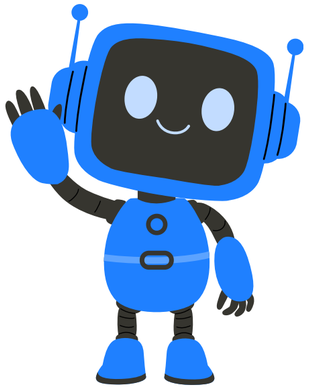


Alfabetizzazione informatica

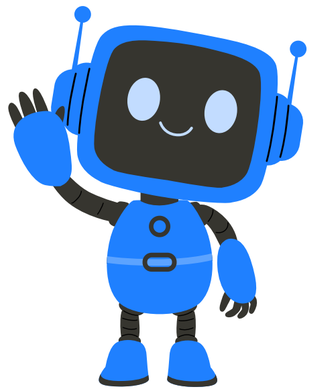
#3 - Elaborazione di testi

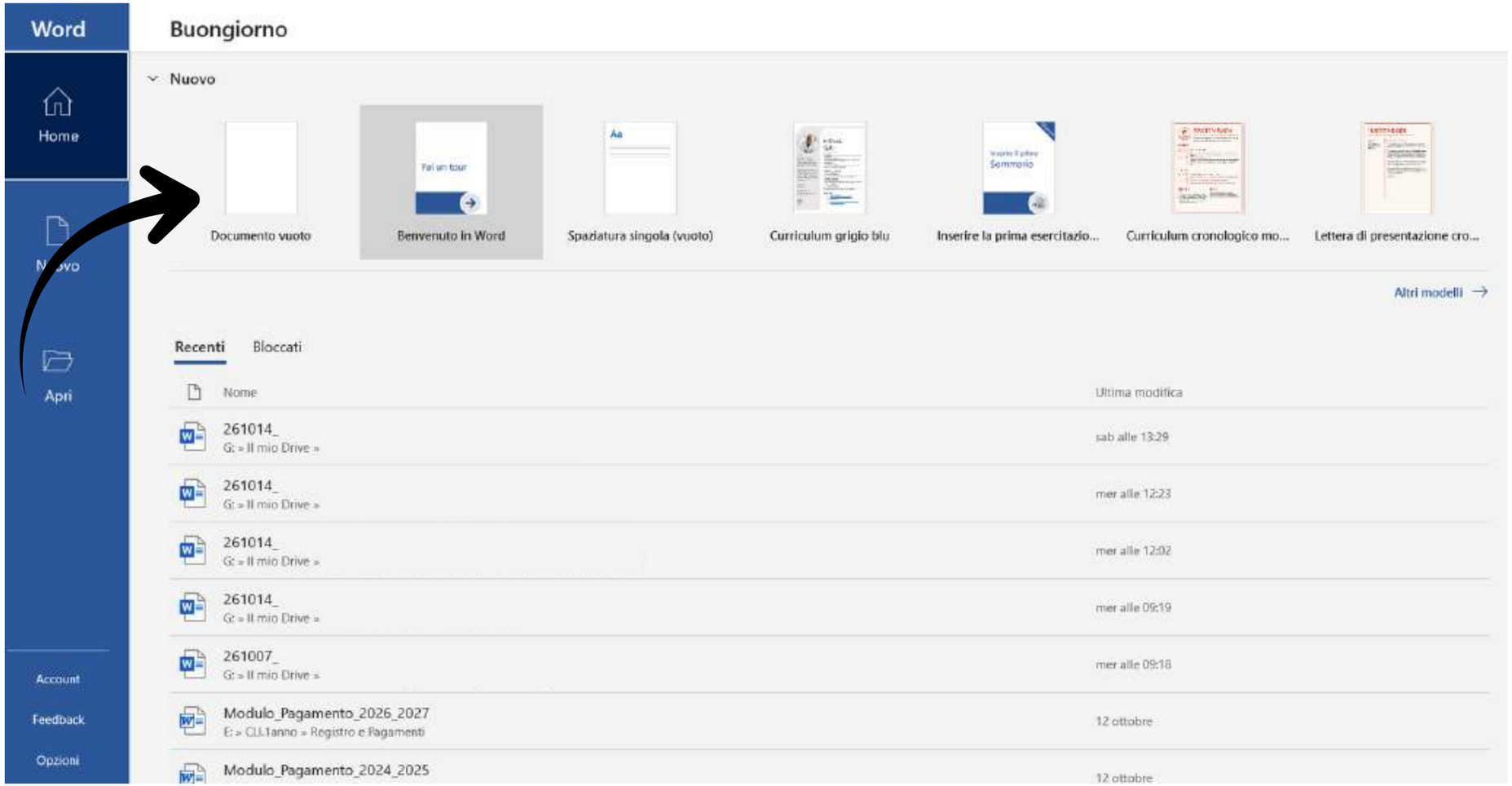
-un po’ di cose con Word (e simili)...

-... con Excel

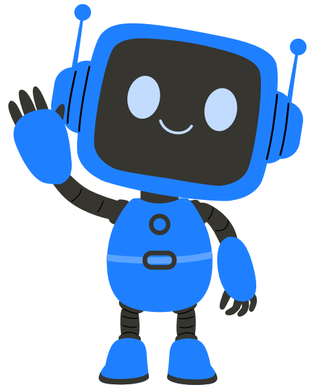
-lavorare con i pdf

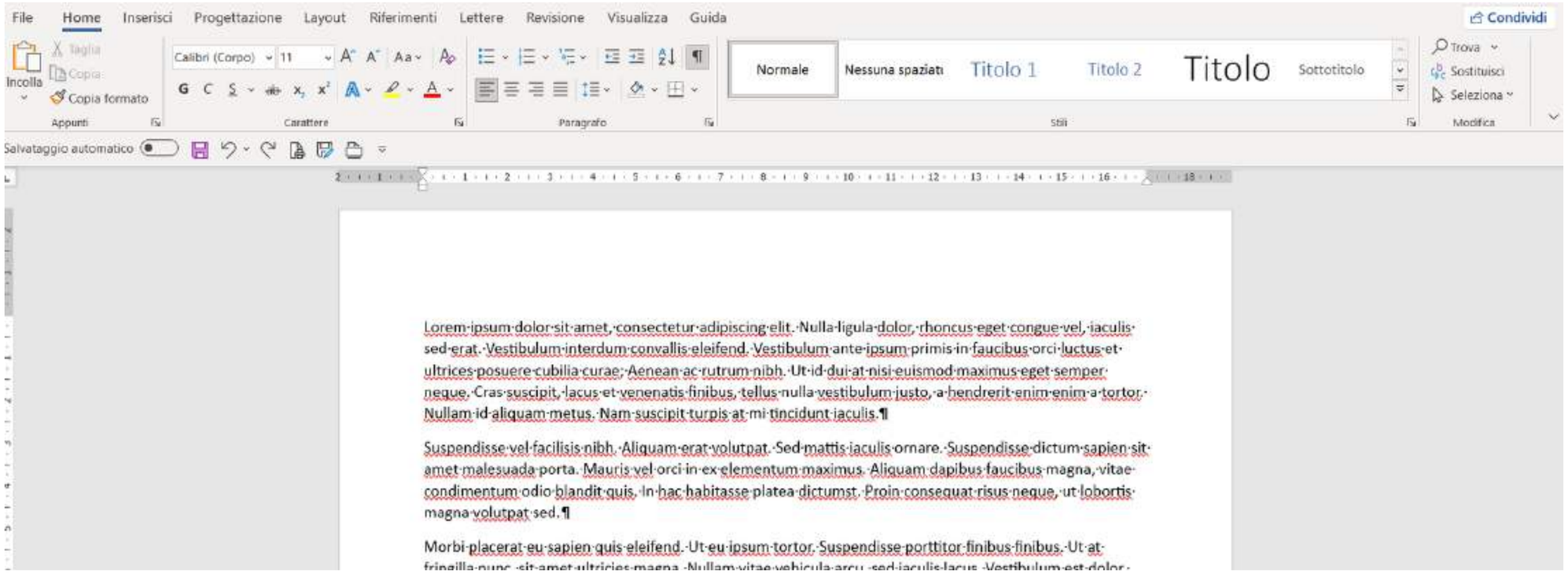
Word




Word
Buongiorno
Home
Nuovo
Apri
Account
Feedback
Opzioni
Nuovo
Documento vuoto
Fai un tour
Benvenuto in Word
Aa
Spaziatura singola (vuoto)
Curriculum grigio blu
Sommario
Inserire la prima esercitazio...
Curriculum cronologico mo...
Lettera di presentazione cro...
Altri modelli
Recenti
Bloccati
Nome
Ultima modifica
261014_
G: » Il mio Drive »
sab alle 13:29
261014_
G: » Il mio Drive »
mer alle 12:23
261014_
G: » Il mio Drive »
mer alle 12:02
261014_
G: » Il mio Drive »
mer alle 09:19
261007_
G: » Il mio Drive »
mer alle 09:18
Modulo_Pagamento_2026_2027
E: » CLIL1anno » Registro e Pagamenti
12 ottobre
Modulo_Pagamento_2024_2025
12 ottobre

Word




File Home Inserisci Progettazione Layout Riferimenti Lettere Revisione Visualizza Guida
Condividi
Incolla
Taglia
Copia
Copia formato
Appunti
Calibri (Corpo) 11
Carattere
Paragrafo
Normale
Nessuna spaziatu
Titolo 1
Titolo 2
Titolo
Sottotitolo
Stili
Trova
Sostituisci
Seleziona
Modifica
Salvataggio automatico
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla ligula dolor, rhoncus eget congue vel, iaculis sed erat. Vestibulum interdum convallis eleifend. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Aenean ac rutrum nibh. Ut id dui at nisi euismod maximus eget semper neque. Cras suscipit, lacus et venenatis finibus, tellus nulla vestibulum justo, a hendrerit enim enim a tortor. Nullam id aliquam metus. Nam suscipit turpis at mi tincidunt iaculis.
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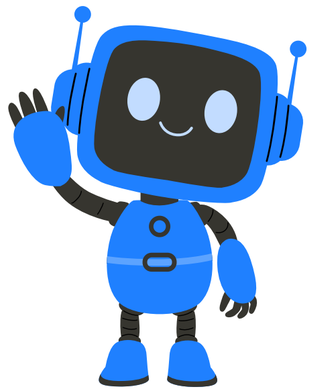
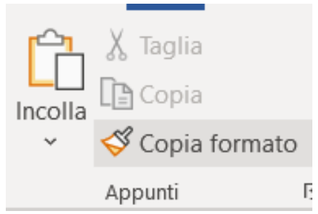
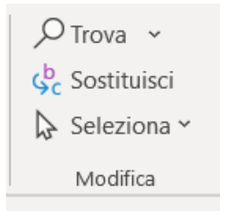
Word
Alcune funzioni interessanti

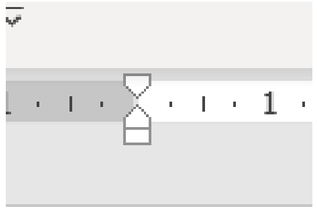




copia formato

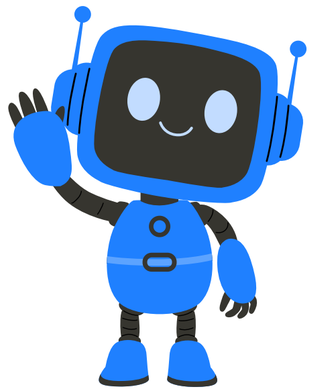


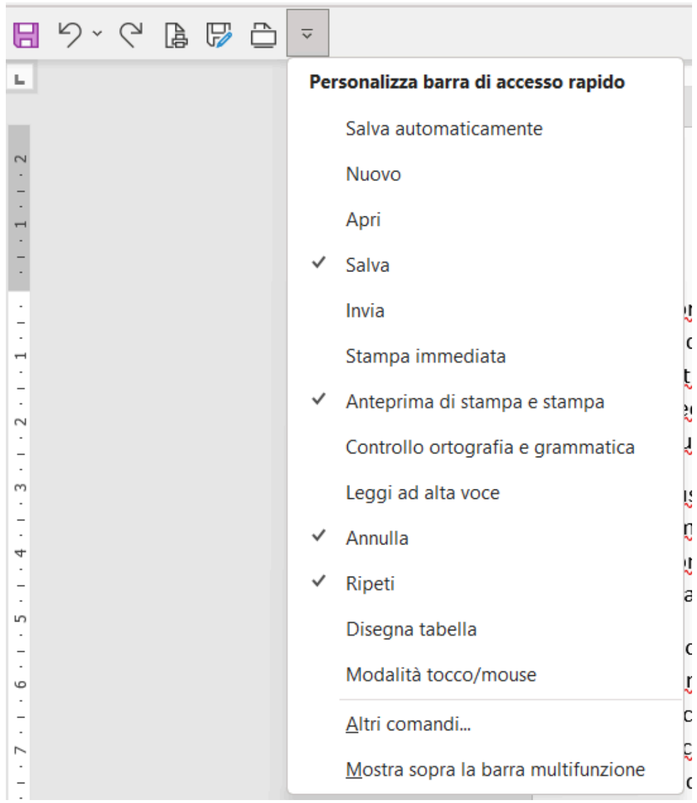
funzioni trova/sostituisci



marcatori di rientro

Word
Alcune funzioni interessanti





barra di accesso rapido

Word
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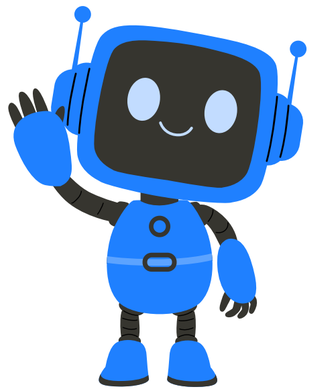

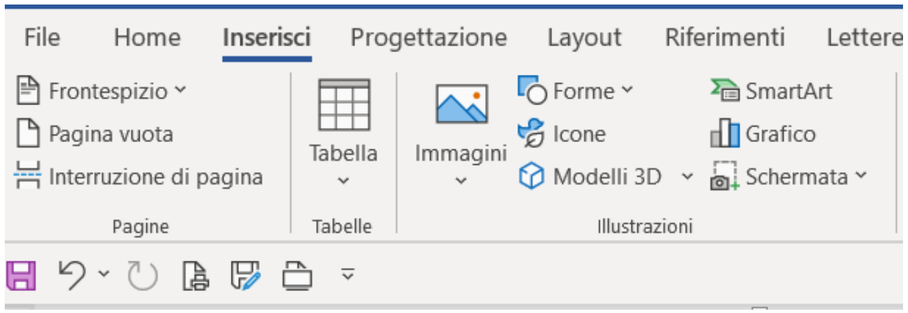

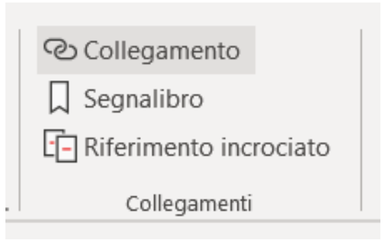

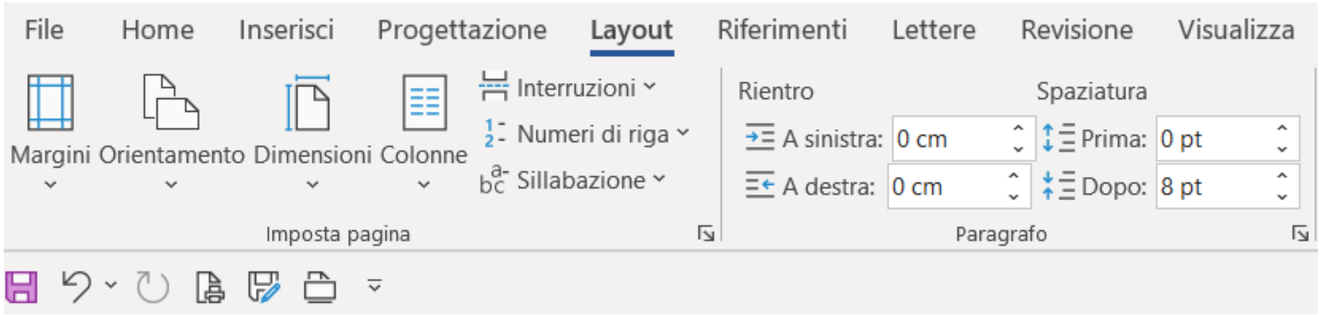

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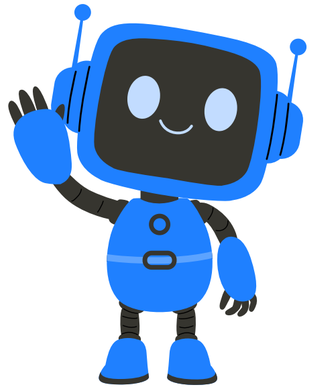

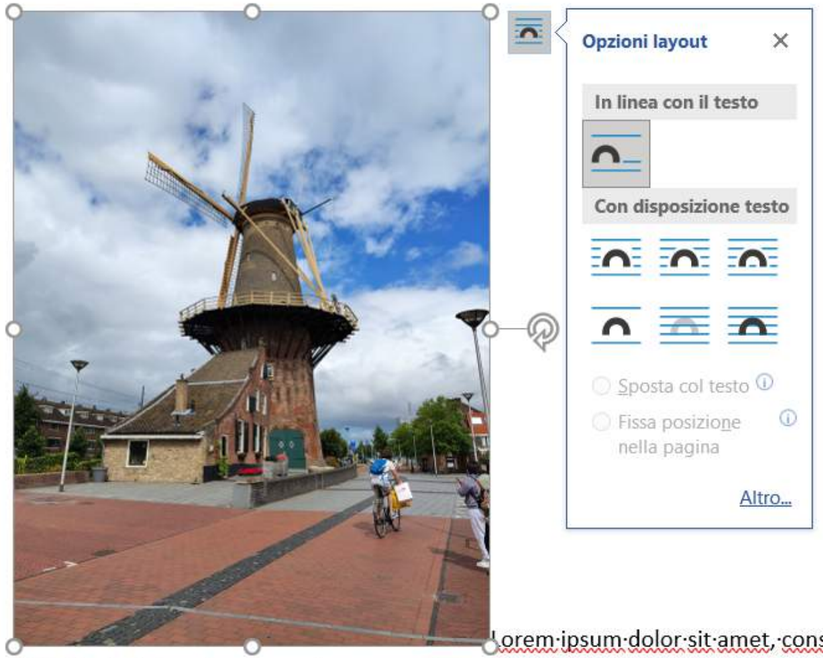

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Nulla·ligula·dolor,·rhoncus·eget·congue·vel,·iaculis·sed·erat.·Vestibulum·interdum·convallis·eleifend.·

Excel
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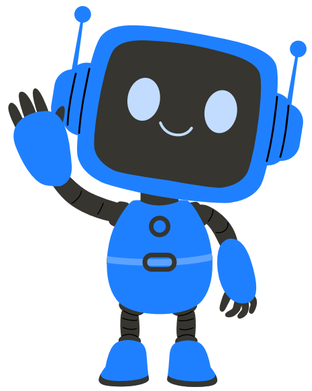

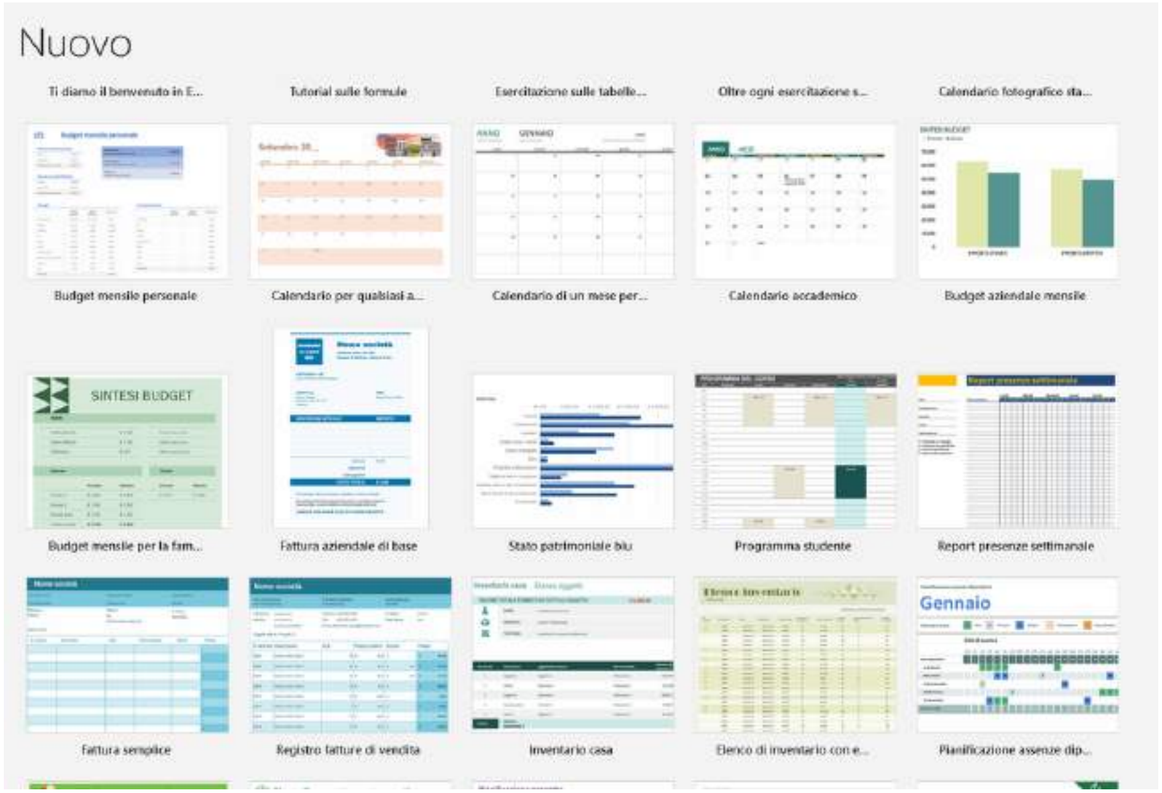

modelli di excel

Excel
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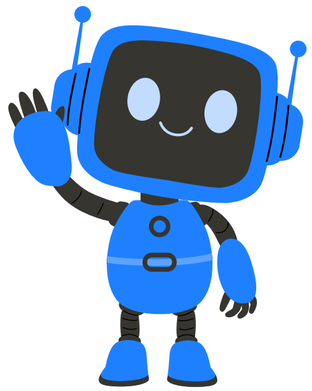

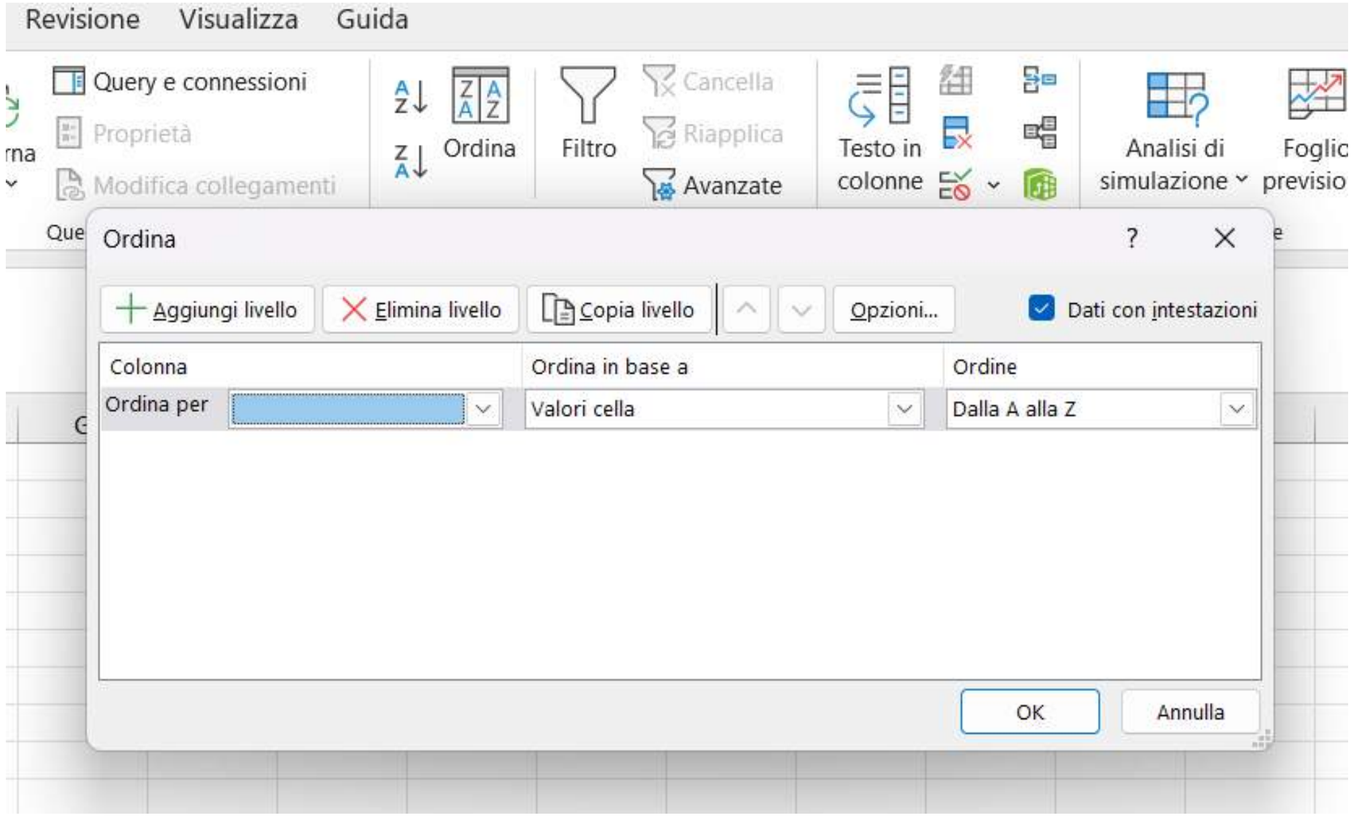

ordinamento dei dati

Excel
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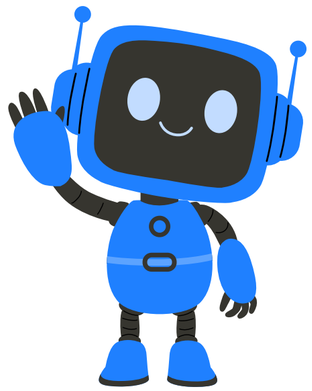

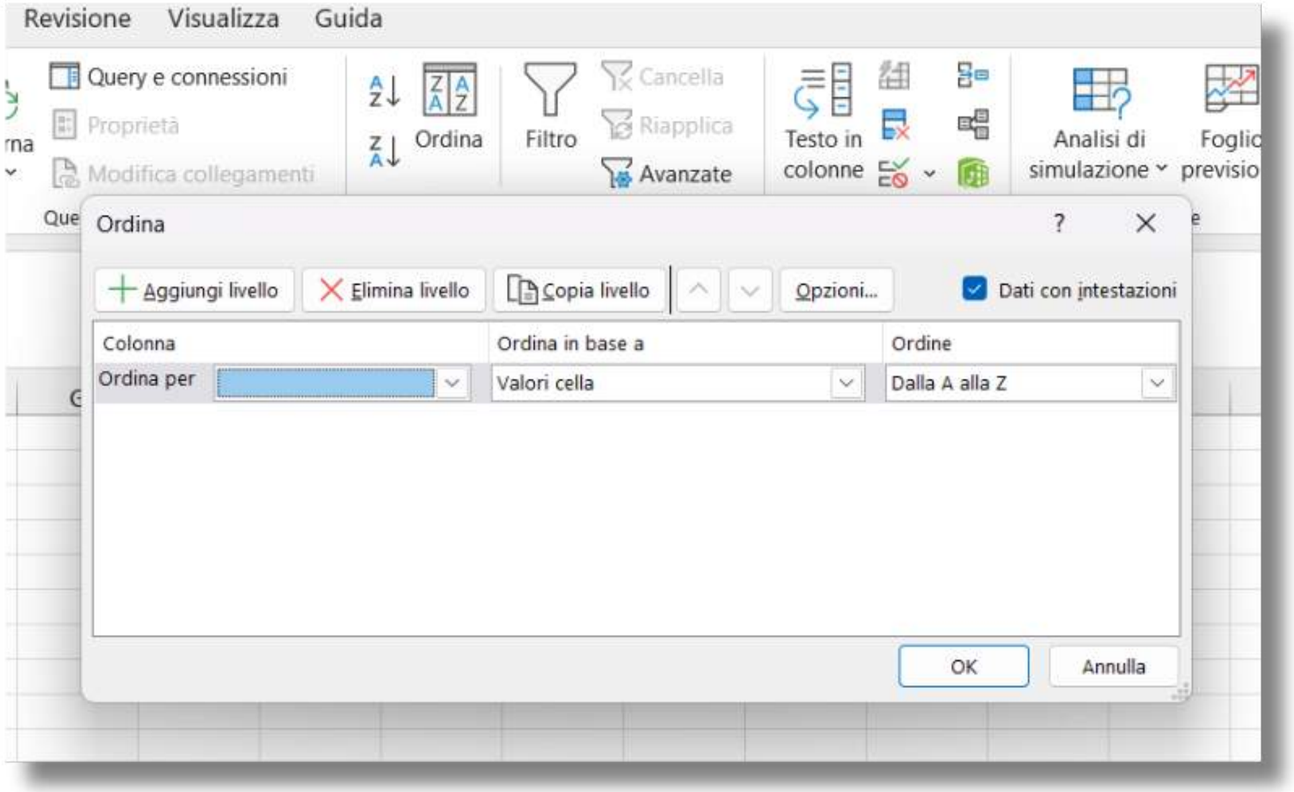

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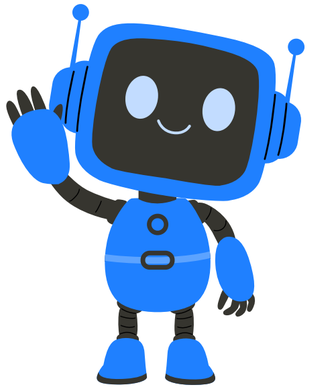

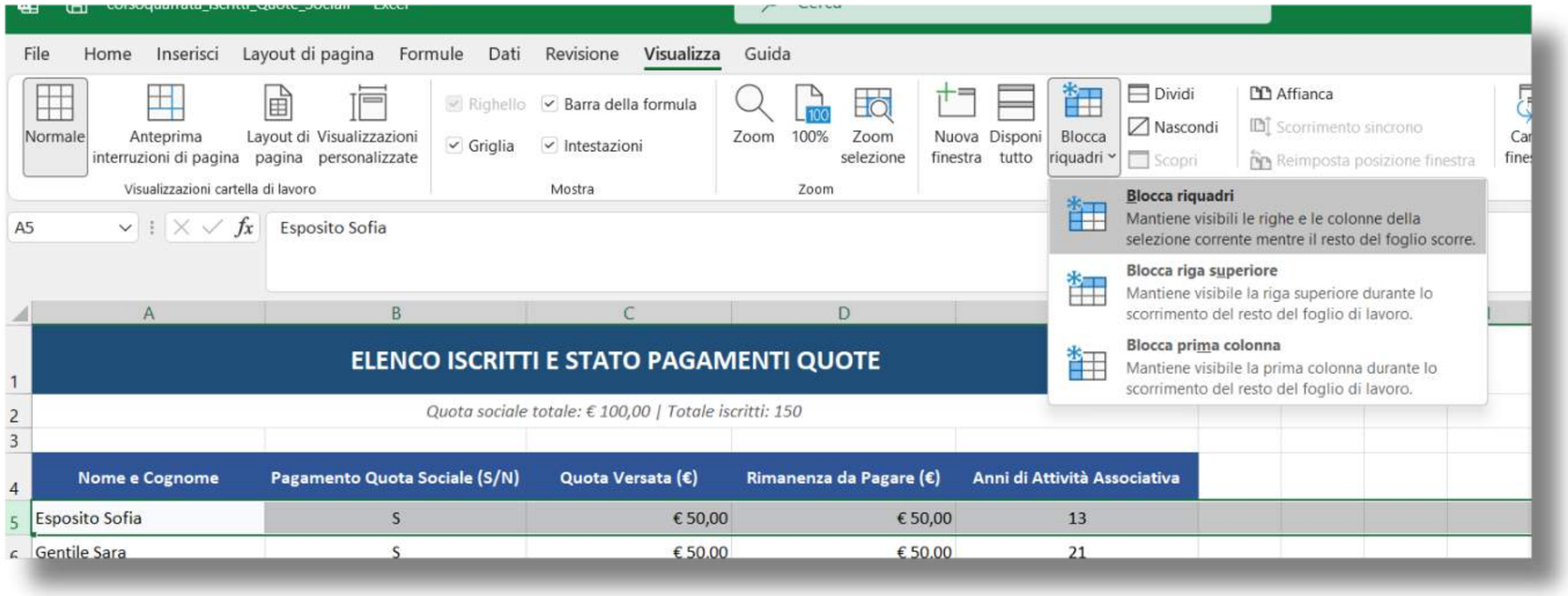

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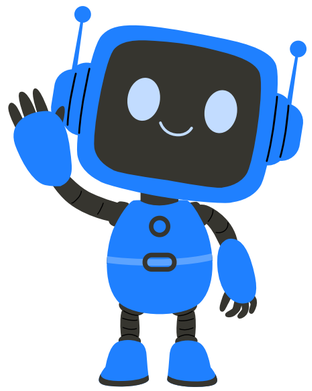

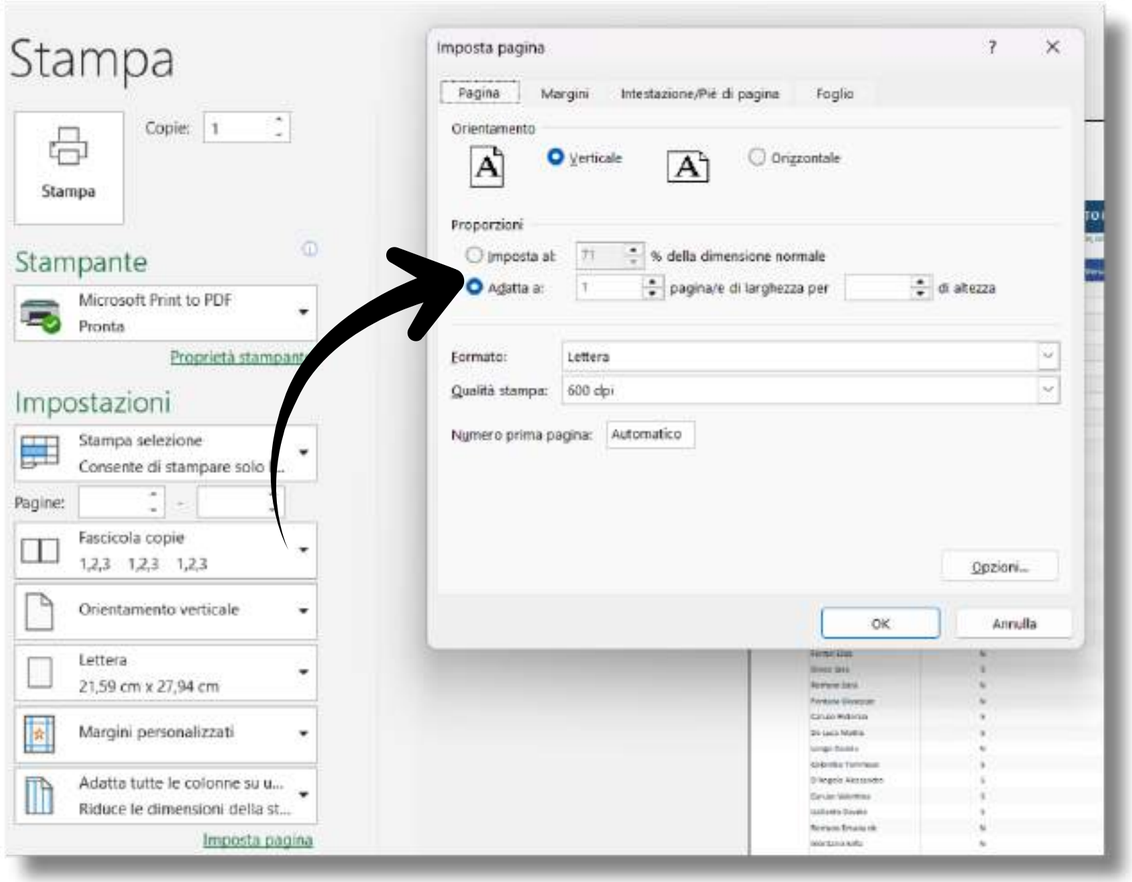

stampa del documento con gli adattamenti alla pagina

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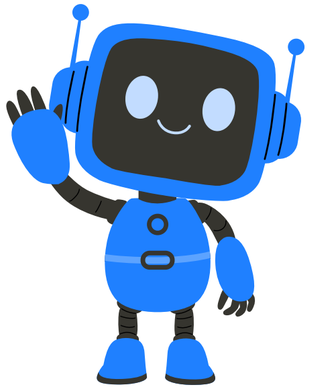



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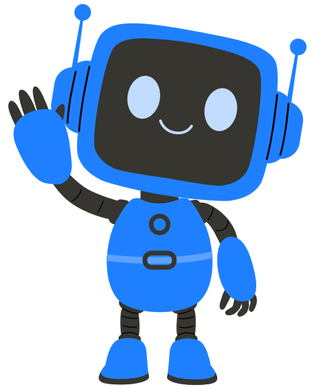



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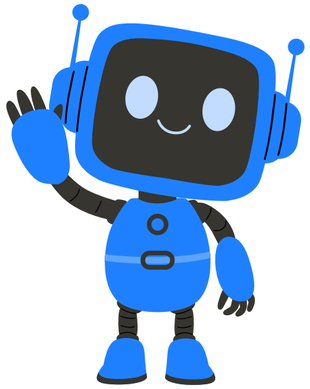

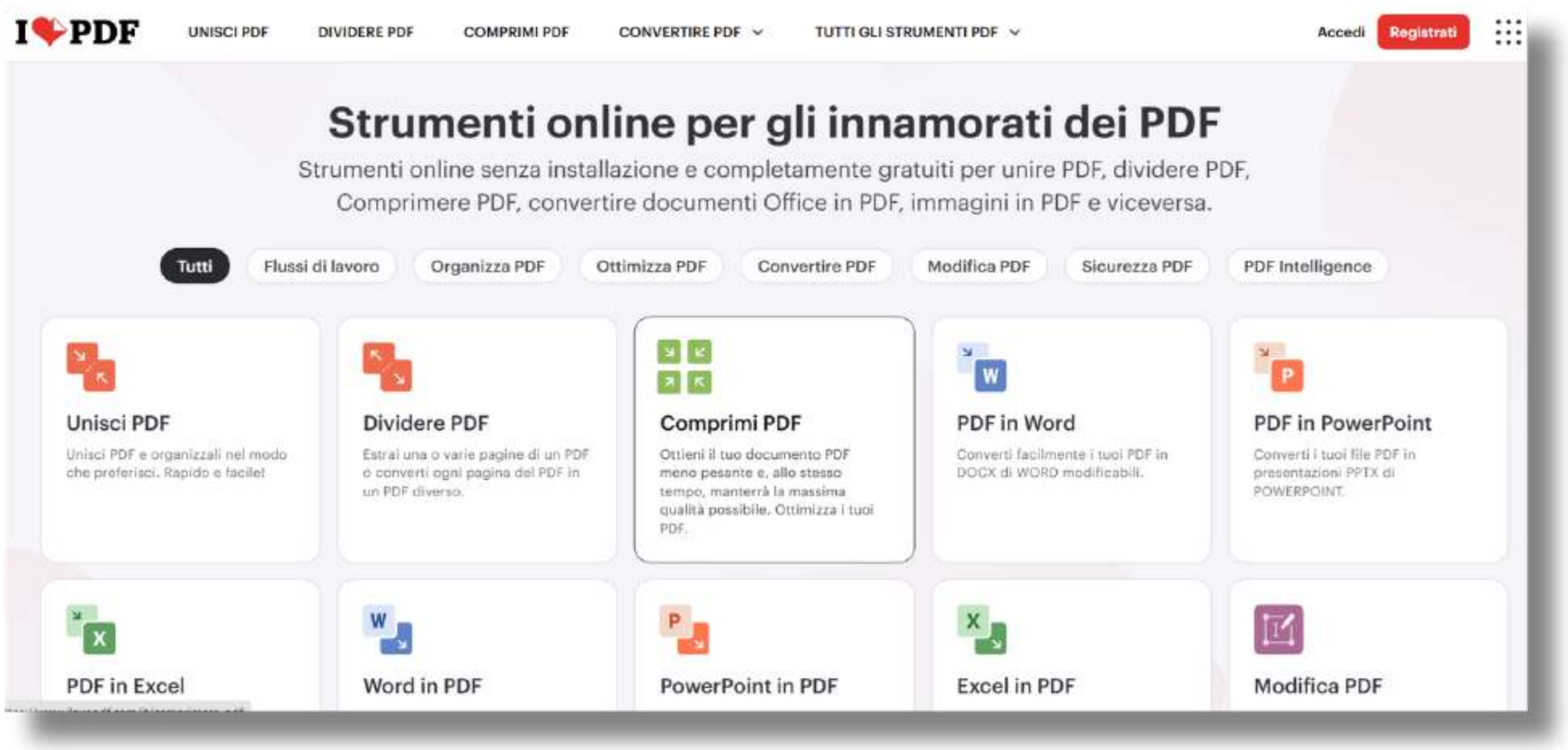

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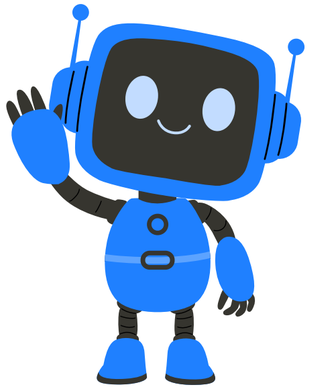



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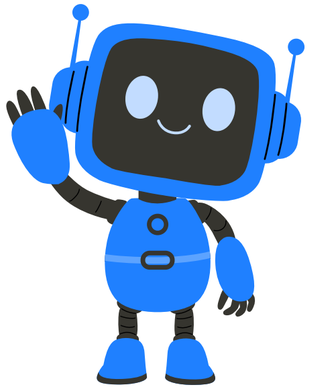



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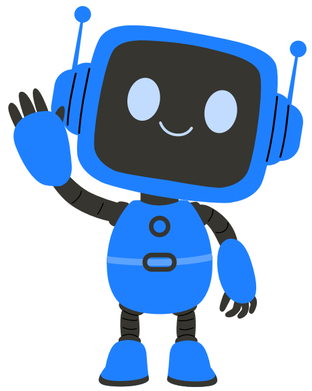

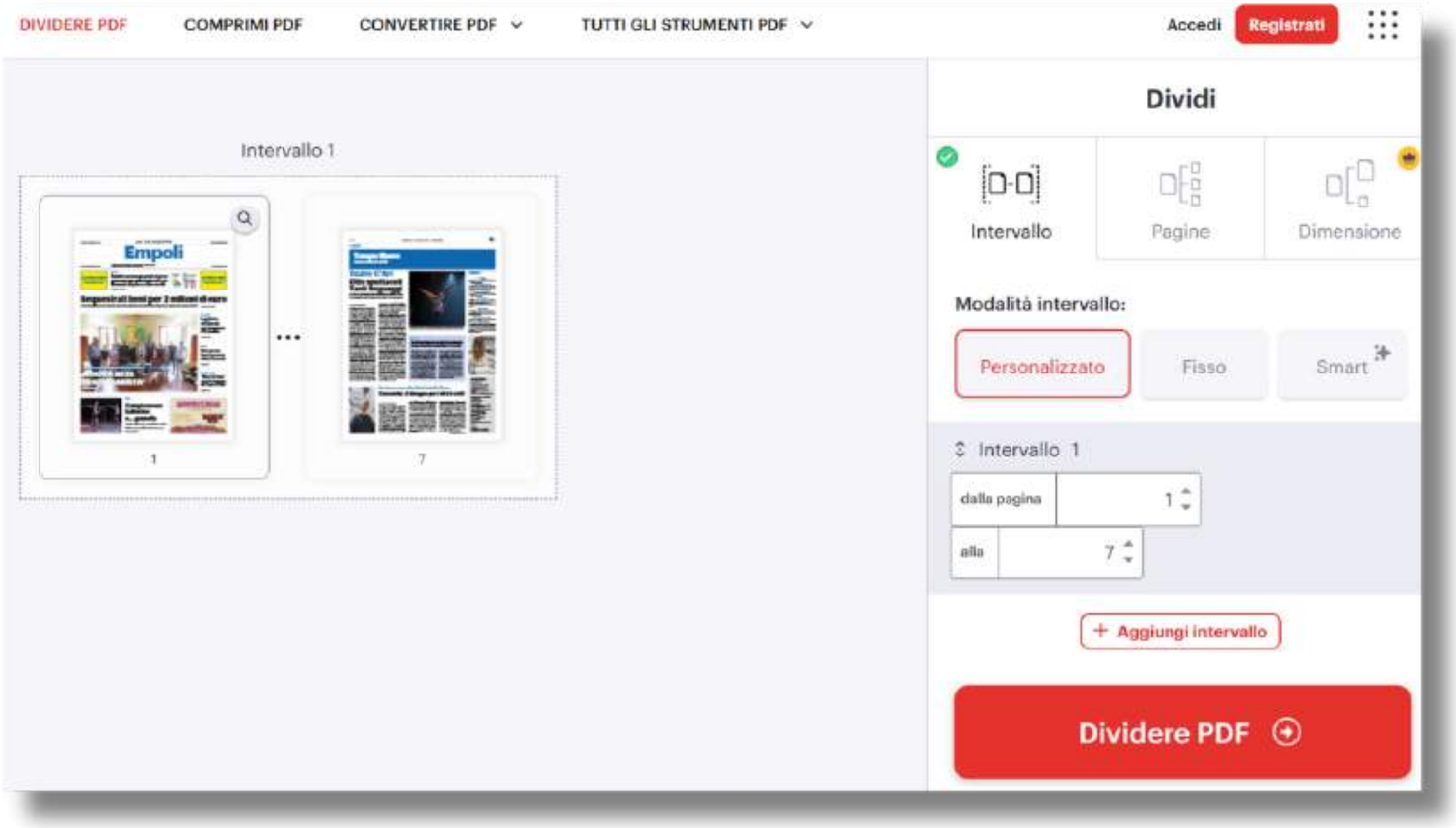

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