

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, AaB, AaBbCc, AaBbCcDc, Change Styles

Editing: Find, Replace, Select

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File Home Insert Page Layout References Mailings Review View

Pages: Cover Page, Blank Page, Page Break

Tables: Table

Illustrations: Picture, Clip Art, Shapes, SmartArt, Chart, Screenshot

Links: Hyperlink, Bookmark, Cross-reference

Header & Footer: Header, Footer, Page Number

Text: Text Box, Quick Parts, WordArt, Drop Cap, Object

Symbols: Equation, Symbol

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Themes: Themes, Effects

Page Setup: Margins, Orientation, Size, Columns, Hyphenation

Page Background: Watermark, Page Color, Page Borders

Paragraph: Indent (Left: -0.69", Right: -0.75"), Spacing (Before: 0 pt, After: 10 pt)

Arrange: Position, Wrap Text, Bring Forward, Send Backward, Selection Pane, Rotate

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Table of Contents: Table of Contents, Add Text, Update Table

Footnotes: Insert Footnote, Next Footnote, Show Notes

Citations & Bibliography: Insert Citation, Bibliography, Manage Sources, Style: APA Fifth

Captions: Insert Caption, Cross-reference

Index: Insert Index, Update Index, Mark Entry

Table of Authorities: Insert Table of Authorities, Update Table, Mark Citation

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File Home Insert Page Layout References Mailings Review View

Create: Envelopes, Labels

Write & Insert Fields: Start Mail Merge, Select Recipients, Edit Recipient List, Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field, Update Labels

Preview Results: Match Fields, Find Recipient, Auto Check for Errors, Preview Results

Finish: Finish & Merge

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Proofing: Spelling & Grammar, Research, Thesaurus, Word Count, Translate, Language

Comments: New Comment, Delete, Previous, Next

Tracking: Track Changes, Final: Show Markup, Show Markup, Reviewing Pane

Changes: Accept, Reject, Previous, Next

Compare: Compare

Protect: Block Authors, Restrict Editing

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File Home Insert Page Layout References Mailings Review View

Document Views: Print Layout, Full Screen Reading, Web Layout, Outline, Draft

Show: Ruler, Gridlines, Navigation Pane

Zoom: Zoom, 100%, One Page, Two Pages, Page Width

Window: New Window, Arrange All, Split, View Side by Side, Synchronous Scrolling, Reset Window Position

Switch Windows: Switch Windows

Macros: Macros

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design

Header & Footer Page Number Date & Time Quick Parts Picture Clip Art Go to Header Go to Footer Link to Previous Previous Next

Different First Page Different Odd & Even Pages Show Document Text

Header from Top: 0.5" Footer from Bottom: 0.5" Insert Alignment Tab

Close Header and Footer

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Format

Remove Background Corrections Color Artistic Effects Reset Picture Compress Pictures Change Picture

Picture Styles

Picture Border Picture Effects Picture Layout

Bring Forward Send Backward Selection Pane Rotate

Align Group

Height: 1.04" Width: 10.58"

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Layout

Header Row First Column Total Row Last Column Banded Rows Banded Columns

Table Styles

Shading Borders Pen Color Draw Table Eraser

Draw Borders

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Layout

Select View Properties Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table AutoFit

Height: 0.17" Width: 0.83" Distribute Rows Distribute Columns

Text Direction Margins Sort Repeat Header Rows Convert Formula to Text

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Format

Edit Shape Draw Text Box

Shape Fill Shape Outline Shape Effects

WordArt Styles

Text Fill Text Outline Text Effects

Align Text Create Link

Bring Forward Send Backward Selection Pane Rotate

Height: 0.92" Width: 1.73"

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Format

Add Shape Add Bullet Text Pane Promote Demote Right to Left Layout Move Up Move Down

Layouts

Change Colors

SmartArt Styles

Reset Graphic Reset

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Format

Change Shape Larger Smaller

Shape Fill Shape Outline Shape Effects

WordArt Styles

Text Fill Text Outline Text Effects

Bring Forward Send Backward Selection Pane Rotate

Height: 0.8" Width: 6"

Font dialog box (Advanced tab):

- Font: +Body
- Font style: Regular
- Size: 11
- Font color: Automatic
- Underline style: (none)
- Underline color: Automatic
- Effects: Strikethrough, Double strikethrough, Superscript, Subscript, Small caps, All caps, Hidden
- Preview: +Body

Paragraph dialog box (Line and Page Breaks tab):

- Alignment: Left
- Outline level: Body Text
- Indentation: Left: 0", Right: 0", Special: (none), By: [ ]
- Spacing: Before: 0 pt, After: 10 pt, Line spacing: Multiple, 1.15
- Preview: [ ]

Clipboard dialog box:

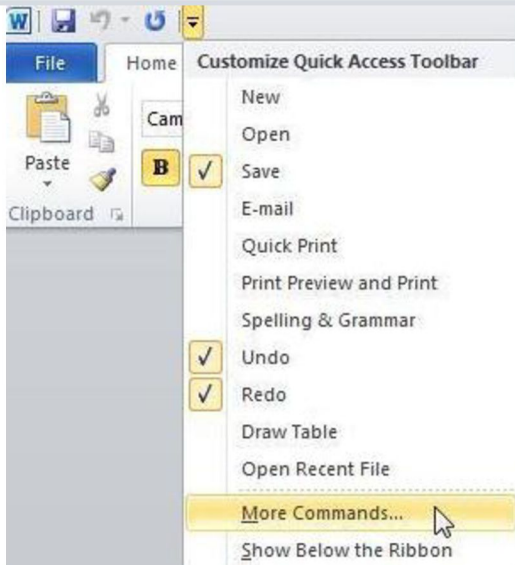
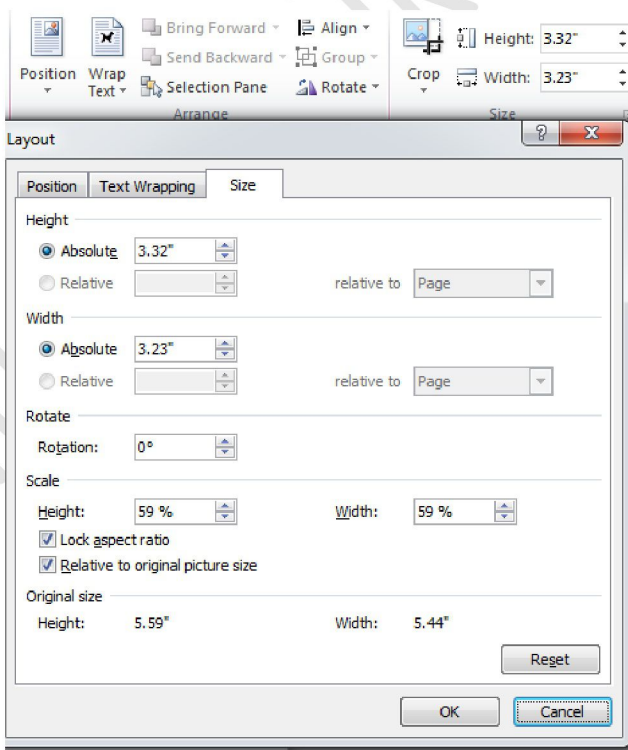
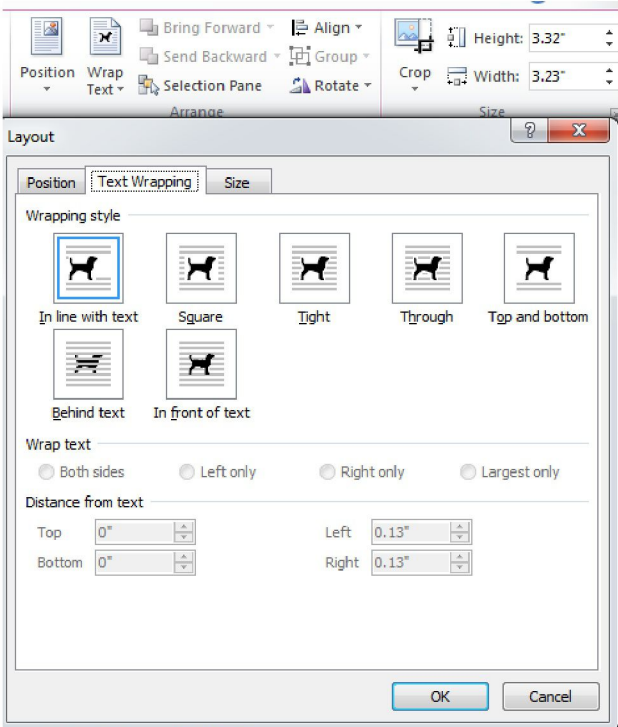
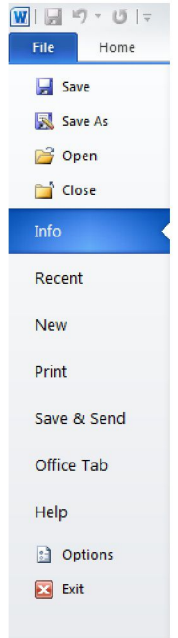
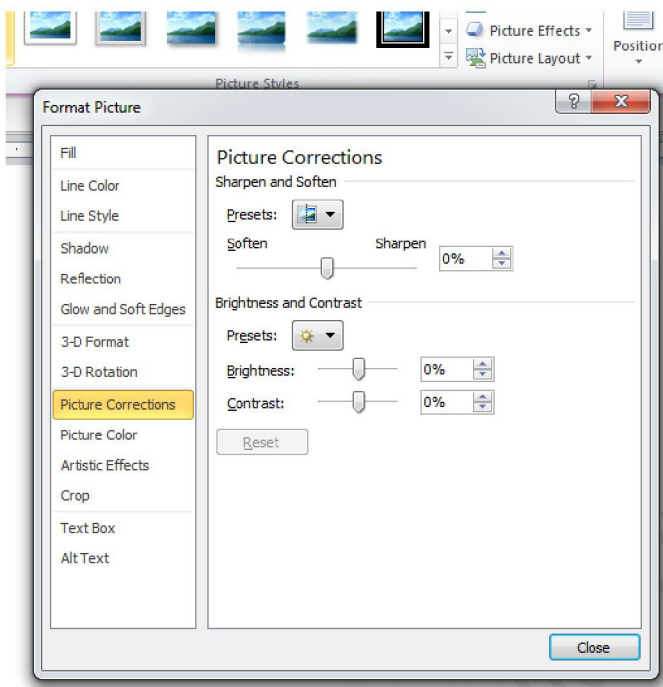
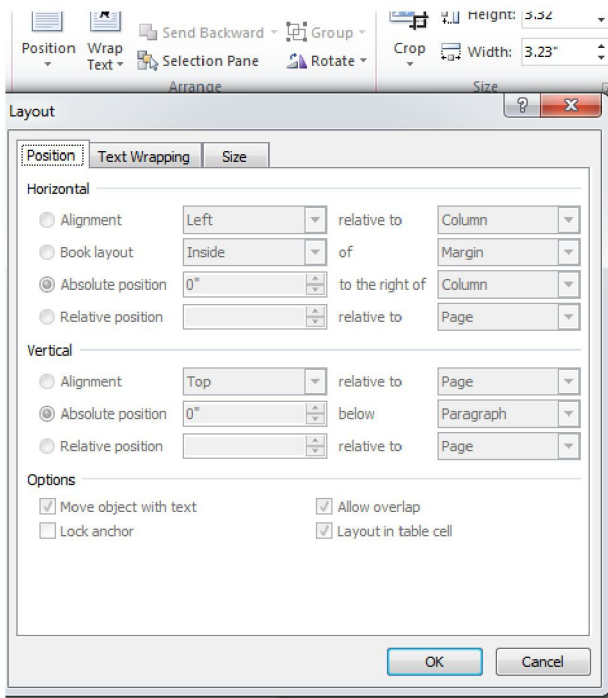
- Clipboard: [ ]
- Options: [ ]

Font dialog box (Advanced tab):

- Character Spacing: Scale: 100%, Spacing: Normal, Position: Normal, Kerning for fonts: [ ]
- OpenType Features: Ligatures: None, Number spacing: Default, Number forms: Default, Stylistic sets: Default, Use Contextual Alternates: [ ]
- Preview: +Body

Paragraph dialog box (Line and Page Breaks tab):

- Pagination:  Widow/Orphan control,  Keep with next,  Keep lines together,  Page break before
- Formatting exceptions:  Suppress line numbers,  Don't hyphenate
- Textbox options: Tight wrap: None
- Preview: [ ]



**Print**  
Copies: 1

**Printer**  
Send To OneNote 2010  
Ready  
[Printer Properties](#)

**Settings**

Print All Pages  
Print the entire document

Pages:

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Custom Margins

1 Page Per Sheet

[Page Setup](#)

**Print**  
Copies: 1

**Printer**  
Send To OneNote 2010  
Ready  
[Printer Properties](#)

**Settings**

Print All Pages  
Entire Document: odd pages only

Pages:

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Normal Margins  
Left: 1" Right: 1"

1 Page Per Sheet

[Page Setup](#)

**Print**  
Copies: 1

**Printer**  
Send To OneNote 2010  
Ready  
[Printer Properties](#)

**Settings**

Print All Pages  
Entire Document: even pages only

Pages:

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Normal Margins  
Left: 1" Right: 1"

1 Page Per Sheet

[Page Setup](#)

**Print**  
Copies: 6

**Printer**  
Send To OneNote 2010  
Ready  
[Printer Properties](#)

**Settings**

Print Custom Range  
Enter specific pages or sections to print

Pages: 3,7,9-15

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Normal Margins  
Left: 1" Right: 1"

1 Page Per Sheet

[Page Setup](#)

**Print**  
Copies: 10

**Printer**  
Send To OneNote 2010  
Ready  
[Printer Properties](#)

**Settings**

Print Custom Range  
Enter specific pages or sections to print

Pages: 1-16

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Normal Margins  
Left: 1" Right: 1"

6 Pages Per Sheet

[Page Setup](#)

**Print**  
Copies: 10

**Printer**  
Send To OneNote 2010  
Ready  
[Printer Properties](#)

**Settings**

Print All Pages  
Entire Document: even pages only

Pages:

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Normal Margins  
Left: 1" Right: 1"

6 Pages Per Sheet





[Page Setup](#)

Program/Fayl	Maksimum sayı	Standart	Minimum sayı
Start 	60(Fayl)	30(Program)	-
MS Word 	50	25	0
MS Excel 	50	25	0
MS PowerPoint 	50	25	0
MS Access 	50	17	0

MS Word 2010 da görünüş rejimlərinin xüsusiyyətləri				
	Lent	Üfiqi xətkəş	Şaquli xətkəş	Şəkillər
Print	+	+	+	+
FullScreen Reading	-	-	-	+
Web Layout	+	+	-	+
Outline	+	-	-	-
Draft	+	+	-	-

	<i>Word</i>	<i>Excel</i>	<i>PowerPoint</i>	<i>Access</i>
Standart şrift ölçüləri	8-72	8-72	8-96	8-72
Şrift ölçüləri	1-1638	1-409	1-4000	1-127
Max ölçü	500	400	400 (Slide sorter -200)	-
Minimum ölçü	10	10	10 (Slide sorter -20)	-

Word 2010	Excel 2010	Power Point 2010	Access 2010
(2003 və aşağı) →.doc 2007 və2010→ .docx Şablom → .dotx Notpad →.txt Wordpad → .rtf	(2003 və aşağı) →.xls 2007 və2010→ .xlsx	Təqdimatfaylı→.pptx Nümayiş faylı→.ppsx Şablom faylı→.potx	.accdb

Program/Fayl	Maksimum sayı	Standart	Minimum sayı
Start 	60(Fayl)	30(Program)	-
MS Word 	50	25	0
MS Excel 	50	25	0
MS PowerPoint 	50	25	0
MS Access 	50	17	0

MS Word 2010 da görünüş rejimlərinin xüsusiyyətləri				
	Lent	Üfiqi xətkəş	Şaquli xətkəş	Şəkillər
Print	+	+	+	+
FullScreen Reading	-	-	-	+
Web Layout	+	+	-	+
Outline	+	-	-	-
Draft	+	+	-	-

	<i>Word</i>	<i>Excel</i>	<i>PowerPoint</i>	<i>Access</i>
Standart şrift ölçüləri	8-72	8-72	8-96	8-72
Şrift ölçüləri	1-1638	1-409	1-4000	1-127
Max ölçü	500	400	400 (Slide sorter -200)	-
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