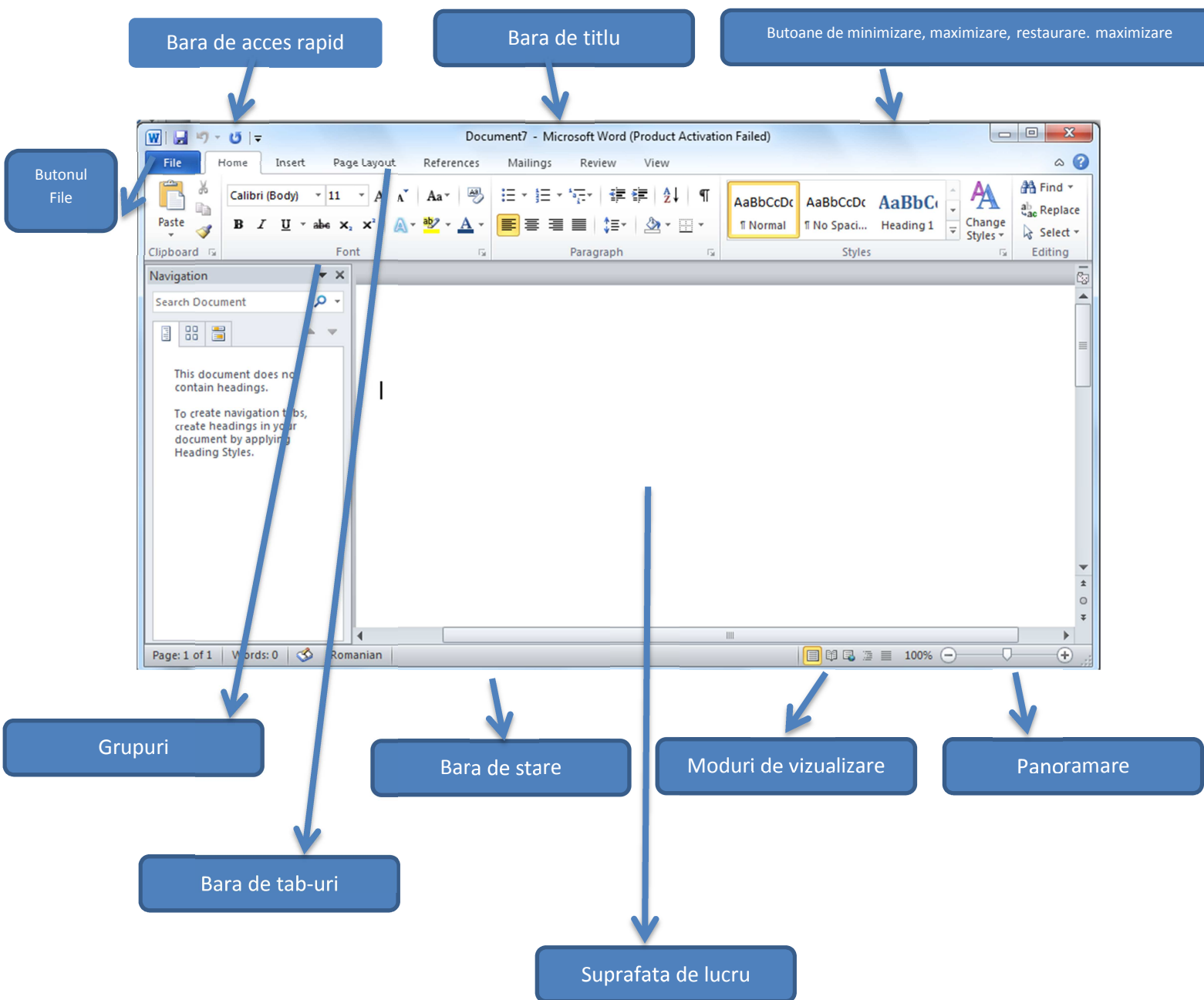


DEFINIREA SPAȚIULUI DE LUCRU

Elementele interfeței grafice

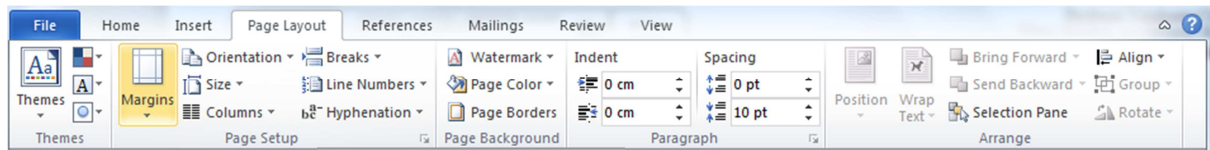


Exercițiul 1

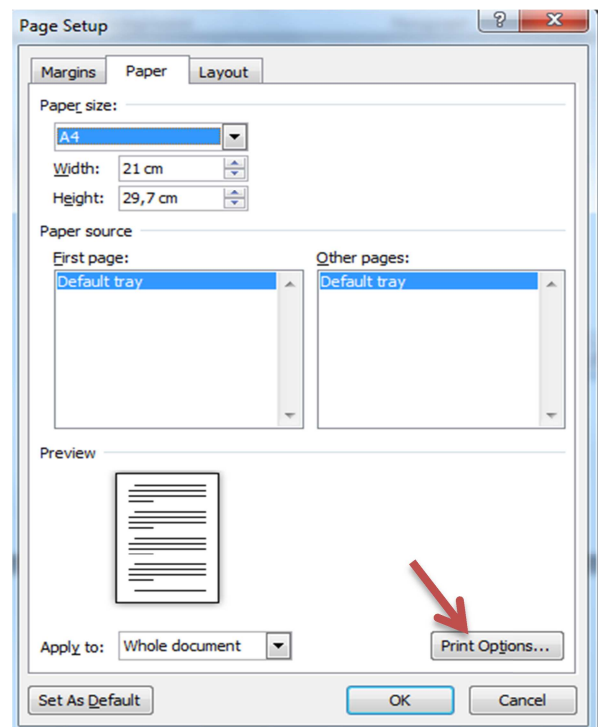
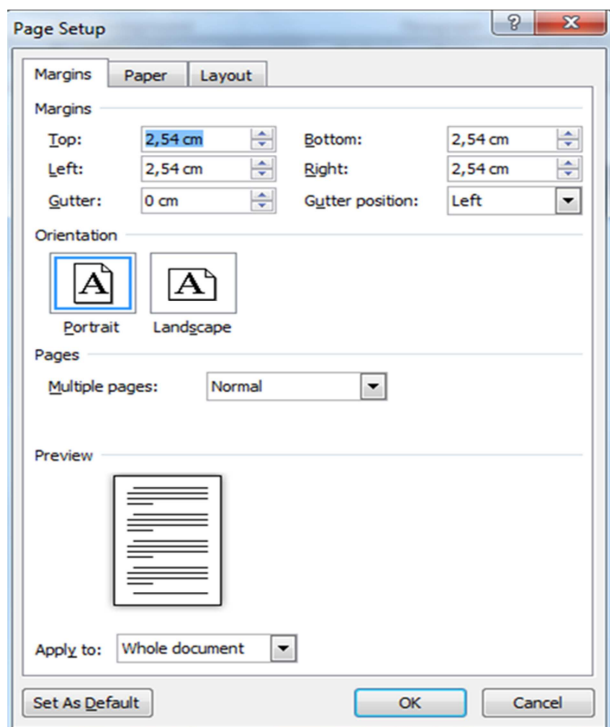
Particularizarea spațiului de lucru:

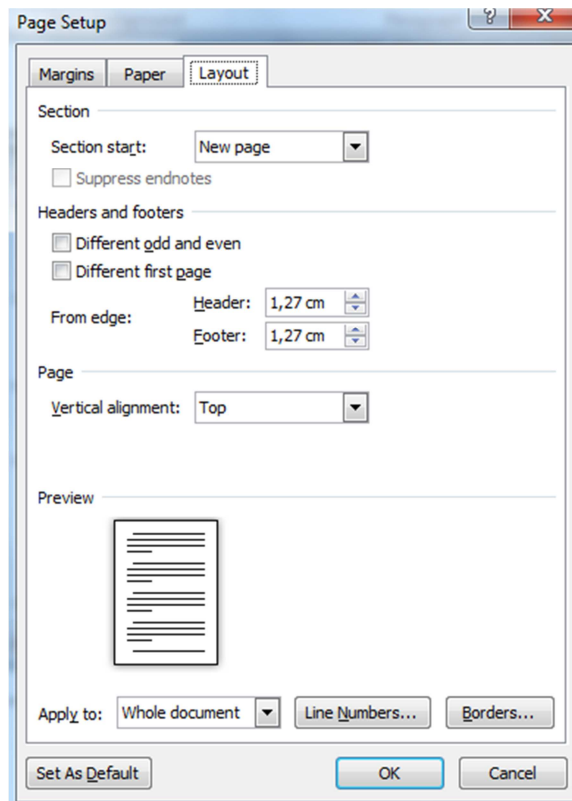
- ✓ Particularizare Bara de acces rapid
- ✓ Crearea unui nou tab cu numele Particularizare care să conțină butoane 3 butoane
- ✓ Adăugare fundal
- ✓ Adugare chenar
- ✓ Inscritionare pagina

Elemente tehnice: dimensiunile paginii, margini, zonă de imprimare



Grupul Page Setup din tab-ul Page Layout





Exercițiul 2

Stabiliți diferite opțiuni selectând butonul



-  Save
-  Save As
-  Open
-  Close

Info



Recent

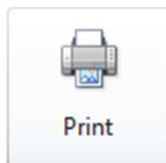
New

Print

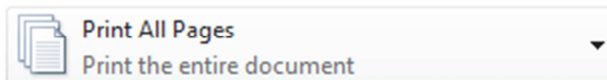
Save & Send

Help

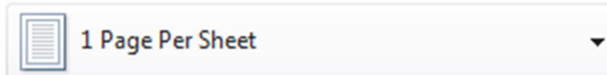
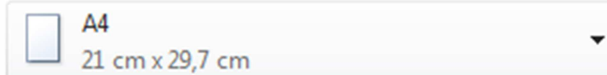
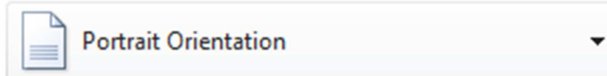
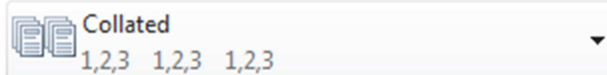
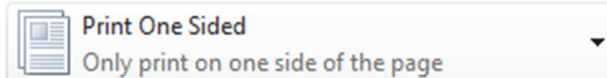
-  Options
-  Exit

**Print**

Copies: 1

Printer[Printer Properties](#)**Settings**

Pages:



Page Setup