

# **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 geometrice predefinite
- Utilizarea template-urilor (formatari predefinite)
- Utilizarea listelor
- Spatierea liniilor si a paragrafelor

# Cuprins

## ▶ **Lucrul in Word**

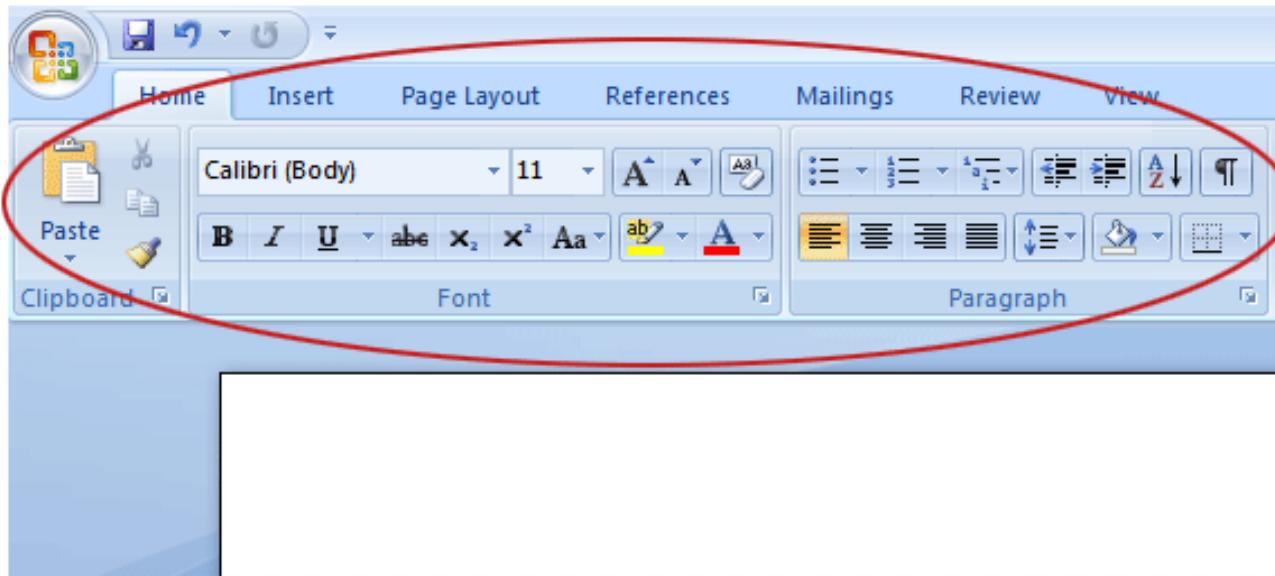
- Modificarea formatului paginii
- Lucrul cu imagini
- Lucrul pe coloane si ordonarea
- Header-e si footer-e
- Tabele
- Grafice SmartArt
- Utilizarea indentarilor si a tab-ului
- Aplicarea de stiluri si teme
- Editarea ecuațiilor

# Introducere in Word

Autori: Bogdan Gherman, Calin Vaida, Doina Pisla

# Mediul de lucru

The Ribbon



Mediul Word cuprinde:

Butonul Microsoft Office

Bara de comenzi rapide (Quick Access Toolbar)

The ribbon (meniul interactiv)

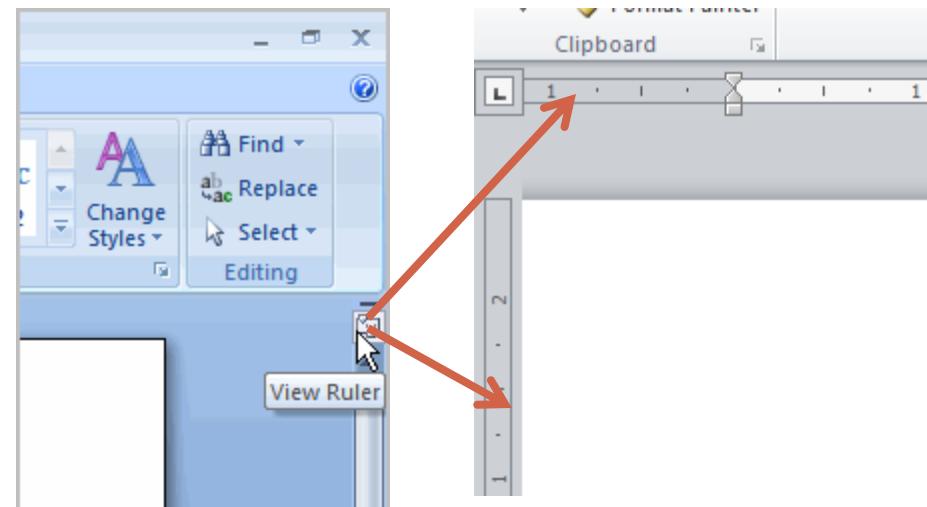
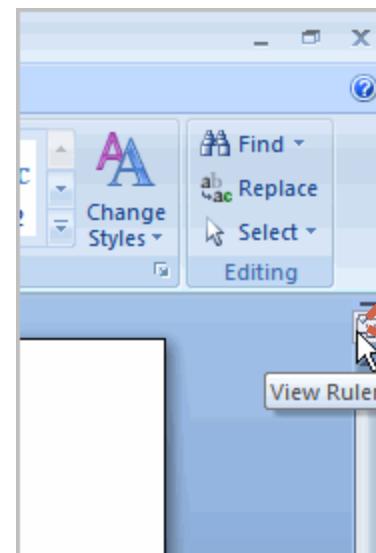
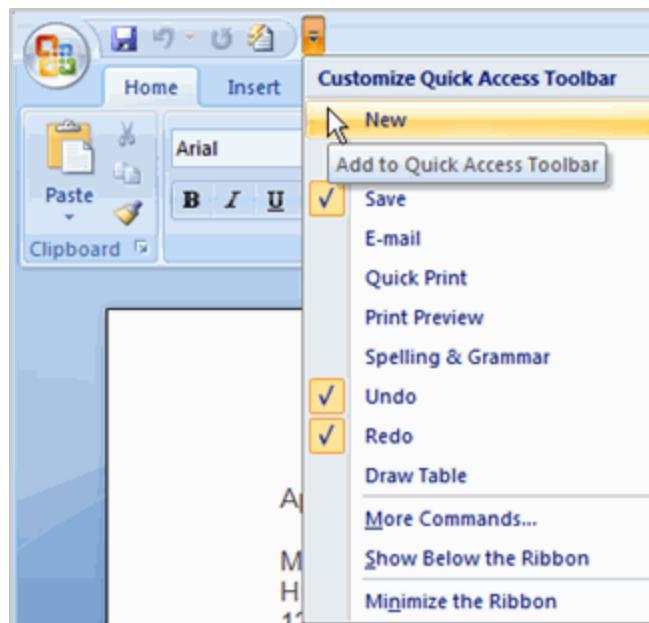
# Mediul de lucru

## Butonul Microsoft Office



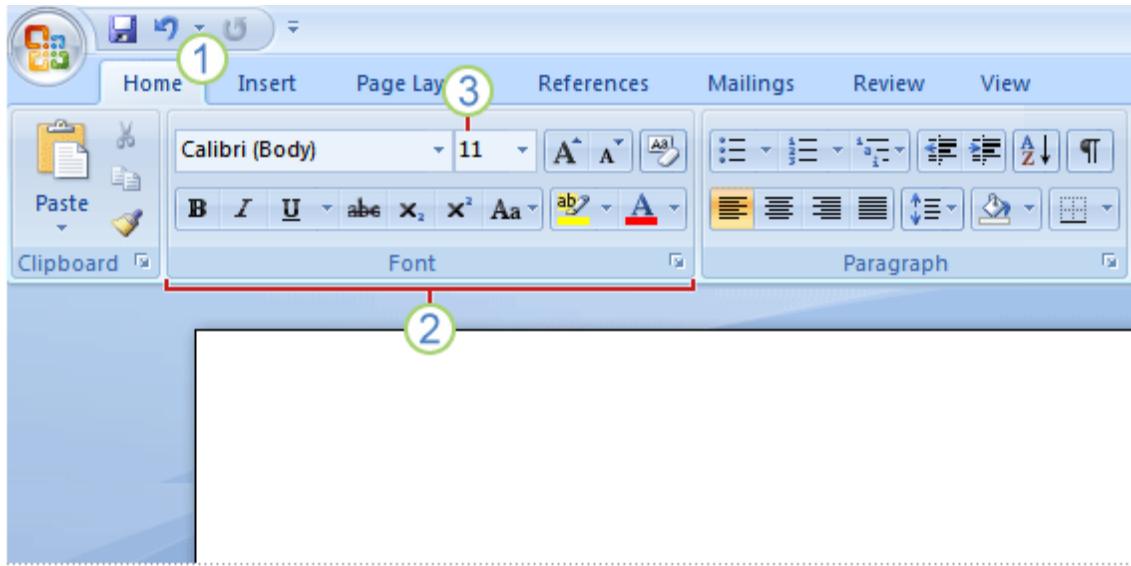
# Mediul de lucru

## Bara de comenzi rapide (Quick Access Toolbar)



Afisarea rglei  
(ruler)

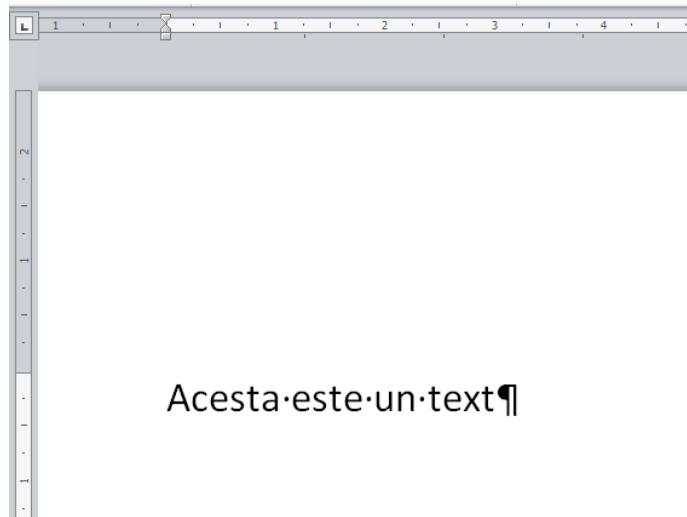
# Mediul de lucru



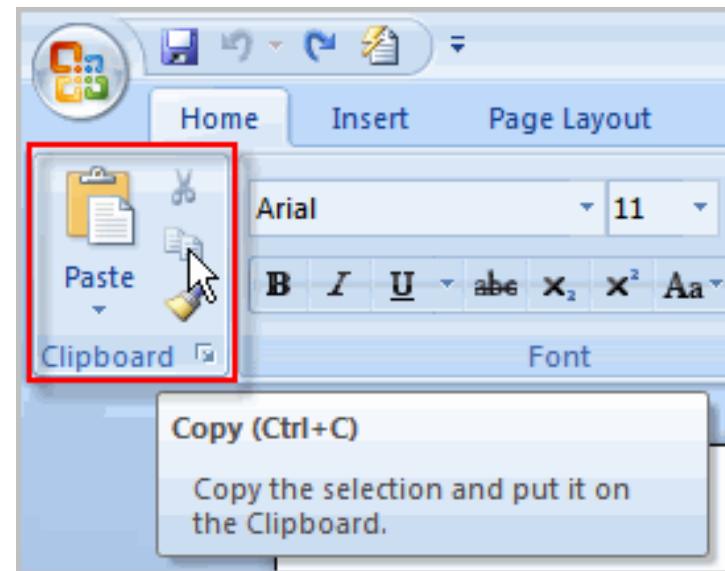
The ribbon  
meniul interactiv

- 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).

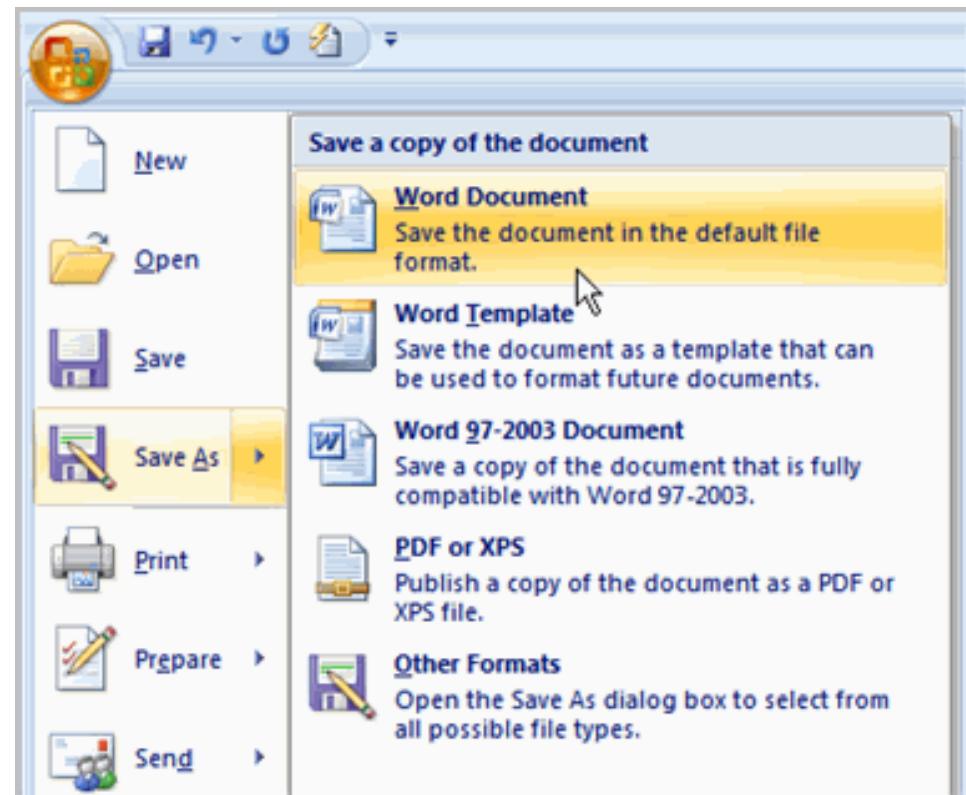
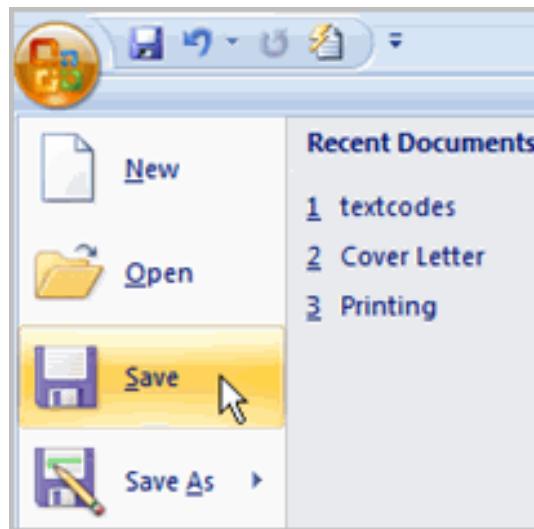
# Setari de baza pentru text



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

Download

Service Pack 2 proofing tools for Microsoft Office 2007

Proofing Tools 2007

Details

System Requirements

Install Instructions

Romanian

Russian

Serbian (Latin)

Slovak

Slovenian

Spanish

Swedish

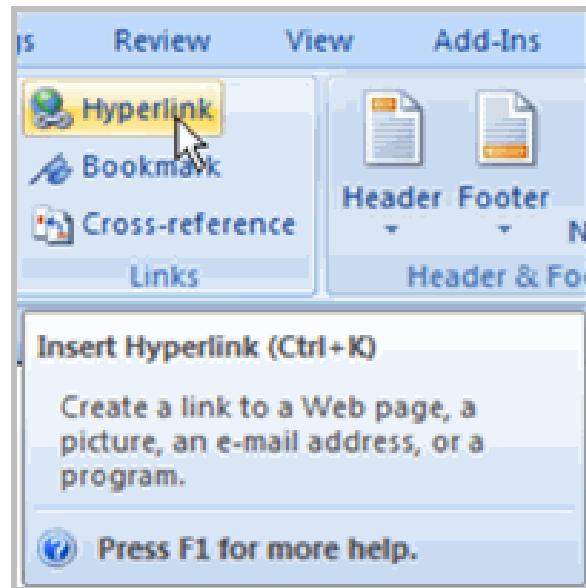
Microsoft

Micro

Microsoft

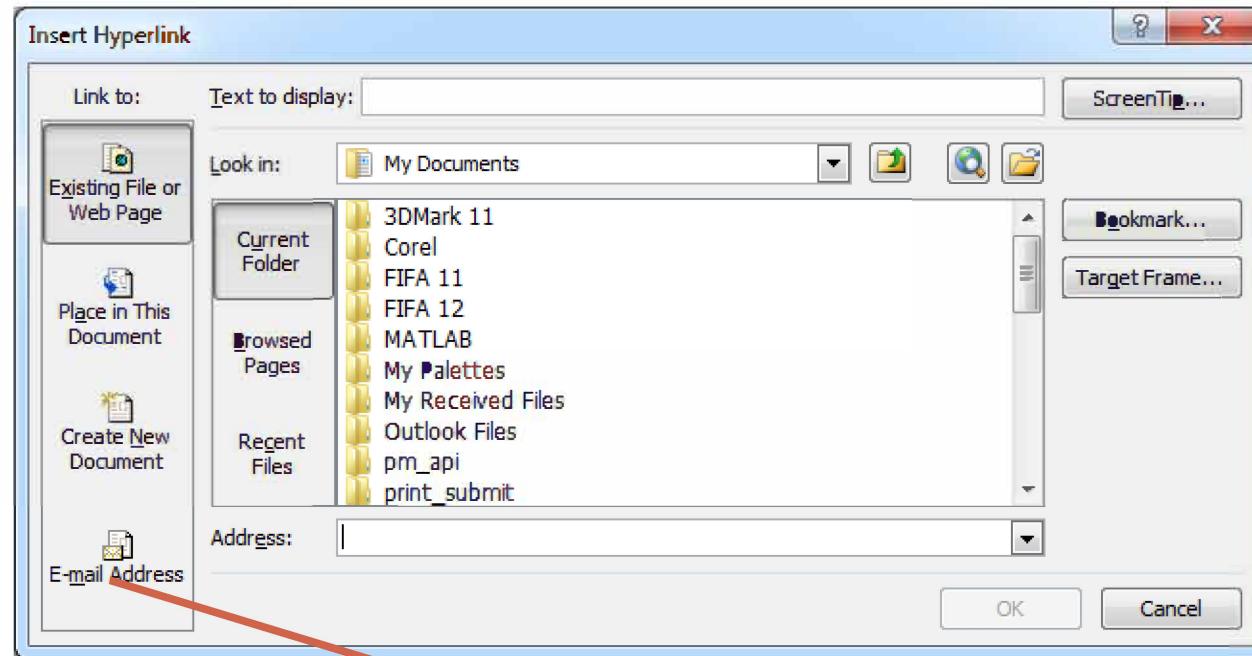
# Lucrul cu hyperlink-uri

TAB: ???



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.

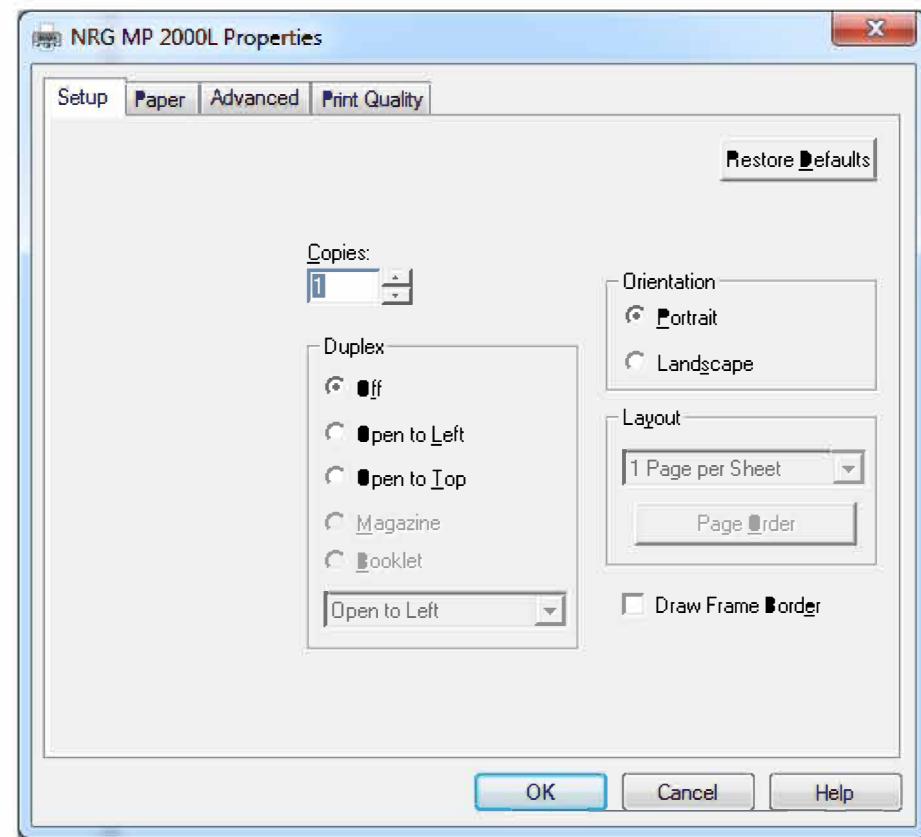
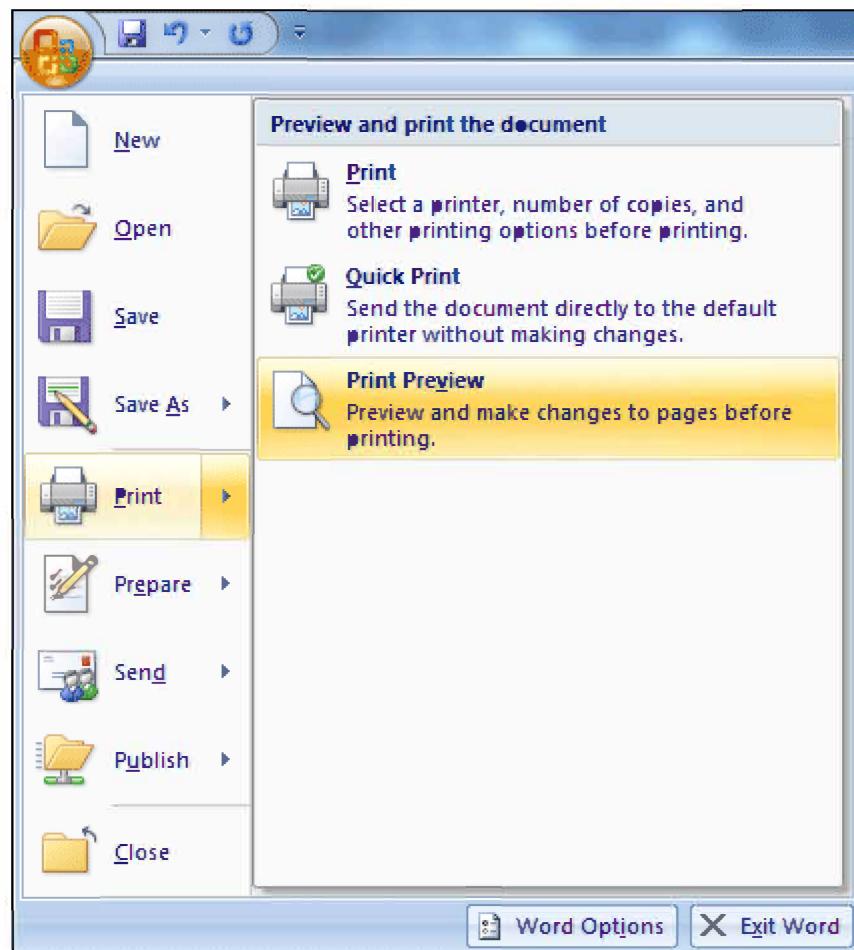
# Lucrul cu hyperlink-uri



Sincerely,  
Jane Doe

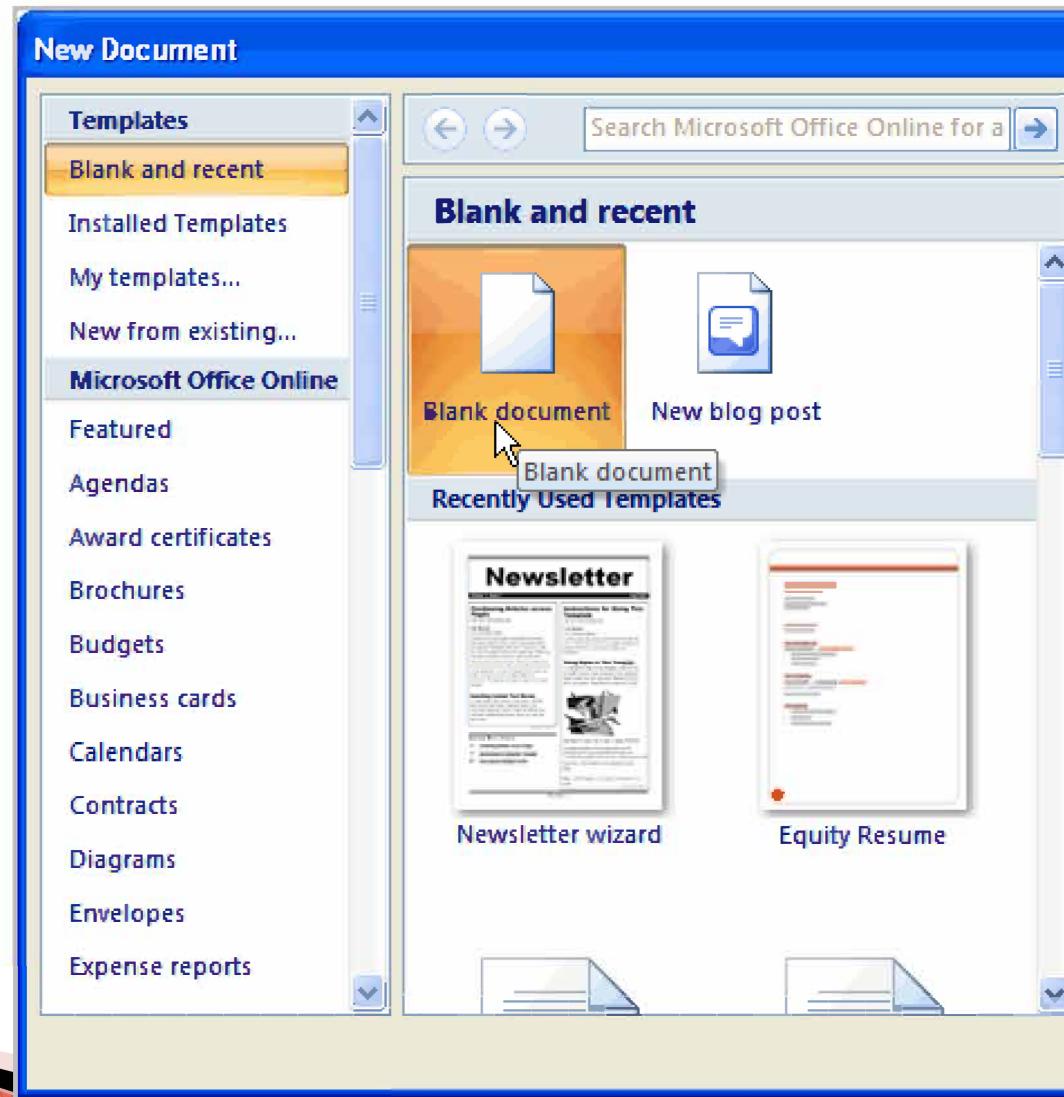
[janedoe@myemail.com](mailto:janedoe@myemail.com)  
My Portfolio

# Listare

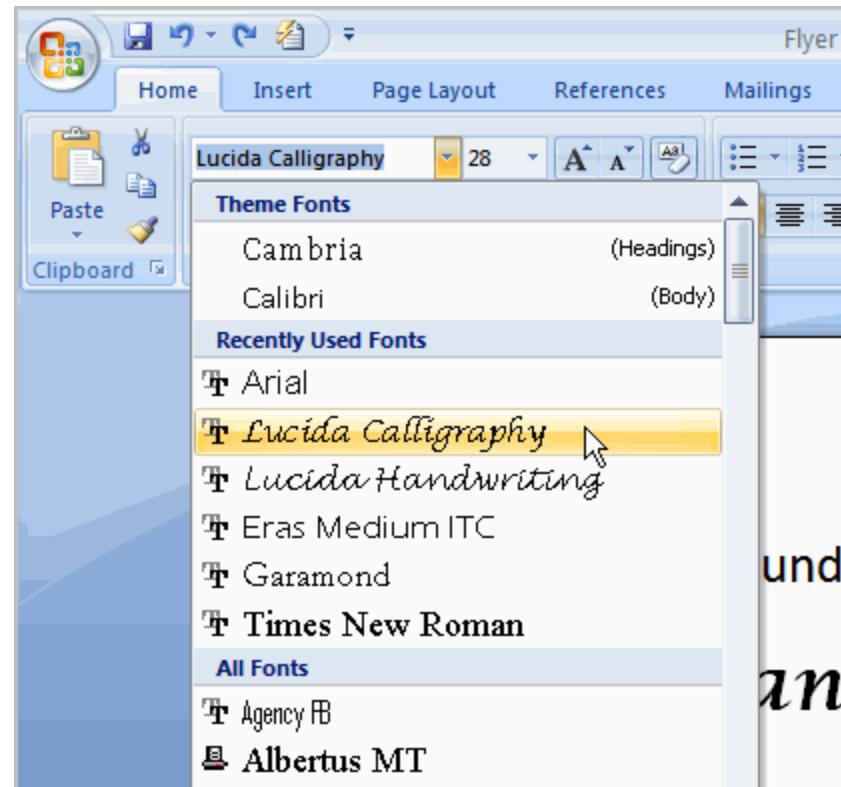
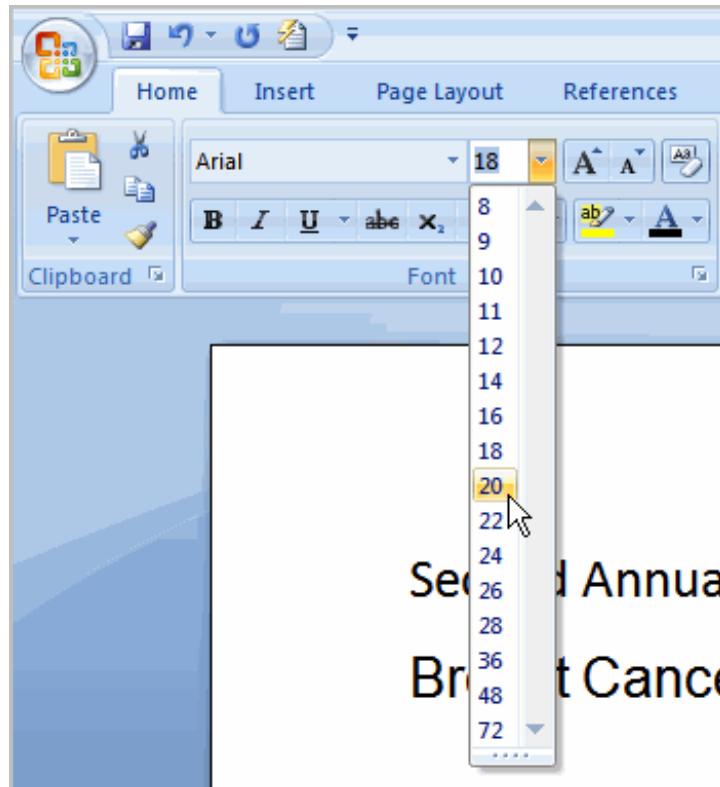


# Elemente de baza in Word

# Crearea unui document nou



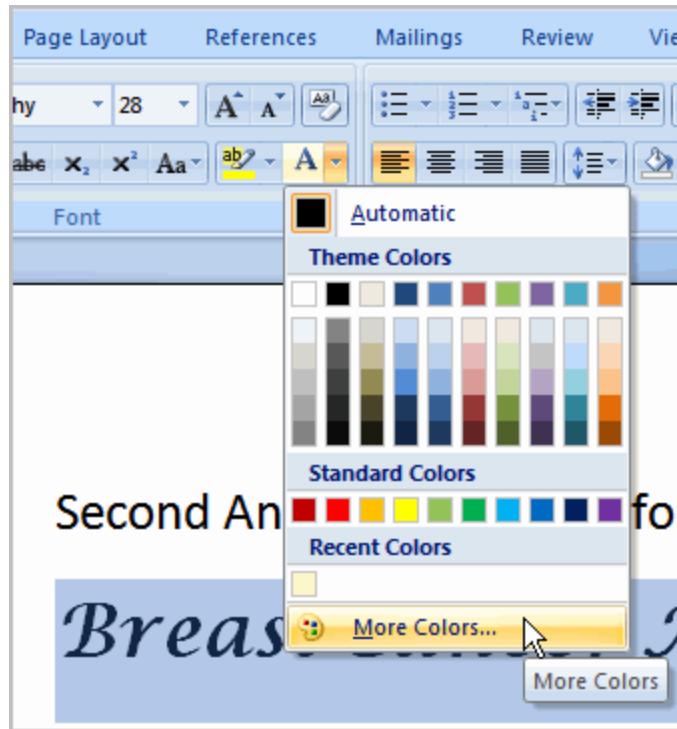
# Formatarea textului



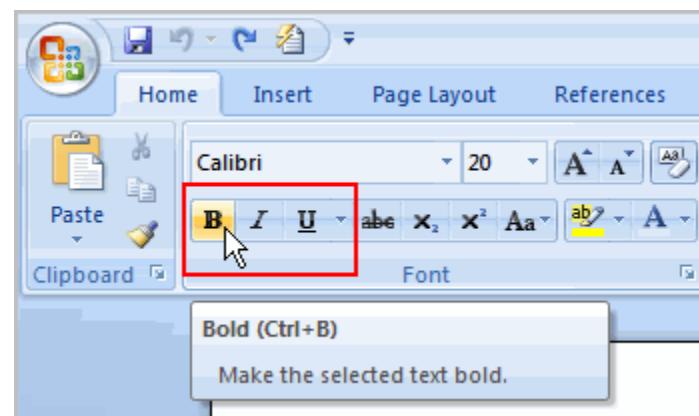
Alegerea dimensiunii textului

Alegerea Fontului

# Formatarea textului

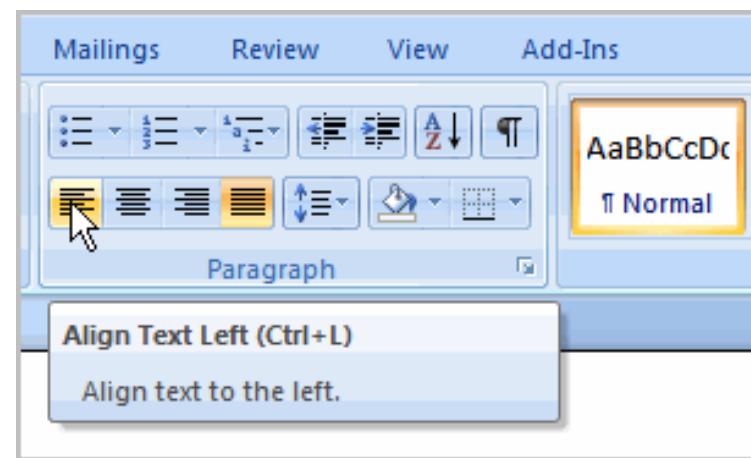
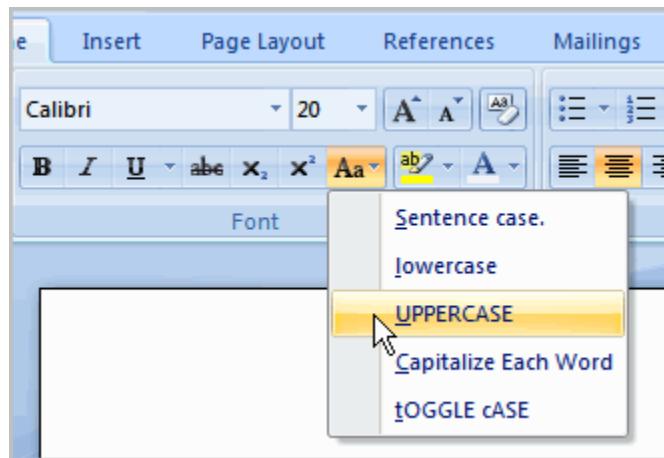


Alegerea culorii textului



Utilizarea comenzilor **Bold**,  
*Italic* si Underline

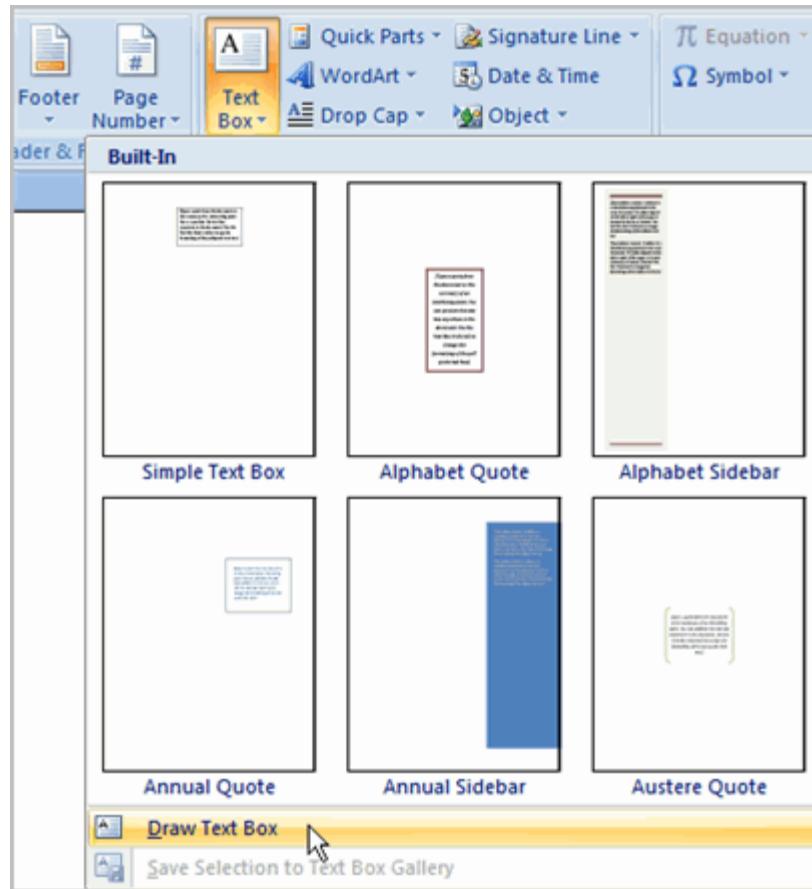
# Formatarea textului



Modul de scriere al cuvintelor

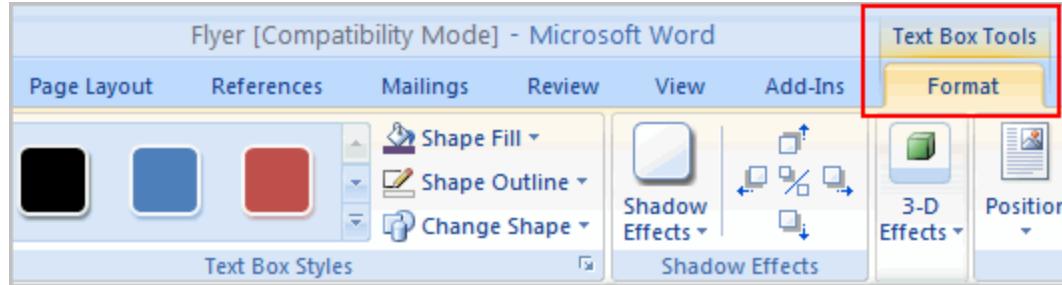
Alinierea textului in pagina

# Lucrul cu textbox-uri

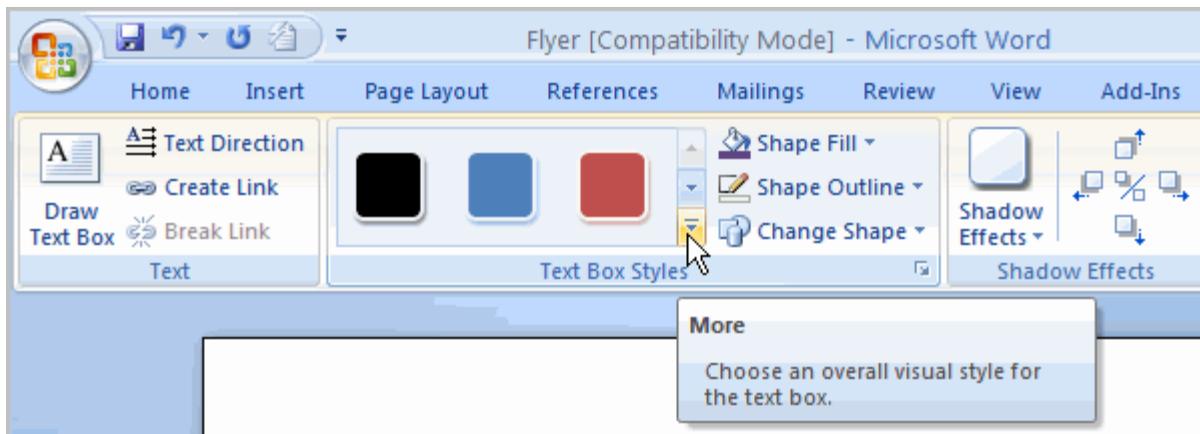


Pentru scoaterea în evidență a unei porțiuni de text, cu diferite efecte vizuale se poate folosi opțiunea de **Text Box**.

# Lucrul cu textbox-uri

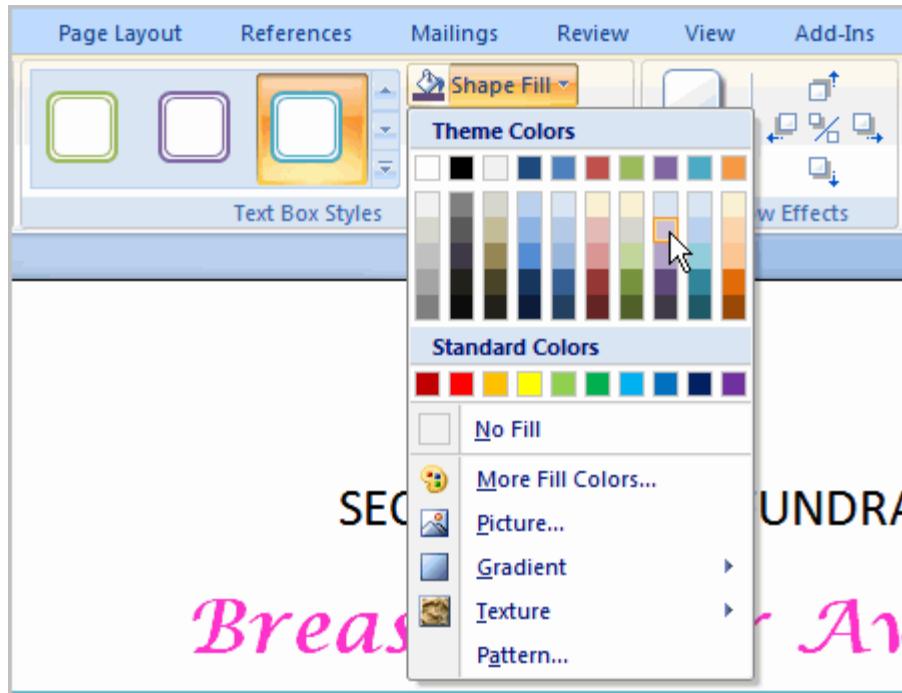


## Definirea stilului de lucru



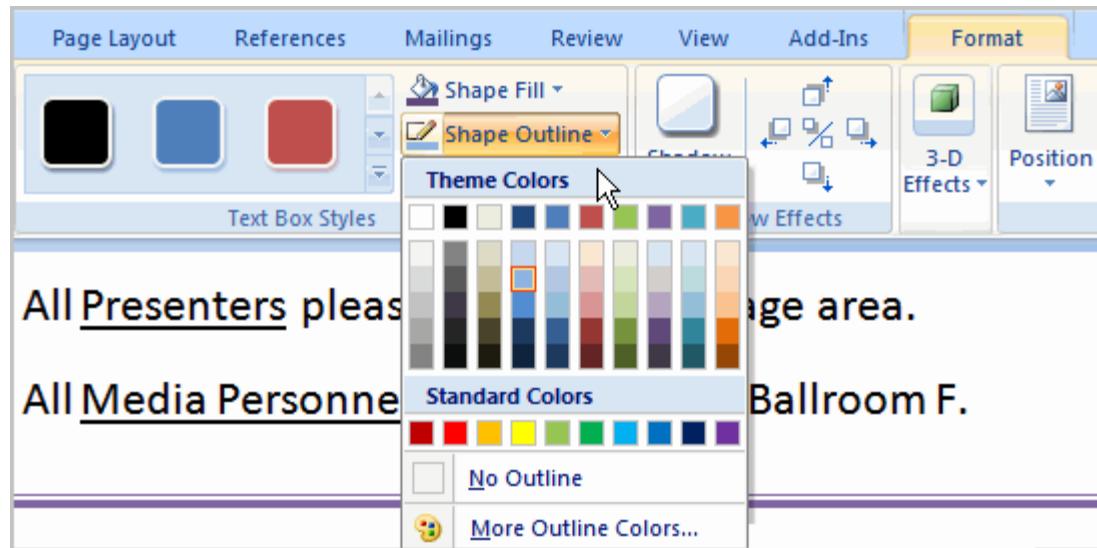
Alegerea unui nou stil, cu previzualizare in timp real

# Lucrul cu textbox-uri



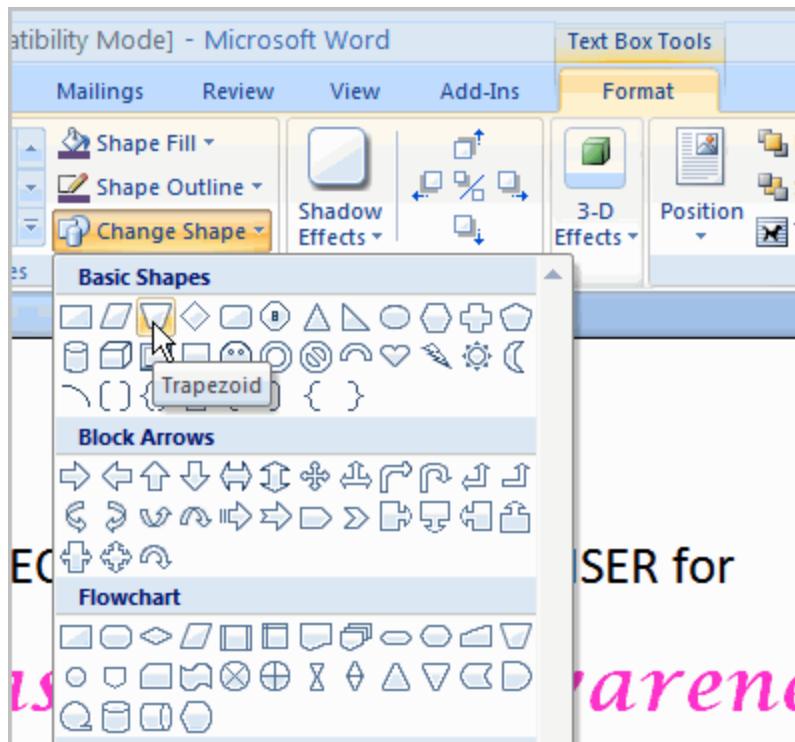
Alegerea fundalului (culoare simplă, gadiente, texturi, imagini externe)

# Lucrul cu textbox-uri



Alegerea conturului textbox-ului

# Lucrul cu textbox-uri

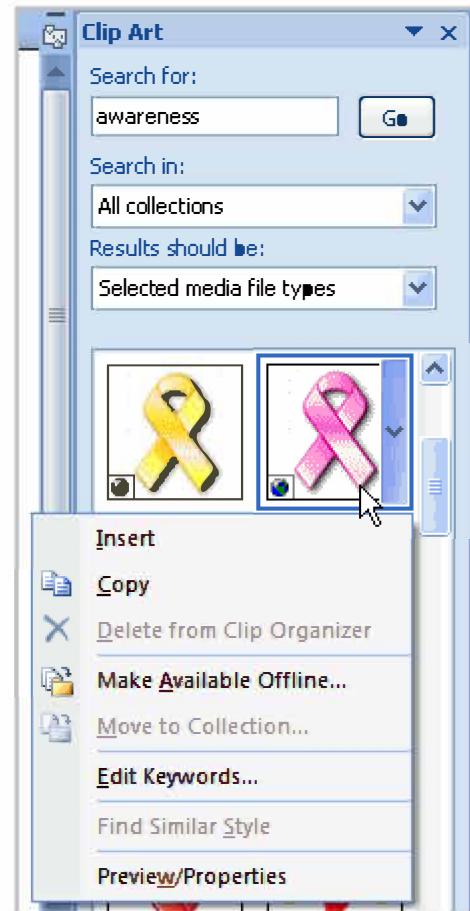
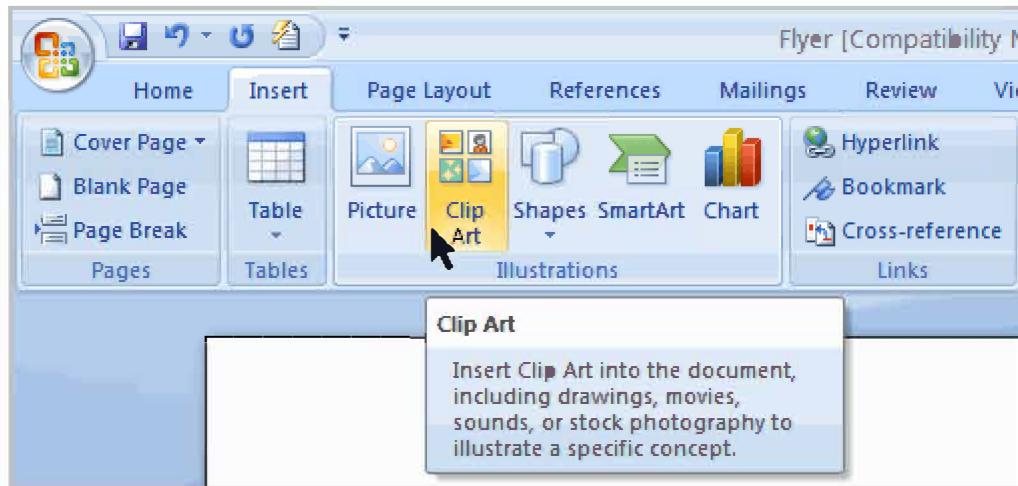


Alegerea formei textbox-ului

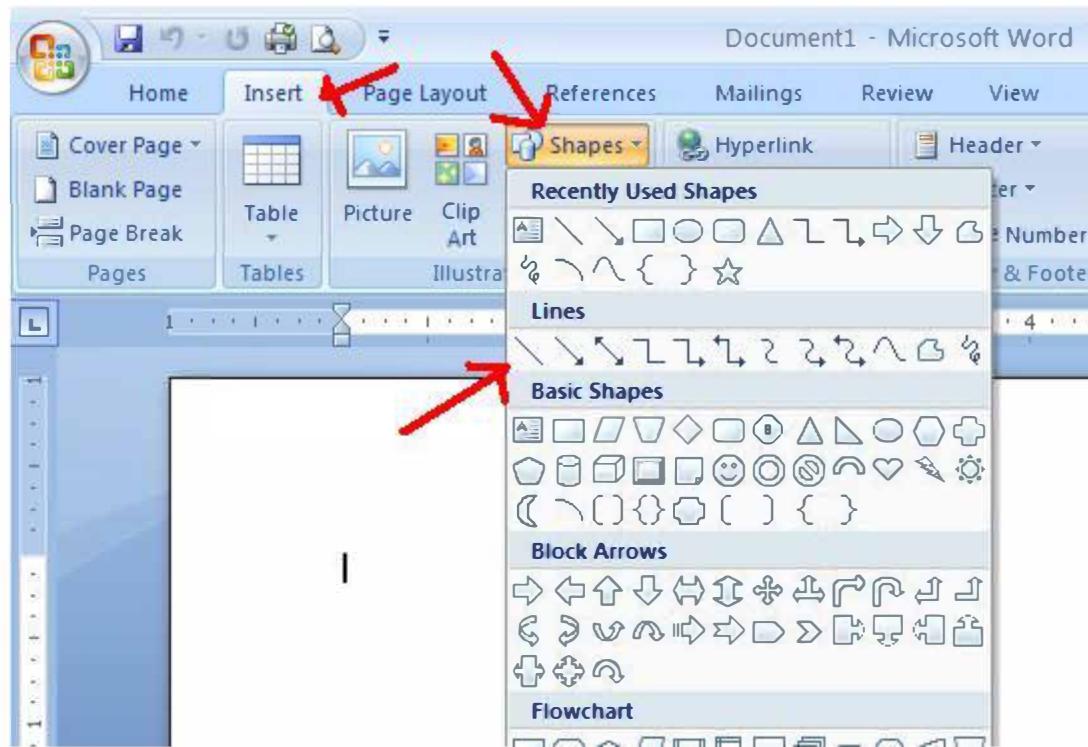
[Type a quote from the document or the summary of an interesting point.  
You can position the text box anywhere in the document.  
Use the Drawing Tools tab to change the formatting of the pull quote text  
box 1]

Exemplu

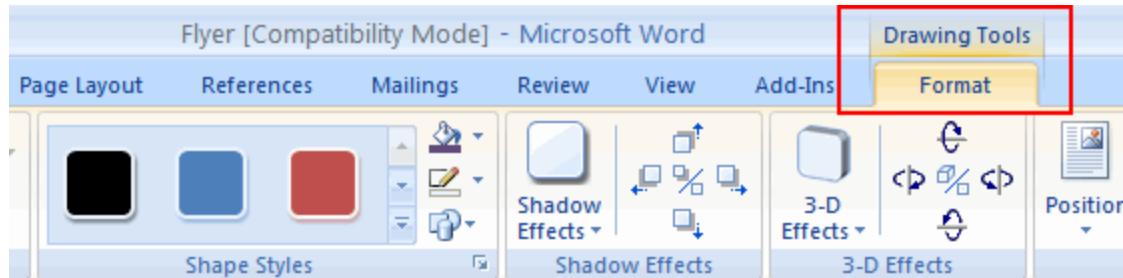
# Inserarea unui Clip Art



# Utilizarea unor elemente geometrice predefinite

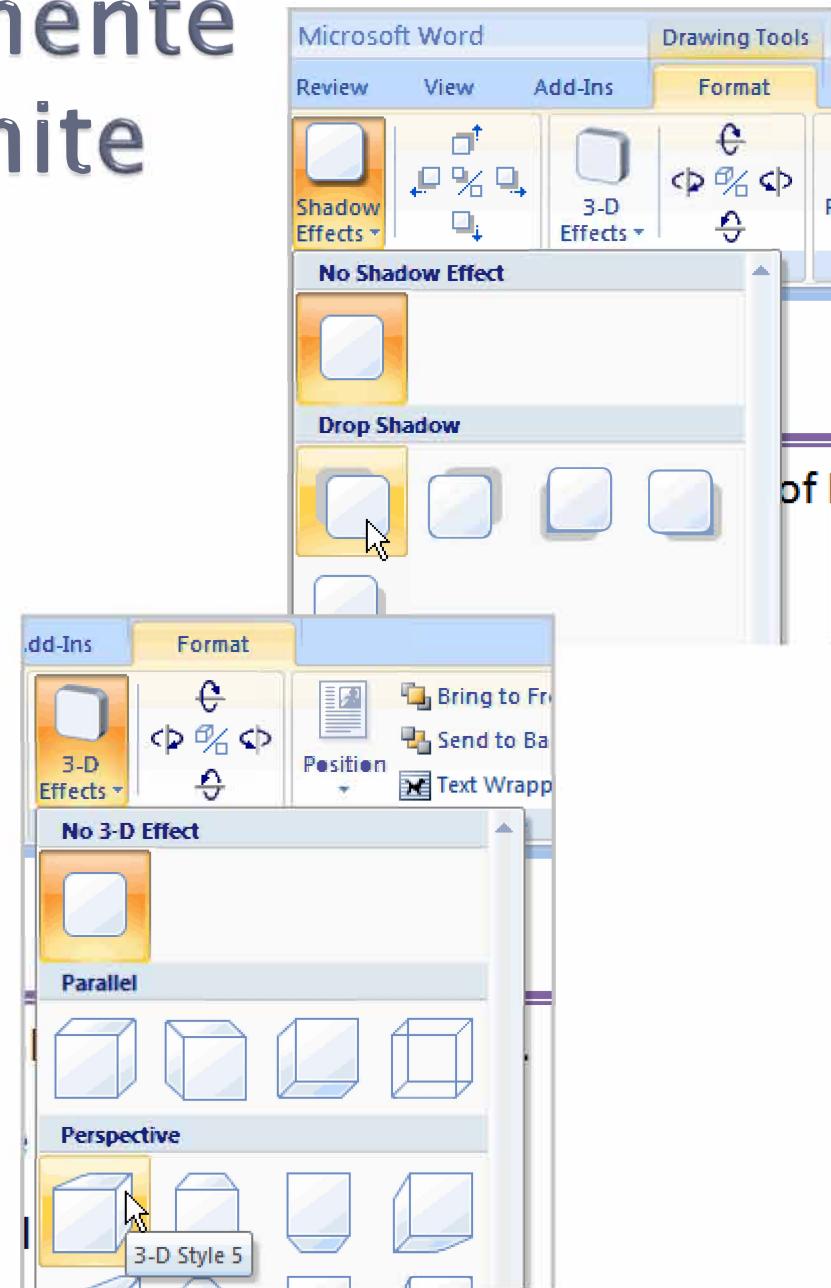
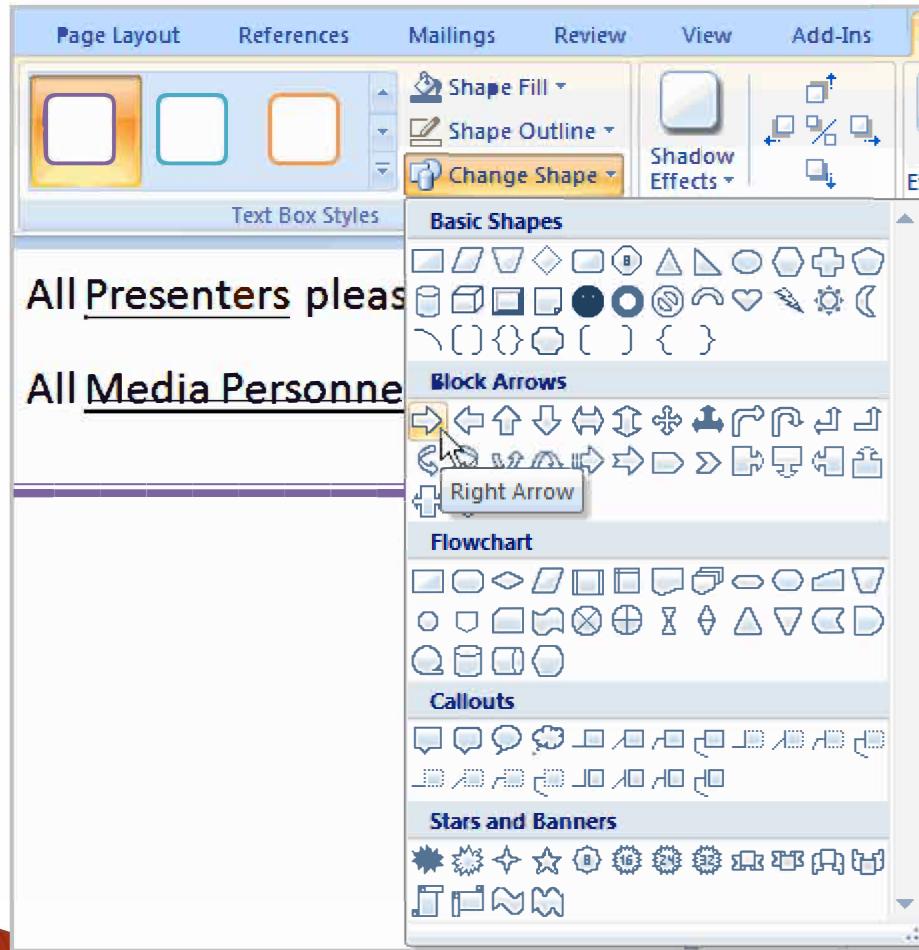


# Utilizarea unor elemente geometrice predefinite

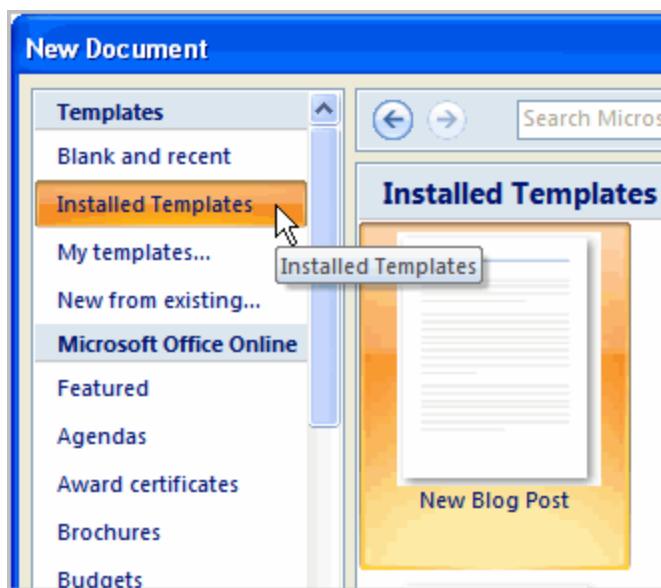


Formatarea elementului geometric

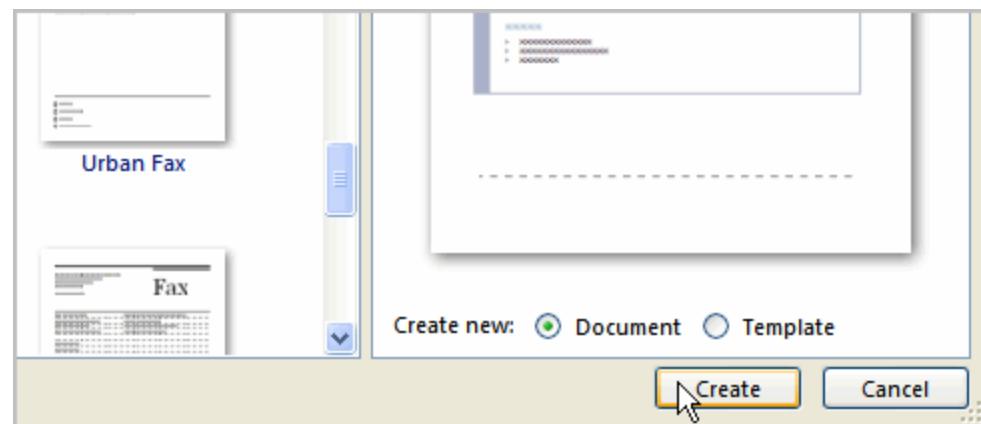
# Utilizarea unor elemente geometrice predefinite



# Utilizarea template-urilor (formatari predefinite)



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



# Utilizarea template-urilor (formatari predefinite)

Calin	
[Select the Date]	
[Type your address] [Type your phone number] [Type your e-mail address] [Type your website address]	
<b>OBJECTIVES</b> [Type your objectives]	
<b>EDUCATION</b> [Type the school name] [Type the completion date] [Type list of degrees, awards and accomplishments]	
<b>EXPERIENCE</b> [Type the job title]   [Type the company] [Type the start date] - [Type the end date] [Type list of job responsibilities]	
<b>SKILLS</b> <input type="checkbox"/> [Type list of skills]	

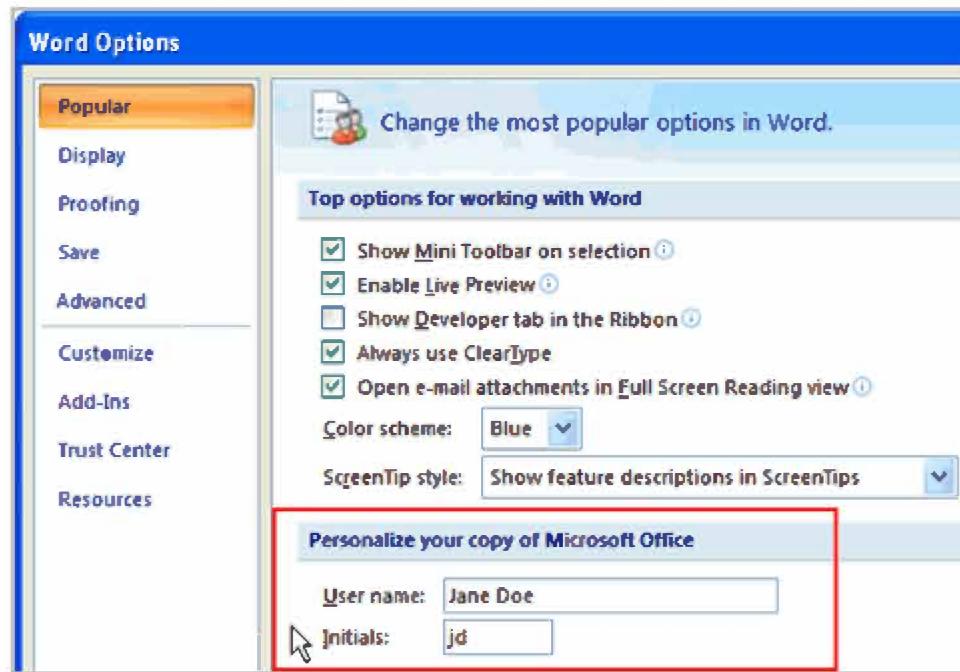
**Objectives**  
To obtain a Graphic Design position where advanced graphic results for agency customers.

**Education**  
[Type the degree] ([Type the completion date])  
[Type list of accomplishments]

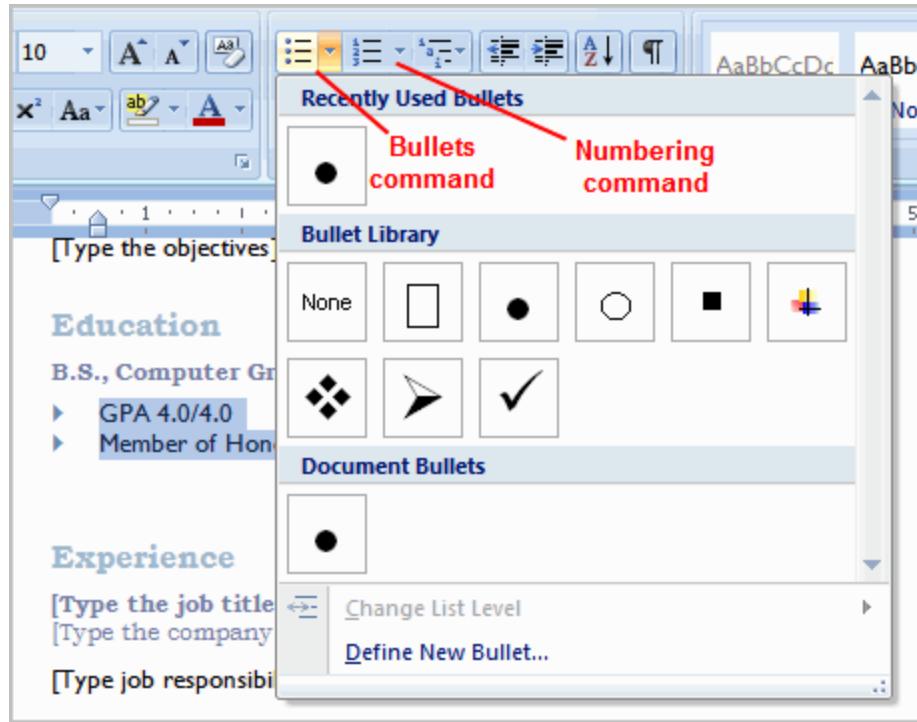
**Tag and highlighted text indicate the placeholder text is selected.**

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

# Personalizarea editorului Word



# Utilizarea listelor



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

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

# Utilizarea listelor

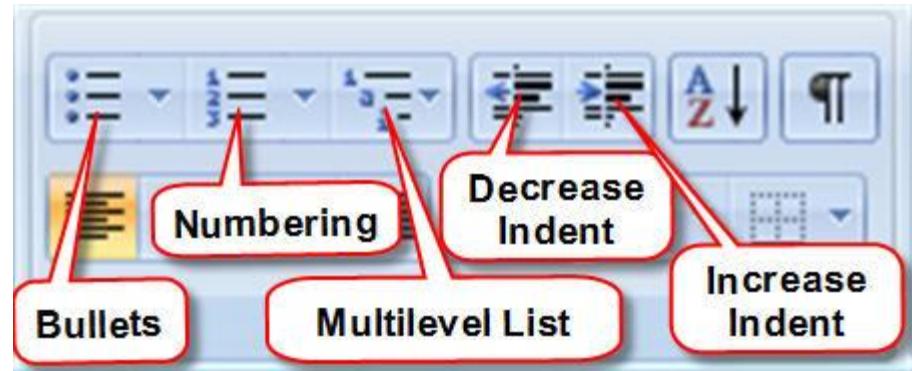
Exemplu de lista

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

Lista  
numerotata



Lista cu  
simboluri

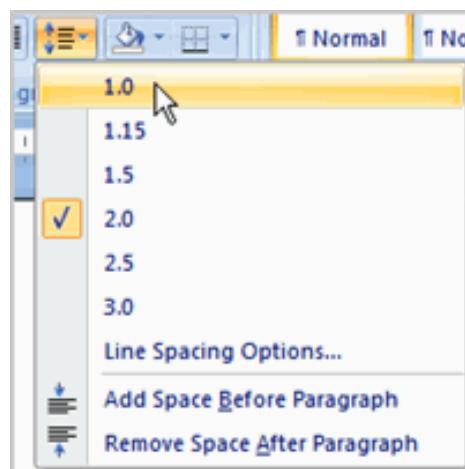


Exemplu de lista

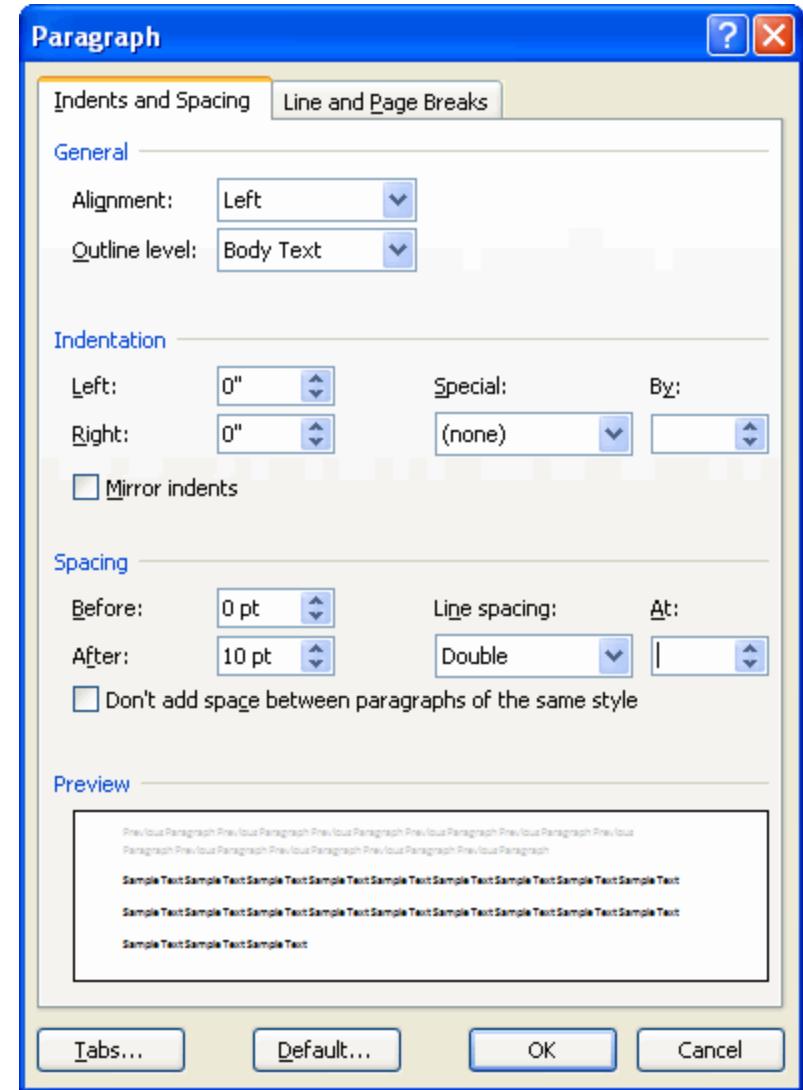
- Element 1
  - Subelement 1.1
  - Subelement 1.2
- Element 2
- Element 3

# Spatierea liniilor si a paragrafelor

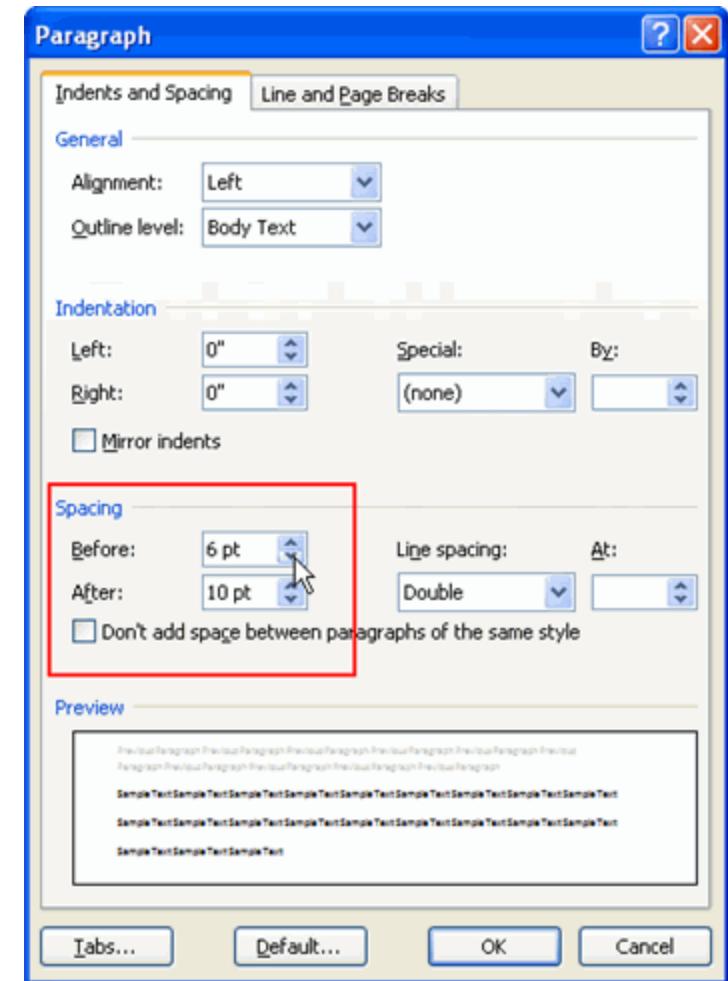
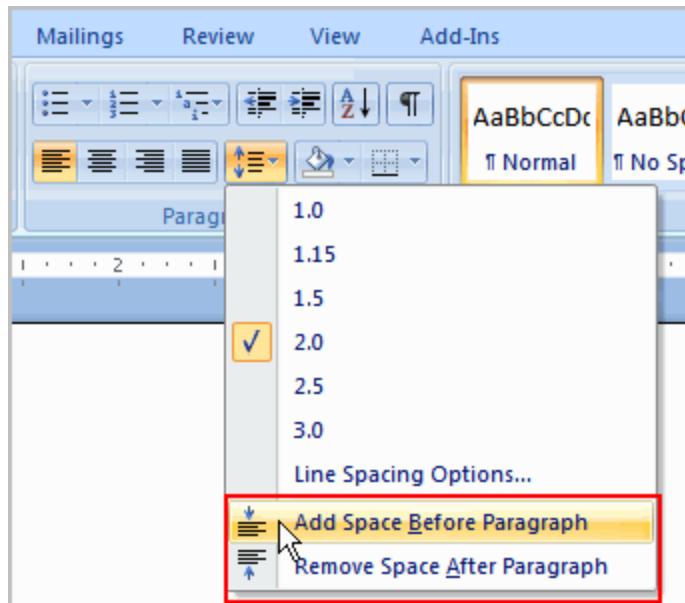
Un element important in realizarea documentelor il reprezinta design-ul acestora. Spatiul si formatarea textului poate evidenta anumite paragrafe sau sublinia anumite sechente de text, dand si o imagine de ansamblu asupra documentului.



Spatiul intre liniile de text



# Spatierea liniilor si a paragrafelor

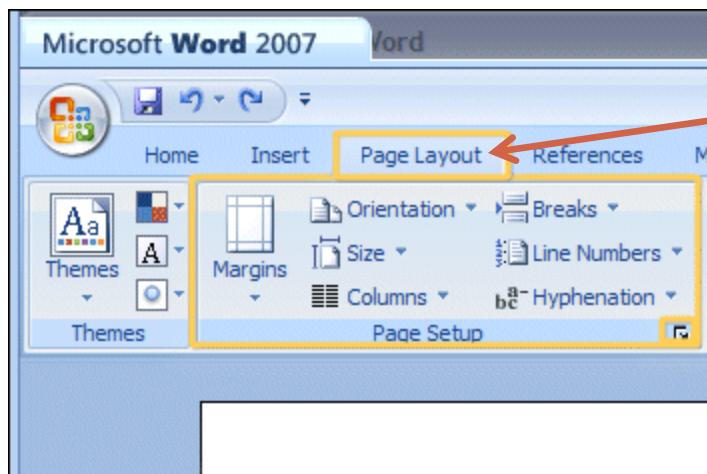


Spatiul intre paragrafele  
de text

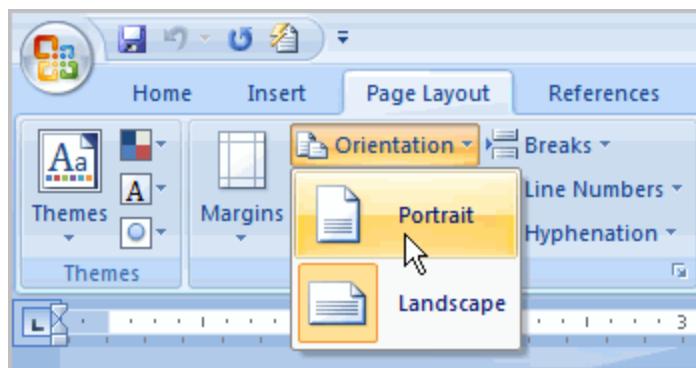
# Lucrul in Word



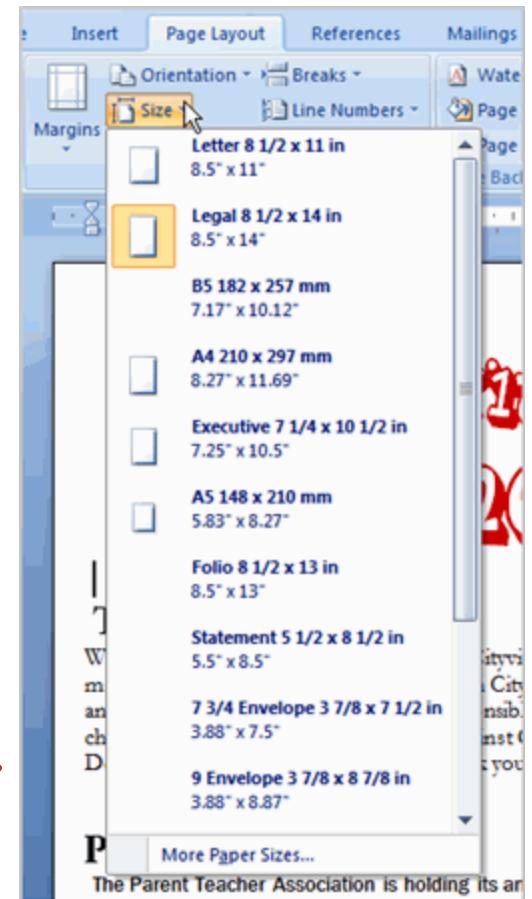
# Modificarea formatului paginii



TAB-ul Page Layout



Orientarea paginii



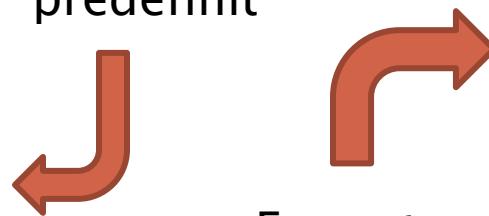
Alegerea dimensiunii paginii

# Modificarea formatului paginii

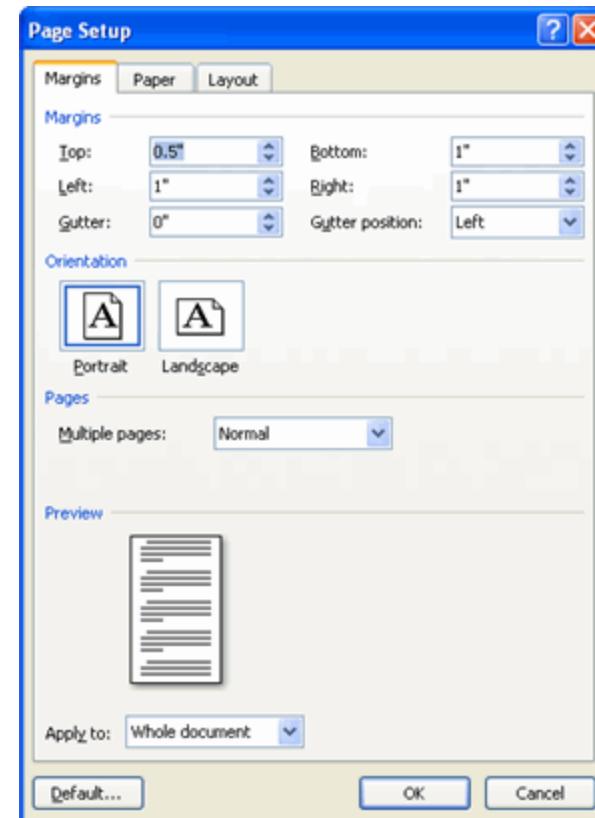


Alegerea  
dimensiunilor  
chenarului  
pentru text

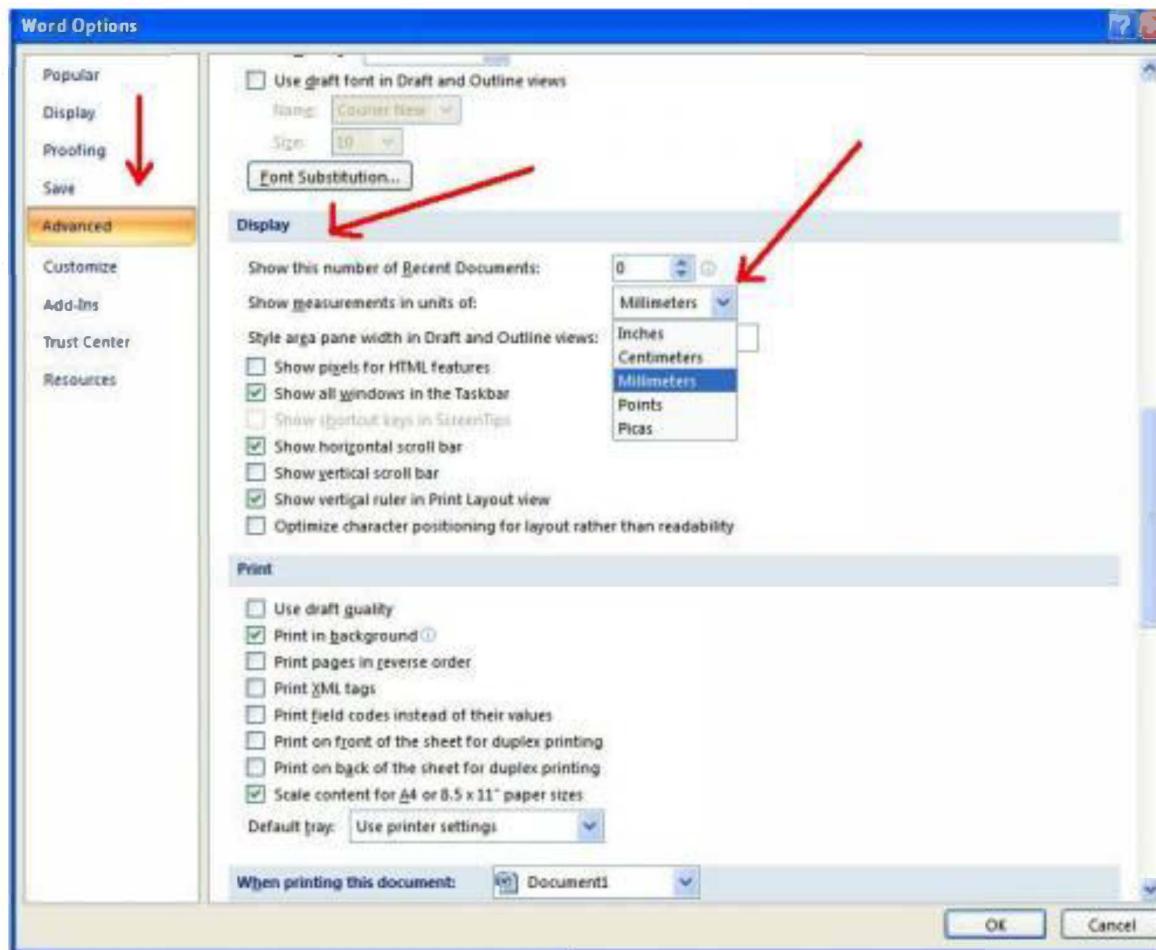
Format  
predefinit



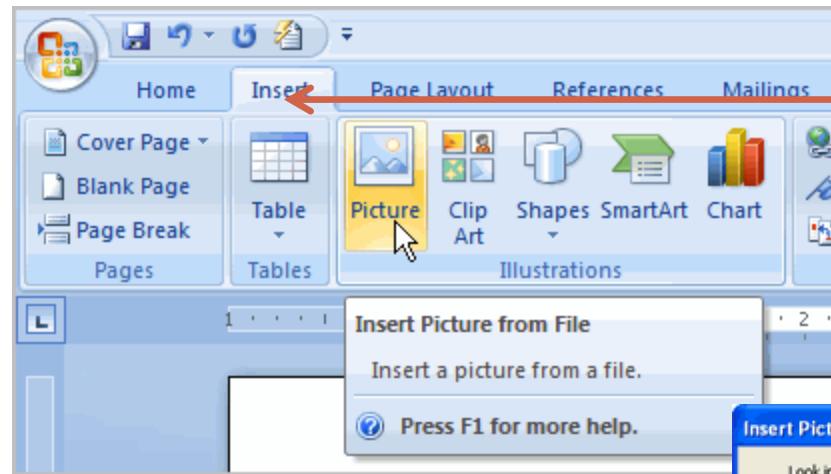
Format  
definit de  
utilizator



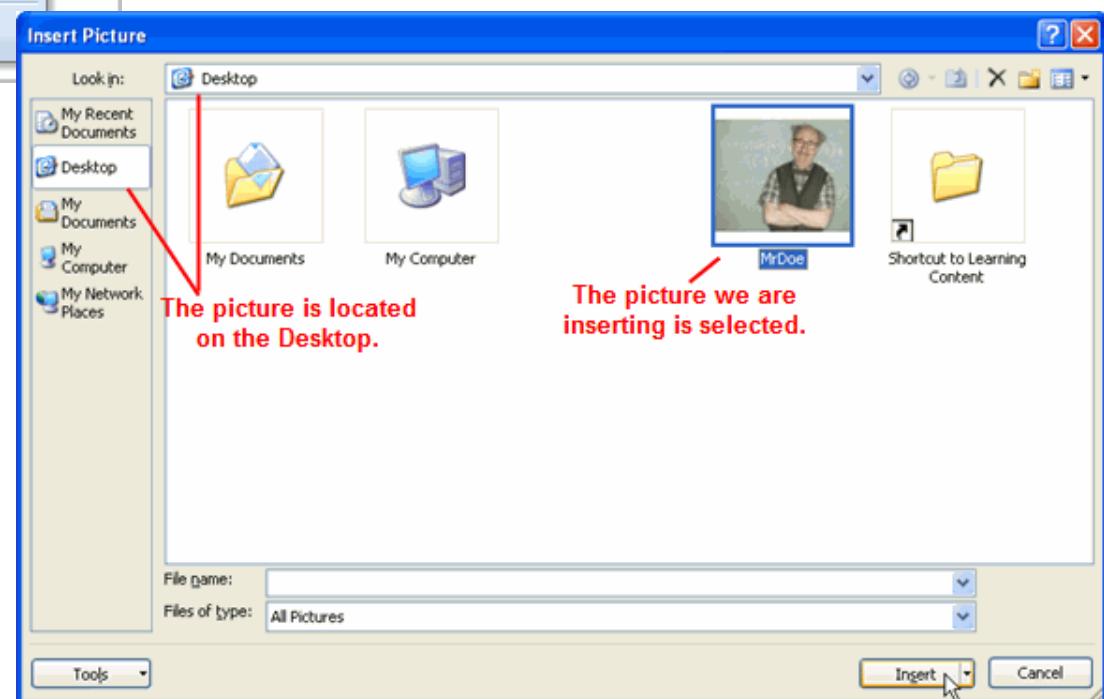
# Setarea unitatilor de masura!!!



# Lucrul cu imagini

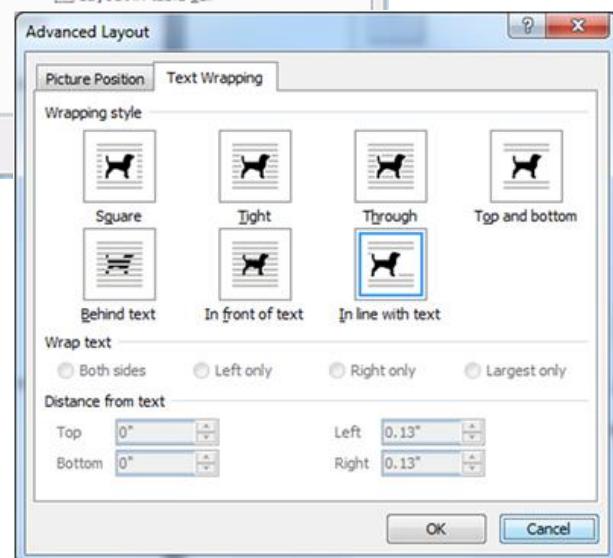
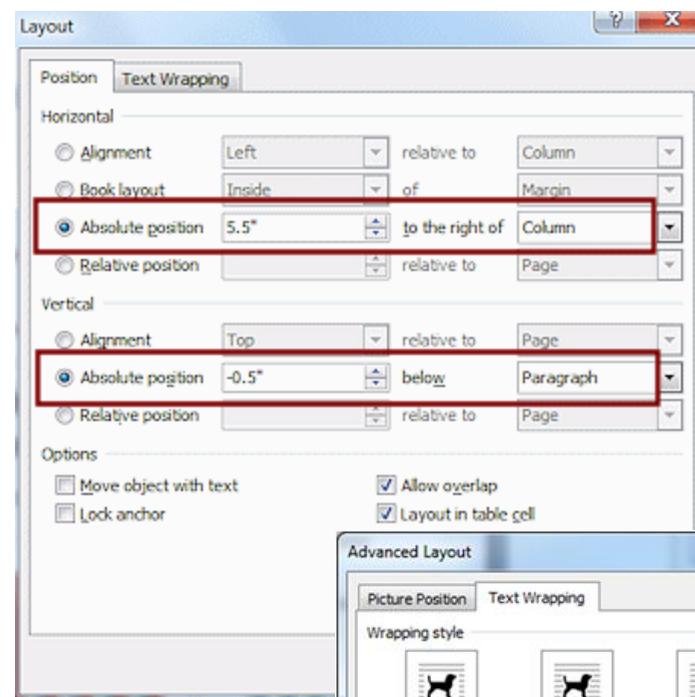
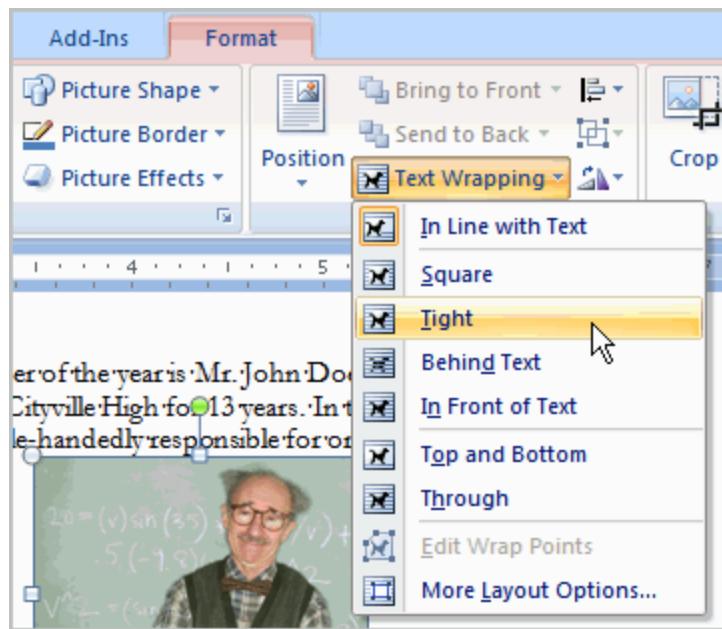


TAB-ul Insert -> Picture



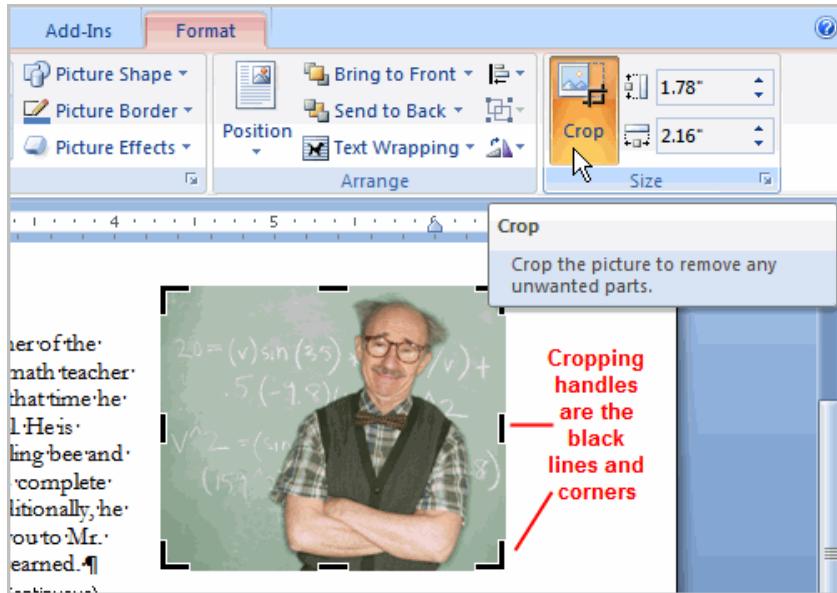
# Lucrul cu imagini

## Formatarea si pozitionarea imaginii in text

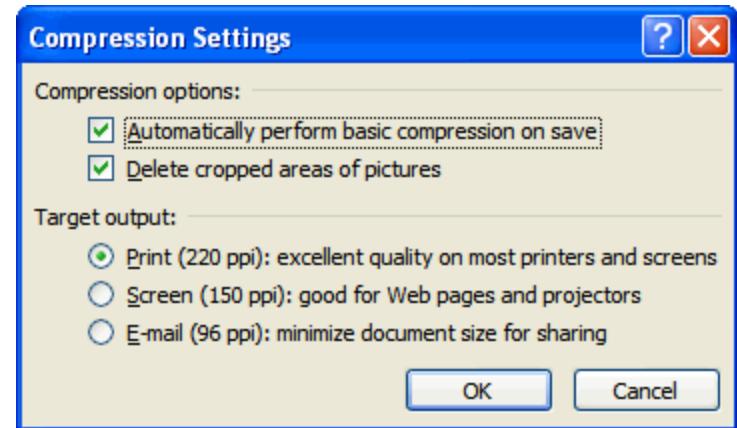


# Lucrul cu imagini

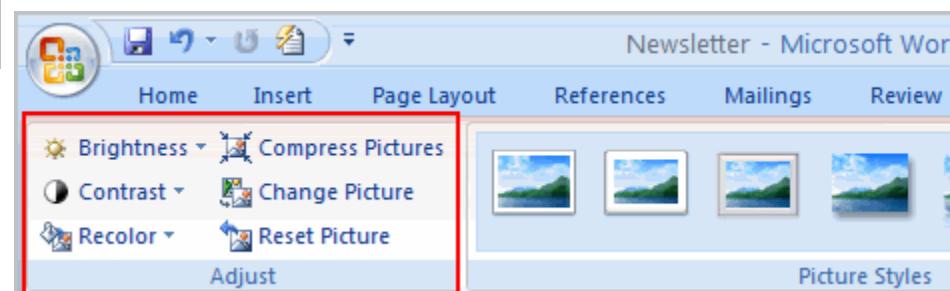
## Formatarea imaginii



## Taierea imaginii



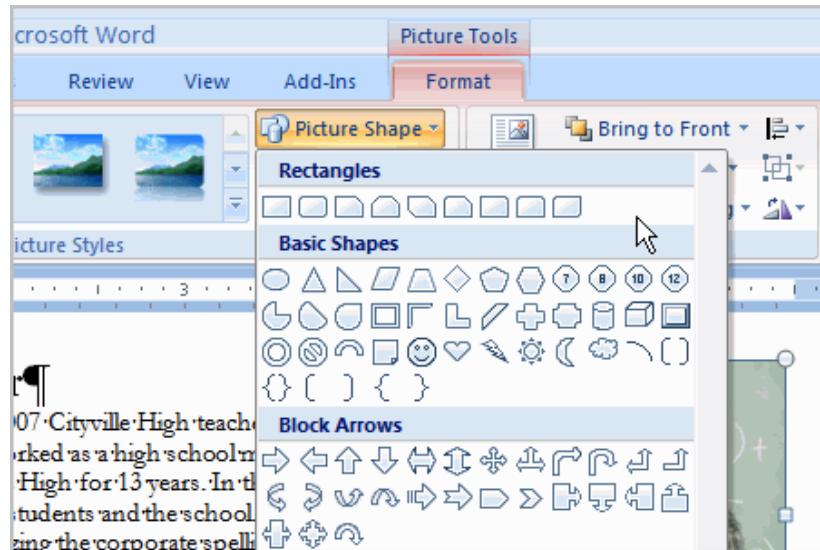
## Compresiunea imaginii



## Alte setari

# Lucrul cu imagini

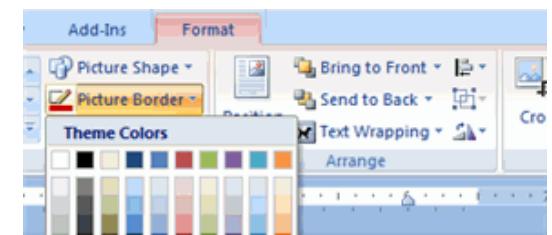
## Formatarea imaginii



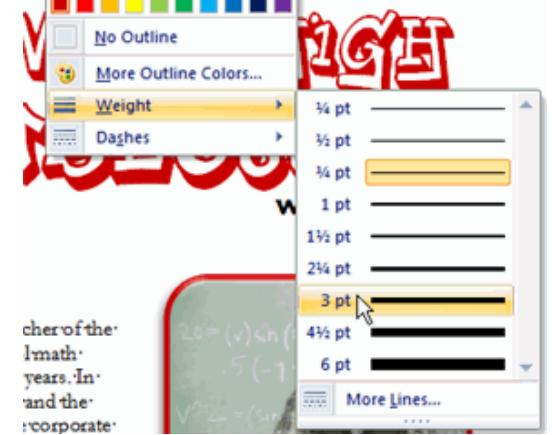
Modificarea formei



Modificarea  
modului de  
afisare



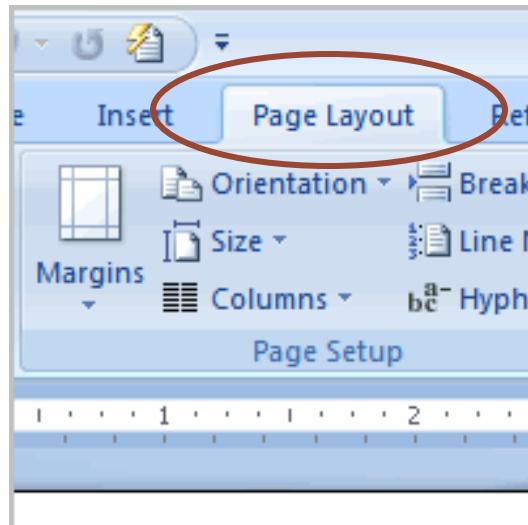
Setarea  
chenarului



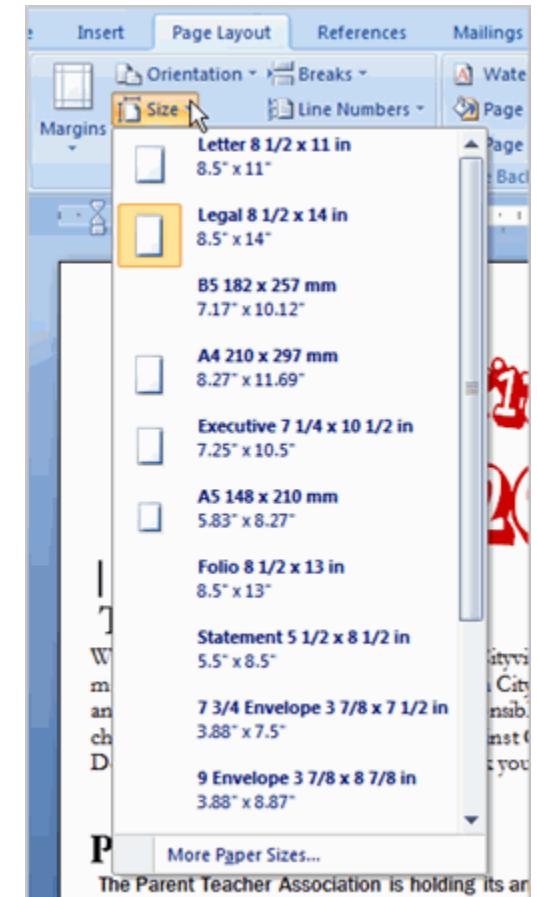
## ▶ **Lucrul in Word**

- 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

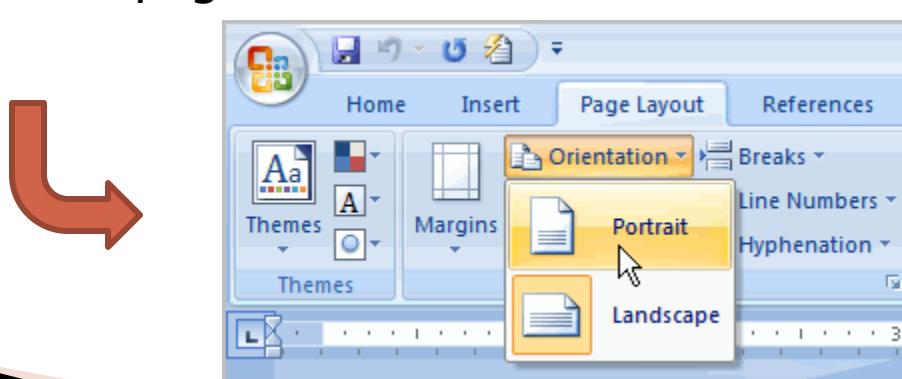
# Modificarea formatului paginii



Alegerea dimensiunii paginilor

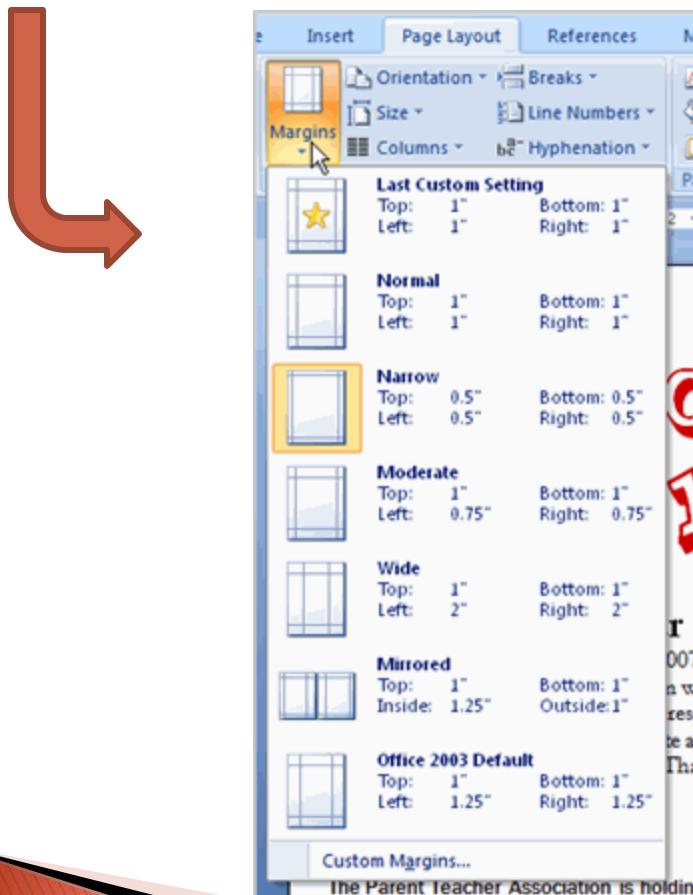


Orientarea paginii

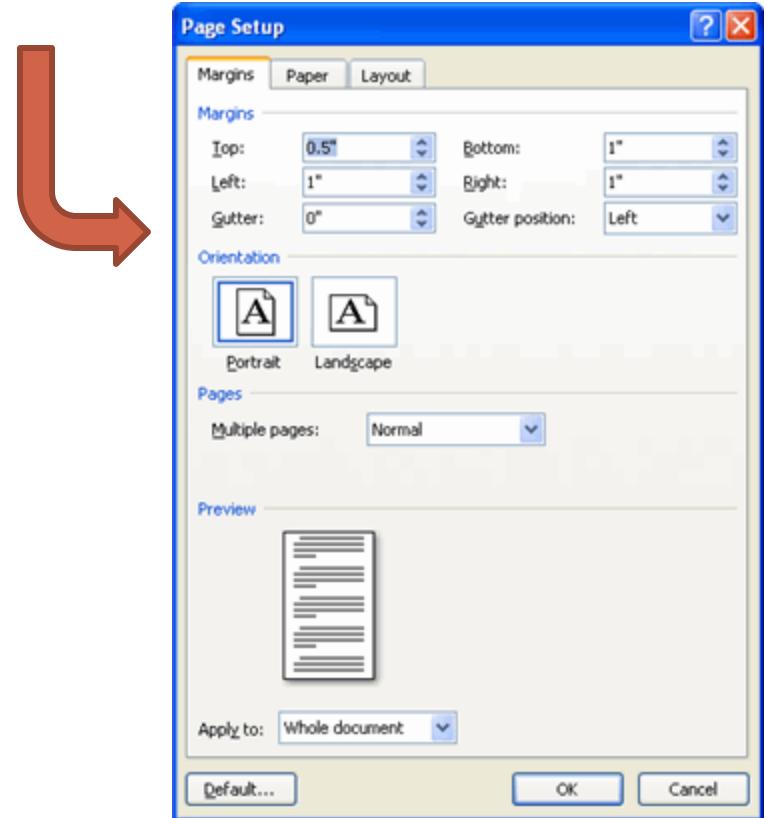


# Modificarea formatului paginii

Definirea marginilor (predefinit)



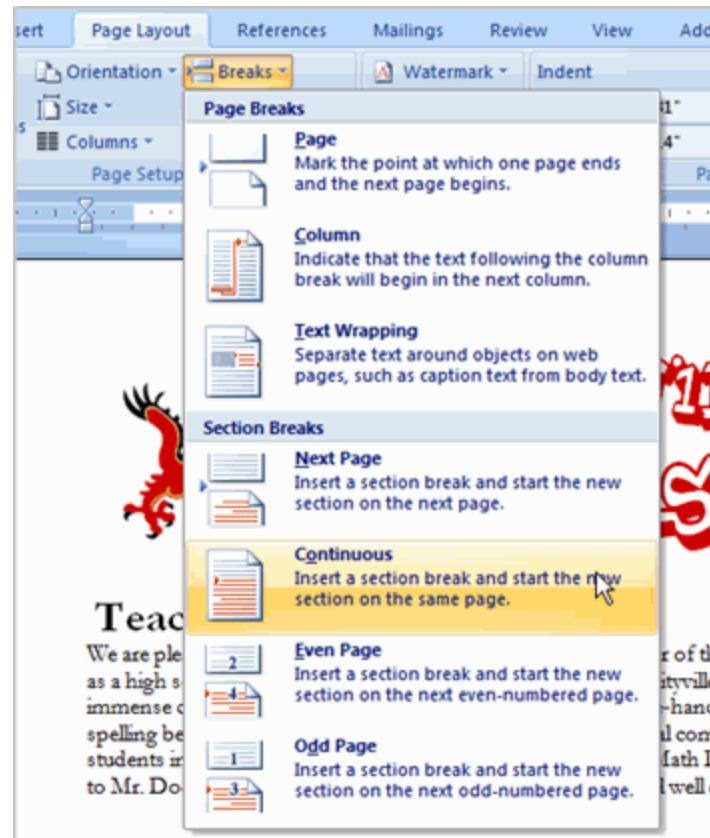
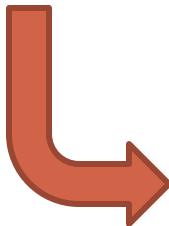
Definirea marginilor  
(personalizat)



Exemplificari suplimentare

# Formatarea documentului

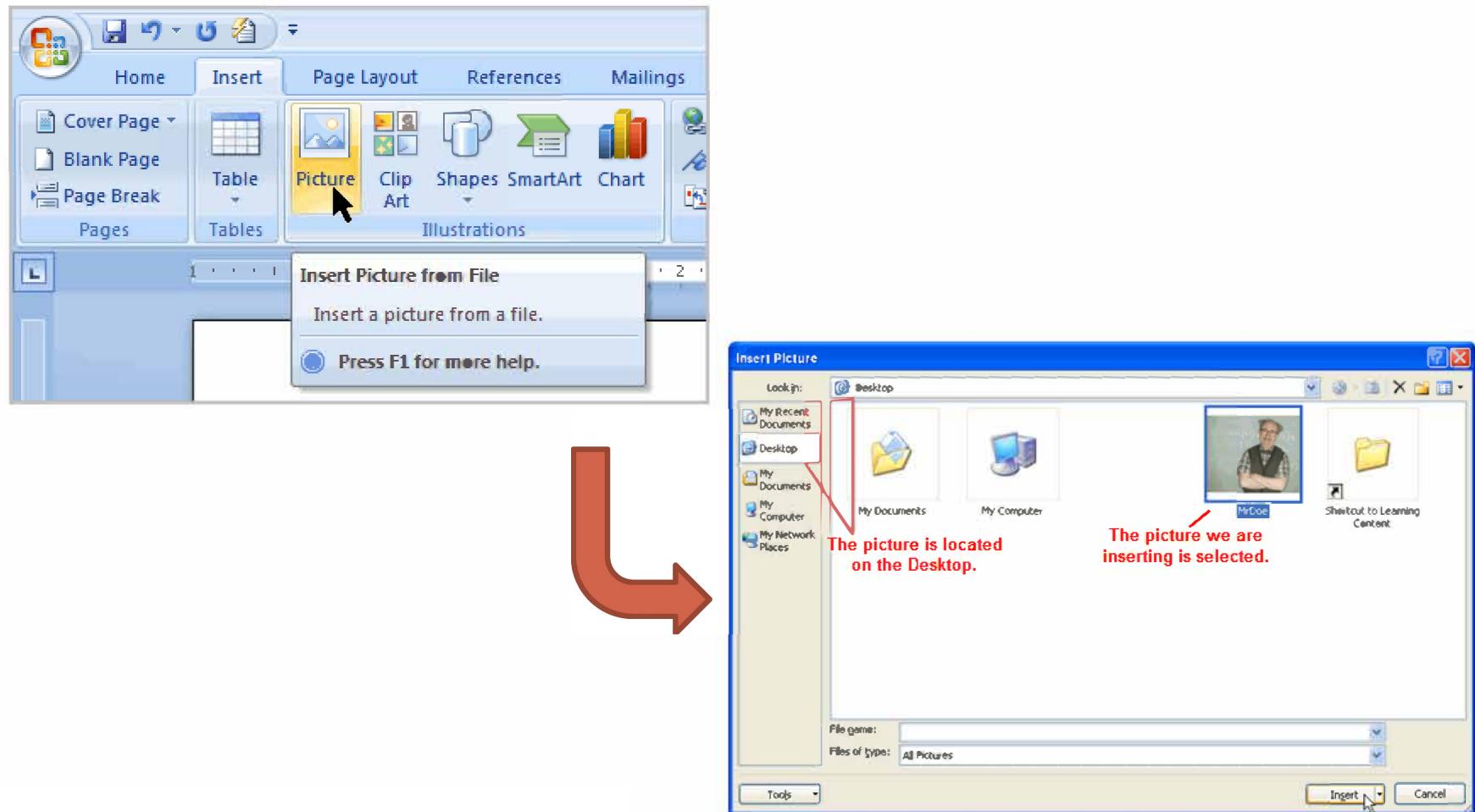
Inserarea unui break (pauza, intrerupere de text)



The screenshot shows the Microsoft Word ribbon with the 'Page Layout' tab selected. A dropdown menu for 'Breaks' is open, displaying the following options:

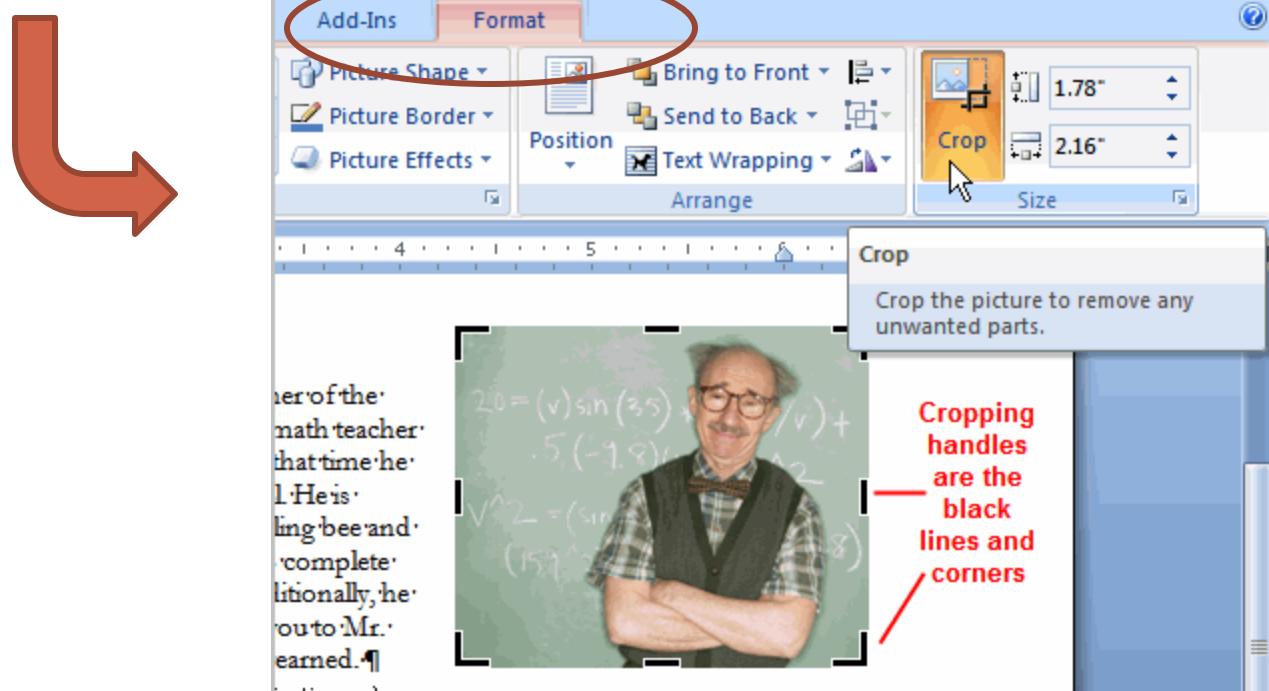
- Page**: Mark the point at which one page ends and the next page begins.
- Column**: Indicate that the text following the column break will begin in the next column.
- Text Wrapping**: Separate text around objects on web pages, such as caption text from body text.
- Section Breaks**:
  - Next Page**: Insert a section break and start the new section on the next page.
  - Continuous**: Insert a section break and start the new section on the same page. (This option is highlighted with a yellow background and a cursor is hovering over it.)
  - Even Page**: Insert a section break and start the new section on the next even-numbered page.
  - Odd Page**: Insert a section break and start the new section on the next odd-numbered page.

# Lucrul cu imagini



# Lucrul cu imagini

Utilizarea parțială a unei imagini – crop

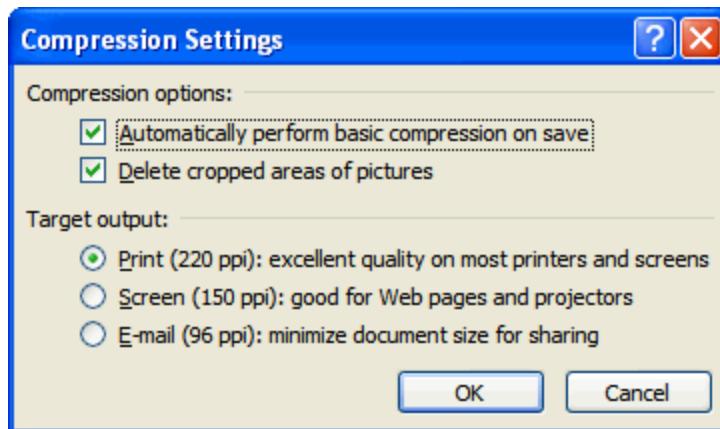
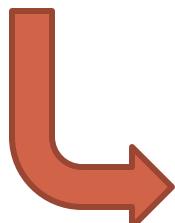


Exemplu

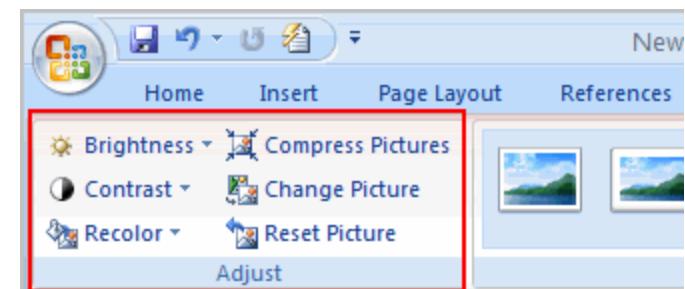
# Lucrul cu imagini

Reducerea dimensiunii unei imagini

Compress picture

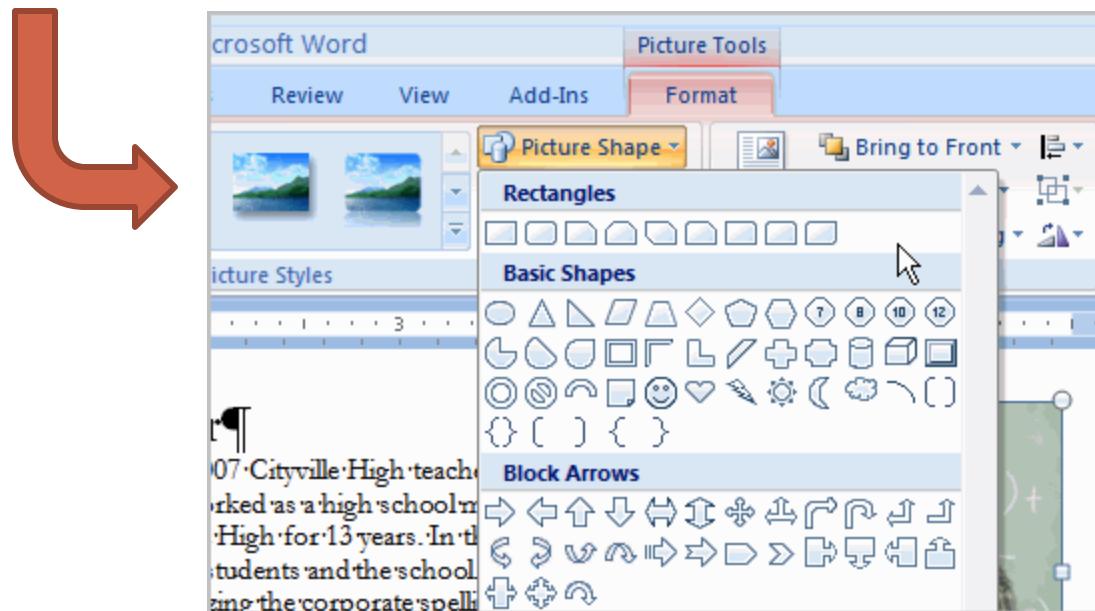


Alte optiuni de editare a imaginilor



# Lucrul cu imagini

## Modificarea formei imaginii



# Lucrul cu imagini

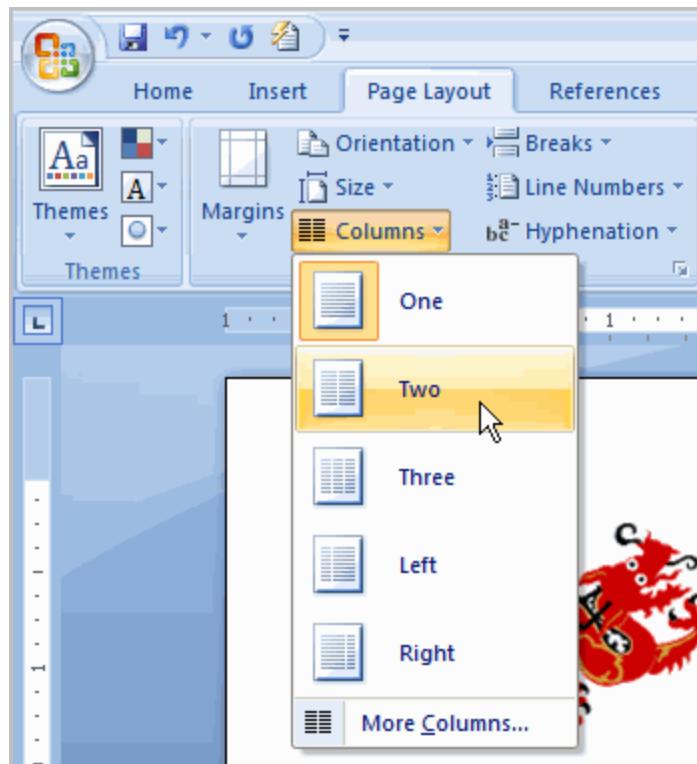
## Aplicarea unui stil



## Definirea unui chenar

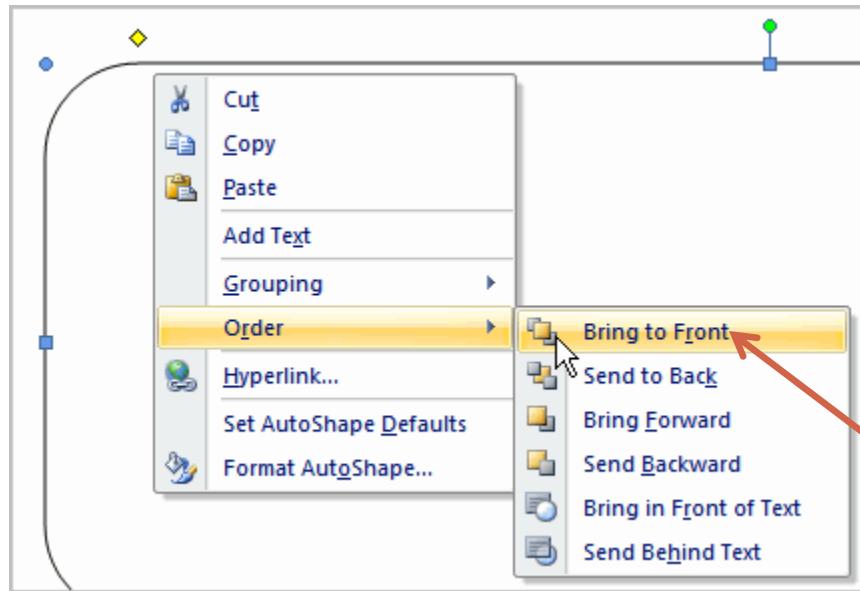


# Lucrul cu coloane si ordonarea

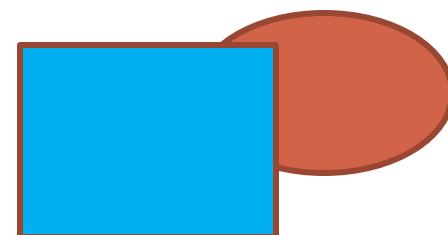


Aranjarea textului pe coloane

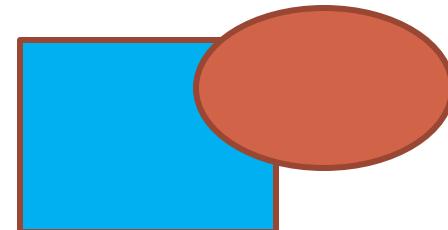
# Lucrul cu coloane si ordonarea



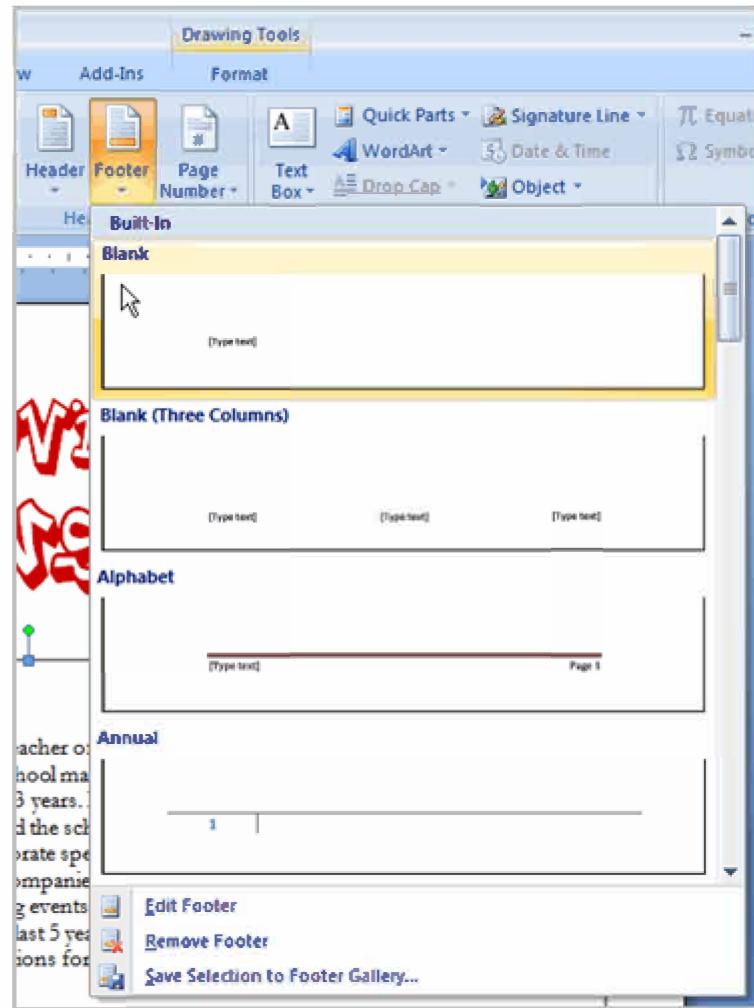
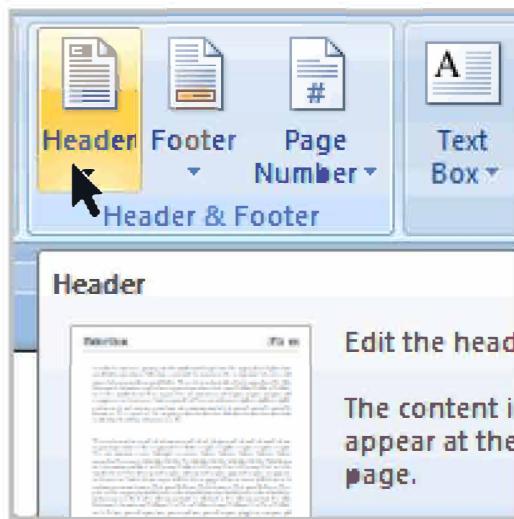
Front



Back



# Header-e si footer-e

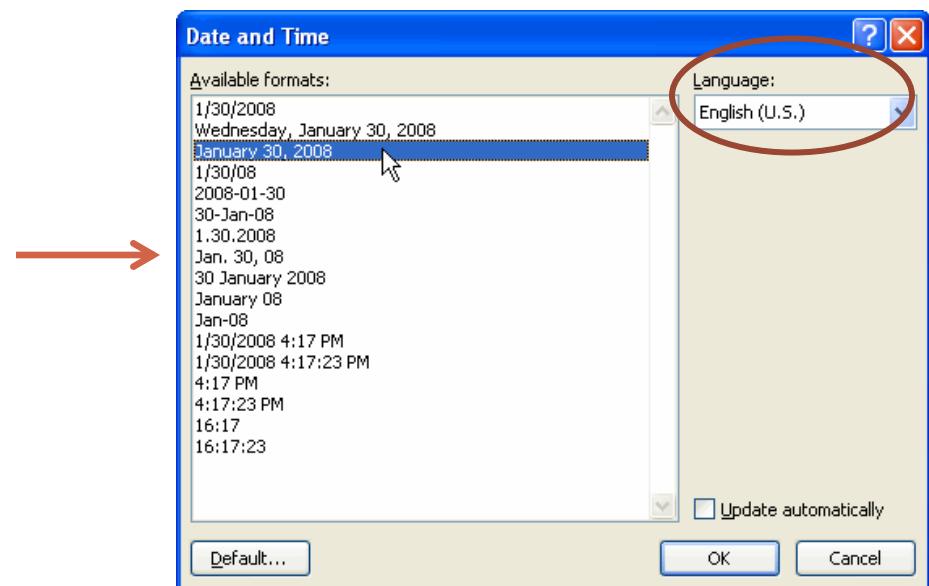
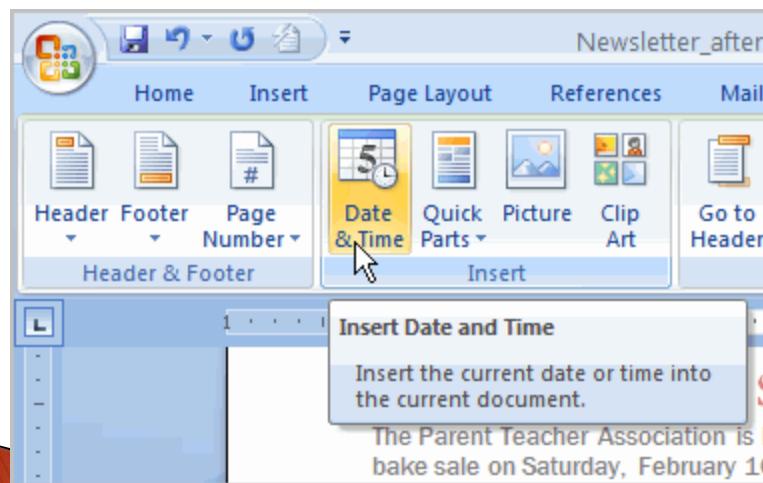


# Header-e si footer-e

Formatarea textului din partea de sus sau de jos a paginii



Inserarea datei si orei



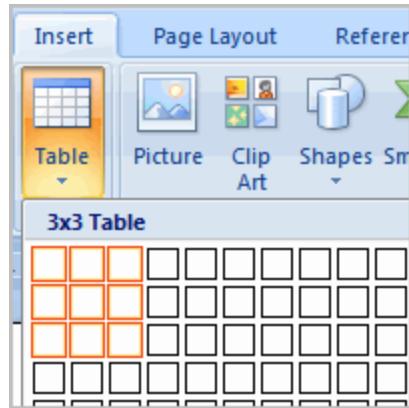
# Header-e si footer-e



**Ce informatii  
punem in antetul  
si subsolul  
paginii?**

Exemplu de plasare a unor  
informatii diferite pe prima  
pagina

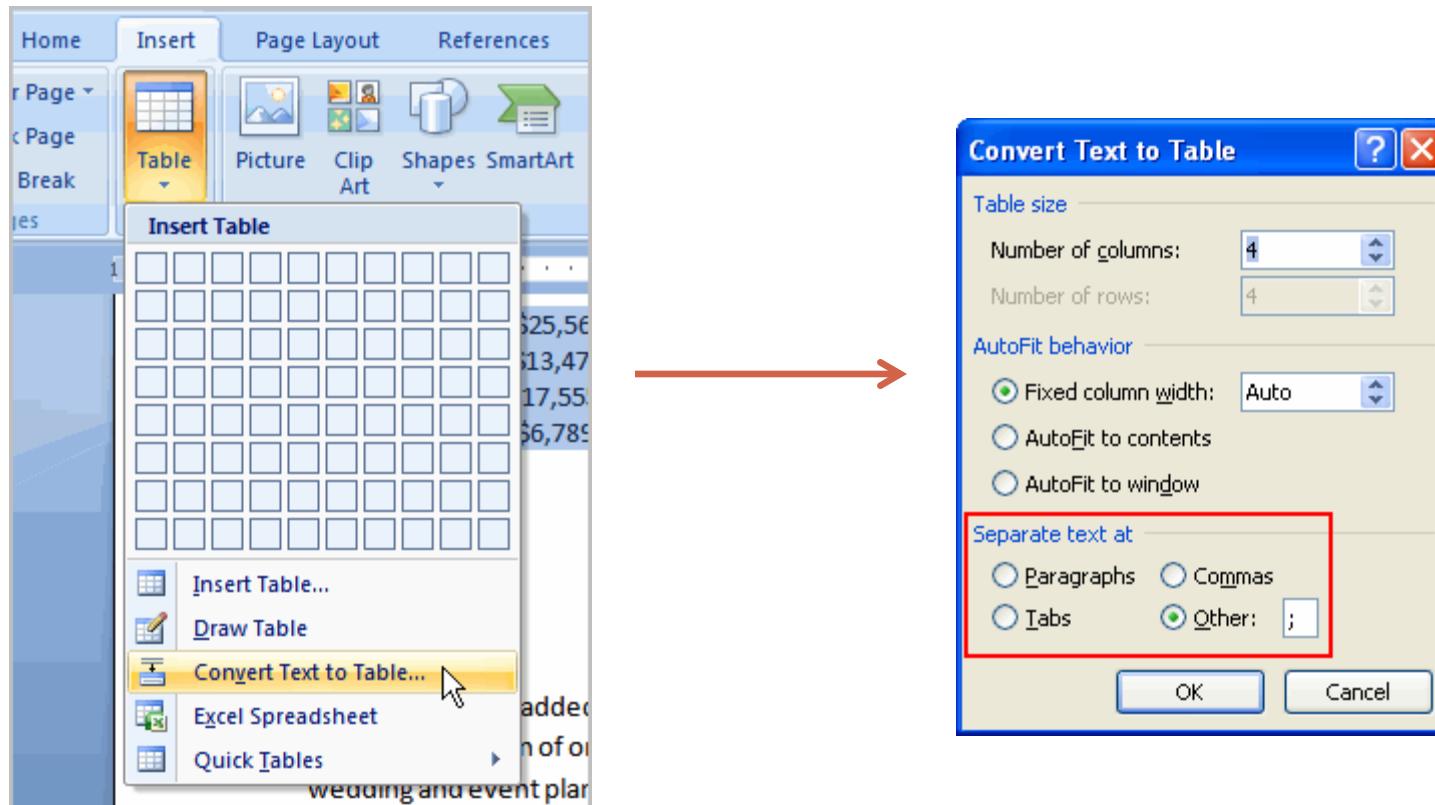
# Lucrul cu tabele



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

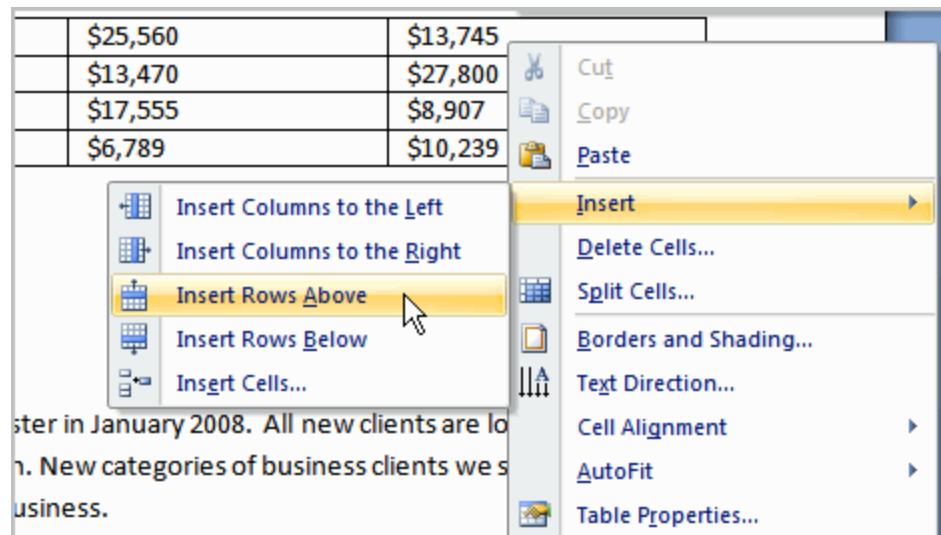

# Lucrul cu tabele

## Conversia unui text in tabel



# Lucrul cu tabele

## Inserarea de elemente noi



Exemplu

# Lucrul cu tabele

## Definirea unor stiluri

I.	\$10,252	\$25,560	\$13,745
W.	\$5,550	\$13,470	\$27,800
O.	\$8, 547	\$17,555	\$8,907
S.	\$13,578	\$6,789	\$10,239

Inserarea unui tabel gol

Insert

Table

5x4 Table

Insert Table...

Draw Table

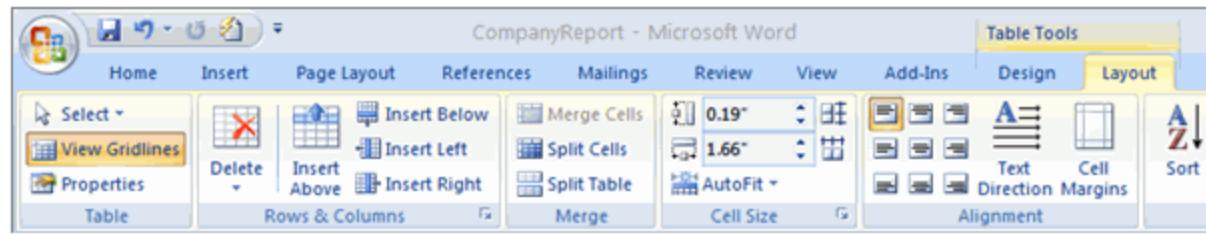
Convert Text to Table...

Excel Spreadsheet

Quick Tables

# Lucrul cu tabele

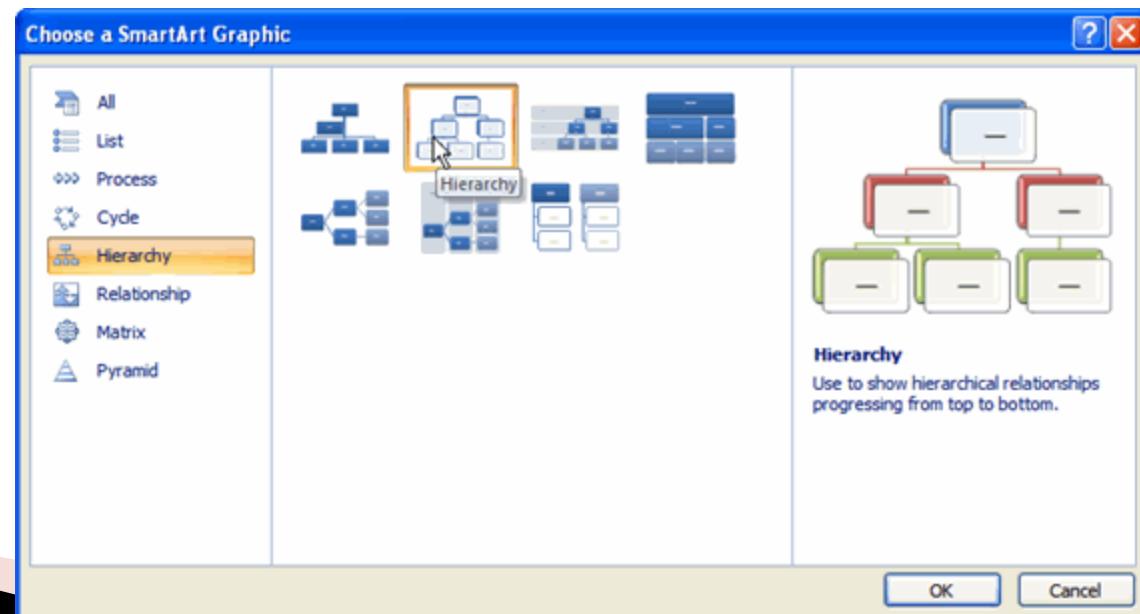
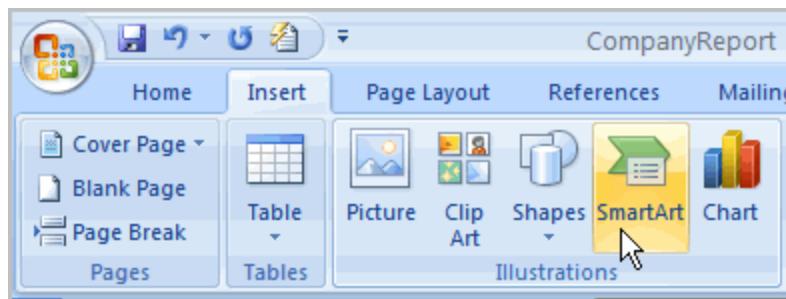
## Modificarea structurii unui tabel



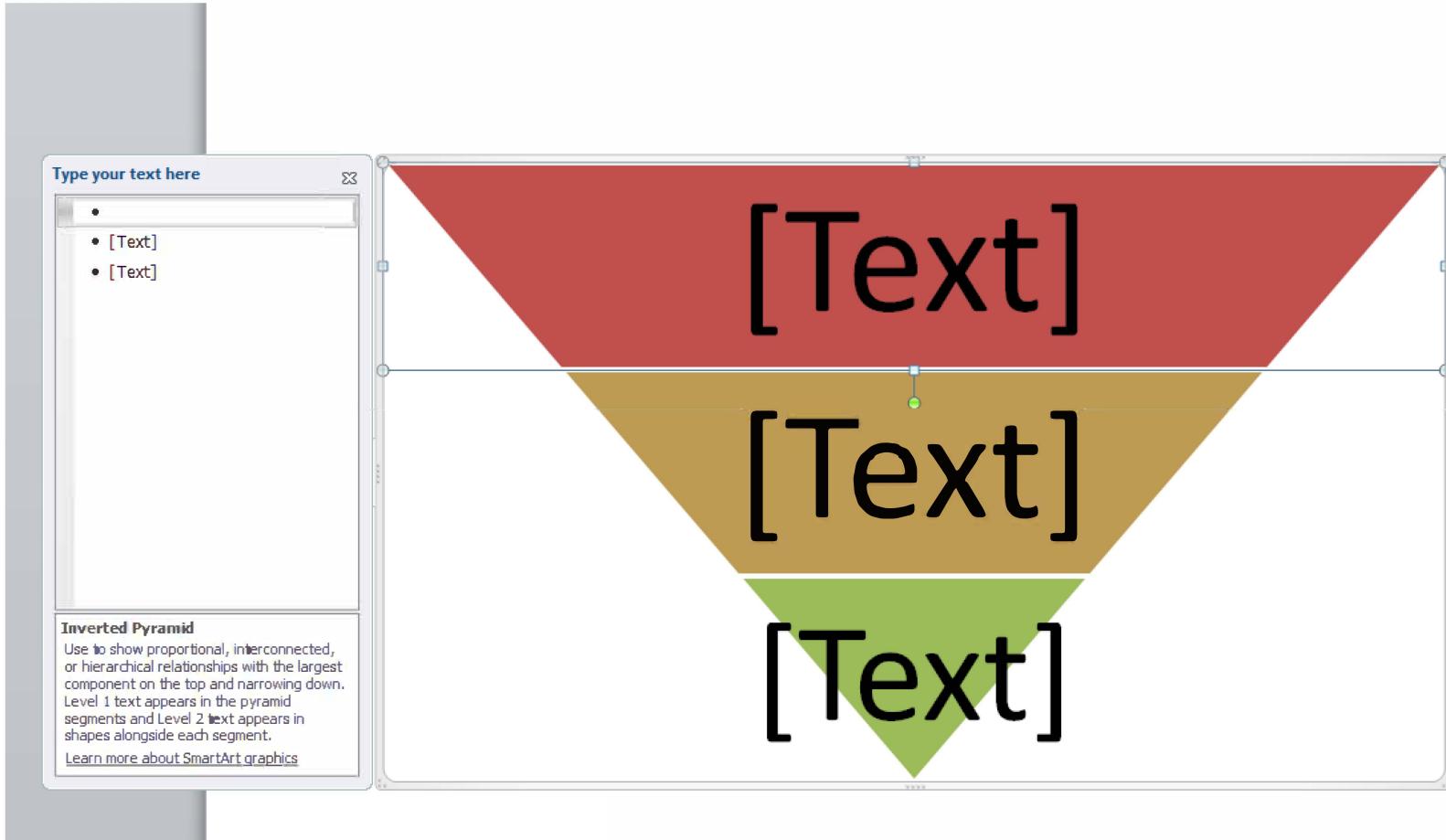
Exemplu

# Grafice SmartArt

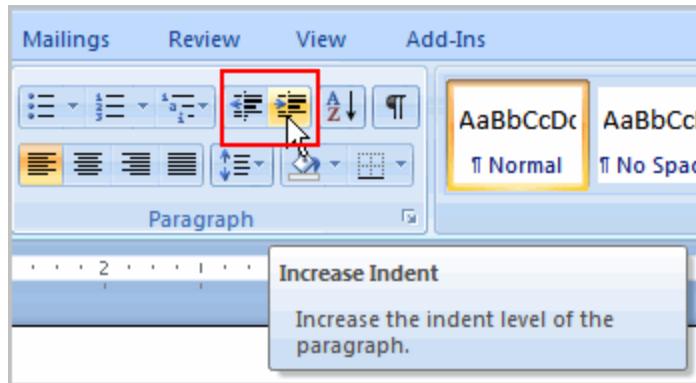
Utilizate pentru transmiterea vizuala a unei informatii



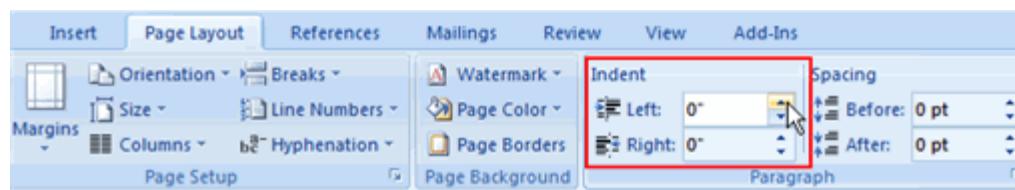
# Grafice SmartArt



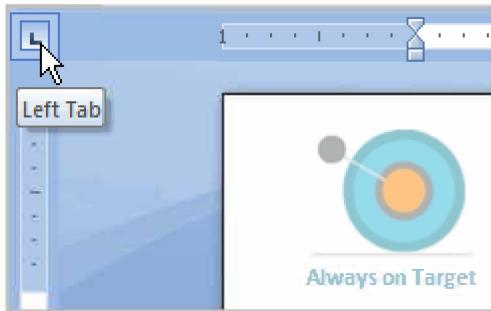
# Utilizarea indentarilor si a tab-ului



## Modificarea setarilor predefinite



# Utilizarea indentarilor si a tab-ului

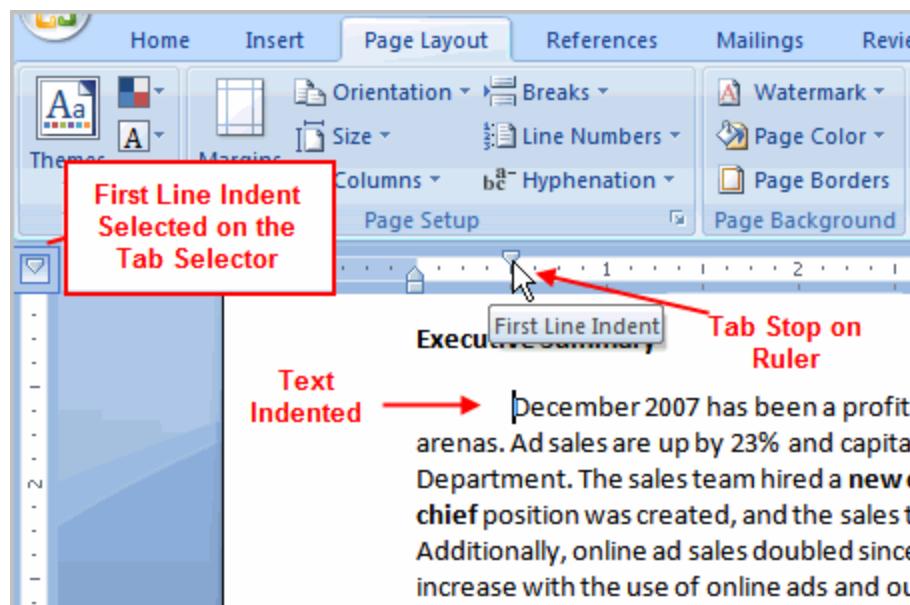


The tab options are:

- **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.

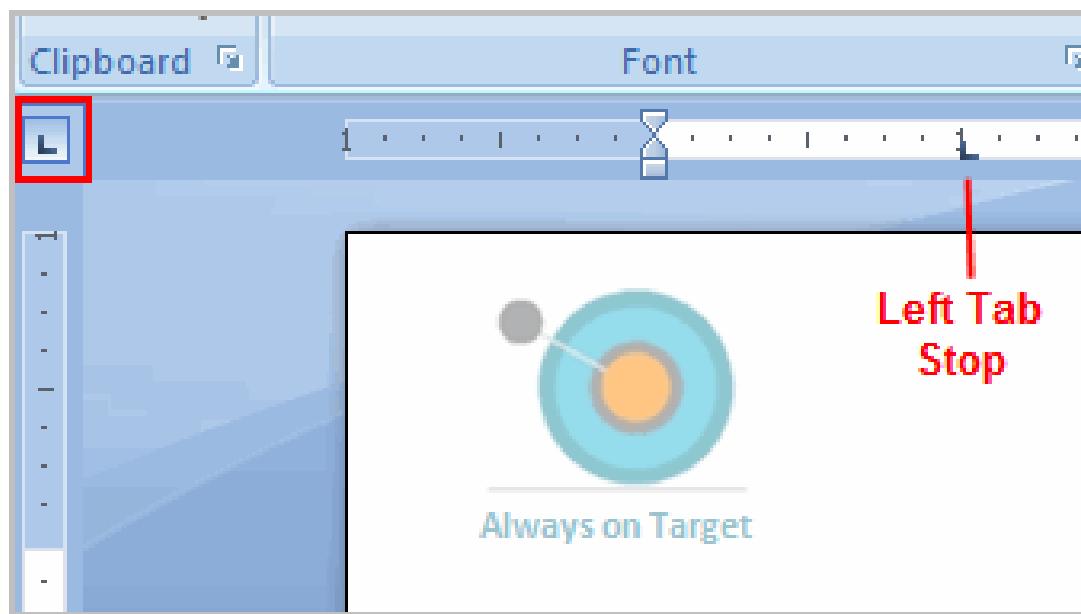
# Utilizarea indentarilor si a tab-ului

Setarea unui TAB pentru alinierea textului



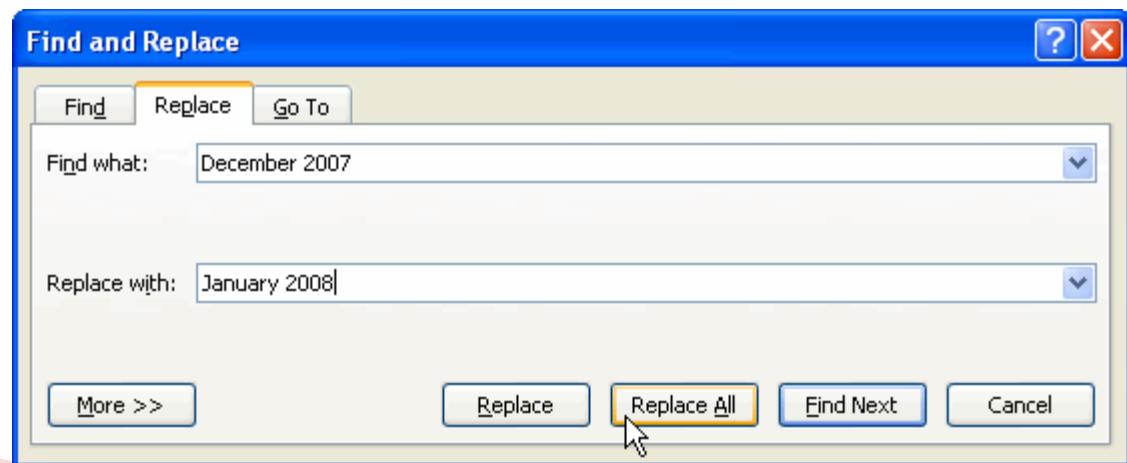
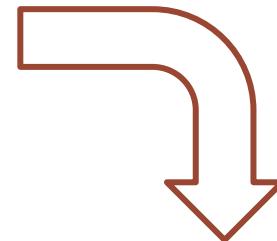
# Utilizarea indentarilor si a tab-ului

Setarea unui TAB pentru diferite pozitii ale textului

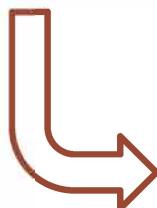


# Functia de cautare/inlocuire

## Find and replace



# Aplicarea de stiluri si teme



A screenshot of the Microsoft Word ribbon showing the 'Styles' list expanded. The 'Title' style is highlighted with a yellow box and has a cursor icon over it. Other styles listed include 'Normal', 'No Spac...', 'AaBbC...', 'Heading 1', 'Heading 2', 'AaBbC...', 'AaBbC...', 'AaBbC...', 'AaBbC...', 'Emphasis', 'Intense Em...', 'Strong', 'Quote', 'AaBbC...', 'AaBbC...', 'AaBbC...', 'AaBbC...', 'Intense Q...', 'Subtle Ref...', 'Intense R...', 'Book Title', 'AaBbC...', 'AaBbC...', 'AaBbC...', 'AaBbC...', 'List Para...', 'Caption'.

AdWorks Agency

Sales Team Monthly Report: December 2007

Executive Summary

# Modificarea unui stil

The image shows a Microsoft Word interface with a context menu open over a 'Title' style entry in the Quick Style Gallery. The menu options include 'Update Title to Match Selection', 'Modify...', 'Select All 1 Instance(s)', 'Rename...', 'Remove from Quick Style Gallery', and 'Add Gallery to Quick Access Toolbar'. A red arrow points from the 'Modify...' option to the 'Modify Style' dialog box on the right.

**Modify Style**

**Properties**

- Name: **Title**
- Style type: **Linked (paragraph and character)**
- Style based on: **Normal**
- Style for following paragraph: **Normal**

**Formatting**

Font: **Combi (Headings)**, **26 pt**, **B**, **I**, **U**, **Color: Text 2**

Change  
Formatting  
Here

Font: (Default) +Headings, 26 pt, Font color: Text 2, Expanded by: 0.25 pt, Kern at 14 pt, Line spacing: single, Space After: 15 pt, Don't add space between paragraphs of the same style, Border: Bottom: (Single solid line, Accent 1, 1 pt Line width, From text: 4 pt Border spacing: ), Style: Linked, Quick Style, Priority: 11, Based on: Normal, Following style: Normal

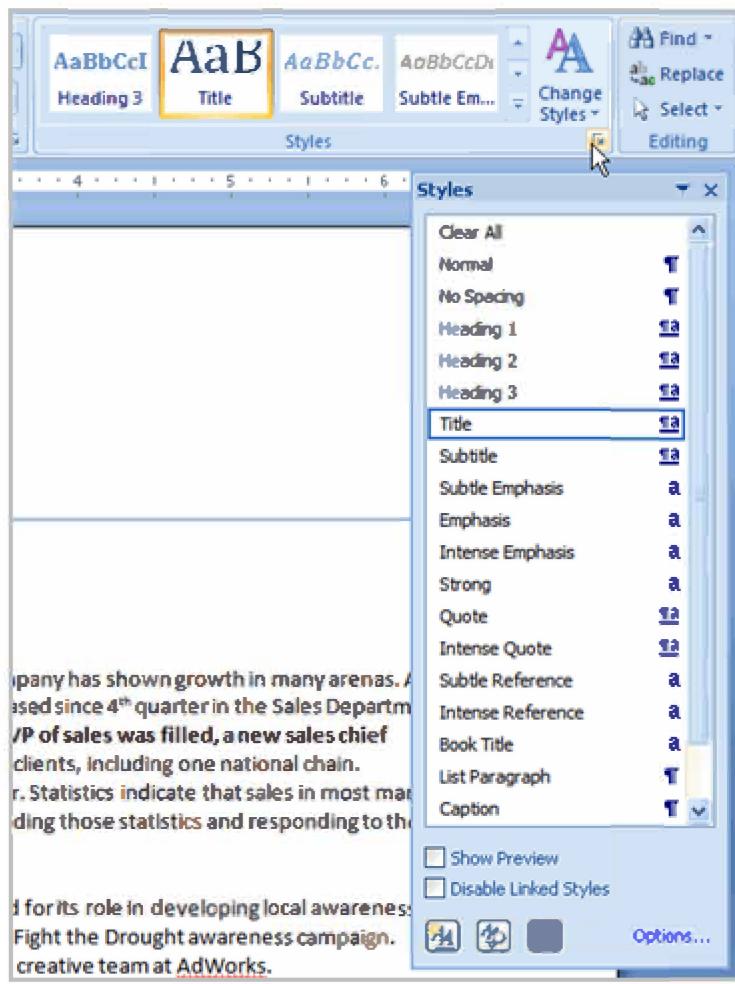
Add to quick style list    Automatically update

Only in this document    New documents based on this template

Describes Current Style

OK Cancel

# Crearea unui stil nou



The screenshot shows the Microsoft Word ribbon with the 'Styles' tab selected. The ribbon tabs include 'AaBbCcI', 'AaB' (selected), 'AaBbCc.', 'AaBbCcDt', 'Change Styles', 'Find & Replace', 'Select', and 'Editing'. Below the ribbon is a toolbar with font size dropdowns (4-6) and a bold button. A 'Styles' dialog box is open, listing various styles like 'Normal', 'Heading 1', 'Title', etc., with their corresponding font icons. The 'Title' style is currently selected. At the bottom of the dialog are checkboxes for 'Show Preview' and 'Disable Linked Styles', and three small icons. To the right of the dialog, a preview pane shows text samples for different styles: 'Intense Quote' (bold), 'Subtle Reference' (italic), 'Intense Reference' (bold italic), 'Book Title' (bold), and 'List Paragraph' (normal). A red oval highlights the three icons at the bottom of the 'Styles' dialog.

Company has shown growth in many arenas. A  
ased since 4<sup>th</sup> quarter in the Sales Department  
/P of sales was filled, a new sales chief  
clients, including one national chain.  
r. Statistics indicate that sales in most mar-  
ding those statistics and responding to the  
  
for its role in developing local awareness.  
Fight the Drought awareness campaign.  
creative team at AdWorks.

Intense Quote

Subtle Reference

Intense Reference

Book Title

List Paragraph

Show Preview

Disable Linked Styles

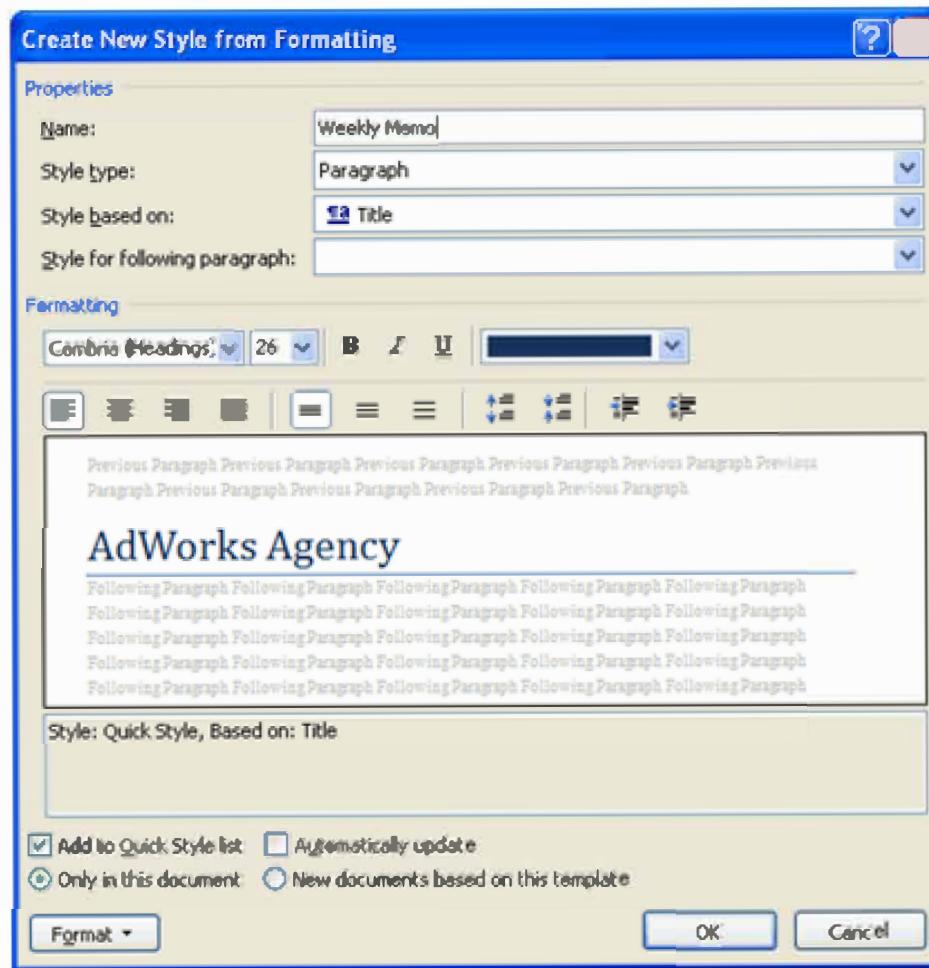




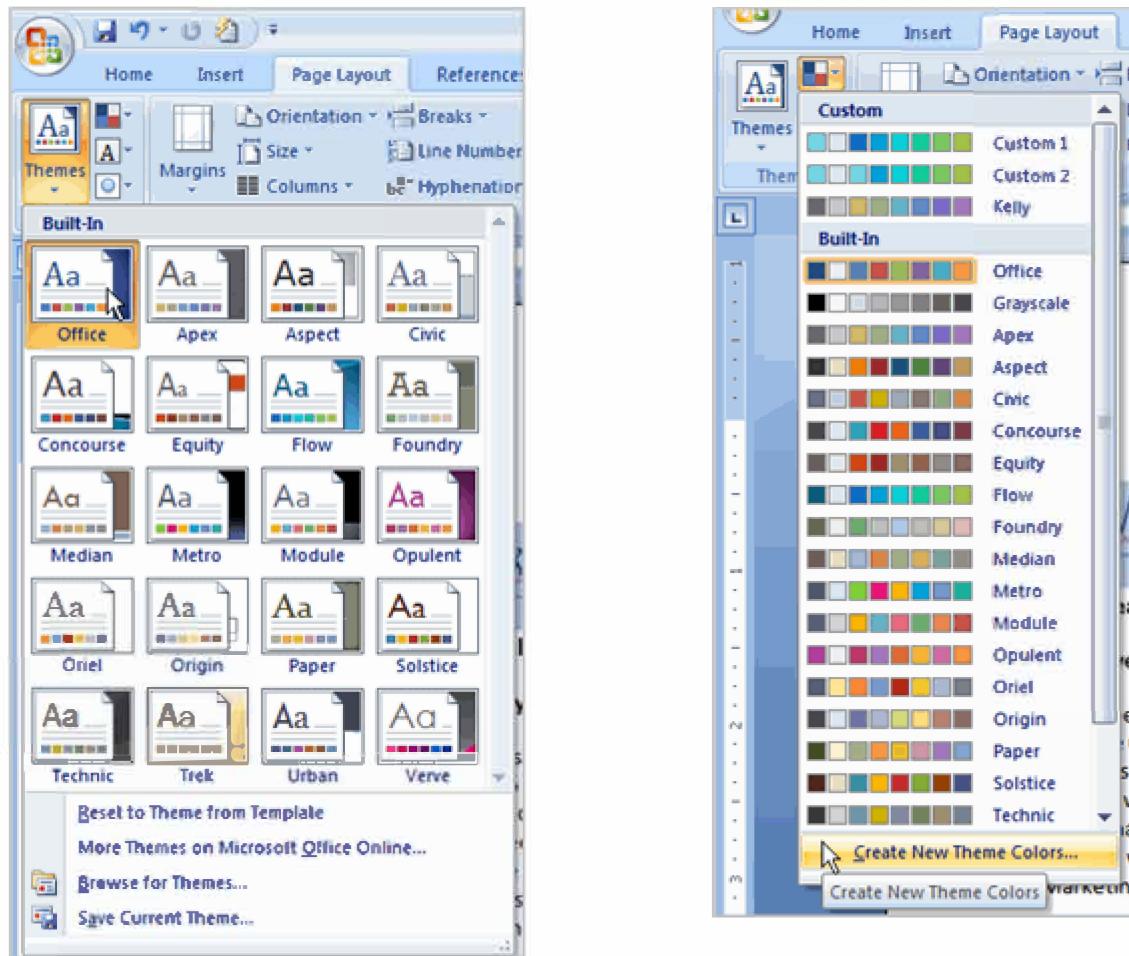


Options...

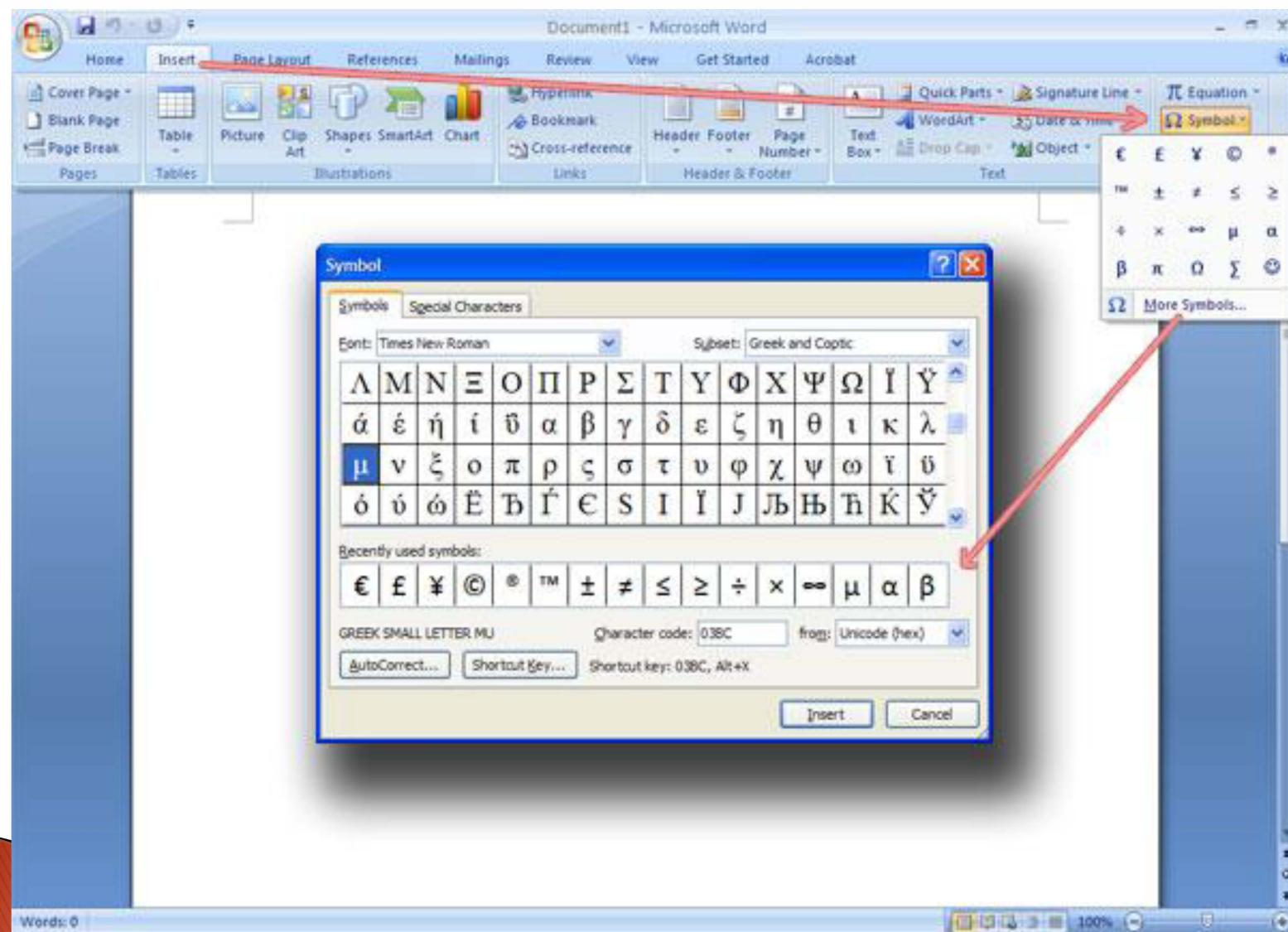
# Crearea unui stil nou



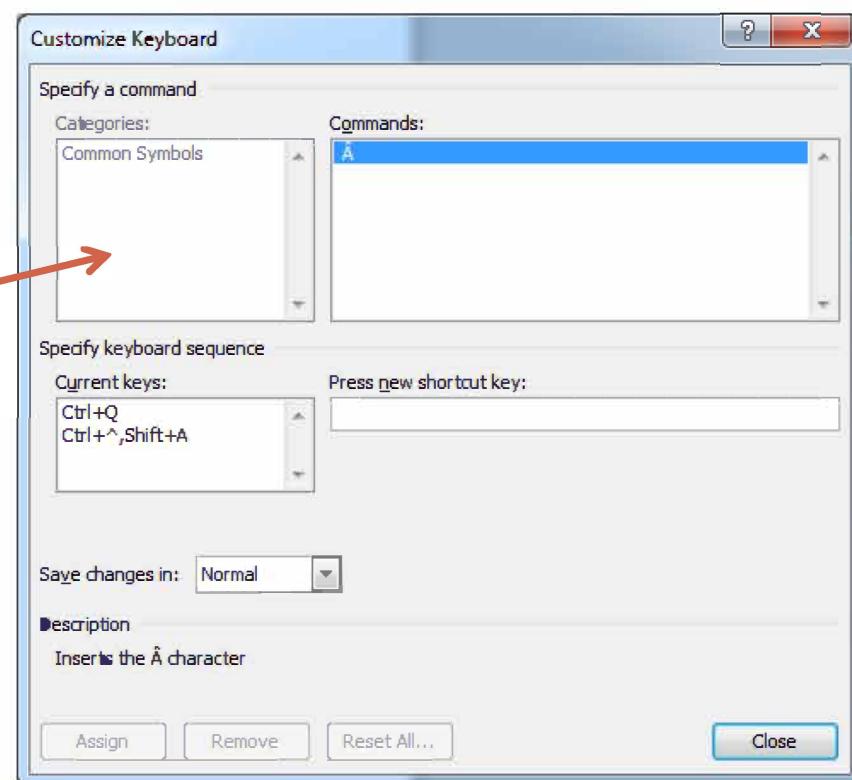
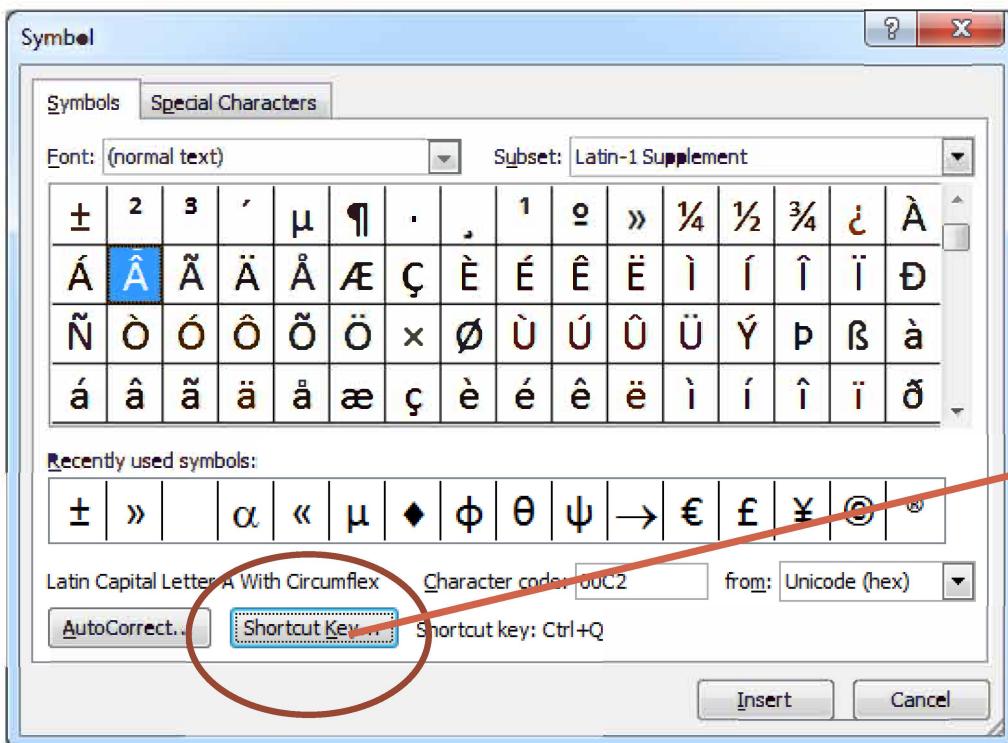
# Utilizarea unor teme



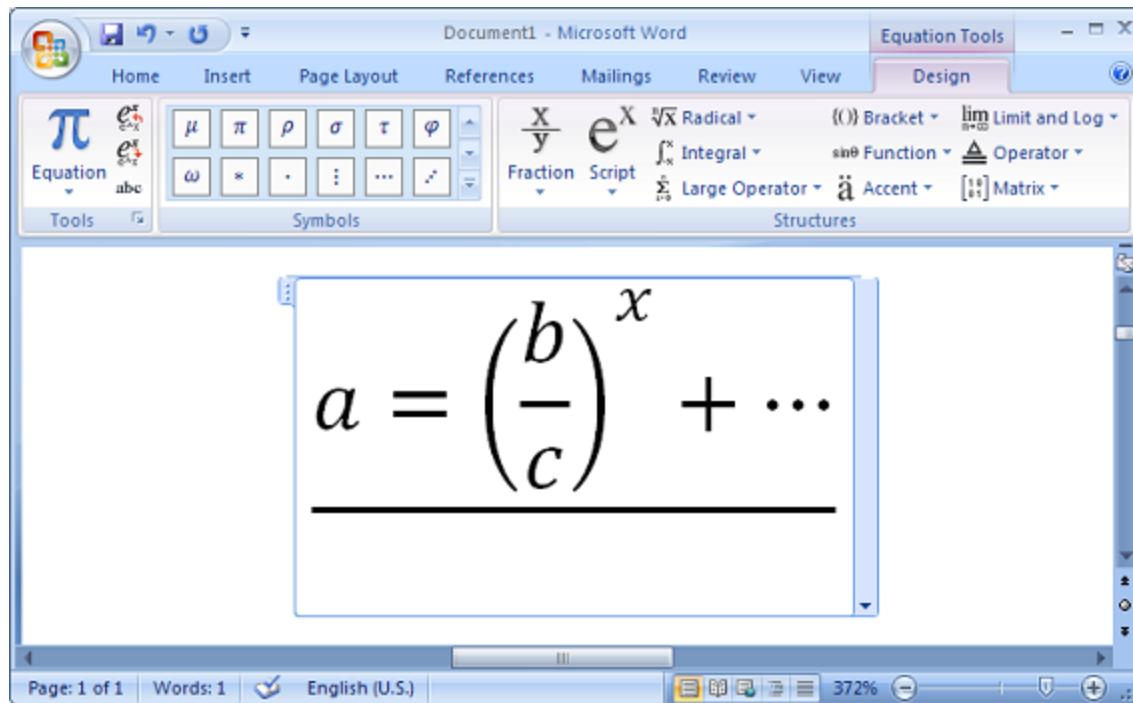
# Inserarea de simboluri



# Definirea unor shortcut-uri



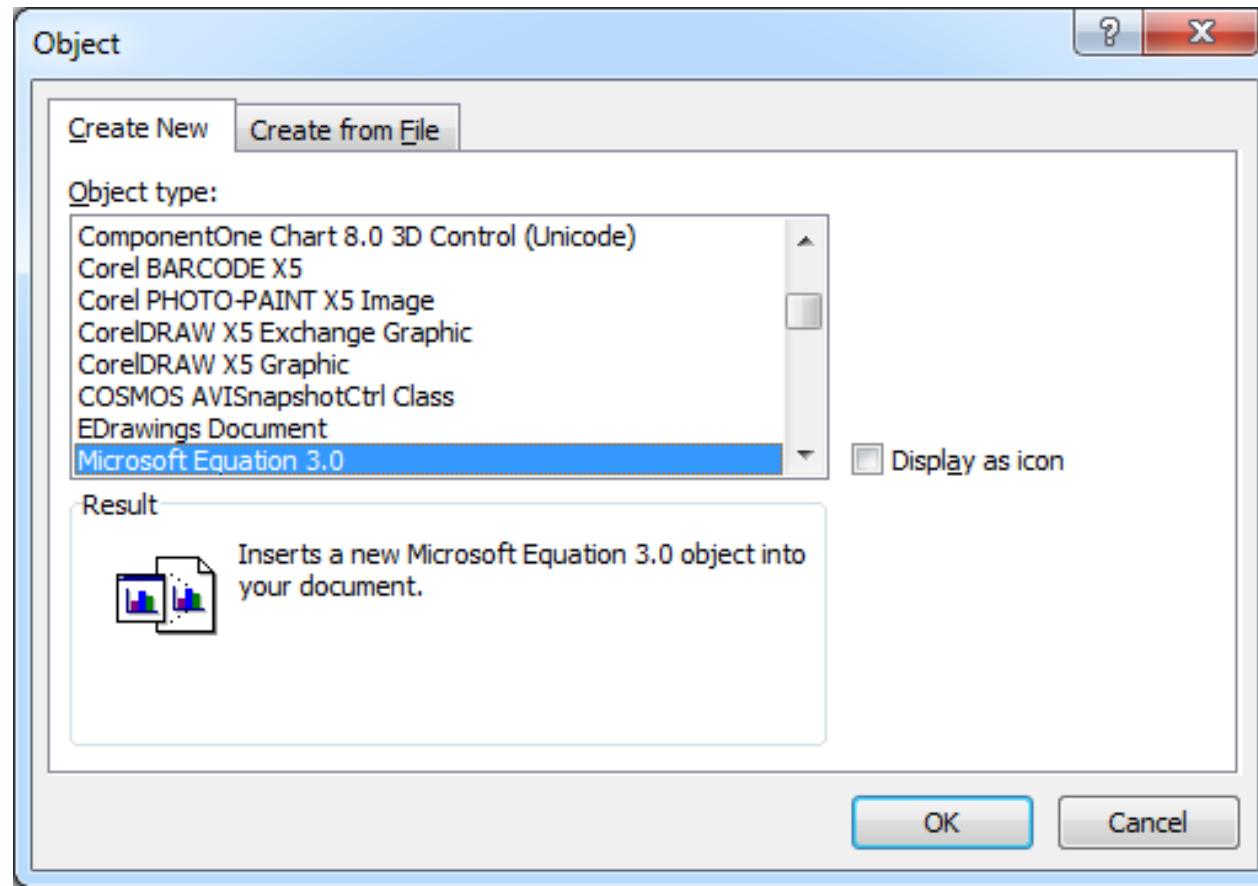
# Editorul de ecuatii



Editorul de ecuatii 5.0

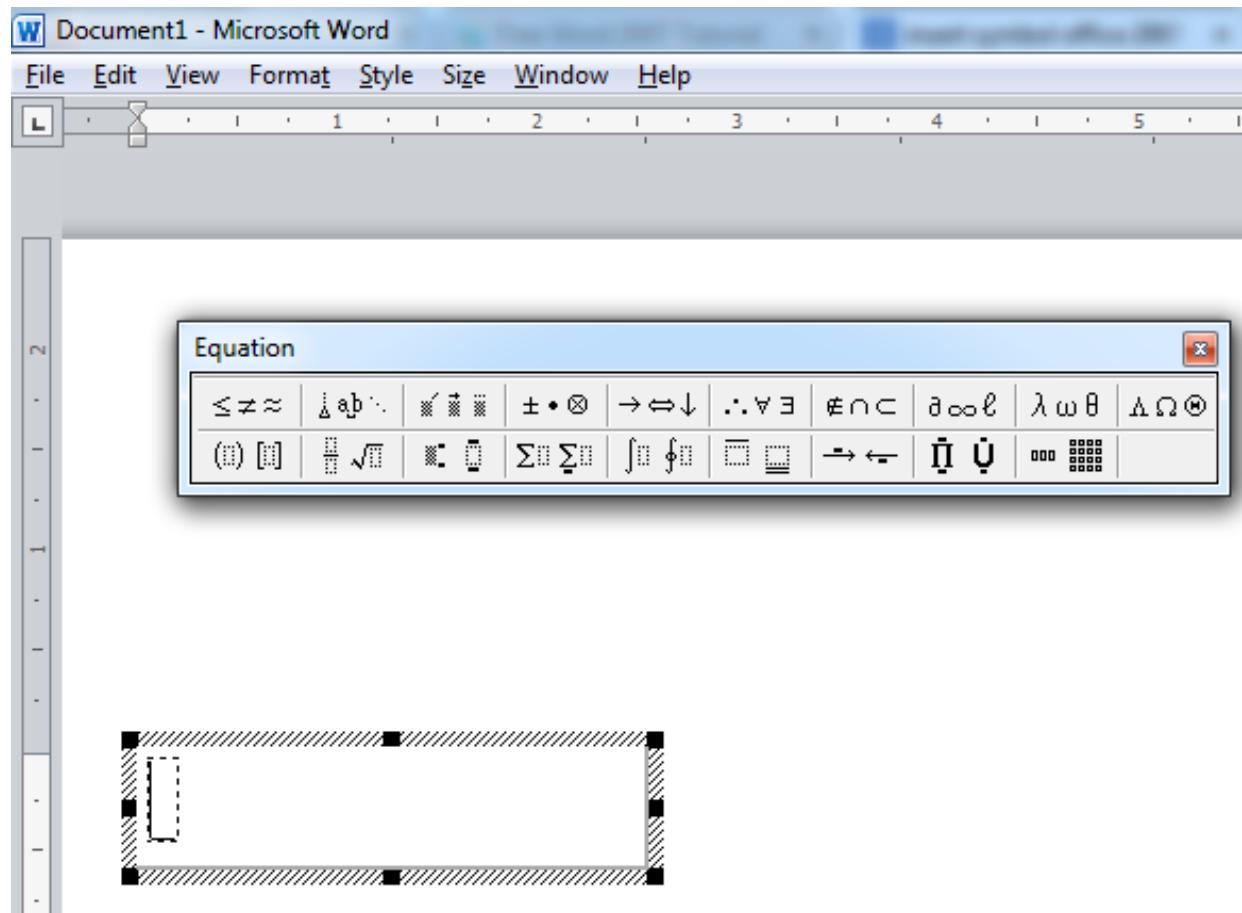
Exemplu

# Editorul de ecuatii



Editorul de ecuatii 3.0

# Editorul de ecuatii



Editorul de ecuatii 3.0

Exemplu cu  
prezentarea  
meniurilor

# Ecuatii

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



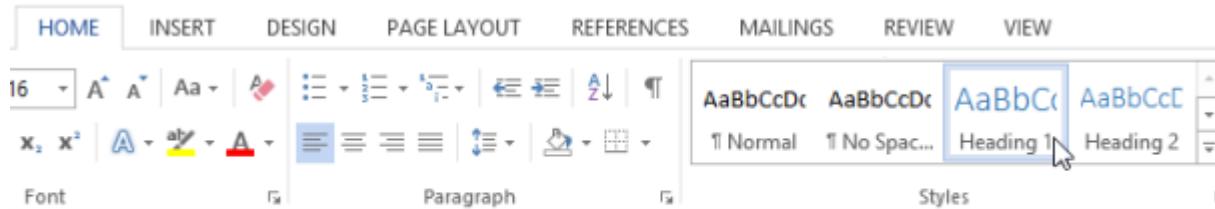
# Ecuatii

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



# Realizarea cuprinsului

## 1. Utilizarea stilurilor in text



Chapter 1

The screenshot shows the Microsoft Word ribbon with the 'REFERENCES' tab selected. In the 'Insert' tab, the 'Table of Contents' button is highlighted. A dropdown menu titled 'Automatic Table 1' is open, listing 'Contents', 'Heading 1...', 'Heading 2...', and 'Heading 3...'. Below it, another dropdown menu titled 'Table of Contents' is open, also listing 'Heading 1...', 'Heading 2...', and 'Heading 3...'.

## 2. Introducerea ToC (Table of Contents)

# Realizarea cuprinsului

## Capitolul 1.

TextAsasaSdsd

## Capitolul 2.

Trtrtrtr

### Capitolul 2.1.

Capitolul 1.....	1
Capitolul 2.....	1
Capitolul 2.1.....	1

Exemplu

# Cei mai buni prieteni



Google



**FINAL!!!**