



|                            |           |
|----------------------------|-----------|
| <b>Alignement de texte</b> | <b>-1</b> |
| .                          | <b>-2</b> |
| .                          | <b>-3</b> |
| .                          | <b>-4</b> |
| .                          | <b>-5</b> |
| .                          | <b>-6</b> |

Word 2000

- .Alignement à gauche •
- .Alignement à droite •
- .Centré •
- .Justifié •

**Alignement à droite \***

.( )

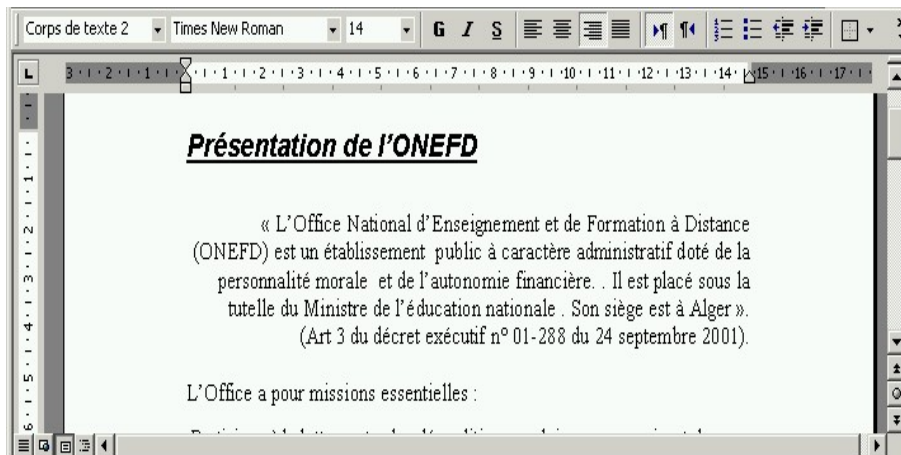
Curseur

.( ) .1

 Alignement à .2

droite

.CTRL+MAJ+D .3

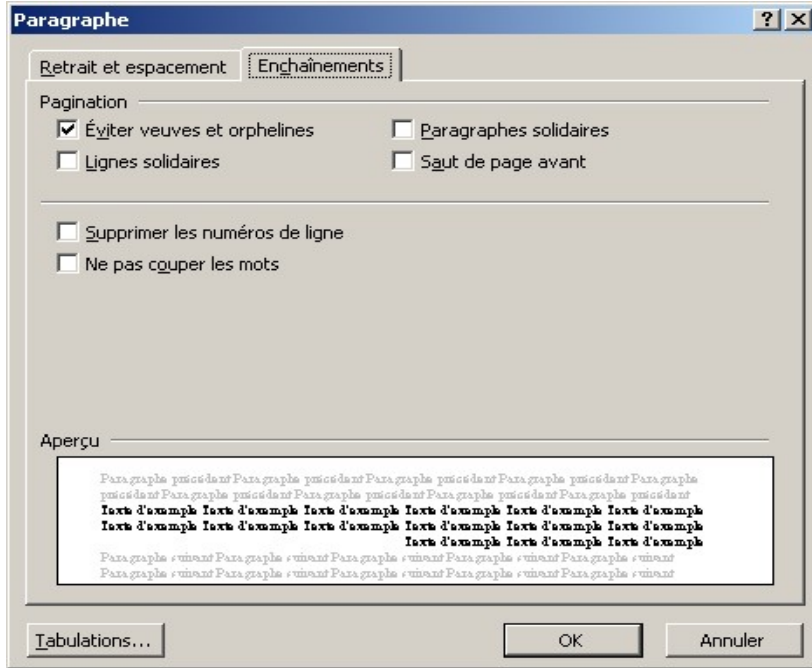


" " " " " " •  
" " " " " " •

Format " " Paragraphe " " •

.Enchaînement " " •

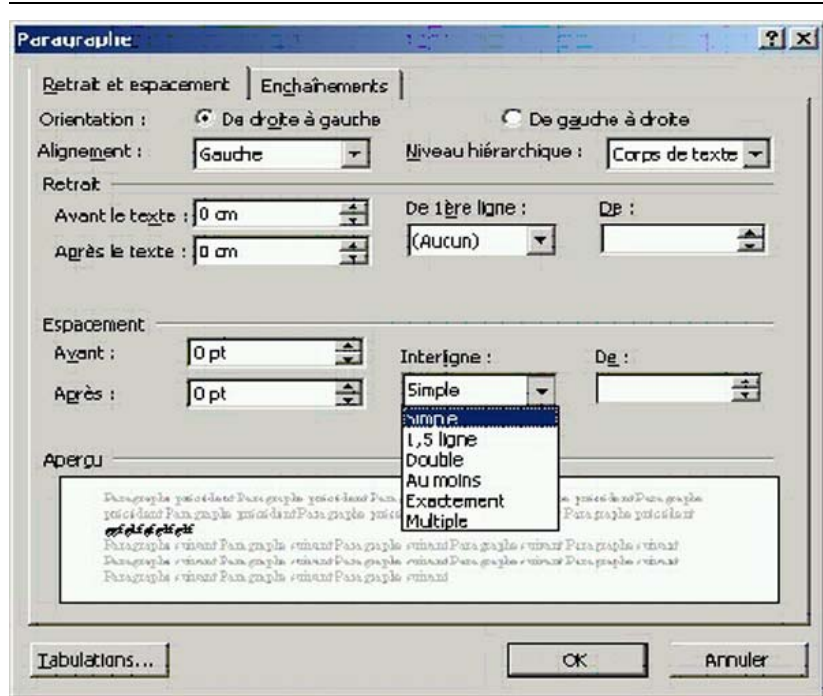
.lignes solidaires " " •



Format " " Paragraphe " " •

.Enchaînement " " •

.Paragraphe solidaires " " •



-2

Word

Interligne simple

Word

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( )

Menu Format

Paragraphe

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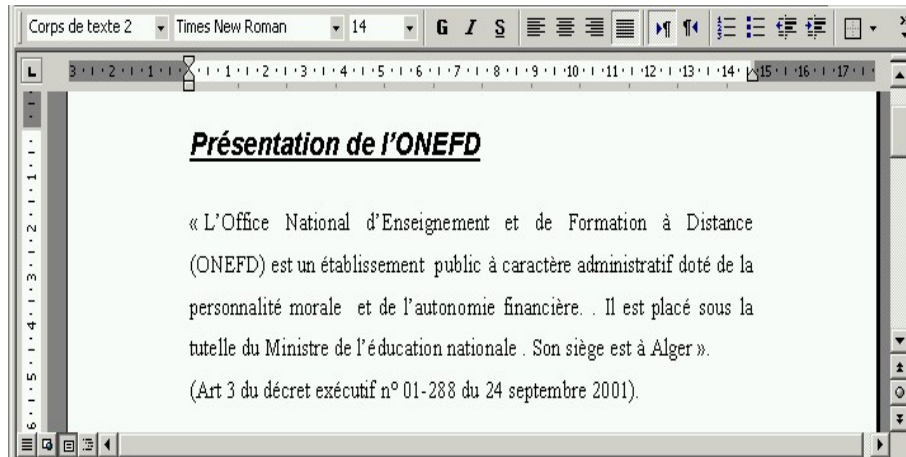
Interligne

Interligne simple

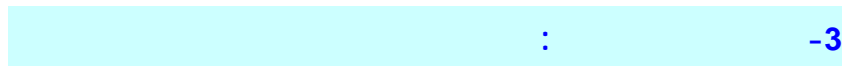
Interligne

1.5 ligne

simple



.1.5 ligne



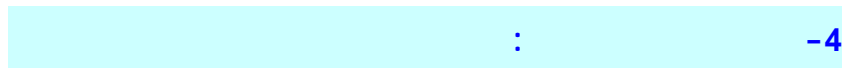
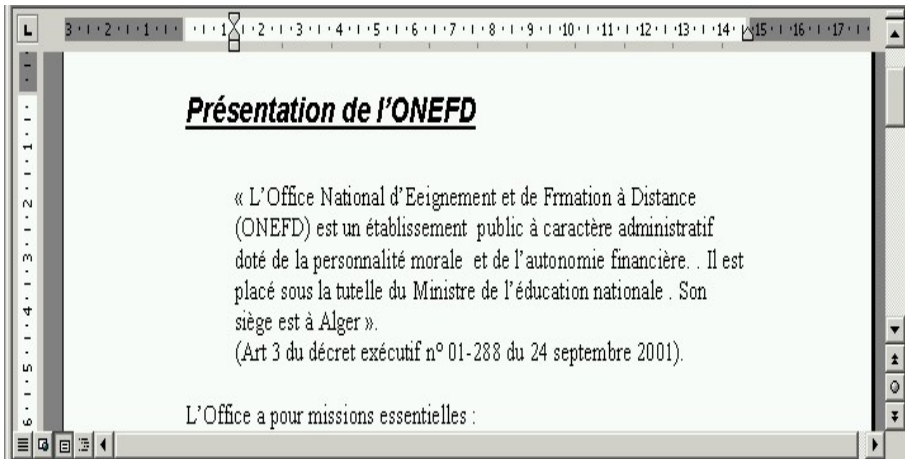
Augmenter le retrait


.1

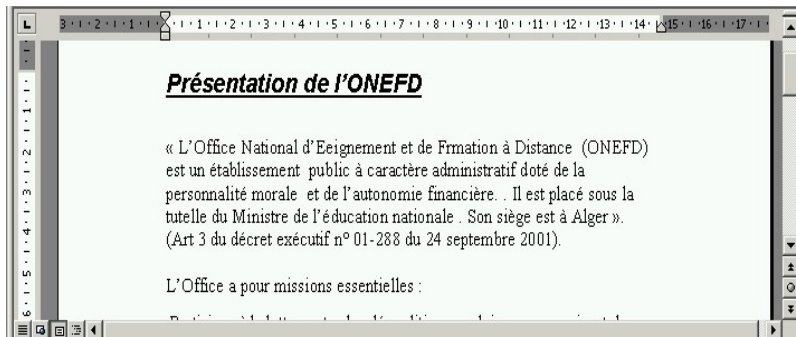
.2

TABBULATION

.Clavier



- .1
-  Diminuer le retrait .2



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**TAB**

Outils

Options

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.TAB

.BACKSPACE

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-5

Word

Word

"ENTER"

**Puce**


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125.

.1

.2

.3

 Puces



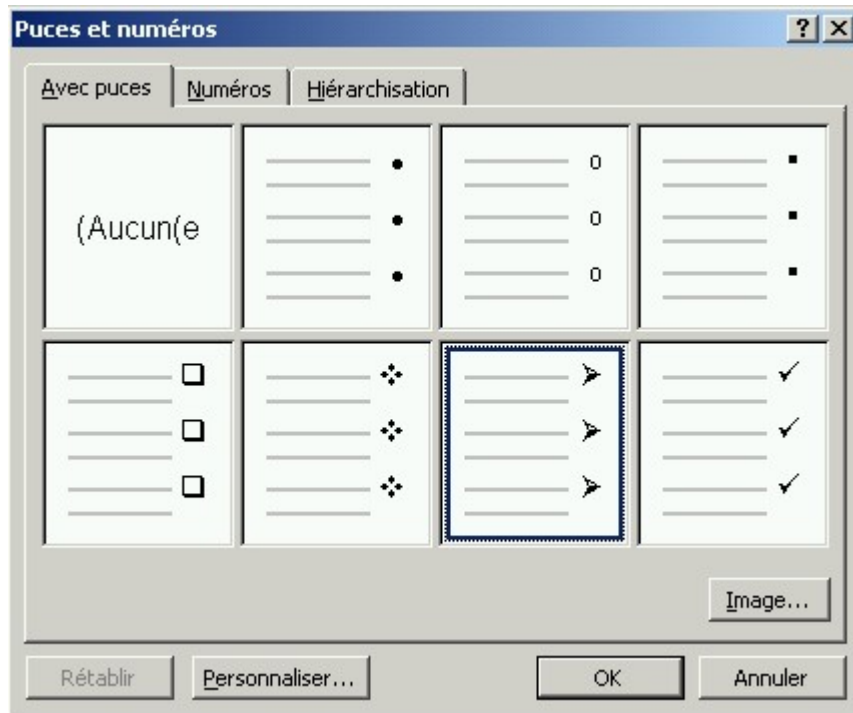




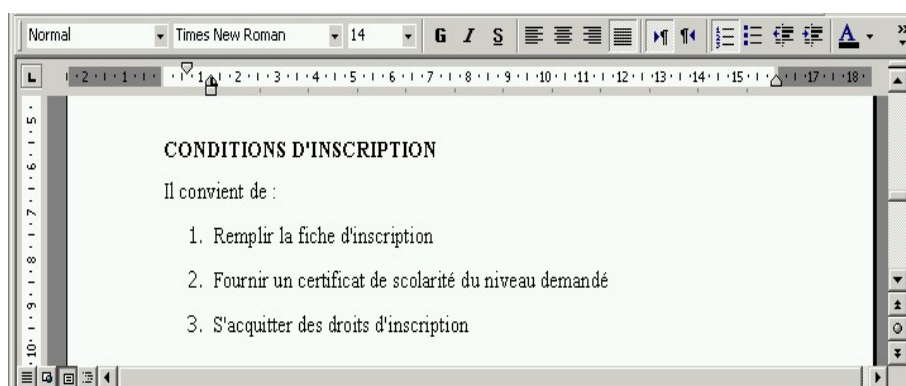
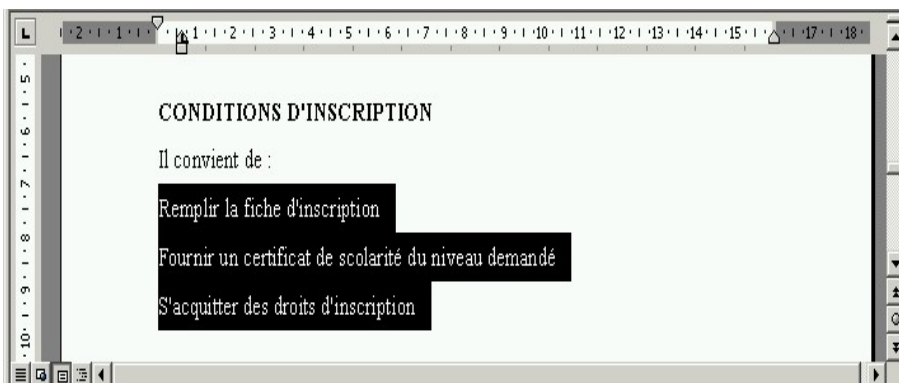
Puces et numéros

.1

Menu Format



|         |    |
|---------|----|
| .Puces  | .2 |
|         | .3 |
| .OK     | .4 |
|         | *  |
| :       |    |
|         | .1 |
| Numéros | .2 |



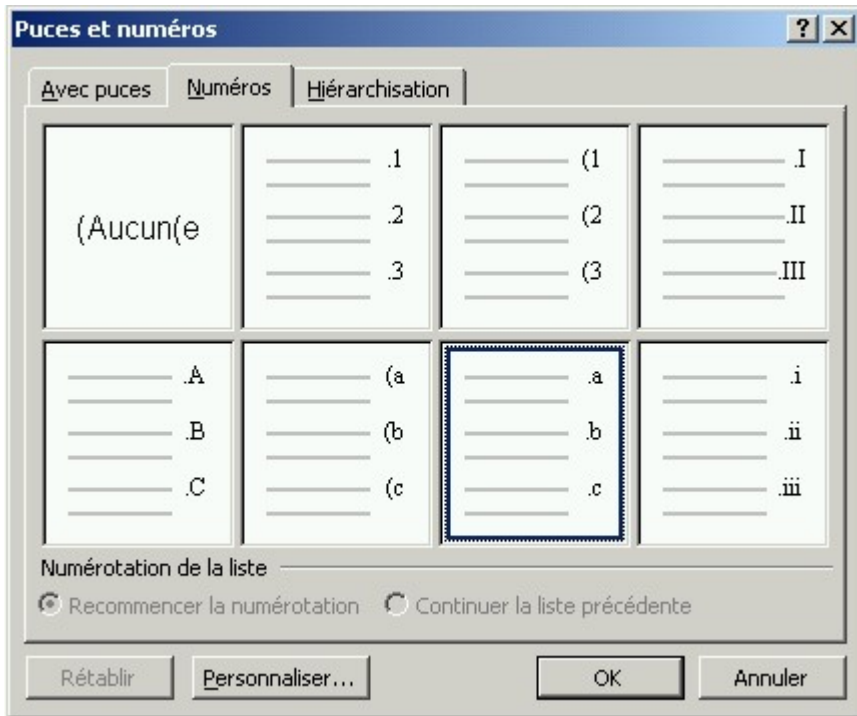
Puces et numéros .1

Menu Format

.Puces .2

.3

.OK .4



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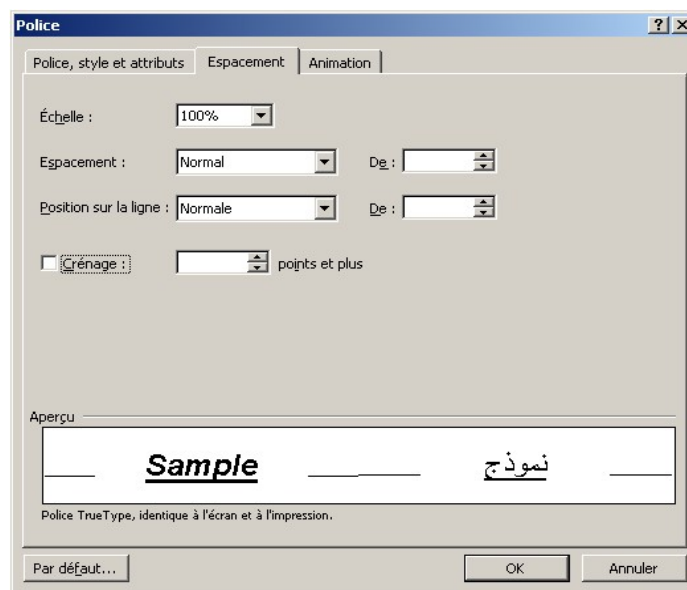
-6

.ENTER

Format "

Police "




.Espacement "



.Echelle "

Cliquer-Glisser



|         |        |  |   |
|---------|--------|--|---|
|         |        | :  |   |
|         | Couper |  | • |
|         | Copier |  | • |
|         | Coller |  | • |
|         | :      |  |   |
| .CTRL+X |        | Couper   | • |
| .CTRL+C |        | Copier   | • |
| .CTRL+V |        | Coller   | • |



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