

# Microsoft Word matn muharriri bilan ishlash

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

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

So`ngra asosiy menyudan  
"Programms" komandasini  
tanlaymiz

Microsoft Outlook

Acrobat Reader 4.0

ref-14719

Презентация2



Windows Catalog  
Windows Update  
Открыть документ Office  
Создать документ Office

Programs

Documents  
Settings  
Search  
Help and Support  
Run...  
Shut Down...

Windows XP Professional

- Accessories
- Adobe Acrobat 4.0
- Games
- Startup
- WinGate Internet Client
- WinRAR
- Средства Microsoft Office
- Internet Explorer
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Internet Explorer
- Outlook Express
- Remote Assistance
- Windows Media Player
- Windows Messenger

“Programs”  
komandasi

“Pusk” tugmasi

start

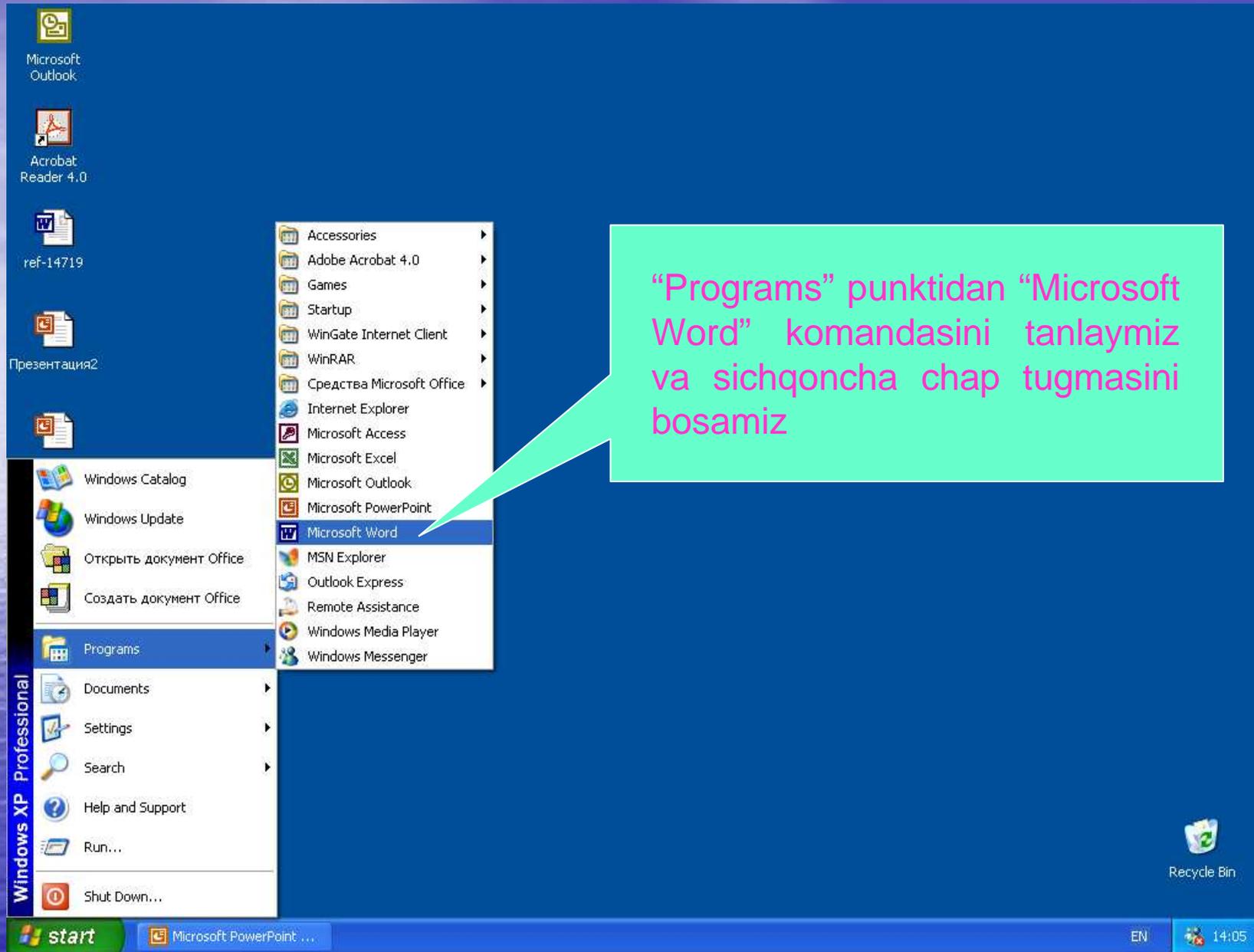
Microsoft PowerPoint ...

EN



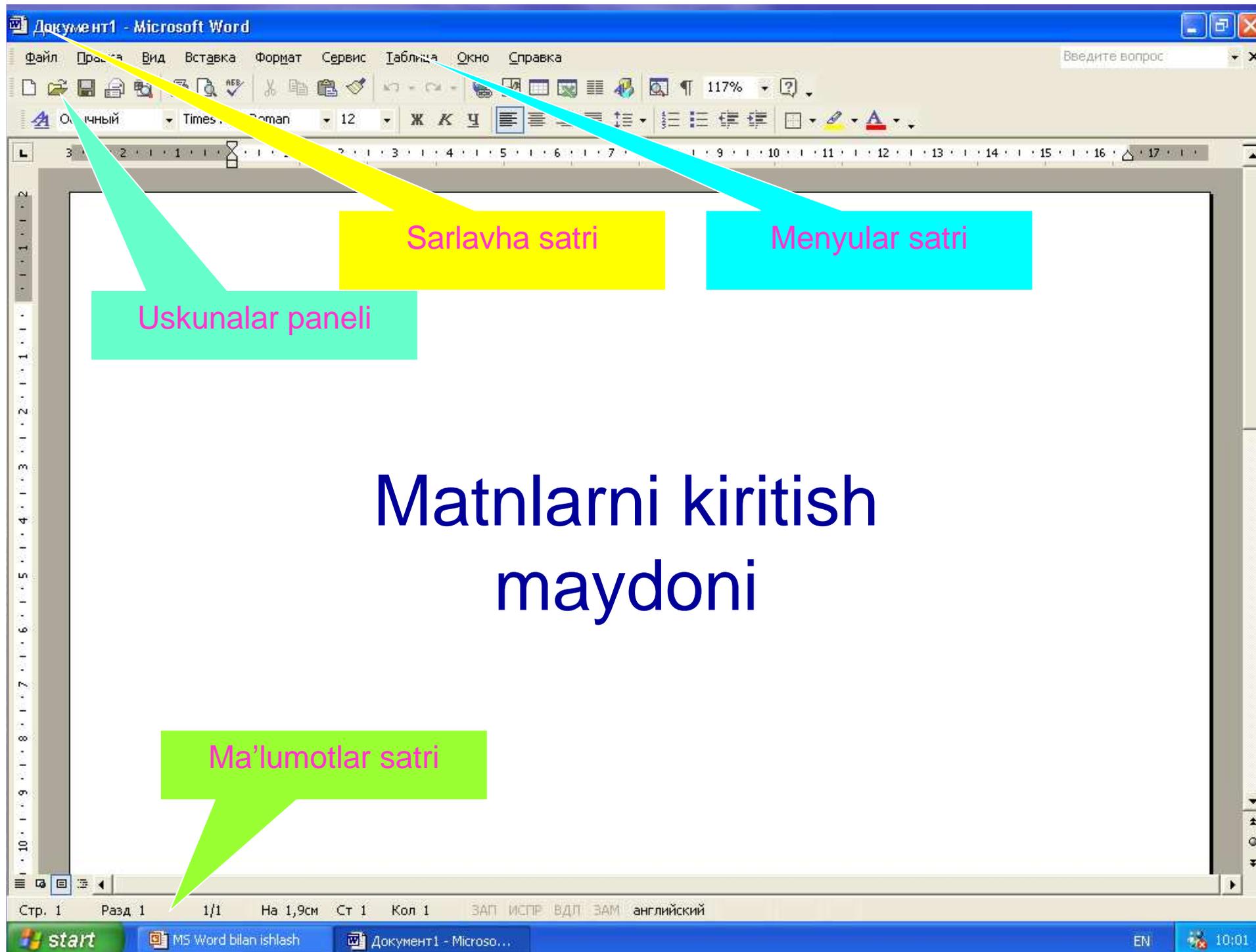
Recycle Bin

14:05



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

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



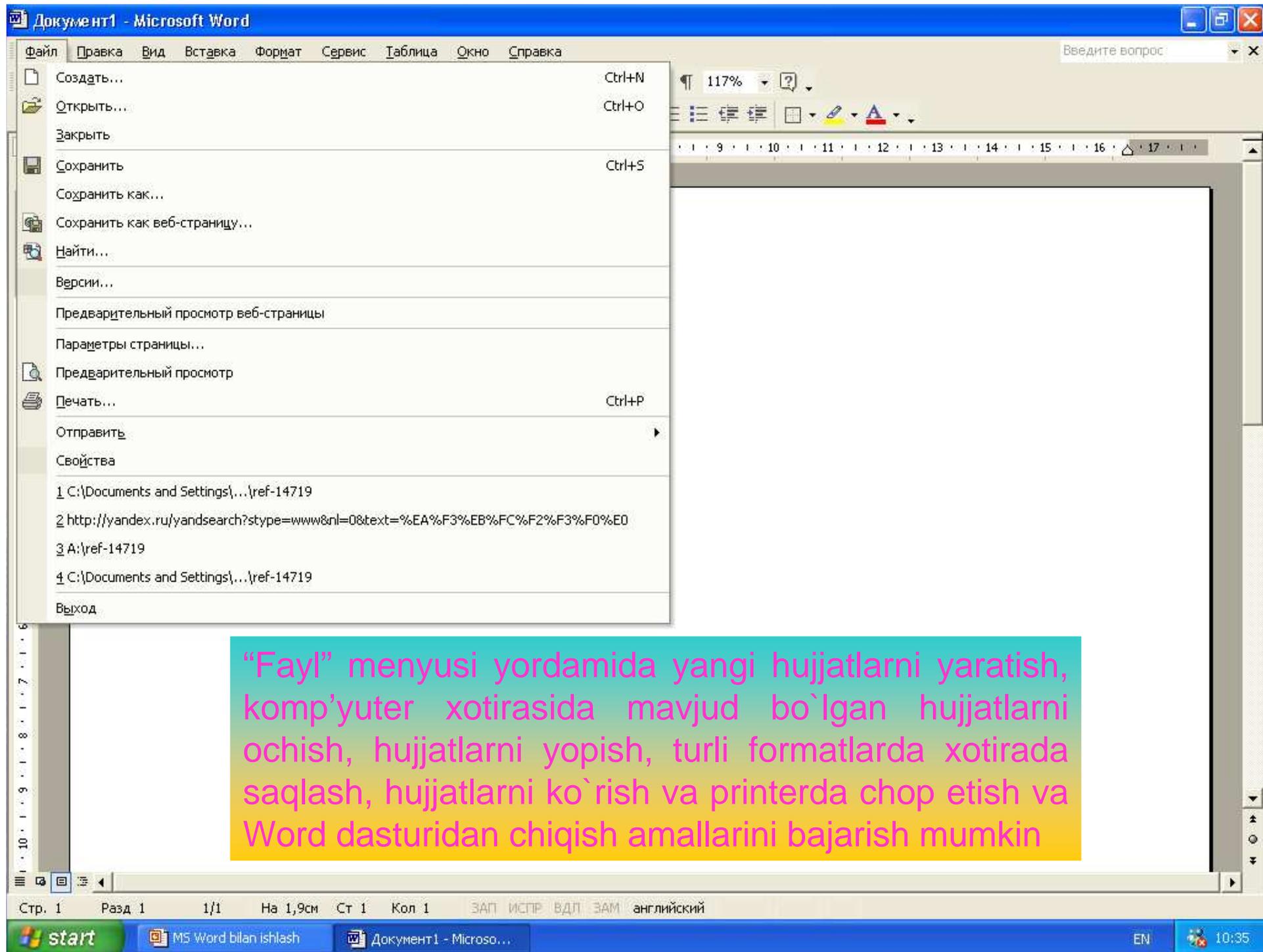
Uskunalar paneli

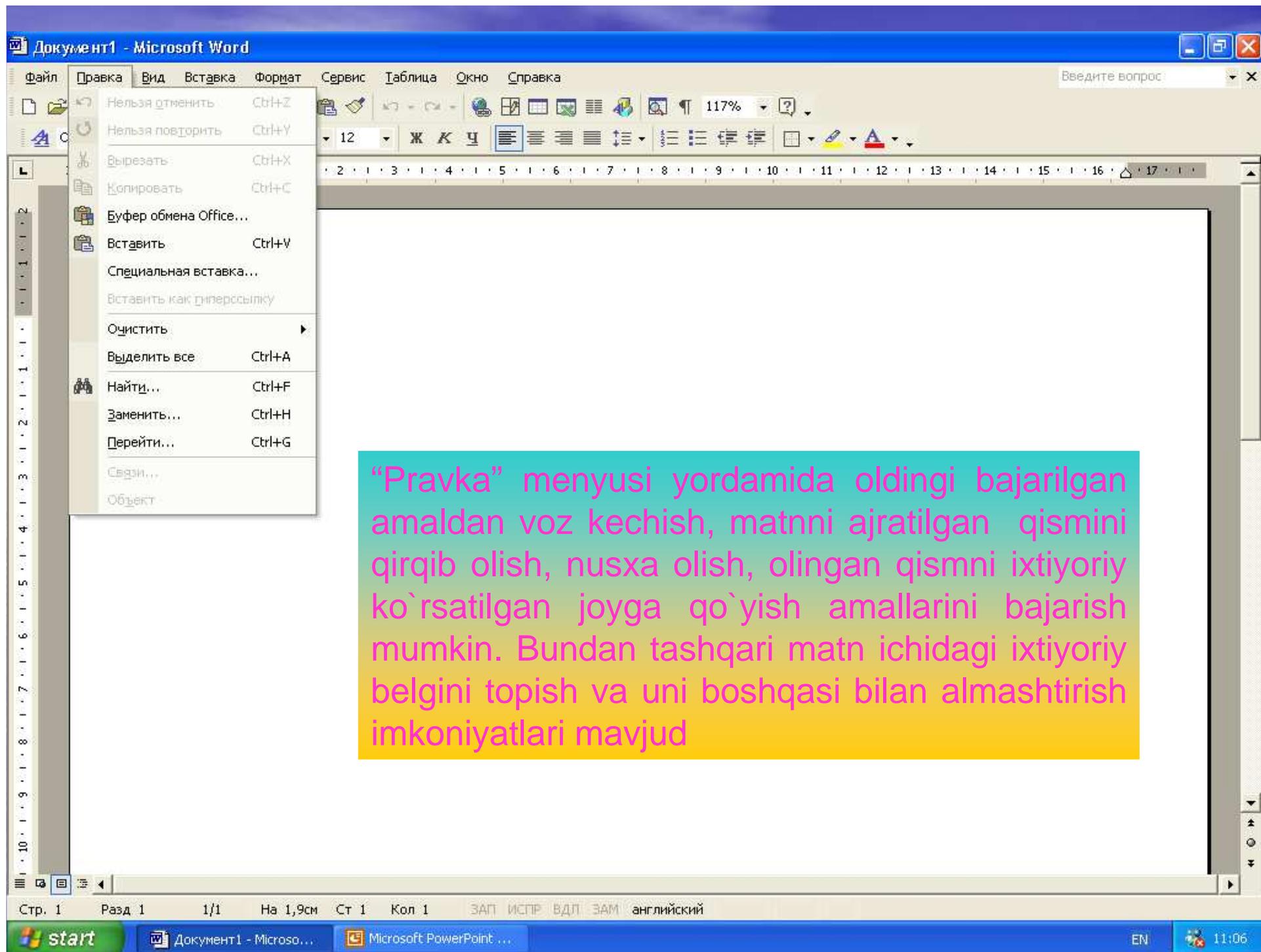
Sarlavha satri

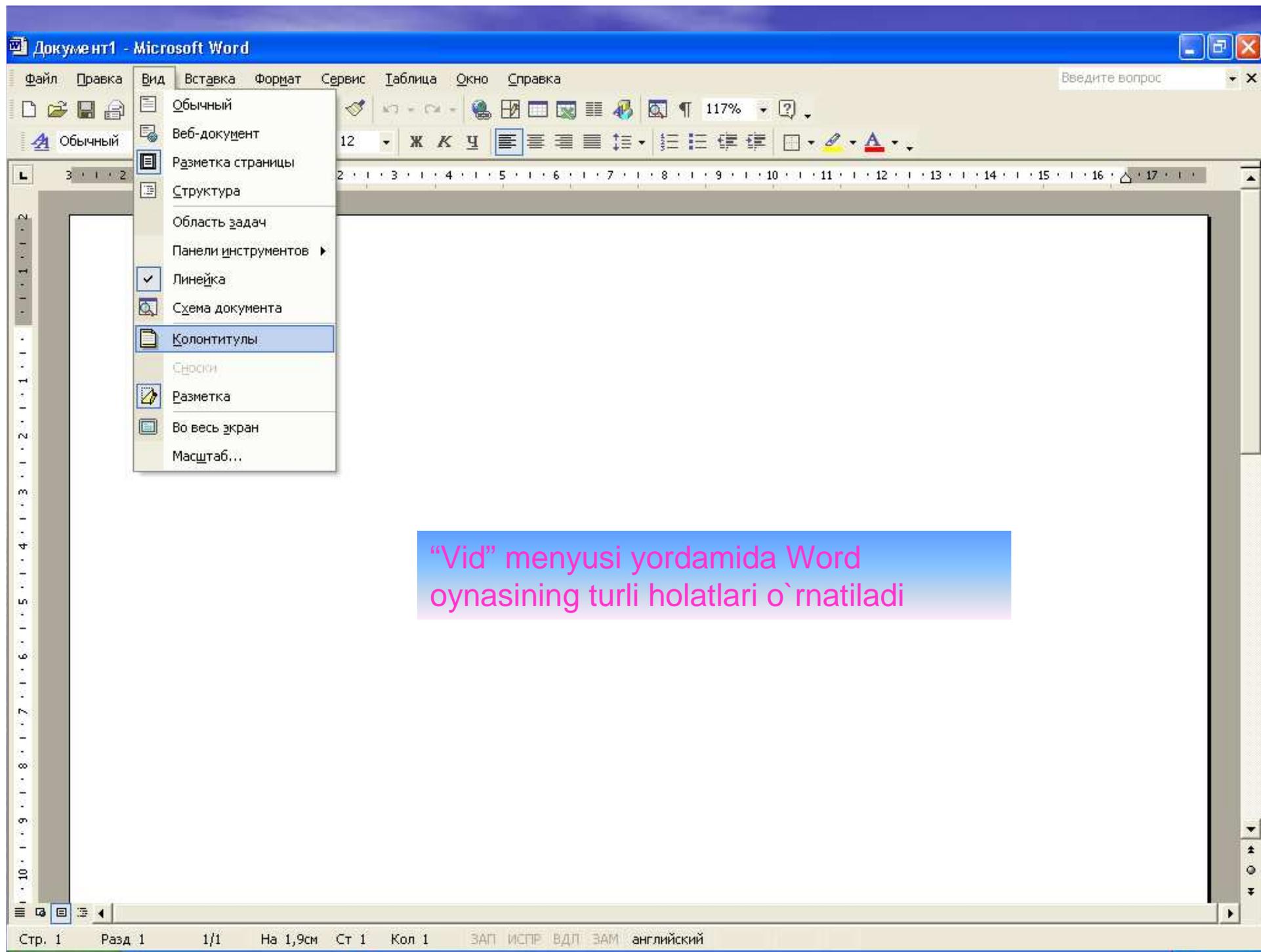
Menyular satri

Matnlarni kiritish  
maydoni

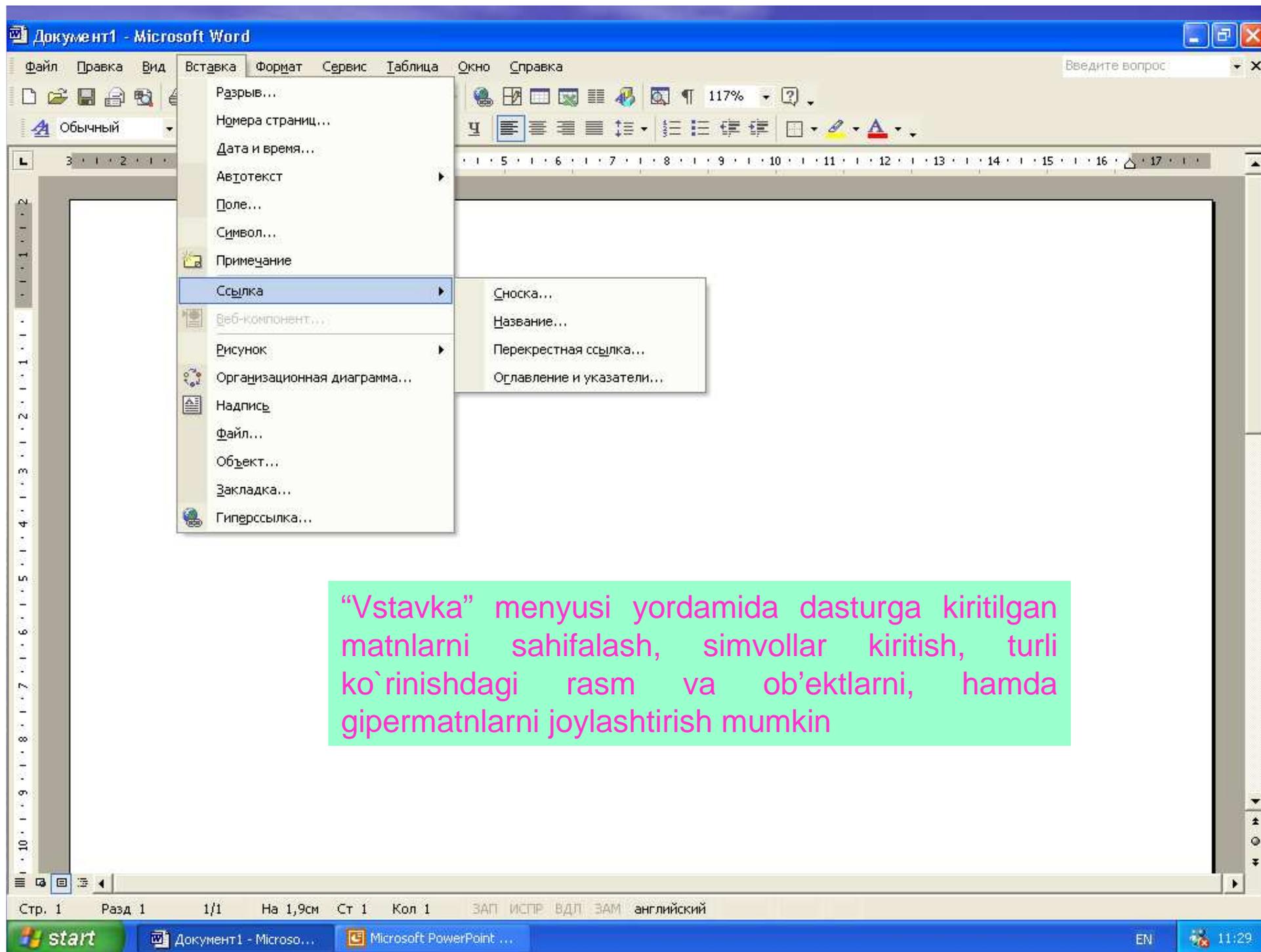
Ma'lumotlar satri

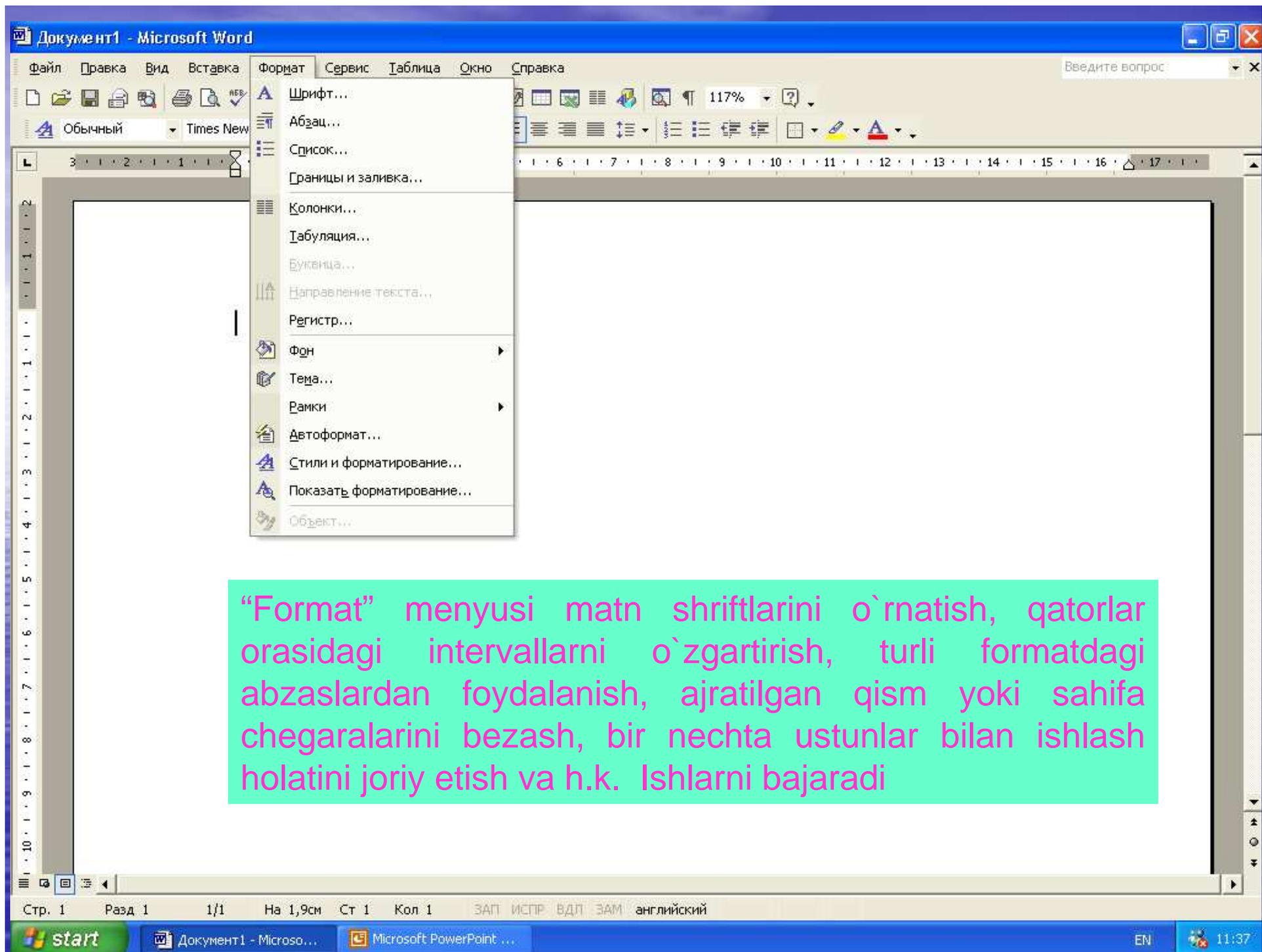




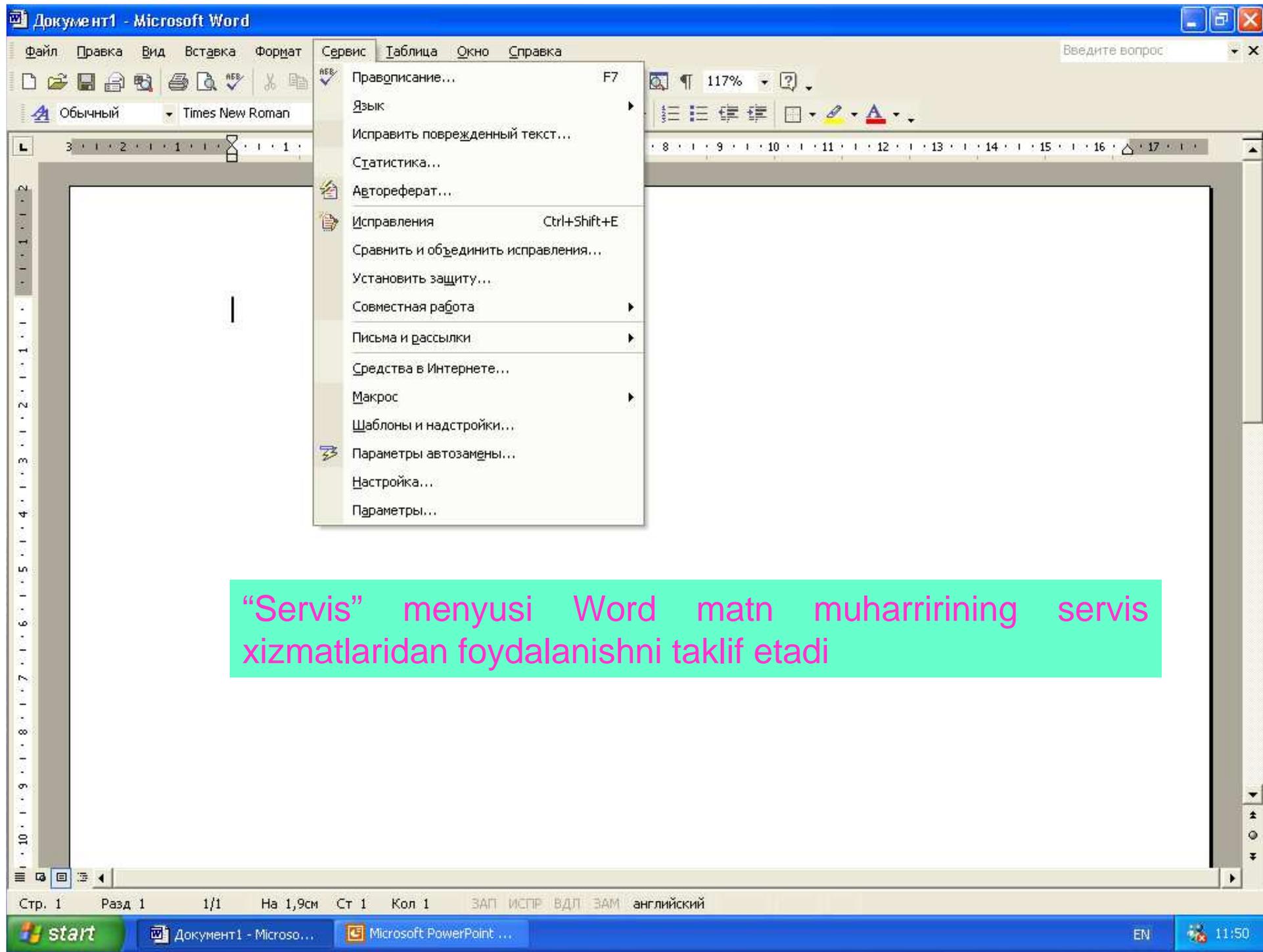


"Vid" menyusi yordamida Word oynasining turli holatlari o`rnatiladi

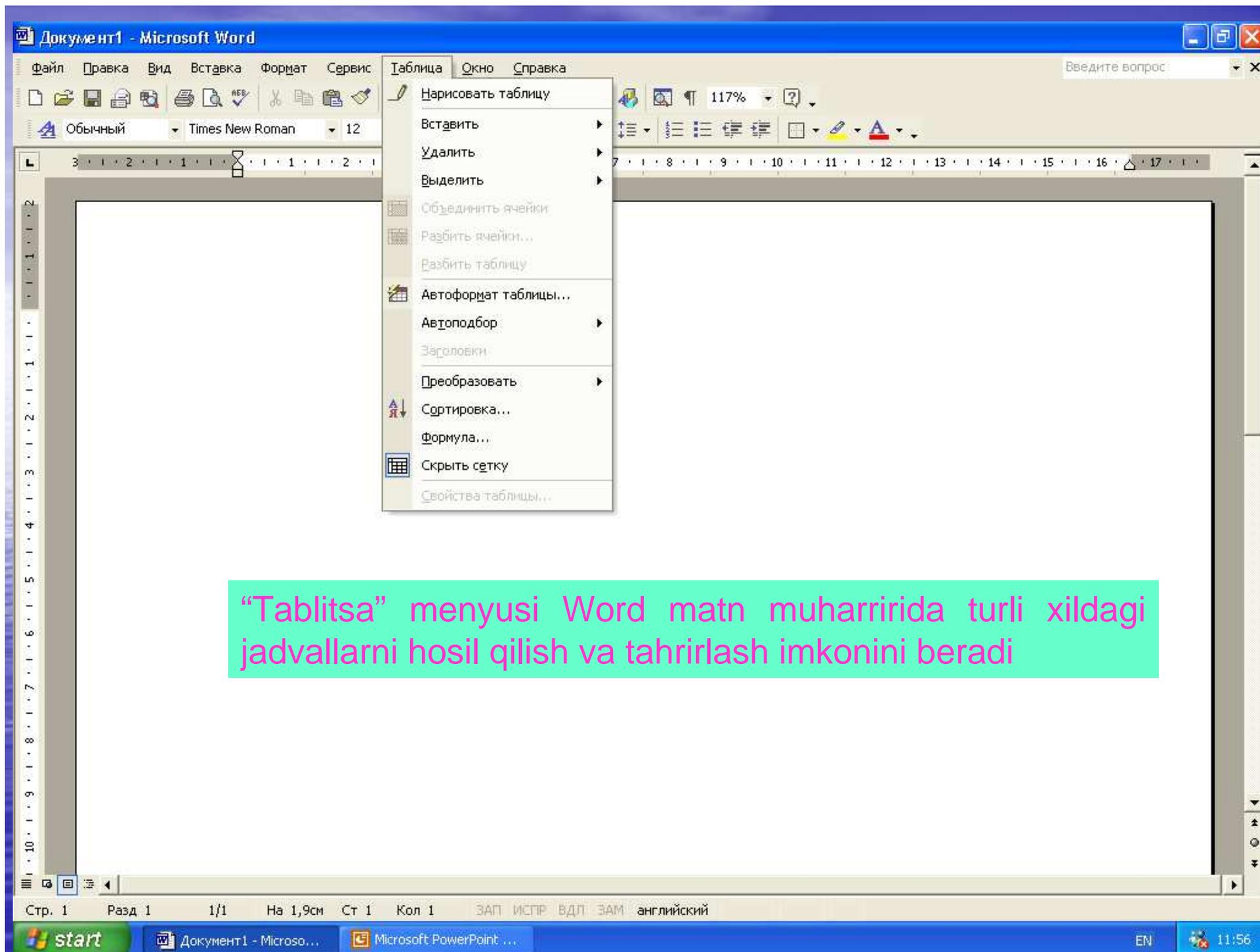




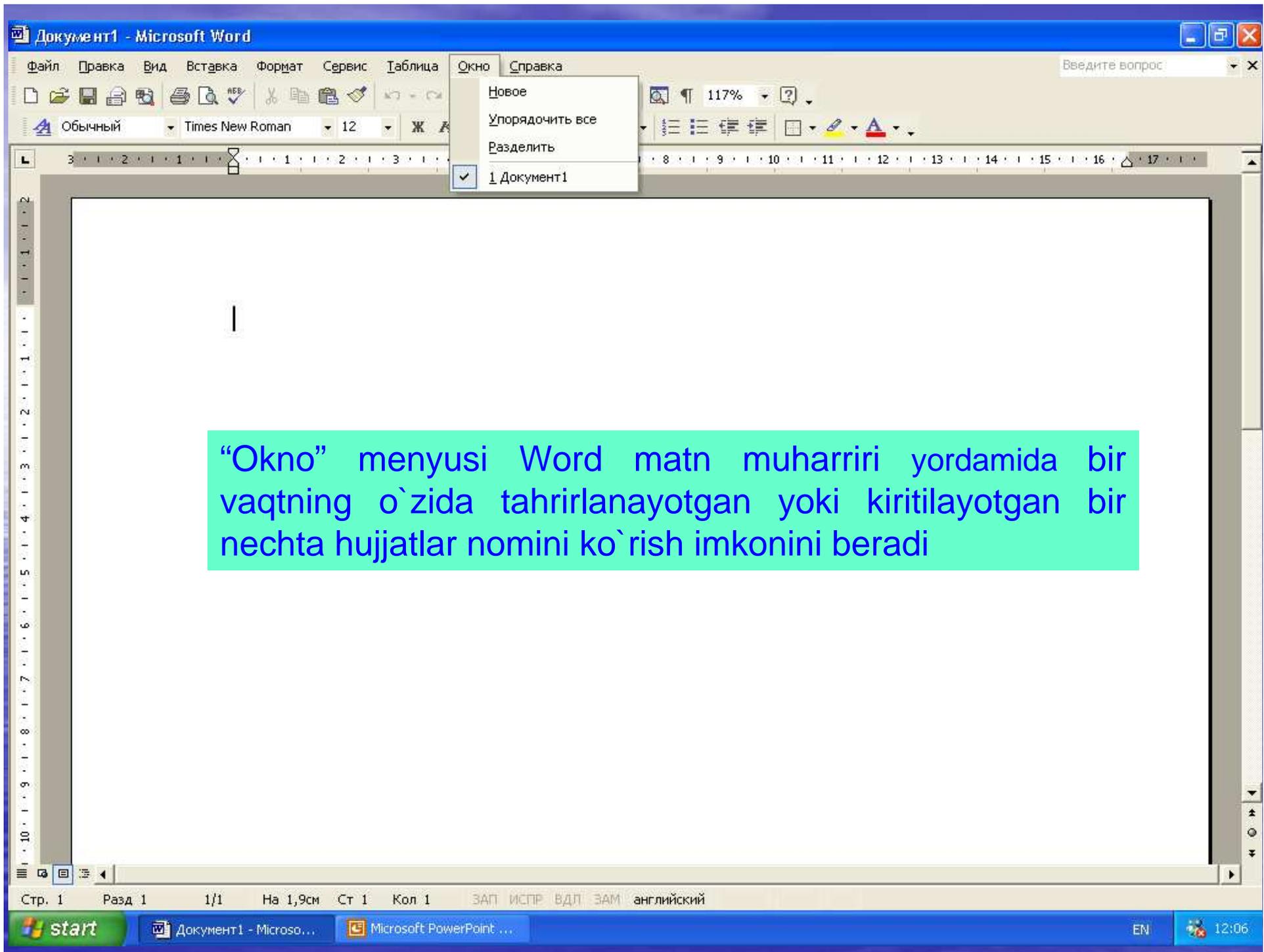
“Format” menyusi matn shriftlarini o`rnatish, qatorlar orasidagi intervallarni o`zgartirish, turli formatdagi abzaslardan foydalanish, ajratilgan qism yoki sahifa chegaralarini bezash, bir nechta ustunlar bilan ishlash holatini joriy etish va h.k. Ishlarni bajaradi

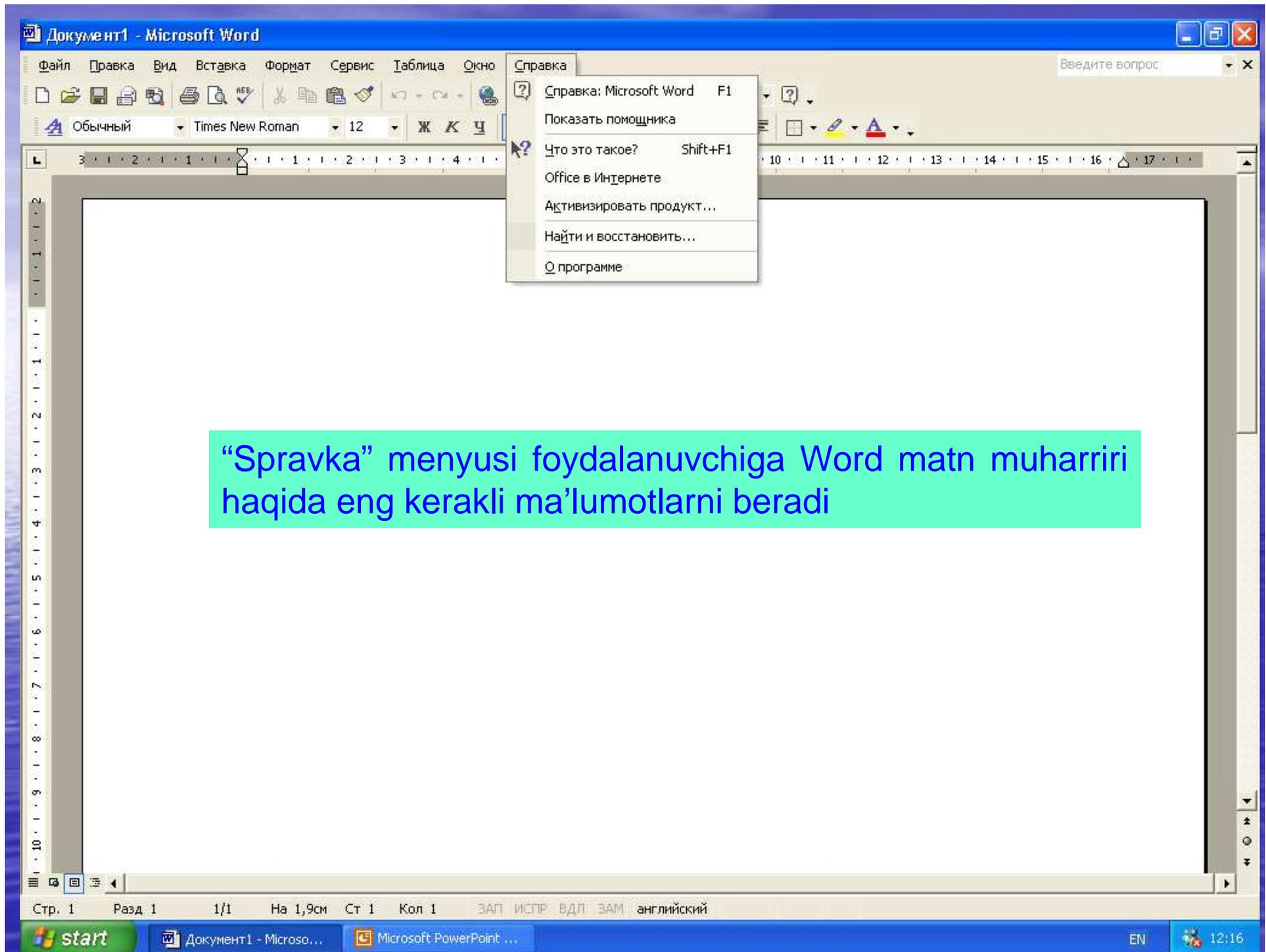


“Сервис” menyusi Word matn muharririning servis xizmatlaridan foydalanishni taklif etadi



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





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