

MICROSOFT WORD IN MEDICAL PRACTICE BY EXAMPLES: HINTS**Exercise 1**

To create a new folder: right click on your partition on the server [New – Folder].

Exercise 2

- Paper format: A4 [**File – Page Setup ... - Paper – Paper size**].
- Formatting text: [**Format - Font - Font** (e.g. *ARIAL*); **Font Style** (e.g. *Bold*); **Size** (*18*)].
- Text Spacing and Alignment: [**Format - Paragraph - Indent and Spacing**: General-Alignment: Justified; Spacing-Line Spacing: 1.5 lines].
- Custom Margins: [**File – Page Setup ... - Margins**]
- Headers and Footers: [**View - Headers and Footers**]
- Page Numbers: [**Insert - Page Numbers**].
- Lines, Boxes and Shaded Background: [**Format - Borders and Shading**].

Exercise 3

- Insert a table with 8 columns and 12 rows: [**Table - Insert – Table**].
- To link two or more cells (even if the cells are on rows or on columns) select first the text and: [**Table – Merge Cells**].

Exercise 4

To insert a formula: [**Insert – Object - Microsoft Equation 3.0.**]

Exercise 5

To save the document as template: [**File – Save As – Save as type: Document Template**].

Exercise 6

WordArt: activate Drawing toolbar: [**View – Toolbars – Drawing**] and **Insert WordArt**.

Exercise 7

[**View - Toolbars – Drawing**]

[**Format - Font – Superscript**] după selectarea textului.