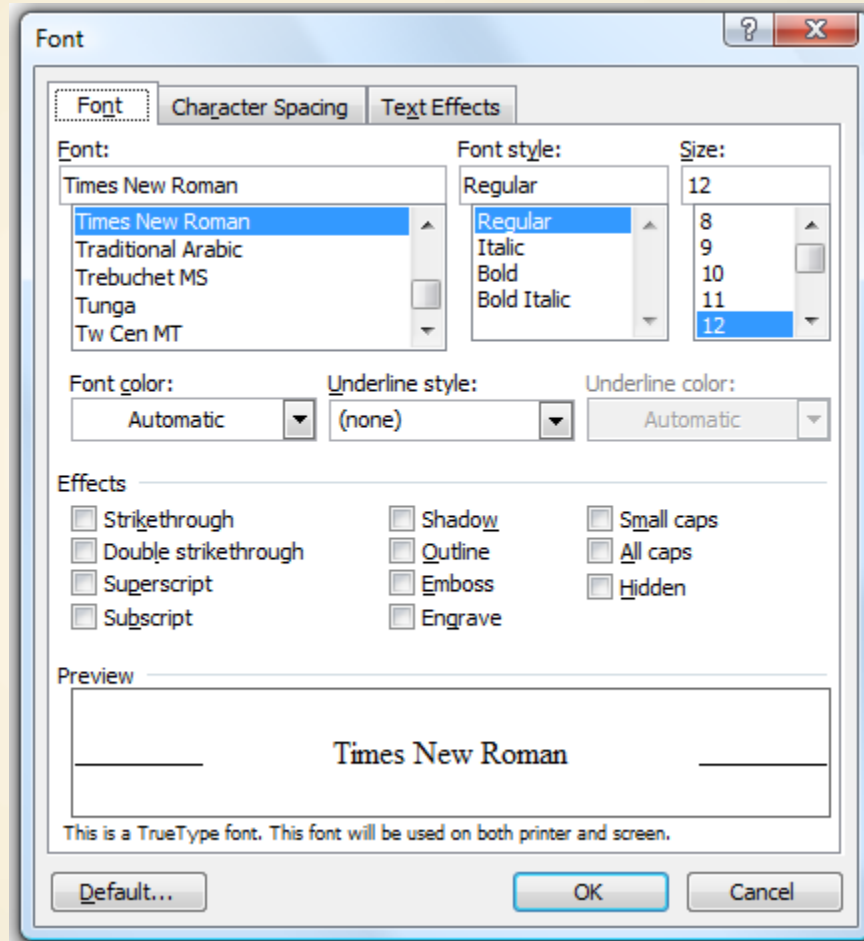
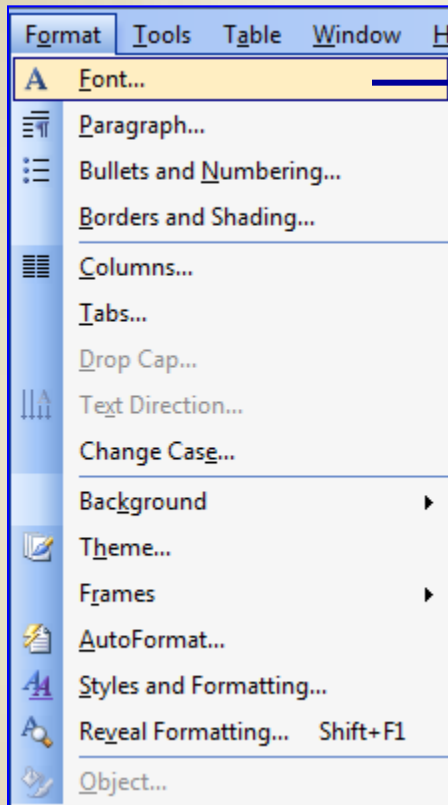


Birotica → Word₂

- 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

Paste

Bookman Old Style 24

B *I* U **a**₂ **x**₂ **x**² **Aa** **ab** **A**

Font

Paragraph

Styles

Editing

Font (Ctrl+D)

Show the Font dialog box.

1) Home ...

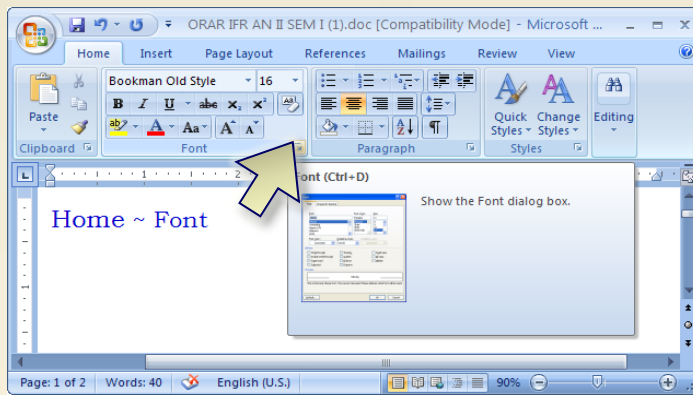
- a) Clipboard
- b) Font
- c) Paragraph
- d) Styles
- e) Editing

2) Insert

- a) Pages

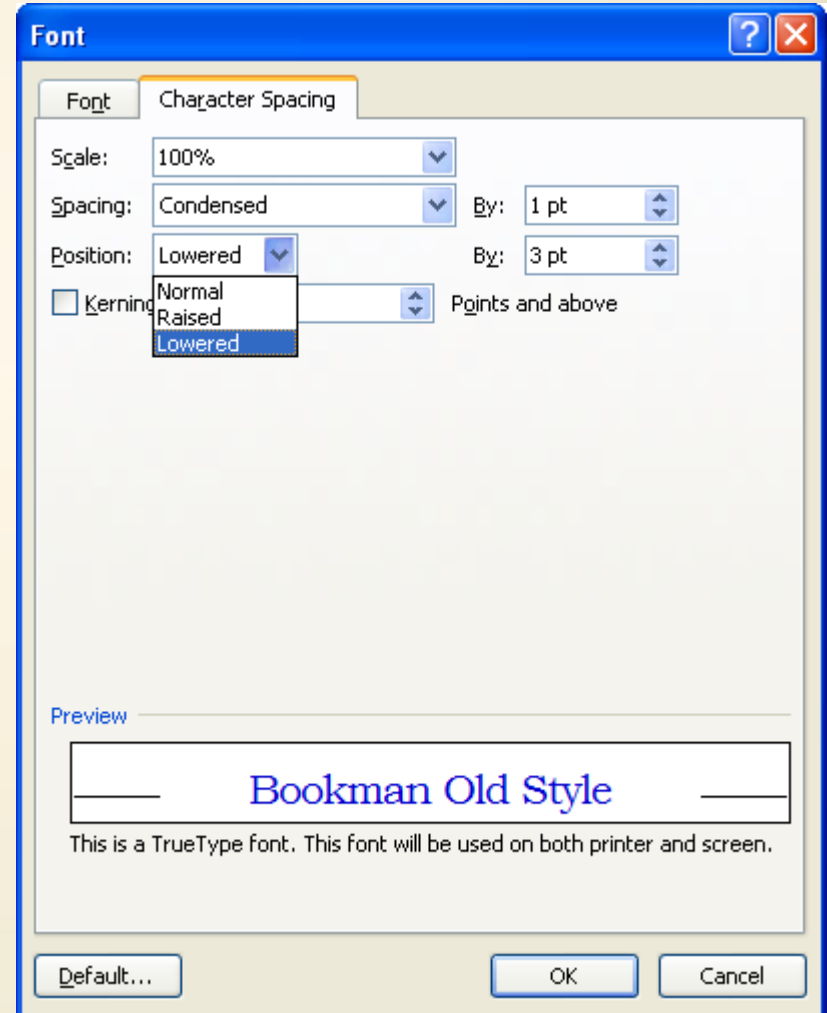
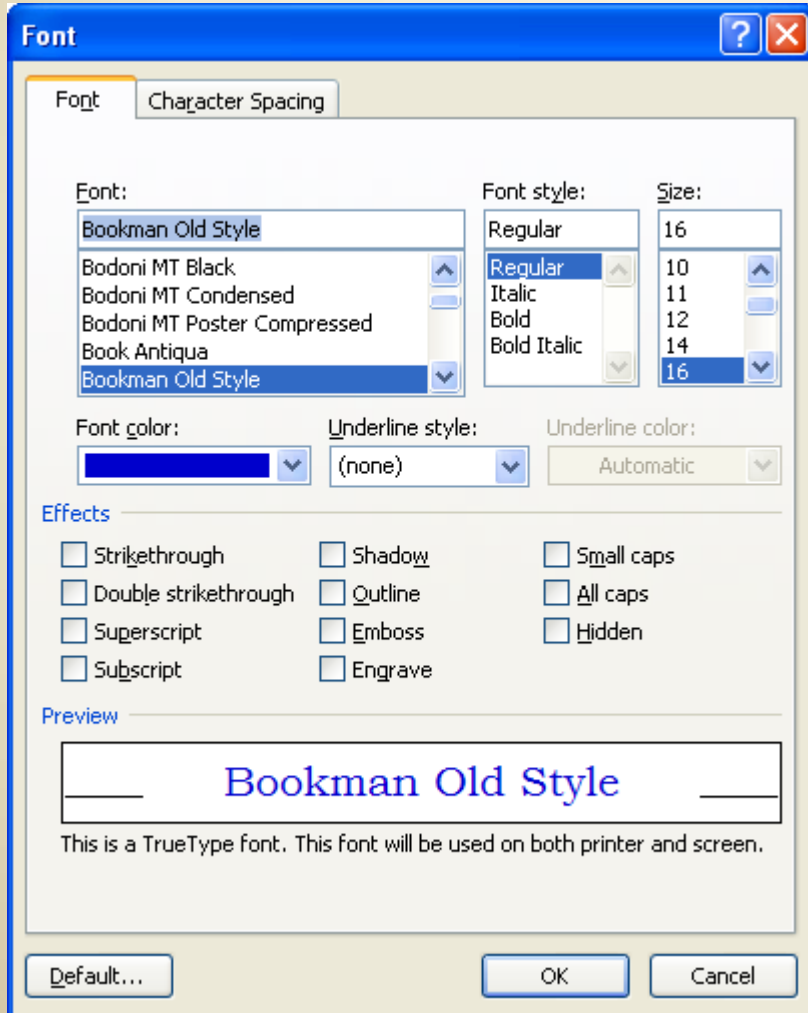
Page: 1 of 3 Words: 108 English (U.S.) 100%

Home → Font :



Font

Character Spacing



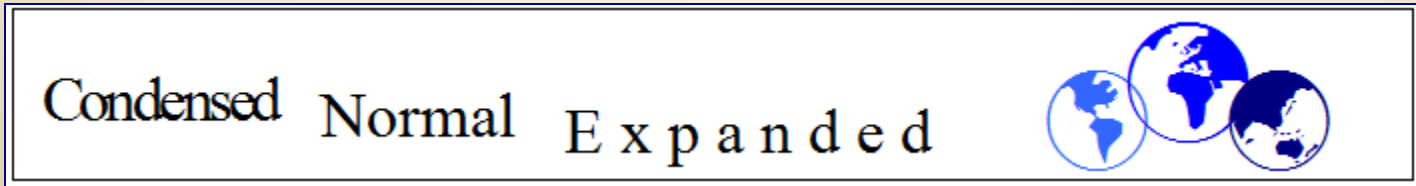
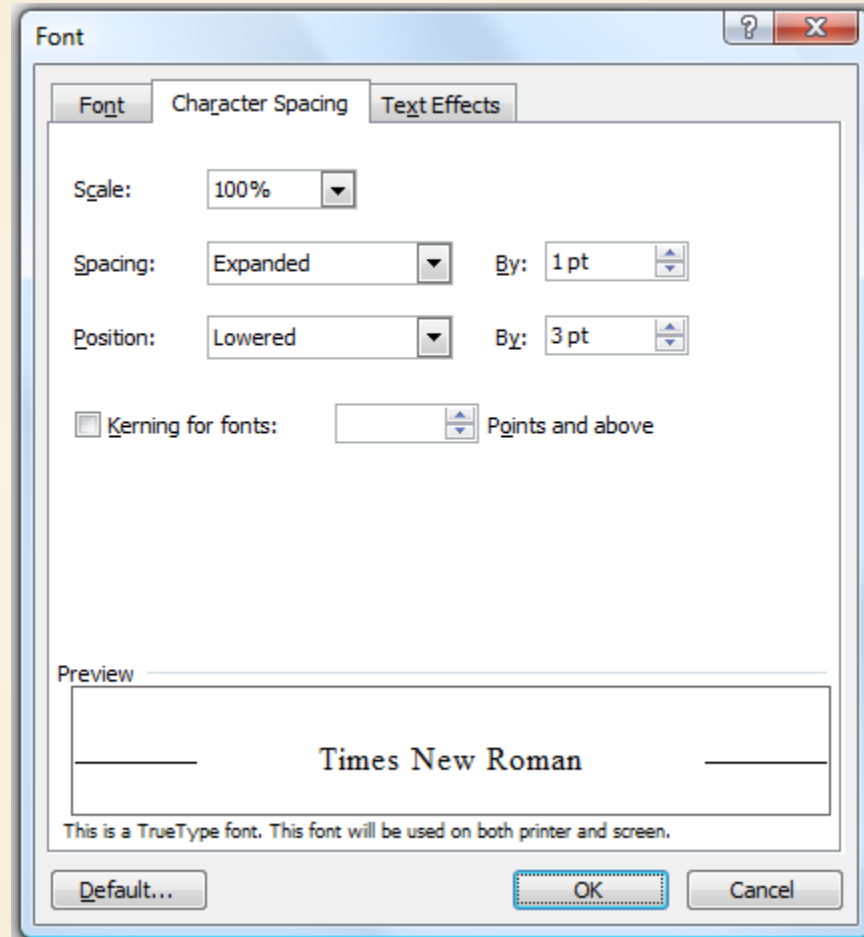
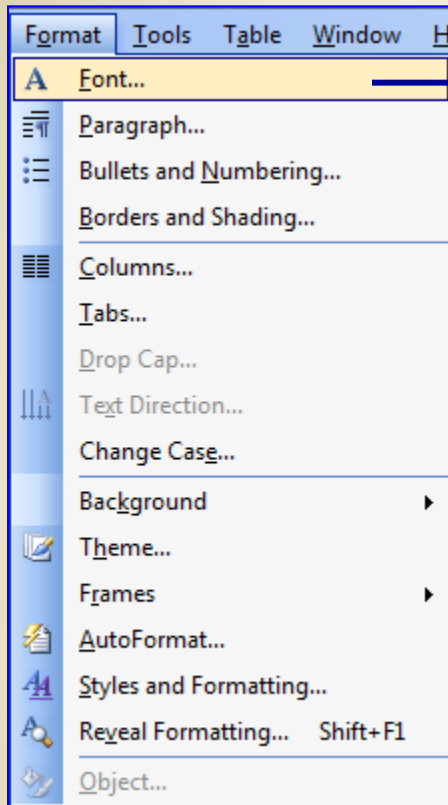
Home – Font ...

The screenshot 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 three groups: "Clipboard", "Font", and "Paragraph". The "Font" group is expanded, showing the font name "Bookman Old Style", size "18", and various formatting options like bold, italic, underline, and text color. The "Paragraph" group shows alignment and bullet point options. The "Styles" group shows the "Normal" style selected. The "Editing" group shows "Find", "Replace", and "Select" options. The main document area contains a list of items:

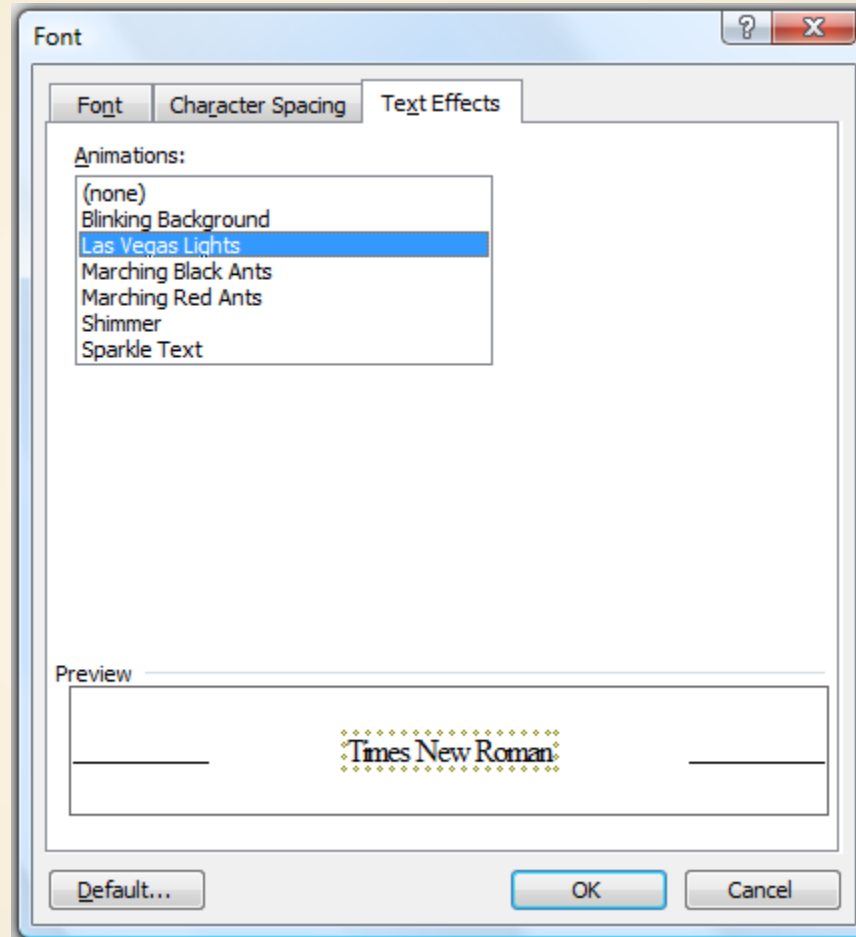
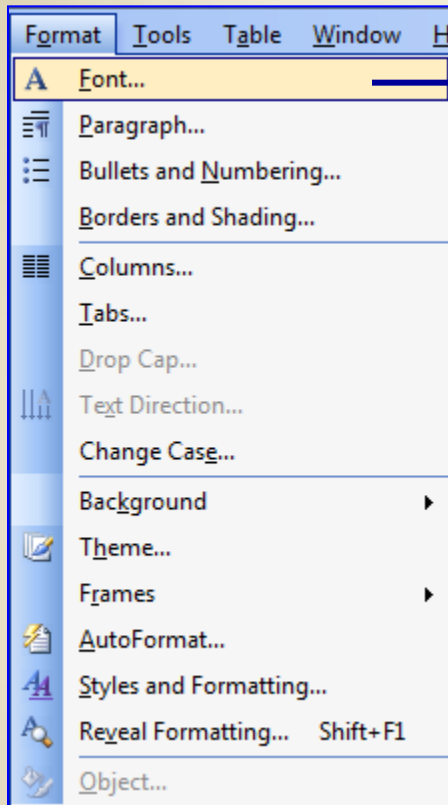
- 1) Home ...
- a) Clipboard
- b) Font
- c) Paragraph
- d) Styles
- e) Editing
- 2) Insert
- a) Pages

A small floating window is positioned over the "Font" group, mirroring the ribbon's font settings. A green arrow points to the "Paragraph" group in the list. The status bar at the bottom shows "Page: 1 of 3", "Words: 2/108", "English (U.S.)", and "100%".

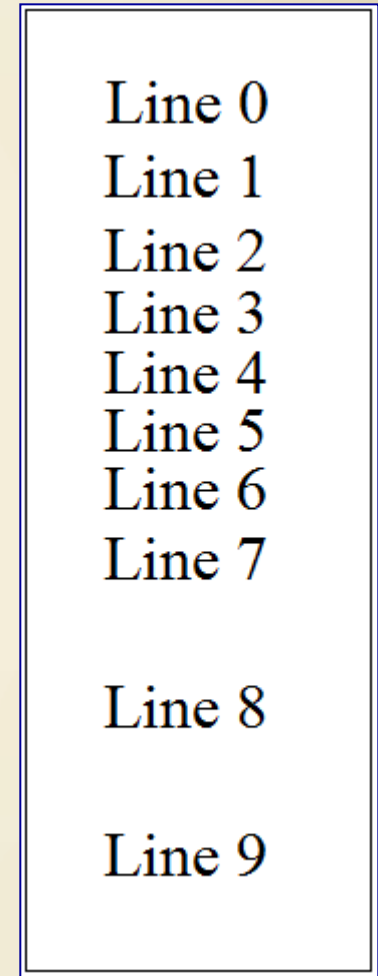
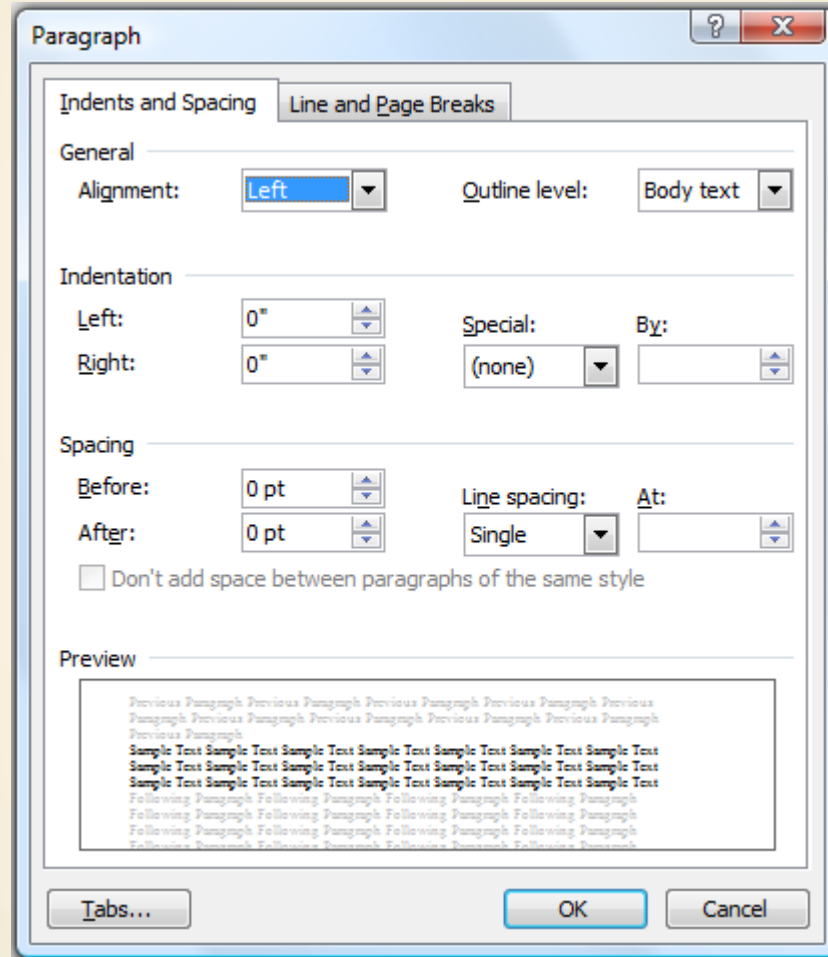
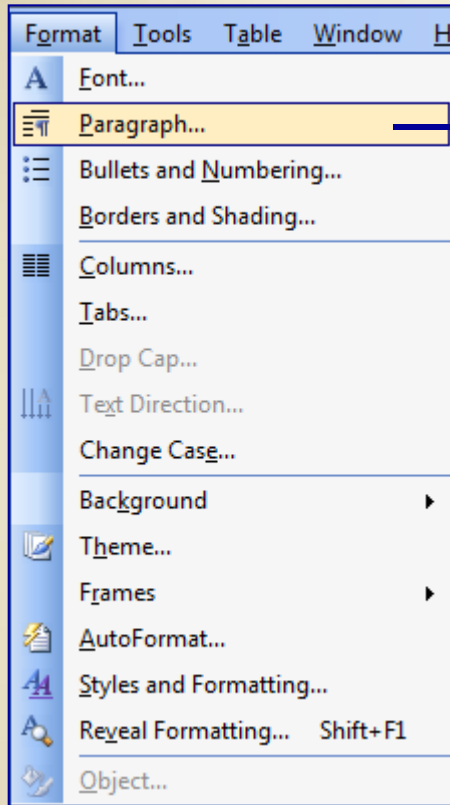
5. Format → Font → Character Spacing:



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 text with the applied settings. A yellow arrow points to the 'Paragraph' group on the ribbon, and a green arrow points to the 'Paragraph' group in the dialog box.

1) Home ...

a) Clipboard

b) Font

c) 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 text with the applied settings. A yellow arrow points to the 'Paragraph' group on the ribbon, and a green arrow points to the 'Paragraph' group in the dialog box.

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 Hyphenation Page Borders Paragraph

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.

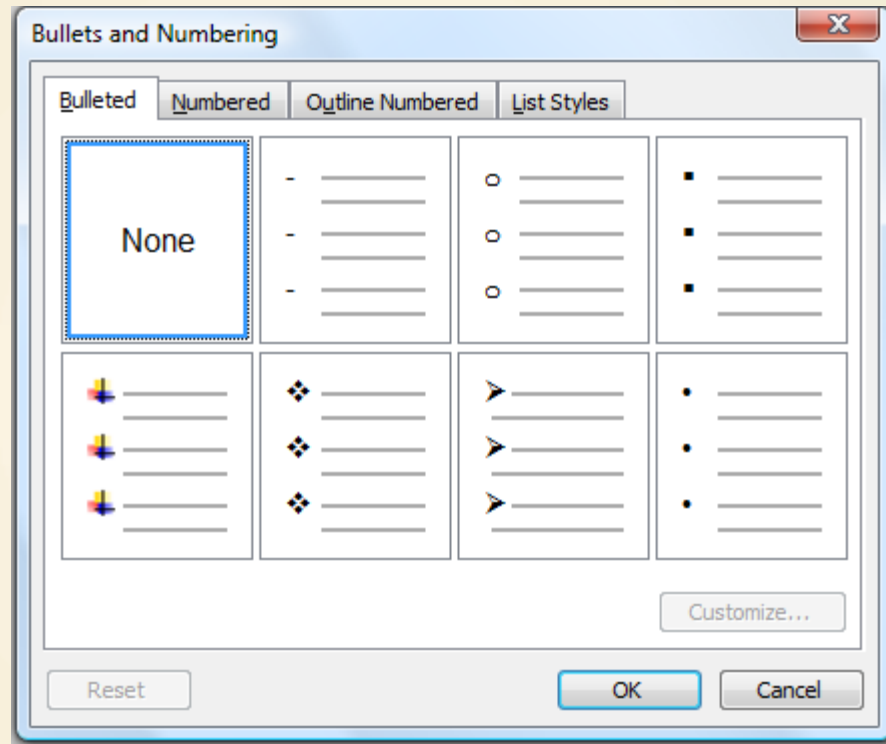
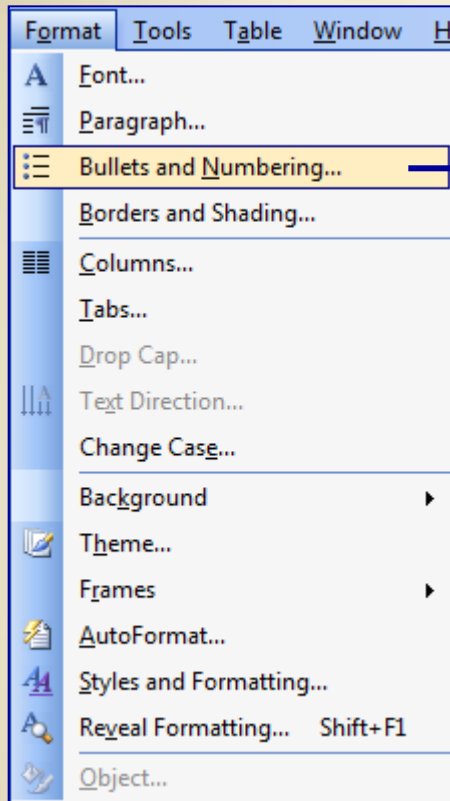
Press F1 for more help.

3) Page Layout

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

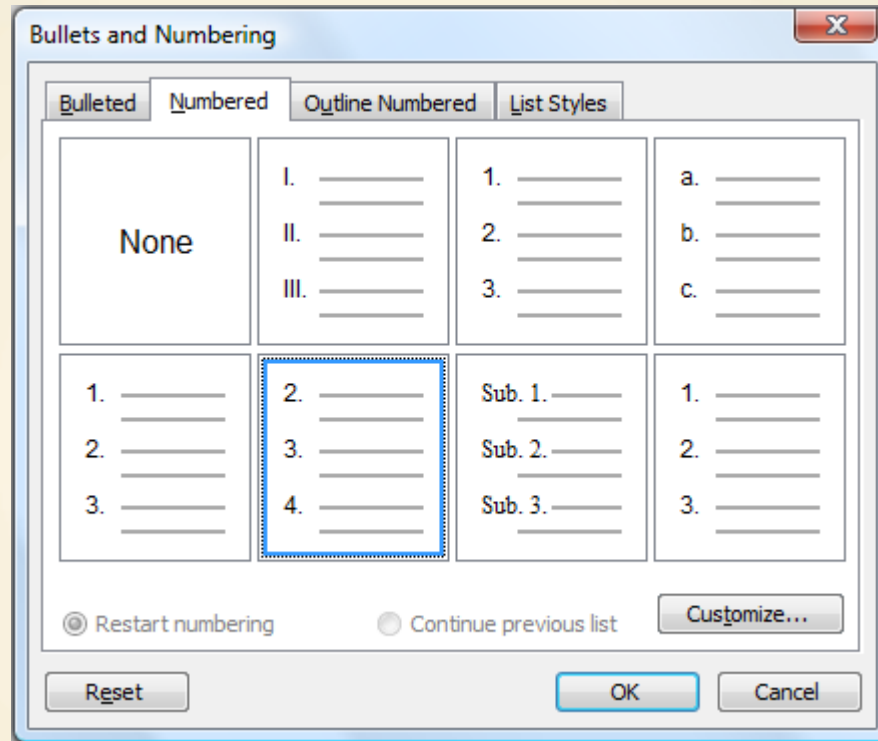
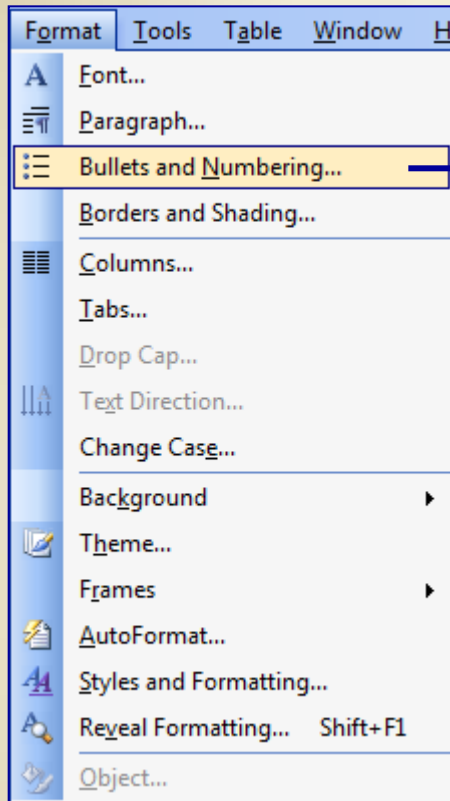
Page: 1 of 2 Words: 73 English (U.S.) 100%

5. Format → Bullets and Numbering:



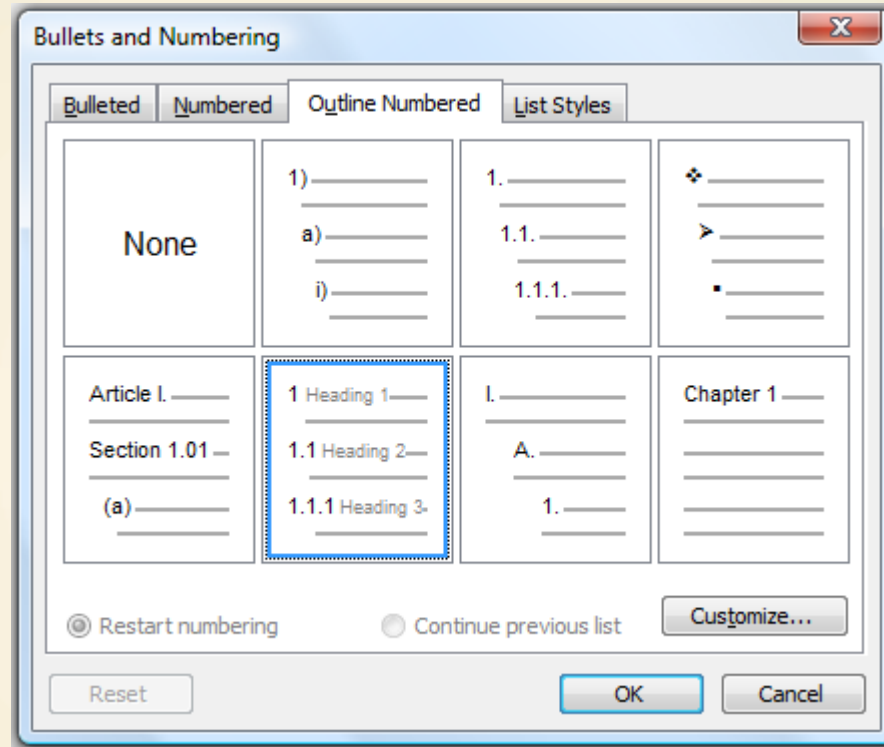
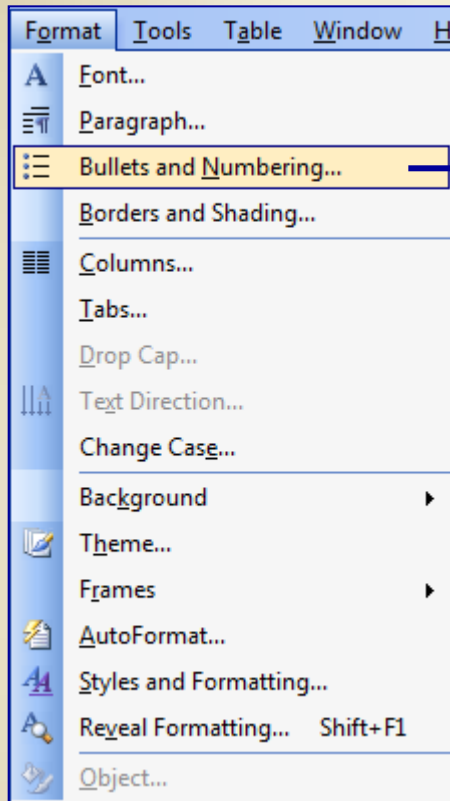
- ❖ Bulleted
- ❖ List

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

The screenshot shows the Microsoft Word interface with the 'List Library' task pane open. The task pane is divided into 'Current List' and 'List Library' sections. The 'List Library' section contains several list styles, with one style highlighted in yellow. A yellow arrow points to the 'Define New Multilevel List...' option at the bottom of the task pane.

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...](#)

Document Content:

Tema - Aplicati (Utilizati):

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

Increase Indent

The screenshot shows the Microsoft Word interface with the following elements:

- File Name:** Cuprins Automat.docx - Microsoft Word
- Tab:** Home
- Paragraph Group:** Contains icons for bulleted list, numbered list, decrease indent, and increase indent. A yellow mouse cursor is hovering over the 'Increase Indent' icon.
- Tooltip:** A white box with a blue border containing the text: "Increase Indent" and "Increase the indent level of the paragraph."
- Document Content:** A list of items with varying indent levels:
 - 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
- Diagram:** A large yellow arrow points from the list items towards the right side of the page, illustrating the effect of increasing the indent.

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

Cuprins Automat.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View

Table of Contents Add Text Update Table AB¹ Insert Footnote AB¹ Insert Citation Manage Sources Style: APA Fifth Bibliography Insert Caption Mark Entry Mark Citation Captions Index Table of Authorities

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...

Page: 1 of 1 Words: 21 Kommandi 90%

Update Cuprins

The screenshot shows the Microsoft Word interface with the 'References' ribbon selected. The 'Table of Contents' button on the ribbon is highlighted with a mouse cursor. Below the ribbon, a 'Table of Contents' window is open, displaying a list of sections with their respective page numbers. A context menu is open over the 'Update Field' option in the window, with a mouse cursor pointing to it. The context menu includes options such as Cut, Copy, Paste, Update Field, Edit Field..., Toggle Field Codes, Font..., Paragraph..., Bullets, and Numbering. 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 Fifth Edition

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.

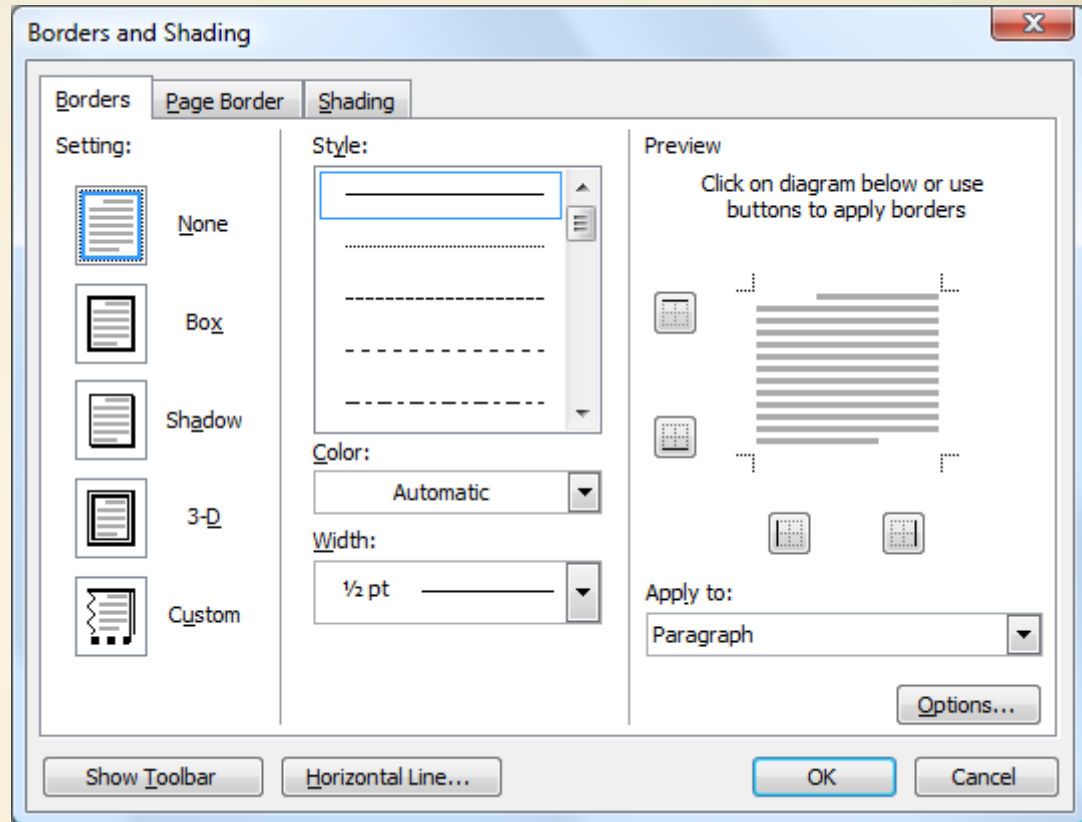
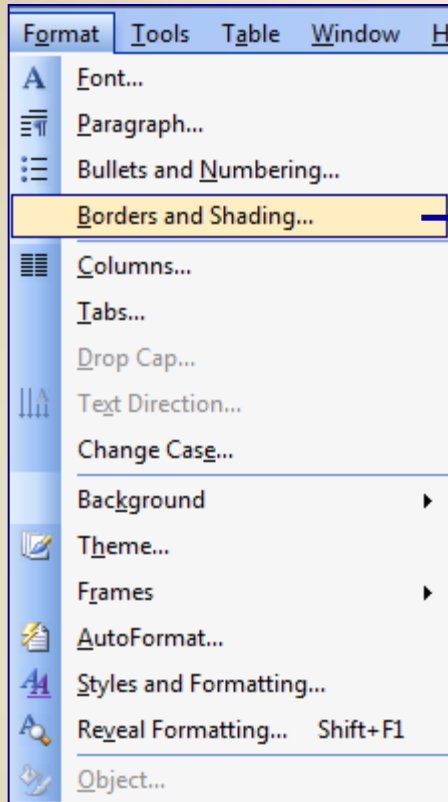
Annotations include:

- A cyan box with the text: "Ctrl+Shift+S, type *Heading 2* into the box (or select from dropdown)" with arrows pointing to the dialog box.
- 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:

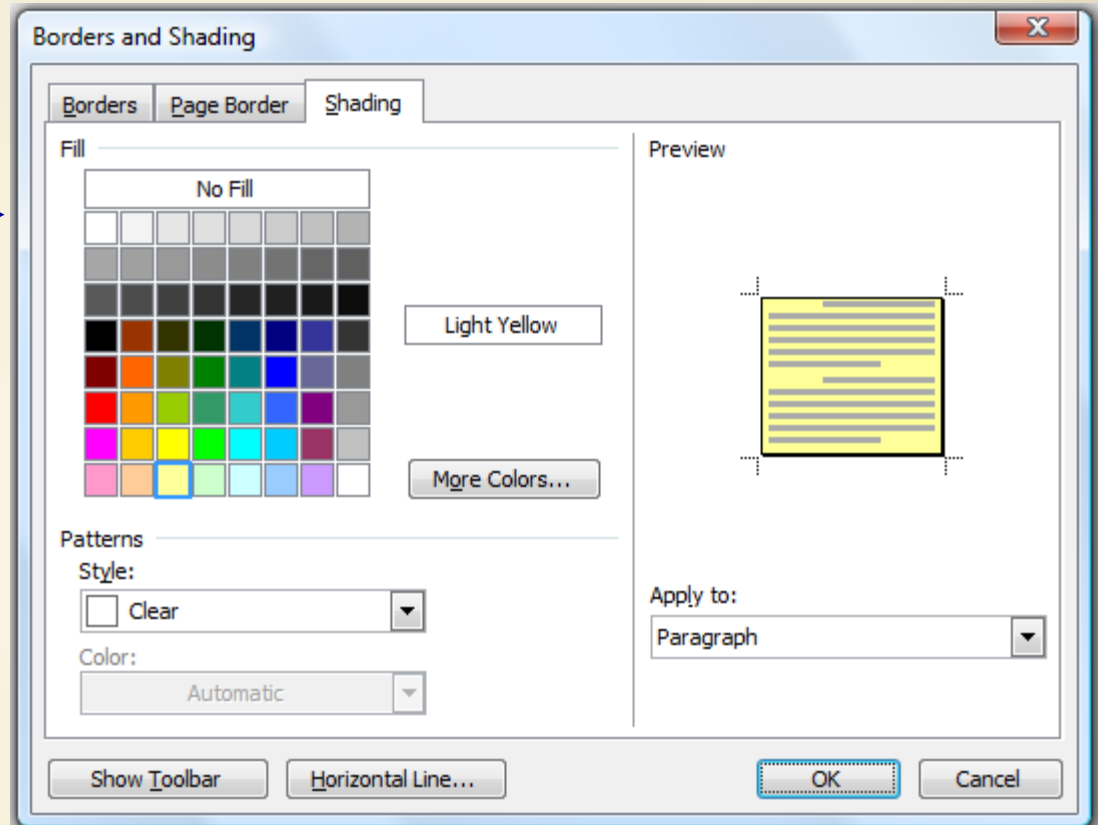
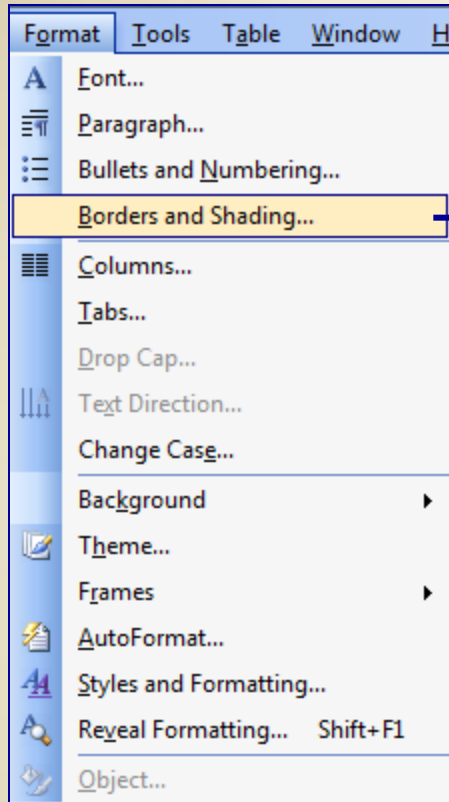


1 Introducere

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:

The screenshot shows the Microsoft Word interface with the document "Cuprins Automat.docx" open. The ribbon is set to "Home", and the "Font" group is active. A yellow arrow points to the "Borders and Shading" icon in the ribbon. The "Borders and Shading" task pane is open, displaying various border options. A blue-bordered text box is visible in the document, containing a table of contents:

1	<u>Tema - Aplicati (Utilizati):</u>
1.1	<u>Format:</u>
1.1.1	Font,
1.1.2	Paragraph,
1.1.3	Bullets & Numbering,
1.1.4	Borders,
1.1.5	Columns,
1.1.6	<u>Background</u>

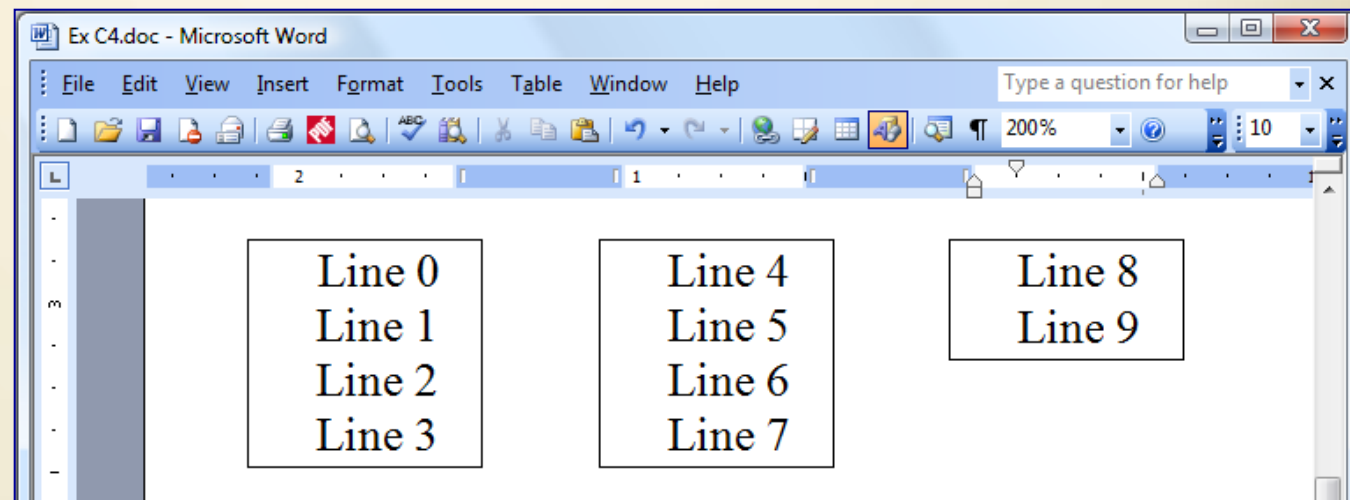
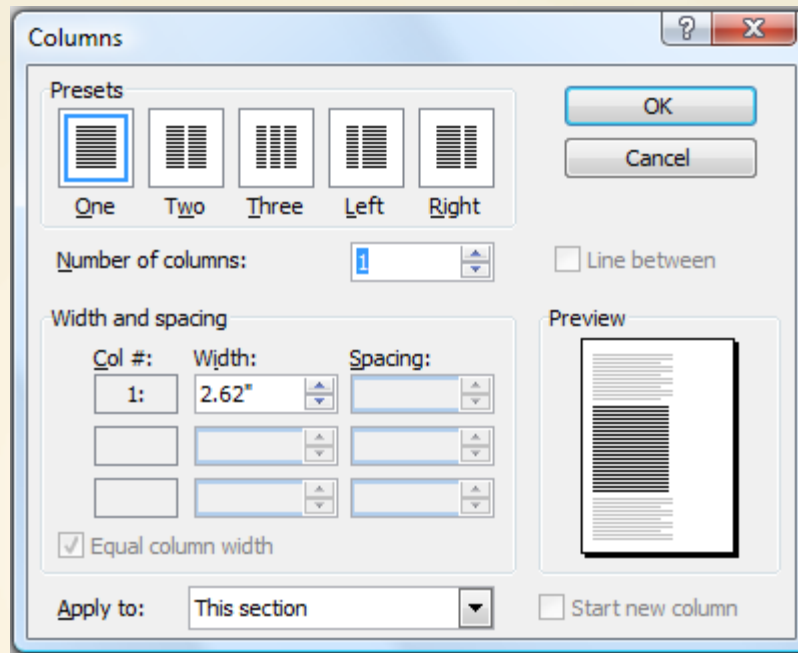
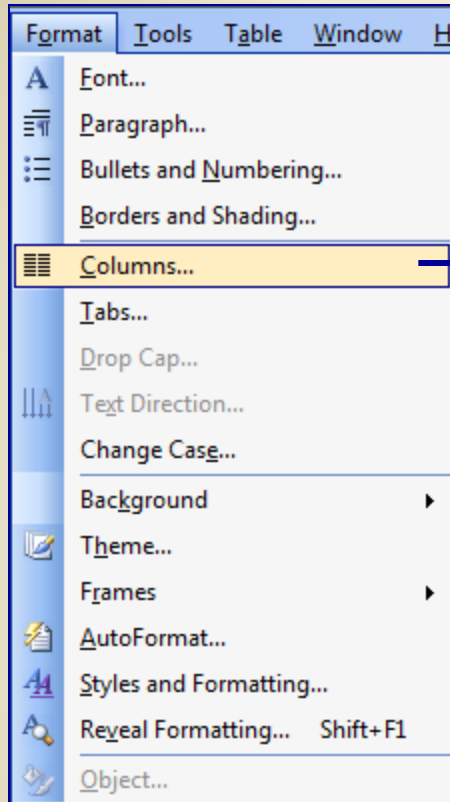
The "Borders and Shading" task pane includes the following options:

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Borders
- Inside Vertical Borders
- Diagonal Borders
- Diagonal Borders (Top-Left to Bottom-Right)
- Diagonal Borders (Bottom-Left to Top-Right)
- Horizontal Borders
- Vertical Borders
- Draw Borders
- View Shading
- Borders and Shading...

A tooltip is displayed over the "Borders and Shading..." option, stating: "Choose from various border options."

The status bar at the bottom shows: Page: 1 of 1, Words: 21/54, English (U.S.), and a zoom level of 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

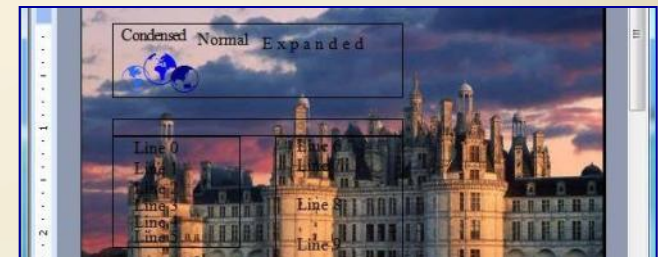
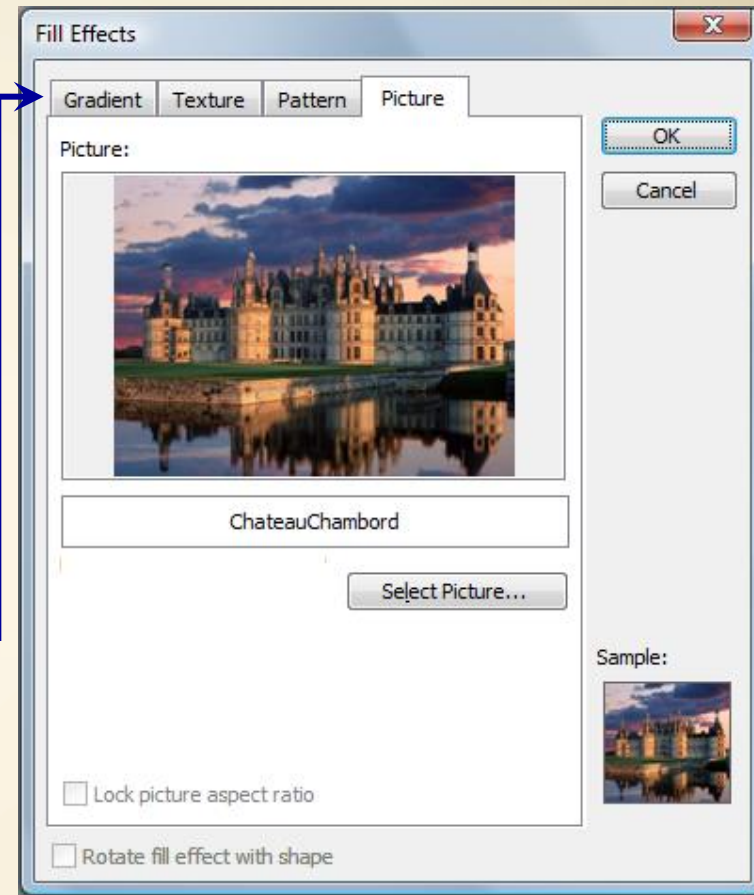
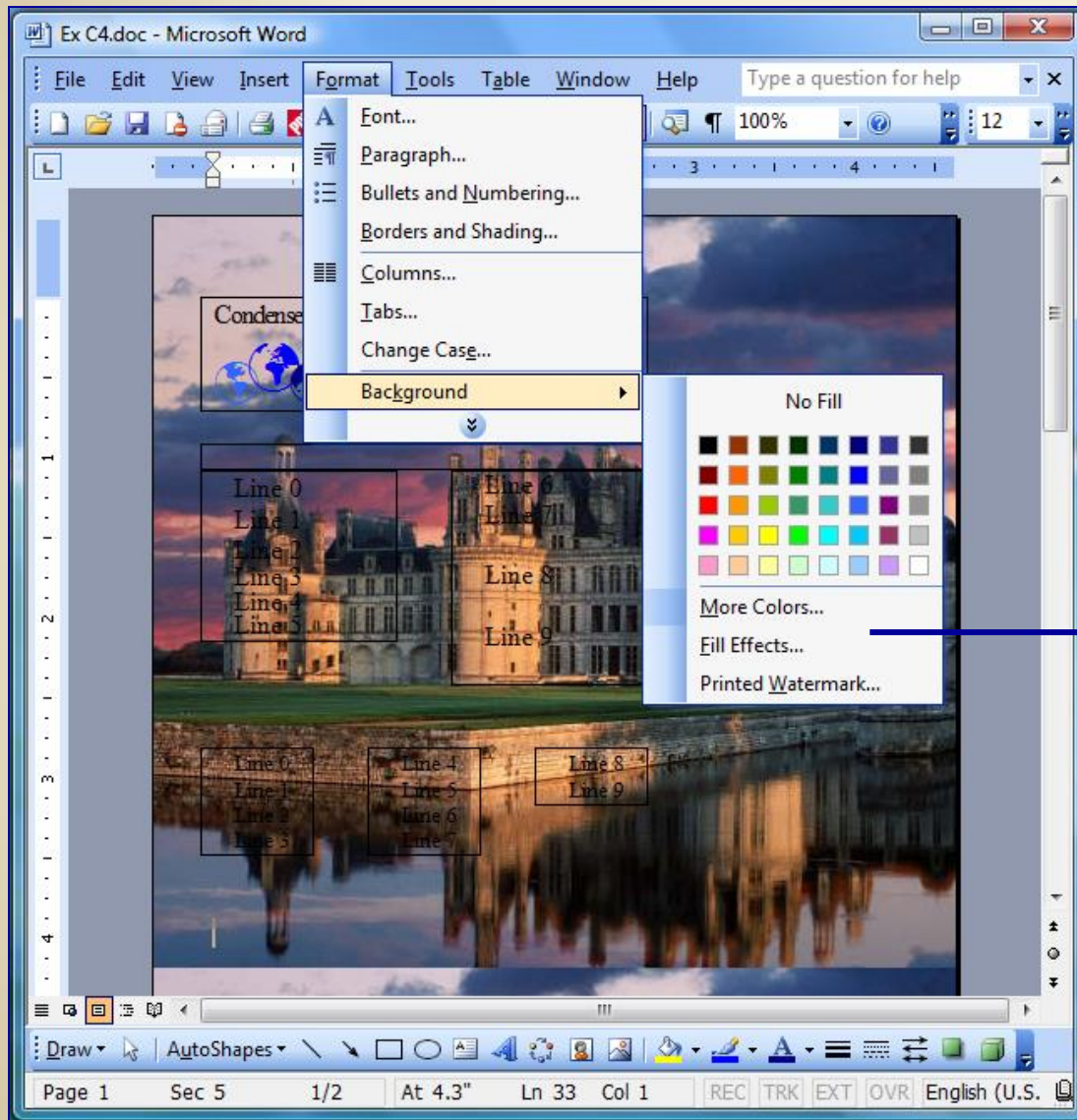
Split text into two or more columns.

The document content is displayed in two columns:

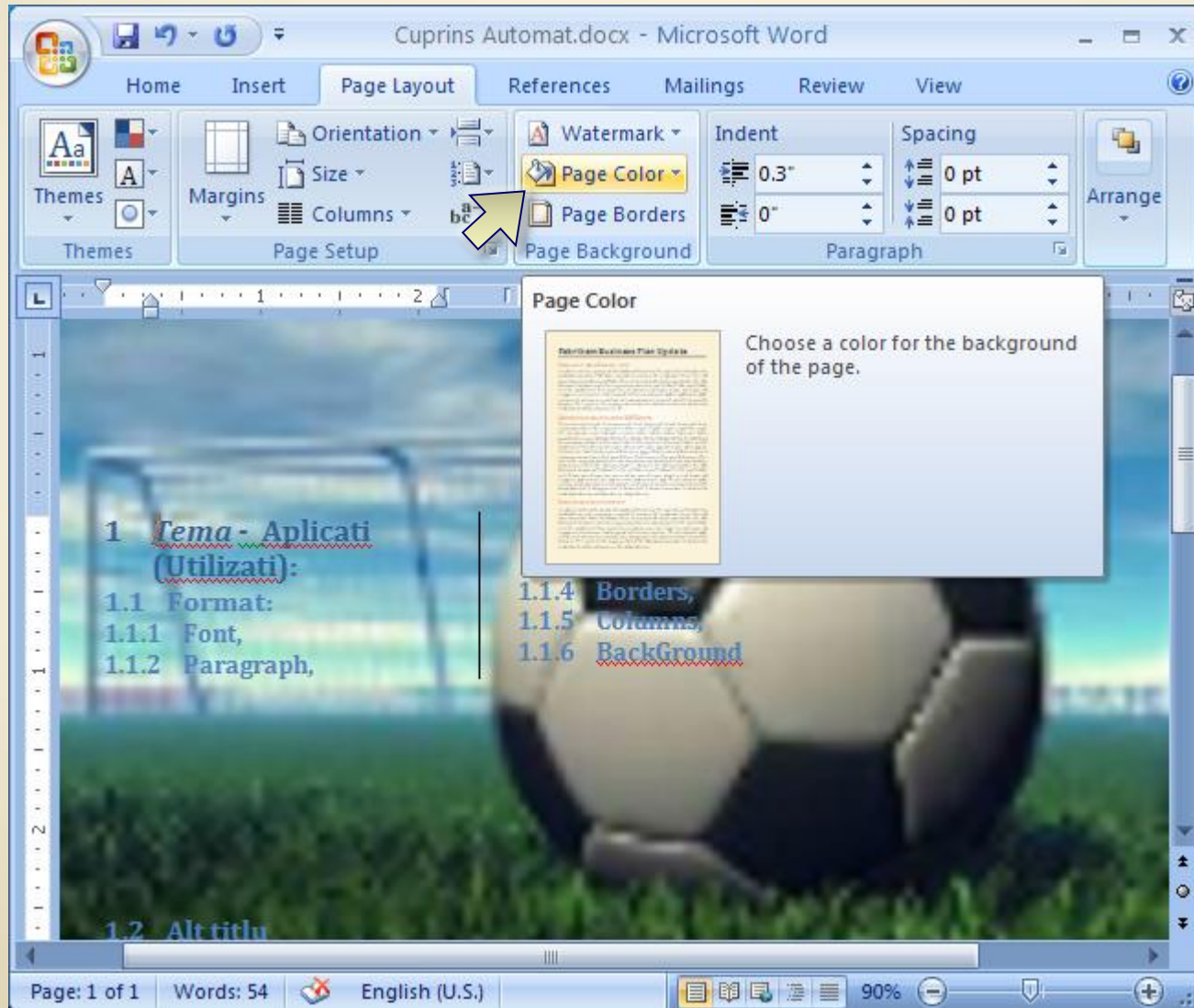
- 1 **Tema - Aplicati (Utilizati):**
 - 1.1 **Format:**
 - 1.1.1 **Font,**
 - 1.1.2 **Paragraph,**
 - 1.1.3 **Bullets & Numbering,**
 - 1.1.4 **Borders,**
 - 1.1.5 **Columns,**
 - 1.1.6 **BackGround**

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

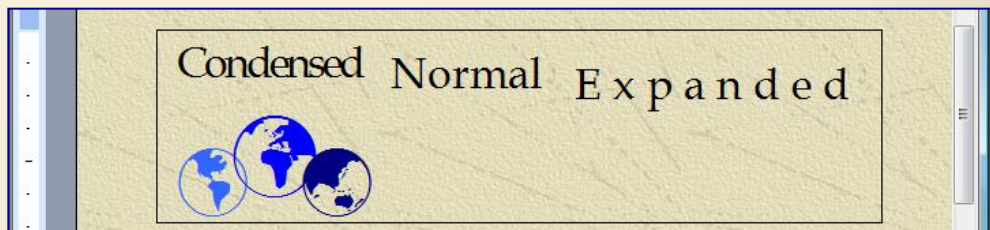
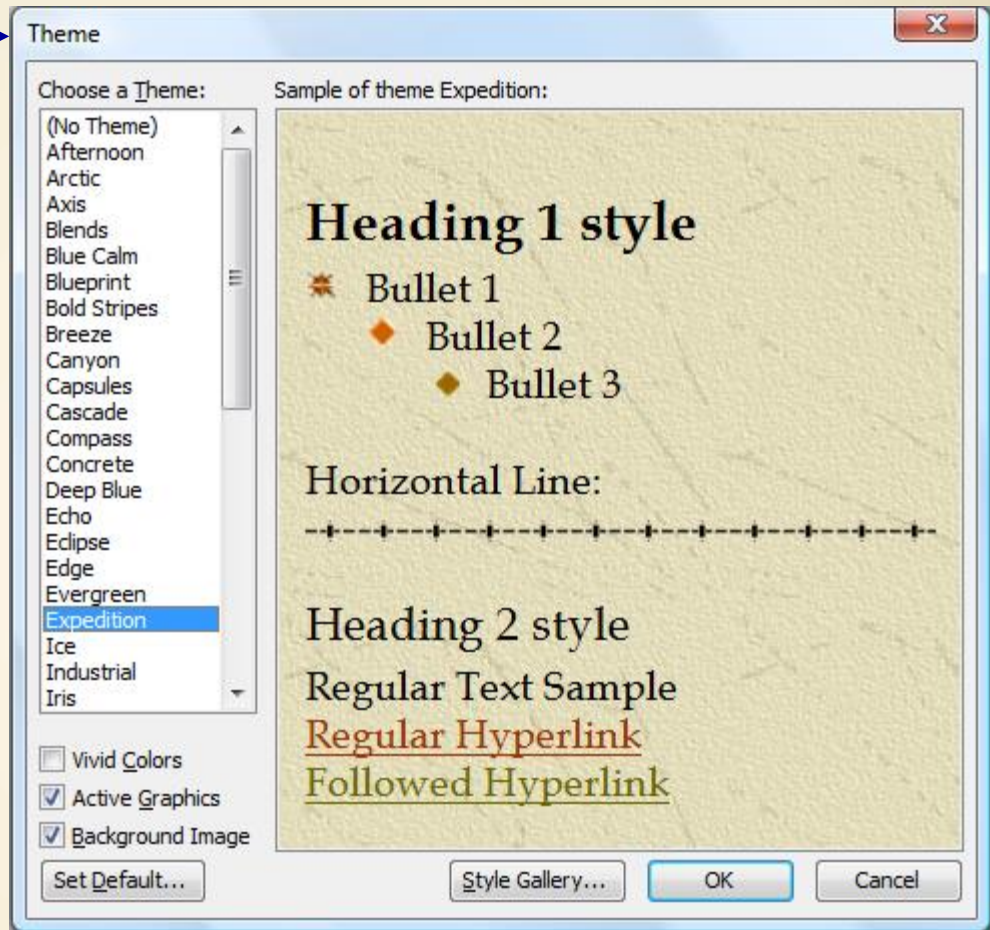
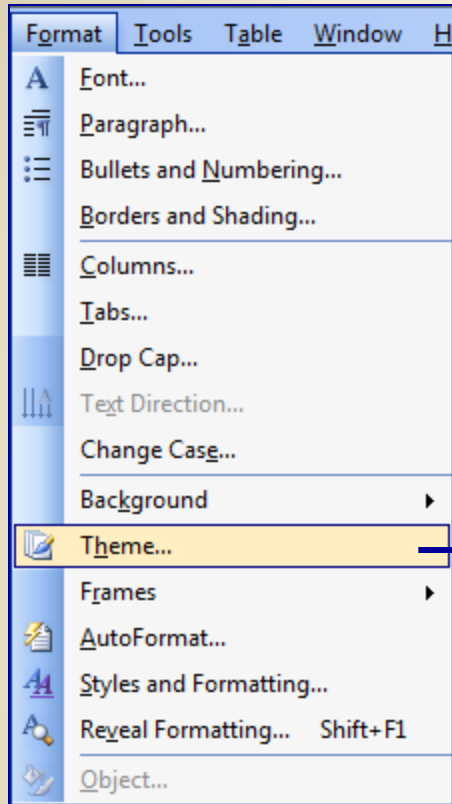
5. Format → Background:



Background → Page Color:



5. Format → Theme:



Theme:

The screenshot shows the Microsoft Word 2010 interface. The title bar reads "Cuprins Automat.docx - Microsoft Word". The ribbon is set to "Page Layout". The "Themes" group on the ribbon is highlighted, and a mouse cursor is pointing at the "Themes" button. A context menu is open, showing the current theme as "Oriel" and a description: "Change the overall design of the entire document, including colors, fonts, and effects." Below the description, it says "Press F1 for more help." The document content is displayed in a yellow background and includes a table of contents with the following items:

- 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: 54", "English (U.S.)", and "90%".

Tema - Aplicati (Utilizati):

✓ **Format:**

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

... C3 / 17 Oct. 2018