Forme automate

Formele automate sunt desene predefinite cu conținut simplu, de la care se pot

construi forme complexe. Există mai multe categorii de forme automate ce se

pot crea.

Text artistic

Asupra unui text se pot aplica diverse efecte decorative prestabilite în scopul de

a-i îmbunătăți forma de prezentare. WordArt este o componentă a pachetului

Office folosită de obicei la crearea de embleme, etichete, logo-uri sau reclame.

Text WordART

Casete de text

Caseta de text este un obiect ce poate conține text și/sau obiecte (imagini, text

artistic, grafice, ecuații matematice etc.) În general casetele de text se folosesc

pentru plasarea unor blocuri de text în pagină și pentru schimbarea orientării

unui text, având avantajul unui control exact asupra poziției textului.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Imagini și clip art

Imaginile care se pot insera într-un document sunt organizate într-o

bibliotecă sau există ca fișiere grafice stocate separat pe disc. O facilitate utilă o

reprezintă inserarea unei imagini obținută direct de la un echipament periferic

de intrare cum ar fi un scanner sau o cameră Web. Clip Art este un catalog de

fișiere multimedia: desene, imagini, sunete, animații, clipuri video ce pot fi

introduse într-un document. Fișierele sunt organizate în colecții ierarhice, iar

căutarea lor se face folosind cuvinte cheie.

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