

Microsoft Word matn muharriri bilan ishlash

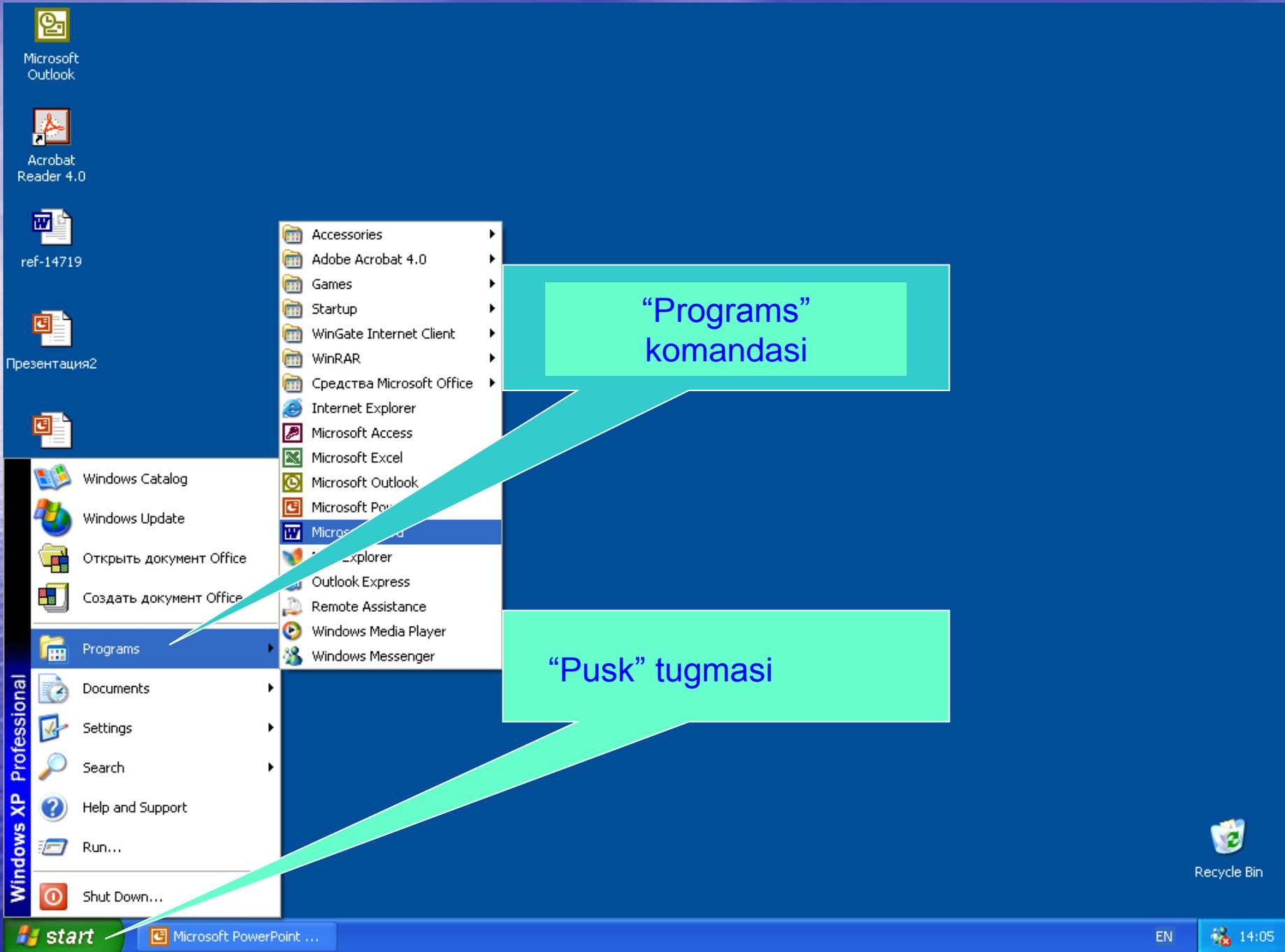
Tuzuvchdi: Andijon Muhandislik, Iqtisodiyot
Instituti. “Iqtisodiyot” fakulteti, “Iqtisodiyot ”
yo`nalishi 1/3 guruh talabasi

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Tekshirdi: Jamoldinov S.

Microsoft Word matn muharririni
ishga tushirish uchun "Pusk"
tugmasini bosamiz

So`ngra asosiy menyudan
"Programms" komandasini
tanlaymiz



“Programs”
komandasi

“Pusk” tugmasi

Windows XP Professional

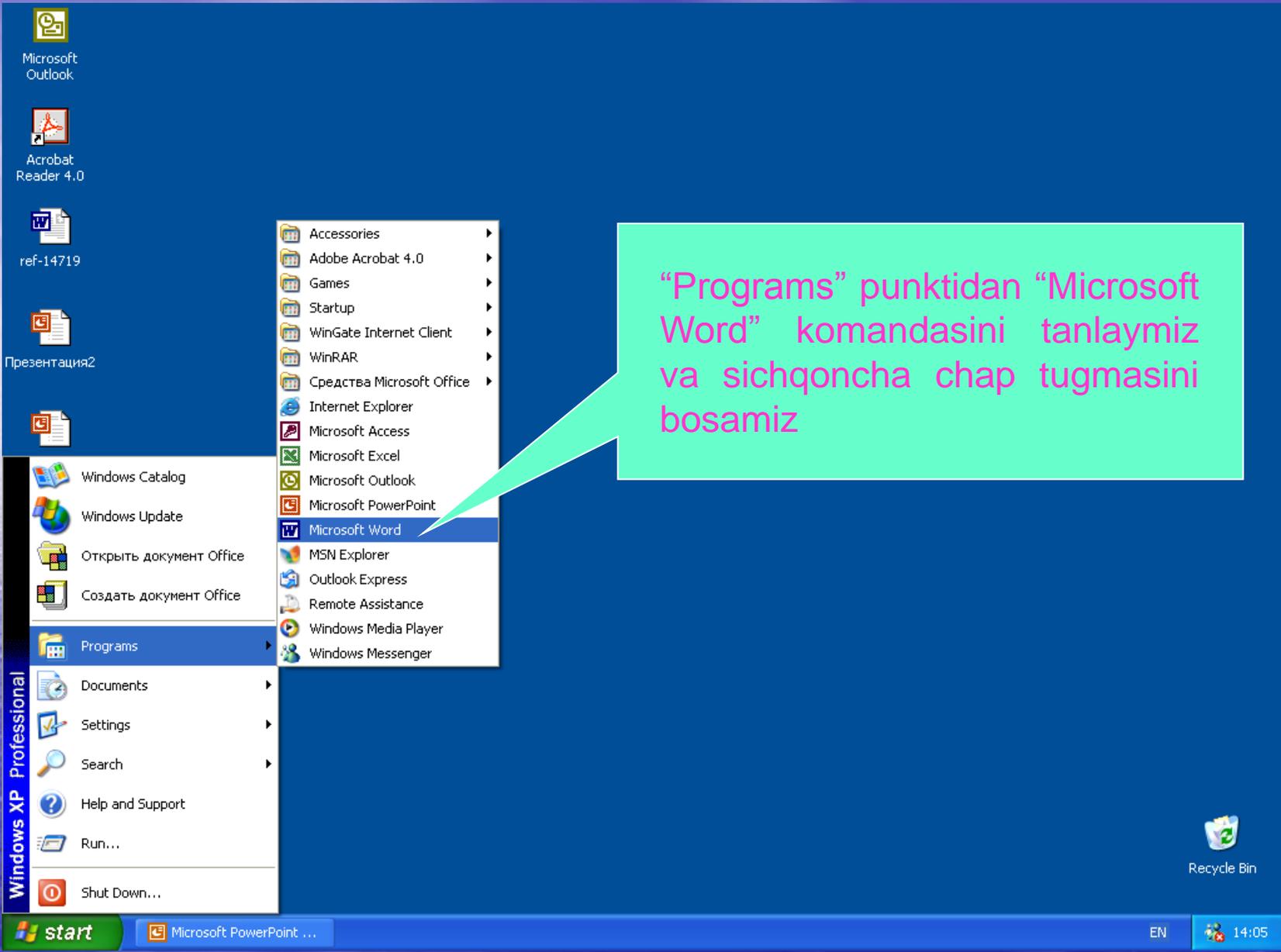
Recycle Bin

start

Microsoft PowerPoint ...

EN

14:05

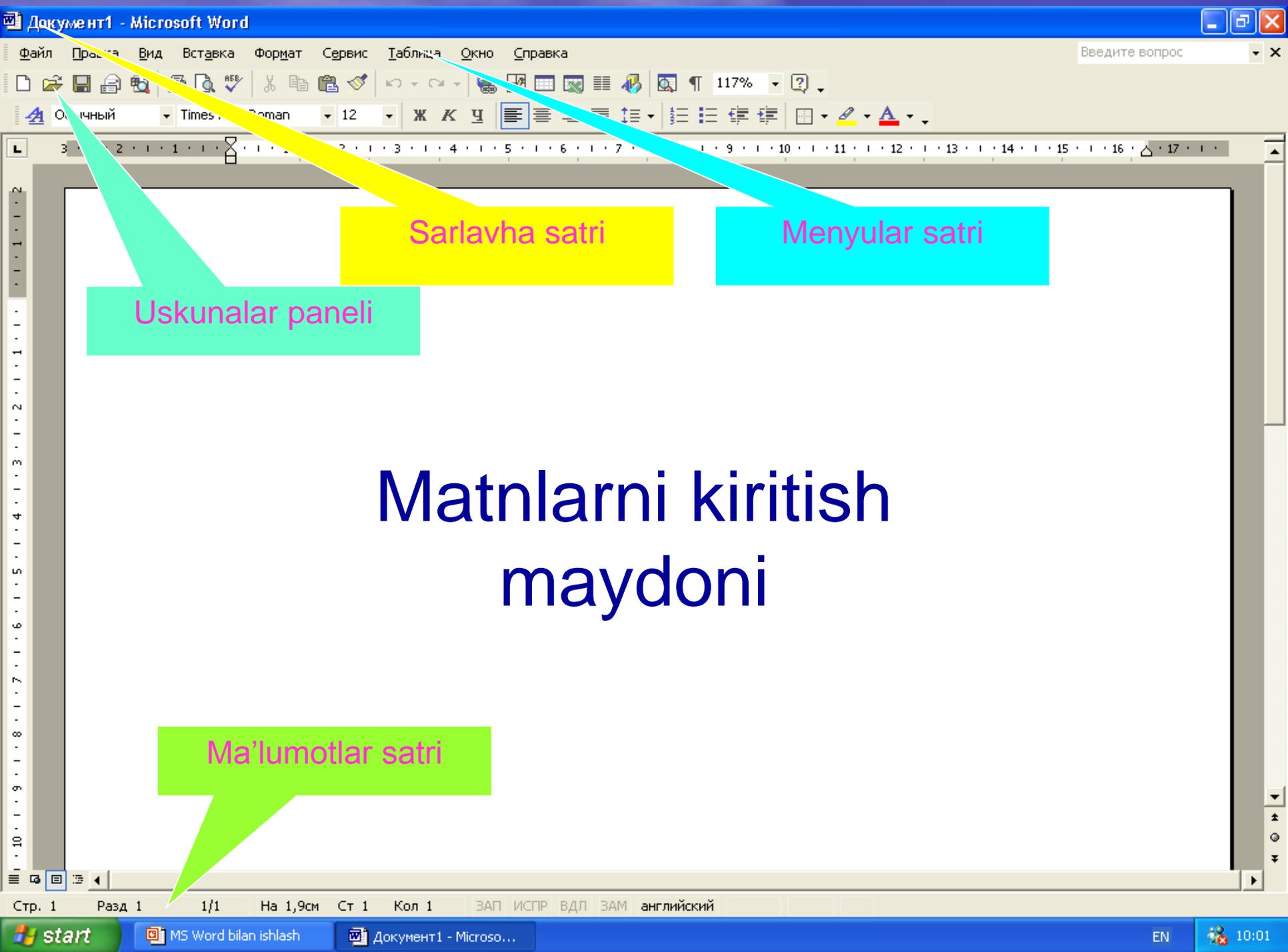


“Programs” punktidan “Microsoft Word” komandasini tanlaymiz va sichqoncha chap tugmasini bosamiz

Windows XP Professional



Shundan so`ng kompyuter xotirasiga
MS Word dasturi yuklanadi va ekranda
unga tegishli oyna hosil bo`ladi



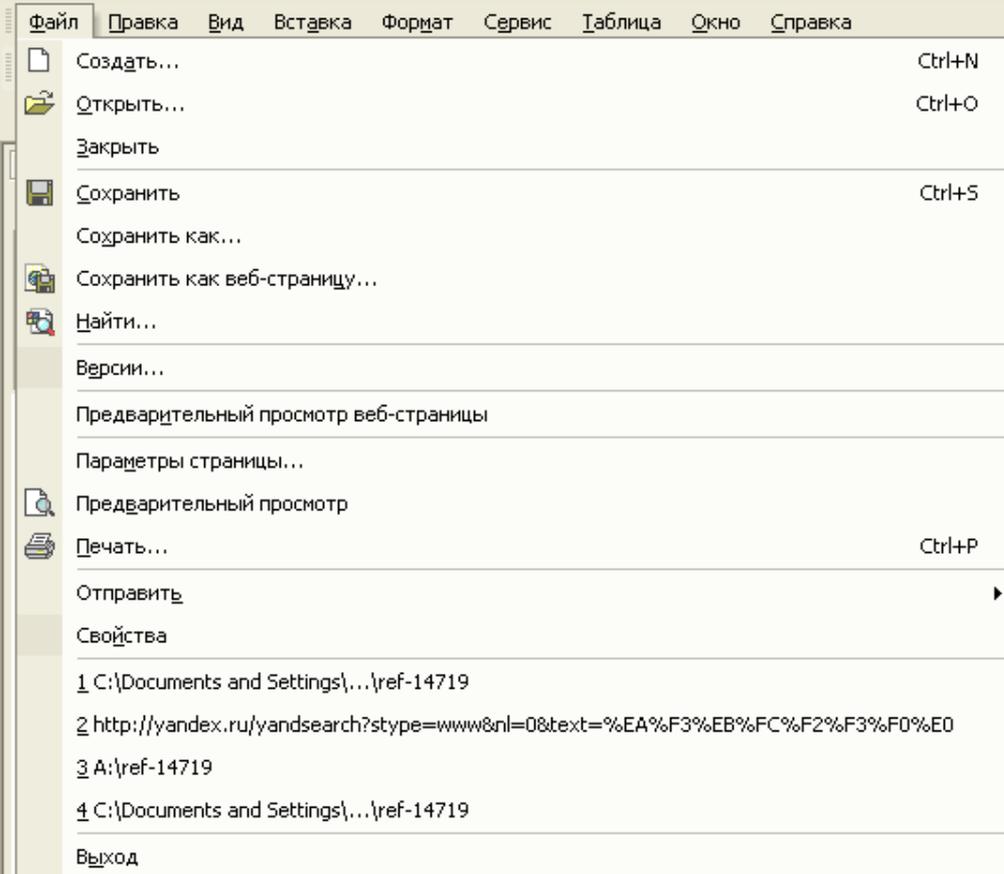
Uskunalar paneli

Sarlavha satri

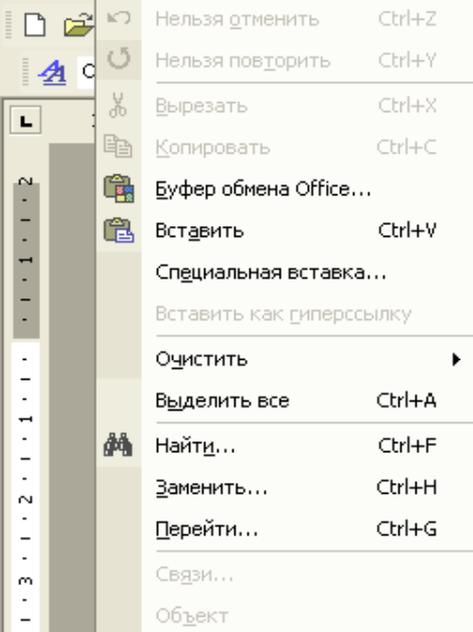
Menyular satri

Matnlarni kiritish
maydoni

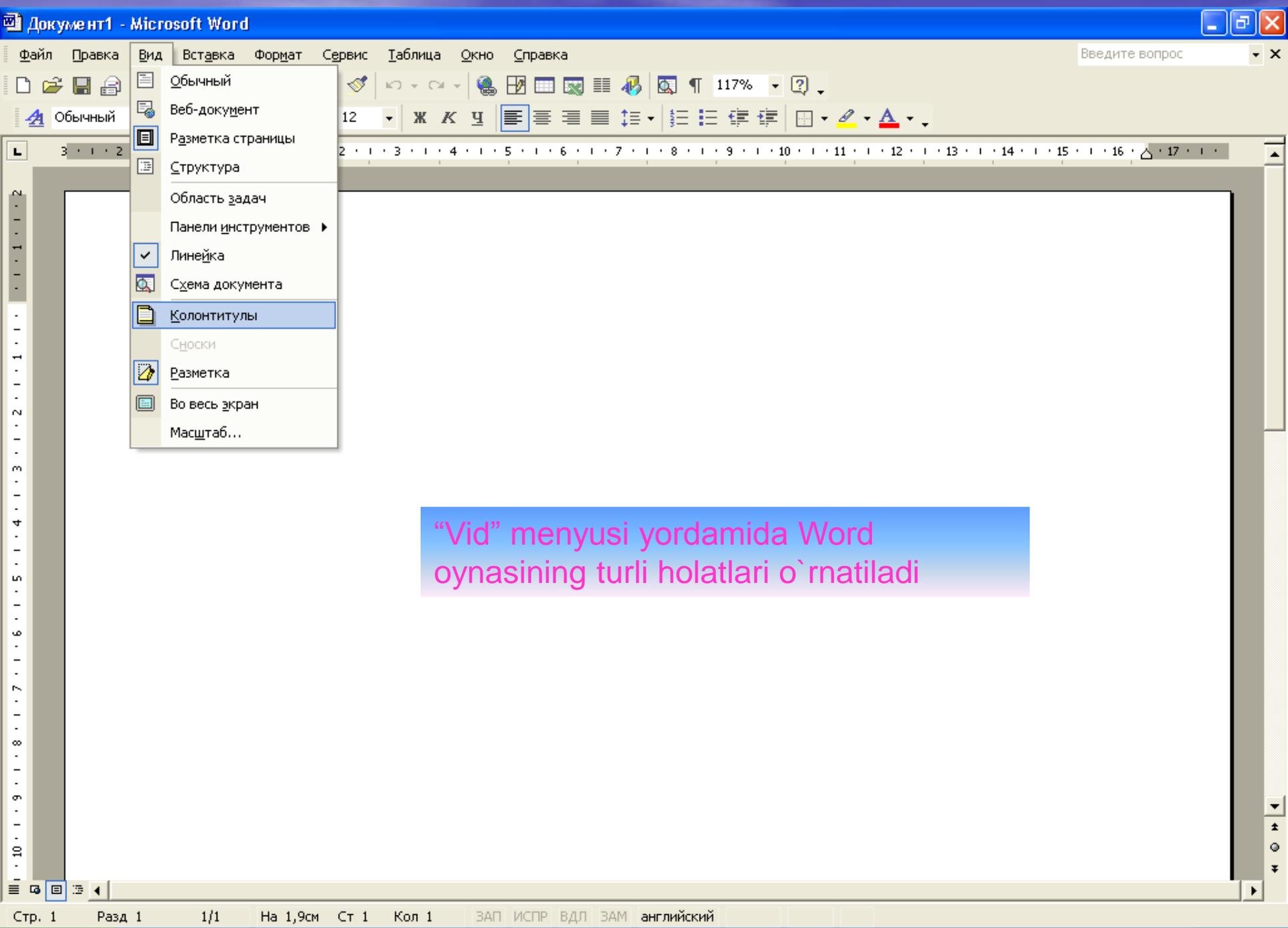
Ma'lumotlar satri



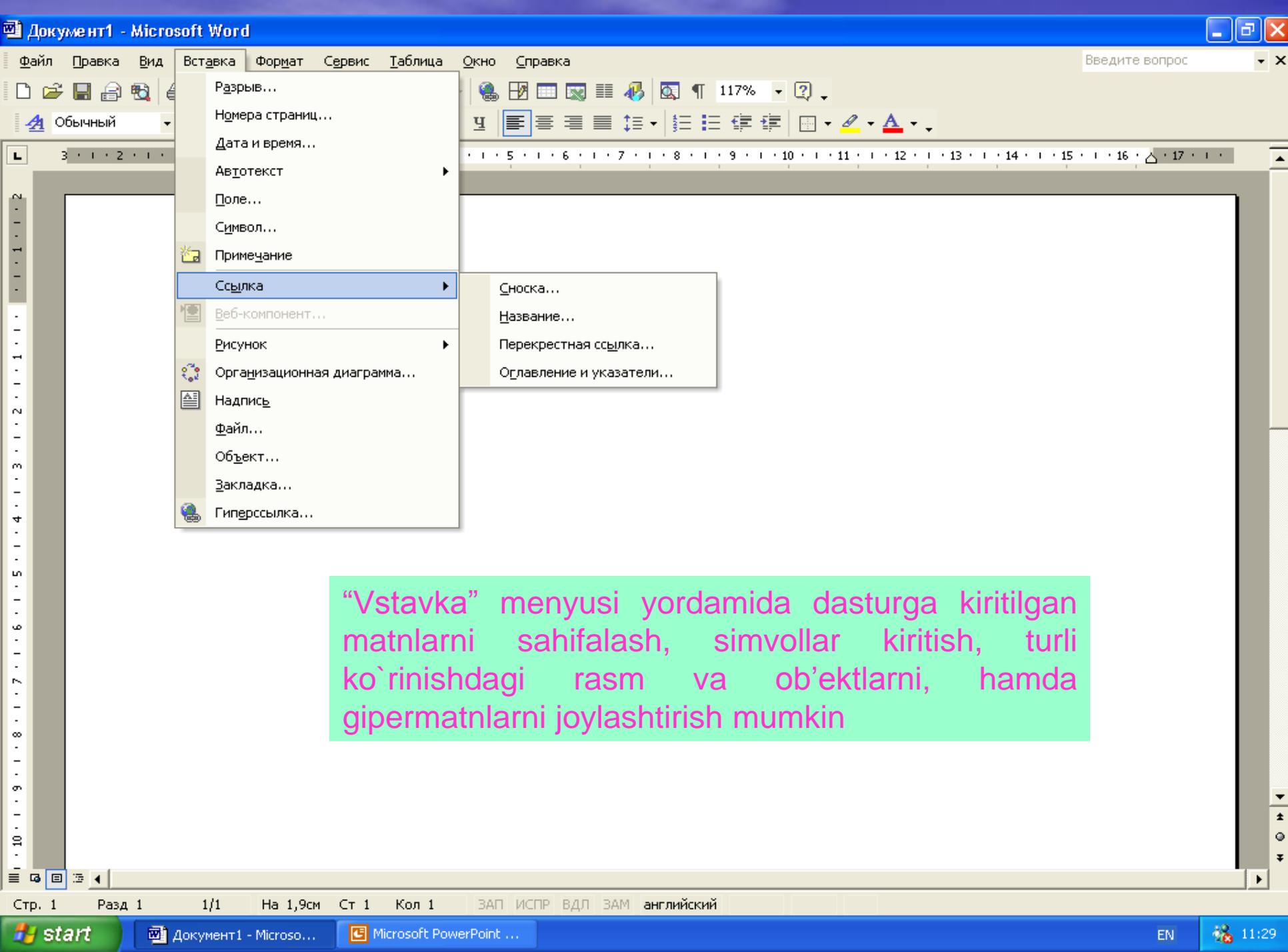
"Fayl" menyusi yordamida yangi hujjatlarni yaratish, komp'yuter xotirasida mavjud bo'lgan hujjatlarni ochish, hujjatlarni yopish, turli formatlarda xotirada saqlash, hujjatlarni ko'rish va printerda chop etish va Word dasturidan chiqish amallarini bajarish mumkin



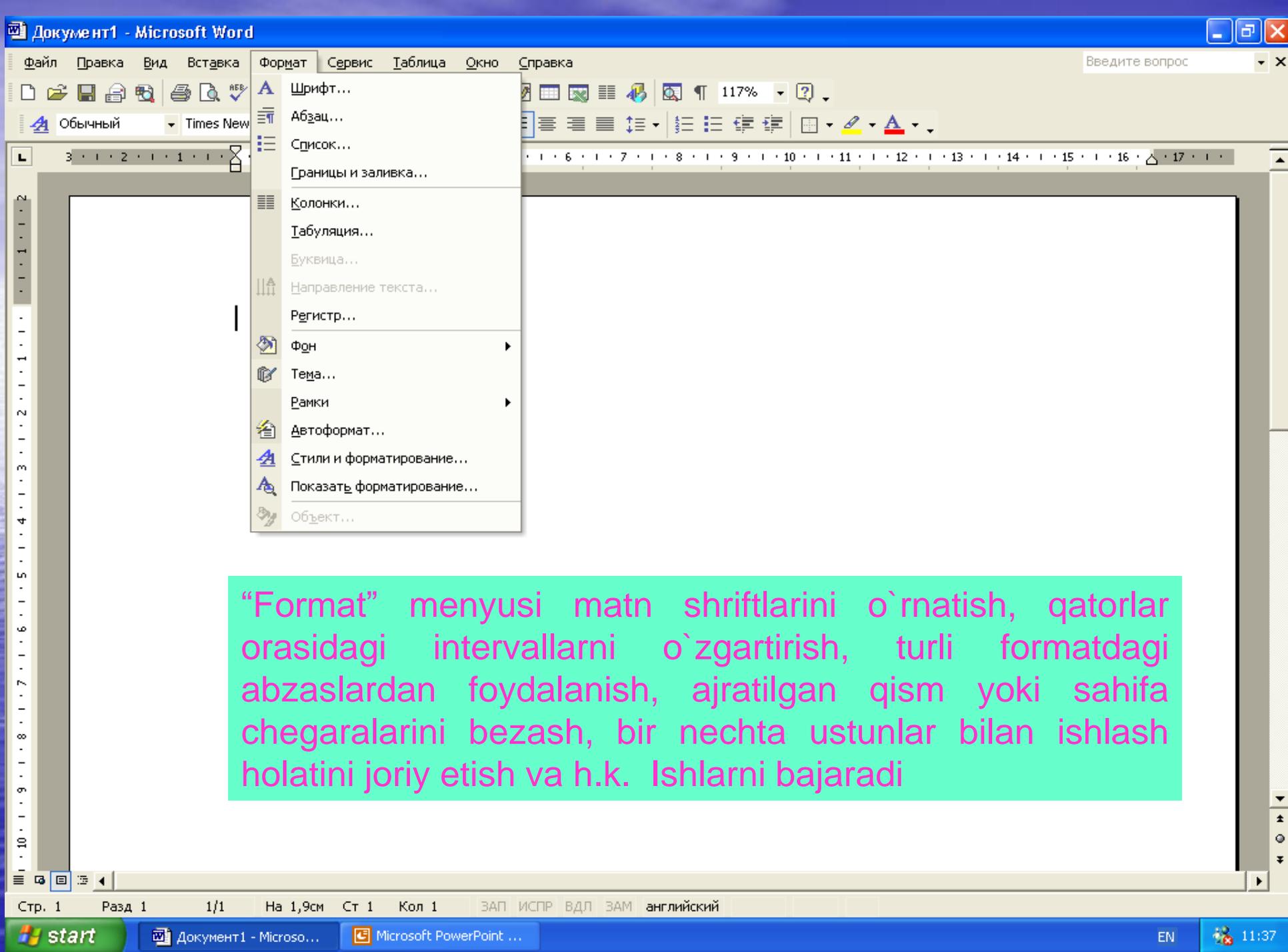
"Pravka" menyusi yordamida oldingi bajarilgan amaldan voz kechish, matnni ajratilgan qismini qirqib olish, nusxa olish, olingan qismni ixtiyoriy ko`rsatilgan joyga qo`yish amallarini bajarish mumkin. Bundan tashqari matn ichidagi ixtiyoriy belgini topish va uni boshqasi bilan almashtirish imkoniyatlari mavjud



"Vid" menyusi yordamida Word oynasining turli holatlari o`rnatiladi



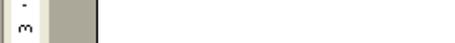
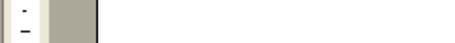
“Vstavka” menyusi yordamida dasturga kiritilgan matnlarni sahifalash, simvollar kiritish, turli ko`rinishdagi rasm va ob`ektlarni, hamda gipermatnlarni joylashtirish mumkin



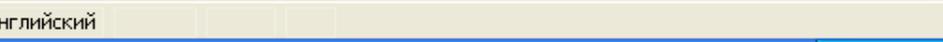
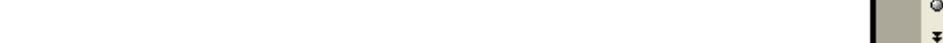
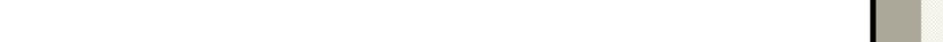
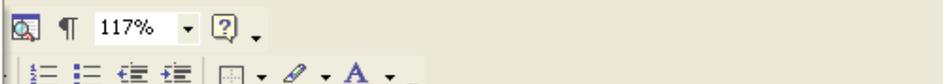
“Format” menyusi matn shriftlarini o`rnatish, qatorlar orasidagi intervallarni o`zgartirish, turli formatdagi abzaslardan foydalanish, ajratilgan qism yoki sahifa chegaralarini bezash, bir nechta ustunlar bilan ishlash holatini joriy etish va h.k. Ishlarni bajaradi



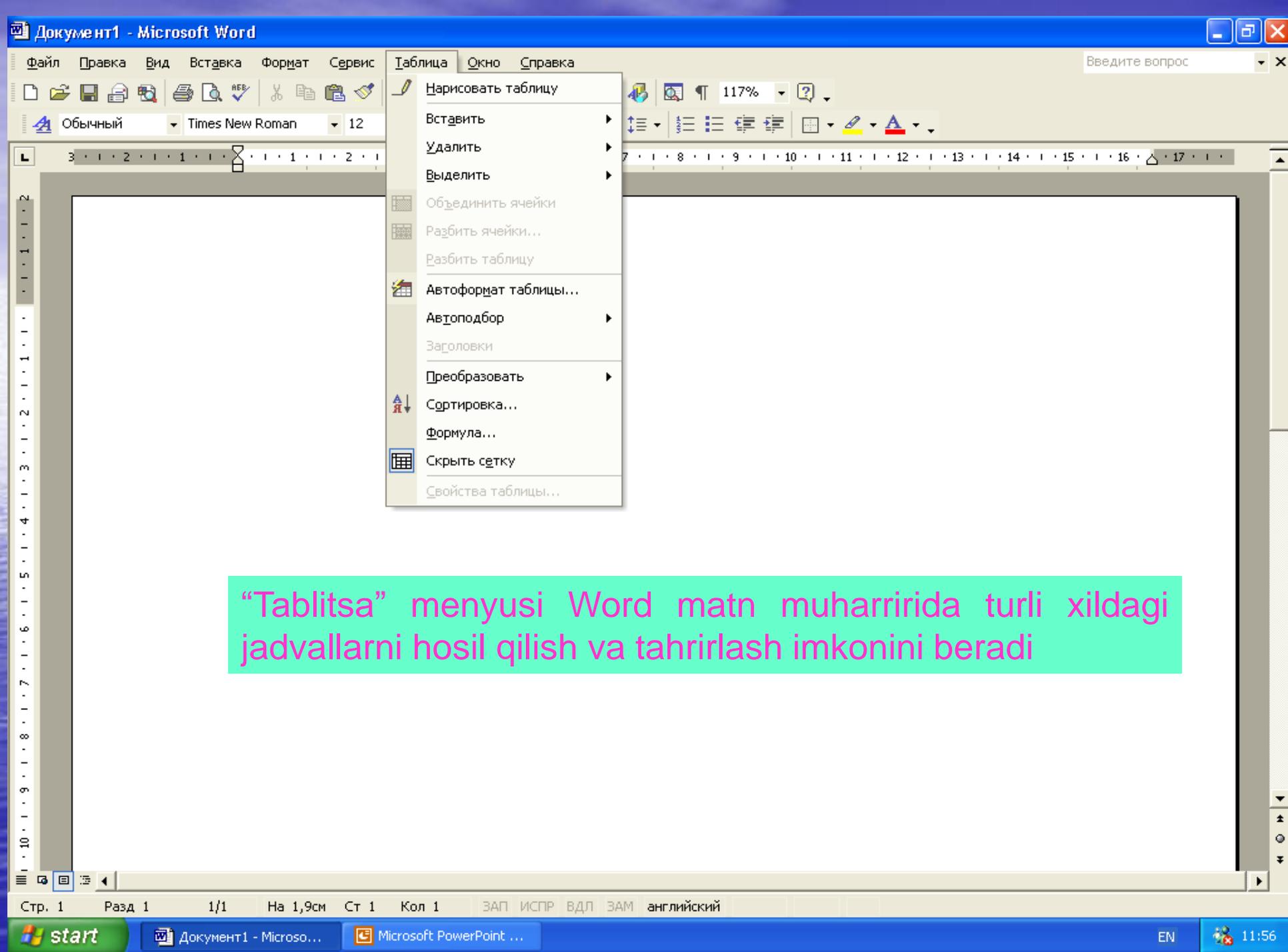
Обычный Times New Roman



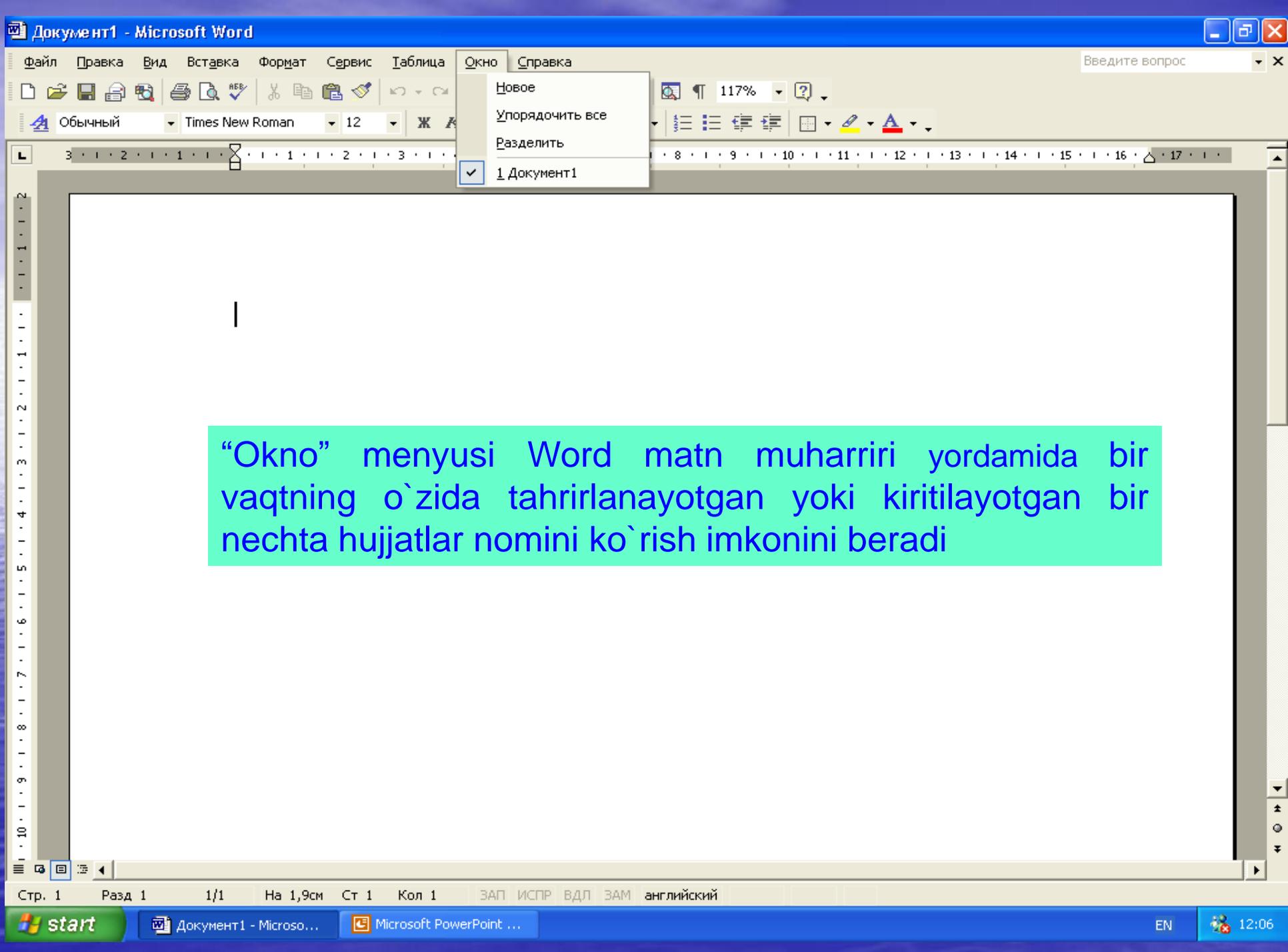
- Правописание... F7
- Язык
- Исправить поврежденный текст...
- Статистика...
- Автореферат...
- Исправления Ctrl+Shift+E
- Сравнить и объединить исправления...
- Установить защиту...
- Совместная работа
- Письма и рассылки
- Средства в Интернете...
- Макрос
- Шаблоны и надстройки...
- Параметры автозамены...
- Настройка...
- Параметры...



“Сервис” menyusi Word matn muharririning servis xizmatlaridan foydalanishni taklif etadi



“Tablitsa” menyusi Word matn muharririda turli xildagi jadvallarni hosil qilish va tahrirlash imkonini beradi



“Okno” menyusi Word matn muharriri yordamida bir vaqtning o`zida tahrirlanayotgan yoki kiritilayotgan bir nechta hujjatlar nomini ko`rish imkonini beradi

Справка

- Справка: Microsoft Word F1
- Показать помощника
- Что это такое? Shift+F1
- Office в Интернете
- Активизировать продукт...
- Найти и восстановить...
- О программе

“Spravka” menyusi foydalanuvchiga Word matn muharriri haqida eng kerakli ma’lumotlarni beradi