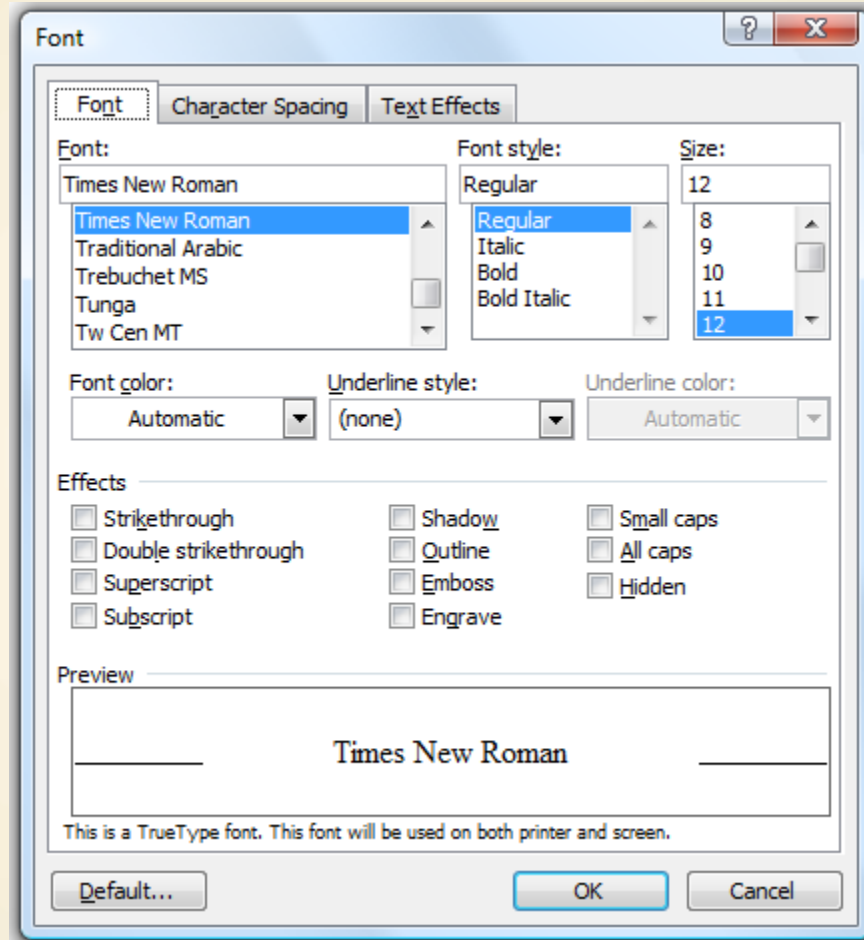
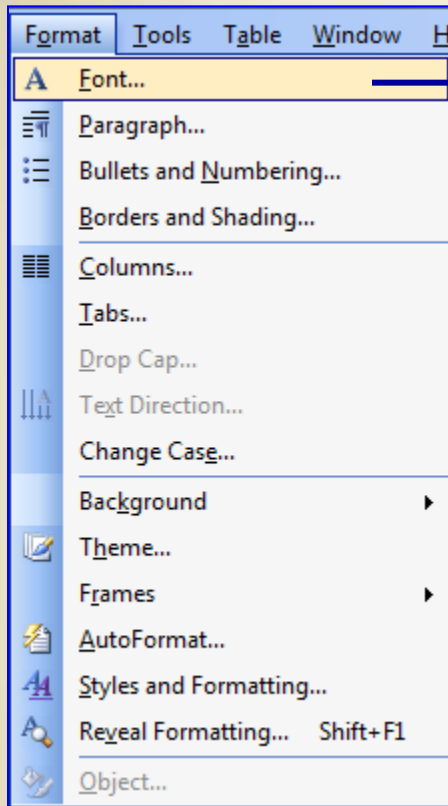


Birotica → Word₂

- 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 ...

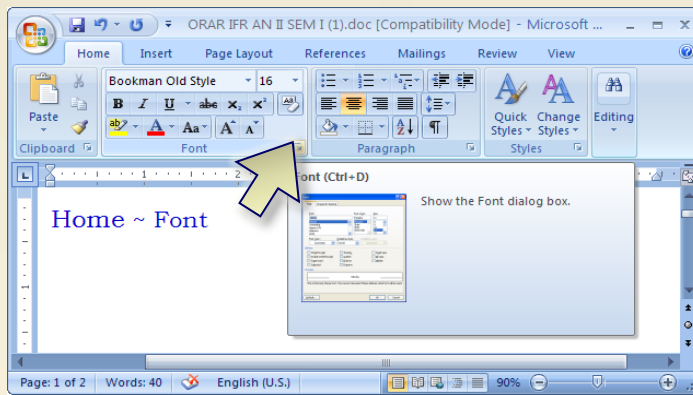
- a) Clipboard
- b) Font
- c) Paragraph
- d) Styles
- e) Editing

2) Insert

- a) Pages

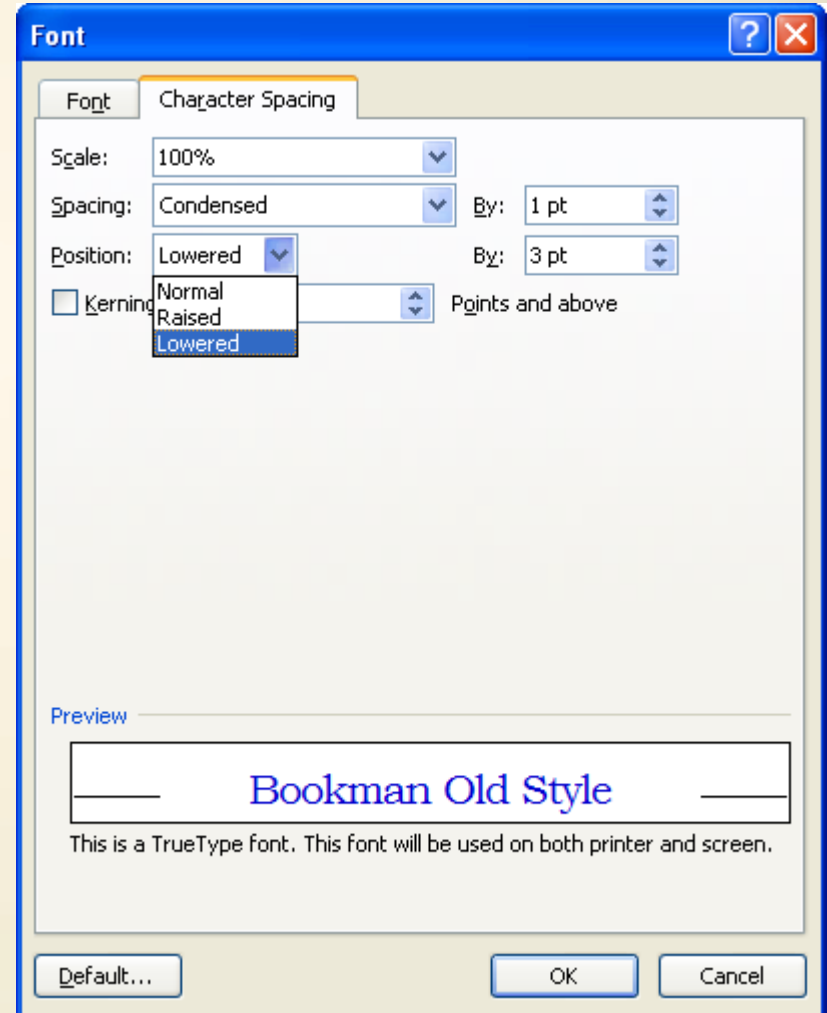
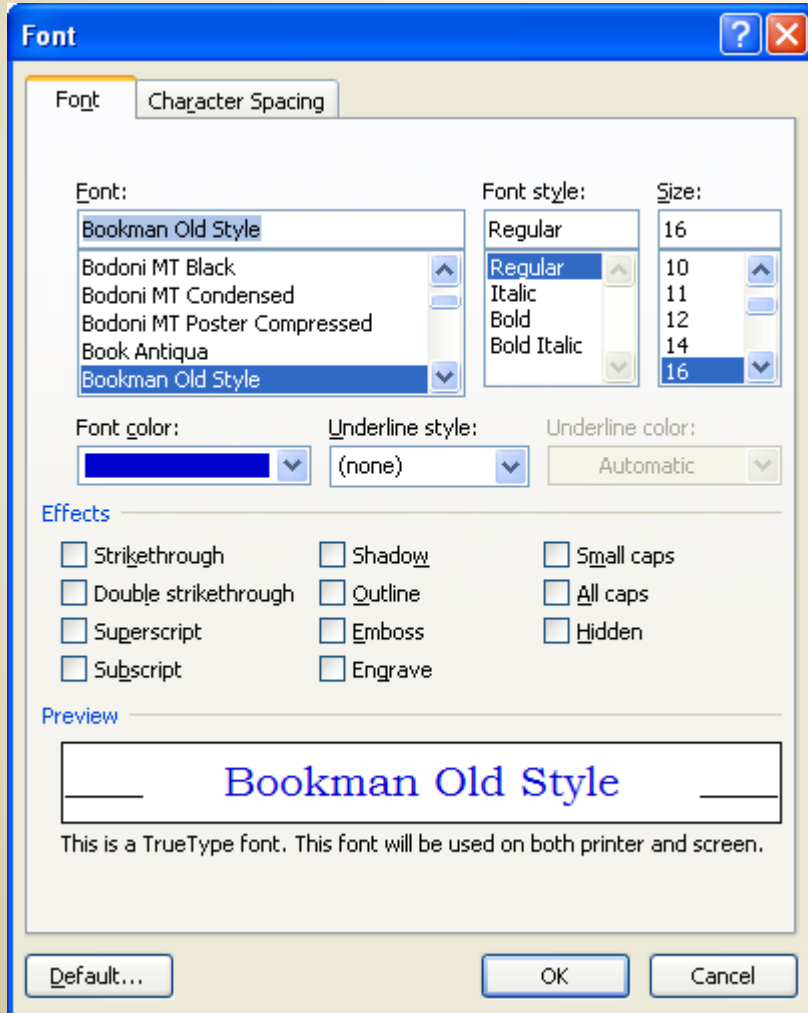
Page: 1 of 3 Words: 108 English (U.S.) 100%

Home → Font :



Font

Character Spacing



Home – Font ...

The screenshot shows the Microsoft Word interface with the Home ribbon selected. The ribbon is divided into several groups: Clipboard, Font, Paragraph, Styles, and Editing. The Font group is highlighted, showing options for font face (Bookman Old Style), size (18), bold, italic, underline, and text color. The Paragraph group shows options for bullet points, numbering, and indentation. The Styles group shows the Normal style selected. The Editing group shows Find, Replace, and Select options.

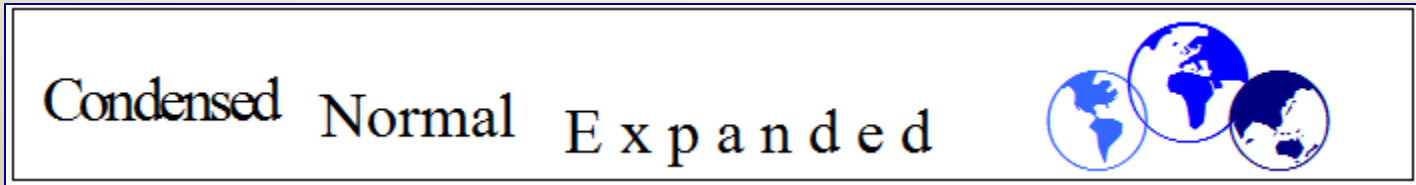
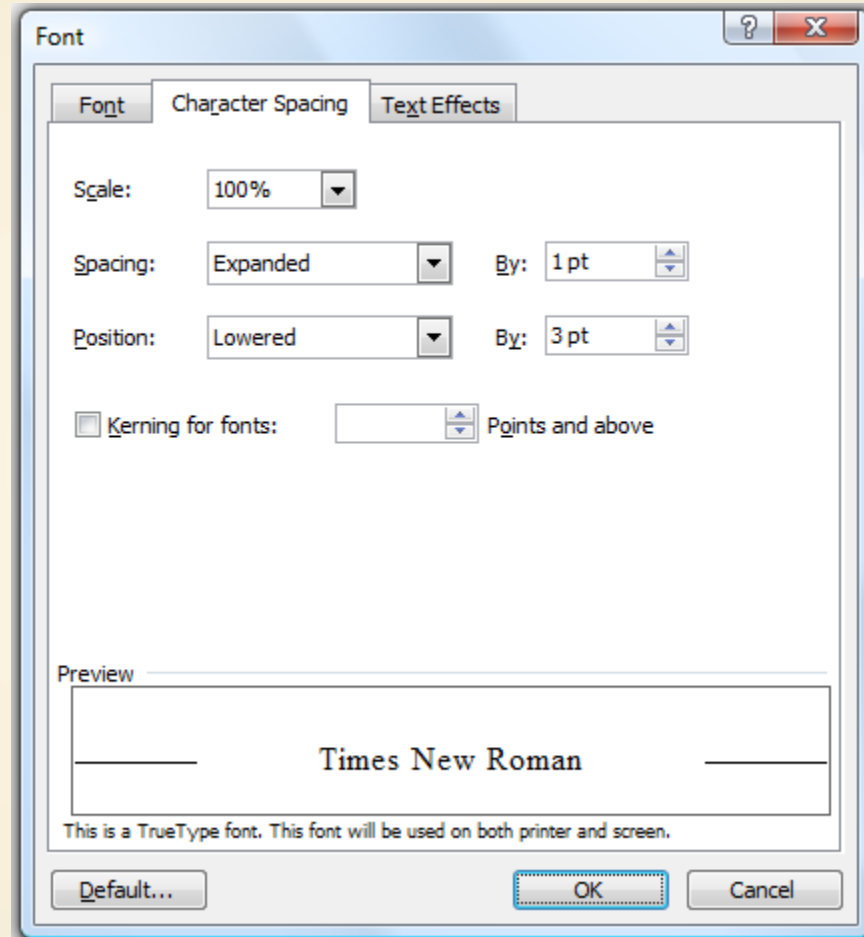
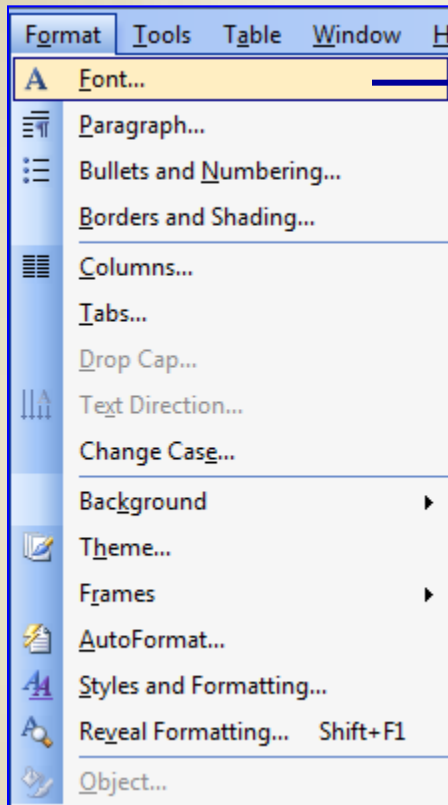
The main document area contains a list of items:

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

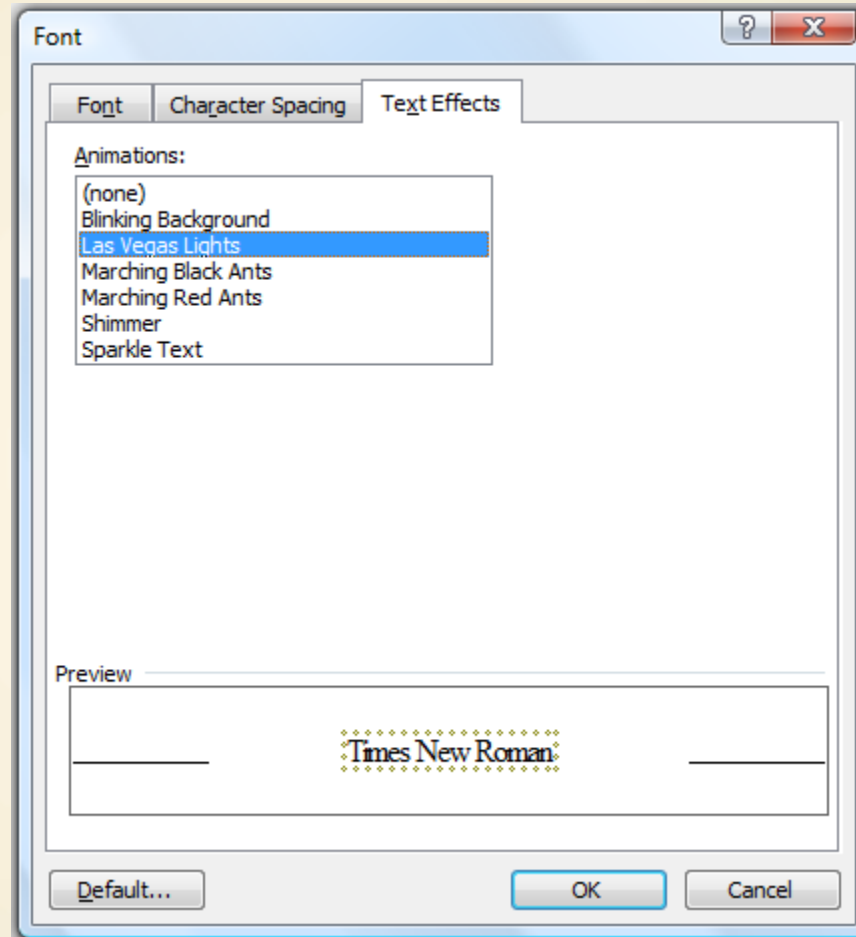
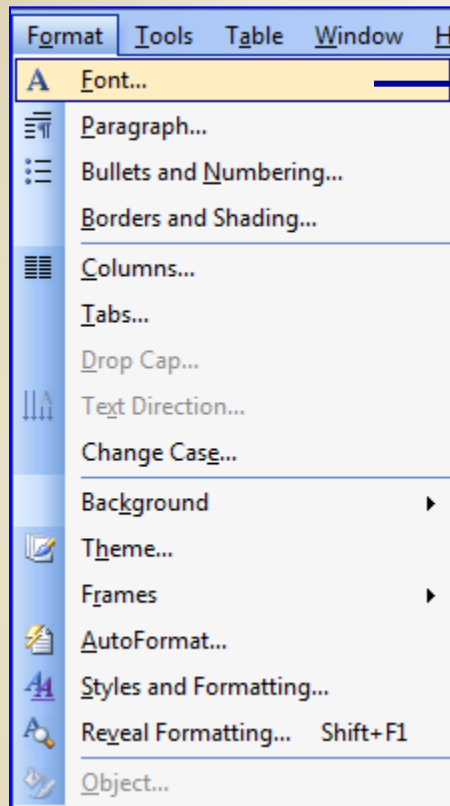
A small floating window is positioned over the list, showing a preview of the Font group settings, including the font face (Bookman Old Style), size (18), and bold, italic, underline, and text color options. A green arrow points to the word "Paragraph" in the list.

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

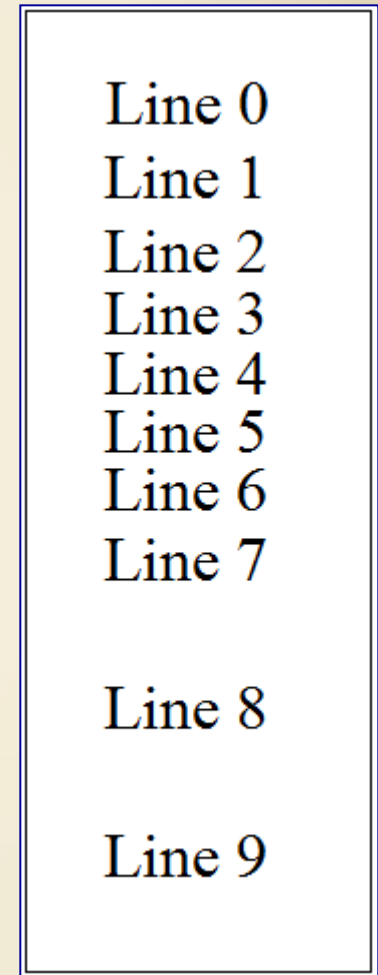
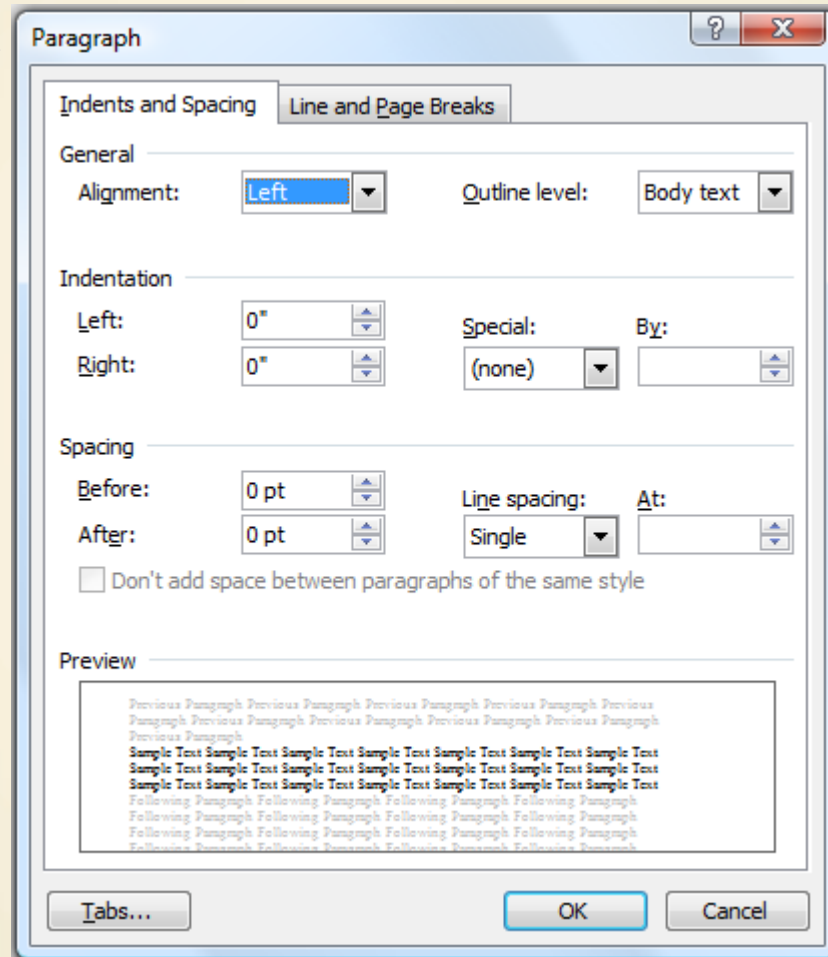
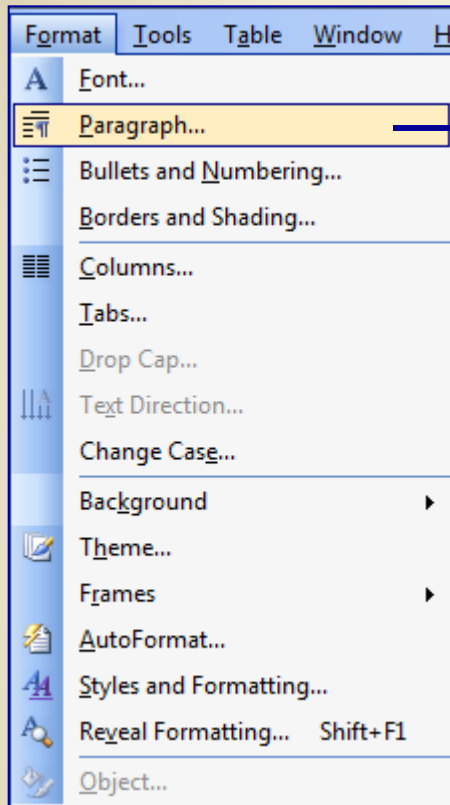
5. Format → Font → Character Spacing:



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 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 Bring to Front Align
Size Line Numbers Page Color Hyphenation 0.5" 12 pt Position Send to Back Group
Columns Hyphenation 0" 10 pt Text Wrapping Rotate

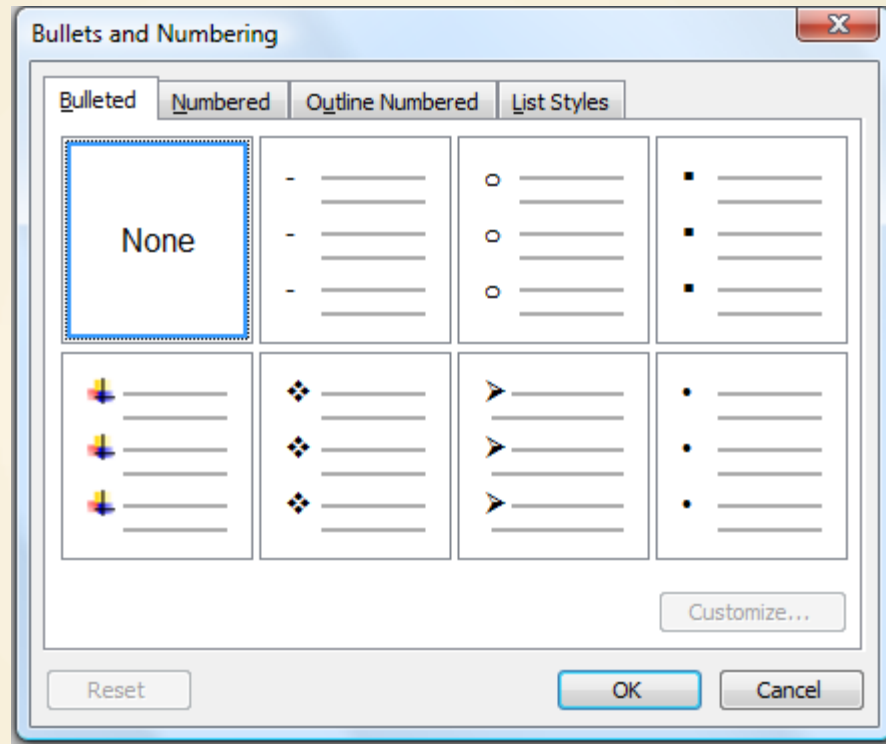
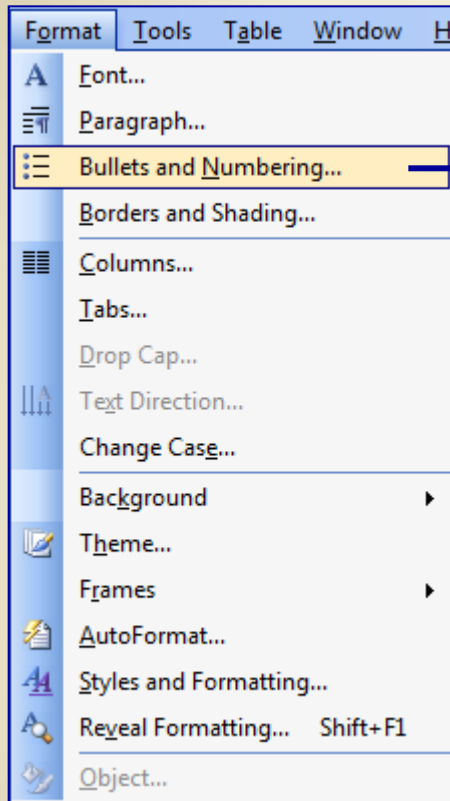
Themes
Current: Office Theme
Change the overall design of the entire document, including colors, fonts, and effects.
Press F1 for more help.

3) Page Layout

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

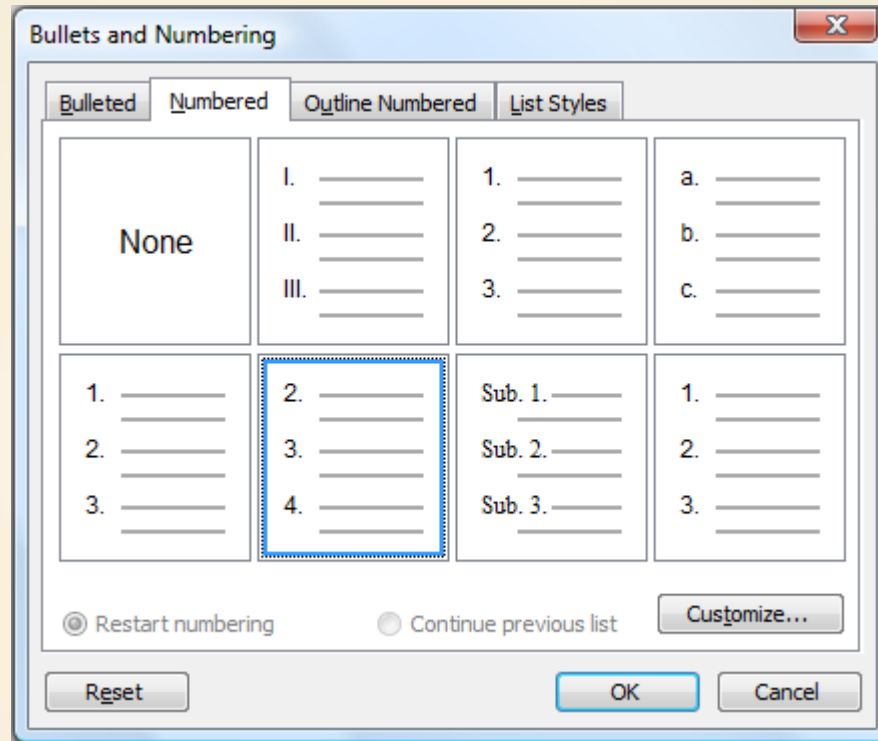
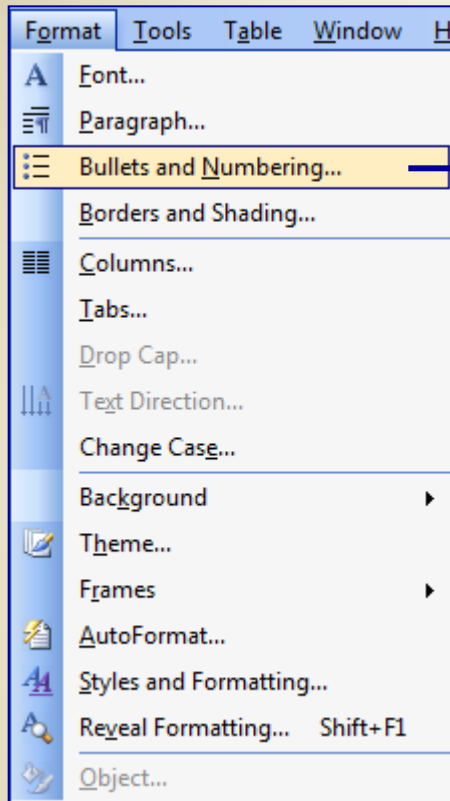
Page: 1 of 2 Words: 73 English (U.S.) 100%

5. Format → Bullets and Numbering:



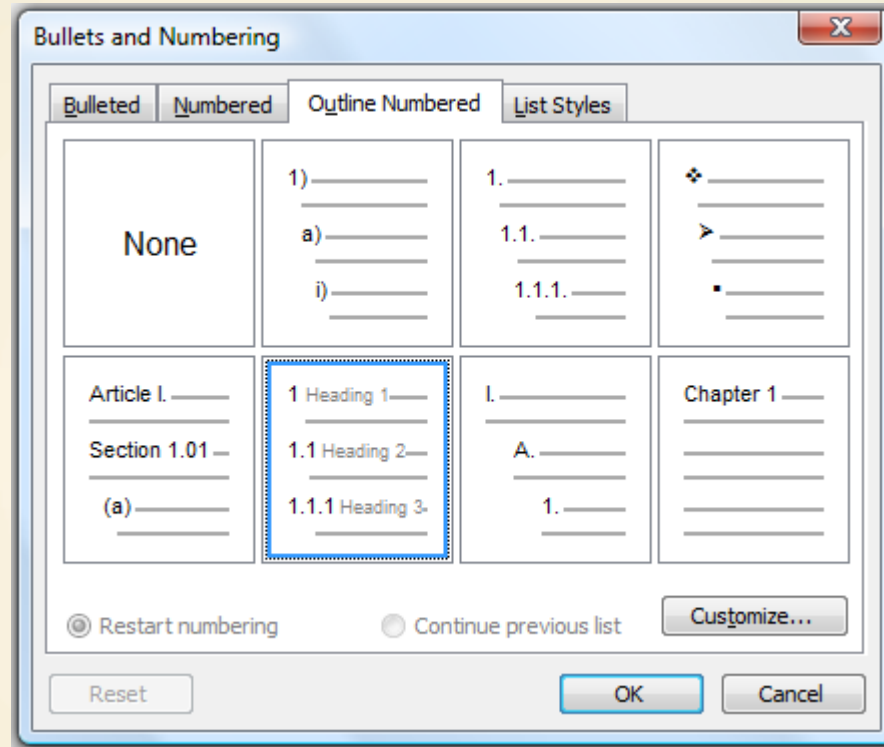
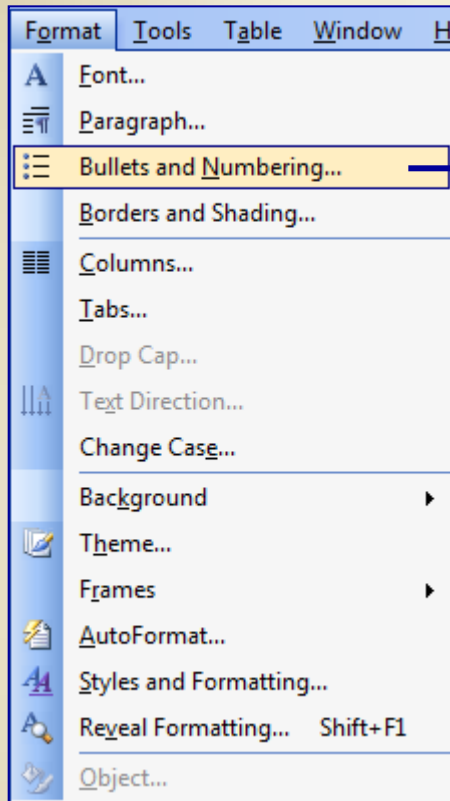
- ❖ **Bulleted**
- ❖ **List**

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 :
- 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 'Home' tab is active, and the ribbon shows font and paragraph settings. In the main document area, the text 'Tema - Aplicati (Utilizati):' is followed by a bulleted list with the following items checked:

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

The 'List Library' task pane is open on the right side of the window. It displays various list styles under the 'Current List' and 'List Library' sections. The 'None' option is selected and highlighted with a yellow border. A context menu is open over the 'None' option, showing 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
- 1.1.1.1.1.1.1.1.1 Heading 9

At the bottom of the task pane, there are three options: 'Change List Level', 'Define New Multilevel List...', and 'Define New List Style...'. The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 20/20', 'English (U.S.)', and a zoom level of 90%.

Increase Indent

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

- Title Bar:** Cuprins Automat.docx - Microsoft Word
- Home Tab:** Active, showing the Paragraph group with the 'Increase Indent' button (represented by a right-pointing arrow icon) highlighted by a yellow mouse cursor.
- 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, illustrating the effect of increasing the indent.
- Status Bar:** 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 inserting 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 for a document titled "Cuprins Automat.docx". The "References" ribbon is active, showing 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 their respective page numbers. A context menu is open over the "Update Field" option, which is highlighted. The menu includes options like "Cut", "Copy", "Paste", "Update Field", "Edit Field...", "Toggle Field Codes", "Font...", "Paragraph...", "Bullets", and "Numbering".

References Ribbon:

- Table of Contents
- Footnotes
- Citations & Bibliography
- Captions
- Index
- Table of Authorities

Table of Contents Window:

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

Context Menu:

- Cut
- Copy
- Paste
- Update Field**
- Edit Field...
- Toggle Field Codes
- Font...
- Paragraph...
- Bullets
- Numbering

Status Bar: 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.

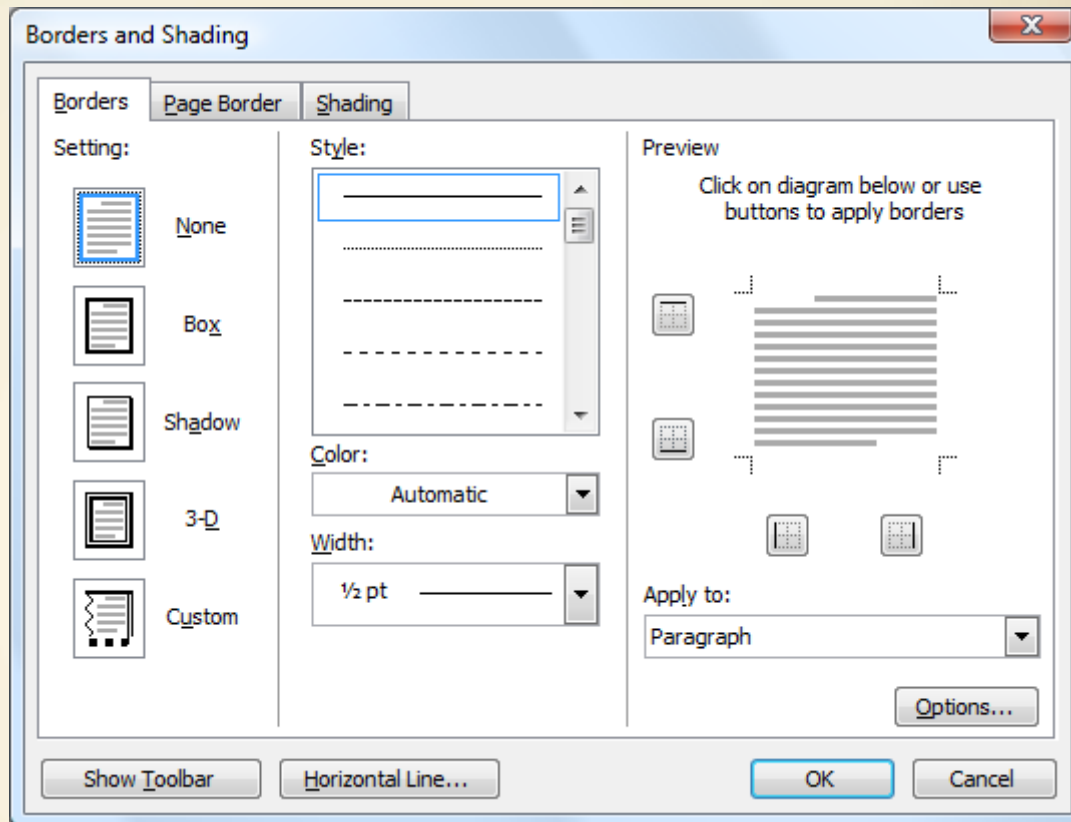
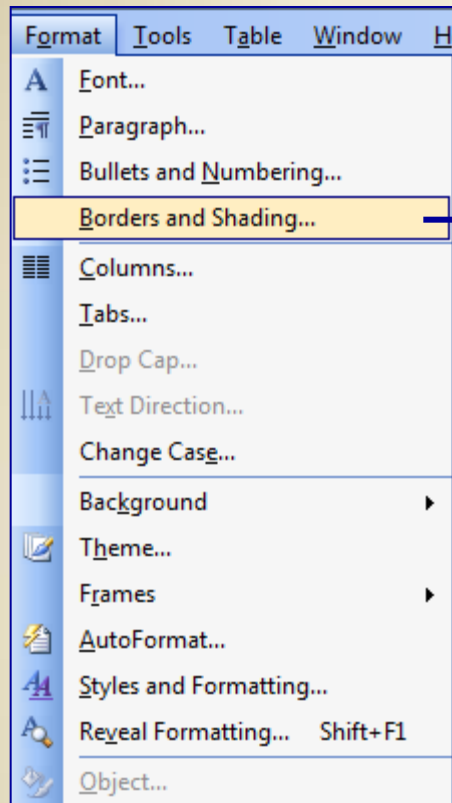
Annotations include:

- A cyan box with the text: **Ctrl+Shift+S, type *Heading 2* into the box (or select from dropdown)**. Arrows point from this box to the 'Style Name' dropdown in the 'Apply Styles' dialog.
- 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:

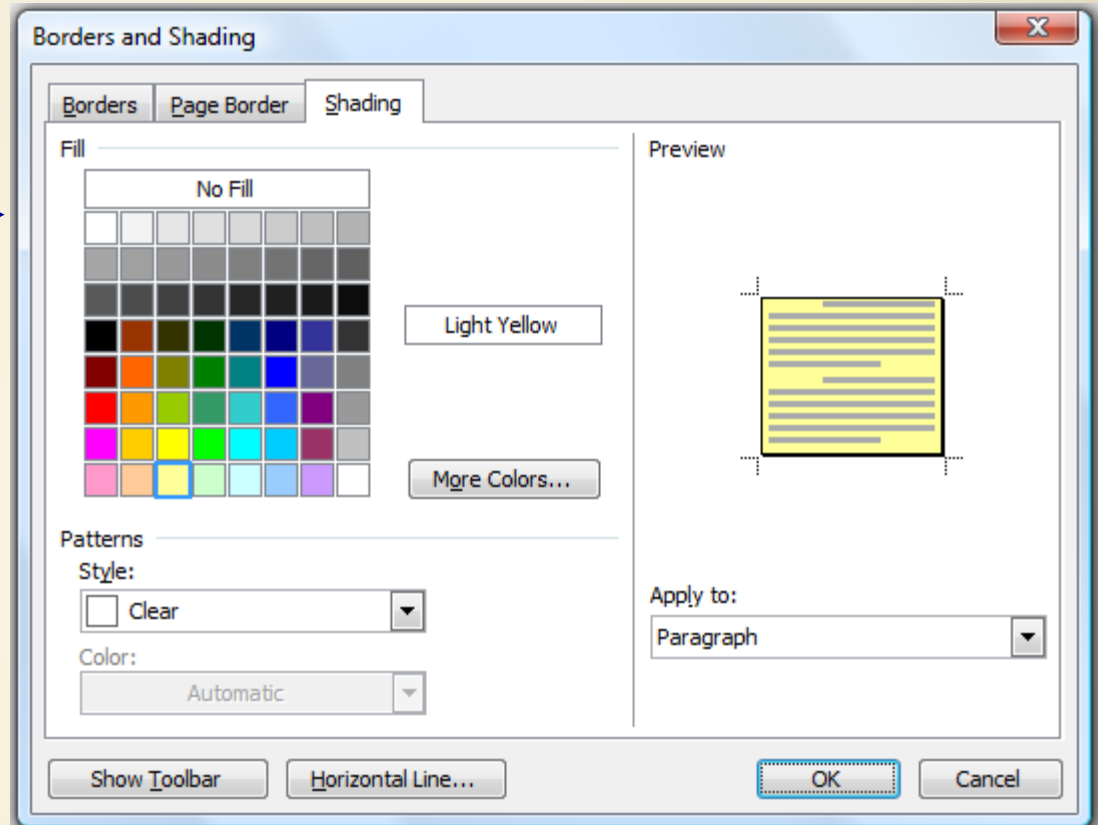
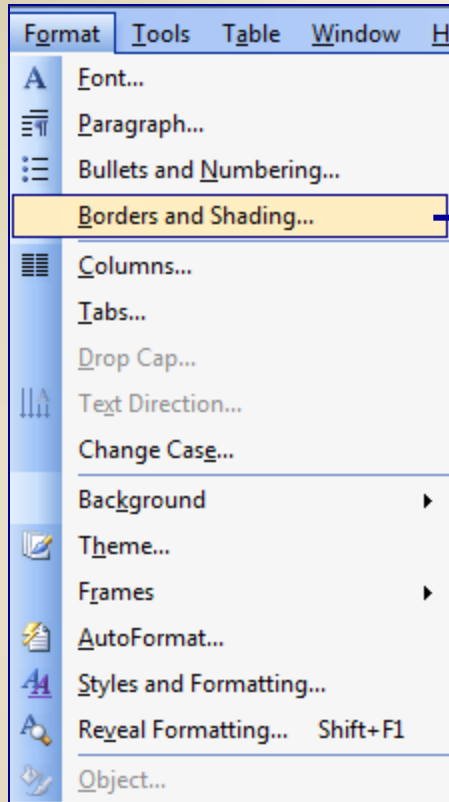


1 Introducere

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

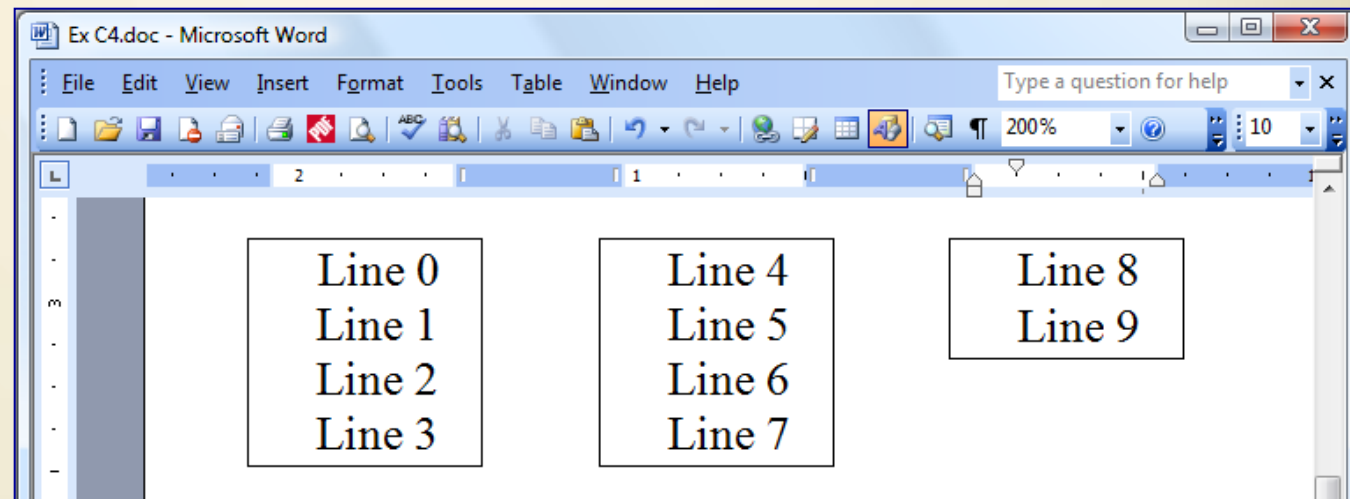
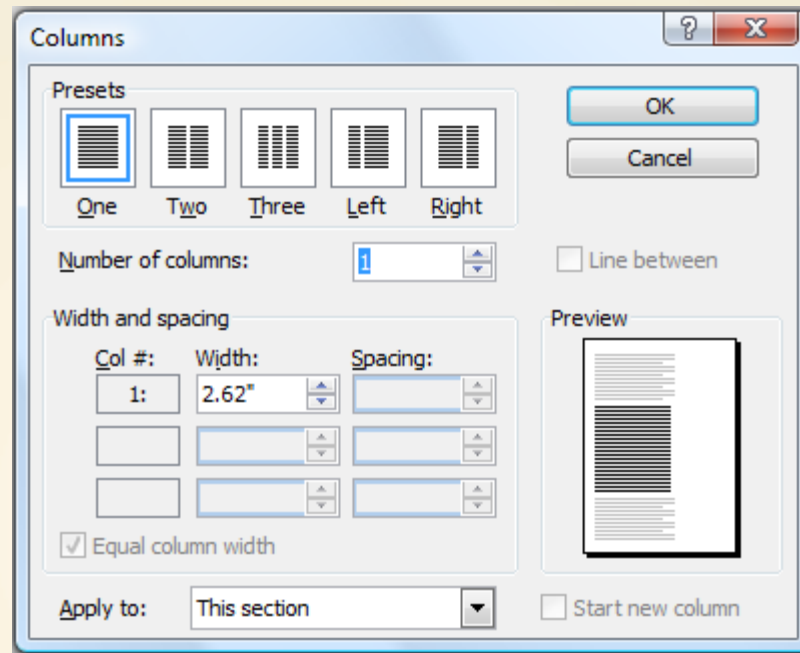
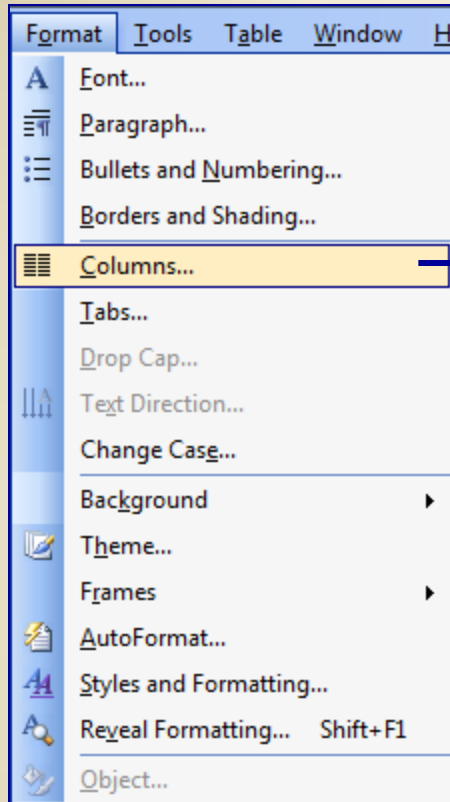
View Graphics

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 with a yellow mouse cursor. A tooltip for the 'Columns' button is displayed, stating: 'Split text into two or more columns.' The document content is split into two columns. The left column contains the following text:

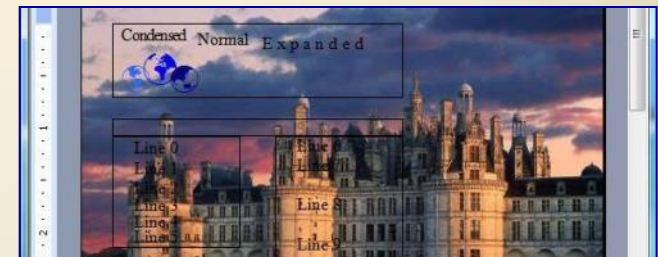
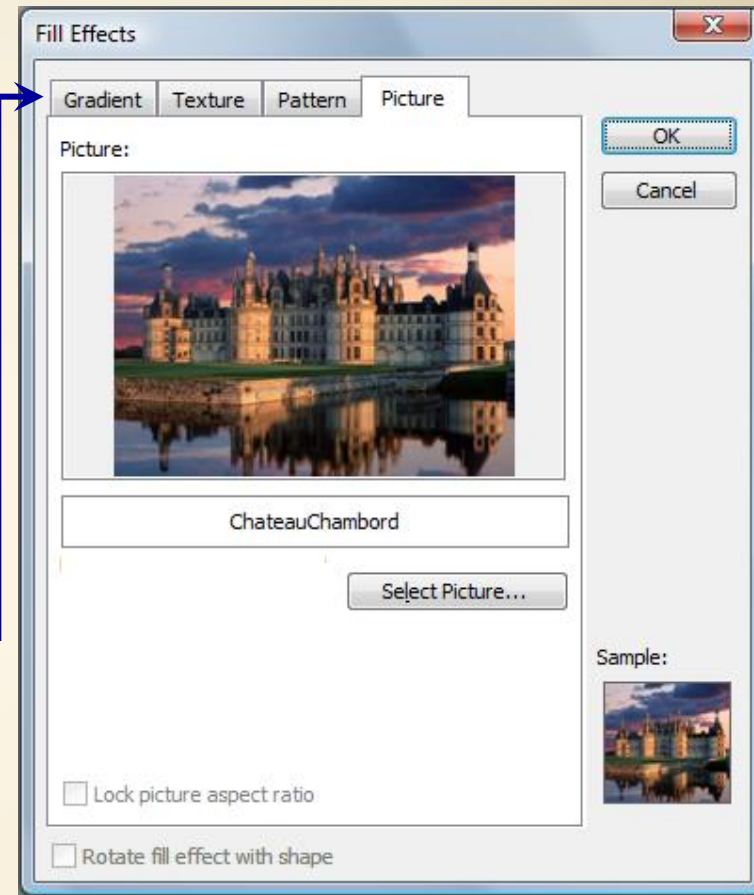
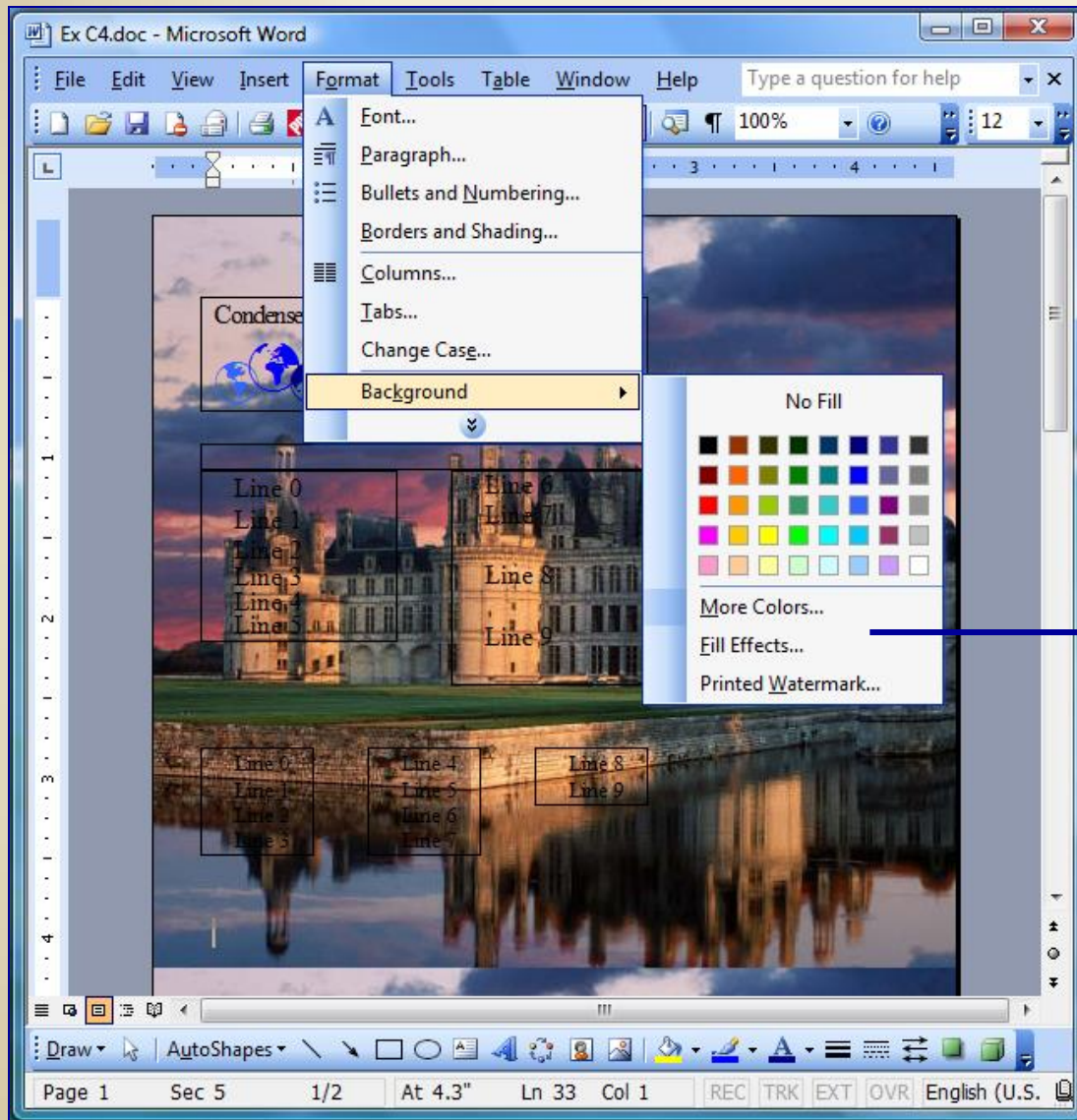
- 1 **Tema - Aplicati (Utilizati):**
- 1.1 **Format:**
- 1.1.1 **Font,**
- 1.1.2 **Paragraph,**

The right column contains the following text:

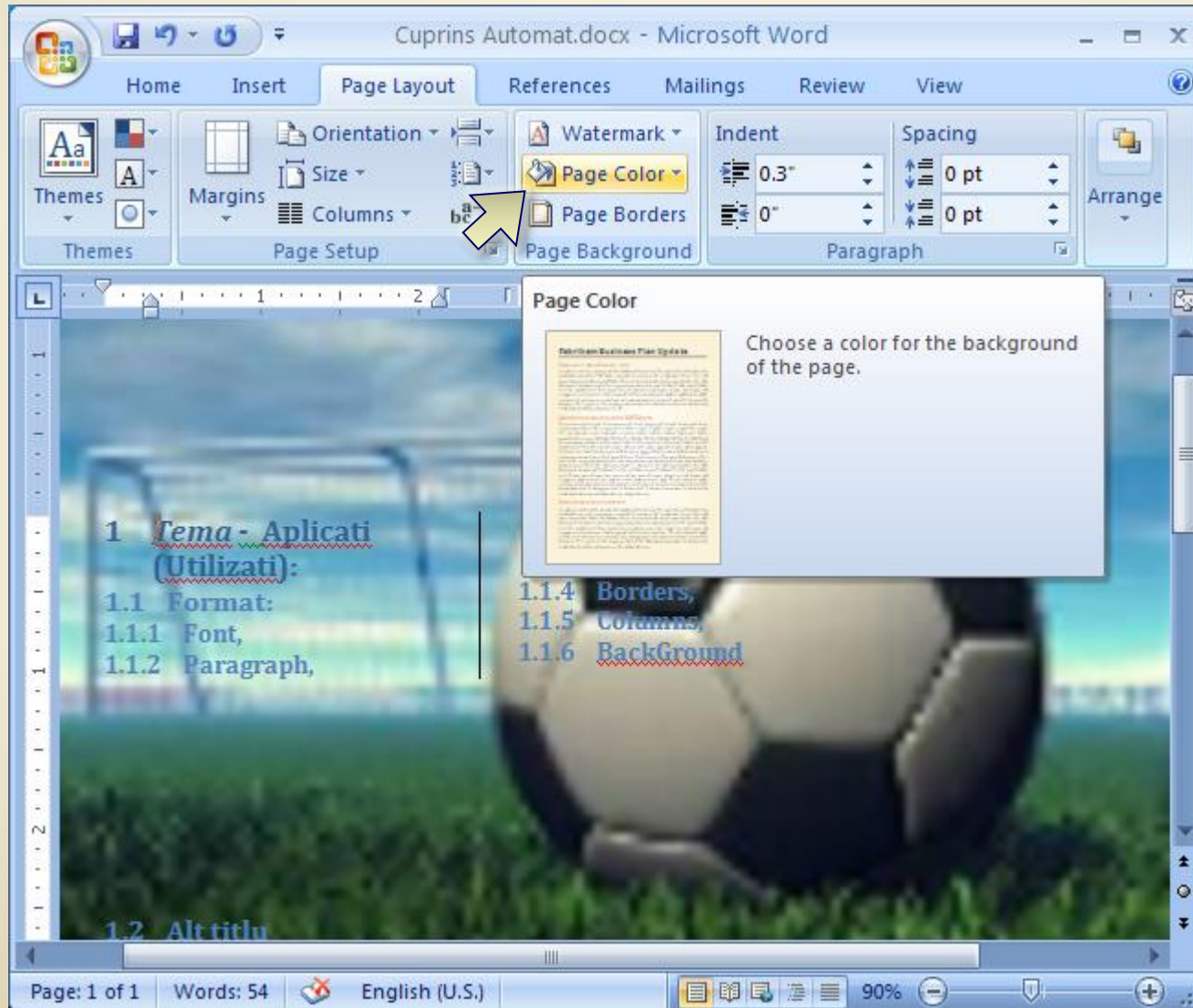
- 1.1.3 **Bullets & Numbering,**
- 1.1.4 **Borders,**
- 1.1.5 **Columns,**
- 1.1.6 **BackGround**

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

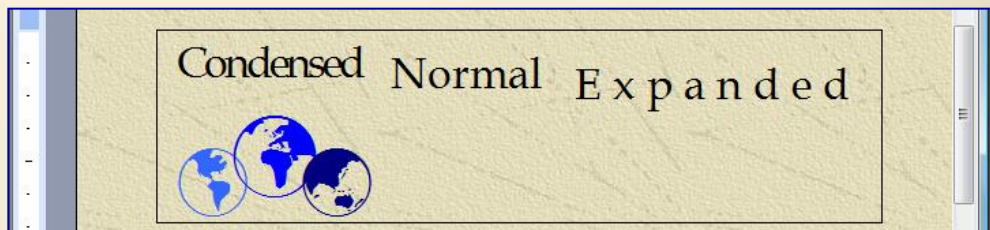
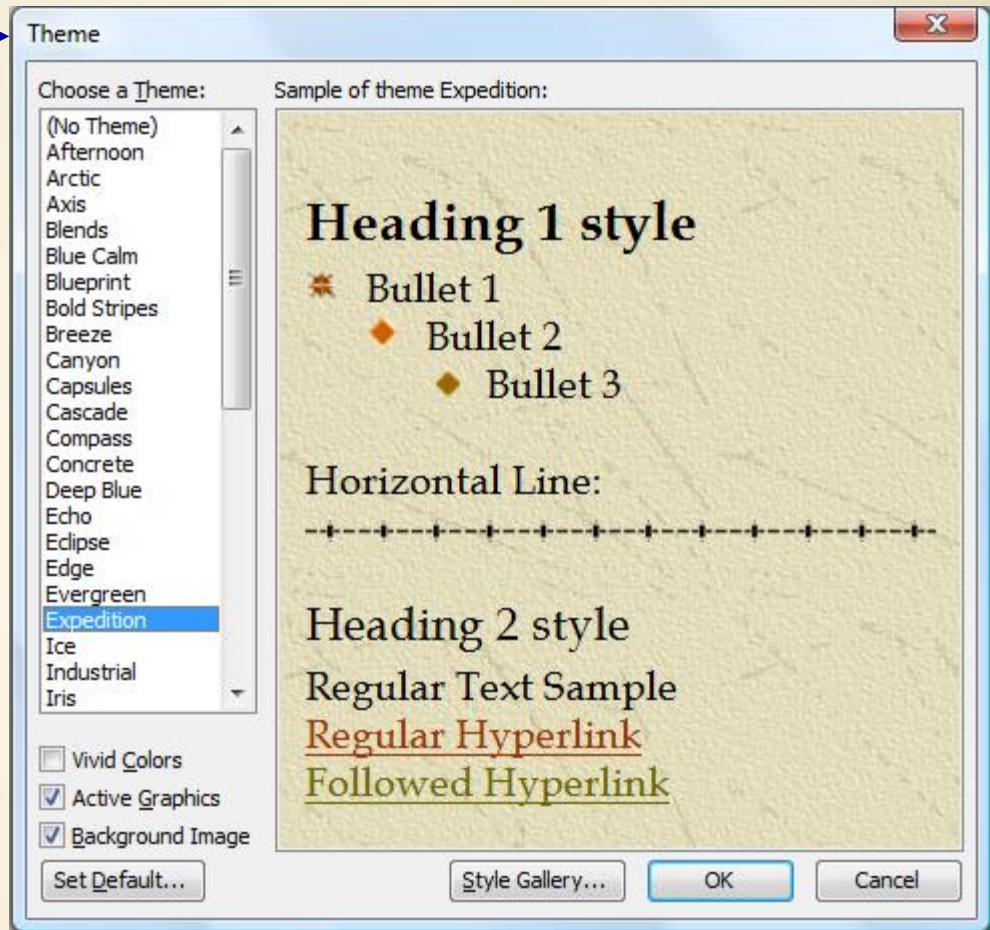
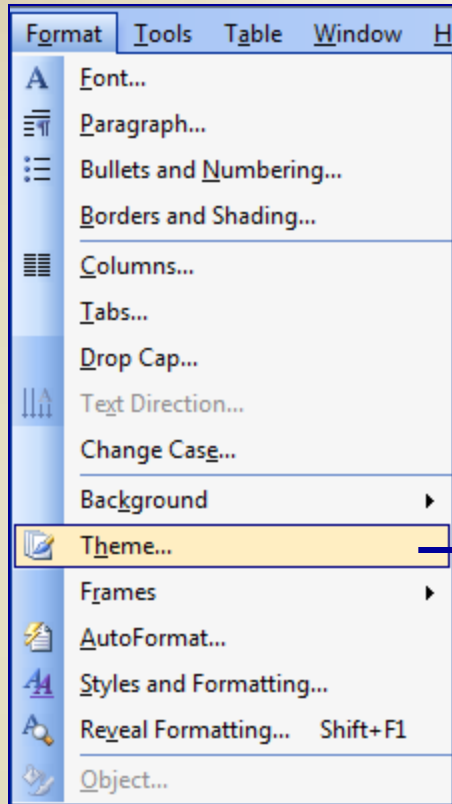
5. Format → Background:



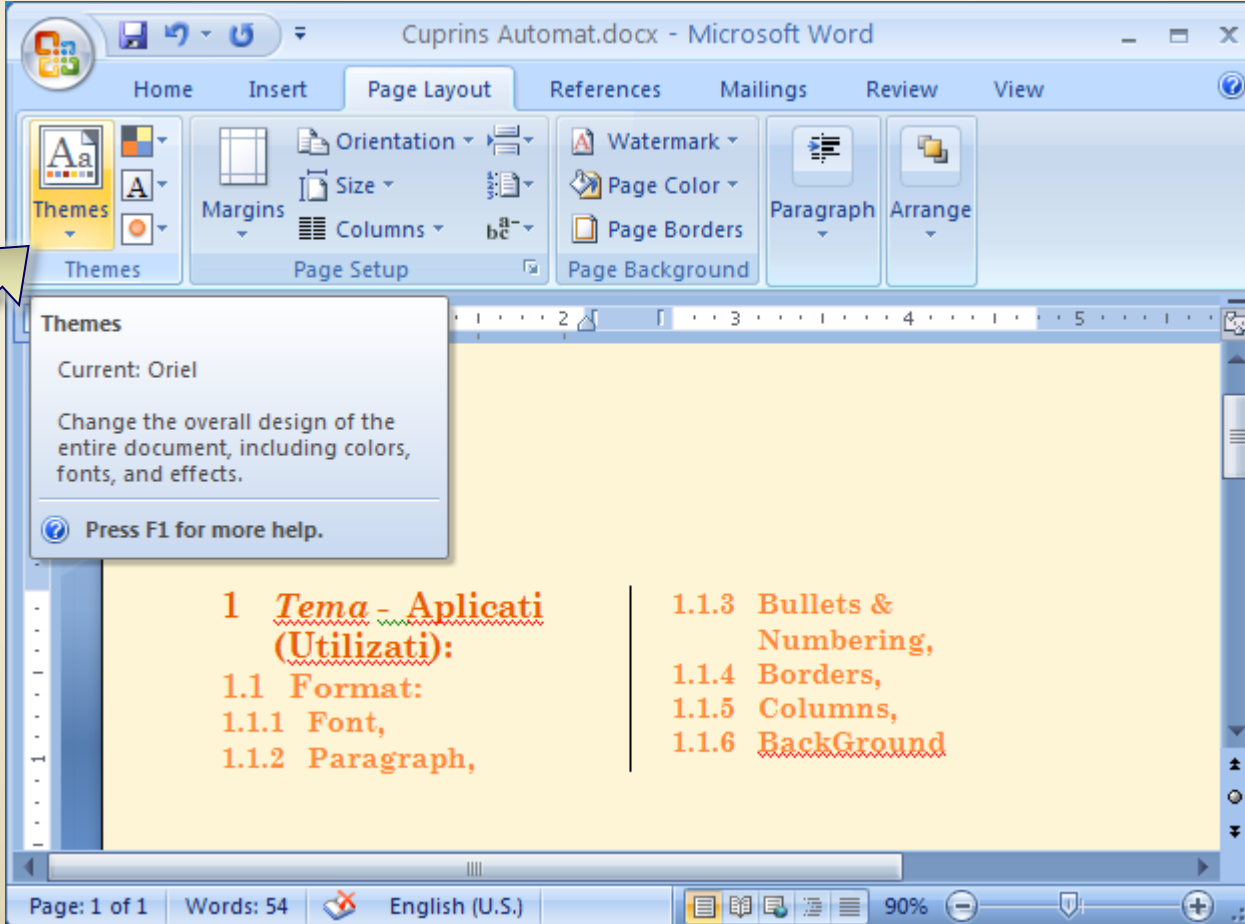
Background → Page Color:



5. Format → Theme:



Theme:



The screenshot shows the Microsoft Word interface with the 'Page Layout' ribbon selected. The 'Themes' button in the ribbon is highlighted with a yellow mouse cursor. A 'Themes' task pane is open on the left, displaying the current theme as 'Oriel' and providing instructions on how to change the document's design. The document content is styled with a red theme, featuring red text and red underlines for the main title and sub-sections.

Themes
Current: Oriel
Change the overall design of the entire document, including colors, fonts, and effects.
Press F1 for more help.

1 Tema - Applicati (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: 54 English (U.S.) 90%

Tema - Aplicati (Utilizati):

✓ **Format:**

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

... C3 / 12.03.2018