

4. Exercice 2

Indications :

- Noms des polices : Century Gothic, Arial et Calibri.
- Utiliser les fonctionnalités avancées de la police. Espace étendu de 5pt pour le titre.
- Utiliser la gestion avancée de paragraphes.
- Espacement avant et après paragraphe de 3 points, 6 points ou 12 points.
- Modifier la couleur de la police et la trame de fond (25%).

CHARTRE D'UTILISATION DU MATÉRIEL INFORMATIQUE DE L'UNIVERSITÉ DU HAVRE

Article 1 : Les salles de cours

- A. L'accès y est autorisé uniquement pendant les cours et en présence d'un enseignant.
- B. Il y est interdit de manger, de boire ou d'y exercer des activités pouvant mettre en péril le matériel.

Article 2 : La salle libre accès

Cette salle est à la disposition des étudiants pour y effectuer des travaux universitaires :

- Rédaction de documents.
- Préparation de présentations.
- Recherche internet à objectif pédagogique.

Plusieurs règles doivent suivis :

- | | |
|-------------------|---|
| Règle n°1. | Il est interdit de manger ou de boire à proximité des ordinateurs. |
| Règle n°2. | Il est interdit d'utiliser les ordinateurs pour des objectifs autres que des objectifs pédagogiques (jeux, films, téléchargements, etc.). |
| Règle n°3. | Le matériel est placé sous la responsabilité des occupants de la salle. Il vous appartient donc de veiller à l'absence de dégradation et de vol dans cette salle. |

Article 3 : L'utilisation des ordinateurs

Il est interdit d'utiliser les ordinateurs pour tenter d'accéder illégalement à des sites ou des serveurs distants. D'une façon générale, l'utilisation des ordinateurs de l'université doit être effectuée pour mener uniquement des activités pédagogiques. Toute infraction à cette charte pourra mener à des sanctions immédiates.

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Nicole Benoît, Gestion Nicole Benoît inc

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the text box.

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Microsoft Word 2010 Danielle Roy,Pierre Arsenault,2010 Word 2010 - Fonctionnalités Avancées Janine Araldi,2012-12-30 Cet ouvrage est une mthode d apprentissage qui vous permettra de dcouvrir pas pas et votre rythme les fonctionnalits plus pousses de Word version 2010 Ralis par une formatrice professionnelle il a t mis au point et test en situation relle durant de nombreux ateliers de travail Vous y trouverez ainsi des explications claires et dtailles qui vous permettront de progresser efficacement ainsi que des exercices et des cas pratiques pour vous entraner Et surtout vous pourrez faire et refaire volont chaque manipulation ou exercice propos car comme l auteur le sait bien en matire d apprentissage il ne suffit pas de faire les choses une fois pour les comprendre Les fichiers d exercices cits dans cet ouvrage sont disponibles par le lien <http://sdrv.ms/16F8K5m>Version N B

Microsoft Word 2010 Danielle Roy,Pierre Arsenault,2010 **Microsoft Word 2010** Danielle Roy,2010 Word 2010 Myriam Gris,2011 Microsoft Word 2010 Nicole Benoît,Gestion Nicole Benoît inc,2010 Microsoft Word 2010 Pierre Arsenault,2010 **Microsoft® Office Word 2003 : [des leçons et des exercices pratiques] : [tout pour réussir à l'examen et démontrer votre expertise]** Éditions ENI,2005-03-02 *Word 2010* Collectif,Éditions ENI,2010 La collection Rep re couvre les principaux logiciels bureautiques elle a t con ue pour vous donner des explications claires tr s d taill es l aide de termes simples et pr cis sur les fonctions du logiciel Chaque commande est illustr e par un cran d exemple selon la r gle un titre un cran la mise en page volontairement tr s visuelle texte gauche et illustrations droite convient particuli rement bien aux d butants Les ouvrages sont organis s en chapitres correspondant un th me la mise en forme le texte les images Pour certains logiciels comme Word ou Excel deux ouvrages sont propos s le premier d crit les fonctions conna tre pour d marrer avec le logiciel le second permet de d couvrir les fonctions plus volu es Ce livre sur Microsoft Word 2010 a t con u pour vous pr senter de fa on claire et d taill e les fonctions avanc es de ce traitement de texte la gestion des longs documents

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