Editorul de texte Microsoft WORD

Cuprins

Introducere in Word

- Mediul de lucru
- Setari de baza pentru text
- Salvarea documentelor
- Corectarea textului introdus
- Lucrul cu hyperlink-uri
- Listare

Elemente de baza in Word

- Crearea unui document nou
- Formatarea textului
- Lucrul cu textbox-uri
- Inserarea unui Clip Art
- Utilizarea unor elemente geoemtrice predefinite
- Utilizarea template-urilor (formatari predefinite)
- Utilizarea listelor
- Spatierea liniilor si a paragrafelor

Cuprins

Lucrul in Word

- Modificarea formatului paginii
- Lucrul cu imagini
- Lucrul pe coloane si ordonarea
- Header-e si footer-e
- Tabele
- Grafice SmartArt
- Utilizarea indentarilor si a tab-ului
- Aplicarea de stiluri si teme
- Editarea ecuatiilor

Introducere in Word

Autori: Bogdan Gherman, Calin Vaida, Doina Pisla

The Ribbon

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Mediul Word cuprinde:

Butonul Microsoft Office Bara de comenzi rapide (Quick Access Toolbar) The ribbon (meniul interactiv)

Butonul Microsoft Office





Bara de comenzi rapide (Quick Access Toolbar)





Afisarea riglei (ruler)



The ribbon meniul interactiv

- 1 Tabs (meniuri principale) cuprind colectii de functii pentru o anumita activitate
- ② Groups (grupuri) seturi de comenzi inrudite, reprezentate cu elemente vizuale pentru acces rapid
- 3 **Comenzile** sunt aranjate in grupuri. Ele cuprind, butoane, meniuri sau casute de text (textbox).

Setari de baza pentru text



Inserare Stergere Selectare Copy / Paste



Salvarea documentelor





*.doc versus *.docx

Corectarea textului introdus



TAB: Review

Microsoft

Download Center

Products Categories Security Support Shop

Microsoft Office Proofing Tools 2007 Service Pack 2 (SP2)

Select Language:	Romanian Hebrew	•	Download	F
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Lucrul cu hyperlink-uri



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Hyperlink-ul se poate defini ca un text sau o imagine intr-un document electronic care poate conecta utilizatorii la o alta portiune a documentului sau la o lata pagina web. De asemenea, se poate folosi pentru a deschide clientul de mail.

Lucrul cu hyperlink-uri

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Listare

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Open	Print Select a printer, number of copies, and other printing options before printing.
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Elemente de baza in Word

Crearea unui document nou

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Diagrams		Newsletter wizard	Equity Resume
Envelopes			
Expense reports			

Formatarea textului





Alegerea dimensiunii textului

Alegerea Fontului

Formatarea textului





Alegerea culorii textului

Utilizarea comenzilor **Bold,** *Italic* si <u>Underline</u>

Formatarea textului





Modul de scriere al cuvintelor

Alinierea textului in pagina



Pentru scoaterea in evidenta a unei portiuni de text, cu diferite efecte vizuale se poate folosi optiunea de **Text Box**.



Definirea stilului de lucru



Alegerea unui nou stil, cu previzualizare in timp real



Alegerea fundalului (culoare simpla, gadiente, texturi, imagini externe)



Alegerea conturului textbox-ului



Alegerea formei textbox-ului

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box 1

Exemplu

Inserarea unui Clip Art





Utilizarea unor elemente geometrice predefinite



Utilizarea unor elemente geometrice predefinite



Formatarea elementului geometric

Utilizarea unor elemente geometrice predefinite





dd-Ins

B-D

Utilizarea template-urilor (formatari predefinite)

New Document	
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My templates Install	ed Templates
New from existing	
Microsoft Office Online	
Featured	
Agendas	
Award certificates	New Blog Post
Brochures	
Budaets	

Un template este un document preformatat care poate fi utilizat ca baza pentru documente noi, care vor respecta acelasi format. Toate setarile (margini, font, text, spatiere etc.) sunt preluate din template.



Utilizarea template-urilor (formatari predefinite)

[Select the Date] [Type your address] [Type your phone number] [Type your e-mail address] [Type your website address]

OBJECTIVES [Type your objectives]

EDUCATION [Type the school name]

[Type the completion date] [Type list of degrees, awards and accomplishments]

EXPERIENCE [Type the job title] | [Type the company [Type the start date] - [Type the end date] [Type list of job responsibilities]

SKILLS [Type list of skills]



Campurile predefinite pot fi editate prin click pe textul predefinit si apoi inlocuirea lui cu textul utilizatorului.

Personalizarea editorului Word

Word Options	
Popular Display	Change the most popular options in Word.
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Add-Ins Trust Center	Image: SecreenTip style: ScreenTip style:
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Utilizarea listelor



Listele permit enumerarea unor elemente, proprietati sau a unor informatii descriptive.

Separarea lor se poate face prin numerotare sau unilizarea unui element despartitor pozitionat la inceputul fiecarei element nou.

Utilizarea listelor

Exemplu de lista

- 1. Element 1
 - a. Subelement 1.1
 - b. Subelement 1.2
- 2. Element 2
- 3. Element 3

a.

Lista numerotata





Lista cu simboluri

Spatierea liniilor si a paragrafelor

Un element important in realizarea documentelor il reprezinta design-ul acestora. Spatiul si formatarea textului poate evidentia anumite paragrafe sau sublinia anumite secvente de text, dand si o imagine de ansamblu asupra documentului.

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	1.5
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	2.5
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Spatiul intre liniile de text

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Spatierea liniilor si a paragrafelor

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Spatiul intre paragrafele de text

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Lucrul in Word


Modificarea formatului paginii



Alegerea dimeniunii paginii

Modificarea formatului paginii

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Setarea unitatilor de masura!!!





Formatarea si pozitionarea imaginii in text



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Formatarea imaginii



Taierea imaginii

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Compresiunea imaginii



Alte setari

Formatarea imaginii





Picture Tools

Newsletter - Microsoft Word

References

but

Lucrul in Word

- Modificarea formatului paginii
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- Editarea ecuatiilor

Modificarea formatului paginii



Alegerea dimensiunii paginilor



Orientarea paginii



Modificarea formatului paginii

Definirea marginilor (predefinit)



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Definirea marginilor (personalizat)

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Exemplificari suplimentare

Formatarea documentului

Inserarea unui break (pauza, intrerupere de text)







Utilizarea partiala a unei imagini - crop





Exemplu

Reducerea dimensiunii unei imagini

Compress picture



Alte optiuni de editare a imaginilor



Modificarea formei imaginii



Aplicarea unui stil



Definirea unui chenar



Lucrul cu coloane si ordonarea



Aranjarea textului pe coloane

Lucrul cu coloane si ordonarea



Header-e si footer-e

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Header-e si footer-e

Formatarea textului din partea de sus sau de jos a paginii



Inserarea datei si orei





Header-e si footer-e



Ce informatii punem in antetul si subsolul paginii?

Exemplu de plasare a unor informatii diferite pe prima pagina



Tabelul reprezinta o colectie de celule de text organizate pe **linii si coloane** care pot fi formatate independent

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Conversia unui text in tabel



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Inserarea de elemente noi



Exemplu

Definirea unor stiluri

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Inserarea unui tabel gol



Modificarea structurii unui tabel



Exemplu

Grafice SmartArt

Utilizate pentru transmiterea vizuala a unei informatii





Grafice SmartArt





Modificarea setarilor predefinite

Insert Page Layout References	Mailings Revie	w View	Add-Ins	
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The tab options are:

- First Line Indent 🖾: Inserts the indent marker on the ruler and indents the first line of text in a paragraph.
- Hanging Indent 🛄: Inserts the hanging indent marker and indents all lines other than the first line.
- Left Tab : Moves text to the right as you type.
- Center Tab : Centers text according to the tab.
- **Right Tab** : Moves text to the left as you type.
- Decimal Tab 🔄: Aligns decimal numbers using the decimal point.
- Bar Tab : Draws a vertical line on the document.

Setarea unui TAB pentru alinierea textului



Setarea unui TAB pentru diferite pozitii ale textului



Functia de cautare/inlocuire

Find and replace

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Aplicarea de stiluri si teme

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Modificarea unui stil





Crearea unui stil nou

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Crearea unui stil nou

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Utilizarea unor teme





Inserarea de simboluri

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Editorul de ecuatii



Editorul de ecuatii 5.0

Exemplu

Editorul de ecuatii

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Editorul de ecuatii 3.0

Editorul de ecuatii

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Exemplu cu prezentarea meniurilor

Editorul de ecuatii 3.0

Ecuatii

$$\begin{cases} f_1(X_P, Y_P, Z_P, \psi, \theta) \equiv a^2 - (X_{A_1} - X_{B_1})^2 - (Y_{A_1} - Y_{B_1})^2 - (q_1 - Z_{A_1})^2 = 0 \\ f_2(X_P, Y_P, Z_P, \psi, \theta) \equiv a^2 - (X_{A_2} - X_{B_2})^2 - (Y_{A_2} - Y_{B_2})^2 - (q_2 - Z_{A_2})^2 = 0 \\ f_3(X_P, Y_P, Z_P, \psi, \theta) \equiv a^2 - (X_{A_3} - X_{B_3})^2 - (Y_{A_3} - Y_{B_3})^2 - (q_3 - Z_{A_3})^2 = 0 \\ f_4(X_P, Y_P, Z_P, \psi, \theta) \equiv Z_{A_1} - q_4 = 0 \\ f_5(X_P, Y_P, Z_P, \psi, \theta) \equiv Z_{A_3} - q_5 = 0 \end{cases}$$



Ecuatii

 $y = \lim_{x \to 0} \frac{x^2 + 2}{x + 6}$



Realizarea cuprinsului

1. Utilizarea stilurilor in text

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Chapter 1	FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS
2. Introducerea ToC (Table of Contents)	Add Text * Image: Style Table of Contents * Image: Show Notes Image: Show Notes <t< th=""></t<>
	Automatic Table 2 Table of Contents Heading 1
	Heading 3

Realizarea cuprinsului

Capitolul 1.

<u>TextAsasaSdsd</u>

Capitolul 2.

Trtrtrtr

Capitolul 2.1.

Capitolul 1	1
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Capitolul 2	1
Capitolul 2.1	1

Exemplu

Cei mai buni prieteni









