

Sociedade da Informação e Conhecimento

Word



DEPARTAMENTO CIÊNCIA
E TECNOLOGIA



CONTEÚDO

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Início

Word

Good morning

Word

Sign in (😊) (😞) ? — ☰ ✕

Word

Home

New

Open

Account

Feedback

Options

✓ New

Blank document

Welcome to Word

Single spaced (blank)

Blue grey resume

Snapshot calendar

Insert your first table of contents

More templates →

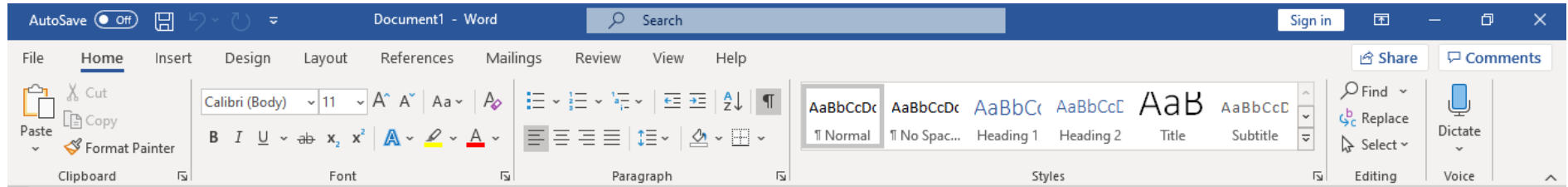
Search

Recent Pinned Shared with Me

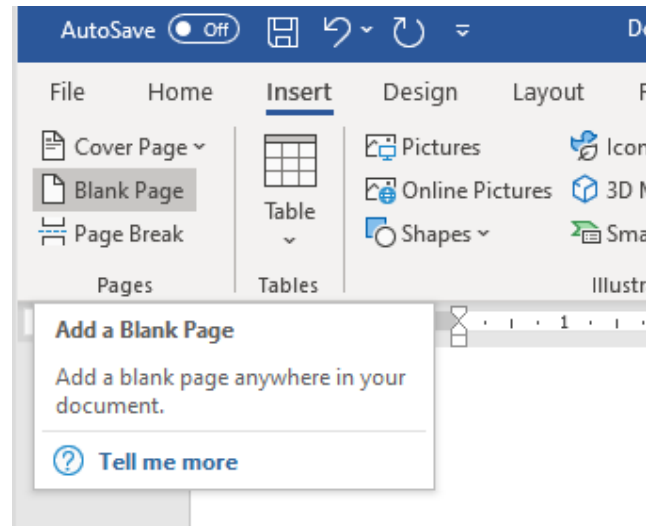
Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

More documents →

Separador Base



Separador Insert: Nova Página



Separador Design: Estilo da página



Separador Inserir



Inserir Tabela

The screenshot illustrates the process of inserting a table in Microsoft Word. The 'Insert' tab is selected in the ribbon, and the 'Table' button is clicked. This opens the 'Insert Table' dialog box, which displays a grid of 10 columns and 5 rows. Below the grid, several options are available: 'Insert Table...', 'Draw Table', 'Convert Text to Table...', 'Excel Spreadsheet', and 'Quick Tables'. The 'Quick Tables' option is selected, and a preview of a 4x3 table is shown at the bottom of the document.

Inserir gráfico

Document1 - Word

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Icons

3D Models

SmartArt

Illustrations

Chart

Screenshot

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Add-ins

Wikipedia

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Media

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Bookmark

Cross-

Add a Chart

Make it easy to spot patterns and trends in your data by inserting a bar, area, or line chart.

Tell me more

Document1 - Word

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Design

Layout

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Chart Design

Format

AutoSave

Off

Add Chart

Quick Element

Layout

Change Colors

Chart Layouts

Chart Styles

Switch Row/Column

Select Data

Edit Data

Refresh Data

Change Chart Type

Sales

1st Qtr

2nd Qtr

3rd Qtr

4th Qtr

Chart in Microsoft Word

	A	B	C	D	E	F	G
1		Sales					
2	1st Qtr	8.2					
3	2nd Qtr	3.2					
4	3rd Qtr	1.4					
5	4th Qtr	1.2					

Page 2 of 2

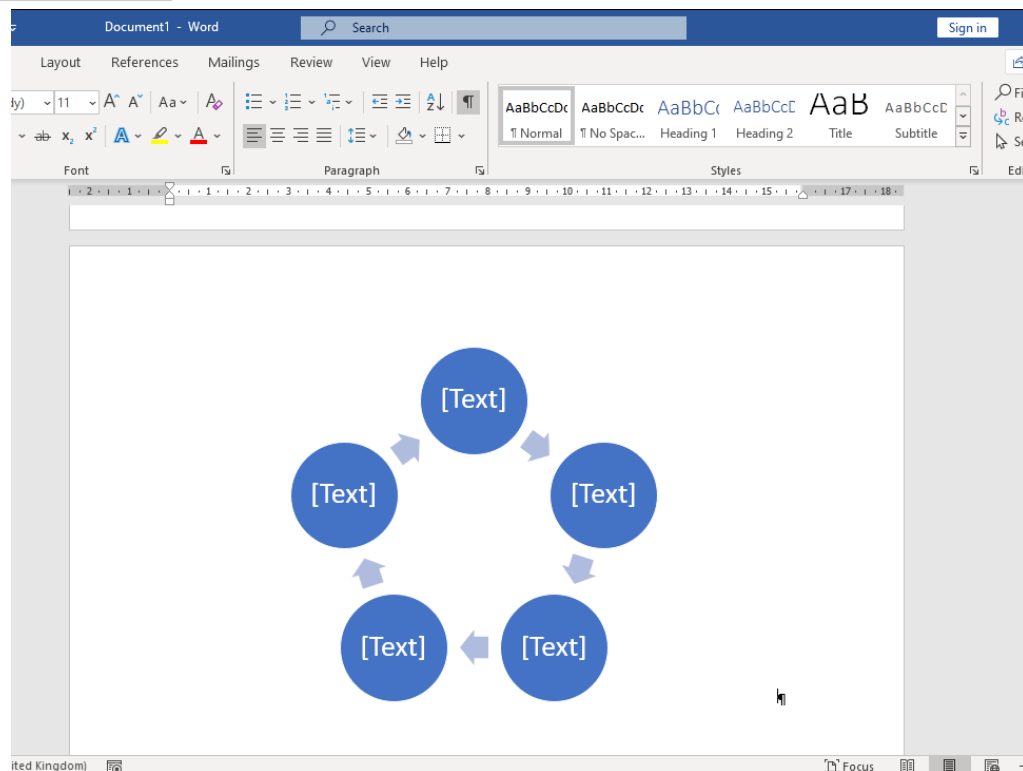
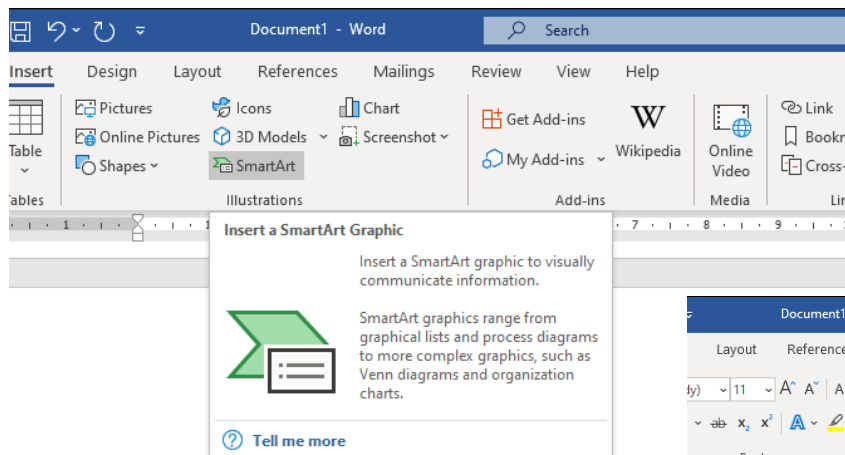
0 words

English (United Kingdom)

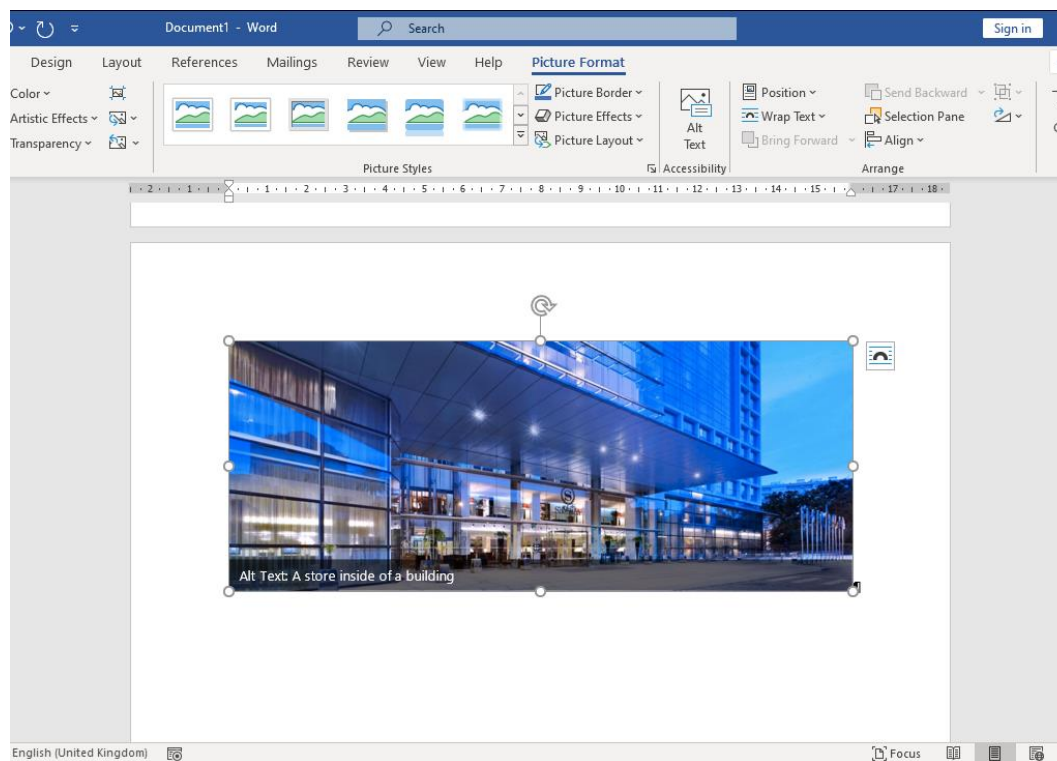
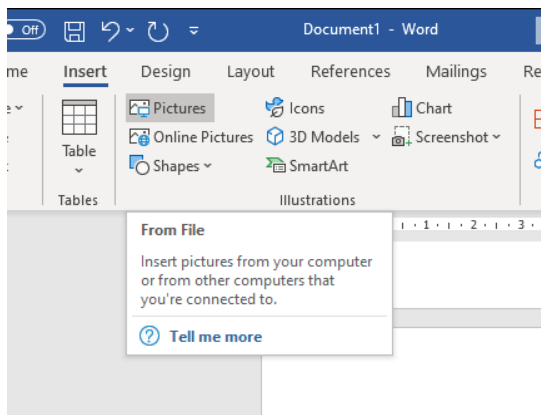
Focus

150%

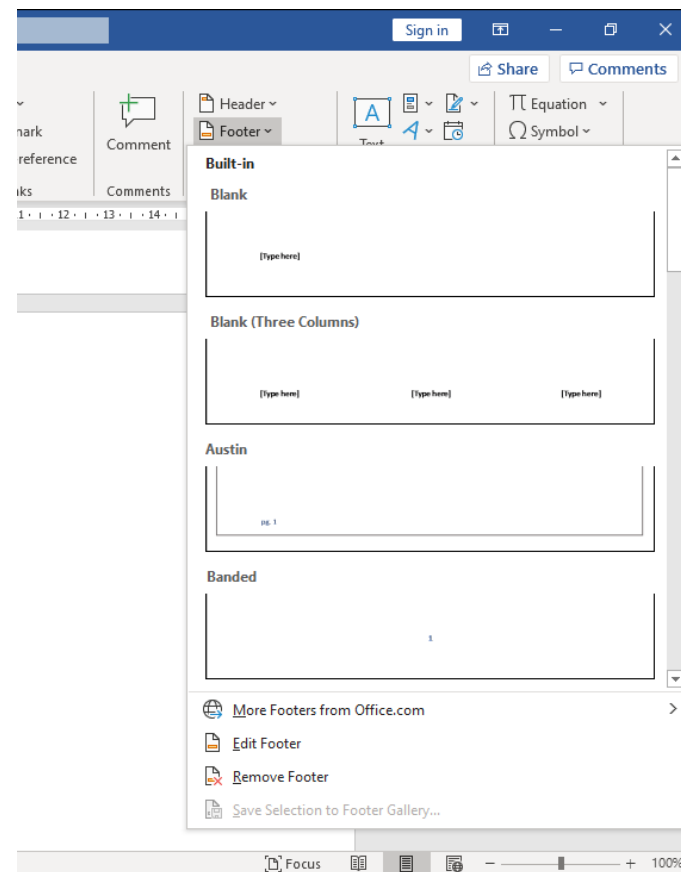
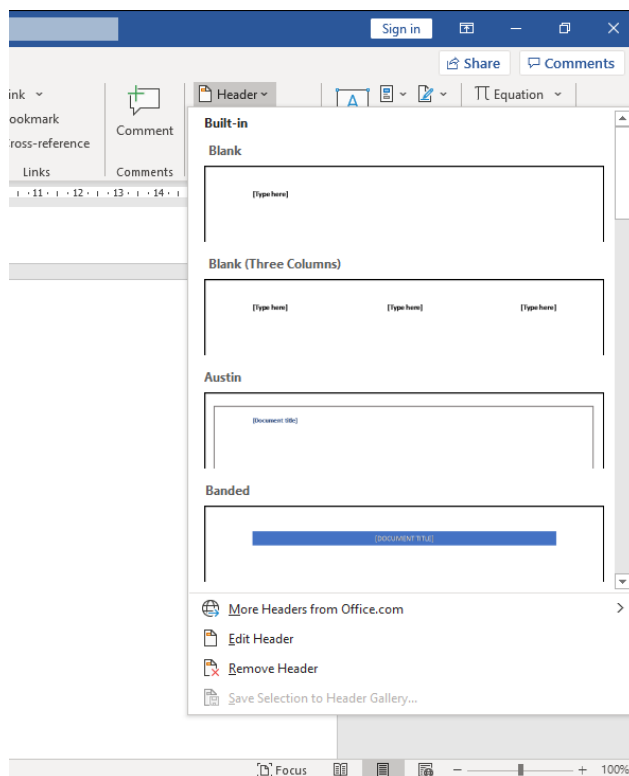
Inserir Smart Art



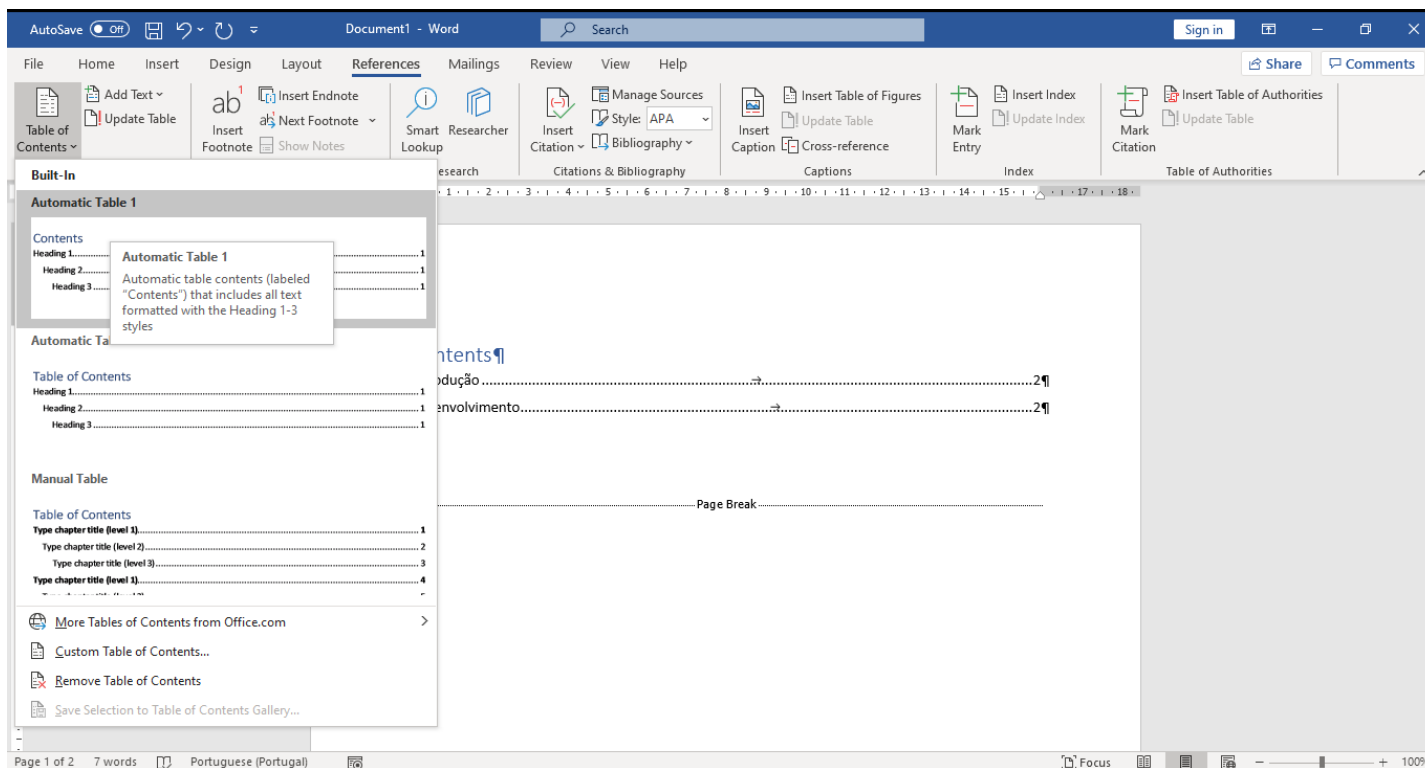
Inserir imagem



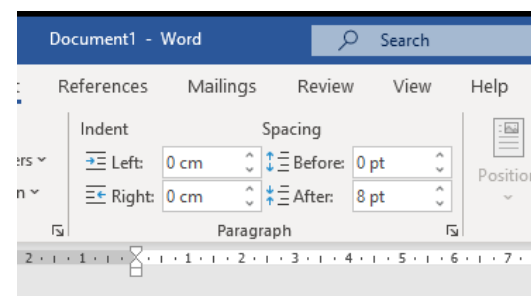
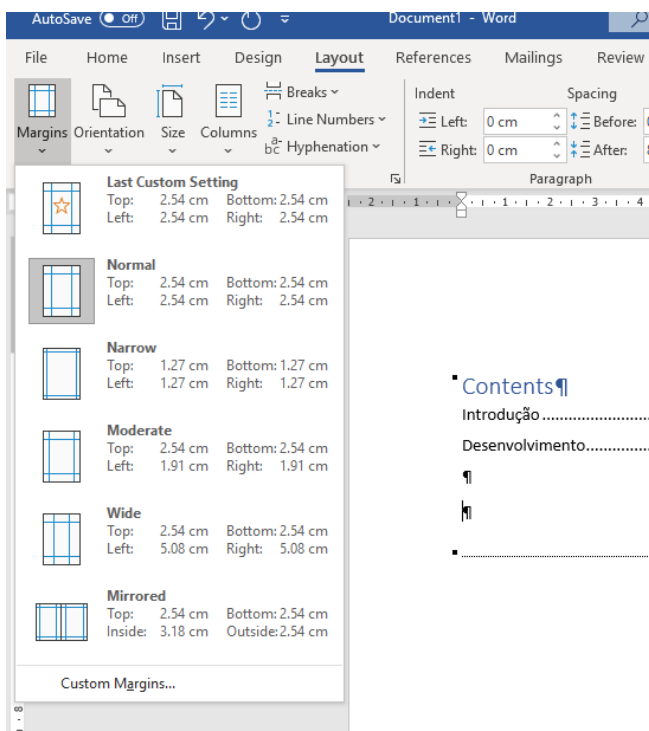
Separador Inserir: Cabeçalho e Rodapé



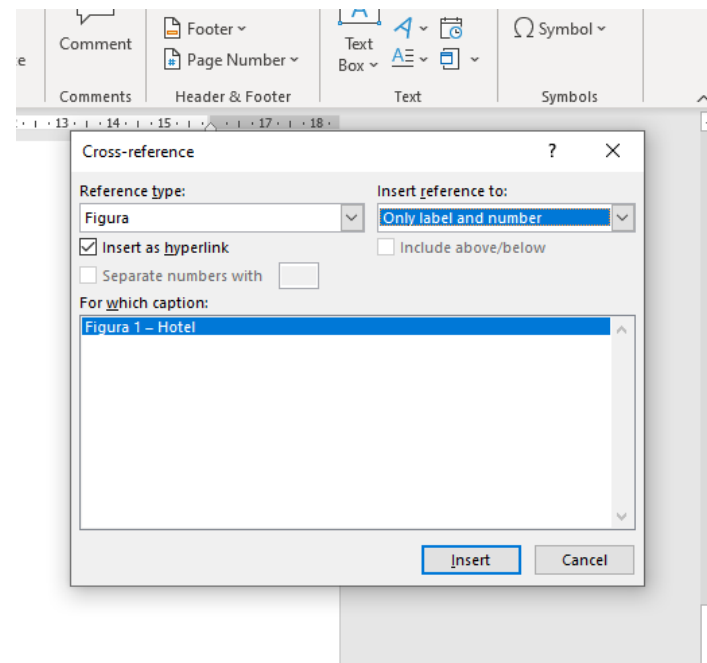
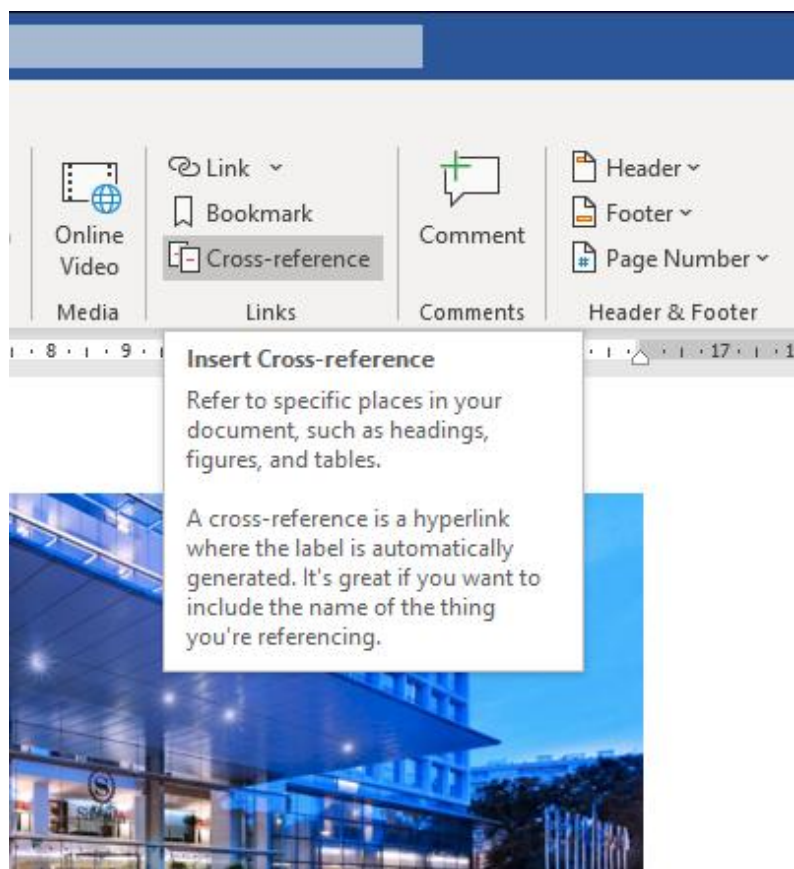
Separador referências: Índice Automático



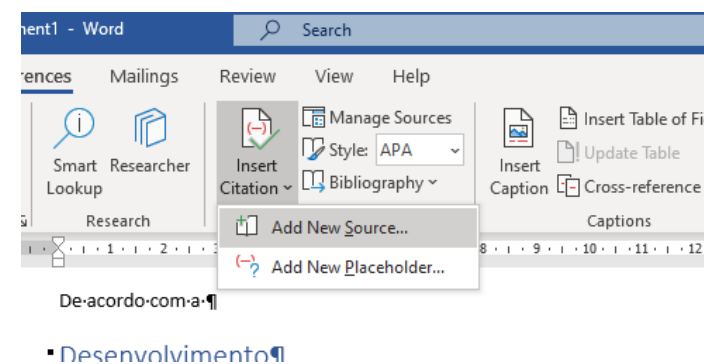
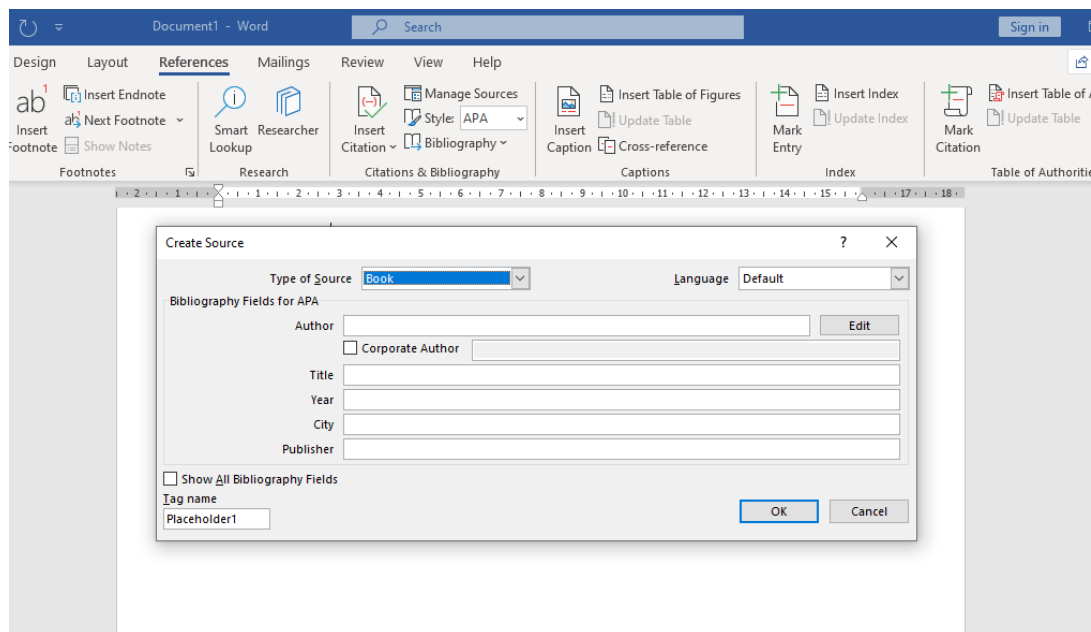
Separador Layout: Margens e Espaçamentos



Separador Insert: Referências Cruzadas



Separador References: Inserir Citação





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Do conhecimento à prática.