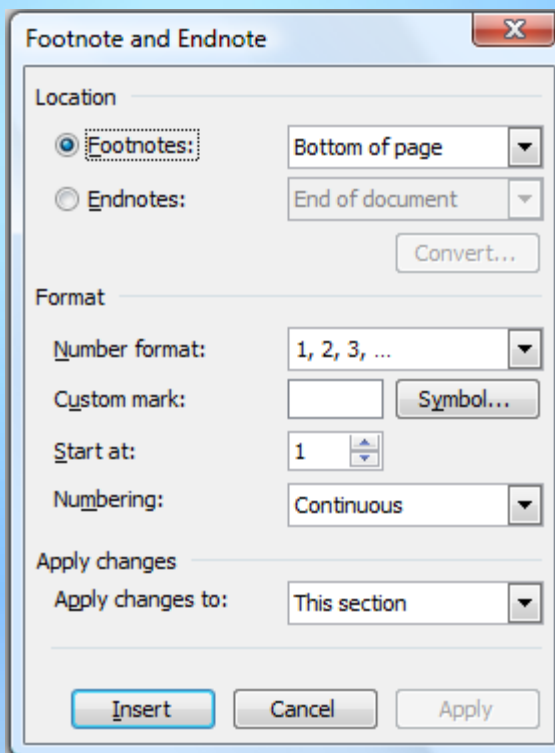
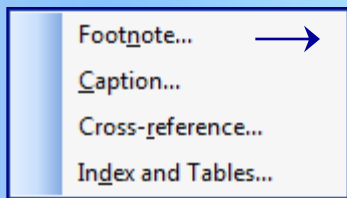
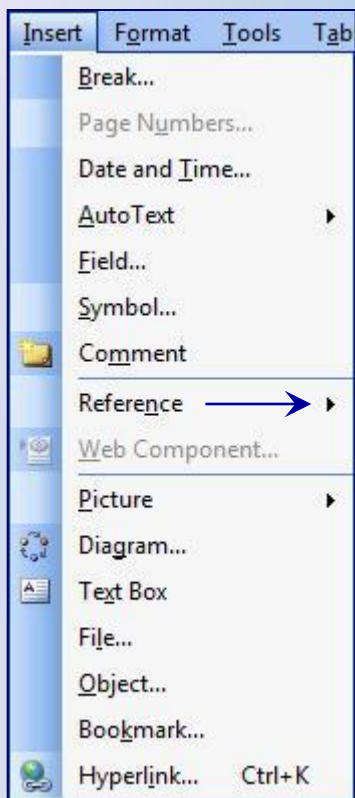
4. Insert → Symbol:



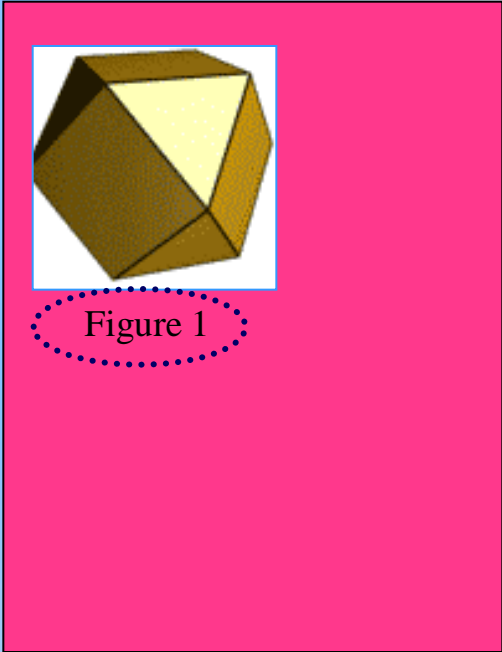
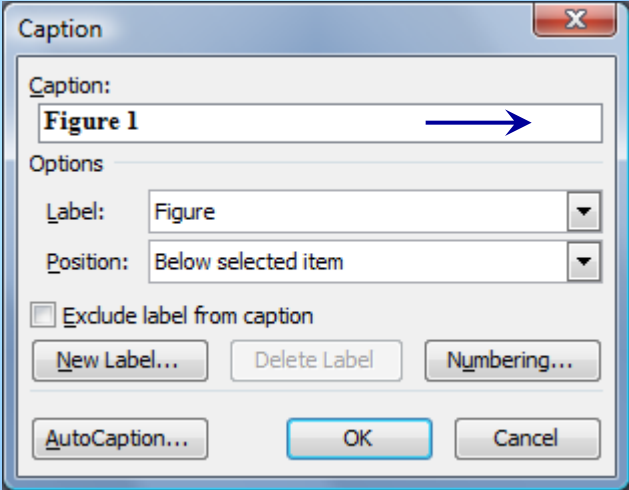
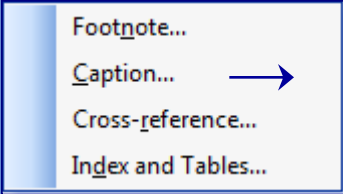
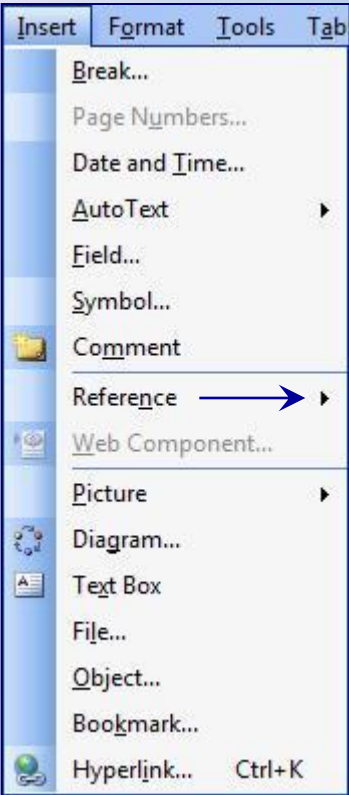
4. Insert → Comment:



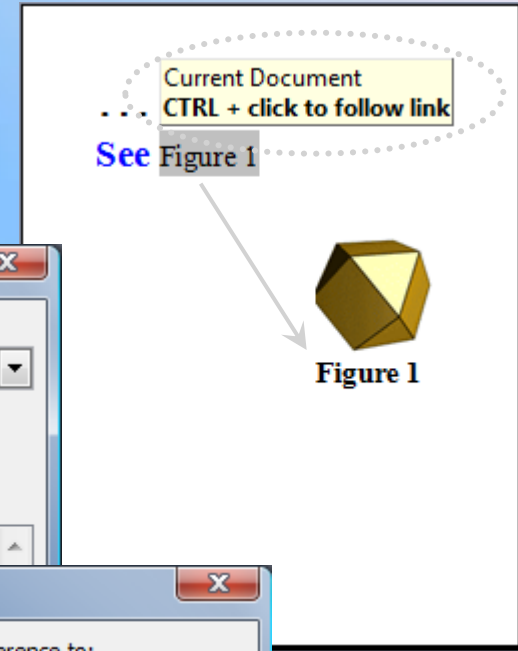
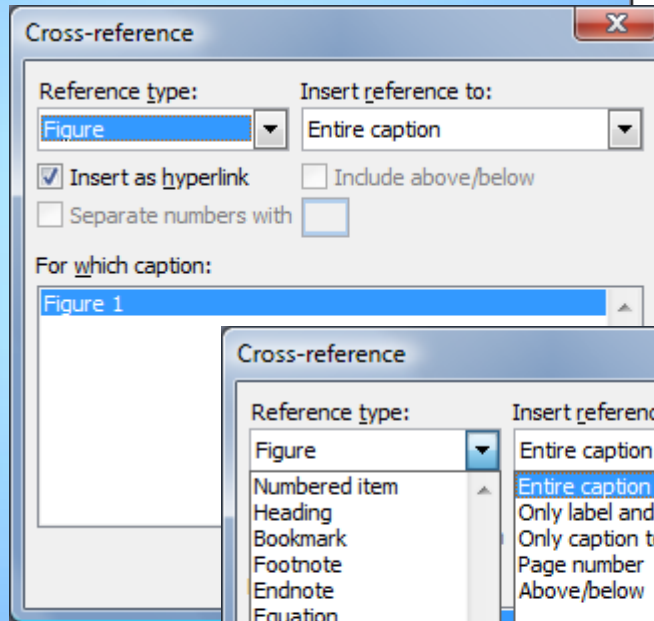
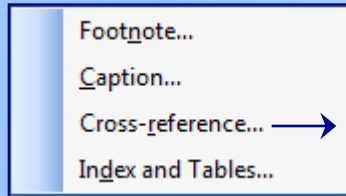
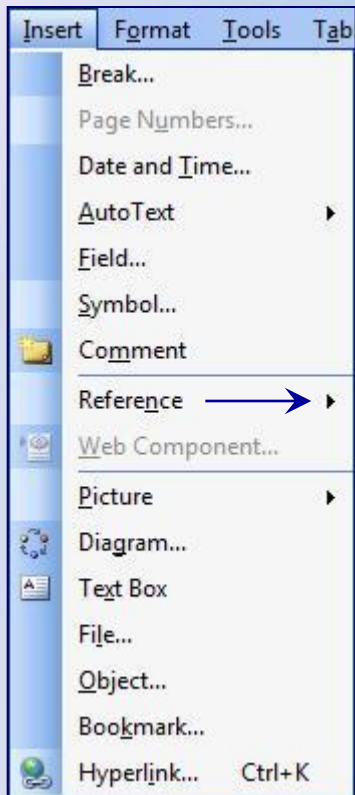
4. Insert → Reference → Footnote / Endnotes :



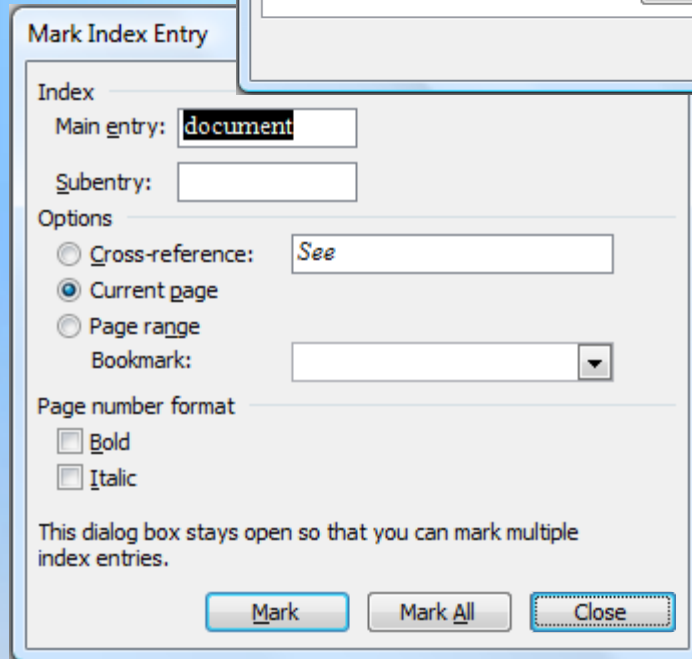
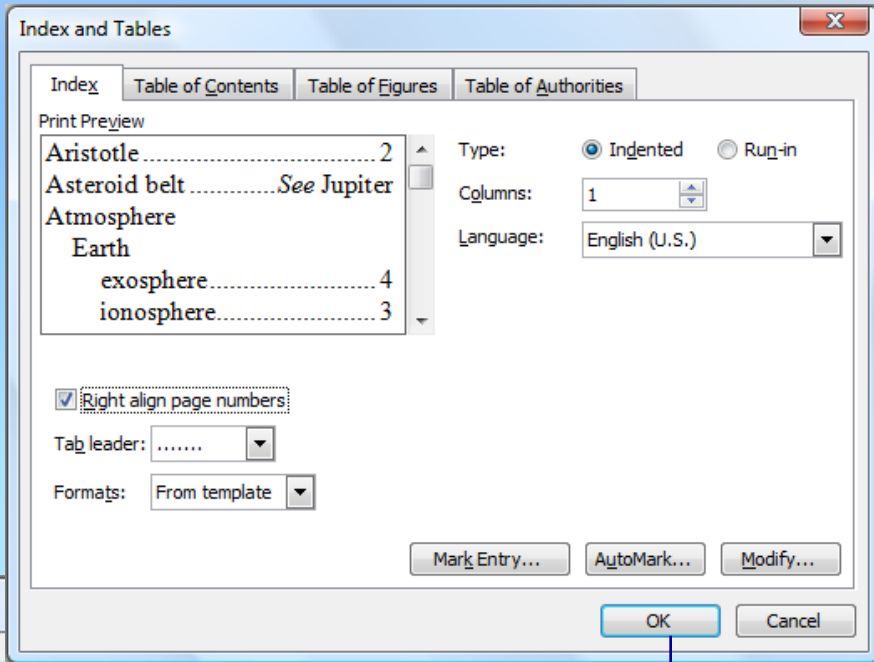
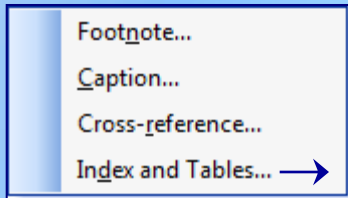
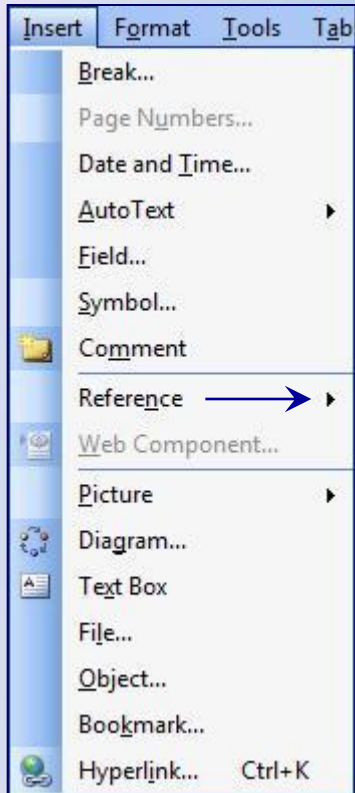
4. Insert → Reference → Footnote :



4. Insert → Reference → Cross-reference :

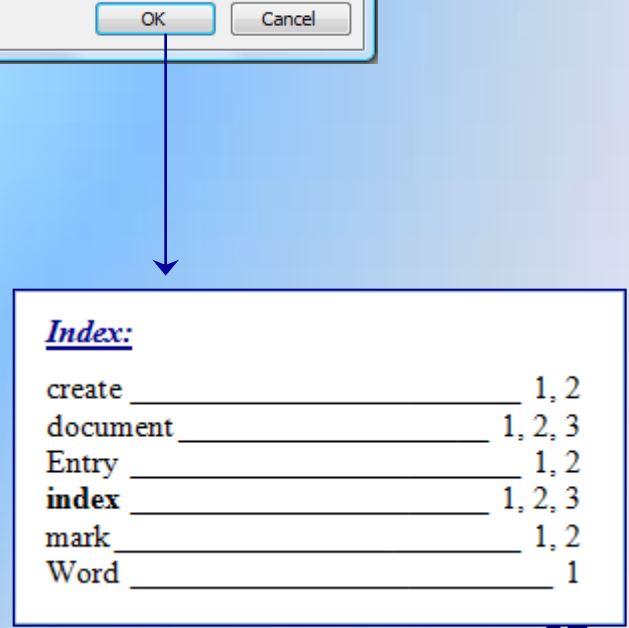


4. Insert → Reference → Index and Tables ... *Index*:

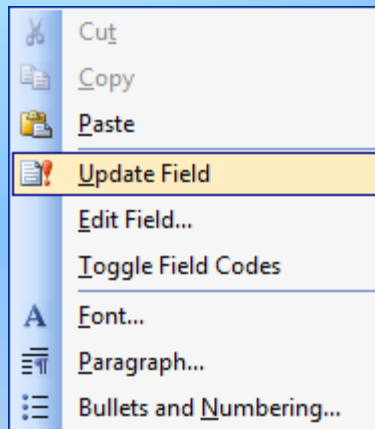
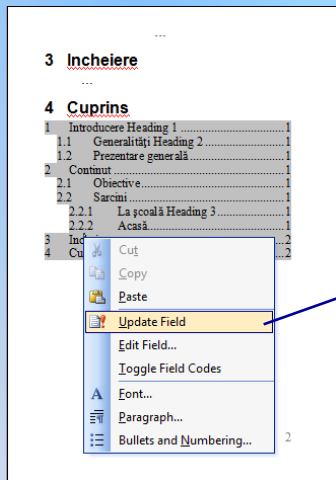
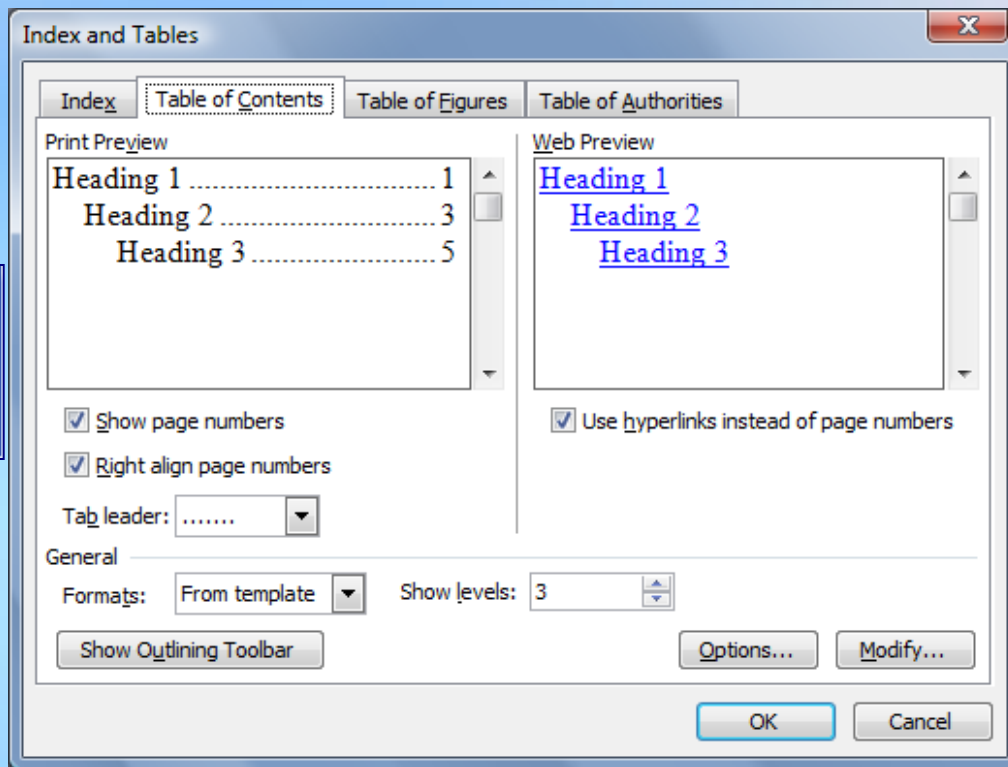
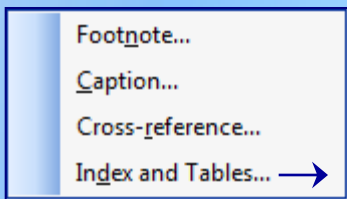
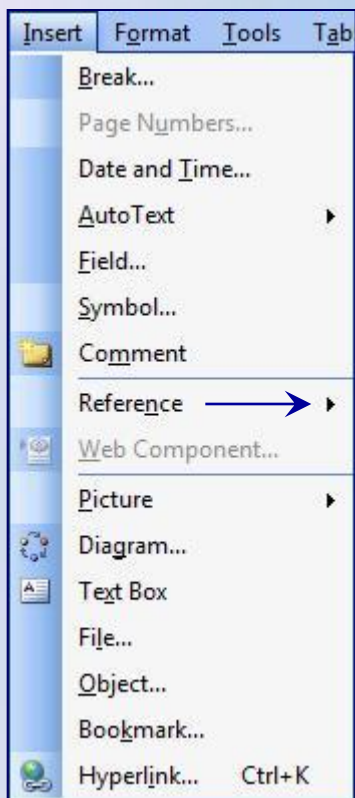


Alt+Shift+X

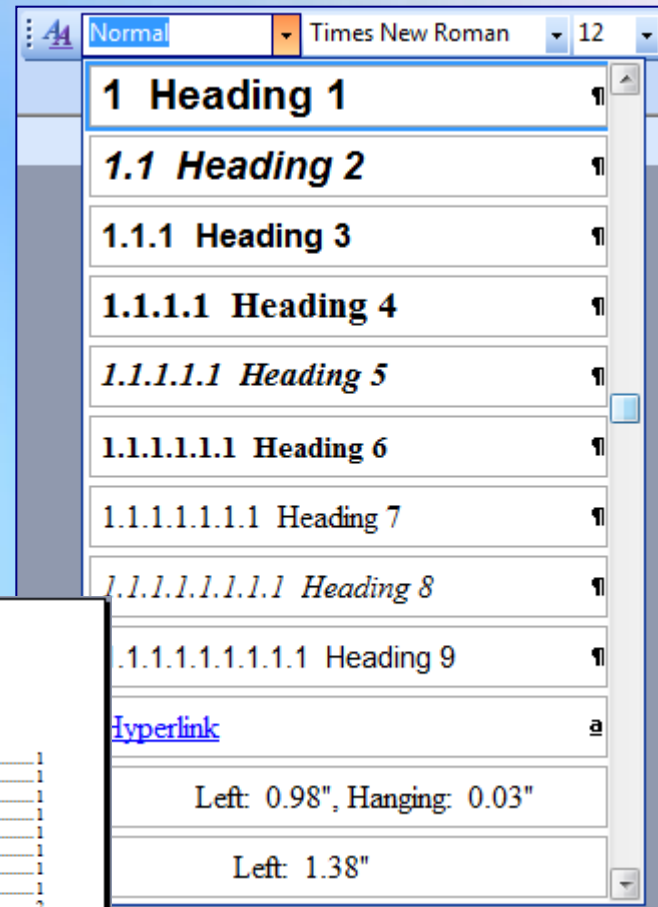
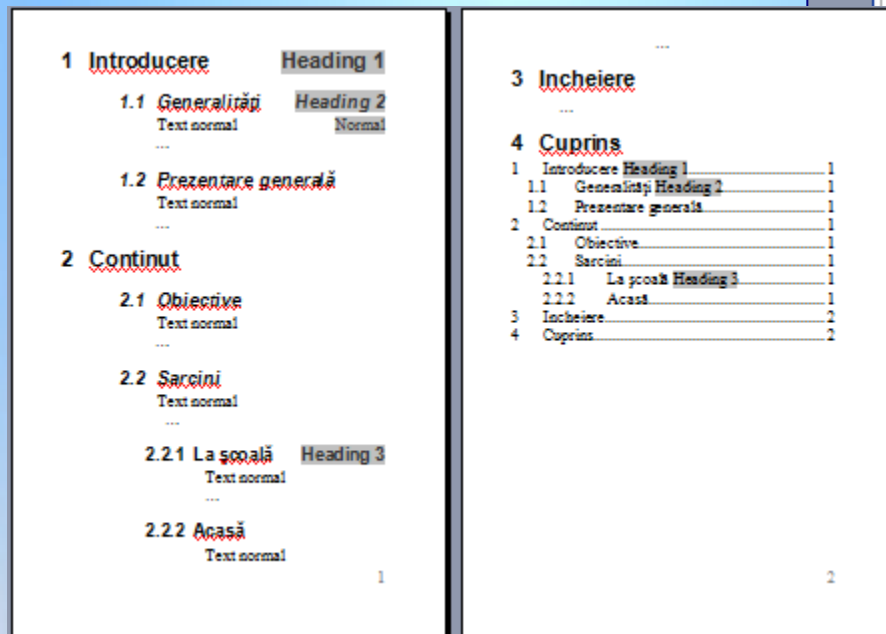
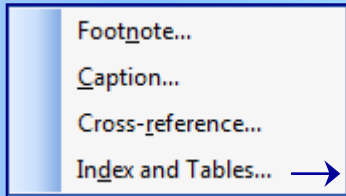
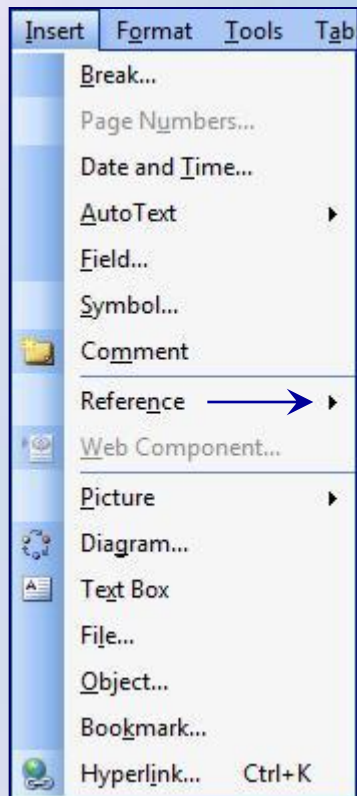
One way to create an index is after you write and mark index entries as you write your document. This prevents you from your primary task: writing. As you type a word or phrase while marking index entries elsewhere in your document, click the Mark Index Entry dialog box. By clicking the Mark Index Entry dialog entry not only for the selected text, but also for the rest of the selected text within the document. After creating an index entry, Word activates the Show A



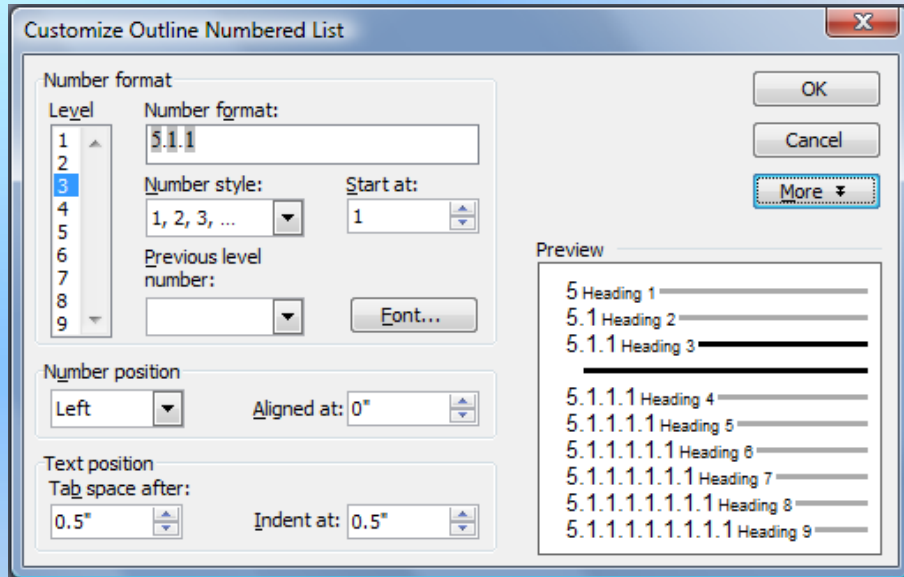
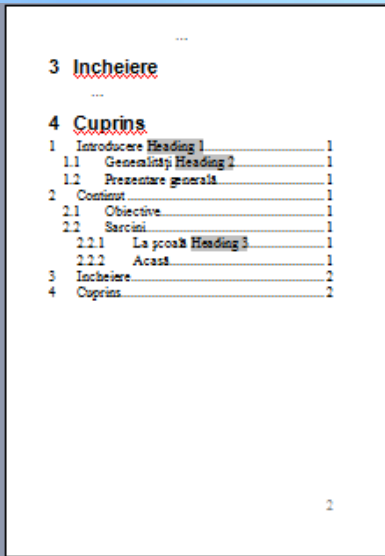
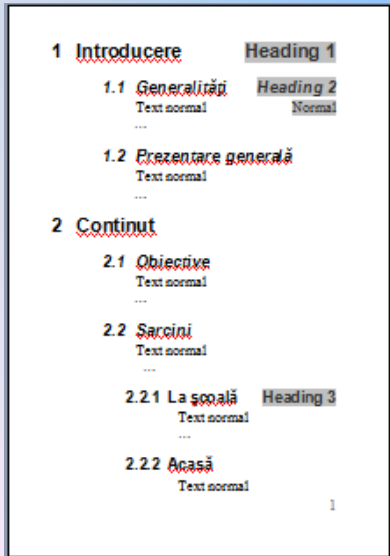
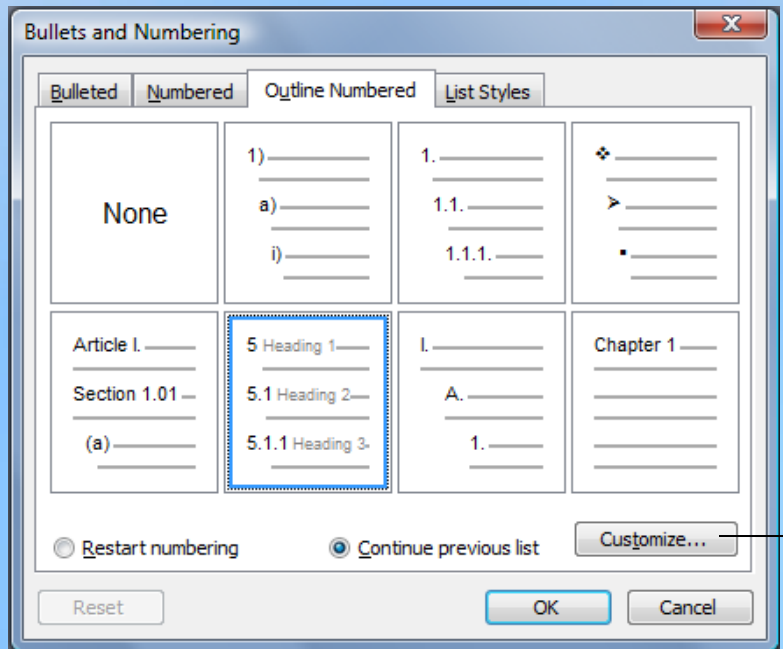
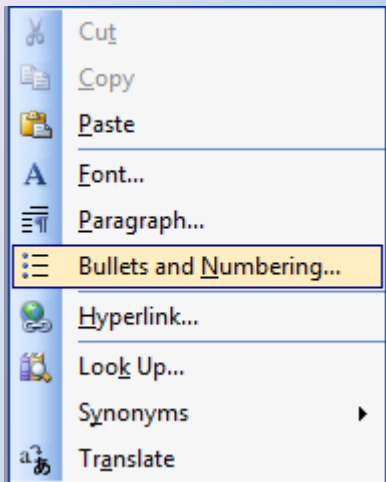
4. Insert → Reference → Index and Tables ... *Cuprins*:



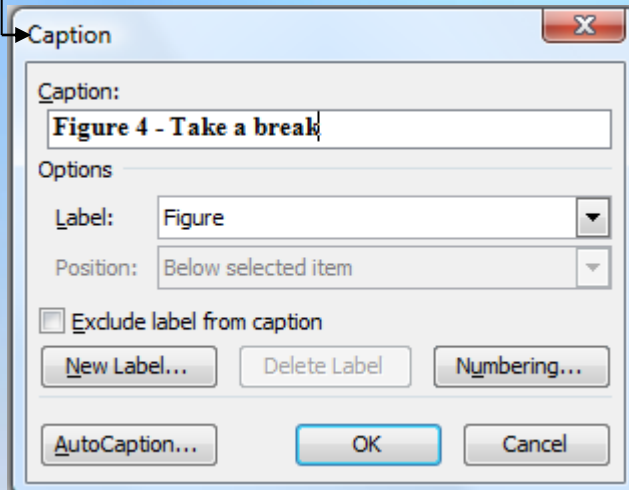
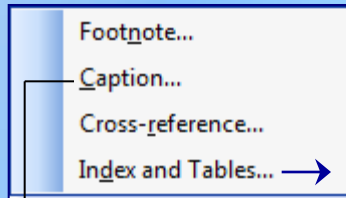
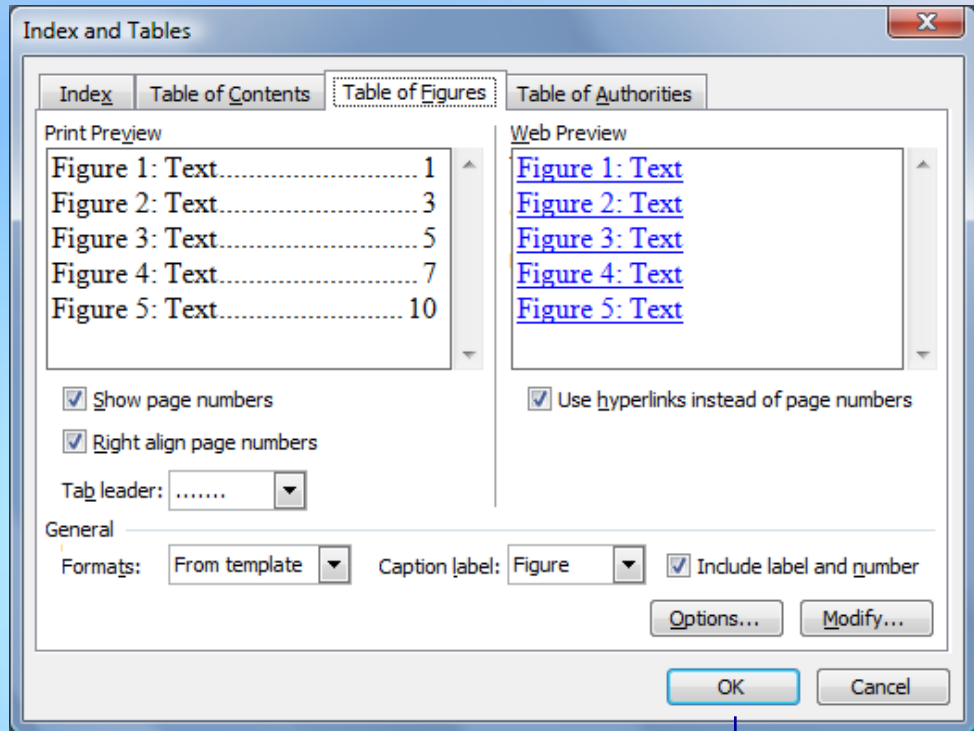
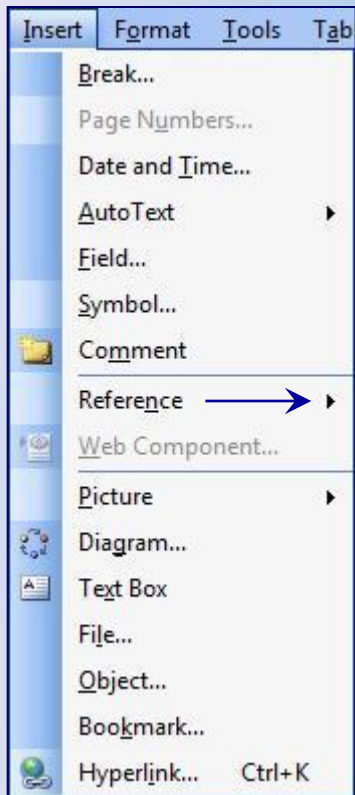
4. Insert → Reference → Index and Tables:



4. Insert → Reference → Bullets and Numbering:



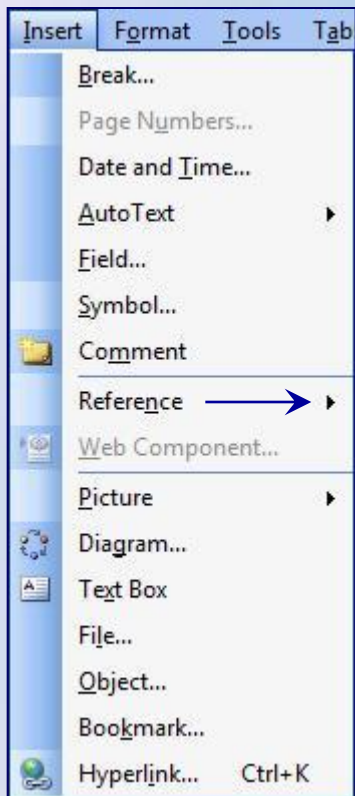
4. Insert → Reference → Index and Tables ... *Table of Figures* :



Figures:	
Figure 1 - Albina Lenesa.....	1
Figure 2 - Greierasul hamic	2
Figure 3 - Furnica obraznica	3
Figure 4 - Take a break	4



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



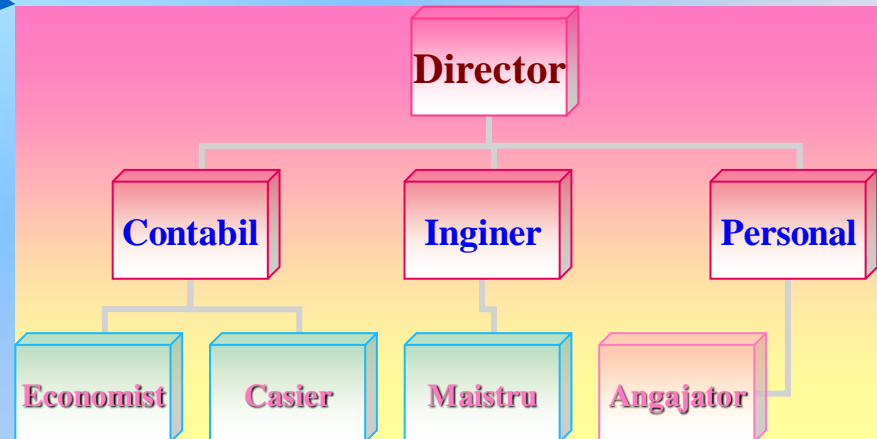
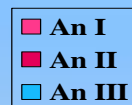
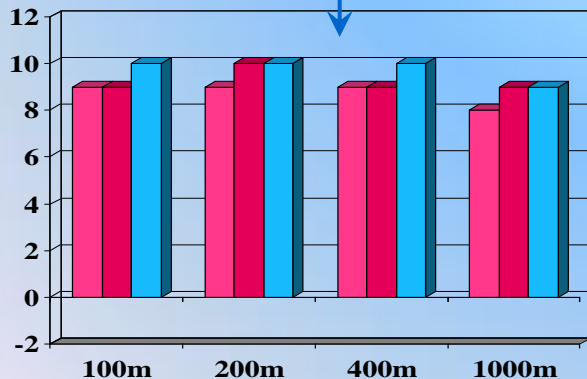
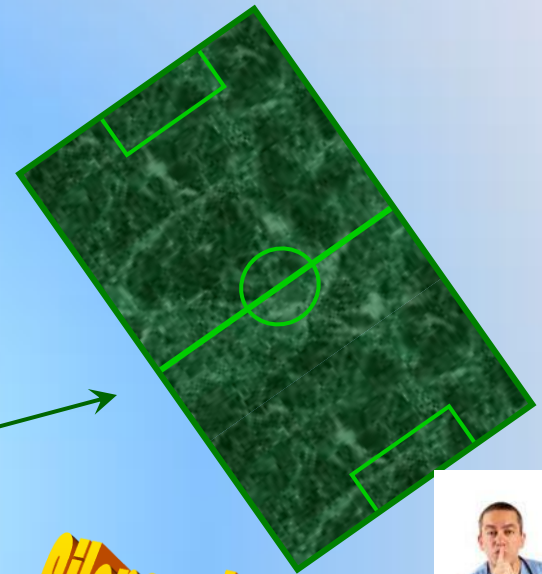
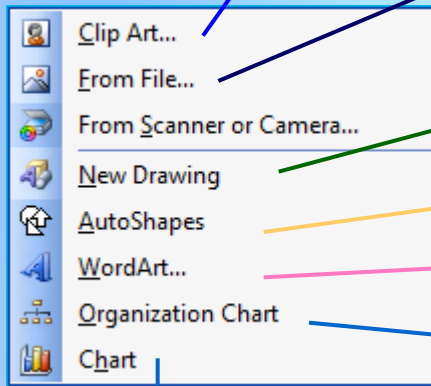
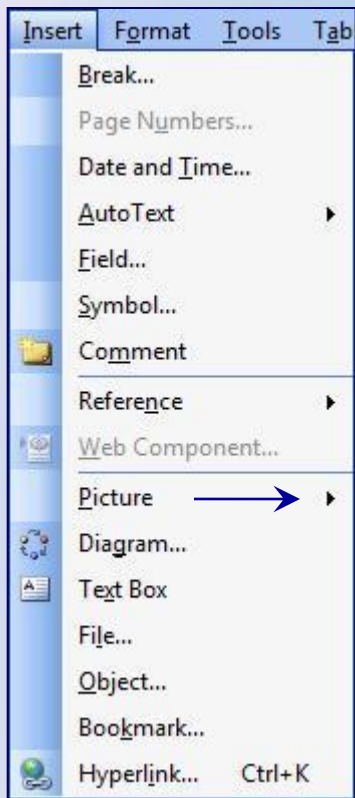
Corect → Avantaje:

❖ Index, Cuprins, Lista-figuri

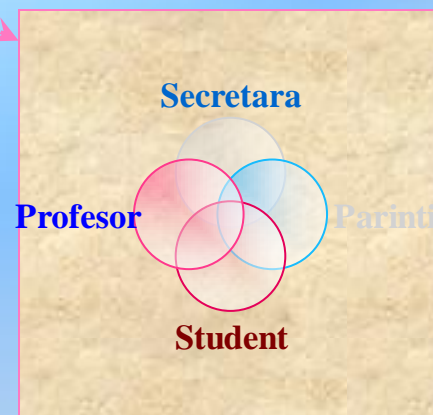
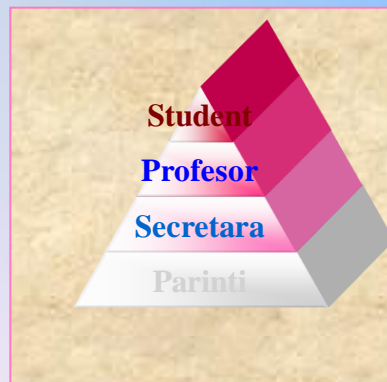
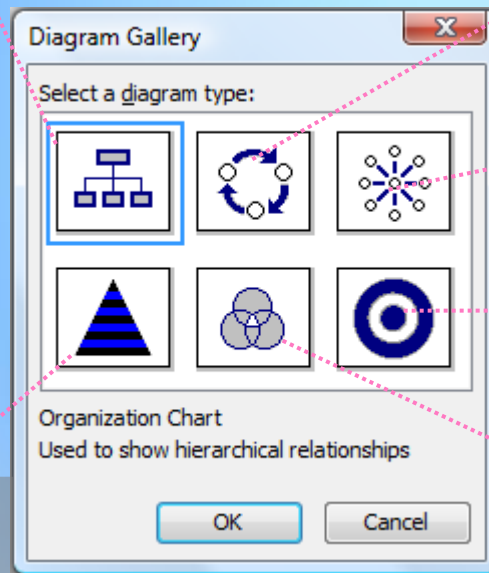
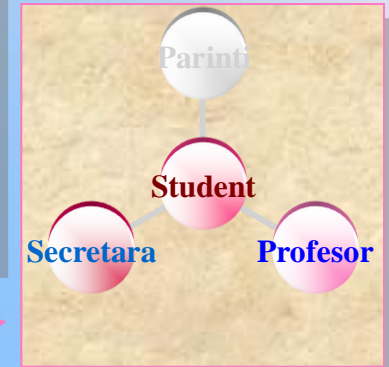
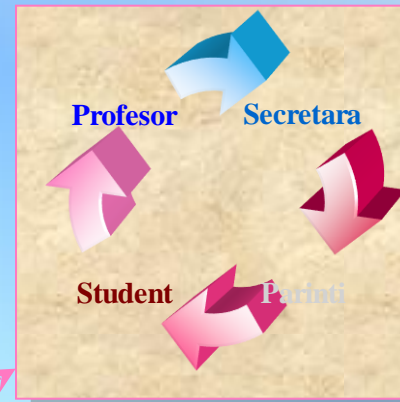
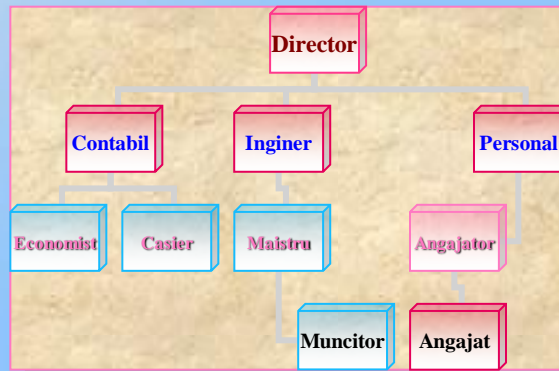
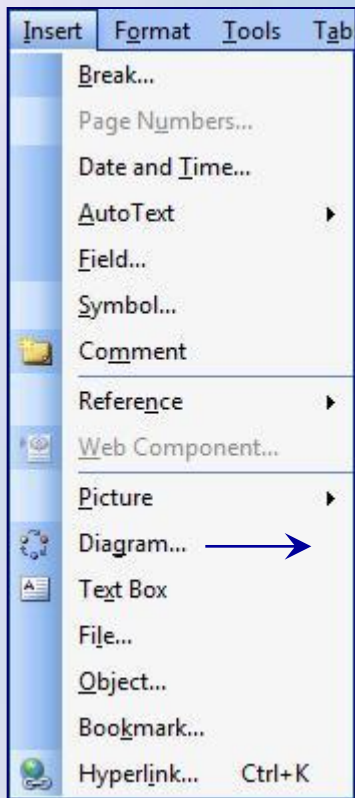
- ❖ Se fac automat (numaratoare, link)!
- ❖ Se actualizeaza automat (Update Field)!
- ❖ Se modifica automat numerotarea, link la adaugari si stergeri de pagini, figuri, ...!



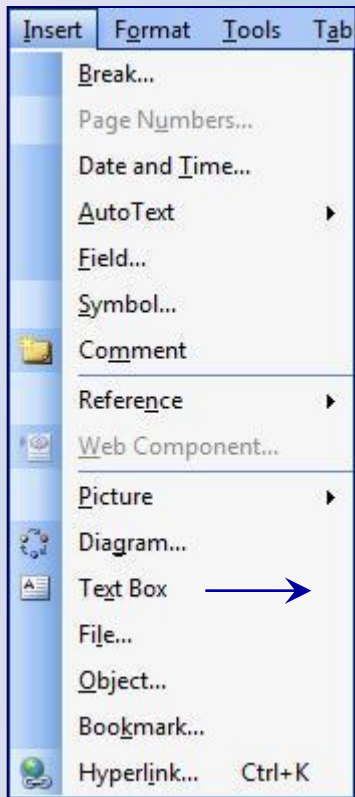
4. Insert → Picture... :



4. Insert → Diagram :



4. Insert → Text Box:



Ctrl/C & Ctrl/V
Copy & Paste

*Text
Box*

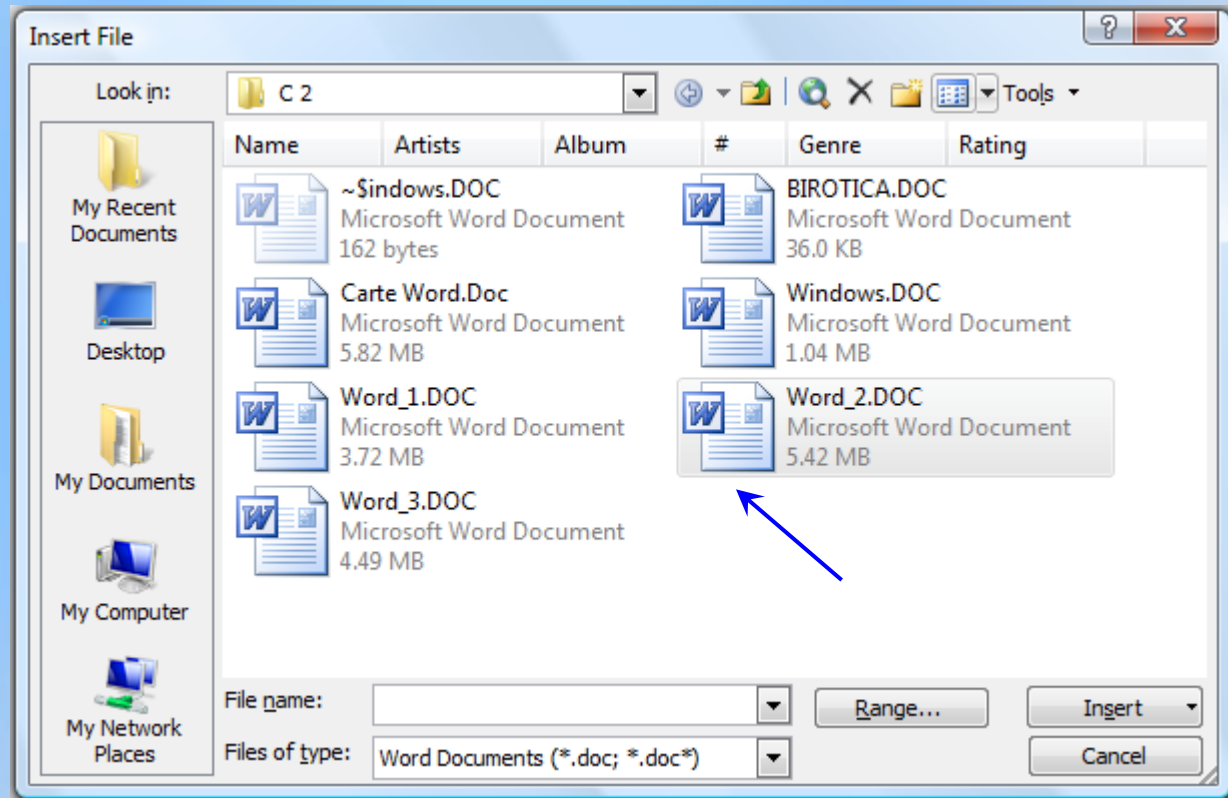
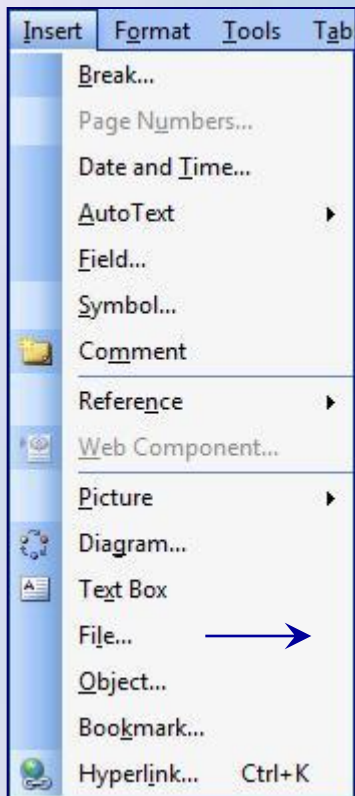
Figures:

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

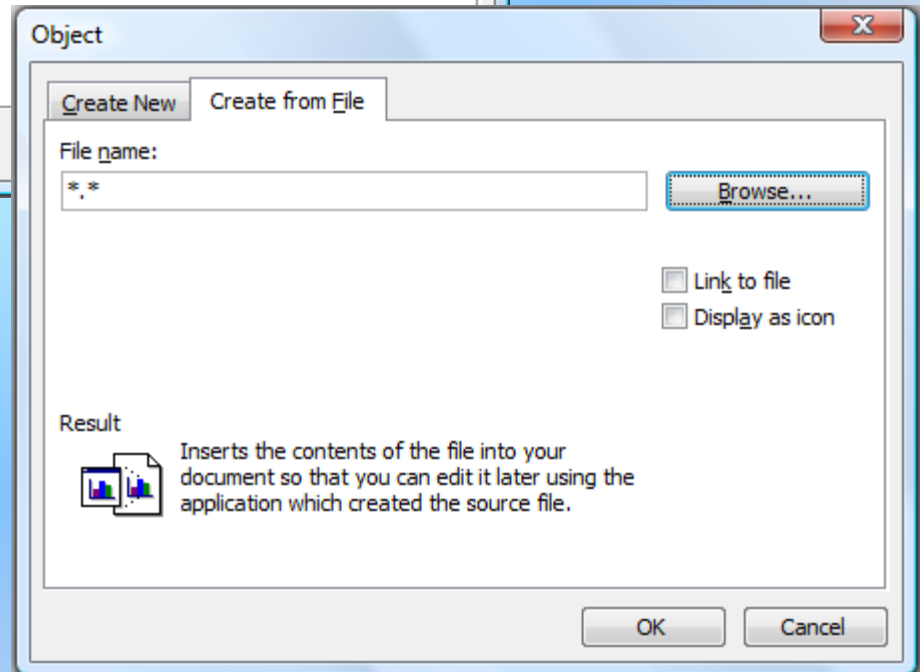
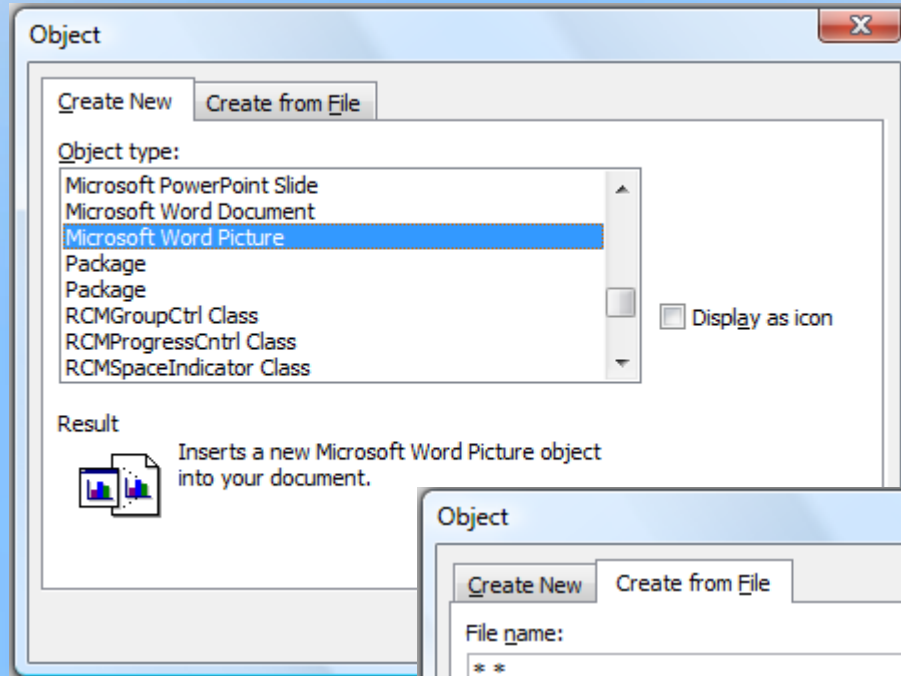
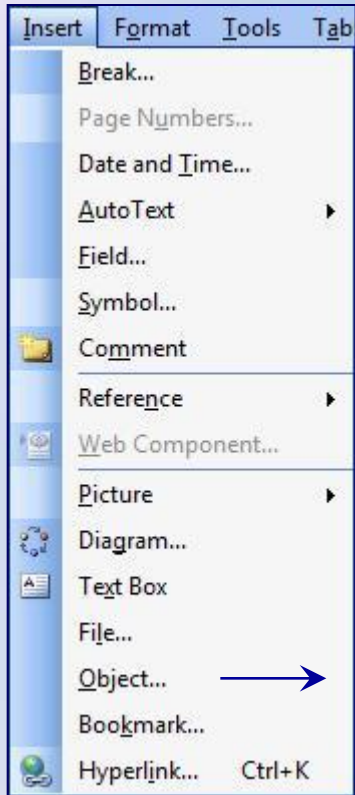
**Ctrl+
Alt+
Shift**



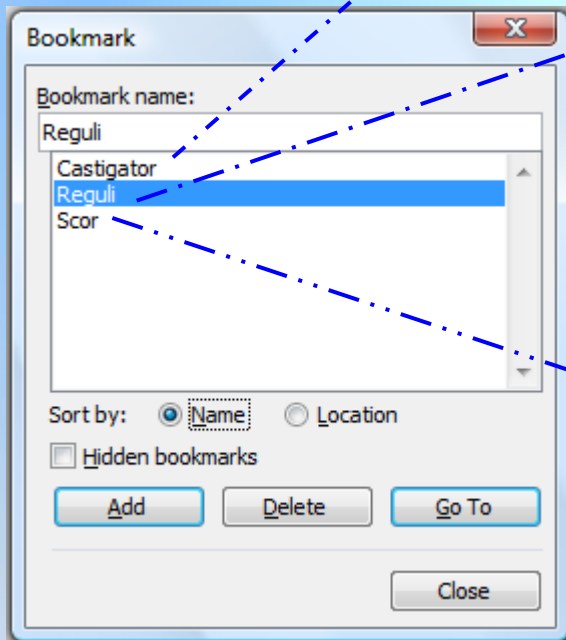
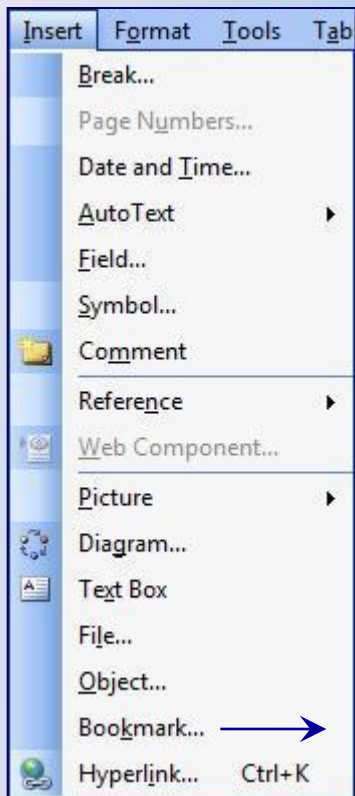
4. Insert → File ...:



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 "mangy" in addition to "mangy smut".
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 "mangy smut"}, 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 obraznica

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

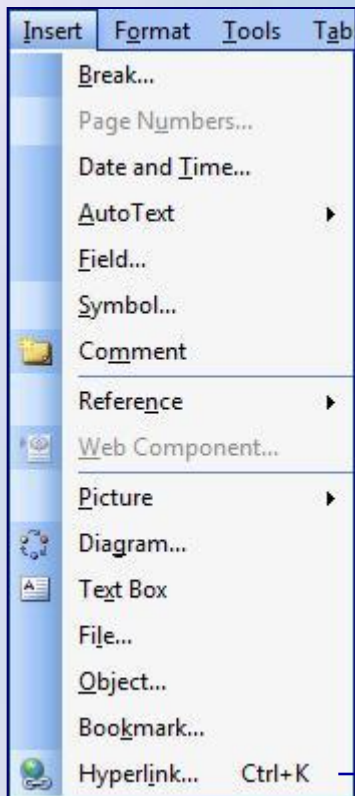
Figure 2 - Greiseratul harnic

Figures:

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

1

4. Insert → Hyperlink :



<http://www.cs.ubbcluj.ro/~per>
CTRL + click to follow link

In pagina Web a cursului sunt amănunte.

In **pagina** Web a cursului sunt amănunte.

Insert Hyperlink

Link to: Text to display: pagina

Existing File or Web Page

Look in: Imagini

Current Folder

- ~\$Ex C3.doc
- Bullets and Numbering_ON Cust.jpg
- Bullets and Numbering_ON.jpg
- Bullets and Numbering_Update field.jpg
- Bullets and Numbering.jpg
- Caption.jpg
- Clos.jpg
- Date and Time.jpg
- Ex C3.doc
- Index Figures.jpg

Browsed Pages

Recent Files

Address: http://www.cs.ubbcluj.ro/~per

ScreenTip... Bookmark... Target Frame... OK Cancel

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 publishing the document. The ribbon is visible in the background, showing the 'Home' tab and its sub-panels: Clipboard, Font, Paragraph, Styles, and Editing. The document content area contains a list of ribbon tabs.

File Menu Options:

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

Save a copy of the document options:

- 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 ...
- 2) Insert
- 3) Page Layout
- 4) References
- 5) Mailing
- 6) Review
- 7) View

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

1. Home

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

The screenshot displays the Microsoft Word 2010 interface. The 'Home' ribbon is active, showing the 'Font' group. A red arrow points to the 'Font' icon in the Paragraph group. A tooltip titled 'Font (Ctrl+D)' is visible, containing the text 'Show the Font dialog box.' and a small image of the Font dialog box. The document content shows a list:

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

The status bar at the bottom indicates 'Page: 1 of 3', 'Words: 108', and 'English (U.S.)'. The taskbar at the bottom right shows '100%' zoom and other navigation icons.

1. 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 currently active, 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, showing options for font face, size, bold, italic, text color, background color, bullet points, numbered list, and indent. A red arrow points to the background color icon in the context menu, and a blue arrow points to the Paragraph group in the ribbon. The document content includes a list of items under "1) Home ..." and "2) Insert ...".

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%

2. Insert



C2 - Microsoft Word

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

Cover Page ▾
Blank Page
Page Break
Pages

Table
Tables

Picture
Clip Art
SmartArt
Chart
Illustrations

Hyperlink
Bookmark
Cross-reference
Links

Header ▾
Footer ▾
Page Number ▾
Header & Footer

Text Box ▾
WordArt ▾
Drop Cap ▾
Text

Quick Parts ▾
Signature Line ▾
Date & Time
Object ▾

Equation ▾
Symbol ▾
Symbols

1 2 3 6 7

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

C2 - Microsoft Word

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

Themes Margins Page Setup Page Background Paragraph Arrange

Orientation Breaks Watermark Indent Spacing

Size Line Numbers Page Color 0.5" 12 pt

Columns Hyphenation Page Borders 0" 10 pt

Bring to Front Align

Send to Back Group

Text Wrapping 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%

4. References

The screenshot shows the Microsoft Word 2010 interface with the 'References' ribbon selected. A red arrow points to the 'References' tab. The ribbon contains several groups of commands: 'Table of Contents' (Add Text, Update Table), 'Footnotes' (Insert Endnote, Next Footnote, Show Notes), 'Citations & Bibliography' (Manage Sources, Style: ISO 690, Insert Citation, Bibliography), 'Captions' (Insert Table of Figures, Update Table, Insert Caption, Cross-reference), 'Index' (Mark Entry), and 'Table of Authorities' (Mark Citation). Two help boxes are open: one for 'Table of Contents' and one for 'Insert Caption'. The main document area contains a list of items.

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.

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."
Press F1 for more help.

4) References

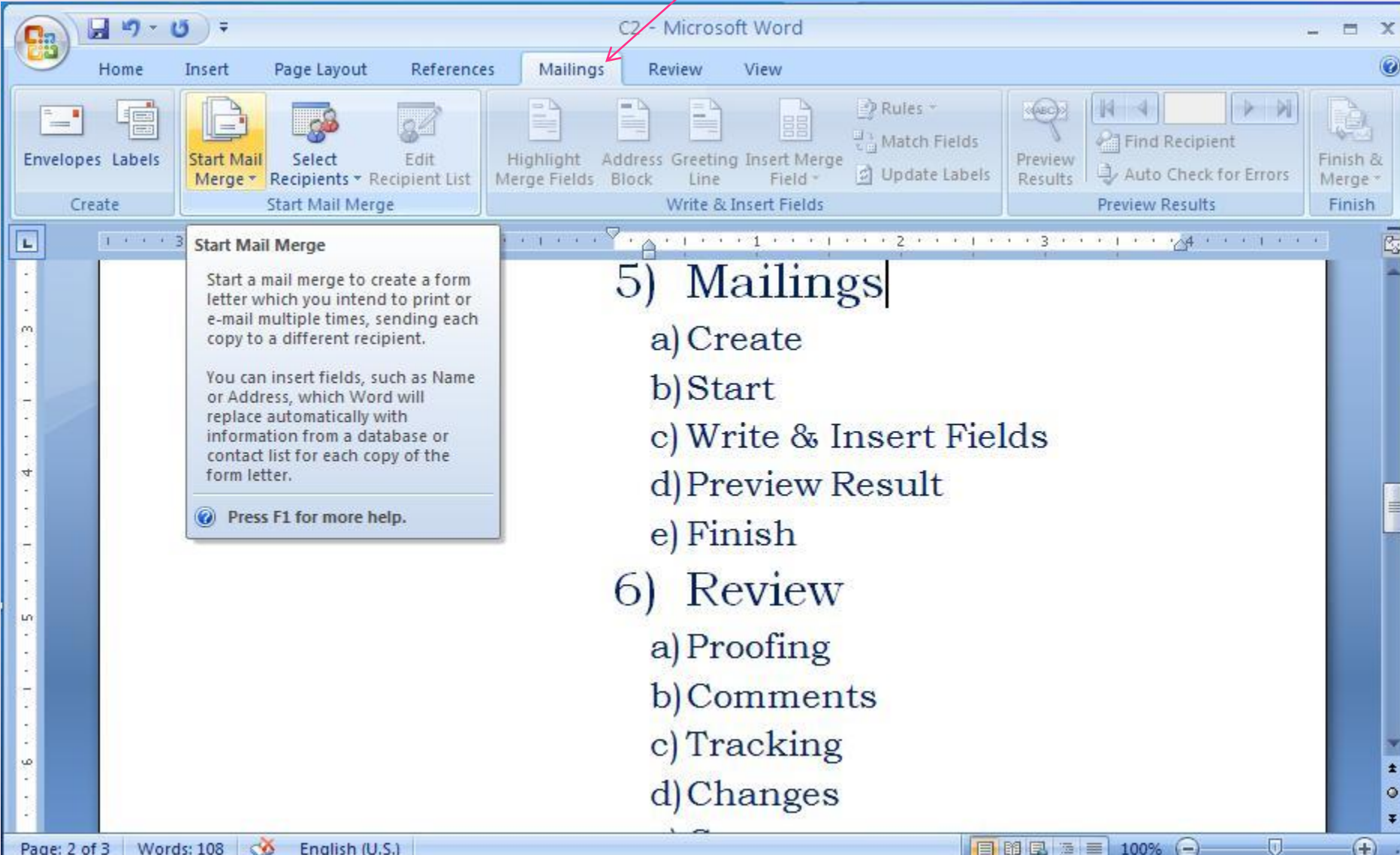
- a) Table of Contents
- b) Footnotes
- c) Citations & Bibliography
- d) Captions
- e) Index
- f) Table of Authorities

5) Mailing

6) Review

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

5. Mailings



The screenshot shows the Microsoft Word 2010 interface with the 'Mailings' ribbon selected. A red arrow points to the 'Mailings' tab. The ribbon contains several groups of options: 'Create' (Envelopes, Labels, Start Mail Merge, Select Recipients, Edit Recipient List), '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 help tooltip for 'Start Mail Merge' is open, 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

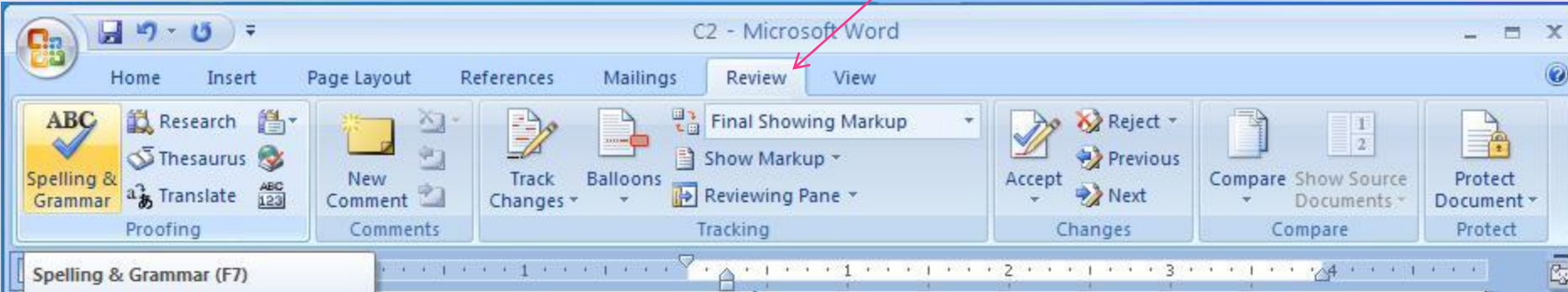
- a) Create
- b) Start
- c) Write & Insert Fields
- d) Preview Result
- e) Finish

6) Review

- a) Proofing
- b) Comments
- c) Tracking
- d) Changes

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

6. Review



The screenshot shows the Microsoft Word 2010 interface with the 'Review' ribbon selected. A red arrow points to the 'Review' tab. The ribbon contains several groups of tools: 'Proofing' (Spelling & Grammar, Research, Thesaurus, Translate), 'Comments' (New Comment), 'Tracking' (Track Changes, Balloons, Reviewing Pane), 'Changes' (Accept, Reject, Previous, Next), 'Compare' (Compare, Show Source Documents), and 'Protect' (Protect Document). A 'Spelling & Grammar (F7)' tooltip is visible on the left, stating 'Check the spelling and grammar of text in the document.' The document content includes a list of items under '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

C2 - Microsoft Word

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

Print Layout Full Screen Reading Draft Document Views

Web Layout Outline

Ruler Document Map Gridlines Thumbnails Message Bar Show/Hide

Zoom 100% One Page Two Pages Page Width

New Window Arrange All Split Window Switch Windows Macros

Print Layout
View the document as it will appear on the printed page.

7) View

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

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

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

