Lorem Ipsum

Pri práci s rozsiahlym dokumentom, zvlášť ak na ňom pracuje viac autorov, je výhodné dokument rozdeliť. Vytvorte dva dokumenty v MS Worde, ktoré budú obsahovať nejaký text. Vytvorte tretí dokument s textom alebo prázdny. Prepnite sa na panel nástrojov View a vyberte pohľad Outline. Vyberte voľbu Show Document. Okrem iného, zvidetľní sa voľba Insert. Vyberte ju a v dialógovom okne vyberte jeden z predpripravených dokumentov. Zopakujte pre druhý dokument. Prepnite sa späť do pohľadu Print Layout a uvidíte obsah celého dokumentu. Zavrite hlavný dokument a znovu ho otvorte. Zobrazia sa len odkazy na poddokumenty. Na zobrazenie ich obsahu musíte v pohľade Outline vybrať voľbu Expand Subdocuments. Potom celý obsah uvidíte aj v pohľade Print Layout. Všimnite si v pohľade Print Layout (nezávisle od práce s dokumentom vo viacerých súboroch) tlačidlo ¶, ktorým môžete zobraziť neviditeľné znaky v dokumente (napr. zalomenie riadku &endash; ¶).

1. What is Lorem Ipsum?
   1. Next

**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.

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1. Why do we use it?
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It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like