## Temat B1. Opracowywanie dokumentów tekstowych o rozbudowanej strukturze

## 1. Nagłówek i stopka dokumentu

**Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

## 2. Style tekstu

### 2.1. Style standardowe

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### 2.2. Style niestandardowe

## 3. Tworzenie konspektu dokumentu

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## 4. Odwołania w dokumencie tekstowym

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### 4.1 Spis treści

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### 4.2 Spis ilustracji, tabel i wykresów

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### 4.3 Przypisy

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## Temat B2. Dzielenie dokumentu tekstowego i praca w trybie recenzji

## 1. Podział dokumentu tekstowego na strony, sekcje i kolumny

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### 2.1 Podział dokumentu na strony

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### 2.2 Podział dokumentu na sekcje

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### 2.3 Rozmieszczanie tekstu w kolumnach

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## 3. Szablony dokumentów

## 4. Praca w trybie recenzji

### 4.1 Śledzenie zmian

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### 4.2 Wstawianie komentarzy

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### 4.3 Porównywanie dokumentów

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## 5. Praktyczny poradnik

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