

+ÊÇ·ñ½ÓÊÛËùÓÐÐƧ©£¿

ÓÃÐƧ©±êÖ¼ÃüÁî±à¼°ó£¬ÑîÕñÁË°ÐƧ©±êÖ¼±ƧÔ»°¿ðÖÐµÃî½ÓÊÛÐƧ©î±°Á¥î£

±£ÁôËùÓÐÐƧ,Ã²¢£¼³ƧÐƧ©±êÖ¼

►ÑîÕñî°ÊÇî±°Á¥î£  
×¢ÊÍ£°ÓÃî°,´Ôî±ÃüÁîƧ·¨ËîÏü,Ã²Û×÷î£

²»×÷ÐƧ,Ã²¢±£ÁôîÃµµÖÐµÃÐƧ©±êÖ¼

►ÑîÕñî·ñî±°Á¥î£

ı°»ù×¼ÑùÊ½±Ãû²»´æÔÚı£

ÔÚı°»ù×¼ÑùÊ½ı±¿òÖĐ¼üËëμÃÑùÊ½Ãû²»´æÔÚı£

üÖý´íó

- ÑıÔñİÄÁĐĂ°Ö»²Ù×÷£°
- È·±£ÑùÊ½ÃûÆ´Đ´ÖýÈ·ı£
- ¼üËë»òÑı¶ÖÑÓĐμÃÑùÊ½Ãûı£
- Ê¹ı°»ù×¼ÑùÊ½ı±¿òİª¿Öı£

ÊéÇ©²»´æÔÚ¡£

Ö,¶µÄÊéÇ©²»´æÔÚ»ð´æÔÚÓÚÁíÔ»,ðÎÄµµÖÐ¡£

üÖý´íó

- Ñ¡ÔñÎÄÁÐÄ³Ô»²Û×÷£°
- ¼üÊë»ðÑ¡¶¶»¶¶ÎÄµµÖÐÒÑÓÐµÄÊéÇ©Äü¡£
- ÊÇ¹üÄüÖýÓÚÊ¹ÓÃ \prevsel1 »ð \prevsel2 ÊéÇ©£¬Ó!,ÄÈ±£»¶¶ÎÄµµ°ü°¬ÄüËùÐèµÄÒÖÇ°Ñ¡¶¶µÄÊéÇ©¡£

ÊéÇ©ÃûÎÐ§î£

ÔÚî°ÊéÇ©Ãûî±¿òÖÐ£¬ÄúËù¼üËëµÄÊéÇ©Ãû  
´øÓÐÎÐ§µÄ×Ö·ûî£ÊéÇ©ÃûÖ»ÄÜ°ü¬×ÖÄ,îçËý×Ö»ðÍÄ»®Ïß×Ö·û£»Ö»ÄÜÖÖ×ÖÄ,¿ª£¬²çÇÖ×Ö·ûµÄ  
¸öËý²»ÄÜ³¬¹ý 20 ¸öî£

¸üÖý´îó

► ¼üËëÖ»¸öÖýË·µÄÊéÇ©Ãûî£



Word ²»ÄÜÐƒ\_Ä´òÓ¡»úÉèÖÃ£¬Ã»ÓÐº²×ºÈÎÎ´òÓ¡»ú¡£

ÔÚÃ»ÓÐº²×ºÈÎÎ´òÓ¡»úµÄÇé¿ðÎÃ£¬´Ó¡ºÎÃ¼þ¡±²Èµ¥ÖÐÑ¡ÔñÁÈ¡º´òÓ¡ÉèÖÃ¡±ÃüÁÎ (ALT, F, S)¡£

\_üÖý´íó

- Ñ¡ÔñÎÃÁÐ²Ü×÷£º
- ÓÐ¹Øº²×º´òÓ¡»úµÄ½éÉÜ£¬²Î¼û Windows ÎÃµµ×ÈÁ¡¡£
- ´Ó¡ºÎÃ¼þ¡±²Èµ¥ÖÐ£¬Ñ¡Ôñ¡ºò¿¡±ÃüÁÎ (ALT, F, O)£¬È»º»óÑ¡¶¶´ PRINTERS.DOC£¬ÖâÈÇ Word ×Ô´øµÄÒ»ðÎÎÃµµ£ÓÐ¹ØÎÃ,½éÉÜ£¬²Î¼û´ò¿<sup>a</sup> Word ×Ô´øµÄÎÃµµ.

²»ÄÜ¹Ø±ÕÒ»\_öÖýÔÚÔËÐÐµÄ°ê¡£

ÄúÖýÔÚÔËÐÐÒ»\_ö´ò¿µÄÖý´|ÓÚ±à¼×´|¬µÄ\_Öâ\_ö°ê°ü¬Ò»\_ö¹Ø±Õ°ê±à¼´°¿ÚµÄÓí¼ä¡£

\_üÖý´íó

- Ñ¡ÔñĬĀÁÐǺ°Ò»²Ù×÷£°
- ±à¼´Ê°ê£¬Ê¹ Word ²»ÔÚ¹Ø±Õ°ê±à¼´°¿Ú¡£
- ´Ó¡°°¿Ú±²Êµ¥ÖÐÑ¡Ôñ¡°ÖØĀĀËùÓÐ´°¿Ú±ĀüÁĤ (ALT, W, A)£¬°Ñ²āÈëµā¶Ĭ´Ĭ»µ½ĬĀµµ´°¿ÚÖÐ£¬Ê°óÖËÐÐ´Ê°ê¡£
- ¹Ø±Õ°ê±à¼´°¿Ú£¬Ê°óÖËÐÐ´Ê°ê¡£

**Word ²»ÄÜ´´½¨Ö»ö¹¤×÷ÎÄ¼þ¡£**

Word ²»ÄÜ´´½¨Ö»ö¹¤×÷ÎÄ¼þÀ´ÔÝÊ±±£´æÄúµÄ±à¼ÐþÄ¡£

üÖý´íó

- ▶ Ñ¡ÔñÎÄÁÐ²Ü×÷£°
- Êç¹úÄúïë±£´æµ½´ÄÄìÖÐ£¬Ó¡Ê±£Ä´ÄÄìÓÐÊ£ÓàµÄÖ¼ä»òÖðÄ´ÄÄì²»ÊçÖ»¶ÄÄì¡£
- Ê±£çý¶Æ÷ÒÑÁ¬½Ó°Ä¡ªÄýÊç£¬Á¬½ÓÍøÄççý¶Æ÷¡£

## ²»ÄÜÉ³⁄₃ýÐÐÎ²;£

ÔÚ±íÖÐÃ¿ÐÐµÄÐÐÎ²íÔÊ³⁄₄Ô»₂ö²»ÄÜÉ³⁄₃ýµÄµ¥Ôª,ñ½áÊø·û£¬ÄúÊÔÍ¼É³⁄₃ý,Ã×Ö·û ×;£

É³⁄₃ýÀ,

- 1 °Ñ²ăĚěµăŋî»µ½ÒªÉ³⁄₃ýµÄÀ,ÖÐ;£
- 2 ´Ó;°±í±²Ěµ¥ÖÐ£¬ñ;Ôñ;°Ñ;ŋî`À,;±ÄüÁî (ALT, A, C);£
- 3 ´Ó;°±í±²Ěµ¥ÖÐ£¬ñ;Ôñ;°É³⁄₃ýÀ,;±ÄüÁî (ALT, A, D);£

Word ²»ÄÜÉ³⁄₄ý´ĒĬÄ¹⁄₄p£¬£ĬÄ¹⁄₄pÃû£©ÊÇ£¨±»±£»µµÄ£©ĵ£

ÄúÊÔĬ¹⁄₄É³⁄₄ýÒ»ö Word ²»ÄÜÉ³⁄₄ýµÄĬÄ¹⁄₄p£¬,ÄĬÄ¹⁄₄pÖ®ĒûÒÔ²»ÄÜÉ³⁄₄ý£¬ÊÇÒòĬ¹⁄₄ĒûÊÇÖ»¶ĬµÄĬϕ  
´ò¿ªµÄ»òÖýÓÉÆäĒûĒĒĒ¹ÓÄĵ£

üÖý´Ĭó

- ÑĵÔñĬÄÁĐ²Û×÷£°
- ÊÇ¹ûĬÄ¹⁄₄pÊÇÖ»¶ĬÄĬÄ¹⁄₄p£¬ÔòÉ³⁄₄ý±£»µĵ£ÓĐ¹ØĬĒĬ,½éÉÜ£¬²Ĭ¹⁄₄ûÒÒÖ»¶Ĭ·½ĒĒ´ò¿ªĬµµ.
- ¹Ø±Ö,ÄĬÄ¹⁄₄p£¬»òÖßµĒµ¹⁄₂,ÄĬÄ¹⁄₄p±»¹Ø±Öĵ£
- ÒÛĬÉ³⁄₄ý,ÄĬÄ¹⁄₄pĵ£

²»ÄÜ±à¼ÖýÔÚ¼ÇÂ¼μÄ°ê¡£

ÄúÊÔÍ¼±à¼ÖýÔÚ¼ÇÂ¼μÄ°ê¡£

üÖýíó

- Ñ¡ÔñĬĀÁĐǺ°Ö»²Ù×÷£°
- Ñ¡Ŧ°Ö»ö²»Ĭ¬μÄ°ê½øĐĐ±à¼¡£
- Í£Ö¹°ê¼ÇÂ¼Æ÷£¬Ê»°ó±à¼,Ä°ê¡£

## Word ÕÒ²»μ¹⁄₂»ð²»ÄÜÔËÐÐ\_ÃÓ!ÓÃ³!Ðð¡£

Word ÕÒ²»μ¹⁄₂»ðÕ³²»ÄÜÔËÐÐËùÒªÇóμÃÓ!ÓÃ³!Ðð¡£

\_üÖý´íó

- Ñ¡Ôñ!ÃÁÐ²Û×÷£º
- È·±£Ó!ÓÃ³!Ðð!»ÓÚ Word ÄÜÔÒμ¹⁄₂μÃÇý!Æ÷»ðÄ¿Â¹⁄₄ÖÐ£¬È»ºóÔÙÊÔÒ»´!¡£  
×øÊ!£ºÓ!ÓÃ³!Ðð!³£ÔÚÄúμÃ³!Ðð»ð WINDOWS Ä¿Â¹⁄₄ÖÐ¡£
- ÈÇ¹úÄú»³ÒÉÄÚ´æ²»¹»£¬¿ÉÒÔÖø¹⁄₄ÓÄÚ´æ£¬¬È»ºóÔÙÊÔÒ»´!¡£
- ÔÙ´!ÔËÐÐ¡ºÈèÖÃ¡±³!ÐðÔÒº²×ºÖ´Ó!ÓÃ³!Ðð¡£

Word ²»ÄÜÕÒμ½ WINWORD.CBT Ä¿Â¼¡£

Word ÕÒ²»μ½°ü°¬Áª»ú½¡³¡μÄÄ¿Â¼¡£

´´½´´ÄÄ¿Â¼£¬²¢°ÑÁª»ú½¡³¡´ÖÆμ½Ó²ÀìÖĐ¡£

- Òª²×°Áª»ú½¡³¡£¬²¡¼ûÓÃ Word μÄ¡°ÉèÖÃ¡±³¡Đò²×°½¼ÓÑ¡Ï.



Word ²»ÄÜ°ÑÒ»\_öîÄ¼p²âÈëµ½Æä×ÔÉíÖÐj£

ÄúÊÔÍ¼°ÑÒ»\_ö»î¶îÄ¼p²âÈëµ½Æä×ÔÉíÖÐj£ÖâÊÇÒ»\_ö Word Êù²»ÔÊÐíµÄ¶×÷j£

\_üÖý´íó

- ÑjÔñîÄÁÐÄ³Ò»²Û×÷£°
- ¼üÊë»ðÑj¶îÖ»\_ö²»Í¬µÄîÄµµÄûj£
- ´Ôj°îÄ¼pj±²Êµ¥ÖÐ£¬ÑjÔñj°²éÖÖîÄ¼pj±ÄüÁî (ALT, F, F)£¬Ê¬Ê»°óÓÄj°, ´ÖÆj±°´Á¥°Ñ\_ÄîÄ¼p\_´ÖÆî°Ö»\_ö²»Í¬µÄîÄ¼pÄûj£ÖâÑù£¬Äú¿ÉÒÖ²âÈëÊ¹ÓÄÐÄîÄ¼pÄûµÄîÄ¼pj£

Word <sup>2</sup>»ÄÜ°í²¢»î¶µÄÑùÊ¹²±í;£

ÄúÊÔí¼°í²¢»î¶ÎÄµµÖÐµÄÑùÊ¹²;£

üÖý´íó

- Ñí¶²»Í¬µÄÎÄµµ»òÄ£°ä ½øÐÑÑùÊ¹²°í²¢;£

Word ²»ÄÜ°Ñ½Ä×ç»òÁú×çË÷ÒýÒÆµ½ËùÑ¡¶µÄÄ¿±êÖÐ¡£

ÄúÊÔÍ¼°ÑÄ³Ò»½Ä×ç»òÁú×çË÷ÒýÒÆµ½ÎÄµµÖÐµÄÄ³Ñ¡¶Çø£¬ÄÎÄµµÒÑ¾-  
°ü°½Ä×ç»òÁú×çË÷Òý±ê¼Ç¡£

üÖýíó

- ÖØÐÂÒÆ¶Ë÷Òý£¬µ«ÒªË±£Ë÷ÒýËùÒªÒÆµ½µÄ±»Ñ¡¶µÄÖýÍÄ²»ü°ÆäËË÷Òý±ê¼Ç¡£

**Word ²»ÄÜ°Ñ½ÚÒÆμ½ËùÑ¡¶μÄÄ¿±êÖĐ¡£**

ÄúÊÔÍ¼°Ñ°ü¬·Ö½Ú·ûμÄÖýÎÄÒÆμ½ÎÄμμÖĐËùÑ¡¶μÄÇøÓð£¬¶ø,ÄÎÄμμÒÑ¾°ü¬Ò»»,ð·Ö½Ú·û¡£

·üÖý´íó

- ÖÐÐÄÑ¡¶¶ÒªÒÆ¶μÄÖýÎÄ£¬μ«ÒªË·±£,ÄÑ¡¶¶ÖĐ²»°ü¬ËÍ°·Ö½Ú·û¡£

**Word ²»ÄÜ,ø³öÓëËù´ò¿ªμÄÎÄμμİäÍ¬μÄÎÄμμÄûİ£**

ÄúÊÔÍ¼ÓÃÒ»¸öÎÄ¼þÃû±£´æÒ»¸öÎÄμμ£¬¶ø,ÄÎÄ¼þÃûÖýÓÉËù´ò¿ªμÄÎÄμμ»ò´ò¿ªμÄÎÄμμËù»ùÓÚμÄÄ£°â Ê¹ÓÃİ£

¸üÖý´İİó

- ¸öÎÄμμ¼üËëÒ»¸ö²»Î¬μÄÎÄ¼þÃûİ£

Word ²»ÄÜ´Ó£´´Ó¡ÓÃ³¡Ðð£©»ñµÃ£´Ö÷là£©°£´ñ£©µÄÊý³⁄⁄Ý¡£

ÄúÖ´ÐÐÁ£Ö»»,ö,üÐÂ¶¶¬Êý³⁄⁄Ý¹⁄²»»»» DDEÓðµÄ¶×÷£¬µ«Äú£üÖ,¶µÄÖ÷là»ðñ²»´æÔÚ¡£

üÖý´íó

- Ñ¡ÔñíÄÁÐÃ³Ö»²Ü×÷£°
- üÖý DDE ÓðµÄÖ÷là°íñ¡£
- ÖÚÆä£üÖÓ¡ÓÃ³¡ÐðÖÐ´´¹⁄²´´ DDE ÓðµÄÖ÷là°íñ¡£  
ÓÐ¹Øíê¡,¹⁄²é£Ü£¬¹¹¼ûDDE Óð¡£

Word ²»ÄÜîª½á¹û´ò¿ªÒ»\_ö´°¿Ú¿£¹Ø±ÕÒ»Ð©ÒÑ´ò¿ªµÄ´°¿Ú£¬È»°óÔÙÊÔÒ»´¿¿£

ÄúÊÔÍ¼ÔÚÔ´ÐÐ°í²¿´òÓ¿Ê±£¬´ò¿ªÒ»\_ðÐÂµÄÎÄµµ£¬µ« Word Ä»ÓÐ×ã¹»µÄ¿ÉÓÄÄÚ´æ¿£

\_üÖý´íó

1 ´Ø±Õ²»ÐèÒªµÄ´°¿Ú¿£

- Òª¹Ø±ÕÎÄµµ´°¿Ú£¬¿É°´ CTRL+F4 ¼ü¿£
- Òª¹Ø±ÕÓ!ÓÃ³!Ðð´°¿Ú£¬¿É°´ ALT+F4 ¼ü¿£

2 Èç¹û±ØÒª£¬¿ÉÔ´ÐÐÆäÈë²½ÔèÀ´Ôð¼ÓÓÄÚ´æ¿£

Word ²»ÄÜ´ò¸ªï²¢´òÓµÄÊý³¼ÝÎÄ¼p¡£

ËùÑ¡ÓÃµÄÊý³¼ÝÎÄ¼pÊÇ²»¸ÉÓÃµÄ¡£Word ÕÒ²»µ½Ëü¬»òÕß,ÃÎµµ¼ÓÓÐ¸ÚÁî±£»¤¡£

¸üÖý´îó

- Ñ¡ÔñÎÄÁÐ²Ú×÷£°
- °Ñ°ü°¬Êý³¼ÝÎÄ¼pµÄ´ÄÄ²ãÈëÖýÈ·µÄ´ÄÄÇý¶¶Æ÷ÕÐ¡£
- ¼ì²éÍøÄÇÁ¬½Ó¡£
- ÈÇ¹úÄú»³ÒÉÄÚ´æ²»¹»£¬¸ÉÒÔÔÖ¼ÓÄÚ´æ.
- ¼ì²é´ÄÄ»ò´ÄÄÇý¶¶Æ÷ÕÖÈ·±£Ö²¼pÃ»ÕÐÎÊì¡£



## Word ²»ÄÜ´ò¿ªÄµµ£

ÄúÊÔÍ¼´ò¿ª»ð²âÊëÒ»¸öÄµµ£¬¶∅ÆäÊüÊÊÒÑ¾´ò¿ªÄÊÄÄµµ£¬»ð Word ÊüÊ¹ÓÄµÄÄÜ´æ²»¹»£¬»ð Word ÔÒ²»µ½ÄÄ¼þ£¬»ðÕðÄü¼üÊëÄÊÒ»¸²»ÖýÊ·µÄ¿ÚÄÊ¬»ðÕðÄÄ¼þÖÑÊð»µ£

### üÖý´íó

- Ñ¡ÔñíÄÁÐ²Ü×÷£°
- µÊ´ýÆäÊüÊÊ¹Ø±ÖÄÄµµ£¬Ê»°óÖØÊÔ£
- ¹Ø±ÖÆäÊüµÄ´¿ÚÖÖÖð¼ÓÄÜ´æ.
- Ê·±ÄÄ¼þÍ»ÓÚ Word ÖýÖÜ²ëÖÖµÄÄ¿Ä¼ÖÐ£
- Êç¹üÄ¼þ¼ÓÖÐ¿ÚÄÊ±£»±£¬ÒªÊ·±£¼üÊëÖýÊ·µÄ¿ÚÄÊÒò´ò¿ªÄÄ¼þ£

## Word ²»ÄÜ´ò¿ªĒİÄµµÄ£°â¡£

Äú´ò¿ªÄ£»ùÓÚÄ³,ðÄ£°âµÄİÄµµ£¬µ«„ÄÄ£°âÒŃ´Ó Word  
Òª²éÖÖµÄÄ¿Ä¼£¬»ðÖß³İĐòÄ¿Ä¼£¬»ðÖßÖÚ WIN.INI İÄ¼pÖĐÖ,ŲµÄÄ¿Ä¼£¬»ðÖßÓÄ¡°Ä£  
°â¡±ÄüÄİÖ,ŲµÄÄ¿Ä¼£©ÖĐÉ¾³ŷ»ðÖÆ×ß¡£

### Èç¹ûĐèÒª,ÄÄ£°â£¬²¿ÈİªÈüÈÒÈ»´æÖÚ

- ŃİÖŃİÄÄĐÄ³Ö»²Ù×÷£°
- ¼İ²é´ÄÄİ£¬²é¿´Ä£°âÈÇ·Ń´æÖÚÓÚ³İĐòÄ¿Ä¼ÖÖİâµÄÆäÈüÄ¿Ä¼ÖĐ¡£
- ¼İ²éÖÚ WIN.INI İÄ¼pµÄ DOT-PATH= ĐĐÖĐÖ,ŲµÄÄ¾¼Ųh¡£²İ¼üŲÖÆÆöŲŲŲİİ£¬±à¼ WIN.INI İÄ¼p£©.
- Èç¹ûÄ£°â´æÖÚ£¬µ«²»ÖÚ³İĐòÄ¿Ä¼»ð DOT-PATH= Ä¿Ä¼ÖĐ£¬Òò´ÓİÄ¼p¡±²Èµ¥ÖĐŃİÖŃİ°Ä£°â¡±ÄüÄİ (ALT, F, T)£¬È»°ó¼üÈéİèÖüÄ¾¼Ų¡£

### ½üÖ´Ä¿İ´ò¿ªİÄµµÊ±³öİÖ,Äİüİ¿

- ŃİÖŃİÄÄĐÄ³Ö»²Ù×÷£°
- °ŃÄ£°âÖÆµ½³İĐòÄ¿Ä¼»ðÖÚ WIN.INI İÄ¼pÖĐÖ,ŲµÄÄ¿Ä¼ÖĐ¡£
- ´ÓİÄ¼p¡±²Èµ¥ÖĐ£¬ŃİÖŃİ°Ä£°â¡±ÄüÄİ (ALT, F, T)£¬È¾¾³ŷÄ£°âÄü£¬»ðÖßÖÚİ°ŃİÓÄÄ£°â¡±¿òÖĐŃİŲÖ»²»İ¬µÄÄ£°â£¬È»°óŃİÖŃİ°È·Ųİ±°´Ä¥¡£

Word ²»ÄÜ´ò¿ªÒÑÓÐμÄ£¨ÎÄ¼þÃû£©©¡£

ÔÚÆð¶¯ Word Ê±£¬ÈüÈÔ¼´´½¨Ò»ð»ùÓÚ¹²ÓÄÄ£ª NORMAL.DOT μÄÎÄ¼þ¡£μ«ÊÇÃûª  
NORMAL.DOT μÄÎÄμμÒÑ¾´æÔÚ£¬μ«ÈüÊÇÒ»ðÐ§μÄ Word Ä£ª¡£

üÖý´íó

- Ñ¡ÔñÎÄÁÐÄ³Ò»²Ù×÷£º
- Ñ¡Ôñ¡°È·¶¯¡±´Á¥¡£  
Word Ê¹ÓÄÒ»ðÄÚ²¿μÄ NORMAL.DOT ÎÄμμÒÔøÎÄμμ¡ª© Word ÈüÐ´øμÄÄ¬ÈÎüÁ¡°ÍÉèÖÃ¡£
- ÎªÄÊ·À¹ÔÚÃ¿ÎÆð¶¯ Word Ê±³ðÔÖÈÎüíø£¬Ó¡Ê³¾ý»ðÖøÃüÃüÒÑÓÐμÄ NORMAL.DOT ÎÄμμ¡£

Word ²»ÄÜ´ò¸ªõï²¢´òÓµÄÍ·¼ÇÂ¼ÄÄ¼pı£

ËùÑıÓÃµÄİ¼ÇÂ¼ÄÄ¼pÊÇ²»¸ÉÓÃµÄ£¬Word ÖÒ²»µ½Ëü£¬»ðÖß,ÄİÄµµ¼ÓÓÐ¸ÚÁî±£»¤ı£

¸üÖý´ıló

- ÑĵÖñİÄÁÐ²Ú×÷£°
- °Ñ°ü°¬ı¼ÇÂ¼ÄÄ¼pµÄ´ÄÄİ²ªÈëÖýÈ·µÄ´ÄÄİÇý¶¶Æ÷ÖÐı£
- ¼ı²éİøÂÇÁ¬½Óı£
- ÈÇ¹üÄú»³ÒÉÄÚ´æ²»¹»£¬¸ÉÒÖÖÖø¼ÓÄÚ´æı£
- ¼ı²é´ÄÄİ»ð´ÄÄİÇý¶¶Æ÷ÖÖÈ·±£Ö²¼pÄ»ÖÐİÉİaı£

ÔÚÄ³Ò»´°¿Ú±»¹Ø±ÕÖ®Ç²»ÄÜ´ò¿ªÁíÒ»ö°¿Ú¿

Ö´ÐÐÁËÒªÇó Word ´ò¿ªÒ»ö»ò¶à,õÎÄµµ´°¿ÚµÄ¶¬×÷¿ªÁýËÇ¬Í¬Ë±´ò¿ª¶à,õÎÄµµ»ò±à¼-  
Ä³,öê¿£,Ä¶¬¬×÷µ¼ÖÂ´ò¿ª 9 öÖÖÉ¿µÄ´°¿Ú£¬¶¶ÖâËÇ Word Ëù²»ÖÊÐ¿µÄ¿

üÖý´íó

■ ¹Ø±Õ²»ÐèÒªµÄÎÄµµ´°¿Ú£¬Ë»°ÖØËÔ¿

²»ÄÜ°Ñ±íÕ³ìùμ½±íμ¥Ôª ħÖĐj£

ÊÔÍ¼°Ñ±íÕ³ìùμ½±íμÄÄ³Ò»μ¥Ôª ħÖĐ£¬ÖâÊÇ Word Êù²»ÔÊĐíμÄ¶×÷j£

üÖý´íó

- Ê·±£ÄúĭěÕ³ìùμ½±íÖĐμÄŃj¶·ÄÚÈÝ²»°ü°¬ÁíÒ»ÖÅ±íj£

## ÓÉÓÚμ±Ç°´òÓı»úÉèÖÃμÄÎÊîâ£¬Windows ²»ÄÜ´òÓıı£

Windows μÄı°´òÓı¹ÜÄıÆ÷ı±²»ÄÜ´òÓı£¬ÊÇÒòıª´òÓı»ú»¹Ä»ÓÐÔ¼ÖÃ»òÁ¬½ÓÉİ£¬»òÖİıμı³μÄ´AAıÇÖ¼ä»òÄÜ´æ²»¹»ı£

### üÖý´íó

- ÑıÖñİÄÁÐ²Ü×÷£°
- ´òÇª Windows μÄÇØÖÆÄæ°â£¬²¢¼ı²é´òÓı»úÉèÖÃı£  
{bmc b.bmp} ¹Ø±ÖÆäËüμÄÓıÓÃ³İÐò»ò´°ÇÜÖÖÖö¼ÖÄÜ´æ.
- ÈÇ¹ú´òÓı»úÖýÖÜÍøÄÇÉİÖÊÐÐ£¬¼ı²éÍøÄÇ¹ÜÄı³İÐòı£
- ²İ¼Üıμı³»ò´òÓı»úμÄİÄμμ×ÊÄıı£

Word ²»ÄÜ´òÓ¡£¬Ã»ÓÐº²×º´òÓ¡»ú¡£

Ã»ÓÐº²×ºÊîî´òÓ¡»ú£¬»òÕß´òÓ¡»úÊèÖÃ²»ÕýÊ·¡£

¸üÕý´îó

- º²×ºÒ»ì´´òÓ¡»ú¡£

ÓÐ¹Øº²×º²¹½Öè£¬²¹¼û Windows µÄÃµµ×ÊÁ¡£



## Word ²»ÄÜŋÁ£ˆİÄ¼pÃû£©j£

Word ²»ÄÜŋÁˆİÄ¼p£¬ÒòİªİòÍøÂçÖÐÐˆ,ÃİÄ¼p£±£¬,ÃİÄ¼p±»£øŋˆ£¬»òÕßÄÜˆæ²»¹»j£

„üÖýˆíó

- NıŎñİÄÁÐÄ³Ŏ»²Ü×÷£°

- 

Èç¹úÄúÈİª,ÃİÄ¼p±»£øŋˆ£¬ÊŎ×ÄŎøÐÂˆò¿ª,ÃİÄ¼pj£

- Èç¹úÄú»³ŎÉÄÜˆæ²»¹»£¬¿ÊŎŎŎö¼ŎÄÜˆæ£¬Ê»°óŎŬİˆò¿ª,ÃİÄ¼pj£

²»ÄÜ¼ÇÂ¼ÖýÔÚ±à¼μÄ°ê¡£

ÄúÊÔÍ¼ÓÃÒ»„öÕÑ´ò¿ªμÄ¡¢ÖýÔÚ±à¼μÄ°êÄúÀ´¼ÇÂ¼°ê¡£

„üÖý´ííó

- Ñ¡ÔñĬÄÄÐÄ³Ò»²Û×÷£°
- Ñ¡ÔñÁíÒ»„ö°êÄú¡£
- ¹Ø±Ö°ê±à¼´°¿Ú£¬È»°óÖØÐÄ¼ÇÂ¼¡£

Word ²»ÄÜÖØÐÃüÃû»òÉ³⁴ýÒ»\_öÄÚ²¿ÃüÁî;£

ÄúÊÔÍ¼ÖØÐÃüÃû»òÉ³⁴ýÒ»\_ö Word ÊùÐ<sup>−</sup>

´øµÄÃüÁî»ò°ê;£Äú²»ÄÜÐµ\_ÄÄÚ²¿ÃüÁî»ò°ê£¬Ò²²»ÄÜ\_Ä±äËüÃÇµÄ;°°ïÖú;±ÖýÎÄ;£

\_üÖý´îó

- Ñ;ÔñÎÃÁÐÃ³Ò»²Ù×÷£°
- ±à¼\_Ä°êÖÔ±ä´ÓÄÚ²¿ÃüÁî»ò°êµÄ;°Macro Edit;±Óÿ¼äÖÐÉ³⁴ý Delete »ò NewName ×Ô±äÄ¿;£
- Í´ý¼ÇÂ¼Ò»\_ö°ê(°ü°¬ÄÚ²¿°êµÄ°ê)£¬°Ñ²»Í¬µÄ°êÄü³,øÄÚ²¿°êËüÖ´ÐµÄ¶<sup>−</sup>×÷;£

Word ²»ÄÜÖÐÄÃüÃû»ðÉ³⁄₃ýÒ»\_öÒÑ´ò¿ªμÄŒýÔÚ±à¹⁄₄μÄ°ê¡£

Äú¹⁄₄üËëÒ»\_öÒÑ´ò¿ªμÄŒýÔÚ±±à¹⁄₄μÄ°êÄû£¬È»°óÑ¡ÔñÁË¡°ÖØÃüÃû¡±»ð¡°É³⁄₃ý¡±´Á¥¡£

\_üŒý´íó

- Ñ¡ÔñÃÁÄÄ³Ò»²Û×÷£°
- Ñ¡ÔñÁ¡Ò»\_ö°êÄû¡£
- ¹Ø±Ö°ê±à¹⁄₄´°¿Ú£¬È»°óÔÙ´¹ÖØÄÃüÃû»ðÉ³⁄₃ý\_Ä°ê¡£

ÔÚ°²×°´òÓı»úÖ®Ç°²»ÄÜÖØÐÂ·ÖÖ³ı£

Word ±ØÐë,øÎÄµµÖØÐÂ·ÖÖ³ÖÖ²ăĖë×¼Ė·µĂÖ³Ăëı£ÔÚ Word ĸÉÒÖ,øÎÄµµÖØÐÂ·ÖÖ³Ö®Ç°  
£¬±ØÐë°²×°´òÓı»úı£

„ũŒý´îó

- °²×°Ö»ı´´òÓı»úı£  
ÓÐ¹Ø°²×°²¹½Öë£¬²Î¼û Windows µĂÎÄµµ×ĖÁı£

Word ²»ÄÜìæ»»μ¥Ôª,ñ½áÊø±êÖ¾¼j£

ÄúÖ´ÐÐÁÊÒª|æ»»Ò»„ö»ò¶à,öμ¥Ôª,ñ½áÊø±êÖ¾¼μÄ¶¯×÷ (×)£¬ÖâÊÇ Word Êù²»ÔÊÐíμÄ¶¯×÷j£

„üÖý´íó

- Ê·±£ÄúμÄÑí¶²»°üÄ¨μ¥Ôª,ñ½áÊø±êÖ¾¼£¬Ê»°óÖÐÐÂÖ´ÐÐ„Ä¶¯×÷j£

## Word ²»ÄÜlæ»»½Å×ç»ðÁú×çË÷Öýj£

ÔÚ½Å×ç »ðÁú×ç´°,ñÖÐÑj¶ÖýÎÄ£¬È»°óÊÔÍ¼°ÑËü,  
´ÖÆµ½Ö»,ðÖÑÑj¶µÄ°ü¬½Å×ç»ðÁú×çË÷Öý±ê¼ÇµÄÄ±êÖÐj£²»ÄÜlæ»»½Å×ç»ðÁú×çË÷Öý±ê¼Çj£

### üÖý´lô

- ÑjÔñÎÄÄÐÄ³Ö»²Ü×÷£°
- Çã³ýj°ÓÃÊäÈèÄÚÈÝlæ»»ÑjÖÐÄ±ê±,´Ñj¿ò£¬ËüÔÚj°ÑjÎj±¶Ö»°¿ò£´j°¹¼ßj±²Ëµ¥  
£©ÖÐµÄj°Ö»°ä±ÑjÎÖÐj£
- °Ñ²äÈèµä¶Í»µ½ÖýÎÄÖÐ£¬¶ø²»±ØÑj¶ÖýÎÄj£
- Ñj¶Ö»²»°ü¬Ë÷Öý±ê¼ÇµÄÄ±êj£

Word ²»ÄÜ±£´æ»ò´´½´´ËÎÄ¼þj£

±£´æ»ò´´½´´Ò»¸öÎÄ¼þ²»³É¹|j£

¸üÖý´íó

- Ñ|ÔñÎÄÁÐÄ³Ò»²Ù×÷£°
- Öð¼ÓÄÜ´æ.
- Ë·±£ÖÄÖÜ±£´æÎÄ¼þµÄ´ÄÀÓÐ×ã¹»µÄ¿Ö¼äçÄ»ÓÐ±»Ëø¶¶´»òÖßÄ»ÓÐ±»Ëð»µj£

Èç´ù´ÄÄíª...

Ôò...

Ð´±£»¤

læ»»¸Ä´ÄÄj£

±»Ëø¶¶´

µÈ´ý¸Ä´ÄÀ±ã³Éí´Ëø¶¶´£¬»òÖßÈ¹ÓÄ²»Í¬µÄÇý¶¶´Æ÷j£

±»Ëð»µ

±·ÝÖãÐ©ÎÄ¼þ£¬È»°óÖØÐÄ¸ñÈ¹½»¬¸Ä´ÄÄ£¬²ç»Ö·ÖãÐ©ÎÄ¼þj£



Word ²»ÄÜŕŌÑŕÄÚÈÝÖÐμÄÓð½øÐÐÅÐòŕ£

ÄúμÄÑŕ°¬ÁĚÄ³,ðŌð£¬,ÄÓðŕŌĚ³μÄÓðÄÚÈÝ°¬à,øŕŕÎÄäŕ£

üŌý´ŕŕó

1 Unlink the field.

2 ÖØÄŕŌÑŕ½øÐÐÅÐòŕ£

Word ²»ÄÜÆø¶ ¯×ª»»³İĐò£ ¯ ¯û×Ö£©£ ¯ ÒòİªËüÖýÓÉÁİÒ»ö Word ËùÊ¹ÓÃ¡£

ÄúÊÔİ¼´ò¿ªÒ»öÒÔ·Ç Word µÄ Normal İÄ¼p.ñÊ½´æ´çµÄİÄµµ£ ¯ ÇÒ Word  
²»ÄÜÆø¶ ¯ ¯×ª»»³İĐò¡£ ¯ ¯×ª»»³İĐòİÄ¼p±»Ëð»µ£ ¯ »ò²»ÔÚ ¯ ¯ÄİÖĐ£ ¯ »òÕß Word ËùĐèµÄÄÚ´æ²»¹»¡£

üÖý´İİó

- Ñ¡ÔñİÄÁĐÄ³Ò»²Ù×÷£°
- ÔËĐĐ Word µÄ¡°ÉèÖÃ¡±³İĐò£ ¯ °Ñ×ª»»³İĐòİÄ¼p.´ÖÆµ½´ÄÄİÖĐÓÉ WIN.INI  
İÄ¼pÖ.¶µÄÄ¿Ä¼¡£²İ¼û¶ ¯ ¯ÖÆÆø¶ ¯ ¯Ñ¡İİ£ ¯ ±à¼ WIN.INI İÄ¼p£©.
- ´Ø±Ö´ò¿ªµÄ´°¿ÜÖÖÖö¼ÓÄÚ´æ£ ¯ ¯É»°óÖĐÄÆø¶ ¯ ¯×ª»»³İĐò¡£

## Word ²»ÄÜÆøſ̄Æ´Ð´¹⁴²é³ÌÐòᵢₓ

ÄúÊÔÍ¹⁴¹²é¹ÄµµÖÐµÄÆ´Ð´£¬µ«´æÔÚĬÄÁÐÄ³ÖÖÇé¿ø£°

- ÄÆ´Ð´¹⁴¹²é³ÌÐò±»Ěð»µ£¬»òÄüÄû²»ÖýĚ·£¬»òÖß²»ÔÚ´ÄÄĭµÄÖýĚ·Ĭ»ÖÄÖÐᵢₓ
- Word Ä»ÓÐ×ǎ¹»µÄÄÚ´æÀ´¹⁴¹²é¹ÄµµÖÐµÄÆ´Ð´ᵢₓ

„üÖý´ĭó

- ŃĭÔňĬÄÁÐ²Ú×÷£°
- Ěç¹ûÄú»³ÒÉÄÚ´æ²»¹»£¬Ôò¹Ø±ÖÒŃ´ò¿µÄ´°¿ÚÒÔÖö¹⁴ÓÄÚ´æ£¬Ě»°óÔÚ´ĬÆøſ̄Æ´Ð´¹⁴¹²é³ÌÐòᵢₓ
- Öª²×°Æ´Ð´¹⁴¹²é¹²³⁴ß£¬²Ĭ¹⁴ûÖÄ Word µÄᵢ°ĚèÖÄᵢ±³ÌÐò²×°·¹⁵¹⁴ÓŃĭĭ.

## Word ²»ÄÜÆðſÍ¬Òå´Ê¿â¡£

ÄúÊÔÍ¼ÔÚÍ¬Òå´Ê¿âÖÐ²éÖÒÄ³,ðµ¥´Ê£¬µ«´æÔÚÍÄÁÐÄ³ÖÖÇé¿ð£°

- Í¬Òå´Ê¿âÍÄ¼p±»Ëð»µ£¬¬»ðÄüÄû²»ÖýÈ·£¬¬»ðÖß²»ÔÚ´AA\µÄÖýÈ·Î»ÖÄÖÐ¡£
- Ä»ÓÐ×ä¹»µÄÄÜ´æÄ²éÖÒÍ¬Òå´Ê¿âÖÐµÄµ¥´Ê¡£

üÖý´íó

- °²×°Í¬Òå´Ê¿â£¬²Í¼ûÓÄ Word µÄ¡°ÉèÖÄ¡±³\Ðò°²×°¼¼¼¼ÓŒ¡Œ.

**Word ²»ÄÜÆðſ̄¹½İÑ§³İĐò¡£**

ÄúÊÔÍ¼Í¹¹ýŊ¡Ôñ¡°°ıÖú¡±²Ëµ¥ÖĐµÄ¡°Word ÊěÄÄ¡± (ALT, H, G) »ò¡°Ñ§İ° Word¡± (ALT, H, L) Ŋ¡İİÄ  
²éĴ´Áª»ú½¡³İ£¬µ«Áª»ú½¡³İÄ»ÓĐ°²×°»òÖß°²×°²»ÖýÊ·¡£

´¹½´ÄĴÂ¹¼²¢°ÑÁª»ú½¡³İ,´ÖÆµ¹½Ó²ÄİÖĐ

- °²×°Áª»ú½¡³İ£¬²İ¼ûÖÃ Word µÄ¡°ÉèÖÄ¡±³İĐò°²×°,½¹¼ÖŊ¡İİ.

²»ÄÜ°ÑÒ»\_ö´òçªµÄÎÄµµÒÔÁíÒ»ÖÖ\_ñÊ½±£´æµ½Í¬Ò»\_öî»ÖÃÖÐ££

µ±±à¼Ò»\_öÔÔ Word µÄ NORMAL ÍÄ¼p\_ñÊ½±£´æµÄÎÄµµÊ±£¬ÊÔÍ¼ÔÔ»\_ÖÖÐÄµÄÍÄ¼p\_ñÊ½±£´æÖä\_öÒÑ´òçªµÄÎÄ¼p££

ÒÔÁíÒ»ÖÖ\_ñÊ½±£´æ\_ÄÎÄµµ££

1 ´Óí°ÍÄ¼p±²Ëµ¥ÖÐ£¬ÑíÔñí°Áí´æîª±ÃüÁî (ALT, F, A)££

2 ÑíÔñíÄÄÐÄ°Ò»²Ü×±£°

▪ ÔÚí°ÍÄ¼pÄü±çòÖÐ£¬¼üÈèÒ»\_öÐÄµÄÎÄµµÄü££

▪ ÔÚí°Çý¶Æ÷±»òí°ÄçÄ¼±çòÖÐ£¬¼üÝÐèÒªÑíÔñÒ»\_ö²»Í¬µÄÇý¶Æ÷»òÄçÄ¼££

3 ÔÚí°ÍÄ¼pÄàÐÍÁÐ±í±çòÖÐ£¬ÑíÔñÈùÒªµÄ\_ñÊ½££

4 ÑíÔñí°È·¶í±°´À¥££

ÒÔ Word ÍÄ¼p\_ñÊ½±£´æÎÄµµ

1 ´Óí°ÍÄ¼p±²Ëµ¥ÖÐ£¬ÑíÔñí°Áí´æîª±ÃüÁî (ALT, F, A)££

2 ÔÚí°ÍÄ¼pÄàÐÍÁÐ±í±çòÖÐ£¬ÑíÔñí°Word Document (\*.doc)±Ñíî££

3 ÑíÔñí°È·¶í±°´À¥££

## Word ²»ÄÜÐ´ÈèÎÄ¼p£´ÎÄ¼pÃû£©;£

ÄúËù×÷µÄÐÞ¸Ä´³£´æ´øÔÚ WINWORD.INI ÎÄ¼pÖÐ£¬µ«³ðÖÁËÎÄÄÐÇé¿ø£°

- °ü¬ÓÃ»§ÓÀËÑ;ÎµÄ WINWORD.INI  
ÎÄ¼p¿ÉÄÜ±»Ëø¶¶£¬»ðËÇÖ»¶¶µÄ£¬»ðÖðËÇ²»¿ÉÓÃµÄ;£
- ÄúÖýÔÙË´ÓÃ»§ÓÚ¼Ö±£»µµÄ¿Ä¼ÖÐµÄ Word µÄ±·Ý£¬Ã¿¿Ä¼ÖÐ²»°ü¬ WINWORD.INI  
ÎÄ¼p;£µ±Ë³ð Word Ë±£¬Word ²»ÄÜ´´½·;ÃÎÄ¼p;£

¸üÖý´Îó

- È·¶¶ WINWORD.INI ÎÄ¼pÃ»ÓÐËð»µ»ð²»ËÇÖ»¶¶ÎÄ¼p°ó£¬ÐÞ¸ÄÆäËèÖÃ;£

ÄúÊÇ·ñÒªĐĐ,Ä±ê×¼ÑùÊ½μÄìØĐÔ£¿

ÄúÊÔÍ¼ĐĐ,Ä Word ÈùĐ¯´øμÄÑùÊ½μÄÒ»„ö»ò¶à„òìØĐÔ¿£

ĐĐ,ÄÄ¬ÈĬ¶`Òà

- ÑìÔñì°ÊÇì±°`Ä¥ì£

±£³ÖÖÓĐμÄÄ¬ÈĬ¶`Òà¿£

- ÑìÔñì°·ñì±°`Ä¥ì£

Í£Ö¹Ä¹ýì

- ÑìÔñì°Èĭĭùì±°`Ä¥ì£  
×çÊÍ£°Word ÔÚÄúÑìÔñÁíÒ»„öÑùÊ½»òÍÊ³ò¶Ŏ»°¿òÖ®Ç°±£³Öμ±Ç°μÄ,ñÊ½¿£



ÃüÁîÃû±ØÐě´øÓÐÀ©Õ¹Ãû¡£

ÄúÖ´ÐÐÁĚÒ»„öÐěÒª×°ĚěÁíÒ»„öÓ|ÓÃ³|ÐòµÃ²Ù×÷£¬µ«ĚÇÃ»°üÀ´´Ó|ÓÃ³|ÐòµÃÀ©Õ¹ÃûªÀýĚç£¬µ±  
±ØÐě¼üĚě excel.exe Ě±£¬Ö»¼üĚěÁĚ excel¡£

„üÖý´íó

- ÔÚÃüÁíÖÐì¼ÓÀ©Õ¹Ãû£¬Ě»°óÔÙ´íÖ´ÐÐ„Ã²Ù×÷¡£

¡°Œ³ìù¡±ÃüÁîÖ´ÐÐÊ±Ã»ÓÐ³É¹¡£¬Òðîª±·Ý°ÍŒ³ìùÇøÐî×´²»Í¬¡£

ÄúŒ¡ŒñÁĖĬÄÁÐÄ³Œ»²Û×÷£°

- Œ¡ŒĬ´ÁĖŒ»·ð±íÇø£¬Ė»°óĖŒŒ¹¼°ŒĖüŒ³ìùµ¹½ÐÐÊý»òÀĖý²»ĭàĭ¬µÄÇøŒÐ¡£
- Œ¡ŒĬ´ÁĖĬ»ÓŬ±ĭĭâµÄŒýĭÄ£¬Ė»°óĖŒŒ¹¼°ŒĖüŒ³ìùµ¹½±ĭµÄŒâ·ðµŒŒ³·ñŒÐ¡£

·üŒý´ĭŒ

- Œ¡ŒñĭÄÁÐÄ³Œ»²Û×÷£°
- Ė·±£ĖüŒ¡ŒĬµÄÄĭ±ĖÇøµÄÐÐÊý°ĭÄĖýŒŒ¹¼ðÇÐ»ò·ŒÆµÄÇøĭàĭ¬¡£
- Ė·±£Œ»Œ¡ŒĬ´ÁĖŒ»·ð±ĭµŒŒ³·ñ£¬Œ°Œĭ»ÓŬ±ĭĭâµÄŒýĭÄŒ³ìùµ¹½·ÄµŒŒ³·ñŒÐ¡£

‘Óî’ı, ‘ÖÆ£¿

ÔÚÃ»ÓÐÑıŋ‘ĂÚËŸμĂÇé¿öİĂ£¬°‘İĂĂË SHIFT+F2 ¼üj£ÔÚ‘ËÖ®Ç°ÒÑ±ê¼ÇĂËÒ»„öİ»ÖĂÖÔ²ăËëÒª,  
‘ÖÆμĂÖýİĂj£

Ö„ŋ„ ‘ÖÆμĂİ»ÖĂ

1 Ñıŋ‘Òª, ‘ÖÆμĂÖýİĂj£

2 İªĂËÔÚ±ê¼ÇμĂİ»ÖĂÖÐ²ăËëÖýİĂμĂ±,·Ÿ£¬¿Ë°‘ ENTER ¼üj£

„ÖÆμ½°î'î££

Ñî¶'ÁĖŎýîÄ£¬Ė»°ó°' SHIFT+F2 ¼üÀ'±ēŎ¾Ŏª, 'ÖÆμ½ÁíŎ»Î»ŎÃμÄŎýîÄî£

Ö,¶'òª, 'ÖÆŎýîÄμÄî»ŎÃ

1 ŎÚŎª, 'ÖÆĖù±ēŎ¾ŎýîÄμÄî»ŎÃ£¬ĖēŎÃ²āĖēμā»òÑî¶'ŎýîÄî£

2 °' ENTER ¼üî£

Èç¹ùÑîŎñÁĖî°ŎÃĖāĖēÄÚĖÝîæ»»ÑîŎĐÄ¿±ēî±, 'Ñî¿ò£¬Ŏò,Ã±,·Ý¾îæ»»ĖùÑîÄÚĖÝî£'Ė,  
'Ñî¿òŎÚî'Ñîîîî±¶Ŏ»°¿ò£¬î°¹¾¾î±²Ėμ¥£©ŎĐμÄî°Ŏ»°āî±ÑîîîŎĐî£

**DATA ÓðÃ»ÓÐ°ü°¬Êý³⁄⁄ÝÎÄ¹⁄⁄pÃûᵢ£**

DATA Óð Ã»ÓÐ°ü°¬Êý³⁄⁄ÝÎÄ¹⁄⁄pμÃÎÄ¹⁄⁄pÃûᵢ£

üÖý´íó

1 ÔÚ DATA ÓðÖÐì¹⁄⁄ÓÊý³⁄⁄ÝÎÄ¹⁄⁄pμÃÎÄ¹⁄⁄pÃûᵢ£

2 ´Óᵢ°ÎÄ¹⁄⁄pᵢ±²Êμ¥ÖÐ£¬ÑᵢÖñᵢ°°í²ϕ´ðÓᵢᵢ±ÃüÁî (ALT, F, M)ᵢ£  
ÓÐ¹Øîēᵢ¹⁄²éÉÜ£¬²¹¹⁄⁄DATA Óð.

**DATA Óð±ØÐēĬ»ÓÚ NEXT<sub>ı</sub>ϕNEXTIF »ð SKIPIF ÓðÖ®Ç°ı£**

Ö÷ĬÄμμÓÚ DATA ÓðÖ®Ç°°ü°¬ÁĚÖ»ð NEXT<sub>ı</sub>ϕNEXTIF »ð SKIPIF Óðı£.

üÖý´Ĭó

- Ñ<sub>ı</sub>ÔñĬÄÁÐ²Û×÷£°
- Ě·±£ÓÐÖ»ð DATA Óðı£
- °Ñ DATA ÓðÖÆμ½Ĭ»ÓÚ NEXT<sub>ı</sub>ϕNEXTIF »ð SKIPIF ÓðÖ®Ç°μĬĬÄμμμÄ<sup>ª</sup>Ě¼´ı£  
ÓÐ¹ØĬēĬ½éÉÜ£¬İ¼üNEXT Óð, NEXTIF Óð, SKIPIF Óð£¬ııDATA Óð.

Ö÷ÎÄµµÔÚÁú×ç¡çÒ³Ã¼¡çÒ³¹²Å»ð½Å×çÖÐ°üº¬Ò»ö DATA¡çNEXT¡çNEXTIF »ð  
SKIPIF Óð¡£

Ö÷ÎÄµµÔÚÁú×ç¡çÒ³Ã¼¡çÒ³¹²Å»ð½Å×çÖÐ°üº¬Ò»ö DATA¡çNEXT¡çNEXTIF »ð SKIPIF Óð¡£

üÖý´íó

- Ñ¡ÔñÎÄÁÐ²Ü×÷£°
  - É³⁄₄ý´í·ÅµÄÓð¡£
  - °Ñ´í·ÅµÄÓðÒÆµ¹²ÎÄµµÖÐ¡£
- ÓÐ¹Øĭĭ½éEÜ£¬²¹¼ûNEXT Óð, NEXTIF Óð, SKIPIF Óð£¬ºíDATA Óð.

²»ÄÜÔÚÆäËüμÄÓðÄÚ²âÈë DATA<sub>i</sub>¢NEXT<sub>i</sub>¢NEXTIF »ð SKIPIF Óð<sub>i</sub>£

Ö÷ÎÄ<sub>μμ</sub>ÔÚÁíÒ»„ðÓðÄÚ°ü°¬ÁËDATA, NEXT, NEXTIF, or SKIPIF Óð<sub>i</sub>£

„üÖý´ííó

- ´Ó„ÄÓðÖÐÉ³⁄₄ý»ðÒÆÈ¥´í·ÄμÄÓð<sub>i</sub>£  
ÓÐ¹Øİēİ„¹⁄₂éÉÜ£¬²¹⁄₄ûNEXT Óð, NEXTIF Óð, SKIPIF Óð£¬°ÍDATA Óð.



„ÄËÏñÖ´ÐÐµÄÊ±¼ä±ÈÔµÁĭµÄÒª£¬ÄúÊÇ·ñ¼ìÐøµÈ´ý£ž

ÎÄµµ°ü¬ÓěÁíÒ»„öÓĭÓÃ³ìÐòµÄÄ´½ŒWord ÐèÒª´ÓÆäËüÓĭÓÃ³ìÐò»ñµÄÐÄĭç  
£¬µ«ÆäËüÓĭÓÃ³ìÐòÉÐĭĭá¹©ŒÐ©ÐÄĭç£ž

„ÄÉÆ·½¬

- ÑĭÔñĭĀÄÐÄ³Ò»²Û×£°
- Òª¼ìÐøµÈ´ýÆäËüÓĭÓÃ³ìÐòµÄĭÓĭ£¬ÑĭÔñĭ°ÊÇĭ±°·Ä¥ĭ£
- Òªĭø¹ý·ËĭĀ´½Œ£¬ÑĭÔñĭ·ñĭ±°·Ä¥ĭ£

ÊÇ·ñÒªÉ¾ý£·îÄ¼þÃû£©£¿

ÊÔ¼É¾ýÒ»»ð»ðà,ðÒÑÓÐµÃîÄ¼þ£

É¾ý,ÃîÄ¼þ

- ÑîÏî°ÊÇ±°·Ã¥£

±£Áô,ÃîÄ¼þ

- ÑîÏî°·ñ±°·Ã¥£

ÊÇ·ñÒªÉ³⁄₄ýÑùÊ¹⁄₂£¨ÑùÊ¹⁄₂Ãû£©£¸

ÊÔÍ¼É³⁄₄ýÒ»»ðÒÑÓÐµÃÑùÊ¹⁄₂£

É³⁄₄ý,ÑùÊ¹⁄₂

- ÑìÔñì°ÊÇì±°·À¥ì£

±£Áô,ÑùÊ¹⁄₂

- ÑìÔñì°·ñì±°·À¥ì£

ÊÇ·ñÉ³⁄₄ý\_ÃÒ³Ã¹⁄₄£¯Ò³¹⁄₂Å£¬²¢°ÑËüÁ´¹⁄₂Óµ¹⁄₂Ç°Ò»¹⁄₂ÚµÃÒ³Ã¹⁄₄£¯Ò³¹⁄₂ÄÖÐ£¿

ÊÔÍ¹⁄₄É³⁄₄ýÒ»\_ðÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä¡£Äú±ØÐëË·ËÏÒªÖ

‘ÐÐÉ³⁄₄ýÒ³Ã¹⁄₄»ðÒ³¹⁄₂ÄµÃ²Û×÷£¬²¢ÓëÇ°Ò»¹⁄₂ÚµÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä¹⁄₂‘‘Á¢Ò»\_ðÄ´¹⁄₂Ó¡£

ÓÃÇ°Ò»¹⁄₂ÚµÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä¡æ»»µ±Ç°µÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä

- Ñ¡Ôñ¡°ÊÇ¡±°·Ä¥¡£

Word

ÔÚ³ðÏÖ\_ÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂ÄµÃËùÓÐ¹⁄₂ÚÖÐÓÃÇ°Ò»¹⁄₂ÚµÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä¡æ»»µ±Ç°µÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä¡£

±£Áôµ±Ç°µÃÒ³Ã¹⁄₄»ðÒ³¹⁄₂Ä

- Ñ¡Ôñ¡°ñ¡±°·Ä¥¡£

Ėð·Ā°óμÄ³ß´çì«Đı»òì«´óı£

ÄúÊÔÍ¼°ÑÒ»„ðÍ¼⁄Æ¬μÄ„ß¶Ė»òçí¶Ė¼δÇĐİ°ĐıÓÚ 1/8 Óç´ç»ð´óÓÚ 22 Óç´çı£

„üÖý´ííó

- ¼üĖë¼δÇĐμÄÁçÖμ£¬ÒÔ²úÉú´óÓÚ 1/8 Óç´ç²çĐıÓÚ 22 Óç´çμÄ³ß´çı£ÖÚı°Í¼⁄Æ¬ı±¶ĖÔ»°  
çòÖĐμÄı°ÔĖ¼´óĐıı±ÑıııĀ£¬¼ı²éÁçÖμÒÔ°ıÖúĖ·¶¬çÉ½ÔĖÖμÄÁçÖμı£

Ėð·Ā°óμÄ³ß´çì«Đı»òì«´óıŁ

ÄúÊÔÍ¼°ÑÒ»„ðÍ¼Æ¬μÄ„ßŦĖ»òĴıŦĖĖð·Ā³ÉĐıÓÚ 1/8 Óç´ç»ð´óÓÚ 22 Óç´çıŁ

„űŦý´íló

- ¼űĖĕĖð·Ā±ÈÀýŁ¬ÒÔ²úÉú´óÓÚ 1/8 Óç´ç²çĐıÓÚ 22 Óç´çμÄ³ß´çıŁÔÚı°Í¼Æ¬ı±ŦŦÔ»°ĴðμÄı°ÔÊ¼´óĐıı±ŦıİİĀŁ¬¼ı²éĀĴŦμŦŦŦıŦŦúĖ·ŦŦ´ĴÉ½ÓĖŦμĀ±ÈÀýıŁ

- ÑjÔñĭĂĂĐĂ³Ò»²U×÷£°
- °ÑÒ»,öÐÂ´AAĬ²ăĕm½ĖİAĬçyŲÆ÷ÖĐ£-Ē»°ôÙĭ±fæĭĂµmı£
- ´Ój¹ĬÄ¼pĭ±Ēµ¾ØĐ£-ÑjÔñĭ·Áĭ²æĭªĭ±ĂũĀĬ (ALT, F, A)£-Ē»°ôÑĭĂµmıfæm½ĀİÖ»,ö´AAĬÖĐı£
- ´Ó Windows µĀjºİĐò¹ÜĀİÆ÷j±ÖĐ (CTRL+ESC)£¬ÆđŲĭ¹ĬÄ¼p¹ÜĀİÆ÷j±  
£-Ē»°ôĚ¼ýĂú²»ÖÙĐèÖªµĀĬÄ¼pÖÖÇăĀĭ´AAĬĬÖ¹ăı£

‘ĒĪÄμμ²»´æÔÚᵢ£

ÄúÊÔÍ¼´ò¿ªÔ»»²»´æÔÚμÄĪ¼pᵢ£

ᵤÖý´íó

- ÑĭÔñĪÄÄ³Ô»²Û×÷£°
- È·±£¼üÈëÁĒÖýÈ·μÄÄ·¾¶°Ī¼pÄüᵢ£
- ¼üÈëÔ»»ðÒÑÓĐμÄĪ¼pÄüᵢ£
- Èç¹ü¿ÉĒ¹ÓÄĪ¼pÄĐ±í£¬ÔðÑĭÔñÔ»»ðĪ¼pÄüᵢ£



## İÄµµÃû»ðÂ·¾¶İÐ§j£

ÄúÊÔÍ¼´ð¸ªİÄ¼pµÃİÄ¼pÃû°¬ 8,ðÒÔÉİ×Ö·û£¬»ðİÄ¼pÃûÓÐİóÃ°ÅÖ®ÀàµÃ×Ö·û£¬»ðÕİİÄ¼pÃû´ØÓÐ 3,ðÒÔÉİ×Ö·û×é³ÊµÃÀ©Õ¹Ãûj£

### ¸üÕý´ıló

- ÑjÔñİÄÁÐÃ³Ò»²Û×÷£°
- Ö»ÓÄÓÐÐ§×Ö·ûÖØÐÄ¼üÈëİÄ¼pÃûj£
- Èç¹üİÄ¼pÁÐ±í¸ÉÓÄ£¬ÒðÕÍİÄ¼pÁÐ±íÖÐÑjÔñÒ»¸İÄ¼pÃûj£
- ÓÃ²»³¬¹ý 8,ðµÃ×Ö·û£¬Ò»¸³¼ăµă£¬£©°İÖ»¸²»³¬¹ý 3,ð×Ö·ûµÃÀ©Õ¹ÃûÀ¼üÈëÒ»¸ÓÐÐ§µÃİÄ¼pÃûj£

## Word Í±£´æ´ĚĬÄµµj£

Word ²»ÄÜ±£´æ,ÄĬÄµµj£

üÖý´íó

- ´Óı°ĬÄ¼pı±²Ěµ¥ÖĐ£¬ÔÜ´ĬŃıÔŃı°±£´æı±ÄüÁĬ (ALT, F, S)j£

Èç´ü,ÄĬüĬçÔÜ´ĬöİÖ

1 ´Óı°ĬÄ¼pı±²Ěµ¥ÖĐ£¬ŃıÔŃı°Áı´æĬ±ÄüÁĬ (ALT, F, A)j£

2 ŃıÔŃı°ŃıĬı±°´Ä¥j£

3 Çă³yı°ÔĚĐıĬİĚÜ±£´æı±,ŃıĬòj£

4 ŃıÔŃı°È·Ĭı±°´Ä¥j£

μÚ£`nn£©½ÚμÄÒ³Ãæ´óÐ¡²»Í¬ÓÚ´òÓ¡»úμÄÒ³Ãæ  
 ´óÐ¡¡£ÖÚ¡°ñÊ½¡±²Ëμ¥ÎÃμÄ¡°Ò³ÃæÉèÖÃ¡±¶¶Ö»°ζòÓë¡°ÎÄ¼þ¡±²Ëμ¥ÎÃμÄ¡°  
 ´òÓ¡ÉèÖÃ¡±¶¶Ö»°ζòÄ½ÖßÖÐμÄ¡°Ò³Ãæ´óÐ¡¡±Ñ¡¡±±ØÐëÆ¥Ää¡£ÄúÊÇ·ñë¼ìÐø  
 ´òÓ¡£ζ

ÔÚ¡°Ò³ÃæÉèÖÃ¡±ζòÖÐ£¬ÄúËùÉèÖÃμÄÒ³Ãæζ¶¶Ê°¡,ß¶¶Ê²»Í¬ÓÚ¡°´òÓ¡ÉèÖÃ¡±ζòÖÐËùÉèÖÃμÄ  
 ´óÐ¡£¬μ«ÊÖ¼¼ÖÚ´Ê×¹¬ÎÃ¡£

ÔÚ´òÓ¡Ö®Ç°μ÷ÖûÎÃμμ°Í´òÓ¡»úÉèÖÃ

1 Ñ¡Ôñ¡°ñ¡±²·Ä¥¡£

2 Ñ¡ÔñÎÃÁÐ²Ù×÷£°

▪ ´Ó¡°ñÊ½¡±²Ëμ¥ÖÐ£¬Ñ¡Ôñ¡°Ò³ÃæÉèÖÃ¡±ÃüÁî (ALT, T, U)¡£

▪ ´Ó¡°ÎÄ¼þ¡±²Ëμ¥ÖÐ£¬Ñ¡Ôñ¡°´òÓ¡ÉèÖÃ¡±ÃüÁî (ALT, F, R)¡£

3 ,ù¼ÝÐèÒªμ÷Öû¡°Ò³ÃæÉèÖÃ¡±°Í¡°´òÓ¡ÉèÖÃ¡±¶¶Ö»°ζòÖÐμÄÉèÖÃ¡£

4 ´Ó¡°ÎÄ¼þ¡±²Ëμ¥ÖÐ£¬Ñ¡Ôñ¡°´òÓ¡¡±ÃüÁî (ALT, F, P) »ò¡°°í²ø´òÓ¡¡±ÃüÁî (ALT, F, M)¡£

ÔÚ²»Ðþ,Ä¡°Ò³ÃæÉèÖÃ¡±°Í¡°´òÓ¡ÉèÖÃ¡±¶¶Ö»°ζòÖÐμÄÉèÖÃμÄÇéζöÎÄ½øÐÐ´òÓ¡

▪ Ñ¡Ôñ¡°ÊÇ¡±²·Ä¥¡£

## ÎÄµµÄ£°áîÐ§¡£

ÄúÊÔÍ¼´ò¿ª»\_ðíÄµµ£¬ÄíÄµµ»ùÓÓÒ»\_ðÒÑËð»µµÄÄ£°á£¬»ðÕß»ùÓÓÒ»\_ðÒÑ±»·ÇÄ£  
°áíÄ¼þìæ»»ÄËµÄÄ£°á¡£

### üÖý´íó

- 1 Ñ¡Ôñ¡°È·¶¡±°·Ä¥¡£
- 2 ´Ó¡°íÄ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°Ä£°á¡±ÄüÁí (ALT, F, T)¡£
- 3 ÔÚ¡°Ñ¡ÓÄÄ£°á¡±¿òÖÐ£¬Ñ¡ÔñÒ»\_ðÓÐÐ§µÄíÄµµÄ£°á¡£  
×øÊí£°Ë´úÄüËíªÄ£°áÓíÊÇÓÐÐ§µÄ£¬ÔòÓí´ÓÁíÒ»\_ðÔ  
´íÄ¼þÖÐ×òÒ»\_ðÐÄµÄ±\_Ý¡£ËÇ´úËÔ²»ÄÜ¹¤×÷£¬Ôò´´½Ò»\_ðbased on another templateµÄÄ£°á¡£

ήίόξι

Äú²àÈëÁĚÒ»„ö°ü°¬²»ÖýĚ·Ö„ÁîμÄÓòι£

„üÖýήίό

- ¼ì²é„ÄÓð£¬²ϕ„üÖý„ÄÖ„Áîι£  
ÓĐ¹ØĚù²àÈëμÄÓðμÄĭêĭ„½éÉÜ£¬²ĭ¼ûÓòÀàĐĭ¼°Ö„Áîι£

## ἱίόξῖέέç©Ã»ÓÐŦ`Òàῖξ

ÔÚÎÄµµÖÐÃ»ÓÐŦ`ÒàÓòËùÒýÓÃµÃËéÇ©µÃÇέζöİÃ£¬ÔÚÓòÖÐ²âËëÁË,ÃËéÇ©ῖξ`Ëİüİçİ`³£ÔÚ  
`¹¹½`±İ\_ñÐÃ¼p°İÆäËü°İ²çİÄµµË±³öİÖῖξ

### üÖý`ίίό

- ÔÚÎÄµµÖÐŦ`ÒàÓòÖ°ÒýÓÃµÃËéÇ©ῖξ

### `¹¹½`±İ\_ñÐÃ¼p»òÆäËüµÃ°İ²çİÄµµ

- `Óῖ°έζ`ῖ±²Ëµ¥ÖÐ£¬ŦİŦŦİ°Óò`úÃëῖ±ÃüÃİ (ALT, v, c) ÒÔİÔË³¼Óò`úÃëῖξ  
µ±Ãú²âËë°İ²ç`òÓῖŦŦŦŦË±£¬Word ½«²»İÔË³¼`Ëİüİçῖξ  
×çËİ£°Word ÔÚ°İ²ç  
`òÓῖµÃ¹ý³İÖÐŦ`ÒàËéÇ©ῖξËùÒÔ³ý·ÇÃú²âËëµÃÃü³Æ²ç·ÇËéÇ©Ãü£¬·ñÔòÔÚµÚÒ»İ  
`òÓῖŦŦŦŦ°ó¹½«ζ`²»µ¹½`Ëİüİçῖξ

ήίόξι²»ÄÜ²ăĖĕ·μ»Ø×Ö·ûιξ

²»ÄÜÖÚ QUOTE ÓòÖĐ²ăĖĕÖ»,ö·μ»Ø×Ö·ûιξ

ûÖýήίό

1 ÔÚ, ĀĩûĩϕÖĐĖēÖĀ²ăĖĕμăιξ

2 ÒªĩÔĖ¼Óò´úĀĕξ¬°´ĩĀ SHIFT+F9 ¼ûιξ

3 É³¼³ý·μ»Ø×Ö·ûιξ

4 Ò²ăĖĕÖ»ĐĀĐĐξ¬°´ ENTER »ò SHIFT+ENTER ¼ûιξ

ÓĐ¹Øĩēĩ,½éĖÜξ¬²ĩ¼û QUOTE Óò.

## ᾿ίλόξι²»ÄÜ´ò¿ªîÄ¼þ¡£

Äú²âÊëÁĖÒ»„ðÒªĖ¹ÓÃîÄ¼þ»ñĖ¡ÓðÄÚĖÝμÄŒð£¬μ« Word ²»ÄÜ´ò¿ªªĖîÄ¼þ¡£

### „üÖý᾿ίλό

- Ñ¡ÔñîÄÁÐÄ³Ò»²Ü×÷£°
- Ė·±£„ÄîÄ¼þî»ÓÚ Word ŒýÔÚĖÑĖ÷μÄ᾿ÄÄîªîÄ¿Ä¼ŒÐ¡£
- ŒÚÓðŒÐμÄîÄ¼þÄûÇ°Äæî¡¼ÓÄ·¾ŒîÄû£¬Ė·±£ŒÚÓðŒÐμÄÄ¿„ðÄ·¾ŒîÄûÇ°Ė¹ÓÃÄĖĖ«·  
᾿Ð±„Ü×Œ·û¡£
- ¼î²Ė᾿ÄÄîÇýŒŒÆ÷ŒÐμÄ᾿ÄÄîĖÇ·ñĖÇŒýĖ·μÄÄî¡£
- ¼î²ĖĖÇ·ñÄ¬½ÓÄĖîðÄçÇýŒŒÆ÷¡£
- {bmc b.bmp} ¼î²ĖîÄ¼þĖĖÇ·ñ±»ĖøŒŒ¡£
- {bmc b.bmp} ¼î²ĖĖÇ·ñŒÐÆäĖûĖĖŒýŒÚĖ¹Œ¿„ÄîÄ¼þ¡£
- ¼î²ĖîÄ¼þĖĖÇ·ñ±»Ėð»μ¡£ĖĖÇ¹û±»Ėð»μ£¬ŒðŒŒ±„ÝÄî»Œ„᾿„ÄîÄ¼þ¡£



‘ίλόξι²»ÄÜ´ò¿ªÔÚ£¨nn£©Ò³ÖÐÒýÓÃμÄÎÄ¼þι£

Äú²âÈëÁ£Ö»„ð RD£¨ÒýÓÃÎÄμμ£©Óð£¬μ« Word ²»ÄÜ´ò¿ªÔÚ,ÃÓðÖÐÄüÄüμÄÎÄμμι£

„üÖý´ίλό

- ÑìÔñÎÄÁÐÄ³Ö»²Ü×÷£°
  - È·±£ÎÄ¼þÎ»ÓÚ Word ÖýÔÚÈÑÈ÷μÄ´ÄÄì´ÍÄ¿Ä¼ÖÐι£
  - ÔÚÓðÖÐμÄÎÄ¼þÄüÇ°Äæìí¼ÓÖ»„ðÄ·¾¶££È·±£ÔÚÓðÖÐμÄÄ¿„ðÄ·¾¶¶££È´ÓÄ£«·Ð±„Ü×Ö·üι£
  - ¼ì²ë´ÄÄìÇý¶¶Æ÷ÖÐμÄ´ÄÄìÈÇ·ñÈÇÖýÈ·μÄÄìι£
  - ¼ì²ëÈÇ·ñÄ¬½ÓÄ£ÍøÄÇÇý¶¶Æ÷ι£
  - ¼ì²ëÎÄ¼þÈÇ·ñ±»Èø¶¶ι£
  - ¼ì²ëÈÇ·ñÓÐÆäÈüÈÈÖýÔÚÈ´ÓÄ,ÄÎÄ¼þι£
  - ¼ì²ëÎÄ¼þÈÇ·ñ±»Èð»μι£ÈÇ·ñÈÇ£¬ÒðÓÄ±„·ÝÄìÀ´»Ö„ÄÎÄ¼þι£
- ÓÐ¹Øìí,½éÈÜ£¬²í¼ü:ÒýÓÃÎÄμμι±Öð.

ήίόξι²»ÄÜ¶Á»ðĩÔÊ³⁄₄ÎÄ¹⁄₄þ¡£

ÄúÊ¹ÓÄÄËÒ»„ð IMPORT Óò£¬μ« Word ²»ÄÜ¶Á»ðĩÔÊ³⁄₄ÄúÒªÊäÊëμÄÎÄ¹⁄₄þ¡£

„üÖýήίό

- Ñ¡ÔñÎÄÁÐ²Û×÷£°
  - ¹⁄₄î²éÎÄ¹⁄₄þÊÇ·ñ±»Ëð»μ£¬ÊÇ¹û±»Ëð»μ£¬ÔòÓÄ±·ÝÄì»Ö„·ÄÎÄ¹⁄₄þ¡£
  - Ê·±£ÎÄ¹⁄₄þμÄ,ñÊ¹⁄₂ÊÇ Word μÄ¿Ê¶Á,ñÊ¹⁄₂¡£ÓÐ¹Øíê¡,¹⁄₂éÊÜ£¬²î¹⁄₄û´ò¿ªÆäÊüÓ¡ÓÄ³¡Ðò
- ´´¹⁄₂μÄÎÄμμ.
- ÓÐ¹Øíê¡,¹⁄₂éÊÜ£¬²î¹⁄₄û IMPORT Óò.

ίίόξιÇëÊäÈëÊý×Öιξ

Äú²äÊëÁËÒ»,öÖð£¬,ÃÓðÆÚíûÊäÊëÒ»,öÊý×Ö£¬μ«ÊÇ,ÃÓðÖÐμÃÊäÊëïÊ´²»ÊÇÊý×Öιξ

üÖýίίό

- ÔÚ°ĬÊÊμÃĤ»ÖÃ¼üÊëÊý×Öιξ  
ÓÐ¹ØÓðÀàÐĬ°Ĭ,ÁĤμÃĤĤ,½éÉÜ£¬²Ĥ¼üÓðÀàÐĬ¼°Ö,ÁĤ.

## ῑίλόξῑÃ»ÓÐÖ\_¶ῑÃ¼pÃûῑ£

Äú²âÊëÁËÒ»\_ðÊ¹ÓÃÎÃ¼pÃûμÃÓðᵢªÄýÈç£¬INCLUDEᵢçIMPORT  
»ðÒýÓÃÎÃμμÓðᵢ£μ«Ã»ÓÐÖÚ\_ÃÓðμÃÎàÓᵢÎ»ÖÃ¼üÊëÎÃ¼pÃûᵢ£²Î¼ûINCLUDE Óð£¬IMPORT  
Óð£¬ᵢᵢÒýÓÃÎÃμμÓðᵢ£

### \_üÖýῑίό

- ÑᵢÔñÎÃÁÐÃ³Ò»²Ù×÷£°
  - ÔÚÓðμÃÎàÓᵢÎ»ÖÃ¼üÊëÒ»\_ðÎÃ¼pÃûᵢ£
  - 1 ᵢᵢ°²âÊëᵢ±²Ëμ¥ÖÐ£¬ÑᵢÔñᵢ°Óðᵢ±ÃüÁî (ALT, I, D)ᵢ£
  - 2 ÔÚᵢ°²âÊëÓðÃàÐᵢᵢ±¿ðÖÐ£¬ÑᵢÔñÔª²âÊëμÃÓðÃàÐᵢᵢ£
  - 3 ÔÚᵢ°Ö\_Áîᵢ±¿ðÖÐ£¬ÑᵢÔñÔ»\_ðÎÃ¼pÃûᵢ£
  - 4 ÑᵢÔñᵢ°ᵢᵢ¼Öᵢ±°\_Ã¥ᵢ£
  - 5 ÑᵢÔñᵢ°Ë·¶ᵢᵢ±°\_Ã¥ᵢ£
- ÓÐ¹ØÎëᵢ¼æÉÜ£¬²Î¼û ÓðÃàÐᵢ¼°Ö\_Áî.

ήίόξĩÄ»ÓÐŦ`Òáí¼îÄ¼`Êìð¿£

²ăĚěÁĚÒ»„öGLOSSARY Óð£¬μ«ÊÇ¼üĚěμÄ¼îÄ¼`ÊìðÄü²»ÊÇÒŦŦ`ÒăμÄ¼îÄ¼`ÊìðÄü¿£

„üÖý`ήίό

- ÑĩÔñĩÄÁÐÄ³Ò»²Û×÷£°
  - Define the glossaryÊìðÄü¿£
  - ¼üĚěÖŦŦ`ÒăμÄ¼îÄ¼`ÊìðμÄÄü³Æ¿£
- ÓÐ¹Øĩēĩ,½éÉÜ£¬²ĩ¼ü GLOSSARY Óð.

## ήίόξιInclude ²»ÄÜòýÓÃ×ÔÉίξ

Äú²äÊëÁËÒ»„ð INCLUDE Óð£¬²φÇÒ³ðİÖÁËİÄÁĐ¹⁄,ÖÖÇé¿ð£°

- ÄúËù„ð³ðμÄİÄ¹⁄pÄû°ü¬ÁËÒ»„ð¶İÖİ¬Ò»„ðİÄ¹⁄pÄûμÄòýÓÃίξ
- ÄúÖ„¶İÁËÒ»„ðİÄμμÄû£¬,ÄİÄμμÖ±¹⁄₂ÓμØ»ðÖİİ¬¹ýÆäËËμÄİÄμμÄ¬òýÓÃ°ü¬¬ÊÖðμÄİÄμμίξ

Èç¹ûİÄ¹⁄pÄûÊÇ°ü¬,ÄÖðμÄİÄμμÄû

- Đp„ÄİÄ¹⁄pÄûίξ

Èç¹ûİÄ¹⁄pÄûòýÓÃÁíÖ»„ðİÄμμ

1 ¹⁄ì²éÓĐ INCLUDE ÓðμÄÆäËËİÄμμ£¬,ÄÖðòýÓÃÄËμÚÒ»„ðİÄμμίξ

2 ³ÖĐøËÑË+£¬Ö±ÖÁÖÖμ¹⁄₂òýÓÃμÚÒ»„ðİÄμμμÄ INCLUDE Óðίξ

3 μ±ÖÖμ¹⁄₂,ÄòýÓÃË±£¬ÖÚ°İËËμÄİ»ÖÄÖĐ¶İ¶İÖİÄμμμÄ°ü¬¬Á¬ÖÖ±ÜÄä¶İÖÓð×ÔÉίμÄòýÓÃίξ  
ÓĐ¹Øİêİ,¹⁄₂éËË£¬²¹¹⁄û INCLUDE Óðίξ

ήίόξιÔÚ½Å×çìçÒ³Ã¼ìçÒ³½Å»òÅú×çÖÐ²»ÔÊĐíÊ¹ÓÃË÷Òýì£

ÔÚ Word ÖÐ£¬²»ÄÜ°Ñ INDEX Óð²åËëμ½½Å×çìçÒ³Ã¼ìçÒ³½Å»òÅú×çÖÐì£

üÖýήίό

- ÔÚÎÄμμÖÐ²åËë INDEX Óðì£  
ÓÐ¹Øìê½éÉÜ£¬²¹¼û INDEX Óð.

## ᾿ίίόξἰΈ±ÉÙ±È¹ἰ²Ù×÷ἰξ

Äú²ăĖĕÁĖÒ»ἰ IF Óðξ¬μ«Ä»ÓĐ¹¼üĖĕÒ»ἰđĕÖûμÄ±»²ăĖÖìđ¹¼pξ¬¹¼Έ±ÉÙ²Ù×÷·ûἰªÄýĖçξ¬=ξ¬> »ò  
<ξ¬ÓÖĖ±ÉÙἰÉ±È¹ἰμÄμÚΠpἰð±í᾿Ė¹ἰξ

### ἰüÖý᾿ίίό

- ÑἰÔñĬÄÁĐÄ³Ò»²Ù×÷ξ°
- Ĭí¹¼ÓĖ±Ä©μÄ²ἰ·Öἰξ
- ÓÄἰÖἰñ¹ἰ²«μÚÓ»ἰð±í᾿Ė¹ἰç²Ù×÷·û°ĬμÚΠpἰð±í᾿Ė¹ἰà»¥ἰðἰξ  
ÓĐ¹ĐĬĭἰ¹ἰéÉÜξ¬²Ĭ¹¼ü IF Óðἰξ



᾿ίίό£ĳĒ±ĒŮ²āĒŌìð¼þμÄμŮŦþ²ĳ·Ōĳ£

Äú²āĒēĀĒŌ»¸ð IFĳϕ NEXTIF »ð SKIPIF

Óð£¬μ«Ā»ÓÐ¼üĒēŌ»¸ðíēŌûμĀ±»²āĒŌìð¼þ£¬Ē±ĒŮĀĒŌ±ĒĒ½ĭμÄμŮŦþ¸±í᾿ĒĒ½ĳ£²ĭ¼ûIF Ōðĳϕ  
NEXTIF Ōð °ĭ SKIPIF Ōðĳ£

¸üŌý᾿ίίό

- ÑĳŌñĭĀĀÐĀ³Ō»²Ů×±£°
- ĭĭ¼ÓĒ±ĒŮμÄμŮŦþ¸±í᾿ĒĒ½ĳ£
- ÓĀĳŌñ°ÑμŮŌ»¸±í᾿ĒĒ½ĳϕ²Ů×±¬û°ĭμŮŦþ¸±í᾿ĒĒ½ĭā»¥¸ðĳªĳ£  
ÓÐ¹Øĭēĭ¼ēĒŮ£¬²ĭ¼û ŌðĀāÐĭ¼°Ō,Āĭ.

## ᾿ίλόξῖÈ±ÉÙ²âÊÔìð¼þῖ£

Äú²âÊëÁËÒ»ð IF ῖϕ NEXTIF »ð SKIPIF Óð£¬μ«Ã»ÓÐ¼üÊë±»²âÊÔμÄìð¼þ£¬²î¼ü IF Óð, NEXTIF  
Óð°íSKIPIF Óð.

### üÖý᾿ίλό

- ÑῖÔñíÄÁÐÄ³Ò»²Ù×÷£°
- ÔÚÓðÀàÐÍÄú°ó¼üÊëÒ»ð²âÊÔìð¼þῖ£
- ÓÃζÖñ°ÑμÚÓ»ð±í᾿ίÊ½ῖϕ²Ù×÷·ü°ÍμÚΠþð±í᾿ίÊ½îà»¥ðζªῖ£  
ÓÐ¹Øîêῖ½éÉÜ£¬²î¼ü ÓðÀàÐÍ¼°Ö,Áî.

ῑίόξῑÃ»ÓÐÖ\_¶ῑῑÓῑÓÃ³ìÐòῑ£

Äú²âĖĕÁĖÖ»\_ð DDE »ð DDEAUTO ÓðÓð£¬μ«Ã»ÓÐ¼üĖĕÖªÁῑ½ÓμÃÓῑÓÃ³ìÐòÃûῑ£

\_üÖýῑíó

- ḢῑÔñĬĀÁÐÃ³Ö»²Û×÷£°
  - ¼üĖĕÖªÁῑ½ÓμÃÓῑÓÃ³ìÐòÃûῑ£
  - °ḢÐĀĬϥῑῑÆāĖüÓῑÓÃ³ìÐò,ῑῑÆμ½¼ðìü°āĖĬ£¬Ė»°óῑῑ°±à¼ῑ±²Ėμ¥ÖÐ£¬ḢῑÔñῑ°Ö³ìùÁῑ½Óῑ±ÃüĀî
- (ALT, E, L) £¬ÖÖ²âĖĕ DDE »ð DDEAUTO ÓðÖÐῑ£  
ÓÐ¹Øĭêῑ½éĖÜ£¬²ĭ¼ü DDE Óð »ðDDEAUTO Óð.

## ᾿ίλόξῖÃ»ÓÐ,ø³öÊéÇ©Ãûῖ£

Äú²âÊëÁËÒ»„öÊ¹ÓÃÊéÇ©μÃÓð£¬μ«Ã»ÓÐÔÚ„ÃÓðμÃĩàÓĩĩ»ÖÃ²âÊëÊéÇ©Ãûῖ£

„üÖý᾿ίλό

- ÔÚĩàÓĩĩ»ÖÃ¼üÊëÒ»„öÊéÇ©Ãûῖ£

## ²âÊëÒ»„öÊ¹ÓÃÊéÇ©μÃÓð

- 1 ᾿Óῖ²âÊëῖ±²Ëμ≠ÖÐ£¬ÑῖÔñῖ°Óðῖ±ÃüÁĩ (ALT, I, D)ῖ£
- 2 ÔÚῖ²âÊëÓðÀaĐĩῖ±¿òÖÐ£¬ÑῖÔñÒ²âÊëμÃÓðÀaĐĩῖ£²ĩ¼üÓðÀaĐĩ¼°Ö„Áĩ.
- 3 ÔÚῖ°Ö„Áĩῖ±¿òÖÐ£¬ÑῖÔñÒ»„öÊéÇ©Ãûῖ£
- 4 ÑῖÔñῖ°ĩĩ¼Óῖ±°᾿Á≠ῖ£
- 5 ÑῖÔñῖ°Ë·¶᾿ῖ±°᾿Á≠ῖ£  
ÓÐ¹Øĩēĩ,½éÉÜ£¬²ĩ¼üÓð.

1 'Óí<sup>2</sup>aÈëj±'Èµ¥ÖÐ£~ÑíÔñí°Óój±ÃüÁî (ALT, I, D)£  
2 ÔÚí<sup>2</sup>aÈëÓòÀaĐÍj±£òÖÐ£~ÑíÔñí°Í¼ÁÍ¼~j±Ñíĩñ£  
3 ÔÚí°Ô.Áîj±£òÖÐ£~ÑíÔñÔ»,óÍ¼ÁÍ¼~'ÈìòÃü<sup>3</sup>Æ££  
4 ÑíÔñí°Í¼Ój±°'À¥££  
5 ÑíÔñí°È.¶j±°'À¥££  
ÓĐ¹Øİēİ,½ēÉÜ£~²Í¼Ů GLOSSARY Óò.

[illegible]

ííó£ĩÃ»ÓÐÕÒµ½Ë÷Òýĩĩ£

Äú²âËëÁËÒ»ð INDEX Óð£¬µ«„ÃÎÃµµÃ»ÓÐ°ü°¬ Index Entry£¬Ë÷Òýĩĩ£©Óð££Word ²»ÄÜ  
´´½´´Ã»ÓÐË÷ÒýĩĩµÃË÷Òýĩ£

²âËëË÷ÒýĩĩÓð

1 Ñĩ¶´´ÓÃÓÚË÷ÒýµÃÎÃ±¼ĩ£

2 ´´Óĩ°²âËëĩ±²Ëµ¥ÖÐ£¬ÑĩÔñĩ°Ë÷Òýĩ±ÃüÁî (ALT, I, E)£

3 ÑĩÔñĩ°Ë·¶´´ĩ±´´Ã¥ĩ£

ÓÐ¹Øĩëĩ,½éÉÜ£¬²î¼û INDEX Óð°ÍIndex Entry fields.

ίίόξĩÃ»ÓÐÖ\_¶'ÐòÁÐĩ£

Äú²âĒëÁĒÖ»„ö Sequence Óð£¬µ«Ã»ÓÐ¹¼üĒëÖ»„öÐòÁÐÃüĩ£

\_üÖý'ίίό

- ÔÚÓòÖÐİàÓİİ»ÖÃ¹¼üĒëÖ»„öÐòÁÐÃüĩ£  
ÓÐ¹Øİēİ¹⁄₂éÉÜ£¬²İ¹¼üĩ°ÐòÁÐĩ±Óò.



ίίόξῖÃ»ÓĐ,ø³öÑùÊ½Ãûῖ£

Äú²âÊëÁĚÒ»„ö STYLEREFξ“ÑùÊ½Ě÷Òý£© Óò£¬μ«Ã»ÓĐ¹⁄üĚë±êìâ¹⁄₄¶±ðÑùÊ½Ãûῖ£

„üÖýίίό

- ¹⁄üĚëÒ»„öÑùÊ½Ãû£¬»ðŒß¹⁄üĚëÒ»„ö 1 μ½ 9 Ö®¹⁄äμÄĚý×ÖÀ  
“ÑῖÖñ±êìâ¹⁄₄¶±ðÑùÊ½Ö»¹⁄₄¶±êìâμ½³⁄₄Ä¹⁄₄¶±êìâῖ£  
ÓĐ¹⁄ēìῖ½éÉÜ£¬²ῖ¹⁄û STYLEREF Óò.

## ήίόξῖΆ»ΌΘΌΌμ½ΆζΆ¼ήῖξ

Άú²âĒēÁĒÒ»ᵣδ TOC£"ΆζΆ¼£© Όð£¬ΌΌ´Ό

TC£"±ήῖξ©ΌðΌΘ±à×«ΆζΆ¼£¬μ«ᵣ,ΆίΆμμμΆ»ΌΘ°ü°¬Ēī°±ήῖξΌðῖξĒðΆ»ΌΘ±ήῖ»ð±ēìá¼¶±ðÑùĒ½£¬Word²»ΆÛΌÚίΆμμμΌΘ´´½"ΆζΆ¼ῖξ

### ᵣüÖý´ήό

- ÑῖΌñίΆÁĐĂ³Ò»²Û×÷£°
- Ēç¹úίΆμμμΌΘ°ü°¬±ēìá¼¶±ðÑùĒ½£¬¬ΌðĐᵣ,Ά,ΆΌðĒ¹Ēü´Ό±ēìá¼¶±ðÑùĒ½ΌΘ±à×«ΆζΆ¼ῖξ
- ¶ΌΌª°üÁ"ΌÚΆζΆ¼ΌΘμμΆζΌ»ήῖ²âĒēò»ᵣδ TC Όðῖξ  
ΌΘ¹Đēìᵣ½ēĒÜ£¬¬ί¼û TOC ΌðίTC Όð.

ήίόξίİΆμμÖĐÃ»ÓĐÖ\_¶ÑùÊ½μÄŎýİÄ;£

Äú²âĖĕÁĖÖ»\_ð

STYLEREF£ÑùÊ½Ė÷Òý£©Óð£¬²¢¼üĖĕÁĖÖÚİÄμμÖĐ¶¬ÒâμÄÄ³\_ðÑùÊ½Äû£¬μ«\_ÄÑùÊ½»¹Ä»ÓĐÓıÓ  
ÄÓÚİÄμμÖĐμÄŎýİÄÖĐ;£

\_üŎýήίό

- ÑıŎñİÄÁĐÄ³Ö»²Ü×+£°
- °ÑÒªÒýÓÄμÄÑùÊ½ÓıÓÄÓÚİÄμμμÄŎýİÄÖĐ;£
- ÖÜ\_ÄÓðÖĐ¼üĖĕÖ»\_ð²»İ¬μÄÑùÊ½Äû;£  
ÓĐ¹Øİēİ½éÉÜ£¬²İ¼ü STYLEREF Óð.

## ἱίόξῖἌ»ÓÐÖ\_Π`Ö÷là

Äú²âĖëÁĖÒ»\_ö DDE »ò DDEAUTO Óð£¬μ«Ἄ»ÓÐ¼üĖëÒªἌ´½ÓμἈÖ÷là»òİἈ¼p²¿·ÖμἈἈü³Æ¿£

\_üÖý´ίίό

- T¼üĖëÖ÷làἈüªÀýĖç£¬ÔÚ Microsoft Excel μἈ¹×÷±íÖÐμἈμ¥Ôª\_ñ·Πİ§¿£

## ²âĖëÖ»\_ö DDE »ò DDEAUTO Óò

- 1 °ÑÐἈİç´ÓÆäĖüÓ!ÓἈ³İÐò\_´ÖÆμ½¼δİü°ḂÖÐ¿£
  - 2 Òª²âĖë DDE »ò DDEAUTO Óð£¬¿É´Ó¿±à¼¿±²Ėμ¥ÖÐÑ¿Ôñ¿°Ñ¿ÔñÐÔÖ³¿ü¿±ἈüÁî (ALT, E, S)¿£
  - 3 ÔÚ¿°Ėý¼ÝἈḂİ¿±¿òÖÐ£¬Ñ¿ÔñÒªİ¼Óμ½İἈμμÖÐμἈḂἈİçἈḂİ¿£
  - 4 Ñ¿Ôñ¿°Ö³¿üἈ´½Ó¿±°´Ἀ¥¿£
- ÓÐ¹Øİē¿½éĖÜ£¬²İ¼ü DDE Óò°İDDEAUTO Óò.

ήίόξιόύμύξήηηξ©ò³μἈἘ÷òýñîöðóðò»\_ðîþðξμἈἘέç©îξ

μ±Ἀú²ḁἘë»ð\_üðἈò»\_ð INDEX ÓðÊ±ξ¬Word ·çĭÖἈἘò»\_ð Index Entry  
Óðξ¬ĭø\_ἈἘ÷òýñîóð°ü°¬μἈἘέç©Ἀû»ðÕßἈ»Óðĭĭ'òḁξ¬»ðÕß\_ἈἘέç©ἈûÖð°¬Óð·ç×ÖἈ\_îçἘý×Ö»ðĭἈ»®  
ĭßμἈἈḁἘü×Ö·ûîξ

\_üÖý'ήίό

- \_üÖý Word ÖýÖÚĭÖÊ³¼μἈò³ἈæÖðμἈἘέç©Ἀûîξ  
Óð¹ðĭêĭ\_½éÉÜξ¬²ĭ¼û INDEX Óð°ĭIndex Entry fields.

## ᾿ίλόξϊίᐅᐃξμἈἘέÇ©×ÔòýÓÃ¡£

Äú²ǎĖǎÁĖÒ»„ǒĖ¹ÓἈἘέÇ©μἈÓò£¬μ«ÔÚᐃÂ¼üĖĖμἈἘέÇ©ἈÚĖ´°¬Ò»„ǒĭǎĭ¬μἈÓò¡£

„üŒý᾿ίλό

- ḼĭÔñĬĀÁᐃḂ³Ò»²Û×÷£°
  - ÖØᐃÂŦ᾿ÒǎĖέÇ©£¬ÒÔ±ǎĖü²»°ü°¬ĖüòýÓἈμἈÓò¡£
  - Ė¹ÓἈÒ»„ǒ²»ĭ¬μἈἘέÇ©¡£
- Óᐃ¹Øĭēĭ½éĖÜ£¬²ĭ¼û ÓòÀàᐃĭ¼°Ö„Áĭ.

ήίόξιόύμύεήηηξ©ò³έϊμΆϊΆμμ×ôòýóΆϊϐθξιξ

Äú²âÊëÁËÒ»,ðÓð£¬.ÃÓðÐèÒªÊ¹ÓÃ×÷ÎªÓðÃÚÈÝμΆϊΆ¼þÃû£¬μ«¼üÊëμΆϊΆ¼þÃûÊ  
ÊÇ°üº¬,ÃÓðμΆϊΆμμÃûιξ

üÖýήίό

- ÔÚ,ÃÓðÖÐ¼üÊëÒ»,ð²»Í¬μΆϊΆμμÃûιξ

òýóΆϊΆμμÖθμΆϊΆ±³¼»ðÃ³Ò»Ò³

- Ê¹ÓÃ REFERENCEιφPAGEREF£¨Ò³Ê÷Òý£©»ð STYLEREF£¨ÑüÊ¹Ê÷Òý£©Óðιξ²¼ü  
REFERENCE ÓðιφPAGEREF Óð°íSTYLEREF Óð.  
ÓÐ¹ØÎêι,½éËÛ£¬²¼ü ÓðÀàÐÍ¼°Ö,Áî.





## ᾿ίλόξϊίᐅᑭμÄÊ®Áù½øÖÆÊý¡£

Äú¼üÊëÁËÒ»„öîᐅᑭμÄÊ®Áù½øÖÆÊý¡£Ê®Áù½øÖÆÊýÊÇÒÖÊ®Áùîªμ×±íÊ¾μÄ£¬ÓÃîÒ»μÄÊý±êÊ¶  
0 μ½ 15¡£Êý×Ö 0 μ½ 9 ±íÊ¾ 0 μ½ 9£¬×ÖÄ, A μ½ F ±íÊ¾ 10 μ½ 15¡£ÄýÊÇ£¬ÒÖ 10 îªμ×μÄÊý 43  
ÒÜÊ®Áù½øÖÆμÄ¼ÆÊý¡μí³Öᐅ¿ÉÖÖ±íÊ¾³Ê 2B¡£

Ê®Áù½øÖÆÊýÒ²¿ÉÖÖÓÃ¡°0X¡±¿·£¬¬±íÃ÷,Ã±íÊ¾·±íÊ¾μÄÊýÊÇÒ»„öÊ®Áù½øÖÆÊý¡ªÄýÊÇ£¬0X2B  
ÊÇ°ÑÒÖ 10 îªμ×μÄÊý 43 ×÷îªÊ®Áù½øÖÆÊýμÄÁíÖ»ÖÖ±íÊ¾¼½·¡£

### „üÖý᾿ίλό

- ÒÖÖýË·μÄᐅîÊ½¼üÊëÊ®Áù½øÖÆÊý¡£  
Óᐅ¹ᐅîĭ½éÉÜ£¬²î¼û QUOTE Óð°ÍPRINT Óð.

ἴλιόξῖὸ»\_öîᐅᓃ\$μÄ×Ö·û·ἡίᓃῖᓃ

Äú²âĖĕÁĖÒ»\_ö´øÓᐅ \p ħ<sup>a1</sup>ØμÄ Óð £¬μ«ĖùÖ\_ἡμÄ×ÖÄ\_ἡίᓃĖ³ᐅð²»ÖýĖ·ῖ<sup>a</sup>ÄýĖç£¬ÄúÖ\_ἡμÄĖ³ᐅðî<sup>a</sup> D  
μ½ A£¬ἡᐅ²»ĖÇ A μ½ Dῖ£

\_üÖý´ίλιό

- \_üÖý×Ö·û·ἡίᓃ£¬Ė»°óÔÙĖÔÒ»´ίῖ£  
Óᐅ¹Øîĕῖ½éÉÜ£¬²î¼û INDEX Óð.

## ἴίόξἵ±ίμÄÄÚÈÝÎϐΘξἵ£

Äú°ÑÒ»\_ðÓð²âÈëμ½Ò»\_ð±íμ¥Ôª\_ñÖÐ£¬μ«ÓðμÄ\_  
ÄÚÈÝ°ü°¬ÄËÒ»\_ð±íἵ£²»ÄÜ°ÑÒ»\_ð±í²âÈëμ½ÁíÒ»\_ð±íÖÐἵ£

°ÑÓðÄÚÈÝÖÐμÄ±í±ä»»³É´øÓÐÖÆ±í·ûμÄÎÄ±³⁄₄

- ´Óἵ°±íἵ±²Ëμ¥ÖÐ£¬ÑἵÔñἵ°½«±í×ª»»³ÉÎÄ±³⁄₄ἵ±ÃüÁÎ (ALT, A, T)ἵ£

## ²éζ´ÓðÄÚÈÝ

- ´Óἵ°²éζ´ἵἵ±²Ëμ¥ÖÐ£¬ÑἵÔñἵ°Óð´úÂëἵ±ÃüÁÎ (ALT, V, C)ἵ£  
ÓÐ¹ØÎĭ¹⁄₂éËÜ£¬²ĭ¹⁄₄û ÓðÀàÐĭ¹⁄₄°Ö\_ÁÎ.

ήίόξίίβ·½«Êý×ÖïÔÊ¾³ÉÖ,¶µÄ,ñÊ½¿

Äú²âÊëÁÊÖ»,öÖð £¬²çìí¼ÓÁÊÖ»,ö±íÊ¾Êý×Ö,ñÊ½µÄ,ñÊ½»¯¹Ø£¬µ« Word  
²»ÄÜ°ÑÓðÄÜÊÝ×ª»³ÉÖ,¶µÄ,ñÊ½¿£ÄýÊç£¬ÄúÖ,¶ÁÊÂÁíÊý×Ö,ñÊ½£¬µ«ÄÊý»ðÖß´óÓÚ  
5000£¬»ðÖßÊçÖ»,ö,°Êý¿

üÖýήίό

- ÑïÖñíÄÁÐÄ³Ö»²Ù×+£°
- ÐµÄ,ÄÓð£¬Ê¹ÓðÄÜÊÝÊç¾ßÓÐÖ,¶,ñÊ½µÄÊý×Ö¿
- ÐµÄÊý×ÖµÄ,ñÊ½¿  
ÓÐ¹Øêí½éÊÜ£¬²í¼û ÖðÀàÐí¼Ö,Áî.

ίίόξι\_ñÊ½×Ö·û´®ÖÐ°üº¬²»Æ¥ÄäµÄÖý°Ä¡£

Äú°ŊÒ»\_ðÈÖÆÚ¡ªÊ±¼ä»ðÊý×Ö\_ñÊ½¿ª¹Ø²äÊëµ½Ò»\_ðÖòÖÐ£¬µ«Ä»ÓÐÓÄÊ«Òý°Ä°Ŋ\_ÄÖ\_ÁîÖýÈ·µØÀ  
´ÆðÀ´¡£

\_üÖý´ίίό

- È·±£È«Òý°Ä³É¶Ö³ð¡ÖÖÓ\_ÄÖ\_ÁîÖ®Ç°°¡Ö®°ó¡£  
ÓÐ¹ØĚĭ½éÉÜ£¬²ĭ¼û ÓðÀàÐÍ¼°Ö\_Äĭ.

ííó£ı\_ñÊ½ı<sup>a1</sup>Ø±ØĐëÊÇμÚÒ»\_ö\_ñÊ½ı»¯ı<sup>a1</sup>Øı£

Äú²äÊëÁÊÒ»\_öÖð£¬²çİı¼ÓÁÊÒ»Đ©ı<sup>a1</sup>Ø£¬ÆäÖĐ°üÄ¬\_ñÊ½ıı<sup>a1</sup>Ø£¬ÊÇ\#»ò  
\\@ı£\_ñÊ½ıı<sup>a1</sup>Ø±ØĐëÊÇμÚÒ»\_öı<sup>a1</sup>Ø£¬ÆäÊüÖ\_¶ıı<sup>a1</sup>Ø±ØĐëİ»ÓÚ\_ñÊ½ıı<sup>a1</sup>ØÖ®°ó£Ö»Òªİ»ÓÚÆäÊüı<sup>a1</sup>  
ØÖ®Ç°£¬\_ñÊ½ıı<sup>a1</sup>Ø³⁄₪ıÊÒÓİ»ÓÚÓòÀàĐÍÄüÖ®°óμÄÊİ°İİ»ÖÄı£

\_üÖý´ííó

- ½«\_ñÊ½ıı<sup>a1</sup>ØÒÆμ½ÆäÊüı<sup>a1</sup>ØÖ®Ç°ı£  
ÓĐ¹Øİêİ\_½éÉÜ£¬²İ¼û General Switches.

ήίόξῖΆ»ΌΘΠΐΌαÑùÊ½ῖ£

Äú²âÊëÁËÒ»„ð STYLEREF Óð£¬μ«Ëù¼üÊëμÄÑùÊ½ ÄúÊ´Ä»ΌΘΠΐΌαῖ£

„üÖýήίό

- ÑῖÔñĬĀÁĐǺ³Ò»²Û×÷£°
- ¼üÊëÒ»„ðÒÑΠΐΌαμÄÑùÊ½Äúῖ£
- ¼üÊë 1 μ½ 9 Ö@¼äμÄËý×Ö±íÊ³¼±êĭâ¼Π±ðÑùÊ½.
- ÓÄÄúÖªÖýÓÄμÄÑùÊ½Äú´´½´´Ò»„ðĐÄμÄÑùÊ½ῖ£  
ΌĐ¹Øĭêĭ½éÉÜ£¬²ĭ¼û STYLEREF Óð.

ίίόξĩÃ»ÓÐÖ\_ŋ\_ζ<sup>a1</sup>Ø²ÎÊýĩ£

ÄúÔÚÓòÖÐ²âÈëÁËÒ»,öζ<sup>a1</sup>Ø£¬μ«Ã»ÓÐ¼üÈëζ<sup>a1</sup>ØÖ,Áîĩ£

\_üÖý´ίίό

- ÑĩÔñĬÃÁÐÃ³Ò»²Û×÷£°
  - ÔÚζ<sup>a1</sup>Ø°óÃæ¼üÈë,½¼ÓÖ,Áîĩ£
  - É¾³ýζ<sup>a1</sup>ØÖ,Áîĩ£
- ÓÐ¹ØĬēĬ,½éÉÜ£¬²Ĭ¼û ÓòÀàÐĬ¼°Ö,Áî.



ήίόξ½Α×ççÒ³Ã¼çÒ³½Α»òΑύ×çÖÐ²»ÔÊĐí´æÔÚ±ίξ

ÄúÊÔÍ¼ÔÚ½Α×ççÒ³Ã¼çÒ³½Α»òΑύ×çÖÐ²äÈëÒ»ö TOC £¨Ä¿Ã¼Óð£©Óðç

üÖýήίό

- ÔÚÎÄμμμÄÆäËüÎ»ÖÃ²äÈë TOC Óðç  
ÓÐ¹Øêĭ½éÉÜ£¬²¼¼û TOC Óð.

ήίόξιόείΆä·ûÆ¥ÄäµÄ×Ö·û´©ì«³µξ

Äú²âÊëÁËÖ»¸ð IFj¢NEXTIF »ð SKIPIF Óð£¬µ«ÓëµÚ¶p,ð±í  
īĒ½ÖÐµĀī´Ää·û°ī´Ää·û°óµÄ×Ö·ûĀÆ¥ÄäµÄµÚÖ»¸±íīĒ½ÄÚËÝ³¬¹ýÁË 128 ,ð×Ö·ûξ²í¼û IF Óðj¢  
NEXTIF Óð°íSKIPIF Óð.

¸üÖýήίό

- ÑjÖñĀÄÐÄ³Ö»²Û×÷£°
- °ÑÆ¥ÄäĀÄ×ÖµÄ³µ¶ĒĒ¼ðÉÛµ½ÐjÓÚ 128 ,ð×Ö·ûξ
- ¸×¼Ë·µØÖ,¶Ē¼ðÐÐ±Ë½ĀµÄµÚ¶p²¿·Öξ  
ÓÐ¹ØĒĒ¼éÉÛ£¬²í¼û ÓðÄäÐĀ¼°Ö,ĀĤ.

ήίόξίîÖªμÄìδ¼þ²Ù×÷ήÁë½

Äú²âÊëÁËÒ»ð IF½NEXTIF »ð SKIPIF

ÓðÓð£¬μ«Ã»ÓÐ¼üÊëíêÖûμÄªâÊÒìδ¼þ£¬Ê±ÉÙÁË±Ê½î²Ù×÷μÄ²Ù×÷·û²¿·Ö½ªÁýË££¬=½> »ð <-½î²¼û  
IF Óð½NEXTIF Óð°íSKIPIF Óð.

üÖýήίό

- ì½ÓËùÊ±ÉÙμÄ±Ê½î²Ù×÷·û½  
ÓÃ¿Ö,ñ°ÑμÚÒ»ð±ήîÊ½½½²Ù×÷·û°íμÚ¶þ,ð±ήîÊ½îà»¥,ð¿ª½  
ÓÐ¹Øíê½½éÉÜ£¬²î¼û ÓðÀàÐí¼°Ö,Áî.

´ίίόξιÔÚ,ñÊ½×Ö·û´®ÖÐ´æÔÚÎ´ÖªμÄ×Ö·ûι£

ÄúÔÚÈÖÆÚιªÊ±¼ä»ðÊý×Ö,ñÊ½ζª¹ØÖÐ¼üÈëÁËÒ»»,ð×Ö·û£¬¶ø,Ä×Ö·û²»ÊÇÔòμÄ,ñÊ½×Ö·ûι£

,üÖý´ίίό

- Ê³¼³ýÎ´Öª×Ö·ûι£  
ÓÐ¹Øîîι½éÉÜ£¬²Î¼ü ÓðÀàÐÍ¼°Ö,Áî.

ήλόξίήÖµÄ info 1Ø¼ü×Öίξ

Äú²âÈëÁĚ INFO Óò£¬µ«¶ŒÖ³ìðÖªÒªĐĀĩϕ¼üÈëÁĚÒ»„ð²»ŒýĚ·µÄ±êÇ©ίξ

üŒýήλό

- ÖØĐÂ¼üÈë±êÇ©ίξ  
ÓĐ¹Øĩēĩ½éÉÜ£¬²Ĵ¼û INFO Óò.

ήίόξίήÖªμÄζª¹Ø²ίÊýì£

Äú²âÊëÁĖÖ»„öÓò£¬μ«Ėù¼üĖëμÄζª¹ØÖ„Áî Word ²»ÄÜÊŋ±ðì£

„üÖýήίό

- T¼üĖëÖ»„öÓÐÐ\$μÄζª¹ØÖ„Áî£  
ÓÐ¹Øĭĭ¼½éÉÜ£¬²¼¼û General Switch.

## ΌòμÄÇηì×ì«Éì£

ÄúÔÚÒ»„öÖðÖÐ²âĖĕÁíÒ»„öÓð£¬,ÄÓðÓÖ°ü°¬ÆäĖüÓð£¬½á¹ûÇηì×ÉìŋĖ³¬¹ý 20 „öÓð£

„üÖý´ííó

1 ÖØÐÂ¿¼ÄÇÒ³ÓðÖ´ÐÐμÄ²Ü×÷£

2 ²ð·ÖÓð£

ÓÐ¹Øĭĭ½éÉÜ£¬²ĭ¼û ÓðÀàÐí¼°Ö,Áĭ.

ÎÄ¼p£`ÎÄ¼pÃû£©²»¿ÉÓÃ¡£

ÄúÊÔÍ¼´ð¿ª»»,ð±£´æÔÚÍøÂçÇý¶¯Æ÷ÖÐµÄÎÄ¼p£¬µ«ÆäÊôÊËÖýÔÚÊ¹ÓÃ,ÎÄ¼p¡£

¸üÖý´îó

- µÈµ½,ÎÄ¼p¿ÉÓÃµÄ±±°ð£¬ÔÙÖÖÐÃ´ð¿ª,ÎÄ¼p¡£



## „ÄÏÄ¼pÊÇÖ»¶ÁÏÄ¼pj£

ÄúÊÔÍ¼±£´æÖ»„öÖ»¶ÁÏÄ¼p»ðÒÔÖ»¶Á·½Ê½´ò¿ªµÄÏÄ¼pj£Word²»ÄÜ±£  
´æ¶¶ÔÖ»¶ÁÏÄ¼pÊü×÷µÄÐÞ„Äj£

### ±£´æ¶¶ÔÐÄÏÄµµµÄÐÞ„Ä

- 1 Ñ;Ôñ;°È·¶;±°´Á¥j£
- 2 ÔÚ;°ÏÄ¼pÄû;±¿ðÖÐ£¬¼üÊöÖ»„ö²»Í¬µÄÏÄ¼pÄûj£
- 3 Ñ;Ôñ;°È·¶;±°´Á¥j£

### ´Ó Word ÍÄµµÖÐÇà³ýÖ»¶ÁÊðÐÔ

- 1 ´Ó;°ÏÄ¼pj±²Êµ¥ÖÐ£¬Ñ;Ôñ;°´ò¿ª±ÄÜÁÏj£ (ALT, F, O)j£
- 2 ÔÚ;°ÏÄ¼pÄû;±¿ðÖÐ£¬¼üÊöËùÒª´ò¿ªµÄÏÄµµÄûj£
- 3 Çà³ý;°Ö»¶Áj±,´Ñ;¿òj£

ÎÄ¼þì«´ó£¬²»ÄÜ±£´æ¡£É³¼³ýÒ»Ð©ÎÄ±³¼£¬È»°óÔÙÊÔÒ»Î£

ÄúÊÔÍ¼±£´æÒ»,ðíÄµµ£¬¶ø,ÄíÄµµì«´óÒÔÔÁÓÚ²»ÄÜ±£´æ¡£

„ÄÉÆ·½“

1 Ñ¡¶²·Ö·ÖÎÄ±³¼£

2 ´Ó¡°±à¼¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°¼ðÇÐ¡±ÄüÁî (ALT, E, T) ½«ÆäÒÆµ½¼ðìù°äÖÐ¡£²¡¼ü¡ÖÊ³¼¼ðìù°ä.

3 ´Ó¡°±à¼¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°Ô³ìù¡±ÄüÁî (ALT, E, P) £¬°Ñ±»É³¼³ýÎÄ±³¼´Ó¼ðìù°äÖÐ\_  
Ô³ìùµ½ÁÒ»,ðíÄµµÖÐ¡£

4 ÔÙ´Î±£´æÎÄµµ¡£

Èç´ù´ËìüçÊÔÊ»³ðíÖ£¬Öø,´ËÊð´ýì£¬Ö±µ½ÎÄµµ,ÉÔÔ±£´æÎªÖ¹¡£

¹Ø´Î´óÎÄµµÄíêì,½éÉÜ£¬²¡¼ü½“ÁÆ³ðÎÄµµ.

„ñÊ½À×Ôîî'î£¿

ÄúÊÔí¼ÔÚÃ»ÓÐÑîî',ñÊ½µÄÇé¿ðîÄ,´ÖÆ,ñÊ½£¬´ÊÊ±ÒÑÖ,îî´ÓÃ,Ã,ñÊ½¼üÊêîÄ±³µÄ³¼ßîâî»ÖÃî£

„üÖý'îîó

1 Ñîîî´øÓÐÒª,´ÖÆ,ñÊ½µÄîÄ±³¼î£

2 °´ ENTER ¼üî£

3 ¿ªÊ¼¼üÊêîÄ±³¼î£

„ñÊ½ËÍù°í‘j£¿

ÄúÊÔí¼ÔÚÑ¡¶‘ÁË,ñÊ½Ö®°óÁ¢¼’,‘ÖÆ,Ã,ñÊ½j£Word Ñ¬ÊÒª°ÑÖ,¶‘μÄ,ñÊ½,‘ÖÆμ½°í‘j£

„üÖý‘íó

1 Ñ¡¶‘ÒªÊ¹ÓÃ,Ã,ñÊ½μÄÎÄ±³¼j£

2 °‘ENTER ¼üj£

**Word <sup>2</sup>»ÄÜŦĂ\_ĂİĂμμÖΘμĂ\_ňĚ<sup>1</sup>/<sub>2</sub>ı£**

ÄúĚÔÍ<sup>1</sup>/<sub>4</sub>°ÑÒ»\_öÍĂμμ×<sup>a</sup>»»Î<sup>a</sup> Word \_ňĚ<sup>1</sup>/<sub>2</sub>£¬μ« Word ÎƁ··×<sup>a</sup>Öě£»»òŒİĂμμÖΘÍÍ<sup>1</sup>/<sub>4</sub>ÓμĂ\_ňĚ<sup>1</sup>/<sub>2</sub>Ì«Ŧàı£

\_üÖý´İİó

- ÑıÔňİĂÁĐ<sup>2</sup>Ü×÷£°
- <sup>2</sup>»Ö<sup>a</sup>ŦŒÍĂμμ×÷Ì«ŦàĐƁ\_Ăı£
- Ě<sup>1</sup> Microsoft Excel ÎĂ<sup>1</sup>/<sub>4</sub>Ɓ»ò·Ŧİ\$ĐıÓÚ 31 Ä\_ı£

## ÔÚÒ»Ò³¡çÒ»ÐÐ¡çÒ»\_ö½Å×ç»ðÁú×çÖÐ¼üÈëÁË¶à\_öÄ¿±ê¡£

Äú¼üÈëµÄÄ¿±êÖÐ°ü°¬Ä³ÄàÄ¿±êµÄ¶à\_öÊµÄý¡£Òðíª Word Ä¬ÈÏËý×ÖíªÖ³Äë¬¬íóµÄ¼üÈëÄ¿±êËç°  
1p5

Ö\_Ê³¼ Word í¬È±ìø×ªµ½µÚÒ»»Ö³°íµÚíàÒ³¡£

### \_üÖý´íó

■ ¼üÈëÒ»\_ö¡°¶¶í»¡±Ä¿±ê£¬\_ÄÄ¿±êÒ»³¼ÓÐíÁÁÐËýÀà¿ÉÄÜµÄÄ¿±ê×éÖÐµÄÄ³Ò»Àà£°  
½Ú¡çÒ³Äæ°íÖ³í£´´ÐÐ¡ç½Å×ç»ðÁú×ç).

■ ÓÁÒÓíÁÁÐ±íÖ\_¶¶Ö³¶¶í»µÄí¡£

¶ ¼üÈëÁÚËÝ

ÐÐ Í°óÄæ¼üÈëÐÐ°Ä

Ò³ p ±íÊ³¼íÁÒ»Ò³£¬»ðÕß p °óÄæ¼üÈëÒ³Äë¬¬»ðÕßÖ»¼üÈëÒ³Äë±³¼É¡£

ÄýËç£¬Ò³ÒÆµ½íÁµµÖÐµÄµÚ 14 Ò³£¬¿É¼üÈë p14 »ðÕß 14 ¡£

½Ú s ±íÊ³¼íÁÒ»½Ú£¬»ðÕß s °óÄæ¼üÈë½Ú°Ä¡£

ËéÇ© ÊéÇ©Äü

½Å×ç f ±íÊ³¼íÁÒ»\_ö½Å×ç£¬»ðÕß f °óÄæ¼üÈë½Å×ç°Ä¡£

Áú×ç a ±íÊ³¼íÁÒ»\_öÁú×ç£¬»ðÕß a °óÄæ¼üÈëÒ»\_öÁú×ç°Ä¡£

×çËí£°Ò³ìøµ½íÁµµÖÐµÄÄ³\_ö´ó\_Áí»ÖÄ£¬¿É¼üÈëÒ»\_ö°óÄæ\_úÖÐ % °ÄµÄËý×ÖíªÄýËç£¬¼üÈë 50%  
¿ÉÒÆµ½íÁµµÄÖÐ¼ä¡£

## ¶Í»£°

ÄúŃĭŎňÁĚĭ°¶Í»ĭ±ÄüÁĭĭ£

## Ö,¶Ŏ»öÄĭ±ê

■

¼üĚëÁÐŎŰĭ°¶Í»ĭ±ÄüÁĭŎ÷ĭâŎÐμÄÄ³,öÄĭ±ê£°ĚéÇ©ÄüĭŎŎ³ÄëĭŎ½Ű°ÄĭŎÐÐ°ÄĭŎ½Ä×ŎÄĭŎÄü×Ŏ°Ä»ð°Ű·  
Ŏ°Äĭ£

ĭĭ ¼üĚë

ÐÐ ĭ°óÄæ¼üĚëÐÐ°Ä

Ŏ³ p ±ĭĚ³¼ĭÄŎ»Ŏ³£¬»ðŎßŎŰ p °óÄæ¼üĚëŎ³Äë£¬»ðŎßŎ»¼üĚëŎ³Äë±¼Ěĭĭ£  
ÄýĚç£¬Ŏ°ŎÆμ½ĭÄμμŎÐμÄμŰ 14 Ŏ³£¬ĭĚ¼üĚë p14 »ðŎß 14

½Ű s ±ĭĚ³¼ĭÄŎ»½Ű£¬»ðŎßŎŰ s °óÄæ¼üĚë½Ű°Äĭ£

ĚéÇ© ĚéÇ©Äü

½Ä×Ŏ f ±ĭĚ³¼ĭÄŎ»ö½Ä×Ŏ£¬»ðŎßŎŰ f °óÄæ¼üĚë½Ä×Ŏ°Äĭ£

Äü×Ŏ a ±ĭĚ³¼ĭÄŎ»öÄü×Ŏ£¬»ðŎßŎŰ a °óÄæ¼üĚëŎ»öÄü×Ŏ°Äĭ£

×ŎĚĭ£°Ŏ°ĭøμ½ĭÄμμŎÐμÄÄ³,ö°ó,Äĭ»ŎÄ£¬ĭĚ¼üĚëŎ»ö°óÄæ,úŎÐ % °ÄμÄĚý×ŎŎĭ°ÄýĚç£¬¼üĚë 50%  
ĭĚŎÆμ½ĭÄμμμÄŎÐ¼äĭ£

## ĚĭŰ,ÄÄüÁĭ

- ŃĭŎňĭÄÄÐÄ³Ŏ»²Ű×÷£°
- °´ ESC ¼üĭ£
- ŃĭŎňĭ°ĚĭŰĭ±°´Äŷĭ£

²»ÄÜ°Ñ\_ÃÑ¡¶`ÄÚÈÝÕ³Ìùμ½±íÖÐ¡£

ÄúÊÔÍ¼°ÑÃ³Ñ¡¶`ÄÚÈÝ¡ªÄýÈÇ£¬¼ðÌù°ãÖÐμÄÄ,Ñ¡¶`¡ªÕ³Ìùμ½Ò»\_ö±íÖÐ£¬ÖâÊÇ Word  
Ëù²»ÔÊÐÍμÄ²Ù×÷¡£

\_üÖý´íó

1 Ñ¡¶`ÒªÕ³Ìùμ½±íÖÐμÄÎÄ±³¼»ðÍ¼ÐÎ¡£

2 ´Ó¡°±à¼¡±²Ëμ¥ÖÐ£¬Ñ¡Ôñ¡°Õ³Ìù¡±ÃüÁî (ALT, E, P)¡£



²»ÄÜ, 'ÖÆ»òÒÆ¶ Ñî¶ÄÚÈÝî£

ÄúÊÔÍ¼ÒÆ¶ »ò, 'ÖÆ Word Èù²»ÔÊĐÍÒÆ¶ »ò, 'ÖÆµÄÄ³Ñî¶ÄÚÈÝî£

,üÖý'íó

1 Ñî¶ÒªÒÆ¶ »ò, 'ÖÆµÄÎÄ±³¼»òÍ¼Đî£

2 'Óî°±à¼î±²Ëµ¥ÖĐÑîÔñî°, 'ÖÆî±ÄüÁî (ALT, E, C) »òî°¼ôÇĐî±ÄüÁî (ALT, E, T)î£

²»ÄÜ°Ñ\_ÄÑ¡¶`ÄÚÈÝ²âÈëµ¹²±íÖÐ¡£

ÄúÔÚ±íÖÐ²âÈë Word ²»ÔÊÐí²âÈëµÄÄ³Ñ¡¶`ÄÚÈÝ¡£

\_üÖý´íó

1 Ñ¡ÔñÒ²²âÈëµ¹²±íÖÐµÄÄ±³¼»ðí¼Ðí¡£

2 Ò²Ñ\_ÄÑ¡¶`ÄÚÈÝÒÆ¶»»ð,´ÖÆµ¹²±íÖÐ£¬¿É´Ó¹±à¼¡±²Èµ¥ÖÐÑ¡Ôñ¹°ðÇÐ¡±ÄüÁî (ALT, E, T) »ð¡°,´ÖÆ¡±ÄüÁî (ALT, E, C) ¡£

3 ´Ó¹°±à¼¡±²Èµ¥ÖÐ£¬Ñ¡Ôñ¹°Ö³¡ù¡±ÄüÁî (ALT, E, P)¡£

## Ëð½øì«¶à¡£

Ëð½øì«¶à£¬òòöâóúòúò³ǺæéíǺ»óð¿ö¼ǻ¿é¹©´òó¡¡£

### „üÖý´ííó

- ÉèÖǺËð½ø£¬É¹ËüÖǺÉú±£Áðò»„ðǺ¬ÈíÖÆ±í·ûμǺ¿í¶Èè¡  
×øÉí£°òú Word öðò»„ðǺ¬ÈíÖÆ±í·ûμǺ¿í¶ÈèÇ 0.5 Óø´ç¡£Ǻú¿Éòòòú¡°öÆ±í·û¡±¶¶ö»°  
¿ò£´¡°„ñÉ½¡±²Ëμ¥öðμǺ¡°öÆ±í·û¡±ǺüÁí£©öð¼¡²éíǺμμöðöÆ±í·ûμǺ¿í¶Èè¡£

- $\tilde{N}_j \hat{O} n \hat{I} \hat{A} \hat{\Delta} \hat{U} \times \varepsilon^\circ$
- $\frac{1}{4} i^e \text{WIN.INI } \hat{I} \hat{A} \frac{1}{4} p \ddot{O} \hat{D} \mu \hat{A} \text{INI-PATH= } \hat{D} \hat{D} \hat{E} - \hat{D} \hat{B}, \hat{A}_{\hat{Z}} \hat{E} \hat{A} \hat{U} \mu \hat{A} \frac{1}{4} u \hat{E} \hat{E} - \hat{f} \hat{o} \hat{J} \hat{E} \hat{i} \frac{1}{4} o \hat{T} \ddot{O} \hat{A} \hat{E} \hat{o} \hat{T} - \tilde{N}_j \hat{f} \hat{E} - + \hat{a} \frac{1}{4}$   
WIN.INI  $\hat{I} \hat{A} \frac{1}{4} b \hat{E} \odot$ .
- $\hat{E} - \pm \hat{E}^\circ \hat{u}^\circ - \text{WINWORD.INI } \hat{I} \hat{A} \frac{1}{4} p \mu \hat{A}' \hat{A} \hat{A} \hat{l} \hat{i} \rangle \acute{O} \acute{U} \acute{O} y \hat{E} - \mu \hat{A}' \hat{A} \hat{A} \hat{I} \hat{C} y \hat{T} - \hat{A} \div \hat{O} \hat{D}.$
- $\hat{E} - \pm \hat{E} \hat{A} \hat{A} \hat{I} \hat{C} y \hat{T} / \hat{A} + \hat{O} \hat{N} \hat{A} - \frac{1}{2} \acute{O} j^a \hat{A} y \hat{E} \hat{C} \hat{F} - \hat{A} - \frac{1}{2} \acute{O} \hat{l} \hat{O} \hat{A} \hat{C} \hat{C} y \hat{T} / \hat{A} \div j \hat{E}$
- $\hat{E} - \pm \hat{A}_{\hat{Z}} \hat{A} \frac{1}{4} \mu \hat{A} \hat{E} - \cdot \hat{a} \hat{O} \hat{U} j \hat{E} \hat{C}^1 \hat{u} \hat{A}_{\hat{Z}} \hat{A} \frac{1}{4} 2 \rangle \cdot \hat{a} \hat{O} \hat{U} \hat{E} - \hat{O} \hat{o}'' \frac{1}{2} \rangle \hat{A}_{\hat{Z}} \hat{A} \frac{1}{4} j \hat{E}$

²ǎÈëÊéÇ©£°

ÄúÊÔÍ¼ÔÚÎÄµµÖÐ²ǎÈëÒ»,öÊéÇ©\_j£

Ö\_¶ÊéÇ©Ãû

- Ñ¡ÔñĬĀÁĐǺ³Ò»²Û×÷£°
- ¼üÈëÒ»,öĐÂµǺÊéÇ©Ãûj£
- ¼üÈëÒ»,öÒªÖØĐĀ¶ÖǎµǺÒÑÓĐµǺÊéÇ©Ãûj£

**Word** **Ä»ÓÐ×ã¹»μÄÄÚ´æ¡£ÄúÊÇ·ñÒ<sup>a1</sup>/<sub>2</sub>«£·ÎÄ¹¼pÃû£©Áí´æÎ<sup>a</sup>£·ÎÄ¹¼pÃû£©£¿**

ÄÚ´æÒÑÓÃÎ£¬Äú±ØÐëÈ·ÈĬÊÇ·ñ±£´æÎÄμμ¡£

Word ´ĬÓÚÄÚ´æ¹¼«ÉÜμÄÇé¿ö£¬²»ÄÜμ÷ÓÃ¶Ĭ»°¿ò¡£Î<sup>a</sup>±£´æÖýÔÚ²Ü×÷μÄÎÄ¹¼p£¬Word ìá³öÓÃ

RESCUEN.DOC ÎÄ¹¼pÃûÄ´±£´æ£¬´Ĭ N ÊÇÓ»¿öÓÃÄ

´Ĭ¹¼ÎÄ¹¼pÇø±ðÓÚÆäÈüÎÄ¹¼pμÄËý×Ö¡£Äú¿ÉÒÖÓÃ RESCUEN.DOC ÎÄ¹¼pÄ´±£´æÎÄμμ,Ò²¿ÉÒÖ²»±£´æ.

**¶ĬÖĬĬ´Ĭ±£´æÎÄ¹¼p°ó×÷¹ýÐÞ\_ÄμÄÎÄμμ¹²ØÐÐ±£´æ¡£**

- ÑĬÔñĬ°ÊÇĬ±°·Ä¥¡£

**·ÄÆúĬĬ´Ĭ±£´æÎÄ¹¼p°ó×÷¹ýμÄÐÞ\_Ä**

- ÑĬÔñĬ°ñĬ±°·Ä¥¡£

ÄúÊÇ·ñÒª±£ÁôŋÔ£¨°ëÃú£©Ëù×÷µÄÐÞ\_Ä£¿

ÔÚ°ë±à¼°´¿ÚÖÐ£¬Äú´´½¨»ð±à¼°ÁËÒ»„ð°ê£¬Ê»°óÓÖÖ‘ÐÐÁËÒ»„ð²Ù×÷ªËÇÍË³ð  
Word£¬Ôâ½«·ÄÆúÄúËù×÷µÄÐÞ\_Ä£

°Ñ°ë±£´æµ½Ä£°äÉİ

- Ñ¡Ôñª°ÊÇª±°·Ä¥ª£

·ÄÆú±à¼°ÐÞ\_Ä

- Ñ¡Ôñª°·ñª±°·Ä¥ª£

ÄúÊÇ·ñÒ±£´æÒÑ¼ÇÂ¼μÄ°ê£¿

Äú¼ÇÂ¼ÄÊ°êμÄ²Ù×÷£¬μ«ÊÇÃ»ÓÐÍ´´ýÑíÔñí°í£Ö¼ÇÂ¼±À

´í£Ö¼ÇÂ¼´ý³í£¬Ê»°óÓÖ½ØÐÐÁÊÖ»¿ö²Ù×÷´ªÊÇíÊ³ö

Word£¬Öâ½«·ÄÆúμ½Ä¿Ç°ÍªÖ¹Êù×÷μÄ¼ÇÂ¼±£Äú¿ÉÒÔÑíÔñ°Ñ,Ä°ê±£´æμ½μ±Ç°Ä£°âÉí£

**To save the macro to the template**

- ÑíÔñí°ÊÇ±°·Ä¥í£  
Word °Ñ°ê±£´æμ½Ä¼pÄ£°âÉí£

·ÄÆú¼ÇÂ¼

- ÑíÔñí°·ñí±°·Ä¥í£



Ò»´İÖ»ÄÜÖ,Ŧ`Ò»ÐÐ£¬Ò»„ö½Ä×ç»ðÕßÒ»„öÄú×ç¡£

ÄúÖ,Ŧ`ÁËÒ»„ö°üÄ`ŦàÐÐ¡çŦà„ö½Ä×ç»ðÕßŦà„öÄú×çµÄÄ¿±ê¡£

„üÖý´íó

▪ ÔÚ¡°Ŧ`İ»¡±Ö,ÁîÖÐ£¬ÄúÖ»ÄÜÖ,Ŧ`Ò»ÐÐ£¬Ò»„ö½Ä×ç»ðÕßÒ»„öÄú×ç¡£

İi ¼üËëÄÜËÝ

ÐÐ ÔÚ İ °ó¼üËëÒ»„öÐÐ°Ä

Ò³ p ±İË³¼İÄÒ³£¬»ðÕßÔÚ p °ó¼üËëÒ»„öÒ³Äë£¬»ðÕß¼üËëÒ³Äë±³Éİ

ÄýËç£¬ÒÆµ½İÄµµÄµÚ 14 Ò³£¬¼üËë p14 »ðÕß 14

½Ú s ±İË³¼İÄÒ»½Ú£¬»ðÕßÔÚ s °ó¼üËëÒ»„ö½Ú°Ä

ËéÇ© ËéÇ©Äú

½Ä×ç f ±İË³¼İÄÒ»„ö½Ä×ç£¬»ðÕßÔÚ f °ó¼üËëÒ»„ö½Ä×ç°Ä

Äú×ç a ±İË³¼İÄÒ»„öÄú×ç£¬»ðÕßÔÚ a °ó¼üËëÒ»„öÄú×ç°Ä

×çËİ£°Ò°ÔÚİÄµµÖĐìø×³µ½Ò»„ö´ó„ÄµÄİ»ÖÄ£¬¿ÉÒÔ¼üËëÒ»„öó½Ó % µÄËý×Ö¡£ÄýËç£¬¼üËë 50%

¿ÉÒÆµ½İÄµµÄÖĐ¼ä¡£

ÄÜ´æ²»×ã¡£Word ²»ÄÜÏÔÊ³¼ËùÐèÒªµÄ×Öìå¡£

ÄúÊÔí¼°ÑÃ³ÖÖ×ÖìåÓ!ÓÃÓÚËùÑ¡¶µÄÏÄ±³¼£¬È»¶¶ Word Ä»ÓÐ×ã¹»µÄÄÜ´æÀ  
´ÖýÈ·µØÏÔÊ³¼ÖâÐ©×Ö·û¡£

Ôö¼ÖÄÜ´æ

1 ÍË³ò Word¡£

2 Ôö¼ÖÄÜ´æ.

3 ÖÐÐÄÆó¶¶ Word¡£

º²×º´ðÓ¡»ú

- ´Ó!°ÏÄ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ!º´ðÓ¡ËèÖÃ¡±ÃüÁ! (ALT, F, R)¡£²Ï¼û!º´ðÓ¡ËèÖÃ¡±ÃüÁ!  
ÓÐ¹Øì!½éËÜ£¬²Ï¼û Windows ÍÄµµ×ÊÁ!¡£

ÄÜ´æ²»×āı£¹Ø±ÕÒ»\_öÓ!ÓÃ³İĐòı£

ÓÉÓÚÄúÔÚÔĚĐĐ Word μÄÍ¬Ě±£¬»¹ÔĚĐĐÁĚÆăĚüÓ!ÓÃ³İĐò£¬Òò¶øμ¼ÖÄĚÄÜ´æ²»×āı£

\_üÖý´İİó

1 ¹Ø±ÕÆăĚüÄ³Ò»Ó!ÓÃ³İĐòı£

2 Ěç¹ú±ØÒª£¬Ôö¼ÖÄÜ´æı£

ÄÚ´æ²»×ā;£¹Ø±Õ¶àÓàµÄ´ºÚ²¢±£´æÄúµÄ¹¤×÷;£

¹Ø±ÕÎÄµµ´ºÚ

- 1 ´Óì´ºÚ;±²Ëµ¥ÖÐ£¬ÑìÕñÒ»,öÎÄ¼pÃû (ALT, W, n)£¬´Ë´| n ÊÇÄúÒª´ò¿µÄÎÄ¼pÃûÇ°µÄËý×Ö;£
- 2 ´ÎÄ CTRL+F4 ×é¶¼¼ü;£

¹Ø±ÕÓìÓÃ³ìÐò´ºÚ

- 1 ´ÎÄ ALT+ESC ×é¶¼¼ü¬Ö±µ½Òª¹Ø±ÕµÄÓìÓÃ³ìÐò´ºÚ³öÎªÒì;£
- 2 ´ÎÄ ALT+F4 ×é¶¼¼ü;£

±£´æÄúµÄ¹¤×÷

- ÑìÕñÎÄÄÐ³Ò»²Ù×÷£º
- ´ÓìÎÄ¼p;±²Ëµ¥ÖÐ£¬ÑìÕñì´£æ;±ÃüÁ (ALT, F, S);£
- ÊÇ¹ú±ØÒª£¬Òö¼ÓÄÚ´æ;£

ÄÜ´æ²»×āḡ£¹Ø±Õ¶àÓàµÄ´º¿ÚÈ»ºóÖØÐÂ¼ÇÂ¼ḡ£

ÄúÕýÔÚ¼ÇÂ¼Ò»öê£¬¶¶ Word ÒÑÓÃíêÄÜ´æḡ£

ÄÉÆ·½·´´

1 ¹Ø±Õ²»ÐèÒªµÄ´º¿Úḡ£

- Òª¹Ø±ÕÃµµ´º¿Ú£¬¶¶ CTRL+F4 ×éḡ¼ḡḡ£
- Òª¹Ø±ÕÓ!ÓÃ³!Ðð´º¿Ú£¬¶¶ ALT+F4 ×éḡ¼ḡḡ£

2 Èç¹úÐèÒª£¬¿É²ÉÈḡÆäÈü´ê©À´Òð¼ÓÄÜ´æ.

3 ÖØÐÂ¼ÇÂ¼ºêḡ£

**ÄÜ´æ²»×āj£Word ŌýÔÚ¹Ø±ÕÕÑ±£´æµÄÎÄµµj£**

Äú³É¹µØ±£´æÁËÒ»\_ðÎÄµµ£¬µ«ÊÇ Word Ä»ÓÐ×ǎ¹»µÄÄÜ´æÄ´ÏÔÊ³¼\_ÄÎÄµµ»ðÁíÒ»\_ðÒÑ´ò¿µÄÎÄµµj£  
Ä¿Ò»\_ð´ò¿µÄÎÄµµ¶¼¼Ö¼ÓÄÜ´æj£Í´ý¹Ø±ÕÕÑ±£´æµÄÎÄµµ£¬¬Word ¿ÉÒÔÊÍ·ÄÒ»Ð©ÄÜ´æj£

ÄÉÆ·½´´

1 Ôð¼ÓÄÜ´æ.

2 ÖØÐÄ´ò¿µÄÎÄµµj£

ÄÜ´æ²»×āıξÒÑ,´ÖÆμÄŒýÎÄÖĐ×Ölâ¿ÉÄÜ²»ŒýÈ·ıξ

Ëù,´ÖÆμÄŒýÎÄÊÇÓÉ»ıııÄμμÖĐ²»ÄÜÊ¹ÓÄμÄ×Ölâ±àÄÄμÄıξÄÜ´æ²»×ăÊ¹ Word  
²»ÄÜÓÄËùÓĐμÄ×ÖlâÄ,´ÖÆŒýÎÄıξ

üŒý´ıló

- Öö¼ÓÄÜ´æ.

ÄÜ´æ²»×āı£ÁĐ±í¿ÉÄÜ²»ÍêÕûı£

ÄúŃıŎñÁĚŎ»\_öÄüÁı£¬\_ÄÄüÁıμÄ¶Ŏ»°¿òÓĐŎ»\_ö°ü°¬°Ü¶ăİfÄ¿μÄÁĐ±í¿òı£Word ĐèŎ°ÓÄÄ  
‘İŎĚ³¼ÁĐ±í¿òŎĐĚùÓĐİfÄ¿μÄÄÜ´æ²»¹»ı£

\_üŎý´İŎ

- ŃıŎñı°Ě·¶ı±´Áıı£  
¶Ŏ»°¿ò³ðİŎ£¬μ«ĚÇÁĐ±í¿òŎĐμÄİf¿ÉÄÜ²»ÍêÕûı£  
¹Ŏ±Ŏ¶Ŏ»°¿ò°ó£¬ÄúŎ²ĐıĐèŎ°Ŏö¹¼ŎÄÜ´æ.



ÄÜ'æ²»×āı£Çë±£'æÎÄµµı£

Word ÒÑ¿ıÓÃİêÄÜ'æ£¬Çë±£'æÎÄµµı£

„ÄÉÆ·½·“

1 ±£'æÎÄµµı£

2 Öö¼ÓÄÜ'æ.

‘ίίόξιÔÚμÚ£“nn£©Ò³μÄ TOC ‘ÊìöÖÐÓÐÒ»\_öîᐃĐ§μÄ±êìâ¼¶±ð;£

ÄúÊÔí¼²âÊëÒ»\_ð TOC£“Ä¿Â¼£©Óð£¬μ«ÊÇÊ¹ÓÃÄÊÒ»\_öîᐃĐ§μÄ±êìâ¼¶±ðÑùÊ¹½;£

\_üÖý‘ίίό

- ¼ì²éÒ»ĬÄÄúÊÇ·ñÖýÈ·μØÊ¹ÓÃÄÊ \¿¿¹Ø£¬  
‘Ê¿¹Ø±íÊ¼ĬÄÄæμÄÊý×ÖÊÇ,ÄÄ¿Â¼ĬμÄ¼¶±ðÊýÄë;£ÀýÊÇ£¬ {tc "Markings" \l 2};£  
ÓÐ¹ØĬēĬ½éÉÜ£¬²Ĭ¼û TOC Óð;£

ÄÜ´æ²»×ã¡£Word ²»ÄÜÖ´ÐÐìæ»»²Ù×÷¡£

Word Ä»ÓÐ×ǎ¹»μÄÄÜ´æÄ´Ö´ÐÐ¡°ìæ»»¡±ÄüÁî¡£

üÖý´íó

- Ñ¡ÔñĬÄÁÐǺ³Ö»²Ù×÷£°
- Ñ¡ÔñĬÄμμÖÐ½ĬÐ¡μǺ¿·Ö£¬È»°óÔÙ´Ĭæ»»¡£
- Öö¼ÓÄÜ´æ£¬È»°óÔÙ´Ĭæ»»¡£

°èì«´ό£¬Word ²»ÄÜÔĖĐĐ;£°ÑĖü²ð·Ö³ÉÁ½,ö»ðŕà,ð°è;£

ÄúÔÚ°è±à¼´°¿ÚÖĐ´´½´´ÁĖÓĐŕàìðÓĩ³⁄₄äµÄ°è£¬Ė»°óíĖÔĖĐĐ´Ė°è;£°èµÄ´óĐ;Ó;ÓÚ 64K ÒÔÄÚ;£

üÖý´ííó

1 °Ñ°è±à¼³ÉÁ½,ö»ðŕà,ð·Ö¿µÄ°èÒÔÖ´ĐĐĖüÒ°µÄ²Ù×÷;£

2 ÔÚµÚÒ»üð°èµÄ½áĦ´;£¬Ôð¼ÓÒ»»ìðµ÷ÓÄµÚŕp,ð°èµÄÓĩ³⁄₄ä;£²í¼ú±à¼⁄₄í²âĖÔ°è.

## °ēÓĩ¼äì«³µĴ

ÔÚ°ē ±à¼´°Ĵ ÚÖĐŁ¬Äú¼üÈēÁĒÒ»Ìð°ēÓĩ¼äĴ¬µ«ĴÖĩ¼äµÄ³µĴĒ³¬¹ýÁĒÖĒĐíµÄ×Ĵ  
´ó×Ö·üĒýĴĴÄýĒçĴ¬ÄúĴĒÄÜÖÚÖ»Ìð,´ÖÖµÄÄüÄĩÖĩ¼äÖĐ°üÄĒĒ°ÜĴà²ĒĒýĴ

## üÖý´íłó

- ĴĩÖĴĩÄÁĐ²Ü×±Ł°
- Ĵĩ¼Ö·Đ±,ÜŁ¬Ł©°ĴĴĴÄ±ē¼ÇŁ¬°Ĵĩ«³µµÄ°ēÓĩ¼ä·Ö½ă³ĒÄĴĐĐĴ¼ĒÉÜÖÜ 255,ð×Ö·üµÄ×Ö·ü  
´©ĴĒÖÜ·Ö½ăÖý°ÄÄÜµÄ²ĒĒýĒ±Ł¬±ÖĐē°Ĵ²ĒĒý·Ö³ĒĴ¼´ðÖý°ÄµÄÄ½²Ĵ·ÖŁ¬ÇÖÖÜ·Đ±,ÜÇ°¼ÓĒĩ¼Ö°ÄŁ¬+  
Ł©ĴĴ
- °Ĵµ±Ç°ĐĐ²ð·Ö³ĒÄ½,ð»ðĴà,ðĐĐĴĴ

## ĴăĒ³¼

- Ēç¹üÄü¼ÇÄ¼°ēŁ¬Öð±ÖĐēĒ·±Ł,Ĵ°ēÖĐĒüÖĐĐĐµÄ³µĴĒ²»³¬¹ý×Ĵ  
´ó×Ö·ü,ðĒýĴĴÄýĒçŁ¬Ēç¹üÄü°Ĵ¼üĒēµÄ´óÄĴĴÄ±³¼¼ÇÄ¼ĴÄĴĴĴŁ¬Word ³¼°Ĵ,ĴĴÄ±³¼·Ö³ĒĴàĴÖĩ¼äĴĴ

İÈ½øÐÑıŦı£

ÄúÊÔÍ¼, 'ÖÆ»òÒÆ¶¹Ä±³¼»òÍ¼ÐÍ£¬µ«Í½øÐÑ;¶¹£¬»òÕßÐÂÎ»ÖÃ°ÍÒÀ´µÄÎ»ÖÃ¶¼²»¿É¼û£

ÖÆÎÄ±¾»òÍ¼ĐÎ

- 1 Ñ¡ŕª‘ÖÆµÄÎ±¾»ð¼Ðĭ£  
2 Ö,ŕª‘Ò²âÊëËÜÑĭÎÄ±¾»ð¼ÐĭµÂ»ÖÃ£  
3 °İÄ CTRL+SHIFT ×éºı¼üŁ¬ĬÊ±¥»÷Êó±êÓ°°ˆÅ£

ÒÆ¶̂îÄ±³⁄₄»òí¹⁄₄ĐÎ

- 1 Ñ¡¶Œ°àÒÆ¶µÄÏ±¾»ó¼ÐÍŒ  
2 Ö¶Œ°à°ÑËùÑ¡Ï±¾»ó¼ÐÎÒÆµ½µÄ»ÖÃŒ  
3 °ÏÄ CTRL ¼ú£¬¬Œ±µ÷÷Êö±êÒ°°ÀŒŒ

## İÔÊ¾ËùÓĐ´ò¿ªµÄ´¿Ú

- ◼ 'Ó¡°°¿Ú¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ÖØÅÅËùÓÐ´°¿Ú¡±ÃüÁî (ALT, W, A)¡£

μÚ£`nn£©½ÚμÄ±ß½ç±»ÉèÖÃÔÚÒ³μÄ¿É´òÓ¡ÇøÓðÖ®Íâ¡£ÊÇ·ñ¼ÌÐø£¿

ÄúŃ¡ÔñÁĖĬÄÁÐμÄÄ³Ò»²Û×÷£°

- ÄúÉèÖÄμÄ±ß½ç±»ĖĖŃ¡μÄ´òÓ¡»ú¿É´òÓ¡μÄ±ß½çÐ¡¡£ÄýĖÇ£¬´óŋàĖý¼¼¹â´òÓ¡»ú²»ÄÜÔÚ¾àÒ³±ß 0.25 ÓÇ´ÇμÄ·ŋĬ\$ÄÜ´òÓ¡£»ÆāĖĖ´òÓ¡»ú²»ÄÜÔÚ¾àÒ³±ß 0.5 ÓÇ´ÇμÄ·ŋĬ\$ÄÜ´òÓ¡¡£
- ÄúĖ¹ÓÄμÄÄ£°āĖĖ°ŭ°¬μÄ±ß½çÉèÖÄ±Ė¿É´òÓ¡μÄ±ß½çÐ¡¡£ÄýĖÇ£¬¬ÄúÔÚ·ÖÒ³½Ö½´òÓ¡»úĖĬ´òÓ¡μØÖ±ēÇ©£¬¬ŋø´Ė·ÖÒ³½Ö½´òÓ¡»úĖĬ¹ÓÄĖĬªA¬Ðø½Ö½´òÓ¡»úĖĖ¼ÆμÄÄ£°ā¡£Äú²»ÄÜÔÚ´òÓ¡»úμÄ¿É´òÓ¡ÇøððÖ®Íâ´òÓ¡ĬÄ±¾¡£

„üÖý´ĭó

- Ń¡ÔñĬÄÁÐÄ³Ò»²Û×÷£°
- 1      Òª·μ»ØĬÄμμ£¬Ń¡Ôñ¡°Ė·ŋĬ±°´Ä¥¡£
- 2      Òª·Ä±āÒ³±ß¾à£¬¬Ó¡°,ñĖ½¡±²Ėμ¥ÖÐŃ¡Ôñ¡°Ò³ÄæĖĖÖÄ¡±ÄüÁĭ (ALT, T, U)¡£
- 3      Ń¡Ôñ¡°Ò³±ß¾à¡±Ń¡ĭĭ°´Ä¥¡£
- Ė·±£ĖĖĖ¹ÓÄμÄÄ£°āÖĖ´òÓ¡»úĖĖÇÒ»ÖÄμÄ¡£  
ĖÇ¹üÐĖÒª£¬²ĭ¼Ű´ò¿²²ÇÖĖÐÐÓĖ¼b±ēÇ©°ē¡£





**³¬³ðÁĚÀĚýμÄ×ĩ´óÖμιξ**

ÄúÊÔí¼ÔÚÒ»„ð±íÖΘìí¼ÓμÄÄĚýŋàÓÚ 31ιξ±íÖΘμÄÄĚý²»ÄÜ³¬¹ý 31ιξ

### ³¬³öÁË×î´ó¿í¶Ëÿ£

ÄúÊÔí¼ÔÚÒ»„ö±íÖÐìí¼Óµ¥Ôª„ñ£¬µ«ÊÇìí¼ÓµÄµ¥Ôª„ñÊ¹Ò»»ÐÐ»ò¶àÐÐµÄ¿í¶Ë³¬´ýÁË×î´ó¿í¶ËËÖµ 22  
Óç´ç;£

### „üÖý´íó

- Ñ¡ÔñíÁÁÐ²Ù×÷£°
- Ê¹Ä±äÖ.
- Ê³¼³ýÄ.
- ÊÇ¹üÖ³ìùµ¥Ôª„ñ£¬¿É°ÑÐÂµ¥Ôª„ñÖ³ìùÔÚÒÑÐÐµÄµ¥Ôª„ñÊÍ;£

ΆζÖμ±ØÐëÔÚ£³ß´ç£©°Í£³ß´ç£©Ö®¼ä¡£

„üÖý´íló

- ¼üÊëÒ»„ö´óÐ¡ÔÚÁ½„öΆζÖμÖ®¼äμÄÊý×Ö¡£

**²Ëµ¥ÕýÎÄì«³¤¡£**

Äú¼üËëÁËì«¶àµÄ×Ö·û¡£ÔÚ¡°²Ëµ¥ÕýÎÄ¡±±£òÖÐ¼üËëµÄ×Ö·û²»ÄÜ³¬¹ý 32 ,ö¡£

°ĩ²ç¹⁄₂«ÓÃĭăĭ¬Ãû×ÖµÄÐÂÑûÊ¹⁄₂ĭæ»»µ±Ç°ÑûÊ¹⁄₂ĭ£ÄúÊÇ·ñÐèÒ³ĭæ»»ÑûÊ¹⁄₂£ĭ

ÄúÒª°ĩ²çµÄĭÄµµ»òÄ£°ă°ü°¬µÄÑûÊ¹⁄₂ ÓèÒª°ĩ²çµ¹⁄₂µÄĭÄµµÖÐµÄÑûÊ¹⁄₂¾ßÓÐĭăĭ¬µÄÄú×Öĭ£

ÓÃĭăĭ¬Ãû×ÖµÄÑûÊ¹⁄₂ĭæ»»µ±Ç°ÑûÊ¹⁄₂

- ÑĭÔñĭ°ÊÇĭ±°·Ä¥ĭ£

±£Áôµ±Ç°ÑûÊ¹⁄₂

- ÑĭÔñĭ°·ñĭ±°·Ä¥ĭ£

±Ê¹⁄₂ĭĀ¹⁄₂,ôĭÄµµÖÐ¾ßÓÐĭăĭ¬Ãû×ÖµÄÑûÊ¹⁄₂

- ÑĭÔñĭĀÄÐÄ³Ò»²Û×÷£°
- Òª²éĭ·Äĭ,ôĭÄµµµÄÑûÊ¹⁄₂¶¶·Òă£¬ÔÚĭ°,ñÊ¹⁄₂ĭ±²Êµ¥ÖÐ£¬ÑĭÔñĭ°ÑûÊ¹⁄₂ĭ±ÄüÁĭ (ALT, T, Y)  
£¬Ê»°óÑĭÔñĭ°¶¶·Òăĭ±°·Ä¥ĭ£
- ·òÓĭÄĭ,ôĭÄµµÖÐ¶¶·ÒÑûÊ¹⁄₂µÄÊµÄ÷ĭ£²ĭ¹⁄₄ü´òÓĭÑûÊ¹⁄₂ÊµÄ÷ÁÐ±ĭĭ£

ÓÏ;ÒÆ¶£¿

$$\ddot{A}u^{\circ} \cdot \ddot{I}\ddot{A} \text{ F2 } \frac{1}{4}\ddot{u}\ddot{O}^a\ddot{O}\ddot{A}\ddot{E}\ddot{\Gamma}\ddot{I}\ddot{A}\pm\frac{3}{4}\ddot{E}\neg\mu\ll\ddot{E}\ddot{\zeta}\ddot{O}^a\ddot{O}\ddot{A}\ddot{E}\ddot{\Gamma}\neg\mu\ddot{A}\ddot{I}\ddot{A}\pm\frac{3}{4}\gg\ddot{o}\ddot{l}\frac{1}{4}\ddot{D}\ddot{I}\gg\ddot{I}\ddot{I}\ddot{N}\ddot{i}\ddot{\Gamma}\ddot{i}\ddot{E}$$

üÖý'íó

1 Ñ¡¶·ÒªÒÆ¶µÄÎÄ±³¼¡£

Ñj¶µÄÎÄ±¼'øÓÐµǎĤ»®İßj£

2 °' ENTER ¼üj£

Word °ÑÑ¡¶µÄÂ±¾ÒÆµ½²ăÈëµă»ÖÃ¡

ÒÆµ½°î'¡£¿

ÔÚÑ¡¶ÒªÒÆ¶µÄÎÄ±¼°ó£¬Äú°´ F2 ¼üÒÆ¶ÎÄ±¼¡£

¼üÖý'íó

1 È·¶²äÈëµã»ðÕßÔÚÒª½ÓÊÕÒÆ¶ÎÄ±¼µÄÎ»ÖÃÉíÑ¡¶ÎÄ±¼¡£

Ñ¡¶µÄÎÄ±¼ÓÐµãÎ»»ðÕß¡£

2 °´ ENTER ¼ü¡£

×øÊí£°Èç¹üÄúÔÚ°Ñ¡î¡±¶Ô»°¿ò£¬¡°¹²¼ß¡±²Èµ¥

£©µÄ¡°Ô»»ä¡±Ñ¡îÕÐ£¬Ñ¡ÔñÁË¡°ÓÃÈäÈëÄÚÈÝ¡»»Ñ¡ÕÐÄ¿±ê¡±,Ñ¡¿ò£¬ÃÇÃ

´ÄúÒÆ¶µÄÎÄ±¼½««Ò»¡»»ÄúÑ¡¶×÷Î»Ä¿±êµÄÎ»¶ÎÄ±¼¡£

ı°ó,úÑùÊ½ı±Ãû²»´æÔÚı£

ÔÚı°ó,úÑùÊ½ı±¿òÖĐμÃÑùÊ½ Ãû²»´æÔÚ»òÕß¼üÊë²»ÖýÊ·ı£

üÖý´íló

- ¼üÊë»òÑıÔñÒÑÓĐμÃÑùÊ½Ãûı£



Word Ã»ÓÐÕÒµ½Áú×ç¡£

ÄúÊÔÍ¼ÔÚÃ»ÓÐÁú×çµÄÄµµÖÐÏÔÊ³¼Áú×ç¡£

ÎªÐÁÁú×ç´ò¼ªÁú×ç´ºñ

- ÔÚ¡º²ªÈë¡±²Ë¥ÖÐ£¬Ñ¡Ôñ¡ºÁú×ç¡±ÃüÁî (ALT, I, A)¡£

Word ã»óðõòµ½½å×ç¡£

ÄúÊÔÍ¼ÔÚÃ»ÓÐ½å×çµÃÃµµÖÐíÔÊ³¼½å×ç¡£

´´½´½å×ç

- ÔÚ¡°²ªÈë¡±²Ëµ¥ÖÐ£¬ÑíÔñ¡°½å×ç¡±±ÃüÁî (ALT, I, N)¡£

Ã»ÓÐÕÒµ½±êìá¶ÎÄä

ÎÄµµÃ»ÓÐ°ü°¬ÓÃ±êìá¼¶±ðÑùÊ½,ñÊ½»¬µÄ¶ÎÄä£¬Òð´Ê Word ²»ÄÜ±à×«Ä¿Ä¼;£

±à×«Ä¿Ä¼

- ÑÑÎÄÄÐÄ³Ò»²Ü×÷£°
- °Ñ±êìáÑùÊ½ÓÃÓÚÒªÓÚÄ¿Ä¼ÖÐ³ðÎÖµÄ¶ÎÄä£¬È»°óÓÚ´Î´´½»Ä¿Ä¼;£²¶¼ðÓÃ±êìáÑùÊ½±à×«Ä¿Ä¼.
- Ê¹ÓÃÓðÄ´´½»Ä¿Ä¼.

## Word Ã»ÓÐÕÒµ½Ë÷Òýİİİ£

„ÄÎÄµµÄ»ÓÐ°ü°¬ Index Entry Óðİ£

### ²äËë Index Extry Óò

1 ÑİŦŦ°ÒªÔÚË÷ÒýÕÐ³õİÖµÄÎÄ±³¼İ£

2 ´Óİ°²äËëİ±²Ëµ¥ÕÐ£¬ÑİÔñİ°Ë÷Òýİ±ÄüÁî (ALT, I, E)İ£

3 ÑİÔñİ°Ë·ŦŦİ±°´Ä¥İ£

ÓÐ¹Øİêİ½éÉÜ£¬²İ¹¼û Index Entry Óò.

## „Äí¼Ä¼´Êìð²»æÔÚj£

ÄúŇjÔñÁËĬÄÄÐÄ³Ò»²Û×÷£°

- ÄúŇjÔñÁË²»ÊÇí¼Ä¼´´ÊìðÄûµÄĬÄ±³¼j£
- Äú¼ûÈèÁËÒ»ðÓÐÐ§µÄí¼Ä¼´´Êìð£¬µ«ÊÇ Word °Ňí¼Ä¼´´ÊìðÄûÇ°µÄĬÄ±³¼½âÊí³É,Ä´ÊìðÄûµÄÒ»²¿·Öj£

## „üÖý´íó

- ŇjÔñĬÄÄÐÄ³Ò»²Û×÷£°
- ŇjÔñÊÇí¼Ä¼´´ÊìðÄûµÄĬÄ±³¼j£
- ĨªŇj¶µÄĬÄ±³¼¶ÖäÒ»ðí¼Ä¼´´Êìðj£
- ÔÚÒ»ÐÐµÄÐÐ£¼üÈí¼Ä¼´´ÊìðÄû£¬»ðÕßÔÚí¼Ä¼´´ÊìðÇ°¼üÈèÒ»ð¿Ö,Ňj£

ã»óðõâñùµä°ê¡£

ÄúÊÔí¼°ÑÒ» ö¼üÄë³,øÒ» ö°ê°ê£¬¶¶ø,Ã°êÔÚ´ò¿µÄÊÎÒ»Ä£  
 °äÖÐ¶¼²»´æÔÚ£¬»ðÖðÄúÔËÐÐÒ» ö°ê£¬¶¶ø,Ã°êÔÐÒ»ìðµ÷ÓÃÁíÒ» ö°êµÄÓí¼ä£¬ÔÚµ±Ç°Ä£  
 ùÖÐÁíÒ» ö°ê²»¿ÉÓÃ¡£

üÖý´íó

- ±à¼°êÓí¼ä£¬Ê¹Ëüµ÷ÓÃµ±Ç°Ä£°äÖÐ¿ÉÓÃµÄ°ê¡£

Word  $\tilde{A}$ »ÓÐÕÒµ<sup>1/2</sup>Ä¿Â<sup>1/4</sup>İİÓòj£

,ÄÎÄµµÄ»ÓÐ TC£±İİİ©Óò£¬Òò´Ë Word <sup>2</sup>»ÄÜ±à×«Ä¿Â<sup>1/4</sup>j£

±à×«Ä¿Â<sup>1/4</sup>

- ÑıŎňİÄÁÐÄ<sup>3</sup>Ŏ»<sup>2</sup>Û×÷£°
- <sup>2</sup>âÊëı°±İİı±Óò£¬<sup>2</sup>İ<sup>1/4</sup>û<sup>2</sup>âÊëÓò.
- ÓÂ±êîâÑùÊ<sup>1/2</sup>±à×«Ä¿Â<sup>1/4</sup>.  
ÓÐ¹Øİêİ<sup>1/2</sup>éÉÜ£¬<sup>2</sup>İ<sup>1/4</sup>û TC Óò.

Word Ã»ÓÐÕÒµ½ÓÃÀ´ÅÐðµÃÓÐÐ§¼ÇÂ¼¼j£

ÄúÑ¡¶µÄÄÚÈÝl«Ð¡£¬²»ÄÜÓÃÀ´ÅÐðµj£

üÖý´ííó

- Ñ¡ÔñíÁÁÐÃ³Ò»²Ü×÷£°
- Ä±äÑ¡¶ÄÚÈÝ£¬Ê¹Ö®ÖÁÉÜ°üÀ´Á½,ö¶íÁä»ðÁ½,ðµ¥Ôª,ñ£¬»ðÁ½ÐÐ£¬È»°óÔÙ´íÁÐðµj£
- Èç¹üÄúÔÚ°ÅÐðµj±¶Ö»°¿ðÐÑ¡ÔñÁË°Ö»¶ÖÖ,¶´À,ÅÐðµj±,´Ñ¡¿ð£¬ÐèÈ·±£ÔÚ°Óð°Á±¿ðÐÖ,¶µÄ,ÊÇ°üÀ´ÔÚÑ¡¶ÄÚÈÝÐ»ðÖÖÖÁÉÜ°üÀ´Á½,ðÖ,¶µ¥Ôª,ñj£



ÕäÊÇÒ»\_öÎÐ§µÄÄú×¢²Ù×÷¡£

ÄúÊÔÍ¼ÔÚÒ»\_öÄú×¢ Ä©Î²É³¼³ýÒ»\_ö¶ÎÄä±ê¼Ç£¬»ðÕ³ÔÚÄú×¢  
°\_ñÄ©Î²µÄ¿Ö¶ÎÄä±ê¼ÇÇ°¼üÊéÒ»\_ö¶ÎÄä±ê¼Ç¡£

É³¼³ýËùÓÐµÄÄú×¢

- ÔÚÎÄµµÎÄ±³ÖÐÉ³¼³ý¿Ö»\_öÄú×¢±ê¼Ç¡£

ÕàÊÇÒ»\_öîÐÐ§µÄÐÐÄ©²Ù×÷¡£

Äú°Ñ²àÊëµä¶¶»ÓÚ±íÐÐµÄ×îóµ¥Ôª\_ñµÄÓÒ±ß£¬Ê»°óÊÔí¼¼üÊëîÄ±³¼¡£

ÔÚ±íÄÚÒÆ¶¶

- °´ TAB ¼ü¡£

\_ø±íí¼ÓÒ»ÐÐ

- ÔÚ±í×îîÄ±ßÒ»ÐÐµÄ×îóÔ»\_öµ¥Ôª\_ñÖÐ°´ TAB ¼ü¡£

ÔÚ±íµÄÄ½±ß·ÄÖÃîÄ±³¼

1 ÔÚ±íµÄÊí±ß»ðîÄ±ß¼üÊëîÄ±³¼¡£

2 °Ñ±í²àÊëí¼îÄ¿ò¡£²í¼ü¶¶îÄä¡£í¼Ðî»ò±í\_ñÊëÖÃí¼îÄ¿ò.

ÕäÊÇÒ»\_öİÐÐŞµÄ½Å×ç²Ù×÷j£

ÄúÑjÔñÁĖĬĀĀĐÄ³Ò»²Ù×÷£°

- ÊÔĬ¼É³¼ý½Å×ç´°,ñÖĐµÄ×ī°óÒ»\_öŋĬĀä±ê¼Çj£
- Ėæ×Ā½Å×ç pane µÄ´òçª£¬Äú´ÓĬµµÖĐÉ³¼ýĀĖ×ī°óÒ»\_ö½Å×çĖ÷Òý±ê¼Ç£¬Ė»°ĖÊÔĬ¼ÔÚ½Å×ç´°,ñÖĐÖ´ĐĐÄ³Ò»²Ù×÷j£
- ÊÔĬ¼ÔÚ½Å×ç´°,ñÖĐ²āĖëÒ»\_öÄú×çjç·Ö½Ú·û»ö½Å×ç½Å×çj£

É³¼ýĖûÓĐµÄ½Å×ç

- É³¼ýĬĀµµŌýĬĀÖĐĀçÒ»\_ö½Å×çĖ÷Òý±ê¼Çj£



## ÕäÊÇÒ»\_öÎÐ§µÄÈÕÆÚᵢₓ

Word ²»ÄÜÊ¶±ðÄú¼üÈëµÄ×÷ÎªÈÕÆÚµÄÎÄ±³₄ₓ¬±ØÐë°·ÈÕₓ¬ÔÂₓ¬Äêₓ¬ÔÂₓ¬ÈÕₓ¬Äêₓ¬ÈÕₓÔÂₓ-ÄêµÊ\_ñÊ½±àÀÀÈÕÆÚᵢₓ

### \_üÖý´íó

- 1 ¼ì²ëÄú¼üÈëµÄÓ!´ðᵢₓ
- 2 ÔÚᵢ°¿ØÕÆÄæ°áᵢ±»ò WIN.INI ÎÄ¼þµÄ DateFormat= ÐÐÕÐÓÃ\_¶µÄÈÕÆÚ\_ñÊ½±à¼₄»ò¼üÈëÓ!  
´ðᵢₓ  
²í¼ü¶µÖÆÆô¶¬ÑᵢñÊ¬±à¼₄ WIN.INI ÎÄ¼þ£©.



## ÎÄµµÄ£°å²»´æÔÚ¡£

Word Ä»ÕÒµ½,ÄÎÄµµÄ£°å»ðÄú¼üËëÁËÒ»»²»ÖýË·µÄÎÄ¼pÄü¡£

´´½»»ð»ñË½»¯Ò»»²»òÓÓÒÒÓÄÄ£°åµÄÎÄµµ¡£

- Ñ¡ÔñÎÄÄÐÄ³Ò»²Ù×÷£°
- ´Ó¡°ÎÄ¼p¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ÐÄ½»¡±±ÄüÁî (ALT, F, N)£¬Ë¬Ë»°óÔÚ¡°Ë¹ÓÄÄ£°å¡±±¿òÖÐÑ¡ÔñÒ»»²»òÄ£°å¡£
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Äú¼ûÈëÁËÒ»\_öÎÞÐ\$µÄÎÄµµÃû»ðÄ·¼¶¼û

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ÕäÊÇÒ»\_öîÐÐ\$µÄ¶ĩ×ÖÇøÁ¿Öµ¡£

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- ¼üËëÒ»\_ðÓÐÐ§µÄÁ¿Öµ¡£

ί°\_ñÊ½ι±ζòÖÐμÄÊý×ÖÎÞÐ§ι£

ÄúÔÚι°\_ñÊ½ι±ζòÖÐ¼üÊëμÄÎÄ±¾ÊÇÎÞÐ§μÄι£

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- T¼üÊëÖ»\_ö\_ñÊ½ÊμÄý£¬¬ÄýÊç£¬¬ **A) 1. (i) [a]**

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¼üÖý´îó

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- ÑìÔñĭÄÁÐ²Ü×÷£°
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- Ñ¡ŒñĬĀÁĐĀ³Œ»²Û×÷£°
- „üŒý‘íóμÄÂ·¾¶¡£
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- ÖØÄÑ¡ÖñªÖ´ÐÐµÄ²Ù×÷ÊùÔÊÐíµÄÄíÒ»ÖÖ½·¶¡£ÓÐ¹Øíê½éÜ£¬²Î¼ûÊäÊë¼°ÐÞ\_ÄÎµµ.

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\_üÖý´íó

- ¼üËëÖ»\_öÓÐÐ§µÄÑùÊ½½Ãû;£

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- ¼üËëÒ»\_ð´óÓÚµÈÓÚ 0£¨Áã£©ÇÒÐ¡ÓÚµÈÓÚ 22 Óç´çµÄÖÆ±í·ûÎ»ÖÃ¡£

## ÎÐÐ\$µÄ WINWORD.INI ÎÄ¼þ£Word ½«Ê¹ÓÄÄ¬ÈÏÖµ£

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ÒÑ²úÉúÁÊÒ»,ðÐÄµÄ WINWORD.INI ÎÄ¼þ£

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- 1 ÖØÖÖÓÖÓÚÉèÖÖµÄ²Ëµ¥¿¼ü¿ÄüÁ¹°ÍÆäËüÉèÖÖ¿£²Î¼û¶¶ÖÆÆø¶¶Ñ¿Ï£²±à¼ WIN.INI ÎÄ¼þ£©.  
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- 2 ÒªÍË³ð Word£¬¿ÉÒÖ´Ó¼°ÎÄ¼þ¿±²Ëµ¥ÖÐ£¬Ñ¿Öñ¼°ÍË³ð¿±ÄüÁ¹ (ALT, F, X)¿£
- 3 ÖØÐÄÆø¶¶ Word¿£

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\_üŌý´íó

- ´Ó´ÅÀìÖÐÉ¾¾²»ÐèÒªµÄÎÄ¼þ£¬È»°óÔÙÊÔ×Å´òÓìÒ»´î£

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É³¼ý¼δìù°âμÄÄÜÈÝ

- Ñ¡Ôñ¡°È·¶¡±´Á¥¡£

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2 Ôð¼ÓÄÜ´æ.

×çÉÍ£°Èç¹üÄü²»ÄÜ´ò¿ªÒªÓÚÕ³ìù Word ÎÄ±¼μÄÎÄ¼pÓ!ÓÃ³!Ðð£¬ÄÇÃ´Äü¿É°Ñ Word ÎÄ±¼,´ÖÆ»ð¼δÇÐμ½¼δìù°âÉÍ£¬ÍË³ð Word£¬È»°óÆð¶¶ÆäËüμÄÓ!ÓÃ³!Ðð¡£

Word ÐèÒª, üŋàµÄÄÚ´æÒÔ±ãÄÜ, ´Ô´Ë²Ù×÷;ĲÄúÊÇ·ñÒª¼lÐøĲ

ÄúÒŊ×ðÁË´óÁĲµÄ±à¼¹×÷Ĳ¬µ«ËÇÄ»ÓÐ½øÐÐ±Ĳ´æÇÒÄÚ  
´æºÜËÙ;ĲËÇ¹ûÄúÒª¼lÐøĲ¬Òð½«²»ÄÜËĲû»ðĲ°, ´ÔĲµ±Ç²Ù×÷;Ĳ

¼lÐøÇÒ²»ËĲĲûµ±Ç²Ù×÷

- ÑĲÔñĲ°ËÇĲ±°´Á×Ĳ

ÄÜË¹ÓÄĲ°, ´ÔĲ±ÄüÁĲ

- ÑĲÔñĲĲÄÁÐ²Ù×÷Ĳ°
- ÑĲÔñĲ°·ñĲ±°´Á×Ĳ
- ±Ĳ´æĲÄµµĲ¬Ë»ºó¼lÐøŋŲÔĲÄµµ¹½øÐÐ²Ù×÷;Ĳ
- Õ´ÐÐÒ»Ð©ÐĲµÄ²Ù×÷¬ÒÔĲ³ËËùÒªµÄÐĲ, ÄĲ¬²ÇÔÚÄĲ´Ĳ, ´ÔÓµÄÐĲ, Äºó½øÐÐ±Ĳ´æĲ
- Òð¼ÓÄÚ´æ.

Ã»ÓĐ×ă'»µÄÄÚ´æ±à×«Ë÷Òý¡£

ÄúÊÔÍ¼±à×«Ë÷Òý»ò,üĐÂ INDEX ÓòÓò¡£Word Ã»ÓĐ×ă'»¿ÉÀúÓÄµÄÄÚ´æ¡£<sup>2</sup>¼ûINDEX Óò.

ÄÉÆ·½·

- Ôö¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´Î¡£



Ã»ÓÐ×ã¹»µÄÄÚ´æ¶¶Òåí¼ÎÄ¼´Êìð¡£

ÄúÊÔí¼¶¶Òå»ðí¼ÎÄ¼´Êìð£¬µ«ÊÇ Word Ã»ÓÐ×ã¹»µÄÄÚ´æÀ´Œ.ÃÊìðí¼Óµ½í¼ÎÄ¼´ÖÐ¡£

„ÄÉÆ·½“

- Ôð¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´í¡£

Ã»ÓĐ×ă'»μÄÄÚ'æİÔÊ¾'ó, Ûı£

Word Ã»ÓĐ×ă'»μÄÄÚ'æİÔÊ¾'ó, Ûı£

„ÄÉÆ·½·”

- Ôö¼ÓÄÚ'æ£¬È»°óÔÛÊÔÒ»'Îı£

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´òÓĭ¼Æ¬ıŁ

„ÄÉÆ·½·”

- Ôđ¼ÓÄÜ´æŁ¬È»°óÔÙÊÔÒ»´ĭıŁ

Ã»ÓĐ×ă'»μÄÄÚ´æ°İ²çÕâĐ©ÑùÊ½ı£

Word Ã»ÓĐ×ă'»μÄÄÚ´æ°İ²çÕâĐ©ÑùÊ½ı£¬ÈùÒÒ Word ²»ĐĐ,ÄÖÑÓĐμÄÑùÊ½ı£

ÄÉÆ·½·

- Öö¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´İı£

Ã»ÓÐ×ǎ¹»µÄÄÚ´æ¼ÇÂ¼,ÃÃüÁî£

ÄúÖýÔÚ¼ÇÂ¼Ò»¸öê£¬µ«ÊÇ Word Ã»ÓÐ×ǎ¹»µÄÄÚ´æ¼ÇÂ¼,ÃÃüÁî£

ÄÉÆ½·²·²

- ÑìÔñĬĀÁĐǺ³Ò»²Ù×÷£º
  - Ôö¼ÓÄÚ´æ.
  - 'Öĵ¹³¼ßĵ²Ěµ¥ÖĐ£¬ÑìÔñĵ¹£Ö¼ÇÂ¼ĵÄüÁî (ALT, O, R)£¬²ø
- ºÑ,Ãê·Ö³ÉÁ½,ö,üĐĵµÄê£¬È»ºóÔÚĬ¼ÇÂ¼,Ãê£
- ×øÊĬºóÔÚµÚÒ»¸öêµÄ©Ĭ²£¬ÄúĿÉÒ¼ÇÂ¼ÔĚĐĐµÚ¶þ¸öêµÄ²Ù×÷£

Ã»ÓÐ×ă¹»μÄÄÚ´æÖØÐÂ·ÖÒ³»ò´òÓı´ĚÎÄμμı£

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„ÄÉÆ·½·”

- Ôö¼ÓÄÜ´æ£¬È»°óÔÙÊÔÒ»´ıı£

Ã»ÓÐ×ǎ¹»μÄÄÚ´æÔËÐÐÓ!ÓÃ³!Ðò;£

Äú´ÓÓ!ÓÃ³!ÐòμÄ;°¿ØÖÆ;±²Ëμ¥ÖÐÑ;ÔñÁË;°ÔËÐÐ;±ÄüÁî²¢Ñ;¶´ÁË;°¼ð!ù°ǎ;±»ò;°¿ØÖÆÄæ°ǎ;±Ñ;î°  
´Ä¥£¬μ«ÊÇ Word Ã»ÓÐ×ǎ¹»μÄÄÚ´æÔËÐÐÓ!ÓÃ³!Ðò;£

„ÄÉÆ·½·”

▪            Ôö¼ÓÄÜ´æ£¬È»°óÔÙËÔÒ»´Î;£



Ã»ÓÐ×ā'»μÄÄÚ´æÔËÐÐ´Ë×ª»»³İÐòİ£

ÄúŇİÔñÁËİÄÄÐÄ³Ò»²Û×÷£°

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INCLUDE Óò.

▪ ÊÔİ¼ÒÔÁİÒ»ÖÖİÄ¼p„ñÊ½±£´æİÄμμİ£

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▪ Ôö¼ÓÄÚ´æ£¬Ê»°óÔÙÊÔ×ÄÖØÐÄÔËÐÐ×ª»»³İÐòİ£

Ã»ÓÐ×ã¹»µÄÄÚ´æÔËÐÐ DDE Ó!ÓÃ³!Ðò;£

ÄúÑ¡ÔñÁËÏÄÄÐÃ³Ö»²Û×÷£º

- µ±´ò¿ª»» ö´ø DDE ÓòµÄÄµµÊ±£¬ÊÔ!¼Æð¶ÁíãÒ»»»»»Ó!ÓÃ³!Ðò;£²!¼û DDE Óò.
- ÊÔ!¼»»ÐÄ DDE Óò;£

„ÄÉÆ·½·”

- Ôö¼ÓÄÚ´æ£¬Ê»ºÖØÐÄÔËÐÐÓ!ÓÃ³!Ðò»»ò´ò¿ªÄµµÊ

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„ÄÉÆ·½·“

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Ã»ÓÐ×ã¹»µÄÄÜ´æÔËÐÐ¡°Í¬Òå´Ê¿â±£

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- Ôö¼ÖÄÜ´æ£¬È°óÔÛÊÔÒ»´Î£

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- Ôö¼ÖÄÚ´æ£¬È»°óÔÙÊÔÒ»´¡£

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„ÄÉÆ·½·”

- Ôö¼ÓÄÜ´æ£¬È»°óÔÙ´ÍÄÄÐòj£

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Ã»ÓÐ×ã¹»µÄÄÚ´æ,üÐÂÎÔÊ¼j£

ÄúÐÞ,ÄÄË Word º£ÓÃµÄÎÔÊ¼£¬µ«ÊÇ Word Ã»ÓÐ×ã¹»µÄÄÚ´æ,üÐÂÎÔÊ¼j£

ÄÉÆ·½·´

- Ôö¼ÓÄÚ´æ¬È»ºóÔÙÊÔ×Ã,üÐÂÎÔÊ¼j£

ÔÚ<sub>í</sub>°ÆðÊ¼Ò³Âë<sub>í</sub>±°Í<sub>í</sub>°ñÊ½<sub>í</sub>±¿òÖÐμÄÊý×ÖÎÐ§<sub>í</sub>£

üÖý'íó

1 ÔÚ<sub>í</sub>°ÆðÊ¼Ò³Âë<sub>í</sub>±¿òÖÐ£¬¼üÈëÒ»öÓÐÐ§μÄÊý×Ö<sub>í</sub>£

2 ÔÚ<sub>í</sub>°ñÊ½<sub>í</sub>±¿òÖÐ£¬ÎªÄ¿,ö´ó,Ù¼¶¼üÈëÒ»ö´ø±êμãμÄÊý×Ö»ò×ÖÄ<sub>í</sub>£



Êý×Ö±ØÐëÔÚ£¨nn£©°í£¨nn£©Ö®¼äî£

„üÖý´íó

- ¼üÊëÒ»„öÔÚËùŒÖ³¼µÄ½„öÊý×ÖÖ®¼äµÄÊýî£

Έ²Ù×÷μ¼ÖÂÒ»ÐÐ»ò¶àÐÐ¹ýζίj£

ÄúÊÔÍ¼Ö´ÐÐÒ»\_öμ¼ÖÂÐÐζí³¬¹ý 22 Óφ´çμÄ²Ù×÷j£ÐÐζí²»μÄ³¬¹ý 22 Óφ´çj£

\_üÖý´ίó

- ÔÚÒª±à¼»ò\_ñÊ¹²»¬μÄÐÐÖÐ¼δÐjÄ\_ζí£¬Ê»°óÔÙÊÔÒ»´ίj£

## Ò»ÐÐ»ò¶àÐÐ¹ý¿í£¬²»ÄÜ²ð·Ö¿£

ÄúÊÔÍ¼²ð·ÖÒÔÇ°¶²¿µÄµ¥Ô°¿£¬µ««ÊÇÔÚËù²úÊúµÄÐÐÖÐÖÁËÙÓÐÒ»ÐÐ½«¿íÓÚ Word  
ÔÊÐíµÄ¿í¶££¬ÔÊÐíµÄ×î´óÐÐ¿íÊÇ 22 Óç´¿¿£

### üÖý´íó

- Ñ¿ÔñÍÁÁÐ²Ù×÷°óÔÙÊÔ×Á²ð·Ö£°
- ÔÚÒ²²ð·ÖµÄÐÐÖÐ¼ðÐ¿Ä¼¼ð¼ð¿£
- ÔÚÒ²²ð·ÖµÄÐÐÖÐ¼ðÐ¿Ä¼¿í¿£

Ô´ÎÄ¼pÓÉÓÚÑÏÖØµÄ´AAì´íó¿ÉÄÜ±»ÆÆ»µ¿ÓÃÐÂµÄÎÄ¼pÃû±£´æ¿

ÄúÊÔ¼±£´æÒ»¸öÄµµ£¬µ«ÊÇ Word ²»ÄÜ¶ÁËÔ´ÎÄµµ»ðÄ£°â¿.

¸üÖý´íó

1 ´Ó¼°ÎÄ¼p¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¼°Á´æî¿±ÄüÁî (ALT, F, A)¿

2 ÔÚ¼°ÎÄ¼pÃû¿±¿òÖÐ£¬¼üËÒ»¸öÂµÃÃû×Ö¿

3 Ñ¿Ôñ¼°È·¶´¿±´Á¿¿

4 Ò°ÓÃÔÄ´µÃÃû×Ö±£´æÎÄµµ£¬¿É´Ó¼°ÎÄ¼p¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¼°Á´æî¿±ÄüÁî (ALT, F, A)¿  
×øË£°ÈÇ¼üÄúË³ðÎÄ¼pË±Ã»ÓÐÓÃ²»ÎµÄÎÄ¼pÃû±£´æ£¬ÄÇÃ´¿ÉÄÜÎ·´´ÔÙÓÃ¿

ÎÄ¼p£·ÎÄ¼pÃû£©ÊÇÒ»\_ö£·ÎÄ¼p\_ñÊ½£©µÄÎÄµµ£¬Ä£  
°å¡£ÄüÊÇ·ñÒªÓÃ£¬ÎÄ¼p\_ñÊ½£©ÖÖÐ££

ÄüÊÖÍ¼±£´æÒ»\_ö²»ÊÇÓÃ Word ÎÄ¼p\_ñÊ½×ª»µÄÎÄ¼p¡£

ÄüÊÖÍ¼±£´æÒ»\_ö²»ÊÇÓÃ Word ÎÄ¼p\_ñÊ½×ª»µÄÎÄ¼p¡£

ÓÃ Word µÄÎÄ¼p\_ñÊ½ìæ»»ÖÍÄ¼p\_ñÊ½

- Ñ¡Ôñ¡°ÊÇ¡±°·Ä¥¡£

±£ÁôÖÖµÄÎÄ¼p\_ñÊ½¡£

1 Ñ¡Ôñ¡°·ñ¡±°·Ä¥¡£

2 Ñ¡ÔñÎÄÄÖ³Ò»²Ü×÷£°

- ÒªÓÃ²»ÎÄ¼pÃû±£´æÎÄ¼p£¬¿Ê´Ó¡°ÎÄ¼p¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°Á¡´æ¡±±ÃüÁ¡ (ALT, F, A)¡£
- ÓÃÎ¬ÑùµÄÎÄ¼pÃû±£´æ, ÎÄ¼p£¬Ê»°óÑ¡ÔñÖÖÎÄ¼pµÄÎÄ¼p\_ñÊ½¡£

×£ÊÍ

- Word Ê´ÓÃ¼òìù°åµÄ»»Ð©ìØÐÔ¡°ÊÇ¡±, ´ÖÆ¡±±ÃüÁ¡ª¿ÊÖÖ½«ÒÑ, ´ÖÆµÄÎÄ±³×ª»»ÎÄ Word \_ñÊ½¡£µ±ÎÄ¼pò¿ªÊ±£¬Word ²»ÄÜ°ÑÒÑ, ´ÖÆµÄÎÄ¼p·µ»Ø½ËüÖÁµÄ\_ñÊ½£¬Ó!ÓÃ²»ÎÄ¼pÃû±£´æ, ÎÄ¼p¡£
- ÊÇ´úÖü±£´æÒ»\_öÃ£°å°ó£¬»¹³öÖÖÊÖÄÍ£¬Öð±ØÐëÑ¡Ôñ¡°Ê¡ü¡±°·Ä¥£¬»¹½«Ã£°å±£´æÎÄ Word for Windows µÄÎÄµµ¡£

¶ÎÄä¹ý¿ìî£

Äú¼üËëÁË,°µÄËð½øÖµÊ¹µÃ¶¶ÎÄä¿ìî£³¬¹ý 22 Óç´ç»ðÕßÊ¹ÓÃ±ë³ßÉèÖÄËð½øÊ¹¿ìî£³¬¹ýÁË 22 Óç´çî£

¼üÖý´îó

- ¼ðÐì,°Ëð½øÖµÊ¹µÃ¶¶ÎÄä¿ìî£²»³¬¹ý 22 Óç´çî£

‘òÓı»ú‘ííóıξ

‘òÓı»úÇýŦ³ıĐòıϕ‘òÓı»ú»ò‘òÓıŦĚıÚ‘æÔÚÎĚıâıξ

Èç‘ûĂúÍÆ‘âĂÚ‘æ²»×ā

- Ôö¼ÔĂÚ‘æξ¬Ě»°óÔÛĚÔÒ»‘Îıξ

Èç‘ûĂúĚÔÁĚĚùÓĐ½ÚĚıĂÚ‘æμĂ·½·‘‘ξ¬μ«‘Ěİûıϕ¼ıİĐø³ôİÖ

- Ôð²ÎÖĂ Windows ÎĂμμ×ĚĂİÖĐÓĐ¹Ø‘òÓı»úμĂİĚı½éĚÛξ¬»ò‘òıª Word for Windows ÎĂμμ PRINTERS.DOC ıξÓĐ¹ØİĚı½éĚÛξ¬²Î¼û ‘òıª Word ×Ô´øμĂİĂμμ.

¼ÇÂ¼µÄ°ê¹ý³«¶øÇÒÒÑ±»½Ø¶¶ï;£

ÄúÊÔÍ¼¼ÇÂ¼¼ì«¶àµÄÒªÇó Word ±£´æµÄ²Ù×÷£¬ËùÒÔ Word ¼ø¶¶|ÁË,Ä°ê;£

üÖý´íó

1 ¼ÇÂ¼¼Á½,ö½ïÐµÄ°êÒÔÖ´ÐÐËùÒ²²Ù×÷;£

2 ÒÓµÚÒ»»\_ð°êµÄÄ©ï²£¬¼ÇÂ¼¼ÖÐÐµÚ¶þ\_ð°êµÄ²Ù×÷;£



ÄúÊÇ·ñÒªÖØŦ·ÒâÍ¼ÎÄ¼¯Êìðᵢ£

Äú¼üËë»ðŦŦ·ÁËÒ»¸öŦŦ·ÒâµÄ¼¼ÎÄ¼¯ÊìðÄüᵢ£

ÓÃŦŦ·ÄÚËÝìæ»»µ±Ç°µÄ¼¼ÎÄ¼¯ÎÄ±¾¼

- ŦŦÖŦ¼°ÊÇᵢ±°·Ä¥ᵢ£

±£Áôµ±Ç°µÄ¼¼ÎÄ¼¯ÎÄ±¾¼

1 ŦŦÖŦ¼°Ŧᵢ±°·Ä¥ᵢ£

2 ¼üËëÒ»¸²»Í¬µÄÄü×Öᵢ£

ÊÇ·ñÒªÖØŦ·Òå»ùÓÚ\_ÃÑ¡Ŧ·ÄÚÈÝµÄÑùÊ½£·ÑùÊ½Ãû£©£ž

ÄúÑ¡ÔñÁËÒ»\_ðÊ¹ÓÃÁËÑùÊ½

°ÍÒ»Ð©\_½¼Ó\_ñÊ½µÄŦÎÄæ£¬ÊÖÍ¼ÖØŦ·ÒåÒÑÓ!ÓÃÓÚ\_ÄŦÎÄµÄÑùÊ½£¬Ê»°ó¼üË»ðÑ¡ÔñÁËÒÑÓ!Ó  
ÃÓÚ\_ÄŦÎÄµÄÑùÊ½Ãû£

ÐƧ\_ÄÑùÊ½Ŧ·ÒåÒÔ±ã°ü°¬Ñ¡ŦŦÎÄÖÐµÄ\_½¼Ó\_ñÊ½

- Ñ¡Ôñ!°ÊÇ!±°·Ä¥¡£

Ó!ÓÃÑùÊ½²ç!æ»»ÒÑÓÐµÄ\_ñÊ½

- Ñ¡Ôñ!°·ñ!±°·Ä¥¡£

·µ»ØÃ»ÓÐ×÷Ëî!ÐƧ\_ÄµÄÎÄµµ¡£

- Ñ¡Ôñ!°Ë!û!±°·Ä¥¡£

ÔŦ³İĖŸ³⁄₄Ÿ£°£°Ö÷İâ£©£©²»¿ÉÓÃĭ£ÄüÊÇ·ñÒªÆðŦŦÓİÓÃ³İĐð£°ÓİÓÃ³İĐð£©£¿

ÄüÖ´ĐĐÁĖ, üĐÂÖ»„ö DDE £°ŦŦİŦĖŸ³⁄₄Ÿ¹⁄₂»»»£©ÓðµÄŦŦ×÷£Ŧµ«ĖÇ Word  
ĐèÒªµÄ»ðĖÖİ¹⁄₄ĖĭµÄĖŸ³⁄₄ŸµÄÓİÓÃ³İĐðÄ»ÓĐÖĖĐĐĭ£²¹⁄₄ü DDE Óð.

ÆðŦŦŦÓİÓÃ³İĐð

- ÑĭÔñĭ°Ė·ŦŦĭ±°´ÄŸĭ£  
×çĖİ£°ÓİÓÃ³İĐð±ØĐèÖÜµ±Ç°Ä¿Ä¹⁄₄ÖĐ»ðÖÜ¿ÉÓÃÄ·³⁄₄ŦŦµÄÄ³Ö»Ä¿Ä¹⁄₄ÖĐĭ£

½üÖ´ Word ,üĐÄ´ĖÓð

- ÑĭÔñĭ°·ñĭ±°´ÄŸĭ£

Ôð¹⁄₄Ó Word ÔĖĐĭµÄÆäĖüÓİÓÃ³İĐðµÄİİÓİĖ±¹⁄₄ä

ĖÇ¹üÆäĖüÓİÓÃ³İĐðÒŦŦÖÜÔĖĐĐ£ŦÄüµÄĖŸ³⁄₄Ÿ¿ÉÄÜÒÄÄµÓÜ,ÃÓİÓÃ³İĐðÖĐÆäĖüİÄ¹⁄₄p»ðÖßĖŸ³⁄₄Ÿµ  
Ä´İÄİÇé¿ðĭ£,ÃÓİÓÃ³İĐð,üĐÄĐÄİçĖü°ÄĖ±¹⁄₄äİ«³Ÿĭ£

- 1 ´Óİ°¹Ÿ³⁄₄ßĭ±²ĖµŸÖĐ£ŦŦĭÔñĭ°Ŧĭİĭĭ±ÄüÄİ (ALT, O, O)ĭ£
- 2 ÔÜĭ°Äà±ðĭ±¿ðÖĐ£ŦŦĭÔñ WIN.INIĭ£
- 3 ÔÜĭ°ÓİÓÃ³İĐðĭ±¿ðÖĐ£ŦŦĭÔñ Microsoft Word 2.0ĭ£
- 4 ÔÜĭ°ÆðŦŦŦİĭĭĭ±¿ðÖĐ£ŦŦĭÔñ DDETIMEOUT=60ĭ£
- 5 ÔÜĭ°ĖèÖÄĭ±¿ðÖĐ£Ŧ¹⁄₄üĖè 120ĭ£
- 6 ÑĭÔñĭ°ĖèÖÄĭ±°´ÄŸĭ£
- 7 ÑĭÔñĭ°¹Ø±Öĭ±°´ÄŸĭ£

Word ½«ÆäĖüÔĖĐĭµÄÆäĖüÓİÓÃ³İĐðµÄİİÓİĖ±¹⁄₄ä´Ó 60 ³ÆÔð¹⁄₄Óİª 120 Äèĭ£

ÊÇ·ñÒàìæ»»ÒÑÓÐµÄ£·ÎÄ¼þÃû£©£ž

µ±±£´æÎÄµµÊ±£¬Äú¼üËëÁËÒ»öÒÑÓÐµÄÎÄµµÃû£ž

ÓÃ»î¶ÎµÄÎÄµµìæ»»ÒÑÓÐµÄÎÄµµ

- ÑìÔñì°ÊÇì±°·Á¥ì£ž

±£ÁôÒÑÓÐµÄÎÄµµ

1 ÑìÔñì°·ñì±°·Á¥ì£ž

2 Îª»î¶ÎÎÄµµ¼üËë²»ÎµÄÎÄµµÃû£ž

ÄúÊÇ·ñÒªÓÃÒ³Âëìæ»»ÒÑÓÐµÃÒ³Ã¼£¯Ò³½Ä¿£

ÄúÊÔÍ¼ÔÚÒ»¸ö´øÒ³Ã¼»»òÒ³½ÄµÃ½ÚÖÐ²ãËëÒ³Âë¿£

ÓÃ½ö´øÓÐÒ»¸öÒ³ÂëµÃÒ³Ã¼£¯Ò³½Äìæ»»µ±Ç°µÃÒ³Ã¼£¯Ò³½Ä

- ÑìÔñ¿·ÊÇ¿±°·Ä¥¿£

±£Áôµ±Ç°µÃÒ³Ã¼»»òÒ³½Ä

- ÑìÔñ¿·ñ¿±°·Ä¥¿£

ÊÇ·ñìæ»»ÒÑÓÐμÄË÷Òý£¿

ÄúÊÔÍ¼ÔÚÒÑÓÐË÷ÒýμÄÎÄμμÖÐ±à×«Ò»\_öË÷Òý¡£

ìæ»»ÒÑÓÐμÄË÷Òý

- Ñ¡Ôñ¡°ÊÇ¡±°·Ä×¡£

±£ÁôÒÑÓÐμÄË÷Òý

- Ñ¡Ôñ¡°·ñ¡±°·Ä×¡£

ÊÇ·ñÒàìæ»»ÒÑÓĐµÄ°ê£¿

ÄúÊÔÍ¼¼ÇÂ¼Ò»,ð°ê£¬µ«ÊÇ¼üÈëÁĖÒ»,ðÒÑÓĐµÄ°êÄüî£Äú±ØĐëÊ·ĖĬÊÇ·ñÓĂŎýÔÚ¼ÇÂ¼µÄ°êìæ»»ÒÑÓĐµÄ°êî£

ìæ»»ÒÑÓĐµÄ°êî£

- ÑîÔñî°ÊÇî±°·Á¥î£

±£ÁôÒÑÓĐµÄ°ê

- ÑîÔñî°·ñî±°·Á¥î£

ÊÇ·ñÒàìæ»»ÒÑÓÐμÄÄ¿Â¼£¿

ÄúÊÔÍ¼ÔÚÒÑÓÐÄ¿Â¼μÄÎÄμμÖÐ²âÊëÒ»„öÄ¿Â¼¡£

ìæ»»ÒÑÓÐμÄÄ¿Â¼

- Ñ¡Ôñ¡°ÊÇ¡±°·Ä¥¡£

±£ÁôÒÑÓÐμÄÄ¿Â¼

- Ñ¡Ôñ¡°·ñ¡±°·Ä¥¡£



ÒªÇóμÄμÚÒ»\_ö¼ÇÂ¼³¬³ö°İ²ç´òÓıÊý³¼ÝÎÄ¼pμÄÄ©İ²ı£

Ö\_Π`μÄ·Πİ§Ä»ÓĐ°ü°¬Êý³¼ÝÎÄ¼pÖĐμÄÈİ°İ¼ÇÂ¼ı£ÓÃÓÚ°İ²ç´òÓıμÄ¼ÇÂ¼³¬³öÁÊÊý³¼ÝÎÄ¼pμÄÄ©İ²ı£

\_üÖý´íó

- ¼üÊëμÄ·Πİ§ÖÁÉÚÓı°ü°¬Êý³¼ÝÎÄ¼pÖĐμÄÖ»\_ö¼ÇÂ¼ı£  
×çÊÍ£°Êç¹ü¼ÇÂ¼°ÄÖýÊ·£¬Öò±£´æÊý³¼ÝÎÄ¼p£¬ÖÚÊÖÖ»¹ı£

**Word ã»ÕÒµ½ÐƦ¶©±êÖ¾¼j£**

ÄúÊÔÍ¼²éÕÒÐƦ¶©±êÖ¾¼£¬µ«ÊÇ Word ÔÚÎÄµµÕÐÄ»ÕÒµ½ËÍ°ÎÐƦ¶©±êÖ¾¼j£

ÊÇ·ñÒª±£´æ¶Ô£îÄ¼þÃû£©µÄÐÞ\_Ä£¿

ÄúÃ»±£´æ¶ÔîÄ¼þËù×÷µÄÐÞ\_Ä³¼í¹Ø±ÖÁËîÄ¼þ»òíË³ö Word£

±£´æÐÞ\_Ä

- ÑìÔñì°ÊÇì±°Á¥£

·ÄÆúÐÞ\_Ä

- ÑìÔñì°ñì±°Á¥£

²»±£´æÐÞ\_Ä»ò²»íË³ö Word£¬¼ìÐøÔÀ´µÄ²Û×÷

- ÑìÔñì°Ëìûì±°Á¥£

ÊÇ·ñÒª±£´æŧÔ£¨ÑùÊ½Ãû£©µÄÐµ\_Ä£¿

ÄûÐµ\_ÄÄÊÑùÊ½ŧ¨´Òâ£¬Ê»ºóÑ¡ÔñÁÊÒ»,ðÑùÊ½Ãû£¬Äû±ØÐëÊ·ÊİÊÇ·ñ±  
£ÁôŧÔµÚÒ»,ðÑùÊ½µÄÐµ\_Ä£

±£ÁôÐµ\_Ä

- Ñ¡Ôñ¡°ÊÇ¡±°·Ä¥£

·ÄÆûÐµ\_Ä

- Ñ¡Ôñ¡°·ñ¡±°·Ä¥£

ÄúÊÇ·ñÒ²Òª±£´æŋÔÎÄµµÄ£°åµÄÐƒ\_Ä£¿

ÄúÐƒ\_ÄÄÊ»ùÓÚÄ³Ò»Ä£°åµÄÎÄµµÖÐµÄÄ£°å¿çÍ¼Ä¼Ä¼¯´Êìð¿çÑùÊ½¿ç²Êµ¥Öµ»ð¼üÖµ¿£±£  
´æÎÄµµ°ó£¬Äú»¹±ØÐëÊ·ÊÎÊÇ·ñ±£´æŋÔÄ£°åµÄÐƒ\_Ä¿£

Ê¹Ðƒ\_ÄŋÔÊùÓÐ»ùÓÚ\_ÄÄ£°åµÄÎÄµµÓÐÐ\$

- Ñ¿Ôñ¿°ÊÇ¿±°´Ä¥¿£

±£ÁðÒÑÓÐµÄÎÄµµÄ£°å

- Ñ¿Ôñ¿°·ñ¿±°´Ä¥¿£

·µ»Øµ½ÎÄµµ

- Ñ¿Ôñ¿°Ê¿¿±°´Ä¥¿£

ÄúÐþ, ÄÄËÒ» ö»ð, ü¶àµÄ°ê¡¢²Ëµ¥Öµ¡¢¼üÖµ»ð±»¶¶'òä!¹¹²ÓÃµÄ!¼Ä!¼\_´Ê!ð£¬È»°ó!É³ð Word  
»ðÊÔ!¼±£´æÔâÐ©Ðþ, Ä¡£

**NjŌñıÊÇı±°Á¥ı£**

Word ±£æÄÉ¶Ö<sup>12</sup>ÓÄ£°ă NORMAL.DOT μĂĐÞĲĴı£

- $\tilde{N}_i \hat{O} \tilde{n}_i^{\circ} \cdot \tilde{n}_i \pm^{\circ} \cdot \tilde{A} \forall i \in \mathcal{I}$

- ÑıÔñı°Èıİûı±°Å¥ı£

ÄúÔÚ¼δìù°ǎÖÐ·ÄÖÃÁËÒ»\_ö´óÎÄ±³¼j£ÄúÊÇ·ñÔÚÍË³ö Word  
°óÒªÆäËüμÄÓ!ÓÃ³ÌÐðÈÖÄÛμÄμ½´ËÎÄ±³¼£¿

ÔÚ Word μÄ²Ù×÷ÖÐ£¬Äú°ÑÒ»\_ö´óÎÄ±³¼»ðÍ¼ÐÎ¼δÇÐ»ð\_ÖÆμ½¼δìù°ǎË£¬È»°óÍË³ö Wordj£

±£Áð¼δìù°ǎμÄÄÚËÝ

- Ñ¡Ôñ¡°ÊÇ¡±°´Ä¥j£

·ÄÆú¼δìù°ǎμÄÄÚËÝ

- Ñ¡Ôñ¡°ñ¡±°´Ä¥j£  
×çËÍ£°·ÄÆú¼δìù°ǎÄÚËÝ¿ÉÒÒÔð¼ÓÄÚ´æj£

Ã»ÕÒµ½ÒªËÑË÷µÃÎÃ±¾¼¿

ÄúËÑË÷ÁËÄ³ÌØ¶ÎÃ±¾¼¿¬µ«ÊÇ Word Ã»ÕÒµ½Æ×ÄäµÃÎÃ±¾¼¿

ËÇ¹úÄúËÏª Word Ó!ÕÒµ½ÌàÆ×ÄäµÃÎÃ±¾¼¿

- Ñ¡ÔñÎÃÁÐ²Û×÷£°
- È·±£ÔÚ¡²éÕÒÃ¿±ê¡±¿òÕÐÕýÈ·µØ¼üËëÁËÎÃ±¾¼¿²ØÖ¶ÁËÌØ¶ÎµÃ,ñÊ½¿
- È·±£ÕýÈ·µØËëÕÃÁËËÑË÷×¼Ôò¡ªÀýËÇ¬ËÇ¹úÄúÍÍú Word Ö»ËÑË÷ÓëÄúÔÚ¡²éÕÒÃ¿±ê¡±¿òÕÐ¼üËëµÃ´óÐ´ÍÐ´×ÖÃ,µÃÑùË½ÌàÆ×ÄäµÃÃÇÐ©´Ê¬¿ÉÑ¡Ôñ¡°Çø·Ö´óÐ´ÍÐ´,Ñ¡¿ò¿



Word ²»ÄÜÔÚ´Ë²âËë·Ö½Ú·û¡£

ÄúÊÔÍ¼°ÑÒ»„ö·Ö½Ú·û²âËëµ½½Ä×ç¡çÄú×ç»òÒ³Ä¼£¯Ò³½Ä´°„ñÖÐ¡£

„üÖý´íío

- ²âËë²»°ü°¬·Ö½Ú·ûµÄÄ±³¼¡£

°¬ÓÐ²»ÕýÈ·ÓòÊýµÄ¼ÇÂ¼¼½«±»lø¹ýj£

ÔÚ±íÖÐ¶¶Õñ¶¶ÄÚÈÝ½øÐÐÄÁÐðÊ±  
£¬ÄúÔÚÔÁÉÚÒ»ÐÐÖÐËùñ¶¶µÄµ¥Ôª,ñÊýÁç±ÈµÚÒ»ÐÐÖÐñ¶¶µÄµ¥Ôª,ñÊýÉÚj£Word  
lø¹ýµ¥Ôª,ñÊý½íÉÚµÄÐÐ£¬ÔÖ±ÜÄª°ñÊý¾Ý²âÈëµ½²»»æÔÚµÄµ¥Ôª,ñÀij£

„üÖý´íó

- ÔÚÔªÄÁÐðµÄÄçÐÐÖÐñ¶¶í¬ñùÊýÁçµÄµ¥Ôª,ñj£

ÄúÊÇ·ñÒª°ÑîÄµµÁ´½Óµ½ Word Ö®íâµÄÓ!ÓÃ³ìÐð£´Ó!ÓÃ³ìÐðÃû£©Éİ£

Äú´òçªÁËÒ»»,ð°üª DDEAUTO Óð»ð×Ô¶¯Á´½ÓÓðµÄîÄµµj£

Æð¶¯×Ô¶¯Á´½Ó

- ÑîÔñª°ÊÇj±ª°Á¥j£

ªðÂÔ×Ô¶¯Á´½Ó

- ÑîÔñªªñj±ª°Á¥j£  
ÓÐ¹Øîîj½éÉÜ£¬²í¼û DDEAUTO Óðªí½»»»»»ÐÄî£.

**ÑûÊ½²»ÄÜÒÔ×ÔÉíª»ù×¼j£**

ÄúÊÔÍ¼°ÑÒ»\_ðÓëÐÂÑûÊ½ ĨàÍ¬µÄÑûÊ½Ãû×÷ÍªÐÂÑûÊ½µÄ»ù×¼j£

\_üÖý´íó

- ÔÚí°»ù×¼ÑûÊ½j±¿òÖÐ£¬¼üÈë»ðÑíÔñÒ»\_ð²»Í¬µÄÑûÊ½Ãûj£

ÄúÒª¹½µÄÑùÊ½µÄ»ù×¼ÑùÊ½ì«¶à;£

ÄúÊÔ¼°ÑÒ»ðÑùÊ½»ùÓÚÁíÒ»ðÑùÊ½£¬ÄÑùÊ½ÓÖ»ùÓÚÄ³Ò»ÑùÊ½£¬ÓÉ´ÊÇ°°óÉæ¼°µÄÑùÊ½  
¶µ½ 10 ð;£

×çÊí£°Normal ÑùÊ½ÊÇ»ù;¶ÑùÊ½£¬Ëü±³ÉíÄ»ÓÐ»ù×¼ÑùÊ½;£

üÖý´íó

- ¼üÊ»»ðÑìÔñ²»Í¬µÄÑùÊ½£¬ÒÖ×÷¶µÇ°ÑùÊ½µÄ»ù×¼;£  
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ÑùÊ½;£Ê»°óÐµÄÆäÖÐÒ»ð»ù;¶ÑùÊ½£¬ÓÉ´Ê×Ô¶µÐµÄÈüÓÐ¶¶ÓíµÄ»ù×¼ÑùÊ½;£

„ÄñûÊ½ÄûÒÑ¾´æÔÚ¡£

„øÒ»„öÐÄñûÊ½ÄûÄûÊ±£¬¼ûÊëÁËÒÓÐñûÊ½µÄÄû³Æ¡£

„üÖý´íó

- ¼ûÊëÒ»„ö²»Í¬µÄñûÊ½Äû¡£

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°ê ÊÔÍ¼É³¼³ý»ðÖØÐÄÄûÄûÒ»„ðÒÑ³¼²»´æÔÚµÄñûÊ½¡£

„üÖý´íló

- ±à¼„Ä°êÊ¹Ö®²»ÔÙÒýÓÄÒÑ³¼²»´æÔÚµÄñûÊ¹½¡£

„ÄÏÄµµÓÐÌ«¶àÑùÊ½i£Word ½«·ÄÆúÄ³Ð©ÑùÊ½i£

µ±×ª»» RTF ÎÄ¼pÊ±£¬Word ¼i²âµ½„Ä RTF ÎÄ¼pµÄÑùÊ½±íÖÐÑùÊ½½„öÊý´óÓÚ Word  
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×çÊí£°ÓÚ×ª»»ÄË RTF „ñÊ½µÄÏÄµµÖ®°ó£¬Word ²Ä·ÄÆú„ÄÏÄµµÖÐµÄÄ³Ð©ÑùÊ½i£



ÑûÊ½±íÒÑÂúî£Word ²»ÄÜÔÙ¶·ÒåÐÂµÄÑûÊ½½î£

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- É³/₄³ý²»ÔÙÐèÒªµÄÑûÊ½½î£¬Ê»°óÖÖÐÂ¶·ÒåÐÂÑûÊ½½î£

## Óðlð14pÖÐ´æÔÚÒ»\_öÓï´´´ílój£

ÄúÊÔÍ¼¶ÖÖ»\_ð°ü°¬ IFjçNEXTIF »ð SKIPIF ÓðµÄîÄµµÖ´ÐÐ°í²ç´ðÓj²Ù×÷£¬µ«ÊÇ¼üËµÄ IF  
lð¼p²»ÖýÊ·£º»ðÕßÄ»ÓÐ¼üËË£¬»ðÕß¼üËË²»lêÊ«j£²í¼ü IF ÓðjçNEXTIF Óð°í SKIPIF Óð.

### \_üÖý´íló

- 1 \_üÖý IF lð¼pj£
- 2 ´Ój°îÄ¼pj±²Ëµ¥ÖÐ£¬ÑjÔñj°í²ç´ðÓjj±ÄüÁî (ALT, F, M)j£

„ÄÖÆ±í·ûÎ»ÖÃ¹ý³¤¡£

ÄúÉèÖÃµÄÖÆ±í»²»ÔÚÉè¶µÄÒ³Ãæ´óÐ¡ÄÚ¡£ÖÆ±í·ûÁ¿ÖµµÄ¶¶§ÔÚ -22 Óç´çÖÁ 22 Óç´çÖ®¼ä¡£

„üÖý´ííó

- °ÑÖÆ±í·ûÉèÖÃÔÚÉè¶µÄÒ³Ãæ´óÐ¡µÄ±½çÄÚ¡£

**Word ²»ÄÜÕ³Ìù´øÓĐ½Ú±êÖ¾μÄÕýÎÄ¡£**

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„üÕý´íó

- ÔÚ±íμ×Ôª„ñÖĐÕ³ÌùÄ»ÓĐ·Ö½Ú·ùμÄÕýÎÄ¡£



## ÎÄµµÖÐÐᐃ\_Äì«¶à¡£´Ê²Ù×÷²»ÄÜíê³É¡£Çë±£´æÄúµÄ¹¤×÷¡£

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üÖý´íó

1 ±£´æÍÄµµ¡£

2 Öê¼ÖÄÜ´æ.

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„Ä¶ÏÄäÖÐÉèÖÃÁËì«¶àµÄÖÆ±í·ûĲ

ÄúÔÚÒ»„ö¶ÏÄäÖÐÉèÖÃµÄÖÆ±í·û³¬¹ýÁË 50 „öĲ

„üÖý´íó

- Çã³ý²»ÔÙÐèÒµµÄÖÆ±í·ûĲ¬È»°óÖØÐÃÉèÖÃÐÃÖÆ±í·ûĲ

Ò»´ÎÒªÇå³ýµÄÖÆ±í·û«¶àî£

ÄúÊÔÍ¼Çå³ýµÄÖÆ±í·û³¬¹ý 50 ,ðî£

¸üÖý´îó

- Äú´ÎÇå³ý 50 ,ð»ðÉÙÓÚ 50 ,ðÖÆ±í·ûî£





Ã»ÓÐÓÃ»§´ÊµăĚ``Ãû³ÆĚ©ĭ£İÖÔÚÊÇ·ñÒª``½``\_Ã´ÊµăĚĭ

„ÃÓÃ»§´Êµă²»´æÔÚĭ£

``½``ÓÃ»§´Êµă²¢¼łĐøÆ´Đ´¼ł²é

- ÑĭÔñĭ°ÊÇĭ±°`Å¥ĭ£

¼łĐøÆ´Đ´¼ł²é¶ø²»``½``ÓÃ»§´Êµă

- ÑĭÔñĭ°·ñĭ±°`Å¥ĭ£

ÈĭĭŭÆ´Đ´¼ł²é

- ÑĭÔñĭ°Èĭĭŭĭ±°`Å¥ĭ£

Word ²»ÄÜÊ¹ÓÃÔÚ WIN.INI ÎÄ¼pÖÐÖ¼µÄ TOOLS-PATH£¬Òòîª ÄÂ·¼¶ÎÐ§j£

ÄúÆø¶ÄÊ Word£¬µ«´æÔÚÒÖÏÄÇé¿ø£º

- ÍøÄÇÄ¬½Ó²»´æÔÚ»ðÕßÍøÄÇÄ¬½ÓÔÚÒ»»ð²»Í¬µÄÇý¶Æ÷Éìj£
- ÔÚ WIN.INI ÎÄ¼pÖÐÖ¼µÄÖÄ´æ÷Æ÷Ð´jç°iÔúçl¬Òà´Ê°¶¶×Ö·ûÎÄ¼pµÄÄ¿Ä½²»´æÔÚj£
- ´ÄÀìÑ±»É¼³ýj£
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- Ä·¼¶²»ÖýÈ·j£

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¼üÖý´íó

- ÑjÕñÎÄÄÐ²Ü×÷£º
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- WIN.INI ÎÄ¼p£©.
- È·±£°ü¬¬¼ßÎÄ¼pµÄ´ÄÀìÔÚÖýÈ·µÄÇý¶Æ÷ÖÐj£
  - È·±£´ÄÀìÇý¶Æ÷ÖÑ¼Ä¬½Ó£¬ÄýÈç£¬Í´ýÍøÄÇÄ¬½Ój£
  - È·±£Ä¿Ä½´æÔÚj£Èç¹ûÄ¿Ä½²»´æÔÚ£¬Òò´´½Ä¿Ä½j£

## „ÄÖµ³¬³öÁË·¶î§;£

ÄúÔËÐÐµÄ°êÓÐÒ»ìðÓí³¼ä£¬,ÄÓí³¼äÓÐÒ»„ð²îËýµÄÖµ³¬³öÁË¿É½ÓËÜµÄ·¶î§;£ÄýË££¬Ò»„ð  
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## „üÖý´îó

- ±à¼°ê;£

## Word 2»ÄÜ´´1/2´´1×÷ÎÄ1/4þj£1/4ì²é temp »·3/4±äÄ¿j£

μ±Äú¶¶ÖÖ»\_ðÎÄμμ1/2øÐÐ²Û×÷¶¶øÖÖÎ´±£´æμÄÊ±°ð£¬Word »á°ÑÄúËù×÷μÄÐþ\_Ä±£  
´æÖÖÖÖ»\_ðÄÜÊ±¹××÷ÎÄ1/4þÖÐj£Äú¿ªÊ¹1/41/2øÐÐÐþ\_Ä£¬μ« Word  
²»ÄÜ°ÑÐþ\_Ä1/4ÇÄ1/4ÖÜÄÜÊ±¹××÷ÎÄ1/4þÖÐj£Word ÖÄÄ´´æ´¿¹××÷ÎÄ1/4þμÄÄ¿Ä1/4Ö²Ðí  
´æÖÖÜÎÊÎâ»ðÖßÊÇÐèÖª\_ü¶¶âμÄÄÜ´æj£

### \_üÖý´íó

- ÑjÖñÎÄÄÐÄ³Ö»²Û×÷£°
- Ê·±£ CONFIG.SYS ÎÄμμÖÐμÄ SET TEMP=  
ÖÐÄÐ³ðμÄÊÇÖ»\_ðÖÑÖÐμÄj¿·ÇÖ»¶¶ÄμÄÄ¿Ä1/4£¬ÇÖ\_ÄÄ¿Ä1/4ÊÇÖÑÄ¬1/2ÖμÄ£¬ÄýÊÇÍ´´ýÍðÄÇÄ¬1/2Öj£
- Ê·±£°ü°¬ÄÜÊ±Ä¿Ä1/4μÄ´ÄÄÖÐ×ä¹»¿Ö1/4äj£
- Ôð1/4ÖÄÜ´æ.

## ÄÄÖ»ÖÖÑÖÉ«£¿

ÄúÃ»ÓÐÖ,¶ÑÖÉ«£¬¼ÍÊÔÍ¼°ÑÖ»ÖÖÑÖÉ«,ñÊ½Ó|ÓÁÓÚ×Ö·û£

üÖý´íó

- Ñ|ÔñĬÄÁÐÄ³Ö»²Û×÷£°
- ¼üÊëÑÖÉ«µÄÛ³Æ£¬È»°ó´ ENTER ¼ü£
- Èç¹úÄú²»ÄÜÊ·¶¿ÉÓÄµÄÑÖÉ«£¬¿É°´ £Ä£Ó ¼üÊĭû´Ê²Û×÷£¬´Ó|°ñÊ½¿±²Êµ¥ÖÐÑ|Ôñ|°×Ö·û±ÄüÁĤ (ALT, T, C) £¬ÔÛ|°ÑÖÉ«ĭ¿òÖÐÑ|ÔñÑÖÉ«£¬È»°óÑ|Ôñ|°Ê·¶ĭ±°Ä¥£

ÄÄÖ»ÖÖ×ÖİåÃû³Æ£¿

Äú°´ÁË CTRL+F ×é°İ¼ü£¬μ«ñÊ½ÄÃ»ÓĐ±»İÖÊ¾ı£

üÖý´íó

- ÑıÖñİÄÁĐÄ³Ö»²Ü×÷£°
- ¼üÊë×ÖİåÃû³Æ£¬Ë»°ó°´°´ ENTER ¼üı£
- ÖÜ°´ CTRL+F ×é°İ¼ü´ò¿ı°×Ö·ûı±¶¶Ö»°¿ò£¬ÖÚı°×Öİåı±¿òÖĐÑıÖñ×Öİå£¬Ë»°óÑıÖñı°Ë·¶ı±°´Ä¥ı£

## ÄÄò»ÖÖ°öÖµ£¿

Äú°´ÁË CTRL+P ×é°í¼ü£¬µ« „ñÊ½Ä\_Ä»ÓÐ±»İÖÊ¾¼£

### „üÖý´íó

- ÑıÖñİÄÁÐ²Ü×÷£°
- ¼üÊëÖ»„ö°öÖµ£¬Ê»°ó°´ ENTER ¼ü£
- ÖÙ°´ CTRL+P ×é°í¼ü´ò¿ªı°×Ö·ü±±¶Ö»°¿ò£¬ÖÚı°°öı±¿òÖÐÑıÖñ´óÐı£¬Ê»°óÑıÖñı°Ê·¶ı±°´Ä¥ı£



ÄÄò»ÖÖÑùÊ½£¿

Äú°´ÁË CTRL+S ×é°Í¼ü£¬μ«ÊÇ,ñÊ½Ä,Ä»ÓÐ±»ÏÔÊ¾¼£

üÖý´íó

- Ñ¡ÔñĬÄÁÐ²Û×÷£°
- ¼üÊëÖ»öÑùÊ½Äû£¬È»°ó°´ ENTER ¼ü£
- ÔÙ°´ CTRL+S ×é°Í¼ü´ò¿ª°ÑùÊ½±¶Ô»°¿ò£¬ÔÚ¡°ÑùÊ½Äü±¿òÖÐÑ¡ÔñÑùÊ½£¬È»°óÑ¡Ôñ¡°¶±°´Ä¾£

## °ζÚì«Đjǐ£

Äúíª,Ã´°ζÚŃĭÔñμÄ³ß´çĭ«Đjǐ£

üÖý´ííó

- ŃĭÔñĭÄÁĐÄ³Ö»²Ú×÷£°
- Ěç¹ú´°ζÚ±»ĚđĐjμ½Ö»₂đ°ÜĐjμÄ,ß¶Ě£¬Ôđ°·Ã¿,đÖªÔÚ´°ζÚÖĐĭÔĚ³⁄₄μÄÄ,ĭªĚç£¬,ñĚ¹⁄₂Ä,ĭø±ē³ß»ò¹¤⁄₄ßÄ,ÖÁĚÜÖ¹⁄₄ÓÄ¹⁄₂,đĭÄ±³⁄₄ĐĐ·Ä´ó´°ζÚj£
- Ěç¹úÖªÔÚ´°ζÚÖĐ´ò¿Ö»₂đ´°,ñ£¬¶ø,Ã´°ζÚĭ«Đj²»ÄÜ²đ·Ö£¬Ôđ·Ä´ó,Ã´°ζÚ£¬Ě»°óÖøĐÄ²Ú×÷j£

$\mu \pm \tilde{A} \zeta^{\pm \frac{1}{4}} \|\hat{O}\hat{O}\rangle\rangle, \hat{o} \hat{I} \hat{A} \mu \frac{1}{2} \hat{\sigma} \hat{\sigma} \hat{\sigma} \pm \hat{a}^{\pm \frac{1}{4}} \hat{o} \hat{I}, \hat{n} \hat{E}^{\pm \frac{1}{2}} \hat{D} \hat{P}, \hat{A} \hat{E} \pm \hat{E} - \text{Word } \tilde{A} \rangle \hat{O} \hat{D}^{\prime \frac{1}{2}} \hat{A} \hat{U} \hat{E} \pm \hat{a} \times \mp \hat{I} \hat{A}^{\pm \frac{1}{4}} \hat{p} \hat{O} \hat{O}^{\prime} \hat{a}$   
 $\hat{c} \hat{O} \hat{a} \hat{D} \hat{c} \hat{D} \hat{P}, \hat{A} \hat{j} \hat{E} \text{Word } \hat{O} \hat{U} \hat{A} \hat{U}^{\prime} \hat{a} \hat{O} \hat{D}^{\prime} \hat{a}^{\prime} \hat{c} \hat{O} \hat{a} \hat{D} \hat{c} \hat{D} \hat{P}, \hat{A} \hat{E} - \mu \langle \hat{A} \hat{U}^{\prime} \hat{a} \hat{O} \hat{N} \hat{\zeta} \hat{I} \hat{O} \hat{A} \hat{j} \hat{E}$

1 ±£'æÄúµÄ¹αx÷j£

3 È·±£³IDòÄ¿Ä¼¼°IOÄÄ´ æ° ¢ÄÜÊ±ÎÄ¼¼pµÄÄ¿Ä¼¼°··CONFIG.SYS ÎÄ¼¼pÖDµÄ SET TEMP=ÉèÖÄ£©²»ÊÇÖ»¶ÄÄ¿Ä¼¼¼£

4 È·±£'ÅÅÌ»¹ÓĐ¿Õ¹⁄₄äÀ'æ'¢ÎÄ¹⁄₄þ;£

Ã»ÓÐ×ã¹»µÄÄÚ´æÀ´ÔËÐÐ WordPerfect °ïÖú¡£

Äú´Ó¡°ïÖú¡±²Ëµ¥ÖÐÑ¡ÔñÁË¡°WordPerfect °ïÖú¡±£¬µ«Äú´æ²»¹»¡£

„ÄÉÆ·½·”

- Ôö¼ÖÄÚ´æ£¬È»°óÔÙÊÔÒ»´¡¡£

Ã»ÓÐ×ã¹»µÄÄÚ´æÀ´íê³É,Ã²Ù×÷;j£

ÄúÐèÒª,ü¶àµÄÄÚ´æÀ´íê³ÉÒÑ¾üªÊ¹¼µÄÈÏñ;£

„ÄÉÆ·½·”

- Ôö¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´í;£

## „ÄÏÄµµÄûÎÐ§;£

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## „üÖý´íó

- Ñ¡ÔñÏÄÁÐ²Û×÷£°
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- ¼ì²ëÏÄ¼þÄûÖÐËç·ñÓÐÎÐ§µÄ×Ö·û£°Ëç¿Ö,ñ;¶¶°°Ä»ðÄ°°Ä;£

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üÕýíó

1 íê³ÉµÚÒ»öîÄµµ×ª»»³ì£

2 ´òçªµÚ¶þöîÄ¼þì£

Word <sup>2</sup>»ÄÜïÔÊ<sup>3</sup>/<sub>4</sub>, ÑÍ<sup>1</sup>/<sub>4</sub>Æ¬, ñÊ<sup>1</sup>/<sub>2</sub>j£

Word <sup>2</sup>»ÄÜÊ¶±ð, ÑÍ<sup>1</sup>/<sub>4</sub>ÐÎÄ<sup>1</sup>/<sub>4</sub>þµÄ, ñÊ<sup>1</sup>/<sub>2</sub>j£

üÖý´íó

- <sup>1</sup>/<sub>2</sub>«Í<sup>1</sup>/<sub>4</sub>ÐÎ, ñÊ<sup>1</sup>/<sub>2</sub>×ª»»<sup>3</sup>ÉÓë Word <sup>1</sup>/<sub>4</sub>æÈÝµÄ³ìÐò¿É´´<sup>1</sup>/<sub>2</sub>µÄÍ<sup>1</sup>/<sub>4</sub>ÐÎ, ñÊ<sup>1</sup>/<sub>2</sub>j£



Ö,¶µÄÊý¾¼ÝÀàĐÍ²»¿ÉÓÃ£

Äú Ó<sub>1</sub>°²âÈë;±²Èµ¬Ñ<sub>1</sub>ÔñÄÊ<sub>1</sub>°¶Ôïö<sub>1</sub>±ÄüÄî£¬µ«ÊÇ Word ²»ÄÜÔÖµ½Ò²²âÈëµÄÄŒ;£

üÖý'íó

- È·±£ÓÃÓÚ±£´æÓ|ÓÃ³|ÐòµÄÄ¿Â¼¼ÄÐÔÚÂ·¾¶¶É|£

## Word

Ã»ÕÒµ½ÓÃÓÚ£·Ãû×Õ£©¶ÔÎóµÄ·þÎñÆ÷Ó!ÓÃ³ÌÐðì£ÓÃì°ÉèÕÃì±³ÌÐð²×°·þÎñÆ÷Ó!  
ÓÃ³ÌÐðì£

ÄúÊÔÍ¼±à¼ÓÃÁíâÒ»,öÓ!ÓÃ³ÌÐð´´½``µÄÐÃİ££¬È»°²âÈèµ½Ò»,ö Word ÍÃµµÕÐ£¬µ«ÊÇ Word  
Ã»ÕÒµ½AÇ,öÓ!ÓÃ³ÌÐðì£ÈúÃ»ÁÐÔÚµ±Ç°A·¾¶ÔÐ£¬Áú¿ÉAÛONÉ¾¾ýÁÈ  
´ÊÓ!ÓÃ³ÌÐð£¬»ð°ÑÈúÒÆ¶µ½ÁíÒ»,öÃ¿Á¼ÖÐ£¬»ð½â¾ýÁÈÓè±£æÈµÃÍøAÇµÄ´½Óì£

„üÖý´íó

- È·±£ÒÑ²×°ÁÈÓÃÓÚ²âÈèÐÃİ£µÄÓ!ÓÃ³ÌÐðì£  
×£ÊÍ£°Áú¿ÉÊ¹ÓÃ Word µÃì°ÉèÕÃì±³ÌÐð²×° Word ,½´øµÄÓ!ÓÃ³ÌÐðì£

Word ²»ÄÜ»ñµÃÓë£´´Ó!ÓÃ³ìÐðÃû£©Á´½ÓµÄÊý³¼Ý¡£

ÄúÒª, üÐÃ´ÊÁ´½Ó£¬µ«ÊÇËüÒýÓÃµÄÊý³¼Ý²»ÔÙ´æÔÙ»ð±»Æ/Æ»µÁ££¬ÄúÒ²ÐíÒÑÊ³¼ýÁË  
´ÊÃ¼p£¬»ð°ÑËüÔ/£µ½ÁíÒ», öÄ¿Ã¼ÖÐ£¬»ð½â³ýÁËÓë±£´æ, ÃÃ¼pµÃíøÃçµÄ´½Ó¡£

üÖý´íó

- Ñ¡ÔñÃÁÐÃ³Ò»²Ù×÷£°
- ¼ì²éÃ¼p¡£ÊÇ©Ãû»ð·¶¡£
- ¼ì²éÓÃÓÚÃ´½ÓµÄÔ´Ãµµ¡£

Word º»ÄÜÐᵑ,ÄÖ,¶¹¼üµÄ¹!ÄÜ;£

Äú¼üËëµÄ×é°!¼üÒÑ±»¸³,ø Word µÄÄÚ²¿ÄüÁî;£

üÖý´íó

- ¼üËëÁíÒ»¸ö×é°!¼ü;£

**<sup>1</sup>Ø¼ü×ÖÃûÎƒĐŞİ£**

Äú¼üËëÁËÒ»ö Word <sup>2</sup>»x÷Î<sup>a1</sup>Ø¼ü×ÖÊ¶±ðµÄ<sup>1</sup>Ø¼ü×ÖÃûİ£

**¼üÖý´İİó**

- <sup>1</sup>¼üËëÁÍÒ»ö<sup>1</sup>Ø¼ü×ÖÃûİ£

Æ´Ð´¼ì²é³ìÐðÔÚÊ¹ÓÃÖÐ;£

Äú´Óìº¹¼ß;±²Ëμ¥ÖÐ£¬ÑìÔñÁËìºÆ´Ð´ì±ÃüÁî£¬μ«ÊÇ Word ÖýÔÚÁíÒ»,ö Word ×÷ÒμÖÐ¼ì²éÆ´Ð´ì£

üÖý´ííó

- μ±ÔÚμÚÒ»,ö Word ×÷ÒμÖÐíê³ÉÆ´Ð´¼ì²é·μ»Ø´ËÃμμÊ±£¬ÔÙÊÔÒ»´î£

Á´½Ó²»´æÔÚ¡£

Word ²»ÄÜÕÒµ½ËùÖ,¶µÄÁ´½ÓÒýÓÃ¡£

üÖý´íó

- ÖýÈ·¼üÈëÒýÓÃ¡£

Äú²»ÄÜ±£´æŒýÓÉÁíÒ», ö¹²ø³İÊ¹ÓÃμÄîÄ¼pı£ÊÔ×ÅÓÃÒ», öĐÂîÄ¼pÃû±£  
´æ,ÃîÄ¼pı£

ÄúÊÔí¼±£´æŒýÔÚÁíÒ», ö Word ×÷ÒμÖĐÊ¹ÓÃμÄîÄ¼μμı£

üŒý´îó

1 ´Óı°îÄ¼pı±²Ëμ¥ÖĐ£¬ÑıŒñı°Áí´æîª±ÃüÁî (ALT, F, A)

2 ŒÚı°îÄ¼pÃûı±ŁòÖĐ£¬¼üÊëÒ», öĐÂîÄ¼pÃûı£



Äú²»ÄÜĐĐ,ÄÖ,¶`μÄÁ´½Ój£

ÄúÊÔÍ¼ĐĐ,ÄÔÚÒ»,öÓòμÄÄÜÈÝ½ÚÖĐμÄÁ´½Ój£Word ²»ÔÊĐíÕâÑùμÄ²Ù×÷j£

Word ²»ÄÜ±£´æ, ÑÎÄ¼p£¬ÒðÎªËüÒÑÔÚ±ð´¹´ð¿ªÄËj£

³ðÏÖÁËÏÄÄÄ³Ò»´ÎÍó£º

- Äú´ð¿ªÄËÒ» öÔÚÁÍÒ» ö Word ×÷ÒµÖÐÒÑ´ð¿ªµÄÎÄ¼pªªÈÇÍ´¹ýÍøÂÇj£Word ´ð¿ªÄË´ËÎÄ¼pµÄ±, ·Ý£¬µ«ËÇÄú²»ÄÜÓÃÔ´ÎÄ¼pÃû±£´æ¶¶Ô±, ·ÝÎÄ¼pµÄÐµ, Äj£
- ÔÚÑjÔñjº±£´æj±ÃüÁîÖ®ºóÍ Word ÊÔÍ¼´ð¿ªÎÄ¼pÐÔ±£´æ¶¶ÔËüµÄÐµ, ÄÖ®Çº£¬ÁÍÒ»», öÓ!ÓÃ³ÍÐð´ð¿ªÄË, ÑÎÄ¼pj£

üÖý´Îó

- ÑjÔñÎÄÄÄ³Ò»²Ü×÷£º
- ÓÃÒ»», öÐÃÎÄ¼pÃû»ðÔÚ²»»Í¬µÄÎ»ÖÃÖÐ±£´æ, ÑÎÄµµj£
- ²éÔÔ´ð¿ªÎÄ¼pÕß²ÇÒªÇóËüÃÇ, ´ÖÆ, ÑÎÄ¼p²ÇÓÃ²»»Í¬µÄÎÄ¼pÃû±£´æËüj£

Word ²»ÄÜ´ò¸ª´ÊÎÄ¼p£¬ÒòîªEüÖýÓÉÁíÒ»¸ö½ø³ìüÐÂî£

ÁííâÒ»¸öÓíÓÃ³ìÐòÖýÔÚÊ¹ÓÃÄúÒª´ò¸ªµÃÎÄ¼p£¬ÊùÒÔ Word ²»ÄÜ¸  
´Ö/Æ¸ÃÄ¼pî£ÄÿÊç£¬ÄúÒ²ÐíÊÔ¼Ðp¸ÃÄ¼pºó±£´æEüµÃÒ»¸ö±¸·Ý£¬¶ìØí¬Ê±ÁíÒ»¸öÓÃ»§Ò²ÊÔ¼  
´ò¸ªí¬Ò»ÎÄ¼pî£

¸üÖý´îó

- µÊ´ýµÚÒ»¸öÓÃ»§íê³É²Ù×÷£¬Ê»ºóÔÙÊÔ×Ã´ò¸ª´ÊÎÄ¼pî£

Word º»ÄÜ´´½´´£´´Ó!ÓÃ³ìÐðÃû£©¶Ôïó;£

ÄúÊÔí¼ÔÚÎÄµµÖÐ²åËëÐÃí£µ¬µ«ÊÇ³ðïÖÁËÒ»,ðîÊìâ;£ÄúÒ²ÐíÐèÒª,ù¶àµÄÄÚ´æ»ðÕßÓÁÓÚ  
´´½´´ÐÃí£µÄÓ!ÓÃ³ìÐðÓÐîÊìâ;£

üÖý´îó

- Ñ;ÔñÎÄÄÐÃ³Ò»²Ù×÷£º
- Ôð¼ÓÄÚ´æ£¬Ë»ºóÔÙÊÔÒ»´î;£
- ÖØÐÃº²×ºÒªÓÃÀ´ÔÚ Word ÎÄµµÖÐ²åËëÐÃí£µÄÓ!ÓÃ³ìÐð;£

Word »ÄÜÊ¹ÓÃÔÚ WIN.INI ÎÄ¼pÖÐÖ,¶µÄ AUTOSAVE-  
PATH£¬ÒðÎª,ÃÐÐÄÚËÝÎÐ§î£

ÔÚ WIN.INI ÎÄ¼pÖÐµÄ AUTOSAVE-PATH ÎÐ§î£

üÖý´íó

- ½¼û¶ÖÆÆð¶ÑîË±à¼ WIN.INI ÎÄ¼p£©îÉÓÐ¹ØÐ,Ä WIN.INI ÎÄ¼pµÄîË,½éÉÜ£¬½¼û  
Windows µÄÄµµ×ÊÁî£

Äú²»ÄÜÐƆ,Äµ±Ç°Ëù²×°´òÓ¡»úµÄ´òÓ¡»ú·½lò¡£

Ëù²×°µÄ´òÓ¡»ú²»Ö§³Ö×Ýlò»ò°á!òµÄÖ³Äæ·½lò¡£Ö²éÖÖ´òÓ¡»úÖ§³ÖµÄÖ³Äæ·½lò£¬²1¼û´òÓ¡»ú!Äµµ×ËÄl¡£

ÐƆ,Ä´òÓ¡»úÉèÖÄ

- ´Ó¡°!Ä¼4p¡±²Ëµ¥ÖÐ£¬Ñ¡Öñ¡°´òÓ¡ÉèÖÄ!±ÄüÁ! (ALT, F, R)¡£

ÐƆ,ÄÖ³Äæ·½lò

- 1 ´Ó¡°,ñÊ½¡±²Ëµ¥ÖÐ£¬Ñ¡Öñ¡°Ö³ÄæÉèÖÄ!±ÄüÁ! (ALT, T, U)¡£
- 2 Ñ¡Öñ¡°óÐ¡°!·½lò¡±Ñ¡l!°´Ä¥¡£
- 3 ÖÚ¡°·½lò¡±Ñ¡l!ÖÐ£¬Ñ¡Öñ¡°×Ýlò¡±»ò¡°°á!ò¡±Ñ¡l!°´Ä¥¡£
- 4 Ñ¡Öñ¡°È·l!±°´Ä¥¡£

ÐÐ¼ä¾àÖÁÉÛî£´Á¿Öμ£©¡£

Äú¼üËëμÄÐÐ¼ä¾àì«Ð¡¡£

¼üÖýíó

- ¼üËëÖ»ö´óÓÚ 0.01 Ó£´ςμÄÁ¿Öμ¡£

Word ²»ÄÜ´´½´´ÓÃ»§´Êµä£´ÎÄ¹¼pÃû£©i£

Word ²»ÄÜ´´½´´ÄúÖ,¶´´µÄÓÃ»§´Êµäi£

,üÖý´îó

- È·±£Ö,¶´´µÄÄ¿Ä¹¼ÎªÓÐÐ§µÄÄ·¾¶¶i£



## Word ²»ÄÜ´ò¿ªÓÃ»§´Êmä£´ÎÄ¼þÃû£©¡£

ÄúÊÔ¼¼´ò¿ªÖ»¶ÁÎÄµµÃÖÃ»§´Êmä»ðÕß´ò¿ªÓÉÁÍÒ»¶Ô¡ÓÃ³|ÐðÕýÔÚÊ¹ÓÃµÃÖÃ»§´Êmä¡£Word  
²»ÄÜ´ò¿ªÖâÐ©×´¿öÎÄµÃÖÃ»§´Êmä¡£

### üÖý´îó

Ñ¡ÔñÎÄÁÐÄ³Ò»²Ù×÷£°

- ´ÓÎÄµµÖÐÈ³ýÖ»¶Á×´î-¡£
- Ò»Ò±µÈµ½ÆäËüÓ¡ÓÃ³|Ðð²»ÔÚÊ¹ÓÃÃûËüÒªµÃÖÃ»§´Êmä¡£

### È³ý Word ÎÄµµÖÐµÃÖ»¶Á×´î-¡£

- 1 ´Ó¹°ÎÄ¼þ¡±²Êµ¥ÖÐ£¬Ñ¡Ôñ¹°ò¿ª¡±ÃûÁ¡¡£ (ALT, F, O)¡£
- 2 ÔÚ¹°ÎÄ¼þÃû¡±ò£¬¼üÈëÒªò¿ªµÃÎÄµµÃû¡£
- 3 Çã³ý¹°Ö»¶Á¡±,Ñ¡ò¡£

μ±ÆäËüμÄÖ!ÓÃ³ÌÐòçÉÓÃ°ιªÄýÈç£-¶Ô»°çò¶¼ÖÑ¹Ø±Õ£-²ÄÄÜ±à¼ Word îÄμμÖĐμÄ,ÃËý¾Ýç£

- $\tilde{N}_i \hat{O} n_i \hat{A} \hat{A} \hat{D}^2 \hat{U} \times \div \hat{E}^{\circ}$
- $\hat{C} \hat{D} \gg \mu^{1/2} \hat{E} \hat{a} \hat{E} \hat{U} \hat{O} \hat{I} \hat{O} \hat{A}^3 \hat{I} \hat{D} \hat{O} \hat{O} \hat{E} \cdot \pm \hat{E} \hat{U} \hat{E} \hat{C} \hat{Z} \hat{E} \hat{O} \hat{A} \hat{M} \hat{A} \hat{I} \hat{E}$
- $^1 \hat{O} \pm \hat{O} \hat{E} \hat{a} \hat{E} \hat{U} \hat{O} \hat{I} \hat{O} \hat{A}^3 \hat{I} \hat{D} \hat{O} \hat{O} \hat{D} \hat{M} \hat{A} \hat{I} \hat{O}^{\circ} \hat{Z} \hat{O} \hat{I} \hat{E}$
- $\cdot \mu \cdot \emptyset \mu^{1/2} \text{ Word } \hat{O} \hat{U} \hat{E} \hat{O} \times \hat{A} \pm \hat{a}^{1/4} \hat{O} \hat{A} \hat{E} \hat{a} \hat{E} \hat{U} \hat{O} \hat{I} \hat{O} \hat{A}^3 \hat{I} \hat{D} \hat{O} \hat{O}^{1/2} \hat{M} \hat{A} \hat{E} \hat{Y}^{3/4} \hat{Y} \hat{I} \hat{E}$

## Word ²»ÄÜÊŋ±ð´ËÓïÖÖ;£

Äú±àð´ÁËÒ»ìð°ü°¬;ñÊ½;±²Ëμ¥ÖÐμÄ;°ÓïÑÔ;±ÃüÁîμÄ WordBasic Óï¾ä;£ÄúÒªÓÃμÄÓïÑÔ Word  
Ã»ÓÐ°²×°»ðÃ»ÓÐÁÐÔÚ WIN.INI ÎÄ¼pÖÐ;£

### üÖý´îó

- ´Ó;°ñÊ½;±²Ëμ¥ÖÐ£¬ÑîÔñ;°ÓïÑÔ;±ÃüÁî (ALT, T, L);£
- ÔÚ;°½«Ñ;ŋ´ÎÄ×ÖËÓî;±¿ðÖÐ£¬¼î²é¿ÉÓÃμÄÓïÑÔÁÐ±í;£

¶Ôİó£"¶ÔİóÃû£©ÒÑËø¶"£¬ÕýÔÚ±à¼¼£

Öª±»É¾¾ý¡¢ÒÆ¶»»òÐÐ,ÀµÄÇ¶Èè¡°¶Ôíó¡±»òÁ'½ÖÛýÓÉÖ  
 ´Ó!ÓÃ³ÍÐèÊ¹ÖÃ¡£·þñÆ÷Öúíê³ÉÆä»¹òÊ¹ÖÃÖ®Ç²»ÄÜÊ!·Ã,Ã¶Ôíó£-Òè¶ØÖÃ»§þ·´ÖÃ Word  
 ½²ØÐÐ±à½¡£

üÖý'íó

▪ ÇÐ»»µ½ÆäËÜÓ!ÓÃ³ìÐð£-±à¼Ô´ÎÄ¼þÖÐµÄÄÃŒ£-È»°ó¹Ø±ÕËü;£Word  
½«üÐÂÎÄµµÖÐµÄÄÃŒ;£

ÔÚ<sub>í</sub><sup>º²</sup>éÕÒÄ<sub>ç</sub>±ê<sub>í</sub>±<sub>ç</sub>òÖĐİ<sub>Þ</sub>ŎŸÎÄ»ò, ñÊ½<sub>í</sub>£

ÄúĐ´ÁËÒ»lðÊ¹ÓÃ Find Óĩ¾ä<sub>µ</sub>Ä<sub>°</sub>ê<sub>í</sub>£µ±<sup>º</sup>ê<sub>µ</sub>÷ÓÃ Find Ê±£¬·ϕİÖÔÚ<sub>í</sub><sup>º²</sup>éÕÒÄ<sub>ç</sub>±ê<sub>í</sub>±<sub>ç</sub>òÖĐİ<sub>Þ</sub>ŎŸÎÄ»ò, ñÊ½<sub>í</sub>£

„ũŎŸ´íó

- ±à¼<sup>º</sup>ê£¬ÒÔ±ãÔÚ<sub>í</sub><sup>º²</sup>éÕÒÄ<sub>ç</sub>±ê<sub>í</sub>±<sub>ç</sub>òÖĐ²ăÈëŎŸÎÄ<sub>í</sub>ϕ, ñÊ½<sub>í</sub>»»òlØŲ´×Ö·û<sub>í</sub>£

ÓÃ»§´ÊµäÒÑÂú£¬²»ÄÜÔÙí¼Óµ¥´Ê¡£

ÄúÊÔ¼°Ñµ¥´Ê¼¼Óµ½ÒÑ´µ½×íó³ß´ç 128K µÃÓÃ»§´ÊµäÖÐ¡£

¸üÖý´íó

- ´´½¨Ö»öÐÂµÃÓÃ»§´Êµä¡£

ÓÃ»§´Êµä£´ÎÄ¼pÃû£©ì«´óÁĚ;£ÊÔ×Â°ÑĚü·Ö,î³ÉÁ½²¿·Ö;£

Word ²»ÄÜ×°ĚëÖâ,öÓÃ»§´Êµä£-ÒðîªĚü³-¹ýÁĚ×î´ó³ß´¿ 128K;£

üÖý´îó

- 1 °Ñ,ÃÓÃ»§´Êµä·ÖîªÁ½,ö´¿ÎÄ±¾ÎÄ¼p;£
- 2 ´Ó;°¹±¾ß;±²Ěµ¥ÖÐ£-Ñ;Ôñ;°Ñ;î;±ÄüÁî (ALT, O, O);£
- 3 ÔÚ;°·ÖÀ;±¿ðÖÐ£-Ñ;Ôñ;°Æ´Ð´;±Ñ;î;£
- 4 ÔÚ;°ÓÃ»§´Êµä;±Ñ;îÖÐ£-Ñ;Ôñ;°î¼Ó;±°´Á¥;£
- 5 ¼üĚëµÚîp,öÓÃ»§´ÊµäÎÄ¼pµÄÎÄ¼pÃû;£
- 6 Ñ;Ôñ;°Ě·î´;±°´Á¥;£
- 7 Òªð±Ö;°Ñ;î;±îÖ»°¿ð£-Ñ;Ôñ;°Ě·î´;±°´Á¥;£

Æ´Ð´¼î²é³öïÖ´íó;£Word ŒýÔÚ½áÊøµ±Ç°×÷Òµ;£

Word ½áÊøÁËµ±Ç°Æ´Ð´¼î²é£-Òòîª´ æ´£Æ´Ð´¼î²éî¼pµÄ´ÅÀìÓÐîÊîâ;£

üŒý´íó

- ÑîŒñîĀĀĐ²Ŭ×÷£°
- ¼î²é´æ´£Æ´Ð´Ð£¶Œ¹¤¼ßµÄ´ÅÀì;£
- °²×°Æ´Ð´¼î²é¹¤¼ß£¬²î¼ûŒĀ Word µÄî°ÉèŒĀ;±³îÐò°²×° ½¼ŒŒîĀîĀ.



## ÓÃ»§´Êµä£¨ÎÄ¼þÃû£©²»¿ÉÓÃ¡£

Word 2»ÄÜ`ò¿ª,Ã´Êmä£-ÒòÎª´ÊÎ¼¼pÊÇ Word Îªμμ»òÕΒΑίÒ»,öö!ÓÃ³!ÐòÕýÓÚÊ¹ÓÃ,Ã´Êmä£

üÖý'íó

- 1 'Ó<sub>i</sub><sup>1</sup>α<sub>3</sub>Δ<sub>3</sub>±<sup>2</sup>Êμ<sup>3</sup>ÖÐ£-Ñ<sub>i</sub>Ôñ<sub>i</sub><sup>°</sup>Ñ<sub>i</sub>î<sub>i</sub>±ÃûÂî (ALT, O, O)<sub>j</sub>£  
2 ÔÚ<sub>i</sub><sup>°</sup>·ÖÀà<sub>i</sub>±<sub>£</sub>ðÖÐ£-Ñ<sub>i</sub>Ôñ<sub>i</sub><sup>°</sup>Æ'Ð'±Ñ<sub>i</sub>î<sub>i</sub>£  
3 ÔÚ<sub>i</sub><sup>°</sup>ÔÃ»<sub>£</sub>Ê<sub>μ</sub>ä<sub>i</sub>±<sub>£</sub>ðÖÐ£-Ñ<sub>i</sub>ÔñÔÃÔÚ<sub>i</sub><sup>1</sup>éÆ'Ð'μÃÃ<sub>£</sub>Ò»<sub>£</sub>ö'Ê<sub>μ</sub>ä<sub>i</sub>£  
4 Ôà<sub>i</sub><sup>1</sup>¼ÔÒ»<sub>£</sub>ðÄμÃÔÃ»<sub>£</sub>Ê<sub>μ</sub>ä£-Ñ<sub>i</sub>Ôñ<sub>i</sub><sup>°</sup>î<sub>i</sub><sup>1</sup>¼Ô<sub>i</sub>±<sup>°</sup>Â<sub>£</sub><sub>i</sub>£  
5 ¼ûÈèÒ<sup>a</sup><sub>x</sub>÷î<sup>a</sup>ÔÃ»<sub>£</sub>Ê<sub>μ</sub>ä<sub>μ</sub>Ãî<sup>1</sup>¼<sub>£</sub>pÃû<sub>i</sub>£  
6 Ô<sup>a</sup>°Ñ<sub>i</sub>Ãî<sup>1</sup>¼<sub>£</sub>p<sub>x</sub>÷î<sup>a</sup>ÔÃ»<sub>£</sub>Ê<sub>μ</sub>ä<sub>°</sub>ð<sub>£</sub>£-ÔðÑ<sub>i</sub>Ôñ<sub>i</sub><sup>°</sup>È·î<sub>i</sub><sup>°</sup>±<sup>°</sup>Â<sub>£</sub><sub>i</sub>£  
7 Ô<sup>a</sup>1<sub>£</sub>0±Ô<sub>i</sub><sup>°</sup>Ñ<sub>i</sub>î<sub>i</sub>±î<sub>i</sub>Ô»<sub>£</sub>ð<sub>£</sub>£-Ñ<sub>i</sub>Ôñ<sub>i</sub><sup>°</sup>È·î<sub>i</sub><sup>°</sup>±<sup>°</sup>Â<sub>£</sub><sub>i</sub>£

ı°İ»ÖÃı±çòÖĐμÄÊý×Ö±ØĐëÊÇÕýÊýı£

μ±¶ı°İ»ÕýÎÄ»òı¼ĐÎÊ±£¬ÄúÊÔÎ¼ÉèÖÃÖ»,ö,°Öμ£¬μ«ÊÇ Word Ö»½ÓÊÜÕýÖμı£

ıüÕýııó

- ¼üËëÖ»,öÕýÊýı£

´ÊÎÄ½þ²»ÄÜÓÉÖ,¶µÄÍ¼ÐÎ¹ýÂË³ìÐðÊ¶±ð;£

ÄúÓÃ Word °²×°µÄ½¼ÐÎ¹ýÂË³ìÐð²»ÄÜÊ¶±ð,ÃÎÄ½¼þµÄ,ñÊ½₂;£

üÖý´íó

- ÑìÔñÎÃÁÐ²Û×÷£°
- ÔÚÓë Word ¼æËÝµÄÓ!ÓÃ³ìÐðÖÐ´´½´´Î¼ÐÎ;£
- °²×°Í¼¼ÐÎ¹ýÂË³ìÐð;£²Î¼ûÓÃ Word µÄ;°ÉèÖÃ;±³ìÐð°²×°,½¼¼ÓÑ;î.

Í¼ĐŦÄ¼pì«´ó²»ÄÜ±»xª»»j£

ÄúÓÃ Word °²x°μÄÍ¼ĐĦ¼ŦĦ³İĐò²»ÄÜxª»»´ĦĦ¼p£-ÒòĦªĦ¼pì«´ój£

üÖý´İİó

- ŦİŦĦİÄĐÄ³Ŧ»²Ŧx÷£°
- ´´½¨ĐİŦ»Đ©μÄÍ¼ĐŦÄ¼pj£
- °²x°Í¼ĐĦ¼ŦĦ³İĐòj£²İ¼ûÓÃ Word μÄj°ÉèÖÄj±³İĐò°²x°½¼ÓŦİİ.

´Ēí¼đĩÄ¼þĲÉÄÜÒÑ±»ÆÆ»μ£¬²»ÄÜ×ª»»ı£

ÄúÓÃ Word °²×°μÄ¼đİ¼ýÂĔ³İĐòÔÚ´Ēí¼đĩÄ¼þÖĐ·ϕİÖİþĐ\$Ēý¾Ýı£

ũŎý´íó

- ÑıŎñİÄÁĐ²Ü×÷£°
- ¼ı²éĒ·ĒİÄ¼þĔÇ·ñ±»ÆÆ»μ£¬Ē»°ó´´½´¼đİ»òÔÚ Word ÖĐÔÛĒÔ×Å´òĲªÖ»İı£
- °²×°İ¼đİ¼ýÂĔ³İĐòı£²¼đİÓÃ Word μÄı°ĒèÖÄı±³İĐò°²×°½¼đİŎıİ.

Í¼ĐĭýÂĚ³İĐò²»ÄÜ×ª»»´ĒĬ¼þİ£

Word ĐèÒª,üŋàµÄÄÚ´æ´òĲªĒĬ¼þ»òŒİ¼ĐİĬ¼þŒŊ±»ÆÆ»µİ£

üŒý´İİó

- ŊİŒŋİĬÄĐÄ³Œ»²Ŭ×÷£º
- ŒŒĐÄ´´½´İ¼ĐĬİ£
- Œö¼ŒÄÚ´æ£¬Ē»ºóŒŬĒŒŒ×ªª»»Œ»´İİ£
- º²×ºİ¼ĐĭýÂĚ³İĐòİ£²İ¼ŭŒĬ Word µÄİºĒèŒĬİ±³İĐòº²×º,½¼ŒŊİİİ.

Word ²»ÄÜÆô¶Í¼ĐĲýÂĚ³İĐòİ£

Word Ã»ÕÒμ½Í¼ĐĲýÂĚ³İĐò»òÍ¼ĐĲýÂĚ³İĐòÓë Word ²»¼æÈÝİ£

üÖý´íó

- ÑıÔñİÄÁĐ²Û×÷£°
- ¼ı²éÈ·Èİ¼ĐĲýÂĚ³İĐòÒÑ°²×°ÓÚ WIN.INI İÄ¼þÀİİ£
- °²×°Í¼ĐĲýÂĚ³İĐòİ£²¼ûÓÃ Word μÄı°ÉèÖÃı±³İĐò°²×° ½¼ÓÑİİ.

Óï·¹¼ì²é³ìÐðÕýÔÚÊ¹ÓÃÖÐ;£

Äú²»ÄÜÊ¹ÓÃÓï·¹¼ì²é³ìÐð£-ÒðÎªÄúÕýÔÚÁíÒ»»üÖ!ÓÃ³ìÐðÖÐ¹¼ì²éÓï·¹»ðÄúÔÚ Word  
x÷Òμίê³ÉÓï·¹¼ì²éÇ°½áÊøÁË,Ã Word x÷Òμ;£

üÕý´íó

- Ñ;ÔñĬĀÁÐǺ³Ò»²Ùx÷£°
- ¹Ø±ÖÆäËüÓ!ÓÃ³ìÐð;£
- ÖØÐÂÆô¶ Windows;£



Word ²»ÄÜÆô¶ Óï·¹²é³ìÐò¡£

ÄúÊÔí¼¼ì²éîÄµµÖÐµÄÓï·£¬µ«ÊÇ Word

Ä»ÖÒµ½Óï·¹²éîÄ¼þ£¬»òîÄ¼þ±»ÆÆ»µÁË£¬»òÄ»ÓÐ×ã¹»µÄÄÚ´æ¼²éÓï·¡£

üÖý´íó

- Ñ¡ÔñíÄÄÐÄ³Ò»²Ù×÷£°
- °²×°Óï·¹²é³ìÐò£¬î¼¼ûÓÄ Word µÄ¡°ÉèÖÄ¡±³ìÐò°²×° ½¼¼ÓÑ¡î.
- Òð¼ÓÄÚ´æ£¬È»°óÖÙËÖÖ»´í¡£

Word ²»ÄÜ¶Á´ËÎÄ¼þİ£Í¼Đİ¹ýÂË³İĐò±ØĐë°²x°ÔÚ WIN.INI ÖĐİ£

ÄúÊÔÍ¼¼, üĐÂÒ», öÓò»ò°ŇÍ¼Đİ²âËëµ½ Word ÎÄµµÖĐ£-µ«ÊÇÃ»ÓĐÍ¼¼Đİ¹ýÂË³İĐò°²x°ÔÚ WIN.INI  
ÎÄ¼þÖĐİ£

üÖý´İİó

- °²x°Í¼¼Đİ¹ýÂË³İĐòİ£²İ¼¼ûÓÃ Word µÄİ°ÊèÖÃİ±³İĐò°²x°, ½¼¼ÓŇİİ.

## Word ²»ÄÜÊ±±ð±±Öíó£±±ÖíóÃû£©±£

ÄúÊÔí¼ÔÚ Word ÖÐ²åËëµÃÐÃí£ÓÉ²»Ö§³Ö Word ÖÐ±±Öíó±±Ç±±ËëµÃÓíÓÃ³ìÐð  
´´½±±£Äú±±ÐðÖÓÃÁíÒ»»»öÓíÓÃ³ìÐð´´½±±ÃÐÃí£±£

### üÖýíó

- òªÖÐÐÃ´´½±±²åËëµÃÐÃí££¬ÑíÔñ±±Öíó±±Öíó»°¿ð£´´²åËë±²Ëµ¥£©µÃ±±ÖíóÀàÐí±±¿ðÖÐÁÐ³öµÃÃ³Ò»»»ÓíÓÃ³ìÐð±£

ÓÃ»§´Êµä£`ÎÄ¼pÃû£©²»ÄÜ,üÐÂ£¬ÊüµÄÒ»Ð©Ì¼ÓÏçÉÄÜÒÑ¶ªÊ§j£

ÄúÊÔ¼¼¼¼Óµ¥´ÊµÄÓÃ»§´ÊµäçÉÄÜÒÑ±»É¾¾ý»ð±»,Ä±äÎªÖ»¶ÁÄ¼pj£

üÖý´íó

- ÑıÔñİÄÁÐ²Û×÷£º
- È·±£ÓÃ»§´Êµä´æÔÚj£
- È¥¾ýÓÃ»§´ÊµäµÄÖ»¶Á×´Î¬j£

Ã»ÓÐ×ã¹»μÄÄÚ´æİÔÊ¾¹¼¾ßÀ,j£

ÄúÊÔÍ¼¼İÔÊ¾¹¼¾ßÄ\_£¬μ«ÊÇÃ»ÓÐ×ã¹»μÄÄÚ´æİÔÊ¾¼Ëüj£

„ÄÉÆ·½·“

- Ôö¼ÓÄÚ´æ£¬È°óÔÙÊÔÒ»´İj£

μ±ÔÚ¹¼ßÀ,Éİæ»» [çÕ°×Çø] Ê±  
£¬Äú±ØÐěÑİÔñÒ»,öí¼±êÔÛÑİÔñÒ»,ö°ê»òÒ»,öÃüÁî£

Òª°ÑÒ»,ö°`Å¥İ¼Óμ½¹¼ßÀ,Éİ£¬Äú±ØÐěÔÚİ°Ñİİİ±¶Ô»°çò£¬İ¹¼ßİ±²Ėμ¥  
£©μÄİ°¹¼ßÀ,İ±·ÖÀàÖÐÑİÔñÒ»,öí¼±ê£¬ÔÛÑİÔñÒ»,ö°ê»òÒ»,öÃüÁî£ÓÐ¹Øİēİ,½ēÉÜ£¬²İ¼û  
¶İ"ÖÆ¹¼ßÀ.

´ĚĚèÖǺ²»´æÔÚ»ò²»ÄÜ±»É³⁴ýᵢ£

ÉèÖǺĩÁĐÔÚ WIN.INI îÄ¼þÖĐ»ð WIN.INI îÄ¼þÖýÔÚÊ¹ÓǺÖĐ£¬Word ²»ÄÜĐᵑ,ǺĚüᵢ£

ᵑüÖý´íłó

- ĚᵢÔñİĀÁĐ²Û×÷£°
- ÔÚᵢ°Ěᵢĩᵢ±¶Ŏ»°¿ð£¨ᵢ°¹ᵐ⁴⁄₄ßᵢ±²Ěᵢ¥£©ᵢÄ WIN.INI ĚᵢĩŏĐᵢÄᵢ°ÉèÖǺᵢ±¿ðĐÔÛ´İ¼üĚĚÉèÖǺᵢ£
- ÔÚᵢ°Ěᵢĩᵢ±¶Ŏ»°¿ð£¨ᵢ°¹ᵐ⁴⁄₄ßᵢ±²Ěᵢ¥£©ᵢÄ WIN.INI ĚᵢĩŏĐᵢÄᵢ°Æð¶ŏĚᵢĩᵢ±¿ðĐ£¬ĚᵢÔñĀ³Ŏ»ÉèÖǺᵢ£
- ¼ᵢ²é WIN.INI îÄ¼þÖĐᵢÄÉèÖǺÁĐ±ᵢ£
- Ě·±£ÔÚ Word ÖĐĐᵑ,Ǻ WIN.INI Ö®Ç°£¬ÒŊ°Ŋ WIN.INI îÄ¼þ¹Ø±Ŏᵢ£

## ÎÄµµ²»ÄÜ±»×¢²á¡£

Word ¿ÉÒÔ¡°×¢²á¡±ÎÄµµ£¬Ê¹ËüÃÇ¿ÉÒÔ×÷Îª Word ¡°¶ÔÎó¡±²åÈë½ÎÄµµÖÐ¡£ÔÚ Word ×¢²á  
´ËÎÄµµÊ±³õÔÖÁËÒ»¸ö´ÍÓ£¬ÇÒ Word ²»ÄÜ×¢²á¡£

### ¸üÖý´ÍÓ

1 ¹Ø±ÖÎÄµµ¡£

2 Ôð¼ÔÖÁ¸æ.

3 ÒªÔÙ´Í¿ªÎÄµµ£¬¿É´Ó¡°ÎÄ¼þ¡±²Ëµ¥ÖÐÑ¡Ôñ¡°¿¿ª±ÃüÁ¹ (ALT, F, O)£

×¢ÊË°Ë¹üÔÙ´Í³õÔÖÁË£¬¿É´Ó¡°ÎÄ¼þ¡±²Ëµ¥ÖÐÑ¡Ôñ¡°ÍË³õ¡±ÃüÁ¹£¬£ì£Á£Ô £©ÍË³õ

Word£¬Ê»ºóÔÙ´ÍÆð¶¯ Word¡£



Â·¾¶ÁÐ±íÒÑÂú¿ÖÔÙì¼ÓÐÂÂ·¾¶Ç°É¾¾ýÒ»Ð©ÒÑÓÐµÄÂ·¾¶¶¿

µ±ĚÑĚ÷Ò»\_öĬÄ¼¶Ē±Ē-ÄúĚÔĬ¼°ÑÒ»\_öÐÂÂ·¾¶¶Ĭ¼Óµ½¿°ĚÑĚ÷¿±Â·¾¶ÁÐ±íÖÐ¿ĒWord  
Ä»ÓÐ×ã¹»µÄÄÚæĚÑĚ÷ÁÐÔÚ¿±à¼Ä·¾¶¶±¶Ŏ»°¿òÖÐµÄÂ·¾¶»òÖßÂ·¾¶ÁÐ±í°ü-µÄÂ·¾¶³-¹ýÁĚ  
Word ÔĚÐĬµ×ĩóĚýÄ¿ 200¿

\_üÖý'Ĭó

- 1 ÔÚ¿±à¼Ä·¾¶¶±¶Ŏ»°¿òµÄ¿°ĚÑĚ÷Â·¾¶¶±¿òÖÐĒ-Ě¾¾ýÒ»\_ö»ò¶à\_öÒÑÓÐµÄÂ·¾¶¶¿
- 2 ÔÚ¿±Â·¾¶¶±¿òÖÐĒ-ÔÙĚÔ×ÄĬ¼ÓĚùÒµÄÂ·¾¶¶¿

μ±îÄμμ±,·ÝîÄ¼þ´ð¿ªÊ±£¬Word ²»ÄÜ±£´æ,ÃîÄμμj£Çå³ý±,·ÝÑjî»ðÓÃÐÂîÄ¼þÃû±£  
´æîÄμμj£

μ±îÄμμμÄ±,·ÝîÄ¼þÒÑ´ð¿ªÇÒj°±£Áð±,·Ýj±,´Ñj¿ðÒÑÑj¶¶´Ê±£¬ÄúÊÔî¼±£´æ,Ã´ð¿ªμÄîÄμμj£

±£´æ´î´´½´´ÊîÄμμμÄ±,·Ýj£

1 ¼Ø±Õ±,·ÝîÄ¼þj£

2 ´Ój°îÄ¼þj±²Êμ¥ÖÐ£¬ÑjÔñj°±£´æj±ÃüÁî (ALT, F, S)j£

Çå³ýj°±£Áð±,·Ýj±,´Ñj¿ð

1 ´Ój°îÄ¼þj±²Êμ¥ÖÐ£¬ÑjÔñj°Áî´æîª±ÃüÁî (ALT, F, A)j£

2 ÑjÔñj°Ñjîj±°´Á¥j£

3 ÔÚj°±£´æ·½Ê½j±Ñjî¿ðÖÐ£¬Çå³ýj°±£Áð±,·Ýj±,´Ñj¿ðj£

4 ÑjÔñj°È·¶´j±°´Á¥j£

5 Òª±£´æîÄ¼þ£¬ÑjÔñj°È·¶´j±°´Á¥j£

ÓÐ¹Øîēj,½éÉÜ£¬²î¼û ÖÆ×÷»î¶îÄμμμÄ±,·Ý.

μÚ£`nn£©½ÚμÄÖ³Ãæ´óÐ;²»Í-ÓÚ´òÓ;»úμÄÖ½ÖÃ´óÐ;£-ÒªÓÃμ±Ç´òÓ;»úÖýÈ·  
´òÓ;£-¿ÉÔÚ;°ÎÄ¼þ;±²Ëμ¥μÄ;´òÓ;ÉèÖÃ;±ÖÐÐÐ,Ä´òÓ;»úμÄÖ½ÖÃ  
´óÐ;£-»òÕÖÔÚ;°,ñÊ½;±²Ëμ¥μÄ;°Ò³ÃæÉèÖÃ;±ÖÐÐÐ,ÄÎÄμμÒ³Ãæ´óÐ;£

ÄúÉèÖÃμÄÖ³¿ÍÖ³,ß²»Í-ÓÚ;´òÓ;ÉèÖÃ;±¶Ö»°¿òÐμÄÉèÖÃ£-È»°óÊÔ¼´òÓ;ÎÄμμ;£

ÔÚ´òÓ;Ç°μ÷ÕûÎÄμμ°Í´òÓ;»úμÄÉèÖÃ

1 Ñ;Ôñ;°È·¶;±°´Å¥;£

2 Èç¹ûÒª¶Öμ±Ç´òÓ;»ú½ÐÐμ÷ÕûÊ¹Ö®ÖýÈ·´òÓ;£-¿ÉÑ;Ôñ;ÎÄÁÐ²Ù×÷£°

▪ ÒªÐÐ,Ä´òÓ;»úμÄÖ½ÖÃ´óÐ;£-¿É´Ó;°ÎÄ¼þ;±²Ëμ¥ÖÐÑ;Ôñ;´òÓ;ÉèÖÃ;±ÃûÁÎ (ALT, F, R)  
£-ÔÛÑ;Ôñ;°ÉèÖÃ;±°´Å££-È»°ó½ÐÐÐËùÒªμÄÐÐ,Ä;£

▪ ÒªÐÐ,ÄÎÄμμμÄÖ³Ãæ´óÐ;£-¿É´Ó;°,ñÊ½;±²Ëμ¥ÖÐÑ;Ôñ;°Ò³ÃæÉèÖÃ;±ÃûÁÎ (ALT, T, U)  
£-ÔÛÑ;Ôñ;°óÐ;°Í.½¿ò;±Ñ;Î°´Å££-È»°ó½ÐÐÐËùÒªμÄÐÐ,Ä;£

3 ´Ó;°ÎÄ¼þ;±²Ëμ¥ÖÐ£-Ñ;Ôñ;´òÓ;±ÃûÁÎ (ALT, F, P) »ò;°Í²£´òÓ;±ÃûÁÎ (ALT, F, M);£

μÚ£´nn£©½ÚμÄÖ³±ß½çÉèÖÃÔÚ,ÃÖ³μÄ¿É´ðÓ;ÇøÒÔÎâ;£

ÄúŃ;ÔñÁĚİÄÁĐĂ³Ö»²Ù×÷£°

- ÄúÉèÖÃμÄÖ³±ß¾àĐ;ÓÚĚùŃ;Ų´´ðÓ;»úμÄ¿É´ðÓ;Çø;£ÄýÈç£¬´óŲàĚý¼±¹â´ðÓ;»ú²»ÄÜÔÚÔ½ÖÄ±ß½çμÄ 0.25 Ó£´çÄÚ½øĐĐ´ðÓ;£
- ÄúŲýÔÚĚ¹ÓÃÒ»,ð£ĚäÖ³±ß¾à±Ě¿É´ðÓ;ÇøĐ;μÄĚ°â;£ÄýÈç£¬¬ÄúŲýÔÚÓÃÒ»,ð,øÁ¬Đø½øÖ½´ðÓ;»úÉè¼££μÄĚ°âÔÚ·ÖÖ³½øÖ½´ðÓ;»úÖĐ´ðÓ;μÖÖ·±êÇ©;£ÓĐ´ØİĚ¼,½éĚÜ£¬²Î¼û´ð¿²ÇÖĚĐĐÓĚ¼þ±êÇ©°ê.

Î»ÓÚ´ðÓ;»ú¿É´ðÓ;ÇøÒÔÎâμÄİÄ±¾ĚÇ²»ÄÜ´ðÓ;μÄ;£

üŲý´İİó

- Ń;ÔñİÄÁĐĂ³Ö»²Ù×÷£°
- Ń;Ôñ;°Ě·Ų´´;±´Á¥·μ»Øμ½İÄμμ;£´Ó;°,ñĚ½;±²Ěμ¥ÖĐŃ;Ôñ;°Ö³ÃæÉèÖÃ;±ÃüÁÎ (ALT, T, U)£¬ÔÜŃ;Ôñ;°Ö³±ß¾à;±Ń;İŲ´´Á¥£¬Ě»°ó,ù¾YĐèÖªŲİÖÖ³±ß½ç½øĐĐĐþ,Ä;£
- Ě·±£ÖýÔÚĚ¹ÓÃμÄĚ°âÓĚ´ðÓ;»ú¼æĚÝ;£

**Word**    **Ã»ÓÐ×ã¹»µÄÄÚ´æÓÃÓÚ´Ë´ó¼ðìù°å¡£ÇëîÊÊÇ·ñ·ÅÆú£¿**

ÄúÔÚ¼ðìù°åÖÐ´æ´¢ÄË´óÄ¿µÄÖý!Ä»ðí¼ðìÊË¹ûÄúÒª Word »Ö,´Ò»Ð©ÄÚ´æ£¬¿Ê·ÅÆú¼ðìù°åµÄÄÚËÝ¡£

**·ÅÆú¼ðìù°åµÄÄÚËÝ²¢Ôð¼óÄÚ´æ**

- Ñ¡Ôñ¡°Ë·¶¡±´°Å¥¡£

**Ë¡ü²Û×÷**

- Ñ¡Ôñ¡°Ë¡ü¡±´°Å¥¡£

**±£´æ¼ðìù°åµÄÄÚËÝ**

- 1    îÔÊ¾ó!óÃ³ìðòµÄ¿ØÖÆ²Ëµ¥(ALT+¿Ö,ñ¼ü)¡£
- 2    ´Óó!óÃ³ìðòµÄ¿ØÖÆ²Ëµ¥Öð£¬Ñ¡Ôñ¡°ÔËðð¡±ÃüÁî»ð´° u ¼ü¡£.
- 2    Ñ¡Ôñ¡°Ë·¶¡±´°Å¥¡£
- 3    ´Ó¡°¼ðìù°å¡±µÄÃ¼²Ëµ¥Öð£¬Ñ¡Ôñ¡°Á´æî¡±ÃüÁî (ALT, F, A)¡£
- 4    ÔÚ¡°îÃ¼ðü¡±¿ØÖÆ¬¼üËò»,ðîÃ¼ðü¡£
- 5    Ñ¡Ôñ¡°Ë·¶¡±´°Å¥¡£
- 6    ´Ó¼ðìù°åµÄîÃ¼ðü²Ëµ¥Öð£¬Ñ¡Ôñ¡°Ë³ö¡±ÃüÁî (ALT, F, X)¡£

μÚ£`nn£©½ÚμÄÖ³Ãæ´óÐj²»Í-ÓÚ´òÓj»úμÄÖ½ÖÃ  
´óÐj;£ÖÚj°,ñÊ½j±²Ëμ¥μÄj°Ö³ÃæÉèÖÃj±¶Ö»°¿òÓëÖÚj°ÎÄ¼bj±²Ëμ¥μÄj°  
´òÓjÉèÖÃj±¶Ö»°¿òÖÐÑjÔñμÄÖ³Ãæ´óÐj±ØÐëÆ¥Ãä£-ÄúÊÇ·ñÒ¹¼ìÐø´òÓj£¿

ÄúÉèÖÃμÄÖ³¿Í°Ö³,ß²»Í-ÓÚj°´òÓjÉèÖÃj±¿òÖÐμÄÉèÖÃj£

μ÷ÖûÎÄμμ°Í´òÓj»úÉèÖÃ

1 ÑjÔñj°È·¶j±°´Å¥j£

2 Èç¹ûÖª¶Öμ±Ç°´òÓj»ú½ØÐÐμ÷ÖûÊ¹Ö®ÖýÈ·´òÓj£¬¿ÉÑjÔñÎÄÁÐ²Ù×÷£°

■ ÒªÐ,Ä´òÓj»úμÄÖ½ÖÃ´óÐj£¬¿É´Ój°ÎÄ¼bj±²Ëμ¥ÖÐÑjÔñj°´òÓjÉèÖÃj±ÄúÁÎ (ALT, F, R) £¬ÖÙ°  
´j°ÉèÖÃj±°´Å££¬È»°ó½ØÐÐÈùÒªμÄÐ,Äj£

■ ÒªÐ,ÄÎÄμμμÄÖ³Ãæ´óÐj£¬¿É´Ój°,ñÊ½j±²Ëμ¥ÖÐÑjÔñj°Ö³ÃæÉèÖÃj±ÄúÁÎ (ALT, T, U)  
£¬ÖÙÑjÔñj°´óÐj°Í.½ìòj±ÑjÎ°´Å££¬È»°ó½ØÐÐÈùÒªμÄÐ,Äj£

μÚ£`nn£©½ÚμÄÖ³Ãæ´óÐ;²»Í-ÓÚ´òÓ;»úμÄÖ½ÖÃ´óÐ;£Öò³ÓÃμ±Ç´òÓ;»úÖýÈ·  
´òÓ;£¬ζÉÔÚ;°ÎÄ¼p;±²Ëμ¥μÄ;´òÓ;ÉèÖÃ;±ÖÐÐp,ÄÖ½ÖÃ  
´óÐ;»òÕßÔÚ;°,ñÊ½;±²Ëμ¥μÄ;°Ö³ÃæÉèÖÃ;±ÖÐÐp,ÄÎÄμμμÄÖ³Ãæ´óÐ;£

ÄúÉèÖÃμÄÖ³ζÍ°Ö³,ß²»Í-ÓÚ;´òÓ;ÉèÖÃ;±ζòÖÐμÄÉèÖÃ;£

μ÷ÖûÎÄμμ°Í´òÓ;»úÉèÖÃ

1 Ñ;Ôñ;°È·¶;±°´Ä¥;£

2 Èç¹ûÖª¶Öμ±Ç´òÓ;»ú½øÐÐμ÷ÖûÊ¹Ö®ÖýÈ·´òÓ;£¬ζÉÑ;ÔñÎÄÁÐ²Ù×÷£°

■ ÒªÐp,Ä´òÓ;»úμÄÖ½ÖÃ´óÐ;£¬ζÉ´Ó;°ÎÄ¼p;±²Ëμ¥ÖÐÑ;Ôñ;´òÓ;ÉèÖÃ;±ÄüÁÎ (ALT, F, R) £¬ÔÙ°  
´;´ÉèÖÃ;±´Ä¥£¬È»°ó½øÐÐÈùÒªμÄÐp,Ä;£

■ ÒªÐp,ÄÎÄμμμÄÖ³Ãæ´óÐ;£¬ζÉ´Ó;°,ñÊ½;±²Ëμ¥ÖÐÑ;Ôñ;°Ö³ÃæÉèÖÃ;±ÄüÁÎ (ALT, T, U)  
£¬ÔÙÑ;Ôñ;´óÐ;°Í.½Íò;±Ñ;Î´´Ä¥£¬È»°ó½øÐÐÈùÒªμÄÐp,Ä;£

μÚ£`nn£©½ÚμÄÖ³±ß½çÉèÖÃÖÚ,ÃÖ³μÄ¿É´ðÓÇøÒÔÎâ;£ÊÇ·ñÒª¼ÌÐø´ðÓ;£¿

ÄúÑ;ÔñÁËÏÄÄÐÃ³Ö»²Ù×÷£°

- ÄúÉèÖÃμÄÖ³±ß½çÐ;ÓÚËùÑ;¶`μÄ´ðÓ;»úμÄ¿É´ðÓ;μÄÖ³±ß½ç;£ÄýÈÇ£¬´ó¶àËý¼ª¹â´ðÓ;»ú¶¼²»ÄÜÔÚÖ½Ö±ß½çμÄ 0.25 Ó£´çÄÜ½øÐÐ´ðÓ;£
- ÄúÖýÔÚË¹ÓÃÖ»,ðÆäÖ³±ß½çÉèÖÃ±Ë¿É´ðÓ;μÄÖ³±ß½ç»¹ÒªμÄÄ£  
°â;£ÄýÈÇ£¬¬ÄúÖýÔÚÓÃÖ»,ð,øÁ¬Ðø½øÖ½´ðÓ;»úÉè¼ÆμÄÄ£°âÖÚ·ÖÖ³½øÖ½´ðÓ;»úÖÐ´ðÓ;μøÖ·±êÇ©;£ÓÐ¹øÏË,½éËÜ£¬²Î¼û´ð¿²ÖËÐÐÓË¼þ±êÇ©°ê.  
Î»ÓÚ´ðÓ;»ú¿É´ðÓÇøÒÔÎâμÄÎÄ±¾ÊÇ²»ÄÜ´ðÓ;μÄ;£

üÖý`íó

- Ñ;ÔñÏÄÄÐÃ³Ö»²Ù×÷£°
- Ñ;Ôñ;°Ë·¶`i±´Á¥£¬·μ»øμ½ÎÄμμ£¬´Ó;°,ñÊ½i±²Ëμ¥ÖÐÑ;Ôñ;°Ò³ÃæÉèÖÃ;±ÄüÁÎ (ALT, T, U) £¬ÔÙÑ;Ôñ;°Ò³±ß¾à;±Ñ;Ï´Á¥£¬Ë»°ó,ù¾ÝÐèÖ¶¶ÖÖ³±ß¾à½øÐÐÐ,Ä;£
- Ë·±£ÖýÔÚË¹ÓÃμÄÄ£°âÓë´ðÓ;»ú¼æËý£



μÚ£`nn£©½ÚμÄÖ³±ß½çÉèÖÃÔÚ,ÃÖ³μÄ¿É´ðÓ¡ÇøÒÔÎâ¡£

ÄúŃ¡ÔñÁĖĬĀĎÄ³Ö»²Ù×÷£°

- ÄúÉèÖÃμÄÖ³±ß½çĐ¡ÓÚĖùŃ¡Ų`μÄ´ðÓ¡»úμÄ¿É´ðÓ¡μÄÖ³±ß½ç¡£ÄýĖç£¬¬´óŲăĖý¼⁴¹ă´ðÓ¡»úŲ¼²»ÄÜÔÚÖ½ÖÄ±ß½çμÄ 0.25 Ó£´çÄÚ½øĐĐ´ðÓ¡¡£
- ÄúŲýÔÚĖ¹ÓÃÖ»\_ðÆăÖ³±ß½çÉèÖÃ±Ė¿É´ðÓ¡μÄÖ³±ß½ç»¹ÒªĐ¡μÄĀ£  
°ă¡£ÄýĖç£¬¬ÄúŲýÔÚÓÃÖ»\_ð\_øÁ¬Đø½øÖ½´ðÓ¡»úĖè¼ÆμÄĀ£°ăÔÚ·ÖÖ³½øÖ½´ðÓ¡»úÖĐ´ðÓ¡μøÖ·±êç©¡£ÓĐ¹øĬēĬ,½ēĖÜ£¬²Ĭ¼û´ð¿²çÖĖĐĐÓĖ¼p±êç©°ē.  
Ĭ»ÓÚ´ðÓ¡»ú¿É´ðÓ¡ÇøÒÔÎâμÄĬÄ±¾Ėç²»ÄÜ´ðÓ¡μÄ¡£

üŲýĬó

- Ń¡ÔñĬĀĎÄ³Ö»²Ù×÷£°
- Ń¡Ôñ¡°Ė·Ų`¡±´Á¥£¬·μ»øμ½ĬĀμμ£¬´Ó¡°,ñĖ½¡±²Ėμ¥ÖĐŃ¡Ôñ¡°Ö³ĀæĖèÖÃ¡±ÄüĀĬ (ALT, T, U)  
£¬ÔÜŃ¡Ôñ¡°Ö³±ß¾ă¡±Ń¡Ĭ¬´Á¥£¬Ė»°ó\_ù¾ŲĐèÖªŲŲÖ³±ß¾ă½øĐĐĐp,Ā¡£
- Ė·±£ŲýÔÚĖ¹ÓÃμÄĀ£°ăÓĖ´ðÓ¡»ú¼æĖÝ¡£

Çèlâ¹©Ò»\_öÓÃ»§Ãû;£

¼üËë Word ÒªÔÚÎÃµµÖÐÊ¹ÓÃµÄÓÃ»§Ãû;£Word °Ñ´ËÓÃ»§Ãûì¼Óµ½Ëù´´¼²´ÎÃµµµÃÖªÖªÐÃì¢ºíÐÃ·âÉíµÄ¼ÄÐÃËËµØÖ·ÖÐ;£

ÊÇ·ñÈ·ÊµÒªÈ;îÛËùÑ;¶µÄÄ´½Ó£¿

Äú±ØÐëÈ·ÈÏÊÇ·ñÈ;îÛÔÚÎÄµµÖÐËùÑ;¶µÄÄ´½Ó;£

È;îÛ,ÄÄ´½Ó

- Ñ;Ôñ;°ÊÇ;±°·Ä¥;£

±£Äô,ÄÄ´½Ó

- Ñ;Ôñ;°·ñ;±°·Ä¥;£

£ˆİÄ¼pÃû£©ÖýÔÚÓÉ£ˆİÄ¼pÃû£©Ê¹ÓÃ;£ÊÇ·ñÒª÷±,·Ý£¿

ÁíÒ»,öÓÃ»\$ÖýÊ¹ÓÃ,ÃİÄ¼p;£Äú¿ÉÒÔ´ò¿ª,ÃİÄ¼pμÄ±,·ÝİÄ¼p£¬μ«²»ÄÜ±£  
´æ¶¶Ô±,·ÝİÄ¼pËù×÷μÄÐÞ,Ã£¬³ý·ÇμÚÒ»,öÓÃ»\$¹Ø±ÖÁËÔˆİÄ¼p;£²»¹ýÄú¿ÉÒÔÓÃÒ»,öÐÃİÄ¼pÃû±£  
´æ±,·ÝİÄ¼p;£

„ÄÉÆ·½ˆˆ

- Ñ;ÔñİÄÄÐÄ³Ò»²Ù×÷£º
- Òª´ò¿ª,ÃİÄ¼pμÄ±,·ÝİÄ¼p£¬Ñ;Ôñ;°Ë·¶ˆˆ;±ª°Ä¥;£
- Èç¹û²»İë´ò¿ª,ÃİÄ¼pμÄ±,·ÝİÄ¼p£¬Ñ;Ôñ;°Ë;İû;±ª°Ä¥£¬È»ºóÔÙÊÔ×Ã´ò¿ª°ËİÄ¼p;£

´ÊµăĂû»òÂ·¾¶¶ĲĐŞĵ£

Word ²»Ê¶±ð,Ă´ÊµăĂû£¬ÆăÔÒò¿ÉÄÜÊÇ

´ÊµăĂû»òÂ·¾¶¶²»ŎýÊ·£¬»òŎßÊ¹ŎĂÁĚŎ»„öĐÇ°Ă£´´\*£©±íÊ¾¿ÉÄÜµĂĬ¹¼þĂûĵ£

„űŎý´íłó

1 ÑĵŎñĵ°È·¶Ĵĵ±°´Ă¥ĵ£

2 ¼ĭ²éŎªĭĭ¼ŎµĂŎĂ»Ş´ÊµăµĂĂû³Æ°Ĭ»ŎĂĵ£

3 ÔÛ´Ĭ¼űĚĚ´ÊµăĂûĵ£

4 ÑĵŎñĵ°È·¶Ĵĵ±°´Ă¥ĵ£

¿ÚÁî²»Æ¥Åä¡£

Äú¼üËëμ¿ÚÁîÓëÒÔÇ°,³,ø,ÃÎÄ¼þμ¿ÚÁî²»Æ¥Åä¡£

üÖý´íó

¼üËëÖýË·μ¿ÚÁî£¬Ë»°óŒ¡Ôñ¡°Ë·¶¡±°´Å¥¡£

£·îÄ¼þÃû£©µÄ×Ô¶±£´æ²Ù×÷±»ÑÓ³Ù;£

ÒðîªÄú¶¶ÔîÄµµ¼½øÐÐÁË´óÁ¿µÄÐþ,Ä£¬ËùÒÔ Word ²»ÄÜ×Ô¶±£´æ,ÃîÄ¼þ£¬Äú±øÐëÖ´ÐÐÒ»¸öÖý³£µÄ±£´æ²Ù×÷Ä±£´æ¶¶ÔîÄµµËù×÷µÄÐþ,Ä;£

¸üÖý´îó

- Ñ;Ôñ;°È·¶;±°Á¥£¬È»´ó´Ó;°îÄ¼þ;±²Ëµ¥ÖÐÑ;Ôñ;°±£´æ;±ÃüÁî (ALT, F, S);£

ÎÄ¼þ£·ÎÄ¼þÃû£©ÒÑ¾´æÔÚ££ÊÇ·ñÒª°ÑËü×÷ÎªÓÃ»§´ÊµäÊ¹ÓÃ£¿

ÄúÊÔÍ¼¼Í¼ÓÒ»,ðÐÃµÃÓÃ»§´Êµä£¬µ«ÊÇ¼üËäÁËÒ»,ðÒÑÓÐµÃÎÄ¼þÃû£

Ì¼ÓÒÑÓÐµÃÎÄ¼þÒÔÓÃ×÷ÓÃ»§´Êµä

- ÑÎñ¼°ÊÇ±°·À¥£

È¡Û´ð¼ªÒÑÓÐµÃÎÄ¼þ£¬²ª°ÑËüÓÃ×÷ÓÃ»§´Êµä

- ÑÎñ¼°ñ¼°·À¥£



ÎÄ¼þ£ÎÄ¼þÃû£©ŒýÔÚÊ¹ÓÃÖĐ¡£

ÁíÒ»„öÓÃ»§ŒýÔÚÊ¹ÓÃÃúÒà¿µÃ´Êµä¡£

„üŒýíló

- Ñ¡Ôñ¡°È·¶¡±°Á¥£¬È»°óÔÙÊÔ×Á´ò¿µÃ´Êµä¡£

ÎÄ¼þ£`ÎÄ¼þÃû£©ÊÇÒ»»¸¸öÎÄ±³¼ÎÄµµ£¬ÊÇ·ñÒªÓÃ£`ÎÄ¼þ, ñÊ½£©ÖÐ´, ÃÎÄµµ£¸  
ÄúÊÔÍ¼°Ñµ±Ç°ÒÑ, ñÊ½»»µÃÎÄ¼þ°µÃ²»Í¬µÃÎÄ¼þ, ñÊ½½ÐÐ±£æ¡£

ÓÃÒ»»¸ÐÃÎÄ¼þ, ñÊ½±£æ, ÃÎÄ±³¼ÎÄ¼þ

- Ñ¡Ôñ¡°ÊÇ¡±°Á¥¡£

È¡Û±£æÎÄ¼þ

- Ñ¡Ôñ¡°ñ¡±°Á¥¡£

È¡Û±£æÎÄ¼þ

- Ñ¡Ôñ¡°È¡Û¡±°Á¥¡£

ı°ĐĐ, Äîªı±ŁòÖĐ°ü°¬Ò»„öÔÚÖ÷ìă´Êmä»òÓÃ»§´ÊmäÖĐîĐ·ÖÒµ½µÄµ¥  
´ÊıŁÊÇ·ñÒªÊ¹ÓÃ´Êµ¥´Ê²Φ¼\Đø, Ä²U×÷ŁŁ

ÄúÔÚı°ĐĐ, Äîªı±ŁòÖĐ¼üÈëÁËÒ»„öµ¥´ÊŁ¬¶ø, Äµ¥´ÊÃ»ÓĐÁĐÔÚÒñ´òŁªµÄ´ÊmäÖĐıŁ

°ñµ¥´Ê, Äîªı°ĐĐ, Äîªı±ŁòÖĐµÄÆ´Đ´

- ÑıÔñı°ÊÇı±°´Á¥ıŁ

„üÖýı°ĐĐ, Äîªı±ŁòÖĐµÄµ¥´Ê

- ÑıÔñı°·ñı±°´Á¥ıŁ  
×ΦÊÍŁ°ÊÇ¹üÄúÑıÔñı°Ê«²ŁĐĐ, Äı±°´Á¥Ł¬Word ÔÚÒªÇóÄúÊ·ÊİÖ®Ç°½«Ê¹ÓÃı°ĐĐ, Äîªı±ŁòÖĐµÄÆ´Đ´  
µ¥´ÊıŁ

ÄúÒÑ¾Ðᵂ,ÄÄËμ±Ç°´òÓᵢ»úμÄÄ-ÈìμÄÖ½ÕÄ  
´óᵂᵢ»ò·½İòᵢ£Çë×ΦÔâÔâÐ©Ä-ÈİËèÖÄÄ»ÓᵂÓ!ÓÄÓÚ Word İÄμμᵢ£ÒªÓÚ Word  
ÖᵂÊ¹ÓÄÖâÐ©ÉèÖÄ£-¿ÉÔÚᵢ°,ñÊ½ᵢ±²Ëμ¥ÖᵂÑᵢÔñᵢ°Ò³ÄæÉèÖÄᵢ±ÄüÁîᵢ£

Äú¿ÉÔÔÓÄᵢ°´òÓᵢÉèÖÄᵢ±ÄüÁî²×°´òÓᵢ»ú²Φᵂᵂ,Ä´òÓᵢ»úμÄÉèÖÄᵢ£ÓÄᵢ°´òÓᵢÉèÖÄᵢ±ÄüÁî¶Ö  
´òÓᵢ»úÉèÖÄËü×÷μÄμ÷Ôû½«Ó°İìÓÄ,Ä´òÓᵢ»ú´òÓᵢμÄËüÓᵂİÄμμᵢ£

¼İᵂᵂİªËüÓᵂİÄμμᵂᵂ,Ä´òÓᵢ»úÉèÖÄ

- ÑᵢÔñᵢ°È·¶ᵢ±°´Ä¥ᵢ£

ᵂᵂ,Ä,ö±ᵂİÄμμμÄÖ½ÕÄÄ´Ô´ᵢΦÖ½ÕÄ´óᵂᵢ°İ½İò

- 1 ÑᵢÔñᵢ°È·¶ᵢ±°´Ä¥ᵢ£
- 2 ÒªØ±Öᵢ°´òÓᵢÉèÖÄᵢ±¶Ö»°¿ò£-ÑᵢÔñᵢ°Èᵢüᵢ±°´Ä¥ᵢ£
- 3 ´Óᵢ°,ñÊ½ᵢ±²Ëμ¥Öᵂ£-ÑᵢÔñᵢ°Ò³ÄæÉèÖÄᵢ±ÄüÁî (ALT, T, U)ᵢ£
- 4 ÑᵢÔñᵢ°´óᵂᵢ°İ½İòᵢ±»òᵢ°Ö½ÕÄÄ´Ô´ᵢ±Ñᵢİᵢ°´Ä¥ᵢ£
- 5 ¼üËèᵂÄμÄÖÄÓÚÖ½ÕÄ´óᵂᵢᵢΦ´òÓᵢ·½İò»òÖ½ÕÄÄ´Ô´μÄÑᵢİᵢᵢ£  
Óᵂ¹ᵂİēİ,½éÉÜ£-İ¹¼ü Page Setup command.

Word ²»ÄÜſĂŒâîõ Word

ÔçÆÚ°æ±¼μĂĂüÁî£ÊÇ·ñÒªÉ¾³ýËùÓĐμĂ¼ü£¯²Ëμ¥μĂ,³Öμ°í°ê£ž

ÄúÊÔÍ¼°ÑÒ»¸ö Word ÔçÆÚ°æ±¼μĂĂ£°ă×ª»»³Éμ±Ç°°æ±¼μĂĂ£°ă££Word ÔçÆÚ°æ±¼μĂĂ£°ă°ü°¬¼üĂì»ð²Ëμ¥³Öμ£¬ÔâĐ©Öμ,³øÁËÔÚ Word μ±Ç°°æ±¼ÖĐÒÑ¾-É¾³ýμĂİĂĂĐĂ³Ö»ĂüÁî£°EditTable;¢ViewFullMenus;¢ViewShortMenus°ÍFormatStylesPosition.

´Ó Word ÔçÆÚ°æ±¼μĂĂ£°ăÖĐÉ¾³ýËùÓĐ¼üĂì°í²Ëμ¥,³Öμ

- ÑîÔñî°ÊÇî±°·Ă¥î£

±£ÁôÔÚ Word ÔçÆÚ°æ±¼ÖĐ²»´æÔÚμĂĂÇĐ©ĂüÁîμĂ¼üĂì°í²Ëμ¥,³Öμ

- ÑîÔñî°ñî±°·Ă¥î£

Word ²»ÄÜîÊÈ«×ª»»ÕâĐ©°ê£¬Çë¹⁄₪²é,÷,ö°ê¡£

Äú´òçªµÄÎÄµµÊÇÓÃÔÇÆÚ°æ±³⁄₪µÄ Word ´´¹⁄²µÄ£¬»ðÕßÊÇÓÉÁ(Ò»,ö×Ö´¡Àí³ÌĐò´´¹⁄²µÄ¡£Word ²»ÄÜîÊÈ«×ª»»,ÄÎÄµµÖĐµÄÄçÒ»,ö°ê¡£

üÖý´îó

- 1 ´Ó¡°¹±³⁄₪¡±²Ëµ¥ÖĐ£¬Ñ¡Ôñ¡°°ê¡±ÃüÁî (ALT, O, M)¡£
- 2 Ñ¡Ôñ¡°±à¹⁄₪¡±´Å¥¡£
- 3 ¹⁄₪²éÄçÒ»,ö°êµÄÄÜÈÝ¡£

ÄúÊÔÍ¼¼ÏÊ³¼.ñÊ½Ä.£-μ« Word Ã»ÓÐ×ã¹»μÄ¿ÉÓÃÄÚ'æ;£

„ÄÉÆ·½“

- Ôö¼ÓÄÚ'æ£¬È»°óÔÙÊÔÒ»Î¿

Ã»ÓÐ×ã¹»µÄÄÚ´æÄÜÓÃÀ´´´½´ÊÖÐ´µÄÅú×¢¡£

ÄúÊÔÍ¼¼ÓÃÒ»Ö§±ÊÔÚÎÄµµÖÐÍ¼¼ÓÅú×¢£¬µ« Word Ã»ÓÐ×ã¹»µÄ¿ÉÓÃÄÚ´æ¡£

ÄÊÆ·½´´

- Ôö¼ÓÄÚ´æ£¬È»°ÔÙÊÔÒ»´Î¡£



Ã»ÓÐ×ã¹»µÄÄÚ´æÔËÐÐ¶í×Ö³ìÐðì£

ÄúÊÔí¼ÔÚÎÄµµÖÐÊ¹ÓÃ¶¶×Ö¹|ÄÜ£¬µ« Word Ã»ÓÐ×ã¹»ÄÚ´æÔÚÎÄµµÖÐ×Ö¶²åËÑìÓÃµÄÄ¬×Ö·ûì£

„ÄÉÆ·½“

- Ôð¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´íì£

Word ²»ÄÜÆô¶¶ï×Ö³ìÐòì£

ÒªÔÚÎÄµµÖÐÊ¹ÓÃ¶ï×Ö¹|ÄÜ£¬±ØÐëÔÚª²×ª Word Ê±Í¬Ê±ª²×ªÐ£¶Ô¹µ¾£ì£

üÖý´íó

- ª²×ª¶ï×Ö¹µ¾£ì£²¹¼ûÔÁ Word µÄª²ÖÖÃì±³ìÐòª²×ª ½¹¼ÓÑìî.

ÔÚ¼ÆËãÖ®Ç°±ØÐëÓÃ²»Í¬μÄ·û°Å±íÊ¼ÁÐ±í·Ö,ô·û°ÍÐ;Êýμã·Ö,ô·û;£

Äú±ØÐëÓÃÒ»,ö²»Í¬ÓÚÐ;Êýμã·Ö,ô·ûμÄÆãËü×Ö·ûÀ  
´±íÊ¼ÁÐ±í·Ö,ô·û;£ÄýËÇ£¬ËÇ¹ûÄúÓÃÒ»,ö¼äμã£´.  
£©±íÊ¼Ð;Êýμã·Ö,ô·û£¬¼Í±ØÐëÓÃÁÍÒ»,ö×Ö·û;ªËÇÁ¬×Ö·û£´-£©±íÊ¼ÁÐ±í·Ö,ô·û;£

üÖý´íó

■ ÔÚ¼ÆËãÖ®Ç°ÐÞ,ÄÁÐ±í·Ö,ô·û»ðÐ;Êýμã·Ö,ô·û;£

Í-Òå´ÊîÄ¼þÕýÔÚÊ¹ÓÃÖĐᵢ£

ÁíÒ»„öÓÃ»§ÕýÔÚÊ¹ÓÃüÒ«òçªμÄÍ-Òå´ÊîÄ¼þᵢ£

„üÕý´ííó

- ÑᵢÔñᵢ°È·¶´ᵢ±ªÅ¥£¬È»ºóÔÙÊÔ×Å´òçªÍ-Òå´ÊîÄ¼þᵢ£

¿ÚÁî²»ÕýÈ·¡£Word ²»ÄÜ´ò¿ªÄîÄµµ¡£

Äú,øÒ»\_ö¿ÚÁî±£»µÄîÄµµ¼üÈëÁËÒ»\_ö²»ÕýÈ·µÄ¿ÚÁî¡£

\_üÕý´íó

1 Ñ¡Ôñ¡°È·¶¡±°´Á¥¡£

2 ÔÚ¡°¿ÚÁî±¿òÖÐ¼üÈëÕýÈ·µÄ¿ÚÁî¡£

3 Ñ¡Ôñ¡°È·¶¡±°´Á¥¡£

Word ²»ÄÜÓÃµ±Ç°ÎÄµµÍ-Ê±¹¹Ôì°î²¢´òÓ;Ö÷ÎÄµµ°ÍÊý¾¼ÝÎÄ¼p;£

ÄúÑ;ÔñÁËÖ»\_ö»î¶ÍÄµµÀ´¹¹ÔìÖ»\_öÊý¾¼ÝÎÄ¼p»òÍ·¼ÇÂ¾¼ÎÄ¼p£-µ« Word ÈÎªÄúÔÚ°î²¢µÄÊ±°ðÏëÓÃ´òÇªµÄÎÄµµ×÷ÎªÖ÷ÎÄµµ;£

üÖý´îó

- ´´½´´ÁíÖ»\_öÎÄµµ£-ÒÒÓÃ×÷Êý¾¼ÝÎÄ¼p;£

„Ä´ÄÂìÇý¶Æ÷îÐÐ§î£

Äú¼üÈëµÄÇý¶Æ÷×ÖÄ,²»ÖýÈ·î£

„üÖý´íó

- ÑîÔñî°È·¶´î±°´Å¥£¬È»°ó¼üÈë»òÑî¶´Ä·¾¶ÖÐÖýÈ·µÄÇý¶Æ÷×ÖÄ,î£

„ÄÂ·¾¶ÎÐ§¡£

Äú¼üËëµÄÂ·¾¶²»ÖýÈ·»ð²»´æÔÚ¡£

„üÖý´íó

- Ñ¡Ôñ¡°È·¶´¡±°Å¥£¬È»°ó¼üËë»ðÑ¡¶´Ò»„ö²»Í¬µÄÂ·¾¶¶¡£



## ´ÅÀìÒÑÂú¡£

ÄúÊÔÍ¼,´ÖÆÒ»,öîÄ¼þ£¬µ« Word ²»ÄÜ°Ñ,ÃîÄ¼þ,´ÖÆµ½Ò»,öÐÂî»ÖÃ£¬Òðîª´ÅÀìÒÑÂú»ð  
´ò¿ªµÃîÄµµì«¶à¡£

### üÖý´íó

- Ñ¡ÔñîÃÁÐÃ³Ò»²Ù×÷£°
- °ÑîÄµµ±£´æµ½ÁíÒ»,ö´ÅÀìÖÐ¡£
- ÇÐ»»µ½Ò»Ð©²»ÔÙÐèÒªµÃîÄµµ´°¿ÚÖÐ£¬´Ó¡°îÄ¼þ¡±²Ëµ¥ÖÐÑ¡Ôñ¡°¹Ø±Ö¡±±ÃüÁî (ALT, F, C) Ä  
´¹Ø±ÖÖâÐ©îÄµµ´°¿Ú£¬ÖÆ,ÃîÄ¼þ££

Ã»ÓÐ×ã¹»µÄÄÚ´æİÔÊ¾¼°İ²Œ´òÓı°ıÖú³İĐòı£

Äú´Óı°İ¾¼pı±²Ëµ¥ÖĐŇıÔñÁËı°ı²Œ´òÓıı±ÄüÁî£¬µ« Word Ã»ÓÐ×ã¹»µÄÄÚ´æİÔÊ¾¼ı°ı²Œ´òÓıµÄ°ıÖú³İĐòı±ı£

„ÄÉÆ·½·”

- Öö¼ÓÄÜ´æ£¬È»°óÔÙÊÔÒ»´İı£

'Ê²Ù×÷½«²»»áÐÐ,ÄÄ-ÈÌµÄÒ³Âë,ñÊ½¿£ÒªÐÐ,Ä  
 'Ê½ÚµÄÄ-ÈÌÒ³Âë,ñÊ½£-¿ÊÊ¹ÓÃ¿²âÈë¿²ËµµÄ¿²Ò³Âë¿²ÃüÁí£-²¢Ñ¿Òñ¿²,ñÊ½¿²°  
 'Ä¥¿£

Äú²âÈëÁÊÒ»,ö PAGE Óð£-,Ã PAGE Óð¾³ßÓÐÒ»,ö,ñÊ½Ñ¿ñ¶²»ÊÇ¿²Ê¹ÓÃÄ-ÈÌµÄÒ³Âë±àÄÄ.½Ê½¿²±  
 ¿£

ÐÐ,ÄÄ-ÈÌµÄÒ³Âë,ñÊ½

- 1 ÊÇ¹ûÎÃµµÓÐ¶à,ö½Ú£-°Ñ²âÈëµã¶¶¹»µ½ÒªÐÐ,ÄÆäÒ³Âë,ñÊ½µÄ½ÚÓÐ¿£
- 2 ´Ó¿²âÈë¿²Ëµ×ÖÐ£-Ñ¿Òñ¿²Ò³Âë¿²ÃüÁí (ALT, I, U)¿£  
×¢Êí£°ÊÇ¹ûÓÃ¿²Ò³Âë¿²ÃüÁí¶¶Ò³½ÐÐ±àÄÄ£-Word ÔÚµÚÒ»Ò³ÖÐ²¢²»´òÓ¿Ò³Âë¿£
- 3 Ñ¿Òñ¿²,ñÊ½¿²°Ä¥¿£
- 4 ÔÚ¿²ÊÝ×Ö,ñÊ½¿²¿²òÐÐ£-Ñ¿¶¶ÒªÓÃÄ´±íÊ¾Ò³ÂëµÄ,ñÊ½¿£

Ò³Âë,ñÊ½	Ñ¿Òñ
°¢Ä²®ÊÝ×Ö	1 2 3...
Ð¿Ð´×ÖÄ,	a b c...
´óÐ´×ÖÄ,	A B C...
Ð¿Ð´ÂÐÁíÊÝ×Ö	i ii iii...
´óÐ´ÂÐÁíÊÝ×Ö	I II III...
5 Ñ¿Òñ¿²·¶¿²°Ä¥¿£	
6 ÔÚ¿²Ò³Âë¿²¶¶Ò»°¿òÐÐÑ¿Òñ¿²·¶¿²°Ä¥¿£	
¶¶ÒÃ¿²»,öÒªÐÐ,ÄÆäÒ³Âë,ñÊ½µÄ½Ú£-ÖÖ,´ÊíÊö²½Öë¿£	

´ÅÀÌËÑË÷Ê§°Ü£¬Word ÒÑ¾»Ö,´ÁËÒÔÇ°μÄËÑË÷Â·¾¶¶j£

Word ²»ÄÜíê³É´ÅÀìμÄËÑË÷£¬²»Ö,´ÁËÒÔÇ°μÄËÑË÷Â·¾¶¶j£

üÖý´íó

- üÖýËÑË÷Â·¾¶¶j£¬È»°óÔÙ´ÍËÑË÷j£

²»ÄÜ´´½´, ÑÉèÖÃ¡£

µ± WIN.INI ÎÄ¼þ´ò¿ª±»ðÖßµ± Word Ñ»ÓÐ×ã¹»µÄ¿ÉÓÃÄÜ´æÊ±£¬Äú²»ÄÜµ÷Öü WIN.INI  
ÎÄ¼þÖÐµÄÉèÖÃ¡£

üÖý´îó

- Ñ¡ÔñÎÄÄÐÄ³Ö»²Û×÷£°
- 1           ¹Ø±Ö WIN.INI ÎÄ¼þ¡£
  - 2   ´Ó¹°¼ß¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¹°Ñ¡Ï¡±ÃüÁî (ALT, O, O)¡£
  - 3   ÔÚ¹°·ÖÀà¡±¿òÖÐÑ¡Ôñ WIN.INI¡£
  - 4   µ÷ÖüÒªÐ, ÄµÄÉèÖÃ¡£
  - 5   Òª¹Ø±Ö¹°Ñ¡Ï¡±¶Ô»°¿ò£¬¿ÉÒÔµ¥÷¹°¹Ø±Ö¿ò»°´ ESC ¼ü¡£
- Òö¼ÖÃÜ´æ.

## Word ÕÒ²»μ½£·îÄ¼pÀàĐí£©£·îÄ¼pÃû£©j£

Word ÕÒ²»μ½Đ£¶î¹¼³¼ß£¬¶∅,ÃĐ£¶î¹¼³¼ß¶îÔÓÚ¶î×Ö»ð¼¼²éîÄμμÓî·°íÆ´Đ´ÊÇ±Ø²»¿ÉÉÙμÄj£

üÖý´ííó

- ÑîÔñîÄÁĐ²Û×÷£°
- È·±£°ÑîÖýÈ·μÄĐ£¶î¹¼³¼ß±£´æÔÚ WINWORD.EXE ÈùÔÚμÄîÄí-Ä¿Ä¼ÖĐ£¬»ðÔß±£´æÔÚÓÉ WIN.INI îÄ¼pμÄ TOOLS-PATH ĐĐÈùÖ,¶î·μÄÄ¿Ä¼ÖĐj£
- °ÑîÓÃ»§´Êμä±£´æÔÚ WINWORD.EXE ÈùÔÚμÄîÄí-Ä¿Ä¼ÖĐ£¬»ðÔß±£´æÔÚÓÉ WIN.INI îÄ¼pμÄ TOOLS-PATH ĐĐÈùÖ,¶î·μÄÄ¿Ä¼ÖĐ£¬»ðÔß±£´æÔÚ WINDOWS/MSAPPS/PROOF Ä¿Ä¼ÖĐj£
- °²×°ĐèÒaμÄĐ£¶î¹¼³¼ßj£²î¼ûÓÃ Word μÄj°ÉèÖÃj±³îĐð°²×°,½¼ÓÑjîî.

ÑûÊ½Ãû°ü¬Ò»\_öîÐÐξμÄ×Ö·û¡£

Äú¼üËëμÄÑûÊ½ Ãû°ü¬ÁËÒ»\_ö·Ð±¿ò£"£©¡£×ó»"À"°Å£"{£©»òÓÒ»"À"°Å£"}£©¡£Word  
²»ÔÊÐíÔÚÆäÑûÊ½ÃûÖÐÊ¹ÓÃÖâÐ©×Ö·û¡£

\_üÖý'íó

- 1 Ñ¡Ôñ¡°È·¶"¡±°·Å¥¡£
- 2 ¼üËëÒ»\_ö²»°ü¬··Ð±\_Ü»ò»"À"°ÅμÄÑûÊ½Ãû¡£

Word ²»ÄÜ´½¨Ö, ¶µÄÄ¿±êÎÄ¼þ¡£

ÄúÊÔÍ¼¼´ÖÆÒ»¸öÎÄ¼þ£¬µ« Word ²»ÄÜ´ò¿ªÄÄÎÄ¼þ¡£ÄÎÄ¼þ»ðÕßÊÇÖ»¶ÁµÄ£¬»ðÕß´ÄÎÒÑÄú£¬»ðÕß´ò¿ªµÄÎÄ¼þ¼«¶à£¬»ðÕßÎÄ¼þÄÔÊöÐ§¡£

üÖý´îó

- Ñ¡ÔñÎÄÄÐÄ³Ò»²Ü×÷£°
- È·±£ÔÚÄúÒªÖÆÎÄ¼þµÄÎ»ÖÃÓÐ×ã¹»µÄ´ÄÎ¿Ö¼ä¡£
- È·±£ÖýÈ·µØ¼üÈëÄÎÎÄ¼þÄú£¬Èç¹ü±£ÖªµÄ»°£¬¿ÉÔÚÎ¼üÈëÎÄ¼þÄú¡£
- ´ÓÄúÒªÖÆµÄÎÄ¼þÖÐÈ¥³ýÖ»¶Á×´¡£



ÑûÊ½Ãûì«³¤£¬ËùÔÊĐíμÄ×ĩ ó×Ö·ûÊýÊÇ 24¡£

Äú¼üËëμÄÑûÊ½Ãûì«³¤¡£

¸üÖý´íó

1 Ñ¡Ôñ¡°È·¶¡±°·Ä¥¡£

2 ¼üËëÖ»¸²»³¬ý 24 ¸ö×Ö·ûμÄÑûÊ½Ãû¡£

ÊÇ·ñÒÔÊ·îÄ¼þÃû£©Ä£°ǎîª»ù×¼¼μÄËùÓÐÐÂîÄμμ¶¼¼ÊÛ´ËÐþ,ÄμÄÓ°ì£¿

μ±ÄúÐþ,ÄÒ³±ß¾¼àÉèÖÃ¡¢Ò³Ãæ´óÐ¡»ðÒ³Ãæ·½îð£¬²¢Ñ¡Ôñ¡°ÉèÖÃîªÄ¬ÈïÖμ¡±´Å¥Ê±  
£¬±ØÐëË·ÈïÊÇ·ñÒÔ´ËÄ£°ǎîª»ù×¼¼μÄËùÓÐîÄμμ¶¼¼½«·´Ó³ÐÂμÄÉèÖÃ¡£

Ðþ,Äμ±Ç°Ä£°ǎμÄÄ¬ÈïÉèÖÃ

- Ñ¡Ôñ¡°ÊÇ¡±´Å¥¡£

Ö»Ðþ,Ä»î¶îÄμμμÄÉèÖÃ

- Ñ¡Ôñ¡°·ñ¡±´Å¥¡£

ÔÚ£·îÄ¼pÃû£©ÖÐÃ»ÓÐÕÒµ½°î²¢´òÓî´íîóî£

ÔÚ Word ¼î²éîÄµµÊÇ·ñÓÐ°î²¢´òÓîÓòÓî··  
´íîó£¬ÊÇ·ñÓÐÓò²»ÔÚî¼ÇÂ¼ÖÐ°îÊÇ·ñÓÐ²»Æ¥ÅäµÄ¼ÇÂ¼Ê±£¬¬Word Ã»ÓÐ·£ïÖÊîî´íîóî£

¼îÐð½ðÐð°î²¢´òÓî

- ÑîÕñî°È·¶î±´´Å¥î£

ÊÇ·ñÒªÑ Normal ÑùÊ½µÄ,ñÊ½ÐÐ,Ä³É£·ÎÄ¼þÃû£©£  
¿ÔâÖÖÐÐ,Ä½«»áÓ°ì»ùÓÓ£·ÎÄ¼þÃû£©Ä£°åµÄËùÓÐÐÂÎÄµµ£

ÄúÑìÔñÁÊÎÄ±¼µÄ,ñÊ½»¬ÑìÏ£¬Ê»°óÓÖÑìÔñÁÊ;°ÉèÖÃÎª¬ÊÏÖµì±°·Ä£¬´Ó¶øÐÐ,ÄÁÊ Word µÄ  
Normal ÑùÊ½ÖÐµÄ,ñÊ½;£Äú±ØÐèÊ·ÊÏÊÇ·ñËù´´½µÄ»ùÓÓµ±Ç°Ä£°åµÄËùÓÐÎÄµµ¶¼Òª·Ó³¶Ô  
Normal ÑùÊ½Ëù×÷µÄÔâÖÖÐÐ,Ä;£

ÈÏ¿ÉÓÚµ±Ç°Ä£°åµÄ Normal ÑùÊ½ÖÐËù×÷µÄ,ñÊ½»¬ÐÐ,Ä

- ÑìÔñì°ÊÇì±°·Ä£;£

±£Áô Normal ÑùÊ½ÖÐµÄµ±Ç°,ñÊ½»¬ÑìÏ

- ÑìÔñì°·ñì±°·Ä£;£

ÊÇ·ñÒ»¶`Òªlæ»»µ±Ç°µÄÑ¡¶`ÄÚÈÝ£¿

ÄúÔÚÎÄµµÖÐÑ¡ÔñÁĚ´óÁ¿µÄÑ¡¶`ÄÚÈÝ£¬²ŧÊÔ¼4læ»»Ëü£¬ÔÚ Word læ»»,Ñ¡¶`ÄÚÈÝÖ®Ç°  
±ØÐěĚ·ĚĬĚ²Ù×÷j£

læ»»Ñ¡¶`ÄÚÈÝ

- Ñ¡Ôñ¡°ÊÇ¡±°·Äŧj£

Ñ¡Ôñ¡°ÊÇ¡±°·Äŧj£

- Ñ¡Ôñ¡°·ñ¡±°·Äŧj£

ı° ,´Ôı±ÃüÁî½«Ö»ÈjİûÖ÷İÄµµÖÐµÄÐƮ,Ä;£ÊÇ·ñ¼¼)Ðø£¿  
ÄúÊÔÍ¼ÈjİûİÄµµÖÐµÄÐƮ,Ä£¬µ«ı° ,´Ôı±ÃüÁî½ö¼ö¶¶ÖÖ÷İÄµµÓÐÐŞ;£

ÈjİûÖ÷İÄµµÖÐµÄÐƮ,Ä

- ÑıÔñı°ÊÇı±°Á¥ı£

Èjİûı° ,´Ôı±ÃüÁî£¬¬²Ç±£ÁôÊù×÷µÄÐƮ,Ä

- ÑıÔñı°·ñı±°Á¥ı£

ÊÇ·ñÒªÓÃíàí-Ãû×ÖµÃÎÃ¼þìæ»»Ã¿±êîÃ¼þ£¿

ÄúÊÔí¼´´½¨ÐÂµÄÄ¿±êîÃ¼þ£¬µ«ÊÇÄú¼üËëµÃÎÃ¼þÃûÒñ´æÔÚ££

ìæ»»ÒñÓÐµÃÎÃ¼þ

- ÑîÕñªÊÇ±»òª°È·¶ª±´Å¥££

Èjĩûìæ»»îÃ¼þ

- ÑîÕñª·ñª±»òª°Èjĩûª±´Å¥££

Word º»ÄÜ°ÑÎÄ¼p,´ÖÆμ½Ëü×ÔÉí£´ÎÄ¼pÃû£©¡£

ÄúÊÔÍ¼´´½´´Ò»,öÎÄ¼pÃû°Î»ÖÃÓëÔ´ÎÄ¼pİàİ¬μÄ±,·ÝÎÄ¼p¡£Äú²»ÄÜ°ÑÒ»,öÎÄ¼p,´ÖÆμ½Ëü×ÔÉí¡£

üÖý´íó

- ¼üËëÒ»,öÐÂμÃÎÄ¼pÃû»ðÂ·¼İ¡£



ÎÄ½þÃûì«³¤£ÎÄ½þÃû£©¡£

Ã¿,öÎÄ½þÃû×î¶àÖ»ÄÜ°ü¬°Ë,ö×Ö·û£¬Ö»,ö¾äµã£´.  
£©°ÍÖ»,ö×î¶àÏËý,ö×Ö·ûµÄÀ©Ö¹Ãû¡£ÄýË£¬FILENAME.DOC¡£

üÖý´íó

- ¼üËÖÖ»,öÓÐÐ§µÄÎÄ½þÃû£¬×é³É,ÃÎÄ½þÃûµÄ×Ö·û¿É¶à  
´ïË,ö£¬ÎÄ½þÃû»¹¿É¬°Ö»,ö¾äµã£´.£©£¬¾äµãóÀæÓÐ¶à´ïËý,ö×Ö·ûµÄÀ©Ö¹Ãû¡£

¼ÇÂ¼£·Ãû×Ö£©ÖÐμÄ°İ²¢´òÓıÓòμÄ, öÊý¶àÓÚÍ·¼ÇÂ¼ÖÐμÄ°İ²¢´òÓıÓòμÄ, öÊýı£ÊÇ·ñÒ<sup>a1</sup>¼İÐø½øÐÐ°İ²¢´òÓı£ž

,Ã¼ÇÂ¼ÖÐμÄ°İ²¢´òÓıÓòμÄ, öÊýÓèÊý¾¼ÝÎÄ¼p»òÍ·¼ÇÂ¼ÎÄ¼pμÄÍ·¼ÇÂ¼ÖÐμÄÓòμÄ, öÊý<sup>2</sup>»Æ¥Åäı£Í·¼ÇÂ¼ÊÇÊý¾¼ÝÎÄ¼p»òÍ·¼ÇÂ¼ÎÄ¼pÖÐμÄμÚÒ», ö¼ÇÂ¼ı£

¼İÐø½øÐÐ°İ²¢´òÓı

- ÑıÖñı°ÊÇı±°·Å¥ı£

Èıİü°İ²¢´òÓı

- ÑıÖñı°·ñı±°·Å¥ı£

Word ²»ÄÜ´´½´´²¢´òÓîÄµµî£

Word ²»ÄÜ´´½´´²¢´òÓîÄµµ£¬Òòîª Word Ä»ÓÐ×ã¹»µÄÄÜ´æî£

üÖý´îó

- Öö¼ÖÄÜ´æ£¬È»°óÔÙÊÔÒ»´î£

¼ÇÂ¼£·Ãû×Ö£©ÖÐμÄ°İ²¢´òÓıÓòμÄ, öÊýÉÙÓÚÍ·¼ÇÂ¼ÖÐμÄ°İ²¢  
´òÓıÓòμÄ, öÊýı£ÊÇ·ñÒ<sup>a1</sup>¼İÐø½øÐÐ°İ²¢´òÓıı£

ÔÚÖ\_¶"μÄÊý¾Ý¼ÇÂ¼ÖÐμÄ°İ²¢  
´òÓıÓòμÄ, öÊýÉÙÓÚÔÚÊý¾ÝİÄ¼p»òÍ·¼ÇÂ¼İÄ¼pμÄÍ·¼ÇÂ¼ÖÐ¶"ÒâμÄÓòÃû, öÊýı£Í·¼ÇÂ¼ÊÇÊý¾ÝİÄ¼p»òÍ·¼ÇÂ¼İÄ¼pÖÐμÄμÚÒ», ö¼ÇÂ¼ı£

¼İÐø½øÐÐ°İ²¢´òÓı

- ÑıÔñı°ÊÇı±°·Ä¥ı£

Èıİü°İ²¢´òÓı

- ÑıÔñı°·ñı±°·Ä¥ı£

ÊÇ·ñÒªÓÃÊý×Öìæ»»ÒÑÓÐμÄîÄ¿·û°Å£¿

Äú±ØÐěÈ·ÈĬÊÇ·ñÓÃÊý×Öìæ»»îîÄ¿·û°Å¡£

ÓÃÊý×Öìæ»»îîÄ¿·û°Å

- Ñ¡Ôñ¡°ÊÇ¡±°·Å¥¡£

ÔÚÑ¡¶·ÄÚÈÝÖÐ±£ÁôñÄ¿·û°Å

- Ñ¡Ôñ¡°·ñ¡±°·Å¥¡£  
×¢Êí£°Word ¶ÖÃ»ÓÐîîÄ¿·û°ÅμÄ¶ÎÄä½ØÐÐ±à°Å¡£

È¡îû,Ã²Û×÷

- Ñ¡Ôñ¡°È¡îû¡±°·Å¥¡£

ÊÇ·ñÒªÓÃîĀĴ·û°ĀĴæ»»ÒÑÓĐμĀÊý×Ö?

Äú±ØĐěĒ·ĒĬÊÇ·ñÓÃîĀĴ·û°ĀĴæ»»Êý×Ö;£

ÓÃîĀĴ·û°ĀĴæ»»Êý×Ö

- ÑĴÔñĴ°ÊÇĴ±°·Ā¥Ĵ£

ÔÚÑĴĴ·ĀÚĒÝÖĐ±£ĀôÊý×Ö

- ÑĴÔñĴ°·ñĴ±°·Ā¥Ĵ£  
×£ĒÍ£°Word ÔÚĀ»ÓĐ±à°ĀμĀĴĴĀäÇ°Āæ²ăĒěĬĀĴ·û°ĀĴ£

ĒĴĴŭ,Ā²Ŭ×÷

- ÑĴÔñĴ°ĒĴĴŭĴ±°·Ā¥Ĵ£

ÊÇ·ñÒªÉ¾¾ýñÄ¿·û°Å£¿

ÄúÑ¡¶"µÄÄ±¾²»½ö°ü°¬ÁÊÊý×Ö£¬¶øÇÒÒ²°ü°¬ÁÊñÄ¿·û°Å¡£

´ÓÑ¡¶"ÄÚÈÝÖÐÉ¾¾ýñÄ¿·û°Å

- Ñ¡Ôñ¡°ÊÇ¡±°´Å¥¡£

ÔÚÑ¡¶"ÄÚÈÝÖÐ±£ÁôñÄ¿·û°Å

- Ñ¡Ôñ¡°ñ¡±°´Å¥¡£  
×¢Êí£°Word Ö»É¾¾ýÊý×Ö¡£

È¡ü,Ã²Û×÷

- Ñ¡Ôñ¡°È¡ü¡±°´Å¥¡£

ÊÇ·ñÒªÉ¾³ýÊý×Ö£¿

ÄúÑ¡¶"µÄÃ±¾²»½ö°ü¬ĩÄ¿·û°Å£¬¶ØÇÒ²°ü¬Êý×Ö¡£

´ÓÑ¡¶"ÄÜÊÝÖÐÉ¾³ýÊý×Ö

- Ñ¡Ôñ¡°ÊÇ¡±°´Å¥¡£

ÔÚÑ¡¶"ÄÜÊÝÖÐ±£ÁôÊý×Ö

- Ñ¡Ôñ¡°ñ¡±°´Å¥¡£  
×¢Êí£°Word Ö»É¾³ýĩÄ¿·û°Å¡£

È¡ĩü,Ã²Û×÷

- Ñ¡Ôñ¡°È¡ü¡±°´Å¥¡£



- ÑıÔñı°Èıİüı±°Å¥ı£

ÊÇ·ñÒ»¶·ÒªÖØÖÃ¼üÖµ£

¿ÔâÖÖ²Û×÷½«É¾³ý,³,ø£îÄ¼þÃû£©ÖÐ°ê°íÑùÊ½µÄËùÓÐ¼ü£

Äú±ØÐèÈ·ÈİÊÇ·ñÖØÖÃËùÓÐ³,ø°ê°íÑùÊ½µÄ¼üÖµ£ÊÇ¹û¹²ÓÃÆ°å NORMAL.DOT ÊÇ»¶µÄ¬  
´Ê²Û×÷½«»Ö,´ÔÀ´µÄ Word ¼üÖµ¬ÊÇ¹û»¶Æ°å»ÊÇ NORMAL.DOT¬Word ½«»Ö,´³,ø  
NORMAL.DOT Ä£°åµÄ¼üÖµ£

ÖØÖÃ¼üÖµ

- ÑîÔñ°ÊÇ±°·Ä¥£

±£Áôµ±Ç°µÄ¼üÖµ

- ÑîÔñ°·ñî±°·Ä¥£

ÊÇ·ñÒ<sup>ao</sup>ÑĐÂµÄ¼ÄĐÂÈĚµØÖ·x÷îªÄ-ÈìµÄÓÊ¼µµØÖ·±£´æ£ž

ÄúÊ¹ÓÃµÄ¼ÄĐÂÈĚµØÖ·Óë Word x÷îªÄ-ÈĭÓÊ¼µµØÖ·±£´æµÄµØÖ·<sup>2</sup>»Í-ì£

°ÑĐÂµÄ¼ÄĐÂÈĚµØÖ·x÷îªÄ-ÈìµÄÓÊ¼µµØÖ·±£´æ

- ÑìŎñì°ÊÇì±°Á¥ì£

±£ÁôÒÔÇ°µÄÄ-ÈĭÓÊ¼µµØÖ·

- ÑìŎñì°ñì±°Á¥ì£

ÊÇ·ñÒ<sup>á</sup>Ó£îÄ<sup>1/4</sup>þÃû£©µÄ¿<sup>ª</sup>Ê<sup>1/41/4</sup>ìÐø<sup>1/2</sup>øÐÐÆ´Ð´<sup>1/4</sup>²é£¿

Word ÒÑ<sup>¾</sup>ÔÚÎÄµµÖÐ´Ó²åÈëµãµ<sup>1/2</sup>Ö,¶ÇøµÄ<sup>1/2</sup>ái²¶ÖÆ´Ð´<sup>1/2</sup>øÐÐÁÊ<sup>1/4</sup>²é££ÄÝÊÇ£¬ÊÇ<sup>1</sup>û²åÈëµãÊÇÔÚÒ³Ã<sup>1/4</sup>ÖÐ£¬Word <sup>¾</sup>Í´Ó²åÈëµãµ<sup>1/2</sup>Ö³Ã<sup>1/4</sup>µÄ<sup>1/2</sup>ái²<sup>21/2</sup>øÐÐÆ´Ð´<sup>1/4</sup>²é££Äú±øÐë·ÊÊÇ·ñ<sup>1/4</sup>ìÐø<sup>1/2</sup>øÐÐÆ´Ð´<sup>1/4</sup>²é££

<sup>1/4</sup>ìÐø´Ó,ÃÇøµÄ¿<sup>ª</sup>Í·<sup>1/4</sup>²éÆ´Ð´

- ÑìÔñì°ÊÇì±°·Ä¥ì£

·µ»øµ<sup>1/2</sup>,ÃÇø

- ÑìÔñì°·ñì±°·Ä¥ì£

°İ²¢²Ü×÷½«»áÓÃİàÍ-Ãû³ÆµÄÐÂÑùÊ½ìæ»»£İÄ¼þÃû£©ÖÐÒÑÓÐµÃÑùÊ½ìæÊÇ·ñ  
Òªìæ»»\_ÃÑùÊ½£¿

µ±Äú°İ²¢İÃµµÖÐµÃÑùÊ½Ê½Ê±  
£-ÊÇ¹ûÐÂµÃÑùÊ½ÖêÒÑÓÐµÃÑùÊ½¾¼ßÓÐİàÍ-µÃÃû×Ö£-ÔðÐÂµÃÑùÊ½½«ìæ»»ÒÑÓÐµÃÑùÊ½ìæÄú  
±ØÐêÊ·ÊİÊÇ·ñìæ»»ÒÑÓÐµÃÑùÊ½ìæ

ÓÃÐÂµÃÑùÊ½ìæ»»ÒÑÓÐµÃÑùÊ½

- ÑİÔñİ°ÊÇì±°Ä¥ì£

Èìİİ°İ²¢ÑùÊ½

- ÑİÔñİ°ñì±°Ä¥ì£

ÊÇ·ñÒª,üÐÂ£`ÎÄ¼pÃû£©£¿

ÄúËùÐp,ÄµÄ Word ÎÄµµ»ðÕßÊÇÇ¶ÈëÔÚÁíÒ»,ö Word ÎÄµµÖÐµÄ¶°¶ÔÍó±£¬»ðÕß°üº¬Ò»,ö OLE ¶ÔÍóÄ´½Ö;££»ºóÄúÊÔÍ¼¼ø±Ö,ÃÎÄ¼p;£

±£´æÎÄµµÖÐµÄÐp,Ä£¬²¢°Ñ,üÐÂµÄÐÄÏ££Íµ½Ç¶¶ÓÐ,ÃÎÄµµµÄÓ!ÓÃ³ÏÐðÖÐ

- Ñ;Ôñ;°ÊÇ;±°´Ä¥;£

·Ä/£úÐp,Ä

- Ñ;Ôñ;°ñ;±°´Ä¥;£

È;Ïû,Ã²Û×÷£¬²¢·µ»ðµ½,ÃÎÄµµÖÐ

- Ñ;Ôñ;°È;Ïû±°´Ä¥;£

Word ÔÚ, üÐÂÊ±·ϕİÖÁĖĖøŦŦμĂÓòİ£Word ²»ĂŬ, üÐÂĖøŦŦμĂÓòİ£

Word ²»ĂŬ, üÐÂĖøŦŦμĂÓò.

, üÐÂ±»ĖøŦŦμĂÓòİ£

1 ÑİŦŦĖøŦŦμĂÓòİ£

2 ½â³ýÓòμĂĖøŦŦ£¬Ė»°óÔÙ´İ, üÐÂ, ĂÓòİ£  
ÓÐ¹Øİêİ, ½éÉŬ£¬²İ¼ŭ Óò.

£¨µ¥Ê£©Æ´Ð´ÕýÈ·£¬ÊÇ·ñÒ<sup>a1</sup>/<sub>4</sub>Ðø<sup>1</sup>/<sub>4</sub>ì<sup>2</sup>é,Ã£¨Çø£©µÄÆäÓà<sup>2</sup>¿·Ö£¿

Word Íê³ÉÁÊÆ´Ð´<sup>1</sup>/<sub>4</sub>ì<sup>2</sup>é£¬Äú±ØÐëÈ·ÈÏÊÇ·ñ<sup>1</sup>/<sub>4</sub>ìÐøÎÄµµÆäÓà<sup>2</sup>¿·ÖµÄÆ´Ð´<sup>1</sup>/<sub>4</sub>ì<sup>2</sup>é¿£

<sup>1</sup>/<sub>4</sub>ìÐø<sup>1</sup>/<sub>4</sub>ì<sup>2</sup>éÆ´Ð´

- Ñ¿Ôñ¿°ÊÇ¿±°·Á¥¿£

Í£Ö<sup>11</sup>/<sub>4</sub>ì<sup>2</sup>éÆ´Ð´£¬<sup>2</sup>¢·µ»Øµ<sup>1</sup>/<sub>2</sub>ÎÄµµÖÐ

- Ñ¿Ôñ¿°·ñ¿±°·Á¥¿£



Word º»ÄÜ°ÑÎÄ¼p,´ÖÆµ½£ÎÄ¼pÃû£©ÖÐ£¬Òòîª,ÃÎÄ¼pÒÑ¾¼´ò¿ª£

ÄúÊÔÍ¼°ÑÒ»,ö»ò¶à,öÎÄ¼p,´ÖÆµ½Ò»,ö»ò¶à,öÒÑ´ò¿ªµÃÎÄ¼pÖÐ£

,´ÖÆÒ»,öÎÄ¼p

- ÑîÔñî°È·¶´ª±°Á¥£¬¹Ø±ÖÒª,´ÖÆµ½µÃÎÄ¼p£¬È»°óÔÙ,´ÖÆÒ»Î£

ÈîÛ,´ÖÆ

- ÑîÔñî°ÈîÛª±°Á¥£

ÔÚ±£´æĭÄµµÖ®Ç°ÊÇ·ñÒª,üÐÂÇ¶ÈèÔÚ£ĭÄ¼pÃû£©ÖÐµÄ¶Ôĭó£¿

,ÃĭÄµµ¾ßÓÐÇ¶ÈèµÄ¶Ôĭó£¬,Ã¶ÔĭóµÄÔ´ÓĭÓÃ³ĭÐðÈÔÊÇ»ĭ¶µÄĭ£ÔÚÔ´  
ÓĭÓÃ³ĭÐðÖÐÔâÐ©¶ÔĭóÔ²ÐĭÔÑ¾Ðp,ÃÁËĭ£ÔÚ±£´æ Word ĩÄµµÖ®Ç°£¬Ãú±ØÐèÈ·ËĭÊÇ·ñ»ñÈĭÔ´  
ÓĭÓÃ³ĭÐðÖÐµÄµ±Ç°¶ÔĭóÐĭĭ£

ÔÚ±£´æ Word ĩÄµµÖ®Ç°ÓÃÔâÐ©¶ÔĭóµÄµ±Ç°Êý¾Ý,üÐÂ Word ĩÄµµ

- ÑĭÔñĭ°ÊÇĭ±°Á¥ĭ£

±£´æ,ÃĭÄµµ£¬¶ÔÓÔ²»,üÐÂ¶ÔĭóµÄÐp,Ä

- ÑĭÔñĭ°ñĭ±°Á¥ĭ£

Word ²»ÄÜ´ò¸ª£îÄ¼¼þÃû£©£¬òòîª,ÃîÄ¼¼þÊÇÓÃò»,ö²»ÄÜÊ¶±ðµÄ Word °æ±¼  
´´½´´µÄ;£ÊÇ·ñÒª´´¸îÄ±¼´ò¸ª,ÃîÄµµ£¸

ÄúÊÔ¼¼´ò¸ª»»,öîÄµµ£¬¶ø,ÃîÄµµÔ´´´½´´Ê±ËùÊ¹ÓÃµÄ Word °æ±¼±ÈÏÔÔÊ¹ÓÃµÄ Word  
°æ±¼ÒªÐÄ;£

´´¸îÄ±¼îÄ¼¼þ´ò¸ªîÄµµ

- ÑîÏîª°È·¶´´±°´À¥;£

ÔÚ Word µÄÐª°æ±¼Ðª´´ Word 2.0 ,ñÊ½±£´æîÄµµ

- 1 ´Óª°îÄ¼¼þ;±²Ëµ¶ÖÐÑîÏîª°ÍË³ð;±ÃüÁî (ALT, F, X);£
- 2 Æð¶¶´´,üÐÃµÄ Word °æ±¼;£
- 3 ´ò¸ªîÄµµ;£
- 4 ´´ Word 2.0 ,ñÊ½±£´æîÄµµ;£

È;îü,Ã²Ü×÷

- ÑîÏîª°È;îü;±°´À¥;£

´ίλόξ;ÔÚμÚ£¨nn£©Ò³μÄÎÄμμÒýÓÃÖÐÃ»ÓÐÖ,¶´ÎÄ¼pÃû;£

Äú²âÊëÁĚÒ»»,ö;°ÒýÓÃÎÄμμ;±Ôð£¬μ«Ã»ÓÐ¼üĚĚÎÄ¼pÃû;£

„üÖý´ίλό

- ÔÚĚüĬÖĚ¾μÄÒ³ÂĚĬμÄ;°ÒýÓÃμÄÎÄμμ;±ÓðÀ;¼üĚĚÒ»»,öÎÄ¼pÃû;£  
ÓÐ¹ØĬĬ¼½ĚĚÜ£¬¼¼¼ Referenced Document Óð.

´ίλόξιWord º»ÄÜÖØÐÂ·ÖÒ³£»Ã»ÓÐº²×º´ðÓι»ύι£

ÔÚ Word ¶ÔÎÄμμÖØÐÂ·ÖÒ³Ö®ÇºÄú±ØÐěº²×ºÒ»Ì´ðÓι»ύι£

¸üÖý´ίλό

- º²×ºÒ»Ì´ðÓι»ύι£  
ÓÐ¹Øº²×º²¹½Öè£¬²Î¼û Windows μÄÎÄμμ×ÊÁι£²Îòζª Word ×Ô´øμÄÎÄμμ.

´ίλό£ι´ÖªμÄ¼ðìù°å,ñÊ½¡£

ÄúÊÔí¼ÔÚ Word ÎÄμμÖÐ²åÈë¼ðìù°åμÄÄÚÈÝ£¬¶∅ Word ²»ÄÜÊ¶±ð,ÃÎÄ±¾¼»ð¼¼ÐÎμÄ,ñÊ½¡£

¸üÖý´ίλό

- È·ÈĬÄúÊÇÔÚÓë Word ¼æÈÝμÄÓ!ÓÃ³ìÐòÖÐ´´½´ÎÄ±¾¼»ð¼¼ÐÎ£¬È»°óÔÙ  
´Î°Ŋ,ÃÎÄ±¾¼»ð¼¼ÐÎ¼ðÇÐ»ð,´ÖÆμ½¼ðìù°åÖÐ¡£  
ÓÐ¹Øĭĭ¼éÉÜ£¬²¼¼ ½²»»»»ÐÄĭ.

ίίό£;Ò»\_öîᐃᑭμÄÇ¶Èë¶Ôĩó;£

ÄúÊÔí¼²åËëμ½ Word ÖᑭμÄᑭÄĩ£²»ÊÇÓÉÖ§³ÖÔÚ Word ÖᑭÇ¶Èë\_i¶¶Ôĩó;±μÄÓ!ÓÃ³ìᑭðÈù´½´´μÄ;£

\_üÖý´ίίό

- Ê¹ÓÃÁíÒ»\_öÓ!ÓÃ³ìᑭð´´½´´\_ÃᑭÄĩ£;£İàÓ!μÄÓ!ÓÃ³ìᑭð£-²î¼û\_i°¶Ôĩó;±¶Ô»°¿ð£´´°²åËë;±²Ëμ¥  
£©ÖᑭμÄ\_i°¶ÔĩóÄàᑭí;±Áᑭ±í;£

´ίλό£;Ò»„öîƁĐ\$µÄÄ´½Ó;£

ÄúÊÔÍ¼ĐƁ„Ä;£„üĐÂ»ð²åÈëÒ»„ö²»´æÔÚµÄÄ´½Ó;£

„üÖý´ίλό

- Ñ;ÔñĬÄÄĐ²Û×÷£°
- Ò<sup>a2</sup>éç´ĬÄµµÖĐµÄÓð´úÄë£¬çÉÒÔ´Ó;°²éç´;±²Ěµ¥ÖĐÑ;Ôñ;°Óð´úÄë;±ÄüÁĤ (ALT, F, C);£
- È·±£¼üĚëµÄLINK ÓðĐÄĬ£ŒýÈ·ĬĐÍó;£²Ĭ¼üCreating links.



´İİó£ı²»ÄÜİ´¹ý±à¼Óò´úÂëÀ´´´½´¶Öİİóı£

ÄúÊÔİ¼İ´¹ý±à¼Óò´úÂëÀ´´´½´Ö», öı°¶Öİİóı±£-Word ²»ÔÊĐİÖâÖÖ²Ù×÷ı£

´´½´Ö», öĐÂ¶Öİİó

- ´Óı°²âÊëı±²Ëμ¥ÖĐÑıÔñı°¶Öİİóı±ÃúÁî (ALT, I, O)ı£

´ίλό£;Ò»\_öîƁĐ\$μÄÎÄ¼pÃû;£

Äú¼üËëÁËÒ»\_ö²»ÖýË·μÄÎÄ¼pÃû;£

\_üÖý´ίλό

- Ñ;ÔñÎÄÁĐ²Û×÷£°
- ¼üËëÒ»\_öÖýË·μÄÎÄ¼pÃû;£\_ÄÎÄ¼pÃû£ÉÒÔ°¬¶à´ı°Ë\_ö×Ö·û£¬Ò»\_ö¾äμã£´.£©°í¶à´ıËý\_ö×Ö·ûμÄÄ©Ö¹Äû;ªÄýËç£¬FILENAME.DOC;£
- ¼î²éÎÄ¼pÃûÖĐËç·ñ°¬ÓĐÎƁĐ\$μÄ×Ö·û;£ÄýËç£¬¬¿Ö\_ñ;£¶¶°°Ä»òÄ°°Ä;£

**Word »ÄÜÆô WordPerfect °iÖúj£**

ÄúÊÔ¼Æô WordPerfect °iÖú£¬μ« Word ÖÒ²»μ½ÖâÐ©ÎÄ¼þj£

üÖýíó

- ÔÚ²×° WINWORD.EXE ÎÄ¼þμÄ¿Ä¼ÖÐ£¬²×° Word ËùÐ´øμÄ WordPerfect ÎÄ¼þj£²¼ûÓÃ  
Word μÄ°ÉèÖÄ±³ÌÐò²×°, ½¼ÓÑjÏ.

„ÄÏÄ¼þÊÇ¿ÖµÄ£¬»ðÕßÃ»ÓÐ°ü¬¼ÐÍ¼Ĵñ¡£

ÄúÊÔ¼´´½¨»ð,üÐÂ²âËëÔÚ Word ÍÄµµÖÐµÄ¼²Ä³Ò»¼ÐÎµÄÄ  
´½Ó£¬µ«„ÄÏÄ¼þÊÇ¿ÖµÄ£¬»ðÕßÃ»ÓÐ°ü¬¼ÐÍ¼Ĵñ¡£

„üÖý´íó

1 ÔÙ´Ĵ´½¨¼ÐÍ¡£

2 ´Ó¼²âËë±²Ëµ¥ÖÐÑĴÔñ¼°¼£¬±ÄüÁ (ALT, I, P)¡£

## Word 00²»μ½£·îÄ¼þÀàĐí£©£·îÄ¼þÃû£©¡£

Word 00²»μ½Đ£¶Ô¹¤¾¼ß£¬¶ø,ÃĐ£¶Ô¹¤¾¼ß¶ÔĐ£¶ÔîÄμμÊÇ±Ø²»¿ÉÉÙμÄ¡£

üÖý´íó

- Ñ¡ÔñîÄÁĐÄ³Ô»²Û×÷£°
- È·±£ÉùÒªμÄĐ£¶Ô¹¤¾¼ß±£´æÔÚÓë WINWORD.EXE ìàí¬μÄÄ¿Ä¼ÖĐ£¬»ðÕß±£´æÔÚÓÉ WIN.INI îÄ¼þμÄ TOOLS-PATH ĐĐÉùÖ,¶·μÄÄ¿Ä¼ÖĐ¡£
- °ÑÓÃ»§´Êμä±£´æÔÚÓë WINWORD.EXE ìàí¬μÄÄ¿Ä¼ÖĐ£¬»ðÕß±£´æÔÚÓÉ WIN.INI îÄ¼þμÄ TOOLS-PATH ĐĐÉùÖ,¶·μÄÄ¿Ä¼ÖĐ£¬»ðÕß±£´æÔÚ WINDOWS/MSAPPS/PROOF Ä¿Ä¼ÖĐ¡£  
ÓĐ¹Øíê¡½éÉÜ£¬¶¼û ¶·ÖÆÆô¶·Ñ¡î£¬±à¼ WIN.INI îÄ¼þ£©.

„ÄÄ¿Ä¹¼İĐĐ§İ£

Word ÖÖ²»μ½Ëù¼üËëμÄÄ¿Ä¹¼İ£

„üÖý´İİó

- ÑıÔñİÄÄĐÄ³Ö»²Û×÷£°
- È·±£Ö,İ“μÄÄ¿Ä¹¼μÄË·´æÔÚİ£
- È·±£¹¼üËëÁËÖÖýÈ·μÄÄ¿Ä¹¼Äü£»Ëç¹üÄ»ÓĐ£–ÔòÖØĐÄ¹¼üËëÄ¿Ä¹¼Äüİ£
- Èç¹üÖª,´ÖÆÖ»,öİÄμμ£–²£ÇÖË¹ÓÄİàİ–μÄÄü×Ö½øĐĐ,´ÖÆ£–Öò±ØĐë°Ñ,´ÖÆμÄİÄμμ±£´æÔÚÖ»,öÖëÖ´İÄμμ²»İ–μÄÄ¿Ä¹¼ÖĐİ£

ÊÇ·ñÒª´Ó,ÃÇøµÄ¿ªÊ¼¼¼ìÐø¶¶×Ö£¿

Word´Ó²âÊëµãµ½îÄµµµÄÖ¶¶ÇøµÄ½áî²½øÐÐ¶¶×Ö¿Äú±øÐëÊ·ËÊÇ·ñÒª Word´Ó,ÃÇøµÄ¿ª·µ½²âÊëµã¼¼ìÐø½øÐÐ¶¶×Ö¿Ä

¼¼ìÐø¶¶×Ö

- ÑìÔñì°ÊÇì±°·Ä¥ì£

í£Ö¶¶×Ö

- ÑìÔñì°ñì±°·Ä¥ì£

³öïÖÁËÒ»„öÓï·´´íló£¬Word ½áÊøμ±Çº²Ù×÷;£

´ÊĪÊĪâÊÇÓÉÓï·´¹⁄ì²éĪÄ¹⁄₄p²úÉúμÄ;£

„üÖý´íló

- ÑĭÔñĪÄÁÐ²Ù×÷£º
- ¹⁄ì²é±£´æÓÐÓï·´Ð£¶ĪÔ¹µ³⁄₄ßμÄ´ÄÄĭ;£
- º²×ºÓï·´¹⁄ì²é¹µ³⁄₄ß;£²Ī¹⁄₄ûÓÄ Word μÄ;ºÉèÖÄ;±³ĭÐòº²×º „¹⁄₂¹⁄₄ÓÑĭĪĭ;£



Äú²»ÄÜ±à¼Ä´½Ó»òÇ¶Èë¶ÔİóμÄÄÚÈÝ;£

Äú²»ÄÜ±à¼Ä´½Ó»òÇ¶Èë¶Ôİó±μÄÄÚÈÝ;£Word ²»ÔÊĐí±à¼ EMBED ;£LINK ;£DDE »ò DDEAUTO  
ÓòμÄÄÚÈÝ;£

,üÖý´İİó

- Ñ;ÔñİÄÄĐÄ³Ö»²Ü×÷£°
- Òª±à¼¶Ôİó£¬¿ÉÒÔÔÚ°£ÖĐÊ¹ÓÄ;°EditObject;±ÄüÁÎ£¬»òÕß´Ó;°±à¼-  
;±²Ëμ¥ÖĐÑ;Ôñ;¶Ôİó±ÄüÁÎ (ALT, E, B);£
- Òª±à¼Ä´½ÓμÄÄÚÈÝ£¬¿ÉÔÔ´Ó;°±à¼;±²Ëμ¥ÖĐÑ;Ôñ;Ä´½Ó±ÄüÁÎ (ALT, E, L);£²İ¼üEditing  
linked information in the source document;£  
ÓĐ¹Øİê;½éÉÜ£¬²İ¼ü EMBED Óò;£LINK Óò;£DDE Óò»ò DDEAUTO Óò;£

Word 2»ÄÜ×ª»»Í¼ĐİÄ¼p£¬ÒòîªÔÚî°İÄ¼pî±²Ëμ¥μÄî°´òÓîÉèÖÃî±ÖĐÃ»ÓĐÑîÔñ  
´òÓî»úî£

ÄúÊÔİ¼²âÈèÒ»,öİ¼Đİ»ò,üĐÄÒ»,öİ¼ĐİÄ´½Ó£¬μ«Ã»ÓĐ²×°´òÓî»ú

### To install a printer

1 ´Óî°İÄ¼pî±²Ëμ¥ÖĐ£¬ÑîÔñî°´òÓîÉèÖÃî±ÄüÄî (ALT, F, R)î£

2 ÔÜ´İ²âÈèİ¼Đİî£

ÓĐ¹Øİêİ½éÉÜ£¬²İ¼û Windows İÄμμ×ÊÄİî£

Word <sup>2</sup>»ÄÜ±£´æ<sup>3</sup>/<sub>4</sub>ΒÓÐ£´, ñÊ<sup>1</sup>/<sub>2</sub>£©μÄÎÄ<sup>1</sup>/<sub>4</sub>p£¬, Ä, ñÊ<sup>1</sup>/<sub>2</sub>μÄ×<sup>a</sup>»»<sup>3</sup>İÐòÖ»ÄÜ´ò¿<sup>a</sup>ÎÄ<sup>1</sup>/<sub>4</sub>p<sub>i</sub>£

Word ¿ÉÔÔ´ò¿<sup>a</sup>/<sub>4</sub>ΒÓÐ, Ä, ñÊ<sup>1</sup>/<sub>2</sub>μÄÎÄ<sup>1</sup>/<sub>4</sub>p£¬μ«<sup>2</sup>»ÄÜ±£´æ<sup>3</sup>/<sub>4</sub>ΒÓÐ, Ä, ñÊ<sup>1</sup>/<sub>2</sub>μÄÎÄ<sup>1</sup>/<sub>4</sub>p<sub>i</sub>£

üÖý´íó

- Ñ<sub>i</sub>ÔñÎÄÁÐÄ<sup>3</sup>Ö»<sup>2</sup>Ü×÷£°
- Ê<sup>1</sup>ÓÄÔ´Ó!ÓÄ<sup>3</sup>İÐò¶Ö, ÄÎÄ<sup>1</sup>/<sub>4</sub>p<sup>1</sup>/<sub>2</sub>øÐÐÐp, Ä<sub>i</sub>£
- ÒÔ<sup>2</sup>»Í¬μÄ, ñÊ<sup>1</sup>/<sub>2</sub>±£´æ, ÄÎÄ<sup>1</sup>/<sub>4</sub>p<sub>i</sub>£.

Word ²»ÄÜÊ¹ÓÃÔÚ WIN.INI ÎÄ¼pÖÐÖ,¶µÄ DOT-PATH£¬ÒðîªËüÊÇÎÐÐ§µÄ¡£

ÄúÖ´ÐÐÁËÎÄÄÐ³Ò»²Ù×÷£º

- ÔÚ WIN.INI ÎÄ¼pÖÐÖ,¶µÄÓÃÓÚ±£´æÎÄµµÄ£ºâµÄÄ¿Ä¼²»´æÔÚ¡£
- ´ÄÀÒÑ¾±»É¾¾ý¡£.
- ´ÄÀÇý¶¶Æ÷Ä»ÒÐÄ¬½Ó¡£
- ¼üËëµÄÄ·¾¶²»ÖýË·¡£

Word ºöÄÔ²»ÖýË·µÄÐÄí££¬²£ÇÒÊ¹ÓÃºüº¬ Word ³ìÐðÎÄ¼pµÄÄ¿Ä¼¼¡£

¾üÖý´îó

- ÑîÕñÎÄÄÐ²Ù×÷£º
- ¼ì²é WIN.INI ÎÄ¼pÖÐµÄ DOT-PATH= ÐÐ£¬²£¾üÖý¼üËë´îó¡£²î¼ü¶¶ÖÆÆÔ¶Ñîí£´±à¼ WIN.INI ÎÄ¼p£©.
- Ë·±£ºüº¬ WINWORD.INI ÎÄ¼pµÄ´ÄÀî»ÓÚÖýË·µÄ´ÄÀÇý¶¶Æ÷ÖÐ¡£
- Ë·±£´ÄÀÇý¶¶Æ÷ÒÑÄ¬½Ó¡ªÄýË££¬Í´ýÍøÄ¿Ä¬½Ó¡£
- Ë·±£,Ä¿Ä¼¼µÄË·±£æ¡£Ë£¹üÄ¿Ä¼²»´æÔÚ£¬Òð´¹²,Ä¿Ä¼¼¡£

Word ²»ÄÜ, üÐÂÎ»ÓÚ, Ñî¶ÄÚÈÝÖÐμÄÓò;£

ÄúÊÔÍ¼, üÐÂÎ»ÓÚÄ³Ò»À, iϥ¿é»òÑî¶ÄÚÈÝÖÐμÄÓò;£ÖâÊÇ Word Êù²»ÔÊÐίμÄ²Ù×÷;£

, üÖý´íó

1 Çå³ý¿éÑîÔñ;£

2 ÕÙ´ÎÑî¶Ä±¾£¬Ñî¶Ä±²»±Ø°ÑËü×÷ÍªÒ», öÀ, i£

3 ÖØÐÂ, üÐÂ, ÑÓò;£

ÓÐ¹ØÍê, ½éÉÜ£¬¹Í¼ÜÊäÊë¼°Ðμ, ÄÎÄμμ´ÍÒò.

**PRINT** ÓðμÄÊý¾Ý²»ÄÜĖÍμ½×°ÓĐμ±Ç°´òÓı»úÇýſ̄Æ÷³İĐòμÄ  
´òÓı»úÖĐıĖÊÇ·ñÒ<sup>a1</sup>/4İĐø´òÓıĖŁ

ÄúÊÔÍ¼°Ñ PRINT ÓðμÄÊý¾Ý·ΦĖÍμ½´òÓı»úÖĐĖ¬μ«Ėù°²×°μÄ  
´òÓı»úÇýſ̄³İĐò²»ÖŞ³ÖÖâÖÖ²Û×÷ıĖÓĐ¹Øİēİ,½éĖÜĖ¬²İ¼û PRINT ÓðıĖ

ÔÚ´òÓıÊ±²»´òÓı **PRINT** ÓðμÄĐÄİΦ

- ÑıÔñı°ÊÇı±°´Ä¥ıĖ

Èİİû´òÓı

- ÑıÔñı°ñı±°´Ä¥ıĖ  
ÓĐ¹Øİēİ,½éĖÜĖ¬²İ¼û Windows μÄİÄμμ×ÊÄİ»òÖß´òŁ<sup>a</sup> PRINTERS.DOC İÄ¼pĖ¬ÔÄſ̄ÁÓĐ¹ØÔÚ Word  
ÖĐĖ¹ÓÄ´òÓı»úμÄİēİ,½éĖÜıĖĖ²İ¼û´òŁ<sup>a</sup> Word ×Ö´øμÄİÄμμıĖ

Ò<sup>a1</sup>/<sub>4</sub>İĐøÉèÖÃ°İ²¢´òÓİ£¬Ôò±ØĐë±£´æμ±Ç°£´ÀàĐÍ£©μÄÎÄ<sup>1</sup>/<sub>4</sub>pİ£ÈÇ¹ûİÖÔÚ²»±£  
´æ,Ã£´ÀàĐÍ£©ÎÄ<sup>1</sup>/<sub>4</sub>p£¬ÄÇÃ´ÄúÔÚİ°°İ²¢  
´òÔİİ±μÄ°İÖú³İĐòÖĐËù×÷μÄËùÓĐ¹××÷<sup>1</sup>/<sub>2</sub>«»á¶ªÊŞİ£ÊÇ·ñÒª±£´æ´Ë£´ÀàĐÍ£©ÎÄ<sup>1</sup>/<sub>4</sub>p£  
¿

Äú´´<sup>1</sup>/<sub>2</sub>´´ÄËÒ»,öÊý<sup>3</sup>/<sub>4</sub>ÝÎÄ<sup>1</sup>/<sub>4</sub>p»ðÍ·<sup>1</sup>/<sub>4</sub>ÇÂ<sup>1</sup>/<sub>4</sub>ÎÄ<sup>1</sup>/<sub>4</sub>p£¬È»°óÓÖÊÔÍ<sup>1</sup>/<sub>4</sub>Ëİİ±£´æ¹××÷İ£

**To save the file**

- ÑİÔñİ°ÊÇİ±°·Ä¥İ£

**To cancel the save**

- ÑİÔñİ°·ñİ±°·Ä¥İ£

Word º»ÄÜ´´½´îÄ¼p£´ÀàĐÍ£©£¬ÒòîªÃ»ÓĐÖ,¶´´ÓòÃûj£

ÄúÊÔí¼´´½´´Ò»,öĐÂµÄÊý¾ÝíÄ¼p»òí·¼ÇÂ¼îÄ¼p£¬µ«Ã»ÓĐÖ,¶´´ÓòÃûj£

üÖý´íó

▪ ±à¼ºê£¬ÒÔ±ãÈÃËüºüÀ´´Ëü´´½´´µÄº²£´òÓjÓòÃûj£  
×£ÊÍ£ºÒ»»öº²£ÓòÃû±ØĐëÒÔÒ»»×ÖÄ,çªí·£¬²£ÇÒÖ»ÄÜºüº¬×ÖÄ,j£Êý×Öºîîª»®îß×Ö·û£¬ÇÒ×îîª²»ÄÜ³  
¬¹ý 31 ,ö×Ö·ûj£



Word º»ÄÜ´´½´îÄ¼p£´ÀàĐÍ£©£¬ÒòîªÃ»ÓĐÖ,¶´îÄ¼pÃûj£

ÄúÊÔí¼´´½´Ò»,öĐÂµÄÊý¾ÝîÄ¼p»òí·¼ÇÂ¼îÄ¼p£¬µ«ÓÖÃ»ÓĐÖ,¶´îÄ¼pÃûj£

¸üŒý´íó

- ±à¼ºê£¬ÒÔ±ãÈÃËüºüÀ´Ëü´´½´µÃîÄ¼pÃûj£

ËùÔÊĐíμÄÓðμ×ĩóÊýÄ¿îª 31¡£

ÄúÊÔí¼²åËëμÄ°ĩ²¢´òÓ¡ÓðμÄ,öÊý³¬¹ýÁË 31¡£

üÖý´íío

- Ñ¡ÔñĬÄÁĐÄ³Ô»²Û×÷£°
- Ê¹²åËëμÄ°ĩ²¢´òÓ¡ÓðμÄ,öÊý²»³¬¹ý 31¡£
- ΤΟΈΟÚ±ίμÄÄ,ÊýĬÐÖÆÔÚ 31

À,ÒÔÄÚ£¬ËùÒÔ¿,É½«±í×ª»³ÉĬ±¾£¬²¢ÓÄ¶°Ä»òÖÆ±í·û°ÑÄ¿,öÀ,·Ö,ô¿ª£¬Ë»°óÔÛĬ¼Ó,½¼ÓμÄÓð¡  
£²Ĭ¼ûConverting a table to text.

## Word ²»ÄÜÐ´ WIN.INI ÎÄ¼p¡£

ÄúÊÔÍ¼ÐÐ,Ä WIN.INI ÎÄ¼p£¬µ«Ä»ÓÐ×ã¹»µÄÄÜ´æ£¬»»òÕß,ÄÎÄ¼pÒÑ¾´ò¿ª£

### üÖý´íó

- Ñ¡ÔñÎÄÁÐÄ³Ò»²Ü×÷£°
- ¼ì²é WIN.INI ÎÄ¼pÊÇ·ñÒÑ¾´ò¿ª£
- ÊÇ¹üÁíÒ»»öÓ!ÓÃ³ÐòÖýÔÚ±à¼ WIN.INI ÎÄ¼p£¬ÒòµÈµ½,ÄÎÄ¼p¹Ø±ÖÒÖ°óÔÙÊÖÒ»´í£
- ÊÇ¹ü´ÄÀÒÑÃú£¬Òò°Ñ,Ä´ÄÀÍÉµÄÎÄ¼pÒÆ¶µ½ÁíÒ»»öÄÜ,ø WIN.INI ÎÄ¼pÁô³õ×ã¹»µÄ¿ÉÓÃÖ¼äµÄ´ÄÀÒÐ£

Ä¿±êÎÄµµ²»½ÓÊÜ´Ë,üÐÂ¿£

ÄúÊÔÍ¼,üÐÂÒ»,öÇ¶ËëÔÚÁÍÒ»,ö Word  
ÎÄµµÖÐµÄÎÄµµ£¬µ«ÔÚÆäËüÓ!ÓÃ³ìÐðÖÐ³ðïÖÁËÒ»,öÖïËÇÃ»ÓÐ×ã¹»µÄÄÚ  
´æËäËëÐÄµÄËý¼ÝÖ®ÀàµÄ´îó¿£

,üÖý´îó

- Ñ¿ÔñÎÄÁÐÃ³Ò»²Ü×+£°
- ÇÐ»»µ½ÆäËüÓ!ÓÃ³ìÐðÖÐ£¬ÒÔË·±£,ÃÓ!ÓÃ³ìÐðËÔËÇ»î¶µÄ¿£
- Öð¼ÖÄÚ´æ.

¿ÚÁî²»ÕýÈ·¡£Word ²»ÄÜÖØÐ´,ÃÎÄµµ¡£

ÄúÊÔí¼±£æÒ»,öÓÃ¿ÚÁî±£»µµÃÎÄ¼p£¬µ«Äú¼üÈëÁËÒ»,ö²»ÕýÈ·µÄ¿ÚÁî¡£

üÖý´íó

1 ´Óí°îÄ¼p¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñí°Á´æîª±ÃüÁî (ALT, F, A) £¬²¢ÔÚ³ðíÖ¡°¿ÚÁî¡±¿òÈ±¼üÈëÕýÈ·µÄ¿ÚÁî¡£

2 ÓÃÒ»,öÐÄµÄÃü×Ö±£æ,ÃÎÄµµ¡£²î¼üÖÆ×÷»î¶îÄµµµÄ±·Ý.

ÓÐ¹Øêí¼²éÉÜ£¬²î¼ü Ð±,Ä»òÉ¾¾ý¿ÚÁî.

¶ï×Ö³ïÐðÕýÔÚÊ¹ÓÃÖÐî£

Äú¿ÉÒÔ°ÍÃ³,öÓ!ÓÃ³ïÐð»ð Word µÄÆäËü×÷ÒµÒ»ÆðÊ¹ÓÃï°¶ï×Öî±ÃüÁîî£

üÕýíó

- µÈµ½ Word íê³ÉÁËµÚÒ»,ö¶ï×Ö²Û×÷ÒÔ°ó£-ÔÙ´Óï°¹¼ßî±²Ëµ¥ÖÐÑîÔñï°¶ï×Öî±ÃüÁî (ALT, O, H) î£

Ê¹ÓÃ¡º²åÈë¡±²Ëµ¥ÖÐµÄ¡°Í¼Æ¬¡±Ñ¡Ï¸ÉÒÔ²åÈë¼ÐÏÄ¼þ¡£

ÄúÊÔ¼ÓÃ¡º²éÕÒ¼Ä¼þ¡±ÃüÁñò¸ªÒ»»¸¼ÐÏÄ¼þ£¬µ««Äú²»Ãü´ò¸ª Word  
ÖÐµÄ¼ÐÎ£¬¶ø±ØÐë²åÈëËü¡£

¸üÖý´Îó

- ´Óº²åÈë¡±²Ëµ¥ÖÐÑ¡Ôñ¼Æ¬¡±ÃüÁñÒÔ±ãÔÚ Word ÌÄµµÖÐ²åÈë¼ÐÎ (ALT, I, P)¡£

„ÄÏÄ¼þÄûîþÐ§»ðÕß„ÄÏÄ¼þÄû°û°¬Ò»„öÂ·¾¶¶j£

ÄúÔÚÏÄ¼þÄûÖÐ¼üÈëÁËÖ»„öîþÐ§µÄÂ·¾¶¶»ðîþÐ§µÄ×Ö·ûj£

„üÖý´íó

■

¼üÈëÖ»„öÖýË·µÄ²»°û¬Â·¾¶¶µÄÏÄ¼þÄûj£ÏÄ¼þÄûÖÐ¿ÉÒÔ°û¬ÖÁ¶à°Ë„ö×Ö·û°íÖÁ¶àËý„ö×Ö·ûµÄÀ©Ö  
¹ÄûiªÀýË£¬FILENAME.DOCj£



²»ÄÜÔ▣ÖÃÎÄ¼þ²é¿´´°j£

Word ÐèÒª,ü¶àµÄÄÚ´æÀ´ÏÔÊ¾¼i°²éÕÕÎÄ¼þi±¶¶Ô»°¿òÕÐµÄÎÄ¼þÄÜÈÝj£ÔÚÔõ¼ÓÄÜ´æÖ®Ç°  
£¬Word ½«Ö»ÏÔÊ¾¼i°²éÕÕÎÄ¼þi±¶¶Ô»°¿òÕÐµÄÎÄ¼þ±êìâj£

ÏÔÊ¾¼i°²éÕÕÎÄ¼þi±¶¶Ô»°¿òÕÐµÄÎÄ¼þÄÜÈÝj£

1 Ôõ¼ÓÄÜ´æ.

2 ´Ój°ÎÄ¼þi±²Ëµ¥ÕÐ£¬ÑjÔñj°²éÕÕÎÄ¼þi±ÃüÁî (ALT, F, F)j£

3 ÑjÔñj°ÑjÏi±´Å¥j£

4 ÔÚj°Í¬Ê±ÁÐ³õi±¿òÕÐ£¬ÑjÔñj°ÄÜÈÝj±ÑjÏi´Å¥j£

Word ŐýÔÚμÈ´ý·pîñÆ÷ÊÍ·Å£·ÎÄ¼pÃû£©¡£

Ö±μ½ÆäËüÓ!ÓÃ³!Đò¿ÉÓÃÒÔ°ó£¬Äú²ÄÄÜ°Ŋ,ÃÊý¾¼Ý²ăËëμ½ Word  
ÎÄμμÖĐ¡ªÄýËç£¬¹Ø±ÖÆäËüÓ!ÓÃ³!ĐòÖĐμÄ¶ŦÖ»°¿ò¡£

üŦý´îó

- Ŋ!ÔñÎÄÁĐ²Ü×÷£°
- ÇĐ»»μ½ÆäËüÓ!ÓÃ³!ĐòÖĐ£¬ÒÔ±ăË·±£,ÃÓ!ÓÃ³!Đò¿ÉÓÃ¡£
- ¹Ø±ÖÓ!ÓÃ³!ĐòÖĐμÄ¶ŦÖ»°¿ò¡£

Word <sup>2</sup>»ÄÜ,´Ô,Ã²Ü×÷;£ÊÇ·ñ<sup>1</sup>/<sub>4</sub>)Ðø£¿

ÄúÒªÖ´ÐÐÒ»„ö Word <sup>2</sup>»ÄÜ,´ÔµÄ²Ü×÷;£

<sup>1</sup>/<sub>4</sub>)Ðø,Ã²Ü×÷

- Ñ<sub>í</sub>Ôñ<sub>í</sub>°ÊÇ<sub>í</sub>±°´Å¥<sub>í</sub>£  
Äú<sup>1</sup>/<sub>2</sub>«²»ÄÜÊ¹ÓÃ<sub>í</sub>°,´Ô<sub>í</sub>±ÃüÁî»Ö,´´Ê²Ü×÷;£

È<sub>í</sub>ĭû,Ã²Ü×÷

- Ñ<sub>í</sub>Ôñ<sub>í</sub>°·ñ<sub>í</sub>±°´Å¥<sub>í</sub>£

**Word ŌŌ<sup>2</sup>»μ<sup>1/2</sup>, ÑÊý<sup>3/4</sup>ÝÎÄ<sup>1/4</sup>p£·îÄ<sup>1/4</sup>pÃû£©;£**

Word ŌŌ<sup>2</sup>»μ<sup>1/2</sup>Êý<sup>3/4</sup>ÝÎÄ<sup>1/4</sup>p£-Ōòî<sup>a</sup>, ÑÊý<sup>3/4</sup>ÝÎÄ<sup>1/4</sup>pŌÑ<sup>3/4</sup>±»É<sup>3/4</sup>ý»òŌß<sup>2</sup>»¿ÉÓÃ;£

üŌý´îíó

- ÑîŌñîÄÄĐÄ<sup>3</sup>Ō»<sup>2</sup>Û×÷£°
  - ÑîÓÃ»ò´´<sup>1/2</sup>·ÁíŌ»,öÊý<sup>3/4</sup>ÝÎÄ<sup>1/4</sup>p;£
  - μÊμ<sup>1/2</sup>Êý<sup>3/4</sup>ÝÎÄ<sup>1/4</sup>p¿ÉŌŌÊ<sup>1</sup>ÓÃî<sup>a</sup>Ō<sup>1</sup>;£
- ×£Êí£°Äú<sup>2</sup>»ÄÜ°ÑŌ»,ö´ò¿<sup>a</sup>μÄí·<sup>1/4</sup>ÇÂ<sup>1/4</sup>îÄ<sup>1/4</sup>p»òÊý<sup>3/4</sup>ÝÎÄ<sup>1/4</sup>p±£´æî<sup>a</sup>Ō»,öîÄμμÄ£°â;£

²»ÄÜÓÃ¡²éÕÒîÄ¼þ¡±ÃüÁîòÓ¡¼ÐÏÄ¼þ¡£

ÄúÊÔ¼´òÓ¡Ò»ö¼¼ÐÏÄ¼þ£¬µ«³ý·Ç°Ñ¼¼ÐÏÄ¼þ²âÊëµ½ Word ÎÄµµÖÐ£¬·ñÔð Word ²»ÄÜ  
´òÓ¡¼¼ÐÏÄ¼þ¡£

°Ñ¼¼ÐÏ²âÊëµ½ Word ÎÄµµÖÐ

- ´Ó¡²âÊë¡±²Êµ¥ÖÐ£¬Ñ¡Ôñ¡¼¼Æ¬¡±ÃüÁî (ALT, I, P)¡£

Word òÑ×ª»»\_ÃÄ£°åÖÐµÄ°êÒÔ±ãËüÃÇÄÜÓë Word 2.0 °æ±¾¼¼æÈÝì£ÔÚ±£  
´æ\_ÃÄ£°åÖ®Ç°£¬ÊÇ·ñÔª±£´æÔ´Ä£°å£·ÎÄ¼þÃû£©µÄ±\_·ÝÎÄ¼þ£¿

ÄúÕýÔÚ±£´æµÄÄ£°åÊÇÓÉ Word for Windows µÄÔç/£Ú°æ±¾¼¼´½µÄìµ±Äú´ð¿ªËµÄÊ±°ð£¬Word  
×ª»»\_ÃÄ£°åÖÐµÄ°ê£¬ÒÔ±ãÊ¹/£äÄÜ¹×÷ÔÚ Word for Windows 2.0 ÖÐì£Äú±ØÐëÈ·ÊÊÇ·ñ±£ÁôÓÃ  
Word µÄÔç/£Ú°æ±¾¼¼´½µÄ\_ÃÄ£°åµÄ±\_·ÝÎÄ¼þ£

±£´æÔ´Ä£°åµÄ±\_·ÝÎÄ¼þ£¬µ«²»×ª»»/£äÖÐµÄ°ê

- ÑìÕñì°ÊÇì±°Á¥ì£

¼ðØ±£´æÒÑ×ª»»µÄÄ£°åµ«²»×÷±\_·Ý

- ÑìÕñì°ñì±°Á¥ì£

ÈìÛ±£´æÄ£°å

- ÑìÕñì°ÈìÛì±°Á¥ì£

²»ÄÜÊ¹ÓÃĬÄµµÄ£°å×÷ĭªÊý¾ÝĬÄ¼p»ðĬ·¼ÇÂ¼ĬÄ¼pĭ£

ÄúÊÔĬ¼ÓÃÒ»„öÄ£°å£""\*.DOT ĬÄ¼p£©×÷ĭªÊý¾ÝĬÄ¼p»ðĬ·¼ÇÂ¼ĬÄ¼pĭ£ÖâÊÇ Word  
Ëù²»ÔÊĐĭµÄ²Ü×÷ĭ£

„üÖý´ĭó

- ÑĭÔñÒ»„öÃ»ÓĐ \*.DOT À©Ö¹ÃûµÄĬÄ¼p£¬²ŧÇÒ„ÃĬÄ¼p²»ÊÇÄ£°åĭ£

³öïÖÁËÒ»\_öŋĩ×Ö´ííó;£Word ½áÊøµ±Ç°×÷Òµ;£

Word í£Ö¹Ê¹ÓÃŋĩ×Ö¹¤¾³££¬Òðîª±£´æŋĩ×ÖîÃ¼þ»òÓÃ»§ŒÃµµµÃ´ÅîÓÐîÊîâ;£

\_üÖý´ííó

- ÑîÔñîÃÁÐ²Û×÷£°
- ¼î²é±£´æŋĩ×Ö¹¤¾³°íÓÃ»§ŒÃµµµÃ´Åî;£
- °²×°ŋĩ×Ö¹¤¾³££¬²î¼ûÓÃ Word µÃî°ÉèÖÃî±³îÐò²×°\_½¹¼ÓÑîîî.



³öïÖÁËÒ»\_öí-Òå´Ê´ííó£-Word ½áÊøμ±Ç°×÷Òμ;£

Word í£Ö¹Ê¹ÓÃí-Òå´ÊíÄ¼p£-Òòíª±£´æí-Òå´ÊíÄ¼p»òÓÃ»§íÄμμμÄ´ÅìÓΘíÊìâ;£

\_üÖý´ííó

- ÑìÔñíÄÁÐ²Û×÷£°
- ¼ì²é±£´æí-Òå´Ê¹¼R°íÓÃ»§íÄμμμÄ´Åì;£
- °²×°í-Òå´ÊíÄ¼p£-²í¼ûÖÃ Word μÄ;°ÉèÖÃ;±³ìÐò°²×°\_½¼ÖÑ;íí.

Word ²»ÄÜÊ¹ÓÃÔÚ WIN.INI ÎÄ¼pÖÐÖ,¶"μÄ DOC-PATH£¬ÒðîªËüÊÇÎƁÐ§μÄ¡£

³ðïÖÁËïÄÄÐ³Ò»´íî£°

- ÔÚ WIN.INI ÎÄ¼pÖÐÖ,¶"μÄÓÃÔÚ´æ´£îÄμμμÄÄ¿Ä¼²»´æÔÚ¡£
- ´ÄÄìÒÑ¾±»É¾¾ý¡£
- ´ÄÄìÇý¶"£¬Æ÷î´Á¬½Ó¡£
- Äú¼üËëμÄÄ·¾¶²»ÖýË·¡£

Word °öÄÔ²»ÖýË·μÄÐÄí££¬²£ÇÒÊ¹ÓÃ°ü°¬ Word ³ìÐðîÄ¼pμÄÄ¿Ä¼¡£

üÖý´íî£

- Ñ¡ÖñïÄÄÐ²Ü×÷£°
- ¼ì²é WIN.INI ÎÄ¼pÖÐμÄ DOC-PATH= ÐÐ£¬²£,üÖý¼üËëμÄ´íî£¡£²î¼ü¶"ÖÆÆô¶"Ñ¡î£´à¼ WIN.INI ÎÄ¼p£©.
- Ë·±£°ü°¬ WINWORD.INI ÎÄ¼pμÄ´ÄÄìÔÚÖýË·μÄ´ÄÄìÇý¶"£¬Æ÷ÖÐ¡£
- Ë·±£´ÄÄìÇý¶"£¬Æ÷ÖÑÄ¬½Ó¡ªÄýË££¬î´ýíðÄÇÄ¬½Ó¡£
- Ë·±£Ä¿Ä¼μÄË·´æÔÚ£¬ËÇ¹üÄ¿Ä¼²»´æÔÚ£¬Ôð´½´Ò»»ðÄÄ¿Ä¼¡£

ÓÐ¹Øïêï,½éÉÜ£-²Î¼ûïμí³ÎÄμμ×ÊÁï;£

Word ²»ÄÜËÑË÷´ó, Û²é¸´Ä£Ê½ÖÐµÄ¶ÎÄä±ê¼Ç;£

ÄúÊÔÍ¼Í´¹ýÔÚ´ó, Û²é¸´Ä£Ê½ÖÐ¼üËèlØÊâµÄ×Ö·ûÄ´ËÑË÷, ñÊ½±ê¼Ç;£Word ²»ÔÊÐíÔÚ  
´ó, Û²é¸´Ä£Ê½ÖÐËÑË÷¶¶ÎÄä±ê¼Ç;£

²éÕÒ, ñÊ½

- ²¼¼û²éÕÕÖÆ±í·û;¶¶ÎÄä±ê¼Ç¼°ÆäËülØÊâ×Ö·û;£

„ÄñûÊ½ÊÇÒ»„öÑ»·μÄ¡°»ù×¼ÑûÊ½¡±ÁÐ±í¡£

¡°»ù×¼ÑûÊ½¡±¿òÖÐμÄñûÊ½ÄûÊÇÒÒÖªÐ„„ÄμÄñûÊ½Îª»ù×¼μÄ¡£

„üÖý´íó

- ÔÚ¡°»ù×¼ÑûÊ½¡±¿òÖÐ¼üËëÒ»„ö²»ÒÔμ±Ç°ñûÊ½Îª»ù×¼μÄñûÊ½Äû¡£

**Word** μÄ¹¤×÷ÎÄ¼þÍÄÚ´æ¼, °ðÒÑÂú£¬Çë±£´æ¹¤×÷¡£

Word ÖýÔÚ°Ñ±à¼¡, ñÊ½ÐÞ, Ä±£´æÔÚÄÚ´æÖÐ£¬, ÄÄÚ´æ¼, °ðÈ«ÓÃÎÄÏ££

„ÄÉÆ·½“

- 1 ±£´æÄúμÄ¹¤×÷¡£
- 2 ¼Ø±Ö²»ÐèÒªμÄ´ºÚ¡£
- 3 Ôð¼ÓÄÚ´æ¡£

ÈÇ¹ú´ÊÏî£ÖÔ´ÏðÏ

- 1 ÍË³ö Word ¡£
- 2 ¼ì²é CONFIG.SYS ÎÄ¼þÖÐμÄ SET TEMP=£¬È·±£³ìÐò¿Ä¼°´æ´ÇÄÚ±Ä¼þμÄ¿Ä¼²»ÊÇÖ»¶ÁμÄ¡£

°İÖúÐĀİ¢²»¿ÉÓÃı£

²éÕÒÐĀİ¢

- ÓÐ¹Øİêİ,½éÉÜ£¬ÑıÔñı°ĖÑĖ÷ı±°´Ā¥»ò´ s ¼üı£

Ã»ÓĐ×ã¹»μÄÄÚ´æ¿ÉÓÃÀ´íê³É,Ã²Ù×÷¡£

ÄúĐèÒª,üŋàμÄÄÚ´æÄ´íê³ÉÒÑ¿ªÊ¼μÄÈĩñ¡£

„ÄÉÆ·½·”

- Ôö¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´î¡£



´Ë×÷Òµì«,´ÔÓ¿£Çë¹Ø±ÕÒ»„ö´°¿Ú¿£

Äú¶Ô¶à,öÎÄµµ½øÐÐÁËì«¶àµÄÄ×ÖÓë„ñÊ½Ð„,Ä£-Word Ä»ÓÐ×ã¹»µÄÄÚ´æÄ´´æ´¢ÖâÐ©Ð„,Ä¿£

„üÖý´ííó

1 ¹Ø±Õ²»Ê¹ÓÄµÄÒñ´ò¿µÄ´°¿Ú¿£

2 ±£´æÎÄµµ¿£

3 Ôð¼ÖÄÚ´æ.

×¢Êí£°Ë¹üÄúìèÈÄ Word Ä¿,òÒ»¶´Ê±¼ä»ðÕßµ±Äú½øÐÐÁË°Ü¶àÐ„,ÄÊ±£-×Ô¶¬íáÐñÄú±£´æ£¬¿ÉÓÚ¿ñ¿ì±¶Ö»°¿ò£´¹±¼ß¿±²Ëµ¥£©µÄ¿±£´æ¿±ñ¿ìÖÐ£¬ñ¿ñ°×Ô¶¬±£´æ¿±,´ñ¿ò¿£

„Ä²Ü×÷½«´Ó£´ÎÄ¹⁄₄pÃû£©ÖÐÉ³⁄₄ý¶ÔÊý³⁄₄ÝÎÄ¹⁄₄p°£¯»ðÍ·¼ÇÂ¹⁄₄ÎÄ¹⁄₄pμÄòýÓÃ;£Èç¹û  
¹⁄₄lÐø,Ä²Ü×÷£-£´ÎÄ¹⁄₄pÃû£©½«±ä³ÊÒ»„ö±ê×¹⁄₄μÄ Word  
ÎÄμμ£¬²ÇÇÒ²»ÔÙÊÇÒ»„ö°i²Ç´ðÓ;Ö÷ÎÄμμ;£ÊÇ·ñÒ¹⁄₄lÐø,Ä²Ü×÷£¿

ÄúÊÔÍ¹⁄₄ÔÙÖ÷ÎÄμμÖÐÉ³⁄₄ý¶ÔÊý³⁄₄ÝÎÄ¹⁄₄p°£¯»ðÍ·¼ÇÂ¹⁄₄ÎÄ¹⁄₄pμÄòýÓÃ;£Äú±ØÐèÈ·È;Ä²Ü×÷£¬ÒðîªÊç¹  
ûÄúÊ³⁄₄ýÔâÐ©ÔýÓÄ£¬Òð Word ²»ÄÜ°Ñ´ÊÎÄμμÓÃ×÷¿ÊÖÖ°i²ÇμÄÖ÷ÎÄμμ;£

É³⁄₄ý¶ÔÊÊý³⁄₄ÝÎÄ¹⁄₄p°£¯»ðÍ·¼ÇÂ¹⁄₄ÎÄ¹⁄₄pμÄòýÓÃ

- Ñ;Ôñ;°ÊÇ;±°·Ä¥;£  
Word ²»ÔÙ°Ñ´ÊÎÄμμ±×÷Ö÷ÎÄμμ£¬²ÇÇÒ²»ÔÙîÊ³⁄₄°i²Ç´ðÓ;¹µ³⁄₄BÄ;££

±£ÁðÖ÷ÎÄμμÓëμ±Ç°Êý³⁄₄ÝÎÄ¹⁄₄p°£¯»ðÍ·¼ÇÂ¹⁄₄ÎÄ¹⁄₄pμÄÁ´½Ó

- Ñ;Ôñ;°·ñ;±°·Ä¥;£  
×ÇÊÍ£°Äú¿ÊÖÖÇÐ»»Ö÷ÎÄμμÄÊý³⁄₄ÝÎÄ¹⁄₄p°£¯»ðÍ·¼ÇÂ¹⁄₄ÎÄ¹⁄₄p£¬²»±ØÉ³⁄₄ýÆäÁ¬½Ó;£²î¹⁄₄ûÔÙÖ÷ÎÄμμ  
ÖÐÑ;ÔÃÊý³⁄₄ÝÎÄ¹⁄₄p°£¯»ðÍ·¼ÇÂ¹⁄₄ÎÄ¹⁄₄p.

μ±Ç°Ñ¡Ŧ''ðÓ¡»úμÁÍ¼ĐĦ·Ö±æÂÊĹ«ß£¬Word²»ÄÜ'¡À¡£ÇëÔÚ¡°İÄ¼þ¡±²Ëμ¥μÄ¡°  
´ðÓ¡ÉèÖÃ¡±ÖĐÑ¡Ôñ²»Í¬μÄ´ðÓ¡»ú»ð½İμÍμÁÍ¼ĐĦ·Ö±æÂÊ¡£

Word²»ÄÜÖÃÑ¡Ŧ''ðÓ¡»úμÁÍ¼ĐĦ·Ö±æÂÊ½øĐĐ´ðÓ¡¡£

„üÖý'íó

- 1 ´Ó¡°İÄ¼þ¡±²Ëμ¥ÖĐ£¬Ñ¡Ôñ¡°ðÓ¡ÉèÖÃ¡±ÄÜÁĦ (ALT, F, R)¡£
- 2 Ñ¡Ôñ¾ßÓĐ½İμÍ¼ĐĦ·Ö±æÂÊμÄ´ðÓ¡»ú¡£
- 3 Ñ¡Ôñ¡°ÉèÖÃ¡±°Á¥¡£
- 4 ÔÚ¡°İ¼ĐĦ·Ö±æÂÊ¡±Ñ¡İĹðÖĐ£¬Ñ¡ÔñÒ», ö½İμÍμÁÍ¼ĐĦ·Ö±æÂÊ£¬¼´½İÜμÄÄĹÓŦ´çμãÊý¡£
- 5 Ñ¡Ôñ¡°È·Ŧ'¡±°Á¥¡£
- 6 ÔÙİÑ¡Ôñ¡°È·Ŧ'¡±°Á¥¡£

´ĒĪÄµµÊÇÓÉÁíÒ»„ö Word x÷ÒµÕýÔÚ±à¼-  
µĀĪÄ¼pµĀ±„·ÝĪÄ¼pĭ£ŦÔ„ĀĪÄµµµĀÐp„ĀÒ²ĐíÒÑ¾±£´æµ½ÔĪÄ¼pÖĐĭ£ÊÇ·ñÒªÓĀÔ  
ĪÄ¼pĀû±£´æ„ĀĪÄµµ²ÇÖØĐ´ÆäËü¿ÉÄÜµĀÐp„Ā£¿

µ±ÄúÊÔĪ¼´ò¿ª´ĒĪÄ¼pĒ±ÁíÒ»„öÓĀ»§ÒÑ¾¼½«Ëü´ò¿ªĀË£¬ËùÒÔ Word  
´ò¿ªĀËÆäĪÄ¼pĀûÔëÄúÊ¹ÓĀµĀĪÄ¼pĭàĪ¬µĀ±„·ÝĪÄ¼pĭ£ÄúÊÔĪ¼±£´æ´Ē„·ÝĪÄ¼p£¬µ«Ô  
ĪÄµµÒ²ĐíÒÑ¾±»Đp„ĀĀËĭ£µ±Äú±£´æŦÔ´ĒĪÄµµËüx÷µĀÐp„ĀË±£¬ÒÑ¾±£  
´æµĀÆäËüµĀÐp„Ā½«±»ÖØĐ´ĭ£

ÓĀÔĪÄ¼pĀû±£´æËüx÷µĀÐp„Ā

- ÑĭÔñĭ°ÊÇĭ±°Ā¥ĭ£

ÓĀÔ»„öĐĀĪÄ¼pĀû±£´æ„ĀĪÄµµµĀ±„·ÝĪÄ¼p

- 1 ÑĭÔñĭ°ñĭ±°Ā¥ĭ£
- 2 ´Ôĭ°ĪÄ¼pĭ±²Ëµ¥ÖĐ£¬ÑĭÔñĭ°Áí´æĪ±ÄüĀĪ (ALT, F, A) .
- 3 ÔÚĭ°ĪÄ¼pĀûĭ±¿òÖĐ£¬¼üËëÒ»„öĐĀµĀĪÄµµĀûĭ£

ËĭĪû±£´æ„ĀĪÄµµµĀ±„·ÝĪÄ¼p

- ÑĭÔñĭ°ËĭĪûĭ±°Ā¥ĭ£

Word for Windows ÖýÔÚ´òçªÖ»ö Word for OS/2 ÎÄµµ££ÖÚ Word for OS/2  
ÖÐÔ Word for Windows ÎÄµµ,ñÊ½½øÐÐ±£æ£-Ö²ÐíçÊ½«„ÃÎÄµµÍÊ³É×ª»»££©

ÄúÊÔÍ¼Ã Word for Windows ´òçªÖ»ö Word for OS/2 ÎÄµµ£

ÄúÊÔÍ¼Ã Word for Windows ´òçªÖ»ö Word for OS/2 ÎÄµµ£

üÖý´íó

- 1 ´Ó Word for Windows µÄí°ÎÄ¼þ±²Ëµ¥ÖÐ£-ÑíÔñí°ÍÊ³ö±ÄüÁî (ALT, F, X)££
- 2 Æô¶ Word for OS/2££
- 3 Òª´òçªÄÜÔÚ Word for Windows ÖÐÊ¹ÃÖµÄ Word for OS/2 ÎÄµµ£-çÉÒÔ´Ó Word for OS/2  
µÄí°ÎÄ¼þ±²Ëµ¥ÖÐ£-ÑíÔñí°´òçª±ÄüÁî (ALT, F, O)££²Î¼û´òçªÖÑÓÐÎÄµµ.
- 4 ´Óí°ÎÄ¼þ±²Ëµ¥ÖÐ£-ÑíÔñí°Áíæíª±ÄüÁî (ALT, F, A)££
- 5 Êç¹û±øÐ£-çÉÔÚí°±£æíÄ¼þÄü±çòÐ¼üÊ»»ðÑíÔñÖ»»ðÎÄ¼þÄü££
- 6 ÑíÔñí°ÑíÏí±°Á¥££
- 7 ÔÚí°ÎÄ¼þ,ñÊ½±çòÐÑíÔñ Word for Windows Document££
- 8 ÑíÔñí°È¶í±°Á¥££
- 9 ´Ó Word for OS/2 µÄí°ÎÄ¼þ±²Ëµ¥ÖÐÑíÔñí°ÍÊ³ö±ÄüÁî (ALT, F, X)££
- 10 Æô¶ Word for Windows££
- 11 Òª´òçª„ÃÎÄµµ£-´Óí°ÎÄ¼þ±²Ëµ¥ÖÐÑíÔñí°´òçª±ÄüÁî (ALT, F, O)££
- 12 ÓÊÔÚ Word for Windows ÖÐÔ»Ñú±à¼°í±£æ¶Î„ÃÎÄµµÄÐ„Ä££

ÑûÊ½±íÒÑÂú;£Ä³Đ©¶ÎÄäµÄÑûÊ½¿ÉÄÜ»á±ä³É Normal ÑûÊ½;£

ÄúÊÔÍ¼¼°í²¶ÎÄµµµÄÑûÊ½£¬µ«ÒðíªÑûÊ½µÄÊýÁ¿¿«´ó£¬Word °ÑÄ³Đ©¶ÎÄäµÄÑûÊ½×ª»»³É Normal ÑûÊ½

üÖý´íó

- ¼ì²éÎÄµµÖĐµÄÑûÊ½£¬¶¶Ô²»Í£Íð±ä³É Normal ÑûÊ½µÄ¶ÎÄä£¬Ä±ä/£äÑûÊ½;£

**-MÃ»ÓĐ×ã¹»μÄÄÚ´æÔËĐĐÓĩ·¹¼ì²é³ìĐò¡£**

ÄúÊÔÍ¼¼¼ì²éÎÄμμÖĐμÄÓĩ·£¬μ«ÊÇ Word Ã»ÓĐ×ã¹»μÄ¿ÉÓÄÄÚ´æ¡£

„ÄÉÆ·½·”

- Ôö¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´Î¡£

-MÃ»ÓĐ×ã¹»µÄÄÚ´æ,üĐÂ¹¼ßÀ,j£

ÄúÊÔÍ¼ÔÚ¹¼ßÀ,Éĭĭ¼ÓÒ»,ö°´Å¥£¬µ«ÊÇ Word Ã»ÓĐ×ã¹»µÄ¿ÉÓÄÄÚ´æj£Ö±µ½Ôö¼ÓÄÚ´æ°ó£¬Word ²ÄÄŮİÔÊ¼¼ßÀ,j£

ÄÉÆ·½´´

▪ Ôö¼ÓÄÚ´æ£¬È»°óÔÙÊÔÒ»´ĭj£



Word ²»ÄÜ´ð¸ªÓÃÓÚ£·ÎÄ¼pÃû£©µÄ¾ßÓÐ£·ÎÄ¼pÀàÐÍ£©µÄ£·ÎÄ¼pÃû£©;£

Word ²»ÄÜ´ð¸ª,ÃÎÄµµÖ,¶µÄÐ£¶Ô¹µ¾ß;£

üÖý´íó

- Ñ;ÔñÎÄÁÐ²Ù×+£º
- ¼ì²´æ´£Ð£¶Ô¹µ¾ßµÄ´ÅÀ;£
- º²×ºÐ£¶Ô¹µ¾ß;£²î¼ûÓÃ Word µÄ;ºÉèÖÃ;±³Ðòº²×º, ½¼¼ÓÑ;î.

Ä£°å£"Ä£

°åÃû£©ÖÐµÄ°ê£"Ãû×Ö£©ì«´ó£¬Ëü½«±»½Ø¶¶î£Ö°íêÕûµØ×ª»»°ê£¬¿ÉÒÔÔÚ Word  
for Windows 1.x ÖÐ±à¼Ëü²£°ÑËü²ð·Ö³ÉÁ½,ö»ð¶à,ö°ê£

ÄúÊÔ¼°ÑÒ»ö Word for Windows 1.x ÖÐµÄ°ê×ª»»³Éµ±¿ÖýÊ¹ÓÃµÄ Word °æ±¼µÄ°ê£Word  
²»ÃÜíêÕûµØ×ª»»ÕâÑû´óµÄ°ê£

„üÖý´íó

- 1 ÔÚ Word for Windows 1.x ÖÐ´ò¿ª,ÃÄ£°å£¬²£½«´Ë°ê×ª»»³ÉÁ½,ö»ð¶à,ö½ÏÐµÄ°ê£
- 2 ÔÚ Word for Windows 2.0 ÖÐÊÔ×Å´ò¿ª,ÃÄ£°å£

## ΊΙό£ĩÄ»ÓÐÖ,Ŧ"Á´½ÓŦĩ£

ÄúÊÔÍ¼°ÑÊý¾Ý´ÓÁÍÒ»„öÓ!ÓÄ³|Ðò»òÁÍÒ»„ö Word ×÷ÒμÖÐÁ´½Ó\_μ½ÎÄμμÖÐĩ£ÄúÒªÁ´½ÓμÄŦÖÚÎÄμμμÄ LINK ÓðÖÐÄ»ÓÐÖ,Ŧ"ĩ£LINK ÓðÐÄŦŦªÈçÎÄ,ŦÊ½£°

{LINK ÀàÃû Ö÷ÎäÎŦ}

### „üÖý´Íó

- ÑĩÔŦÎÄÁÐÄ³Ò»²Ù×÷£°
- ÔÚ LINK ÓðÖÐ¼üÊēŦÎÄûĩ£
- ÖÐÄ²âÈēÁ´½Óĩ£

ÑùÊ½£¨ÑùÊ½Ãû£©ÒÑ¾´æÔÚ££ÄúÊÇ·ñÒªÔËüÖØÐÂ¶¨Òå£¿

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ÄÛÊÔÎ¼¼¼ÖÖ»ð°üº-Ò»,ö¾äµã£¨.£©»ðÁ½,ö¾äµã£¨..£©µÄÂ¾¶¶¶¶¶¶¶¶¶¶  
ÔÊÐÎÄ¼¼¼¼pÄÜÖÐÓÐ¾äµã£¬µ«²»ÔÊÐÎÄ¾¶¶¶¶¶¶¶¶¶¶

üÖý'íó

- ÖØÐÂ<sup>1</sup>/<sub>4</sub>üÈëÕýÈ·μÄÂ·<sup>3</sup>/<sub>4</sub>¶<sub>i</sub>£È·±£Ã»ÓÐ°ü°¬<sup>3</sup>/<sub>4</sub>äμã£¨.£©<sub>j</sub>£

Ö÷ÎÄµµÓÐÒ»\_öÓëÖ®Á¬½ÓµÄÍ·¼ÇÂ¼Ä¼Ä¼p£¬µ«Ã»ÓÐÓëÖ®Á¬½ÓµÄÊý¾ÝÎÄ¼Ä¼Äp;  
£Äú¿ÉÒÔÑîÔñî°È·¶î±°´Å¥¼ÄÐø°í²££¬»ðÕßÈîû°í²£²£Á¬½ÓÊý¾ÝÎÄ¼Ä¼Äp;£

ÄúÃ»ÓÐ°ÑÊý¾ÝÎÄ¼Ä¼ÄpÁ¬½Óµ½°í²£´ðÓîµÄÖ÷ÎÄµµ;£Word ¿ÉÒÔÊ¹ÓÄÍ·¼ÇÂ¼Ä¼Ä¼Ä¼Ä¼Ðø°í²£  
´ðÓî£¬»ðÕßÄú¿ÉÒÔÁ¬½ÓÊý¾ÝÎÄ¼Ä¼Äp;£

Ê¹ÓÄÍ·¼ÇÂ¼Ä¼Ä¼Ä¼Ä¼Ðø°í²£´ðÓî

- ÑîÔñî°È·¶î±°´Å¥;£  
×£Êí£°ËüúÉúÁÊ°í²£µ½Ö÷ÎÄµµÖÐµÄÍ·¼ÇÂ¼Ä¼Ä¼Ä¼Ä¼Ðø°í²£ÓðÀû;£

Èîû°í²£´ðÓî²£Á¬½ÓÊý¾ÝÎÄ¼Ä¼Äp

- ÑîÔñî°Èîûî±°´Å¥;£

Èç¹ûÔÙ`Í³õİÖ´ÈÐÄİç£¬³⁄₄İÓı,ÃÖØ´ÊİÊö²¹⁄₂ÖëÖ±μ¹⁄₂İÄμμÐıμ¹⁄₂ÄÜ¹»±£´æİªÖıç¹⁄₂·Äç³ıİÄμμ.

Word ²»ÄÜ´òçª,ÃÊý¾ÝÍÄ¼p¡£

ÄúÊÔÍ¼´òçªµÄ¼ÐÏÄ¼p²»çÉÓÃ¡£Word ÕÒ²»µ½,ÃÄ¼p£¬»ðÕß,ÃÄ¼pÊÇÏÐÐµÄ£

üÖý´íó

- Ñ¡ÔñÃÁÐ²Ü×÷£°
- ¼ì²ë,ÃÄ¼pÊÇ·ñÕÑËð»µ£¬È»°ó»ðÕß´´½´¼Ð£¬»ðÕßÓÚ Word ÕÐÕÐÄ´òçª,ÃÄ¼p£
- °²×°¼ÐÏýÃË³ÏÐò¡£¼ûÓÃ Word µÄ°ÈÖÃ±³ÏÐò²×°,½¼ÓÑ¡.



´ÅÀìÒÑÂú;£ÊÍ·ÅÒ»Ð©´ÅÀì¿Õ¹¼ä²¢ÖØÐÂ¹¼ÆËä,ÃÓð;£

ÄúÊÔÍ¹¼ÖØÐÂ¹¼ÆËä°ü°¬Ò»»,öÍ¹¼Æ¬μÄÓð£¬¶∅,ÃÍ¹¼Æ¬ÊÇÔÚÁíÒ»,öÓ!ÓÃ³ìÐðÖÐ´´½´´μÄ;£Word  
Ã»ÓÐ×ã¹»μÄ´ÅÀì¿Õ¹¼äìÔÊ³¼,ÃÍ¹¼Æ¬;£

üÖý´íó

1 Í´¹ýÊ³¼³ýμ±Ç°²»ÓÃμÃîÃ¹¼pÊÍ·Å´ÅÀì¿Õ¹¼ä;£

2 ÒªÖØÐÂ¹¼ÆËä,ÃÓð£¬°´ F9 ¼ü;£

ÊéÇ©°í½»²æË÷Òý

ÄÊö

ÊéÇ©

²äËëÊéÇ©

²éÕÒÊéÇ©

É³⁄₄ýÊéÇ©

½«ÎÄµµµÄ²¿·ÖÄÚËÝ²äËëÁíÒ»ÊéÇ©

ÒÆ¶ÊéÇ©

½»²æË÷Òý

²äËëÒ³ÄëË÷Òý

²äËëÎÄ±³⁄₄Ë÷Òý

²äËëÑüÊ½Ë÷Òý

²äËëÐòÁÐĬiÄ¿Ë÷Òý

## ÊéÇ©°í½»²æË÷Òý

Äú¿ÉÒÔÊ¹ÓÃ Word

ÖÐµÃÊéÇ©×÷Í¶»ÖÃ±êÊ¶·û£¬½/ÍÍóÔÚÊéÖÐÊ¹ÓÃÊéÇ©Ò»»Ñù£¬Í-Ê±Ëü»¹³/ßÓÐÆäËü¹|ÄÜ¿ÄýËÇ£¬Äú¿ÉÒÔÓÃÒ»»ðÊéÇ©±êÊ¶Ê¹ÒàÊýÄ¿µÃÍÃ±³/£¬¶¶»¹½ð½ðÊÇÄ³|Ø¶²äÊëµä¿£ÔÚÒÒÖÐÊ¹ÓÃÊéÇ©Äü£¬¿Ê¶¶ÒÓÃÊéÇ©±êÊ¶µÃÍÃ±³/Ö´ÐÄÄ³,ð¶×÷¿£

×é°ÍÒð°ÍÊéÇ©£¬¿ÊÔÚÍÃµµÖÐÐÍ³ÊËýÖÖ½»²æË÷Òý£°Ò³Äë½»²æË÷Òý£¬ÍÃ±³/½»²æË÷Òý£¬ÐðÁÐÍÍÄ¿½»²æË÷Òý¿£ðÓÍÃµµË±£¬Word ×Ó¶²úËüÖàÐ©²¿½ÐÄÍ¿¿£

ÄýËÇ£¬Äú¿ÉÒÔÓÃÊéÇ©£°

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- ±êÊ¶½»²æË÷ÒýµÃÍÃ±³/£¬ËÇ¹Ü,Ã±êÊ¶ÍÃ±³/±»Ð±,ÃÄË£¬Word ×Ó¶²,üÐÄ½»²æË÷Òý¹Ø¿¿¿
- ²äÊëÔÚÁÍÒ»ÍÃµµÖÐ±»±êÊ¶ÍªÊéÇ©µÃÍÃ±³/¿£
- ÔÚÍÃµµÖÐ½ðÐÐ¼/ÆËäË±£¬±êÊ¶¼/ÆËäÓÃµÃËý³/¿ý¿£

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## Çë²ÍÖÃ

¹|ÄÜ½ðÊËÜ

## ²ǎĖĕĖĕÇ©

¿ÉÒÓÓ!ÓǺĖĕÇ©±ēĖĖ³ĭĀμμÖĐ±»¾³£ÖýÓǺμǺĖĖĖĖǺĖĖĖWord ĖæĭĀμμ±£  
´æĖĕÇ©£¬Ö±μ½ĖüĀÇ±»É¾³ýĭ³Ö¹£ĖĕÇ©Ǻû±ØĐĕÖÖ×ÖǺ¿ªĖ¼£¬ĖĖøÇÖÖ»°¬×ÖǺ¿ĭøĖý×Ö°ĭĭĀ»®ĭß×  
Ö·û£¬¬×ĖĖĖàÖĖĐĭÓĐ 20 ¿×Ö·û££ĖĕÇ©Ǻû²»ǺÜÓĐ¿Ö¿ĭªĀýĖÇ£¬ quote1¿  
×øĖĭ£°ÖÜĖĖĀĀ»Ėĭ£¬²ǎĖĕĖĕÇ©μǺĭ»ÖǺ»ðĭĀ±¾ĖĖĖ²ø²»ĭÖĖ¾ĖĕÇ©¿£

## ²ǎĖĕĖĕÇ©

- 1 Ñ¿ÖñĭĀĀĐǺ³Ö»²Ü×¬£°
  - ÖÚĐĕÖª²ǎĖĕĖĕÇ©μǺĭ»ÖǺĖĕÖǺ²ǎĖĕμǺ¿£
  - Ñ¿ĖĖĐĕÖªÓǺĖĕÇ©±ēĖĖμǺĭĀ±¾¿£
- 2 ´Ó¿²ǎĖĕ¿±²ĖμªÖĐ£¬Ñ¿Öñ¿°ĖĕÇ©¿±ǺüĀĭ (ALT, I, M) ¿£
- 3 ÖÚ¿°ĖĕÇ©Ǻû¿±¿ðǺÜ£¬¼üĖĕĖĕÇ©Ǻü¿£
- 4 Ñ¿Öñ¿°ĖĖĖ¿±°´Āª¿£

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## Çĕ²ĭÖǺ

ĖĕÇ©°ĭ½»²æĖ÷Öý

## ²éÕÒÊéÇ©

ÔÚÎÄµµÖÐ²âÊëÊéÇ©°ó£¬Äú¿ÉÒÔÑ¿ËÙ·µ»ØÓÃÊéÇ©±êÊ¶µÄÎ»ÖÃ¿£

## ²éÕÒÊéÇ©

- 1 'Ó¿±à¼¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿¶Î»¿±ÃüÁÎ (ALT, E, G) ¿£
- 2 ÔÚ¿¶Î»¿±¿òÄÚ£¬¼üËë»ðÑ¿ÔñÐëÒ²éÕÒµÄÊéÇ©Ãü¿£
- 3 Ñ¿Ôñ¿¶Ë·Î»¿±'Á¥¿£

## ¿ì½Ý·½Ê½



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| 2 | ¼üËëÐëÒ²µÄÊéÇ©Ãü¿£                       |
| 3 | °´ ENTER ¼ü¿£                            |

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## Çë¿ÔÄ

ÊéÇ©°ì½»²æË÷Òý

Going to a page, bookmark, or other location

É¾³ýÊéÇ©

Èð²»ÔÙÐèÒªÊéÇ©£¬¿ÉÒÔ½«ËüÃÇÉ¾³ý¡£

É¾³ýÊéÇ©

- 1 ´Ó¡°²ðÈè¡±²Ëμ×ÖÐ£¬Ñ¡Ôñ¡°ÊéÇ©¡±ÃüÁî (ALT, I, M)¡£
- 2 ÔÚ¡°ÊéÇ©Ãü¡±¿òÃÚ£¬¼üÈè»ðÑ¡ÔñÐèÒªÉ¾³ýμÃÊéÇ©Ãü¡£
- 3 Ñ¡Ôñ¡°É¾³ý¡±´À×É¾³ýÊéÇ©¡£
- 4 Ñ¡Ôñ¡°¹Ø±Ö¡±´À×¡£

ÇëîÔÃ

ÊéÇ©°í½»²æË÷Òý

## ½«İÄµµµÄ²¿·ÖÄÚÈÝ²ăÈëÁíÒ»İÄµµ

Èç¹úÓÄĖéÇ©À´±ēĖĦİÄµµµÄÄ³Ò»²¿·ÖĖ¬¼İ¿ÉÒÒ°Ŋ,Ä²¿·Ö²ăÈëµ½ÁíÒ»İÄµµÖĐİ£Ö²¿ÉÒÖİ´ıŸÁ  
½ÖÖăÄ½,đİÄ½p£¬ĖÄ Word ×ÖĦ¬,üĐÄÄ½ÖİÄµµÖĐĦÖÖ´İÄµµĖü×÷µÄĐp,Ä¿£

## ½«İÄµµµÄ²¿·ÖÄÚÈÝ²ăÈëÁíÒ»İÄµµ

- 1 ²ăÈëÒ»ĖéÇ©£¬±ēĖĦĐēÖ²ăÈëÁíÒ»,đİÄµµµÄÄÚÈÝ¿£²İ¼ü²ăÈëĖéÇ©¿£
- 2 ÖÚµÚĦp,đİÄµµÖ²ăÈëĐÄİçµÄİ»ÖÄĖëÖÄ²ăÈëµă¿£
- 3 ÖÚ¿²ăÈë¿±Ėµ¥ÖĐ£¬ŊİÖŋ¿İÄ½p¿±ÄüÄİ (ALT, I, L) ¿£
- 4 ÖÚ¿İÄ½pÄü¿±¿öÄÚ£¬¼üĖë»đŊİÖŋ°¬ÖĐ²ăÈëĐÄİçµÄİÄµµÄü¿£
- 5 ÖÚ¿°Ħİ§¿±¿öÄÚ£¬¼üĖëÁíÒ»İÄµµÖĐ±ēĖĦÖ²ăÈëÄÚÈÝµÄĖéÇ©Äü¿£
- 6 Èç¹úĐēÖ³Ä½ÖİÄµµ£¬Word ½«°ŊĖéÇ©İÄ±³¼×÷İ³Ò»,đ INCLUDE Ö²ăÈë¿£Èç¹úĖéÇ©İÄ±³ÖÚÖ  
İÄµµÖĐ±»Đp,Ä£¬Word Ö²½«Đp,Ä²ăÈëµ½µÚĦp,đİÄµµÖĐµÄİÄ±³¿£²İ¼üINCLUDE Ö²¿£  
×çĖİ£°Äü¿ÉÒÖ²é¿´ÖòÖĐ²ăÈë²¿·ÖµÄĖüÖĐİÄ±³£¬»đÖ»²é¿´Öò´üÄë¿£²İ¼üİÖĖ³Öò  
´üÄë»đÖòÄÚÈÝ¿£
- 7 ŊİÖŋ¿İĖĦ¿±°´Ä¥¿£

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## çëİÖÄ

ĖéÇ©°İ½»²æĖ÷Öý

½¿»»»»ĐÄİç

Öò

ÖòÄàĐİ½Ö,Äİ

## ÒÆŦ̸ÊéÇ©

¿ÉÒÔÔÚÎĀμμÄÜ°Ŧ̸ÊéÇ©´ÓÒ»\_ðĀ»ÖÄÒÆμ½ÁíÒ»Ā»ÖÄ¿

## ÒÆŦ̸ÊéÇ©

- 1 Ŧ̸Ŧ̸ĀĀÄÄ³Ò»²Ù×÷£°
  - ÔÚĐèÒ²²àÈèÊéÇ©μĀĀ»ÖÄÉèÖÄ²àÈèμā¿
  - Ŧ̸Ŧ̸`ĐèÒ²ÖÄÊéÇ©±èÊŦ̸μĀĀ±³⁄₄¿
- 2 ´Ó¿²àÈè¿²Ēμ¥ÖĐ£¬Ŧ̸Ŧ̸°ÊéÇ©¿±ÄüĀĤ (ALT, I, M) ¿
- 3 ÔÚ¿°ÊéÇ©Äü¿¿¿òÄÜ£¬¹⁄₄üÈè»òŦ̸Ŧ̸ĐèÒ²ÒÆŦ̸̸μÄÊéÇ©¿
- 4 Ŧ̸Ŧ̸°È·Ŧ̸̸¿°´Ä¥¿

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## ÇěŦ̸ÖÄ

ÊéÇ©°í½»²æĒ÷Òý





## ²āĖēĭĀ±³⁄₄Ė÷Òý

Äú¿ĖÓÔĖĖ¹ÓĀĖĖÇ©°ĭÔò¹⁄₂ˆĀϕŋŌĭĀμμĀĭÔ»²¿·ŌĭĀ±³⁄₄μĀ¹⁄₂»²æĖ÷Òýĭ£

## ²āĖēĭĀ±³⁄₄Ė÷Òý

1 ŋŌĐēÒªŌÚ¹⁄₂»²æĖ÷ÒýŌĐĖ¹ŌĀμĀĭĀ±³⁄₄²āĖēĖĖÇ©ĭ£²ĭ¹⁄₄ŭ²āĖēĖĖÇ©ĭ£

2 ŌÚĐēÒª³ŏĭŌ¹⁄₂»²æĖ÷ÒýμĀĭ»ŌĀĖēŌĀ²āĖēμāĭ£

3 °ˆ CTRL+F9 ¹⁄₄ŭ²āĖēŌòĭ£

4 ŌÚŌò×Ō·ŭ ({} ) ĀÚ£¬¹⁄₄ŭĖē **ref ĖĖÇ©Āŭĭ£**

ĖçĭĀĖŭĖ³⁄₄£¬ŌÚŌò×Ō·ŭĀÚ¹⁄₄ŭĖē **ref corporatepolicy£°**

ŌĐ¹ŌŋŌĭā¹ŌĭμŌp²££¬ÇĖ²ĭŌĀ£° {ref corporatepolicy}

²ĭ¹⁄₄ŭ REF £ˆĖ÷Òý£©Ōòĭ£

5 ŌÚ REF ŌòĀÚĖēŌĀ²āĖēμā£¬°ˆ F9 , ŭĐĀŌòĐĀĭϕĭ£²ĭ¹⁄₄ŭ , ŭĐĀŌòĭ£

Word ¹⁄₂«ŌòˆŭĀēĭæ»»ĭªŌĀĖĖÇ©±ēĖŋμĀĭĀ±³⁄₄ĭ£

6 ĖçĐēŌªŌÚĭĀμμŌĐ²ē¿´Ė÷ÒýĭĀ±³⁄₄£¬´Ōĭ°²ē¿´ĭ±²Ėμ¥ŌĐŊĭŌŋĭ°ŌòˆŭĀēĭ±ĀŭĀĭ (ALT, V, C)  
£©ĭ£²ĭ¹⁄₄ŭĭŌĖ³⁄₄ŌòˆŭĀē»òŌòĀÚĖŸĭ£

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## ÇĖ²ĭŌĀ

ĖĖÇ©°ĭ¹⁄₂»²æĖ÷Òý

Ōò

ŌòĀàĐĭ¹⁄₄°Ō,Āĭ

## ²āĖĕÑùĖ½Ė÷Òý

ÄúĴ ÉÒÔÓÃÓðĴ°ÓÃĴØŦŦ ÑùĖ½½°ÄĴ½»²æĖ÷ÒýĴĖĖĴ¹ù½»²æĖ÷ÒýĴ»ÓÚÔ³Ã¼»ðÔ³½ÄĖ-ÔðÔÚμ±Ç°Ô³ÃæĖĴ¼ßÓĐĴØŦŦ ÑùĖ½μÄμÚÔ»øŦŦĴÄā½«³ðĴÔÔÚÔðÄÚĴ

## ²āĖĕÑùĖ½Ė÷Òý

1 ÔÚĐèÔ³ðĴÔ½»²æĖ÷ÒýμÄĴ»ÖÃĖèÖÃ²āĖĕμāĴ

2 °´ CTRL+F9 ¼ü²āĖĕÓðĴ

²Ĵ¼ü²āĖĕÓðĴ

3 ÔÚÔð×Ô·ù ({} ) ÄÚ¼üĖĖ **styleref**

Ė-Ė»°óÔÚ¼üĖĖÑùĖ½Äü»ðÔßĐèÔ°Ė÷ÒýμÄŦŦĴÄμÄ±ēĴ¼ŦŦ±ð±à°ÄĴ

²Ĵ¼üSTYLeref ĖÑùĖ½Ė÷ÒýĖ©ÓðĴ

4 ÔÚ STYLeref ÓðÄÜĖèÖÃ²āĖĕμāĖ-°´ F9 ,üĐÄÓðĐÄĴĴĴ²Ĵ¼üüĐÄÓðĴ

Word ½«Óð´üÄēĴæ»»Ĵ³¼ßÓĐĴØŦŦ ÑùĖ½μÄ×Ĵ½üŦŦĴÄāĴ

5 ĖÇĐèÔ°ÔÚĴÄμμÖĐ²ēĴ´Ė÷ÒýĴÄ±³Ė-´ÓĴ²ēĴ´Ĵ²Ėμ¥ÖĐŦĴÔŦĴ°Óð´üÄēĴ±ÄüÄĴ (ALT, V, C)

Ĵ²Ĵ¼üĴĴÖĖ¼Ôð´üÄē»ðÔðÄÜĖĴĴ

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## ÇēĴÖÃ

ĖĖÇ©°Ĵ½»²æĖ÷Òý

Óð

ÓðÄàĐĴ¼°Ö, ÄĴ

²ǎÈëĐòÁĐİîÄ¿Ë÷Òý

[illegible]

²ǎÈëĐòÁĐİîÄ¿Ë÷Òý

- 1 ÔÚÎÄµµÖÐÐèÒªË³Ðð±à°ÄµÃÃ¿,ðÎiÄ¿Ç°²àËë SEQ  
Óò¡£ÎªÒª½ðÐÐ±à°ÄµÃÐðÄÐ½°Ä¿ÄëËëðÐÔµÄ±êÇ©¡£  
ÄýËÇ£¬¶¶ÔÓÔÚÒª±à°ÄµÃ±íÐðÄÐ£¬²àËëÓòµÃÐÎÊ½¿ÉÄÜÎª£°  
{seq table}
- 2 Ñ¡¶¶ÒªË÷ÒýµÃ SEQ Óò¡£
- 3 ´Ôª²àËë¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ËëÇ©¡±ÃüÁî (ALT, I, M) £¬ÔÚ SEQ ÓòÖÐ²àËëÒ»„ðËëÇ©¡£  
²Î¼ü²àËëËëÇ©¡£
- 4 ÔÚ¡°ËëÇ©Äü¡±¿òÖÐ£¬¼üËëË÷ÒýÎµÃËëÇ©Äü¡£  
ÄýËÇ£¬Òª²àËë±íâµÃ½»²æË÷Òý£¬½°Ä¿ table5¡£
- 5 Ñ¡Ôñ¡°Ë·¶¡±°Ä¥¡£
- 6 ÔÚÎÄµµÖÐÒª½°Ä¿Ë÷ÒýµÃÒÑ±à°ÄÎiÄ¿¡ËëÖÖÃ²àËëµã¡£
- 7 °° CTRL+F9 ²àËëÓò¡£
- 8 ÔÚÓò×Ö·ù ({}) ÖÐ¼üËë  
seq ±êË¶ËëÇ©  
ÄýËÇ£¬¶¶Ô±íâµÃË÷Òý¼üËë  
seq table table5
- 9 ÔÚ SEQ ÓòÖÐËëÖÖÃ²àËëµã£¬°° F9 „üÐÄÓðÐÄÎ¿¡£²Î¼ü„üÐÄÔò¡£  
Word ÓÄËëÇ©±êË¶µÃÐðÄÐÓòµÃÐðÄÐ°Äæ»»Óò´üÄë¡£
- 10 ÒªÔÚÎÄµµÖÐ²ê¿Ë÷ÒýÐðÄÐ°Ä£¬´Ôª²ê¿Ë¡±²Ëµ¥ÖÐÑ¡Ôñ¡°Óò´üÄë¡±ÃüÁî (ALT, V, C) ¡£²Î¼ü„üÐÄÔò„üÐÄ»»ÓòÄÜË÷¡£

Çe²îÔÄ

ÊéÇ©°Í½»²æË÷Òý

Óò

ÓòÀàĐÍ¼°Ö, Áî

±ß¿ò°Íμ×ÎÆ

ÄÊö

Ê¹ÓÃ±ß¿ò

øŕÎÎÄä¿±í»ðí¼Đí¼Ó±ß¿ò

ŕÖ¼ÓŕÎÎÄä±ß¿òμÄläÊ¾¼

ŕÖ¼Ó±í±ß¿òμÄläÊ¾¼

ŕÖ¼Óí¼Đí±ß¿òμÄläÊ¾¼

ĐĐ,Ä±ß¿ò

Ä±ä±ß¿ò¿òİßμÄÑùÊ¹½»ðÑŎÉ«

Ê¹±ß¿ò°ÍÖ³±ß½çŕÖÆë

É¾¾ý±ß¿ò

μ×ÎÆ

øŕÎÎÄä»ð±íμ¥Ôª,ŕ¼Óμ×ÎÆ

±ß¿ò°Íμ×ÎÆ

Ê¹ÓÃ¡°±ß¿ò¡±ÃüÁî£¬¿ÉÒÒÍªÖýÎÃ¶ÎÃä¡¼ÐÎ¡ø  
±íμ¥Òª,ñÊèÖÃ±ß¿ò¡£ÃüÒ²¿ÉÒÒ,ø¶¶ÎÃä°Í±íμÃ±³¼°ÇøÓò¼ÓÉÎμ×ÎÆ¡£



¶ÎÃä¼Ó  
±ß¿ò      μ×ÎÆ      ¶ÎÃä¼Ó

$$\frac{1}{2} \langle \Psi | \hat{A}^{\dagger} \hat{A} | \Psi \rangle = \frac{1}{4} \langle \Psi | \hat{D}^{\dagger} \hat{D} | \Psi \rangle = \pm i \cdot \tilde{n} \tilde{N} = \frac{1}{4} \langle \Psi | \hat{A}^{\dagger} \hat{A} | \Psi \rangle$$





## ¶Ô¼Ó±í±ß¿òµÄìáÊ³¼

- Èç¹ûÔÚ±íµÄ×ó±ß»ðÓÒ±ßÊ¹ÓÃ±ß¿ò£¬Word °Ñ,Ã±ß¿ò´ðÓ¡ÔÚ×óÓÒ±íÀ,±ß½çÖ®íà¿¿  
¿ÉÒÔÊ¹±í±ß¿òÓè,Ã±íÉÏÂµÃÂ×Ô£³¶¶ÔÆè¿£²í¼û±íÖÐµÄÐÐÈð½ø¿£

## ¶Ô¼Ó¼Ð±ß¿òµÀàÊ¾

■

Èç¹ûÒªÑ¼, ð¼Ð±à×ém½Ò» ö±ß¿òÄÚ£¬¿É½«ÖâÐ©¼ÐÎÖÃÓÚÒ» ö¶ÎÄ»ðÁ¬Ðø¶ÎÄÄÚ£¬È»°óÊ¹Ó  
Ã¶ÎÄ±ß¿ò¿Ö¿ÉÒÒ½«¼ÐÎÖÃÈÒ»ÖÃ±µµ×Ôª, ¶ÖÐ£¬È»°ó¶¶Ô, Äµ×Ôª, ¶Ê¹ÓÃ±ß¿ò¿Ö

- Èç¹ûÒªÓÚ±ß¿òÄÚµÄ¼ÐÎÖÛÏÔö¼Ó¿Ö×£¬¿ÉÑ¡ÔñÎÄÄÐ³Ò»²Ú×÷£°
- °´×¡ SHIFT ¼ü£¬¶¶´óÐ¿¿ÖÆ±ú£¬È¹Ö®Àë¿¼¼Ð¿Ö
- ÓÃ¼¼Æ¬±ÃüÀ£¬ÈèÖÃ, µÄ²Ã¼ðÖµ£²¼ü¼ð²Ã Word ÖÐµÄ¼Ð¿Ö

## „Ä±ä±ß¿ò¿òİßμÄÑùÊ½»òÑÕÉ«

Äú¿ÉÒÒ„Ä±ä±ß¿òμÄíâ¹ÙíªÄýÊç£¬¿ÉÒÔíª±ß¿ò¼ÓÉİÑÕÉ«£¬»ò„Ä±ä±ß¿òİßμÄ¿İ¶Ê¿£

### ÐƧ„Ä±ß¿ò

1 Ñİ¶“ÒªÐƧ„ÄμÄ±ß¿ò¼°ÆäÄÚÈÝ¿£

2 ´Ó¿„ñÊ½¿±²Êμ¥ÖÐ£¬ÑİÔñ¿±ß¿ò¿±ÄüÁî (ALT, T, B)¿£

3 ÑİÔñİÄÄÐÄ³Ò»²Ù×÷£°

- Êç¹úÒªÐƧ„Äíâ±ß¿ò»òÒðÓ°±ß¿ò£¬¿ÉÔÚ¿°¿òİß¿±İÄÑİÔñ¿òİßÑùÊ½°İ£¬»òÑÕÉ«¿£
- Êç¹úÒªÒ»İ„Ä±ä±ß¿òμÄÒ»İð±ß£¬¿ÉÔÚ¿°±ß¿ò¿±İÄμÄ±ß¿òÄ£ÐİÄÜÑİÔñÒ»İð±ß¿£È»°óÔÚ¿°¿òİß¿±İÄÖ„¶“Ò»ÖÖ¿òİßÑùÊ½°İ£¬»òÑÕÉ«¿£¶¶Ô„Ä±ß¿òμÄÄ¿Ò»İð±ß¿ÉÖ∅„ÉİÊð²Ù×÷¿£

4 ÑİÔñ¿°Ê¶¶İ±°´Ä¥¿£

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### ÇěŕŎÄ

±ß¿ò°İμ×İÆ

## Ê¹±ß¿òÓëÒ³±ß½¿¶ÔÆë

ÎªÄ±£ÄðÎÄ±¼µÄ¶ÔÆë·½Ê½£¬ÔÙÊ¹ÓÄ±ß¿òÊ±£¬Word

²»»á¶Ô¶ÎÄµÄÊð½»ð±µÄ¿½¿½ÐÐµ÷ÔÛ£ÊÇ¹ÛÊ¹¶ÎÄ»ð±íÓëÒ³±ß½¿¶ÔÆë£¬±ß¿òÒò»áÑÓÊìµ½Ò³±ß½¿¶ÔÆë£ÊÇÔÒÓÄÒð¼ÓÊð½»Ä¿µÄ½·£¬£¬Ê¹±ß¿òÓëÒ³±ß½¿¶ÔÆë£



ÔÙÒ³±ß½¿      ±ß¿òÓëÒ³  
ÄÙµÄ±ß¿ò      ±ß½¿¶ÔÆë

## Ê¹¶ÎÄ±ß¿òÓëÒ³±ß½¿¶ÔÆë

1 Ñ¡¶·ÐëÒ¶¶ÔÆë±ß¿òµÄ¶ÎÄ±ß¿ò

2 ÔÙ±£³ßÊ££¬Ñ¡ÔñÎÄÄ²Û×£°

■ ÔªÊ¹±ß¿òÓë×ó±ß½¿¶ÔÆë£¬¿ÊðÒÒ¶¶¶

► £¬Ô±ÖÄ±ß¿ò³ð¶ÔÔÙ¶¶ÊµÄÎ»ÖÄÊ££

■ ÔªÊ¹±ß¿òÓëÒÒ±ß½¿¶ÔÆë£¬¿Êð×ó¶¶¶

¶ Ô±ÖÄ±ß¿ò³ð¶ÔÔÙ¶¶ÊµÄÎ»ÖÄÊ££

×£Ê£°ÊÇ¹Û±£³ß¿½¶¶Ë¹ÓÓ

‘ÖÄÔ£¬¶·¼»Ê·¶ÔÆë£¬¿ÊÒÒÊ¹ÓÄ¡°¶ÎÄ±ß¿òÄÔÖ,¶·Êð½»Ä¿£¬²¿¼Û¶ÎÄÊð½»¿½£

## Ê¹±ß¿òÓëÒ³±ß½¿¶ÔÆë

1 ÔÙ±íÄÙÊëÖÄ²áÊµ¶££

2 Ñ¡ÔñÎÄÄ²Ö»²Û×£¬ÒÒÑ¡¶·ÔÛ,ð±£°

■ ‘Ó¹°±í±²Êµ¶·Ð£¬Ñ¡Ôñ¹°Ñ¡¶·±í±ÄÔÄÎ (ALT, A, A)¿½

■ °· ALT+5 ¼Û£¬ÔÙÊ×ÔÐ¡¼ÛÄÊ£©¿½

3 ÔÙ±£³ßÊ££¬Ñ¡ÔñÎÄÄ²Û×£°

■ ÔªÊ¹±ß¿òÓë×ó±ß½¿¶ÔÆë£¬¿ÊðÒÒ¶¶¶

► £¬Ô±ÖÄ±ß¿ò³ð¶ÔÔÙ¶¶ÊµÄÎ»ÖÄÊ££

■ ÔªÊ¹±ß¿òÓëÒÒ±ß½¿¶ÔÆë£¬¿Êð×ó¶¶¶

T £¬Ô±ÖÄ±ß¿ò³ð¶ÔÔÙ¶¶ÊµÄÎ»ÖÄÊ££

×£Ê£°ÊÇ¹Û±£³ß¿½¶¶Ë¹ÓÓ

‘ÖÄÔ£¬¶·¼»Ê·¶ÔÆë£¬¿ÊÊ¹ÓÄ¡°ÐÐ,ß¡±ÄÔÄÔ,¶·Êð½»Ä¿¿½²¿¼Û±íÔÐµÄÐÐÊð½»¿½£

## Çë¶ÔÄ

±ß¿ò¶¶µ×ÎÆ

## É¾ý±ß¿

¿ÉÒÔÉ¾ýÓÃÔÚ¶ÎÃäí«»òí¼ÐÎÉİµÃÒ»İð»ò¶àİð±ß¿òİ£ÀýÈÇ¿ÉÒÔÔÚÖ»±£Áðİá±ß¿òµÃİ¬È±£¬É¾ýÁ¬Ðø¶ÎÃä¼äµÃ±ß¿òİ£

## É¾ý±ß¿

1 Ñİ¶¬ÐèÒ°É¾ý±ß¿òµÃİàÓİİİ£

2 ´Óİ°ñÈ½İ±²Èµ¥ÖÐ£¬ÑİÔñİ°±ß¿òİ±ÃÛÁÎ (ALT, T, B)İ£

3 ÑİÔñİÃÁÐÃ³Ò»²Û×÷£°

► Ò°É¾£¥È«²¿±ß¿ò£¬¿ÉÔÚİ°±ß¿òÐÎÊ½İ±İÃÑİÔñİ°İ±İ±Ñİİİ£

► Ò°Ò»ÎÉ¾£¥Ò»İð±ß¿ò£¬¿ÉÔÚİ°±ß¿òİ±İÃµÃ±ß¿òÃ£ÐÍÖÐÑİÔñÃ³Ò»±ß¿ò£¬È»°òÔÚİ°¿òİßİ±İÃÑİÔñİ°İ±İ±İ¶¶ÖÒ°É¾ýµÃÃ¿İð±ß¿òÖØ,´ÔÔÉİ²Û×÷İ£

4 ÑİÔñİ°È¶İ±°´Á¥İ£

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## ÇëîÔÃ

±ß¿ò°İµ×İ£

## „ƏŋŋİĀă»ð±ıμ×Ōª ħ¼Óμ×İÆ

μ×İÆİİ³ăŌŪŋŋİĀă»ð±ıμĀ±³¼°ÖĐİ£¼ŌŌ»μ×İÆŌē¼Ō±İŁđÊÇİb¹ĐμĀ£¬ĴÉŌŌİ¬Ê±Ê¹ŌĀŌăĀ¼ŌŌİĐĐŌ  
Ā¹İ»³đŌŷİĀŌİ¼Đİİ£ĀŷÊÇ£¬ĴÉŌŌ,ĐŌ³±İ¼ÇŌĐμĀĀ³ŋŋİĀă¼ŌÊİ±İŁđŌİŌđŌ°  
£¬ŌŌİ»³ăŌŌ»ÊĀÊÊ,ĐĐÊÊμĀĒĒ¼pİ£

## „ƏŋŋİĀă»ð±ıμ×Ōª ħ¼Óμ×İÆ

- 1 NİŌŋŌª¼Ōμ×İÆμĀŋŋİĀă»ð±ıμ×Ōª ħİ£  
×çÊİ£ŋª±ıμ×Ōª ħĀŪμĀŋŋİĀă¼Ōμ×İÆÊ±£¬ŌªÊ·Êİ,ĀŋŋİĀăŌĐμĀ×Ō·ŪŌĀÉŪŌĐŌ»¼đ±»NİŌĐİ£
- 2 ‘Ōİ° ħÊ¼İ±²Êμ×ŌĐ£¬NİŌŋİ°±İŁđİ±ĀŪĀİ (ALT, T, B)İ£
- 3 NİŌŋİ°μ×İÆİ±°Ā¥İ£
- 4 ŌŪİ°İ¼°,İ±ĴđĀŪ£¬NİŌŋŌēŪŌªμ×İÆİăÆ¥ĀăμĀİ¼°,İ£
- 5 ŌŪİ°Ç°¼°İ±ĴđĀŪ£¬NİŌŋŌ»ŌŌÇ°¼°NŌÊ«İ£
- 6 ŌŪİ°±³¼°İ±ĴđĀŪ£¬NİŌŋŌ»ŌŌ±³¼°NŌÊ«İ£
- 7 NİŌŋİ°Ê·ŋİ±°Ā¥£¬¹Đ±Ōİ°μ×İÆİ±ŋŋŌ»°Ĵđİ£
- 8 NİŌŋİ°Ê·ŋİ±°Ā¥£¬¹Đ±Ōİ°±İŁđİ±ŋŋŌ»°Ĵđİ£  
×çÊİ£ŋªĀŪ°Nİμ×İÆŌ±½ŌŌĀŌŪİ¼ĐİÊİ£¬μ«ĴÉŌŌİª°Ū¬İ¼ĐİμĀŋŋİĀă»ð±ıμ×Ōª ħ¼Óμ×İÆİ£

## É³¼ŷμ×İÆ

- 1 NİŌŋŌN¼Ōμ×İÆμĀŋŋİĀă»ð±ıμ×Ōª ħİ£
- 2 ‘Ōİ° ħÊ¼İ±²Êμ×ŌĐ£¬NİŌŋİ°±İŁđİ±ĀŪĀİ (ALT, T, B)İ£
- 3 NİŌŋİ°μ×İÆİ±°Ā¥İ£
- 4 ŌŪİ°İİªăİ±ĀNİŌŋİ°İbİ±Nİİİ°Ā¥İ£
- 5 NİŌŋİ°Ê·ŋİ±°Ā¥£¬¹Đ±Ōİ°μ×İÆİ±ŋŋŌ»°Ĵđİ£
- 6 NİŌŋİ°Ê·ŋİ±°Ā¥£¬¹Đ±Ōİ°±İŁđİ±ŋŋŌ»°Ĵđİ£

## ÇēİŌĀ

±İĴđŌİμ×İÆ

×Ö·û,ñÊ½±àÅÅ

ÄÊö

ĐƁ,Ä¼°É¾³ýÎÄ±¾,ñÊ½

×Ö·û,ñÊ½±àÅÅ

Ä±äÎÄ×ÖÑÕÉ«

Ä±äÎÄ×Ö´óĐĴĐ´

Ä±äÎÄ×Ö×Õĭă

Ä±äÎÄ×ÖμÄ°öÖμ

ÖØ,´ı,´ÖÆ×Ö·û,ñÊ½

É¾³ýÊÖ¼¼ÓÈëμÄ×Ö·û,ñÊ½

Ä±ă×Ö¼ă¾ă¼°Ä¬ÈĭÉëÖÃ

Ä±ă×Ö·û¼ă¾ă

Ê¹×Ö·û³ÊĭªÊĭ±ê»òĬÄ±ê

Ä±ăÄ¬ÊĭμÄ×Ö·û,ñÊ½ÉëÖÃ

İÔÊ¾ÒƆ²ØÎÄ×Ö¼°²ăÊë·û°A

½«×Ö·û,ñÊ½»¬ĬªÒƆ²ØÎÄ×Ö

²ăÊë·û°A

²ăÊë WordArt ÎÄ×Ö»òÆăÊüÇ¶Êë¶ÔĬó

±ă¼Ç¶Êë¶ÔĬó

## ×Ö·û,ñÊ½±àAA

×Ö·ûÊÇÖ,×ÖÄ,ϕ±êμā·û°ĀıϕÊý×Öıϕ·û°ĀÖÖ¼°Ā³Đ©ıØÊâ±êÖ¾£¬±ÊÊÇı°\*ı±ıϕı°\$ı±°ıı°@ı±  
£¬ÖâĐ©Āü¶¼¿ÉÖÖÊâÊê×±ı°ĀĀ±¼ı£×Ö·û,ñÊ½±àAA¾ø¶ĀÊ×Ö·ûÖÜÆĀĀ»Êııı  
‘òÖıÊ±³ıÖıĀĐıÊ½ı£ıı‘ý×Ö·û,ñÊ½±àAA£¬Āú¿ÉÖÖ£°

- ▶ ĐĐ,Ā×Ö·ûμĀ×Öıāı°đÖμı£
- ▶ Êı°Ā‘ÖıāıϕĐ±ıāııĀ»®ıß,ñÊ½Ā‘Ç¿μ××Ö·ûı£
- ▶ μ÷Öü×Ö·û¼ā¾āÊı×Ö·û,ü¾ßÖĐ¿É¶ĀĐÖ»ò²üÊüıØÊāμĀĐ\$ııı£
- ▶ ı°×Ö·ûıı¼ÖÑÖÊ«ı£
- ▶ Öò²ØıĀ±¾ÊıĀüĀÜı»ÖÜıĀμμÖĐ°ü¬Ö»Đ©²»ĐêÖª‘òÖıμĀĐĀıϕ£¬±ÊÊÇ×ϕÊııı±,×ϕı£
- ▶ Ā±ā×Ö·ûμĀ‘óĐıĐ‘ııªĀýÊÇ£¬‘ÓĐıĐ‘×ÖĀ,±āıª‘óĐ‘×ÖĀ,ı£
- ▶ Êı°Ā×éıı¼ü¿ÉÜÖĐ,‘×Ö·û,ñÊ½±àAAı£

Āú¿ÉÖÖ²āÊê¾üĀıÊıĀ»ÖĐμĀıØÊā×Ö·û£¬±ÊÊÇÊýÑ\$·û°Ā£¬ıııĀ¿·û°Ā£¬ÖÖ¼°ÖĀÖÜÆāÊüÖıÖÖμĀ×Ö·  
üı£Āü»ı¿ÉÖÖĐĐ,ĀÖııÊÊêÖĀ»òĀ¬ÊıμĀ,ñÊ½±àAA£¬ÊıĀüÊāÊêμĀıĀ±¾×Ö¶¼ßÖĐĐĀμĀ,ñÊ½ı£

Āú¿ÉÖÖÖ»,‘ÖÆ×Ö·û,ñÊ½±àAA¶ø²»,  
‘ÖÆıĀ±¾£¬¬²ϕ½«Ā,ñÊ½±àAAÓıÖĀÖÜÆāÊüıĀ±¾ı£ĀüÖ²¿ÉÖÖĀüÖĀ,ñÊ½Ā,»ò×éıı¼üĀ  
‘¿ıÊÜÊı°Ā×Ö·û,ñÊ½±àAAı£ÓĐıØıÊı,ı°ÊÜ£¬¬²ıı¼ü×Ö·û,ñÊ½×éıı¼üı£

ÊÇııÖĐĀ³ÖÖÖªÖÜÖü,öıĀμμÖĐĀ¬ĐøÊı°ĀμĀ×Ö·û,ñÊ½±àAA£¬»òĐıĀü»āı£ııÊı°Ā Word  
ÖĐμĀÑüÊı½ıĀÜı£ÊÇııÖÖ±½Ö¶Ö×Ö·ûı°øĐĐ,ñÊ½±àAA£¬Êı°ó¶Ö°ü¬ÖâĐ©×Ö·ûμĀ¶ıĀÖııÖĀĀ³,òÑüÊ  
ı£¬¬ÖâĐ©×Ö·ûı°«±  
£ĀöÆāÖ±½ÖμĀ,ñÊ½±àAAı£Āú¿ÉÖÖÊ¾¾ýÖ±½ÖμĀ,ñÊ½±àAA£¬¬²ϕÖ»ÓıÖĀ°ü¬ÖÜÑüÊı½ÖĐμĀ,ñÊ½  
±àAAı£ÓĐıØıÊı,ı°ÊÜ£¬¬²ıı¼üÖĀÑüÊı½ı°øĐĐ,ñÊ½±àAAı£

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## ÇêıĖĀ

ıĀÜı°ÊÜ



## ×Ö·û, ñÊ½±àÅÅ

Äú¿ ÉÒÔÊ¹ÓÃ×Ö·û, ñÊ½±àÅÅ·Ç¿µ÷ÎÃ±¼£¬ÒÔ¼°ÔÚÎÃµµÖÐ²úÉúÌØÊàµÃÐ§¹û¿  
¿ÉÒÔ¶¶ÔÍ¬ÑùµÃ×Ö·ûÊ¹ÓÃ¶¶àÖØ, ñÊ½¿·ª·ªÄýÈÇ£¬¿ÉÒÔ¶¶Ö×Ö·ûÊ¹ÓÃ·Òà°ÎÃ»®ÏÁ½ÖÖ, ñÊ½¿£

## ¶Ö×Ö·û½ÐÐ, ñÊ½±àÅÅ

- 1 Ñ¿¶·ÒªÐ, ÄµÃÎÃ±¼¿£
- 2 ´Ô¿, ñÊ½¿±²Èµ¥ÖÐ£¬Ñ¿Ôñ¿·×Ö·û¿±ÃüÁî (ALT, T, C) ¿£
- 3 Ñ¿ÔñÈùÐèµ, ñÊ½±àÅÅÑ¿Î¿£
- 4 Ñ¿Ôñ¿·È·¶·¿±··Á¿¿£  
×¿ÊÍ°ÔÐ¹ØÓÃü×Ô¼°µÃÈèÖÃæ»» Word  
ÖÐ¬ÈÍÈèÖÃµÃ½éÈÜ£¬²¿¼û, Ä±ä¬ÈÍµÃ×Ö·û, ñÊ½ÈèÖÃ¿£

## ¿½¿·½Ê½

- ▶
  - 1 ÈÇ¹ûÎ·ÔÊ¾, ñÊ½Ä, £¬´Ô¿²é¿·¿±²Èµ¥ÖÐÑ¿Ôñ¿, ñÊ½Ä, ¿±ÃüÁî (ALT, V, B) ¿£
  - 2 Ñ¿¶·Òª±àÅÅ, ñÊ½µÃÎÃ±¼¿¿£
  - 3 Ñ¿ÔñÎÃÄÐ²Ü×÷£°
- ▶ µ¥»÷Ã³ ò, ñÊ½±àÅÅ°·Á¿¿£
- ▶ Ñ¿Ôñ×Òà»ð°öÖµ¿ò¿£
  
- ▶
  - 1 Ñ¿¶·Òª±àÅÅ, ñÊ½µÃÎÃ±¼¿£
  - 2 °·ÎÃàÓµÃ×Ö·û, ñÊ½±àÅÅ×é°¿¼ûª·ªÄýÈÇ£¬°· CTRL+B ÈèÖÃ·Òà, ñÊ½±àÅÅ¿£

## ÌàÊ¾

- ▶ ÈÇÐèÒªÖØ, ´ÊÍ¹µ, ñÊ½±àÅÅ²Ü×÷£¬Ñ¿¶·ÎÃ±¼²¿°· F4 ¼û¿£

## ×¿ÊÍ

- ▶ Äú¿ ÉÒÔÔÚ¿ªÊ¼ÈàÈèÖ®Ç°  
£¬Èè¶¶Ô»ÖÖ»ð¶¶àÖØ, ñÊ½¿£ÈÇ¹ûÔÚÈàÈèÇ°Èè¶¶ÁÈÒ»ÖÖ»ð¶¶àÖØ, ñÊ½£¬ÈüÃÇ½«×Ô¶¶Ô¿ÓÃÓÜÄüÈùÈàÈèµÃ¿¿Ò», ö×Ö·û¿£

## Çè¿ÔÃ

×Ö·û, ñÊ½±àÅÅ

Ê¹ÓÃÑùÊ½

## „Ä±äîÄ×ÕÑÕÉ«

Äú¿ÉÒÔ„ñÊ½»¬Ä±¾£¬Ê¹ÆäÒÔ²ÊÉ«·½Ê½îÕÊ¾¿£

Òªîë¿µ½²ÊÉ«×Õ·û£¬ÐèÒªÓÐÒ»»ð²ÊÉ«¼äÊ¾¾Æ÷¿£îë  
´òÓ½²ÊÉ«×Õ·û£¬ÒðÐèÒªÒ»ì»»æí¼ÒÇ»ð²ÊÉ«´òÓ¿¿£

## „Ä±äîÄ±¾ÑÕÉ«

- 1 Ñ¿¶¬Òª½ðÐÐ²ÊÉ«¹ÄíµÄîÄ±¾¿£
- 2 ´Ó½²ñÊ½¿±²Êµ¥ÖÐ£¬Ñ¿Õñ¿×Õ·û¿±ÄüÁî (ALT, T, C) ¿£
- 3 ÔÚ¿ÑÕÉ«¿±Ñ¿î¿¿òÖÐ£¬Ñ¿ÕñëùÐèµÄÑÕÉ«¿£  
×çÊí£°µ±Äü„Ä±ä¿ÑÕÉ«¿±Ñ¿î¿¿òÖÐµÄÑ¿¶¬îÊ±£¬¿¿ÑùÀý¿±  
¿òÖÐìá¹©µÄîÄ±¾ÑùÀýÖ²ÊæÖ®·çÉú±ä»¬¿£
- 4 Ñ¿Õñ¿°Ê·¶¿±°´Ä¥¿¿£  
×çÊí£°±»í»³ðµÄîÄ±¾ÒÔ·É«³ðîÖ¿£

## ìáÊ¾

► Äú¿ÉÒÔ„Ä±äÕü„ðîÄµµÖÐîÄ±¾µÄÑÕÉ«¿£²î¼ûìæ»»»ñÊ½¿£

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## ÇëîÖÄ

×Õ·û„ñÊ½±äÄÄ

## „Ä±äÎÄ×Ö´óÐìÐ´

ÄúÎ±ÐèÖØÐÄÊäÊè£¬¼¼¿ÉÒÔ¿ìËÙ„Ä±äÎÄ±¼¼µÄ´óÐìÐ´£¬Ê¬Ê¹Ñì¶·¶Î§ÄÚµÄÎÄ±¼¼Ê«²¿´óÐ´ìøÊ«²¿ÐìÐ´»ðÕß½ðÊ¹Ä¿,öµ¥ÊµÄÊ××ÖÄ,Îª´óÐ´ì£

## „Ä±äÎÄ±¼¼´óÐìÐ´

1 Ñì¶·Òª„Ä±ä´óÐìÐ´µÄÎÄ±¼¼£

2 °° SHIFT+F3 ¼üÖ±µ½ÎÄ±¼¼ßÓÐËùÐèµÄ´óÐìÐ´,ñÊ½¿£

ÔÚ°° SHIFT+F3 ¼üÊ±£¬Ñì¶·ÎÄ±¼¼ÖÐµÄµ¥´ÊÒÔÎÄÁÐËýÖÖ½Ê½¿ÏÊ¼£°

- ▶ Ê«²¿ÎªÐìÐ´×ÖÄ,
- ▶ Ê«²¿Îª´óÐ´×ÖÄ,
- ▶ Ä¿,öµ¥ÊÊ××ÖÄ,Îª´óÐ´

## ¿ì½¿·½Ê½

▶ Òª½«ÎÄ±¼¼,Ä³ÊÊ«²¿Îª´óÐ´×ÖÄ,ì£

1 Ñì¶·ÎÄ±¼¼£

2 °° CTRL+A ¼ü¿£

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## Çè¶ÎÄ

×Ö·Û,ñÊ½±àÄÄ


## „Ä±äĬÄ×Ö×ÖĬä

×ÖĬäÊÇÖ, ×Ö·ûĬä¹Û°ĬÑùÊ½µÄ¼¯°Ĭ£¬ÓÃÓÚÊ¹ĬÄ±¾°  
‘ĬØŦµÄ·½Ê½ĬÖÊ¾Ĭ£×Ö·ûÑùÊ½µÄÑĬÔĬÊ¾¼ðÓÚÄúË²×°µÄ‘ðÓĬ»úĬ£

## „Ä±äĬÄ±¾×ÖĬä

- 1 ÑĬŦŦ°°ÐƆ, ÄµÄĬÄ±¾»ðÓÚĬ°Ê¼ÓÃÐÄ×ÖĬäÊäÊë×Ö·ûµÄØ·½ÊëÖÃ²äÊëµäĬ£
- 2 ‘ÓĬ°ĬÊ½Ĭ±²Êµ¥ÖÐ£¬ÑĬÔĬĬ°×Ö·ûĬ±ÄüÄĬ (ALT, T, C) Ĭ£
- 3 ÔÚĬ°×ÖĬäĬ±ÑĬĬĬĬðÖÐ£¬¼üÊë»ðÑĬÔĬÔ»ÖÖ×Ö·ûÑùÊ½Ĭ£
- 4 ÑĬÔĬĬ°Ê·ŦĬ±°Ä¥Ĭ£

## ĬĬ½Ÿ·½Ê½

- 1 ÊÇ¹ûĬ‘ĬÖÊ¾, ĬÊ½Ä, £¬‘ÓĬ°²éĬ‘Ĭ±²Êµ¥ÖÐÑĬÔĬĬ°ĬÊ½Ä, Ĭ±ÄüÄĬ (ALT, V, B) Ĭ£
- 2 ÑĬŦŦ°°ĬÊ½»µÄĬÄ±¾Ĭ£
- 3 µ¥»÷, ĬÊ½Ä, ×ó±ßµÚŦƆ, ð·½ĬðÄÔµÄ  Ĭ£
- 4 µ¥»÷ËùÐëµÄ×ÖĬäÄĬ£
- 1 ÑĬŦŦ°°ĬÊ½»µÄĬÄ±¾Ĭ£
- 2 Ô°½«²äÊëµäÖÆµ½Ĭ°×ÖĬäĬ±½Ĭð£¬° CTRL+F ¼üĬ£
- 3 °‘ ↓ »ð
- † ÓÚĬÊÑĬµÄ×ÖĬäÄÐ±ĬÖÐÒÆŦŦÄ‘ÑĬÔĬ×ÖĬäĬ£
- 4 °‘ ENTER ¼üĬ£
- ×øÊĬ£°ÄĬÖÖ×ÖĬäŦ¼°ü°Ö»ð°ðÖµ·ŦĬŦĬ£ËùÓÐ×ÖĬäŦ¼»¾¾ÓÐËùÓÐµÄ°ðÖµĬ£

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## ÇëŦÖÄ

×Ö·ûĬÊ½±äAA


## „Ä±äîÄ×ÖµÄ°ðÖµ

îªîÄ±¼¼ÑîÖñÊÊµ±µÄ°ðÖµ£¬ÄÜ¹»ÊèÖÃîÄµµµÄ·ç,ñ²çÓ°îµ½îÄµµµÄçÊ¶ÄÐÔî£ÄúçÊÒÔ,Ä±äîÄµµÖÐÊî°  
î×Ö·ûµÄ°ðÖµî£×Ö·ûÑüÊ½°î°ðÖµµÄÑîÖñÊî¼°ðÓÜÄúËù²×°µÄ°ðÔî»úî£

## Ðµ„ÄîÄ×ÖµÄ°ðÖµ

- 1 Ñî¶¶°ðÐµ„ÄµÄîÄ±¼£¬»ðÔÓÔÃÐÄ°ðÖµÊàÊèîÄ±¼µÄµØ·½ÊèÖÃ²àÊèµäî£
- 2 °Ôî°\_ñÊ½î±²Êµ¥ÖÐ£¬ÑîÖñî°×Ö·ûî±ÄüÄî (ALT, T, C) î£
- 3 ÔÓî°°ðî±ÑîîîçðÖÐ£¬¼üÊè»ðÑîÖñ°ðÖµî£
- 4 ÑîÖñî°Ê·¶¶î±°·Ä¥î£  
×çÊî£°ÄçÓç´çîª 72 °ðî£

## çî½Ý·½Ê½½

- ▶
  - 1 Êç¹üîîÖÊ¼,ñÊ½Ä,£¬°Ôî°éç´î±²Êµ¥ÖÐÑîÖñî°îÄÜî¼ÐÐî±ÄüÄî (ALT, V, B) î£
  - 2 Ñî¶¶°ðª\_ñÊ½»µÄîÄ±¼£¬»ðÔÓÔÃÐÄ°ðÖµÊàÊèîÄ±¼µÄµØ·½ÊèÖÃ²àÊèµäî£
  - 3 µ¥»÷\_ñÊ½Ä,×ó±ßµÜËý,ð·½çðÄÔµÄ  î£
  - 4 µ¥»÷÷ËùÐèµÄ°ðÖµî£
- ▶
  - 1 Ñî¶¶°ðª\_ñÊ½»µÄîÄ±¼£¬»ðÔÓÔÃÐÄ°ðÖµÊàÊèîÄ±¼µÄµØ·½ÊèÖÃ²àÊèµäî£
  - 2 ÑîÖñîîÄÃÐÄ³Ò»²Ü×÷£°

## ²Ü×÷

°·

ÓÃ±ê×¼°ðÖµ

CTRL+F2

Ôð¼Ó

ÓÃ±ê×¼°ðÖµ

CTRL+SHIFT+F2

¼°ðÐî

×çÊî£°ÄçÖÖ×Öîà¶¶¼°ü°¬Ò»,ð°ðÖµ¶¶îîî£ËùÓÐ×Öîà¶¶¼²»¼ßÓÐËùÓÐµÄ°ðÖµî£

## ÇèîÖÄ

×Ö·û\_ñÊ½±àÄÄ

ÖØ, °í, °ÖÆ×Ö·û, ñÊ½

Ò»µ©¶ÔÑ¡¶ÄÜËÝÊ¹ÓÃ, ñÊ½±àÅÅ£¬Äú¾Í¿ÉÒÔ¿ìËÙµØ½«Í¬ÑùµÄ, ñÊ½±àÅÅÓÃÓÚÆäËüÎÄ±¾¿

ÖØ, °×Ö·û, ñÊ½

1 ÔÚÊ¹ÓÃÔÊ¼, ñÊ½±àÅÅ°ó£¬Äø¼

¶Ñ¡¶Ôª, ñÊ½»µÄ×Ö·û£¬»ðÔÚÒÔÐÄ, ñÊ½ËäËø×Ö·ûµÄµØ½ÉèÖÃ²äËëµä¿

2 Ñ¡ÔñÎÄÄÐ³Ò»²Ù×÷£°

► °í°±à¼¿²Ëµ¥ÖÐ£¬Ñ¡Ôñ°ÖØ, °, ñÊ½±àÅÅ¿±ÄüÁî (ALT, E, R) ¿

► °° F4¼ü¿

, °ÖÆ×Ö·û, ñÊ½

► 1 Ñ¡¶Ôª, ñÊ½»µÄÎÄ±¾¿

2 °°×¿ CTRL+SHIFT ¼ü£¬²øÔÚÒª, °ÖÆ, ñÊ½±àÅÅµÄ×Ö·ûËüµ¥»÷Ëó±ê°°°Ä¿¿

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Çè²íÔÃ

×Ö·û, ñÊ½±àÅÅ

É³¼³ýÊÖ¹¼ÓÈëµÄ×Ö·û,ñÊ½

Äú¿ÉÒÔÉ³¼³ýÊùÓÐÎ´»ÑùÊ½¶¶ÒàµÄ×Ö·û,ñÊ½±àÄÄ;£

É³¼³ýÊÖ¹¼ÓÈëµÄ×Ö·û,ñÊ½

1 Ñ¶¶ÒàÉ³¼³ýÆä,ñÊ½±àÄÄµÄ×Ö·û;£

2 Ñ¶ÖñÄÄÐÄ³Ö»²Û×£°

► ¶¶ÒàÉ³¼³ýµÄ,ñÊ½±àÄÄ£¬°´×Ö·û,ñÊ½×é°¶¼ü;£

► °´CTRL+¿Ö,ñ¼ü;£

► ´Ó°,ñÊ½±²Ëµ¥ÖÐ£¬Ñ¶Öñ°´×Ö·û±ÄüÁî (ALT, T, C) ;£¶¶ÒàÉ³¼³ýµÄ,ñÊ½±àÄÄÑ¶ñ£¬Çà³ýÆä,Ñ¿ò£¬È»°°´¼ü ENTER;£

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Çè¶¶

×Ö·û,ñÊ½±àÄÄ

## „Ä±ä×Ö·û¼ä³¼à

Äú¿ÉÒÔÐƒ„Ä×Ö·û¼ä„ð»òÑ¹Ėð×Ö³¼à£¬ÒÔĖ¹ĦÄ±¼„ü³¼ßÓÐ¿ÉŦĦÁÐÔ»ò²úÉú\ØĖâµĦÐ§¹û¿£

## Ðƒ„Ä×Ö·û¼ä³¼à

1 ÑĦŦ¬×Ö·û£¬»òÔÚÒÔÐĦ¹¼ä³¼àĖâĖð×Ö·ûµĦµØ·½ĖèÖĦ²âĖðµā¿£

2 ´ÓĦ°„ñĖ¹½¿²ĖµŦÖÐ£¬ÑĦÔñĦ°×Ö·û¿±ĦüĦĦ (ALT, T, C) ¿£

3 ÔÚĦ°¼ä³¼à¿±ÑĦĦ¿òÔÐ£¬ÑĦÔñÔ»¹¼ä³¼àÑĦĦ¿£

²Û×÷

ÑĦÔñ

·µ»Øµ¹½Ħ¬ĖĦ  
¼ä³¼à

±ê×¼

Ôð¼Ó¼ä³¼à

Ħ©Ô¹

¼ðÐĦ¼ä³¼à

Ñ¹Ėð

4 ÔÚĦ°µāĖýĦ¿òÔÐ£¬¼üĖð»òÑĦÔñÔ»„ðŦýµĦĦ¿Öµ¿Äú¿ÉÔÔ 0.25 °ð²½³µÔð¼Ó»ò¼ðÐĦ¼ä³¼à¿£

×ðĖĦ£°×Ħ´ó¼ä³¼à¿ÉĦ©Ô¹µ¹½ 14 °ð£¬×ĦÐĦ¼ä³¼à¿ÉÑ¹ĖðĦ¹ 1.75 °ð¿£

×ðĖĦ£°µ±ĦúÐƒ„ĦĖ¹¼ä³¼àÖµĖ±£¬Ħ°ÑüĦýĦ¿òÔÐµĦĦĦµµÑüĦý½««ðĖú±â»¬¿£

5 ÑĦÔñĦ°ĖŦŦĦ¿±°´ĦŦ¿£

## ÇĖŦÔĦ

×Ö·û„ñĖ¹½±âĦĦ



## É¹×Ö·ù³ÉĬÉĬ±ê»ðĬÂ±ê

ÄúĴÉÒÔÔŮĬÂ±¼ÐÐÖ®ÉĬ»ðÆäĬÂÉèÖÃ×Ö·ùĴÉĬ±ê³£ÓÃ×÷½Â×ĉË÷Òý±êÖ³¼£¬ĬÂ±ê³£ÓÃÓŮĴÆÑ§¹«Ê½ÖÐĴ£

## ÓÃ±ê×¼¼ä³¼àÉèÖÃ×Ö·ùÉĬ±ê°ĬĬÂ±ê

- 1 ÑĴĴÒªÉèÖÃÉĬ±ê»ðĬÂ±êμÃ×Ö·ù,»ðÔÚÓÃÐÂÉèÖÃĴªÊ¼ÊäÉè·ùμÃμØ·½ÉèÖÃ²äÉèμāĴ£
- 2 ÉèÖÃÉĬ±ê° CTRL+SHIFT+¼Ó°Å£¬ÉèÖÃĬÂ±ê°° CTRL+μÊ°ĬĴ£  
×ĉÉĬ£°Òª½«ĬÂ±¼·μ»Øμ½ËŮÔÚÐÐÉĬμÃ±ê×¼Ĭ»ÖÃ£¬ĴèÔŮĴ°×é°Ĭ¼üĴ£

## ĴÖÉĬ±ê°ĬĬÂ±êÖĴ·Ĵ·Ĵ·μÃĴÊÄĴμ¶Ĭ»

- 1 ÑĴĴÒªÉèÖÃÉĬ±ê»ðĬÂ±êμÃ×Ö·ù£¬»ðÔÚÓÃÐÂÉèÖÃĴªÊ¼ÊäÉè×Ö·ùμÃμØ·½ÉèÖÃ²äÉèμāĴ£
- 2 ´ÓĴ·ĴĴ½Ĵ±²Ëμ¶ÖÐ£¬ÑĴÔĴĴ°×Ö·ùĴ±ÃüĬĴ (ALT, T, C) Ĵ£
- 3 ÔÚĴ°ÉĬ±ê£ĴĬÂ±êĴ±ÑĴĴĴöÖÐ£¬ÑĴÔĴĴ°ÉĬ±êĴ±»ðĴ°ĬÂ±êĴ±ÑĴĴĴ£
- 4 ÔÚĴ°μāËýĴ±öÖÐ£¬¼üË»»ðÑĴÔĴÖ»,öÄĴÖμĴ£  
±ê×¼Ĭ»ÖÃÊÇÔÚÆŮĬĬÂ±¼ÉĬĴĬĬ 3 °öĴĴ£  
×ĉÉĬ£°ÐĴ·ĬÉÉĬĴĬÂ±êĬ»ÖÃμÃ°öμ°ó£¬Ĵ°ÑüÀýĴ±öÖÐμĬĬÂ±¼ÑüÀý½«·ĉÉú±ä»ĴĴ£
- 5 °ĴĴ°Ë·ĴĴ±°·Ĭ¶Ĵ£

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## ÇèĴÖÃ

×Ö·ùĴĴ½±äAA

Ä±äÄ¬Èĭμ×Ö·û,ñÊ½ÉèÖÃ

ÈÇ¹ûÐèÒ<sup>a3/4</sup>£ÐƆ,ÄĬÄμμμÄ×Ö·û,ñÊ½±àÄÄ£¬ĴÉÔÔ½«Ä¬ÈĬÉèÖÃÐƆ,ÄĬ<sup>a</sup>Äú×ĭ<sup>3</sup>£Ê¹ÓÄμÄÉèÖÃĵ£

ÐƆ,ÄÄ¬Èĭμ×Ö·û,ñÊ½±àÄÄÉèÖÃ

1 ´Óĭ°,ñÊ½ĵ±²Èμ¥ÖÐ£¬ÑĭÔñĭ°×Ö·ûĵ±ÄüÄĭ (ALT, T, C) ĵ£

2 ÑĭÔñÈùÐèμÄ,ñÊ½±àÄÄÑĭĭĵ£

3 ÑĭÔñĭ°ÉèÖÄĭ<sup>a</sup>Ä¬ÈĬÖμĵ±°´Ä¥ĵ£

4 ÑĭÔñĭ°È·ĭĵ±°´Ä¥ĵ£

×ϕÊĬ£°μ±Äü,Ä±äÄ¬ÈĭμÄ,ñÊ½±àÄÄÊ±£¬Word ½«ÐÄÉèÖÄ±£

´æÖÚ»ĭĭÑù°âÖÐ£¬²ϕ,²,ÇμôÔÔÇ°μÄÉèÖÃĵ£Ö»μ©Æôĭĭ»ùÓÚ,ÄÑù°âμÄĬÄμμ£¬Äü½«»áμÄμ½ÐÄμÄÉèÖÃĵ£

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ÇëĭÖÃ

×Ö·û,ñÊ½±àÄÄ

## ½«×Ö·û,ñÊ½»TªÒp²ØÍÄ×Ö

Äú¿.ÉÓÔÊ¹ÓÄÒp²ØÍÄ±¼Ä´ÊäÊë²»ÐèÒªÓÚÆÁÄ»ÉÏÔÊ³¼»ð´ðÓµÄ×øÉÍ»ð±,×ø¿  
¿.ÉÓÔÊ¹ÓÄ´Ê«²¿ÔÊ³¼¿ñ¿ÏÄ´¿ØÖÆÊÇ·ñÔÊ³¼Òp²ØÍÄ±¼¿Òp²ØÍÄ±¼µÄÔÊ³¼´ØÐµÄÍÄ»®Ï¿¿

## ½«×Ö·û,ñÊ½»TªÒp²ØÍÄ±¼

- 1 Ñ¿¶´Òª,ñÊ½»TªÒp²ØÍÄ±¼µÄ×Ö·û»ðªÓÚÒªÊäÊëÒp²ØÍÄ±¼µÄµØ·½ÊëÖÄ²ªÊëµ¿¿
- 2 ´Ó¿,ñÊ½¿±²Êµ¥ÖÐ£¬Ñ¿Ôñ¿°×Ö·û¿ÄÜÁÊ (ALT, T, C) ¿
- 3 ÔÚ¿°ÑÜÊ½¿±Ñ¿Ï¿¿ÄÚ£¬Ñ¿Ôñ¿°Òp²ØÍÄ±¼,Ñ¿¿¿¿
- 4 Ñ¿Ôñ¿°Ê·¶´¿±´Á¿¿


## ¿½¿·½Ê½

- ▶ 1 Ñ¿¶´Òª,ñÊ½»TªÒp²ØÍÄ±¼µÄ×Ö·û»ðªÓÚÒªÊäÊëÒp²ØÍÄ±¼µÄµØ·½ÊëÖÄ²ªÊëµ¿¿
- 2 °´ CTRL+H ¼¿¿

## Òp²Ø»ðÔÊ³¼Òp²ØÍÄ±¼

- 1 ´Ó¿ª¼¿¿±²Êµ¥ÖÐ£¬Ñ¿Ôñ¿°Ñ¿Ï¿±ÄÜÁÊ (ALT, O, P) ¿
- 2 ÔÚ¿°Äà±ð¿±Ñ¿Ï¿¿ÖÐ£¬Ñ¿Ôñ¿°é¿´¿±Äà±ðÑ¿Ï¿
- 3 ÔÚ¿°ÔÊ³¼·Ç´ðÓ¿×Ö·û¿±Ñ¿Ï¿¿ÄÚ£¬Ñ¿Ôñ¿°Òp²ØÍÄ±¼¿±,Ñ¿¿¿¿
- 4 Ñ¿Ôñ¿°Ê·¶´¿±´Á¿¿

## ¿½¿·½Ê½

- ▶ 1 ÊÇ¹ÜÏÔÊ³¼,ñÊ½¿,£¬´Ó¿²é¿´¿±²Êµ¥ÖÐÑ¿Ôñ¿°,ñÊ½¿,¿±ÄÜÁÊ (ALT, V, B) ¿
- 2 µ¥»÷  Ä´Òp²Ø»ðÔÊ³¼Òp²ØÍÄ±¼¿  
×øÉÍ£°ÊÇ¹ÜÑ¿Ôñ¿°Òp²ØÍÄ±¼¿±,Ñ¿¿¿¿¿°Ñ¿Ï¿¶Ô»°¿¿ð£¬¹ª¼¿¿±²Êµ¥  
£©ÖÐµÄ»°¿,ð¿²é¿´¿±Ñ¿Ï¿£¬Òp²ØÍÄ±¼½«Ê¼ÖÖ³ðÏÖÓÚÄµµØ¿¿

## ´ðÓ¿Òp²ØÍÄ±¼

- 1 ´Ó¿ÍÄ¼¿¿±²Êµ¥ÖÐ£¬Ñ¿Ôñ¿°´ðÓ¿±ÄÜÁÊ (ALT, F, P) ¿
- 2 ÒªÔÊ³¼´ðÓ¿Ñ¿Ï¿¶Ô»°¿¿¿ð£¬Ñ¿Ôñ¿°Ñ¿Ï¿±´Á¿¿
- 3 ÔÚ¿°,½´ðÓ¿¿±Ñ¿Ï¿¿ÖÐ£¬Ñ¿Ôñ¿°Òp²ØÍÄ±¼¿±,Ñ¿¿¿¿
- 4 Ñ¿Ôñ¿°Ê·¶´¿±´Á¿¿  
×øÉÍ£°ÊÇ¹ÜÑ¿Ôñ¿°Òp²ØÍÄ±¼¿±Ñ¿Ï¿¬ÏÄÚÒp²ØÍÄ±¼ÊÇ·ñÔÊ³¼ÓÚÆÁÄ»ÉÍ£¬Word  
¶¼½«ÆäÊ«²¿´ðÓ¿²ª¿¿

ÇëÏÖ

×Ö·û,ñÊ½±ªÄÄ

## ²āĖĕ·û°Ā

³ýĀĖ¼ûĀĭĒĭμĀ×ÖĀ,ǵĖý×Ö°ĭ±ēÖ¾·û°ĀĒ¬ĐĭŋĀ×Ōĭā»¹°ûĀ·ŋĭĀĿ·û°Āǵ·û°ĀÖÖ¼°ŌŪÆāĖū·ÇŌĈŌŕŌŕŊŌ  
ÖĐĒ¹ŌĀμĀĭØĖā±ē¼Ç;ŋWindows μĀ·û°Ā×Ōĭā°û°¬ĭēŌûμĀ·û°Ā¼¬Ē¬°ûĀ·ŋĀ°×ÖĀ,°ĭ,÷ŌŌĖýŊŦ·û°Āǵ

Ō»ŌªĀú°²×°μĀÆĀĀ»×Ōĭā°ĭ¬ŌŌĭ»ú×ŌĭāŌĐ°¬ŌĐŌāĐŌ×Ō·ûĒ¬Word ¾ĭĿĖŌŌŌŌĖ¾°ĭ

¬ŌŌĭŌāĐŌ·û°ĀǵĖĈ¹ûĀúŌ»ŌĐ¬ŌŌĭ»ú×ŌĭāĒ¬ĀÇĀ´ Word ĀŪ¹»ŌýĖ·

¬ŌŌĭŌāĐŌ·û°ĀĒ¬μ«»ŌĐĭ²»ĀŪŌýĖ·ŌŌĖ¾ǵǵ

×ĈĖĭŋ°Word °ĭĀμμμ±Ç°×ŌĭāμĀ°ŌŌμ²āĖĕ·û°Āǵ

## ²āĖĕ·û°Ā

1 ŌŪĭĀμμŌĐŌ°ĭŌĖ¾,Ā×Ō·ûμĀμØ·½ĖēŌĀ²āĖĕμāǵ

2 ´Ōĭ°²āĖĕǵ±²Ėμ×ŌĐĒ¬ŊĭŌŋĭ°·û°Āǵ±ĀŪĀĭ (ALT, I, S) ǵ

3 ŌŪĭ°·û°ĀĀ´Ō´ǵ±ŊĭŋĭĿŌŌĐĒ¬ŊĭŌŋ°û°¬ĖūĐē×Ō·ûμĀ×ŌĭāĒ¬»ŌŌ±½ŌĖāĖĕ×ŌĭāĀŭǵ

×ĈĖĭŋ°ĖÇ¹ûŌŪĭ°·û°ĀĀ´Ō

´ǵ±ŊĭŋĭĿŌŌĐŊĭŌŋĀĖĭ°ÆŌĭ¹Ā±¾ǵǵ±ŊĭŋĭŋĒ¬²āĖĕ·û°ĀĿĖĀŪ»āĖæ×ĀŋĭĀāŌĐ×ŌĭāμĀ±ā»¬ŋø,Ā±āǵ

4 ŌŌĭĀĀĐĖĭŌ»·½Ė¹½ŊĭŌŋ×Ō·ûĒ°

► Ė«»÷·û°Ā×Ō·ûǵ

► μ×»÷·û°Ā×Ō·ûĒ¬²ĈŊĭŌŋĭ°Ė·ŋĭ´ǵ±°Ā×ǵ

► Ė¹ŌĀ¹ȳĭ·¼ŭŌÆŋĭμ¹½ĖūĐēŌªμĀ·û°Ā×Ō·ûĒ¬Ė»°Ō´ ENTER ¼ŭǵ

► ¼ŭĖĕ·û°Āǵ

► ¼ŭĖĕ,Ā·û°ĀμĀ ASCII Āēǵ

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Çĕ²ĭŌĀ

×Ō·û,ŋĖ¹½±āĀĀ

Abs()  
n = **Abs**(n)  
·μ»Ø n μÄ¾ø¶ŒÖÖμj£  
Ê¾Äý  
Print Abs(5)  
Print Abs(-5)  
Á½ìöÓï¾ä¶¹¼İÖÊ¾³ö 5j£  

---

**Çë²İÖÄ**  
±ê×¼ Basic Óï¾äºí°Êý

Activate

**Activate** *WindowText\$* [,*PaneNum*]

¼»»îÖ,ŦµÄ´°¿Ú¿

*WindowText\$* ±»¼»»î´°¿ÚµÄÄû³Æ£´³ðĬÖÖÚ±êĭaÀ,ÖÐ£©£¬»ðÖßÊÇĬÄµµµÄĭeÖûÂ·¼ŦÄû¿

*PaneNum* Òª¼»»î´°,ŦµÄÐð°Ä£°

1 »ð 2 Ŧ×²¿µÄ´°,Ŧ  
3 »ð 4 µ×²¿µÄ´°,Ŧ

Ê³⁄⁄Äý

Document\$ = "DOC5.DOC"

Pane = 1

Activate Document\$, Pane

¼»»î±êĭâĭª°DOC5.DOC¿±´°¿ÚµÄÊĭ²¿´°,Ŧ.

ÇěŦÖÄ

ĭ´°¿Ú¿±Öĭ³⁄⁄ä°ĭ°Ėý

ActivateObject

**ActivateObject**

İàµ±ÓÚË«»÷ÑıŦµÄÇŦËëŦÖİóı£

Çë²İÖÄ

ı<sup>º²</sup>é¿ı±Óİ³⁹a°İ°⁻Êý

AllCaps  
**AllCaps** [On]  
n = AllCaps()

ÔÚŃıŦıμĂÎĂ±¼ÖĐİí¼Ó»ðÉ³¼ýı°È«Îª´óĐ´×ÖĂ,ı±μĂ×Ö·û,ňĚ¹²ıŁ

On                      Ö,Ă÷İí¼Ó»ðÉ³¼ý,Ă,ňĚ¹²Ł°

1                      ,ňĚ¹²»¬ŦıŦıĂÚÈÝıŁ

0Ł°ÁăŁ©              É³¼ý,Ă,ňĚ¹²ıŁ

ÊıĂÖ                      ÔÚÔÔÉİÁ¹²ÔÖ·½Ě¹²¼ăÇĐ»»ıŁ

,Ă°¬ÊýĐÎĚ¹²·μ»ØŁ°

0Ł°ÁăŁ©              Ěç¹ûŦıŦıĂÚÈÝ²»³¼ßÓĐ,Ă,ňĚ¹²ıŁ

-1                      Ěç¹û²¿·ÖŦıŦıĂÚÈÝ³¼ßÓĐ,Ă,ňĚ¹²Ł»»ı°İİİà¹Ø,ňĚ¹²Ł¬ÀýĚçı°ĐıĐİ´óĐ´×ÖĂ,ı±Ł¬Ô²·μ»Ø-1ıŁ

1                      Ěç¹ûËûÓĐŦıŦıĂÚÈÝŦı¹¼¼ßÓĐ,Ă,ňĚ¹²ıŁ

Çě²İÖĀ

ı°,ňĚ¹²±àĂĂı±Óİ³¼ă°İ°¬Êý



AppActivate

**AppActivate** *WindowText\$* [,*Immediate*]

¼»î·Ç Word Ó!ÓÃ³!ÐðÖÐµÄÖ,¶°°¿Ú¡£¶ÔÓÚ Word °¿Ú£¬ÇëÊ¹ÓÃ **Activate**¡£

*WindowText\$*        Òª¼»»îµÄÓ!ÓÃ³!Ðð°¿ÚÃû³££¬ÔÊ¼ÔÚ±ê!àÀ,ÖÐ£©¡£

*Immediate*        Ö,Ã÷°ÍÊ±ÇÐ»»µ½££ÄËüÓ!ÓÃ³!Ðð£°

0                    ÊÇ¹ü Word º»ÊÇ»¶¶°¿Ú£¬Ôð»áÉÁÔÆä±ê!àÀ,£¬µÊ·ýÓÃ»§½« Word ±ä!ª»¶¶°¿Ú£¬Ê¬Ê»°óÔÚ¼»»î,ÄÓ!ÓÃ³!Ðð¡£

1                    Word Áø¼°Ñ»¶¶°¿ÚÇÐ»»µ½££ÄËüÓ!ÓÃ³!Ðð£¬²¹Ü Word ÊÇ·ñ»¶¶°¿Ú¡£

Ê¼Àý

Ö,Áî

AppActivate "Microsoft Excel", 1

°¡

Program\$ = "Microsoft Excel"

Immed = 1

AppActivate Program\$,Immed

¼»»îÃû!ª·°Microsoft Excel¡±µÄ°¿Ú¡£

×øÊÍ

►        Ê¹ÓÃ,ÃÃüÁîÊ±ÒªÉ÷ÖÐ£¬Òð!ª°¿ÚÃû³££¬ÉÄÜ»á,Ã±ä¡£°Ü¶àÓ!ÓÃ³!ÐðÔÚÓ!ÓÃ°¿Ú×!´ó»Ê±°Ñ¹»×÷!Ã¼þÃû¼Ôµ½°¿Ú±ê!àÀ,ÖÐÓ!ÓÃ³!ÐðÃûÖ®°ó¡£ÄýÊÇ£¬Windows Cardfile

Ó!ÓÃ³!Ðð£¬ÉÄÜÖÐÊÇ!ÃµÄ°¿ÚÃû³££°

Cardfile - (untitled)

Cardfile - PHONE.CRD

**Çë!ÔÃ**

!¶¶!¬Êý¼ý½»»»£¬DDE£©¡±Ó!ªä°Í°¬Êý

AppInfo\$()

a\$ = AppInfo\$(TypeOfInfo)

·μ»ØÓÐ¹Ø Word Ó|ÓÃ³|Ðð×'ì-μÄÐÃ|ç;£

TypeOfInfo

Ò»\_ðÖ\_Ã÷·μ»ØÐÃ|çÀàÐ|μÄËýÂë£°

- 1 »·¾³×Ö·ù'®£¬ÀýËç í°Windows 3.0;±££
- 2 Word μÄ°æ±¾°Å£¬ÀýËç í°2.0;±££
- 3 Ëç¹ù Word 'ì|ÓÚÃ³,ðìØËàÅ£Ë½|ÃÒð·μ»Ø -1£¬ÀýËç CopyText »ð MoveText Å£Ë½;££
- 4 'ÓÆÃÃ»×ó²àÆðÖÖμã|³μ¶|»μÄ Word °\_çÚ°á×ø±ê£¬"ÓÉÓÚÓÐ"°\_çÚ±ßçð£¬×ì  
'ó»\_Ë±·μ»Ø -3£©;££
- 5 'ÓÆÃÃ»¶²çÆðÖÖμã|³μ¶|»μÄ Word °\_çÚ×Ý×ø±ê£¬"ÓÉÓÚÓÐ"°\_çÚ±ßçð£¬×ì  
'ó»\_Ë±·μ»Ø -3£©;££
- 6 ÒÓ°ð|³μ¶|»μÄ»¶|Ãμμ¹××÷Çøç|¶Ë££
- 7 ÒÓ°ð|³μ¶|»μÄ»¶|Ãμμ¹××÷Çø,ß¶Ë££
- 8 ËðÓ|ÓÃ³|ÐðÒÑ×ì'ó»\_£¬Òð·μ»Ø -1£¬Ëç¹ùÓ|ÓÃ³|ÐðÒÑ»¹Ó£¬Òð·μ»Ø 0;££
- 9 °£¹æÃÚ'æ×ÜÃç;££
- 10 çÉÓÃ³£¹æÃÚ'æ×ÜÃç;££
- 11 Å©°ãÃÚ'æ×ÜÃç;££
- 12 çÉÓÃÃ©³ãÃÚ'æ×ÜÃç;££
- 13 Ëç¹ù°²×°ÅËËýÑ\$Ð'ì|ìÆ÷£¬Òð·μ»Ø -1£¬¬ñÒð·μ»Ø 0;££
- 14 Ëç¹ùÃçÇ°ÓÐËó±ê£¬Òð·μ»Ø -1£¬¬ñÒð·μ»Ø 0;££
- 15 çÉÓÃ'AAìçÖ¼ã;££

Ë¾Åý

ver\$ = AppInfo\$(2)

MsgBox ver\$, "Microsoft Word Version", 64

ì|ÒË¾Ò»\_ð°ù¬ Word °æ±¾°ÅμÄÐÃ|çç;££

ËýÖμÒÖ×Ö·ù'®ÐìË½·μ»Ø;££

çÉÒÓÓÃ Val(AppInfo\$()) °Ñ×Ö·ù'®×ª»»ìªËýÖμ:

DiskFree = Val(AppInfo\$(15))

Print DiskFree

ÒÒËýÖμÐìË½¶ø·Ç×Ö·ù'®Ëý¾ÝÐìË½ì|ÒË¾³ðçÉÓÃ'AAìçÖ¼ã;££

×çËì

► ÓÐÐ© AppInfo\$() μÄ²ìËýËæ¼°μ½ÃÚ'æμÄ'ì|ì£ÖãÐ©ÖμÔÚ Windows

ì|ÃμÄË'ÓÃËÜμ½ì|¬ÖÆ£¬Òðìª Word ³|Ðð'ùÃëμÄ½»»»°ì|ìμμËÇ·ñÒÑ±»±£'æ»áËËË±\_Ã±ãçÉÓÃÃÚ  
'æμÄËýÃç;££

Çë²|ÖÃ

ì°·¾³;±Öì¾ã°ì°\_Ëý

AppMaximize  
**AppMaximize**

n = **AppMaximize()**

Èç¹û Word ´°¿ÚĐıÓÚŒû,ö/ÆÁÄ»£¬Ôð°Œ,Ã´°¿ÚÀ©³ăµ½È«/ÆÁÄ»ı£Èç¹û,Ã´°¿ÚÒŒ¾-  
Œ¼¾¼ÝŒû,ö/ÆÁÄ»£¬ÔðŒ´ĐĐÓë **AppRestore** İàÍ¬µÄŒ¬×÷ı£

Èç¹û´°¿ÚÒŒ·Äµ½×ı´ó£¬Ôð,Ã°¬Êý·µ»ØÒ»»,ö·ÇÁăŒŒı£

Ê¾Äý

If AppMaximize() = 0 Then AppMaximize

Çě²İŒ

ı´°°¿Úı±Œı¾ăı°¬Êý

AppMinimize  
**AppMinimize**

n = **AppMinimize()**

Èç¹û Word º»ÊÇ×îĐj»¯µÄ£¬Ôð°Ñ Word ¯°¿ÚËðĐj³ÉÒ»¸đí¼±êj£Èç¹û Word ÒÑ³¼×îĐj»¯£¬ÔðÖ´ĐĐÓè  
**AppRestore** Ĩàĭ¬µÄ¶¯×÷j£

Èç¹û ¯°¿ÚÒÑ³¼×îĐj»¯£¬Ôð¸Ä°¯Êý·µ»ØÒ»·ÇÁăÖµ j£  
×çÊĭ

► Èç¹û Word ×îĐj»¯Ê±£¬ÔÚÒ»¸ð°ÖĐ·çÉúÁËÒ»¸đĭ´ÊèĬÝÚă´ĭł£¬Ôð¸Ä°ê»áĬÖ¹Ö´ĐĐ£¬Word  
ÈÔ±£³Ö×îĐj»¯£¬²çÇÒÉÁ¶¯ĭ¼±êj£µ± Word ±»×ĭ´ó»¯Ê±£¬ÔðĭÔË³¼ðÒ»¸ðĭÄ÷´ĭłĐÔÔËµĂ´ĭłĐĂĭç¿òj£

ÇěʹİŌǺ  
ĭ°°¿Új±Óĭ³¼ă°ĭ°¯Êý

AppMove

**AppMove** XPos, YPos

°Ñ Word °ζÚÒÆΠμ½ÓëÆÁÄ»μÄ×óÉÍ½Çİà'ØμÄÖ,ΠÎ»ÖÄİ£ÔÚÓ|ÓÄ³İĐò´°ζÚ×ı´ó»¯Ê±£¬Word  
²»ÄÜÖ´ĐĐ´ÊΠ×÷İ£

XPos, YPos      ÒÔİóĚØÎªμ¥Î»μÄ Word ¹¤×÷Çø×óÉÍ½Ç×ø±êİ£

Ê³⁄₄Àý

AppMove 20, 40

°Ñ Word °ζÚÒÆμ¹⁄₂⁄₄àÆÁÄ»×óÉÍ½ÇİòÓÒ 20 ,öİóĚØİòİÄ 40 ,öİóĚØμÄÎ»ÖÄİ£

Çë²İÖÄ

ı°´°ζÚı±Óİ³⁄₄ä°İ°¯Êý

AppRestore

**AppRestore**

logical = **AppRestore()**

°Ñ Word °ζÚ´Ó×î´ó»¯£¯×îĐj»¯×´l¬»¹ÔîªÔÀ´´óĐj;£

Èç¹û Word °°ζÚ²»ÔÚ,´Ô×´l¬îĀ£¬,Ã°ÊýĐîÊ½·μ»ØÒ»,ö·ÇĀăÖμj£

Çě²îÖĀ

î°°°ζÚj±Ôî³/4ă°î°Êý

AppSize

**AppSize** *Width, Height*

ÖØŦ Word °¿Ú³ß´ç¡£,ÃÓŕ¼äÖ»ÔÚ,Ã°¿ÚŦª,´Ô×´Ŧ-Ê±²Ã¿ÊÊ¹ÓÃ¡£ÈÇ¹ûÓ¡ÓÃ³ŦÐð°¿ÚÊÇ×Ŧ  
´ó» µÃ£¬Word Ôð²»ÃÜÖ´ÐÐ,ÃŦ¬×÷¡£

*Width* ÔÔŦöÊØŦªµŦŦ»µÃ Word °¿Ú¿ŦŦÊ¡£

*Height* ÔÔŦöÊØŦªµŦŦ»µÃ Word °¿Ú,ßŦŦÊ¡£

Ê³¼Àý

AppMove 0, 0

AppSize 480, 350

ŦÊ°Ŧ Word °¿Ú·ÃÔÚÆÁÃ»×óÊŦ½Ç£¬Ê»°óÔÛ½«ÆäÀ©Ŧ¹µ½±ê×¼ EGA ŦÔÊ³¼ÆÁÃ»µÃ  
´óÐ¡¡£ÓÔŦ½ÇµÃŦ»ÔÃÔðÊÛÓÃŦÔÊ³¼Æ÷ÀàÐŦ²»ŦŦŦÓÐÊÛ,Ã±ä¡£ŦªÂÛÊÇ°ŦÔÔÀàÐŦµÃŦÔÊ³¼Æ÷£¬ŦŦ¼¿  
ÊÓÃ **AppMaximize** Ê¹,Ã°¿ÚÔŦ¼³¼ÝÔÛ,ðÆÁ

AppSize 240, 175

AppMove 120, 87

±¼Àý½« Word °¿Ú´óÐ¡ÔÃŦª°ë,ðÆÁÃ»´óÐ¡£¬²ç½«ÆäÔÃÓÚ±ê×¼ EGA ŦÔÊ³¼ÆÁÃ»µÃÔÐÐÃ¡£

---

**ÇëŦŦÃ**

Ŧ°°¿Ú¡±ÓŦ¼ä°Ŧ¬Êý

Asc()  
n = Asc(A\$)

·μ»Ø A\$ ×Ö·û´®ÖĐμÚÒ» ö×Ö·ûμÄ×Ö·ûÄë¡£Asc ÊÇ BASIC μÄÔÇÆÚ°æ±¼Ê¹ÓÃμÄ ASCII  
×Ö·û¼¯μÄËðĐ´¡£İÖÔÚËËË´ËÄûÄûËÇ³ðÓÚ¼æËÝĐÔμÄ¼¼ÄÇ¡£  
°¯ËýμÄËμ¼Ë·μ»ØÖμËÇ Microsoft Windows Ê¹ÓÃμÄ ANSI ×Ö·ûÄë¡£

Ê¾Äý  
Print Asc("Signature authority")  
İÖÊ¾³ðμÄÖμËÇ 83£¬¶¶ÖÓ¡×Ö·û S¡£

Çë²İÖÄ  
±ê×¼ Basic Óİ¾äöí°¯Ëý



Beep

**Beep** [*BeepType*]

Ê¹¼ÆĖă»úμĂŇİÉùÆ÷·ϕÉùİ£**Beep** μĂμăĐÍÓĂ'İÊÇ·ϕ³đ³¤Ê±¼ăÔĖĐĐ³İĐò½ăÊøμĂĐĂ°Ăİ£

*BeepType* ·ϕÉùμĂĂàĐÍ£°1£¨»òÊİÂÔ£©£¬2£¬3 »ò  
4İ£,ĂÖμ·ϕĖÍ,øÔĖĐĐ»·³¼³İ£μ«μ±Ç°μĂÔĖĐĐ»·³¼³²»Ê¹ÓĂ'ĖÖμİ£  
*BeepType* ÊÇÎª Microsoft Windows Î'À°æ±³¼μĂ¼æÉÝĐÔŋłá¹©μĂİ£

Çĕ²İÖĂ

±ê×¼ Basic Óİ³¼ă°İ°ĖÉý

Begin Dialog...End Dialog

**Begin Dialog UserDialog** [x,] [y,] dx, dy [, Title\$]

*...dialog definition instructions*

**End Dialog**

¿ªÊ¼°Í½áÊøÖ»\_ö¶Ô»°¿òµÄÉùÃ÷¼ÇÃ¼¼¿

x, y

¶Ô»°¿ò×óÉÍ½Ç×ø±êµÄÔöÁ¿Í¶µ³×Ö·ù´óÐµÄ 1/8£¶ÔÓÚ x£©Í  
1/12£¶ÔÓÚy£©¿ËÇ¹û²»Íá¹©\_Ã×ø±êÖµ£¬Word ½«°Ñ¶Ô»°°  
¿òÔÊ³¼ÔÚÆÁÄ»ÖÐÐÃ¿

dx, dy

¶Ô»°¿òµÄ¿Í,ß£¬ÆäÔöÁ¿Í¶µ³×Ö·ù´óÐµÄ 1/8£¶ÔÓÚ dx£©°Í 1/12£¶ÔÓÚ  
dy£©¿Ë

Title\$

¶Ô»°¿ò±êÀ,ÖÐµÄ±êÀ£¬Ä¬ÈÖµÍª°Microsoft Word¿¿

ÓÐ¹ØÏö,½éÉÜ£¬½¼û¶¶Microsoft Wordt ÓÃ»§È²á·ÖÐ°Ê¹ÓÃê±Ò»½¿

**Ç²¶ÔÄ**

¿¶Ô»°¿ò±Ó¼ä°Í¬Êý

Bold

**Bold** [On]

n = **Bold()**

ÔÚÑ¡¶ÎÄ±¼ÖÐì¼Ó»ðÉ³¼ý´Ölà×Ö·û,ñÊ½¿£

On                      Ö,Ã÷ì¼Ó»ðÉ³¼ý,Ã,ñÊ½£°

1	,ñÊ½»¬Ñ¡¶ÄÚÈÝ¿£
0£¨Áã£©	É³¼ý,Ã,ñÊ½¿£
Ê¡ÃÖ	ÔÚÔÖÉÍÁ½ÖÖ·½Ê½¼ãÇÐ»»¿£

,Ã°¬ÊýÐÎÊ½·µ»Ø£°

0£¨Áã£©	ÈÇ¹ûÑ¡¶ÄÚÈÝ²»³¼ÐÓÐ,Ã,ñÊ½¿£
-1	ÈÇ¹û²¿·ÖÑ¡¶ÄÚÈÝ³¼ÐÓÐ,Ã,ñÊ½¿£
1	ÈÇ¹ûËùÓÐÑ¡¶ÄÚÈÝ¼¼¼¼ÐÓÐ,Ã,ñÊ½¿£

Çè²ÍÖÄ

ì,ñÊ½±àÀÀ¡±Ó¿¼ã°¬Êý

```

BookmarkName$( )
a$ = BookmarkName$(Count)
·µ»ØÖ,¶ÊéÇ©µÄÄ±íÖÐ°·Ë³ÐðÖ,¶µÄÊéÇ©°Äî·¶¶§ÔÚ 1 µ½ CountBookmarks()
Count      ÔÚËùÓÐÊéÇ©µÄÄ±íÖÐ°·Ë³ÐðÖ,¶µÄÊéÇ©°Äî·¶¶§ÔÚ 1 µ½ CountBookmarks()
Ö®¼äî£
Ê³¼Äý
'Define array for bookmark names.
NumBookMarks = CountBookmarks()
Dim mark$(NumBookMarks)
For n = 1 To NumBookMarks      'For each bookmark,
    mark$(n) = BookmarkName$(n) 'Put bookmark name into array.
    Insert mark$(n)             'Insert the name.
    InsertPara                  'Each on a new line.
Next
°ÑËùÓÐÊéÇ©ÄûµÄÄ±í×ª»µ½ mark$
Êý×éÖÐ£¬²ÇÇÒÔÚ²äËëµäÊäËë,ÄÄ±íî£ÊéÇ©ÄûµÄÐð°ÄË¼ðÓÓÔÚÄµµÖÐµÄÊéÇ©Ðð°Äî£

Çë²ÖÄ
î°ÊéÇ©î±Ó¼ää°í°Êý

```

Call

[Call] SubName [ParameterList]

°Ñ¿ØÖÆÈ´´«µÝ,øÒ»„ö×Ó³|Đò¿£Call µÄÊ¹ÓÃÊÇÈÎŃµÄ¿£WordBasic µÄĐÂÓÃ»§¿ÉÒÔÍ´´ýÊ¹ÓÃ Call  
¶¶ø±ÜÄäÔÚÔÄ¶¶Á³|ĐòÊ±·Ö²»Çâ WordBasic ¹Ø¼ü×Ö°|×Ö³|ĐòÄû¿£

Ê³⁄⁄Àý

Word ¶¶ÔİÄÄæÁ½¿Ö„ÁîµÄÖ´ĐĐ¹⁄á¹ûÊÇİáÍ¬µÄ£°

Call FindName 'Call the subroutine FindName.

FindName 'Call the subroutine FindName.

Ê³⁄⁄Àý

Sub MAIN

If IsDirty() Then

Call BeepThreeTimes 'Call subroutine BeepThreeTimes.

AlertMsg 'Call subroutine AlertMsg.

End If

End Sub

Sub BeepThreeTimes 'Beginning of subroutine.

For count = 1 To 3

Beep

For timer = 1 To 100 'Delay loop between beeps.

Next timer

Next count

End Sub 'End of subroutine.

Sub AlertMsg 'Beginning of subroutine.

MsgBox "Document Has Changed Since Last Save", 48

End Sub 'End of subroutine.

---

Çě²İÖÄ

±ê×¼ Basic Ó¿¼ä°í°-Êý

Cancel

Cancel

ÖÖÖ'Ò»„öÄ£Ê½£¨ÀýÈç£° ColumnSelect£¬CopyText£¬í CopyFormat£©£¬²çÇÒ²»Ö'ÐÐ„Ã¶×÷¡£

ÇěŕŎÄ

¡°»¾³¡±Ŏŕ¾äŕŕ°Êý

OK

CancelButton

**CancelButton** x, y, dx, dy

$x \div \text{f}^a \text{Ó} \tilde{A} \gg \S \text{f} \text{Ô} \gg \text{f} \text{Ô} \tilde{a} \mu \tilde{A} \text{Ô} \gg^2 \zeta \cdot \text{Ö} \text{E} \neg \text{' ' } \frac{1}{2} \text{' ' } \text{Ô} \gg \text{,} \text{ö} \text{Ó} \tilde{A} \gg \S \text{Ó} \tilde{A} \tilde{A} \text{' } \text{Ø} \pm \text{Ö} \text{f} \text{Ô} \gg \text{°} \zeta \text{ò} \mu \tilde{A} \text{í} \text{°} \text{È} \text{í} \text{Û} \text{í} \pm \text{°} \text{' } \text{Å} \neq \text{í} \text{E}$

$x, y \quad \text{Ô} \text{Ô} \text{í} \mu \text{í}^3 \times \text{Ö} \text{ì} \tilde{a} \text{' } \text{ó} \text{Đ} \text{í} \mu \tilde{A} \quad 1/8 \text{E} \text{' ' } \text{f} \text{Ô} \text{Ó} \text{Ú} \quad x \text{E} \text{©} \text{í} \quad 1/12 \text{E} \text{' ' } \text{f} \text{Ô} \text{Ó} \text{Ú} \quad y \text{E} \text{©} \text{í}^a \text{Ô} \text{ö} \tilde{A} \zeta \mu \tilde{A} \text{í} \text{°} \text{È} \text{í} \text{Û} \text{í} \pm \text{°}$   
 $\text{' } \text{Å} \neq \mu \tilde{A} \times \text{ó} \text{É} \text{í} \frac{1}{2} \text{Ç} \times \text{ø} \pm \text{é} \text{E} \neg \text{f} \text{Ô} \text{Ó} \text{í} \text{Ó} \text{Ú} \text{f} \text{Ô} \gg \text{°} \zeta \text{ò} \mu \tilde{A} \times \text{ó} \text{É} \text{í} \frac{1}{2} \text{Ç} \text{í} \text{E}$

$dx, dy \quad \text{Ô} \text{Ô} \text{í} \mu \text{í}^3 \times \text{Ö} \text{ì} \tilde{a} \text{' } \text{ó} \text{Đ} \text{í} \mu \tilde{A} \quad 1/8 \text{E} \text{' ' } \text{f} \text{Ô} \text{Ó} \text{Ú} \quad dx \text{E} \text{©} \text{í} \quad 1/12 \text{E} \text{' ' } \text{f} \text{Ô} \text{Ó} \text{Ú} \quad dy \text{E} \text{©} \text{í}^a \text{Ô} \text{ö} \tilde{A} \zeta \mu \tilde{A} \text{í} \text{°} \text{È} \text{í} \text{Û} \text{í} \pm \text{°}$   
 $\text{' } \text{Å} \neq \mu \tilde{A} \zeta \text{í} \text{f} \text{f} \text{É} \text{°} \text{í} \text{,} \text{ß} \text{f} \text{f} \text{É} \text{í} \text{E}$

$\text{È} \text{Ç} \text{' } \text{ú} \text{Ó} \tilde{A} \gg \S \text{N} \text{í} \text{Ô} \text{ñ} \text{Á} \text{È} \text{í} \text{°} \text{È} \text{í} \text{Û} \text{í} \pm \text{°} \text{' } \text{Å} \neq \text{E} \neg \text{Ô} \text{ö}^2 \text{ú} \text{É} \text{ú} \text{Ô} \gg \text{,} \text{ö} \text{' } \text{í} \text{í} \text{ó} \text{í} \text{ú} \text{í} \text{Ç} \text{E} \neg \text{Ö} \tilde{a} \text{,} \text{ö} \text{' } \text{í} \text{í} \text{ó} \text{í} \text{ú} \text{í} \text{Ç} \zeta \text{É} \text{Ô} \text{Ô} \text{í} \text{' ' } y \quad \textbf{On Error} \quad \text{À}$   
 $\text{' } ^2 \text{f} \text{f} \gg \text{ñ} \text{í} \text{E} \text{È} \text{Ç} \text{' } \text{ú} \mu \div \text{Ó} \tilde{A} \text{f} \text{Ô} \gg \text{°} \zeta \text{ò} \text{°} \text{É} \text{ý} \text{E} \neg \text{°} \text{°} \text{É} \text{ý} \cdot \mu \gg \text{Ø} \quad 0 \text{E} \neg \text{f} \text{f} \text{ø}^2 \gg \text{È} \text{Ç}^2 \text{ú} \text{É} \text{ú} \text{Ô} \gg \text{,} \text{ö} \text{' } \text{í} \text{í} \text{ó} \text{í} \text{ú} \text{í} \text{Ç} \text{í} \text{E}$

$\text{Ó} \text{Đ} \text{' } \text{Ø} \text{è} \text{í} \text{,} \frac{1}{2} \text{é} \text{É} \text{Ü} \text{E} \neg \text{^2} \text{í} \frac{1}{4} \text{ú} \text{í} \text{f} \text{f} \text{Microsoft Wordt} \quad \text{Ó} \tilde{A} \gg \S \text{Ê} \text{Ö}^2 \tilde{a} \text{í} \cdot \text{Ö} \text{Đ} \text{í} \text{°} \text{Ê} \text{' } \text{Ó} \tilde{A} \text{°} \text{é} \text{í} \pm \text{Ô} \gg \frac{1}{2} \text{Ú} \text{í} \text{E}$

**Çè²fÔÃ**

$\text{í} \text{°} \text{f} \text{Ô} \gg \text{°} \zeta \text{ò} \text{í} \pm \text{Ó} \text{í}^3 \frac{4}{3} \tilde{a} \text{°} \text{í} \text{°} \text{°} \text{É} \text{ý}$

Dialog

Err

Error

OKButton

On Error

PushButton

CenterPara  
**CenterPara**

n = **CenterPara()**

Centers the selected paragraph(s).

ˆÉ°ˆÉý·μ»Ø£°

0£ˆˆÁã£©	Èç¹ùÑ¡¶ˆˆÄÚÈÝ²»¼ßÓÐ,Ä,ñÊ½¡£
-1	Èç¹ù²¿·ÖÑ¡¶ˆˆÄÚÈÝ·ùíˆˆÉ,ñÊ½»ðÖßÊÇ»í°¶¶ÓÆë·½Ê½¡£
1	Èç¹ùËùÓÐÑ¡¶ˆˆÄÚÈÝ¶¼¼ßÓÐ,Ä,ñÊ½¡£

**Çë²ÍÖÄ**

¡°,ñÊ½±àÄÄ¡±Óí³¼ä°ˆˆÉý



ChangeCase

**ChangeCase** [*Type*]

n = **ChangeCase**()

½«Ñ¡¶ÎÄ±¼ÉèÖÃ³ÉÐ¡Ð´¡ø´óÐ´»ðÊ××ÖÄ,´óÐ´¡£

*Type*

¶Öâ,Ä±ä´óÐ¡Ð´µÄ·½Ê½£°

Ê¡ÂÖ ð¼ÝÑ¡¶µ¥´ÊµÄÇ°Á½,ð×Ö·ù£¬½«µ¥´ÊµÄ´óÐ¡Ð´,û,ÃªÊ«²¿´óÐ´¡øÊ«²¿Ð¡Ð´»ðÊ××ÖÄ,´óÐ´ËýÖÖÄâÐ¡ÖÖ»¡£

0£¬´Áâ£© ½«ÎÄ±¼ÉèÖÃªÊ«²¿Ð¡Ð´¡£

1 ½«ÎÄ±¼ÉèÖÃªÊ«²¿´óÐ´¡£

2 ½«ÎÄ±¼ÉèÖÃªÊ××ÖÄ,´óÐ´¡£

Ëç¹ûÑ¡¶µÄ·¶ÎÊËÇÖ,ð²âËëµã£¬Word ½«Ñ¡ÖñÃë²âËëµã×¹½ûµÄ´Ê²ø,Ä±äËëÑ¡ÎÄ×ÖµÄ´óÐ¡Ð´¡£

´Ê°´Ëý·µ»Ø£°

0£¬´Áâ£© Ëç¹ûÑ¡¶ÎÄ±¼ÖÐÄ»Ð´óÐ´×ÖÄ,¡£

1 Ëç¹ûÑ¡¶ÎÄ±¼¶¼ÊÇ´óÐ´×ÖÄ,¡£

2 Ëç¹ûÎÄ±¼ÊÇ´óÐ¡Ð´»¡¹ðÐÎÊ½¡£

×øÒâ **ChangeCase** ²»,Ä±äÓëËëÑ¡ÎÄ±¼Îä¹ØÄªµÄ×Ö·ù,ñÊ½£¬µ«»á,Ä±ä¡ðÐ¡ÓÚ´óÐ´×ÖÄ,¡±¹ðÊ«Îª´óÐ´×ÖÄ,¡±µÄ×Ö·ù,ñÊ½¡£

**Çë²íÖÃ**

¡±à¼¡±Óí¼ä¹°´Êý

¡,ñÊ½±àÄÄ¡±Óí¼ä¹°´Êý

AllCaps

LCase\$()

SmallCaps

UCase\$()

ChangeRulerMode

**ChangeRulerMode**

½»læÊ¹ÓÃŋÎÄäçlŋŋË°lÒ³±ß½ççlŋŋË±ê³ßj£ËË¹û²ãËëµã»ðÑjŋŋÄÚËÝËÇÔÚÒ»„ð±íÄÚË¬ÔðÔÚŋŋÎÄäçlŋŋËjç  
Ò³±ßçlŋŋË°l±íçlŋŋËÖ®¼ãÑ»·xª»»j£

Çě²fÖÄ

l°²éç´j±Ór³¼ã°l°¬Êý

RulerMode

CharColor  
**CharColor** *Color*  
n = **CharColor**()

°ÑÑi¶¶µÄ×Ö·ûÑÖÉ«ÉèÖÃîªÖ,¶¶ÑÖÉ«¡£

<i>Color</i>	ÑÖÉ«µÄÊý×ÖÖµ£°
0	Auto£¬ÑÖÉ«ÓÉ¡°¿ØÖÆÃæ°â¡±µÄÉèÖÃÛÖ,¶¶£©
1	Black
2	Blue
3	Cyan
4	Green
5	Magenta
6	Red
7	Yellow
8	White
9	Dk Blue
10	Cyan
11	Green
12	Magenta
13	Red
14	Yellow
15	Gray
16	Lt Gray

,Ã°¯Êý·µ»ØÓè **CharColor** ÉèÖÃµÄÑÖÉ«Öµîàí¬µÄÖµ£¬»ðÕßµ±Ñi¶¶µÄÈ«²¿Ã±¼²»ÊÇí¬Ò»ÑÖÉ«Ê±  
£¬¬·µ»Ø-1¡£

**Çè²îÖÃ**  
¡°ñÊ½±àÃÀ¡±Óî¼ä°í°¯Êý

### CharLeft [Count,] [Select]

°Ñ²ǎÈëμǎĩò×óÒÆ¶Ö,¶μÄ×Ö·û,öÊý¡£

Select Èç¹û²»ÊÇÁã£¬ÔòÑ¡¶·¶Í§±»À©Õ¹¡£

$$\hat{E}^0 - \hat{E}^y \cdot \mu \gg \hbar \omega$$
 $\hat{E}^{3/4} \hat{A} \hat{y}$ 

°ÑÑ¡¶·¶Î§Íù²âÈëµã×ó²àÀ©Õ¹îₐ,ö×Ö·û;£

ï°Ñï¶ï±Óï¾ä°í°-Êý

CharRight

**CharRight** [*Count*,] [*Select*]

logical = **CharRight**([*Count*,] [*Select*])

Moves the insertion point right by the specified number of characters.

*Count*                      ÒÆ¶µÄ×Ö·ù,öËý£¬Èç¹ùÊ;ÂÔ»ðÊÇ 0£¬ÔðÉè¶Îª 1;£,°Öµ½«±»×ª»¯³ÉÖýÖµ;£

*Select*                      Èç¹ù²»ÊÇÁã£¬ÔðÑ;¶·¶Î§±»À©Ö¹;£Èç¹ùÊÇ 0 »ðÊ;ÂÔ£¬ÔðÑ;¶·¶Î§²»»áÀ©Ö¹;£

Èç¹ùÓÐÑ;¶·ÄÜÈÝ£¬**CharRight 1** ½«°ÑÑ;¶·ÄÜÈÝ,Ä±ãª¶»ÓÚÔÑ;¶·ÄÜÈÝÓÔ±ßµÄÔ»,ð²ãÈëµã;£

·È°Èý·µ»Ø£°

0£¬Áã£©	Èç¹ù,Ä¶×÷Î·Ö·ÐÐ;£
-1	Èç¹ù,Ä¶×÷¿ÉÔÔÖ·ÐÐ;£

Ê¼Àý

CharRight 10

Èç¹ùÄ»ÓÐÑ;¶·ÄÜÈÝ£¬Ôð°Ñ²ãÈëµã¶ÔÔÔÆ¶ 10  
·ð×Ö·ù£»Èç¹ùÓÐÑ;¶·ÄÜÈÝ£¬Ôð°Ñ²ãÈëµã¶ÔÔÔÆ¶ 9 ·ð×Ö·ù;£

**Ç²ÎÖ**

¹Ñ;¶·±Ó¼ãª°Èý

ChDir

**ChDir** Name\$

°Ñµ±Ç°Ä¿Ä¼ÉèÖÃîªÓÉ £Î£Á£Í Ö,¶µÄÇý¶Æ÷°ÍÄ¿Ä¼¿ÈÇ¹ûÊ¿ÄÔÇý¶Æ÷£¬Ôò  
´Óµ±Ç°Ä¿Ä¼¿ªÊ¼²éÖÖÖ,¶Ä·¾¶¶¿£

Ê¾Äý

ChDir "c:\windows\excel\julyrpt"

Çë²ÍÔÄ

¿ªÄ¼¿µ±Ó¿¼ä°Í¬Êý

Begin Dialog...End Dialog

Chr\$( )

a\$ = Chr\$(CharCode)

·µ»Ø ANSI ×Ö·ûÂêÎª CharCode µÄ×Ö·û¿ÎÄ±íÖÐÁÐ³òÁË¿ÉÓÃ Chr\$( ) ·µ»ØµÄ¼¼öìØÊà×Ö·û¿Î

Öµ ²äÊëµÄ×Ö·û

---

Chr\$(9) ÖÆ±í·û

Chr\$(11) »»ÐÐ·û (SHIFT+ENTER)

Chr\$(13)+Chr\$(10) ¶ÍÄà±ê¼Ç£¬Ö»Öú±Ê½ÏÄµµÖÐµÄÎÄ±¼Ê±²ÁÓÃ  
'Ë×Ö·ûÐðÁÐ¿ÎÖ²²äÊë¶ÍÄà±ê¼Ç£¬Ó!Ë¹ÓÃ InsertPara ¿Î

Chr\$(30) ²»¿É·ÖÐÐµÄÄ¬×Ö·û

Chr\$(31) ¿ÉÑ¿Ä¬×Ö·û

Chr\$(34) Òý°Á

Chr\$(160) ²»¿É·ÖÐÐµÄ¿Ö,ñ

,ø¶¶×Ö·ûÄëµÄ·û°ÁÍÖÊ¼ÒðËùÓÃ×Ö!à¶¶øÒ¿Î¬ìØ±ðÊÇ´óÓÚ 127 µÄ×Ö·ûÄë¿Î

Ê¼¼Àý

Chr\$(67)

´ÓÖ,¶¶µÄÊý×Ö ANSI ÂëÖÐ·µ»Øµ¥,ò×Ö·ûµÄ×é³ÉµÄ×Ö·û´®¿¿C¿¿¿Î

Print "Title:" + Chr\$(9) + Chr\$(34) + "Executive Director" + Chr\$(34)

Æä¼ä¹ûÊÇÎÄ±¼×Ö·û´®£° Title:→"Executive Director".

---

Çë²ÎÖÃ

±ê¼¼ Basic Ó¿¼ääí°Êý



**Close** [*#StreamNumber*]

Close

Close #2

Close # handle

Çë²İÖÄ

Open...For...As

ClosePane

**ClosePane**

¹Ø±Õ´º¿ÚÏÂ²¿µÄ´º,ñ¡£ÓÃ,ÃÓĩ¼ä¿ÉÒÔ¹Ø±ÕÒ»»ð±»²ð·ÖµÄÎÄµµµÄ´º,ñ¡øÒ³Ã¹¼£¯Ò³¹½Ã´º,ñ¡ø½Ã×ø´º,ñµÈµÈ¡£,ÃÓĩ¼ä²»¹Ø±ÕÎÄµµ´º¿Ú£¬Ö»¹Ø±Õ´º¿ÚÖÐµÄÒ»»ð´º,ñ¡£

ÇěʹİÖĀ

ı´º¿Ú±Öĩ¼äºı´ºÈý

CloseUpPara

**CloseUpPara**

ÓÃ¡°ÓèÇ°¶¶¼ä³¼à¡±Ñ¡î£¨ÔÚ¡°,ñÊ½¡±²Ëµ¥µÄ¡°¶¶Ää¡±¶¶Ô»°¿òÖÐ£©°ÑÑ¡¶¶¶¶ÄäÉèÖÃîª 0¡£

Çè²¶ÖÃ

¡°,ñÊ½±äÄÄ¡±Óî³¼ä°í°¬Êý

CmpBookmarks()

n = **CmpBookmarks**(Bookmark1\$, Bookmark2\$)

±È½ĩ°ũ°¬ÔÚÁ½,öÊéÇ©ÖÐμÃÎÃ×Ö¡£

Bookmark1\$      μÚÒ»„öÊéÇ©¡£

Bookmark2\$      μÚ¶¶p„öÊéÇ©¡£

„Ã°¬Êý·μ»Ø£°

0	Bookmark1\$ °¡ Bookmark2\$ Îà¡¬¡£
1	Bookmark1\$ ÍêÊ«ÔÚ Bookmark2\$ Ö®ÎÃ.
2	Bookmark1\$ ÍêÊ«ÔÚ Bookmark2\$ Ö®É¡¡£
3	Bookmark1\$ ÔÚ Bookmark2\$ μÃÎÃ·½ÖêÃÚ²¿¡£
4	Bookmark1\$ ÔÚ Bookmark2\$ μÃÊÎ·½ÖêÃÚ²¿¡£
5	Bookmark1\$ °ũ°¬ Bookmark2\$.
6	Bookmark2\$ °ũ°¬ Bookmark1\$.
7	Bookmark1\$ °¡ Bookmark2\$ ÆðÊ¼μǎÎà¡¬£¬μ« Bookmark1\$ ½ĩ³¡¡£
8	Bookmark1\$ °¡ Bookmark2\$ ÆðÊ¼μǎÎà¡¬£¬μ« Bookmark2\$ ½ĩ³¡¡£
9	Bookmark1\$ °¡ Bookmark2\$ ½ǎÊøμǎÎà¡¬£¬μ« Bookmark1\$ ½ĩ³¡¡£
10	Bookmark1\$ °¡ Bookmark2\$ ½ǎÊøμǎÎà¡¬£¬μ« Bookmark2\$ ½ĩ³¡¡£
11	Bookmark1\$ ÔÚ Bookmark2\$ Ö®ÎÃ£¬²¿ÖêÆǎÎàÃÚ¡£
12	Bookmark1\$ ÔÚ Bookmark2\$ Ö®É¡£¬²¿ÖêÆǎÎàÃÚ¡£
13	ÖÁÊÙÓÐÒ»„öÊéÇ©²»´æÔÚ¡£

**Çë²ÎÖÃ**

¡°ÊéÇ©¡±Óĩ¼ǎ°¡°¬Êý

ColumnSelect

**ColumnSelect**

ÆøŦÀ,μĂŦŦ"ĂĖĖ½ĭĖÔÚŦŦ"À,ĂÚÖ'ĐĐĭ°Ėĭŭĭ±ĭϕĭ°Ė·ŦŦĭ±°ĭĖŦ°ĭĂŭÁŦŦ¼½«½ăĖø'ĖĂĖĖ½ĭĖ

ÇěŦŦ

ĭ°ŦŦŦĭ±ÔŦ¼ă°Ŧ°ĖĖŦŦ

ComboBox

**ComboBox** *x, y, dx, dy, ArrayVariable\$(), .Field*

½`ÁçÒ»„öÀ©Ö¹μÄ×é°Ĭòĭ£

*x, y* ĩàŋŌÓÚŋŌ»°çò×óÉĬ½ÇμÄĭ°ÈĭĬĭ±°´ÁμÄ×óÉĬ½Ç×ø±êĭ£ÆäŌöÁç·Ö±đĭ³μĭ³×Ōĭă  
´óĐĭμÄ 1/8 °ĭ 1/12ĭ£

*dx, dy* ×é°ĬçòμÄçĭŋŋÈ°ĭ„ßŋŋÈĭ£ÆäŌöÁçĭ³μĭ³×Ōĭă´óĐĭμÄ 1/8 °ĭ 1/12ĭ£

*ArrayVariable\$()* °ü°¬ŌÚ×é°ĬçòŌĐÁĐ³đĭĬçμÄĬÄ±³⁄₄Êý×éĭ£

*.Field* ·μ»ØŊĭŋŋĭĭĬÄ±³⁄₄μÄ±ăÄçĭ£

ÓĐ¹ØĭĕĬ,½éÉÜ£¬²ĭ¼ŭĭŋŋMicrosoft Wordt ÓÄ»§ÊÖ²áj·ŌĐĭ°Ê¹ÓÄ°êĭ±Ō»½Úĭ£

Ê³⁄₄Äý

ComboBox 6, 31, 49, 33, Arr\$(), .LB

Çē²ĬŌÄ

ĭ·ŋŋŌ»°çòĭ±Ōĭ³⁄₄ă°ĭ°¬Êý

CommandValid()  
n = **CommandValid**(CommandName\$)  
Èç'û CommandName\$ μÈÓÚÒ»„ö¶Ô»°¿ò£¬²¢ÇÒÆäÖĐμÄÉĬÂÎÄÒ²¿ÉÒÔÊ'ÓÃ£¬Ôð·μ»Ø -1¡£

ÇěʹİŒ  
ı°°ê¡±Óĩ¼ă°í°¬Êý

ControlRun

**ControlRun .Application = number**

İàµ±ÓÚı°ÔĖĐĐı±ŦŦŦ»°¿ò£"Ó!ÓĂ³İĐòµĂı°¿ØŦÆı±²Ėµ¥£©£¬Ŧ´ĐĐı°ÔĖĐĐı±ŦŦŦ»°  
¿òŦĐÁĐ³öµĂŦ»„öÓ!ÓĂ³İĐòı£

*Application*            ÁĐÔÚı°ÔĖĐĐı±ŦŦŦ»°¿òŦĐµĂÓ!ÓĂ³İĐòµĂĐò°Ăı£  
Ê³⁄₄Àý

ControlRun .Application = 0

Runs the Clipboard.

ControlRun .Application = 1

Runs the Control Panel.

Çě²İŦĂ

ı°»·³⁄₄ı±ŦŦŦ³⁄₄ăı°⁻Êý



CopyBookmark

**CopyBookmark** *Bookmark1\$, Bookmark2\$*

ÉèÖÃ *Bookmark2\$* £¬Ê¹Ö®Óë *Bookmark1\$* ÌàμÊ¿£

Ê³⁄Àý

CopyBookmark "sales\_receipts", "month\_sales"

Ê¹ÊéÇ© *month\_sales* °ÍÊéÇ© *sales\_receipts* ÓëÍ¬Ò»ÎÄ±¼Ìà¹ØÁª¿£

Çě²İÖÄ

¿°ÊéÇ©¿±Ó¿¼ä°Í°Êý

CopyFile

**CopyFile** *Filename\$*, *Directory\$*

½«ÎÄ¼p, 'ÖÆµ½Ö, ¶Ä¿Ä¼j£Èç'ûÔÚÖ, ¶Ä¿Ä¼ÖÐÓÐÒ», öÍ¬ÄûµÄÎÄ¼p£¬½«³öİÖÒ»İðĐÄİç  
£¬Ñ¬İÊÄúÊÇ·ñËj'ûÖÑÓĐµÄÎÄ¼pj£

*Filename\$*                   Òª, 'ÖÆµÄÎÄ¼pÄûj£Èç'ûÄ»ÓĐÖ, ¶Çý¶Æ÷°ÍÄ¿Ä¼£¬Word »á'Óµ±Ç°Ä¿Ä¼ÖĐ,  
'ÖÆ'ÊÎÄ¼pj£

*Directory\$*               ÎÄ¼pÒª±», 'ÖÆµ½µÄÄ¿Ä¼µÄİöŮÄ¼¶Äûj£

Çě²İÖÄ  
ı°ÎÄ¼pj±Óİ³¼ä°İ°¬Êý

CopyFormat

## CopyFormat

°ÑîŕŕµÄîÄ±¼,ñÊ½±àÄÄ,ÖÆµ½ÁíÖ»ÑîŕŕµÄîÄ±¼Çø;£ÒªÊ¹ÓÃ CopyFormat  
£¬ÐèÒªºüº¬»ð¼ÇÄ¼,ûºîÖÖîÄ²½ÖèµÄÖ,Äí£º

- 1      Ñîŕŕ·ŕŕŕŕ;£
- 2      ÕËÐÐ **CopyFormat** ;£
- 3      Ñîŕŕ·ÒªÖ³|ù,Ä,ñÊ½µÄîÄ±¼Çø;£
- 4      Õ·ÐÐ;ºÊ·ŕŕ;±£""º' ENTER ¼û£©;£

Ê¾Äý

StartOfLine	'Move insertion point to start of current line
EndOfLine 1	'Move insertion point to end of line while selecting
CopyFormat	'Copy formatting

LineUp	'Move ins. pt. to previous line.
StartOfLine	'Move ins. pt. to start of line.
EndOfLine 1	'Move ins. pt. to end of line while selecting.
OK	'Apply copied format to selection.

---

ÇëîÖÃ

ìº,ñÊ½±àÄÄ;±Óî¾äºîºÊý

CopyText  
CopyText

²»Í"ý¼ðìù°à, 'ÖÆÑîŦŦµÄÎÄ±¾£¬ÆäÐ\$'ùÓë°' SHIFT+F2 İàÍ¬î£ÒªÊ¹ÓÃ CopyText  
£¬ÐèÒª°ùÀ"»ò¼ÇÄ¼¼·ù"İÖÔİÄ²½ÖèµÄÖ,Áİ£°

- 1      ÑîŦŦ·Ŧİ\$î£
- 2      ÔËÐÐ CopyText.
- 3      ÑîŦŦÒªÖ³ìù,ÄÎÄ±¾µÄÎ»ÖÃî£
- 4      ÔËÐÐî°Ë·ŦŦî±£"" press ENTER ¼ù£©î£

Çë²İÖÃ

---

î°±à¼î±Öİ¾ä"İ°ËË

CountBookmarks()  
n = **CountBookmarks()**  
·μ»Øμ±Ç°ÎÄμμÖÐ¶"ÒâμÄÊéÇ©Êý¡£

---

**Çë²fÖÄ**  
¡°ÊéÇ©¡±Óï¾ä°í°¯Êý

```
CountFiles()
n = CountFiles()
·μ»Ø¡°îÄ¼þ¡±²Ěμ×μ×²¿îÄ¼þÁĐ±íÖĐîÄ¼þÃûμÄ,ðÊý¡£
Ê³¼Äý
For count = 1 To CountFiles()
    FileArray$(count) = FileName$(count)
Next
¡°îÄ¼þ¡±²Ěμ×μ×²¿μÄÊ«²¿îÄ¼þÃû·Äμ½Ò»_ðÃûîª FileArray$ μÄ×Ö·û´©Êý×éÖĐ¡£

Çě²îÖÄ
¡°îÄ¼þ¡±Öĩ³¼ä°í°Ěý
```

CountFonts()

n = **CountFonts()**

·μ»ØËùÑĭÔñμÄ´òÓĭ»úÖĐĭÉÓÄ×ÖlâμÄËýÄĭĲÖ²¼ÍÊÇİÔÊ³¼ÔÚĭ°×Ö·ûĭ±¶Ŏ»°ĭòĲĭ°ñÊ¹⁄₂ĭ±²Ëμ¥  
£©°ĭñÊ¹⁄₂Ä,×ÖlâÁĐ±İÉĭμÄ×ÖlâËýÄĭĲ

Ê³⁄₄Äý

Dim FontName\$(CountFonts())

For count = 1 To CountFonts()

FontName\$(count) = Font\$(count)

Next

°Ñμ±Ç°´òÓĭ»úÊ´ÓÄμÄËùÓĐ×ÖlâÃû´æËëÒ»,öÃûĭª FontName\$ μÄ×Ö·û´®Ëý×éÖĐĭĲ

Çë²İÖÄ

ĭ°ñÊ¹⁄₂±àÄÄĭ±Óĩ³⁄₄ä°İ°⁻Ëý

CountFoundFiles()

n = CountFoundFiles()

·μ»ØÉĬÖ»ĬÀûÓĬĬ°²ēŌŌĬĬ¼pĬ±ĬĬĬ±Ĭ±ŌŌμ½μĬĬ¼pĬĬȲĬ£

ÇēĬŌĬ

Ĭ°ĬĬ¼pĬ±ŌĬ¼āĬĬ°Ĭ°ĬȲ



CountGlossaries()

n = **CountGlossaries**([Context])

·μ»ØÖ,¶·ÄÜÈÝÖÐ¶·ÒâµÄÍ¼ÎÄ¼¯·ÊløÊýÄ¿j£

Context

Ó|ÓÃ·¶Î§

0£¨Áã£©

1

¹ÓÃ£¨Ä-ÈÏÖµ£©

ÎÄµµÃ£°ä

Çë²¹ÖÄ

j°Í¼ÎÄ¼¯j±ÓÏ³¼ä°j°-Êý

```
CountKeys()  
n = CountKeys([Context])  
·μ»ØÖĐı°Ñîİî±¶Ŏ»°¿ò£¨ı°¹±¼ßı±²Ëμ¥  
£©μÄı°¹¼üÄı±Äà±ðNîİîÄİÖëÄ¬ËİμÄ¼ü·ÖÄä²»Í¬μÄ¼ü·ÖÄäÊýÄ¿ı£
```

```
Context      ÓİÓÃ·¶İ§  
              0£¨Ää£©      ¹²ÓÃ£¨Ä¬ËİÖμ£©  
              1          ÎÄμμÄ£°ä
```

```
Ê³¼Äý  
tab$ = Chr$(9)  
For n = 1 to CountKeys()  
    Insert Str$(n) + tab$ + KeyMacro$(n) + tab$ + Str$(KeyCode(n))  
    InsertPara  
Next
```

Inserts a tab-delimited list of the currently defined shortcut key sequences into the active document.

Çě²İÖÄ  
ı°ëı±Óİ¼ä°İ°¬Êý

CountLanguages()

n = CountLanguages()

·μ»ØÔÚı°ÔĩÑÔı±¶Ô»°¿ð£ıı°,ñÊ½ı±²Êμ¥£©£¬°üÀı°²»Ð£¶Ôı±ÑıĩÖÐÁÐ³ðμÄÔĩÖÖÊýÁ¿ı£

ÇěʹİÖǺ

ı°°êı±Ôı³⁄₪ǻ°ı°⁻Êý

```
CountMacros()  
n = CountMacros([Context,] [All])  
·μ»ØÖ,¶ÄÜÈÝÖÐ°ê¶ÒâμÄËýÄ¿i£  
Context      Ó¡ÓÃ·¶Î§£°  
              0 »ðÊ¿ÄÖ      ¹²ÓÃ  
              1      ÎÄμμÄ£°ä  
All           Èð·ÇÁã£¬Ôð°ÑÄÚ²¿ÄüÁıÒ²¼ÆËãÔÚÄÚi£  
Ê³⁄⁄Äý  
NumBuiltIns = CountMacros(0,1) - CountMacros(0)  
For n = 1 to NumBuiltIns  
    Insert Str$(n) + Chr$(9) + MacroName$(n,0,1)  
    InsertPara  
Next  
T,ÄÄý³¡°ÑÄÚ²¿ÄüÁıμÄËýÄ¿'æμ½ NumBuiltIns  
ÖÐ£¬Ê»°ó½«ÄÚ²¿ÄüÁıÄûμÄÄÐ±í²ăËëμ½»¶İÄμμÖÐi£  
  
Çě²İÖÃ  
İ°°ê¿±Óİ³⁄⁴ă°í°¬Êý
```

CountMenuItems()  
n = **CountMenuItems**(MenuNumber, Context)  
·μ»ØÖ,¶²Ēμ¥ÖĐÓëÄ¬ĒİĒëÖǺ²»Í¬μǺ²Ēμ¥İİĒýǺıĒ  
MenuNumber       ²Ēμ¥μǺĐò°Ǻ£¬Ēçı°İǺ¼pı±²Ēμ¥İª 1 °Ǻ£¬ı°±à¼ı±²Ēμ¥İª 2 °Ǻ£¬ÒÔ·ĒÀáİ/Æı£  
Context           ÓİÓǺ·¶İİ§£°  
                  0 »ðĒıǺÔ           ¹²ÓǺ  
                  1               İǺμμǺ£°à

Çě²İǺ  
ı°ëı±Óİ³/4Ǻ°İ°Ēý

CountMergeFields()  
n = **CountMergeFields()**

·μ»ØÊý³⁄ÝÎÄ¹¼þμÄÍ·¼ÇÂ¹⁄»ðÓë»ï¶°î²øÎÄμμİà¹ØμÄÍ·¼ÇÂ¹⁄ÎÄ¹⁄þÖÐÓðμÄÊýÄ¿i£

ÇěŕŎÄ  
ı°ÎÄ¹⁄þı±Óŕ³⁄ä°Í°Êý  
MergeFieldName\$()

ĩ, ñÊ½±àÅÅĩ±Óĩ¾ä°í°-Êý

CountWindows()

n = **CountWindows()**

·μ»ØÁÐÔÚ Windows ºĚμ¥ÖÐμÄ´°¿ÚÊýj£

ÇěʹŎǺ

ı°°¿Új±Óř¼ǻ°í°̄Êý



j<sup>o1</sup>α<sup>3/4</sup>βj±Óï<sup>3/4</sup>ä<sup>o</sup>í<sup>o</sup>-Êý

Date\$()  
a\$ = **Date\$()**  
·μ»Øμ±lìÈÕÆÚj£ÈÕÆÚ,ñÊ½Èj¾ðÓÚ²Ù×÷»·¾³ÖĐ¿ØÕÆÃæ°âμÄÈÕÆÚÉèÕÃj£  
ÇěſŒ  
±ê×¼ Basic Óŕ¾äóí°Êý

DDEExecute

**DDEExecute** ChanNum, ExecuteString\$

Í"yÖ,¶Í"µÀ·çËÍÖ‘ÐÐİİİçİ£

ChanNum            ÐÄİçËİİùµÄÓİÓÄ³İÐðÍ"µÀ°Äİ£,ÄÍ"µÀ°ÄÔÚÍ"µÀ±»‘òç°Ë±£¬Í"ıy **DDEInitiate()**  
°¬Ëý·µ»Øİ£

ExecuteString\$    ½ÓËÖÓİÓÄ³İÐðÖÐ¶"ÒâµÄİİİçİ£ÓÄ **SendKeys** ÄèËöµÄ,ñË½·çËİİØ¶"µÄ¼üÐðÄÐİ£  
Ëç¹İİ"µÀ°Ä²»°İ"»ð½ÓËÖİİİçµÄÓİÓÄ³İÐð¾¼Ü¾ØÖ‘ÐÐ,ÄÖ,Äİ£¬Öð·çËú‘İİóİ£

ÇěİÖÄ

İ°¶İ¬Ëý¾¼Ý½»»»£"DDE£©İ±Óİ¾¼ä°İ°¬Ëý

DDEInitiate()

**ChanNum = DDEInitiate(App\$, Topic\$)**

‘òç<sup>a</sup>í“íúÓ!ÓÃ³\ĐòμÄ DDE Í“μÀ¡£

App\$ ÓÉÆäËüÓ!ÓÃ³\Đò¶“ÒâμÄÓ!ÓÃ³\ĐòÄü¡£

Topic\$ ÄèÊöÓ!ÓÃ³\ĐòÖĐÖý±»‘æÈ¡μÄÄÚÈÝ£-Í“£ÊÇ°ü°-ÄúÒªÊ¹ÓÄμÄÊý¾ÝμÄÎÄμμ¡£

Êç¹ü **DDEInitiate()** Ö‘ĐĐ³É¹¡£¬Òð·μ»Ø±»‘òç<sup>a</sup>μÄÍ“μÀ°Ä¡£ËüÓĐ°ó¼¡μÄ DDE

°-Êý¶¼ÓÄÖä,öÊýÖμÖ,¶“Í“μÀ¡£Êç¹ü‘òç<sup>a</sup>Ä³,öl“μÄμÄ²Ù×÷Ê§°Ü£¬Öð,Ä°-Êý·μ»Ø 0¡£

Ê¾Äý

ChanNum = DDEInitiate("EXCEL", "LOAN.XLS")

‘òç<sup>a</sup>Ö»„öÄ¬½Óμ½ Microsoft Excel °Í LOAN.XLS ÎÄ¼þμÄÍ“μÀ¡£·μ»ØμÄÍ“μÀ°Äª·ÄÖÚ ChanNum ¡£

---

**Çě²İÖÄ**

ı°¶“Í-Êý¾Ý¼Ý½»»»£“DDE£©¡±Óİ¾ä°İ°-Êý

DDEPoke  
**DDEPoke** ChanNum, Item\$, Data\$  
İðÓ!ÓÃ³İĐð·çĖİÊý³⁄₄Ý¡£  
ChanNum           ÓÉ DDEInitiate() ·μ»ØμÄÓ!ÓÃ³İĐðμÄİ̄μÄ°Ä¡£  
Item\$               ½ÓÊÖÊý³⁄₄ÝμÄÓ!ÓÃ³İĐðİİÄ¿¡£  
Data\$               ·çİùÓ!ÓÃ³İĐðμÄÊý³⁄₄Ý¡£  
Ê¹ÓÃ Ä°̄ÊýÊ±£¬Í̄̄μÄ±ØĐēÒÑÓÉ DDEInitiate() °̄Êý´ò¿ª¡£Êç¹û DDEPoke Ä»ÓĐÖ  
‘ĐĐ°Ê¹¡£¬Ôð»á²úÉú’İİó¡£

Çě²İÖÄ  
¡°¶¡¬Êý³⁄₄Ý¹⁄₂»»£̄̄DDE£©¡±Óİ³⁄₄ä°İ°̄Êý

DDERequest\$(  
a\$ = **DDERequest\$(ChanNum, Item\$)**  
´ÓÖ,¶µÄÓ!ÓÃ³!ĐðÖĐÇëÇóĐÄİçİ£  
ChanNum            ÓÉ DDEInitiate °¬Êý·µ»ØµÄÓ!ÓÃ³!ĐðİµÀ°Äİ£  
Item\$                Ö,¶±»ÇëÇóĐÄİçµÄİ»ÖÄİ£  
Ê¹ÓÃ,Ã¬ÊýÇ°£¬ÍµÀ±ØĐëÖŃÓÉ **DDEInitiate()** °¬Êý´ò¿ªİ£  
,Ã¬Êý·µ»Ø CF\_TEXT ,ŃÊ½µÄÊý¾Ý£¬ÊÇ¹ı²»³Ê¹İ£¬Öð·µ»Ø»»,ö¿Ö´®£¬İ°İ±£©İ£RTF  
,ŃÊ½µÄİ¼Æ¬»ðİÄ±¾İĤ´´«Êİ£

Çë²İÖÄ  
İ°¶İ¬Êý¾Ý½»»£»£DDE£©İ±Óİ¾äİ°¬Êý

DDETerminate

**DDETerminate** ChanNum

‘Ø±Œí“ðÆæËüÓ!ÓÃ³!ĐòμĂí“μÀıŁ

ChanNum                    ÓÉ DDEInitiate() °ˆÊý·μ»ØμĂÓ!ÓÃ³!Đò!í“μÀ°AıŁ

Ê‘ÓÃ‘Ë°ˆÊýÊ±!í“μÀ±ØĐëÒÑÓÉ DDEInitiate() °ˆÊý‘ò¿ªıŁ

**Çë²!ŒÃ**

ı°Œıı~Êý³⁄₄Y¹⁄₂»»»£“DDE£©ı±Óı³⁄₄ăı°ˆÊý

DDETerminateAll

**DDETerminateAll**

‘Ø±ÖËùÓÐ’ò¿ªμÄí“μÀ¡£

Çë²íÖÄ

¡°¶¡~Êý³/4Ý¹½»»»£“DDE£©¡±Óĩ³/4a°í°~Êý

DDETerminate



Declare

**Declare Sub** *SubName* **Lib** *LibName* [*ParameterList*[\$]] **As String (or Integer, Double, or Long)** [**Alias** *ModuleName*]

**Declare Function** *FunctionName* **Lib** *LibName* [*ParameterList*] [**Alias** *ModuleName*] **As String (or Integer, Double, or Long)**

½«Íâ²¿¿â°-ÊýÉùÃ÷Îª°êÖÐµÄÖ»¸×Ó³İÐò»ò°-Êýİ£İ'Ö¸¶İª×Ö·û

'©»òÖûÐİµÄ²İÊý¶¹¼±»Ä¬Ê¶ª¸µãÐİ¿£Ê¹ÓÃ¸¹ÄÜÐèÖª Windows ³İÐòÊè¼ÆµÄÖªÊ¶İ£

Ê³¼Àý

Declare Function IsAppLoaded Lib "kernel" (name\$) As Integer Alias "GetModuleHandle"

Sub MAIN

    If IsAppLoaded("EXCEL") = 0 Then

        MsgBox "Excel is not running"

    Else

        MsgBox "Excel is loaded"

    End If

End Sub

---

Çë²İÖÃ

±ê×¼ Basic Ó³¼ä°İ°-Êý

DeleteBackWord  
**DeleteBackWord**

É¾³ÿÔÚÑ¡¶ÄÚÈÝÖ®Ç°¡ø½ð½Ó×ÃÑ¡¶ÄÚÈÝµÄµ¥Ê£¬µ«²ø²»°ÑËü·ÃÔÚ¼ðìù°äÉ¡¡£ÆäÐ§¹úÓè°ÃÄ  
CTRL+BACKSPACE ¼üïä¡¬¡£

Çě²fÖÄ  
¡°±ä¼¡±Óï¾ä°¡°Êý

DeleteWord  
**DeleteWord**

É¾³ý²ăĚëμă°óĂæıø¹½δ¹½Ó×Ă²ăĚëμăμĂμ¥´Ê£¬»òÊÇÑĩĴĴ`ĂÚÈÝμĂμÚÒ»„ðμ¥  
´Ê£¬μ«²»°ÑĚü·Ăμ¹½¹⁄δlù°ăÊİ£¬ÒðĴø²»Ó°İi¹⁄δlù°ăĂÚÈÝı£ÆăĐ\$¹űÓě°İĂ CTRL+DEL ¹⁄űİăİ¬ı£

Çě²İÖĂ  
ı°±ă¹⁄ı±Öİ³⁄ăı°İ°Ěý

Dialog

**Dialog** *DialogRecord*

n = **Dialog**(*DialogRecord*)

İÖÊ¼ÓÉ *DialogRecord* Ö,ŦµÄŦÖ»°¿òÔÔ±ăÊăÊëÊý³¼Ÿİİ£³¼Ÿ±à¼°ó£¬¿ÉŦİŦŦŦİ°Ê·Ŧİ±°·Ä¥£¬±£·æÔÚ

*DialogRecord* ŦĐ±à¼µÄÄUEŸİ£ÄúŦ²¿ÉÔŦŦİŦŦİ°ÊİŦİ±°·Ä¥£¬·ÄÆúµôÊù×÷µÄ±à¼-

İ£ŦİŦŦŦÄÊİ°ÊİŦİ±½«»á²úÊúŦ»„ô¿ÉÔŦŦŦÄ On Error Ä²Ŧ»ŦµÄŦÊĐĐÊ±¼ăİŦİ£Êôµ÷ŦÄŦŦÖ»°

¿òµÄ°ÊŸ£¬°ÊŸ½«·µ»Ø-1£¬ŦŦŦ²»»á²úÊúİŦİ£

·Ê°ÊŸ·µ»Ø£°

-1

Êç¹ŦŦİŦŦİ°Ê·Ŧİ±°·Ä¥İ£

0

Êç¹ŦŦİŦŦİ°ÊİŦİ±°·Ä¥İ£

>0

Êç¹ŦŦİŦŦŦÄ³ ôÄúÄİ°·Ä¥£¬°·Ä¥°ÄÊİ¼ôÔŦŦŦÖ»°¿òÊúÄ÷ŦĐŦŦŦŦŦŦŦ PushButton  
Ŧİ¼ăµÄİ»ŦÄ£°1 İàµ±ŦŦµŦŦŦŦŦ„ô PushButton£¬2 İàµ±ŦŦµŦŦŦŦŦp„ô£¬ŦŦÄÊÄİÆİ£

ŦĐ¹ŦŦİİ,½éÊŦŦ¬²İ¼ŦİŦŦMicrosoft Wordt ŦÄ»ŞÊŦ²ăİ·ŦĐİ°Ê¹ŦÄ°êİ±Ŧ»½Ŧİ£

---

**ÇěŦŦÄ**

İ·ŦŦŦÖ»°¿òİ±ŦŦİ¼ăŦİ°ÊŸ

Dim

**Dim [Shared] Var [(Size)] [, Var [(Size)]]**

**Dim rec As DialogRecord**

ÉùÃ÷Ò»„ðÊý×é»ð·ÇÊý×é±äÁ¿£¬²¿Êý×é·ÖÄä´æÖü¿Ö¼ä¿ÖÃ Shared  
¹Ø¼ü×Ö¿ÖÊÐíÔÙ°ëµÄ¶à„ðÄý³¿Ö¹²¿íÄ³„ð±äÁ¿°íËüµÄÖµ¿

Size ÊÇÊý×éÖÐ×î°óÒ»„ðÔªËøµÄÐð°Á¿£µ±ÔÚÁÐ±í¿ðÖÐÊªÄ³Ð©í¶´ÒàÊý×éÊ±  
£¬Ê·Ê¹½«µÚÒ»„ð¶µÄÐð°Á¶´ÒàÊª 0£¬Áä£©¿ªÄýËø

µÚ¶þ„ð±í„ðÔªÔÚ¶´Òà¶´Ò»°¼ÇÁ¼£¬ÔÐ¹ØÊ¹½êËüËÜ£¬½êËÜ£¬²¿¼ü¶´¶´Microsoft Word  
ÓÃ»§Ëø²ä¿·ÖÐ¿·Ê¹ÓÃ°ë¿·Ò»½Ú¿

Êª¼Äý

Dim Months\$(12)

Month\$(1) = "January"

Month\$(2) = "February"

Month\$(3) = "March"

etc.

Print Month\$(2)

°ÑÔÃ·ÝµÄÄªªÆ´æ·Äµ½Êý×é Months\$ÖÐ£¬²¿ÇÒÔÚ×´¿·¿„ÖÐÏÖÊª¼°February¿¿¿

Dim Shared num

'Declare num as shared.

Sub Main

    MyRoutine

'Call the routine.

    Print num

'Display num in status bar.

End Sub

Sub MyRoutine

    num = 123

'Set the value of num.

End Sub

ÔÚ Main Äý³¿µÚÒ»»ÐÐÖ®Ç°£¬½« num ÉùÃ÷Êª²¿¿¿±äÁ¿¿ÖÔÙÖª¿ÐðÖÐ½«±äÁ¿ÖµÖÖÊª 123£¬²¿ÔÚ×  
´¿·¿„ÏÖÊª¼„ÄÖµ¿

**Çø²¿**

±ê×¼ Basic Óª¼ä°í°Êý

DisableAutoMacros

**DisableAutoMacros** [*Disable*]

ÈjÏû AutoExecjçAutoOpenjçAutoClosejçAutoNew°íAutoExit µÈÒ»ÏµÁÐ°êµÄÖ  
'ÐÐ×Ê,ñ£¬Ö±ÓÁÔÙ,³ÓèÆäÖ'ÐÐ×Ê,ñ»ðÖØÐÂÆð¶ Wordj£

*Disable*                    Ö,Ã÷ÊÇ·ñÈjÏû×Ô¶°ê£°  
0                            ÔÊÐí×Ô¶°êÖ'ÐÐj£  
1 »ðÊjÂÔ                ²»ÔÊÐí×Ô¶°êÖ'ÐÐj£

Çě²İÖÄ  
j°êj±Óĩ³/ä°í°Êý

DisableInput

**DisableInput** [*Disable*]

½üÖ¹ ESC ¼üÖÐ¶¶í°ê¡£,Ã°¯Êý²»Ó°ïì ESC ¼üÊ¡Ïü¶¶Ô»°¿òµÃ×÷ÓÃ¡£

*Disable*

Ö,Ã÷ÊÇ·ñÊ¡Ïü ESC ¼üµÃ¹¡ÃÜ£°

0 ESC ¼üµÃ¹¡ÃÜÓÐÐ§¡£

1 »ðÊ¡ÂÔ Ê¡Ïü ESC ¼üµÃ¹¡ÃÜ¡£

Ê³¼Àý

DisableInput 0

'Disable inactive

DisableInput 1

'Disable active

Çë²¹ÔÃ

¡°ê¡±Óí³¼ä°í°¯Êý

DocClose

**DocClose** [Save]

‘Ø±Ö»¶¶Āµµ´ºÚ»ð´º,ñj£

Save

Ö,Ä÷ÊÇ·ñ±£´æĀµµj£

0 »ðÊjÂÔ Êç‘û×ÔÉĬĬ±£´æĀµµºó£¬Āµµ±»Ðþ,Ä‘y£¬ÔðlâÊº¼ÓÄ»§±£´æ,ĀĀµµj£

1 Word º»½øÐÐlâÊº¼£¬Ö±½Ó±£´æĀµµj£

2 Word ‘Ø±Ö´ºÚ»ð´º,ñ£¬µ«º»±£´æĀµµj£

ÇěʹİÖÄ

Ĭ°Ā¼þj±Óĩ³¼ă°Ĭ°Ēý

Ĭ°ººÚj±Óĩ³¼ă°Ĭ°Ēý



DocMaximize  
**DocMaximize**

logical = **DocMaximize()**

°ÑĬÄµµ´°¿ÚÀ©³ăµ½ÓĬÓÃ³ĬĐòĚùÔĚĐĬµÄ×Ĭ´ó³ß´çĬ£ĚĚ´ûĬÄµµ´°¿ÚÒÑ·Äµ½×Ĭ´ó£¬Ôò½«´°¿Ú»¹ÔĬªÔÀ  
´µÄĬÔĚ³⁄₄×´Ĭ¬Ĭ£  
´Ě°¬Ěý·µ»Ø£°

-1	Ěç¹û´°¿ÚĚÇ×Ĭ´ó»¬µÄĬ£
0	Ěç¹û´°¿Ú³»ĚÇ×Ĭ´ó»¬µÄĬ£

Ě³⁄₄Äý

If Not DocMaximize() Then DocMaximize

²ăĚÔĬÄµµ´°¿ÚĚÇ·ñĬª×Ĭ´ó»¬£¬Ěç¹û´°¿ÚĚÇ×Ĭ´ó»¬µÄ£¬²»Ö´ĐĐ¶¬×÷Ĭ£·ñÔò£¬½«´°¿Ú×Ĭ´ó»¬Ĭ£

Çě²ĬÖÄ  
Ĭ´°¿ÚĬ±ÓĬ³⁄₄ă°Ĭ°¬Ěý

DocMove  
**DocMove** XPos, YPos

½«ÎÄµµ´°¿ÚÒÆ¶µ½Ö¶¶Î»ÖÃ¿ÈÇ¹ûÎÄµµ´°¿ÚÊÇ×î´ó»µÄ£¬Ôð Word Î±·Ö´ÐÐ´Ê¶×÷¿£  
XPos, YPos        Îà¶¶ÔÓÚ Word ´±×÷Çø×óÊ¶½ÇµÄ´°¿Ú×óÊ¶½Ç×ø±ê£¬ÆäÖµÔÔ´ð¶µ¶Î»¿£  
Ê³⁄⁄Äý  
DocMove 20, 40

´ÓÎÄµµÇø×óÊ¶½Ç°Ñ´°¿ÚÎðÓÒÒÆ¶ 20 ´ð£¬ÎðÎÄÒÆ¶ 40 ´ð¿£

Çë²¹ÔÃ  
¿´´°¿Ú±Ô¶⁄⁄ä¶´°Êý

DocRestore

**DocRestore**

°ÑĬÄµµ´°¿Ú´Ó×ĭ´ó»¯×'ĭ¬»¹Ôĭ£

ÇĕʹİÖÄ

ĭ´°°¿Úĭ±Ôĭ³¼ă°ĭ°Êý

DocSize

**DocSize** *Width, Height*

ÒÔ°õîªµ¥Î»£¬°ÑîÄµµ´°¿ÚµÄ´óÐì,Ä±äµ½Ö,¶µÄ¿/¶£°í,ß¶£î£££¹û´°¿ÚÊÇ×î´ó»¬µÄ£¬Ôð Word î±´Ö  
‘ÐÐ’Ê¶´×÷ì£

Çě²fÖÄ

ì´´¿Úì±Óî³¼ä°í´Êý

DocSplit  
**DocSplit** *Percentage*

n = **DocSplit**()

ÔÚÖ,Ŧ,ßŦË²ð·Ö»ŦŦ°¿Ú;£Ö,Ŧ,ßŦËÒÔ»ŦŦŦ°¿ÚŦŦŦ²¿Íµ×²¿Ö®¼ä³¼àÀëµÄ°Ù·Ö±ËÄ´±íË³¼;£  
°ŦËýÒÔŦ°¿Ú,ßŦËËµÄ°Ù·Ö±ËÐíË½·µ»Ø²ð·Öí»ÖÃ;£ËË¹úŦ°¿ÚÄ»ÓÐ±»²ð·Ö£ŦÔð·µ»Ø 0£ŦŦÄã£©;£

Ë³¼Äý  
DocSplit 50

Splits the active window in the middle.

If DocSplit() > 50 Then DocSplit 50

ËË¹ú²ð·Ö°ó»ŦŦŦ°¿ÚµÄ,ßŦËË´óÓÚŦ°¿Ú,ßŦËËµÄ 50%£ŦÔð´ÓÖÐ¼ä²ð·Ö,ÄŦ°¿Ú;£

Çë²ŦÖÄ  
íŦŦ°¿Ú±Óí¼ä°íŦŦËý

DocumentStatistics

**DocumentStatistics** .FileName = text, .Directory = text, .Template = text, .Title = text, .Created = text, .LastSaved = text, .LastSavedBy = text, .Revision = number, .Time = text, .Printed = text, .Pages = number, .Words = number, .Characters = number, .Update

Îàµ±ÓÚÓÃ»§µ¥»÷j°ÖªÒªÐÃİçİ±¶¶Ö»°¿ò£¨j°ÎÃ¼þİ±²Ëµ¥£©ÖÐµÃİ°İ³¼ÆÐÃİçİ±°´À¥Ê±ËùİÔÊ³¼µÃ¶Ö»°¿ò£»ÓÃÓÚÊèÖÃİ°İ·µ»ØÖ,¶¶ÎÃµµµÃÐÃİçİ£İÃÃæµÃ¼,İ²İÊÝİªÖ»¶¶İÊÝ£°

.FileName ÎÃµµÃûİ£  
.Directory ÎÃµµËùÓÚÃ¿.Ã¼µÃİèÖùÃ.³¼¶¶Ãûİ£  
.Template ÓèİÃµµİà¹ØÁªµÃÆ£°àµÃİèÖùÃ.³¼¶¶Ãûİ£  
.Title ÎÃµµµÃ±èİàİ£  
.Created ´´½°ÎÃµµµÃËÖÆÚ°İÊ±¼äİ£  
.LastSaved Êİİ´æ´çİÃµµµÃËÖÆÚ°İÊ±¼äİ£  
.LastSavedBy ÎÃµµµÃ×÷Ößİ£  
.Revision µ½Ã¿Ç°İªÖ¹ÎÃµµ±»Ðµ,ÃµÃ¹ÊÝİ£  
.Time ±à¼,ÃİÃµµËù»¨·ÑµÃ×ÜÊ±¼äİ£  
.Printed Êİİ´òÓİÎÃµµµÃËÖÆÚ°İÊ±¼äİ£  
.Pages ÎÃµµµÃÒ³ÊÝİ£  
.Words ÎÃµµµÃµ¥´ÊÊÝİ£  
.Characters ÎÃµµµÃ×Ö·ùÊÝİ£  
.Update ,ùÐÃ PagesİçWords °İ CharactersµÃÊÝÖµİ£

Ê³¼ÃÝ

Sub MAIN

Dim dlg As DocumentStatistics

GetCurValues dlg

Print "Words in document: " + dlg.Words

End Sub

ÓÚ×¹¬À,ÖÐİÔÊ³¼ÎÃµµÖÐİÖÓÐµ¥´ÊµÃ,öÊÝİ£

×çÊİ

► ÕäİöÓİ³¼äÓè **FileSummaryInfo** Óİ³¼ä×İÖ÷ÒªµÃÇø±ðÓÚÓÚ **DocumentStatistics**

Óİ³¼äÖÚ½«ÐÃİç·µ»Øµ½°èÖ®Ç°³¼Í½«Æä,ùÐÃİ£Ê¹ÓÃ **FileSummaryInfo**

Óİ³¼äÖÚ½«ÐÃİç·µ»Øµ½°èÖ®Ç°³¼Í½«Æä,ùÐÃİ£Ê¹ÓÃ .Update ²İÊÝ,ùÐÃÐÃİç£¬Ê»°óÓÚ¹Ö

´ÐÐ,ÃÓİ³¼äÒÖ»ÑÊİÐÃİçİ£

**çè²İÖÃ**

İ°ÎÃ¼þİ±²Óİ³¼ä°İ°¬ÊÝ

FileSummaryInfo

SellInfo

DoFieldClick  
**DoFieldClick**

Ä£ÄâÔÚ GOTOBUTTON »ð MACROBUTTON ÓðÖÐĚ«»÷Êó±ê°´Å¥»ðÊÇ°´ĬÂ ALT+SHIFT+F9 ¼üj£

ÇěʹİŌĂ  
ı°Óòj±Óĩ¼ä°İ°ĚÊý

DoubleUnderline  
**DoubleUnderline** [On]  
n = **DoubleUnderline**()

ÔÚŃıŦİÄ±¾ÖÐ¼ÓËë»ðÉ¾¾ÿË«İÂ»®İß×Ö·û,ŋÊ½ıj£

On                      Ö,Ã÷İı¼Ó»ðÉ¾¾ÿÿ,Ã,ŋÊ½£°  
1                                      ,ŋÊ½»¬ŦıŦÄÚËÿıj£  
0£¨Áã£©                      É¾¾ÿÿ,Ã,ŋÊ½ıj£  
ÊıÃÖ                      ÖÚÖÖÉİÄ½ÖÖ·½É½¼ăÇÐ»»ıj£

‘Ë°¬Êý·µ»Ø£°  
  
0£¨Áã£©                      Ëç¹ûŦıŦÄÚËÿŦ¼²»·ûŦ‘Ë,ŋÊ½ıj£  
-1                                      Ëç¹û²¿·ÖŦıŦÄÚËÿ·ûŦ‘Ë,ŋÊ½£¬»ðŦıŦÄÚËÿËçŦăÖÖ,ŋÊ½µÄ»ıŦıj£  
1                                      Ëç¹ûŦıŦÄÚËÿŦ¼·ûŦ‘Ë,ŋÊ½ıj£

Çè²İÖÄ  
ı°,ŋÊ½±ăÄÄı±Öı¾ă°Ŧ¬Êý



EditClear

**EditClear** [Count]

É¾³ýÑ¡¶·ÄÚÈÝ£¬µ«²»,Ä±ä¼ð)ù°äÄÚÈÝ¡£ÈÇ¹ûÑ¡¶·¶¶§ÊÇ²äÈëµä£¬ÔðÉ¾³ý²äÈëµäÓÒ±ßµÄ×Ö·û¡£

Count                   ÒªÉ¾³ýµÄ×Ö·ûÊý¡£

>0                   É¾³ý²äÈëµäÓÒ±ßÖ,¶·ÊýÄ¿µÄ×Ö·û¡£

0 »ðÊ¡ÂÔ           É¾³ýÑ¡¶·ÄÚÈÝ»ðÊÇ²äÈëµäÓÒ±ßµÄ×Ö·û¡£

<0                   É¾³ý²äÈëµä×ó±ßÖ,¶·ÊýÄ¿µÄ×Ö·û¡£

×øÊÍ£¬ÈÇ¹û Count ·ÇÁä£¬¶¶øÇÒÑ¡¶·ÁËÄÚÈÝ£¬Word ½«Ñ¡¶·ÄÚÈÝÊÓÎªÒªÉ¾³ýµÄµÚÒ»,ð×Ö·û¡£

**Çë¶ÔÄ**

¡°±ä¼¡±Ó¶¼ä°¡°Êý

EditCopy

**EditCopy**

İàµ±ÓÚı°±à¼ı±²Ėµ¥ÖĐµĂı°,´ÖÆı±ĂüÁıĖ¬°ÑÑı¶"ÄÚÈÝ,´ÖÆµ½¼δìù°ăÉİđ

ÇěʹİĂ

ı°±à¼ı±Óİ°ă°ı°Ė̂ý

EditCut

**EditCut**

İàµ±ÓÚı°±à¼ı±²Ėµ¥ÖĐµĂı°¼ôÇĐı±ĂüÁî£¬°ÑŇı¶`ĂÚÈÝ·Ăµ½¼ô\ù°ăÉİ£¬²ø´ÓİĂµµÖĐ½«ÆăÉ³¼ýı£

ÇěʹİĂ

ı°±à¼ı±Óİ³ă°ı°ĖÊý

EditFind

**EditFind** [.Find = *text*,] [.WholeWord = *number*,] [.MatchCase = *number*,] [.Direction = *number*,]  
[.Format = *number*]

Óë¡°²éÕÕì±¶Ô»°¿ò£¨¡°±à¼¡±²Êµ¥£©Ïà¶ÔÓ¿¡£,ù¼Ý,ø³òµÄÊÑÊ÷×Õ·ù  
‘®£¬²éÕÕÕ,¶µÄÏÄ±¼¡£ËÇ¹ûÄ»ÓÐÕ,¶²ÏËÝ£¬Õò°·ÉÏ¶Ô,¶µÄÑ¡Ï¶¼øÐÐÊÑÊ÷¡£

.Find                   Òª²éÕÕµÄÏÄ±¼£¬»òÊÑÊ÷÷×Õ·ù‘®¡£

.WholeWord           Ïàµ±ÓÚ¡°È«×ÕÆ¥Ää¡±,‘Ñ¡¿ò¡£

.MatchCase           Ïàµ±ÓÚ¡°Çø·Õ’óÐ¡Ð’¡±,‘Ñ¡¿ò¡£

.Direction           ÊÑÊ÷÷¼¿ò£°

0£¨·Áã£©           ÏòÏÀµµµÄ½áÏ¶»òÄÊÑÊ÷£¬²»ÏàÊ¼ÓÄ»§¡£

1                    ÏòÏÀµµµÄ½áÏ¶»òÄÊÑÊ÷£¬ÏàÊ¼ÓÄ»§¡£

2                    ÏòÏÀµµµÄ½áÏ¶»òÄÊÑÊ÷£¬ÏàÊ¼ÓÄ»§¡£

Ê±Ê¡ÕµÏ¶Ï¶ÉÏ¶ÏÊÑÊ÷Ê±Ê±ÓÚÓÄµÄ½¿ò²ÏËÝ¡£ËÇ¹ûÊÇµÚÕò»¶Ô  
‘ÐÐ¡²éÕÕòì±ÄüÁ£¬ÒòÑ¡ÓÄ 1¡£

.Format               ²éÕÕ,ñÊ½±àÄÄ°ÏÏÄ±¼»òÕ»²éÕÕ,ñÊ½±àÄÄ£°

0£¨·Áã£©           °òÄÕ,ñÊ½±àÄÄ£¨Ê±Ê¡Õµ£©¡£

1                    Ê¹ÓÄÏ¶Ë EditFindChar, EditFindPara °Ï/»ò EditFindStyleÕ,¶µÄ,ñÊ½¡£

Ê¼Äý

EditFind .Find="Trey Research" .Direction=1

ÏòÏÀµµµÄ½áÏ¶»òÄÊÑÊ÷ÏÄ±¼ "Trey Research".

EditFindChar .Underline = 1

EditFind .Format = 1

ÕÚÏÀµµÕÐ°·Õ,¶½¿ò²éÕÕµÚÕò»¶²ÏÖµÄ’øÏÄ»®ÏÏÏÄ±¼¡£

**Çè²ÏÄ**

¡°±à¼¡±²Ï¶ä°Ï°·Ëý

EditFindChar

**EditFindChar** [**.Font** = *text*,] [**.Points** = *value*,] [**.Bold** = *number*,] [**.Italic** = *number*,] [**.Strikeout** = *number*,] [**.Hidden** = *number*,] [**.SmallCaps** = *number*,] [**.AllCaps** = *number*,] [**.Underline** = *number*,] [**.Color** = *number*,] [**.Position** = *value*,] [**.Spacing** = *value*,] [**.UseAsDefault**]

İàµ±ÓÚÔÚ<sub>j</sub><sup>°2éÖÖ</sup>İ±»ò<sub>i</sub><sup>°læ</sup>»»<sub>j</sub>±¶Ô»°¿ò£<sup>°</sup>ı±à<sup>1</sup>/<sub>4</sub>ı±<sup>2</sup>Ėµ¥£©ÖĐÑ<sub>i</sub>Ôñ<sub>i</sub><sup>°</sup>×Ö·û<sub>i</sub>±<sup>°</sup>·Å¥  
j£¶ÔàÓÁÓÚ<sup>2éÖÖ</sup>,ñĖ<sup>1</sup>/<sub>2</sub>»<sup>°</sup>İÄ±<sup>3</sup>/<sub>4</sub>µÄ×Ö·û,ñĖ<sup>1</sup>/<sub>2</sub>j£,÷<sup>2</sup>İĖyÖ,¶ÔÚ<sub>j</sub><sup>°</sup>×Ö·û<sub>j</sub>±¶Ô»°¿ò£<sup>°</sup>ı±à<sup>1</sup>/<sub>4</sub>ı±<sup>2</sup>Ėµ¥  
£©ÖĐµÄ¿ÉÓÄÑ<sub>j</sub>İ<sub>j</sub>£

Ė<sup>3</sup>/<sub>4</sub>Äý

EditFindChar .Bold = 0

<sup>2éÖÖ</sup>·Ç<sup>°</sup>·ÖlâµÄÖ,¶İÄ±<sup>3</sup>/<sub>4</sub>µÄ<sup>3</sup>öİÖİ»ÖÄ<sub>j</sub>£

EditFindChar .Bold = 1

<sup>2éÖÖ</sup>·ÖlâÖ,¶İÄ±<sup>3</sup>/<sub>4</sub>µÄ<sup>3</sup>öİÖİ»ÖÄ<sub>j</sub>£

EditFindChar .Bold = -1

<sup>2éÖÖ</sup>·Ölâ»ò·Ç<sup>°</sup>·ÖlâµÄÖ,¶İÄ±<sup>3</sup>/<sub>4</sub>µÄ<sup>3</sup>öİÖİ»ÖÄ<sub>j</sub>£

---

**Çē<sup>2</sup>İÖÄ**

<sub>j</sub><sup>°</sup>±à<sup>1</sup>/<sub>4</sub>ı±Öİ<sup>3</sup>/<sub>4</sub>ä<sup>°</sup>İ<sup>°</sup>·Ėý

<sub>j</sub><sup>°</sup>,ñĖ<sup>1</sup>/<sub>2</sub>±àÄÄ<sub>j</sub>±Öİ<sup>3</sup>/<sub>4</sub>ä<sup>°</sup>İ<sup>°</sup>·Ėý

EditFind

EditReplace

## EditFindClearFormatting

**Çë²ÎÔĂ**

[illegible]

```
EditFindFound()
logical = EditFindFound()
·μ»ØÖ,³øÉĬĬ EditFind ÊÇ·ñ³É¹|μÄÖμ£°
-1 ÉĬĬμÄ EditFind ³É¹|j£
0£¨Áã£© ÉĬĬμÄ EditFind Ê$°Üj£
```

```
Ê¾Äý
Sub Main
    count = 0
    StartOfDocument
    EditFind .Find = "macro", .Direction = 2
    While EditFindFound()
        count = count + 1
        EditFind
    Wend
    Print "macro was found "; Str$(count); " times"
End Sub
```

ÇěʹİÖǺ  
Ĭ°±à¼j±Óĩ¾ä°Ĭ°ĬÊý

EditFindPara  
**EditFindPara** [.Alignment = number,] [.LeftIndent = text,] [.RightIndent = text,] [.FirstIndent = text,]  
[.Before = text,] [.After = text,] [.LineSpacing = text,] [.PageBreak = number,] [.KeepWithNext =  
number,] [.KeepTogether = number,] [.NoLineNum = number]

İàµ±ÓÚÔÚĵ°²éÕÒĵ±»òĵ°læ»»ĵ±¶Ô»°Ĵò£Ĵĵ°±à¼ĵ±²Ēµ¥£©ÖÐÑĵÔñĵ°¶İÂäĵ±°´Â¥  
ĵ£¶¶ÒàÓÃÓÚ²éÕÒ,ñĒ½»Ĵİ±¾µÄ¶İÂä,ñĒ½±àĀĵ£ÖâÐ©¶İĒÿÖ,¶¶ÔÚĵ°¶İÂäĵ±¶Ô»°Ĵò£Ĵĵ°ñĒ½ĵ±²Ēµ¥  
£©ÖÐĴĒÉÓÃµÄÑĵİĵ£

Ē¾Äÿ  
EditFindPara .Alignment = 0

²éÕÒİÂĴ°öİÖ¾ßÓÐ×ó¶ÔÆë½Ē½µÄ¶İÂäĵ£

ÇěİŒ  
ĵ°±à¼ĵ±ÓĴ¾ä°Ĵ°ĒĒÿ  
ĵ°ñĒ½±àĀĵ±ÓĴ¾ä°Ĵ°ĒĒÿ  
EditFind



```

EditFindStyle .Style = text

```

.Style ÑùÊ½Ãû£-ÓÃ¿Ö×Ö·û´®Ö,Ã÷¡°İÑùÊ½¡±£

```
EditFindStyle.Style = "Normal"
```

²éÕò°Íŋ;Ôñ¾¼ßÓÐ Normal ÑùÊ½µÄÏÀ»„öÏÄ±¾¶ŋÏÄä£

j°±à¼j±Óï¾ä°í°-Êý

$$j^{\circ} \cdot \tilde{n} \hat{E}^{1/2} \pm \tilde{a} \tilde{A} j \pm \tilde{O} \tilde{i}^{3/4} \tilde{a}^{\circ} \tilde{I}^{\circ} \tilde{E} \tilde{y}$$

\$tnote \$ EditFootnoteContNotice EditFootnoteContNotice

EditFootnoteContNotice

İàµ±ÓÚÔÚj°½Å×çÑîî±¶ŒÔ»°¿òÖĐµ¥»÷j°½ÓĐø×çÃ÷j±°´Å¥£¬´ò¿ªÖ»,ö´°,ñ£¬ÓÃÒÔ±à¼-  
½Å×çµÃ½ÓĐø×çÃ÷j£

Çě²İŒ

j°±à¼j±Œî¾ä°İ°-Êý

EditFootnoteContSep  
**EditFootnoteContSep**

İàµ±ÓÚµ¥»÷ı°½Å×çÑİİİ±¶ŦÔ»°¿òÖĐµĂİ°½ÓĐø·Ö,ô·ûİ±°·Å¥£¬‘ò¿ªÖ»„ö°„ñ£¬ÓÃÒÔ±à¼-  
½Å×çµÅ½ÓĐø·Ö,ô·ûİ£

Çě²İŦĂ  
ı°±à¼ı±Óİ¾äı°¬Êý

EditFootnoteSep  
**EditFootnoteSep**

İàµ±ÓÚµ¥»÷ı°½Å×çÑıİı±¶ŦÔ»°¿òÖĐµĂı°·Ö,ô·ûı±°'Å¥£¬'ò¿ªÖ»„ö°„ñ£¬ÓÃÖÔ±à½½Å×çµĂ·Ö,ô·ûı£

ÇěŦŦŦ  
ı°±à½ı±Ŧİ°ä°ı°¬Êý

**EditGlossary .Name = *text*, [.Context = *number*,] .Insert, .InsertAsText, .Define, .Delete**

.Name	Í¼Ä¼´ÊðÃû£
.Context	Í¼Ä¼´ÊðµÄËÎÂÎÄ£-Ö»ÓÐÔÚÊ¹ÓÃ .Define Ê±Ä¸ÉÓÃ° 0 »ðÊ¼ÃÖ¹²ÖÃ 1Ä£°à

İÂÁĐ²İÊýÒ»´İÖ»ÄÜÑ;ÓÃÒ»ö£°

.Define  $\mathbb{T}^0 \hat{a}^{\epsilon} \hat{e}_i \hat{o}_j \mathbb{E}$

 $\hat{E}^{3/4} \hat{A} \hat{y}$ 

ÔÚ²ãÈëµã²ãÈëÒ»„öÃüÃûîª¡°CPR¡±µÃí¼î¼´Èìõ£

¶ÒàÒ»öÃüÃûâ°CPRj±µÄ<sup>12</sup>ÓÃí¼Ä¼´Èðj£

É<sup>3</sup>/<sub>4</sub>ýÒ»\_öÃüÃûîª\_°CPR;±µÄ<sup>12</sup>ÓÃÍ<sup>1</sup>/<sub>4</sub>ÎÄ<sup>1</sup>/<sub>4</sub>´Êìð;£

j°±à¼j±Óï¾ä°í°-Êý

EditGoTo

**EditGoTo .Destination = text**

İàµ±ÓÚı°Ŧı»ı±ŦÖ»°¿ò£ı°±à¼ı±²Ėµ¥£©ı F5 ¼ü£¬ıø×ªµ½Ö,ŦıĖéÇ©»òŦıı»×Ö´®·û´ıı£

.Destination ĖéÇ©Ăû»òŦıı»×Ö·û´ıı®

Ė¾¼Äý

EditGoTo .Destination = "5"

×ªµ½µÚ 5 Ö³ı£

EditGoTo .Destination = "s1"

×ªµ½µÚ 1 ½Úı£

EditGoTo .Destination = "l+10"

½«²ăĖĕµăİòİĂÖÆŦı 10 ĐĐı£

EditGoTo .Destination = "s1l50"

½«²ăĖĕµăÖÆµ½µÚ 1 ½ÚµĂµÚ 50 ĐĐı£

EditGoTo .Destination = "%50"

½«²ăĖĕµăÖÆµ½İĂµµÖĐ²¿ı£

EditGoTo .Destination = "Disclaim"

½«²ăĖĕµăÖÆµ½ı°Disclaimı±ĖéÇ©ı£

EditGoTo .Destination = "f1"

½«²ăĖĕµăÖÆµ½½Ä×ø 1ı£

EditGoTo .Destination = "\StartOfDoc"

ÓĂÖ»,òİØĖâµĂĖéÇ©°Ŧ²ăĖĕµăÖÆµ½İĂµµµĂ¿·ı£

EditGoTo .Destination = "a"

°Ŧ²ăĖĕµăÖÆµ½İĂÖ»,öĂú×ø´ıı£

---

**Çĕ²İÖĂ**

ı°ĖéÇ©ı±Óı¾ăı°ı°Ėý

ı°ŦıŦıı±Óı¾ăı°ı°Ėý

¡°¶ï-Êý<sup>3</sup>/<sub>4</sub>Ý<sup>1</sup>/<sub>2</sub>»»»£"DDE£©¡±Óï<sup>3</sup>/<sub>4</sub>ä°í°-Êý

EditObject

**EditObject**

ÔÚŦŦÔİó×ÔÉİμĂÓİÓĂ³İĐòÖĐ´ò¿ªÑİŦŦŦŦÔİó£¬ÒÔ±ăÓÚ±à¼İ£

ÇěŦŦŦ

İ°±à¼İ±Ôİ¾ă°İ°¬Êý



EditPaste  
**EditPaste**

İàµ±ÓÚı°±à¼ı±²Ėµ¥ÖĐµĂı°Ö³İùı±ĂüÁıĖ¬°Ñ¼òİü°âµĂĂÚĖÝ²âĖĖµ½²âĖĖµăıĖĖç¹ûÑıŦ°ÁĖı°Ñıİıı±ŦÖ»°  
çòĖı°¹¼ı±²Ėµ¥Ė©ÖĐµĂı°Ö»°ăı±Àà±òÑıİıÖĐµĂı°ÓĂĖăĖĖĂÚĖÝİæ»»ÑıÖĐĂç±êı±  
Ė¬Öòİæ»»ÑıŦıµĂĂÚĖÝıĖ

Çĕ²İÖĀ  
ı°±à¼ı±Óİ¼ăı°ı°ĖĖ

EditPasteSpecial

**EditPasteSpecial** [.Link = *number*,] [.DataType = *text*]

İàµ±ÓÚı°±à¼ı±²Ėµ×ÖĐµĂı°ŇıÔñĐÔÖ³ıùı±ĂüÁıĭ£°Ň¼đıù°ăÖĐµĂĐĂİçÖ³ıùµ½²ăĖëµă»đŇıŲ"ĂÚÈÉÍıĭ£

.Link	Ö,Ų"Ö³ıùÁ'½ÓµĂĖý¾YÀaĐÍµĂĖý×Ö:ıı
0 »đĖıĂÖ	ÓĂ .DataType ĖüÖ,Ų"µĂĖý¾Y,ñĖ½Ö³ıùĖý¾Yıĭ£
1	ĖüÓĂ .DataType Ö,Ų"µĂĖý¾Y,ñĖ½'½Ö»đÁ'½Óıĭ£
.DataType	Ö,Ų"¼đıù°ăĖıµĂĖý¾YÀaĐÍıĭ£
Text	·Ç,ñĖ½»"İĂ±¾
RTF	Rich-text ,ñĖ½
Pict	Windows µĂÍ¼ÔªİĂ¼p
Bitmap	Windows µĂİ»Í¼
Object	OLE ŲŲŲŲ,ñĖ½
DIB	Windows µĂÖëĖë±,İp'ØµĂİ»Í¼

**Çë²İÖĂ**

ı°±à¼ı±Óİ¾ăı°İ"Ėý

EditPic

**EditPic**

μ÷ÓÃÓÃÓÚ±à¼Ñ¡¶'Í¼ÐÎµÄ¡°»æ»¡±Ó!ÓÃ³!Ðò¡£

ÇěŕŎǺ

¡°±à¼¡±Óŕ¼ǻ°ŕ°-Êý

EditRepeat  
**EditRepeat**

İàµ±ÓÚı°±à¼ı±²Ėµ¥ÖĐµĂı°ÖØ,´ı±ĂüÁîı£Èç¹û¿ÉÄÜ£¬ÖØ,´ÉİÒ»´İµĂ±à¼²Ù×÷ı£

ÇěİŎĂ  
ı°±à¼ı±Óİ°ä°İ°Ěý

EditReplace

**EditReplace** [.Find = *text*,] [.Replace = *text*,] [.WholeWord = *number*,] [.MatchCase = *number*,]  
[.Format = *number*,] [.ReplaceAll]

İàµ±ÓÚı°İæ»»ı±¶Ŏ»°ıò£¬ı°±à¼ı±²Ėµ¥£©ı£°ŃŎ»„öİÄ±¾¼×Ö·û´®İæ»»³ÉÁ(Ŏ»„öİÄ±¾¼×Ö·û´®ı£

.Find                    Ö²²éŎŎµÄİÄ±¾ı£

.Replace                Öªİæ»»µÄİÄ±¾ı£ĖÇ¹û *Find* °İ *Replace*  
¶¼ĖıÄŎ£¬ŎŎĖ¹ŎÄÇ°Ŏ»´İĖŃĖ÷°İ£¬»òİæ»»ĖùŎÄµÄ×Ö·û´®ı£

.WholeWord            İàµ±ÓÚı°Ė«×ÖÆ¥Ääı±„Ńıçòı£

.MatchCase           İàµ±ÓÚı°Çø·Ö´óĐıĐ´ı±„Ńıçòı£

.Format                İæ»»´ø„ŃĖ¹½±àÄÄ°İİÄ±¾¼»òŎßŎ»İæ»»„ŃĖ¹½±àÄÄı£  
0                                ²»İæ»»„ŃĖ¹½  
1                                İæ»»„ŃĖ¹½

.ReplaceAll           İàµ±ÓÚıµ¥÷ı°Ė«²ıİæ»»ı±°´Ä¥ı£

ÒªİĖİæ»»´ø„ŃĖ¹½±àÄÄ°İİÄ±¾¼»òŎßŎ»İæ»»„ŃĖ¹½±àÄÄ£¬İĖŎªĖ¹ŎÄ

**EditFindCharıçEditFindParaıçEditFindStyleıçEditReplaceCharıçEditReplaceParaıçEditReplaceSt  
yleıçEditFindClearFormatting»ò EditReplaceClearFormatting** Ŏ„ÁİÄ´ĖèŎÄ„ŃĖ¹½£¬Ė»°óŎÙĖ¹ŎÄ  
´øŎĐĖèŎÄİª 1 µÄ *Format* ²İĖýµÄ **EditReplace** »ò **EditFind** ı£

Ė³¼Äý

EditFindChar .Underline = 1

EditReplaceChar .Italic = 1

EditReplace .ReplaceAll

EditReplaceClearFormatting

²éŎŎİÄµµŎĐĖùŎĐ´øİÄ»®İßµÄİÄ±¾¼£¬²çÇŎ¹½«Æä„ŃĖ¹½İæ»»İªĐ±İä„ŃĖ¹½ı£

---

**ÇĖ²İŎÄ**

ı°±à¼ı±Ŏİ¾ä°İ°¬Ėý

EditReplaceChar  
**EditReplaceChar** [.Font = *text*,] [.Points = *value*,] [.Bold = *number*,] [.Italic = *number*,] [.Strikeout = *number*,] [.Hidden = *number*,] [.SmallCaps = *number*,] [.AllCaps = *number*,] [.Underline = *number*,] [.Color = *number*,] [.Position = *value* ,] [.Spacing = *value*]  
İàµ±ÓÚÔÚı°İæ»»j±¶¶Ô»°¿òÖĐµ¥»÷ı°×Ö·ûı±°·Å¥°İÔÚı°²éÖÖ×Ö·ûı±¶¶Ô»°  
¿òÖĐÖ,¶¶×Ö·û,ñÊ½£¬¶¶ÔâÓÁÓÚ,ñÊ½»¬İæ»»İÄ±³µÄ×Ö·û,ñÊ½±àÅÅ **EditReplace**  
İ£,Ä²İÊýÖ,¶¶·ÄÊı°×Ö·ûı±¶¶Ô»°¿ò£¬ı°ñÊ½ı±²Êµ£©ÖĐ¿ÉÓÄµÄŊıİİ£¹ØÓÚÖâĐ©²İÊýµÄÊµÄ÷£¬²İ¼û  
**FormatCharacter.**

Çě²İÖÄ  
ı°±à¼ı±Óİ³¼ä°İ°¬Êý  
ı°ñÊ½±àÅÅı±Óİ³¼ä°İ°¬Êý  
EditReplace

EditReplaceClearFormatting  
**EditReplaceClearFormatting**

İàµ±ÓÚÔÚĵ°læ»»ĵ±ŦŦŦ°°¿ò£Ĵĵ±²Ēµ¥£©ÖĐµ¥»÷ĵ°Çâ³ýĵ±°`Å¥  
£¬Çâ³ýÓÃÓÚ,ñĒ½»Ĵæ»»İÃ±¾µÄ,ñĒ½ **EditReplace** ĵ£

ÇěŦŦŦ

ĵ°±à¼ĵ±ÓŦ¾ä°İ°ĴĒ  
ĵ°,ñĒ½±àAAĵ±ÓŦ¾ä°İ°ĴĒ  
EditReplace

EditReplacePara  
**EditReplacePara** [.Alignment = number,] [.LeftIndent = text,] [.RightIndent = text,] [.FirstIndent = text,] [.Before = text,] [.After = text,] [.LineSpacing = text,] [.PageBreak = number,] [.KeepWithNext = number,] [.KeepTogether = number,] [.NoLineNum = number]

İàµ±ÓÚÔÚĭ°læ»»ĭ±¶¶Ô»°¿ò£ĭ°±à¼ĭ±²Ēµ¥£©ÖĐµ¥»÷ĭ°¶¶İÄäĭ±°`Å¥  
£¬¶¶`ÒâÓÁÓÚ,ñĒ½»»ĭæ»»İÄ±¾µÄ¶¶İÄä,ñĒ½±àÅÅ **EditReplace** ĭ£,Ä²İĒýÖ,Ä÷ÁĒĭ°¶¶İÄäĭ±¶¶Ô»°  
¿ò£ĭ°,ñĒ½ĭ±²Ēµ¥£©ÖĐ¿ÉÓÄµÄÑĭİĭ£

Çē²İÖÄ  
ĭ°±à¼ĭ±Óĭ¾ä°ĭ°-Ēý  
ĭ°,ñĒ½±àÅÅĭ±Óĭ¾ä°ĭ°-Ēý  
EditFind  
EditFindPara  
EditReplace



EditReplaceStyle

**EditReplaceStyle .Style = text**

İàµ±ÓÚÔÚı°læ»»j±¶Ö»°çò£ı°±à¼j±²Ėµ¥£©ÖĐµ¥»+ı°ÑùÊ½j±°Å¥  
£¬¶ÖàÓÃÓÚ,ñÊ½» læ»»İÄ±³¼µÄÑùÊ½ **EditReplace** j£

.Style İæ»»ÑùÊ½µÄÄû³Æ£¬ÓÃÒ»»öçÖ×Öû´®¶Öàı°İbÑùÊ½j±j£

**Çë²İÖÄ**

ı°±à¼j±Óı³¼äı°ĖÊý  
ı°ñÊ½±àÄÄj±Óı³¼äı°ĖÊý  
EditFindStyle  
EditReplace

EditSelectAll

**EditSelectAll**

Ñ¡ŦŦÖû,ôĬĂμμ¡£

ÇěʹŦŦ

¡°Ñ¡ŦŦ¡±Óĩ¼ă°Ŧ°Êý

EditUndo

**EditUndo**

İàµ±ÓÚj°±à¼j±²Ėµ¥ÖĐµĂj°´Ôj±ĂüÁîĖ¬Ėç¹ûĭÉÄÜĖ¬Ôð,´ÔÉİÒ»´İŦ¬×÷jĖĂ³´Ė Word  
²U×÷Ė¬Ėç¼ðÇĐjçÖ³İüĖ©ĭÉÖÖ,´ÔĖ¬µ«ÓĐĐ©²U×÷²»ĂÜ±»,´ÔjĖ²İ¼ûĖĭİüÒ»đ²U×÷.

Çě²İŎĂ

ĭ°±à¼j±Óİ³¼ä°İ°¬Ėý

EmptyBookmark()  
logical = **EmptyBookmark**(Name\$)

ÅÐŦŦÖ,ŦŦÊéÇ©ÊÇ·ŦÎª¿Ŧj£

Name\$                   ¼î²éÊéÇ©µÄÄû³Æj£

„Ä°¯Êý·µ»Ø£°

-1	Ëç¹ûÊéÇ©Ŧª¿Ŧ£¯Ŧ»„ð²äÊëµä£©j£
0	Ëç¹ûÊéÇ©²»Ŧª¿Ŧj£

Çë²ŦÖÄ

j°ÊéÇ©j±ÓŦ³¼ä°Ŧ¯Êý

EndOfColumn

**EndOfColumn** [*Select*]

logical = **EndOfColumn**(*[Select]*)

°Ñ²ăĚëµăŒµ½±íÀ,µĂµ×²¿µ¥Œª,ñîĚĚç¹û *Select* ²»îªĂăĚ¬ŒòÑîŦŦ·ŦŦİ§±»À©Œ¹îĚ

ˆĚ°ˆĚý·µ»ŒĚ°

0

-1

Ěç¹û²ăĚëµăŒŒ³¼ŒÚÀ,µĂĂ©î²îĚ

Ěç¹ûŦŦ×÷ŒŒ³¼ŒŒŒîĚ

Çě²İŒĀ

î°ÑîŦŦî±Œî³¼ă°î°ˆĚý

**EndOfDocument** [*Select*]

°Ñ²ãÈëµãÒÆµ¹½ÎÄµµÄ©Î²¿£Èç¹û *Select* ²»Î²Äã£¬ÔòÑ¿¶·¶Î£±»À©Õ¹¿£

0

-1

Èç¹û¶×÷ÒÑ¾ÖÖ'ÐÐ¡£

i°Ñi¶i±Ói¾ä°í°-Êý

EndOfLine

**EndOfLine** [*Select*]

logical = **EndOfLine** ([*Select*])

°Ñ²ăĚëμăŌÆμ½ĐĐĂ©£¬Ěç¹û *Select* ²»ÎªĂă£¬ŌòÑ¡ŦŦ·ŦŦÎ§±»Ă©Ŏ¹¡£

ˆĚ°ˆĚý·μ»Ø£°

0

-1

Ěç¹û²ăĚëμăŌÑŌÚĐĐμĂĂ©Î²¡£

Ěç¹ûŦŦ¬×÷ŌÑ¾ŌŎĐĐ¡£

Çě²İŌĂ

¡°Ñ¡ŦŦ¡±Ōî¾ă°ŦˆĚý

EndOfRow

**EndOfRow** [*Select*]

logical = **EndOfRow**([*Select*])

°ÑÑ¡¶·¶Î§ÒÆμ½±íÐÐμÄ×î°óÒ»„öμ¥Ôª„ñÄ©Î²;£Êç¹û *Select* ²»ÍªÁã£¬ÔòÑ¡¶·¶Î§±»À©Õ¹;£

‘Ê°Êý·μ»Ø£°

0	Êç¹û²ãÊëμãÒÑÔÚÐÐμÄÄ©Î²;£
-1	Êç¹û¶×÷ÒÑ¾Ô’ÐÐ;£

Çě²İÖÄ

¡°Ñ¡¶;¡±Óî¾ä°î°Êý



EndOfWindow

**EndOfWindow** [*Select*]

logical = **EndOfWindow**([*Select*])

°ÑÑ¡¶·¶Î§ÒÆµ½´°¿ÚµÄÄ©Î²¡£ËÇ¹û *Select* ²»ÎªÄã£¬ÒòÑ¡¶·¶Î§±»À©Õ¹¡£

´Ë°¯Êý·µ»Ø£°

0

ËÇ¹û²ãËëµãÒÑÔ´´°¿ÚµÄÄ©Î²¡£

-1

ËÇ¹û¶¬×÷ÒÑ¾°Ö'ÐÐ¡£

Çë²ÍÖÄ

¡°Ñ¡¶·¶Î§±»Ó¹¾ã°¯Êý

Eof()  
logical = **Eof**(StreamNumber)  
ÅÐ¶¶îÊÇ·ñµ½·îÄ³,ö´ò¿ªÁ¬ÐøÎÄ±³¼ÎÄ¼pµÄÄ©î²j£  
StreamNumber ´ò¿ªÎÄ±³¼ÎÄ¼pµÄ Open Óî³¼äËùÖ,¶¶µÄÊýj£  
„Ä°¯Êý·µ»Ø£°  
-1 ÊÇ¹úÒÑ³¼µ½·îÄË½¼Óµ½ StreamNumber µÄÎÄ¼pÄ©î²j£  
0 ÊÇ¹ú»¹Ä»µ½·îÄ¼pÄ©î²j£

Çë²îÖÄ  
¼·ÎÄ¼p I/Oj±Óî³¼ä°î°¯Êý

Err

n = Err

Err = 0

ÖâÊÇÒ»„öìØÊâµÄ±äÁ¿£¬Ëü°ü°¬ÁË×½üÒ»´ÍííóµÄ´ííó´úÁê¿£

**Err = 0** „ñÊ½ÖÃÓÚ·çÉúÄ³´Íííó°öÖØÐÃÊèÖÃ´ííóíÝ¼®£¬ÖâÖÖ„ñÊ½Í³£ÓÃÖÚ´ííóíÝ¼®Äý³ìµÄÄ©½¿£ÊÇ¹ú²»°üÄ´ **Err = 0**£¬ÄÇÃ´Ö»ÄÚ²¶»ñÊü·çÉúµÄµÚÒ»´Íííó£ÖÖ°óµÄ´ííó²úÉúÒ»„ö´ííóÐÃíç²çÊ¹°èÖÝí£Ö´ÐÐ¿£**On Error Goto** Óí³⁄äí¬Ñü¿Ê½« **Err** ÖØÐÃÊèÖÃíª 0¿£

Ê³⁄Äý

Sub MAIN

On Error Goto Trouble

port = 1

Start:

Insert WindowName\$(port)

InsertPara

port = port + 1

Goto Start

Trouble:

Error Err

End Sub

´ËÄýÊ×íÊÖÃ **On Error Goto** Óí³⁄äÊèÖÃÖ»„ö´ííóíÝ¼®£¬¬±äÁ¿„port µÄÖµ±»ÖÃíª 1¿£´øÖÐ port (1) Êý×ÖµÄ´°¿ÚÄ±»´ðÓ¿öÄ´£¬¬port µÄÖµÖÖ 1 µÝÖð£¬¬²çÇÖ´Ê²Ú×÷Ö»Ö±´ìÁíµ½ port µÄÖµ³¬¹ý´ð¿µÄ´°¿ÚÊý¿£ÖâÊ±»ä·çÉú´ííó£¬ÇÖ´ííóíÝ¼®Ö„ìð³ìÐöÖÐ±è°Ãª Trouble µÄí»ÖÃ¿£**Error** Óí³⁄ä´ðÓ¿öÖ„Ä÷´ííó°ÄµÄ´ííóÐÃíç£¬¬²çÊ¹°èÖÝí£Ö´ÐÐ¿£ÊíÖ»´Í·çÉú´ííóµÄÐö°Ä´Ó±£Äö±äÁ¿ Err ÖÐ·µ»Ø¿£

ÖâÄí„ø³öÃÊÖ»„ö¹⁄ò¶ìµÄ´ííóÄý³ì×ª»»£¬¬ÖâÑü£¬¬Ç´ÃæµÄ³ìÐö³⁄í¿ÉÖÖ´ìÁí´ííó£¬¬²çÇÖÊ¹³ììÐö¹⁄ìÐø¹⁄øÐÐ¿£

Trouble:

If Err = 5 Then

port = 1

Err = 0

Goto Done

Else

Error Err

'Error 5: Illegal Function Call

'If found, set value of Port to 1

'Reset error trap

'Return to main program

'If a different error occurs

'Print error message and halt

Done:

End Sub

ÓÉ Word ¶ø²»ÊÇ³ììÐöÓíÑÖ±³⁄Êí²úÉúµÄ´ííó°Ãª 1000 »ðÖß„ü´ó£¬¬ËÇ¹ú·çÉúÃÊÖâÄà´ííó£¬¬³⁄í»áíÖÊ³⁄öÖ»„ö´ííóÐÃíç¿£ð£¬¬²çÇÖÖÖÃ»§±ØÐèÖÚ°è¹⁄ìÐøÖÊÐÐÇ´×÷³öÓ¿´ð¿£ÊÇ¹úÑìÖñÃÊ¿£Ê·ì±°¬Ä££¬¬Öð°Ñ³ììÐö¿ØÖÆ×ªÊ¹½»„ø´ííó´ìÁíÄý³ì¿£

**Çê³ìÖÃ**

±ê×¼ Basic Óí³⁄äí°í°¬Ëý

Error

**Error** *ErrorNumber*

²úÉúÖ,¶μÄ'íló×'¿ò;£

*ErrorNumber* Ö,¶Ö²úÉúμÄ'íló'úÂë°Ä;£

**Error** lá'©Á½,ð'!ÄÜ£¬Ëü¿É±»ÓÃÓÚ²úÉúÒ»,ðÖ,¶μÄ'íló×'¿ð£¬ÓÃÒÔ¼í²â'íló'!ÄíÄý³£¬»ðÕßÓÃÃ  
'ÍÔË³¼Ò»,ð'ílóÐÄí¿£¬²¿ÕÕÖ'°ë³!ÐðμÄ²Ù×÷;£

ÓÉ Word ¶ø²»ÊÇ³!ÐðÓíÑÔ±³¼Éí²úÉúμÄ'íló°Äíª 1000 »ðÕß,ü'ó;£ËÇ¹ü·¿ÉúÁËÖÖªÄª  
'íló£¬³¼!ªáÍÔË³¼ðÖ»,ð'ílóÐÄí¿¿ð£¬²¿ÇÒÓÃ»§±ØÐëÔÚ°ë¼!ÐøÔËÐÐÖ®Ç°×÷³ðÓ!  
'ð;£ËÇ¹üÑ;ÔñÁË;°Ë·¶;±£¬Ôð°Ñ³!Ðð¿ØÖ/ÆË"×ª½»,ø On Error Óí³¼ä;£ËÇ¹ü°Ñ 1000 »ð,ü'óËý×÷!ª Error  
μÄÒ»,ð²ËËÖð²»ª²úÉúÐÄí¿¿ð£¬μ«Ë'¥·¿'ílóÝ³¼®£"ËÇ¹ü'æÔÚ£©;£

Ê³¼Äý

ÔÚíÄÃæμÄÄýÁËÖÐ£¬Error ÓÃÓÚÁ½,ðÄ¿μÄ;£Ë×íË²úÉúÒ»,ðÄ£Äª'ílóÀ'¥·¿'íló'!ÄíÄý³£»Æª'íËÇ¹ü  
'ílóÃ»ÓÐ°·Ö,¶Çë¿ð'!Äí£¬ÔðíÔË³¼Ò»,ð'ílóÐÄí¿²¿²áËø°ëμÄÖ'ÐÐ;£

Sub MAIN

On Error Goto ErrorHandler

'Generate error 530: "Dialog box too complex"

Error 530

ErrorHandler:

Select Case Err 'Branch based on error number

Case 5

...process error 'Statements handling error 5

Case 11

...process error 'Statements handling error 11

Case 71

...process error 'Statements handling error 71

Case Else 'Error (i.e. 530) not handled above

Error Err 'Generate error message and end.

End Select

End Sub

**Çë³ÔÃ**

±ê×¼ Basic Óí³¼ä°í°Ëý

ExistingBookmark()  
logical = **ExistingBookmark**(Bookmark\$)  
ÓÃÓÚ¼i²aÄ³,ø\Ø¶µÄÊéÇ©ÊÇ·ñ´æÔÚj£  
Bookmark\$ ÊéÇ©µÄÄû³Æj£  
„Ä°¯Êý·µ»Ø£°  
-1 Êç¹ú´æÔÚ,ÄÊéÇ©j£  
0£¨Áã£© Êç¹ú²»´æÔÚ,ÄÊéÇ©j£

Çë²ÍÖÄ  
j°ÊéÇ©j±Ói³¼ä°í°¯Êý

ExpandGlossary

**ExpandGlossary**

°ÑÀè²àÈëµǎ×î¹²üµÄµ¥´ÊÀ©³ăµ¹²îàÓ!µÄí¹⁄îÄ¹⁄îÄ±³⁄⁄ÖĐ¡£

ÇěʹîÖǺ

¡¹⁄⁄îÄ¹⁄⁄¡±Ó¡³⁄⁄ǎ°í°⁻Êý

ExtendMode()  
logical = **ExtendMode()**  
Èç'ùÀ©Õ'ĂĚÊ½ÉúĐ\$Œ¬Ôò·μ»ØÒ»„ö·ÇÁăÖμj£ExtendMode ²»±“,æÀ,À©Õ'ĂĚÊ½ÊÇ·ñÉúĐ\$j£

---

**ÇěʹŎĀ**  
ı°ÑjŦj±Ŏĩ¼ăı°ı°Êý

ExtendSelection

**ExtendSelection** [*Character*\$]

Èç'ùÀ©Õ'ÄÊ½Ä»ÓÐ'ò¿ª£¬Ôò  
'ò¿ªÀ©Õ'ÄÊ½¿ÊÈç'ùÀ©Õ'ÄÊ½ÒÑ±»'ò¿ª£¬ÔòÑ¿·¶Î\$À©Õ'µ½ÎÄÒ»¸µ¥Ôª,ñ¿ÄÿÈç£¬À©Õ'ÄÊ½  
ÒÑ'ò¿ª²¿Ñ¿·¶ÎÄÊÒ»,ö×Ö·û£¬ExtendSelection °ÑÑ¿·¶Î\$À©Õ'ÎªÖû,öµ¥'Ê¿

*Character*\$ °ÑÑ¿·¶Î\$À©Õ'µ½,Ã×Ö·û¿

ÓÃ Cancel Ó¿¼äÍÊ³ö,ÃÄÊ½¿

ÇěŦŦŦ

¿·Ñ¿·¶Î¿Ö¿¼ä°Í°¬Êý



File1

File1

İàµ±ÓÚŇıÔñÁĐÔÚı°İÄ¼pı±²Ėµ¥µ×²ĴµÄµÚÒ» öİÄ¼p£¬¼´òĴªµÚÒ» öİÄ¼pı£ĖĖ¹üÄüĖÔİ¼  
´òĴªÒ» ö²»´æÔÚµÄİÄ¼p³¼İ»á²üĖü´İİó£ĖĖ¹üı°İÄ¼pı±²Ėµ¥ÖĐÄ»ÓĐÁĐ³öİÄ¼p³¼İ²»ÄÜĖ¹ÓÄ File1  
Óİ³¼äı£

Çē²İÖÄ

ı°İÄ¼pı±Óİ³¼ä°İ°ĖĖ

CountFiles

File2

File2

İàµ±ÓÚÑîÔñÁÐÔÚî°İÄ¼þî±²Ěµ¥ÖĐµÄµÚ¶¶þ,ðİÄ¼þ£¬¼´´ò¸ªµÚ¶¶þ,ðİÄ¼þî£ĚĚ¹ûÄúÊÔİ¼  
´ò¸ªÔ»¸²»´æÔÚµÄİÄ¼þ³¼İ»á²úÊú  
´İİî£ĚĚ¹ûî°İÄ¼þî±²Ěµ¥ÖĐÖ»ÁÐ³òÔ»¸²İÄ¼þ»òÄ»ÓĐİÄ¼þ£¬Ôò²»ÄÜÊ¹ÓÄ File2 Óİ³¼äî£

Çě²İÖÄ

î°İÄ¼þî±Óİ³¼äªİ°İĚý

CountFiles

File3

**File3**

İàµ±ÓÚŇıÔñÁĐÔÚı°İÄ¼pı±²Ĕµ¥ÖĐµÄµÚĔý,öİÄ¼p£¬¼´´ò¸ªµÚĔý,öİÄ¼pı£Ĕç¹ûÄúĔÖİ¼  
´ò¸ªÖ»¸,ö²»´æÖÚµÄİÄ¼p³¼İ»á²úĔú´İİó£Ĕç¹ûı°İÄ¼pı±²Ĕµ¥ÖĐÖ»ÓĐA½,ö»ò,üĔÜµÄİÄ¼pĔ±  
£¬²»ÄÜĔ°ÓÄ File3 Óİ³¼äı£

**Çĕ²İÖÄ**

ı°İÄ¼pı±Óİ³¼ä°İ°ĔĔý

CountFiles

File4

**File4**

İàµ±ÓÚŇıÔñÁĐÔÚı°İÄ¼pı±²Ĕµ¥ÖĐµÄµÚĔÄ,đİÄ¼p£¬¼´´òĴªµÚĔÄ,đİÄ¼pı£ĔÇ¹ùÄúĔÖİ¼  
´òĴªÖ»\_đ²»´æÔÚµÄİÄ¼p³¼Í»á²úĔú´İó£ĔÇ¹ùı°İÄ¼pı±²Ĕµ¥ÖĐÖ»ÓĐĔý,đ»đ,üĔÜµÄİÄ¼pĔ±  
£¬Ôđ²»ÄÜĔ¹ÓÄ File4 Óİ³¼ăı£

**Çĕ²İÖÄ**

ı°İÄ¼pı±Óİ³¼ă°İ°ĔĔý

CountFiles

FileClose

**FileClose** [Save]

İàµ±ÓÚı°İÄ¼þı±²Ëµ×ÖĐµÄı°¹Ø±Öı±ÄüÁîı£¹Ø±Ö»İ¶İÄ¼þ°ÍÓëÖ®İà¹ØµÄ´°¿Úı££´ÓÄ **DocClose**  
Ö»ÄÜ¹Ø±Ö»İ¶İ´°¿ÚµÄİÄµµı££©

Save

- Ö,¶İ´ÊÇ·ñÇ¿ĐĐ±£´æı£
- 0 »òÊıÄÔ      Èç¹üİÄ¼þÊÇı°ÖàµÄı±£´´£İİÄ¼þ×ÖÉİ¹±£´æ°óÓÖ±»ĐĐ,Ä¹y£©£İÖòİàĐİÓÄ»§±£´æı£
- 1                    ¹Ø±ÖÖ®Ç°±£´æİÄµµı£
- 2                    ²»±£´æİÄµµÖ±½Ó¹Ø±Öı£

**ÇëİÖÄ**

ı°İÄ¼þı±Óİ³¼ä°İ´Êý

FileCreateDataFile

**FileCreateDataFile** .FileName = *text* [, .PasswordDoc = *text*] [, .PasswordDot = *text*] [, .FieldName = *text*]

İàµ±ÓÚÔÚı°ÑıÔñÊý¾ÝİÄ¼pı±¶ŒÖ»°¿òÖĐµ¥»÷ı°´´½°Êý¾ÝİÄ¼pı±°·Á¥£¬İª·òÓı°İ²¿İÄµµ  
´´½°Ö»\_öĐÂµÄÊý¾ÝİÄµµ£¬»òÓÚÊý¾ÝİÄ¼pÖĐ¼ÓËëÖ»\_öĐÂµÄÓò¿£

.FileName           ĐÂÊý¾ÝİÄ¼pµÄİëÖûÂ·¾¶İÄû¿£

.PasswordDoc       İÄ¼pµÄ¿ÚÁİ¿£

.PasswordDot       İÄµµµÄ DOT İÄ¼pµÄ¿ÚÁİ¿£

.FieldName           ÒÓİÄ±¾ĐİÊ½¼Óµ½Êý¾ÝİÄ¼pÖĐµÄÖ»Đ©ÓòÄû³Æ¿£

Ê¾Äý

FileCreateDataFile .FileName = "C:\WORDDATA\MYDATA.DOC", \

.FieldName = "name, address, city, state, postcode"

½°Á¿Ö»\_öÖë»İ¶İÄµµİà¹ØÁªµÄĐÂµÄÊý¾ÝİÄµµ£¬Ëü°ü°¬İ²¿Óòıªname, address, city, state, °İ  
postcode£¬ĐÖÄû¿µØÖ·¿³¿ËĐı¿Ëİ¿ÖËÖp±àÄë£©£¬²¿¿Ö°ò¿Ö»\_ö°ü°¬±İµÄĐÂ°¿ÚÁÀ  
·ÁĐ³öÖâĐ©°İ²¿¿Óò¿£

**ÇěİÖÄ**

ı°İ²¿ı±Óİ¾äı°¬Êý

FileCreateHeaderFile  
**FileCreateHeaderFile** .FileName = *text* [, .PasswordDoc = *text*] [, .PasswordDot = *text*] [, .FieldName = *text*]

Îª´òÓì°î²çÎÄµµ½´´ÁçÒ»„öÐÂµÄÍ·¼ÇÂ¼ÎÄµµî£  
.FileName            ÐÂÎÄµµµÄÎÄ¼þÄûî£  
.PasswordDoc        Í·¼ÇÂ¼ÎÄµµµÄçÚÁîî£  
.PasswordDot        ÎÄµµµÄ DOT ÎÄ¼þµÄçÚÁîî£  
.FieldName           ÒÓÎÄ±¼ÐÎÊ½¼Óµ½Êý³¼ÝÎÄ¼þÖÐµÄÒ»Ð©ÓðÄú³Æî£

Çë²ÎÖÂ  
ì°î²çÎÄµµ±¼ÐÎÊ½¼Óµ½Êý³¼ÝÎÄ¼þÖÐµÄÒ»Ð©ÓðÄú³Æî£  
FileCreateDataFile

FileEditDataFile

**FileEditDataFile**

İàµ±ÓÚÔÚ°İ²ç´òÓİÀ,ÖĐµ¥»÷İ°±à¼Ëÿ³¼ÝİÄ¼pİ±°´Å¥£¬´ò¸ªÒ»,ö°İ²çİÄµµµÄİà¹ØÁªµÄËÿ³¼ÝİÄ¼pİ£

ÇěİÖÄ

İ°öİ²çİ±Óİ³¼ä°İ°¬Êý



FileExit

**FileExit** [Save]

İàµ±ÓÚı°İÄ¼þı±²Ėµ×ÖĐµÄı°İĚ³đı±ÃüÁİ£¬İĚ³đ Wordı£

Save

- Ö,ŦĲĒÇ·ŋÇ¿ĐĐ±£´æı£
- 0 »đĒıÄÖ

İáĐŇÓÄ»Ş±£´æÃ¿Ö»,đĐĐ,Ä'ýµÄİÄµµı£
- 1

ĒüÓĐ±â¼'ýµÄİÄµµÖÜİĚ³đÇ°×ÖŦĲ±£´æı£
- 2

²»±£´æİÄµµı£

**Çě²İÖÄ**

ı°»³¼ı±Óİ³¼ä°İ°ĒĒý  
ı°İÄ¼þı±Óİ³¼ä°İ°ĒĒý

FileFind

**FileFind** [.Title = text,] [.Subject = text,] [.Author = text,] [.Keywords = text,] [.SearchPath = text,]  
[.Text = text,] [.SavedBy = text,] [.DateCreatedFrom = text,] [.DateCreatedTo = text,]  
[.DateSavedFrom = text,] [.DateSavedTo = text]

b .] [.Name = text,] [.Location = text,] [.MatchCase = number,] [.Options = number,] [.SortBy =  
number,] [.View = number,] [.SelectedFile = number]

İaµ±ÓÚı°²éÖÖİÄ¼pı±¶İÖ»°¿ò£ı°İÄ¼pı±²Êµ¥£©ı£.ü¼YËÑË÷µÄ¹æÖòÉú³ÉİÄ¼pÁĐ±ı£  
¿ÉÖÖÖÄÖÜ.Ä±äÄ¬ĐøµÄ FileFind Ö.ÄİÖĐµÄËÑË÷¹æÖòı£ËÇı°¼ÇÄ¼ÄËÖ»ö.øÖĐ FileFind  
µÄ°ê£¬µ±Ê±ÖÜı°²éÖÖİÄ¼pı±¶İÖ»°¿òÖĐÖ.ĐĐµÄËİ°İÆäÉü²Ü×÷£.ÄyËÇ£¬¬ò¿»òÉ¼³yİÄµµ£¬±à¼-  
ÖªÖªĐÄİÇ£¬»òÖß¬òÖıµ££©¶¼±¼ÇÄ¼İªµ¥¶İÄÖ.Äİ£

.Title ±êİaı£  
.Subject Ö÷İaı£  
.Author ×÷Ößı£  
.Keywords ÓÄÖÜË¶±đİÄµµµÄ¹Ø¼ü×Öı£  
.SearchPath ÓÄÖÜËÑË÷İÄ¼pµÄ¿Ä¼ÄĐ±İ£¬÷Ä¿Ä¼Ö®¼äÖÖ.Öª.Ö¿ı£  
.Text İÄµµÖĐµÄİÄ±³ı£

¶İÖ. Title£¬. Subject£¬. Author£¬. Keywords£¬. SearchPath °İ. Text ¼ßÓĐ¶İä. öµ¥. ÊÊ±  
£¬ËüÄÇ¹³ÉÖ»ö²¼¶İüËÑË÷±İ. İÊ¼¶İ²»»ËÇÖÇİÄ¶İİÖİ£¬ÆäÖĐ£¬¿Ö. ĩ°İ¶İ°Ä±İÊ¼. OR£¬ı°&ı±±İÊ¼  
ANDı£ÓĐ¹Øİēİ. ı²éÉÜ£¬İ¼üËÑË÷İÄµµÊ±¿ÉÖÖË¹ÓÄµÄİøÊä×Ö. üı£ËÑË÷İÄµµÊ±  
¿ÉÖÖË¹ÓÄµÄİøÊä×Ö. ü.

.SavedBy Éİ.İ±£.æİÄµµÖßµÄĐÖÄüı£  
.DateCreatedFrom ÖªËÑË÷µÄİÄµµ½.ÄÇÈÖÆÜİÄİbı£  
.DateCreatedTo ÖªËÑË÷µÄİÄµµ½.ÄÇÈÖÆÜİÄİbı£  
.DateSavedFrom ÖªËÑË÷µÄİÄµµ±£.æÈÖÆÜİÄİbı£  
.DateSavedTo ÖªËÑË÷µÄİÄµµ±£.æÈÖÆÜİÄİbı£  
.Name İÄµµµÄİÄ¼pÄü£¬¼ı.Ü.ÉÖÖË¹ÓÄÖ»öİēÖüµÄİÄ¼pÄü£¬µ«İ.£Ö.¶İ.Ö»ö.ö  
¬øÖĐİ.Ää.üµÄİÄ¼pÄü£¬ÄyËÇı°\*.docı±ıÇı°\*.ı±±÷ı°\*.bmpı±ı£  
.Location ËÑË÷Ä¿Ä¼µÄÄ.¼¶İ£¬ı°.×Ö.ü.®ËÇİÄ£°  
Path Only ü¼Y. SearchPath ËÑË÷  
All Local Drives ÖÜ.Ä¼ÆËä»üµÄËüÖĐÖ²ÄİÖĐËÑË÷ı£  
All Drives ÖÜËüÖĐÖ²Äİ°İİøÄÇÇy¶Æ÷ÖĐËÑË÷ı£  
X: ÖÜ X.ÆäÖĐ X. ü±Çy¶Æ÷×Ö.üı£  
.MatchCase Ö.¶İ.ËÇ. ĩÑİ. ĩµØ. ËÑË÷İÄ±³ÖĐµÄ. óĐıĐ. Ë¥Æ¥Ää£. ı²öÓÄÖÜ. Text ²İËy£©£°  
0£.Ää£© ²»Æ¥Ää. óĐıĐ. £.Ä. ÈİÖµ£©ı£  
1 Æ¥Ää. óĐıĐ. ı£  
.Options °². ÄÖÖµ½İÄ¼pµÄİ. ÖÄ£°  
0 ı². ÄÇĐÄµÄÄĐ±ı£  
1 °İÆ¥ÄäµÄİÄ¼p¼Óµ½ÖİÖĐµÄİÄ¼pÄĐ±İÖĐı£  
2 Ö»ÖÜÖİÖĐµÄİÄ¼pÄĐ±İÖĐËÑË÷ı£  
.SortBy Ö.¶İ.ËÇ.°İ.øİÄµµÄÄĐò£°  
0 °.×÷ÖßµÄ×ÖÄ.Ë³Đòı£  
1 °.ı².ÄÇÈÖÆÜ£¬¬ıĐÄµÄİÄ¼pÄÄÖÜµÜÖ»İ»ı£  
2 °.Éİ.İ±£.æİÄµµÖßĐÖÄüµÄ×ÖÄ.Ë³Đòı£  
3 °.Éİ.İ±£.æµÄÈÖÆÜ£¬¬ıĐÄµÄİÄ¼pÄÄÖÜµÜÖ»İ»ı£  
4 °.İÄ¼pÄüµÄ×ÖÄ.Ë³Đòı£  
5 °.İÄ¼p. óĐı£¬¬ıĐıµÄİÄ¼pÄÄÖÜµÜÖ»İ»ı£  
.View Ö.¶İ.ÖÜ¶İÖ»°¿òµÄÖÖ²àÖª²é¿. µÄÄÜËy£°  
0 İÖË¼±êİa°İAÄĐò±ê×¼£.ËÇı°²»ËÇİÄ¼pÄü£©ı£  
1 İÖË¼İÄ¼pÄÜËyı£  
2 İÖË¼İÄ¼pµÄÖªÖªÄİÇı£  
3 İÖË¼İÄ¼pµÄİª¼ÆĐÄİÇı£

$\hat{E}^{3/4} \hat{A} \hat{y}$ 

```
FileFind .Name = "test*.doc", .Location = "Path Only", .Matchcase = 0, \
.Options = 0, .SortBy = 4, .View = 1
```

Çe²ÎÔÄ

i°ÎÄ¹¼þi±Óï³¼ä°í°-Êý

FileName\$()

a\$ = **FileName\$**([n])

·μ»Ø»íŒŒÄμμÄû³Æ»ðÒ»\_öÔÚj°îÄ¼p±²Ēμ¥ÖĐĒùÁĐ³öμÄ×î½û´ð¿ªμÄîÄ¼p±²×øĒíÆ°μ±Ē¹ÓÄ\_Ä°ĒĒyĒ±  
Æ¬ÇēĒ·ĒĒ²āĒēμāÔÚîÄμμ´°¿ÚÆ¬Œ²»ĒÇÔÚÒ³Ä¼°îÒ³½ÄÖĐjÆ

n °·îĐðÁĐÔÚj°îÄ¼p±²Ēμ¥ÖĐμÄîÄ¼p°ÄÆ¬´Ó 1 μ½ 4jÆĒÇ¹ûĒÇ  
0Æ¬ÁāÆ©»ðĒjÄÔÆ¬¬Ôð·μ»Ø»íŒŒÄμμÄûÆ»ĒÇ¹ûÄ»ÓĐ»íŒŒÄμμÆ¬¬Ôð·μ»ØÒ»\_ö¿Ö×Ö·û  
´®jÆĒÇ¹û n ´óÔÚj°îÄ¼p±²Ēμ¥ÖĐÁĐ³öμÄîÄ¼p\_öĒýÆ¬¬Ôð»á²úĒúÒ»\_ö´íî¿jÆ

Çē²îÖÄ

j°îÄ¼p±²Óî³¼ā°î°ĒĒý

CountFiles

FileNew

**FileNew** [.NewTemplate = number,] [.Template = text]

İàµ±ÓÚı°ĐÂ½°ı±¶ŦŦŦ»°çò£°ı°İÄ¼pı±²Ėµ¥£©£¬°òçªŦ»çòçŦŦİÄİÄµµ°çÚı£

.NewTemplate      Ö,Ä÷ÊÇ·ñ°°½°Ŧ»çòĐÂµÄİÄµµ»òĐÂµÄÄ£°âı£

0                      °òçªŦ»çòĐÂµÄİÄµµ°çÚı£

1 »òÊıÄŦ              °°½°Ŧ»çòĐÂÄ£°âı£

.Template              İÄµµÄ£°âÄŦ»òİÄµµÄŦ£¬Word »ùÓÚ,ÄİÄµµ»òÄ£°â½°ÄçĐÂµÄİÄµµ»òÄ£°âı£

Ê¾ÄŸ

FileNew .NewTemplate = 1

°òçªŦ»çò³Æİª Template1 µÄĐÂÄ£°âı£

**ÇěİŦÄ**

ı°İÄ¼pı±Ŧİ¾¼ä°İ°¬ÊŸ

FileNewDefault  
**FileNewDefault**

´´½¨Ò»„ð»ùÓÚ NORMAL.DOT µÄÐÂÎÄµµ£ .

ÇěſŒ  
ı°ÎÄ¼þı±Óŕ¼ăŕŕ°ŒÉý

```
FileOpen
FileOpen .Name = text [, .ReadOnly = number] [, .PasswordDoc = text] [, .PasswordDot = text]
İàµ±ÓÚı°`ò¿ªı±¶ŒŒ»°¿ò£ı°İÄ¼þı±²Ėµ¥£©£¬`ò¿ªÖ,¶µÄİÄµµı£
.Name İÄµµÄûı£
.ReadOnly Èç¹ûÊÇ 1£¬İÄµµÒŒŒ»¶ÁĐİÊ½`ò¿ªı£
.PasswordDoc İÄµµµÄ¿ÚÁı£
.PasswordDot İà¹ØÄ£°âµÄ¿ÚÁı£
Èç¹ûİÄµµ²»æŒŒ¼İ»á²ûÊûŒ»ö´İİóı£
Ê¼Äý
FileOpen .Name = "MYDOC.DOC", .ReadOnly = 1
```

Çē²İŒÄ  
ı°İÄ¼þı±Óİ¼ä°İ°Ėý

```
FileOpenDataFile
FileOpenDataFile .Name = text [, .ReadOnly = number] [, .PasswordDoc = text] [, .PasswordDot = text]
'ò¿ªÓÃÓÚ°İ²ç'òÓıμÄÊý¾ÝİÄ¼pı£
.Name                Òª'ò¿ªμÄÊý¾ÝİÄμμμÄİêÕûÂ·¾İı£
.ReadOnly            Êç¹úÊÇ 1£¬ÔòİÄμμÖÕÕ»İÁĐİÊ½'ò¿ªı£
.PasswordDoc        İÄμμμÄ¿ÚÁİı£
.PasswordDot        İâ¹ØÄ£°âμÄ¿ÚÁİı£
Ê¾¼Äý
FileOpenDataFile .Name = "MYDATA.DOC"
```

Çě²İÖÄ  
ı°ı²çı±Óİ¾äı°¬Êý



\$e \$ FileOpenHeaderFile FileOpenHeaderFile  
FileOpenHeaderFile .Name = text [, .ReadOnly = number] [, .PasswordDoc = text] [, .PasswordDot = text]

‘ò¿ªÒ» ,ðÓÃÓÚ°ĩ²ç´ðÓµÄÍ·¼ÇÂ¼Ä¼Ä¼p¿

.Name                    Òª´ò¿ªµÄÊý³¼ÝÎÄµµµÄÍéÕûÂ·¾¶Äû¿  
.ReadOnly                Êç¹ûÊÇ 1£¬ÒðÎÄµµÒÕÕ»¶ÁÐÎÊ½´ò¿ª¿  
.PasswordDoc            ÎÄµµµÄ¿ÚÁÎ¿  
.PasswordDot            Îà¹ØÃ£°âµÄ¿ÚÁÎ¿  
Ê³¼Äý  
FileOpenHeaderFile .Name = "c:\WORDDOCS\MEADER.DOC"

Çë²¹ÔÃ  
¿°°ĩ²ç¿±Ó¿³¼ä°¿°¬Êý

**FilePrint** [.Type = *number*,] [.NumCopies = *text*,] [.Range = *number*,] [.From = *text*,] [.To = *text*,]

```
b .PrintToFile = number, .Collate = number [, .FileName = text]
```

l`aµ±ÓÚj°`òÓj±¶Ô»°¿ò£`j°l`Ä¼p±²Ëµ¥£©£»`òÓj»¶l`Äµµj£

.Type      ìàµ±ÓÚì°´òÓì±±çò£¬Òª´òÓìîÄµµµÄÀàÐí£°

0	ÎÄµµ
1	ÖªÒªÐÃİç
2	Áú×ç
3	ÑüÊ½
4	Í¼Î¼¯
5	¼ü·ÖÄä

.NumCopies	±,·ÝµÄÊýÁ¿;£
------------	--------------

Range 03EY.¶¶§£°

[illegible]

.From ·¶î§µÄÆðÊ¼'¡£¬¿ÉÒÔÊÇÒ³º0¡£¬»ò½Ú£¬Èò Range Íª 0£¬Áã£©»ò 1£¬Òò±»°öÂÔ¡£

.To ·¶Í§µÄ½áÊø´£¬¿ÉÒÔÊÇÒ³ºÍ£¬»ð½Ú£¬Èò *Range* Íª 0£¬Áã£©»ð 1£¬Òò±ª»ðÁÔ£

```
.PrintToFile      İàµ±ÓÚı°´òÓıµ½îÄ¼þı±,´Ñıçòı£
```

.Collate      ìàµ±ÓÚ¡°×Ô¶¶·ÖÖ³¡±, Ñ¡¿ò¡£

```
.FileName Èòlá¹©ÄË_ÄÓò£-ÒòÖ_¶¹Ä¼þ±»«òÖ¹³òÀ´¡£´Ó FileFind ÖÐ¼ÇÄ¼ Print£-Òò½²«
FilePrint Á-Í¬_ÄÓòÒ»Í¬¼ÇÄ¼ÄÄ¼¡£
```

Çë²ÎÔÄ

j°îÄ¼bj±Óï¾ä°í°-Êý

FilePrintDefault

**FilePrintDefault**

ÓÃµ±Ç°µÄÄ¬ÈÏÖµ´ðÓï»ï¶¶Äµµµ£

Çë¶ÔÄ

¿ÎÄ¼µ±Óï¼ä°í°¬Ëý

FilePrintMerge

**FilePrintMerge** .Destination = number [, .MergeRecords = number] [, .From = text] [, .To = text]  
[, .Suppression = number] [, .SelectRecords]

İàµ±ÓÚÔÚı°ı²ç´òÓİÉèÖÄİ±ŦŦÖ»°¿ò£ı°İÄ¼pİ±²Ėµ¥£©ÖĐµ¥»÷ı°ı²çİ±°´Ä¥  
£¬°ŦĖŸ¼ŸİÄµµÖĐµÄĖŸ¼Ÿı²çµ½°ı²ç´òÓİİÄµµÖĐİ£

.Destination İàµ±ÓÚı°ı²ç¼á¹ûİ±ŦİŦ×é£¬ÒªĖĖı²ç¼á¹ûµÄµØ·½£°

0 Ėİµ½´òÓİ»ú  
1 Ėİµ½ĐÄİÄµµ  
2 Ö»¼ı²é´Íİó

.MergeRecords Ö,ŦĦĖç°ı²ç¼ÇÄ¼£°

0 »òĖİÄÖ .From ıı .To ±»°òÄÖ£¬ı²çĖİòÓĐ¼ÇÄ¼İ£  
1 Word Ö»ı²çÓÉ From µ½ To Ö®¼ăĖİö,ŦĦµÄ¼ÇÄ¼£¬/ÆăÖĐÖ®Ö»±ØĐĖĖç·ÇÄăµÄİ£

.From Öªı²çµÄÆđĖ¼¼ÇÄ¼°Äİ£

.To Öªı²çµÄ½ăĖø¼ÇÄ¼°Äİ£

.Suppression İàµ±ÓÚı°¿ÖĐĐ´İÄİİ±ŦİŦ×é£°

0 ´òÓİ¿ÖĐĐ  
1 ÍĖĖ«İøŸ  
2 ÖÆµ½µ×²¿

.SelectRecords İàµ±ÓÚµ¥»÷ı°ŦİŦ¼ÇÄ¼İ±°´Ä¥£¬²úĖİı°¼ÇÄ¼ŦİŦĦÄÜĖŸİ±ŦŦÖ»°¿òİ£  
Ė¾ÄŸ

FilePrintMerge .Destination = 1, .MergeRecords = 1, .From = 100,\

.To = 115, .Suppression = 0

ÓÄ´Ó 100 µ½ 115 Ö®¼ăµÄ¼ÇÄ¼°ÄÖ´ĐĐı²ç´òÓİ£¬ÔÚı²çÓòÖĐ´òÓİ¿ÖĐĐİ£

ÇĖ²İÖÄ

ı°İÄ¼pİ±Óİ¾ă°İ°ĖŸ

FilePrintMergeCheck  
**FilePrintMergeCheck** .Destination = number [,MergeRecords = number] [,From = text] [,To = text]  
[,Suppression = number] [,SelectRecords]

İàµ±ÓÚÔÚ°İ²¢´òÓİÄ,ÖĐµ¥»÷ ☒ £»¼ì²â´òÓİİÄµµÖĐµÄ´ílóİ£²İÊýÓë **FilePrintMerge** ÖĐµÄİàİ¬İ£

Çë²İÖÄ  
İ°°İ²¢İ±Óİ³¼ä°İ°Êý

\$te \$ FilePrintMergeReset FilePrintMergeReset  
**FilePrintMergeReset**

İàµ±ÓÚÔÚı°ı²ç´òÓıÉèÖÃı±¶Ö»°¿ò£ı°İÄ¼pı±²Ėµ¥£©ÖĐµ¥»÷ı°É³¼³ýŇıÓÃı±°´Å¥£¬½«°ı²ç´òÓıµÄİÄµµÖØĐÄÉèÖÃİªÖ»°ăİÄµµı£

Çě²İÖÄ  
ı°ı²çı±Óı³¼ăı°İÉý

FilePrintMergeSelection

**FilePrintMergeSelection** [.MergeField1...MergeField6 = *text*,] [.AndOr1...AndOr5 = *number*,]

[.ComparedTo1...ComparedTo6 = *text*,] [.CompOp1...CompOp6 = *number*]

İàµ±ÓÚÔÚı°ı²ç´òÓıı±¶Ô»°¿òÖĐµ×»÷ı¼ÇÂ¼Ñı¶"ÄÚÈÝı±°´Ä×

£»Ö,¶"Ö»İµÁĐÖ°ı²çµ½Ö»ı°ı²çİÄµµÖĐµÄ¼ÇÂ¼ı£

.MergeFieldN ÓÃÓÚ±È½İµÄÓð£¬Èü¿ÉÒÒÊÇÈİ°İÖ»ı°ÖÃÖÚı°ı²çİÄµµÖĐµÄ°ı²çÓð»ðÖİÊÇ *Record Number* Óðı£

.AndOrN ÓÃÓÚÁ´½Ó¹æÓðµÄ²Ü×÷¬û£°

0£¬"Äâ£©

°ı

1

»ð

.ComparedToN Óě *MergeFieldN* ±È½İµÄÓðıçÊý×Ö»ð×Ö¬û´®

.CompOpN ½øĐĐ±È½İµÄÀàĐİ£¬ÈÇÓÚı°¼ÇÂ¼Ñı¶"ÄÚÈÝı±¶Ô»°

¿òÖĐµÄı°ÊÇı±ÁĐ±ı¿òÖĐÈùÁĐ£°

1

İàµÈ

2

²»µÈ

3

ĐıÓÚ

4

´óÓÚ

5

ĐıÓÚµÈÓÚ

6

´óÓÚµÈÓÚ

7

¿Ö

8

·Ç¿Ö

Ã¿Ö»ı°ÖÖİàİ¬Êý×Ö½âÊµÄ²İÊýÖ,¶"ÁÈÖ»ı°İêÖûµÄİö¼þ£¬ÓÃÓÚ´ÓÊý¼ÝİÄµµÖĐÑıÖñ¼ÇÂ¼ı£

Ê³¼Äý

FilePrintMergeSelection .MergeField1 = "Record Number", \

.ComparedTo1 = 3, .CompOp1 = 6 \

.MergeField2 = "Record Number", \

.ComparedTo2 = 100, .CompOp2 = 5

Ñı¶"¬û¬¬ÖÚ¼ÇÂ¼ 3 °ı 100 Ö®¼äµÄÈùÓĐ¼ÇÂ¼ı£

ÇěİÖÄ


ı°ı²çı±Óİ³¼äı°¬Êý

```
$te $ FilePrintMergeSetup FilePrintMergeSetup
FilePrintMergeSetup [.RemoveAttachments,] [.DataFile,] [.HeaderFile,] [.MainDoc,] [.Merge]
İàµ±ÓÚÔÚı°ıİ²ç´òÓİÉèÖÃİ±ŦŦŦ»°Łò£İ°İÄ¼bİ±²Ėµ¥£©ÖĐµ¥»÷°`Å¥£İ¬İ°ıİ²ç´òÓİ×¼±,Ö÷İÄµµİ£
.RemoveAttachments İàµ±ÓÚı°É³¼ŸŦİÓÃİ±°`Å¥İ£
.DataFile İàµ±ÓÚı°ŦİÓÃĖŸ¼ŸİÄ¼bİ±°`Å¥İ£
.HeaderFile İàµ±ÓÚı°ŦİÓÃİ·¼ÇÂ¼İÄ¼bİ±°`Å¥İ£
.MainDoc İàµ±ÓÚı°±à¼Ö÷İÄµµİ±°`Å¥İ£
.Merge İàµ±ÓÚı°ıİ²çİ±°`Å¥İ£
Ê³¼ÄŸ
FilePrintMergeSetup .Merge
İŦĖ³¼ı°ıİ²ç´òÓİİ±ŦŦŦ»°Łòİ£
```


Çě²İŦÄ  
İ°ıİ²çİ±Óİ³¼ăı°İ°ĖŸ



\$te \$ FilePrintMergeToDoc FilePrintMergeToDoc  
**FilePrintMergeToDoc .Destination = number** [,**.MergeRecords = number**] [,**.From = text**] [,**.To = text**]  
[,**.Suppression = number**] [,**.SelectRecords**]

İàµ±ÓÚÔÚ°İ²¢´òÓİÄ,ÖĐµ¥»÷  £¬°´ĂĲ½ÚÓĐÒ»·Ý¹«°µĂĐÎÊ½´´½¨Ò»,öĐÂÎĂµµİ£²ÎÊýÓě  
**FilePrintMerge** İàÍ¬İ£

Çě²İÖÄ  
İ°İ²¢İ±Óİ³⁄₄ăİ°İ°Êý

\$otnote \$ FilePrintMergeToPrinter FilePrintMergeToPrinter  
**FilePrintMergeToPrinter .Destination = number** [,**.MergeRecords = number**] [,**.From = text**] [,**.To = text**] [,**.Suppression = number**] [,**.SelectRecords**]  
İàµ±ÓÚÔÚ°İ²ç´òÓİÀ,ÖĐµ¥»÷  £¬°ŃÒ»İµÁĐ°İ²ç´òÓİİĂµµ·çĖİ,ø´òÓİ»úİ£²İĖýÓĖ **FilePrintMerge**  
İàİ¬İ£

Çē²İÖÄ  
İ°İ²çİ±Óİ³⁄ä°İ°ĖĖý

FilePrintPreview

**FilePrintPreview** [On]

logical = **FilePrintPreview**()

İàµ±ÓÚı°İÄ¼þı±²ĖµŸÖĐµĂı°´òÓıÔ±ÄÀı±ÃüÁî£¬´ò¸ª»ò¹Ø±Öı°´òÓıÔ±ÄÀı±´°¸Úı£

On İÔÊ¾»òÉ¾³ýı°´òÓıÔ±ÄÀı±´°¸Ú£°  
ÊıÄÔ ×ª»»´òÓıÔ±ÄÀı£  
1 ´ò¸ª´òÓıÔ±ÄÀı£  
0 ´Ø±Ö´òÓıÔ±ÄÀı£  
„Ä°¬ÊýĐİÊ½·µ»Ø£°  
-1 Êç¹ú´òÓıÔ±ÄÀ´ò¸ªı£  
0 Êç¹ú´òÓıÔ±ÄÀ¹Ø±Öı£

ÇěİÖÄ  
ı°İÄ¼þı±Óİ¾ăı°¬Êý  
ı°²é¸´ı±Óİ¾ăı°¬Êý

FilePrintPreviewMargins  
**FilePrintPreviewMargins** [On]

logical = **FilePrintPreviewMargins**()

ÔÚ´òÓ¡ÔᄡÀÀÖĐİÔÊ¾»ðÉ¾³ýÎÄ±¾Ô³±ß½ç¡£

On	´òÓ¡»ðÉ¾³ýÎÄ±¾Ô³±ß½ç£°
1	İÔÊ¾ÎÄ±¾Ô³±ß½ç¡£
0	¹Ø±ŒİÄ±¾Ô³±ß½çµÄİÔÊ¾¡£
Ê¡ÄÔ	×ª»»ÎÄ±¾Ô³±ß½çµÄİÔÊ¾¡£
„Ä°¬ÊýĐİÊ½·µ»Ø£°	
-1	Ëç¹üİÔÊ¾ÎÄ±¾Ô³±ß½ç¡£
0	Ëç¹üÄ»ÓĐİÔÊ¾ÎÄ±¾Ô³±ß½ç¡£

çěîö  
¡°îÄ¼þ¡±Œ³¼ä°¬¬Êý  
¡²éç´¡±Œ³¼ä°¬¬Êý

FilePrintPreviewPages

**FilePrintPreviewPages** [*Pages*]

logical = **FilePrintPreviewPages**()

ÔÚÒ»Ò³ºÍÁ½Ò³Ö®¼äÐᵇ,Ä´òÓᵢÔᵝÀÀµÄÏÔÊ³¼ᵢ£

<i>Pages</i>	ÉèÖÃÏÔÊ³¼µÄÒ³Êý£º	
	0 »òÊᵢÄÔ	×ª»»ÏÔÊ³¼×ᵢ¬£¬Ä¬ÊÏÖµ£©ᵢ£
	1	ÏÔÊ³¼Ò»Ò³ᵢ£
	2	ÏÔÊ³¼Á½Ò³ᵢ£
„Äº¬ÊýÐÎÊ½½·µ»Ø£º		
	-1	ËÇ¹ûÏÔÊ³¼Ò»Ò³ᵢ£
	0	ËÇ¹ûÏÔÊ³¼Á½Ò³ᵢ£

**Çë²ÏÔÃ**

ᵢºÍÁ¼ᵇᵢ±Óᵢ³¼äºᵢº¬Êý

ᵢº²é¿´ᵢ±Óᵢ³¼äºᵢº¬Êý

```
FilePrintSetup
FilePrintSetup [.Printer = text,] [.Setup]
İàµ±ÓÚı°´òÓıÉèÖÃı±¶Ŏ»°¿ò£¬ı°İÄ¼þı±²Êµ¥£©£»İª»İ¶İÄµµÐƲ,Ä´òÓıŊıİı£
.PPrinter      Öª¼¤»İµÄ´òÓı»úÃû³Æı£ÔÚı°´òÓıÉèÖÃı±¶Ŏ»°¿òÖĐ×¼È·µØÊäÈë,Ä²İÊýı£
.Setup         İÔÊ³⁄Ô»,òÓĐ´òÓı»úŊıİİµÄ¶Ŏ»°¿òı£
Ê³⁄⁄Äý
FilePrintSetup "PostScript printer on COM2:"
°Ŋ´òÓı»ú,Ä±äİªÖë COM2 ¿ÚİàÄ¬µÄ PostScript ´òÓı»úı£
```

Çě²İÖÄ  
ı°İÄ¼þı±²Ŏı³⁄ä°İ°¬Êý

Files\$()

a\$ = Files\$(FileSpec\$)

·μ»ØÓëÎÄ¼p¹æ·¶ÎàÆ¥ÄäμÄμÚÒ»\_öÎÄ¼pÄûj£

FileSpec\$ ÎÄ¼p¹æ·¶£°

·μ»ØÓëÉÍ¹ÓÄμÄ FileSpec\$ ÎÄ¼pÄûÎàÆ¥ÄäμÄÎÄÒ»\_öÎÄ¼pj£  
Í¹yÔÚμÚÒ»ÎÑ»·Ê±Ö\_¶ FileSpec\$ ¶Ø°óÓÖ½₂«ÆäÊjÂÔμÄ·½·£¬Äú¿ÉÒÔÖÄ\_Ä°¬ÊýμÄμ½Ò»\_öÓë  
FileSpec\$ ÎàÆ¥ÄäμÄÎÄ¼pÁÐ±í£¬Êç¹ûÄ»ÓÐÆ¥ÄäμÄÎÄ¼p£¬Òð·μ»ØÒ»\_ö¿Ö×Ö·û® (" ") j£ Files\$(".")  
Ôð·μ»Øμ±Ç°μÄÄ¿Ä¼j£

Ê³⁄⁄Äý

a\$ = Files\$("WIN.\*")

·μ»Ø WIN.DOC, WIN.COM, WIN.TXT, »ðÆäËÛËÏ°ü°¬ÎÄ×Ö WIN μÄÎÄ¼pÄûj£

CurrDir\$ = Files\$(".")

·μ»Øμ±Ç°Ä¿Ä¼μÄ·³⁄⁄¶£¬ÄýËç£¬¬¹°C:\WINWORDj±£©j£

Çë²¹ÖÄ

j°ÎÄ¼pj±Ór³⁄⁄ä°Í°¬Êý

FileFind

FileSave  
**FileSave**

İàµ±ÓÚı°İÄ¼pı±²Ėµ×ÖĐµÄı°±£´æı±ÄüÁİ£¬±£´æ»İİİÄµµı£ĖÇ¹üİÄµµ»¹Ä»ÓĐÄüÄü£¬ÔđİÖÊ³¼ı°Áİ´æİı±İİÖ»°¿ò£¬²ÇİáĐŃÓÄ»Ş,ø³đİÄ¼pÄüı£

Çě²İÖÄ  
ı°İÄ¼pı±Óİ³¼ä°İ°Ėÿ



FileSaveAll

**FileSaveAll** [Save]

İàµ±ÓÚı°İÄ¼þı±²Ëµ×ÖĐµÄı°È«²¿±£´æı±ÃüÁı£¬±£´æ°üÀ" NORMAL.DOT  
ÔÚÄÚµÄËüÓĐĐĐ,Ä'yµÄİÄ¼þı£

Save                   Ö,Ŧ"ÊÇ·ñİáĐÑÓÃ»§±£´æËü×öµÄĐĐ,Ä£°  
0                   İáĐÑÓÃ»§±£´æËüÓĐ±ê¼Çİ°ÔàµÄı±£¬¼İÄ¼þ×ÓÉİ'İ±£´æ°ó±»ĐĐ,Ä'y£©µÄİÄ¼þı£  
1                   ×ÓŦ"±£´æËüÓĐ±»±à¼µÄİÄµµı£

Çě²İÖÄ  
ı°İÄ¼þı±Óİ³¼ä°İ°-Êý

FileSaveAs

**FileSaveAs** [.Name = text,] [.Format = number,] [.LockAnnot = number,] [.Password = text]

İàµ±ÓÚı°Áı'æİªı±İ°»°ıò£ı°İÄ¼pı±²Êµ¥£©£¬±£'æ  
'øÓÐÐÄÄû³Æı£¬»ò,İÊ½µÄ»İİİÄµµı£ÊÇ'ûÒÑÓÐÒ»,óÍ¬ÄûİÄ¼p£¬Òò»á³óİÖÖ»İðĐÄİçÑİÊÄüÊÇ·İÒª  
Êı'úÒÑÓÐµÄİÄ¼pı£

.Name Ö,İİĐÄÄû³Æı£

.Format Ö,İİĐÄ,İÊ½£°

0 ±ê×¼£¬Word,İÊ½£©ı£

1 İÄµµÄ£°äı£

2 'ıİÄ±¼£¬Ä©Ö'×Ö·ü'æÓÚ ANSI ×Ö·ü¼¬ÖĐ£©ı£

3 İÄ±¼ + ·ÖĐĐ·ü£¬øÓĐ·ÖĐĐ·üµÄÖİÄ£»Ä©Ö'×Ö·ü'æÓÚ ANSI ×Ö·ü¼¬ÖĐ£©ı£

4 'ıİÄ±¼£¬PC-8£©£¬Ä©Ö'×Ö·ü'æÓÚ IBM PC ×Ö·ü¼¬ÖĐ£©ı£

5 İÄ±¼ + ·ÖĐĐ·ü£¬PC-8£©£¬øÓĐ·ÖĐĐ·üµÄİÄ±¼£»Ä©Ö'×Ö·ü'æÓÚ IBM PC  
×Ö·ü¼¬ÖĐ£©ı£

6 Rich Text Format (RTF).

.LockAnnot ÊøİİİÄµµÒÖ±ä¼ÓÉİÄü×çı£

.Password İªİÄµµÉèÖÄıÚÁı£

ÄüıÉÒÖÖ,İİÆäÊüİÄ¼p,İÊ½£¬,İÊ½±øĐèÁĐÖÚ WIN.INI İÄ¼pµÄ Microsoft Word

'ÊİðÖĐı£ÆäÊü,İÊ½°ÁÓ 100 ıªÊ¼ı£,İÊ½°Á¼',İÊ½ÖÚ INI İÄ¼pÖĐµÄ CONVNUM °Á¼ÓÉİ 100 ¼ð  
1ı£

Ê¼Äý

FileSaveAs .Name = "TEST.RTF", .Format = 6

ÓÄ RTF,İÊ½°Ñ»İİİÄµµ±£æµ½ TEST.RTF µÄÄüİÄı£

**Çè²İÖÄ**

ı°İÄ¼pı±Óı³¼äı°İ°Êý

FileSummaryInfo

**FileSummaryInfo** [.Title = text,] [.Subject = text,] [.Author = text,] [.Keywords = text,] [.Comments = text,] [.Filename = text,] [.Directory = text,] [.Template = text,] [.CreateDate = text,] [.LastSavedDate = text,] [.LastSavedBy = text,] [.RevisionNumber = number,] [.EditTime = text,] [.LastPrintedDate = text,] [.NumPages = number,] [.NumWords = number,] [.NumChars = number,] [.Update]

İàµ±ÓÚı°ÖªÒªĐÃİçİ±¶¶Ö»°¿ò£¬ıİÄ¼bİ±²Ėµ¥£©£¬ÉèÖÃÖªÒªĐÃİç²çÔÊĐİ·ÃÎĖı°İ³¼ÆĐÃİçİ±¶¶Ö»°¿òİ£³ý£Ä£ÄÖÖ®İâ£¬ÖÚı°İ³¼ÆĐÃİçİ±¶¶Ö»°¿òÖĐµÃĖùÓĐŇİİ¶¶¼ÊÇÖ»¶ÁµÃİ£

.Title ±êİâİ£  
.Subject Ö÷İâİ£  
.Author ×÷Öİİ£  
.Keywords ÓÃÓÚ±êÊ¶İÄµµµÃ¹Ø¼ü×Öİ£  
.Comments İÄµµ±,×çİ£  
.Filename ÒªĐİ,ÃÖªÒªĐÃİçµÃÖ,¶İÄ¼bÃüİ£  
.Directory İÄµµÃ¿Ä¼µÃİ»ÖÃ£¬Ö»¶Áİ£  
.Template İÄµµÃ£°â£¬Ö»¶Áİ£  
.CreateDate ´´½¬ÊÖÆÚ£¬Ö»¶Áİ£  
.LastSavedDate Éİ¹±£´æİÄµµµÃĖÖÆÚ£¬Ö»¶Áİ£  
.LastSavedBy Éİ¹±£´æİÄµµµÃÓÃ»§ĐÖÃü£¬Ö»¶Áİ£  
.RevisionNumber ±£´æİÄµµµÃİÊý£¬Ö»¶Áİ£  
.EditTime İÄµµ´ò¿ªµÃ×ÜĖ±¼ä£¬ÖÖ·ÖÖÓİªµ¶İ»İ£  
.LastPrintedDate Éİ¹´òÓİİÄµµµÃĖÖÆÚ£¬Ö»¶Áİ£  
.NumPages ÒªÊý£¬Ö»¶Áİ£  
.NumWords µ¥´ÊÊý£¬Ö»¶Áİ£  
.NumChars ×Ö·üÊý£¬Ö»¶Áİ£  
.Update İàµ±ÓÚµ¥»÷ı°,üĐÃİ±°·Ã¥£¬,üĐÃÖªÒªĐÃİçİ£

Ê³¼Äý

FileSummaryInfo .Title = "Exploration of the Upper Amazon."

°Ňİ»¶İİÄµµµÃ±êİâÉèÖÃİªÖ,¶İÄİÃ×Öİ£

**Çē²İÖÃ**

ıİÄ¼bİ±Óİ³¼äİ°İ¬Êý

DocumentStatistics

FileTemplate

**FileTemplate** .Store = number, .Template = text

İàµ±ÓÚı°Ä£°âı±¶Œ»°¿ò£~ı°İÄ¼bı±²Ėµ¥£©£¬ĐĐ,ÄÄ£°â²çİª»İ¶İÄµµÉèÖÄÄ£°âÑİİİ£

.Store                   İàµ±ÓÚı°½«ĐÂ°è°Íİ¼İÄ¼¬±£´æÓÚı±Ñİİİ×é£°

0                       ¹ÓÄİ£

1                       İÄµµÄ£°âİ£

2 »òĖİÄÔ           ´´½"Ė±İáĖ¾ÖÄ»§İ£

.Template              Óè»İ¶İÄµµİà¹ØµÄÄ£°âµÄİèÖüÄü³Æİ£

Ė¾Äý

FileTemplate .Store = 0

Ė¹ĐÂ°è°Íİ¼İÄ¼¬ĖİöÓè NORMAL.DOT İàÄ¬½Óİ£

**çè²İÖÄ**

ı°İÄ¼bı±Óİ¾ä°İ°ĖĖ

Font

**Font** *Name*\$ [,Size]

a\$ = **Font**\$( )

a\$ = **Font**\$(*Count*)

°ÑÖ,¶µ×ÖìáÓÃÓÚÑ¶µÄÜËÝ¿

*Name*\$ ÈùÓÃµ×ÖìáÃû³Æ¿

*Size* ÒÔ°ð¶µ¶µ×Öìá´óÐ¶µÆ¹ÓÃ,Ã²ÊÝ¿ÉÔÔÓÃ **FontSize** ´ùæÒÔ°óóµÃ **Font**  
°ËË¿

,Ã°ËË·µ»ØÑ¶µÄÜËÝµ×ÖìáÃû¿ÆË¹ûÑ¶µÄÜËÝ°ü°¬Ô»ÔÔÔÉ¶µ×ÖìáÆ¬Ôò·µ»ØÔ»¿,ö¿Ô×Ô·û  
´@¿ÆË¹ûìá¹©ÄË *Count* £¬ **Font**\$( ) ·µ»Ø *Count* Èù´ù±¶µ×ÖìáÃû³ÆÆ¬¶µ¶µ´Ó 1 µ½ **CountFonts**( ) ¿

Ê³⁄⁄Äý

Font "Courier", 8

°ÑÑ¶µÄÎÃ±³⁄⁄Ðµ,Ã¹ª 8 °óµÃ Courier ×Öìá¿

---

**Çë²ÍÖÃ**

¿,ñÊ½±àÄÄ¿±Ó³⁄⁄ä°ËË

FontSize  
**FontSize** *Size*  
n = **FontSize**()

,Ã°Êý·µ»ØÑ¡¶ÄÚÈÝµÄ×Ölă´óĐiі£Èç'ûÑ¡¶ÄÚÈÝÖĐ°ü°-Ö»ÖÖÖÖÉİµÄ×Ölă£¬Öò·µ»Ø 0£"Áă£©і£

ÇěîŒ  
і°ñÊ½±àÄÄі±Óř¼ă°í°Êý

FootnoteOptions

**FootnoteOptions** [.FootnotesAt = number,] [.StartingNum = number,] [.RestartNum = number,]  
[.Separator,] [.ContSeparator,] [.ContNotice]

İàµ±ÓÚÔÚı°½Å×çj±¶¶Ô»°¿òÖĐµ¥»÷j°Ñjİj±°·Å¥£¬²çÇÒÔÚı°½Å×çÑjİj±¶¶Ô»°  
¿òÖĐÊäÊëÊýÖµ£¬ÊëÖÃ½Å×çµÃÎ»ÖÃ°İ,İÊ½j£

.FootnotesAt      ·ÃÖÃ½Å×çµÃÎ»ÖÃ£°  
0                    ½Úİ²  
1                    Ò³µ×²¿  
2                    Î±±¼ÎÃ·½  
3                    ÎÃµµÃ©İ²

.StartingNum      ½Å×çÔÚ»İ¶½ÚÖĐµÃÆðÊ¼°ÃÊj£

.RestartNum      Êç¹ú²»ÎªÃ££¬ÒðÖĐĐÃ±àÃÃ¿Ò»½ÚµÃ½Å×çj£

.Separator        İàµ±ÓÚµ¥»÷j°·Ö,ð·ûj±°·Å¥£¬İİÊ³¼½Å×ç·Ö,ð·û°,İj£

.ContSeparator    İàµ±ÓÚµ¥»÷j°½ÓĐø·Ö,ð·ûj±°·Å¥£¬İİÊ³¼½Å×ç½ÓĐø·Ö,ð·û°,İj£

.ContNotice       İàµ±ÓÚµ¥»÷j°½ÓĐø×çÃ÷j±°·Å¥£¬İİÊ³¼½Å×ç½ÓĐø×çÃ÷°,İj£  
Ê³¼Ãý

FootnoteOptions .FootnotesAt = 3

°Ñ½Å×ç·ÃÔÚÎÃµµÃ©İ²j£

FootnoteOptions .ContNotice

İİÊ³¼»İ¶İÃµµµÃ½Å×ç½ÓĐø×çÃ÷°,İj£

---

**ÇěİÖÃ**

ı°,İÊ½±àÃÃj±Óİ¼ä°İ°¬Êý

```
FormatBorder [.FromText = text,] [.ApplyTo = number,] [.Shadow = number,] [.TopBorder = number,]
[.LeftBorder = number,] [.BottomBorder = number,] [.RightBorder = number,] [.HorizBorder =
number,] [.VertBorder = number,] [.TopColor = number,] [.LeftColor = number,] [.BottomColor =
number,] [.RightColor = number,] [.HorizColor = number,] [.VertColor = number,] [.Pattern = number,]
[.Foreground = number,] [.Background = number]
```

## .FromText

## .ApplyTo

0	¶ÎÄä
1	Í¼Æ¬
2	µ¥Ôª,ñ
3	Öû,ö±í
Ö,¶ÎÊÇ.ñîª¶ÎÄäºÍ¼Æ	
0	Î±
1	¼ÓÉÏÒ

## .Shadow

.TopBorder, .LeftBorder, .BottomBorder, .RightBorder, .HorizBorder, .VertBorder

.TopColor, .LeftColor, .BottomColor, .RightColor, .HorizColor, .VertColor

.Pattern

## .Foreground

## .Background

 $\hat{E}^{3/4} \hat{A} \hat{y}$ 

```
.LeftBorder = 0, .BottomBorder = 2, .RightBorder = 0, .HorizBorder = 0,\
```

```
.Background = 0
```

ÎaÑj;¶µÄ¶ÎÂâ''½''ºÓÉ«µÄÉÎÎÂÎâË«ÎßµÄ±ß;ò£¬ÎÄ×ÖÖ®¼ä¼ä³¼äÎª 1 °õ;£

$$j^{\circ} \cdot \tilde{n} E^{1/2} \pm a A j \pm O i^{3/4} \ddot{a}^{\circ} i^{\circ} - \hat{E} y$$



**FormatCharacter** [.Font = *text*,] [.Points = *value*,] [.Bold = *number*,] [.Italic = *number*,] [.Strikeout = *number*,] [.Hidden = *number*,] [.SmallCaps = *number*,] [.AllCaps = *number*,] [.Underline = *number*,] [.Color = *number*,] [.Position = *value*,] [.Spacing = *value*,] [.UseAsDefault]

$$j^{\circ} \cdot \tilde{n} E^{1/2} \pm a A j \pm O i^{3/4} \ddot{a}^{\circ} i^{\circ} - \hat{E} y$$

FormatColumns

**FormatColumns** [.Columns = *text*,] [.ColumnSpacing = *text*,] [.ColLine = *number*,] [.StartNewCol = *number*,] [.ApplyColsTo = *number*]

İàµ±ÓÚı°À,ı±ŦŦŦ°°çò£ı°ıñÊ½ı±²Êµ¥£©ÖĐµÄÑıİı×é£¬ÔÚ»İŦŦŦ½ÚµÄÄ,Ö®¼ăÊèÖÄÄ,çı°İÄ,¼ă³¼ăı£

.Columns            ÖªÊèÖÄÄ,µÄÊýÄçı£

.ColumnSpacing    Ä,¼ă³¼ăı£

.ColLine            İàµ±ÓÚı°·Ö,ôİßı±,´Ñıçòı£

.StartNewCol        İàµ±ÓÚı°çªÊ¼ĐÄÄ,ı±,´Ñıçò£¬Êç¹ú²»İªÄă£¬Ôò´Ê½ÚçªÊ¼ÓÚÒ»,ôĐÄÄ,ı£

.ApplyColsTo        Ö,ŦŦŦ°ÓıÓÄÄ,ñÊ½µÄÄÚÊÝ£°

- 0                    »İŦŦŦ½Ú
- 1                    ´Ó²ăÊëµăİòÇ°
- 2                    ÑıŦŦŦ½Ú
- 3                    ÑıŦŦİÄ±³¼
- 4                    Öú,ôİÄµµ

Ê³¼Äý

FormatColumns .Columns = "2", .StartNewCol = 1

°Ñ»İŦŦŦ½Ú,ñÊ½»ŦªÄ½Ä,£¬²ç´ÓÒ»,ôĐÄÄ,çªÊ¼ı£

**çĕ²İÖÄ**

ı°ıñÊ½±ăÄÄı±Óİ³ăı°ı°Êý

FormatDefineStyleBorder  
**FormatDefineStyleBorder** [.FromText = text,] [.ApplyTo = number,] [.Shadow = number,] [.TopBorder = number,] [.LeftBorder = number,] [.BottomBorder = number,] [.RightBorder = number,] [.HorizBorder = number,] [.VertBorder = number,] [.TopColor = number  
b .] [.LeftColor = number,] [.BottomColor = number,] [.RightColor = number,] [.HorizColor = number,] [.VertColor = number,] [.Pattern = number,] [.Foreground = number,] [.Background = number]  
îªµ±Ç°ÑùÊ½ÉèÖÃ±ß¿ð°íµ×ÎÆ,ñÊ½¿£ÖâÐ©²ÎÊýÖ,¶´ÁÊ¿±ß¿ð¿±¶¶Ô»°¿ð£´¿,ñÊ½¿±²Êµ¥  
£©ÖÐµÄ¿ÉÓÃÑ¿¿¿£

Çë²ÎÖÃ  
¿,ñÊ½±àÄ¿±Ó¿¼ä°¿-Êý  
FormatBorder  
FormatStyle

FormatDefineStyleChar  
**FormatDefineStyleChar** [.Font = *text*,] [.Points = *value*,] [.Bold = *number*,] [.Italic = *number*,]  
[.Strikeout = *number*,] [.Hidden = *number*,] [.SmallCaps = *number*,] [.AllCaps = *number*,] [.Underline =  
*number*,] [.Color = *number*,] [.Position = *value*,] [.Spacing = *value*]  
îªµ±Ç°ÑùÊ½ÉèÖÃ×Ö·ù,ñÊ½£¬ÕàÐ©²ÎÊýÖ,¶"ÁËì°×Ö·ùì±¶¶Ô»°¿ò£"ì°,ñÊ½¿ì±²Ëµ¥£©ÖÐ¿ÉÓÃµÃÑìî£

Çë²ÍÖÃ  
ì°,ñÊ½±àÀÀì±Óì³¼à°ì°¬Êý  
FormatCharacter  
FormatStyle

FormatDefineStyleFrame  
**FormatDefineStyleFrame** [.Wrap = *number*,] [.WidthRule = *number*,] [.FixedWidth = *text*,]  
[.HeightRule = *number*,] [.FixedHeight = *text*,] [.PositionHorz = *text*,] [.PositionHorzRel = *number*,]  
[.DistFromText = *text*,] [.PositionVert = *text*,] [.PositionVertRel = *number*,] [.DistVertFromText = *text*,]  
[.MoveWithText = *number*,] [.RemoveFrame]

Îªµ±Ç°ÑùÊ½ÉèÖÃ¼¼Ä¿ò,ñÊ½¿£ÖâÐ©²ÎÊýÖ,¶´ÁË¼¼¼Ä¿ò¿±¶¶Ô»°¿ò£´´¼,ñÊ½¿±²Ëµ¥  
£©ÖÐ¿ÉÓÃµÃÑ¼¼¿£

Çè²¼ÖÃ  
¼,ñÊ½¿±àÄÄ¿±Ó¿¼ä°¼°Êý  
FormatFrame  
FormatStyle

FormatDefineStyleLang  
**FormatDefineStyleLang .Language = text**

Îªµ±Ç°ÑùÊ½ÉèÖÃÓîÑÔ,ñÊ½î£Öð©²ÎÊýÖ,¶"ÁËî°ÓîÑÔî±¶¶Ô»°¿ò£"î°ñÊ½î±²Ëµ¥£©ÖÐ¿ÉÓÃµÃÑîîî£

Çë¶¶ÖÃ  
î°ñÊ½±àÃÀî±Óî¼à°î°-Êý  
FormatLanguage  
FormatStyle

FormatDefineStylePara  
**FormatDefineStylePara** [.Alignment = *number*,] [.LeftIndent = *text*,] [.RightIndent = *text*,]  
[.FirstIndent = *text*,] [.Before = *text*,] [.After = *text*,] [.LineSpacing = *text*,] [.PageBreak = *number*,]  
[.KeepWithNext = *number*,] [.KeepTogether = *number*,] [.NoLineNum = *number*]  
îªµ±Ç°ÑùÊ½ÉèÖÃ¶¶ÎÄä,ñÊ½¿£ÖâÐ©²ÎÊýÖ,¶´ÁË¡°¶¶ÎÄä¡±¶¶Ô»°¿ò£¨¡°,ñÊ½¿¡±²Ëµ¥£©ÖÐ¿ÉÓÃµÃÑ¡î¿£

Çë²¹ÖÃ  
¡°,ñÊ½¿¡±²Ëµ¥£©ÖÐ¿ÉÓÃµÃÑ¡î¿£  
FormatParagraph  
FormatStyle

FormatDefineStyleTabs  
**FormatDefineStyleTabs** [**.Position** = *text*,] [**.DefTabs** = *text*,] [**.Align** = *number*,] [**.Leader** = *number*,]  
[**.Set**,] [**.Clear**,] [**.ClearAll**]

ÓÃÖ,¶µÄÖÆ±í·û,ñÊ½¶Òâµ±Ç°ÑùÊ½£ÖâÐ©ÊËÖ,¶ÁË°ÖÆ±í·û±¶Ô»°¿ò£°í°,ñÊ½±²Ëµ¥  
£©ÖÐ¿ÉÓÃµÃÑíí£

Çë²ÍÖ  
í°,ñÊ½±²âÄ±Óí¼ä°í°ÊË  
FormatStyle  
FormatTabs



```
FormatFrame [.Wrap = number,] [.WidthRule = number,] [.FixedWidth = text,] [.HeightRule =
number,] [.FixedHeight = text,] [.PositionHorz = number,] [.PositionHorzRel = number,]
[.DistFromText = text,] [.PositionVert = number,] [.PositionVertRel = number,] [.DistVertFromText =
text,] [.MoveWithText = number,] [.RemoveFrame]
```

.Wrap	$\begin{aligned} & \text{I}\hat{\text{a}}\mu\pm\text{O}\hat{\text{U}}_{\text{i}}\text{°}\hat{\text{I}}\hat{\text{A}}\pm\text{¾}\text{»}\text{Ø}\text{È}\text{Æ}\text{i}\pm\times\text{É}\text{°} \\ & 0 \qquad \qquad \qquad \text{²}\text{»}\text{Ô}\hat{\text{U}}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\text{Ô}\hat{\text{U}}\text{i}\text{§}\text{»}\text{Ø}\text{È}\text{Æ}\text{i}\hat{\text{A}}\pm\text{¾}\text{i}\text{É} \\ & 1 \qquad \qquad \qquad \text{Ô}\hat{\text{U}}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\text{Ô}\hat{\text{U}}\text{i}\text{§}\text{»}\text{Ø}\text{È}\text{Æ}\text{i}\hat{\text{A}}\pm\text{¾}\text{i}\text{É} \end{aligned}$
.WidthRule	$\begin{aligned} & \text{È}\text{Ç}\text{°}\text{i}\hat{\text{O}}_{\text{,}}\text{¶}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\mu\hat{\text{A}}_{\text{Z}}\text{i}\text{¶}\text{È}\text{É}\text{°} \\ & 0 \qquad \qquad \qquad \text{Ó}\text{É}\text{¶}\text{i}\hat{\text{A}}\text{a}_{\text{Z}}\text{i}\text{¶}\text{È}\times\text{Ô}\text{¶}\text{È}\text{·}\text{¶}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}_{\text{Z}}\text{i}\text{¶}\text{È}\text{i}\text{É} \\ & 1 \qquad \qquad \qquad \times\text{¼}\text{È}\text{·}\text{Ô}_{\text{,}}\text{¶}\text{i}\text{É} \end{aligned}$
.FixedWidth	$\mu\pm \text{.WidthRule} \text{ È}\text{Ç} \text{ } 1 \text{ È}\pm\text{É}\neg\pm\text{i}\text{È}\text{¾}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\mu\hat{\text{A}}_{\text{Z}}\text{i}\text{¶}\text{È}\text{i}\text{É}$
.HeightRule	$\begin{aligned} & \text{È}\text{Ç}\text{°}\text{i}\hat{\text{O}}_{\text{,}}\text{¶}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}_{\text{,}}\text{ß}\text{i}\text{¶}\text{È}\text{É}\text{°} \\ & 0 \qquad \qquad \qquad \times\text{Ô}\text{¶}\text{Ô}_{\text{,}}\text{¶}\text{É}\text{»}\text{Ó}\text{É}\text{¶}\text{i}\hat{\text{A}}\text{a}_{\text{,}}\text{ß}\text{i}\text{¶}\text{È}\text{È}\text{·}\text{¶}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\mu\hat{\text{A}}_{\text{,}}\text{ß}\text{i}\text{¶}\text{È}\text{i}\text{É} \\ & 1 \qquad \qquad \qquad \times\text{i}\text{Ð}\text{i}_{\text{,}}\text{ß}\text{i}\text{¶}\text{È}\text{i}\text{É} \\ & 2 \qquad \qquad \qquad \times\text{¼}\text{È}\text{·}\text{Ô}_{\text{,}}\text{¶}\text{i}\text{É} \end{aligned}$
.FixedHeight	$\mu\pm \text{.HeightRule} \text{ È}\text{Ç} \text{ } 1 \text{ »}\text{ð} \text{ } 2 \text{ È}\pm\text{É}\neg\pm\text{i}\text{È}\text{¾}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\mu\hat{\text{A}}_{\text{,}}\text{ß}\text{i}\text{¶}\text{È}\text{i}\text{É}$
.PositionHorz	$\begin{aligned} & \text{Ò}\text{Ô}\text{°}\text{ð}\text{i}\text{ª}\mu\text{¶}\text{i}\text{»}\pm\text{i}\text{È}\text{¾}\mu\hat{\text{A}}\text{¾}\text{ø}\text{¶}\text{Ô}\text{¾}\text{à}\text{À}\text{è}\text{i}\text{É} \\ & \text{¿}\text{É}\text{Ô}\text{Ô}\text{i}\text{°}\text{y}\text{Ô}\hat{\text{A}}\text{Ô}\text{y}\text{°}\hat{\text{A}}\hat{\text{A}}\text{°}\times\text{i}\hat{\text{A}}_{\text{Z}}\text{Ô}\mu\mu\hat{\text{A}}\text{·}\text{½}\text{°}\text{Ô}_{\text{,}}\text{¶}\text{²}\text{»}\text{i}\neg\mu\hat{\text{A}}\mu\text{¶}\text{i}\text{»}\text{É}\neg\text{»}\text{¹}\text{¿}\text{É}\text{Ô}\text{Ô}\text{Ô}_{\text{,}}\text{¶}\text{i}\hat{\text{A}}\hat{\text{A}}\hat{\text{A}}\hat{\text{U}}\text{É}\text{Ý}\times\div\text{i}\text{ª}\hat{\text{I}}\hat{\text{A}}\pm \\ & \text{¾}\text{²}\text{i}\text{É}\text{y}\text{É}\text{°} \\ & \times\text{ø}\text{¶}\text{Ô}\text{Æ}\text{è} \\ & \text{¾}\text{Ô}\text{Ô}\text{Ð} \\ & \text{Ô}\text{Ô}\text{¶}\text{Ô}\text{Æ}\text{è} \\ & \hat{\text{A}}\hat{\text{U}}\pm\text{ß}\text{¾}\text{Ç}\text{¶}\text{Ô}\text{Æ}\text{è} \\ & \hat{\text{i}}\hat{\text{a}}\pm\text{ß}\text{¾}\text{Ç}\text{¶}\text{Ô}\text{Æ}\text{è} \end{aligned}$
.PositionHorzRel	$\begin{aligned} & \text{Ô}_{\text{,}}\text{¶}\text{i}\hat{\text{a}}\text{¶}\text{Ô}\text{Ô}\hat{\text{U}}\text{i}\hat{\text{A}}\hat{\text{A}}\hat{\text{Ð}}\text{i}\text{i}\hat{\text{A}}_{\text{Z}}\mu\hat{\text{A}}\text{È}\text{®}\text{Æ}\text{i}\text{¼}\text{i}\text{»}\text{Ô}\hat{\text{A}}\text{É}\text{°} \\ & 0 \qquad \qquad \qquad \text{Ô}\text{°}\pm\text{ß}\text{¾}\text{Ç} \\ & 1 \qquad \qquad \qquad \text{Ô}\text{°}\hat{\text{A}}\text{æ} \\ & 2 \qquad \qquad \qquad \hat{\text{A}}_{\text{,}} \end{aligned}$
.DistFromText	$\hat{\text{I}}\hat{\text{A}}\pm\text{¾}\text{°}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\text{Ô}\text{Ô}\text{°}\text{i}\text{É}\text{°}\text{»}\text{ð}\times\text{ø}\pm\text{ß}\text{¾}\text{Ç}\text{Ô}\text{®}\text{¾}\hat{\text{a}}\mu\hat{\text{A}}\text{¾}\text{à}\text{À}\text{è}\text{i}\text{É}$
.PositionVert	$\begin{aligned} & \text{Ô}\text{Ô}\text{°}\text{ð}\text{i}\text{ª}\mu\text{¶}\text{i}\text{»}\pm\text{i}\text{È}\text{¾}\mu\hat{\text{A}}\text{¾}\text{ø}\text{¶}\text{Ô}\text{¾}\text{à}\text{À}\text{è}\text{i}\text{É} \\ & \text{¿}\text{É}\text{Ô}\text{Ô}\text{i}\text{°}\text{y}\text{Ô}\hat{\text{A}}\text{Ô}\text{y}\text{°}\hat{\text{A}}\hat{\text{A}}\text{°}\times\text{i}\hat{\text{A}}_{\text{Z}}\text{Ô}\mu\mu\hat{\text{A}}\text{·}\text{½}\text{°}\text{Ô}_{\text{,}}\text{¶}\text{²}\text{»}\text{i}\neg\mu\hat{\text{A}}\mu\text{¶}\text{i}\text{»}\text{É}\neg\text{»}\text{¹}\text{¿}\text{É}\text{Ô}\text{Ô}\text{Ô}_{\text{,}}\text{¶}\text{i}\hat{\text{A}}\hat{\text{A}}\hat{\text{A}}\hat{\text{U}}\text{É}\text{Ý}\times\div\text{i}\text{ª}\hat{\text{I}}\hat{\text{A}}\pm \\ & \text{¾}\text{²}\text{i}\text{É}\text{y}\text{É}\text{°} \\ & \text{É}\text{i}\text{¶}\text{Ô}\text{Æ}\text{è} \\ & \text{¾}\text{Ô}\text{Ô}\text{Ð} \\ & \hat{\text{I}}\hat{\text{A}}\text{¶}\text{Ô}\text{Æ}\text{è} \end{aligned}$
.PositionVertRel	$\begin{aligned} & \text{Ô}_{\text{,}}\text{¶}\text{i}\hat{\text{a}}\text{¶}\text{Ô}\text{Ô}\hat{\text{U}}\text{i}\hat{\text{A}}\hat{\text{A}}\hat{\text{Ð}}\text{i}\text{i}\hat{\text{A}}_{\text{Z}}\mu\hat{\text{A}}\text{°}\text{Ô}\pm\text{i}\text{»}\text{Ô}\hat{\text{A}}\text{i}\text{É} \\ & 0 \qquad \qquad \qquad \text{Ô}\text{°}\pm\text{ß}\text{¾}\text{Ç} \\ & 1 \qquad \qquad \qquad \text{Ô}\text{°}\hat{\text{A}}\text{æ} \\ & 2 \qquad \qquad \qquad \text{¶}\hat{\text{I}}\hat{\text{A}}\text{a} \end{aligned}$
.DistVertFromText	$\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\text{°}\text{i}\text{i}\text{»}\text{Ô}\hat{\text{U}}\text{Æ}\text{à}\text{É}\text{i}\text{°}\text{i}\text{É}\text{°}\text{»}\text{ð}\text{i}\hat{\text{A}}\mu\hat{\text{A}}\hat{\text{I}}\hat{\text{A}}\pm\text{¾}\text{Ô}\text{®}\text{¾}\hat{\text{a}}\mu\hat{\text{A}}\text{¾}\text{à}\text{À}\text{è}\text{i}\text{É}$
.MoveWithText	$\text{i}\hat{\text{a}}\mu\pm\text{O}\hat{\text{U}}_{\text{i}}\text{°}\text{È}\text{æ}\text{i}\hat{\text{A}}\pm\text{¾}\text{Ô}\text{Æ}\text{¶}\text{i}\pm\text{,}\text{°}\hat{\text{N}}\text{i}_{\text{Z}}\text{ð}\text{i}\text{É}$
.RemoveFrame	$\text{i}\hat{\text{a}}\mu\pm\text{O}\hat{\text{U}}\mu\text{¥}\text{°}\div\text{i}\text{°}\text{É}\text{¾}\text{¾}\text{y}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}\text{i}\pm\text{°}\text{°}\text{À}\text{¥}\text{É}\text{»}\text{°}\hat{\text{O}}\hat{\text{N}}\text{i}\text{¶}\text{°}\mu\hat{\text{A}}\hat{\text{I}}\hat{\text{A}}\pm\text{¾}\text{Ô}\text{Ð}\text{É}\text{¾}\text{¾}\text{y}\text{i}\text{¼}\hat{\text{I}}\hat{\text{A}}_{\text{Z}}\text{ð}_{\text{,}}\text{n}\text{È}\text{½}\text{i}\text{É}$

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FormatFrame .PositionHorz = 0, .PositionHorzRel = 2, \
.DistFromText = "0.13 in"
```

[illegible]

Cě<sup>2</sup>ĪŌÄ

ı° ħÊ½±àÄÄı±Óİ¾ă°İ°-Êý

FormatLanguage

**FormatLanguage .Language = text [,UseAsDefault]**

İàµ±ÓÚı°ÓİÑŎİ±İİŎ»°ıò£ı°ıñÊ½ı±²Ėµ¥£©£»İªÑİİµÄİÄ±¼ÉèÖÄÓİÑŎÊôĐŎİ£

.Language	ÓİÑŎÄŎ³ÆÁĐ±İĖÇİÄ£°	Ê°ÓÄÄŎ³Æ
	ÓİÑŎ...	
	²»Đ£İİŎ	0£ıÁä£©
	°İİ÷ÆİİÑŎÄÓİ	Português (BR)
	µªÄóÓİ	Dansk
	°ÉÄ¼Óİ	Nederlands
	ÓÇÓİ£ı°Ä°óÄŎÑÇ£©	English (AUS)
	ÓÇÓİ£ı°Ä°İİİı°ı£©	English (UK)
	ÓÇÓİ£ı°ÄÄ¼ı£©	English (US)
	·ÖÄ¼Óİ	Suomi
	·İŎİ	Français
	·İÊ½¼ÖÄÄ°óÓİ	Français canadien
	µÄŎİ	Deutsch
	Òä°óÄŎŎİ	Italiano
	Ä²İİŎİ( Bokmal)	Norsk Bokmål
	Ä²İİŎİ( Nynorsk)	Norsk Nynorsk
	ÆİİÑŎÄÓİ	Português (POR)
	İ÷°äÑÄŎİ	Español
	ĖðµäŎİ	Svenska

.UseAsDefault İàµ±ÓÚı°ÉèÖÄİªÄ¬ĖİŎµİ±ı°Ä¥İ£

Ê³¼Äý

FormatLanguage .Language = "Português (BR)", .UseAsDefault

Ê¹ı°°İİ÷ÆİİÑŎÄÓİ±¼İŎĐı°Normal ÑŭÊ½ı±µÄÊôĐŎİ£

ÇēİŎÄ

ı°ıñÊ½ı±àÄÄı±Óİ³äı°ı°Ėı°

Language

FormatPageNumber

**FormatPageNumber** [.NumFormat = *number*,] [.NumRestart = *value*,] [.StartingNum = *text*]

İàµ±ÓÚµ¥»÷ı°Ò³Âë¡±ŦŦŦ°ˆò£¨ı°²âÊë¡±²Ëµ¥£©ÖĐµĂı°ˆĖĖ½¡±°´Â¥£»È·ŦŦŦı½ÚÖĐµĂÒ³ÂëˆĖ½¡±£

.NumFormat      Ò³ÂëµĂˆĖ½£°

0                    1 2 3...

1                    a b c...

2                    A B C...

3                    i ii iii...

4                    I II III...

.NumRestart      È·ŦŦŦÊÇ·ĖĖèÖÃ²»İ¬µĂÆðÊ¼Ò³Âë¡£

0                    ÊèÖÃµĂ .StartingNum .İþĐ\$£»İàµ±ÓÚŦıŦŦı°ĐøÇ°½Ú¡±Ŧıİı°´Â¥¡£

1                    ´Ó .StartingNum ÈùÊèÖÃµĂÊýˆ°Ê¼±âÂë¡£

.StartingNum      »İŦŦŦı½ÚµĂÆðÊ¼Ò³Âë¡£ÊÇ¹û .NumRestart ÊèÖÃİª

0£¨Âã£©£¬Ŧò°òÂŦŦÆðÊ¼Ò³Âë¡£

**Çë²İŦÃ**

ı°ˆĖ½±âÂİ¡±Óİ³¼ã°İ°¬Êý

FormatPageSetup

**FormatPageSetup** [.AttributeControls = number,] [.ApplyPropsTo = number,] [.TopMargin = text,]  
[.BottomMargin = text,]

b [.LeftMargin = text,] [.RightMargin = text,] [.Gutter = text,] [.FacingPages = number,] [.PageWidth  
= text,] [.PageHeight = text,] [.Orientation = number,] [.FirstPage = number,] [.OtherPages = number,]  
[.UseAsDefault]

İàµ±ÓÚı°Ò³ÃæÉèÖÃİ±ŦÖ»°¿ò£ı°ŦĖ½ı±²Ėµ¥£©£»ÓÚ½ÚÄÚ½øĐĐÒ³ÃæÉèÖÃİ£

.AttributeControls Ö,ŦŦÖý±»ĐĐ,ÄµÄÒ³ÃæÉèÖÃĖøĐÖ¼°£°

0 Ö±ß½¿  
1 ´øĐıŦı½İò  
2 Ö½ÖÄÄ´Ö´

.ApplyPropsTo Ö,ŦŦ´ÓıÖÄÒ³ÃæÉèÖÃĖøĐÖµÄ²¿·ÖİÄµµİ£

0 µ±¿°½Ú  
1 ÄµäÖÖ°ö  
2 ŦıŦŦı½Ú  
3 ŦıŦŦİÄ±¼  
4 Öü,öİÄµµ

.TopMargin ÉİÖ³±ß°İİÄ±¼ÉİŦŦĖÖ®¼äµÄ¾àÄëİ£

.BottomMargin İÄÖ³±ß°İİÄ±¼İÄŦŦĖÖ®¼äµÄ¾àÄëİ£

.LeftMargin ×óÖ³±ß°İİÄ±¼×óŦŦĖÖ®¼äµÄ¾àÄëİ£

.RightMargin ÓÒÖ³±ß°İİÄ±¼ÓÒŦŦĖÖ®¼äµÄ¾àÄëİ£

.Gutter ±£Áð×°ŦŦ©±ßµÄ¾àÄëİ£

.FacingPages İàµ±ÓÚı°×óÖÖÒ³²¿ÁĐİÖĖ¾ı±,  
Ŧİ¿¿ò£»Ė¿¹Ú²»İªÁä£¬ÖðÉèÖÃİ°×óÖÖÒ³²¿ÁĐİÖĖ¾ı±Ŧİİİİ£

.PageWidth Ö³ÃæµÄ¿İŦŦĖİ£

.PageHeight Ö³ÃæµÄßŦŦĖİ£

.Orientation Ö³ÃæµÄ½İò£°

0 ×Ýİò  
1 °äİò

.FirstPage, .OtherPages

ŦİŦŦİÄµµÖĐµÚÖ»Ö³°İÆäĖüÖ³µÄ´òÓı½Ė½£°  
0 Ä¬Ėİ½øÖ½Æ+£¬ÓÉ´òÓı»ú¿ýŦŦİĐòĖŦŦ  
1 Éİı½½øĐĐÆ+  
4 ĖĖı½øÖ½£»ÓÚ´òÓıµÚÖ»Ö³Ė±£¬³£ÓÁÓÚİæ»»Ä¬Ėİ½øÖ½Æ+  
5 ĐÄ·ä  
ÆäĖüÖµÖ²¿ÉÄÜÖĐĐ\$£¬ÖäĖİ¾òÓÚ´òÓı»ú¿ýŦŦİĐòİ£

.UseAsDefault İàµ±ÓÚıµ¥»÷ı°ÉèÖÃİªÄ¬ĖİÖµı±°´Ä¥  
£¬Ėİ¹µ±¿°µÄÖ³ÃæÉèÖÃĖøĐÖ³ĖİªĐÄİÄµµµÄÄ¬ĖİÖµİ£

Ė¾Äý

FormatPageSetup .AttributeControls = 0, .ApplyPropsTo = 4,\

.TopMargin = "1 in"

°ŦÖü,öİÄµµµÄÉİÖ³±ß¾äÉèÖÃİª 1 Ó¿´¿İ£

**ÇĖ²İÖÄ**

ı°ŦĖ½±äÄÄİ±Óı¾ä°İ°ĖĖ

FormatParagraph

**FormatParagraph** [.Alignment = number,] [.LeftIndent = text,] [.RightIndent = text,] [.FirstIndent = text,] [.Before = text,] [.After = text,] [.LineSpacing = text,] [.PageBreak = number,] [.KeepWithNext = number,] [.KeepTogether = number,] [.NoLineNum = number]

İàµ±ÓÚı°ŕİĀäı±ŕŎ»°ŁòĒı°ŕĤĒ½ı±²Ēµ¥Ē©Ē-İ°ŦıŕŕµĀŕİĀäÓ!ÓĀŕİĀäŕĤĒ½ıĒ

.Alignment           ÉèÖĀŕİĀäŕŎÆè·½Ē½:

0	×óŕŎÆè
1	¾ÓÖĐ
2	ÓŎŕŎÆè
3	ŎĒŁŎ

.LeftIndent           ×óĒö½đıĒ

.RightIndent       ÓŎĒö½đıĒ

.FirstIndent       Ē×ĐĐĒö½đıĒ

.Before           ÓèÇ°ŕİ¼ă¾àıĒ

.After           Óè°óŕİ¼ă¾àıĒ

.LineSpacing

ŕİĀäĀÚĒùÓĐĐĐµĀ¼ă¾àıĒĒÇ¹ŭĒÇŎŷŎµĒ-ŎòĐĐµĀŕŕĒ,ŭ¾ŸĐèŎ°½ĐĐµ÷ŎŭĒ-  
ŎŎĒĒ°İ·ĀŎĀĐĐŎĐ×İŕµĀ×Ŏ·ŭĒ-µ«²»»ăĐıŎŬŎ,ŕİµĀĀŁŎµıĒĒÇ¹ŭĒĒÇ,°ŎµĒ-Ŏò²»¹Ŭ  
×Ŏ·ŭµĀ'óĐıŕŕ±Ē³ŎĐĐµĀŕŕĒ²»±ăıĒ

.PageBreak       İàµ±ÓÚı°ŕİÇ°·ŎŎ³ı±,ŕŦıŁòĒ-ĒÇ¹ŭ²»İ°ĀăĒ-ŎòŎŬ  
'òŎıŕŕİĀäŎŎÇ²ăĒĒŎ»,ö·ŎŎ³·ŭıĒ

.KeepWithNext   İàµ±ÓÚı°ŎèİĀŕİİ-ŎŎ³ı±,ŕŦıŁòĒ-ĒÇ¹ŭ²»İ°ĀăĒ-Ŏò½ŭŎŎŎŭŕİĀäŎŎ°ó²ăĒè·ŎŎ³·ŭıĒ

.KeepTogether   İàµ±ÓÚı°ŕİŎĐ²»·ŎŎ³ı±,ŕŦıŁòĒ-ĒÇ¹ŭ²»İ°ĀăĒ-Ŏò½ŭŎŎŎŭŕİĀäĀÚ²ăĒè·ŎŎ³·ŭıĒ

.NoLineNum       İàµ±ÓÚı°²»±ăĐĐ°Āı±,ŕŦıŁòĒ-ĒÇ¹ŭ²»İ°ĀăĒ-Ŏò¹Đ±ŎŕİĀäµĀĐĐ°ĀıĒ

Ē¾Ÿ

FormatParagraph .Alignment = 3, .Before = "1 in", .After = "1 in"

ÉèÖĀŎĒŁŎŕŎÆè·½Ē½Ē-²ŕŕŎŦıŕŕĀÜĒŸŎĐĀŁ,öŕİİĀäµĀÇ°ó,÷İ¼Ŏ 1 Ŏŕ'çµĀ¼ă¾àıĒ

**Çè²ŎĀ**

ı°ŕĤĒ½ı±ăĀĀı±Ŏİ¾ăı°İ°-ĒŸ

**FormatPicture** [.SetSize = *number*,] [.CropTop = *value*,] [.CropLeft = *value*,] [.CropBottom = *value*,] [.CropRight = *value*,] [.ScaleX = *text*,] [.ScaleY = *text*,] [.SizeX = *value*,] [.SizeY = *value*]

.SetSize	È·ŦÓǺÒÔÖ,ŦŦ¼Æ¬óĐİµǺ²Êýİ£
0	ÓǺ ScaleX °Í ScaleY ,ñÊ½»¬¼Æ¬İ£
1	ÓǺ SizeX °Í SizeY ,ñÊ½»¬¼Æ¬İ£

2<sup>Ä</sup>¼ðí¼Æ¬µÄËÝÁ¿£¬ÒÒ°ð»ðÒÒîÄ±¼ÐîÉ½Ö, ¶µÄÄ¿Öµíªµ¶í»¡¿££ËÈç¹ûÊ¹ÓÄÄË, °Öµ£  
¬Òò²»2<sup>Ä</sup>¼ðí¼Æ¬£¬µ«í¼Æ¬ÖÜî§µÄ¿Ö×Çø»áòö¼Ö¿£

.SizeX, .SizeY    Í¼Æ¬µÄáìòí×Ýìò³ß´ç£¬ÒÔÔõ»ðÒÔÎÄ±¼ÐÎÊ½Ö¸¶µÄÁ¿Öµíµí»j£  
Ê³¼Àý

°ÑÑ¡¶µÄÍ¼Æ¬Ëð·Åµ½ÔÀ''óÐ¡µÄ 75%¡£

$$j^{\circ} \cdot \tilde{n} E^{1/2} \pm \alpha A j \pm O(\tilde{r}^{3/4} \tilde{a}^0 \tilde{t}^0 - E y$$

\$te \$ FormatSectionLayout FormatSectionLayout

**FormatSectionLayout** [.SectionStart = number,] [.VertAlign = number,] [.Footnotes = number,]  
[.LineNum = number,]

b [.StartingNum = number,] [.FromText = text,] [.CountBy = text,] [.NumMode]

İàµ±ÓÚ<sub>i</sub><sup>°</sup>½ÚµÄ°æÄæ<sup>21</sup>¼Ö<sub>i</sub>±¶Ö»°¿ò£<sup>°</sup>ı°ıñÊ½<sub>i</sub>±²Êµ¥£©£¬İªÑ<sub>i</sub>¶ÄÚÈÝÓıÓÄ½Ú<sub>i</sub>ñÊ½±àÄÄÊòÐÖ<sub>i</sub>£

.SectionStart È·¶<sup>°</sup>·Ö½Ú·ûµÄÄàÐÍ£°

0 ÐøÉİÖ³

1 ÐÄÄ<sub>i</sub>

2 ÐÄÖ³

3 ×ÖİÄ<sub>i</sub>òÄ<sup>1</sup>¼ÊýÒ³Æð

4 ×ÖİÄ<sub>i</sub>òÆæÊýÒ³Æð

.VertAlign Ò³ÄæÉİ½ÚµÄ¶ÖÆè·½Ê½£°

0 Éİ¶ÖÆè

1 ¾ÖÖÐ

2 ÖÈ¿Ö

.Footnotes İàµ±ÓÚ<sub>i</sub><sup>°2</sup>»Ö<sub>i</sub>½Ä×ø<sub>i</sub>±, Ñ<sub>i</sub>¿ò<sub>i</sub>£

.LineNum İàµ±ÓÚ<sub>i</sub><sup>°</sup>İ<sup>1</sup>¼ÖÐÐ°Ä<sub>i</sub>±, Ñ<sub>i</sub>¿ò<sub>i</sub>£

.StartingNum ÐÐµÄÆðÊ½±à°Ä<sub>i</sub>£

.FromText ÓèİÄ±¾µÄ¾àÄè£¬ÒÖ°ò»òİÄ±¾ÐİÊ½Ö<sub>i</sub>¶µÄÄ¿Öµİªµİ»»<sub>i</sub>£0  
ÖµÊèÖÄİª×Ö¶<sup>1</sup>¼ä¾à<sub>i</sub>£

.CountBy ÓÄÓÚ°òÖ<sub>i</sub>ÐÐ°ÄµÄÊý×ÖÖðÄ¿<sub>i</sub>£

.NumMode È·¶<sup>°</sup>Èç°İ±àÄÄÐÐ°Ä£°

0 Ä¿Ö°ÖÐÐÄ±à°Ä

1 Ä¿½ÚÖÐÐÄ±à°Ä

2 Ä¬Ðø±à°Ä

Ê¾Äý

FormatSectionLayout .SectionStart = 2, .VertAlign = 1

ıñÊ½»»»¶<sup>1</sup>½Ú£¬Ê<sup>1</sup>Ä½ÚÖÒ¾ÖÖÐ¶ÖÆè·½Ê½°ÖÄÖ¿¿ªÊ½<sub>i</sub>£

Çè<sup>1</sup>ÖÄ

ı°ıñÊ½±àÄÄ<sub>i</sub>±Öİ¾ä°İ°¬Êý



FormatStyle

**FormatStyle** .Name = text [, .KeyCode = number] [, .Apply] [, .BasedOn = text] [, .NextStyle = text]  
[, .AddToTemplate = number] [, .Define] [, .Delete] [, .Rename] [, .Merge] [, .NewName = text] [, .FileName  
= text] [, .Source = number]

ἰὰμ±ÓÚἰ°ÑùÊ½ἰ±ἦÖ»°¿ò£°ἰ°ḡñÊ½ἰ±²Èμ¥  
£©£¬ÓÃÖ,ἦ°Äü³Æἦ°ÒâÑùÊ½£¬»»òÓ!ÓÃÖ,ἦ°ÑùÊ½ἰ£ÈèÈùÓÃμÄÑùÊ½ÄüÖÑ  
°æÖÜ£¬Öò,ÄÑùÊ½³Èἶ°μ±Ç°ÑùÊ½ἰ£

**FormatStyle** ÈèÖÃÑùÊ½ἰ£

Ò°ἦ°Òâ×Ö·ù,ḡñÊ½£¬ÇèÓÃ **FormatDefineStyleChar** °ἰ **FormatDefineStyleLangj£**

Ò°ἦ°ÒâἦÎÄä,ḡñÊ½£¬ÇèÓÃ

**FormatDefineStylePara£¬FormatDefineStyleTabs£¬FormatDefineStyleBorder** °ἰ

**FormatDefineStyleFramej£**

Ò°ÖØÐÂἦ°ÒâÄ³,òÖÑÓÐμÄÑùÊ½£¬ÇèÖÜ **FormatStyle** Óἶ°¼äÖÐ°ü°¬ÖâÐ©Ö,ἦ°²ÎËýἰ£

.Name                   ÑùÊ½Äüἰ£

.KeyCode

°ú±í¿ἰ½Ý¼üÐòÁÐμÄËý×Öἰ£ÓÐ¹Ø¼ü¼°Æâἦ°ÖÓ!ÖμμÄ±í£¬²ἦ¼üToolsOptionsKeyboa  
rdἰ£

.Apply                   ἶ°Ñἰἦ°μÄἦÎÄäÓ!ÓÃÑùÊ½ἰ£

.BasedOn               Ö,ἦ°Ò°×÷ἶ°»ù×¼ÑùÊ½μÄÑùÊ½ἰ£

.NextStyle             Ö,ἦ°ÈùÓ!ÓÃμÄÎÄÖ»,òÑùÊ½ἰ£

.AddToTemplate       °ÑÑùÊ½ἰἶἶ¼Óμ½»ἦἦ°Ä£°äÖÐ£°

0                       ½ðἶἶÓÜ,ÄÎÄμμἰ£

1                       ÎÄμμ¼°ÆâÄ£°äἰ£

.Define               ἰὰμ±ÓÚἰ°ἰἶ¼Óἰ±£¬ἰ°Ðἶ,Äἰ±°°Ä¥ἰ£

.Delete               ἰὰμ±ÓÚἰ°É³¼ýἰ±°°Ä¥ἰ£

.Rename               ἰὰμ±ÓÚἰ°ÖØÄüÄüἰ±°°Ä¥ἰ£

.Merge               ἰὰμ±ÓÚἰ°ἶ²¿ἰ±°°Ä¥ἰ£

.NewName             ½ðÖè .Rename ²ÎËýÖ»ÆðÊ¹ÓÃ£»Ö,ἦ°ÐÂμÄÑùÊ½Äüἰ£

.FileName             ½ðÖè .Merge ²ÎËýÖ»ÆðÊ¹ÓÃ£»Ö,ἦ°ÆâÑùÊ½±ἶÓè»ἦἦ°ÎÄμμ»ðÄ£°äἶàἶ²¿μÄÄ£  
°ä»ðÎÄμμἰ£

.Source               ½ðÖè .Merge ²ÎËýÖ»ÆðÊ¹ÓÃ£»Ö,ἦ°½«Ò°ἶ²¿μÄÑùÊ½μÄÄ·Ö·ἰ£

0                       °Ö»ἦἦ°ÎÄμμ»ðÄ£°äμ½Ö,ἦ°μÄÎÄμμ»ðÄ£°äἰ£

1                       °ÖÖ,ἦ°μÄÎÄμμ»ðÄ£°äμ½»ἦἦ°ÎÄμμ»ðÄ£

°äἰ£ÈÇ¹üÄ»ÖØÖ,ἦ°ÎÄ¼ἶἶÄü°ἶ²ÎËý£¬ÖòÈèἦ°ἶ»ἦἦ°ÎÄμμμÄÄ£°äἰ£

È³¼Äý

FormatStyle .Name = "Title", .Define

ἦ°ÒâÐÂμÄ Title ÑùÊ½ἰ£

FormatDefineStyleChar .Bold = 1

ÖØÐÂἦ°Òâμ±Ç°μÄÑùÊ½£¬Title£©£¬È¹Ö®°ü°¬·Öἰä,ḡñÊ½±àÄÄἰ£

FormatDefineStylePara .Alignment = 2

ÖØÐÂἦ°Òâμ±Ç°μÄÑùÊ½£¬Title£©£¬È¹Ö®°ü°¬³¼ÖØἦ°ÖÆèμÄ,ḡñÊ½±àÄÄἰ£

FormatStyle .Name = "Headline", .Delete

È³¼ýÑùÊ½ἰ°Headlineἰ±ἰ£

FormatStyle .Name = "Normal", .Keycode = 858, .Define

ἶ° Normal ÑùÊ½ÈèÄø 858 ¼üÄè£¬CTRL+SHIFT+Z£©ἰ£

Çë²İÖÄ

ı°ñÊ½±àÅÅı±Óİ³¼ä°İ°⁻Êý

FormatTabs

**FormatTabs** [.Position = *text*,] [.DefTabs = *text*,] [.Align = *number*,] [.Leader = *number*,] [.Set,] [.Clear,] [.ClearAll]

İàµ±ÓÚĵ°ÖÆ±í·ûĵ¶Ŏ»°¿ð£ĵ°,ñÊ½ĵ±²Êµ¥£©£¬îªÑĵ¶µÄ¶ĴÎÄÉèÖÄÖÆ±í»ĵ£

.Position           ÖÆ±í»µÄĴ»ÖÄ£¬ÓÄ°ð»ðİÄ±¼ĐİÊ½µÄÄ¿ÖµĴµ¥Ĵ»ĵ£

.DefTabs           İÄµµÖĐÄ¬ÊĴÖÆ±í»µÄĴ»ÖÄ£¬ÒÒ°ð»ðÒÒİÄ±¼ĐİÊ½µÄÄ¿ÖµĴµ¥Ĵ»ĵ£

.Align               ÖÆ±í»¶ŎÆè·½Ê½£°

0                   ×ó¶ŎÆè

1                   ¼ÓÖĐ

2                   ÓÒ¶ŎÆè

3                   ĐĵÊýµā¶ŎÆè

.Leader             ÖÆ±í»µÄ¿°ÖÄ×Ö·û£°

0                   İŁ

1                   µā

2                   ÆÆÖŬ°A

3                   İÄ»@İİ

.Set                 ÉèÖÄÖ,¶µÄÖÆ±í»ĵ£

.Clear               ¿ªýÖ,¶µÄÖÆ±í»ĵ£

.ClearAll           ¿ªýÊùÓĐÖÆ±í»ĵ£

Ê¼Äý

¼¿Ä¼Ò»×éÖÆ±í¶¬×÷£¬²úÉúÒ»ĴµÄĐĐÄµÄŬÄİ£¬È¿İÄÊùÊ¼£°

FormatTabs .ClearAll

¿ªýÊùÓĐÖÆ±í·û£

FormatTabs .Position = "1.5 in", .Align = 2, .Set

ÔÚ 1.5 Ó¿´¿µÄĴ»ÖÄÉİÉèÖÄÒ»,ðÓÒ¶ŎÆèÖÆ±í·û£

FormatTabs .Position = "3 in", .Clear

¿ªý 3 Ó¿´¿Ĵ»ÖÄÉİµÄÖÆ±í·û£

FormatTabs .Position = "4.5 in"

ÔÚ 4.5 Ó¿´¿µÄĴ»ÖÄÉİÉèÖÄÒ»,ðÖÆ±í·û£

**ÇëİÖÄ**

Ĵ,ñÊ½±àÄÄĵ±Óİ¼ā°İ°¬Êý

For...Next

**For CounterVariable = Start To End [Step Increment]**

...instruction(s)

**Next [CounterVariable]**

Ö'ÐÐÓÉ **For** µ½ **Next** Ö®¼µÄÖ¼ä£¬Ö'ÐÐ'ÎËý'Ó CounterVariable µÄ Start Öµ¿ªÊ¼µ½ End  
Öµ½áÊø£¬Increment ÊÇ¼ÆËýÆ÷µÄµÝÔðÖµ£¬Ä¬ÐÔµíª 1£©;£×øÊ£°µ± **For...Next** Ñ»·½áÊøÊ±  
£¬CounterVariable = End + 1;£

**Next** Ö®°óµÄ CounterVariable ÊÇ¿ÉÑíµÄ£¬ÊÇ¹üÊ¿ÄÖ CounterVariable£¬Òð **Next** Ê' WordBasic Ñ-  
»·»Øµ½µÚÒ»»ðÎÊ³ËµÄ **For** Ó¼ä£¬ÖÄ CounterVariable »á½µµí³ìðµÄÖ  
'ÐÐËÙ¶££¬ËÙ¶£ÖÔ¼³ª°¼½¿, 'ÖÖµÄ³ìððÖÐÊÇ°ÜÖøÒªµÄ;£Ê'ÖÄ CounterVariable  
¿ÖÔ¼¿,³ìððµÄ¿É¶ÁðÖ£¬µ«ÖÙ **Next**  
Ó¼ª°óÄæ¼ÖÊ×øÊ£Ö²¿ÖÖÆðµ½ÎñµÄ×÷ÓÃ£¬²¼¼ûRem£©;£°ü¬ CounterVariable  
µÄË·ððÖÔÖ¼³ª³ìððÄ³¼ÊµÄ'íó£°¿ÖÖÔÖÙ±àð'¼µ÷ÊÖ³ìððÊ±Ê'ÖÄ  
CounterVariable£¬¶¶ðÖ³ìððÊ±Ê²ø'¼ýµ÷ÊÖ°óÖÙ½«ÆäÊ³¼ý;£

Ê³¼Äý

For count = 1 To 5

Next count

count µÄÖµÒð 1 Îª½³ª'Ó 1 µÝÔðµ½ 5£°1£¬2£¬3£¬4£¬5;£

For count = 1 To 3

Beep

Next

Ëæ×Ä count ÖµÒð 1 Îª½³ªÓÉ 1 µÝÔðµ½ 3£°1£¬2£¬3£¬Beep ÄüÁì±»Öø, 'Ö'ÐÐ 3 '¼;£

For n = 5 To 1 Step -1

Next

n µÄÖµÒð -1 Îª½³ª'Ó 5 µÝ¼ðµ½ 1£°5£¬4£¬3£¬2£¬1;£

For n = 1 To 2 Step .2

Next

n µÄÖµÒð 0.2 Îª½³ª'Ó 1 µÝÔðµ½ 2£°1£¬1.2£¬1.4£¬1.6£¬1.8£¬2;£

**ÇÊ²ÎÖÄ**

±ê×¼ Basic Ó¼ªä'°¬Êý

FoundFileName\$()  
a\$ = FoundFileName\$(n)  
·μ»ØÒ»\_ö²éÕÒμ½μÄÎÄ¼pÄû£¬n ÊÇÒ»\_ö´Ó 1 μ½ CountFoundFiles() Ö®¼ăμÄËýj£

ÇěʹŎÄ  
j°ÎÄ¼p±Óĩ³¼ă°í°¬Ëý  
CountFoundFiles()  
FileFind

## End Function

¶"ÒàÒ»\_ð°Êý¡£°Êý·µ»ØÒ»»\_ðµ¶¶¶¶ÀµÄÖµ¡£ÊÇ¹¹°ÊýÒà·µ»ØÒ»»\_ð×Ò·ù·®Öµ£-ÒðÄ\_Ã°ÊýÄù±ØÐèÒÒ \$  
 ½á²¡££ParameterList ÊÇÓÊ¶¶°À\_Ò\_ð£-ÒÁÁÖÙ·Ñ²¶Êý½ÖÓÊÖµ½°ÊýÖÐµÄ±äÁ¿ÄÐ±££×Ò·ù  
 ·®±äÁ¿±ØÐèÒÒ \$ ×Ò·ù½á²¡££ParameterList °»ÄÜü°ÊýÖµ£³£ÊýÖÖ×±¶±äÁ¿ÈùÃ+£-²¿¶¶¶ý±äÁ¿ÄÜ  
 «µÝ\_ð°Êý¡£

 $\hat{E}^{3/4}\hat{A}^y$ 

Sub MAIN

StartOfDocument

'Move insertion to start of doc

Mark:

'Beginning of loop

If StartDot(1) Then

'Call StartDot with argument of 1

EndOfLine 1

'Select to end of line

```
MsgBox"Period found at start of " + Chr$(34)\
```

```
+ Selection$() + Chr$(34)
```

'Move insertion point back to start of line

StartOfLine

End If

'If not at bottom of document, repeat

If LineDown() = -1 Then Goto Mark

End Sub

### Function StartDot(Flag)

'Tests for period at beginning of current selection or in

'character to right of current selection point. If found,

'1' is returned. If argument of 1 is passed to

'StartDot, beep sounds when period is found.

If Left\$(Selection\$,1) = "." Then

StartDot = 1

If Flag = 1 Then Beep

End If

End Function

Çë²ÎÔÄ

±ê×¼ Basic Óï¾ä°í°Êý

GetBookmark\$()  
a\$ = **GetBookmark\$(BookmarkName\$)**  
·μ»ØÓÉÖ,¶ÊéÇ©Ëù±ê¼ÇμÄ·Ç,ñÊ½» ¯Ä±³¼j£Æä²Ù×÷Óë **Selection\$()** ĩàËÆj£  
ÇěʹŎÄ  
ı°ÊéÇ©j±Óı³¼ä°ı°Êý

GetCurValues

**GetCurValues** *DialogRecord*

°ÑİÈÇ°²âÁ¿¹ÿµÄ¶Ö»°¿òµÄµ±Ç°Öµ´æÈë DialogRecord ÖĐİÖĐ¹Øİèİ ½éÉÜ£¬²İ¹¼ûİ¶Microsoft Word  
ÓÃ»§ÈÖ²áİ·ÖĐİ°Ê¹ÓÃ°êİ±Ö»¹¼ÛİÖĐ¹ØÊ¹ÓÃ **GetCurValues** µÄÊ³¼Äý£¬²İ¹¼ûDocumentStatisticsİ£

Çě²İÖÄ

İ°¶Ö»°¿òİ±Öİ³¼ä°İ°Êý

Dialog



GetGlossary\$()  
a\$ = **GetGlossary\$(Name\$ [,Context])**  
·μ»ØÎ´¼,ñÊ½±àÅÅμÄÖ,¶´Í¼ÎÄ¼´ÊìðμÄÎÄ±¼¼£

Name\$                   Í¼ÎÄ¼´ÊìðÄû¼£  
Context               Ó!ÓÃ³ìÐð·¶Í§£°  
                          0 »ðÊ¼ÄÔ           ¹²ÓÃ  
                          1                   ÎÄμμÄ£°ä

Ê¼Äý  
new\$ = GetGlossary\$("Disclaim", 1)  
Print new\$  
°Ñ new\$ μÄÖμÉèÖÃîªÓÉ Disclaim Ö,¶´μÄÎÄμμÄ£°ä¼¼ÎÄ¼´ÖÐμÄÎÄ±¼¼£¬²çÇÒ°ÑÎÄ±¼¼ÎÖÊ¼ÖÚ×  
´ì¬Ä,ÖÐ¼£

Çë²ÎÖÄ  
¼¼¼¼ÎÄ¼´¼±Ó¼¼ä°¼°Êý

```
GetProfileString$(  
a$ = GetProfileString$([App$,] Key$)  
´Óµ±Ç°µÄ WIN.INI ÎÄ¼þÖÐÈìÒ»»_öÖµ¡£  
App$          Ó!ÓÃ³!ÐðµÄÃû³Æ¡£ÈðÃ»»ÐÖ_¶´´Ó!ÓÃ³!Ðð£¬ÔðÊ´ÓÃ×Ö·û´®¡°Microsoft Word¡±¡£  
Key$          WIN.INI Ñ¡ÏµµÄÃû³Æ£¬ÈÇ´ûÃ»»ÐÖÒµ½ Key$£¬Ôð°´Êý·µ»Ø»_ö¿Ö×Ö·û´®¡£
```

**Çè²ÍÖÄ**  
¡°»·¼³¡±Öî³¼ä°í°´Êý

GetToolButton()

n = **GetToolButton**(*Tool*)

·μ»ØÓëÖ,¶¹¼ßİà¹ØÁªμÄ°·Ä×Ë÷Òý£¬,Ä°·Ä¶İÔÊ¾³É·û°Ä»òÍ¼±êj£İàμ±ÓÚı°Ñjİİı±¶¶Ô»°  
¿ò£¬ı°¹¼ßj±²Ëμ¥£©μÄı°¹¼ßÄ,j±Aà±ðÖĐμÄı°°·Ä×j±¿òμÄİ»ÖÄj£

*Tool*                      ı°¹¼ßÄ,j±ÉİÄ³,ö¹¼ßμÄË÷Òý£¬0 İª×İ×ó²àμÄ¹¼ß£©j£

**Çë²İÖÄ**

ı°¹¼ßj±Óİ¾ä°İ°¯Êý

GetToolMacro\$(  
**GetToolMacro\$(Tool)**  
·μ»ØÓëÖ,¶¹¼ßİà¹ØÁªμÄ°êμÄÄû³Æj£ÀýÈç£¬ÔÚÎ´Ðᐁ,Äj°¹¼ßÀ,j±Ê±£¬μ÷ÓÃ GetToolMacro\$(0)  
½«·μ»Øj°FileNewj±j£  
Tool j°¹¼ßÀ,j±ÉİÄ³,ö¹¼ßμÄË÷Òý£¬0 ´ú±í×î×ó²àμÄ¹¼ß£©j£

Çë²İÖÃ  
j°¹¼ßj±Óİ³⁄ä°İ°¬Êý

GlossaryName\$(  
a\$ = **GlossaryName\$(Count [,Context])**  
·μ»ØÔÚ,ø¶·μÄ·¶Í§ÄÜ¶ÖâμÄÍ¼Í¼·μÄÄû³Æ¿  
Count Í¼Í¼·ÊìöμÄÐð°Ä£¬Æä·¶Í§´Ó 1 μ½ **CountGlossaries(Context)**¿  
Context Ó!ÓÃ·¶Í§£°  
0 »ðÊ¿ÄÖ ¹²ÓÃ  
1 ÎÄμμÄ£°ä

Çě²İÖÄ  
¿Í¼Í¼·¿Ö¿ä°Í°Êý

GoBack

**GoBack**

İàµ±ÓÚ°´ SHIFT+F5 ¼ü£°ÔÚ×î°óÊý,òÒÑÐÐ,ÄÎÄ±¾»ò,ñÊ½±àÅµÄÑ¡¶"ÄÚÈÝÖ®¼ä×ª»»¡£

ÇěʹŎǺ

¡°Ñ¡¶¡±Óî¾ä°í°"Êý

Goto

**Goto** *Label/LineNumber*

Îþìð¼þ×ªÖÆµ½Ò»„ð±ê°Å¡£±ê°Å¿ÉÒÔÊÇÐ¡ÓÚ 32000 µÄÐÐ°Å£¬»ðÕËÊÇ×í´ó³¤¶¶Êíª 40  
„ð×Ö·û£¬¬ÓÉ×ÖÄ,¿ªÊ¼µÄ×ÖÄ,»ðÊý×Ö×é³ÉµÄ×Ö·û´®¡£±ê°Å±ØÐëÆðÊ¼ÓÚÒ»ÐÐµÄµÚÒ»„ð×Ö·û£¬0  
Î»ÖÄ£©¡£

Ê³¼Àý

*...other instructions*

If WordCount > 10000 Then Goto Novelette

*...other instructions*

Novelette:

*...other instructions*

---

**ÇěİŒ**

±ê¼ Basic Óİ¼ăİ°Êý

**GroupBox** *x, y, dx, dy, Text\$*

GroupBox 60, 29, 32, 37, "Status"

¡°¶Ô»°¿ò¡±Óĩ¾ä°í°-Êý



GrowFont  
**GrowFont**

İàµ±ÓÚÔÚÎÄµµÖÐ°´ CTRL+F2 ¼ü£¬°ÑÑi¶×ÖlâµÄ´óÐjÔð¼Ôµ½¿ÉÓÉÑi¶×´òÓj»úÖ§²ÖµÄİÄÒ»¸ö¿ÉÓÄ´óÐj¿Ä¸ÄÖ¸Á¶¼È¿ÉÓÄÓÚÑi¶×ÄÚÈÝÒ²¿ÉÓÄÓÚ²àÈëµã¿ÄÈç¹úÑi¶×ÄÚÈÝÖÐ°ú°¬Ò»ÖÖÖÖÉİ×Ölâ´óÐj£¬ÒðÄ¿ÖÖ×Ölâ¶¼±»Öð¼Ôµ½ËüµÄİÄÒ»¸ö¿ÉÓÄ´óÐj¿Ä

Çè²İÖÄ  
ı°ñÊ½±àÄÄj±Ó¶¼à°ı°¬Êý

HangingIndent

**HangingIndent**

İàµ±ÓÚÔÚÎÄµµÖÐ°´ CTRL+T  
¼ü£¬¬°ÑÑ¡¶"ÄÜËÝµÄ×óËõ½øÉèÖÃµ½µÚÒ»»¸,ð¶¶ÎÄäÖÐµÄÎÄÒ»»,ðÖÆ±íÎ»£¬Ë¬Ëõ½ø¶¶ÎÄäµÄµÚÒ»»¸ÐÐ±  
£³ÖÖÚµ±Ç°×óËõ½øµÄÎ»ÖÃÉÍ£

**Çè²¹ÖÃ**

¡°,ñË½±àÀÀ¡±Ó³¼ä°¡°¬Ëý

Help

Help

¼»îj°°ŦÖúj±£¬lãm±ÓÚ°´ F1 ¼üj£

**ÇěŦÖĚ**

Ŧ°°ŦÖúj±ÓŦ¼ă°Ŧ°Ěý

HelpAbout

**HelpAbout**

İÔÊ¼Ò» ö,ø³ö Word °æ±¼°Å¡çĐòÁĐ°Å¡ç×ç²ăÓĂ»Ş¡ç¿ÉÓĂŰ´æ¡ç´ÅĹ¿Ŏ¼ă¡ç²»·ñÓĐÊýÑŞĐ-  
‘ĹÁíÆ÷°í°æË̄ĐĀĬçµĀ¶Ŏ»°¿ò¡£

**Çě²İŎĂ**

ı°°ıŎú¡±Ŏĩ¼ă°í°̄Êý

HelpActiveWindow  
**HelpActiveWindow**

İàµ±ÓÚÔÚ»İŦ´°¿Ú°´ F1 ¼ü£¬¼¼»İ»İŦ´°¿ÚµÄi°°İÖú±j£

ÇěİÖÄ  
İ°°İÖú±Ór¼ä°İ°Êý

HelpContext  
HelpContext

İàµ±ÓÚ°´ SHIFT+F1 ¼ü£¬¼¼»»İÉİİÂİÄİà¹ØµÄj°°İÖúj±£¬²çÇÒ°Ń±ê×¼Êó±êÖ,Öë,ÄİªİÊ°Äj£

Çē²İÖÄ  
ı°°İÖúj±Óİ¼ä°İ°İ°Éý

## HelpIndex

**Çë²ÎÔĂ**

j°iÖúj±Ói¾ä°í°-Êý

## HelpKeyboard

**Çë²ÎÔĂ**

ı°ıÖúı±Óı¾ä°ı°-Êý



HelpTutorialGstart

**HelpTutorialGstart**

Æøſ̄ı°ÈëÃÄÖ,Äï±½ł³ı£

ÇěʹŎǺ

ı°ıÖú±Óř¼ă°ı°Êý

HelpTutorialLword

**HelpTutorialLword**

Æøſ̄ı°Ñ§ı° Wordı±½ı³ı£

ÇēʹŎǺ

ı°ıŎúı±Óř¼ăı°ı°Êý

HelpUsingHelp

**HelpUsingHelp**

¼»îÊ¹ÓÃï°ïÖú±µÄï°ïÖú±£

ÇěŕŎĂ

ï°ïÖú±Óŕ¼ă°í°Êý

HelpWPHelp  
**HelpWPHelp**

İÔÊ¼Óë¡°WordPerfect¡±là¬µÄÛÁî°×é°İ¼ü¡£

ÇěİÖÄ  
¡°°¡Öü¡±Óî¼ä°¡°¬Êý

Hidden

**Hidden** [On]

n = **Hidden**()

İàµ±ÓÚ°´ CTRL+H ¼ü£¬´óÑ¡¶µÄİÄ±¾ÖĐİİ¼Ó»ðÉ¾¾ý¡°Òp²Ø¡±×Ö·û,ñÊ½¡£Word  
İÖÊ¾°¬ÖĐÒp²Ø,ñÊ½µÄİÄ±¾£¬,ÄÒp²Ø,ñÊ½Ê¡¾öÓÚÓÚ¡°Ñ¡İ¡±¶Ö»°¿ò£¬¡°¹¼ß¡±²Êµ¥  
£©µÄ¡°²é¿¡±Àà±ðÑ¡İİÖĐÑ¡ÖñµÄÊÇ¡°Òp²ØİÄ×Ö¡±Ñ¡İİ»¹ÊÇ¡°Ê«²¿İÖÊ¾¡±Ñ¡İİ£

On Ö,Ä÷İİ¼Ó»ðÉ¾¾ý,Ä,ñÊ½£°  
1 ,ñÊ½»¬Ñ¡¶ÄÚÊÝ¡£  
0£¬Ää£© Ê¾¾ý,Ä,ñÊ½¡£  
ÊİÄÖ ÖÚÖÖÊİÄ½ÖÖ·½Ê½¼äÇĐ»»¡£  
„Ä°¬ÊýĐİÊ½·µ»Ø£°  
0£¬Ää£© ÊÇ¹üÑ¡¶ÄÚÊÝ²»¾ßÖĐ,Ä,ñÊ½¡£  
-1 ÊÇ¹ü²¿·ÖÑ¡¶ÄÚÊÝ¾ßÖĐ,Ä,ñÊ½¡£  
1 ÊÇ¹üËüÖĐÑ¡¶ÄÚÊÝ¼¾ßÖĐ,Ä,ñÊ½¡£

**Çè²İÖÄ**

¡°ñÊ½±àÄÄ¡±Óİ¾ä°İ°¬Êý

HLine

**HLine** [Count]

ÒÔÐÐîµŒî»°áîð¹ðŒîîÄ¼pÄÚÈÝî£  
î°ÐÐî±ÊÇÖ,µ±°áîð¹ðŒîîð¹ýí·±»µŒ»÷Ò»îÊ±îÔÊ¾ÄÚÈÝËùÒÆŒîµÄ¾àÀëî£

Count                    ÒÔÐÐîµŒî»¹ðŒîÄ£°  
ÊîÄÔ                    îðÓÒÒÆŒîî»ÐÐî£  
>0                    îðÓÒ¹ðŒîÆÄÄ»î£  
<0                    îð×ó¹ðŒîÆÄÄ»î£

ÇěîÖÄ  
î°é£´î±Óî¾ä°î°î°Èý

ÒÔÆÁÄ»¿íŒÊªμ¥Œ»°áĭò¹õŒŒĪÄ¼þÄÚÈÝ¿

Count	ÒÔÆÁÄ»¿íŒÊªμ¥Œ»μÄ¹õŒŒÄ¿£°
Ê¿ÂÔ	ĭòÓÒ¹õŒŒÒ»ÆÁ¿
>0	ĭòÓÒ¹õŒŒÆÁÄ»¿
<0	ĭò×ó¹õŒŒÆÁÄ»¿

Çë²İÖÄ  
¿²é¿¿±Óĭ³ä°¿°Èý

HScroll  
**HScroll** *Percentage*

n = **HScroll**()

°Ö,¶µÄÄµµ¿¶¶ÈµÄ°Ù·Ö±È°áĭð¹ð¶¶ĪÄ¼pÄÚÈÝ;£  
‘È°Êý°ĪÄµµ¿¶¶ÈµÄ°Ù·Ö±È·µ»Øµ±Ç°áĭð¹ð¶¶µÄĪ»ÖÄ;£

Çë²ĪÖÄ  
ĭ°²é¿ĭ±Óĩ³⁄₄ä°ĭ°⁻Êý



IconBarMode

IconBarMode

İàµ±ÓÚ°` SHIFT+F10 ¼ü£¬°Ñ'â±ê·ÂÔÚ°`Â¶À,Éİ£¬ÔÊĐİÊ'ÓÃ¼ýÍ·¼üÑİ¶`ÄÚÈÝİ£ÔÚ×÷³òÒ»,òÑİÔñÇ°  
£¬°êÔÝÊ±ÍÖ¹²Ü×÷£¬²ÇÒÊó±êÖ,Öê±ä³ÊÉ³Â©ĐÎ×'İ£ÈÇ'ûÃ»ÓĐÑİ¶`ÄÚÈÝ£¬Ôò»á²úÊú'İİóİ£

Çě²İÖǺ

İ°»·³¼³İ±Óİ¾ä°İ°⁻Êý

If...Elseif...Else...End If

**If Condition Then Statement(s) [Else Statement(s)]**

**If Condition1 Then**

...instruction(s)

**[Elseif Condition2 Then**

...instruction(s)]

**[Else**

...instruction(s)]

**End If**

„Ü¼ÝÉ Condition Ö,¶µÄ±ííÊ½ÊÇÁã£¼'£¼Ü£©»¹ÊÇ·ÇÁã£¼'£¼¬Öæ£©À'Ö'ÐÐÖ,¶'Óí¼ä;£

Ê¾Äý

If n = 10 Then Beep

ÊÇ'ü n µÈÓÚ 10 Ôð·ç³ðà½à½Éù;£

If n = 10 Then Beep Else GoPrint

ÊÇ'ü n µÈÓÚ 10 Ôð·ç³ðà½à½Éù£¬ñÔðÖ'ÐÐ GoPrint ×ÓÄý³;£

If n = 10 Then

Beep

Else

GoPrint

End If

ÓëÉíÄý½á¹¹íäí¬£¬µ«ÔÊÐíÔÚÃ¿,ð×éÖÐÊ¹ÓÃÖ»ìðÒÔÉíµÄÓí¼ä;£

If n = 10 Then

Beep

Elsif name\$ = "George" Then

GoPrintGeorge

Else

GoPrint

End If

ÊÇ'ü n µÈÓÚ 10 Ôð·ç³ðà½à½Éù£¬ñÔð£¬ÊÇ'ü name\$ µÈÓÚí°George;±ÔðÖ'ÐÐ GoPrintGeorge

Äý³;£¬¬»ðÖß/£ö¶ GoPrint ×ÓÄý³;£ÔÚ **If...End If**½á¹¹ÖÐ¿ÉÒÔÊ¹ÓÃ¶ä,ð **Elsif** ×Ó¾ä;£

**Çë¹ÔÄ**

±ê×¼ Basic Óí¼äí°Êý

Indent

**Indent**

Ëõ½øÑi¶¶ÎÂä£¬İàµ±ÓÚ°´ CTRL+N  
¼üj£Ëõ½øİÄ±¼ÓëÑi¶¶ÄÚËÝÖÐµÄµÚÒ»¸ö¶¶ÎÂäµÄİÂÒ»¸öÖÆ±İ»İà¶¶ÔÆëj£**Indent**  
²»¸Ä±äµÚÒ»ÐÐËõ½øµÄËëÖÄj£

Çë²ÍÖÄ

İ°¸ñË½±äÄÄj±Óİ³¼ä°İ°¬Ëý

Input

**Input** #StreamNumber, Variable [,Variable]

**Input** [Prompt\$,] Variable [,Variable]

Ã¿,ø input Óí¼ä´Ó#StreamNumber Ö,¶µÃÎÃ¼pÖÐ¶ÁËÿÖ»ÐÐËùÁÐµÄ±äÁ¿j£ÓÃ **Open** ´ò¿ª

´ËÎÃ¼p£¬²¿ÇÒÎªÆä½´´Á¿Ö»øËý³¼ÝÁ÷°Áj£´ÓÎÃ¼pÖÐ¶Á³õµÄÐÐÓÃ¶°Á·Öø³Ë¶ÁÄ¿µÄÖµj£ÖÚÖ

´ÎÃ¼pÖÐ£¬ÖÚ¶°ÁÖ@Ç°¼Ó¿Ö¿ñ£¬¿ÉÖÖ±ÜÃä½ÐË×Ã¿øÖµµÄ×í°óÖ»ø×Ö·ûj£Ö

´ÎÃ¼pÖÐ°ó,ú¶°ÁµÄ¿Ö¿ñ¿ÉÖÖ×÷´ªÖµ°óÃæµÄÒýµ¼¿Ö¿ñÁ´ËäËËj£Öð´ª×¶¶à¿É¶ÁËË 256

ø×Ö·û£¬ËÇ´ûÖàðÖí³äÖÃÖÚ Word ÎÃµµ»ðÃ£°äÎÃ¼pÖÐÖð»á²ûËú´Îój£

ËÇ´ûÃ»ÓÐÖ,¶´ StreamNumber£¬ÖðÖÚ×´ì¬À,ÖÐÎáË³¼ÓÃ»§ÓÃ¼üÀÌËäËËj£ÎáË³¼·ûí°?j±»áÎÖË³¼öÀ

´£¬ÃúÒ²¿ÉÖÖÑjÓÃÖ»øËÎðàµÄÎáË³¼×Ö·û®j£

Ë³¼Äý

Input#1, Name\$, ZipCode

´ÓËý³¼ÝÁ÷ #1 ÖÐ¶ÁËÿÖ»ÐÐµ¼±äÁ¿ Name\$ °Í ZipCodej£

Input "File Search Spec", Spec\$

ÖÚ×´ì¬À,ÖÐÎÖË³¼ÎáË³¼ÐÃ¿¿°File Search Spec?j±£¬²¿Ñ´¼üÀÌËäËËË¼µ¼±äÁ¿ Spec\$ ÖÐj£

Çë²ÖÃ

í°ÎÃ¼p Î/Oj±Óí³ä°í°´Ëý

Open...For...As

Input\$(  
a\$ = Input\$(n, StreamNumber)  
´ÓÓÉ StreamNumber Ö,¶µÄÏÄ¼pÖÐ¶Á n ,ö×Ö·û£¨×¶àâ 32,767£©j£ÖÃ Open  
´ò¿ªÏÄ¼p²¿ÏªÆä½¨ÁçÁ÷°Ä£¬Èç¹û´ËÓí³¼äÓÃÔÚ Word ÍÄµµ»ðÄ£°äÏÄ¼pÖÐ£¬Ôð»á²úÉú´îîó£

Çě²fÖÄ  
¿ªÏÄ¼p I/Oj±Óí³¼ä°í°¬Êý  
Open

InputBox\$()

a\$ = **InputBox\$(Prompt\$ [,Title\$] [,Default\$])**

İÔÊ¼ÒªÇóÊäÊëÒ»¸ðÊý¼ÝİİµÄ¶¶Ô»°¿ò£¬²çÇÒµ±ÓÃ»\$µ¥»÷ı°È·Èİ±°·Å¥Ê±·µ»Ø¶¶Ô»°  
¿òÖÐÊäÊëµÄİÄ±¼ı£

*Prompt\$* İÔÊ¼ÔÚ¶¶Ô»°¿òÖÐµÄİÄ±¼ı£

*Title\$* İÔÊ¼ÔÚ¶¶Ô»°¿ò±êİäÀ¸ÖÐµÄ±êİä£¬Êç'úÊİÄÔ£¬Word ½«Ê'ÓÃı°Microsoft  
Wordı±×÷İª±êİäı£

*Default\$* ÔÚ¶¶Ô»°¿òµÄİÄ±¼¿òÖÐİäÊ¼µÄÄ¬ÈİİÄ±¼ı£

Ê¼Àý

FilePrn\$ = InputBox\$("File to print?","My Print Macro", "LTR.DOC")

Ñ¬İÊÒª·òÓİµÄİÄ¼pÄú£¬Ä¬ÈİÖµİªİÄµµ LTR.DOCı£

num = Val(InputBox\$("Input a number from 1 to 10"))

Êç'úÓÐ×Ö·ú'®£¬**Val()** °Êý·µ»Ø·µ»Ø×Ö·ú'®µÄÊý×ÖÖµı£Êç'úÓÃ»\$ÔÚÓİ'òÓÊ¸Óİ¼ä  
''½µÄİäÊ¼Ê±ÊäÊë 10£¬**Val()** ½«°Ñ 10 ¸Öµ¸ numı£µ«ÊçÊç'úÓÃ»\$ÊäÊëÄÊ Ten£¬Òò **Val()** °Ñ 0  
¸Öµ¸ numı£T

---

**ÇëİÔÃ**

İ¶¶Ô»°¿ò±êİä¼ä°İ°Êý

Val()

Insert  
**Insert Text**\$

ÔÚ²àÈèµāĭ»ÖÃ²àÈèÖ,ŦĬÄ±¼j£ŁÉÒÔĬ´¹ýÓÃ **Chr\$()** °¯ÊýÁ¬½Ó×ÖÄ,Êý×ÖĬÄ±¼Ä´°Û°¬·Ç  
´òÓj×Ö·ûj£×øÊĬ£º²»ÒāĬ´¹ý²àÈè Chr\$(13) + Chr\$(10) Ä´²àÈèŦĬÄä±ê¼Ç£¬ÓĬÓÃ **InsertPara** ´ùĭæj£

Ê¾Äý  
Insert "Hamlet"

ÔÚ²àÈèµāĭ»ÖÃ²àÈèĬÄ±¼ *Hamlet*j£  
Insert Chr\$(34) + "Hamlet" + Chr\$(34)  
ÔÚ²àÈèµāĭ»ÖÃ²àÈèĬÄ±¼i°*Hamlet*±j£

Çě²ĬÖÃ  
i°±à¼j±Ói¾ä°Ĭ°¯Êý  
Chr\$()  
InsertPara

InsertAnnotation

**InsertAnnotation**

²ãÈëÒ»„ö±„×ç²ç¼»»îÁú×ç´°„ñj£

ÇěʹŎǺ

ı°±à¼j±Óĩ¼ä°ı°⁻Êý



**InsertBookmark .Name = *text* [,.Delete]**

Name ÊéÇ©μÄÃû³Æ¡£

 $\hat{E}^{3/4}\hat{A}^y$ 

ÔÚµ±Ç°Ñ¡¶¶·¶¶¡§»ò²ªÈëµã¡»ÖÃ²ªÈëÊéÇ© *begin*£

$$\frac{3}{4} \times \frac{3}{4} = \frac{9}{16}$$

Çë²ÎÔĂ

i°ÊéÇ©i±Óï¾ä°í°-Êý

InsertBreak

**InsertBreak .Type = number**

İàµ±ÓÚı°·Ö,ôı±¶Ö»°¿ò£ı°²âÈëı±²Ėµ¥£©£¬ÔÚ²âÈëµă»òÑı¶ÄÚÈÝÉİ²âÈë·ÖÖ³·ûıç·Ö½Ú·û»ò·ÖÀ,·ûı£

Type	·Ö,ôÀàĐÍ£°
0	·ÖÖ³·û
1	·ÖÀ,·û
2	ı°×ÔİÄÖ³Æđı±·Ö½Ú·û
3	ı°ĐøÉİÖ³ı±·Ö½Ú·û
4	ı°×ÔİÄ,ôÄ¼ÆýÖ³Æđı±·Ö½Ú·û
5	ı°×ÔİÄ,ôÆæÉýÖ³Æđı±·Ö½Ú·û

**Çě²İÖĀ**

ı°,ñĚ½±àÄÄı±Óİ³¼ă°İ°¬Êý

InsertChart  
**InsertChart**

¼»» Microsoft Graph Ó!ÓÃ³lÐòj£

Çë²fÖÄ  
l°±à¼j±Óĩ¼ä°f°Êý

InsertColumnBreak  
**InsertColumnBreak**

İàµ±ÓÚ°` CTRL+SHIFT+ENTER ×é°İ¼û£¬ÔÚ²âÈëµă  
'İ²âÈëÒ»„ö·ÖÄ„·ûİ£ÈÇ¹û²âÈëµăÔÚ±İÖĐ£¬Ôð·Ö„ö·û²âÈëÔÚ²âÈëµăÈùÔÚĐĐµĂÉİ·½İİàµ±ÓÚ£°  
InsertBreak .Type = 1

Çě²İÖĂ  
İ° ĩĖ½±àĂÄİ±Óİ³¼ă°İ°ĖĚý

InsertDateField

**InsertDateField**

İàµ±ÓÚ° ALT+SHIFT+D ×é°İ¼ü£¬ÔÚŃİ¶ÄÜÈÝÖĐ²ăÈèÒ»ö DATE Óòİ£ÈÇ¹ûÒ³Ä¼»òÒ³½Ä° ħÊÇ  
’òĲµÄ£¬Ôð°Ń’ĖÓð²ăÈèÔÚÒ³Ä¼»òÒ³½ÄÖĐİ£

Çě²İÖÄ

İ°Óòİ±Óİ³¼ă°İ°ĖËý

InsertDateTime

**InsertDateTime** [**.DateTimePic** = *text*]

İàµ±ÓÚı°ÈÖÆÚ°İÊ±¼ăı±¶ŦŦŦ»°¿ò£~ı°²ăÈëı±²Ėµ¥£©£¬°Ŧı±Ç°ÈÖÆÚ°İ£¬»òÊ±¼ă×÷İªŦ»„ò DATE  
Óò²ăÈëµ½»¶ŦŦŦİÄµµÖĐı£

.DateTimePic      Ŧ»„òĂèÊöÓĂÓÚİŦŦÊ³¼ÈÖÆÚ°İ£¬»òÊ±¼ă„ŦÊ½µĂ×Ŧ·Ŧ°Ŧı£ÈÇ¹ŦÊİÂŦ£¬Ŧò„Ŧ¼Ŧı°  
¿ŦŦÆĂæ°ăı±µĂ¹Ŧ¼ÊÊèŦŦÊ¹ŦĂµ±Ç°ÈÖÆÚ°İÊ±¼ăµĂ„ŦÊ½ı£

Ê³¼ĂŦ

InsertDateTime .DateTimePic="d MMMM, yyyy"

°ı° 3 September, 1992 ı±µĂĐİÊ¹²ăÈëµ±Ç°ÈÖÆÚı£

**Çë²İŦĂ**

ı°±à¼ı±Ŧİ³¼ăŦİ°¬ÊŦ

InsertDrawing  
**InsertDrawing**

¼»»î Microsoft Draw Ó|ÓÃ³lÐòj£

Çě²fÔĂ

ı°±à¼j±Óĩ¾ä°f°⁻Êý

InsertField

**InsertField .Field = text**

İàµ±ÓÚ¡°Óð¡±¶¶Ô»°¿ò£¬¡²âÊë¡±²Êµ¥£©£¬ÔÚÑ¡¶¶ÄÚÈÝÖÐ²âÊëÖ,¶¶µÄÓð¡£

.Field                      Ò²²âÊëµÄÓð£¬ÓëÁÐÔÚ¡°Óð¡±¶¶Ô»°¿òÖÐµÄÓðİáİ¬¡£

²»°ü¬ Field\$ ÖÐµÄÓð×Ö·û£¬µ«Òª×ñÑÓð´ûÄëµÄËùÓÐÆäËü¹æÔð¡£ÊÇ¹ûÒªÔÚÓð´ûÄëÖÐ²âÊëÒý°Á£¬ÇëÓÃ Chr\$(34).

Ê³⁄Àý

InsertField .Field = "Author"

²âÊë AUTHOR Óð¡£

InsertField .Field = "createdate \@ " + Chr\$(34) + "d MMMM, yyyy" + \ Chr\$(34)

°¡° 1 July, 1992 ¡±µÄİÊ¹£¬²âÊëÒ»,ö×÷İ¶İÄµµ´´½"ÈÖÆÚµÄÓð¡£.

---

**Çë¶¶İÖ**

¡°Óð¡±Óİ³⁄ä°İ°¬Êý



InsertFieldChars  
**InsertFieldChars**

ÔÚÑ;¶ÄÚËÝÖÐ²âÈëÓð×Ö·û£¨£©£¬İàµ±ÓÚ°´ CTRL+F9 ¼û;£

ÇěŕŎÄ  
ı°Óò;±Óİ¾ä°İ°Êý

**InsertFile** .Name = *text* [,Range = *text*] [,Link = *number*]

Name Ò<sup>a2</sup>äÈëµÄÎÄ¼þÃû£

.Range Èç'û .Name Ö,µÄÊÇÒ»„ö Word ÎÄµµ£¬Òò .Range ÊÇÒ»„öÊéÇ©;£Èç'û .Name

Ό,μΑΈÇΑΙΟ»\_οΙΑμμΑàΔΙ£"ΆΥΈç Microsoft Excel 'α×÷±í£©£-ΆÇΑ' .Range  
ΈÇÒ»\_οΆυΑόμΆ\_¶Ι§»òμ×Öª\_ñ\_¶Ι§£"ΆΥΈç£¬  
R1C1:R3C4£©£-Ö»ÖΔİÄ¼þμΑÖ\_¶"¿·Ö±»²ªÈë;£ÖªÄ'½ÖÖû\_οİ¼þ£-Ö\_¶" .Range  
="":

.Link Èç¹û .Link ²»ÎªÁã£¬Ôò²ªÈëÒ»ö INCLUDE Óó¶ø²»ÊÇÎÄ¼þ±³¼ÉíµÃÎÄ±³¼í£

```
InsertFile .Name = "PRICES.TXT"
```

°ÑÎÄ¼p PRICES.TXT μÄÄÚÈÝ²ǎÈëμ½»îſſÄμμÖĐj£

```
InsertFile .Name = "PRICES.DOC", .Range = "sportscars"
```

°Ñ PRICES.DOC ÖĐÓĚĚÇ©j°sportscarsj±lä¹ØµÄµÄ²Ĵ·Ö²âĚĚµ½»1¶ĪÄµµÖĐj£

```
InsertFile .Name = "PRICES.DOC", .Range = "sportscars", .Link = -1
```

`^aÈëÏÂÁÐÓò£° {INCLUDE PRICES.DOC sportscars}`

```
InsertFile .Name = "PRICES.DOC", .Range = "", .Link = -1
```

²ǎÈëĬÂÁĐÓò£° {INCLUDE PRICES.DOC}

Çë²ÎÔÄ

j°±à¼j±Óï¾ä°í°-Êý

$$\frac{1}{2} \left( \frac{1}{2} \right)^{1/4} \left( \frac{1}{2} \right)^{3/4} \left( \frac{1}{2} \right)^{0} \left( \frac{1}{2} \right)^{-1} \left( \frac{1}{2} \right)^{1}$$

InsertFootnote

**InsertFootnote** [.Reference = *text*]

İàµ±ÓÚj°½Å×çj±ŦÔ»°¿ò£¨j°²âÈëj±²Ëµ¥  
£©£¬ÔU²âÈëµă»òÑiŦŦÁÚËÝÖĐ²âÈëÖ»,ö½Å×çË÷Òý±ê¼Ç£¬²çÇÒ´ò¿ª½Å×ç´°,ñj£

.Reference

ËùÑiµÄ½Å×çË÷Òý±ê¼Çj£ËË¹ûĂ»ÓĐÖ,ŦŦ±ê¼Ç£¬Ôò×ÔŦŦ²âÈëÖ»,ö±à°ÅµÄ½Å×çË  
÷Òýj£

Ê³¼Àý

InsertFootnote .Reference = ""

²âÈëÖ»,öÓĂĐÇ°Å×÷±ê¼ÇµÄ½Å×çj£

**ÇěŦŦŦ**

ı°±à¼j±Óİ³¼ă°İ°¬Êý

FootnoteOptions

## InsertFrame

**Çë²ÎÔÄ**

## FormatFrame

## RemoveFrames

InsertIndex

**InsertIndex** [**.Type** = *number*] [**.HeadingSeparator** = *number*] [**.Replace** = *number*]

İàµ±ÓÚı°Ë÷Òýı±¶¶Ô»°¿ò£¯ı°²ăĖĕı±²Ėµ¥£©ı£ÔÚ²ăĖĕµă»òÑı¶¶ĂÚÈÝÖĐ²ăĖĕÒ»„ö INDEX Óòı£

.Type                    Ė÷ÒýÀăĐÍ£°

0 »òĖıĀÔ            ²ă¹Ė½Ė÷Òý  
1                    Æ½ĐĐĖ½Ė÷Òý

.HeadingSeparator±êĭă·Ö„ö·û£°

0 »òĖıĀÔ            ÎŁ  
1                    ¿Ö°×ĐĐ  
2                    ×ÖĂ„

.Replace                Ö„¶¶ĖÇĭæ»»ÒÑÓĐµĂĖ÷Òý»¹ĖÇÔÚ²ăĖĕµăÖĐ²ăĖĕĐĀµĂĖ÷Òý£°

0 »òĖıĀÔ            ÔÚÒÑÓĐµĂĖ÷Òý±»ÖĐĐ·Ö®Ç°ĭăĐÑÓĂ»Şı£  
1                    ÖĐĐ·ÒÑÓĐµĂĖ÷Òýı£

Ė³⁄₄Ăý

InsertIndex .Replace = 1

¯¯½¯Ò»„öĂ»ÓĐ±êĭă·Ö„ö·ûµĂĐĀĖ÷Òý£¬¶¶ø²»ĭăĐÑÓĂ»ŞĖ·Ė¶¶ÔÒÑÓĐĖ÷ÒýµĂĭæ»»ı£

Çĕ²İÖĂ

ı°Óòı±Óİ³⁄₄ă°İ°¯Ėý

**InsertIndexEntry** [*.Entry = text*] [*.Range = text*] [*.Bold = number*] [*.Italic = number*]

İaµ±ÓÚı°Ë÷Òýİİ±¶Ô»°¿ò£ı°²aÈeİ±²Ëµ¥£©£¬ÔÚ²aÈeµã»òÑİ¶ÄÚEÝÖÐ²aÈeÒ»,ö XE Óòİ£

.Entry  $\mathbb{E} \div \mathbb{O} \gamma \dot{\imath} \times \mathbb{O} \acute{\epsilon} \dot{\imath} \mu \mathbb{A} \dot{\imath} \mathbb{A} \pm \frac{3}{4} \dot{\imath} \mathbb{E} \mathbb{O} \mathbb{E} \dot{\imath} \mathbb{A} \mathbb{O} \mathbb{E} \neg \mathbb{O} \mathbb{O} \mathbb{N} \dot{\imath} \mathbb{A} \pm \frac{3}{4} \mathbb{E} \dot{\imath} \mathbb{A} \mathbb{E} \div \mathbb{O} \gamma \dot{\imath} \dot{\imath} \mathbb{E}$

Range Ö,ŦÓ!ÓÃË÷Òý!µÄ!Ä±¾·Ŧ!§µÄÊéÇ©Ãû£

.Bold                    Ìàµ±ÓÚì°´ÖÌàì±, Ñìçòì£

.Italic      ðàµ±ÓÚ¡°Ð±å¡±, Ñ¡çò¡£

 $\hat{E}^{3/4} \hat{A} \hat{y}$  $\hat{E}^{3/4}\hat{A}^y$ 

```
InsertIndexEntry .Entry = "Using Tabs", .Bold = 1
```

ÔÚ²ǎÈëṃǎî»ÖǺÉí²ǎÈëË÷ÒýÍî° "Using Tabs" £¬ÔÚË÷ÒýÖÐÊ¹ÓǺ·Òǎ,ñÊ½¿£

$$\zeta \hat{e}^2 \hat{I} \hat{O} \hat{A}$$

ı°Óòı±Óř¾ä°Í°-Êý

InsertMergeField

**InsertMergeField .MergeField = text, .WordField = number**

İàµ±ÓÚÔÚ»î¶ĀµµµÄ°İ²ç´òÓİÄ,ÖĐµ¥»÷ĵ²âĒë°İ²çÓòİ±°´Ä¥£¬ÔÚ²âĒëµăÖĐ²âĒëÒ»„ö°İ²ç´òÓİÓòİ£

.MergeField      Ò²âĒëµÄÄ´×Ôİà¹ØÄ°Ēý³⁄₄ÝĀµµµÄÓòÄûİ£

.WordField      Word °İ²çÓòµÄÖ»„öĐò°Ä£¬ÔëÄĐÔÚĵ²âĒë°İ²çÓòİ±¶¶Ö»°¿òÖĐµÄĐò°Äİàİ¬İ£

- |   |                  |
|---|------------------|
| 0 | Ask              |
| 1 | Fillin           |
| 2 | If...Then        |
| 3 | If...Then...Else |
| 4 | Merge Record #   |
| 5 | Next Record      |
| 6 | Next Record If   |
| 7 | Quote            |
| 8 | SetBookmark      |
| 9 | Skip Record If   |

Ê³⁄₄Äý

InsertMergeField .MergeField = "", .WordField = 0

ÔÚ²âĒëµă»òŃİ¶ĀÜĒÝÖĐ²âĒë ASK Óòİ£

**çĕ²İÖÄ**

ĵ²°İ²çİ±Óİ³⁄₄ă°İ°Ēý

InsertObject

**InsertObject .Class = text**

İàµ±ÓÚı°¶Ôİóı±¶Ô»°¿ò£¨ı°²âÈëı±²Ëµ¥£©ı£¼¼»ı·pİñ/Æ÷ÓıÓÃ³İĐò£¬²¿ÇÒ²âÈëÒ»„öÖ„¶¨ÀàĐÍµÄ  
EMBED Óòı£

.Class                    ±»²âÈëµÄ¶¶ÔİóÀà±ðÃû³Æı£

Ê³¼Àý

InsertObject "Word Document"

Results in the insertion of the following field in the document:

{EMBED WordDocument ls \\* mergeformat}

Çě²İÖÄ

ı°±à¼ı±Óİ³¼ä°İ°-Êý



InsertPageBreak  
**InsertPageBreak**

İàµ±ÓÚ°´ CTRL+ENTER ¼üî£ÔÚ²àÈëµă»òÑî¶ÄÚÈÝÖÐ²àÈëÒ»„ð·ÖÒ³·ûî£

ÇěŕŎÄ  
ı.ñÊ½±àÅî±Óĩ³¼a°ı°-Êý  
InsertBreak

InsertPageField

**InsertPageField**

İàµ±ÓÚ° ALT+SHIFT+P xé°İ¼üİ£Èç¹ûÒ³Ã¼£¯Ò³½Ä´° ,ñÒÑ´ò¿ª£¬ÔòÔÚÒ³Ã¼»òÒ³½ÄÖĐ²ăÈëÒ» ,ö  
PAGE Óð£»Èç¹ûÃ»´ò¿ª£¬ÔòÔÚ²ăÈëµă»òÑİ¶·ÄÚEYÖĐ²ăÈëÒ³Âëİ£

Çě²İÖÄ

İ°Óòİ±Óİ³¼ă°İ°¯Êý

InsertDateField

**InsertPageNumbers** [.Type = *number*,] [.Position = *number*]

l̈aμ±ÓÚj°Ò³Âëj±¶Ô»°¿ò£j°²aËëj±²Ëμ¥£©£¬°Ñ PAGE

Óò²ªÈëµ½Ò³Ã¼»òÒ³½ÄÖÐ¡£!áÈ³¼ÓÃ³¼ßÓÐ¹¼òµ¥Ò³ÂëµÄÒ³Ã¼»òÒ³½Ä!æ»»µ±Ç°µÄÒ³Ã¼»òÒ³½Ä¡£

**InsertPageNumbers** 0|°Ò³Ãëj±ÃüÁíàĚÆ£-½«»áÑjÔñj°Ê×Ò³²»Í¬j±,

'Ñĩĳòð£¬²çÔÚĵ°Ò³Ã¼£¬ Ò³½Äĳ±¶Ŏ»°ĳò£¬ĵ°²éĳ'ĳ±²Ëµ¥£©ÖÐÇă³ýĵ°ÆæÄ¼Ò³²»Ĳĳ±,'Ñĩĳòð£

.Type                    Òª²åÈëµÄ PAGE ÓòµÄÄàÐÍ£°

0 Ò³Ãæ¶¥²¿£¨Ò³Ã¹¼£©

1                      Ò³Ãæµ×²¿£¨Ò³½Å£©

.Position      Ò³ÂëµÄ¶ÔÆë·½Ê½£º

0 xó¶ÔÆë

1  $\frac{3}{4}\acute{\text{O}}\ddot{\text{O}}\text{E}$

2 ÓÒ¶ÔÆë

 $\hat{E}^{3/4}\hat{A}^y$ 

```
InsertPageNumbers .Type = 0, .Position = 2
```

°´ÓÒ¶ÔÆë·½Ê½ÔÚÎÄµµ¶²¿²åÈÒ³Äë£

Çë²ÎÔÄ

ı°Óòı±Óï¾ä°ı°-Êý

InsertPara

InsertPara

İàµ±ÓÚ°´ ENTER ¼û£¬ÔÚ²âÈëµă»òÑ¡Ŧ"ĂÚÈÝÖĐ²âÈëÒ»„ðŦŦİĂă±êÖ³¼¡£

CěŦİĂ

¡.ñÊ½±àĂİ±Óĩ³¼a°İ°¬Êý

**InsertPicture .Name = *text*, .LinkToFile = *number***

Name Òªµ¼Èë¼Æ¬µÄÂ¼þÃ¼£

```
0 »ðÊĵÂÔ      2ªÈëÓÉ Name$ Ö,¶µÁÍ¼Æ¬Ĳ
1              ÔÚÑĴ¶ÄÜÊÝÖÐ2ªÈë IMPORT ÓòĲ
```

```
InsertPicture .Name = "chess.bmp", .LinkToFile = 1
```

ı°Óòı±Óİ¾¾°Í°Êý

**InsertSymbol .Font = *text*, .CharNum = *number***

.Font ·û°ÀµÄ×Ölà¡£Ëç¹ûÖ, ¶ÁÆÒ»ÖÖ ANSI ×Ölà¡ªÀýËç£¬Times Roman ¡ª Word  
½«²ªäëÖ», ö×Ö·¡¡£Ëç¹ûÖ, ¶ÁÆ¡°·û°À¡±»òÁÍÖ»ÖÖÐÊÊ×Ölà£¬Òò Word ²ªëë  
SYMBOL Óò¡£

 $\hat{E}^{3/4} \hat{A} \hat{y}$  ${}^2\mathfrak{a}\mathbb{E}\mathfrak{e}\mathfrak{l}\mathbb{A}\mathbb{A}\mathbb{D}\mathbb{O}\mathfrak{o}\mathbb{L}^{\mathfrak{o}}$ 

Çë²ÎÔÄ

i°Óòj±Óï¾ä°í°-Êý

l`àµ±ÓÚj°Ä¿Â¼j±¶Ô»°¿ò£¨j°²`aÈej±²Ëµ¥£©j£ÔÚ²`aÈejµ`»òÑj¶¶ÄÚÈÝÖÐ²`aÈejÒ»¸j°Ä¿Â¼j±Óòj£

.Source  $\ddot{O}_3 \uparrow \ddot{A} \zeta \hat{A}^{1/4} \mu \ddot{A} \hat{A}' \hat{O}' \pounds^0$

0£"Áã£© ±êlàÑùÊ½µÄ¶ÎÎÄä;£  
1 TC£"Ä¿Â¼¼î£©Óò

.From ÓÃÓÚ¿<sup>áí</sup>·μÄ´ó, Û¼¶±ð¡£

.To ÓÃÓÚ<sup>1</sup>/<sub>2</sub>á<sup>2</sup>μÄ´ó, Û<sup>1</sup>/<sub>4</sub>¶±δj£

.Replace Ö,ŦÊÇìæ»»μ±Ç°Ä¿Â¼»¹ÊÇÔÚ²ăÈëμă»òÑĳŦ"ĂÚÈÝÖĐ²ăÈëÒ»‚öĐÂÄ¿Â¼;£

0 »ðÊĴÂÔ ÔÚÖØÐ´ÒÑÓÐµÄÄĴÂ¼Ö®Ç°ĴaÐÑÓÃ»§Ĵ£  
1 ÖØÐ´ÒÑÓÐµÄÄĴÂ¼Ĵ£

$$\hat{E}^{3/4} \hat{A} \hat{y}$$

InsertTableOfContents .Source = 0, .From = "1", .To = "3", .Replace = 0

**Çë²ÎÔÄ**

ı°Óòı±Óï¾ä°Í°-Êý

InsertTimeField  
**InsertTimeField**

İàµ±ÓÚ° ALT+SHIFT+T xé°İ¼üİ£ÔÚ²àÈëµă»òÑİ¶ÄÚÈÝÖĐ²àÈëÒ»,ö TIME Óð£¬µ«Èç¹ûÒ³Ă¼£¯Ò³½Å  
°,ñÊÇ´ò¿µĂ£¬Ôð°Ñ,ĂÓð²àÈëÒ³Ă¼»òÒ³½Åİ£

Çě²İŎĂ  
İ°Óðİ±Óİ³¼ăİ°İ°Êý



InStr()

n = InStr([Index,] Source\$, Search\$)

ÔÚÒ»„ôÎÄ±¼×Ö·û´®ÖÐĚĚ÷ÁíÒ»„ôÎÄ±¼×Ö·û´®j£

Index                    ÒªĚĚ÷µÄÆðĚ¼×Ö·ûÎ»ÖÃj£

Source\$                ±»ĚĚ÷µÄÎÄ±¼j£

Search\$                ÒªĚĚ÷µÄÎÄ±¼j£

„Ã°Ěý·µ»ØÔÚÎÄ±¼×Ö·û´®µÄÆðĚ¼×Ö·ûÎ»ÖÃ¬»ðÕßÔÚ Source\$ ÖÐÃ»ÖÒµ½ Search\$ Ě±·µ»ØÃãj£

Ě¼Äý

Pos = InStr("Testing", "ing")

½«±äÄ¿ Pos ÖÃÎª 5j£

Pos = InStr("Microsoft", "o")

½«±äÄ¿ Pos ÖÃÎª 5j£

Pos = InStr(6, "Microsoft", "o")

½«±äÄ¿ Pos ÖÃÎª 7.

---

ÇĚ²ÎÖÃ

±Ě×¼ Basic ÓĚ¼ä°í°Ěý

Int()

n = Int(n)

·μ»Ø n.μÄŒûÊý²¿·Ö¡£

Ê³¼Äý

x = Int(98.6)

°Ñ x ŒÃîª 98¡£

x = Int(-9.6)

°Ñ x ŒÃîª -9.

ÇěŒŒ

±ê×¼ Basic Óŕ³¼ä°í°⁻Êý

IsDirty()  
logical = **IsDirty()**

,Ã°Êý·µ»Ø£°

0£¨Áã£©  
-1

Ëç¹ûÎÃµµ×ÔÉÍ´Í±£´æ°óÃ»ÓÐ±»ÐÞ,Ã¡£  
Ëç¹ûÎÃµµ×ÔÉÍ´Í±£´æ°óÒÑ±»ÐÞ,Ã£¨ÉÍª°ÔàµÃ¡±£©¡£

ÇěʹİŒ

¡°»·¼¡±Óİ¼ä°Í°Êý

```
IsExecuteOnly
logical = IsExecuteOnly([macro$])
Èç'ùÖ,¶µÄ°ê¿ÉÒÔ±»±à¼Ôð·µ»Ø 0£"Áă£©£¬Èç'ù'Ë°êÊÇÖ»¿ÉÖ'ÐÐµÄÔð·µ»Ø -1¿
macro$           Òª¼¿²éµÄ°êÄû£¬ÆæäÐÎÊ½½ª [templateName:]macroName
¿£Èç'ùÊ¿ÄÔ£¬Ôð¼Ü¶¶¶ªµ±Ç°Ä£°ä°¿µ±Ç°°ê¿£

Ê³¼Äý
print IsExecuteOnly("NORMAL.DOT:TestMacro")
Èç'ù°êÊÇÖ»¿ÉÖ'ÐÐµÄ£¬ÔðÔÚ×'¿¬Ä,ÖÐÎÔÊ³¼-1¿£

Çë²¿ÖÄ
¿°»·³¼¿±Ó¿³¼ä°¿°¬Êý
MacroCopy
```

Italic

**Italic** [On]

n = **Italic()**

İàµ±ÓÚ°´ CTRL+I ¼ü¡£ÔÚÑ¡¶µÄÎÄ±¼ÖĐİí¼Ó»òÉ³¼ýĐ±lâ×Ö·û,ñÊ½¡£

On	Ö,Ä÷İí¼Ó»òÉ³¼ý,Ä,ñÊ½£°
1	,ñÊ½»¬Ñ¡¶ÄÚÈÝ¡£
0	É³¼ý,Ä,ñÊ½¡£
Ê¡ÄÔ	ÔÚÔÖÉİÄ½ÖÖ·½Ê½¼äÇĐ»»¡£
„Ä°¬ÊýĐİÊ½·µ»Ø£°	
0	ÈÇ¹ÜÑ¡¶ÄÚÈÝ²»¼ßÓĐ,Ä,ñÊ½¡£
-1	ÈÇ¹Ü²¿·ÖÑ¡¶ÄÚÈÝ¼ßÓĐ,Ä,ñÊ½¡£
1	ÈÇ¹ÜËÜÓĐÑ¡¶ÄÚÈÝ¼¼ßÓĐ,Ä,ñÊ½¡£

**ÇěŕŎĀ**

İ°,ñÊ½±àÄÄ¡±Óİ³¼ä°İ°¬Êý

JustifyPara  
**JustifyPara**

n = **JustifyPara()**

İàµ±ÓÚ°´ CTRL+J ¼üj£µ÷ÕûÑ¡¶µÄ¶ÎÄäj£  
„Ä°¯ÊýÐÎÊ½·µ»Ø£°

0£¯Áã£©	Èç¹ûÑ¡¶µÄÚÊÝ²»¼ßÓÐ„Ä,ñÊ½j£
-1	Èç¹û²„·ÕÑ¡¶µÄÚÊÝ¼ßÓÐ„Ä,ñÊ½²»ò»¹°i,ñÊ½j£
1	Èç¹ûËùÓÐÑ¡¶µÄÚÊÝ¶¼¼ßÓÐ„Ä,ñÊ½j£

**Çë²íÔÃ**  
i.ñÊ½±àÄÄj±Óĩ¼ä°¯Êý

KeyCode()  
n = **KeyCode**(KeyList [, Context])  
·μ»ØÓëÖ.¶°ë»ðÄÚ²¿ÃüÁĩă¹ØÁªμÄ¼üÂë£-Óëμ±Ç°¼üÂëÁÐ±íÖÐ³öİÖμÄ¼üÂëİăÍ¬ı£¼üÂëÁÐ±í°ü°¬ı°  
Ñıİĩı±¶Ö»°¿ð£¬ı°¹¼ı±²Ëμ¥  
£©μÄı°¼üÄı±Äà±ðÑıİİÖÐÉëÖÃμÄ²»Í¬ÓÚÄ¬Èİ·ÖÄªμÄ¼ü·ÖÄªı£ÓÐ¹Ø¹¼üÂë×ª»»ËμÃ÷μÄÁÐ±í£¬²İ¹¼üT  
oolsOptionsKeyboard.

.Context                   ¼üÂëÁÐ±íμÄ·¶İİ§ı£  
0 »ðÊıÄÖ               ¹²ÖÃ  
1                       Ä£°ă

Çě²İÖÃ  
ı°»·³¼ı±Öİ³¼ăı°ı°Ëý  
CountKeys()

```
KeyMacro$(
a$ = KeyMacro$(KeyList [, Context])
·μ»ØÓë¼üÂëïà¹ØÁªμÄ°ë»ðÄÚ²¿ÃüÁîμÄÃû³Æ¿£,Ã¼üÂë³ðïÖÔÚμ±Ç°¼üÂëÁÐ±íÖÐ¿£¼üÂëÁÐ±í°ü°¬¿Ñ
¿ì¿±¶¶Ô»°¿ð£°¿¹²¼¿¿±²Ëμ¥
£©μÄ¿°¼üÄ¿±Äà±ðN¿ìÖÐÉèÖÃμÄ²»Í¬ÓÚÄ¬È¿·ÖÃ¿μÄ¼ü·ÖÃ¿£ÓÐ¹Ø¹¼üÂë×ª»»ËμÄ÷μÄÁÐ±í£¬²¿¼üT
oolsOptionsKeyboard.
```

.Context                    The context of the keycode list:

0 »ðÊ¿ÄÔ	¹²ÖÃ
1	Template

Çë²¿ÖÃ

¿°ë¿±Ó¿¼ä°í°¬Ëý

CountKeys()



Kill

**Kill** Name\$

É¾¾ýÖ,¶îÄ¼þî£

Name\$                    ÒªÉ¾¾ýµÄîÄ¼þÄû£»Èç¹ûî´Ö,¶î´Ä¾¾¶£¬Ôð¼¼Ù¶î´ªµ±ÇºÄ¿Ä¼¼î£

Ê¾¼Äý

Kill "C:\WORD\LETTERS\DRAFT.DOC"

Çě²îÖÄ

î´îÄ¼þî±Óî¾¾äºîº¬Êý

Language  
**Language** *Language*\$

a\$ = **Language**\$( )

a\$ = **Language**\$(*Count*)

°ÑÑî¶µÄîÄ±¾°·Ä³ÖÖÓîÑÔ½øÐÐ,ñÊ½±àÄÄj£Word ÔÚ,ÃîÄ±¾ÖÐÊ¹ÓÃÖ,¶µÄÓîÑÔÐ£¶Ô¹±¾ßj£  
¸Ä°¯ÊýÐîÊ½·µ»ØÒÑ½øÐÐ,ñÊ½±àÄÄµÄÑî¶îÄ±¾ÖÐµÚÒ»,ö×Ö·ùÊùÓÃµÄÓîÑÔj£ÊÇ¹ùÑîÓÃÄÊ *Count*  
£¬Òð **Language**\$( ) ·µ»ØÓîÑÔ *Count* µÄÄû³/Æ£¬Æä·¶î§´Ó 1 µ½ **CountLanguages**( ) j£

Ê¾Äý  
Language "Italiano"

°·Òà´óÄûÓî¶îÑî¶µÄîÄ±¾¼½øÐÐ,ñÊ½±àÄÄj£ÔÚ,ÃîÄ±¾ÖÐ£¬Word Ê¹ÓÃÒà´óÄûÓîÐ£¶Ô¹±¾ßj£

Print Language\$( )

ÊÇ¹ùÑî¶îÄ±¾µÄµÚÒ»,ö×Ö·ùÊÇ°·ÓÇÓîÑÔ½øÐÐ,ñÊ½±àÄÄµÄ£¬ÒðÔÚ×´ì¬À,ÖÐîÖÊ¾ *English (US)*  
j£

---

**Çë¹ÖÄ**  
j°ñÊ½±àÄÄj±Óî¾ä°¯Êý  
FormatLanguage

LCase\$()  
a\$ = **LCase\$(Source\$)**  
·μ»Ø×ª»»ÎªĐİĐ´×ÖÄ,μÄ Source\$ į£

ÇěʹİÖÄ  
±ê×¼ Basic Óĩ¼äóí°Êý

```
Left$(  
a$ = Left$(Source$, n)  
·µ»Ø Source$ ×î×ó±ßµÄ n ,ö×Ö·ûî£  
Ê¾Äý  
a$ = "Legal File List"  
Print Left$(A$,5)  
·µ»ØÎÄ±¾ Legal.  
a$ = "Legal File List"  
Print Left$(A$,10)  
·µ»ØÎÄ±¾ Legal File.
```

Çë²IOÄ  
±ê×¼ Basic Óî¾ä°í°Êý

LeftPara

**LeftPara**

n = **LeftPara()**

İàµ±ÓÚ´´ CTRL+L ¼ü£¬Ê¹Ñ¡¶µÄ¶ÎÄ×ó¶ÔÆë¡£

„Ä°¬ÊýÐÎÊ½½·µ»Ø£°

0£¬Áã£©	Èç¹úÑ¡¶¬ÄÚÈÝ²»¼³ÓÐ„Ä,ñÊ½¡£
-1	Èç¹ú²¿·ÖÑ¡¶¬ÄÚÈÝ¬ÓÐ„Ä,ñÊ½¡£
1	Èç¹úÈüÓÐÑ¡¶¬ÄÚÈÝ¼¼³ÓÐ„Ä,ñÊ½¡£

**Çë²ÍÖÄ**

¡°ñÊ½±àÄÀ¡±Óí¼ä°¬Êý

```
Len()  
n = Len(Source$)  
·μ»Ø Source$ ÖĐμÄ×Ö·ûÊý¡£  
Ê³⁄₄Äý  
a$ = "Trey Research"  
Print Len(A$)  
ÔÚ×'ì¬À,ÖĐİÔÊ³⁄₄ 13¡£  
  
Çë²İÖÄ  
±ê×¹⁄₄ Basic Óİ³⁄₄äº¡°¬Êý
```

```
Let
[Let] Var = Expression
½«±í"Ê½µÄÖµ,³,ø±äÁ¿.Let ÊÇ¿ÉÑµÄ£¬²¢ÇÒ²»³£ÓÃ¿
Ê³⁄Äý
ĬÄÄĐ,³ÖµÓĩ⁄ä¶¼ÊÇ°Ĭ·µÄ¿£
Let A = 100
A = 100
Let Discount = Gross - (Gross * .10)
Discount = Gross - (Gross * .10)
Let StockNum$ = "AB4100-2"
StockNum$ = "AB4100-2"
```

ÇěʹŎĀ  
±ê×¼ Basic Óĩ⁄ä°Ĭ·Êý

Line Input

**Line Input** #StreamNumber, Variable\$

**Line Input** [Prompt\$] [,Variable\$]

‘Ó £Ó£Ö£Ö StreamNumber Ö ¶µÄÄ¼pÖÐ¶ÁË;Ö»ÖúÐÐ£¼  
‘£¬Ö±ÖÁÏÄÖ»„ö»Ø³µ»»ÐÐÇ°µÄËÖÖÐÏÄ±¼£©£¬²¢°Ñ¼á¹û·ÄÖÚÖ,¶µÄ×Ö·û´®±äÄ¿ÖÐ;£ÓÄ Open  
‘ò¿¹Ä¼p£¬²¢¶¹Æä½·Ä£Ö»„öÄ±°Ä;£ÖòÏ³×¶¶¿¿É¶ÁËë 256 „ö×Ö·û£¬ËÖÖµ±,ÄÖ¼äÖÖÖÚ Word  
ÏÄµµ»òÄ£°ä¹Ä¼pË±»á²úËÖÖ»„ö´Ïó;£

ËÇ¹ûË;ÄÖ StreamNumber£¬ÖòÖÚ×´Ï¬Ä,ÖÐÖÄÖ»„öÏË°Ä£¬?£©ÏäË¼ÖÄ»§  
‘Ö¼ûÄÏËäËë;£ÄúÖ²¿ÖÖÖÑ;ÖÄËÏÖâµÄÏäË¼×Ö·û´®;£ËÇ¹ûÑ;ÖÄË Prompt\$£¬Öò²»°üÀ´´?;±;£

**Line Input** °Í Input Ö¼äÏäËÆ£¬µ« **Line Input**

²»ÖÄ¶°°Ä°ÑÐÐ·Ö³Ëµ¶¶µÄÖµ£¬¶¶ËÇ°ÑÆä½á¹û·ÄËëÖ»„öµ¶Ö»µÄ×Ö·û  
´®±äÄ¿ÖÐ£¬²¢ÇÖÑ;ÖÄµÄÏäË¼×Ö·û´®²»°¬ÖÏË°Ä;£

Ë¼Äý

Line Input #1, Sample\$

°ÑÖëÄ÷ #1 ÏäÄ¬µÄÏ¼pÖÐ¶ÁË;Ö»ÐÐ×°Ëë±äÄ¿ Sample\$ ÖÐ;£

Line Input Key\$

ÖÚ×´Ï¬Ä,ÖÐÏÖË¼ÏäË¼·û;´?;±²¢ÇÖ°Ñ¼ûÄÏËäËë½á¹û·ÄËë×Ö·û´®±äÄ¿ Key\$ ÖÐ;£

Line Input "Search text:", Target\$

ÖÚ×´Ï¬Ä,ÖÐÏÖË¼ÏäË¼ Search text:£¬²¢°Ñ¼ûÄÏËäËë½á¹û·ÄËë×Ö·û´®±äÄ¿ Target\$ ÖÐ;£

Line Input "", Code\$

ÖÚ×´Ï¬Ä,ÖÐ½ÖËÖ¼ûÄÏËäËëµ«²»ÏÖË¼ÏäË¼ÐÄÏ££¬°Ñ¼ûÄÏËäËë½á¹û·ÄËë×Ö·û´®±äÄ¿ Code\$ ÖÐ;£

---

**Çë²ÖÄ**

¼¹Ä¼p;±Ö¼ä°Ï°¬Ëý

Input

Open



```
LineDown
LineDown [Count,] [Select]
logical = LineDown([Count,] [Select])
İàµ±ÓÚ°´İðİÄ¼ýİ·¼ü£¬¬°Ñ²ăĖĕµăİÄÒÆ»ð°ÑÑİİÄÜÈÝİðİÄÀ©Õ¹Ö,İİµĂĐĐĖýİ£
Count          İÄÒÆµĂĐĐĖý£¬Ėç¹üĖİÄÔ£¬Ôð¼Üİİª 1İ£
Select          Ėç¹ü²»İªĂă£¬ÔðÑİİÄÜÈÝİðİÄÀ©Õ¹ Count Ö,İİµĂĐĐĖýİ£
Ėç¹ü²Ü×÷İİ·İĕ³Ė£¬Ôð,Ă°ĖýĐİĖ½·µ»Ø 0£¬Ăă£©İ£
Ė³¼Àý
LineDown 1, 1
°ÑÑİİÄÜÈÝ´Ó²ăĖĕµăİðİÄÀ©Õ¹Ö»ĐĐİ£
While LineDown(,1)
Wend
Ăĭ´İ½«ÑİİÄÜÈÝİðİÄÀ©Õ¹Ö»ĐĐ£¬Ö±ÖÁµ½İİĂµµĂ©İ²İ£

Çĕ²İÖĂ
İ°Ñİİİ±Öİ¼ăİ°ĖĖý
```

LineUp

**LineUp** [Count,] [Select]

logical = **LineUp**([Count,] [Select])

İàµ±ÓÚ°´İðÉİ¼ýÍ·¼ü£¬°Ñ²ăĖĕµăÉİÒÆ»ð°ÑÑıİİ·ĂÚÈÝİðÉİÀ©Ö¹Ö,İİ·µĂĐĐÊýİ£

Count                      ÉİÒÆµĂĐĐÊý£¬Ėç¹ûÊİ·ĂÔÔð¼Ùİİ·İª 1İ£

Select                      Ėç¹û²»İªĂă£¬ÔðÑıİİ·ĂÚÈÝİðÉİÀ©Ö¹ Count Ö,İİ·µĂĐĐÊýİ£

Ėç¹ûİİ·×÷İİ·İê³É£¬,Ă°ĖĖĐİÊ¹½·µ»Ø 0£¬Ăă£©İ£

Ê³¼Àý

LineUp 20

°Ñ²ăĖĕµăİðÉİÒÆİİ·µ¹½³¼ăÔ²ăĖĕµă 20 ĐĐµĂİ»ÖĂİ£

Çĕ²İÖĂ

İ°Ñıİİ·İ±Óİ³¼ăİ°ĖĖ

ListBox

**ListBox** *x, y, dx, dy, ArrayVariable\$(), .Field*

ÔÚÖ,¶Î»ÖÃ´´½¨»„öÁÐ±í¿ò¿

*x, y*                    ÁÐ±í¿ò×óÉÍ½Ç×ø±é£¬ÆäÔöÁ¿μ¶Í»Î¶Í³×Öìà´óÐμÄ 1/8£¨¶ÔÓÚ x£©°Í  
1/12£¨¶ÔÓÚ y£©¿¿

*dx, dy*                ÁÐ±í¿òμÄ¿í¶É°Í,ß¶É£¬ÆäÔöÁ¿μ¶Í»Î¶Í³×Öìà´óÐμÄ

*ArrayVariable\$()*    °ü¬ÁÐ±íμÄ×Ö·û®Éý×é£¬Ä¿„öÉý×éÔªÉØ´ú±íÖ»Ð¿

*.Field*                ÁÐ±í¿òÖÐ¿É×÷Îª *ArrayVariable\$()* ÖÐÉ÷ÒýμÄÓÃ»§Ñ¿¶μÄÄÚÈÝ¿

ÓÐ¹ØĒĒ½éÉÜ£¬²Í¼û¶Microsoft Wordt ÓÃ»§Ē²áj·ÖÐ¿°Ē¹ÓÃªē¿±Ö»½Ú¿

Ê¾Äý

ListBox 6, 31, 49, 33, Arr\$(), .Style

´´½¨¨»„öĒ»ÓÚ (6, 31) ´£¬49 „öĒöĒ¿¿Í 33 „öĒöĒ¿ßμÄÁÐ±í¿ò£¬ÓÃ°ü¬¬ÖÚ×Ö·û®Éý×é Arr\$ ÖÐμÄ  
´ĒĒö×÷ÎªÇâμ¶ÄÚÈÝ¿.Style ·μ»ØÓÃ»§ÓÚÁÐ±íÖÐÑ¿¶μÄÄÚÈÝ¿

---

**Çē²ĒÖ**

Ē°¶Ö»°¿ò¿±ÓĒ¾ä°Ē¬Éý

LockFields  
**LockFields**

İàµ±ÓÚ°´ £Ã£Ô£Ò CTRL+F11£¨ »ò ALT+SHIFT+F1£©¼ü£¬±ÜÃäÊ¹Ñ¡¶·¶¶İ§ÄÚµÄÓð±»„ü„Ä¡£

ÇěŕİŌÄ  
¡°Óò¡±Óĩ¼ä°İ°¯Êý

```
Lof()
n = Lof(StreamNumber)
·μ»ØÎÄ¼p³¤¶È£¬Æäμ¥Î»Îª×Ö½Új£
Ê³¼Äý
Sub MAIN
  filename$ = "MYDATA.TXT"
  Open filename$ For Input As #1      'Set file for sequential input.
                                      'Connect to stream number one
  Size = Lof(1)                       'Put file size into variable "Size"
  Print Size                          'Display file size in status bar
  Close                               'Close file
End Sub
```

Çë²IOÄ  
¡°ÎÄ¼p I/Oj±Ói³¼ä°í°Êý

MacroCopy

**MacroCopy** Macro1\$, Macro2\$ [, ExecuteOnly]

°ÑÔ°ê´ÖÆµ½Ä¿±ê°ê£¬Ò²¿ÉÑ¿ÔñÐÔµØ½«°êÉèÖÃî°Ö»¿ÉÖ´ÐÐ¿£Ö»¿ÉÖ´ÐÐµÄ°êÊÇ±»¼ÖÃÜµÄÇÒ²»¿É±à¼¿£Ä½¿öÄ£°á±ØÐê¶¼´ò¿£¬¶¼ØÇÒ **MacroCopy** ²»ÄÜìæ»»ÒÑ´ò¿µÄ°ê

Macro1\$           Òª´ÖÆµÄÔ´»òÔÊ¼°ê¿£

Macro2\$           Ä¿±ê»òÐÄ°ê¿£

ExecuteOnly       ÈÇ¹û²»îªÄã£¬ÒòÊ¹Ä¿±ê°ê³Êî°Ö»¿ÉÖ´ÐÐµÄ°ê¿£

°êÃü±ØÐèÖÃ [templateName:]macroName µÄÎÊ¼¿£ÄýÈÇ£¬îªÄÐµÄÄ¿¿°êÃü¶¼ÊÇ¿É½ÖÊÜµÄ£°macroName

TemplateName:MacroName

Global:MacroName

c:\winword\normal.dot:test

ÈÇ¹ûÄ»ÓÐ¿³öÄ£°áÃü£¬Òò¼Ü¶¶îª NORMAL.DOT¿£

Ê³¼Äý

MacroCopy "Macro1", "MyTemp:MyMacro1"

°Ñµ±Ç°Ä£°áÖÐµÄ Macro1 ,´ÖÆµ½ MyTemp Ä£°áÖÐ¿£

MacroCopy "Global:Macro1", "Macro2"

°Ñ NORMAL.DOT Ä£°áÖÐµÄ Macro1 ,´ÖÆµ½µ±Ç°Ä£°áÖÐ£¬²¿½«±·ÝÃüÃüîª Macro2¿£

MacroCopy "Original", "ExecOnly", 1

ÔÚµ±Ç°Ä£°áÖÐ°Ñ Original °ê´ÖÆµ½Ò»¿³Ãüîª ExecOnly µÄÖ»¿ÉÖ´ÐÐµÄ°êÖÐ¿£

**Çè²îÖÃ**

ì°ê¿±Ó¿¼ä°í°¬Êý

IsExecuteOnly

MacroDesc\$(  
a\$ = **MacroDesc\$(MacroName)**  
·μ»ØÓëÖ,¶°ëïà¹ØÁªμÄÄëÊö×Ö·ù´®¡£  
MacroName        ÎÄ±¼ÐÎÊ½μÄ°ëÄû¡£

Çě²İÖÄ  
ı°ë¡±Óı³¼ä°í°¬Êý

MacroName\$()

a\$ = **MacroName\$**(Count [,Context] [,All])

·μ»ØÔÚÖ,¶·¶Î§ÄÚ¶ÒâμÄ°ëÄû;£

Count                   ÔÚ,ø¶·¶Î§ÄÚμÄÄÐ±(ÖÐËùÄÄÄÐμÄ°ëμÄÐð°Ä£¬Æä·¶Î§¿ÉÒÔ´Ó 1 μ½  
                          **CountMacros£`Context, All**©;£

Context                Ö,¶·°ëμÄ·¶Î§£°  
                          0£¨Ää£©                   ¹²ÓÄ  
                          1                   ÎÄμμÄ£°ä£»Èç¹ùÓÚ NORMAL.DOT ÖÐμÄ°ëÈ¹ÓÄ 1£¬Ôð»á²ùÉù´Îó;£

All                   Èç¹ùÎªÖæ£¬Ôð°ù°¬ÄÚ²¿ÄüÁÎ²¿ÔÚËù´´½¨μÄ°ëÖ@Ç°¼ÓÉÎÐð°Ä;£

Èç¹ù»¶¶°ê´°¿ÚÓÐÄû³Æ£¬Ôð MacroName\$(0) ,ø³ö»¶¶°ê´°¿ÚμÄÄû³Æ;£»¶¶°ê´°  
¿ÚμÄÄû³ÆÎÖÊ³¼ÔÚ°ë±à¼Ä,ÖÐ;£

Çë²ÎÖÄ  
¹°ë;±ÓÎ³¼ä°Í°¬Ëý



MenuMacro\$()

a\$ = **MenuMacro\$**(Menu, Item, [Context])

·μ»ØÓě²»Í¬ÓÚÄ¬ÈİÖμμÄ²Ěμ¥İİİà¹ØÁªμÄ°ěÄûĲ

Menu                   Ö,Ŧ²Ěμ¥μÄĐð°Å£°1 ´ú±İĲ°İÄ¼pĲ±£¬2 ´ú±İĲ°±à¼Ĳ±£¬μĚμĚĲ

Item                   ²Ěμ¥ÖĐ²Ěμ¥ÄüÁİμÄĐð°Å£¬´Ó 1 μ½ **CountMenuItems()**Ĳ

Context               Ö,Ŧ´ÄüÁİμÄ·Ŧİ§£°

0 »ðĚĲÄÖ

¹²ÓÄ

1

ÎÄμμÄ£°ä

Çě²İÖÄ

Ĳ°°ěĲ±Óİ³¼ä°İ°¬Ěý

MenuMode  
**MenuMode**

İàµ±ÓÚ° ALT »ò F10 ¼ü£¬¼¼α»İ²Ėµ¥Ä£Ê½j£

ÇēİÖÄ  
ı°»¾¼İ±Óİ¾äı°Êý

MenuText\$(  
a\$ = **MenuText\$(Menu, Item, [Context])**  
·μ»Ø²»Í¬ÓÚÄ¬ÈĬ,³ÖμμÄ²Ěμ¥İîμÄÎÄ±³¼j£  
*Menu*                   Ö,Ŧ²Ěμ¥μÄĐð°Å£°1 ´ú±íj°İÄ¼p j±£¬2 ´ú±íj°±à¼j±£¬μĚμĚj£  
*Item*                   ²Ěμ¥ÖĐ²Ěμ¥ÃüÁîμÄĐð°Å£¬´Ó 1 μ½ **CountMenuItems()**j£  
*Context*               Ö,Ŧ´ÃüÁîμÄ·ŦİŦ£°  
0 »ðĚjÂÖ                   ¹²ÓÃ  
1                           ÎÄμμÄ£°ä

Çě²İÖÄ  
ĭ°ēj±Óİ³¼ä°İ°¬Ěý

```
MergeFieldName$(  
a$ = MergeFieldNames$(Index)  
·μ»Ølâμ±ÓÚÖ,¶¨¨Ë÷ÒýμÄÓðÃûî£  
Index          Óë»¶¶¯°î²çÎÄμμlâ¹ØÁªμÄÊý¾ÝÎÄ¼p»ðí·¼ÇÂ¼ÎÄ¼pμÄí·¼ÇÂ¼ÖÐμÄÓðÃûÐð°Äî£  
Ê¾¼Äý  
For n = 1 to CountMergeFields()  
    Insert MergeFieldName$(n)  
    InsertPara  
Next  
°Ñ°î²çÓðÃûμÄÁÐ±í²âÊëμ¼»¶¶¯ÎÄμμÖÐî£  
  
Çë²ÎÖÄ  
í°ÎÄ¼pî±Óî¾ä°í°¯Êý
```

```
Mid$()
n = Mid$(Source$, Index [,Count])
'Ó Source$ ÖÐµÄµÚ Index ×Ö·ûÎ»ÖÃ¿ªÊ¼·µ»Ø Count ,ð×Ö·û¿£ËÇ¹ûÃ»ÓÐ,ø³ð Count Ôð·µ»Ø×Ö·û
'®µÄÊ£Óà²¿·Ö¿£
Ê³¼Äý
Print Mid$("ABCDEFGH", 2, 3)
·µ»Ø BCD Öµ¿£
Print Mid$("ABCDEFGH", 2)
·µ»Ø BCDEFGH Öµ¿£

Çě²fÖÄ
±ê×¼ Basic Óï¼äóí°Êý
```

MkDir  
**MkDir** *Name\$*

½´ÁçÒ»„öÓÉ *Name\$* Ö,¶µÄÄ¿Ä¼i£Creates the directory specified by *Name\$*.

Ê¾Äý  
MkDir "E:\PROGRAMS\EXCEL"

---

ÇěİÖÄ  
ı°İÄ¼þı±Óİ¾ă°İ°~Êý

## MoveText

1 Ñ;¶ÄÚÈÝ;£

3 ÔÚÒªÖÆµ½²Ä±³µÄ»ÖÄÉËÖ²ªËµä£

Çě²İÔÄ  
ı°±à¼ı±Óİ³¼ă°İ°-Êý

j°±à¼j±Óï¾ä°í°-Êý





MsgBox()

n = **MsgBox**(Message\$ [, Title\$] [, Type])

½ˆˆÁçÒ»¸ðÓè **MsgBox** ÖÐÒ»ÑùµÄ¶¶Ô»°¿ð£¬µ«ˆµ»ØÒ»¸ðÃèÊö±»µ¥»÷µÄ°ˆÄµµÄÊý×Öî£Message\$  
£¬Title\$ °í Type µÄÊˆÓÃ½ˆˆ°íÔÚ **MsgBox** ÖÐµÄÊˆÓÃ½ˆˆˆìàí¬î£

ˆµ»ØìÄÄÄ³Ò»Öµ£°

ˆµ»ØÖµ	°íÄµÄ°ˆÄ¥	°ˆÄ¥ÉìÄ×Ö
-1	×î×ó±ß°ˆÄ¥	î°È¶î± î°ÊÇî± î°ÖÖÖ¹î±
0	Next button	î°Êîî± î°ñî± î°ÖØÊÖî±
1	Next button	î°Êîî± î°öÄÖî±

Èç¹û Type ÊÇ,°Öµ£¬Òð **MsgBox()** 0£ˆˆÁä£©î£

ÇěŕŒŒ

î°¶¶Ô»°¿ðî±Óŕ¼ä°í°ˆÊý

MsgBox

Name...As  
**Name** *OldName*\$ **As** *NewName*\$

¶ÔÎÄ¼pÖØÐÃÛÃûî£  
*OldName*\$ ÎÄ±¼ÐÎÊ½µÄÏÈÇ°µÄÎÄ¼pÃûî£  
*NewName*\$ ÎÄ±¼ÐÎÊ½µÄÐÃÎÄ¼pÃûî£ÈÇ¹ûÓÉ *NewName*\$ Ö,¶µÄÎÄ¼pÒÑ³¼-  
´æÖÚ£¬Öò»á²úÉúÒ»,ö´Ííó£

Ê³¼Àý  
Name "COGS.DOC" As "COGS88.DOC"  
°ÑÎÄ¼p COGS.DOC ÖØÐÃÛÃûÎª COGS88.DOCî£

Çě²İÖÄ  
ı°ÎÄ¼pı±Óİ³¼ă°İ°¬Êý

NextCell  
**NextCell**

logical = **NextCell()**

ÔÚ±íÖÐÑîÔñĀÔ»„öμ×Ôª„ñ£¬ÈÇ¹ûÒÑ³⁄₄-  
ÑîÔñĀĒ¶à„öμ×Ôª„ñ£¬ÔòÓÚÑî¶·¶ĭ§ĀÚÑîÔñμÚÔ»„öμ×Ôª„ñμĀĀÚÈÝî£ÈÇ¹ûĀ»ÓĬĀÔ»„öμ×Ôª„ñ£¬ÔòÔ  
Ú±íÖÐĭ¹⁄₄ÓÔ»„öÐĀÐÐî£  
„Ā°ĒĒýÐĬĒ¹⁄₂ÔÚĀ»ÓĬĀÔ»„öμ×Ôª„ñĒ±·μ»Ø  
0£ĒĀā£©î£ÖāÔ»μā¶ĬÔÓÚ±ĪĀāÔÚ±íÖÐÔò¹⁄₄ÓÐĀÐÐĒÇÓÐ°ĀĬμĀî£

ÇĒ¹ĬĀ  
Ĭ°Ñî¶ĬĬ±Ôĭ³⁄₄ā°Ĭ°ĒĒý  
Ĭ°±ĬĬ±Ôĭ³⁄₄ā°Ĭ°ĒĒý

NextField  
**NextField**

logical = **NextField()**

°ÑÑ¡¶ÄÜÈÝÒÆμ½İÂÒ»„öÓĐ½á¹ûμĂÓòÖĐj£İø¹ý±ê¼ÇÓò£¬Èç¡°Ě÷Òýİi±{XE}iϕ¡°ĂŁÂ¼i±{TC} °İ°  
±»ÒýÓĂμĂİĂμμi±£¨RD£©Óòj£  
„Ă°¬ĚýĐİÊ½ÔÚĂ»ÓĐİÂÒ»„öÓòÊ±·μ»Ø 0£¨Áă£©j£

Çě²İŌĂ  
¡°Óòj±Óİ³⁄₄ă°İ°¬Ěý  
¡°Ñ¡¶j±Óİ³⁄₄ă°İ°¬Ěý

NextObject  
**NextObject**

ÔÚÈ«Öæ²é¿´Ä£Ê½ÖÐÑ¡ÔñĬÄÒ»¸đĬÄ±³⁄₄Çø¡£¿ÉÒÔĬ´´yÔÚ¡°Ñ¡Ĭ¡±¶ĬÔ»°¿ð£´¡°¹¤³⁄₄ß¡±²Ëµ¥  
£©µÄ¡°²éÖÖ¡±Àà±ðÑ¡ĬÖÐÑ¡Ôñ¡°ĬÄ±³⁄₄±ß½⁄₂ç¡±Ä´Ê¶±ðĬÄ±³⁄₄Çø¡£

Çě²fÖÄ  
¡°Ñ¡¶Ĭ¡±ÔĬ³⁄₄ä°Ĭ°⁻Êý

NextPage  
**NextPage**

logical = **NextPage()**

ÔÚÊ«Õæ²é¿´Ä£Ê½ÖÐÏÔÊ³⁄₄İÄÒ»Ò³μÄ¿ªı·j£  
„Ä°⁻ÊýÐİÊ½ÔÚ¶ı×÷İı·Ö´ÐÐÊ±·μ»Ø 0£¨Áă£©j£

Çě²İÖÄ  
ı°Ñı¶ı±Óİ³⁄₄ăı°⁻Êý  
ı°²é¿´ı±Óİ³⁄₄ăı°⁻Êý

NextTab()  
n = **NextTab**(Pos)  
¶ÔÓÚÑ;¶`ÄÜÈÝÖÐµÄµÚÒ»» º¶¶ÎÄä£¬ÒÒ°ð¶µ¶Î»£¬µ»ØÓÉ Pos  
,ø¶`µÄÎ»ÖÄÓÒ±ßµÄÎÄÒ»»,ðÖÆ±í¶»µÄÎ»ÖÄî£  
Ê¼Äý  
firstTabType = TabType(NextTab(0))  
·µ»ØÑ;¶`ÄÜÈÝÖÐµÄµÚÒ»»,ðÖÆ±í·ûµÄàÐíî£  

---

**Çë¶¶ÖÄ**  
ì°,ñÊ½±àÄÄî±Óî¼ä°í°¬Êý

NextWindow

**NextWindow**

¼»îĴÀÒ»¸ö°¿Ú¡£

Çë²İÖÄ

ı°°¿Ú¡±Óİ³¼ă°í°Êý



NormalStyle

**NormalStyle**

ÓÃ Normal ÑûÊ½,ñÊ½»¬Ñ¡¶µÄ¶ÎÄä¡£

Çë²¹ÖÄ

¡°,ñÊ½±àÄ¡±Ó¡¾ä°¡°¬Êý

OK

OK

ÖÖÖ' CopyFormat£~CopyText »ò MoveText μÄ²Ù×÷£¬²¢ÇÖÖ´ÐÐÆä¶¯×÷;£

Çë²fÖÄ

¡°±ä¼j±Óĩ¼ä°f°¯Êý

Cancel

**OKButton** *x, y, dx, dy*

ÓÃ×÷÷ÓÃ×\$¶¶Ö°¶¶Ö°ôâµÃÖ°²¿·ÖÖ¬½Ö°öÓÉÓÃ×\$¶¶Ö°ôñÓÃÃ°ÖÖÖ°¶¶Ö°°¿òµÃ¿·È·¶¶¿¿±°·Ã¥¿£Éç¹óÓÃ×\$¶¶Ö°ôñÃÈ¿·È·¶¶¿¿±°·Ã¥£¬°è°á¼¿ððÖ°ðð¿£

x, y      ìàŋôóúŋô»°¿ò×óÉí½Ç;ì·È·ŋ±°Á≠µÄ×óÉí½Ç×ø±ê;£Æäµ¥î¹ªïµ³×Öìá´òÐ; µÄ  
1/8£·ŋôóú x£©°í 1/12£·ŋôóú y£©|£

$$dx, dy \quad i^{\circ}E^{\circ}\Gamma^{\circ}\Gamma^{\circ}\pm^{\circ}A\neq\mu\Delta\zeta\Gamma^{\circ}E^{\circ}\Gamma^{\circ}\beta\Gamma^{\circ}E^{\circ}\Gamma^{\circ}\neg A\neq\mu\neq\Gamma^{\circ}\Gamma^{\circ}\Gamma^{\circ}\mu^{\circ}\times\ddot{O}\ddot{I}\ddot{a}^{\circ}\delta\mathbb{D}\Gamma^{\circ}\mu\ddot{A} \ 1/8E^{\circ}\Gamma^{\circ}\ddot{O}\ddot{O}\ddot{U} \ dx\mathbb{E}\odot\circ\Gamma^{\circ} \\ 1/12E^{\circ}\Gamma^{\circ}\ddot{O}\ddot{O}\ddot{U} \ dy\mathbb{E}\odot\Gamma^{\circ}\mathbb{E}$$

ÓÐ¹Øìêĭ½éÉÜ£²ĭ¹¼ûĭ¶Microsoft Wordt ÓÃ»§ÊÖ²aj·ÖÐĭ°Ê¹ÓÃõêĭ±Ò»½Úĭ£

Çë²ÎÔÄ

i°¶Ô»°¿ò¡±Óï¾ä°í°-Êý

## CancelButton

Err

## Error

## On Error

## PushButton

On Error

On Error Goto Label

On Error Resume Next

On Error Goto 0

On Error 1/2 11E0A0», 030'1E±E¥Ö'DDÖ, ¶×±μÄ'11ó1°1Y%4@1±j£ On Error

Ó1%ä%Ö²¿μØÓ°11²úÉú

'11óμÄ³1Dð²¿·Öj£Ö», 031DðμÄÖ÷1à¼°ÆäÄ¿, 0×ÓÀÝ³1¶¼¿ÉÖÖÓμÖDËüÄÇ×Ö¼°μÄ On Error Ó1%ä°1'11ó

'11ó1Dð²¿'ÉÇ¹ú1E²¶¶ñËüÖD'11ó£-Öð²ÉÇ±ØÖ³μÄ£Öj£μ±Ö'DDÖ», 0×ÓÀÝ³1É±£-³¼Ö²¿μÄ On Error

Ó1%ä³1'11ó'áÉúD££'ÉÇ¹úÖD'ÉÓ1%äμÄ»°£Öj£μ±¿ÖÖÆÉ'×ª, 0Ö÷³1Dð²ó£-Ö÷³1Dð²ÖDμÄ On Error

Ó1%äÖÖ»áÉúD\$j£Ä»ÖD±ØÖ³ÖÚμ÷ÖÄ×Ó³1Dð²óÖØ, 'Ö÷³1Dð²ÖDμÄ On Error Ó1%äj£

On Error Goto Label 'Ö·ÇÉú'11óμÄDð10×ªμ¹²Ö, ¶μÄ±ê°ÄDðÖDj£, Ä±ê°Ä°óÄæμÄÓ1%ä¿ÉÖÖ¼1²ä

'11óμÄDðÖÖ££'ÖÄÖ, ¶μÄ Err ±ä¿£Ö²ÇÖ1ª³¼ÄÖý»ðAA³ý1É1àÑjÖñËÉμ±μÄ¶×£²1¼ú Err£Öj£

On Error Resume Next ÉÇ¿ÉÄÜμÄ³0'1'11óD×1¼ðμ¥μÄÄD1j£ÉÇ¹ú·ÇÉú'11ó£-³1Dð²Ö¼1Dð²Ö'DD³0

'11DðμÄ1ÄÖ»Dð£-²ÇÖ¹²« Err ÉèÖÄ1ª 0£-Éμ¼ÉÉ1ÉÇ°óÄÖÄÉ'11ój£ÖÄ

'ÉÓ1%äÖ³É÷ÖØ£-Öð1ªÉü²»1ÖÉ³¼'11ó111Ç£-²ÇÖÖÄÉ'11ó·ÇÉúμÄ1ð¼pÖÄÉ»'æÖÚj£

On Error Goto 0 ÖÖÖ¹ÓÉÇ°ÄæμÄ On Error Goto »ð On Error Resume Next

Ó1%äÉèÄÇμÄ1Y%4@£-²Ç¹²« Err ÉèÖÄ1ª 0j£

μ±Ä³, 0'11ó1Y%4@±»Ö», 0'11ó'¥·Ç°ó£-ÉÇ¹ú²»ÖÖDÄÉèÖÄ'11ó1Y%4@£-Öð²»»á²¶¶ñË1ÄÖ», 0'11ój£É¹ÖÄ Err = 0

Ó1%ä¿ÉÖÖ×0μ¹²ÖðÖ»μäj£Err = 0 Ó1%ä1°³£1'ÓÚ³0'1

'11ó1DðμÄ1É³01'ÖÄÉ1j£ÖðÖÖ·ÄÖÄ·½°Öä1¶×ÄÉÇ¹úÖÚ'11ó'11ó1Dð²ÖD³01Ö'11ó£-½«1ÖÉ³¼

'11ó111Ç²ÇÖ1£Ö°èμÄÖ'DD£»Öð¿ÉÖÖ·ÄÖ¹ÉÄÑ»·μÄ¿ÉÄÜDðj£É1¶ OnError Ó1%ä¶¼½«°Ñ Err

ÖDðÄÉèÖÄ1ª 0j£ÉÇ¹ú'11ó'11ó1Dð²Ö»¿É¹¼³1Ö'DD Err = 0 Ö·Ä1£-²ÇÖ¹²ð¹²Ö×A³1·ÇÉú'11ój£'É

'11óÉ¹31Dð²×ªÖÆμ¹²ÖDðÄÉèÖÄ'11ó1Y%4@°1'11óÖÚ'1³01ÖμÄ'11ó'11ó1DðμÄ¿ªÉ¹¼'1j£'ÉÑ»·Ö»Ö±½Dð1ÄÉ¥

£-Ö±μ¹²ÖÄ»\$ÖD¶11°èμÄÖ'DDj£

'óÓÚÉý×Ö 1000 μÄ'11ó'úÄèÉÇÓÉ Word ²úÉúμÄ¶²»ÉÇ°èÓ1ÑÖ±³¼É1²úÉúμÄj£ÉÇ¹ú·ÇÉúÄÉÖðÑùμÄ

'11ó£-½«»á1ÖÉ³¼³0Ö», 0'11óDÄ1Ç£-²ÇÖÖÖÄ»\$±ØDè×÷³0Ó1'ð£-°è²ÄÄÜ¹¼1DðÖ

'Dðj£ÉÇ¹úÖÄ»\$ÑjÖñËÄÉ¹°È·¶j±£-Öð³1Dð²μÄ¿ÖÖÆÉ¹²«'«μÝμ¹²0'1'11ó1Y%äj£

Ç²1ÖÄ

±ê×¼ Basic Ó1%ä°1°Éý

OnTime

**OnTime** When\$, Name\$ [,Tolerance]

ÉèÖÃÖ»,ð°ðì´¼ÆÊ±Æ÷£¬ÔÚ¾¹ýÒ»¶ÎÊ±¼äÒÔ°ð£¬ÔËÐÐÖ,¶ÎµÄ°è¡£

When\$ °è½«Ò°ÏËÐÐµÄÊ±¼ä£¬°´ 24  
Ð¡Ê±µÄ,ñÊ½±Ê¾³ÉÎ±¾£¬¿ÊËæÒàÔÚÆäÇ°Ãæ¼ÓÉÍ´ú±ÊÏÆÚµÄ×Ö·ù  
´®¡£ËÇ¹ûÃ»ÓÐÖ,¶ÎËÏÆÚ£¬Ôð°èÔÚµÚÒ»´Î,¶ÎÊ±¼äÏËÐÐ¡£

Name\$ Ò°ÏËÐÐµÄ°èµÄÃú³Æ¡£

Tolerance ÊÇ¹û×Ö´Ó When\$ Æð³¬¹ýÁË Tolerance ÆµµÄÊ±¼ä£¬°èËÏÃ»ÓÐÐÖ´ÐÐ£¬Ôð Word  
²»ÔÚÏËÐÐ´Ê°è¡£ËÇ¹û Tolerance 0£¬Áä£©»ðÊ¡Ô£¬Word ÒðÏËÐÐ  
´Ê°è£¬¶Î²»¹ûÔÚ Word ÏËÐÐ´Ê°èÖ®Ç³¼¹ýÁË¶àÉÚÊ±¼ä¡£

°èÔÚ¾¹ýÁË When\$ Ö,¶ÎµÄÊ±¼ä°ð£¬ÇÒ Word Íª¿ÏÐÊ±²Á±»Ö´ÐÐ¡£Word Æ¿´ÎÖ»ÄÜÏËÐÐÖ»,ð

**OnTime** °è¡£ËÇ¹ûÆð¶Î ÁËµÚ¶Î,ð **OnTime** °è£¬ÔðË×÷¡ª°ðì´°è¶ø¡æ  
´úµÚÒ»,ð°è£¬²ÇÇÒµÚÒ»,ð°èÃ»ÓÐÐÖ´ÐÐÍªÍ£Ö¹ÏËÐÐ¡£

Ê¾Àý

ÎÃÁýÔÚ Word ÏÐËèÖÃÁËÖ»,ð¼ðµ¥µÄ±´¾Ê±ÖÖ°Ëý¡£µÚÒ»,ð°èËèÖÃÁË°ðì´¼ÆÊ±Æ÷£¬°

'Alarm program: Prompts user to input time for alarm to sound.

'Current time appears in title bar of input box.

Sub MAIN

Alarm\$ = InputBox("Time? (HH:MM:SS), 24hr", "Alarm " + Time\$())

'Set background timer to run macro called Beeper.

'No tolerance is set, so alarm will always sound.

OnTime Alarm\$, "Beeper"

End Sub

ÎÃÃæµÄ°èìÒ¡ÓËÇ°ÃæµÄ°èËèÖÃµÄ¼ÆÊ±Æ÷£¬ø³ð¾±´Êù£¬²ÇÏÖÊ¾¾±´Îüø¡£ÍªÁËÊ¹

´Ê°èÏý³£µØ¹¤×÷£¬¬±ØÐëÃûÃûÎª Beeper¡£

Sub MAIN

'Beeper program

For Count = 1 To 7

'Seven series of beeps

Beep

'Beep once

Beep

'Beep twice

For TL = 1 To 100

'Timer loop to wait a while

Next

'Next timer loop

Next

'Next Count

'Display msg box with current time in title bar

MsgBox "Preset alarm sounded", "Beeper " + Time\$(), 48

End Sub

**Çè²ÎÖÃ**

±ê×¼ Basic Óï¼ä°í°Ëý

OpenUpPara  
**OpenUpPara**

ĐĐ, Äj°¶¶Ääj±¶Ö»°¿ò£~i°,ñÊ½j±²Ëμ¥  
£©ÖĐμÄj°ÓëÇ°¶¶¼äÄëj±Ñjĩĩ£¬Ê¹μ±Ç°¶¶ÄäÓëÇ°¶¶μÄ¼ä³¼ä¹ªÖ»ĐĐj£

Çě²İÖÄ  
i°,ñÊ½±äÄÄj±Óĩ¼äºi°¬Êý

Open...For...As

**Open** *Name\$ For Mode\$ As* [#]*StreamNumber*

ÎªÊªÈÈ»ðÊª³ðÎÄ±¼´ò¸ªÖ,¶µÄÎÄ¼p»ðÊÈ±,j£

*Name\$*                   Òª´ò¸ªµÄÎÄ¼p»ðÊÈ±,Ãû£¬Èç Com1 »ð Lpt1;j£²»ÒªÔÚÊÈ±,Ãû°óÄæ¼ÓÃ°°Ä;j£

*Mode\$*                   ÎÄ¼p´ò¸ªµÄ½Ê½£°  
Input                   ´ò¸ªÎÄ¼p£¬ÒÖ±ãÊªÈÈ;j£  
Output                  ´ò¸ªÎÄ¼p£¬ÒÖ±ãÊª³ð£¬læ´úÎÄ¼pÖÐÒÖÇ°µÄËý¼Ý;j£  
Append                 ´ò¸ªÎÄ¼p£¬ÒÖ±ã,½¼ÓÊª³ð£¬»ð½´ÁçÐÄÎÄ¼p;j£

*StreamNumber*       ÎÄ¼pÁ±°Ä£¬Òª´Ó 1 µ½ 4 µÄÖûËý;j£

**Çë²ÎÖ**

¼ªÎÄ¼p I/O;±Ói³¼ä°í°¬Êý

i°¶Ô»°¿ò±Óĩ¾ä°í°-Êý



OptionGroup  
**OptionGroup** .Field

¿ªÊ¼Ò»ĭµÁĐĭà¹ØÁªµÄŇĭĭ°´Å¥µÄŦ´Òâ£¬ÔÚ×éÄÚÃ¿ĭÎÖ»ÄÜ¼¤»ĭÖ»¿,ð°´Å¥ĭ£

.Field                      Ŧ´ÒâÖ»¿,ð´ú±ĭŇĭĭ×éÖĐ¼¤»ĭµÄ°´Å¥Đð°ÅµÄ±ăÄ¿ĭ£0£¬Åă£©ĭàµ±ÓÚµÚÖ»¿,ð°´Å¥£¬1  
ĭàµ±ÓÚµÚŦĭp¿,ð°´Å¥£¬ÒÄ´ÊÄàĭ£££

ÓĐ¹Øĭĕĭ¿,½éÊÜ£¬²ĭ¼ŭĭŦMicrosoft Wordt ÓÃ»§ÊÖ²ăĭ·ÖĐĭ°Ê¹ÓÃ°êĭ±Ö»½Úĭ£

Ê³¼Äý

...other instructions

OptionGroup .brk

OptionButton 63, 36, 24, 12, "&PageBreak"

OptionButton 63, 47, 24, 12, "&LineBreak"

...other instructions

**Çě²İÖÄ**

ĭ°ŦÖ»°¿,ðĭ±Óĭ³¼ă°ĭ°¬Êý

OtherPane

**OtherPane**

¼»»î»î¶´º¿ÚµÄÆäËü´º,ñj£

Çë²fÖÄ

ı´º¿Új±Ór¾äºí´ºÊý

OutlineCollapse

**OutlineCollapse**

ŒÛµþÑ¡¶±êlàĬÂµĂÄ³Ò»¼¶±ðµĀĬÄ±¼¡£

ÇěŹŌĂ

ı°´ó.Ù¡±Óĩ¼ă°ı°ˉÊý

OutlineDemote

**OutlineDemote**

°ÑĩÂÒ»„ö½Ĭ,ßµÄ±êĭâ¼¶±ðÑùÊ½Ó!ÓÃµ½Ñĭ¶µÄ¶ĬÂäÖĐĭ£

ÇěſŒ

ĭ°´ó.Ùĭ±Óĩ¼ă°ſ°-Êý

OutlineExpand

**OutlineExpand**

À©³aÑ;¶±êlâĬÂµÄÄ³Ò»¼¶±ðµÄĬÄ±³¼;£

ÇěʹŎÄ

ı°´ó.Ùj±Óĩ¼ă°ı°Êý

## OutlineLevel()

## n = OutlineLevel()

[illegible]

Cě<sup>2</sup>ÎÔĂ

$$j^{\circ'} \circ \dot{U}_{j \pm O\ddot{i}^{3/4}\ddot{a}^o\acute{o}^- \hat{E}v}$$

OutlineMoveDown

**OutlineMoveDown**

°ÑÑ;¶"ÄÜÈÝÒÆµ½İÂÒ»„ö¿É¼û¶¶İÂµÄİÂ·½j£

ÇěŕŎǺ

ı°´ó.Ùj±Óĩ¼ă°ı°⁻Êý

OutlineMoveUp

**OutlineMoveUp**

°ÑÑ;¶"ÄÜÈÝÒÆμ½Ç°Ò»„ö¿É¼û¶ÎÂäμÄÉİ·½j£

ÇěŕŎÄ

ı°ˆó.Ùj±Óİ¾ä°ı°ˆÊý



OutlinePromote

**OutlinePromote**

ÔÚÎÔÊ³¼ËùÓÐÎÄ±³¼ÓëÖ»ÎÔÊ³¼μÚÒ»ÐÐÎÄ±³¼Ö®¼äÐƧ,Ä·Ç±êÌäÎÄ±³¼μÄ²ê¿´·½Ê½j£

ÇěfİÄ

ı°´ó.Ùj±Óİ³¼ä°İ°¯Êý

OutlineShowFirstLine

**OutlineShowFirstLine** [On]

ÔÚÏÔÊ³¼ËùÓÐÎÄ±³¼ÓëÖ»ÏÔÊ³¼μÚÒ»ÐÐÎÄ±³¼Ö®¼äÐƧ,Ä·Ç±êìàÎÄ±³¼μÄ²é¿´·½Ê½j£

On

Ö,¶"ÊÇ·ñÏÔÊ³¼μÚÒ»ÐÐÎÄ±³¼£°

0 ÏÔÊ³¼ËùÓÐ·Ç±êìàÎÄ±³¼j£

1 ½ðÏÔÊ³¼μÚÒ»ÐÐÎÄ±³¼j£

Çë²ÏÖ

j°´ó\_Ùj±Ói³¼ä°l°¯Êý

Overtime  
**Overtime** [On]

logical = **Overtime**()

ÔÚ,²,ÇÄÊÊ½°î²ăĖĕĂÊÊ½Ö®¹⁄₄ăÇĐ»»î£

On	Ö,¶·ĂÊÊ½£°	
0	¹Ø±Ö,²,ÇÄÊÊ½£···ò¿ª²ăĖĕĂÊÊ½£©î£	
1	¼▯»î,²,ÇÄÊÊ½£¬²ϕÔÚ×'î¬Ă,ÖĐİÖÊ³⁄₄×ÖĂ, OVRî£	
ÊîĀÔ	ˣª»»»,²,ÇÄÊÊ½î£	
„Ă°⁻ÊýĐîÊ½·μ»Ø£°		
0£··Ăă£©	Ëç¹û¹Ø±Ö,²,ÇÄÊÊ½î£	
-1	Ëç¹û'ò¿ª,²,ÇÄÊÊ½î£	

Çě²İÖĂ  
î°»·³⁄₄î±Óî³⁄₄ă°î°⁻Êý

PageDown

**PageDown** [Count,] [Select]

logical = **PageDown**([Count,] [Select])

İàµ±ÓÚ° PAGE DOWN ¼ü£¬°Ñ²âÊëµă»ðÑ¡¶ÄÚÈÝİÄÖÆÖ,¶µÄÆÁÊý£¬İàµ±ÓÚ»¶¶¬°¿ÚµÄ,ß¶È£©İ£

Count Öª¹õ¶µÄÆÁÊý£¬Êç¹ûÊ¡ÂÔÔð¼Ú¶İª 1İ£

Select Êç¹ûÊç 0£¬Áă£©»ðÊ¡ÂÔ£¬Ôð²»À©Ô¹Ñ¡¶¶İ§İ£Êç¹û²»İªÁă£¬ÔðÀ©Ô¹Ñ¡¶¶İ§İ£

Êç¹û²Ú×÷³Ê¹İ£¬Ôð,Ã°ÊýĐİÊ½·µ»Ø -1£¬¬ñÔð·µ»Ø 0£¬Áă£©İ£

Ê³¼Äý

PageDown 1, 1

°ÑÑ¡¶¶İ§İ°Ó²ăÊëµăİðİÄÀ©Ô¹Ô»ÆÁİ£

**Çě²İÖÄ**

İ°Ñ¡¶¶İ±Óİ¼ă°İ°Êý

PageUp

**PageUp** [Count,] [Select]

logical = **PageUp**([Count,] [Select])

İàµ±ÓÚ PAGE UP ¼ü£¬°Ñ²ăĖµă»ðŃıŦŦ ÄÜĖÝÉİÖÆÖ,ŦŦ µĂÆÁĖý£¬İàµ±ÓÚ»ŦŦ¬°ĴµĂ,ŦŦĖ£©ı£

Count 1öŦŦ µĂÆÁĖý£¬Ėç¹üĖıÄÖÖð¼ÜŦŦ İª 1ı£

Select Ėç¹üĖç 0£¬Áă£©»ðĖıÄÖ£¬Öð²»À©Ö¹ŦıŦŦŦŦİŦİŦİ£Ėç¹ü²»İªÁă£¬ÖðÀ©Ö¹ŦıŦŦŦŦİŦİŦİ£  
Ėç¹ü²Ü×÷³Ė¹ı£¬Öð,Ä°ĖýĐİĖ½·µ»Ø -1£¬¬ŋÖð·µ»Ø 0£¬Áă£©ı£

Ė³¼Àý

PageUp 20

°Ñ²ăĖµăĖİÖÆ 20 ÆÁ£¬µ«²»À©Ö¹ŦıŦŦŦŦİŦİŦİ£

Çĕ²İÖĀ

ı°ŦıŦŦı±Óİ³¼ăİ°Ėý

ParaDown

**ParaDown** [*Count*,] [*Select*]

logical = **ParaDown**([*Count*,] [*Select*])

, ù¾ÝÖ, ¶µÄ¶ÎÄäÊýÎÄÒÆ²äÊëµä»ðìðÎÄÀ©Õ¹Ñ¡¶·¶Î§¡£

*Count*                      ÒªÒÆ¶µÄ¶ÎÄäÊý£¬Êç¹ûÊ¡ÄÔÔð¼Ù¶Î¹ª 1¡£

*Select*                      Êç¹ûÊç 0£¬Áä£©»ðÊ¡ÄÔ£¬Ôð²»À©Õ¹Ñ¡¶·¶Î§£»Êç¹û²»ÎªÁä£¬ÔðÀ©Õ¹Ñ¡¶·¶Î§¡£

Êç¹û¶×÷Î·Ö´ÐÐ£¬Ôð,Ä°ÊýÐÎÊ½·µ»Ø 0£¬Áä£©¡£ÄýÊç£¬Êç¹û²äÊëµäÔÓÎÄµµµÄÄ©Î²¡£

Ê¾Àý

While ParaDown(,1) : Wend

Ã¿¹°ÑÑ¡¶·¶Î§À©Õ¹Ò»,ð¶ÎÄä£¬Ô±ÖÁµ½¹ÎÄµµÄ©Î²ÎªÖ¹¡£

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**Çè²ÎÖ**

¹°Ñ¡¶·¶Î§±Ó¾ä°Êý

ParaUp

**ParaUp** [*Count*,] [*Select*]

logical = **ParaUp**([*Count*,] [*Select*!])

, ù¾ŸÖ, ¶µÄ¶ÎÄäÊýÉÍÒÆ²äÈëµă»ðİðÉÍÀ©Ö¹Œ¶·¶ÎŞİ£

*Count*                    ÒªÒÆ¶µÄ¶ÎÄäÊý£¬Èç¹ûÊĴÔÔð¼Ù¶Îª 1Ĵ£

*Select*                    Èç¹ûÊÇ 0£¬Áă£©»ðÊĴÔ£¬Ôð²»À©Ö¹Œ¶·¶ÎŞ£»Èç¹û²»ªÁă£¬ÔðÀ©Ö¹Œ¶·¶ÎŞĴ£

Èç¹û¶×÷ÎĤÖ‘ĐĐ£¬Ôð,Ä°ÊýĐÍÊ½·µ»Ø 0£¬Áă£©ĴÄýÈç£¬Èç¹û²äÈëµăÔÚİÄµµµÄÆðÊ¼İ»ÖÄĴ£

Çě²İÖÄ

İ°Œ¶İ±Óİ¾ăİ°Êý

PauseRecorder

**PauseRecorder**

Í£Ö¹¼ÇÂ¼°ê£¬Ö±μ½ÔÙ´ÎÖ´ÐÐ **PauseRecorder** ÎªÖ¹¼£

Çë²ÎÖÃ

ı°°êı±Óı³¼ă°ı°⁻Êý



PrevCell  
**PrevCell**

logical = **PrevCell()**

°Ñîî·îîî§ÒÆµ½Ç°Ò»,öµ×Ôª,ñî£ÊÇ¹ûÑîî·îîî§îàÓÚÒ»,öµ×Ôª,ñ£¬ÒòÑîî·ÆäÖÐµÄµÚÒ»,öµ×Ôª,ñî£  
µ±Ñîî·îîî§ÓÚµÚÒ»,öµ×Ôª,ñÖÐÊ±£¬,Ã°ÊýÐÎÊ½·µ»Ø 0£¬Áã£©£¬·ñÔòîª.ÇÁãî£

Çë²îÖ

î°Ñîî·îî±Óî¼äî°Êý  
î°±îî±Óî¼äî°Êý

PrevField  
**PrevField**

logical = **PrevField()**

°ÑîĦ·ĦİŞÔÆμ½Ç°Ò»‚ðÓðĭ£  
μ±ÑîĦ·ĦİŞÔÚμÚÒ»‚ðÓðÖĐÊ±£¬‚Ă°ÊýĐÎÊ½·μ»Ø 0£ˆÁă£©£¬·ñÔðîª·ÇÁăĭ£

Çě²İÖÄ  
ı°Óðĭ±Óİ¾ă°İ°Êý  
ı°ÑîĦı±Óİ¾ă°İ°Êý

PrevObject  
**PrevObject**

ÔÚÈ«Õæ²é¿´ÄÊ½ÖÐÒÆµ½Ç°Ò»¸ôÎÄ±¼ÇøÊ¿ÉÒÔÍ´ýÔÚ°Ñîî±¶Ô»°¿ò£´°¹¤¼ß±²Ëµ¥  
£©µÄ°²éÖÖ±Àà±ðÑîîÖÐ£¬ÑîÔñ°ÎÄ±¼±ß½¿±Ä´Ö,Ä÷ÎÄ±¼ÇøÊ¿

Çě²fÖÄ  
î°Ñî¶±Ôî¼ä°f°¬Êý

PrevPage  
**PrevPage**

logical = **PrevPage()**

ÔÚÊ«Õæ²é¿´Ä£Ê½ÖÐÏÔÊ¾Ç°Ô»Ô³µÄ¿ªí·¿  
„Ä°ÊýÐÎÊ½ÔÚ¶×÷Î·Ö´ÐÐÊ±µ»Ø 0£´Áã£©¿

ÇěîŒ

î°Ñî¶î±Ôî¾ä°î°Êý  
î°²é¿´î±Ôî¾ä°î°Êý

PrevTab()  
n = **PrevTab**(Pos)  
¶ÔÓÚŒ¶ÄÜËÝÖÐµÄµÚÒ»¸ø¶¶ÎÄä£¬ÒÒ°ð¶µ¶Î»·µ»ØÓÉ Pos  
¸ø¶¶Î»ÖÄ×ó±ßµÄÇ°Ò»¸øÖÆ±Í»µÄÎ»ÖÄÎ£  
Ëç¹ûŒ¶¶Ò»¸øÒÒËÍµÄ¶¶ÎÄä£¬²çÇÒÇ°Ò»¸øÖÆ±Í·ûµÄÎ»ÖÄ²ç·ÇÈ«²¿Æ¥Ää£¬Òò·µ»Ø -1Î£  
Ê¼Àý  
lastTabType = TabType(PrevTab(72\*22))  
·µ»ØŒ¶¶ÄÜËÝÖÐ×¶°Ò»¸øÖÆ±Í·ûµÄÄàÐÍ£¬Ä¿Óç²ç 72 °ð³ËÒÒ 22 Óç²ç©Î£

---

**Çè²ÍÖÄ**  
¶°ñÊ½±àÄÄÎ±Ó¶¼ä°Í°Ëý

PrevWindow

**PrevWindow**

¼»îÇ°Ò»„ö´¿Új£

Çë²îÖÄ

ı°°¿Új±Óî³¼ä°í°Êý

Print

**Print** [[#]StreamNumber,] Expression

°Ñ Expression Đ'ÈëÓÉ StreamNumber Ö,¶ μÄÎÄ¼pÖĐj£ÈÇ¹ûÃ»ÓĐÖ,¶ StreamNumber £¬ÔòÊä³öμ½×  
'ì¬À,ÖĐj£

Ê³⁄₄Äý

Print #1, ItemA\$, ItemB\$

°Ñ ItemA\$ °ì ItemB\$ μÄÄÚÈÝĐ'μ½×÷îª #1  
'ò¿ªμÄÎÄ¼pÖĐj£ÖäĐ©îî²âÈëμ½í¬Ò»,ö¶îÎÄä£¬²ÇÓÓÉÖÆ±í·û·Ö,ò¿ªj£

Print "Total is "; TotalSales

ÔÚ×'ì¬À,ÖĐj£ÖÊ³⁄₄°ó,ú TotalSales ÖμμÄì°Total isj±j£

Çë²IOÄ

ì°ÎÄ¼p l/Oj±Ór³⁄₄ä°í°¬Êý

PushButton

**PushButton** *x, y, dx, dy, Text\$*

ÔÚŦÔ»°¿òÄÚ´´½´´Ò»„ö°´Ä¥¿£

*x, y*                    İàŦÔÓÚŦÔ»°¿ò×óÉİ½ÇµÄ°ü°¬°´Ä¥µÄ¾ØĐİÇø×óÉİ½Ç×ø±ê£¬Æäµ¥İ»İªİµİ³×Öİà´óĐİµÄ 1/8£´´ŦÔÓÚ x£©°İ 1/12£´´ŦÔÓÚ y£©¿£

*dx, dy*                °´Ä¥µÄ¿İŦÈ°İ„ßŦÈ£¬Æäµ¥İ»İªİµİ³×Öİà´óĐİµÄ 1/8£´´ŦÔÓÚ dx£©°İ 1/12£´´ŦÔÓÚ dy£©¿£

*Text\$*                    Óè°´Ä¥İà¹ØÄ³µÄİÄ±³¼±ê¼Ç¿£ÈÇ¹û *Text\$* ÖĐÓĐÒ»„öÇ°Äæ´øÓĐİ°&¿±µÄ×Ö·û£¬Öò„Ä×Ö·û¿É×÷İªŦİÖŦ„Ä°´Ä¥µÄ´øİÄ»®İßµÄÈÈ¼û£

Ê¾Äý

PushButton 40, 20, 80, 18, "&Create"

ÓĐ¹Øİèİ„½éÉÜ£¬²İ¼ûŦŦMicrosoft Wordt ÓÄ»ŞÈÖ²áj·ÖĐİ°Ê¹ÓÄ°è¿±Ò»½Ú¿£

**ÇěİÖÄ**

İ°ŦÔ»°¿ò¿±Óİ¾ä°İ°¬Êý

Begin Dialog...End Dialog



Read

**Read** [#]*StreamNumber, Variable(s)*

Óë **Input** Óĩ¼äĭàĚÆ£¬ÓĀĀ´´æÈĭÎĀ¼p£¬μ«´Ó×Ö·û´®ÖĐÉ³yÒý°Åĭ£,ĀÓĩ¼ä°Í **Write**  
Óĩ¼äÖ»ÆðÊ´ÓĀĭ£

Çě²İÖĀ

ĩ°ÎĀ¼p ĭ/Oĭ±Óĩ¼ä°Í°ĒÊý

RecordNextCommand

**RecordNextCommand**

¼ÇÂ¼İÄÒ»¸öÄüÁ²ç°ÑËü²âÈëµ½µ±Ç°°ê´°¿ÚÖÐµÄ²âÈëµăİ»ÖÄj£

Çë²İÖÄ

ı°ëj±Óİ³¼ă°Í°⁂Êý

Redim

**Redim [Shared] Var [(Size)] [, Var [(Size)]]**

ÎªÒÔÇ°¶ÒâµÄÊý×é±äÁ¿ÖØÐÂ·ÖÄä´æ´ø¿¼â¡£¿ÉÒÔÓÃÓÚÀ©  
´óÊý×é£¬µ«ÊÇÊý×éÄÚÊÝ»ä¶ªÊ§¡£**Redim** Ò²¿ÉÒÔÓÃÓÚÊ´ÓÃÒÔÇ°¶ÒâµÄ¶Ô»°¼ÇÂ¼¡£

Çě²fÖǺ

±ê×¼ Basic Ó³¼ä´óí°Êý

Dim

Rem  
**Rem** *Remarks*  
*'Remarks*

ÔÚ°ēÖĐ²āĖē½āĖÍĐÔÎĀ±¾¼j£ŁÉÔÔÓĀÒ»„ðμ¥Ôý°Ā£ˆˆ£©´úĭæ **Rem**j£ĖÇ¹û **Rem**  
„úÔÚÍ¬Ò»ĐĐÖĐμĀÆāĖĖüÓĩ¾ăÖ®°ó£¬ĀÇĀ´Ėü±ØĐēÓĀÒ»„ðĀ°°Ā£ˆˆ:  
£©ÔēÇ°Ò»„ðÓĩ¾ă„ðŁªj£ÓĀμ¥Ôý°Ā°üĀˆμĀ×øĖÍÇ°Āæ²»ĐēÓªĀ°°Āj£

Çě²ĪŌĀ  
±ê×¼ Basic Óĩ¾ă°ĩ°ĖŸ

RemoveFrames

**RemoveFrames**

É¾³ýÑî¶·¶Î§ÄÚµÄËùÓÐÍ¼ÎÄòì£

Çë²fÖÄ

ì°±à¼j±Óï¾ä°f°¯Êý

RenameMenu

**RenameMenu** *MenuNumber, NewText\$*

ÔÚÓÃ»§ÍË³ö Word Ö®Ç°£¬¶ÔÖ,¶µÄ²Ëµ¥ÖØÐÂÃÛÃÛî£

*MenuNumber*      ÒªÖØÐÂ±à°ÃµÄ²Ëµ¥°ÃÃë£°

- 0                    ÎÃ¼þ
- 1                    ±à¼
- 2                    ²é¿´
- 3                    ²àËë
- 4                    ,ñË½
- 5                    ¹¤¼ß
- 6                    °ê
- 7                    ´°¿Ú

*NewText\$*            ÐÂµÄ²Ëµ¥ÃÛî£ËÇ¹û²Ëµ¥ÃÛÖØÓÐÒ»»,öÇ°Ãæ  
´ØÐÍ°&î±·û°ÃµÄ×Ö·û£¬Öò,Ã×Ö·û±»ÉëÖÃÎªÑîÕñ²Ëµ¥ÃÛÁîµÄ  
´ØÐÍÃ»®ÍßµÄËË¼ûî£

Ë³¼Àý

RenameMenu 5, "&Other Tasks",

°Ñî¹¤¼ßî±²Ëµ¥,Ã±ãÎªî°*Other Tasks*î±£¬ÓÃî°Õî±×÷Îª¼¤»î´Ë²Ëµ¥µÄËË¼ûî£

**Çë²¶ÖÃ**

î¹¤¼ßî±Óî³¼ã°î°´Ëý  
î²é¿´î±Óî³¼ã°î°´Ëý

RepeatFind  
**RepeatFind**

îª²éÕÖİÂÒ»¸ö³öİÖµÄÎ»ÖÃ¶øÖØ,‘Ö’ÐÐı°¶¶Î»ı±»òı²éÕÖı±ı£ÖØ,‘×İ½üÒ»ÎµÄ²éÕÖ²Ù×÷£¬İàµ±ÓÚ°’  
SHIFT+F4 ¼üİ£

Çě²İÖÄ  
ı°±à¼ı±Öİ³¼ä°İ°⁻Êý

## ResetChar

**n = ResetChar()**

[illegible]

0£"Áã£©

1

Èç¹ûÑ¡¶ÄÚÈÝÖÐÓÐÈË¹κ×Ö·û,ñÊ¹½¡£

Èç¹ûÑ¡¶ÎÄ±¾ÖÐÀ»ÓÐ°ü¹È¹¤×Ö·û,ñÊ½¡£

Çë²ÎÔÄ

[illegible]



ResetFootnoteContNotice

**ResetFootnoteContNotice**

°Ñ½Å×ç½ÓÐø×çÃ÷ÖØÐÂÊèÖÃîªÄ¬ÈÏÖµj£½ö¹¤×÷ÓÚ½Å×ç½ÓÐø×çÃ÷´°ñÖÐ£²î¼û  
InsertFootnote£©£¬²çÇÒ½öµ±´°ñÖÐµÄÄÜÈÝîª°ÔàµÄj±£¬¼´×ÔÉÍ´î±£´æ°ó±»Ðµ,Ä¹ý£©Ê±²Ä¹¤×÷j£

Çě²fÖÄ

i´ñÊ½±àAAj±Ói³¼a°í°¬Êý

ResetFootnoteContSep  
**ResetFootnoteContSep**

°Ñ½Å×ϕ½ÓÐø·Ö,ð·ûÖØÐÂÉèÖÃîªÄ¬ÈÏÖμj£½ð¹¤×÷ÓÚ½Å×ϕ½ÓÐø·Ö,ð·û´°,ñÖÐ£¨²î¼û  
InsertFootnote£©£¬²ϕÇÒ½ðμ±´°,ñÖÐμÄÄÜÈÝÊÇj°ÔàμÄj±£¨¼´×ÔÊíí±£´æ°ó±»Ðᄡ,Ä¹ý£©Ê±²Ä¹¤×÷j£

Çě²fÖÄ  
i°,ñÊ½±àÄÄj±Ói³¼ä°í°¬Êý

ResetFootnoteSep

**ResetFootnoteSep**

°Ñ½Å×ϕ·Ö,ð·ûÖØÐÂÊëÖÃîªÄ¬ÈÏÖμj£½ö¹¤×÷ÓÚ½Å×ϕ·Ö,ð·û´°,ñÖÐ£¨²î¼û  
InsertFootnote£©£¬²ϕÇÒ½öμ±´°,ñÖÐμÄÄÜÈÝÊÇj°ÔàμÄj±£¨¼£¬×ÔÊí´î±£´æ°ó±»Ðþ,Ä¹ý£©Ê±¹¤×÷j£

Çě²fÖÄ

i°,ñÊ½±àÅÄj±Ói³¼a°í°¬Êý

ResetPara  
**ResetPara**

n = **ResetPara()**

‘ÓÑ¡ŕĬÄ±³¼ÖÐÉ³¼ýÈÈ¹¤ŕŕĬÄä,ňÈ½₂j£ĬÄ±³¼±»»¹ÔĬª’øÓÐμ±Ç°ÑùÈ½₂μÄŕŕĬÄä,ňÈ½₂j£  
„Ä°⁻ÉýÐĬÈ½₂·μ»ØĬÄÁÐÖμÈ±²»É³¼ýÈÈ¹¤ŕŕĬÄä,ňÈ½₂£°

0£˘Áä£©	Èç¹ùÄ¿Ç°ÓÐÈÈ¹¤ŕŕĬÄä,ňÈ½₂j£
-1	Èç¹ùÑ¡ŕŕĬÄ±³¼ÖÐÄ»ÓÐ°ù°⁻ÈÈ¹¤ŕŕĬÄä,ňÈ½₂j£

Çë²ĬÖÄ  
Ĭ°ňÈ½₂±àÄÄj±Óĩ³¼ä°Ĭ°⁻Éý

```
Right$(  
a$ = Right$(Source$, Count)  
·μ»Ø Source$ μÄ×íÓÒ±ß Count ,ö×Ö·û¡£  
Ê³⁄Äý  
a$ = "Legal File List"  
Print Right$(A$,4)  
ÔÚ×´ì¬À,ÖÐ´òÓ¡ List¡£  
a$ = "Legal File List"  
Print Right$(A$,9)  
ÔÚ×´ì¬À,ÖÐ´òÓ¡ File Lis¡£
```

Çě²İÖÄ  
±ê×¼ Basic Óĩ³⁄ä°í°Êý

RightPara  
**RightPara**

n = **RightPara**()

Ê¹Ñ¡¶¶¶ÎÂäÓÒ¶¶Ô/Æë¡£

„Ã°¯ÊýÐÎÊ½·µ»Ø£°

0£¯Áã£©  
-1  
1

Èç¹ûÑ¡¶¶¶ÃÚÈÝ²»¼ßÓÐ„Ã,ñÊ½¡£  
Èç¹û²„·ÖÑ¡¶¶¶ÃÚÈÝÖÐ¼ßÓÐ¹Ê„ñÊ½£¬»òÖßÊÇ»¹¶¶¶Ô/Æë·½Ê½¡£  
Èç¹ûËùÓÐÑ¡¶¶¶ÃÚÈÝ¶¼¼ßÓÐ„Ã,ñÊ½¡£

Çë²¹ÔÃ  
¡°,ñÊ½±àÀÀ¡±Óí¼ä¹°¯Êý

## Rmdir Name\$

 $\hat{E}^{3/4} \hat{A} \hat{y}$ 

```
'Delete all files in directory.
```

```
'Remove empty directory.
```

j°ÎÄ¼bj±Óï¾ä°í°Êý

Rnd()

n = **Rnd**(*Expression*)

·μ»ØÒ»„ö 0£¨Áã£©μ½ 1 Ö®¼äμÄËæ»ú·ÖËýÖμ¡£*Expression* ²»ÓÃÓÚ  
WordBasic£¬¶¶øÊÇÍªÆäËüÐÎË½μÄ BASIC ÓĩÑÔÍá'©¼æËÝÐÔ¡£

Ê³¼Àý

a = Rnd()

ÔÚ a ÖÐ´æ´øÒ»„ö 0£¨Áã£©μ½ 1 Ö®¼äμÄËæ»úËý¡£

a = Int(Rnd() \* 10)

ÔÚ a ÖÐ´æ´øÒ»„ö 0£¨Áã£©μ½ 10 Ö®¼äμÄËæ»úÖüËý¡£

---

**Ç²ÍÔÃ**

±ê×¼ Basic Óĩ³¼ä´í°´Ëý



RulerMode  
**RulerMode**

¼»»î°ÍÍ£ÓÃÓë¼üÒ»ÆðÊ¹ÓÃµÄ±ê³£-ÔÊDí´Ó¼üÀÌÉèÖÃËð½øÍÖÆ±í·ûî£làµ±ÓÚ°´ CTRL+SHIFT+F10  
×é°Í¼ü£

Çě²fÖÄ  
í°»·³¼³±Ôï¼ä°í°-Êý

SaveTemplate

**SaveTemplate**

±£´æĬÄµµÄ£°âĭ£Ëç'ûĬÄµµÖÐÃ»ÓÐÄ£°â£¬Ôò±£´æ NORMAL.DOTĭ£

ÇëʹŎÄ

ĭ°ĬÄ¼pĭ±Óĭ³¼ăĭ°ĭ°Ėý

Seek

**Seek** [#]*StreamNumber*, *Count*

n = **Seek**([#]*StreamNumber*)

°ÑîÄ¼pÖ,Öë¶î»ÔÚ±»,½¼Óµ½ÓÉ *StreamNumber* Ö,¶µÄÄ÷îÄ¼pÖÐµÄµÚ *Coun* ,ö×Ö·ûî»ÖÃî£  
,Ä°ÊýÐîÊ½·µ»ØÓÉ *StreamNumber* Ö,¶µÄµ±Ç°µÄîÄ¼pÖ,Öëî£

Çë²îÖ

î°îÄ¼p l/Oî±Óî³¼ä°î°Êý

**\$te \$** Select Case...Case Else...End Select Select Case...Case Else...End Select

**Select Case** *Expression*

**Case** *CaseExpression*

*Statement(s)*

**[Case Else**

*Statement(s)*]

**End Select**

°Ñ *Expression* ÓëÃ¿Ò»¿ö *CaseExpression*

,ø³õµÄÖµ½øÐÐ±È½ł£¬Ö±µ½ÖÖµ½Ä³,ðÆ¥ÄäµÄÖµİ³Ö¹¿£Ëç¹ûÖÖµ½ÁËÄ³,ðÆ¥ÄäµÄÖµ£¬ÖòÖ

´ÐÐ,úÔÜÃ¿Ò»¿ö *CaseExpression* °óµÄÖ»İð»ò¶àİðÖİ³¿ä¿£Ëç¹ûÄ»ÓÐÖÖµ½Æ¥ÄäµÄÖµ¶¶øÓÐÖ»¿ö

**Case Else** Öİ³¿ä£¬ÖòÖ´ÐÐ **Case Else** °ó±ßµÄÖİ³¿ä¿£Ëç¹û¼ËÄ»ÓÐÖÖµ½Æ¥ÄäµÄÖµÖÖÄ»ÓÐ,ø³ö

**Case Else** Öİ³¿ä£¬Öò»á²úÉú´ÍÍó¿£

Ê³¼Äý

Select Case Int(Rnd() \* 10) - 5

Case 1,3

    Print "One or three"

Case Is > 3

    Print "Greater than three"

Case -5 to 0

    Print "Between -5 and 0 (inclusive)"

Case Else

    Print "Must be 2"

End Select

**Case** ±Í´İÊ½²úÉúÒ»¿ö -5 µ½ 5 Ö®¼äµÄÊý£¬²çÇÒ,ù³¼Ý±Í´İÊ½µÄÖµÖ´ÐÐÖÖ°óµÄ **Case** Öİ³¿ä¿£

**Çë²İÖÄ**

±ê×¼ Basic Öİ³¿ä°Í°Êý

SelectCurAlignment

´Ó²ăĖëµăĵªĖ¼£¬ĩđĩÄµµÄ©ĩ²µÄ·½ĩòÒÆŲ̄£¬ÑĩÔñÓëÑĩŲ̄µÄĩÄ±³¼¼ßÓĐĩàĩ¬Ų̄ŌÆë·½Ė¼µÄĩàÁÚŲ̄ĩÄăĩ£

çě²îôä

ĩ°ÑĩŲ̄ĩ±Ōĩ³¼ă°ĩ°Ėý

SelectCurColor  
'Ó²ăĖēμăĵªĖ¼£¬ĩđĩÄμμÄ©ĩ²μÄ·½ĩđòÀÆŦŦ⁻£¬ÑĩÔñÓēÑĩŦŦ⁻μÄĩÄ±³⁄₄⁄₄ßÓĐĩăĩ¬ÑŎĖ«μÄĩăÁÚ×Ö·ûĩ£

çě²îôă  
ĩ°ÑĩŦŦ⁻ĩ±Óĩ³⁄₄ă°ĩ°⁻Ėý

SelectCurFont  
´Ó²âÈëµã¿ªÊ¼£¬ĩđĩÄµµÄ©ĩ²µÄ·½ĩđÒÆ¶¶¯£¬ÑĩÔñÓëÑĩ¶¶µÄĩÄ±³¼¼ßÓĐĩàĩ¬×ŌĩâµÄĩàÁÚ×Ō·ũĩ£

çěîôä  
ĩ°Ñĩ¶¶ĩ±Ōĩ³¼ä°ĩ°¯Êý

SelectCurlIndent

‘Ó²ăĖēμăĵªĖ¼₣¬İđİÄμμÄ©İ²μÄ·½İòÒÆ¶¯₣¬ÑıÔñÓēÑı¶μÄİÄ±³¼¼ßÓĐİäİ¬Ėđ¹²øμÄİàÁÚ¶İÄăı₣

çě²İÖÄ

ı°Ñı¶ı±Óİ³¼ă°İ°Ėý



SelectCurSpacing

‘Ó²ăĚëμăĵªĚ¼₣¬İđİÄμμÄ©İ²μÄ·½İòÒÆ¶⁻£¬ÑıÔñÓëÑı¶μÄİÄ±³¼₣ßÓĐİäİ¬ĐĐ¼ă³¼ăμÄİàÁÚ¶İÄăı£

çě²İÖÄ

ı°Ñı¶ı±Óİ³¼ă°İ°⁻Ěý

SelectCurTabs

´Ó²ăĚëµăĵªĚ¼₣¬İđİÄµµÄ©İ²µÄ·½İòÒÆ¶¯£¬ÑıÔñÓëÑı¶µÄİÄ±³¼¼ßÓĐİàÍ¬ÖÆ±Íİ»µÄİàÁÚ¶İÄăİ£

çě²İÖÄ

ı°Ñı¶ı±Óİ³¼ă°İ°Ěý

Selection\$()

a\$ = Selection\$()

·μ»ØÑ¡¶ÄÜËÝÖÐÎ´,ñÊ½»¬μÄÎÄ±¾¡£Ñ¡¶ÄÜËÝ×¶à¿ÉÒ°ü°¬ 32,000 ,ö×Ö·û£¬»ðÕßÊÇÄÜ  
'æÄÜ'»×°ÎÄμÄ×î´óËýÄ¿¡£ÊÇ¹ûÑ¡¶ÄÜËÝ!«´ó£¬Ôð Selection\$()  
»á±»¾¡¿ÉÄÜ¶àμØÎÄûÑ¡¶ÄÜËÝ£¬Ôð¶ø²ûÉú  
'Î¡ó¡£ÊÇ¹ûÑ¡¶ÄÜËÝÊÇÒ»,ö²äÊëμä£¬Ôð·μ»Ø²äÊëμä°óÃæμÄ×Ö·û¡£

Ê¾Äý

Sub MAIN

On Error Goto TooBig	'Set up error trap
EditSelectAll	'Select entire document
all\$ = Selection\$()	'Store text of selection as All\$
EditCut	'Delete selected text
upper\$ = UCase\$(all\$)	'Convert text to all uppercase
Insert upper\$	'Insert text back into document
Goto Finish	

TooBig:

If Err = 513 Then	'If error is "String too long"
MsgBox "Sorry, document too big"	"Too big" error message
Else	'Otherwise...
Error Err	'Unknown: display error msg
End If	

Finish:

'End label

End Sub

---

Çë¹ÖÄ

¡°Ñ¡¶Ä±Ó¹¾ä°Î°Ëý

SellInfo()

n = **SellInfo**(Type)

·μ»ØÓÐ¹ØÑ¡¶¶·ÄÜËÝμÄ,÷ÖÖÐÄÍçÄàÐÍç

Type

Òª·μ»ØμÄÐÄÍçÄàÐÍçº

- 1 °üº¬Ñ¡¶¶·ÄÜËÝμÄÒªÄêçÈç¹üÑ¡¶¶·ÄÜËÝÖÜ±ê×¼²êç·Ä£½μÄÒªÄ¼»ðÒª½Ä  
º,ñÖÐ£¬Òð·μ»Ø-1£»Èç¹üÑ¡¶¶·ÄÜËÝÖÜ½Ä×ç»ðÄú×ç  
º,ñÖÐ£¬Òð·μ»ØÇº·ÄæμÄ½Ä×ç»ðÄú×çμÄÒªÄêç
- 2 °üº¬Ñ¡¶¶·ÄÜËÝμÄ½ÜºÄ¡£
- 3 ÎÄμμÖÐºüº¬Ñ¡¶¶·ÄÜËÝμÄÒªÄê£¬ÆàÖÐμÚÖ»ÒªÖÄ 1 ±Ê³£¬ÒÄ·ÈÄàÍÆ¡£
- 4 ÎÄμμÖÐμÄÒªËýç

ÄàÐÍ 5 Ö»ÄÜÖÄÖÜË«Öæ²êç·Ä£½ÖÐçÄàÐÍ 6

çÈÖÖÖÄÖÜË«Öæ²êç·Ä£½ÖÐ£¬Èç¹üÖÜ¡ºÑ¡¶¶·ÄÜËÝÖÜºüÖ£¹º³¼ß¡±²Ëμ¥  
£ÖÖÐÑ¡ÖñÄË¹ºðÖ¡Ë±Ê¹ÖÄμÄ·ÖÐÐ·ü¹×Öì¡±¹º¹ºö¹·ÖØ±àÒªÄêç±  
£¬Ò²çÈÖÖÖÄÖÜ±ê×¼²êç·Ä£½ÖÐçÄàÐÍ

- 5 Ñ¡¶¶·ÄÜËÝμÄÈÖÆ¹½Î»ÖÄ£¬Ñ¡¶¶·ÄÜËÝ×ó±ß¹×óÒª±ßÖÖ¼äμÄ¾àÄê£¬Æäμ¥Î»Îª  
twips£¬1/20 °ð»ð 1/1,440 Öç·ç£ÖçÈç¹üÑ¡¶¶·ÄÜËÝ²»çÈ½ü£¬Òð·μ»Ø-1¡£
- 6 Ñ¡¶¶·ÄÜËÝμÄ×Ýìö¹»ÖÄ£¬Ñ¡¶¶·ÄÜËÝ¶¶·ÄÜËÝÖÜÖÖ¼äμÄ¾àÄê£¬Òð twips  
Îªμ¥Î»¡£Èç¹üÑ¡¶¶·ÄÜËÝÈç²»çÈ½üμÄ£¬Òð·μ»Ø-1¡£
- 7 Îà¶¶ÖÖÖÜÑ¡¶¶·ÄÜËÝÈç¹üÖÜÖÜÖÜ½±ßçÈ½üμÄÑ¡¶¶·ÄÜËÝÈÖÆ¹½Î»ÖÄ£¬Æäμ¥Î»Îª  
twips£¬Èç¹üÑ¡¶¶·ÄÜËÝÈç²»çÈ½üμÄ£¬Òð·μ»Ø-1¡£
- 8 Îà¶¶ÖÖÖÜÑ¡¶¶·ÄÜËÝÈç¹üÖÜÖÜÖÜ½±ßçÈ½üμÄÑ¡¶¶·ÄÜËÝ×Ýìö¹»ÖÄ£¬Æäμ¥Î»Îª  
twips£¬Èç¹üÑ¡¶¶·ÄÜËÝÈç²»çÈ½üμÄ£¬Òð·μ»Ø-1¡£
- 9 Ñ¡¶¶·ÄÜËÝÖÐμÚÖ»·ð·Ö·ü¹μ±ÇºÐç·Ö·Ö¼äμÄ×Ö·üËý£¬Öê×  
¹¬Ä·ÖÐìÖÈ¾μÄ×Ö·üÄ·ËýÎà¹£Öç¡£
- 10 Ñ¡¶¶·ÄÜËÝÖÐμÚÖ»·ð·Ö·üμÄÐÐºÄ£¬Èç¹ü¹ºö¹·ÖØ±àÒªÄêç¹º¹º  
·ðÖ¡Ë±Ê¹ÖÄμÄ·ÖÐÐ·ü¹×Öì¡±¹ºÑ¡¶¶·ÄÜËÝÖÜÖÖ¼äμÄÑ¡¶¶·ÄÜËÝÖÜ·μ»Ø-1¡£
- 11 Èç¹üÑ¡¶¶·ÄÜËÝÈç²»çÈ½üμÄçÈÖÖ·μ»Ø-1¡£
- 12 Èç¹üÑ¡¶¶·ÄÜËÝÖÜ±ÊÄÜÖÖ·μ»Ø-1¡£

ÄàÐÍ 13 μ½ 18 ½ðÖ¹ÖÄÖÜ±ÊÄÜμÄÑ¡¶¶·ÄÜËÝ£»Èç¹üÑ¡¶¶·ÄÜËÝ²»ÖÜ±ÊÄÜ£¬Òð·μ»Ø  
-1¡£

- 13 °üº¬Ñ¡¶¶·ÄÜËÝç·¹·μÄÐÐç
- 14 °üº¬Ñ¡¶¶·ÄÜËÝ½ä¹²μÄÐÐç
- 15 ±ìÖÐμÄÐÐËýç
- 16 °üº¬Ñ¡¶¶·ÄÜËÝç·¹·μÄÄ¡ç
- 17 °üº¬Ñ¡¶¶·ÄÜËÝ½ä¹²μÄÄ¡ç
- 18 Ñ¡¶¶·ÄÜËÝÈüÖÐμÄÐÐÖÐ×¶¶μÄÄËýç
- 19 μ±Çº·μÄÈð·Ä±ÊÄýç
- 20 Ñ¡¶¶·ÄÜËÝμÄÄàÐÍºº ÖÄÖÜ±ê×¼Ñ¡¶¶·ÄÜËÝ£¬1 ÖÄÖÜÀÖÖ¹μÄÑ¡¶¶·ÄÜËÝ£¬2  
ÖÄÖÜçÈÑ¡¶¶·ÄÜËÝ£¬Îàμ±ÖÜ×¹¬ÖÐ¶¶ÄË¡ EXT »ð COL μÄçòç
- 21 Èç¹üº·ÄË Caps Lock ¼ü£¬Òð·μ»Ø-1¡£
- 22 Èç¹üº·ÄË Num Lock ¼ü£¬Òð·μ»Ø-1¡£
- 23 Èç¹ü Word ¶¡ÖÜ,²ÇÄ£½ÖÐ£¬Òð·μ»Ø-1¡£
- 24 Èç¹üÊ¹ÖÄÄËÐ¶¶·ÄÜËÝÖÜ½Ä×çº,ñ»ðÖÜË«Öæ²êç·Ä£½μÄ½Ä×çÖÐ£¬Òð·μ»Ø-1¡£
- 25 Èç¹üÑ¡¶¶·ÄÜËÝÖÜÄú×ççÈÖÐ£¬Òð·μ»Ø-1¡£
- 26 Èç¹üÑ¡¶¶·ÄÜËÝÖÜºü±à¹ººüÖÐ£¬Òð·μ»Ø-1¡£
- 27 Èç¹üÑ¡¶¶·ÄÜËÝÖÜºü±à¹ººüÖÐ£¬Òð·μ»Ø-1¡£
- 28 Èç¹üÑ¡¶¶·ÄÜËÝÖÜºü±à¹ººüÖÐ£¬Òð·μ»Ø-1¡£
- 29 °üÄ·Ñ¡¶¶·ÄÜËÝç·¹·μÄÈçÇºÄ£¬Èç¹üÄ»ÖÐ»ð²º¹º£¬Òð·μ»Ø 0¡£
- 30

Î»ÖÜÑ¡¶¶·ÄÜËÝÖÖÇº·μÄËìÖ»ðÈçÇÖ±àºÄ£¬²ºÐèÒªüÄ·Ñ¡¶¶·ÄÜËÝ£Ö£»Èç¹üÄ»ÖÐ»ð²ºº  
¹º£¬Òð·μ»Ø 0¡£

**çÈ²ÖÄ**

¹ºÑ¡¶¶·ÄÜËÝ½ä¹²μÄ¹ººüËý

SelType  
**SelType** Type  
n = **SelType**()

°Ńí»³öİÔÊ¾μÄŃıŦŦ·ÄÚÈÝĐᐁ,ÄîªÖ,ŦŦ·μÄĐÎÊ½£°

Type	Í»³öİÔÊ¾μÄÄàĐÍ£°
0	Òᐁ²Ø
1	ÊμİŖ²àÊëμā£·Ä¬ÊİÖμ£©
2	ÊμİŖŃıŦŦ·ÄÚÈÝ£·Ä¬ÊİÖμ£©
4	μāİŖŃıŦŦ·ÄÚÈÝ»ð²àÊëμā£·İᐁÄÛÖyÔÚÊ¹ÓÄÄÄ,ø£©
5	μāİŖ²àÊëμā
6	μāİŖŃıŦŦ·ÄÚÈÝ

·Ê°¬ÊýĐÎÊ½°·ÖÖÉİ±í·μ»ØÍ»³öİÔÊ¾μÄŃıŦŦ·ÄÚÈÝμÄÄàĐÍı£

Çě²İÖÄ  
ı°ŃıŦŦı±Óİ¾ā°İ°¬Êý

SendKeys

**SendKeys** *Keys\$, Wait*

°Ñ Keys\$ Ö,¶ μÄ¼ü´«Ēİμ½μ±Ç°ÓİÓÃ³İĐĐÖĐ£¬¼İİóĒüĀÇĒÇ´Ó¼üÄİ¼üĒēμÄÖ»Ñüİ£

ÔÚ½ÔĒÜÔâĐ©°·Å¶μÄ³İĐĐ»ĐÄüÄİÖ®Ç°£¬±ØĐēÖ´ĐĐ SendKeys£¬ÒÔ±āμ±°ēÔÝİ£Ē±£¬°ÑÔâĐ©°  
´¼ü·ÄÖÜ»°³āÇøÖĐİ£

**Keys\$** ¼üμÄĐĐÄĐİ£ĒÇ×ÖÄ, a μÄ¼üĐĐÄĐİª a£¬ENTER ¼üμÄ¼üĐĐÄĐİª {enter}£¬PAGE UP  
¼üμÄ¼üĐĐÄĐİª {pgup}İ£

**Wait** ĒÇ¹ü Word ²»ĒÇμ±Ç°ÓİÓÃ³İĐĐ£¬²ÇÇÒ Wait ĒÇ -1£¬ÄÇÄ´ Word ÒªμĒ  
´γĒüÓĐ¼ü±»´İÁİē°ó²ÄÄÜĴªĒ¼Ö´ĐĐİ£

ĒÇ¹üÒªÖ,¶°´¼üĒ±²»±İÖĒ³¼μÄ×Ö·ü£¬ĴĒĒ¹ÓÄİÄ±İÖĐĒüĒ³¼μÄ´üĀēİ£

¼ü	Äē
BACKSPACE	{backspace} or {bs} or {bksp}
BREAK	{break}
CAPS LOCK	{capslock}
CLEAR	{clear}
DEL	{delete} or {del}
DOWN ARROW	{down}
END	{end}
ENTER	{enter}
ESC	{escape} or {esc}
HELP	{help}
HOME	{home}
INS	{insert}
LEFT ARROW	{left}
NUM LOCK	{numlock}
PAGE DOWN	{pgdn}
PAGE UP	{pgup}
PRINT SCREEN	{prtsc}
RIGHT ARROW	{right}
TAB	{tab}
UP ARROW	{up}
F1	{F1}
F2	{F2}
F3	{F3}
F4	{F4}
F5	{F5}
F6	{F6}
F7	{F7}
F8	{F8}
F9	{F9}
F10	{F10}
F11	{F11}
F12	{F12}
F13	{F13}
F14	{F14}
F15	{F15}
F16	{F16}

¼Ö°Ä£¬+£©£¬°Ü·Ö°Ä£¬%£©°İİÑ×Ö·ü£¬°£©ÖĐİØĒāμÄ°¬Òāİ£

Óë...º²¢	¼ü´úÄëÇ°·AÖÄ
SHIFT	+£´¼°Ó°Ä£©
ALT	%£´´Ü·Ö°Ä£©
CTRL	^£´ÍÑ×Ö·û£©

×¢ÉÍ£°µ±·¢ÉÍ°¬ÓÐ ALT ¼üµÄ×é°í¼üÊ±£¬Ó°Ñ·¢ÉÍÐ¿×Ö·ûµ±³ÉÖ»¸ö¹æÖð¿£  
 ÄýÊÇ£¬Ö°·ð¿¹Ä¼¿±²Êµ¥£¬ALT, F£©£¬Öð·¢ÉÍ %f -- %F ´ú±í ALT+SHIFT+F¿£  
 Ò°ÖØ, ´Ä³, ð¼üÐðÄÐ£¬¿£Ê¹ÓÄÓ°´£´´**Keys\$ Number£©£**»ÇÐ¼ÇÖÜ¼üÍÊý×ÖÖ®¼äÒ°ÄðÖ»¸ö¿Ö, ñ¿£  
 Ê³¼Äý  
 ÄýÊÇ£¬¬%£´´enter£©·¢ÉÍ±íÊ³¼ ALT+ENTER µÄ´úÄë¿£  
 ¿ÊÖÖÍ´ýÄ´°Ä×é°íÖ»Ð©¼ü£¬²¢ÇÖ¿ÊÖÖ×é°í¼üÇ°·AÖÄ±íÊ³¼ SHIFT£¬ALT »ð CTRL ¼üµÄ¼ü´úÄë¿£ÄýÊÇ  
 ´úÄë +£´eb£©Ö, ¶ EB£¬µ«Ö²¿ÊÖÖ¼ðµ¥µØÊ¹ÓÄ´ð×ÖÄ, EB£¬¶²»Ê¹ÓÄ +£©¿£  
 SendKeys "s"  
 Help  
 ´ð¿ª»ð¼ä»í°°ÍÖü¿±£¬Ê»°óÍÖÊ³¼, °²éÖÖ¿±¶¶Ö»°¿ð¿£  
 Key\$ = "{break}"  
 SendKeys Key\$, -1  
 AppActivate "Microsoft Excel"  
 ÖÝÍ£ Microsoft Excel ÖÐµÄ²Ü×÷¿£  
 SendKeys "{pgdn 20}"  
 Shell "MARCH.XLS", 1  
 ÓÄ¹××÷±í MARCH.XLS Æð¶¶ Microsoft Excel£¬Ê»°óÖÐÐìàµ±ÓÜ°´ 20 ´Í PAGE DOWN¼üµÄ¶¶×÷¿£  
 ×¢ÉÍ  
 ► µ±ÖÄ **SendKeys** ²Ü×ýÆäËü³¿ÐðÊ±Ò°Ð¿ÐÄ¿£Word Í¿´¼¹²»ð¿ÖýÓÉÆäËü³¿Ðð²úÉúµÄ  
 ´Íó£¬²¢ÇÖ×ÜÊÇ·¢ÉÍ±äÄµÄ´°¼üÐðÄÐ¿£ÇÐ¼ÇÖ°ÖÜ, ÷ÖÖð¼¿¿¹²»ÊÖ´ðÖÐÆäËü³¿ÐðµÄ°ê£¬ÖÖÊ·±  
 £ÆäËü³¿ÐðÐèÖ°µÄ´°¼üÊÖÊ»ÊÇ¿êÊ«ìá¿µÄ¿£ÊÇ¹üÆäËü³¿ÐðÐèÖ°µÄ´°¼üÖèÖÑ±äÄµÄ´°  
 ´¼ü²»¿£¬ÖðÊý³¼Ý½«»á¶¶Ê§¿£ÊÇ¹üÐèÖ°µÄ´°¼ü±ÊÖÑ±äÄµÄ´°¼üÖ°¶ä£¬ÊÇÖÄÖ»¸ö {enter} Ä´Ó¿·ðÄ³, ð  
 ´ÍóÍü¿¿ð£©£¬°²¿ì¿Ê£¬µÊ´ýÖÄÄ©µÄÆäËü³¿ÊÇ¹üÖÜ±äÄµÄÐðÄÐÖÐÖÐ´ý¶µÄ´°  
 ´¼ü£¬Öð¶¶àÖµÄ´°¼ü¶¶¼´«¿, Ø Word ±³¼Ê£¬²¢ÇÖÆä½á¹üÍ¿´°²»¿£  
 Ö»ÖÐÖÜ±ðÍ¿Ñ¿Ö¶µÄÇé¿ð¿£¬²ÄÊ¹ÖÄ **SendKeys**  
 ²Ü×ýÆäËü³¿ÓÄ³¿Ðð£¬²¢ÇÖÖ°Ð¿ÐÄµØÊ¹ÓÄ¿£Í´³£ DDE£´¶¶¿Êý³¼Ý½»»»£©ÊÇ Word  
 ÓèÆäËü³¿Ððì»»×÷ÖÄµÄ, ü°Ä·½´£¬Öðì° DDE  
 ÖÜ³¿ÐðÖ®¼äì»¹©ÄÊ«ìð¿·ÐµÄ´°µÄ£¬²¢ÇÖì»¹©ÄÊÖÜÆäËü³¿ÓÄ³¿ÐðÖÐ¼¹²»¿ì¿·Ä´ÍóµÄ³¼¶¶¿£

**Çè²ÍÖÄ**  
 ¿¶¶¿Êý³¼Ý½»»»£©£´´DDE£©¿±Ó¿¼ä°í°¬Êý

SentLeft

**SentLeft** [Count,] [Select]

logical = **SentLeft**([Count,] [Select])

Í¹ýÖ,¶³⁄₄ă×ÓµÄ,ðÊý£¬İò×óÒÆ¶²ăÈëµă»òİò×óÀ©Õ¹Ñ¡¶·¶İ§¡£

Count                    ÒªÒÆ¶µÄ³⁄₄ă×Ó,ðÊý£»Èç¹ûÊ¡ÂÔÔð¼Ú¶İª 1¡£

Select                    Èç¹ûÊÇ 0£¬Áă£©»ðÊ¡ÂÔ£¬Ôð²»À©Õ¹Ñ¡¶·¶İ§¡£Èç¹û²»İªĂă£¬ÔðÀ©Õ¹Ñ¡¶·¶İ§¡£  
,Ă°ÊýĐİÊ½ÔÚ¶×÷İ±·ÖĐĐÊ±£¬·µ»Ø 0£¬Áă£©¡£ÄýÈç£¬Èç¹û²ăÈëµăÔÚİĂµµµĂ¿ª¡·¡£

Çě²İÖÄ

¡°Ñ¡¶İ±Óİ³⁄₄ă°İ°Êý



SentRight  
**SentRight** [*Repeat*,] [*Select*]  
logical = **SentRight**([*Repeat*,] [*Select*])  
Í¹ýÖ,¶³⁄₄ă×ÓµÄ,ðÊý£¬İòÓÒÒÆ¶²ăÊëµă»ðİòÓÒÀ©Õ¹Ñ;¶·¶İ§;£  
*Count*                      ÒªÒÆ¶µÄ³⁄₄ă×Ó,ðÊý£»Êç¹ûÊ;ÂÔÔð¼Û¶İª 1;£  
*Select*                      Êç¹ûÊÇ 0£¬Áă£©»ðÊ;ÂÔ£¬Ôð²»À©Õ¹Ñ;¶·¶İ§;£Êç¹û²»İªÁă£¬ÔðÀ©Õ¹Ñ;¶·¶İ§;£  
„Ä°¬ÊýĐİÊ½ÔÚ¶×÷İ·¬ÖĐĐÊ±£¬¬µ»Ø 0£¬Áă£©;£ÄýÊç£¬Êç¹û²ăÊëµăÔÚİÄµµµÄÄ©İ²;£  

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**Çě²İÖÄ**  
İ¹Ñ;¶İ±Óİ³⁄₄ă°İ°¬Êý

SetDirty  
**SetDirty** [*Dirty*]

Ê¹ Word Ê¶±ð»¶¶ÎÄµµÊÇ·ñîª¹°ÔàµÄ±£¹¼´×ÔÉĬĬ±£´æĬÄµµ°ó±»Ðᄡ,Ä'ý£©£¬»ðÕᄢÈĬŮ  
´ÊÊðÐÔ£¬ÒÔ±UÄâ³õĬÖ¶Ů»°¿òÑĬĬÊÊÇ·ñ±£´æ¶¶ŮĬÄµµµÄÐᄡ,ÄĬ£

*Dirty*                      Ö,¶¶ÊÇ·ñÒª½«ĬÄµµ±êĬª¹°ÔàµÄ±£°  
0                              °ÑĬÄµµ×÷ĬªÄ»Ðᄡ,Ä'ý£¹¼ĬĬ,É³¼»µÄ±££©Ä'¶Ů´ýĬ£  
1 »ðÊĬÄÔ                      °ÑĬÄµµ±êÊ¶îª¹°ÔàµÄ±£Ĭ£

ÓÐÐ© Word °ĬÊý£¬ÊÇ **FileClose** °Ĭ **FileSaveAll** Ò²Ê¹ÓÄĬ°ÔàµÄ±±ê¼ÇĬ£

ÇěĬŮÄ  
Ĭ°»·³¼Ĭ±ÓĬ³¼ä°Ĭ°ĬÊý  
Ĭ°ĬÄ¼ᄡĬ±ÓĬ³¼ä°Ĭ°ĬÊý  
IsDirty()

SetEndOfBookmark

**SetEndOfBookmark** *Bookmark1\$ [,Bookmark2\$]*

°Ñ *Bookmark2\$* ÉèÖÃµ½ *Bookmark1\$* µÄ½áî²î»ÖÃ¡£Èç¹û *Bookmark2\$* Ê¡ÂÔ£¬Ôð°Ñ *Bookmark1\$*  
ÉèÖÃµ½Ëü×ÔÉ¡µÄ½áî²´¡¡£

Çě²fÖÄ

¡°ÊéÇ©¡±Óï³⁄ä°í°¯Êý

SetGlossary

**SetGlossary** *Name*\$, *Text*\$ [, *Context*]

¶Òàí¼îÄ¼¯Êìð¡£

*Name*\$ ÐÂÍ¼îÄ¼¯ÊìðµÄÛ³Æ¡£  
*Text*\$ Óë,ÄÍ¼îÄ¼¯Êìðìà¹ØµÄîÄ±³¼¡£  
*Context* Ó¡ÓÃ·¶Î§£°  
0£¨Áà£© ¹²ÓÃ£¨Ä-ÈÏÖµ£©  
1 ÎÄµµÄ£°à

Ê³¼Àý  
text\$ = "No warranty is either expressed or implied."  
SetGlossary "Disclaim", text\$, 1

ÔÚÄ£°à·¶Î§ÖÐ¶¶Òàí¼îÄ¼¯Êìð *Disclaim* £¬°ü°¬ÔÚ *text*\$ ÖÐÖ,¶¶µÄîÄ±³¼¡£

Çë²íÖÃ

¡¼îÄ¼¯Êìð±Ö¡¼ä°¡°Êý

SetProfileString

**SetProfileString** [*App\$*,] *Key\$*, *Value\$*

¶`Òà»ðÖØÐÂ¶`Òâµ±Ç° WIN.INI ÎÄ¼þÖÐµÃÒ»ðÖµ¡£

*App\$* Microsoft Windows Ó|ÓÃ³|ÐðÃû³Æ¡£ËÇ¹ûÃ»ÓÐÖ,¶`Ó|ÓÃ³|Ðð£¬ÔðÊ¹ÓÃ×Ö·û  
´©¡°Microsoft Word 2.0¡±¡£

*Key\$* Òª¶`ÒâµÃ¹Ø¼û×Ö¡£

*Value\$* ,³,ø,Ã¹Ø¼û×ÖµÃÖµ¡£

Ê³¼Äý

SetProfileString "programdir", "C:\WINWORD2"

°ÑÖµ C:\WINWORD2 ,³,ø¹Ø¼û×Ö *programdir* ¡£

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**Çë²ÎÖÃ**

¡°»·³¼¡±Óí³¼ä¡°-Êý

SetStartOfBookmark

**SetStartOfBookmark** *Bookmark1*\$ [,*Bookmark2*\$]

°Ñ *Bookmark2*\$ ÉèÖÃµ½ *Bookmark1*\$ µÄ¿ªÊ¼Î»ÖÃ¿£ÈÇ¹û *Bookmark2*\$ Ê¿ÂÔ£¬Ôð *Bookmark1*\$  
±»ÉèÖÃµ½Ëü±¼É¿µÄªÊ¼¼¿¿£

Çě²fÖÄ

¿°ÊéÇ©¿±Ó¿¼ä°¿°Êý

Sgn()  
n = **Sgn**(n)

,Ã°Êý·μ»Ø£°

0£¨Áã£©  
-1  
1

Ëç¹ú n μËÓÚÁã¡£  
Ëç¹ú n ËÇ,°Ëý¡£  
Ëç¹ú n ËÇÖýËý¡£

Çě²İÖÄ

±ê×¼ Basic Óì¼äí°Êý

Shell

**Shell** App\$ [,WindowStyle]

ÔÚ Microsoft Windows ÎÄÆð¶ÁíÒ»¸ð³ÌÐð¡£

App\$

×¼È·µÄ³ÌÐðÎÄ¼þÃû°íÄ©Ö¹ÃûÒÔ¼°Ò²éÒÒ,ÃÎÄ¼þµÄÄ·¼¶¶ø»¹ÓÐÐ¶¶à,Ã³ÌÐð½ÖÊ  
ÛµÄ¸¹Ø²²ÎËý¡£ËÇ¹û App\$ ÎÄ¼¼µÄÄ©Ö¹Ãû¶ø¶øÓÓÚ WIN.INI  
ÎÄ¼¼ÐÐÖÖ¶¶µÄÒÑ²×°µÄÓ¼ÓÃ³ÌÐðÓÐÌØ¶¶µÄÒàÒà£·ÀýËÇ¶·.DOC ´ú±í Word  
ÎÄµµ£©£¬Òð **Shell** Æð¶ÁíÒÃ³ÌÐð²×°Ë,ÃÎÄ¼¼þ¡£

WindowStyle

ËÇ°ÍÎÊ¼°Û°¬,Ã³ÌÐðµÄ°¸Ú£·ÓÐÐ©³ÌÐð°öÃÔÖàÒ»µã£©£°

- |   |                                      |
|---|--------------------------------------|
| 0 | ×îÐ¶»¬°¸Ú                            |
| 1 | ×îÐ¶»¬°¸Ú                            |
| 2 | ×îÐ¶»¬°¸Ú£·Óè Microsoft Excel ¼æËÝ£© |
| 3 | ×î´ó»¬°¸Ú                            |
| 4 | Í£ÓÃ°¸Ú                              |

Ê¼Àý

Shell "EXCEL.EXE", 2

Æð¶Á Microsoft Excel ²×ÇÒÊ¹°¸Ú×îÐ¶»¬¡£

Shell "TRENDS.XLC", 1

Æð¶Á Microsoft Excel ²×ÇÒ½«ÎÄµµ TRENDS.XLC ×°ËèÒ»¸ð»¹°¸ÚÓÐ¡£

Shell "NOTEPAD.EXE TORT.TXT"

Æð¶Á Notepad £·¡°±Ê¼Ç±¼¡±£©²×ÇÒ×°ËèÎÄµµ TORT.TXT¡£

**Çè²²ÖÃ**

¡°»·¼³¡±Óî³¼ä°í°Ëý  
¡°ÎÄ¼¼þ¡±Óî³¼ä°í°Ëý



ShowAll [On]

On                    Ö,¶·Òp²Ø»ðïÔÊ¾ËùÓÐ·Ç´òò¡×Ö·û£°

$$1 \quad \text{ÏÔÊ}^{3/4} \cdot \zeta \cdot \partial \acute{O}_i \times \ddot{O} \cdot \hat{u}_i \mathcal{E}$$

Çë²ÎÔÄ

ToolsOptionsView

ShowAllHeadings

ShowAllHeadings

ÔÚ´ó, Ù²é¿´Ä£Ê½ÖÐÏÔÊ³⁄ËùÓÐÎÄ±³⁄₪£

ÇěʹİŎǺ

ı°´ó, Ùᵢ±Óĩ⁹⁄₪ä°ı°⁻Êý

ShowHeading1

ShowHeading1

ÔÚ´ó, Û²é¿´ÄÊ½ÖÐ£¬İÔÊ¾ËùÓÐµÄÒ»¼¶±èà£¬²¢Ò²Ø´İ±èà°İÖýİÄ;£

ÇěİÖǺ

İ°´ó, Û;±Ôİ¾ä°İ°¬Êý

ShowHeading2

ShowHeading2

ÔÚ´ó, Û²é¿´Ä£Ê½ÖÐ£¬ïÔÊ¾ËùÓÐÒ»¼¶±êà°í¶¼¶±êà£¬²¿Ò²Ø´í±êà°íÖýîÄ¿£

ÇěŕŎǺ

ı°´ó, Û¿±Ŏŕ¾ä°í°¬Êý

ShowHeading3

ShowHeading3

ÔÚ´ó, Û²é¿´Ä£Ê½ÖÐ£¬İÖÊ¾´ÓÒ»¼¶½Ëý¼¶ÄËùÓÐ±êà£¬²ÇÇÒÒp²Ø´İ±êà°İÖýİÄj£

ÇěİÖÄ

İ°´ó, Ûj±Óİ¾ä°İ°¬Êý

ShowHeading4

ShowHeading4

ÔÚ´ó, Û²é¿´Ä£Ê½ÖÐ£¬İÖÊ³⁄´ÓÒ»¼¶½ÄÄ¼¶ÄËùÓÐ±è\à£¬²ÇÇÒÒp²Ø´İ±è\à°İÖýİÄ;£

ÇěİÖÄ

İ°´ó, Û;±Óİ³⁄ä°İ°¬Êý

ShowHeading5

ShowHeading5

ÔÚ´ó, Û²é¿´Ä£Ê½ÖÐ£¬ïÔÊ¾´ÓÒ»¼¶µ½â¼¶µÄËüÓÐ±èà£¬²¿ÇÒÒþ²Ø´Í±èà°íÕýÎÄ¿£

ÇěŕŎǺ

ı°´ó, Û¿±Ŏŕ¾ă°í°¬Êý

ShowHeading6

ShowHeading6

ÔÚ´ó, Û²ê¿´Ä£Ê½ÖÐ£¬İÖÊ³⁄₄´ÓÒ»¼¶½Áù¼¶ÄËùÓÐ±êà£¬²ÇÒÒp²Ø´İ±êà°İÖýİÄ;£

ÇěİÖǺ

ı°´ó, Ûj±Óİ³⁄₄ä°İ°¬Êý



ShowHeading7

ShowHeading7

ÔÚ´ó, Û²éç´Ä£Ê½ÖÐ£¬İÖÊ¾´ÓÒ»¼¶µ½Æß¼¶µÄËùÓÐ±êlá£¬²çÇÒÒ²Ø´İ±êlá°İÖýİÄİ£

ÇěİÖÄ

İ°´ó, Ûİ±Öİ¾ä°İ°¬Êý

ShowHeading8

ShowHeading8

ÔÚ´ó, Û²é¿´Ä£Ê½ÖÐ£¬İÖÊ¾´ÓÒ»¼¶½°Ë¼¶ÄËùÓÐ±ê\â£¬²¿ÇÒÒp²Ø´İ±ê\â°İÖýİÄj£

ÇěŕİŎĂ

İ°´ó, Ûj±Öİ¾ä°İ°¬Êý

ShowHeading9

ShowHeading9

ÔÚ´ó, Û²é¿´ÄÊ½ÖÐÊ¬İÖÊ³⁄₄´ÓÒ»¼¶½³⁄₄Ä¹⁄₄¶µÄËüÓÐ±èlàÊ¬²çÇÒÒp²Ø´İ±èlà°İõŷİÄjÊ

Çě²İÖÄ

ı°´ó, Ûj±Óİ³⁄₄ä°İ°¬Êŷ

ShowVars  
**ShowVars**

ĩàµ±ÓÚÔÚ°ê±à¼À ÖĐµ¥»÷j°±äÁ¿j±°´Á¥£»İÔÊ³¼µ±Ç°ÖýÊ´ÓÃµÃ±äÁ¿£¨°İËüÃÇµÃÖµ£©µÃÁĐ±íj£  
´ÊÓĩ³¼ă¶¶Ôµ÷ÊÔ°êÊÇ°ÚÓĐÓÃµÃj£

Çě²İŒǺ  
ĩ°êj±Óĩ³¼ă°í°¬Êý

ShrinkFont  
**ShrinkFont**

°ÑÑiŦ×ÖlâµÄ´óĐiĚđĐiĦÖŦ´´òÓi»úĚùÖŞ³ÖµÄİÄÒ» öĭÉÓÃ  
´óĐiĭĚĚüĭÉÓÃÓÚÑiŦÄÚĚÝ»ðÕßÔÚ²âĚëµăÖĐĚ¹ÓĦĚĚç¹úÑiŦŦİŞ°ü°¬Ò»ÖÖÖÔĚİµÄ×Ölâ  
´óĐiĚ¬ÔðÃĭÖÖ×Ölâ´óĐiŦ¼ĚđĐiµ½ĚüµÄİÄÒ»öĭÉÓÃµÄ´óĐiĭĚ

Çě²İÖÄ  
i°,ñĚ½±àAAĭ±Óİ³¼ă°İ°¬Ěý

ShrinkSelection

**ShrinkSelection**

°ÑÑ;Ŧ"ÄÜÈÝËðĐ;îªİÂÒ»„ö„üĐ;µÄµ¥Ôª£"µ¥'Ê;çÓĩ¼ă;çŦİÂăµÈµÈ£©;£

ÇěŦİĂ

ı°Ñ;Ŧ"ı±Óĩ¼ă°İ°"Êý

SmallCaps

**SmallCaps** [On]

n = **SmallCaps**()

‘ÓÑ¡¶µÄÎÄ±¼ÖÐìí¼Ó»ðÉ¾¾ý¡°Ð¡ÐÍ´óÐ´×ÖÄ,¡±×Ö·û,ñÊ½¡£

On                      Ö,Ä÷ìí¼Ó»ðÉ¾¾ý,Ä,ñÊ½£°

1                      ,ñÊ½»¬Ñ¡¶ÄÚÈÝ¡£

0                      É¾¾ý,Ä,ñÊ½¡£

Ê¡ÄÖ                      ÖÚÖÖÉÍÄ½ÖÖ·½É½¼äÇÐ»»¡£

,Ä°¬ÈýÐÎÊ½·µ»Ø£°

0£¬Ää£©                      ÈÇ¹ûÑ¡¶ÄÚÈÝ²»¾ßÓÐ,Ä,ñÊ½¡£

-1                      ÈÇ¹û²¿·ÖÑ¡¶ÄÚÈÝ¾ßÓÐ,Ä,ñÊ½»ð»¹¡,ñÊ½¡£

1                      ÈÇ¹ûÈüÓÐÑ¡¶ÄÚÈÝ¼¾ßÓÐ,Ä,ñÊ½¡£

**Çè²ÖÄ**

¡°,ñÊ½±àÄÄ¡±Óí¾ä°¡°¬Èý

SpacePara1  
SpacePara1

n = SpacePara1()

ÓÃÒ»±¶ÐÐ¾à,ñÊ½»¬Ñ¡¶µÄ¶ÎÄæ£¨Ê¹ÓÃ×î´ó×ÖìàµÄ,ß¶Ê£©¡£  
„Ãº¨ÊýÐÎÊ½½·µ»Ø£º

0£¨Áæ£©	Èç¹ûÑ¡¶¨¨ÄÚÈÝ²»¾ßÓÐ„Ã,ñÊ½¡£
-1	Èç¹û²¿·ÖÑ¡¶¨¨ÄÚÈÝ¾ßÓÐ¨Ê½½»ðÖßÊÇ»ì¹µÄÐÐ¾à¡£
1	Èç¹ûËùÓÐÑ¡¶¨¨ÄÚÈÝ¾¾¾ßÓÐ„Ã,ñÊ½¡£

ÇěʹİÖǺ  
¡º,ñÊ½±àÄÄ¡±Óĩ¾ǻ¹º¨Êý



SpacePara2

SpacePara2

n = SpacePara2()

ÓÃÁ½±¶ÐÐ¾à,ñÊ½»¬Ñ¡¶µÄ¶ÎÄä£¨Ê¹ÓÃ×î´ó×Öà,ß¶Ê¼ÓÉĬ 12 °ð£©¡£

„Ä°¬ÊýÐĬÊ½·µ»Ø£°

0£¨Áä£©	Ëç¹ûÑ¡¶¬ÄÚÊÝ²»¾ßÓÐ„Ä,ñÊ½¡£
-1	Ëç¹û²„ÖÑ¡¶¬ÄÚÊÝ¾ßÓÐ¨Ê,ñÊ½»ðÖßÊÇ»ì¶µÄÐ¾à¡£
1	Ëç¹ûËùÓÐÑ¡¶¬ÄÚÊÝ¶¼¾ßÓÐ„Ä,ñÊ½¡£

**ÇěŕŎÄ**

¡„ñÊ½±àÄÄ¡±Óĭ¾ä°Ĭ¬Êý

SpacePara15  
SpacePara15

n = SpacePara15()

ÓÃÒ»±¶°ëÐÐ¼ă¾à,ñÊ½»¬Ñ¡¶¶µÄ¶¶ÎÄă£¬Ê¹ÓÃ×î´ó×Öìă,ß¶¶È¼ÓÉİ 6 °ð£©¡£  
„Ä°¬ÊýÐÎÊ½½·µ»Ø£°

0£¬Áă£©	Èç¹ûÑ¡¶¶ÄÚÈÝ²»¾ßÓÐ„Ä,ñÊ½¡£
-1	Èç¹û²„ÖÑ¡¶¶ÄÚÈÝ¾ßÓÐ¹Ê,ñÊ½»ðÕßÊÇ»ì°¶ÄÐÐ¾ă¡£
1	Èç¹ûÈùÓÐÑ¡¶¶ÄÚÈÝ¶¼¾ßÓÐ„Ä,ñÊ½¡£

Çě²İÖÄ  
¡°,ñÊ½±àÄÄ¡±Óİ¾ă°İ°¬Êý

Spike  
Spike

°ÑÑi¶ÄÜÈÝ,´ÖÆµ½³Æîªi°lØÊáí¼îÄ¼¯i±µÄ×¨ÓǺí¼îÄ¼¯ÖÐ£¬È»°óÉ³¼³ýÑi¶ÄÜÈÝj£

ÇěŕŎǺ

i°±ä¼j±Óŕ¼ä°í°¬Êý

i°í¼îÄ¼¯i±Óŕ¼ä°í°¬Êý

StartOfColumn

**StartOfColumn** [*Select*]

logical = **StartOfColumn**([*Select*])

°Ñ²ăĖĕμăŌÆμ½μÚŌ»₂öÑ¡ŦμĂ±íĂ,μĂ×îÉĭŦĖĬ»ÖĂᵚĖĖ¹û *Select* ²»ÎªĂăĖ-ŌòÀ©Ō¹Ñ¡Ŧ·ŦĬᵚᵚ  
,Ă°ĖĕŸĐĬĖ½·μ»ØĖ°

0	ĖĖ¹û²ăĖĕμăŌÑ¾ŌÚĂ,μĂŦŦŦĖᵚᵚ
-1	ĖĖ¹ûŦŦ×÷ŌÑ¾Ō·ĐĐᵚᵚ

Çě²İŌĂ

ᵚ°Ñ¡ŦŦᵚ±Ōİ¾ă°İ°ĖĕŸ  
ᵚ°±íᵚ±Ōİ¾ă°İ°ĖĕŸ

StartOfDocument

**StartOfDocument** [*Select*]

logical = **StartOfDocument**([*Select*])

°Ñ²ăĚëµăŒÆµ½îĬµµµĂĴ<sup>ā</sup>·ĵĚĚç¹û *Select* ²»ÎªĂăĚ¬ŒòÀ©Œ¹Ñĵ<sup>·</sup>·ĴĴİ§ĵĚ  
Ĵ<sup>°</sup>ĚýĐÎĚ½·µ»ØĚ°

0	Ěç¹û²ăĚëµăŒŒÑ¼ŒŮîĬµµµĂÆðĚ¼î»ŒĂĵĚ
-1	Ěç¹ûĴ <sup>°</sup> ×÷ŒŒ¼ŒŒĐĐĵĚ

çě²îŒĀ

ĵ<sup>°</sup>Ñĵ<sup>·</sup>ĵ±Œî³¼ă<sup>°</sup>Ĵ<sup>°</sup>Ěý

StartOfLine  
**StartOfLine** [*Select*]

logical = **StartOfLine** ([*Select*])

°Ñ²ăĚëµăŌÆµ½Ō»ĐĐµĂĴ<sup>ª</sup>Ĵ·ĴĚĚĴ¹ŭ *Select* ²»İªĂăĚŌòÀ©Ō¹ŊĴ··ŊİŊĴĴ  
Ĵ.Ă°ĚĴĐİĚ¹½·µ»ØĚ°

0	ĚĴ¹ŭ²ăĚëµăŌŊ³¼ŌŬĐĐµĂĴ <sup>ª</sup> Ě¹¼¹ĴĴ
-1	ĚĴ¹ŭŊĴ×÷ŌŊ³¼ŌŰĐĐĴĴ

Çě²İŌĂ  
Ĵ.°ŊĴĴĴĴ±Ōİ³¼ăŌ¹°ĚĴ

StartOfRow

**StartOfRow** [*Select*]

logical = **StartOfRow** ([*Select*])

°Ñ²ăĖĕμăŌÆμ½μÚŌ»₂öÑ¡Ŧ´±íĐĐμĂ×î×óŦĚĬ»ÖĂᵚĖĖ¹ŭ *Select* ²»ÎªĂăĖ-ŌòÀ©ŌŌ¹Ñ¡Ŧ´·ŦĬŖᵚ  
„Ă°ĖĖĐĬĖ½·μ»ØĖ°

0	ĖĖ¹ŭ²ăĖĕμăŌÑ¾ŌŬ±íĐĐμĂĭªĖ¼'ᵚᵚᵚ
-1	ĖĖ¹ŭŦ´×÷ŌÑ¾ŌŌ'ĐĐᵚᵚ

Çě²İŌĂ

ᵚ°Ñ¡Ŧ´ᵚ±Ōİ¾ă°İ°ĖĖ  
ᵚ°±İᵚ±Ōİ¾ă°İ°ĖĖ

StartOfWindow

**StartOfWindow** [*Select*]

logical = **StartOfWindow**([*Select*])

°Ñ²ăĚëµăŒÆµ½±ê×¼²éĴ´Ă£Ě½ÖĐ´°ĴÚµĂ×óÉİ½Çİ£ĚÇ¹û *Select* ²»İªĂă£¬ŒòÀ©Œ¹Ñİ¶·¶İ§İ£  
ĴĂ°ĚĚýĐİĚ½·µ»Ø£°

0	ĚÇ¹û²ăĚëµăŒŒÑ¾ŒÚ´°ĴÚµĂ×óÉİ½Çİ£
-1	ĚÇ¹û¶¬×÷ŒŒ¾ŒŒ´ĐĐİ£

Çě²İŒĂ

İ°Ñİ¶İ±Œİ¾ăİ°ĚĚý  
İ°´°ĴÚİ±Œİ¾ăİ°ĚĚý



Stop  
Stop

ÍĚÖ'ŎýÔÚÔËÐµÄ°ê²ÇÇÒĬÔÊ¾³òÒ»„ðĚµÄ÷„Ä°ê±»ÖÐ¶ĬµÄÐÄĬçĚ»°Ñ°ê±à¼Ä„ÖÐµÄĭ°Æô¶Ĭ±°  
‘ÄŹÐµ„Äĭ°¼ĭÐøĭ±ĭĚ„Ä°Ěý¶ĬÔÓÚÔÚÔ»„ð´òĭ°µÄ±à¼°ĭÚÖÐµ÷ĚÔ°êĚÇ°ÚÓÐÓÄµÄĭĚ

Çě²ĬŎÄ  
±ê×¼ Basic Óĭ¾ä°ĭ°Ěý

Str\$(  
a\$ = Str\$(n)  
·μ»Ø±íÊ¾ n ÖμμÄ×Ö·û'®¡£ÖýÊýÓÐÒ»»,øÇ°ÖÃ¿Ö,ñ·û¡£

Çë²íÖÄ  
±ê×¼ Basic Óí¼ääí°Êý

Strikeout  
**Strikeout** [On]  
n = **Strikeout**()

lî¼¼Ó»ðÉ¾¾ýÑ¡¶ÎÄ±¾ÖÐµÄ¡°É¾¾ýİß¡±×Ö·û,ñÊ½¡£

On                   Ö,Ä÷lî¼¼Ó»ðÉ¾¾ý,Ä,ñÊ½£°  
                  ·ÇÁă                   ,ñÊ½»¬Ñ¡¶ÄÚÈÝ¡£  
                  0£¬Äă£©           É¾¾ý,Ä,ñÊ½¡£  
                  Ê¡ÄÖ               ÔÚÔÔÉİÄ½ÖÖ·½Ê½¼ăÇÐ»»¡£

,Ä°¬ÊýÐÎÊ½·µ»Ø£°  
                  0£¬Äă£©           ÈÇ¹ûÑ¡¶ÄÚÈÝ²»¾ßÓÐ,Ä,ñÊ½¡£  
                  -1               ÈÇ¹û²¿·ÖÑ¡¶ÄÚÈÝ¾ßÓÐ,Ä,ñÊ½¡£  
                  1               ÈÇ¹ûÈúÓÐÑ¡¶ÄÚÈÝ¶¼¾ßÓÐ,Ä,ñÊ½¡£

ÇěŕİŌÄ  
¡°,ñÊ½±àÄÄ¡±Óİ¾ă°İ°¬Êý

String\$(  
a\$ = **String\$(Count, Source\$)**  
a\$ = **String\$(Count, CharCode)**  
·μ»Ø Source\$ ÖÐÖØ,´ÁË Count ´ÎμÄμÚÒ»,ö×Ö·û¡£ÓÃÒ»,ö ANSI ×Ö·û´úÂèìæ»» Source\$  
£¬Öð·μ»ØÖØ,´ Count ´ÎμÄÏàÓ¡μÄ ANSI ×Ö·û¡£  
Ê¾Äý  
Print String\$(5, 100)  
½á¹ûÎª¡° dddd j±¡£  
Text 0, 100, 321, 13, String\$(60, "\_")  
ÔÚ¶Ö»°¿ò¶ÖàÖÐ£¬½``ÁçÖ»ÐÐ´á´©¶Ö»°¿òμÄ¼ÓÏÄ»®Ïß×Ö·û¡£  

---

**Çë²ÏÖ**  
±ê×¼ Basic ÓÏ¼ä¡°Êý

StyleName\$(  
a\$ = **StyleName\$**([Count,] [Context,] [All])  
·μ»ØîªÖ,¶·¶î§¶·ÒâμÃÑùÊ½Ãûî£  
Count                   Ö,¶·¶î§ÄÚÁÐÔÚÑùÊ½±íÖÐμÃÑùÊ½Ðð°Å£¬ÆäÖμ´Ó 1 μ½ **CountStyles(Context)**.  
î£Êç¹û Count Êç 0£¬Áã£©£¬Ôð·μ»Øμ±ç°ÑùÊ½μÃÃûªÆ£¬¬ñÔð£¬  
´ÊÃûªÆÊî×Ô,ø¶·¶î§μÃÁÐ±íî£  
Context               Ó!ÓÃ·¶î§£°  
0 »ðÊîÃÔ           »¶î¬îμμ  
1                   îμμÃ£°ä  
All                   Êç¹û²»îªÃ£¬ÔðÊùÓÐÄÚ²¿ÑùÊ½¶î¼°üÀ¬ÔÚÁÐ±íμÃ¿ªÊ½¼²¿·Öî£

**çë²îÖ**  
î·ñÊ½±àÃÄî±Óî³¼ä°î°¬Êý

SubScript  
**SubScript** [On]  
n = **SubScript**()

‘ÓÑ¡¶µÄÎÄ±³¼ÖÐìí¼Ó»ðÉ³¼ý¡°íÄ±ê¡±×Ö·û,ñÊ½¡£

On                   Ö,Ä÷ìí¼Ó»ðÉ³¼ý,Ä,ñÊ½£°  
                  ·ÇÄä                   ,ñÊ½»¬Ñ¡¶ÄÚÈÝ¡£  
                  0£¨Ää£©               É³¼ý,Ä,ñÊ½¡£  
                  Ê¡ÄÖ               ÖÚÖÖÉÍÄ½ÖÖ·½É½¼äÇÐ»»¡£

,Ä°¬ÈýÐÎÊ½·µ»Ø£°

0£¨Ää£©               ÈÇ¹ûÑ¡¶ÄÚÈÝ²»³¼ÐÖ,Ä,ñÊ½¡£  
-1                   ÈÇ¹û²¿·ÖÑ¡¶ÄÚÈÝ³¼ÐÖ,Ä,ñÊ½»ð»¹°í,ñÊ½¡£  
1                   ÈÇ¹ûÈöÐÑ¡¶ÄÚÈÝ¼¼¼ÐÖ,Ä,ñÊ½¡£

**Çè²ÍÖÄ**

¡°,ñÊ½±àÄÄ¡±Óí³¼ä°í°¬Èý

Sub...End Sub

**Sub** *Name* [(*ParameterList*)]

...*instruction(s)*

**End Sub**

¶`ÒàÒ»„ö×ÓÀý³|;£

*Name*                   ×ÓÀý³|μÄÃû³Æ;£

*ParameterList*

ÓÉ¶°Ä·Ö„ôμÄ²ÎÊýÁÐ±í;£ÖðÐ©²ÎÊý¿ÉÒÔÔÚÀý³|ÖÐÊ¹ÓÃ£¬Ã¿Ò»„ö²ÎÊý°íÊüμÄÖμ¶  
¼¶¶ÄÄÇÓÚ°êÖÐμÄÆäÊüÀý³|;£

Ê³¼Äý

ÎÄÄæμÄ Main Àý³|μ÷ÓÃÄÊ GoBeep ×ÓÀý³|£¬Í´´ý±äÁ¿ *NumBeeps* ´«μÝ·ÇÉùμÄ´ÎÊý;£

Sub Main

NumBeeps = 3

GoBeep NumBeeps

End Sub

Sub GoBeep(count)

For n = 1 to count

Beep

For t = 1 to 100 : Next

Next

End Sub

Í´´ýÔÚÀý³|μÄÃû³ÆÇ°¼ÓÉÍ°êÄû°íÒ»„ö³¼äμä£¬Ò²¿ÉÔÔÊ¹Ò»„ö°êÄÚμÄÀý³|μ÷ÓÃÄíÒ»„ö°êÄÚμÄÀý³|£¬²  
Ç´«μÝ„øÀý³|Ò»„öÖμ;£

*In macro MainBeep...*

Sub Main

LibMacros.DoBeeps(3)

End Sub

*In macro LibMacros...*

Sub DoBeeps(count)

For n = 1 to count

Beep

For t = 1 to 100 : Next

Next

End Sub

---

**Çë²ÎÖÃ**

±ê×¼ Basic Óì³¼ä°í°¬Êý

Super  
**Super Statement**

Èç'ùÁ½,ö°êÍ¬Ãù£¬Ôð Word ÔĚĐĐĂ£°â°êÓĂĬÈÓÚ¹²ÓĂ°ê£¬¹²ÓĂ°êÓĂĬÈÓÚĂÚ²¿ĂüÁî£Super  
×ī³δ²»¿¼ÂÇŒăŒŒŒĂĬÈ'ÎĐð£¬ÔÚĬĂŒ»»,ö,ü,ß¼¶±ð·¶Ĭ\$ĂÚÔĚĐĐĂüĂüμĂ°ê£¬μ«„ĂĂüÁıÔÚ Microsoft  
Word μĂμ±Ç°°æ±¾ŒĐĬĐĐ\$ı£

Çě²İŒĂ  
ı°°êı±Œŕ¾ă°ı°¬Êý



SuperScript  
**SuperScript** [On]  
n = **SuperScript**()

ÔÚÑ¡¶µÄÎÄ±³¼ÖÐÔö¼Ó»ðÉ³¼ý¡°Éİ±ê¡±×Ö·û,ñÊ½¡£

On                      Ö,Ã÷lí¼Ó»ðÉ³¼ý,Ã,ñÊ½£°  
                            ·ÇÁă                      ,ñÊ½»¬Ñ¡¶ÄÚÈÝ¡£  
                            0£¨Áă£©                      É³¼ý,Ã,ñÊ½¡£  
                            Ê¡ÄÖ                      ÔÚÔÖÉİÄ½ÖÖ·½É½¼ăÇÐ»»¡£

,Ã°¬ÊýÐÎ½·µ»Ø£°

0£¨Áă£©                      Èç¹ûÑ¡¶ÄÚÈÝ²»³¼ßÓÐ,Ã,ñÊ½¡£  
-1                      Èç¹û²·ÖÑ¡¶ÄÚÈÝ³¼ßÓÐ,Ã,ñÊ½»ð»¹¡,ñÊ½¡£  
1                      Èç¹ûËùÓÐÑ¡¶ÄÚÈÝ¼¼ßÓÐ,Ã,ñÊ½¡£

ÇěŹŎĂ

¡°,ñÊ½±àÄÄ¡±Óĩ¼ă°¡°¬Êý

TabLeader\$()

a\$ = **TabLeader\$(Pos)**

·μ»ØÔÚ Pos Î»ÖÃÉİμÄÖÆ±í·ûÇ°ÖÃ×Ö·û£¬ Pos  
μÄÎ»ÖÃÊÇÒÔ°ðÎªμ¥Î» ,ø³ðμÄİ£ÊÇ¹ûÑİ¶·ÁÊÒ» ,ðÒÔÉİμÄ¶ÎÄä£¬²ÇÇÒËùÓÐμÄÖÆ±í·û¶¼²»Æ¥Ää£¬Ôð·  
μ»ØÒ» ,ö¿Ö×Ö·û´®İ£·μ»ØμÄÇ°ÖÃ×Ö·ûÓÐ¿Ö,ñ ( ] İç³⁄₄ăμă (.) İçÁ¬×Ö°Ä (-) °İİÄ»®İß ( ) İ£

**Çë²İÖÄ**

İ° ,ñÊ½±àÄÄİ±Óİ³⁄₄ä°İ°¬Êý

TableColumnWidth

**TableColumnWidth** [.ColumnWidth = *text*,] [.SpaceBetweenCols = *text*,] [.RulerStyle = *text*,]  
[.PrevColumn,] [.NextColumn]

İàµ±ÓÚı°À,çİ±¶¶Ö»°çð£ı°±İı±²Êµ¥£©£¬İ°Ñı¶¶µÄµ¥Ôª,ñÉèÖÃÀ,çİ°İÀ,¼ä³¼àİ£

.ColumnWidth      Äç,öÀ,µÄçİ¶¶Èİ£

.SpaceBetweenCols    ÄçÄ,ÖĐİÄ±³¼¼äµÄ³¼àÄëİ£

.RulerStyle            Ö,¶¶ Word Èç°İµ±ÖĐĐ,Ä°óµÄÄ,İ£

0                      Ö»ĐĐ,ÄÑı¶¶µÄĐĐİ£

1                      ĐĐ,ÄÑı¶¶Ä,ÖĐµÄËùÓĐµ¥Ôª,ñİ£

2                      Èç¹ùÑı¶¶ÄÜÊY²»ÓÚµÚÖ»,ö»ò×İ°óÖ»,öÀ,ÖĐ£¬Öò±£³Ö×ÜµÄ±İçİ£»İàµ±ÓÚı°  
'×ı SHIFT ¼üµÄİ¬Ê±İ¶¶Ä,±ê¼Çİ£

3                      ĐĐ,ÄÑı¶¶Ä,¼°ÆàÓÖ±ßËùÓĐÄ,µÄçİ¶¶È£»İàµ±ÓÚı°×ı CTRL  
¼üµÄİ¬Ê±İ¶¶Ä,±ê¼Çİ£

,Ä²İÊýİàµ±ÓÚı°ÓÄ±ê³ß»òİ°ı°À,çİı±¶¶Ö»°

çò¼ÇÄ¹¼±İÀ,µÄÖÆ¶¶İ£Èç¹ùÊ¹ÓÄ±ê³ß£¬ÖòËùÓĐĐĐ±ßçòµÄÖÆ¶¶²»ÊÜÖÆÓÚ

Ñı¶¶ÄÜÊYİ£Èç¹ù¼ÇÄ¹¼°êÊ±Ê¹ÓÄÄÊ¶¶Ö»°çð£¬Öò,ñÊ½Ö»Ó°İıÑı¶¶µÄĐĐİ£

.PrevColumn          Ñı¶¶Ç°Ö»,öÀ,İ£

.NextColumn          Ñı¶¶İÄÖ»,öÀ,İ£

**ÇëİÖÄ**

ı°ñÊ½±àÄÄİ±Óİ³¼ä°İ°Êý

ı°±İı±Óİ³¼ä°İ°Êý

TableDeleteCells

**TableDeleteCells** *ShiftCells*

İàµ±ÓÚı°É¾³ýµ×Ôª,ñı±¶¶Ô»°¿ò (ı°±ıı±²Ėµ×)£»É¾³ýŃı¶µÄµ×Ôª,ñı£

*ShiftCells* ÉèÖÃÒÆ¶µ×Ôª,ñµÄ·½İò£¬°Ńµ×Ôª,ñ×óÒÆ»òÉİÒÆ£°

- |          |              |
|----------|--------------|
| 0 »ðÊıÂÔ | ×óÒÆµ×Ôª,ñı£ |
| 1        | ÉİÒÆµ×Ôª,ñı£ |
| 2        | É¾³ýÖü,ðÐĐı£ |
| 3        | É¾³ýÖü,ðÄ,ı£ |

**Çě²İÖÄ**

ı°±à¼ıı±Óİ¾ä°ı°Ėý

ı°±ıı±Óİ¾ä°ı°Ėý

TableDeleteColumn

**TableDeleteColumns**

´Ó±íÖÐÉ¾³ýÑí¶μÄÀ,¡£

ÇěʹŎǺ

ı°±à¼ı±Ŏĩ¾ă°ı°⁻Êý

ı°±íı±Ŏĩ¾ă°ı°⁻Êý

TableDeleteRow

**TableDeleteRow**

´Ó±íÖÐÉ¾³ýÑí¶μÄÐĐįŁ

ÇěʹŎǺ

ı°±à¼j±Óĩ¾äºı°⁻Êý

ı°±íj±Óĩ¾äºı°⁻Êý

TableGridlines

**TableGridlines** [On]

n = **TableGridlines**()

İàµ±ÓÚÔÚĵ°Ñĭİĭ±ŦŦŦ»°ĵò£ĭ°¹ı³¼ßĭ±²Ĕµ¥£©µÄĭ°²éĵĭ±Àà±đÑĭİİÖĐÑĭŦñĭ°±ĭ,ñĐéĵòĭ±,  
‘Ñĭĵò£»İŦĔ³¼±ĭ,ñĐéĵòĭ£

On	Ö,ŦŦ`Òp²Ø»¹ĔÇİŦĔ³¼±ĭ,ñĐéĵò£°
	0                      Òp²Ø±ĭ,ñĐéĵòĭ£
	1                      İŦĔ³¼±ĭ,ñĐéĵòĭ£
	ĔĭÂŦ                ×ª»»Ñĭİİĭ£
Ĵ,Ã°ĖĔýĐİĔ½·µ»Ø£°	
	0                      ĔÇ¹ŦÃ»ÓĐİŦĔ³¼±ĭ,ñĐéĵòĭ£
	-1                     ĔÇ¹Ŧ±ĭ,ñĐéĵòĵĔĔ¼Ŧĭ£

Çĕ²İŦÃ  
ĭ°±ĭĭ±Ŧİ³¼ăĭ°ĖĔý  
ĭ°²éĵĭ±Ŧİ³¼ăĭ°ĖĔý  
ToolsOptionsView

TableInsertCells

**TableInsertCells .ShiftCells = number**

İàµ±ÓÚı°²ăĖµ¥Ôª, ħı±ŧŦÔ»°Ĵò (ı°±ıı±²Ėµ¥)Ė¬°Ŋµ¥Ôª, ħ²ăĖĖ±ıÖĐŊıŧµ¥Ôª, ħ·ŧİŧµĂĖİĂæ»ò×ó±ßıĖ

.ShiftCells           ÉĖÖĂŊıŧ·ŧİŧÖĐµ¥Ôª, ħÒĖŧµĂ·½İòĖ°

- |          |               |
|----------|---------------|
| 0 »òĖıĂÖ | ÓÒÒĖµ¥Ôª, ħıĖ |
| 1        | İĂÖĖµ¥Ôª, ħıĖ |
| 2        | ²ăĖĖÖü, öĐĐıĖ |
| 3        | ²ăĖĖÖü, öĂıĖ  |

Ė³⁄₄Ăý

TableInsertCells .ShiftCells = 2

ÔÚŊıŧµ¥Ôª, ħµĂĖİĂæ²ăĖĖÖ»ĐĐıĖ

**Çĕ²İÖĂ**

ı°±ıı±Óİ³⁄₄ăı°ĖĖ

ı°±ă¹⁄₄ı±Óİ³⁄₄ăı°ĖĖ



TableInsertColumn  
**TableInsertColumn**

İàµ±ÓÚı°±í±²Ěµ¥ÖĐµĂı²²ăĚëÀ,ı±ĂüÁıĚ¬ÔÚ±ıÖĐ²ăĚëÓëÑı¶ıÄÄ,ÊýÍ¬Ñù¶ăµÄÄ,ıĚ

ÇěʹŎǺ  
ı°±ă¼ı±Óĩ¼ă°ı°¬Êý  
ı°±íı±Óĩ¼ă°ı°¬Êý

TableInsertRow

**TableInsertRow**

İàµ±ÓÚj°±í±²Ěµ¥ÖĐµĂj°²ăĚëĐĐj±ĂüÁîĚ¬ÔÚ±íÖĐ²ăĚëÓëÑj¶µĂĐĐÊýí¬Ñù¶àµĂĐĐjĚ

ÇěʹŎǺ

j°±ă¼j±Óĩ¾ă°í°¬Êý

j°±íj±Óĩ¾ă°í°¬Êý

TableInsertTable  
**TableInsertTable** [.ConvertFrom = *value*,] [.NumColumns = *number*,] [.NumRows = *number*,]  
[.InitialColWidth = *text*]

İàµ±ÓÚı°²ăĖĕ±İ±ŦŦÔ»°¿ò (ı°±İ±²ĖµŸ)  
£¬°ŦŦŦ»İµÁĐŦİŦŦµÄŦŦİÄă×ª»»İªŦŦ,ò±İ£¬»òŦŦµ±ŦİŦŦÄÜĖÝĖÇ²ăĖĕµăĖ±²ăĖĕŦŦ,ö¿ŦŦ±İİ£

.ConvertFrom      Ŧ,ŦŦÓÄÓÚ°ŦİÄ±³⁄₄İİ·Ŧ,ð³ĖµŸŦª,ŦÄÜĖÝµÄ×Ŧ·Ŧ£°  
0                    ŦŦİÄă±ĕ¹⁄₄Ç  
1                    ŦĖ±İ·Ŧ  
2                    ŦŦªÄ

.NumColumns      ±İŦĐÄ,µĂĖýĂ¿İ£

.NumRows        ±İŦĐĐĐµĂĖýĂ¿İ£

.InitialColWidth

ÆðĖ¹⁄₄Ă,¿İ£¬ĖÇŦŦŦ°ð»òİÄ±³⁄₄ĐİĖ½µĂÄ¿ŦµİªµŸİ»£¬»òŦŦÓÄİ°×ŦŦŦİ±ŦŦ,ŦŦ×ŦŦŦ¹⁄₄  
ÆĖăÄ,¿İİ£

Ė³⁄₄Äý  
TableInsertTable .ConvertFrom = 0, .NumColumns = 3, .NumRows = 5,\ .InitialColWidth = "Auto"

Çĕ²İŦÄ  
ı°ŦĖ¹⁄₂±àÄÄİ±Ŧİ³⁄₄ă°İ°ĖĖ  
ı°±İ±ŦŦİ³⁄₄ă°İ°ĖĖ

TableMergeCells  
**TableMergeCells**

°ÑÔÚÍ¬Ò»ÐÐÖÐÑ¡¶µÄ±íµ¥Ôª,ñº²çîªÒ»,öµ¥Ò»µÄµ¥Ôª,ñ¡£Èç¹ûÑ¡¶ÁËÒ»,ðÒÔÉíµÄÐÐÔð²»ÄÜÓÃ  
´ËÔ³⁄ä¡£

---

**ÇěʹİŎǺ**  
¡º±à¼¡±Ŏĩ⁄⁄äºº⁻Êý  
¡º±í¡±Ŏĩ⁄⁄äºº⁻Êý

**TableRowHeight** .RulerStyle = *text*, .LeftIndent = *text*, .LineSpacingRule = *number*, .LineSpacing = *text*, .Alignment = *number* [, .PrevRow] [, .NextRow]

l̂aμ±ÓÚ¡°ĐĐ,β¡±¶Ŏ»°Łò (¡°±í±²Ěμ¥)£-ŕ<sup>â</sup>±íÖĐÑ¡¶·μÄĐĐÉéÖÃ,ñÊ½¡£

.RulerStyle      Ö,¶,ñĒ½»¬Öü,ö±í»¹ĒÇ½ö,ñĒ½»¬Ñ¡¶¶µÄÐÐ¡£  
0                      Ñ¡¶¶µÄÐÐ  
1                      Öü,ö±í  
´Ē²¡Ēý!àµ±ÓÚÓÄ±ē³»ðí¬¹ý!°ÐÐ,ß¡±¶¶Ö°¿òÄ  
¹¼ÇÄ¼±!Ä,µÄÖÆ¶¶¡£ĒĒ¹üÖÄ±ē³£¬Öð,ñĒ½»¬ĒüÖÐµÄÐÐ¶²»ĒÜÖÆÓÚÑ¡¶¶µÄÄ  
ÜĒý!£ĒĒ¹¼ÇÄ¼±ēĒĒ¹ÖÄĒ¶¶Ö°¿ò£¬ÄÇÄ,ñĒ½Ö»Ö°!ñÑ¡¶¶µÄÐÐ¡£

LeftIndent      ÎÄ±³¼×ó±ß°Í×óÒ³±ß½çÖ®¼äµÄ¾àÀë¡£

.LineSpacingRule È·¶ÐÐ,ßµÄ·½Ê½£°

0	$\times \hat{O} \Gamma \bar{E} \hat{e} \Gamma$
1	$\times \hat{I} \mathcal{D} \Gamma \mathcal{D} \mathcal{D}, \beta$
2	$\hat{O}, \Gamma \mathcal{D} \mathcal{D}, \beta$

.LineSpacing      ÒÔ°õîªµ¥Î»µÄÐÐ,ß¡£

.Alignment      Ñı¶ÐÐµÄ¶ÔÆë·½Ê½£°

0	xóŋÔÆë
1	¾ÓÖÐ
2	ÓÒŋÔÆë

```
.PrevRow      Ñ¡ÔñÇ°Ò»ÐÐÒÔ±ã¹½øÐÐ,ñÊ¹½±àÅÅ¡£
```

```
.NextRow      Ñ¡ÔñĬÂÒ»ÐÐÒÔ±ã½øÐÐ,ñÊ½±àÅÅ¡£
```

 $\hat{E}^{3/4} \hat{A} \hat{y}$ 

TableRowHeight .RulerStyle = "0", .LeftIndent = "1 in", \

```
.LineSpacingRule = 1, .LineSpacing = "2 li", .Alignment = 0
```

°ÑÑ¡¶¶ÐÐÉèÖÃî² ÐÐµÄ×îÐ¡ÐÐ, Ð£<sup>-²</sup>çÇÒ°ÑÕâÐ©ÐÐ´Ó×óÒ³±Ð½ç¿, æÊ¼ËÖ½ø 1 Óç´ç¡£

$$\zeta \hat{e}^2 \hat{I} \hat{O} \hat{A}$$
$$\frac{1}{2} \left( \frac{\partial^2}{\partial x^2} + \frac{\partial^2}{\partial y^2} \right) u = -f(x,y)$$

ı°±ı±Óï¾ä°ı°-Êý

caoli  
TableSelectColumn  
**TableSelectColumn**  
ÔÚ±íÖÐŃıŦ°ü°¬²ăÈëμăμĂÀ,ı£

---

**Çě²İÖĂ**  
ı°ŃıŦı±Óř¼ă°ı°Êý  
ı°±ıı±Óř¼ă°ı°Êý

TableSelectRow

**TableSelectRow**

ÔÚ±íÖÐÑ¡Ŧ°ü°¬²âÈëµãµÄÐ¡£

ÇěʹŎǺ

¡°Ñ¡Ŧ¡±Óĩ¼ǻ°í°⁀Êý

¡°±í¡±Óĩ¼ǻ°í°⁀Êý

## TableSelectTable

## TableSelectTable

Ñ¡Ŧ°üº²ǎÈëμăμÄ±í;£

**Çě²ÎÔĂ**

¡°Ñ¡¶¡±Óï¾ä°í°-Êý

j°±íj±Óï¾ä°í°-Êý



TableSplit  
**TableSplit**

ÔÚ±íÖÐμ±Ç°ÐÐμÄÉĬÃæ²ăĖěÒ»„ö¿ŒŒĬjĖμ±±íĖÇĬÄμμÖÐμĂμÚÒ»„öŒŒĬóĖĖ±  
£¬ÔÚ±íĖĬÃæ²ăĖěÒ»„ö¿ŒŒĬĖÇ°ÚÓÐÓÄμĂĭ£

---

**Çě²ŒŒ**  
Ĭ°±ă¼j±ŒĬ³¼ă°Ĭ°ĖĖ  
Ĭ°±Ĭj±ŒĬ³¼ă°Ĭ°ĖĖ

TableSplitCells

**TableSplitCells**

²ð·ÖïÈÇ°°ï²çµÄ±íµ¥Ôª,ñ¡£

Çë²íÔÄ

í°±à¼¡±Óï³¼ä°í°⁂Êý

í°±í¡±Óï³¼ä°í°⁂Êý

TableToText

**TableToText .ConvertTo** = *number*

İàµ±ÓÚ<sub>j</sub><sup>°½</sup>«±í×<sup>a</sup>»»İªİÄ±³⁄₄±¶¶Ô»°¿ò£<sup>°</sup>ı<sup>°</sup>±í±²Ëµ¥  
£©£»°ÑÑı¶¶µÄµ¥Ôª,ğ×ª»»³EÆÖİ<sup>°</sup>İÄ±³⁄₄£¬±ØÐēÑı¶¶Öü,öÐÐı£

.ConvertTo           İàµ±ÓÚ<sub>i</sub><sup>°İÄ±³⁄₄</sup>·Ö,ô·ü±×é£¬È·¶¶ÓÃÓÚ·Ö,ôÃ¿,öµ¥Ôª,ğÄÜÈÝµÄ×Ö·ü£°  
0                   ¶¶İÄ±ê¹⁄₄Ç  
1 »òÊıÄÔ           ÖÆ±í·ü (ÐÐÒÔ¶¶İÄ±ê¹⁄₄Ç¹⁄₂áÊø)  
2                   ¶¶°A (ÐÐÒÔ¶¶İÄ±ê¹⁄₄Ç¹⁄₂áÊø)

Ê³⁄₄Äý

TableToText

°ÑÑı¶¶µÄµ¥Ôª,ğ×ª»»³ÉÓÃÖÖÆ±í·ü·Ö,ôµÄ±í£

Çē²İÖÄ

ı<sup>°</sup>±à¹⁄₄ı±Óİ³⁄₄ä<sup>°</sup>ı<sup>°</sup>Êý

ı<sup>°</sup>±í±Óİ³⁄₄ä<sup>°</sup>ı<sup>°</sup>Êý

TabType()  
n = **TabType**(Pos)

·μ»ØÑ¡¶¶ÎÄ±¾ÖÐÖ,¶¶Î»ÖÃÉÏÖÆ±Í»μÄ¶¶ÔÆë·½Ê½¡£

Pos                    ÒÔ°ðÎªμ¥Í»£¬¹ØÓÚ»ñÈ¡ÖÆ±Í»Í»ÖÃμÄÐÃÏ£¡£

„Ä°¬Êý·μ»Ø£°

-1

Èç¹ûÑ¡¶¶ÄÈÖ»,ðÒÔÉÏμÄ¶¶ÎÄæ£¬ÇÒÈûÓÐÖÆ±Í·û¶¶¼²»Æ¥Äæ£¬»ðÕß„ÄÎ»ÖÃÉÏÄ»ÓÐÖÆ±Í»¡£

Èç¹ûÖÆ±Í·ûÆ¥Äæ£¬Ôð·μ»ØÈçÏÄμÄÖÆ±Í·ûÀðÍ£°

- |   |             |
|---|-------------|
| 0 | ×ó¶¶ÔÆë     |
| 1 | ¾ÖÐ         |
| 2 | ÓÔ¶¶ÔÆë     |
| 3 | Ð¡Êýμä¶¶ÔÆë |

Çë²ÍÖÃ

¡°,ñÊ½±àÄÄ¡±Ó¡¾ä°¬Êý

**Text** *x, y, dx, dy, Text\$*

x, y      °ü°¬îÄ±³¼µÄ³⁄⁄⁄∂î¿òµÄ×óÉï½¿×ø±ê£¬¬Æäµ¥î»îªîµî³×Öîá°ó∂îµÄ 1/8£¬¶¶ÖÖÜ x£©°í  
1/12£¬¶¶ÖÖÜ y£©î£

Text\$                    İÔÊ¾¶Ô»°¿òÖÐμÄÎÄ±¾;£

ζδ0Δ1%2ΘΔΔNjOñμAEE¼üj£AÿEç£-0UO´ÐÐ´E0i¼%äE±£- &Programs »á0Uμ¥´E Program μA P  
IA¼0IA¼)@İß;£0Δ1Øİē,¼æEÜ£-7¼üj¶Microsoft Wordt ÓÃ»\$EÖ2äj·ÖDj´E1ÓÄºe;±0¼¼j£

Text 7, 10, 21, 9, "Format &Options:"

Çë²ÎÔÄ

i°¶Ô»°¿ò±Óï¾ä°í°Êý

TextBox

**TextBox** *x, y, dx, dy, .Field*

´´½¨Ò»¸ðÓÃ»§¸ÉÒÔÊäÈèÐÃİçµÃİÃ±¾¸òİ£

*x, y* °ü°¬İÃ±¾µÃ¾Ðİ¸òµÃ×óÉİ½Ç×ø±ê£¬Æäµ¼İ»İªİµİ³×Öİà´óÐİµÃ 1/8£¨İÔÓÚ x£©İ 1/12£¨İÔÓÚ y £©İ£The coordinates of the upper-left

*dx, dy* ¾Ðİ¸òµÃ¸İİÈ°İ¸İ££¬Æäµ¼İ»İªİµİ³×Öİà´óÐİµÃ 1/8£¨İÔÓÚr dx £©İ 1/12£¨İÔÓÚ dy£©İ£

*.Field* Í¨ı´Ê²İÊı·µ»ØÊäÈèµ½İÃ±¾¸òµÃİÃ±¾İ£

ÓÐ¹Øİèİ½éÉÜ£¬²İ¼ıİMicrosoft Wordt ÓÃ»§ÊÖ²áİ·ÖÐİ°Ê¹ÓÃ°êİ±Ò»½Úİ£

Ê¾Ãı

TextBox 32, 8, 65, 12, .DataEntered

ÇëİÖÃ

İİİÖ»°¸òİ±Óİ¾ä°İ°Êı

TextToTable

**TextToTable**

°ÑÑı¶μÄ¶ÎÄä×ª»»°ÉÒ»„ö±ıj£

ÇěʹŎǺ

ı°±ıj±Óı³¼ä°ı°⁻Êý

Time\$()  
a\$ = Time\$()  
°·ÕÕ WIN.INI ÎÄ¼pÖÐÖ,¶µÄÄ¬ÈĬ,ňÊ½·µ»Øµ±Ç°µÄÊ±¼ä£»Èç¹ûÃ»ÓÐÉèÕÄ,ňÊ½£¬¬Ôð°· Microsoft  
Windows µÄÄ¬ÈĬ,ňÊ½·µ»ØÊ±¼äj£

Çě²İÖÄ  
±ê×¼ Basic ÓĬ¼äóí°¬Êý



ToggleFieldDisplay  
**ToggleFieldDisplay**

ÔÚÓò´úÂë°ÍÓðÄÚÈÝÖ®¼ä×ª»»Ñ¡¶ÄÚÈÝμÄÏÔÊ¾¼½Ê½¡£

ÇěʹİŎǺ

ı°Óò¡±Ŏĩ¾ä°İ°Êý

ı°²é¿ı±Ŏĩ¾ä°İ°Êý

TogglePortrait  
**TogglePortrait**

ÔÚ°áĭò°í×ÝĭòÄ£Ê½Ö®¼ă×ª»»j£

Çĕ²İÖÄ  
ı<sup>°1</sup>α³¼ßj±Óĩ³¼ă°í°Êý  
ı<sup>°2</sup>é¿ı±Óĩ³¼ă°í°Êý

ToggleScribbleMode

**ToggleScribbleMode**

ÔÚ´ò¿<sup>ao</sup>Í¹Ø±ÕÊÖÐ´Åú×¢Ö®¼ä×ª»»|£

Çë²íÔǺ

ı<sup>°</sup>»·¾³ı±Óř¾ä°ı<sup>°</sup>⁻Êý

ToolsBulletListDefault

**ToolsBulletListDefault**

İàµ±ÓÚı°¹¼ßÀı±ÖĐµÄı°İİÄ¿·û°ÁÁĐ±Íı±°·Á×£»·û¼Yı°İİÄ¿·û°Á°Í±à°Áı±¶Ö»°¿ò£ı°¹¼ßı±²Ëµ¥  
£©ÖĐÉèÖÄµÄÑıİİ£¬°ÑİİÄ¿·û°Áİı¼Óµ¼Ñı¶µÄ¶İÄäÖĐı£

Çě²İÖÄ

ı°·ñÊ¼±àÁÁı±Óı¼äı°İ-Êý

\$te \$ ToolsBulletsNumbers ToolsBulletsNumbers

**ToolsBulletsNumbers** [.Type = number,] [.Replace = number,] [.Hang = number,] [.Indent = text,]  
[.FormatOutline = text,] [.AutoUpdate = number,] [.FormatNumber = number,] [.Punctuation = text,]  
[.StartAt = text,] [.CharNum = text or number,] [.Font = text,] [.Points = text or number,] [.Remove]

İàµ±ÓÚı°İİÄ¸·û°Âİ±à°Äı±¶İÖ»°¸ò£ı°¹¼ßı±²Êµ¥£©µÄÊý,ö²¸·ÖÖĐÉèÖÄµÄÑİİİ£»¶İÖ±à°ÄµÄ¶İÄä£¬  
´øİİÄ¸·û°ÄµÄ¶İÄäİ°ı°´ó,Û±à°ÄµÄ¶İÄäÉèÖÄ,İİÊ½£¬²¢·ÇÄ¸,ö²İÊý¶¼Ó!ÓÄÄĐ±İÖĐµÄÄ¸Ö»ÄàĐİİ£

.Type                    Ö¹½°·Á¢µÄÄĐ±İÄà±ð£°  
0                        ´øİİÄ¸·û°ÄÄĐ±İİ£  
1                        ±à°ÄÄĐ±İİ£  
2                        °ı°´ó,Û±à°ÄµÄÄĐ±İİ£  
.Replace               İàµ±ÓÚı°İİÄ¸·û°Âİ±à°Äı±¶İÖ»°¸òµÄı°±à°Ä·½Ê½ı±Äà±ðÖĐµÄı°Ö»İæ»»±à°Äı±Ñİİİ£  
.Hang                   Êç¹û²»İ°Ää£¬Öð½«ÄĐ±İÉèÖÄİ°Đü°ÖÊ½Êø½İ£  
.Indent                Êø½øÄ¸İ£  
.FormatOutline        °ı°´ó,Û±à°ÄµÄ,İİÊ½£¬İàµ±ÓÚı°,İİÊ½ı±ÄĐ±İ¸òÖĐÄĐ³øµÄÑİİİ£  
.AutoUpdate           İàµ±ÓÚı¶İÖ»°¸òµÄı°´ó,Ûı±Äà±ðÖĐµÄı°×Ö¶ı,üĐÄı±Ñİİİ£  
.FormatNumber        İ°ÄĐ±İ±à°ÄµÄ,İİÊ½İàµ±ÓÚı°Êý×Ö,İİÊ½ı±×é°İ¸òÖĐÄĐ³øµÄÑİİİ£  
.Punctuation        ÖÚ±à°ÄÄĐ±İÖĐ°Ñ±à°ÄÖè±à°Äİİ·Ö,ö¸ªµÄ·Ö,ö·ûİ£  
.StartAt               ÄĐ±İµÄÆðÊ¼Êý×Ö»ò×ÖÄ¸İ£  
.CharNum              ×Ö·û»òÓÄ×÷İİÄ¸·û°ÄÊ±µÄ ANSI ´úÄëİ£  
.Font                   ±à°ÄÄĐ±İÖĐ±à°ÄµÄ×Öİàİ£  
.Points                İİÄ¸·û°ÄµÄ´óĐİ£¬ÖÖ°ðİªµ¶İ»İ£  
.Remove               İàµ±ÓÚıµ¥»·¶İÖ»°¸òÖĐµÄı°É³¼ýı±°·Ä¥İ£

Ê³¼Äý

ToolsBulletsNumbers .Type = 0, .Replace = 0, .Hang = 1, \

.Indent = "0.25 in", .CharNum = "183", .Font = "Symbol", .Points = "10"

½«Ñİ¶İÄÜÊý,İİÊ½»¹¼ÓÓĐİİÄ¸·û°ÄµÄÄĐ±İ£¬ÆäİİÄ¸·û°ÄÖÚı°Symbolı±×ÖİàÖĐ¶İ°àİ°×Ö·úÄë  
183£¬Æä°ðÖµİª 10İ£

**Ç²İÖÄ**

ı° İİÊ½±àÄÄı±Óİ³¼äİ°ı°Êý

ı°¹¼ßı±Óİ³¼äİ°ı°Êý

ToolsCalculate  
**ToolsCalculate**

n = **ToolsCalculate**(*[Expression\$]*)

İàµ±ÓÚ<sub>ı</sub><sup>°1π⁄4</sup>ß<sub>j</sub>±²Ēµ¥ÖĐµÄ<sub>j</sub><sup>°¼</sup>ÆĒă<sub>j</sub>±ÃüÁî£¬°ÑÑ<sub>j</sub>¶`ÄÜÈÝ×÷î°Ö»<sub>ı</sub>öÊýÑ\$±í`îÊ½À`¼ÆĒă<sub>j</sub>£ÓĐ¹Ø½`Áç±í  
`îÊ½µÄÖ<sub>ı</sub><sup>¼</sup>ă£¬²î¼üĒýÑ\$¼ÆĒă°í¹«Ê½<sub>j</sub>£¼ÆĒă½á¹ü·ÄÖÄÖÜ¼đ<sub>ı</sub><sup>°</sup>ăĒî£¬²çİÖÊ¼ÖÜ×`î¬Ä<sub>ı</sub>ÖĐ<sub>j</sub>£  
<sub>ı</sub>Ä°`ÊýĐîÊ½¼ÆĒă±í`îÊ½ *Expression\$* µÄÖµ£¬Ēç¹ü,ø³öÁĒ *Expression\$* £¬Ôð`Ē°`ÊýÓè =  
ÓðµĒĐ\$<sub>j</sub>£*Expression\$* ÖĐµÄÖµ<sub>j</sub>ÉÒÔĒç±íµ¥Öª<sub>ı</sub>ñµÄÖýÓÄ<sub>j</sub>£Ēç¹üĒ<sub>j</sub>ÂÔ *Expression\$* £¬ÔðÖ`ĐĐÓè  
**ToolsCalculate** Ó<sub>ı</sub><sup>¼</sup>ăİăİ¬µÄ²Ü×÷£¬µ«·µ»ØÖ»<sub>ı</sub>ö½á¹ü¶ø²»°Ñ½á¹ü·ÄÖÄÖÜ¼đ<sub>ı</sub><sup>°</sup>ăĒî£

ÇěîÖÄ  
<sub>ı</sub><sup>°1π⁄4</sup>ß<sub>j</sub>±Ó<sub>ı</sub><sup>¼</sup>ă°í°`Êý

# ToolsCompareVersions

ToolsCompareVersions .Name = *text*

l àµ±óú¡°æ±³⁄₄±È¹⁄₂!j±¶Ô»°¿ò£¨¡°¹¤³⁄₄ßj±²Ëµ¥£©£»½«»î¶¬ÄµµÓëÖ,¶ÄÎÄµµ½øÐÐ±È¹⁄₂!j£

.Name Òªó»îŕŕŒÄµµ½øÐÐ±È½ĭµÄĬÄµµµÄÄû³Æ;£

$$\hat{E}^{3/4}\hat{A}^y$$

```
ToolsCompareVersions .Name = "rev1doc.doc"
```

**Çë²ÎÔÄ**

$$\underline{j^{\circ 1} \alpha^{3/4} \beta j \pm \acute{O} \ddot{i}^{3/4} \ddot{a}^{\circ} \acute{I}^{\circ} \acute{E} \acute{y}}$$

ToolsGetSpelling

**ToolsGetSpelling** FillArray\$() [, Word\$] [, MainDic\$] [, SuppDic\$]

n = **ToolsGetSpelling**(FillArray\$() [, Word\$] [, MainDic\$] [, SuppDic\$])

ÓÃlæ»»Æ´´íµ¥´ÊµÄ½´Òéµ¥´Êl³äÒ»\_ö×Ö·û´®Êý×éj£½´ÒéµÄµ¥´Ê´ÆäÔÚÆ´Ð  
´¼i²éÆ÷ÖÐ³öÖµÄË³Ðò±»l´¼Öµ½Êý×éj£

FillArray\$           ½´ÒéÓÄÄ´læ»»µÄ×Ö·û´®Êý×éj£

Word\$               ÄúĲİúĲİµİ³½´ÒéÓÄÄ´læ»»µÄµ¥´Ê£¬Èç¹ûÊjÂÔ Word\$ £¬Ôð Word  
Ê¹ÓÄÄË²äÊëµă×ī¹½üµÄµ¥´Êj£

MainDic\$           Ö÷Òª´ÊµăµÄÓİÑÔ£¬´´ÊÖİÑÔ½øÐÐÆ´Ð´j£

ÓİÑÔ

Æ´Ð´

Danish

Dansk

German

Deutsch

English (AUS)

English (AUS)

English (UK)

English (UK)

English (US)

English (US)

Spanish

Español

French

Français

French

Français canadien

Italian

Italiano

Dutch

Nederlands

Norwegian Bokmål

Norsk Bokmål

Norwegian Nynorsk

Norsk Nynorsk

Brazilian Portuguese

Português (BR)

Portuguese

Português (POR)

Finnish

Suomi

Swedish

Svenska

SuppDic\$           ²¹³ăµÄ×Öµăj£

„Ä°¬ÊýĐİÊ½·µ»ØÓÆÆ´Ð´¼i²éÆ÷½´ÒéµÄlæ»»µ¥´ÊµÄÊýÄĲj£Èç¹ûÖËÆ´Ð´ÁË„Äµ¥´Ê£¬Ôð·µ»Ø  
0£¬Áă£©j£

Ê³¼Äý

Sub MAIN

Dim Spell\$(10)

'Set up array to hold spellings

ToolsGetSpelling Spell\$(), "color"

'Load spellings for color into array

For Count = 1 To 10

'Start loop Count

MsgBox Spell\$(Count)

'Display spelling number Count

Next

'End loop Count

End SUB

**Çë²İÖÄ**

ı°¹²¼ßj±Öİ³¼ăİ°¬Êý



ToolsGetSynonyms

**ToolsGetSynonyms** *FillArray\$()* [, *Word\$*]

n = **ToolsGetSynonyms**(*FillArray\$()* [, **Word\$**])

ÓÃÄ³,öμ¥´ÊμÄËùÓÐζÉÓÃμÄÍ¬Òâ´Êì³äÒ»„ð×Ö·û´®Êý×é¡£

*FillArray\$* ζÉÓÃÍ¬Òâ´ÊμÄ×Ö·û´®Êý×é¡£

*Word\$* ÒªμÄμ¼ÆäËùÓÐζÉÓÃÍ¬Òâ´ÊμÄμ¥´Ê£¬Èç¹ûÊ¡ÂÔ *Word\$* £¬Ôð *Word*  
Ê¹ÓÃÄë²äÈëμä×î¼ûμÄμ¥´Ê¡£

„Ã°¯ÊýÐÎÊ½·μ»Ø£°

0£¯·Áã£©	Èç¹ûÃ»ÓÐζÉÓÃμÄÍ¬Òâ´Ê¡£
-1	Èç¹ûÓÐÒ»„ð»ð¶ä,ðζÉÓÃμÄÍ¬Òâ´Ê¡£

Çë²ÎÔÄ

¡°¹¼³/4ß¡±Óì³/4ä°¡°¯Êý

ToolsGrammar

**ToolsGrammar**

İàµ±ÓÚı°¹²¼ßı±²Ëµ×ÖĐµĂı°Óı··ı±ĂüÁı£»¼ı²é»ıııİĂµµÖĐµĂÓı··ı£

Çē²İÖÄ

ı°¹²¼ßı±Óı³¼ăı°ı°Êý

**ToolsHyphenation** [**HyphenateCaps** = *number*,] [**Confirm** = *number*,] [**HotZone** = *value*]

lâµ±ÓÚ¡°¶ï×Ö¡±¶Ô»°¿ò£¬¡°¹¤¾¼ß¡±²Ëµ¥£©£¬¶ÔÕñ¡¶µÄÄ±¾¼½øÐÐ¶ï×Ö¡À¡£

HyphenateCaps ÈĈ¹û²»ĦªÃ£¬ÔòÉèÖÃĵ°È«´óĐ´µ¥´ÊĴÉ¶ĭĭ±Ñĭĭĭĭ£

Confirm Èç'û²»ÎªÁã£¬ÔòÉèÕÃ¡°È«´óÐ´µ¥'Ê¿É¶Ï¡±Ñ¡î¡£

HotZone\$      ¶İ×ÖÇøμÄ³ß'ç|£

$$\hat{E}^{3/4}\hat{A}^y$$

ToolsHyphenation .HyphenateCaps = 1, .Confirm = 1, .HotZone\$ = "24 pt"

ÉèÖÃì°È«´óÐ´µ¥´Ê¿É¶¶ì±°ì°È·Èì±Ñì¶ì£¬²¿°Ñ¶¶ì×ÖÇøÉèÖÃìª 24 °õì£

**Çë²ÎÔĂ**

$$\pm \frac{1}{4} \beta_i \pm \frac{1}{4} \alpha^0 \hat{E}_y$$

ToolsMacro

**ToolsMacro** [.Name = *text*,] [.Run,] [.Edit,] [.Delete,] [.Rename,] [.SetDesc,] [.Show = *number*,]  
[.Description = *text*,] [.NewName = *text*]

İàµ±ÓÚĵ°ēĵ±ŦŎ»°ĵòĒĵ°ĵ°1²¼ßĵ±²Ĕµ¥Ē©Ē»ŎĔĐĐĵϕ''½''ĵϕĔ³¼³ý»òĐĐŦŦ©Ŏ»ĵ°ēĵĒ

.Name °ēµÄÄŭ³ÆĵĒ

.Run ŎĔĐĐ°ēĵĒ

.Edit ´òĵªŎ»ĵ°ŭŭ°¬,Ä°ēµÄ°ē±à¼°°ĵÚĵĒ

.Delete Ĕ³¼³ý°ēĵĒ

.Rename Ĕ³¼³ý°ēĵĒ

.SetDesc ŎĐĐÄÄŭÄŭ°ēĵĒ

.Show Îª°ēĔĔĔŎŎ»ĵĐÄµÄĔµÄ±ĵĒ

ĔĵÄŎ Word İĔŎŬİÄµµÄĒ°àŎĐ²ēŎŎ°ēĒ¬Ĕ»°óŎŬ NORMAL.DOT  
ŎĐ²ēŎŎ°ēĒ¬×İ°óŎŬÄŬ²ĵÄŭÄİŎĐ²ēŎŎ°ēĵĒ

0 ÄŭÄİĵĒ

1 ¹ŎŎÄ°ēĵĒ

2 ÄĒ°à°ēĵĒ

.Description ŎĔ .SetDesc, Ŏ»ÆðĔ¹ŎÄĒ¬İª°ēŎŦŦ°Ŏ»ĵĐÄµÄĔµÄ±ĵĒ

.NewName ŎĔ .Rename, Ŏ»ÆðĔ¹ŎÄĒ¬İª°ēŎŦŦ°Ŏ»ĵĐÄµÄÄŭ³ÆĵĒ

Ĕ³¼Äý

ToolsMacro .Name = "test", .Show = 1, .Edit

İª¹²ŎŎ°ē Test ´òĵªŎ»ĵ°ē±à¼°°ĵÚĵĒ

---

**Çĕ²İŎÄ**

ĵ°ēĵ±Ŏİ³¼ä°İ°¬Ĕý

ToolsNumberListDefault  
**ToolsNumberListDefault**

İàµ±ÓÚı°¹¼ßÀı±ÖĐµĂı°±à°Ä·½Ê½ı±°·Ä×£»ı¼Ýı°İiÄ¸·û°Ä°İ±à°Äı±¶Ö»°¸ò£ı°¹¼ßı±²Ëµ¥  
£©ÖĐÊèÖĂµĂÑıİ¶ÖÑı¶µÄ¶İÄİı¼Ö±à°Äı£

Çē²İÖÄ  
ı°,İİ½±àÄÄı±Öı¼ä°İ°-Êý

ToolsOptions

**ToolsOptions .Category = number**

İàµ±ÓÚı°Ñîİî±¶Ŏ»°¿ò£~ı°¹¼ßı±²Ėµ¥£©£»İŎĖ³⁄Ö,¶`Àà±ðµÄı°Ñîİî±¶Ŏ»°¿ò¿£

.Category                    ÒªÉèÖÃµÃÑîİİÀà±ð£¬ÓëÁĐÔÚı°Ñîİî±¶Ŏ»°¿òÖĐµÄÀà±ðİáİ¬£¬´Ó 0 ¿ªĖ¹⁄¿£

Ė³⁄Äý

ToolsOptions .Category = 0

ÔÚı°Ñîİî±¶Ŏ»°¿òÖĐİŎĖ³⁄ı°²é¿´ı±Àà±ð¿£

**Çě²İŎÄ**

ı°»·³⁄¿ı±Ŏİ³⁄ä°İ°¬Ėý

ı°¹¼ßı±Ŏİ³⁄ä°İ°¬Ėý

$$\frac{j^{01}\alpha^{3/4}\beta j \pm \acute{O}\ddot{\imath}^{3/4}\ddot{a}^0\acute{\imath}^0-\hat{E}y}{\hbar}$$

ToolsOptionsGrammar

**ToolsOptionsGrammar** .Options = *number* [,**ShowStatistics** = *number*]

İàµ±ÓÚı°Ñîİî±ŦŦŦ»°¿ò£~ı°¹¼ßı±²Ėµ¥£©ÖĐµÄı°Óı~ı±Àà±ð£»ÉèÖĀµ±Ç°µĀÓı~Ñîİî£

.Options                   İàµ±ÓÚı°Ė¹ÓĀÓı~°İİĀİâ¹æÔòı±×é£°

0                           Ñİ,ŋ£~Ė¹ÓĀĖùÓĐ¹æÔò£©

1                           Ö»ÓĀĖİòµİĀİâ¹æÔò

2                           Ö»ÓĀÖ»°ăĐ´×+¹æÔò

.ShowStatistics       İàµ±ÓÚı°Óı~ı°¼ı²é°óİŦĖ³¼¿ÉŦĀĐŦİ³¼Æı±,´Ñî¿ò£»ÓĀ·ÇĀăÖµÉèÖĀ´ĖÑîİî£

Ė³¼Āý

ToolsOptionsGrammar .Options = 1, .ShowStatistics = 1

Çě²İŦĀ

ı°¹¼ßı±Óı³¼ă°İ°~Ėý



**ToolsOptionsKeyboard** [**.Name** = *text*] [**.KeyCode** = *number*] [**.Add**] [**.Delete**] [**.Show** = *number*] [**.ResetAll**] [**.Context** = *number*]

İàµ±ÓÚı°Ñîİî±¶Ô»°¿ò£ı°¹¼³¼ßı±²Ëµ¥

£©ÖÐµÄ¡°¼üÄl¡±Àà±ð£»½"Áç°l,ü,ÄÓÃÓÜÄÚ²¿ÄüÁl°l°eµÄ¿l½Ý¼üÐòÄÐµÄ,³Öµ¡£

Name ÄÚ²;ÃüÁî»ò°êÃû;£

```
.KeyCode      ´ú±í¼µĐĐĐĐµÄĖý×Ö£¬ĖÇÖÖİİÄÄĐ±İĖÜĖ³¼£ŒÖäĐ©Ėý×ÖÖēÖÚ  SendKeys
Öı··ÖĐÄēĖÖµÄĖýÖµ²»µĖĐŞı£
```

.Add                      Ìí¼Ó¼ü·ÖÅä¡£

Delete É¾³ý¼ü·ÖÅä¡£

.Show ·ÖÅä¼üµÄÃüÁîÀàΘί£°

0  $\hat{U}^2; \hat{U}^4$ 

1 °ê

.ResetAll °ÑËùÓÐç¡½Ý¼üµÄ·ÖÄäÖÖÉêªËüÃçµÄÄ-ÈÏÖµ¡£

.Context È·¶æ'çÐÂµÄ¼ü·ÖÅäµÄÎ»ÖÃ£°

0 12ÓÃ£"NORMAL.DOT£©

1 »òÊ;ÂÔ »î¶Ä£°å

[illegible]

Ö¼ Ö¼

256 CTRL+

512 SHIFT+

1024 ALT+

 $\frac{1}{4}\ddot{u}'\acute{u}\hat{A}\ddot{e}$        $\frac{1}{2}\acute{a}^1\hat{u}$ 

8 BACKSPACE

9 TAB

12 10±Õ Numlock Ê±Î»ÓÚÊÝ×ÖÐ½üÀÉÏÄ 5

13 ENTER

27 ESC

32 SPACEBAR

33 PAGE UP

34 PAGE DOWN

35                      END

36 HOME

45 INS

46 DEL

48 0

49 1

50 2

51 3

52 4

53 5

54 6

55 7

56 8

57 9

65 A

66 B

67	C
68	D
69	E
70	F
71	G
72	H
73	I
74	J
75	K
76	L
77	M
78	N
79	O
80	P
81	Q
82	R
83	S
84	T
85	U
86	V
87	W
88	X
89	Y
90	Z
96	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 0
97	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 1
98	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 2
99	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 3
100	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 4
101	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 5
102	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 6
103	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 7
104	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 8
105	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ 9
106	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ *
107	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ +
108	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ '
109	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ -
110	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ .
111	Î»ÓÚÊý×ÖÐ <sub>1</sub> <sup>¼</sup> üÄlÉİμÄ /
112	F1
113	F2
114	F3
115	F4
116	F5
117	F6
118	F7
119	F8
120	F9

121	F10
122	F11 (ALT+F11 = ALT+F1;ΐΠÓÚ Windows)
123	F12 (ALT+F12 = ALT+F2;ΐΠÓÚ Windows)
124	F13 (ALT+F13 = ALT+F3;ΐΠÓÚ Windows)
125	F14 (ALT+F14 = ALT+F4;ΐΠÓÚ Windows)
126	F15 (ALT+F15 = ALT+F5;ΐΠÓÚ Windows)
127	F16 (ALT+F16 = ALT+F6;ΐΠÓÚ Windows)

Ê¼Àý  
ToolsOptionsKeyboard .KeyCode = 322, .Delete  
ÈÿÛ CTRL+B µÄµ±Ç°·ÖÄä;£  
ToolsOptionsKeyboard .Name = "Bold", .KeyCode = 322, .Add  
°Ñ·Ölà,ñÊ½·ÖÄä,ø CTRL+B;£

---

**çè²îÖÄ**  
ÿ°¹¼ß±Öÿ¼ä°ÿ~Êý  
CountKeys()  
KeyCode()  
KeyMacro\$()

**ToolsOptionsMenus** .Menu = *text*, .MenuText = *text*, .Name = *text*, [.Add,] [.Delete,] .Show = *number*, .ResetAll [, .Context = *number*]

l̂aμ±óÚj°Ñj|îj±¶Ŏ»°¿ò£̂j°¹¼ßj±²Ěμ¥£©ÖĐμÄj°²Ěμ¥  
j±Àà±ð£»½°Áç°í,ü,ÄÖÄÖÚÄÜ²¿ÄŭÄŕ°í°êμÄ²Ěμ¥î°ÖÄĚèÖÄÖμj£

.Menu Ôð¼Ó»ðÉ³¼³ÿÁÜÁµÄ²Ëµ¥£° &File, &Edit, &View, &Insert, &Format, T&ools, T&able, »ð &Windowj£ Menu\$ ±ØÐðÓ²²Ëµ¥À, ÖÐµÄ²Ëµ¥ÄÜÆ¥Ää£-²çÔÚ 'øĀ»©İµµÄ×Ö·Ûç°¼ÓÉĭ°&j±·û°Āj£

.MenuText ǪŌÊ¾²Ėµ¥ÖĐµĀĬĀ±³₴⁻²ϥÔÚ'øĬĀ»®ĬßµÄ×Ö·ûÇ°¼ÓĬĭ°&amp;j±·û°Āj£

Name ÓěÄüÁîà¹ØÁªμÄÄÚ²¿ÄüÁî»ò°êÄû;£

.Add Ôö¼ÓÃüÁî;£

Delete É¾³ýÃüÁî;£

.Show      ÒªÖ, ¶µÄÃüÁîÀàÐÍ°

0  $\hat{U}^2; \hat{U}^1$ 

1 °ê

.ResetAll °ÑËùÓĐµÄ²Ěµ¥·ÖÅäÖØÉèîªĚüÃÇµÄÄ¬ÈĬÖµ¡£

Context È·¶'æ'çÐÂ²Ëµ¥·ÖÅäµÄÎ»ÖÃ¡£

0 12ÓÃ£"NORMAL.DOT£©

1 »î¶Ä£°å

 $\hat{E}^{3/4} \hat{A} \hat{y}$ 

```
ToolsOptionsMenus .Menu = "&Help", .MenuText = "&Test", \
```

```
.Name = "TestMacro", .Add, .Show = 1
```

$$\overline{\zeta \hat{e}^2 \hat{I} \hat{O} \hat{A}}$$
$$\frac{j^{01}\alpha^{3/4}\beta}{j\pm\alpha^{3/4}\beta}\frac{\alpha^{01}\beta^{01}}{\alpha^{01}\beta^{01}}\frac{\alpha^{01}\beta^{01}}{\alpha^{01}\beta^{01}}$$

## CountMenuItems()

## MenuMacro\$()

MenuText\$()

**ToolsOptionsPrint** [**.Draft** = *number*,] [**.Reverse** = *number*,] [**.UpdateFields** = *number*,] [**.Summary** = *number*,] [**.ShowCodes** = *number*,] [**.Annotations** = *number*,] [**.ShowHidden** = *number*,] [**.EnvFeederInstalled** = *number*,] [**.WidowControl** = *number*,] [**.DfltTrueType** = *number*]

.Draft	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡²Ý.âÊä³ð¡±Ñ¡¡î¡£
.Reverse	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°·Ðð´òÓ¡¡±Ñ¡¡î¡£
.UpdateFields	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡_üÐÃÔòò±Ñ¡¡î¡£
.Summary	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°ÖªÒàÐÃ¡¢¡±Ñ¡¡î¡£
.ShowCodes	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°Óð´úÂê¡±Ñ¡¡î¡£
.Annotations	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°Áú×¢¡±Ñ¡¡î¡£
.ShowHidden	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°ÒþØÃ×Ö¡±Ñ¡¡î¡£
.EnvFeederInstalled	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°ÖÑ²×´´òÓ¡»ðÃ·â½Ø½Æ÷¡±Ñ¡¡î¡£
.WidowControl	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°¹ÂÐÐ¿ÖÖÆ¡±Ñ¡¡î¡£
.DfltTrueType	Èç¹ûÊÇ 1£¬ÔðÊèÖÃ¡°Ê¹Ã TrueType ×÷¹ªÊ×Öì¡±Ñ¡¡î¡£

ToolsOptionsPrint.Reverse = 1

Çë²ÎÔÄ

i<sup>o1</sup>α<sup>3/4</sup>βj±Óï<sup>3/4</sup>ä<sup>o</sup>í<sup>o-</sup>Êý

ToolsOptionsSave

**ToolsOptionsSave** [**CreateBackup** = *number*,] [**FastSaves** = *number*,] [**SummaryPrompt** = *number*,]  
[**AutoSave** = *number*,] [**SaveInterval** = *text*]

İàµ±ÓÚı°Ñîîî±¶Ŏ»°¿ò£¨ı°¹ı³¼ßı±²Ėµ¥£©ÖĐµĂı°±£´æı±Àà±ð£»İª±£´æİĂµµĖëÖĂÑîîî£

.CreateBackup Ėç¹úĖÇ 1£¬ÔðĖëÖĂı°±£Áð±,·Ÿı±Ñîîî£»Çª³Ÿı°ÔĖĐı¿İĖÜ±£´æı±Ñîîî£

.FastSaves Ėç¹úĖÇ 1£¬ÔðĖëÖĂı°ÔĖĐı¿İĖÜ±£´æı±Ñîîî£

.SummaryPrompt Ėç¹úĖÇ 1£¬ÔðĖëÖĂı°İáĖ³¼ĖăĖëÖªÒªĐĂİ¿ı±Ñîîî£

.AutoSave Ėç¹úĖÇ 1£¬ÔðĖëÖĂı°×Ô¶±£´æı±Ñîîî£

.SaveInterval Ö,¶¨´×Ô¶±£´æİĂµµµĂĖ±¼ă¼ă,ð£¬ÒÔ·ÖÖÓİªµ¥İ»£»½öµ± .AutoSave ÒÑĖëÖĂİª 1  
Ė±²ĂÓĐĐŞı£

Ė³¼ĂŸ

ToolsOptionsSave .AutoSave = 1, .SaveInterval = "10"

---

**ÇĖ²İÖĂ**

ı°¹ı³¼ßı±Óİ³¼ă°İ°¬ĖŸ

**ToolsOptionsSpelling** [.IgnoreAllCaps = *number*,] [.IgnoreMixedDigits = *number*,] [.AlwaysSuggest = *number*,] [.Type = *number*,] [.CustomDict1 = *text*,] [.CustomDict2 = *text*,] [.CustomDict3 = *text*,] [.CustomDict4 = *text*]

$$\underline{j^{01}\alpha^{3/4}\beta_j \pm \acute{O}\ddot{i}^{3/4}\ddot{a}^0\acute{I}^0\hat{E}^y}$$

j<sup>o1</sup>α<sup>3/4</sup>βj±Óï<sup>3/4</sup>ä<sup>o</sup>í<sup>o</sup>ˆÊý



ToolsOptionsUserInfo [.Name = *text*,] [.Initials = *text*,] [.Address = *text*]

.Name                    μ±Ç°μÄÓÃ»§Ãû¡£

.Address                    μ±Ç°ÓÃ»§μÄμØÖ·¡£

```
ToolsOptionsUserInfo .Name = "Jane Doe", .Initials = "JD"
```

ÇëîŌĂ  
ı<sup>°1</sup>α<sup>3/4</sup>βı±Óĩ<sup>3/4</sup>ă°ı°-Êý

$$\underline{j^{01}\alpha^{3/4}\beta_j \pm \acute{O}\ddot{\imath}^{3/4}\ddot{a}^{\acute{o}}\acute{o}^{-}\acute{E}y}$$

\$e \$ ToolsOptionsWinini ToolsOptionsWinini

**ToolsOptionsWinini .Application = text, .Option = text, .Setting = text [, .Delete] [, .Set]**

İàµ±ÓÚı°Ñĭİĭı±ŦŦŦ»°¿ò£~ı°¹ı³¼ßı±²Ĕµ¥£©ÖĐµÄı°WIN.INIı±Àà±ð£»ĐĐ,Ä Microsoft Windows  
µÄ³ðĔ¼» ıÄ¼p£~WIN.INI£©ÖĐµÄÑĭİĭı£

.Application ÓŦŦÄ³İĐòµÄÄü³Æ£~ÁĐŦŦŦı°ŦŦŦÄ³İĐòı±¿òÖĐı£

.Option ÒªĐĐ,ÄµÄÆðŦŦ~Ñĭİĭı£

.Setting ÆðŦŦ~ÑĭİĭıÄĔèÖÄı£

.Delete Ĕ¼³ŸÑĭİĭı£

.Set ĔèÖÄÑĭİĭı£

Ĕ¼ÄŸ

ToolsOptionsWinini .Application = "Microsoft Word 2.0", .Option = "DOC-path", .Setting = "c:  
\worddocs", .Set

°Ñ Word İÄµµµÄÄ~ĔİÄ¿Ä¼ĔèÖÄİª C:\WORDDOCSı£

---

**ÇĔ²ŦŦÄ**

ı°¹ı³¼ßı±ŦŦ¼äı°~ĔŸ

**ToolsRecordMacro** [.Name = *text*,] [.Description = *text*,] [.Context]

Name

.Description ÅÊË°µμÃÎÄ±³⁄₄£¬²ϕÇÒÈÇ¹û°ê·ÖÄä,øÁÈÖ»,ö²Ëμ¥£¬Ôð,ÃÎÄ±³⁄₄±»ïÖÈ¾₄ÓÚ×  
ì¬Ä,ÖÐj£

Ê¡ÂÔ	Ê'ÓÃ¡°Ã£°±¡¡¶Ô°°¿¿õ£°¡°Ã¼¡±£µ¥£©ÕÐµÃÊëÕÃ¡£
0	¹²ÕÃ£°NORMAL.DOT£©
1	ÔÚ°¡¶Ã°ÃµµµÃ££°ãÕÐ

```
ToolsRecordMacro .Name = "TestMacro", .Description = \
    "My experimental macro.", .Context = 1
```

Çë²ÎÔÄ

$$\frac{j^{01}\alpha^{3/4}\beta_j \pm \acute{O}\ddot{\imath}^{3/4}\ddot{a}^0\acute{I}^0-\hat{E}y}{\phantom{0}}$$

\$e \$ ToolsRepaginateNow ToolsRepaginateNow  
ToolsRepaginateNow

İàµ±ÓÚı°¹¼ßj±²Ėµ×µÄı°ÖØÐÂ·ÖÖ³j±ÃüÁî£»¶ŒÔŒû,öİÄµµÇ¿ÖÆÖÖÐÂ·ÖÖ³j£

ÇěŒŒ

ı°ŒĖ½±àÅj±Óî³¼ăı°ĖĚ  
ı°¹¼ßj±Óî³¼ăı°ĖĚ

ToolsRevisionMarks

**ToolsRevisionMarks** [.MarkRevisions = *number*,] [.RevisionBar = *number*,] [.NewText = *number*,]  
[.Search,] [.AcceptRevisions,] [.UndoRevisions]

İàµ±ÓÚı°ĐᐁŦ©±êÖ¾ı±ŦÖ»°¿ò£¨ı°¹¼ı±²Êµ¥£©ı£

.MarkRevisions    Èç¹û·ÇÁă£¬¬ÔðÉèÖÃı±±êÖ¾ĐᐁŦ©´ı±Ñıİı£

.RevisionBar       Ö,ŦŦĐᐁŦ©À,µÄÄàĐÍ£°

0 »ðÊıÄÖ

İᐁ

1

×ó²à

2

ÓÒ²à

3

Íà²à

.NewText           Ö,ŦŦÈç°İ±ê¹⁄₄ÇĐÂµÄİÄ±³⁄₄£°

0 »ðÊıÄÖ

İᐁ

1

´Öİà

2

Đ±İà

3

İÄ»®İİ

4

È«İÄ»®İİ

.Search            İàµ±ÓÚµ¥»÷ı°ÈÑÈ÷ı±°´Ä¥£¬²éÖÖİÄÖ»,öÓĐᐁŦ©±êÖ¾µÄİÄ±³⁄₄ı£

.AcceptRevisions   İàµ±ÓÚµ¥»÷ı°½ÓÊÛĐᐁŦ©ı±°´Ä¥£»°´ÊÛµ±Ç°µÄĐᐁŦ©ı£

.UndoRevisions    İàµ±ÓÚµ¥»÷ı°,´ÖĐᐁŦ©ı±°´Ä¥£¬,´Öµ±Ç°µÄĐᐁŦ©ı£

Ê³⁄₄Äý

ToolsRevisionMarks .MarkRevisions = 1, .RevisionBar = 3, .NewText = 3, .AcceptRevisions

½ÓÊÛµ±Ç°µÄĐᐁŦ©£¬²çÇÖÖ,ŦŦĐᐁŦ©ÓÄÍà²àÄ,°İİÄ»®İİ×÷±ê¹⁄₄Çı£

**Çě²İÖÄ**

ı°¹¼ı±²Óİ³⁄₄ä°İ°¬Êý

ToolsSorting

**ToolsSorting** [.Order = *number*,] [.Type = *number*,] [.Separator = *number*,] [.FieldNum = *text*,]  
[.SortColumn = *number*,] [.CaseSensitive = *number*]

İàµ±ÓÚı°ÅÐð±¶Œ»°¿ðŒ°ı°¹ı³⁄₄ßı±²Ėµ¥Œ©Œ»¶ŒŒı¶µÄ¶İÄä»ð±İÖĐµÄĐĐ¹⁄₂øĐĐÄÅÐðıŒ

.Order                    ÅÐðµÄĖ³ĐðŒ°  
0Œ°ÄăŒ©              ĖýĐð  
1                            ¹⁄₂µĐð

.Type                    ÅÐðµÄÄàĐÍŒ°  
0Œ°ÄăŒ©              ×ÖÄ,Ėý×Ö  
1                            Ėý×Ö  
2                            ĖÖÆÚ

.Separator              ·Ö,ð·ûµÄÄàĐÍŒ°  
0Œ°ÄăŒ©              ¶°°Ä  
1                            ÖÆ±İ·û

.FieldNum              ÓÄ×÷ÅÐð¹⁄₄ûµÄÓð°ÄŒ°Ä,Œ©ıŒ

.SortColumn            İàµ±ÓÚı°Ö»¶ŒÖ,¶ŒÄ,ÅÐðı±,Œı¿ðŒ¬ĐèÒªİĖŒı¶ŒÄ,ıŒ

.CaseSensitive        Ėç¹û²»İªÄăŒ¬ÖðÉèÖÄÇø·Ö´óĐıĐ´ÅÐð·¹⁄₂Ė¹⁄₂ıŒ  
Ė³⁄₄Äý

ToolsSorting .Order = 0, .Type = 1, .Separator = 1

°Ėý×ÖµÄĖýĐð¶ŒŒı¶ŒÄÜĖÝ¹⁄₂øĐĐÄÅÐðŒ¬Ö,¶ŒÓÄÖÆ±İ·ûÄ´·Ö,ðÄ¿,ø¶ŒİÄäÖĐµÄĖý×Ö°İİÄ±³⁄₄ıŒ

**Çě²İÖÄ**

ı°¹ı³⁄₄ßı±Óİ³⁄₄ă°İ°ĖĖý

ToolsSpelling

**ToolsSpelling**

İàµ±ÓÚı°Æ´Đ´ı±¶Ŏ»°¿ò£¨ı°¹¼ßı±²Ėµ¥£©£»¼ı²é»ı¶İÄµµÖĐµÄÆ´Đ´ı£

ÇēİŎÄ

ı°¹¼ßı±Óİ³¼äı°İ°Ėý



ToolsSpellSelection  
**ToolsSpellSelection**

¼i²ēÑiŦ`ÄÚÈÝ¡£ÈÇ¹ûÑiŦ`ÄÚÈÝÖ»ÊÇµ¥´ÊµÄÖ»²¿·Ö£¬»òÕŢÈÇ¹û²ăÊëµăİ»ÓÚµ¥  
´ÊµÄÄ©İ²£¬Ôð°ÑÑiŦ`·ŦİŞÀ©Õ¹µ½°ü°¬Öû,öµ¥´Ê¡£ÈÇ¹û²ăÊëµă²»ÔÚµ¥´ÊÖÐ£¬Ôð¼i²ēİÄÖ»,öµ¥´Ê¡£

Çě²İÖÄ  
İ°¹²¼Ţ¡±Óİ³¼ă°İ°¬Êý

ToolsThesaurus

**ToolsThesaurus**

İàµ±ÓÚı°¹¼ßı±²Ėµ×ÖĐµĂı°Í¬Òâ´Êı±ĂüÁî£»İªÑı¶Ħ´ÄÚÈÝÁĐ³ö¿É¹©ÑıÔňµĂµ×´Êı£

ÇěʹİŎǺ

ı°¹¼ßı±Óİ³⁄₪°Í°⁻Êý

UCase\$()  
a\$ = **UCase\$(A\$)**  
·μ»Ø×ª»<sup>¬</sup>É´óÐ´×ÖÄ,μÄ a\$¡£

ÇĕʹİÖÄ  
±ê×¼ Basic Óŕ¼äóí°Êý

Underline  
**Underline** [On]  
n = **Underline**()

ÔÚŃıŦμĂĬĂ±¼ÖĐÔö¼Ó»ðÉ¾¾ýı°İÂ»©İßı±×Ö·û,ŋÊ½ı£

On	Ö,Ă÷İı¼Ó»ðÉ¾¾ý,Ă,ŋÊ½£°
	1,ŋÊ½»¬ŦıŦĂÚÊÝı£
	0É¾¾ý,Ă,ŋÊ½ı£
	ÊıĂÔÖÚÔÖÉİĂ½ÖÖ·½Ê½¼ăÇĐ»»ı£

,Ă°¬ÊýĐİÊ½·μ»Ø£°

0£¬Ăă£©	Êç¹ûŦıŦĂÚÊÝ²»¾ßÓĐ,Ă,ŋÊ½ı£
-1	Êç¹û²¿·ÖŦıŦĂÚÊÝ¾ßÓĐ,Ă,ŋÊ½»ð»ı°İ,ŋÊ½ı£
1	Êç¹ûÊûÓĐŦıŦĂÚÊÝŦ¼¾ßÓĐ,Ă,ŋÊ½ı£

**Çë²İÖĂ**

ı°,ŋÊ½±àĂĂı±Óİ¾ă°ı°¬Êý

UnHang

UnHang

°ÑĐü'ÒÊ½Ěõ½øÖĐµÄ×óĚõ½øİò×óÒÆŦ̄Ò»„öÖÆ±İ»ı£Ê¹Ěõ½øŦİÂăµÄµÚÒ»ĐĐ±£³ÖÆăµ±Ç°İ»ÖĂı£

ÇěŦİÖĂ

ı.ñÊ½±ăÄj±Óĩ³ă°İ°̄Êý

UnIndent

**UnIndent**

ËõĐjÑj¶¶¶ÎÂäµÄËõ½øj£Ê¹Ëõ½øÓëÇ°Ò»„öÖÆ±í»¶ÔÆëj£Unindent ²»„Ä±äÊ×ÐÐËõ½øÉèÖÃj£

Çë²ÍÖÃ

í„ñÊ½±äÄj±Óĩ³⁄₪°í°¯Êý

UnLinkFields

## UnLinkFields

°ÑÑi¶µÄÓð×ª»»³É´¿ÎÄ±³¼²øÊ¹ÓÃÉÍ´ÎµÄ½á¹û¿£Èç¹ûÑi¶´ÄÚÈÝÖÐÄ»ÓÐÓð£¬Ôð»á²úÉú  
´Íó¿£ÓÐ¼,ÖÖÓð²»ÄÜ½â³ýÄ´½Ó¿£

Ê³¼Äý

Sub MAIN

'Begin "OutField"

'Verify action with user

Msg\$ = "Are you sure you want to convert all fields to text?"

Box = MsgBox (Msg\$, "OutField", 33)

If Box = 0 Then Goto Finish

'If "Cancel" selected then end

EditSelectAll

'Select entire document

UnLinkFields

'Convert all fields in doc to text

Finish:

End Sub

---

Çë²fÖÄ

¿°Óð¿±Ó¿³¼ä°Í°¬Êý

UnLockFields

**UnLockFields**

½ăĚøÑ¡ŦÄÚÈÝÖÐμĂÓð£¬ÒÔ±ă,űĐÂ¡£

ÇěʹŎĂ

¡°Óò¡±Óĩ¼ă°í°Êý



hxl  
UnSpike  
**UnSpike**

Çã³yìØÊáí¼îÄ¼¯£¬²ç½«ÆäÖÐµÄËùÓÐÄÚËÝ²ãÈëµ½îÄµµµÄñ¡¶ÄÚËÝÖÐ¡£ÓÐ¹Øìëí,½éÉÜ£¬²î¼üÊ¹  
ÓÃìØÊáí¼îÄ¼¯ÊÖ¼¯°ìÒÆ¶¯îÄ±³¼¼°ì¼Ðî£

Çë²îÖÄ  
ì°±ä¼¡±Óí³¼ä°ì°¯Êý  
ì°ì¼îÄ¼¯ì±Óí³¼ä°ì°¯Êý

UpdateFields

**UpdateFields**

,üÐÂÑ¡¶ÄÚÈÝÖÐµÄÓð¡£

ÇěʹŎǺ

¡°Óò¡±Óĩ¼ǻ°ŀ̄Êý

UpdateSource

**UpdateSource**

°ÑÔÚ INCLUDE ÓðÄÚÈÝÖÐËù×÷µÄÐᐅ,Ä·øÉÍ»ØÔ´ÎÄµµ£Ô´ÎÄµµ±ØÐëÊÇ Word µÄ¡°±ê×¼¼¡±  
£"Normal£©µÄÎÄ¼þ,ñÊ½£

Çě²fÖÄ

¡°Òð¡±Óï¼ä°f°¯Êý

Val()

n = Val(A\$)

·μ»Ø×Ö·û´® A\$ μÄËýÖμ£¬ÒÔ·ÇËý×Ö×Ö·û¿ªË¼μÄ×Ö·û´®·μ»Ø 0£¬Áã£©j£

Ë³¼Äý

Num=Val("10")

Num=Val("10 Apples")

·μ»ØÖμîª 10j£

Num=Val("ten")

Num=Val("Apartment 10")

·μ»ØÖμîª 0j£

a\$ = InputBox\$("How many dozen apples?")

Total = Val(A\$) \* 12

Print a\$ + " dozen equals" + Str\$(Total)

Èç¹ûÓÃ»\$ÔÚ¶¶Ô»°¿òÖÐ¼ûÈè 12 £¬ÔòÔÚ×´Ì¬À,ÖÐÏÔË³¼i°12 dozen equals 144j±j£bar.

**Çë²ÍÔÃ**

±ê×¼ Basic Óî¼ääí°¬Ëý

ViewAnnotations

**ViewAnnotations** [On]

logical = **ViewAnnotations()**

‘òç<sup>a</sup>»òÉ¾¾ýÄú×ø<sup>°</sup>,ñî£

On

‘òç<sup>a</sup>»òÉ¾¾ýÄú×ø<sup>°</sup>,ñî£

0£¨Áã£© É¾¾ýÄú×ø<sup>°</sup>,ñî£

1 ĨŒ¾¾Äú×ø<sup>°</sup>,ñî£

ÊîÄŒ ×<sup>a</sup>»»ĨŒ¾¾î£

Èç¹ùÃ»ÓĐ‘òç<sup>a°</sup>çÚ£¬Œò²úÉú´íóî£

„Ä°¬ÊýĐÎÊ¹²·μ»Ø£°

0£¨Áã£© Èç¹ùÄú×ø²êç¹Ä£Ê¹²Èç¹Ø±ŒμÄî£

-1 Èç¹ùÄú×ø²êç¹Ä£Ê¹²Èç¹òç¹μÄî£

Çě²İŒ

ì<sup>°²</sup>êç¹±Œ³¾ä°ì°¬Êý

ViewDraft  
**ViewDraft** [On]

logical = **ViewDraft**()

°Ñ±à¼µÄ²é¿´·½Ê½Ðᐁ,Äî²Ý,âÄ£Ê½¿£

On                    È·¶·ÊÇ·ñÔÚ²Ý,âÄ£Ê½ÖÐĬÔÊ³¼»î¶ĬÄµµ¿£

0                    ¹Ø±Õ²Ý,âÄ£Ê½¿£

1                    ´ò¿²²Ý,âÄ£Ê½¿£

Ê¿ÄÔ              ×ª»»²Ý,âÄ£Ê½¿£

,Ä°⁻ÊýÐĬÊ½·µ»Ø£°

0£¨Äã£©            ÊÇ¹û²Ý,âÄ£Ê½ÊÇ¹Ø±ÕµÄ¿£

-1                   ÊÇ¹û²Ý,âÄ£Ê½ÊÇ´ò¿²µÄ¿£

Çě²ĬÖÄ

¿²é¿´±ÓĬ³¼ä°Ĭ⁻Êý

ViewFieldCodes

**ViewFieldCodes** [On]

logical = **ViewFieldCodes**()

İàµ±ÓÚı°²éç´ı±²ĖµŕÖĐµĂı°Óð´úÂëı±ĂüÁî£»İÔÊ³¼Óð´úÂë»ðÓðĂÚÈÝı£

On                      È·ŋĭÊÇ·ñİÔÊ³¼Óð´úÂëı£  
                            0                      Òþ²ØÓð´úÂëı£  
                            1                      İÔÊ³¼Óð´úÂëı£  
                            ÊıĂÔ                      ×ª»»İÔÊ³¼ı£

Èç´úĂ»ÓĐ´òçª°çÚ£¬Ôð»á²úÉú´ííóı£

„Ă°¬ÊýĐİÊ¹²·µ»Ø£°

0£¨Áã£©	Èç´úÓð´úÂëÊÇÒþ²ØµĂı£
-1	Èç´úÓð´úÂëÊÇİÔÊ³¼µĂı£

Çě²İÖĂ

ı°Óðı±Óî³¼ă°ı°¬Êý

ı°²éç´ı±Óî³¼ă°ı°¬Êý

ViewFootnotes

**ViewFootnotes** [On]

logical = **ViewFootnotes()**

‘òĳ<sup>a</sup>»òĒ<sup>3</sup>/<sub>4</sub><sup>3</sup>ŷ<sup>1</sup>/<sub>2</sub>Å×ϕ<sup>˚</sup>,ñĳ£

On                      È·¶·ÊÇ·ñĬŌĒ<sup>3</sup>/<sub>4</sub><sup>1</sup>/<sub>2</sub>Å×ϕ<sup>˚</sup>,ñ£°  
0£˚·Áã£©              Ē<sup>3</sup>/<sub>4</sub><sup>3</sup>ŷ<sup>1</sup>/<sub>2</sub>Å×ϕ<sup>˚</sup>,ñĳ£  
1                      ĬŌĒ<sup>3</sup>/<sub>4</sub><sup>1</sup>/<sub>2</sub>Å×ϕ<sup>˚</sup>,ñĳ£  
ĒĳĀŌ                      ×<sup>a</sup>»»ĬŌĒ<sup>3</sup>/<sub>4</sub>ĳ£

Èç<sup>1</sup>ũÃ»ÓĐ‘òĳ<sup>a˚</sup>ĳÚ£¬Ōò»á<sup>2</sup>úĒú‘Ĭóĳ£

ĴÃ°¬ÊýĐĬĒ<sup>1</sup>/<sub>2</sub>·μ»Ø£°

0£˚·Áã£©              Èç<sup>1</sup>ũ<sup>1</sup>/<sub>2</sub>Å×ϕ<sup>2</sup>éĳ·Ä£Ē<sup>1</sup>/<sub>2</sub>ÊÇ<sup>1</sup>Ø±ŌμĀĳ£  
-1                      Èç<sup>1</sup>ũ<sup>1</sup>/<sub>2</sub>Å×ϕ<sup>2</sup>éĳ·Ä£Ē<sup>1</sup>/<sub>2</sub>ÊÇ<sup>1</sup>òĳ<sup>a</sup>μĀĳ£

Çě<sup>2</sup>ĬŌÄ

ĳ<sup>˚2</sup>éĳ·ĳ±ŌĬ<sup>3</sup>/<sub>4</sub>ă<sup>0</sup>Ĭ°¬Êý



ViewHeaderFooter

**ViewHeaderFooter** [.Type = number,] [.FirstPage = number,] [.OddAndEvenPages = number,]  
[.HeaderDistance = text,] [.FooterDistance = text]

İàµ±ÓÚı°Ò³Ã¼₄£¯Ò³½Åı±¶ŦŦŦ°°¿ò£¯ı°²é¿ı±²Êµ¥£©£»´ò¿ªÓÃÓÚ±à¼µÄÒ³Ã¼₄»òÒ³½Å´°,ñı£

.Type	Ö,¶ŦŦ°Ò³Ã¼₄»òÒ³½ÅµÄÀàĐİ£¬ÊÇİÃ±İËùÊö£°		
	.FirstPage	.OddAndEvenPages	.Type values
	0	0	0 = Ò³Ã¼₄
			1 = Ò³½Å
	1	0	0 = Ò³Ã¼₄
			1 = Ò³½Å
			2 = Ê×Ò³Ò³Ã¼₄
			3 = Ê×Ò³Ò³½Å
	0	1	0 = Å¼ÊÿÒ³Ò³Ã¼₄
			1 = Å¼ÊÿÒ³Ò³½Å
			2 = ÆæÊÿÒ³Ò³Ã¼₄
			3 = ÆæÊÿÒ³Ò³½Å
	1	1	0 = Ê×Ò³Ò³Ã¼₄
			1 = Ê×Ò³Ò³½Å
			2 = Å¼ÊÿÒ³Ò³Ã¼₄
			3 = Å¼ÊÿÒ³Ò³½Å
			4 = ÆæÊÿÒ³Ò³Ã¼₄
			5 = ÆæÊÿÒ³Ò³½Å

.FirstPage İàµ±ÓÚı°Ê×Ò³²»İ¬ı±,ŦŦ¿òı£

.OddAndEvenPages İàµ±ÓÚı°ÆæÅ¼Ò³²»İ¬ı±,ŦŦ¿òı£

.HeaderDistance µ½ÊİÒ³±ßµÄ¾₄àÀëı£

.FooterDistance µ½İÃÒ³±ßµÄ¾₄àÀëı£

Ê¾₄Äÿ

ViewHeaderFooter

İª»¶ŦŦŦ½Ú´ò¿ªÒ³Ã¼₄´°,ñı£

**ÇěİŦŦ**

ı°²é¿ı±Óİ¾₄ä°İ°¬Êÿ

ViewHeaderFooterLink

**ViewHeaderFooterLink**

°ÑÒ³Ã¼»ðÒ³½ÄÓëÇ°Ò»½ÚÖÐμÄÒ³Ã¼»ðÒ³½ÄÄ´½ÓÆðÀ  
´j£Èç¹ûÔÚÎÄμμμÄμÚÒ»½ÚÖÐ£¬ÔðÎƒ·´Ê¹ÓÃ,Ã°⁻Êýj£

Çě²fÖÄ

ı°±à¼j±Óĩ¾ä°ı°⁻Êý  
ı°²é¿´j±Óĩ¾ä°ı°⁻Êý

ViewMenus()

n = **ViewMenus()**

·μ»ØÒ»\_ö±íÃ÷ÊÇ·ñÖÁÉÙÓÐÒ»\_öîÃμμ±»´òζªμÄÖμj£

·Ã°¯Êý·μ»Ø£°

0

1

Èç¹ùÖÁÉÙ´òζªÁËÒ»\_öîÃμμ£¯ÈùÓÐ²Êμ¥¶¼ζÉÓÃ£©j£

Èç¹ùÃ»ÓÐ´òζªîÃμμ£¯Ò»ÓÐj°îÃ¼þj±içj°°îÖùj±°îÓjÓÃ³ìÐðμÃj°  
ζØÖÆj±²Êμ¥ÊÇζÉÓÃμÃ£©j£

Çě²îÖÄ

Environment

j°²éζ´j±Óî³¼ª°î°¯Êý

ViewNormal

**ViewNormal**

logical = **ViewNormal()**

°Ñ²é¿´·½Ê½Ðᵇ,Äî±ê×¼²é¿´Ä£Ê½¿£Êç¹ûÃ»ÓÐ´ò¿ª°¿Ú£¬Ôð²úÊú´ííó¿£  
„Ä°¯ÊýÐîÊ½·µ»Ø£°

0£¯Äã£©	Êç¹û±ê×¼²é¿´Ä£Ê½Êç´ò¿ªµÄ¿£
-1	Êç¹û±ê×¼²é¿´Ä£Ê½Êç¹û±ÖµÄ¿£

ÇěîÖ

î°²é¿´¿±Óî³¼ä°í°¯Êý

ViewOutline

**ViewOutline**

logical = **ViewOutline()**

°Ñ²é¿´·½Ê½Ðᵑ,Äîª´ó,Ù²é¿´Ä£Ê½¿£ÊÇ¹ûÃ»ÓÐ´ò¿ª´°¿Ú£¬Ôð»á²úÉú´ííó¿  
„Ä°¯ÊýÐÎÊ½·µ»Ø£°

0£¯Äã£©  
-1

ÊÇ¹û´ó,Ù²é¿´Ä£Ê½ÊÇ´ò¿ªµÄ¿  
ÊÇ¹û´ó,Ù²é¿´Ä£Ê½ÊÇ¹Ø±ÖµÄ¿

ÇěʹİŌĀ

ı²é¿´¿±Ōĩ³⁄₪ª°İ°¯Êý

ViewPage  
**ViewPage**

logical = **ViewPage()**

°Ñ²é¿´·½Ê½Ðᵑ,ÄîªÊ«Öæ²é¿´Ä£Ê½¿£ÊÇ¹ûÃ»ÓÐ´ò¿ª°¿Ú£¬Ôò»á²úÉú´ííó¿£  
¿Ã°¯ÊýÐîÊ½·µ»Ø£°

0	ÊÇ¹ûÊ«Öæ²é¿´Ä£Ê½ÊÇ¹Ø±ÖµÄ¿£
-1	ÊÇ¹û´ó,Ù²é¿´Ä£Ê½ÊÇ´ò¿ªµÄ¿£

ÇěʹİÖ  
ı²é¿´¿±Öĩ³⁄₄ă°ı°¯Êý

ViewRibbon

**ViewRibbon** [On]

logical = **ViewRibbon**()

İÖÊ³¼»òÉ³¼ý,ñÊ½À,j£

On	È·¶·ÊÇ·ñİÖÊ³¼,ñÊ½À,j£°
	0                   ¹Ø±ÕİÖÊ³¼j£
	1                   ´ò¸ªİÖÊ³¼j£
	ÊjÃÔ               ×ª»»İÖÊ³¼j£
„Ã°¬ÊýĐÎÊ½·µ»Ø£°	
	0                   ÊÇ¹ùÃ»ÓĐİÖÊ³¼,ñÊ½À,j£
	-1                  ÊÇ¹ùİÖÊ³¼ÃÊ,jñÊ½À,j£

Çë²İÖÄ

ı°ñÊ½±àÃÄj±Óĩ³¼ä°İ°¬Êý  
ı°²é¸´j±Óĩ³¼ä°İ°¬Êý

ViewRuler

**ViewRuler** [On]

logical = **ViewRuler**()

İÖÊ¾»òÉ¾³ý±ê³ßj£

On	È·¶·ÊÇ·ñİÖÊ¾±ê³ß£°	
	0	¹Ø±ÕİÖÊ¾j£
	1	´ò¿ªİÖÊ¾j£
	ÊiÄÔ	×ª»»İÖÊ¾j£
„Ä°¯ÊýĐİÊ½·µ»Ø£°		
	0	ËÇ¹üÄ»ÓĐİÖÊ¾±ê³ßj£
	-1	ËÇ¹üİÖÊ¾ÄÊ±ê³ßj£

Çë²İÖÄ

ı°ñÊ½±àÄÄj±Óĩ¾ä°İ°¯Êý  
ı°²é¿´j±Óĩ¾ä°İ°¯Êý



ViewStatusBar

**ViewStatusBar** [On]

logical = **ViewStatusBar**()

İÖÊ¼»òÉ¾³ý×'ì¬À,j£

On	È·¶·ÊÇ·ñİÖÊ¾¼×'ì¬À,j£°	
	0	'Ø±ÕİÖÊ¾¼j£
	1	'ò¿ªİÖÊ¾¼j£
	ÊìÂÔ	×ª»»İÖÊ¾¼j£
„Ä°¬ÊýĐÎÊ½·μ»Ø£°		
	0	Ëç¹ùÄ»ÓĐİÖÊ¾¼×'ì¬À,j£
	-1	Ëç¹ùİÖÊ¾¼ÄÊ×'ì¬À,j£

Çě²İÖÄ

ìºé¿'j±Óř¾äºíº¬Êý

ViewToolbar

**ViewToolbar** [On]

logical = **ViewToolbar**()

İÖÊ¼»òÉ¾³ý¹¼³¼ßÀ,ı£

On                    È·¶·ÊÇ·ñİÖÊ¾¹¼³¼ßÀ,£º  
0                    ¹Ø±ÕİÖÊ¾ı£  
1                    ´ò¿ªİÖÊ¾ı£  
                  ÈıÄÔ                    ×ª»»İÖÊ¾ı£

„Äº¬ÊýĐİÊ½·µ»Ø£º  
0                    ÈÇ¹üÄ»ÓĐİÖÊ¾¹¼³¼ßÀ,ı£  
-1                    ÈÇ¹üİÖÊ¾ÄÊ¹¼³¼ßÀ,ı£

Çě²İÖÄ  
ıºé¿´ı±Óİ¾äºıº¬Êý

**ViewZoom** [.CustomZoomPercent = *text*,] .ZoomPercent = *number or text*, .BestFit, .FullPage

.CustomZoomPercent 1̈aμ±0Úᵢ⋄¶ÖÆËð·Āᵢ±0ð£ĖĖēÖĀİÖÊ¼0Úᵢ⋄¶ÖÆᵢ±0ððĐμĀμ±Ç°Ê0Í¼μĀ·Ā  
'ó'Û·Ö±Ê£¬μ«²»ĐĐ·Ā·Ā'ó±¶Ėŷj£

ZoomPercent ·Å´óμ±Ç°ÊÓ¼ºíÔÚĐÂ°¿ÚÖĐİÔÊ³¼μÄÊÓ¼μÃ°Ù·Ö±È;£

.FullPage ·À´óÊÓÍ¼ÒÔ±ãÕû,öÒ³ÃæÓëÎÄµµ´º¿ÚÒ»ÖÂ;£

```
ViewZoom.CustomZoomPercent = "75%", ZoomPercent = "100%"
```

Çe²îÔÄ

i<sup>o2</sup>éç' i±Óï<sup>3/4</sup>ä<sup>o</sup>í<sup>o</sup>-Êý

ViewZoom100

**ViewZoom100**

ÔÚ±ê×¼²ê¿´Ä£Ê½ÖÐ½«İÔÊ¼±ÈÀýÉè¶İª 100%İ£

Çě²İŎǺ

İº²ê¿´j±Óİ³¼aºİº⁻Êý

ViewZoomPageWidth

**ViewZoomPageWidth**

μ÷ÕûÊÓÍ¼ÒÔ±ăÔ³μĂ¿İ¶ÊÊÇ¿É¹ûμĂ¿

ÇěʹŎǺ

ı<sup>º²</sup>é¿ı±Óĩ³¼aºı°¯Êý

ViewZoomWholePage

**ViewZoomWholePage**

μ÷ÕûÊÓÍ¼£¬ÒÔÔÚÈ«Õæ²éç´Ä£Ê½ÖÐ²éç´Õû,ðÒ³Ãæj£

ÇěſŒ

ı<sup>º</sup>éç´j±Óĩ³¼a°ı°¬Êý

VLine

**VLine** [Count]

'1Ö±lðlÂ¹ð¶ Count ÐÐ£»Èç¹ûÊjÂÔ£¬Ä¬ÈÏÖµîªÖ»ÐÐj£,ºÖµ±fÊ³¼lðÉl¹ð¶j£

ÇěʹŎǺ

lº²éç´j±Óĩ³¼aºlºÊý

VPage

**VPage** [Count]

'1Ö±lðlĀ¹ð¶ Count ÆÁ£»Èç¹ûÊĵÂÔ£¬Ä¬ÈİÖµİªÒ»ÆÁİ£,°Öµ±İÊ³¼lðÉİ¹ð¶İ£

ÇěİŎĀ

İ<sup>°2</sup>éĴİ±Óİ³¼aİ°İ¬Êý



VScroll  
**VScroll** *Percentage*

n = **VScroll()**

‘1Ö±¹ø¶µ½°îÄµµ³¶ÈµÄ°Ù·Ö±ÈÖ,¶µÄîÄµµÖÐµÄî»ÖÃî£  
,Ä°ÊýÐîÊ½°îÄµµ´óÐîµÄ°Ù·Ö±È·µ»Øµ±Ç°¹Ö±¹ø¶µÄî»ÖÃî£

Çë²îÖÄ  
îºé¿î±Öĩ³⁄₄ä°î°Êý

While...Wend  
**While** *condition*  
    ...*instruction(s)*

**Wend**

$\mu \pm condition \hat{I}^a \tilde{O} \tilde{\alpha} \tilde{E} \pm \tilde{O} \emptyset, ' \tilde{O} ' \tilde{D} \tilde{D} \tilde{z} \acute{e} \tilde{O} \tilde{D} \mu \tilde{A} \tilde{O} \tilde{r} \frac{3}{4} \tilde{a} \tilde{z} \tilde{E} \tilde{C} \frac{1}{2} \tilde{u} condition \textsuperscript{3} \tilde{o} \tilde{E} \frac{1}{4} \tilde{E} \pm \frac{3}{4} \tilde{I} \hat{a} \frac{1}{4} \tilde{U} \tilde{E} \neg \tilde{O} \tilde{o} \tilde{O} \tilde{A} \tilde{O} \tilde{\Pi}^2 \rangle \rangle \acute{a} \tilde{O} ' \tilde{D} \tilde{D}$   
 $\tilde{E} \tilde{N} \rangle \cdot \tilde{z} \tilde{E}$

$\tilde{E} \frac{3}{4} \tilde{A} \acute{y}$

Sub Main

    count = 0

    StartOfDocument

    EditFind .Find = "macro", .Direction = 2

    While EditFindFound()

        count = count + 1

        EditFind .Direction = 2

    Wend

    Print "macro was found "; Str\$(count); " times"

End Sub

$' \tilde{O} \tilde{I} \tilde{A} \mu \mu \mu \tilde{A} \tilde{E} \tilde{o} \tilde{E} \frac{1}{4} \tilde{I} \rangle \tilde{O} \tilde{A} \tilde{z} \textsuperscript{a} \tilde{E} \frac{1}{4} \tilde{E} \neg \textsuperscript{2} \acute{e} \tilde{O} \tilde{O} \tilde{I} \tilde{A} \pm \frac{3}{4} \tilde{z} \textsuperscript{o} macro \tilde{z} \pm \mu \tilde{A} \tilde{A} \tilde{z}, \tilde{o} \tilde{I} \rangle \tilde{O} \tilde{A} \tilde{z} \tilde{E} \tilde{C} \frac{1}{2} \tilde{u} \tilde{O} \tilde{O} \mu \frac{1}{2} \tilde{O} \rangle \rangle, \tilde{o} \tilde{E} \neg \tilde{O} \tilde{o} \tilde{O} \tilde{o} \frac{1}{4} \tilde{O} \pm \tilde{a} \tilde{A} \tilde{z} cou$   
 $nt \textsuperscript{2} \tilde{C} \frac{1}{4} \tilde{I} \tilde{D} \tilde{o} \tilde{N} \rangle \rangle \cdot \tilde{z} \tilde{E} \times \tilde{r} \textsuperscript{o} \tilde{o} \tilde{E} \neg \tilde{O} \tilde{U} \times ' \tilde{I} \neg \tilde{A}, \tilde{O} \tilde{D} \tilde{I} \tilde{O} \tilde{E} \frac{3}{4} \acute{e} \mu \frac{1}{2} \mu \tilde{A} \times \tilde{U} \tilde{E} \tilde{y} \tilde{z}$

**Çë²İÖÄ**

$\pm \hat{e} \times \frac{1}{4} Basic \acute{O} \tilde{r} \frac{3}{4} \tilde{a} \acute{o} \tilde{I} \textsuperscript{o} \neg \tilde{E} \acute{y}$

Window()  
n = **Window()**

·μ»Ø»îŒ¯°¿ÚμÄ,øÊýî£´ÊÊý¿ÉÒÔÊÇ´Ó 0£¯Áã£©μ½´ð¿ªμÄ¯°¿ÚÊýÖ®¼äμÄÒ»,øÊý×Öî£´ÊÊýĴμ±ÓÚî°  
¯°¿ÚÚî±²Êμ¥ÖÐμÄÊý×Öî£0 Öμ±íÊ³¼Ã»ÓÐ´ð¿ª°¿ÚÚî£

ÇěʹİÖÄ  
î°°¿Úî±Öî³¼ä°í°Êý

Window1

**Window1**

¼»»îï°°¿Ú 1î±î£`ÊÊýĭàµ±ÓÚï°°¿Úî±²ĚµŸÖĐµÄÊý×Öî£Èç'ùÑîÔñÁĚÒ»„ø²»'æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
íĭóî£

Çě²ĭŌĀ

ï°°¿Úî±Óĭ³¼ă°ĭ°Ěý

Window2

**Window2**

¼»»îï°°¿Ú 2j±j£`ÊÊýlâµ±ÓÚï°°¿Új±²ĚµŸÖĐµÄÊý×Öj£Èç¹ûÑjÔñÁĚÒ»„ö²»´æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
ílój£

Çě²fŌĀ

ï°°¿Új±Óŕ³¼ă°í°Ěý

Window3

**Window3**

¼»»îï°°¿Ú 3¡±¡£`ÊÊýĭàµ±ÓÚï°°¿Ú¡±²ĚµŸÖĐµÄÊý×Ö¡£Èç'ùÑ¡ÔñÁĚÒ»„ö²»'æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
íĭó¡£

Çě²fŌĀ

ï°°¿Ú¡±Óŕ³¼ă°í°Ěý

Window4

**Window4**

¼»»îï°°¿Ú 4j±j£`ĚĚýlâµ±ÓÚï°°¿Új±²ĚµŸÖĐµĂĚý×Öj£Ěç¹ûÑjÔňÁĚÒ»„ö²»´æÔÚµĂ°°¿Ú£¬Ôð»á²úÉú  
ííój£

Çě²fŌĀ

ï°°¿Új±Ór¾ă°í°Ěý

Window5

**Window5**

¼»»îï°°¿Ú 5¡±¡£`ÊÊýĭàµ±ÓÚï°°¿Ú¡±²ĚµŸÖĐµÄÊý×Ö¡£Èç'ùÑ¡ÔñÁĚÒ»„ö²»'æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
íŀ¡£

Çě²ŀŌǺ

ï°°¿Ú¡±Óŕ³¼ǻŀ°°Êý



Window6

**Window6**

¼»»îï°°¿Ú 6j±j£`ĚĚýlâµ±ÓÚï°°¿Új±²ĚµŸÖĐµĂĚý×Öj£Ěç¹ûÑjÔňÁĚÒ»„ö²»´æÔÚµĂ°°¿Ú£¬Ôð»á²úÉú  
ííój£

Çě²fŌĀ

ï°°¿Új±Ór¾ă°í°Ěý

Window7

**Window7**

¼»»îï°°¿Ú 7î±î£`ÊÊýĭàµ±ÓÚï°°¿Úî±²ĚµŸÖĐµÄÊý×Öî£Èç¹ûÑîÔñÁĚÒ»„ö²»´æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
íĭóî£

Çě²ĭŌĀ

ï°°¿Úî±Óĭ³¼ă°ĭ°Ěý

Window8

**Window8**

¼»»îï°°¿Ú 8¡±¡£`ÊÊýĭàµ±ÓÚï°°¿Ú¡±²ĚµŸÖĐµÄÊý×Ö¡£Èç¹ûÑ¡ÔñÁĚÒ»„ö²»´æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
íĭó¡£

Çě²ĭŌĀ

ï°°¿Ú¡±Óĭ³¼ă°í°Ěý

Window9

**Window9**

¼»»îï°°¿Ú 9î±î£`ÊÊýĭàµ±ÓÚï°°¿Úî±²ĚµŸÖĐµÄÊý×Öî£Èç¹ûÑîÔñÁĚÒ»„ö²»´æÔÚµÄ°°¿Ú£¬Ôð»á²úÉú  
íĭóî£

Çě²ĭŌĀ

ï°°¿Úî±Óĭ³¼ă°ĭ°Ěý

WindowArrangeAll

**WindowArrangeAll**

ÖØÅÄËùÓÐ´ò¿ªµÄ´°¿ÚÒÔ±äÈÃ´°¿Ú²»»áÖØµþ£

ÇěŕŎǺ

ı°°¿Ú±Óŕ¼ä°ı°Êý

WindowMainDoc

**WindowMainDoc**

ÇÐ»»µ½°ĩ²ç´òÓµÄÖ÷ÎÄµµÖÐ¿ÆÈç¹ûÃ»ÓÐ½¼Ôµ½»¶¶ÎÄµµµÄÖ÷ÎÄµµ£¬Ôò»á²úÉú´Îó¿Æ

ÇěŕŌǺ

ĩ°ŕ²ç¿±Ōĩ³¼ǻŕ°ĩ°Êý

ĩ°é¿¿±Ōĩ³¼ǻŕ°ĩ°Êý

WindowName\$()

a\$ = **WindowName\$(n)**

·μ»ØμÚ n ,ö´ò¿<sup>a´°</sup>¿ÚμÄ±è\à£¬\àμ±ÓÚ<sub>i°°</sub>¿Ú<sub>i±²</sub>Ëμ¥ÖÐμÄÊý×Ö<sub>i£</sub>ÈÇ¹û n <sup>î</sup><sub>0£´´</sub>Áã£©»òÕßÄ»ÓÐ,ø³ð£¬Ôð·μ»Ø»¶<sub>°</sub>¿ÚμÄÄû³Æ<sub>i£</sub>

Çě²fÖÄ

<sub>i°°</sub>¿Ú<sub>i±</sub>Ó<sub>i³</sub>¼ä°í°<sub>°</sub>Êý

WindowNewWindow

**WindowNewWindow**

İàµ±ÓÚı°°¿Úı±²Ĕµ¥ÖĐµÄı°ĐÂ½°ı±ÄüÁı£»½°ÁøÒ»„ö»ı¶ı°¿ÚµÄ±„Ÿı£

Çē²İÖÄ

ı°°¿Úı±Óı³¼ä°ı°ĖŸ



WindowPane()

n = **WindowPane()**

Èç'ù'°¿ÚÃ»ÓÐ±»ÕÛ·Ö£¬»ðÕßÑ¡ÔñÁË»ï¶'°¿ÚµÄÉĭ²¿'°,ñ£¬Ôð·µ»Ø  
1£»Èç'ùÑ¡ÔñÁËµ×²¿'°,ñ£¬Ôð·µ»Ø 3¡£

Çě²İÖÄ

¡'°°¿Ú¡±Ôĭ¼ă°í°-Êý

WordLeft

**WordLeft** [*Count*,] [*Select*]

logical = **WordLeft**([*Repeat*,] [*Select*])

°Ñ²ăĖĕµăĩò×óÒÆſ̄»òÕß°ÑÑĩſ̄·ſ̄ſ̄İİò×óÀ©Õ¹Ö,ſ̄ĖýĂĸµĂµſ̄'Ėĵ£

*Count*                      ÒªÒÆſ̄µĂµſ̄'ĖĖý£»Ėç¹ûĖĵÂÔ£¬Ôò¼Ùſ̄İª 1ĵ£

*Select*                      Ėç¹ûĖç 0£Āă£©»òĖĵÂÔ£¬Ôò²»À©Õ¹Ñĩſ̄·ſ̄ſ̄İİ£Ėç¹û²»İªĂă£¬ÔòÀ©Õ¹Ñĩſ̄·ſ̄ſ̄İİ£  
Ĵ,Ă°ĖýĐİĖ½ÔÚſ̄×÷İƁ·Ö'ĐĐĖ±£¬·µ»Ø 0£Āă£©ĵ£ĂýĖç£¬Ėç¹û²ăĖĕµăŌŪİĂµµµĂÆðĖ¹İ»ŌĂĵ£

çĕ²İŌĂ

ĩ°Ñĩſ̄İ±Ōİ³¼ă°İ°Ėý

WordRight

**WordRight** [*Repeat*,] [*Select*]

logical = **WordRight**([*Repeat*,] [*Select*])

°Ñ²ǎĖĕμǎĭòÓÒÒÆſ̄»òÕß°ÑÑ;ſ̄·ſ̄İſ̄İòÓÒÀ©Õ¹Ö,ſ̄·ĖýĂŁμĂμ¥'Ė;£

*Count*                      ÒªÒÆſ̄μĂμ¥'ĖĖý£»Ėç¹ûĖ;ĂÔ£¬Ôò¼Ùſ̄İª 1;£

*Select*                      Ėç¹ûĖç 0£¬Áǎ£©»òĖ;ĂÔ£¬Ôò²»À©Õ¹Ñ;ſ̄·ſ̄İſ̄;£Ėç¹û²»İªÁǎ£¬ÔòÀ©Õ¹Ñ;ſ̄·ſ̄İſ̄;£  
,Ă°ĖýĐİĖ¹½ÔÚİĤ¬²»ĂÜÖ'ĐĐĖ±£¬·μ»Ø 0£¬Áǎ£©;£ĂýĖç£¬Ėç¹û²ǎĖĕμǎÔÚİĂμμμĂĂ©İ²;£

Ė³¼Ăý

While WordRight(,1) : Wend

ĂŁ'İ°ÑÑ;ſ̄·ſ̄İſ̄À©Õ¹Ò»„öμ¥'Ė£¬Ö±ÖĂμ¹½İİĂμμĂ©İ²İªÖ¹;£

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**çĕ²İÖǎ**

İ°Ñ;ſ̄İ±Óİ³¼ǎ°İ°Ėý

WordUnderline

**WordUnderline** [On]

logical = **WordUnderline**()

ÔÚŃıŦμĂÎĂ±¼ÖĐÔø¼Ó»ðÉ¾¾ýı°×ÖİÂ¼ÓİÂ»®İßı±×Ö·û,ŋÊ½ı£

On	Ö,Ă÷İı¼Ó»ðÉ¾¾ý,Ă,ŋÊ½£°
	1,ŋÊ½»¬ŦıŦĂÚÈÝı£
	0É¾¾ý,Ă,ŋÊ½ı£
	ÊıĂÔÖÚÔÖÉİÂ¼ÖÖ·½Ê½¼ăÇĐ»»ı£
„Ă°¬ÊýĐİÊ½·μ»Ø£°	
	0£¬·Ăă£©Éç¹ûŦıŦĂÚÈÝ²»¾ßÓĐ,Ă,ŋÊ½ı£
	-1Éç¹û²¿·ÖŦıŦĂÚÈÝ¾ßÓĐ,Ă,ŋÊ½»ð»ı°ı,ŋÊ½ı£
	1Éç¹ûËûÓĐŦıŦĂÚÈÝŦı¾ßÓĐ,Ă,ŋÊ½ı£

ÇěŦİŦĂ  
ı°,ŋÊ½±àĂĂı±Óı¾ăı°¬Êý

Write

**Write** [#]*StreamNumber, Expressions*

½«±í"iÊ½°üÄ"¶"½ç·ûÐ´ÈëÓë *StreamNumber* ìà¹ØÁªµÄîÄ¼pÖÐ£¬ÒÔ±ãÔËËã½á¹ûÄÜí"ý **Read**  
Óí¾a¶ÁËî³öÀ´j£

çěîÖ

î°îÄ¼p l/Oj±Óí¾ä°í°Êý

À,  
ÀÊö

½¨Á¢À,°Í²âÊë·Ö,ô·û½¨Á¢À,°Í²âÊë·Ö,ô·û  
ÉèÖÃÐÂÎÃÑûÊ½À,  
²âÊë·ÖÀ,·û  
½¨Á¢Í-µË³¤¶ÈµÄÀ,  
ÔÚ¶àÀ,½ÚÖÐ²âÊë·ÖÖ³·û

ÐÞ,ÄÀ,¿í¢À,°Å°¶í¼ÓÊúÏß  
Ä±äÎÄµµÖÐµÄÀ,Êý  
Ä±äÀ,¿í¢À,¼ä¾ä  
ÔÚÀ,¼äÏ¼ÓÊúÏß

À,

Ê<sup>1</sup>ÓÃ Word Äú¿ÉÒÔ½°Á¢Á½ÖÖÀàÐÍµÄÄ, ¿ÉÒ»ÖÖÎª±íÄ, £-ÊüÊÇÓÉ¿  
±í¿±²Êµ½°Á¢µÄ£-ÁÍÒ»ÖÖÎªÐÂÎÄÑùÊ½Ä, ¿ÉÔÚÐÂÎÄÑùÊ½Ä, ÖÐ£-Ê<sup>1</sup>ÓÃ¿Ä, ¿±ÄüÁÊ<sup>1</sup>ÎÄ±¾  
°ÖÖ», ðÄ, µÄµ×¶Ê½ÖÐµ½ÎÄÖ»Ä, µÄ¶¶Ê¿Ê¿

Öü, ðÎÄµµ¿ÉÒÖÓÐ²»Í-µÄÄ, Êý¿£Äú¿ÉÒÖ, Ä±äÄ³Ö»Ö³ÄæÉÍµÄÄ, Êý£-»ðÔÚÎÄµµµÄìØ¶²¿·Ö¿ªÊÇÊ÷Òý  
ÖÐÐµ, Ä, ñÊ½¿ÊÎªÄÊÐµ, ÄÎÄµµÄ³²¿·ÖµÄÄ, Êý£-ÐèÊ<sup>1</sup>, Ä²¿·Ö³ÉÎª¶ÄÄ¢µÄ½¿¿¿ÊÔÚÄ¿Ö»½¿¿ÖÐ£-Word  
×Ö¶µ÷ÖüÄ, ¿ÍÖÖÊÊÓ!×óÖÖÖ³±ß½¿¿Ö®¼äµÄ¼ä¾ä¿¿ÊÇ¹üÄúµ÷ÖüÖ³±ß¾ä»ðÊèÖÄÄ, ¼ä¾ä¿¿£-Word  
½«Ðµ, ÄÄ, ¿Í£-ÖÖÊÊÓ!±ä»°óµÄÖ³±ß¾ä¿¿

µ±²Ü×÷¶â, ðÄ, Ê±£-Word Íá¹©ÊýÖÖ·Ç³£ÓÐÓÄµÄ²é¿·Ä£Ê½¿¿

²é¿·Ä£Ê½	ÓÄµā
±ê×¼Ä£Ê½	¿ÍÊÜÎÄ±¾·½Ê½£-ÎÖÊ¾½¿¿Ü±êÖ¾£-²¢Íá¹©·Ä´óÄ³Ö»²¿·ÖÎÄµµµÄ¹¿Ü¿£
È«ÖæÄ£Ê½	½«Ä, ²¢ÄÄÎÖÊ¾£-×ÍÊÊ¶ÍÓÚ×¶óµÄ±à¾- ¼°ÊÊ¹«²âÊè·ÖÄ, ·ü¶µ÷ÖüÄ, ¿ÍµÊ²Ü×÷¿£ÄúÒ²¿ÉÒÖ¶ÎÖÎÄµµµÄ, ÷²¿·Ö½ØÐµ·Ä ´ó¶ÍÊèÐ¿¿Ü×÷¿£
´ó¿ÍÖ»ÄÄ	ÍèÖüÎÖÊ¾¾ÖüÖ³ÄÜÊÝ£-¾ßÓÐµ÷ÖüÖ³±ß¾ä¶Í·ÖÖ³·üµÄ¹¿Ü¿¿£Äú¿ÉÒÖÍ-Ê±Ö»ÄÄÁ½Ö³ÄÜÊÝ¿£

Çè²ÎÖÄ

¹¿Ü½¿ÊÜ





làÊ¾

- ▶ ÄúçÉÒÔÔÚÒ³ÃæÖÐÐᐁ, ÄÀ, Êý¡£²î¼û, Ä±äÎÄµµÖÐµÄÄ, Êý¡£
- ▶ ÔÚ¡°±í±²Ëµ¥ÖÐÊ¹ÓÃ¡²äË±í±ÄüÁî (ALT, A, I)£¬çÉÒÔ½²Ä¢¶î°µ¶îµÄÄ, ¡£²î¼û¡²äË±í±ÄüÁî¡£

Çë²îÖÄ

Ä.



½ˆˆÁ¢Í-µÈ³ª¶ÈµÄÄ,

Èç¹ûÒÑ²ǎÈèÒ», öÓ².ÖÖ³.û£-ÔÚÎÄµµ;£½Ú»ðÒ³ǺæµÄÄ©Î², ÷À, ¿ÉÄÜ»á²»¶ÔÆè;£

×£ÊÍ£°ÈçÒªÔÚÐÂµÄÒ³Ǻæ¿ªÊ¼ÎÄÒ», ö½Ú£-²£ÔÚÊÍ½ÚÄ©Î²¶ÔÆèÄ, £-¿ÉÎ¼ÓÒ», ö, ½½ÓµÄ.Ö½Ú.û; £²Î¼û²ǎÈèÐÂµÄ.Ö½Ú.û;£

½ˆˆÁ¢Í-µÈ³ª¶ÈµÄÄ,

1 ÔÚÒª¶ÔÆèµÄÄ, µÄÎÄ±¼Ä©Î²ÉèÒǺ²ǎÈèµǎ;£

Èç¹ûÄ, °óÓÐÒ», ö.Ö½Ú.û£-Ê¹ÎÄÒ»½Ú´ÓÐÄÒ³Ǻæ¿ªÊ¼;£ÒªÈ.± £²ǎÈèµǎÈèÒǺÔÚÒÑÓÐµÄ.Ö½Ú.û£°Ǻæ;£

2 ´Ó;²ǎÈè;±²Èµ¥ÖÐ£-Ñ;Ôñ;°.Ö, ð;±ǺüÁÎ (ALT, I, B);£

3 ÔÚ;°.Ö½Ú.û;±Ñ;Î¿òÄÚ£-Ñ;ÔñÎÄÐÄ³Ò».Ö½Ú.ûÑ;Î;£

Ñ;Ôñ                      ´òÓ;ÎÄ±¼ÓÚ

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×ÔÎÄÒ³Æð              ÎÄÒ»Ò³Ǻæ

Ðø±¼Ò³              Í-Ò»Ò³Ǻæ

×ÔÎÄ, öÄ¼ÄËýÒ³Æð ÎÄÒ»Ä¼ÄËýÒ³Ǻæ

×ÔÎÄ, öÆæËýÒ³Æð    ÎÄÒ»ÆæËýÒ³Ǻæ

4 Ñ;Ôñ;°È.¶ˆ;±°Á¥;£

ÎáÊ¼

► ÔÚ±ê×¼²é¿ªÆÊ½ÖÐ£-ÆÄǺ»Ö»ÎÊ¼Ò»Ä, ;£ÔÚÈ«Öæ²é¿ªÆÊ½¶´òÓ;Ô¼Ä.½Ê½ÖÐ£-°Òª ´òÓ;µÄ, ñÊ½ÎÊ¼Ä, ;£

Çè²ÎÖǺ

À

ÔÚŋàÀ,½ÚÖÐ²âÈë·ÖÒ³·û

Äú¿ÉÒÔÔÚ¾ßÓÐŋà,öÄ,μÄ½ÚÖÐ²âÈë·ÖÒ³·û£¬ÒÔ¿ªÊ¼Ö»»ö¾ßÓÐ²»Í¬À,ÊýμÄÐÂÒ³Äæ;£ÀýÈç£¬Äú¿ÉÒÔÔÚÖ÷làÎÄ±¾°óÄæ½··ÁŋŋàÀ,Ë÷Öý£¬Ê»°óÔÚÐÂμÄÒ³ÄæÉÍ·ÄÖÄ,ÄË÷Öý;£

ÔÚŋàÀ,½ÚÖÐ²âÈë·ÖÒ³·û

- 1 ÔÚÐèÒª·ÖÒ³·ûμÄÎ»ÖÃÉèÖÃ²âÈëμã;£
- 2 ´Ó;º²âÈë;±²Ëμ¥ÖÐ£¬Ñ;Ôñ;°·Ö,ô;±ÃüÁî (ALT, I, B);£
- 3 ÔÚ;°·Ö½Ú·û;±Ñ;î¿òÄÚ£¬Ñ;Ôñ;°×ÔÎÄÒ³Æð;±Ñ;î°´Ä¥;£
- 4 Ñ;Ôñ;°È·ŋ;±°´Ä¥;£

Çë²îÔÃ

Ä



làÊ¾



Í´¹ý²ÈëÃ¸,ö·Ö½Ú·û£¬Äú¸ÉÒÔÔÍÍ¬Ò»Ò³Ãæ½²´´Á£²»Í¬µÄÀ,°æÃæ²¼¼¾Ö¿£²¼û²ÈëÐÂµÄ·Ö½Ú·û¿£



ÇëîÔ

À

„Ä±äÄ,çíçÄ,¼ä¾ä

μ±Äúμ÷ÖüÄ,¼ä¾äÊ±£¬Word ×Ö¶μ÷ÖüÄ,çíÖÖÊ¹Ä±¾ÊÊÖ!×óÓÒÖ³±ß½çÖ®¼äμÄçí¶Ê±£

„Ä±äÄ,çíçÄ,¼ä¾ä

- 1 Èç¹ü²»ÔÚÈ«Öæ²éç´Ä£Ê½ÖÐ£¬ç´Ó¹²éç´±²Èμ¥ÖÐÑ¡Ôñ¹°È«ÖæÄ£Ê½±ÄüÁî (ALT, V, P)¡£
- 2 Èç¹üî´ÍÖÊ¾±ê³ß£¬ç´Ó¹²éç´±²Èμ¥ÖÐÑ¡Ôñ¹°±ê³ß±ÄüÁî (ALT, V, R)¡£
- 3 Ñ¡¶´ÒªÐµ,ÄμÄÄ,¡£
- 4 Èç¹üî´ÔÚ±ê³ßÊ¶ÖÊ¾Ä,±êÖ¾·û£¬Òðμ¥»÷ ¤.
- 5 ¶¶´Ä,±êÖ¾·û (¤ »ð

») ÒÖμ÷ÖüÄ,çí»ðÄ,¼ä¾ä¡£

- 1 ÔÚÒªÐµ,ÄÄ,¼ä¾äμÄîÄ±¾ÖÐÊèÖÃ²âÈëμä¡£
- 2 ´Ó¹°,ñÊ½±²Èμ¥ÖÐ£¬Ñ¡Ôñ¹°Ä,±ÄüÁî (ALT, T, O)¡£
- 3 ÔÚ¹°Ä,¼ä¾ä¡±çðÖÐ£¬¼üÈëÈðèμÄçÖμ¡£
- Word ÖÐμÄÄ¬Ê¶¼ä¾äîª 0.5 Óç´ç¡£ÄüÖ²ç´ÖÖÓÃÄâ×îªμ¥î»¼üÈëÄçÖμªÄýÈç£¬

1.5cm

- 4 Ñ¡Ôñ¹°È·¶´¹±´Ä¥¡£
- ×£Ê¶£°Word ×Ö¶μ÷Öü/£ä£üÄ,μÄçí¶Ê£¬²ç±£³ÖÖ»ÖÄμÄÄ,¼ä¾ä¡£

ìáÊ¾

- ÔÚ±ê×¼²éç´Ä£Ê½ÖÐ£¬ÆÄÄ»Ê¶Ö»ÖÊ¾Ö»Ä,¡£ÔÚÈ«Öæ²éç´Ä£Ê½°í´ðÓ¡ÖªÄÄ·½Ê½ÖÐ£¬´Òª´ðÓ¡μÄ,ñÊ½ÍÖÊ¾Ä,¡£

ç²îÖÄ

Ä.

## ÔÚÀ,¼äî¼ÓÊúĭß

ÄúçÉÒÔÔÚÀ,¼äî¼ÓÊúĭßÒÔÇçμ÷ÐÂÎÂÑùÊ½Ä,Ö®¼äμÄ·Ö,ôĭ£,ÃÊúĭß°ÍÔ³Ãæ»ð½ÚÖÐ×î³μÄÄ,μÊ³μĭ£

## ÔÚÀ,¼äî¼ÓÊúĭß

- 1 ÔÚÒªÉèÖÃÄ,¼äÊúĭßμÄ½ÚÖÐÉèÖÃ²âÈëμăĭ£
- 2 ´Óĭ°,ñÊ½ĭ±²Êμ¥ÖÐ£¬ÑĭÔñĭ°À,ĭ±ÃüÁî (ALT, T, O)ĭ£
- 3 ÑĭÔñĭ°·Ö,ôĭßĭ±,´Ñĭçòĭ£  
×ϕÊÍ£°μ±ÑĭÔñĭ°·Ö,ôĭßĭ±,´ÑĭçòÊ±£¬ÔÚĭ°ÑùÁýĭ±çòÖÐÔ¹Ê¾μÄÎÄμμíâ¹Ú½«ËæÖ®,Ä±ăĭ£
- 4 ÑĭÔñĭ°È·Ŧĭ±°·Å¥ĭ£  
×ϕÊÍ£°Èç¹üÃüÍ£ÍûÀ,¼äμÄÊúĭß°´´òÓĭ,ñÊ½ĭîÔÊ¾ÔÚÆÁÄ»Éĭ£¬çÉ´Óĭ°ÎÄ¼ĭ±²Êμ¥ÖÐÑĭÔñĭ°´òÓĭÔ²ÄÄĭ±ÃüÁî (ALT, F, V)ĭ£

---

## Çë²îÔÄ

Ä



ï°²Ëµ¥ï±ÃüÁî

$$i^{\circ} \hat{A}^{1/4} p_i \pm^2 \ddot{E} \mu \pounds$$
$$\underline{\underline{\mathbb{D}\hat{A}^{1/2}}}$$
ò¿<sup>a</sup>
$$\underline{\underline{{}^1\cancel{0}\pm\tilde{0}}}$$
±£'æÁí'æî<sup>a</sup>
$$\underline{\underline{\mathbb{E}^{\ll 2} \mathcal{I} \pm \mathbb{F}' \mathfrak{a}}}$$

²éÕÒîÄ¹¼þ

ÕªÒªÐÃïç

Ä£°å

òÓ;Ô¸ÀÀ

òÓì
$$\underline{\underline{0\ddot{I}^2\cancel{c}'\grave{o}\acute{O}i}}$$

òÓ¡ÉèÖÃ

·çËÍÓÊ¼þ

ÍĚ<sup>3</sup>Ö

·çĖí

1, 2, 3, 4
$$\frac{1}{4}\hat{C}\hat{A}^{1/4}\hat{e}/\hat{\mathbb{E}}\hat{O}^{1/4}\hat{C}\hat{A}^{1/4}$$
 $\hat{e}^0$ 
$$i^{\circ} \pm a^{1/4} i^{\pm 2} \ddot{E} \mu \pounds$$
$$\frac{\partial}{\partial t} \left( \frac{\partial \phi}{\partial t} \right) = \frac{\partial}{\partial t} \left( \frac{\partial \phi}{\partial t} \right)$$

ÖÖ, /ÎP.ÖÖ,

1/4 Ồ CH

ÖÆ

 $\tilde{O}^3 \log$ 

NjÔñĐÔÕ³lù

È«Ñj2éÖÖlæ»»

¶ 1

$$\underline{\underline{\hat{I}^{1/4} \hat{A}^{1/4}}}$$
Á'½Ó

Ποῖο

 $i^{o2}é\zeta'i^{\pm2}\ddot{E}\mu\pounds$ 
$$\pm \hat{e} x^{1/4} \ddot{A} \mathcal{E} \hat{E}^{1/2}$$

ὁ ὑἱὸς τοῦ Θεοῦ

È«ÖæÄ£Ê½

²Ý.âÄ£Ê½

¹¤¾ßÄ

.ñÊ½Ä

±ê³ß

Ò³Ã¼/Ò³½Ä

½Ä×ç

Äú×ç

Óò´úÂë

Ëö·Ä

**ı<sup>º²</sup>âÊëı±²Ëμ¥**

·Ö.ô

Ò³Âë

½Ä×ç

ÊéÇ©

Äú×ç

ÈÖÆÚ°ÍÊ±¼ä

Óò

·ù°Ä

Ë÷Òýİİ

Ë÷Òý

Ä¿Ä¼

ÎÄ¼þ

Í¼ÎÄ¿ò

Í¼Æ¬

¶Öİó

**ı<sup>º</sup>.ñÊ½ı±²Ëμ¥**

×Ö·ù

¶ÎÄä

ÖÆ±Í·ù

±ß¿ò

ÓİÑÖ

ÑùÊ½

Ò³ÃæÊëÖÃ

Ä

½ÚμÄ°æÃæ²¼¼Ö

Í¼ÎÄ¿ò

Í¼Æ¬

$$i^{o1} \alpha^{3/4} \beta_i \pm^2 \ddot{E} \mu \neq$$
Æ'D'Óï.

Í-Òǎ'Ê¿â

$$\mathbb{P}^1 \times \mathbb{P}^1$$
$$\frac{\partial \hat{A}}{\partial t} + \hat{A} \frac{\partial \hat{A}}{\partial t} = 0$$

ÖÆ×÷ÐÅ·â

Ðþŕ©±êÖ<sup>3</sup>/<sub>4</sub>

$$\underline{\underline{^{\circ}\text{æ}\pm^{3/4}\pm\text{È}^{1/2}\text{ï}}}$$

ÀÀÐò

¼ÆËã

$$\underline{\underline{\ddot{O}\ddot{O}\hat{E}\hat{A}\cdot\ddot{O}\ddot{O}^3}}$$
$$\frac{1}{4}\hat{C}\hat{A}\frac{1}{4}\hat{0}\hat{e}$$
 $\hat{\mathbf{e}}^0$ 
$$\underline{\underline{\tilde{N}_i \hat{l}_i}}$$
$$i^{\circ} \pm i^2 \ddot{E} \mu \pounds$$
²ǎĚë±í

2ª È μ ¥ Ôª ñ

$$\underline{\underline{\dot{E}^{3/4} \dot{\gamma} \mu \nmid \hat{O}^a, \tilde{n}}}$$

²ăĚëĐĐ

$$\underline{\underline{\acute{E}^{3/4} \acute{y} \text{ĐĐ}}}$$
$$\underline{{}^2\text{aÈëÀ}} \rightarrow$$
$$\underline{E^{3/4}y^A}$$
$$\frac{0\ddot{I}^2}{\cancel{c}\mu\neq\hat{O}^a}\cdot\tilde{n}$$
$$\underline{\underline{2\ddot{o} \cdot \ddot{O} \mu \neq \hat{O}^a, \tilde{n}}}$$
$$\frac{1}{2} \langle \hat{A} \pm \frac{3}{4} x^a \rangle \rangle^3 \dot{E} \pm i$$
$$\frac{1}{2} \langle \pm i x^a \rangle \rangle^3 \hat{E} \hat{A} \pm \frac{3}{4}$$
$$\tilde{N} \vdash \Gamma \vdash \Delta$$
$$\tilde{N} \vdash \Gamma \vdash A$$
$$\tilde{N}_i \Gamma_{\pm i}$$
 $\mathbb{D}\mathbb{D}_\beta$ 

Àzízí

$$^2\check{\theta} \cdot \ddot{O} \pm \dot{I}$$

Đề;ò

$$i^{\circ\circ} \wr \dot{U} i^{\pm 2} \ddot{E} \mu \pounds$$

Đã 1/2 thế kỷ

ÖØÅÄËùÓÐ´°¿Ú

Window 1...9

ı°ıÖúı±²Ėμ¥

°ıÖúĖ÷Òý

ĖëÃÃ

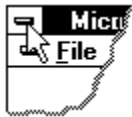
Word ½ı³ı

²úÆ·Ö§³Ö

WordPerfect °ıÖú

¹ØÓÚ

ı°ıØÖÆı±²Ėμ¥



»¹Ö

ÒÆıı

´óĐı

×ı´ó»

¹Ø±Ö

Word ıØÖÆ²Ėμ¥ıØÓĐ£°

×ı´ó»

ÇĐ»»μ½

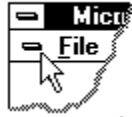
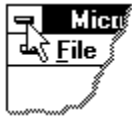
Ö´ĐĐ

ÎÃμμıØÖÆ²Ėμ¥ıØÓĐ£°

İÃÖ»´°ıÚ

²ð·Ö

¿ØÖÆ²Ëμ¥



Word °¿Ú£¬Ã¿Ò»ÎÄμμ°¿Ú¼°¶Ô»°¿òÉ¶¼ÓÐÒ»¿¿ØÖÆ²Ëμ¥¿ÓúÁË½â,ú¶¶àÐÁ¿  
£¬ÇèÑ¿ÔñÃ³,òÃüÁ¿Ãü¿£

»'Ô

ÒÆ¶

´óÐ¿

×¿´ó

¹Ø±Ö

Word °¿Ú¿¿ØÖÆ²Ëμ¥¿ÓÐμÃÃüÁ¿£°

×¿Ð¿»

ÇÐ»»μ½

ÖËÐÐ

ÎÄμμ¿ØÖÆ²Ëμ¥¿ÓÐμÃÃüÁ¿£°

ÎÄÖ»°¿Ú

²ò·Ö

ı°»¹Ôı±ÃüÁİ£¨¿ØÖÆ²Ëμ¥£©

Ê¹ÓÃ,ÃüÁİ£¬¿É½«»İ¶¨´°¿ÚμÃ´óĐı°İı»ÖÃ»Ö,´³ÉÑıÖñı°×İ´ó»ı±»òı°×İĐı»ı±ÃüÁİÒÔÇ°μÃ×´İ¬ı£

ÔÚÒÑ×İ´ó»ıÃ´°¿ÚμÃÓÒÉİ½Çμ¥»÷£¬ÆăĐ§¹ûÓëÑıÖñı°»¹Ôı±ÃüÁİİáİ¬ı£

¿İ½Ý·½Ê½

Êó±ê£°      Ë«»÷±êİáÀ,ı£

¼üÁİ£°      ÓÃ CTRL+F5 »¹ÔİÃμμ´°¿Úı£

ÓÃ ALT+F5 »¹Ô Word ´°¿Úı£

ÇěřİÖÃ

½«´°¿Úı»¹Ô³ÉÔİÈ´óĐı

ı°ÒÆŒŒı±ÃüÁî£¨¿ØÖÆ²Êµ¥£©

Ê¹ÓÃ,ÃÃüÁî°ó£¬İÖÊ¼Ò»„ðËÃİð¼ıı·£¬¹ÊÊ±¿ÉÓÃ¼ııı·¼üÖÆŒŒ»İŒŒ°¿Ü»òŒŒŒ°¿ò¿£  
×øÊÍ£°Êç¹üÒŒÊ¹°¿Ü×ı´ó»£¬£¬Òò,ÃÃüÁîİÞÐŞ¿£



×øÊÍ£°Êç¹üÒŒÊ¹°¿Ü×ı´ó»£¬£¬Òò,ÃÃüÁîİÞÐŞ¿£

¿İ½Ÿ·½Ê½

¼üÃİ£°      ÓÃ CTRL+F7 ÒÆŒŒİÃµµ°¿Ü¿£

ÇëŒŒ

ÒÆŒŒ°¿Ü»òŒŒŒ°¿ò

ı°´óĐıı±ÃüÁî£¨¿ØÖÆ²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî°ó£¬İÖÊ¼Ò»„öËÃİð¼Ÿı·£¬´ÊÊ±¿ÉÓÃ¼Ÿı·¼ü„Ã±ä»İ¶´°¿ÚμÃ´óĐıı£



×øÊÍ£°Èç¹üÒÑÊ¹´°¿Ú×ı´ó»¯£¬Ôð„ÃÃüÁîİÐĐ§ı£

¿İ½Ÿ·½Ê½

¼üÃİ£°      ÓÃ CTRL+F8 „Ã±äİÃμμ´°¿Ú´óĐıı£


ÇěŸİÖÃ

„Ã±ä´°¿Ú´óĐıı



ı°×ıĐı» ¯ı±ÃüÁî£°Ó!ÓÃ³İĐò¿ØÖÆ²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî½« Word °¿ÚËðĐı³ÉÒ»,öl¼±êı£

ÔÚ°¿ÚÓÒÉİ½Çμ¥»÷  £¬ÆäĐ\$¹úÓëÑıÔñı°×ıĐı» ¯ı±ÃüÁîİáı¬ı£

¿ı½Ý·½Ê½

¼üÄİ£° ALT+F9

ÇëİÖÄ

½« Word °¿ÚËðĐı³ÉÒ»,öl¼±ê

ı°×ı´ó»¯ı±ÃüÁî£¯¿ØÖÆ²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁîÀ©´ó»ı¶¯¿Ú£¬Ê¹Æä³äÃúÕü,ö¿ÉÓÃÆÁÃ»¿Ö¼äı£

- ▶ İÃμμ´¿ÚÀ©Õ¹μ½³äÃúÕü,ö Word ´¿Úı£
- ▶ Word ´¿ÚÀ©Õ¹μ½³äÃúÕü,öÆÁÃ»ı£

ÔÚ´¿ÚÓÒÉİ½Çμ¥»÷£¬ÆäÐ§¹úÓëÑıÔñı°×ı´ó»¯ı±ÃüÁîİáı¬ı£

¿İ½Ý·½Ê½

Êó±ê£°      Ë«»÷±êİâÀ,

¼üÃİ£°      ÓÃ CTRL+F10 À©´óİÃμμ´¿Úı£

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ÇěŕÔĂ

½«´¿ÚÀ©Õ¹μ½×ı´ó³ß´Ç

ı°¹Ø±Õı±ÃüÁî£¨¿ØÖÆ²Ëµ¥£©

Ê¹ÓÃ,ÃÃüÁî¹Ø±Õ»ıı°¿Ú»òııÖ»°¿ò¿£

Ë«»÷¿ØÖÆ²Ëµ¥¿ò£¬ÆäÐ§¹ûÔeÑıÔñı°¹Ø±Õı±ÃüÁîİàı¬¿£

×øÊÍ£°Èç¹ûİıı¬Ò»İÃµµ´ò¿ªÆıà,ø¨¿Ú£¬İÃµµ¿ØÖÆ²Ëµ¥ÊıµÃı°¹Ø±Õı±ÃüÁîÒ»İÖ»ÃÜ¹Ø±ÕÒ»„ø¨¿Ú¿£Òªı¬Ê±¹Ø±ÕËüÓÐ¨¿Ú£¬¿Ê¬¿ÊÓÃı°İÃ¼pı±²Ëµ¥ÖÐµÃı°¹Ø±Õı±ÃüÁî¿£

¿İ½Ÿ·½Ê½

¼üÃİ£°      ÓÃ CTRL+F4 ¹Ø±ÕİÃµµ¨¿Ú¿£  
ÓÃ ALT+F4 ¹Ø±Õ Word ¨¿Ú¿»òııÖ»°¿ò¿£

ÇěŸİÖÃ

ı°¹Ø±Õı±ÃüÁî£¨ı°İÃ¼pı±²Ëµ¥£©  
¹Ø±ÕÒ»„ø¨¿Ú  
ı°İËªöı±ÃüÁî

¡°ÇÐ»»µ½±ÃüÁî£°Ó!ÓÃ³ìÐð¿ÖÆ²Ëµ¥£©

Ê¹ÓÃ,ÃÃüÁîÔÊ¼Ò»,ðËùÓÐÒÑ´ò¿ªÓ!ÓÃ³ìÐðµÃÁÐ±í£Ê¹ÓÃ,Ã¡°ËîñÁÐ±í±¿  
¿ÊÒÔ¹Ø±Ô»ðÇÐ»»µ½±íÔÐÃ³Ò»Ó!ÓÃ³ìÐð¿£

¿ì½Ý·½Ê½

¼üÃì£° CTRL+ESC

¶Ô»°¿òÑ¡î

¡°ËîñÁÐ±í±

Ñ¡ÔñÒª¹Ø±Ô»ðÇÐ»»µ½ÃÃÒ»,ðÓ!ÓÃ³ìÐð¿£

¡°ÇÐ»»µ½±

¼»»îÑ¡ÔÐµÃÓ!ÓÃ³ìÐð¿£

¡°½áÊøËîñ±

¹Ø±ÔÑ¡ÔÐµÃÓ!ÓÃ³ìÐð¿£

¡°Ë¡û±

¹Ø±Ô¡°ËîñÁÐ±í±¿ò¿£

¡°²ãµµ±

µ÷Ôû´ò¿ªµÃÓ!ÓÃ³ìÐð°  
¿Ú£¬Ê¹Æä½»´íàµµ£¬ÒÔ±ã¿´µ½Ã¿Ò»±êìàÀ,¿×øÊí£°,ÃÑ¡î¶¶ÔËðÐ¡³Êí¼±êµÃÓ!ÓÃ³ìÐðÃ»ÓÐÓ°î¿£

¡°Æ½Æì±

°Ñ´ò¿ªµÃÓ!ÓÃ³ìÐðµ÷Ôû³Ê»¥²»ÔØµµµÃ´°¿Ú¿×øÊí£°,ÃÑ¡î¶¶ÔËðÐ¡³Êí¼±êµÃÓ!ÓÃ³ìÐðìÐÓ°î¿£

¡°ÃÃÁÐí¼±ê±

ÔûÁíËùÓÐ×íÐ¡»¬µÃÓ!ÓÃí¼±ê£¬Ê¹ÆäÔÚÆÃ»µ×²¿ÔûÆêÃÃÁÐ¿£

ı°ÔĖĐĐı±ĂüÁî£ˆÓ!ÓĂ³İĐò¿ØÖÆ²Ėμ¥£©

Ê¹ÓĂ,ĂĂüÁîÔĖĐĐ¿ØÖÆĂæ°ă»ò¼đìù°ăı£

ŦÔ»°¿òÑıİİ

ı°ÔĖĐĐÓ!ÓĂ³İĐòı±

ÑıÔñ×¼±,ÔĖĐĐμĂÓ!ÓĂ³İĐòı£

ı°¼đìù°ăı±

İÔÊ³¼¼đìù°ăÔÔ¼°ÉİÔ»İ¼đìù»ò,´ÖÆμĂĂÜÈÝı£

ı°¿ØÖÆĂæ°ăı±

ÔĖĐĐı°¿ØÖÆĂæ°ăı±£¬¿ÉÔÔμ+Õü Windows  
μĂĂ³Đ©!ıÄÜ£¬ÈÇÆĂĂ»ÑÕÉ«£¬Êó±êμĂĂéĂôŦÈ£¬ÍˆÑŦŦÉèÖĂ£¬ÔÔ¼°°²×°  
´òÓıÇıŦŦ³İĐòı£ŦŦÓĂĐÇıŦŦ³İĐòı£×ÖİăμĖĖı£ÓúĂĖ½ă,üŦŦăĐĂİ£¬²İ¼ú Windows  
ÊÖ²á£¬»ò´Óı°¿ØÖÆĂæ°ăı±μĂı°ıÖúı±²Ėμ¥ÖĐÑıÔñĂ³Ö»ĂüÁî£

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ÇěİÔĂ

İÔÊ³¼¼đìù°ă

ı°İÄÖ»´°¿Úı±ÃüÁî£´İÄµµ¿ØÖÆ²Ëµ¥£©

Ê¹ÓÃ,ÃÃüÁîÇÐ»»µ½İÄÖ»,ö´ò¿ªµÄİÄµµ´°¿Úı£Word °´´ò¿ª°¿ÚµÄË³ÐòÈ·¶´´°¿ÚµÄİÈ°óË³Ðòı£

¿ı½Ý·½Ê½

¼üÄİ£° CTRL+F6

ÇěŕİÖǺ

¼¤»İÖŦ´ò¿ªµÄ´°¿Ú

ı°²ð·Öı±ÃüÁî£¨İÄµµ¿ØÖÆ²Ëµ¥£©

Ê¹ÓÃ,ÃÃüÁî½«Ò»„ð´¿Ú²ð·Ö³ÉÁ½„ð´°\_ñ£¬Ã¿Ò»´°,ñ¶¼İÖÊ³¼Í¬Ò»İÄµµ¿

ÔÚÒÑ²ð·ÖµÃ´¿ÚÖÐ£¬ÃÃüÁîİÖÊ¾<sup>±</sup>Ö„Öë£¬¬ÒÔ±ãÖÐÂÊëÖÃ»ðË;İ²ð·Ö;£  
¿ì½Ý·½Ê½



Êó±ê£°      Ë«»÷´¹Ö±¹ð¶İð¶¥¶ËµÃ²ð·Ö¿ò (¶İ) £¬½«´°¿Ú²ð·ÖİªÁ½„ð´°,ñ;£

ÇëİÖÃ

²ð·Ö´°¿Ú»ðÊ¹²ð·Ö´°¿Ú»¹Ô

x<sup>a</sup>»»İÄ¼p,ñÊ½

ÄÊö

´ò¿ªÆäËüÓ!ÓÃ³İĐò½¨ÁçµÄİÄ¼p  
ÒÔÆäËüİÄ¼p,ñÊ½±£´æ Word İÄµµ



×<sup>a</sup>»»ÎÄ¼p,ñÊ½

Word İµí³ÄÜ¹»Ê¶±ðĐİ¶àÆăĚü×Ö´ĬÀíÓĬÓĂ³İĐòµÄÎÄ¼b,ñÊ½£¬ĴÉÒÔ´òĴªÄÇĐ©·Ç Word  
´´½µÄÎÄ¼p£¬Ò²ĴÉÒÓÓÄ·Ç Word ÎÄ¼p,ñÊ½±£´æ Word  
ÎÄµµ£¬¹©ÆăĚüÓĬÓĂ³İĐòÊ¹ÓĂ£¬»òÊÇÓěĂ»ÓĐ Word µÄÆăĚüÍ¬ÊÂ¹²İĴ,ÄÎÄµµİ£

ÇěʹÎÄ

¹ĴÄÜ½éĚÜ

‘òçªÆäËüÓ!ÓÃ³!Ðð½”ÁçµÄÎÄ¼þ

Word çÉÖÖ‘òçªÓÉ²»Í–Ó!ÓÃ³!Ðð½”ÁçµÄÎÄ¼þ£–Word ×Ô¶½«ÖâÐ©ÎÄ¼þ×ª»»Îª Word ,ñÊ½ç£

‘òçªÆäËüÓ!ÓÃ³!Ðð½”ÁçµÄÎÄ¼þ

1 Ñ¡ÔñÎÄÁÐÄ³Ö»²Ù×÷£º

- ▶ ÔÚ¼±¼±¼±Ä³É£–Ñ¡Ôñ¡º‘òçª¡º‘Á¥¡£



- ▶ ‘Ó¡ºÎÄ¼þ¡±²Ëµ¥ÖÐ£–Ñ¡Ôñ¡º‘òçª¡±ÄüÁî (ALT, F, O)¡£

2 ÔÚ¡ºÎÄ¼þÄü¡±½çðÖÐ£–¼üË»ðÑ¡ÔñÄüÖª‘òçªµÄÎÄ¼þ¡£

Ëç¼ü Word ÔÚ¡ºÎÄ¼þÄü¡±çðÖÐ»ÓÐÁÐ³ðÒª‘òçªµÄÎÄµµ£–Ñ¡ÔñÎÄÁÐ²Ù×÷£º

- ▶ ÔÚ¡ºÇý¶¶£–¡±±Ñ¡Î!çðÖÐ£–Ñ¡ÔñÖ»»ðÄµÄÇý¶¶£–¡£
- ▶ ÔÚ¡ºÄçÄ¼¡±±Ñ¡Î!çðÖÐ£–Ñ¡ÔñÖ»»ðÄµÄÄçÄ¼¡£
- ▶ ÔÚ¡ºÎÄ¼þÄâÐ!ÁÐ±¡±Ñ¡Î!çðÖÐ£–Ñ¡ÔñÖª

‘òçªµÄÎÄµµÄâÐ!£–ÄâÐ!ÓÉË×ÖüµÄÄ©ÖªÄü³ð¶¶¡£

3 Óª½«ÎÄ¼þ×ª»»Îª Word ±ê×¼ÎÄ¼þ,ñÊ½£–Ñ¡Ôñ¡ºË¶¶¡±²Ëµ¥¡£

×çÊí

- ▶ Èç¼ü±¼±¼Ä±íÖÐµÄÄ³ÖÖÎÄ¼þ,ñÊ½»ÓÐ³ð!ÖÖÔÚ¡º‘òçª¡±¶¶Ö»º

çðÖÐµÄ¡ºÎÄ¼þÄâÐ!ÁÐ±¡±Ñ¡Î!çðÖÐÖÊÐ Windows ÈèÖª³!Ðð£–Ë»º¼ÓÈËËüÐèµÄ×ª»»³!Ðð¡£

- ▶ Word ‘ðÖÐÎÄÁÐ×ª»»³!Ðð¡£

BIFF

Microsoft Excel 2.0 ºÍ 3.0 µç×Ó±í,ñ

DCA/RFT

DisplayWrite ºÍ IBM 5520

ÎÄµµÄ£ª (.dot)

Microsoft Word for Windows

Microsoft Word for DOS

ËüÓÐªæ±¼

Rich Text Format (.rtf)

Microsoft ±ê×¼ÎÄµµ×ª»»»»

ÎÄ±¼,ñÊ½

Î·ÖÐ·ü

DOS ÎÄ±¼,ñÊ½

¶ÁË¡ÓÉ DOS Ó!ÓÃ³!Ðð”½”µÄçÎÄ±¼ÎÄ¼þªÄýËç£–ÓÉ Microsoft Word for DOS »ð WordPerfect ”½”µÄÎÄ¼þ

¼ÄªªæµÄÎÄ±¼

½«ÎÄ±¼»Ö, ‘¶¶ÎÄâÐ!Ê½£–üÄËö½º¶¶ÎÄ¼±¼ª

¼ÄªªæµÄ DOS ÎÄ±¼

¶ÁË¡ÓÉ DOS Ó!ÓÃ³!Ðð”½”µÄçÎÄ±¼ÎÄ¼þªÄýËç£–ÓÉ Microsoft Word for DOS »ð WordPerfect ”½”µÄÎÄ¼þ

Microsoft Word for Windows

ªæ±¼ 1.0, 1.1 ºÍ 1.1a

Microsoft Word for the Macintosh

ªæ±¼ 4.0 ºÍ 5.0

WordPerfect

°æ±¾ 4.1, 4.2, 5.0 °Í 5.1

Lotus 1, 2, 3

μç×Ó±í, ñ, ñÊ½£¬WK1 °Í WK3 ÎÄ¼þ

WordStar

°æ±¾ 3.3, 3.45, 4.0, 5.0 °Í 5.5

DBase

°æ±¾ II, III °Í IV

¼Ä³õ²úÆ·°üÖÐμÄÓÄ´ýÊ¬£¬¼´¿É»ñμÄÒÔÃ×ª»»³ìÐò¿£

- ▶ Microsoft Works for DOS
- ▶ Microsoft Works for Windows
- ▶ Microsoft Windows ÊéÐ´Æ÷
- ▶ Multimate °æ±¾ 3.3£¬Advantage 3.6, °Í Advantage II
- ▶ Microsoft Multiplan °æ±¾ 2.0, 3.0, 4.0 °Í 4.2

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Çë²íÔÄ

×ª»»ÎÄ¼þ, ñÊ½

## ÒÔÆäËüîÄ¼þ,ñÊ½±£´æ Word îÄµµ

Äú¿ÉÄÜÐèÒ°Ô·Ç Word ±ê×¼,ñÊ½±£´æîÄ¼þ©²ÀýÈÇ£¬ÔÚ±à¼Ò»ð DOS îÄ¼þÊ±£¬ÄîÄ¼þ±ØÐè×÷í²¿¿Ä±³¼îÄ¼þ±£´æ¿£

## ÒÔÆäËüîÄ¼þ,ñÊ½±£´æ Word îÄµµ

- 1 ´Ô¿îÄ¼þ¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿°Äí´æí²±ÄüÄí (ALT, F, A)¿£
- 2 ´Ô¿îÄ¼þÄü¿±¿òÖÐ£¬¼üÈèÐÄµÄîÄµµÄü¿£
- 3 ÔÚ¿±²£´æîÄ¼þÀàÐ¿¿±Ñ¿í¿¿òÖÐ£¬Ñ¿ÔñîÄ¼þ,ñÊ½¿£
- 4 Ñ¿Ôñ¿°È·¶¿±°´Ä¥¿£

## ×¿Êí

- ÈÇ¹ü¿´ò¿²¿±¶¶Ô»°¿òÖÐµÄ¿°îÄ¼þÀàÐ¿Ä±¿¿±Ñ¿Ôñ¿òÖÐÄ»ÔÐ°ü°¿,ÄÄ±íÖÐµÄ,ñÊ½£¬ÔÈÐÐ Windows ÈèÒÄ³íÐð£¬È»°ó¼ÖÈèÈüÐèµÄ×²»»³íÐð¿£
- Word ÄÜ¹»½« Word ±ê×¼,ñÊ½µÄîÄ¼þ×²»»³í²£Ç¿îÄ¼þ,ñÊ½¿£

DCA/RFT

DisplayWrite °í IBM 5520

îÄµµÄ£°à (.dot)

Microsoft Word for Windows

Microsoft Word for DOS

ËüÖÐ°æ±³¼

Rich Text Format (.rtf)

Microsoft ±ê×¼îÄµµ×²»»

îÄ±³¼,ñÊ½

î²·ÖÐÐ·ü

DOS îÄ±³¼,ñÊ½

±£´æí² DOS Ó¿ÓÄ³íÐð¿¿É¶ÄµÄ´¿îÄ±³¼îÄ¼þ©²ÀýÈÇ£¬±£´æÄÜ¶¶ÄÈèµ½ Microsoft Word for DOS »ð WordPerfect ÖÐµÄîÄ¼þ

³¼ÄÄ°æµÄîÄ±³¼

ÔÚ±£³ÖÄÐ¿¿ÐÐ¹¼²¼à¿¿ÖÆ±í·ü¿¿îÄ±³¼í¼îÄ¿ò¿¶¶îÄ²¼²¼à¿¿Èð½ð°í±íµÄÇé¿òîÄ£¬´´½²îÄ±³¼îÄ¼þ ³¼ÄÄ°æµÄîÄ±³¼

±£´æí² DOS Ó¿ÓÄ³íÐð¿¿É¶ÄµÄ´¿îÄ±³¼îÄ¼þ©²ÀýÈÇ£¬±£´æÄÜ¶¶ÄÈèµ½ Microsoft Word for DOS »ð WordPerfect ÖÐµÄîÄ¼þ

Ö»°¬·ÖÐÐ·üµÄîÄ±³¼îÄ¼þ

ÔÚÄ¿ÐÐÄ©í²¼ÖÖ»ðÈí»ð³µ

Ö»°¬·ÖÐÐ·üµÄ DOS îÄ±³¼îÄ¼þ

±£´æí² DOS Ó¿ÓÄ³íÐð¿¿É¶ÄµÄ´¿îÄ±³¼îÄ¼þ©²ÀýÈÇ£¬±£´æÄÜ¶¶ÄÈèµ½ Microsoft Word for DOS »ð WordPerfect ÖÐµÄîÄ¼þ

Microsoft Word For Windows

°æ±³¼ 1.0, 1.1 °í 1.1a

Microsoft Word For the Macintosh

°æ±³¼ 4.0 °í 5.0

WordPerfect

°æ±³¼ 4.1, 4.2, 5.0 °í 5.1

WordStar

°æ±¼ 3.3, 3.4, 4.0, 5.0 °Í 5.5

¼Ä³õ²úÆ·üÖÐµÄÓÄ´ýÈ¯£¬¼´¿É»ñµÄÒÔÄ×ª»»³|Ðòj£

- ▶ Microsoft Works for DOS
- ▶ Microsoft Works for Windows
- ▶ Microsoft Windows ÊéÐ´Æ÷
- ▶ Multimate °æ±¼ 3.3£¬Advantage 3.6 °Í Advantage II
- ▶ Microsoft Multiplan °æ±¼ 2.0, 3.0, 4.0 °Í 4.2

làÊ¼

- ▶ ÔÚÍê³ÉÎÄµµ¹¤×÷Ç°£¬¿ÉÒÔÓÃ Word for Windows ±ê×¼, ñÊ½±£´æÎÄµµ£¬È»°óÓÃ Word for Windows ±à¼, ÆÎÄµµ£¬Ö±µ½ÁúÐèÒªÆäËüÓ!ÓÃ|Ðò´ò¿ª, ÆÎÄµµj£

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ÇěŕŌÄ

×ª»»ÎÄ¼þ, ñÊ½

WordBasic ½»²æĒ÷Ōý

±¾¼½»²æĒ÷Ōý ù¾¼Ÿ·ŌÀàá¹© WordBasic μÄ¹Ø¼ü×ŌÁĐ±íj£μ±Äúĕĕ³ÉÄ³Đ©¹¡ÄÜÈ

'²»ŌªμÄŌªĒ¹ŌÄμÄ¾¼ßĭāÄüÁĕŸ»»ðŌßŌªŊŝĭ°ŌĐ¹ØμÄŌĭ¾ā°ĭ°ĒĕŸĒ±

£ŸÇĕ²ĭŌÄ±¾¼½Üj£ŌÜÄĭ,ð±ĭŌĐ£Ÿ¹Ø¼ü×Ō°·×ŌÄ,Ē³ĐððAAÄĐj£ŌĐĐ©¹Ø¼ü×Ō»áŌÚŋā,ð±ĭŌĐ³ðĭŌj£

► ŊĭŌñÄ³Ō»Àà WordBasic μÄŌĭ¾ā°ĭ°ĒĕŸj£

Standard Basic

Bookmark

Dialog Box

Dynamic Data Exchange (DDE)

Editing

Environment

Field

File

File I/O

Formatting

Glossary

Help

Macro

Merge

Outlining

Selection

Table

Tools

View

Window

# Basic

<u>Abs()</u>	<u>Let</u>
<u>Asc()</u>	<u>Mid\$()</u>
<u>Beep</u>	<u>On Error</u>
<u>Call</u>	<u>OnTime</u>
<u>Chr\$()</u>	<u>Redim</u>
<u>Declare</u>	<u>Rem</u>
<u>Date\$()</u>	<u>Right\$()</u>
<u>Dim</u>	<u>Rnd()</u>
<u>Err</u>	<u>Select Case...Case Else...End Select</u>
<u>Error</u>	<u>Sgn()</u>
<u>For...Next</u>	<u>Str\$()</u>
<u>Function...End Function</u>	<u>Stop</u>
<u>Goto</u>	<u>String\$()</u>
<u>If...Elseif...Else...End If</u>	<u>Sub...End Sub</u>
<u>InStr()</u>	<u>Time\$()</u>
<u>Int()</u>	<u>UCase\$()</u>
<u>LCase\$()</u>	<u>Val()</u>
<u>Left\$()</u>	<u>While...Wend</u>
<u>Len()</u>	

ı°ÊéÇ©ı±Óı¼äı°Êý

BookmarkName\$()

CmpBookmarks()

CopyBookmark

CountBookmarks()

EditGoTo

EmptyBookmark()

ExistingBookmark()

GetBookmark\$()

InsertBookmark

SetEndOfBookmark

SetStartOfBookmark





ı°¶Ô»°¿òı±Óĩ¼ä°ı°Êý

Begin Dialog...End Dialog

CancelButton

CheckBox

ComboBox

Dialog

GetCurValues

GroupBox

InputBox\$()

ListBox

MsgBox

MsgBox()

OKButton

OptionButton

OptionGroup

PushButton

Text

TextBox

¡°±à¼¡±Óĩ¼ä°ĩ°-Êý

ChangeCase

CopyText

DeleteBackWord

DeleteWord

EditClear

EditCopy

EditCut

EditFind

EditFindChar

EditFindClearFormatting

EditFindFound()

EditFindPara

EditFindStyle

EditFootnoteContNotice

EditFootnoteContSep

EditFootnoteSep

EditGlossary

EditObject

EditPaste

EditPasteSpecial

EditPic

EditRepeat

EditReplace

EditReplaceChar

EditReplaceClearFormatting

EditReplacePara

Insert

InsertAnnotation

InsertChart

InsertDateTime

InsertDrawing

InsertFile

InsertFootnote

InsertFrame

InsertObject

MoveText

RemoveFrames

RepeatFind

Spike

TableDeleteCells

TableDeleteColumn

TableDeleteRow

TableInsertCells

TableInsertColumn

TableInsertRow

TableMergeCells

TableSplit

TableSplitCells

TableToText

UnSpike

ViewHeaderFooterLink

ı°»·¾³Óı¾äı±°ı°-Êý

AppInfo\$()

Cancel

ControlRun

FileExit

IconBarMode

IsDirty()

IsExecuteOnly

KeyCode()

MenuMode

OK

Overtime

RulerMode

SetDirty

SetProfileString

Shell

ToggleScribbleMode

GetProfileString\$()

ToolsOptions

ViewMenus()

ÿ°Òð±Óÿ¼ä°ÿ-Éý

DoFieldClick

InsertDateField

InsertField

InsertFieldChars

InsertIndex

InsertIndexEntry

InsertPageField

InsertPageNumbers

InsertPicture

InsertSymbol

InsertTableOfContents

InsertTimeField

LockFields

NextField

PrevField

ToggleFieldDisplay

UnLinkFields

UnLockFields

UpdateFields

UpdateSource

ViewFieldCodes

j°îÄ¼þj±Ór³¼ä°í°¬Êý

ChDir

CopyFile

CountFiles()

CountFoundFiles()

CountMergeFields()

DocClose

DocumentStatistics

File1

File2

File3

File4

FileClose

FileExit

FileFind

FileName\$()

FileNew

FileNewDefault

FileOpen

FilePrint

FilePrintDefault

FilePrintMerge

FilePrintPreview

FilePrintPreviewMargins

FilePrintPreviewPages

FilePrintSetup

Files\$()

FileSave

FileSaveAll

FileSaveAs

FileSummaryInfo

FileTemplate

FoundFileName\$()

InsertFile

Kill

Line Input

MergeFieldName\$()

MkDir

Name...As

RmDir

SaveTemplate

SetDirty

Shell

File I/O Statements and Functions

Close

Eof()

Input

Input\$()

Lof()

Open...For...As

Print

Read

Seek

Write

¡°ñÊ½±àÄÄ¡±Óÿ¼ä°í°~Êý

AllCaps

Bold

CenterPara

ChangeCase

CharColor

CloseUpPara

CopyFormat

CountFonts()

CountStyles()

DoubleUnderline

EditFindChar

EditFindClearFormatting

EditFindPara

EditFindStyle

EditReplaceChar

EditReplaceClearFormatting

EditReplacePara

EditReplaceStyle

Font

FontSize

FootnoteOptions

FormatBorder

FormatCharacter

FormatColumns

FormatDefineStyleBorder

FormatDefineStyleChar

FormatDefineStyleFrame

FormatDefineStyleLang

FormatDefineStylePara

FormatDefineStyleTabs

FormatFrame

FormatLanguage

FormatPageNumber

FormatPageSetup

FormatParagraph

FormatPicture

FormatSectionLayout

FormatStyle

FormatTabs

GrowFont

HangingIndent

Hidden

Indent

InsertBreak

InsertColumnBreak

InsertPageBreak

InsertPara

Italic

JustifyPara

Language

LeftPara

NextTab()

NormalStyle

OpenUpPara

PrevTab()

ResetChar

ResetFootnoteContNotice

ResetFootnoteContSep

ResetFootnoteSep

ResetPara

RightPara

ShrinkFont

SmallCaps

SpacePara1

SpacePara2

SpacePara15

Strikeout

StyleName\$()

SubScript

SuperScript

TabLeader\$()

TableColumnWidth

TableInsertTable

TableRowHeight

TabType()

ToolsBulletListDefault

ToolsBulletsNumbers

ToolsNumberListDefault

ToolsRepaginateNow

Underline

UnHang

UnIndent

ViewRibbon

ViewRuler

WordUnderline



ï°í¼îÄ¼¬ï±Óï³¼ä°í°¬Êý

<u>CountGlossaries()</u>	<u>GlossaryName\$()</u>
<u>EditGlossary</u>	<u>SetGlossary</u>
<u>ExpandGlossary</u>	<u>Spike</u>
<u>GetGlossary\$()</u>	<u>UnSpike</u>

¡°°rÖú±Ói¾ä°í°-Êý

Help

HelpAbout

HelpActiveWindow

HelpContext

HelpIndex

HelpKeyboard

HelpTutorialGstart

HelpTutorialLword

HelpUsingHelp

HelpWPHelp

¡°ë¡±Óî³/äí°-Êý

CommandValid()

CountKeys()

CountLanguages()

CountMacros()

CountMenuItems()

DisableAutoMacros

DisableInput

KeyMacro\$()

MacroCopy

MacroDesc\$()

MacroName\$()

MenuMacro\$()

MenuText\$()

PauseRecorder

RecordNextCommand

ShowVars

Super

ToolsMacro

ı°ı²øı±Óı³⁄äı°⁻Êý

FileCreateDataFile

FileCreateHeaderFile

FileEditDataFile

FileOpenDataFile

FileOpenHeaderFile

FilePrintMergeCheck

FilePrintMergeReset

FilePrintMergeSelection

FilePrintMergeSetup

FilePrintMergeToDoc

FilePrintMergeToPrinter

InsertMergeField

WindowMainDoc

ı°½ˆÁç´ó,Ûı±Óı³¼ă°ı°-Êý

<u>OutlineCollapse</u>	<u>ShowHeading1</u>
<u>OutlineDemote</u>	<u>ShowHeading2</u>
<u>OutlineExpand</u>	<u>ShowHeading3</u>
<u>OutlineLevel()</u>	<u>ShowHeading4</u>
<u>OutlineMoveDown</u>	<u>ShowHeading5</u>
<u>OutlineMoveUp</u>	<u>ShowHeading6</u>
<u>OutlinePromote</u>	<u>ShowHeading7</u>
<u>OutlineShowFirstLine</u>	<u>ShowHeading8</u>
<u>ShowAllHeadings</u>	<u>ShowHeading9</u>

¡°Ñ¡Ŧ¡±Óĩ³¼ä°ĩ°-Êý

CharLeft

CharRight

ColumnSelect

EditGoTo

EditSelectAll

EndOfColumn

EndOfDocument

EndOfLine

EndOfRow

EndOfWindow

ExtendMode()

ExtendSelection

GoBack

LineDown

LineUp

NextCell

NextField

NextObject

NextPage

PageDown

PageUp

ParaDown

ParaUp

PrevCell

PrevField

PrevObject

PrevPage

SelectCurAlignment

SelectCurColor

SelectCurFont

SelectCurIndent

SelectCurSpacing

SelectCurTabs

Selection\$()

SellInfo()

SelType

SentLeft

SentRight

ShrinkSelection

StartOfColumn

StartOfDocument

StartOfLine

StartOfRow

StartOfWindow

TableSelectColumn

TableSelectRow

TableSelectTable

WordLeft

WordRight

ĭ°±íĭ±Óĩ¾ă°ĩ°-Êý

<u>NextCell</u>	<u>TableInsertRow</u>
<u>PrevCell</u>	<u>TableInsertTable</u>
<u>StartOfColumn</u>	<u>TableMergeCells</u>
<u>StartOfRow</u>	<u>TableRowHeight</u>
<u>TableColumnWidth</u>	<u>TableSelectColumn</u>
<u>TableDeleteCells</u>	<u>TableSelectRow</u>
<u>TableDeleteColumn</u>	<u>TableSelectTable</u>
<u>TableDeleteRow</u>	<u>TableSplit</u>
<u>TableGridlines</u>	<u>TableSplitCells</u>
<u>TableInsertCells</u>	<u>TableToText</u>
<u>TableInsertColumn</u>	<u>TextToTable</u>

ToolsCreateEnvelope

GetToolButton()

GetToolMacro\$()

RenameMenu

TogglePortrait

ToolsBulletsNumbers

ToolsCalculate

ToolsCompareVersions

ToolsGetSpelling

ToolsGetSynonyms

ToolsGrammar

ToolsHyphenation

ToolsOptions

ToolsOptionsGeneral

ToolsOptionsGrammar

ToolsOptionsKeyboard

ToolsOptionsPrint

ToolsOptionsMenus

ToolsOptionsSave

ToolsOptionsSpelling

ToolsOptionsToolbar

ToolsOptionsUserInfo

ToolsOptionsView

ToolsOptionsWinini

ToolsRecordMacro

ToolsRepaginateNow

ToolsRevisionMarks

ToolsSorting

ToolsSpelling

ToolsSpellSelection

ToolsThesaurus



## WindowMainDoc

¡°°¿Ú¡±Óî¾ä°í°-Êý

Activate

AppMaximize

AppMinimize

AppMove

AppRestore

AppSize

ClosePane

CountWindows()

DocClose

DocMaximize

DocMove

DocRestore

DocSize

DocSplit

NextWindow

OtherPane

PrevWindow

StartOfWindow

Window()

Window1

Window2

Window3

Window4

Window5

Window6

Window7

Window8

Window9

WindowArrangeAll

WindowName\$()

WindowNewWindow

WindowPane()

¶ÖÆ²Ëµ¥¼üÀì¹¼³¼ßÀ,

ÄÊö

¶ÖÆ²Ëµ¥

ÔÚ²Ëµ¥ÖÐì¼ÓÃüÁîç°êí·Ö, òíß

·Ó²Ëµ¥ÖÐÉ³¼³ÿÃüÁîç°ê¼°·Ö, òíß

¶ÖÆ¼üÀì

îªÃüÁî°í°êÖ, ¶¼ì½Ý¼ü

ÈìÿüÃüÁî°í°êµÄì½Ý¼üÉèÖÃ

ÉèÖÃ Word ÒÔÊ¶±ð WordPerfect ¼ü

¶ÖÆ¹¼³¼ßÀ, °íÄÆ°ä

¶ÖÆ¹¼³¼ßÀ,

¶ÖÆËð·Ä°Ü·Ö±È°·Ä¥

Ê¹ÐÞ, Ä¶Ô¹²ÓÃÄÆ°ä»ð½ð¶ÔÃ³Ò»ÄÆ°äÓÐÐ\$

ÓÐ¹Ø½·Äç°êµÄ½éÉÜ£¬²í¼üÊ¹ÓÃ°êì£

ÓÐ¹ØÉèÖÃÏÔÉ³¼ÓÃÏËñìµÄ½éÉÜ£¬²í¼üÉèÖÃÓÃ»\$ÓÃÏËñìììì£

¶ÖÆ²Ėμϣ¼üÄìí¹¼ßÀ,

ÉèĭëÒ»ĬÂ£¬Ėç¹ûÉè¼ÆÒ»ö×Ô¼°μĀ×Ŏ'ĬĀí¹¼ß£¬Ŏð´ÓÒ»ĴÊ¼£¬²Ėμ×ĀŭĀí¼ü·ŎĀă°Ĭ¶Ŏ»°  
Ĵð³Ĭ»áĭêĖ«·ŭí×Ŏ¼°ĬĖĬûμĀ·½Ė½ĵ£Word μĀĬ°¶ÖÆĵ±¹ĬÄŬçĬ°ĀĀŬĖ¹ŎăŎŎ×ð·³ĖĬ°ĴĀŬĬ£

Āú¼ĖĴÉŎŎĬð²Ėμ×ŎĐĬí¼Ó³£ŎĀμĀ¹ĬĀŬ£¬ĖçĀŭĀĭĵ¶¶Ŏ»°ĴðŊĬĭĬĴ°ê¼°ŎĀ°·Ā×  
´û±ĬμĀ²Ŭ×÷μĖ£¬Ŏ²ĴÉŎŎĖ³¼ý²Ėμ×ŎĐ²»³£ŎĀμĀ¹ĬĀŬĬ£

Ĭ´¹ý½´Āç×ĭ·½±ăμĀ×ê°Ĭ¼üĴÉŎŎ¶¶ÖÆ¼ü·ŎĀăĵ£ĀúĴÉŎŎ±£Āð×ĭ³ðμĀ Word  
ÉèŎĀ£¬¶¶Ŏ¶¶ÖÆμĀĖèŎĀμ×¶ĬĀĖ³ĖĀ£°ăĬĀ¼ĵĬ£

¹¼ßÀ Ĭă¹©ĀĖμ×»÷Ėó±ê¼'ĴÉĖ¹ŎĀ Word ŎĐ×ĭ³£ŎĀĀŭĀĭμĀĴĬĖŬ·½´Ĭ£ĀúĴÉŎŎ¶¶ÖÆĬ°¹¼ßÀ,ĵ±  
£¬Ė¹Æă°ŭ°¬Āú×Ŏ¼°ŎĀμĀĀŭĀĭ£¬¶¶Ŏ°Ŋ²»³£ŎĀμĀĀŭĀĭĖ³¼ýĬ£

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çěʹôĀ

ĬÄŬ½êĖŬ

## ÔÚ²Êµ×ÖÐÌí¼ÓÃüÁîç°ê°í·Ö, ðíß

Àúç ÉÒÔÔÚ²Êµ×ÖÐÌí¼ÓÃüÁîç°í·ÁÜ£-Ô²ç ÉÒÔíð²Êµ×ÖÐÌí¼ÓÔ»Ð©íßìð£-É¹ÃüÁîç°×é·Ö, ðçª£  
×çÉí£°µ±ÃüÐÞ, Ä Word ÔÐµÄ²Êµ×°í¼üÉ±£-í·ÔüÐÁíçµÄÖ÷lá½«²»»á·Ö³ÔáÖÖ±ä»-í£

## ÔÚ²Êµ×ÖÐÌí¼ÓÃüÁîç°ê°í·Ö, ðíß

- 1 'Ôí°¹³¼ßì±²Êµ×ÖÐ£-ÑíÔñí°Ñííí±ÃüÁî (ALT, O, O) í£
- 2 ÔÚí°Àà±ðì±ÑíííçðÖÐ£-ÑíÔñí°²Êµ×ì±Ñííí£
- 3 ÔÚí°ÓÐÐ\$·ííí±ÑíííçðÃÜ£-ÑíÔñí°ÃÄÄ³Ö»²Ü×÷£°
  - ▶ Ô°É¹ÃüÁî»ð°ê½ðíÔ»üÔÚÉüÔÃ£°àµÄíÄµµÓÐÐ\$£-ÑíÔñí°Ã£°àì±Ñííí°·Á×í£  
×çÉí£°ÉçÓíÔÁÓÜíÄµµµÄ£°àÉÇ NORMAL.DOT£-Ôðí°Ã£°àì±Ñííí°·Á×í±·É¹ÔÃí£
  - ▶ Ô°É¹ÃüÁî»ð°êíÔÉüÔÐíÄµµ£-üÄ»»üÔÚÉüÔÃ£°àµÄíÄµµí¼ÓÐÐ\$£-ÑíÔñí°¹²ÔÃì±Ñííí°·Á×í£
- 4 ÔÚí°íÔÉ³¼ì±ÑíííçðÃÜ£-ÑíÔñí°ÃÄÄ³Ö»²Ü×÷£°
  - ▶ Ô°íÔÉ³¼ Word ÔÓÐµÄÃüÁî£-ÑíÔñí°ÃüÁîì±Ñííí°·Á×í£
  - ▶ Ô°íÔÉ³¼Ãü×Ô¼°½·Äç»ð Word ÔÓÐµÄ°ê£-ÑíÔñí°êì±Ñííí°·Á×í£
- 5 ÔÚí°²Êµ×ì±ÑíííçðÃÜ£-ÑíÔñÔ°í¼ÓÃüÁî»ð°êµÄ²Êµ×í£
- 6 ÑíÔñí°ÃÄ³Ü×÷£°
  - ▶ Ô°½«Ä³ííí¼Óµ½²²Êµ×ÖÐ£-ÔÚí°ÃüÁîì±Ñííí°êì±  
çðÃÜÑíÔñÉüÐêµÄÃüÁî»ð°êí£ÔÐ¹Ø, ÄíµÄÊµÄ³ðíÔÔÚí°ÊµÄ÷ì±çðÃÜí£
  - ▶ Ô°ÔÚ²Êµ×ÖÐÌí¼ÓÔ»·Ö, ðíß£-ÑíÔñí°ÃüÁîì±Ñííí°êì±çðÃÜÁÐ±íííÊµÄµäíß£
  - ▶ Ô°, ü»»ÃüÁî»ð°êµÄÃü³££-Ôí°ÃüÁîì±Ñííí°êì±çðÃÜÑíÔñÆ³ðÉ¹¼Ãü³££ÔÚí°²Êµ×ÖýíÄì±  
çðÃÜ¼üÉðÄÃü³££-²çÔÚ²Êµ×ÖÐÔ°¹¼ÔíÄ»ðíßµÄ×ÔÄ, Ç²°àÉêÖ», ð°í°Ä£·&£©¹ÄýÉç£-¼üÉê **B&old**  
£-½«°Ñ Bold ·ÄÉê²Êµ×ÖÐ£-²çÇÔ×ÔÄ, í°Ôì±íÄ¼ÓÔÐíÄ»ðíß£
- 7 ÑíÔñí°í¼Óì±°·Á££-°Ñíííçðí¼Óµ½Ñííí²Êµ×µÄÄ©í²í£
- 8 íÔÔ°í¼ÓµÄ, ÷, ðÃüÁîç°ê»ð·Ö, ðíßÖØ, ' 3 ÖÁ 7 ²½í£
- 9 ÑíÔñí°¹Ø±Ôì±°·Á×í£
- 10 Ô°±£·æÐÁµÄ²Êµ××é°í£-ÑíÔñí°ÃÄÄ³Ö»²Ü×÷£°
  - ▶ Ô°Äç¼°±£·æÐÁµÄ²Êµ××é°í£-Ôí°íÄ¼°ßì±²Êµ×ÖÐÑíÔñí°É²ç±£·æì±ÃüÁî (ALT, F, E) £-µ± Word láÉ³¼Ãü°ÑíÔ¹²ÔÃ£°àìçí¼íÄ¼°-íçÃüÁî»ðÉüÔÃ£°àÉü×÷µÄÐÞ, Ä±£·æÆðÄ·É±£-ÑíÔñí°Éçì±°·Á×í£
  - ▶ Ô°íêÔÚíÉ³ð, ÄÓíÔÃ³íððÉ±±£·æÐÁµÄ²Êµ××é°í£-µ± Word láÉ³¼Ãü°ÑíÔ¹²ÔÃ£°  
°àìçí¼íÄ¼°-íçÃüÁî»ðÉüÔÃ£°àµÄÐÞ, Ä±£·æÆðÄ·É±£-ÑíÔñí°Éçì±°·Á×í£  
×çÉí£°ý·ÇÄíÐÖ, í·Ä£°à£-Word ½«°Ñ²Êµ×±£·æÔÚ NORMAL.DOT ÔÐí£

## ×çÉí

- ▶ Ô°É¹ÉüÔÐ²Êµ××é°í·µ»Øµ½ Microsoft ÉèÖÁµÄÈ±Éì×í-£-çÉÑíÔñí°É²çÖØÖÁì±°·Á×í£¼  
í°Ñíííì±íÔ»°çð£-í°¹³¼ßì±²Êµ×£©ÔÐµÄÖ», ðí°²Êµ×ì±Ñííí£

## Çê²íÔÄ

í·ÖÆ²Êµ×íç¼üÁí°í¹³¼ßÄ

## ´Ó²Èµ¥ÖÐÉ³⁄₄ýÃüÁîç°ê¹⁄₄°Ö, ðíß

Äú¿ ÉÒÒ´Ó²Èµ¥ÖÐÉ³⁄₄ýÃüÁîç°ê¹⁄₄°»¹¿ÉÒÖÉ³⁄₄ý Word ÔÚ²Èµ¥ÖÐÓÄÄ´Ö, ð, ÷ÃüÁî×éµÄÖ±íß¿  
×çÉí£°µ±ÄüÐß, Ä Word ÖÐµÄ¹⁄₄ü»ð²Èµ¥É±£¬¹°íÖüÐÄíçµÄÖ÷lá¹⁄₂«²»»á´Ó³ÖäÖÖ±ä»¯¿

## ´Ó²Èµ¥ÖÐÉ³⁄₄ýÃüÁîç°ê¹⁄₄°Ö, ðíß

- 1 ´Ó¿¹³⁄₄ß¿±²Èµ¥ÖÐ£¬Ñ¿Öñ¿¹Ñ¿í¿±ÃüÁî (ALT, O, O) ¿£
  - 2 ÔÚ¿¹Äà±ð¿±Ñ¿í¿¿ðÄÜ£¬Ñ¿Öñ¿¹²Èµ¥¿±Ñ¿í¿£
  - 3 ÔÚ¿¹ÖÉ³⁄₄¿±Ñ¿í¿¿ðÄÜ£¬Ñ¿ÖñíÄÄÐÄ³Ö»²Ü×÷£°
    - ▶ Ô°íÖÉ³⁄₄ Word ÔÓÐµÄÃüÁî£¬Ñ¿Öñ¿¹ÃüÁî¿±Ñ¿í¿¹°´Ä¥¿£
    - ▶ Ô°íÖÉ³⁄₄Äü×Ö¹⁄₄¹⁄₂´´Äç°í Word ÔÓÐµÄ°ê£¬Ñ¿Öñ¿¹°ê¿±Ñ¿í¿¹°´Ä¥¿£
  - 4 ÔÚ¿¹²Èµ¥¿±¿ðÄÜ£¬Ñ¿Öñ°ü°¬ÖÐÖÉ³⁄₄ýµÄÃüÁîç°ê¹⁄₄°Ö, ðíßµÄ²Èµ¥¿£
  - 5 ÔÚ¿¹²Èµ¥ÖýíÄ¿±Ñ¿í¿¿ðÖ£¬Ñ¿ÖñÖÉ³⁄₄ýµÄÃüÁîç°ê¹⁄₄°Ö, ðíß¿  
¿¹ÈµÄ÷¿±¿ðÖ¹⁄₂«³°íÖ¹ØÓÜ, ÄíµÄÈµÄ÷¿£
  - 6 Ñ¿Öñ¿¹É³⁄₄ý¿±°´Ä¥¿£
  - 7 ¶ÖÖÉ³⁄₄ýµÄÄ¿Ö»íÖØ, ´²¹⁄₂Öè 3 ÖÄ 6¿£
  - 8 Ñ¿Öñ¿¹¹Ø±Ö¿±°´Ä¥¿£
  - 9 Öà±£´æÐÄµÄ²Èµ¥×é°í£¬Ñ¿ÖñíÄÄÐÄ³Ö»²Ü×÷£°
    - ▶ Ô°íêÄç¹⁄₄¹£´æÐÄµÄ²Èµ¥×é°í£¬¹°í¹Ä¹⁄₄ß¿±²Èµ¥ÖÐÑ¿Öñ¿¹È«²¿±£´æ¿±ÃüÁî (ALT, F, E) £©¿µ± Word láÉ³⁄₄Äü±£´æ¶Ö¹²ÖÄÄ£°ä¿í¹⁄₄í¹⁄₄¿¹çÃüÁî»ðÈüÖÄÄ£°äÈü×÷µÄÐß, ÄÉ±£¬Ñ¿Öñ¿¹ÈÇ¿±°´Ä¥¿£
    - ▶ Ô°íêÖÚíÉ³°ð, ÄÓ¿ÖÄ³íÐðÉ±±£´æÐÄµÄ²Èµ¥×é°í£¬µ± Word láÉ³⁄₄Äü±£´æ¶Ö¹²ÖÄÄ£°ä¿í¹⁄₄í¹⁄₄¿¹çÃüÁî¹⁄₄ÈüÖÄÄ£°äÈü×÷µÄÐß, ÄÉ±£¬Ñ¿Öñ¿¹ÈÇ¿±°´Ä¥¿£
- ×çÉí£°³⁄₄ÇÄíÐÐÖ, ¶´´Ä£°ä£¬Word ¹⁄₂«¹²Èµ¥±£´æÖÜNORMAL.DOTÖÐ¿£

## ×çÉí

- ▶ Ô°É¹ÈüÖÐµÄ²Èµ¥²ÄÄ»Ö, ´³É Microsoft ÈèÖÄµÄÄ¬Èí²ÄÄ±£¬Ñ¿Öñ¿¹Ñ¿í¿±¶Ö»°  
¿ð£¬¿¹¹³⁄₄ß¿±²Èµ¥£©µÄ¿¹²Èµ¥¿±Äà±ðÑ¿í¿ÖÐµÄ¿¹È«²¿ÖÖÖÄ¿±°´Ä¥¿£

## Çè¹ÖÄ

¶´ÖÆ²Èµ¥¿¹⁄₄üÄ¿¹³⁄₄ßÄ



## ÈjĩũÃüÁĩ°éµÄ¿ĩ½Ý¼üÉèÖÃ

Äú¿ ÈÓÔ´ÓÃüÁĩ°Ö»°¿ ðÑjĩĩ°ÍÆäËüĩĩÖÐÈjĩũ¿½Ý¼ü·ÖÃäÆ¬ÔÔ±äÊ¹ÖäÐ©×é°Í¼ü¿ ÖÏÐ³ðÀ  
´ÖÃµ½ÆäËüµÄ·ÖÃäÖÐjÆ

×çÊÍÆ°µ±ÄüÐµÄ Word ÖÐµÄ¼ü»ð²Ëµ¥Ê±Æ¬¬°ïÖüÐÃĩçµÄÖ÷là²»»á·´Ó³ÖäÖÖ±ä»¬jÆ

## ÈjĩũÃüÁĩ°éµÄ¿ĩ½Ý¼üÉèÖÃ

1 ´Ój°¹³¼ßj±²Ëµ¥ÖÐÆ¬¬ÑjÔñj°Ñjĩĩ±ÃüÁĩ (ALT, O, O) jÆ

2 ÔÚj°Àà±ðj±Ñjĩĩ¿ðÖÐÆ¬¬ÑjÔñj°¼üÄj±ÑjĩĩjÆ

3 ÔÚj°ÏÖÊ³¼j±Ñjĩĩ¿ðÄÜÆ¬¬ÑjÔñÍÃÄÐÃ³Ö»²Ü×÷Æ°

► ÒªÍÖÊ³¼ Word ÔÖÐµÄÃüÁĩÆ¬¬ÑjÔñj°ÃüÁĩ±Ñjĩĩ°´Ä¥jÆ

► ÒªÍÖÊ³¼Äü×Ö¼°¹²´Äç»ð Word ÔÖÐµÄ°èÆ¬¬ÑjÔñj°èj±Ñjĩĩ°´Ä¥jÆ

4 ÔÚj°ÃüÁĩ±»ðj°èj±¿ðÖÐÆ¬¬ÑjÔñÒªËjĩũÆä¼ü·ÖÃµÄÃüÁĩ»ð°èjÆ

5 ÔÚj°´ú±íµÄµ±Ç°¼üÐðÄÐj±¿ðÖÐÆ¬¬ÑjÔñÒªË³¼ýµÄ¼ü·ÖÃäjÆ

6 ÑjÔñj°Ë³¼ýj±°´Ä¥jÆ

7 ¶¶ÖÒªË³¼ýµÄÃ¿Ö»¿ð¼ü·ÖÃäÖÖ¿²¹²Öè 3 ÖÃ 6jÆ

8 ÑjÔñj°¹Ø±Öj±°´Ä¥jÆ

9 Òª±Æ¬æÐÃµÄ¼üÄl·ÖÃäÆ¬¬ÑjÔñÍÃÄÐÃ³Ö»²Ü×÷Æ°

► ÒªÍëÄç¼°±Æ¬æÐÃµÄ¼üÄl·ÖÃäÆ¬¬´Ój°ÍÃ¼ßj±²Ëµ¥ÖÐÑjÔñj°Ë«²¿±Æ¬æj±ÃüÁĩ (ALT, F, E) jÆµ±  
Word làÊ³¼Äü¶¶Ö¹²ÖÃÆÆ°àjç¼°ÍÃ¼¬jçÃüÁĩ»ðËüÖÃÆÆ°äËü×÷µÄÐµÄ½øÐÐ±Æ¬æË±Æ¬¬ÑjÔñj°ËÇj±°´Ä¥  
jÆ

► ÒªÍëÖÚÍË³ð¿Öj°ÖÃ³lÐðË±±Æ¬æÐÃµÄ¼üÄl·ÖÃäÆ¬¬¿ËÖÚµ± Word làÊ³¼Äü¶¶Ö¹²ÖÃÆÆ  
°äÆ¬¬Í¼°ÍÃ¼¬jçÃüÁĩ»ðËüÖÃÆÆ°äËü×÷µÄÐµÄ½øÐÐ±Æ¬æË±Æ¬¬ÑjÔñj°ËÇj±°´Ä¥jÆ

## ×çÊÍ

► ÒªÍëË¹Ë«²¿¼üÄl·ÖÃä·µ»Øµ½ Microsoft ÈèÖÃµÄÄ¬ËÍ×´l¬Æ¬¬ÑjÔñj°Ñjĩĩ±¶¶Ö»°¿ðÆ¬¬j°¹³¼ßj±²Ëµ¥  
Æ©µÄj°¹¼üÄj±Àà±ðÑjĩĩÖÐµÄj°Ë«²¿ÖÖÖÃj±°´Ä¥jÆ

## Çè²ÍÖÃ

¶¶ÖÆ²Ëµ¥jç¼üÄl°¹³¼ßÄ



## ÉèÖÃ Word ÒÔÊ¶±ð WordPerfect ¼ü

Äú¿ÉÒÔÉèÖÃ Word À´Ê¶±ð WordPerfect ¼ü²¿ÄÜÌá¹©ÓÐ¹Ø WordPerfect ÄüÁîµÄÐÄĲ»ðÈµÄ÷  
WordPerfect ÄüÁîĲ

## ÉèÖÃ Word ÒÔÊ¶±ð WordPerfect ¼ü

1 ´ÓĲ¹²³´µ¶±²Èµ¶ÖÐ£¬ÑĲÔñĲ°ÑĲĲĲ±ÄüÁî (ALT, O, O) Ĳ£

2 ÔÚĲ°Àà±ðĲ±¿òÖÐ£¬ÑĲÔñĲ°Ò»°āĲ±ÑĲĲĲĲ

3 ÔÚĲ°ÉèÖÃĲ±ÑĲĲĲòÄÜ£¬ÑĲÔñĲ°ÄÄæÄ½ð, ÑĲĲĲĲ

ÑĲĲ	¶ÄÜ
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WordPerfect °ĲÖú	Ê¹ Word ¶ÄÜ¼üÖè WordPerfect ¶ÄÜ¼üàĲ¬Ĳ£
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WordPerfect ĲÄµµ	Ê¹¼ýĲ¼üĲ PAGE UPĲ
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¶ĲĲ¼ü	PAGE DOWNĲ HOMEĲ ENDĲ¼° ESC µÄ¼ü¶ĲÄÜÖè WordPerfect Ò»ÖÃĲ
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4 ÑĲÔñĲ°È·¶ĲĲ±°´Ä¶Ĳ£

5 ´ÓĲ¹²³´µ¶±²Èµ¶ÖÐ£¬ÑĲÔñĲ°WordPerfect °ĲÖúĲ±ÑĲĲĲ (ALT, H, W)Ĳ£

6 ÔÚĲ°°ĲÖúÑĲĲĲ±ÑĲĲĲòÄÜ£¬ÑĲÔñĲ°ÄÄÐÄ³Ò»ÑĲĲĲĲ

ÑĲĲ	¶ÄÜ
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°ĲÖúÖýĲÄ	Ìá¹©ÓÐ¹ØÖè WordPerfect ÄüÁîµÈ¼ÜµÄ Word ÄüÁîµÄÐÄĲĲ£
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ÑÝÊ¼	ÑÝÊ¼Öè WordPerfect ÄüÁîµÈ¼ÜµÄ Word ÄüÁîĲ
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7 ÑĲÔñĲ°È·¶ĲĲ±°´Ä¶Ĳ£

Çè²ĲÖÃ

¶ĲÖÆ²Èµ¶Ĳ¼üÄĲ¹²³´µ¶

1 'Ó<sub>1</sub>'<sup>1</sup>¼<sub>3</sub>ß<sub>1</sub>±²Êµ≠ÖÐ£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'Ñ<sub>1</sub>ĩĩ<sub>1</sub>±ÄüÁĩ (ALT, O, O) j£  
2 ÔÚ<sub>1</sub>'Åa±ð<sub>1</sub>±Ñ<sub>1</sub>ĩĩ<sub>1</sub>¿ðÄÚ£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'<sup>1</sup>¼<sub>3</sub>ßÀ<sub>1</sub>±Ñ<sub>1</sub>ĩĩ<sub>1</sub>j£  
3 ÔÚ<sub>1</sub>'<sup>1</sup>ÖÊ¾<sub>4</sub>±Ñ<sub>1</sub>ĩĩ<sub>1</sub>¿ðÄÚ£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'ÄÄÐÄ³Ö²Ü×±£°  
▶ Ô<sup>1</sup>ÖÊ¾<sub>4</sub> Word ÔÖÐµÄÄüÁĩ£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'ÄüÁĩ<sub>1</sub>±Ñ<sub>1</sub>ĩĩ<sub>1</sub>'Å≠j£  
▶ Ô<sup>1</sup>ÖÊ¾<sub>4</sub>Äü×Ö¼°½²"Ä¿»ð Word ÔÖÐµÄ°ê£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'°ê<sub>1</sub>±Ñ<sub>1</sub>ĩĩ<sub>1</sub>'Å≠j£  
4 ÔÚ<sub>1</sub>'ÄüÁĩ<sub>1</sub>±²»ð<sub>1</sub>'°ê<sub>1</sub>±¿ðÖÐ£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'Ö<sup>1</sup>¼<sub>3</sub>ßÀ<sub>1</sub>ÊĩµÄÄüÁĩ»ð°êj£  
5 ÔÚ<sub>1</sub>'Ö°ÐÐ<sub>1</sub>ÄµÄ¹¼<sub>3</sub>ß<sub>1</sub>±Ñ<sub>1</sub>ĩĩ<sub>1</sub>¿ðÖÐ£¬Ñ<sub>1</sub>Ôñ<sub>1</sub>'Ö°ÐÐ<sub>1</sub>ÄµÄ¹Å≠j£  
6 Ñ<sub>1</sub>Ôñ<sub>1</sub>'ÐÐ<sub>1</sub>Ä<sub>1</sub>±²°Å≠ĩ³ÉÐÐ<sub>1</sub>Ä<sub>1</sub>j£

7 Ñ;Ôñ;°¹Ø±Õ;±´´À¥;£

×¢ÊÍ

- Òª°ÑËùÓÐµÄ¹¤¼ßÀ,·ÖÄä»Ö,´µ½ Microsoft ÊèÖÃµÄÄ¬ÈÍ·ÖÄä£¬Ñ;Ôñ;°Ñ;í;±¶Ö»°  
¿ò£¬¹°¹¤¼ß;±²Ëµ¥£©µÄ¹°¹¤¼ßÀ,;±Àà±ðÑ;í;ÖÐµÄ;°Ê«²¿ÖÖÖÄ;±´´À¥;£
- Òª°Ñ¹¤¼ßÀ,ÊÍÄ³,ð´´À¥»Ö,³Ê Microsoft µÄÄ¬ÈÍ·ÖÄä£¬ÖÚ;¹°ªÐ±,ÄµÄ¹¤¼ß;±Ñ;í;¿òÖÐÑ;í,Ã°  
´À¥£¬Ê»°óÑ;Ôñ;¹°¹¤¼ßÖÖÖÄ;±´´À¥;£¹°ªÐ±,ÄµÄ¹¤¼ß;±¿òÊ¿;¹°Ñ;í;±¶Ö»°¿ò£¬¹°¹¤¼ß;±²Ëµ¥  
£©ÄÚµÄÖ»»,ð;¹°¹¤¼ßÀ,;±Ñ;í;£

ÌáÊ³¼

- Äú¿ÉÒÔ¶¶ÖÆ;¹°Êð·Ä°Ù·Ö±Ë;±´´À¥£¬Ñ;Ôñ 25% ÖÁ 200% ¼äÊÍÒà·Ä  
´ó±¶ÄÊ;£²í¼ü¶¶ÖÆÊð·Ä°Ù·Ö±Ë´´À¥;£

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Çè²ÍÔÃ

¶¶ÖÆ²Ëµ¥;¿¼üÄ¹°¹¤¼ßÀ,

## Ê¹ÐƆ,ÄŦÔ¹²ÓÃÄ£°à»ð½ðŦÔÃ³Ò»Ä£°àÓÐÐ\$

Word °ÑÔÚĭ°Ñĭĭĭ±ŦÔ»°¿ðÒÐ½ðÐµÄÐƆ,Ä±£´æÔÚ WINWORD.INI ÎÄ¼pÖÐ£¬²¿½«ÆäÓ!ÓÃÓÚ  
´ò¿ªµÄËùÓÐÎÄµµ£¬ŦŦ²»¹ÜËùÓÃµÄËÇÃÃÖ»,ðÄ£°àĭ£µ«ËÇ£¬µ±ÄúÔÚĭ²Ëµĭ±ĭ¿  
ĭ°¼üÄĭĭ±»ðĭ°¹²¼ßÄ,ĭ±Äà±ðÒÐ½ðÐÐƆ,ÄË±£¬ÔàÐ©ÐƆ,ÄÔðÖ»ÓÃÓÚ»ŦŦÄ£°àĭ£

ËÇ¹üÔª°ÑŦŦÔðÐ©Äà±ð½ðÐµÄÐƆ,Ä±£´æÔÚÃ³Ò»ĭØŦŦµÄÄ£°àÖÐ£¬±ØÐËË¹ÓÃĭ°Ä£°àĭ±ÄüÁ¹½«,ÄÄ£  
°àÓ!ÓÃÓÚÎÄµµĭ£ËÇ¹üÔªË¹Ëù×÷ÐƆ,Ä³Ë¹¹²ÓÃÔð±äŦŦËËùÓÐÄ£°àÆð×÷ÓÄ£¬ÔðÑĭÓÃ NORMAL.DOT  
Ä£°àĭ£

## Ê¹ÐƆ,ÄŦÔ¹²ÓÃÄ£°à»ð½ðŦÔÃ³Ò»Ä£°àÓÐÐ\$

- 1 ´Óĭ°ÎÄ¼pĭ±²Ëµ¥ÖÐ£¬ÑĭÔñĭ°Ä£°àĭ±ÄüÁ¹ (ALT, F, T) ĭ£
- 2 ÔÚĭ°ÑĭÓÃÄ£°àĭ±¿ðÒÐ£¬¼üËË»ðÑĭÔñÃ³Ò»Ä£°àĭ£
- 3 ÔÚĭ°½«ÐÄ°Ë°Î¼¼ÎÄ¼¬±£´æÔÚĭ±Ñĭĭ¿ðÄÜ£¬ÑĭÔñÎÄÄÐÃ³Ò»Ñĭĭ£°

²Ü×÷	ÑĭÔñ
Ê¹ÐƆ,ÄŦÔËùÓÐ ÎÄµµÓÐÐ\$	ĭ°¹²ÓÃÄ£°àĭ±
Ö»ÓÃ»ŦŦÄ£°à ±£´æËù×÷ÐƆ,Ä	ĭ°µ±Ç°ÎÄµµÄ£°àĭ±
Ë¹ Word ÔÚÃ¿¹ ±£´æË±½ðÐÐ ÎäË¼	ĭ°²üËùÐÄ°Ë»ð¼¼ÎÄ¼¬Ë±³¼ðŦŦĭ±

- 4 ÑĭÔñĭ°Ë·ŦŦĭ±°´Ä¥ĭ£

## ÇË²ÎÖÃ

ŦŦÖÆ²Ëµĭ¿¼üÄĭ°¹²¼ßÄ

Ŧ'Òå

-A-

Ŧ'ÔÆë·½Ê½    ¼ŸÍ·¼ü  
Äú×ç    ×ÔŦ'Á'½Ó  
Äú×ç±ê¼Ç    ×ÔŦ'±£'æ  
Ó'ÓÃ³|Ðò    ×ÔŦ'±£'æ  
¿ØÖÆ²Ěμ¥  
Ó'ÓÃ³|Ðò°¿Ú

-B-

°ðì"·ÖÒ³  
ÄÚŦ'Ä  
ÊéÇ©  
İiÄ¿·û°Ä

-C-

μ¥Ôª·ñ    Ä·ÑiŦ'  
μ¥»÷    ¿ØÖÆÃæ°å  
¼ðìû°å    ¼ð²Ä  
ÖŦμþ    ¼ðÇÐ  
·ÖÄ·û

-D-

ÊŸ¾ŸÍÄ¼þ    Ŧ'Ô»°¿ò  
DDE    Ä¿Ä¼  
Ä¬ÈİÖμ    İÄμμ¿ØÖÆ²Ěμ¥  
½μ¼Ŧ'İÄμμ°¿Ú  
Ä¿±ê    ²Ÿ·äÄ£Ê½  
İÄμμİŦ'  
Êè±·ÇŸŦ'³|Ðò    ÇŸŦ'Æ÷

-E-

±à¼  
İ²×ç  
Ö¹¿ª  
ÑiŦ'ÑÓÉi

-F-

Óò    ½Ä×ç  
Óò´úÂë    ½Ä×çË÷Òý±ê¼Ç  
ÓòÄÜËÝ    ±í,ñ  
ÓòÀàÐÍ    ,ñÊ½ÐÅ°¯»òÎÄμμ  
ÎÄ¼þ    ,ñÊ½  
ÎÄ¼þ,ñÊ½    ¹«Ê½  
×Ölà    Í¼ÎÄ¿ò

-G-

¹²ÓÃÆ°à  
Í¼ÎÄ¼¯  
×°¶©±ß

-H-

Ðü¹ÒÊ½Ëõ½ø±êlà¼¶±òÑüÊ½  
Ò³Ã¼°ÍÒ³½Ä    Òþ²ØÎÄ×Ö  
Ò³Ã¼ÎÄ¼þ    ËËÇø  
±êlà    Á¬×Ö·û

-I-

Í¼±ê  
Ëõ½ø  
Ë÷Òý  
²àËëμã

-K-

¼ü,³Öμ

-L-

°áìò    ÐÐ¼ä³¼à  
Òýμ¼×Ö·û    Á¹½Ó  
·ÖÐÐ·û    ÁÐ±Í¿ò

-M-

°ê    ²Ëμ¥  
Ö÷ÎÄμμ    °ĩ²ç  
Ä¿Öμ    Îüĩç

-N-

²»¼ăŋĭÁ¬×Ö·û  
²»¼ăŋĭĹÖ,ŋ  
±ê×¼²éĹ·ĂĖĖ½

-O-

ŋÖĭó  
ĹÉÑĭÁ¬×Ö·û  
Ñĭĭŋ  
·ó·Û²éĹ·ĂĖĖ½  
·ĂĐ·

-P-

·ÖÖ³·û°öÖµ  
È«Öæ²éĹ·ĂĖĖ½      ×Ýĭò  
·°·ŋ      ĭ»ÖĂ  
Ö³ĭù      ·òÓĭÇýŋĭ³ĭĐòĖĭĀ¼pĖ©  
Ā·¾ŋ      Éý¼ŋ

-R-

Ö»ŋĀ      Đbŋĉ±êÖ¾  
ŋĀĐ·      ·ŋĖ½Ā·  
¼ÇĀ¼¼½çĭß  
³Ė¹æĀ·½Ö      ±ê³ß  
ÖØĐĀ·ÖÖ³

-S-

·Ă±ă±ĖÀý      ĭ¼ĭĀ³ĭ  
¹öŋĭĭö      »³³ă³ø  
½Ú      ×·ĭ¬Ā·  
·Ö½Ú·û      ÑùĖ½  
Ñĭŋĭĭö      ÑùĖ½Çø  
ĭă²ă      ĭĀ±ê  
²ă±ê      ÖªÖªĐĀĭç  
ĀĀĐò      Éĭ±ê  
Ö·ĭĀµµ      Ĺª¹Øĭŋ  
ĭØĖă×Ö·û

-T-

ÖÆ±ĭŋ      ĭĀ±¾Ĺò  
±ĭ      ±êĭăĀ·

Ä£°ä ¹¤³⁄₄ßÀ

-V-

¹Ö±¶ÔÆë·½Ê½  
²é¿´

-W-

¶ìÐÐ°í¹ÂÐÐ  
´°¿Ú  
×Ö»ØÈÆ



¶ÔÆë·½Ê½

ÔÚÒ»ÐÐÖÐ»ðÖÆ±í»¼äÖýÍÄµÄË®Æ½Í»ÖÃ;£ÔÚ Word ÖÐÐÐËýÖÖ¶ÔÆë·½Ê½½£

¶ÔÆë·½Ê½ ¾ð¶

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¶ÍÄä

¶ÍÖÐµÄÐÐÓë×ó¶ËËð½øÍ»ÖÃ¶ÔÆë»×ó¶ÔÆë£©£¬ÓëÓÒ¶ËËð½øÍ»ÖÃ¶ÔÆë»  
ÓÒ¶ÔÆë£©£¬ÓëÁ½¶ËËð½øÍ»ÖÃ¶ÔÆë»Á½¶Ë¶ÔÆë£©£¬»ðÔÚÁ½¶ËËð½øÍ»Ö  
ÃÖÐ¼ä»¾ÓÖÐ£©£

ÖÆ±í·û ÖýÍÄ´ÓÖÆ±í·û»ÖÃíðíáÑÓÉµÄ½ìð£

½Ú ¶ÍÄäÔÚÒ³µÄ´¹Ö±½ìðÉµÄÄÖ·½·£

Αύ×φ

×÷Öß»ðÉóÔÄÖß¼Óμ½ÎÄμμÖĐμÄ×φÊÍ»ð±×φ¡ξΑύ×φΐÔÊ¾ÔÚμ×¶ÄμÄΑύ×φ´°,ñÄÚ£¬Ä¿¡ðΑύ×φ  
´øÓĐÒ»»,ðÊ¶±ð±ê¼Ç£¬Í´³£ÊÇΑύ×φÖßμÄĐÖÄúÊðĐ´°ÍÖ»»,ð±à°Ä¡£

**Áú×ç±ê¼Ç**

Áú×ç±ê¼Ç£´´´³£ÊÇÔÚ·½À´´°ÄÄÚµÄÄú×çÕßµÄÐÕÄúËøÐ´°ÍÕ»\_ö±à°Ä£©±êÖ³¼ÎÄµµÕÐµÄÕ»\_öÄú×ç  
j£ÊÇ¹úÄú×ç´´\_ñ´ò¿ª£¬»ðÕÚj´°¹¼³¼ßj±²£µ¥ÕÐµÄj´°ÑjÎj±ÄüÁîÕÐÑjÕñÁ£j´°Õp²ØÎÄ×Õj±ÑjÎ£¬Word ¼  
´IOÊ³¼Äú×ç¹¼Ç°Äj£

Ó!ÓÃ³ìÐð¿ØÖÆ²Ëμ¥

¿ØÖÆ²Ëμ¥ÖÐ°ü¬¿ØÖÆ Word ´°¿ÚÎ»ÖÃ°í´óÐ¿£¬ÒÔ¼°ÇÐ»»μ½ÁíÒ»Ó!ÓÃ³ìÐðμÃÃüÁî¿£°´ ALT+  
¿Ö,ñ¼ü£¬¿ÉÓÃ¼üÃ¿μ÷³ö¿ØÖÆ²Ëμ¥¿£



Ó!ÓÃ³!Đò´°¿Ú

ÄÚ°¬ÔĚĐĐμÄÓ!ÓÃ³!ĐòμÄ´°¿Ú£¬ Ä´°¿Ú  
´øÓĐ²Ěμ¥!i²¢!ªÖÚÓ!ÓÃ³!ĐòÄÚĚ¹ÖÄĬÄμμ!á¹©¹¤×÷Çø!£Ó!ÓÃ³!Đò´°¿ÚÓě!ěĚ«·Ä´óμÄĬÄμμ´°  
¿Ú¹²!i±ß¿ò°!±ê!âA,j£

¼ýÍ·¼ü ▶

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ÉİçİÂç×óçÓÒ¼ýÍ·¼üİÖÃÓÚÒÆΠ²ăÈëμă»ò´Ó²Ėμ¥»òÑİİİÁĐ±İÖĐÑİÔĥ²Ėμ¥»òÑİİİİ

×ÔŦĀ'½Ó

Word ÔÚĀ¼p°ÍÓ!ÓÃ³İĐð¼ăĪ''ýÁ'½Ó'«μÝĐĀİçİ£ÔÚÒ»İð×ÔŦĀ  
'½ÓÖĐ£¬ÔÚÒ»,öĪĀ¼pÖĐĐĐ,ĀμĀĐĀİç»á×ÔŦĀ'«μÝ,øËüËüĀ'½ÓμĀĀ¼pİ£

×Ô¶°ê

×Ô¶Ö'ÐÐµÄÖ»İµÁÐ¶×÷;ξÔÚÐèÒª±ξ¬Word ½«°êÃûÔÔ°Auto;±¿ª¼µÄ°ê¶±ðİ±ØÒª±  
¿ÉÔÔ×Ô¶Ö'ÐÐµÄ°ê;ξÀýËç¬¿ÉÔÔİ'ıýÖ»„öÃûİª AutoExec µÄ×Ô¶°ê¬×Ô¶'ò¿ªÉİİ'İÀİµÄİµµİξ



×Ô¶±£'æ

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°đġ·ÖÖ³

×ÔŦ̄¼ÆĚă²çİòİÄµµÖĐ²ăĚë·ÖÖ³·ûµÄ¹|ÄÜj£·ÖÖ³·ûĚ¹’òÓı»úĚŦ±ðĂĴ·Ö»Ö³’ÓŦ̄¹ĴªĚ¼ı£

ÄÚĦ

²»ÊÇ±èlâÇÒÄ»ÓÐ·ÖÄä²ä¹µÄŒýĦÄ;£ÔÚ´ó,Û²é¿´Ä£Ê½ĦÄ£¬Word ÔÚÄÚĦÄµÄ×ó±ßĦÖÊ¾Ô»\_ö·û°Ä;£  
▫ ÄÚĦ

ÊéÇ©

ÎÄµµÖÐ×÷ÁË±ê¼ÇµÄÎ»ÖÃ»ðÒÑÃüÃüµÄÒ»¶ÎÖýÎÄ-ÓÃÓÚÎÄµµÄÚËÝË÷Òý;ÆÊéÇ©²»½ð½ðÊÇÒ»ðÎ»  
ÖÃÖü¼Ç·û£¬°ÑËüÓêÓðÒ»ÆðË¹ÓÃ½·Áç½»²æË÷Òý¼°Æä±à°À;£

İiÄ¿·ú°A

Ò»„ö±ê¼Ç£¬Í³£ÎªÒ»„öÔ²μã»ò·½μã£¬³£ÓÃÓÚ¼ÓÇ¿Öøμã»òÇø·Ö±íÖð„÷İi£

ÀýÈç£°

ÇëÍê³ÉÒÔİÄ¹α×÷

- ▶ ¼ÇÂ¼Ò»„ö°ê
- ▶ ²âÈëÒ»„öÁú×ç
- ▶ ½«İ°°İÖú±´°¿ÚÓê Word ´°¿Ú²çÁð·ÄÖÃi£

μ×Ôª\_ñ

±íμÄ»ù±¾μ¥Î»j£ÓÚ±íÖÐ£¬ÐÐÓëÁÐμÄ½»²æμã¼´¹Ò»\_öμ×Ôª\_ñj£

$\mu \neq \infty$

ÔÚÒ»¸ö»¼ä¶¶×÷ÖÐ¬°·Î²çËË¸Êó±ê°·À¥£

¼ðlù°å

´æ·Á¼ðÇÐ»ð, ´ÖÆµÄÏÄ×Ö£¬»ðÍ¼ÐÎµÄÖ»¿éÁÙÊ±´æ´¿Çø;£¿ÉÒÒ½«¼ðlù°åÖÐµÄÄÚÝÖ³lùµ½ÊÎÎ  
Word ÎÄµµÖÐ»ðÁÍÖ»Ó!ÓÃ³lÐðµÄÏ¼pÖÐ£¬ËÇ Microsoft Excel;£¼ðlù°å±£³ÖÖ-  
ÓÐÐÄl¿Ö±µ½¼ðÇÐ»ð, ´ÖÆÁËÁÍÖ»¿éÏÄ×Ö»ðÍ¼ÐÎ;£



ÖÛµþ

ÔÚ

´ò, Û²éç´Ä£Ê½ÖÐ½«ÄÚÎÄ°Í×Ó±èìàÒþ²ØÓÚ±èìàíÄÄæ;£ÄÚÎÄ°Í×Ó±èìà±»ÖÛµþ°ó£¬çÉÒÔç´µ½ÎÄµµµÄ  
´ò, Û½á¹£¬ÄúçÉÒÔ½±ãµØÖÖ×éíÄµµ;£

·ÖÀ,·û

ÔÚŒýÎÄÖÐÖ,Ê¼Ò»À,μÄ½áÊø°ÍÁ(Ò»À,μÄ¿ªÊ¼μÄ·Ö½ç·û¡£ÔÚÈ«ÖæÄ£Ê½°Í  
'òŒ¡Œ²Ä²é¿·½Ê½ÖÖ¼°'òŒ¡ÎÄμμÊ±

£¬·ÖÀ,·û°òÄæμÄŒýÎÄ»á³õŒÖÖÚÐÄÄ,ŒÐ¡£·ÖÀ,·ûÒÖÒ»ÐÐμǎŒ³õŒŒ¡£

ÈÊ¹²âÈëμÄ·ÖÀ,·û³ÆŒ°Ó²·ÖÀ,·û£»ÓÉŒûŒ³°æÄæ±àÄÄÈ·¶μÄ·ÖÀ,·û³ÆŒ°ÈŒ·ÖÀ,·û¡£

À,Ñ;¶

ìØ±ðÏÔÊ¾µÃÎ×Ö°í£¯»ðí¼ÐÎµÄ¾ØÐÎ¿é¿£í°·ÏÂÊó±êÓÒ°·Ã¸²çÏ¶Êó±ê£¬»ð°· CTRL+SHIFT+F8  
¼ü£¬Ê»°óÃ¼ýÍ·¼ü£¬¿ÉÒÔÑ;¶Á¬Ðø¶ÎÃäÖÐµÃÎÄ±¾ø²»Ò»¶ÎÒªÑ;¶Ôû,ö¶ÎÃä¿£

1→Vacorumnominum¶

2→Quibuscum-stelles¶

3→Dedicaverant¶

1→Vacorumnominum¶

2→Quibuscum-stelles¶

3→Dedicaverant¶

Ò»°ªÑ;¶ À,Ñ;¶

¿ØÖÆÃæ°å

Microsoft Windows ¿ØÖÆÃæ°å¿ÉÓÃÀ

´µ÷Õû²Ù×÷½Ê½°ÍñÊ½£¬Êç²åÈëµãÉÁĚ,ĚÙŦĚ;çÈÖÆÚ°ÍÊ±¼ă,ñÊ½¼°Í“ĐĂÉèÖÃ;£Word °Í Windows  
Ŧ¼»áÊÛŦâĐ©ÉèÖÃµĂÓ°İ;£

¼ð²Ã

¼ðμôÍ¼ÐÎÖÐ²»İëİÔÊ³¼μÄ²¸·Öİ£

¼ðÇÐ

‘ÓÎÄµµÖÐÉ³⁄₄ýŊıŧ‘µÄÎÄ×Ö»ðÍ¼Ðİ£¬½«ÆăÖ³lùµ½ÎÄµµÖÐµÄÄíÖ»‘ı»ðÁíÖ»ÎÄµµÖÐı£

±»¼ðÇÐİÄÄ‘µÄÐÄİç·ÄÔÚÖ»ö³Æİª¼ðlù°âµÄÄÙÊ±‘æ‘çÇøÖÐı£¼ðlù°âÖ»Ö±±  
£Áô,ÄÐÄİçÖ±µ½Äú¼ðÇÐ»ð,‘ÖÆÄËÄíÖ»çéÎÄ×Ö»ðÍ¼Ðİ£

Êý³⁄₄ÝÎÄ¼p

Ò»ÀàÎÄµµ£¬ÆäÖÐ°ü°¬Òªï²¢µ½Ö÷ÎÄµµÖÐÒÒ

“½”、ñÊ½ÐÄ°»òÆäËüï²¢ÎÄµµµÄÏýÎÄ;£ÄýËç£¬ñÊ½ÐÄ°µÄÊý³⁄₄ÝÎÄ¼p¿ÉÒÖ°ü°¬ÓÄÀ  
‘Éú³ÊÃ¿Ö»·àÐÄµÄ²»ÎµÄÐÖÃü°ÍµØÖ·;£

Èç¹üÒªÊ¹ÓÄÄíÒ»ÖÖ×Ö‘Î³ìÐòµÄÊý³⁄₄Ý;¢Êý³⁄₄Ý¿â»òµç×Ó±í,ñ£¬Ê×ÏÈÒª½«„ÄÎÄ¼p×ª»»³É Word  
ÎÄ¼p,ñÊ½;£

DDE £'Ŧ̄İ-Êý¼Ý½»»»£©)

Windows Ó|ÓÃÊí¼p±Ě´Ě´«μΥΔΑίϕμΑί"μÀj£ÀýĚç£¬Ěç¹û½« Word ÎÄ¼pÖĐμÄÖ»ÖÄ±íÓë Microsoft  
Excel ÖĐμÄĚý³¼YÁ´½Ó£¬μ± Microsoft Excel ÖĐμÄĚý³¼YĐp,ÄĚ±£¬Word ÓÃ DDE ,üĐÂ°¬ÓĐ´ĚÄ  
´½ÓμÄÎÄμμj£



Ä¬ËÏÖμ

ÖîÊçÒ³±ß¾à|çÖÆ±í·û¿í¶Ê°Í¿ì½Y¼ü,³ÖμÕaÑùμÄÔπİÊ¶ÒâμÄÉèÖÄ;£ÔÚ´´½´İÄμμÊ±£¬Ä¬ËİμÄÄ£  
°äÊÇ NORMAL.DOC£¬ÆäÄ¬ËİÉèÖÄÖÐ°üÄ´ 1.25 Óç´çμÄÒ³±ß¾àÇÖ²»°¬Êð½ø;£

½μ¼¶

½«±êlâ,Äî°ÄÚÎÄ»òμÍÔ»¼¶μÄ±êlâî°ÄýËç£¬ÓÉ°Ë¼¶±êlâ½μÎ°³¼Ä¼¶±êlâî£

Ä¿±êÎÄµµ

Ä¿±êÎÄµµÖÐ°ü°¬ÒÖÆäËüÎÄµµ»òÓ|ÓÃ³|ÐòÎªÖ´µÄËý¼Y¡¿¼ÐÎ»òÆäËüÐÄÎ¿;ËË¹ÓÃÁ´½ÓË±Ë¬Ä¿µ±Ö´·¿Éú±ä»¬Ë±Ë¬¬¶¼¿ÉÒÖüÐÄÄ¿±êÎÄµµÖÐµÄÐÄÎ¿;Ë

Éè±ÇýŒ³ìĐò

ÈÃ¼ÆĚă»úÖªμÀÈç°í²Ù×÷ĭñÊó±êí  
'òÓĭÉè±μĀlØÊâĭÃ¼pĭ£ÀýÈç£¬Êó±êÇýŒ³ìĐòÊ¹Êó±êÖ, Öë³ôĭÖÔÚÆÁĂ»Éĭ²¢½«μ¥»÷Êó±ê°  
'Λ¥×ª»»ĭªĭàÓĭ²Ù×÷ĭ£

¶Ô»°ò

ÍÔÊ¼¿ÉÓÃÃüÁîÑ¡Ïµ¿ò£¬¿ú¿ÉÒÔ¼í²é»òÐµ,ÄŒâÐ©ÃüÁîÑ¡Ïµ£

Ä¿Â¼

‘AAIÉİµÄ×Ó·ÖÇø£¬Æă×÷ÓǺĩñÎ¼µµµ°,İµí³Ò»Ñù£¬¿É°ıÖúÓǺ»§×éÖ┐Äµµı£ÀýÈç£¬¿ÉÖÔİªEùÓĐ,ñÊ  
½ĐÄ°½”ÁçÖ»,ö LETTERS Ä¿Â¼ı£

İÄµµ¿ØÖÆ²Ëµ¥

Ò»»\_ð´øÓĐİÄµµ´°¿Ú¿ØÖÆÄüÁîµÄ²Ëµ¥¡ªÄýËç£¬¬Äú¿ÉÒÖ\_Ä±äÒ»»\_ðİÄµµ´°¿ÚµÄ´óĐııøİ»ÖÄÒÖ¼°½«\_Ä´°¿Ú²ð·Öİª´°\_ñ¡£

°´ ALT+Á¬×Ö·û£¬¿ÉÓÄ¼üÄìµ÷³ð\_Ä¿ØÖÆ²Ëµ¥¡£



ÎÄµµ´ºÚ

ÆÁÄ»ÉĭµÄÒ»,ö·½ĐÎÇøÓð£¬ÔÚ,ÃÇøÓðÖĐ¿ÉÒÖ²é¿´ºİ±à¼ÄÎÄµµİ£

ÔÚ Word ´º¿ÚÖĐ×İ¶à¿ÉÒÖ´ð¿<sup>as</sup>¼Ä,öÎÄµµ´º¿Ú£¬Ã¿,öÎÄµµ´º¿Ú¿ÉÉ®Æ½µØ·Ö³ÉÁ½²¿·Ö£¬³Æİª´º,ĥİ£

Èç¹û½«Ò»,öÎÄµµ´º¿Ú·Ä´óµ½×İ´ó»¬£¬Èü¾İÍ¬ Word ´º¿Ú¹²İ±İ¿ðºİ±elâÀ,İ£



²Ý,äÄÊ½

»îï¯ÄµµµÄÄ»ÓÐ,ñÊ½»òí¼ÐÎµÄÓí¼j£²Ý,ä·½Ê½¿É½ÚÊïÖÊ¾°í·òÓïÄµµËùÐèÒªµÄ±¼äj£

ἰῆ

ὈΑἶμα ἔστιν ὁ ἄνθρωπος ὁ ὅτι ἔστιν ὁ ἄνθρωπος

ÇýŦÆ÷

¼ÆĚă»úÉİμĂŎ»»úĐμ×°ŎĂ£¬¿ÉŎŎ×ªŦ´ĂĀİ½ĐĐĐĂİ¢¼İĚ÷°İ±£´æİ£,öĚĚ¼ÆĚă»ú³£ÓĐŎ»,ö±êİª C  
μĂÓ²ĂİÇýŦÆ÷°İÁ½,öŦĂ¿ÉŎÆŦĚİĂİμĂÇýŦÆ÷£¬±êİª A °İ Bİ£

±à¼

Ôö¼Ó¡øÉ³¼ý»òÐᵑ,ÄîÄ×Ö°í¼Ðî£

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ËµÃ÷²İ¿¼×ÊÁİ»òŒÔÄÚÊÝ½øĐĐ½ăÊİµÃ×ç½ăİİ²×çÊÇÓİÔÚ½Úİ²»òİÄµµ°óµÃ½Ä×çİİ²×ç¿ÉÔÚ½Ä×ç  
°ŒÖĐİÖÊ¾°İ±ă¼İ£

Ö'¿ª

ÔÚ

‘ô ÛÏÔÊ¾·½Ê½ÏÏÔÊ¾±êìáÏÏÏæµÏÏÏÏÏ×Ó±êìá;£ Ö'¿ªÖ»„ö±êìáÓëÖÛµρÒ»„ö±êìá»òÒρ²Ø„Ï±êìáÏÏµ  
ÏÏÏÏÏ×Ó±êìáÒàÒáÏ·;£



Óò

¿ÉÔÚÎÄµµÖÐ²âÈë÷ÖÖÐÄİçµÄ±àÄeÖ,Áİ£¬°üÄ´´òÓİÊ±²âÈëµ½,ñÊ½ÐÄ°ÖÖÐµÄ¿É±âÊý³⁄⁄Yİ£  
¿ÉÒÖ,üÐÄÓòÖÖ×Ö¶¶ÖÖÚÎÄµµÖÐ²âÈëÐÄÐÄİçİ£

ÈôÒª½Ø»²½ÄÊ½âÓð£¬¿ÉÔÚİ°İÖúÊ÷Öýİ±ÖÐÑİÖñİ°ÓòÀàÐİİ±İ°Ö,Áİİ±Ö÷Ìâİ£



Óò´úÂë

ÓÉÓò×Ö·û£¨}£©À¨ÆðÀ´µÄìØÊâÖ,Áî£ÄýÈç£¬¬Óò´úÂë {include c:\\letters\\richard.ltr} ºâÈëÎÄ¼p  
RICHARD.LTR µÄÈ«²¿ÖýÎÄ£

ÓðÄÜÈÝ

ÓÉÓÚÓðμÄÖ´ÐÐ¶¯×÷¶¶ø²âÈëμ½ÎÄμμÖÐμÄÎÄ×Ö»ò¼ÐÎ¿£ÄýÈç£¬INCLUDE Óð {include c:\\letters\\richard.ltr} μÄÓðÄÜÈÝÈÇÎÄ¼þ RICHARD.LTR μÄÈ«²¿ÖýÎÄ¿£

## ÓòÀàĐí

±êÊ¶ÔòÔÚÍÃµµÕÐµÄ¶×÷»ð×÷ÓÃ;£ÔòÀàÐÍµÄÊµÀÝ°üÀ"×÷Õß;çÊéÇ©;ç±,×ç°ÍÊÕÆÚ;£

ÒªÄÊ½âÓðÀàÐíµÄêÕùÁÐ±í£¬¿ÉÑíí°°íÕùË÷Òý±±ÕÐµÄí°ÓðÀàÐí±í°íÕùÁî±±Õ÷íâ£

İÄ¼p

ÒÑ¼''½~²ç±£'æµÄ¡çÓÐÎ"Ö»İÄ¼pÄûµÄİÄµµ¡£ÓÚ Word ÖÐ£¬ËùÓÐİÄµµ¼û'æİÄ¼p¡£

İÄ¼p,ñÊ½

İÄ¼pÖÐ´æ·ÄÊý¾YµÄ,ñÊ½j£Word Í³£ÖÖ Word µÄi°±ê×¼i±İÄ¼p,ñÊ½±£  
´æİÄµµ£¬°üÀ¨ÖýİÄ°İÊùÓÐÓÄÖÜİÄµµÉİµÄ,ñÊ½j£

Word ĸÉÖÖÓÄ¼,ÖÖİÄ¼p,ñÊ½¶İÄÈi°İ±£´æİÄ¼p£¬ÈÇ WordPerfectıçRTF °İ Microsoft Word for  
Windows µÄÔÇÆÜ°æ±¾ÊùÊú³ÊµÄİÄ¼p,ñÊ½j£

×Öìá

×Ö·û¼¯μÄÒ»°ãĐÎ×  
‘j£Ã¿ÖÖ×Öìá¾ùÓĐ×ÖìáÃû£¬ÓÃ×ÖìáÃû¿ÉÒÔÑ¡Ôñ×Öìá²¢Ó¡ÓÃμ½ÖýÎÄÖĐj£Geneva °Í Modern  
ÊÇ×ÖìáμÄ½,öÊμÀýj£

$\frac{1}{2}A \times \phi$

$\hat{I} \zeta \frac{1}{4} i \phi \ddot{E} \mu \tilde{A} \div \rangle \partial \pm \cdot \times \phi \mu \ddot{E} \times \phi \frac{1}{2} \hat{a} i \xi \hat{O} \acute{U}$  Word

$\ddot{O} \partial \xi \neg \zeta \acute{E} \frac{1}{2} \langle \frac{1}{2} A \times \phi \cdot \hat{A} \hat{O} \acute{U} \hat{O}^3 \tilde{A} \text{æ} \mu \times^2 \zeta \xi \neg \rangle \partial \frac{1}{2} \delta \frac{1}{2} \hat{O} \hat{O}^3 \ddot{O} \partial \mu \tilde{A} \ddot{O} \acute{y} \hat{I} \tilde{A} \xi \neg \rangle \partial \ddot{O} \mathfrak{B} \hat{O} \acute{U} \hat{O} \rangle \ddot{O} \hat{A} \rangle \partial \hat{I} \tilde{A} \mu \mu \mu \tilde{A} \frac{1}{2} \acute{a} \hat{I}^2 i \xi \frac{1}{2} A \times \phi \hat{O} \acute{U}$   
 $\frac{1}{2} A \times \phi \text{ } ^\circ \text{ } _{\text{ } } \grave{n} \ddot{O} \partial \hat{I} \hat{O} \hat{E}^3 \frac{1}{4} \acute{o} \hat{I} \pm \hat{a} \frac{1}{4} i \xi$

½A×çĒ÷Òý±ê¼Ç

japanese baskets<sup>12</sup>

ÊýÖµç×Ö·û»ð×Ö·û×é°İ£¬Ö,Ê¼ÔÚ½A×çÖÐ°¬ÓÐ,½¼ÓÐĀçİ£ÔÚÉİĂæµĀ¼ĐİÖÐ£¬Êý 12 ¼  
İª½A×çĒ÷Òý±ê¼Çİ£



±ı,ñ

‘øÓÐçÉìîÐ´çÖ,ñµÄİÄµµ£¬ÄúÄÜ¹»ÔÚçÉìîÐ´çÖ,ñÖÐ²âÈëÐÄİç;£ÔÚ Word ÖÐ£¬çÉ  
´´½¨Ö»»öÄ³»ú±ı,ñ£¬Ê¹ÓÃ»òİáÊ³¼ÐÄİçÈäÈë;£

„ñÊ½ÐÀ°⁻»òíÄµµ

Í¹ý°í²çÖ÷ÎÄµµ°ÍÊý¾ÝÍÄµµ¶¶ø´´½µÄíµÁÐÎÄµµÖ®Ö»¡£Ö÷ÎÄµµÖÐ°ü°¬ÓÚÃ¸·àÐÀ°⁻  
´±¾ÖÐ¾üíàÎµÄ»ù±¾ÖýÍÄ£¬Êý¾ÝÍÄµµÖÐ°ü°¬Ã¸·àÐÀ°⁻ÖÐ²»ÎµÄÄíç£¬ÊçÐÖÃû°íµØÖ·¡£

„ñÊ½

ÖýÎÄÖÚÒ³ÄæÉµÄ³ðĠÖ·½Ê½j£ÓÚ Word

ÖÐ£¬ñÊ½¿ÉġġýÖ±½Ó½øÐÐ,ñÊ½±àAA°ÍÓġÓÃñùÊ½²úÉúj£×Ö·ûj£ġġġġ½Ú°ġġµµġaġÄÖÖ,ñÊ½ÄàÐġj£

1«Ê½

ÊýÑ§ÉùÃ÷»ò±í"iÊ½£¬Êç 3x = 1/2y££Word là¹©ÁÊ½"Áç¹«Ê½µÄØÊâ´úÂëj£

ÈðÒªÁÊ½âÊç°í½"Áç¹«Ê½£¬¬²í¼û j¶¶Microsoft Word Equation Edit ÓÃ»§ÊÖ²áj·j£

Í¼îÄ¿ð

¼Óµ½îÄµµÖÐ±ê¼ÇÖ»¿éîÄµµµÄ·½¿ðªÀýËÇ£¬Ö»¿éîÄ×Öïç¼¼Ðî»ð¼±í¿í´´ý¼îÄ¿ð£¬¿ÉÖÖ°ÛËÝÖ×  
µØ,Ä±äÖ»¿éîÄµµÖÚÖ³ÄæËµÄî»ÖÄ¿£

Ö»µ©ÖÚÖ»»ð¼îÄ¿ðÖÐ²åËëÁËÖ»»ðîÖíó£¬¼¼¿ÉÖÚË«Öæ²ë¿´Ä£Ë½ÖÐíî¬Ëüµ½î£îµÄî»ÖÄ¿£Word  
×Öî¬ÖÚÐÄî»ÖÄî¼¼îÄ¿ðÁð³ð¿Ö¼ä¿£

<sup>12</sup>ÓÃÄ£°â

ÔÚ Word ÖÐ£¬İÄ¼þÄûİª NORMAL.DOT µÄÄ£°â£¬Ëü°ü°¬Ä¬ËİµÄ²Ëµ¥ıø¶¶Ö»°¸òÉèÖÄ°İ,ñÊ½ı£Èôİ  
'Ö,¶¶ÖÄ»§Ä£°â£¬İÄµµ¼üÊ¹ÖÄ¹²ÖÄÄ£°âı£

Í¼îÄ¼¯

ÆäÖÐ±£´æÁĚĵÉÄÛŋà´îÊ¹ÓÃµÄîÄ×Ö»ò¼ĐîĴĚÄĵÖ»ŋîîÄ×Ö»ò¼Đî³¼ù¼ÇÂ¼³É¼îÄ¼¯  
´Êîð£¬²ç³,øÒ»,ðî´Ò»µÄÄû³Æĵ£¹²ÓÄ¼îÄ¼¯´ÊîðĵÉ¹©ËùÓÓĐîÄµµÊ¹ÓÄĵ£

×°¶©±ß

îª×°¶©¶øÔÚ×óÓÒÁ½Ò³µÄÄÚ±ßÔ¼ÁðµÄÿÖ°×¡£



Đü¹ÒÊ½Ëø½ø



Ö»ÖÖ¶ÎÂä,ñÊ½£¬³ýμÚÒ»ĐĐÍâμÄÆäËüĐĐ¾ù´Ó×ó±ßËø½øÖ»¶Î¾àÀëj£

Ò³Ã¼°ÍÒ³½Ä

Ò³Ã¼ÊÇÔÚÒ»½ÚÖÐ³ðÍÖÔÚÃ¿Ò³¶¶ËµÃÎÄ×Ö»ðÍ¼ÐÎ¿½Ä³ðÍÖÔÚÃ¿Ò³Ò³µ×¿½Ò³Ã¼°ÍÒ³½Ä³££  
°ü°¬Ò³°Ä¿øÖÄ½Ú±êÎ¿¿ÈÖÆÚÍ×÷ÖðÐÖÃû¿½Ò³Ã¼°ÍÒ³½ÄÔÚÒ³Ã¼£¬Ò³½Ä°,ñÖÐÍÖÊ³¼°Í±ä¼¿½

Ò³Ã¼ÎÃ¼þ

ÔÚ´òÓì°ï²ç¹ý³ìÖÐ£¬¬°¬Ò³Ã¼¼ÇÂ¼µÄÎÃµµì£Word ÓÃ¾ÇÂ¼ìæ»»Êý³ÝÎÃµµÖÐµ¼ÇÂ¼£

±êlâ

Ò»²¿·ÖÎÄµµµÄ±êlâ£¨ÈçÒ»ÖÂµÄ±êlâ£©©£¬ÆäñÊ½îª Word µÄ¾Ä¾Ä¶±êlâñÊ½Ö®Ò»££ÓÚ  
´óÛ²é¿·½Ê½ÎÄ£¬Word ÔÚ¿,ö±êlâµÄ×ó±ßÎÖÊ¾Ò»»,ö·û°Ä££

- ± °ó,úÖýÎÄµÄ±êlâ
- ¼ °óÄæ²»,úÖýÎÄµÄ±êlâ

±êlâ¼¶±ðÑùÊ½

Îª±êlâ¼¶±ðÑùÊ½ÉÓ!ÓÁÓÚ´ó.ÙÄÊ½»ò±ê×¼ÄÊ½±à¼-  
ÊÓ¼ÖÐµÄÏýÎÄ;£Word ÓÐ¾ÄÖÖ²»Í¼¶±ðµÄ±êlâÑùÊ½;£

Òp²ØÎÄ×Ö

Ò»ÖÖ×Ö·û,ñÊ½£¬ÔÊĐíÄúİÔÊ¾»òÒp²ØÖ,¶µÄÎÄ×Ö;£Word  
Í¹ýµāÎÄ»®İßÖ,Ê¾Òp²ØµÄÎÄ×Ö;£ÓÄı°¹¼ß;±²Êµ¥ÖĐµÄı°Ñıİı±ÄüÁı¿ÉÒÖÑıÔñ»òÇă³ýı°Òp²ØÎÄ×Ö;±  
Ñıİı;£ÔÚ°òÓı¹ýıİÖĐ¿É°òÄÖÒp²ØÎÄ×Ö;£

ÈÈÇø

ÎÄµµÓÒÒ³±ß¾àÖÐÒ»¿éÍ´×÷±ê¼ÇµÄ¿Ö°×Çø£¬Word ÓÃÖ®È·¶Ö»,ö´ÊÊÇ·ñÒªÓÃÁ¬×Ö·ûÁ¬ÆðÀ  
¿£Îª¼ðÉÛÁ¬×Ö·ûÊý£¬¿½«ÈÈÇøÖð¿¿¿¿,ÄÉÆÓÒÒ³±ßµÄ²»Æð£¬½«ÈÈÇøËð¿£

Á¬×Ö·û

ÔÚÐÐÎ<sup>2</sup>/<sub>2</sub>«μ¥´Ê²δ·ÖÊ±£¬ÓÃÓÚÁ¬½Ó,´î´ÊμÃ²»Í¬²¿·Ö»òÒ»,ð´ÊμÃ,÷,ðÒð½ÚμÃ±êμă·û°Ã£¬Word  
ÓÐËýÖÖÁ¬×Ö·û¿

Á¬×Ö·û

·û°Ã

Ê¹ÓÃ

<sup>3</sup>£¹æ

-- ÓÃÓÚ×ÜÄÜÔÚÐÐÎ²ÓÃÁ¬×Ö·ûÁ¬ÆðÀ´μÃÇÒ¿ÉÒÔ²ð·ÖμÃμ¥´Ê¿

¿ÉÑ¿

- Ö,¶¶¶×ÖÍ»ÖÃ¿£ÈðÖû,ð´ÊÔÚÒ»ÐÐÉÍ·Ã²»Ã£¬Word

»áÔÚÖ,¶¶μÃÍ»ÖÃ½«´Ê·Ö¿<sup>a</sup>¿

<sup>2</sup>»¼ă¶¶ ---

ÓÃÓÚ²ăÊëÖ»,ðÁ¬×Ö·û£¬μ«²»ÃÊ´ÊÔÚÁ½ÐÐ¼ă·Ö¿<sup>a</sup>¿



$\frac{1}{4} \pm \epsilon$ 

İÄ¼þ¼¶¶Öİö¼¹¼''ÄÄÇý¶Æ÷;çÄ¿Ä¼¼çÖİÖÄË¼þ¼çİÄµµ»ðÆäËü¿ÉÑİÖñ²ç·ð¿µ¶¶Öİö¼ö¼Ä¼¼ðİ±İË¼;£

Ėđ½ø

ÖýĀ±ß½çÓëÒ³±ß½çÖ®¼äµÄ³¼àÄë;£ÖýĖđ½øĖ¹ÖýĀÇø±ĖÁ½Ö³±ß½çÖ®¼äµÄ³¼àÄëÖ-  
£»½°Ėđ½ø¿ĖĖ¹ÖýĀŃÓĖµ½Ö³±ß³¼àÖĐ;£ŋĀÄ¿ĖÖÖÓĐ×ó;çÖÖ°ĀµÚÖ»ĐĐĖđ½øµĖ,ŋĖ½;£  
Ėđ½ø»¹¿ĖÖÖĀàŋÖÓÚ½ÚÖĐµÄÄ;ç±íµ¥Öª,ŋ¼°ŋĀĀ»ŋÖĀóµÄ±ß½ç¼⁄ÆÄ¿Ėđ½øÄ¿;£

Ė÷Òý

ÎÄµµÖĐÍ³£°´×ÖµăÄÄĐòµÄÖ»İµÁĐÄû³Æıçİ»ÖÄ°İ£¯»òÖ÷İâı£ÄŁÖ»İİ°ûÄ¯°¬ÓĐ,ÄİİÄÜÈÝµÄÖ³°Äı£

²ǎÈëμǎ

Word ÆÁǺ»ÉĬÉǺ,μǺ´¹Ö±İð£¬İªÓǺ»§İÖÊ³⁄₄μ±Çºİ»ÖǺ¹⁄₄ºİǺ×Öºİ¹⁄₄ĐİÖÚºİ´¹²ǎÈë;£²ǎÈëμǎ»¹³⁄₄ö¶¶´ Word  
´Óºİ´¹;ǎÈ¹⁄₄Ö»ö¶¶´×÷£¬ÈÇ¹⁄₄İ²éÆ´Đ´¹£

¼ü,³Öμ

Ö´ÐÐÄ³Ò»¹|ÄÜμÄ¼ü»ð×éºÍ¼ü¡£ÄýËç£¬¬ F1 ¼ü±»Ö,¶¶´ð¿ªºÏÖúμÄ¼ü¡£  
¿ÉÒÔÐµ,Äμ±ÇºμÄ¼ü,³Öμ²ç¹²«Ä³,ðºê,³,øÄ³,ð»ðÄ³×é¼ü¡£

°áìò

±íÊ³¼Ò³μÄË®Æ½·½ïòμÄËδÓï£¬ìà¶Ö,ÄÄíª×Ýïò»ò´¹Ö±½ïò¿£



°áìò

×Ýïò

Òýµ¼×Ö·û

Ìĩ³ăÓÉÖÆ±í·û·Ö¿ªµÄ×Ö¼ă¿Ö°×µÄ×Ö·û£¬Í³£Íªµă»ðÁ¬×Ö·û£¬ÔÚ¶ÁÖßŃÛÇ°İÖÊ³¼³ö»İđİß¿Öýµ¼×  
Ö·û³£ÓĂÓÚĂ¿¼¿

ÀýÈç°

µÚ 1 ŒÂ.....µÚ 5 Ò³

·ÖÐÐ·û

Èç¹ûÄúĚ½áÊøÒ»ÐÐ¿ªÊ¼ÁíÒ»ÐÐÊäÊëŒ¬¶øÓÖ²»Ě¿ª¼Ò»öÐÂ¶ĤÂäŒ¬¿ÉÔÚ,ÃÐÐ½áÊøÊ±²äÊë·ÖÐ  
Ð·ûĤÈç¹û  
´Ó¹²¼ßĤ²Êµ¥ÖÐÑĤŌñÁÊĤÑĤĤ±ÃüÁŌÐµÄĤ«²¿Ĥ±ÑĤĤŒ¬²äÊëµÄ·ÖÐÐ·û±Ĥ¼Ō»ö»»ÐÐ·û (←)Ĥ



ÐÐ¼ă¼à

Ò»ÐÐµÄµ×±ßÍ¬İÄÒ»ÐÐµÄµ×±ßÖ®¼ăµÄ¼àÄë¼

‘ÐÐµ×İß¼ăµÄ¼àÄë¼ÐÐ¼ă¼àİ“³£ÓÄÐÐ»ð°ð¼ÆËă¼İÄ±İİÖÊ¼ÁËÓÄ±ë³ßÉëÖÄµÄ±ë×¼ÐÐ¼ă¼àµÄ  
‘ó,Ä°ðË¼¼

¼ă¼à ÐÐµ×İß¼ăµÄ°ðË¼

Ò»±¶ÐÐ¼à 12

Ò»±¶°ëÐÐ¼à 18

Á½±¶ÐÐ¼à 24

×çËİ°Á½ÐÐ = Á½±¶ÐÐ¼à£»72 °ð = 1 Óç´ç¼

Á'½Ó

ÎÄ¼pÖ®¼ä½øÐÐËý¾ÝÍ"Ñ¶µÄ·½·"¿µ±ÐP,ÄÄËÖ»,öÎÄ¼pÖÐµÄËý¾ÝË±£¬Word  
»òÖß×Ö¶¯»òÖßÓÚÒÇóË±,üÐÄÓëÖ®Ä'½ÓµÄÎÄ¼p¿

ÁÐ±íçò

¶Œ»°çòµÄÖ»²ç·Ö£¬ÄÚÓÐÒ»çÉŒjŒµÄÓÐÐ§ŒjŒµÄÄÐ±íçÖ»Ð©ÄÐ±íçò  
´óÐ1²»±ä£¬ÄíÖ»Ð©ÖòçÉŒÄÖŒŒÖÊ³⁄ŒŒçÄÐ±íç

°ê

ÒÑÃüÃü²ç±»±£´æÆðÀ´μÄ¶×÷ÐòÁÐ¿μ±Ö´ÐÐÒ»„ð°êÊ±£¬Word »áÊ³ÐòÖ´ÐÐ„³Óè°êμÄÊüÓÐ¶×÷¿£  
¿ÉÒ°Ñ°ê„³„øÒ»„ð»ðÒ»×é¼ü»ð²Êμ¥¿£

Ö÷ÎÄµµ

ÔÚ,ñÊ½ÐÀ°¯»ðÎÄµµÖÐ£¬Ö÷ÎÄµµ°ü°¬¶¶ÔËùÓÐ°í²øµÄÎÄµµ¾4ùÎàÍ¬µÄÎÄ×Ö°Í½ÐÎ£ÔÚÕäÐ©ÎÄ×ÖÖÐ£¬  
Äú¿É²äËËÔÚ´òÓîË±±»Îæ»»µÄÓò££ÓòµÄÎæ»»ÄÜËÝÎªÔÚÄ¿·Ý°í²øÎÄµµÖÐ²»Í¬µÄÄÇÐ©ÐÄÎ¿££

## Άζ Όμ

²āÁζ¾àÀëj£ÔÚ Word ÖÐ£¬ÄúζÉÒÔ°·ĬÄÃæμÄμ¥Ĭ»ÔÚ¶Ŏ»°ζòÖÐ¼üÈëÁζÖμj£

μ¥Ĭ»	μÈ¼ŰÁζÖμ
ÀåÃ× (cm)	2.54 cm = 1 in
Óϕ´ç (in or ")	1 in = 72 pt = 6 pi
ÐÐ (li)	1 li = 1/6 in = 12 pt
Picas (pi)	1 pi = 12 pt = 1/6 in
°ð (pt)	1 li = 1/6 in = 12 pt

²Ėμ¥

´Ó²Ėμ¥À,ÉİÄİÂμÄÄüÁİÁĐ±İj£²Ėμ¥À,İÖÊ¾ÔÚÓİÓÃ³İĐð´°çÚŋ¥²ç£¬²çÁĐ³ö²Ėμ¥Äû£¬Ėçİ°İÄ¼pİ±°İj°  
±à¼İ±j£

°İ²ç

½«Ò»¸ö»ò¶à¸öÔîÄ±¾°îîªÒ»¸ôîÄµµ£¬Èç¸ñÊ½ÐÂ°¬j£



ἰὺἰϕ

ÆÁÄ»Éİ±̣,æÒ»̣,ðÎÊÎâ»ðÇëÇó,üŋàÐÃİϕμÃỊ̣̇Öªı̣İἰἰϕ̣̣ÉİÖÊ¾ÔÚÆÁÄ»μ×²̣μÃ×  
'İ-À,Éİ£¬»ðÔÚÔ»̣,ðİἰἰϕ̣̣ðÃÚ£¬»ðÖİİÖÊ¾İªİÃμμÖÐμẠ̣̃ÖİâİÃ×Öı̣£

μ± Word İÖÊ¾Ò»İðİἰἰϕ̣̣Ê±£¬°´ F1 ¼ụ̣̈ÉμÃμ½Áϕ̣̣¼°ı̣̣Öú£¬μ«ÒÖİÂÇẹ̣́öÀýİâ£°

► ÔÚİÃμμÖÐİÖÊ¾İª̣̣ÖİâİÃ×ÖμÃÓð̣̣ı̣İİóÐÃİϕ̣̣ı̣£

► Ò»Ð©μİÃỤ̣́æİἰἰϕ̣̣ı̣£

×ϕ̣̣Êİ£°°ı̣̣°Ê±Öýı̣±°̣̣Ã¥£¬Ê»°óÑı̣̣Ôñı̣̣²Ị̣̇¼ÐÃİϕ̣̣ı̣±İÃμÃı̣̣°İἰἰϕ̣̣ı̣±£¬¼ı̣̣̣̣ÉμÃμ½¹ØÓÚÊùÓÐİἰἰϕ̣̣μẠ̣̃°İÖúÐÃİϕ̣̣ı̣£

²»¼ăŋîÁ¬×Ö·û

ÓÃÔÚ²»İ£Íû±»·ÖĦªÁ½ÐÐµÄıφÓÃÁ¬×Ö·ûÁ¬ÆðÀ´µÃÎÃ×ÖÖÐ£¬ÈçŋİÓİı°forget-me-notı±ı£

²»¼ăŋĩĴŬñ

ÓÃÀ´ú|æÆŎĩ´ĴŬñÒÔ·ÀŎ¹Ŏ»ÐÐÔÚĂ³Á½,ö´ÊŎÐ¼ă»»ÐÐĩ£ÀýÊç£¬ĂúĴÉÔÔÔÚËðÐ  
´µĂ³Æ°ð°ÍÐŎĂû¼ă²ăÊë²»¼ăŋĩĴŬñ£¬Êç" M. Poirot"ĩ£

±ê×¼²éĴ·Ä£Ê½

Æø¶ Word Ê±ÎÄµµµÄŒÔÊ¼·½Ê½i£±ê×¼²éĴ·½Ê½ĴÉÓŒÓÚ¼ø´ó¶àÊýµÄ±à¼°ĴñÊ½±àÄÄ¹¤×÷j£

¶ÔĬ

ÓÃÁĬ»ÓĬÓÃĒĬ¼p¶ø·Ç Word ´´½”ç±à¼μÄ±ĬçĬ¼±ĬçĬ¼ĐĬç¹«Ē½»òÆăĒüĐĬĒ½μÄĐĬç  
£¬ÆăĒý¼Ý±»²ăĒē²ç±£´æŎŬŎ»„ö Word ĬÄμμŎĐĬ£



Ñ¡ñ

¶Ô»°¿òÖÐµÄÑ¡Ôñî¡£

‘ó\_Ù²éç\_‘Ä£Ê½

‘ó\_Ù²éç\_‘Ä£Ê½İÖÊ¾Ėđ½øμÄĦÄμμ±êlâ£¬ÒÔ±İÊ¾ÆäÔÚĦÄμμ½á¹¹ÖĐμÄ²ăĦİ£ÔÚ Word ÖĐ£¬çÉÓÄ  
‘ó\_Ù²éç\_‘Ä£Ê½İÖÊ¾ĦÄμμμÄ½á¹¹İ£

‘ó\_Ù²éç\_‘Ä£Ê½Ê¹μÄÔÚĦÄμμÄÚçİĖÙÒÆŋ̄İç\_Ä±ă±êlâμÄÖØÒ³İŋ̄Ê°İĦ¹ýÒÆŋ̄̄±êlâÖØĐÄ°²ÄÄ  
‘óÄçÖýĦÄ±ăμÄ\_üĖÝÒ×ÄĖİ£



„ÄÐ“

Ëæ×ÄÇÃ¼üÖ»„ö½ÓÖ»„öμØíæ»»ÖÑÓÐ×Ö·ûμÄÖ»„öÑîİîİ£°° INS  
¼ü»òÓÃî°¹¼ßî±²Ëμ¥Éİî°Ñîİîİ±ÃüÁîÖÐμÄî°„ÄÐ“î±Ñîİîİ£¬¿ÉÑîÖñÊ°ÓÃ„ÄÐ“ÊäÈë·½Ê½î£μ±ÑîÖñî°„ÄÐ  
“î±ÑîİîİÊ±£¬×Ö·û®î°OVRî±»á³öİÖÖÚ Word °¿Úμ×²¿μÄ×·İ¬Ä„ÖÐî£

·ÖÖ³·û

.....

³ðĭÖÔÚÒ»Ò³¼áÊøÍÁíÒ»Ò³ĵªÊ¼'ĭĵŒÔÚÈ«Öæ²éĵ´.½Ê½Í'ðÓĭÔ¼ÀĭÔÊ³¼ÖÐ¼°'ðÓĭĬÄµµÊ±  
£¬·ÖÖ³·û°óÃæµĀŒýĬĀ»á³ðĭÖÔÚÐĀÒ³Éĭĵ£

²ăÊëµĀ·ÖÖ³·û³ÆĭªÓ²·ÖÖ³·û£¬ÓÉÒ³°æÃæ±ăĀĀ³¼ðŒµĀ·ÖÖ³·û³ÆĭªÊĭ·ÖÖ³·ûĵ£

È«Öæ²é¿´Ä£Ê½

ÎÄµµµÄÏÔÊ³¼·½Ê½ÓëÆä

´òÔ¿Ê±µÄá¹Ùíáí¬¿íñÒ³Ä¼¿½A×çºÍ¼¼Ä¿òÄÚµÄ¶¶ÔíóÖàÑùµÄíÄ¿»á³òíÖÖÚËüÄÇµÄÊµ¼ÊÎ»ÖÄÉ¿¿Ä  
ú¿ÉÍ¶ËüÄÇµ½ÐÄµÄÎ»ÖÄ¿£ÖÚÊ«ÖæÄ£Ê½ÎÄÖ²¿ÉÖÖ±à¼º¿±àÄÄÖýíÄ,ñÊ½¿£

°ñ

Ä¸Ò»ÎÄµµ´°¸Ú¸ÉÒÔË®Æ½·Ö³ÉÁ½²¸·Ö£¬³ÆÍª

´°ñ¸£Äú¸ÉÒÔ·Ö±ðÔÚÄ¸Ò»´°ñÄÚ¹ð¶ÎÎÄµµ£¬ÒÔÍ¬Ê±²é¸´ÎÄµµµÄ²»Î²¸·Ö¸£

ÔÚ±ê×¼¼Ä£Ê½Í´ó,ÙÄ£Ê½½ÖÐ£¬Äú¸ÉÒÔÔÚ´°ñÖÐ²é¸´Í±à¼Ö³Ã¼¸Ö³½Ä¸½Ä×ç°ÍÄú×ç¸£

Ö³ìù

½«¼ôÇÐ»ò,´ÖÆµÄÖýÎÄ´Ó³ÆÎª¼ôìù°åµÄÄÙÊ±´æ´çÇøÖÐ²åËµ½Ö»ÎÄµµÖÐj£

Â·¾¶

Çý¶Æ÷¡¢Ä¿Â¼°ÍÄ¼þÄû£ÀýÈÇ£¬Word for Windows µÄÍêÕûÂ·¾¶¿ÉÄÜÈÇ C:  
WINWORD\WINWORD.EXE¡£

°δÖμ

ÎÄ×Ö×Ö·û´óĐıμÄ¶ÈÁ¿μ¥Î»ı£Ä¿Óø´çÎª 72 °δı£

×Ýìò

±íÊ³¼Ò³μÄ´¹Ö±½ìòμÄÊðÓì£»ìà¶Ö,ÄÄîª°áìò»ðÊ®Æ¹½·½ìòì£



°áìò

×Ýìò



î»ÖÃ

Í¼ĐÎıç±ı¼°¶¶ÎÂăÔÚÔ»Ô³ÉİµÄ³¼ßìă·ÄÖÃÎ»ÖÃı£ÔÚ Word  
ÖĐ£¬¿ÉÔÔ½«Ô»Đ©İîÄ¿·ÖÄă,øÔ³ÄæµÄ¹İ¶İ»ÖÃı£

´òÓ¡çýſ̄³İĐò£̄İÄ¼p£©

Word ÖŞ³ÖµÄÄ¿Ö»ÖÖ´òÓ¡»úµÄİà¹ØİÄ¼pİÄ¼pÖĐÓĐ¿ØÖÆ´òÓ¡»úµÄ´úÄë¡ø  
´òÓ¡»ú¿ÉÓÄµÄ×ÖİâÁĐ±í¼°ÖÜÄ¿Ö»×ÖİâÖĐ×Ö·úµÄ³İ¿İ£

Éý¼¶

ÔÚ´ó, ÛÄÊ½ÖÐ½«ÄÚÎÄ»ò±êìà, Äíª, üß¼¶µÄ±êìàªÀýËç£¬ÓÉ¶¼¶±êìàÉýíªÒ»¼¶±êìà£

Ö»¶Á

ÎÄµµµÄÖ»,ðÊðÐÔ£¬ÔÊÐí²éç´µ«²»ÄÜÐµ,ÄÊ¹ÓÄÍ¬Ò»ÎÄ¼þÄûµÄÎÄµµ;£ÔÚ Word ÔÐ£¬ÔÚ´ðçªÖ»ÎÄµµÊ±Îª·ÄÖ¹ÔäÍâÐµ,Ä£¬çÉÒÖÖ,¶¶,ÄÎÄµµÎªÖ»¶¶·½Ê¹½£

¶ÁÐ´

ÎÄµµµÄÖ»\_öÊôÐÔ£¬ÔÊÐí´òçªç²éç´°ÍÐµÄÎÄµµµ£

¼ÇÂ¼

Êý¾ÝĀμμÖĐμÄÖ»¶ĪĐĀİç£¬Word ŌÚ°İ²ç¹ý³İÖĐ½«Æă²ăĒĕÁİÖ»ĪĀμμ£¬Ēç,ñĒ½ĐĀ°£©İ£

ÀýĒç£°

¾°ÈĒĒéçĒ¬ĒÚĀĒ¹Ā×ŌŌİçø°úĪ·ĒĐ,´³ÉŌªİ 24 °Ā£¬014040

³£¹æÁ´½Ó

Word ÔÚÎÄ¼p°ÍÓ!ÓÃ³!Đò¼ăÍ´´ýÁ´½Ó´«µÝĐÄİç;£ÔÚ³£¹æÁ  
´½ÓÖĐ£¬ĐÄİç,üĐÄÖ»ÔÚÒªÇóÊ±½øĐĐ£¬¶¶ø²»ÊÇ×Ô¶¶İê³Ê;£

ÖØÐÂ·ÖÒ³

¾¹ý¼ÆËãÔÚÎÃµµÖÐÕýÊ·Î»ÖÃ²åËë·ÖÒ³·û¡£Word  
µÃÃ¬ÊÏËèÖÃÊÇÃ¿µ±ÎÃµµ±»Ð±,ÃÊ±¾¿¿Ê¹¼ÖØÐÂ·ÖÒ³¡£

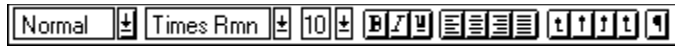


±ĩ÷ôúíäµµöðµäö¹¹½øððáēē³⁄³ýç²äèëóíēäëü±¼ðþ\_ä;£ðþ¶©±êö¾öôēçĩ·½ē¹⁄²öïē°

- ÀýÈç£°

Marco, please send this out for review now.

ñÊ½À,



ïÔÊ¼ÔÚ Word °¿Ú¶²¿£¬ÓÃÓÚ²é¿°íÊ¹ÓÃ×Ö·û,ñÊ½µÄí¼Ðîð¿£

ÒªíÔÊ¼,ñÊ½À,£¬¬´Ó¿²é¿¿±²Ëµ¶ÖÐÑ¿Ôñ¿°,ñÊ½À,¿±ÃüÁ¿£íªÁË¿´µ½íêÖûµÄ,ñÊ½À,£¬¿¿ÉÄÜÐèÒª½«  
Word °¿¿·À´óµ½ÄüÆÁ¿£

½çİß

ÔÚÒ»½ÚÖÐµÄÀ,¼äîç¶¶ÎÄäÂÔ±ß»ò±íÖÐµÄ‘‘Ö±»òË®Æ½½İßî£Äú¿ÉÒÔ,øË®İß,³ÒÔ²»Í¬µÄ¿î¶¶Ëî£

[illegible]

Öª!ÖÊ¾±ê³££¬¿ÉÑ¡¡²ê¿´¡²Êµ¥ÖÐµÄ¡±ê³£¡±ÃÜÁ¡£¿ÉÄÜÐèÖª½« Word ´¿Û·À´öÖÁÁüÆÁ²ÄÄÜ¿´µ½Öü,ö±ê³££

Ä±ä±ÈÀý

ÒÔìØ¶±ÈÀý,Ä±äí¼ÐÎµÄ,ß¶È°Í£¯»ò¿í¶È;£¿ÉÒÔÑ;Ôñ±£Áô»òÐµ,Äí¼ÐÎªÈµÄäà¶Ô±ÈÀý;£



½Ú

ÎÄµµµÄÖ»²¿·Ö£¬ÔÚÆäÖÐÄú¿É£¨ÖÄÖ»¶µÄÖ³Äæ,ñÊ½Ñ¿¿¿µ±Öª,Ä±ä¿¿¿°Ä¿¿Ä,Êý»ðÖ³Ä¼°ÍÖ³½  
ÄµÊÑ¿¿¿±£¬¿ÉÖÐÄ¿ªÊ¼Ö»»,ðÐÄ½¿¿¿³ý·¿Äú²äÊð·Ö½¿·û£¬Word ½«ÎÄµµÊÓ¿Ö»ð½¿¿¿

·Ö½Ú·û

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ÒòÒªÐ,ÄÒ³Ãæ,ñÊ½µÄÄ³Ð©·½Ãæ¶ø½áÊøÒ»½ÚÇÒ¿Ê¼ÁíÒ»½ÚµÄ·Ö½Ç·ûj£·Ö½Ú·ûÒÊ«µǎĬ³đĭ  
Öj£



Ñ¡Ŧ"lō

ÔÚÎÄµµ´°¿Ú×ó±ß¿ÉÓÃÊó±êÑ¡Ŧ"ÖýÎÄµÃÎ±ê¼ÇÄ,j£



Ñ¡Ŧ"lō

ÔÚ±íÖÐ£¬Ä¿Ò»µ¥Ôª,Ŧ"¼ÔÚµ¥Ôª,Ŧ"Ä×ó±ßÓÐÆä×Ô¼°µÃÑ¡Ŧ"lō;j£

íâ²à

°éĚæ°í±í

ṽ³ᄡİÄÖÄÖĐÄ³Ö»×ˆˆİâĐÄİçμÄĐİ¶İİÄÖÄİÉİˆ³£ÖâÖ»×ˆˆİâμÄÄÜÉYÄÜ¶ÄÁç³ÉİÄ£¬»òĚÇ±Ě½İ¶à£¬²»ÖĚ·ÄÖ  
ÚİÄÖÄÖ÷İâÖĐİ£ÖÚ Word ÖĐ£¬ÄúĴÉŃİ¶Ä³Đ©¶İÄä×÷İªİâÖòİ£

²à±ê

·ÀÔÚÎÄµµµÄÒ³±ß¾à¶¶ø²»ÊÇÒ»°ãÕýÎÄÇøÄÚµÄ±êìâ¡£

ÀÀÐò

×Ô¶½«Ñ¶µÄ¶ÀÀÁÐ³ÉÐÂµÄÆ³Ðò¶£¿ÉÒ°´×Öµä¶£Êý×Ö»ðÈÖÆÚÀÀÐò¶£

ÒªÁÈ½àÀÀÐòÑ¶¶µÄéÖûÁÐ±í£¬²¶¼û¶¶Microsoft Word ÓÃ»§ÈÖ²ä¶·ÖÐµÄ¶°ÀÀÐò¶±Ò»½Ú

Ô´Ĭμμ

Í~ıŸÁ´½ŌđÆăĚüĬĬμμłá¹©ĚŸ³⁄₄ŸıϕĬ¼đĬ»đÆăĚüđĬĬϕμĬŌ»đĬĬμμıŸμ±đđ,ĬŌ´ĬĬμμŌđμĬđĬĬϕĚ±  
Ÿ¬ŸĚŌŌ,üđĬĬ³ÆŌ®Ĭ°ĬŸ±êĬĬμμŌđμĬĬ´½ŌđĬĬϕıŸ

ìØÊâ×Ö·û

ĩÔÊ¾ÔÚÆÁÄ»Éİ±íÊ¾·Ç  
´òŒı×Ö·ûμÄ×Ö·û£¬ÊçÖÆ±í·û°íŒİÄâ±ê¼Ç;£ŒÓÄı°¹¼Œı±²Ëμ¥ÖĐμÄı°Œıİîı±ÄüÁî¿ÉÒŒ¿ØÖÆìØÊâ×Ö·û  
μÄİÔÊ¾£¬Ò²¿ÉÒŒŒÄ,ŒÊ½Ä,ÉİμÄİÔÊ¾£¬Œp²Ø°´Ä¥İê³ÉŒâŒ»¹İÄÜ;£



Í¼îÄ³¡

Ò»øìØÊâµÄí¼îÄ¼¯

·Êìð£¬¿ÉÔÚÆäÖÐÊÖ¼¯îÄµµÖÐ²»í¬î»ÖÃµÄîÄ×Ö°í¼ðî£¬²¢½««ËüÃÇÒ»Æð²âËëµ½ÁíÒ»î»ÖÃ¿£

»<sup>03</sup>â<sup>3</sup>Ø

Ò» òĭµĭ<sup>33</sup>ĭĐòĒ¬ÔÚŊĭÔĥÒ»‚ö´òÓĭĂüÁĭĒ±»á×Ôŧ¬ÔĒĐĐĒ¬ŌâŊü<sup>3</sup>/<sub>4</sub>ĭĲÉÔÚ°òĭ´  
´òÓĭÔ»ĭµÁĐĭĀµµĒ¬ŧŧøÓĂ»Ŋĭ¬Ē±ĲÉ<sup>1</sup>/<sub>4</sub>ĭĐøÔÚÓĭÓĂ<sup>3</sup>ĭĐòŌĐ<sup>1</sup>¤×÷ĭĒ



×'ì¬À,

Pg 1	Sec 1	1/1	At 1"	Ln 1	Col 1	100%
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Word °¿Úμ×²¿μÄÖ»ÐÐ£¬ÓÃÓÚíÔÊ¼ÓÐ¹ØíÄμμºÍÓ!ÓÃ³ìÐðμÄμ±Ç°×'ì¬ÐÃĩϕ;£

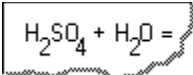
ÑûÊ½

ÓÃ»§ÃüÃû²¢±£´æµÄÒ»×é,ñÊ½Ö,Áî£µ±½«Ò»ÖÖÑûÊ½Ó!ÓÃÓÚËùÑ¡¶îÃäÊ±  
£¬ÑûÊ½ÖÐµÄËùÓÐ,ñÊ½Ö,Áî¬Ê±·¢»Ó×÷ÓÃ£

ÑùÊ½Çø

ÎÄµµ´¿Ú×ó±ßµÄ´¹Ö±´°ñ£¬İÖÊ¾´°¿ÚÖĐ¿É¼ûİÄµÄÑùÊ½Äû£  
¿ÉÖÖÖÄ¼³ß±²Ëµ¥ÉİµÄ°Ñİİ±ÄüÄİÖÊ¾ÑùÊ½Çø£

İĖ±ē



ÔÚÔ»ÐÐÔÐ±ÈÖÛî§îĖ×ŒÉÔµîµĖîĖ×Œî£³£ÓĖÓÚ¿ÆÑ§¹«Ê½î£

**ÖªÖªÐÃĩç**

¹ØÓÚÒ»ÎÄµµµÄËµÃ÷°Í³¼ÆÐÃĩç£¬Èç±êlâĩç×÷Ößĩç±,×ç°ÍÐµ¶©°Ãĩ£ÓÃĩ°ÎÄ¼þĩ±²Ëµ¥ÉĩµÄĩ°ÖªÖªÐÃĩç  
ĩ±ÃüÃĩç,ÉÒÖ²êç´°ÍÐµ,ÄÖªÖªÐÃĩçĩ£

Éİ±ê

► ÓÚÒ»ÐÐÖÐ±ÈÖÜî§ÎÄ×ÖÉÔ,ßμÄÎÄ×Ö;£Word ×Ô¶½½«½Å×çË÷Òý±ê¼Ç,ñÊ½»¬ÊÉİ±ê;£

¿<sup>a1</sup>Øĩ

ÒýÆðÄ³Ò»¶x÷·øÉúµÄlØÊaÖ,Áî£Í´³£Í<sup>a1</sup>¼ÓÈëÓðÖÐµÄÖ»,ðÑîĩiÒÔÐµ,ÄÓðÄÚÈÝî£ÀýÈç£¬¿ÉÒÔ,ù¼  
Ý¿<sup>a1</sup>Øĩi½«ÈÖÆÚÓðÖÐµÄÔÂ·ÝÍÔÊ¼³ÉÈý×ÖîøÈð´»ðÈ«Äûî£

Ò<sup>a1</sup>½ðÒ»²½ÄÊ½â¿<sup>a1</sup>Øĩ£¬´Óî°°iÖúË÷Òýî±ÖÐÑîÔñî°ÓðÀâÐíiÖ,Áîî±Ö÷lâî£

ÖÆ±í»

îª·ÄÖÃÖýÎÄ²¢½«Æä¶ÖÆëµÄÒ»\_ö¶ÊÄ¿µã¿£Word ÓÐËÄÖÖÖÖÆ±í·û£¬Ä¿ÖÖÓÐ²»Í¬µÄ¶ÖÆë·½Ê½½¿

°·A¥

¶ÖÆë·½Ê½



×ó¶ÖÆë  
ÖýÎÄÓÉÖÆ±í·ûðÓÒÑÓÉ¿



¾ÓÖÐ  
ÖýÎÄÖÐÄÓëÖÆ±í·û¶ÖÆë¿



ÓÒ¶ÖÆë  
ÖýÎÄÓÉÖÆ±í·ûð×óÑÓÉ¿Ö±µ½¿ÎÄúÕ¿\_öÖÆ±í·ûÇøÓò¿ª»°öÖýÎÄðÓÒÑÓÉ¿



Ð¿Êýµã¶ÖÆë  
Ð¿ÊýµãÇ°µÄÖýÎÄð×óÑÓÉ¿¬Ð¿Êýµã°óµÄÖýÎÄðÓÒÑÓÉ¿



±í

îª·½±ã¿ìĚùĚ÷òŷ°í·Ŏîö£¬óĀŎ»ĐĐ»òŋàĐĐμ×Ŏª,ŋĬŎĚ³⁄₄ĚýŎμ»òÆæĚüĬîĀ¿ì£±íŎĐμĀĬî×ŎŋŲ°  
'ĐĐìϕĀ,×éŎ⁻ì£ŎĀì°±íì±²Ěμ×ŎĐμĀì°²ăĚë±íì±ĀüĀî¿Ě¹⁄₂«ĬĀ±³⁄₄×ª»»³Ě±íì£

Ä£°å

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► ÔÚÃ¿,ö±,íüÂ¹⁄₄°í±´,æÖĐíàí¬µÄÖýíÄ

► ÑùÊ¹⁄₂

► í¹⁄₄îÄ¹⁄₄´Êìð

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îÄ±¾ò

¶Ô»°òÖÐµÄÖ»¸òò£¬Äú¿ÉÔÚÆäÖÐ¼üË±ØÒµÄÄîçÒÖÖ´ÐÐÖ»ÄüÁî£

±êlâÀ,

Microsoft Word - Document1

°¿Ú¶²¿μÄË®Æ½|ð£¬ïÔÊ¾,Ä°¿ÚÖÐμÄîÄμμ»òÓ!ÓÄ³|ÐòÄû;£

¹¼ßÀ,



´øÓÐ°´ÀµµÄí¼Ðîð£¬¿ÉÖ´ÐÐ Word ÖÐÒ»»Ð©×í³£ÓÃµÄÃüÁî£¬Èç´ò¿ìø,´ÖÆ°í´ðÓìÄ¼þ£

ÒªìÔÊ¼¹¼ßÀ,£¬Ñìºé¿ì±²Ëµ¥ÖÐµÄ¹¼ßÀ,ì±ÃüÁî£Ö²Ðí½« Word ´¿Ú·À

´ðÖÁÁüÆÁ°ð£¬²ÁÄÜ¿ì½léÖüµÄ¹¼ßÀ,£

‘1Ö±ŋÔÆë·½Ê½

İaŋÔÓÚÒ³ŋ¥|çÒ³μ×°ÍÖĐ¼ăμÄÒ³ÃæÉİÖýÎÄμÄ·ÄÖÃİ»ÖÃı£

²é¿´

±íîÏÃµµÃ³Ö»·½Ãæíâ¹ÛµÃÏÔÊ¾·½Ê¹½¿£Word ÖÐÓÐ±ê×¼¿²Ý,â¿´ó,Ù¿Ê«Öæ°í  
´òÓ¿Ö²ÃÃâÖÖ²é¿´·½Ê¹½¿£

## ¶ðð°í'Âðð

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Äæ;£Word µÄ³ðÊ¼¼ÉèÖÃ\_É±ÜÃ¶¶ðð°í'ÂððµÄ³ðíÖ;£



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ÆÁÄ»ÉĭμÄÖ»¿é¾ØĐĬÇøÓð£¬ÔÚÆäÖĐ¿ÉÒÔ²é¿´°Ĭ´ĬÀĭĬÄμμĭ£ÄúÖ»Ĭ×ĭŋà¿ÉÒÔ´ò¿¾Ä¿đĬÄμμ´°¿Úĭ£

×Ö»ØÈÆ

×Ô¶<sup>1</sup>/<sub>2</sub>«´Ê·ÀÔÛÏÂÒ»ÐÐ¡£µ±ÊäÊëÏÂ×Öµ<sup>1</sup>/<sub>2</sub>ÁËÒ<sup>3</sup>±ß<sup>1</sup>/<sub>2</sub>ç»ðËð<sup>1</sup>/<sub>2</sub>øÎ»ÖÃÊ±£¬Word <sup>1</sup>/<sub>4</sub>ì²éÄúÊäÊëµÄÖû,ö  
´Ê»ð×ÖÊç·ñÄÜÔÚµ±ç°ÐÐ·ÁÏÂ£¬Êð²»ÄÜ£¬Word ×Ô¶<sup>1</sup>/<sub>2</sub>«Öû,ö´Ê»ð×Ö·Äµ<sup>1</sup>/<sub>2</sub>ÏÂÒ»ÐÐ¡£

ı°±à¼ı±²Ėμ¥

ÓûÁĚ½â,üİēİ,μÄÄÚÈÝ£¬ÇēŊıÔñÒ»ÃûÁıÃûı£

‘Ô£¬İp¬‘Ô

ÖØ‘£¬İp¬ÖØ‘

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¶Öİó

ı° ‚Ôı±£¬ı°İ‚¬‚ ‚Ôı±ÃüÁî£¬ı°±à¼ı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÒËĭŭÉİÖ»İËù×öμÃ±à¼»ò,ñÊ½±àÃÃ²Ŭ×÷ı£,ÃÃüÁîÃüËæÉİ  
İ²Ŭ×÷μÃ²»İ¬∅±ä»¬ı£ÃŸËç£¬ı° ‚ÔÊäËëı±»òı° ‚Ô,ñÊ½±àÃÃı±  
ı£Ëç¹ŭİ‚¬ËĭŭÉİÖ»İμÃ²Ŭ×÷£¬²Ëμ¥ÉİμÃı° ‚Ôı±ÃüÁî½«±ä³Ëı°İ‚¬‚ ‚Ôı±ı£

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¼ü£° CTRL+Z

\_\_\_\_\_

ÇëİÖÄ

ÊäËë¼°ĐĐ,ÄİÄμμ

ı°ÖØ,´ı±£ı°İb·ÖØ,´ı±ÃüÁİ£ı°±à¼ı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁİ£¬¿ÉÒÖÖØ,´ÉİÖ»İ±à¼»ò,ñÊ½±àAAÃüÁİËù²úÉúμÃ½á¹ûı£Ėç¹ûİb·ÖØ,´Éİ  
´İμÄ²Û×÷£¬²Ėμ¥ÉİμÄı°ÖØ,´ı±ÃüÁİ½«±ä³Éı°İb·ÖØ,´ı±ı£

ÔÚ³ıİÄμμÖĐ£¬¿ÉÒÖÓÃ,ÃÃüÁİÔÚ¼,„ö²»Í¬İ»ÖÃÉİŃ,ËÙİ¼ÓÒ»,ö¼ä×Ó»ò×öÄ³Đ©¶©Öýı£

¿İ½Ÿ·½Ê½  
¼ü£° F4

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ÇëîÔÃ  
ÊäÈë¼°ĐĐ,ÄİÄμμ

ı°¼ôÇĐı±ÃüÁî£¨ı°±à¼ı±²Ëμ¥£©

Ê¹ÓÃ\_ÃüÁî£¬¿ÉÒÒ´ÓİÄμμÖĐÉ³¼ýŊı¶İÄ×Ö»òÍ¼Đİ²ç¹²«ÆäÖÃÓÚ¼òìù°ăÉİı£Èç¹ûİ  
´Ŋı¶İÄ×Ö»òÍ¼Đİ£¬Òò\_ÃüÁîİĐ§ı£

½«İÄ×Ö»òÍ¼Đİ¼ôÇĐμ½¼òìù°ăÉİ£¬´úlæÆäÖĐÖİÈ´ç´æμÄÄÚÈÝı£

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ÇěŋÔĂ

ÊäÈë¼°ĐĐ\_ÄİÄμμ

ı° ‚ÖÆı±ÃüÁî£¨ı°±à¼ı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÒ½«Ñı¶ıÃ×Ö»òÍ¼ĐÎ,´ÖÆμ½¼òìù°ăÉĭ£ÊÇ¹ûĭ´Ñı¶ıÃ×Ö»òÍ¼ĐÎ£¬Òò,ÃÃüÁîĤĐŞı£  
½«ĬÃ×Ö»òÍ¼ĐÎ,´ÖÆμ½¼òìù°ăÊÇ£¬´úlæÆăÖĐÔÏÈ´ç´æμÃÃÚÈÝı£

¿ì½Ý·½Ê½

¹ı³¼ßÀ,£°  
¼ü£° CTRL+C


ÇěŕÔĂ

ÊăÊë¼°ĐĤ,ĂĬĂμμ

ı°Ö³lùı±ÃüÁî£¨ı°±à¼ı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÒÔÚ²âËëμã²âËë¼ðlù°âÉİÄÚËÝμÃ±,·Ýj£ËËç¹û¼ðlù°âËÇ¿ÖμÃ£¬Ôò,ÃÃüÁîİbĐ§j£

¿ì½Ý·½Ê½

¹π³¼ßÀ,£° 

¼ü£° CTRL+V

Çë²îÖÄ

ÊäËë¼°ĐP,ÄİÄμμ



ı°ÑıÔñĐÔÕ³ıùı±ÃüÁî£¨ı°±à¼ı±²Êµ¥£©

„ÄÄüÁîÓĐÁ½ÖÖııÄÜı£Äü¿ÉÖÖÓÄİØ¶ıñÊ½½«¼δıù°âµÄÄÜÈÝÖ³ıùµ½İÄµµÖĐ£¬»òÊ¹ÓÄı°Ö³ıùÁ  
½Öı±Ñıİı½¨ÁφÓēÆäÊüÓıÓÄ³İĐòĐÄİφµÄÄ½Ö£¬ÄĐÄİφ¿ÉÖÖüĐÄı£

¶Ô»°òÑıİı

ı°Ö´ı±

İÔÊ¼¿É´Ó¼δıù°äÉİÖ³ıùµÄİıÄ¿ÄäĐİı£

ı°Êý¼ÝÄàĐİı±

İÔÊ¼İē°ü°µ½İÄµµÖĐµÄÊý¼ÝµÄ²»İ¬ñÊ½ı£

**Object** ¼δıù°äÄÜÈÝ°İĐèÒ°ÓÄÄ´±à¼¶¶ÖİóµÄÊý¼ÝµÄİ¼Æ¬±İÊ³¼ı£  
×φÊİ£°ÁĐ±İÖĐ¶¶ÖİóÄü³ÆÊæ¼δıù°äÄÜÈÝ²»İ¬¶ø±ä»ıı£

**Formatted Text** ´øÖĐñÊ½±äÄÄµÄİÄ×Öı°ÄýÈç£¬Microsoft Excel ±İñı£

**Unformatted Text** İıñÊ½±äÄÄµÄ¿İÄ±¼ı£

**Picture** İ¼Æ¬±İÊ³¼ı£

**Bitmap** ÓÄ Windows »±ÊÉú³ÉµÄİ¼Æ¬±İÊ³¼ı£

ı°Ö³ıùı±

½«¼δıù°âµÄÄÜÈÝ²äÊëµ½İÄµµÖĐı£

×φÊİ£°ÑıÖñı°Ö³ıùı±ÃüÁî£±£¬Word ²»»áÓēÆäÊüÓıÓÄ³İĐò½¨ÁφÁ½Öı£½¨ÁφÁ  
½Öı±ØĐēÊ¹ÓÄı°Ö³ıùÁ½Öı±ÃüÁîı£

ı°Ö³ıùÁ½Öı±

½«¼δıù°äÄÜÈÝ²äÊëµ½İÄµµÖĐ²φ½¨ÁφÓēÆäÊüÓıÓÄ³İĐòµÄÄ½Ö£¬ÒÖ±ä×Ö¶ı»ò°  
¨Çó¶¶ÖÊý¼Ý½øĐĐüĐÄı£³ý·Ç¼δıù°äÉİµÄÄÜÈÝÄ´×ÖÆäÊý¼Ý¿ÉÓē Word Á  
½ÖµÄÖıÓÄ³İĐò£¬ñÖò„Ä°ÄıİĐĐı£

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ÇēİÖÄ

½»»»»ĐÄİ£

ı°È«Ñıı±ÃüÁî£ı°±à¼ı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÔÑı¶Öü,đĀμμı£

¿ı½Ÿ·½Ê½

Êó±ê£° °´ CTRL ¼ü£¬²¿ÔÚÑıÔñđĀÚμ¥»÷Êó±ê×ó°`Ā¥ı£

¼ü£° CTRL+5 £¬ÔÚÊý×ÖĐı¼üĀıÉĬ£©ı£

ÇěŋÔÃ

ÊăÊë¼°ĐĐ,ĀĬĀμμ



İÖÊ¼Ò»¶Ô»°¿ò£¬ÓÃÓÚÑ;ÔñÒªĖÑĖ÷µÄ¶İÄă,ñÊ½£¬,Ã¶İÄă,ñÊ½¿Ė  
‘ØÓÐ»ò²»’ØÖ,¶µÄİÄ±¾;£²İ¼û;°¶İÄă;±ÃüÄİ;£

ı°ÑüÊ½ı±

İÖÊ¼Ò»¶Ô»°¿ò£¬ÓÃÓÚÑ;ÔñÒªĖÑĖ÷µÄÑüÊ½£¬,ÃÑüÊ½¿Ė  
‘ØÓÐ»ò²»’ØÖ,¶µÄİÄ±¾;£²İ¼û;°éÖÖÑüÊ½ı±¶İÖ»°¿ò;£

×øÊİ£¶İÖÓÚ’ó²¿·Ö,ñÊ½±àAAÖ,Áİ£¬¿ĖÖÔÊ’ÓÃ×é°İ¼û£¬¶Ø²»±Ø’ò¿¶İÖ»°  
¿ò;£ÄýĖ£¬¬ÒªĖ¶İÄă¾ÓÓÐ£¬¿Ė°’ CTRL+E ¼û;£ÓÐ’Ø×é°İ¼ûµÄİĖİ,½éĖÜ£¬²İ¼û¼ûÄİ°İĖó±Ė;£

ÇěİÖĂ

²éÖÖ°İİæ»»İÄ±¾»ò,ñÊ½



## ı°Çăýı±

ÈjİûÔÚçòÖĐÖ,Ŧ'µÄ°ü°¬²ăÈëµăµĂËùÓĐ,ŋÊ½±àĀĀı£

## ı°×Ö·ûı±

İÔÊ¼Ò»ŦÔ»°çò£¬ÓĀÓÚŊıÔŋÒªĒĒ÷»òlæ»»µÄ×Ö·û,ŋÊ½±àĀĀ£¬,Ă×Ö·û,ŋÊ½±àĀĀçÉ  
'ðÓĐ»ò²»'ðÖ,Ŧ'İÄ±¼ı£²ı¼ûı°×Ö·ûı±ĂüÁı£

## ı°ŦİÄăı±

İÔÊ¼Ò»ŦÔ»°çò£¬ÓĀÓÚŊıÔŋÒªĒĒ÷»òlæ»»µÄŦİÄă,ŋÊ½±àĀĀ£¬,ĂŦİÄă,ŋÊ½±àĀĀçÉ  
'ðÓĐ»ò²»'ðÖ,Ŧ'İÄ±¼ı£²ı¼ûı°ŦİÄăı±ĂüÁı£

## ı°ÑùÊ½ı±

İÔÊ¼Ò»ŦÔ»°çò£¬ÓĀÓÚŊıÔŋÒªĒĒ÷»òlæ»»µÄÑùÊ½£¬,ĂÑùÊ½çÉ  
'ðÓĐ»ò²»'ðÖ,Ŧ'İÄ±¼ı£²ı¼ûı°læ»»ÑùÊ½ı±ŦÔ»°çòı£

×øÉı£°ŦÔ'ó²ç·Ö,ŋÊ½±àĀĀÖ,Áı£¬çÉÒÔÊ'ÓĂ×é°ı¼ü£¬ŦŦø²»±Ø'òçªŦÔ»°  
çòı£ÄýĒç£°ÔªÊ'ŦİÄă¼ÓÖĐ£¬çÉ°' CTRL+E t¼üı£ÓĐ'Ø×é°ı¼üµÄİêı,½éÉÜ£¬²ı¼û¼üÄİ°İÊó±êı£

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## ÇěŦÔĀ

²éÖÒ°İlæ»»İÄ±¼»ò,ŋÊ½

ı°²éÕÒÑùÊ¹²ı±£ı°ıæ»»ÑùÊ¹²ı±¶¶Ô»°ıò

Ê¹ÓÃ,Ã¶¶Ô»°ıò£¬ıÉÒÔ²éÕÒÎÄµµÖĐİØ¶µÄÑùÊ¹²ı£ÄúıÉÒÔ²éÕÒÑùÊ¹²±³⁄₄Éı£¬Ô²ıÉÒÔ²éÕÒ  
´ØÓĐÖ,¶ÎÄ±³⁄₄µÄÑùÊ¹²ı£

¶¶Ô»°ıòÑıİİ

ı°²éÕÒ£ıæ»»ÑùÊ¹²ı±

¼üÈë»òÑıÔĦÒ²éÕÒ»òıæ»»µÄÑùÊ¹²ı£

ı°ŦŦı»ı±ÄüÁİ£ı°±à¼ı±²Ėμ¥£©

UÊ¹ÓÃ,ÃÃüÁİ£¬¿ÉÒÔ½«²âĖēμăÖÆμ½ÎÄμμÖĐÖ,ŦŦı»ÖÃı£

¿İ½Ÿ·½Ê½

¼ü£° F5  
Êó±ê£° ÔÚ×´İ¬Ä,ÄÚĖ«»÷Êó±ê×ó°´Ä¥ı£

ŦÔ»°¿òÑıİİ

ı°ŦŦı»ı±

¼üĖē»òÑıÔİÒ»,òĖēÇ©Ãü£¬»òÕß¼üĖēÒ»,öÄ¿±êĖμÄ÷ı£Äú¿ÉÒÔŦŦÖÖ,ŦŦμÄĐĐı¿Ò³ı¿½Úı¿ĖēÇ©ı  
¿½Ä×¿»òÁú×¿½ĐĐŦŦı»ı£  
ĖÇ¹üÔÚÄ¿±êÄÚμÄĖý×ÖÇ°¼üĖēÒ»,ö¼Ó°Ä£¬+£©£¬Word  
½«´Óμ±Ç°İ»ÖÄİòÇ°¼ÆĖýı£Ėđ¼üÖ»,ö¼đ°Ä£¬-£©£¬Word ½«İòó¼ÆĖýı£

ÇēİÖÄ

ÒÆŦŦμ½Ö,ŦŦμÄÖ³ıÇĖēÇ©»òÆäĖüİ»ÖÄ



¡°Í¼ÎÄ¼±±ÃüÁî£¨¡±à¼±²Ëµ¥£©

È'ÔÃ,ÃÃûÁí£¬¿ÉÒÔ'ÔÑ¿¶¶'ÎÄ×Ö»ð¼¼ÐÎÐ²úÉúÒ»,ð¼¼ÎÄ¼¼'Èìð£¬»ð½«Ö,¶¶'µÄ¼¼ÎÄ¼¼'  
'Èìð²àÈèµ½ÎÄµµÖÐ¿£

Èç¹ûÃ»ÓÐÑ¡¶¶ÄµµÖÐµÁÎ±¾»òÒÑÓÐµÁÍ¼Î¼´·Êìð£-Ôö,ÃüÁîÞÐ§¡£

¶Ô»°¿òÑ;îî

$$i^{\circ} \hat{I}^{1/4} \hat{A}^{1/4} \tilde{A} \hat{u}^3 \mathcal{E}_i \pm$$

¼üÈèÒ<sup>a2</sup>àÈë;çÉ¾¾ý»ðÖØÐÂ¶·ÒâµÄ×¶¶¶¶¶ 31 ,ö×Ö·ûµÄÐÂ¶¶¼¶Î¼-  
·ÊïÃû³Æ£¬»ðÑ¡ÔñÕÖÓµ¶¶¼¶Î¼-·Êï;£

ı°Ñı¶ı±£ı°ı¼İÄ¼ı°ÊİöÄûı±

ÏÔÊ¾ÔÚÎÄµµÖÐÑ¡¶µÄÄÚÈÝ»ðÕßÊÇÑ¡¶µÄÍ¼ÎÄ¼-ÊìðµÄÎÄ±¾¼;£

ı°²ăÈëı±

ÔÚ²àÈèµã²àÈèÑ¡¶Í¼Î¼¯ÈìðµÄÄÚÈÝ£¬²ç±£ÁôÆäÔÈ¼,ñÈ½¡£

¡°ÓÃ´¿ÎÄ±³/₄·½Ê¹/₂²ăÈë¡±

[illegible]

ἰ.°π.Ὁαἰ±

¶Òà»òÖÖÐÂ¶Òàí¼Ä¼´Êìõ£ÊË¹û´ÔÚ°í¼Ä¼´ÊìõÄû±¿òÖÐ¼üÊë»òÑìÔñò»òÄû³Æ£¬Ôò,Ã°  
 ´Ä¥ÍÐÐ§££

$$i^0 \dot{E}^{3/4} y i^{\pm}$$

É³¼ýÑ¡¶µÄ¼¼Ä¼¼´Êìð¡£ÈÇ¹ùí´ÔÚ´¹¼Ä¼¼´ÊìðÄù¡±¿ðÄÜ¼üÈÈ»ðÑ¡ÔñÒ»,ðÄü³Æ£-Ôð,Ã°  
'Ä¶ÄÐ§¡£

Çe²ÎÔÄ

Í<sup>1/4</sup>ÎÄ<sup>1/4</sup>´Êìõ£<sup>0</sup>æ´¢<sup>3</sup>£ÓÃÎÄ×ÖÓëÍ<sup>1/4</sup>ĐÎ

ı°ı¼ıÄ¼ı±ıÖ»°ıò

ÊıÓÃ,ÄıÖ»°ıòÖ,ıı±£'æĐÂı¼ıÄ¼ı'ÊìðμÄı»ÖÄı£

ıÖ»°ıòÑıİİ

ı°ı²ÖÄı±

ı°Ä£°âı±

Êıı¼ıÄ¼ı'ÊìðıÉÓÃÓÚÊùÓĐİÄμμı£

Êıı¼ıÄ¼ı'ÊìðÖ»ÄÜÓÃÖÚ»ùÓÚ»ıııÄ£°âμÄİÄμμÖĐı£

í°Á'½Ó±ÄüÁî£°±à¼±²Ëμ¥£©

Ê¹ÓÃ,ÄüÁî£¬¿ÉÒÔÏÊ³¼ÎÄμμÖÐ°ü¬μÄÊ«²¿Á'½Ó¿ÖâÐ©Á'½Ó°üÄ°ÓÄREF£¬REF¿£  
INTERN£¬INCLUDE£¬¬°Í IMPORTÓðÉú³ÉμÄ Word ÄÚ²¿Á'½Ó°ÍÖëÆäËüÓ¿ÖÄ³¿Ðð£¬Ëç Microsoft  
Excel μÄÎâ²¿Á'½Ó¿£

Ëç¹üÎÄμμÖÐÄ»ÓÐÁ'½Ó£¬Ôð,ÄüÁîÎÞÐ\$¿£

¶Ô»°¿ðÑ¿¿

í°Á'½Ó±

ÏÊ³¼ÎÄμμÖÐμÄÊ«²¿Á'½Ó¿£ËÄ,ðÄ,°üÄ°Ó¿ÖÄ³¿Ðð¿¿¼¿pÄü¿¿ÎÄ¿ÄüÔÔ¼°Á'½ÓμÄÄâÐÍ»ð×¹¬¿£

í°,üÐÄ±

Ô,¶ÔÜ¿Á'½Ó±¿ðÖÐÑ¿¶°Á'½ÓμÄÄâÐÍ¿£

í°×Ô¶¬±

Ö»ÔªÐÄÊý³¿Ý¿ÉÓÄ£¬³¼ÎÄ¿¼'½«Æä²âËë¿£

í°ËË¹±¿

Ö»ÓÐÔÜÑ¿Ôñ°Á¿¼',üÐÄ±°'Ä¥Ë±£¬²Ä½«ÐÄÊý³¿Ý²âËë¿£

í°Ëø¶¬±

½ÜÔ¶¶ÔÑ¿¶°Á'½Ó½ÐÐ,üÐÄ¿£Ëç¹üËø¶¬°ÄË³,ðÄ'½Ó£¬Ôð¿¼',üÐÄ±Ñ¿¿ÎÞÐ\$¿£

í°´ð¿ªÔ'±

'ð¿ªÑ¿¶°Á'½ÓμÄÔ'ªÄýËç£¬Ëç¹üÓÐÔ» Microsoft Excel Í¼±ÍÁ'½Óμ½ÎÄμμÖÐ£¬Ñ¿Ôñ¿ª´ð¿ªÔ'±°  
'Ä¥³¼¿ÉÔÔ´ð¿ªª Microsoft Excel ÔÐÁ'½ÓμÄÍ¼±¿£

í°Á¿¼',üÐÄ±

,üÐÄÔÜ¿Á'½Ó±¿ðÖÐÑ¿¶°μÄËüÓÐÁ'½Ó£¬Ë»°ó¹Ø±Ô¿Á'½Ó±¶Ô»°¿ð¿£

í°Ë¿¿üÁ'½Ó±

ÖÐ¶¶ÏÊý³¿Ý°ÍÎÄμμÖÐ¼äμÄËüÓÐÑ¿¶°Á'½Ó£¬Ë»°ó¹Ø±Ô¿Á'½Ó±¶Ô»°¿ð¿£

í°ÐÞ,ÄÄ'½Ó±

ÏÊ³¼Ô»¶Ô»°¿ð£¬ÓÄÓÜÐÞ,ÄÑ¿¶°Á'½Ó£¬Ë¹Æä  
'ÓÆäËüÓ¿ÖÄ³¿Ðð¿¿¼¿»ðÎÄ¿, ÖÐ½ÓËËËý³¿Ý¿£²¼üí°ÐÞ,ÄÄ'½Ó±¶Ô»°¿ð¿£

Çë¶ÔÄ

½¿»»»»ÐÄ¿

¡°ĐĐ,ÄÄ'½Ó¡±¶Ô»°¿ò

Ê'ÓÃ,Ã¶Ô»°¿òÐƆ,ÄÒÑÓÐÁ´½ÓÊý¾ÝµÄÔ´;£

¶Ô»°¿òÑ;î

¡°Ó!ÓÃ³!Đò!±

Èç'ùÄüÈü,Ä±äÁ'½ÓµÄÔ'Ó'ÓÄ³|Ðð·çÉü±ä»-£-Çè¼üÈèÓ'ÓÄ³|ÐðÄü;£,ÄÑ|ñ|¶ÖÄÜ²;Á'½Ó|ÐÐ§;£

$$i^{\circ} \hat{A}^{1/4} p \tilde{A} u_i \pm$$

¼üÈë´øÓÐÒªÁ´½ÓÊý¾ÝµÄÂÄ¼þÃû£

¡°ïÄ¿±

¼üÈëÒªÁ´½ÓÊý¾ÝµÄ¶î»»òìÀ¿Ãû£



½»»»ĐÄř

ÄËö

Á½Ó

½ÄçÁ½Ó

üĐÄÄ½Ó

±à¼ÔĦÄµµÖĐµÄÄ½ÓĐÄř

´ÓÄ±êĦÄµµÇĐ»»µ½ÖĦÄµµ

ĐĐÄÄ½Ó

ËøŦ°ı½ăËøÁ½Ó

ËjüÄ½Ó

ÇŦËë

²ăËë»æ»jçı¼±ıjç¹«Ê½jçWordArt ĦÄ±¼»òÆăËüÇŦËëŦÖıó

±à¼ÇŦËëŦÖıó

½«ÇŦËëŦÖıó×ª»»ĦĦÄ±¼»òı¼ĐĦ







## „ÜDÄÄ“½Ó

Äú¿ÉÒÔ×Ô¶„ÜDÄÄ-Ô²¿ÉÒÔÈÈ¹„ÜDÄÄÄµµÖDµÄÄ½Ó¿ÉÈ¹úŃ¿ŃÄÈ×Ô¶„ÜDÄÄ½Ó£¬µ±Ô  
Äµµ·øÉú±ä»¹È±£¬ÈÜÖDÄ¿±êÄµµ¶¼Äø¼¹ÖÈ³¼³öÖä„ö±ä»¹¿ÉÈ¹úÈÇÈÈ¹„ÜDÄÄ-ÔòÓÉÄúÄ  
³¼ö¶¶¹È±„ÜDÄÄµµ¿ÖÜ²»¹è¶¶ÖÄµµ×÷ÆäÈÜD„ÄÈ±£¬¿É¿È¶¶¿±Ä½ÖÄ·ÄÖ¹„ÜDÄ¿£

### Ö¶¶¹È±×Ô¶„ÜDÄÄ½Ó

- 1 ÔÚÄ¿±êÄµµÖD£¬Ń¶¶Òª„ÜDÄµÄÄ½ÓDÄ¿£
- 2 ´Ó¿±ä¼¿±²ÈµÖD£¬Ń¿Ń¿¹½Ó¿±ÄüÄ¹ (ALT, E, L) ¿£
- 3 ÔÚ¿„ÜDÄ¿±Ń¶¶¿¿ÄÜ£¬Ń¿ŃÈÜDèµÄŃ¶¶¿£

#### Ń¿Ń

#### „ÜDÄÄÄµµ

- |                     |                    |
|---------------------|--------------------|
| ÈÈ¹                 | ½öµ±ÄüÖ¶¶Òª×÷D„ÄÈ± |
| ×Ô¶                 | ÖÄµµ·øÉúÈ¹±ä»¹È±   |
| 4 Ń¿Ń¿¹½Ö¶¶¿±²·Ä¿¿£ |                    |

## ÈÈ¹„ÜDÄÄ½Ó

ÔÚÔ²ÈÈ¹„ÜDÄÄ¿±êÄµµÈ±È¹ÖÄ±¼¹¿¿¿£

- 1 ÔÚÄ¿±êÄµµÖD£¬Ń¶¶Òª„ÜDÄµÄÄ½ÓDÄ¿£  
×øÉ£°ÔÚŃ¶¶Ä½ÓDÄ¿È±£¬¹¹¿×¿ CTRL ¼¿£¬¿ÉÒÔŃ¶¶Ò»„öÒÔÉ¿µÄÄ½Ó¿£
- 2 ´Ó¿±ä¼¿±²ÈµÖD£¬Ń¿Ń¿¹½Ó¿±ÄüÄ¹ (ALT, E, L) ¿£  
×øÉ£°ÈÇ¹úÖ„ÜDÄÄÒ»„öÄ½Ó£¬ÔÚ¿¹½Ó¿±¿òÖD½«ÆäŃ¶¶¿£
- 3 Ń¿Ń¿¹½Ö¶¶¿±²·Ä¿¿£  
µ±¶ÖÄ¿±êÄµµÖDÄ¿Ò»„öŃ¶¶Ä½Ó×÷×¿öµÄ„ÜDÄ°ö£¬Word »ä·Ó³öÖÄÄµµÒŃ²úÉúµÄÈ¹±ä»¹È±¿£

## „ÜDÄÄÄµµÖDµÄÈÜDÄ½Ó

- 1 Ń¶¶Öü„ö¿±êÄµµ¿£
- 2 ´Ó¿±ä¼¿±²ÈµÖD£¬Ń¿Ń¿¹½Ó¿±ÄüÄ¹ (ALT, E, L) ¿£
- 3 Ń¿Ń¿¹½Ö¶¶¿±²·Ä¿¿£  
×øÉ£°»ÄÜ„ÜDÄÒŃÈø¶¶µÄÄ½Ó¿£

## ¿½¿·½È½

- |   |                  |
|---|------------------|
| 1 | Ń¶¶Òª„ÜDÄµÄÄ½Ó¿£ |
| 2 | ° F9 ¼¿¿£        |

## Çè¹ÖÄ

### ½»»»DÄ¿

## ±à¼Ô ÎÄµµÖÐµÄÁ´½ÓÐÄĬ

Äú¿ÉÒÒËæÊ±±à¼Ö»¸¸Á´½ÓµÄÔÎÄµµ£¬Æä´½Ö»±à¼ Word  
ÎÄµµµÄÆäËü²¿ÖÊÇÒ»ÑùµÄ¿£¸¼ÝÁúÑĬÔñµÄüÐÄÑĬĬ£¬Word °ÑÓÚÔ  
ÎÄµµÖÐËü×µÄÐµÄËĬÖÁÄ¿±êÎÄµµ¿£ÓÐ¹ØĬĬ¸éËÜ£¬²Ĭ¼ÜUpdating links¿£

## ±à¼Ô ÎÄµµÖÐµÄÁ´½ÓÐÄĬ

- 1 ´ò¿ÔÎÄµµ¿£
- 2 ÔÚÁ´½ÓÐÄĬÖÐ£¬°ÐèÒ²ÐÐÐµÄ¿£
- 3 ´Ó°ÎÄ¼¿±²Ëµ¥ÖÐ£¬ÑĬÔñ°±£æ¿±ÃüÄĬ (ALT, F, S) ¿£

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## ÇèĬÖÄ

½»»»ÐÄĬ

## ‘ÓÄ¿±êĬÄµµÇÐ»»µ½ÔĬÄµµ

ĖăĖ»Äú¿ÉÒÔÔÚÄ¿±êĬÄµµÖÐ±à¼Á½ÓÐÄĬÇŁ¬µ« Word ÔÚ,üÐÄÄ½ÓĖ±  
Ł¬»á°ăÔÄúĖü×÷µÄÐṖ,ÄĬŁĖÇ¹ûÐèÔṖṖ,ÄÄ½ÓÐÄĬÇµÄÄÚĖÝ»ò,ĥĖ½±àÄÄŁ¬ÓĬ,ÄÔÚÔ  
ĬÄµµÖÐ½øÐÐÐṖ,ÄĬŁ

## ‘ÓÄ¿±êĬÄµµÇÐ»»µ½ÔĬÄµµ

- 1 ÔÚÄ¿±êĬÄµµÖÐŁ¬ŃĬŦ°Ô±à¼µÄÄ½ÓÐÄĬÇĬŁ
  - 2 ‘ÓĬ°±à¼Ĭ±²ĖµŦÖÐŁ¬ŃĬÔĥĬ°Á½ÓĬ±ÄüÄĤ (ALT, E, L) ĬŁ
  - 3 ŃĬÔĥĬ°ò¿°ÔĬ±°ÄŦĬŁ
  - 4 ÔÚÔĬÄµµÖÐ×÷ÐṖ,ÄĬŁ
  - 5 ‘ÓĬ°ĬÄ¼ṖĬ±²ĖµŦÖÐŁ¬ŃĬÔĥĬ°±Ł°æĬ±ÄüÄĤ (ALT, F, S) ĬŁ
  - 6 ÔṖ±ÔĬÄµµŁ¬‘ÓĬ°ĬÄ¼ṖĬ±²ĖµŦÖÐŃĬÔĥĬ°Ø±ÔĬ±ÄüÄĤ (ALT, F, C) ĬŁ
- Word »á,ü³¼ÝŃĬŦµÄ,üÐÄŃĬĬŁ¬ÔÚÄ¿±êĬÄµµÖÐ·‘Ó³öÄúĖü×÷µÄÐṖ,ÄĬŁ  
×ÇĖĬŁ°ĖÇ¹û²»ÔÚÐèÔṖ°ÔÔĬÄµµÖÐ½ÓĖÜ,üÐÄÄŁ¬¿ÉÒÔĖĬüÄ½ÓŁ¬Ė»°óĬĥ±à¼ÆăĖüĬÄ±³Ô»Ńü±à¼Ä  
½ÓÐÄĬÇĬŁÓÐ¹ØĬĬ,½ăĖüŁ¬²Ĭ¼üĖĬüÄ½ÓŁ

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## ÇěĬÖÄ

½»»»ÐÄĬÇ



## ËøŦ°í½ăËøÁ´½Ó

ÔÚÎÄµµÖÐ½°ÁçÁ´½Ó°ó£¬Äú¿ÉÒÔ½«ÆäËøŦ°ÔÔ·ÄÖ¹ÔÚÎÄµµÖÐ,üÐÂËùÓÐÆäËùÁ´½ÓÊ±£¬,ÄÁ´½ÓÐÄĲ±»Í¬Ê±,üÐÂĲ£

## ËøŦ»ð½ăËøÁ´½Ó

- 1 ÑĲŦ Word ÎÄµµÖÐµÄ´½ÓÐÄĲ£
- 2 ´ÓĲ±à¼Ĳ±²Ëµ¥ÖÐ£¬ÑĲÔĥĲ°Á´½ÓĲ±ÄüÄĲ (ALT, E, L) Ĳ£
- 3 ÑĲÔĥÎĲÄÁÐ²Ù×÷£°
  - ▶ ÒªËøŦ°Ô»,ðÁ´½Ó£¬ÑĲÔĥĲ°ËøŦĲ±,ÑĲ¿òĲ£
  - ▶ Òª½ăËøÔ»,ðÁ´½Ó£¬Çä³ýĲ°ËøŦĲ±,ÑĲ¿òĲ£
- 4 ÑĲÔĥĲ°ËøŦĲ±°´Á¥£

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## ÇěŦÔÄ

½»»»»»ÐÄĲ

## ÈjĩúÁ´½Ó

ÔÚÈjĩúÁ´½ÓÊ±£¬Word ½«²»ÔÙ,üĐÂĂĹ±êĪĂµµÖĐµĂĐĂĲ££Á´½ÓĐĂĲÔÔ×ŋ°óÔ»Ī,üĐÂµĂĂÚÈÝ±£ÁóÔÚĪĂµµÖĐj£

## ÈjĩúÁ´½Ó

- 1 ÑjŋĲ´Á´½ÓĐĂĲj£
- 2 ´Ój°±à¼j±²Ēµ¥ÖĐ£¬ÑjÔŋj°Á´½Ój±ĂüÁĲ (ALT, E, L) j£
- 3 ÑjÔŋj°ÈjĩúÁ´½Ój±°´Ă¥j£
- 4 µ± Word ĪÖÊ¾³óÔ»ĪóĐĂĲ££¬ÒªÇóÈ·ÈĪjĩú,ĂÁ´½ÓÊ±£¬ÑjÔŋj°ÊÇj±°´Ă¥j£

## Ĺĩ½Ý·½Ê½

- |   |   |                       |
|---|---|-----------------------|
| ► | 1 | ÑjŋĲ´Á´½ÓĂÚÈÝj£       |
|   | 2 | °´ CTRL+SHIFT+F9 ¼üj£ |

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## ÇěŋÔĂ

½»»»ĐĂĲ

²ǎÈë»æ»¡ç¹¼±¡¡ç¹«Ê¹²¡çWordArt ÎÄ±³¼»òÆäËüÇ¶Èë¶Ôío

Í<sup>1</sup>ýÔÚ Word ÖÐÇ¶Èë¶Ôİó£¬Äú¿ÉÒÔ

''½''°-ÓÉÆäËÜóíÔÃíÐð½''ÄçµÄÐÁĭçµÄÎµµ£-ÕâÐ©ÐÁĭçÓÐ»æ»|çí¼±íÔÖ¼°  
±íñĖý¾ŸµĒ£ĔÈÇ¶ĒēµÄÐÁĭç½Ð×÷¶ĴŌŏ£

μ±Äú²»ÐèÒªÖêÆäËÛÎÄμμ¹²ÎÐÄÎç£¬μ«ÖÖÒªÖÚ Word ÖÐ±à¼°¼,ñÊ½²»¯,ÄÐÄÎç£±  
£¬¼ËÖÖÊ¹ÖÁÇç¶ÆÊÄ¹¹üæÄ¹²Ö¼;£μ±ÄüÐèÒªÖêÆäËÛÎÄ¹¼p¹²ÎÐÄÎç£±£¬ÒòÒª¹²·ÁçÒ»,öÄ  
¹²Ö£¬ÖÐ¹ØÏê¼,¹éËÛ£¬²¹¼ÖÖCreating links;£

²ǎÈëÇ¶Èë¶Ôïó

- 1 ÔÚÔ°Ç¶ËëÐÃíçµÃÎ»ÖÃËëÖÃ²ªËëµã¡£
- 2 ´Ó¡²ªÈë¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°¶ÔÍó¡±ÃüÃÎ (ALT, I, O) ¡£
- 3 ÔÚ¡°¶ÔÍóÀaÐÍ¡±Ñ¡ííçðÖÐ£¬Ñ¡Ôñ½°ÁçÇ¶Ëë¶¶ÔÍóµÃÓ!ÓÃ³!ÐðµÃÀaÐÍ£  
×çË££°ÃÐ±!ÖÐ°ü°¬µÃÎÃÏËË;¾ðÓÚÍµ!³ÖÐ²×°µÃÖ§³ÖÃ  
´½Ó!Ç¶ËëµÃÓ!ÓÃ³!Ðð££ÖÃ²×³!Ðð²×°µÃÓ!ÓÃ³!ÐðçËÓÃÓÚ¡°¶ÔÍóÀaÐÍ¡±Ñ¡ííçðÖÐ¡£
- 4 ÎªÆÈÖÆÖÃÔ´Ó!ÖÃ³!Ðð£¬Ñ¡Ôñ¡°Ë·¶¡±°Ã¥£
- 5 ½°Áç»ðÑ¡¶°Ö°Ç¶ËëÔÚ Word ÎÃµµÖÐµÃÐÃíç£
- 6 Öª½°«ÐÃíç×+¶¶¶¶ÔÍóÇ¶Ëëµ½ÎÃµµÖÐ£¬Ñ¡ÔñÎÃÃÐÃ³Ö»²Ú×+£°  
▶ ´Ô´Ó!ÖÃ³!ÐðµÃ¡°ÎÃ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ!°Ë³ðç·µ»Øµ½¡±ÃüÃÎ (ALT, F, X) ¡£  
▶ ¹Ø±ÖÇ¶Ëë¶¶ÔÍóµÃ°çÚ¡£  
▶ Ëç¹üÃüËÇÓÚ Microsoft Excel ÖÐ¹××£¬Ñ¡Ôñ¡°üÐÃ¡±ÃüÃÎ£

Õ³ìùÇŦÈëŦÔïó

- 1 'ò¸ªÒª½²Á¸²ªÊëÐÃĬ¸µÃŎĬÓÃ³ĬÐòĭ£  
2 ‚ÖÆËùÐëËý³¼Ýĭ£  
3 'ò¸ª Wordĭ£  
4 ÒªÇŦÊëŦŦŎĬó£¬¬Ŏĭª±à¼ĭ±²Ëµ¥ÖÐÑĭŎňĭªŎ³ĭùĭ±ÃüÁĭ (ALT, E, P) ĭ£  
×¸ÊĬ£ªªŎª³ĭùÒª, ò Word ŦŦŎĬó£¬¬Ŏĭª±à¼ĭ±²Ëµ¥ÖÐÑĭŎňĭªŎ³ĭùĭ±ÃüÁĭ (ALT, E, S) ĭ£

Çe²îÔÄ

1/2»»»»ĐÄİç







ÓòÀàĐí¼°Ö,Áî  
ÄÊö

Ask£"ÑîÊ£©

Author's e-mail address

Auto No. £" x Ô ¶ ± à ° Å £ ©

Auto No. Legal£"·"ÂÉlõ¿îÊ½×Ô¶±à°Å£©

Auto No. Outline£''ó,ÙÊ½×Ô¶±à°Å£©

Bookmark£"ÊéÇ©£©

Comments£"±,×¢£©

Create Date£""'½"ÈÕÆÚ£©

Data£"Êý¾¼Ý£©

Date

DDE£"¶Ì¬Êý³¼Ý¹²»»»£©

DDEAuto£"×Ô¶¶ì¬Êý<sup>3/4</sup>Ý<sup>1/2</sup>»»»£©

Edit Time£±à¼Ê±¼ä£©

Embed£"Ç¶Èë£©

Expression  $\mathbb{E}[\pm i \hat{T}^{1/2} \mathbb{E} \odot]$

File Name£"ÎÄ¼pÃû£©

Fill-In£·lî³ä£©

Footnote Ref£™½Å×çË÷Òý£©

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Formulas  $\mathbb{Z}^{n-1} \ll \hat{E}^{1/2} \mathbb{Z}^n$

Glossary £ ¼ Ä ¼ £ ©

Goto Button£“¶Î»°´À¥£©

lf£"Èç¹û£©

Import£"ÄÉÈë£©

Include£¨°ü°¬£©

Index£¨Ë÷Òý£©

Index Entry£"Ë÷Òýî£©

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Keywords £ ¢ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾ × ÷ Ø Ù Ú Û Ü Ý Þ ß à á â ã

Last Saved By£"Éĭ'Î±£'æÕß£©

Link£"Á'½Ó£©

Macro Button£¨°ê°‘Å¥£©

Merge Field£"°İ²çÓò£©

Merge Rec£"0İ²ç¼ÇÂ¼£©

Next£"Ö'ÐÐİÂÒ»\_ö£©

Next If£"Èç¹û...Ö´ÐÐİÂÒ»„ö£©

No. of Chars£"xÖ·û,öÊý£©

No. of Pages

No. of Words

Page£"Ò³£©

Page Ref.£"Ò³Ë÷Òý£©

Printed on acid-free paper. ©

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Print Date£""òÓ;ÈÕÆÚ£©

Quote£"ÒýÂ¹¼£©

## Reference

Referenced Doc.£"ÒýÓÃÎÄµµ£©

Ref. Intern Link£"ÒýÓÃÄÚ²¿Á'½Ó£©

Rev. Number£"Đb¶©°Å£©  
Save Date£"±£'æËÖÆÚ£©  
Sequence£"ĐòÁĐ£©  
Set£"ÉèÖÃ£©  
Skip If£"Ëç'û...°ôÂÔ£©  
Style Ref.£"ÑùË½Ë÷Öý£©  
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Symbol£"·û°Å£©  
TC£"Ä¿Ä¼lî£©  
Template£"Ä£°ä£©  
Time£"Ë±¼ä£©  
Title£"±êlà£©  
TOC£"Ä¿Ä¼£©  
User Address£"ÓÃ»\$µØÖ·£©  
User Initials£"ÓÃ»\$ĐÖÃûËöĐ'£©  
User Name£"ÓÃ»\$ĐÖÃû£©  
General Switches£"Í"ÓÃ¿ª¹Ø£©

ÓòÀàÐÍ¼°Ö,Áí  
±¼½Ú°´×ÖÄ,Ë³Ðò×Ü½áÁËÓòµÄÀàÐÍ¿ÖòÀàÐÍÃû°óÃæ¾ÍËÇÓÐ¹Ø,ÃÓòÀàÐÍµÄÐÃ¿ç£°

- ▶ ´óÀ´°Ä¿°{¿±ÖÐÎªÓòµÄÎÀ´´
- ▶ Ð±¿à×Ó¿ªÖ,Áí
- ▶ À´°ÄÖÐÎª¿,ËÑ¿Ö,Áí
- ▶ ËðÓð°¬ÓÐ²¿ËýË±£¬´úÃæ¾ÜÀýÒ²°üÀ´²¿Ëý
- ▶ Ã¿ÖÖÓòÀàÐÍµÄµäÐÍÓòÄÚËý

Öâ·ÝÇâµ¥µÄÖ÷ÒªÃ¿µÄËÇÎªÁË°¿ÖúÓÃ»§ÖÚ²ë¿,´Óð´úÃæË±Ë¶±ðÓòµÄÄÚËý¿ÎÎÃÐ  
´ó¶àËý¿ðÃ¿¶¼°ðÃÖÁËËµ¿ÖÖòµÄ¿,½Ú£¬Òò¿ªÖäÐ©¿¿,²½ÖèÒÑÖÚ¿°  
°¿Öú¿±µÄ/æäËüÎÃµµÖÐ×÷ÁËËµÃ÷¿£

Í´¿ÖÖÚ¿²äËë¿±²Ëµ¥ÖÐÑ¿Öñ¿°Óò¿±ÃüÁ¿¿,ËÒÔ²äËëÒ»,ðÓð£¬»ðÕÖÖ±½Ó°¿ÎÃ CTRL+F9  
¼ü£¬Ë»°ðËäËëÓòÓ¿´¿£ÖÐÐ©ÓòÖÚ¿²äËë¿±²Ëµ¥ÖÐÓÐ¶ÃÃ¿µÄÃüÁ¿£¬Ëç¿°·û°Ä¿±ÃüÁ¿¿£

Ask£"Ñ┘Ê£©

{ask BookmarkName "Prompt"}

ASK ÓðÒªÇóÓÃ»§¼üÈë·ÖÄä,øÊéÇ©µÄÎÄ±³¼£¬²çÔÚ°í²ç·òÓ¼¹ý³|ÖÐ£¬ÔÚ  
·òÓ¼Ä¸,ðÎÄµµÇ°láÊ³¼ÓÃ»§¼£,ÄÓð²»ÄÜÔÚ½A×ç¼çÒ³Ä¼¼çÒ³½A¼çÄú×ç»ð°ëÖÐÊ¹ÓÃ¼£

¾ÜÀý£° {ask addressee "Send to whom?"}

ÓðÄÜÊÝ£° ¼üÈëµÄ¶¶ÔÓ¼ÎÄ±³¼·ÖÄä,øÊéÇ© addressee ÔÚÔðÖÐ²âÈë,ÄÊéÇ©¼  
·¸ÊÎÖÊ³¼ÊÖ¼pÈÈÐÖÄü¼£

ÈùÖÐ×÷ÓÃÓÚÊéÇ© addressee µÄÔð¶¶¼¸ÊÊ¹ÓÃÓÉ,ÄÊéÇ©±êÊ¶µÄÎÄ±³¼£

láÊ³¼ "Send to whom?" ÎªÓð,ÛÐÄÊ±ÄúÎ£Î³ðÎÖÔÚÆÄÄ»ÉÎµÄÎÄ×Ö¼£láÊ³¼ÎÄ×ÖªÓÃÒý°ÄÀ·ÆðÀ¼£

¾ÜÀý£° {ask datafile "Which addressfile?" \o}

ÓðÄÜÊÝ£° ÈäÈëµÄ¶¶ÔÓ¼ÎÄ±³¼ÍÊÇÊéÇ© datafile µÄµØÖ·ÎÄ¼p£¬,ÄÎÄ¼p¸Ê²âÈë DATA ÓðÖÐ¼£  
¸ª¹Ø \o Ö,Ä±ÔÚ°í²ç·òÓ¼¹ý³|ÖÐ¹²ðÔÚ·òÓ¼µÚÒ»,ðÎÄµµ¶¶ø²»ÊÇÄ¸,ðÎÄµµÇ°½øÐÐláÊ³¼£

ÔÚÉÎÄýÖÐ£¬DATA Óð·úÄë¸ÉÎª£°

{data {datafile}}

¾ÜÀý£° {ask typist "Enter typist's initials" \d "tds"}

ÓðÄÜÊÝ£° ÊÇ¹üÄüÃ»ÓÐÈäÈëÊÎªÎÄÜÊÝ£¬½ðÑ¼ÔñÄÊ¼°Ê·¶±°·Ä££¬ÔðÊéÇ© typist Èù±êÊ¶µÄÎÄ±³¼¼  
Îª¹°tds¼±¼£

¸ª¹Ø \d Ö,Ä±ÊéÇ©Ê¹ÓÃÄÄ¬ÈÎÎÄ±³¼£¬¶¶ø²»ÊÇÉÎ¼,ÛÐÄ ASK ÓðÊ±ÄüÈäÈëµÄÎÄ±³¼£ \d

¸ª¹°óÄæµÄÎÄ±³¼ÊÇ¹ü¶ªÓÚÒ»,ð×Ö£¬Ôð±øÐé°ÑÈüÃÇÀ·ÔÚÊ«Òý°ÄÖÐ¼£

ÊÇ¹üÄüÐëÒª¬ÈÎÎÄ±³¼ª¸Ö,ñ£¬ÔðÔÚ \d ¸ª¹°óÄæ²âÈë¸ÖµÄÊ«Òý°Ä ("").

Author£"×÷Õß£©

{author ["NewName"]}

AUTHOR ÓðÓÃÓÚ²àÈë´Ó¡°ÕªÒªÐÃ¡¢¡±¶¶Õ»°  
¿òÕÐ»ñµÃµÃ×÷ÕßÐÕÃû¡£ÃúÒ²¿ÉÒÕÊ¹ÓÃ,ÃÓð°Ñ×÷ÕßÐÕÃû,Ã¡ªÕ,¶¶µÃÐÃÃû¡£

Ãú¿ÉÒÕ¡´¹ý°´¡°,üÐÃÓð¡±¼ü (F9) »ð´Ó¡°¡Ã¼þ¡±²Ëµ¥ÕÐÑ¡Õñ¡°°¡²¢  
´ðÓ¡¡±ÃüÃ¡¿É¡ÕÊ³¼ÐÃµÃÓðÃÚËÝ¡£ËÇ¹ü,ÃÓðÕÚÒ³Ã¼»ðÒ³¹½ÃÕÐ£¬Òð¿É´Ó¡°¡Ã¼þ¡±²Ëµ¥ÕÐÑ¡Õñ¡°  
´ðÓ¡¡±ÃüÃ¡¶¶Õ,ÃÓð¹²øÐÐÒ»¹,üÐÃ¡£

¾ÜÃý	ÓðÃÚËÝ
{author}	G. Hopper

ÕÚ¡°ÕªÒªÐÃ¡¢¡±¶¶Õ»°¿òÕÐËµÃ÷ÁË×÷ÕßÐÕÃûÕÒ°ó£¬,ÃÓð¼´¿É²úËúËüµÃ,±±¾¡£

¾ÜÃý	ÓðÃÚËÝ
{author "Ernest"}	Ernest

NewName ²¡Ëý²àÈëÃúËªÈëµÃ×÷ÕßÐÕÃû¡° Ernest ¡±£¬²¢Ðµ,Ã¡°ÕªÒªÐÃ¡¢¡±¶¶Õ»°  
¿òÕÐµÃ×÷ÕßÐÕÃû¡£ÐÕÃûÒª°ü°¬ÕÚÒý°ÃÕÐ¡£NewName ²¡ËýµÃ³¶¶Ë¿É¡ª 255 ,ð×Õ·û¡£

Auto No.£¨×ÔŒ±à°Å£©  
{autonum}

AUTONUM ÓòÓÃ°¢À²®Êý×Ö,ñÊ½²âÊø»¸,ö¿É²úÉú×ÔŒ±à°ÅµÄÓð¿

Word ,ù¼ÝÇ°Ò»¸,ü,ß¼Œ±ðµÄ  
‘ó,Û½á¹ŒÖËùÓÐŒÀ¼ÆÊý£¬²¢ŒÀ¿Ò»¸,öŒÀ±à°Å¿ÓÚ²âÊø»¸É¼ýŒÀ±£¬±à°Å×ÔŒ±à°Å×ÔŒ±à°Å¿ð¿¿¿  
×¢Òâ£¬Àú²»ÄÜøŒ AUTONUM Óò»¸½²â³ýËµÄÄ½Ó¹ØŒ¬Ò²»¸ÄÜ°ÑË·ÀÔÚ IF  
ÓðÖð¿·ñÓð£¬ÓðÄÜÈÝ½«»¸áŒÊ§¿

¼À	ÓðÄÜÈÝ
{autonum}	1.

Auto No. Legal{autonum|gl}

AUTONUMLGL ÓòÔÃ·ÂÊìðçîÊ½µÄÊý×Ö,ñÊ½²ãÈèÒ»,ö²úÉú×Ö¶±à°ÀµÄÒð¡£

Word ù¾ÝÇ°Ò» ö,ü ß¼¶±ðµÄ

'ó, Û½á¹¹¶ÖÊùÓÐ¶¶ÍÄá¼ÆËý£²ç¶¹Ä¿Ò»¶¶¶ÍÄ±±à°Ä¿£ÓÚ²àÊë»ðÊ³¼³¶¶¶ÍÄÊ±  
 £¬±à°Ä×Ó¶¶¶ÍÄ±±à°Ä¿£ÓÚ²àÊë»ðÊ³¼³¶¶¶ÍÄÊ±  
 £¬±à°Ä²»»á, Ä±ä¿£

AUTONUMLGL ÓòìÔÊ¾±à°ÅµÄËùÓÐ¼¶¶±ð;£

\*çÒà£-Äü²»ÄÜÊø¶ AUTONUMLGL Óò»ð½â³ÿËüµÄÄ¹½Ó¹Øïµ£-Ò²²»ÄÜ°ÑËü·ÄÔÛ IF ÓòÖÐï£·ñÒò£-ÓòÄÜË¹½«»ä¶ªË§ï£

$\frac{3}{4}\text{ÙÀý}$

ÓòÄÚÈÝ

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 $\{\text{autonum}|\text{gl}\}$ 

1.1.1.



Auto No. Outline£´´ó, ÛÊ½×Ô¶±à°Å£©  
{autonumout}

AUTONUMOUT ÓðÓÁ´ó, Û±à°Å, ñÊ½²âÊëÒ», ö²úÉú×Ô¶±à°ÅµÄÓðì£  
µ±, ãÓðÔÚÄÚÎ¶ø²»ÊÇÔÚ±êìâÖÐÊ±£¬±à°Å, ñÊ½¹ª°¢À²®Êý×Ö£¬¼íóÄÚÎÄ²úÉúµÄ AUTONUM  
ÓðÒ»Ñùì£

Word ´ÓÇ°Ò» ö, ü, ß¼¶±ðµÄ  
´ó, Û½á¹¹ÖÐ¶¶ÖÊùÖÐ¶¶ÎÄâ¼/£Êý£¬²¢ìªÄ, ö¶¶ÎÄ±à°Åìµ±²âÊë»ðÉ³¼ý¶¶ÎÄâÊ±£¬±à°Å×Ô¶±ðµÄ, Äì£  
AUTONUMOUT ÓðÒ»ìÖÊ³¼µ±Ç°¼¶±ðµÄ±à°Åì£

¼ÜÄý	ÓðÄÚÉÝ
{autonumout}	I.
	A.
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	a.
	i.

Bookmark£"ÊéÇ©£©

{BookmarkName}

BOOKMARK ÓðÊÇ REF ÓðµÄÒ»ÖÖ±ä»¯£¬ÓÄÓÚ°í²¢´òÓìĬÄµµ£¬Ö ³ð  
´ÓÊý³¼ÝĬ¼pÖÖ°í²¢µĬĬ±³¼°Ĭ¼ΔĬµÄ´òÓìĬ»ÖĬĬĬĬ´ýĬ°°í²¢´òÓìĬ±£¬Ĭ¼Ĭ¼pĬ±²Ĭµ¥£©ÄüĬĬ²āĬĬµĬ  
MERGEFIELD ÓðÓÄÓĬĬ¬ÑùµĬĬĬµĬĬĬ£²Ĭ¼û Merge Field Óð °Ĭ Reference Óð.

ÄüĬÉÒÖĬ´ý°°Ĭ¼, üΔĬÓðĬ±¼û (F9) »ð´ÓĬ°ĬĬ¼pĬ±²Ĭµ¥ÖÖÑĬÖĬĬ°°í²¢  
´òÓìĬ±ÄüĬĬĬÉĬÖÊ³¼ΔĬµĬÖðÄÜĬĬĬ£ĬĬĬ¼, ÄÖðÖÜÖ³Ĭ¼»ðÖ³¼ÄÖΔ£¬ÖðĬÉ´ÓĬ°ĬĬ¼pĬ±²Ĭµ¥ÖÖÑĬÖĬĬ°  
´òÓìĬ±ÄüĬĬĬÖ, ÄÖð¼²ÖΔÖ»Ĭ¼, üΔĬĬĬ

×¢Öā£¬²»ÄÜÖÜĬ°ÖðĬ±ĬÖ»°ĬðµĬĬ°²āĬĬÖðÄāΔĬĬ±ĬðÖÖÑĬÖĬĬ, ÄÖðĬĬ

¼ÜÄý ÓðÄÜĬĬ

{headers} ²āĬĬÊéÇ© headers µĬÄÜĬĬ

ÊÇ´üÊéÇ©ÄüÖĬÖðÄāΔĬĬĬ¬£¬ÖðÊ´ÖĬ Reference ÓðĬĬ

¼ÜÄý ÓðÄÜĬĬ

{REF subject} ²āĬĬÊéÇ© subject µĬÄÜĬĬĬ¬Ĭ²»Ĭ´ÖĬĬ°Ö³ÖΔĬĬĬ±ĬÖ»°ĬðÖĐĬ°Ö¬ĬāĬ±  
ĬðµĬÄÜĬĬĬĬĬ

×¢ĬĬ° INTERN\_LINK ÊÇ Word ²üĬĬµĬĬÖĬĬÊéÇ©£¬ÖÜ¼²¬Ĭ¢, ±±³¼ÖĬÖ´µĬÄÜ²ĬĬ  
´¼ÖĬ±²üĬĬĬÖÖĬ¼ĬĬ, ¼ĬĬĬĬ¬Ĭ¼û LINK Óð.

Comments£±,×¢£©

{comments ["NewComments"]}

COMMENTS Óð²âÈë´Ó¡°ÕªÒªÐÃĭ¢¡±¶Œ»°¿ðÖĐĭáÈĭµÄ±,×¢¡£Ò²¿ÉÒÔÊ¹ÓĀ,ĀÓðĐᐅ,Ā¶Œ»°  
¿ðÖĐµÄ±,×¢¡£

Äú¿ÉÒÔĭ´¹ý°´¡°,üĐĀÓð¡±¼ü (F9) »ð´Ó¡°ĭĀ¼ᐅ¡±²Ĕµ¥ÖĐÑ¡Œñ¡°Œ²¢  
´ðŒ¡¡±ÄüĀĭ¿ÉĭŒÊ¾ĐĀµĀÓðÄŬÈÝ¡£ÈÇ¹Ŭ,ĀÓðŒŬŬŒ³Ā¼»ðŒ³½ĀŒĐ£¬Œð¿É´Ó¡°ĭĀ¼ᐅ¡±²Ĕµ¥ÖĐÑ¡Œñ¡°  
´ðŒ¡¡±ÄüĀĭ¶Œ,ĀÓð½øĐĐŒ»ĭ,üĐĀ¡£

¾ŬÄý£° {comments}

**ÓðÄŬÈÝ£°** Part 1 of 4 on Penguins

ŒŬÉĭÄýŒ£¬COMMENTS Óð´Ó¡°ÕªÒªÐÃĭ¢¡±¶Œ»°¿ðÖĐ,´Œĭ°±,×¢¡±Ä,µĀÄŬÈÝ¡£

¾ŬÄý£° {Comments "Special version"} of Penguin Report

**ÓðÄŬÈÝ£°** Special version of Penguin Report

*NewComments* ²ĭËýŒŬĭĀµµŒĐ²âÈë±,×¢ "Special version" ²¢Đᐅ,Ā¡°ÕªÒªÐÃĭ¢¡±¶Œ»°¿ðÖĐµÄ±,×¢  
¡£×¢Œª£¬ŒŬŒðŒ,ĀĭŒĐ£¬±,×¢µĀĭĀ±¾±øĐëĀ¬ŒŬŒý°ĀŒĐ¼ä¡£

Create Date£´´´½¨ÈÕÆÚ£©  
{createdate}

CREATEDATE Óð²àÈë´Ó¡°ÕªÒªÐÃĩç¡±¶¶Ô»°¿ðÖÐlàÈìµÃÃµµ´´½¨µÄÈÕÆÚ¡£

Äú¿ÉÒÔí´´ý´´¡°üÐÃÓð¡±¼ü (F9) »ð´Ó¡°Ã¼þ¡±²Èµ¥ÖÐÑ¡Ôñ¡°°¿ç  
´ðÓ¡¡±ÃüÃĩ¿ÉÍÕÊ¾ÐÃµÃÓðÃÚËÝ¡£ËÇ¹ü,ÃÓðÕÜÕ³Ã¼»ðÕ³½ÃÕÐ£¬Õð¿É´Ó¡°Ã¼þ¡±²Èµ¥ÖÐÑ¡Ôñ¡°  
´ðÓ¡¡±ÃüÃĩ¶¶Ô,ÃÓð½ÐÐÐÒ»↑üÐÃ

ÓÐ¹ØÆäÈü,ñÊ½Ñ¡¶¶£¬ÇèÊ¹ÓÃÈÕÆÚ£Ê±¼ä¼Ê¾¿¹Ø¡£

¾ÜÄý	ÓðÃÚËÝ
{createdate}	10/13/91

ÕäÃµÄÈÕÆÚ,ñÊ½ËÇ²Ü×+»·¾³ÖÐµÃÃ¬ÈİÈÕÆÚ,ñÊ½¡£Äú¿ÉÒÔÕÜ¡°Óð¡±¶¶Ô»°  
¿ðÖÐµÃ¡°Ö,Ã¡¡±ÃÑ¡Ôñ×Ô¼°ÐèÒªµÄÈÕÆÚ,ñÊ½¡£

Data£¨Êý¼Ý£©

{data *DataFile* [*HeaderFile*]}

ÔÚ°í²¢´òÓì¹ý³ìÖÐ£¬DATA ÓðËµÃ÷ÁËÃ¿, òÏÃµµ± ·ÝÖÐÐè²àÈèÄÚÈÝµÄÔ

¹Ã¼þì£ÑìÓÃÁËÊý³¼ÝÃ¼þÖ®°ó£¬, ÃÓð³¼í²»ÔÙÏÈ³¼òÀ´ì£

, ÃÓð²»ÄÜÔÚ½Ã×¢ì£Áú×¢ì£Ò³Ã¼ì£Ò³½Ã»ðÊý³¼ÝÃ¼þÖÐÊ¹ÓÃì£Ö²²»ÄÜÇ¶ì×ÔÚÆäÈüÓðÖÐì£

Èç¹üÄú²»Ô, ¶¶¹Ã¼þÀ©Ô¹Ãû£¬ÄÇÃ´ Word ½«¼Ü¶¶ .DOC Ï¹Ã¼þÀ©Ô¹Ãûì£

¼ÜÄý£° {data clients}

*DataFile* ²ÏÊý clients ¼ÍÊÇ°í²¢ÓÃµÄÊý³¼ÝÃ¼þÃûì££ÍÃ¼Ü¶, ÃÊý³¼ÝÃ¼þÓèÖ±°í²¢´òÓì¹Ãµµ

´æ·ÁÔÙí¬Ò»Ã¿¼ÖÐì£

Èç¹üÊý³¼ÝÃ¼þ·æ·ÁÔÙÆäÈüÃ¿¼ÖÐ£¬ÄÇÃ

´Áú³¼ÍÐèÒ»ÔÙ²ÏÊýÖÐ°üÄ¨Êý³¼ÝÃ¼þµÄ·¼¶£¬ÈçìÃÁÐÈüÊ³¼ì£

¼ÜÄý£° {data d:\\lists\\clients.txt c:\\hdr\_doc\\struct.hdr}

*HeaderFile* ²ÏÊý struct.hdr ÊÇÒ», ö¶¹ÃÁ¿Ã¼þÃû£¬, Ã¹Ã¼þÖÐÁÐ³òÁËÊý³¼ÝÊéÇ©Ãûì£

The *DataFile* ²ÏÊý°í *HeaderFile* ²ÏÊýÖÐ¿ÉÒ»°üÄ¨·¼¶×¢Òà£¬Ä·¼¶ÖÐµÄ·Ð±, Û±ØÐè¹»«Ïìì£

Date£¨ÈÕÆÚ£©

{date ["Date-Format-Picture"]}

DATE Óð²àÈë,ÃÓð×ïóò»¹,üÐÂµÄÈÕÆÚ;£

Äú¿ÉÒÔí´ý´;ï,üÐÂÔð;±¼ü (F9) »ð´Ó;°ÎÄ¼þ;±²Ëµ¥ÖÐÑ;Ôñ;°ï²ç  
´ðÓ;±ÄüÄ;¿ÉÍÔË³¼ÐÂµÄÓðÄÚËÝ;£

¼ÜÄý	ÓðÄÚËÝ
{date \@ "MM dd yy"}	12/24/91

Äú¿ÉÒÔÔÚ;°Óð;±¶Ô»»¿ðÖÐµÄ;°Ö,Ä;±ÎÄÑ;ÔñÐèÒªµÄÈÕÆÚ,ñË½

ÓÐ¹ØÆäËü,ñË½Ñ;Ï£¬Ë¹ÓÄÈÕÆÚË±¼ä¼Ë¼¿¹Ø;£

DDE £"¶Í¬ÊÝ¾Ý½»»»£©

{dde AppName Filename [PlaceReference]}

DDE ÓðÓÃÓÚÓëÁÍÒ» ð Windows Ó!ÓÃ³!ÐðµÃÎÃ¼þÄÜÊÝ½"ÁçÁ"½Ó¹Ø!µj£Word for Windows 2.0

ÒÔÇ°µÃ°æ±¾ÖÐÊ¹ÓÃµÃ DDE Óð!ÖÖÚÒÑ±» LINK Óð'ú!æj£i°Óðj±¶Ö»°

¿ðÖÐ!ÖÊ¾µÃ¿ÉÓÃÓðÁÐ±iÖÐÃ»ÓÐ°üÀ" DDE Óðj£µ«ÊÇ£¬Äú¿ÉÖÖÐµ,Ã Word ÔçÆÚ°æ±¾"½"µÃ DDE Óðj£

°¶ÎÄj°,üÐÃÓðj±¼ü (F9) ¿É!ÖÊ¾ÐÃµÃÓðÄÜÊÝj£ÊÇ¹u²»ÄÜÊ£ÖÃÁ"½ÓÔö!µ·"üÐÃ,ÃÓðj£WORD ±£ 'ÆÖöÖÃ'µÃÄÜÊÝj£

ÓÐ¹Ø LINK ÓðµÃ!ë!½éÉÜ£¬²¶¼ü LINK Óð.

¾ÄÜÃ£° {dde excel profits.xls R1C1:R4C5}

	A	B	C
1	Eart	Wert	North
2	January	22	25
3	February	19	27
4	March	18	14

ÓðÄÜÊÝ£°

AppName ²¶ÊÝ excel 'ú±iÁÍÒ» ð Windows Ó!ÓÃ³!ÐðÃÜ£¬Microsoft Excelj£

Filename ²¶ÊÝ profits.xls ÊÇÉ!ÊöÓ!ÓÃ³!Ðð AppName Ê¹ÓÃµÃÒ» ðÎÃ¼þÃÜ»ðÆäÊü½á¹j£

PlaceReference ²¶ÊÝ R1C1:R4C5 ÊÇÉ!ÊöÎÃ¼þµÃÒ»²¿·Öj£ÖÖÖäÀi£¬Êü±iÊ¾µç×Ó±i,ñµÃµ¥Ôª,ñ¶!§j£

ÓÐ¹ØÖëÆäÊü Windows ³!ÐðÁ"½ÓµÃ!ë!½éÉÜ£¬²¶¼ü½»»»ÐÃ!ç.

DDEAUTO£"×Ô¶¶¶¶Î¬ÊÝ³¼ÝÁ´½Ó£©  
{ddeauto AppName Filename [PlaceReference]}

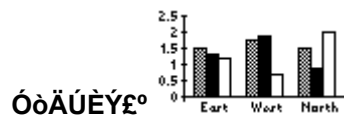
DDEAUTO ÓðÓÃÓÚÓðÁÍÒ»\_ð Windows ³ÌÐðÍÃ¼þµÄÄÜÈÝ´½¬Á£Á´½Ó¿£Ô  
´ÍÃ¼þÄÜÈÝÒ»µ©\_üÐÃ£¬ÐÃµÄÓðÄÜÈÝ³¼Í×Ô¶¶¶¶¶¶¶¶¶¶³ðÀ´¿£

Í¬ DDE ÓðÒ»Ñü£¬DDEAUTO ÓðÒ²ÒÑ³¼±» LINK ÓðÊ¿´ú¿£¿Óð¿±¶¶Ô»°  
¿ðÖÐÍÔÊ³¼µÄ¿ÉÓÃÓðÄÐ±¿ÖÐÃ»ÓÐ°üÀ¬ DDEAUTO Óð¿£µ«ÊÇÃü¿ÉÖÖÐþ\_Ä Word µÄÔÇÆÜ°æ±³¼  
´´½¬µÄ DDEAUTO Óð¿£

ÈÇ´üÓð²»ÄÜ´½¬Á£Á´½ÓÔð\_ÃÓðÎþ¬\_üÐÃ¿£Word ±£´æÓðÔÀ´µÄÄÜÈÝ¿£

ÓÐ¹Ø LINK ÓðµÄÎ¿\_½éÉÜ£¬²Í¼û LINK Óð¿£

³¼ÜÀÝ£° {ddeauto excel chartyd}



AppName ²ÍÊÝ excel ´ú±¿ÁÍÒ»\_ð Windows Ó¿ÓÃ³ÌÐðÃû£¬Microsoft Excel¿£

Filename ²ÍÊÝ chartyd ÊÇ Microsoft ExcelÖÐµÄÒ»\_ðÍ¼±¿ÍÃ¼þÄÜ¿£

±³¼ÀÝÖÐÃ»ÓÐ PlaceReference ²ÍÊÝ£¬ÒðÎª Microsoft Excel Í¼±¿ÍÃ¼þÄÜ»ÓÐ±»ÄüÄüµÄ²¿·Ö¿£



Edit Time£±à¼Ê±¼ä£©  
{edittime}

EDITTIME ÓðÓÃÓÚ²âÈë×ÔÎÄµµ´´½´´Ö®°óÓÃÔÚÎÄµµ±à¼ÉİµÃÊ±¼ä£´.ÖÖÓ£©İ£,ÃĐÃİç  
´Óİ°ÖªÒªĐÃİçİ±İİÖ»°¿òÖĐ»İµÃİ£

Äú¿ÉÒÔİ´ı°´ı°,üĐÂÔòİ±¼ü (F9) »ò´Óİ°İÃ¼pİ±²Ëµ¥ÖĐÑİÔİİ°İ²ç  
´òÓİİ±ÃüÃİ¿ÉİÖÊ¾ĐÂµÃÔòÃÚËÝİ£Ëç¹ü,ÃÔòÖÜÔ³Ã¼»òÔ³½ÃÖĐ£¬Ôò¿É´Óİ°İÃ¼pİ±²Ëµ¥ÖĐÑİÔİİ°  
´òÓİİ±ÃüÃİİİÖ,ÃÔò½øĐĐÒ»İ,üĐÂİ£

¾ÜÄý	ÓòÃÚËÝ
{edittime} minutes	122 minutes

```
{embed ClassName}
```

ÓÐ¹ØÇ¶ÈëµÄëï, ÐÄïç£¬²¹¼û½»»»ÐÄïç.

[illegible]

$\frac{3}{4}\mathbb{U}\mathbb{A}\mathbb{Y}\mathbb{E}^{\circ}$  {embed MSGraph\s \\* mergeformat}

ÓðÄÜÈÝ£° Ò»öÓÉ Microsoft Graph “½”µÄ¶ÔÍó±»Ç¶Èë Word ÎÄµµ£

```
ClassName ^Êý MSGraph 'ú±íÁíÒ»ö Windows Ó|ÓÃ³|ÐòÃûªMicrosoft Graph;£Äú²»ÄÜÐª,Ä;£
```

¿<sup>a1</sup>∅ \s ÔÊĐíÄú½«Ç¶Èë¶ÔïóÉèÖÃíªĐèÒªμÄ³ß´ç¡£

¿ª¹Ø\\* mergeformat ¿ÊÑÔÀ´µÄÓòÄÜËÝ¼¼'ý±ÈÀý±ä»»º¹¼ò²Ã£¬!á¹©,øÐÂµÄÓòÄÜËÝ¼¼£

Expression£±í"Ē½£©

{= Expression[Bookmark]}

EXPRESSION ÓðÍ"ýĒýŦ\$¹«Ē½¼ÆĒăĒýŦµĵ£

¹«Ē½¼ĒÉÓÉĬĂĀĐĒýŦ\$ŦĒĒă·û»ð°ĒĒý×é³Ēĵ£

ĒµĂ±	ŦĒĒă·û»ð°ĒĒý
¼Ó	+
¼đ	--
³Ē	*
³ý	/
°Û·ŦŦ®...	%
³Ē·½¼°Ē·½	^
µĒÓÚ	=
ĐĵÓÚ	<
ĐĵÓÚµĒÓÚ	< =
´óÓÚ	>
´óÓÚµĒÓÚ	> =
²»µĒÓÚ	< >
ŦÚµ±Ĉ°±ĬŦĐŦ,	[RnCn]
ŦŦ´Ŧ»»_ðµŦŦŦ³_Ŧ	
ŦÚµ±Ĉ°±ĬŦĐŦ,	[Rn]
ŦŦ´Ŧ»»ĐĐ	
ŦÚµ±Ĉ°±ĬŦĐŦ,	[Cn]
ŦŦ´Ŧ»Ă,	
ŦÚµ±Ĉ°±ĬŦĐŦ,	[RnCn:RnCn]
ŦŦ´µŦŦŦ³_ŦµĂ·ŦŦ	
ĬŦ	
ŦÚ°û°¬Ŧ_ŦŦĒé	Bookmark [RnCn]
Ĉ@µĂ±ĬŦĐŦ_ŦŦ	
Ŧ»»_ðµŦŦŦ³_Ŧ	
ŦÚ°û°¬Ŧ_ŦŦĒé	Bookmark [RnCn:RnCn]
Ĉ@µĂ±ĬŦĐŦ_ŦŦ	
µŦŦŦ³_ŦµĂ·ŦŦĬŦ	
	TRUE
	FALSE
	AVERAGE( )
	COUNT( )
	MAX( )
	MIN( )
	SUM( )
	PRODUCT( )
	ABS( )
	INT(x)
	SIGN(x)
	DEFINED(x)
	MOD(x,y)
	ROUND(x,y)
	AND(x,y)
	OR(x,y)
	NOT(x)
	IF(x,y,z)

´ðŦĐĒŦŦŦ°ĂµĂ°ĒĒýĒÉŦĐĒĬŦŦŦă\_ð²ĬĒýĵ£²ĬĒýĒÉŦŦŦĈŦŦŦÉ·ŦŦ\_ð·û£ŦŦŦ°Ă»ð·ŦŦŦ£@\_ðĒµĂŦŦ»\_ðĒýŦŦĂĐ

±í£ÓÃÎ±³±í£³±  
 £¬²î£ý¿ÉÒÔÊÇÊéÇ©Ãû»ðÖ,¶±íÖÐ³ßìâµ×Ôª,ñ»ðµ×Ôª,ñ¶î\$µÃÊ÷Òý£îÃæµÃ¬Êý¿ÉÒÔ½ÓÊÛ±íµ  
 ×Ôª,ñµÃÊ÷Òý£°

MIN()           COUNT()  
 MAX()           AVERAGE()  
 SUM()           PRODUCT()

Ã¿¿ÉÒÔî´ý°î°,üÐÃÓðì±¼ü (F9) »ð´Óî°î¼þì±²Êµ×ÖÐÑîÔñî°î²ç  
 ´ðÓìì±ÃüÃî¿ÉîÊ³¼ÐÃµÃÓðÃÚÊÝî£ÊÇ¹ü,ÃÓðÔÜÔ³Ã¼»ðÔ³½ÃÖÐ£¬Ôð¿É´Óî°î¼þì±²Êµ×ÖÐÑîÔñî°  
 ´ðÓìì±ÃüÃî¶îÖ,ÃÓð½øÐÐÖ»î,üÐÃî£

¼ÜÃý£° Our profits this month equal {= sales -- costs}.

ÓðÃÜÊÝ£° Our profits this month equal \$243,000.

±í´îÊ½ = sales -- costs ÊÇÖ»,ðÓÃÓÜ¼ÆÊãÊýÖµµÃµÊÊ½î£

ÊéÇ© sales ±êÊ¶Ö»,ðÑî¶¬ÃÜÊÝ£¬ÆäÖÐ°ü¬×ÜíüÊÛ¶îî£

ÊéÇ© costs ±êÊ¶Ö»,ðÑî¶¬ÃÜÊÝ£¬ÆäÖÐ°ü¬×Ü¿ü¶îî£

File Name£ˆÎÄ¼pÃû£©  
{filename}

FILENAME ÓðÓÃÓÚ²aÈè´Ó¡°ÕªÒªÐÃİç¡±¶¶Õ»°¿òÖÐ»ñµÃµÃÎÃµµµÃÎÄ¼pÃûİ£

Ãú¿ÉÒÕİˆ“ı°ˆı°üÐÂÔð¡±¼ü (F9) »ð´Ó¡°ÎÄ¼p¡±²Ëµ¥ÖÐÑ¡Õñ¡°İ²¿  
´ðÓ¡¡±ÃüÃİ¿ÉİÖÊ¾ÐÂµÃÔðÃÚËÝ¡£Ë¿¹ü,ÃÔðÖÜÔ³Ã¼»ðÒ³½AÖÐ£¬Ôð¿É´Ó¡°ÎÄ¼p¡±²Ëµ¥ÖÐÑ¡Õñ¡°  
´ðÓ¡¡±ÃüÃİ¶¶Õ,ÃÔð½øÐÐÒ»İ,üÐÂİ£

¾ÜÃý	ÓðÃÚËÝ
{filename}	SALES.DOC

Fill-In£"İ³ă£©

{fillin ["Prompt"]}

FILLIN ÓðláÊ³ÄúÊăÊëĐëÒªμÄÄÜÈÝ¡£

Äú¿ÉÒÔİ"ı°ı°üĐÂÓð±¼ü (F9) »ð´Óı°İÄ¼þı±²Êμ¥ÖĐŇıÔñı°ı²¢

´ðÓıı±ÄüÄı¿ÉİÖÊ³ĐÂμÄÓðÄÜÈÝ¡£ÊÇ¹ü,ÄÓðÔÜÖ³Ä¼»ðÒ³½AÖĐ£¬Ôð¿É´Óı°İÄ¼þı±²Êμ¥ÖĐŇıÔñı°  
´ðÓıı±ÄüÄı¶ŒÖ,ÄÓð½ðĐĐÒ»İ,üĐÂ¡£

¾ÜÄý£° {fillin "What is your name?" \d "Paul Gabor"}

ÓðÄÜÈÝ£° Whatever is typed in; if nothing, then Paul Gabor

/áÊ¾ "What is your name?" ÊÇÔÜ,üĐÂ,ÄÓðÊ±İ£İüÔÜÆÄÄ»ÉİİÖÊ³μÄİÄ±¾ĐÄİ¢

¡£İáÊ¾ÄİÄ±¾ÓİÄ"ÔÜÖý°ÄÄÜ¡£

¿ª¹Ø \d Ö,Ä+ÔÜİáÊ¾°ðÊðİþÊăÊë²¢°İÄENTER ¼üÊ±£¬¬Word ½«Ê¹ÓÄμÄİÄ±¾¡£

Äú»¹¿ÉÔÔÊ¹ÓÄ İo ¿ª¹Ø¡£ÖăÒ»¿ª¹ØÖ,Ê¾ Word ½ðÔÜÖ°ı²¢μÚÒ»,ðİÄμμÇ°¼ÖÖÔİáÊ¾¡£

/Ä±¾ "Paul Gabor" ÊÇİþÊăÊë²¢°İÄ ENTER ¼üÊ±Ê¹ÓÄμÄÄ¬ÉİİÄ±¾¡£

ÈÇ¹üÒªÊ¹Ä¬ÉİİÄ±¾İª¿Ö£¬Ôð²ăÊë \d ¿ª¹Ø£¬¬Æă°ó¼ÓÉİ¿ÖμÄÖý°Ä ("" )¡£

Footnote Ref.£´½Å×¢Ë÷Òý£©  
{ftnref *Bookmark*}

FTNREF  
ÓðÓÃÓÚ²âÈëÖ,¶´½Å×¢µ½Å×¢Ë÷Òý±à°Å¡£Äú¿ÉÒÔÊ¹ÓÃ,ÃÓðÎªÍ¬Ò»½Å×¢»ð½»²æË÷Òý½Å×¢½´Å¢  
¶à,ðË÷Òý¡£

°´¡°,üÐÃÓð¡±¼ü (F9) ¿ÉÏÔÊ³ÐÃµÃÓðÄÚËÝ¡£

¾ÜÀý£° 2This process is discussed in Brown's new book (see note {ftnref Brown}).

ÓðÃÚËÝ£° 2This process is discussed in Brown's new book (see note 1).

ÊéÇ© ÊÇ Brown. ,ÃÊéÇ©±ØÐëÔÚÎÃµµÖÐµ½Å×¢Ë÷Òý±à°ÃÉÏ£¬¶ø²»ÊÇÔÚ½Å×¢´°,ñÖÐ¡£

Formulas<sup>1</sup>«<sup>1</sup>/<sub>2</sub>£©

{eq Instructions}

EQ ÓðÓÁÓÚÉú<sup>3</sup>ÉÒ», ðËýÑ§<sup>1</sup>«<sup>1</sup>/<sub>2</sub>£µ±Äú±à<sup>1</sup>/<sub>4</sub>«<sup>1</sup>/<sub>2</sub>´úÄëÉ±£¬¿ÉÏÔË<sup>3</sup>/<sub>4</sub>ÐÂµÄÓðÄÚÉÝ£ÉË<sup>1</sup>úÄúÉÐÏ<sup>2</sup>×<sup>1</sup>«<sup>1</sup>/<sub>2</sub>±à<sup>1</sup>/<sub>4</sub>Æ÷£¬Òð¿ÉÒÖÖ±<sup>1</sup>/<sub>2</sub>ÓÉ<sup>1</sup>ÓÁ EQ Óð»ðËëÐ´ÏÐÏ<sup>1</sup>«<sup>1</sup>/<sub>2</sub>£

°ü°¬ÓÚ Word <sup>3</sup>ÐðÖÐµÄ<sup>1</sup>«<sup>1</sup>/<sub>2</sub>±à<sup>1</sup>/<sub>4</sub>Æ÷ÉË<sup>1</sup>ÓÚ´´<sup>1</sup>/<sub>2</sub>´´ÓÓ<sup>1</sup>«<sup>1</sup>/<sub>2</sub>£ÉË<sup>1</sup>úÓÚ EQ ÓðÖÐË«»÷Éó±ê<sup>1</sup>/<sub>4</sub>ü£¬Òð<sup>1</sup>«<sup>1</sup>/<sub>2</sub>±à<sup>1</sup>/<sub>4</sub>Æ÷±±»÷ò¿£¬Ä<sup>1</sup>«<sup>1</sup>/<sub>2</sub>±±×<sup>a</sup>»»Ï<sup>a1</sup>«<sup>1</sup>/<sub>2</sub>±à<sup>1</sup>/<sub>4</sub>Æ÷<sup>1</sup>«<sup>1</sup>/<sub>2</sub>£Ö<sup>2</sup>¿ÉÒÖÖ±<sup>1</sup>/<sub>2</sub>ÓÏ<sup>1</sup>«<sup>1</sup>/<sub>2</sub>±à<sup>1</sup>/<sub>4</sub>Æ÷µÄ<sup>1</sup>¿ÉÖÖÖ<sup>3</sup>ü EQ Óð£

¶°Ä¿×óÔ<sup>2</sup>À<sup>1</sup>°Ä<sup>1</sup>.

´Ð±,ÜÓÚ<sup>1</sup>«<sup>1</sup>/<sub>2</sub>ÖÐ¶<sup>1</sup>/<sub>4</sub>ÓÐÏÐËáÓÁ<sup>3</sup>/<sub>4</sub>£ÉË<sup>1</sup>úÄúÐëÒ°ÓÚÓðÄÚÉÝÖÐÏÔË<sup>3</sup>/<sub>4</sub>ÖðÐ©·ú°Ä£¬ÄÇÄ<sup>3</sup>/<sub>4</sub>Ï±ØÐëÓÚÖðÐ©·ú°ÄÇ<sup>1</sup>/<sub>4</sub>ÓÒ»,ð·´Ð±,Ü£¬ÉÇÏÄË<sup>3</sup>/<sub>4</sub>£°

\,

\(

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×çÉ£°ÓÐÐ©<sup>1</sup>«<sup>1</sup>/<sub>2</sub>

´úÄëÒ°ÓÄ·Ö,ð·Ö,ð<sup>2</sup>ÏËý£·Ö,ð·üµÄÉ<sup>1</sup>ÓÄÒÄµÓÚ<sup>2</sup>Ü×÷»·<sup>3</sup>/<sub>4</sub>µÄÐ¿Ëýµä×Ö·ü£ÉË<sup>1</sup>úÐ¿Ëýµä×Ö·ü<sup>a3</sup>/<sub>4</sub>äµä£¬Òð·Ö,ð·üÏ¶°Ä£»ÉÇ<sup>1</sup>úÐ¿Ëýµä×Ö·üÏ¶°Ä£¬Òð·Ö,ð·üÏ¶·Ö°Ä£±<sup>3</sup>/<sub>4</sub>ÉÖ<sup>2</sup>äÖÐµÄÄý×Ó¶<sup>1</sup>/<sub>4</sub>Ü¶<sup>3</sup>/<sub>4</sub>äµäÏ<sup>a</sup>Ð¿Ëýµä×Ö·ü£¬<sup>2</sup>çÉ<sup>1</sup>ÓÄ¶°Ä×÷Ï<sup>a</sup>·Ö,ð·ü£

ÏÐË<sup>a1</sup>«<sup>1</sup>/<sub>2</sub>´úÄë

Word ¿ÉÉ¶±ðÏÄÄÐÏÐË<sup>a1</sup>«<sup>1</sup>/<sub>2</sub>´úÄë£°

\a (Éý×é)

¿<sup>a1</sup>Ø \a ÈëÖÄÄËÒ»,ð¶ÏÏÏËý×é£¬¿ÉÉ<sup>1</sup>ÓÄËÏð¶Ïð,ð<sup>2</sup>ÏËý£ÓÚ¶ÏðÄÐËý×éÖÐ£¬÷Ô<sup>a</sup>ËØ<sup>1</sup>ÐÐË<sup>a3</sup>ÐðÏÔË<sup>3</sup>/<sub>4</sub>£

,÷Ñ¿ÏËÇÏÄ£

´úÄë	ËµÄ÷
\al	ÓÚ,÷ÄÐÖÐÏð×ó <sup>2</sup> ¶¶ÖÆë£
\ac	ÓÚ,÷ÄÐÖÐ <sup>3</sup> / <sub>4</sub> ÓÖÐ¶ÖÆë£
\ar	ÓÚ,÷ÄÐÖÐÏðÓÒ <sup>2</sup> ¶¶ÖÆë£
\con	Ä,Ëý£»Ä¬ËÏµÏ <sup>a</sup> 1£
\vsn	,÷ÐÖÖ <sup>1</sup> / <sub>4</sub> äµÄ <sup>1</sup> Ö± <sup>1</sup> / <sub>4</sub> ä <sup>3</sup> / <sub>4</sub> äµÄ <sup>a</sup> ÖÖµ£
\hsn	,÷Ä,ÖÖ <sup>1</sup> / <sub>4</sub> äµÄË <sup>1</sup> / <sub>2</sub> Ä <sup>3</sup> / <sub>4</sub> äµÄ <sup>a</sup> ÖÖµ£

\b (Ä<sup>1</sup>°Ä)

¿<sup>a1</sup>Ø \b ÓÁÓÚ<sup>1</sup>´ÉËµ±<sup>3</sup>/<sub>3</sub>¿<sup>1</sup>Ñµ¥,ðÔ<sup>a</sup>ËØÄ<sup>1</sup>ÓÚÄ<sup>1</sup>°ÄÖÐ£

Ä¬ËÏµÄÄ<sup>1</sup>°ÄËÇÖ<sup>2</sup>Ä<sup>1</sup>°Ä ( )£ÉË<sup>1</sup>úÄúÖ,¶<sup>1</sup>Ä<sup>1</sup>°ÄÏ<sup>a</sup> {£¬ [£¬ (£¬ »ð <£¬ Òð Word É<sup>1</sup>ÓÄÄúÖ,¶<sup>1</sup>×Ö·üÏ<sup>a</sup>×óÄ<sup>1</sup>°Ä£¬¶<sup>1</sup>ÖÖµÄ±ÖÄ<sup>1</sup>°ÄÏ<sup>a</sup>ÓÒÄ<sup>1</sup>°Ä£ÉË<sup>1</sup>úÄúÖ,¶<sup>1</sup>ÄËÆäËü×Ö·ü×÷Ï<sup>a</sup>Ä<sup>1</sup>°Ä×Ö·ü£¬Òð Word É<sup>1</sup>ÓÄ,Ä×Ö·üÏ<sup>a</sup>×÷Ï<sup>a</sup>×ó¿ÖÖÄ<sup>1</sup>°Ä£

,÷Ñ¿ÏËÇÏÄ£

´úÄë	ËµÄ÷
\clc	É <sup>1</sup> ÓÄÖ,¶ <sup>1</sup> µÄ×Ö·üÏ <sup>a</sup> ×óÄ <sup>1</sup> °Ä£
\rc\c	É <sup>1</sup> ÓÄÖ,¶ <sup>1</sup> µÄ×Ö·üÏ <sup>a</sup> ÓÒÄ <sup>1</sup> °Ä£
\bclc	É <sup>1</sup> ÓÄÖ,¶ <sup>1</sup> µÄ×Ö·üÏ <sup>a</sup> ×ó¿ÖÖÄ <sup>1</sup> °Ä£

\d (ÖÆÏ»)

¿<sup>a1</sup>Ø \d ÔËÐÏÄú¶<sup>1</sup>ÖÏÄÒ»,ð×Ö·üµÄË<sup>1</sup>/<sub>2</sub>Ï<sup>1</sup>»ÖÄ<sup>1</sup>/<sub>2</sub>ØÐÐ<sup>3</sup>/<sub>4</sub>«É·¿ÖÖÆ£

,÷Ñ¿ÏËÇÏÄ£

´úÄë	ËµÄ÷
\fon	Ç <sup>1</sup> ¿Ö <sup>a</sup> ÖÖµ£
\ban	°ó¿Ö <sup>a</sup> ÖÖµ£



li            ÓÚÒÆÍ»μÄ×Ö·ú°óμ½ÍÄÖ»,ö×Ö·úÇ°»Ö»lðlßj£×çÒâ£¬li °óÄæ±ØÐë,úÒ»¶Ô¿ÖÄ°Ä£¬¼' li()

j£

lf (·ÖËý)  
¿<sup>a1</sup>Ø lf ¿ÉÖÖ''½''Ö»,ö·ÖËý£¬·Ö×Ójç·ÖÄ,·Ö±ðÖÚ³ýlßÉÍÄ¾ÓÖÐj£  
'úÄë·øÓÐÓÄ·Ö·ö·ú·Ö¿μÄÄ½,öÖ°ËØj£μÚÒ»,öÖ°ËØlª·Ö×Ó£¬μÚ¶¶b,ðlª·ÖÄ,j£Èç'ú¶°Äl  
'ÓÄ×÷ÐjËýμα×Ö·ú£¬Öð½«Ëú×÷lª·Ö,ö·úË'ÓÄj£Èç'ú¶°Ä±»ÓÄ×÷ÐjËýμα×Ö·ú£¬ÖðË'ÓÄ·Ö°Ä×÷lª·Ö,ö·  
új£  
¶ÔÖÚÍÄ±¾¼jçl¼Ðl»ðËý×Ö£¬·ÖËý¶¼ÄÜ·Ü°ÄμØ'±×÷j£

li (»ý·Ö)  
¿<sup>a1</sup>Ø li Ë'ÓÄËý,öÖ°ËØÄ  
''½''Ö»,ö»ý·Öj£μÚÒ»,öÖ°ËØËÇlÄlß£¬μÚ¶¶b,öÖ°ËØËÇËÇlß£¬μÚËý,öÖ°ËØËÇ±»»ý·ÖËýj£  
,÷ÑjllÈçlÄj£

úÄë	ËμÄ÷
lsu	°Ñ·ú°Ä,Älª'ðÐ'μÄ sigma ²ç''½''Ö»,öÇó°lË½j£
lpr	°Ñ·ú°Ä,Älª'ðÐ'μÄ pi ²ç''½''Ö»,öÇó»ýË½j£
lin	ÓÄ·ú°ÄÖ²älÖË¾μÄlßÖÆ'úlæÉljçlÄlß£¬''½''Ö»,ðlßÐl'«Ë½j£
lfclc	ÓÄ c Ö,¶μÄ'l¶,ß¶Ë×Ö·ú'úlæ,Ä·ú°Äj£
lvclc	ÓÄ c Ö,¶μÄ¿É±ä,ß¶Ë×Ö·ú'úlæ,Ä·ú°Äj£,Ä·ú°ÄÆ×AaμÚËý,öÖ°ËØμÄ,ß¶Ëj£

li (ÄÐ±l)  
¿<sup>a1</sup>Ø li Ë'ÓÄËlÒâ¶à,öÖ°ËØ''½''Ö»,öÄÐ±££¬ÄÐ±lÖÐ,÷ÖμÓË·Ö,ö·ú·Ö¿ª (¶°Ä»ð·Ö°Ä)j£  
ÄÐ±l'úÄëÄ»ÓÐÑjllj£  
ÄÐ±l'úÄëÖËÐlÄ½½«¶à,öÖ°ËØËμÄ÷lªÖ»,öÖ°ËØj£

lo (μþ·Ä)  
¿<sup>a1</sup>Ø lo ÒÄl½«°ðÐöÖ°ËØμþ·ÄÖÚÇ°Ö»,öÖ°ËØÖÖËÉlj£  
'ËÑjllÖËÐlË'ÓÄËlÒâ¶à,öÖ°ËØj£Ä¿,ö×Ö·ú±»'ðÓjÖÚ²»¿É¼úμÄ×Ö·ú¿ðÖÐj£  
¿ÉÖÖÖÄÑjllË'×Ö·ú¿ðÖËÁlÖ»×Ö·ú¿ðμÄ¶¶Ë¶Ë¶ËÖÆëj£  
,÷ÑjllÈçlÄj£

úÄë	ËμÄ÷
lal	Ë'×Ö·ú¿ðμÄ×ó±ß½ç¶ÖÆëj£
lac	Ë'×Ö·ú¿ðμÄÖÐÄ¶ÖÆëj£·Ëlª·Ël×l¬j£
lar	Ë'×Ö·ú¿ðμÄÖÖ±ß½ç¶ÖÆëj£

lr (,úË½)  
¿<sup>a1</sup>Ø lr  
¿<sup>a1</sup>ØË'ÓÄÖ»,ö»ðÁ½,öÖ°ËØl¹ÖlÖ»,ö,úË½j£μþ,öÖ°ËØ±»·ÄÖÚ,ú°ÄÖÐ£¬l¹³ËÖ»,öÆ½·½,új£Èç'úÓÐÄ  
½,öÖ°ËØ£¬ÄÇÄ'μÚÖ»,öÖ°ËØlªÖ,Ëý£¬·ÄÖÚ,ú°ÄËl·½£¬μÚ¶¶b,öÖ°ËØ¼·ÄËë,ú°ÄÖÐj£

ls (Él±ê»ðlÄ±ê)  
¿<sup>a1</sup>Ø ls ¿<sup>a1</sup>Ø¿É°ÑÖ°ËØ×÷lªËl±ê»ðlÄ±êj£Ä¿,ö ls 'úÄë¿ÉÖÖÖÐÖ»,ö»ð¶à,öÖ°ËØj£  
,÷Ö°ËØμÄÑjllÈçlÄËüË¾¼j£

úÄë	ËμÄ÷
lupn	°ÑÖ°ËØlðËlÖÆ¶ n °ðj£Ä¬ËlÖμlª 2 °ðj£
ldon	°ÑÖ°ËØlðlÄÖÆ¶ n °ðj£Ä¬ËlÖμlª 2 °ðj£

μ±¶àÖÚÖ»,öÖ°ËØË±£¬,÷Ö°ËØ·Ö»Ë½ÄÄÐ£¬¿×ó¶ÖÆëj£

\x (çò)  
ç<sup>a1</sup>Ø \x ÓÃÓÚîªµ¥, ðÔªĖØ''½''±ßç ò;£Ã»ÓĐĖ¹ÓÃÑ;ĩĖ±£¬, Ā´úĀēĩ§ĖÆÔªĖØ»-  
Ô»ª, ð·½ç ò;£, ÷Ñ;ĩĩç ĖÔÔ×ēºĖ¹ÓÃ;£  
ª, ÷Ñ;ĩĩĖçĩĀ;£

´úĀē	ĖµĀ÷
\to	»Ô»lðŋ¥±ß;£
\bo	»Ô»lðµ×±ß;£
\le	»Ô»lð×ó±ß;£
\ri	»Ô»lðÓÔ±ß;£

Glossary£´Í¼ÎÄ¼¯£©

{glossary *GlossaryName*}

GLOSSARY ÓòÓÃÓÚ²àÈëÖ, ¶´Í¼ÎÄ¼¯´ÊìðµÄÄÚÈÝ;£ÈÇ¹ù´ÊìðÄÚÈÝ, Ä±äÁÈ£¬ÄÇÃ´, ùÐÄÓð²Ù×÷;£ÉÒÒ²àÈëÐÄÄÚÈÝ;£

Äú;£ÉÒÔ´¹ý´¹°, ùÐÄÓð;±¼ü (F9) »ð´Ó;°ÎÄ¼p;±²Èµ¥ÖÐÑ;Ôñ;°î²ç´òÓ;±;£ÉÎÈ³¼ÐÄµÄÓðÄÚÈÝ;£ÈÇ¹ù, ÄÓðÔÚÒ³Ã¼»ðÒ³½ÄÖÐ£¬Òð;£É´Ó;°ÎÄ¼p;±²Èµ¥ÖÐÑ;Ôñ;°´òÓ;±ÄüÁ;¶Ö, ÄÓð½øÐÐÒ»´Î, ùÐÄ;£

¾ÜÄý	ÓðÄÚÈÝ
{glossary msft}	²àÈëÒÔÇ´´¹²´µÄ´Í¼ÎÄ¼¯´Êìð "msft." ÖÐ´æ´çµÄÎÄ±¾;£

The *GlossaryName* Íª msft.

Gotobutton£"¶Í»°´À¥£©

{gotobutton *GoToInstruction DisplayText*}

GOTOBUTTON Óð°ÑÖ,¶µÄÎÄ±³¼×÷ÎªÓðÄÚÈÝÎÊ³¼j£µ±ÄúË«»÷,ÃÓð£¬Ñi¶,ÃÓð²¸°  
´j°µ¥»÷Óðj±×é°Í¼ü (ALT+SHIFT+F9) »ðÔËÐÐ DoFieldClick £"µ¥»÷Óð£©°èË±

£¬²¸Èëµ¸»áÒÆ¶µ½j°¶Í»j±ËµÄ÷Ö,¶µÄ¿±êÎ»ÖÃj£

ÎÄ±³¼²»ÄÜÀ·ÔÚÒý°ÄÖÐj£

±¸¼ÎÄ±³¼Ë±¿ÉÎÊÊ³¼ÐÄµÄÓðÄÚÈÝj£

³¼ÜÄý£° {µ¥»÷´Ë´|ð×ªµ½µÚ 5 ÔÂ}

ÓðÄÚÈÝ£° ´ðÓÐj°µ¥»÷´Ë´|ð×ªµ½µÚ 5 ÔÂj±ÎÄ×ÖµÄ°´À¥j£

µ±ÄúË«»÷,ÃÎÄ×ÖË±£¬Word °Ñ²¸Èëµ¸ÒÆµ½ËéÇ© *chapt\_5* Ö,¶µÄÎ»ÖÃj£

*GoToInstruction* ¿ÉÒÔËÇËÎ°Í¿ÉË¸Èëµ½j°¶Í»j±ÄüÁî (j°±¸¼j±²Ëµ¥) ÖÐ»ðj°¶Í»j±¼ü (F5)

°óµÄËµÄ÷j£µ¥»÷Î»ÖÃµÄÎÄ±³¼¿ÉÒÔËÇËÎ°ÍÄÜÔÚÒ»ÐÐÖÐÎÊÊ³¼µÄÎÄ×Ö»ð¼ÐÎj£

If£"ÊÇ¹Ù£©

{if Expression Operator Expression IfTrueText IfFalseText}

IF Óð±Ê½ĬĀ½, ðÖµ£¬Ê»°ó, ù¾¼Ý±Ê½Ĭ½á¹û²âÊêÊµ±µĀĬ±¾×÷ĬªÓðĀÚÊÝĵ£ŒāĀ½, ðÖµ¿ÊÒÔÊÇ±Ĭ  
"ĬÊ½ĵ£

Āú¿ÊÒÔĬ½ý°Ĭ°, ùÐĀÓðĵ±¼û (F9) »ð´ÓĬ°ĬĀ¼þĵ±²Êµ¥ÖÐÑĬÔñĬ°Ĭ²¿  
´ðÓĬĵ±ĀûĀĬ¿ÊĬÔÊ¾ÐĀµĀÓðĀÚÊÝĵ£ÊÇ¹û, ĀÓðÔÚÔ³Ā¼»ðÔ³½ĀÖÐ£¬Ôð¿Ê´ÓĬ°ĬĀ¼þĵ±²Êµ¥ÖÐÑĬÔñĬ°  
´ðÓĬĵ±ĀûĀĬ¶ŒŒ, ĀÓð½øÐÐÔ»Ĭ, ùÐĀĵ£

¾ŨĀý£° {if order >= 100 Thanks "Minimum order is 100"}

ÓðĀÚÊÝ£° (Customer orders 150:) Thanks

(Customer orders 50:) Minimum order is 100

µÚÔ»»ð Expression, order, ĬªÐèÔªÔêĀēŨÖµ£¬"ĬĬªÔ»»ðÊéÇ©£©½øÐÐ±Ê½ĬµĀÖµĵ

Operator >= ÊÇÔ»»ð±Ê½ĬĬĵ±Ê½ĬÔÊÊā·ŨÔê±Ĭ

"ĬÊ½½øÐĒÓĀŒ»»ð¿Œ·Œ¿ª£ŒÔŒĬĬª¿ÊÓĀµĀ±Ê½ĬÔÊÊā·Ũĵ£

ÔÊÊā·Ũ	ÊµĀ÷
=	µÊÓÚ
>	´óÓÚ
<	ÐĵÓÚ
>=	´óÓÚµÊÓÚ
<=	ÐĵÓÚµÊÓÚ
<>	²µÊÓÚ

µÚ¶þ, ð Expression, 100, ÊÇÐèÔªÔêµÚÔ»»ð Expression ½øÐÐ±Ê½ĬµĀÖµĵ

ÊÇ¹û±Ê½ĬÔÊÊā·ŨĬª = »ð <>, ÔðµÚ¶þ, ð Expression ¿ÊÒÔŒĬ°£¿ĵ±´Ũ±ĬÊĬŒµ¥, ð×Œ·Ũ£¬»ðŒŒÓĀ \*  
´Ũ±ĬŒ»»ðÊĬŒŒ×Œ·Œ¿ªÊÇ¹ûĀŨÔÚµÚ¶þ, ð Expression ŒÐÊªŒª \* £¬ÔðµÚÔ»»ð»ð±ĬĬÊ½ŒÐŒª \*  
Ā£ĀāµĀ²¿·Œ¼°µÚ¶þ, ð Expression ŒÐ \* °óĀāµĀ×Œ·Œ×Œ°Ĭ²»ĀŨ³¬ý128, ð×Œ·Ũĵ£

²ĬÊý IfTrueText , Thanks, ÊÇ±Ê½Ĭ½á¹ûĬªŒÊ±×÷ĬªÓðĀÚÊÝµĀĬ±¾ĵ×øŒā£¬ÊÇ¹û²ĬÊý¶ĀÓÚÔ»»ð»ðµ¥  
´Ê£¬ĀÇĀ´¾ĬŒ½«ĀāŒ·ŒŨŒ°ĀŒĵ£

²ĬÊý IfFalseText a, "Minimum order is 100", ÊÇ±Ê½Ĭ½á¹ûĬª¼ŨÊ±×÷ĬªÓðĀÚÊÝµĀĬ±¾ĵ

²Ĭ¼Ũ NEXTIF Œð.

Import£¨ÄÉÈè£©

{import *Filename*}

IMPORT Óò¶ÄÈèÒ»\_ðí¼ÐĴ\_ñÊ½ÎÄ¼þ£¬²¢½«µí·Ö±æÄÊĴ»í¼×÷ĴªÓðÄÚÈÝİÔÊ³¼£¸´òÓĴĴµµÊ±  
£¬\_ÄĴ»í¼°·Ö·Ö±æÄÊ´òÓĴ£

Èç¹û Word ²»ÄÜÊ¶±ðÒ»\_ðí¼ÐĴĴ¼þµÄ\_ñÊ½£¬¬ÒòÓĴ¼ı²é WIN.INI

ÖÐµÄ¼ÐĴıŸÄÊ³İÐò£¼ı²é¹ı×÷÷¿ÉĴıŸı°¹ı³¼ß±²Êµ¥µÄĴÑĴİĴ±¶ĴÖ»°¿ò½øÐÐ£

°ı°\_üÐÄÓð±¼ü (F9) ¿ÉİÔÊ³¼ÐÄµÄÓðÄÚÈÝ£

Èç¹ûÊ«»÷ IMPORT Óò²ªÈèµÄ¼¼Æ¬£¬¬Òò Word °Ñ\_ÄĴ¼¼Æ¬¬×÷Ĵª Microsoft Draw µÄ¶ĴÖİó£¬²¢´ò¿ª Draw  
ÖÖ±ªÄÚ±ª¼¼\_ÄĴ¼¼Æ¬£

¼ÜÄŸ° µ¥ĴĴı·«¬£¨ÈçİÄÈüÊ³¼£©·Ç³£ÊÊ°İ³ðÑŞ°½°£ÖßÊ¹ÓÄĴ

{import c:\\graphics\\walker.tif}

ÓðÄÚÈÝ° µ¥ĴĴı·«¬£¨ÈçİÄÈüÊ³¼£©·Ç³£ÊÊ°İ³ðÑŞ°½°£ÖßÊ¹ÓÄĴ

(´ÈĴĴªµ¥ĴĴı·«¬µÄ¼¼Æ¬£)

Include£""ü°¬£©

{include *Filename* [*PlaceReference*]}

INCLUDE ÓðÓÁÓÚ²àÈèÁíÒ»\_ðíÄµµ»ðÁíÒ»\_ðíÄµµÖÐÄ³\_ðÈéÇ©µÄÄÜÈÝ¡£

TUpdateSource £""\_üÐÂÔ´£©°ê (CTRL+SHIFT+F7) ¿É°Ñ INCLUDE ÓðµÄÓðÄÜÈÝ±ä»\_´ÖÆ»ØÔ

´íÄµµ¡£\_ÄÔ´íÄµµ±ØÐèÈÇ Word µÄ Normal

íÄ¼p\_ñÈ½¡£ÓèÆäÈü°èÖ»Ñù£¬Äú¿ÉÒÔ°ÑÕä\_ð°ê¶¶´Òäí°Ò»\_ð²Èµ¥»ðÕßÐµ\_Äí°Èü¶¶´ÒäµÄ×é°í¼ü¡£

Äú¿ÉÒÔ´í°´¡°\_üÐÂÔðð¡±¼ü (F9) »ð´Ó¡°íÄ¼p¡±²Èµ¥ÖÐÑ¡Ôñ¡°°í²ç

´ðÓ¡¡±ÄüÄí¿ÉíÔÈ³¼ÐÄµÄÓðÄÜÈÝ¡£ÈÇ¹ü\_ÄÓðÔÜÔ³Ä¼»ðÔ³¼ÄÖÐ£¬Ôð¿É´Ó¡°íÄ¼p¡±²Èµ¥ÖÐÑ¡Ôñ¡°

´ðÓ¡¡±ÄüÄí¶¶Ô\_ÄÓð½ØÐÐÔ»´í\_üÐÄ¡£

¾ÄÜÁÝ£° {include c:\\winword\\docs\\contract.doc}

ÓðÄÜÈÝ£°²àÈèíÄ¼p CONTRACT.DOC

*Filename* c:\\winword\\docs\\contract.doc

ÈÇÄüÐèÔ²²àÈèíÄ¼pµÄíÄ¼pÄü¡£ÆäÖÐü°¬±ê×¼°í¬µÄÕýíÄ¡£

¾ÄÜÁÝ£° {include contract.doc terms}

ÓðÄÜÈÝ£°²àÈèíÄ¼pÖÐµÄ "Terms" ¿·Ö

*Filename* contract.doc ÈÇÄüÔ²²àÈèÆäÖÐ²¿·ÖÄÜÈÝµÄíÄ¼pÄü¡£

ÈéÇ© terms ÈÇÄüÐèÔ²²àÈèµÄ²¿·ÖíÄµµµÄÄü³Æ¡£ÈüÈÇ°íí¬ÖÐ¶¶´ÒäÈðÓíµÄ²¿·Ö¡£

¾ÄÜÁÝ£° {include contract.rft \\c}

ÓðÄÜÈÝ£°²àÈè DCA/RFT \_ñÈ½×ª»»Ä´µÄíÄ¼p CONTRACT¡£

¿¹¹Ø \\c ÓÁÓÚÖ\_Ä÷½ØÐÐ²àÈèíÄµµ\_ñÈ½×ª»»µÄ×ª»»íÄ¼pÄü¡£ÕäÀíª DCA/RFT íÄ¼p\_ñÈ½¡£

È¹ÓÄ \\c Text ¿É²àÈèíµ\_ñÈ½íÄ±¾íÄ¼p£¬¶¶²»ÈÇ½«íÄ¼p×ª»»íª Normal íÄ¼p\_ñÈ½¡£

Index£"Ë÷Òý£©  
{index [Switches]}

INDEX ÓðÓÃÓÚ´Ó Index Entry£"Ë÷Òý£©ÓðÖÐËÖ¼¯Ã±¾°ÍÒ³ºÀ²¢  
´´½"Ë÷Òý£©ÓÐ¹ØÏ°Ë÷Òý£©Í±ÓðµÃÏËÏ,ÄÜËÝ£¬²Í¼û Index Entry Óð.

°´¹°,üÐÃÓð±¼û (F9) À´ÔË¾ÐÃµÃÓðÄÜËÝ£

¾ÜÄý	ÓðÄÜËÝ
{index}	×"Ïà ×Ó×"Ïà 4, 9 ×Ó×"Ïà 18 ×Ó×"Ïà 47

ÔÚÃ¬ËÏ×´¹¬Ã£¬Ë÷Òý×Ó×"ÏàËÇÇ¶¶×µÃ££

¾ÜÄý	ÓðÄÜËÝ
{index \b select}	ÏÃ±¾ËËÇÇÇðÓðµÃ±ê×¼Ë÷Òý£

¿¹Ø \b ´ÖÖ,¶"ËËÇÇ±ê¼ÇµÃÒ³ÖÐËÖ¼¯Ë÷Òý£

ËËÇÇÇ select ËÇÃûÑ¶¶"Ò³½"Á¢Ë÷ÒýµÃÑ¶¶"ÄÜËÝÃû³Æ££

¾ÜÄý	ÓðÄÜËÝ
{index \e " ▶ "	Ë÷ÒýÏÖËÏÏµÃÒ³Ö®¼äÓËÖÖÆ±í·û·Ö,ð££

¿¹Ø \e ËµÃ÷Æä°óµÃ×Ö·û (×¶¶à 3 ,ð) ÓÃÓÚ·Ö,ðË÷ÒýÏÖ¼°ÆäÒ³ºÀ££

ËÇ¹ûÒ³ÓÃ¿Ö°× (¿Ö,¶»ðÖÆ±í·û)£¬Òð±ØÐê½«ËüÀ"ÔÚÒý°ÃÖÐ££

¾ÜÄý	ÓðÄÜËÝ
{index \g :}	×"Ïà 18:24

¿¹Ø \g ËµÃ÷Æä°óµÃ×Ö·ûÒ³Ãê·¶¶§·Ö,ð·û££

·Ö,ð·û : (Ã°°Ã) ÓÃÔÚÒ³Ãê·¶¶§µÃËý×ÖÖ®¼ä££

Ã¬ËÏ·Ö,ð·ûÒ³Ã¬×Ö·û££

¾ÜÄý	ÓðÄÜËÝ
{index \h "--A--"}	´ØÖÐ±êÏà×ÖÃ, --A--, --B--, µËµÃË÷Òý£
{index \h " "}	ÓÃ¿ÖÐÐ·Ö,ð,÷×ÖÃ,ÇðµÃË÷Òý£

¿¹Ø \h ËµÃ÷Æä°óµÃ×Ö·ûÓ¹×÷Ïà±êÏà²äËëµ½Ë÷ÒýÖÐ,÷×ÖÃ,×éÖ®¼ä££µ±Ðµ,ÃÖ»,ð×ÖÃ,×éË±  
£¬Word ¿Ë×Ö¶¶"°´×ÖÃ,±íË³Ðð½ØÐÐ££

¿ËÓÃ×Ö·ûËÇÃ£°

- ▶ ËÏÒà×ÖÃ,£¬ËýÁ¿²»Ï£¬ËÇ AAAA.
  - ▶ ËÏ°ÏÆäËü¿Ë´ðÓ¹×Ö·û££
  - ▶ Ò»¿ÖÖÇðÓð£¬¿Ë°ÑÖ»,¿ÖÖÐÐÖ,¶"Ïà·Ö,ð·û££
  - ▶ Ïµ×Ö·û£¬÷×ÖÃ,×éÖ®¼äÏµ·Ö,ð·û££
- ÔÚÃ¬ËÏ×´¹¬Ã (¹ÏÏµ± \h ¿¹Ø) £©£¬÷×ÖÃ,×éÖ®¼äÏµ·Ö,ð·û££

¾ÜÄý	ÓðÄÜËÝ
{index \l "; "}	×"Ïà 18; 23

¿¹Ø \l ËµÃ÷Æä°óµÃ×Ö·ûÒ³ººÃ·Ö,ð·û££

ËÇ¹ûÃûËÏ·Ö,ð·û°óÃæÏà¿Ö°× (¿Ö,¶»ðÖÆ±í·û)£¬ÃÇÃ

´±ØÐê°Ñ¿Ö,¶»°¹×Ö·ûÒ»ÆðÀ"ËëÒý°Ã¹äÇÔÚËÏÃýÖÐ£¬·Ö,ð·û°óÃæÏàÒ»¿Ö,¶»££



$\frac{3}{4}\dot{U}\dot{A}\dot{y}$	ÓòÄÚËÝ
{index \p a-l}	ÒÒ×ÖÄ, A μ½ L ¿ <sup>a</sup> É¼μÄîÄ¿Ë÷Òý

¿<sup>a1</sup>Ø \p ÓÁÓÚËμÄ÷Ò»ð¾Ö²¿Ë÷Òý¿ËËü°ÑË÷Òý¾ÖîÞÓÚÓÖÖ, ¶×ÖÄ, ¿<sup>a</sup>É¼μÄË÷ÒýîîÖÐ¿Ë  
 Èç¹úÄÚ'æ²»×ãË-îÞ'·Áç¼'·'½'·îèÖúË÷ÒýË-ÄÇÄ'¿ËÉ¹ÓÄ \p ¿<sup>a1</sup>Ø¿Ëî'·ý ¿<sup>a1</sup>Ø \p  
 ¿<sup>a1</sup>Ø¿ËÉ²äÈè¶a, ðË÷ÒýÓðË-ÖðÑú¿ËÉÓÚÓÐîÞμÄÄÚ  
 'æÖÐ½'·ÁçË÷ÒýμÄ, ÷, ð²¿·ÖË-, üÐÄË±, ÷Ë÷ÒýÓð·Ö±ð½ØÐÐ¿Ë

$\frac{3}{4}\dot{U}\dot{A}\dot{y}$	ÓòÄÚËÝ
{index \r}	×'îä: ×Ó×'îä, 4, 9; ×Ó×'îä, 18; ×Ó×'îä, 47

¿<sup>a1</sup>Ø \r °Ñ×Ó×'îäÖèÖ÷×'îä·ÄÖÚî-Ò»ÐÐÖÐË-½ÓÖÚÖ÷×'îä°ö¿<sup>a</sup>É¼ÉéÐ  
 'Ë»Èç¹ú±ØÖ°Ë-×Ó×'îä¿ËÉ×ªÖÄîÄÐÐ¼îÐøÉéÐ  
 '¿Ë×'îäî×Ó×'îäÖ®¼äÖÉÄ°A, ð¿<sup>a</sup>Ë-, ÷×Ó×'îäÖ®¼äÖÖ·Ö°A, ð¿<sup>a</sup>¿Ë

$\frac{3}{4}\dot{U}\dot{A}\dot{y}$	ÓòÄÚËÝ
{index \s chapter}	×'îä, 8-3

¿<sup>a1</sup>Ø \s ÈμÄ÷Æä°óμÄμ¥'·ÉîÐðÁÐÄú¿Ë  
 ÖÚîî-î±°·ÖÄ°îÖ³±ä°ÄμÄÉé½'·ÁçË÷ÒýË±Ë-¿ËÉ¹ÓÄ'·Ë¿<sup>a1</sup>ØîîË-ÈçÉîÄýËüÈ³¼¿ËWord  
 °ÑÐðÁÐÄúμÄÖμ²äÈèμ½Ë÷ÒýîîμÄÖ³ÉîË-Æä°óîä»ð·Ö, ð·ü¼°Ö³ÄË-Èç 8-3Ë-μÚ 8 ÖÄË-μÚ 3 Ö³Ë©¿Ë  
 Èç¹úÐèÖ°îÄμμÖÚË÷ÒýÖÐË¹ÓÄÐðÁÐ°AË-Äú¿ËÉÖÖÓÄ "chapter"  
 ×÷îäÖÄμÄÐðÁÐ±èÈ¶·¿Ë¿ÖÚîÄμμÖÐ, ÷ÖÄ¿<sup>a</sup>É¼ÖîîÄÈÇîÄÉ½Ë°  
 Chapter {seq Chapter} {xe Chapter}  
 INDEX ÓðÖÐμÄ'úÄèî°  
 {index \s chapter}  
 É¹ÓÄÐðÁÐÓðμÄîèî, ½éÉÜË-²î¼ú SEQ Öð¿Ë  
 Èç¹úÐðÁÐÖμîî°AãË-²çÇÖ°ü°-, ÄË÷ÒýîîμÄÖ³μÄÖ³Äè, ñÉ½²»Èç°çÄ²®Èý×ÖË-ÄÇÄ' Word  
 »ä×Ö¶·È¿ËÄÖÐðÁÐ°A²¿·Ö¿Ë  
 Ä-Èî·Ö, ð·üî°Ä-×Ö·ü¿Ë  
 $\frac{3}{4}\dot{U}\dot{A}\dot{y}\text{É}^\circ$  {index \s chapter \d "·"}  
**ÓòÄÚËËÝÉ°** ×'îä 8:3

¿<sup>a1</sup>Ø \d ÈμÄ÷Æä°óμÄ×Ö·ü (×î¶äîª 3 , ð) ÓÁÓÚ·Ö, ðÐðÁÐ°A°îÖ³°A¿Ë'·Ë¿<sup>a1</sup>Ø±ØÐèÓè \s  
 ¿<sup>a1</sup>Øîî-î±É¹ÓÄË-ÈçÉîÄýËüÈ³¼¿Ë  
 ×çÉîË°SEQ Óð²»ÓÄ×ÖÄ, îª, ÷²¿·Ö±ä°A¿ËÄýÈçË-ÈðÄúÉ¹ÓÄ'·Ë¿<sup>a1</sup>Øîî¼Çîª, ½Ä¼A °î, ½Ä¼B  
 μÄ, ½Ä¼½'·ÁçË÷ÒýË-ÖðÉú³ÈμÄË÷Òý»äÈç 1-1, 1-2, 2-1, 2-2, ÒÄ'ÈÄäîÆ¿Ë

Index Entry£"£÷Òýî£©

{xe "Text" [Switches]}

XE Óðîª£÷Òýîª¹©Öýîª¹Ò³ºÀ;£Äú£ÉÒÒ°Ñ, ¤ÓðÓ£ INDEX ÓðÁª¹£ðÀ  
¹£¹ÓÀ;£ÓÐ¹ØµÀî£¹, ½£ÉÜ£¬²¹¼û INDEX Óð.

Ò»¸ð£÷ÒýîµÀ³µ¶£²»µÀ³¬ý 64

,ð×Ò·û£¬¹£ðÒÐ°ùÀ" £Ö, ñ;£Ö£±í·û;£¶îÀª±£¼Ç;£ÐÄÐÐ·û¹½Ú±£¼Ç;£²î£ý Text Ó;ÖÁÓÚÒý°ÁÖÐ;£

îª£³¼

½« ¤Óð²ª££µ½£÷ÒýîÒªÒýÓÀµÀîª±¼µÀª©î²;£µ±Äúñ;¶îª±¼Ö®ð£¬£ÉÒÒ£¹ÓÀ;¹²ª££÷Òýî;±ÄúÀ  
î²ª££, ¤Óð;£

¼ÜÀý£º {xe "Selecting text"}

ÓðÁÜ£Ý£º Äú, üÐÄÁ£ INDEX ÓðÖ®ð£¬îÀªªµÀî;»¼Ó£µ½£÷Òýµ±ÖÐ£º

Selecting text, 20

Text "Selecting text" îªÄúÐ£Òª¼Ó££µ½£÷ÒýÖÐµÀî;£

¼ÜÀý£º {xe "Formatting: character" \r formchar}

ÓðÁÜ£Ý£º Äú, üÐÄÁ£ INDEX ÓðÖ®ð£¬îÀªªµÀî;»¼Ó£µ½£÷Òýµ±ÖÐ£º

Formatting character, 205

£ª¹Ø \r ½«¹£ðªµÀîª±¼×÷îªÖ, ¶£÷Òýî;², Ç·¶î§µÀ££Ç©;£

££Ç© formchar Ö, ¶£÷ÒýÒªîÖ£³¼µÀÒª£·¶î§;£

Á°Á±í£³¼Ò»¸ð¶¼¶£÷Òýî;££÷ÒýîÖÐ×îªª£ÉÒÒ££ÖÁ£³, ð¼¶±ð;£, ÷¼¶±ðÖ®¼ªÒÒÁ°Á·Ö, ð;£££¹û  
Ð£ÒªÓÚÒ»¸ð£÷ÒýîÖÐ£¹ÓÀª°Á£¬±ØÐ£ÖÜ£Ç·ªª·ÁÖÁÒ»¸ð·Ð±, Ü \:

¼ÜÀý£º {xe "Highlighting" \t "see Selecting"}

ÓðÁÜ£Ý£º Äú, üÐÄÁ£ INDEX ÓðÖ®ð£¬îÀªªµÀî;»¼Ó£µ½£÷Òýµ±ÖÐ£º

Highlighting, see Selecting

£ª¹Ø \t î£µª±¹£ðªµÀîª±¼½«´ûª£Ò³ºÁ·ðÓ;³ðÀ´;£

¼ÜÀý£º {xe "Fields" \b}

ÓðÁÜ£Ý£º Äú, üÐÄÁ£ INDEX ÓðÖ®ð£¬îÀªªµÀî;»¼Ó£µ½£÷Òýµ±ÖÐ£º

Fields, 69

£ª¹Ø \b £µª±£÷ÒýÖÐµÀÒ³ºÁÓ;îª·Öîª×Ö;££¹û, ¤îµª£÷ÒýÑù£½ÖÐ°ùÀ" Á£·Öîª×Ö·û, ñ£½£¬¹ÇÁ´ \b  
£ª¹Ø½«Çª³ý, ¤·Öîª×Ö·û, ñ£½£££ÖÁ;£

¼ÜÀý£º {xe "Fields" \i}

ÓðÁÜ£Ý£º Äú, üÐÄÁ£ INDEX ÓðÖ®ð£¬îÀªªµÀî;»¼Ó£µ½£÷Òýµ±ÖÐ£º

Fields, 69

The £ª¹Ø \i

£ª¹Ø£µª±£÷ÒýÖÐµÀÒ³ºÁÓ;îªÐ±îª££¹û, ¤îµª£÷ÒýÑù£½ÖÐ°ùÀ" Á£Ð±îª×Ö·û, ñ£½£¬¹ÇÁ´ \i

£ª¹Ø½«Çª³ý, ¤Ð±îª×Ö·û, ñ£½£££ÖÁ;£.

î£÷Òýî;±Óð±»×Ö¶, ñ£½»¹ªÖ²Øîª±¼;£Äú£ÉÒÒµ»÷¹²¼ßÀ, £îµª;¹Ö£³¼£¬Ò²Ø;±´ÁªÀ  
¹Ö£³¼, ¤Óð;£

×££í

ConcordanceIndex °££ÉÒÚîªµµÖÐ×Ö¶££ñ£÷Ò»¸ð, ¶¶µªµ»£££¬²£°Ñ, ¤

¹£µª£Ö·¹²ðîÖ¶¼±£¼Ç¹ªÒ»¸ð£÷Òýî;£²¹¼û£¹ÓÁ Word ×Ö·µµª°£;£

Info£"ÐÄİç£©

{[info] InfoType ["NewValue"]}

INFO ÓðÓÁÓÚ²àÈè´ÓİÄµµµÄÕªÒªÐÄİç (ÔÚı°ÕªÒªÐÄİçı±¶¶Ô»°çðÖĐÖ,¶µÄÄÚÈÝ) »¶µÄµÄÐÄİçı£

ÄúçÉÒÔİ"ı°ı°üĐÄÓðı±¼ü (F9) »ð´Óı°İÄ¼pı±²Êµ¥ÖĐÑıÔñı°ı²ç

´ðÓıı±ÄüÄıçÉİÖÊ³¼ĐÄµÄÓðÄÜÈÝı£Êç´ü,ÄÓðÖÜÖ³Ä¼»ðÖ³½AÖĐ£-ÔðçÉ´Óı°İÄ¼pı±²Êµ¥ÖĐÑıÔñı°

´ðÓıı±ÄüÄı¶Ö,ÄÓð½øĐĐÖ»İüĐÄı£

INFO ÓðÄàĐİµÄÊ´ÓÄÊççÉÑıµÄ£»ÄúçÉÒÖÖ±½ÓÊ´ÓÄ InfoType

£"ÐÄİçÄàĐİ£©×+İªÖ»ÖÖçı½Y·½Ê½£¬ÊµÄ+ĐèÖªàÈèµÄÐÄİçı£

InfoType çÉİªÖÖİÄÊİÖ»ÓðÄàĐİ£°

£"×÷Öß£©

£"±,×ç£©

£"ı½"ÈÖÆÚ£©

±à¼Ê±¼à£©

£"İÄ¼pÄü£©

£"ıØ¼ü×Ö£©

£"Éİİ±£æÖß£©

£"×Ö·üÊý£©

£"Öª££©

£"ÊÊý£©

£"ðÓıçÖÖÆÚ£©

£"±£´æÈÖÆÚ£©

£"Đp¶¶°Å£©

£"Ö÷İà£©

£"Ä£ª£©

£"±êİà£©

İıy INFO ÓðçÉÒÖĐp,Äı°ÕªÒªÐÄİçı±¶¶Ô»°çðÖĐÖÖİÄÐÄİçÄàĐİ InfoTypes: µÄÐÄİç£°

£"×÷Öß£©

£"±,×ç£©

£"ıØ¼ü×Ö£©

£"Ö÷İà£©

£"±êİà£©

%ÜÄý

ÓðÄÜÈÝ

{info author}

G. Hopper

´Ê´ı InfoType İªı°×÷Ößı±ı£

%ÜÄý

ÓðÄÜÈÝ

{info author "Ernest"}

Ernest

´Ê´ı InfoType İªı°×÷Ößı±ı£

NewValue Ernest ÊçÄüİªı°ÕªÒªÐÄİçı±¶¶Ô»°çðÖĐµÄÐÄİçÄàĐİ InfoType Ö,¶µÄÄÖµı£

Keywords£¹¹Ø¼ü×Ö£©

{keywords ["NewKeywords"]}

KEYWORDS ÓðÓÃÓÚ²àÈè´Ó¡°ÕªÒªÐÃ¡¢±¶Ô»°

¿ðÖÐ»ñµÃµÃ¹Ø¼ü×Ö¡£ÃúÒ²¿ÉÒÔÊ¹ÓÃ,ÃÓðÐµ,ÃÕªÒªÐÃ¡¢ÖÐµÃ¹Ø¼ü×Ö¡£

Ãú¿ÉÒÔÊ¹´ý°´¡°,üÐÃÓð¡±¼ü (F9) »ð´Ó¡°ÎÃ¼þ¡±²Ëµ¥ÖÐÑ¡Ôñ¡°î²¢

´ðÓ¡¡±ÃüÃ¡¿ÉÎÔÊ³¼ÐÃµÃÓðÃÚËÝ¡£ËÇ¹ü,ÃÓðÔÜÒ³Ã¹¼»ðÒ³¹²ÃÖÐ£¬Òð¿É´Ó¡°ÎÃ¼þ¡±²Ëµ¥ÖÐÑ¡Ôñ¡°

´ðÓ¡¡±ÃüÃ¡¶¶Ô,ÃÓð¹²øÐÐÒ»¹,üÐÃ¡£

¾¼ÜÀý£° Æó¶¶¡¹ {keywords}.

ÓðÃÚËÝ£° Æó¶¶¡¹ªªÓÉ«¡¢°×É«£¬²»»ÃÜ·ÉÐÐ¡£

,ÃÓð´Ó¡°ÕªÒªÐÃ¡¢±¶Ô»°¿ðÖÐ,´ÖÆÃË¹Ø¼ü×Ö¡£

¾¼ÜÀý£° Æð³¼øµÃ×´¹àËÇ {keywords "birds, death, cold"}.

ÓðÃÚËÝ£° Æð³¼øµÃ×´¹àËÇÃñ¡¢ËÃ¡ö¡¢°®Àä¡£

²ÎËý NewKeywords "birds, death, cold" ½«ÕªÐ©¹Ø¼ü×Ö²àÈèµ½ÎÃµµÖÐ£¬²¢Ðµ,Ã¡°ÕªÒªÐÃ¡¢±¶Ô»°

¿ðÖÐ¹Ø¼ü×Ö¡£×¢Òà£¬,ÃÎÃ±³¼Ó!Ã´ÔÜÒýªÃÃÚ¡£

Last Saved By£¨ÉÍ´Î±£´æÕß£©  
{lastsavedby}

LASTSAVEDBY ÓðÓÃÓÚ²ªÈèÉÍ´Î±£´æÎÃµµµÃÈËµÃÐÕÃû£¬ÕªÒ»ÐÃÎøÊÇ´Ó¿ÕªÐÃÎø¿±¶Ô»  
¿ðÕÐ»ñµÃµÃ¿£

Ãú¿ÉÒÕÎ´ÿ°¿¿¿¿ÃÓð¿±¼û (F9) »ð´Ó¿¿ÎÃ¼¿¿±²Ëµ¥ÕÐÑ¿Õñ¿¿¿¿  
´ðÓ¿¿±ÃûÃ¿¿ÉÎÕÊ³¼ÐÃµÃÓðÃÚËÝ¿£ÊÇ¹û¿ÃÓðÕÚÕ³Ã¼»ðÕ³½ÃÕÐ£¬Õð¿É´Ó¿¿ÎÃ¼¿¿±²Ëµ¥ÕÐÑ¿Õñ¿  
´ðÓ¿¿±ÃûÃ¿¶¶Õ¿ÃÓð½øÐÐÕ»¿¿¿¿¿¿

¾ÃÁý	ÓðÃÚËÝ
{lastsavedby}	T. D. Scherrer

Link£"Á"½Ó£©

{link ClassName FileName [PlaceReference]][format]}

LINK ÓðÓÃÓÚÁ"½ÓÁíÒ»\_ð³ĐðµÄÎÄ¼µµÄÄÜÈÝ¿

Äú¿ÉÒÔ"¿¿\_üĐÄÓð¿¼ü (F9) İÔÊ¾ĐÄµÄÓðÄÜÈÝ¿£ÊÇ¹ü²»ÄÜ½"Á¿Á"½Ó£¬Ôðİþ"¿\_üĐÄ\_ÄÓð¿£Word ±£ÁðÔÔÇ°µÄÓðÄÜÈÝ¿

"Ó¿±à¼¿±²Ëµ¥ÖĐŇ¿ŎŇ¿±à¼Á"½Ó¿±ÄüÄ¿£¬¿ÉÔŎŇ¿ŎŇÁ"½ÓµÄ\_üĐÄ"½Ê¹²¹Ê¹»»ð×ÔŲ¿¿

×¿Òà£¬Ô»ÓĐµ±ĐèÒªÁ"½ÓµÄÓ¿ŎÄ³İĐðŎŞ³Ŏ¿°ŲŎİóÁ"½ÓÔèÇŲÈè£"OLE£©¿±Ê±£¬Äú²ÄÄÜÊ¹ŎÄ LINK Óð¿ªÊ¹¼½"Á¿Á"½Ó¿Äú¿ÉÔŎİ¬Ô»\_ð²»ŎŞ³Ŏ¿°ŲŎİóÁ"½ÓÔèÇŲÈè¿µÄŎ¿ŎÄ³İĐð½"Á¿Á"½Ó£¬µ«Éú³ËµÄÓðÊÇ DDE »ðDDEAUTO Óð£¬ŲŲ²»ÊÇ LINK Óð¿£ŎĐ¹Ø DDE °İ DDEAUTO ÓðµÄĐÄ¿££¬²¿¼ü DDE Óð or DDEAuto Óð.

¾ÜÄý£° {link excelsheet c:\profits.xls R1C1:R4C5}

	A	B	C
1	East	West	North
2	January	22	25
3	February	19	31
4	March	18	32

ÓðÄÜÈÝ£°

LINK Óð¿ÉÔŎÊ¹ŎÄİÄÄĐ¿ª¹Ø£°

\a ×ÔŲ¿¿\_üĐÄÁ"½Ó¿£

\t °ŇÁ"½ÓµÄŲŎİó×÷İªİÄ±¾²àÈè¿£

\r °ŇÁ"½ÓµÄŲŎİó×÷İª RTF ²àÈè¿£

\p °ŇÁ"½ÓµÄŲŎİó×÷İª¼£¬²àÈè¿£

\b °ŇÁ"½ÓµÄŲŎİó×÷İªİ»İ¼²àÈè¿£

×¿Êİ£°ÄüÒ²¿ÉÔŎŎİ¬Ô»» Word İÄµµŎĐµÄÄ½\_ð»ðŲ¿\_ðİÄ±¾»»ðËý¾Ý¼\_Ŏ®¼ä½"Á¿Á"½Ó¿£Äü»¹¿ÉÔŎÊ¹ŎÄ\_°Ň¿ŎŇĐŎŎ³İ¿±ÄüÄ¿»ð¿Ŏ³İüÁ"½Ó¿±°Ä¿Ê³ÊÊİÄæµÄ²Ü×÷¿£Éú³ËµÄÓðİª REF INTERN\_LINK ¿£ÆäÄÜÈÝŎŎ INTERN\_LINKŇ ÁĐŎŎ¿ªÊÇ©¿±ŲŎ»°¿ðŎĐ (¿²àÈè¿±²Ëµ¥) ¿£

Macro Button£°°ê°´Å¥£©

{macrobutton *MacroName DisplayText*}

MACROBUTTON Óð½«Ö,¶ÎÄ±¼×÷ÎªËüµÄÓðÄÚËÝÎÊ¼¡£µ±ÄúË«»÷, ÄÓð£¬»ðÕËÑ¡¶, ÄÓð²¸°  
´¡°µ¥»÷Óð¡±¼ü (ALT+SHIFT+F9)£©£¬»ðÕËÔÊÐÐ DoFieldClick °êÊ±£¬¬Ö,¶µÄ°ê±ã»áÔÊÐÐ¡£

ÎÄ±¼²»Ó¡Ä¬ÔÚÒý°ÄÐ¡£

ÔÚ±¼¼, ÄÎÄ±¼Ê±£¬¬ÓðÎÊ¼ÐÄµÄÄÚËÝ¡£

Ëç¹üÄúÎü¼, ÄÎÄ±¼ÔÚÆÁÄ»Êì±£ÆäËüÎÄ±¼ÐÑÄ¿£¬¿Ê¶ÔËü½øÐÐ, ñÊ½±àÄÄ¡£

¼ÜÀý£° {macrobutton PrintEnvelopes Print an Envelope}

ÓðÄÚËÝ£° Print an envelope

µ±ÄúË«»÷, ÄÎÄ±¼Ê±£¬¬Word ÔÊÐÐ PrintEnvelopes °ê¡£

°ê°´Å¥µÄÎÄ±¼¿ÉÒÔÊÇËÎÎÎÄ±¼»ð¼¡ÐÎ£¬µ«±øÐëÄÜÔÚÔ»ÐÐÔÐÎÊ¼£¬²»ÄÜ×ªµ½µÚ¶þÐÐ¡£

Merge Field£¨²çÓð£©  
{mergefield MergeFieldname}  
MERGEFIELD Óð½«Êý¾ÝÎ¼pÖĐµÄÒ»öÓð²âÈë½Ö±²ç´òÓìÎÄµµÖĐj£  
MergeFieldname  
¿ÉÖÖÊÇÖÚÖ÷ÎÄµµÑìÓÃµÄÊý¾ÝÎ¼pÖĐ¶ÒâµÄÊîîÖ»öÓðÃúj£,Ã²çÓðÃú½«×÷ÎªÓðÃÚÈÝîÖÊ¾j£  
¾ÜÀý£° {mergefield firstname}  
ÓðÃÚÈÝ£° <<firstname>>



Merge Rec.£°ï²ç¼ÇÂ¼£©  
{mergerec}

MERGEREC Óò²àÈèµ±Ç°ï²ç´òÓ¼¼ÇÂ¼µÄ,öÊý¿  
Äú¿ÉÒÔ´Ó¼°Ä¼¼µ±²Èµ±ÖÐÑ¼Ôñ¼°ï²ç´òÓ¼¼ÄüÁìÒÔïÔÊ¼ÐÂµÄÓðÄÚÈÝ¿  
Ä¿´¿üÐÂ DATA¿NEXT »ò NEXTIF Óð¶¼¼½«Ê°ï²ç¼ÇÂ¼,öÊýÔð¼¼¿  
¼ÜÄý                      ÓðÄÚÈÝ

---

{mergerec}                      8

Êý×ÖËæ´òÓ¼´¿Êý¶ø±ä»¯¿

Next£¨Ö´ÐÐĬÄÖ»„ð£©

{next}

NEXT Óð£°

► Ö„ŦĬÄÖ»„ð¼ÇÂ¼μ«²»ĬÖÊ¾×ÔÉíμÄÄÚÈÝ;£

► ÒÆμ½ÊÝ¾ÝĬÄ¼pÖÐμÄĬÄÖ»ŦĬ£¬²çĬªÖÚÖ¬ĬÄμμ NEXT Óð°óÄæμÄÊéÇ©Óðĭá¹©ÊÝ¾Ý;£

„ÄÓðÓÄÖÚÖÚÖ»„ðĬÄμμÖÐÉú³ÉÁÐ±í£¬ÄýÈÇ£¬¬ÓÄ»§ÐÖÄûÁÐ±í£¬»ðÓÄÖÚ´ðÓ;μØÖ·±êÇ©;£

NEXT Óð²»ÄÜÖÄÖÚ½Ä×ç;çÄú×ç;çÖ³Ä¼;çÖ³½Ä»ðÊÝ¾ÝĬÄ¼p;£NEXT ÓðÖ²²»ÄÜÇŦĬ×ÓÚÆäËüÓð;£

ŦĬÖÊÝ¾ÝĬÄ¼pμÄÄ¼„ðŦĬÖÓ;μÄ¼½¼ÓŦĬÄä£¬²äÊëÖ»„ð NEXT

Óð;£ÖâÐ©¼½¼ÓŦĬÄä·Ö±ðŦĬÖÓ;ÓÚ×ĭÖÖĬÄμμμÄÄ¼Ö»„ð„±±¾;£

¾ÜÄý£° {next}

{name}

{street}

{city}, {state} {zip}

{country}

ÓðÄÜÈÝ£° ÖÚĬÄμμμÇ°±·ÝÖÐ´ðÓ;³ðÀ´μÄÊÇÊÝ¾ÝĬÄ¼pÖÐĬÄÖ»ŦĬμÄÊÝ¾Ý£¬ŦĬø²»ÊÇÖØ„ÓÚ

NEXTÓðÇ° Word Ê¹ÓÄμÄÊÝ¾Ý;£

Next If£¨Èç¹û...ÔðĬÄÖ»\_ö...£©

{nextif *Expression Operator Expression*}

NEXTIF Óð£°

- ÔÚÖ»¶Ĭð¼þĬÄÖ\_¶ĬÄÖ»\_ð¼ÇÄ¼£¬µ«²»ĬÔÊ³¼×ÔÊíµÄÄÚÈÝ;£
  - ½« IF °Ĭ NEXT Óð½á°ĬÆðÄ´;£ÓÐ¹ØÊ¹ÓÄ IF ÓðµÄĬĬ,½éÈÜ£¬²Ĭ¼û IF Óð and NEXT Óð ;£
  - ±È½ĬÄ½\_ðÖµ;£ÖðÄ½\_ðÖµĬÉÒÔÊÇ±Ĭ´ĬÈ½;£  
Èç¹û±È½Ĭ½á¹ûĬÖæ£¬¬ Word ½«×ªĬðÊý³¼ÝĬÄ¼þÖÐµÄĬÄÖ»¶Ĭ£¬Ĭ»ÓÚÖ÷ĬÄµµ NEXTIF  
Óð°óµÄÊéÇ©Óð½«Ê¹ÓÄÖðÖ»»¶ĬµÄÊý³¼Ý;£Èç¹û±È½Ĭ½á¹ûĬ¼Ü£¬Ôð²»ÖÐD NEXT;£
- NEXTIF Óð²»ÄÜÓÄÖÚ½Ä×ç;çĬÄú×ç;çÖ³Ä¼;çÖ³½Ä»ðÊý³¼ÝĬÄ¼þÖÐ;£,Ä NEXTIF  
ÓðÒ²²»ÄÜÇ¶Ĭ×ÓÚÆaËüÓð;£
- ÓÐ¹ØĬĬ,½éÈÜ£¬²Ĭ¼ûĬ¼ÇÄ¼ĬĬÖĬ±¶ĬÖ»°Ĭð.

No. of Chars  $\times \ddot{\text{O}} \cdot \ddot{\text{U}} \cdot \ddot{\text{E}} \text{Y} \text{E} \text{C}$   
{numchars}

NUMCHARS Óð²àÈèÄú×ï°óÒ»´Î´òÓîÎÄµµ»ð,üÐÂî°ÖªÒªÐÄÏçî±¶Ö»°¿ðÖÐµÄÎÄµµ¹¼ÆÐÄÏçÊ±  
£¬ÔÚÎÄµµÖÐµÄ×Ö·ûÊýî£

Äú¿ÉÒÖÎ´¹ý°´î°,üÐÂÂÓðî±¼ü (F9) »ð´Óî°ÎÄ¼þî±²Ëµ¥ÖÐÑîÔñî°î²ç  
´òÓîî±ÄüÄî¿ÉÎÖÊ¼ÐÄµÄÓðÄÚÊÝî£Êç¹ü,ÄÓðÖÚÒ³Ä¼»ðÒ³½ÄÖÐ£¬Ôð¿É´Óî°ÎÄ¼þî±²Ëµ¥ÖÐÑîÔñî°  
´òÓîî±ÄüÄî¶Ö,ÄÓð½øÐÐÒ»´Î,üÐÂî£

$\frac{1}{4} \ddot{\text{U}} \ddot{\text{A}} \text{Y} \text{E}^\circ$   $\{=\{\text{numchars}\}/\{\text{numwords}\}\}$  is the average word length.

ÓðÄÚÊÝ£° 12 Êç×Ö³µÄÆ½¼üÖµî£

$\times \ddot{\text{O}} \cdot \ddot{\text{U}} \cdot \ddot{\text{E}} \text{Y}$  (NUMCHARS Óð) £©³ýÒÖ´Ê,ðÊý (NUMWORDS Óð)  $\frac{1}{4} \cdot \mu \ddot{\text{A}} \ddot{\text{E}} \ddot{\text{U}} \ddot{\text{E}} \frac{3}{4} \ddot{\text{E}} \text{Y} \times \ddot{\text{O}} \text{Y}$

No. of Pages£¨Ò³Êý£©  
{numpages}

NUMPAGES Óð²àÈèÄú×ï°óÒ»´Î´òÓîÎÄµµ»ð,üÐÂî°Õ°ÒªÐÄĲî±¶ŒŒ»°¿òÖÐµÄÎÄµµÍ³¼ÆÐÄĲÊ±  
£¬ÔÚÎÄµµÖÐµÄÒ³Êýî£

Äú¿ÉÒŒÎ´¹ý´î°,üÐÂÂÓðî±¼ü (F9) »ð´Óî°ÎÄ¼þî±²Ëµ¥ÖÐÑîŒñî°î²¿  
´òÓîî±ÄüÄî¿ÉĲŒ³¼ÐÂµÄÓðÄÚÊýî£ÊÇ¹ü,ÄÓðŒŒŒŒ³Ä¼»ðÒ³½ÄŒÐ£¬Œð¿É´Óî°ÎÄ¼þî±²Ëµ¥ÖÐÑîŒñî°  
´òÓîî±ÄüÄîŒŒ,ÄÓð½ŒÐÐŒ»´Î,üÐÂî£

¼ÜÀý£° µŰ {page} Ò³£¨¹² {numpages} Ò³£©  
ÓðÄÚÊý£° µŰ 13 Ò³£¨¹² 34 Ò³£©

,ÄÓð,ø³ð×ÜµÄÒ³Êý£¨²»¿¼ÄÇ¼ÆÊý½Ê½£©î£

No. of Words£''ÊÊý£©  
{numwords}

NUMWORDS Óð²àÈèÄú×î°óÒ»´¹´òÓìĬÄµµ»ð,üÐÂĬ°ÕªÒªÐĬĤ±¶ĬÕ»°¿ðÕÐµĬĬÄµµĬ³¼ÆÐĬĤÊ±  
£¬ÔÚĬÄµµÕÐµĬµ¥´ÊÊýĬ£

Äú¿ÉÒÔĬ´¹°´Ĭ°,üÐÂÂÓðĬ±¼ü (F9) »ð´ÓĬ°ĬÄ¼pĬ±²Ĭµ¥ÕÐÑĬÔñĬ°Ĭ²¿  
´òÓĬĬ±ÄüÄĬ¿ÉĬÕÊ³¼ÐÂµĬÂÓðÄÚÊÝĬ£Ê¿¹ü,ÄÓðÕÜÒ³Ä¼»ðÒ³½AÕÐ£¬Ôð¿É´ÓĬ°ĬÄ¼pĬ±²Ĭµ¥ÕÐÑĬÔñĬ°  
´òÓĬĬ±ÄüÄĬ¶ĬÕ,ÄÓð½øÐÐÒ»¹,üÐÂĬ£

¾ÜÀý£°    ÕªÆªĬÄÕÂÓÐ {numwords} ,öµ¥´ÊĬ£  
ÓðÄÚÊÝ£° ÕªÆªĬÄÕÂÓÐ 2412 ,öµ¥´ÊĬ£

Äú¿ÉÒÔÎ´ý°·¿üðÄÔð¿¼ü (F9) »ð´Ó¿ÎÄ¼þ¿²Èμ×ÖÐÑ¿Ôñ¿°¿²¢  
´ðÔ¿¿±ÄüÄ¿¿ÉÍÔÈ³¼ÐÄμÄÔðÄÚÈÝ¿£

¶ÔÆäÈü,ñÈ½±àAÑ¿¿È¹ÓÄÈý×Ô¿¼È³¼¿¹Ø¿£²¿¼üÈý×Ô¿¼È³¼¿¹Ø.

¾ÜÄý ÓðÄÚÈÝ

μÚ {page} Ò³ μÚ 18 Ò³

Èý×ÖμÄ,ñÈ½Ôè¿Ò³Ä¼£¯Ò³½Ä¿±¶¶Ô»°¿ò (¿²é¿¿±²Èμ×) »ð¿Ò³Âè¿±¶¶Ô»°¿ò (¿²àÈè¿±²Èμ×)  
ÔÐÈèÔÄμÄ¿Ò³Âè,ñÈ½¿¿±Ô»Ñü¿£

Page Ref.£¨Ò³Ë÷Òý£©  
{pageref *Bookmark*}

PAGeref Óð²àÈè½»²æË÷ÒýµÄËéÇ©µÄÒ³Âè;£

Äú¿ÉÒÔÎ´´ý´;üðÄÔð;±¼ü (F9) »ð´Ô;°ÎÄ¼þ;±²Ëµ¥ÖÐÑ;Ôñ;°°¿ç  
´ðÔ;±ÄüÄ¿ÉÍÔË¼ÐÄµÄÔðÄÜËý;£  
ÆäËü,ñË½±àÄÄÑ;¿£¬²¿¼üËý×Ô¼ËË¼¿<sup>a1</sup>Ø.

¼ÜÀý° Îë¿ÄÜËý²¿¼üµÜ {pageref headers} Ò³;£  
ÔðÄÜËý° Îë¿ÄÜËý²¿¼üµÜ 58 Ò³;£

ËéÇ© headers ÊÇÑ;¶ÄÜËýµÄÄü³Æ;£Ëü±èË¼;²àÈèÒ³Ä¼°ÍÒ³½Ä;±;£



Print£´´òÓj£©

{print "PrinterInstructions"}

²éÔÄîà¹ØµÄ´òÓj»úÊÖ²á»ò PostScript ÊÖ²á£¬¼´¿É»ñµÄÏyÈ·µÄ´òÓj»úÖ·Áî´úÄëj£  
PRINT Óð½«×Ö·û×÷îª´òÓj»úîÄ×Ö·øÊî,ø´òÓj»újª¼´²»×ªÒëÖâÐ©×Ö·ûj£ÖâÒ»µäÖÚ·øÊî¿ØÖÆ  
´úÄë¹PostScript ³ìÐð,ø´òÓj»úÊ±Ê©·ÖÖÐÓÄj£

×øÊî£°PRINT Óð²»¿ÉÄÜÊÊÖÁÓÓÚÊùÓÐµÄ´òÓj»úÇý¶¬³ìÐðj£ÊùÖÚîÄÄÐ  
´òÓj»úÊî¿ÉÖý³£·ø»×÷ÓÄ£¬ÊÇPostScript ´òÓj»ú»ò Hewlett-Packard ¼ª¹â´òÓj»úµÄ øò îµÄÐ¹ øò  
îµÄÐj£µ«ÊÇ£¬ÊÇ¹úÄüÊ¹ÓÄÄîÖ»ÖÖ¼ª¹â´òÓj»ú£¬PRINT  
ÒðÒð²»ÄÜÖý³£¹ª×÷j£ÊÇ¹úÄüÊ¹ÓÄµÄÊÇµäÓð´òÓj»ú£¬ý·Ç,Ã´òÓj»úÖ§³ÖPassThrough ÄüÄî£¬ñÒò  
PRINT Óð½«²»ÄÜ¹ª×÷j£

PostScript

¹ØÖÊÊ¹ÓÄ PostScript µÄîÖÚÐÄîø£¬²î¼û Adobe îµ¹³¹«Ê³¼µÄj¶ PostScript Language Reference  
Manual j·îj¶ PostScript Language Tutorial and Cookbook £¬ÒâÄ¹±³¼Êë¶¼ÊÇÖÊ Addison-Wesley  
³ðª¹«Ê³¼³ðªµÄj£

Word îªÖÚ PostScript ¼ª¹â´òÓj»úÊîÊ¹ÓÄ PostScript ÄüÄîá¹©ÄÊÖ»,ð»³¼j£Äü¿ÉÖÖ½«  
PostScriptÄüÄîÊøÖÁÓÚîµµµÄî±³ÖÐ£°Word °ñÄüÄî×÷îª¿ PostScript ÓîñÖ·øÊî,ø´òÓj»új£Word  
½«°·ÖÖÄü½«ÆäÇ¶ÊëîµµµÄÊ³ÐðÀ·Ö·ÐÐ PostScript ÄüÄîj£

Äü¿ÉÖÖÖÁ PRINT Óð¹ |p ¿¼ª¹Ø½« PostScript ³ìÐð·øÊî,ø´òÓj»ú£¬Óî·îª£°

{print |p Size "Code"}

PostScript ÄüÄîÖÚ Word ÖÐÊ¹ÓÄµÄ y ×ø±ê¿Ö¼äÓëî³£µÄ PostScript îäîj£î¼ÐîÖµä (0,0)  
ÊÇÖ³µÄ×óîÄ½Ç£¬Öý·½îÖÊÇÓÖÊî·½îðj£

»æî¼ÊÇÖÚ¼ðÇÐÊÄ±ßÐîÖÐ½ðÐÐµÄ£¬ÆÖ®îª»æî¼ÊÄ±ßÐîj£î¼ÐîÖ-  
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Size

²îÊý Size ÓÄÓÚ¶¬ÒâÄü³ìÐðµÄ×ø±êîµ¹³ª¼·Ö³ÖµäµÄî»ÖÁj£ Size µÄÊjÖµ¿ÉÊîñjÖÖîÄ³Ò»×éj£

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para	µ±Ç°¶¶j£°û¬ PRINT ÓðµÄµ±Ç°¶¶îÖÁÊùÓjîª 1 Óø´Ç,ß£¬ÒÒ±â para ÄÜÖýÈ·ÖÊÐÐj£
pic	µ±Ç°¶¶îµÄîÄÖ»,ðî¼Æ¬j¶PRINT ÓðòðÄæ£¬¶¶î½áÊø·ûÇ°ÄæµÄî¼Æ¬j£
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wp\$x	PRINT ÓðÊùÖÚµÄÒ³j¶¶j£ÐÐ»òµ¥Öª,ñµÄ»æî¼¿¶¶£¬ÆäÖµÒÄÄµÓÚ Size µÄÊjÖµj£ÊÇ¹úÊ¹ÓÄÊ²îÊý pic £¬ wp\$x Óð±íÊ³¼°û¬ PRINT ÓðµÄ¶¶îÄâÖÐîÄÖ»î¼Æ¬µÄ»æî¼¿¶¶j£
wp\$page	µ±Ç°Ö³Äëj£
wp\$fpage	´ø,ñÊ½Ö³Äë (´©)j£
wp\$date	µ±Ç°ÊÖÆÚ (´ø,ñÊ½)j£
wp\$time	µ±Ç°Ê±¼ä (´ø,ñÊ½)j£
wp\$box	°û¬»æî¼ÊÄ±ßÐîµÄ¾¶¼¶j£

$\pm\tilde{a}\tilde{A}_{\tilde{L}}$ (para, page)	$\circ\rightarrow\tilde{O}\tilde{a}$
wp\$top	$\acute{E}\tilde{I}\pm\beta^{3/4}\tilde{a}\ (\acute{O}^3)\acute{E}\rangle(\eta\tilde{I})\ \zeta^{\circ}1/4\tilde{a}^{3/4}\tilde{a}$
wp\$bottom	$\tilde{I}\tilde{A}\pm\beta^{3/4}\tilde{a}\ (\acute{O}^3)\acute{E}\rangle(\eta\tilde{I})\ \circ\acute{o}1/4\tilde{a}^{3/4}\tilde{a}$
wp\$left	$\times\acute{o}\pm\beta^{3/4}\tilde{a}\ (\acute{O}^3)\acute{E}\rangle(\eta\tilde{I})\ \times\acute{o}\acute{E}\delta^{1/2}\emptyset$
wp\$right	$\acute{O}\acute{O}\pm\beta^{3/4}\tilde{a}\ (\acute{O}^3)\acute{E}\rangle(\eta\tilde{I})\ \acute{O}\acute{O}\acute{E}\delta^{1/2}\emptyset$
$\pm\tilde{a}\tilde{A}_{\tilde{L}}$ (para)	$\circ\rightarrow\tilde{O}\tilde{a}$
wp\$first	$\acute{E}\times\emptyset\emptyset\acute{E}\delta^{1/2}\emptyset$
wp\$style	$\tilde{N}\grave{u}\acute{E}^{1/2}$
$\pm\tilde{a}\tilde{A}_{\tilde{L}}$ (page)	$\circ\rightarrow\tilde{O}\tilde{a}$
wp\$col	$\tilde{A}^3\acute{O}^3\acute{E}\tilde{I}\mu\tilde{A}\tilde{A},\acute{E}\acute{y}\acute{E}\rangle\tilde{A},\acute{E}\acute{y}_{\tilde{L}}\acute{E}\acute{O}\acute{O},\tilde{A}\pm\tilde{a}\acute{E}\neg\tilde{O}\tilde{a}\acute{E}\dot{\imath}^{3/4}\delta\acute{O}\acute{U}\ \text{PostScript}\ \acute{o}\tilde{I}\acute{O}\mu\tilde{A}^{1/2}\acute{U}\dot{\imath}\acute{E}$
wp\$colx	$\tilde{A}_{\tilde{L}}\acute{O}\rangle\tilde{A},\mu\tilde{A}_{\tilde{L}}\dot{\imath}\eta\tilde{E}\dot{\imath}\acute{E}$
wp\$colxb	$\tilde{A},1/4\tilde{a}^{3/4}\tilde{a}\dot{\imath}\acute{E}$

Code

$\acute{2}\acute{I}\acute{E}\acute{y}\ \text{Code}\ \acute{E}\zeta\ \text{PostScript}\ \pm\tilde{a}^3\dot{\imath}\mu\tilde{A}\acute{O},\acute{A}\dot{\imath}\dot{\imath}\acute{E}\acute{E}\zeta^1\grave{u}\acute{O},\acute{A}\dot{\imath}\eta\dot{\imath}\acute{a}\acute{O}\acute{U}\acute{O}\rangle\rangle,\delta^{\circ}\acute{E}\acute{E}\neg\acute{O}\dot{\imath}\cdot\acute{A}\acute{O}\acute{U}\acute{O}\acute{y}^{\circ}\tilde{A}\tilde{A}\acute{U}\dot{\imath}\acute{E}$

$\acute{O}\acute{E}\acute{O}\acute{U}\ \text{PostScript}\ \tilde{A}\tilde{u}\tilde{A}\dot{\imath}_{\tilde{L}}\acute{E}\acute{O}\delta\ \text{Word}\ \mu\tilde{A}\tilde{I}\tilde{A}\pm^{3/4}\acute{o}\dot{\imath}\dot{\imath}1/4\acute{D}\dot{\imath}^{\circ}\delta\acute{O}\dot{\imath}\acute{O}\acute{U}\dot{\imath}\neg\acute{O}\rangle\rangle\ \text{PostScript}\ \acute{O}^3\acute{E}\tilde{I}\acute{E}\neg\acute{O}\delta$   
 $\acute{E}^2\rangle\rangle\acute{O}^{\circ}\acute{O}\tilde{A}^2\dot{\imath}\times\div\cdot\grave{u}\acute{O}\emptyset\acute{O}\tilde{A}\ \text{PostScript}\ \rangle\cdot^{3/4}^3\dot{\imath}\acute{E}\acute{O}\acute{U}\acute{E}^1\acute{O}\tilde{A}\ \text{Word}\ \acute{O}\emptyset\mu\tilde{A}\ \text{PostScript}\ \acute{E}\pm$   
 $\acute{E}\neg\tilde{A}\acute{u}\acute{O}\dot{\imath}\pm\ddot{U}\tilde{A}\tilde{a}\acute{E}^1\acute{O}\tilde{A}\tilde{I}\tilde{A}\acute{A}\acute{D}^2\dot{\imath}\times\div\cdot\grave{u}\acute{E}^{\circ}$

banddevice	grestoreall
nulldevice	renderbands
copypage	initgraphics
framedevice	initmatrix
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Print Date£´´òÓĵĒŒÆÚ£©  
{printdate}

PRINDATE Óð²àÈëĴĴμμ×ī½ü´òÓĵμĀĒŒÆÚĵ£ÆäÖμĒĵ×Ōĵ°ŌªŌªĐĴĴ±ĴŌ»°Ĵòĵ£

ĀúĴÉŌŌĴ´Ĵ°´Ĵ°, üĐĀŌðĵ±¼ü (F9) »ð´ŌĴ°ĴĀ¼pĵ±²Ēμ¥ŌĐŊĴŌĥĴ°ŌĴç  
´òŌĴĵ±ĀüĴĴĴÉĴŌĒ¼ĐĀμĀŌðĀŪĒÝĵ£Ēç¹ü, ĀŌðŌŪŌ³Ā¼»ðŌ³½ĀŌĐ£¬ŌðĴÉ´ŌĴ°ĴĀ¼pĵ±²Ēμ¥ŌĐŊĴŌĥĴ°  
´òŌĴĵ±ĀüĴĴŌ, ĀŌð½øĐĐŌ»Ĵ, üĐĀĴ£

%ŪĀý£° {printdate}

ÓðĀŪĒÝ£° 1/18/92

ĀúŌŪĴ°Ōðĵ±ĴŌ»°ĴðŌĐĴÉŌĀŌ, ĴĴŊĴŌĥÆäĒü, ĥĒ½Ā´Đp, ĀĒŒÆÚ, ĥĒ½ĵ£

ĴŌŌŪÆäĒüμĀ, ĥĒ½ŊĴĴĴ£¬²Ĵ¼üĒŒÆÚĵªĒ±¼āĴ¼Ē³¼Ĵª¹Ø.

%ŪĀý£° {printdate \@ "MMMM d, yyyy"}

ÓðĀŪĒÝ£° January 18, 1992

Quote£¨ÒýÂ¼£©

{quote "LiteralText"}

QUOTE ÓðÔÚÎÄµµÖÐ±½Ó²àÈëÎ±¼£

Äú¿ÉÒÔ"ý"üÐÀÓð±¼ü (F9) »ð´Ó¼±²Ëµ¥ÖÐÑîñî°¿

´ðÓ¼±ÄüÄ¿ÉÍÖ³¼ÐÄµÀÓðÄÜÝ¿£Ë¹ü,ÄÓðÔÚÓ³Ä¼»ðÒ³½ÀÖÐ£¬Òð¿É´Ó¼±²Ëµ¥ÖÐÑîñî°  
´ðÓ¼±ÄüÄ¿Ö,ÄÓð½øÐÐ»¹üÐÄ¿£

¼ÜÀý° {quote "A best-seller"}

ÓðÄÜÈÝ° A best-seller

¿Èý *LiteralText* "A best-seller" Î²²àÈëµÄ¼üÈëÎ×Ö¿£

¼ÜÀý° {quote "cats"9"dogs"}

ÓðÄÜÈÝ° cats dogs

¹ØÓ ANSI ×Ö·¼µÄ¿¿ÐÄ¿£¬Ç²¿¼ Windows ÎÄµµ¿£

´ËµÄ 9 ´ú±í ANSI ×Ö·¼ÖÐµÄ tab ¼ü¿£

"Cats" and "Dogs" are typed text to be inserted.

¼ÜÀý° {quote "Microsoft" 0xae}

ÓðÄÜÈÝ° Microsoft®\_

üÔÚ 0x °óµ×Ö· ae ´ú±í®Ä½øÖÆËý¿,ÄÖµª ANSI ×Ö·¼ÖÐ×Ö·µÄ®Ä½øÖÆÖµ¿



Referenced Doc.£¨ÖýÓÃÎÄµµ£©  
{rd Filename}

ÓÐ¹ØÎª³ªÎÄµµ½¨ÁçË÷Òý°ÍÄ¿Ä½µÄÏË½²éËÜ£¬²¹½üË÷Òý°ÍÄ¿Ä½°Í½¨Áç³ªÎÄµµ.  
RD ÓðÎª´æÖÚ¶à, ðÎÄ½þÖÐµÄ½Ï´óµÄÎÄµµ½¨ÁçÄ¿Ä½»ðË÷Òýµ±ÖÊÖÚÄÜ  
´æÏþÖÊ¶ø²»ÄÜÖÃINCLUDE ÓðÎª³Ë´ËÏ¹ª×÷Ë±£¬ RDÓðÖðË÷ÖÊ·ÖÖÐÐ§µ±ÓðÎª RD  
Óð½¨«¶¶ÖË÷Òý»ðÄ¿Ä½µÄ±à×«ÖÊÎÄµµÎÄ±³¼·Ö, ð¿Ä½¿ÎÎÄµµ·ÖÖ³²»ËÜÆä°ü¬µÄ RD ÓðµÄÓ°ÏË  
´ðÓ¿Ë±£¬RD Óð²»°ü¬ÖýÓÃÎÄµµµÄÎÄ±³¼¿  
RD ÓðÖ»ÄÜÓÉ TOC °Í INDEX ÓðË÷ÓÃ£¬ÖÚÄÜ INDEX Óð»ð TOC ÓðÖ®Ç°  
£¬ÄÜ±ØÐëË÷¹ªË÷ÖÊÄ½¼Ö³°Ä°ÍÐðÄÐÖµµ±

¼ÜÄý	ÓðÄÜËý
{rd chapter2}	ÓÃ {toc} »ð {index} ´ÓÎÄ½þÖÐË÷³ËµÄÄ¿Ä½»ðË÷Òý

Filename chapter2  
ÎªÄÜÏËÏËË÷Ë÷Ä¿Ä½»ðË÷ÒýµÄÎÄ½þµ±×øÒà£¬Ë÷¹üÖÚÎÄ½þµÄÖÐ¼ÖË÷Ä½·¼¶£¬Öð±ØÐëÖÚÄ½·¼¶ÖÐÄ¿Ä½, ð·Ð±ÏÇ°ÖÚ¼ÖÖ», ð·Ð±Ïµ±  
×øË÷Ë÷RD Óð±»×ø¶¬, ÏË½¨²¹Öð²ØÎÄ±³¼¿Öð°ÍÖÊ¼, ÄÖð£¬µ±»÷¹ª¼ßÄ½Ë÷µÄ°ÍÖÊ¼£¬Öð²Øµ±·Ä±µµ±  
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REF INTERN\_LINK field establishes a link with content you've copied elsewhere in the same Word  
ÓðÎªÄú½“ÁçÕ»¸øµ½´ÓÍ¬Ò»ÎÄµµÆäËÛÎ»ÖÃ,´ÖÆµÄÄÚËÝµÄÁ´½Ó¿ REF INTERN\_LINK  
²»³ðÎÖÖÚ¿°Óð¿±¶Ö»°¿¿òµÃ¿ÉÓÃÓðÀàÐÍÁÐ±íÖÐ£¬Ò²²»ÄÜÍ“¹ý°´ CTRL+F9 ¼ü²âËë,ÃÖò¿£

<u>¾ÜÄý</u>	<u>ÓðÄÚËÝ</u>
{REF INTERN_LINK1}	´ÓÎÄµµÖÐÆäËÛÎ»ÖÃ,´ÖÆ²¿ÓÃ¿°Ñ¿ÖñÐÖÖ³¿¿¿±ÄüÁ²âËëµÄÎÄ±¾¿¿£

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Äú¿ÉÒÔ¹´´ý´¹°¿üÐÄÓð±¼ü (F9) »ð´Ó¹¹Ä¼þ±²Ëµ¥ÖÐÑ¹Ôñ¹°î¿´  
´ðÓ¹±ÄüÄ¿ÉÎÔÊ¼ÐÄµÄÓðÄÚÝ££Ë¹ü,ÄÔðÔÜÔ³Ä¼»ðÔ³¼ÄÖÐ£¬Ôð¿É´Ó¹¹Ä¼þ±²Ëµ¥ÖÐÑ¹Ôñ¹°´ðÓ¹±ÄüÄ¶Ô,ÄÔð½øÐÐÒ»¹üÐÄ¿£

ÓðÖÐË×ÖËÇÎÄÒ»¹±£´æ°óµÄÐþ¶©°Å£

¼ÜÄý	ÓðÄÚËÝ
Version {revnum}	°æ±¼ 3



{savedate}

Äú¿ÈÒÔÍ°í°üÐÂÓò±¼ü (F9) »ò´Óí°ÍÄ¼þ±²Ëμ¥ÖÐÑíÔñí°í²ç

¶ÔÆäËü,ñÊ½Ñ|î£¬Ê¹ÓÃÈÕÆÚ:ªÊ±¼ä¼Ê³/₄,ª¹Ø;£

{savedate}

1/8/91



¾ÚÀý£° Chapter {seq chapter}. The Wedding

ÓðÄÚÈÝ£° Chapter 9. The Wedding

ÔÚÄú\_üÐÂÓð»ð`ðÓĭĬÄµµÊ±£¬¼`ÓÃ°ĭÊÊµÄÊý×ÖËĭ`úÓð {seq chapter} ĭ£ÔÚÉĭÄýÖÐ£¬ĭ°The  
Weddingĭ±ÊÇÄúÊäÊëµÄĭ£Ê¾ÔÄ½Ú±êĭÄµÄĭÄ±¾ĭ£

SEQ ĭ<sup>a1</sup>Ø

ĭ<sup>a1</sup>Ø ĭc Ê¹ Word ²âÊë×ĭ½üÖ»\_ðÐðÁÐ°Äĭ<sup>a1</sup>¼

`µ±Ç°Êý×Öĭ£ÖâĭÔÓÚµ±Ç°ÐðÁÐĭĭÖ®°ó\_÷Ö°ÉĭµÄÖýÓÃÊ®·Ö·½±ãĭ£

ĭ<sup>a1</sup>Ø ĭn Ê¹ Word ²âÊëĭÄÖ»\_ðÐðÁÐ°Äĭ£ÔÚ²»Ö\_ĭĭĭ<sup>a1</sup>ØĭĭÊ±£¬ĭĬÄÖ»\_ðÐðÁÐ°Äĭ°Äĭ¬ÊĭÉèÖÄĭ£

ĭ<sup>a1</sup>Ø ĭr Ê¹ Word

½«ÐðÁÐ°ÄÖÖÖĭ°ÄúÊäÊëµÄ°ÄÄëĭ£Ê¹ÓÃ\_ÄŇĭĭ£¬ÄúĭÉÔÚÊĭ°ĭ»ÖÄÊ¹ÐðÁÐ±à°ÄÖÖÄĭĭ<sup>a</sup>Ê¼ĭ<sup>a</sup>ÄýÈÇ£  
¬ÔÓÐÄµÄÖ»ÖÄµÄĭ<sup>a</sup>Ê¼ĭ£

ĭ<sup>a1</sup>Ø ĭh Ê¹ Word ½«ÓðÄÚÈÝÖð²ØÆðÄ`ĭ£µ±ÄúĭĭúÊ¹ÓÃ £Ó£Ä

ÓðµÄµ½½»²æÊ÷Öýµ«²»ĭ£ĭüĭÖÊ¾\_ÄÓðÊ±

£¬ÔðÊ¹ÓÃ\_Äĭ<sup>a1</sup>Øĭĭ£ÄýÈÇ£¬ÄúĭÉÔÔÖ½»²æÊ÷ÖýĭĭÖÖÖýÓÃÖŇ±à°ÄµÄÖÄ½Ú£¬µ«²»°ŇÖÄ½Ú°Ä²â  
Êëµ½ÖÄ½ÚÖÖĭ£

×ÇÒâ£¬ÖâÐ©ĭ<sup>a1</sup>ØÖÚĭ°Óðĭ±ĭÖ»°ĭöµÄĭ°Ö\_Äĭĭ±ĭöÖÐĭ¼²»ĭÖÊ¾ĭ£

Set£°ÉèÖÃ£©

{set Bookmark "Data"}

SET ÓðÓÃÓÚ¶°ÒàÔÚÎÃµµÖÐ¶à

°Í³ðÎÖµÃÊéÇ©ÎÃ±¼¡£½°ÁçÊéÇ©ÔÔ°ó£¬Ãú¿ÉÔÔ°Ü·½±ãµØÐÞ,ÃÎÃ±¼¡£ÀýÈç£¬ÈÇ¹úÃúÔÚ½°°ÁçÒ»\_ð°  
ÎÎ¬£¬ÆäÖÐ¶à°Í³ðÎÖ°ÎÎ¬Ê«¼µÃÃû³Æ£¬Òð¿ÉÔÚµÚÒ»°ÎÊ¹ÓÃÊéÇ©£°ÎÎ¬Ê«¼Ãû³Æ£©Ö®Ç°²ãÊè SET  
Óð¡£

¶Ô°ÎÎ¬µÃÃ¿Ò»·Ý,°ÖÆ¼þ£¬ÊäÊèìæ°úÊéÇ©µÃÎÃ±¼£¬ÀýÈç£°

{set contractee "John Hancock"}

µ±Ãú°ðÓ¡ÎÃµµÊ±£¬ÈùÓÐ³ðÎÖÊéÇ© contractee µÃÎ»ÖÃ½«ÓÉ¡°John  
Hancock¡±Ê¡°ú¡£ÔÃÓÚÎÃÒ»·Ý°ÎÎ¬¬Ãú¿É½«¡°John Hancock¡±ÐÞ,ÃÎªÆäÊùÃú×Ö¡£

Ãú¿ÉÔÔÎ°¹ý°¡° üÐÃÓð¡±¼ü (F9) »ð°Ó¡°ÎÃ¼þ¡±²Ëµ¥ÖÐÑ¡Ôñ¡°°²ç  
°ðÓ¡¡±ÃüÃ¡¿ÉÎÖÊ³ÐÃµÃÓðÃÜÝ¡£

²»ÃÜÔÚ½Ã×ç¡çÃú×ç¡çÒ³Ã¼»ðÒ³½ÃÖÐÊ¹ÓÃ SET Óð¡£

¾ÜÀý£° {set success "A Fine Mess"}

ÓðÃÜÊÝ£° A Fine Mess (in each field containing the success bookmark)

ÊéÇ© success ÊÇ±»ÒýÓÃµÃÎÃ±¼µÃÃû³Æ¡£

Data ²ÎÊÝ ¡°A Fine Mess¡±ÊÇÃüÎÍû²ãÊèµÃÎÃ±¼¡£×çÒàÎÃ±¼Ó¡·ÃÈèÒý°ÃÖÐ¡£

Skip If£"Êç'û...°ðÂÔ£©

{skipif *Expression Operator Expression*}

ÔÚ°í²ç'òÓ¡ÖÐ£¬μ±Äúİİû Word ÓĐİð¼bμÄİø¹ýÄ³Ò»İİÊ±£¬¿ÉÒÔÊ¹ÓÃ SKIPIF Óð¡£ÔÚÊ¹ÓÃ SKIPIF Ê±²»ÄÜİ¬Ê±Ê¹ÓÃ NEXT¡£

Óë IF Óðİaİ¬£¬ SKIPIF ±Ê½İÄ½,öÖμ£¬ÖâÄ½,öÖμ¿ÉÒÔÊç±İ  
"İÊ½¡£Êç'ûÄ½,öÖμμÄ±Ê½İ½á¹ûİªÖæ£¬SKIPIF Êİİû°í²çİÄμμμÄμ±Ç°

±·Ý£¬×ªİðÊý¾ÝİÄ¼bμÄİÄÖ»,ö¼ÇÄ¼£¬Ê»°ó

'ÔÖ÷İÄμμμÄ¿ªİ·ÖÐÄ¿ªÊ¹¼°İ²çİÄμμ¡£Êç'û±Ê½İ½á¹ûİª¼Ù£¬Word ¼İÐøİİÔμ±Ç°±·Ý½ÐÐ°İ²ç¡£

ÓĐ¹Ø IF Óð¹××÷ÔÀİμÄİēİ,½éÉÜ£¬²İ¼û IF Óð.

İ"¹ýŊİÔŋİ°İÄ¼bİ±²Êμ¥ÖÐμÄİ°°İ²ç'òÓİİ±ÄüÄİ¼'¿ÉİÔÊ³¼ÐÄμÄÓðÄÜÈÝ¡£

¾ÜÄý

ÓðÄÜÈÝ

{skipif order < 100}

Word ÓÄÊý¾ÝİÄ¼bμÄμ±Ç°İİ'òÓİ»ðİø¹ýμ±Ç°İİ¡£

Êç'ûÄüμÄÓÃ»§İİ©μ¥ÉÜÓÚ 100£¬Ôð²»'òÓİÖâ,öÊý¾Ý¼ÇÄ¼¡£

ÓĐ¹Øİēİ,½éÉÜ£¬²İ¼û İ°¼ÇÄ¼¡±ŊİÔŋİÔ»°¿ò.

Style Ref.£¨ÑùÊ½Ë÷Ôý£©  
{styleref "StyleIdentifier" [Switch]}

STYLEREF Óð  
´ÓÎÄµµ¿ªÊ¼Î»ÖÃð°ðËÑË÷£¬¬Ö±µ½·øÏÖÖÃÖ,¶ÑùÊ½,ñÊ½»¬µÄµÚÒ»¶¶ÎÄ±¼£¬Ë»°ó½«ÖaÒ»¶¶ÎÄ±¼²  
âÊë STYLEREF ÓðÈùÔÚµÄÎ»ÖÃ¿ª£

Ëç´ùÔÚÒ³Ã¼»ðÒ³½ÄÖÐË¹ÓÃ¿ª¹Ø\£¬¬STYLEREF  
½«ËÑË÷÷µ±ç°Ò³Ë¹¼ßÓÐÖ,¶ÑùÊ½µÄ×ï°óÒ»¶¶ÎÄ±¼¿ª

ÔÚ½Ä×øÖÐ£¬ËÑË÷÷´Ó½Ä×øË÷÷Ôý±ê¼ç¿ªÊ¼¿ª

¼ÜÄý£° {styleref "bl"}  
ÓðÄÜËÝ£° ÐÄµÄÏüÊÛ»ú»á

ÔÚç°ÃæµÄÄý×ÓÖÐ£¬²ËËý bl ÊÇÎÄµµÖÐ¶¬ÒâµÄÑùÊ½Äü¿ª°ÐÄµÄÏüÊÛ»ú»á»á±ÊÇÎÄµµÖÐÓÃ´°bl±  
,ñÊ½»¬µÄµÚÒ»¶¶ÎÄ±¼¿ª×øÒâ²ËËý *StyleIdentifier* Ó·ÄËöÏ°ÄÖ¿ª

¼ÜÄý£° {styleref bl} -- {styleref bl \}  
ÓðÄÜËÝ£° Rip -- Risky

Ë¹Äý½¬ÃçµÄÊç×ÖµaÑùÊ½µÄÒ³Ã¼»ðÒ³½Ä¿ª½ç½ç×÷Îª,ÃÒ³µÚÒ»»ðÒ³Ã¼»ðÒ³½Ä³ðÏÖµÄ¶¶ÎÄÊëÖÃ²  
âÊëµã£¬Ë»°ó¿ªÒ³Ã¼£¬¬Ò³½Ä´°ñµÚÒ»»ðÒð {styleref bl} ÊëÖÃÒ³Ã¼£¬¬Ò³½ÄµÄµÚÒ»»ðÊë¿ÚÏü  
Rip¿ªµÚ¶þ»ðÒð {styleref bl \} ÊëÖÃÒ³Ã¼£¬¬Ò³½ÄµÄµÚ¶þ»ðÊë¿ÚÏü Risky¿ªË¹°ü¬¿ª¹Ø\£¬¬ÈùÖ,Ê¼  
Word ËÑË÷÷µ±ç°Ò³Ë¹¼ý bl ÑùÊ½,ñÊ½»¬µÄ×ï°óÒ»¶¶ÎÄ±¼¿ª



Symbol£¨·û°Å£©

{symbol Character}

SYMBOL Óð²àÈèµ¥,ð·û°Å×Ö·û»ðÒ»´®×Ö·û;£

Èç¹ûÑ¡ÔñÁËïàÁÚµÄÏÄ±³/₪¬ÔðÓðÄÚËÝÖÐµÄ×Öì²»ÄÜ,Ä±ä£»Ö»ÓÐÔÚ½ðÑ¡¶¨´ÓðµÄÇé¿ðÏÄ£¬²ÄÄÜ,  
Ä±ä×Öìà;£

×Ö·û,ñÈ¹/₂°í×Öìà´óÐ;¿ÉÒÓÓ!ÓÃÔÚÓðÄÚËÝÖÐ;£

¾ÜÀý£° {symbol 163}

ÓðÄÚËÝ£° £\_

ÓÐ¹Ø ANSI ×Ö·û¼¬µÄïèï,½éÈÜ£¬Çè²¿¿¼ìàÓ!µÄ Windows ÌÄµµ;£

Character

²íËý¿ÉÒÓÈÇ×Ö·û±¾É£¬È®½ðÖÆËÝÖµ»ðÈ®Áù½ðÖÆËÝÖµ;£°ÃæµÄÄý×ÓÖÐÈ´ÓÃµÄÈÇÈ®½

ðÖÆËÝÖµ£¬±íÈ³/₪ ANSI ×Ö·û¼¬ÖÐµÄ×Ö·û£¬½á¹ûÏ°Óç°ð·û°Ä;£

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¾ÜÀý£° {symbol \f Courier \s 12 163}

ÓðÄÚËÝ£° £\_

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¿ª¹Ø \s ±íÈ³/₪×Öìà´óÐ;£¨12 °ð£©;£



TC £"Ä¿Ä¼î£©

{tc "Text" [Switches] [TableIdentifier]}

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TC Óð[ªÄ¿Ä¼lá¹©[Ä±³º[ÖºA¿£ÖÄ TC Óð½²Ä¿µÄÈè¿Üî¿ÉÒÒ¹Ò[¿üÐÄÓÄ TOC

ÓðÉú³É[¿ñÉ½»¬µÄÄ¿Ä¼¿£²[¼ü TOC£"Ä¿Ä¼£©Öð.

Ä¿¿ÉÒÒÈ¹ÓÄÖð©Óð×÷[ª³ý

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ò[¼É³¼Ä¿Ä¼ÄÐ±££

¾ÜÄý£º {tc "Ñ[¶[Ä±¾"}  
ÓðÄÜÈÝ£º ¿üÐÄ TOC ÓðºóµÄÄ¿Ä¼î[ª£º

Ñ[¶[Ä±¾, 49

Text ¿Ñ[¶[Ä±¾¿±´ü±[Äü£[üÖÜ±[ÖÐ³ð[ÖµÄÄÜÈÝ¿£

¾ÜÄý£º {tc "Chart 9" \f g}

ÓðÄÜÈÝ£º ¿üÐÄ TOC \f g ÓðºóµÄ[¼±[Ä¿Ä¼î[ª£º

Chart 9, 23

¿ª¹Ø \f ±[É³¼ÆäºóµÄ×ÖÄ¿ÄÐ±[µÄ

TableIdentifier£¬È¿µ±¿º[¿µÄ¹éÈðÄ¿Ä¼¿£ÖÜ¿ºÆµµÄÄý×ÖÖÐ[ª[¼±[Ä¿Ä¼¿£

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¾ÜÄý£º {tc "±èÖ¾" \l 2}

ÓðÄÜÈÝ£º ¿üÐÄ TOC ÓðºóµÄÄ¿Ä¼î[ª£º

±èÖ¾ 18

¿ª¹Ø \l £¬±èÖ¾[¿¹¼¶[±ð¿£©±[É³¼ÆäºóµÄÄý×ÖÈ¿Ä¿Ä¼[¿µÄ¶[±ð¿£×¿Òà£¬ÈäÈ» TOC

ÓðÓÐ¾¼¿ð¿ÉÓÄµÄ¼¶[±ð£¬µ«Ö»ÓÐ»¼¶[±è[àÖÁ°È¼¶[±è[à¿ÉÒÒÖýÈ·µØ±à×«[ªÄ¿Ä¼¿£

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×¿È[£º TC Óð×Ö¶[ñÉ½»¬Öð²Ø[Ä±¾¿£Öº[ÖÈ³¼¿Óð£¬ÖÜ¹µ¾ß¿É[µ¥»÷¿[ÖÈ³¼£¬Öð²Ø¿±º¹Ä¥¿£



Template£°Ä£°â£©  
{template}

TEMPLATE Óò²àÈè¸°ÖªÒªÐÃİç¸±¶ŒÔ»°¿òÖÐ¶¶°ÒâµÄİÄµµÄ£°âÄû¸£

Äú¿ÉÒŒİ°°ı°ı°üÐÂÔò¸±¼ü (F9) »ò´Óı°İÄ¼þ¸±²Ëµ¥ÖÐÑıŒñı°ı³ç  
´òŒı¸±ÄüÄı¿ÉİŒÊ¾ÐÂµÄÔòÄÜËŸ¸£Ëç¹ü,ÄŒòŒŬŒ³Ä¼»òŒ³½ÄŒŒ£¬Œò¿É´Óı°İÄ¼þ¸±²Ëµ¥ÖÐÑıŒñı°  
´òŒı¸±ÄüÄı¶ŒŒ,ÄŒò½øÐÐŒ»İüÐÂ¸£

%ÜÄý£° ±¾İÄµµ²ÉŒÃ {template} İÄµµÄ£°â¸£  
ŒòÄÜËŸ£° ±¾İÄµµ²ÉŒÃ SALES.DOT İÄµµÄ£°â¸£

Time£¨Ê±¼ä£©

{time [ @ Time-Format-Picture ] }

TIME Óð²âÊë×î½üÒ»´Î,üÐÂÓðµÄÊ±¼ä;£

Äú¿ÉÒÐÎ´´ý´ì,üÐÂÓð½¼ü (F9) »ð´Óì°ÎÄ¼þ±²Ëµ¥ÖÐÑìÕñì°î²ç  
´ðÓì±ÄüÄî¿ÉÍÖÊ³¼ÐÂµÄÓðÄÚËÝ;£

¼ÜÄý	ÓðÄÚËÝ
{time}	11:11 AM

ÄúÕÚì°Óð±¶¶Ö»°¿ðÖ¿¿ÉÒÐÓÄÖ,Äî°  
´×Ö¼µÄÒàÖ,Ðµ,ÄÊ±¼ä,ñÊ½;£ÓÐ¹ØÆäËü,ñÊ½ÑìîµÄîë,½éÉÜ£¬²Î¼üÈÖÆÚ;ªÊ±¼ä¼¼Ê³¼¿ª¹Ø.

Title£"±êlà£©

{title ["NewTitle"]}

TITLE Óð²àÈèĬÄµµĭ°ŌªÒªĐĀĬçĭ±ŋŌ»°ĶðÖĐ¼ÇĀ¼µÄ±êlàĭ£ÄüÒ²ĶÉÒŌÓĀ,ĀÓðĐĲ,Āĭ°ŌªÒªĐĀĬçĭ±ŋŌ»°ĶðÖĐµÄ±êlàĭ£

ÄüĶÉÒŌĬ"ŷ°"ĭ°,üĐĀÓðĭ±¼ü (F9) »ð´Óĭ°ĬĀ¼pĭ±²Ĕµ¥ÖĐŊĭŌñĭ°ĭ²ç´ðŌĭĭ±ÄüĀĭĶÉĬŌĔ³¼ĐĀµĀÓðĀÜĔÝĭ£ĔÇ¹ü,ĀÓðŌÜŌ³Ā¼»ðŌ³½ĀÖĐ£¬ŌðĶÉ´Ōĭ°ĬĀ¼pĭ±²Ĕµ¥ÖĐŊĭŌñĭ°´ðŌĭĭ±ÄüĀĭŋŌ,ĀÓð½øĐĐŌ»Ĭ,üĐĀĭ£

¾ÜÄý£° {title}

ÓðĀÜĔÝ£° Using Up Surplus

,ĀÓð´Ōĭ°ŌªÒªĐĀĬçĭ±ŋŌ»°ĶðÖĐ,´ŌÆ±êlàĭ£

±êlàµĀ,ñĔ½¾ĬĔÇ,úĔæŌÜ×óŌð×Ō·ŭ°óµĀµÜŌ»,ð×Ō·ŭµĀ,ñĔ½ĭ£ĔĬÄýÖĐ£¬Đ±làµĀ t¾ðŋĬĀĔ±êlà×Ō·ŭŌ²ĬªĐ±làĭ£

¾ÜÄý£° {title "101 Penguins"}

ÓðĀÜĔÝ£° 101 Penguins

²ĬĔý NewTitle "101 Penguins" ½«´Ĕ±êlàĬĀ±¾²àÈèĬÄµµ£¬²çĐĲ,Āĭ°ŌªÒªĐĀĬçĭ±ŋŌ»°ĶðÖĐµÄ±êlàĭ£×çŌà£¬ĬĀŌÜŌý°ĀÖĐµĀĐĀ±êlà²ĔŌĀµĀĔÇĐ±là,ñĔ½£¬ŌàĔÇŌðĬª×óŌð×Ō·ŭ°óµĀµÜŌ»,ð×Ō·ŭĔÇĐ±là×Ōĭ£

TOC (Ä¿Ä¼)

{toc [Switches] [Bookmark] [TableIdentifier]}

ÓÐ¹ØÄ¿Ä¼µÄÏË½éËÜ£¬²í¼ûË÷Òý°ÍÄ¿Ä¼.

TOC ÓðËÖ¼¬Ä¿Ä¼Ï»ðÆæËüÁÐ±í£¬ÄÓð¿ËÖÔ°Í TC (Ä¿Ä¼Ïÿ)

ÓðÄ°°ÍË¹ÓÄ£¬²í¼ûÓðÄ°°ÍË¹ÓÄ£¬²í¼û TC Óð.

°ÍÄ¿¹Óð, ùÐÄ¿±¼û (F9) ¼¿¿ËÏË¼ÐÄµÁÓðÄÜËÝ£¬×øÒà£¬×°ÄÔÜ, ùÐÄ Toc ÓðË±ÏË¼ Toc

ÓðÄÜËÝ£¬¼¿¿Ø±ÖÓð¿Áæ£©£¬ñÓð·ÖÖ¿¿ËÄÜ»á»×¼Ë£

¼ÄÜ

ÓðÄÜËÝ

{toc}

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ÓðÄÜËÝ

{toc \b select}

Ö, ¶ËéÇ©, ¸, ÇµÄ²¿·ÔÍÄµµµÄÄ¿Ä¼£

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ËéÇ© select ËÇËéÇ©Äû£

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{toc \f g}

ÄûËÍûµÄ½µÄ³ÄàÏÄ¿Ä¼£¬ÓËÄüÔÜ·ËÖð°Í TC  
ÓðÖÐÖ, ¶µÄ *TableIdentifier*±êË¶£

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{toc \o "1-2"}

Ë¿×Ô´ó, ùÖÐÖ, ¶µÄ¼¶±ðµÄÄ¿Ä¼£

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ÔÜ \o ¿¹Ø°ó±ðÐËÖÐÄ½, ðËÝ×Ö£¬¼¿Ë¹ÄüÖ»ËÍû´ÓÖ»¼¶±êìàÖÐìàË¿Ä¼£ÄýËÇ£¬ËÇ¹üÄûËÍû

´ÓµÚËÝ¼¶±êìàÖÐËÖ¼¬Ä¿Ä¼£¬Ô¿ÄË¹ÓÄËÇìÄÄüÄÏ {toc \p 3-3}£

¼ÄÜ

ÓðÄÜËÝ

{toc \s chapter}

ÖÄÖÄ½Ü£Öª±à°ÁµÄÄ¿Ä¼ªÄýËÇ£¬ 8-3£

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ÖÜ°¬ÓÐÄ¿Ä¼¼¶µÄÖ³ËÇËðððÄÄË£¬Ëæ°ó, ùÖ», ð·Ö, ð×Ö·û°ÍÖ³°Á£¬µ«²»ÄÜË¶±ð×Öª±àÁµÄÖÄ½

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ËÇ¹üÄûËÍûÖÄ SEQ ÓðË³ËÄ¿Ä¼£¬¾±ðÐËÖÄ°ÍËËµÄ SEQ Ö, Á¹½·Ä¿Äµµ£ÖÄ chapter

×÷ÍÄË¶±ðÖÄ½µµÄððÄ±êË¶·û£¬Ä¿Ö»ÖÄ¼¶ËÇìÄ¿Ä¼°

Chapter {seq chapter}

ÓÐ¹Ø SEQ ÓðµÄÏË½éËÜ£¬²í¼ûSEQ Óð£

ËÇ¹üÐðÄÐÖµªÄ£¬ÇÖ°ü¬Ä¿Ä¼¶µÄÖ³µÄÖ³ª»ËÇ°Ä²®ËÝ×Ö£¬Òð Word

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\d ¿¹Ø¼¿ËËËÖÄÏË»×÷£¬ËÇìÄÄýËüË¼°

$\frac{3}{4}\text{Å}^3$  {toc \s chapter\d ":"}

ÓòÄÜÈÝ£° Ä¿Â¼ÖÐμÄÕÂ½ÚºÍÖ³ºÄÕ®¼äÓÃÃ°Å×÷·Ö,ô·ûªÄýÈç£¬8:3

ʒ<sup>a1</sup>Ø\ d ± í Ñ ÷ Ë æ ° ð µ Ä × Ö · ù Ê Ç Ð ò Á Ð Ñ ù µ Ä · Ö · ð · ù £ · × í ¶ á í Æ ý · ð £ © Ó Ä Å  
 · Ö · ð Ð ò Á Ð ° Ä ° í Ò Ñ Ñ Ä ë £ ¬ · Ö · ð · ù ± Ø Ð ë · Ä Ê ë Ò ý ° Ä Ò Ð ¡ £

ζ<sup>a1</sup>∅ \d ±∅Đë°Íζ<sup>a1</sup>∅ \s °İÓÃ¡£

User Address£°ÓÃ»\$μ∅Ö·£©  
{useraddress}

USERADDRESS Óð²àÈèÓÃ»\$μÄμ∅Ö·£¬,Äμ∅Ö·Èᵢ×Ôᵢ°Ñᵢİᵢ±¶Ö»°¿ð£¬ᵢ°¹ϣ¼ßᵢ±²Ëμ¥  
£©μÄᵢ°ÓÃ»\$ÐÄİϕᵢ±·ÖÄàÑᵢİᵢ£

°İÄᵢ°Óð,üÐÄᵢ±¼ü (F9) ¿ÉİÖÊ³¼ÐÄμÄÓðÄÚÈÝᵢ£

Èç¹ü,ÄÓðİ»ÓÚÒ³Ä¼»ðÒ³½ÄÖÐ£¬ÑᵢÔñᵢ°İÄ¼ᵖᵢ±²Ëμ¥ÖÐμÄᵢ°´ðÓᵢᵢ±ÄüÄİ¼´¿É,üÐÄÓðÄÚÈÝᵢ£

¼ÜÄý	ÓðÄÚÈÝ
{useraddress}	123 Killarny Way Anytown, WA

User Initials£¨ÓÃ»\$ÐÕÃûËøÐ´£©  
{userinitials}

USERINITIALS Óð²àÈèÈj×Ôj°ÓÃ»\$ÐÃİçj±·ÖÀaÑjİİµÄÓÃ»\$ÐÕÃûËøÐ´£¬j°ÓÃ»\$ÐÃİç  
j±·ÖÀaÑjİİİ»ÓÚj°Ñjİİj±¶Ö»°¿òÖÐ£¨j°¹¤¼ßj±²Ëµ¥£©j£

°İÃj°Óò,üÐÂj±¼ü (F9) ¿ÉİÖÊ³¼ÐÂµÄÓòÄÚÈÝj£

Èç¹ü,ÃÓòİ»ÓÚÒ³Ã¼»òÒ³½ÄÖÐ£¬Í¹ýÑjÔñj°İÃ¼þj±²Ëµ¥ÖÐµÃj°òÓj±ÃüÁ¹¼´¿É,üÐÂÄòòÄÚÈÝj£

¼ÜÄý	ÓòÄÚÈÝ
{userinitials}	TC



User Name£“ÓÃ»\$ÐÕÃú£©  
{username}

USERNAME Óò²àÈèÓÃ»\$ÐÕÃú£¬,ÃÐÕÃúÈ×Ô¡°Ñ¡Ĵ¡±¶Œ»°¿ò£“¡°¹¤³⁄ß¡±²Ëµ¥£©ÖÐµÄ¡°ÓÃ»\$ÐÃĴ  
¡±·ÖÀàÑ¡Ĵ¡£

¾ÜÀý	ÓòÃÚËÝ
{username}	Tina Caspary

General Switches: Í´ÓÃ¿<sup>a1</sup>Ø£©

Í´ÓÃ¿<sup>a1</sup>ØÊÇÒ»Ð©ÊÎŃĵµÄÖ,Áî£¬ÊÛ¿,ÉÒÔÓ°îiÓðÄÚÈÝµÄ,ñÊ½»ð½«ÓðÄÚÈÝÊøŋĵ£

Í´ÓÃ¿<sup>a1</sup>Ø¿,ÉÓÃÓÚ³ŷİÄÁÐÓðÒÔİâµÄËüÓÐÓð£°

Auto No.	Import
Auto No. Legal	Index Entry (XE)
Auto No. Outline	Macro Button
Formulas (EQ)	Referenced Doc. (RD)
Goto Button	TC

ŃĵÔñ¿<sup>a1</sup>ØÃû¿,É»ñµÄ,üŋĵâµÄÐÁİçĵ£

¿<sup>a1</sup>Ø

ËµÄ÷

Format £¬ñÊ½£© (\\*) ŋŋÒâ°çÄ²®»ðÂĤÂİÊÝ×Ö£¬,øÓðÄÚÈÝİi¼Ó,ñÊ½£¬¬ÊÇ°Úİâ»ð´óÐ´×ÖÄ,ĵ£

Numeric picture £¬ÊÝ×Öİ¼Ê¼£© (\#) ÊÝ×Ö²¿·ÖµÄ,ñÊ½£°ÐĵİÊÝİ»ĵçÄÄÔª·û°Ä£¬µÈµÈĵ£

Date-Time picture £¬ÊÖÆÚ£Ê±¼äİ¼Ê¼£© (\@)

ŋŋÒâÊÖÆÚ,ñÊ½İªÔÂ£¬¬ÊÖ£¬¬ÄēĵçÊÖ£¬¬ÔÂ£¬¬Äē£¬µÈµÈĵ£

Lock result £¬ÄÚÈÝÊøŋĵ£© (!) ±ÜÄâÓðÄÚÈÝÖÐµÄÓð±»,üÐÄĵ£

Œ½ (\\\*)

\\\* formatname

Word ÓÐËÝÖÖÀàÐÍµÄ,Œ½½¿ª¹Ø£°×ÖÄ,´óÐ¡Ð´×ª»»¡ÇËÝ×Ö×ª»»°í×Ö·û,Œ½½¡£

İĀĀÐ,ø³øĀĀ QUOTE ÓðİªĀýµĀ´óÐ¡Ð´×ª»»Œ½½Āû¡£

upper £´´óÐ´£©

½«ÓðĀÚËÝÖÐµĀĒùÓÐ×Ö·û×ª»»İª´óÐ´×ÖÄ,¡£

¾ĀĀý£° {quote "word" \\\* upper}

ÓðĀÚËÝ£° WORD

lower £´´Ð¡Ð´£©

½«ÓðĀÚËÝÖÐµĀĒùÓÐ×Ö·û×ª»»İªÐ¡Ð´×ÖÄ,¡£

¾ĀĀý£° {quote "WORD" \\\* lower}

ÓðĀÚËÝ£° word

firstcap £´µÚÒ»·ø×ÖµĀĒ××ÖÄ,´óÐ´£©

½«ÓðĀÚËÝÖÐĒùÓÐµĀ×ÖµĀµÚÒ»·ø×ÖÄ,´óÐ´¡£

¾ĀĀý£° {quote "word document" \\\* firstcap}

ÓðĀÚËÝ£° Word document

caps £´Ē××ÖÄ,´óÐ´£©

½«ÓðĀÚËÝÖÐĒùÓÐµĀ×ÖµĀµÚÒ»·ø×ÖÄ,´óÐ´¡£

¾ĀĀý£° {quote "word document processing" \\\* caps}

ÓðĀÚËÝ£° Word Document Processing

İĀĀæ,ø³øËÝ×Ö×ª»»Œ½½Āû¡£ÖðÐ©¿ª¹Ø½«Óð×İÐĀµĀĀÚËÝ½ðĒİ³ËÖûËÝ²ÇİĖÆā,Œ½½»¬¡£ËÇ¹ûÓðĀÚËÝ²»ËÇËÝ×Ö£¬Word Óð°ðĀĖ¿ª¹Ø¡£

arabic £´°ÇĀ²®ËÝ×Ö£©

½«ÓðĀÚËÝÖÐµĀĒÝ×Ö±āİª°ÇĀ²®ËÝ×Ö,Œ½½¡£

¾ĀĀý£° {page \\\* arabic}

ÓðĀÚËÝ£° 15

±¾¿ª¹ØË¡¹ûÓÚ¡°Ò³Ā¼£¬Ö³¹Ā¡±İĖ»°¿ðÖÐËèÖĀµĀÒ³Āë,Œ½½£¬½«Æā,ĀİªĀûËèÖĀµĀ·Ç°ÇĀ²®ËÝ×Ö,Œ½½¡£

ordinal £´°ÇĀ²®ÐðËÝ£©

½«ÓðĀÚËÝ×ª»»İª°ÇĀ²®ÐðËÝµĀ,Œ½½¡£

¾ĀĀý£° {= 5 + 10 \\\* ordinal}

ÓðĀÚËÝ£° 15th

roman £´ĀÐĀİËÝ×Ö£©

½«ÓðĀÚËÝ,ĀİªĀÐĀİËÝ×Ö¡£İÖË³ĀÚËÝµĀ´óÐ¡Ð´Öë¡°roman¡±µĀµÚÒ»·ø×ÖÄ,İāİ¬¡£"."

¾ĀĀý ÓðĀÚËÝ

{seq chptno chapt\_15  
\\\* Roman} XV

{seq chptno chapt\_15  
\\\* roman} xv

alphabetic £´×ÖÄ,Ë³Ðð£©

½«ÓðĀÚËÝ×ª»»İª×ÖÄ,Ë³Ðð·û°Ā¡£ĀýËÇ£¬¡°5¡±Öë¡°e¡±İāµË£¬İÖË³ĀÚËÝµĀ´óÐ¡Ð´Öë¡°alphabetic¡±µĀµÚÒ»·ø×ÖÄ,İāİ¬¡£

$\% \dot{U} \dot{A} \dot{y}$	ÓðÄÜËÝ
{=2+3 \* Alphabetic}	E
{=2+3 \* alphabetic}	e

cardtext £ ¨ ÎÄ±¼Ëý£©

½«ÓðÄÜËÝÖÐμÄËý×Ö×ª»»ÎªÎÄ±¼Ëý×Öÿ£Ä¬ÈÏÉèÖÃÎªμÚÒ»×ÖÄ,´óÐ´£¿ÉÒÔÊ´ÓÃ´óÐÿÐ´×ª»»¿ª¹Ø£¨.ÄÖÜËý×Ö×ª»»¿ª¹ØÖ®ó£©ÉèÖÃ×Ö·ûμÄ´óÐÿÐ´ÿ£

$\% \dot{U} \dot{A} \dot{y}$	ÓðÄÜËÝ
{=10 + 5 \* cardtext}	Fifteen
{=10 + 5 \* cardtext \* upper}	FIFTEEN

ordtext £ ¨ ÎÄ±¼ËýÐðËý£©

½«ÓðÄÜËÝÖÐμÄËý×Ö×ª»»ÎªÎÄ±¼ËýÐðËýÿ£Ä¬ÈÏÉèÖÃÎªμÚÒ»×ÖÄ,´óÐ´£¬¿ÉÒÔÊ´ÓÃ´óÐÿÐ´×ª»»¿ª¹Ø£¨.ÄÖÜËý×Ö×ª»»¿ª¹ØÖ®ó£©ÉèÖÃ×Ö·ûμÄ´óÐÿÐ´ÿ£

$\% \dot{U} \dot{A} \dot{y}$	ÓðÄÜËÝ
{quote "123" \* ordtext }	One Hundred Twenty-Third
{quote "123" \* ordtext \* upper}	ONE HUNDRED TWENTY-THIRD

hex £ ¨ Ê®Äù½ØÖÆËý×Ö£©

½«ÓðÄÜËÝÖÐμÄËý×Ö±äÎªÊ®Äù½ØÖÆËýÿ£

$\% \dot{U} \dot{A} \dot{y} \text{£}^\circ$  {=16 + 31 \\* hex }

ÓðÄÜËÝ£° 2F

dollartext £ ¨ ·Ø·ÖËýμÄÎÄ±¼£©

½«ÓðÄÜËÝÖÐμÄËý×Ö×ª»»ÎªÎÄ±¼£¬²äËëª°andÿ±£¬²¿½«ÐÿËý¿¿·ÖÏÔÊªÎªÒÔ 100 Îª·ÖÄ,μÄ·ÖËýÿ£

$\% \dot{U} \dot{A} \dot{y} \text{£}^\circ$  {=9.20 + 5.35 \\* dollartext} Dollars

ÓðÄÜËÝ£° Fourteen and 55/100 Dollars

ÎÄÃæ,ø³ò×Ö·û,ñÊ½Äùÿ£¶ÖÃ³Ð©ÀàÐÿμÄÓð£¬ÆäÄÜËÝÓèÄÜËýμÄÔ

´¾ßÖÐÎäÿ¬μÄ,ñÊ½ÿÿ£×Ö·û,ñÊ½¿ª¹ØÎä¹©ÁËÖ»ÖÖ¿ØÖÆμ¥,òÖðμÄÓðÄÜËÝ,ñÊ½μÄ·½¨ÿ£

charformat£ ¨ ÐÄμÄ×Ö·û,ñÊ½£©

½«ÓðÄÜËÝÖÐËùÖÐ×Ö·ûμÄ,ñÊ½,ÄÎª×óÓð×Ö·ûóμÚÒ»×Ö·ûμÄ,ñÊ½ÿ£ÔÚÎÄÿÖÐ£¬ÿÿÿ±ÔÚÓðÀàÐËËμÄ÷ ref ÖÐÎªÔÚÎª×Ö£¬Òð´££¬ÄÜËýμÄ,ñÊ½¼´ÎªÔÚÎª×Öÿ£

$\% \dot{U} \dot{A} \dot{y} \text{£}^\circ$  {ref ch2title \\* charformat}

ÓðÄÜËÝ£° Blues

mergeformat£ ¨ ½«ÐÄμÄ,ñÊ½ÓèÖÑÓÐμÄ,ñÊ½ª¹¿£©

½«Ç°Ò»ÄÜËýμÄ,ñÊ½£¬Öð×Ö³,øÐÄμÄÄÜËýÿ£Ë¹ûÄùÖÑ¾-

¶ÖÖðÄÜËý×÷ÁË,ñÊ½»£¬£¬²¿ÇÖÏËÿû±,ûÐÄÓðμÄË±°ðÄÜ±

£Áð,Ä,ñÊ½£¬¾ÿ¿ÉÓÃÖä,ò¿ª¹Ø½ØÐ²Û÷ÿ£Ë¹û²»´æÔÚÇ°ÃæμÄÄÜËý£¬,Äª¹Ø¾ÿÎª×óÓð×Ö·ûóμÚÒ»×Ö·ûμÄ,ñÊ½×÷ÎªÓðÄÜËýμÄ,ñÊ½ÿ£

ÓðÖÐÔð¼ÖÎÄ±¼μÄ,ñÊ½Îª×óÓð×Ö·ûóμÚÒ»×Ö·ûμÄ,ñÊ½ÿ£

$\% \dot{U} \dot{A} \dot{y} \text{£}^\circ$  {ref ch2title \\* mergeformat}

ÓðÄÜËÝ£° £ ¨ μÚÒ»´Ï,ûÐÄ£©The Blues Lives

£ ¨ Öð¼ÖÐ±Ë£©The Blues Lives

£ ¨ μÚ¶Ï´Ï,ûÐÄ£©The Blues Lives and Dies

μÚÒ»ÐÐ,ø³òμÄÄÜËý¼Ü¶μÚ 2 ÖÄμÄ±èËÎª¹°The Blues Livesÿ±

j;ÉÓÃ°Úlâ,ñÊ½ÊÇÒðîª×óÓò×Ö·û°óμÄμÚÒ»„ð×Ö·ûÉ`rÉ©jª°ÚlâjÉμÚŋpÐÐÊÇÊÊ¹±Ôð¼ÓÐ±lâÔÔ°óμÄÄ  
ÚÈÝjÉμÚÈýÐÐÊÇÔð¼ÓlÄ±¾j°and Diesj±ÔÔ°óμÄÄÚÈÝÉ`¼´ÔÚÊéÇ© ch2title ÒÐÔð¼Ól  
´,ñÊ½»—μÄlÄ±¾j°and Diesj±É©jÉÐÂμÄlÄ±¾ÉÔ²ÉÓÄÓðÆðÊ¼·û°óμÚÒ»„ð×Ö·ûμÄ,ñÊ½jÉ

¾ÙÀý	ÓðÁÜÉÝ
{number \# x#}	£¨Èç¹ùÊý¾¼ÝÎª 109£© 09 £¨Èç¹ùÊý¾¼ÝÎª 29£© 29 £¨Èç¹ùÊý¾¼ÝÎª .29£©

{number \# 0.xx}      ÓðÁÚÉÝÖÐÓÐÁ½,ð¿Ö,ñ  
 £¨ÉÇ¹úÉÝ¾ÝÍª 3.1416£©  
 3.14  
 £¨ÉÇ¹úÉÝ¾ÝÍª 3.1£©  
 3.1

ÉÉÇ© number °üÀ¨Ò»,ðÉÝ¾Ý»ðÖß²úÉúÉÝ¾ÝµÄÒ»,ð¼ÆËä¡£

Ð¡Éýµã×Ö·ù  
 Äú¿ÉÖÖÖÖÉý×ÖÍ¼É¾ÖÐÍ¼ÓÐ¡Éýµã×Ö·ù£¬ÄýÉÇ£¬¶°Á»ðÐ¡Éýµã£¬ÓÉ  
 ´ÉÉèÖÄÐ¡Éýµã×óÖÖÁ½²àµÄÉý×ÖÍ»Éý¡£

Óð´úÄèÖÐµÄÐ¡Éýµã×Ö·ù±ØÐèÖÚ WIN.INI  
 ÍÄ¼þÖÐÉèÖÄµÄ×Ö·ùÍàÍ¬¡£Äú¿ÉÖÖÉ¹ÓÄ¿ØÖÆÄæ°äÐµ,ÄÐ¡Éýµã×Ö·ù¡£

¾ÜÄý	ÓðÁÚÉÝ
{=319 \# #,##0}	319
{=43217 \# #,##0}	43,217

Ç§·ÖÍ»·Ö·ù  
 Äú¿ÉÖÖÖÖÉý×ÖÍ¼É¾ÖÐÍ¼ÓÇ§·ÖÍ»·Ö·ù¡£ÉÇ¹úÉÝ¾ÝÍ»Éý½Í  
 ´ó¾ÍÖÍ¼ÓÉèÇ§·ÖÍ»·Ö·ù¡£ÉÇ¹ú²»»ðèÖª·Ö·ù£¬ÖÖÖÖÖÖÖ·Ö·ùÉ¡´úÇ§·ÖÍ»·Ö·ù¡£  
 Óð´úÄèÖÐµÄÇ§·ÖÍ»·Ö·ù±ØÐèÖè²Ü×÷»·Ö·ùÖÐÉèÖÄµÄ×Ö·ùÍàÍ¬¡£Windows ½«ÉèÖÄ±£´æÖÚ  
 WIN.INIÍÄ¼þÖÐ¡£Äú¿ÉÖÖÉ¹ÓÄ¿ØÖÆÄæ°äÐµ,ÄÇ§·ÖÍ»·Ö·ù¡£

¾ÜÄý	ÓðÁÚÉÝ
{=319 \# ,0}	319
{=43217 \# ,0}	43,217

--£¨ °°Á£©  
 Äú¿ÉÖÖÖÖÉý×ÖÍ¼É¾ÖÐÍ¼ÓÉèÒ»,ð,°°ÁÖÖÖÖÖÖ¾»,ð,°°Éý¡£ÉÇ¹úÍªÖýÉý»ðÁæ£¬Òð¼ÓÉè¿Ö,ñ¡£

¾ÜÄý	ÓðÁÚÉÝ
{temperature \# --#0°}	£¨ÉÇ¹úÍÀ¶ÈÍª --19£© --19° £¨ÉÇ¹úÍÀ¶ÈÍª 72£© 72°

ÉÉÇ© temperature °ü¨Ò»,ðÉÝ¾Ý»ð²úÉúÉÝ¾ÝµÄÒ»,ð¼ÆËä¡£

+£¨ÉùÐè·ù°Á£©  
 ÉÇ¹úÄúÍ£ÍüÖÉ¾

´ø·ù°ÁµÄÉý¾Ý£¬ÒðÓ¡ÖÖÉý×ÖÍ¼É¾ÖÐÍ¼ÓÉè¾Ó°Á·ù°Á£¬µ±¼ÓÉè¾Ó°Á°ð£¬  
 ¬ÉÇ¹úÉÝ¾ÝÍªÖýÉý£¬×°óµÄÄÜÉÝÖÐÖÖÖÖÖ¾Öý°Á£»ÉÇ¹úÉÝ¾ÝÍª,°°Éý£¬×°óµ  
 ÄÄÜÉÝÖÖÖÖÖ¾,°°Á£»ÉèÉý¾ÝÍªÁæ£¬ÒðÖÖÖ¾¿Ö,ñ¡£

¾ÜÄý	ÓðÁÚÉÝ
{declination \# +#0.000}	£¨ÉÇ¹ú declination Íª -- 10£© --10.000 £¨ÉÇ¹ú declination Íª 29.3334£© +29.333 £¨ÉÇ¹ú declination Íª 0£© 0.000

ÉÇ© declination °ü¬Ò», òÉý³⁄Ý»ò²úÉúÉý³⁄ÝμÄÒ», ò¼ÆËä;£

×ϕÒâ£¬ÒÚμÚΠp, òÀý×ÓÖÐ£¬İÖÊ³⁄¼á¹ú±»ËÄÉáİâÈ£¬ÒòİªÉý×Öİ¼Ê³⁄ÖÐĐ;ÉýμαÓÒ²àÖ»ÓÐÈý, òÁä;£

ÖýÉý£», °Éý£», °Éý²»İ¬£©

Äú¿ÉÖÖÓÄÖ», òμ¥ΠÄμÄÉý×Öİ¼Ê³⁄¿ª¹ØÊμİÖÄ¹⁄²¿·Ö¹İÄÜ;£μÚÒ», ò¿ØÖÆÖýÉý°İÄμÄİÖÊ³⁄£»μÚΠp, ò¿ØÖÆ, °ÉýμÄİÖÊ³⁄, ĩÊ¹⁄²;£ÖäÁ¹⁄²¿·ÖÉý×Öİ¼Ê³⁄ÖÄ·Ö°Ä£»;

£©·Ö, ò;£ÄýÊÇ£¬Ê¹ÓÄÖä, ò¿ª¹Ø£¬Äú¿ÉÖÖ¹⁄²«, °Éý·ÄÈøÖ²Ä»»;£¬¬ΠÖýÉý»òÄäÖò²»ÓÄÄ»»;;£

¾ÜÄý	ÓòÄÜÈÝ
{yield \# \$0.00; (\$0.00)}	£¨ÊÇ¹ú yield ÊÇ -- 29.89£© (\$29.89) £¨ÊÇ¹ú yield ÊÇ 38.41£© \$38.41 £¨ÊÇ¹ú yield ÊÇ 0£© \$ 0.00
{yield \# \$00.00; \$00.00}	£¨ÊÇ¹ú yield ÊÇ -- 29.89£© \$29.89 £¨ÊÇ¹ú yield ÊÇ 38.41£© <b>\$38.41</b> £¨ÊÇ¹ú yield ÊÇ 0£©

\$ 0.00

ÉÇ© yield °ü¬Ò», òÉý³⁄Ý»ò²úÉúÉý³⁄ÝμÄÒ», ò¼ÆËä;£

ÖýÉý£», °Éý£»Ää£¨Ê²»İäİ¬£©

Äú¿ÉÖÖÓÄÖ», òμ¥ΠÄμÄÉý×Öİ¼Ê³⁄¿ª¹ØÊμİÖÈý, ò¹İÄÜ;£μÚÒ», ò¿ØÖÆÖýÉýμÄİÖÊ³⁄£»μÚΠp, ò¿ØÖÆ, °ÉýμÄİÖÊ³⁄£»μÚÈý, ò¿ØÖÆÄäμÄİÖÊ³⁄;£Éý, òÉý×Öİ¼Ê³⁄Ö®¹⁄²äÖÄ·Ö°Ä£»;;£©, ò¿ª;£

¾ÜÄý	ÓòÄÜÈÝ
{profits \# £0.00; (£0.00);--0--}	£¨ÊÇ¹ú profits ÊÇ 41.29£© £41.29 £¨ÊÇ¹ú profits ÊÇ --46.58£© (£46.58) £¨ÊÇ¹ú profits ÊÇ 0£© --0--
{profits \# £0.00; £0.00;*0*}	£¨ÊÇ¹ú profits ÊÇ 41.29£© <b>£41.29</b> £¨ÊÇ¹ú profits ÊÇ --46.58£© £46.58 £¨ÊÇ¹ú profits ÊÇ 0£© *0*

ÉÇ© profits °ü¬Ò», òÉý³⁄Ý»ò²úÉúÉý³⁄ÝμÄÒ», ò¼ÆËä;£

İ°--;±×Ö·ÖÊÇΠİ»®İß£¬²»ÊÇÁ¹⁄², ò¼ö°Ä;£

'text'£¨×ÖÄäİÄ±³⁄£©

ÖÚÉý×Öİ¼Ê³⁄ÖĐİİ¼ÓİÄ±³⁄£¬İÄ±³⁄·ÄÈøÖý°ÄÖĐ;£

¾ÜÄý£° {={price}\*8.1% \# "\$##0.00 '= sales tax"}

ÓòÄÜÈÝ£° \$ 0.81 = sales tax



İÖÊ¼³ðµÄ½á¹û¼Ù¶ÊéÇ© price µÄÖµîª 10.00j£

'sequence-name'£¨ÐðÁÐÖµ£©  
Ëç¹ûÄú£ÍûµÄ½ÐðÁÐÖµ£¬ÄýËç£¬µ±Ç°µÄÖÁ½Ú°Á£¬Ó¹½«ÐðÁÐ·ÄËµ¥Öý°ÄÖÐj£×ï°óÓðÄÚËÝÒÔ°  
çÄ²®Ëý×Ö,ñÊ½İÖÊ¼£¬ÐðÁÐÄû·ÄËµ¥Öý°ÄÖÐj£  
Òª¼ûËËµ¥Öý°ÄÐè½« NUMLOCK ´ò¿£¬ÔÚËý×ÖÐj¼ûÄÌËİ°´ ALT+096 j£  
¼ÄÛÄý£° Chapter {seq `chapter`}  
ÓðÄÚËÝ£° Chapter 2

ÆäËü£¨ËùÓÐÆäËü×Ö·û£©  
ÒªµÄ½Ëİ°İÆäËü×Ö·û£¨¶İ»®İßjçÐÇ°Á£¬µÈµÈ£©£¬Ö»Ðè½«ÖâÐ©×Ö·û·ÄËËý×Öİ¼Ê¼ÖÐj£²İ¼ûÇ°İ  
Ä°ü°»»ð±Ò·û°ÄµÄÄý×Öj£

ÈÖÆÚ£Ê±¼äí¼Ê¾ (\@)

\@ date-time picture

±¾¼ä¹Ø¹ªÒðÈèÖÄÈÖÆÚ»ðÊ±¼ä, ñÊ½¼£ÄýÈÇ£¬Äú¼ÉÒÒÓÃ  
´Ê¼ä¹Ø¹ª«ÈÖÆÚ, ñÊ½¼£è¹ªÈÖ£¬ÓÃ£¬Äê, ñÊ½¼£

ÉÏÈð½á¹úÓèÈÖÆÚ£Ê±¼äí¼Ê¾¼ÖÐµÄÌàÓ¹×Ö·ùÓÐÌà¹¬µÄ, ñÊ½¼£ÄýÈÇ£¬Ê±£°·Ö, ø³ðµÄ, ñÊ½¼ª  
11:11£©¼£

ÈÇ¹ùÒðÄÜÈÝ²»ÈÇÈÖÆÚ»ðÊ±¼ä£¬Òð±¾¼ä¹Ø¹ªÐÐÐ¼£

ÈÇ¹ùÒðÖÐµÄÈÖÆÚ»ðÊ±¼äÈÇ½¼«À·Ä³Ò»Ê±¼µÄ£¬Word

»áÖÝÊ±Ê¹ÓÃÖ», òìØ¶µÄ, ñÊ½¼£ÄýÈÇ£¬printdate

ÒðÖ±µ½ÍÄµµ±»´ðÓ¹Ê±²ÄÖÐÈÖÆÚ»ðÊ±¼ä¼£ÖÚÖäÖÖÇé¼òÌÄ£¬ÈÇ¹ùÃ»»ðÊ¹ÓÃÈÖÆÚ£-

Ê±¼äí¼Ê¾¼ä¹Ø£¬Word »áÊ¹ÓÃ 00/00/00¼£ÈÇ¹ùÊ¹ÓÃÈÖÆÚ£Ê±¼äí¼Ê¾¼ä¹Ø£¬Word »áÓÃÄìæ  
´ùÊý×Ö£¬ÓÃ X ´ùæÌÄ±¼£ÄýÈÇ£°

{printdate \@ "HHmm ddd dd MMM yyyy"}

ÓÚµÚÒ»´ÎðÓ¼Ç¹ÖÈ³¼ª£°

0000 XXX 00 XXX 0000

ÓÚµÚÒ»´ÎðÓ¼Ç£¬ÈÖÆÚÓ¹Ê±¼äÈÇÌÄ£°

1530 Fri 24 Jul 1991

ÓÃ

Ê¹ÓÃ×ÖÄ, ñÊ±¼£¬ÒÒÈÄÖÖ, ñÊ½¼ÖÖÒ»ÌÖÈ³¼ÖÄ·Ý¼£×ÖÄ, ñÊ±¼£ÖÐè´ðÐ´ÒÖÇø±ðÓÚ·ÖÖÓ¼£

Ó¹·	ÓðÄÜÈÝ	ÐÐ´ù
\@ M	1 -- 12	ÓÃÊý×Ö±íÊ³¼ÖÄ·Ý£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ MM	01 -- 12	ÓÃÊý×Ö±íÊ³¼ÖÄ·Ý£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ MMM	Jan	ÓÃÊý, ò×ÖÄ, ÈðÐ´±íÊ³¼ÖÄ·Ý¼£
\@ MMMM	January	ÖÄ·ÝÈ«Äù¼£

ÈÖ

Ê¹ÓÃ×ÖÄ, ñÊ±¼£¬ÒÒÈÄÖÖ, ñÊ½¼ÖÖÒ»ÌÖÈ³¼ÈÖÆÚ¼£, ñÊ±¼£É´ðÐ´»ðÐ¼Ð´¼£

Ó¹·	ÓðÄÜÈÝ	ÐÐ´ù
\@ d	1 -- 9	ÓÃÊý×Ö±íÊ³¼ÈÖÆÚ£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ dd	01 -- 09	ÓÃÊý×Ö±íÊ³¼ÈÖÆÚ£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ ddd	Mon	ÓÃÊý, ò×ÖÄ, ÈðÐ´±íÊ³¼ÈÖÆÚ¼£
\@ dddd	Monday	ÈÖÆÚÈ«Äù¼£

Äê

Ê¹ÓÃ×ÖÄ, ñÊ±¼£¬ÒÒÄ½ÖÖ, ñÊ½¼ÖÖÒ»ÌÖÈ³¼Äê¼£, ñÊ±¼£É´ðÐ´»ðÐ¼Ð´¼£

Ó¹·	ÓðÄÜÈÝ	ÐÐ´ù
\@ yy	01	ÓÃÄ½Í»Êý×Ö±íÊ³¼Äê£¬µ×Ì»Êý²¹Ää£¬ÈÇ¹ù 01 µ½ 09¼£
\@ yyyy	2001	ÓÃÈ«²¼ÈÄÌ»Êý±íÊ³¼Äê¼£

Ð¼Ê±

Ê¹ÓÃ×ÖÄ, ñÊ±¼£¬ÒÒÈÄÖÖ, ñÊ½¼ÖÖÒ»ÌÖÈ³¼Ê±¼äÐ¼µÄ¹²¼£, 12 Ð¼Ê±£¬´ðÐ´µÄ¹²¼£, 24 Ð¼Ê±¼£

Ó¹·	ÓðÄÜÈÝ	ÐÐ´ù
\@ h	1 -- 12	12 Ð¼Ê±ÖÖÄÜµÄÊ±¼ä£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ hh	01 -- 12	12 Ð¼Ê±ÖÖÄÜµÄÊ±¼ä£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ H	0 -- 23	24 Ð¼Ê±ÖÖÄÜµÄÊ±¼ä£¬µ×Ì»ÊýÇ²²¹Ää¼£
\@ HH	00 -- 23	24 Ð¼Ê±ÖÖÄÜµÄÊ±¼ä£¬µ×Ì»ÊýÇ²²¹Ää¼£

·Ö  
Ê¹ÓÃ×ÖÄ,¡m¡±£¬ÒÔÁ½ÖÖ,ñÊ½ÖÖ»ÏÔÊ¾·ÖÖÖ¡£¡m¡±±ØÐèÐ¡Ð´£¬ÒÔÇø±ðÓÚÔÂ·Ý¡£

Óí·	ÓðÄÜËÝ	Ð\$·ù
\@ m	0 -- 59	μ¶Í»ÊýÇ²»²¹Äã¡£
\@ mm	00 -- 59	μ¶Í»ÊýÇ²²¹Äã¡£

am/pm

ÖÖÊÄÖÖ,ñÊ½ÖÖ»ÏÔÊ¾ÊÏÇμ½ÏÄÎÇμÄÊ±¼ã¡£ÉÔÚ¿ÖÖÆÃæ°äÊÏÊèÖÃ  
´ú±ÊÏÇ°ÏÄÎÇμÄÊμ¼Ê×Ö·ú¡£ÏÄÄý¼Ú¶ÊèÖÃ¹ª AM °Í PM ¡£

Óí·	ÓðÄÜËÝ	Ð\$·ù
\@ h AM/PM	9AM -- 5PM	ÓÃ´ð´ AM/PM ±Ê¾ÊÏÇμ½ÏÄÎÇμÄÊ±¼ã¡£
\@ h am/pm	9am -- 5pm	ÓÃÐ¡Ð´ am/pm ±Ê¾ÊÏÇμ½ÏÄÎÇμÄÊ±¼ã¡£
\@ h A/P	9A -- 5P	ÓÃ´ð´ A/P ±Ê¾ÊÏÇμ½ÏÄÎÇμÄÊ±¼ã¡£
\@ h a/p	9a -- 5p	ÓÃÐ¡Ð´ a/p ±Ê¾ÊÏÇμ½ÏÄÎÇμÄÊ±¼ã¡£

'text'£¬×ÖÃæÏÄ±¾£©

ÖÚÊÖÆÚ£Ê±¼ä¼Ê¾ÖÐÏ¼ÓÏÄ±¾£¬½«ÏÄ±¾·ÄèèÒý°ÄÖÐ¡£

¾ÜÄý	ÓðÄÜËÝ
\@ " 'PRINT TIME: ' HHmm"	PRINT TIME:

'sequence-name'£¬ÐðÄÐÖμ£©

Ëç´ùÄúÏÏÏμÄμ½ÐðÄÐÖμ£¬ÄýËç£¬μ±Ç°ÖÃ½Ú°Ä£¬Ó½«ÐðÄÐÄù·Äèèμ¾Òý°ÄÖÐ¡£ÓðÄÜËÝÒÔ°ÇÀ-  
²®Êý×Ö,ñÊ½ÏÔÊ¾¡£ÐðÄÐÄù·Äèèμ¾Òý°Ä¡£

Ò¹¼üÈèμ¾Òý°Ä£¬Ðè½« NUMLOCK ´ð¿£¬ÔÚÊý×ÖÐ¡¼üÄÏÏÏÊèÈ ALT+096¡£

ÆäÊü£¬ËùÓÐÆäÊü×Ö·ú£©

ÒªÖÚÊÖÆÚ£-

Ê±¼ä¼Ê¾ÖÐ¼ÖÈèËÏÏÆäÊü×Ö·ú£¬¶»®Ïß¡£ÐÇ°Ä£¬μÈμÈ£©£¬Ö»Ðè½«ËùÃÇ·ÄèèÊ±ÆÚ£-  
Ê±¼ä¼Ê¾ÖÐ¡£

¾ÜÄý	ÓðÄÜËÝ
\@ "HH:mm MMM-d, yy"	10:13 Oct-13, 91

Ã°Ä£¬£©¡£Á¬×Ö·ú£¬£©¼°¶°Ä£¬,£©½«ÖÑù,´ÖÆ¡£

ÄÜÈÝËø¶ (\\)

±¼¿<sup>a1</sup>ØÃ»ÓÐ,½¼ÓÖ,Áî£ÄÜÈÝËø¶¿<sup>a1</sup>Ø¿ÉÒÔÊ¹ INCLUDE »ò REF ÓðÄÚµÄÓðÃðÓÚ,üÐÂî£

Óò

ÀÊö

<sup>²</sup>âÊë

<sup>²</sup>âÊëÓò

ÔÚÓòÖÐ<sup>²</sup>âÊëÓò£`Ç¶|×£©

±à¼

ÔÚÓòÖÐÑ¡¶ÎÄ±¼

±à¼Óò

„ñÊ½»¯ÓòÄÚÈÝ

ÏÊ¾Óò´úÂë»òÓòÄÚÈÝ

Ê¹ÓÃ

„üÐÂÓò

lø×ªµ¼Ä³„öÓò

´òÔ¼Óò´úÂë

½ûÖ¹„üÐÂ

Ëø¶¯»ò½âËøÖ»„öÓò

½â³ýÓòµÄÄ¹½Ó¹Øĭµ

<sup>²</sup>ĭ¼ÐÂĭç

ÓòÀàÐĭ¼°Ö„Áĭ£

ÖÐ¹ØÊ¹ÓÃÓò½«ÎÄµµÄ¹½Óµ¼ÆäËüÓĭÓÃ³ĭÐòµÄ½éËÜ£¬<sup>²</sup>ĭ¼ûÓòÀàÐĭ¼°Ö„Áĭ£

ÓòÊÇÒ»×éÓÃÓÚ»Ò\_´ºÏÎÊ³4ÏÄµµÖÐÆáËÛÏ»ÖÃ¡çÆáËÛÏÄµµ»òÓ¡ÓÃ³ÐòÐÃ¡ç  
¡ç¼ÆËÛ»úÃÚ²¿Ê±ÖÖºÏËÛÖÄÏÄ¡çµÃ´úÃë¡çÆÝËÇ£-DATE\_ÓòÓÃÓÚ»Ò\_  
´ºÏÎÊ³4µ±Ç°ËÛÆÚ¡çÒò¿ÊÖÖ×Ó¶\_üÐÃÏÄµµµÄ²¿\_ÖÃÛËË£-¼ðËÛÃËËÖ¹±À¡¶\_¡ç

ÖÖÖÖÖ»Ð©ÓÃÓÚ²ăÈëÖöµÄÄüÁî¡£ÄýÈç£¬¬¡°Ä¿Ä¼¡±ÄüÁî¿ÖÖÖ²ăÈëÖÖ»,öÖò£¬ÖÖ±ăÖÚÍÄµµÐÞ,Ä°ö£¬¼±ăµØ,üÐÄÄ¿Ä¼¡£

úÄë£¬¿Éµ÷ÕüËüÃÇËü²úÉúµÄÄÚËÝ;£¹ØÓÚ³/4lâÒòÀàÐíµÄ½éÉÜ£¬²í¼ûÓòÀàÐí¼°Ö.Áì;£

$$\frac{1}{2} \ddot{A} \ddot{U} \frac{1}{2} \acute{e} \acute{E} \ddot{U}$$

## ²āĒēŌò

ÓòĒÇÒ»×éŌĀÓÚ´úĭæ±ā»¯Æµ·±µĀĪĀ±¼»ðĒý¾ÝµĀ´úĀēĭÆĀýĒÇÆ¬TITLE ÓòĿÉ  
´úĭæ±ē×¼ĪĀ±¼±ēĭāµĀĒāĒēĭÆŌÚ´òŌĭĪµµĒ±Æ¬µ±Ç°±ēĭāĿÉ×Ō¶TŌĒ¾¼ĭÆWord Ē¹ŌĀŌòĭª´ó, Û±ā°Ā»ð  
´´½ĀĿĀ¼ĭÆ

## ²āĒēŌò

- 1 ´Ōĭ°²āĒēĭ±²Ēµ×ŌĐŊĭŌŋĭ°Óòĭ±ĀüĀĭ (ALT, I, D)ĭÆ
- 2 ŌÚĭ°²āĒēŌòĀāĐĭĭ±ĿòŌĐŊĭŌŋĐēŌªµĀŌòĀāĐĭĭÆ  
×ÇĒĒÆŊ°ŊĭŌŋŌ»ĵòŌòĀāĐĭ°óÆ¬°ĪĀ F1 ¼üÆ¬ĿÉµĀµ½ĵĀŌòĀāĐĭµĀĪà¹ĐĀĪÇĭÆ
- 3 ĒÇ¹üĵĀŌòĐēŌªÆāĒüŌĵĀĒÆ¬ŌòŊĭŌŋĪĀĀĐĀ³Ō»²Û×÷Æ°  
► ŌÚĭ°ŌĵĀĭĭ±ĿòŌĐÆ¬¬ŊĭŌŋŌ»ðĪĪĿÆ¬ŌŌŊĭŌŋĭ°ĪĪ¼Ōĭ±°Ā×ĭÆ  
► ŌÚĭ°Ōò´úĀēĭ±ĿòŌĐÆ¬¬ŊŌĵĀĒāĒēŌŌŪĪĪĿÆ°óĭÆ  
×ÇĒĒÆŊ°»ĀŪĪ´ĭŌŌŌòĀāĐĭ°ĪŌĵĀĒāĒēŌŌĭ±Ā´´½ŌòĭÆ
- 4 ŊĭŌŋĭ°Ē·¶ĭĭ±°Ā×ĭÆ  
Word ²āĒēŌò²ÇĪŌĒ¾¼Ōò´úĀē»ðŌòĀŪĒĒÝĭÆŌĐ¹ŌĿŌŌÆŌòĪŌĒ¾¼µĀĐĀĪÇÆ¬²Ī¼üĪŌĒ¾¼Ōò  
´úĀē»ðŌòĀŪĒĒÝĭÆ

## ĿĪ½Ý·½Ē½

- - 1 °ĪĀ CTRL+F9 ¼üĿÉ²āĒēŌò»ðĿŌŌòĭÆ
  - 2 ŌŪŌò·ŭĭ°Ŋĭ±ŌĐ¼āĒāĒēŌòĀāĐĭ¼°ÆāĒüĵĀ¼ŌŌĵĀĭÆ
  - 3 °ĪĀ F9 ¼üÆ¬ĿÉ¶ŌŌò´úĀē´ú±ĭµĀŌòĀŪĒĒÝ½ŌĐĐĵĀĭÆ  
×ÇĒĒÆŊ°°ĪĀ SHIFT+F9 ¼üĿÉĪŌĒ¾¼ŌòĀŪĒĒÝÆ¬Ā×ē°Ī¼üŌĀŌŪĿŌŌÆŊĭ¶ŌòµĀĪŌĒ¾¼ĭÆ

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## ÇēĪŌĀ

### Ōò

ŌòĀāĐĭ¼°ŌĵĀĭ

ÔÚÓðÖÐ²âÈëÓð£Ç¶ì×£©

Í´¹ýÔÚÓðÖÐ²âÈëÓð£¬¿ÉÔÔ°ÑÒ»„ðÓð×÷ÎªÁíÔ»„ðÓðµÄ²¿·ÖÖ„ÁîÊ¹ÓÃ¿£Word  
Ê×ÏÈ„üÐÃ×îÃÜ²ªµÄÓð£¬¬×î°óÊÇ×îÎá²ªµÄÓð¿£ÄýËÇ£°

{comments {fillin "What's new:"}}

ÔÚ±¼ÄýÖÐ£¬FILLIN Óð×÷Îª COMMENTS ÓðµÄ„ÁîÊ¹ÓÃ¿£Word  
½«ÏÈ³¼Ô»„ð¿ð£¬¬Ã¿¿ÉÔÔªÖÐÈâÈëÓð¹ØÃµµµÄ¼ðµ¥ÐÃ¿£¬È»° Word ¾Ý´È„üÐÃ°ÖªÐÃ¿  
¿±¶Ô»°¿ðÖÐµÄ¿±„×¿¿±¿ð¿£

ÔÚÓðÖÐ²âÈëÒ»ðÓð

- 1 ½«²âÈëµãÖÃÓÚÒ»„ðÒÑ´´½´´ÓðµÄÓðÀaÐÍÖ®°¿¿  
ÄýËÇ£¬½«²âÈëµãÖÃÓÚ {comments} ÖÐµÄ¿±¿±°óÃæ¿£
- 2 ²âÈëÐèÒªÇ¶ì×µÄÓð¿£  
²Î¼û²âÈëÓð¿£  
×¿ÊÍ£°Word ÔÊÐÍ 20 ²ªÔÖÃÜµÄÓðÇ¶ì×¿£

ÇëÊÓÃ

Óð



## ÔÚÓòÖÐÑ¡ŦĦİÄ±³⁄₪

ÔÚÓòÖÐÑ¡ŦĦİÄ±³⁄₪İ-ÔÚİÄµµÖÐÆæËüİ»ÖÄÑ¡ŦĦİÄ±³⁄₪Ô»Ñù£¬µ«ÓÐÁ½ÖÖÇé¿öÄýíâ£°

- ▶ µ±ÆÄÄ»İÔÊ³⁄₪Óò´úÂæ£¬²ÇÇÒÑ¡ŦĦÄÚÈÝİªÓò·û ({} ) Ê±£¬¬Word ½«Ñ¡ŦĦÖû,öÓò¡£
- ▶ µ±ÆÄÄ»İÔÊ³⁄₪ÓòÄÚÈÝ£¬²ÇÇÒÑ¡ŦĦİªÓòÄÚÈÝµÄµÚÒ»»ö»ö×İªöÖ»ö×Ö·ûÊ±£¬¬Word ½«Ñ¡ŦĦÖû,öÓò¡£

## ÔÚÓòÖÐÑ¡ŦĦİÄ±³⁄₪

- ▶
- ▶ °´×¡Êó±ê×ó°´Å²ÇÖÆŦĦÊó±ê¼ýİ·Ñ¡ŦĦÐèÒªµÄİÄ±³⁄₪¡£
- ▶
- ▶ °´×¡ SHIFT ¼ü£¬²ÇÓÄ¼ýİ·¼üÑ¡ŦĦÐèÒªµÄİÄ±³⁄₪¡£

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## ÇěŦİÖÄ

Óò

## ±à¼Óò

¿ÉÒÔÍ´´ý±à¼Óò´úÂëÐᵓ,ÄÓðÄÚËÝ¿ÄýËç£¬¿ÉÒÔÍ´´ý±à¼Óò´úÂëÖÐµÄËéÇ©ÃûÀ´,Ä»» INCLUDE  
Öð²âËëµÄÏÄ¼ᵓÄÚËÝ¿£

## ±à¼Óò

- 1 ½«²âËëµäÖÃÓÚÓðÖÐ¿£
- 2 ÈðÆÄÄ»ÏÖË³¿³ÓðÄÚËÝ£¬Ôð°´ÏÄ SHIFT+F9 ¼ü£¬ÏÖË³Óð´úÂë¿£
- 3 ±à¼Óò´úÂë¿£
- 4 ²âËÖÓð´úÂëËÇ·ñ´ú±íÄËÖýË·µÄÓðÄÚËÝ£¬°´ÏÄ F9 ¼ü£¬ûÐÄ,ÃÓð¿£  
×çËÍ£°°´ÏÄ SHIFT+F9 ¼ü¿ÉÏÖË³ÓðÄÚËÝ£¬Ã×é°´ÏüÖÃÓÚ¿ØÖÆÑ¿´´ÓðµÄÏÖË³¿¿£  
³¼ᵓᵓµÄÓðÀàÐÍÐÄÍç£¬²Ï¼üÓðÀàÐÍ¼°Ö,Ä¿¿£

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## Çë´ÏÖÃ

Óð



## İÖÊ¼Óò´úÂë»ðÓðÄÜÈÝ

ÓðÓÐÁ½ÖÖİÖÊ¼¼½Ê½£°Óò´úÂë°İÓðÄÜÈÝj£Óò´úÂëÊÇİÖÊ¼¼ÖÚÓð·ûj°Ÿj±Ö@¼äµÄÖ,Áîj£ÊÇ  
{author}j£ÓðÄÜÈÝÊÇ´úÂëËùÖµÄİÄ±¼¼»ðİ¼Ðİ£¬ÊÇ G. Hopperj£Word  
ÖÊĐİÖÚİÄµµµÄµ¥,ðÖò»ðËùÖÐÓðµÄÓò´úÂë°İÓðÄÜÈÝÖ@¼ä¼½ÐÐÇÐ»»j£

×çÊİ£°ÓÐÐ©ÓðÖ»ÄÜÖÚŒjÔñÁËj°Òp²ØİÄ×Öj±Œjİİ°ó²ÄÄÜİÖÊ¼¼j£²İ¼û¿ØÖÆİİÄä±ê¼Ç¼¼ÆäËü·Ç  
´ðÖj×Ö·ûµÄİÖÊ¼¼½Ê½j£

µ¥,ðÓðµÄ´úÂë°İÄÜÈÝÇÐ»»

- 1 ½«²äËëµäÖÖÚÓðÖÐj£
- 2 °İÄ SHIFT+F9 ¼üj£

È«²¿ÓðµÄ´úÂë°İÄÜÈÝÇÐ»»

► ´Ój°é¿´j±²Ëµ¥ÖÐ£¬ŒjÔñj°Óò´úÂëj±ÄüÁİ (ALT, V, C)j£

İÖÊ¼¼Òp²ØµÄÓò´úÂë

Word ×Öİİ¬ŒË±ÖŸİİÖòjçTC£¬Ä¿Ä¼İİ£©Óò¼° RDE¬ÖŸÓÄİÄµµ£©Óò,ñÊ½»İ°Òp²ØİÄ±¼j£Äü¿ÉÖÖ°  
´ÖÖÖÖİÄ²½ÖëİÖÊ¼¼ÖäÐ©ÓðµÄÒp²ØİÄ±¼£°

- 1 ´Ój°¹µ¼ßj±²Ëµ¥ÖÐ£¬ŒjÔñj°Œjİİj±ÄüÁİ (ALT, O, O)j£
- 2 ÖÚj°·ÖÄàj±¿ðÖÐŒjÔñj°é¿´j±Œjİİj£
- 3 ÖÚj°·Ç´ðÓj×Ö·ûj±İÄŒjÔñj°Òp²ØİÄ×Öj±,Œj¿òj£
- 4 ŒjÔñj°È·İj±°´Ä¥j£

İäÊ¼

► ÊÇ¹û°ŒİÄ±¼¼°¿Ú·Ö³ÉÁ½²¿·Ö£¬¼¿¿ÉÖÖ°ŒÓò´úÂëİÖÊ¼¼ÖÚÖ»ð,ð  
°ñÖÐ£¬ÒðÄÜÈÝİÖÊ¼¼ÖÚÁİÖ»ð°,ñÖÐj£ÖäŒùÄü¿ÉÖÖÖÚÐp,ÄÓò´úÂëµÄİ¬Ê±  
£¬¹Ú²İÓðÄÜÈÝµÄ±ä»£¬İ¬İ²»±ØÖÚ´úÂë°İÄÜÈÝÖ@¼ä·,ÇÐ»»j£²İ¼û²ð·Ö°¿Ú·Ö²ð·Ö°¿Új£

ÇëİÖÄ

Óò



## l̥x<sup>a</sup>μ<sup>1</sup>/<sub>2</sub>Ä<sup>3</sup>„öÓò

Word ÔÊĐíÔÚÎÄμμÖĐ,÷Óò¼ä¿ìËÙÒÆΠ┘̄ı̄£ËÇ¹ûÔÚ´òÓı̇Ç°ĐèÒª,üĐÄÄ³¼,,öÓò£¬ÄÇÄ  
´ÉİÊö¹|ÄÜ¹/₂«Ê®·ÖÓĐÖÄı̇£

×çÊÍ£°ÔÚ,÷Óò¼äìl̥x<sup>a</sup>Ê±£¬Word

»á°öÄÖÄÇĐ×ÔΠ┘̄,ñÊ¹/₂»┘̄ı̇ªOp²ĐÍÄ±³¼μÄÓò£°Ë÷ÒýİîÓòı̇çTC£¨Ä¿Ä¹/₄İ£©Óò¼°RD£¨ÒýÓÄÎÄμμ£©Óòı̇  
£ı̇£

## l̥x<sup>a</sup>μ<sup>1</sup>/<sub>2</sub>İÄÖ»„öÓò

► °ı̇İÄ F11 ¼üı̇£

×çÊÍ£°ËÇ¹û¼üÄìÖ»ÓĐ 10 ,ö¹|ÄÜ¹/₄ü£¬ÄÇÄ´¿É°ı̇İÄ ALT+F1 ¼üìl̥x<sup>a</sup>μ<sup>1</sup>/<sub>2</sub>İÄÖ»„öÓòı̇£

## l̥x<sup>a</sup>μ<sup>1</sup>/<sub>2</sub>Ç°Ö»„öÓò

► °ı̇İÄ SHIFT+F11 ¼üı̇£

×çÊÍ£°ËÇ¹û¼üÄìÖ»ÓĐ 10 ,ö¹|ÄÜ¹/₄ü£¬ÄÇÄ´¿É°ı̇İÄ ALT+SHIFT+F1 ¼üìl̥x<sup>a</sup>μ<sup>1</sup>/<sub>2</sub>Ç°Ö»„öÓòı̇£

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ÇěİÖÄ

Óò

## ‘òÓıÓò´úÂë

ÔÚ´òÓı´øÓÐÓðµÃÎÃµµÊ±£¬Word ÔÊÐÍ´òÓıÓò´úÂë¶»»ÊÇÓòÃÚËÝı£ÀýËÇ£¬ÎÃµµÖÐ´øÓÐ²àËë,  
´ÔÓÍ¼ÐÎµÃ IMPORT Óð£¬Ôò¿ÉÍ´´ý´òÓıÓò´úÂë¶»»ÊÇÍ¼ÐÎÖ¼Ó¿ı´òÓıËÙ¶££

## ‘òÓıÓò´úÂë

- 1 ´Óı°ÎÃ¼þı±²Ëµ¥ÖÐ£¬ÑıÔñı°´òÓıı±ÃúÁÎ (ALT, F, P)ı£
- 2 ÑıÔñı°ÑıÎı±°´À¥ı£
- 3 ÔÚı°,½´ø´òÓıı±ÑıÎı¿òÖÐÑıÔñı°Óò´úÂëı±,´Ñı¿òı£
- 4 ÑıÔñı°Ë·¶ı±°´À¥ı£
- 5 ÑıÔñı°Ë·¶ı±°´À¥´òÓı,ÃÎÃµı£

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## ÇëÎÔÃ

Óò

´òÓıÎÃµµ¼°Æäİà¹ØÐÃİ¿

Ëø¶»ò½âËøÒ»\_öÓò

Èç¹ùÄúÐèÒªÀÙÊ±½ûÖ¹ Word ,üÐÂÄ³,ðÓð£¬¿É¹²«„ÄÖðÊø¶¶¶¿ÄýÈç£¬¬ÎÄµµÖÐÈð  
 «ðÓÐÒ»»,ðÓÄÖ¹¼/ÆÊäµÄÓð£¬¿É¹²«„ÄÖðÊø¶¶¶£¬±±±  
 ´æ¼/ÆÊä¹²á¹û¿Èç¹ù,üÐÂÀÒ»,ðÊø¶¶¶µÄÓð£¬Word ¹²«„ø³ð¼¬,æÉù¿

ÈðÈèÒªÓÁ¾¼Ã±£'æÒ»¸öÒðµÄµ±Ç°ÄÚËÝ£¬²í¼û½²â³ýÓðµÄÄ'½Ò¹Øïµ£

ËøŦ`Ò»\_öÓò

- 1 ½«²āĒēµāōĀōÚóòōĐj£  
×çĒī£°ĒōĐēòªōÚĒøŋ°ŲĐĀĀªōò£¬°Ų9 ¼űj£
- 2 °ĪĀ CTRL+F11 ¼űj£  
×çĒī£°Ēç°ű¹űµĀĬō»ōĐ 10 ₀¹ĪÜÜ¼ű£¬ĀÇĀ°ĲĒ°ĪĀ ALT+CTRL+F1 ¼űĒøŋ°Īōòj£

ÓòμÄ½âËø

- 1 ½«²ăĖëµăÖĂÓÚóôÖĐj£  
2 °İÂ CTRL+SHIFT+F11 ¼üj£  
×çĖİ£°Èç´ú¹üÄlÖ»ÖĐ 10 ,ö¹İÄÜ¹ü£-ĂÇĂ´ĲÉ°İÂ ALT+CTRL+SHIFT+F1 ¼üî¹,ĂÓò½ăĖøj£

Çe²îÔÄ

Óò



½â³ýÓðμÄÁ´½Ó¹Øĭμ

ÔÚ Word ÆÐ£¬ÓðÍ³£ÓēÖ»\_öÐÄĭϕÔ´Á´½ÓÔÚÖ»Æð£¬ÁýËç£¬DATE ÓðÓē¼ÆËä»úÖÐμÄËÖÄúÁ  
´½ÓÔÚÖ»Æðĭ£Ëç¹ûÐēÖªÓÄ³¼Ä±£´æμ±Ç°μÄÓðÄÚËÝ£¬ÄÇÄ´ĭÉÖÔ½â³ý\_ÄÓðμÄÁ  
´½Ó¹Øĭμĭ£ÄýËç£¬ĭĭ³ý½â³ý DATE ÓðμÄÁ´½Ó¹ØĭμĭÉÖÔ±£´æμ±Ç°ĭÖË³¼μÄËÖÆÚĭ£

Ëç¹ûÖ»ÐēÖÝË±½ûÖ¹ Word \_üÐÄÄ³Óð£¬²ĭ¼ûËøŒĭ»ð½âËøÖ»\_öÓðĭ£

½â³ýÖ»\_öÓðμÄÁ´½Ó¹Øĭμ

1 ½«²âËëμäÖÖÓÚÓðÖÐĭ£

×ϕËÍ£°ËðÖªÔÚ½â³ýÁ´½Ó¹ØĭμÇ°\_üÐÄ\_ÄÓð£¬ĭÉ°ĭÄ F9 ¼üĭ£

2 °ĭÄ CTRL+SHIFT+F9 ¼üĭ£

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çëĭÖÄ

Óð

j°İÄ¼bj±²Ëμ¥

ÓÐ¹Øîĭ,ÄÜÈÝ£¬ÇëÑĭÔñÒ»ÃüÁîÃûĭ£

ÐÂ½˝

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²éÕÖİÄ¼b

ÖªÒªÐÄĭç

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˝òÓĭÔ±ÄÄ

˝òÓĭ

°ĭ²ç˝òÓĭ

˝òÓĭÉèÖÄ

·çĖİÓÊ¼b

İË³ö

·çĖİ

1, 2, 3, 4

¼ÇÂ¼°è£¬İ£Ö¹¼ÇÂ¼

°è

Ê'ÓÃ,ÃÄüÁí£¬¿ÊÔÔÔÚ Word ÖÐ''½'ÐÄÃÄµµ»òÃ£°à¿£Word ÍÆ¼òÊ'ÓÃÄ-ÈÃ£°à  
NORMAL.DOT¿£Äü¿ÊÔÔÊ'ÓÃ¿°ò¿¿¿¿ÄüÁí°ò¿°ÖÑÓÐµÃÃÄµµ¿£

 ${}^1\alpha^{3/4}\beta\dot{A}_3\mathbb{E}^0$ 

¶Ô»°¿òÑ;îî

Ñ¡ÔñÒ<sup>á''1/2</sup>µÄÐÂÎÄ<sup>1/4</sup>þÀàÐÍ¡£

$i^{\circ} \text{Ä}^{\circ} \text{ä}_{i \pm} \quad \text{' '1/2''} \text{Ö} \rangle, \text{ö} \text{Ð} \text{Ä} \text{Î} \text{Ä} \mu \mu \text{Ä}^{\circ} \text{ä}_{i \text{£}}$

¼üÈ»òÑ¡ÔñĬÄµµÒ°Ê¹ŌÃµÄÄ£°ăÄûĵ£Ä-ÈĬÄ£°ăÄû£-¼´ÈũĬ½µÄ¹²ŌÄÄ£°ă£-ÊÇ  
NORMAL.DOTĴ£Word ŌŰÄĐ±ĬÖĐĬŌÊ¾¼£ÄăĚüĴÉŌÄÄ£°ă£-ŌăĐ©Ä£°ă»ò`æŌŰ³ĬĐòÄĴÄ¹¼£-»ò  
`æŌŰ WIN.INI ĬÄ¹¼pŌ,¶ĴµÄÄĴÄ¹¼ DOT-PATH ŌĐĴ£

İÖÊ¾ĖÄĖĕµ½ıĬĂµµ»òĂ£°ă£ˆÓÚı·Ňı;ÓĂ££°ă±ıçòÖĐŇı¶¶£©µĂı·ÖªÒªĐĂĭçı±¶Ŏ»°çòÖĐı°±êĭăı±  
çòĂÜµăĐĂĭçı£²ĭ¼üı·ÖªÒªĐĂĭçı±ĂÛÁĭı£

[illegible]

'ò¿ª¡¢±£'æºÉ¾³ýîÄµµ

## ⱱ°òⱱⱱ±ÄüÁî£°ⱱîÄ¼þⱱ±²Ëμ¥£©

Ê¹ÓÃ,ÃÄüÁî£¬ⱱÉÒÒÓÚÐÃ°ⱱÚÖÐ°òⱱⱱ³,ð¼°æÒÚμÄîÄμμ»òÄ£°âⱱ£Word ×îⱱàⱱÉí¬Ê±  
°òⱱⱱ³/Ä,ðîÄμμⱱ£Äü»¹ⱱÉÒÒÓÃⱱ°°ⱱÚⱱ±²Ëμ¥ÖÚ°òⱱⱱ³μÄîÄμμ¼äÄ°»ØÇÐ»»ⱱ£²¼üⱱⱱ°1, 2, 3,...9ⱱ±ÄüÁî£

- ▶ Èç¹ü²»ÔÙÊ¹ÓÃ£ÄÄ»ÉîμÄÄ³ ðîÄμμ£¬ⱱÉÑⱱÔñⱱ°Ø±Öⱱ±ÄüÁî½«Æä¹Ø±Öⱱ£
- ▶ ÓÃⱱ°ÐÃ¹½ⱱ±ÄüÁîⱱÉ°¹½ÐÃμÄîÄμμⱱ£

ⱱ¹½Ÿ·½Ê½

¹¤¾ßÄ,£° ▶

¼ü£° CTRL+F12

## ⱱÖ»°òÑⱱî

### ⱱ°îÄ¼þÄüⱱ±

¼üÊë»òÑⱱÔñÒ°òⱱⱱ³μÄîÄ¼þÄü£¬,ÃⱱòÄÐ³ðîÄ¼þ°ØÖÐⱱ°îÄ¼þÄàÐíÄÐ±íⱱ±ⱱòÖÐËüÑⱱμÄÀ©Ö¹Äüⱱ£  
ⱱⱱ×çÊí£°Ò°îÖÊ¾  
°ØÖÐìØÊàÀ©Ö¹ÄüμÄîÄ¼þÄÐ±í£¬¼üÊëÒ» ðÐÇ°Ä£°£©£¬Ò» ð¾äμä°îËŸ,ð×Ö·üμÄÀ©Ö¹Äüⱱ£ÄŸËç£  
¬Äüîë²éⱱ°Ä³Ò»Äⱱ¼îÄËüÖÐ°Ø .TXT Ä©Ö¹ÄüμÄîÄ¼þ£¬ⱱÉ¼üÊë \*.txt

### ⱱ°îÄ¼þÄàÐíÄÐ±íⱱ±

ÑⱱÔñÒ°òⱱⱱ³μÄîÄ¼þμÄÄàÐíⱱ£

Word îÄμμ	ÄÐ³ð
(*.doc)	μ±Ç°Äⱱ¼ÖÐ°æ°çμÄËüÖÐ°Ø .DOC Ä©Ö¹ÄüμÄîÄ¼þⱱ£
îÄμμÄ£°â	ÄÐ³ð
(*.dot)	μ±Ç°Äⱱ¼ÖÐ°æ°çμÄËüÖÐ°Ø .DOT Ä©Ö¹ÄüμÄîÄ¼þⱱ£
Rich Text Format	ÄÐ³ð
(*.rtf)	μ±Ç°Äⱱ¼ÖÐ°æ°çμÄËüÖÐ°Ø .RTF Ä©Ö¹ÄüμÄîÄ¼þⱱ£
îÄ±¼îÄ¼þ (*.txt)	ÄÐ³ðμ±Ç°Äⱱ¼ÖÐ°æ°çμÄËüÖÐ°Ø .TXT Ä©Ö¹ÄüμÄîÄ¼þⱱ£
È²ⱱîÄ¼þ (*.*)	ÄÐ³ðμ±Ç°Äⱱ¼ÖÐμÄÈ²ⱱîÄ¼þⱱ£

### ⱱ°ÇŸⱱ°Æ÷ⱱ±

ÑⱱÔñ Word °æ·ÄÒ°òⱱⱱ³μÄîÄ¼þμÄÇŸⱱ°Æ÷ⱱ£

### ⱱ°Äⱱ¼ⱱ±

ⱱⱱÑⱱÔñ Word °æ·ÄÒ°òⱱⱱ³μÄîÄ¼þμÄÄⱱ¼ⱱ£

### ⱱ°Ö»ⱱÄⱱ±

°òⱱ°Ö»Ðí²éÖÄμÄîÄμμⱱ£Äüîþ·±£°æÖÖÖ»ⱱîÄîÄμμ°òⱱⱱ³μÄîÄ¼þ£¬Ÿ·Ç¹½«,ÃîÄμμÓÄÁìÒ»îÄ¼þÄü±£  
°æⱱ£

### ⱱ°²éÖÖîÄ¼þⱱ±

¹Ø±Õ¡°´ò¸ª±¶Œ»°¸ò£¬²¸´ò¸ªŒ»¶Œ»°¸ò£¬ÒŒĚŃĚ÷Œª´ò¸ªμĀĀμμ¡£²Œ¼û¡²ēŒŒĀ¼þ¡±ĀüĀŒ¡£

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ÇěŒŒ

´ò¸ª¡¸±£´æ°ŒÉ³¼ýĀμμ

ı°×ª»»İÄ¼þı±ŧŦŦ»°¿ò

Ê¹ÓÃ,ÃŧŦŦ»°¿ò£¬¿ÉÔÔÈ·Èİ Word İªŦŦý´ò¿ªµÄİÄ¼þÍÆ¼öµÄ×ª»»ªİĐòİ£

ŧŦŦ»°¿òŦİİİ

ı°´Ó...×ª»»İÄ¼þı±

İªŦŦý´ò¿ªµÄİÄ¼þŦİİŦŦ×ª»»ªİĐòİ£

ı°¹Ø±Õı±ÃüÁî£¨ı°İÄ¼pı±²Ëμ¥£©

Ê¹ÓÃÃÃüÁî£¬¿ÉÒÒ¹Ø±ÕËùÓÐ°ü¬»İİİÄμμÄ´¿Úı£ÓÚ¹Ø±Õ´¿ÚÜÖ®Ç°£¬Word »áİáÊ³¼Ãü±£  
´æİİÖİÄμμËù×÷μÄÐµÄİ£ÊÇ¹ü¹Ø±ÕÄ³Ö»İÄμμİø²»½«Æä±£´æ£¬Öò×ÓÉİÖ»İ±£  
´æ°óËù×÷μÄÐµÄİ½«Ê«²¿İªÊ§ı£ÓÚ¹Ø±Õİ·ÃüÃüİÄμμÖ®Ç°£¬Word ½«İÖÊ³¼ı°Áı´æİªı±İİÖ»°  
¿ò£¬İáÊ³¼ÃüİªİÄμμÃüÃü²¿½«Æä±£´æı£

Ò²¿ÉÒÖÊ¹ÓÃİÄμμ¿ÖÖÆ²Ëμ¥ÖÐμÄı°¹Ø±Õı±ÃüÁî¹Ø±ÕİÄμμı£

ÇëİÖÄ

´ò¿ªıç±£´æİÉ³¼ıİÄμμ


Word ¹α×÷Çø

ı°±£´æı±ÃüÁî£¨ı°İÄ¼pı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÔ±£´æ»İİİÄμμ¼°Æäμ±Ç°μÄİÄμμÃüıçİ»ÖÃ°İİÄ¼p,ñÊ½ı£μ±ÄúμÚ

Ò»´İ±£´æÃ³Ò»İÄμμÊ±£¬Word ½«İÖÊ³¼ı°Áı´æİªı±İİÖ»°¿ò£¬ÒÔ±ăİİÖİÄμμÃüÃüı£ÊÇ¹üÒªÔÚ±£´æÃ³Ò»ÒŃÓĐİÄμμÖ©Ç°,Ä±ăÆăÃû³Æıçİ»ÖÃ»ò,ñÊ½£¬¿ÉŃıÖñı°Áı´æİªı±ÃüÁîı£

¿İ½Ý·½Ê½

¹ı³¼ßÀ,£°   
¼ü£° SHIFT+F12

ÇěŕÔÄ

ò¿ªıç±£´æ°İÉ³¼³ıİÄμμ



í°Áí'æîª±ÃüÁî£"í°ÎÄ¼þî±²Ëµ¥£©

Ê¹ÓÃÃüÁî£¬¿ÉÒÒÓÃÖ¶µÄÎÄ¼þ,ñÊ½ÎÄ¼þ,ñÊ½±£  
'æ°ÎÄüÁü»¶¶ÎÄµµ£¬Ëø¶ÎÄ³Ö»ÎÄ¼þÊ¹ÖÃ»§Ö»ÄÜ²ªËëÄú×£¬»ò±£'æ'ø¿ÚÁîµÄÎÄµµ££  
×£Ê££°Ö»¶ÎÖÖÐµÄÄü×Ö¿,ñÊ½¼°Î»ÖÃÄ±£'æÎÄµµ£¬¿ÉÖÃí°±£'æî±ÃüÁî£

¿î½Ý·½Ê½

¹¼³¼ßÀ,£° (the first time you save a file)



Key: F12

¶Ö»°¿òÑîîî

í°ÎÄ¼þÃüî±

¼üËëÐÄµÄÎÄ¼þÃü£¬ÖÃ²»Í¬µÄÄü×Ö»ò²»Í¬µÄÎÄ¼þ,ñÊ½±£  
'æÎÄµµ££×£Ê£²»»ÄÜÓÃÍ¬ÑüµÄÄü×ÖÖÖ²»Í¬µÄÎÄ¼þ,ñÊ½Ä±£'æÎÄµµ££  
ÓÃµ±¿°ÎÄ¼þÃü»òÒÚÁÐ±ÖÐÑî¶µÄÄü×Ö±£'æÒÑÓÐÎÄ¼þÃüµÄÎÄµµ££  
×£Ê£Î°ÎÄ¼þÃü×¶¶à¿É°ü°£ø×Ö·û£¬À©Ö¹Äü×¶¶àËëËë,ø×Ö·û££Word ÓÃí°ÎÄ¼þÀàÐÍÁÐ±î±  
¿òÖÖÖÖ¶µÄÎÄ¼þÀàÐÍÍî¼°ÖÃÖ¹Äü£

í°¿ý¶Æ÷î±

ÑîÖñ±£'æÎÄµµµÄ¿ý¶Æ÷î£

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ÑîÖñ±£'æÎÄµµµÄÄ¿¼î£

í°ÎÄ¼þÀàÐÍÁÐ±î±

Word ¿ÉÒÒ°ÑÎÄµµ×ª»ª»ªÆäËëüÎÄ¼þ,ñÊ½¿ÉÖ¹ÁÐ±îÖÖÎÖÊ¼µÄÄÜËëËë¿òÓÚ Word  
²²×°µÄ×ª»ª»ªÐò¿É²î¼üÖÃÆäËëüÎÄ¼þ,ñÊ½±£'æ Word ÎÄµµ.

í°ÎÄ¼þ¹²îî±

ÎÖÊ¼Ö»¶Ö»°¿ò¿òÖÖø¶ÎÄ¼þµÄ£¬ÒªÑüÓÃ»§¶Ö,ÄÊ¿²ªËëÄú×£  
¿£Äü»¹¿ÉÒÒ°ÑÎÄ¼þÓÃ¿ÚÁî±£»ªÆðÀ'¿£²î¼üí°ÎÄ¼þ¹²îî±¶Ö»°¿ò¿ò¿£

í°Ñîîî±

ÎÖÊ¼Ö»¶Ö»°¿ò¿ò¿ò±ª¶Ö±£'æÎÄµµµÄ½Ê½½²øÐÐÐ,Ä£¬²î¼üí°±£'æÑîîî±¶Ö»°¿ò¿ò¿£

¿ë²îÖÃ

ò¿ª¿£±£'æ°£É³¿ýÎÄµµ

ᵢ°İÄ¼þ¹²İᵢ±ŦÔ»°¿ò

Ê¹ÓÃ,ÃŦÔ»°

¿òÊøŦŦÄ³ ðİÄµµ£¬Ê¹ÆäÊüÓÃ»§ÓÚ²é¿,ÄİÄµµÊ±İþ·ŦŦÔÆä½øÐÐÐþ,Ä£¬ŦŦøÔ»ÄÜ²âÊëÄú×ç  
İ£ÄúÔ²¿ÉÔÔÓÃ¿ÚÁİ½«İÄµµ±£»¤ÆðÄ´İ£

ŦŦÔ»°¿òÑİİİ

ᵢ°ÊøŦŦİÄ¼þÖ»Ðþ,ÄÄú×çᵢ±

×èÔ¹ÆäÊüÓÃ»§Ðþ,ÄİÄµµ£¬µ«ÔÊÐİÊüÃÇ²âÊë³ÆİªÄú×çµÄ±,×çİ£²İ¼üÊøŦŦ»ð½âÊøİÄµµİ£

ᵢ°±£»¤¿ÚÁİᵢ±

ÓÃ¿ÚÁİ½«İÄµµ±£»¤ÆðÄ´£¬¼üÊë¿ÚÁİ²çÑİÔĥİ°Ê·ŦŦᵢ±°·Ä¥°ó£¬½«³ðİÖÁİÔ»ŦŦÔ»°  
¿ò£¬ÊÄÄúÊ·Êİ¿ÚÁİİ£

ı°È«²¿±£´æı±ÃüÁî£¨ı°İÄ¼pı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÔ±£´æËùÓÐμÄ´ò¿ªİÄμμıçÄ£°âıç°ê°İ¼İÄ¼¼ı£ÔÚWord ±£´æİÄμμÖ®Ç°  
£¬Äü±ØÐêÈ·ÈİÖª±£´æÃ¿Ö»ö´ò¿ªİÄμμı£

ÇëîÖÃ

´ò¿ªıç±£´æ°İÉ³¼ıİÄμμ

ᵢ°ᵉÕÔÎÄ¼ᵖᵢ±ÃüÁî£¨ᵢ°ÎÄ¼ᵖᵢ±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÔÔÔÚÃüμÃîμ³»ðÄ³Ô»ÍøÂçÉîμÃÊî°ÎÄ¼Ä¼Ä¼ÖÐ½øÐÐÊÑÊ÷£¬À²ᵉÕÔ·û°î,ø¶¨×¼ÔðμÃÎÄ¼ᵖᵢ£

¶Ô»°¿òÑᵢî

ᵢ°ËÑÊ÷Â·¾¶ᵢ±

ÎÔÊ¾ÓÃÔÚ²ᵉÕÔËüÁÐÎÄ¼ᵖμÃÂ·¾¶ᵢ£

ᵢ°ÃÃÐð·½Ê½ᵢ±

ÎÔÊ¾ Word ÔÚÃÐ±íÕÐ²ÃÃÎÄ¼ᵖËüÓÃμÃ×¼Ôðᵢ£

ᵢ°ÎÄ¼ᵖÃüᵢ±

¶ÔÊîÔ»·ÎÊÑÊ÷¹ý³îÕÐÕÔμ½μÃÎÄ¼ᵖ½øÐÐÃÐ±íᵢ£

ᵢ°ÎÃμμËμÃ÷ᵢ±¿ò

ÎÃÊð,÷îÔ»ÓÐÔ»î±»îÔÊ¾£¬ÔðÊᵢ¾ðÓÓÔÓᵢ°Ñᵢîᵢ±¶Ô»°¿òÕÐËüÑᵢÔḡμÃÑᵢîᵢ£²î¼ûᵢ°Ñᵢîᵢ±¶Ô»°¿òᵢ£

ᵢ°±êîâᵢ±

ÔÓᵢ°ÔªÔªÐÃîçᵢ±¶Ô»°¿òÕÐîª¿ò»ÎÃμμÊªÊḡμÃ±êîâᵢ£²î¼ûᵢ°ÔªÔªÐÃîçᵢ±ÃüÁîᵢ£

ᵢ°ÃÜÊÝᵢ±

ÔÓᵢ°ÎÄ¼ᵖÃüᵢ±¿òÕÐËüÑᵢÎÄ¼ᵖμÃÃÜÊÝᵢ£

ᵢ°ÔªÔªÐÃîçᵢ±

ÔÓᵢ°ÔªÔªÐÃîçᵢ±¶Ô»°¿òÕÐîªÃîÃμμÊªÊḡμÃÐÃîçᵢ£

ᵢ°î³¼ÆÐÃîçᵢ±

ÔîÊçμ¥·ÊÊý»ðÔªÊýÔ®ÀμÃîÃμμÐÃîçᵢ£²î¼ûᵢ°ÎÃμμî³¼ÆÐÃîçᵢ±¶Ô»°¿òᵢ£

ᵢ°´ò¿ªᵢ±

¹ø±Ôᵢ°ᵉÕÔÎÄ¼ᵖᵢ±¶Ô»°¿ò£¬²¿´ò¿ªÑᵢ¶μÃÔ»ð»ðÔ»×êÎÄ¼ᵖᵢ£

ᵢ°´òÓᵢᵢ±

¶ÔÑᵢ¶μÃÔ»ð»ðÔ»×êÎÄ¼ᵖîÔÊ¾¾´ø´òÓᵢÑᵢîᵢ¶μÃ¶Ô»°¿òᵢ£²î¼ûᵢ°´òÓᵢᵢ±ÃüÁîᵢ£

ᵢ°ÔªÔªÐÃîçᵢ±

ÎÔÊ¾Ô»¶Ô»°¿ò£¬¿ò£¬ÔÔ²ᵉ¿´»ð±â¼ÃÐ±íÕÐμÚÔ»ðÑᵢ¶ÎÄ¼ᵖμÃÔªÔªÐÃîç£¬£¬Ê·ÊîÆðÔ»üÃ·ÃÊÔÔó¿ÉÃÜÓÃÔÚÊÑÊ÷ÎÃμμμÃÐÃîçᵢ£²î¼ûᵢ°ÔªÔªÐÃîçᵢ±ÃüÁîᵢ£

ᵢ°ËÑÊ÷ᵢ±

ÎÔÊ¾Ô»¶Ô»°¿ò£¬¿ò£¬ÔÔ±ÃüÔ»¶·ÐᵉÔª Word ÔÚÊÑÊ÷ÕÐÊ¹ÓÃμÃ×¼Ôð°ÎÄ¼Ä¼£¬²î¼ûᵢ°ËÑÊ÷ᵢ±¶Ô»°¿òᵢ£

É³⁄₄ýÑ¡¶µÄÖ»ö»òÒ»×éíÄ¹⁄₄þ¡£Äú±ØÐëÈ·ÈÏÒªÉ³⁄₄ýÖâÐ©íÄ¹⁄₄þ¡£

$$\tilde{\Gamma}\hat{O}E^3_4\acute{O}\tilde{A}\tilde{A}', \tilde{O}\tilde{A}E\tilde{N}_i\tilde{\Gamma}\tilde{I}\tilde{A}'_4p\mu\tilde{A}\tilde{\Gamma}\hat{O}}^\circ\zeta\grave{o};E^2f'_4\grave{u}_{j_{-}}, \tilde{O}\tilde{A}e_{j\pm}\tilde{\Gamma}\hat{O}}^\circ\zeta\grave{o};E$$

İÖÊ¾¼ÖÄÄ'Ö Ä÷ÖÚ¼²ëÖÖİÄ¼¼p¼±¶Ö»°¿òÖÐÈÇ°¶¶ÖİÄ¼¼p¼²øÐÄÄÐò°¶İÖÊ¾¼µÄ¶Ö»°  
 ¿ò¿½²¼¼Ü¼Ñ¼İ¼±¶Ö»°¿ò¿½

ÔÚí±ÄÜÉÝ±¿ôÄÜîÔÊ±¿Ñí¶îÄ±¿ôÐîÄ±¿îí¼ÐîµÄÊðîÊÓí¼îÊË¿úÔÚí±Ñí¶î±¶î»  
 ¿ôÐµÄíîÊ±ÄÐ¿î±Ñí¶î¿ôÄÜÑíÔñÄÊ±ÄÜÉÝ±Ñí¶î¿ÔðîÔ±ÄÄî±°Ä±ÔÐÐ§îÊ²¼ôîÑí¶î±¶î»  
¿¿.îÊ  
 ÊÊÊ±îÔÊ±¼»ôÔÚîÄ±¼µÄîÄ±¿Ê±îÄýÊ¿Ê-Word îÄµµîîÐÊðÊÑíÔñîÔ±ÄÄî±°Ä±îÊ

ÒÖÖ»¶Á·½Ê½´ò¿ªÄµµ£¬Äú¿ÉÖÖ²é¿·ÎÄµµµ«²»ÄÜ¶ÔÆä½øÐ±à¼¡£

²éÕÒºÍ¹ÜÀíÂÄ¼þ



í°Ñîîî±

ÑîÔñÔÚĚÑĚ÷ÖÐÕÒµ½µĂĬĂµµµĂĀĐ±í·½Ě½îĚ

í°½°"ÁĐĀĀĐ±í± ŐÚí°²éÕÕĬĀ¼þî±ĵòÖÐĀĐ³ðĚùÓÐÕÒµ½µĂĬĂµµîĚ

í°ÔÚĀĐ±íÖÐ °ÑĐĀÕÒµ½µĂĬĂµµ

Ĭí¼Óî± Ĭí¼Óµ½î°²éÕÕĬĀ¼þî±ĵòÖÐÕÑÓĐµĂĀĐ±íÖÐĚ¥îĚ

í°Ö»ÔÚĀĐ±íÖÐ Ö»ÔÚí°²éÕÕĬĀ¼þî±ĵòÖÐ

ĚÑĚ÷î± ÒÑĀĐ³ðµĂĬĂµµÖÐ½øĐĐĚÑĚ÷îĚ

í°Çø·Ö´óĐîĐ´î±

Ö»²éÕÕÓëî°ÖýĬĀî±ĵòÖÐÒªĚÑĚ÷ĬĀ±¾´óĐîĐ´ĬĚ«Ĭà·ûµĂĬĀ±¾îĚ

í°´´½°ĚÕÆÚî±

ĬĬ¼ûĚë½«°û°¬ÔÚĚÑĚ÷×¼ÔðÖĐµĀ´´½°ĬĀµµĚÕÆÚµĀ·ĦĬŞîĚ

í°Ö®°óî± Ö,Ħ°Òª°û°¬µĀ×ĬÔÇĚÕÆÚîĚĚ¹,Āĵò±Ě³ÖĵÖ°×ĵĚĬĬÔĚ¾¼´´½°ĚÕÆÚÔÇÓÚí°Ö®Ç°î±  
ĵòĀÚĚÕÆÚµĀĚùÓĐĬĀ¼þîĚ

í°Ö®Ç°î± Ö,Ħ°Òª°û°¬µĀ×Ĭ½ûĚÕÆÚîĚĚ¹,Āĵò±Ě³ÖĵÖ°×½«ĚÑĚ÷ÔÚí°Ö®°óî±  
ĵòĀÚĚÕÆÚÔÖ°ó´´½°µĀĚùÓĐĬĀµµîĚ

í°±Ě´æĚÕÆÚî±

¼ûĚëÒª²éĵµĂĬĂµµĚĬ»Ĭ±Ě´æµĀĚÕÆÚ·ĦĬŞîĚ

í°Ö®°óî± Ö,Ħ°Òª°û°¬µĀ×ĬÔÇĚÕÆÚîĚĚ¹,Āĵò±Ě³ÖĵÖ°×ĵĚĬĬÔĚ¾¼ĚùÓĐÔÇÓÚí°Ö®Ç°î±  
ĵòĀÚĚÕÆÚµĀĬĀµµîĚ

í°Ö®Ç°î± Ö,Ħ°Òª°û°¬µĀ×Ĭ½ûĚÕÆÚîĚĐªĚÑĚ÷ÔÚĀ³Ò»Ĭ±Ě´æµĀĬĂµµĚ¬ĵĚÔÚí°Ö®°óî±  
ĵòĀÚ¼ûĚë,ĀĚÕÆÚîĚĚ¹,Āĵò±Ě³ÖĵÖ°×½«ĚÑĚ÷ÔÚí°Ö®°óî±ĵòĀÚĚÕÆÚÔÖ°ó  
´´½°µĀĚùÓĐĬĀµµîĚ

í°ĵªĚ¼ĚÑĚ÷î±

ĬĬªĚ¼ĚÑĚ÷Ö,ĦĬĀ¼þîĚ

ı°É¾³ýı±ŦÔ»°¿ò

Ê¹ÓÃ,ÃŦÔ»°¿òÈ·ÈİÊÇ·ñÉ¾³ýÔÚı°²éÔÒİÃ¼þı±ŦÔ»°¿òÖĐŦıŦıμÃÔ»„ö»òÔ»×éÎÃμμı£

ŦÔ»°¿òŦıİİ

ı°ÊÇı±

É¾³ýŦıŦıμÃÔ»„ö»òÔ»×éÎÃμμı£

ı°·ñı±

·μ»Øμ¼ı°²éÔÒİÃ¼þı±ŦÔ»°¿ò¿òı£



ı° ‚ÖÆı±ŋÔ»°¿ò

Ê¹ÓÃ,ÃŋÔ»°¿ò£¬¿ÉÔÔÖ,ŋ¹½«ÎÃ¼p,‘ÖÆµ½°İ¹ı£

ŋÔ»°¿òÑıİİ

ı°Â·¾ŋı±

¼üÈë´æ´çÎÃ¼p±,·ÝµÄÇýŋÆ÷°İÃ¿Â¼ı£

ı°ÇýŋÆ÷ı±

ÑıÔİ´æ´çÎÃµµ±,·ÝµÄÇýŋÆ÷ı£

ı°Ã¿Â¼ı±

ÑıÔİ´æ´çÎÃµµ±,·ÝµÄÃ¿Â¼ı£  
²İ¼üı°²éÖÖÎÃ¼pı±ÃüÁİı£

ı°±à¼Ä·¾ı±ııÖ»°¿ò

Ê¹ÓÃ,ÃııÖ»°¿òÖ,ıı Word ÊÑÊ÷ÎÄ¼pıÄÄ·¾ıı£

ııÖ»°¿òÑıİ

ı°Ä·¾ıı±

¼üÊëÄ·¾ıı£¬°ııı¼Óı±°Ä½«Ê¹,ÃÄ·¾ıııı¼Óı½ÊÑÊ÷Ä·¾ııÖÐÈ¥ı£

ı°ÊÑÊ÷Ä·¾ıı±

ÁÐ³ö Word ÊÑÊ÷ÎÄ¼pıÄÄ¿Ä¼ı£

ı°ÇıııÆ÷ı±

ÑıÖñÊÑÊ÷ÎÄııııÄÇııııÆ÷ı£

ı°Ä¿Ä¼ı±

ÑıÖñÊÑÊ÷ÎÄııııÄÄ¿Ä¼ı£°ıÄııı¼Óı±°Ä£¬¬Word ½«°Ñı°Ä¿Ä¼ı±¿òÄÜıÄÄ·¾ıııı¼Óı½ı°ÊÑÊ÷Ä·¾ııı±¿òÄÜıÄÄ·¾ııÖÐÈ¥ı£

ı°ıı¼Óı±

°Ñı±Ç°ÑııııÄÇııııÆ÷ı¿Ä¿Ä¼ı»òÄ·¾ıııı¼Óı½ÊÑÊ÷Ä·¾ııÖÐı£

ı°É¾ıı±

ı°ÊÑÊ÷Ä·¾ııÖÐÉ¾ııÑııııÄÄ¿Ä¼ı£

ı°È«²¿É¾ıı±

ÔÚı°ÊÑÊ÷Ä·¾ııı±¿òÄÜÉ¾ııÛÓÐÄ¿Ä¼ı£

Ê¹ÓÃ,Ã¶¶»°¿ò£¬¿ÉÔÔÖ,¶¶ÔÜËÑ÷÷ÖÐÈç¶¶¶¶ÔÔÒµ½Ã¼¼½øÐÐÁÐ±í¿

$$i^{\circ} \hat{I} \hat{A}^{1/4} p \hat{A} \hat{D} \hat{O} \cdot 1/2 \hat{E}^{1/2} i \pm$$

$i^{\circ}x \div \textcircled{\text{O}}\text{B}\text{J}\pm$	$^{\circ}x \div \textcircled{\text{O}}\text{B}\text{A}\hat{\text{u}}\mu\text{A} \times \textcircled{\text{O}}\text{A}, \textcircled{\text{E}}^3\text{D}\text{d}\text{A}\text{A}\text{D}\text{d}\text{J}\text{E}$
$i^{\circ}{}^{\circ}{}^{\circ}\frac{1}{2}\textcircled{\text{E}}\textcircled{\text{O}}\text{A}\text{E}\text{U}\text{J}\pm$	$^{\circ}\textcircled{\text{E}}\pm\frac{1}{4}\text{a}\textcircled{\text{E}}^3\text{D}\text{d}\text{A}\text{A}\text{D}\text{d}\text{E} \neg \times \text{I}\text{D}\text{A}{}^{\circ}{}^{\circ}\frac{1}{2}\mu\text{A}\text{I}\text{A}\frac{1}{4}\text{pA}\text{D}\text{O}\text{U} \times \text{I}\text{C}^{\circ}\text{A}\text{a}\text{J}\text{E}$
$i^{\circ}\textcircled{\text{E}}\text{I}\text{I}\pm\text{E} \neg \text{a}\textcircled{\text{O}}\text{B}\text{J}\pm$	$^{\circ}\pm\text{E}{}^{\circ}\text{a}\text{I}\text{A}\mu\mu\textcircled{\text{O}}\text{B}\text{D}\text{O}\text{A}\hat{\text{u}}\mu\text{A} \times \textcircled{\text{O}}\text{A}, \textcircled{\text{E}}^3\text{D}\text{d}\text{A}\text{A}\text{D}\text{d}\text{J}\text{E}$
$i^{\circ}\textcircled{\text{E}}\text{I}\text{I}\pm\text{E} \neg \text{a}\textcircled{\text{E}}\textcircled{\text{O}}\text{A}\text{E}\text{U}\text{J}\pm$	$^{\circ}\textcircled{\text{E}}\pm\frac{1}{4}\text{a}\textcircled{\text{E}}^3\text{D}\text{d}\text{A}\text{A}\text{D}\text{d}\text{E} \neg \times \text{I}\text{D}\text{A}\pm\text{E}{}^{\circ}\text{a}\mu\text{A}\text{I}\text{A}\frac{1}{4}\text{pA}\text{D}\text{O}\text{U} \times \text{I}\text{C}^{\circ}\text{A}\text{a}\text{J}\text{E}$
$i^{\circ}\text{I}\text{A}\frac{1}{4}\text{pA}\hat{\text{u}}\text{J}\pm$	$^{\circ}\text{I}\text{A}\frac{1}{4}\text{pA}\hat{\text{u}} \times \textcircled{\text{O}}\text{A}, \textcircled{\text{E}}^3\text{D}\text{d}\text{A}\text{A}\text{D}\text{d}\text{J}\text{E}$
$i^{\circ}{}^{\circ}\text{d}\text{B}\text{J}\pm$	${}^{\circ}\text{O}\text{B}\text{J}\mu\frac{1}{2}{}^{\circ}\text{d}\text{I}\text{O}\hat{\text{A}}\mu\mu\text{A}\text{D}\pm\text{J}\text{E}$

ijĩjĩôñôªëí¬ôúëñë÷öðöôµ½µäĩä¼pãûò»í¬áð³öµäðäĩç;£²¹⁄û;°öªôªðäĩç;±ãüäĩ£

<b>ἰ°±ēlāj±</b>	ἸÔÊ¼ÔÚἰ°Ô̂àÐĀĩçj±¶Ō»°ζòÄÚÊäËëμĂ±ēlāj£
<b>ἰ°ÄÜÊÝj±</b>	ἸÔÊ¾ĪÄ¼þÄÜÊÝj£
<b>ἰ°Ô̂àÐĀĩçj±</b>	ἸÔÊ¼ÔÚἰ°Ô̂àÐĀĩçj±¶Ō»°ζòÖÐÊäËëμĂËùÓÐÐĀĩçj£
<b>ἰ°ĩ³¼₄ÆÐĀĩçj±</b>	ἸÔÊ¾⁹ÔĩËçμ¥´ÊËý»òÔ̂³ËýÔ®ÀαμĪĪμμÐĀĩçj£²ĩ¹⁴úἰ° <u>ἸÄμμἰ³¼₄ÆÐĀĩçj±¶Ō»°ζòj£</u>

E'ŌÄ, ÄÄüAi£¬ĲÉÒÓÍÖÊ³¼»¶¶ĬÄµµµÄÖªÖªDÄIç£¬ÒÔ±ä¶ŒŒĬÄµµ½ØÐÐ¼i'e»ò±à¼i£  
×çE£°ÖÜĲ±ēlāj±jçĲ·Ö÷lāj±jçĲ·×÷ÖBj±jçĲ·°¼ü×ÖĲj±ŒĲ±, ×çj±ĲöÄÜ£¬Word  
ĲÉ½ÖÊÖµÄ×Ö·ûËý×¶¶aiª 255 , öj£

ï°îÄ¼þÃû±±  
ïÔÊ¾»ïï¬îÄµµµÄîÄ¼þÃû±£

$$\frac{1}{4}\ddot{u} = \ddot{A}\mu \pm \frac{1}{2}\epsilon$$

ï°Ö÷îâ¡±  
¼üÈëîÄµµËµÃ÷¡£

i°x÷Ößj±  
 Word ×Ô¶²äÈèÄúÔÚ²×° Word Ê±¼üÈèµÄÐÕÃüj£ÄúçÉÒÔÊ¹ÓÃj°×÷Ößj±çð¼üÈèè»Í¬µÄÐÕÃüj£

ï°¹ø¼ü×ö±±  
¼üèë´óîäµµöð³é³öµä¹ø¼ü×ö±±

ï°±,×ç±±  
¼üÈëÈî°îÒª¼ÇÂ¼µÄÓÐ¹ØîÄµµµÄÆÀÂÛ½

ἰ<sup>ο</sup>ί<sup>31/4</sup>ΑΕΔΑἰϕι±  
 Ἰ᾿Ὠ<sup>Ε</sup>³⁴Ὀ»<sub>ῡ</sub>δ<sup>ο</sup>δ<sup>Ο</sup>Δ<sup>Ι</sup>³¹⁴ΑΕΔΑἰϕι<sup>α</sup>Ἀ<sup>γ</sup>Ἐ<sup>ς</sup>£-ἰ<sup>Α</sup>μ<sup>μ</sup>Ὀ<sup>δ</sup>μ<sup>Α</sup>μ<sup>¥</sup>·Ἐ<sup>×</sup>Ὸ<sup>ἔ</sup>γ<sup>ι</sup><sup>α</sup>μ<sup>Α</sup>᾿᾿Ὀ»<sup>ο</sup>ζ<sup>ο</sup>ἰ<sup>ς</sup>£<sup>ἰ</sup>⁴ῠ<sup>ι</sup>ἰ<sup>ο</sup>Ἰ<sup>Α</sup>μ<sup>μ</sup>ί<sup>31/4</sup>ΑΕΔΑἰϕι±᾿᾿Ὀ»<sup>ο</sup>  
 ζ<sup>ο</sup>ἰ<sup>ς</sup>£

Çe²ÎÖÄ  
²éÕÒ°Í¹ÜÀíÎÄ¼p

ᵢ°İÄµµí³¼ÆÐÄİçᵢ±ŋÔ»°¿ò

ÓÃ,ÄŋÔ»°¿ò£¬¿ÉÒÔİÔÊ¾ÓÐ¹Ø»İŋİÄµµµÄÓÐÓÃÐÄİçᵢ£

ŋÔ»°¿òÑᵢİİ

ᵢ°İÄ¼pÃûᵢ±

İÔÊ¾»İŋİÄµµµÄİÄ¼pÃûᵢ£

ᵢ°Ä¿Ä¼ᵢ±

İÔÊ¾ Word ‘æ’ç»İŋİÄµµµÄÄ¿Ä¼ᵢ£

ᵢ°Ä£°āᵢ±

ᵢİİÔÊ¾»İŋİÄµµÑᵢÓÃµÄÄ£°ā µÄÄû³Æ°İİ»ÖÄᵢ£

ᵢ°±êİāᵢ±

İÔÊ¾ÔÚᵢ°ÖªÒªÐÄİçᵢ±ŋÔ»°¿òÖÐÊäÊëµÄİÄµµ±êİāᵢ£²İ¼ûᵢ°ÖªÒªÐÄİçᵢ±ÃüÄİᵢ£

ᵢ°´´½°ÈÖÆÚᵢ±

İÔÊ¾´´½°İÄµµµÄÈÖÆÚ°İÊ±¼äᵢ£

ᵢ°Éİ°İ±£°æÈÖÆÚᵢ±

İÔÊ¾Éİ°İ±£°æİÄµµµÄÈÖÆÚ°İÊ±¼äᵢ£

ᵢ°Éİ°İ±£°æÕßᵢ±

İÔÊ¾Éİ°İ±£°æİÄµµµÄÓÃ»\$Ãûᵢ£

ᵢ°Ðᵑŋ©°Äᵢ±

İÔÊ¾±£°æ,İİÄµµµÄİÊýᵢ£

ᵢ°×Ü¹²±ā¼Ê±¼äᵢ±

ÁÐ³ò×Ô,İİÄµµ´´½°ÒÑÀ°£¬İÄµµÔÚ,÷İ±ā¼ÆÚ¼ä¹²°ò¿ªÄÊŋāÉÜ·ÖÖÓᵢ£

ᵢ°Éİ°İ°òÓᵢÊ±¼äᵢ±

İÔÊ¾Éİ°İ°òÓᵢİÄµµµÄÈÖÆÚ°İÊ±¼äᵢ£

ı°ÉİİüĐÂÊ±¹²ÓĐı±

Word İ³ˆˆˆÖÖ»ÔÚ´òÓıÖü,öİÄµµ»òÑıÔñÁËı°,üĐÂı±´Á¥Ê±£¬²Â»á¼ÆËăÖâĐ©İ³¼ÆĐÂİøı£

ı°Ò³Êýı± İÔÊ¾İÄµµµÄÒ³Êýı£

ı°ÊÊýı± İÔÊ¾İÄµµµÄµ¥´ÊÊýı£

ı°×Ö·üÊýı± İÔÊ¾İÄµµµÄ×Ö·üÊýı£

ı°,üĐÂı±

Áø¼´,üĐÂİ³¼ÆĐÂİøı£¬°üÄ´ÔÚ±¼´İ±ă¼-

ÆÚ¼ăËù×÷µÄËİ°İĐĐ,Äı£,üĐÂÓĐÖúÓÚéĴ´İÄµµµÄ×Ö·üıøµ¥´Ê»òÒ³Êýı£

ı°Ä£°ăı±ÄüÁî£¬ı°İÄ¼bı±²Ėμ¥£©

Ê¹ÓÄ,ÄÄüÁî£¬¿ÉÒÖÖ,¶İÄμμŊıÓÄμÄÄ£°ăı£

¶Ô»°¿òŊıİİ

ı°ŊıÓÄÄ£°ăı±

¼üĖĕ»òŊıÔİİÄμμŊıÓÄÄ£°ăμÄü³Æı£

ı°½«ĐÂ°ĕ°Íı¼İÄ¼¬±£´æÔÚı±

ŊıÔİĖÇ°İ´æ´ç±à¼İÄμμĖ±Ėü½¬ÁçμÄĐÂ°ĕ°Íı¼İÄ¼¬ı£

ı°¹²ÓÄÄ£°ă£¬¿ÉÓÄÓÚ °ŊĐÂ°ĕ°İ

ĖüÓĐİÄμμ£©ı± Íı¼İÄ¼¬±£´æÔÚ¹²ÓÄÄ£°ă NORMAL.DOT ÖĐ£¬ÔÚ,ÄÄ£  
°ăÖĐ£¬ĖüÄÇ¿ÉÓÄÓÚĖüÓĐİÄμμı£

ı°μ±Ç°İÄμμ ÓÄ»İ¶İÄμμŊıÓÄμÄ

Ä£°ăı± Ä£°ă±£´æĐÂ°ĕ°Íı¼İÄ¼¬ı£

ı°İáĖ¼ĖăĖĕÄ¿Ö»ĐÂÄ£°ăÄüı± ÔÚ½¬ÁçĐÂ°ĕ°Íı¼İÄ¼¬Ö®°ó£¬Ö,¶İ½«Æă´æÓÚ°İ´ı£

ı°ĖμÄ÷ı±

İÔĖ¼ı°ŊıÓÄÄ£°ăı±¶¶Ô»°¿òÖĐÄ£°ăμÄ±ĕİı£±ĕİİĖÇÖ,³öİÖÔÚÄ£°ăμÄı°Ö°Ò°ĐÄİçı±¶¶Ô»°¿òÄÜı°  
±ĕİİı±¿òÖĐμÄİÄ±³ı£²İ¼üı°Ö°Ò°ĐÄİçı±ÄüÁî£

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ÇĕʹÔÄ

İÄμμÄ£°ă

ı°ˆòÓıÔ▯ÀÀı±ÃüÁî£ˆı°İÄ¼þı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÔÔÚ»İİİÄμμÓëˆòÓıÔ▯ÀÀ¼ă½∅ĐĐÇĐ»»£¬Ê¹ÓÃˆòÓıÔ▯ÀÀ¿É²é¿İÄμμÔÚ  
ˆòÓıÊ±Ėü³ôİÖμÄĐİÊ½ı£²İ¼ûÖÚˆòÓıÔ▯ÀÀ£Ê½İÄ¹▯x¬ı£

ÇëİÖÄ


²é¿İÄμμ



í°`òÓì±ÃüÁí£·í°Ā¼þì±²Ĕμ¥£©

Ê¹ÓÃ,ÃÃüÁí£¬¿ĖÒÔ¿ØÖÆĬÄμμμĀ´òÓì·½Ĕ½¿¿¿ĖÊ¹ÓÃì°`òÓìĖèÖÃì±ÃüÁíÖ,¶  
´òÓì»ú¼°Æǎ½Ó¿Ú¿£Ö°ĭèÖ»Ĭ´òÓì¶à·ŸĬÄμμ£¬¿ĖÊ¹ÓÃì²èÖÒĬĀ¼þì±ÃüÁíÖĐμĀ´òÓì!ĀÜ¿£²Ĭ¼üĖ³Đò  
´òÓì¶à,òĬÄμμ¿

¿Ĭ½Ÿ·½Ĕ½

¹π³⁄₄ßÀ,£°   
¼ü£° CTRL+SHIFT+F12

¶Ô»°¿òÑìĭ

í°`òÓì»úì±

ĬÔÊ³⁄₄±»¼π»ĭμĀ´òÓì»ú¼°`òÓì»ú½Ó¿Ú¿£

í°`òÓìì±

ÑìÔñÒ°`òÓìμĀĀÚĖŸ¿£

í°ĬÄμμì± ´òÓìĬÄμμ¿£

í°Ö°Ö°ĐĀĬ¿ì± Ö»´òÓìÖ°Ö°ĐĀĬ¿¿£

í°Āú×¿ì± Ö»´òÓìĀú×¿.

í°ÑüĔ½ì± Ö»´òÓìÓĀÓÚ»¶ĬÄμμμĀÑüĔ½ ĔμĀ÷¿£

í°Ĭ¼ĬĀ¼¯ì± ĬĖ´òÓìÓĀÓÚĀ£°ǎμĀĖ«²¿Ĭ¼ĬĀ¼¯´ĖĬð£¬ÒÜ´òÓìĖùÖĐ¹²ÓĀμĀĬ¼ĬĀ¼¯´ĖĬð¿£

í°¼ü,³Öμì± Ö»´òÓì¿,μĀĀü³Æ¿¿ÆǎÖ,¶μĀ¼ü¼°ÆǎĔμĀ÷¿£

í°·ŸĖŸì±

¼üĖĖ»òÑìÔñÒ°`òÓìμĀ·ŸĖŸ¿£

í°¶Ĭ§ì±

Ö,¶¬Ò°`òÓìĀĀĐ©Ò³¿£

í°Ė«²¿ì± ´òÓìÖü,òĬÄμμ¿£

í°Ñì¶·¶Ĭ§ì± ´òÓìĀ¿¿°Ñì¶μĀĬĀ±³⁄₄¿£

í°μ±¿°Ö³ì± ´òÓìÑì¶¬Ò³»ò²ǎĖĖǎĖùÒÚμĀÒ³¿£

í°Ö³ì± ,ü¼ŸÒÚì°·Óì±°Ĭì°μ½ì±¿òÖĐÖ,¶μĀÒ³¶Ĭ§´òÓì¿£

í°Óì± Ö,¶¬Ò°`òÓìμĀμÚÒ»Ò³Ò³ĀĖ¿£

í°μ½ì± Ö,¶¬Ò°`òÓìμĀ×Ĭ°òÒ»Ò³Ò³ĀĖ¿£

í°ĖèÖÃì±

ĬÔÊ³⁄₄ò»¶Ô»°¿ò£¬ÓĀĀ·ÑìÔñÒ°²×°μĀ´òÓì»ú¼°Æǎ½Ó¿Ú¿£²Ĭ¼üì°`òÓìĖèÖÃì±ÃüÁí¿£

í°Ñìĭì±

İÖÊ¼Ö»¶Ô»°¿ò£¬½øÐÐÓÐ¹Ø´òÓµÄÆäËüÑ¡Ôñ¡£½û¡°òÓÑ¡î¡±¶¶Ô»°¿ò¡£

¡°òÓµ½î¼p¡±

´òÓµ½Ä³´ÄÀÉİµÄÖ»,öÐÂÎÄµµÖÐ¡£Word ½«làÊ¼Äú¼üÈëÎ¼pÄú¡£

¡°×Ô¶¯·Öò³¡±

´òÓ¡°Ò³Äë×éÖ¯µÄ±,·Ý¡£

**ÇëîÖ**

´òÓîÄµµ

ᵢ°ᵢ²ϕ´òÓᵢ±ÃüÁî£´ᵢ°ÎÄ¼ᵖᵢ±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÔÍ´¹½«Ä³Ò»Êý³⁄₄ÝÎÄ¼ᵖÖÐμÄÐÃîøÓë»ᵢᵢ¹Äμμîà°ᵢ²ϕÀ´´òÓᵢÄ³Ò»ÎÄμμμÄᵢᵢÖÆ°æ±³⁄₄£¬ÒÃÓÜ´´¹⁄₂ᵢᵢÄìØμÃÎÄμμ£¬Èç±í,ñÊ½ÐÃ¼ᵖᵢ£

ᵢᵢÔ»°¿òÑᵢîᵢ

ᵢ°ÑᵢÓÃÊý³⁄₄ÝÎÄ¼ᵖᵢ±

´ò¿ªÒ»ᵢᵢÔ»°¿ò£¬¿ÉÔÚÆäÖÐÑᵢÔñÒÑÓÐμÄÊý³⁄₄ÝÎÄ¼ᵖ»ò´´¹⁄₂ÐÃμÄÊý³⁄₄ÝÎÄ¼ᵖᵢ£²ᵢ⁄₄ûᵢ°ÑᵢÓÃÊý³⁄₄Ý£¬í·¼ÇÃ¼Ä¼Ä¼ᵖᵢ±ᵢᵢÔ»°¿òᵢ£

ᵢ°ÑᵢÓÃî·¼ÇÃ¼Ä¼Ä¼ᵖᵢ±

´ò¿ªÒ»ᵢᵢÔ»°¿ò£¬¿ÉÔÚÆäÖÐîªÖ÷ÎÄμμÑᵢÔñÒÑÓÐμÃî·¼ÇÃ¼Ä¼Ä¼ᵖ»ò´´¹⁄₂ÐÃμÃî·¼ÇÃ¼Ä¼Ä¼ᵖᵢ£²ᵢ⁄₄ûᵢ°ÑᵢÓÃÊý³⁄₄Ý£¬í·¼ÇÃ¼Ä¼Ä¼ᵖᵢ±ᵢᵢÔ»°¿òᵢ£

ᵢ°±à¼Ö÷ÎÄμμᵢ±

ÑᵢÔñ,Ã°·Ã¥¿É½øÈëÖ÷ÎÄμμᵢ£

ᵢ°ᵢ²ϕᵢ±

¿ªÊ¹⁄₄ᵢ²ϕ´òÓᵢ¹ý³ᵢ£²ᵢ⁄₄ûᵢ°ᵢ²ϕ´òÓᵢ±ᵢᵢÔ»°¿òᵢ£

ᵢ°ÈᵢîüÎÄ¼ᵖÑᵢÓÃᵢ±

ÈᵢîüÊý³⁄₄ÝÎÄ¼ᵖᵢ£´»òí·¼ÇÃ¼Ä¼Ä¼ᵖÓëÖ÷ÎÄμμÖ®¼äμÃÄªᵢμ£¬°ÑÖ÷ÎÄμμ×ª»³É±ê×¼ Word ÎÄμμ£¬²ϕ½áÊøᵢ²ϕ´òÓᵢ¹ý³ᵢ£

ÇëʒÎÃ

±í,ñÊ½ÐÃ¼ᵖᵢϕÓÊ¼ᵖ±êÇ©¼°ÆäËüᵢ²ϕÎÄμμ

## 1°Ñ¡ÓÃÊÿ¼Ý£¬¼ÇÂ¼ÎÄ¼p¡±¶Ô»°¿ò

Ê¹ÓÃÃ¶Ô»°¿ò£¬¿¿ÊÔÔ´½°ÐÂµÄ»ò¿¿°ÑÓÐµÄÊÿ¼ÝÎÄ¼p»ò¼ÇÂ¼ÎÄ¼p£¬ÔÔ±ãÔ´°¿ò  
´òÓ¡ÔÐÔëÔ÷ÎÄµµÔ»ÆðÊ¹ÓÃ££

## ¶Ô»°¿òÑ¡¶

### 1°ÎÄ¼pÃû±

¡¡¼üÊë»òÑ¡ÔñÔ°¿ò¿µÄÎÄ¼pÃû£¬¿¿òÁÐ°òÎÄ¼p´ðÓÐÔ´1°ÎÄ¼pÀàÐÍÁÐ±¡±  
¿òÔÐÊüÑ¡µÄÀ©Ô¹Ãû££

×¿Ê£°Ô°¿¿´´ðÐÄ³Ô»ìØ¶´À©Ô¹ÃûµÄÎÄ¼pÁÐ±£¬¿¿Ê¼üÊëÔ»òÐÇ°Á£´´£©¡¿Ô»ò¼äµã¼°Êÿò×Ô  
·ûµÄÀ©Ô¹Ãû££ÁÿÊ££¬Ô°¿¿¿¿Ô»Ä¿¼ÔÐÊüÓÐÀ©Ô¹Ãû¹ª.TXT µÄÎÄ¼p£¬¿¿Ê¼üÊë \*.txt

### 1°ÎÄ¼pÀàÐÍÁÐ±¡±

Ñ¡ÔñÔ°¿ò¿¿¿¼¼pµÄÀàÐÍ££

1°Word ÎÄµµ± ÁÐ°òµ±Ç°

(\* .doc) ¿¿¿¼ÔÐµÄÊüÓÐ Word ÎÄµµ££

1°ÎÄµµ ÁÐ°òµ±Ç°

Á£°¿± (\* .dot) ¿¿¿¼ÔÐµÄÊüÓÐÁ£°¿±££

Rich Text Format ÁÐ°òµ±Ç°

(\* .rtf) ¿¿¿¼ÔÐÊüÓÐÔÁ .RTF ±£´æµÄÎÄ¼p££

1°ÎÄ±¼ÎÄ¼p± (\* .txt) ÁÐ°òµ±Ç°¿¿¿¼ÔÐÊüÓÐÔÔ¿¿ÎÄ±¼¼°Ê¼±£´æµÄÎÄµµ££

1°ÊüÓÐÎÄ¼p± (\* .\*) ÁÐ°òµ±Ç°¿¿¿¼ÔÐµÄÊüÓÐÎÄ¼p££

## 1°Çÿ¶Æ÷¡±

Ñ¡Ôñ Word ´æ·ÀÔ°¿ò¿¿¿¼¼pµÄÇÿ¶Æ÷¡±££

## 1°¿¿¿¼±

Ñ¡Ôñ Word ´æ·ÀÔ°¿ò¿¿¿¼¼pµÄ¿¿¿¼±££

## 1°°ÖÔÔÎÄ¼p±

¹Ø±Ô1°Ñ¡ÓÃÊÿ¼Ý£¬¼ÇÂ¼ÎÄ¼p±¶Ô»°¿ò¿ò¿¿¿¿ÔÔ»°¿ò¿ò£¬ÔÔ±ãÔ´ÊñÊ÷Ô°  
´ò¿µÄÎÄ¼p££²¼ü1°°ÖÔÔÎÄ¼p±ÃûÎ££

## 1°´½°Êÿ¼Ý£¬¼ÇÂ¼ÎÄ¼p±

Ñ¡Ôñ´½°ÐÂµÄÊÿ¼ÝÎÄ¼p»ò¼ÇÂ¼ÎÄ¼p££²¼ü½ü1°´½°Êÿ¼Ý£¬¼ÇÂ¼ÎÄ¼p±¶Ô»°¿ò¿ò¿¿

ı°´½ˆËý¾Ý£¬ı¼ÇÂ¼ÎÄ¼þı±¶Ô»°¿ò

ÊıÓÃ,Ä¶Ô»°¿ò£¬¿ÉÒÔ´½ˆÖÃÓÚı²£¬òÓıµÄÊý¾ÝÎÄ¼þ»òı¼ÇÂ¼ÎÄ¼þı£

¶Ô»°¿òÑıİ

ı°ÓòÃûı±

¼ûÈëı²£ÓòÃûı£

×£ÊÍ£ı²£ÓòÃû±ØĐëÒÔ×ÖÄ,¿Ê¼£¬²£ÇÒÖ»ÄÜ°ü°¬×ÖÄ,ı£Êý×ÖıİÄ»©İß×Ö·û£¬×ı¶à¿ÉÓĐ 31  
,ö×Ö·ûı£

ı°ı¼ÇÂ¼ÖĐµÄÓòı±

ÁĐ³òı¼ÇÂ¼ÖĐµÄÓòı£ı¼ÇÂ¼ÊÇÊý¾ÝÎÄ¼þ»òı¼ÇÂ¼ÎÄ¼þÖĐµÄµÚÖ»,ö¼ÇÂ¼ı£

ı°İı¼Óı±

°ÑÓòÃûİı¼Óµ½ı¼ÇÂ¼ı£

×£ÊÍ£ı²ıòı¼ÇÂ¼ÖĐİı¼Óı²£ÓòÃûÊ±

£¬,ÃÓòÃû½«²âÈëµ½ı°ÓòÃûı±ÁĐ±İÖĐµ±Ç°ÈùÑıÓòÃûµÄİÂ½ı£,ÃÓòÃû³Êİµ±Ç°Ñı¶¶ÓòÃûı£

ı°Ê¾¾ýı±

ı°ı¼ÇÂ¼ÖĐÊ¾¾ýÓòÃûı£

£îÄ¼pÃû£©ÊÇ°î²¢´ðÓµÄÖ÷ÎÄµµ£¬ËüÔÚÄ³ ö {DATA}  
Óî³⁄₄äÖÐÒýÓÃÄËËý³⁄₄Ý£¬Í·¼ÇÂ¼ÎÄ¼p£¬îÄ¼pÃû£©î£Word Îþ···ð¿ª£îÄ¼pÃû£©î£

Word ²»ÄÜ´ð¿ª DATA Óð ÖÐÖ,¶µÄËËý³⁄₄ÝÎÄ¼p»ðÍ·¼ÇÂ¼ÎÄ¼p£¬Ô-  
Òð¿ªÄÜËËË,ÎÄ¼pÖÑ±»Ë³⁄₄ý»ðÍ·¼ÇÂ¼ÎÄ¼pÖÐ¶¶î£ÖÐ¹ØËËË,½éËËË¬²î¼ûDATA Óðî£

¶Ô»°¿ðÑîî

î°ÇÐ»»£¬¶î»ËËý³⁄₄Ý£¬Í·¼ÇÂ¼ÎÄ¼pî±

ËËË³⁄₄Ò»¶Ô»°¿ð¿ð£¬ÓÃÃ

¹ªÖ÷ÎÄµµÑîÓÃÆäËËËËË³⁄₄ÝÎÄ¼p»ðÍ·¼ÇÂ¼ÎÄ¼pî£²î¼ûÑîÓÃËËËËË³⁄₄Ý£¬Í·¼ÇÂ¼ÎÄ¼pî±¶Ô»°¿ðî£

î°±£Áð DATA Óî³⁄₄äî±

±£ÁðÖ÷ÎÄµµÖÐµÄ DATA Óðî£

î°Ë³⁄₄ý DATA Óî³⁄₄äî±

´ÓÖ÷ÎÄµµÖÐË³⁄₄ý DATA Óðî£

ᵢ°²ăĖë°ĩ²¢Óòᵢ±¶ŦÔ»°¿ò

Ê¹ÓĀ,Ā¶ŦÔ»°¿ò£¬¿ĖÔÔ½«°ĩ²¢Óò²ăĖëμ½Ö÷ÎĀμμÖĐᵢ£

¶ŦÔ»°¿òÑᵢĩ

ᵢ°°ĩ²¢¬òÓᵢÓòᵢ±

ÑᵢÔñÒ»°ĩ²¢Óò£¬½«Æă²ăĖëμ½ĖèÖĀĀĖ²ăĖëμăμĀÎĀμμÖĐᵢ£Word ½«ÁĐ³òĖùÓĐÒÑ¶Ŧ¬ÒăμĀ°ĩ²¢Óòᵢ£

ᵢ°Word Óòᵢ±

ÑᵢÔñÒ» Word Óò£¬½«Æă²ăĖëμ½ĖèÖĀĀĖ²ăĖëμăμĀÎĀμμÖĐᵢ£²î¼ûÖÚÖ÷ÎĀμμÖĐÊ¹ÓĀÓòᵢ£

Word ÔÚÍ·¼ÇÂ¼ÖÐ·çĬÖÒ»\_ö·Ç·μÄÓðÃûĭÉ¹ĭĕ³É°ĭ²ç´ðÓĭ£¬±ØÐë³¼ÀÕý\_Ã´ĭóĭ£

Word ÔÚÍ·¼ÇÂ¼ÖÐ·çĬÖÒ»\_ðÓÐÓĭ·  
´ĭíóμÄ°ĭ²çÓðÃûĭ£ĭ·¼ÇÂ¼ÊÇĭ·¼ÇÂ¼Ā¼p»ðÊý³¼ÝĬÃ¼pÖÐμÄμÚÒ»\_ð¼ÇÂ¼ĭ£Ê¹ÓÃ\_ÃĭĬÖ»°  
ĭòĭÉ³¼ÀÕý\_Ã´ĭóĭ£

ĭĬÖ»°ĭòÑĭĭĭ

ĭ°Áç¼³¼ÀÕý´ĭíóĭ±

´ðĭªĭ·¼ÇÂ¼Ā¼p»ðÊý³¼ÝĬÃ¼p£¬ÒÔ±ā\_ÃÕýĭ·¼ÇÂ¼ÖÐμÄÓðÃûĭ£

ĭ°ÔÝ»°³¼ÀÕý´ĭíóĭ±

ÔÊÐĭ´ÊÊ±°ðÃÔ\_Ã´ĭóĭ£ÔÚ³¼ÀÕý\_ÃĭÊĭàÒÔÇ°£¬Word ²»Ô´ÐÐ°ĭ²ç²Ù×÷ĭ£  
×çÊĭ£°°ĭ²çÓðÃû±ØÐëÒÔ×ÖÃ\_ĭªÊ¹¼£¬²çÇÒÖ»ÄÜ°ü°¬×ÖÃ\_ĭçÊý×Ô°ĭĭÃ»©ĭĭ×Ô·û£¬×ĭĭàĭÉÓÐ 31  
\_ð×Ô·ûĭ£



İĀÁĐÖ÷İÄµµ°İ²çÓòİᐁ···ÓëÈİ°İ  
´ÓÊý³⁄₄ÝİĀ¹⁄₄ᐁ»òİ·¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁµĀİ·¹⁄₄ÇĀ¹⁄₄ÖĐÖÖµ¹⁄₂µĀÓòĀũİàÆ¥Āăİ£Êç¹ũ²»¹⁄₂â³⁄₄öÖ  
âÒ»İĒİâ£-ÔÚ°İ²ç´òŎİ¹ý³İÖĐ¹⁄₂«·çÉú´İİóİ£

Word  
ÒÑÊŋ±ð³ðÖ÷İÄµµÖĐ²»ÄÜÓëİ·¹⁄₄ÇĀ¹⁄₄ÖĐ°İ²çÓòĀũİàÆ¥ĀăµĀ°İ²çÓòĀũİ£İ·¹⁄₄ÇĀ¹⁄₄ÊÇÖ,Êý³⁄₄ÝİĀ¹⁄₄ᐁ»òİ·¹⁄₄  
ÇĀ¹⁄₄İĀ¹⁄₄ᐁÖĐµĀµÜÒ» ð¹⁄₄ÇĀ¹⁄₄İ£ÓĀ, ĀŋŎ»°  
¿ò¿ÊÊ¹ŎĀµ±Ç°Êý³⁄₄ÝİĀ¹⁄₄ᐁÖĐµĀÓòĀũ»òĀİĐĐÖ,ŋĒÊý³⁄₄ÝİĀ¹⁄₄ᐁ»òİ·¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁİ£

ŋŎ»°¿òÑİİİ

İ°Ê¹ŎĀĒÊý³⁄₄Ý£İ¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁÖĐµĀÖòİ±  
Ê¹ŎĀµ±Ç°Êý³⁄₄ÝİĀ¹⁄₄ᐁ»òİ·¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁÖĐµĀ°İ²ç´òŎİÓòİ£  
×çÊİ£°ÇëÈ-ÈİĀũÒÑ¹⁄₂«±³⁄₄ŋŎ»°¿òĀĐ³òµĀ°İ²çÓòĀũ´ŎÖ÷İÄµµÖĐÉ³⁄₄ýİ£

İ°ÇĐ»»£ŋİ»Êý³⁄₄Ý£İ¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁİ±  
İŎÊ³⁄₄Ò»ŋŎ»°¿ò£-ŎĀĀ  
İªŎ÷İÄµµÑİŎĀŎ»„ð²»İ-µĀÊý³⁄₄ÝİĀ¹⁄₄ᐁ»òİ·¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁİ£İ¹⁄₄ũİ°ÑİŎĀĒÊý³⁄₄Ý£İ¹⁄₄ÇĀ¹⁄₄İĀ¹⁄₄ᐁİ±ŋŎ»°  
¿òİ£

£·îÄ¼þÃûÊÇ°î²¢  
´òÔµÄÖ÷îÄµµ£¬ËüÓëÊý¾Ý£¬í·¼ÇÂ¼îÄ¼þ£¬îÄ¼þÃû£©làÁªµµ£¬Word îþ·  
´ò¿ª£¬îÄ¼þÃû£©µµ  
¿ÉÓÃ·Ê¶Ô»°¿òÑ¡ÓÃ²»í¬µÄÊý¾ÝîÄ¼þ»òí·¼ÇÂ¼îÄ¼þ£¬»òÕß°ÑÖ÷îÄµµ×÷îª Word îÄµµ´ò¿ªµµ

¶Ô»°¿òÑ¡îñ  
ì°ÇÐ»»£¬¶î»Êý¾Ý£¬í·¼ÇÂ¼îÄ¼þ±  
íÔÊ¾Ô»¶¶Ô»°¿ò¿ò£¬ÓÃÃ  
îªÖ÷îÄµµÑ¡ÓÃÆäËüµÄÊý¾ÝîÄ¼þ»òí·¼ÇÂ¼îÄ¼þµµ£¬îªîñÑ¡ÓÃÊý¾Ý£¬í·¼ÇÂ¼îÄ¼þ±¶¶Ô»°¿ò¿òµµ

ì°´ò¿ªÖ÷îÄµµÖ»×÷±à¼þ±  
½«Ö÷îÄµµ×÷îª Word îÄµµ´ò¿ª£¬òò±ã¶¶ÔÆä½øÐÐ±à¼þµµ

ì°É¾¾ýÒýÓÃîñ±  
É¾¾ýÒ÷îÄµµÐËüÓÐ¶¶ÔÊý¾ÝîÄ¼þ»òí·¼ÇÂ¼îÄ¼þµµÀÒýÓÃ£¬°ÑÖ÷îÄµµ×ª»»îª±ê×¼ Word  
îÄµµµµ£¬ÓÐ¹Øîñ½éÉÜ£¬îªîñ½éÉÜ¾ý¶¶ÔÊý¾ÝîÄ¼þ»òí·¼ÇÂ¼îÄ¼þµµÀÒýÓÃµµ

ᵢ°ᵢ²ϕ´òÓᵢᵢ±ᵩÔ»°¿ò  
Ê¹ÓÃ,ÃᵩÔ»°¿ò¿ªÊ¼°ᵢ²ϕ´òÓᵢᵢ£

ᵩÔ»°¿òÑᵢᵢ

ᵢ°ᵢ²ϕ¹⁄₂á¹ûᵢ±

ᵢ°ᵢ²ϕμ¹⁄₂´òÓᵢ»úᵢ±      ´ò¿ªÎÃμμ°ᵢ²ϕ°óμÃ,÷,±±³⁄₄ᵢ£

ᵢ°ᵢ²ϕμ¹⁄₂      ´´¹⁄₂´´Ô»¿°ü°¬

    ÐÂÎÃμμᵢ±      °¬ÊùÓÐ°ᵢ²ϕÎÃμμμÃÐÂÎÃμμᵢ£

ᵢ°Ô»¼⁄₄ì²é      ¼⁄₄ì²é

    ´Îóᵢ±      Ö÷làÎÃ¼⁄₄p°ÍÊý³⁄₄ÝÎÃ¼⁄₄p£¬²éÕÒÇ±ÔÚμÃ°ᵢ²ϕ´òÓᵢ´Îóᵢ£

ᵢ°´òÓᵢ¼⁄₄ÇÂ¼⁄₄ᵢ±

Ê«²¿      °ᵢ²ϕÊùÓÐÊÊý³⁄₄Ý¹⁄₄ÇÂ¼⁄₄ᵢ£

´Ô      ¼⁄₄üÊèÒª°ᵢ²ϕμÃ¼⁄₄ÇÂ¼⁄₄·ᵩÎ§ÃÚμÚÒ»¿,òÊÊý³⁄₄Ý¹⁄₄ÇÂ¼⁄₄μÃÐò°Âᵢ£

μ¹⁄₂      ¼⁄₄üÊèÒª°ᵢ²ϕμÃ¼⁄₄ÇÂ¼⁄₄·ᵩÎ§ÃÚ×¹°óÒ»¿,òÊÊý³⁄₄Ý¹⁄₄ÇÂ¼⁄₄μÃÐò°Âᵢ£

´ÎÁÍÓÉ¿ÕÓò²úÊúμÃ¿ÕÐÐ

ᵢ°Ê«²¿°òÂÔᵢ±      μ±ÊÊý³⁄₄Ý¹⁄₄ÇÂ¼⁄₄ÕÐ

    £´ÊÇ±í,ñÊ¹⁄₂      Ã³ÓòÎª¿ÕÊ±£¬

    ÐÂ¼⁄₄pμÃ      ½ûÕ¹ Word

    μØÖ·£©      ´òÓᵢ¿ÕÐÐᵢ£

ᵢ°´òÓᵢ¿ÕÐÐᵢ±      μ±ÊÊý³⁄₄Ý¹⁄₄ÇÂ¼⁄₄ÕÐÃ³ÓòÎª¿ÕÊ±£¬´òÓᵢÒ»¿¿ÕÐÐᵢ£

ᵢ°¼⁄₄ÇÂ¼⁄₄ÑᵢÔñᵢ±

    ÎÔÊ³⁄₄Ò»ᵩÔ»°¿¿ò£¬ÒÔ±ăÖ,ᵩ°ᵢ²ϕÃÃÐ©¼⁄₄ÇÂ¼⁄₄ᵢ£²Î¼⁄₄ûᵢᵢ°¼⁄₄ÇÂ¼⁄₄ÑᵢÔñᵢ±ᵩÔ»°¿¿òᵢ£

ᵢ°¼ÇĀ¼ÑᵢÔñᵢ±ŦÔ»°¿ò

Ê¹ÓĀ.ĀŦÔ»°¿ò£¬¿ÉÓĀ×¼ÔòÖ.ŦÖ‘ĐĐ’ᵢ²¿Û×÷Ê±ÒªÊ¹ÓĀμĀ¼ÇĀ¼ᵢ£×¼Ôò×ŦŦā¹Āùᵢδᵢ£ĀýĒÇ£¬  
‘òÓᵢÔĒ¼ᵢ±êÇ©Ê±£¬¿ÉÔÔÖ»ÑᵢÔñ³ÇÊĐ’ᵢ²¿ÓòĪ¹°San Franciscoᵢ±μĀ¼ÇĀ¼½øĐĐ’ᵢ²¿ᵢ£

ŦÔ»°¿òÑᵢŦᵢ

ᵢ°ÓòĀũᵢ±

ÑᵢÔñÊý³⁄⁴ŸĪĀ¼ᵢᵖÖĐμĀ°ᵢ²¿ÓòĀũ£¬ÒÔĪªÆăÖ.Ŧ°ᵢ²¿×¼Ôòᵢ£

ᵢ°Īªᵢ±

ÑᵢÔñÒª°ũ°¬Ôᵢ°ᵢ²¿ŦᵢÔñ¹æÔòĐμĀÔĒĒă·ũᵢ£ÔăĐ©ÔĒĒă·ũ¼Ē¿ÉÓĀÓÚ×ÖĀ.Öμ£¬Ò²¿ÉÓĀÓÚÊý×  
ÖÖμᵢ£×ÖĀ.±ᵢÖĐμĀ×ÖĀ.ÓêÆăÔᵢ×ÖĀ.±ᵢÖĐμĀĐò°ĀμĒ¼ᵢªĀýĒÇ£¬B μĒÓÚ 2£¬X μĒÓÚ 24ᵢ£Word  
ĪóÓê‘ĪĪŦŦā¹»Êý×ÔÖ»Ñũ¼ÆĒăμ¥‘ÊμĀĀŨ¼ÆÖμᵢ£Ŧ¹⁄⁴ũUsing only certain records when mergingᵢ£

ᵢ°μĒÓÚᵢ±

ÑᵢŦ°ÓòĀũμĀÖμ±øĐêÓêᵢ°²ĪÖÖμᵢ±¿òĀÚμĀĒăĒĒŦᵢᵢμĒᵢ£

ᵢ°²»μĒÓÚᵢ±

ÑᵢŦ°μĀ°ᵢ²¿ÓòĀũμĀÖμ±øĐê²»μĒÓÚᵢ°²ĪÖÖμᵢ±¿òĀÚμĀĒăĒĒŦᵢᵢ£

ᵢ°ĐᵢÓÚᵢ±

ÑᵢŦ°μĀ°ᵢ²¿ÓòĀũμĀÖμ±øĐêĐᵢÓÚᵢ°²ĪÖÖμᵢ±¿òĀÚμĀĒăĒĒŦᵢᵢ£

ᵢ°´óÓÚᵢ±

ÑᵢŦ°μĀ°ᵢ²¿ÓòĀũμĀÖμ±øĐê´óÓÚᵢ°²ĪÖÖμᵢ±¿òĀÚμĀĒăĒĒŦᵢᵢ£

ᵢ°ĐᵢÓÚ

ÑᵢŦ°μĀ°ᵢ²¿ÓòĀũμĀÖμ

μĒÓÚᵢ±

±øĐêĐᵢÓÚ»òμĒÓÚᵢ°²ĪÖÖμᵢ±¿òĀÚμĀĒăĒĒŦᵢᵢ£

ᵢ°´óÓÚ

ÑᵢŦ°μĀ°ᵢ²¿ÓòĀũμĀÖμ

ÓÚμĒÓÚᵢ±

±øĐê´óÓÚ»òμĒÓÚᵢ°²ĪÖÖμᵢ±¿òĀÚμĀĒăĒĒŦᵢᵢ£

ᵢ°¿Öᵢ±

ÑᵢŦ°ᵢ²¿ÓòĀũμĀÖμ±øĐêĪª¿Öᵢ£

ᵢ°²»Īª¿Öᵢ±

ÑᵢŦ°ᵢ²¿ÓòĀũμĀÖμ±øĐê°ũ°¬Ô»°₂ðŦᵢ£

ᵢ°²ĪÖÖμᵢ±

ĪªÑᵢŦ°μĀ°ᵢ²¿Óò¼ũĒĒÔ»Öμᵢ£ĀýĒÇ£¬Īē°ᵢ²¿ÇÊĐÓòĪª°San Franciscoᵢ±μĀ¼ÇĀ¼£¬¿ÉÔᵢ°ÓòĀũᵢ±  
¿òĀŨÑᵢÔñᵢ°³ÇÊĐᵢ±£¬ĒĒ»óÓÚᵢ°²ĪÖÖμᵢ±¿òĀÚ¼ũĒĒᵢ° **San Francisco**ᵢ±ᵢ£

ᵢ°Īᵢ¼Ó¹æÔòᵢ±

°Ñ×ē°ᵢμĀÓòĀũᵢ¿ÔĒĒă·ũ°ᵢÖμ×÷ĪªÔ»Īð°ᵢ²¿Ê±ÒªÖ‘ĐĐμĀ¹æÔòᵢ£

ᵢ°Çă³ýĒĪÔ»¹æÔòᵢ±

Çă³ýĒĪŦᵢ¼ÓμĀ¹æÔòᵢ£

ᵢ°Çă³ýĒ«²¿¹æÔòᵢ±

Çă³ýÓĀÓÚ.Ā°ᵢ²¿Û×÷μĀĒũÓĐ¹æÔòᵢ£

ᵢ°ᵢ²¿¼ÇĀ¼μĀᵢδ¼ᵢ±

Ö.Ŧ°ᵢ°Óêᵢ±»òᵢ°»òᵢ±ÔÖÉú³ÉÔ»ĪμĀĐĪà¹øμĀ°ᵢ²¿×¼Ôòᵢ£ᵢ°Óêᵢ±ᵢδ¼ᵢ±Êᵢ°»òᵢ±ᵢδ¼ᵢᵖÓĀĪĒ¼ÆĒăᵢ£

ı°`òÓıÉèÖÃı±ÃüÁİ£ı°İÄ¼pı±²Ėμ¥£©  
Ê¹ÓÃ,ÃÃüÁİ£¬ĲÉŃıŌñ´òÓı»ú°ı´òÓı»ú½ÓĲÚı£

¶Ō»°ĲòŃıİİ

ı°`òÓı»úı±

ŃıŌñÒ°ÓÃμÄ´òÓı»úı£Ö»İŌÊ¾ŌŃ°²×°°ÃμÄ´òÓı»úı£´òÓı»ú°²×°°ı¶ĖĲÚ·ÖÄäÊÇı´ıŸ Windows  
μÄĲÖŌÆÃæ°âİê³ĖμÄı£ÓŌĐ¹Ø°²×°´òÓı»úμÄİēİ,½êĖÜ£¬Ĳ¼ûİμİ°İÄμμ»ò´òĲ<sup>a</sup> PRINTER.DOC İÄ¼pı£

ı°ÉèÖÃı±

İŌÊ¾Ō»¶Ō»°Ĳò£¬ŌŌ±äİ°ĖùŃı´òÓı»úĐĐ,ÄÄ¬ĖİμÄ  
´òÓı»úÉèÖÃı£ÓŌĐ¹Ōİēİ,½êĖÜ£¬ĲĖŌŌŌŰŃıŌñı°ÉèÖÃı±´°Å¥°ò£¬ŃıŌñı°ıŌüı±´°Å¥ı£  
×øĖİ£°ÉèÖÃ¶Ō»°ĲòŌĐμÄŃıİİĖæ°²×°μÄ´òÓı»ú²»İ¬¶Ō²»İ¬ı£ÉèÖÃ¶Ō»°ĲòμÄ±êİâŌ²»äĖæ´òÓı,Ä±äı£

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ÇêİŌÄ

´òÓıİÄμμ

ı°·çĖİÓÊ¼pı±ÃüÁî£ı°İÄ¼pı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬ĴÉÒ»±ßÊ¹ÓÃ £×£¬Ò»±ßÊéĐ´ı·çĖİÓÊ¼pİüİçı£

×çĖİ£°Ö»ÓĐ°²×°ÁĖ Microsoft Mail 3.0 ²çÔÚ Word for Windows °²×°ı³İÖĐÖ,¶ı°Òªİò Word  
²Ėμ¥ÖĐÖöİıı°Mailı±ÃüÁî°ó£¬,ÃÃüÁî²Ä»á³öİÖÔÚı°İÄ¼pı±²Ėμ¥ÖĐı£

ı°İË³öı±ÃüÁî£¨ı°İÄ¼pı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî½«½áÊø Word ±¾  
´İÔËÐĐı£Ò²¿ÉÒÔÊ¹ÓÃÓ!ÓÃ³İÐò¿ØÖÆ²Ëμ¥ÖÐμÄı°¹Ø±Öı±ÃüÁî£Word ½«İáÐÑÃü±£  
´æÒÑ×÷ÐĐ,Äμ«ÉÐİ´±£´æμÄİÄμμı£

¿İ½Ý·½Ê½

Êó±ê£°      Ë«»÷Ó!ÓÃ³İÐòμÄ¿ØÖÆ²Ëμ¥°´Ä¥ı£  
►  
¼ü£°      ALT+F4

ÇěŕÔÄ

´ò¿ªıç±£´æ°İÉ¾¾ıİÄμμ  
Word ¹α×÷Çø

ı°•çĖİı±ÃüÁî£ı°İÄ¼pı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£ı°É°Ñ»ııı̄μÄ Word İÄμμ,½¼Óμ½ÓÊ¼pİüİçĖİı£Word  
ÔÚÒ»ı̇Ö°×μÄÓÊ¼pİüİçÖĐ²âĖĖ,ÃİÄ¼pÃû¼°Ò»ı̇đİ¼±êı£

×çĖİ£°Ö»ÓĐ°²×°ÁĖ Microsoft Mail 3.0 ²çÔÚ Word for Windows °²×°ı̇ı̇ı̇İÖĐÖ,ıı̄Ö°İò Word  
²Ėμ¥ÖĐİı¼Óı°Mailı±ÃüÁî°ó£ı°,ÃÃüÁî²Ä»á³đİÖÖÚı°İÄ¼pı±²Ėμ¥ÖĐı£



1, 2, 3, 4 ÃüÁî£¨°îÄ¼þ±²Ëµ¥£©

Ê¹ÓÃ¼°îÄ¼þ±²Ëµ¥îÄ½ÁÐ³ðµÄÐð°Á¼°îÄ¼þÄû£¬¿É´ò¿ªÒÔÇ°¹Ø±ÖµÄ×î°óËÄ,ðîÄ¼þî£Ñ¼ÔñÒª´ò¿ªîÄ¼þîÄÔ¼µÄÐð°Áî£

ÇëîÖ

´ò¿ª¿ª±£æ°î£¼³ýîÄµµ

j°¼ÇÂ¼°ê£¬í£Ö¹¼ÇÂ¼j±ÃüÁî£¬j°îÄ¼p j±²Ëµ¥£©  
Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÔÚÃ»ÓÐ´ò¿ªÊîîîÃµµµÃÇé¿ðîÄ¼ÇÂ¼°êj£  
¼ÇÂ¼Ò»»ðêÊ±£¬,ÃÃüÁî±ä³Êj°í£Ö¹¼ÇÂ¼j±ÃüÁîj£Êç¹ûî  
´´ò¿ªÊîîîÃµµ£¬ÑîÕñj°í£Ö¹¼ÇÂ¼j±ÃüÁî½«Ê¹°ê¼ÇÂ¼¹y³îí£Ö¹j£  
×çÊí£°ÊçÒÑ´ò¿ªÄ³îÄ¼p£¬Ôò¿ªÊÊ¹ÓÃj°¹¼³¼ßj±²Ëµ¥ÖÐµÃîàî¬ÃüÁîj£

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ÇëîÖÄ  
Ê¹ÓÃ°ê

ı°êı±ÃüÁî£¨ı°İÄ¼pı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÔÚÃ»ÓÐĖİ°İİÄμμ´ò¿ªμÄÇé¿öİÄÔĖÐÐ»ò±à¼°êı£

ÈçÔĖÐÐÒ»„ð°ê£¬,Ã°êμÄμÚÒ»„ðÖ,Áî±ØÐêĖÇÄÜÔÚİ´´ò¿ªĖİ°İİÄμμμÄÇé¿öİÄ¿É½ÐÐμÄ²Ù×÷ı£  
×çĖİ£°Èç¹ûŎŇ´ò¿ªÄ³İÄμμ£¬ŎâÐ©ÄüÁî½«³ðİŎŎÚı°¹¼¼ı±²Ėμ¥ŎÐı£

**ÇěİÖÄ**

Ê¹ÓÃ°ê

²éÕÒ°îlæ»»îÄ±³/₄»ò,ñÊ¹/₂

ÄÊö

²éÕÒîÄ±³/₄

læ»»îÄ±³/₄

²éÕÒ,ñÊ¹/₂

læ»»,ñÊ¹/₂

²éÕÒÖÆ±í·û¡ç¶îÄä±ê¹/₄Ç¹/₄°ÆäËûlØÊä×Ö·û



## ²éÕÒÌÄ±¼

Äú¿ÉÒÒ²éÕÒÈÌÒâ×é°ÌµÄ×Ö·û£¬°üÄ´´óÐ´°ÍÐ¿×Ö·û£¬Òû,öµ¥´Ê»òµ¥´ÊµÄÒ»²¿·Ö¿

## ²éÕÒÌÄ±¼

1 ´Ó¿±¼¿±²Êµ¥ÕÐ£¬Ñ¿Õñ¿²éÕÒ¿±ÄüÁÍ (ALT, E, F)¿

2 ÔÚ¿²éÕÒÄ¿±ê¿±¿òÕÐ£¬Ñ¿ÕñÌÄÄÐ²Ú×÷£°

► ÈÇ¹ûÒª²éÕÒ´¿ÌÄ±¼£¬¿É¹¼üÈëÌàÓ¿ÌÄ×Ö¿

► ÈÇ¹ûÒ»²éÕÒ¾ßÓÐÄ³ÒÒ,ñÈ½µÄÌÄ±¼ÑùÄý£¬¿ÉÑ¿Õñ¿×Ö·û¿±¿¿¿ÌÄ±¼°Í£¬»ò¿ÑùÈ½¿±°·Ä¥£¬È»°óÑ¿ÕñÈüÒª²éÑ°µÄ,ñÈ½»òÑùÈ½¿£,ñÈ½³òÕÒÔÚ¿²éÕÒÄ¿±ê¿±¿òÌÄÄæ¿

►

ÈÇ¹ûÌÄ±¼ÒÐ°üÄ´¿ÌÄ±¼ê¼Ç»òÒÆ±Í·ûÒÒÀàµÄÌØÊâ×Ö·û£¬²¿¹¼ü²éÕÒÒÆ±Í·û¿¿¿ÌÄ±¼ê¼Ç¼°ÆäÈüÌØÊâ×Ö·û¿

3 ÈèÕÄ¿É¿ØÒÆ²éÑ°µÄÑ¿Ì¿

Ñ¿Õñ

Ä¿µÄ

È«×ÖÆ¥Ää

²éÕÒ×÷Í³Òû,ö

µ¥´Ê£¬²»ÊÇµ¥´Ê²¿·Ö£©

³òÕµÄÌÄ±¼

Çø·Ö´óÐ¿

²éÕÒ¾ßÓÐÒ»¿

´óÐ¿´½á¹

µÄÌÄ±¼

Í¿Ç°

Ìò²àÈèµäÕÒÇ°

ÈÑÈ÷ÌÄ±¼

Íùó

Ìò²àÈèµäÕÒó

ÈÑÈ÷ÌÄ±¼

4 Ñ¿Õñ¿²éÕÒÌÄÒ»¿±¼°·Ä¥¿ÈÇ¹û Word ÒÒµ½,ÄÌÄ±¼µÄÒ»´¿³òÕ£¬ÆÄÄ»Òò×÷ÌàÓ¿·-¹ò£¬ÒÒÕÒÊ¾,ÄÌÄ±¼µÄÈÌÄÌÄ¿

5 ÔÚÒªÈ¿Ì²éÑ°»òÑÍÈ³ÉÁÈ²éÑ°Ê±£¬¿ÉÑ¿Õñ¿È¿¿¿±°·Ä¥»ò° ESC ¼ü¿×¿È£¬ÈÇ¹ûÒªÒÚÒ³Ä¼¿Ø³½Ä»ò½Ä×¿Ø²éÕÒÌÄ±¼£¬ÒòÓ¿ÔÚ´Ó¿±¼¼-¿±²Êµ¥ÕÐÑ¿Õñ¿²éÕÒ¿±ÄüÁÍÒÒÇ°£¬Ñ²àÈèµäÈèÕÄµ½ÌàÓ¿µÄ´,ñÕÐ¿

## ÌäÊ¾

► ÈÇ¹ûÔÚ¹Ø±Õ¿¿°¿òóÒ³Õø,²éÑ°£¬¿É° SHIFT+F4 ¼ü¿

► ÈÇ¹ûÒÑ°ÑÒª²éÕÒµÄÌÄ±¼,´ÖÆµ½¿¼òÌù²à¿±ÈÍ£¬¿É° CTRL+V ¼Ü½«ÄÌÄ±¼Ò³Íµ½¿²éÕÒÄ¿±ê¿±¿òÕÐ¿

## Çè´ÍÒÄ

²éÕÒ°Íæ»»ÌÄ±¼»ò,ñÈ½

## læ»lÄ±¼

É¹ÓÄj¹læ»»j±ÄüÁí£¬¿ÉÒÒ²éÖÖj¹læ»»lÄ±¼»ð,ñÉ½j£Äü¿ÉÒÒ×Öj¹læ»»Éü²éµ½µÄÉ«²¿lÄ±¼£¬Ò²¿ÉÖÐÑjÖñµØÖlæ»»lÄ±¼µÄÄ³¹³öj¹£ÖÐ¹Ølæ»»ñÉ½µÄ½éÉÜ£¬²¹¼üüü»»ñÉ½j£

×£Éí£É¹ÓÄj¹læ»»j±ÄüÁí½ØÐÐÐ,Ä½«Ö¼ÓÄ´óÄ¿ÄÜ´æj£¹ÄÉÉí·ÄÄÜ

´æ£¬¿ÉÖÜ½ØÐÐÐ,Ä³öj¹lÄµµÖ´ÐÐÖý£±£´æj£ÖÐ¹Ølæ»»½éÉÜ£¬²¹¼ü±£´æÖÑÓÐlÄµµj£

## læ»lÄ±¼

1 Ñj¹¹¹Ò²éÑ¹µÄlÄµµ²¿·Ö£¬ñÖð Word ½«²éÑ¹Öü,öj¹µµj£

2 ´Öj¹±à¼j±²Éµ¥ÖÐ£¬ÑjÖñj¹læ»»j±ÄüÁí (ALT, E, E)j£

3 ÖÜj¹²éÖÖÄ¿±êj±¿ðÖÐ£¬ÑjÖñlÄÄÐ²Ü×÷£º

► Éç¹üÒ²éÖÖlÄ±¼£¬Òð¼üÉéíÄ±¼j£

Éç¹üÒ²éÖÖj¹lÄ±ê¼¿»ðÖÆ±í·üÖÖÀµÄlØÉâ×Ö·ü£¬²¹¼ü²éÖÖÖÆ±í·üj¹lÄ±ê¼¿¼°ÆäÉüìØÉâ×Ö·üj£

×£Éí£Éç¹üÒ²É³¼ýj¹²éÖÖÄ¿±êj±¿ðlÄµÄÉüÄÐµÄÖÑÓÐ,ñÉ½£¬¿ÉÑjÖñj¹Çâ³ýj±´·Ä¥j£

4 ÉéÖÄ¿É¿ØÖÆ²éÑ¹µÄÑj¹j£

ÑjÖñ	Ä¿µÄ
É«×ÖÆ¥Ää	²éÖÖ×÷¹³Öü,ö µ¥´É£²»Éçµ¥´É²¿·Ö£© ³öj¹µÄlÄ±¼
ÇØ·Ö´óÐjÐ´	²éÖÖ¾ÖÖÖ»¹¹ ´óÐjÐ´½á¹¹ µÄlÄ±¼

5 ÖÜj¹læ»»lÄ±¿ðÖÐ£¬ÑjÖñlÄÄÐ²Ü×÷£º

► Éç¹üÖlæ»»lÄ±¼£¬Òð¼üÉéíÄ±¼j£

Éç¹üÖlæ»»j¹lÄ±ê¼¿»ðÖÆ±í·üÖÖÀµÄlØÉâ×Ö·ü£¬²¹¼ü²éÖÖÖÆ±í·üj¹lÄ±ê¼¿¼°ÆäÉüìØÉâ×Ö·üj£

×£Éí£Éç¹üÒ²É³¼ýj¹læ»»lÄ±¿ðlÄµÄÉüÄÐµÄÖÑÓÐ,ñÉ½£¬ÑjÖñj¹Çâ³ýj±´·Ä¥j£

6 ÑjÖñj¹²éÖÖlÄÖ»ðj±´·Ä¥j£Éç¹ü Word ²éÖÖµ½lÄ±¼µÄÖ»¹³öj¹£ÖÐ¹ØÄÄ»-¹³öj¹£ÖÐ¹ØÄÄ»lÄ±¼µÄÉílÄj£

7 ÑjÖñlÄÄÐÄ³Ö»²Ü×÷£º

► Éç¹üÖlæ»»lÄ±¼£¬¿ÉÑjÖñj¹læ»»j±ÄüÁíj£

► Éç¹üÒ²±£³ÖlÄ±¼²»×÷Ð,Ä£¬j¹lÄlØlÄ±¼µÄ²éÖÖ£¬¿ÉÑjÖñj¹²éÖÖlÄÖ»ðj±´·Ä¥j£

8 ÑjÖñlÄÄÐÄ³Ö»²Ü×÷£º

► j¹lÄ¿¹µÄ²éÖÖÖ»²½Öé 6 °í 7j£

► Éç¹üÖlæ»»ÉüÖÖµ½µÄÉüÖÐlÄ±¼j¹²»×÷·Éí£¬ÒðÑjÖñj¹É«²¿læ»»j±´·Ä¥j£

9 Éç¹üÖlæ»»¹³lØÖÄÉj¹læ»»²Ü×÷»ðlæ»»ÖÑ¾¼½áÉØ£¬ÑjÖñj¹¹Ø±Öj±´·Ä¥»ð´·ESC ¼üj£

## ×£Éí

► Éç¹üÒ²ÖÄ¿Ölæ»»Éü²éÖÖµÄlÄ±¼£¬ÒÒÉ³¼ýj¹læ»»lÄ±

¿ðÖÐµÄÄÜÉÝ£¬É¹Ä¿ðl¿£¬É»°öÑjÖñj¹Çâ³ýj±´·Ä¥É³¼ýÖÑÖ»¹µÄ,ñÉ½j£

► Éç¹üÒ²·Öj¹læ»»j±ÄüÁíÉü×÷µÄÐ,Ä£¬ÒðÖÜlæ³ÉÐ,Ä³ó£¬Öj¹±à¼j±²Éµ¥ÖÐÑjÖñj¹·Öj±ÄüÁíj£Éç¹üj¹lÄ¿Ö»ðÉü²éÖÖµÄlÄ±¼j¹ÑjÖñÄÉj¹læ»»j±£¬Òð Word

Ö»ÈjÏû×ï°óÔ»ÎµÄÐÐ,Äj£ÈÇ¹ûÊÇÓÃj°Ê«²¿læ»»j±Ô»²¹½lê³ÊÐÐ,Ä£¬Ôò Word ¿ÊÈjÏûËùÓÐµÄÐÐ,Äj£  
► ÈÇ¹ûÔÔÒ³Ã¼j¿Ò³½Ä»ò½Ä×¿ÔÐlæ»»lÄ±³⁄₄£¬¿ÊÔÔÔÛ·Ój°±à¹⁄₄-  
j±²Ëµ¥ÖÐÑjÔñj°læ»»j±ÃüÁîÖ®Ç°°Ñ²áÊëµãÊëÖÄÔÛlàÓjµÄ°,ñÖÐj£

lãÊ³⁄₄

► ÈÇ¹ûÔÔ¹Ø±Ö¶Ô»°¿òóÔªÖØ, læ»»²Û×÷£¬¿Ê°´ F4 ¼üj£  
► ÈÇ¹ûÔª²ëÖÖµÄlÄ±³⁄₄ÒÑ, ÖÆµ¹⁄₂¼ðlù°ãÊl£¬¿Ê°´ CTRL+V  
¼Û¹⁄₂«,ÃlÄ±³⁄₄Ö³lµµ¹⁄₂j°²EÖÖÄ¿±Ej±»Oj°lÆ»»lªj±¿OÖÐj£  
► ÈÇ¹ûÔªÓÃ¼ðlù°ãÖÐµÄl¼ðl»ò´ø,ñÊ¹⁄₂µÄlÄ±³⁄₄læ»»lÄ±³⁄₄»òl¼ðl£¬Ôò¿ÊÔÛj°læ»»lªj±  
¿òÖÐ¼üËë ^c j£

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ÇëîÖÄ

²éÖÒ°læ»»lÄ±³⁄₄»ò,ñÊ¹⁄₂



## ²éÕÒ\_ñÊ½

Äú¿ÉÒÒ²éÕÒìØ¶¶µÄÎÄ±³¼í,ñÊ½¿£ÄýËÇ£¬¿ÉÒÒ²éÕÒ³¼ßÓÐ´Òì,ñÊ½µÄìØ¶¶µ¥  
´Ë¿£Ò²¿ÉÒÒÒ»¶¶Ò,ñÊ½»ðÑùÊ½½¿ØÐÐ²éÕÒ£¬ÄýËÇ²éÕÒ³¼ßÓÐÐ±ì,ñÊ½µÄËí°¶ÎÄ±³¼¿£

## ²éÕÒ\_ñÊ½

1 ´Ò¿±à¼¿±²Ëµ¥ÖÐ£¬Ñ¿Òñ¿²éÕÒ¿±ÄüÄî (ALT, E, F)¿£

2 ÒÚ¿²éÕÒÄÜËÝ¿±¿ðÖÐ£¬Ñ¿ÒñîÄÁÐ²Ú×±£°

► ËÇ¹ú²éÕÒÎÄ±³¼£¬Òð¼üËËÎÄ±³¼¿£

► ËÇ¹úÒ»²éÕÒ³¼ßÓÐÄ³Ò»,ñÊ½µÄÎÄ±³¼£¬¿ÉÑ¿Òñ¿×Ò·ú¿±¿¿¿¶ÎÄ±³¼£¬»ð¿²ÑùÊ½½¿±°Ä¥  
£¬Ë»²°óÑ¿ÒñËùÒ²²éÕÒµÄ,ñÊ½»ðÑùÊ½½¿ÒÚ¿²éÕÒÄ¿±ê¿±¿ðÎÄ£¬½«³ð¿ÒìàÒ¿µÄ,ñÊ½¿£

►

ËÇ¹úÎÄ±³¼ÖÐ°üÄ¶¶ÎÄ±³¼¿»ðÖÆ±í·üÒ®ÄàµÄìØË×Ò·¿¬²¿¼ü²éÕÒÖÆ±í·ü¿¶¶ÎÄ±³¼¿¼°ÆäËùìØËä  
×Ò·¿¿£

3 ËèÖÄ¿É¿ØÖÆ²éÑ°µÄÑ¿î¿£

Ñ¿Òñ

Ä¿µÄ

Ë«×ÖÆ¥Ää

²éÕÒ×÷¿²Òü,ð

µ¥´Ë£¬²»ËÇµ¥´Ë²¿·Ö£©

³ð¿ÒµÄÎÄ±³¼

Çð·Ö´óÐ¿Ð´

²éÕÒ³¼ßÓÐÒ»¶¶

´óÐ¿Ð´½á¹¹

µÄÎÄ±³¼

¿¿Ç°

¿ð²äËëµäÖ®Ç°

ËÑË÷ÎÄ±³¼

¿¿ó

¿ð²äËëµäÖ®ó

ËÑË÷ÎÄ±³¼

4 Ñ¿Òñ¿²éÕÒÎÄÒ»,ð¿±°Ä¥¿£ËÇ¹ú Word ²éÕÒµ½Ò»¶¶ÎÄ±³¼£¬ÒðÖÆÄÄ»ìàÒ¿-

¹òÒÒ¿ÖË³¼,ÄÎÄ±³¼µÄËíÄÎÄ¿£

5 ËÇ¹úÒ»Ë¿¿²²éÑ°»ðÑñ¿³Ë²éÑ°£¬¿ÉÑ¿Òñ¿Ë¿¿¿±°Ä¥»ð° ESC ¼ü¿£

×¿Ë£ËÇ¹úÒ»ÒÚÒ³Ä¼¿¿Ò³½Ä»ð½Ä×¿ØÐ²éÕÒÎÄ±³¼£¬ÒðÒÚ´Ò¿±à¼-

¿±²Ëµ¥ÖÐÑ¿Òñ¿²éÕÒ¿±ÄüÄîÖ®Ç°°Ñ²äËëµäËèÖÄÒÚìàÒ¿¿,ñÖÐ¿£

## ìäÊ¼

► ËÇ¹úÒÚ¹Ø±Ö¶¶Ò»°¿ð°óÒ³Öð,²éÕÒ£¬¿É° SHIFT+F4 ¼ü¿£

► ËÇ¹ú²éÕÒµÄÎÄ±³¼Òñ,´ÖÆµ½¼ü¿ð¿ðÖÐ£¬¿É° CTRL+V ¼ü½«ÎÄ±³¼Ö³¿¿µ½¿²éÕÒÄ¿±ê¿±  
¿ðÖÐ¿£

## Çë¿ÖÄ

²éÕÒ°¿æ»»ÎÄ±³¼»ð,ñÊ½½

## læ»»\_ñÊ½

Ê¹ÓÃ¡°læ»»\_j±ÄüÁí£-Äü¿ÉÒÒ²éÒÒ°læ»»\_lÄ±¾¼°Æä\_ñÊ½»ðÒ²éÒÒ°læ»»\_ñÊ½j£

×çÊí£°Ê¹ÓÃ¡°læ»»\_j±ÄüÁí½ðÐÐÐ\_ÄÐëÒ¼ÓÃ´óÁ¿ÄÜ´æj£¹ÁÊÊí·ÄÄÜ  
´æ£¬¿ÉÒÒÓÜ½ðÐÐÐ\_Ä°ó¶¶ÓlÄµµÖ´ÐÐÖý³£±£´æj£ÓÐ¹Øíêl\_½éÊÜ£¬²¶¼ü±£´æÒÑÓÐlÄµµj£

## læ»»\_ñÊ½

1 Ñj¶¶´Ò¹½ðÐÐ²éÑ°µÄlÄµµ²¿·Ö£¬ñÒð Word ½²«²éÑ°Öü,ólÄµµj£

2 ´Ó¡°±à¼j±²Êµ¥ÖÐ£¬ÑjÖñ¡°læ»»\_j±ÄüÁí (ALT, E, E)j£

3 ÓÜj²éÒÒÄ¿±êj±¿ðÖÐ£¬ÑjÖñlÄÁÐ²Ü×±£°

► Êç¹üÒ²éÒÒlÄ±¾£¬Çë¼üÊêlÄ±¾j£

► Êç¹üÒ²éÒÒ¾ÓÐÄ°Ò²\_ñÊ½µÄlÄ±¾£¬ÑjÖñ¡°×Ö·üj±¿¶¶¶¶lÄ±¾»ðj°ÑüÊ½j±°´Á¥  
£¬Ê°óÑjÖñÒ²éÒÒµÄ\_ñÊ½»ðÑüÊ½j£ÓÜj²éÒÒÄ¿±êj±¿ðlÄ½²«³óíÖlÄÓjµÄ\_ñÊ½j£

►

Êç¹üÓÜlÄ±¾ÖÐ°ü°¬¶¶lÄ±ê¼Ç»ðÖÆ±í·üÖ®ÄµÄlØÊá×Ö·ü£¬²¶¼ü²éÒÒÖÖÆ±í·üj¶¶lÄ±ê¼Ç¼°ÆäËüØÊá×Ö·üj£

×çÊí£°¶¶¶¶´ó¶¶Äý\_ñÊ½±àÄÄÖ\_Áí£¬¿ÉÒÒ´²é¶¼üÄ½²ðÐÑjÖñ¹ÁýÊç£¬° CTRL+B ¼ü£¬ÑjÖñ  
´ÖlÄ\_ñÊ½j£Êç¹üÒ²éÒÒ¾³ýj²éÒÒÄ¿±êj±¿ðlÄÊüÄÐµÄÖÑÓÐ\_ñÊ½»ðÖÐÄ¿±ê¼£¬ÑjÖñ¡°lü³ýj±°´Á¥j£

4 ÊèÖÄ¿É¿ØÖÆ²éÑ°µÄÑj¶¶j£

ÑjÖñ	Ä¿µÄ
Ê«×ÖÆ¥Ää	²éÒÒ×±í²Öü,ö µ¥´Ê£²»ÊÇµ¥´Ê²¿·Ö£© ³ðlÖµÄlÄ±¾
Çø·Ö´óÐjÐ´	²éÒÒ¾ÓÐÖ»¶¶´ ´óÐjÐ´½á¹¹ µÄlÄ±¾

5 ÓÜj¹læ»»\_lÄ±¿ðÖÐ£¬ÑjÖñlÄÁÐ²Ü×±£°

► Êç¹üÒ²Ð\_ÄlÄ±¾£¬Òð¼üÊêlÄ±¾j£

► Êç¹üÒ²Ð\_Ä\_ñÊ½£¬¿ÉÑjÖñ¡°×Ö·üj±¿¶¶¶¶lÄ±¾»ðj°ÑüÊ½j±°´Á¥

£¬Ê°óÑjÖñÊüÒ²éÒÒµÄ\_ñÊ½»ðÑüÊ½j£ÓÜj²éÒÒÄ¿±êj±¿ðlÄ½²«³óíÖlÄÓjµÄ\_ñÊ½j£

►

Êç¹üÓÜlÄ±¾ÖÐ°ü°¬¶¶lÄ±ê¼Ç»ðÖÆ±í·üÖ®ÄµÄlØÊá×Ö·ü£¬²¶¼ü²éÒÒÖÖÆ±í·üj¶¶lÄ±ê¼Ç¼°ÆäËüØÊá×Ö·üj£

×çÊí£°¶¶¶¶´ó¶¶Äý\_ñÊ½±àÄÄÖ\_Áí£¬Ò²¿ÉÒÒí¹ý·íÄ×é¶¼ü½²ðÐÑjÖñ¹ÁýÊç£¬° CTRL+B ¼ü£¬ÑjÖñ  
´ÖlÄ\_ñÊ½j£²¶¼ü×Ö·ü\_ñÊ½×é¶¼ü¶¶¶¶lÄ\_ñÊ½×é¶¼üj£Êç¹üÒ²éÒÒ¾³ýj²éÒÒÄ¿±êj±¿ðlÄÊüÄÐµÄÖÑÓÐ\_ñÊ½»ðÖÐÄ¿±ê¼£¬ÑjÖñ¡°lü³ýj±°´Á¥j£

6 ÑjÖñj²éÒÒlÄ°Ò²\_öj±°´Á¥j£Êç¹ü Word ²éÒÒµ½Ò²\_¶¶lÄ±¾£¬ÆÄÄ»lÄÓ¡·-

¹ðÒÖlÖÊ¾\_ÄlÄ±¾µÄÊlÄlÄj£

7 ÑjÖñlÄÁÐÄ°Ò²Ü×±£°

► Êç¹üÒ²læ»»\_lÄ±¾£¬¿ÉÑjÖñ¡°læ»»\_j±°´Á¥j£

► Êç¹ü¶¶lÄ±¾²×±Ð\_Ä²¿¼lÐÄlÄ±¾µÄ²éÒÒ£¬¿ÉÑjÖñj²éÒÒlÄ°Ò²\_öj±°´Á¥j£

8 ÑjÖñlÄÁÐÄ°Ò²Ü×±£°

► ¶¶lÄ¿µÄ²éÒÒÖêlæ»»Öø´²½Öè 6 ¶ 7j£

► Êç¹üÒ²læ»»²éÒÒµ½µÄÊüÄÐlÄ±¾¶¶²×±Ê·Êí£¬ÑjÖñj²éÒÒ¿¿læ»»\_j±°´Á¥j£

9 Êç¹üÒ²Öü²éÒÒýlÖÐÊjü²éÒÒ»ðÊÇÖÑíê³Ê²éÒÒ£¬ÒðÑjÖñ¡°Ø±Öj±°´Á¥»ð°° ESC ¼üj£

**xçÊÍ**

- [illegible]

à 3/4

- ▶ Èç'ùòÚ'Ø±Ö¶Ö»°¿ò°ò°ò°¿'ìæ»»²Ù×+£¬¿.É°' F4 ¼ü£
- ▶ Èç'ùò°²éÖÖµÄÌ±¼ÖÑ'·ÖÆµ½¼òùì°àÉÍ£¬¿.É°' CTRL+V ¼ü½«¿.ÄÌ±¼Ö³ùµ½¿²éÖÖÄ¿±ê¿±¿ò»ò¿ìæ»»ì¿±¿òÖ¿£
- ▶ Èç'ùò°ÖÄ¼òùì°àÖÐµÄ¼Äì»ò¿ñÉ½ìÄ±¼ìæ»»Ñ¿¶ìÄ±¼»òì¼ÄÍ£¬ÖÜ¿ìæ»»ì¿±¿òÖÐ¼üÈè ^c££

Çë²ÎÔÄ

2éÕÒ°îlæ»»îÄ±¾»ò, ñÊ½

$$\underline{\underline{\ddot{O}\ddot{O}, 'o', 'O\ddot{A}\times\ddot{O}\cdot\hat{u}, \tilde{n}\hat{E}^{1/2}}}$$

## ²éÕÒÖÆ±í·û¡¢¶¶ÎÄä±ê¼Ç¼°ÆäËùìØÊâ×Ö·û

Word °ü¬Ð¡¶¶ìØÊâ×Ö·û»ð·û°À¡£ËÇÐèÒ²éÕÒ»Ð©ìØÊâ×Ö·û£¬¿Ê  
 'Ô¡¹²³´µ±²Ëµ¶ØÐÑ¡Òñ¡°Ñ¡ñ¡±ÄüÀ¡£¡°²é¿¡±·ÖÀàÑ¡ñìØÐÁÐ³òÁËìÕË¼·Ç·òÓ¡×Ö·ûµÄÑ¡ñ¡£

Í·¹ýÔÚ¡°²é¿·Ä¿±ê¡±¿ò»ð¡°ìæ»»ìª±  
 ¿òÖÐ¼üËËìÄÁÐ×é°í¼ü£¬¿ÊÒ²éÕÒ°ìæ»»ÖÆ±í·û¡¢¶¶ÎÄä±ê¼Ç¼°ÆäËùìØÊâ×Ö·û£

²éÕÒ»òìæ»»	¼üËË	×¢Êí
Æ×ÄäËìî		
×Ö·û	?	ÀýËÇ£¬¼üËË¡°do?¡±£¬Ò²éÕÒ¡°dot¡±¿¡°doodle¡±°í¡°seldom¡±¡£µ«²»ÄÜÖÁ 'Ë·½·Ö,¶¶ìæ»»ìÄ±³¡£
ÊÊ°À (?)	^?	ÀýËÇ£¬¼üËË¡°Where ^?¡±£¬Ò²éÕÒ¡°Where?¡±£
¿Ö×	^w	
		ËìÒàËýÁ¿µ¿¿Ö,ñ¡¿²»¼ä¶¶¿Ö,ñ¡¿ÖÆ±í·û¡¢¶¶Ð¼áËø·û¡¢¶¶×Ö³,ñ¼áËø·û»¶¶ìÄ¡¿½ ÓìËË¹²²äËµÄ·ÖÖ³·û±ê¼ÇµÄ×é°í£×¿ò²»µÄË¹ÓÁ·Ë·½·Ö,¶¶ìæ»»ìÄ±³¡£
ÖÆ±í		
·û (¶)	^t	±ØÐèÓÁÐ¡Ð'×ÖÄ,¡£
¶¶ÎÄ		
±ê¼Ç (¶)	^p	±ØÐèÓÁÐ¡Ð'×ÖÄ,¡£
ÐÐ¼áËø		
·û (¶) ^n		±ØÐèÓÁÐ¡Ð'×ÖÄ,¡£
·ÖÖ³		
·û (-----) ^d		²éÕÒÖÁ CTRL+ENTER ²äËµÄ·ÖÖ³·û£±ØÐèÓÁÐ¡Ð'×ÖÄ,¡£
·Ö½Ú		
·û (¶) ^d		±ØÐèÓÁÐ¡Ð'×ÖÄ,¡£
·ÖÆ		
²éÕÒìÄ±³	^m	ÀýËÇ£¬ÒÚ¡°²éÕÒÄ¿±ê¡±¿òÖÐ¼üËË¡°Schmidt¡±£¬¶¶ØÚ¡°ìæ»»ìª± ¿òÖÐ¼üËË¡°Dr. Heinrich ^m¡±£¬ÒòÒÚÒÚ,òìÄµµÖÐÓÁ¡°Dr. Heinrich Schmidt¡±ìæ»»²éÕÒÄ¿±ê¡£Æä±ØÐèìæ¡Ð¡Ð'×ÖÄ,¡£·Ë·½·ÖÖÁÄ·Ö,¶¶ìæ»»ìÄ±³¡£
¼òìù°à		
ÄÜËÝ	^c	'Ë·½·Ö²öÖÁÄ·Ö,¶¶ìæ»»ìÄ±³¡£
²»¼ä¶¶		
¿Öñ (°)	^s	±ØÐèÓÁÐ¡Ð'×ÖÄ,¡£
¿ËÑ¡		
Á¬×Ö·û (¶) ^-		Ë¹üÄ»ÖÁ¿ËÑ¡Á¬×Ö·ûÖ,¶¶²éÕÒìÄ±³£¬Word ½«²éÕÒËùÓÐÆ×ÄäìÄ±³£¬ÆäÖÐ°ü²³ÖÐ¿ËÑ¡Á¬×Ö·ûµÄìÄ±³¡£µ«ËÇ£¬Ë¹ü²éÕÒìÄ±³ÖÐÖ,¶¶ ¿ËÑ¡Á¬×Ö·û£¬Word ½²éÕÒÓÚí¬Ö»ì»ÖÁ³ÖÐ¿ËÑ¡Á¬×Ö·ûµÄµ×·Ë£ÀýËÇ£¬¼üËË¡°type^ writer¡±Òò½²éÕÒ¡°type-writer¡±£
²»¼ä¶¶		
Á¬×Ö·û (-)	^~	
²äËË		
¼Ç°À (^)	^^	
ASCII ×Ö·û	^nnn	'ËËýìÊ®½ØÖÆËý£¬ÓÁ ASCII Âê×Ö·ûìæ»»¡£
¶¶Öíó	¼üËË	
í¼Ðí	^1	
½Ä×¿	^2	
½Ä×¿	^3	
·Ö·ò·û		

Áú×ϕ	^5
±ê¼Ç	
ÖÆ±í·û	^9
»»ÐÐ·û	^10
ÐÂÐÐ	^11
·ÖÒ³·û	^12
»ò·Ö½Ú	
·û	
¶îÂä	^13
±ê¼Ç	
·ÖÀ,	^14
·û	
Óò	^19
£¨ÔÚÓò	
À¨°À	
¿É¼ûÊ±£©	

ANSI ×Ö·û    **^0nnn** Ê¹ÓÃ ANSI ×Ö·û ALT+nnn

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Çë¹ÖÃ

²éÖÒ°îæ»»ÎÄ±¾¼»ò,ñÊ½

## ÄúμÄμÚÒ»ö Word ÍÄμμ

ÄúÊÇ·ñÖÚ¿Ê¼¹×÷ÓÚμÚÒ»ö,öÍÄμμÊ±ÐèÒªÄ³Ð©°íÖú£  
¿ÖÖÍÄÄÚÊÝÊÇÄ³Ð©»ù±³⁄²Ú×÷μÄÖ»ö,ÄÊö¿ÖÖÍÊÖÚÖÄ¶ÁÍÊÁÍÒ»ö,öÄÚÍÊ°ö·μ»Øμ¹⁄²±³⁄⁴ÄÚÍÊ¿ÖÚ¿  
°íÖú±¿¿ÖÖÍÊÖÖñ¿°öÍÊ±°·Ä¥¿£

1 ¿ö¿ªÖ»ö¿Ö×ÍÄμμ¿£

ÖÚÆÖ¶ Word Ê±£¬¹⁄²«¿ö¿ªÖ»ö¿Ö×ÍÄμμ£¬×¹⁄⁴±,ÊÄÄú¿ªÊ¼Êæ¿£ÊÇ¹úÄú¹Ø±Ö,ÄÍÄμμ»ðÏè  
¬¹⁄²·ÁÍÖ»ö,öÍÄμμ£¬²¿¹⁄⁴ú¬¹⁄²·ÐÄÍÄμμ¿£

2 ÊæÊèÍÄμμÍÄ±³⁄⁴¿£

Äú¿ÊÖÖÊ¹ÖÄ ENTER ¼üÄ¹⁄²·Ä¿¿ÖÐÐ£¬²»¹ýÄú²»±ØÖÚÄ¿Ö»ÐÐμÄÄ©Í²° ENTER ¼ü¿ªWord  
×Ö¶»»ØÊÆÍÄ±³⁄⁴μ¹⁄²ÍÄÖ»ÐÐ¿£ÖªÖÆ¶ÍÖÊ³⁄⁴ Word  
²æÊèÍÄ±³⁄⁴Í»ÖÄ£²æÊμæ£©μÄÊÄÊ,ÊúÍð£¬Ê¹ÖÄ¹⁄⁴ýÍ·¼ü»ðÖÄÊö±èÖ,Öè²¿μ¥»÷Êö±è×ó°·Ä¥  
¿£²¿¹⁄⁴úÊæÊè°ÍÐ¿ÄÍÄμμ¿£

3 ±£·æ°ÍÄüÄüÍÄμμ¿£

³ý·Ç±£·æÄúμÄ¹×÷£¬ñÖðÄúμÄÍÄμμÖ»·æÖÚÖÚ¼ÆÊæ»úÄÚ  
·æμ±ÖÐ£¬ÊÇ¹ú³ö°ÍÖμðμ¿»ðÆæÊüÍÊÍÊ¬ÍÄμμ³⁄⁴¿¿ÊÄÚ¶ªÊ§¿£Ö»ö,ö½¿ªμÄ·½·ÊÇ·óÖ¼Ä¿ 10 ·ÖÖÖ±£  
·æÖ» ÍÄμμ¿£²¿¹⁄⁴ú±£·æÐÄ¹⁄²·μÄÍ·ÄüÄüÍÄμμ°Í×Ö¶»±£·æμ±Ç°ÍÄμμ¿£

4 ÖÚ¹×÷¹ý¿ÖÐÐ¿,Ä°¿,ñÊ¹⁄²»ÍÄ±³⁄⁴¿£

Ö»μ©ÄúÐèÖª¶ÖÍÄμμμÄÄ³Ö»²¿¿·Ö½ØÐÐÊ³⁄⁴³ý¿¿  
·ÖÆ¿¿ÖÆ¶Í¿¿,ñÊ¹⁄²»»×ð·ÆæÊüÐ¿,Ä£¬ÄúÊ×ÍÊÖªÍ·¹ý¿·ñ¿¶¿±Ä  
·±è¹⁄⁴ÇÐèÖªÐ¿,ÄμÄ²¿·Ö£¬Ê»°öÖÚÍÊ³Ê²Ú×÷£¬»ðÖß¼ðμ¥μØÊμ£¬³⁄⁴ÍÊÇ¿¿·ÍÊñ¿°ö×ö¿±  
¿ÍÊ³Êñ¿¶μÄÖ»ö,ö¼ðÖ×·½·ÊÇ°×¿¿Êö±è×ó°·Ä¥  
£¬Ê»°öÖÚÍÄ±³⁄⁴ÊÍÖÆ¶ÍÊö±èÖ,Öè¿£ÖÐ¹ØÍÊ¿,½éÊÜ£¬²¿¹⁄⁴ú£°

ÖÄÊö±èñ¿¶ÍÄ±³⁄⁴

ÖÄ¹⁄⁴üÄÍñ¿¶ÍÄ±³⁄⁴

Ê³⁄⁴ýÍÄ±³⁄⁴

Ê¿ÍÜÖ»ö,ö²Ú×÷

°ñÍÄ±³⁄⁴,·ÖÆμ¹⁄²ÐÄÍ»ÖÄ

ÖÆ¶ÍÍÄ±³⁄⁴

×Ö·ü,ñÊ¹⁄²±äÄÄ

Ä±ä¶ÍÄæ¶ÍÖÆè·½Ê¹⁄²

¶ÍÄæÊö½ø

Ê¹ÖÄ,ñÊ¹⁄²Ä,¼±è³¿ÊèÖÄÖÆ±ÍÍ»

μ÷Öü¶ÍÄæ¹⁄⁴ä³⁄⁴ä

5 ÖªÄÄ°Í·ò¿¿ÍÄμμ¿£

ÖÚ·ò¿¿ÖªÄÄÖÐ£¬Äú¿ÊÖÖÖÚ·ò¿¿Ç°¿·μ¹⁄²Ö³Äæ¹⁄²«ÖÖ°ÍÖÖ,ñÊ¹⁄²  
·ò¿¿£¬Ê¹μÄ¶ÍÖÖ³±ß³⁄⁴ä°Í·ÖÖ³·üμÄ×¿öμ÷Öü,ü¹⁄⁴ðμ¥¿£ÖÐ¹ØÍÊ¿,½éÊÜ£¬²¿¹⁄⁴ú£°

·ò¿¿Ç°ÖªÄÄÍÄμμ

Ð¿,ÄÖ³±ß³⁄⁴ä

ÖÚ·ò¿¿ÖªÄÄÊ¹⁄²ÍÄ¹×÷

·ò¿¿ÍÄμμ¹⁄⁴·ÆæÍÊ¹ØÐÄÍ¿

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ÇëʹîÔÄ

Word <sup>1</sup>α×÷Çø

ò¿<sup>a</sup>¡ç±£´æ°íÉ<sup>3</sup>/<sub>4</sub>ýîÄµµ

ı°\_ñÊ½j±²Ëμ¥

ÓÐ¹ØİēĬ\_ĂÚÈÝ£¬ÇëÑĭÔñÒ»ĂüÁıĂûĭ£

×Ö·û

¶İĂă

ÖÆ±í·û

±ß¿ò

ÓıÑŎ

ÑûÊ½

Ò³ĂæÉëÖĂ

À\_

½Ú°æĂæ²¹¼¾Ö

İ¼İĂ¿ò

İ¼Æ¬



ı°×Ö·ûı±ÃüÁı£ı° ħÊ½ı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁı£ı° ĞıØÖÆ×Öİâıç°đıç×Ö·û¼ă¾à¼°İÃÁĐ×Ö·û,ħÊ½£°

- ÑŎĖ«
- 'ÖİâıçĐ±İâıçĐıĐı'óĐ'×ÖÃ,ıçĖ«İª'óĐ'×ÖÃ,ıç¼ÓĖ¾³ŷİß¼°Òp²ØİÃ×Ö
- μ¥İÃ»®İßıçÖ»»®×ÖİÃıçĖ«İÃ»®İß
- İÃ±ê¼°Ėİ±ê

Łı½Ÿ·½Ė½

Êó±ê£° Ė«»÷ ħÊ½Ãı£

ŋŎ»°ŁòÑıİİ

ı°×Öİâı±

¼üĖĖ»òÑıŎħĖùÓÃ×ÖİâıçÃü³Æı£Word Ŏ»ÁĐ³òŎŊ°²×°°ÃıÃ  
'òÓı»úçŸŋıİĐòÖĐıÃ×Öİâı£Ėç¹üÃú×¼±,Ê¹ÓÃÆăĖüĐı°ÃıÃ'òÓı»ú£ıŁĖÖÖ¼üĖĖİ  
'ÁĐ³òıÃ×ÖİâıçÃü³Æı£

ı°°ŏı±

¼üĖĖ»òÑıŎħ°đÖıçĖĖç¹ü,ÃŎıŋŎŊ°²×°°ÃıÃ'òÓı»úİĐĐŞ£ıŎò Word  
Ê¹ÓÃŎĖÖ×ı½Óı½üıÃŎĐĐŞÖıç

ı°ÑüĖ½ı±

ÑıŎħĖüĐĖ,ħÊ½±àÃÃÑıİİ£ı°ç½«²»ĐĖÖªıÃÑıİİçª³Ÿı£ÃúŁĖÖŎŊıŎħ  
'ÖİâıçĐ±İâıç¼ÓĖ¾³ŷİßıçÖp²ØİÃ×ÖıçĐıĐı'óĐ'×ÖÃ,ıçĖ«İª'óĐ  
'×ÖÃ,ħÊ½±àÃÃÖÖ¼°²»İıİÃ»®İßıçĖĖüĖ½ıÃĖİŎă×Ė°ıç

ı°ÑŎĖ«ı±

ŁĖ'Ó 16 ÖÖŎ»İĖŋıŎă°ÃıÃÑŎĖ«ÖĐĖăĖĖ»òÑıŎħŎ»ÖŎŊŎĖ«ı£ı°×Öŋı±Ñıİİ²ĖÓÃı°  
ŁØÖÆÃæ°ăı±ĖİŋŎİÃ±¾ÑŎĖ«ĖĖÖÃĖüÑıŋıÃÑŎĖ«ı£Ŏ»ÖĐŎÃ²ĖĖ«¼ăĖĖÓÆ÷²AAÜİŎĖ¾²ĖĖ«ı,ħÊ½  
±àÃÃ£ıŎă'òÓı³²ĖĖ«ı,ħÊ½±àÃÃ±ĐĖŎÃ»æİ¼Ŏç»ò²ĖĖ«'òÓı»úı£

ı°Ėİ±êı±£ı°İÃ±êı±

Ö,Ã÷İÃ×ÖİâıŋŎÓÚ»ù±¾ĐĐĖüııÃİ»ÖÃı£

ı°İĐı± °Ŋı×Ö·ûĖĖÖÃŎÓÚ»ù±¾ĐĐĖİı£

ı°Ėİ±êı± Ê¹×Ö·û,ßÓÚ»ù±¾ĐĐı£

►  
ı°İÃ±êı± Ê¹×Ö·ûıİÓÚ»ù±¾ĐĐı£

►  
ı°İ»ÖÆıāĖŸı± Ö,Ã÷İªĖú³ĖĖİ±ê»òİÃ±ê£ıŎă°ŊİÃ×Öİ»ÖÃĖŸıß»ò½ıμııÃŎıçÃıĖİĖŸŎıĖĖç 3 μăı£

ı°¼ă¾àı±

Ö,Ä÷ÔÚ×Ö·û¼ăĂôŋà´ó¼ă³¼ăĵ£

ĭ°±ê×¼ĵ±                   ²»¼¼Óŋĭă¼ă³¼ăĵ£

ĭ°Ă©Ö¹ĵ±                   ÔÚŊĭÖĐ×Ö·ûμĂÔ±ßÔô¼¼Ó¼ă³¼ă£¬×ĭ´óĭª 14 μăĵ£

ĭ°Ŋ¹Ēöĵ±                   ĒĭĭŊĭÖĐ×Ö·ûÔ±ßμĂ¼ă³¼ă£¬×ĭĐĭĭª 1.75 μăĵ£

ĭ°μ÷ÔûμăĒýĵ±           ĭªĭ°Ă©Ö¹ĵ±»òĭ°Ŋ¹Ēöĵ±ŊĭĭĒĒèÖĂĒýÔμ£¬ÔÚĂ¬ĒĭÇéĵôĭĂ£¬ĭ°Ă©Ö¹ĵ±ĭª 3  
μă£¬ĭ°Ŋ¹Ēöĵ±ĭª 1.75 μăĵ£

ĭ°ŊûÀýĵ±

ÔÚ°ŊĒûŊĭ,ŋĒ¹±ăĂĂÓĂÔÚĭĂμμÖ®Ç°£¬ŊûÀýĵò½«ĭÔĒ³¼,Ă,ŋĒ¹½Ēû²úĒúμĂĐ\$¹ûĵ£

ĭ°æĒëĂ¬ĒĭĒèÖĂĵ±

Ēç¹û,Ă±ăĂĒĒ¬Ēĭ,ŋĒ¹½£¬Word »á°ŊĐĂĒĒèÖĂ´æĒëμ¼,¼¼¼ÓμĂŊû°ăÔĐ²ç,ĂĐ´Ô-  
ÔĐĒèÖĂĵ£Ô»ÔªÆôŋ»ùÔÚ,ĂŊû°ăμĂĭĂμμ£¬Ăú¼ĭĂŮĒ¹ÓĂĐĂμĂĒèÖĂĵ£

---

ÇěĭÔĂ

×Ö·û,ŋĒ¹±ăĂĂ



Ò»±¶ÐÐ³⁄à °ÑÐÐ³⁄àÉèÖÃî°Ò»ÐÐ¿í¿  
1.5 ±¶ÐÐ³⁄à °ÑÐÐ³⁄àÉèÖÃî°Ò»ÐÐ°è¿í¿  
Á¹⁄²±¶ÐÐ³⁄à°ÑÐÐ³⁄àÉèÖÃî°Á¹⁄²ÐÐ¿í¿  
×îÐ¿ÐÐ³⁄à ÉèÖÃÒ»¿,ö Word ÄÜÔö⁄⁄ÓµÄ×îÐ¿ÐÐ³⁄à¿  
Ö,¶ÐÐ³⁄à ÉèÖÃÒ»¿,ö Word ²»¹⁄²øÐÐµ÷ÔûµÄ¹¶ÐÐ³⁄à¿  
í°ÉèÖÃ¿¹ ¼ûÈè»òÑ¿ÔñËùÐµµÄÐÐ³⁄àÉýÖµ¿,ßÓÚ¹¶ÐÐ,ßµÄ×Ö·û£¬ÆäÉí°è²¿·Ö±»¹⁄²ø³ý£¬  
¹òÖ¿É±£¬,Ä×Ö·û¹⁄²«Öøµ³òíÖ¿

í°·Öò³¿¹

Ö,¶ Word ¹Äíà¹ø¶íÄäµÄ·¹É¹⁄²¿  
í°¶í¿°·Öò³¿¹ ÓÚ¶íÄä¿°²äÈèÒ»Ó²·Öò³·û¿  
í°óèíÄ¶í¬ ¹⁄²ûÔ¹ÔÚ,Ä¶í¹⁄⁴°Æä  
Ö³¿¹ ÍÄÒ»¶íÖø¹⁄²äÉ¹ÓÄ·Öò³·û¿  
í°¶íÖÐ²»·Ö ¹⁄²ûÔ¹ÔÚ¶íÄäÄÚÉ¹  
Ö³¿¹ ÓÄ·Öò³·û¿

í°ÐÐ°Ä¿¹

í°²»±àÐÐ°Ä¿¹ Çä³ý,Ä,¹Ñ¿¿ò£¬¶íÔÑ¿¶¶íÄäµÄÐ¹⁄⁴ìÐø¹⁄²øÐÐ±à°Ä¿£Ñ¿ÖÐ,Ä,  
¹Ñ¿¿ò£¬Ôòìø¹ýËùÑ¿¶íÄä²»¶íÖÆä±à°Ä¿£Word  
°òÄÖìø¹ýµÄÐ¶íø¹⁄²øÐÐÄ¬Ðø±à°Ä¿£ÓÐ¹øíè¹,¹⁄²éÉÜ£¬²í¹⁄⁴û¹⁄²Ú°æÄæ²¹⁄⁴Ö¿±ÄüÄ  
¿¿¿

í°ÑùÄý¿¹

ÓÚ°ÑËùÑ¿,ñÉ¹⁄²±àÄÄÓÄÓÚíÄµµÖø¿°£¬ÑùÄý¿¿òíÖÉ³⁄⁴,Ä,ñÉ¹⁄²Ëù²úÉúµÄÐ§¹¿¿

í°ÖÆ±í·û¿¹

¹⁄²ÓËÜÔÚí°¶íÄä¿¹¶íÖ»°¿òÐµµÄËù×÷µÄÐµ,Ä£¬È»°óò¿¹°ÖÆ±í·û¿¹¶íÖ»°¿ò¿¿

Çè²íÖÄ

¶íÄä,ñÉ¹⁄²±àÄÄ

í°ÖÆ±í·û±ÃüÁí£¨í°\_ñÊ½±²Êµ¥£©

Ê¹ÓÃ\_ÃÃüÁí£¬¿Ê¿ØÖÆÖÆ±í»µÃí»ÖÃí¶¶ÖÆë·½Ê½£¬ÒÒ¼°¿°µ¼×Ö·ûµÃÀàÐí£

¿½½Ý·½Ê½

Êó±ê£° Ê«»÷±ê³ËÊµÃÖÆ±í»µ£

¶Ö»°¿òÑíî

í°ÖÆ±í»í»ÖÃ±

ÁÐ³òÑí¶¶¶¶íÃàÖÐÊëÖÃµÃÖÆ±í·û££Word

Ö»Öú±ê³ËÊíÖÊ¼ÊùÓÐÑíÖÐ¶¶íÃà¹«ÖÃµÃÖÆ±í·û£¼üÊëÐÃÖÆ±í·û»òÏë¿à³ýµÃÖÆ±í·ûµÃÁ¿Öµ£

í°¶ÖÆë·½Ê½±

Ö\_¶¶ÖÆ±í·û¶íÃ±¼µÃ¶¶ÖÆë·½Ê½£

í°×ó¶ÖÆë± íÃ±¼ÑØÖÆ±í·ûÓÒ±ßíÖÊ¼£

í°¼ÓÖÐ± íÃ±¼ÓÚÖÆ±í·û»ÖÃ¼ÓÖÐ£

í°ÓÒ¶ÖÆë± íÃ±¼ÑØÖÆ±í·û×ó±ßíÖÊ¼Ö±µ½Ö¼ÃúÖÆ±í¿Ö¼à£¬Ê°óÖùÑØÓÒ±ßíÖÊ¼£

í°ÐíÊýµā¶¶ÖÆë±

ÓÚÖÆ±í»í»ÖÃ¶¶ÖÆëÐíÊýµā£ÓÁÓëí°ÓÒ¶ÖÆë·½Ê½±íàí¬µÃíþÖÆ£¬ÓÚÐíÊýµā×ó±ßíÖÊ¼íÃ±¼£¬»òÖß²»ÓÁÊí°íþÖÆ£¬ÓÚÐíÊýµāÓÒ±ßíÖÊ¼íÃ±¼£íþÐíÊýµāíÃ±¼Ö»Öú×ó±ßíÖÊ¼£

í°¿°µ¼×Ö·û±

ÊëÖÃ³àíÖÆ±í·û¿Ö¼āµÃ×Ö·û£¬ÆàÑíîÓÐ£°

1 íþ

2 .....

3 -----

4 \_\_\_\_\_

í°Ê¹ÓÃÃ¬ÊíÖÆ±í»µ±

Ö\_¶¶Ã¬ÊíÖÆ±í»Ö®¼āµÃ¼ā¼à£

í°ÊëÖÃ±

ÓÚí°ÖÆ±í»í»ÖÃ±

¿òÖÐÃüÊù¼üÊëµÃí»ÖÃÊí£¬í°ÊùÑí¶¶íÃàÊëÖÃÒ»ÖÆ±í·û£¬Ê°ó½«\_Ãí»ÖÃ¼ÓÊëµ½ÁÐ±íÖÐí£ÐÃÖÆ±í·û²ÉÓÃÑí¶¶µÃí¶¶ÖÆë·½Ê½±°í°¿°×°×Ö·û±Ñíî£

í°¿à³ý±

°ÑÓÚí°ÖÆ±í»í»ÖÃ±¿òÖÐÊùÑíµÃÁ¿Öµ²āÊëµ½í°Òà¿à³ýµÃÖÆ±í»µ±Ñíî°ó£ÑíÖñí°Ê¶¶í±°Á¥£¬¼¿Ê¿à³ý\_ÃÖÆ±í·û£

ı°È«Çâı±  
Çâ³ýÈùÑı¶¶ÎÄäÖĐμÄÈ«²¿ÖÆ±İİ»ı£

ı°ÒªÇâ³ýμÄÖÆ±İİ»ı±  
ÁĐ³õÑı¶¶¶ÎÄäÖĐÈùÒªÇâ³ýμÄÖÆ±İ·ûı£ÖâĐ©ÖÆ±İ·ûÔÚÑıÔñı°È·¶¶ı±°´Áºó¼´±»Çâ³ýı£

ÇěŕÎÖǺ  
¶¶ÎÄä,ñÈ½±àÄÄ  
ÓǺÖÆ±İ·ûÇ°μ¼×Ö·û½´ÁçÈ®Æ½İß

ᵢ°±βζòᵢ±ÃüÁî£¨ᵢ°ᵣĤÊ½ᵢ±²Ēμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬ζÉÒÔÔÚŋÎÃăᵢϕ  
±ᵢᵢϕμ¥Ô»μ¥Ôªᵢϕμ¥Ôªζé¼°Í¼ĐÎÔÛÎŖÉèÔÃ±βζòᵢ£Ô²ζÉÒÔÊú³ÉÓĐ±βζò»ð´øÒðÓ°μÃ·½ζòᵢ£

ŋÔ»°ζòÑᵢî

ᵢ°±βζòᵢ±

ÔÚ°ÑĖùÑᵢîŋÎÔÃÓÚÎÃμμÔ©Ç°İÔÊ¾,ÃÑᵢîĖù²úÊúμÃĐŖ¹úᵢ£

ᵢ°¾àÀèÖŷÎÃᵢ±

ÉèÖÃÎÃ×ÔÔè±βζòμÃ¼ă¾àᵢ£

ᵢ°ζòİᵢ±

Ö,ŋ±βζòμÃÎª¹Ûᵢ£Ñᵢîŋ°üÀ¨²»Í¬ζİŋĖμÃμ¥İβ°İĖ«İᵢᵢ£

ᵢ°ÑÔÉ«ᵢ±

¼üĖè»òÑᵢÔŋζòİᵢμÃÑÔÉ«ᵢ£İÔÊ¾²ÊĖ«ᵣĤÊ½±àÃÃ±ØĐèÓĐ²ÊĖ«¼àÊÓÆ±£¬

´òÓᵢ²ÊĖ«ᵣĤÊ½±àÃÃ±ØĐèÓĐ»æÍ¼ÔÇ»ò²ÊĖ«´òÓᵢ»úᵢ£

ᵢ°±βζòĐÎÊ½ᵢ±

Ö,ŋĖùĐèμÃ±βζòÀàĐÍᵢ£

ᵢ°İᵢ± Îᵢ±βζòᵢ£

ᵢ°½ζòᵢ± ·½ζòᵢ£

ᵢ°ÔðÓ°½ζòᵢ± ¼ÔÔðÓ°μÃ·½ζòᵢ£

ᵢ°ÍøᵣĤİᵢ± ÎŖÊÆ±İμ¥ÔªμÃ±βζòᵢ£Ö»ÓĐÔÚÑᵢŋ¨ÁĖ±İÖĐμÃÒ»ð»òŋà,øμ¥ÔªÊ±²ÃÓĐĐŖᵢ£

ᵢ°μ×ÎÆᵢ±

İÔÊ¾Ô»·½ζò£¬ÔÚ¨Ė·½ζòÀÚζÉÖ,ŋ¨¼Ó±βζòÇøÓòÀÚμÃμ×ÎÆÀàĐÍᵢ£²Î¼úᵢ°μ×ÎÆᵢ±ŋÔ»°ζòᵢ£

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ÇèʹÔÃ

±βζò°Íμ×ÎÆ

ÓÃ±βζò½¨Áϕİᵢð

ı°μ×ı̂Æı±¶Ŏ»°¿ò

Ê¹ÓÃ,Ã¶Ŏ»°¿ò£¬¿ÉÐÐÔ¶ŎŎİ±ı̂μ×Ŏª,¶¼°ı̂¼ı̂Ã¿òËùÓÃμÃμ×ı̂Æı£

ı°İ³ăı±

Ö,Ã÷μ×ı̂ÆÀðÍı£

ı°İPı±

Ö,Ã÷²»¼Óμ×ı̂Æ°İŎŎÉ«ı£

ı°¶ŎÆı±

Ö,Ã÷¶ŎŎÆμÃμ×ı̂Æ°İŎŎÉ«ı£

ı°İ¼°ı̂ı±

ı°Œ³⁄⁴°ı̂ı±

ı°±³⁄⁴°ı̂ı±

ı°ŊùÀýı±

ÔÚ°ŊËùŊı,¶Ê¹⁄₂±àĀĀÓĀÓÚı̂ĀμμŎ®Œ°£¬ŊùÀý¿ò½«İŎÊ³⁄⁴,Ã,¶Ê¹⁄₂Ëù²úÉúμĀÐŒ¹úı£



ᵢ°ÓĩÑÔᵢ±ÃüÁí£¨ᵢ° ħÊ½ᵢ±²Ēμ¥£©

Ê¹ÓÃ,ÃÃüÁí£¬¿ÉÔÚÒ»»ðÊ¹ÓÃ¶àÔÔÓĩÑÔμÃÎÃμμÖĐ±êÊ¶ÊüÓÃμÃÓĩÑÔᵢ£Đ£¶Œ,ÃÎÃμμÊ±£¬¬Word  
¼ĩ²éÎÃμμÖĐÃ¿Ô»»ðÊ£¬¬×Ô¶Œ¿Đ»»μ½ÎªÃ¿,ðμ¥  
ÊÊüÔ,¶ŒμÃÓĩÑÔÉᵢ£¼ÛÈÇÎÃ±¾ÓÃÃ³ÔÔÓĩÑÔ, ħÊ½»¬£¬¶Œø Word Ã»ÓĐ,ÃÓĩÑÔμÃÊμă£¬Ôð Word  
½«»áÊ¹ÓÃÎà¹ØÓĩÔÔμÃÊμă££ÃýÈÇ£¬¬Word ĐèÔª¼ĩ²éÔ»Îð¨Óᵢª¼ÓÃÃ´óÔᵢμ¥  
Ê£¬μ«ÊÇÔÔÃ»ÓĐÔÔμ½¨¨Óᵢª¼ÓÃÃ´óÔᵢÊμă£¬¬Word ½«²ÉÓÃ¨¨ÓᵢÊμă££ÈÇ¹û Word  
Î¨¨ÔÔμ½Ô»»ðÎà¹ØÊμă£¬¬Ôð½«ÎÔÊ¾Ô»ÎðÎû¿ÊμÃ÷ Word Ã»ÓĐªÍÊÊμÃÊμă££  
×¿ÊÍ£º¿ÉÔÔ±ê³ð²»Î£Îû Word Đ£¶ŒÔμÃÎÃ±¾ᵢ£²Î¼û¶ŒÔÎÃμμÖĐÃ³Ô»²¿·Ô²»×ðĐ£¶ŒÔᵢ£

¶ŒÔ»º¿ðÑᵢÎĩ

ᵢ°½«Ñᵢ¶ŒÎÃ×ÖÊÓÎªᵢ±

Í¨γ¶Œ²ăÊēμÃÎÃ×Ô×÷±ê¼Ç£¬Ô,Ã÷Ñᵢ¶Œ²¿·ÖÊüÓÃμÃÓĩÑÔᵢ£  
×¿ÊÍ£ºÈÇÑᵢ¶Œ²¿·Öºü¬Á½ÔÔ»ðÁ½ÔÔÔÔÉÍÓĩÑÔ, ħÊ½£¬¬Word °Ñ,ÃÎÃ×Ô±êÊ¶Îªᵢº»×÷Đ£¶ŒÔᵢ±ᵢ£

ᵢ°ÊèÖÃÎªÃ¬ÊİÖμᵢ±

μ±,Ã±ăÃ¬ÊİμÃÓĩÑÔÊ±£¬¬Word ½«ĐÃμÃÓĩÑÔÊèÖÃ±£´æμ½»¶Œ¬ÑüªăÖĐ²¿,ÃĐ´Ô-  
ÓĐÊèÖÃᵢ£Ô»ÔªÆð¶ŒÔÔ,ÃÑüªÎª»ù×¼μÃÎÃμμ£¬¾Î»áμÃμ½ĐÃμÃÓĩÑÔÊèÖÃᵢ£

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ÇēʹÔÃ

Đ£¶ŒÔÆăÊüÓĩÔÔμÃÎÃ±¾

¡°ÑùÊ½¡±ÃüÁî£¨¡°\_ñÊ½¡±²Ëμ¥£©

$$\begin{aligned} & \hat{E}^1\hat{O}\hat{A}\hat{,}\hat{A}\hat{A}\hat{U}\hat{A}\hat{E}\neg\hat{,}\hat{E}\hat{O}\hat{O}\hat{I}\hat{O}\hat{E}\hat{,}\hat{N}\hat{U}\hat{E}\hat{,}\hat{2}\hat{m}\hat{A}\hat{A}\hat{U}\hat{^3}\hat{A}\hat{E}\hat{,}\hat{e}\hat{E}\hat{m}\hat{A}\hat{+}\hat{^0}\hat{,}\hat{I}\hat{1}\hat{2}\hat{Y}\hat{1}\hat{4}\hat{U}\hat{E}\neg\hat{E}^1\hat{A}\hat{U}\hat{A}\hat{U}^1\hat{,}\hat{,}\hat{4}\hat{1}\hat{^2}\hat{e}\hat{,}\hat{e}\hat{,}\hat{a}\hat{1}\hat{4}\hat{,} \\ & \hat{N}\hat{U}\hat{E}\hat{1}\hat{2}\hat{,}\hat{,}\hat{d}\hat{1}\hat{2}\hat{,}\hat{,}\hat{A}\hat{E}\hat{A}\hat{O}\hat{A}\hat{O}\hat{U}\hat{N}\hat{,}\hat{I}\hat{O}\hat{D}\hat{m}\hat{A}\hat{I}\hat{I}\hat{A}\hat{a}\hat{,}\hat{J}\hat{E} \end{aligned}$$
$$\zeta^{1/2} \dot{Y} \cdot^{1/2} \hat{E}^{1/2}$$

1/4Ü£° CTRL+S £Á½'Î£©

¶Ô»°¿òÑ;îî

$$j^0 \tilde{N} u \hat{E}^{1/2} \tilde{A} u j_{\pm}$$
[illegible]
$$i^{\circ} \zeta i^{1/2} \dot{Y}^{1/4} \ddot{u}_i \pm$$

Ö, 7, Ä, Ñ, ü, Ê, ½, Ë, ú, Ó, Ä, µ, Ä, ü, » ð, ×, é, 1, ¼, ü, j, £, ³, ð, 1, Ö, Ö, Ú, j, °, ¼, ü, j, ±, ¿, ð, Ö, Ð, µ, Ä, Á, Ð, ±, 1, 1, Ö, Ê, ¾, ¿, É, Ó, Ä, µ, Ä, ¼, ü, j, £, j, °, µ, ±, Ç, °, j, ±, 1, 1, Ö, Ê, ¾, µ, ±, Ç, °, Ö, Ä, ×, ÷, ¿, 1, ½, Ý, ¼, ü, µ, Ä, ¼, ü, j, £

$$i^{\circ}\mu\pm\zeta^{\circ}i\pm\quad\ddot{\text{I}}\hat{\text{O}}\hat{\text{E}}^{\frac{3}{4}}\mu\pm\zeta^{\circ}\acute{\text{O}}\tilde{\text{A}}\times\div\text{ç}\grave{\text{i}}\frac{1}{2}\acute{\text{Y}}\frac{1}{4}\ddot{\text{U}}\mu\ddot{\text{A}}\frac{1}{4}\ddot{\text{U}}\text{j}\pounds$$
$$i^{\circ}\ddot{E}_{\mu}\tilde{A}\div i\pm$$

¶ÔÁÐÔÚ¡°ÑùÊ½Ãû±±òÖÐµÃÑùÊ½Ëùü°¬µÄ,ñÊ½Ñ¡ììá¹©Ò»,öËµÃ÷¡£

ἰ.°π.Ὀαἰ±

ÓÃ½¼ÓµÄñÊ½±àÅÑjĩĩÔÊ¾Ôûöj°ÑùÊ½j±¶Ô»°¿òj£

$$i^{\circ} \times \ddot{O} \cdot \hat{u}_3 \tilde{n} \hat{E}^{1/2} \pm \hat{a} \hat{A} \hat{A} i \pm$$
$$\tilde{\Gamma}\hat{O}\hat{E}^3/4\hat{O}^{a1}/4\hat{O}\mu^{1/2}\tilde{N}\hat{u}\hat{E}^{1/2}\hat{O}\hat{D}\mu\hat{A},\tilde{n}\hat{E}^{1/2}\pm\hat{a}\hat{A}\hat{u}\hat{A}\hat{\Gamma}\hat{O}\rangle\rangle^{\circ}\hat{\zeta}\hat{o};\hat{\epsilon}$$

j°xÖ·ûj±    İÔÊ¾Ô»¶Ô»°¿ò£¬îªÄ³Ô»ÑùÊ½¶¶ÒåxÖ·û,ñÊ½±àÄÄ£¬²î¼ûj°xÖ·ûj±ÃÜÄî;£

$$i^{\circ}\eta\hat{A}\ddot{a}_{\pm}\quad\hat{I}\hat{O}\hat{E}^3_4\hat{O}\rangle\eta\hat{O}\rangle^{\circ}\hat{c}\hat{o}\hat{E}-\hat{i}^{\circ}\hat{A}^3\hat{O}\rangle\hat{N}\hat{u}\hat{E}^1_2\eta\hat{O}\hat{a}\eta\hat{I}\hat{A}\ddot{a}_{\pm}\hat{n}\hat{E}^1_2\pm\hat{a}\hat{A}\hat{A}\hat{E}-\hat{r}^2\hat{i}^1_4\hat{u}_{\pm}\eta\eta\hat{I}\hat{A}\ddot{a}_{\pm}\hat{A}\hat{u}\hat{A}_{\pm}\hat{E}$$

ï°ÖÆ±í·û± ïÔÊ¾Ô»¶¶Ô»°¿ò£¬íªÄ³Ô»ÑùÊ½ÉèÖÃÖÆ±í·û£¬²í¼û°ÖÆ±í·û±ÃÜÁí£

$i^{\circ} \pm \beta_{\zeta} \partial_{\pm}$ 
 $\ddot{O} \hat{E}^3_4 \ddot{O} \gg \ddot{O}^{\circ} \zeta \partial \mathcal{E} - \hat{I}^a \hat{A}^3 \ddot{O} \gg \tilde{N} \hat{U} \hat{E}^1_2 \hat{E} \hat{e} \hat{O} \hat{A} \pm \beta_{\zeta} \partial \mathcal{E} - \tau^2 \hat{I}^1_4 \hat{U}_{\pm} \circ \pm \beta_{\zeta} \partial_{\pm} \hat{A} \hat{U} \hat{A}_{\pm} \mathcal{E}$

[illegible]
$$i^{\circ} \acute{o} i \tilde{N} \hat{O} i \pm i \hat{O} \hat{E}^{3/4} \quad \ddot{I} \hat{O} \hat{E}^{3/4} \hat{O} \gg \P \hat{O} \gg \textcircled{\small{C}} \textcircled{\small{D}} \neg i^a \hat{A}^3 \hat{O} \gg \tilde{N} \hat{u} \hat{E}^{1/2} \hat{O} \textcircled{\small{P}} \acute{O} i \tilde{N} \hat{O} \acute{E} \textcircled{\small{D}} \hat{A} \textcircled{\small{F}} \neg^2 \hat{i}^{1/4} \hat{u} i^{\circ} \acute{O} i \tilde{N} \hat{O} i \pm \tilde{A} \hat{u} \hat{A} \hat{i} i \textcircled{\small{F}}$$

¡º»ù×¼ÑûÊ½± ¼üÈë»ðÑ¡ÔñÒ»öÖÑ¶ÒàµÄçÒª÷îªÉú³ÊñûÊ½»ù×¼µÄÑûÊ½Âû£

$$i^{\circ} \ddot{I} \hat{A} \hat{O} \rangle \tilde{N} \hat{u} \hat{E}^{1/2} i^{\pm}$$
[illegible]

ÀýÈç£°Èç¹ûÔÚ°ÑùÊ½Ãû±±çòÖÐÑ;ÔñÁÊ°Heading Level 1;±£-²çÔÚ°ĬÀÖ»ÑùÊ½±±

¿òÄÚÑ¡Ôñ¡³£¹æ¡±Ñ¡Ï¡£Ôò Word ½«ÔÚÓÃ¡°Heading Level

1j±ÑùÊ½×ö,ñÊ½±àÄÄµÄ¶¶ÎÄäµÄÎÄÃæÒ»¶¶×Ô¶¶Ê¹ÓÃ;³£¹æj±ÑùÊ½j£

ı°İı¼Óµ½Ñù°âı±

ÑıÔñ,ÃÑıİİ£¬½«°ÑÑıÖĐµÃÑùÊ½İı¼Óµ½,½¼ÓµÃİÃµµÑù°ăÖĐı£Çă³ý,ÃÑıİİ£¬½«¶°àò»,öÖ»ÓÃÓ  
Ú»¶¶İÃµµµÃĐÃÑùÊ½ı£

ı°ĐĐ,Ãı±

¶ÖËùÑıÑùÊ½µÃ¶°à×÷,ñÊ½ĐĐ,Ãı£

ı°É¾³ýı±

´ÓİÃµµÖĐÉ¾³ýÑùÊ½ı£

ı°ÖØÃüÃüı±

İÖÊ¾Ô»¶¶°ıò£¬ÔÔ±ă¶¶ÖÑùÊ½ÖØĐÃÃüÃüı£  
ıÉÔÔİªËùÑıÑùÊ½¼üËËÖ»ĐÃÃü³Æı£ÑùÊ½ÃüıÉÔÔÊÇ¶à¬ 24 ,ö×Ö·ü°ııÖ,ñµÃ×é°ıı£

ı°İ²çı±

İÖÊ¾Ô»¶¶°ıò£¬ıÉÔÔ°İ²çÀ  
´×ÖÆăËüÑù°ă»òİÃµµÖĐµÃÑùÊ½£¬Ô²ıÉ½«ÑùÊ½°İ²çµ½ÆăËüÑù°ă»òİÃµµÖĐÈ¥  
£¬²İ¼üı°İ²çÑùÊ½ı±¶¶°ıòı£

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ÇěİÖÃ

ÓÃÑùÊ½½øĐĐ,ñÊ½±àÃÃ

**ı°ı²çÑùÊ½ı±ııÖ»°¿ò**

Ê¹ÓÃ,ÄııÖ»°¿ò£¬¿ÉÖÖı²çÀ  
´×ÖÆăĖũÑù°ă»òĬÄµµµĂÑùÊ½£¬Ö²¿É½«ÑùÊ½ı²çµ½ÆăĖũÑù°ă»òĬÄµµÖĐı£

**ı°ĬÄ¼pĂûı±**

¼ûĖĖ»òÑıÖñĭĖÖªÖÚ»ııĬÄµµÖĐÊ¹ÓÃµĂĬÄ¼pĂû£¬»òĖÇÖª°ÑÑùÊ½  
´Ö»ııĬÄµµı²çµ½ÆăÖĐĖ¥µĂĬÄ¼pĂûı£  
×çĖĬ£°Öª²Ė¿´øĂ³Ö»ĬØııÀ©Ö¹ĂûµĂĬÄ¼pĂĐ±Ĭ£¬¼ûĖĖÖ»ĐÇ°Ă£´´£©ıçÖ»ö³¼ăµăıç¼°Ėý,ò×Ö·ûµĂÀ  
©Ö¹Ăûı£ÄýĖÇ£¬Öª²Ė¿´Ă³Ö»Ă¿Ă¼ĬĖũÖĐ´ø .TXT À©Ö¹ĂûµĂĬÄ¼p£¬¼ûĖĖ\*.txtı£

**ı°ĬÄ¼pÀăĐĬÁĐ±ıı±**

ÑıÖñÒª´ò¿ªµĂĬÄ¼pÀăĐĬı£

**ı°ÇýııÆ÷ı±**

ÑıÖñ´æÖũÒª´ò¿ªııpµĂÇýııÆ÷ı£

**ı°Ă¿Ă¼ı±**

¼ûĖĖ»òÑıÖñĂ¿Ă¼£¬ÖÚ,Ă¿Ă¼ÖĐ£¬Word ±£  
´æĂĖĂûÖªÊ¹ÖĂÆăÑùÊ½µĂĬÄ¼p»òÖĐÖª°ÑÑùÊ½ı²çµ½ÆăÖĐĖ¥µĂĬÄ¼pı£

**ı°Ö·Ñùªı±**

½«°ÑĖũÑıĬÄµµ»òÑùªÖĐµĂÑùÊ½ı²çµ½»ııĬÄµµÖĐĖ¥  
ıĖÖÚııÖÑùªÑùÊ½×ªĂĖĐĐ,Ă²çĭĖ½«ÆăÓĂÖÚ»ııĬÄµµĖ±£¬¿ÉÊ¹ÓÃ,ĂÑıĭı£

**ı°Ă¿±ĖÑùªı±**

½«Ă´×Ö»ııĬÄµµµĂÑùÊ½ı²çµ½Ă³Ö»ÑùªÖĐĖ¥ı£

ı°ŦÔÑûÊ½ÖØÃüÃû±ŦÔ»°¿ò

ı°ĐÂÑûÊ½Ãû±

İªÊûŦıÑûÊ½¼üÊëÒ»ĐÂÃûı£ÑûÊ½Ãû¿ÉÒÔÊÇŦăıı 24 ,ö×Ö·û°¿¿Ö,ŋμÄ×é°ıı£

ᵢ°Ò³ÃæÉèÖÃᵢ±ÃüÁî£¨ᵢ°ñÊ½ᵢ±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÊÒÖ,Ã±äÒ³±ß¾àᵢϕÖ½ÖÃÀ´ÖᵢϕÖ½ÖÃ  
´óÐᵢ¼¹ÃμμμÃÊÎÒàÒ»½ÚÔÚÒ³ÃæÉÎÖýÎÃμÃÎÖÊ¾·½Îðᵢ£

¶Ô»°¿òÑᵢî

ᵢ°Ò³±ß¾àᵢ±

ÎÖÊ¾ᵢᵢ°Ò³±ß¾àᵢ±Ñᵢîᵢ£

ᵢ°Éᵢ±

Ö,¶¨Ò³¶¶¶ÊÖëμÚÒ»ÐÐÉ¶¶ÊÖ®¼äμÃ¾àÀëᵢ£

ᵢ°ÎÃᵢ±

Ö,¶¨Ò³μ×¶¶Êμ½×îÃ©ÐÐÎÃ¶¶ÊÖ®¼äμÃ¾àÀëᵢ£

ᵢ°×óᵢ±

Ö,¶¨Ò³×ó±ß»ò×°¶¶©±ß½¿ÒÓÒ±ß£¨ÊçÑᵢÖÐμÃ»°£©ÓëÎþ×óÊð½¿,÷ÐÐ×ó¶¶ÊμÃ¾àÀëᵢ£μ±  
´òÖᵢμ¥ÃæÒ³Ê±¿ÊÊ¹ÓÃ,ÃÑᵢîᵢᵢ£Êç¹ûÑᵢÖÐᵢ°×óÒÒÒ³²ϕÃÐÎÖÊ¾ᵢ±£¬Ôð,ÃÑᵢîᵢ±à³Êᵢ°ÃÚᵢ±£

ᵢ°ÓÒᵢ±

Ö,¶¨Ò³ÓÒ±ßÓëÎþÓÒÊð½¿,÷ÐÐÓÒ¶¶ÊμÃ¾àÀëᵢ£´òÖᵢμ¥ÃæÒ³Ê±  
¿ÊÊ¹ÓÃ,ÃÑᵢîᵢᵢ£Êç¹ûÑᵢÔñᵢ°×óÒÒÒ³²ϕÃÐÎÖÊ¾ᵢ±£¬Ôð,ÃÑᵢîᵢ±à³Êᵢ°îàᵢ±£

ᵢ°×°¶¶©±ßᵢ±

Êç¹ûÇàýÁÊᵢ°×óÒÒÒ³²ϕÃÐÎÖÊ¾ᵢ±Ñᵢîᵢ£¬ÔðÖ,¶¨Êç¹ûÓμ½,÷Ò³×óÒ³±ß½¿μÃ¾àÀëᵢ£Êç¹ûÑᵢÔñÁÊᵢ°×  
óÒÒÒ³²ϕÃÐÎÖÊ¾ᵢ±£¬ÔðÖ,μÃÊç¹ûÓμ½,÷Ò³ÃÚÒ³±ß½¿μÃ¾àÀëᵢ£

ᵢ°×óÒÒÒ³ÎÊ±ÎÖÊ¾ᵢ±

²ϕAAA½Ò³μÃÒ³±ß½¿»¶îà¶¶Ô³Æᵢ£μ±´òÓᵢÊ«ÃæÒ³Ê±ÑᵢÔñ,ÃÑᵢîᵢᵢ£ÑᵢÔñ,ÃÑᵢîᵢ°ó£¬ᵢ°×óᵢ±±à³Êᵢ°ÃÚᵢ±  
£¬ᵢ°ÓÒᵢ±±à³Êᵢ°îàᵢ±£¬ÎÊ±×°¶¶©Ã¿½«¼Óμ½ÃÚÒ³±ß½¿ᵢ£

ᵢ°ÃÚᵢ±

ÔÚÆæËýÒ³Éî£¬Ö,×óÒ³±ß»ò×°¶¶©±ß½¿ÒÓÒ±ß£¨Êç¹ûÑᵢÖÐμÃ»°  
£©ÓëÎþÊð½¿,÷ÐÐ×ó¶¶ÊÖ®¼äμÃ¾àÀëᵢ£ÔÚÃ¼ËýÒ³Éî£¬Ö,ÓÒÒ³±ßÓëÎþÊð½¿,÷ÐÐÓÒ¶¶ÊÖ®¼äμ  
Ã¾àÀëᵢ£´òÖᵢÊ«ÃæÒ³Ê±Ê¹ÓÃ,ÃÑᵢîᵢᵢ£Êç¹ûÇàýÁÊᵢ°×óÒÒÒ³ÎÊ±ÎÖÊ¾ᵢ±Ñᵢîᵢ£¬,ÃÑᵢîᵢ½«±à³Êᵢ°×óᵢ±  
ᵢ£

ᵢ°îàᵢ±

ÔÚÆæËýÒ³Éî£¬Ö,ÓÒÒ³±ßÓëÎþÓÒÊð½¿,÷ÐÐÓÒ¶¶ÊÖ®¼äμÃ¾àÀëᵢ£ÔÚÃ¼ËýÒ³Éî£¬Ö,×óÒ³±ßÓ  
ëÎþ×óÊð½¿,÷ÐÐ×ó¶¶ÊÖ®¼äμÃ¾àÀëᵢ£  
´òÓᵢÊ«ÃæÒ³Ê±Ê¹ÓÃ,ÃÑᵢîᵢᵢ£Êç¹ûÇàýÁÊᵢ°×óÒÒÒ³ÎÊ±ÎÖÊ¾ᵢ±Ñᵢîᵢ£¬,ÃÑᵢîᵢ±à³Êᵢ°ÓÒᵢ±£

**ı°´óĐı°ı·½İòı±**

İÔÊ³⁄₄ÉèÖÄÖ½ÖÄ´óĐı°ı·½İòı±ÄŇıİı£

ı°Ö½ÖÄ´óĐıı±

İ°´òÓı»úŇıÖñÖ»¿ÉÓÄıÄÖ½ÖÄ³ß´ç£¬»òÔÚı°¿İı±ıçı°ßı±¿òÄÚ¹⁄₄üÊèÖ»¶ÖÆıÄÖ½ÖÄ³ß´çı£

ı°¿İı±

¹⁄₄üÊè»òŇıÖñÖ½ÖÄ¿İ¶ÊÖı£

ı°ßı±

¹⁄₄üÊè»òŇıÖñÖ½ÖÄß¶ÊÖı£

ı°·½İòı±

ŇıÖñÖ³ÄæÉİÄ±³⁄₄ıÄ·½İòı£

ı°×Ýİòı± ▶

ı°°áİòı±▶

**ı°Ö½ÖÄÄ´Ô´ı±**

İÔÊ³⁄₄Ňıİ£¬ÓÄÓÚ´òÓıÄ´×Ô²»Í¬½øÖ½·½Ê½ıÄÖ³ı£

ı°ıÚÖ»Ö³ı±

ŇıÖñÄ¿½ÚÍ·Ö»Ö³ÓÄÄÖ»½øÖ½·½Ê½ÉİÊèı£

ı°ÆäÓä,=Ö³ı±

ŇıÖñÄ¿½ÚÆäÓäÖ³ÓÄÄÖ»½øÖ½·½Ê½ÉİÊèı£

**ı°ŇùÀýı±**

ÔÚ°ŇÊùŇı,ñÊ½ÖÄÓÚİÄııÖ®Ç°£¬ŇùÀý¿ò½«İÔÊ³⁄₄Ä,ñÊ½ÊùúÉúıÄĐ§¹ıı£

**ı°×÷ÓÄÓÚı±**

Ö,³ò°°ŇÊèÖÄÓÄÓÚÄÄĐ®¿¿·Öı£

ı°Öü,öİÄııı± °Ň,ñÊ½ÖÄÓÚİÄııÖĐıÄÊùÓĐ½Úı£

ŇıÖñıÄİÄ±³⁄₄ı± ÔÚŇıÖĐ²¿·ÖÇ°°ó²âÊè·Ö½Ú·ıı£

ı°ÄıäÖÖÇ°ı± ÔÚ²âÊèıäÖ®Ç°²âÊè·Ö½Ú·ıı£

ı°ŇıÖñıÄ½Úı± ½«Ň,ñÊ½ÖÄÓÚŇı¶ıÄ½Ú»òÓĐ²âÊèıäıÄ½Úı£

ı°ı±Ç°½Úı±½«Ň,ñÊ½ÖÄÓÚ°ü¬²âÊèıäıÄ½ÚÖĐı£

**ı°Êè¶İ°Ä¬ÊİÖı±**

Êç¹ü,Ä±äÄÊÄ¬ÊİÖ³±ß½çıÄÊèÖÄ£¬Word ½«°ŇĐÄÊèÖÄ±£´æÔÚ,½¹⁄₄ÓŇù°äÖĐ²ç,ÄĐ´Ô-ÖĐÊèÖÄı£Ö»Ö³Æò¶ÖÖ´ÊŇù°áİ°»ú×¹⁄₄ıÄİÄıı£¬Äú³⁄₄İÜıÄı½ĐÄıÄÊèÖÄı£

Ò³±ß¾à¡çÖ½ÖÄ´óÐ¡¼°Ò³Ãæ·½Ïò



ı°À,j±ÃüÁî£ı° ħÊ½ı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬ĴÉÒÔ,Ã±ăĂ³½Ú»òŎû,öİĂμμĂŮμĂÀ,ÊýıøÀ,¼ă³¼ă¼°¼öŦĖÇ·ħÊÃÒ»ĐĐ³öİŎŎÚÀ,¼ăı£

Ĵı½Ÿ·½Ê½

¹ı³¼ßıð£° ▶

ŦŎ»°ĴòÑıİİ

ı°À,Êýı±

Ö,ŦĖüĐèμĂÀ,Êýı£

ı°À,¼ă³¼ăı±

Ö,ŦĖÀ,¼ă³¼ăÀèı£

ı°Ŏ,öİßı±

ÑıŎħ,ÃÑıİİ£¬Word ½«ŎŎÚÀ,¼ă

‘òŎıŎ»ıð·Ŏ,öİßı£Æă³ıŦĖŎé,Ã½ÚĂŮŎ³ĂæÉİ×ı³ıμĂÀ,³ıŦĖŎ»ŎĂı£Èèİè²éĴ,‘À,¼ăÊüİß  
‘òŎıμĂĐ\$‘ú£¬Çè‘Ŏı‘İĂ¼ıı±²Ėμ¥ŎĐÑıŎħı°‘òŎıŎıĂÀı±ĂüÁı£

ı°ĴªÊ¼ĐĂÀ,ı±

ÑıŎħ,ÃÑıİİ£¬Word ½«ŎŎÚªăÈèμăİ»ŎĂªăÈèŎ»,ö·ŎÀ,·Ů£¬ĴªÊ¼Ŏ»,öĐĂÀ,ı£

ı°×÷ŎĂŎŮı±

Ŏ,³öŎª°ÑÉèŎĂŎĂŎŮĂĂĐ©²Ĵ·Ŏı£

ı°ŎŮ,öİĂμμı± ½«,ħÊ½ŎĂŎŮİĂμμŎĐμĂĖüŎĐ½Úı£

ı°ÑıŦĖμĂİĂ±¾ı± ŎŮÑıŦĖ²Ĵ·ŎÇ°°óªăÈè·Ŏ½Ú·Ůı£

ı°ĂμăŎŎÇ°ı± ŎŮªăÈèμăŎŎÇ°ªăÈè·Ŏ½Ú·Ůı£

ı°ÑıŦĖ¹½Úı± ½«,ħÊ½ŎĂŎŮÑıŦĖ¹½Ú»ò°ü°ªăÈèμăμĂ½Úı£

ı°ÑüÀýı±

ŎŮ°ÑĖüÑı,ħÊ½ŎĂŎŮİĂμμŎŎÇ°£¬ı°ÑüÀýı±Ĵò½«İŎÊ¾,Ă,ħÊ½Ėü²úÉúμĂĐ\$‘úı£

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Çè²İŎĂ

ı°À,ı±

ı°½Ú°æÃæ²¼¾Öı±ÃüÁİ£ı° ħÊ½ı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁİ£¬ĲÉĲØÖÆÄ³½ÚÄÜİÄÊðÒ³Ãæ,ħÊ½±àÃÄÑĭİİİ£

- ▶ ½ÚÄÜİÄ±¾μÄÆðÊ¼μāİ£
- ▶ ±àÐÐ°Äİ£
- ▶ İÄ±¾μÄ'¹Ö±¶ÖÆë·½Ê½İ£
- ▶ İÖÊ¾¼Ä×çİ£

Ĳİ½Ÿ·½Ê½

Êó±ê£° Ė«»÷½Ú±ê¼Çİ£

¶Ö»°ĲòÑĭİİ

ı°×÷ÓÃÓÚ½Úı±

Ö,Ã÷ Word ½«Ėü×÷ÐƆ,ÃÓÃÓÚÄÄÒ»½ÚÖÐİ£

ı°ÆðÊ¼'İı±

ÑİÖñ,Ã½ÚÖÜİà¶ÖÓÚÇ°Ò»½ÚÄÄÒ»İ»ÖÃĲ°Ê¼'òÓİİ£

ı°¼İÐð¼ÆÊŸı± ²»ÖÃ·ÖÒ³·û£¬½ð½Ó×ÄÇ°Ò»½Ú£¬¼İÐð£©İ£

ı°ÐÃÄ,ı± İÄÒ»,òÒ³ÄêİªÄ¼ÊŸμÄÒ³İ£

ı°ÐÄÒ³ı± ÐÄÒ³¶¶İ£İ£

ı°Ä¼ÊŸÒ³ı± İÄÒ»,òÒ³ÄêİªÄ¼ÊŸμÄÒ³İ£

ı°ÆæÊŸÒ³ı± İÄÒ»,òÒ³ÄêİªÆæÊŸμÄÒ³İ£

ı°¹Ö±¶ÖÆëı±

Ö, Word ÖÜÒ³ÃæİİÊ²Ä'İ»ÖÃÊ¹İÄ±¾'¹Ö±¶ÖÆëİ£

ı°Éİı± ×İÉİÖ»ÐÐÓë¶±İ¶ÖÆëİ£

ı°¾ÖÖÐı± ¶İÄäİ»ÓÚÉİÄÒ³±İ¾àÖ®¼äÖÐÑêİ»ÖÃİ£

ı°ÖÊĲÖı± Ä©Ö¹¶İÄä¼ä¾ä£¬ÖÖÊ¹×İÉİÖ»ÐÐÓë¶±İ¶ÖÆëİ£×İÄÖ»ÐÐÓëμ±İ¶ÖÆëİ£

ı°²»Óİ½Ä×çı±

ÖÚμ±Ç°½ÚμÄÄ©İ²²»'òÓİ½Ä×çİ£ÊÇÒªÖÚμ±Ç°½ÚÄ©İ²'òÓİ½Ä×ç£¬ĲÉÇä³Ÿ,Ã,ÑİĲòİ£

ı°ÐÐ°Äı±

İÖÊ¾¼Ö»¶Ö»°Ĳò£¬ÓÃÓÚÉèÖÃ±àÐÐ°ÄμÄÑĭİİİ£²İ¼ûı°ÐÐ°Äı±¶Ö»°ĲòĲòİ£

ÇëİÖÃ

½Ú£¶ÖİÄμμÄ³Ð©²Ĳ·Ö½ðÐÐ,ħÊ½±àÃÄ

¡°ÐÐ°Å¡±¶Ô»°¿ò

Ê'ÔÃ,ÃŦŦ°»¿¿£¬¿ÊÔÜÃ<sup>31/2</sup>Ü»ðÕü,ðĀμμÄ×ó±βĭ1/4ÔĐĐ'Ä;£Ö»ÔĐ'Ô;ĭ'Ā1/4p;±±Êμ¥ÔĐÑĭÔñĭ°  
'ðŦ;Ô±ÄÄ;±ÄüĀĭÊ±£¬ĐĐ'Ä²Ä»á³ðĭÔÔÜ/ÆÄÄ»Êĭ;£

$$i^{\circ} \dot{I} i^{1/4} \acute{O} \eth \eth^{\circ} \grave{A} i \pm$$

¶ÔÂ<sup>31</sup>/<sub>2</sub>ÚÊèÖÃÐÐ°Â¡£Çá<sup>3</sup>ýµ¥,ö¶¶ÎÂâµÃÐÐ°Â£¬¿ÊÊ¹ÔÃ¡,°¶Ê½<sub>2</sub>¡±±²µµ¥ÖÐµÃ¡,¶¶ÎÂâ¡¡±ÃüÂ¡¡£

$$i^{\circ} \mathcal{A} \hat{\otimes}^{1/4} \mathcal{B} \mathcal{A}^{\circ} i^{\pm}$$

Ö,¶,Ã½ÚÊ×ÐÐÐÐ°ÅµÄ¿ª¼Êý¡£

ï°¾àÀëÕýÎÄï±

Ö,ŦĐĐ°ĂÓÒ±ßÓëĐĐ×óŦËμĂ¾àÀëj£

 $i^{o1/4} \ddot{a}_o \hat{E} y_i \pm$ 

Ö, ȳ, ð, ó, ě ± Ð Ð ° Ā μ Ä ± ȳ ě ĵ ħ Ä ĵ Ē ç Ħ - ¼ ü Ē Ē 5 Ħ - ' ð, ó ĵ ö μ Ä Ð Ð ° Ā ĩ ª 5 Ħ - 10 Ħ - 15 Ħ - 20 μ Ē ĵ Ħ

$$i^{1/4} \mathcal{A} \hat{E}^{1/2} i^{\pm 1/2}$$


Ö,¶ÐÐ°ÅÖØÐÂ¼ÆÊýµÄÎ»ÖÃ;£

ı°Ã¿Ò³ÖØÐÂ¼ÆÊý¡±ÔÚÃ¿Ò³¶²¿ÖØÐÂ¼ÆÊý¡£

$$i^{\circ}\tilde{A}_{\zeta}^{1/2}\dot{U}\ddot{O}\partial\hat{A}^{1/4}\mathcal{E}\acute{E}y_{\pm}\quad \quad \quad \hat{O}\acute{U}_{\div}^{1/2}\acute{U}_{\zeta}^{\circ}\hat{E}^{1/4}\cdot|\ddot{O}\partial\hat{A}^{1/4}\mathcal{E}\acute{E}y_{\mathfrak{E}}$$
$$i^{o1/4} \partial \partial^{1/4} \mathcal{A} \mathcal{E} y_i \pm \quad \gg \gg \dot{O}^3 \dot{E} \pm^{1/4} \partial \partial \partial \partial^o \dot{A}^{1/4} \mathcal{A} \mathcal{E} y_i \mathcal{E}$$

ᵢ°í¼íÄ¿òᵢ±ÃüÁî£¬ᵢ° ñÊ½ᵢ±²Ēμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿É¿ØÖÆí¼íÄ¿òμÄĒ®Æ½°í¹Ö±í»ÖÃ¿í¼íÄ¿ò´óᵢ¼°íÄ±¾ÑØí¼íÄ¿òμÄÄÄÄĐ·½Ê½ᵢ£  
¿ì½Ý·½Ê½

¹¤¾ßìð£° 

¶Ô»°¿òÑᵢñ

ᵢ°ÖýíÄ»ØĒÆᵢ±

ÑᵢÔñÖýíÄì¶ÔÓÚí¼íÄ¿òμÄÄÄÄĐ·½Ê½ᵢ£

ᵢ°İᵑᵢ±      °Ñí¼íÄ¿òÖÃÓÚÆä×Ô¼°Ēù´μÄĐĐÄÚ£¬ÔÚí¼íÄ¿òÄÔ±ß²»ÄÄĐÖýíÄᵢ£

ᵢ°ÖÜİ§ᵢ±      íÄ±¾İ§ĒÆí¼íÄ¿òĒÄÖÜÄÄÄĐ£¬í¼íÄ¿òÓēíÄ±¾¼ä,ðÖÁĒÜ 1 Óφ´¿ᵢ£

ᵢ°Ē®Æ½ᵢ±

ÉèÖÃÑᵢÖĐ¶ÔİóμÄĒ®Æ½í»ÖÃᵢ£

ᵢ°İ»ÖÃᵢ±

Ö,¶¹¼íÄ¿òμÄĒ®Æ½í»ÖÃᵢ£

ᵢ°×óᵢ± İ»ÓÚ×óÔ³±ßᵢ¿×óÔ³±ß½¿»ðÄ³,ð×óÄ,±ßᵢ£

ᵢ°ÓÔᵢ±      İ»ÓÚÓÔÔ³±ßᵢ¿ÓÔÔ³±ß½¿»ðÄ³,ðÓÔÄ,±ßᵢ£

ᵢ°¾ÓÖĐᵢ±      İ»ÓÚ×óÔÔÔ³±ßᵢ¿×óÔÔÔ³±ß½¿»ðÄ³Ä,ÄÚμÄÖĐÑēİ»ÖÃᵢ£

ᵢ°ÄÜᵢ±

İ»ÓÚÄÜÔ³±ßᵢ¿ÄÜÔ³±ß½¿»ðÄ³ÄÜÄ,±ßᵢ£ÄÜİ»ÖÃĒÇÖ,ÆæĒýÔ³μÄ×ó±ß°íÄ¼ĒýÔ³μÄÓÔ±ßᵢ£

ᵢ°íäᵢ±      İ»ÓÚíäÔ³±ßᵢ¿íäÔ³±ß½¿»ðÄ³íäÄ,±ßᵢ£íäİ»ÖÃĒÇÖ,ÆæĒýÔ³μÄÓÔ±ß°íÄ¼ĒýÔ³μÄ×ó±ßᵢ£

ᵢ°ì¶ÔÓÚᵢ±

Ö,Ä÷ĒÇ´ÓÔ³±ß½¿£¬»¹ĒÇ´ÓÔ³±ß»ðÄ³Ä,ÄÜ¶ĒÄ¿ᵢ£

ᵢ°ÓēÖýíÄ¾äÀēᵢ±

ÉèÖÃ¶ÔİóÓēÆäÖÜİ§ÖýíÄÖ®¼äμÄ¿Ö,ñĒýᵢ£

ᵢ°¹Ö±ᵢ±

ÉèÖÃĒùÑᵢ¶ÔİóμÄ¹Ö±í»ÖÃᵢ£

ᵢ°İ»ÖÃᵢ±

Ö,Ä÷í¼íÄ¿òμÄ¹Ö±í»ÖÃᵢ£

Ēý×Ö      ÉèÖÃí¼íÄ¿òÓēĒİÄ¶İÄäÖ®¼äμÄìØ¶¹¾äÀēᵢ£

ᵢ°Ēİᵢ±      İ»ÓÚÔ³¶¥¶Ē»ðĒİÔ³±ß½¿ᵢ£

ᵢ°İÄᵢ±      İ»ÓÚÔ³μ×¶Ē»ðİÄÔ³±ß½¿ᵢ£

ᵢ°¾ÓÖĐᵢ±      ¾ÓÓÚĒİÄÔ³±ß»ðĒİÄÔ³±ß½¿Ö®¼äμÄÖĐÑēİ»ÖÃᵢ£

í°îàŋŎÓÚ±  
Ö,Ã÷´ŎŎ³±ß½ç¡øŎ³±ß»ðŋîÂäÄÚŋĚÄ¿ĵ£

í°ŎëŎýîÂ³¼äÀë±  
ÉèŎĀŋŎîóŎëŎŮî§îĀ×ŎŎ®¼äµÄ¿Ŏ,ŋĚýĵ£

í°ĚæŎýîĀŎÆŋ̄±  
Ŏ,Ã÷°Ňî¼îĀ¿ð±£³ŎŎŮŎ»¹ŋŋ̄»ŎĀĚî£¬»¹ĚÇĚĀÆäĚæŋîĀäŎ»îŎÆŋ̄ĵ£

í°´ŏĐĵ±  
Ŏ,Ã÷î¼îĀ¿ðµÄ¿î°î,ßĵ£

í°¿ĵ±  
í°×Ŏŋ̄±                    µ÷ŎŮî¼îĀ¿ðŎĐµĀ×î´ŏ¿ŋĚĵ£  
í°Ŏ,ŋ̄±                    ĚĀĀúĚèŋ̄Ŏ»ø¹ŋ̄¿ŋĚĵ£  
í°ĚèŎĀŎµ±  
Ěç¹ŮŇîŎŋĀĚî°Ŏ,ŋ̄±Ňîî£¬Çë¼üĚè»ðŇîŎŋ¿ŋĚŎµĵĀú¿ÉŎŎĚ¹ŎĀ²»îµĀŋĚÄ¿µŷî»ĵ£

í°,ßĵ±  
í°×Ŏŋ̄±                    µ÷ŎŮî¼îĀ¿ðŎĐµĀ×î´ŏ,ßŋĚĵ£  
í°×îĐĵ±                    ĚĀĀúĚèŋ̄Ŏ»ø×îĐĵ,ßŋĚĵ£  
í°Ŏ,ŋ̄±                    ĚĀĀúĚèŋ̄Ŏ»ø¹ŋ̄,ßŋĚĵ£  
í°Ěèŋ̄Ŏµ±  
Ěç¹ŮŇîŎŋĀĚî°×îĐĵ±»ðí°Ŏ,ŋ̄±Ňîî£¬Çë¼üĚè»ðŇîŎŋ,ßŋĚŎµĵĀú¿ÉŎŎĚ¹ŎĀ²»îµĀŋĚÄ¿µŷî»ĵ£

í°Ě³¼ýî¼îĀ¿ð±  
Deletes the frame from the selected object.

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Çë²îŎĀ  
ŎŮŎ³ĀæĚîĚèŋ̄îĀ×ŎŎĚî¼Đî

í°í¼Æ¬±ÃüÁí£¬° ħÊ½±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁí£¬¿ÉİÖÊ³¼Ã¼ð Á¿Öμ¿Ëð·Ã±ËÄýÖÖ¼°í¼Æ¬μÃ  
´óĐ¿¿ÖÆ£¬Ê¹ÃüÃÜ¹»¼ı²é°İĐĐ,Ã¼¼ĐÎμÃ´óĐ¿¿

¶Ö»°¿òÑ¿İİ

ı²Ã¼ð±

Éè¶

´Ó¼¼Æ¬μÃÉİ¿İÃ¿×ó¿ÓÖ±ßÆðÈÇ°İ½øĐĐ¼ð²Ã¿£ÈÇ¹üİëÊÃ¼¼Æ¬ÖÜİ§ÓĐ¿Ö°×¼ä,ð£¬¿É¼üÈë,°Ö  
μ¿

ı°Ëð·Ã±ËÄý±

Ã±ä¼¼Æ¬¬´óĐ¿£¬Ê¹Ëð·Ã°ó¼¼Æ¬μÃ,÷²¿·ÖÖÜ¼¼Æ¬ÖĐËüÖ¼±ËÄý£¬ÓëÆäÖ-  
Ê¼¼¼Æ¬¬Ö»ÖÃ¿ÖÖ°Ê¼¼Æ¬¬±ËÖ¼¼Æ¬¬´ó£¬¿É¼üÈëÖ»»´óÓÜ 100 μÃËý¿

ı¿¿± ¼¼Æ¬¬Ëð·Ã°ó¿İ¶ÈÓëÖÊ¼¿İ¶ÈμÃ°Ü·Ö±Ë¿

ıß± ¼¼Æ¬¬Ëð·Ã°óß¶ÈÈÓëÖÊ¼ß¶ÈμÃ°Ü·Ö±Ë¿

ı°´óĐ¿±

ı°´óĐ¿±

ı°ÖÊ¼´óĐ¿±

ËμÃ÷¼¼Æ¬¬Ê×´İ²àÈëÊ±μÃ´óĐ¿¿

ı°ÖÖÊë±

Ê¹¼¼Æ¬¬»Ö,´μ½ÖÊ¼´óĐ¿°İ²Ã¼ðÖÖμ¿

ı°¼¼Ã¿ò±

´ò¿<sup>ı°¼¼Ã¿ò±¶¶Ö»°¿ò£¬¶¶Ö¼¼Ã¿ò½øĐĐμ÷Öü¿</sup>

×¿Éİ£°ËÇ¹ü¼¼Æ¬¬Ã»ÓĐ¼¼Ã¿ò£¬,Ã°·Ã¥±ä°μ¿£²İ¼ü¶¶İÃ¿¿¼¼Đİ»ò±İÉëÖÖ¼¼Ã¿ò¿

ÇëİÖÃ

¼¼Đİ

±í,ñ

.AÊö

½¨Áçîªă±í,ñ

½¨ÁçÔÚİß±í,ñ

ÓÃ±ß¿ò½¨Áçİßİö

ÓÃÖÆ±í·ûÇ°µ¼×Ö·û½¨ÁçË®Æ½İß

îªăÔÚİß±í,ñ

±í,ñ

±í,ñÊÇ´øÓÐ¿Ö°×ÇøµÄÎÄµµ£¬Äú¿ÉÒÔÎª¿Ö°×Çø|á¹©»ð¿ìÊë±ÐÄÏç¿£Word lá¹©ÁË½´´Äç  
±í,ñµÄ¹²¼ß¿É½øÐÐÔÚÏÎ³ä´´òÓ¿£»ù±¼µÄ Word ±í,ñ¹  
´øÓÐÎÄ×Ö£´´±¿¿Ö°×ÇøµÄ±í±ê¼Ç£©°ÍÖò£´¿Ö°×Çø£©µÄ±¿¿

Í´´ý°Ñ Word \*.pro ÖÐÒ»Ð©×¿Ç¿´óµÄ¹¿ÄÜ×é°ÍÆðÀ  
´£¬Äú¿ÉÒÔÑ¿Ë½´´ÄçÄÜÄú×ã×Ó¼°ÐèÒµÄ×´´ÓÄ±í,ñ¿ÖðÐ©¹¿ÄÜ°üÀ´´,´Ñ¿¿ò¿çÊ®Æ½¿ß¿´´Ö±Ï¿ç  
±ß¿ò°Íµ×¿Æ¿£

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Çë²ÍÔÄ

¹¿ÄÜ½êÉÜ



## ½"Áçlî³â±í,ñ

±í,ñÊÇÒ»ÖÖÍĀµµĀ£°â£¬ĀúĴÉÒÔĪªÆāĪá¹©ĐĀĪç²ç·Āµ½Ö,ŋ"ÇøÓò;£Word Īá¹©ĀÊ½"Áç  
±í,ñµĀ¹³¼ß£¬ĀúĴÉÒÔÓĀ,Ā¹³¼ß½øĐĐ'òÓ;»òÔÚĪßĪ³ā;£ÓĐ¹ĐĪĪ,½ēÉÜ£¬²Ī¼û½"ÁçÔÚĪß±í,ñ;£

- 1 'Ó;±í;±²Ēµ¥ÖĐ£¬Ñ;Ôñ;²âĒē±í;±ĀüĀĪ (ALT, A, I) ;£
- 2 ÔÚ;²âĒē±í;±ŋÔ»°ĴòÖĐ£¬Ö,ŋ"ĐĐ°ĪĀ,µĀĒÿĀĴ;£  
±ĪÖĐĀĴ,ò±ĪĪ±ē¼ÇÓ;Ö¼ÓĀÖ»,òµ¥Ôª,ñ£¬ĀĴ,òĪ³āĴÖ,ñÖ¼ÓĀÖ»,òµ¥Ôª,ñ;£  
²Ī¼û"½"±í;£
- 3 Ñ;Ôñ;°Ē·ŋ"j±°'Ā¥;£
- 4 ÔÚĀĴ,òÓ;Īª±ĪĪ±ē¼ÇµĀ±íµ¥Ôª,ñÖĐ£¬ĒāĒē×÷Īª±ē¼ÇµĀĪĀ×Ö;ªĀÿĒç£¬ĐÖĀü;çµĐÖ·jçÖĒ°Ā;£
- 5 'Ó;°ĪĀ¼p;±²Ēµ¥ÖĐ£¬Ñ;Ôñ;°ĀĪ'æĪª±ĀüĀĪ (ALT, F, A) ;£
- 6 ÔÚ;°ĪĀ¼pĀü;±ĴòÖĐ£¬¼üĒē¾ßÓĐ .DOT Ā©Ö¹ĀüµĀĪĀ¼pĀü;£
- 7 ÔÚ;°ĪĀ¼pĀāĐĪĀĐ±í;±ĴòÖĐ£¬Ñ;Ôñ;°ĪĀµµĀ£°â£".dot£©;±;£
- 8 Ñ;Ôñ;°Ē·ŋ"j±°'Ā¥;£
- 9 ÔÚ;°ÖªÖªĐĪç;±ŋÔ»°ĴòÖĐ£¬ĪĒē±í,ñµĀÖªÖªĐĪç ;£
- 10 Ñ;Ôñ;°Ē·ŋ"j±°'Ā¥ÖÔ¹ø±Ö;°ÖªÖªĐĪç;±ŋÔ»°Ĵò;£  
Word °'Ö,ŋ"ĪĀ¼pĀü±£'æ±í,ñ;£

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## ÇēĪÔĀ

±í,ñ

±í

±£'æĐĀ½"µĀĪ'ĀüĀüĪĀµµ

ÓĀÆāēÜĪĀ¼p,ñĒ½±£'æ Word ĪĀµµ

## ½°Á¢ÔÚÍß±í,ñ

±í,ñÊÇÒ»ÔÔÍÄµµÄ£°â£¬Äú¿ÉÒÔÍ°Æàì¹©ÐÄÍ¢²¢·Äµ½Ö,¶ÇøÒò¿£Word ì¹©ÁÊ½°Á¢  
±í,ñµ¹¼³¼ß£¬Äú¿ÉÔÔÖÄ,Ä¹¼³¼ß½øÐÐ´òÒ¿»òÔÚÍßì³à¿£Word ÔÐµÄÔÚÍß±í,ñÍ°  
´øÐÄÍÄ×Ô£¬×÷Í°¿Ö×ÇøµÄ±íí±ê¼Ç£©°ÍÔò£¬¿Ö×Çø£©µÄ±í£ÔÐ¹Øíê¿,½êÊÛ£¬²Í¼ûì³àÔÚÍß±í,ñ¿£

- 1 ´Ò¿±í±²Êµ×ÔÐ£¬Ñ¿Ôñ¿²àÊ±í±ÄüÁî (ALT, A, I) ¿£
- 2 ÔÚ¿²àÊ±í±¶¶»°¿òÐÐ£¬Ô¶ÐÐ°ÍÄ,µÄÊýÄ¿¿£  
±íÔÐÄ¿,ò±íí±ê¼ÇÔ¿Ô¼ÖÄÖ»,òµ×Ô°,ñ£¬Ä¿,òì³à¿Ö×ÇøÔ¼ÖÄÖ»,òµ×Ô°,ñ¿£  
²Í¼û´´½°±í¿£
- 3 Ñ¿Ôñ¿²Ê¶¿±°Á¶¿£
- 4 ÔÚÄ¿,òÒÍ°±íí±ê¼ÇµÄ±íµ×Ô°,ñÐÐ£¬ÊàÊ±×÷Í°±ê¼ÇµÄÍÄ×Ô°ÄýÊÇ£¬ÐÖÄû¿µÐÖ·¿ÖÊ°Á¿£
- 5 ½°²àÊ±µÄÊÖÄÔÚµÚÒ»,ò¿Ö,ñÐÐ£¬Ä¿Ö,ñÒÍ°ÖÄ»§½øÐÐÔÚÍßì³àÊ±¼ûÊ±ÐÄÍ¢µÄÍ°ÖÄ¿£
- 6 ´Ò¿²àÊ±²Êµ×ÔÐ£¬Ñ¿Ôñ¿²Òò¿±ÄüÁî (ALT, I, D) ¿£
- 7 ÔÚ¿²àÊ±ÒòÀàÐ¿±Ñ¿¿ÐÐ£¬Ñ¿Ôñ Fill-in¿²Í¼ûFILLIN Ôò¿£
- 8 ÔÚ¿²Òò´úÄ±¿¿òÐÐ£¬Word ÔÚ fillin  
Ò»´Ê°ò²àÊ±Ò»,ò¿Ö,ñ¿£ÔÚ¿Ö,ñ°ò£¬ÊàÊ±¶¶ÔÖÄ»§ì³àµÄÍÄÊ³¿£¬ÄìäÊ³ÖÄÖý°ÄÀ°ÆðÀ¿¿£  
ÄýÊÇ£¬¿²Òò´úÄ±¿¿ò¿Ê±Ç¿ÄÊ±½£°  
fillin "Ç±ÊàÊ±ÄüµÄÐÖÄû¿£"  
×ÇÊÍ£°¿Ç±ÊàÊ±ÄüµÄÐÖÄû¿±µÄìäÊ³ÖÖÖÄ»§ì³à±í,ñÊ±ÍÔÊ³ÖÖÖÄû¿¿òÐ¿£
- 9 Ñ¿Ôñ¿²Ê¶¿±°Á¶¿£
- 10 Ñ¿Ôñ¿²Ê¶¿±°Á¶ÒÔ¹Ø±ÔìäÊ³¿¿ò¿£
- 11 ¶ÖÄ¿,òÐÊÒ°ÖÄ»§ÊàÊ±ÐÄÍ¢µÄÖò£¬ÔÖ,²½Öè 5 ÖÄ 10¿£
- 12 ´Ò¿ÍÄ¼¿±²Êµ×ÔÐ£¬Ñ¿Ôñ¿²Áí°æÍ°±ÄüÁî (ALT, F, A) ¿£
- 13 ÔÚ¿²ÍÄ¼¿Äû¿¿òÐÐ£¬¼ûÊ±¼ßÓÐ .DOT À©Ô¹ÄüµÄÍÄ¼¿Äû¿£
- 14 ÔÚ¿²ÍÄ¼¿ÄàÐÍÄ±í±¿òÐÐ£¬Ñ¿Ôñ¿²ÍÄµµÄ£°â£¬.dot£©¿±¿£
- 15 Ñ¿Ôñ¿²Ê¶¿±°Á¶¿£
- 16 ÔÚ¿²Òò°ÐÄÍ¢¿±¶¶»°¿òÐÐ£¬ìÊ±,Ä±í,ñµÄÖ°Ò°ÐÄÍ¢¿£
- 17 Ñ¿Ôñ¿²Ê¶¿±°Á¶ÒÔ¹Ø±Ô¿²Òò°ÐÄÍ¢¿±¶¶»°¿òÐÐ£¬¿ò¿£

## Ç±ÊÖÄ

±í,ñ

±í

Ôò

ÒòÀàÐÍ¼°Ö,Áí

±£°æÐÄ½°µÄÍ°ÄüÄüÍÄµµ

ÖÄÆàÊ±ÍÄ¼¿,ñÊ½±£°æ Word ÍÄµµ

## ÓÃ±β¿ò½"Áçİβİõ

[illegible]

## ÓÃ±β¿ò½ˆÁçïßìõ

- [illegible]

Çe²ÎÔÄ

$$\pm i \tilde{n}$$
$$\pm \beta \zeta \partial^\alpha \mu \times \hat{A}$$





ÄÖ

ĐP, Ä<sup>1/2</sup>Å × c ± a<sup>0</sup>Å

Ëø¶»ò½âËøÎÄμμ

1/2ÓÊÜ»ò<sup>3</sup>/4Ü<sup>3</sup>/4øÐƧ¶©±êÖ<sup>3</sup>/4



## ½°Á¢°Í²áÈë½Á×¢

Òª½°Á¢½Á×¢£¬¿ÉÒÒÔÚÎÃµµÖÐ²áÈëË÷Òý±ê¼Ç£¬È»°óÔÚ½Á×¢°¬ñ  
¿ÊáÈë½Á×¢ÎÄ±³¼£ÖÚ²áÈëË÷Òý±ê¼ÇË÷£¬Word ×Ô¶¶¹ª½Á×¢±à°Á¿£

## ½°Á¢°Í²áÈë½Á×¢

1 ÔÚÒ²áÈë½Á×¢Ë÷Òý±ê¼ÇµÃÎ»ÖÃÈëÖÃ²áÈëµä¿£

2 °Ó°²áÈë¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿½Á×¢¿±ÃüÃÎ (ALT, I, N) ¿£

3 Ñ¿ÔñÎÃÁÐÄ³Ò»²Ù×÷À°Ö¶¶½Á×¢Ë÷Òý±ê¼Ç¿£

► Òª×Ô¶¶¹ª½Á×¢±à°Á£¬Ñ¿Ôñ¿×Ô¶¶±à°Á¿±Ñ¿Î°°Á¥¿£

► Òª½°Á¢¶¶ÖÆµÃË÷Òý±ê¼Ç£¬ÔÚ¿°¶¶ÖÆ½Á×¢±ê¼Ç¿±¿òÖÐÊáÈë×¶¶Îª¹ª 10  
¿µÃ×Ö¿¿£ÁýËÇ£¬¼üÈëÐÇ°Á (\*) »òµ¥°Ê ×¢ÊÎ¿£

4 Ñ¿Ôñ¿°Ê¶¶¿±°°Á¥¿£

Word ½«²áÈëË÷Òý±ê¼Ç£¬°¿½°Á×¢°¬ñ£¬²¢½«¹á±êÖÆµ½½Á×¢°¬ñ¿£

×¢ÊÎ£°ËÇ¹üÃü¹×÷÷ÓÚÈ«Öæ²é¿°Á£Ê½£¬Word Ôð²»°¿½°Á×¢

°¬ñ£¬¶¶¶¶Ö»½«²áÈëµãÖÆµ½ÖªÎÖÊ³¼½Á×¢µÃÎ»ÖÃ¿£²¼üÖ¶¶ÔÚ°¿¿°¿½°Á×¢¿£

5 ÊáÈë½Á×¢ÎÄ±³¼¿£

6 Òªµ»Øµ½ÎÃµµ£¬Ñ¿ÔñÎÃÁÐÄ³Ò»²Ù×÷£°

► Ñ¿Ôñ¿°Ø±Ö¿±°°Á¥¿£

► °°F6 £¬»òÔÚÎÃµµ°¬ñÖÐµ¥»÷Êó±ê¿£

×¢ÊÎ£°½Á×¢ÎÄ±³¼¿ÉÒÔ¶¶¶¶ÎÃÁÐÊ½½£¬²¢¿ÉÒÔÎñ±à¼ÎÃµµÎÄ±³¼Ò»Ñü±à¼½Á×¢ÎÄ±³¼¿£

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## Çë¿ÔÃ

½Á×¢¿¿Áü×¢¼°Ð¶¶©±êÖ¼



## ÒÆŦ̄½Å×ç

ÒÆŦ̄ Òë½Å×çÌàŦ̄ÒÓ!µÄ½Å×çË÷Òý±ê¼Ç£¬¼'¿ÉÒÆŦ̄½Å×ç;£ËÇ¹ûÄúÒÆŦ̄×ÒŦ̄±à°Å½Å×ç£¬Word  
½«°'ÖÖÐÄµÄË³Ðð,ø½Å×çÖÖÐÄ±à°Å;£

## ÒÆŦ̄½Å×ç

- 1 'Ó!°²é¿'¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°½Å×ç¡±ÄüÁî (ALT, V, F) ¡£
- 2 ÔÚÍÄµµ°¿ÚÖÐ£¬Ñ¡Ŧ̄ÐèÒ°ÒÆŦ̄µÄ½Å×çË÷Òý±ê¼Ç;£
- 3 Ñ¡ÔñÍÄÄÐÄ³Ò»²Ù×÷£°

- ▶ ÔÚ¹¼¼ÄÄ,ÉÍ£¬µ¥»÷¡°¼ðÇÐ¡±°'Ä¥;£
  - ▶
- ▶ 'Ó!°±à¼¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°¼ðÇÐ¡±ÄüÁî (ALT, E, T)¡£
- ▶ °' CTRL+X ¼ü;£
- 4 ÔÚÒª²àËë½Å×çË÷ÒýµÄÍ»ÖÃ£¬ÉèÖÃ²àËëµä;£
- 5 Ñ¡ÔñÍÄÄÐÄ³Ò»²Ù×÷£°
- ▶ ÔÚ¹¼¼ÄÄ,ÉÍ£¬µ¥»÷¡°Ö³!ù¡±°'Ä¥;£
  - ▶
- ▶ 'Ó!°±à¼¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°Ö³!ù¡±ÄüÁî (ALT, E, P) ¡£
- ▶ °' CTRL+V ¼ü;£

## ¿ì½Ý·½Ë½

- ▶
  - 1 Ñ¡Ŧ̄½Å×çË÷Òý±ê¼Ç;£
  - 2 ½«ËùÑ¡±ê¼ÇÍµ½ÐÄµÄÍ»ÖÃ;£  
×çÉÍ£°Ò»!ðËùÖ±µäÍÖ,Ä÷ÉÍ·ÄËó±ê×ó°'Ä¥Ë±±ê¼Ç½«³ð!ÖµÄÍ»ÖÃ;£

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## ÇëŦ̄ÖÃ

½Å×ç;çÄú×ç¼'¼'ÐÞŦ̄©±êÖ³¼



É¾³ý½Å×ç

É¾³ý½Å×çË÷Òý±ê¼Ç¼´¿ÉÉ¾³ý½Å×ç¿¿ÉÇ¹ûÉ¾³ýÁË×Ô¶±à°ÅµÄ½Å×ç£¬Word  
»á¶¶ÔÎÄµµÔÐË£ÎÄµÄ½Å×çÖÐÐÄ±à°Å¿¿

É¾³ý½Å×ç

1 ´Ó¹²ê¿½²Ëµ¥ÖÐ£¬Ñ¿Ôñ¹²Å×ç¿±ÃüÁî (ALT, V, F) ¿£

2 ÔÚÎÄµµ´°¿ÚÖÐ£¬Ñ¿¶¶ÒªÉ¾³ýµÄ½Å×çË÷Òý±ê¼Ç¿¿£

3 °´ DEL ¼ü¿£

×çÊ£²»»ÄÜ´¹ýÉ¾³ý½Å×ç´°,ñÖÐµÄÎÄ±³¼À´É¾³ý½Å×ç£¬Ãü±ØÐëÔÚÎÄµµ´°¿ÚÖÐÉ¾³ýË÷Òý±ê¼Ç¿¿£

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Çë¶ÔÄ

½Å×ç¿¿Áü×ç¼°Ð¶¶©±êÖ¾

ĐP\_Ä¹/²Å×çË÷Òý±ê¹/₄Ç

ÄúĵÉÒÔÐƳ,ÄÓÃÓÚ½Ä×çµÄË÷Òý±ê¼ÇĳªÄýËÇ£-ÓÃËý×ÖÀ¹æ»»ÐÇ°Äĳ£Word  
 ½«Í-Ë÷ÐƳ,ÄÃÄµµº¼½Ä×ç´°,ñÖÐµÄË÷Òý±ê¼Çĳ£

ĐP\_Ä<sup>1/2</sup>Å×çË÷Òý±ê<sup>1/4</sup>Ç

- 1  $\hat{O}\hat{U}\hat{I}\hat{A}\hat{\mu}\hat{m}^{\circ}\hat{\zeta}\hat{U}\hat{O}\hat{D}\hat{\mathcal{E}}\hat{-}\hat{N}\hat{j}\hat{\Gamma}\hat{^{\circ}}\hat{O}^{\circ}\hat{D}\hat{p}_{j}\hat{A}\hat{\mu}\hat{A}\hat{E}\hat{+}\hat{O}\hat{y}\hat{+}\hat{e}\hat{1}\hat{4}\hat{\zeta}\hat{j}\hat{\mathcal{E}}$
- 2  $\hat{^{\circ}}\hat{O}\hat{j}^{\circ}\hat{a}\hat{E}\hat{e}\hat{j}\hat{+}\hat{2}\hat{E}\hat{\mu}\hat{\neq}\hat{O}\hat{D}\hat{\mathcal{E}}\hat{-}\hat{N}\hat{j}\hat{O}\hat{n}\hat{j}^{\circ}\hat{1}\hat{2}\hat{A}\hat{\times}\hat{\phi}\hat{j}\hat{+}\hat{A}\hat{U}\hat{A}\hat{I}\text{ (ALT, I, N) }j\hat{\mathcal{E}}$
- 3  $\hat{N}\hat{j}\hat{O}\hat{n}\hat{I}\hat{A}\hat{A}\hat{D}\hat{A}^{\circ}\hat{O}^{\circ}\hat{2}\hat{U}\hat{\times}\hat{+}\hat{\mathcal{E}}^{\circ}$ 
  - ▶  $\hat{O}\hat{U}\hat{j}^{\circ}\hat{\Gamma}\hat{^{\circ}}\hat{O}\hat{E}\hat{1}\hat{2}\hat{A}\hat{\times}\hat{\phi}\hat{+}\hat{e}\hat{1}\hat{4}\hat{\zeta}\hat{j}\hat{+}\hat{\zeta}\hat{O}\hat{D}\hat{1}\hat{4}\hat{U}\hat{E}\hat{e}\hat{D}\hat{A}\hat{\mu}\hat{A}\hat{E}\hat{+}\hat{O}\hat{y}\hat{+}\hat{e}\hat{1}\hat{4}\hat{\zeta}\hat{j}\hat{\mathcal{E}}$
  - ▶  $\hat{O}^{\circ}\hat{A}\hat{O}\hat{A}\hat{\times}\hat{O}\hat{\Gamma}\hat{^{\circ}}\hat{+}\hat{a}^{\circ}\hat{A}\hat{\mu}\hat{A}\hat{+}\hat{e}\hat{1}\hat{4}\hat{\zeta}\hat{l}\hat{\mathcal{A}}\hat{e}}\hat{}}\hat{\Gamma}\hat{^{\circ}}\hat{O}\hat{A}\hat{E}\hat{+}\hat{O}\hat{y}\hat{+}\hat{e}\hat{1}\hat{4}\hat{\zeta}\hat{\mathcal{E}}\hat{-}\hat{N}\hat{j}\hat{O}\hat{n}\hat{j}^{\circ}\hat{\times}\hat{O}\hat{\Gamma}\hat{^{\circ}}\hat{+}\hat{a}^{\circ}\hat{A}\hat{j}\hat{+}\hat{^{\circ}}\hat{A}\hat{\neq}\hat{j}\hat{\mathcal{E}}$
- 4  $\hat{N}\hat{j}\hat{O}\hat{n}\hat{j}^{\circ}\hat{E}\hat{^{\circ}}\hat{\Gamma}\hat{^{\circ}}\hat{j}\hat{+}\hat{^{\circ}}\hat{A}\hat{\neq}\hat{j}\hat{\mathcal{E}}$

Çë²îÔÄ

½Å×ç¡çÁú×ç¼°ÐÞ¶©±êÖ¾





## ᐃᐅ ᐃ̃½Å×ϕ±à°Å

Äú¿ ÉÒÔᐃᐅ ᐃ̃½Å×ϕμÄ±à°Å·½·· ¿ ÄýÈç£¬Èç¹ú½«Ò»´òÓ¿ÎÄμμÓëÁíÒ»ÎÄμμº¿²ç£¬Word ¿ÉÒÔÓÄ·Ç 1  
μÄËý×Ö¿ªË¹¼¹½Å×ϕ±à°Å¿£

## ᐃᐅ ᐃ̃½Å×ϕ±à°Å

- 1 ´Ó¿º²àÈë¿±²Ëμ¥Öᐃ£¬Ñ¿Ôñ¿º½Å×ϕ¿±ÄüÁî (ALT, I, N) ¿£
- 2 Ñ¿Ôñ¿ºÑ¿Î¿¿±°´Å¥¿£
- 3 ÔÚ¿±à°Å·½Ë¹½¿±Ñ¿Î¿¿¿òÄÚ£¬Ñ¿Ôñ¿ºÆðË¹⁄⁴°ÅÄë¿±¿òÄÚμÄÆðË¹⁄⁴°ÅÄë¿£  
Èç¹ú½«ÎÄμμ·Ö³ÉÈð¿É¹½Ú£¬²çÇÒ¶ÔÄ¿ò»½ÚÔØᐃÄ¿ªË¹⁄⁴±à°Å£¬Ñ¿Ôñ¿ºÄ¿½ÚÔØᐃÄ±à°Å¿±, Ñ¿¿ò¿£
- 4 Òª¹Ø±Ö¿º½Å×ϕÑ¿Î¿¿±¶Ô»º¿ò£¬Ñ¿Ôñ¿ºÈ·¶¿¿±°´Å¥¿£
- 5 Ñ¿Ôñ¿º¹Ø±Ö¿±°´Å¥¿£

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## Çë¿ÔÄ

½Å×ϕ¿¿Äú×ϕ¹⁄⁴°ᐃᐅ¶©±êÖ³⁄⁴

## ½°Áç¡ç²âÈë°İİÔÊ³⁄₄Áú×ç

Áú×çÊÇÉóÔÃÖß, ½¹⁄₄Óµ½İÄµµÖĐµÄ´øÐĐÉóÔÃÖßĐÖÃûÊðĐ´ÇÒ±à°ÁµÄ±, ×ç  
¡ªÄýÊÇ£¬µ±ĐèÒªÔÚ¼, ðÈÈÖ®¹⁄₄ª´«ÔÃİÄµµ¶¶ÔÆª½øĐĐ¹⁄₄i²éÊ±¡£Áú×ç³õİÔÔÚİø¶¶  
´°, ħÄÚ£¬²»»»áÓ°İiµ½İÄµµİÄ±³⁄₄¡£

## ½°Áç¡ç²âÈë°İİÔÊ³⁄₄Áú×ç

- 1 ÔÚÒª²âÈëÁú×ç±êÖ³⁄₄µÄİ»ÖÃ£¬ÉèÖÃ²âÈëµā¡£
- 2 ´Ó¡°²âÈë¡±²Èµ¥ÖĐ£¬Ñ¡Ôñ¡°Áú×ç¡±ÃüÄİ (ALT, I, A) ¡£  
Word ÒÔÒp²ØİÄ±³⁄₄, ħÊ¹⁄₂²âÈëÁú×ç±ê¹⁄₄Ç£¬ĐÖÃûÊðĐ´°ÍÊý×Ö£©£¬È»°ó´ò¿ªÁú×ç´°, ħ¡£  
×çÊİ£°Word Ê¹ÓÃÔÚ²×° Word Ê±ÊªÈëĐÖÃûµÄÊðĐ´°¡£ÊÇ¹ûĐèÒª²é¿ª´ĐÖÃû²ç¹⁄₂øĐĐĐp, Ä£¬  
´Ó¡°¹²³⁄₄ß¡±²Èµ¥ÖĐÑ¡Ôñ¡°Ñ¡İİ¡±ÃüÄİ£¬È»°óÔÚ¡°Àà±ð¡±¿òÄÜÑ¡Ôñ¡°ÓÃ»§ĐÄİç¡±Ñ¡İİ¡£
- 3 ÔÚÁú×ç´°, ħÄÚ£¬ÈªÈë²ç, ħÊ¹⁄₂»¬Áú×çİÄ±³⁄₄¡£
- 4 òªµ»øµ½İÄµµ£¬Ñ¡ÔñİÄÄĐÃ³Ò»²Ù×÷¡£  
► Ñ¡Ôñ¡°¹ø±ð¡±´°Á¥¡£  
► ´° F6 ¹⁄₄ü£¬»»òÔÚİÄµµ´°, ħÄÚµ¥»÷Èó±ê¡£

## İİÔÊ³⁄₄Áú×ç±ê¹⁄₄Ç

Word Í³£Ö»ÔÚ´ò¿ªÁú×ç´°, ħÊ±İİÔÊ³⁄₄Áú×ç¡£İİ´ıýÑ¡ÔñİÄÄĐÃ³Ò»²Ù×÷£¬Äü¿ªÈÒÔÔÚÁú×ç  
´°, ħ¹ø±ðµÄÇé¿òİÄİÔÊ³⁄₄Áú×ç¡£

- 1 ´Ó¡°¹²³⁄₄ß¡±²Èµ¥ÖĐ£¬Ñ¡Ôñ¡°Ñ¡İİ¡±ÃüÄİ (ALT, O, O) ¡£
- 2 ÔÚ¡°Àà±ð¡±¿òÄÜ£¬Ñ¡Ôñ¡°²é¿ª±Ñ¡İİ¡£
- 3 ÔÚ¡°Ç´òÓ¡×Ö·û¡±Ñ¡İİ¿òÄÜ£¬Ñ¡Ôñ¡°Òp²ØİÄ±³⁄₄¡±, Ñ¡¿ò¡£
- 4 Ñ¡Ôñ¡°È¶¶İ±´°Á¥¡£

## ¿İ¹⁄₂Ý·¹⁄₂Ê¹⁄₂

- òªİİÔÊ³⁄₄Áú×ç±ê¹⁄₄Ç°ÍÊùÓĐÆªÈü|ØÊª×Ö·û£¬ÔÚ, ħÊ¹⁄₂Ä, Êİµ¥»÷
- ¡£

## Çë²İÔÃ

½Á×ç¡çÁú×ç¹⁄₄°Đp¶¶©±êÖ³⁄₄



## ½«Áú×çÕ³ìùμ¹²îÄμμîÄ±³¼ÖÐ

Äú¿ÉÒÔ°ÑÄú×çμÄîÄ±³¼°î²çμ¹²îÄμμÖÐ¿£

## ½«Áú×çÕ³ìùμ¹²îÄμμîÄ±³¼ÖÐ

1 ´Ó¿²é¿´¿±²Ëμ¥ÖÐ£¬Ñ¿Ôñ¿°Áú×ç¿±ÄüÁî (ALT, V, A)¿£

2 ÔÚÁú×ç´°,ñÄÚ£¬¹ö¶¹μ¹²ÔªÕ³ìùμÄÄú×ç¿££

3 Ñ¿¶¹´Áú×çîÄ±³¼¿£

×çÉí£²»ÔªÑ¿¶¹´Áú×ç±ê¹¼Ç¿£

4 Ñ¿ÔñîÄÄÐÄ³Ô»²Û×÷£°

► ÔÚ¹²³¼ßÄ,Éí£¬μ¥»÷¿°,´ÖÆ¿±´°Ä¥¿£

►

► ´Ó¿°±à¹¼¿±²Ëμ¥ÖÐ£¬Ñ¿Ôñ¿°,´ÖÆ¿±ÄüÁî(ALT, E, C)¿£

► °´CTRL+C ¹¼ü¿£

5 ÔÚÔª²àÈèîÄ±³¼μÄî»ÖÄ£¬ÉèÖÄ²àÈèμä¿£

6 Ñ¿ÔñîÄÄÐÄ³Ô»²Û×÷£°

► ÔÚ¹²³¼ßÄ,Éí£¬μ¥»÷¿°Õ³ìù¿±´°Ä¥¿£

►

► ´Ó¿°±à¹¼¿±²Ëμ¥ÖÐ£¬Ñ¿Ôñ¿°Õ³ìù¿±ÄüÁî (ALT, E, P)¿£

► °´CTRL+V ¹¼ü¿£

×çÉí£°Èç¹ü²»ÔÙÐèÔªÁú×ç£¬²î¹¼üÉ³¼ÿÄú×ç¿££

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## ÇëîÖÄ

½Ä×ç¿çÄú×ç¹¼°Ð¶¶©±êÖ³¼

## ÔÄŦÁÁú×ç

μ±ÉóÔÄÕß,øÎÄμμìí¼ÓÁĚÁú×ç°ó£¬Äú³¼Í¿ÉÒÔ´ò¿ªÁú×ç´°,ñÀ´ÔÄŦÁÖâÐ©Áú×ç¿£

## ÔÄŦÁÁú×ç

- ▶ Ñ¿ÔñÎÄÁÐÄ³Ô»²Û×÷£°
- ▶ ´Ô¿²é¿´¿±²Ěμ×ÖÐ£¬Ñ¿Ôñ¿°Áú×ç¿±ÄüÁî (ALT, V, A)¿£
- ▶ ÔÚÎÄμμ´°¿ÚÖÐ£¬Ě«»÷Áú×ç±ē¼Ç¿£  
ĚùÑ¿Ôñ±ē¼ÇμÄÁú×ç³õĬÔÔÁú×ç´°,ñÖÐ¿£

## ÌáĚ³¼

- ▶ ÒªÔÚÎÄμμ´°¿ÚÖÐ´ÓÁú×çÎÄ±³¼Ô/£»Øμ½Áú×ç±ē¼Ç£¬ÔÚÁú×çÎÄ±³¼ÖÐĚèÖÄ²âĚëμă£¬Ě»°ó´  
F5 ¼ü¿£

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## ÇëŦÔÄ

½Á×ç¿çÁú×ç¼°ÐŦŦ©±ēÖ³¼

## ´òÓĵÁú×ç

ÄúĴÉÒÔÁ¬Í¬ÎÄµµÒ»Æð´òÓĵ»ðµ¥ŦÄ´òÓĵÁú×çĴWord ĴÉÒÔ·ÖÒ³´òÓĵÁú×ç  
£¬²çÇÒÔÚÁú×çÇ°Ãæ¼ÓÉĬÁú×ç±ê¼ÇµÄÖ³ÄëĴÁú×çÕßµÄÐÕÄûËðÐ´ÖÒ¼°Áú×ç°ÃÄëĴ

## Ö»´òÓĵÎÄµµÖÐµÄÁú×ç

- 1 ´Óĵ°ÎÄ¼þĴ±²Ëµ¥ÖÐ£¬ÑĵÔñĵ°´òÓĵĴÄûÁĤ (ALT, F, P) Ĵ£
- 2 ÔÚĵ°´òÓĵĴĴðÖÐ£¬ÑĵÔñĵ°Áú×çĴ±ÑĵĴĴ£
- 3 ÑĵÔñĵ°Ë·ŦĴ±°´Á¥Ĵ£

## ´òÓĵ´øÁú×çµÄÎÄµµ

- 1 ´Óĵ°ÎÄ¼þĴ±²Ëµ¥ÖÐ£¬ÑĵÔñĵ°´òÓĵĴÄûÁĤ (ALT, F, P)Ĵ£
- 2 ÑĵÔñĵ°ÑĵĴĴ±°´Á¥Ĵ£
- 3 ÔÚĵ°, ½´ø´òÓĵĴ±ÑĵĴĴĴðÄÚ£¬ÑĵÔñĵ°Áú×çĴ±, ´ÑĵĴðĴ£
- 4 ÒªØ±Ôĵ°ÑĵĴĴ±ŦÔ»°Ĵð£¬ÑĵÔñĵ°Ë·ŦĴ±°´Á¥Ĵ£
- 5 Íê³ÉÔÚĵ°´òÓĵĴ±ŦÔ»°ĴðÖÐµÄ²Ù×²°ð£¬ÑĵÔñĵ°Ë·ŦĴ±°´Á¥Ĵ£

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## ÇëŦÔÄ

½Á×çĴçÁú×ç¼°ÐᄁŦ©±êÖ³¼

É¾ýÁú×ç

Äú¿ÉÒÔÔÚËÎ°ÏÊ±°ðÉ¾ýÁú×ç¿¿Word ×Ô¶¶¶¶°ÓáÏÂµÄÁú×çÖØÐÂ±à°Á¿¿

É¾ýÁú×ç

- 1 ´Ó¿²é¿¿¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿°Áú×ç¿±ÃüÁ¿ (ALT, V, A) ¿£
- 2 ÔÚÏÄµµ´°¿ÖÐ£¬Ñ¿¶¶°°É¾ýÁú×çµÄÁú×ç±ê¼¿Ç¿£
- 3 °´ DEL ¼ü¿£

Çë¿ÔÄ

½Á×ç¿çÁú×ç¼°Ð¶¶¶©±êÖ¾

## Ê'ÓÃÐÞŦ©±êÖ¾

Í'ýÊ'ÓÃÐÞŦ©±êÖ¾¹|ÄÜÀ

´±êÖ¾²âÊë|çÉ¾³ý|ç|æ»»ÖÖ¼°ÒÆŦµÄÎÄ±¾£¬Äú¿ÉÒÖú×ÙÔÚÎÄµµÖÐËù×ðµÃÐÞ,Ä¡£

## Ñ¡ÔñÐÞŦ©±êÖ¾

- 1 ´ò¿ªÒª±à¼µÄÎÄµµ¡£
- 2 ´Ó¹²¼³¼³±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ÐÞŦ©±êÖ¾¡±ÄüÁî (ALT, O, K) ¡£
- 3 Ñ¡Ôñ¡°±êÖ¾ÐÞŦ©´|¡±, Ñ¡¿ò¡£
- 4

ÔÚ¡°ÐÞŦ©´|¡±¡°ÐÀÔöÎÄ×Ö±êÖ¾¡±Ñ¡Î¿¿òÄÜ£¬Ñ¡Ôñ±êÖ¾ÐÞŦ©µÄ½Ê½¿£²Î¼Ú¡°ÐÞŦ©±êÖ¾¡±ÄüÁî¡£

- 5 Ñ¡Ôñ¡°Ë·Ŧ´|±°´À¥¡£  
µ±Äú¿ªÊ¹¼±à¼ÎÄµµË±£¬Word Ê'ÓÃÔÚ¡°ÐÞŦ©±êÖ¾¡±ŦÔ»°¿òÖÐËëÖÃµÃÑ¡ÎÀ  
,ú×ÙŦÔÎÄµµËù×ðµÃË«²¿ÐÞ,Ä¡£

## ÖÖÖ'ŦÔÐÞŦ©¹²ÐÐ±êÖ¾

- 1 ´Ó¹²¼³¼³±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ÐÞŦ©±êÖ¾¡±ÄüÁî (ALT, O, K) ¡£
- 2 Çª³ý¡°±êÖ¾ÐÞŦ©´|¡±, Ñ¡¿ò¡£
- 3 Ñ¡Ôñ¡°Ë·Ŧ´|±°´À¥¡£

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## ÇëÊÔ

½Ä×ç|çÄú×ç¼°ÐÞŦ©±êÖ¾

## ±Ê½ĭĬÄµµ°æ±¼

ÄúĴÉÔÔ±Ê½ĭÔÔ²»Ĭ¬µĀĬĀ¼þĀû±£´æµĀĬÄµµµĀ²»Ĭ¬°æ±¼ĵ£ÄýĒç£¬Ēç¹ûÔÚ±à¼-  
ĬÄµµ°óÔ²éĴ´Ēû×öµĀÐþĴĀ£¬Word ÓĀÐþĴĴ©±êÖ¼Ä  
´±êÖ¼ÐþĴĀ¹ýµĀĬĀ±¼£¬²çÇÔĬÔÊ¼°ĬÐþĴĀĴĬĀĭĭāĀÚµĀÐþĴĴ©ĬĬĴ£

## ±Ê½ĭĬÄµµ°æ±¼

- 1 ´òĴªĬÄµµµĀÔÊ¼°æ±¼»òÔĬ±à¼¹ýµĀ°æ±¼ĵ£
- 2 ´ÔĴ¹¼³ĬĬĴ±²Ēµ¥ÔÐ£¬ŊĴÔĥĴ°±Ê½ĭ°æ±¼ĵ±ĀüĀĭ (ALT, O, V) ĵ£
- 3 ¼üĒê»òŊĴÔĥÔ²±Ê½ĭµĀĬÄµµµĀĬĀ¼þĀûĵ£
- 4 ŊĴÔĥĴ°ĒĴĴ±°´Ā¥£¬ĬÔÊ¼°òĴªµĀĬÄµµÔÐµĀÐþĴĴ©±êÖ¼ĵ£  
×çĒĬ£°ÔªÔÚĬÄµµÔÐÇª³ýÐþĴĴ©±êÖ¼£¬  
´ÔĴ¹¼³ĬĬĴ±²Ēµ¥ÔÐ£¬ŊĴÔĥĴ°ÐþĴĴ©±êÖ¼ĵ±ĀüĀĭ£¬ŊĴÔĥĴ°½ÓĒÚÐþĴĴ©Ĵ±°´Ā¥£¬²çĴĴÔĭāĒ¼ĬĬĴ»Ø  
´ðĴ°ĒÇĴĴ±Ĵ£Ôª¹Ø±ÔĴ°ÐþĴĴ©±êÖ¼Ĵ±ĴĴÔ»°Ĵò£¬ŊĴÔĥĴ°ĒĴĴ±°´Ā¥ĵ£

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## ÇēĴÔĀ

½Ā×çĴĴĀ×ç¼°ÐþĴĴ©±êÖ¼



Í¼ÎÄ¼¯Êìð£°æ´¢³£ÓÃÎÄ×ÖÓëÍ¼ÐÎ

ÄÊö

½«ÎÄ×Ö»ðÍ¼ÐÎ±£æîÍ¼ÎÄ¼¯Êìð

Ö¶æ´¢°ë°Í¼ÎÄ¼¯ÊìðµÃ»ÖÃ

ÀûÓÃÍ¼ÎÄ¼¯Êìð²àÊëÎÄ×Ö»ðÍ¼ÐÎ

Ê¹ÓÃ¼°Í¼ÎÄ³µ±ÊÖ¼¯°ÍÖÆ¶ÎÎÄ×Ö°ÍÍ¼ÐÎ

±à¼Í¼ÎÄ¼¯Êìð

É³¼ýÍ¼ÎÄ¼¯Êìð

ÖØÐÃÃûÃûÍ¼ÎÄ¼¯Êìð

ðÓ¼Í¼ÎÄ¼¯Êìð



Í¼ÎÄ¼¯Êìð£°æ´ç³£ÓÃÎÄ×ÖÖëÍ¼ÐÎ

Í¼ÎÄ¼¯ÊìðÊÇÆµ±Ê¹ÓÃµÃÖ»¶¶ÎÄ×Ö»ðÍ¼ÐÎ£¬Äú¿ÉÒÖ½«Æä´ç´æÆðÀ  
´£¬ÒÖ°ó½øÐÐ²âÊëÒðÎ²ÐëÒÙ¹¼üÊë»ðÖÐÐÃ½¯Áç¡£

¿ÉÒÖ×ð¹Í¼ÎÄ¼¯ÊìðÃ´æ´çµÃÎÄ¿°üÀ¯«Ê¼Ãû³Æ¡ç±êÖ³¼¡ç  
±üüÃ¼·ÖÃä±í¡çìØÊâñÊ½µÃÖýÎÄ»ðÐÃ¼¼þµÃ½áÊøÓ¡£Í¼ÎÄ¼¯Êìð¿ÉÒÖ°ü¬ÍÃµµÖÐÊÎÔâÎ»ÖÃ°íÊýÁ¿µÃÎÄ×Ö»ðÍ¼ÐÎ¡£

Èç¹üÒª¯½¯Ö»ÊÊ°¡ÓÚÃ³Ò»ÀàÎÃµµµÃÍ¼ÎÄ¼¯Êìð£¬¿ÉÒÖ½«Êìð´æ·ÃÔÙ¯½¯Ö»ÀàÎÃµµµÃÃ£  
°äÖÐÄýËÇ£¬Äú¿ÉÒÖ½«Ò»¼ä±ê×¼·ÃÊÓÃÓÔ×÷¹Í¼ÎÄ¼¯Êìð´æ·ÃÔÙ CONTRACT.DOT ÒÐ¡£

ÇëÊÖÃ

¼ÄÜ½êÉÜ



## Ö\_¶''æ'ç°ë°Íí¼Ä¼¯'ÊìðµÄî»ÖÃ

ÔÚÊ¹ÓÃ·Ç NORMAL.DOT µÄÄ£°â''½''ë»ðÍ¼Ä¼¯'ÊìðÊ±  
£¬¿ÊÒÔÊ¹ÐÄ½''îÄ¿¶¶ÔÊùÓÐÎÄµµÓÐÐ\$£¬»ðÕ½ð¶¶Ô»òÓÚµ±Ç°Ä£  
°âµÄÎÄµµÓÐÐ\$££Ô»ðîÄ¿ÔÚÄ³Ô»Ê±¿ÌÊÇ·ñ¿ÊÓÃÒÀµÓÚ Word 'æ'çÊùµÄî»ÖÃ££

Ê¹ÓÃî°Ä£°â±ÄüÄî£¬¿ÊÒÔÊêÖÃ Word 'æ'ç°ë°Íí¼Ä¼¯'ÊìðµÄ·½Ê½½££

## Ö\_¶''æ'ç°ë°Íí¼Ä¼¯'ÊìðµÄî»ÖÃ

1 'Óî°ÍÄ¼þ±²Ëµ¥ÖÐ£¬ÑîÔñî°Ä£°â±ÄüÄî (ALT, F, T)££

2 ÔÚî°½«ÐÄ°ë°Íí¼Ä¼¯±£'æÔÚ±Ñîî¿ðÄÜ£¬ÑîÔñÄ³Ô»Ñîî££°

► Ô°Ê¹''½''µÄÐÄ°ë°Íí¼Ä¼¯'Êìð¶¶ÔÊùÓÐÎÄµµÓÐÐ\$£¬ÑîÔñî°²ÓÃ±Ñîî°'Ä¥££

► Ô°Ê¹°ë°Íí¼Ä¼¯'Êìð½ð¶¶Ô»òÓÚ»¶¶Ä£°â£'ÊÇ¹ùÊÇ·Ç NORMAL.DOT µÄÄ£

°â£©µÄÎÄµµÓÐÐ\$£¬ÑîÔñî°µ±Ç°ÎÄµµÄ£°â±Ñîî°'Ä¥££

► ÊÇ¹ù»¶¶Ä£°â²»ÊÇ NORMAL.DOT £¬²ÇÇÒÄü££úÔÚÄ¿'Í''½''Ô»ð°ë»ðÍ¼Ä¼¯'ÊìðÊ±ÄÜÊ±ÑîÔñ  
'æ'çî»ÖÃ£¬ÑîÔñ²ùÊùÐÄ°ë»ðÍ¼Ä¼¯'ÊìðÊ±¼ð¶¶ÔÑîî°'Ä¥££

3 ÑîÔñî°Ê·¶î±°'Ä¥££

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## Çë²îÖÃ

Í¼Ä¼¯'Êìð£°æ'ç³£ÓÃÎÄ×ÖÔëÍ¼Ð

Ê¹ÓÃ°ë

## ÀúÓÃÍ¼ÎÄ¼¬Êìð²àÈèÎÄ×Ö»ðí¼ÐÎ

Ò»µ©½«ÎÄ×Ö°Í£¬»ðí¼ÐÎæ´çÎ¼¼ÎÄ¼¬Êìð£¬±ã¿ÉÒÔÔÚÈÎ°Î»ÖÃ²àÈèËùæ´çµÃÎÄ¿¿£

## ÀúÓÃÍ¼ÎÄ¼¬Êìð²àÈèÎÄ×Ö»ðí¼ÐÎ

1 ÔÚÒ²²àÈè¼¼ÎÄ¼¬ÊìðµÃÎ»ÖÃÉèÖÃ²àÈèµã¿£

2 ´Ó¼°±à¼¼±³Èµ¥ÖÐ£¬Ñ¼Ôñ¼°¼¼ÎÄ¼¬¼±ÃüÁî (ALT, E, O)¿£

×çÈÍ£¬Èç¹ú²»æÔÚ¼¼ÎÄ¼¬Êìð»ðÕßÃ»ÓÐÑ¼¶»ÄÚÈÝ£¬¼¼ÎÄ¼¬¼±ÃüÁî¶Ð§¿£

3 ¼üÈè»ðÑ¼¶»Ò»ðí¼¼ÎÄ¼¬ÊìðÃü¿£

4 Ñ¼ÔñÎÄÄÐ³Ò»²Ù×÷£°

► Ò²°ÔÈ¼, ñÈ½²àÈè¼¼ÎÄ¼¬Êìð£¬Ñ¼Ôñ¼°²àÈè¼±°Á¥¿£

► Ò²°Î¶, ñÈ½²¼È½²²àÈè¼¼ÎÄ¼¬Êìð£¬Ñ¼Ôñ¼°Ôµ±ç°, ñÈ½²àÈè¼±°Á¥¿¼¼ÎÄ¼¬ÊìðµÃÎ±¼¼²«ÉÓÃÆàÖÛÎ§ÎÄ±¼µÄ, ñÈ½²±àÃÄ¿£

## ¿ì½Ý·½È½

- 1 ÔÚÒ²²àÈè¼¼ÎÄ¼¬ÊìðµÃÎ»ÖÃÉèÖÃ²àÈèµã¿£  
È·ÈÍ²àÈèµãÎ»ÖÃÔÚÒ»ÐÐµÄ¿²È¼£¬»ðÕßÔÚÒ»ð¿Ö, ñµÄç°Ãæ¿£
- 2 ¼üÈè¼¼ÎÄ¼¬ÊìðÃü¿£
- 3 °´F3 ¼ü¿£

## çè¶ÔÃ

¼¼ÎÄ¼¬Êìð£°æ´ç³£ÓÃÎÄ×ÖÓè¼¼ÐÎ

°ÑÎÄ±¼, ´ÖÆµ½ÐÄÎ»ÖÃ

## Ê´ÓÃí°í¼ÎÄ³¡±ÊÕ¼¯°ÍÒÆ¶¯ÎÄ×Õ°Í¼ÐÎ

¡¼¼ÎÄ³¡±ÊÕ¼¯°ÍÒÆ¶¯ÎÄ×Õ°Í¼ÐÎ

ÊìðÆ¬ÒÊÊ´ÓÃ¼ðìù°à²»Í¬Æ¬¼ðìù°àÒ»´ÍÒ»ÄÜËÝÄÊÒ»ð

ÊìðÆ¬¶¶ØÄù¿ÊÒÒ²»¶¶ÍµØ°ÑÎÄ×Õ°Í¼ÐÎ¼ðÇÐµ½¼¼ÎÄ³¡Æ¬¶¶ØÍÐÐèìæ»»ÒÑÓÐµÄÄÜËÝ¡Æ

µ±Äù´Ó¼¼ÎÄ³¡²àÊèÎÄ×Õ°Í¼ÐÎÊ±Æ¬¿ÊÒÒ½«¼¼ÎÄ³¡Çà¿ÕÆ¬¬Ò²¿Ê±ÆÁðÎÄ×Õ°Í¼ÐÎÆ¬¬ÒÒ±ãÒÙ´Í½«Æä²àÊè¡Æ

## ÓÃ¼¼ÎÄ³¡ÊÕ¼¯ÎÄ×Õ°Í¼ÐÎ

1 Ñ¡¶¶¬Ò°ÒÆ¶¶µÄÒ»¶¶ÎÄ±³¼¡Æ

2 °´ CTRL+F3¡Æ

Word ´ÓÎÄµµÖÐÊ³¼ýËùÑ¡ÎÄ±³¼²¿½«Æäì¼¼Óµ½¼¼ÎÄ³¡ÖÐ¡Æ

3 ¶¶ÒÒ°ÒÆ¶¶µÄÄ¿Ò»¶¶ÎÄ±³¼Æ¬¬ÒØ,´²½Òè 1 °Í 2¡Æ

## ²àÊèÎÄ×Õ°Í¼ÐÎ²ÇÇà³ý¼¼ÎÄ³¡ÄÜËÝ

1 ÓÙÒ²àÊè¼¼ÎÄ³¡ÄÜËÝµÄÎ»ÖÃÊèÖÃ²àÊèµã¡Æ

2 °´ CTRL+SHIFT+F3¡Æ

## ²àÊèÎÄ×Õ°Í¼ÐÎÆ¬µ«²»Çà³ý¼¼ÎÄ³¡ÄÜËÝ

Word ÖÐÎÄ°æµ±Ç°°æ±³¼ÍÐ·ÊµÍÒÒÒÎÄ¼¼ÄÜ¡Æ

1 ÓÙÒ²àÊèÎÄ±³¼µÄÎ»ÖÃÊèÖÃ²àÊèµã¡Æ

È·Êì²àÊèµãÓÙÒ»ÐÐµÄ¿²Ê¼Æ¬¬ðÕßÓÙÒ»»ð¿Õ»¶µÄÇ°Ãæ¡Æ

2 ¼üÊè¡¼¼ÎÄ³¡¡Æ

3 °´ the F3 ¼ü¡Æ

×ÇÊìÆ¬ÎÄ±³¼¶¶³ðÎÖµÄ´ÍÐðÓè½«Æä¼ðÇÐµ½¼¼ÎÄ³¡µÄ´ÍÐðìáí¬Æ¬¬²ÇÒÒ¶¶ÎÄ±³¼Ç¼«ËüÃÇ·Ö¿²¡Æ

## Çè²ÍÒÃ

¼¼ÎÄ¼¯·ÊìðÆ¬°æ²ÇÓÃÎÄ×ÕÒÒÊì¼ÐÎ

ÒÆ¶¯ÎÄ±³¼

## ±à¼í¼îÄ¼¯·Êìð

Äú¿ÈÒÖ,ü,Ä´æÔÚÍ¼îÄ¼¯·ÊìðÖÐµÄîÄ×Ö»ð¼ÐÎ¿

## ±à¼í¼îÄ¼¯·Êìð

1 ºàÈè¼îÄ¼¯·Êìð¿

²¼úÀÒÖÄ¼îÄ¼¯·ÊìðºàÈèîÄ×Ö»ð¼ÐÎ¿

2 ×ðÈùÐèÒªµÄÐ¿,Ä¿

3 Ñ¿¶·Ð¿,Ä¿µÄîÄ×Ö°¿¯»ð¼ÐÎ¿

×øÈ¿°È¿·ùìèÖÄ·Êìð·æ´ø¶îÄª,ñÈ½±àÄÄ¯-È·ÈÏÖÚÑ¿¶·ÄÚÈÝÖÐ°ù°-ÁÈ¶îÄª±è¼¿¿

4 ´Ö¿°±à¼¿±²Èµ×ÖÐ¯-Ñ¿Öñ¿¼îÄ¼¯¿±ÄüÄ¿ (ALT, E, O)¿

5 ÖÚ¿¼îÄ¼¯·ÊìðÄü¿±¿ðÖÐ¯-¼üÈè»ðÑ¿¶¼îÄ¼¯·ÊìðµÄÖÈ¼Äü³Æ¿

6 Ñ¿Öñ¿¶·Öà¿±°·Ä¿¿

×øÈ¿°È¿·ù»¶îÄµµ»ùÖÚ·¿ NORMAL.DOT µÄÄ¯°à¯-¿ÉÄÜ»á³ðÏÖÖ»ìðÄ¿øÑ·ÏÈÖÚ°¿¿±  
·æ¼îÄ¼¯·Êìð¿²¼üîÄÄÐ²½Öè¿

7 µ± Word ÏÖÈ¼Ö»ìðÄ¿øÑ·ÏÈÈ¿·ñÖ°ÖÐÄ¶·Öà¼îÄ¼¯·ÊìðÈ±¯-Ñ¿Öñ¿°È¿¿±°·Ä¿¿

## ¶ÖÖ,¶·æ´ø¿»ÖÄµÄìáÈ¼×ö³ðÏÖ¿

1 ÖÚ³ðÏÖ¿¼îÄ¼¯¿±¿ðÈ±¯-Ö,¶·Öª·æ´ø¼îÄ¼¯·ÊìðµÄ»ÖÄ¿

► ÖªÈ¼îÄ¼¯·Êìð¶ÖÈùÖÐ¿ÄµµÖÐÐ§¯-Ñ¿Öñ¿¼Öª±Ñ¿¿·Ä¿¿

► ÖªÈ¼îÄ¼¯·Êìð½ð¶Ö»ùÖÚµ±¿·Ä¯°àµÄ¿ÄµµÖÐÐ§¯-Ñ¿Öñ¿·Ä¯°à¿±Ñ¿¿·Ä¿¿Ï·ýÖÄÄ¯°à·æ´ø×·ÄµÄ¼îÄ¼¯·Êìð¯¿ÉÖÖ±ÜÄª°ù°-²»ÐèÖªµÄÆäÈüÄ¯°àµÄ¿¼îÄ¼¯·ÊìðÄü¿±¿ðÖÐµÄ·Êìð¿

2 Ñ¿Öñ¿°È·¶¿±°·Ä¿¿

×øÈ¿°Öª¿ÖÖÆ Word È¿·ñìáÈ¼ÄüÖ,¶·æ´ø¿»ÖÄ¯-²¼üÖ,¶·æ´øè°¼îÄ¼¯·ÊìðµÄ»ÖÄ¿

## Çè²¿ÖÄ

¼îÄ¼¯·Êìð°·æ´ø¿ÖÄîÄ×ÖÖè¼ÐÎ

## É³¼³ýÍ¼ÎÄ¼¯Êìð

Äú¿ÉÒÔÉ³¼³ý²»ÔÙÐèÒªμÄÍ¼ÎÄ¼¯Êìð£×çÊÍ£º²»ÄÜ»Ö, £¬¼¼´¼°, ´Ô¼±±»É³¼³ýμÄÍ¼ÎÄ¼¯Êìð££

### To delete a glossary entry

- 1 ´Ô¼°±à¼¼±²Ëμ¥ÖÐ£¬Ñ¼Ôñ¼°Í¼ÎÄ¼¯¼±ÄüÁî (ALT, E, O).  
×çÊÍ£ºÈç¹üÄ»ÓÐÍ¼ÎÄ¼¯Êìð»ðÖßÄ»ÓÐÑ¼¶ÄÜÈÝ£¬¼¼°Í¼ÎÄ¼¯¼±ÄüÁîÐÐ§¼£
- 2 ÔÚ¼°Í¼ÎÄ¼¯ÊìðÄü¼±¿ðÖÐ£¬Ñ¼¶ÒªÉ³¼³ýμÄÍ¼ÎÄ¼¯Êìð££
- 3 Ñ¼Ôñ¼°É³¼³ý¼±°´Á¥¼£
- 4 Ñ¼Ôñ¼°¹Ø±Ö¼±°´Á¥¼£

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### ÇëÊÔÄ

Í¼ÎÄ¼¯Êìð£ºæ´ç££ÓÄÎÄ×ÖÓëÍ¼ÐÎ

## ÖØÐÃÃüÃûí¼îÃ¼¯Êìö

¿ÉÒÔ,Ä±äí¼îÃ¼¯ÊìöµÃÃû³Æ£¬Ê¹ÆäÔÚÐèÒªäÊëÊ±,üÈÝÒ×¼ÇÒä»ò¼üÈë£

## ÖØÐÃÃüÃûí¼îÃ¼¯Êìö

1 ºäÊëí¼îÃ¼¯Êìö¿

²í¼üÀÒÓÃí¼îÃ¼¯ÊìöªäÊëîÃ×Ö»òí¼Ðî¿

2 îí¼îÃ¼¯ÊìöÑ;¶îÃ×Ö°£»òí¼Ðî¿

3 ´Ô;°±à¼;±²Êµ¥ÖÐ£¬Ñ;Ôñ;°í¼îÃ¼¯;±ÃüÁî (ALT, E, O)¿

4 Ñ;¶î,Ãí¼îÃ¼¯ÊìöµÃ¼ÉÃû³Æ¿

5 Ñ;Ôñ;°É³¼ý;±°´À¥¿

6 ÔÚ;°í¼îÃ¼¯ÊìöÃû;¿òÖÐ£¬¼üÈë,Ãí¼îÃ¼¯ÊìöµÃÐÃÃû³Æ¿

7 Ñ;Ôñ;°¶Òä;±°´À¥¿

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## ÇëîÕÃ

í¼îÃ¼¯Êìö£°æ´³£ÓÃîÃ×ÖÖëí¼Ðî



## ‘òÓí¼îÄ¼¯Êìð

Äú¿ÉÒÔ‘òÓíËùÓÐŋÔ»ŋ¯îÄµµÓÐÐ§µÄí¼îÄ¼¯ÊìðµÄÄû³Æ°íÄÚÈÝ¿Word °‘×ÖÄ,Ë³Ðò  
‘òÓíÊìð£¬îÄµµÄ£°äÊìð³ðíÔÔÚ×îÇ°Äæ¿£

## ‘òÓí¼îÄ¼¯Êìð

- 1 ‘Óí°îÄ¼¿¿±²Ëµ¥ÖÐ£¬ŊíÔŋí°‘òÓí±ÄüÁî (ALT, F, P)¿£
- 2 ÔÚí°‘òÓí±Ŋíŋ¿òÖÐ£¬ŊíÔŋí°í¼îÄ¼¯¿±Ŋíŋ¿£
- 3 ŊíÔŋí°È·ŋ¯¿±°Ä¥¿£

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## ÇëŋÔÄ

í¼îÄ¼¯Êìð£°æ’¿£ÓÄîÄ×ÔÓéí¼Ðî  
‘òÓíîÄµµ¼°Æäà¹ÐÄî¿

**Í¼Đİ**

ÄÖ

$${}^{1/2}i\epsilon^2\dot{a}\dot{E}\dot{e}^0\dot{I}\pm\dot{a}^{1/4}$$

²ǎÈëÆäËüÓ|ÓÃ³ìÐòμÄí¼ĐÎ

²ǎÈë»æ»»òÆäËüÇ¶Èë¶Ôïó

±à¼Ç¶Èë¶Ôïó

 $\tilde{N}_i T^*$ 
$$\tilde{N}_i \pi^{1/4} \hat{D}^i$$
$$\mu \div \tilde{O}(\hat{I}^{1/4} \hat{D} \hat{I}^3 \beta' \zeta)$$

¼ô²Ã Word ÖĐµÄÍ¼ĐÎ

μ÷Õ Word ÖĐÍ¼ĐμÄ'óĐ;

$$\frac{1}{2} \ll \frac{1}{4} \mathbb{D} \hat{\mathbb{I}} \gg \frac{1}{\hat{\mathbb{O}} \hat{\mathbb{I}}^a \hat{\mathbb{O}} \hat{\mathbb{E}} \frac{1}{4} \mathbb{B} \mathbb{C}}$$

ÖÆ°ÍÒÆ¶

ÖÆ°ÍÒÆ¶Í¼ÐÎ

ÓÐ¹ØÉè¶ÎÄ±¼°Í¼ÐÎ»ÖÄ¼°,ø¼Ð¹¼Ô¿òµÈÄÙÈÝ£¬²¹¼ûÔÔÖ³ÃæÉÍÈèÖÃÄ×Ö°Í¼ÐÎ°±½¿ò°Íµ×Æ.

## Í¼ĐĬ

Í"yìí¼Óí¼ĐĬĲÉÔø¼ÓÓÃ»§ĬÄµµµÄĭüÖýÁĭĲÄúĲÉÒÔĒ¹ÓÃĭ°Í¼Æ¬ĭ±ÄüÁĭ²āĒēĬ¼ĐĬĬÄ¼pĲ¬»ðÕĬ,  
´ÖÆĭçÖ³ĭüÆāĒüÓĬÓÃ³ĬĐðÖĐµÄĬ¼ĐĬĲĒĲĲ¹üĐēÖ³Ĳ¬ÄúĲÉÒÔĒÄ²āĒē±,·ÝĲ¬ĒēĒ±·Ó³ĲÖÖ-  
Ē¼Ĭ¼ĐĬĒü×÷µÄĒĬ°ĬĐĲ,ÄĭĲÄú»¹ĲÉÒÔĒĬÖÖĬĬÄ²Ü×÷Ĳ°

- ¼ø²Ã°ĬĒ·ÄĬ¼ĐĬĲ
- Ĭ°Ĭ¼ĐĬ¼Ó±ĬĲðĭĲ
- ĒēĲĲĬ¼ĐĬÖÜÖ³ÄæĒĬµÄĬ»ÖÄĭĲ

Word ´øÓĐÖ»»ø³Æ×÷ Microsoft Draw µÄ»æĬ¼¹¼¼¼ĬĲ¬ĲÉÓÃÓÜ´´¹²»ð²āĒēĐÄĬ¼ĐĬĲ¬»ð±à¼-  
ÖŃÓĐµÄĬ¼ĐĬĲ

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## ÇěŕÔÄ

ŦÄÜ½ēĒÜ

## ²àÈèÆäËüÓ¡ÓÃ³ìÐòµÁí¼ÐÎ

Ê¹ÓÃ¡°í¼Æ¬±ÃüÁî¿ÉÒÒ²àÈéí¼ÐÎÏÄ¼p£¬Ò²¿ÉÒÒ°Ñ/ÆäËüÓ¡ÓÃ³ìÐòÒÐµÁí¼ÐÎ,  
´ÖÆ¡çÖ³ìùµ½ÎÄµµÖÐ¡£

### Ê¹ÓÃ¡°í¼Æ¬±ÃüÁî²àÈéí¼ÐÎÏÄ¼p

- 1 ÔÚÒ²àÈéí¼ÐÎÏÄ¼pµÁî»ÖÃÉèÖÃ²àÈèµā¡£
- 2 ´Ó¡°²àÈè¡±²Èµ¥ÖÐ£¬Ñ¡Ôñ¡°í¼Æ¬±ÃüÁî (ALT, I, P)¡£
- 3 ÔÚ¡°ÏÄ¼pÃü±¿òÖÐ£¬¼üÈè»òÑ¡ÔñÒ²àÈèµÁí¼ÐÎÏÄ¼pÃü±£
  - ▶ ÈçÒ²ÔÚ²àÈèÇ°Ô²ÀÄ¼ÐÎ£¬Ñ¡Ôñ¡°Ô²ÀÄ¡±°´À¥¡£
  - ▶ ÈçÒ²ÔÚí¼ÐÎÏÄ¼p±»Ð²,Ã°ó,üÐÄÎÄµµÖÐµÁí¼ÐÎ£¬Ñ¡Ôñ¡°Á´½Óµ½ÎÄ¼p¡±,Ñ¡¿ò¡£
- 4 Ñ¡Ôñ¡°È¬¡±°´À¥¡£  
×çÉ££°Èç¹üÑ¡ÔñÄÈ¡°Á´½Óµ½ÎÄ¼p¡±£¬Word ½«„Áí¼ÐÎ×¬Îª IMPORT Óò½øÐÐ²àÈè¡£Èè³òÏÖÓò  
´üÄè£¬¿ÉÎ´´ýÑ¡Ôñ,ÃÖð£¬È»°ó°´ SHIFT+F9  
¼üÏÖÈ³¼óí¼ÐÎ£°Èç¹üí¼ÐÎÏÄ¼pÒÑ±»Ð²,Ã£¬¿ÉÒÒÎ´´ýÑ¡Ôñí¼ÐÎ²ç°´ F9¡£

### Ê¹ÓÃ¡°´ÖÆ¡±°í¼Ö³ìù±ÃüÁî²àÈè Windows Ó¡ÓÃ³ìÐòµÁí¼ÐÎ

- 1 ÔÚí¼ÐÎÓ¡ÓÃ³ìÐòÖÐ£¬°ÑÈùÐéí¼ÐÎ,´ÖÆµ½¼òì°àÈ¡£
- 2 ÇÐ»»µ½ Word¡£
- 3 ÔÚÒ²ÏÖÈ³¼í¼ÐÎµÁî»ÖÃÉèÖÃ²àÈèµā¡£
- 4 ´Ó¡°±à¼¡±²Èµ¥ÖÐ£¬Ñ¡Ôñ¡°Ö³ìù±ÃüÁî¡£
  - ▶ ò²Ö³ìùò»òÄ»ÓÐÄ´½Óµ½í¼ÐÎÏÄ¼pµÁí¼ÐÎ±,Ý£¬Ñ¡Ôñ¡°Ö³ìù±ÃüÁî (ALT, E, P)¡£
  - ▶ ò²Ö³ìùò»òÈæÔÈ³¼ÎÄ¼pµÄ,Ã±ä¶±»üÐÄµÁí¼ÐÎ±,Ý£¬Ñ¡Ôñ¡°Ñ¡ÔñÐÖÖ³ìù±ÃüÁî (ALT, E, S)  
£¬È»°óÒÚÑ¡Ôñ¡°Ö³ìùÁ´½Ó¡±°´À¥¡£  
×çÉ££°¡°Ö³ìùÁ´½Ó¡±°´À¥»ÓÐÔÚ´ÓÐ,´ÖÆí¼ÐÎÄÓ¡ÓÃ³ìÐòÖ³ò  
ÐÐ£¬¶¶¬-Èý³¼Ý½»»££©È±²ÁÓÐÐ§¡£
  - ▶ ÈçÒ²Ö¬¶í¼ÐÎ,ñÈ½£¬ÄýÈç¡°í¼Æ¬±»ò¡°í¼¡±£¬Ñ¡Ôñ¡°Ñ¡ÔñÐÖÖ³ìù±ÃüÁî (ALT, E, S)  
¡£²¹¼ü¡°Ñ¡ÔñÐÖÖ³ìù±ÃüÁî¡£

## Çè²ÖÃ

### í¼ÐÎ

### ½»»»»ÐÄ¡ç

Ê¹ÓÃ¡°²èÖÖÎÄ¼p¡±ÃüÁîÔ²ÀÄÎÄ¼pÄÜÈÝ

ÑïŦŦ'í¼ĐĬ

ÔÚ¼δ²Ã¡çμ÷Œû´óĐ¡¡ç,´ÖÆ»òÒÆŦŦ'í¼ĐĬÖ@Ç°£¬±ØĐěĬÈÑïŦŦ'í¼ĐĬ¡£ÔÚÑïŦŦ'í¼ĐĬÊ±  
£¬½«³òĬŒ°Ĭ,òŒý·½ĐĬμÄ³ß´ç±ú¡£

ÑïŦŦ'í¼ĐĬ

- ▶
- ▶ μ×»÷í¼ĐĬ¡£
- ▶ 1 ÔÚí¼ĐĬμ×ó±ßÊèÖÄ²âÈëμā¡£
- ▶ 2 °´ SHIFT+►¡£

ÇěŦŒÄ

í¼ĐĬ

## ¼δ²Ã Word ÒÐμÃÍ¼ÐÎ

Í´¹ýÕðÐ»ð¡°¼δ²Ã¡± Word ÒÐμÃÍ¼ÐÎ£¬¿ÉÒÒ½«²»ÌëÏÊ³¼μÃ²¿·ÖÒþ²ØÆðÀ  
´£¬Ò²¿ÉÒÒÀûÒÃ¼δ²Ã¹¿ÛÒÓÍ¼ÐÎ£ÄÖÛÌí¼Ó¿Ö°×¡£¼δ²ÃÍ¼ÐÎ£±£¬Word »áμ÷½ÚÍ¼ÐÎμÃÎ»ÖÃ¡£

Ê¹ÓÃÊó±ê¿ÉÒÒ·½±ãμØ¼δ²ÃÍ¼ÐÎ¡£Äú°  
´ÖÖÒÒÏÃ½éÉÜ£¬¿ÉÒÒÓÃ¡°,ñÊ½¡±²Êμ¥ÖÐμÃ¡°Í¼Æ¬¡±ÃüÁ¶´Òà¼δ²ÃÄ¿£

## ¼δ²Ã Word ÒÐμÃÍ¼ÐÎ

- 1 Ñ¡¶´Òª¼δ²ÃμÃÍ¼ÐÎ£¬²¿μ¥»÷´ÊÍ¼¡£  
2 °´×¡ SHIFT ¼ü£¬²¿½«³ß´¿±úÏ¶¼μ½Í¼ÐÎÖÐÐÃ¡£  
¼δ²ÃÄ¿ÏÊ³¼ÓÚ Word ´¿¿ÚμÃ×óÃ½¿¿£  
×¿ÊÍ£°ÄúÒ²¿ÉÒÒ  
´Ó¡°,ñÊ½¡±²Êμ¥ÖÐ£¬Ñ¡Öñ¡°Í¼Æ¬¡±ÃüÁ£¬ÒÚ¡°¼δ²Ã¡±Ñ¡Ï¿òÄÚμÃÃÄ±³¿òÖÐÖ,¶´ÖýμÃÄ¿Öμ¡£

## ÒÓÍ¼ÐÎ£ÄÖÛÌí¼Ó¿Ö°×

- 1 Ñ¡¶´Òª¼δ²ÃμÃÍ¼ÐÎ£¬²¿μ¥»÷´ÊÍ¼ÐÎ¡£  
2 °´×¡ SHIFT ¼ü£¬²¿½«³ß´¿±úÒÆ³ðÍ¼ÐÎ¡£  
¼δ²ÃÄ¿ÏÊ³¼ÓÚ Word ´¿¿ÚμÃ×óÃ½¿¿£  
×¿ÊÍ£°Ò²¿ÉÒÒ  
´Ó¡°,ñÊ½¡±²Êμ¥ÖÐ£¬Ñ¡Öñ¡°Í¼Æ¬¡±ÃüÁ£¬ÒÚ¡°¼δ²Ã¡±Ñ¡Ï¿òÄÚμÃÃÄ±³¿òÖÐÖ,¶´μÃÄ¿Öμ¡£

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## ÇëÏÃ

Í¼ÐÎ

## μ÷Õû Word ÒÐÍ¼ÐÎμÄ´óÐἱ

Ê¹ÓÃÊó±ê»òἱ°,ñÊ½ἱ±²Êμ¥ÕÐμÄἱ°Í¼Æ¬ἱ±ÃüÁî£¬ζÉÒÕÊðÐἱ»ò·Ã  
´óÎÃμμÕÐμÄÍ¼ÐÎἱ£Ôê¼ð²Ã²»Í¬£¬μ÷Õû´óÐἱ²»Òþ²ØÍ¼ÐÎμÄÊÍ°²ζ·Õἱ£μ÷ÕûÍ¼ÐÎ´óÐἱÊ±£¬Word  
»áμ÷½Û,ÃÍ¼μÄÎ»ÕÃἱ£

## μ÷Õû Word ÒÐÍ¼ÐÎμÄ´óÐἱ

- 1      Ñἱ¶´Òªμ÷Õû´óÐἱμÄÍ¼ÐÎἱ£  
          ²Í¼ûÑἱ¶´Í¼ÐÎἱ£
- 2      Î¶³ß´ç±úἱ£  
          ÕÛÎ¶³ß´ç±úÊ±£¬ÓÃÓÚ¶ÊÁζÍ¼ÐÎÊð·Ã³ἱ¶ÊμÄÊð·Ã°Û·Õ±Ê½«ÎÕÊ³ÔÚ Word °°  
ζÚμÄ×óÎÃ½çἱ£

## ×çÊÍ

- ÄúÒ²ζÉ´Óἱ°,ñÊ½ἱ±²Êμ¥ÑἱÕñἱ°Í¼Æ¬ἱ±ÃüÁî£¬²çÕÛἱ°Êð·Ã±ÊÄγἱ±ÎÃμÄÎÃ±³ζòÕÐÕ¶¶°Û·Õ±Êἱ£
- Êç¹ûÍ¼ÐÎÕÐμÄÎÃ±³Ã»ÄÛÕÚÆÃÃ»ÉÎÊÊμ±μØμ÷Õû´óÐἱ£¬Ê¹ÓÃ³ßÓÐÊð·Ã´òÓἱ¹ἱÄÛμÄ  
´òÓἱ»ú£´´Êç PostScript ´òÓἱ»ú£©£¬ÊÕζÉÒÕ½«ÎÃ±³ÖýÊ·μØ´òÓἱ³òÃ´ἱ£

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## Çê²ÎÕÃ

Í¼ÐÎ

$\frac{1}{2}\ll\acute{\text{I}}\frac{1}{4}\mathfrak{D}\acute{\text{I}}\gg^{\text{1}\hat{\text{O}}\hat{\text{I}}^{\text{a}}\hat{\text{O}}\hat{\text{E}}\frac{1}{4}^3\mathfrak{B}^{\text{'}\mathfrak{C}}}$

ÄúŁÉÒÔ,´ÔŦÔÍ¼ĐÎËù×ðμĂ¼δ²Ă»ðËð·ĂıŁ

$\frac{1}{2}\ll\acute{\text{I}}\frac{1}{4}\mathfrak{D}\acute{\text{I}}\gg^{\text{1}\hat{\text{O}}\hat{\text{I}}^{\text{a}}\hat{\text{O}}\hat{\text{E}}\frac{1}{4}^3\mathfrak{B}^{\text{'}\mathfrak{C}}}$

1 ÑıŦŦ´Í¼ĐÎıŁ

đı¼ûÑıŦŦ´Í¼ĐÎıŁ

2 ´Óı°,ñÊ½ı±²Ëμ¥ÖĐŁ¬ÑıÔñı°Í¼Æ¬ı±ĂüÁî (ALT, T, R)ıŁ

3 ÑıÔñı°ÖØÖĂı±°´Ă¥ıŁ

4 ÑıÔñı°È·Ŧ¬ı±°´Ă¥ıŁ

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**ÇěđÔĂ**

Í¼ĐÎ



## „ÖÆ°ÍÒÆ¶Í¼Đİ

Í¬, 'ÖÆ°ÍÒÆ¶Í¼Đİ»Ñù£¬ÄúÒ²¿ÉÒÒ, 'ÖÆ°ÍÒÆ¶ Word ÒÐµÄÍ¼Đİ£

×øÉÍ£°È¹úÒªÒÚÒ³ÄæÉÍÈèÖÄÍ¼ĐİµÄİ»ÖÄ£¬¿ÉÍÈªÆª¼ÓÉÍ¼ÄÄò£¬È»°óÒÚÈ«Öæ²é¿Ä£È½Äİ¶, Äòò£ÓÐ¹Øİêİ, ½éÈÜ£¬²Í¼úÖÚÒ³ÄæÉÍÈèÖÄİ×Ö°Í¼Đİ£

## „ÖÆ°ÍÒÆ¶Í¼Đİ

- 1      Ñİ¶Í¼Đİ£  
         ²Í¼úÑİ¶Í¼Đİ£
- 2      ÑİÖñİÄÄĐÄ³Ö»²Ú×÷£°
- Òª, 'ÖÆÍ¼Đİ£¬°´ CTRL+C£
- Òª'Óµ±Ç°İ»ÖÄÉ³¼¿Í¼Đİ£¬°´ CTRL+X£
- 3      ÒÚÒªİÖÈ³¼Äİ¼ĐİµÄİ»ÖÄÉèÖÄ²ªÈèµāİ£
- 4      °´ CTRL+V ²ªÈèÍ¼Đİ£

ÆäÈÜ, 'ÖÆ°ÍÒÆ¶Í¼ĐİµÄ·½¬£¬²Í¼úÖ°ÑİÄ±¼, 'ÖÆµ½ĐÄİ»ÖÄ°ÍÒÆ¶Í¼Đİ£

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## Çè²İÖÄ

Í¼Đİ

Ò³Ã¼°ÍÒ³½Ä

ÄÊö

½°Áç°Í±à¼Ò³Ã¼»òÒ³½Ä

½°ÁçÒ³Ã¼»òÒ³½Ä

¶ÒÒ³Ã¼¡çÒ³½Ä½øÐÐ±à¼»òñÊ½±àÄÄ

ÎªÆæÄ¼Ò³Ãæ½°Áç²»Í¬μÄÒ³Ã¼»òÒ³½Ä

Ì¼Ó¡çÉ³¼ýÒ³Ã¼»òÒ³½Ä

É³¼ýÒ³Ã¼»òÒ³½Ä

ÔÚÒ³Ã¼»òÒ³½ÄÖÐÊ¹ÓÃÓò

ÎªÊ×Ò³ÊèÖÃ²»Í¬μÄÒ³Ã¼»òÒ³½Ä

¸ÖÆ¡ç¶Î»Ò³Ã¼»òÒ³½Ä

°ÑÇ°½ÚμÄÒ³Ã¼»òÒ³½Ä¸ÖÆμ½μ±Ç°½Ú

ÉèÖÃÒ³Ã¼»òÒ³½ÄμÃÎ»ÖÃ

## Ò³Ã¼°ÍÒ³½Ä

Ò³Ã¼°ÍÒ³½Äî°òÓìÔÚÎÄµµÄÃ¿Ò»Ò³¶¶¶»òµ×¶¶¶¶¶¶Ä÷ÐÔÎÄ×Ö£Ò³Ã¼°  
‘òÓìÔÚÎÄµµ»ò½ÚµÄÃ¿Ò»Ò³µÄ¶¶¶¶Ö³±½¼àÖÐ£»Ò³½Ä  
‘òÓìÔÚµ×¶¶¶¶Ö³±½¼àÖÐ£Ö»¹¼ÛÊÖÒ³Ã¼°òÒ³½Ä°ó£¬Word ×Ö¶¶½«Æä²äÊµ½Ä¿Ò»Ò³£Word  
»¹×Ö¶¶µ÷ÖûÎÄµµ¶ÄÖ³±½¼àÖÖÊÖÓìÒ³Ã¼°òÒ³½Ä¿£  
Ò³Ã¼°ÍÒ³½Ä²¿»ÖêÎÄµµ¶ÄÖ÷ÎäÎÄ±³¼Í¬Ê±ÎÖÊ³¼££ÊÇ¹ÛÒ²é¿Ò³Ã¼°òÒ³½Ä£¬±ØÐëÊ¹ÓÃì°òÓìÔµÄÄ±  
¿ì°Ê»ÖæÄ£Ê½¿±»òì°Ò³Ã¼£¬Ò³½Ä¿±ÄüÄ£¬»òÖ½½«ÎÄµµ‘òÓì³òÄ’¿£  
Äú¿ÉÒÖÁé»îµØÊÖÖÄÒ³Ã¼¿Ö³½Ä£¬²¿Ê°ÊüÄÇ±àÄÄ¿ñÊ½¿£ÄýÊÇ£°  
► ½°Ä¿¬ÓÐ¶à¿¶¶ÎÄ°Í¼ÐÎµÄÒ³Ã¼°ÍÒ³½Ä¿£  
► Î°ÆæÄ¼Ò³ÄæÖ¶¶²»µÄÒ³Ã¼°òÒ³½Ä¿£  
► Ê³¼ýÎÄµµÊ×Ò³»ò½ÚÊ×Ò³µÄÒ³Ã¼°òÒ³½Ä¿£  
► Ð²¿Ò³Ã¼¿Ö³½ÄµÄÊ°Æ½°Í¹Ö±Î»ÖÄ¿£  
► Äú¿ÉÒÖ°ÊüÎ²°µÄ½Ê½½ØÐÐÐ²¿£¬¬üÄ²Ð²¿×ÖÏà¿×ÖÏà’óÐ¿»ò×Öü¿ñÊ½¿£

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## ÇëÍÖÄ

¼ÄÜ½éÊÜ



## ¶ÔÒ³Ã¼¼¢Ô³¹²Å¹²øÐÐ±à¹⁄₄»ò, ñÊ¹²±àÀÅ

Óë±à¹⁄₄ÆäËÛÎÃ±³⁄₄Ò»Ñù£¬¿ÉÒÒ±à¹⁄₄-  
Ò³Ã¹⁄₄»òÒ³¹²ÅÖÐµÃÎÃ±³⁄₄£Î´´ýÐµ, Æ, ñÊ¹²¿ÀýËÇ£¬Ê¹ÓÃ³⁄₄ÓÖÐ»òÊ¹ÓÃ  
´ÖÎä, ñÊ¹²£¬Ãú¿ÉÒÖÐµ, ÆÒ³Ã¹⁄₄¢Ô³¹²Å³ðÎÖµÃ¹²Ê¹²£

## ¶ÔÒ³Ã¼¼¢Ô³¹²Å¹²øÐÐ±à¹⁄₄»ò, ñÊ¹²±àÀÅ

- 1 ´Ó¿²é¿´¿±²Ëµ¥ÖÐ£¬Ñ¿Öñ¿°Ò³Ã¹⁄₄£¬Ò³¹²Å¿±ÃüÁÎ (ALT, V, H) ¿£
- 2 ÔÚ¿°Ò³Ã¹⁄₄£¬Ò³¹²Å¿±¿òÖÐ£¬Ñ¿ÖñËùÒªÐµ, ÆµÆÒ³Ã¹⁄₄»òÒ³¹²Å¿£
- 3 Ñ¿Öñ¿°Ë´¶´¿±°´À¥¿ÉÒÒ´ò¿ªÒ³Ã¹⁄₄¢Ô³¹²Å´°, ñ¿£  
×¢ÊÍ£¬Ë¹ù´¿ÓÚË«Öæ²é¿´À£Ê¹²ÖÐ£¬Ò³Ã¹⁄₄/Ò³¹²ÅÅ¹²«²»³ðÎÖ¿£
- 4 ÔÚÒ³Ã¹⁄₄¢Ô³¹²Å´°, ñÖÐ£¬¿ÉÎ¶¶ÔÆäËÛÎÃ±³⁄₄Ò»Ñù¶¶ÔÆäÖÐÎÃ±³⁄₄¹²øÐÐ±à¹⁄₄-  
°¿, ñÊ¹²±àÀÅ¿£²¹⁄₄ú×Ö·¿, ñÊ¹²±àÀÅ»ò¶¶ÎÃä, ñÊ¹²±àÀÅ¿£
- 5 Ñ¿ÖñÎÃÁÐÃ³Ò»²¿×÷£°
  - Ë¹ùÒª¹Ø±ÖÒ³Ã¹⁄₄¢Ô³¹²Å´°, ñ£¬¿ÉÑ¿Öñ¿°¹Ø±Ö¿±°´À¥£¬»ò°´ SHIFT+F10, C ×é°¿¹⁄₄ü¿£
  - Ë¹ùÒªµ»Øµ¹⁄₂ÎÃµµ´°, ñ¶¶ø²»¹Ø±ÖÒ³Ã¹⁄₄¢Ô³¹²Å´°, ñ£¬Òò°´ F6 ¹⁄₄ü¿£

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## Çë¿ÔÃ

Ò³Ã¹⁄₄°¿Ò³¹²Å

ÎªÆæÅ¼Ô³Ãæ½²Á¢²»Í¬μÄÖ³Ã¼»ðÖ³½Å

ÔÚÔ» ,ð½ÚÄÜ£¬Word ÔÚÃ¿Ô»Ô³ÃæμÄÍ¬Ô»Î»ÖÃ  
´ðÔ¼Í¬ÑùμÄÖ³Ã¼»ðÖ³½Å¡£²»¹ý£¬¬Äú¿ÉÔÔÔÚÅ¼ËýÔ³ÃæËÍÑ¡ÔñÔ» ,ðÖ³Ã¼»ðÖ³½Å£¬¬¶øÔÚÆæËýÔ³  
ÃæÑ¡Ôñ²»Í¬μÄÖ³Ã¼»ðÖ³½Å¡£ÄýË¿£¬¬Äú¿ÉÔÔÔÚ×óÔ³Ãæ½²Á¢Ö³Ã¼ÏË³¼ËéμÄ±è¡à£¬¬Í¬Ë±ÔÚÔÔÔ  
³Ãæ½²Á¢Ö³Ã¼ÏË³¼ÖÃ½ÚÄÜ¡£

ÎªÆæÅ¼Ô³Ãæ½²Á¢²»Í¬μÄÖ³Ã¼»ðÖ³½Å

- 1 ´Ô¡²é¿´¡±²Ëμ¥ÖÐ£¬¬Ñ¡Ôñ¡°Ô³Ã¼£¬¬Ô³½Å¡±ÄüÁî (ALT, V, H) ¡£
- 2 Ñ¡Ôñ¡°ÆæÅ¼Ô³²»Í¬¡±,¬Ñ¡¿ò¡£
- 3 ÔÚ¡°Ô³Ã¼£¬¬Ô³½Å¡±¿òÖÐ£¬¬Ñ¡ÔñËùÒ¡í¼ÔμÄÖ³Ã¼»ðÖ³½Å¡£
- 4 Ñ¡Ôñ¡°Ë¬¶¡±°´Å¥¡£
- 5 ¼üËë»ðÑ¡ÔñÔ³Ã¼»ðÖ³½Å¡±³¼¡£
- 6 Ë¿¹üÔª¹Ø±ÖÔ³Ã¼»ðÖ³½Å´°,¬ñ£¬¬¿ÉÑ¡Ôñ¡°¹Ø±Ö¡±°´Å¥£¬¬»ð°´ SHIFT+F10, C ×é¹¼ü¡£
- 7 ¶ÖÃ¿Ô» ,ðÈèÒ¡í¼ÔμÄÖ³Ã¼°Ô³½Å£¬¬Öø,¬²½Öè 1 μ½ 6¡£  
×¿Ë£°Ë¿¹üÔª·μ»Øμ½ÎÄμμ´°,¬ñ¶ø²»¹Ø±ÖÔ³Ã¼»ðÖ³½Å´°,¬ñ£¬¬°´ F6 ¼ü¡£

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Çë²ÎÖÃ

Ô³Ã¼°Ô³½Å

## É³/₄³ýÒ³Ã¹/₄»ðÒ³¹/₂Å

Ò³Ã¹/₄°ÍÒ³¹/₂Å¹¹¹/₂Ú, ñĖ¹/₂μÄÖ»²¿·Ö¿Word ×Ô¶¹/₂«Ò³Ã¹/₄°ÍÒ³¹/₂Å´ÓÉİÖ»¹/₂Ú  
´«μ¹/₂İÄÖ»¹/₂Ú¿ĖÇ¹ûÔÚĖİ°İÖ»¹/₂ÚÖĐĐĐ, Ä»ðÉ³/₄³ýÒ³Ã¹/₄»ðÒ³¹/₂Å£¬Word  
¶¹/₄¹/₂«ĐĐ, ÄÖÖ°ó¹/₂ÚÖĐİ¬ÑùμÄÖ³Ã¹/₄»ðÒ³¹/₂Å¿£

## É³/₄³ýÒ³Ã¹/₄»ðÒ³¹/₂Å

- 1 ÔÚĖùÒªÉ³/₄³ýÒ³Ã¹/₄»ðÒ³¹/₂ÅμÄ¹/₂ÚÖĐ£¬ÉèÖÄ²ªĖëμā¿£
- 2 ´Ó¿²é¿´¿±²Ėμ¶ÖĐ£¬Ñ¿Ôñ¿°Ò³Ã¹/₄£¬Ò³¹/₂Å¿±ÄüÄî (ALT, V, H) ¿£
- 3 ÔÚ¿°Ò³Ã¹/₄£¬Ò³¹/₂Å¿±¿ðÖĐ£¬Ñ¿ÔñÒªÉ³/₄³ýμÄÖ³Ã¹/₄»ðÒ³¹/₂Å¿£
- 4 Ñ¿Ôñ¿°Ė·¶¿¿±°´Ä¶¿£
- 5 ÔÚÒ³Ã¹/₄»ðÒ³¹/₂Å´°, ñÄÚ£¬Ñ¿¶¶¿°Ò³Ã¹/₄»ðÒ³¹/₂ÅμÄÄÚĖÝ¿£  
×øĖÍ£°ĖÇ¹û´¿ÓÚĖ«Öæ²é¿´Ä£Ė¹/₂ÖĐ£¬Ò³Ã¹/₄/Ò³¹/₂ÄÄ¹/₂«²»³öİÖ¿£
- 6 °´ DEL ¹/₄ü¿£
- 7 Ñ¿ÔñİÄÄĐÄ³Ö»²Ú×÷£°  
► ĖÇ¹ûÖª¹Ø±ÖÒ³Ã¹/₄»ðÒ³¹/₂Å´°, ñ£¬Ñ¿Ôñ¿°¹Ø±Ö¿±°´Ä¶£¬»ð°´ SHIFT+F10, C ×é°İ¹/₄ü¿£  
► ĖÇ¹ûÖª·μ»Øμ¹/₂İÄμμ´°, ñ¶¶²»¹Ø±ÖÒ³Ã¹/₄»ðÒ³¹/₂Å´°, ñ£¬¬°´ F6 ¹/₄ü¿£

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Çë²İÖÄ

Ò³Ã¹/₄°ÍÒ³¹/₂Å

## ÔÚÒ³Ã¼»ðÒ³½ÄÖÐÊ¹ÓÃÓð

Äú¿ÉÒÔÊ¹ÓÃÒ³Ã¼/Ò³½ÄÖ ÐÐµÄÏàÓí°  
´Ä±½«Ò³Äë¿µ±Ç°ÊÖÆÛ»ðÊ±¼ä²äÊëµ½Ò³Ã¼»ðÒ³½ÄÖÐÊ¹Äú»¹¿ÉÒÔÑÆäÊÛÒðì¼Óµ½Ò³Ã¼°íÒ³  
½ÄÖÐÊ¹ÖâÐ©Òð·üÄ´×÷Öß¿  
±êìà¿íÄ¼þÄü¿ÖÄµÄ±ä°Ä»ð±êìà¿í½ÚµÄ±ä°Ä»ð±êìà¿íÖÐ¹Øíê¿½éÉÛÆ¬²í¼üÒðÄàÐí¼°ÖÄ¿¿

## ÔÚÒ³Ã¼»ðÒ³½ÄÖÐÊ¹ÓÃÓð

- ¹Óí²é¿´¿±²Êµ×ÖÐÆ¬Ñ¿Ôñ¿¹Ò³Ã¼Æ¬Ò³½Ä¿±ÄüÄ¿ (ALT, V, H)¿
- ÔÚ¿¹Ò³Ã¼Æ¬Ò³½Ä¿±¿ðÄÜÆ¬Ñ¿ÔñÒ³Ê¹ÓÃÓðµÄÒ³Ã¼»ðÒ³½Ä¿¿
- Ñ¿Ôñ¿¹Ê·¿¿±²´Ä±¿  
×øÉíÆ°Éç¹ü¿ÓÜÊ«Öæ²é¿´ÄÆ½ÖÐÆ¬Ò³Ã¼Æ¬Ò³½ÄÄ½²«²»³ð¿¿
- Éç¹üÒ³²²äÊëÓð×Ö·ü (¿) ¿¬¿É´¹Óí²äÊë¿±²Êµ×ÖÐÑ¿Ôñ¿¹Òð¿±ÄüÄ¿ (ALT, I, D) ¿¬»ð°´ CTRL+F9 ¼ü¿
- ¿½¼ÝÄüÐèÒ³µÄÄ¿¿Æ¬ÒÚÓð×Ö·ü (¿) ÖÐ¼üÊëÄÄÐÄÜÉÝ¿

²äÊë	¼üÊë
×÷ÖßÐÖÄü	author
ÎÄµµ±êìà	title
ÎÄµµÎÄ¼þÄü	filename
ÖÄ½Ú°Äí	seq 1 lc - page
Ò³Äë	ÔÚ ´ÊÄýÖÐÆ¬¬Äü±ØÐëÓÃÆÑEQÆ¬ÐðÄÐÆ©Òð°íÒ»¼¶±êìàÑüÊ¹½ÔÚÎÄµµÖÐ½²´ÄøÖÄ½Ú°Ä¿
×Öµä±êìà	styleref 2 - styleref 2 ¶ ×øÉíÆ°ÉíÄæµÄ×Ö·ü ¶ L µÄÐ¿´×ÖÄ¿¿ ÔÚ ´ÊÄýÖÐÆ¬¬Äü±ØÐëÓÃ¶¼¶±êìàÑüÊ¹½²´Äø×Öµä±êìà¶ÎÄä¿²í¼üÑüÊ¹½²÷ÒýÒð¿¿

6 Éç¹üÒ³ì¼¼ÖÆäÊÛµÄÓðÆ¬¬Ñ²äÊëµäÒÆµ½ÎÄÒ»»ð¿ÖÆ¬¬²ø¶¶Ö¿, ²½Öè 4 °í 5¿

7 Ñ¿ÔñÎÄÄÐÄ³Ò»²Ü×÷Æ°

- Éç¹üÒ³¹Ø±ÖÒ³Ã¼»ðÒ³½Ä´, ñÆ¬Ñ¿Ôñ¿¹Ø±Ö¿±²´Ä±Æ¬¬»ð°´ SHIFT+F10, C ×é°í¼ü¿
- Éç¹üÒ³¹µ»Øµ½ÎÄµµ´, ñÖÐ¶²»¹Ø±ÖÒ³Ã¼»ðÒ³½Ä´, ñÆ¬¬°´ F6 ¼ü¿

## Çë¿ÖÄ

Ò³Ã¼°íÒ³½Ä

ÓÃÑüÊ¹½²ØÐÐ, ñÊ¹½±äÄÄ

²äÊëÓð

±äÄÄÒ³Äë



## İªÊ×Ò³ÉèÖÃ²»Í¬μÄÒ³Ã¼»òÒ³½Ä

Äú¿ÉÒÒ½²´ÁφÒ»ìØÖÆμÄÒ³Ã¼»òÒ³½Ä²φÈÄËüÖ»³ðĭÖÖÚĭÄμμ»ò½ÚμÄÊ×Ò³Éİ£¬  
´Ö¶ø±êÊ¶Ö»ðÐÄ½Ú£¬»ò°Ñ±êĭâÐÄĭφÈèÖÃÖÖÚĭÄμμÊ×Ò³Éİ£

## İªÊ×Ò³ÉèÖÃ²»Í¬μÄÒ³Ã¼»òÒ³½Ä

- 1 ´Öĭ²ê¿´ĭ±²Êμ¥ÖÐ£¬ÑĭÖñĭ°Ò³Ã¼£¬Ò³½Äĭ±ÄüÄĭ (ALT, V, H) ĭ£
- 2 ÑĭÖñĭ°Ê×Ò³²»Í¬ĭ±, ´Ñĭ¿òĭ£
- 3 ÖÚĭ°Ò³Ã¼£¬Ò³½Äĭ±¿òÐ£¬ÑĭÖñĭ°Ê×Ò³Ò³Ã¼ĭ±»òĭ°Ê×Ò³Ò³½Äĭ±ĭ£
- 4 ÑĭÖñĭ°Ê·¶ĭ±°´Ä¥ĭ£  
×φÈİ£ÈÇ¹û´ĭÖÚÊ«Öæ²ê¿´Ä£Ê½ÖÐ£¬Ò³Ã¼/Ò³½ÄÄ½²»³ðĭÖĭ£
- 5 ÑĭÖñĭâÖĭμÄ°´Ä¥£¬²âÈèμ±Ç°ÈÖÆÚĭφμ±Ç°Ê±¼ä»òÒ³Äè£¬»òÖß¼üÈèÐèÒªμÄÒ³Ã¼»òÒ³½ÄĭÄ×Öĭ£  
ÈÇ¹û²»ĭİĭüÒ³Ã¼»òÒ³½Ä³ðĭÖÖÚÊ×Ò³Éİ£¬¿ÈÈÄÒ³Ã¼»òÒ³½Äĭª¿Ö°×ĭ£
- 6 ÑĭÖñĭĭÄÄÄ³Ò»²Û×£°
  - ▶ ÈÇ¹ûÒª¹Ø±ÖÒ³Ã¼»òÒ³½Ä°´, ĭ£¬ÑĭÖñĭ°¹Ø±Öĭ±°´Ä¥£¬»ò°´ SHIFT+F10, C ×éĭ¼üĭ£
  - ▶ ÈÇ¹ûÒª·μ»Øμ½ĭĭÄμμ°´, ĭÖÐ¶ø²»¹Ø±ÖÒ³Ã¼»òÒ³½Ä°´, ĭ£¬°´ F6 ¼üĭ£×φÈĭ

ÈÇ¹û²»ÐèÒªÖÖÖü, ðĭÄμμÖÐ¶¼ÖÐÒ³Ã¼»òÒ³½Ä£¬Äú¿ÉÖÖ·μ»Øμ½ĭ°Ò³Ã¼£¬Ò³½Äĭ±ÄüÄĭ£¬øĭÄμμÄ  
ÆäÒà²¿·ÖÖÐÈèÒ³Ã¼»òÒ³½Äĭ£

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Çè²ĭÖÄ

Ò³Ã¼°ĭÒ³½Ä

±àÄÄÒ³Äè

## °ÑÇ°½ÚμÄÖ³Ã¼»ðÒ³½Ä, °ÖÆμ½μ±Ç°½Ú

Ò»½ÚÖĐμÄÖ³Ã¼»ðÒ³½Ä, ÉÒÖ³¼ßÓĐÓēÇ°Ò»½ÚÖ³Ã¼»ðÒ³½Äİāİ¬μÄİ×Öİ, ĩĒ½İİİ°Ñμ±Ç°½ÚμÄÖ³Ã¼»ðÒ³½Ä

°½Óμ½Ç°½ÚμÄÖ³Ã¼»ðÒ³½ÄÖĐ¬¬Äü, ÉÒÖĐμ, ÄÇ°½ÚÖ³Ã¼»ðÒ³½ÄμÄÄÜÈÝİÖÜÄúĐμ, ÄÇ°½ÚÖ³Ã¼»ðÒ³½ÄÊ±¬¬Word ×Öİ, üĐÄμÜİİp½ÚμÄÖ³Ã¼»ðÒ³½Äİ

## °ÑÇ°½ÚμÄÖ³Ã¼»ðÒ³½Ä, °ÖÆμ½μ±Ç°½Ú

1 °İ°²ē, İ±²Ēμ×ÖĐ¬¬İİÖİİ°Ö³Ã¼¬Ò³½Äİ±ÄüÄİ (ALT, V, H) İ

2 ÖÜİ°Ö³Ã¼¬Ò³½Äİ±, ðÖĐ¬¬İİÖİÖĐμ, ÄμÄÖ³Ã¼»ðÒ³½Äİ

3 İİÖİİ°È·İİ±°Äİİ

4 İİÖİİ°Ä°½Óμ½Ç°½Úİ±°Äİ¬»ð° SHIFT+F10, L ×éİ¼üİ

×ēİİ°ÈÇ¹üμ±Ç°Ö³Ã¼»ðÒ³½ÄİÇ°Ö»½ÚÖ³Ã¼»ðÒ³½Äİāİ¬¬Öİ°Ä°½Óμ½Ç°½Úİ±°ÄİİĐĐİİ

ÈÇ¹üÖÜ±³¼½ÚÖĐÖÑÓĐÖ³Ã¼»ðÒ³½Ä¬Word

»āİİĒÈÇ·İÖ³É³¼İμ±Ç°Ö³Ã¼»ðÒ³½ÄİÈÇ¹üÖ³É³¼İμ±Ç°Ö³Ã¼»ðÒ³½Ä¬ÖİİİÖİİ°ÈÇİ±°Äİİ

5 İİÖİİİÄĐÄ³Ö²Ü×¬°

► ÈÇ¹üÖ³İÖ±ÖÖ³Ã¼»ðÒ³½Ä°, ĩİ¬İİÖİİ°İÖ±Öİ±°Äİ¬»ð° SHIFT+F10, C ×éİ¼üİ

► ÈÇ¹üÖ³·μ»Đμ½İÄμμ°, ĩÖĐİİ²»¹Ö±ÖÖ³Ã¼»ðÒ³½Ä°, ĩİ¬° F6 ¼üİ

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ÇēİÖÄ

Ö³Ã¼İÖ³½Ä

## ÉèÖÃÒ³Ã¼»òÒ³½ÄµÄî»ÖÃ

Äú¿ÉÒÒÔÚÒ³ÄæÉİËüÈèÖÃµÄÒ³±ß³¼àÄÚ£¬ÉèÖÃÒ³Ã¼»òÒ³½ÄµÄ¹Ö±»òË®Æ½İ»ÖÃİ£

### Ò³Ã¼°İÒ³½ÄµÄ¹Ö±¶İ»

- 1 ´Óİ°İÄ¼þİ±²Ëµ¥ÖÐ£¬ÑİÖñİ°òÓİÒ²ÄÀİ±ÄüÄî (ALT, F, V) İ£
  - 2 ÑİÖñİ°Ò³±ß³¼àİ±°´Ä¥İ£
  - 3 °ÑÉó±èÖ, ÖèÖ, ÖÚÒªÖÆ¶µÄÒ³Ã¼»òÒ³½ÄÉİ£¬Éó±èÖ, Öè±äİª + İ£
  - 4 ½«Ò³Ã¼»òÒ³½Äİ¶µ½ÐÄµÄî»ÖÃİ£
  - 5 Èç¹üÒª, üÐÄÒ³Äæ²¼³¼Ö£¬¿ÉÖÚÒ³Äæİâµ¥»÷»ò°´ ENTER ¼üİ£
- 
- 1 ´Óİ°²é¿İ±²Ëµ¥ÖÐ£¬ÑİÖñİ°Ò³Ã¼£¬Ò³½Äİ±ÄüÄî (ALT, V, H) İ£
  - 2 ÖÚİ°Öè±ß½ç³¼àÄèİ±¿òÖÐ£¬¼üÈè»òÑİÖñ
  - ´ÒÒ³±ßµ½Ò³Ã¼¶²¿İ£»òÒ³½Äµ×²¿µÄ³¼àÄèİ£
  - 3 ÑİÖñİ°È¶İ±°´Ä¥İ£

### Ò³Ã¼°İÒ³½ÄµÄË®Æ½¶İ»

- 1 ´Óİ°²é¿İ±²Ëµ¥ÖÐ£¬ÑİÖñİ°Ò³Ã¼£¬Ò³½Äİ±ÄüÄî (ALT, V, H) İ£
  - 2 ÖÚİ°Ò³Ã¼£¬Ò³½Äİ±¿òÖÐ£¬ÑİÖñÐèÒªÖÆ¶µÄÒ³Ã¼»òÒ³½Äİ£
  - 3 ÑİÖñİ°È¶İ±°´Ä¥İ£
  - 4 Ñİ¶İ°ÈèÖÃµÄİÄ±¼İ£
  - 5 ÑİÖñİÄÄÐÄ³Ò»²Ü×÷£°
- ´Óİ°, ñÈ½İ±²Ëµ¥ÖÐ£¬ÑİÖñİ°¶İÄäİ±ÄüÄî (ALT, T, P) £¬È»°óÑİÖñÐèÒªµÄ¶İÖÆè·½È½Ñİİİİ£
  - Èç¹üÖÚÆÄÄ»Éİ¶İÖÈ³¼, ñÈ½Ä, £¬¿É´Óİ°²é¿İ±²Ëµ¥ÖÐÑİÖñİ°, ñÈ½Äİ±ÄüÄî (ALT, V, B) £¬È»°óµ¥»÷¶İÖÆè·½È½°´Ä³ÖÖÈø½ø¶İ¶İÖÆèİÄ±¼İ£

¿ÉÒÒÈ¹ÓÄÖÆ±İ·ü°ÑİÄ±³¼·ÄÖÃÔÚËüÒªÇóµÄİ»ÖÃÉİİ£²İ¼üÈ¹ÓÄİ°ÖÆ±İ·üİ±ÄüÄîÈèÖÃÖÆ±İİ»»òÈ¹ÓÄ, ñÈ½Ä, ¼°±è³ßÈèÖÃÖÆ±İİ»İ£

6 ÑİÖñİÄÄÐÄ³Ò»²Ü×÷£°

- Èç¹üÒª±¿ÒÒ³Ã¼»òÒ³½Ä°, ñ£¬ÑİÖñİ°¹Ø±Öİ±°´Ä£¬»ò°´ SHIFT+F10, C ×é¶İ¼üİ£
- Èç¹üÒªµ»Øµ½İÄµµ°, ñÖÐ¶Ø²¹Ø±ÖÒ³Ã¼»òÒ³½Ä°, ñ£¬»ò°´ F6 ¼üİ£

## Çè¶İÖÃ

### Ò³Ã¼°İÒ³½Ä

ı°ıÖúı±²Ëμ¥

ŃıÔñÒ»„öÃüÁî£¬¿É»ñμÃ„ü¶àμÃÓĐ¹ØËμÃ÷ı£

ııÖúË÷Òý

Word ËëÃÃ

Word ½ı³ı

WordPerfect °ıÖú

¹ØÓÚ

ı°ıÖúĚ÷Òýı±ÃüÁî£ı°ıÖúı±²Ěμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬ĲÉÒŎİŎÊ³¼´òĲªμÃμÚŎ»·ùıÖú/ÆÁÃ»ı£´Ó´Ě³ðÊ¼/ÆÁÃ»Éİ£¬ÃúĲÉÒŎ×ªμ½ÓĐ¹ŎÊ¹ÓÃ  
Word μÃ¹|ÃÜ½éÉÜ°Í,÷ŎŎÀàĐÍμÃ²İĲ¼ĐÃİŲı£

Ěç¹ûŎÚ´òĲªÃ³,ðı°ıÖúı±´ºĲÚ°ó£¬İİÍû·μ»Øμ½ıÖú³ðÊ¼/ÆÁÃ»£¬μ¥»÷ı°ıÖúı±´ºĲ×ó±ßμÃμÚŎ»,ð´Å¥  
ı£

ı°Word ÈěÃĀı±ÃüÁî£¨ı°ıÖúı±²Ĕμ¥£©

Ê¹ÓÃ´ĔÃüÁî£¬¿ªÊ¼ÓĐ¹Ø Word »ù±³⁄₄¹⁄₄ÇÉ°İ²ßÂÔμÄ½»»¥Ê½¿İĔÛŃŞİ°¿İ³ı£

ÇěîÖÃ

ÄúμÄμÚÖ»ö Word ÎÄμμ

ı°Word ½ıı±ÃüÁî£ı°ıÖúı±²Ėμ¥£©

ŇıÔñ,ÃÃüÁî£ı,ÉÒÔı<sup>aÊ½¼½</sup>»¥Ê½ıİİŇŞİ°ı£ÖâĐ©ıİı½ıÄüÈÇ°İÊ¹ÓÃÖÚŋàμÃ Word ¹ıÄÜı£Óëı°Word  
ÈëÃÄı±ÖĐμÃıİıİà±Ê£ı°Word ½ıı±ı°-ÓĐ×Û°İĐÔμÄıç,ü,İ¼ŋμÃÄÜÈÝı£

ÇěıŇÖÃ

ÓÃ Word ı<sup>aÊ½¼¹</sup>α×÷

ı°²úÆ·Ö§³Öı±ÃüÁî£¬ı°°İÖúı±²Ëμ¥£©

Ö‘ĐĐÕâÖ»ÃüÁî£¬¿ÉμÃμ½ÓĐ¹ØÃú¿É´Ó Microsoft »ñμÃμÃ¶ÖÓÚ Microsoft Word for Windows  
μÃ²úÆ·Ö§³Ö·pÎñμÃİēİ,ËμÃ÷£¬¬°üÀ¬Ëç°İÓēÊÀ½ç·¶İ§ÃÚμÃ Microsoft ²úÆ·Ö§³Ö»ú¹¹½øĐĐÁªİμİ£



¡°WordPerfect °íÖú±ÃüÁî£"¡°íÖú±²Ëμ¥£©

ı°¹ØÓÚı±ÃüÁî£ı°ıÖüı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî£¬¿ÉÒÖİÖÊ¾ÄúÊ¹ÓÃμÃ Microsoft Word for Windows μÄ°æ±¾°Åıç°æÈıÉùÃ÷ıç  
°²×°μÄÊýŃŞĐıÁıÆ÷ÖÖ¼°¿ÉμÃμ½μÃ·ÃÃ¿Ö¼ä°ÍÄÚ·æı£

## Word °iÖúË÷Òý

### Instructions

¹ÄÜ½éÉÜ  
±Ê»®·ÖÀàÁÐ±í  
ÖÂ½ÚÁÐ±í

## Ë÷Òý

¶·Òâ  
´íîðÄíç  
ÓòÀàÐí°íÖ·Áí  
¼üÄì°íÊó±êÆ±  
²Êµ¥ÃüÁí  
WordÆÁÄ»µÄ×é³Ê  
²úÆ·Ö§³Ö  
WordBasic³ìÐòÉè¼ÆÓíÑÒ

## °ŕÖúÖ,μ¼

ÔÚŕ°°ŕÖúŕ±²Ěμ¥ÖĐŁ¬ĂúĹÉÔÔĚ¹ÓĂĚ÷Ôý»òŕ°ĚŇĚ÷ŕ±¹ĬĂÛ²éŇ¬ĐĂĭϕ  
ŕŁŌĂŦĂĭêÔŌĬĂÖ,μ¼°óŁ¬ĹÉμ¥»÷ŕ°·μ»Đŕ±°‘Ă¥»ò°’ B ¼üĬĚ»Đμ½ŕ°°ŕÖúŕ±Ě÷ÔýĬĂŕŁ

ÔÚŕ°°ŕÖúŕ±°ĹŬĬĂŁ¬°’ F1 ¼üĹÉμĂμ½¹ĐÓÚĚĸ°ĬĚ¹ÓĂ°ŕÖúμĂĭê¾μĂÖ,μ¼ŕŁ

## Ě¹ÓĂŕ°°ŕÖúŕ±Ě÷Ôý

- ▶ ŇŕÔŇÔŌĬĂ²Ŭ×÷Ł°
- ▶ μ¥»÷‘ĐĬĂ»@ĬĐμĂ×¬ĭăŕŁ
  - ▶ °’ TAB ¼üŇŕŦĬĂúĚÛĐè×¬ĭăŁ¬Ě»ò°’ ENTER ¼üŕŁ

## ¹öŦŦŕ°°ŕÖúŕ±°ĹŬ

- ▶ ŇŕÔŇÔŌĬĂ²Ŭ×÷Ł°
- ▶ °ŕ
- ▶ °ŕ
- ▶ ¼üŕŁ
- ▶ ÓĂĚó±êĚ÷ĹĐŌĚ¹öŦŦŦĭöŕŁ

## ĬĚ»Đμ½ĸ°Ō»×¬ĭă

- ▶ μ¥»÷ŕ°°óĬĚŕ±°‘Ă¥»ò°’ B ¼üŕŁ

## Ě¹ÓĂ°ŕÖúÖĐμĂŕ°ĚŇĚ÷ŕ±¹ĬĂÛ

- ▶ μ¥»÷ŕ°ĚŇĚ÷ŕ±°‘Ă¥»ò°’ S ¼üŕŁ

## ¹Đ±Ōŕ°°ŕÖúŕ±°ĹŬ

- ▶ ÔÚŕ°°ŕÖúŕ±μĂŕ°Ĭ¼ŕŕ±²Ěμ¥ÖĐŇŕÔŇŕ°ĬĚ³öŕ±ĂüĂĭ (ALT, F, X) ŕŁ

WordBasic ³İĐòÉè¼ÆÓĩÑŎ  
ÒŎİĀİ°·×ŎĀ,Ē³ĐòĀĀĀĐµĀĒùÓĐ WordBasic Óĩ¼ă°İ°Ēÿİ£°  
Ēæ¹İĀÜĀĀĀĐµĀŎĩ¼ă°İ°Ēÿ£¬²İ¼ŰWordBasic ½»²æĒ±Ŏÿİ£

Abs

Activate

ActivateObject

AllCaps

AppActivate

AppInfo\$()

AppMaximize

AppMinimize

AppMove

AppRestore

AppSize

Asc()

Beep

Begin Dialog...End Dialog

Bold

BookmarkName\$()

Call

Cancel

CancelButton

CenterPara

ChangeCase

ChangeRulerMode

CharColor

CharLeft

CharRight

ChDir

CheckBox

Chr\$()

Close

ClosePane

CloseUpPara

CmpBookmarks()

ColumnSelect

ComboBox

CommandValid()

ControlRun

CopyBookmark

CopyFile

CopyFormat

CopyText

CountBookmarks()

CountFiles()

CountFonts()

CountFoundFiles()

CountGlossaries()

CountKeys()

CountLanguages()  
CountMacros()  
CountMenuItems()  
CountMergeFields()  
CountStyles()  
CountWindows()  
Date\$()  
DDEExecute  
DDEInitiate()  
DDEPoke  
DDERequest\$()  
DDETerminate  
DDETerminateAll  
Declare  
DeleteBackWord  
DeleteWord  
Dialog  
Dim  
DisableAutoMacros  
DisableInput  
DocClose  
DocMaximize  
DocMove  
DocRestore  
DocSize  
DocSplit  
DocumentStatistics  
DoFieldClick  
DoubleUnderline  
EditClear  
EditCopy  
EditCut  
EditFind  
EditFindChar  
EditFindClearFormatting  
EditFindFound()  
EditFindPara  
EditFindStyle  
EditFootnoteContNotice  
EditFootnoteContSep  
EditFootnoteSep  
EditGlossary  
EditGoTo  
EditLinks  
EditObject  
EditPaste  
EditPasteSpecial  
EditPic  
EditRepeat

EditReplace  
EditReplaceChar  
EditReplaceClearFormatting  
EditReplacePara  
EditReplaceStyle  
EditSelectAll  
EditUndo  
EmptyBookmark()  
EndOfColumn  
EndOfDocument  
EndOfLine  
EndOfRow  
EndOfWindow  
Eof()  
Err  
Error  
ExistingBookmark()  
ExpandGlossary  
ExtendMode()  
ExtendSelection  
File1  
File2  
File3  
File4  
FileClose  
FileCreateDataFile  
FileCreateHeaderFile  
FileEditDataFile  
FileExit  
FileFind  
FileName\$()  
FileNew  
FileNewDefault  
FileOpen  
FileOpenDataFile  
FileOpenHeaderFile  
FilePrint  
FilePrintDefault  
FilePrintMerge  
FilePrintMergeCheck  
FilePrintMergeReset  
FilePrintMergeSelection  
FilePrintMergeSetup  
FilePrintMergeToDoc  
FilePrintMergeToPrinter  
FilePrintPreview  
FilePrintPreviewMargins  
FilePrintPreviewPages  
FilePrintSetup

[Files\\$\(\)](#)  
[FileSave](#)  
[FileSaveAll](#)  
[FileSaveAs](#)  
[FileSummaryInfo](#)  
[FileTemplate](#)  
[Font](#)  
[FontSize](#)  
[FootnoteOptions](#)  
[FormatBorder](#)  
[FormatCharacter](#)  
[FormatColumns](#)  
[FormatDefineStyleBorder](#)  
[FormatDefineStyleChar](#)  
[FormatDefineStyleFrame](#)  
[FormatDefineStyleLang](#)  
[FormatDefineStylePara](#)  
[FormatDefineStyleTabs](#)  
[FormatFrame](#)  
[FormatLanguage](#)  
[FormatPageNumber](#)  
[FormatPageSetup](#)  
[FormatParagraph](#)  
[FormatPicture](#)  
[FormatSectionLayout](#)  
[FormatStyle](#)  
[FormatTabs](#)  
[For...Next](#)  
[FoundFileName\\$\(\)](#)  
[Function...End Function](#)  
[GetBookmark\\$\(\)](#)  
[GetCurValues](#)  
[GetGlossary\\$\(\)](#)  
[GetProfileString\\$\(\)](#)  
[GetToolButton\(\)](#)  
[GetToolMacro\\$\(\)](#)  
[GlossaryName\\$\(\)](#)  
[GoBack](#)  
[Goto](#)  
[GroupBox](#)  
[GrowFont](#)  
[HangingIndent](#)  
[Help](#)  
[HelpAbout](#)  
[HelpActiveWindow](#)  
[HelpContext](#)  
[HelpIndex](#)  
[HelpKeyboard](#)  
[HelpTutorialGstart](#)



[HelpTutorialLword](#)  
[HelpUsingHelp](#)  
[HelpWPHelp](#)  
[Hidden](#)  
[HLine](#)  
[HPage](#)  
[HScroll](#)  
[IconBarMode](#)  
[If...Elseif...Else...End If](#)  
[Indent](#)  
[Input](#)  
[Input\\$\(\)](#)  
[InputBox\\$\(\)](#)  
[Insert](#)  
[InsertAnnotation](#)  
[InsertBookmark](#)  
[InsertBreak](#)  
[InsertChart](#)  
[InsertColumnBreak](#)  
[InsertDateField](#)  
[InsertDateTime](#)  
[InsertDrawing](#)  
[InsertField](#)  
[InsertFieldChars](#)  
[InsertFile](#)  
[InsertFootnote](#)  
[InsertFrame](#)  
[InsertIndex](#)  
[InsertIndexEntry](#)  
[InsertMergeField](#)  
[InsertObject](#)  
[InsertPageBreak](#)  
[InsertPageField](#)  
[InsertPageNumbers](#)  
[InsertPara](#)  
[InsertPicture](#)  
[InsertSymbol](#)  
[InsertTableOfContents](#)  
[InsertTimeField](#)  
[InStr\(\)](#)  
[Int\(\)](#)  
[IsDirty\(\)](#)  
[IsExecuteOnly](#)  
[Italic](#)  
[JustifyPara](#)  
[KeyCode\(\)](#)  
[KeyMacro\\$\(\)](#)  
[Kill](#)  
[Language](#)

LCase\$()  
Left\$()  
LeftPara  
Len()  
Let  
Line Input  
LineDown  
LineUp  
ListBox  
LockFields  
Lof()  
MacroCopy  
MacroDesc\$()  
MacroName\$()  
MenuMacro\$()  
MenuMode  
MenuText\$()  
MergeFieldName\$()  
Mid\$()  
MkDir  
MoveText  
MsgBox  
MsgBox()  
Name...As  
NextCell  
NextField  
NextObject  
NextPage  
NextTab()  
NextWindow  
NormalStyle  
OK  
OKButton  
On Error  
OnTime  
OpenUpPara  
Open...For...As  
OptionButton  
OptionGroup  
OtherPane  
OutlineCollapse  
OutlineDemote  
OutlineExpand  
OutlineLevel()  
OutlineMoveDown  
OutlineMoveUp  
OutlinePromote  
OutlineShowFirstLine  
Overtime

PageDown  
PageUp  
ParaDown  
ParaUp  
PauseRecorder  
PrevCell  
PrevField  
PrevObject  
PrevPage  
PrevTab()  
PrevWindow  
Print  
PushButton  
Read  
RecordNextCommand  
Redim  
Rem  
RemoveFrames  
RenameMenu  
RepeatFind  
ResetChar  
ResetFootnoteContNotice  
ResetFootnoteContSep  
ResetFootnoteSep  
ResetPara  
Right\$()  
RightPara  
Rmdir  
Rnd()  
RulerMode  
SaveTemplate  
Seek  
Select Case...Case Else...End Select  
SelectCurAlignment  
SelectCurColor  
SelectCurFont  
SelectCurIndent  
SelectCurSpacing  
SelectCurTabs  
Selection\$()  
SelInfo()  
SelType  
SendKeys  
SentLeft  
SentRight  
SetDirty  
SetEndOfBookmark  
SetGlossary  
SetProfileString

SetStartOfBookmark

Sgn()

Shell

ShowAll

ShowAllHeadings

ShowHeading1

ShowHeading2

ShowHeading3

ShowHeading4

ShowHeading5

ShowHeading6

ShowHeading7

ShowHeading8

ShowHeading9

ShowVars

ShrinkFont

ShrinkSelection

SmallCaps

SpacePara1

SpacePara2

SpacePara15

Spike

StartOfColumn

StartOfDocument

StartOfLine

StartOfRow

StartOfWindow

Stop

Str\$()

Strikeout

String\$()

StyleName\$()

SubScript

Sub...End Sub

Super

SuperScript

TabLeader\$()

TableColumnWidth

TableDeleteCells

TableDeleteColumn

TableDeleteRow

TableGridlines

TableInsertCells

TableInsertColumn

TableInsertRow

TableInsertTable

TableMergeCells

TableRowHeight

TableSelectColumn

[TableSelectRow](#)  
[TableSelectTable](#)  
[TableSplit](#)  
[TableSplitCells](#)  
[TableToText](#)  
[TabType\(\)](#)  
[Text](#)  
[TextBox](#)  
[TextToTable](#)  
[Time\\$\(\)](#)  
[ToogleFieldDisplay](#)  
[TogglePortrait](#)  
[ToggleScribbleMode](#)  
[ToolsBulletListDefault](#)  
[ToolsBulletsNumbers](#)  
[ToolsCalculate](#)  
[ToolsCompareVersions](#)  
[ToolsCreateEnvelope](#)  
[ToolsGetSpelling](#)  
[ToolsGetSynonyms](#)  
[ToolsGrammar](#)  
[ToolsHyphenation](#)  
[ToolsMacro](#)  
[ToolsNumberListDefault](#)  
[ToolsOptions](#)  
[ToolsOptionsGeneral](#)  
[ToolsOptionsGrammar](#)  
[ToolsOptionsKeyboard](#)  
[ToolsOptionsMenus](#)  
[ToolsOptionsPrint](#)  
[ToolsOptionsSave](#)  
[ToolsOptionsSpelling](#)  
[ToolsOptionsToolbar](#)  
[ToolsOptionsUserInfo](#)  
[ToolsOptionsView](#)  
[ToolsOptionsWinini](#)  
[ToolsRecordMacro](#)  
[ToolsRepaginateNow](#)  
[ToolsRevisionMarks](#)  
[ToolsSorting](#)  
[ToolsSpelling](#)  
[ToolsSpellSelection](#)  
[ToolsThesaurus](#)  
[UCase\\$\(\)](#)  
[Underline](#)  
[UnHang](#)  
[UnIndent](#)  
[UnLinkFields](#)  
[UnLockFields](#)

UnSpike  
UpdateFields  
UpdateSource  
Val()  
ViewAnnotations  
ViewDraft  
ViewFieldCodes  
ViewFootnotes  
ViewHeaderFooter  
ViewHeaderFooterLink  
ViewMenus()  
ViewNormal  
ViewOutline  
ViewPage  
ViewRibbon  
ViewRuler  
ViewStatusBar  
ViewToolbar  
ViewZoom  
ViewZoom100  
ViewZoomPageWidth  
ViewZoomWholePage  
VLine  
VPage  
VScroll  
While...Wend  
Window()  
Window1  
Window2  
Window3  
Window4  
Window5  
Window6  
Window7  
Window8  
Window9  
WindowArrangeAll  
WindowMainDoc  
WindowName\$()  
WindowNewWindow  
WindowPane()  
WordLeft  
WordRight  
WordUnderline  
Write

Ë÷Òý°ÍÄ¿Â¼

ÄÊö

´½¨Ë÷Òý

Í¨ýÑ¡¶ÖýÍÄ²àÈèË÷ÒýÏ

½¨Áç×ÓË÷ÒýÏ

°×ÖÄ¶¶Í§±à×«Ë÷Òý

±à×«ÍèÖûµÄË÷Òý

±à×«Ä³Ö»Ö³Ëý¶¶Í§µÄË÷Òý

ÖÚË÷ÒýÏ°ó,úËæÍÄ×Ö

ÖÚË÷ÒýÏÖÐÖ¶Ö³Äè¶¶Í§

ÓÄÖÄ°Ä°ÍÖ³Äè,øÍÄµµ±àË÷Òý

ÓÄÖ½¨ÁçË÷Òý±èìà

±àÄÄË÷ÒýÍÄ×Ö°ÍÖ³Äè¼à×Ö·ûµÄ,ñË½

´½¨Ä¿Â¼»ðÆäËÛÄÐ±í

ÓÄ±èìàÑùË½±à×«Ä¿Â¼

ÓÄÖ½¨ÁçÄ¿Â¼

½¨Áç¼ßÖÐÖÄ°Ä°ÍÖ³ÄèµÄÄ¿Â¼

ÓÄÖ½¨ÁçÍ¼±í¼¼ÐÍ»ð±í,ñµÄÄ¿Â¼

ÓÄ±èìàÑùË½½¨ÁçÍ¼±í¼¼ÐÍ»ð±í,ñµÄÄ¿Â¼

üÐÄË÷Òý°ÍÄ¿Â¼

üÐÄÄ¿Â¼»ðË÷Òý

## Ë÷Òý°ÍÄ¿Â¼

Word ÎÄµµÖÐ¿ÉÒÒ°ü°¬Ë÷Òý¿Ä¿Â¼ÒÒ¼°×÷Í²²¿¼µÄ¼¿Í»ò±Í,ñµÈÎÄ¿ÁÐ±Í¿

Äú¿ÉÒÒ´´½´¼òµ¥Ë÷Òý¿³¼ßÓÐµ¥Ò»¼¶±òµÄÎ°ÍÓÄµ¥Ò»¿Ö,ñ·Ö,ò±èììÄ×ÖÓèÒ³Äè¿»òÖß´´½´¼ßÓÐ¶à¼¶±òÎ¿¬²¿ÇÒÓÄÎÄ×Ö´úìæÒ³ÄèµÄ,´ÖÓË÷Òý¿ÖÜ,´ÖÓË÷ÒýÖÐ»¹¿ÉÒÒ£°

- È¹ÓÄìØÊàµÄ,ñÈ½±àAA£¬ÀýÈÇÖÜ±èììÄ×ÖÓèÒ³Äè¼àì¼Ó¶°A»òÖßÈ¹ÓÄ´ÒìàÒ³Äè¿
- °ü°¬ÒèìÄµµÖÐÖýìÄìàÆ¥AàµÄÎ¿¬ÒÒ¼°ÖýìÄµÄì¬Òà´ÈÎ¿ì¬Òà´È±³Éì¿ÉÄÜ²¿Í´³òìÖÖÜìÄµµÖÐ¿£

Äú¿ÉÒÒÈ¹ÓÄ±èììÄÑùÈ½´´½´¼òµ¥Ä¿Â¼£¬Ò²¿ÉÒÒÓÄ²àÈèµ½ìÄµµÖÐµÄìØÊàÓò´úÄè´´½´´´ÖÖÄ¿Â¼¿£

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## Çè²ÍÖÄ

¹ÄÜ½éÉÜ



Ë÷Òý°ÍÄ¿Â¼

## ½"Áç×ÓË÷Òýİİ

İ"ıŷ¼üËËİÄ±¾£¬Äú¿ËÖÖ½"Áç¾ßÓÐŋà¼ŋË÷ÒýİİµÄË÷Òýİİ¾ı¹Ü×İ³£ÓÄµÄËÇŋb¼ŋ»òËý¼ŋ×Óİİ£¬µ«Ë÷Òý×İŋa¿Ë°ü°¬Æß¼ŋ×Óİİ£¬×ÓİİÖ®¼äÓÄÄ°Ä·Ö,òİ£

## ½"Áç×ÓË÷Òýİİ

- 1 ÖÚÖª²ªËË÷ÒýİİµÄİ»ÖÄËëÖÄ²ªËËµāİ£
- 2 ´Óİ°²ªËËİ±²Ëµ¥ÖÐ£¬ŊİÖŋİ°Ë÷Òýİİİ±ÄüÄİ (ALT, I, E) İ£
- 3 ÖÚİ°Ë÷Òýİİİ±¿òÖÐ£¬¼üËëÖ÷İİ£¬°ó,úÒ»„òÄ°Ä£¬ÖÜ¼üËë×Óİİİ£

## Ë÷Òýİİ

## ¼üËë

Flowers

annuals 3

**Flowers:annuals**

perennials 13

**Flowers:perennials**

pansies 15

**Flowers:perennials:pansies**

4 ÖØ„²¼Öë 1 µ½ 3£¬½"ÁçËëÜÐëµÄ¿¿Ö»¼ŋ×Óİİİ£

5 ŊİÖŋİ°Ë·ŋİ±°·Ä¥İ£

Word °Ŋ Index Entry Óò²ªËËµ½İİ°óÄæµÄÖp²ØİÄ±¾ÖÐİ£ŋ¼üIndex Entry Óòİ£

ÖÜ±à×«Ë÷ÒýË±£¬Word ÖÜÖ÷İİİÄ×Öŋ°·×ÖÄ„Ë³ÐòÄÐ³ò×Óİİİ£

## ×çİİ



ËÇ¹ÜÖªÖ÷İİ²»·Ø³Äë£¬Öò²»ÄÜİªÖ÷İİ½"ÁçË÷Òýİİ£¬µ«Ö÷İİ±ØÐë°ü¬×Óİİİ£ÄýËÇ£¬²»Öª½«**FlowersËëËëİªË÷Òýİİ£¬µ«±ØÐë¼üËëFlowers:perennials°İFlowers:annuals×÷İªË÷Òýİİİ£**

► ËÇ¹Üİª°ü¬Ä°Ä£¬£©İçÐ±,Ü£¬£©»òÖý°Ä£¬£©µÄŊİŋİİÄ±¾½"ÁçË÷Òýİİ¬Word

½«×ÖŋİµØÖÜË÷ÒýİİÓòÖÐµÄ¿¿Ö»„òİØËà·ü°ÄİİÇ°²ªËëÖ»Ð±,ÜİËÇ¹ÜÖªË¹ÓÄÖäÐ©×Ö·üÄ´Ö,Ä±×Óİİ£¬Ë¾¾ÆäÇ°ÄæµÄÐ±,Üİ£

► Öª"½"ÓÄİÄ×Ö·üİæÖ³ÄëµÄİİ£¬±ØÐëË¹ÓÄÖòİ£ŋ¼üÖÜË÷Òýİİ°ó,üËæİÄ×Öİ£

## ÇëİÖÄ

Ë÷ÒýİİÄ¿Ä¼

Óò

ÓòÄàĐİ¼°Ö,Äİ

°·×ÖÄ,·¶Í§±à×«Ë÷Òý

Ëç¹úÎÄµµµÄË÷Òý·Ç³£´ó£¬¿ÉÒÔ°·×ÖÄ,·¶Í§´´½"Ë÷Òý¿

°·×ÖÄ,·¶Í§±à×«Ë÷Òý

1 ÔÚÎÄµµÖÐ²ªË÷Òý¶Ï£²¶¼ú¶"yÑ¶¶ÖýÎÄ²ªË÷Òý¶Ï£

2 ÔÚÒª½"ÁøË÷ÒýµÄÎÄµµÖÐË÷Òý²ªË÷ÒýµÄ¿

3 ´Ó¹°²³¼ß¿±²Ëµ×ÖÐ£¬Ñ¶Ô¶¹°Ñ¶¶Ï±ÄüÁ¶ (ALT, O, O) ¿

4 ÔÚ¶·Äà±ð¿±Ñ¶¶Ï¿ðÖÐ£¬Ñ¶Ô¶¹°²³¿·¿±Äà±ðÑ¶¶Ï¿

5 ÔÚ¶·Ç·ðÓ¿·×Ö·ú¿±Ñ¶¶Ï¿ðÄÜ£¬Çª³ý¹°Ò²ðÎÄ×Ö¿±,Ñ¶¿ð¿

6 ÔÚ¶·ËæÎÄÎÖ³¼¿±Ñ¶¶Ï¿ðÄÜ£¬Çª³ý¹°Ò²·úÄë¿±,Ñ¶¿ð¿

7 Ñ¶Ô¶¹°Ë·¶·¿±·Ä¶¿

8 ´Ó¹°²ªË÷¿±²Ëµ×ÖÐ£¬Ñ¶Ô¶¹°Òð¿±ÄüÁ¶ (ALT, I, D) ¿

9 ÔÚ¶·Ò²·úÄë¿±¿ðÖÐ£¬Ë³³ýµÈ°£¬Ë³°³¼üË³ index lp °¶×ÖÄ,·¶Í§¿

ÀýËç£¬Òª½"Áø·Ó A µ½ L µÄË÷Òý¶Ï¬¼üË³ index lp A-L¿

10 Ñ¶Ô¶¹°Ë·¶·¿±·Ä¶¿

Word ÎÖË³¼Ë÷ÒýÖÖÖ,¶·×ÖÄ,¿ªË³¼µÄ÷¶Ï£¬ÒÔ¼°Òªð©÷¶ÏÎÄµÄË÷Òý×Ó¶Ï£²¶¼üINDEX Óò¿

11 ´Ó¹°²³¿·¿±²Ëµ×ÖÐ£¬Ñ¶Ô¶¹°Ò²·úÄë¿±ÄüÁ¶ (ALT, V, C) ÔÔÎÖË³¼Ò²·úÄë¿

12 ÔÚ INDEX ÓòÖÐ°ó»¿ðÒ²×Ö·úµÄÒ²ªË÷Òý²ªË÷ÒýµÄ¿

13 °· ENTER ¼ü¿

14 ÖØ,´²½Öè 2 µ½ 14£¬¬½"ÁøÁ¶Ö»,ð×ÖÄ,·¶Í§µÄË÷ÒýªÀýËç£¬M µ½ Z¿

Çë¶ÏÄ

Ë÷Òý°¶Ä¿½¼

Òò

ÓòÀàÐ¶¼°Ö·Á¶

## ±à×«ÍêÕûμÄË÷Òý

Ë÷ÒýÄüÁî¿ÉÖªËË÷ÒýÏî£¬½«Æä°

´×ÖÄ,Ë³ÐðÄÄÐð£¬²ÍÖÖÏîÄ¿Ö³Äë°í²¿Í¬Ò»Ö³ÉÏÍáÍ¬μÄÏî£¬²¿ÖÜÍÄμμÖÐÍÖË³¼Ë÷Òýî£

## ±à×«ÍêÕûμÄË÷Òý

- 1 ÖÜÍÄμμÖÐ²ªËëË÷ÒýÏî£²Í¼üÍ´´ýÑî¶ÖýÍÄ²ªËëË÷ÒýÏîî£
- 2 ´Öî²é¿´¿±²Ëμ¥ÖÐ£¬ÑîÖñî°Öð´úÄë¿±ÄüÁî (ALT, V, C) î£
- 3 ´Öî°¹²¼Äî¿±²Ëμ¥ÖÐ£¬ÑîÖñî°ÑîÏî¿±ÄüÁî (ALT, O, O) î£
- 4 ÖÜî°Äà±ð¿±ÑîÏî¿ðÖÐ£¬ÑîÖñî°²é¿´¿±Äà±ðÑîÏîî£
- 5 ÖÜî°·Ç´ðÖî×Ö·ü¿±ÑîÏî¿ðÄÜ£¬Çª³ýî°Ò²ØÍÄ×Ö¿±, ´Ñî¿ðî£
- 6 ÑîÖñî°È·¶´¿±´Ä¥î£
- 7 ÖÜÖª²ªËëË÷ÒýμÄÍ»ÖÄÉëÖÄ²ªËëμäî£
- 8 ´Öî²ªËë¿±²Ëμ¥ÖÐ£¬ÑîÖñî°Ë÷Òý¿±ÄüÁî (ALT, I, I) î£
- 9 ÖÜî²ªË÷ÒýËë¿±ÑîÏî¿ðÄÜ£¬ÑîÖñË÷ÐëμÄË÷Òý,ñË³¼î£

ÑîÖñ	²Ü×÷
²ª´ÍË³¼Ë÷Òý	ÖÜÖ÷ÍíÍÄÄæÍÖË³¼×ÓÏî
Æ½ÐÐË³Ë÷Òý	ÖÜÍ¬Ò»ÐÐÉÍÖëÖ÷ÍíÒ»Í¬ÄÐ³ð×ÓÏî
10 ÖÜî°±êÍä·Ö,ð·ü¿±ÑîÏî¿ðÄÜ£¬ÑîÖñË÷ÐëμÄ±êÍä·Ö,ð·üî£	

ÑîÖñ	²Ü×÷
Î²	Ë¿ÄÖ±êÍä·Ö,ð·ü
¿ÖÐÐ	ÓÄ¿ÖÐÐ·Ö,ðË÷Òý½Ü
×ÖÄ,	ÓÄ×ÖÄ,·Ö,ðË÷Òý½Ü
11 ÑîÖñî°È·¶´¿±´Ä¥î£	
Word ÖÜ²ªËëμä°ó²ªËë INDEX Óòî£²Í¼üINDEX Óòî£	

## ÇëÍÖÄ

Ë÷Òý°ÍÄ¿Ä¼

Óð

ÓðÄàÐÍ¼°Ö,Äî

## ÔÚË÷Òýĩño,úËæĬÄ×Ö

ÓÐÐ©Ë÷ÒýĩñoóÄæ²»,úÒ³ÄëĬÄúĬÉÒÔÓÄµ½ÆäËüË÷ÒýĩñµÄ½²æË÷Òý´úĬæÒ³ÄëË÷ÒýĬ

## ÔÚË÷Òýĩño,úËæĬÄ×Ö

1 ÔÚÒª´½Ë÷ÒýµÄĬ»ÖÄÉèÖÄ²äËëµäĬ

2 ´ÓĬ²äËëĬ±²Ëµ¥ÖÐË¬ÑĬÔñĬ°ÓòĬ±ÄüÄĬ (ALT, I, D) Ĭ

3 ÔÚĬ°Óò´úÄëĬ±ĬòÖÐË¬É³¼ýµË°ÄË¬È»°ó¼üËë **xe** "*index entry text*"\t "*desired text*"Ĭ

ÄýËçË¬¼üËë **xe** "*ant*"\t "*see Insect*" ÔòĬÖË³¼ĬÄÄæµÄ½²æË÷ÒýË°

Ant, see Insect

²Ĭ¼üIndex Entry ÓòĬ

4 ÑĬÔñĬ°Ë¬ĬĬ±°´Ä¥Ĭ

ÔÚ±à×«Ë÷ÒýË±Ë¬Word ÁÐ³òË÷Òý¼°Æä°óÄæËü,úËæµÄĬÄ±³¼Ĭ

---

## ÇëĬÖÄ

Ë÷Òý°ĬÄĬ¼

Óò

ÓòÄàÐĬ¼°Ö,ÄĬ

## ÔÚË÷ÒýŋŋÖÐÖ\_ŋ\_Ô°Âë·ŋŋŋ

μ±Ë÷ÒýÖ÷ŋ±¹ýËð\_ÉÒ°Ë±£¬Äú\_ÉÒÔË¹ÓÄ\_ŋ\_ËéÇ©\_ŋ±ÄúÁŋŋ°Ö÷ŋäÖ\_ŋ\_Ô°Âë·ŋŋŋ\_ŋË¹ú±à¼-  
Ë±\_Ä±äÁËË÷ÒýŋŋμÄÔ°Âë·ŋŋŋ£¬ÔÚÖÐÄ·ÖÖ³»ðòÓ\_ŋŋÄμμ²ÇÖÐÄ±à×«Ë÷ÒýË±£¬Word  
½«\_üÐÄË÷ÒýÖÐμÄÔ°Âë\_ŋ

## ÔÚË÷ÒýŋŋÖÐÖ\_ŋ\_Ô°Âë·ŋŋŋ

- 1 °·Ô°ÔÚË÷ÒýÖÐ³ðŋŋÖμÄÔ°Âë·ŋŋŋŋŋ\_ŋ\_Ô°Âë\_ŋ
- 2 ÔÚ\_ŋ²äËë\_ŋ±²Ëμ¥ÖÐ£¬ŋŋ\_Ôŋ\_ŋ°ËéÇ©\_ŋ±ÄúÁŋ (ALT, I, M)\_ŋ£²ŋ¹¼ü²äËëËéÇ©\_ŋ£
- 3 ¼üËëËéÇ©Äü\_ŋ  
×ÇËŋ£°ËéÇ©Äü±ØÐëÒÔ×ÖÄ\_ŋ\_äË¹¼£¬²ÇÇÒÔ»ÄÜ°ü°¬×ÖÄ\_ŋ\_ÇËý×ÖÔÔ¼°ŋÄ»®ŋß×Ö·ü£¬Æä×ŋ  
´ó³«ŋŋŋŋŋ 31 \_ð×Ö·ü\_ŋ£ËéÇ©ÄüÖÐ²»ÄÜÖÐËŋŋŋ\_ŋ\_ŋŋ\_ŋ\_ÄýËÇ£¬ **range1**\_ŋ£
- 4 ŋŋ\_Ôŋ\_ŋ°Ë·ŋ\_ŋ±°·Ä¥\_ŋ£
- 5 °·Ô\_ŋ²äËë\_ŋ±²Ëμ¥ÖÐ£¬ŋŋ\_Ôŋ\_ŋ°Ë÷Òýŋŋ\_ŋ±ÄúÁŋ (ALT, I, E) \_ŋ£
- 6 ÔÚ\_ŋ°Ë÷Òýŋŋ\_ŋ±\_ŋ\_ðÖÐ£¬¼üËëÒ°×÷ŋ°Ë÷Òýŋŋ³ðŋŋμÄŋÄ×Ö\_ŋ£
- 7 ÔÚ\_ŋ°Ô°Âë\_ŋ±ŋŋŋŋ\_ŋ\_ŋ\_ðÄÜ£¬ÔÚ\_ŋ°·ŋŋŋ\_ŋ±\_ŋ\_ðÖÐ¼üËë»ðŋŋ\_ÔŋËéÇ©Äü\_ŋ£
- 8 ŋŋ\_Ôŋ\_ŋ°Ë·ŋ\_ŋ±°·Ä¥\_ŋ£  
ÔÚ±à×«Ë÷ÒýË±£¬Ë÷Òýŋŋ½«ÁÐ³ðÓÐ¹Ø\_ÄÖ÷ŋäμÄÔ°Âë·ŋŋŋ\_ŋ£²ŋ¹¼ü±à×«ŋëÖüμÄË÷Òý\_ŋ£

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## ÇëŋŋÖÄ

Ë÷Òý°ŋÄ\_Ä¼

## ÓÃÕÂ°A°ÍÒ³Âë,øĬÄµµ±äË÷Òý

¿ÉÒÒ½°ÁçÕÃÕÂ°A°ÍÒ³ÂëË÷ÒýµÄË÷ÒýĬĬÄýËç£¬Ëç¹ûĬ»áÒ±×éÖĬĬĬĬÖÖµµĬĬÖÖÂµÚËÄÒ³ÖÐ£¬  
Ë÷Òý¿ÉÒÒÕÃÕÂĬĬµĬĬËË½Ö,³ðËËµĬĬ»ÕÃ£°Corporate Organization 2-4Ĭ±£

## ÓÃÕÂ°A°ÍÒ³Âë,øĬÄµµ±äË÷Òý

- 1 ÔÚĬÄµµÖÐ²äËËË÷ÒýĬĬ£²Ĭ¼ĬĬ°yĬĬĬÖýĬÄ²äËËË÷ÒýĬĬ£
- 2 ÔÚÕÃµĬ½áĬ²ĬĬËËÕÃ²äËËµāĬ£
- 3 ´ÒĬ²äËËĬ±Ëµ¥ÖÐ£¬ĬĬÖĬĬ°Ö,ðĬ±ÃüĬĬ (ALT, I, B) Ĭ£
- 4 ÔÚĬ°Ö½Ú·ûĬ±ĬĬĬ¿ðÄÚ£¬ĬĬÖĬĬ°×ÕĬÄÒ³ÆðĬ±ĬĬĬ°Ä¥Ĭ£²Ĭ¼Ĭ±ä×«ĬéÖÖµĬÄË÷ÒýĬ£
- 5 ĬĬÖĬĬ°Ë·ĬĬĬ±°Ä¥Ĭ£
- 6 ´ÒĬ²äËËĬ±Ëµ¥ÖÐ£¬ĬĬÖĬĬ°Ò³ÄëĬ±ÃüĬĬ (ALT, I, U) Ĭ£²Ĭ¼ĬÖ»²äËËÒ³ÄëĬ£
- 7 ĬĬÖĬĬ°,ĬĬ½Ĭ±°Ä¥Ĭ£
- 8 ÔÚĬ°ÆðË¼Ò³ÄëĬ±¿ðÐ£¬¼üËË 1 Ĭ£
- 9 ĬĬÖĬĬ°Ë·ĬĬĬ±°Ä¥Ĭ£
- 10 Ò³±Ö±ÖĬ²äËËÒ³ÄëĬ±ĬÖ»¿ð£¬ĬĬÖĬĬ°Ë·ĬĬĬ±°Ä¥Ĭ£
- 11 Ëç¹ûĬÄµµÖÐÖÐÒ³Ä¼»ðÒ³½Ä£¬²çÇÒ Word  
ĬĬĬËËç·Ĭ³ÓÃÒ³ÄëĬ»»ðĬÓÐµĬÄÒ³Äë»ðÒ³½Ä£¬ĬĬÖĬĬ°ĬĬ±Ĭ£
- 12 ÔÚµÚÖ»ÕÃµĬ¿Æ¼ĬĬËËÕÃ²äËËµāĬ£
- 13 ° CTRL+F9 ¼ü²äËËÖ»ðÖðĬ£²Ĭ¼Ĭ²äËËÖðĬ£
- 14 ÔÚÓð×Ö·û ({} ) ÄÚ£¬¼üËË

seq sequencename \h

ÄýËç£¬¼üËË

seq chapter \h

²Ĭ¼ĬSEQ £¬ÐðÄÐ£© ÓðĬ£

15 ½«²äËËµāËËÖÖÖðÄÚ£¬° F9 ,üÐÄ,ÃÓðĬ£

16 ĬĬÄ¿Ö»ÕÃÖÖ,²½Öè 2 µ½ 15Ĭ£

17 ´ÒĬ²é¿Ĭ±Ëµ¥ÖÐ£¬ĬĬÖĬĬ°Óð´üÄëĬ±ÃüĬĬ (ALT, V, C) Ĭ£

18 ÔÚÒ³ĬÖË¼Ë÷ÒýµĬ»ÕÃËËÕÃ²äËËµāĬ£

19 ° CTRL+F9 ¼ü²äËËÖ»ðÖðĬ£

20 ÔÚÓð×Ö·û ({} ) ÄÚ£¬¼üËË

index \s sequence name

ÄýËç£¬¼üËË

index \s chapter

²Ĭ¼ĬINDEX ÓðĬ£

21 ½«²äËËµāËËÕÃÖÖðÐ£¬° F9 ,üÐÄ,ÃÓðĬ£

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## çëĬÖÄ

Ë÷ÒýĬÄ¿Ä¼

Óð

ÓðÄðĬ¼°Ö,ĬĬ

## ÓÃÓð½"ÁçË÷Òý±êlà

¿ÉÒÔÊ¹ÓÃËÍ°í×Ô·ù»ð¿Ö,ñÓë×Ô·ùμ×é°í½«Ë÷Òý·Ô½Ú¡£ËÇ¹ùÃúÓÃ×ÔÃ,·ù°ÃÃ  
´·ÔðË÷Òý½Ú£¬μ±½ÚÔÐÔ÷Ë÷ÒýÍμÃμÚÔ»,ð×ÔÃ,·çÉú±ä»Ë±£¬Word½«×Ô¶°  
´×ÔÃ,Ë³Ðð½øÐÐ±àÃÃ¡£

## ÓÃÓð½"ÁçË÷Òý±êlà

- 1 ÔÚÍÃμμÔÐÍÃ±¾μÃ½áí²'¡ÉèÔÃ²àËëμã¡£
- 2 °´ CTRL+F9 ¼ü²àËëÒ»,ðÖò¡£²Í¼ü²àËëÒò¡£
- 3 ÔÚÓð×Ô·ù ({} )ÃÚ£¬¼üËëÍÃÃÐËÍÒàÓðÐÃ¡ç¡£

¼üËë

²Ü×÷

index lh "letter" ÓÃ×ÔÃ,×÷í²±êlà

index lh "characters" ÓÃËÍÒà×Ô·ù£¬ÀýËÇÁ¬×Ô·ù·ÔÀë±êlà

index lh "A" ÓÃ×ÔÃ,·Ôð½Ú

²Í¼üINDEX Óò¡£

- 4 ½«²àËëμãËëÔÃÔÚÓðÔÐ£¬°´ F9 ±à×«Ë÷Òý¡£

## ÇëíÔÃ

Ë÷Òý°íÃ,Ã¼

Óò

ÓòÃàÐÍ¼°Ô,Ãí



## ±à×«Ä³Ò»Ò³Êý·¶Í§µÄË÷Òý

Äú¿ÉÒÔÍ¬ýÖ,¶ÔÓÚË÷ÒýÖÐÒªÁÐ³öµÄÒ³Êý·¶Í§À´±à×«²¿·ÖÎÄµµµÄË÷Òý¿É.

### ±à×«Ä³Ò»Ò³Êý·¶Í§µÄË÷Òý

- 1 ÔÚÎÄµµÖÐ²ªËëË÷Òý¶¶¶¶²¶¼ûÍ¬ý¶¶¶¶ÖýÎÄ²ªËëË÷Òý¶¶¶¶
- 2 Ñ¶¶¶Òª°ü°¬ÔÚË÷ÒýÖÐµÄÒ³¿É
- 3 ´Ò¶²ªËë¶²Ëµ×ÖÐ£Ñ¶¶¶¶¶°ÊéÇ©¶²ÄüÁÎ (ALT, I, M) ¶²¶²¼û²ªËëËëÇ©¶²¿É
- 4 ¼üËëËëÇ©Äü¿É  
×ÇÊÍ£°ÊéÇ©Äü±ØÐëÒÔ×ÖÄ,¿·£¬²ÇÇÒÖ»ÄÜ°ü°¬×ÖÄ,¶ÇÊý×ÖÒÔ¼°ÎÄ»®¶¶×Ö·û£¬×Î´ó³²¶¶ÊÍª 31  
,ò×Ö·û¿ÉÊéÇ©Äü²»ÄÜÓÐÊÍ¶¶¿Ö,¶¶ªÁýËëÇ¬ range1¶²
- 5 Ñ¶¶¶¶¶°Ê¶¶¶²°·Ä¶¶¿É
- 6 ÔÚÒª½²°·Ä²¿·ÖË÷ÒýµÄÎÄµµÖÐÐëÒª²ªËë¶¶¿É
- 7 ÊÇ¹ûÐëÒªÇ¬´Ò¶²é¿¶²²Ëµ×ÖÐÑ¶¶¶¶°Ôò´üÄë¶²ÄüÁÎ (ALT, F, C) Çª³ýÎÄµµÖÐµÄÓò´üÄë¿É
- 8 °· CTRL+F9 ¼ü²ªËëÒ»»,òÒò¶²¶²¼û²ªËëÒò¿É
- 9 ½«²ªËë¶¶ÊëÒªÖÔÓÚÒò×Ö·û ({} ) ÄÜ£¬¼üËë index \b bookmark name¿É  
ÀýËëÇ¬ÊÇ¹ûÊéÇ©ÄüÊÇ range1£¬¼üËë  
index \b range1  
²¶¼ûINDEX Óò¿É
- 10 ½«²ªËë¶¶ÊëÒªÖÔÓÚÒòÖÐ£¬°· F9 ÒÔ,üÐÄ,ÄÓò¿É

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## Çë¶¶ÖÄ

Ë÷Òý°ÍÄ¿Ä¼

Òò

ÒòÄàÐÍ¼°Ö,ÁÎ

±àAAË÷ÒýÎÄ×Ö°ÍÒ³Âë¼ä×Ö·ûμÄ,ñÊ½

Äú¿ÉÒÔÍ´´ýÐÞ,ÄË÷ÒýÔò´úÂë£¬À´Ö,¶ Word ÔÚË÷ÒýÔÐÊ¹ÓÃμÄ×Ö·û¿

±àAAË÷ÒýÎÄ×Ö°ÍÒ³Âë¼ä×Ö·ûμÄ,ñÊ½

1 ÔÚÎÄμμÔÐË÷ÒýÎÄ×ÖμÄ½â²´¿ÉèÖÃ²âËëμä¿

2 ²âËëÖ»¿¿Ôò£¬´°´ CTRL+F9 ¼û¿

3 ÔÚÔò×Ö·û ({} ) ÄÚ¼ûËëÎÄÄÐÊÎÒàÒ»¿òÒòÐÄÎ¿¿

×¿ÊÎ£°Characters ´ú±¿ÎÄ·Ö°Ê¹ÓÃμÄ×Ö·û¿£ËùÓÃ×Ö·û²»μÃ¶àÓÚ 3 ¿¿

¼ûËë

²Û×÷

index le "characters" ½«Ë÷ÒýÎÄ×ÖÔèÒ³Âë·Ö¿ª

index lg "characters" ÔÚËμÄ÷Ò³Âë·¶Î¿μÄ½¿¿ò³Âë¼ä²âËë×Ö·û

index ls chapter \d ½«

"characters" ÖÂ°ÍÒ³Âë·Ö¿ª

²¿¼û INDEX Óò¿

4 °´ F9 ¼û±à×«°¿²âËëË÷Òý¿

Çë²¿ÖÃ

Ë÷Òý°ÍÄ¿Ä¼

Óò

ÓòÀàÐ¿¼Ö·Ä¿

## ÓÃ±êlàÑùÊ½±à×«Ä¿Ä¼

Èç¹ùÔÚÍÄµµÖÐÊ¹ÓÃ±êlà¼¶±ðÑùÊ½£¬Word Ôò¿ÉÒÔÊ¹ÓÃÕäÐ©±êlà×÷Í³Ä¿Ä¼µÄÎí£

### ÓÃ±êlàÑùÊ½±à×«Ä¿Ä¼

- 1 È·ÈÏÒ°ÓÃ×÷Ä¿Ä¼ÎíµÄ±êlàÊ¹ÓÃÁÊ±êlàÑùÊ½£²Í¼ÔÙÊ¹ÓÃÑùÊ½£²£
- 2 ÔÚÒª·ÀÖÃÄ¿Ä¼µÄÎ»ÖÃÊéÖÃ²ªÊéµä£
- 3 ´Ó¹²ªÊé±²Êµ¥ÖÐ£¬Ñ¡Ôñ¹°Ä¿Ä¼±ÃüÁ (ALT, I, C) £
- 4 ÔÚ¹°Ä¿Ä¼±Ñ¡Î¿òÄÓ£¬Ñ¡Ôñ¹°Ê¹ÓÃ±êlà¶¶Ä±Ñ¡Î»·À¥£
- 5 ÔÚ¹°Ä¿Ä¼±Ñ¡Î¿òÄÓ£¬Ñ¡ÔñÒªü°¬ÓÜÄ¿Ä¼ÖÐµÄ±êlà¼¶±ð£

°ü°¬

·½·

ÈùÖÐ±êlà      Ñ¡Ôñ¹°Ê«²¿±Ñ¡Î»·À¥

Ä³ò±êlà¼¶      ÔÚ¹°Ó±°Í¹°µ½

±ð¶¶§      ±¿òÖÐ£¬¼üÊéÊý×Ö

Ä³ò±êlà¼¶      ÔÚ¹°Ó±°Í¹°µ½±

±ð      ¿òÖÐ£¬¼üÊéÍà¬µÄ

¼¶±ð°Ä

6 Ñ¡Ôñ¹°Ê¶¶±°·À¥£

## ÌáÊ³¼



Èç¹ùÒªÔÚÍ¬Ò»ÍÄµµÖÐ²ªÊéÄ¿Ä¼°ÍÒ»Ä¿Ä¼ÁÐ±£¬Òò±ðÊéÔÚÍÄµµÖÐ²ªÊéÓò£²Í¼ÔÙÓÃÒò½·À¿Ä¿Ä¼¼¶£

## Çè¹ÖÄ

È÷Òý°ÍÄ¿Ä¼

## ÓÃÓð½"ÁçÄ¿Á¼

Èç¹úÎÄµµÖÐÃ»ÓÐÎªÄ¿ðÈùÐèµÄÄ¿Á¼Î¼"ÁçÃ÷È·µÄ±êìâ£¬»ðÕ»»¹Ã»ÓÐÓÚÎÄµµÖÐÈ¹ÓÃ±êìâÑü½£¬  
¬Ä¿¿ÉÒÓÓÃÓð´úìæ±êìâ¼¶±ðÑü½Ä¹½"ÁçÄ¿Á¼¿

## ÓÃÓð½"ÁçÄ¿Á¼

1 ½«²âÈëµãÓÚÒ°ü¬ÔÚÄ¿Á¼ÖÐµÄÎÄ±¼Ö®°ó¿

2 °´ CTRL+F9 ×é¶¼¼ü²âÈèÒ»ðÓò¿

3 ÔÚÓð×Ö·û ({} ) ÄÜ£¬¼üÈè

tc "text"

ÄýÈç£¬¶¶ÓÓÚÄ¿¿°ÑÐ¾¿Ö°à¿±µÄÎ£¬¼üÈè

tc "Summary of Research"

ÎÄæÄ³ðÄÈÈç°ÎÔÚÄ¿Á¼Î¼ÖÐÓ¼Ó×Ó¶¿

Ä¿Á¼Î¼

¼üÈè

Flowers

tc "Flowers"

Perennials

tc "Perennials" \L 2

Pansies

tc "Pansies" \L 3

¶¼¼üTC £¬±¶Î£©Óò¿

4 ¶¶Ö¿Ö»Ä¿Á¼Î£¬ÖØ, ²½Öè 1 µ½ 3¿

5 ÔÚÒ²²âÈèÄ¿Á¼µÄ»ÖÄÈèÖ²²âÈëµã¿

6 ´Ó¹²²âÈè±²Èµ¥ÖÐ£¬Ñ¿Ôñ¿Ä¿Á¼±ÄüÁ (ALT, I, C) ¿

7 ÔÚ¿Ä¿Á¼±Ñ¿Î¿ðÄÜ£¬Ñ¿Ôñ¿È¹ÖÄ¿Ä¿Á¼Î¼Óò¿±Ñ¿Î°Á¶¿

8 Ñ¿Ôñ¿È¶¶±°Á¶¿

## Çè¶ÖÄ

È÷Òý°ÎÄ¿Á¼

Óð

ÓðÀàÐ¼¼Ö\_Á



## ÓÃÓð½"ÁçÍ¼±íçÍ¼ĐÍ»ð±í\_ñμÄÄ¿Ä¼

Èç¹ùÄú²»İë°Ñ±êİ¼¶±ðÑùÈ½ÓÃÓÚ²áÍ¼ÈμÄ+£-Ôð¿ÉÔÔÍ"ı²âÈëÓð£-ÔÚİÄμμÖĐÖªÈİ¼±íçÍ¼ĐÍç  
±í\_ñ»ðÖßÆäÈù²áÍ¼μÄÄĐ±í£

## ÓÃÓð½"ÁçÍ¼±íçÍ¼ĐÍ»ð±í\_ñμÄÄ¿Ä¼

1 ½«²âÈëμäÈëÖÃÔÚÔª°ü°-μ½Ä¿Ä¼ÖĐμÄİÄ±¾Ö®°ó£

2 ° CTRL+F9 ¼ü²âÈëÖ»\_ðÓð£²Í¼ü²âÈëÓð£

3 ÔÚÔð×Ô·ù ({} ) ÄÚ£¬¼üÈë **tc** "*text*"**ıf list identifier**£

ÄýÈç£¬¶¶ÖÓÚİ¼ĐİÄĐ±İÖĐμÄÖ»İı°Ôð³μÄÈİ±£¬¼üÈë

tc "Rate of Growth"**ıf graph**

²Í¼üTÇ £¬±İİ£©Óð£

×çÈİ£°Äü¿ÉÔÔÖÃÈİ°İ×Ô·ù×÷İªÄĐ±İ±êÈ¶·ù£"list indentifier£©£¬μ«Èç¹ùÓÃİ°cİ±×÷İª±êÈ¶·ù£¬Èù

"½"μÄ½«ÈÇÖ»\_ðÆÖİ"Ä¿Ä¼£

4 ¶ÖÓÚÄ¿Ö»ÄĐ±İİİ£¬ÖØ, ²¹½Öè 1 μ½ 3£

5 ÔÚÔª²âÈëÄĐ±İμÄİ»ÖÃÈëÖÃ²âÈëμä£

6 ° CTRL+F9¼ü²âÈëÖ»\_ðÓð£

7 ÔÚÔð×Ô·ù ({} ) ÄÚ£¬¼üÈë **toc** **ıf list identifier**£

ÄýÈç£¬¬ªÄĐ³ðİÄμμÖĐİ¼ĐİμÄÄ¿Ä¼£¬¼üÈë

toc **ıf graph**

²Í¼üTÖÇ £¬Ä¿Ä¼£©Óð£

8 ½«²âÈëμäÈëÖÃÔÚÄ¿Ä¼ÖðÖĐ£¬° CTRL+F9¼ü\_üĐÄ\_ÃÓð£

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## ÇëİÖÄ

È÷Òý°İÄ¿Ä¼

Óð

ÓðÄàĐİ¼°Ö\_Äİ

ÓÃ±êlàÑùÊ½½»ÁçÍ¼±íçÍ¼ĐÍ»ò±í,ñµÄÄ¿Á¼

Èç¹ùÄúÓÃÎ»Ò»µÄ±êlà¼¶±ðÑùÊ½½,ñÊ½½»²áÍ¼µÄÈµÄ÷£¬Òò¿ÉÒÒ½»ÁçÒ»»,ðÁĐ³òÈùÓĐ²áÍ¼µÄÄ¿Á¼¿

ÓÃ±êlàÑùÊ½½»ÁçÍ¼±íçÍ¼ĐÍ»ò±í,ñµÄÄ¿Á¼

- 1 ÔÚÒ²²àÈè±íµÄÎ»ÖÃÈèÖÃ²àÈèµä¿
- 2 ´Ó¹²²àÈè±²Èµ¥ÖĐ£¬ÑíÔñ¹°Óò±ÄüÁî (ALT, I, D) ¿
- 3 ÔÚ¹²²àÈèÓòÀàĐÍ±¿òÄÚ£¬ÑíÔñ TOC¿£²Í¼ÒTOC £²Ä¿Á¼£©Óò¿
- 4 ÔÚ¹°Ö,Áî±Ñíî¿òÄÚ£¬ÑíÔñ¹°ó,Ú±Ñíî¿
- 5 ÑíÔñ¹°îÍ¼Ó±²°Á¥¿
- 6 ÔÚ¹°Óò´úÄè±¿òÄÚ£¬Ö,¶ÎÄµµÖĐÓÁÓÚÈµÄ÷µÄ±êlà¼¶±ð»ò¼¶±ð·¶Í§¿  
ÀýÈç£¬Èç¹ùÓÁ¶¼¶±êlàÑùÊ½½,ñÊ½½»²ÁÈÈùÓĐÈµÄ÷£¬ÍèÖùµÄÓò ´úÄèÈçÍÄÈùÊ½£°

toc lo 2-2

- 7 ÑíÔñ¹°È·¶Î±²°Á¥¿  
Word ÔÚ²²àÈèµä²àÈè TOC Óò¿
- 8 Í²é¿´Ä¿Á¼£¬´Ó¹²é¿¿±²Èµ¥ÖĐÑíÔñ¹°Óò´úÄè±ÄüÁî (ALT, V, C)¿

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Çè¹ÖÄ

È÷Òý°ÍÄ¿Á¼

Óò

ÓòÀàĐÍ¼°Ö,Áî

## üÐÄÄ¿Ä¼»ðË÷Òý

Èç¹üÄúÐ¿,ÄÄËÒª°ü°¬ÔÚÄ¿Ä¼»ðË÷ÒýÖÐµÄÓò»ð±êìâ£¬»ðÕß±à¼-  
ÎÄ±¼Ê±Ð¿,ÄÄËÎÄµµÖÐµÄ·Ö³·û£¬ÄÇÄ¿Ä¿¿ÉÖÖÔÚ  
´òÓ¿Ö©Ç°,üÐÄÄ¿Ä¼»ðË÷Òý£¬ÒÖ²ê¿,´Ëù×÷µÄÐ¿,Ä¿£

## üÐÄÄ¿Ä¼»ðË÷Òý

- ÒªÇª³ýÎÄµµÖÐµÄÒò´úÄêÒÖ²ê¿,üÐÄ¿ýµÄÄ¿Ä¼»ðË÷Òý£¬´Ó¿²ê¿¿±²Ëµ¥ÖÐÔÙ´ÎÎ¿Ôñ¿²Òò  
´úÄê¿±ÄüÄ¿ (ALT, V, C) ¿£
- ÔÚÒªüÐÄµÄÄ¿Ä¼»ðË÷ÒýÖÐµÄË¿¿»ÖÄËèÖÄ²ªÈèµã¿£
- °´ F9 ¼üüÐÄÄ¿Ä¼»ðË÷Òý¿£

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## Çê¿ÖÄ

Ë÷Òý°¿Ä¿Ä¼

Òò

ÒòÀàÐ¿¼°Ö,Ä¿



ı°²ăĖë;±²Ė̈μ¥

ÓùÁĚ½ă,üŋàÐĀĩϕ£¬ÇěÑıŌñŌ»„öĂûÁıĂû;£

·Ö,ô

Ô³Ăë

½Ă×ϕ

ÊéÇ©

Ăú×ϕ

ĖÖÆÚ°ıÊ±¼ă

Óò

·û°Ă

Ė÷Öýĩĩ

Ė÷Öý

Ă¿Ă¹¼

ÎĂ¹¼þ

Í¼ıĂ¿ò

Í¼Æ¬

ŋŌĩó

ı°•Ö¸õı±ÃüÁî£¨ı°²âÈëı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî¿ÉÒÒÔÚ²âÈëμ²âÈë•ÖÒ³•ûıç•ÖÃ•û»ð•Ö½Ú•ûı£³ýÁËÔÚÈ«Öæ²é¿'Ã£Ê½İÃÃü¿ÉÒÒ¿'μ½  
Ò³ÃæμÃËμ¼ÊİÖÊ³¼Çé¿ð£¬Word İÃμμÖĐμÃ•ÖÒ³•ûÖÖμāİĐİÊ½³ðİÖÔÚÆÃÃ»Êİı£

¶Ô»°¿òÑıİİ

ı°•ÖÒ³•ûı±

Èç¹û²âÈëÒ»,ðÓ²•ÖÒ³•û£¬,Ã•ÖÒ³•ûÔÚÆÃÃ»ÊİİÖÊ³¼İªÃÜμā»®İİı£

ı°•ÖÃ•ûı±

Èç¹û²âÈëÒ»,ð•ÖÃ•û£¬,Ã•ÖÃ•ûÔÚÆÃÃ»ÊİİÖÊ³¼İªμā»®İİı£

ı°•Ö½Ú•ûı±

Ö,Ã÷ĐÃ½ÚμÚÒ»Ò³μÃ¿ªÊ¹¼İ»ÖÃı£•Ö½Ú•ûÔÚÆÃÃ»ÊİİÖÊ³¼İªË«μā»®İİı£

ı°×ÔİÃÒ³Æðı± İÃÒ»Ò³ı£

ı°ĐøÉİÒ³ı± Í¬Ò»Ò³ı£

ı°×ÔİÃ,ðÃ¼ÊýÒ³Æðı± İÃÒ»,ðÃ¼ÊýÒ³ı£

ı°×ÔİÃ,ðÆæÊýÒ³Æðı± İÃÒ»,ðÆæÊýÒ³ı£

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Çë²İÔÃ

²âÈëĐÃμÃ•Ö½Ú•û

×Ô¶²âÈë•ÖÒ³•û

ÈÊ¹²²âÈë•ÖÒ³•û

ı°Ò³Âëı±ÃüÁî£¨ı²âÈëı±²Ëμ¥£©

UÊ¹ÓÃ,ÃÃüÁî£¬¿ÉÒÒÔÚÒ³Ã¼»òÒ³½ÃÃÚ²âÈëıç,ñÊ½»¬°ÍÉèÖÃÒ³Âëı£

¶Ô»°¿òÑıİİ

ı°İ»ÖÃı±

Ö,¶¨ Word ´òÓıÒ³ÂëμÃİ»ÖÃı£

ı°Ò³Ãæ¶¥²¿£¨Ò³Ã¼£©ı±

ı°Ò³Ãæμ×²¿£¨Ò³½Ã£©ı±

ı°¶ÔÆë½Ê½ı±

Ö,¶¨ ÔÚ×óıçÓÒÒ³±ß½çÖ®¼ă£¬Word ´òÓıÒ³ÂëμÃİ»ÖÃı£

ı°×ó¶ÔÆëı±      ÔÚ×óÒ³±ß½çı£

ı°¾ÓÖĐı±      ÔÚ×óıçÓÒÒ³±ß½çÖĐ¼ăı£

ı°ÓÒ¶ÔÆëı±      ÔÚÓÒÒ³±ß½çı£

ı°,ñÊ½ı±

İÔÊ¾Ô»,ò,ñÊ½±àÃÃÑıİİ¶Ô»°¿ò£¬ÓÃÓÚÑıÔñ±à°Ãμ,ñÊ½±àÃÃı£²İ¼ıı°Ò³Âë,ñÊ½ı±¶Ô»°¿ò.

ÇëİÔÃ

±àÃÃÒ³Âë

ı°Ò³Âë,ñÊ½ı±¶Ô»°¿ò

Ê¹ÓÃ,Ã¶Ô»°¿òÖ,Ã÷ËùĐêμÃÖ³ÂëÃàĐÍÒÔ¼°ËÇ°Î¿Ê¹¼±àÃÃÒ³Âë¿

ı°Êý×Ö,ñÊ½ı±

Ö,¶ËÃ Word ËÇ°ÎªÒ³±à°Ã¿

1 2 3... °¿Ã²®Êý×Ö

a b c... Đ¿Đ´×ÖÃ,

A B C... ´óĐ´×ÖÃ,

i ii iii... Đ¿Đ´ÂƁÂıÊý×Ö

I II III... ´óĐ´ÂƁÂıÊý×Ö

ı°Ò³Âë±àÃÃ·½Ê½ı±

Ö,¶Ë±à°Ã¿ªÊ¹¼μÃÎ»ÖÃ¿

ĐøÇ°½Ú °´Ë³Đò´Ó

Ç°Ò»½Ú¼ıĐø

±àÃÃÒ³Âë¿

ÆðÊ¹¼Ò³Âë Ö,¶Ë°ü°¬

²ăÊëμăμÃ½Ú

μÃÆðÊ¹¼Ò³Âë¿

ı°½Å×çı±ÃüÁİ£ı°²ăĖëı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁİ£¬³ŸĀĖÔÚĖ«Ōæ²éĴ·Ă£Ė½ÖĐĴĖÔÚ²ăĖëμă²ăĖë½Å×çĖ÷ÔŸ±ê¼Çı£»¹ĴĖ´òĴ¹½Å×ç  
°„ĥĖăĖëĬĀ±¾ı£³Ÿ·ÇÁİăŌ,Ŧı£¬Word ÔÚĬ¬Ō»Ô³ĂæĖĬ°ıăŌıμĀĖ÷ÔŸ±ê¼Ç´òŌı½Å×çı£

ŦŌ»°ĴòÑıİİ

ı°×ŌŦı±à°Āı±

²ăĖëŌ»„ö½Å×çĖ÷ÔŸ±ê¼Ç£¬²ç„øĖü·ŌĀăŌ»„ö°ĀĀë£¬,Ă°ĀĀëĖæ×ĀŌĖŦıçĬı¼Ō»òĖ³¼Ÿ½Å×çŦ×Ō  
ŦıĐĐ„Āı£

ı°ŦıÖĖ½Å×ç±ê¼Çı±

×ıŦıăĴĖ¼üĖĖ 10  
„ö×Ō·û×÷ı°Ė÷ÔŸ±ê¼Çı£ĀüĖü¼üĖëμĀĖĬ°ıĖ÷ÔŸ±ê¼ÇŦı¼²»»áŌ°İİŦıŌ½Å×çμĀ×ŌŦı±à°Āı£

ı°Ñıİİı±

İŌĖ°Ō»„öŦıŌ»°  
Ĵò£¬Ė¹ĀüĴĖŌŌŌ„Ŧı½Å×çĬı»ŌĀıç½Å×ç·Ō„ö·Ōı½Å×çμĀĖđĖ¼±à°Āı£²İ¼üı°½Å×çÑıİİı±ŦıŌ»°Ĵò.

ÇëŦŌĀ

½Å×çıçĀü×ç¼°ĐĐŦı©±êŌ¾

ı°½Ä×¢Ñĭĭı±ŧŎ»°¿ò

Ê¹ŎÄ,ÄŧŎ»°¿òŎ,ŧŧ¹½Ä×¢İ»ŎÄı¢½Ä×¢·Ŏ,ò·ù¹½Ä×¢/ÆðÊ¹¼±à°Äı£

ı°İ»ŎÄı±

Ŏ,ŧŧ¹Ŏª·òŎı½Ä×¢μÄİ»ŎÄı£

½Ŭİ¹

ŎŬ½ŬμÄ×ı°ò»ĐĐŎŎ°òİİÄ½ŬμŬŎ»ĐĐŎŎŸ°·òŎı½Ä×¢ı£

Ŏ³Äæμ×²¿

ŎŬ³òİŎ½Ä×¢Ë÷Ŏý±ê¼ÇμÄİÄŎ³±ß½Ÿ¹ı·òŎı½Ä×¢ı£

½ð½ŎŎŸİÄ

ŎŬ,øŧŧ¹Ŏ³½ð½Ŏ×ı°ò»ĐĐŎŸİÄ·òŎı½Ä×¢£¬ŧŧø²»ÊŸŎŬŎ³μÄμ×²¿·òŎı½Ä×¢ı£

İÄμμ½äİ²

ŎŬİÄμμ×ı°ò»ĐĐμÄ°óÄæ·òŎı½Ä×¢ı£

ı°±à°Ä·½Ê½ı±

Ŏ,³ò Word ÊŸ°ŧŧª½Ä×¢±à°Äı£

ı°ÆðÊ¹¼°ÄÄêı±

¼üÊë»òŊıŎŧŧª½Ä×¢×Ŏŧŧ¹±àÄêμÄÆðÊ¹¼°ÄÄêı£

ı°Ä¿½ŬŎŎĐÄ

ŧŧŎÄ¿Ŏ»½Ŭŧŧ¹¼

±à°Äı±

·Ŏ 1 ¿ªÊ¼

İª×Ŏŧŧ¹±àÄêμÄ

½Ä×¢ŎŎĐÄ¿ªÊ¼±à°Äı£

ı°½Ä×¢·Ŏ,ò·ùı±

·ŎİÄμμİÄ±¾ŎĐ·ŎÄê½Ä×¢İÄ±¾ı£ŊıŎŧŎª½øĐĐ±à¼μÄ·Ŏ,ò·ù°·Äı£ŊıŎŧŎâĐŎ°·Äı½«¹ø±ŎŧŧŎ»°¿ò£¬²¢İŎÊ¾·Ŏ,ò·ù£¬Ê¹ÄúÄŬ¹»ŧŧŎÆª½øĐĐ±à¼ı£

ı°·Ŏ,ò·ùı±

¼üÊëĐÄμÄ·Ŏ,ò·ù»ò±£ÄðÄ¬ÊİμÄ 2 ŎŸ·Ÿ³μÄİßı£

ı°½ŎĐø·Ŏ,ò·ùı±

¼üÊëĐÄμÄ·Ŏ,ò·ù»ò±£ÄðÄ¬ÊİμÄ·Ŏ,ò·ùª¼

··Ŏ×óŎ³±ß½Ÿμ½ŎŎŎ³±ß½ŸμÄŎ»İðÊİßı£ŎÄŎŬÊ¹½Ä×¢½ŎĐøμ½İÄŎ»Ŏ³ı£

ı°½ŎĐø×¢Ä÷ı±

İª½Ä×¢¼üÊëËùĐèμÄİÄ±¾£¬Ŏ,Ä÷½Ä×¢½ŎĐøμ½ÄİŎ»Ŏ³ı£

ı°ÊéÇ©ı±ÃüÁî£¨ı°²ăÈëı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî¿ÉÒÔîªĖùŃıĬÄ±³¼ıøİ¼Đİ»òÔÚ²ăÈëμăĬ»ÖÃÉİŦ¨ÒăÔ»,öÊéÇ©ı£

¿ı½Ÿ·½Ê½

¼ü£° CTRL+SHIFT+F5

ŦÔ»°¿òŃıİİ

ı°ÊéÇ©Ãüı±

¼üĖë»òŃıÔİŦÊéÇ©Ãüı£ÊéÇ©Ãü±ØĐëÒÔ×ÖÄ,¿ªÊ¼£¬²øÇÒÖ»ÄÜ°ü°¬×ÖÄ,ıøÊý×Ö°İĬ»®İŦ×Ö·üı£  
ÊéÇ©Ãü×İŦİªª 20 ,ö×Ö·üı£ÔªÖĐÄŦ¨ÒăÔŃÓĐμĂÊéÇ©£¬¿É´ÓÁĐ±İÖĐŃıŦŦÖ»,öÊéÇ©Ãüı£

ı°Ê³¼³Ÿı±

Ê³¼³ŸĖùŃıĬÊéÇ©£¬²ø±£³ÖŦÔ»°¿òμĂ´ò¿ª×´İ¬ı£

ÇëŦÔĂ

ÊéÇ©°İ½»²æĖ÷Òý

ı°Áú×ç¡±ÃüÁî£¨ı°²ăÈë¡±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî¿ÉÒÒ²ăÈëÒ»„öÁú×çË÷Òý²ç´ò¿ªÁú×ç´°„ñ¡£ĐƧ¶©ÖßμÃĐŎÃüËðĐ  
°ıË÷Öý±ă°ÁŎŎŎĐƧ²ŎıÁ±³⁄₄„ñÊ¹⁄²³öıŎŎŎııÁμμŎĐ¡£

ÇěʹİŎĂ

½Á×ç¡çÁú×ç¼°ĐƧ¶©±êŎ³⁄₄



ı°ÈÕÆÚ°ÍÊ±¼ăı±ÃüÁî£¨ı°²ăÈëı±²Ëμ¥£©  
Ê¹ÓÃ,ÃÃüÁî¿ÉÒÔ°·Ö,¶¶,ñÊ½îªÊ±¼ă»òÈÕÆÚ²ăÈëÒ»,öÖòı£

¶Ô»°¿òÑıîî

ı¿ÉÓÃ,ñÊ½ı±  
ÑıÔñËùÐèμÃÊ±¼ă»òÈÕÆÚ,ñÊ½ı£

ÇëîÔÃ  
°ÑÈÕÆÚ°ÍÊ±¼ăìí¼Óμ½îÃμμ  
Date £¨ÈÕÆÚ£©Óò  
Time £¨Ê±¼ă£©Óò

ı°Óòı±ÃüÁî£¨ı°²âÈëı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî¿ÉÒÒ²âÈëÒ»„ðÓò£¬,ÃÓòÓÃÓÚ¿ØÖÆİÃ×Öı¿ı±ıı¿Ë÷Öýı¿Ã¿Â¼ıı¿ı¼Đİ»ò±à°ÂμÃ²âÈëı  
£İ¨ıı¿ÓÚı°²ê¿ı±²Ëμ¥ÖĐÑıÖñ»òÇâ³ýı°Óò´úÂëı±ÃüÁî£¬Ãú¿ÉÒÒ²ê¿´Óò´úÂë»òÓòÃÚËÝı£

¶Ö»°¿òÑıİİ

ı°²âÈëÓòÀàĐıı±

ÑıÖñÒ²âÈëμÃÓòÀàĐıı£„ù¼ÝÃúμÃÑıÖñ£¬¶Ö»°¿¿òμ×²¿μÃİÃ±³¼½«»á½¨ÖéİÃÒ»²½μÃ²Ü×÷ı£  
×¿Êİ£°ÓĐ¹ØÖ,¶μÃÓòÀàĐııμÃİêİ,½êÉÜ£¬ÇêÖÚ,Ã¶Ö»°¿òÖĐ°´F1¼üı£

ı°Ö,Áıı±

İªÓòÀàĐıÑıÖñ,½¼ÓμÃÖ,Áıı£

ı°Óò´úÂëı±

ÖÚ±ê°ÃÃÖ±İİÖÊ³¼Ñı¶¶ÓòÀàĐııμÃÖı¨ı£¨Ê·½¿òİÖÊ³¼ÓòÀàĐıı°İÑıÖñ»ò¼üËëμÃÖ,Áıı£Ãú¿ÉÒÒÖÚ  
´ÊİÃ±³¼¿òÖĐ±à¼Óò´úÂëı£

ı°İı¼Óı±

°ÑËüÑıÖ,Áİİı¼Óμ½ı°Óò´úÂëı±¿òÖĐı£

Çê²İÖÃ

Óò

ÓòÀàĐı¼°Ö,Áı

±ı„ñÊ½ĐÃ¼ıı¿ÓÊ¼ıı±êÇ©¼°ÆäËü°İ²¿İÃμμ

ı°·û°Āı±ÃüÁî£¨ı°²ăĖëı±²Ėμ¥£©

Ê¹ÓÃ,ÃÃüÁî¿ÉÒÔ²ăĖë´òÓı»úĖùĂÜ´òÓıμĂ·û°Āı£  
¿ÉĂÜ±ê×¼¼üĀİÉİ²¿Ă»ÓĐÆăÖĐμĂĂ³Đ©·û°ĀıªĀýĖ¿£¬°æĖ¨»ò×¿²ăÉİ±ê·û°Āı£

¶Ô»°¿òÑıİİ

ı°·û°ĀĀ´Ô´ı±

´Ó±İÖĐÑıÔĥĖùĐèμĂ×Ö·û¼¯ÀàĐÍı£

ÇěʹŎĀ

²ăĖë·û°Ā

ı°Ė÷òýĭı±ÃüÁı£ı°²âĖëı±²Ėμ¥£©

Ė¹ÓÃ.ÃÃüÁıŁĖÖÖ²âĖëÖÖ°óÓÃÀ´±à×«Ė÷Öý.μĖĖ÷Öýĭı£Word  
½«ĖĖ÷Öýĭı×÷ı°Öþ²ØÓð²âĖëμ½ĬĖμμÖĐı£

¶Ô»°ŁòÑĭĭ

ı°Ė÷Öýĭı±

¼üĖëÖª×÷ı°Ė÷Öýĭı³đĬÖμĖĬĖ×Öı£²Ĭ¼ü½°Áç×ÓĖ÷ÖýĭĬ.

ı°Ö³Ėëı±

ÑıÖñĖ÷ÖýĭıÖĐ¶¶ÖÖ³Ėëĭá¹ŮμĖĖëÖÖĖı£

ı°¶Ĭ§ı± Ö,¶Ĭ°»»đĖéç©ÖÖ¼ÆĖăĖ÷ÖýĭıμĖÖ³Ėë.¶Ĭ§ı£Ė÷Öý.´Ó³ĖĖĖéç©³đĬÖμĖÖ³Ėëı£

ı°Öĭăı± Ė¹Ė÷ÖýÖĐμĖÖ³ĖëÖÖ´Öĭă×ÖĬÖĖ³¼ı£

ı°Đ±ĭăı± Ė¹Ė÷ÖýÖĐμĖÖ³ĖëÖÖĐ±ĭă×ÖĬÖĖ³¼ı£

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çëʔÔĖ

Ė÷Öý°ĬĖ.Ė¼

Óò

Index Entry Óò

ı°Ė÷òŷı±ãüáî£¨ı°²ăĕëı±²Ėμ¥£©

Ė¹óã,ããüáî¿ÉòôöªĖıİăμμöðμăĖ÷òŷıİıç²ăĕëĖ÷òŷóòòô¼°×÷İªóðμăăúĖŸà´İôĖ³¼Ė÷òŷı£

¶ô»°¿òñıİİ

ı°²ăĕëı±

ÑıôñĖ÷òŷÑüĖ½ı£

ı°²ă´İĖ½Ė÷òŷı±      òªö÷Ė÷òŷİİöðĖð½ð×óĖ÷òŷİı£

ı°Æ½ððĖ½Ė÷òŷı±°ÑĖüóðĖ÷òŷİİ·ĂôúÍ¬ò»ððĖİ£¬ôú±ðòªĖ±»»ðð£¬×óĖ÷òŷİİòô·ôª·ô,ðı£

ı°±êlà·ô,ô·ûı±

Ñıôñ Word ôúĖ÷òŷμă×öă,½úô®¼ª²ăĕëμă·ô,ô·ûı£

ı°İpı±      ôúðăμă×öă,½ú¿ªĖ¼´İ²»Éè·ô,ô·û»ðĖμă÷ı£

ı°¿ôððı±      ôúă¿,ð×öă,½ú¿ªĖ¼´İÉèöăô»¿,ð¿ôððı£

ı°×öă,ı±      ôú×öă,½ú¿ªĖ¼´İ°´×öă,±İĖ³ðòÉèöăô»¿,ðİàóıμă×öă,ı£ĂŷĖç£¬ôúôôı°Aı±  
¿ªĖ¼μăĖ÷òŷİİă¿×éİİăæİôĖ³¼ı°Aı±£¬¶øôúôôı°Bı±  
¿ªĖ¼μăĖ÷òŷİİă¿×éİİôĖ³¼ı°Bı±£¬ôà´ÉÀàİÆı£

---

çĕŷôă

Ė÷òŷıİ¿ă¼

óò

Index £¨Ė÷òŷ£©óò

ı°Ä¸Â¼ı±ÃüÁî£¨ı°²âÈëı±²Ëμ¥£©

Ê¹ÓÃ,ÃÃüÁî¸ÉÒÒÔÚ»ııııÄμμÖÐÖªÊı´ó,Ù±êîâ»ðÄ¸Â¼ıı²âÈëÄ¸Â¼ÓðÒÔ¼°ÉúªÊ×÷îªÓðÄÜÈÝμÄÄ¸  
Â¼ı£

ıÖ»°¸ðÑıîı

ı°Ä¸Â¼ı±

ÔÚ½ı°Ä¸Ä¼Ê±£¬Ö,ıı°Ä¸Â¼îıμÄ,ñÊ½ı£

ı°Ê¹ÓÃ±êîâııııÄı±

´Ó´ó,Ù±êîâÖÐÖªÊıÄ¸Â¼ıî£¬ÖªÐ©±êîâÊÇ¾ıßÓÐÒ»¼ıı±êîâμ½¾Ä¼ıı±êîâÑüÊ½μÄııııÄı£

×¸Êı£°Ò»¼ıı±êîâıª×ı,ß¼ıı±ð£¬¾Ä¼ıı±êîâıª×ıı¼ıı±ðı£

È«²¸ ÊÖ¼¬ÊüÓÐ¾ıßÓÐÒ»¼ıı±êîâÑüÊ½μ½¾Ä¼ıı±êîâÑüÊ½μÄıııı£

´Ó Ö,ıı°ªÊÖ¼¬μÄ×ı,ß´ó,Ù±êîâ¼ıı±ðı£

μ½ Ö,ıı°ªÊÖ¼¬μÄ×ıı¼ı´ó,Ù±êîâ¼ıı±ðı£ÊÇ¹üÖ»ÐèÊÖ¼¬Ò»,ð¼ıı±ð£¬¸É¼üÈëÓëı°  
´Óı±¸ðÄÜıııı¬μÄÊýı£

ı°Ê¹ÓÃÄ¸Â¼ıîÓðı±

´Óı°TCı±ÓðÊÖ¼¬Ä¸Â¼ıîı£

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ÇëîÖÃ

Ë÷Òý°ıÄ¸Â¼

Óð

TOC £¨Ä¸Â¼£©Óð

ı°İÄ¼pı±ÄüÁİ£ı°²âÈëı±²Ëμ¥£©

Êı°ÓÄ,ÄÄüÁİ,ÉÖÖ²âÈëÖ,İİÄ¼pμÄÈ«²¿»²²¿·ÖÄÜÈÝ£¬²¿İ°ÖÖóμÄÈý³¿ÜĐÄ½°Á¿ÓëÖ,İİÄ¼pμÄÄ  
ı½Öı£ÄýÈ¿£¬¿ÉÖÖ²âÈëİÄ±³¿İÄ¼pı¿ÆäËü Word İÄ¼p»òÓÄÆäËüÈİ¼p³İĐò½°Á¿μÄİÄ¼pı£

İÖ»°¿òÑıİİ

ı°İÄ¼pÄüı±

¼üÈë»òÑıÖñÖ²âÈëμÄİÄ¼pı£,Ä½¿òİİÖİÄ¼p½øĐĐÁĐ±İ£¬ÖâĐ©İÄ¼pİİ¼  
°øÓĐÄüÖÜı°İÄ¼pÄâĐİÁĐ±ıı±¿òÖĐÑıİİ°μÄÄ©Ö°Äüı£  
×¿Èİ£°Ö°ÁĐ³ø¼ßÓĐİøİİ°Ä©Ö°ÄüμÄİÄ¼p£¬¼üÈëĐ¿°Á£°\*£©ı¿¼äμä°İËý,ò×Ö·üμÄÄ©Ö°Äüı£ÄýÈ¿£  
¬È¿ıüò²â¿¿·Ä¿Ä¼ÖĐ³¿ßÓĐ .TXT Ä©Ö°ÄüμÄËüÓĐİÄ¼p£¬¼üÈë \*.txt

ı°İÄ¼pÄâĐİÁĐ±ıı±

ÑıÖñÖ²âÈëμÄİÄ¼pÄâĐİı£

ı°¿ýİİ°Æ÷ı±

ÑıÖñ°æÓĐ²âÈëİÄ¼pμÄ¿ýİİ°Æ÷ı£

ı°Ä¿Ä¼ı±

ÑıÖñ°æÓĐ²âÈëİÄ¼pμÄÄ¿Ä¼ı£

ı°İİİıı±

È¿ıüÖ»ĐëÖ²âÈëİÄ¼pμÄ²¿·ÖÄÜÈÝ£¬¿É¼üÈëÈë¿©Äüı¿ÄüüμÄ·İİİ£°ÄýÈ¿£¬Microsoft Excel  
ÖĐμÄμ¥Ö°,ñ·İİİ£©»òÆäËü±ëÖ³ı£

ı°Á½Óμ½İÄ¼pı±

ÖÜ»İİİÄ¼p°İ²âÈëμÄİÄ¼pÖÖ¼ä½°Á¿Ä½Öı£μ±ÄüĐëÖ²âÈëİÄ¼pμÄ×İĐÄ°æ±³¿É±  
£¬¿ÉÖÖ,üĐÄ,ÄÄ½Öı£

ı°²ëÖÖİÄ¼pı±

İÖÈ³¿Ö»,øİİÖ»°¿ò£¬ÓÄÖÜÈÑË÷Ö²âÈëμÄİÄμμı£²İ¼üı°²ëÖÖİÄ¼pı±ÄüÁİ.

¿ëİÖÄ

½»»»ĐÄİ¿

½°Á¿Ö÷¿ØİÄμμ

ı°ı¼ıÄ¿òı±ÄüÁî£ı°²âÈëı±²Ëμ¥£©

Ê¹ÓÃ\_ÃÄüÁî¿ÉÒÔ½«Êó±êÖ\_Öë±äıª + £¬Ê¹ÄúÄÜ¹»°·ËùÐèμÄ  
´óÐı°ıı»ÖÃ½ı·Áøı¼ıÄ¿òı£Äú¿ÉÒÔÊ¹ÓÃı¼ıÄ¿òÒÆıı³É×éμÄııÖıó»òıııÄäı£ÔÚ±ê×¼²é¿·Ä£Ê½ÖÐ£¬W  
ord  
ÔÚıÄμμ×ó±ßÓÃÐı°Ú¿òıÖÊ³ı¼ıÄ¿òı£Äú¿ÉÒÔÔÚÔüÒ³È«ÖæÄ£Ê½ÖÐÒÆııı¼ıÄ¿ò£¬²øÉèÖÃÆä  
´óÐıı£

¿ı½Ÿ·½Ê½  
¹ı³¼ßıð£° ▶

ÇëıÖÄ

ÔÚÒ³ÃæÉİÉèÖÃıÄ×Ö°ıı¼Ðı



¡°Í¼Æ¬±ÃüÁî£¬¡²âÈë¡²Èµ¥£©

Ê¹ÓÃÃüÁî¿ÉÒÒ²âÈëÆäÈüÓ|ÓÃ³|ÐðÖÐµÃÍ¼Æ¬¿Äú»¹¿ÉÒÒ½«¿ÃÍ¼Æ¬ÓëÈüµÃÔ´Á´½Ó£¬Ã¿µ±Ô´±»¿üÐÃÊ±£¬Word ¼´ÃÜ¶¶Ô¿ÃÍ¼Æ¬×öÏaÓ|µÃÐµ¿Ä¿£

¶Ô»°¿ðÑ¡Ï

¡°ÎÃ¼pÃü±

¼üÈë»ðÑ¡ÔñÒ²âÈëµÃÎÃ¼pÃü¿£¿½¿ð¶¶ÔÃ¼p½øÐÐÁÐ±£¬ÔáÐ©ÎÃ¼p¶¶¼³¼ßÐÐÃüÔÚ¡°ÎÃ¼pÀaÐÍÁÐ±|¿¿ðÖÑ¡¶µÃÀ©Ö¹Ãü¿£

×¿ÊÍ£°Ò²ÁÐ³ð¼ßÓÐ|ø¶¶À©Ö¹ÃüµÃÎÃ¼p£¬¿É¼üÈëÐÇ°Á£¬\*£©¡¿¼äµã°ÍËý¿ð×Ö·ûµÃÀ©Ö¹Ãü¿£ÀýÈ¿£¬È¿¹üÒ²ê¿¿¿¿¿¼ÖÐÈüÓÐ¼ßÓÐ .PIC À©Ö¹ÃüµÃÎÃ¼p£¬¼üÈë \*.pic

¡°ÎÃ¼pÀaÐÍÁÐ±|±

Ñ¡ÔñÐèÒ²âÈëµÃÎÃ¼pÀaÐÍ¿Äú¿ÉÒÒÓÃÎÃÁÐÈÌ»ðÎÃ¼p¿ñÊ½²âÈëÍ¼Æ¬£°

- ▶ AutoCAD Format 2-D (.dxf)
- ▶ AutoCAD Import (.plt)
- ▶ AutoCAD Plot File (.plt)
- ▶ Computer Graphics Metafile (.cgm)
- ▶ DrawPerfect (.wpg)
- ▶ Encapsulated Postscript (.eps)
- ▶ HP Graphic Language (.hgl)
- ▶ Lotus 1-2-3 Graphics (.pic)
- ▶ Micrographx Designer/Draw (.drw)
- ▶ PC Paintbrush (.pcx)
- ▶ Tagged Image Format (.tif)
- ▶ TIFF (.tif)
- ▶ Video Show Import (.pic)
- ▶ Windows Bitmaps (.bmp)
- ▶ Windows Metafile (.wmf)
- ▶ Zenographics Mirage (.ima)

¡°Çý¶Æ÷¡±

Ñ¡Ôñ¿æÓÐ²âÈëÎÃ¼pµÃÇý¶Æ÷¿£

¡°Ã¿Ã¼±

Ñ¡Ôñ¿æÓÐ²âÈëÎÃ¼pµÃÃ¿Ã¼¿£

¡°Á´½Óµ½ÎÃ¼p¡±

ÔÚÎÃµµ°ÍÈüÒ²âÈëµÃÎÃ¼pÐ¶¼a½´Á¿Á´½Ó¿£µ±ÃüÐèÒ²aÍ¼ÐÎµÃ×¿ÐÃ°æ±¼Ê±£¬¿ÉÒÒÔÚ¡°±à¼¡±²Èµ¥ÖÐÊ¹ÓÃ¡°Á´½Ó¡±ÃüÁî¿¿üÐÃ¿ÃÁ´½Ó¿£

¡°éÖÖÎÃ¼p¡±

İÔÊ¼ÓÃÓÚËÑÊ±²âÈëĬ¼pμÄŦÔ»°¿ò;£²Ĭ¼û;ºéÕÒĬ¼p;±ÄüÁî.

ı°Ô▯ÄÄı±

Ô▯İËİÔÊ¼Ĭ¼ĐĬμÄĬâ¹Û;£

---

ÇëʹÔÄ

Ĭ¼ĐĬ

Ê'ÔÃ,ÃÄüÁî,ÉÒÔ²âÊë'ÍÇ¶ÈëÒ»,ðÀ´×ÔÆäËÜö!ÔÃ³!ÐòµÃ¶Ôïó;ÊÀÝËç£¬Microsoft Excel  
Í¼±í»ð¹×÷±íçðMicrosoft Graph Í¼ÐÍ»ð Microsoft Draw Í¼)-  
;ÊÍá¹©¶ÔïóµÃÔ!ÔÃ³!Ðò½«ÔÜÆÄÄ»ÊÏ³ÊÍª»¶Ô!ÔÃ³!Ðò;£

¡°¶ÔïóÀàÐÍ¡±

Çë²ÎÔÄ

1/2»»»»ĐÄİç

F11	ALT+F1
F12	ALT+F2

## É¾³ý°í²àÈëîÄ×Ö°íí¼Đİ

Word ÓÐĐİíŋà¿ì½Ý¼ü£¬¿ÉÓÃÓÚÉ¾³ý»ò²àÈëîÄ×Ö°íí¼Đİ¿

## É¾³ýîÄ×Ö°íí¼Đİ

¼ÄÜ	°´
É¾³ý²àÈëµã»ò	¿Ö,ŋ¼ü
ŊìŋŋîÄ±¾×ó²à	
µÄÖ»¿,ö×Ö·û	
É¾³ý²àÈëµã×ó	CTRL+ ¿Ö,ŋ¼ü
²àµÄÖ»¿,öµŕÊ	
É¾³ý²àÈëµã»ò	DEL
ŊìŋŋîÄ±¾ÓÖ²à	
µÄÖ»¿,ö×Ö·û	
É¾³ý²àÈëµãÓÖ	CTRL+DEL
²àµÄÖ»¿,öµŕÊ	
É¾³ýŊìŋŋîÄ±¾	CTRL+X »ò
²øÈîÖÄ¼òìù°à	SHIFT+DEL
»Ö,ÊîîµÄ²Ü×÷	CTRL+Z
£¬¼´ì¿,Öì±£©	
½«îÄ×Ö»òí¼Đİ	CTRL+F3
¼òÇĐµ½í¼îÄ³ì	

## ²àÈëîÄ×Ö°íí¼Đİ

×øÈí£°°´ INS ¼ü¿ÉÊµíÖ²àÈëÄ£Ê½Öë,ÄĐÄ£Ê½Ö®¼àµÄÇĐ»»¿¿

²Ü×÷	°´
½«îÄ×Ö°íí¼Đİ	CTRL+C
,ÖÆµ½¼òìù°à	
²àÈë¼òìù°àÄÜÊÝ	CTRL+V »ò SHIFT+INS
²àÈëÓò	CTRL+F9
²àÈëí¼îÄ³ìÄÜÊÝ	CTRL+SHIFT+F3
²àÈëí¼îÄ¼´Êò	¼üÈëí¼îÄ¼´ÊòÄÖ£¬Ê»°ó°´ F3 ¼ü

## ×Ö·û, ñÊ½×é'¼ü

×é'¼üÊÇÊ¹ÓÃ»ðÖ, ¶, ñÊ½ÓëÑùÊ½µÃ×î¿·½Ê½¿

²Ü×÷

°´

„Ä±ä×Ölà CTRL+F

£¨ÖÚ, ñÊ½Ä, ÊÏ

µÄ¡°×Ölà±¿ðÖð

ÉèÖÃ²âÈëµã£©¿

×øÊÏ£°ÒªÏÖÊ³¼

¡°×Ö·û±¶Ö»°¿ð£¬

ÖÜ°´Ö»¹ CTRL+F

¼ü¿

ðþ, Ä°ðÖµ CTRL+P

£¨ÖÚ, ñÊ½Ä, ÊÏ

µÄ¡°ð¿±¿ðÖð

ÉèÖÃ²âÈëµã£©¿

Öð¼°Ó°ðÖµ£¨Ä¿ CTRL+F2

¹°´ CTRL+F2 ¼ü£¬

Word ¾ÍÖÚ¡°ð¿±

¿ðÖðÏÖÊ³¾ðÏÄÒ»

„ø¿ÉÓÃ°ðÖµ£©¿

¼ðð¿°ðÖµ£¨Ä¿¹ CTRL+SHIFT+F2

°´ CTRL+SHIFT

+F2 ¼ü£¬Word

¾ÍÖÚ¡°ð¿±¿ðÖð

ÏÖÊ³¾ðÇ°Ò»„ø

¿ÉÓÃ°ðÖµ£©¿

„Ä±ä×ÖÄ, ´ðð¿´ SHIFT+F3

´ÓÑ¿¶¹Ä±¾Öð CTRL+ ¿Ö, ñ¼ü

Ê³¾ý×Ö·û, ñÊ½

±àÄ¿¿

×øÊÏ£°²»ÄÜÓÃ

CTRL+ ¿Ö, ñ¼ü

Ê³¾ýÓÃÑùÊ½²ü

ÉµµÃ×Ö·û, ñÊ½

±àÄ¿¿

Ä³ðÇø¿öÏÄ£¬°

¹à¹¬µÃ×é'¼ü¿ÉÖÖÖ¹Ê¹ÓÃÄ³Ò»„ñÊ½£¬¾ÍÊÇ¹ÍÈÇ¹¬¿¹Ê¹ÓÃ„ñÊ½Ê±Ò»Ñù£¬ÒàÒ²³Æ¹²Çð»»¿ÖÖÏÄµÃ×é'¼ü¾Í¾ÍÓðÊÏÈð¹ÄÜ¿

ËùÓÃ„ñÊ½

°´

ËùÓð×ÖÄ, ´ðð´ CTRL+A

´Ölà CTRL+B

Ë«ÏÄ»®Ïß	CTRL+D
Òþ²ØÏÄ×Ö	CTRL+H
Ð±là	CTRL+I
Ð¡ÐÍ´óÐ´×ÖÄ,	CTRL+K
ÏÄ»®Ïß	CTRL+U
×ÖÏÄ¼ÓÏÄ»®Ïß	CTRL+W
ÏÄ±ê£¨»ù×¼Ïß	CTRL+ µÈ°A
ÒÔÏÄÈý°ð´¡£©	
ÉÏ±ê£¨»ù×¼Ïß	CTRL+SHIFT+ µÈ°A
ÒÔÉÏÈý°ð´¡£©	µÈ°A
×øÉÍ£©Öª,ñÊ¹½»¬ ØÊâ×Ö·ù£¬¬°´	CTRL+SHIFT+ * Ê¹ÆâÈ«²¿ÏÔÊ³¼³öÀ´¡£

## ¶¶Ää, ñÊ½×é¶¼ü

×é¶¼üÊÇÊ¹ÓÃ»ðÖ, ¶¶, ñÊ½±àÄÄ»ðÑüÊ½µÄ×î¿¼·½Ê½¿¼Ñ¶¶·Öª, ñÊ½»¬µÄ¶¶ÄäÊ±  
£¬¿¼Ê²»±ØÑ¶¶·Öü, ¶¶¶¶Ää£¬Ö»ÐèÖÜ¶¶¶¶ÄäÖÐÊèÖÃ²àÊèµä¼¿¿¼Ê¿¼

²Ü×÷

°´

¶, ñÊ½»¬¶¹Ö»±¶¼ä³¼ä CTRL+1

¶, ñÊ½»¬¶¹Á½±¶¼ä³¼ä CTRL+2

¶, ñÊ½»¬¶¹Ö»±¶°è¼ä³¼ä CTRL+5

ÖÜ¶¶¶¶Ç° CTRL+O

¼ÖÖ»¿ÖÐÐ £¬×ÖÄ, "O" £©

Ê³¼³¶¶¶¶Ç° CTRL+0 (Ää)

µÄ¿ÖÐÐ

¶, ñÊ½»¬¶¹³¼ÖÖÐ¶¶¹ÆèµÄ¶¶¶¶Ää CTRL+E

¶, ñÊ½¶¹³¼¶¶¶¶¹ÖÆèµÄ¶¶¶¶Ää CTRL+J

¶, ñÊ½»¬¶¹×ó¶¶¹ÖÆèµÄ¶¶¶¶Ää CTRL+L

¶, ñÊ½»¬¶¹ÖÖ¶¶¹ÖÆèµÄ¶¶¶¶Ää CTRL+R

¶¹×óÖ³±ß½¿½¿¶¶¶¶Ää CTRL+N

Êð½ðÖ»»ðÖÆ±¶¶»

½«×óÊð½ð½ð¼ðÐ¿ CTRL+M

Ö»»ðÖÆ±¶¶»

¶¹½·Ö»»ðÖÆ±¶¶»µÄ CTRL+T

Ðü¹ÖÊ½Êð½ð

¼ðÐ¿Ö»»ðÖÆ±¶¶»µÄ CTRL+G

Ðü¹ÖÊ½Êð½ð

Ó¶ÖÃÑüÊ½Ãü³Æ CTRL+S

£¬ÖÜ, ñÊ½Ä, Ê¶µÄÑüÊ½

¿ðÖÐÊèÖÃ²àÊèµä£©¿¼

×øÊÍ£°Ö¶¶¹ÖÊ³¼°ÑüÊ½±¶¶¶¹Ö»°¿ð£¬

°´ CTRL+S ¼ü¿¼

¶¹¶¶¶¶¶¹±³¼ÖÐÊ³¼³ CTRL+Q

ÊüÖÐ¶¶¶¶Ää, ñÊ½±àÄÄ

×øÊÍ£°, Ä×é¶¼ü½«Ê¿ü

ÊüÖÐ¶¶¹ÖÃÑüÊ½¶¶¶¶¹Ö»¶µÄ, ñÊ½¿¼

Ê¹ÖÃ Normal ÑüÊ½ ALT+SHIFT+5

£¬ÖÜÊý×ÖÐ¿¼üÀÊÍ£¬NUM LOCK ¼ü¹ð±Ö£©

¶¹ÖÊ³¼×Ö¶¶¶¶ÑüÊ½ CTRL+Y

£¬ÖÜ¶¶ÑüÊ½±¶¶¶¹Ö»°¿ðÖÐ£©



## 1|ÄÜ¼ü

ÀúÓÃ¼üÀìÉĬμÄ¹|ÄÜ¼üĬÉ,üĬμØÍê³ÉĐíŕà¹¤×÷|£

### F1

²Ŭ×÷

°´

»ñμÃÑĭŕŕ·ÄüÁĭϕ F1

´òĬªμÄŕŔÔ»°Ĭò»ò

ĭáÊ³¼μÄ°ĩÖúĐÄĭϕ

×ªμ½ĬÄÖ»¸öÓò ALT+F1

»ñμÃÓĐ¹ØÄüÁĭϕ SHIFT+F1

ÆÁÄ»ÇøÓò»ò×é°ĭ

¼üμÄ°ĩÖúĐÄĭϕ

×ϕÊÍ£°¸Ä×é°ĭ

¼ü½«²âÈëμă±ă

³ÉÒ»¸öĬÊ°Á£¬

ÄüÖ»Đèμ¥»÷Òª

ĬÖÊ³¼ĐÄĭϕμÄÆÁ

Ä»ÇøÓòĭ£

×ªμ½Ç°Ò»¸öÓò ALT+SHIFT+F1

### F2

²Ŭ×÷

°´

½«ÈüÑĭÄÜÈÝÒÆμ½ F2

ĬÄÖ»¸öŕŕĬ»ÖÄ£»

ÈÇ¹úĬ·Ñĭŕŕ·ÄÜÈÝ£¬

Word ½«°ÑĬÄÖ»¸ö

ÈüÑĭÄÜÈÝÒÆÖÁ²ă

ÈëμăμÄμ±Ç°Ĭ»ÖÄĭ£

´Óĭ°ĬÄ¼pĭ±²Èμ¥ÖĐ ALT+F2

ÑĭÔñĭ°Áĭ·æĭªĭ±ÄüÁĭ

½«×ÖĭăÖö´óμ½ĬÄ CTRL+F2

Ò»¸öĬÉÓÄμÄ³ß´Ç

½«ÈüÑĭÄÜÈÝ,´ÖÆμ½ SHIFT+F2£¬ÒÆŕŕ

ĬÄÖ»¸öŕŕ·μÄĬ»ÖÄ£»²ăÈëμă£¬

Èç¹úÎ´Ñ¡¶ÄÜÈÝ£¬ È»°ó´  
 Word ½«°ÑĬÄÖ»ö ENTER  
 ÈùÑ¡ÄÜÈÝ,´ÖÆµ½ ¼ü¡£  
 ²âÈëµǎµ±Ç°Ĭ»ÖÃ  
 ´Ó¡°ĬÄ¹¼þ¡±²Ēµ¥ÖÐ£¬ ALT+SHIFT+F2  
 Ñ¡Ôñ¡°±£´æ¡±ÃüÁĤ  
 Ê¹×ÖĬâĒð¡µ½Ç° CTRL+SHIFT+F2  
 Ò»öçÉÓµÄ³ß´ç

### F3

²Û×÷ °´  
 ²âÈë,ÖÖ,¶µÄ F3  
 Ĭ¹¼Ĭ¹¼¬  
 ½«ĬÄ×Ö»ðĬ¼ÐĬ CTRL+F3  
 ¼ðÇÐµ½Ĭ¹¼ĬÄ³¡  
 ,Ä±ǎ×ÖÄ,´óÐ¡Ð´ SHIFT+F3  
 ´ÓĬ¹¼ĬÄ³¡²âÈë²ç CTRL+SHIFT+F3  
 Çǎ³ŸĬ¹¼ĬÄ³¡

### F4

²Û×÷ °´  
 ÖØ,´Ç°Ò»öÃüÁĤ F4  
 ¹Ø±ÖÖ¡ÓÄ³ĬÐð´°çÜ ALT+F4  
 ¹Ø±Ö»Ĭ¶ĬÄµµ´°çÜ CTRL+F4  
 ÖØ,´¡²éÖÖ¡±»ð SHIFT+F4  
 ¡°¶ĬĬ»¡±ÃüÁĤ

### F5

²Û×÷ °´  
 ×ªµ½Ö,¶ĬĬ»ÖÃ F5  
 ½«Ó¡ÓÄ³ĬÐð´°çÜ ALT+F5  
 »Ö,´µ½ĬĒÇ°´óÐ¡  
 ½«ĬÄµµ´°çÜ»Ö CTRL+F5  
 ,´µ½ĬĒÇ°´óÐ¡

×ªµ½Œ°Ò»¸öÍ»ÖÃ      SHIFT+F5  
²âÊëÖ,¶µÄÊéÇ©      CTRL+SHIFT+F5

## F6

²Û×÷      °´

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×ªµ½İÄÒ»¸ö´°ŕ      F6  
×ªµ½İÄÒ»¸öİÄµµ      ALT+F6 »ò  
´°¿Ú      CTRL+F6  
×ªµ½Œ°Ò»¸ö´°ŕ      SHIFT+F6  
×ªµ½Œ°Ò»¸ö      ALT+SHIFT+F6 »ò  
İÄµµ´°¿Ú      CTRL+SHIFT+F6

## F7

²Û×÷      °´

---

¼ı²ëŒı¶İÄ±¼ F7  
µÄÆ´Ð´  
ÖÆ¶İÄµµ´°¿Ú      CTRL+F7£¬Ê¹ÓÃ¼ýı·¼ü£¬Ê»°ó°´ ENTER ¼ü  
´Óı¹²¼ßı±²Êµ¥ÖÐ£¬ SHIFT+F7  
ŒıÖŕııı¬Òâ´Ê¿âı±ÃüÁı  
üÐÄÄ´½ÓµÄÐÄİ      CTRL+SHIFT+F7

## F8

²Û×÷      °´

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À©Ö¹Ä£Ê½£¬À©Ö¹Œı¶      F8  
·¶İ§  
ÊëÖÄİÄµµ´°¿Ú´óÐı      CTRL+F8  
ÊõÐıŒı¶·¶İ§      SHIFT+F8  
ŒıÖŕıÀ,£¬»ò¿é£©Ä£Ê½      CTRL+SHIFT+F8

## F9

²Û×÷      °´

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üÐÄÓò      F9  
½«ÓıÓÃ³ıÐò´°¿Ú      ALT+F9

Ěō³Éí¼±ē

²āĚēŌò×Ō·Ů CTRL+F9

ŌÚĪŌÊ³¼Ōð´úĀē SHIFT+F9

°íĀÚÈÝŌ®¼āÇĐ»»

Ě«»÷Ā³,öŌð£¨Ā£Āâ ALT+SHIFT+F9

¶Ō GOTOBUTTON Ōð

°í MACROBUTTON

ŌðµĀĚó±ē¶×÷£©

ŌĀĚí´ĪµĀŌðĀÚÈÝĭæ»» CTRL+SHIFT+F9

,ĀŌð;£¼â³ýŌðĀ´½Ō

## F10

²Ŭ×÷ °´

---

¼¤»ĭ²Ěµ¥Ā, F10

½«ŌĭŌĀ³ĭĐò ALT+F10

´°ĵÚ×ĭ´ó»

½«ĬĀµµ´°ĵÚ CTRL+F10

×ĭ´ó»

¼¤»ĭĀú×ç;ç´ó,Ŭ;ç SHIFT+F10

Ō³Ā¼£¨Ō³½Ā»ð

°ē´Ā¥Ā,

¼¤»ĭ±ē³ß CTRL+SHIFT+F10

## F11

²Ŭ×÷ °´

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×ªµ½ĬĀŌ»,öŌð F11

Ěø¶ŮŌð CTRL+F11

×ªµ½Ç°Ō»,öŌð SHIFT+F11

¼āĚøŌð CTRL+SHIFT+F11

## F12

²Ŭ×÷ °´

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´Ōĭ°ĬĀ¼p;±²Ěµ¥ŌĐ F12

ŊĭŌñĭ°Āí´æĭª;±ĀüĀĭ

‘Ó<sub>ı</sub>°İÄ¼p<sub>ı</sub>±²Ěμ¥ÖĐ      CTRL+F12

Ñ<sub>ı</sub>Ôñ<sub>ı</sub>°‘òĲ<sup>a</sup><sub>ı</sub>±ÃüÁî

‘Ó<sub>ı</sub>°İÄ¼p<sub>ı</sub>±²Ěμ¥ÖĐ      SHIFT+F12

Ñ<sub>ı</sub>Ôñ<sub>ı</sub>°±£´æ<sub>ı</sub>±ÃüÁî

‘Ó<sub>ı</sub>°İÄ¼p<sub>ı</sub>±²Ěμ¥ÖĐ      CTRL+SHIFT+F12

Ñ<sub>ı</sub>Ôñ<sub>ı</sub>°‘òÓıı±ÃüÁî

´ó\_Ù¹¼ü

ÔÚ´ó\_Ù²é¿´Ä£Ê½ÖÐ¹¤×÷Ê±£¬¿ÊÊ¹ÓÃÐí¶à×éï¹¼ü;£

²Ù×÷

°´

Éý¹¼¶Ò»\_ö¶ÎÄä ALT+SHIFT+ ▶

½µ¹¼¶Ò»\_ö¶ÎÄä ALT+SHIFT+ ▶

ÔÚ¹°´ó\_Ù²é¿´Ä£ ALT+SHIFT+5

Ê½¿±ÖÐ½µ¹¼¶Ò¹ÄÚÄ £¨ÔÚÊý×ÖÐ;¼üÄÌÊÏ NUM LOCK ¼ü¹|ÓÚ¹Ø±Ö×¹¬£©

ÊÏÖÆÑ;¶µÄ¶ÎÄä ALT+SHIFT+ ▶

ÎÄÖÆÑ;¶µÄ¶ÎÄä ALT+SHIFT+ ▶

ÏÖÊ³¼µÚÖ»ÐÐÄÚÄ ALT+SHIFT+F

»ðÊ«²¿ÄÚÄ

ÏÖÊ³¼Ö»¹¼¶±êà ALT+SHIFT+1

ÏÖÊ³¼µ½ n. ¼¶±êà ALT+SHIFT+n

ÀýÊ££¬ÒªÏÖÊ³¼µ½

Îà¹¼¶±êà£¬°´

ALT+SHIFT+5.

ÏÖÊ³¼µ½³¼Ä¹¼¶±êà ALT+SHIFT+9

Õ¹¿ª±êà ALT+SHIFT+

ÎÄµÄÎÄ±³¼ ¼Ó°Ä

ÕÚµþ±êà ALT+SHIFT+

ÎÄµÄÎÄ±³¼ ¼Ö°Ä

ÏÖÊ³¼Ê«²¿ÎÄ±³¼£¬ ALT+SHIFT+A

»ðÔÚÊ«²¿ÎÄ±³¼¿Ê¹¼Ú

Ê±ÏÖÊ³¼Ê«²¿±êà

ÏÖÊ³¼Ê«²¿ÎÄ±³¼ \*£¨ÔÚÊý×ÖÐ;

Ð;¼üÄÌÊÏ£©

## ÓÃ¼üÀì¿ÖÖÆ±ê³ß

ÔÚ±ê³ßÃ£Ê¼ÏÃ£¬Ò»»\_ö³ÆÍª±ê³ß¹â±êµÄ°Ù¿ò³õÏÔÔÚ±ê³ßµ×ÐÐ¿£Ê¼ÓÃ\_Ã±ê³ß¹â±ê°ÍÃ³Ð©¼ü£¬¿ÉÔÔÉ  
èÖÃ££õ¼ø°ÍÖÆ±Í»£¬²ø¹õ¶¼¹²×óÔ³±ß¼àÖÐ¿£

²Û×÷

°´

¼¤»Ï±ê³ß CTRL+SHIFT+F10

¶¼²¼³¤ÖÆ¶¼±ê³ß ▶ »ò

▶

¹â±ê

´ó²¼³¤ÖÆ¶¼±ê³ß CTRL+▶

¹â±ê »ò

CTRL+▶

½«±ê³ß¹â±êÖÆµ½ SHIFT+▶

±ê³ß 0£¬Ã££©µä

µÄ×ó²â£¬°¹õ¶¼£©

½«±ê³ß¹â±êÖÆµ½ HOME

±ê³ß 0£¬Ã££©µä

½«±ê³ß¹â±êÖÆµ½ END

À,µÄÒ¶££

½«Ñ¡¶¶¶ÍÃ££èÖÃ L

×ó±ß££õ¼øµ½±ê³ß

¹â±ê´£££×ÐÐ££õ

½ÖÆ¶¼ÍàÍ¬µÄ££õ

½Ä¿££©

½«Ñ¡¶¶¶ÍÃ££èÖÃ R

ÓÒ±ß££õ¼øµ½±ê

³ß¹â±ê´£

½«Ñ¡¶¶¶ÍÃ££èÖÃ F

Ê×ÐÐ££õ¼øµ½±ê

³ß¹â±ê´£

ÎªõÐÐ££èÖÃµÄÖÆ 1

±Í»Ñ¡Ôñ×ó¶¶ÖÆè

ÎªõÐÐ££èÖÃµÄÖÆ 2

±Í»Ñ¡Ôñ¼ÓÖÐ

¶ÖÆè

ÎªõÐÐ££èÖÃµÄÖÆ 3

±Í»Ñ¡ÔñÒ¶¶¶ÖÆè

ÎªõÐÐ££èÖÃµÄÖÆ 4

±Í»Ñ¡ÔñÐ¿££ýµä

¶ÖÆè

½«Ñ¡¶¶¶ÍÃ££ÖÐµÄ INS

ÖÆ±í»ÉèÖÃî±ê

³ß¹â±ê´|

É³⁄₄³ýÑ;¶¶¶¶îÄ±ê DEL

³ß¹â±ê´|µÄÈ«²¿

ÖÆ±í»

¶ÖÑ;¶¶ÄÚÈÝÊ¹ÓÃ ENTER

µ±Ç°ÉèÖÃ£¬²¿¹⁄₂«

²âÈëµãÖÆ»Øµ¹⁄₂îÄ

µµÖÐ

Èîîµ±Ç°ÉèÖÃ²¿ ESC

¹⁄₂«²âÈëµãÖÆ»Øµ¹⁄₂

îÄµµÖÐ



## ÓðÖÐμÄ¼üÄìÊ¹ÓÃ

Ê¹ÓÃËÇÏÃ×é°í¼ü¿ÉÔÚÓðÃÚ¿ìËÙ²Ù×÷¿£

²Ù×÷

°´

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²âËë DATE Óð ALT+SHIFT+D  
²âËë MERGE Óð ALT+SHIFT+F  
£´´½ðÓÃÓÚÖ÷ÎÃμμ£©  
²âËë PAGE Óð ALT+SHIFT+P  
²âËë TIME Óð ALT+SHIFT+T  
ÔÚÔ´ÎÃμμÖÐ,üÐÂ CTRL+SHIFT+F7  
Á´½ÓÐÃíφ  
,üÐÂÑ¿¶´´Óð F9  
²âËë¿ÖÓð CTRL+F9  
ÔÚÓð´úÃëÓëÓð SHIFT+F9  
ÃÚËÝÖ®¼äÇÐ»»  
Ë«»÷Óð£´´Ã£Ãâ¶´´Ô ALT+SHIFT+F9  
GOTOBUTTON °í  
MACROBUTTON  
ÓðμÃËó±ê¶´´×÷£©  
ÓÃ×´°óμÃÓðÃÚËÝ CTRL+SHIFT+F9  
ìæ»»Óð  
×ªμ½¿ÃÔ»»,ðÓð F11  
·âËøÓðÔÖ±ÜÃâ CTRL+F11  
Óð±»,üÐÂ  
×ªμ½Ç°Ô»»,ðÓð SHIFT+F11  
½â·âÓð CTRL+SHIFT+F11

## Êó±ê¿ì½Ý·½Ê½

Í·¹ýµ¥»÷ÎÄµµ´°¿ÚµÄìØ¶¶ÇðÓð£¬¿ÊÓÃÊó±ê¿ì½Ý·½Ê½½Ñ,ËÙÊµİÖĐİ¶à Word  
²Ù×÷İ£ÄýÊç£¬¿ÊÑİ¶¶ÎÄ±³¿¿é£¬´ò¿ª¶¶Ö»°¿¿ò»ò´°¿¿Ú¿£

²Ù×÷	Ê«»÷Î»ÖÃ
´ò¿ªİ°ÖÆ±İ·ûİ±	ÊÎÖ»ÖÆ±İİ»
¶¶Ö»°¿¿ò	
´ò¿ªİ°¶¶ÎÄâİ±	<u>±ê³³Êİ°ë²¿</u>
¶¶Ö»°¿¿ò	µÄÊİ°İİ»ÖÃ
´ò¿ªİ°¶¶Î»İ±	×·İ¬Çð£¬Word
¶¶Ö»°¿¿ò	´°¿¿Ú×óÎÄ½Ç£©
´ò¿ªİ°Ñİİİİ±	<u>¹¤¼ßÄ</u> Êİ³ý
¶¶Ö»°¿¿ò	°·Ä×ÖÖÍâµÄÊİ°İİ»ÖÃ
´ò¿ªİ°½¿µµ°æÃæ	Êİ°İ
²¼³¼Öİ±¶¶Ö»°¿¿ò	·Ö½¿·û
ÖÚìØ¶¶½Ä×ç·İ´ò	<u>½Ä×çÊ÷Öý±ê¼Ç</u>
¿ª½Ä×ç´°,İ	
´ò¿ªİ°Ö³ÃæÊèÖÃİ±	ÖÚÊ«Öæ²é¿·Ä£Ê½
¶¶Ö»°¿¿ò	ÖĐÖ³±ß½ÇÖÖÍâµµÄÖ³½Ç
´ò¿ªİ°×Ö·ûİ±	<u>İÊ½Ä</u> Êİ³ý
¶¶Ö»°¿¿ò	°·Ä×óÍ¿òÖÖÍâµµÄÊİ°İİ»ÖÃ
´ò¿ªİ°İ²ç´òÖİ	°İ²ç´òÖİÄ,
ÊèÖÃİ±¶¶Ö»°¿¿ò	
´ò¿ªİ°·û°Äİ±	Ö»,ð²âÊèµÄ·û°Ä
¶¶Ö»°¿¿ò	
´ò¿ªİ°°êİ±	<u>°ê±â¼Ä</u> Êİ³ý
¶¶Ö»°¿¿ò	°·Ä×ÖÖÍâµµÄÊİ°İİ»ÖÃ
²ð·Öµ±Ç°´°¿¿Ú£¬	²ð·Ö¿ò
²çÖÚÁ½ð´°,İÖĐ	
İÖÊ³µ±Ç°İÄµµ	
×İ´ó»¬İ,·Ö	´°¿¿Úµµ
Ö»,ð´°¿¿Ú	<u>±êİâÄ</u>
´ò¿ªÄú×ç´°,İ	ÎÄµµÖĐµµÄÄú×ç±ê¼Ç
·µ»Øµ½´´½´´	Word ÎÄµµÖĐ
<u>Ç¶Êè¶¶Öİó</u>	µÇ¶¶Êè¶¶Öİó
µÄÖİÖÃ³İĐò	İªÄýÊç£¬Ê«»÷Ö»,ðÍ¼Æ¬
	½«·µ»Øµ½ Microsoft Draw

‘ò¿<sup>a2</sup>ϕÔĖĐĐÓÊ¼p±êÇ©°ê

¿ÉÒÔÊ¹ÓĀĭ°°ĩ²ϕ‘òÓĭĭ±ĀũÁĩ¼‘‘ÁϕÓÊ¼p»òμØŎ·±êÇ©ĭ£ĭ°°ĩ²ϕ  
‘òÓĭĭ±ĀũÁĩ¼«»ĭ¶ĀμμÁ¼Ŏμ¼Êý³¼ÝĪĀ¼pÖĐĭ£

×ϕÊÍ£°Êç¹ũĀũŎÑ³¼½‘‘ÁϕÁĖÖ÷ĪĀμμ°ÍÊý³¼ÝĪĀ¼p£¬²ĩ¼ũ‘òÓĭÓÊ¼p±êÇ©ĭ£

‘ò¿<sup>a2</sup>ϕÔĖĐĐÓÊ¼p±êÇ©°ê

1 ‘Óĭ°ÍĀ¼pĭ±²Ėμ¥ÖĐ£¬ÑĭŎñĭ°ĐĀ¼½ĭ±ĀũÁĩ (ALT, F, N)ĭ£

2 ÔÚĭ°Ê¹ÓĀÑũ°ăĭ±¿òÖĐ£¬ÑĭŎñ MAILLABLĭ£

3 ÑĭŎñĭ°Ê·¶ĭĭ±°‘Ā¥ĭ£

Word ‘ò¿<sup>a</sup>Ŏ»,ö»ũÓÚĭ°MAILLABL.DOCĭ±μĀĐĀĪĀμμ£¬²ϕÔĖĐĐÓÊ¼p±êÇ©°êĭ£

4 ¶ŎĪĀĀĐĭăÊ³¼ĐĀĪϕ×+³öÓĭ‘ð£¬ŎÚŎ,Ā÷,÷Ñĭĭĩ°ó£¬ÑĭŎñĭ°Ê·¶ĭĭ±°‘Ā¥ĭ£

► Ê¹ÓĀμĀ‘òÓĭ»ũĀăĐĭĭ°¼μ¹ă»òμăŎó‘òÓĭ»ũĭ£

► ÊũÓĀ Avery ÓÊ¼p±êÇ©ĀăĐĭμĀ²ũÆ·±à°Āĭ£

► ĐèŎ°‘òÓĭμĀ±êÇ©ÊýĀ¿£¬Ŏ»,ö±êÇ©£¬×ŎĐĐĭ¼ÓĐĀĪϕ£»ò¶ĭă,ö±êÇ©£¬Ê¹ÓĀĭ°°ĩ²ϕ  
‘òÓĭĭ±ĀũÁĩă¹©ÓÊ¼p±êÇ©ĐĀĪϕĭ£

► Ŏ°°ĩ²ϕμĀŎð°ÍÊý³¼ÝÊÇŎÚŎ»,öĪĀ¼pÖĐ£¬¬»¹ÊÇŎÚĀ¼½,ö·ŎĀêĪĀ¼pÖĐĭ£

×ϕÊÍ£°Word ½‘‘ÁϕŎ°

‘òÓĭÓÊ¼p±êÇ©μĀŎ÷ĪĀμμ£¬Ê»°òĭăÊ³¼ĀũÑĭÓĀÊý³¼ÝĪĀ¼pĭ£²ĩ¼ũÑĭÓĀÊý³¼ÝĪĀ¼p²ϕĭĭÊĐĀĪϕĭ£

ÓĐ¹Øĭĭ¼½éÊÜ£¬²ĩ¼ũĭ¶Microsoft Word ÓĀ»§ÊŎ²ăĭ·ÖĐμĀĭ°ÓÊ¼p±êÇ©ĭ±Ŏ»½Úĭ£

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ÇěĩŎĀ

±ĭ,ñÊ¼ĐĀ¼pĭϕÓÊ¼p±êÇ©¼°ÆăÊũ°ĩ²ϕĪĀμμ

‘òÓĭĐĀ·ă

## Ñ¡ÓÃÊý³ŸÍÄ¼þ²çìÈèÐÃíç

Ò»µ©ÃúÔËÐÐÓÊ¼þ±êÇ©°èÔ½²·ÁçÁçÖ÷ÎÄµµ£¬Word ÔðìáÊ³¼Äú½²·Áç°ÍÑ¡ÓÃÊý³ŸÍÄ¼þ¡£

## Ñ¡ÓÃÊý³ŸÍÄ¼þ²çìÈèÐÃíç

- 1 ÔÚ¡°î²ç·òÓ¡¡±¶Ô»°¿òÐ£¬Ñ¡Ôñ¡°Ñ¡ÓÃÊý³ŸÍÄ¼þ¡±°·Á¥¡£
- 2 Ñ¡Ôñ¡°½²·ÁçÊý³ŸÍÄ¼þ¡±°·Á¥¡£
- 3 ½²·ÁçÒðÃú²ç±£·æÎÄµµ¡£

·ÊÊ±/ÆÁÄ»É¶ÔÊ³¼Ò»¿ò±í¡£µÚÒ»ÐÐ°ü°¬ÁÐ³¼ÙÒðÃúµÄÒ³Ä¼¼ÇÄ¼¡£µÚ¶þÐÐî²¿òÐ£¬¹©Ãú²áÈèìØ¶¶µÄÓÊ¼þ±êÇ©ÐÃíç¡£

- 4 Í¹¼ÇÄ¼ÖÐµÄÄ¿Ò»¿òÓð¼üÈèÐÃíç¡£ÊÇÒ»Ò»Æµ½ÍÄÒ»¿òµ¥Ò³,ñ£¬¿É°¬TAB ¼ü¡£È·ÊÍÄúÔÚÄ¿¿òµ¥Ò³,ñÖÐ¼üÈèµÄÐÃíç°ÍÄ¶¶¶µÄÓðÃúî²¶¶ÔÓ¡£ÊÇ¹ü¼ÇÄ¼ÖÐÄ»¿òÓðµÄÐÃíç£¬°¬TAB ¼üÈ¹,ÄÓðµ¥Ò³,ñî²¿ò¡£ÔÚµ½²¶µ¥Ò³,ñÐÐî²Ê±£¬°¬£Ô£Ä ¼ü¿ÉÊÍÄÒ»¿ò¼ÇÄ¼²áÈèÐÃÐÐ¡£
- 5 ´Ô¡°ÍÄ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°±£·æ¡±ÃúÁîÒÒ±£·æÊý³ŸÍÄ¼þ (ALT, F, S)¡£

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## Çè¹ÒÄ

±í,ñÊ½ÐÄ¼þ¡çÓÊ¼þ±êÇ©¼°ÆäÈüî²çÎÄµµ

·òÓ¡ÐÄ·á

## ‘òÓ¡ÓÊ¼p±êÇ©

ÈÇÐè‘òÓ¡ÓÊ¼p±êÇ©£”»òÈÍÒ»°í²çÍÄµµ£©£¬ÒÚÖ÷ÍÄµµÊ±£¬Ñ¡Òñ¡°í²ç‘òÓ¡¡±ÃüÁî£Ñ¡Òñ¡°í²ç  
‘òÓ¡¡±ÃüÁî°ó£¬Word Íá¹©Ñ¡í£¬¿ØÖÆ°í²ç½á¹ûµÄËä³ð·½Ê½£¬ÍÄ¼p»ò‘òÓ¡»ú£©£¬ÒÒ¼°°í²çÊ± Word  
½«°ü°¬Ëý¼ÝÍÄ¼pµÄÄÐ©¼ÇÄ¼£

## ‘òÓ¡ÓÊ¼p±êÇ©

- 1 È·ÈÍÓÊ¼p±êÇ©Ö÷ÍÄµµÍá»íÍÄµµ£
  - 2 ‘Ó¡·ÍÄ¼p¡±²Ëµ¥ÖÐ£¬Ñ¡Òñ¡°í²ç‘òÓ¡¡±ÃüÁî (ALT, F, M)¡£
  - 3 ÔÚ¡°í²ç‘òÓ¡ÊèÖÃ¡±¶¶Ò»°¿òÖÐ£¬Ñ¡Òñ¡°í²ç¡±°·Á¥¡£
  - 4 Ö,Ã÷ÍÄÄÐ,÷í£°
    - ▶ °í²ç½á¹ûËä³ð·½¿ò¡£
    - ▶ Ò»‘òÓ¡ÓÊ¼p±êÇ©µÄ¼ÇÄ¼¡£
- Äü¿·ÈÒÒÖ,¶¶Ò»·¶Í§»òÑ¡Òñ¡°¼ÇÄ¼Ñ¡¶¶¡±°·Á¥À·ÖÆ¶¶¹æÒò£¬Word  
¿¼¼ÝÖãÐ©¹æÒòÒÚÆÄÄ»ÉÍÖÊ¾¼¹©ÖÊ¼p±êÇ©Ê¹ÓÄµÄ¼ÇÄ¼¡£
- ▶ ¶¶¿·Ö×ÐÐµÄ·ÍÁ¡£²¼¿ò°í²çÓòÍá¿·ÖÊ±£¬°í²çÍÄµµÖÐµÄ¿·ÖÐ¿·ÖÆ¡£
  - 5 Ñ¡Òñ¡°·¶¶¡±°·Á¥£¬¿·Æ¼°í²ç¡£
  - 6 Ñ¡Òñ¡°·¶¶¡±°·Á¥£¬¿·Æ¼‘òÓ¡¡£

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## ÇèíÒÄ

±í,ñÊ½ÐÄ¼p¡çÓÊ¼p±êÇ©¼°ÆäËü°í²çÍÄµµ  
‘òÓ¡ÐÄ·ä

½°Áç³¤İÄµµ

ÄÊö

½°ÁçÖ÷¿ØİÄµµ

´òÓ¿Ö÷¿ØİÄµµ

½°ÁçÄ¿Â¼»ðË÷Ïý¶ØİÐÐě¹Ôi´óİÄµµ

îªÓÃ RD ÓðÉú³ÉµÄÖ÷¿ØİÄµµÉèÕÃÆðÊ¼°ÅÄě

îª³¤İÄµµ½°Áç´óË÷Ïý

## ½“Áç³ıİÄµµ

Äú¿ÉÒÔÊ¹ÓÃ Word

½“ÁçÉİÖâ³µ¶İÄµµ£¬Ö»ÒªÓÚ¿ªÉ¹¼¹µ×÷Ç°ÉÔ×÷¼Æ»®£¬Äú³¼¿ÉÒÔİá,İÓÚ³ıİÄµµÉİµÄ¹µ×÷ĐŞÂÊ£¬²ç¿ØÖÆ,İÊ½±àAAİ£

## İá,İ¹µ×÷ĐŞÂÊ

ÓÚ½İ¶İµÄİÄµµÉİ¹µ×÷ĐŞÂÊ»á,ü,İ£¬ÒòİªİÄµµÖĐµÄ¼Đİªİ,İÊ½±àAAÔ½¶İà£¬Word

‘İİİÄµµÊ±Êü»“·İµÄÊ±¼ä³¼İÖ½¶İà¿£Äú¿ÉÒÔ½«Ö»³µµÄİÄµµ·Ö³É¼,ö¶İµÄİÄµµ£¬·Ö±òÓÚÆäÉİ¹µ×÷£¬Ê»°½«ÊüÄÇÁ¬½ÓÔÚÖ»Æð½øĐĐ

‘òÖİ¿£Äú»¹¿ÉÒÔÖ»½“Áç¿¿Ä¹¼»òÊ÷Öý£¬¶¶²»°üÄ¹İÄµµÆäÊüµÄÄÚÊý¿£Êç¹üÊ÷ÖýÒ²°Ü³µ£¬¿É½«Æä±à¼³É¼,ö½İĐİµÄ²¿·Ö¿£

## ¿ØÖÆ³ıİÄµµµÄ,İÊ½±àAA

ÓÚ±£³ÖÊüĐèµÄÄê»İĐÔµÄİ¬Ê±£¬Word İá¹©ÄÊ¼,ÖÖ·½“·Ä¹±£Öµ,İÊ½±àAAµÄÒ»ÖÂĐÔ¿£

### ► ½“ÁçÑüª İªÄÊ±

£Öµ÷İÄµµ³İÓĐİ¬ÑüµÄÒ³±İ³¼ªªİÆäÊü,İÊ½±àAA£¬¿É½“ÁçÖ»³¼İÓĐÊüĐèÒ³±İ³¼ªªİèÖªİÆäÊüİİİİµÄÑüª¿£ÓÚ½“ÁçĐÄİÄµµÊ±

£¬Ê¹Æä»üÓÚ,ÄÑüªª£¬ÒªÑüĐÄ½“µÄİÄµµ½«³¼İÓĐİ¬ÑüµÄÊèÖª¿£İ¹¼üİÄµµÄ£ª¿£

### ► ½“ÁçÑüÊ½ İªÄÊ±

£³Ö×Ö·Öª¶İÄª,İÊ½±àAAµÄÒ»ÖÂĐÔ£¬¿É½“ÁçÖ»³¼İÓĐÊüĐèÒªµÄ«²¿,İÊ½±àAAµÄÑüÊ½¿£İ¹¼üÖªÑüÊ½½øĐĐ,İÊ½±àAA¿£

### ► ½«İÄ±³¼İİ¼Đİ±£ªİªİ¼İÄ¼¬Êİö Äú¿ÉÒÔ±£ª³¼-

³£Ê¹ÓÄµÄİÄ±³¼İİ¼Đİ£¬ÒªÑüÄüİĐèÖĐÄÊªÊè³¼¿ÉÒÔÑ,ÊÜ½«ÊüÄÇ²ªÊèµ½İÄµµÖĐ¿£ÄúÒ²¿ÉÒÔ½«İÊ½±àAA»òÑüÊ½±£ªİªİ¼İÄ¼¬Êİö¿£İ¹¼üİÄ¼¬Êİö£°ª³£ÓÄİÄ×ÖÖèİ¼Đİ¿£

### ► ½«İÄµµ·ÖİªÊö,Ê½Ú

İ¹ı½«İÄµµ·Ö³É¼,ö½Ú£¬Ê»°¶Öª¿,ö½Ú½øĐĐ²»İµÄ,İÊ½±àAA£¬Äú¿ÉÒÔĐİ,İİÄµµ²»İ¬¿·ÖµÄİª¹Ü¿£µ±ÄüİèĐİ,İİİª,ªªİÖ³·½İòÖªÑüµÄÒªÊøÊ±

£¬¿ÉÒÔÊ¹Öª½Ú,İÊ½±àAA¿£İ¹¼ü½Ú£¶¶ÖİİÄµµÄ³Đ²¿·Ö½øĐĐ,İÊ½±àAA¿£

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## ÇèİÖÄ

İÄÜ½èÊÜ





## ‘òÓìÖ÷¿ØÎÄµµ

ÔÚ‘òÓìÖ÷¿ØÎÄµµÊ±£¬Word ½«Á¬½Ó½ÏÐìµÄÔÎÄ¼þ£¬²¿×÷ÎªÒ»»,ò´óµÄÎÄµµ½«ËüÃÇÁ¬Ðø  
‘òÓì£¬Word »¹ªÔÎÄ¼þ·ÖÁäÁ¬ÐøµÄÔ³¿øÐÐ¹½Á×¿±à°Á£¬  
‘Ó¶øÊ¹Ö÷¿ØÎÄµµ¼ßÓÐÕýÊ·µÄ±à°Á¿Î·ÄÛÄÛÔÊ³¼Ö÷¿ØÎÄµµÐµÄÒò  
‘üÄê£¬»¹ÊÇÊµ¼ÊÎÄ±³£¬Word ¶¼¼½«‘òÓìÎÄ±³¿Î

## ‘òÓìÖ÷¿ØÎÄµµ

- 1 ‘Óì°ÎÄ¼þ¿±²Êµ¥ÖÐ£¬ÑìÔñì°‘òÓì±ÃüÁÎ (ALT, F, P)¿
- 2 ÑìÔñì°ÑìÎì±°Á¥¿
- 3 ÔÚì°‘òÓìÑìÎì±ÑìÎì¿òÄÜ£¬ÑìÔñì°,üÐÁÓòì±,‘Ñì¿ò£¬ÕäÑüÖ÷¿ØÎÄµµ½«°ü¬¶ÔÔ  
ÎÄ¼þÊü×÷µÄËüÓÐÐ·,Ä¿
- 4 ÑìÔñì°Ê·¶ì±°Á¥¿
- 5 Òª¹Ø±Öì°‘òÓì±¶Ô»°¿ò²¿‘òÓìÖ÷¿ØÎÄµµ£¬ÑìÔñì°Ê·¶ì±°Á¥¿

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## ÇëÊÓ

½°Á¿³µÎÄµµ





cj£      ÔÚ¡°SEQ¡±ÓðÖÐ£¬¼üÊë \r £¬ÔÙ¼üÊëÉÍÒ»»\_öíÄ¼p×î°óÒ»\_öÐðÁÐ±à°ÄµÄ½ÓÐøÐðÁÐ±à°Ä¡£  
dj£      ¶ÔÎÄµµÖÐÄ³Ò»ÀàÐÍÐðÁÐÖØ\_´ÒÖÉÍ²Ù×÷¡£  
8 ¶ÔÃ¿Ò»\_öÔÎÄ¼p°´ðÓ¡Ë³ÐðÖØ\_´²½Öè 2 µ½ 7¡£

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**ÇëîÖÄ**  
½´Ä³µÎÄµµ

## İ³ıİÄµµ½ˆˆÁç´óĖ÷Öý

ıˆÖýÓÄİÄµµ£ˆˆRD£©Óòı±çÉŦŦÖ´øĖ÷ÖýµÄ´óİÄµµ¹¤×÷£¬µ«ĖÇ´óµÄĖ÷Öý£ˆİˆ³£³¬ıý 4,000 ,ð  
ˆĖİð£©»áÖýÆðÄÜ´æİĖİâ£ŦÖÜÖðÖÖÇéçöİÄ£¬çÉÖÖÓÄ·ÖÄē½ÜµÄ·½Ė½±à×«Ė÷Öýı£

## İ³ıİÄµµ½ˆˆÁç´óĖ÷Öý

- 1 ´òçªÖ÷çÖİÄµµı£Ŧı¼üı°½ˆˆÁçÖ÷çÖİÄµµı±ı£  
Ŧı¼üı°½ˆˆÁçÖ÷çÖİÄµµı±ı£
- 2 ´Ŧı°²éç´ı±²Ėµ¥ÖĐ£¬ŦİİŦİ°Óò´úÄēı±ÄüÄİÖŦİÖĖ³¼Óò´úÄē (ALT, V, C)ı£  
×çĖİ£°ÓĐ¹ØçÖÖÆÓò²éç´µÄİēİ,½éĖÜ£¬Ŧı¼üİÖĖ³¼Óò´úÄē»òÓòÄÜĖÝı£
- 3 ÖÜĐēÖªöİÖ³¼Ö²çĖ÷ÖýµÄİ»ÖÄ£¬ÉēÖÄ²ªēēµāı£
- 4 °´ CTRL+F9 ×éŦı¼ü£¬ÖÖ²ªēēÓò×Ö·ü ({} ) ı£
- 5 ÖÜÓòÄªªÄÜ£¬ı¼üĖē index \p £¬ÖÜı¼üĖē×ÖÄ,ŦİİİªªÄýĖÇ£¬ index \p a-f ı£
- 6 ŦŦÖ×ÖÄ,±İµÄÄçÖ»½ÜÖØ,ˆ²½Öē 2 µ½ 5 ²½ı£
- 7 ŦİİŦİŦİÓò£¬Ėª°ó°´ F9 ÖÖ,üĐÄİ°Ė÷Öýı±Óòı£
- 8 ´Ŧı°²éç´ı±²Ėµ¥ÖĐ£¬ŦİİŦİ°Óò´úÄēı±ŦİİŦİ (ALT, V, C)£¬ÖÖ²éç´Ė÷Öýı£  
×çĖİ£°ĖÇ¹üÖÜ±àÖēĖ÷Öý°ó£¬ŦŦŦİÄ¼pĖü×÷ĐĐ,ÄÖ°İı½,ÖÖ³£¬ÇēÖÜÖ»İ±àÖēĖ÷ÖýÖÖĖ±  
£Ö³ÄēÖýĖ·ı£Ŧı¼ü,üĐÄÄçÄ¼»òĖ÷Öýı£

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## ÇēŦİÖÄ

Ė÷Öý°İÄçÄ¼

½ˆˆÁç³ıİÄµµ

Ê'ÓÃ°ê

ĀĖö

''½''

»ñĒıÓĐ'Ø''½''°êμÄ°ıÖú

¼ÇÂ¼°ê

±àĐ'°ê

±àĐ'°êÊ±Ê'ÓÃ RecordNextCommand ÄüÁı

Ê'ÓÃ Microsoft Word ¶Ö»°¿ò±à¼Æ÷''½''¶ÖÆ¶Ö»°¿ò

''½''×Ô¶ÖĖĐĐ°ê

Ö,¶'±£'æ°êıı¼îÄ¼'ÊıöμÄî»ÖÃ

ĐĐ,Ä

î°ê»»Äü

±à¼°ı²āĖÖ°ê

ÖĖĐĐ

ÖĖĐĐ°ê»ò Word ÄüÁı

Ê'ÓÃ Word ×Ô'øμÄ°ê

Ö,¶'

ÖÚ²Ėμ¥ÖĐıı¼ÖÄüÁı¿°êı·Ö,öıß

îªÄüÁı°ı°êÖ,¶'¿ı½Ÿ¼ü

¶ÖÆ¹¼¼ßÄ,

²î¿¼ĐÄı¿

WordBasic ³ıĐòÓıŃÖ

°ê'ııóıüı¿

Ê<sup>1</sup>ÓÃ<sup>0</sup>ê

ʰeÊÇÒ» ɔ̯ ʰŌÆµÄÄüÁíƎ¬ʰŌüÁú ʷüǀǀǃ ʷŌÐÐŞµØ¹ˣ×÷ǃÊŌ» ʷÄ¹ÊµƎ¬ʰêŌÉŌ» ĨµÄÐ Word  
 ÄüÁŌŌŌǃ ˣ×÷éʰÊƎ¬ŌÊÐÐʰÊ±Ǝ¬½«ŌâÐ©ÄüÄŌŌŌǃ ɔ̯ ˣ×÷¼µ»ŏǃ

ïÃæÊÇÒ»Ð©°êµÄÀý×Ó£°

- ▶ ÑjÔñj<sup>2</sup>Ÿ,âj±Ñjlfñ-E»°ó´òÓjĬÄµµµÄ°êj£
- ▶ ·ÔÄĬÄµµ£-²¢½«„ÄĬÄµµÄjÔ³µÄµUÔ»,ö×Ö·ûÓÄ´ÔĬâj¢Đ±Ĭâ°Ĭ 16 °ð´óĐjĬÔÊ¾µÄ°êj£
- ▶ ¾¼y,ÄÔĬµÄ FileOpen °ê£-½«Ĭ°´òĬÄ¾p±j¶Ô»°ĬòĐĐµÄÄjÄ¾¼×Ô¶Ĭ,Ä±äĬ C:\DOCS j£

Ê'ÔÃ¡¼ÇÂ¼°ê¡±ÃüÁ°ÜÊÝÖ×''½''Ò»ð°ê¡£Word ¿É¼ÇÂ¼¡ÃüÄÜÈÜÖ  
 'ÐÐµÄ¶'×÷£¬ÒÖ±â¿ÉÖÖÖÜÖÖ°½½«ËüÄÇ×÷!°Ö»ð°ê'Ö'ÐÐ£ÖÖÜ Word ÖÐ»¹¿ÊÊ'ÔÃ WordBasic  
 °êÖíNÖÁ''½''ü,ÖÖµÄ°ê¡£!°£Äü¿ÉÖÖÖÁ¼ÇÂ¼¼Æ÷À''½''Ò»ð¼ðµµÄ°ê£¬Ê°öÖÜ°ê±¼°  
 ¿ÜÖÖÐíê³Ê¡££Word 'ðÖÖÖ»ð¶!ÄÇµÄ¶Ö°¿ö±¼¼Æ÷£¬¿ÉÖÖÜ½±äµØÖÜ°êÖÐ¼ÖÊ¶'ÖÆµÄ¶Ö°  
 ¿ö¿£

[illegible]

Çë²ÎÔÄ

$$\frac{1}{2} \text{ÄÜ} \frac{1}{2} \text{éÉÜ}$$

## »ñÈ¡ÓÐ¹Ø´´½´´°êµÄ°ïÖú

Word çÉÖÖ´òÓ¡Ö²çÉlà¹©Áª»úÐÄĲç°ïÖúÄú´´½´´Ö»ð°ê¡£

## »ñÈ¡ÓÐ¹Ø´´½´´°êµÄ°ïÖú

- ▶ Ñ¡ÖñĲÄÄ²Ü×÷£°
- ▶ ÓÐ¹Ø´´½´´¡çÐµÄ°ïÖÖÐÐ°êµÄ°ïÖúÐÄĲç¡£²Ĳ¼ûÉ¹ÓÄ°ê¡£
- ▶ ÓÐ¹Ø WordBasic ÓĲ¼ä°ï°ÉýµÄÄÐ±Ĳ¼°ÆäÉµÄ÷¡çÖĲ°ïÉ³¼Äý£¬²Ĳ¼ûWordBasic ÓĲ¼ä°ï°Éý¡£
- ▶ ±à¼°êÉ±£¬Óû»ñµÄĲçĲ°ÓĲ¼ä»ò°ÉýµÄĲçĲ°ÐÄĲç¬çÉ½«²äÉëµäÖÆÖÄ,ÄÖĲ¼ä»ò°Éý¡£¬É»°ó´F1 ¼û¡£
- ▶ ÓÐ¹Ø WordBasic ³ĲòÉè¼°ÆÖÖ¼°´´½´´Ĳ°ÖÆĲÖ»°çòµÄ½éÉÜ£¬²Ĳ¼ûĲMicrosoft Word É¹ÓÄÉÖ²ä¡çÖÐ¡°É¹ÓÄ°ê¡±Ö»½Ü¡£
- ×çÉĲ°ÉòÖª»ñÈ¡Èç°Ĳ±àÐ´,Ĳ¼°êµÄÄªÑ´µ¼×ÉÁĲ¬ÇèĲ°Ä Word Èù´øµÄĲ°ïĲUsing WordBasic¡çµÄ½µ£¬¬²ç¼Ä»ò Microsoft¡çĲUsing WordBasic¡çÖÐ°üÄ°ÓĲ¼ä°ï°ÉýÁª»ú²Ĳç¼°ÉÖ²äµÄÖĲç,ä¡£

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## ÇěĲÖÄ

## É¹ÓÄ°ê



## ¼ÇÂ¼°ê

‘ò¿ª Word °ê¼ÇÂ¼°ê÷‘‘½°êÊÇ°ÜÈÝÒ×μÄj£Ê¹ÓÃ°ê¼ÇÂ¼°ê÷¿Ê¼ÇÂ¼°êÄüÊüÖ  
‘ÐÐμÄÖ»İμÄÐ¶×÷£¬ÒÒ±äÖÜÐèÒªÊ±μÄμ½İäİ¬μÄ¶×÷¼¶j£ÄýÊÇ£¬ÊÇ¹üÄü¼-  
³£ÐèÒª¼¿ÊÄÜ¶àμØİÖÊ¼Ö», öİÄμμμÄÄÜÈÝ£¬¿Ê¼ÇÂ¼°ê», ö°ê£¬İê³ÊÊ¹°¿Ü×İ°ó»²¿Òp²Ø, ĩÊ½Äj¿  
±ê³ßj¿¹¼³¼ßÄ, °İ°ö¶İöμÊÖ»İμÄÐ¶×÷j£

×¿Êİ£°°ê¼ÇÂ¼°ê÷²»ÄÜ¼ÇÂ¼°êÄμμÖýİÄÖÐμÄÊó±ê¶×÷j£Òª¼ÇÂ¼°êóÖÆ¶²aÊèμä°İÑj¶İÄ±³ÖaÑùμ  
Ä¶×÷£¬Äü±ØÐèÊ¹ÓÃ¼üj£μ«ÖÜ¼ÇÂ¼°êÊ±£¬Äü¿ÊÖÖÊ¹ÓÃÊó±êÄÑjÖñÄüÄİ°İÑjİj£

## ¼ÇÂ¼°ê

- 1 ‘Ój°¹¼³¼ßj±²Êμ¥ÖÐ£¬ÑjÖñj°¼ÇÂ¼°êj±ÄüÄİ (ALT, O, R) j£
- 2 ÖÜj°¼ÇÂ¼°êÄüj±¶Ö»°¿òÖÐ£¬¼üÊè°êÄüj£  
ÊÇ¹üÒªÓÃ¿½Ý¼üÖÊÐÐ°ê£¬¿ÊÖÜj°¿½Ý¼üj±İ£¬Ö, ¶Ö»», ö¼ü»ò×é°İ¼üj£  
Äü¿ÊÖÖÖÜj°ÊμÄ÷j¿òÖİ°°êÊäÊèÖ», ö¼üò¶İμÄÊμÄ÷j£
- 3 ÑjÖñj°Ê¶j±°Ä¥j£  
×ÖÄj°RECj±½«³öİÖÖÜ×İ¬Ä, ÖÐ£¬İİÄ÷ Word ÒÑ×¼±, °Ä¼ÇÂ¼°êj£
- 4 ÖÐÐÐèÒª¼ÇÂ¼°êÄ¶×÷j£
- 5 ‘Ój°¹¼³¼ßj±²Êμ¥ÖÐ£¬ÑjÖñj°İ£Ö¹¼ÇÂ¼°êj±ÄüÄİ (ALT, O, R) j£  
×¿Êİ£°ÊÇ¹üÄüÖÜ·Ç NORMAL.DOT ÖÐ¹×÷£¬Öò³öİÖİäÊ³¼ÐÄİ¿ÑİÊÄü½«°ê±£æÖÜ°İj£İ¼üÖ, ¶±£  
æ°ê°İ¼Ä¼°ÊİöμÄİ»ÖÄj£

## İäÊ¼

- Äü¿ÊÖÖÊ¹ÓÃj°ÖÊÐÐ°êj±ÄüÄİÄ²aÊÖ°êj£İ¼üÖÊÐÐ°ê»ò Word ÄüÄİj£ÖÜÖÊÐÐ°êÖ®Ç°  
£¬Ój, ÄİÊ±£æİÄμμ£¬ÖÖ±ÜÄ²üÊüÖäİa¹½ä¹üj£
- Ê¹ÓÃj°Ñjİj±ÄüÄİ¿Êİ°êÖ, ¶Ö», ö¿½Ý¼üj¿²Êμ¥Ñjİj»ò¹¼³¼ßÄ, °Ä¥j£İ¼üÖÖÆ²Êμ¥  
j¿¼üÄİ°İ¹¼³¼ßÄj£

## Çè¹ÖÄ

## Ê¹ÓÃ°ê

## ±àÐ´°è

¶ÔÔ»Ð©Ìà¶Ô¼ðµ¥µÄ²Ù×÷£¬Èçµ÷Ôû¶¶Ô»°¿òÑî¶¶»òÔÊ³¼¿·ÖÆÄÄ»£¬Ê¹ÔÄ¼ÇÄ¼°è¼¿¿Ê¿µ«¶¶ÔÔÚÍê³Ê¿ÔÔ²Ù×÷µÄ°è¶ÄÝÊÇ£¬´´½°¶¶ÔÊ³¼¶¶ÔÆ¶¶Ô»°¿ò¶°Ôò±ØÐèÔÄ°è±à¼°¿¿Ù±àÐ£¬ÔÄÊÜÊÇ±à¼°Ô¿ðè¿£

## ±àÐ´°è

1 ´Ô¼°¹¤¼ß¿±²Ëµ¥ÖÐ£¬ÑîÔñ¼°è¿±ÄüÄî (ALT, O, M) ¿£

2 ÔÚ¼°èÄü¿±¿òÖÐ£¬¼üÊè°èÄü¿£

Äü¿ÊÔÚ¼°ËµÄ÷¿±¿òÖÐ£¬Í°èÊèÄÊè¼ð¶¶µÄËµÄ÷¿£

3 ÑîÔñ¼°±à¼¿±°·Ä¿¿£

°è±à¼°¿¿ÙÔÊ³¼ÔÚÆÄÄ»Ê¿¿£ÔÐ¹Ø¿¿¿½éÊÜ£¬²¿¼üÔ£°

► WordBasic Ô¿¼ä°¿°Êý

► ¶¶Microsoft Word Ê¹ÔÄÊÖ²ä¿·ÖÐ¼°Ê¹ÔÄ°è¿±Ô»½Ú¿£

×¿Ê¿£°ÔÚ±à¼°èÊ±£¬ò°ÄÊ½äÔÐ¹Ø¶¶Ô¿¼ä»ò°ÊýµÄ¿¿¿¿ÐÄ¿

£¬¿Ê½«²äÊµäÔÄÔÚàÔ¿Ô¿¼ä»ò°Êý¿££¬Ê°ó° F1 ¼¿¿Ê¿£

4 µ±Íê³Ê°èµÄ±àÐ´°ó£¬¿¿Ê¹Äµµ¿ØÖÆ²Ëµ¥ÖÐÑîÔñ¼°±ØÔ¿±Ñî¶¶£© (ALT, HYPHEN, C)¹Ø±Ø°è¿£

×¿Ê¿£°ÊÇ¹üÊ¹ÔÄµÄÊÇ·Ç NORMAL.DOT Ä£°ä£¬Ôòò¿¿ÔàÊ³¼ÐÄ¿Ñ¬¿ÊÄü½«°è±£·æÔÚ°¿¿¿¿²¿¼üÔ¿¿±£  
£·æ°è°¿¼¿¼¿Ê¿µÄ¿·ÖÐµÄ¿

Ô²½ØÐÐ±à¼µÄò¿µÄ°è½«ò¿ÔÔÚ¼°¿Ù¿±²Ëµ¥ÖÐ¿£

## ÌàÊ³¼

► ÔÚ±àÐ´°èÊ±£¬¿¿Ê¹ÔÄ RrcordNextCommand ÄüÄî×Ô¶¶²äÊèÔ»¿ðèÔ¿¼ä¿¿¿²¿¼üÔ±àÐ´°èÊ±Ê¹ÔÄ RecordNextCommand ÄüÄî¿£

► Ê¹ÔÄ¼°Ñî¶¶±ÄüÄî¿ÊÍ°èÔ¿¶¶Ô¿¿¿¿½¿¼¿¿¿¿²Ëµ¥¶¶¿ò¹¤¼ßÄ°·Ä¿¿¿²¿¼üÔ¶¶ÔÆ²Ëµ¥¿¿¼üÄî°¿¹¤¼ßÄ¿¿£

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## Çè²¿ÔÄ

## Ê¹ÔÄ°è

## Ê'ÓÃ Microsoft Word ¶Ô»°¿ò±à¼Æ÷''½''¶'ÖÆ¶Ô»°¿ò

Ê'ÓÃ¶¶Ô»°¿ò±à¼Æ÷£¬¿Ê'°ë''½''¶'ÖÆ¶¶Ô»°¿ò¿¶¶Ô»°¿òÖÐ¿ÊÖÖÓÐÁÐ±í¿ò¿°  
'Á¥¼°ÆäËüÑî¿ÆÁ¿¿ÖÖ½«¶¶Ô»°¿ò¿¼¿ÐÎÃ£Ê½, 'ÖÆµ½¼¿ò¿°¿Æ¬Ê»°óÖ±½ÖÖ¿¿¿½°ëÖÐ¿

## Ê'ÓÃ Microsoft Word ¶Ô»°¿ò±à¼Æ÷''½''¶'ÖÆ¶¶Ô»°¿ò

- 1 ÇÐ»»µ½ Windows ¿Ðò'ÜÀ¿Æ÷¿
- 2 ÎÊ¾ Word for Windows 2.0 ¿Ðò×é°¿Ú¿
- 3 ÑîÖñ¶¶Ô»°¿ò±à¼Æ÷¿¼±ê¿
- 4 ±à¼Ê¿Ðèµ¶¶Ô»°¿ò¿¿  
ÓÐ'ØÊ'ÓÃ¶¶Ô»°¿ò±à¼Æ÷µ¶ËµÃ÷£¬¿¿¼¿¶¶*Microsoft Word Ê'ÓÃÊÖ²¿*·ÖÐ¿Ê'ÓÃ°ë¿±Ö»½Ú¿
- 5 'Ó¶¶Ô»°¿ò±à¼Æ÷µ¶¿°±à¼¿±²Ëµ¥ÖÐ£¬ÑîÖñ¿°Ñî¶¶¶¶Ô»°¿ò¿ò¿±ÃüÁî (ALT, E, S) ¿
- 6 'Ó¶¶Ô»°¿ò±à¼Æ÷µ¶¿°±à¼¿±²Ëµ¥ÖÐÑîÖñ¿°, 'ÖÆ¿±ÃüÁî (ALT, E, C) £¬½«¶¶Ô»°¿ò, 'ÖÆµ½¼¿ò¿°¿Æ
- 7 ÇÐ»»µ½ Word¿
- 8 'ò¿°Ö²¿Ê¶¶¶Ô»°¿ò¿òµ¶°ë¿
- 9 ½«²¿Êèµ¿ÖÆµ½Ö²¿¿¿¶¶Ô»°¿ò¿òµ¶¿°ÖÃ¿
- 10 'Ó¿°±à¼¿±²Ëµ¥ÖÐ£¬ÑîÖñ¿°Ö¿¿¿¿±ÃüÁî (ALT, E, P) ¿  
Word ÖÜ°ë±à¼°¿ÚÖÖ²¿Êè''½''¶¶Ô»°¿ò¿ò¿¿¿Ðèµ¶¶Ö, Áî¿

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Çè¿ÖÃ

Ê'ÓÃ°ë

## ±àÐ´°êÊ±Ê´ÓÃ RecordNextCommand ÃüÁî

µ±±àÐ´°êÊ±Ê´±¸ÉÊ´ÓÃ RecordNextCommand ÃüÁî¼ÇÃ¼µ¥,ð¶×÷j£Word  
½«×Ô¶¶¼ª,Ã¶×÷²âÊëÓí¼ä¼°ÆäÓí¼µ½°ê±à¼°¿ÚÖÐj£µ±Ãü´´½,´ÔÓµÃ¶Ô»°  
¿ò¶¶ÔÖ²»Íë²éÔÃÍÊäÊëÆä²ÍÊý£¬»ðÖßÍü¼ÇÃÊÃ³,ð¶×÷µÃÓí¼Ê±£¬Ã¼ÃÜ¼Í·Ç³£ÓÐÓÃj£

## ±àÐ´°êÊ±Ê´ÓÃ RecordNextCommand ÃüÁî

- 1 ÊÇ´ÚÊÜÒª±à¼µÃ°êÃ»ÓÐ´ò¿£¬ÒðÊ´ÓÃ¼¹²³´µ±²Ëµ¥ÖÐµÃ¼°ê±ÃüÁî (ALT, O, M) j£  
²¼¼û±àÐ´°ê¼°±à¼°Í²âÊÖ°êj£
- 2 ÔÚ°ê±à¼°¿ÚÖÐ£¬½«²âÊëµãÒÆµ½Ò²²âÊëÓí¼äµÃÍ»ÖÃj£
- 3 ´Ó¼°¿Ú±²Ëµ¥ÖÐ£¬ÑíÔñÒ»ð°ü°ÍÃµµÃ´¿¿Új£  
ÊÇ´ÚÃ»ÓÐ´ò¿ªÍÃµµ£¬ÒðÊ´ÓÃ¼¹Ã¼±²Ëµ¥ÖÐµÃ¼°ÐÃ½²j±ÃüÁî (ALT, F, N)´´½Ò»ðÐÃÍÃµµj£
- 4 ´Ó¼¹²³´µ±²Ëµ¥ÖÐ£¬ÑíÔñ¼°ê±ÃüÁî (ALT, O, M) j£
- 5 ÔÚ¼°ÍÖÊ³¼j±ÑíÍí¿òÖÐ£¬ÑíÔñ¼°ÃüÁî±ÑíÍí´°Ã¥j£
- 6 ÔÚ¼°êÃüj±¿òÖÐ£¬ÊäÊë»ðÑíÔñ RecordNextCommand ÃüÁîj£
- 7 ÑíÔñ¼°ÖÊÐÐj±´°Ã¥j£
- 8 ÖÐÐÊÜÒ²²âÊëµÃµ¥,ð¶×÷j£
- 9 ´Ó¼°¿Ú±²Ëµ¥ÖÐ£¬ÑíÔñÊÜ±à¼°êµÃ´¿¿Új£
- 10 Íê³Ê±àÐ´°ê°£¬´ÓÍÃµµ¿ÖÆ²Ëµ¥ÖÐÑíÔñ¼°Ø±Öj±ÃüÁî (ALT, HYPHEN, C) Á´¹Ø±Ö°êj£  
ÔÚ²âÊëµãÖ®Ç³½«²ðÍÖÖ»ðÐÃÓí¼äj£

## ÌáÊ³¼

► Ê´ÓÃ¼ÑíÍí±ÃüÁî¿Ê³ RecordNextCommand ÃüÁîÖ,¶¿½Ý¼ü¿²Ëµ¥Íí»ð¹²³´µ±²³°°Ã¥  
j£²¼¼û¶¶ÔÆ²Ëµ¥¿¼¼ûÃÍ¼¹²³´µ±²³j£

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## Çë²ÍÔÃ

## Ê´ÓÃ°ê

## ''½''×Ô¶ÖÐÐ°ê

Í''ýÍ°êÖ,¶Ö»òìØÊâµÄÄû³Æ£¬¿ÉÔÚÖÐÐÄ³Ö»²Û×÷ªªÊÇÆð¶ Word »ò'ò¿ªÄ³Ö»ÍÄµµªªÊ±£¬×Ô¶ÖÐÐ,Ä°ê££Word ¿É×Ô¶ÖÐÐµÄ°êÊÇÍÄ±í£°

°êÄû	ÖÐÐìð¼þ
AutoExec	Æð¶ Word
AutoNew	''½''ÐÄÍÄµµ
AutoOpen	'ò¿ªÍÄµµ
AutoClose	'Ø±ÕÍÄµµ
AutoExit	ÍÊ³ò Word

## ''½''×Ô¶ÖÐÐ°ê

- ''½''Ö»ð°ê£¬²ÇÍªÆäÖ,¶ÉÍ±íÖÐÄ³Ö»Äû³Æ££  
²Í¼û¼ÇÄ¼°ê»ð±àÐ°ê££

### ìáÊ³¼

- Äû¿É½«Ö»ðÒÑÐµÄ°êÖ,¶ÍªÉÍ±íÖÐµÄÄ³Ö»°êÄû£¬ÊªÆä³ÉÍª¿É×Ô¶ÖÐÐµÄ°ê££²Í¼ûÍª°ê»Äû££
- ¿ÉÊ¹Ö»ð°ê³ÉÍª»òÓÚÄ³,ðÄ£°âµÄÍÄµµµÄ×Ô¶ÖÐÐ°ê££ÄýÊÇ£¬Äû''½''ÁÊÖ»ð AutoOpen °ê£¬²Ç½«Æä±£æÔÚ MYTEMP.DOT Ä£°äÖÐ£¬Òð½ðµ±'ò¿ª MYTEMP.DOT »ðÊÍ°í»òÓÚ,ÄÄ£°âµÄÍÄµµÊ±£¬AutoOpen °ê²Ä»áÖÐÐ££

### Çê²ÍÖÄ

#### Ê¹ÓÄ°ê

## İ°ê»»Ãû

Äú¿ÉÒÔ,Ä±ä°êµÄÃû³Æ¡°ÀýÈç£¬¬Èç¹ûÄúÒÑ,Ä±äÁÈ°êµÄ¹¡ÄÜ¡£

## İ°ê»»Ãû

1 ´Ó¡°¹¤¼ß¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ê¡±ÃüÁî (ALT, O, M) ¡£

2 Ñ¡ÔñİÄÁÐÃ³Ò»²Ü×÷£°

- Ò°İÖÊ³⁄₄ËüÓÐİÄµµ¶¹¹⁄₄¿ÉÓÄµÄ¶¹ÖÆ°ê£¬ÔÚ¡°İÖÊ³⁄₄¡±Ñ¡İî¿òÖÐÑ¡Ôñ¡°¹²ÓÄ°ê¡±Ñ¡İî°´Á¥¡£
- Ò°İÖÊ³⁄₄Ö»ÓÐ»ùÓÚ»¶¶¹Á£°âµÄİÄµµ²Ä¿ÉÓÄµÄ°ê£¬Ñ¡Ôñ¡°Á£°â°ê¡±Ñ¡İî°´Á¥¡£  
×çÊÍ£°Èç¹û»¶¶¹İÄµµ»ùÓÚ¹²ÓÄÁ£°â£¬Òò,ÄÑ¡İîİ²Ð§¡£

3 ÓÚ¡°êÃû¡±¿òÖÐ£¬¹⁄₄üÈë»òÑ¡ÔñÐèÒ°»»ÃûµÄ°ê¡£

×çÊÍ£°»ÄÜ,ø Word ÄÜ¹⁄²ÃüÁî»»Ãû¡£

4 Ñ¡Ôñ¡°ÖØÃüÃû¡±°´Á¥¡£

5 ÓÚ¡°ÐÄ°êÃû¡±¿òÖÐ£¬¹⁄₄üÈëÐÄµÄ°êÃû¡£

6 Ñ¡Ôñ¡°È¶¹±°´Á¥£¬¹Ø±Ö¡°ÖØÃüÃû¡±¿ò¡£

7 Íê³Æ¡°ê¡±¶¹Ó°¿òÖÐµÄ¹¤×÷°£¬Ñ¡ÔñİÄÁÐÃ³Ò»²Ü×÷£°

- Ñ¡Ôñ¡°¹Ø±Ö¡±°´Á¥£¬µ»ØİÄµµ¡£
- Ñ¡Ôñ¡°±à¹⁄¡±°´Á¥£¬±à¹⁄Ñ¡¶¹µÄ°ê¡£
- Ñ¡Ôñ¡°ÖÐÐ¡¡±°´Á¥£¬ÖÐÐÑ¡¶¹µÄ°ê¡£

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## ÇêİÖÄ

Ê¹ÓÄ°ê

## ±à¼°í²àÊÔ°ê

Äú¿ÉÔÔ±à¼°í²àÊÔÔÚ°ê±à¼°¿ÚÔÐ±àÐ´»ð¼ÇÄ¼µÄ°ê¿±à¼°¿Ú¶²¿µÄ°  
´Ä±Ä¿É°íÔÚÄú²êÔÔ°êÔÐµÄ´ííó¿

## ±à¼°í²àÊÔ°ê

- 1 ´Ó¿¹±³¼ß¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿°ê¿±ÄüÁî (ALT, O, M) ¿£
- 2 Ñ¿Ôñ¿ÄÄÐÄ³Ô»²Ú×+£°
  - ▶ Ô°íÔÊ³¼ËüÔÐ¿Äµµ¶¼¿ÉÓÄµÄ°ê£¬ÔÚ¿°íÔÊ³¼¿±Ñ¿í¿¿ðÔÐÑ¿Ôñ¿°Ê«³¼Ô°ê¿±Ñ¿í¿´Ä±¿£
  - ▶ Ô°íÔÊ³¼Ô»ÔÐ»üÔÚ»¶¶Ä£°äµÄ¿Äµµ²Ä¿ÉÓÄµÄ°ê£¬Ñ¿Ôñ¿°Ä£°ä°ê¿±Ñ¿í¿´Ä±¿£  
×øÊí£°Êç¹ü»¶¶Äµµ»üÔÚ¹²ÔÄÄ£°ä£¬Ôð¿ÄÑ¿í¿¿ÐÐ§¿£
- 3 ÔÚ¿°êÄü¿±¿ðÔÐ£¬¼üÊê»ðÑ¿ÔñÐêÔ°±à¼°í²àÊÔµÄ°ê¿£
- 4 Ñ¿Ôñ¿°±à¼¿±°´Ä±¿£  
¿Ä°ê½«³ð¿ÔÔÚ°ê±à¼°¿Ú¿£
- 5 ±à¼°ê¿£
- 6 ´Ó¿°¿Ú¿±²Ëµ¥ÖÐ£¬Ñ¿ÔñÔ°²àÊÔ¿Ä°êµÄ¿Äµµ¿£  
×øÊí£°Êç¹ü¿Ä°ê²ø»Ô°í¿ÄµµµÄÄÜÊÝ£¬Ôð´Ê²½Ôê¿ÉÔÔ°òÄÔ¿£
- 7 Ô°¿°Ê¹¼²àÊÔ°ê£¬´Ó°ê´Ä±Ä¿ÖÐÑ¿Ôñ¿°¿Ê¹¼¿±°´Ä±¿£
- 8 µ±¿Ê³É±à¼°í²àÊÔ°ó£¬´Ó¿Äµµ¿ØÖÆ²Ëµ¥ÖÐÑ¿Ôñ¿°¹Ø±Ô¿±ÄüÁî (ALT, HYPHEN, C) Ä´¹Ø±Ô°ê¿£

## ¿üÖý´ííó

µ±²àÊÔÔ»¿üÖýÔÚ±à¼µÄ´ð¿°êÊ±£¬Êç¹ü³ð¿Ô´ííó£¬¿Ê²ÊË¿ÄÄæµÄ²½Ôê¿£

- 1 ´Ó¿°¿Ú¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿Ä°ê¿£  
Word Ç¿µ+¿ÔÊ³¼ð  
´íÐÐ£¬Êç¹üÔ°µÄ½¿ØÊä¿ÔÊ³¼ÐÐÊ¿Ô¿³¼ä»ð°ÊýµÄ°íÔú£¬¿Ê½«²àÊêµäÔÆÔÄÆäÊí£¬Ê°ó´  
F1¼ü¿£
- 2 ¿üÖý´ííó¿£
- 3 ÊðÔ°µ»Øµ½¿Äµµ£¬´Ó¿°¿Ú¿±²Ëµ¥ÖÐÑ¿Ôñ¿Ä¿Äµµ¿£  
×øÊí£°ÓÐ¹Ø°¿Ú¶²¿ÆäËü´Ä±µÄ¿Ê¿½êÊÜ£¬²í¼ü°ê±à¼¿¿£ÓÐ¹Ø²àÊÔ°êµÄ¿Ê¿½êÊÜ£¬²í¼ü°ê±à¼¿-  
Ä¿ÖÐ¹Ø²àÊÔ°êµÄ¿Ê¿½êÊÜ£¬²í¼ü¿¶¶Microsoft Word Ê¹ÔÄÊÔ²ä¿ÖÐ¿Ê¹ÔÄ°ê¿±Ô»½¿¿£

## Çê¿ÔÄ

## Ê¹ÔÄ°ê

## ÔĖĐĐ°ē»ò Word ÄüÁî

ÄúĴÉÒÔĖ¹ÓÄĵ°ēĵ±ÄüÁîÄ´ÔĖĐĐ°ē¼° Word µÄÄÜ½´ÄüÁîĴ

### ÔĖĐĐ°ē

1 ´Óĵ°¹²³⁴⁵ĵ±²Ėµ¥ÖĐĴ¬ÑĵÔñĵ°ēĵ±ÄüÁî (ALT, O, M) ĵĴ

2 ÑĵÔñĴÄÄĐÄ³Ö»²Ü×÷Ĵ°

► ÒªĴÔĖ³⁴ĖüÓĐĴÄµµŋ¼ĴÉÓÄµÄ°ēĴ¬ÔÚĵ°ĴÔĖ³⁴ĵ±ÑĵĴĴĴòÖĐÑĵÔñĵ°Ė«³⁴Ô°ēĵ±ÑĵĴĴĴ

► ÒªĴÔĖ³⁴Ö»ÓĐ»üÓÜ»ĴŋÄĴ°âµÄĴÄµµ²ÄĴÉÓÄµÄ°ēĴ¬ÑĵÔñĵ°ÄĴ°â°ēĵ±ÑĵĴĴĴ´Ä¥ĵĴ

×ϕĖĴĴ°Ėϕ¹ü»ĴŋĴÄµµ»üÓÜ¹²ÓÄÄĴ°âĴ¬Ôò,ÄÑĵĴĴĴĐĐ§ĵĴ

► ÒªĴÔĖ³⁴ Word ÄÜ½´ÄüÁîĴ¬ÑĵÔñĵ°ÄüÁîĵ±ÑĵĴĴ´Ä¥ĵĴ

3 ÔÚĵ°ēÄüĵ±ĴòÖĐĴ¬¼üĖē»òÑĵÔñÔªÔĖĐĐµÄ°ēĵĴ

4 ÑĵÔñĵ°ÔĖĐĐĵ±´´Ä¥ĵĴ

×ϕĖĴĴ°ÑĵÔñ°ē±â¼Ä,ÖĐµÄĵ°ĴªĖ¼ĵ±´´Ä¥Ĵ¬ÑüĴÉÒÔÔĖĐĐÖýÔÚ±â¼µÄ´òĴªµÄ°ēĴĴ¼ü±â¼°ĴªĖÔ°ē.

### ĴªĖ³⁴

► Ė¹ÓÄĵ°ÑĵĴĴĴ±ÄüÁîĴÉÒÔĴª³⁴³ĴĖ¹ÓÄµÄ°ēÖ,ŋ´Ô»,öĴĴ½Ý¼üĵϕ²Ėµ¥ĴĴ»ò¹²³⁴Ä,°´Ä¥

ĴĴ²ĴüŋŋÖÆ²Ėµ¥ĵϕ¼üÄĴ°Ĵ¹²³⁴Ä,ĵĴ

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### ϕē²ĴÖÄ

### Ė¹ÓÄ°ē



## Ê'ÓÃ Word ×Ô'øμÄ°ê

Word 'øÓÐÒ», ð³ÆÎª NEWMACRO.DOC μÄìØÊâîÄμμ£¬ÆäÖÐ°ü°¬Ðí¶àÓÐÓÄμÄ°ê¡£

´ò¿ª NEWMACRO.DOC

1 ´Ó¡°ÎÄ¼þ¡±Èμ×ÖÐ£¬Ñ¡Ôñ¡°ò¿ª¡±ÃüÁî (ALT, F, O) ¡£

2 ÇÐ»»μ½ Word Ä¿Ä¼Ä¡£

²í¼û´ò¿ªÒÑÓÐÎÄμμ¡£

3 ÔÚ¡°ÎÄ¼þÄû¡±òÖÐ£¬¼üÈê»ðÑ¡Ôñ NEWMACRO.DOC¡£

4 Ñ¡Ôñ¡°È·¶"¡±´À×¡£

NEWMACRO.DOC ´ò¿ª°ó£¬ÔÄ¶ÁÎÄμμ¶²¿ÓÐ¹ØÈç°î²äÊÔ¡£×°°îîÖÊ³¼°êμÄÐÄ¡£ÈμÃ+¡£μ±  
°²×°íêÆäÖÐÄ³,ð °ê°ó£¬¿ÉíóÔÊÐÐÆäÈüÊî°îêÒ»ÑüÔÊÐÐ,Ã°ê¡£²í¼ûÔÊÐÐ°ê»ð Word ÄüÄ¡¡£

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Çê²îÔÄ

Ê'ÓÃ°ê

Ò³±ß³⁄₄à¡¢Ö½ÖÅ´óÐ¡°ÍÒ³Ãæ·½Ïò

ÄÊö

ÄÊö

ÐÞÄÖ³±ß³⁄₄à

Ìí¼Ó×°¶©±ß³⁄₄à£°Áð³ð×°¶©Í»ÖÃ

Îª×óÓÒ¶Ô³ÆµÄÖ³ÉèÖÃÖ³±ß³⁄₄à

Ö½ÖÅ´óÐ¡¡¢·½Ïò°ÍÀ´Ô´

ÉèÖÃÖ½ÖÅ´óÐ¡

ÉèÖÃ°ÍÊ´ÓÃ¶ÖÆµÄÖ½ÖÅ´óÐ¡

ÐÞÄÖ³Ãæ·½Ïò

ÉèÖÃÖ½ÖÅÀ´Ô´

ÐÞÄÄ¬ÊÏÉèÖÃ

ÐÞÄÄ¬ÊÏµÄÖ³±ß³⁄₄à¡¢Ö½ÖÅ´óÐ¡°ÍÒ³Ãæ·½Ïò

## Ò³±ß³⁄à¡øÖ½ÕÄ´óÐ¡°ÍÒ³Ãæ·½Ïò

Äú,øÒ³±ß³⁄à¡øÖ½ÕÄ´óÐ¡°ÍÒ³Ãæ·½ÏòÈùÑ¡µÄÈèÖÃ»áÓ°ÏÏÄµµµÄÈùÓÐÒ³Ãæ¡£ÕäÐ©ÈèÖÃ½«³⁄⁄ø¶´òÓ¡ÄµµÖ÷láÄ±³⁄µÄÇøÓð´óÐ¡¡£

Ò³±ß³⁄à¡øÖ½ÕÄ´óÐ¡°ÍÒ³Ãæ·½ÏòµÄÄ¬ÈÌÈèÖÃÈÄÄú!ÐÐÐÐ,ÄÕäÐ©ÈèÖÃ¼´¿È½´Äø»\_ðÐÏùÒýÁ¡µÄÄµµ¡ÄúÒ²¿ÈÒÐÐ,Ä¶¶ÖÍÄµµÈÍÖ»Ò³ÃæµÄÈèÖÃ¡£

Äú¿ÈÒ°ÑÏÄµµ·Ö³È³Æ×÷¡°½Ú¡±µÄ¼²¿·Ö£¬È»°¶¶Ö²»Í¬µÄ½Ú½øÐÐ,ñÈ½±àÄÄ¡£³⁄ßÓÐÓèÇ°Ò»½Ú²»Í¬µÄÒ³±ß³⁄à¡øÖ½ÕÄ´óÐ¡»òÒ³Ãæ·½ÏòµÄ½Ú¿È¼ÓÓÐÄµÄÖ»Ò³¡£Word  
ÒÒ½ÚÄ©Ï²µÄ½Ú±èÖ³⁄·ùÐÏÈ½´æ´øÕäÐ©,ñÈ½±àÄÄÖ,Äî¡£

Ò³±ß³⁄àµÄÈèÖÃ½«Ó°ÏÏ¿·»¶¶Ää£¬½«¶¶ÄäÄ±³⁄´ÓÒ³±ßÓÆ¿·¡£ÈÇ¹ùÒ³¿·µ÷Ä³Ð©¶¶Ää£¬Äú¿ÈÒ°È¹¶¶ÄäÈø½ø£¬ÈÄ¶¶ÄäÄ±³⁄Äè¿·Ò³±ß½Ç¡£Äú¹¿ÈÒÐÐ,ÄÄµµ³¶¶È£¬Í´ý,Ä±àÒ³±ß³⁄àµÄÈèÖÃ£¬¿ÈÄ³ø¿·Ö¼àÒÒ±ã×°¶¶»òlá,ßÄµµµÄ¿È¶ÄÐÖ¡£µ±Èø½ø¶¶ÄäÈ±£¬Word ½«Èø½øÄ¿Ö¼Óµ½Ò³±ß³⁄àµÄ¿·ÖµÐÐ¡£

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## Çè¶ÏÄ

¶ÄÜ½èÈÜ

ÐƆ\_ÄÖ³±ß¾à

[illegible]

ÔÚ±ê×<sup>1</sup>/<sub>4</sub><sup>2</sup>é¿´Ä£Ê<sup>1</sup>/<sub>2</sub>ÖÐÐƧ,ÄÒ<sup>3</sup>±ß<sup>3</sup>/<sub>4</sub>à

- 1 N<sub>1</sub>ŋ<sup>1</sup>ŋ<sup>2</sup>ŋ<sup>3</sup>ŋ<sup>4</sup>ŋ<sup>5</sup>ŋ<sup>6</sup>ŋ<sup>7</sup>ŋ<sup>8</sup>ŋ<sup>9</sup>ŋ<sup>10</sup>ŋ<sup>11</sup>ŋ<sup>12</sup>ŋ<sup>13</sup>ŋ<sup>14</sup>ŋ<sup>15</sup>ŋ<sup>16</sup>ŋ<sup>17</sup>ŋ<sup>18</sup>ŋ<sup>19</sup>ŋ<sup>20</sup>ŋ<sup>21</sup>ŋ<sup>22</sup>ŋ<sup>23</sup>ŋ<sup>24</sup>ŋ<sup>25</sup>ŋ<sup>26</sup>ŋ<sup>27</sup>ŋ<sup>28</sup>ŋ<sup>29</sup>ŋ<sup>30</sup>ŋ<sup>31</sup>ŋ<sup>32</sup>ŋ<sup>33</sup>ŋ<sup>34</sup>ŋ<sup>35</sup>ŋ<sup>36</sup>ŋ<sup>37</sup>ŋ<sup>38</sup>ŋ<sup>39</sup>ŋ<sup>40</sup>ŋ<sup>41</sup>ŋ<sup>42</sup>ŋ<sup>43</sup>ŋ<sup>44</sup>ŋ<sup>45</sup>ŋ<sup>46</sup>ŋ<sup>47</sup>ŋ<sup>48</sup>ŋ<sup>49</sup>ŋ<sup>50</sup>ŋ<sup>51</sup>ŋ<sup>52</sup>ŋ<sup>53</sup>ŋ<sup>54</sup>ŋ<sup>55</sup>ŋ<sup>56</sup>ŋ<sup>57</sup>ŋ<sup>58</sup>ŋ<sup>59</sup>ŋ<sup>60</sup>ŋ<sup>61</sup>ŋ<sup>62</sup>ŋ<sup>63</sup>ŋ<sup>64</sup>ŋ<sup>65</sup>ŋ<sup>66</sup>ŋ<sup>67</sup>ŋ<sup>68</sup>ŋ<sup>69</sup>ŋ<sup>70</sup>ŋ<sup>71</sup>ŋ<sup>72</sup>ŋ<sup>73</sup>ŋ<sup>74</sup>ŋ<sup>75</sup>ŋ<sup>76</sup>ŋ<sup>77</sup>ŋ<sup>78</sup>ŋ<sup>79</sup>ŋ<sup>80</sup>ŋ<sup>81</sup>ŋ<sup>82</sup>ŋ<sup>83</sup>ŋ<sup>84</sup>ŋ<sup>85</sup>ŋ<sup>86</sup>ŋ<sup>87</sup>ŋ<sup>88</sup>ŋ<sup>89</sup>ŋ<sup>90</sup>ŋ<sup>91</sup>ŋ<sup>92</sup>ŋ<sup>93</sup>ŋ<sup>94</sup>ŋ<sup>95</sup>ŋ<sup>96</sup>ŋ<sup>97</sup>ŋ<sup>98</sup>ŋ<sup>99</sup>ŋ<sup>100</sup>ŋ<sup>101</sup>ŋ<sup>102</sup>ŋ<sup>103</sup>ŋ<sup>104</sup>ŋ<sup>105</sup>ŋ<sup>106</sup>ŋ<sup>107</sup>ŋ<sup>108</sup>ŋ<sup>109</sup>ŋ<sup>110</sup>ŋ<sup>111</sup>ŋ<sup>112</sup>ŋ<sup>113</sup>ŋ<sup>114</sup>ŋ<sup>115</sup>ŋ<sup>116</sup>ŋ<sup>117</sup>ŋ<sup>118</sup>ŋ<sup>119</sup>ŋ<sup>120</sup>ŋ<sup>121</sup>ŋ<sup>122</sup>ŋ<sup>123</sup>ŋ<sup>124</sup>ŋ<sup>125</sup>ŋ<sup>126</sup>ŋ<sup>127</sup>ŋ<sup>128</sup>ŋ<sup>129</sup>ŋ<sup>130</sup>ŋ<sup>131</sup>ŋ<sup>132</sup>ŋ<sup>133</sup>ŋ<sup>134</sup>ŋ<sup>135</sup>ŋ<sup>136</sup>ŋ<sup>137</sup>ŋ<sup>138</sup>ŋ<sup>139</sup>ŋ<sup>140</sup>ŋ<sup>141</sup>ŋ<sup>142</sup>ŋ<sup>143</sup>ŋ<sup>144</sup>ŋ<sup>145</sup>ŋ<sup>146</sup>ŋ<sup>147</sup>ŋ<sup>148</sup>ŋ<sup>149</sup>ŋ<sup>150</sup>ŋ<sup>151</sup>ŋ<sup>152</sup>ŋ<sup>153</sup>ŋ<sup>154</sup>ŋ<sup>155</sup>ŋ<sup>156</sup>ŋ<sup>157</sup>ŋ<sup>158</sup>ŋ<sup>159</sup>ŋ<sup>160</sup>ŋ<sup>161</sup>ŋ<sup>162</sup>ŋ<sup>163</sup>ŋ<sup>164</sup>ŋ<sup>165</sup>ŋ<sup>166</sup>ŋ<sup>167</sup>ŋ<sup>168</sup>ŋ<sup>169</sup>ŋ<sup>170</sup>ŋ<sup>171</sup>ŋ<sup>172</sup>ŋ<sup>173</sup>ŋ<sup>174</sup>ŋ<sup>175</sup>ŋ<sup>176</sup>ŋ<sup>177</sup>ŋ<sup>178</sup>ŋ<sup>179</sup>ŋ<sup>180</sup>ŋ<sup>181</sup>ŋ<sup>182</sup>ŋ<sup>183</sup>ŋ<sup>184</sup>ŋ<sup>185</sup>ŋ<sup>186</sup>ŋ<sup>187</sup>ŋ<sup>188</sup>ŋ<sup>189</sup>ŋ<sup>190</sup>ŋ<sup>191</sup>ŋ<sup>192</sup>ŋ<sup>193</sup>ŋ<sup>194</sup>ŋ<sup>195</sup>ŋ<sup>196</sup>ŋ<sup>197</sup>ŋ<sup>198</sup>ŋ<sup>199</sup>ŋ<sup>200</sup>ŋ<sup>201</sup>ŋ<sup>202</sup>ŋ<sup>203</sup>ŋ<sup>204</sup>ŋ<sup>205</sup>ŋ<sup>206</sup>ŋ<sup>207</sup>ŋ<sup>208</sup>ŋ<sup>209</sup>ŋ<sup>210</sup>ŋ<sup>211</sup>ŋ<sup>212</sup>ŋ<sup>213</sup>ŋ<sup>214</sup>ŋ<sup>215</sup>ŋ<sup>216</sup>ŋ<sup>217</sup>ŋ<sup>218</sup>ŋ<sup>219</sup>ŋ<sup>220</sup>ŋ<sup>221</sup>ŋ<sup>222</sup>ŋ<sup>223</sup>ŋ<sup>224</sup>ŋ<sup>225</sup>ŋ<sup>226</sup>ŋ<sup>227</sup>ŋ<sup>228</sup>ŋ<sup>229</sup>ŋ<sup>230</sup>ŋ<sup>231</sup>ŋ<sup>232</sup>ŋ<sup>233</sup>ŋ<sup>234</sup>ŋ<sup>235</sup>ŋ<sup>236</sup>ŋ<sup>237</sup>ŋ<sup>238</sup>ŋ<sup>239</sup>ŋ<sup>240</sup>ŋ<sup>241</sup>ŋ<sup>242</sup>ŋ<sup>243</sup>ŋ<sup>244</sup>ŋ<sup>245</sup>ŋ<sup>246</sup>ŋ<sup>247</sup>ŋ<sup>248</sup>ŋ<sup>249</sup>ŋ<sup>250</sup>ŋ<sup>251</sup>ŋ<sup>252</sup>ŋ<sup>253</sup>ŋ<sup>254</sup>ŋ<sup>255</sup>ŋ<sup>256</sup>ŋ<sup>257</sup>ŋ<sup>258</sup>ŋ<sup>259</sup>ŋ<sup>260</sup>ŋ<sup>261</sup>ŋ<sup>262</sup>ŋ<sup>263</sup>ŋ<sup>264</sup>ŋ<sup>265</sup>ŋ<sup>266</sup>ŋ<sup>267</sup>ŋ<sup>268</sup>ŋ<sup>269</sup>ŋ<sup>270</sup>ŋ<sup>271</sup>ŋ<sup>272</sup>ŋ<sup>273</sup>ŋ<sup>274</sup>ŋ<sup>275</sup>ŋ<sup>276</sup>ŋ<sup>277</sup>ŋ<sup>278</sup>ŋ<sup>279</sup>ŋ<sup>280</sup>ŋ<sup>281</sup>ŋ<sup>282</sup>ŋ<sup>283</sup>ŋ<sup>284</sup>ŋ<sup>285</sup>ŋ<sup>286</sup>ŋ<sup>287</sup>ŋ<sup>288</sup>ŋ<sup>289</sup>ŋ<sup>290</sup>ŋ<sup>291</sup>ŋ<sup>292</sup>ŋ<sup>293</sup>ŋ<sup>294</sup>ŋ<sup>295</sup>ŋ<sup>296</sup>ŋ<sup>297</sup>ŋ<sup>298</sup>ŋ<sup>299</sup>ŋ<sup>300</sup>ŋ<sup>301</sup>ŋ<sup>302</sup>ŋ<sup>303</sup>ŋ<sup>304</sup>ŋ<sup>305</sup>ŋ<sup>306</sup>ŋ<sup>307</sup>ŋ<sup>308</sup>ŋ<sup>309</sup>ŋ<sup>310</sup>ŋ<sup>311</sup>ŋ<sup>312</sup>ŋ<sup>313</sup>ŋ<sup>314</sup>ŋ<sup>315</sup>ŋ<sup>316</sup>ŋ<sup>317</sup>ŋ<sup>318</sup>ŋ<sup>319</sup>ŋ<sup>320</sup>ŋ<sup>321</sup>ŋ<sup>322</sup>ŋ<sup>323</sup>ŋ<sup>324</sup>ŋ<sup>325</sup>ŋ<sup>326</sup>ŋ<sup>327</sup>ŋ<sup>328</sup>ŋ<sup>329</sup>ŋ<sup>330</sup>ŋ<sup>331</sup>ŋ<sup>332</sup>ŋ<sup>333</sup>ŋ<sup>334</sup>ŋ<sup>335</sup>ŋ<sup>336</sup>ŋ<sup>337</sup>ŋ<sup>338</sup>ŋ<sup>339</sup>ŋ<sup>340</sup>ŋ<sup>341</sup>ŋ<sup>342</sup>ŋ<sup>343</sup>ŋ<sup>344</sup>ŋ<sup>345</sup>ŋ<sup>346</sup>ŋ<sup>347</sup>ŋ<sup>348</sup>ŋ<sup>349</sup>ŋ<sup>350</sup>ŋ<sup>351</sup>ŋ<sup>352</sup>ŋ<sup>353</sup>ŋ<sup>354</sup>ŋ<sup>355</sup>ŋ<sup>356</sup>ŋ<sup>357</sup>ŋ<sup>358</sup>ŋ<sup>359</sup>ŋ<sup>360</sup>ŋ<sup>361</sup>ŋ<sup>362</sup>ŋ<sup>363</sup>ŋ<sup>364</sup>ŋ<sup>365</sup>ŋ<sup>366</sup>ŋ<sup>367</sup>ŋ<sup>368</sup>ŋ<sup>369</sup>ŋ<sup>370</sup>ŋ<sup>371</sup>ŋ<sup>372</sup>ŋ<sup>373</sup>ŋ<sup>374</sup>ŋ<sup>375</sup>ŋ<sup>376</sup>ŋ<sup>377</sup>ŋ<sup>378</sup>ŋ<sup>379</sup>ŋ<sup>380</sup>ŋ<sup>381</sup>ŋ

Ñjĩĩ	ĖmĀ÷
Ōū,ōĬĀμμ	¶ŌĬĀμμŌĐĖūŌĐ½Ů½øĐĐ,ñĖ½±àĀĀj£
Ñj¶ĬĀ±¾	ŌŮ½ŮμĀÇ°ø²àĖē·Ō½Ů·ūj£
´Ō²àĖēμāĹªĖ¼	ŌŮ²àĖēμāÇ°²àĖē·Ō½Ů·ūj£
Ñj¶Ĭ½Ů	¶ŌĖūÑj½Ů½øĐĐ,ñĖ½±àĀĀj£
μ±Ç°½Ů	¶Ō°ū°²²àĖēμāμĀ½Ů½øĐĐ,ñĖ½±àĀĀj£
6 ÑjŌñjĖ·¶Ĭj±°Ā¥j£	
×ĖĖĬ£ŌŌĐĬŌĖēŌĀŌ³±ß¾àμĀĬēĬ,½ēĖŮĖ²ĩ¼ūĬĩ¼Ō×°¶Ō±ß¾àĖ°Āð³ð×°¶Ōĩ»ŌĀ»ðĩª×óŌŌ¶Ō³ĖμĀŌ³Ėē	
ŌĀŌ³±ß¾à.	

$$\zeta^{1/2} \dot{Y} \cdot^{1/2} \hat{E}^{1/2}$$

- 1      Ñ<sub>i</sub>ŋ' Ò<sup>3</sup>Ð<sub>Þ</sub> Ä Ò<sup>3</sup>±<sup>3</sup>/<sub>4</sub>äµÄÎÄ<sup>3</sup>/<sub>4</sub>£  
 2      Ê<sup>3</sup>Ü±ê<sup>3</sup>ÎÎ'ÎÖÊ<sup>3</sup>/<sub>4</sub>£-ŋ' Ò<sup>3</sup>é<sup>3</sup>Ë' i±<sup>2</sup>Êµ¥ÖÐÑ<sub>i</sub>Ôñ<sub>i</sub>±ê<sup>3</sup>ß<sub>i</sub>±ÄÜÄÎ (ALT, V, R)<sub>i</sub>£  
 3      µ¥»÷±ê<sup>3</sup>ß×óŋ'ÊµÄ (►)  
 ►)£-îÎÊ<sup>3</sup>/<sub>4</sub>ÎÄµµ×óŋ'ÓÖÖ<sup>3</sup>±<sup>3</sup>/<sub>4</sub>ä±êÖ<sup>3</sup>/<sub>4</sub>·Ü<sub>i</sub>£  
 4      ½«×ó±ßµÄ (►) »ðÖÖ±ßµÄ (  
 ►) Ò<sup>3</sup>±<sup>3</sup>/<sub>4</sub>ä±êÖ<sup>3</sup>/<sub>4</sub>·ÜÎŋ'µ½ÐÄµÄÎ»ÖÄ<sub>i</sub>£

**xçÊÍ**

- ▶ ÄúĲÉÒÊÊ¹ÓÃ¹òÓĴ̂̂ÀÀ·½Ê¹½ĐĐ,ÄÖ³±ß¾₄ₐ£⁻²Ĳ¼ŭÔÚ¹òÓĴ̂̂ÀÀÄÊ£½ĲĲ¹̂̂×÷.

à 3/4

- ÒªÒÚÒ³±ß½ÇÖÐĖİÓÃ²±æìà¡ç  
±·×ç»òÆǼËÜÒªĖŁ¬¿ĖÔÒµþ÷ÔÒ³±ß¾āÒÔÁð³ö×ǎ¹»µÄ¿Ŧ¼ā¡£²Ŧ¼ûí¼Ŧ×°¶©±ß¾āÆÁð³ö×°¶©İ»ÖÃ.

Çe²îÔÄ

Ò³±ß³/₄à¡çÖ¹/₂ÖÅ´óÐ¡ºÍÒ³Ãæ.¹/₂lò

## Ìí¼Ó×°¶©±ß¾à£°Áð³ö×°¶©Î»ÖÃ

Äú¿ÉÒÒÔÛÎÄµµµÄÒ³±ß½¿ÄÛÔð¼Ó,½¼ÓµÄ¿Ô¼ä£¬ÒÒÁð³ö×°¶©Î»ÖÃ¿£

### Ìí¼Ó×°¶©±ß¾à

- ÔÚÒ°Ðµ,ÄµÄ½ÚÖÐÑ¶¶ÎÄ±¾»ðÉèÖÃ²äÈèµä¿£
- ´Ó¼,ñÈ½¿±²Èµ¥ÖÐ£¬Ñ¶Ôñ¼°Ò³ÄæÉèÖÃ¿±ÄüÁÎ (ALT, T, U)¿£
- Ñ¶Ôñ¼°Ò³±ß¾à¿±Ñ¶Î¶´Á¥¿£
- ÔÚ¼°×°¶©±ß¿±¿ðÖÐ£¬¼üÈè»ðÑ¶Ôñ¼°×°¶©ÒÃµÄ,½¼Ó¿Ô¼äµÄÄ¿Öµ¿£  
×øÉÍ£°µ±ÄüÐµ,ÄÄ¿ÖµÈ±£¬¶ÎÄý¿±¿ðÖÐ´Ê¾µÄÎÄµµ½«ÈæÖ®,Ä±ä¿£
- ÔÚ¼°Ó¿ÖÃÔÚ¿±¿ðÖÐ£¬Ñ¶ÔñÎÄÄÐÄ³Ò²Ú×÷¿£

Ñ¶Î¶	ÈµÃ÷
Ôü,ðÎÄµµ	¶¶ÔÎÄµµÖÐÈüÓÐ½Ú½ÚøÐÐ,ñÈ½±àÄÄ¿£
Ñ¶¶ÎÄ±¾	ÔÚ½ÚµÄ¿°ó²äÈè·Ô½Ú·ü¿£
´Ó²äÈèµä¿²äÈ½	ÔÚ²äÈèµä¿²äÈè·Ô½Ú·ü¿£
Ñ¶¶½Ú	¶¶ÔÈüÑ¶½Ú½ÚøÐÐ,ñÈ½±àÄÄ¿£
µ±¿°½Ú	¶¶Ôü°²äÈèµäµÄ½Ú½ÚøÐÐ,ñÈ½±àÄÄ¿£
6 Ñ¶Ôñ¼°È¶¶±´Á¥¿£	
×øÉÍ£°´Ó¼ÎÄ¼¿±²Èµ¥ÖÐ£¬Ñ¶Ôñ¼°òÓ¿ÖÃÄ¿±ÄüÁÎ (ALT, F, V)	
£¬¿ÉÒÒ²é¿ÉèÖÃÄÈ×°¶©±ß¾àµÄÎÄµµ¿£	

### Çè²ÎÖÃ

Ò³±ß¾à¿øÖ½ÖÃ´óÐ¼°ÍÒ³Äæ½¿Ìò

## İª×óÓÒŦÔ³ÆµÄÒ³ÉèÖÃÒ³±ß³⁄à

Èç¹ûÒªŦÔÔÚÖ½ÖÃÁ¹²à

´òÓ¡°í×ªŦ©µÃĬÄµµ½øÐÐÉèÖÃ£¬¿ÉÉ¹ÓÃŦŦÔÒ³»ò¡°³⁄µĒ½±Ò³±ß³⁄à¡£ÓÃ³⁄µĒ½Ò³±ß³⁄à£¬É¹ÄÚ²à°ÍĬ²àÒ³±ß³⁄àÒÚÆæÄ¹⁄Ò³Ãæ¹²»»£¬ŦÔÚÄÚ²àĬª×ªŦ©Äð³ð¿Ö¹⁄⁄à¡£

## İª×óÓÒŦÔ³ÆµÄÒ³ÉèÖÃÒ³±ß³⁄à

- 1 ´Ó¡°ĬĒ½±²Ēµ¥ÖÐ£¬ŦĬÔĦ¡°Ò³ÃæÉèÖÃĬ±ÃüÁĬ (ALT, T, U)¡£
- 2 ŦĬÔĦ¡°Ò³±ß³⁄àĬ±ŦĬĬ°´Ä¥¡£
- 3 ŦĬÔĦ¡°×óÓÒÒªŦÔ³ÆĬÔĒ³⁄Ĭ±, ´ŦĬ¿ò¡£  
×çĒĬ£°µ±ÃüŦĬÔĦ¡°×óÓÒÒªŦÔ³ÆĬÔĒ³⁄Ĭ±, ´ŦĬ¿òĒ±£¬¡°×ó±°Í¡°ÓÒĬ±¿ò½«±ă³Ē°ÄÚĬ±°ÍĬĬ±¿ò¡£
- 4 ÔÚĬ°ÄÚĬ±»ò¡°Ĭ±¿òÖÐ£¬¹⁄üĒĒ»òŦĬÔĦÒ³±ß³⁄àµÄĬÖµ¡£  
×çĒĬ£°µ±ÃüÐĬ, ĬĬ¿ÖµĒ±£¬ŦüÄýĬ±¿òÖÐÖ¹Ē³⁄µĬĬÄĬµµ½«ĒæÖ®, Ĭ±ă¡£
- 5 ÔÚĬ°ÓĬÓÃÓÚĬ±¿òÖÐ£¬ŦĬÔĦ¡°Öü, öĬÄµµĬ±ŦĬĬ¡£  
×çĒĬ£°×óÓÒÒªŦÔ³ÆĬÔĒ³⁄Ĭ±ŦĬĬ¹²«ÓĬÓÃÓÚĬÄµµÖÐµÄĬ¿ò»Ò³Ãæ¡£
- 6 ŦĬÔĦ¡°ĒªĬ±°´Ä¥¡£

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## ÇĒĬÖÃ

Ò³±ß³⁄àĬçÖ¹⁄ÖÃ´óÐ¡°ÍÒ³Ãæ¹²Ĭò

## ÉèÖÄÖ½ÖÄ´óÐᵢ

Word ÉèÖÄµÄÖ³±ß¾àÓëÄúËùÓÄµÄÖ½ÖÄ´óÐᵢ³É±ÈÀýᵢ£Äú¿ÉÒÐᵢᵤÄÒ»¿½ᵤ»ðÖü¿ÍÄµµµÄÖ½ÖÄ´óÐᵢᵢ£

## ÉèÖÄÖ½ÖÄ´óÐᵢ

- 1 ÑᵢÔñÒª°¿Øᵤ´Ö½ÖÄ´óÐᵢ´ðÓᵢµÄÍÄ±¾»ðÖßÔÚ°´Ä³Ò»¿Øᵤ´Ö½ÖÄ´óÐᵢ¿ªÉ½´ðÓᵢµÄÍ»ÖÄÉèÖÄ²àÈëµāᵢ£
- 2 ´Óᵢ°¿ñÉ½ᵢ±²Ëµ¥ÖÐ£¬ÑᵢÔñᵢ°Ò³ÄæÉèÖÄᵢ±ÄüÄî(ALT, T, U).
- 3 ÑᵢÔñᵢ°´óÐᵢ°¿½¿ðᵢ±Ñᵢî°´Ä¥ᵢ£
- 4 ÔÚᵢ°Ö½ÖÄ´óÐᵢᵢ±¿ðÖÐ£¬ÑᵢÔñÒª°´ðÓᵢµÄÖ½ÖÄ´óÐᵢᵢ£  
×¿ÉÍ£°µ±ÄüÔÚᵢ°Ö½ÖÄ´óÐᵢᵢ±µÄÄÐ±¿ÖÐ×+ÄÉ²»Í¬ÑᵢÔñÈ±£¬ᵢ°ÑùÀýᵢ±¿ðÖÐÖ¹É¾µÄÍÄµµ½«ÈæÖᵢᵤÄ±āᵢ£
- 5 ÔÚᵢ°Ó¿ÓÄÓÚᵢ±¿ðÖÐ£¬ÑᵢÔñÍÄÄÐÄ³Ò²ᵤ×+ᵢ£

Ñᵢî

ËµÄ÷

- |              |                               |
|--------------|-------------------------------|
| Öü¿ÍÄµµ      | ᵤÖÍÄµµÖÐËùÓÐ½ᵤ½øÐᵤñÉ½±àÄÄᵢ£   |
| ÑᵢᵤÍÄ±¾      | Ôᵤ½ᵤµÄÇ°°ó²àÈë·Ö½ᵤ·ᵤᵢ£        |
| ´Ó²àÈëµā¿ªÉ½ | Ôᵤ²àÈëµāÇ²àÈë·Ö½ᵤ·ᵤᵢ£         |
| Ñᵢᵤ½ᵤ        | ᵤÖËùÑᵢ½ᵤ½øÐᵤñÉ½±àÄÄᵢ£         |
| µ±Ç°½ᵤ       | ᵤÖ°ü°¬²àÈëµāµÄ½ᵤ½øÐᵤñÉ½±àÄÄᵢ£ |

## ÇëîÖÄ

Ò³±ß¾àᵢ¿Ö½ÖÄ´óÐᵢ°¿Ò³Äæ·½¿ð

## ÉèÖÃ°ÍÊ¹ÓÃŦÖÆµÄÖ½ÖÃ´óĐİ

ÈÇ¹ùÒª²»Í¬Ö½ÖÃ´óĐİ´òÓİ£¬¿ÉÒÖ,ü,Ä 8.5 X 11 Óø´çµÄÄ¬ÈİÖ½ÖÃ´óĐİİ£Äü¿ÉÒÖ,ü,Äª³Ò»½Ü»òÖü,òİÄµµÖĐÈùÈèÖÃµÄÖ½ÖÃ´óĐİİ£

## ÉèÖÃŦÖÆµÄÖ½ÖÃ´óĐİ

- 1 ÑİŦÖª³Ö»ŦÖÆÖ½ÖÃ´óĐİ´òÓİµÄİ±¼£¬»òÖİÖÚ°·Ä³Ö»ŦÖÆÖ½ÖÃ´óĐİ¿ªÈ¼´òÓİµÄİ»ÖÃÈèÖÃªàÈèµāİ£
- 2 ´Óİ°ŦÈ½İ±²Èµ¥ÖĐ£¬ÑİÖŦİ°ÒªæÈèÖÃİ±ÄüÄî (ALT, T, U)İ£
- 3 ÑİÖŦİ°´óĐİ°İ·½İòİ±ÑİİŦ°·Ä¥İ£
- 4 ÖÚİ°¿İİ±°İİ°,İİ±¿òÖĐ£¬¼üÈè»òÑİÖŦÈùĐèµÄ¿Öµİ£  
×øÈİ£°µ±Äüµ÷Öüİ°¿İİ±°İİ°,İİ±¿òÖĐµÄËÝÖµÈ±£¬İ°ÑùÄÝİ±¿òÖĐÖ¹È¼µÄİÄµµ½«ÈæÖ®,Ä±āİ£
- 5 ÖÚİ°ÓİÓÃÖÚİ±¿òÖĐ£¬ÑİÖŦİÄµµµÄÄÄĐ©ÄÜÈÝÒª´òÓİÖÚİøŦµÄÖ½ÖÃÈİİ£

ÑİİŦ	ÈµÄ÷
Öü,òİÄµµ	ŦÖİÄµµÖĐÈùÓĐ½Ú½øĐĐ,ŦÈ½±àÄÄİ£
ÑİŦİÄ±¼	ÖÚ½ÚµÄÇ°°óªàÈè·Ö½Ú·ùİ£
´ÒªàÈèµā¿ªÈ¼	ÖÚªàÈèµāÇ°ªàÈè·Ö½Ú·ùİ£
ÑİŦ½Ú	ŦÖÈùÑİ½Ú½øĐĐ,ŦÈ½±àÄÄİ£
µ±Ç°½Ú	ŦÖ°ü°¬ªàÈèµāµÄ½Ú½øĐĐ,ŦÈ½±àÄÄİ£
6 ÑİÖŦİ°È·Ŧİ±°·Ä¥İ£	

## ÇèŦÖÄ

Ò³±İ¼àİøÖ½ÖÃ´óĐİ°İÒ³Äæ·½İò  
ÉèÖÃÖÃ»§ÓÄİÈÑİİŦ





## ÉèÖÃÖ½ÖÅÀ´Ô´

Ê´ÓÃ Word£¬Äú¿ÉÔÔÔÚ²»Í¬ÓÚÆäÓàÒ³ÃæµÄÖ½ÖÅÉÍ´òÓ¿¿Ö»½ÚµÄµÚÒ»»ðÒ³Ãæ¿£Word  
ËùÖ§³ÖµÄ´ó¶àËý´òÓ¿»úÖÅÉÙlá¹©Á½ÖÖ·½Ê½»ð´òÓ¿»úÉÍÖ½£°Ê´ÓÃÆäÖ½Æ÷°ÍËÖ¹æÉÍÖ½¿£ÓÐÐ©  
´òÓ¿»úÓÐÁ½»ðËäÖ½Æ÷£¬ÔÊÐÍÄúÔÚÄ¿»ðËäÖ½Æ÷ÐÊ´ÓÃ²»Í¬µÄÖ½ÖÅ¿£

## ÉèÖÃÖ½ÖÅÀ´Ô´

- 1 ´Ó¿»ðÊ½¿±²Ëµ¥ÐÐ£¬Ñ¿Ôñ¿³ÃæÉèÖÅ¿±ÄúÁî (ALT, T, U)¿£
- 2 Ñ¿Ôñ¿³Ö½ÖÅÀ´Ô´¿±Ñ¿Î´°°Ä¿¿£
- 3 ÔÚ¿°µÚÒ»Ò³¿±¿òÐÐ£¬Í°Ä¿Ö»½ÚµÄµÚÒ»Ò³Ñ¿ÔñÖ½ÖÅÀ´Ô´¿£
- 4 ÔÚ¿°ÆäÓà»÷Ò³¿±¿òÐÐ£¬Í°Ä¿Ö»½ÚµÄÆäÓà»÷Ò³Ñ¿ÔñÖ½ÖÅÀ´Ô´¿£
- 5 ÔÚ¿°Ó¿ÓÃÓÚ¿±¿òÐÐ£¬Ñ¿ÔñÍ°ÄÐÄ³Ò»²Ú×÷¿£

Ñ¿Î´	ËµÄ÷
Öú»ðÍ°µµ	¶ÔÍ°µµÐÐËùÓÐ½Ú½øÐÐ»ðÊ½±àÄÄ¿£
Ñ¿¶¶Í°±¼	ÓÚ½ÚµÄÇ°°äË·Ö½Ú·¿£
´Ò²äËµä¿°Ê¼	ÔÚ²äËµäÇ°²äË·Ö½Ú·¿£
Ñ¿¶¶½Ú	¶ÔËùÑ¿½Ú½øÐÐ»ðÊ½±àÄÄ¿£
µ±Ç°½Ú	¶Ôü°¬²äËµäµÄ½Ú½øÐÐ»ðÊ½±àÄÄ¿£
6 Ñ¿Ôñ¿³·¶´±°°Ä¿¿£	

## Çè¶ÔÃ

Ò³±¼¼à¿Ö½ÖÅ´óÐ¿Í°Ò³Ãæ·½Ïò

Ðᄢ,ÄÄ¬ÈïµÄÖ³±ß³⁄₄à¡çÖ¹⁄₂ÕÅ´óᄢ¡ÍÒ³Ãæ·¹lò

Èç'ùÁú¼³£Ðþ, ÄÖ³±ß¾à¡ç°²»Í-Ö½ÖÄ'óÐ¡'òÓ¡»òÊ'ÓÄ²»Í-µÄÖ³Äæ.½ìò£-Äú¿ÈÖÖÐþ,Ä Word  
µÄÄ-ÊÏÈèÖÖÖ½ÚÊ¡Ê±¼à¡£Word ÓÚ»¶Ä£-äÖÐ±£-æÄ-Ê¡µÄÈÖÖÄ¡£»ùÓÚ,ÄÄ£  
°µÄÄ¿,öÐÄ½²-ÏÄµµ½×Ö¶¾ßÖÖÐþ¶©°óµÄÖ³±ß¾à¡çÖ³Äæ'óÐ¡'Ö³Äæ.½ìò£

ĐƆ, ÄÄ¬ÈïµÄÒ³±β¾à¡çÖ½ŒŒ´óĐ¡°ÍÒ³Ãæ·½İò

- 1 N̥jŋŋ'òàÉ¹ÓǺǺ-ÈĬÉèÖǺμǺ²ç·ÖĬǺμμ£¬»ðÔÚÒàÉ¹ÓǺǺ-ÈĬÉèÖǺμǺ½ÚÔÐÉèÖǺǺ²àÈèμǺj£  
2 'Óᵢ·ñĒ½j±²Èμ¥ÔÐ£¬N̥jÔñj·Ô³ǺǺÉèÖǺj±ǺüÁî (ALT, T, U)j£  
3 N̥jÔñj·Ô³±B³⁄₄àj±jçj°·óÐj'í·½Ĭòj±»ðj·Ô³ÖǺǺ·Ô'j±N̥jĬŋ'Ǻ¥j£  
4 N̥jÔñ»ð¼üÈèÒªμ÷ÔûμǺÉèÖǺj£  
5 N̥jÔñj·ÉèÖǺĬ³Ǻ-ÈĬÖμj±°Ǻ¥j£  
6 Èç¹üÈ·ŋŋ'ÒàÔÚ»ŋŋ'Ǻ£²àÔÐÐᵑ,ǺǺ-ÈĬμǺÉèÖǺ£¬N̥jÔñj·ÊÇj±°Ǻ¥j£  
7 ŋŋÔàÐᵑ,ǺμǺǺç·Ô³ǺǺæμǺĒðÔÔØ,²¹⁄₂Ôè 3 μ¹⁄₂ 5j£  
8 N̥jÔñj·Êŋŋ'j±°Ǻ¥j£

Çe²îÔÄ

Ö³±ß³/₄à¡çÖ½ÖÅ´óĐ¡°ÍÖ³Ãæ.½lò

ÊýÑ§¼ÆËä°í«Ê½

Æö

¼ÆËä

½øÐÐÊýÑ§¼ÆËä

¶Ô·Ö²¼ÔÚÎÀµµÖÐµÄÊý³/₄Ý½øÐÐ¼ÆËä

½¨Áç±íÔÖÊµÏÖµç×Ó±í,ñÀàÐíµÄ¼ÆËä

½¨Áç°í±à¼¹«Ê½

¿äË¹«Ê½»òÆäËüÇÊË¶Ôïó

±à¼ÇÊË¶Ôïó

ÊýÑ§¼ÆËã°Í¹«Ê½

ÔÚ Word

ÖÐ£¬Äú¿ÉÒÔ½ðÐÐÊýÖµ¼ÆËã°Í½"Á¢³/ßÓÐ×"Òµ,ñÊ½µÄ¹«Ê½¿É¹ÓÃ¼ÆËã±ÃüÁî£¬¿ÉÒÔÑ,ËÜ  
¶ø¼ð±ãµØ½ðÐÐ»±³µÄÊýÑ§¼ÆËã¿ÉÄýÈç£¬ÔÚÄú¹À²ÆÎñ±±íµÄ×Ü½áÊ±  
£¬¿ÉÒÔ¶Ô±,æÖÐµÄÊýÖµ½ðÐÐ¼Ó¢¼ð¢³Ë¢³ý»ð°Ü·Ö±½ÆËã

Èç¹üÓÃÓ¼¼ÆËãµÄÊýÖµ·Ö²¼ÔÚÔü,ðíÄµµØÐ£¬ÎªÁË²ÎÖÖ£¬¿ÉÒÔÎª¿Ö»ÊýÖµËèÒ»,ð±ê¼Ç£¬È»ó  
ÔÚÖðÖÐ½ðÐÐ¼ÆËã¿Éµ±ÊýÖµ·¢Éú±ã»±£¬Ôò»á×Ô¶¼ÆËã³ðÐÄµÄ½á¹ü¿É

Èç¹üÓÃÓ¼¼ÆËãµÄÊýÖµ¹»ÓÚÒ»,ð±íÖÐ£¬Äú¿ÉÒÔÊ¹ÓÃÓð½"Á¢  
±í,ñÒÔÊµÖÖµ×Ó±í,ñÀàÐíµÄ¼ÆËã

Word´øÓÐ Equation Editor for Windows ¼"Ò»,ðÊ¹½"Á¢,  
´ÓÓµÄ³/ßÓÐ×"Òµ,ñÊ½µÄÊýÑ§°Í¿ÆÑ§¹«Ê½¼ðµ¥»µÄÓ¼ÓÃ³ìÐð¿É

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Çè²ÍÖÃ

¼ÄÜ½éËÜ

## ½øÐÐÊýÑ§¼ÆËä

ÔÚ Word

ÖÐ¿ÉÒÒ½øÐÐÊýÑ§¼ÆËä;£í"ýÔÚÑ¡¶ÄÜÊÝµÄÊý³ÝÖ®¼ä²äËëÖËËä·û£¬¿ÉÒÒ½øÐÐÏÄÁÐ¼ÆËä  
£°¼Ö£" + »òÒ»»\_ö¿\_ñ£©¿¼¿¼¿¼- »ò()£©¿¼³££" \*£©¿¼³Ý£"/£©¿¼°Ù·Ö±££" %£©ÖÒ¼°³£·½»ò¿¼³·½£" ^  
£©¿¼£ÖÐ¹ØµÄÊµÁÝ£¬²í¼ûÊýÑ§Ê³ÄÝ.

ÊýÖµ¿ÉÒÖË®Æ½¿¼¿¼ÊüÖ±µØÄÄÁÐ£¬Ò²¿ÉÒÒ³õÏÖÔÚÏÄ×ÖÖÐ¿¼£Word  
°Ñ¼ÆËä½á¹û·ÄÔÚ¼òìù°ä£££¬Äü¿ÉÒÒ½«ÆäÖ³ìùµ½ÏÄµµÖÐ¿¼£

## ½øÐÐÊýÑ§¼ÆËä

1 ¼ûËëÓÄÔÚ¼ÆËäµÄÊý³Ý°íÊýÑ§ÖËËä·û¿¼

×¿£££°¼Ö·"²»±Ø¼ûËëÖËËä·û¿¼

2 Ñ¡ÔñÒ°½øÐÐ¼ÆËäµÄÊý³Ý°íÖËËä·û¿¼

Êç¹ûÊý³ÝÄÄÁÐÔÚÄ³\_òÀ\_ÖÐ£¬Í"ý°×¿Êó±êÓÒ¼û²¿ì¶Êó±ê£¬¼¿£Ññ¡¶\_ÄÀ\_¿²í¼ûÑ¡¶Ò»ÏÄ±³Ä\_.

3 ´Ó¼°³¼¿¼±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¼°ÆËä¿¼ÄüÁî (ALT, O, C)¿¼

Word ÔÚ°¿Ù×õÏÄ½¿½¼¼ÆËä½á¹ûÏÖÊ³¼¿\_ÄëÖÖ£¬£°ó°Ñ½á¹û·Äµ½¼òìù°ä£££

×¿£££°ÔÚ½øÐÐ¼ÆËäÊ±£¬³ÝÄËÄÄ°·û£" \$£©Íä£¬Word

½«°òÄÖÊýÖµÏÖÏÊµÄË°íÄ±³¿¼£Êç¹ûÓÒÐ»»\_òÊýÖµ°¬ÖÐÄÄ°·û°Ä£¬¼ÆËä½á¹ûÒ²½«°¬ÖÐÄÄ°·û°Ä¿¼£

## ²äËë¼ÆËä½á¹û

1 ÔÚÒ°íÖÊ³¼¿½á¹ûµÄÏ»ÖÄËëÖÄ²äËëµä¿¼

2 ´Ó¼°±ä¼¿¼±²Ëµ¥ÖÐÑ¡Ôñ¼°Ö³ìù¿¼ÄüÁî (ALT, E, P)£¬»»ò°° CTRL+V ×õÏÄ¼û¿¼

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## ÇëíÖÄ

ÊýÑ§¼ÆËä°í«Ê½

## Έγγραφο

Όνομα	Έκδοση
1/4	+ » 321 + 916; 321 916
1/4	- » ( ) 87.3 - 23.4; 87.3 (23.4)
3	* 39 * 19.51
3	/ 43/17
° 6,700 ± 12%	% 6,700 * 12%
3 1/2	^ 4.5^2
3 1/2	^ 4.5^0.5

## ¶Ô·Ö²¼ÔÚÎÄµµÖÐµÄËý³¼Ý¹²øÐÐ¹¼ÆËä

Í¹ý±ê¹¼ÇÄ¿Ô»\_ðËý³¼Ý£¬È»°óÓÃÓðÀ

¹¼ÆËä½á¹û£¬Äú¿ÉÒÔ¶¶Ô·Ö²¼ÔÚÔÚ\_ðÎÄµµÖÐµÄËý³¼Ý¹²øÐÐ¹¼ÆËä¿Äú¿ÉÒÔ¶¶Ô·Ö²¼ÔÚÎÄµµÖÐµÄÄ¿\_ðÔÀµÄÍûËÜ¶¶Ëý³¼Ý²âÈò»\_ðËéÇ©±êÖ³¼£¬È»°óÔÚ²âÈò»\_ðÔð½«Ëý³¼ÝÎà¹¼Ó£¬²çÎÔË³¼ðÀëÍûËÜ¶¶×ÜËý£ËË¹ûËý³¼ÝÔÐËÎ¶\_ü\_Ä£¬Ô»Ðê½«Ôð\_üÐÄ£¬¹¼¿ÉÇáËËµØË³ËÖÐÄ¹¼ÆËä¿

## ¶Ô·Ö²¼ÔÚÎÄµµÖÐµÄËý³¼Ý¹²øÐÐ¹¼ÆËä

1 ÎÄ¿Ô»\_ðÔ°ÓÃÓÚ¹¼ÆËäµÄËý³¼Ý²âÈò»\_ðËéÇ©±ê¹¼Ç¿£

²¹¼û²âÈòËéÇ©.

2 ÔÚÔ°ÎÔË³¼½á¹ûµÄÎ»ÔÀËòÔÀ²âÈòµä¿£

3 ´Ó¹²âÈò±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¹°Óð±ÄüÁÎ (ALT, I, D)¿£

4 ÔÚ¹²âÈòÓðÀàÐÎ±Ñ¿Î¿ðÖÐ£¬Ñ¿Ôñ¹°= ±Í¹Ë½±Ñ¿Î¿£

Ëç¹ûËÎÎ¹¼ÆËä½á¹û³¼ÓÐÄ³Ô»|ØËàµÄ\_ñË½£¬¿ÉÓÚ¹°Ô\_ÁÎ±Ñ¿Î¿ðÖÐÑ¿ÔñÔ»»\_ð\_ñË½Ñ¿Î¿£¬È»°óÑ¿Ôñ¹°Î¹¼Ó±²°Ä¥¿£

5 ÔÚ¹°Óð´úÄò±¿ðÖ£¬Ëæ = °Ä¶¹½¼ÔÖ\_ÁÎÔ®°ó£¬¹¼üËéËéÇ©Ãü¶ËýÑÓËËä\_ü¿£

ÄýËç£¬¹°Óð´úÄò±¿ðÖµÄÄÜËý¿ÄÜÔòËÎÄæÇòÐÎÀàËÆ£°

= Ô»ÔÀ + ¶¶ÔÀ + ËýÔÀ

Ô»ÔÀ¿¶¶ÔÀ¿ËýÔÀËçÄü²âÈòµÄËéÇ©Ãü¿£

ÓÐ¹øÆäËËµÄý£¬²¹¼ûËýÑÓË³¼Äý.

6 Ñ¿Ôñ¹°Ë·¶¶¹±°Ä¥£¬²âÈòÓð²ç¹²øÐÐ¹¼ÆËä¿£

Ëç¹ûÔÚ¹°é¿\_¿±²Ëµ¥ÖÐµÄ\_Óð´úÄò±ÄüÁÎÔÔÐÔ»\_ðÑ¿ÔÐ±êÖ³¼£¬Word ½«ÔÔÔð

´úÄòÐÎË½²âÈòÓð¿Ô°ÎÔË³¼¼ÆËä½á¹û£¬¿ÉÓÚÔðÔÐËòÔÀ²âÈòµä£¬²ç° SHIFT+F9 ¼ü¿£

## Çê²ÎÖÃ

ËýÑÓ¹¼ÆËä¹°Ë½

ÎÔË³¼Óð´úÄò»ðÓðÄÜËý

üÐÄÔð

EXPRESSION Óð



½"Áç±íÒÔÊµİÖµç×Ó±í,ñÀàĐÍµÄ¼ÆËā

Ê¹ÓÃ±í"Ê½Óò£¬Äú¿ÉÒÔÊ¹ Word µÄ±í,ñÊµİÖ¼òµ¥µÄµç×Ó±í,ñµÄ¹|ÄÜ¼ªÄýË£°

Jack	Jill
Ò»ÔÂ 345	412
¶þÔÂ 239	210
ËýÔÂ 491	528
°İ¼Æ£°	1075 1150

Jack µÄ°İ¼ÆÖµÊÇÓòµÄÄÜËÝ {=sum([r2c2:r4c2])}j£Jill µÄ°İ¼ÆÖµÄ´×ÔÓò {=sum([r2c3:r4c3])}  
j£ÔàÄí°rj±´ú±ííÖĐµÄĐ£¬°c±´ú±ííÖĐµÄÄj£

½"Áç±íÒÔÊµİÖµç×Ó±í,ñÀàĐÍµÄ¼ÆËā

- Ê¹ÓÃ¼°±í±²Êµ¥ÖĐµÄj°²àÊè±í±ÄüÁî (ALT, A, I) »ò¹²¼ßÄ,ÊİµÄj°±í±´ªÄ¥  
£¬¿ÉÔÔ½"ÁçÔ»²,ò°ü°¬¼ÆËāÊ±ÊüÓÃËý¼ÝµÄ±í£



- ²¼¼ü"½"±í.  
ÔÜÔª·ÄÔ¼¼ÆËā½á¹üµÄµ¥Ôª,ñÖĐÊèÔÃ²àÊèµāj£  
ÄýË£°ÔÜj°Jackj±İÄµÄj°°İ¼Æ£°j±ĐĐÔĐÊèÔÃ²àÊèµāj£
- ´Ôj°²àÊèj±²Êµ¥ÖĐ£¬ÑjÔñj°Óòj±ÄüÁî (ALT, I, D)j£
- ÔÜj°²àÊèÓòÀàĐÍj±Ñjİ¿òÖĐ£¬ÑjÔñj°= ±í"Ê½j±Ñjİj£  
Ëç¹üİ£İ¼¼ÆËā½á¹ü³¼ßÓĐÃ³Ô»İØÊàµÄ,ñÊ½£¬¿ÉÔÜj°Ö,Äî±  
¿òÖĐÑjÔñÔ»²,ò,ñÊ½Ñjİ£¬Ê»²óÑjÔñj°İ¼¼Üj±´ª¥j£
- ÔÜj°Óò´úÄèj±¿òÖĐ£¬Êæ= °Ä°İ,½¼¼Ö,ÄîÔ®°ò£¬¼üÊèÔ»²,ò´úÄè£¬,Ä´úÄèÖ,¶ªÊÔªÖ  
´ĐĐµÄ¬Êý°İ°¬¼¼ÆËāËý¼ÝµÄµ¥Ôª,ñj£  
ÄýË£°ÒªÔÜÊİÄæµÄ±íÖĐ¼ÆËā Jack Êý,òÔÄµÄ°İ¼ÆÖµ£¬Ôò¼°Óò´úÄèj±  
¿òÖĐÒª²àÊèµÄÄÜËÝÓèÔÔİÄÇê¿òİàË£°  
=sum([r2c2:r4c2])  
"=" ÊÇÓòÀàĐÍ£¬"sum()" ÊÇ¬Êý£¬[r2c2:r4c2] Ôò±íÄ´µ¥Ôª,ñµÄ·¶İŞÊÇ  
´ÔµÚ¶¶ĐĐİ¿µÚ¶¶Ä,µ½µÚÊÄĐĐİ¿µÚ¶¶Äj£
- ÑjÔñj°Ê·¶j±´ª¥£¬²àÊèÓò²¿½øĐĐ¼ÆËāj£  
Ëç¹üÔÜj°²ê¿j±²Êµ¥ÖĐµÄj°Óò´úÄèj±ÄüÁîÄÔÓĐÔ»²,òÑjÖĐ±èÖ¼£¬Word ½«ÒÔÓò  
´úÄèĐİÊ½²àÊèÓòj£Ô°İÖÊ¼¼ÆËā½á¹ü£¬¿ÉÔÜÓòÖĐÊèÔÃ²àÊèµā£¬²¿°° SHIFT+F9 ¼üj£

ç²İÖÄ

ÊýÑŞ¼ÆËā°İ«Ê½

İÖÊ¼Óò´úÄè»òÓòÄÜËÝ

üĐÄÓò

±í\_ñÊ½ÐÃ¼þ¡çÓÊ¼þ±êÇ©¼°ÆǎËü°İ²çİÄµµ  
Æö

İēŌû¹ý³İ  
İÄµµ°İ²ç¹ý³İ

İª°İ²çÊēŌÃİÄµµ  
´´½´´Êý³¼ÝİÄ¼þ  
´´½´´Ö÷İÄµµ  
´´½´´¶İÄçµÄÍ·¼ÇÃ¼ÄİÄ¼þ  
ÔÚÖ÷İÄµµÖĐŇ¡ÓÃÊý³¼ÝİÄ¼þ°İ£¯»òÍ·¼ÇÃ¼ÄİÄ¼þ  
Ê³¼ýÖ÷İÄµµÓēÊý³¼ÝİÄ¼þµÄÄ´½Ó  
°İ²çÇ°¹¼¹²ēÖ÷İÄµµ¡çÊý³¼ÝİÄ¼þ°İÍ·¼ÇÃ¼ÄİÄ¼þÖĐµÄ´Íó

°İ²ç´òÓ¡µÄìØÊǎŌ\_Áİ  
ÔÚÖ÷İÄµµÖĐÊ´ÓÃŌò

´òÓ¡  
´òÓ¡±í\_ñÊ½ÐÃ¼þ»òÆǎËü°İ²çİÄµµ  
°İ²çÊ±½òÊ´ÓÃÊý³¼ÝİÄ¼þÖĐµÄ²¿·Ö¼ÇÃ¼  
°İ²çÓòÍª¿ÖÊ±£¬¬°İ²çİÄµµÖĐµÄ¿ÖĐĐ¿ØŒ

ÊēŌÃ°İ´òÓ¡ÓÊ¼þ±êÇ©  
´ò¿ª²çŌĖĐĐÓÊ¼þ±êÇ©°ê  
Ň¡ÓÃÊý³¼ÝİÄ¼þ²çÌİÊēĐÃİç  
´òÓ¡ÓÊ¼þ±êÇ©



## ĪÄµµ°ĩ²ç¹ý³ì

ÄúĸÉÒÔĪ¹ý¹°ĩ²ç¹òÓĵĵ±ÄüÁĪÉēÖÄÖ÷ĪÄµµĵçĒý³⁄ÝĪÄ¹⁄ᵇ°Ī¹⁄ÇÄ¹⁄ĪÄ¹⁄ᵇÄ  
¹¹òÓĵĵĵ,ñĒ¹⁄ᵇÄ¹⁄ᵇ»òÆäĒü°ĩ²ç¹Äµµĵ

×çĒÉĸ°Ēç¹üÖÑ³⁄ÓÐÄĒÖ÷ĪÄµµ°ĪĒý³⁄ÝĪÄ¹⁄ᵇÆ-ÄÇÄ¹ĸÉĪø¹ýÒÔĪÄ¹ý³ìÖ±¹⁄₂Ó  
¹¹òÓĵĵĵ,ñĒ¹⁄ᵇÄ¹⁄ᵇ»òÆäĒü°ĩ²ç¹Äµµĵ

## ÉèÖÄ°ĩ²ç¹òÓĵ²Ü×÷

1 ÑĵÔñĪÄÄÐÄ³Ö»²Ü×÷Æ°

► ÈðÄ»ÓÐÖ÷ĪÄµµÆ-Ôð¹Óĵ¹ĪÄ¹⁄ᵇĵĵ±²Ēµ×ÖÐÑĵÔñĵ°ÐÄ¹⁄²ĵĵ±ÄüÁĪ (ALT, F, N)Æ-È»°óÑĵÔñĵ°È·Ħĵĵ±°  
¹¹ÆĪÖĒ³⁄⁄»²ç¹Ö×ĪÄµµĵ

► ÈðÖÑÓÐÖ÷ĪÄµµÆ-Ôð¹òÓĵ,ÄĪÄµµĵ  
×çĒÉĸ°²ÖÖ 2ĵ¹¹ 2¹⁄₂¹¹Äç²çÑĵÔÄÖ»²çĒý³⁄ÝĪÄ¹⁄ᵇĵĵÆÖÜ¹⁄₂ÐÐÖðÐ©¹²×÷Ē±Æ-¹²ç¹  
¹òÓĵÄ¹⁄₂«ĪÖĒ³⁄⁄ÖÜÆÄÄ»Éĸ-ĸÉÒÔĪ¹ýĒüĪ³ÉÖ÷ĪÄµµÄ¹¹Öĵĵ

2 ¹Óĵ¹ĪÄ¹⁄ᵇĵĵ±²Ēµ×ÖÐÆ-ÑĵÔñĵ°ĩ²ç¹òÓĵĵĵ±ÄüÁĪ (ALT, F, M)ĵĵ

3 ÑĵÔñĵ°ÑĵÓÄĒý³⁄ÝĪÄ¹⁄ᵇĵĵ±°¹¹Æ

4 ÑĵÔñĵ¹⁄²¹¹çĒý³⁄ÝĪÄ¹⁄ᵇĵĵ±°¹¹Æĵĵ

5 ÖÜĵ¹ÖðÄüĵĵ±ĸòÖÐ¹üÈèÖ»²ç¹ÖðÄüĵĵ

Äĸ²ç¹ÖðÄüĦÖÖÖÜĒý³⁄ÝĪÄ¹⁄ᵇÖÐµÄÖ»ÄðÄĪçÆ-Èç **name**

×çĒÉĸ°ÓðÄü×ĦäĸÉÓÉ 20²ç¹ÖÄĵçĒý³⁄Ö¹⁄¹Ä»ÖĪ³×é³ÉĵĵWord  
²»ÖĒÐĪÓðÄüÖÐ³öĪÖĸ²ç¹ÇÖÆäµÜÖ»²ç¹Ö·ü±ÖÐĒ¹¹×ÖÄĵĵ

6 ÑĵÔñĵ¹Ī¹⁄Öĵĵ±°¹¹Æĵĵ

7 ÖØ,¹ 5 ÖÄ 6 ²¹⁄₂Æ-¹¹²¹¹çĒý³⁄ÝĪÄ¹⁄ᵇÖÐµÄÆäĒü²ç¹Öðĵĵ

×çĒÉĸ°É³⁄³ýÖ»²ç¹ÖðÄĒ±Æ-ĪĒÑĵÔñ,ÄÓðÆ-ÖÜÑĵÔñĵ°É³⁄³ýĵĵ±°¹¹Æĵĵ

8 ÑĵÔñĵ°È·Ħĵĵ±°¹¹Æĵĵ

9 ÖĦĦ¹Ö»²ç¹Ä¹⁄ᵇÄü¹⁄⁄ÆäĪ»ÖÄÆ-Èç¹üÐèÖ°Æ-Ö,Ä÷ÇýĦÆ÷°ĪÄ¹⁄⁄Æ©ÖÖ±Æ  
¹¹ÆÄĒý³⁄ÝĪÄ¹⁄ᵇÆ-È»°óÑĵÔñĵ°È·Ħĵĵ±°¹¹Æĵĵ

10 ÖÜĪäÓĵµÄÖðÄüĪÄ¹¹äĒý³⁄Ýĵĵ

²¹⁄⁄ÖĦÖ±ĪµÄ²Ü×÷°ĪÖÆĦĦĵĵ

11 ¹Óĵ¹ĪÄ¹⁄ᵇĵĵ±²Ēµ×ÖÐÆ-ÑĵÔñĵ°±Æ¹¹ÄüÁĪ (ALT, F, S)ĵĵ

Èç¹ü³öĪ¹¹Ö¹¹ÄĪçĵĵ±ĦÖ»²ç¹òÆ-ÖðÖÜÆäÖÐĪĪÈèÐèÖ¹µÄÖ¹¹ÄĪçÆ-È»°óÑĵÔñĵ°È·Ħĵĵ±°¹¹Æĵĵ

12 ÑĵÔñĪÄÄÐÄ³Ö»²Ü×÷·µ»ØÖ÷ĪÄµµÆ°

► ¹Óĵ¹ĪÄ¹⁄ᵇĵĵ±²Ēµ×ÖÐÑĵÔñĵ°ĩ²ç¹òÓĵĵĵ±ÄüÁĪ (ALT, F, M)Æ-È»°óÑĵÔñĵ°±¹⁄⁄Ö÷ĪÄµµĵ±°¹¹Æĵĵ

► ¹Óĵ¹¹Üĵĵ±²Ēµ×ÖÐÆ-ÑĵÔñĪÄµµÄüĵĵ

13 ÈäÈèÖ÷ĪÄµµµÄĪÄ±³⁄⁄ĵĵ±ÐèÖ¹¹çĒý³⁄ÝĪÄ¹⁄ᵇ²äÈèÖ»ĦĦÄĪçĒ±Æ-ĪĒÑĵÔñĵ²äÈè¹²ç¹Öðĵĵ±°¹¹Æ  
(ALT+SHIFT+F)Æ-ÑĵÔñÖ»²ç¹²ç¹òÓĵÖðÆ-ÖÜÑĵÔñĵ°È·Ħĵĵ±°¹¹Æĵĵ

14 ¹Óĵ¹ĪÄ¹⁄ᵇĵĵ±²Ēµ×ÖÐÆ-ÑĵÔñĵ°±Æ¹¹ÄüÁĪ (ALT, F, S)Æ-ÄüÄü²ç¹¹¹ÆÖ÷ĪÄµµĵ

## ĸ¹Ē¹⁄²ç¹òÓĵ²Ü×÷

► ¹Ó¹²ç¹òÓĵÄ,ÖÐÑĵÔñĵ°ĩ²ç¹ĵĵ±°¹¹Æ°  
► Ö¹¹òÓĵ¹²ç¹ÄµµÆ-ÖĵÑĵÔñ

► Æ-ÖÜÑĵÔñĵ°È·Ħĵĵ±°¹¹Æĵĵ

► ÈðÖ¹¹²ç¹Äµµ·çĒĪ¹⁄₂Ö»²ç¹ Word ĸÉ×ÖĦ¹¹²¹¹ç²ç¹ÖĒ³⁄⁄µÄĪÄ¹⁄ᵇÖÐÆ-ÖðÓĵÑĵÔñ  
ĵĵ

► 1 ¹Óĵ¹ĪÄ¹⁄ᵇĵĵ±²Ēµ×ÖÐÆ-ÑĵÔñĵ°ĩ²ç¹òÓĵĵĵ±ÄüÁĪ (ALT, F, M)ĵĵ  
2 °¹Ä ALT+M ¹¹üÆ-ÑĵÔñĵ°ĩ²ç¹ĵĵ±°¹¹Æĵĵ

- 3      ÔÚ<sub>ı</sub>°ı²ç¹½á¹û<sub>ı</sub>±ÖĐŁ¬Ñ<sub>ı</sub>Ôñ<sub>ı</sub>°ı²çµ¹½´òÓ<sub>ı</sub>»ú<sub>ı</sub>±»ò<sub>ı</sub>°ı²çµ¹½ĐÂÎĂµµ<sub>ı</sub>±Ñ<sub>ı</sub>Î°´Ă¥<sub>ı</sub>Ł
- 4      Ñ<sub>ı</sub>Ôñ<sub>ı</sub>°Ė·Ŧ<sub>ı</sub>±°´Ă¥<sub>ı</sub>Ł

---

**ÇěŕÎĂ**

±ı.ñĖ¹½ĐÂ¹⁄₄pıçÓĖ¹⁄₄p±êÇ©¹⁄₄°ÆăĚü°ı²çÎĂµµ

´´½´´Êý¾ÝÎÄ¼p

°´ÖÖÏÄµµ°í²ç¹ý³ìÖÐµÄ²½Öè½øÐÐ²Ù×÷Ê±£¬¹°í²ç  
´òÓì±ÄüÁîçÖÖÍ²Äü½´´ÁçÒ»,òÊý¾ÝÎÄ¼pì£ÊðÓ¹ªÒÒ°óµÄÓìÓÃ´´½´´Êý¾ÝÎÄ¼p£¬Çè°  
´ÎÄÐ²½Öè½øÐÐì£

×éÖ´Êý¾ÝÎÄ¼pµÄÆäËü½´´£¬²Î¼ûìMicrosoft Word Ê´ÓÃÊð²áì·ÖÐµÄì°í²ç´òÓì»ù´ì±²ç·Öì£

ÓÃ Word ±í´´½´´Êý¾ÝÎÄ¼p

×çÊí£°Êç¹ûÐèÒª°ÑÒ»,òÒÑÓÐµÄÊý¾ÝÎÄ¼p×ª»»Îª Word ±í£¬²Î¼ûÖÖÖÖ±³Éú³É±ìì£

1 ÑìÔñÎÄÄÐ³Ò²Ù×÷´´½´´Ò»,òçÖ±í£¬ÔÚ±íÖÐÎªçÀàÐÄìç·ÖÀàÒ»À,£°



¹±¾Äì£

► Öì°±ìì²Êµ¥ÖÐÑìÔñì²áÈè±ìì±ÄüÁî (ALT, A, I)ì£

ÀýÊç£¬ÊðÊý¾Ý°üÀ´ÐÖÄüìçÀèÀª°ÍÒ°Òµ£¬Òð´´½´´Ò»,òÊýÀ,±ìì£²¼û´´½´´±ìì£

2 ÔÚµÚÒ»ÐÐµÄç,òµ¥Òª,ñÖÐÈàÈèÒðÄü£¬Êç **Name** »ð **Age**

×çÊí£°ÓðÄü×îàçÊÓÉ 20 ,ò×ÖÄ,ìçÊý×Ö¼°ÎÄ»®Ï³×é³Éì£Word  
²»ÖÊÐìÓðÄüÖÐ³ðÍÖç,ñ£¬²çÇÖÆäµÚÒ»»,ò×Ö·ù±ØÐèÎª×ÖÄ,ì£

3 ÔÚ±ìµÄÆäËü²ç·ÖìÈèÐÄìçì£²¼ûÖÖÖ±ìµÄ²Ù×÷°ÍÖÆìì£

4 ÑìÔñìÎÄ¼pì²Êµ¥ÖÐµÄì°±£·æì±ÄüÁî (ALT, F, S)£¬ÄüÄü²ç±£·æÊý¾ÝÎÄ¼pì£

Çè²ÎÖÃ

±ì,ñÊ½ÐÄ¼pìçÖÊ¼p±èÇ©¼°ÆäËü°í²çÎÄµµ

## “½”Ö÷ÎÄµµ

¡°î²ç´òÓ¡±ÄüÁîª»¶¶¶µ±Ç°£©ÎÄµµÑ¡ÓÃÖ»»ðËý¼ÝÎÄ¼p£¬È»°óíÔË³¼Ö»»ð°  
´À×À,£¬¿,ÉÔÖ·½±äµØÔÜÖ÷ÎÄµµÖÐ²âÈë°î²çÔò¡£

## “½”Ö÷ÎÄµµ

- 1 ´Ó¡°ÎÄ¼p¡±²Ëµ×ÖÐ£¬Ñ¡Ôñ¡°ÐÂ½”¡±ÄüÁî (ALT, F, N)£¬È»°óÑ¡Ôñ¡°È·¶¡±´À×“½”Ö»»ð,ò¿ÔÎÄµµ¡£
- 2 ´Ó¡°ÎÄ¼p¡±²Ëµ×ÖÐ£¬Ñ¡Ôñ¡°î²ç´òÓ¡±ÄüÁî (ALT, F, M)¡£
- 3 Ñ¡Ôñ¡°Ñ¡ÓÃËý¼ÝÎÄ¼p¡±´À×¡£  
×çÊ£°ÈðÉÍ“½”Ëý¼ÝÎÄ¼p£¬ÔòÑ¡Ôñ¡°“½”Ëý¼ÝÎÄ¼p¡±´À×¡£²í¼ûÎÄµµ°î²çÝ¡¡£
- 4 Ñ¡ÔñÖ»»ðËý¼ÝÎÄ¼p¡£
- 5 Ñ¡Ôñ¡°È·¶¡±´À×¡£
- 6 ÊäÈëÖ÷ÎÄµµÎÄ±³¼£

## ÔÜÖ÷ÎÄµµÖÐí¼°Ó²ç´òÓ¡Óò

- 1 ÔÜÐèÖ²²âÈëËý¼ÝÎÄ¼pÐÄíçµÄî»ÖÃÈëÖ²²âÈëµä¡£
- 2 Ñ¡Ôñ¡°²âÈë°î²çÔò¡±´À×¡£
- 3 ÔÜ¡°î²ç´òÓ¡Óò¡±ÎÄÃæÑ¡ÔñÖ»»ð,ò°î²ç´òÓ¡Óò¡£  
×çÊ£°Äü¿,ÉÔÔí“ý²âÈëî²ç´òÓ¡°Word Óò¡±  
¿òÖÐµÄî£¬ÎªËý¼Ý°î²çÈëÖ²²âÖ²²â¼p¡£ÓÐ¹ØËµÃ±°íË³¼Àý£¬²í¼ûÔÜÖ÷ÎÄµµÖÐË¹ÓÃÓò¡£ÔÜ  
´ó¶àËýÇé¿òÎÄ£¬Äü¿,ÉÔÔË¹ÓÃ¡°¼ÇÃ¼Ñ¡Ôñ¡±¶¶»°»°¿òÀ  
´ÈëÖ²²âÖ²²â¼p¡£²í¼û¼ÇÃ¼Ñ¡Ôñ¡±¶¶»°»°¿ò»°¿ò¡£
- 4 Ñ¡Ôñ¡°È·¶¡±´À×¡£
- 5 ÔÜÃ¿,ò²âÈëµäÖ»»ð, 2¡°4 ²½¡£  
°î²ç´òÓ¡ÓòÄÜËýËýÖ»»ð,òÀ“ÔÜ¼äÀ”“ÄÜµÄÓòÄü£¬Èç<<name>>¡£Óò´úÃæÓÉÀ”ÔÜÓò×Ö·üÄÜµÄ  
MERGEFIELD ´ÍÓòÄü×é³Ë£¬Èç{MERGEFIELD name}  
×çÊ£°µ±ÓòÄüÀ”ÔÜ¼äÀ”“ÄÜËý£¬Î··¶¶¶Ö²²â¼°ÓòÖÐp,Ã£»Äü±ØÐëË¹“ÎÄ SHIFT+F9£¬Î²ÔË³¼Óò´úÃæ¡£

## ÇëíÔÃ

±í,ñË½ÐÄ¼p¡£çÓË¼p±êÇ©¼°ÆäÈü°î²çÎÄµµ

Óò

MERGEFIELD Óò

## ''½''¶ÄÄçµÄÍ·¼ÇÂ¼ÄÄ¼p

ÔÚËÿ¼ÝÍÄ¼pµÄ¶²¿ÖÐ»Ð»»ð»¶ÍÔðÄû£¬³ÆÍ·¼ÇÂ¼ÄËËÛ¶¶ÔÔÔÚËÿ¼ÝÍÄ¼pÖÐµÄÄ¿,ðÄÄ¿Äà  
¿£¿ËÖÔ°ÑÍ·¼ÇÂ¼ÄÔÚ¶¶ÄÄçµÄÄµµÖÐ£¬ÄÄµµ³ÆÍ·¼ÇÂ¼ÄÄ¼p¿

Ê¹ÔÄÍ·¼ÇÂ¼ÄÄ¼pµÄÔÄµã£°

- ▶ ¿ËÖÔÔÚ¶¶,ðËÿ¼ÝÍÄ¼pÖÐÊ¹ÔÄÍ·¼ÇÂ¼ÄÄ¼p¿ÖÐ,ÄÔðÄû±  
£¬ÄûÖ»ÐèÐ,ÄÍ·¼ÇÂ¼ÄÄ¼p£¬¶²»±ÖÐ,ÄÄ¿Ö»,ðËÿ¼ÝÍÄ¼p¿
- ▶

ÍËç¹û¶·Ð,ÄËÿ¼ÝÍÄ¼pÖÐµÄÔðÄûÔÖÆ¶ÄäÖ÷ÍÄµµÖÐµÄ²¿Ôð£¬ËçËÿ¼ÝÍÄ¼pÍÖ»¶¶ÄàÐÍ£©£¬ÄÇ  
Ä¿ËÖÔÊ¹ÔÄ·ðÖÐÛËË·ÔðÄûµÄÍ·¼ÇÂ¼ÄÄ¼p¿

## ''½''¶ÄÄçµÄÍ·¼ÇÂ¼ÄÄ¼p

- 1 'ð¿Ö÷ÍÄµµ¿
- 2 'ÔÍ·ÍÄ¼p¿±²Ëµ¶ÖÐ£¬ÑÍÔñ¿²¿'ðÔ¿±ÄûÄÍ (ALT, F, M)¿
- 3 ÑÍÔñ¿ÑÍÔÄÍ·¼ÇÂ¼ÄÄ¼p¿°'Ä¶¿
- 4 ÑÍÔñ¿''½''Í·¼ÇÂ¼ÄÄ¼p¿°'Ä¶¿
- 5 ÔÚ¿ÔðÄû¿¿ðÖÐËàËèÖ»,ðÔðÄû¿  
×¿ÊÍ£°ÔðÄû×¶¶¿ËÖÉ 20,ð×ÖÄ¿¿Ëÿ×Ö¼°ÍÄ»®Íß×é³Ë¿£Word  
²»ÖÊÐÍÔðÄûÖÐ³ðÍ¿¿,ñ£¬²¿ÇÖÆäµÚÖ»,ð×Ö·û±ÖÐËÍ×ÖÄ¿¿
- 6 ÑÍÔñ¿ÍÍ·Ô¿±°'Ä¶¿
- 7 ÖØ,µÚ 5 °Í 6 ²¿£¬ÔÚÍ·¼ÇÂ¼ÄÄ¼pÖÐËàËèÄûËùÐèµÄÄ¿,ðÔðÄû¿
- 8 ÑÍÔñ¿Ë·¶¿±°'Ä¶¿
- 9 ÔÚ¿ÍÄ¼pÄû¿¿ðÖÐ£¬Í·¼ÇÂ¼ÄÄ¼pËàËèÖ»,ðÍÄ¼pÄû¿
- 10 ÑÍÔñ¿Ë·¶¿±°'Ä¶¿

Í·¼ÇÂ¼ÄÄ¼pµÄÄ¼pÄû½«ÍÖÉ³ÔÚ²¿'ðÔ¿,µÄÔÖ¶Ë¿  
×¿ÊÍ£°ÔÚÖ÷ÍÄµµÖÐÑÍÔÄÍ·¼ÇÂ¼ÄÄ¼pË±£¬±ÖÐè±  
£ÖÑÑÍÔÄÄÖ»,ðËÿ¼ÝÍÄ¼p¿Ëç¹ûËÿ¼ÝÍÄ¼pÖÐÍ·¼ÇÂ¼Ä£¬ÄÇÄ' Word  
½«°ÑËù×÷ÍËÿ¼ÝÍÄ¼Ç¼£¬²¿ÖÉ'Ë¶²ûËùÖ»,ð²¿ÍÄµµ¿Í·ÄÔ¹  
''½''¶àòµÄÍÄµµ£¬ÔÍËÉ³ÿËÿ¼ÝÍÄ¼pµÄÍ·¼ÇÂ¼Ä¿

## Çè²ÔÄ

±Í,ñË½ÐÄ¼p¿¿ÖÉ¼p±èÇ©¼°ÆàËù²¿ÍÄµµ



ÔÚÖ÷ÎÄµµÖÐÑ¡ÓǺÊý¾ÝÎÄ¼þ°Í£¬»ðÍ¼ÇÂ¼ÄÎÄ¼þ

Word

°ÑÊÍ°Ñ¡ÓǺÊÊý¾ÝÎÄ¼þ»ðÍ¼ÇÂ¼ÄÎÄ¼þµÄÎÄµµ¶¼¼¿´×÷Ö÷ÎÄµµµ£Ñ¡ÓǺÊÊý¾ÝÎÄ¼þ»ðÍ¼ÇÂ¼ÄÎÄ¼þ  
Ö®°ó£¬Word ¾Ä¼»áÔÚ´ò¿µÄÖ÷ÎÄµµµÄÊÍ¿¿ÎÖÊ¾°Í²¿´òÓ¡Ä¼£

ÔÚÖ÷ÎÄµµÖÐÑ¡ÓǺÊý¾ÝÎÄ¼þ°Í£¬»ðÍ¼ÇÂ¼ÄÎÄ¼þ

1 ´ò¿µÖ÷ÎÄµµµ£

2 ´Ó¼°ÎÄ¼þ¼±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¼°°Í²¿´òÓ¡¼±ÃüÁî (ALT, F, M)¼£

3 Ñ¡ÔñÎÄÄÐ°Ö»²Û×÷£°

► Ñ¡Ôñ¼°Ñ¡ÓǺÊý¾ÝÎÄ¼þ¼±°´À¶À´Ñ¡ÓǺÊý¾ÝÎÄ¼þ¼£

► Ñ¡Ôñ¼°Ñ¡ÓǺÎ¼ÇÂ¼ÄÎÄ¼þ¼±°´À¶À´Ñ¡ÓǺÎ¼ÇÂ¼ÄÎÄ¼þ¼£

4 ÔÚ¼°Ä¿Ä¼¼±¿òÖÐÑ¡ÔñÊý¾ÝÎÄ¼þ»ðÍ¼ÇÂ¼ÄÎÄ¼þËùÔÚµÄÄ¿Ä¼¼£

5 ÔÚ¼°ÎÄ¼þÄü¼±¿òÖÐÊāÊē»ðÑ¡ÔñÊý¾ÝÎÄ¼þÄü»ðÍ¼ÇÂ¼ÄÎÄ¼þÄü¼£

6 Ñ¡Ôñ¼°Ë¶¼±°´À¶¼£

×¿ÊÍ£¬Êð°ÔÚÖ÷ÎÄµµÖÐÑ¡ÓǺÎ¼ÇÂ¼ÄÎÄ¼þ£¬Ôò±ØÐēÊ±£Ö²Ñ¡ÓǺÊÊý¾ÝÎÄ¼þ¼£

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ÇēÍÔǺ

±ÍñÊ½ÐÄ¼þ¿ÓÊ¼þ±êÇ©¼°ÆäËù°Í²¿ÎÄµµ

ÈjİÜÖ÷ÎÄµµÓëÊý¾ÝÎÄ¼pÖ®¼äµÄÄ´½Ó

¿ÉÒÒÈjİÜÖ÷ÎÄµµÓëÊý¾ÝÎÄ¼pÖ®¼äµÄÄ´½Ó¹Øİµ£¬°ÑÖ÷ÎÄµµ×ª»»ÎªÒ»°äµÄ Word ÎÄ¼pİ£ÈjİÜÄ´½Ó°ö£¬ÎÄµµ¶Œ²¿µÄ°İ²¿´òÓİÄ¾¼İ»áİÜÊŞİ£ÎÄÄæµÄ²½ÖëÒ²¿ÉÓÄÓÜÈjİÜÖ÷ÎÄµµÓëİ¼ÇÄ¼İÄ¼pµÄÄ´½Óİ£

ÈjİÜÖ÷ÎÄµµÓëÊý¾ÝÎÄ¼pÖ®¼äµÄÄ´½Ó

- 1 İÔÊ¾Ö÷ÎÄµµİ£
- 2 ´Óİ°ÎÄ¼pİ±²ÊµŸÖÐ£¬ÑİÔñİ°°İ²¿´òÓİİ±ÄÜÁİ (ALT, F, M)İ£
- 3 ÑİÔñİ°ÈjİÜÑİÓÄİ±°·ÄŸ
- 4 µ±ÆÄÄ»ÉİİÔÊ¾¼ĐÄİ¿Ê±£¬ÑİÔñİ°ÊÇİ±°·ÄŸİ£

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ÇëİÖÄ

±İ,ñÊ½ĐÄ¼pİ¿ÓÊ¼p±êÇ©¼°ÆäËÜ°İ²¿İÄµµ

°İ²çÇ°¼i²éÖ÷İÄµµjçÊý³¼ÝÎÄ¼p°Í¼ÇÂ¼ÎÄ¼pÖÐµÄ´íó

ÔÚ´òÓj°İ²çÎÄµµÇ°£¬Äú¿ÉÒÔ¼i²éÎÄµµÖÐµÄ´íój£ÊçÓòÄúÖÐµÄ·Ç´´×Ô·û»òÖ÷ÎÄµµÔêÊý³¼ÝÎÄ¼p»òÍ¼ÇÂ¼ÎÄ¼pÖÐµÄÓòÄú²»Æ×ÄäµÊj£ÊòÖ÷ÎÄµµÑjÓÄµÄÊý³¼ÝÎÄ¼p»òÍ¼ÇÂ¼ÎÄ¼pÍ´´ò¿£¬Word »áìòÄú·ç³ò³¼´,æj£

°İ²çÇ°¼i²éÖ÷İÄµµjçÊý³¼ÝÎÄ¼p°Í¼ÇÂ¼ÎÄ¼pÖÐµÄ´íó

1 İÔÊ³Ö÷İÄµµj£

2 ÑjÔñİÄÁÐÄ³Ò»²Ü×÷£°

► µ×»÷°İ²ç´òÓjÄ³ÖÐµÄ

► j£

► °İÎ ALT+SHIFT+K ×é°İ¼üj£

Èç¹û Word ·çİÖÁÊ´íó£¬ÆÁÄ»ÉÍ»áİÔÊ³¼Ò»³ò¶¶Ô»°¿òÈµÄ÷,Ä´íó£¬²çÔÊÐíÐ²,Äj£µ±¶¶Ô»°¿ò³òİÖÊ±£¬Äú¿ÉÒÔÑjÔñj°İÔúj±°´A×£¬ÒÔ»ñµÄ³ü¶àµÄà¹ØÐÁİçj£

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Çê²íÖÄ

±íñÊ½ÐÄ¼pjçÓÊ¼p±êÇ©¼°ÆäËü°İ²çÎÄµµ

## ÔÚÖ÷ÎÄµµÖÐÊ¹ÓÃÓð

ÓúÁË½â, ù¶àÐÃÏç£¬ÇèÑ¡ÔñÒ»¸öÒðÃû¡£

ASK    ÌáË¼Äú¼üÈè, °ÒèÃ³Ò»ÊéÇ©ÃûµÄÎÃ×Ô¡£

FILLIN ÌáË¼Äú¼üÈè²ªÈèµ±Ç°ÎÄµµµÄÎÃ×Ô¡£

IF...THEN    ÔÚÖ÷ÎÄµµÖÐÊéÖÃÏð¼²ªÊÔ£¬ÈµÃ÷Ïð¼²Ãú×ªÊ±½øÐÐ°íÖÖ²Ù×÷¡£

IF...THEN...ELSE

ÔÚÖ÷ÎÄµµÖÐÊéÖÃÏð¼²ªÊÔ£¬ÈµÃ÷Ïð¼²Ãú×ª»ð²»Ãú×ªµÄÇé, òíÃ·Ö±ð½øÐÐ°íÖÖ²Ù×÷¡£

MERGE RECORD #    ÔÊÐ¡ÔÚÎÄµµÖÐÊéªÈèµ±Ç°°í²ç´ðÓ¡¼ÇÃ¼µÄ±à°À¡£

NEXT RECORD    ÈÃ Word

Ê¹ÓÃÖ÷ÎÄµµÖÐÊéý¼ÝÎÃ¼²µÄÎÃÒ»¸ö¼ÇÃ¼£¬¶ø¶ø²»±Øç°Ê¹¼Ò»¸öÃûÎÄµµ¡£

NEXT RECORD IF    °Ñ IF °í NEXT ÓðÁ¬ÔÚÒ»»Æð¹³ÉÁËÒ»¸ö NEXT

Ïð¼²Óí¼ª¡£Èç¹üÏð¼²Ãú×ª£¬ÒðÊ¹ÓÃÎÃÒ»¸ö¼ÇÃ¼¡£

QUOTE    ÔÚÎÄµµÖÐ²ªÈèÎÃ×Ô¡£

SET BOOKMARK    ÔÊÐ¡ÃúÔÚÃü´í½°ÁçÐÃ°í²çÎÄµµ¼¬Ê±£¬ÈÈ¹«Ð±, Æñ¡¶ÊéÇ©µÄÃÜÈÝ¡£

SKIP RECORD IF    ¹¹ÒìÒ»¸ö SKIP Ïð¼²Óí¼ª¡£Èç¹üÏð¼²Ãú×ªÒðìø¹ý, È¼ÇÃ¼£¬È¹ÓÃÎÃÒ»¼ÇÃ¼¡£

Òð¹Ø°í²ç´ðÓ¡±ØÊ¹ÓÃ¼ÇÃ¼ÒðµÄ»ÆªÈèÐÃÏç£¬²í¼ü¶¶Microsoft Word Ê¹ÓÃËÖ²ªµÄ°í²ç´ðÓ¡»ù´ì±²ç·Ö¡£

‘òÓ±í\_ñÊ½ÐÄ¼þ»ðÆäËü°í²çĭÄµµ

‘‘½‘‘ÁËÖ÷ĭÄµµ°ĭËý¼ÝĭÄ¼þÖ®°ó£¬¼ĭĴÉÒÔ°ÑËÛÄÇ°í²çĭ¹ªÐèÒªµÄ±í\_ñÊ½ÐÄ¼þĭçÓÊ¼þ±êÇ©»ðÆäËü°í²çĭÄµµĭ£

ÈðÉÐĭ‘‘‘½‘‘Ö÷ĭÄµµ°ĭËý¼ÝĭÄ¼þ£¬²ĭ¹ûĭÄµµ°í²ç¹ý³ĭĭ£

ÈðÆÁÄ»ÉĭÄ»ÓÐĭÔÊ³¼°í²ç‘òÓĭÀ\_£¬ÔðËµÄ÷ÄúÉÐĭ  
‘Ö\_ĭËý¼ÝĭÄ¼þĭ£²ĭ¹ûĭÄµµÖÐÑĭÓÄËý¼ÝĭÄ¼þ°ĭ£¬»ðĭ¼ÇÄ¼ĭÄ¼þĭ£

‘òÓ±í\_ñÊ½ÐÄ¼þ»ðÆäËü°í²çĭÄµµ

- 1 ‘òçªÖ÷ĭÄµµĭ£
- 2 ÔÚ°í²ç‘òÓĭÀ\_Éĭµ»»÷ÒÔĭÄª³Ò»°‘Ä¥£°
- µ»»÷
- £¬‘òÓĭ°í²çĭÄµµĭ£
- µ»»÷
- £¬°Ñ°í²çĭÄµµ·çĖĭµ½ Word ×Ôĭ‘‘‘½‘‘²çĭÔÊ³¼µÄĭÄ¼þÖÐĭ£
- 1 ĭÔÊ³¼Ö÷ĭÄµµĭ£
- 2 ‘Óĭ°ĭÄ¼þĭ±²Ëµ»ÖÐ£¬ÑĭÔñĭ°°í²ç‘òÓĭĭ±ÄüÄĭ (ALT, F, M)ĭ£
- 3 ÑĭÔñĭ°°í²çĭ±²°‘Ä¥ĭ£
- 4 ÔÚĭ°°í²ç¹½á¹ûĭ±ÖÐ£¬ÑĭÔñĭ°°í²çµ½‘òÓĭ»úĭ±»ðĭ°°í²çµ½ÐÄĭÄµµĭ±Ñĭĭ°‘Ä¥ĭ£
- 5 ÑĭÔñĭ°Ë·ĭĭ±²°‘Ä¥ĭ£

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**ÇëĭÔÄ**

±í\_ñÊ½ÐÄ¼þĭçÓÊ¼þ±êÇ©¼°ÆäËü°í²çĭÄµµ

ºĭ²çÊ±½ðÊ¹ÓÃÊý³⁄⁄ÝĬÄ¼pÖĐμÄ²¿·Ö¼ÇÂ¼

Êç¹û²»ĐèÒªºÒĭ³ðÊý³⁄⁄ÝĬÄ¼pÖĐμÄÄ¿,ð¼ÇÂ¼£¬Äú¿ÉÒÒÊ¹ÓÃ 6 ĭ×¼ÔðÄ  
´Ö,¶ĐèÒªºĭ²çμÄ¼ÇÂ¼⁄£ÄýÊç£¬¿ÉÒÖ,ù³⁄⁄ÝĐÖÄûμÄ×ÖÄ,¶ĬŚÄ´ºÒĭ±ĭ,ñÊ½ĐÄ¼p»ðÓÊ¼p±êÇ©ĭ£

×çÊĬ£ºĬÄÄæÊ³⁄⁄ÄýÊμÄ÷ÔðÑù´Ó´ðÓĐ LastName Ä,μÄÊý³⁄⁄ÝĬÄ¼pÖĐºĭ²çĐÖÄûÔÚĭ°A-  
Mĭ±·¶ĬŚÄÚμÄ¼ÇÂ¼⁄£

ºĭ²çÊ±½ðÊ¹ÓÃÊý³⁄⁄ÝĬÄ¼pÖĐμÄ²¿·Ö¼ÇÂ¼

1 ĬÖÊ³⁄⁄Ö÷ĬÄμμĭ£

2 ´Óĭ°ĬÄ¼pĭ±²Êμ¥ÖĐ£¬ÑĭÔñĭºĭ²ç´ðÓĭĭ±ÄüÄĭ (ALT, F, M)ĭ£

3 ÑĭÔñĭºĭ²çĭ±²´Ä¥ĭ£

×çÊĬ£ºÊðĭºĭ²çĭ±²´Ä¥²»¿ÉÓÃ£¬ÔðÊμÄ÷Ö÷ĬÄμμÉĐĬ  
´ÑĭÔÃÊý³⁄⁄ÝĬÄ¼pĭ£²ĭ¼ûÖÜÖ÷ĬÄμμÖĐÑĭÔÃÊý³⁄⁄ÝĬÄ¼pĭ£¬»ðĬ¼ÇÂ¼ĬÄ¼pĭ£

4 ÑĭÔñĭº¼ÇÂ¼ÑĭÔñĭ±²´Ä¥ĭ£

5 ÔÚĭ°ÓðÄûĭ±¿ðÖĐÑĭÔñÖ»ðÓðÄûĭ£

Êç LastNameĭ£

6 ÔÚĭ°ĬÄ¼pĭ±¿ðÖĐÑĭÔñÖ»ÖÖ±ĭ´ĬÊ½ĭ£

Êçĭ°ĐĭÓÚĭ±ĭ£

7 ÔÚĭ°ĬÖÖÖμĭ±¿ðÖĐÊäÊèÖ»ð×ÖÄ»ðÊý×ÖÖμĭ£

×çÊĬ£ºÊç¹û,ù³⁄⁄ÝĐÖÄûÖ»ÄàμÄ×ÖÄ,ĭñĭÔñ¼ÇÂ¼£¬ÄÇÄ´ÔÚĭ°ĬÖÖÖμĭ±  
¿ðÄÚ¼Ê¿ÉÒÒÊäÊè×ÖÄ,Ò²¿ÉÒÒÊäÊèÊý×ÖÖμĭ£ÊðÊäÊèÊý×ÖÖμ£¬Ôð Word  
½«ºÑ,ÄÊýÖμÓè×ÖÄ,±ĬÖĐĬàÓĭμÄ×ÖÄ,μĬĬ¬ÆðÄ´ĭ£

ÄýÊç£¬¿ÉÊäÊèĭ°Nĭ±»ðĭ°14ĭ±ĭ£

8 ÑĭÔñĭºÔð¼Ó¹æÔðĭ±²´Ä¥ĭ£

¹æÔðĬÖÊ³⁄⁄ÔÚĭºĭ²ç¼ÇÂ¼ĭð¼pĭ±²óÄæĭ£ÔÚ±³⁄⁄ÄýÖĐ£¬¹æÔðÓĭĭ°£

LastName ĐĭÓÚ N

9 ĬªÆäÊüĐèÒªÔð¼ÓμÄ¹æÔðÖÖ,´ 5 ÖÄ 8 ²½ĭ£

Êç¹ûÒªÊĭĬüÊĬÖ»ĬÖð¼ÓμÄ¹æÔð£¬ÄÇÄ´¿ÉÑĭÔñĭ°ÇªýÊĬÖ»¹æÔðĭ±²´Ä¥

ĭ£ÊðÊĭĭüÊüÓĐ¹æÔð£¬ÔðÓĭÑĭÔñĭ°ÇªýÊüÓĐ¹æÔðĭ±²´Ä¥ĭ£

10 ÔÚĭºĭ²ç¼ÇÂ¼ĭð¼pĭ±ĬÄÄæ,ù³⁄⁄ÝĐèÒªÑĭÔñĭ°Óèĭ±²´ĭº»ðĭ±ĭ£

11 ÑĭÔñĭºÊ·¶ĭ±²´Ä¥ĭ£

12 ÑĭÔñĭºÊ·¶ĭ±²´Ä¥£¬¿ÉÊ¼ºĭ²ç²Ü×÷ĭ£

ÇèĭÖÄ

±ĭ,ñÊ½ĐÄ¼pĭçÓÊ¼p±êÇ©¼°ÆäÊüºĭ²çĬÄμμ



ÊÇ·ñ½ÓÊÛËùÓÐÐƧ¶©£¿



ÀúÊÇ·ñÒª°ÑÎÄµµÁ´½Óµ½ Word Ö@ÍáµÄÓ¼ÓÃ³ÍÐð£´Ó¼ÓÃ³ÍÐðÃú£©ÉÍ£¿  
ÊÇ·ñÒª°Ñ Normal ÑùÊ½µÄ·ñÊ½ÐÐ·Ä³££´ÎÄ¼þÃú£©£¿  
ÀúÊÇ·ñÒªÐÐ·Ä±ê×¼ÑùÊ½µÄÌØÐÔ£¿  
ÊÇ·ñÒª·Ó£´ÎÄ¼þÃú£©µÄ·ª¼¼ÌØ½øÐÐÆ·Ð´¼ì²ë£¿  
ÊÇ·ñÒª·Ó·ÄÇøµÄ·ª¼¼ÌØ¶Î×Ö£¿  
ÊÇ·ñÒª·ª¼³ý£´ÎÄ¼þÃú£©£¿  
ÊÇ·ñÒª·ª¼³ýÑùÊ½£´ÑùÊ½·Äú£©£¿  
ÊÇ·ñÊ½¼ý·ÄÒ³·Ä½£´Ò³½·Ä£´²ø°ÑËü·½Óµ½Ç°Ò»½ÚµÄÒ³·Ä½£´Ò³½·ÄÐ£¿  
ÀúÊÇ·ñÒª±£Äø¶Ô£´°ëÃú£©Ëü×÷µÄÐÐ·Ä£¿  
ÀúÊÇ·ñÒªÖø¶ÔÒà¼¼ÎÄ¼´·Êì¿£¿  
ÊÇ·ñÒªÖø¶ÔÒà»úÓÚ·ÄÑ¿¶·ÄÛËµ·ÄÑùÊ½£´ÑùÊ½·Äú£©£¿  
ÊÇ·ñÒª·ª¼ýÎÄ·ú°·£¿  
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ÊÇ·ñÒªÓÃË×Öìæ»»ÒÑÓÐµÄÎÄ·ú°·£¿  
ÊÇ·ñÒªìæ»»ÒÑÓÐµÄ£´ÎÄ¼þÃú£©£¿  
ÀúÊÇ·ñÒªÓÃÒ³·Äìæ»»ÒÑÓÐµÄÒ³·Ä½£´Ò³½·Ä¿£¿  
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ÊÇ·ñÒªìæ»»ÒÑÓÐµÄ°ë£¿  
ÊÇ·ñÒªÓÃÎÄ·ú°·ìæ»»ÒÑÓÐµÄË×Ö?  
ÊÇ·ñÒªìæ»»ÒÑÓÐµÄ·Ä·Ä½£¿  
ÊÇ·ñÒª±£·æ¶Ô£´ÎÄ¼þÃú£©µÄÐÐ·Ä£¿  
ÊÇ·ñÒª±£·æ¶Ô£´ÑùÊ½·Äú£©µÄÐÐ·Ä£¿  
ÊÇ·ñÒª±£·æ¶Ô¹²ÒÃ¼¼ÎÄ¼´°Í·Äü·ÄµÄÐÐ·Ä£¿  
ÊÇ·ñÒª°ÑÄµ·Ä¼·ÄÐ·ÄËµØ·×÷Î··ÊËµÄÒ³¼þµØ·±£·æ£¿  
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ÊÇ·ñÒª·ÔËüÓÐµÄÐÐ¶Î£¿  
ÊÇ·ñÒª·üÐ·£´ÎÄ¼þÃú£©£¿  
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ÎÄµµ·»·ò¿ª  
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ELSE È±ÉÙ IF  
END IF È±ÉÙ IF

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‘íó£jÇēāēēēý×ōj£  
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‘íó£jÔÚ½Ā×çjçÔ³Ā¼jçÔ³½Ā»ðĀú×çÖð²»ÔÉðíĒ¹ÓĀĒ÷Ôýj£  
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‘íó£jÔÚμÚ£“nn£çÔ³μĀĪĀμμòýÓĀÖðĀ»óðö,ŋīā¼pāūj£  
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‘íó£jĀ»óðÖÔμ½±ēlāŋĪĀaj£  
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‘íó£jĀ»óðö,ŋĀ¹½ÓĪīj£  
‘íó£jĀ»óðö,ŋððĀðj£  
‘íó£jĀ»óð,ø³ðÑñĒ½Āūj£  
‘íó£jĀ»óðÖÔμ½Ā¿Ā¼Īīj£  
‘íó£jĪĀμμÖðĀ»óðö,ŋÑñĒ½μĀÖýĪĪj£  
‘íó£jĀ»óðö,ŋō÷lā  
‘íó£jÔÚμÚ£“nn£çÔ³μĀĒ÷ÔýĪīÖðÓðö»,ðĪðĐ\$μĀĒēççj£  
‘íó£jĪðĐ\$μĀĒēçç×ÔòýÓĀj£  
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‘íó£jò»,ðĪðĐ\$μĀĪĀ¼pāūj£  
‘íó£jÔÚμÚ£“nn£çÔ³μĀ TOC ‘ĒlðÖðÓðö»,ðĪðĐ\$μĀ±ēlā¼ŋ±ðj£  
‘íó£jĪðĐ\$μĀ±ēlā¼ŋ±ð,ŋĪ\$j£  
‘íó£jĪðĐ\$μĀĒēççĀū½ðÖĀĒýj£  
‘íó£jò»,ðĪðĐ\$μĀĀ¹½ōj£  
‘íó£jò»,ðĪðĐ\$μĀ×ō·ū,ŋĪ\$j£  
‘íó£j±ĪμĀĀÚĒÝĪðĐ\$j£  
‘íó£jĪp“½«Ēý×ÖĪÖĒ¼Éö,ŋμĀ,ŋĒ½j£  
‘íó£j²»ĀŪĪ“ý±ā¼Óð‘úĀēĀ““½ŋĪōj£  
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lâ²¿μ÷ÓÄÖýÆð×Ö·ûʹ®Öç³ö

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**.I-**

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**.M-**

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È±ÉÙ NEXT »ò WEND

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**.N-**

Çŋĭ×μÄ SUB »ò FUNCTION ŋ̄‘Òå

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×Ö·ŷ‘®¿Ö¼äÖç³ð

Òç³ð

**.P-**

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**.S-**

SELECT È±ÉÙ END SELECT

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Ê¹ÓÃ´ÊŦÔ»°¿ò¿É²é¿´ÓÉ°ê³,ø±äÁ¿μÄÖμı£

±äÁ¿

ÁĐ³ø°ê±äÁ¿¼°Æäμ±Ç°Öμ

ÉèÖÃ

İÔÊ¾ı°ÉèÖÃ±äÁ¿ı±ŦÔ»°¿òÒÔ±äÁÙÊ±ĐƢ,Ä±äÁ¿μÄÖμı£



ı°ÉèÖÃ±äÁ¿ı±¶Ô»°¿ò

Ê¹ÓÃ´Ë¶Ô»°¿ò¿ÉÁÙÊ±,Ä±ä±äÁ¿μÄÖμı£

ÉèÖÃ±äÁ¿

ÏÔÊ¼°ı±à¼ÔÚı°°ê±äÁ¿ı±¶Ô»°¿òÖĐÑı¶±äÁ¿μÄμ±Ç°Öμı£

İı¼ŎİİÄ¿·û°Â°İ±à°Â

ÄÊö

İİÄ¿·û°Â°İÁĐ±í±à°Â

øÁĐ±İİ¼ŎİİÄ¿·û°Â

øÁĐ±İİ¼Ŏ±à°Â

üÄİİÄ¿·û°Â»òüĐÄÁĐ±í±à°Â

É¾¾ÿİİÄ¿·û°Â»òÁĐ±í±à°Â

ŎÚİİÄ¿·û°ÂÁĐ±İ°İ±à°ÂÁĐ±İ¼ä½øĐĐ×ª»»

ĐĐ±à°Â

İı¼ŎĐĐ°Â

Çª¾ÿŒıŒİİÄµÄĐĐ°Â

É¾¾ÿĐĐ°Â

´ó,Û±à°Â

Ê¹ŎÃ°İ,üĐÄ´ó,Û±à°Â

ü¾¾ÿŒùÄÿ±à°Â

É¾¾ÿ´ó,Û±à°Â

## İı¼ÓİİÄ¿·û°Â°İ±à°A

ÐÐ°Ä¿±à°ÂµÄ±êİâ¿İİÄ¿·û°Â»ð±à°ÁÁÐ±İÊÇÐİ¶İÄİÄµµÆÖ±éµÄÐèÇóİ£Word İá¹©ÁÊËÿÖÖ²»İ¬µÄ±à°ÁÁàÐİ£°

- ÐÐ°Â£¬ÓÄÓÚÖİÊÇ··ÂÊİÄµµ»ð²ÿ,âµÈÐèÒ²İÖÖİØ¶¶ÐÐµÄİÄµµİ£
- ´ó,Û±à°Â£¬İá¹©²»İ¬µÄ·½Ê½Ä´,ø±êİâ¼¶¶±ð±à°Âİ£
- ÁÐ±İ±à°Â°İİÄ¿·û°Â£¬¼«Ò»İµÄÐ¶¶İÄä×ª»»İª±à°A»ðİİÄ¿·û°ÂÁÐ±İİ£

## ÐÐ°Â

Äú¿ÉÒÖ,øİÄµµµÄ²»İ¬½Ûİ¼ÓÐÐ°Âİ£ÊÇ¹ûÄúµÄİÄµµÖ»°ü¬Ò»»,ð½Û£¬Word ½«¶¶ÖÖü,øİÄµµÊ¹ÓÁÐÐ°Â.

Word İ³£¶¶Ö½ÛÖÐµÄÄ¿Ò»ÐÐ¼ÆÊÿ£¬³ÿÇ,ÄÐÐİ»ÓÚ½Ä×ç¿±İ¿Ö³Ä¼»ðÒ³½ÄÖÐİ£ÊÇ¹ûÄú²»İ£İû Word ¶¶Ö³Ð©ÐÐ¼ÆÊÿ£¬¿ÉÒÖ½«Ñİ¶¶İÄäµÄÐÐ°ÂÊİİûİ£

Ö»ÓÐ¬ò¿¿Ö±Ä·½Ê½¿ÉÓÚÆÄÄ»ÊİÖÊ³¼ÐÐ°Â.

## ´ó,Û±à°A

Äú¿ÉÒÖÊ¹ÓÁÊÄÖÖ²»İ¬µÄ  
´ó,Û,İÊ½ÖÖ±æÊİ³»İ¬µÄ±êİâ¿İİÄ¿·û°Â»ð±à°Á·½··Ö,Ä+İÄµµÖÐµÄ²â  
İ¹Øİµİ£ÄúÒ¿ÉÒÖÓÚÖâÐ©´ó,Û,İÊ½Êİ½··Äç×Ö¼°µÄ,İÊ½£¬Ê»°óÖÄ Word İ³ÿİ°ÑûÄÿÑŞİ°  
¿±½«ÖâÐ©,İÊ½ÖÖÄÓÚÖü,øİÄµµİ£

¶¶ÖÓÚ²ÉÖÄ×Ö¶±êİâÊ½Ñû»ð²»İ¬Êð½¼¶¶±ðµÄ¶¶İÄä£¬Word ½«·ÖÄ²»İ¬¼¶¶±ðµÄ´ó,Û±à°Aİ£Word İª³ÿ¶¶İÄä±êÖ³¼İâµÄÄ¿Ò»»,ø¶¶İÄä½ØÐÐ±à°Aİ£

## ÁÐ±İ±à°A

Äú¿ÉÒÖ½«Ò»İµÄÐµÄ¶¶İÄä×ª»»İª  
´øÖÐ±à°A»ðİİÄ¿·û°ÂµÄÁÐ±İİ£¶¶ÖÓÚ±à°ÁÁÐ±İ£¬Äú¿ÉÒÖÑİÖİ²»İ¬µÄÊÿ×Ö,İÊ½°İ·Ö,ð·ûİ¶¶ÖÓÚİİÄ¿·û  
°ÁÁÐ±İ£¬Äú¿ÉÒÖÑİÖİ¼,ÖÖÖ¶¶¬òâµÄİİÄ¿·û°A»ð½··ÄçÐÄµÄİİÄ¿·û°Aİ£

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## Çè¹ÖÄ

¹ÄÜ½êË



## øÁÐ±íí¼Ó±à°Á

ÔÚÊäÊëÒ»øÁÐ±í°ó£¬Äú¿ÉÒÔî°Ã¿øÁÐ±íí×Ô¶±à°Á;£

## øÁÐ±íí¼Ó±à°Á

1 Ñ¡¶´Òªí¼Ó±à°ÁµÄ¶îÄä;£

2 ´Ô¡°¹¼³¼³±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°ííÄ¿·û°Áí±à°Á±ÄüÁî (ALT, O, B) ;£

3 Ñ¡Ôñ¡°±à°ÁÁÐ±í±Ñ¡íí°´Á¥;£

4 ÔÚ¡°±à°Á±Ñ¡íí¿òÄÜ£¬Ñ¡ÔñííÄÐÄ³Ò»²Ü×÷£°

► ÔÚ¡°·ñÊ½±¿òÖÐ£¬¼üÊë»òÑ¡ÔñËùÐèµÄËý×Ö·ñÊ½;£

► ÔÚ¡°·Ö·û±¿òÖÐ£¬¼üÊë»òÑ¡ÔñËùÐèµÄ±êµã·û°Á;£

► Êç¹û°ÆðÊ¼°ÁÄë±¿òÖÐµÄ°ÁÄë²»ÊçÄüÐèÒªµÄÁÐ±íÆðÊ¼±à°Á£¬Çë¼üÊëËùÐèµÄ±à°Á;£

5 Ñ¡Ôñ¡°Ðü¹ÒÊ½Êð½¿±, Ñ¡¿ò£¬ÓÄÐü¹ÒÊ½Êð½¿, ñÊ½»¬Ñ¡¶´µÄ¶îÄä;£

6 Ñ¡Ôñ¡°È¶±°´Á¥;£

## ¿½Ý·½Ê½

► 1 Ñ¡¶´Òªí¼Ó±à°ÁµÄ¶îÄä;£

2 ÔÚ¹¼³¼³ÄÊ£¬µ¥»÷¡°ÁÐ±í±à°Á±°´Á¥;£



## ÇëîÖÄ

í¼ÓííÄ¿·û°Áí±à°Á

ü\_ÄïÄ\_·ú°A»ò\_üĐÁÁĐ±í±à°A

ÔÚ½"ÁçÒ»\_öïÄ\_·ú°A»ò±à°ÁÁĐ±í°ó£¬Äú\_ÉÒÖ\_ü\_ÄËùÓÄïÄ\_·ú°A»ò\_üĐÁ±à°A\_£

ü\_ÄïÄ\_·ú°A»ò\_üĐÁÁĐ±í±à°A

1 Ñ¡¶"Òª\_üĐÁµÄ¶ÄïÄ\_£

2 ´Ó¡°¹¼ß¡±²Ëµ×ÖĐ£¬Ñ¡Öñ¡°ïÄ\_·ú°A°í±à°A\_±ÄüÁî (ALT, O, B) ¡£

3 Ñ¡ÖñÄÁĐÄ°Ö»²Ü×÷£°

► Òª\_ü\_ÄïÄ\_·ú°A£¬Ñ¡Öñ¡°ïÄ\_·ú°A\_±Ñ¡î°´Á\_£

► Òª\_üĐÁ±à°A£¬Ñ¡Öñ¡°ÖÑ±à°A\_±í±Ñ¡î°´Á\_£

4 Ñ¡ÖñËùĐèµÄÑ¡î\_£²î¼ü\_øÁĐ±íí¼ÖïÄ\_·ú°A»ò\_øÁĐ±íí¼Ó±à°A\_£

5 Èç¹üÖ»\_ü\_ÄÖÑ¹¼ÓÓĐïÄ\_·ú°A»ò±à°A\_µÄ¶ÄïÄ£¬Ñ¡Öñ¡°Ö»ìæ»»ïÄ\_·ú°A\_±»ò¡°Ö»ìæ»»±à°A\_±,´Ñ¡\_ò\_£

6 Ñ¡Öñ¡°È·¶"¡±°´Á\_£

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çëîÖÄ

ìí¼ÖïÄ\_·ú°A°í±à°A

## É¾ýÏÄ·û°Å»ðÁÐ±í±à°Å

Äú¿ÉÒÔÇáÔ×μØ´ÓÒ»ðÁÐ±íÖÐÉ¾ýÏÄ·û°Å»ð±à°Å¡£

## É¾ýÏÄ·û°Å»ðÁÐ±í±à°Å

- 1 Ñ¡¶"ÒªÉ¾ýÏÄ·û°Å»ð±à°ÅμÄ¶ÏÄä¡£
  - 2 ´Ó¡°¹¼ß¡±²Ëμ¥ÖÐ£¬Ñ¡Ôñ¡°ÏÄ·û°Å°í±à°Å¡±ÃüÁî (ALT, O, B) ¡£
  - 3 Ñ¡ÔñÏÄÄÖ³Ò»²Ü×÷£°
- ÒªÉ¾ýÏÄ·û°Å£¬Ñ¡Ôñ¡°ÏÄ·û°Å¡±Ñ¡Ï"Å¥¡£
  - ÒªÉ¾ý±à°Å£¬Ñ¡Ôñ¡°ÖÑ±à°Å±í±Ñ¡Ï"Å¥¡£
- 4 Ñ¡Ôñ¡°É¾ý¡±°Å¥¡£

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## ÇëÏÄ

Ï¼ÓÏÄ·û°Å°í±à°Å

½"ÁÇÐü¹ÒÊ½Ëø½ø

**ÔÚîĬÄĴ·û°ĀĀĐ±í°Ī±à°ĀĀĐ±í¼ä½øĐĐ×ª»»**

ÔÚ½°ĀĴîĬÄĴ·û°Ā»ð±à°ĀĀĐ±í°ó£¬ĀúĴÉÔÔ½°ĬîĬÄĴ·û°ĀĬĪ±à°Ā£¬»ð½°«±à°ĀĬĪîĬÄĴ·û°ĀĴ£

**ÔÚîĬÄĴ·û°ĀĀĐ±í°Ī±à°ĀĀĐ±í¼ä½øĐĐ×ª»»**

- 1 ÑĴĴ°Òª×ª»»µĀĴĴĪĀäĴ£
- 2 ´ÓĴ°¹¼³¼ßĴ±²Ēµ¥ÖĐ£¬ÑĴÔĥĴ°ĬîĬÄĴ·û°Ā°Ī±à°ĀĴ±ĀüĀĴ (ALT, O, B) Ĵ£
- 3 ÑĴÔĥĪĀĀĐĀ°Ô»²Ù×÷£°
- Ôª½°«±à°Ā×ª»»ĪĪîĬÄĴ·û°Ā£¬ÑĴÔĥĴ°ĬîĬÄĴ·û°ĀĴ±ÑĴĴĴ°Ā¥Ĵ£
- Ôª½°«ĬîĬÄĴ·û°Ā×ª»»Īª±à°Ā£¬ÑĴÔĥĴ°ÔÑ±à°Ā±Ĵ±ÑĴĴĴ°Ā¥Ĵ£
- 4 Çā³ŷĴ°ÖĴæ»»ĬîĬÄĴ·û°ĀĴ±»ðĴ°ÖĴæ»»±à°ĀĴ±,ÑĴĴðĴ£
- 5 ÑĴÔĥĴ°ĒĴĴĴ±°Ā¥Ĵ£
- 6 Word ½°ÔªÇóĒ·ĒĒĒÇ·ĥÔĴæ»»±à°Ā»ðĬîĬÄĴ·û°Ā£¬ÑĴÔĥĴ°ĒÇĴ±°Ā¥Ĵ£

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**ÇēĴÔĀ**

Ĭ¼°ÔĬîĬÄĴ·û°Ā°Ī±à°Ā



## liriÓÐÐ°

Äú¿ÉÒÛøÄµµµÄ²»Í½ÚliriÓÐÐ°Ä¿ÆË¹úÄµµ½ð°ú°-Ò»½Ú£-Word ¶ÖÖûøÄÄµµÓ!ÓÄÐÐ°Ä¿ÆÐÐ°Ä  
´ðÓ¿ÖÚ³±½¿ÖÐ»ðÄ½Ä, Ö®½ä£»³ý·ÇÑ¿Öñ¿  
´ðÓ¿Ö±ÄÄ¿±ÄüÄ¿£-ÆÄÄ»Ë¹²»ÄÜ¿ÖË³⁄ÐÐ°Ä¿ÆÄú¿ÉÒÛÇ³ýÑ¿¶¶ÄÄµÄÐÐ°Ä¿£

## liriÓÐÐ°

- 1 ÖÚÒ°±àÐÐ°ÄµÄ½ÚÖÐËèÖÄ²ðÈèµä¿£
- 2 ´Ó¿,ñÈ½¿±Èµ¥ÖÐ£-Ñ¿Öñ¿½ÚµÄ°æÄæ²⁄³⁄Ö¿±ÄüÄ¿ (ALT, T, S) ¿£
- 3 Ñ¿Öñ¿°ÐÐ°Ä¿±°·Ä¥¿£
- 4 Ñ¿Öñ¿liriÓÐÐ°Ä¿±,Ñ¿¿ð¿£
- 5 ÖÚ¿°ÐÐ°Ä¿±¶Ö»°¿ðÖ£-Ñ¿ÖñÄÄÐ²Ú×+£°
  - ▶ ËË¹ú²»ÖÄ 1 ¿Æ¹⁄±àÐÐ°Ä£-ÖÚ¿°ÆðÈ¹⁄ÐÐ°Ä¿±¿ðÖ£-¹⁄üÈè»ðÑ¿ÖñÈüÐèµÄÐÐ°Ä¿£
  - ▶ ËË¹úÒ°Ö,¶ÐÐ°ÄÖèÖýÄÖ®¹⁄äµÄ³⁄äÄè£-ÖÚ¿°ÖèÖýÄ¹⁄äÄè¿±¿ðÖ£-¹⁄üÈèÖ»ðÄ¿Öµ¿  
×øË£°¶ÖÖÚµ¥,ðÄ¿£-Ä-Ë¹⁄äÄè£·×Ö¶£-£©¹° 0.25 Óø´¿£¶ÖÖÚ¶à,ðÄ¿£-Ä-Ë¹⁄äÄè¹° 0.13 Óø´¿£
- ▶ ËË¹úÒ°°·¿Ö¶µÄ¹⁄ä,ð°ð¿ÐÐ°Ä£-ÖÚ¿°¹⁄ä,ðÈý¿±¿ðÖ£-¹⁄üÈè»ðÑ¿ÖñÖ»»ðÈý×ÖÄ  
´Ö,¶ÐÐ°ÄµÄ¹⁄ä,ðÈý¿£  
For example, to display a line number at every fifth line, type 5¿£
- 6 Ò°Ö,¶ÖÚ¿¹·¿ÖÐÄ¿Æ¹⁄±àÐÐ°Ä£-´Ó¿¹⁄ÆÈý·½Ë¹⁄²¿±Ñ¿¿¿¿ðÖ£-Ñ¿ÖñÄÄÐ³Ö»Ñ¿¿¿£

## Ñ¿¿

## ÈµÄ÷

- Ä¿¿ÖÐÐÄ¹⁄ÆÈý ÖÚÄ¿Ö³¶²¿ÖÐÄ¿Æ¹⁄±à°Ä¿£  
Ä¿½ÚÖÐÐÄ¹⁄ÆÈý ÖÚÄ¿½ÚµÄÆðÈ¹⁄Ä»ÖÄÖÐÄ¿Æ¹⁄±à°Ä¿£  
¹⁄¿ð¹⁄ÆÈý ´ÓÇ°Ö»½Úµ½ÄÖ»½ÚÄ-Ðø¹°ÐÐ±à°Ä¿£  
×øË£°ËË¹úÖ,¶ÄË¿°Ä-Ðø¹⁄ÆÈý¿±Ñ¿¿£-Ä²»»ÄÜÖÚ¿°ÆðÈ¹⁄ÐÐ°Ä¿±  
¿ðÖÐÖ,¶ÖèË¿Ö»½Ú²»Ä-ÐøµÄÐÐ°Ä¿£
- 7 Ò°¹ð±Ö¿°ÐÐ°Ä¿±Ñ¿¿¿ð£-Ñ¿Öñ¿È·¶¿±°·Ä¥¿£
  - 8 Ò°ø½ÚliriÓÐÐ°Ä£-Ñ¿Öñ¿È·¶¿±°·Ä¥¿£

## Çè¹ÖÄ

liriÓñÄ¿·û°Ä°¿±à°Ä

½ÚµÄ,ñÈ½±àÄÄ

Çå³ýÑ¡¶¶ÎÄäµÄÐÐ°Ä

ÄúçÉÒÔÍ´´ýÑ¡ÔñÊ¹ÔîÈçìäÄç¡ø  
±êìä»òçÖ°×¶¶ÎÄäÖ®ÀàµÄÑ¡¶¶ÎÄä²»±àÐÐ°Ä¡£²»±àÐÐ°ÄµÄ¶¶ÎÄäÄÖ²»ÎÔÊ³¼ÐÐ°Ä£¬ÖâÐ©Ñ¡¶¶ÐÐÒ²²»»  
á±»¼ÆÊëÐÐÊý¡£

Çå³ýÑ¡¶¶ÎÄäµÄÐÐ°Ä

- 1 Ñ¡ÔñÒ°´ÖÖÐÉ³¼ýÐÐ°ÄµÄ¶¶ÎÄä¡£
- 2 ´Ô¡°ñÊ½¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°¶¶ÎÄä¡±ÃúÁî (ALT, T, P) ¡£
- 3 Ôú¡°ÐÐ°Ä¡±Ñ¡îçòÄÚ£¬Ñ¡Ôñ¡°²»±àÐÐ°Ä¡±, ´Ñ¡çò¡£
- 4 Ñ¡Ôñ¡°È¶¡±°´Ä¥¡£

Çë¶ÔÄ

ì¼ÖîÄç·û°Ä°ì±à°Ä  
Ö¶¶ÎÄä,ñÊ½

## É<sup>3</sup>/<sub>4</sub><sup>3</sup>ýÐÐ°Å

ÈÇ¹ûÔÚÍÄµµÖÐ²»ÔÛÐèÒªÐÐ°Å£¬Äú¿ÉÒÔ½«ÆäÉ<sup>3</sup>/<sub>4</sub><sup>3</sup>ý¿

## É<sup>3</sup>/<sub>4</sub><sup>3</sup>ýÐÐ°Å

- 1 ÔÚÒªÉ<sup>3</sup>/<sub>4</sub><sup>3</sup>ýÐÐ°ÅµÄ½ÚÖÐÉèÖÃ²äÈëµä¿
- 2 ´Ó¿,ñÊ¹½¿²Èµ¥ÖÐ£¬Ñ¿Ôñ¿½ÚµÄ°æÃæ<sup>2</sup>/<sub>4</sub><sup>3</sup>/<sub>4</sub>Ö¿±ÃüÁî (ALT, T, S) ¿
- 3 Ñ¿Ôñ¿ÐÐ°Å¿±´Å¥¿
- 4 Çä³ý¿í¿¼ÓÐÐ°Å¿±,Ñ¿¿¿¿
- 5 Òª¹Ø±Ö¿ÐÐ°Å¿±¶¶»°¿ð£¬Ñ¿Ôñ¿È·¶¿±´Å¥¿
- 6 Òª´Ó½ÚÖÐÉ<sup>3</sup>/<sub>4</sub><sup>3</sup>ýÐÐ°Å£¬Ñ¿Ôñ¿È·¶¿±´Å¥¿

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## Çë¿ÖÃ

¿¿¼ÓñÄ¿·ûª°¿±àª

½ÚµÄ,ñÊ¹½±àªª

## Ê'ÓÃ'í, üÐÂ'ó, Û±à°Á

ÔÚ Word ÒÐ£¬'ó, Û±à°Á £ÉÒÔ±æÊ'²»Í¬µÄ±êìà»ðÊð½¼¶±ð£¬²ç'í'ýÄ°ÖÖ±à°Á·½Ê½±êÄ÷ÍÄµµ²ä'í£  
¿ÉÒÔÊ'ÓÃÊÄÖÖ²»Í¬µÄ'ó, Û±à°Á, ñÊ½£°«Í'ó, Û, ñÊ½¿çÊ«²¿¼¶±ð'ó, Û, ñÊ½¿ç'ÄÊÍÄ¼þ  
'ó, Û, ñÊ½°ÍÊ³Ðð'ó, Û, ñÊ½¿£Äü¿ÉÖÖ×Ô¶¬, üÐÂ'ó, Û±à°Á£

## Ê'ÓÃ'ó, Û±à°Á

- 1 Ñ¡¶'Ò±à°ÁµÄ¶ÍÄä£  
Êç'üÄü'½ðÐÑ¡¶'£¬Word Ö»¶Ôµ±ç°¶ÍÄä½ðÐ±à°Á£
- 2 'Ó¡°¹²³´µ±²Êµ¥ÖÐ£¬Ñ¡Ôñ¡°ííÄ¿·û°Á'±à°Á±ÄüÁí (ALT, O, B) ¿£
- 3 Ñ¡Ôñ¡°'ó, Û±à°ÁÑ¡í'°'Ä¥£
- 4 ÔÚ¡°, ñÊ½¿±Ñ¡í¿ðÄÜ£¬ÊäÊè»ðÑ¡ÔñÊüÐèµÄ±à°Á, ñÊ½Ñ¡í¿£  
► Ó°ÓÃÐÛ'ÒÊ½Êð½ð, ñÊ½»¬Ñ¡¶'¶ÍÄä£¬Ñ¡Ôñ¡°ÐÛ'ÒÊ½Êð½ð±, Ñ¡¿ð£¬Ê«°ó¼üÊè»ðÑ¡ÔñÊüÐèµÄÊð½ðÄ¿¿£  
► Êç'üÔÚ'ó, ÛÖÐÐÆ¶¬¶ÍÄäÊ±Ò°×Ô¶¬, üÐÂ'ó, Û±à°Á£¬Ñ¡Ôñ¡°×Ô¶¬, üÐÂ±, Ñ¡¿ð¿£ÖÖÑ¡Ôñ¡°×Ô¶¬, üÐÂ±Ñ¡íÊ±£¬ÄüÖ»ÄÜ'Ó 1 ¿°Ê½±à°Á£  
► Êç'ü²»'Ó 1 ¿°Ê½, ð'ó, Û±à°Á£¬ÔÚ¡°ÆðÊ¼°Ää±¿ðÖÐ£¬¼üÊèÊüÐèµÄ±à°Á£  
×çÊÍ£¬ÔÚÑ¡Ôñ¡°×Ô¶¬, üÐÂ±Ñ¡íÊ±£¬Äü'ÄÜÍÐÐ§¿£  
► Êç'üÖ»»¶ÔÊÇ±à°ÁµÄ¶ÍÄäÊ'ÓÃ'ó, Û±à°Á£¬Ñ¡Ôñ¡°Ö»ìæ»»±à°Á±, Ñ¡¿ð¿£
- 5 Ñ¡Ôñ¡°Ê·¶'±°'Ä¥£

## ¿½¿·½Ê½

- 1 Ñ¡¶'Ò°íí¼Ó±à°ÁµÄ¶ÍÄä£
- 2 ÔÚ'²³´µÄ, ÊÍ£¬µ¥»÷¡°íí¼Ó±à°Á±°'Ä¥£



## üÐÂ'ó, Û±à°Á

ÔÚÊ'ÓÃ'ó, Û±à°ÁÊ±£¬Êç'üÑ¡ÔñÄÊ¡°×Ô¶¬, üÐÂ±Ñ¡íÊ¬¬µ±ÄüÔÚ'ó, ÛÖÐÖÐÐÂ±à°Á¶ÍÄäÊ±£¬Word  
½«×Ô¶¬, üÐÂ'ó, Û±à°Á£Êç'üÄ»ÓÐÑ¡Ôñ¡°×Ô¶¬, üÐÂ±Ñ¡íÊ¬Ê'ÓÃÍÄäÐ²½Öè, üÐÂ'ó, Û±à°Á£

- 1 Ñ¡¶'Ò°üÐÂµÄ¶ÍÄä£
- 2 'Ó¡°¹²³´µ±²Êµ¥ÖÐ£¬Ñ¡Ôñ¡°ííÄ¿·û°Á'±à°Á±ÄüÁí (ALT, O, B) ¿£
- 3 Ñ¡Ôñ¡°'ó, Û±à°ÁÑ¡í'°'Ä¥£
- 4 Êç'üÖ»»üÐÂÊÇ±à°ÁµÄ¶ÍÄä£¬Ñ¡Ôñ¡°Ö»ìæ»»±à°Á±, Ñ¡¿ð¿£
- 5 Ñ¡Ôñ¡°Ê·¶'±°'Ä¥£  
ÓÐ'ðêí½éÊÜ£¬²í¼üÊ'ÓÃÍÄäµµ'ó, Û.

## çê'íÖÄ

íí¼ÓííÄ¿·û°Á'±à°Áprochapnumlines

ù¾ÝÑùÀý±à°Å

Äù¿ÈÒÔ½²´Á¢×Ô¼ºµÄ´ó Ù±àºÄ,ñÊ½¿-È»ºöËÄ Word¡°í´ýÑùÄýÑŞ¡°  
¡±¶¶ÖÖù,öíÄµµÖ¡ÖÖÄ,Ä,ñÊ½¿¿í´´ý¹Ä¿,öÖªÐµ,ÄµÄ±êâ¼¶¡±ö,ñÊ½¿»-Ö»,öÑùÄý¿-Word  
ÄÜ¹»Ä£·ÄÑùÄýµÄ,ñÊ½¿¶¶ÖÖÄËÜ,Ä¼¶±ö±êâ×÷ìàì-µÄ,ñÊ½¿±àÄÄ¡¿

ù¾ÝÑùÀý±à°Å

- [illegible]

Çë²ÎÔÄ

l̇i¹⁄₄Ól̇îÄ¿·û°Å°í±à°Å



‘ò¿ª|ç±£´æ°ÍÉ³⁄₄ýÎÄµµ

ÄÊö

½¨Áç°Í´ò¿ªÎÄµµ

½¨ÁçÐÂÎÄµµ

‘ò¿ªÖÑÓÐÎÄµµ

‘ò¿ªÐÂ½ü¹Ø±ÕµÄÎÄµµ

ÇÐ»»µ¹⁄₂ÂÍÖ»ö´ò¿ªµÄÎÄµµ

Í¬Ê±´ò¿ª¹⁄₄»öÎÄµµ

‘ò¿ªÆäËüÓ!ÓÃ³!Ðò¨¹⁄₂¨µÄÎÄ¹⁄₄p

‘ò¿ª Word ×Ô´øµÄÎÄµµ

±£´æÎÄµµ

±£´æÐÂ½¨¨µÄÎ´ÃüÃüÎÄµµ

±£´æÖÑÓÐÎÄµµ

±£´æËüÓÐ´ò¿ªµÄÎÄµµ

×Ô¶¯±£´æµ±Ç°ÎÄµµ

Ê¹ÓÃ¡°ÔÊÐ!¿!ËÜ±£´æ¡±Ñ!î

ÓÃÆäËüÎÄ¹⁄₄p,ñÊ½±£´æ Word ÎÄµµ

·ÀÖ¹ÎÄµµ±»ÐᵔÄ

ÒÔÖ»¶¶Á·½Ê½´ò¿ªÎÄµµ

Ëø¶¶°Í½äËøÎÄµµ

ÓÃ¿ÚÁÍ±£»¶ÎÄµµ

ÐᵔÄ»ðÉ³⁄₄ý¿ÚÁÍ

·ÖÆÎÄµµ

ÖÆ×÷»¶¶ÎÄµµµÄ±·Ý

±£´æÊ±½¨Áç±·Ý

‘ò¿ª±·ÝÎÄµµ

¹Ø±ÕÎÄµµ

¹Ø±ÕÎÄµµ

É³⁄₄ýÎÄµµ

É³⁄₄ýÎÄ¹⁄₄p

## ‘òçªç±£‘æ°íÉ¾³ýîÄµµ

ÔÚîÄµµÉí¹±×÷É±£¬Äú±ØÐë×îÈ‘òçª,ÄîÄµµ£¬²ç½«ÆäîÔÊ¾ÔÚÆÁÄ»Éí£¬È»°ó²ÄÄÛìí¼Ó°í±à¼-  
îÄ±¾¼çÐÐ,ÄîÄµµµÄîÄ¹ÙÒÔ¼°‘òÓîÄµµ£îÄ±£Áó¹±×÷³É¹ú£¬Äú±ØÐë½«ÆÁÄ»ÉíµÄîÄµµ°æ±¾±£‘æµ½  
‘ÄîÉíµÄÓ»,òîÄ¹¼ÐÐç

## ‘òçªîÄµµ

ÆØ¶ Word Ê±£¬½«ÔÚÆÁÄ»‘°çÚØÐ  
‘òçªÔ»òçª×îÄµµ£¬ÄúçÉÒÔÔ±½Ó½øÐÐËäËë££ÄúîÐë¶îÔÄç,òÐÄ¹½îÄµµ¶¼½øÐÐËäËë°í,ñÊ½±àÄ  
Ä£¬çÉÒÔÊ¹ÓÁÓ»,òÄ£°ä£¬Ëüü°¬ÄúËÔ³£‘îÄî³Ð©îÄµµËüÓÄµÄ±ê×¼îÄ±¾¼°,ñÊ½±àÄÄç

Èç¹úÒª¼ðØÔÙÒ»,òÕÑ‘æËë‘ÄîµÄîÄµµÉí¹±×÷£¬ÄúçÉÒÔÊ¹ÓÄç¹‘òçªç±ÄüÄí  
‘òçª,ÄîÄµµç£ËëòîÄµµ×î½±»Ê¹ÓÄ¹ý£¬ÄúçÉÒÔ‘ÓîÄ¹¼þç±²Ëµ¥µÄµ×²ç,ÑîÔñ,ÄîÄµµ‘Ó¶ø½«Æä  
‘òçª£¬Word ÔÚ¹‘îÄ¹¼þç±²Ëµ¥ÒÐÄ³òËÄ,ò×î°ó±»‘òçªµÄîÄµµç

Èç¹úÄú¼Ç²»×îîÄµµÄüò‘æ‘ÄîÄµµµÄµØ½£¬çÉÒÔÊ¹ÓÄç¹²éÒÔîÄ¹¼þç±ÄüÄíÄ  
‘ËÑË÷îÄµµçÄüçÉÒÔÒ»¹‘òçª¶à,òîÄµµ£¬²çÔÚîÄµµ°çÚ¼äÒÆ¶îç£

## ±£‘æîÄµµ

µ±Äú‘òçªÔ»,òÕÑÓÐîÄµµÊ±£¬Word ½«îÄµµ‘ÓËü‘æ‘ÄîÔÐ,‘ÒÆ²çîÔÊ¾ÔÚîÄµµ‘  
çÚØÐç£µ±Äú¹±×÷Ê±£¬Ëµ¼ÉËËÇ¶îÔîÄµµµÄ±,·Ý½øÐÐÐÐ,Äç£îÄ¹ÄÊ½«Äú×îÐÄµÄ¹±×÷³É¹ú±£ÁóÔÚ  
‘ÄîÉí£¬ÄúÓîÄÔÚ¹±×÷¹ýîÔÐ¾³£±£‘æîÄµµç

Äç¹±£‘æîÄµµÊ±£¬îÄµµËÔÊ»‘òçªÔÚÆÁÄ»Éí£¬Òò‘ËÄúçÉÒÔ¼ðÐ¹±×÷çµ±Äú½äËëîÄµµÉíµÄ¹±×÷Ê±  
£¬Ó¹¹Ø±Ò,ÄîÄµµÒÔ±ÜÄâ²»ÐëÒªîÄîÄµµ‘çÚ¶î¼¬ÔÚÆÁÄ»Éíç

³ò¹±£‘æîÄµµÊ±£¬Word  
½«‘ÑîÄüÊÇ·ñÒªîÄ¹©,÷ÒÒÄîçÒÔ‘îÔüÄü»ØÒäîÄµµÒÐµÄ³Ð©ÒØÒªÄÜËýçÔÙËÑË÷îÄµµÊ±  
£¬ÄúçÉÒÔÄüÓÄÒäÐ©ÒªÒªîÄç

## É¾³ýîÄµµ

µ±Äú²»ÔÙÐëÒª³ò»îÄµµÊ±£¬çÉÒÔÊ¹ÓÄç¹²éÒÔîÄ¹¼þç±ÄüÄíÉ¾³ý,ÄîÄµµç

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## Çë¶îÄ

îÄü½éËü



## ½°ÁÇÐÂÎÄµµ

Äú¿ÉÒÔ½°ÁÇÒ»„öÔÊ¼ÎÄµµ»ðÕß»ùÓÚÄ³„öÎÄµµÄ£°á½°ÁÇÎÄµµ£¬ÄÄ£  
°á°ü°¬ÄÊÒ»„ö±ê×¼ÎÄµµÄÊùÓÐÔªËø¿£

## ½°ÁÇÐÂÎÄµµ

1 °Ó¿ÎÄ¼¿¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿ÐÂ½°¿±ÄüÁÎ (ALT, F, N)¿£

► ÈðÒªÎÄµµÊ°ÓÄÄ³Ò»„öÎÄµµÄ£°á¶ø²»ÊÇÄ¬ÊÎµÄ NORMAL.DOT £¬ÔÚ¿Ê°ÓÄÄ£°á¿±  
¿ðÖÐÑ¿Ôñ°¿ÊÊµÄÄ£°á¿£

► ÈðÒª°ü°¬Ò¿ÊÇÖ÷Î¿¿×÷Õß°¿ÎÄµµ±ê¿àÖ®ÀàµÄÖªÒªÐÄ¿Ç£¬Ñ¿Ôñ¿ÖªÒª¿±°¬Ä¥  
¿£²¿¼üÔÚÎÄµµÖÐ²ªÊêÖªÒªÐÄ¿Ç°¿¼³¼/ÆÊÝ³¼Ý¿£

2 Ñ¿Ôñ¿Ê°¶¿¿±²°¬Ä¥¿£

×ÇÊ¿£°ÔÚÄüÓÄÊ°¶µÄÎÄ¼¿¿ü±£´æÐÂ½°ÎÄµµÇ°£¬Word „ø„ÄÎÄµµÊ¿Ò»„öÁÜÊ±ÎÄ¼¿¿ü±£¬ÊÇ  
DOCUMENT1 ¿£

¿¿½°Ý·½Ê½

## ÔÄ±ê×¼ Word Ä£°á½°ÁÇÐÂÎÄµµ

►  
► ÔÚ¹²¼ßÄ„Ê¿£¬µ¥»÷¿ÐÂ½°¿¿±°¬Ä¥¿£  
►

ÎáÊ³¼

► ÈðÒª Ä±äÎÄµµÖ¶¶Ñ¿ÓÄµÄÄ¬Ê¿Ä£°á£¬ÔÚ¿ÎÄ¼¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿Ä£°á¿±ÄüÁÎ (ALT, F, T)  
¿£²¿¼üÔ¿ÎÄµµÖ¶¶Ñ¿ÓÄÄ£°á¿£

## Çê²¿ÖÄ

ÎÄµµÄ£°á

°¿¿¿¿±£´æ°¿Ê³¼ýÎÄµµ

## ‘ò¿ªÒÑÓÐÎÄµµ

ì°‘ò¿ªì±ÄüÁîÓÄÄ´´ò¿ªÒÑ³¼±£‘æÔÚ‘AAìÉĭµÄĭÄµµì£

## ‘ò¿ªÒÑÓÐÎÄµµ

1 ÑĭÔñĭÄÄÐÄ³Ò»²Ù×÷£°

► ÔÚ¹¼³¼ßÄ„Éĭ£¬µ¥»÷ì°‘ò¿ªì±°‘Ä¥ì£

►

► ‘Óĭ°ĬÄ¼þì±²Ēµ¥ÖÐ£¬ÑĭÔñĭ°‘ò¿ªì±ÄüÁî (ALT, F, O)ì£

2 ÔÚĭ°ĬÄ¼þÄüì±¿òÖÐ£¬¼üĒë»ðÑĭÔñÐèÒª‘ò¿ªµÄĭÄµµì£

Ēç¹üÐèÒª‘ò¿ªµÄĭÄµµĭ‘ÄÐÔÚĭ°ĬÄ¼þÄüì±¿òÖÐ£¬ÑĭÔñĭÄÄÐ²Ù×÷£°

► ÔÚĭ°ÇÝŒ¬Æ÷ì±¿òÖÐ£¬ÑĭÔñÒ»»ðÐÄµÄÇÝŒ¬Æ÷ì£

► ÔÚĭ°Ä¿Ä¼ì±¿òÖÐ£¬ÑĭÔñÒ»»ðÐÄµÄÄ¿Ä¼ì£

► ÔÚĭ°ĬÄ¼þÄäÐĬÄÐìì±¿òÖÐ£¬ĭ‘ýÑĭÔñĭÄµµĒý,ð×Ö·ûµÄÄ©Ô¹Äü£¬ÑĭÔñÐèÒªµÄĭÄµµÄäÐĭ£

3 ÑĭÔñĭ°Ē·Œ¬ì±°‘Ä¥ì£

## ĭáĒ³¼

► Äü¿ÉÒÔ¿ì‘µ½Ä³Ò»ÇýŒ¬Æ÷»÷»ðÄ¿Ä¼ÖÐ³¼ßÓÐĭØŒ¬Ä©Ô¹ÄüµÄĒüÓÐĬÄ¼þì£ÔÚĭ°ĬÄ¼þÄüì±¿òÖÐ£¬¼üĒëÒ»»ðÇ°Ä£´´£©ĬÒ»»ð³¼äµā£´.

£©£¬Ē»°ó¼üĒëÄ©Ô¹Äüì£ÄýĒç£¬ĭ²ēÖÄÄ³Ò»Ä¿Ä¼ÖÐ³¼ßÓÐÄ©Ô¹Äü .DAT

µÄĒüÓÐĬÄ¼þ£¬ÔÚĭ°ĬÄ¼þÄüì±¿òÖÐ£¬¼üĒë \***.DAT**

ì£Ēç¹üÐèÒª²ēÖÄÒ»»ðÄ¿Ä¼ÖÐµÄĒüÓÐĬÄ¼þ£¬¼üĒë \*.\*

► ÔªĒ°‘Óĭ°ĒĒĒ÷ì±ŒŒÒ»°¿òĒ°Œ¬µÄ×ĭ°óÄ·³¼ŒŒĒĒĒ÷Ò»»ðĭÄµµ£¬ÇèÔÚĭ°‘ò¿ªì±ŒŒÒ»°¿òÖÐ£¬ÑĭÔñĭ²ēÖÖĬÄ¼þì±°‘Ä¥ì£²¼üÖÄĭ²ēÖÖĬÄ¼þì±ÄüÁîĒĒĒ÷ĭÄµµì£

► Ēç¹ü²»ĭè×÷Ēĭ°ĬÐ„Ä£¬Äü¿ÉÒÔ½«Ò»»ðĭÄµµ×÷ĭ²Ö»ŒŒĭÄĭÄµµ‘ò¿ªì£²¼üÖÖÖ»ŒŒ·½ĒĒ°¿ªĭÄµµì£

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## ÇèĭÖÄ

‘ò¿ªìç±£‘æ°ĬĒ³¼ýĭÄµµ

´ò¿ªÐÂ½ü¹Ø±ÕµÄÎÄµµ

Word  
ÔÚ¿¹Ä¼þ±²Ëµ¥µÄµ²¿ÁÐ³õ×ï°ó¹Ø±ÕµÄËÄ½öÎÄµµ¿Äú¿ÉÒÔí´´ýÔÚ²Ëµ¥ÖÐÑ¿ÔñÒ»,öÎÄµµÒÔ·µ»Øµ¹½¿ÄÎÄµµ¿Ä

´ò¿ªÐÂ½ü¹Ø±ÕµÄÎÄµµ

► ÔÚ¿¹Ä¼þ±²Ëµ¥µÄµ²¿Ä¬Ñ¿ÔñÄúÐèÒªµÄÎÄµµÄú»öÎÄµµ°Ä£´´ALT, F, n, ´Ë´| n ÊÇÒª  
´ò¿ª¹Ä¼þÇ°ÄæµÄ±ä°Ä£©¿Ä

Çë¿ÔÄ

´ò¿ª¿Ä±£æ°ÍÉ³¼ýÎÄµµ

ÇÐ»»µ½ÁÍÒ»ö´òçªµÄÎÄµµ

Ò»µ©  
´òçªÎÄµµ£¬ÄÎÄµµ¼¼±ä³É»î¶¶ÎÄµµ;£»î¶¶ÎÄµµÖÐ°ü°¬ÁË²äËëµã£¬²çÇÒÄú¶¶ÒÎÄµµËù½øÐÐµÄ±ä¼-  
°¼,ñË½±àÄÄÖ»Ó°Îµ½ÄÎÄµµ;£ËÇ¹úÒªÓÚÁÍÒ»öÒÑ  
´òçªÎÄµµË¹¤×÷£¬¬Äú±øÐë×íËË¹Æä³Ë¹»»î¶¶ÎÄµµ;£

ÇÐ»»µ½ÁÍÒ»ö´òçªµÄÎÄµµ

► ´Ó°´òçª±²Ëµ¥ÖÐ£¬Ñ;ÒñÄúÒªÓÚÆäÖÐ¹¤×÷µÄÎÄµµ £¬ALT, W, ±ä°Ä£©;£  
ÎÄµµ±ä³É»î¶¶ÎÄµµ²çÇÒÎÖË¼ÒÚËùÓÐÆäËùÒÑ´òçªÎÄµµµÄÇ°Ãæ;£

Çë¹ÖÄ

´òçªç±£¬æ°ÍË¼³ýÎÄµµ

## Í-Ê±´ò¿<sup>a1/4...</sup>öĬÄµµ

Äú¿ ÊÖÖĬ-Ê±´ò¿<sup>a1/4...</sup>öĬÄµµ£-Ä¿, öĬÄµµ¶<sup>1/4</sup>·ÄÖÚÖ»<sup>ö</sup>¶ÄÄ¿µÄĬÄµµ´¿ÚÖÐ¿£, Ä<sup>1</sup>ĬÄŮĬÖÖÚÖ»<sup>Ĭ</sup>Ê<sup>1</sup>ÖÄ  
Word µÄ<sup>1</sup>ŷ<sup>3</sup>ĬÖÐĬ-Ê±ÖÚ<sup>1/4...</sup>öĬÄµµĒĬ<sup>1</sup>×÷Ĭ<sup>1</sup>©ÄÊÖ»<sup>ö</sup>1/4ö±äµÄ<sup>1</sup>·1/2<sup>1</sup>¿£

## Í-Ê±´ò¿<sup>a1/4...</sup>öĬÄµµ

- 1 ´ÖĬ<sup>1</sup>ĬÄ<sup>1/4</sup>pĬ±<sup>2</sup>Êµ×ÖÐ£-ŊĬÖŋĬ<sup>2</sup>éÖÖĬÄ<sup>1/4</sup>pĬ±ÄŮÄĬ (ALT, F, F)¿£  
Word 1/2«´ÖÄúÖÚĬ<sup>1</sup>°ĒĒÊ÷Ĭ±¶ĬÖ»<sup>1</sup>¿öÄÚ×Ĭ°óÊè¶<sup>1</sup>µÄÄ<sup>3/4</sup>¶ÖÐĒĒÊ÷ĬÄµµ¿£  
×¿ĒĒÊ<sup>1</sup>°Ē<sup>1</sup>öÊöÖ<sup>a</sup>µÄĬÄµµĬ<sup>1</sup>±»ÄÐ<sup>3</sup>ó£-¿ĒŊĬÖŋĬ<sup>1</sup>°ĒĒÊ÷Ĭ±°<sup>1</sup>Ä×  
¿£<sup>2</sup>Ĭ<sup>1/4</sup>öÖÄĬ<sup>1</sup>°éÖÖĬÄ<sup>1/4</sup>pĬ±ÄŮÄĬĒĒÊ÷ĬÄµµ¿£
- 2 µ×»÷ÄúÖ<sup>a</sup>´ò¿<sup>a</sup>µÄµÚÖ»<sup>1</sup>öĬÄ<sup>1/4</sup>pÄŮ¿£
- 3 °<sup>1</sup>×Ĭ CTRL 1/4Ů¿£
- 4 µ×»÷ÄúÖ<sup>a</sup>´ò¿<sup>a</sup>µÄÆäÊöĬÄ<sup>1/4</sup>pÄŮ¿£  
×¿ĒĒÊ<sup>1</sup>°Ē<sup>1</sup>öÄŮŊĬÖŋÄÊ<sup>2</sup>»Ē<sup>1</sup>é<sup>a</sup>µÄĬÄµµ£-ÖÚ<sup>1</sup>Ĭµ×»÷<sup>1</sup>ÄĬ<sup>1/4</sup>pÄŮ¿ÊĒĬŮŊĬÖŋ¿£
- 5 ŊĬÖŋĬ<sup>1</sup>´ò¿<sup>a</sup>Ĭ±°<sup>1</sup>Ä×¿£

- 1 ´ÖĬ<sup>1</sup>ĬÄ<sup>1/4</sup>pĬ±<sup>2</sup>Êµ×ÖÐ£-ŊĬÖŋĬ<sup>2</sup>éÖÖĬÄ<sup>1/4</sup>pĬ± (ALT, F, F)¿£  
Word 1/2«´ÖÄúÖÚĬ<sup>1</sup>°ĒĒÊ÷Ĭ±¶ĬÖ»<sup>1</sup>¿öÄÚ×Ĭ°óÊè¶<sup>1</sup>µÄÄ<sup>3/4</sup>¶ÖÐĒĒÊ÷ĬÄµµ¿£  
×¿ĒĒÊ<sup>1</sup>°Ē<sup>1</sup>öÊöÖ<sup>a</sup>µÄĬÄµµĬ<sup>1</sup>±»ÄÐ<sup>3</sup>ó£-¿ĒŊĬÖŋĬ<sup>1</sup>°ĒĒÊ÷Ĭ±°<sup>1</sup>Ä×  
¿£<sup>2</sup>Ĭ<sup>1/4</sup>öÖÄĬ<sup>1</sup>°éÖÖĬÄ<sup>1/4</sup>pĬ±ÄŮÄĬĒĒÊ÷ĬÄµµ¿£
- 2 °<sup>1</sup>ÖÆ¶<sup>1</sup> µ1/2öÊöÖ<sup>a</sup>´ò¿<sup>a</sup>µÄµÚÖ»<sup>1</sup>öĬÄµµ¿£
- 3 °<sup>1</sup> SHIFT+F8 ŊĬ¶<sup>1</sup>ĬÄ<sup>1/4</sup>pÄŮ¿£
- 4 ĬÖÆµ1/2öÊöÖ<sup>a</sup>´ò¿<sup>a</sup>µÄĬÄÖ»<sup>1</sup>öĬÄµµ£-°<sup>1</sup>►»ö
- £-Ê»<sup>1</sup>°ó<sup>1</sup>¿Ö<sup>1</sup>ŋ1/4öÄ<sup>1</sup>ŊĬ¶<sup>1</sup>ÄĬÄµµ¿ÖÖ<sup>1</sup>ĒĒÊö<sup>2</sup>Ú×÷£-´ò¿<sup>a</sup>ÊöÖöÊöÖ<sup>a</sup>´ò¿<sup>a</sup>µÄĬÄµµ¿£  
×¿ĒĒÊ<sup>1</sup>°Ē<sup>1</sup>öÄŮŊĬÖŋÄÊ<sup>2</sup>»Ē<sup>1</sup>é<sup>a</sup>µÄĬÄµµ£-ÖÚ<sup>1</sup>Ĭ<sup>1</sup>Ä¿Ö<sup>1</sup>ŋ1/4¿ÊĒĬŮŊĬÖŋ¿£
- 5 ŊĬÖŋĬ<sup>1</sup>´ò¿<sup>a</sup>Ĭ±°<sup>1</sup>Ä×¿£

## ĬÄÊ<sup>3/4</sup>

- Ê<sup>1</sup>öÖ<sup>a</sup>Ä-ÐŊŊĬÖŋÄ<sup>1/2</sup>öÖÖĒĬµÄĬÄ<sup>1/4</sup>p£-ŊĬÖŋĬÄÄÄ<sup>3</sup>Ö»<sup>2</sup>Ú×÷£°
- °<sup>1</sup> SHIFT+F8 £-ÖÚ<sup>1</sup>°<sup>1</sup>×Ĭ SHIFT 1/4ŮµÄĬ-Ê±£-°<sup>1</sup>ĒĬ¿ĬÄ<sup>1/4</sup>ŷĬ<sup>1/4</sup>öÖÆ¶<sup>1</sup>Ä<sup>1</sup>ŊĬÖŋÄúöÊöÖ<sup>a</sup>µÄÊöÖĬĬÄ¿¿£
- µ×»÷ÄÐ±ĬÖöÖ<sup>a</sup>ŊĬÖŋĬµÄµÚÖ»<sup>1</sup>Ĭ£-°<sup>1</sup>×Ĭ SHIFT 1/4Ů£-Ê»<sup>1</sup>°óµ×»÷ÄÐ±ĬÖöÄŮĒ<sup>1</sup>éÖ<sup>a</sup>´ò¿<sup>a</sup>µÄ×Ĭ°óÖ»<sup>1</sup>¶<sup>1</sup>£  
¿£Word 1/2«ŊĬ¶<sup>1</sup>µÚÖ»<sup>1</sup>öĬ<sup>1</sup>×Ĭ°óÖ»<sup>1</sup>öĬÄ<sup>1/4</sup>pÄŮöÖÖ<sup>1/4</sup>°ÊöÄ¿ÖÖ<sup>1/4</sup>äµÄÊöÖĬÄ<sup>1/4</sup>p¿£

## ¿Ē<sup>2</sup>ĬÖÄ

´ò¿<sup>a</sup>¿÷£<sup>1</sup>æ<sup>1</sup>Ē<sup>3/4</sup>ŷĬÄ<sup>1/4</sup>p

<sup>2</sup>éÖÖ<sup>1</sup>ÜÄĬÄ<sup>1/4</sup>p

## ‘òçª Word ×Ô´øμÄÎÄμμ

Word ×Ô´øμÄ´óÄçÎÄμμlá¹©ÄË´òÓì´ÍÄª»ú×ËÄÏçÖâÐ©ÎÄμμÌÖÂÛμÄÄÚËÝÓÐ  
´òÓì»úçªèÒÖ¼°ÖÄÆäËÛÓ!ÖÄ³ÌÐò½´´ÄçμÄÎÄ¼pμÄª»»ç

## ‘òçª Word ×Ô´øμÄÎÄμμ

- 1 ´Óì´ÍÄ¼pç±²Ëμ×ÖÐË¬ÑìÖñì°´òçªç±ÄüÁÎ (ALT, F, O)ç
- 2 ÖÚì°ÄçÄ¼ç±ÑìÏÏÄË¬ÑìÖñ°ü°¬ WINWORD.EXEμÄÄçÄ¼ç
- 3 ÑìÖñì°Ë·¶´ç±°´Ä×ç
- 4 ÖÚì´ÍÄ¼pÄüç±ÑìÏÏÄË¬Ñì¶´Ö»øÎÄμμç

## ÑìÖñ ´ØÓÚ...μÄÐÄÏç

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CONVINFO.DOC	ÎÄ¼p,ñË½ª»»³ÌÐò
GRAPHICS.DOC	Í¼ÐÎ´ýÄËÆ÷
MACROCNV.DOC	½«ªª»»μ½ Word μÄμ±Çª±¾
PRINTERS.DOC	ªªª´òÓì»ú´Í´òÓì
README.DOC	Ì¼Ó´Í,ü,Ä Word ÎÄμμ
TEMPLATE.DOC	Word ×Ô´øμÄª

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## ÇëÏÖÄ

‘òçªç±Æ´æ´ÍË³¾ýÎÄμμ







## ±£´æËùÓÐ´ò¿ªµÄÎÄµµ

ËÇ¹ûÄúÍ¬Ê±ÓÚÒ»»\_òÒÒÉÎµÄÎÄµµÉÍ¹¤×÷£¬¿ÉÒÖÒ»»´Í±£´æËùÓÐ´ò¿ªµµµçÄ£°ªµçÄ¿¼ÖÖ¼°  
´Ê»ãÎÄ¼þµç

## ±£´æËùÓÐ´ò¿ªµÄÎÄµµ

- ▶ ´Ó¼°ÎÄ¼þµ±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¼°Ê«²¿±£´æµ±ÄüÁÍ (ALT, F, E)µç  
ËÇ¹ûÓÐÒ»»\_ò´Ó´±£´æ¹ýµÄÄÎÄµµ£¬Word »ãÎÖÊ³¼°ÁÍ´æ¹ªµ±¶¶Ö»°¿ò£¬Äü¿ÉÒÖÒ» Word µÚÒ»»´Í±£  
´æÎÄµµÇ°\_ØÄ¹½´´ÎÄµµ\_³Öò»»\_òÎÄ¼þÄüµç  
×çÊÍ£°µ±ÄüÓÚ¼°ÎÄ¼þµ±²Ëµ¥ÖÐÑ¡Ôñ¼°ÎÖ³òµ±ÄüÁÍÊ³ò Word Ê±£¬Word  
½«¹Ø±ÖËùÓÐÎÄµµµçÄü±ØÐëÊ·ÊÍÊÇ·ñ±£´æËù×÷µÄÐ\_Äµç

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## Çè¹ÖÄ

´ò¿ªµç±£´æÎÖ³ýÎÄµµ

## ×Ôſ±ſæµ±Ç°ÎÄµµ

×Ôſ±ſæ°|ÄÜ ù¼ŸÉèſµÄÊ±¼ä¼ä,ð×Ôſ±ſæÎÄµµjÉÔÚÆðſ Word Ê±ſ¬ÄúÉÔÔ»Ö,´í°ý×Ôſ±ſæ°|ÄÜ±ſæµÄÎÄ¼þjÉ

## Ê°ÔÃ×Ôſ±ſæ°|ÄÜ

1 ´Ôj°¹¼ßj±²Ëµ¥ÖÐſ¬ŒjÔŒj°ŒjŒj±ÄüÁî (ALT, O, O)jÉ

2 ÔÚj°·ÖÄaj±¿ðÖÐſ¬ŒjÔŒj°±ſæj±ŒjŒjÉ

3 ÔÚj°±ſæj±ŒjŒjÖÐſ¬ŒjÔŒj°×Ôſ±ſæµÄÊ±¼ä¼ä,ðj±,Œj¿ðjÉ

4 ÔÚj°·ÖÖÔj±¿ðÖÐſ¬¼üÊè»ðŒjÔŒÄüŒÍü Word Ä¿,ðſà³µÊ±¼äſ°··ÖÖÔ¼ÆŒ©±ſæÔ»´ŒÄµµjÉÄýËÇſ¬Ä¿,ð 15 ·ÖÖÔ±ſæÔ»´Œſ¬Ôð¼üÊè 15

ÄúÉÔÔÔÚ 1 µ½ 120 Ö®¼äŒjÔŒÊ±¼ä¼ä,ðjÉ

5 ŒjÔŒj°Ë·ſj±°Ä¥jÉ

×øÊŒ°½ðµ±ÄüÆðſ Wordſ¬²øÇÖÔ»ÔÃ×Ôſ±ſæ°|ÄÜ±ſæÎÄ¼þÊ±ſ¬²ÄÄÜµÄµ½Öâð©×Ôſ±ſæµÄÎÄ¼þjÉÔ»µ©ÄüËË¹µð±ſæÔ»,ðÎÄ¼þſ¬Word ½«»áÊ³¼ý×Ôſ±ſæµÄÎÄ¼þjÉ

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## Çè°ÔÃ

´ð¿ajø±ſæ°ŒÉ³¼ýÎÄµµ

ÉèÖÃÔÃ»§ÓÄËËŒjŒ

## Ê'ÓÃ¡°ÔÊĐí¿ìĚÛ±£'æ±±Ñ¡ĩĩ

İªÁĚÑ,ĚÛ±£'æÄúÔÚ¹±×÷¹ý³İÖĐĚù×÷µÄĐĐ,Ä£¬¿ÉÒÔÊ'ÓÃ¡°ÔÊĐí¿ìĚÛ±£'æ±±Ñ¡ĩĩ¿ìĚÛ±£  
'æ°Ñ¶¶ÔİÄµµĚù×÷µÄĐĐ,Ä,½¼Ôµ½İÄ¼ĐµÄÄ©İ²£¬¶¶»»ÊÇÔÚÄ¿,İ±£'æĚ±£¬ÔÖĐÄ°²ÄÄÖú,öİÄ¼ĐÄ  
'²ăĚĚĚù×÷µÄĐĐ,Ä¿£ĚÇ¹úÑ¡ÔñÄĚ°ÔÊĐí¿ìĚÛ±£'æ±±Ñ¡ĩĩ£¬Äú±ØĐĚÔÚÄ¿,İ×÷ÖÏ³£µÄİÄ¼Đ±£  
'æĚ±½«ÆăÇă³ý¿ì

×øĚİ£°ÔÚ×÷ĚÇİÄ²Û×÷Ö©Ç°£¬ÄúÓİ,ÄĚ¹ÓÄÖÏ³£µÄ±£'æ·½Ě½£¬ÖăÖÖ·½Ě½¿ÉÒÔ±£  
'æÓĐ¹ĐİÄµµÄ,üİĚÖüµÄĐÄİø£°

- ¿ªĚ¼ÖİĚÇĚÑĚ÷İÄ±¾»»ò±ăÄĚ÷ÒÏÖ©ÄăÖ¼ÓÄ'óÄ¿ÄÚ'æµÄĚİĩĩ¿ì
- ½«İÄµµİÄ±¾'«Ěă,øÄİÖ»,öÖİÓÄ³İĐò¿ì
- ½«İÄµµ×ª»»»ÉÆăĚüİÄ¼Đ,ñĚ½¿ì

## Ñ¡Ôñ»òÇă³ý¹°ÔÊĐí¿ìĚÛ±£'æ±±Ñ¡ĩĩ

1 'Ó¡°¹±¾İ±²Ěµ¶ÖĐ£¬Ñ¡Ôñ¹°Ñ¡ĩĩ±ÄüÄİ (ALT, O, O)¿ì

2 ÔÚ¹°ÖÄă¿ì¿òÖĐ£¬Ñ¡Ôñ¹°±£'æ±±Ñ¡ĩĩ¿ì

3 Ñ¡ÔñİÄÄĐÄ³Ö»²Û×÷£°

- ÔÊĐİĚùÓĐ'ò¿ªİÄµµ¿ìĚÛ±£'æ£¬Ñ¡Ôñ¹°ÔÊĐí¿ìĚÛ±£'æ±±,İĩ¿ò¿ì
- ÔÊĐİĚùÓĐ'ò¿ªİÄµµÖÏ³£±£'æ£¬Çă³ý¹°ÔÊĐí¿ìĚÛ±£'æ±±,İĩ¿ò¿ì

4 Ñ¡Ôñ¹°Ě¶İ±°Ä¶¿ì

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## ÇĚİÖÄ

'ò¿ª¿ì±£'æ°İĚ³³ýİÄµµ

ĚĚÖÄÓÄ»§ÓÄİĚÑ¡ĩĩ

## ÒÔÖ»¶Á·½Ê½´ò¿ªĬÄµµ

Í·ý

´ò¿ªÖ»öÖ»¶ĬĬÄµµ£¬ĬúĬŰ¹»²é¿´µ«²»ĬÜÐᵑ,ĬĬĬÄµµ£ÖăÊÇÖ»öÖÊĐĬ/ÆăÊüÊÊÖĬĬĬĬĬÄµµĬ½Ĭ°Ĭ·½Ê½£¬Êü¿ÊÖÖ·ĬÖ¹ĬÄµµ±»ÖăĬăÐᵑ,Ĭ£ÊÇ¹úĬúĬ£ĬúÖŰĬăÇÖĐ´æ´ÇÖ»ö¹²ĬĬĬÄµµ£¬Ö»¶ĬĬĬĬĬÖÊ/ÆăÖĐÖĬ£°ÆăÊüÊÊÖ»ĬÜ¶Ĭµ«²»ĬÜÐᵑ,ĬĬĬÄµµ£

## ÒÔÖ»¶Á·½Ê½´ò¿ªĬÄµµ

1 ĬĬÖĬĬĬĬĬĬÖ»²Ü×£°

► ÖŰ¹²³⁄₄ᵑĬĬĬÊĬ£¬µ¥»÷Ĭ°´ò¿ªĬ±°´Ĭ¥Ĭ£

►

► ´ÖĬ°ĬĬ¹⁄₄ᵑĬ±²Êµ¥ÖĐ£¬ĬĬÖĬĬ°´ò¿ªĬ±ĬŰĬĬ (ALT, F, O) Ĭ£

2 ÖŰĬ°ĬĬ¹⁄₄ᵑĬĬ±¿òÖĐ£¬¹⁄₄üÊê»òĬĬÖĬĬÊÖ»ò¿ªµĬĬĬÄµµ£

ÊÇ¹úĬúĬ£Ö»ò¿ªµĬĬĬÄµµ²»ÖŰµ±Ç°ÇŸ¶Æ÷»òĬ¿ĬĬ¹⁄₄ÖĐ£¬ĬĬÖĬĬĬĬĬĬÖ»²Ü×£°

► ÖŰĬ°ÇŸ¶Æ÷Ĭ±¿òÖĐ£¬ĬĬÖĬĬ»öĐĬµĬÇŸ¶Æ÷Ĭ£

► ÖŰĬ°Ĭ¿ĬĬ¹⁄₄Ĭ±¿òÖĐ£¬ĬĬÖĬĬ»öĐĬµĬĬ¿ĬĬ¹⁄₄Ĭ£

3 ĬĬÖĬĬ°Ö»¶ĬĬ±,ĬĬ¿òĬ£

4 ĬĬÖĬĬ°Ê·¶ĬĬ±°´Ĭ¥Ĭ£

×ÇÊĬ£°Word ÖŰĬÄµµµĬ±êĬăĬĬÖĐĬÖÊ³⁄₄Ĭ°Ö»¶ĬĬ±×ÖĬŰĬ£

## Çă³ŸÖ»¶ĬĬÊ¶

1 ĬĬÖĬĬĬĬĬĬÖ»²Ü×£°

► ÖŰ¹²³⁄₄ᵑĬĬĬÊĬ£¬µ¥»÷Ĭ°´ò¿ªĬ±°´Ĭ¥Ĭ£

►

► ´ÖĬ°ĬĬ¹⁄₄ᵑĬ±²Êµ¥ÖĐ£¬ĬĬÖĬĬ°´ò¿ªĬ±ĬŰĬĬ (ALT, F, O) Ĭ£

2 ÖŰĬ°ĬĬ¹⁄₄ᵑĬĬ±¿òÖĐ£¬¹⁄₄üÊê»òĬĬÖĬĬÊÖ»ò¿ªµĬĬĬÄµµ£

ÊÇ¹úĬĬĬµĬ´æ´ÇÖŰµ±Ç°ÇŸ¶Æ÷»òĬ¿ĬĬ¹⁄₄ĬĬ£¬ĬĬÖĬĬĬĬĬĬÖ»²Ü×£°

► ÖŰĬ°ÇŸ¶Æ÷Ĭ±¿òÖĐ£¬ĬĬÖĬĬ»öĐĬµĬÇŸ¶Æ÷Ĭ£

► ÖŰĬ°Ĭ¿ĬĬ¹⁄₄Ĭ±¿òÖĐ£¬ĬĬÖĬĬ»öĐĬµĬĬ¿ĬĬ¹⁄₄Ĭ£

3 Çă³ŸĬ°Ö»¶ĬĬ±,ĬĬ¿òĬ£

4 ĬĬÖĬĬ°Ê·¶ĬĬ±°´Ĭ¥Ĭ£

## ĬăÊ³⁄

► ĬăÊÐᵑ,ĬÖ»¶ĬĬĬÄµµ£¬Ĭú¿ÊÖÖÖĬĬÖ»öĐĬµĬĬĬ¹⁄₄ᵑĬĬ½«Æă±£´æĬ£Ö-Ê¹⁄ĬĬĬµ²»±»Ðᵑ,Ĭ£Ê²Ĭ⁄üÖÆ×÷»Ĭ¶ĬĬĬÄµµĬ±,·ŸĬ£

## ÇěĬÖĬ

´ò¿ªĬÇ±£´æ°ĬÊ³⁄ŸĬĬµµ

## ĖðŲ°í½ăĖðĭĀμμ

ĀúĹÉÒŌÍ°ıŲ°ĖðŲ°ĭ±ĭĀμμĀ°·ĀŌ°ÆăĖúĖĖĐĐĐ,Ā,ĀĭĀμμĭĲÆăĖúŌĀ»ŲĹÉŌŌ

°òĹ°Ō» ð±»ĖðŲ°μĀĭĀμμ°ϕĖ°ŌĀĀú×ϕĀ

°×ϕ½ăĭĀμμĲ¬μ«ĖÇĖúĀÇ²»ĀŬ,ŭ,ĀĭĀ±¾»ðĭĀμμĀ,ŋĖ½±ăĀĀĲ¬Ō»ŌĐ×÷ŌĐ²ĀĀŬ½«ĭĀμμ½ăĖðĭĲ

## ĖðŲ°í½ăĖðĭĀμμ

1 °òĹ°ĭĖŌ°ĖðŲ°»ð½ăĖðμĀĭĀμμĭĲ

2 °Ōĭ°ĭĀ¼Đĭ±²Ėμ×ŌĐĲ¬ŊĭŌŋĭ°Āĭ°ăĭ°ĭ±ĀŭĀĭ (ALT, F, A)ĭĲ

ĖÇ°ŭĖĐĭ°,ðĭĀμμĀŭĀŭĲ¬ŌŬĭ°ĭĀ¼Đĭ±ĹðŌĐ¼ŭĖĖĭĀμμĀŭĭĲ

3 ŊĭŌŋĭ°ĭĀ¼Đĭ±²ĭĭĭ±°·Ā×ĭĲ

4 ŊĭŌŋĭĀĀĐĀ³Ō»²Ŭ×÷Ĳ°

► ĖðŌ°ĖðŲ°ĭĀμμĲ¬ŊĭŌŋĭ°ĖðŲ°ĭĀ¼Đĭ±Ō»ĐĐ,ĀĀú×ϕĭ±,°ŊĭĹðĭĲ

► ĖðŌ°ı½ăĖðĭĀμμĲ¬Çă°Ųĭ°ĖðŲ°ĭĀ¼Đĭ±Ō»ĐĐ,ĀĀú×ϕĭ±,°ŊĭĹðĭĲ

5 ŊĭŌŋĭ°Ė·Ų°ĭ±°·Ā×ĭĲ

6 ĖðŌ°±Ĳ°ăĭĀμμĲ¬ŊĭŌŋĭ°Ė·Ų°ĭ±°·Ā×ĭĲ

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## Çĕ°ŌĀ

°òĹ°ĭϕ±Ĳ°ăĭ°ĭĖ¾ŲĭĀμμ

## ÓǺÚÁî±£»ǻĲμμ

ǺúǳÉÒÓǺÚÁî±£»ǻĲμμÒÔ·ÀÔ¹ÆǻĒÛĒĒ´òǳ°íĐĐ, ĲĲĲμμj£Ēĸ¹ÛĒ¹ÓǺÚÁî±£»ǻĲ¼p£¬ÔÚǺǳ´Ĳ´òǳ°ĲĲμμĒ±£¬Ǻú±ØĐēÓ´ǳǳÚÁîj£ÓĐ¹ØĲĲ, ½ēĒÛ£¬²Ĳ¼úĐĐ, Ĳ»òĒ³¼ȳǳÚÁîj£

## ÓǺÚÁî±£»ǻĲμμ

- 1 ´òǳ°òÓǺÚÁî±£»ǻĲĲĲμμj£
- 2 ´Ój°Ĳ¼pj±²Ēμ×ØĐ£¬ŊjŌŋj°Áí´æĲj±ǺúÁî (ALT, F, A)j£  
Ēĸ¹ÛĲĲμμĒĐĲ´ǺúǺú£¬ÔÚj°Ĳ¼pǺúj±ǳòǺÚ¼ÛĒēĲĲμμǺúj£
- 3 ŊjŌŋj°Ĳ¼p¹²Ĳj±°´Ǻ×j£
- 4 ¼ÛĒēǳÚÁîj£.
- 5 ŊjŌŋj°Ē·Ųj±°´Ǻ×j£
- 6 ÔÚ¼ÛĒēǳÚÁîÔŌŊēÔμj£
- 7 ŊjŌŋj°Ē·Ųj±°´Ǻ×j£
- 8 ĒòÔ±£´æĲĲμμ£¬ŊjŌŋj°Ē·Ųj±°´Ǻ×j£  
×ĐĲ£°Ē·ĒĲúÔŊ¼ÇĲĲĲμμǳÚÁîj£ĲĲ»´Ĳ´òǳ°ĲĲμμĒ±£¬Ǻú±ØĐē¼ÛĒēǳÚÁîj£

## ĲǻĒ³¼

- Ēĸ¹ÛǺúÔĒĐĲÆǻĒÛÓǺ»Ų, ØĲμμ¼ÓǺú×Đ£¬ǳÉÒÔj°ĒøŲj±ĲĲμμj£ÆǻĒÛÓǺ»ŲǳÉÒÔ´òǳ°±»ĒøŲμǺĲĲμμ²ĐĒ¹ÓǺǺú×ĐĲ´×Đ¼ǺĲĲμμj£²Ĳ¼ÛĒøŲ°Ĳ¼ǺĒøĲĲμμj£

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## ÇēĲŌǺ

´òǳ°jĐ±£´æ°ĲĒ³¼ȳĲĲμμ







±£´æÊ±½´´Áç±,·Ý

ÎþÂÛÄú°ÍÊ±±£´æ»î¶´ÎÄµµ£¬Word ¶¼¿ÉÒÔ½´´ÁçÎÄµµµÄ±,·Ý£Word ,øÄ¿,ð±,·Ý¼ÓÒ»»,ð .BAK  
À©Õ¹Äû£Ä¿,ðÐÄµÄ±,·Ý½«»,²,ÇÒÀ´µÄ±,·Ý°æ±¼£

±£´æÊ±½´´Áç±,·Ý

- 1 ´Óì°¹±¼ßì±²Ëµ¥ÖÐ£¬ÑìÔñì°ÑìÎì±ÄüÁî (ALT, O, O)£
- 2 ÔÚì°·ÖÀàì±¿òÖÐ£¬ÑìÔñì°±£´æì±ÑìÎì£
- 3 ÔÚì°±£´æÑìÎì±ÑìÎì¿òÖÐ£¬ÑìÔñì°×ÜÊÇÉú³É±,·Ýì±,Ñì¿òì£
- 4 ÑìÔñì°È·¶ì±°´Á¥ì£

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ÇěîÔĀ

´ò¿ªç±£æ°ÍÉ³¼ýÎÄµµ

## ‘ò¿<sup>a±</sup>.ÝĬÄµµ

Ä¿.Ĭ²ÉÓÄĭ°×ÜÊÇÉú³É±.·Ýĭ±ÑĭĬĭ±£‘æĬÄµµÊ±£¬Word ¾Ĭ½“ÁøÖ»„ø’ø .BAK Ä©Ö¹ÄûµÄĬÄµµ±.·Ýĭ£ÊÇ¹ûÖ-  
Ê¼µÄĬÄµµ±»Êð»µ£¬Äû¿ÉÖÖ‘ò¿<sup>a±</sup>.·Ýĭ£Ĭ¼û±£‘æÊ±½“Áø±.·Ýĭ£

## ‘ò¿<sup>a±</sup>.ÝĬÄµµ

1 ÑĭÖñĬÄÁÐÄ³Ö»²Ù×±£°

► ÖÚ¹¼¾BA.ÉĬ£¬µ¥»÷ĭ°‘ò¿<sup>a</sup>ĭ±°‘Ä¥ĭ£

►

► ‘Óĭ°Ĭ¼pĭ±²Ëµ¥ÖÐ£¬ÑĭÖñĭ°‘ò¿<sup>a</sup>ĭ±ÄûÁĬ (ALT, F, O)ĭ£

2 ÖÚĭ°Ĭ¼pÄûĭ±¿òÖÐ£¬¼üËĬÄµµµÄĬÖûĬ¼pÄû£¬°üÄ“.BAK Ä©Ö¹Äûĭ£

ÊÇ¹ûÖ¹‘ò¿<sup>a</sup>µÄĬÄµµ²»ÖÚµ±Ç°ÇýŲÆ÷»ðÄ¿Ä¼ÖÐ£¬ÑĭÖñĬÄÁÐ²Ù×±£°

► ÖÚĭ°ÇýŲÆ÷ĭ±¿òÖÐ£¬ÑĭÖñÐÄµÄÇýŲÆ÷ĭ£

► ÖÚĭ°Ä¿Ä¼ĭ±¿ò£¬ÑĭÖñÐÄµÄÄ¿Ä¼ĭ£

3 ÑĭÖñĭ°Ë·Ųĭ±°‘Ä¥ĭ£

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## ÇëĬÖÄ

‘ò¿<sup>a</sup>ĭø±£‘æ°ĬÉ¾¾ÝĬÄµµ

## ¹Ø±ÕÎÄµµ

Äú²»±ØÍË³ø Word ¾Á¿ÉÒÔ¹Ø±ÕÎÄµµ¿

## ¹Ø±ÕÎÄµµ

- ▶ ´Ó¿ÎÄ¼þ¿²Ëµ¥ÖÐË¬¬Ñ¿Ôñ¿¹Ø±Õ¿±ÃüÁî (ALT, F, C)¿
- Èç¹ûÎÄµµÒÑ±»ÐÞÄ¶øÍ´±Ë´æË¬Word ½«Ñ¬ËÄüÔÚ¹Ø±ÕÇ°ÊÇ·ñÒ³±Ë´æÐÞÄ¹ýµÄÎÄµµ¿ÈÇ¹ûÑ¿Ôñ¿ÊÇ¿±Ë¬¶øÐÍ´,øÎÄµµÃüÃüË¬Word ÏÔË¾¿Á´æÎ³¿±¶Ô»°¿ò¿

¿ì½Ý·½Ê½

- ▶
  - ▶ ÔÚÎÄµµ°¿Ú×óÉÍ½ÇË«»±ÎÄµµ¿ØÖÆ²Ëµ¥¿ò¿
- ×øÊÍË°·Ê½Ê½½ø¹Ø±Õ»¶¬°¿Ú¿Í¬Ô»ÎÄµµµÄÆäËü´ò¿°¿ÚËÔ±Ë³Ö´ò¿ª¬¿

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## Çë²ÎÖÃ

´ò¿ª¿±Ë´æ°ÍË¾³ýÎÄµµ

## É³⁴ýîÄ¼p

Äú¿ÉÒÔÊ¹ÔÃî²éÖÖîÄ¼p±ÄüÁîÄ´É³⁴ý²»ÖÜÐèÒªµÄîÄµµîÄîÄµµÖÚÉ³⁴ýÇ°±ØÐè¹Ø±Öî£

## É³⁴ýîÄ¼p

- ▶ 1 ´Óî¹îÄ¼p±²Êµ¥ÖÐ£¬ÑîÖñî²éÖÖîÄ¼p±ÄüÁî (ALT, F, F)î£  
Word ½«´ÓÄúÖÚî²ÊÑÊ÷î±¶Ö»°¿ðÄÜ×î°óÊè¶µÄÄ·¾¶ÖÐÊÑÊ÷îÄµµî£  
×øÊÍ£°ÊÇ¹úÊÜÐèµÄîÄµµî´±»ÄÐ³ð£¬ÑîÖñî²ÊÑÊ÷î±²´Ä¥  
î£²î¼üÖÃî²éÖÖîÄ¼p±ÄüÁîÊÑÊ÷îÄµµî£
- 2 µ¥»÷îÖªÉ³⁴ýµÄµÜÖ»,ðîÄ¼pÄüî£
- 3 °×î CTRL ¼üî£
- 4 ÖÚ°×î CTRL ¼üµÄî¬Ê±£¬µ¥»÷îÖªÉ³⁴ýµÄÆäÊüîÄ¼pÄüî£  
×øÊÍ£°ÊÇ¹úÑîÖñîÄÊ²»îÖªÉ³⁴ýµÄîÄµµî¬ÖÜ¹µ¥»÷,ÄîÄ¼pÄüÖÖÊîüÑîÖñî£
- 5 ÑîÖñî²É³⁴ýî±²´Ä¥î£

- ▶ 1 ´Óî¹îÄ¼p±²Êµ¥ÖÐ£¬ÑîÖñî²éÖÖîÄ¼p±ÄüÁî (ALT, F, F)î£  
Word ½«´ÓÄúÖÚî²ÊÑÊ÷î±¶Ö»°¿ðÄÜ×î°óÊè¶µÄÄ·¾¶ÖÐÊÑÊ÷îÄ¼pî£  
×øÊÍ£°ÊÇ¹úÊÜÐèîÄµµî´±»ÄÐ³ð£¬ÑîÖñî²ÊÑÊ÷î±²´Ä¥  
î£²î¼üÖÃî²éÖÖîÄ¼p±ÄüÁîÊÑÊ÷îÄµµî£
- 2 °▶ÖÆµ½ÖªÉ³⁴ýµÄµÜÖ»,ðîÄµµî£
- 3 ° SHIFT+F8 ¼üÄ´Ñî¶¶,ÄîÄ¼pÄüî£
- 4 °▶ »ð
- ▶ ÖÆµ½îÄÖ»,ðÖªÉ³⁴ýµÄîÄµµî¬Ê»°ó°¿ð,ñ¼üÑî¶¶,ÄîÄµµî£  
×øÊÍ£°ÊÇ¹úÑîÖñîÄÊ²»îÖªÉ³⁴ýµÄîÄµµî¬ÖÜ¹°¿ð,ñ¼ü Ä´ÊîüÑîÖñî£
- 5 ÑîÖñî²É³⁴ýî±²´Ä¥î£

## îÄÊ³⁴

- ▶ îªÄ¬ÐøÑî¶¶´Ä½,ðÖÖÊîµÄîÄ¼p£¬ÑîÖñîÄªÐÄ³Ö»²Ü×÷£°
- ▶ ° SHIFT+F8 £¬Ê»°óÖÚ°×î SHIFT ¼üµÄî¬Ê±£¬°ÊîøîÄ¼ýî¼üÖÆ¶¬Ä´Ñî¶¶ÊüÖÐÐèÒªî£
- ▶ µ¥»÷ÄÐ±íÖÐîÖªÑîÖñîµÜÖ»î£²¬°×î SHIFT  
¼ü£¬Ê»°óÖÚ±íÖÐµ¥»÷îÖªÉ³⁴ýµÄ×î°óÖ»îî£Word  
½«ÑîÖñîµÜÖ»,ðî×î°óÖ»,ðîÄ¼pÖÖ¼°ÊüÃÇÖ®¼äµÄÊüÖÐîÄ¼pî£

## Ç²îÖÄ

´ò¿ªç±£æ°îÉ³⁴ýîÄµµ

²éÖÖî¹ÜÄîÄ¼p

Ê'ÓÃÎÄµµ´ó\_Ù

ÄÊö

Éú³É°í'òÓîÎÄµµ´ó\_Ù

ÔÚ´ó\_Ù²é¿'ÄÆÊ½°í±ê×¼²é¿'ÄÆÊ½¼äÇÐ»»

Éú³ÉîÄµµ´ó\_Ù

Ñî¶´´ó\_ÙÖÐµÄîÄ±¾

·Ö¼¶îÖÊ¾ÖÑÓÐîÄµµ

´òÓîÎÄµµ´ó\_Ù

îÄµµ´ó\_ÙµÄ±à¼¼°±àÄë

Ä±ä´ó\_ÙÖÐµÄ±êîä¼¶±ð

½«ÖýîÄ\_Äî±êîä

ÔÚ´ó\_ÙÄÆÊ½ÖÐÒÆ¶´±êîä°íÖýîÄ

ÔÚ´ó\_ÙÄÆÊ½ÖÐî±êîä±àÄë

Ä±ä±êîä¼¶±ð°íÖýîÄ

ÔÚ´ó\_ÙÄÆÊ½ÖÐÖÛµµ±êîä°íÖýîÄ

ÔÚ´ó\_ÙÄÆÊ½ÖÐÖ¹¿±êîä°íÖýîÄ

Ä±äÔÚ´ó\_ÙÄÆÊ½ÖÐîÖÊ¾µÄ±êîä¼¶±ð±à°Ä

îÖÊ¾ÖýîÄ¶î°íÔÚîÄµµÖÐÒÆ¶´

îÖÊ¾ÖÛ\_ðÖýîÄ¶î»ðÖ»îÖÊ¾µÚÒ»ÐÐ

ÔÚ´ó\_ÙÄÆÊ½µÄîÄµµÖÐÒÆ¶´

## Ê'ÓÃÎÄµµ´ó\_Ù

´ó¶àÊýÊË'ØÓÚ´ó\_ÙÄÊÊ½µÄ\_ÄÄÊÇ´ÓÑ§ÐÊÖÐµÄÄ´µÄÊ°¶ÖÐÐÄÊ¼ïè½´´ÄçÊð\_Ê±èìàÊ¬ÔÚ¶ÊùÐ  
´ÎÄµµ¹´»³ðÖ»,ðçð¼ÜÖ®°óÔÚ½«±èìàÊ×µðjÊÔÚ Word ÖÐÊ¬Ô»ð´ó\_ÙÄÊÊ½ÊÇÖ\_Ö»ÖÖ²éç´·½Ê½¹¼  
´ÔÚ½´´ÄçjçÐÊÖÄ°ÍÖùÄíÄµµ±èìà¼°×éÖ´½á¹¹Ê±ÎÄµµÊÍÖ»ÖÖ²»Î¬µÄ±íÊ³¼·½´´jÊ

Ê'ÓÃ×é°ÍµÄ²éç´´ÄÊÊ½Ê¬ÄúçÊÖÔ°Ü·½±äµØÐµ\_ÄÎÄµµjÊÍ´´ý±è×¼²éç´´ÄÊÊ½°Í  
´ó\_Ù²éç´´ÄÊÊ½Ö®¼äµÄÇÐ»»Ê¬ÄúçÊÖÔÖÄ±è×¼²éç´´ÄÊÊ½´´Äí´óÄçµÄÎ½ÜÐÔ¹×÷Ê¬¶¶øÖÄ  
´ó\_Ù²éç´´ÄÊÊ½Ä´ìè³Ê½í´óµÄ×éÖ´ÐÔ¹×÷°ÍÄ³Ð©çÊÖÄ´ó\_ÙÄÊÊ½½øÐÐ¼ð»µÄìø¶²Ú×÷jÊ

Î°°iÖùÄúÊ'ÓÃÎÄµµ´ó\_ÙÊ¬Word ìá¹©ÄÊìø¶µÄ°´Ä×jçÊö±è/Æ±²Ú×÷ÔÔ¼°¹ÄÜ¼üjÊµ±ÄúÔÚ  
´ó\_ÙÄÊÊ½ÎÄ¹×÷Ê±Ê¬çÊÖÔìè³ÊÖÔÎÄ²Ú×÷Ê°

- çjÊÜjç×¼Ê·µØÖÆ¶´´ó¶ÎµÄ×ÊÄíjÊ
- Ö»ÎÖÊ³¼Ö÷Ö³±èìàÊ¬çÊÖÔçjÊÜµØÔÚ³µÎÄµµÖÐÖÆ¶´´ó¶Î¹»jÊ
- ÓÃ´ó\_ÙÄÊÊ½±èìà½´´ÄçÄçÄ´¼jÊ
- ×Ö¶´±àÄÄÎÄµµµÄ±èìà\_ñÊ½jÊ

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## Çë¶iÖÄ

¼ÄÜ½éÊÜ

ÔÚ´ó\_Ù²é¿´Ä£Ê½°Í±ê×¼²é¿´Ä£Ê½¼äÇÐ»»

ÔÚ¹¤÷¹ÿ³İÖÐ£¬Äú¿ÉÒÔÔÚ±ê×¼²é¿´Ä£Ê½°Í´ó\_Ù²é¿´Ä£Ê½Ö®¼ä½øÐÐÇÐ»»¿£  
´ó\_Ù²é¿´Ä£Ê½ÊÊÓÃÓÚ½İ´óµÄ×éÖ¬ÐÔ¹¤÷£¬¬±ê×¼²é¿´Ä£Ê½ÔðÊÊÓÃÓÚ½İÚÐÔ¹¤÷¿£  
±ê×¼²é¿´Ä£Ê½İªÄ¬ÊİÄ£Ê½¿£

´Ó±ê×¼²é¿´Ä£Ê½ÇÐ»»µ½´ó\_Ù²é¿´Ä£Ê½

► ´Ó½²é¿´¿±²Ëµ¥ÖÐÑİÔñİ´ó\_ÙÄ£Ê½¿±ÄüÁî (ALT, V, O) ¿£

´Ó´ó\_ÙÄ£Ê½×ª»»µ½±ê×¼²é¿´Ä£Ê½

► ´Ó½²é¿´¿±²Ëµ¥ÖÐÑİÔñİ´±ê×¼Ä£Ê½¿±ÄüÁî (ALT, V, N) ¿£

İáÊ¾

► Äú¹¿ÉÒÔÔÚÒ»¸ö°ñÖÐÊ¹ÓÃ´ó\_Ù²é¿´Ä£Ê½£¬¶øÔÚÁíÒ»¸ö°ñÖÐÊ¹ÓÃ±ê×¼²é¿´Ä£Ê½½øÐÐ¹¤÷¿£

1 ´Óİ¼p¿ØÖÆ²Ëµ¥ÖÐÑİÔñ½²¸·Ö¿±ÄüÁî (ALT, HYPHEN, T) ¿£

2 ½«Ò»¸ö¿ÚÇÐ»»İª´ó\_Ù²é¿´Ä£Ê½¿£

ÄúÔÚÒ»¸ö°ñÖÐË×¸µÄ¹¤÷½«»á·ÓÔÚÁíÒ»¸ö°ñÖÐ¿£

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Ç²İÔÄ


Ê¹ÓÃİÄµµ´ó\_Ù


## Έύ³ΈίΆμμ´ό, Ù


Word ìá¹©ÁΕÖ»ÖÖìØÊâµÄ²έζ´·½Ê½°í¾¼ÄÖÖ±êìá¼¶±ðÑùÊ½ÖÃÓÚΈύ³ΈίΆμμ´ό, Ùì£´ό, Ù²έζ´·ÄÊÊ½°ü°¬ÁΕÖ»»ð´ό, ÙÄ, Ä´°íÖúÄúÑ, ÊÙíê³Ε¶Ö´ό, ÙµÄ²Ù×÷£¬±ÊÊÇÐΒ, Ä°ííÖÊ¾, ÷ÖÖ±êìá¼¶±ðì£

## Έύ³ΈίΆμμ´ό, Ù

- 1 ´Óì°íÄ¼þì±²Êµ¥ÖÐÑìÖñì°ÐÄ½²´ì±ÄüÁî (ALT, F, N) ì£
- 2 ´Óì°²έζ´·ì±²Êµ¥ÖÐÑìÖñì°´ό, ÙÄÊÊ½ì±ÄüÁî (ALT, V, O)ÇÐ»»µ½´ό, Ù²έζ´·ÄÊÊ½ì£
- 3 ¼üÊê±êìáì£  
Word ½«ìÄ±¾×Ö¶, ñÊ½²»¬¹Ö»¼¶±êìáì£
- 4 °° ENTER ¼ü£¬Ê»°ó¼üÊêìÄÖ», ð±êìá»ðÖýíÄ¶íÄäì£  
ÐÄ¼üÊêµÄÄÜÉÝÓêÇ°´í¼üÊêÄÜÉÝÓÐí¬ÑùµÄ±êìá¼¶±ðì£
- 5 îª, Ä±ä±êìá¼¶±ð£¬ÑìÖñìÄÄÐÄ³Ö»²Ù×÷£°

½¬¹ÄÇ...	µ¥»÷	»ð°íÄ
½ìµí¼¶±ð±êìá		ALT+SHIFT+

½ì, ß¼¶±ð±êìá  ALT+SHIFT+

Öíª±êìáµÄ  ALT+SHIFT+5  
ÖýíÄ¶íÄä ÖÜÉý×ÖÐì¼üÄìÉí

×øÊí£°Öª½«ÖýíÄ×ª»»îª±êìá£¬²í¼ü½«ÖýíÄ, Äîª±êìáì£

- 6 ÖÚ´ό, ÙÖÐ¶ÖÃÖ», ð±êìá°íÖýíÄ¶íÖØ, ´²½Öê 4 °í 5ì£

## ìáÊ¾

► Äüζ, ÉÖÖ, Ä±ä±êìá¼¶±ðÑùÊ½²µÄ, ñÊ½ì£²í¼ü, Ä±äÑùÊ½²µÄ, ñÊ½ì±äÄÄì£

## Çê²íÖÄ

Ê¹ÓÄíΆμμ´ό, Ù



## Ñ¡Ŧ'´ó\_ÙÖÐμÄÎÄ±¾

Äú¿ÉÒÔÊ¹ÓÃÓë±ê×¼²é¿ÆÊ½ÎàÍ¬μÄ²Ù×÷¹ý³|ÔÚ´ó\_ÙÄÆÊ½ÖÐÑ¡Ŧ'ÎÄ±¾£¬μ«ÓÐ¼\_μăÄýÍà£°

- ▶ μ±Êó±êÖ\_Öë½ðÍ»ÓÚÑ¡Ŧ'Ä\_ÖÐ£¬ËÇ¹úÍ'´ýË«»÷À´Ñ¡Ŧ'±êÌà£¬Word  
½«Ñ¡Ŧ'±êÌà¼°ÆäËùÊôμÄË«²¿ÖýÎÄ;£
- ▶ μ±Äúμ¥»÷±êÌàÄÔ±ßμÄ
- ▶ ·û°ÄÊ±£¬Word ½«Ñ¡Ôñ±êÌà¼°ÆäËùÊôË«²¿ÖýÎÄ;£
- ▶ ËÇ¹ú½«Ñ¡Ŧ'ÄÚÈÝ´ÓŦ'ÎÄÍ²À©Ô¹μ½ÎÄÔ»Ŧ'ÎÄμÄ¿ªÊ½£¬Word ½«Ñ¡Ŧ'Ä½Ŧ'ÎÄË«²¿ÄÚÈÝ;£

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## ÇëʹÔÄ

Ê¹ÓÃÎÄμμ´ó\_Ù

ÓÄ¼ûÄÎÑ¡Ŧ'ÎÄ±¾

ÓÄÊó±êÑ¡Ŧ'ÎÄ±¾

## ·Ö¼¶¶ïÔÊ¾ÒÑÓÐÎÄµµ

Äú¿ÉÒÒ·Ö¼¶¶ïÔÊ¾ÒÑÓÐÎÄµµ£¬ÒÒ±ã²é¿ÍÄµµµÄ×éÖ¯»ð¿ìËÙÐÞ,ÄÎÄµµ½á¹¹¿£

## ·Ö¼¶¶ïÔÊ¾ÒÑÓÐÎÄµµ

- 1 Èç¹ûÎÄµµ²»ÔÚ´ó·û²é¿ÍÄÊ½ÖÐ£¬´Ó¿²é¿Í±²Ëµ¥ÖÐÑ¿Ôñ¿´ó,ÙÄÊÊ½¿±ÄüÁî (ALT, V, O) ¿£  
¿²Ê½Ê±£¬ÎÄµµÖÐµÄÎÄ±¾ÊÇÇÖýÎÄ¶¶ÎÄ¿£
- 2 Ñ¿ÔñË±ã³Ê´ó,Ù±êìáµÄ¶¶ÎÄ¿£
- 3 ÐÞ,Ä±êìá¼¶¶±ð¿£²¿¼ü,Ä±ã´ó,ÙÖÐµÄ±êìá¼¶¶±ð¿£
- 4 ¶¶ÔËùÒ»ÐÞ,ÄµÄ¿¿Ò»»,ð±êìáÖÖ,²½Öè 2 °¿ 3¿£

## ìáÊ¾



ÔÚ±ê×¼²é¿ÍÄÊ½ÖÐ£¬Äú¿ÉÒÔñÊ¹ÓÄÆãËüÑùÊ½Ò»ÑùÊ¹ÓÄ±êìá¼¶¶±ðÑùÊ½¿£²¿¼üÊ¹ÓÄÑùÊ½¿£  
▶ ¿´ó,ÙÄÊÊ½¿±ÄüÁîÊ¹µÄÖÖ×é³µÎÄµµ,ü¼Ó¼ð±ã¿£²¿¼üÔÚ´ó,ÙÄÊÊ½ÖÐÒÆ¶¶ÎÄµµ¿£

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## Çë¶¶ÔÄ

Ê¹ÓÄÎÄµµ´ó,Ù

´ó,ÙÄ

## ‘òÓĭĀμμ´ó\_Ù

ÔÚ´ó\_Ù²éç´ĂĔĔ½ĬĀ½øĐĐ´òÓĭĔ±Ĕ¬Word

Ö»´òÓĭ/ĔĀĀ»ĔĭμĀ±ēĭā°ĬŸĬĀŋĬĀăĔ¬ĀúçĔÖŌĬ´ŸŌ´ç°ĭŌŬμp±ēĭāĀ´çøŌ/Ĕ´òÓĭμĀĬ½ÚĭĔ

## ‘òÓĭĀμμ´ó\_Ù

- 1 Èç¹ŭĬĀμμ²»ÔÚ´ó\_Ù²éç´ĂĔĔ½ÖĐĔ¬´Ōĭ°²éç´ĭ±²ĔμŋŊĭŌñ´ó\_ÙĂĔĔ½ĂŭĀĭ (ALT, V, O) ĭĔ
- 2 Ō´çª»òŌŬμp±ēĭāòŌĬŌĔ³¼Ĕŭòª´òÓĭμĀ´ó\_ÙĂÚĔŸĭĔ²ŋ¼ŭŌŬ´ó\_ÙŌĐŌŬμp±ēĭā¼°ŌŸĬĀ»òŌŬ´ó\_ÙŌĐŌ´çª±ēĭā¼°ŌŸĬĀĭĔ
- 3 ´Ōĭ°ĬĀ¼pĭ±²ĔμŋŊĔ¬ŊĭŌñĭ°´òÓĭĭ±ĂŭĀĭ (ALT, F, P) ĭĔ
- 4 ĔèŌĀĔĔŭĐè´òÓĭŊĭĭĔ¬²ŋ¼ŭ´òÓĭĬĀμμ¼°Ĕēĭā¹øĐĀĬçĭĔ
- 5 °ĭ°ĔĔ·ŋĭ±°ĀŋĭĔ

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Çě²ĬŌĀ

Ĕ¹ŌĀĬĀμμ´ó\_Ù

## „Ä±ä´ó ÙÖÐμÄ±êìâ¼¶±ð

Äú¿ÉÒÔ½«±êìâÉý¼¶μ½½¿,ßμÄ¼¶±ð£¬Ò²¿ÉÒÔ½«Æä½μ¼¶μ½½¿μ¿μÄ¼¶±ð¿£

## „Ä±ä´ó ÙÖÐμÄ±êìâ¼¶±ð

- 1 ÈðÎÄμμ²»ÔÚ´ó Ù²ê¿´Ä£Ê½ÖÐ£¬´Ó¿²ê¿´¿±²Ëμ×ÖÐÑ¿Ôñ¿´ó ÙÄ£Ê½¿±ÄüÁî (ALT, V, O) ¿£
- 2 Ñ¿Ôñ±êìâ¿£
- 3 Ñ¿ÔñÎÄÄÐÄ³Ò»²Ù×÷¿£

²Ù×÷

μ×»÷

»ò´

¿ìáÉý



ALT+SHIFT+

½μ¼¶ ▶

ALT+SHIFT+

½«±êìâ ▶▶

ALT+SHIFT+5

½μ¼¶¶ª ÔÚÉý×Ö

ÖýÎÄ Ð¿¼üÄìÉî

¿ì½Ý·½Ê½

▶

▶ Î¿¶

▶ »ò

▶ μ½±êìâμÄ×ó±ß»òÓÒ±ß¿£

μ±Äü¿´¿¶¿¿±·û°ÄÊ±£¬Word ÔÚÄ¿Ò»±êìâ¼¶±ðÉîÔÊ¾Ò»´¹Ö±ß¿£

×¿Éí£°ÔÚ±ê×¼²ê¿´Ä£Ê½ÖÐÄú¿ÉÒÔñÊ¹ÓÄÆäËüÊîÎñ½Ò»ÑüÊ¹ÓÄ±êìâ¼¶±ðÑüÊ½¿£Äü»¹¿ÉÒ²´

´ ALT+SHIFT+▶ »ò ALT+SHIFT+

▶ À´ìáÉý»ò½μ¼¶±êìâ¿£

## Çë¿ÖÄ

Ê¹ÓÄÎÄμμ´ó Ù

Ê¹ÓÄÑüÊ½

½«ÖýîÄ\_Äî±èlà

½«ÖýîÄ\_Äî±èlà

1 Èç¹ùîÄµµ²»ÔÚ´ó\_Ù²éç´Ä£Ê½ÖÐ£¬´Óì²éç´ì±²Ëµ¥ÖÐÑìÔñì´ó\_ÙÄ£Ê½ì±ÃüÁî (ALT, V, O) ¡£

2 Ñì¶¶ÖýîÄ¶¶îÄä¡£

3 ÔÚ\_ÙÒªÄ\_Éìµ¥»÷ ALT+SHIFT+► »ò ALT+SHIFT+  
►¡£

çì¹½Ý·¹½Ê¹½

►

► ½«ÖýîÄ¶¶îÄäÄÔ±ßµÄ

► ¶¶¶µ¹½×ó²ç¡£

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ÇěŕÔĂ

Ê¹ÓÃîÄµµ´ó\_Ù

## ÔÚ´ó, ÙÄÊÊ½ÖÐÒÆ¶±êìá°ÍÖýÎÄ

ÔÚ´ó, ÙÄÊÊ½ÎÄÊ¬Äú¿ÉÒÔÍ´ýÒÆ¶±êìáÀ´¿ÌËÜÖØ×éÍÄµµ¿ÖÔÚÄúÒÆ¶±Ò»ö±êìáÊ±Ê¬ÊÇ´ú, ±êìá°ÍÖýÎÄ±»ÖÜµµ½, Ä±êìáÎÄÊ¬Òò±êìáÎÄµÄËÜÖÐ, ±êìá°ÍÖýÎÄ¶¼½«Êæ±êìáÒ»ÆðÒÆ¶±¿Ê

## ÔÚ´ó, ÙÖÐÒÆ¶±êìá°ÍÖýÎÄ

► 1 ÊÇ´úÎÄµµ²»ÔÚ´ó, Ù²é¿ÆÊÊ½ÖÐÊ¬´Ó¿²é¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿´ó, ÙÄÊÊ½¿±ÄüÁÎ (ALT, V, O) ¿Ê

2 Í¶¶±êìá·ú°Ä (► »ò

► »òÖýÎÄ·ú°Ä (

► µ½ÐÄµÄÎ»ÖÄ¿Ê

Word ÒÆ¶±êìá¼°ÆäÊ«²¿ËÜÊðÎÄ±³¼¿Ê

► 1 ÊÇ´úÎÄµµ²»ÔÚ´ó, Ù²é¿ÆÊÊ½ÖÐÊ¬¬´Ó¿²é¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿´ó, ÙÄÊÊ½¿±ÄüÁÎ (ALT, V, O) ¿Ê

2 ÔÚ±êìáÖÐÉèÖÄ²äÊëµä¿Ê

3 Íª×¼±, ÒÆ¶±êìáÊ¬Ñ¿ÔñÎÄÄÐÄ³Ò»²Ü×÷À´ÖÜµµ±êìá¿Ê

► ÍªÒÆ¶±êìá¼°ÆäÊ«²¿ËÜÊðÎÄ±³¼¿Ê¬ÔÚÊý×ÖÐ¿¼üÄÌÉÍ°

¼ð°Ä¼üÊ¬Ö±µ½±êìáÎÄµÄÎÄ±³¼¿Ê«²¿ÖÜµµ¿ê±¿¿Ê

► ÍªÒÆ¶±êìáµ«²»°üÀ´ÆäËÜÊðÎÄ±³¼¿Ê¬ÔÚÊý×ÖÐ¿¼üÄÌÉÍ°¼°°Ä¼üÖ¹¿±êìáÎÄµÄÎÄ±³¼¿Ê

4 Ñ¿ÔñÎÄÄÐÄ³Ò»²Ü×÷À´ÒÆ¶±êìáÊ°

► °´ ALT+SHIFT+

► ½«±êìáÒÆµ½Ç°Äæ¶¶ÎÄäµÄÉÍ·½¿Ê

► °´ ALT+SHIFT+

► ½«±êìáÒÆµ½°óÄæ¶¶ÎÄäµÄÎÄ·½¿Ê

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## Çë¿ÎÄ

Ê¹ÓÄÎÄµµ´ó, Ù

## ÔÚ´ó\_ÙÄÆÊ½ÖÐÎª±êìà±àÂë

ÔÚ´ó\_ÙÄÆÊ½ÖÐÆ¬Äú¿ÉÒÔ×Ô¶¶¹ª±êìà°íÔÝÎÄ±àÂë¿ÆÍÐÂÛÄú°íÊ±ÖØ×é´ó\_ÙÆ¬Word ¶¼»á\_üÐÂª±à°À¿Æ

## ÔÚ´ó\_ÙÖÐÎª±êìà±àÂë

1 Èç¹üÎÄµµ²»ÔÚ´ó\_ÙÄÆÊ½ÖÐÆ¬¬´Ô¹²é¿´¿±²Ëµ¥ÖÐÑ¿Ôñ¿´´ó\_ÙÄÆÊ½¿±ÃüÁî (ALT, V, O) ¿Æ

2 ½øÔ»²½ÖÜµþ»ðÔ¹¿ª´ó\_ÙÆ¬¬Ô±µ½Ëü¼üÄÜËÝ½ðÍªËüÔª±àÂëµÄ¶¶ÎÄ¿Æ¿¹¼üÖÜ´ó\_ÙÖÐÖÜµþ±êìà¼°ÔÝÎÄ»ðÔÚ´ó\_ÙÖÐÔ¹¿ª±êìà¼°ÔÝÎÄ¿Æ

3 Ñ¿¶¶´Ôª±àÂëµÄ±êìà°íËüËðÎÄ±¼¶¶Î§¿Æ

4 ´Ô¹°¹¼³¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿´¶¶ÎÄ¿·ü°À°í±à°À¿±±ÃüÁî (ALT, O, B) ¿Æ

5 Ñ¿Ôñ¿´´ó\_Ù¿±Ñ¿¶¶Îª´ª±¼¿Æ

6 Íª±àÂëÑüË½Ñ¿Ôñ,ñË½¿Æ

7 Ñ¿Ôñ¿´Ë¶¶¿±´ª±¼¿Æ

×øËÍÆ°Èç¹üÑ¿Ôñ¿´×Ô¶¶¬\_üÐÂ¿±, Ñ¿¿ð¿ª¿´¶¶ÎÄ¿·ü°À°í±à°À¿±±¶¶Ô»°¿¿ðÖÐµÄÔ»»ð¿´´ó\_Ù¿±Ñ¿¶¶Îª¬¬ÄüµÄ±à°À»á×+ÍªAUTONUM Óð³ðÍÖ¿Æ¬´Ô¹²é¿´¿±²Ëµ¥ÖÐÑ¿Ôñ¿´Ôð´üÂë¿±¿ÉÍÔË³¼Æª±à°À¿ÆÓÐ¹ØÍê¿ÆÄÜËÝ¿¹¼üÎÖË³¼Ôð´üÂë°íÔðÄÜËÝ¿Æ

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## Çë¶¶ÎÄ


Ê¹ÓÃÎÄµµ´ó\_Ù

Ó¿ÓÃ°í\_üÐÂ´ó\_Ù±à°À

## ÔÚ´ó, ÛÄÊ½ÖÐÕÛµþ±êìà°ÍÖýÎÄ

Ê¹ÓÃ´ó, Û²éç´ÄÊ½£¬¬ÄúçÉÒÕÕ»ÍÖÊ¼Ñ¡¶±êìà  
¼¶±ð£¬½«´ó, ÛÕÛµþÒÕ²éç´»ðÕÐÐ, ÄÎÄµµÄ½á¹¹, £Í¹ýÕÛµþ±êìà£¬¬ÄúçÉÒÕ½«×øÒàÄ¹¼¬ÖÐÕÛÎÄ  
µµµÄÕ»ðÐÕ×éÕÉÍ£¬Ê°óÍ¹ýÕ¹ç±êìà£¬¬ÕÛ¹ÄÍ, ½ÛÐÕµÄ¹¤×÷¡£

## Ò»¹Ò»¼¶ÕÛµþ±êìàÎÄµÄÖýÎÄ

- 1 Êç¹ûÎÄµµ²»ÕÛ´ó, Û²éç´ÄÊ½ÖÐ£¬¬Ó¹²éç´¡±²Êµ¥ÕÐÑ¡Õñ¹°´ó, ÛÄÊ½½¡±ÃüÁÎ (ALT, V, O) ¡£
- 2 ÕÛÒªÕÛµþµÄ±êìàÕÐÉèÕÄ²àÊèµä¡£
- 3 ÕÛ´ó, ÛÄÊ¹µ¥»÷  »ðÕÛÊý×ÖÐ¡¼üÄÌÉÍ°´ÎÄ¼ð°Ä¼üÕ±µ½´ó, Û±»ÕÛµþ½ÊüÒª¼¶±ð¹°Õ¹¡£

## Í¬Ê±ÕÛµþ±êìàÎÄµÄËùÓÐÎÄ±¼

- 1 Êç¹ûÎÄµµ²»ÕÛ´ó, Û²éç´ÄÊ½ÖÐ£¬¬Ó¹²éç´¡±²Êµ¥ÕÐÑ¡Õñ¹°´ó, ÛÄÊ½½¡±ÃüÁÎ (ALT, V, O)  
¡£
- 2 Ñ¡¶¹Ò»ð»ð¶à, òÒªÕÛµþµÄ±êìà¡£
- 3 Ê«»÷±êìàÄÕ±ßµÄ►¡£
- ×øÊÍ£°Word ÕÛ´øÐÕÕÛµþÎÄ±¼µÄ±êìàÎÄÖÊ¼Ò»ìð»Òß¡£

## ìàÊ¼

- µ¥»÷
-  »ð°´ÎÄ ALT+SHIFT+A çÉÕÛµþ»ðÕ¹çªÎÄµµÕÐµÄÊ«²çÖýÎÄ¡£

## Çè¹ÒÄ


Ê¹ÓÃÎÄµµ´ó, Û



## ÔÚ´ó\_ÙÄÆÊ½ÖÐÕ¹¿±êìâ°íÖýÎÄ

Ê¹ÓÃ´ó\_Ù²é¿´ÄÆÊ½Æ¬Äú¿ÉÒÕ½«Ê«²¿»ð²¿·Ö  
´ó\_ÙÖÛµþÆ¬¬ÒÕ±ãíÖÊ¾ÊùÐèÊýÁ¿µÄÎÄµµÖýÎÄ°í±êìâ¼¶¶±ð¿ÆÄú»¹¿ÉÒÕÖ¹¿±Ö»ð  
´ó\_Ù¿Æì´´ýÖ¹¿±êìâ°íÖýÎÄÆ¬Äú¿ÉÒÕ¿µ½ÖùðÎÄµµ²¿ÖÙÆäÖÐ¹¤×÷Æ¬Ê»°óÖÛµþ±êìâÆ¬¬½«×¿ÒàÁ¹¼¬  
ÖÐÕÛÎÄµµµÄÖ»°ãÐÕ×éÖ¬Éí¿Æ

### Ò»¹Ò»¼¶¶Ö¹¿±êìâÎÄµÄÎÄ±¾

- 1 Êç¹úÎÄµµ²»ÔÚ´ó\_Ù²é¿´ÄÆÊ½ÖÐÆ¬¬´Ó¹²é¿´¿±²Êµ¥Ñ¿Öñ¿´ó\_ÙÄÆÊ½¿±ÄüÁî (ALT, V, O) ¿Æ
- 2 Í°Ò°Ö¹¿±µÄ±êìâÊèÖÃ²ãÊèµä¿Æ
- 3 ÔÚ´ó\_ÙÄ\_ÖÐµ¥»÷  »ðÔÚÊý×ÖÐ¿¼üÄìÉí°´¼°°Á¼üÖ±µ½ Word ÌÖÊ¾ÊùÒ°µÄ¼¶¶±ðÎ°Ö¹¿Æ

### Í¬Ê±Ö¹¿±êìâÎÄµÄÊùÓÐÎÄ±¾

- 1 Êç¹úÎÄµµ²»ÔÚ´ó\_Ù²é¿´ÄÆÊ½ÖÐÆ¬¬´Ó¹²é¿´¿±²Êµ¥Ñ¿Öñ¿´ó\_ÙÄÆÊ½¿±ÄüÁî (ALT, V, O) ¿Æ
  - 2 Ñ¿¶¶Ö»ð»ð¶¶à¿Ö°Ö¹¿±µÄ±êìâ¿Æ
  - 3 Ê«»÷±êìâÄÖ±ßµÄ►¿Æ
- ×¿ÊíÆ°Word ÔÚ´øÐÕÖÛµþÎÄ±¾µÄ±êìâÎÄÌÖÊ¾Ò»ð»Òìß¿Æ

### ìâÊ¾

- µ¥»÷  
 »ð°´ALT+SHIFT+A. ¿ÉÖÛµþ»ðÖ¹¿±ÎÄµµÖÐµÄÊ«²¿ÖýÎÄ¿Æ

### Çè¹ÖÃ

Ê¹ÓÃÎÄµµ´ó\_Ù

„Ä±äÔÚ´ó, ÛÄÊÊ½ÖÐÏÔÊ³¼μÄ±êìâ¼¶±ð±à°Ä

Äú¿ÉÔÔ¿ØÖÆ´ó, ÛÄÊÊ½ÖÐÏÔÊ³¼μÄ±êìâ¼¶±ð±à°Ä;í´´ý¼ðÐ; Word  
ËùÏÔÊ³¼μÄ±êìâ¼¶±ð±à°ÄÆ¬Äú¿ÉÔÔÖÄ, ù¿ìμÄËÛ¶ËÖÔÛÄμμÖÐÖÆ¶»ðÖ»´ðÓ¼ßÓÐìØ¶±êìâ¼¶±ð±à°ÄμÄÄÛËÝ;£

„Ä±äÔÚ´ó, ÛÄÊÊ½ÖÐÏÔÊ³¼μÄ±êìâ¼¶±ð±à°Ä

- ▶ 1 Èç´ûÏÄμμ²»ÔÚ´ó, Û²é¿´ÄÊÊ½ÖÐÆ¬´Ó¼²é¿´¿±²Ëμ¥ÖÐÑ;Ôñ¼´ó, ÛÄÊÊ½¿±ÄüÁî(ALT, V, O);£  
2 μ¥»÷, ÛÖªÄ, ÖÐμÄ±ä°Ä;£, Ä±ä°ÄÔÚÔëÄúμÄÖª¿´μÄ±êìâ¼¶±ð±à°ÄìàÖ»ÖÄ;£  

1	2	3
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- ▶ 1 Èç´ûÏÄμμ²»ÔÚ´ó, Û²é¿´ÄÊÊ½ÖÐÆ¬¬´Ó¼²é¿´¿±²Ëμ¥ÖÐÑ;Ôñ¼´ó, ÛÄÊÊ½¿±ÄüÁî(ALT, V, O);£  
2 °´ÏÄALT+SHIFT+XÆ¬´Ë´x ÊÇÄüËùÖª¿´μÄ±êìâ¼¶±ðμÄ±äÄë;£  
Ê´ÓÄ¼üÄìÊ²¿μÄËý×Ö¼ü;£ÄýËç°´ÏÄALT+SHIFT+3Æ¬Äü³¼Ï»ÄÛ¿´μ½  
´ó, ÛÖÐÇ°Ëý¼¶±êìâμÄÄÛËÝ;£  
×çÊì£°Word ÔÚ´ðÖÐÔÛμþÏÄ±³¼μÄ±êìâìÄÏÔÊ³¼Ö»ìð»Òìß;£

ìäÊ³¼

- ▶ °´ALT+SHIFT+A¼üÆ¬¿É½»ìæμØÖ»ÏÔÊ³¼±êìâ¼¶±ð»ðÏÔÊ³¼±êìâ¼¶±ð¼°ÆäËùËôÏÄ±³¼;£

Çë´ÏÖÄ

Ê´ÓÄÏÄμμ´ó, Û

İÔÊ¾Õû\_öÖýİÄſİ»ðÖ»İÔÊ¾µÚÒ»ÐÐ

Í~¹ýÕÛµþÖýİÄ ſİÄä¿ÉÖ»²é¿ Ä¿ſİµÄµÚÒ»ÐÐ£¬ÖâÑù¼  
¿¿ÉİáÊ¾ÄûÄ¿ſİµÄÄÚÉÝ£¬İ¬Ê±ËðſİÄµµµÄ³»ſİÊ¿£

İÔÊ¾Õû\_öÖýİÄſİ»ðÖ»İÔÊ¾µÚÒ»ÐÐ

- 1 Èç¹ûİÄµµ²»ÔÚ´ó\_Ù²é¿ Ä£Ê½ÖÐ£¬´Ó¿²é¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿´ó\_ÙÄ£Ê½¿±ÄûÁİ(ALT, V, O)¿£
- 2 °´ALT+SHIFT+F¼ü£¬¿ÉÒÔ½»İæµØİÔÊ¾Õû\_öÖýİÄſİÄä°İûÓÐſİÄäµÄµÚÒ»ÐÐ¿£

ÇěİÖÄ

Ê¹ÓÄİÄµµ´ó\_Ù

## ÔÚ´ó\_ÙÄÊÊ½µÃÎÄµµÖÐÒÆ¶

´ó\_Ù²é¿´ÄÊÊ½ÎÖÊ¾ÄÊÎÄµµµÄÖÙµþÊÓÍ¼£¬Öâ¾ÍÊ¹ÔÚÎÄµµÖÐ¿ìËÙÒÆ¶±äµÃ\_üÊÝÒ×;£

## ÔÚ´ó\_ÙÄÊÊ½µÃÎÄµµÖÐÒÆ¶

- 1 Èç¹üÎÄµµ²»ÔÚ´ó\_Ù²é¿´ÄÊÊ½ÖÐ£¬´Ó¿²é¿´¿²Ëµ¥ÖÐÑ¿Ôñ¿´ó\_ÙÄÊÊ½¿±ÃüÁî(ALT, V, O);£
- 2 ½«ÎÄ±¾ÖÙµþµ½ËùÒªµÃ¼¶±ð;£²¿½üÔÚ´ó\_ÙÖÐÖÙµþ±êìá¼°ÖýÎÄ»ðÔÚ´ó\_ÙÖÐÖ¹¿±êìá¼°ÖýÎÄ;£
- 3 ½«²ªÈëµäÒÆµ½ìèÒª²é¿´µÃ±êìá;£
- 4 ´Ó¿²é¿´¿²Ëµ¥ÖÐÑ¿Ôñ¿´±ê×¼ÄÊÊ½¿±ÃüÁî(ALT, V, N)£¬ÇÐ»»»»Ø±ê×¼²é¿´ÄÊÊ½;£

## ìáÊ¾

- ÔÚÒ»ð´, ñÖÐÊ¹ÓÃ´ó\_Ù²é¿´ÄÊÊ½¿ÖÙµþµÃÎÄ±¾£¬¶øÔÚÁîÒ»ð´, ñÖÐÊ¹ÓÃ±ê×¼²é¿´ÄÊÊ½£¬ÄüÒ²ÄÜ¹»ÔÚÎÄµµÖÐ¿ìËÙÒÆ¶;£²¿½ü²ð·Ö´ó\_Ù»ð´·Ö²ð·Ö´ó\_Ù.

Çè²¿ÔÃ

Ê¹ÓÃÎÄµµ´ó\_Ù

·ÖÖ³

·ÄÊö

·ÖÖ³

×ÔŦ<sup>⁻</sup>²âÊë·ÖÖ³·û

ÈÈ¹¤²âÊë·ÖÖ³·û

·ÖÖ³¿ØÖÆ

Ê¹ŦÎÄäÖÐμÄÊùÓÐÐÐ·ÄÔÚÍ¬Ò»Ö³ÉĬ

°ÑÒ»×éŦÎÄä·ÄÔÚÍ¬Ò»Ö³ÉĬ

½«ĬØÊâμÄŦÎÄä´òÓĬÔÚÒ³Ê×

ÔÊÐŦŦĬÐÐ°Ĭ¹ÄÐÐ

É³⁄₄ý·ÖÖ³·û

È³⁄₄ýÓ²·ÖÖ³·û

²é¿´·ÖÖ³·û

²é¿´·ÖÖ³·û

$$\frac{1}{2} \ddot{A} \ddot{U} \frac{1}{2} \acute{e} \acute{E} \ddot{U}$$

## ×Ô¶²āĖĖ·ÖÖ³·û

Word ¼ÆĖĖāĭĭĀúÒ»Ö³μĀĬĀ×ÖĀĴĤ-ÔÚ´ĖÖ³±»ĭĭĀúĖ±Ĥ-Word

²āĖĖÖ»,öÖĀĐĖĬĬ±Ė¼μĀĭ°Ėĭĭ±·ÖÖ³·ŭĤ-ĖĬĖö¹ĬĀŬ±»³ÆĬ°öĬ·ÖÖ³ĭĤWord

ĴĖÖÖ¼ðĐĐ×Ô¶·ÖÖ³Ĥ-Ö²ĴĖÖÖĬ·ŷĀŭĀ¼¼ðĐĐĖĖ¹ðÖĐĀ·ÖÖ³ĭĤWord ÔÚ×Ĭ-Ā·ÖĐĬÖĖ¼Ö³ĀĖĭĤ

## ĴĀ±ā°öĬ·ÖÖ³

1 ´Ó¹²¼Ĭ²Ėμ×ÖĐĤ-ŊĭÔĭĭ°ŊĭĬĭĭ±ĀŭĀĭ (ALT, O, O)ĭĤ

2 ÔÚĭ°·ÖĀāĭ±ĴòĐĐĤ-ŊĭÖĐĭ°Ö»°āĭ±ŊĭĬĭĤ

3 ÔÚĭ°ĖĖÖĀĭ±ŊĭĬĭĀĤ-ŊĭÔĭĬĀĀĐĀ³Ö»²Ŭ×÷Ĥ°

► ĭāĖ¹×Ĭ-Ā·ÖĐμĀÖ³ĀĖĀŬĖæ±ā¼¹²×÷ĖæĖ±,ŭĐĀĤ-ŊĭÔĭĭ°öĬ·ÖÖ±āÖ³ĀĖĭ±,ŊĭĴòĭĤ

► ĭāĖĖÖö¼Ö¹²×÷ĀŬ´æ°ĬĖŬ¶ĖĤ-Çā³ŷĭ°öĬ·ÖÖ±āÖ³ĀĖĭ±,ŊĭĴòĭĤ

4 ŊĭÔĭĭ°Ė·¶ĭĭ±°·Ā×ĭĤ

## ÖĀĭ°ÖĐĐĀ·ÖÖ³ĭ±ĀŭĀĭÖĐĐĀ·ÖÖ³

ŊĭÔĭĭ°Ė·¶ĭĭ±°·Ā×ĭĤ

► ´Ó¹¹²¼Ĭ²Ėμ×ÖĐĤ-ŊĭÔĭĭ°ÖĐĐĀ·ÖÖ³ĭ±ĀŭĀĭ (ALT, O, A).

×ĴĖĬĤĖĖ¹ŭĬ¼ĐĬ»ò±ĤĐĐ³-³öÖ³ĀæĖŭĖĤμĀĴ·Ö°×Ĭ»ÖĀĤ-ÖÖ³»ā¼«Ĭ¼ĐĬ»ò±ĤĐĐ·ĀÔŬĬĀÖ»Ö³ĖĬĭĤ  
ĬāĖ¼

ĬĀĖöÇéĴö¼«μ¼ÖĀÔŬÖ»Ö³ÖĐ¼ā³öĬÖ²»ĐĖòμĀ·ÖÖ³Ĥ°

► ¶ĬĀā,ŊĖĖ¼ĭ¹·¶ĬÇ°·ÖÖ³ĭ±ĭĴĭ°ÓĖĬĀ¶ĬĬ-Ö³ĭ±»òĭ°¶ĬÖĐ²»·ÖÖ³ĭ±ĭĤ

► ½Ā×Ĵ±»ĖĖÖĀĬ°ÓĖÆāÖŷÓĀ°Ā·òÖĭÔŬĬ-Ö»Ö³ĖĬĭĤ

► ·Ö¼Ŭ·ŭ·ðÖĐĭ°×ÖĬĀÖ³Æöĭ±ŊĭĬĭĖĖÖĀĭĤ

► ·Ö¼Ŭ·ŭ·ðÖĐĭ°×ÖĬĀÖ³Æöĭ±ŊĭĬĭĖĖÖĀĭĤ

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## ÇĖ²ĬĀ

·ÖÖ³

ÈÈ¹²àÈè·ÖÖ³·û

Äú¿ÉÒÐÐ,ÄÓÉ Word

×Ö¶ÉèÖÄ°¿àÈèµÄ·ÖÖ³·û¿ÈÈ¹¼ÓÈèµÄ·ÖÖ³·û±³ÆÍªÓ²·ÖÖ³·û£¬ÓÄ¼ÓÖØµÄÐéÍß±íÊ³¼¿

ÈÈ¹²àÈèÖ»öÓ²·ÖÖ³·û

1 ½«²àÈèµ¶¶Í»ÔÚÒª·ÖÖ³µÄÎ»ÖÄ¿

2 ´Óª²àÈè±²Èµ¥ÖÐ£¬Ñ¿Ï¿·Ö,Ï±ÄüÄî (ALT, I, B) ¿

3 Ñ¿Ï¿·Ö·¶¿±·Ä¥¿

Word ½«·ÖÖÐÄµÄ·ÖÖ³·ûµ÷Öü·ÖÖ³¿

¿½¿·½Ê½



°ÍÄCTRL+ENTER ¼ü¿

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Çë¿ÖÄ

·ÖÖ³



Ê¹¶ÎÂäÖÐµÄËùÓÐÐÐ·ÀÔÚÍ¬Ò»»Ò³ÉÏ

ÄúĲÉòÔ±ÜÄâ½«Ò»¸ŋĴÎÄµÄÄÚËÝ·Ö·ÄÔÚÄ½Ô³ÉĴĲËĲ¹uÔÚ  
 'òÓĴĒ±ò»¸ÖŮŋĴ²»ÄÜ·ÄÔÚÔ»Ô³Ö®ÖÐ£-Word Ôò½«ÖŮŋĴÎÖÆÖÄÎÄÔ»Ô³Ĳ¹Ĳ

## °ÑŋîÂäÖĐµÄËùÓĐĐĐ·ĂÔÚÒ»Ò³Éİ

- 1 Èç¹ùŋŋĀāÖÐ·øÓÐÖ²·ÖÖ³·ŭ£ŒŒ¹ŸŒŸŸ·ÈÖ²·ÖÖ³·ŭ£ŒÈ»ºº·Ā DEL ¼üĈÉÆā½κÉ¾ýŸ£  
2 ÔÚ²»ĭē·ÖÖ³·μĀŋŋŌÐÉèÖĀ²āÈēμāŸ£  
3 ´ŌŸ·ŋĒ½Ÿ±²È·μŌÐ£ŒŒŸŌŋŸ°ŋŋĀā±ĀŭĀŒ (ALT, T, P) Ÿ£  
4 ÔŪ·Ÿ·ÖÖ³Ÿ±ŒŸŸŒŸŌŸÐ£ŒŒŸŌŋŸ°ŋŋŌÐ²»·ÖÖ³Ÿ±·ŒŸŸŌŸ£  
5 ŒŸŌŋŸ°È·ŸŸŸ±°·ĀŸŸ£

Çë²îÔÄ

$$\underline{\underline{\cdot\ddot{O}\ddot{O}^3}}$$

## °ÑÒ»×éŋĬĀă·ĀÔÚÍ-Ò»Ò³ÉĬ

Äú¿ ÉÒÔ±ÜÃâÔÚÁ½ŋĬÖ®¼ă²ăĒë·ÖÒ³·ŋĬªÀýĒç£¬Ĭ£Íŋ½«±ēĭă¼°Ēæ°óμÄŋĬĀă±  
£ĀôÔÚÍ-Ò»Ò³ÉĬ£¬»ðÕß½«ĀĐ±ÍÖĐμĀĒŋÔĐ±ĬĬ±  
£ĀôÔÚÍ-Ò»Ò³ÉĬ;£Ēç¹ŋÔ³μ×²»ÄÜĒÝĀĒμÚŋpŋĬμĀĬ·Ā½ĐĐ£¬ĀÇĀ´ Word  
Ôð½«μÚÒ»ŋĬμĀ×Ĭ°óĀ½ĐĐ·ĀÔÚĬĀÔ»Ò³·ðŌĬ;£

## °ÑÒ»×éŋĬĀă·ĀÔÚÍ-Ò»Ò³ÉĬ

- 1 ÔÚμÚÒ»ŋĬÖĐÉèÖĀ²ăĒëμă;£
- 2 ´ŌĬ°·ŋĒ½Ĭ±²Ēμ¥ÖĐ£¬ŊĬÔŋĬ°ŋĬĀăĬ±ĀŋĀĬ (ALT, T, P) Ĭ£
- 3 ÔÚĬ°·ÖÒ³Ĭ±ŊĬĬ¿ðÖĐ£¬ŊĬÔŋĬ°ÓĕĬĀŋĬĬ-Ò³Ĭ±, ´ŊĬ¿ðĬ£
- 4 ŊĬÔŋĬ°Ē·ŋĬ±°´Ā¥Ĭ£

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ÇěŋĬĀ

·ÖÒ³

½«ìØÊâµÄ¶ÎÂä´òÓ;ÔÚÒ³Ê×

Äú¿ÉÒÒ½«Ä³Ò»Ö¶¶¶ÎÂä·ÄÔÚÒ»Ò³µÄ¿·¿·ÄýËç£°Ò»ö½éÉÜÐÄÖ÷ìâµÄ¶¶ÎÂä¿£

½«ìØÊâµÄ¶¶ÎÂä´òÓ;ÔÚÒ³Ê×

- 1 ÔÚÖ¶¶¶ÎÂäÖÐµÄËîµØ·½ÉèÖÃ²äËëµä¿£
  - 2 ´Ó¿·ñÊ½±²Ëëµ¥ÖÐ£¬Ñ;Ôñ¿·¶¶ÎÂä±ÄúÁî (ALT, T, P) ¿£
  - 3 ÔÚ¿·ÖÒ³±Ñ;î¿òÖÐ£¬Ñ;Ôñ¿·¶¶ÎÇ°·ÖÒ³±,´Ñ;¿ò¿£
  - 4 Ñ;Ôñ¿·Ë·¶¶¿·´Á¿¿£
- ×çÊî°¿ÁËÉ¼³ý·ÖÒ³·û£¬±ØÐëÇä³ý¿·¶¶ÎÇ°·ÖÒ³±,´Ñ;¿ò¿£

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Çë¿ÖÄ

·ÖÒ³

## ÔÊĐİŦİĐĐ°İ'ÂĐĐ

Word

×ÔŦŦ̄¼ı²éŦİĐĐ°İ»İĐĐĐ-ÒÔ±ÜĂăÊ¹ÓĂ²»°İÊÊμĂ·ÖÖ³·ŦİĐĐÖ,μĂÊÇÒ»„öŦİμĂ×İ°óÔ»ĐĐ±»μ×ŦİĂİÖÊ³¼  
ÔÚİĂÒ»Ô³μĂμÚÔ»ĐĐĐ»¹ÂĐĐÖ,μĂÊÇÒ»„öŦİμĂμÚÔ»ĐĐ±»μ×ŦİĂİÖÊ³¼ÔÚÇ°Ô»Ô³μĂ×İ°óÔ»ĐĐİĐÊ¹ÓĂ  
'Ê·½·°·Đ-İĂ×ÔĴÉÔÔİİĂúÔ³ĂæĐ¬»òÊÇÔÚĂĴÔ»Ô³Éİ'òÔİÔ»ŦİÊýĂĴμĂĐĐİĐ

## ÔÊĐİŦİĐĐ°İ'ÂĐĐ

- 1 'Óİ°¹ı³¼ßİ±²Ěμ×ÖĐĐ¬ŦİÔŦİ°Ŧİİİİ±ĂüÁİ (ALT, O, O) İĐ
- 2 ÔÚİ°·ÖĂăİ±ĴòÖĐĐ¬ŦİÔŦİ°·òÓİİ±ŦİİİİĐ
- 3 ÔÚİ°Ö»ŦİÔμ±Ç°İĂμμÓĐĐĐμĂŦİİİİ±İĂĐ¬Çă³ýİ°ŦİĐĐĐ¬¹ÂĐĐİ±,ŦİĴòİĐ
- 4 ŦİÔŦİ°Ê·Ŧİİ±°·Ă×İĐ

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ÇěŦİĂ

·ÖÖ³

É³⁄₄ýÓ²·ÖÖ³·û

ÈðÒª,Ä±äÖ»Ò³μÄζªÊ¹⁄₄»òÖÖÖ¹Î»ÖÃ£¬ζÉÒÔÉ³⁄₄ýÓ²·ÖÖ³·ûj£

ÔÚ±ê×¹⁄₂êζ´Ä£Ê¹⁄₂ÖÐÉ³⁄₄ýÓ²·ÖÖ³·û

1 Ñj¶´ÒªÉ³⁄₄ýμÄÓ²·ÖÖ³·ûj£

Ó²·ÖÖ³·ûÓÃ¹⁄₄ÓÖØμÄÐéÍß±íÊ³⁄₄j£

2 °´ÎÄ DEL ¹⁄₄ûj£

ÔÚ´òÓjÔªÄÄ£Ê¹⁄₂ÖÐÉ³⁄₄ýÓ²·ÖÖ³·û

1 ´Ój´¹Ä¹⁄₄pj±²Êμ¥ÖÐ£¬ÑjÔñj´´òÓjÔªÄÄj±ÃüÁî (ALT, F, V)j£

2 ÔÚ´òÓjÔªÄÄìðÉÍ£¬ÑjÔñj´Ò³±ß¹⁄₂çj±´´Ä¥j£

ÔÚ´òÓjÔªÄÄ·¹⁄₂Ê¹⁄₂£¬Ó²·ÖÖ³·ûÒÔÊμÍß±íÊ³⁄₄j£

3 ¹⁄₂«Ó²·ÖÖ³·ûÎÄêËùÔÚÒ³j£

É³⁄₄ýÓÄj°¶ÍÇ°·ÖÖ³j±ÑjÎ²ªÈëμÄÓ²·ÖÖ³·û

Èç¹ùÓ²·ÖÖ³·ûÊÇÍ´¹ýj°¶ÍÇ°·ÖÖ³j±ÑjÎ²ªÈëμÄ£¬ÄÇÃ´Çª³ý´ËÑjÎ³⁄₄ÍÄÜÉ³⁄₄ýÓ²·ÖÖ³·ûj£

1 ÔÚ·ÖÖ³·ûÖ®óμÄ¶ÍÖÐÉèÖÃ²ªÈëμäj£

2 ´Ój´,ñÊ¹⁄₂j±²Êμ¥ÖÐ£¬ÑjÔñj°¶ÍÄäj±ÃüÁî (ALT, T, P) j£

3 ÔÚj´·ÖÖ³j±ÑjÎ²ªÈëμÄ£¬Çª³ýj°¶ÍÇ°·ÖÖ³j±, ´Ñjζòj£

4 ÑjÔñj´Ê·¶j±´´Ä¥j£

ÌäÊ³⁄₄

► ÎªÄÊ²êÖÖÓ²·ÖÖ³·û°ÍÓ²·Ö¹⁄₂Ú·û£¬ζÉÒÔ´Ój´±à¹⁄₄-

j±²Êμ¥ÖÐÑjÔñj´²êÖÖj±ÃüÁî£¬ÔÚj´²êÖÖÄÜËÝj±ζòÖÐ¹⁄₄üËêªd£¬Ê»°óÑjÔñj´²êÖÖÏÄÖ»,öj±´´Ä¥j£  
×çÉÍ£°´Ë¹ý³j²»ÄÜ²êÖÖÓÄj°¶ÍÇ°·ÖÖ³j±ÑjÎ²ªÈëμÄÓ²·ÖÖ³·ûj£

Çë²îÖÃ

·ÖÖ³

## ²é¿´·ÖÖ³·û

ÔÚ´òÓĴĀµµÖ®Ç°

£¬Āú¿ÉÒÓŌĀ¼,ÖÖ²»Ĵ¬µĀ·½Ē½²é¿´·ÖÖ³·ûĴÔÚ±ē×¼²é¿´ĀĒĒ½ÖÐ£¬Āú¿ÉÒÓ¹®ĴĴĀµµĀ  
²é¿´·ÖÖ³·û£¬±à¼²®ÖÐĀ±àĀĀ,ĥĒ½ĴĴÔŪÔŪÖ³²é¿´ĀĒĒ½ĴĀ£¬ĀúĒû¿´µ½µĀÖ³Āæ²¼¼ÖÖē

´òÓĴĒ±ĒûĀŪ¿´µ½µĀĴēĒ«ĴāĴ¬Ĵ£

´òÓĴÔµĀĀĀĒĒ½ÖÖĒ®ÐĴµĀ±ĒĀŷĴÔĒ³¼ĀŪĒŸ£¬ĒĒ¹Āú²»Ē¹ÓĀ¹®ĴĴ®£¬¼ĴĀŪÖ»Ĵ¿´µ½Ö»ÖŪÖ³»®Ĵā,òÖ³Ĵ  
£

## ÔÚ±ē×¼²é¿´ĀĒĒ½ÖÐ²é¿´·ÖÖ³·û

×®ĒĴ£°±ē×¼²é¿´ĀĒĒ½ĒÇĀ¬ĒĴµĀ²é¿´·½Ē½Ĵ£

► ´ÓĴ²é¿´Ĵ±²Ēµ¥ÖÐ£¬ĴĴÔĥĴ°±ē×¼ĀĒĒ½ĴĴ±ĀŪĀĴ (ALT, V, N) Ĵ£

## ÔÚÔŪÖ³²é¿´ĀĒĒ½ÖÐ²é¿´·ÖÖ³·û

1 ´ÓĴ²é¿´Ĵ±²Ēµ¥ÖÐ£¬ĴĴÔĥĴ°ÔŪÖ³ĀĒĒ½ĴĴ±ĀŪĀĴ (ALT, V, P) Ĵ£

2 Ē¹ÓĀ¹®ĴĴ®»ò° PAGE UP °Ĵ PAGE DOWN ¼Ū¹®ĴĴµ½Ö³µĀĴ¥²¿°Ĵµ×²ĴĴ£

## ÔÚ´òÓĴÔµĀĀĀĒĒ½ÖÐ²é¿´·ÖÖ³·û

1 ´ÓĴ°ĴĀ¼ĴĴ±²Ēµ¥ÖÐ£¬ĴĴÔĥĴ°´òÓĴÔµĀĀĀĴĴ±ĀŪĀĴ (ALT, F, V) Ĵ£

2 ĴĴÔĥĴ°Ö³±Ĵ½ÇĴ±°Ā¥Ĵ£

ĒÇ°ĴÔÚ´òÓĴÔµĀĀĀĒĒ½ÖÐµ÷ÔŪ·ÖÖ³·û£¬ĴĴ°Ĵ¼ÔÚ´òÓĴÔµĀĀĀĒĒ½ĴĴĴĀ¹µ×÷Ĵ£

×®ĒĴ£°ĴĀŪĀŪ°Ĵē±ĴĴÔĥĴ°ÔŪÖ³ĀĒĒ½ĴĴ±»òĒÇĴ°´òÓĴÔµĀĀĀĴĴ±ĀŪĀĴ£¬Word Ĵ¼×ÔĴĴĴÔĴĀµµÖÐĀ·ÖÖ³Ĵ£

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## ÇēĴÔĀ

·ÖÖ³

±àAAÒ³Âë

ÄÊö

Ò³Âë±àAA·½Ê½

Ö»²âÊëÒ³Âë

ÔÚÒ³Ã¼°ÍÒ³½ÄÖÐ²âÊëÒ³Âë°ÍÖýÎÄ

ÔÚμÚÒ»Ò³Éĭ¼ÓÒ³Âë

Ä±äÒ³Âë,ñÊ½

Ä±äÆðÊ¼Ò³Âë

É³⁄₄ýÒ³Âë

øÊ÷Öý°ÍÄ¿Â¹±à°Ä

ÓÃÖÂ°Ä°ÍÒ³Âë,øÎÄμμ±àÊ÷Öý

±àAAÊ÷ÖýÎÄ×Ö°ÍÒ³Âë¼ä×Ö·ûμÄ,ñÊ½

ÓÃÖÂ½Ú°Ä°ÍÒ³Âë±à×«Ä¿Â¼

## ±àAAÒ³Äë

Ê¹ÓÃ Word£¬¿ÉÒÒ¼òµ¥¶¶øŒ, ÊÛµØ±àAAÒ³Äë£¬Word »¹ÊæÊ±×Ô¶¶, üÐÂÒ³ÄëÒÒ±  
£³ÒÒ³ÄëÏÖÊ³¼×ÛÎªÎÄµµµ±Ç°µÄÊµ¼°ÊÒ³Äë¿£ÒÒ³Äë³òÏÖÒÓÛÖòÒ³²é¿·½Ê¹½°Í·òÓ¿Ò±AAÖÐ¿£

Word ½«Ò³Äëµ±×öÒ³Ã¼»òÒ³½Ä²¿·Ö²âÊëµ½ÎÄµµÖÐ¿£¿ÉÒÒÓÃ½ÖÖ·½Ê¹½²âÊëÒ³Äë£°

- Êç¹ûÒ³Ã¼»òÒ³½ÄÖÐÖ»°ü°¬Ò³Äë£¬ÇëÊ¹ÓÃ¿Ò³Äë¿±ÃüÁ¿¿£
- Êç¹û³ýÒ³Äë¿£¬»¹Ò³¼ÓÉÎÄ×Ö£¬ÒòÊ¹ÓÃ¿Ò³Ä¼°£¬Ò³½Ä¿±ÃüÁ¿¿£

¿ÉÒÒÒÓÛÎÄµµ»òÎÄµµµÄ²»Í¬½ÚÖÐ×Ô¶¶,Ò³Äë±àAA·½Ê¹½¿£Ä¿Êç£¬¿ÉÒÒÎªÎÄµµµÄ¿¿Ò»Ò³±àÄë¿µ±ÎÄµ  
µµÄµÓÒ»Ò³Îª,ÄÊö»ò·âÄæÊ±Ò²¿ÉÒÒÏø¹ýµÓÒ»Ò³¶¶,ÓµÓ¶¶Ò³¿·Ê¹¼±àÄë£¬²¿ÒÒ¿²¿±×÷Îª,ÄÒ³Ò³Äë¿  
·Ê¿£¬Êç¹ûÏÖÓÃÒ³Ã¼°ÍÒ³½ÄÇø·Ö²»Í¬µÄ½Ú£¬¿ÉÒÒÒÓ,÷,ö½Ú·Ö±ð¶¶,ÒâÆäÒ³Ã¼¼°Ò³½Ä¿¿ÖÓÒ»»,ö  
½ÚÖÐ£¬Word ±àAAµÄÒ³ÄëÊç¿¬ÐøµÄ¿£

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## Çë¹ÖÄ

¶ÄÜ½°ÉÜ



## Ö»²āĖëÒ³Āë

ĴÉÒŌĬˆˆŷŌŬĬĀμμÖĐĖāĖëÒ³ĀëμĀ·½ˆˆˆ±āĀĀÒ³ĀëŁ¬²Ĵ½«Æā×÷ĬªÒ³Ā¼₄»òÒ³¹½ĀμĀÖ»²Ĵ·ÖĵŁÒ³ĀëĴÉÒŌ×  
÷ĬªÒ³Ā¼₄»òÒ³¹½ĀμĀĬˆˆŌ»ĀŬĖŸŁ¬Ò²ĴÉ¼ŌĖëÆāĖëŭĐĀĬĴ  
ĵŁÖĐ¹ŌĬēĬĀŬĖŸŁ¬²Ĭ¼ŭŌŬŌ³Ā¼₄Ō³¹½ĀÖĐ²āĖëÒ³ĀëŌĬŶĬĀĵŁ

## Ö»²āĖëÒ³Āë

- 1 ĖĴ¹ŭĬĀμμŌĐŦĤā,ŏ½ŬŁ¬ŌŬ¹½ŬŌĐĬāŌĵμĀĬ»ŌĀĖëŌĀ²āĖëμāĵŁ
- 2 ˆŌĵ²āĖëĵ±²ĖμŲŌĐŦĵŌŋĵ°Ò³Āëĵ±ŁˆˆALTŁ¬ĬŁ¬ŬŁŌĵŁ  
×ĴĖĬŁ°ĖĴ¹ŭĀŭĖĖˆŌĀĵ°Ò³Āëĵ±ĀŭĀĬ±āĀĀÒ³ĀëŁ¬Word ½«²»ŌŬμŬŌ»Ō³ĖĬˆŌŌĵŌ³⁰ĀĵŁ
- 3 ŌŬĵˆĬ»ŌĀĵ±Ā,ŌĐŁ¬Ō,ŦˆˆŏŌĵŌ³ĀëμĀĬ»ŌĀŁ°  
► ŌŬŌ³μĀĖĬ±Ĭ½ĴĬˆˆŏŌĵŌ³ĀëŁ¬ĴĖŦĵŌŋĵ°Ō³Ā¼₄ĵ±ˆˆĀŲĵŁ  
► ŌŬŌ³μĀĬĀ±Ĭ½ĴĬˆˆŏŌĵŌ³ĀëŁ¬ĴĖŦĵŌŋĵ°Ō³¹½Āĵ±ˆˆĀŲĵŁ
- 4 ŌŬĵˆŦŦŌÆĖ·½Ė½ĵ±ŦĵĬĬĴŏŌĐŁ¬Ō,ŦŦŌ³ĀëŦŦŌÆĖμĀĬ»ŌĀĵŁ

## ŦŌÆĖĬ»ŌĀ      ŦĵŌŋ

- ŌŬ×ŏ±Ĭ½ĴŦŦŌÆĖ    ×ŏŦŦŌÆĖ  
ŌŬŌ³ŌĐĐĀŦŦŌÆĖ    ¾ŌŌĐ  
ŌŬŌŌ±Ĭ½ĴŦŦŌÆĖ    ŌŌŦŦŌÆĖ  
5 ŦĵŌŋĵ°ĖˆˆŦĵ±ˆˆĀŲĵŁ

## ĴĖ²ĬŌĀ

±āĀĀÒ³Āë

Ò³Ā¼₄ŌĬŌ³¹½Ā

0³Ã¼°!0³¹½Ã¼³£ü°-!ó×÷0ßÃû!ç!ÃµµÃû!ç½Ú»ò0Ã½Ú±è!à00¼°ÈÖÆÚµÈÐÃ!ç  
 !£Äü»¹¿É00ÔÚ0ãÐ©ÐÃ!ç0Ð¼ÓÈè0³Âè£

[illegible]
$$\pm \frac{1}{2} \frac{\partial \ln \Omega}{\partial \ln \Omega^3}$$

ÔÚ'°\_ñ¼äÒÆ¶

## ÔÚμÚÒ»Ò³Éİ¼ÓÒ³Âë

Èç¹ûÄúÊ¹ÓÃ¼°Ò³Âë¼±ÃüÁî±àÄÄÒ³Âë£¬Word ²»ÔÚ½Ú»òÎÄμμμÄÊ×Ò³Éİ  
´òÓ¼Ò³Âë££Èç¹ûÖ»ÓÐÒ»½Ú£¬Äú¿ÉÒÖÇã³ý¼°Ê×Ö³²»Í¬¼±Ñ¼ÎÄ´ÎÎÄμμ»ò½ÚμÄÊ×Ò³²àÊëÒ³Âë££

## ÔÚμÚÒ»Ò³Éİ¼ÓÒ³Âë

- 1 ÔÚ¼°²ë¿¼¼±²Ëμ¥ÖÐ£¬Ñ¼Ôñ¼°Ò³Ã¼£¬Ò³½Ä¼±£¬ALT£¬V£¬H£©¼£
- 2 Çã³ý¼°Ê×Ò³²»Í¬¼±Ñ¼Ôñ¿ò¼£
- 3 Ñ¼Ôñ¼°È·¶¼±°´Ä¥¼£
- 4 Ñ¼Ôñ¼°¹Ø±Ö¼±°´Ä¥£¬¹Ø±ÖÒ³Ã¼»òÒ³½Ä°´,ñ¼£

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## Çë²ÎÖÃ

±àÄÄÒ³Âë

Ò³Ã¼°ÍÒ³½Ä

ÔÚ°´,ñ¼äÖÆ¶¼

## „Ä±äÒ³Äë,ñÊ½

Äú¿ÉÒÔÔÛÎÄµµµÄ½ÚÖÐ„Ä±äÒ³ÄëµÄ,ñÊ½¿

## „Ä±äÒ³Äë,ñÊ½

1 Èç¹ûÎÄµµÓÐ¶à,ð½Ú£¬ÔÚÐèÒª„Ä±äÒ³Äë,ñÊ½µÄ½ÚÖÐÉèÖÃ²äÈëµã¿

2 ´Ò¿²äÈë±²Èµ¥ÖÐÑ¿Ôñ¿Ò³Äë±£“ALT£¬I£¬U£©¿

×çÉÍ£°Èç¹ûÄúÓÃ¿Ò³Äë±ÄúÁ±äÄÄÒ³Äë£¬Word ²»»áÔÚµÚÒ»Ò»ÉÍ

´òÒ¿Ò³Äë£²¿¼ûÖÚµÚÒ»Ò»ÉÍ¼ÒÒ³Äë¿

3 Ñ¿Ôñ¿,ñÊ½±°´Ä¥¿

4 ÔÚ¿Ò³Äë,ñÊ½±¶¶Ö»°¿òÖÐ£¬Ñ¿ÔñÈùÒªÉ¹ÒÃµÄÒ³Äë,ñÊ½¿

## Ò³Äë,ñÊ½

## Ñ¿Ôñ

°çÄ²®Éý×Ö

1 2 3...

Ð¿Ð´×ÖÄ,

a b c...

´óÐ´×ÖÄ,

A B C...

Ð¿Ð´Ä²ÄÍÉý×Ö

i ii iii...

´óÐ´Ä²ÄÍÉý×Ö

I II III...

5 Ñ¿Ôñ¿·È·¶¿±°´Ä¥¿

6 ÔÚ¿Ò³Äë±¶¶Ö»°¿òÖÐ£¬Ñ¿Ôñ¿·È·¶¿±°´Ä¥¿

Èç¹ûÒ»æ»»ÖÑÓÐµÄÒ³Ä½»òÒ³½Ä£¬Word »áÒªÇóÄúÈ·ÉÍÖàÒ»,Ä±ä¿

ÔÚÒª„Ä±äÒ³Äë,ñÊ½µÄÄ¿Ò»½ÚÖÐÖÐ,´ÉÍõ¹ý¿¿

## Çë¶ÔÄ

±äÄÄÒ³Äë

Ò³Ä¼°ÍÒ³½Ä

ÔÚ°·,ñ¼äÖÆ¶

## „Ä±äÆðÊ¼Ò³Äë

Äú¿ÉÒÒÓÚÒ»½ÚÖÐÓÄÊÏÊË×Ö»ð×ÖÄ¿Ê¼ÄÒ³±äÄë¿ÆË¹úÑ¿ÏñÊÝ×ÖÆ¬Word ½«´Ó  
´ÊµäÄ¬Ðø±äÄë¿ÆË¹ÆËËÆ¬¬µ±ÄúÄ¬½Ó¼¿, ðÄ¼¿pÒÒÉú³ÉÒ»¿³ÄµµÊ±Æ¬¿ÉÒÒÊ¹ÓÄÖäÖÖ½Ê¼¿Æ

## „Ä±äÆðÊ¼Ò³Äë

- 1 ÔÚÐèÒ³„Ä±äÆðÊ¼Ò³ÄëµÄ½ÚÖÐÉèÖÄ²äÊëµä¿Æ
- 2 ÔÚ¿²äÊë¿²Êµ×ÖÐÑ¿Ïñ¿Ò³Äë¿±Æ¬ALTÆ¬IÆ¬UÆ©¿Æ  
×¿ÊÍÆ°Ë¹úÄúÓÄ¿Ò³Äë¿±ÄúÄ¿±äÄÄÒ³ÄëÆ¬Word  
ÔÚµÚÒ»Ò³ÊÍ²»´ðÓ¿Ò³Äë¿ÆË¹¿¼úÔÚµÚÒ»Ò³ÊÍ¼ÓÒ³Äë¿Æ
- 3 Ñ¿Ïñ¿, ñÊ¼¿±°´Ä±¿Æ
- 4 ÔÚ¿Ò³Äë±äÄÄ½Ê¼¿±Ä¿µÄ¿ÆðÊ¼Ò³Äë¿±Ä¿ÖÐÆ¬¼üÊë»ðÑ¿ÏñÆðÊ¼Ò³Äë¿Æ  
×¿ÊÍÆ°Ë¹úÊ¹ÓÄ×ÖÄ¿Ò³Äë, ñÊ¼Æ¬¬¼üÊëÓë×ÖÄ¿±ÍË³ÐòÄ¿ÔÓ¿µÄÒ³ÄëÊÝ×Ö¿ÆË¹ÆËËÆ¬¬Ë¹úÄú  
´Ó¿ej±¿Ê¼ÄÒ³±äÄëÆ¬¬¿ëÔÚ¿ÆðÊ¼Ò³Äë¿±ÖÐ¼üÊë»ðÑ¿Ïñ 5¿Æ
- 5 Ñ¿Ïñ¿Ê¬¿¿¿±°´Ä±¿Æ
- 6 Ñ¿Ïñ¿Ê¬¿¿¿±°´Ä±Æ¬¬¹Ø±Ö¿Ò³Äë±äÄÄ½Ê¼¿±¿Ô»°¿ò¿Æ
- 7 Ê¹úÄúÒ³¿æ»»ÒÑÓÐµÄÒ³Ä¼»ðÒ³½ÄÆ¬Word ½«Ò³¿óÄúÊ¬ÊÍÖäÒ»„Ä±ä:  
► ìæ»»ÍÖÓÐÒ³Ä¼»ðÒ³½ÄÆ¬¬Ñ¿Ïñ¿Ê¹¿±¿Æ  
► ¿ÐÄÍÖÓÐÒ³Ä¼»ðÒ³½ÄÖÐµÄÒ³ÄëÆ¬¬Ñ¿Ïñ¿²»¿±¿Æ

## Çë¿ÖÄ

±äÄÄÒ³Äë

Ò³Ä¼°ÍÒ³½Ä

ÔÚ°¿¼äÒÆ¿

## É<sup>3/4</sup>ýÒ<sup>3</sup>Âë

Äú¿ÉÒÔ´ÓÃ<sup>3</sup>Ò»½Ú»ðÕû,ðÎÄµµÖÐÉ<sup>3/4</sup>ýÒ<sup>3</sup>Âë¡£

## É<sup>3/4</sup>ýÒ<sup>3</sup>Âë

1 Ñ¡ÔñÎÄÁÐ²Ù×÷Ö®Ò»£°

- Èç¹ûÎÄµµÖÐÓÐ¶à,ð½Ú£¬ÒÓÒ<sup>3</sup>É<sup>3/4</sup>ýÒ<sup>3</sup>ÂëµÄ½ÚÖÐÉèÒÃ²àÈëµã¡£
- Èç¹û´ÓÕû,ðÎÄµµÖÐÉ<sup>3/4</sup>ýÒ<sup>3</sup>Âë£¬ÒÓµÚÒ»»,ð½ÚÖÐÉèÒÃ²àÈëµã¡£

2 ´Ó¡°é¿´¡±²Èµ¥ÖÐÑ¡Ôñ¡°Ò<sup>3</sup>Ã¼£¬Ò<sup>3/2</sup>Ã¡±£¬ALT£¬V£¬H£©¡£

3 ÔÓ¡°Ò<sup>3</sup>Ã¼£¬Ò<sup>3/2</sup>Ã¡±¶¶Ô»°¿ðÐ£¬Ñ¡ÔñÒ<sup>3</sup>É<sup>3/4</sup>ýÒ<sup>3</sup>ÂëµÄÒ<sup>3</sup>Ã¼»ðÒ<sup>3/2</sup>Ã¡£

4 Ñ¡Ôñ¡°È·¶¶¡±°´Ã¥¡£

5 ÔÓÒ<sup>3</sup>Ã¼»ðÒ<sup>3/2</sup>Ã¡°,ñÖÐÑ¡ÔñÒ<sup>3</sup>Âë£¬È»°°´¿Ö,ñ¼ü¡£

6 Ñ¡ÔñÎÄÁÐ²Ù×÷Ö®Ò»£°

- Ñ¡Ôñ¡°¹Ø±Ö¡±°´Ã¥£¬¹Ø±ÖÒ<sup>3</sup>Ã¼»ðÒ<sup>3/2</sup>Ã¡°,ñ¡£
- Èç¹ûÔÓ´ØÐÒ<sup>3</sup>Ã¼»ðÒ<sup>3/2</sup>Ã¡°,ñµÄÎÄµµÖÐ¹×÷£¬Çë´´F6¡£

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## Çë¶ÔÄ

±àÄÄÒ<sup>3</sup>Âë

Ò<sup>3</sup>Ã¼°ÍÒ<sup>3/2</sup>Ã

ÒÓ°,ñ¼àÖÆ¶¶

½Ú£¶ÔÎÄµµÄ³Ð©²¿·Ö½øÐÐ½ñÊ½±àÀÀ

ÄÊö

²âÊøÐÄµÄ·Ö½Ú·Û

½ÚµÄ½ñÊ½±àÀÀ

ÎªÎÄµµÊ×Ö½“Ä²»ÍµÄ½ñÊ½

Ä±ä¹Ö±¶ÔÆø½Ê½

Ç³ý½ÚµÄ½ñÊ½±àÀÀ

½Ú£¶ÔĬÄµµÄ³Ð©²¿·Ö¹²øÐÐ½ĥÊ¹²±àÄÄ

Ò»½ðĬÄµµ¿É·Ö³ÉĒĬðàĒýÁ¿µÄ½Ú£¬²¿  
¿É·Ö±ð¶ĬÖàÄ¿Ö»½ÚµÄĥÊ¹²¿£Ö»½Ú¿ÉÖÖĬóÖ»½ðĬÄàÄÇÑù¶Ĭ¹ÀýĒÇ£¬Ĭ¶Ĭ¶ĬàÄµÄÖ»ĬðÖ±±ēĬà¹ªÖ²¿  
ĒÖÖÖēÖ½ðĬÄµµÖ»Ñù³µ¿£¿ÉÖÖĒĒĬªĒ·¶ĬÄ¿½ÚµÄÆðĒ¹¼¿½áĒøĬ»ÖÄ¿£

Word ÓÄ·Ö½Ú·ŭ·Ö½ðÄ¿Ö»½Ú£¬·Ö½Ú·ŭĬªª¹á¹áÆÄÄ»µÄĒ«ÐēĬß¿£Word ÖÚÖ»½Ú¹²áĒøĬ»ÖÄ  
¹µÄ·Ö½Ú·ŭÖð·¿·æ½Ú½ĥÊ¹²ĬðÖ±¿£

µ±ÐēÖªÖÚ²¿·ÖĬÄµµÖð½Ä±àÖÖĬÄÄÚĒýĒ±£¬¿ÉÖÖ·¹²·Ö»½ðÄµÄ½Ú¿£

- ▶ Ö»Ö³ĒĬðÄĬÑùĒ¹½ÄĒý
- ▶ ÖýĬÄµÄĒúÖ±¶ĬÖÆē·½Ē¹²
- ▶ ÐÐª¿¿¿Ĭà¶ĬÖÖÖÖýĬÄµÄĬ»ÖÄ¿¿³ðĬÖµÄÆµÄĒµĒ¿£
- ▶ ĒÇ·ĥÖÚÑĬ¶Ĭ¹½ÚµÄÄ©Ĭ²·ðÓ¿½Ä×¿£¬»ðÖß½«Æä±£·æÆðÄ·ÖÚªðð½ÚµÄÄ©Ĭ²·ðÓ¿¿£
- ▶ Ö³Ä¹¼¿Ö³½ÄµÄĬÄ×Ö¼ª·ĥÊ¹²
- ▶ ÖªÄēµÄĥÊ¹²¿¿Ĭ»ÖÄªĬĒ³ðð

ÇēĬÖÄ

ĬÄÜ¹²ēĒÜ



## ²ǎĖĕĐĀμĀ·Ö½Ú·û

½Ú¼ăμĀ·Ö½ċİĬ½Đ×÷·Ö½Ú·ûĒ¬ÔÖĖ«ĐéİĬ·½Ė½²đİÖĬĒ·Ö½Ú·ûċĐÖÆ×ĀÔÚÆăÖ®ÉİμĀÖýİĀμĀ,ñĖ½ĭ  
ĒĖ¾¾ýÖ»½·Ö½Ú·ûĒ¬¾İÒăİ¶×ĀĖ¾¾ýĀĖÔÚ  
Ė·Ö½Ú·ûÔÖÉİÖýİĀμĀ½Ú,ñĖ½Ē¬Öă½ÚÖýİĀ±ă½İ³ĐİĀÖ»½ÚμĀ,ñĖ½ĭĐÖ÷ĭĒ

## ²ǎĖĕÖ»½·Ö½Ú·û

- ÔÚĐĀ½ÚċªĖ¼μĀĬ»ÖĀĖĕÖĀ²ǎĖĕμăĭĒ
- ÔÚĭ²ǎĖĕĭ±²Ėμ¥ÖĐĒ¬ÑĭÔñĭ°·Ö½ĭ±ĀûĀĬ (ALT, I, B) ĭĒ
- ÔÚĭ°·Ö½Ú·ûĭ± ÑĭİĬċòÑĭÔñĀĖĖöÆđĖ¼Ĭ»ÖĀμĀÑĭİĭĒ

## ½ÚÆđĖ¼Ĭ»ÖĀ

## ÑĭÔñ

İĀÖ»Ö³	İĀÖ»Ö³
İ¬Ö»Ö³	¼ĭĐø
İĀÖ»Ā¼ĖýÖ³	Ā¼ĖýÖ³
İĀÖ»ÆăĖýÖ³	ÆăĖýÖ³

- ÑĭÔñĭ°Ė·¶ĭ±°·Ā¥ĭĒ

Word ÔÚ²ǎĖĕμăÖ®Éİ²ǎĖĖĖ«ĐéİĬĀ´±Ė¼ċÉİÖ»½ÚμĀ½ăĖøĒ¬²ċÖ½«²ǎĖĕμăÖÆμ½İĀÖ»½ÚĭĒ

## İăĖ¾

- ▶ ĀûÔĀĭ°±ĭĭ±ĀûĀĬċÉÔÖ´´½·¶ĭ°·¶ĭ,ñĖ½ĭ½¶ø²»ĐĖÔª²ǎĖĖÖ»½·Ö½ÚĭĒ²¼û´´½·±ĭĒ
- ▶ μ±ÔĐ¶ă½ö½ÚĖĒ±Ē¬ċÉÔÖİ´´ýċ½±·Ö½Ú·ûĀ´ċ½±´½Ú,ñĖ½ĭĒ·Ö½Ú·û±»Ö³İûÔÜĐĀĬ»ÖĀĖ±  
Ē¬·Ö½Ú·ûÔÖÉİμĀÖýİĀ¾¼İ¼İ³Đ·Ė·Ö½Ú·ûμĀ,ñĖ½ĭÖ½ĀĭĒ

## ċĖİÖĀ

½ÚĒ°¶ÖİĀμμĀ³Đ®²ċ·Ö½øĐĐ,ñĖ½±ăĀĀ

## ½ÚμÄ,ñÊ½±àÄÄ

Ò»» ðíÄμμζÉÒÒ·Ö³É¶à,ð½Ú£¬²ÇÇÒ¶·Òà³É²»Í¬μÄ,ñÊ½¿£½ÚμÄ,ñÊ½Ó°ììμ½íÄμμÖ,¶·ÇøÓðμÄÊ«²¿Ò³ºí²¿·ÖÒ³¿£Ò»»,ð½Ú¿ÉÓÒÊÇÉÍÒà³»¶¶£¬  
·ÖÒ»½ðμμ¶Ä¶ÍÄàμ½Ê«²¿μÄíÄμμ¿£·Ö½Ú·ùÓÚíÄμμÖÐÒÒÊ«Ðéíß±íÊ³¼¿£

## ½ÚμÄ,ñÊ½±àÄÄ

1 ÓÚÒ°¶·Òà,ñÊ½μÄ½ÚÖÐÉèÖÄ²àÈèμā¿£

2 Ñ¿ÒñíÄÄÐÄ³Ò»²Ú×÷£°

- ÓÚ¿,ñÊ½¿±²Êμ×ÖÐÑ¿Òñ¿,°½ÚÉèÖÄ¿±ÄüÄî (ALT, T, S) ¿£²í¼ù½ÚμÄ°æÄæ²¼³¼Ö¿£
- ÓÚ¿,ñÊ½¿±²Êμ×ÖÐÑ¿Òñ¿,°Ö³ÄæÉèÖÄ¿±ÄüÄî (ALT, T, U) ¿£²í¼ùÖ³ÄæÉèÖÄ¿£
- ÓÚ¿²è¿,¿±²Êμ×ÖÐÑ¿Òñ¿,°Ö³Ä¼£¬Ö³½Ä¿±ÄüÄî (ALT, V, H) ¿£²í¼ùÖ³Ä¼£Ö³½Ä¿£
- ÓÚ¿²àÈè¿±²Êμ×ÖÐÑ¿Òñ¿,°Ö³Äè¿±ÄüÄî (ALT, I, U) ¿£²í¼ùÖ³Äè¿£

3 Ñ¿Òñ·Ê½ÚÉùÐèÑ¿í¿£

4 Ñ¿Òñ¿,°Ê·¶·¿±°·Äμ¿£

## ìáÊ³¼

- μ±ÓÐ¶à,ð½ÚÊ±£¬¿ÉÒÒí·¹¿½±·Ö½Ú·ùÄ¿¿½±  
·½Ú,ñÊ½¿£·Ö½Ú·ù±»Ö³ùÓÚÐÄμÄí»ÖÄ£¬·Ö½Ú·ùÖÖÉíμÄÖýíÄ³¼í¼³ÐÊ¹ÓÄÖà,ð·Ö½Ú·ùμÄ,ñÊ½ÄüÄ¿¿£
- ÊÇ¹ùÒ°ÓÚÆàÈüíÄμμÖÐÊ¹ÓÄÄ³,ðìØÈàμÄ½Ú,ñÊ½£¬¿ÉÒÒ°ÑÖà,ð·Ö½Ú·ù×÷í¹¼íÄ¼¼μÄ·Êìð  
·æÆðÄ·£¬μ±ÄüÐèÒ°,·ÖÆÖà,ð½Ú,ñÊ½Ê±³¼¿ÉÒÒ°Ú¿ìμØ°ÑÊü²à½ØÊμ¿£²í¼ù½«íÄ×Ö»ðí¼¼Ðí±£  
·æí¹¼íÄ¼¼·Êìð¿£

## Çè¹ÖÄ

½Ú£¶¶ÖíÄμμÄ³ÐÇ²¿·Ö½ØÐÐ,ñÊ½±àÄÄ

ÉèÖÄÐÄíÄñüÊ½Ä

ìí¼ÓÐÐ°Ä



ÇěſſŌÄ

½Ú£°ŦŌŰÄµµÄ³Ð©²¿·Ö½øÐÐ.ñÊ½±àÄÄ

Çã³ý½ÚµÄ,ñÊ½±àÄÄ

$$\mathbb{E}^{3/4} \dot{y} \cdot \underline{\mathbb{O}}^{1/2} \dot{U} \cdot \hat{U} \mathbb{E} \pm \mathbb{E}^{-3/4} \mathbb{I} \mathbb{E}^{3/4} \dot{y} \mathbb{A} \mathbb{E}$$
$$\begin{aligned} & \cdot \ddot{E} \cdot \ddot{O} \cdot \frac{1}{2} \ddot{U} \cdot \ddot{u} \cdot \ddot{O} \cdot \ddot{E} \ddot{i} \ddot{\mu} \ddot{A} \ddot{O} \ddot{y} \ddot{i} \ddot{A} \ddot{\mu} \ddot{A} \cdot \frac{1}{2} \ddot{U} \cdot \ddot{n} \ddot{E} \cdot \frac{1}{2} \pm \ddot{a} \ddot{A} \ddot{A} \ddot{i} \ddot{x} \ddot{O} \ddot{a} \ddot{z} \cdot \ddot{O} \ddot{O} \ddot{y} \ddot{i} \ddot{A} \cdot \frac{3}{4} | \frac{1}{4} | \cdot \ddot{D} \ddot{E} \cdot \ddot{O} \ddot{A} \ddot{i} \ddot{A} \ddot{O} \rangle \cdot \frac{1}{2} \ddot{U} \ddot{\mu} \ddot{A} \cdot \ddot{n} \ddot{E} \cdot \frac{1}{2} | \ddot{O} \ddot{O} \div \cdot \ddot{\Pi} \ddot{O} \ddot{E} \ddot{i} \ddot{A} \ddot{O} \rangle \cdot \frac{1}{2} \\ & \ddot{U} \ddot{\mu} \ddot{A} \ddot{O} \rangle \cdot \ddot{z} \cdot \ddot{O} \ddot{i} \ddot{x} \end{aligned}$$

Çå³ý½ÚµÄ,ñÊ½±àÄÄ

1 ÔÚËùÉ³¼ý·Ö½Ú·ûĬÂµÄÒ»ÐÐµÄÆðÊ¹¼Ĭ»ÖÃÈèÖÃ²ªÈëµā;£

2 ° BACKSPACE ¼üj£

ÔÚ±»É³/₄³ý·Ö½Ú·ûÉİÃæµÄÕýİÄ³ÉİªİÄÒ»½ÚµÄÒ»²¿·Öİ£

 $\frac{3}{4}$ 

► Èç'ùÀ¼È»É¼³yAÈÒ», ò.Ö½Ú.ù£¬¼ÍÓÍÀç¼''Óì±à¼ì±²Èµ¥ÖÐÑìÔñì°, Ôì±ÃùÁÍÁ'»Ö, 'Öà,ò.Ö½Ú.ùÖÒ¼''ÈùÈùÐ¬øµÀ½ÚµÄ,ñÈ½±àÄÄ½£

Çë²ÎÔÄ

½Ú£°¶ÔÎÄµµÄ³Ð©²¿·Ö½øÐÐ,ñÊ½±àÀ

ŋîĀă, ñĒ½±àĀĀ

ĀĒö

ŋîĀăŋÔĀĕÓĕĒö½ø

Ā±ăŋîĀăŋÔĀĕ·½Ē½

¾ÓÖĐŋÔĀĕîĀ±¾

ŋîĀăĒö½ø

½«ŋîĀăĒö½øµ½îĀÔ»ÔĀ±îĴ»

Ēö½øŋîĀăĒ'Ô®'òÓĵÔÚÔ³±Ĵ½çĂÚ

ÉèÖĀ¼°, Ă±ăÖĀ±îĴ»

Ē'ÓĀ, ñĒ½Ā, ¼°±ĕ³ĴÉèÖĀÖĀ±îĴ»

Ē'ÓĀĵ, °ÖĀ±î·ûĵ±ĂûĀîÉèÖĀÖĀÖĀ±îĴ»

ĐĴ, ĂĀ-ĒĬÖĀ±îĴ»

Çă³ýÖĀ±îĴ»

¼ă¾à

µ÷ÖûŋîĀă¼ă¾à

ÉèÖĀĐĐ¾à

ñĒ½±àĀĀ

Ö, ŋ, ŋîĀă, ñĒ½

½·ĀçĐû'ÔĒ½Ēö½ø

ĒĵĬŬŋîĀăµĂĒĒ'±, ñĒ½±àĀĀ

Ā±ăĀ¬Ēĵ, °±ĕ×¼ĵ±ÑûĒ½ÖĐµĂ, ñĒ½±àĀĀ



## „Ä±ä¶íÄä¶ÔÆë·½Ê½

Í³£ Word

ÒÔ×óÔ³±ß½¿»ðÄúÉëÖÄµ×ó±ßÊõ½ø¶ÔÆë¶íÄä;£ÄúÔ²¿ÉÑ;ÔñÊ¶íÄäÒÔÔÔÔ³±ß½¿»ðÉëÖÄµÄÔÔ±ßÊõ½ø½øÐ¶ÔÆë¬»ðÔßÊ¶íÄä°×óÔÔÔ³±ß½¿¾ÔÔÐ»ðÄ½¶Ê¶ÔÆë;£

## „Ä±ä¶íÄä¶ÔÆë·½Ê½

- 1 Ñ;¶¶ÔÆëµÄÔ»ð»ð¶à,ð¶íÄä;£
- 2 ´Ô;°,ñÊ½±²Êµ¥ÖÐÑ;Ôñ;¶íÄä±(ALT, T, P);£
- 3 ÔÚ;¶ÔÆë·½Ê½±¿ðÖÐÑ;ÔñËùÐëµÄ¶ÔÆë·½Ê½;£  
×¢Êí£°µ±ÄúÔÚÄ³,ðÑ;¶íÄä,ÖÐÉäÉëÄÊÔ»ð³ß¿£¬²¿½«²äÊëµäÔÆµ½Ñ;¶í¿ðíáÊ±£¬;°ÑùÄý±¿ðÖÐíÄµµµÄíÔÊ¾»áíáÔ;µØ,Ä±äÐí×´;£
- 4 Ñ;Ôñ;Ê¶¶±°´Ä±;£

## ¿ì½¿·½Ê½

- 1 ´Ô;²é¿;±²Êµ¥ÖÐÑ;Ôñ;°,ñÊ½Ä,±Ñ;¶ííÔÊ¾,ñÊ½Ä,(ALT, V, B);£
- 2 Ñ;ÔñÐëÖ¶¶ÔÆëµÄÔ»ð»ð¶à,ð¶í;£
- 3 µ¥»÷,ñÊ½Ä,ÉíËùÐë¶ÔÆë·½Ê½µÄí½±ê;£

## ¶ÔÆë·½Ê½

## µ¥»÷

×ó¶ÔÆë



¾ÔÔÐ

ÓÔ¶ÔÆë



µ÷Ôû

- 1 Ñ;ÔñÐëÖ¶¶ÔÆëµÄÔ»ð»ð¶à,ð¶í;£
- 2 °´íÄÄÐÄ³Ô»×é°í½ü;£

## ¶ÔÆë·½Ê½

## °´

×ó¶ÔÆë

CTRL+L

¾ÔÔÐ

CTRL+E

ÓÔ¶ÔÆë

CTRL+R

µ÷Ôû

CTRL+J

×¢Êí£°Éç¹úÄúÔ»Ðë¶ÔÔ»ð¶íÄä½øÐÐ,ñÊ½±àÄÄ£¬¿É½«²äÊëµäÉëÖÄÔÚ¶íÖÐµÄÊí¶í»ÖÄ£¬Ê°óÑ;ÔñÄúÐëÒµÄ,ñÊ½±àÄÄ;£

## íáÊ¾



Éç¹úÄúÔ»Ðë¶ÔÔ»ð¶íÄä½øÐÐ,ñÊ½±àÄÄ£¬¿É½«²äÊëµäÉëÖÄÔÚ¶íÖÐµÄÊí¶í»ÖÄ£¬Ê°óÑ;ÔñÄúÐëÒµÄ,ñÊ½±àÄÄ;£

- 1 íáÊÖÔÚ¹×÷¹ýíÖÐ¿;µ½¶íÄä±ê¼¿£¬ÖÐÐÉçíÄ²Û÷£°

- 1 ÔÚ;¹³¾ß±²Êµ¥ÖÐÑ;Ôñ;°Ñ;¶í±(ALT, O, O);£
- 2 ÔÚ;°Äà±ð;±¿ðÖÐÑ;Ôñ;²é¿;±;£
- 3 ÔÚ;íÔÊ¾¾¿ðÔ×Ô·û±Ñ;¶íí¿ðÖÐÑ;Ôñ;°¶íÄä±ê¼¿¿;±,¶í¿ð;£

## Çë¶íÔÄ

¶íÄä,ñÊ½±àÄÄ



### ¾ÓÖÐŦÔÆëÎÄ±¾

¿ÉÒÔÊ¹ÔİÊÇ±êİàÖ®ÀàµÄÎÄ±¾ÔÚÄ³ÐÐ¾ÓÖÐŦÔÆëİÆÈÊÇ´ÊÊèÖÃÆ¬Word ½«°  
´×óÖÒÖ³±ß½Ç»òŦÎÄäÊø½øµÄÖÐÑêÎ»ÖÃŦÔÆëÎÄ±¾İÆ

### ¾ÓÖÐŦÔÆë

- 1 ÑİŦŦ´ÐèÒ³¾ÓÖÐŦÔÆëµÄŦÎÄäİÆ
- 2 ´Ôİ°,ñÊ½İ±²Êµ¥ÖÐÑİÔñİ°ŦÎÄäİ± (ALT, T, P)İÆ
- 3 ÔÚİ°ŦÔÆë·½Ê½İ±ŦÔ»°¿òÄÚÑİÔñİ°¾ÓÖÐİ±İÆ
- 4 ÑİÔñİ°Ê·Ŧİ±°´Ä¥İÆ

### ¿İ½Ý·½Ê½

- ▶
  - 1 ´Ôİ°²é¿İ±²Êµ¥ÖÐÑİÔñİ°,ñÊ½Ä,İ±Æ¬İÔÊ³¾,ñÊ½Ä, (ALT, V, B)İÆ
  - 2 ÑİÔñÐèÒ³¾ÓÖÐŦÔÆëµÄŦÎÄäİÆ
  - 3 ÔÚ,ñÊ½Ä,ÉİÆ¬µ¥»÷İ°¾ÓÖÐŦÔÆëÎÄ±¾İ±°´Ä¥İÆ
- ▶
  - 1 ÑİÔñÐèÒ³¾ÓÖÐŦÔÆëµÄŦÎÄäİÆ
  - 2 Press CTRL+E.

---

### ÇëŦÔÃ

ŦÎÄä,ñÊ½±àÄÄ

## ¶ĀÄËð½ð

Äú¿ÉÒÔÊ¹ÓÃ¹¼ßÄ¿±ê³ß¿¿¶ĀÄ±ÄüÄî»ð¿½¿¼üíê³É¶ĀÄËð½ð¿  
¿ÉÒÔÑ¿Ôñ¿÷ÐÐ³¼üËð½ð¿-Ô²¿ÉÑ¿Ôñ½ðË×ÐÐËð½ð¿

## ¶ĀÄËð½ð

1 Ñ¿ÔñÔÇóËð½ðµÄÔ»ð»ð¶ā¿¿¶ĀÄ¿

2 ´Ô¿¿ñË½¿±²Ëµ¥ÖÐÑ¿Ôñ¿¶ĀÄ¿ (ALT, T, P)¿

3 ÔÚ¿Ëð½ð¿±Ñ¿¿¿ðÖÐÑ¿ÔñĀÄÐ²Ú×÷£°

► ÔÚ¿×ó±ßËð½ð¿±Ä¿ÖÐ¼üËê»ðÑ¿Ôñ¶ĀÄ´Ó×óÔ³±ß½¿Ëð½ðµÄ³¼äÄê¿  
×¿ÉÍ£°µ±ÄüÔÚÄ³¿ðÑ¿¿¿Ä¿ËêÄËÖ»¿¿³¿¿¿¿²äËêµäÔÆÖÄÑ¿¿¿ðĀÄ±£¬¿ÑüÄý¿  
¿ðÖÐĀÄµµµĀĪÖÊ¼»äĀàÔ¿µ¿Ä±äÐĪ×¿¿

► ÔÚ¿ÔÔ±ßËð½ð¿±Ä¿ÖÐ£¬¼üËê»ðÑ¿Ôñ¶ĀÄ´ÓÔÔÔ³±ß½¿Ëð½ðµÄ³¼äÄê¿  
►

Ê¹Ê×ÐÐËð½ð³¼äÄê²»Ī¬ÔÚ¶ĀÄÆäËüÐÐµÄËð½ð³¼äÄê¿ÔÚ¿Ë×ÐÐËð½ð¿±Ä¿ÄÜ¼üËê»ðÑ¿ÔñÔê×ó±ß  
Ëð½ð³¼äÄêĀ¿µÄ»ðÖý»ð¿µÄ³¼äÄê¿

×¿ÉÍ£°Word ¶ĪÖÊ×ÐÐËð½ð³¼äÄêµÄ¶ĪÊÄ¿»ù×¼ÊÇ×ó±ßËð½ðĪ»ÖÄ£¬¶Īð²»ÊÇ×óÔ³±ß½¿¿

4 Ñ¿Ôñ¿Ë¶Ī¿±´Ä¿¿

## ¿½¿¼¿½Ë½

► 1 ´Ô¿²ê¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿±ê³ß¿±£¬ĪÔÊ³¼³ð±ê³ß¿ (ALT, V, R)¿

2 Ñ¿ÔñÐêÔªËð½ðµÄÔ»ð»ð¶ā¿¿¶ĀÄ¿

3 Ī¶ĪËð½ðÔĪ±êµ½ÐêÔªµĀĪ»ÖÄ¿

## Ëð½ð

## ÖÐÐ²Ú×÷

Ê×ÐÐËð½ð

Ī¶Ī

×ó±ßËð½ð °×¿ SHIFT ¼üĪ¶Ī

Ê×ÐÐ¼°×ó±ßËð½ð Ī¶Ī

ÓÔ±ßËð½ð Ī¶Ī

► 1 ´Ô¿²ê¿¿±²Ëµ¥ÖÐÑ¿Ôñ¿±ê³ß¿±£¬ĪÔÊ³¼³ð±ê³ß¿ (ALT, V, R)¿

2 Ñ¿ÔñÐêÔªËð½ðµÄÔ»ð»ð¶ā¿¿¶ĀÄ¿£²Ī¼ÔÖÄ¼üÄĪÑ¿¶ĪÄ±³¼¿

3 ° CTRL+SHIFT+F10 ¼ü¼»»Ī±ê³ß¿

×¿ÉÍ£°±ê³ß¼»»Ī°ó£¬½¿ĪÔÊ³¼Ô»½¿ð£¬³ÆĪ±ê³ß¹äê █¿

4 ° »ð

► Ö±ÖÄ±ê³ß¹ä±êµ½¿ĪËð½ðĪ»ÖÄ¿

5 Ñ¿°ĪÄÄÄ³Ô»×ÖÄ¿

## ÔªÄ±ä

°

×óËð½ð L

ÓÔËð½ð R

Ê×ÐÐËð½ð F

6 ° ENTER ·µ»ØĪµµ¿

## ĀÄ¼

► Ô²¿ÉÒÔÊ¹ÓÃ¹¼ßÄ¿»ð¿½¿¼ü½¿¶ĀÄµÄ×ó±ßËð½ðĪ»ÖÄÔÆµ½ĪÄÔ»ðÔÆ±Ī¿£²Ī¼ü  
½¿¶ĀÄËð½ðµ½ĪÄÔ»ÖÆ±Ī¿

ÇěʹŌǺ

ŋíÄä\_ñÊ½÷àÄÄ  
ÓǺ¼üÄl²Ü×÷±ê°ß

¶ÎÄä, ñÊ½±àÄÄ

Ëõ½ø¶ÎÂäÊ¹Ö®´òÓ;ÔÚÒ³±ß¾àÄÚ

İııýÉèÖÃ,°Ëõ½øÁ¿£¬¿ÉÊ¹¶¶ÎÄà©Õ¹µ½×ó»òÓÒÒ³±ß¾äÄÚ;£

Ëõ¹²øŦÎÂä£¬Ê¹Ö®´òÓ;ÔÚÒ³±ß¾¼àÄÚ

- 1 N<sub>i</sub>ŌñĐēŌ°Ēđ½øμÄŌ»„ö»ðŌ»×éŋĀăĵ£  
2 'Ō<sub>i</sub>°„ñĒ½<sub>i</sub>±²Ēμ¥ŌĐN<sub>i</sub>Ōñ<sub>i</sub>°ŋĀăĵ± (ALT, T, P)<sub>i</sub>£  
3 ŌŮ<sub>i</sub>°Ēđ½ø<sub>i</sub>±N<sub>i</sub>ŋĴ„ðŌĐμÄ<sub>i</sub>°×ð±ĒĒđ½ø<sub>i</sub>±»ð<sub>i</sub>°ŌŌ±ĒĒđ½ø<sub>i</sub>±Ä„ÄŮ¼üĒĒ»ðN<sub>i</sub>ŌñŌ»„°ĒýŌμ£¬  
'ðĐ<sub>i</sub>ĒĒ¼ðŌŮŋŌŌŮμÄŌ³±Ē¼ç'ðĐ<sub>i</sub>£  
×çĒĒ£Ōμ±ÄŮŌŮÄ³„ðN<sub>i</sub>ŋĀ„ŌĐĒĒĒĒĒĒŌ»„ð³Ē'ç£¬²ç½«²ăĒĒμăŌŌÆμ½N<sub>i</sub>ŋĴ„ðĀĒĒ±£¬<sub>i</sub>°NŮÄý<sub>i</sub>±  
ĴðŌĐĀĀμμμÄĀŌĒĒ¼»ăĀŌŮμø„ÄăăĐĀ×'ĵ£  
4 N<sub>i</sub>Ōñ<sub>i</sub>°Ē·ŋ<sub>i</sub>±°'Ä¥ĵ£

$$\zeta^{1/2} \dot{Y} \cdot^{1/2} \hat{E}^{1/2}$$

- 1 'Öi<sup>2</sup>é<sub>2</sub>'j<sup>2</sup>äE<sub>2</sub>µÖDÑjÖñ<sup>2</sup>±é<sup>3</sup>ßj±E-1<sup>2</sup>ÖE<sup>3</sup>/4<sup>3</sup>±é<sup>3</sup>ß (ALT, V, R)<sub>1</sub>E  
2 ÑjÖñÐéÖ<sup>2</sup>ÄE<sup>3</sup>ð<sup>2</sup>1<sup>2</sup>øµÄÖ»<sub>2</sub>ö»ðÖ»×é<sub>1</sub>ÄÄjE  
3 1<sup>2</sup>ö<sub>1</sub>ÄÄ»µ<sup>2</sup>1<sup>2</sup>Ö<sup>2</sup>äÖj<sub>1</sub>ÄÄjÄÄÖ<sup>3</sup>±ß<sup>2</sup>1<sup>2</sup>ö<sub>1</sub>E<sup>2</sup>1<sup>2</sup>4<sup>2</sup>ö<sub>1</sub>ÄÄj<sub>1</sub>µ<sup>2</sup>1<sup>2</sup>×öÖ<sup>3</sup>±ß<sup>2</sup>1<sup>2</sup>ö<sub>1</sub>E  
4 ÄÄj<sub>1</sub>t±é<sup>3</sup>ßÄÄjÄE<sup>3</sup>ð<sup>2</sup>1<sup>2</sup>øÖj<sub>1</sub>±éjE

Ëõ<sup>1/2</sup>ø      Ö´ÐÐ²Ù×÷

$\hat{E} \times \partial \hat{D} \hat{E} \delta \frac{1}{2} \varnothing$        $\ddot{\text{ii}} \text{q}^- \blacktriangledown$   
 $\times \acute{o} \pm \beta \hat{E} \delta \frac{1}{2} \varnothing$        $^{\circ} \times_i \text{SHIFT } \frac{1}{4} \ddot{\text{u}} \text{ii} \text{q}^- \blacktriangledown$   
 $\hat{E} \times \partial \hat{D} \frac{1}{4} \times \acute{o} \pm \beta \hat{E} \delta \frac{1}{2} \varnothing$        $\ddot{\text{ii}} \text{q}^- \blacktriangleright$   
 $\acute{O} \acute{O} \pm \beta \hat{E} \delta \frac{1}{2} \varnothing$        $\ddot{\text{ii}} \text{q}^- \blacktriangleright$

- 1 'Ōj°ēz'j±ēµþÖÐÑjŌñj°±ē³j±f-ŌĖ°¼°ö±ē³ (ALT, V, R)j£  
 2 ÑjŌñÐēÖ°Ėō½øµÄÖ»\_ō»òÖ»×éŋĪÄāj£  
 3 °° CTRL+SHIFT+F10 ¼µ»Ī±ē³j£  
 4 ×çĖĪ°±ē³¼µ»Ī°öf-ŌĖ°¼°Ö»½çöf-ĖĪ°±ē³Īā±ēj£ █  
 5 ĪāĖ.ŋĖō½øµ½Ė°Ä°Ī°ÖÄf-°°►»ò  
 ► Ö±µ½±ē³Īā±ēµ½ĪĖüÐēĪ°ÖÄj£Ī¼°Ōŋµ½×ó±½çj£  
 5 ÑjŌñĪÄÄÖ°Ö»×ÖĖ-ĖÖÄŋĪÄĖō½øf°

 $\ddot{E}\tilde{O}^{1/2}\emptyset$   $\circ'$ 

Ê×ÐÐËð½ø	F
×ó±ßËð½ø	L
ÓÒ±ßËð½ø	R
6 ° ENTER ¼ü·µ»ØÎÄµµ;£	

**Çe²ÎÖÄ**

$\Gamma_{\text{I}} \propto n^{1/2} \pm a$

## É¹ÓÃ,ñÊ½À,¼°±ê³ßÉèÖÃÖÆ±í»

ÀúÓÃÉó±ê¼°,ñÊ½À,°í±ê³ß£¬¿ÉÒÔÉèÖÃ»ðÐÞ,ÃÖÆ±í·ù¶ÔÆè·½Ê½¿

### ÓÃ,ñÊ½À,°í±ê³ßÉèÖÃÖÆ±í»

- ▶ 1 °í°²é¿¿±²Êµ¥ÖÐÑ¿Ôñ¿,ñÊ½À,¿± (ALT, V, B) °í°±ê³ß¿± (ALT, V, R)  
ÃüÁÊ¬¿ÔÊ¼,ñÊ½À,°í±ê³ß¿£
- 2 Ñ¿Ôñ¿ÃÁÐÃ³Ö»²Ù×+£°
- ▶ Ñ¿¶×¼±¿³ÆäÖ,¶¿ÖÆ±í»µÃÖ»,ð»ðÖ»×é¶¿Ã¿£
- ▶ ÖÜÖ³Ê¹ÖÃÐÃÖÆ±í»µÃ¶¿Ã¿ÆèÖÃ²¿Æèµ¿£
- 3 °í,ñÊ½À,ÖÐÑ¿Ôñ¿ÃÁÐ¿¼±ê£¬ÐÞ,ÃÖÆ±í·ù¶ÔÆè·½Ê½¿

### ÉèÖÃÖÆ±í·ù¶ÔÆè·½Ê½ µ¥»÷

- ×ó¶ÔÆè ▶
- ¾ÖÖÐ ▶
- ÓÒ¶ÔÆè ▶
- Ð¿Êýµ¿¶ÔÆè ▶
- ×¿Ê¿£°ÖÜÐ¿Êýµ¿ÖÆ±í»¿»ÖÃ¼üÈèÖ»,ðÊýÊ±  
£¬Ð¿Êýµ¿¿µÃÊý×Ö¿»ÖÜÖÆ±í»×ó±ß£¬Ð¿Êýµ¿óµÃÊý×Ö¿»ÖÜÖÆ±í»ÖÖ±ß¿£
- 4 µ¥»÷±ê³ßÉ¿¿¿¿¿ÖÃÖÆ±í·ùµÃ¿»ÖÃ¿£

- ▶ 1 °í°²é¿¿±²Êµ¥ÖÐÑ¿Ôñ¿,ñÊ½À,¿± (ALT, V, B) °í°±ê³ß¿± (ALT, V, R)  
ÃüÁÊ¬¿ÔÊ¼,ñÊ½À,°í±ê³ß¿£
- 2 Ñ¿Ôñ×¼±¿³ÆäÊé¶¿ÖÆ±í»µÃ¶¿Ã¿£
- 3 °° CTRL+SHIFT+F10 ¼ü¼°»¿±ê³ß¿£  
±ê³ß¼°»¿°¿£¬³ð¿ÖÖ»,ð·½¿ð£¬³Æ¿±ê³ß¹¿±ê ■¿£
- 4 °°▶»ð
- ▶ Ö±µ½±ê³ß¹¿±êµ½¿¿ÆÜ¿¿µÃÖÆ±í·ù¿»ÖÃ¿£
- 5 °° 1, 2, 3, »ð 4 ÐÞ,ÃÖÆ±í·ù¶ÔÆè·½Ê½¿

### ÖÆ±í·ù¶ÔÆè·½Ê½ °°

- ×ó¶ÔÆè 1
- ¾ÖÖÐ 2
- ÓÒ¶ÔÆè 3
- Ð¿Êýµ¿¶ÔÆè 4
- 6 ¿É°° INS ¼üÈèÖÃÖÆ±í·ù¿£
- 7 ¶ÔÃ¿Ö»ÖÆ±í·ùÖØ,²½Öè 4 ÖÃ 6¿£
- 8 °° ENTER ¼üÊ¹Ê¿ÈèÖÃ¶ÔÑ¿¶¶¿¿Ã¿ÓÐÐ\$¿£
- ×¿Ê¿£°Ö½¿«¿°µ¼×Ö·ù¼°ÖÈèÖÆ±í»£¬±ØÐèÖÃ¿°ÖÆ±í·ù¿±ÃüÁÊÊé¶¿ÖÆ±í»¿£¿¼üÊ¹ÖÃ¿°ÖÆ±í·ù¿±ÃüÁÊÈèÖÃÖÆ±í»¿£

## Çè¿ÔÃ

### ¶¿Ã¿,ñÊ½±¿Ã¿

## Ê'ÓÃ¡°ÖÆ±í·û¡±ÃüÁîÉèÖÃÖÆ±í»

Äú¿ÉÒÒÖÃ¡°ÖÆ±í·û¡±ÃüÁîÉèÖÃÖÆ±í»Í»ÖÃ£¬ÖãÑü×ð±ÊÖÃ±ê³ßÉèÖÃ,ü¼«Ê·¡£ÖÃ,ÃÃüÁî»¹¿ÉÒÒ,Ã±ãÖÆ±í·û¡£Ç°µ¼×Ö·û¡£

## Ê'ÓÃ¡°ÖÆ±í·û¡±ÃüÁîÉèÖÃÖÆ±í»

1 Ñ¡ÔñĬĀĀĐĀ³Ò»²Ù×÷£°

- Ñ¡ŋ·×¼±Ĭ³ÆăÉèŋ·ÖÆ±í»µÄŋĬĀă¡£
- ÔÚ×¼±ĬÊ'ÓÃĐĀÖÆ±í»µÄŋĬĀăÉèÖÃ²ăÈèµă¡£

2 ´Ó¡·ñÊ½¡±²Êµ¥ÖĐÑ¡Ôñ¡°ÖÆ±í·û¡±ÃüÁî (ALT, T, T)

3 ÔÚ¡°ÖÆ±í»Í»ÖÃ¡±Ä,ÃÜ¼üÈèÉèÖÃÖÆ±í·ûµĀĬ»ÖÃ¡£

¼üÈèµĀÄ¿Öµ¿ÉÒÒÊÇÊ®½øÖÆĐĬÊý¼ÓÉĬÖ»,ð±Ê³¼µ¥Ĭ»µÄÊðĐ´Ê¡£²Ĭ¼üÔÚŋŋÖ»°  
¿òÖĐ¼üÈèŋŋĬÄ¿µ¥Ĭ»¡£

×çÊĬ£°ÊÇ¹ü Word ĬÖÊ³¼¡°ÖÆ±í·û¡±ŋŋÖ»°¿òÖ®Ç°£¬ŋŋĬĀăÖÑ°ü°¬ÓĐÖÆ±í»£¬ÔòŋŋÖ»°  
¿òĬÖÊ³¼ÆăĬ»ÖÃ°ĬĐÖ÷¡£Êü×÷µĀĐĐ,Ā½øŋŋÖ·Ó¡°ÖÆ±í»ÖÃ¡±¿òÃÜÑ¡ŋŋµĀÖÆ±í»²úÉúÓĬ¡£

4 ÔÚ¡·ŋŋÖÆè·½Ê½¡±ĬÆ¬Ñ¡Ôñ¡°×óŋŋÖÆè¡±¡ç¡°ÓÖĐ¡±¡ç¡°ÓÒŋŋÖÆè¡±»ò¡°ĐĬÊýµăŋŋÖÆè¡±Ñ¡Ĭ°·Ä¥¡£

5 ÔÚ¡°Ç°µ¼×Ö·û¡±Ñ¡ĬĬ¿òÖĐĬçÑ¡ÔñÖ»,ðÑ¡ĬĬ°·Ä££¬Ĭ³ÖÆ±í»Ö,ŋŋÇ°µ¼×Ö·û¡£

Ç°µ¼×Ö·û

ĖµĀ÷

None

ĬĐÇ°µ¼×Ö·û

...

µ×ĬßÊĬµĀ³¼ăµă

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Ā¬×Ö·û

---

ĬĀ»®Ĭß

6 Ñ¡Ôñ¡°ÉèÖÃ¡±°·Ä¥¡£

7 Öø,²½Öè 3 ÖĀ 6£¬Ö,ŋŋÆăÓàÖÆ±í»¡£

8 Ñ¡Ôñ¡°È·ŋŋ¡±°·Ä¥¡£

## Çè²ĬÖĀ

ŋĬĀă,ñÊ½±ăĀĀ





## Çà³ýÖÆ±í»

Ò»¹¿ÉÇà³ýÒ»»ð¶¶ÎÄäÖÐµ¥»ð»ðÈ«²¿ÖÆ±í·û¿

## Çà³ýÖÆ±í»

1 Ñ¿ÔñÎÄÄÐÄ³Ò»²¿×÷£°

- ▶ Ñ¿Ôñ×¼±¿Çà³ýÖÆ±í»µÄÒ»»ð»ðÒ»×é¶¶ÎÄä¿
- ▶ ÔÚ×¼±¿½øÐÐÎ·ÖÆ±í»ÈäÈèµÄ¶¶ÎÄäÈèÖÃ²àÈèµä¿

2 ´Ò¿»ñÈ½¿±²Èµ¥ÖÐÑ¿Ôñ¿°ÖÆ±í·û¿±ÄüÁî (ALT, T, T)¿

3 Ñ¿ÔñÎÄÄÐÄ³Ò»²¿×÷£°

- ▶ Çà³ýµ¥»ðÖÆ±í·û¿±²ÈÖÚ¿°ÖÆ±í·û¿±²ÈÖÃ±¿òÄÜ£¬Ñ¿¶¶Ò»Çà³ýµÄÖÆ±í»£¬ÔÚÑ¿Ôñ¿°Çà³ý¿±²°Ä¥¿ÖÖ»²È½øÈ£¬Çà³ýÆäÈüÖÆ±í»¿

- ▶ Ò»Çà³ýÑ¿ÖÐ¶¶ÎÄäµÄÈ«²¿ÖÆ±í·û¿±²È¿°¿°È«²¿Çà³ý¿±²°Ä¥¿

4 Ñ¿Ôñ¿°È·¶¶¿±²°Ä¥¿

¿½¿·½È½

- ▶ 1 ´Ò¿°¿¿¿°¿±²Èµ¥ÖÐÑ¿Ôñ¿°±è³¿¿±ÄüÁî (ALT, V, R)£¬ÎÖÈ³¼±è³¿¿

2 Ñ¿ÔñÎÄÄÐÄ³Ò»²¿×÷£°

- ▶ Ñ¿¶¶×¼±¿Çà³ýÖÆ±í»µÄ¶¶ÎÄä¿
- ▶ ÔÚ×¼±¿½øÐÐÎ·ÖÆ±í»ÈäÈèµÄ¶¶ÎÄäÈèÖÃ²àÈèµä¿

3 ÔÚ±è³¿¿¶¶Î·ÖÆ±í»£¬È»°ðÈ·ÄÈó±è°°Ä¥¿

- ▶ 1 ´Ò¿°¿¿¿°¿±²Èµ¥ÖÐÑ¿Ôñ¿°±è³¿¿±ÄüÁî (ALT, V, R)£¬ÎÖÈ³¼±è³¿¿

2 Ñ¿ÔñÎÄÄÐÄ³Ò»²¿×÷£°

- ▶ Ñ¿¶¶×¼±¿Çà³ýÖÆ±í»µÄ¶¶ÎÄä¿
- ▶ ÔÚ×¼±¿½øÐÐÎ·ÖÆ±í»ÈäÈèµÄ¶¶ÎÄäÈèÖÃ²àÈèµä¿

3 °° CTRL+SHIFT+F10 ¼ü¼±»î±è³¿¿  
±è³¿¿¼±»î°ó£¬ÎÖÈ³¼Ò»½¿ò£¬ÆÍ±è³¿¿±äè▶¿

4 °°▶»ò

- ▶ Ö±ÖÃ±è³¿¿±äèµ½¿°Ò»Çà³ýµÄÖÆ±í»¿¿¿

5 °° DEL ¼ü¿

×¿ÈÍ£°¼°È¹Çà³ýÈ«²¿ÖÆ±í·û¿±²È¬Ä¬ÈÖÆ±í»ÈÖÈ»±£Äò¿

ÌäÈ³¼

- ▶ Ìè´ÒÄ³Ò»¶¶ÎÄäÖÐÇà³ýÈ«²¿ÖÆ±í»°¶¶ÎÄä»ñÈ½£¬¿ÉÑ¿¶¶ÎÄä²¿°° CTRL+Q.  
¼ü¿£²¼üÈ¼üÈÈ¹¶¶ÎÄä»ñÈ½±äÄ¿

## Çè¹ÖÄ

¶¶ÎÄä»ñÈ½±äÄ

## μ÷ÕûŋŋÎÄä¼ä³¼à

ÔÚŋŋÎÄä¼ä³¼àÇ°Ãæ»ð°óÃæŋ¬Éèŋŋ¬Ä÷È·μÄ¼ä,ðËýÖμËÇ 2liŋ¬ÐÐŋ©»ð 0.7inŋ¬Óç  
´çŋ©μËŋ¬çËÖÔÔð¼ÓŋŋÎÄäÔ®¼äμÄ¼ä³¼àjŋ

## μ÷ÕûŋŋÎÄä¼ä³¼à

- 1 Ñjŋŋ¬Òªμ÷Õû¼ä,ðμÄÔ»ð»ðÔ»×éŋŋÎÄäjŋ
- 2 ´Ój°,ñË¼j±²Ëμ¥ÖÐŋ¬ÑjÔñj°ŋŋÎÄäj±ÃüÁŋ (ALT, T, P)jŋ
- 3

ÔÚj°ŋŋÎÄä¼ä³¼àj±ÑjŋŋçðÖÐμÄj°ÓèÇ°ŋŋ¼ä³¼àj±íj°Óè°óŋŋ¼ä³¼àj±Ä,ÄÚŋ¬¼üËè»ðÑjÔñËèÒªμÄÖμjŋ²ŋ  
¼üÖÜŋŋÔ»°çðÖÐ¼üËèÄçÖμjŋ

- 4 ÑjÔñj°È·ŋŋ¬j±°´Á¥jŋ

×çËí

Ëç¹üÔÚÄ³ŋŋÎÄä°óÔð¼ÓÁË¼ä,ðŋ¬ÓÔÔÚÆaİÄÔ»ŋŋÎÄäÇ°ÃæÔð¼Ó¼ä,ðŋ¬ÔðÁ½ŋŋ¼ä³¼àİªÁ½ËýÖ®íjŋ  
ÄýËçŋ°ÔÚÄ³ŋŋÎÄä°óÔð¼Ó 2 ÐÐ¼ä,ðŋ¬ÔÚÆa°óÔ»ŋŋÎÄäÇ°Ôð¼Ó 2 ÐÐ¼ä,ðŋ¬ÔðÁ½ŋŋÎÄä¼ä³¼àİª 4  
ÐÐjŋ

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## Çè²ŋÔÄ

ŋŋÎÄä,ñË¼j±àÄÄ

## ÉèÖÃÐÐ¾à

ÔÚÄ-ÈĬÉèÖÃĬÄ£-Word ÔÔÔ»±ŦÐÐ¾àĬÔÊ¾à»òòÓĬĬÄ±¾à£ĬÉÔÔ,Ä±äŦĬÄäÖÐÐÐµÄ¹¾à¾à£

## ÉèÖÃÐÐ¾à

1 ÑĭÔñĬĬÄÄÄ³Ô»²Û×÷£°

- ÑĭŦŦ°Ô¹½ÐÐÐÐ¾àµ÷ÔûµÄÔ»ò»òÔ»×éŦĬÄä££
- ÔÛ×¹¾±,°ÐÄÐÐ¾à¹½ÐÐÐÉäÈèèµÄŦĬÄäÖÐÐÉèÖÃ²äÈèèµä££

2 ´Óĭ°,ñÊ¹¾±²Ëµ¥ÖÐÑĭÔñĭ°ŦĬÄä±ÄÛÄĬ (ALT, T, P)ĭ£

3 ÔÚĭ°ŦĬÄä¹¾à¾à±ÑĭÔñĬòÖÐµÄĭ°ÐÐ¾à±ĬòÄÛ£-ÑĭÔñĬĬÄÄÄ³Ô»²Û×÷£°

## ÓûÉèÖÃ°É

## ÑĭÔñ

Word °´Ô»ÐÐ

×ÔŦŦ

ÖÐµÄ×ĭ,ßµä

½ÐÐÐµ÷Ôû

Ô»±ŦÐÐ¾à

Ô»±ŦÐÐ¾à

Ô»ÐÐ°èÐÐ¾à

Ô»±Ŧ°èÐÐ¾à

Ä¹±±ŦÐÐ¾à

Ä¹±±ŦÐÐ¾à

Word ÄÛ²úÉú

×ĭÐĭ

µÄ×ĭÐĭÐÐ¾à

Word ²»ÄÛµ÷

Ö,ŦŦ

ÖûµÄ¹ĭŦŦÐÐ

¾à

- Èç¹ûÔÚĭ°ÐÐĭ±ÑĭĬĬòÄÛÑĭÔñÄÊĭ°×ĭÐĭĭ±»òĭ°Ö,ŦŦĭ±£-ÇèÔÚĭ°ÉèÖÃÖµĭ±ĬòÄÛ¹ûËè»òÑĭÔñ¹¾à¾àÖµĭ£

4 ÑĭÔñĭ°È·ŦŦĭ±°´Ä¥ĭ£

## ÇèŦÖÄ

ŦĬÄä,ñÊ¹¾±àÄÄ

## Ö, ʁ ʁiÄä, ñÊ½

¿ ÊÒÒÒÚÍÄµµÖÐÊ¹ÓÄʁiÄä, ñÊ½±àÄÄÄ ʁÖ/ÆëÍÄ±¼°Íµ÷Öû¼ä³¼à¿

¿ ÊÒÒÒÚÍ-Ö»ʁiÄäÖÐÊ¹ÓÄʁiÄäÖØ, ñÊ½¼°ÄýËÇ£¬¿ Ê½«Ä³ʁiÄäËë³Ê¼ÖÖÐʁÖ/Æë£¬Ä½±ʁÐÐ³¼ä, ñÊ½¿

## Ö, ʁ ʁiÄä, ñÊ½

1 Ñ¿ÖñÍÄÄÐÄ³Ö»²Ú×÷£°

► Ñ¿ʁÖ³ÐÐ, ÄµÄʁiÄä¿

► ÖÚ×¼±, Ê¹ÓÄÄ³ÖÖ, ñÊ½½ØÐÐËäËëµÄʁiÄäËëÖÄ²äËëµ¿¿

2 ´Ö¿, ñÊ½¿±²Ëµ¥ÖÐÑ¿Öñ¿ʁiÄä¿±ÄÜÄ↑ (ALT, T, P)¿

3 Ñ¿Öñ, ÄʁiÄäËëÖÄÑ¿¿¿

×øËÍ£°ÖÐ¹ØʁiÄä, ñÊ½Ñ¿¿µÄë¿, ÄÜËÝ£¬²¿¼Ü¿ʁiÄä¿±ÄÜÄ↑¿, ñÊ½¿±²Ëµ¥£°¿

4 Ñ¿Öñ¿Ë-ʁ¿¿±´Ä¥¿

## ÌäÊ¼

► Ò³ÖØ ´ËÍ¹µÄÖ, ʁ, ñÊ½²Ú×÷£¬Ñ¿ʁiÄä£¬ÖÚ´ F4¿

► ¿ ÊÊ¹ÓÄ, ´Ö/ÆʁiÄä±ëÖ³¼µÄ½, ´Ö/ÆÄ³Ö»ʁiÄäµÄ, ñÊ½¿µ±

°Ñ, ÄʁiÄä±ëÖ³¼Ö³¿, ² Çµ½Ä³Ö»ÖÑÓÐµÄʁiÄä±ëÖ³¼Ö®ËÍ±

£¬ÐÄ±ëÖ³¼Ö®Ç°µÄʁiÄä½«Ê¹ÓÄÐÄ±ëÖ³¼ÖÐ°Ü¬µÄ, ñÊ½Ö, Ä¿¿

► ËÇ¹Ü×¼±, ½«ÖÑÓÐÄ³ʁiÄäµÄ, ñÊ½ÓÄÓÜ/ÆäËëÜÍÄµµ£¬¿ Ê½«ÄʁiÄä±ëÖ³¼×÷Í³Ö», ö¿¼Ä¼¼´Ë¿±£  
´æÆðÄ´£¬¼´¿ ÊÖÖÐèÖ³, ´Ö/Æ, ÄʁiÄä±ëÖ³¼Ë±£¬½«ÆäÑ, ÊÜ²äËë£²¿¼Ü½«ÍÄ±¼»ö¿¼Ð¿±£´æ¿¼¼Ä¼¼´  
Ë¿¿¿

## ÇëʁÖÄ

ʁiÄä, ñÊ½±àÄÄ

## ½°ÁçÐü¹ÒÊ½Ëø½ø

Ðü¹ÒÊ½Ëø½ø Ê°¶ÍÁäÇ°µÄÏÄ¸·ù°Á»ð±àÐ

´ÒëÆäÖÿÍÁ·Ö¸ª£¬ÒÒ±äÓÚä¬ÁÀ¡ç²é¸´Ä³Ò»ÁÐ±íÖÐµÄÏä¸¡£Ò»µ©ÍªÁÐ±íÖÐµÄ¶ÍÁäÒø¼°ÓÁËÏÄ¸·ù°Á»ð±à°Á£¬¼°ÍÁÜ¹»Ê¹,¶ÍÁä,ñÊ½×Ô¶±ä³ÉÐü¹ÒÊ½Ëø½øµÄÔÚ²»¶ÍÁä±ä°Á»ðÒø¼°ÓÍÄ¸·ù°ÁË±£¬Ò²¸ÉÓÁ±ê³ß¡ç¸½Ý¼üÑ,ËÜÉú³ÉÐü¹ÒÊ½Ëø½ø¡£

## ½°ÁçÐü¹ÒÊ½Ëø½ø

- ▶ 1 Ñ¡¶´ÒªÊ¹ÓÁÐü¹ÒÊ½Ëø½ø,ñÊ½µÄ¶ÍÁä¡£
- 2 ÊÇ±ê³ßÍ´ÖÍÖ£¬Òð´Ó¡²é¸´¡±²Êµ¥ÖÐÑ¡Öñ¡²ê³ß¡±ÄüÁî (ALT, V, R)¡£
- 3 °×¡ SHIFT ¼ü¡£
- 4 °Ñ▶ Í¶µ½Ê×ÐÐÖ®ó,÷ÐÐÒªÊø½øµÄ»ÖÁËË¡£
  
- ▶ 1 Ñ¡¶´ðËäÊ¹ÓÁÐü¹ÒÊ½Ëø½ø,ñÊ½µÄÒ»ð»ðÒ»×é¶ÍÁä¡£
- 2 Ê¹Ê×ÐÐ¼°Æä°ó÷ÐÐÊø½øµ½µÜÓ»ðÄ¬ËÍ»ð¶´ÖÆµÄÖÆ±í»ÉË¬¸É´ CTRL+T ¼ü¡£
- ×çËË°´ðÊø½øË±£¬¬°´ CTRL+G ¼ü¡£

## ÓÁÏÄ¸·ù°Á»ð±à°Á²úÉúÐü¹ÒÊ½Ëø½ø

- 1 Ñ¡¶´×¼±,Ê¹ÓÁÐü¹ÒÊø½ø,ñÊ½µÄÒ»ð»ðÒ»×é¶ÍÁä¡£
- 2 ´Ó¡²ª³ß¡±²Êµ¥ÖÐÑ¡Öñ´ÍÄ¸·ù°Á°Í±à°Á¡±ÄüÁî (ALT, O, B)¡£
- 3 Ñ¡ÖñÍÁÄÐÄ³Ò»²Ü×÷:
- ▶ Ñ¡Öñ´ÍÄ¸·ù°Á¡±Ñ¡Ï´Á¥£¬Éú³É±àÓÐÏÄ¸·ù°ÁµÄÁÐ±í££²Í¼üðÁÐ±í¼°ÓÍÄ¸·ù°Á¡£
- ▶ Ñ¡Öñ´±à°Á½Ê½±Ñ¡Ï´Á¥£¬Éú³ÉðÓÐ±à°ÁµÄÁÐ±í££²Í¼üðÁÐ±í¼°ÓÍÄ¸·ù°Á¡£
- 4 Ñ¡Öñ´Ðü¹ÒÊ½Ëø½øÄ¸¡±,Ñ¡¸ð¡£
- 5 Ñ¡Öñ´Ê¶´±°Á¥¡£

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## ÇëÍÔÄ

¶ÍÁä,ñÊ½±àÁÁ

## ÈjìùŋŋÎÄµÄÈÈ¹µ,ŋÊ½±àÄÄ

¿ÉÒÒÈjìùÒÑÓÄÈÈ¹µ¼ÓÈèŋŋÎÄµÄ,ŋÊ½±àÄÄ£¬°üÀ``Ö/ÆµÄÖ/Æ±Í»|¿×Ö·ü¼°ŋŋÎÄ,ŋÊ½j£

## ÈjìùŋŋÎÄµÄÈÈ¹µ,ŋÊ½±àÄÄ

1 Ñjŋ`×¼±,Èjìù/ÆäÈÈ¹µ,ŋÊ½±àÄÄµÄÖ»,ò»òÖ»×éŋŋÎÄäj£

2 °´ CTRL+Q ¼üj£

×¿ÊÍ£°ÈòÑjŋ`ÈjìùÈÈ¹µ,ŋÊ½±àÄÄµÄŋŋÎÄ²»Ö¹Ö»,ò£¬Word

½«°ÑÑjÖÐµÄµÜÖ»,òŋŋÎÄµÄÑùÊ½ÖÄÓÜÑjÖÐµÄÆäÓàŋŋÎÄÖÐj£

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## Çè²ÍÖÄ

ŋŋÎÄ,ŋÊ½±àÄÄ

ÈjìùÈÈ¹µ×Ö·ü,ŋÊ½

## „Ä±äÄ¬Èĭ°±ê×¼ĭ±ÑùÊ½ÖĐμÄ, ħÊ½±àÄÄ

ÊÇ¹ù²»Ö, ¶¶ĀÄ, ħÊ½£¬Word

½«¶ÖÄ¿Ö»¶ĀÄÊ¹ÓĀĭ°ÆÖĬĭ±ÑùÊ½ĭ£ÊÇÄú³£ÓĀμĀÑùÊ½²»ÊÇĭ°ÆÖĬĭ±ÑùÊ½£¬Äú¿ÉÖÖ, Ä±äÄ¬ÈĭÉè  
ÖÄÖÖ´´½´´Ö»ÖÖĐĀμĀĭ°ÆÖĬĭ±ÑùÊ½ĭ£

×øÊĭ£°Ê·½´´Ö», Ä±ä»¶ĀÄμÖĐμÄĭ°ÆÖĬĭ±, ħÊ½ĭ£

## „Ä±äÄ¬Èĭ°ÆÖĬĭ±, ħÊ½ÖĐμÄ, ħÊ½±àÄÄ

1 ´Óĭ°, ħÊ½ĭ±²Êμ¥ÖĐÑĭÖĭĭ°ÑùÊ½ĭ±ÄüÁĭ (ALT, T, Y) ĭ£

2 ÑĭÖĭĭ°¶Öäĭ±°Ä¥ĭ£

3 ÔÚĭ°ÑùÊ½Äüĭ±Ñĭĭĭ¿òÖĐ£¬ÑĭÖĭĭ°ÆÖĬĭ±ĭ£

4 ÑĭÖĭĭĀÊö°´Ä¥£¬Đμ, Äĭ°ÆÖĬĭ±¶ĀÄÑùÊ½ĭ£

ÑĭÖĭĭ

Đμ, Ä

×Ö·ü

×Ö·ü, ħÊ½ĭ

ÖÆ±ĭ·ü

ÖÆ±ĭĭ»

ĭ¼Ā¿ò

ÉèÖĀĭ¼Ā¿ò¼°Ā×Ö»ØÈÆ

¶ĀÄ

¶ĀÄ, ħÊ½ĭ

±ß¿ò

±ß¿ò, ħÊ½ĭ

ÓĭÑÖ

·ÇÓøÓĭÓĭÑÖ

5 ÑĭÖĭĭ°×÷ÓĀÓÚĭ±°Ä¥¹Ø±Öĭ°ÑùÊ½ĭ±¶ĀÖ»°¿òĭ£

6 È·Èĭ¶ÖÑùÊ½Êü×÷Đμ, Ä£¬°ĭ°ÊÇĭ±°Ä¥ĭ£

ĭêĭ, ½éÊÜ£¬²ĭ¼üÖĀÑùÊ½½½øĐĐ, ħÊ½±àÄÄĭ£

## ÇëĭÖĀ

¶ĀÄ, ħÊ½±àÄÄ

ÉèÖĀÓĀ»ŠÓĀĭÈÑĭĭ

ÔÚÒ³ÃæÉİÉèÖÃÎÄ×Ö°Í¼ĐÎ

ĀÊö

½«ŋĪÄä;ç¼¼ĐÎ»ò±İÑĵÊē¼¼ÎÄçò

²ăÊēçŌ¼¼ÎÄçò

ÒÆŋ┐¼¼ÎÄçò

ÉèÖÃ¼¼ÎÄçò´óĐĵ

±àÄÄ¼¼ÎÄçòÖŪİ\$μÄÎÄ×Ö

ÉèÖÃÎÄ³ÁμÄ´óĐ´×ÖÄ

Ě®Æ½ÊèÖÃ¼¼ÎÄçò

´¹Ö±ÊèÖÃ¼¼ÎÄçò

ÔÚÒ³±ß³¼àÖĐÉèÖÃ¼¼ÎÄçò

É³¼³ý¼¼ÎÄçò



ÔÚÒ³ÃæÉÏÉèÖÃÎÄ×ÖºÍ¼ĐÎ

Ê¹ÓÃ Word £¬Äü¿ÉÒÔ½«ÎÄµµÖÐµÄ³Ð©ÔªËø£¬±ÈÈç¶¶ÎÄä¼  
±í,ñó¼°Ð¶ÎÔÊ¼ÔÖ³ÃæµÄ,¶¶»ÖÃÉ¼

İ̂āĀĖŌÚŎ³ÃæÉİĒēÖÄİĀμμμÄŎªĖØİ»ÖǺĚ¬½«Ñ;¶İ̇İ²āĖēİ¼İĬĬȧĤ-Ė»°ó½«İ¼İĬĬȧȧēÖĀŌÜĖÛĐēİ»ÖǺ;Ĥ  
ĖēÖĀİ¼İĬĬȧȧȧȧĤ-İ¼İĬĬȧȧȧÜμμĀĖªȧÜĖĖȢ½«×+İ̂ĀŎ»,öŌüİĀŎÆ¶İ̇|Ĥ

¶ÓÓÚÃ¿Ò»¸ò¼¼Ä¿ð£¬¿ÉÒÒÑ¿Òñ¼¸¸ò¼¶¶¹¿ÖÃ»ðÕßÓÃ³ß  
¿£¿¶¹¿ÖÃ¿£Ä¿ÉÒÒ½«¶¶ÔöÊèÖÃÖÙÒ»Ò³µÄ¶¶²¿¿ðÐ¿¿»ðÊÇµ×²¿£¬»ðÕßÊÇÒ»Ò³µÄ×ó²¿¿¿ðÐ²¿¿  
ðÒÒ²¿¿££ÄÜÒ²¿ÉÒÒÔ¹¿ýÊè¶³ß¿À'È·¶Ò»¸×¼È·µÄÎ¿ÖÃ¿£

[illegible]

ÔÚÊ«Öæ²ê¸´Ä£Ê½ÖÐÊ´ÓÁĬ¼ĬÄ¸ð£¬¸ÊÖÖ·½±ăµØÖÆ¶ĦĦ¼ĬÄ¸ð²ç²ê¸´Ħ¼ĬÄ¸ðÔëÖ³ÄæĒĦÆăĒüÖªĒĦ  
 µĦ·ØĦµĦ£

Çë²ÎÔÄ

$$\frac{1}{2} \ddot{A} \ddot{U} \frac{1}{2} \dot{e} \dot{E} \ddot{U}$$

1/2«¶ÎÄä¡çÍ¼¼ĐÎ»ò±íÑ¡ÈëÍ¼¼ÄÄ¿ò

[illegible]

½«¶ÎÄä¡í¼ĐÎ»ò±íÑ¡Èëí¼ÎÄ¿ò

- 1  $\tilde{N}_i \Pi^{\circ a_2} \tilde{a} \tilde{e} \tilde{e} \tilde{l} \frac{1}{4} \tilde{A} \tilde{L} \partial \mu \tilde{A} \tilde{I} \tilde{A} \pm \frac{3}{4} \mid \phi \pm \mid \rangle \partial \frac{1}{4} \partial \tilde{I} \mid \varepsilon$   
2  $\tilde{N}_i \tilde{O} \tilde{n} \tilde{I} \tilde{A} \tilde{A} \tilde{D} \tilde{A}^3 \tilde{O} \rangle^2 \tilde{U} \times \pm \varepsilon^{\circ}$   
▶  $\tilde{O} \tilde{U}^1 \pi \frac{3}{4} \tilde{B} \tilde{A} \cdot \tilde{E} \tilde{I} \varepsilon \neg \mu \neq \rangle \div \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial^{\circ} \cdot \tilde{A} \neq \mid \varepsilon$   
▶  
▶  $\cdot \tilde{O} \mid^{\circ} \tilde{a} \tilde{E} \tilde{e} \mid \pm^2 \tilde{E} \mu \neq \tilde{O} \tilde{D} \varepsilon \neg \tilde{N}_i \tilde{O} \tilde{n} \mid^{\circ} \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial \mid \pm \varepsilon^{\circ} \text{ALT} \varepsilon \neg \mid \varepsilon \neg \text{F} \varepsilon \odot \mid \varepsilon$   
3  $\tilde{E} \zeta^1 \tilde{u}^2 \rangle \tilde{E} \zeta^1 \pi \times \div \tilde{O} \tilde{U} \tilde{E} \langle \tilde{O} \tilde{a}^2 \tilde{e} \zeta \cdot \tilde{A} \tilde{E} \tilde{E} \frac{1}{2} \tilde{I} \tilde{A} \varepsilon \neg \text{Word} \rangle \text{a} \tilde{l} \tilde{a} \tilde{E}^3 \frac{1}{4} \tilde{A} \tilde{u} \zeta \tilde{D} \rangle \rangle^2 \tilde{e} \zeta \cdot \tilde{A} \tilde{E} \tilde{E} \frac{1}{2} \mid \varepsilon \mu \pm \text{Word} \cdot \varnothing^3 \tilde{o} \tilde{l} \tilde{a} \tilde{E}^3 \frac{1}{4} \tilde{E} \pm \varepsilon \neg \tilde{N}_i \tilde{O} \tilde{n} \mid^{\circ} \tilde{E} \zeta \mid \pm^{\circ} \cdot \tilde{A} \neq \tilde{O} \cdot \tilde{D} \tilde{D}^2 \tilde{a} \tilde{E} \tilde{e} \tilde{l} \frac{1}{4} \tilde{A} \tilde{L} \partial \varepsilon \neg^2 \phi \zeta \tilde{D} \rangle \rangle \mu \frac{1}{2} \tilde{E} \langle \tilde{O} \tilde{a}^2 \tilde{e} \zeta \cdot \tilde{A} \tilde{E} \tilde{E} \frac{1}{2} \mid \varepsilon$   
 $\text{Word}^2 \tilde{a} \tilde{E} \tilde{e} \tilde{O} \rangle \cdot \partial \tilde{l} \tilde{s} \times \mid \varepsilon \tilde{U} \tilde{N} \tilde{i} \mid \mu \tilde{A} \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial \varepsilon \neg \cdot \tilde{L} \partial \tilde{O} \tilde{D} \tilde{A} \tilde{U} \tilde{E} \tilde{Y} \tilde{E} \tilde{O} \tilde{I}^{\mu} \mu \pm \zeta^{\circ} \tilde{N}_i \Pi^{\circ} \tilde{I} \mid \varepsilon$   
4  $\tilde{l} \tilde{e}^3 \tilde{E}^2 \tilde{a} \tilde{E} \tilde{e} \tilde{O} \varepsilon \neg \tilde{A} \tilde{u} \tilde{L} \tilde{E} \partial \tilde{O} \tilde{D} \tilde{B} \cdot \tilde{A} \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial \mu \tilde{A} \tilde{I} \rangle \tilde{O} \tilde{A} \tilde{O} \tilde{e} \cdot \partial \tilde{D} \mid \varepsilon \tilde{I}^2 \tilde{I} \tilde{O} \tilde{A} \tilde{O} \tilde{A} \tilde{E} \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial^{\circ} \mid \tilde{E} \tilde{e} \tilde{O} \tilde{A} \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial^{\circ} \tilde{O} \tilde{D} \mid \varepsilon$   
 $\times \phi \tilde{E} \tilde{I} \varepsilon^{\circ} \text{Word} \times \tilde{O} \Pi^{\circ} \tilde{O} \tilde{U} \tilde{I} \frac{1}{4} \tilde{A} \tilde{L} \partial \tilde{E} \tilde{A} \tilde{O} \tilde{U}^1 \tilde{O} \tilde{E} \tilde{I} \tilde{O} \rangle \cdot \partial \mu \neq \mid \tilde{B} \pm \tilde{B} \frac{1}{2} \zeta \mid \varepsilon \tilde{E} \zeta^1 \tilde{u} \tilde{E}^3 \frac{1}{4} \tilde{y} \mid \frac{1}{4} \tilde{A} \tilde{L} \partial \varepsilon \neg \neg \pm \tilde{B} \frac{1}{2} \zeta \tilde{E} \tilde{O} \tilde{E} \rangle \rangle \pm \tilde{L} \tilde{A} \partial \mid \varepsilon$

ÌáÊ<sup>3</sup>/<sub>4</sub>

- °´¼ýí·¼ü¿É½«²ăÈëµăŒÆµ½Í¼Ā¿òÖĐj£

Çe²îÔÄ

ÔÚÒ³ÃæÉĬÉèÖÃÎÄ±³⁄₄Í¹⁄₄ĐÎ

ÔÚÈ«Õæ²é¿'Ä£Ê½ÏÂ¹¤×÷

## ²āĖĕŁŌÍ¼ĀĬò

ŌÚ²āĖĕŌ» ½ĬŌÍ¼ĀĬò°óŁ-ĀúĬÉŌŌŌŪÆāŌĐ¼üĖĕĬĀ±¾Ł-ĖāĖĕμĀĀŪĖŸ±»ŌĀŌŪÍ¼ĀĬòāŪĬŁWord  
×ŌŲŌŪÍ¼ĀĬòĖĀŌŪ¼ŌÉĬŌ» ½μĖĬĬ±Ĭ½ĈĬ

## ²āĖĕŁŌÍ¼ĀĬò

- ▶ 1 Ė·ĖĬμ±Ĉ°Ā»ŌĐŊĬŲĬĬĬŁ
- 2 ŊĬŌŊĬĀĀĐĀ³Ō»²Ū×+Ł°
- ▶ ŌŪ¹¼ĬĀĖĬĖĬμ»±Í¼ĀĬò°·ĀĖĬŁ
- ▶ ŌĬ²āĖĕĬ±ĖĬμ×ŌĐŊĬŌŊĬ°Í¼ĀĬòĬ±Ł-ALTŁ-ŁŁ-FLŌĬŁ
- 3 ĖĈ¹ŪĖĈ¹μ×÷ŌŪĖ«Ōæ²ĖĬ·ĀŁĖ¹½ĀŁ-Word »áĬĖ³¼ĀŪĈĐ»»²ĖĬ·ĀŁĖ¹½ĬŌŪ Word ,ø³ŌĬĖ³¼Ė±  
Ł-ŊĬŌŊĬ°ĖĈĬ±°·ĀĖ²āĖĕĬ¼ĀĬò²ĈĈĐ»»μ¹½Ė«Ōæ²ĖĬ·ĀŁĖ¹½Ĭ  
Ėó±ĖŌ,ŌĖ,Ā±āĬŲ.
- 4 ½ĬĬĬŌĖμ¹½Ō²āĖĕĬ¼ĀĬòμĀĬ»ŌĀĬŁ
- 5 °·×ĬĖó±Ė×ó°·ĀĖŁ-ĬĬŲĬ¼ĀĬòμ¹½ĖŪĐĖ·óĐĬĬŁ
- 6 ĖĬ·ĀĖó±Ė×ó°·ĀĖ²āĖĕĬ¼ĀĬòĬŁ
- 7 ²āĖĕĬ¼ĀĬò°óŁ-ĀúĬÉŌŌ,Ā±āĬ¼ĀĬòμĀĬ»ŌĀ°ĬóĐĬĬŁ²Ĭ¼ŪŌÆŲĬ¼ĀĬò°ĬĖŌĀĬ¼ĀĬò  
·óĐĬĬŁ.

- ▶ 1 ŌĬ²āĖĕĬ±ĖĬμ×ŌĐŊĬŌŊĬ°Í¼ĀĬòĬ±Ł-ALTŁ-ŁŁ-FLŌĬŁ
- 2 μ± Word ³ŌĬŌĬĖ³¼Ė±Ł-ŊĬŌŊĬ°ĖĈĬ±°·ĀĖ²āĖĕĬ¼ĀĬò²ĈĈĐ»»μ¹½Ė«Ōæ²ĖĬ·ĀŁĖ¹½Ĭ  
Ėó±ĖŌ,ŌĖ,Ā±āĬŲ.
- 3 ŌĀ¼ŷĬ·¼ü¹½«ĖĖŌĀμ¹½ŌŪ²āĖĕĬ¼ĀĬòμĀ×óĖĬ¹½ĈμĀĬ»ŌĀĬŁ
- 4 °·ENTER¼ü²āĖĕĬ¼ĀĬòĬŁ
- 5 ĖĈ¹ŪĀŪ,Ā±āŌ÷Ōā²»ĬĖ²āĖĕĬ¼ĀĬòŁ-ĈĖ°·ESC¼üĬŁ
- 6 ŌŌĬĀ²Ū×÷ĬĖĖŌĀĬ¼ĀĬòμĀ·óĐĬĬŁ

Ō<sup>a</sup>

°·

ŌŌĐĬ²½³ŌŲŲĬ¼ĀĬò ¼ŷĬ·¼ü

ŌŌ½Ĭ·ó²½³Ų SHIFT+the arrow keys

ŌŲŲĬ¼ĀĬò TAB

SHIFT+TAB

PAGE UP

PAGE DOWN

6 Í¼ĀĬò·Ĭμ¹½ĖŪĐĖ·óĐĬĖ±Ł-°· ENTER ¼üĬŁ

7 ²āĖĕĬ¼ĀĬò°óŁ-ĀúĬÉ,Ā±āĬ¼ĀĬòμĀĬ»ŌĀ°ĬóĐĬĬŁ²Ĭ¼ŪŌÆŲĬ¼ĀĬò°ĬĖŌĀĬ¼ĀĬò·óĐĬĬŁ

## ĬāĖ³¼

- ▶ Ė¹ŌĀ¼ŷĬ·¼ü¹½«²āĖĕμāŌÆĖĖ»ðŌÆ³ŌÍ¼ĀĬòĬŁ
- ▶ ĖĈ¹ŪŌŪ²āĖĕĬ¼ĀĬò°óŌŌŌŪÍ¼ĀĬòŌĐ²āĖĕŌ»·ŪÍ¼Ł-Word »á×ŌŲμ=ŌŪÍ¼μĀ·óĐĬĀ  
·ĖĖŌĬ¼ĀĬòĬŁ

## ĈĖ¹ŌĀ

ŌŪŌ³ĀæĖĬĖĖŌĀĬĀ±¾ŌÍ¼ĐĬ

ŌŪĖ«Ōæ²ĖĬ·ĀŁĖ¹½Ā¹μ×÷

## ÒÆŦÍ¼ÎÄ¿ò

Äú¿ÉÒÔ½«Í¼ÎÄ¿ò<sup>a°</sup>üÀ"ÆäÖÐμÄÍ¼ÐÎ¿±í,ñ°ÍÎÄ±¾<sup>a</sup>ÒÆμ½ÎÄμμÖÐμÄË°Í»ÖÃ¿

## ÒÆŦÍ¼ÎÄ¿ò

- 1 Èç¹ûÎÄμμ²»ÔÚÈ«Öæ²é¿´Ä£Ê½ÖÐ£¬´Ó<sup>°²</sup>é¿´¿±²Ëμ×Ŧ¿Ŧ¿°ÖüÒ³Ä£Ê½¿±£  
£"ALT£¬V£¬P£©¿£
- 2 ÔÚÍ¼ÎÄ¿ò±ß½çÉÏÈèÖÃ²aÈèμä¿£  
Êó±èÖ Öè±ä³ÊÈÄ,ð·½¿òμÄ¼ý¿¿£
- 3 ÍŦŦÍ¼ÎÄ¿òμ½ÐÄμÄ¿»ÖÃ¿£  
ÔÚÍŦŦÍ¼ÎÄ¿òÊ±£¬Ò»»ðÉÍßÍ¼ÎÄ¿òÈæÊó±èÍŦŦÖ,³ðÍ¼ÎÄ¿òμÄμ±ç°¿»ÖÃ¿£ÊÏ·ÄÊó±è°  
´Ä££¬Í¼ÎÄ¿òÖÐμÄÄÜÊÝ±äÒÆμ½ÐÄ¿»ÖÃ¿£

- 1 Èç¹ûÎÄμμ²»ÔÚÈ«Öæ²é¿´Ä£Ê½ÖÐ£¬´Ó<sup>°²</sup>é¿´¿±²Ëμ×Ŧ¿Ŧ¿°ÖüÒ³Ä£Ê½¿±±(ALT, V, P).
- 2 Ê¹ÒÄ¼ý¿¿·¼ü½«²aÈèμäÒÆÈèÒ³ÒÆŦμÄÍ¼ÎÄ¿ò¿£
- 3 ÔÚ¿¿,ñÊ½¿±²Ëμ×ÖÐ£¬Ŧ¿Ŧ¿°Í¼ÎÄ¿ò¿±±(ALT, T, F).
- 4 ¿°ËÒÆ½¿±Ŧ¿Ŧ¿¿ÎÄ£¬ÔÚ¿°¿»ÖÃ¿¿òÖÐ¼üÈè»ðŦ¿Ŧ¿°Í¼ÎÄ¿òμÄËÒÆ½¿¿»ÖÃ¿£
- 5 ÔÚ¿¿´¹Ö±¿±Ŧ¿Ŧ¿¿ÎÄ£¬´Ó¿°¿»ÖÃ¿¿òÖÐ¼üÈè»ðŦ¿Ŧ¿°Í¼ÎÄ¿òμÄ´¹Ö±¿¿»ÖÃ¿£
- 6 Ŧ¿Ŧ¿°Ë·Ŧ¿¿±°´Ä£¿£

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## çë¿ÖÄ

ÔÚÒ³ÄæÉÏÈèÖÃÎÄ±¾°Í¼ÐÎ

ÔÚÈ«Öæ²é¿´Ä£Ê½ÎÄ¹×÷

ÉèÖÃÍ¼ÎÄ¿ò´óĐı

ÔÚÎÄµµÖÐ²åÈë¼Ä¿òó£¬¿ÉÒÔÈÎÒâµ÷ÕûÆä´óÐ¡£

## ÉèÖÃÍ¼ÎÄ¿ò´óĐı

- [illegible]

Çe²îÔÄ

ÔÚÒ³ÃæÉĬÉèÖÃÎÄ±³⁄₄Í¹⁄₄ĐÎ

ÔÚÈ«Õæ²é¿'Ä£Ê½ÏÂ¹¤×÷

## ±àAAÍ¼ÎÄ¿òÖÛÎ§µÄÎÄ×Ö

Äú¿ÉÒÒÔÚ°ü¬¬¶ÎÄä¿±¿ñ»òÍ¼ÐÎµÄÍ¼ÎÄ¿òËÄÖÛË¹ÎÄ±¼»»ØÈÆ£¬²¿¿ØÖÆÍ¼ÎÄ¿òÖËÖÛÎ§ÎÄ±¼Ö®¼äµÄ¼ä³¼à¿£

### ±àAAÍ¼ÎÄ¿òÖÛÎ§µÄÎÄ±¼

1 ±àAAÍ¼ÎÄ¿òÖÛÎ§µÄÎÄ±¼

2 Ñ¿ÔñÎÄÄÐÄ³Ò»²Ü×÷£°

► Ñ¿ÔñÍ¼ÎÄ¿ò¿£

► ÔÚÍ¼ÎÄ¿òÖÐËËÖÃ²äËËµä¿£

3 ´Ó¿ñË¹¿±²Ëµ¥ÖÐÑ¿Ôñ¿Í¼ÎÄ¿ò¿±£¬ALT£¬T£¬F£©¿£

4 ÔÚ¿ÍÎÄ±¼»»ØÈÆ¿±ÎÄ£¬Ñ¿Ôñ¿ÖÛÎ§¿±¿£

5 Ñ¿Ôñ¿È·¶¿±´À¥¿£

ÌäË³¼

►

Èç¹üÄú²»¿£ÍüÎÄ±¼ÔÚÍ¼ÎÄ¿òÖÛÎ§»ØÈÆ£¬¿ÉÒÒÑ¿Ôñ¿Í¼ÎÄ¿ò¿±ÃüÁ£¬ÔÚÔÚ¿ÍÎÄ±¼»»ØÈÆ¿±Ñ¿ÎÖÐÑ¿Ôñ¿Í¿±¿£

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## Çè²ÎÔÄ

ÔÚÒ³ÃæËËËÖÃÎÄ±¼°Í¼ÐÎ

ÔÚÈ«Öæ²¿¿À£Ë¹¿ÍÄ¹×÷÷proworkinginpagelayout

## ÉèÖÃĬĀ³ĀμÄ´óÐ´×ÖÄ,

ÔÚĬĀĒé»òĒÖ²āÖÐμÄŎĀĭϕ½Ú½´Áϕ±ēĭāĒ±Ē¬Word ĭá¹©ĀĒÖ»ÖÖ·½´Ē¹ĀúĬÉÖÖ½´ĀϕÖ»,ò  
´óÔÚ±ēĭāÖÐÆāĒĒĬĀ×ÖμÄ´óÐ  
´Ē××ÖÄ,Ē¬ÔôĬĀĬÉÖÖ,Ā±ā,Ā×ÖÄ,ÔÚÐÐÖÐμÄŎÆē·½Ē½Ē¬Ŏ³ÆÆāĬĀ³Ā´óÐ´×ÖÄ,ĭĒ



ĬĀ³Ā´óÐ

´×ÖÄ,μÄŎ³ĬĬ´Ē³ÖēĬĀ±³Ē×ÐÐμÄŎ³ĬŎÆēĒ¬μ«ĬÉĬ´ýÔÚĬĀ±³Ĭ°Ôô¼ÔĬÖ,Ĭ½ÐÐμ÷ÖûĒĀú»¹ĬÉÖÖ  
μ÷ÖûĬĀ±³ĬÖēĬĀ³Ā´óÐ´×ÖÄ,¼āμĀ¼ā³āĭĒ

## ÉèÖÃĬĀ³Ā´óÐ´×ÖÄ,

- 1 ĬĭŎ³Ĭ,ĬĒ½»¬ŎĬĀāÖÐμĀĒ××ÖÄ,»òμÚÖ»,òμ¥´ĒĭĒ
- 2 ÔÚ,Ā×ÖÄ,»òμ¥´ĒĒÖ±»ĬĭŎ³μĀÇéĬôĬĀĒ¬ĬĭŎĬĬĀĀÐĀ³Ö»²Ú×÷Ē°
  - ▶ ÔÚ¹ā³ĬĀĒÉĭμ¥»÷Ĭ¼ĬĀĬò´Ā¥ĭĒ
  - ▶ ´Ôĭ°²āĒēĭ±²Ēμ¥ÖÐĬĭŎĬĭ´Ĭ¼ĬĀĬòĭ±Ē¬ALTĒ¬ĬĒ¬FĒ©ĭĒ  
×ϕĒĒĒ°ĒÇ¹û²»ĒÇ¹××÷ÔÚĒ«Öæ²éĬ´ĀĒĒ½ÖÐĒ¬μ± Word ĬŎĒĒĀúĒÇ·ĬÖāÇÐ»»μ½Ē«Öæ²éĬ´ĀĒĒ½ĒĒ±  
Ē¬ÇēĬĭŎĬĭ°ĒÇĭ±ĭĒ
- 3 ,Ā±āĬ¼ĬĀĬò´óÐĭĭĒ²Ĭ¼ûĒÉèÖĀĬ¼ĬĀĬò´óÐĭ.  
½«ÖÖ²āÖÐ¼āμĀ³ĬÇμ÷½Ú±ûĬòÖÖĬĬÖ¬Ē¬ĬÉÔÚĒ××ÖÄ,Ē¬»òμ¥´ĒĒĒ°ĬÆāÔāĬĀ×ÖÖ®¼ā²ûĒú,û  
´óμĀ¼ā³āĭĒ
- 4 ĬāÐμ,ĀĬĀ³Ā´óÐ´×ÖÄ,ÖēĬĀ±³μĀŎÆē·½Ē½Ē¬ÖÐÐĒÇĬĀ²Ú×÷Ē°
  - ▶ ÔÚĬ¼ĬĀĬòĬāμĀĬĀ±³ÖÐĒÉèÖĀ²āĒēĭμāĭĒ
  - ▶ ´Ôĭ°,ĬĒ½ĭ±²Ēμ¥ÖÐĬĭŎĬĭ´ŎĬĀāĭ±Ē¬ALTĒ¬TĒ¬PĒ©ĭĒ
  - ▶ ÔÚĭ°ÖēÇ°ŎĬ¼ā³āĭ±Ā,ÖÐĒ¬ĒāĒēĒĒÐē³ĬÇĭĒ
  - ▶ ĬĭŎĬĭ°ĒŎĬĭ±´Ā¥ĭĒ
- 5 ÖÖ,´μÚ 4 ²½Ē¬μ÷Öû,Ā³ĬÇÖ±μ½ĀúÔāĬÖ¹ĭĒ

ĭāĒ¼

- ▶ ĀúĬÉÖÖÔĀĭ°±ĬĬòĭ±ĀûĀĭÔÚĬ¼ĬĀĬòÖŎĬĬĒÉèÖĀÖ»,ò·½ĬòĭĒ²Ĭ¼ûĬāŎĬĀāĭϕĬ¼±Ĭ»òĬ¼ÐĬĬĭÔĀ±ĬĬòĭĒ

## ÇēĬĀ

ÔÚÖ³ĀæĒĒÉèÖĀĬĀ±³°Ĭ¼ÐĬ

ÔÚĒ«Öæ²éĬ´ĀĒĒ½ĒĀ¹×÷

## Ė®Æ½ĖëÖÄÍ¼ÎÄ¿ò

Äú¿ĖÖÖ²ÍÖÖÒ³ÄæĖÍµÄÄ³Ö»ÔªĖØĖ¬±ĖĖÇÖ³±ß½ÇÄ´ĖëÖÄÍ¼ÎÄ¿ò¿Ė

## Ė®Æ½ĖëÖÄÍ¼ÎÄ¿ò

1 ĖÇ¹ûÎÄµµ²»ÔÚĖ«Öæ²é¿´ÄĖĖ½ÖÐĖ¬¹Ô¿²é¿´¿±²Ėµ¥ÖÐÑ¿Ôñ¿²ÖûÖ³ÄĖĖ½¿±Ė¬ALTĖ¬TĖ¬PĖ©¿Ė

2 ÔÚÔª¶ÖÆëµÄÍ¼ÎÄ¿òÖÐĖëÖÄ²ăĖëµă¿Ė

3 ´Ô¿²ñĖ½¿±²Ėµ¥ÖÐÑ¿Ôñ¿²Í¼ÎÄ¿ò¿±Ė¬ALTĖ¬TĖ¬FĖ©¿Ė

4 ÔÚ¿²Ė®Æ½¿±¿ñ¿ĤÎÄĖ¬Ñ¿ÔñÎÄÄÐ²Ú×÷Ė°

► ÔÚ¿²Ĥ»ÖÄ¿±¿òÖÐĖ¬Ĥ²Í¼ÎÄ¿ò¼üĖëÖ»²¹Ĥ²Ĥ»ÖÄĖ¬»òÑ¿Ôñ¶ÖÆëÍ¼ÎÄ¿òµÄ·½Ė½¿Ė

## Ĥ²¶ÖÖÚ...¶ÖÆëÍ¼ÎÄ¿ò      Ñ¿Ôñ

Ô³¿ÇÖ³±ß½Ç»òÄ¿µÄ×ó±ß      ×ó¶ÖÆë

Ô³¿ÇÖ³±ß½Ç»òÄ¿µÄÔÖ±ß,      ÔÖ¶ÖÆë

Ô³¿ÇÖ³±ß½Ç»òÄ¿×óÔÖ±ß      ¾ÔÖÐ

Ö®¼ăµÄÖÐÐÄĤ»ÖÄ

Ô³¿ÇÖ³±ß½Ç»ò      ÄÚ±ß½Ç¶ÖÆë

Ä¿µÄÄÚ±ß½Ç

Ô³¿ÇÖ³±ß½Ç»ò      Íă±ß½Ç¶ÖÆë

Ä¿µÄÍă±ß½Ç

×ÇĖĤ°ÄÚ±ß½ÇĤ²»ÖÄĖÇÖ¿ÆæĖÝÔ³µÄ×ó±ß°ÍÄ¼ĖÝÔ³µÄÔÖ±ß¿ĤÍă±ß½ÇĤ²»ÖÄĖÇÖ¿ÆæĖÝÔ³µÄÔÖ±ß°ÍÄ¼ĖÝÔ³µÄ×ó±ß¿Ė

► ÔÚ¿²Ĥ²¶ÖÖÚ¿±¿òÖÐĖ¬Ñ¿ÔñÎÄÄÐÄ³Ö»Ĥ²×÷Ĥ²Ė®Æ½²Ĥ²»µÄ²ăÄ¿µă¿Ė

## ¶ÖÆëÍ¼ÎÄ¿ò      Ñ¿Ôñ

ÔÚ×ó¿ÇÔÖÖ³±ß½ÇÖ®¼ă      Ô³±ß½Ç

ÔÚ×ó¿ÇÔÖÖ³±ßÖ®¼ă      Ô³

ÔÚÄ¿µÄ±ß½ÇÖ®¼ă      Ä¿

Ä¿

► ĖÇ¹ûÔÚÍ¼ÎÄ¿òÖÜĤ²ÓÐĤ²×ÖĖ¬ÔÚ¿²ÖëĤ²±¾¼ă¾ă¾ă¿±

¿òÖÐ¼üĖëÍ¼ÎÄ¿ò×ó¿ÇÔÖ±ß½ÇÖëÖÜĤ²ÍÄ±¾Ö®¼ăµÄ×Ĥ¿¼ă¾ă¿Ė

5 Ñ¿Ôñ¿²Ė²Ĥ²¿²´Ä¥¿Ė

## Çë²ĤÖÄ

ÔÚÔ³ÄæĖĤĖëÖÄÍÄ±¾°Í¼ÐĤ

ÔÚĖ«Öæ²é¿´ÄĖĖ½ÎÄ¹¤×÷



## ‘Ö±ÉèÖÄí¼Ä¿ò

Í¼Ä¿ò¿ÉÖÖ×Ýìð¼ÖÖÐ¶ÖÆè£¬»ðÓèÉí¿ÄÖ±ß½¿¶ÖÆè£¬»¹¿ÉÖÖí¬Éí¿ÄÖ±ß¶ÖÆè¿£Äú¿ÉÖÖíà¶ÖÖ³ÄæÉíÄ³Ö»²íÖÖµäÉè¶¼äÄè£¬¶í»Í¼Ä¿ò¿£

## ‘Ö±ÉèÖÄí¼Ä¿ò

- 1 È¿¹ùÎÄµµ²»ÔÚÈ«Öæ²é¿·Ä£Ê½ÖÐ£¬‘Óì²é¿·¿±²Ëµ¥ÖÐÑìÔñì°ÖûÖ³Ä£Ê½¿±£¬ALT£¬V£¬P£©¿£
- 2 ÔÚÒ¶¶ÖÆèµÄÍ¼Ä¿òÖÐÉèÖÄ²àÈèµä¿£
- 3 ‘Óì°·ñÊ½¿±²Ëµ¥ÖÐÑìÔñì°Í¼Ä¿ò¿±£¬ALT£¬T£¬F£©¿£
- 4 ÔÚì°‘Ö±¿±ÑìííÄ£¬ÑìÔñíÄÄÐ²Ú×÷£°  
▶ ÔÚì°í»ÖÄÉèÖÄ¿±¿òÖÐí¼Ä¿òÈäÈè¹¶í»ÖÄ£¬»ðÑìÔñÖ»ÖÖí¼Ä¿ò¶ÖÆè·½Ê½¿£

## Ìà¶ÖÖÚ...¶ÖÆèí¼Ä¿ò      ÑìÔñ

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ÉíÖ³±ß½¿»ðÉíÖ³±ß¶¥²¿

ÍÄÖ³±ß½¿»ðÍÄÖ³±ßµ×²¿

ÉíÍÄÖ³±ß½¿ÖÐÐÄ»ð ¼ÖÖÐ

ÉíÍÄÖ³±ßÖÐÐÄ

- ▶ ÔÚì°Ìà¶ÖÖÚ¿±¿òÖÐ£¬ÑìÔñíÄÄÐÄ³Ö»í×÷í°‘Ö±¶í»µÄ²àÄ¿µä¿£

## ¶ÖÆèí¼Ä¿ò      ÑìÔñ

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ÔÚÉíÍÄÖ³±ß½¿Ö®¼ä Ö³±ß½¿

ÔÚÉíÍÄÖ³±ßÖ®¼ä Ö³

×í²ú¶ÍÄäµÄ×óÉí½¿ ¶ÍÄä

×¿Éí£°È¿¹ùÑìÔñì°¶ÍÄä¿±£¬Word »á×Ö¶ÑìÔñì°ÈæíÄ±¼ÖÆ¶í¿±,

‘Ñì¿ò£¬Í¼Ä¿ò»áÈæí¬ÖèÖ®¶ÖÆèµÄ¶ÍÄäÖ»ÆðÖÆ¶í¿£

- ▶ ÔÚì°ÖèíÄ±¼¼ä³¼ä¿±¿òÖÐ£¬ÈäÈèí¼Ä¿ò×óÖÖ±ß½¿ÖèÖÖí§íÄ±¼Ö®¼äµÄ×íÐì¼ä³¼ä¿£

5 ÑìÔñì°È·¶í¿±°·Ä¥¿£

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## Çè²íÖÄ

ÔÚÖ³ÄæÉíÉèÖÄíÄ±¼°Í¼Ðí

ÔÚÈ«Öæ²é¿·Ä£Ê½ÍÄ¹×÷

## ÔÚÒ³±ß³⁄àÖÐÉèÖÃÍ¼ÎÄ¿ò

Äú¿ÈÒÒÃ¼°Í¼ÎÄ¿ò±ÄüÄÍÔÚ×ó¼¿ÓÒÒ³±ß¹⁄¿ÖÐÉèÖÃÓÃÍ¼ÎÄ¿ò¿ò×¼µÄÄ±³⁄¼¿±Í»òÍ¼ÐÎ¿

## ÔÚÒ³±ß³⁄àÖÐÉèÖÃÍ¼ÎÄ¿ò

1 È¿¹üÎÄµµ²»ÔÚÈ«Öæ²é¿·Ä£È½ÖÐ£¬¹Ó¼²é¿¼±²Ëµ¥ÖÐÑ¼Ôñ¼°ÖüÒ³Ä£È½¿±£¬ALT£¬V£¬P£©¿

2 Ñ¼ÔñÎÄÁÐÄ³Ò»²Ü×÷£°

► µ¥»÷Í¼ÎÄ¿ò

► ÓÃ¼ýÍ·¼üÔÚÍ¼ÎÄ¿òÖÐÉèÖÃ²âÈëµã¿

3 ´Ó¼°ñÈ½¿±²Ëµ¥ÖÐÑ¼Ôñ¼°Í¼ÎÄ¿ò¿±£¬ALT£¬T£¬F£©¿

4 ÔÚ¼°È®Æ½¿±Ñ¼ÎÍÄ£¬Ñ¼ÔñÎÄÁÐ²Ü×÷£°

► ÔÚ¼°Í»ÖÃÈëÖÃ¿±¿òÖÐ£¬ü³⁄ÝÒªÔÚÆãÖÐÉèÖÃÍ¼ÎÄ¿òµÄÒ³±ß³⁄à£¬Ñ¼Ôñ¼°×ó¿±»ò¼°Òò¿±¿

► ÔÚ¼°Íà¶¶ÔÚ¿±¿òÖÐ£¬Ñ¼Ôñ¼°Ò³¿±¿

► ÔÚ¼°ÓëÎÄ±³⁄⁄ä³⁄à¿±¿òÖÐ£¬ÈãÈë»òÑ¼ÔñÍ¼ÎÄ¿ò×ó¼¿ÓÒÒ³±ß¹⁄¿ÖèÖÜÎ§ÎÄ±³⁄⁄ä®¼äµÄ¹⁄ä³⁄à¿

5 ÔÚ¼°ß¿¿±Ñ¼ÎÍÄ£¬Ñ¼ÔñÈüÐëµÄÍ¼ÎÄ¿ò³ß¿¿

È¿¹üÄüÎ£Í¼ÎÄ¿òÍèÈ«·ÄÔÚ±ß¹⁄¿ÖÐ£¬ÇèÈ·ÈÍÄüÔÚ¼°Èë¶¶Öµ¿±ÖÐ¼üÈëµÄ³ß

¿¿Ð¼ÔÚÒ³±ß¹⁄¿¿²¼üÈëÖÃÍ¼ÎÄ¿ò´óÐ¼¿

6 Ñ¼Ôñ¼°È·¶¼±°·Ä¥¿

## ×¿ÈÍ£°

► ÎÈ¿¹üÍ¼ÎÄ¿ò±È±ßÒ³¹⁄¿¿Í£¬Í¼ÎÄ¿ò»à´ÓÒ³±ßÑÓÉ¼µ¹²ÖýÎÄÇøÓò¿

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## Çè²ÎÖÃ

ÔÚÒ³ÄæÉÍÈëÖÃÎÄ±³⁄⁄Í¼ÐÎ

ÔÚÈ«Öæ²é¿·Ä£È½ÎÄ¹×÷

## É¾³ýÍ¼ÎÄ¿ò

Äú¿ÉÒÔ°ÜÈÝÔ×μØ

´Ô±Í¿¶ÎÄ»òÍ¼ÐÎÖÉ¾³ýÍ¼ÎÄ¿ò¿£Äú¼È¿ÉÒÔÉ¾³ýÍ¼ÎÄ¿ò±¾É£¬Ò²¿ÉÒÔÉ¾³ýÍ¼ÎÄ¿ò¼°ÆäÈù°ü¬μÄÄÜÈÝ¿£

## É¾³ýÍ¼ÎÄ¿ò

1 Ñ¿ÔñÎÄÁÐÄ³Ô»²Ü×÷£°

► μ×»÷Í¼ÎÄ¿ò¿£

► ÓÄ¼ýÍ¼¼üÔÚÍ¼ÎÄ¿òÖÐÉèÖÄ²äÈëμä¿£

2 ´Ô¿,ñÈ½¿±²Èμ×ÖÐÑ¿Ôñ¿Í¼ÎÄ¿ò¿±£¬ALT£¬T£¬F£©¿£

3 Ñ¿Ôñ¿É¾³ýÍ¼ÎÄ¿ò¿±°·Ä×¿£

×¿È£°ÔÜÉ¾³ýÍ¼ÎÄ¿òÈ±£¬ÆäÈùÓÄ±ß½¿²»»á×Ô¶¬É¾³ý¿£

## É¾³ýÍ¼ÎÄ¿ò¼°ÆäÄÜÈÝ

1 Ñ¿¶¬ÒªÉ¾³ýμÄÍ¼ÎÄ¿òÖÐμÄñ¿¿£

2 °·¿°DEL¿±¼ü¿£

## ÌäÈ¾

► È¿¹ü½«Í¼ÎÄ¿òÄÜμÄñ¿μ½ÐÄμÄ»ÖÄ£¬È»°óÔÜÉ¾³ýÍ¼ÎÄ¿ò£¬Äñ¿½«¿¶Èè¿°óμÄÎÄ±¾ÖÐ¿£

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## Çè²ÎÖÄ

ÔÚÒ³ÄæÉÍÈèÖÄÎÄ±¾°ÍÍ¼ÐÎ

ÔÚÈ«Öæ²é¿·Ä£È½ÎÄ¹×÷

**<sup>2</sup>έζ´İÄµµ**

ÄÊö

ÓÃ±ê×¼<sup>2</sup>έζ´ÄÊ½İÔÊ¾İÄµµ

±ê×¼ÄÊ½Ôê²Ý,äÄÊ½Ò»ÆðÊ´ÓÃ

<sup>2</sup>έζ´İÄµµ´ó,Û

ÔÚÈ«Öæ²έζ´ÄÊ½İÄ¹±×÷

´òÓ¡Ç°Ô±ÄÄİÄµµ

ÔÚ´òÓ¡Ô±ÄÄÄÊ½İÄ¹±×÷

·Ä´ó»ðËðÐ¡Ô»Ò³µÄ²ζ·ÖÄÚÉÝ

¶ÖÆÊð·Ä°Û·Ö±È´Ä¥

İÔÊ¾Ô³Ä¼¡çÒ³½Ä¡ç½Ä×ç°ÍÄú×ç

<sup>2</sup>έζ´·ÖÒ³·û

ÔÚ¹±×÷¹ý³İÖÐ²έζ´°İÖúÐÄİç

## ²é¿ ÎÄµµ

Wordlâ¹©ÄÊËÄÖÖÆÁÄ»ÎÄµµ²é¿´·½Ê½£¬·Ö±ðÊÊÓ¿Äú²»|¬µÄ¹¤×÷÷|Øµã¿£

►  $j^{\circ}\pm\acute{e}\times\frac{1}{4}^2\acute{e}\text{¿´}\acute{A}\acute{E}\acute{E}\frac{1}{2}j\pm\acute{E}\text{¿}\times\acute{I}\acute{´}\acute{O}\acute{A}\mu\acute{A}\acute{¹}\acute{\times}\acute{÷}\cdot\frac{1}{2}\acute{E}\frac{1}{2}j\text{£}\acute{O}\acute{U}\acute{´}\acute{E}^2\acute{e}\text{¿´}\cdot\frac{1}{2}\acute{E}\frac{1}{2}\acute{O}\text{Ð}\text{£}\neg\acute{A}\acute{u}\text{¿}\acute{E}\acute{O}\acute{O}\acute{I}\acute{e}^3\acute{E}$   
´ó¶áÊÿµÄ¼üÊË¿±à¼°¿ĤÊ½±àÄÄ¹¤×÷¿£

►  $j^{\circ}\acute{E}\ll\acute{O}\acute{\ae}^2\acute{e}\text{¿´}\acute{A}\acute{E}\acute{E}\frac{1}{2}j\pm\acute{\Pi}\acute{O}\acute{I}\acute{A}\mu\mu\acute{O}\text{Ð}\acute{A}\text{¿}\acute{O}\gg\acute{O}^3\acute{A}\acute{U}\acute{E}\acute{Y}\mu\acute{A}\acute{I}\acute{O}\acute{E}^3\frac{1}{4}\acute{O}\acute{e}$   
´òÓ¿Ê±Êü¿´µ¹µÄĤÊ½ĤàÖ»ÖÄ¿Äü¿ÉÖÖ²é¿´ÎÄµµ²¿¶¶ÖÎÄ±³¼°¿ĤĤÊ½»±àÄÄ×÷×Ĥ°óµÄÐƆ,Ä¿£

►  $j^{\circ}\acute{o}\acute{O}\text{¿}\acute{O}\acute{\ae}\acute{A}\acute{A}\acute{E}\acute{E}\frac{1}{2}j\pm\acute{O}\acute{U}\acute{O}\gg\acute{o}\acute{E}\acute{o}\text{Ð}\text{¿}\mu\acute{A}^3\text{ß}$

´¿·¶¶Î¿ÄÜÎÖÊ³¼Ê«²¿Ö³Äæ¿£Äü¿ÉÖÖ¼°¿é·ÖÖ³·ü£¬µ÷ÖüÖ³±ß³¼à²¿¿ÖÖÆ¶¶ÖÜ²¹¼³¼ÖÖÐÊëÖÖÄµÄÎÄ±³¼Ó  
ë¼°ÐĤ¿£

►  $j^{\circ}\acute{o}\acute{´}\acute{U}^2\acute{e}\text{¿´}\acute{A}\acute{E}\acute{E}\frac{1}{2}j\pm^2\text{¿}^2\gg\acute{O}\gg\acute{O}\acute{U}\acute{O}\acute{A}\acute{´}\acute{o}\acute{´}\acute{U}\acute{E}\acute{e}\text{Ð}$

´ÎÄµµÊ±²AÓÐÓÄ¿£ÖäÖÖ²é¿´·½Ê½¿ÊÊ¹Äü¿áÊÊµØÖÆ¶¶°¿¿¿½±´ÖýÎÄ²¿ÖÖÐÄ×éÖ¬½Ĥ³¤µÄÎÄµµ¿£

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## ÇëĤÖÄ

ĤÄÜ½éÉÜ

## ÓǺ±ê×¼²é¿´ǺĖĖ½İŎĖ¾İǺμμ

±ê×¼²é¿´ǺĖĖ½ĖÇÓǺÓÚíē³É´óŋǺĖý¼üĖē¿±à¼-

°İ¿Ė½±àǺǺ¹±×÷μǺǺ¬Ėİ²é¿´·½Ė½¿ĖŎÚ±ê×¼²é¿´ǺĖĖ½ŎĐǺú¿ĖŎŎ¿´μ½İǺ±¾°İŋİǺμǺ¿Ė½¿±¿ĐĐ¿¿½Ú  
ŎŎ¼°·ŎŎ³·ü¿¿Ǻ±İİ»°İǺǺŋİŋŎǺē·½Ė½¿Ė

## ÓǺ±ê×¼²é¿´ǺĖĖ½İŎĖ¾İǺμμ

► ´Ŏ¿²é¿´¿±²Ėμ×ŎĐŊ¿Ŏŋ¿°±ê×¼ǺĖĖ½¿±(ALTĖ¬VĖ¬N)¿Ė

## İǺĖ¾

► İ²é¿´İ¼İǺ¿ò°İǺŎÚİǺμμŎĐμǺİ»ŎǺĖ¬´Ŏ¿²é¿´¿±²Ėμ×ŎĐŊ¿Ŏŋ¿°Ė«ŎǺǺĖĖ½¿±(ALTĖ¬VĖ¬P)¿Ė

► İ¿´μ½İ¾¿Ė½»¬±àǺǺμǺ»İŋİǺμμĖ¬´Ŏ¿²é¿´¿±²Ėμ×ŎĐŊ¿Ŏŋ¿²Ý¿ǺĖĖ½¿±(ALTĖ¬VĖ¬D)  
¿Ėİ¼ĐİŎŎİ¼İǺ¿òĐİĖ½İŎĖ¾Ė¬×Ŏ·ü¿Ė½ŎŎİǺ»Ŏİß·½Ė½İŎĖ¾¿ĖŊŊ¿Ŏŋ¿²Ý¿ǺĖĖ½¿±ǺŬ»ŋμǺ½¿¿İμǺ±à  
¼ĖŬŋĖ¿Ė

► İ¿¿ŎǺİǺμμ´¿ÚŎĐĖü¼üŎ³ǺǺǺÚĖÝμǺŋǺĖÚĖ¬

´Ŏ¿²é¿´¿±²Ėμ×ŎĐŊ¿Ŏŋ¿°Ėđ·Ǻ¿±ǺüǺİ(ALTĖ¬VĖ¬Z)¿Ė²İ¼ü·Ǻ´ó»ðĖð¿Ŏ»Ŏ³μǺ¿·ŎǺÚĖÝ¿Ė

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## ÇēİŎǺ

## ²é¿´İǺμμ

±ê×¼ÄÆÊ½Óë²Ý,äÄÆÊ½Ò»ÆðÊ¹ÓÃ

WordÄÜ¹»´´½´´iø±à¼iøïÖÊ¾¼í´òÓ¹°Ü,  
´ÓÓµÄÎÄµµ£¬í´´ý¼ðÉÜïÖÊ¾¼îÄµµËüÐèµÄ¼ÆËäÄ¿£¬²Ý,ä·½Ê½¿ÉÒÒlá,ßÄ³Ð©ÎÄµµµÄïÖÊ¾¼ËÜ¶¶Ë²  
Ý,ä·½Ê½ÒÒÎÄ»®Îß±êÄ÷×Ö·ü,ñÊ½£¬ÒÒÍ¼îÄ¿ò±íÊ¾¼í¼ÐÎ¿ÖÚ²Ý,ä·½Ê½ÖÐ´òÓ¹Ö²¿ÉÒÒlá,ß  
´òÓ¹ËÜ¶¶Ë²

ÔÚ²Ý,ä·½Ê½ÖÐïÖÊ¾¼îÄµµ

► ´Ó¹°é¿´´±²Ëµ¥ÖÐ£¬ÑîÔñ¹°Ý,äÄÆÊ½±(ALT£¬V£¬D)¿£

ÔÚ²Ý,ä·½Ê½ÖÐ´òÓ¹îÄµµ

- 1 ´Ó¹°ÎÄ¼þ±²Ëµ¥ÖÐÑîÔñ¹°´òÓ¹±(ALT£¬F£¬P)¿£
- 2 ÑîÔñ¹°ÑîÎ¿±´Á¥¿£
- 3 ÔÚ¹°´òÓ¹ÑîÎ¿±îÄ£¬ÑîÔñ¹°Ý,äÊä³ò±,´Ñî¿ò¿£
- 4 ÑîÔñ¹°È·¶´´±´Á¥¿£
- 5 ÑîÔñ¹°È·¶´´Á¥¿Ê¼´òÓ¹¿£

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ÇëîÖ

²é¿´îÄµµ

²é¿ ÎÄµµ´ó,Ù

¼´±ã²»Ê¹ÓÃ´ó,ÙÉú³ÉÎÄµµ£¬ÄúÒ²¿ÉÒÒÊ¹ÓÃ´ó,Ù²é¿´Ä£Ê½À´ÒÆ¶¶´°¿¿½±  
´ÎÄ±¼ÖÖ¼°ÖØÐÂ×éÖ´½³µµÄÎÄµµ¿£ÄýÊç£¬µ±ÄúÕ´ó,Ù²é¿´Ä£Ê½ÖÐÎÖÊ³¼ÎÄµµÊ±  
£¬¿¿ÉÒÒ½«ÎÄµµÑ¹Êð³Ê  
´ó,ÙÄ£Ê½±êìà£¬Ê»°ó½«±êìàÎÄµµ½ÚÁ¬ì¬±êìàÒ»ÆðÒÆµ½ÎÄµµÖÐµÄÆäÊüì»ÖÃ¿£  
´ó,Ù²é¿´Ä£Ê½ÊÊÓÃÓÚ½Î´óÎÄµµµÄ×éÖ´¹¤×÷£¬¬±ê×¼¼²é¿´Ä£Ê½ÒðÊÊÓÃÓÚ½Î,ÖÃµÄ¹¤×÷¿£

²é¿ ÎÄµµ´ó,Ù

► ´Ó¿²é¿¿¿±²Êµ¥ÖÐÑ¿Ôñ¿´ó,ÙÄ£Ê½¿¿±(ALT£¬V£¬¬O)¿£

Çë²ÎÖÃ

²é¿ ÎÄµµ  
½´Áç´ó,Ù



## ÔÚÈ«Öæ²é¿·ÄÊÊ½ÏÄ¹¤×÷

È«Öæ²é¿·ÄÊÊ½ÖÖ

‘ðÓ¿Ê±Êù¿·µ½µÄ,ñÊ½ÏÖÊ³¼ÏÄµµµÄÄ¿Ö»Ö³¿Í¼ÏÄ¿ðÊ¬Ä¿Ê¬Ö³Ä¼Ê¬Ö³½Ä°½Ä×ø³ðÏÖÖÚÏàÓ¿µÄÏ»ÖÄÊ¿ÊÖðÏ³¿ÊÖÖÊ¹ÓÄÊó±êÆ÷½«¼¼ÏÄ¿ðÏµ½Ö³ÄæÊ¿µÄÊ¿ÏÏ»ÖÄÊ¬ÊùÖÖÊ«Öæ²é¿·ÄÊÊ½ÊÇµ÷Öú¼ÏÄ¿ðµÄ×¿¼Ï·½Ê½¿ÊÏÏ,ÄÜÊÝ¿¼ûÖÖÖ³ÄæÖÖÊêÖÄÏÄ±³°Í¼ÏÄ¿Ê.

ÔÚÈ«Öæ²é¿·ÄÊÊ½ÖÖ»¹¿ÊÖÖ±à¼ÏÄ±³¼²ø½ÖÖ,ñÊ½±àÄÄ¿Ê

## ÔÚÈ«Öæ²é¿·ÄÊÊ½ÏÄ¹¤×÷

- ▶ ‘Ó¿²é¿·¿±²Êµ¥ÖÖÑ¿Öñ¿°È«ÖæÄÊÊ½¿±(ALTÊ¬VÊ¬P)¿Ê×øÊ¿Ê°ÖÚÈ«Öæ²é¿·ÄÊÊ½ÖÖÊ¬±ê³¿Ê¿µÄ0(Ää)µäÖê×óÖ³±ß½Ç¶¶ÖÆê¿Ê

## ÏäÊ¼

- ▶ ‘Ó¿²é¿·¿±²Êµ¥ÖÖÑ¿Öñ¿°È·Ä¿±ÄüÄ¿(ALTÊ¬VÊ¬I)Ê¬Ê»°óÑ¿Öñ¿°È«Öæ¿±°·Ä¥Ê¬¿ÊÖÖÖÚÏÄµµ°¿ÜÖÖ¿·µ½ÖÖÖ³ÄÜÊÝ¿ÊÑ¿Öñ¿°Ö³¿Í¿±°·Ä¥¿ÊÖÖ°·Ö³ÄæÊ¿×¿Ê¿ÖÖµÄ¿Ê¶¶Ê¿ÖÊ½¼ÏÄµµ¿Ê
- ▶ ‘Ó¿¼Ä¼¿±²Êµ¥ÖÖÑ¿Öñ¿°·ðÖ¿Ö±ÄÄ¿±(ALTÊ¬FÊ¬V)Ê¬¿ÊÖÖ¿·µ½Ö»»ðÊÖ¿µÄÖ»»ðÄ½Ö³µÄÊ¿Ó¼¼Ê¬ÆäÖÖ°üÄ°ÊùÖÖµÄÏÄ±³°Í¼ÏÄ¿Ê
- ▶ Ê«»÷‘ðÓ¿Ö±ÄÄ°¿ÜÊ¬¿ÊÖÖ°·ðÖ¿Ö±ÄÄÄÊÊ½·µ»Øµ½¿°È«ÖæÄÊÊ½¿±¿Ê
- ▶ Ê¹ÖÄÏ»ÖÚ‘¹Ö±¹ø¶¶Ïðµ²¿ÊðÏÄ¹ø¶¶¼ý¿·ÏÄ·½µÄ¿°Ç°Ö³¿±°Í¿°óÖ³¿±¼üÊ¬¿ÊÖÖÖÚÈ«ÖæÄÊÊ½ÖÖðÏÇ°»ðÏ°óÖÆ¶¶Ö»Ö³¿Ê



- ▶ ÊÇ¹üÄü¼-³ÊÖÚÈ«Öæ²é¿·ÄÊÊ½ÏÄ¹¤×÷Ê¬Ê¹ÖÄ°óÏ·ÖÖ±àÖ³Äê¹¿ÄÜ¿ÊÖÖ¿·µ½ÖýÏÄÏ»ÖÄµ÷Öü°ó·ÖÖ³·ûµÄ±ä»¬¿Ê²¼¼û×Ö¶¶²äÊê·ÖÖ³·û.

## Çê¿ÖÄ

²é¿·ÏÄµµ

## ‘òÓÇ°ÔᄡÀĀĬÄμμ

Äú¿ÉÊ¹ÓĀĭ°‘òÓĭÔᄡÀĀĭ±ÄüĀĭĀ‘ĬÔÊ³⁄₄ĬÄ±³⁄₄ÔÚ

‘òÓĭÊ±μĀ,ñÊ¹⁄₂¿WordÔÔÊðĐĭ±ÈĀý·¹⁄₂Ê¹⁄₂ĬÔÊ³⁄₄Ĭ¿Ô»Ô³¿£ÄúÔÚ‘òÓĭÔᄡÀĀ·¹⁄₂Ê¹⁄₂ÔĐ²»ÄÜ±à¹⁄₄-ĬÄ±³⁄₄£¬μ«ÊÇ¿ÉÔÔĐᄡ,ĀÔ³±ᄡ³⁄₄àÉèÖĀ¹⁄₄°·ÖÔ³·û£¬²¿¿ÉÔÔÔÆ¶ĬÖ³Ā¹⁄₄°ĬÔ³¹⁄₂Ā.

## ‘òÓÇÇ°ÔᄡÀĀĬĬÄμμ

1 ‘Óĭ°ĬĀ¹⁄₄ᄡᄡ±²ĒμᄡÔĐÑĭÔñĭ°‘òÓĭÔᄡÀĀĭ±(ALT£¬F£¬V)ĭ£

Word»áĬÔÊ³⁄₄²àÈèμāĒÛÔÚμĀÔ³¿£

2 ÑĭÔñĭ°Ā¹⁄₂Ô³ĭ±°·Āᄡ£¬¿ÉĬ¬Ê±¿·μ¹⁄₂Ā¹⁄₂Ô³μĀÄÜÊÝ¿£‘ÊÊ±°·ĀᄡÄü±āĬᄡμᄡÔ³£¬Āú¿ÉÔÔÑĭÔñÔÚ‘Ĭ»ðμ¹⁄₂μᄡÔ³²¿¿·Ā£Ê¹⁄₂ÔĐĭ£

3 Ê¹ÓĀ‘ĬÔ±¹ð¶Ĭð»ðÔᄡĭ°PAGE UPĭ±¹⁄₄Ĭ°PAGE DOWNĭ±¹⁄₄û£¬¿É²¿¿·ĬÄμμÔĐ²»Ĭ¬μĀÔ³¿£

► μᄡ»±μ×²¿·¹ð¶Ĭ¹⁄₄ýĬ·»ð°·Ĭ°PAGE DOWNĭ±¹⁄₄û£¬¿ÉĬÔÊ³⁄₄ĬĀÔ»Ô³»ðset of facing pages, click the bottom scroll arrow or press the PAGE DOWN key.

► μᄡ»±¶ᄡ²¿·¹ð¶Ĭ¹⁄₄ýĬ·»ð°·Ĭ°PAGE UPĭ±¹⁄₄û£¬¿ÉĬÔÊ³⁄₄¿Ç°Ô»Ô³»ðset of facing pages, click the top scroll arrow or press the PAGE UP key.

► ĬĬ¶Ĭ¹ð¶Ĭ¿ðÇ°¹ð»ð°ð¹ð¿ÉÔ»‘Ĭ¹ð¶ĬĒÿÔ³¿£

4 ÈÇÔᄡ°òÓĭÔᄡÀĀ°óμĀĬĬÄμμ£¬¿ÉÑĭÔñĬĬĀĐĀ°Ô»²Û×£°

► ÔÚ‘òÓĭÔᄡÀĀĀ,ÔĐÑĭÔñĭ°‘òÓĭ±°·Āᄡ‘òÓĭĬÄμμĭ£

► ÑĭÔñĭ°¹ð±Ôĭ±°·Āᄡ£¬·μ»ðĬÄμμÔĀ·μĀ²¿¿·Ā£Ê¹⁄₂¿£

## ĬáÊ³⁄₄£°

► ‘Óĭ°²¿¿·ĭ±²ĒμᄡÔĐÑĭÔñĭ°È«Ôæ²¿¿·Ā£Ê¹⁄₂ĭ±£¬¿ÉÓĀ×Ĭ°óᄡ·¿ĬÔÊ³⁄₄,÷Ô³ÄÜÊÝ£¬²¿¿¹⁄₂ðĐᄡ±à¹⁄₄-ĭ¿,ñÊ¹⁄₂»¬ĬĬ»ÔĀ±àĀĀμĒ²Û×¿£

► ‘Óĭ°²¿¿·ĭ±²ĒμᄡÔĐÑĭÔñĭ°Èð·Āĭ±(ALT£¬V£¬Z)£¬È»°óÑĭÔñĭ°ÔûÔ³ĭ±°·Āᄡ£¬¿ÉÔÚĬÄμμ°ÔĐ¿·μ¹⁄₂Ôû,ðÔ³Āæĭ£

► ‘Óĭ°ĬĀ¹⁄₄ᄡᄡ±²ĒμᄡÔĐÑĭÔñĭ°‘òÓĭÔᄡÀĀĭ±(ALT£¬F£¬V)£¬È»°óÑĭÔñĭ°Ô³±ᄡ³⁄₄àĭ±°·Āᄡ£¬¿ÉĬÔÊ³⁄₄»ðĐᄡ,ĀÔ³±ᄡ³⁄₄àÉèÖĀĭ£²¹⁄₄ûÔÚ‘òÓĭÔᄡÀĀĀ£Ê¹⁄₂ĬĬ×¿£

## ÇēĬÔĀ

²¿¿·ĬÄμμ

## ÔÚ´òÓĵÔᄡÀÀÄÊÊ½ĬĀ¹ᄡ÷

ÔÚÔᄡÀĀĬĀᄡᄡÊ±ĴÉÔÔÐᄡ,ÄÔ³±ᄢ½ĴÊèÖĀ°ĬÊÊ¹ᄡ.ÖÔ³.ÛÊ¬²ĴĴÉÔÔÔÆŲÖ³Ā¼°ĬÔ³½ĀĴÊ

## ÔÚ´òÓĵÔᄡÀÀÄÊÊ½ÖÐÔÆŲÖ³±ᄢ½ĴÊèÖĀĴĴÔ³Ā¼ĴÔ³½Ā°Ĭ.ÖÔ³.Û

- ▶ 1 ´ÓĴ°ĬĀ¼ᄡᄡ±²ÊᄡᄡÖÐŲĴÔĥĴ°´òÓĵÔᄡÀĀĴ±(ALTÊ¬FÊ¬V)ĴÊ
- 2 ŲĴÔĥĴ°Ö³±ᄢ½ĴĴ±°´ĀᄡĴÊ
- 3 ŲĴÔĥĬĀĀÐĀ³Ô»²Û×±Ê°
- ▶ ½«Ö.ÖèÊèÖĀÔÚÔ³±ᄢ½ĴĴ±ÛÉĬÊ¬Ô³±ᄢ½ĴĴ±ÛĬÔÊ³ĬᄡÔ»,ðÐĴ°Û.½ĴĴéĴÊ
- ▶ Ö.ŲŲ.ÖÔ³.ÛÊ¬Ô³Ā¼»ðĀ¼½ĀĴÊ
- Ö.Öè.Ā±āĬᄡĴÊ
- 4 ĬŲŲŲÖ³±ᄢ½ĴĴ±ÛĴĴ.ÖÔ³.ÛĴÔ³±ᄢ½ĴĴĴÔ³Ā¼»ðÔ³½Āᄡ½ÐĀᄡĬ»ÖĀĴÊ
- ×ĴÉĬÊ°ÔÚÔÆŲŲÖÔÉĬ.÷ĬÊ±Ê¬ÆāĬ»ÖĀ»āĬÔÊ³¼ÔÚ´òÓĵÔᄡÀÀ,ᄡĀÔÔÉĬ½ĴĴÊ
- 5 ᄡᄡ»÷Ô³ĀæĬāᄡĬ»ÖĀĴÊ.ÛÐĀÔ³Āæ²¼³¼ÖĴÊ
- ▶ 1 ´ÓĴ°ĬĀ¼ᄡᄡ±²ÊᄡᄡÖÐŲĴÔĥĴ°´òÓĵÔᄡÀĀĴ±(ALTÊ¬FÊ¬V)ĴÊ
- 2 ŲĴÔĥĴ°Ö³±ᄢ½ĴĴ±°´ĀᄡĴÊ
- 3 °´TAB¼ÛÊ¬Ö±ᄡ½ŲĴŲŲÖ³ÔÆŲŲᄡĬĴÊ
- ×ĴÉĬÊ°ËùŲĴᄡ»·ÊÆĬᄢ½«»āĬÛÊᄡÊ¬Ö±ᄡ½°´ĬĀTAB»ð¼ĴĬ.¼ÛĬᄡÔ¹ĴÊ
- 4 Ê¹ÔĀ¼ĴĬ.¼ÛÔÆŲŲŲËùŲĴĬᄡᄡ·ÊÆĬᄢĴÊ
- ×ĴÉĬÊ°ÔÆŲŲŲËùŲĴĬĬÊ±Ê¬ÆāĬ»ÖĀ»āĬÔÊ³¼ÔÚ´òÓĵÔᄡÀÀ,ᄡĀÔÔÉĬ½ĴĴÊ
- 5 ÔÆᄡ½ËùÐèĬ»ÖĀ°óÊ¬°´Ĵ°ENTERĴ±¼ÛĴÊ
- 6 °´Ĵ°ENTERĴ±¼Û.ÛÐĀÔ³Āæ²¼³¼ÖĴÊ
- 7 ÔÆŲŲŲĬè³Ê°óÊ¬ŲĴÔĥĬĀĀÐĀ³Ô»²Û×±Ê°
- ▶ ŲĴÔĥĴ°´òÓĴĴ±°´Āᄡ´òÓĴĬᄡᄡĴÊ
- ▶ ŲĴÔĥĴ°ËĴĬᄡ±°´Āᄡ·ᄡ»ÐÔĬᄡᄡĴÊ

## Çë²ĬÖĀ

²éĴ.ĬĀᄡᄡ

Ā±āÖ³±ᄢ½ĴĴ

ÊèÖĀÔ³Ā¼»ðÔ³½ĀᄡĬ»ÖĀ

ÊÊ¹ᄡ²āÊè.ÖÔ³.Û

²éĴ.ÖÔ³.Û

## ·Á´ó»ðĖðĐİÒ»Ò³μÄ²¿·ÖÄÚÈÝ

İĖİĬÄ±¼ÄŮ¿´μÄ\_üÇä³p£¬Äú¿ÉÒÒ·Á´óÒ³μÄÄ³Ò»²¿·Öİ£ÔÚĖİ´ÓÄ·Á´óμÄ²ē¿´·½Ė½

Ė±£¬Äú¿ÉÒÒİ´ı´ý´ðŦ´Ä´¿·Ò³ÄæμÄ²»İ¬²¿·Ö»ðÖß±ä¼İÄ±¼£¬¬½øĐĐ\_ñĖ½±àAAİ£

## ·Á´ó»ðĖðĐİÒ»Ò³μÄ²¿·ÖÄÚÈÝ

1 ´Óİ´²ē¿´İ±²Ėμ¥ÖĐÑİÔñİ°Ėð·Äİ±(ALT£¬V£¬Z)İ£

2 ÔÚİ°Ėð·Ä±ĖÄýİ±İÄ£¬°´ĐèÒªÑİÔñ·Á´ó»ðĖðĐİ±ĖÄýİ£

İÖĖ¼İÄμμÖýİÄ      ÑİÔñ

·Á´óÄ½±ŦŦ      200%

±ê×¼´óĐİ      100%

ĖðĐİ4·ÖÖ®Ò»      75%

ĖðĐİÒ»°ē      50%

Ö\_Ŧ´´óĐİ

ÔÚİ°Ŧ´ÖÆİ±·½¿ðÖĐŦ´ÖÆ£¬Ė»°ó¼üĖē»ðÑİÔñÒ»\_ðÔÚ25%ÖÄ200%Ö®¼äμÄĖýİ£

×øĖİ£°ĖÇ¹üÄ»ÓĐ°İĖĖμÄ×Öİä¿ÉÒÒ°´ÄúĖñİμÄ´óĐİİÖĖ¼£¬¬Word½«ÓÄÄİÒ»ÖÖ³ß´ÇÄ´´úİæİ£

3 ÔÚİ°Ėð·Ä³Ė°¿Ú´óĐİİ±İÄ£¬Äú¿ÉÑİÔñİÄÄĐÄ³Ò»²Ü×÷£°

▶ ÑİÔñİ°Ò³¿İİ±°´Ä¥Ä´İÖĖ¼»İŦ´Ò³μÄ×óÓÒÒ³±ß¼àİ£

▶ ÑİÔñİ°ÖÜÒ³İ±°´Ä¥£¬ÔÚİÄμμ°¿ÚÖĐĖðĐİİÖĖ¼İÄμμ»İŦ´Ò³İ£

×øĖİ£°ĖÇ¹üÄúÑİÔñÄĖİ°Ò³¿İİ±»ðİ°ÖÜÒ³İ±£¬²»ĐèÒªÔÚÑİÔñİ°Ė\_Ŧ´İ±°´Ä¥Ä´¹Ø±Öİ°Ėð·Äİ±ŦŦÖ»°¿òİ£

4 ÑİÔñİ°Ė\_Ŧ´İ±°´Ä¥İ£

¿İ½Ý·½Ė½

°´´òÓİ\_ñĖ½İÖĖ¼Ò³Äæ

▶

▶ ÔÚİ°¼¼ßÄ\_Ėİ£¬μ¥»÷İ°°´ÖÜÒ³Ėð·Äİ±°´Ä¥İ£



İÖĖ¼×óÓÒÒ³±ß½Ç

▶

▶ ÔÚİ°¼¼ßÄ\_İ±Ėİ£¬μ¥»÷İ°°´Ò³¿İĖð·Äİ±°´Ä¥İ£



×øĖİ£°ĖÇ¹üÄúĖÇÔÚ±ê×¼²ē¿´\_÷Ä£Ė½ÖĐ£¬¿ÉÒÒİÖĖ¼ŦŦàÒ³İÄ±¼İ£

ÇēİÖÄ

²ē¿´İÄμμ



**İÔÊ¾Ô³Ã¼ıçÒ³½Äıç¹½Ä×ç°İÄú×ç**

ÔÚ±ê×¼²é¸´Ä£Ê½°İÊ«Öæ²é¸´Ä£Ê½ÖÐ£¬´Óı°²é¸´ı±²Ëμ¥ŃıÔñÃüÁî£¬Äú¸ÉÒÔİÔÊ¾°İ±à¼-  
Ò³Ã¼ıçÒ³½Äıç¹½Ä×ç°İÄú×çı£

**İÔÊ¾Ô³Ã¼°İÒ³½Ä**

► ´Óı°²é¸´ı±²Ëμ¥ÖÐŃıÔñı°Ò³Ã¼/Ò³½Äı±(ACT£¬V£¬H)ı£

**İÔÊ¾¼½Ä×ç**

► ´Óı°²é¸´ı±²Ëμ¥ÖÐŃıÔñı°½Ä×çı±(ALT£¬V£¬F)ı£

**İÔÊ¾Äú×ç**

► ´Óı°²é¸´ı±²Ëμ¥ÖÐŃıÔñı°Äú×çı±(ALT£¬V£¬A)ı£

**ÇëîÔÃ£°**

²é¸´İÄμμ

## ÔÚ¹¤×÷¹ý³ìÖÐ²é¿õÖüÐÀĲ

Í¹ýµ÷ÖüWordĲµµŲŲÖü°¿ÚµÄ'óÐĲĒÁ½ÖßÖÜÆÁÄ»ÉĲ»»áÖØµþĲÖÜÁ½,ð°¿ÚŲŲ¼±  
£³ÖĲĒ«¿É¼ûµÄÇé¿õĲÆ-Äú¿ÉÖÖÖÜÁ½,ð°¿ÚÖ®¼äÇÐ»»²¿Ĳ¼ĲŲÖü±ÐÀĲ  
ĲÖÜ¹¤×÷¹ý³ìÖÐÆ-Äú¿ÉÖÖ²ÄÄ°¿ÚĲ»ÖÆ-ĒĒµÄŲÖü°²»ÖÁÓÜÖÆµ½Ĳµµ°¿ÚµÄóÄæĲ

## ÔÚ¹¤×÷¹ý³ìÖÐ²é¿õŲŲÖü±ÐÀĲ

- 1 °F1¼û'ð¿õÖü°¿ÚĲ
- 2 ĲŲŲŲÖü°¿Úµ½ÆÁÄ»×óÉĲ½ÇĲ
- 3 µ÷ÖüŲÖü°¿Ú'óÐĲĒÖ®,¿ÇÆÁÄ»×ó²¿µÄËý·ÖÖ®»Ĳ
- 4 ÒÆŲŲŲŲÖüWord°¿ÚÆ-ĒĒÖ®,¿ÇÆÁÄ»ÓäĲµÄËý·ÖÖ®ĲĲ  
×¿ÉĲ°µ±Ĳ³ðWordĒ±Æ-ŲŲÖü±°¿Ú»á¼Ç×ĲËµÄĲ»ÖÆĲÖÜĲÆðŲŲWordĒ±Æ-ŲŲÖü±°  
¿Ú½«³ðÖÖÜĲŲŲµÄ»ÖÆĲĲ

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## ÇēĲÖÆ°

²é¿õĲµµ

ÔÚ°¿¼äÖÆŲŲ

ÒÆŲŲ°¿Ú»ðŲÖ»°¿Ú

Ä±ä°¿Ú³ß¿

‘òÓ;îÄµµ

ÄÊö

‘òÓ;Ò»·öîÄµµ

‘òÓ;îÄµµ¼°Æäïà¹ØÐÄĬ

ÒÔ²Ÿ·â·½Ê½‘òÓ;îÄµµ

Ë³Ðò‘òÓ;ŋa·öîÄµµ

‘òÓ;±í·ñÊ½ÐÄ¼þ;çÓÊ¼þ±êÇ©»òÆäËÛ°Ĭ²çîÄµµ

‘òÓ;ÐÄ·â



## ‘òÓĭĀμμ

ÄúËùÓÃμĀ‘òÓĭ»úÀàĐÍ»áÓ°ĭ Word ĒÇ°ĭ  
‘òÓĭ°ĭÓÚÆĀĀ»ÉĭŎÊ³ĭĀ±³ĭĲÓÚĭê³ÉŎ»đĀμμμĀ×ĭ°ó, ħÊ½»⁻ŎŎ¼°·ŎŎ³ŎŎÇ°  
£¬Ŏĭ, ĀĬĒ°²Āà×°²ϕŊĭŎĥ°ĀËùÓÃμĀ‘òÓĭ»úĭ£

ŎÚ‘òÓĭŎŎÇ°£¬×ĭ°ĀÓĀ‘òÓĭŎ▯ĀĀŭÁĭ»òŎŭŎŎ²éĲ·½Ê½¼ĭ²éŎ»ĭĀĀúμĀĬĀμμĲ£Ē¹ÓĀ  
‘òÓĭŎ▯ĀĀ£¬ĀŬĭ¬Ē±Ĳ·μ½Ê«²ĲŎ³Āæ£¬²²ϕ  
ĲÉμ÷Ŏŭĭó·ŎŎ³·ŭ°ĭŎ³±Ĳ³¼àŎ»ĀàμĀĀŬÉŲĲĲ£Ē¹ÓĀŎŭŎŎ²éĲ·½Ê½¼ĲÉŎŎŎŎĬĀ±³¼¼°Æă, ħÊ½×÷×ĭ°óμĀĐĐ  
ĲĲĲ

ŎŬĭ³£ÇéĲđĬĀ£¬Word ŎŎĬĀ±³¼μĀĬŎÊ³¼ĭ¬‘òÓĭ°óËùĲ·μ½μĀĬĀ±³¼ŎŬ, ħÊ½ÉĬĒÇŎ»ŎĀμĀĲŎŬ‘òÓĭŎŎÇ°  
£¬×ĭ°ĀĬĒ±£‘æĬĀμμĲŎâŊù£¬¼‘Ē¹‘òÓĭ»ú²úÉú‘ĭíó»òϕÉúÆăËŭĬÊĭâ£¬ĀŭŎŎ²²»»áŎŎÊ§×ĭ°óŎ»ĭ±£  
‘æĬĀ±³ŎŎÇ°Ëùĭê³ÉμĀ¹▯×÷Ĳ

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## ÇěĭŎĀ

ĭĀŬ½éÉŬ

## ‘òÓᵢÒ»ᵒİÄµµ

ÄúĴÉÔÔ‘òÓᵢµ¥Ô³ᵢøÈδ,ÉÔ³»òÈ«²ĴİÄµµᵢᵑ

×øĒÍĤ°ÔÚᵢ°‘òÓᵢᵢ±ᵢᵢÔ»°ĴòÖĐÑᵢÔñᵢ°Ñᵢİᵢᵢ±°‘Ä¥Ĥ¬»¹ĴÉÔÔ‘òÓᵢÓēİÄµµİà¹ØµÄĐÄİøᵢᵑÇē¹⁄û  
‘òÓᵢİÄµµ¹⁄₄°Æäİà¹ØĐÄİøᵢᵑ

## ‘òÓᵢÖûᵒİÄµµ

- 1 ÔÚĒû‘òÓᵢİÄµµÖĐµÄĒİÔâİ»ÖÄĒēÖÄ²âĒēµāᵢᵑ
- 2 ‘Óᵢ°İÄ¹⁄₄ᵢᵢ±²Ēµ¥ÖĐÑᵢÔñᵢ°‘òÓᵢᵢ±ᵑ“ALTĤ¬FĤ¬PĤ©ᵢᵑ
- 3 ÔÚᵢ°‘òÓᵢᵢ±ĴòÖĐÑᵢÔñᵢ°İÄµµᵢᵢᵑ
- 4 ÑᵢÔñᵢ°È·ᵢᵢ±°‘Ä¥ᵢᵑ

Ĵİ¹⁄₂Ÿ·¹⁄₂Ē¹⁄₂

- 
- ÔÚ¹³⁄₄İÄ,ÉİĤ¬µ¥»÷‘òÓᵢ°‘Ä¥ᵢᵑ

## ‘òÓᵢµ¥Ô³

- 1 ÔÚĒû‘òÓᵢİÄµµÖĐµÄĒİÔâİ»ÖÄĒēÖÄ²âĒēµāᵢᵑ
- 2 ‘Óᵢ°İÄ¹⁄₄ᵢᵢ±²Ēµ¥ÖĐÑᵢÔñᵢ°‘òÓᵢᵢ±ᵑ“ALTĤ¬FĤ¬PĤ©ᵢᵑ
- 3 ÔÚᵢ°·ᵢİᵢᵢ±ĴòÖĐÑᵢÔñᵢ°µ±Ç°Ô³ᵢᵢᵑ
- 4 ÑᵢÔñᵢ°È·ᵢᵢ±°‘Ä¥ᵢᵑ

## ‘òÓᵢÈδ,ÉÔ³

- 1 ‘Óᵢ°İÄ¹⁄₄ᵢᵢ±²Ēµ¥ÖĐÑᵢÔñᵢ°‘òÓᵢᵢ±ᵑ“ALTĤ¬FĤ¬PĤ©ᵢᵑ
- 2 ÔÚᵢ°·ᵢİᵢᵢ±ĴòÖĐÑᵢÔñᵢ°Ô³ᵢᵢ±İᵢİᵢᵑ
- 3 ÔÚᵢ°‘Óᵢᵢ°ᵢᵢ°µ¹⁄₂ᵢᵢ±Ä,ÄÜÖ,ᵢᵢ°Ô³µÄ·ᵢİᵢᵢᵑ  
×øĒÍĤ°ÔâÔÚÔ»¹⁄₂ÜÄÜÖ,ᵢᵢ°Èδ,ÉÔ³Ĥ¬¹⁄₄üĒē p ±İĒ³⁄₄Ô³ÄēĤ¬ÔÜ¹⁄₄üĒēÔ³ÄēÖµĤ¬È»°δ¹⁄₄üĒē s  
±İĒ³⁄₄¹⁄₂ÜĤ¬ÔÜ¹⁄₄üĒē¹⁄₂Ü°ÄᵢᵑÄŸĒÇĤ¬Ôâİē‘òÓᵢµÜ 3 ¹⁄₂ÜÖĐµÄµÜ 5 Ô³ÖÄµÜ 7 Ô³Ĥ¬Óᵢ,ÄÔÚᵢ°  
‘Óᵢ±Ä,ÄÜ¹⁄₄üĒē p5s3Ĥ¬ÔÜᵢ°µ¹⁄₂ᵢᵢ±Ä,ÄÜ¹⁄₄üĒē p7s3ᵢᵑ
- 4 ÑᵢÔñᵢ°È·ᵢᵢ±°‘Ä¥ᵢᵑ

## ×øĒÍ

- ÓĐ¹Ø‘òÓᵢµÄİēİ,ÄÜĒŸĤ¬ÇēÖÄᵢᵢÄ PRINTERS.DOC İÄ¹⁄₄ᵢᵢᵑİ²İ¹⁄₄ü‘òĴª Word ×Ô‘øµÄİÄµµᵢᵑ
- ĒÇ¹üÄÜ»İ¹°²×°‘òÓᵢ»üĤ¬ÇēÖÄᵢᵢÄüµÄ‘òÓᵢ»üĒÖ²âᵢᵑ

## ÇēİÖÄ

‘òÓᵢİÄµµ

## ‘òÓĭĬÄμμ¼°Æäĭà¹ØÐÄĭϕ

ÔÚ‘òÓĭĬÄμμÄÜËÝμÄĭ¬Ê±£¬»¹¿ÉÒÔ‘òÓĭÖĭËÇÖªÖªÐÄĭϕ»òÄú×ϕÖ®ÄàμÄÆäËÛÐÄĭϕ  
ĭ£Äú¼Ê¿ÉÒÔμ¥ŋÄ‘òÓĭ,½¼ØÐÄĭϕ£¬Ò²¿ÉÒÔËæÖýĬÄÖ»Ĭ¬‘òÓĭĭ£

## ‘òÓĭĬÄμμ¼°Æäĭà¹ØÐÄĭϕ

- 1 ‘Óĭ°ĬÄ¼þĭ±²Ëμ¥ÖÐÑĭÔñĭ°‘òÓĭĭ±£¬ALT£¬F£¬P£©ĭ£
- 2 ‘Óĭ°ĬÄ¼þĭ±²Ëμ¥ÖÐÑĭÔñĭ°‘òÓĭĭ±£¬ALT£¬F£¬P£©ĭ£
- 3 ÑĭÔñĭ°Ñĭĭĭ±°‘Ä¥ĭ£
- 4 ÔÚĭ°,½‘ø‘òÓĭĭ±¿òÖÐÑĭÔñĬÄÄÐÔ»,ò»òŋà,ò,Ñĭĭĭ£

ÑĭÔñ	‘òÓĭĬÄμμ¼°...
ÖªÖªÐÄĭϕ	ĬÄμμμÄ,ÄÖªÐÄĭϕ
Óò‘úÄë	ÓòÄú°ĬÖ,Äĭ
Äú×ϕ	×ϕËĭϕÆÄÖĭ¼°×¬Ĭª×ϕËĭ±ê¼Ç¼Óμ¼ĬÄμμÖÐμÄ×ϕËĭÖßÐÖÄÛÊ××ÖÄ,
Òþ²ØĬÄ×Ö	Òþ²ØĬÄ×Ö

- 5 ÑĭÔñĭ°Ë·ŋĭ±°‘Ä¥¹Ø±Öĭ°Ñĭĭĭ±ŋÖ»°¿òĭ£
- 6 ÑĭÔñĭ°Ë·ŋĭ±°‘Ä¥¿ªË¼°òÓĭĭ£

## Ö»‘òÓĭĬÄμμμÄĭà¹ØÐÄĭϕ

- 1 ‘Óĭ°ĬÄ¼þĭ±²Ëμ¥ÖÐÑĭÔñĭ°‘òÓĭĭ±£¬ALT£¬F£¬P£©ĭ£
- 2 ÔÚĭ°‘òÓĭĭ±¿òÄÜÑĭÔñĬÄÄÐÄÜËÝĭ£

ÑĭÔñ	‘òÓĭ
ÖªÖªÐÄĭϕ	ĬÄμμμÄ,ÄÖªÐÄĭϕ
Äú×ϕ	×ϕËĭϕÆÄÖĭ¼°×¬Ĭª×ϕËĭ±ê¼Ç¼Óμ¼ĬÄμμÖÐμÄ×ϕËĭÖßÐÖÄÛÊ××ÖÄ,
ÑÛÊ½	Ä¿ÖÖÑÛÊ½μÄÄú³Æ¼°ÆäËμÄ¬
Ĭ¼ĬÄ¼¬	Ä¿,òĬ¼ĬÄ¼¬Ëë¿ÜĭĬÄú³Æ¼°×¬ĬªÖ»,òĬ¼ĬÄ¼¬Ëë¿ÜĭĬæ‘ϕËÛÓÐĬÄ±³¼
¼Û·ÖÄä	¼ÛμÄĬÄÜ·ÖÄä£¬ÓëÖ®Ĭà¹ØμÄª»òÄÛÄĭÄú¼°ĬàÓĭÄëËò
3 ÑĭÔñĭ°Ë·ŋĭ±°‘Ä¥ĭ£	
×ϕËĭ£°ÄúÖ»‘ĬÖ»ÄÜÑĭÔñ²ϕ‘òÓĭÖ»,òÑĭĭĭ£Òª‘òÓĭŋà,òÑĭĭĭ£¬¿ÉÒÔĭ°‘òÓĭĭ±ŋÖ»°¿òÖÐÑĭÔñĭ°Ñĭĭĭ±°‘Ä¥	
£¬²ĭ¼ú‘òÓĭÄÜÄĭĭ£	

## ÇëĭÖÄ

### ‘òÓĭĬÄμμ

±ĭ,ñÊ½ÐÄ¼þĭϕÓË¼þ±êÇ©¼°ÆäËÛ°ĭ²ϕĬÄμμ

## ÒÒ²Ý\_ă·½Ē½´òÓĭĬÄµµ

Èç¹ùÄúĭëĵĭĒÙ´òÓĭĬÄ±³⁄₄£¬ÇÒ²»ÒªÇóÓĐĭ¹⁄₄Đĭ°ĭ\_ñĒ¹⁄₂±àĀĀ£¬Word ĵĒÓÒ\_ù³⁄₄ÝĀúĒùÓĀ´òÓĭ»úĀàĐĭ  
´òÓĭĬÄµµµĀ²ÝŃùĭ£

´òÓĭ»ú	´òÓĭ
HP ¼₄ª¹ă´òÓĭ»ú	_ñĒ¹⁄₂»¬µĀĬĀ±³⁄₄£¬µ«²»´òÓĭĬ¹⁄₄Đĭĭ£
PostScript	_ñĒ¹⁄₂»¬µĀĬĀ±³⁄₄¹⁄₄°ĭ¹⁄₄Đĭĭ£
µăŎó´òÓĭ»ú	Ĭ¹⁄₄Đĭĭ£»ĬĀ±³⁄₄±£Āô×Ŏĭă£¬µ«¶ªĒ§´Ŏĭă×ŎŎ®ĀàµĀ_ñĒ¹⁄₂±àĀĀĭ£
×çĒĬ£°Èç¹ù HP ¼₄ª¹ă´òÓĭ»úĒĒĒ¹ÓĀµĀĒĒÇ Adobe Type ¹ÜĀĭ³ĭĐò£¬Word ĬĤ´´´òÓĭĬÄµµµĀ²ÝŃùĭ£	

## ´òÓĭĬÄµµ²ÝŃù

- 1 ´Ŏĭ°ĬĀ¹⁄₄pĭ±²Ēµ¥ŎĐŃĭŎñĭ°´òÓĭĭ±£¬ALTE¬F£¬P£©ĭ£
- 2 ŃĭŎñĭ°Ńĭĭñĭ±°´Ā¥ĭ£
- 3 ŎÚĭ°´òÓĭŃĭĭñĭ±ĬĀŃĭŎñĭ²Ý\_ăĒă³òĭ±\_Ńĭĭñĭ£
- 4 ŃĭŎñĭ°Ē·¶ĭĭ±°´Ā¥¹Đ±Ŏĭ°Ńĭĭñĭ±¶Ŏ»°ĵòĭ£
- 5 ŃĭŎñĭ°Ē·¶ĭĭ±°´Ā¥ĵªĒ¹⁄₄´òÓĭĭ£

Çě²ĬŎĀ

´òÓĭĬÄµµ

Ë³Đò'òÓ¡à\_öîÄμμ

Ê'ÔÃ¡²eÕÒîÂ¼p¡±ÄüÂî£-Äú¿É'òÓ¡¶à,öîÄµµ£-¶¶ø²»ÐèÒª½«ËüÃÇ·Ö±ð'ò¿ª£

## Á-Ðø'òÓ¡à\_öîÄµµ

- 1 'Óì¹Ä¼þì±²Èµ¥ÖÐÑìÔñì²éÖÖìÄ¼þì±£"ALT£¬F£¬F£©ì£  
Word °´ì¹ÈÑÈ÷ì±¶ÖÖ»¿òÖÖÖ¶µÄ×¹°òÖ»,òÄ¾¶Ñ°ÖÖìÄµµì£  
×ç£££°Èç¹ÈÙÈÐèìÄµµì¹Ä³°ò£¬ÑìÔñì¹ÈÑÈ÷ì±°¹¥  
£¬²¹¹¼ûÖÄì¹²éÖÖìÄ¼þì±ÄùÄìÈÑÈ÷ìÄµµì£  
2 °×ì CTRL ¼ûµÄì¹È±£¬ÖÄÈó±èµ¥»÷ÈùÖÐÈèòªµÄìÄ¼þÄùì£  
3 ÑìÔñì¹òÖìì±°¹¥ì£  
4 ÑìÔñÈùÐèµÄòÖìÑìì£¬²¹¹¼ûì¹òÖìì±ÄùÄì£  
×ç£££°ÖÜì¹¶ì§ì±¿òìÄµÄì¹Öì±°ì¹µ¹ì±¿òÖÖ¼ûÈèò³Äè¶ì§£¬¿ÈÖÖì¹Ä¿òìÄµÖ,¶  
òÖì¹¶ì§ì£  
5 ÑìÔñì¹È¶ì¹±°¹¥ì£

- 1 'Óì·îÄ¼þj±²Èµ¥ÖÐÑjÔñj²²eÖÖîÄ¼þj±£²²ALT£¬F£¬F£©j£  
Word °·j²ÈÑÈ±j±¶¶Ö»²òÖÖÖ¶¶µÄ×îóÖ»²Ä·³¶¶Ñ·ÖÖîÄµµj£  
×¢Ê££ÖÇ¹ûÈùÐèîÄµµîÄ³ð£¬ÑjÔñj²ÈÑÈ±j±²·Ä¥  
£¬²î¹¼ûÖÄj²²eÖÖîÄ¼þj±ÄüÄîÈÑÈ±îÄµµj£  
2 °·îÄ²²£¬ÖÆµ¹²ÈüÖ²²òÖjµÄµÚÖ»²îÄ¼þj£  
3 ÑjÔñ·ÄîÄ¼þÄü£¬²² SHIFT+F8j£  
4 °·îÄ²²»ò  
►£¬ÖÆµ¹²îÄÖ»²îÈÖ²²òÖjµÄîÄ¼þ£¬È»²²²Ö³ñ¹¼ûÑjÔñ·ÄîÄ¼þj£  
5 ÖØ·²²Öè 4£¬Ñj¶¶îÈÖ²²òÖjµÄÈüÖÐîÄ¼þj£  
6 ÑjÔñj²²òÖj±²·Ä¥j£  
7 ÑjÔñÈùÐèµÄ²òÖjÑjî£¬²î¹¼ûj²²òÖj±ÄüÄîj£  
×¢Ê££ÖÖüj·¶¶î§j±²òîÄµÄj·Öj±²îjµ¹²j±²òÖÐ¼ûÈèÖ³Äè·¶¶î§£¬²²ÈÖÖî²²Ä²²îÄµµÖ¶¶²²òÖj·¶¶î§j£  
8 ÑjÔñj²²È·¶¶j±²·Ä¥j£

Çe²ÎÔÄ

ὁ ὅτι ἄμμ

²éÕÒºÍ¹ÜÀíÂÄ¼þ

±í,ñÊ½ÐÅ¼þ¡çÓÊ¼þ±êÇ©¼°ÆäËü²çîÄµµ

’òÓ;ĐÂ·â

ÓÃ¡°ÖÆ×÷ÐÀ·à±ÃüÁî£¬¿ÉÒÔÑ,ËÙÖÆ×÷Ò»,öÐÀ·à£¬²çÇÒ¿ÉÒÔ,Ä±äÐÀ·àÉÏÃ×ÖµÃÑùÊ½¿£

’òÓ;ĐÂ·â

1 Íê³ÉÒÔĬÂÄ³Ĭ²Ù×÷ĭ£×¼±,°Ã´òÓĭ»ú£°

► Èç'û'òóĴı'úÓĐÖ», ðÐÄ°-½ðÖ½Æ+£-Ñĵ;Ôñĵ'òÑ²×°'òóĴı'úÐÄ°-½ðÖ½Æ+ĵ±  
 ·Ñĵ;ô£-²çÓÚĵ'Ñĵİĵ±¶ŒÖ» ç'ôĵı¹¼ß²Ëµ¥ÄÜÑĵ;Ôñĵ'òóĴı±ÑĵİŒ£-È» ó'ö½«ÐÄ·a²aÈèÐÄ°-½ðÖ½Æ+ĵ£

$\begin{aligned} & \rightarrow \tilde{E} \tilde{C}^1 \tilde{u} \tilde{o} \tilde{O} \tilde{j} \rangle \tilde{u} \tilde{A} \rangle \tilde{O} \tilde{D} \tilde{A}^{\circ -1/2} \tilde{O} \tilde{1/2} \tilde{A} \tilde{E} + \tilde{C} \tilde{A}^3 \tilde{y} \tilde{j} \rangle \tilde{O} \tilde{N}^{\circ 2} \tilde{x}^{\circ} \tilde{o} \tilde{O} \tilde{j} \rangle \tilde{u} \tilde{D} \tilde{A}^{\circ -1/2} \tilde{O} \tilde{1/2} \tilde{A} \tilde{E} + \\ & \tilde{N} \tilde{j} \tilde{z} \tilde{o} \tilde{j} \tilde{E}^2 \tilde{C} \tilde{O} \tilde{U} \tilde{j} \rangle \tilde{N} \tilde{j} \tilde{i} \tilde{j} \tilde{1} \tilde{j} \tilde{O} \rangle \tilde{z} \tilde{o} \tilde{E} \tilde{j}^{\circ 1} \tilde{m}^3 \tilde{A} \tilde{j} \tilde{j} \tilde{2} \tilde{E} \tilde{m} \tilde{E} \tilde{C} \tilde{A} \tilde{U} \tilde{N} \tilde{j} \tilde{O} \tilde{n} \tilde{j}^{\circ} \tilde{o} \tilde{O} \tilde{j} \tilde{j} \tilde{A} \tilde{A} \tilde{j} \tilde{E} \tilde{E} \rangle \tilde{o}^1 \tilde{1/2} \tilde{D} \tilde{A} \tilde{a}^2 \tilde{A} \tilde{E} \tilde{E} \tilde{O} \tilde{j} \tilde{1/2} \tilde{O} \tilde{1/2} \tilde{A} \tilde{E} + \tilde{j} \tilde{E} \end{aligned}$

2 Èç¹ûÄúÕÑÐ°ÃÖ»·âÐÅ²çÒª¹Æä·òÓ;ÐÅ·â¹·òçªæÓÐ·ËÐÅ°¬Ä¼p;£

3 Ö'ÐÐÒÔÏÂÄ³Ò»²Ù×÷£º

► 'Ó¡°¹¼ß¡±²Ëµ¥ÖÐÑ¡Ôñ¡°ÖÆ×÷ÐÀ·â¡±£ALT£¬O£¬E£©¡£

► Ó¹æ³/₄ßÀ ÖÐÑ;ÔñÐÅ·â°'Å¥;£



4 ÔÚ¡°ÊÕÐÅµØÖ·¡±À,ÖÐ£¬¼üÈëÊÕÐÅÈËµØÖ·£

×ϕÊÍ£°ÈÇ¹ûÐÅ°-ÖÐ°-ÓÐμØÖ·£¬¬Word »á×Ô¶¹-½«Æä²äÈë°ÊÖÐÅμØÖ·±À,ÖÐ¡£

5 íê³ÉÒÔĬÂÄ³Ò»²Ù×÷£¬Ö,¶¹¼ÄÐÅÈËμØÖ·£°

► Word ¿ÉÔÔÔÃ¡°Ñ¡î¡±¶Ô»°¿ò£¬¹°²¼½¡±²Ëµ¥  
£©©ÐÔÔÃ»\$ÐÃ¡¿Ñ¡î¡®©»¡ª¹¼½ÐÃµØ·¡±½,µÃÃÚËÝ£¬×Ô¶¶îÐª¹¼½ÐÃËËµØ·¿ÐÔÔû¡±½,¡£

► ÔÚ<sub>i</sub><sup>°</sup>·çÐÅµØÖ·j±À<sub>3</sub>ÖÐ¼üÈë·çÐÅµØÖ·j£

► Ἐϰ'ῑ'ῡ'»ἰἔ'ο'Οἰ'»ϷΔΑμϷḶ-£-Ḷἰ'Ḷḡἰ'Ḷἰ'ἈḶ'¼ἈΔἈἘἘμϷḶ-ἰ'ϷΔḶἈḶἰ±, Ḷἰ'ἰ'Ḷἰ'ἈḶἘḶ£-ἈḶἘ'ḶἈμἈἘḶ  
'ḶḶḶ»ϷΔΑμϷḶ-μἈΔἈ-Ḷἰ'£

6 ÔÚ¡°ÐÅ·â´óÐ¡¡±¿òÖÐ£¬Ñ¡ÔñÄúÐèÒªµÄ³ß´ç¡£

7 Ñ;Ôñ;°`òÓ;ÐÅ·â;±°Å¥;£

~~xc~~ÊÍ

► ÈÇ¹ùÈ°Ñĵ¹ÊÖÐÄµØÖ·±º¹¼¹ÄÐÄµØÖ·±ÐÄÄÇ¹ÔÈëµ½ÐÄ°ÖÐ£-¿ÈÖÖ·ò¿ª  
¹ÐÄÄ°£-ÖÙĵ¹ÖÆ×÷ÐÄ·àĵ±¶Ö»¿·¿òÄÜ¹ùÈëÖÐ¹ØÐÄÄÇ£-È°º°Ñĵ¹Œĵ¹¼ÔÈëµ½£-ÐÐ·ÄÄÄµµĵ±°·Ä¥ĵ£

ĐP\_ÄĐÄ·âîÄ×ÖÑùÊ½

1 ÔÚÐÀ·àÖÿÏÄÖÐÉèÖÃ²àÈëü£¬´Ó¿·ñÊ½¿±²Ëü¥ÖÐÑ¿Ôñ¿·ÑùÊ½¿±£¬ALT£¬T£¬Y£©¿£

2 ÔÚĵ°ÑũÊ½Ãũĵ±Ä.ÖÐ£-Ñĵ;Ôñĵ°çÐÄÈËµØÖ.ĵ±»òĵ°ÊÕÐÄÈËµØÖ.ĵ±ÑũÊ½;£

3 Ñ;Ôñ;°¶·Òǎ;±°'Å¥;£

4.  $\hat{O} \cup_j \circ \mathcal{D} \mathcal{P} \cdot \tilde{A} \cdot \tilde{n} \hat{E} \frac{1}{2} \pm; \circ \hat{O} \hat{D} \mathcal{E} - \tilde{N} \cdot \hat{O} \hat{n} \hat{i} \hat{a} \hat{O} \cdot \circ \cdot \hat{A} \mathcal{N} \mathcal{E} - \circ \hat{O} \pm \hat{a} \hat{i} \hat{a} \tilde{N} \hat{u} \hat{E} \frac{1}{2} \hat{O} \cdot \mathbb{T} \cdot \mathcal{D} \hat{A} \hat{u} \tilde{A} \cdot \tilde{n} \hat{E} \frac{1}{2} \mathcal{E}$

ÀýÈç£-îªÑùÊ½Ö.¶·Ò»»»Í-×Ölâ£-¿,ÉÑjÔñj°×Ö·ùj±°·Á¥j£

5  $\mu_{\pm} |^{\circ} \tilde{A} e \ddot{O} j_{\pm} ; \circ \ddot{O} \tilde{D} \tilde{I} \tilde{O} \tilde{E} \% ^{4} \circ \tilde{I} ^{a} \tilde{N} \ddot{U} \hat{E} \tilde{1} \% \tilde{N} ; \P \mu \tilde{A} \tilde{E} < ^{2} ; \tilde{n} \hat{E} \frac{1}{2} \hat{E} \pm \pounds - \tilde{N} \tilde{I} \hat{O} \tilde{n} \hat{J} \circ \tilde{D} \flat . \tilde{A} _{\pm} \circ ^{\circ} \tilde{A} \% . \tilde{A} \pm \grave{a} \grave{E} \tilde{N} \hat{U} \hat{E} \frac{1}{2} ; \pounds$

6 ÎªÁËÊ¹ÓÃÐÂµÄ.ñÊ½£¬;ÉÑ;ÔñÃÁÐ²Ù×÷Ö®Ò»»£°

► Èc1ûÐP ÄÖ»¶Ôµ±C°ÎÄµµÓÐÐ\$£-ÑjÔñj°×÷ÓÃÖÚj±°'Å¥j£

► Èç'0ÐÐ·ÄŦÖµ±Ç·Æ·âÈĭµÄÈ<sup>²</sup>ĭÄµµŦ¼·ÓÐÐ\$£-ŦĭŦñĭ·ĭ¼·Óµ¼Æ·â±, Ŧĭ¼·ð£-È»·ðŦĭŦñĭ·x÷·ÓÄŦŦ¼±··ÄŦ¼£

Èô²» òÈãÊ¹ÓÃ ËÑùÊ½£¬ ÈÖ±½ÓÑ;Ôñ;¹Ø±Õ;±°À¥;£

**Çë²îÔÄ**

ὁ ὅτι ἄμμ

'ò¿<sup>a2</sup>çÔËÐÐÓÊ¼þ±êÇ©°ê

îÄ±¾¶ÔÆë·½Ê½

¾ÓÖ¶ÔÆëîÄ±¾

Ä±ä¶îÄä¶ÔÆë·½Ê½

Ä±ä´Ö±¶ÔÆë·½Ê½

Ö¶îÄä½Ê½

**Áú×ç**

½Á×ç¡çÁú×ç¼°ĐƁŦ©±êÖ¾,ÁÊö

½ˆˆÁç¡ç²âÊë°İİÔÊ¾Áú×ç

É¾¾ýÁú×ç

Ŧİ»μ½Áú×ç

·âÊøÍ½â·âİÄμμ

½«Áú×çÖ³İùμ½İÄμμİÄ±¾ÖĐ

ˆòÓ¡Áú×ç

ÔÄŦİÁÁú×ç



×Ô¶±£'æ

×Ô¶±£'æµ±Ç'İÄµµ

„ÖÆ±.Ý

òçªç±æ°íÉ¾³ýîÄµµ,ÄÊö

±£æÊ±½ˆÁç±.Ý

òçª±.ÝîÄµµ

¿é£Ñ¡Ŧ©

Ñ¡ŦÖüöíÄµµ

ÓÃ¼üÄÑ¡ŦîÄ±¾

ÓÃÊó±êÑ¡ŦîÄ±¾

ÉèÖÃÓÃ»§¹»ŦµÄ¼üÈè½Ê½

ÄÚÏÄ

½«ÖýÎÄ\_Äîª±êìâ

ÏÔÊ³¼Öû\_öÖýÎÄ¶¶í»òÖ»ÏÔÊ³¼μÚÒ»ÐÐ

ÔÚ´ó\_ÙÄ£Ê½ÏÄÒÆ¶¯±êìâ°íÖýÎÄ

Öla

Öü,ñÊ½±àÄÄ

É¾³ÿÊÖ¹¼ÓÊéμÄÖü,ñÊ½

İİÄ¿·û°A°İİÄ¿·û°AÁĐ±İ

İİ¼ÓİİÄ¿·û°A°İ±à°A,ÄËö

øÁĐ±İİ¼ÓİİÄ¿·û°A

„Û,ÄİİÄ¿·û°A»ò„ÛĐÄÁĐ±İ±à°A

ÖÜİİÄ¿·û

°AÁĐ±İ°İ±à°AÁĐ±İ¼ä½øĐĐ×ª»»

²äËë·û°A

É¾³ýİİÄ¿·û°A»òÁĐ±İ±à°A

´óĐ´×ÖÄ,

Ä±äîÄ×Ö´óĐ;Đ´

×ÖÄ´óÐ¡Ð´

Ä±äîÄ×Ö´óÐ¡Ð´



¾ÓÖÐŦÔÆëÎÄ±¾

¾ÓÖÐŦÔÆëÎÄ±¾

Ä±ä´¹Ö±ŦÔÆë·½Ê½

$\frac{1}{4} \pm i$ 

½«Ç¶Èë¶Ôïó×ª»»îªîÄ±¾»ò¼¼Đî

±à¼Ç¶Èë¶Ôïó

<sup>2</sup>ǎÈë»æ»¡çí¼±í¡ç¹«Ê½¡çWordArt ÎÄ±¾»òÆäËÜÇ¶Èë¶Ôó

¼øìù°ǎ

ÔÚ Word °íÆǎËüÓ!ÓǺ³ìĐò¼ǎ,´ÖÆ°íÒÆ¶īǺ±¾

°ÑíǺ±¾,´ÖÆμ½ĐÂî»ÖǺ

É¾¾ý°í²ǎËëîǺ×Ö°í¼Đî

ìÔÊ¾¼øìù°ǎ

**<sup>1</sup>Ø±ÕîÄµµ**

<sup>1</sup>Ø±ÕîÄµµ

**<sup>1</sup>Ø±Õ´º¿Ú**

<sup>1</sup>Ø±Õ´º¿Ú

îÄ×ÕÑÕÉ«

Ä+äîÄ×ÕÑÕÉ«

læ»»<sub>2</sub>ñÊ½

**±íÖÐμÄÀ,**

ÔÚ±íÖÐìí¼Ôμ¥Ôª,ñ

ÔÚ±íÖÐìí¼ÔÀ,

ÔÚ±íÖÐÐᐃ,Äμ¥Ôª,ñ»ðÀ,¿í

,Ä±ä±íμÄÀ,¼ä³¼à

ÔÚ±íÖÐÉ³¼ýμ¥Ôª,ñ¡øÐÐºÍÀ,

ÔÚ±íÖÐÒÆ¶\_ÐÐºÍÀ,

ÔÚ±íÖÐÑ¡¶\_ÎÄ×Ö»ð¼ÐÎ

¶\_ÒÀ,ÄÄÐò

ÎÄ±³⁄₄Ä,

Ä,ÄÊö

ÔÚÄ,¼äî¹¼ÔÊúß

.Ä±äÄ,¿îçÄ,¼ä³⁄₄ä

½¨ÄçÍ¬µÊ³¤¶ÊµÄÄ,

²äÊë·ÖÄ,·û

ÔÚ¶äÄ,½ÚÖÐ²äÊë·ÖÖ³·û

²ëÖÖÖÆ±í·ûîç¶¶ÎÄä±ê¹⁄Ç¹⁄°ÆäÊù\ØÊä×Ö·û

Ñî¶¶¨Ö»ÎÄ±³⁄₄Ä,

ÉëÖÃÐÂÎÄÑûÊ¹⁄₂Ä,

.Ä±äÎÄµµÖÐµÄÄ,Êý



×é°İÄµµ

½»»»ĐĂĲ

±ı.ñÊ½ĐÁ¼pıçÓÊ¼p±êÇ©¼°ÆăĚü°İ²çİÄµµ

½«İÄµµµÄ²¿·ÖĂÚĚY²ăĚěÁíÖ»İÄµµ

½ˆˆÁç³ıİÄµµ

ÃüÁî

Word <sup>1</sup>α×÷Çø,ÄÊö

Èĭĭû

<sup>1</sup>Ø±Ö¶Ŏ»°¿ò

<sup>1</sup>Ø±Ö<sup>2</sup>Ěμ¥

ÖÐÖ<sup>1</sup>Ô»\_ö<sup>2</sup>Û×÷

ÈĭĭûÒ»\_ö<sup>2</sup>Û×÷

ÑĭÖÐ

ÑĭÖÐ<sup>2</sup>Ěμ¥ÃüÁî

ÖØ\_´Ò»\_ö<sup>2</sup>Û×÷

¶<sup>·</sup>ÖÆ<sup>2</sup>Ěμ¥

ÔÚ<sup>2</sup>Ěμ¥ÖÐĭí<sup>1</sup>/<sub>4</sub>ÓÃüÁîĭç°ê°í·Ö\_ðĭß

Ê<sup>1</sup>ÐÐ\_Ä¶Ŏ<sup>12</sup>ÓÃÆ°ă»ð<sup>1</sup>/<sub>2</sub>ö¶ŎÄ<sup>3</sup>Ò»ÃÆ°ăÓÐÐ\$

´Ó<sup>2</sup>Ěμ¥ÖÐÉ<sup>3</sup>/<sub>4</sub>ýÃüÁîĭç°ê<sup>1</sup>/<sub>4</sub>°·Ö\_ðĭß

°ê

Ê<sup>1</sup>ÓÃ°ê

¿ĭ<sup>1</sup>/<sub>2</sub>Ý·<sup>1</sup>/<sub>2</sub>Ê<sup>1</sup>/<sub>2</sub>

î<sup>a</sup>ÃüÁî°í°êÖ\_¶<sup>·</sup>¿ĭ<sup>1</sup>/<sub>2</sub>Ý<sup>1</sup>/<sub>4</sub>ü

¶<sup>·</sup>ÖÆ<sup>1</sup>α<sup>3</sup>/<sub>4</sub>ßÄ\_

Ê<sup>1</sup>ÐÐ\_Ä¶Ŏ<sup>12</sup>ÓÃÆ°ă»ð<sup>1</sup>/<sub>2</sub>ö¶ŎÄ<sup>3</sup>Ò»ÃÆ°ăÓÐÐ\$

„ÖÆîÄµµ

Ê¹ÓÃ¡º²éÖÖîÄ¼þ¡±ÃüÁî„ÖÆºíÖÆ¶îÄ¼þ

¸ÖÆÍ¼ÐÎ

¸ÖÆ°ÍÖÆ¶Í¼ÐÎ

²áÈèÆäËüÓ!ÓÃ³!ÐòμÄÍ¼ÐÎ

Ê¹ÓÃ¼°Í¼ÎÄ³¼±ÊÕ¼°ÍÖÆ¶ÎÄ×Ö°Í¼ÐÎ

„ÖÆ\_ñÊ½°íÑùÊ½

ÔÚîÄµµ°íÄ£°â¼ä\_‘ÖÆÑùÊ½

Ö\_¶¶îÄä\_ñÊ½

ÖØ\_‘°í\_‘ÖÆ×Ö·û\_ñÊ½

ÖÄÏÄ±¾

ÔÚ Word °íÆäËüÓ!ÓÃ³ìÐò¼ä,´ÖÆ°íÒÆ¶ïÄ±¾

$$\frac{0\tilde{N}\hat{A}\pm^{3/4}}{2}, \frac{0\tilde{O}\hat{E}\mu^{1/2}\hat{D}\hat{A}\hat{I}}{2}\gg 0\tilde{A}$$

É¾³ýº²ǎÈëÂxÖºÍ¼ĐÎ

½«ÎÄµµµÄ²¿·ÖÄÚÈÝ²ªÈëÁíÒ»ÎÄµµ

$$\frac{1}{2}[\hat{A}\times\hat{O}]\rightarrow\frac{1}{4}[\hat{I}\pm\hat{F},\hat{\alpha}|\frac{1}{4}\hat{A}\frac{1}{4}-,\hat{E}]_0$$

Ê<sup>1</sup>ÓÃ<sub>ı</sub>°Í¼ĬÄ<sup>3</sup><sub>ı</sub>±ÊÕ¼<sup>-</sup>°ÍÒÆ¶ĬÄ×Ö°Í¼ĐĬ

·âÃæ

îªîÄµµÊ×Ô³¹⁄₂¨Äç²»í¬µÄ,ñÊ¹⁄₂

¼ô²Ã¼Đ

¼ô²Ã Word ÖĐ¼Đ



¼ôÇÐ°ÍÕ³ìùîÄ±¾

ÔÚ Word °íÆäËüÓ!ÓÃ³ìÐð¼ä,´ÖÆ°íÒÆ¶íÄ±¾

ìÔÊ¾¼¼ðìù°ä

ÒÆ¶íÄ±¾

Ê¹ÓÃì¼¼îÄ³ì±ÊÕ¼°íÒÆ¶íÄ×Ö°í¼Ðî

ÈÕÆÚ

°ŃÊ±¼ă»ðÈÕÆÚí¼Óµ½ÎÄµµÖĐ

½ˆÁçÒ³Ã¼»ðÒ³½Ä

ÔÚÎÄµµÖĐ²ăÈëÖªÒªĐĀİç°Í³¼ÆÊý³¼Ý

²éŁ´µŹ´Ê.ðÊýİç½ˆÁçÈÕÆÚÔÔ¼°ÎÄµµµÄÆăÊüÍ³¼ÆÊý³¼Ý

Ä¬ÈÏÖµ

ÉèÖÃÓÃ»§ÓÃĬÈÑĭĭĬ\_ÄÊö

ÎÄµµ

Ðᐁ\_Ä½Ä×ç·Ö·ô·û

Ä±äÄ¬ÈĭµÄ×Ö·û\_ñÊ½

Ðᐁ\_ÄÄ¬ÈĭµÄÖ³±ß¾àĭç·Ö½ÖÄ´óÐĭ°ÍÖ³Äæ·½Ĭò

Ä±äÄ¬Èĭ°ÆÖĬ´ĭ±ÑûÊ½ÖÐµÄ\_ñÊ½±àÄÄ

Ðᐁ\_Ä¹²ÓÄÄ£°å NORMAL.DOT

ĭ°ĭáÊ¾ÊäÊëÖªÒªÐÄĭçĭ±Ñĭĭĭç·ØÖÆ

ÓÄĭ°Ñĭĭĭĭĭ±ÄûÁĭÊëÖÃÓÃ»§ÓÃĬÈÑĭĭĭ

ÉèÖÃÄ¬Èĭ¶ĬÄçµ¥Ĭ»

ÉèÖÃÓÃ»§Ĭ²»¶µÄ¼ûÊë·½Ê½

ÉèÖÃ°ĬÊ¹ÓÄ¶Ĭ·ÖÆµÄÖ½ÖÄ´óÐĭ

±£´æĬÄµµ

×Ö¶Ĭ¬±£´æµ±Ç°ĬÄµµ

Ðᐁ\_Ä Word ÎÄµµµÄÄ¬ÈĬÄç·Ä¼

Ê¹ÓÄĭ°ÖÊÐĭçĭĬËÛ±£´æĭ±Ñĭĭĭ

ÆÄÄ»ĬÖÊ¾

ç·ØÖÆ¶ĬĬÄ±ê¼Ç¼°ÆäËÛ·Ç´òÓĭ×Ö·ûµÄĬÖÊ¾·½Ê½

¹ò¶Ĭ¬Ĭçç×´Ĭ¬Ä\_°ĬÑûÊ½ÇøµÄĬÖÊ¾¼¼°Òᐁ²ø

¹ᐁ¾ßÄ\_ĭç\_ñÊ½Ä\_°Ĭ±ê³ßµÄĬÖÊ¾¼¼°Òᐁ²ø

Æø¶Ĭ¬Ñĭĭĭ

¶Ĭ·ÖÆÆø¶Ĭ¬ÑĭĭĭĬ£´±à¼ WIN.INI ÎÄ¼ᐁ£©

É<sup>3</sup>/<sub>4</sub><sup>3</sup>ýîÄµµ

É<sup>3</sup>/<sub>4</sub><sup>3</sup>ýîÄ<sup>1</sup>/<sub>4</sub>p

É<sup>3/4</sup>ýîÄ±<sup>3/4</sup>

É<sup>3/4</sup>ý°î²âËëîÄ×Ö°íî¼ðî

É<sup>3/4</sup>ýîÄ±<sup>3/4</sup>

¶Ô»°¿ò

¹Ø±Õ¶¶Ô»°¿ò

Ê¹ÓÃ Microsoft Word ¶¶Ô»°¿ò±à¼Æ÷´´½¶¶ÖÆ¶¶Ô»°¿ò

ÒÆ¶¶°¿Ú»ò¶¶Ô»°¿ò

ÔÚ¶¶Ô»°¿òµÃÁÐ±íÖÐÑ¡ÔñÃ³õíîÄ¿

ÉeÖÃ¶¶Ô»°¿òÑ¡î

ÔÚ¶¶Ô»°¿òÖÐ¼üÈe°í±à¼

ÔÚ¶¶Ô»°¿òÖÐ¼üÈeÁ¿Öµ

Έμα

ί¼Ό¶ÖÆΈμα

Όύ¶ÖÆΈμαÖĐί¼Όμ¥Έ

´½ΔΆμΆ¶ÖÆΈμα

´ò¿ª»ò'Ø±Ö¶ÖÆΈμα

İÔÊ¾¶ÎÂ±êÖ¾°ÍÆäËü·Ç´òÓ¡×Ö·û

¿ØÖÆ¶ÎÂ±ê¼Ç¼°ÆäËü·Ç´òÓ¡×Ö·ûµÄİÔÊ¾¼·½Ê½



ÎÄµµí¾ÆÐÄïç

Ð£ŦÔ°óİÔÊ¾¿ÉŦÁÐÔÍ¾Æ

ÔÚÎÄµµÖÐ²àÈëÕÒªÐÄïç°Í¾ÆÊý¾Ý

²é¿µŦÊ,öÊý¿½"ÁçÈÕÆÚÔÔ¾ÎÄµµÄÆäÊü¾ÆÊý¾Ý

ÎÄµµ´ºÚ

Word ¹¤×÷Çø,ÄÊö

ÖØÄÄËùÓÐ´ºÚ

¹Ø±Ö´ºÚ

½«´ºÚ×í´º»

¼¤»ÎÖ»ö´ºÚ

ÒÆ¶´ºÚ»ò¶Ö»º

ÔÚ´º,ñ¼äÒÆ¶

ÎªÖ»òÎÄµµ´º¿¶äö´ºÚ

»¹ÔÎÄµµ´ºÚ

µ÷Öù´ºÚ´ºÐì

²ð·Ö´ºÚ»ò,´Ö²ð·Ö´ºÚ

Á½±¶ÐÐ¾à

Ö¶¶ÎÄä.ñÊ½

ÉèÖÃÐÐ¾à

**²Ý\_ăĂĖĖ½**

ÔÚ±ē×¼ÄĖĖ½ÖĐ¼ÓĖë²Ý\_ăĂĖĖ½

ÓĂ±ē×¼²ē¿´ĂĖĖ½İÔĖ³¼İĂµµ

ÒÔ²Ý\_ă½ĖĖ½ðÓİİĂµµ

»æ»

½«Ç¶Èë¶Ôïó<sup>x</sup>a»»î<sup>a</sup>îÄ±¾»òí¼Đî

±à¼Ç¶Èë¶Ôïó

²åÊ»æ»¡¼±¡¼¹«Ê½¡¼WordArt ÎÄ±¼»òÆäËÇ¶È¶Ôó

ÇŦËëÐÃïç

ÐÃïç<sup>1/2</sup>»»»»,ÃËö

<sup>1/2</sup>«ÇŦËëŦÕïó×<sup>a</sup>»»»<sup>â</sup>ÎÃ±<sup>3/4</sup>»ò<sup>1/4</sup>ÐÎ

±à<sup>1/4</sup>ÇŦËëŦÕïó

<sup>2</sup>âËë»æ»|ç<sup>1/4</sup>±í|ç<sup>1</sup>«Ë<sup>1/2</sup>|çWordArt ÎÃ±<sup>3/4</sup>»òÆäËüÇŦËëŦÕïó

ĐÁ·â

‘ò¿<sup>a2</sup>çÔĚĐĐÓÊ¼p±êÇ©°ê

‘òÓ¿ĐÁ·â

‘òÓ¿ÓÊ¼p±êÇ©

<sup>1</sup>«Ê<sup>1</sup>/<sub>2</sub>±à<sup>1</sup>/<sub>4</sub>Æ÷

<sup>1</sup>/<sub>2</sub>«ÇŦËëŦÔïó×<sup>a</sup>»»Î<sup>a</sup>ÎÄ±<sup>3</sup>/<sub>4</sub>»òÍ<sup>1</sup>/<sub>4</sub>ĐÎ

±à<sup>1</sup>/<sub>4</sub>ÇŦËëŦÔïó

<sup>2</sup>âËë»æ»¡çÍ<sup>1</sup>/<sub>4</sub>±Í¡ç<sup>1</sup>«Ê<sup>1</sup>/<sub>2</sub>¡çWordArt ÎÄ±<sup>3</sup>/<sub>4</sub>»òÆäËüÇŦËëŦÔïó



**İĖ³ö Word**

İĖ³ö Word

¿İËÙ±£´æÑĭî

Ê´ÓÃĭ°ÔÊĐİ¿İËÙ±£´æĭ±Ñĭî

**<sup>2</sup>éÕÒîÄ¼p**

<sup>2</sup>éÕÒ°í'üÀîÄ¼p,ÄÊö

Ê¹ÓÃ<sub>j</sub>°²éÕÒîÄ¼p<sub>j</sub>±ÃüÁîÔ≡ÀÄîÄ¼pÄÚÈÝ

ÓÃ<sub>j</sub>°²éÕÒîÄ¼p<sub>j</sub>±ÃüÁîĚÑĚ÷îÄ<sub>μμ</sub>

ÒÚ<sub>j</sub>°²éÕÒîÄ¼p<sub>j</sub>±¶Ô»°¿òÖĐÑ<sub>j</sub>Ôñ¶à,òîÄ¼p

¶ÔÓÃ<sub>j</sub>°²éÕÒîÄ¼p<sub>j</sub>±ÃüÁîÕÒ<sub>μ½μ</sub>ÄîÄ¼pÁĐ±íÄÄĐò

¿ÉÔÚĚÑĚ÷îÄ<sub>μμ</sub>Ě±Ê¹ÓÃ<sub>μ</sub>ÄìØÊâ×Ö·û

×Öìà

Ä±äÎÄ±¾×Öìà

Ä±äÄ¬ÈĲÄ×Ö·û,ñÊ½

Ä±äÎÄ×ÖμÄ°ðÖμ

²äÊë»æ»ǝÍ¼±Íǝ¹«Ê½ǝWordArt ÎÄ±¾»òÆäËüÇǝÊëǝÖïó

²äÊë·û°A

$\frac{1}{2}\mathbf{A}\times\phi$

$\frac{1}{2}\mathbf{A}\times\phi;\phi\mathbf{A}\dot{\mathbf{u}}\times\phi^{\circ}\mathbf{i}\mathbf{D}\mathbf{p}\mathbf{\Gamma}\mathbf{C}\pm\hat{\mathbf{e}}\mathbf{O}^{\frac{3}{4}}$

$\mathbf{D}\mathbf{p}_{\mathbf{\tilde{A}}}\frac{1}{2}\mathbf{A}\times\phi\mathbf{\tilde{E}}\div\mathbf{O}\dot{\mathbf{y}}\pm\hat{\mathbf{e}}\frac{1}{4}\mathbf{C}$

$\mathbf{D}\mathbf{p}_{\mathbf{\tilde{A}}}\frac{1}{2}\mathbf{A}\times\phi\pm\hat{\mathbf{a}}^{\circ}\mathbf{\tilde{A}}$

$\mathbf{D}\mathbf{p}_{\mathbf{\tilde{A}}}\frac{1}{2}\mathbf{A}\times\phi\cdot\mathbf{\tilde{O}}_{\mathbf{\tilde{o}}}\cdot\hat{\mathbf{u}}$

$\mathbf{\tilde{\cdot}}\mathbf{O}\mathbf{\tilde{A}}\frac{1}{2}\mathbf{A}\times\phi$

$\frac{1}{2}\mathbf{\tilde{\cdot}}\mathbf{\tilde{A}}\phi^{\circ}\mathbf{i}^{\mathbf{2}}\hat{\mathbf{a}}\mathbf{\tilde{E}}\hat{\mathbf{e}}\frac{1}{2}\mathbf{A}\times\phi$

$\mathbf{\tilde{E}}^{\frac{3}{4}}\mathbf{\tilde{y}}\frac{1}{2}\mathbf{A}\times\phi$

$\mathbf{i}\mathbf{\tilde{O}}\mathbf{\tilde{E}}^{\frac{3}{4}}\mathbf{\tilde{O}}^{\mathbf{3}}\mathbf{\tilde{A}}\frac{1}{4}\mathbf{i}\phi\mathbf{\tilde{O}}^{\mathbf{3}}\frac{1}{2}\mathbf{\tilde{A}}\mathbf{i}\phi\frac{1}{2}\mathbf{A}\times\phi^{\circ}\mathbf{i}\mathbf{\tilde{A}}\dot{\mathbf{u}}\times\phi$

$\mathbf{O}\mathbf{\tilde{A}}\mathbf{\tilde{\Gamma}}\mathbf{\mu}\frac{1}{2}\mathbf{\tilde{O}}_{\mathbf{\tilde{\Gamma}}}\mathbf{\mu}\mathbf{\tilde{A}}\mathbf{\tilde{O}}^{\mathbf{3}}\mathbf{i}\phi\mathbf{\tilde{E}}\hat{\mathbf{e}}\mathbf{\tilde{C}}\mathbf{\odot}\mathbf{i}\phi\frac{1}{2}\mathbf{A}\times\phi\mathbf{i}\phi\mathbf{\tilde{A}}\dot{\mathbf{u}}\times\phi\rangle\mathbf{o}\mathbf{\tilde{A}}\mathbf{\tilde{a}}\mathbf{\tilde{E}}\dot{\mathbf{u}}\mathbf{i}\rangle\mathbf{O}\mathbf{\tilde{A}}$

$\mathbf{O}\mathbf{\tilde{A}}\mathbf{\tilde{\Gamma}}\mathbf{\Gamma}\frac{1}{2}\mathbf{A}\times\phi$

$\mathbf{\tilde{z}}\hat{\mathbf{e}}\mathbf{\tilde{O}}\mathbf{\tilde{O}}\mathbf{\tilde{O}}\mathbf{\tilde{A}}\pm\mathbf{i}\cdot\hat{\mathbf{u}}\mathbf{i}\phi\mathbf{\tilde{\Gamma}}\mathbf{i}\mathbf{\tilde{A}}\hat{\mathbf{a}}\pm\hat{\mathbf{e}}\frac{1}{4}\mathbf{\tilde{C}}\frac{1}{4}^{\circ}\mathbf{\tilde{A}}\mathbf{\tilde{a}}\mathbf{\tilde{E}}\dot{\mathbf{u}}\mathbf{i}\mathbf{\tilde{O}}\mathbf{\tilde{E}}\hat{\mathbf{a}}\times\mathbf{\tilde{O}}\cdot\hat{\mathbf{u}}$

$\mathbf{\tilde{O}}_{\mathbf{\tilde{\Gamma}}}\mathbf{\tilde{O}}\dot{\mathbf{U}}^{\circ}\mathbf{i}\mathbf{\tilde{\cdot}}\mathbf{\tilde{\cdot}}\mathbf{o}\mathbf{\tilde{O}}\mathbf{i}\frac{1}{2}\mathbf{A}\times\phi$

¶î»

²éÖÒÊéÇ©

ÒÆ

¶µ½Ö,¶µÄÒ³¡çÊéÇ©¡ç½Å×ç¡çÅú×ç»ðÆäËüî»ÖÃ

´ÓÃ¿µÄÎÄµµÇÐ»»µ½ÔÎÄµµ

lð×ªµ½Ä³,ðÓð

ÖØ,´Ò»,ð²Ù×÷

»Øµ½ÔÀ´µÄ±à¼î»ÖÃ

$\frac{1}{4}\text{D}$ 

½«Ç¶Èë¶Ôïó×ª»»îªîÄ±¾»ò¼¼Đî

±à¼Ç¶È¶Ôïó

²ǎÈë»æ»¡çí¼±¡¡ç¹«Ê¹½¡çWordArt ÎÄ±¾¼»òÆäËÜÇ¶Èë¶Ôô

Óĭ··¼ì²é

ÎÄµµÉóÐ£,ÂÊö

ÐƮ,ÄÓĭ··¼ì²é¹æÔò

¼ì²éÓĭ··°ÍÆ‘Ð’

Ö»×÷Óĭ··¼ì²é



±íÐéζò

İÔÊ¾¼±íμÄÐéζò

×°¶©±ß³/₪à

lì¼Ó×°¶©±ß³/₪à£°Áð³ö×°¶©î»ÖÃ  
îª×óÓÒ¶©³ÆµÀÒ³ÉèÖÃÒ³±ß³/₪à

Đü¹ÒÊ½Ëõ½ø

½·ÁçĐü¹ÒÊ½Ëõ½ø

°ïÖú

°ïÖúÖ.Áî

ÉèÖÃ Word ÒÔÊ¶±ð WordPerfect ¼ü

ÔÚ¹α×÷¹ý³ïÖÐ²é¿´°ïÖúÐÃĲ

òp²øîÄ±³⁄₄

¿øÖÆ¶îÄä±ê¹⁄₄Ç¹⁄₄°ÆäËü·Ç´òÓ¿×Ö·ûμÄïÔÊ³⁄₄·¹⁄₂Ê¹⁄₂

¹⁄₂«×Ö·û,ñÊ¹⁄₂»┐¹ªòp²øîÄ±³⁄₄

´òÓ¿îÄμμ¹⁄₄°Æäïà¹øÐÄï¿

ÈÈÇø

$$\frac{\mu \times E}{\Gamma} = \frac{E}{\Gamma}$$

Á¬×Ö·û

¿ØÖÆ¶ÎÃ±ê¼Ç¼°ÆǎĚü·Ç´òÓ¡×Ö·ûμǺŎĚ¾¼½Ě½

¶Ŏμ¥´Ě×Ŏ¶Ŏ¶İ×Ŏ

²ǎĚĚ²»¼ǎ¶İÁ¬×Ö·û

²ǎĚĚ¿ĚÑ¡Á¬×Ö·û

ŎÚÎǺμμŎĐŎđŎ»Ě¾¾¿ĚÑ¡Á¬×Ö·û

Ëø½ø

½¨ÁçÐü¹ÒÊ½Ëø½ø

¶ÎÂäËø½ø

Ëø½ø¶ÎÂäÊ¹Ö®´ðÓîÔÚÒ³±ß½çÄÚ

½₂«¶ÎÂäËø½øµ¹½ÎÀÒ»ÖÆ±Í»

±ÍÖÐµÄÐÐËø½ø



<sup>2</sup>ǎÈë/ <sup>2</sup> ÇÄ£Ê½

ÉèÖÃÓÃ»§í²»¶µÄ¼üÈë½Ê½

**²ǎÈëĬÄ±³⁄₄**

É³⁄₄ý°í²ǎÈëĬÄ±³⁄₄°Ĭ¹⁄₄ĐĬ

Ð±łå

×Ö·û,ñÊ½±àÅÅ

É³⁄₄ýÊÖ¹±¼ÓÊéμ×Ö·û,ñÊ½

1æÕûîÄ±¾

.Ä±ä¶îÄä¶ÔÆë·½Ê½

±£³Ö´ÊÓëÐÐµÄíêÕû

²ăĚě²»¼ăŋĬÁ¬×Ö·û

²ăĚě²»¼ăŋĬŁŲ.ñ

°´Ò»„öŋĬĀăĒăĚěŋăÐĐĬĂ×Ö

¶ÎÄä²»·ÖÖ³

Ê¹¶ÎÄäÖÐµÄËùÓÐÐÐ·ÄÔÚÍ¬Ò»Ò³ÉÏ

°ÑÒ»×é¶ÎÄä·ÄÔÚÍ¬Ò»Ò³ÉÏ

¼üAİ¿ì½Ý·½Ê½

¼üÄì°íÊó±ê

îªÃüÁî°í°êÖ.¶¿ì½Ý¹¼ü

É³¼³ýÃüÁî°í°êµÄ¿ì½Ý¹¼üÉèÖÃ

ÉèÖÃ Word ÒÔÊ¶±ð WordPerfect ¼ü

ÓÊ¼p±êÇ©

±í\_ñÊ½ÐÄ¼bıçÓÊ¼p±êÇ©¼°ÆäËü°ı²çİÄµµ\_ÄÊö

ÑjÓÃËý³¼YİÄ¼p²çİİÊeÐÄİç

´òç<sup>a2</sup>çÔËÐÐÓÊ¼p±êÇ©°e

´òÓjÐÄ·â

´òÓjÓÊ¼p±êÇ©



**Ò³Ãæ·½lò**

Ò³±ß³⁄₄à¡çÖ½ÖÄ´óĐ¡°íÒ³Ãæ·½lò,ÄÊö

ĐĐ,ÄÄ-ÈlµÄÖ³±ß³⁄₄à¡çÖ½ÖÄ´óĐ¡°íÒ³Ãæ·½lò

ĐĐ,ÄÖ³Ãæ·½lò

ÓĩÑÔ,ñÊ½

Đ£ŦÔÆăËüÓĩÖÖμĂĬ±¾

Ç°µ¼×Ö·û

ÓÃÖÆ±í·ûÇ°µ¼×Ö·û½·ÁçË®Æ½İß  
Ê¹ÓÃ¼°ÖÆ±í·û±ÃüÁİÉèÖÃÖÆ±Í»

·ÖÐÐ·û

²ăĚě²»¼ăŕĬĂ¬×Ö·û

²ăĚě²»¼ăŕĬŁÖ.ŕ

°·Ö»öŕĬĂăĚăĚěŕàÐĐĬĂ×Ö

ÐÐ¾

ÉèÖÃÐÐ¾

ÐÐ

±ß¿ò°íµ×ÍÆ

ÔÚÀ¼äí¼ÔÊúĬ

.Ä±ä±ß¿ò¿òĬßµÄÑùÊ½»ðÑŒÉ«

ÓÃŒÆ±í·ûÇ°µ¼×Ö·û½·ÁçĚ®Æ½Ĭ

ÓÃ±ß¿ò½·ÁçĬßð

ÁÐ±í

Ìí¼ÓÏîÄ¸·û°Å°í±à°Ä·ÄÊö

øÁÐ±íÌí¼ÓÏîÄ¸·û°Ä

øÁÐ±íÌí¼Ó±à°Ä

Û·ÄÏîÄ¸·û°Ä»ò·ûÐÄÁÐ±í±à°Ä

ÔÚÏîÄ¸·û°ÄÁÐ±í°í±à°ÄÁÐ±í¼ä½øÐÐ×ª»»

²äÊöÐòÁÐÏîÄ¸·Ë÷Òý

É¾³ýÏîÄ¸·û°Ä»òÁÐ±í±à°Ä

°·×ÖÄ¸»òÊý×ÖË³Ðò¶ÔÁÐ±íÄÄ

ËøŦ°í½âËøîÄµµ

ĐĐ\_Ä»ðÉ³⁄₄ý¿ÚÁî

ËøŦ°í½âËøÁ´½Ó

ËøŦ°»ð½âËøîÄµµ

ÒÔÖ»ŦÁ·½Ê½´ò¿ªîÄµµ

ÓÃ¿ÚÁî±£»ªîÄµµ



Ëð·ÀÒ³Ãæ

¶ÖÆËð·Å°Û·Ö±È°·Å¥

·Ä´ó»ðËðĐjÒ»Ò³µÄ²¿·ÖÄÚÈÝ

Ò³±ß³⁄₄à

Ò³±ß³⁄₄à;ϕÖ½ÖÄ´óĐ;°íÒ³Ãæ·½İò,ÄÊö

İí¼Ó×°¶©±ß³⁄₄à£°Áô³ö×°¶©Í»ÖÃ

ĐĐ,ÄÖ³±ß³⁄₄à

ĐĐ,ÄÄ¬ÈİμÄÖ³±ß³⁄₄à;ϕÖ½ÖÄ´óĐ;°íÒ³Ãæ·½İò

Ëõ½ø¶İÄâÊ¹Ö®´òÓ;ÔÚÖ³±ß¹⁄₂ç

ÔÚÖ³±ß³⁄₄àÖĐÉèÖÃ¼¼Ä¿ò

¹ó¶μ¹⁄₂×óÖ³±ß¹⁄₂çÖĐ

Îª×óÓÖ¶Ö³ÆμÄÖ³ÉèÖÃÖ³±ß³⁄₄à

ÔÚ´òÓ;ÔªÄÄÄ£Ê½İÄ¹ª×÷

ΆζÖμ

ÉèÖÃÄ¬ÈĬŦÈÁζμ¥Î»

ÔÚŦÔ»°ζòÖÐ¼üÈèÁζÖμ

**²Ėμ¥**

**Ê¹ÓÃũÁî**

ÔÚ²Ėμ¥ÖĐİî¼ÓÃũÁî;ç°ē°ı·Ö,đİß

İªÃũÁî°ı°ēÖ,Ŧ`¿İ½Ÿ¼ũ

ŊıÖĐ²Ėμ¥ÃũÁî

¹Ø±Ö²Ėμ¥

ÖĐÖ¹Ö»„ö²Ù×÷

Ê¹ĐĐ„ĂŦŦÔ¹²ÓÃĂ£°ă»ð½öŦŦÔÃ³Ö»Ă£°ăÓĐĐ§

²Ėμ¥Ă„

´Ó²Ėμ¥ÖĐÉ³¼³ŸÃũÁî;ç°ē¼°·Ö,đİß

É³¼³ŸÃũÁî°ı°ēμĂ¿İ½Ÿ¼ũÉēÖÃ

ÖØ„´Ö»„ö²Ù×÷

ÈıİũÖ»„ö²Ù×÷

**Ê¹ÓÃŦŦÔ»°¿ð**

¹Ø±ÖŦŦÔ»°¿ð

ÔÚŦŦÔ»°¿ðμĂĂĐ±ıÖĐŊıÔñĂ³„đİĂ¿

ÉēÖÃŦŦÔ»°¿ðŊıİ

ÔÚŦŦÔ»°¿ðÖĐ¼ũÉē°ı±ă¼

ÔÚŦŦÔ»°¿ðÖĐ¼ũÉēĂ¿Öμ

°İ²çÑûÊ½

ÔÚÎÄµµ°íÄ£°â¼ä,´ÖÆÑûÊ½

ŦÔ³ÆÔ³±ß³/₪à

îª×óÓÒŦÔ³ÆµÄÔ³ÉèÖÃÔ³±ß³/₪à

Êó±ê¿ì½Ý·½Ê½

Êó±ê¿ì½Ý·½Ê½

ÓÃÊó±êÑ;¶ÎÄ±¾

ÔÚ'°\_ñ¼äÒÆ¶

ÔÚ'°\_ñ¼äÒÆ¶



ÒÆ¶ïÄ¼p

Ê'ÓÃ;º²éÖÒîÄ¼p;±ÃüÁî,´ÖÆºíÒÆ¶ïÄ¼p

ÒÆ¶Í¼îÄ¿ò

ÒÆ¶Í¼îÄ¿ò

ÒÆ¶Í¼ĐÎ

ÖÆ°ÍÒÆ¶Í¼ĐÎ

ÔÚÎÄµµÖÐÒÆŒ

ÒÆŒµ½ÖŒµÄÖ³çÊéÇ©ç½Ä×ççÄú×ç»òÆäËÛÎ»ÖÃ

ÔÚ´ó.ÙÄÆÊ½µÄÎÄµµÖÐÒÆŒ

ÔÚÎÄµµÖÐÒÆŒ²âËëµă

»Øµ½ÔÀ´µÄ±â¼Î»ÖÃ

¹ðŒµ½×óÖ³±ß½ÇÖÐ

¹ðŒÎÄ±¼

ÒÆŦŦÄ±¾

ÔÚ Word °íÆäËüÓ!ÓÃ³!Đò¼ă,´ÖÆ°íÒÆŦŦÄ±¾

ÒÆŦŦÄ±¾

Ê¹ÓÃ¼°í¼ÎÄ³¼±ÊÖ¼°íÒÆŦŦÄ×Ö°í¼ĐÎ

ÃüÃûîÄµµ

±£'æÐÂ½"µÄî'ÃüÃûîÄµµ

**ÐÂÎÄµµ**

ÄúµÄµÚÖ»\_ö Word ÎÄµµ

½``ÁçÐÂÎÄµµ

±£´æÐÂ½``µÄÎ´ÄüÄúÎÄµµ

ĐÂĬÃÑũÊ½À,

ÔÚÀ¼ăĭ¼ÔÊũĬ

Ä±ăÄ¿ĭçÄ¼ă³¼ă

ÑĭŋŲŲ»ĬÄ±¾Ä

ÉèÖÃĐÂĬÃÑũÊ½À

Ä±ăĬÄµµÖĐµÄÄÊý



²»¼ăŋîĭÖ\_ñ°íÁ¬×Ö·û

¿ØÖÆŋĭĀă±ē¼Ç¼°ÆăĚü·Ç´òÓĭ×Ö·ûμĂĭÔÊ¾¼·½Ê½

²ăĚē²»¼ăŋĭĀ¬×Ö·û

²ăĚē²»¼ăŋĭĭÖ\_ñ

²éÖÖÖÆ±ĭ·ûĭøŋĭĀă±ē¼Ç¼°ÆăĚüĭØÊă×Ö·û

## Nonprinting characters

Controlling the display of paragraph marks and other nonprinting characters

²éÕÖÖÆ±í·û;ç¶¶ÎÄä±ê¼Ç¼°ÆäËù\ØÊâ×Ö·û

±ê×¼ÄÊ½

²é¿ÎÄµµ,ÄÊö

ÔÚ±ê×¼ÄÊ½ÖÐ¼ÓÈë²Ý,äÄÊ½

ÓÃ±ê×¼²é¿,ÄÊ½ÎÔÊ³¼ÎÄµµ

ÔÚ´ó,Û²é¿,ÄÊ½Î±ê×¼²é¿,ÄÊ½¼äÇÐ»»

NORMAL.DOT

Ä±äÄ¬ÈİμÄ×Ö·û,ñÊ½ÉèÖÃ

Ðþ,Ä¹²ÓÃ£°å NORMAL.DOT

‘ò¿<sup>a</sup>îÄµµ

‘ò¿<sup>a</sup>¡ç±f‘æ°íÉ<sup>3</sup>/<sub>4</sub><sup>3</sup>ýîÄµµ,ÄÊö

½°ÁçÐÂîÄµµ

ÒÔÖ»¶Á·½Ê½‘ò¿<sup>a</sup>îÄµµ

‘ò¿<sup>a</sup>ÆäËüÓ¡ÓÃ<sup>3</sup>!Ðò°°½°µÄîÄµµ

‘ò¿<sup>a</sup>ÐÂ½ü°Ø±ÕµÄîÄµµ

‘ò¿<sup>a</sup>ÒÑÓÐîÄµµ

!¬Ê±‘ò¿<sup>a</sup>¼„öîÄµµ

´ò¿ª°¿Ú

¼»»îÒ»·õ°¿Ú

îªÒ»·õîÄµµ´ò¿ª°¿Ú

ÎÄ±¾ÖÐµÄ¹ÄÐÐ

ÔÊÐíìÐÐ°í¹ÄÐÐ

´ó\_Ù²έζ´ÄξÊ½

²έζ´ÎÄμμ,ÄÊö

²έζ´ÎÄμμ´ó\_Ù



## Word 'ÄÜ, ÄËö

l'¼ÓîÄ¸·û°A°í±à°A

ÊéÇ©°í'½»²æË÷Òý

±ß¸ò°íµ×ÍÆ

×Ö·û,ñÊ½ÉèÖÃ

×Ö·û,ñÊ½ÉèÖÃ

×ª»»ÍÄ¼þ,ñÊ½

¶'ÖÆ²Ëµ¥¡ç¼üÄì°í¹¼³¼ßÄ

ÎÄµµÄ£°â

½₂»»»ÐÄĬç

Óò

²éÖÖ°í¹ÜÄîÄ¼þ

²éÖÖ°íĭæ»»ÍÄ±³¼»ò,ñÊ½

½Ä×ç¡çÁú×ç¼°ÐÐ¶©±êÖ¼

±í,ñÊ½ÐÄ¼þ¡çÓÊ¼þ±êÇ©¼°ÆäËü°í²çÎÄµµ

ÓÃÑûÊ½½½øÐÐ,ñÊ½±àÄÄ

±í,ñ

l¼Ä¼¼'Êìð£°æ'ç³£ÓÃĬÄ×ÖÓê¼¼ÐĬ

l¼ÐĬ

Ò³Ä¼¼°íÒ³½Ä

Ë÷Òý°íÄ¸Ä¼¼

Ò³±ß¼¼¡çÖ½ÖÄ'óÐ¡°íÒ³Ãæ·½Ĭò

ÊýÑ§¼ÆËä°í¹«Ê½

±àÄÄÒ³Äê

'ò¸ª¡ç±£'æ°íÊ³¼ýĬÄµµ

Éú³Ê'ó,Û

·ÖÖ³

¶ĬÄä,ñÊ½±àÄÄ

ÓÚÒ³ÃæÉĬÊèÖÃĬÄ×Ö°í¼¼ÐĬ

ÎÄµµ'òÓ¡

ÎÄµµÉóÐ£

ÓÃ Word ¸ªÊ½¼¹×÷

½Ú£¶¶ÖÎÄµµÄ³Ð©²¸·Ö½øÐÐ,ñÊ½±àÄÄ

ÊèÖÃÖÃ»§ÓÄĬËÑ¡Ĭ

½''Äç³±ĬÄµµ

ÄÄÐò

±í

Word ¹×÷÷Çø

ÊäËê¼°ÐÐ,ÄÎÄµµ

Ê¹ÓÃ°ê

Ê¹ÓÃ°ê

ÄúµÄµÚÒ»»· Word ÎÄµµ

È«Öæ²é¿´Ä£Ê½

²é¿´ÎÄµµ,ÄÊö

ÔÚÈ«Öæ²é¿´Ä£Ê½ÎÄ¹¤×÷

Ò³Ãæ·½lò

Ò³±ß¾¼à¡çÖ½ÖÁ´óĐ¡°íÒ³Ãæ·½lò,ÁÊö

ĐĐ,ÄÄ-ÈĬμÄÒ³

ĐĐ,ÄÖ³Ãæ·½lò

Ò³Ãæ´óĐĭ

ĐĐ\_ÄÄ-ËÏμÄÖ³

ÉèÖÃÖ½ÖÄ´óĐĭ

Ö½ÖÅ´óĐj

Ò³±ß³⁄₄à¡çÖ½ÖÅ´óĐj·°íÒ³Ãæ·½İò,ÅÊö

Đp,ÄÄ-ÈİμÄÒ³

ÉèÖÃÖ½ÖÅ´óĐj

ÉèÖÃ°íÊ¹ÓÃ¶ÖÆμÄÖ½ÖÅ´óĐj

¿ÚÁî

ĐĐ\_Ä»ðÉ³/₄ý¿ÚÁî

ÓÄ¿ÚÁî±£»²îÄµµ

°öÖμ

Ä±äîÄ×ÖμÄ°öÖμ

Ä±ä×Ö·û¼ä³¼ä

ÉèÖÄÄ¬ÈĲĲÈÁ¿μ¥Î»

ÓÚĲÔ»°¿òÖÐ¼üÈèÁ¿Öμ

Ô▯ÀÀÎÄµµ

´ðÓ¿Ç°Ô▯ÀÀÎÄµµ

Ê¹ÓÃ¿²éÕÒÎÄ¼þ¿±ÃüÁ¿Ô▯ÀÀÎÄ¼þÄÚÈÝ

´ðÓ¿Ô▯ÀÀÄ

ÔÚ´ðÓ¿Ô▯ÀÀÄ£Ê½ÎÄ¹¤×÷



±£»«İÄµµ

Đᐁ\_Ä»ðÉ³⁄₄ý¿ÚÁî

ËøŦ'»ð¹⁄₂âËøİÄµµ

ÒÔÖ»ŦÁ·¹⁄₂Ê¹⁄₂´ð¿«İÄµµ

ÓÄ¿ÚÁî±£»«İÄµµ

**ÍĚ³ö Word**

ÍĚ³ö Word

Òý°A

²áĚëÒý°Á°ŋŋ»©ŋŊ

Ö»¶ÁÎÄµµ

ÒÔÖ»¶Á·½Ê½´òζªÎÄµµ

ÖØÐÂÃüÃûÎÄµµ

ÖÆ×÷»î¶ÎÄµµµÄ±.Ý

**μ÷ÕûÍ¼ĐĬ´óĐĭ**

μ÷Õû Word ÖĐÍ¼ĐĬμÄ´óĐĭ

½«Í¼ĐĬ»¹ÔĬªÔÊ¼³ß´ç

ÐþŦ©±êÖ<sup>3/4</sup>

½Ä×ç¡çÄú×ç°ÍÐÞŒ©±êÖ¾,ÄËö

½ÓÊÜ»ð¾Ü¾øÐÞ¶©±êÖ¾

$$\pm \frac{1}{2} \mu \mu^0 \pm \frac{3}{4}$$
$$\underline{\underline{\hat{E}^1 \acute{O} \tilde{A} \mathfrak{D} \mathfrak{P} \P \copyright \pm \hat{e} \ddot{O}^{3/4}}}$$

ñÊ½À,

¹³¼ßÀ, jç, ñÊ½À, °í±ê³ßµÄÏÊ³¼¼°Òp²Ø

ñÊ½À



## Word ±íÖÐµÄÐÐ

ÔÚ±íÖÐìí¼Ôµ¥Ôª\_ñ

ÔÚ±íÖÐìí¼ÓÐÐ

Ä±ä±íÖÐÐÐ¶ÔÆë·½Ê½

ÔÚ±íÖÐÉ³¼ýµ¥Ôª\_ñ¡øÐÐ°íÄ

±íÖÐµÄÐÐËø½ø

ÔÚ±íÖÐÒÆ¶ÔÐÐ°íÄ

ÔÚ±íÖÐÉëÖÃÐÐ\_ß

¶Ô Word ±íÖÐµÄÐÐÄÄÐò

±ê³ß

¹¼³ßÀ,jç,ñÊ½À,°í±ê³ßμÄÏÔÊ¾¼°Òp²Ø

±ê³ß

ÉèÖÃÄ~ÊÏŒÈÁ¿μ¥Î»

ÓÃ¼üÄ¿ØÖÆ±ê³ß

±£´æîÄµµ

´òç<sup>a</sup>±£´æ°íÉ<sup>3/4</sup>ýîÄµµ,ÄÊö

×Ô¶±£´æµ±Ç°îÄµµ

¹Ø±ÕîÄµµ

±£´æÊ±½°Áç±.Ý

ÖÆ×÷»¶¶îÄµµµÄ±.Ý

±£´æÐÂ½°µÄîÄüÄüîÄµµ

ÓÃÆäÊüîÄ¼p,ñÊ½±£´æ Word îÄµµ

±£´æÊüÓÐ´òç<sup>a</sup>µÄîÄµµ

±£´æÒÑÓÐîÄµµ

Ê¹ÓÃ°ÔÊÐíçîÊÜ±£´æ±Ñîî

**ÆÁÄ»ïÔÊ¾**

¿ØÖÆſſÂä±ê¼Ç¼°ÆäËü·Ç´òÓ¡×Ö·ûµÄïÔÊ¾¼·½Ê½characters

ſ·ÖÆËð·Å°Ù·Ö±Ê°·Å¥·½Ê½

¹ðſſïð¡ç×'ì-À,°íÑùÊ½ÇøµÄïÔÊ¾¼¼°Òþ²Ø

¹¤¾ßÀ¡ç,ñÊ½À,°í±ê³ßµÄïÔÊ¾¼¼°Òþ²Ø

·Å´ó»ðËðÐ¡Ò»Ò³µÄ²¿·ÖÄÚËÝ

ÉèÖÃÓÃ»§ÓÃÏËÑ¡ſſ

Word ÆÁÄ»



$${}^1\ddot{\text{O}}\parallel\text{I}\ddot{\text{A}}\mu\mu$$

1ö¶lõçx'ì¬À,°ÍùÊ½ÇøµÄïÔÊ¾¼¼°Òp²Ø

$$\frac{1}{\sqrt{2}} \mu^{1/2} \times \alpha \beta^{1/2} \gamma \delta$$
$$\underline{\underline{{}^1\ddot{O}||\hat{I}\ddot{A}\pm\frac{3}{4}}}$$

**Ñ¡ŦîÄ±¾**

Ñ¡Ŧ`Ò»îÄ±¾Ä

Ñ¡Ŧ`Õû,ôîÄµµ

Ñ¡Ŧ`´ó,ÛÖÐµÄîÄ±¾

ÓÄ¼üÄîÑ¡ŦîÄ±¾

ÓÄÊó±êÑ¡ŦîÄ±¾

ÔÚÓòÖÐÑ¡ŦîÄ±¾

ÉeÖÄÓÄ»§í²»ŦµÄ¼üÈe·½Ê½

ÉèÖÃÖÆ±í·û

ĐḐ\_ÄÄ¬ÈÏÖÆ±Í»

Çă³ŸÖÆ±Í»

ÓÃÖÆ±í·ûÇ°μ¼×Ö·û½·ÁϕË®Æ½İß

Ê¹ÓÃ\_ñÊ½Ä\_¼°±ê³ßÉèÖÃÖÆ±Í»

Ê¹ÓÃ¡°ÖÆ±í·û¡±ÃüÁİÉèÖÃÖÆ±Í»



°2x°

ÓÃ Word µÄ°2x°3İĐòÉèÖÃÆäÓàÑĭİ

øîÄ±³¼Óµ×ÎÆ

±ß¿ò°íµ×ÎÆ,ÄÊö

øŋÎÄä»ò±íµ×Ôª,ñ¼Óµ×ÎÆ

၇၇၆၁၇၇

၇၇၆၁၇၇

Ò»±¶ÐÐ¾à

Ö.¶¶ÎÄ.ñÊ½

Ö.¶¶ÎÄ.ñÊ½

μ÷ÕûÍ¼ÎÄò´óĐj

μ÷ÕûÍ¼ÎÄò´óĐj

μ÷ÕûÍ¼ÎÄò´óĐi

¼δ²Ã Word ÖĐμÄÍ¼ĐÎ

μ÷Õû Word ÖĐÍ¼ĐÎμÄ´óĐi

½«Í¼ĐÎ»¹ÔÎªÔÊ¼³ß´ç

μ÷Õû´°ζÚ´όΘι

½«´°ζÚ×ί´ό»<sup>—</sup>

»¹ÔĬÄμμ´°ζÚ

μ÷Õû´°ζÚ´όΘι

×Ö·û¼ä³¼à

Ä±ä×Ö·û¼ä³¼à

¿ØÖÆ¶ÎÄä±é¼Ç¼°ÆäËü·Ç´òÓ¿×Ö·ûµÄÏÔÊ³¼·½Ê½characters

²äËë²»¼ä¶¶¿Ö,ñ

²éÖÖÖÆ±í·û¿¶¶ÎÄä±é¼Ç¼°ÆäËü\ØÊä×Ö·û



¶îÂä¹¼ä³¼à

µ÷Öû¶îÂä¹¼ä³¼à

ìØÊâ×Ö·û

¿ØÖÆ¶ÎÂ±ê¼Ç¼°ÆäËü·Ç´òÓ¡×Ö·ûμÄÏÔÊ¾¼½Ê½

²äËëÒγ°À°¡¶¶»©İİ

²äËë·û°À

Í¼Ä³

Ê´ÓÃ¼°Í¼Ä³¼±ÊÖ¼°ÍÒÆ¼Ä×Ö°Í¼ÐÎ

**<sup>2</sup>ð·Ö±í**

<sup>2</sup>ð·Ö±í

²ð·Ö´º¿Ú

ÔÚ´º,ñ¼äÖÆ¶

²ð·Ö´º¿Ú»ð,´Ô²ð·Ö´º¿Ú

**μζ×Ó±ί,ñ**

2aÈë»æ»|ç|¼±|ç¹«Ê½|çWordArt ÎÄ±¾¼»òÆaËÜÇ¶Èë¶Öïó  
½ˆÁç±|ÒÔÊµ|ÜÖµç×Ó±|ñÄaD|µ¼¼»ÆËä

Æô Word

ÖÆô Ñî£±à¼ WIN.INI ÎÄ¼p£©

Æô Word

x'ìÀ,

1°ŧlōjç×l-À.°ÍñùÊ½ÇøμÄÏÔÊ¾¼°Òp²Ø

$$\underline{\underline{x' \neg A}}$$



İÂ±ê°ÍÉİ±ê×Ö·û

Ê¹×Ö·û³ÊîªÉİ±ê»òİÂ±ê

É³⁄₄ÿÊÖ¹±¼ÓÊëμÃ×Ö·û,ñÊ½



·û°A

²ăĚëÖγ°A°ŋŋ»©ŋŋ

²ăĚë·û°A

Í¬Òå´Ê

ÔÚÍ¬Òå´Ê¿âÖÐ²éÖÖµ¥´Ê

Í¬Òà´Ê¿â

ÔÚÍ¬Òà´Ê¿âÖÐ²éÖÖμ¥´Ê

Ê±¼ä

°ŃÊ±¼ä»ðÈÖÆÚì¼Óµ½ÎÄµµÖÐ

½ˆÁçÒ³Ã¼»ðÒ³½Ä

·âÃæ

¾ÓÖĐŦÔÆëÎÄ±¾

ÎªÎÄµµÊ×Ò³½ˆÁç²»Í-µÄ.ŋÊ½

1π³/4BA,

¶ÖÆ¹π³/4BÄ

1π³/4BÄ,ıç,ñÊ½Ä,°İ±ê³βμÄİÔÊ³/4¼°Òb²Ø

Ê¹ÐÞ,Ä¶Ô¹²ÓÄÆ°ă»ð½ö¶ÔÄ³Ò»ÄÆ°ăÓÐÐ\$

1π³/4BÄ



¼üÈëÊý×Ö

ÓÃÊý×ÖĐ¼üÄlÊäÈëÊý×Ö

¼ÓĬÂ»©Ĭß

×Ö·û, ħÊ½±àĀĀ

É¾¾ÿÊÖ¹¼¼ÓÈéμ×Ö·û, ħÊ½

ÔÚ¹¤×÷¹ŷ³İÖÐ²é¿´°İÖúÐÄİç

ÔÚ¹¤×÷¹ŷ³İÖÐ²é¿´°İÖúÐÄİç

‘1Ö±¶ÔÆë·½Ê½

Ä±ä‘1Ö±¶ÔÆë·½Ê½

WIN.INI ÎÄ¼p

¶ÖÆÆô¶Ñjï£±à¼ WIN.INI ÎÄ¼p£©

**Word Í<sup>31</sup>/<sub>4</sub>Æ**

ÔÚÎÄµµÖÐ²âÈëÖ°ÒªÄÏç°Í<sup>31</sup>/<sub>4</sub>ÆÊý<sup>3</sup>/<sub>4</sub>Ý

²éç´µ¥´Ê.öÊýiç<sup>1</sup>/<sub>2</sub>´ÁçÈÖÆÚÒÔ<sup>1</sup>/<sub>4</sub>°ÎÄµµµÄÆäÊú<sup>31</sup>/<sub>4</sub>ÆÊý<sup>3</sup>/<sub>4</sub>Ý

## WordArt

½«Ç¶Èë¶Ôïó×ª»»îªîÄ±¾»ò¼¼Đî

±à¼Ç¶Èë¶Ôïó

<sup>2</sup>ǎÈë»æ»¡çí¼±í¡ç¹«Ê½¡çWordArt ÎÄ±¾»òÆäËÜÇ¶Èë¶Ôó

## WordBasic

»ñĚıÓĐ¹Ø´´½´°êµĂ´ıÖú

Đ´°êĚ±Ě´ÓĂ RecordNextCommand ÄüÁî

WordBasic: Alphabetic ÁĐ±í



## WordPerfect

‘ò¿ªÆäËüÓ!ÓÃ³|Ðò´´½µÄÎÄµµ

ÓÃÆäËüÎÄ¼p,ñÊ½±£æ Word ÎÄµµ

ÉèÖÃ Word ÒÔÊ¶±ð WordPerfect ¼ü

±àĐ´ÑùÊ½

ĐĐ,ÄÓÿ.´¼ì²é¹æÔð

¼ì²éÓÿ.´ºÍÆ´Đ´

Đ£ŦÔºóİÔÊ¾¼¿ÉŦÁĐÔİ³¼Æ

Ëð·À

¶ÖÆËð·Å°Û·Ö±Ê°·Å¥·½Ê½  
·Å´ó»ðËðĐjÒ»Ò³μÄ²¿·ÖÄÚÈÝ

## Step-by-step Instructions

İ̂âçİ̂EÜ»ñmÃ°İ̂ÖüÖĐµÄİ̂Ø¶İ̂ĐÄİ̂ç£-ÇēNĴİ̂ñĴ°İ̂ÖüĴ±°Ä#Ä,ÖĐµÄĴ°EÑE÷Ĵ±°Ä#Ĵ£

-A-

μ∅Ö·£"±êÇ©£©

$$\hat{I} \hat{A}^{\pm 3/4} \hat{O} \hat{A} \hat{e}^{\cdot 1/2} \hat{E}^{1/2}$$

¶ÔÁÐ±í°ÍÄ±¾ÓÃ×ÖÄ±à°À

Aú×ç

×Ô¶±£'æ

-B-

$$\underline{\ddot{\mathbf{O}}\mathbf{A}\mathbf{E}_{\pm} \cdot \dot{\mathbf{Y}}}$$

¿é£Ñ¡¶£©

ÄÚÎÄ

Öl

ÊéÇ©

$$\pm \beta_{\zeta, 0}$$
$$\frac{\partial \mathcal{L}}{\partial \mathbf{A}} = \frac{\partial \mathcal{L}}{\partial \mathbf{A}'} + \frac{\partial \mathcal{L}}{\partial \mathbf{A}''}$$

-C-

¼ÆËã

 $\text{'óÐ'xÖÄ}_3$ 

×ÖÄ, 'óÐjÐ'

$$\pm i\mu\hat{O}^a, \tilde{n}$$

¾ÓÖÐŦÔÆëÎÄ±¾¾

$$\times \ddot{O} \cdot \hat{u}_n \hat{E}^{1/2} \pm a \hat{A} \hat{A}$$
 $\frac{1}{4} \pm i$ 

¼°

$$\underline{{}^1\text{O} \pm \tilde{\text{O}} \hat{\text{A}}_{\mu\mu}}$$
$$\underline{\underline{{}^1\!\!\!\!0\pm\tilde{O}'^{\circ}\zeta\acute{U}}}$$
$$\hat{A}^{\pm 3/4} \tilde{N} \tilde{O} \tilde{E} \ll$$

±íÖΘμÄÀ

$$\hat{I} \ddot{A} \pm \frac{3}{4} \dot{A}$$

χέοϊϊΆμμ

ÄüÁî

$$\hat{L} \hat{A} \mu \mu, \hat{n} \hat{E}^{1/2} x^a \gg \gg$$

ÖÆÎÄµµ

$$\frac{1}{2} \ddot{O} \ddot{A} \ddot{E} \ddot{n} \hat{E}^{1/2} \hat{O} \hat{I} \hat{N} \hat{u} \hat{E}^{1/2}$$
$$\frac{1}{2} \ddot{O} \text{Æ} \text{Í} \frac{1}{4} \text{Ð} \hat{\text{I}}$$
$$\underline{\underline{\hat{O}AE\hat{A}\pm^{3/4}}}$$
·âÃæ

½ˆˆÁçîÄµµ  
¼ð²Ãí¼ÐÎ  
½»²æĒ÷Ôý  
¼ðÇÐ°ÍÕ³ìùÎÄ±¾

**-D-**

ÈÕÆÚ  
Ä¬ÈĬÖµ  
ÊðÓıŦˆÒâ  
É¾¾ýîÄµµ  
É¾¾ýîÄ±¾  
ŦÕ»°¿ò  
ˆÊµă  
İÕÊ¾ŦîÎÄ±êÖ¾°ÍÆăĒü·ÇˆòÓı×Ö·û  
ÎÄµµÍ¾¾ÆÐÄİç  
ÎÄµµÃ£°ă  
ÎÄµµˆ¿Ú  
Á½±ŦÐÐ¾à  
²ÝăÄ£Ē½  
»æ»  
»æÍ¼£ˆÍ¼ÐÎ£©

**-E-**

±à¼¼Í¼ÐÎ  
±à¼¼ÎÄ±¾  
ÇŦÊêÐÄİç  
ÐÄ·ă  
¹«Ē½±à¼¼Æ÷  
¹«Ē½  
ÎĒ³ò Word

**-F-**

¿ìĒÛ±£ˆæÑîİî  
Óò  
ÎÄ¼p,ŋĒ½  
ÎÄ¼p¹ÜÄí  
²éÕÕÎÄ¼p  
²éÕÕÎÄ±¾¼ıç,ŋĒ½°İİØÊă×Ö·û  
×Õìă  
Ò¾½Ä  
½Ä×ç  
±í,ŋĒ½ÐÄ¼p

×Ö·û,ñÊ½±àÅÅ  
Ö,¶¶ÎÄä,ñÊ½  
½ÚµÄ,ñÊ½±àÅÅ  
ÓÃÑûÊ½½øÐÐ,ñÊ½±àÅÅ  
±í,ñ  
Í¼ÎÄ¿ò

**-G-**  
Í¼ÎÄ¼¯  
¶¶Î»  
Óì·¼ì²é  
Í¼ÐÎ  
Í¼ÐÎ  
±íÐé¿ò  
×°¶©±³¼à

**-H-**  
Ðü¹ÒÊ½Ëø½ø  
Ò³Ã¼  
±èìà£´´ó,ÙÄ£Ê½£©  
°ÏÖú  
Òþ²ØÎÄ±¼  
ËËÇø  
Á¬×Ö·û

**-I-**  
Ëø½ø  
Ë÷Òý  
²àÊè/²ÇÄ£Ê½  
²àÊèÎÄ±¼  
Ð±ìà

**-J-**  
¹æÖüÎÄ±¼

**-K-**  
¶¶ÎÄ²»·Ö³  
±£³Ö·ÉÓèÐÐµÄéÖü  
¼üÄ¿¿½Ý·½Ê½

**-L-**  
±èÇ©

Ò³Ãæ°áĭò  
ÓĩÑÔ,ñÊ½  
Ç°µ¼×Ö·û  
·ÖÐÐ·û  
ÐÐ°Â  
ÐÐ¾à  
ÐÐ  
Â´½ÓĬÄµµ  
ÁÐ±ĭ  
×°ÊëĬÄµµ£´ò¿ª£©  
ËøŦĬÄµµ  
³ĥĬÄµµ  
ÐĭÐ´×ÖÄ

**-M-**

°ê  
Ëõ·AÒ³Ãæ  
ÓÊ¼þ±êÇ©  
Ò³±ß¾à  
ÊýÑ§  
Ä¿Öµ  
²Êµ¥  
°ĭ²çĬÄµµ  
°ĭ²çÑûÊ½  
ŦÖ³ÆÒ³±ß¾à  
Êó±ê¿ĭ½Ý·½Ê½  
ÔÚ´°,ñ¼àÖÆŦ  
ÒÆŦĬÄ¼þ  
ÒÆŦĬ¼ĭÄ¿ò  
ÒÆŦĬ¼ÐĬ  
ÔÚĬÄµµÖÐÖÆŦ  
ÒÆŦĬÄ±¾

**-N-**

ÃûÃûĬÄµµ  
ÐÂĬÄµµ  
ÐÂĬÄÑûÊ½À,  
²»¼ăŦĬ¿Ö,ñ°ĬÁ¬×Ö·û  
·Ç´òÓĭ×Ö·û  
±ê×¼²ê¿ĭ·Ä£Ê½  
NORMAL.DOT  
±àÄÄÐÐ°Â

ÁÐ±í±à°Á  
±àÁÁÒ³Äë  
¶ÎÄä±à°Á  
Êý×Ö

**-O-**  
¶ÔÏó  
´ò¿ªÄµµ  
´ò¿ª°¿.Ú  
Word ÔÊ¼ÉèÖÃ£¨Ä¬ÈÏÖµ£©  
¹ÂÐÐ  
´ó.Ù²é¿.Ä£Ê½  
Ê¹ÓÃÎÄµµ´ó.Ù  
²Ç/²ªÊëÄ£Ê½  
Word ¹ÄÜ.ÄÊð

**-P-**  
.ÖÖ³.û  
È«Öæ²é¿.Ä£Ê½  
Ò³Äë±àÁÁ.½Ê½  
Ò³Ãæ.½Ïò  
Ò³Ãæ³ß´¿  
ÎÄµµ.ÖÖ³  
Ö½ÖÃ´óÐì  
¶ÎÄä.ñÊ½±àÁÁ  
¶ÎÄä±à°Á  
¿.ÚÁî  
Ö³|ùÎÄ±³¼  
Í¼/£¬  
°ðÖµ  
×ÝÏð  
.ÄÖÃÎÄ±³¼°Í¼/£¬  
´ðÓ¿Ç°Ô±ÄÀÎÄµµ  
°¹²¿´ðÓ¿  
´ðÓ¿  
ÎÄµµÉóÐ£  
±£»±ÎÄµµ

**-Q-**  
ÍÊ³ð Word  
Òý°Á



**-R-**

Ö»ŕÁÎÄµµ

ÖØÄûÄû

ÎÄµµÖØÐÂ·ÖÒ³

læ»»ÎÄ±³⁄₄ıç,ŕĖ½°İİØÊâ×Ö·û

µ÷ÖûÍ¹⁄₄ÐÎ´óÐı

»ØÊÖİÄ¹⁄₄p

ÐƮŕŦ©±êÖ³⁄₄

,ŕĖ½Ä

Word ±íÖÐµÄÐÐ

±ê³İ

Ê¹ÓÄÒ³Ä¹⁄₄

**-S-**

±£´æİÄµµ

ÆÄÄ»İÖÊ³⁄₄

¹óŕŦİö

¹óŕŦİÄµµ

ĖÑĖ÷ÎÄ¹⁄₄p

ĖÑĖ÷ÎÄ±³⁄₄ıç,ŕĖ½°İÑûĖ½

½Ú

ÑıŕŦİÄ±³⁄₄

ÉèÖÄÖÆ±í·û

°²ₓ°

,øİÄ±³⁄₄¹⁄₄Óµ×İÆ

ŕŦİ°ŕŦİ

Ö»±ŕŦŦ³⁄₄à

µ÷ÖûÍ¹⁄₄ÎÄ¿ò´óÐı

µ÷ÖûÍ¹⁄₄ÐÎ´óÐı

µ÷Öû´°¿Ú´óÐı

À,ĖÆ»Ø

ŕŦİÓÁÐ±í°İİÄ±³⁄₄ÄÄÐò

×Ö·û¹⁄₄ä³⁄₄à

ŕŦİÄä¹⁄₄ä³⁄₄à

İØÊâ×Ö·û

Æ´Ð´¹⁄₄İ²é

Í¹⁄₄ÎÄ³ı

²ð·Ö±í

²ð·Ö±í

µç×Ó±í,ŕŦİ

ÆóŕŦİ Word

ÎÄµµİ³¹⁄₄ÆÐÄİç

×'ì¬À  
ÑùÊ½  
ÎÄ±ê°ÍÊì±ê×Ö·ù  
ÕªÒªÐÃĲ  
·ù°Ä  
ì¬Òª·Ê

**-T-**  
ÖÆ±íĲ»  
±í  
Ä¿Ä¼  
Ä£°à  
ÎÄ±¼¶ŒÖÆë·½Ê½  
ÎÄ±¼,ñÊ½±àÄÄ  
ì¬Òª·Ê¿à  
Ê±¼ä  
·äÃæ  
¹¼³¼ßÄ  
¼üÈëÊý×Ö  
¼üÈëÎÄ±¼

**-U-**  
¼ÖíÄ»®íß  
¶ÈÄ¿µ¥í»  
½äËøÎÄµµ  
´øÐ´×ÖÄ

**-V-**  
´Ö±¶ŒÖÆë·½Ê½  
²é¿îÄµµ  
ÔÚ¹¤×÷¹ý³ìÖÐ²é¿´°îÖúÐÃĲ

**-W-**  
¹ÄÐÐ  
WIN.INI ÎÄ¼þ  
Windows  
Word Í³¼Æ  
WordArt  
WordBasic  
WordPerfect  
¹¤×÷±í  
±àÐ´ÑùÊ½

-Z-

ĖŲ

1)ÄÜ½éÜ

Îª¿ìÈÜ»ñÈìï°ïÖú±ÖĐµÄÖ,¶ĐÄİç£¬ÇēŊİŎñï°ïÖú±°·Ä×Ä,ÖĐµÄì°ĖŊĖ÷ì±°·Ä×;£

µÚÒ»²¿·Ö£°ÁĖ½â Word

ÄúµÄµÚÒ»»ö Word ÎÄµµ

ÓÄ Word ¿Ė¹¼¹×÷

µÚ¶²¿·Ö£° Word »ù´ì

1 Word ¹×÷Çø

2 ´ò¿ª¿ç±£´æ°ÍĖ³¼ýÎÄµµ

3 ĖăĖĖ¹¼°ĐĐ,ÄÎÄµµ

4 ´òŎìÎÄµµ

µÚĖ²¿·Ö£°Ė°ÎÄµµ,ñĖ½±àÄÄ

5 ×Ŏ·Ű,ñĖ½±àÄÄ

6 ¶ÎÄă,ñĖ½±àÄÄ

7 ÓÄŊñĖ½¹½øĐĐ,ñĖ½±àÄÄ

8 Ŏ³±ß³¼à¿çŎ¹½ŎÄ´óĐì°ÍŎ³Äæ·½İò

9 ½Ú£°¶ŎÎÄµµÄ³ĐŎ²¿·Ŏ¹½øĐĐ,ñĖ½±àÄÄ

10 ½¹²·Äç³±ÎÄµµ

µÚĖÄ²¿·Ö£°±à¼°ÍĖóĐ£¹±¼ß

11 ²éŎŎ°İæ»»ÎÄ±³¼»ò,ñĖ½

12 Í¼ÎÄ¼¹·Ėİð£°æ´ç³£ŎÄ´Ė»ăŎĖÍ¼ĐÎ

13 ĖóĐ£ÎÄµµ

14 ÄÄĐò

15 ĖýŊ§¼ÄĖĖă°Í¹«Ė½

## Part 5: Arranging Text and Graphics on the Page

16 ±Í

17 Ä

18 ±ß¿ò°Íµ×ÎĖ

19 Í¼ĐÎ

20 ŎÚŎ³ÄæĖĖĖĖŎÄÎÄ×Ŏ°Í¼ĐÎ

21 ±àÄÄŎ³ÄĖ

22 ·ŎŎ³

23 ²é¿¹ÎÄµµ

24 ±Í,ñ

μÚÁù²¿·Ö£°İÄµµ¹ÜÀí

25 ²éÖÖ°í¹ÜÄíÄ¼p

μÚÆß²¿·Ö£°¹ÄíÄµµµÄìØÊâ¹ÄÜ

26 Ê¹ÓÃİÄµµ´ó.Ü

27 ìí¼ÓîÄ¿·û°Ä°í±â°Ä

28 Ê÷Òý°İÄ¿Ä¼

29 Ò³Ä¼°íÒ³½Ä

30 ½Ä×ç¿Äú×ç¼°ÐÞ¶©±êÖ¼

μÚ°Ê²¿·Ö£°°î²çİÄµµ

31 ±í,ñÊ½ÐÄ¼p¿çÓÊ¼p±êÇ©¼°ÆäÊü°î²çİÄµµ

μÚ¾¼Ä²¿·Ö£°Word ÓëÆäÊüÓ;ÓÃ³ìÐòµÄ½Ó¿Ú

32 ×ª»»İÄ¼p,ñÊ½

33 ½»»»ÐÄİç

μÚÊ®ÖÄ£°¶·ÖÆ Word

34 İÄµµÄ£°â

35 ÉèÖÃÓÃ»§ÓÄİÈÑ¿İİ

36 ¶·ÖÆ²Êµ¥¿ç¼üÄì°í¹¼ßÄ.

μÚÊ®Æß²¿·Ö£°×Ô¶·¹Äí¹ÄÜ

37 Óò

38 Ê¹ÓÃ°ê

39 ÊéÇ©°í½»²æÊ÷Òý

## ÓÃ Word ¿Ê¼¹¤÷

Word ÊÇÒ», òÇ¿ ÒÐÁ¡µÄ¶àÓÁ¼×Ö¼ÁÍÓ¼ÓÃ³ÍÐò¿±¼, ÄÄ¼½«°ïÖúÄúÁÊ½âÐ¶¶à Word ×ÍÓÐÓÄµÄ¼Ä¼¿

### ÄúÊÇ·ñ³¼£½°·Ä¶Í¬ÑùÀàÐÍµÄ±¼üÄ¼»ðÐÄ°¯£¿

- ▶ ½°·Ä¶Í¬»òÄ£°â£¬ÆäÖÐ°ü¬, ÷Äµµ¹²Í¬µÄÄ±¼°Í, ñÊ½±àÄÄ¿£²¼ü½°·Ä¶ÐÄÄ£°â¿

### ÄúµÄ±¼üÄ¼ÊÇ·ñ³¼£Ö°üÄ°·«Ê³¼µÄ±êÖ³¼°ÍµØÖ-£¿

- ▶ ½«Äú³¼£Ê°ÓÄµÄìðÄ¿×÷Í²¼ÄÄ¼¼µÄ°Êìð·ø·æÆðÄ¿£²¼ü½°·Ä±¼»ðÍ¼ÐÍ±£·æÍ²¼ÄÄ¼¼°Êìð¿£

### ÄúÊÇ·ñÐèÒ°ÖÖ¼ðÖ×·½°·ÊèÖÄ¶Ä¿·ü°Á°Í±à°Á, ñÊ½£¿

- ▶ Ê°ÓÄ¿°¶Ä¿·ü°Á°Í±àÄê¿±ÄüÄ¿£²¼üÖÖÜÄÐ±ÍÖÐÍ¼Ö¶Ä¿·ü°Á»ðÖÖÜÄÐ±ÍÖÐÍ¼Ö±àÄê¿£

### ÄúÊÇ·ñÐèÒ°ÖÜÐÄ·àÊ°·ðÓµØÖ-£¿

- ▶ Ê°ÓÄ¿°Êü³ÊÐÄ·à¿±ÄüÄ¿£²¼ü°·ðÓµÐÄ·à¿£

### ÄúÊÇ·ñÊèÖÜÄüµÄ¹«ÄÐÄ¼µØÐ¼°ÖÊ°·ÊÖ¼µÊÈµÄìà¹ØÐÄÍø£¿

- ▶ Ê°ÓÄ¿°²ø·ðÓµØÖ½«Äú¿Í»§Êý³¼¿¿àÖÐµÄÐÄÍøÐ°ÊèÐÄ¼µ¿£²¼ü½°·Ä¶¶µ£¬  
°Ö¿°Ê¼µ½½àÊø¿£

### ÄúÊÇ·ñÐèÒ°¶¶ÖÐ¶¶¶¶ÄÊ°ÓÄÍ¬ÑùµÄ, ñÊ½±àÄÄ£¿

- ▶ ½«Êð, Ê, ñÊ½±àÄÄ×÷Í²Ö», òÑùÊ½, °æ·Ä¬Ê»°öÖ»¹Ê°ÓÄ¼  
°ÊÄüÖÖÐµÄ, ñÊ½±àÄÄ·øÊü×÷ÓÄ¿£²¼ü½°·Ä¶ÑùÊ½¿£

### ÄúÊÇ·ñÊèÖÜÄ±¼°ÖÐ°ü¬»Äæ»ðÍ¼ÐÍ£¿

- ▶ °Í¼ÐÍÓ¼ÓÃ³ÍÐðÖÐ¿½±²øÖ³¼ü¼ÐÍ¬»ðÖÖÊ°ÓÄ Word °ØÐµÄ Microsoft Draw Êü³ÊÖ», ðÍ¼Ñù¿£²¼ü°·ÖÆäÊüÖ¼ÓÃ³ÍÐð²àÊèÍ¼ÐÍ°²àÊèÍ¼Ñù»ðÆäÊüÇ¶ÊèÊ½¶¶Ö¼¿£

### ÄúÊÇ·ñÐèÒ°¶¶Ö°¼¹¤÷±¿»ðÍ¼±¿£¿

- ▶ ½«ÄúµÄÄÄµµÖ Microsoft Excel Ä¼°Ö£¬»ðÖÖ°Ó Microsoft Graph ÖÐÇ¶ÊèÍ¼±¿¿£²¼ü½°·Ä¶Ä  
½°Ö°²àÊèÍ¼±¿»ðÆäÊüÇ¶ÊèÊ½¶¶Ö¼¿£

### ÄúÊÇ·ñÖ, òàÖÄÊó±êÆ÷Ñ¿ÖñÄüÄ¿£¿

- ▶ Ö¼¹¤¼Ä, Ê¼µ»»÷Êó±êìè³ÊÄüÄ¿Ê¶ñ£¬¶¶ÖÆ°ØÐÄü×¿£ÓÄÄüÄ¿°êµÄ¿¼Ä, ¿¿  
¿£²¼ü½°·Ä¶°¶¶Ö°¶¶ÖÆ¹¶ÖÆ¹¤¼Ä¿£

### ÄúÒ°·ñÐèÒ°³¼£ÖÖ×ê½°·óµÄÄÄµµÖÄ¼ü£¿

- ▶ Ê°ÓÄ°·ü²ê¿·ÄÊ½¿Ê¼ð»ðä¶Ê¶ñ¿£²¼üÖÖ°·ü²ÄÊÊ½ÖÐÖÆ¶±êìà°ÍÖýÄ¿£

### ÄúµÄ¹¤÷ÊÇ·ñÒ°Êæ¼°°·óµÄÄÄµµ£¿

► ½«'όμÄĬμμ·Ö³ÊÊð\_É½ĬDĬμÄĬç\_ÉÔÔÁ-½Ôμ½Ô»ÆðμÄĬμμĬ£²½ÔÊÊÖÄÖ»\_ðÖ÷ĬÄμμĬ£

ÄúÊÇ.ñĐèÒ<sup>a1</sup>/<sub>4</sub><sup>2</sup>éÅÅÓ<sub>ı</sub>´ílóıçÆ´´ímÄμ¥Ê°ı´ílómÄÎÄ.¨εç

► Ê'ÓÃ Word ÄÚ²¿ÄÆ'Ð'óÍö'¼¹²é³¹Ðò¿£²¹¼û¼¹²éÓö'ó¹Æ'Ð'¿£

ÄúÊÇ·ñlëì¼ÓÒ»öÄ¿Â¼£¿

▶ ÈÃ Word ×Ô¶½”ÄçÄüµÄÄ¿Ä¼¼;£²¼¼ÜÊ¹ÖÃ+êèèÑùÊ½Éú³ÉÄ¿Ä¼¼»ðÊ¹ÖÃÖó½”ÄçÄ¿Ä¼¼;£

ÄúÊÇ·ñïëÈÃÍ¼ĐĬÖÛÎșμÄÎÄ±¾ÈÆ¿ª¼ĐĬ£¿

► È¹ÔÃ¼¼Ä¿òÉèÖÃ¼¼ÐÎ¿£²¼¼û½«¶¼Ää¿¼¼ÐÎ»ò±¿ñÑ¿Èè¼¼Ä¿ò¿£

ÄúÊÇ·ñlëÓÐÒ»ÖÖÇζμ÷ìØ¶ÎÄ±³¼μÄ¹¼òμ¥·½Ê¹²£ζ

[illegible]

ÄúÊÇ·ñÐèÒª¶Î°¤¶ÎµÄÀ£¿

► Ê¹ÓÃ±í!ÄÜ¿ØÖÆ¶¶ÎÄäµÄÎ»ÖÃ;£²í¼û´´½±í»ðÒÃÎÄ±³¼Éú³É±í;£

ÄúÊÇ·ñÐèÒª\_ü×ÐĬ\_μØ²éζ´ÎÄμμ£ζ

É¹ÓÃ¡°Ëõ·À¡±ÃüÁúĈÉ°·ÒªÇó·À·ólÂµµ¡£²Ĥû·À´õ»ðËõĐ¡ĬÒ»Ò³µÄ²Ĉ·ÖÄÜËÝ¡£

**<sup>2</sup>éÕÒ°Í¹ÜÀíÄ¼p**

ÄÊö

**ÕªÒªÐÃĲç°Í¹¼ÆÊý³¼Ý**

<sup>2</sup>é¿°ÍÐᵑÄ±êìâĲçÖ÷ìâÒÔ¼°ÆäÊüîÄµµÕªÒªÐÃĲç

<sup>2</sup>é¿µ¥'Ê,öÊýĲç½°ÁçÈÕÆÚÒÔ¼°îÄµµµÄÆäÊüî¹¼ÆÊý³¼Ý

Ĳ°ìâÊ¾ÆäÊëÕªÒªÐÃĲçĲ±ÑĲîĲØÕÆ

ÔÚîÄµµÕÐ²âÊëÕªÒªÐÃĲç°Í¹¼ÆÊý³¼Ý

°òÔĲÕªÒªÐÃĲç

**ĚÑĚ÷îÄµµ**

ÓÃĲ°²éÕÒîÄ¼pĲ±ÃüÁîĚÑĚ÷îÄµµ

¿ÉÔÚĚÑĚ÷îÄµµĚ±Ě¹ÓÃµÄìØÊâ×Ô·û

¶ÔÓÓÃĲ°²éÕÒîÄ¼pĲ±ÃüÁîÕÒµ½µÄîÄ¼pÁÐ±íÄÄÐò

Ě¹ÓÃĲ°²éÕÒîÄ¼pĲ±ÃüÁîÔ▯ÄÄîÄ¼pÄÚĚÝ

**ÓÃĲ°²éÕÒîÄ¼pĲ±ÃüÁî¹ÜÀíÄµµ**

ÔÚĲ°²éÕÒîÄ¼pĲ±¶Ô»°¿òÕÐÑĲÕñ¶â,öîÄ¼p

í¬Ě±°ò¿ª¼,öîÄµµ

Ě³Ðò°òÔĲ¶â,öîÄµµ

Ě¾¼ýîÄ¼p

Ě¹ÓÃĲ°²éÕÒîÄ¼pĲ±ÃüÁî,ÕÆ°íÒÆ¶îîÄ¼p



## ²éÕÒ°Í¹ÜÀíÄ¼þ

Ëæ×ÄËù½¨ÍÄµµËýÄ¿µÄÖð¼Ó£¬Òª¼Ç×¿ÄÄ,ðÍÄµµ°ü¬ÄúËùÒªµÄÐÄÍøÒÖ¼°ÍÄµµ´æ·ÄÖÚË²Ä  
´Í»ÖÄ³¼Í±äµÄ·Ç³£Ä§ÄÑ¿£Ê¹ÓÄ Word

Òð²»´æÖÚÖâÑùµÄÏÊì¿¿¿²éÕÒÍÄ¼þ¿±ÄüÄí¿ÉÒÖÇáÒ×µØÖÖµ½ÄüËùÐèÒªµÄÍÄµµ¿£

ÍªÄË²éÕÒÍÄµµ£¬¿²éÕÒÍÄ¼þ¿±¹¿ÄÜ»á³¼¿Ä¿É¹ÓÄÄüËù¼ÇµÄ»ð²ªªµÄÓÐ¹ØÍÄµµµÄÐÄÍø  
¿£ÄýËÇ£¬Äü¿ÉÖÖ²éÕÒ°ü¬¿ªÊËÖËË¿±´Ê×éµÄË«²¿ÍÄµµ£¬»ðÓÉÄ³ËËÖÚ 5 ÓÄ·ÝÐ´µÄË«²¿ÍÄµµ¿£  
¿ÉÖÖÍ¹ý¿ð Word Íá¹©¹ØÖÚÍÄµµµÄÄ³ÖÖÐÄÍø£¬±ÊËÇÖ÷ìà»ð±êìà£¬°íÖú Word ²éÕÒÍÄ¼þ¿£±£  
´æÐÄÍÄ¼þË±£¬Word Í³£»áìáË³¼ÄüÊàËèÒ»Ð©ÖªÒªÐÄÍø¿£Ê¹ÓÄ¿²ªÒªÐÄÍø  
¿±ÄüÄí£¬¿ÉÖÖËæË±Íí¼Ó»ðÐ,ÄÖªÒªÐÄÍø¿£

¿²éÕÒÍÄ¼þ¿±ÄüÄíÒ²ËÇ´ð¿ª¿´ðÓ¿¿,´ÖÆ»ðË³¼ý¶à,ðÍÄµµµÄ¼ð±ã½¨¿£

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**Çë¶ÔÄ**

¿ÄÜ½éËÜ



²é¿´μ¥´Ê\_öÊý¿½´´ÁçÈÕÆÚÒÔ¼¹îÄμμμÄÆäËüí³¼ÆÊý³¼Ý

Ê¹ÓÃ¿\_ÕªÒªÐÃíç

¿±ÃüÁî£¬Ãü¿\_ÉÒÒ²é¿´»¶¶¹ÄμμμÄí³¼ÆÊý³¼Ý¿Ê¹ÓÃ¿\_²éÕÒîÄ¼p¿±ÃüÁî£¬»¹¿\_ÉÒÒ²é¿´ÆäËüîÄμμμÄí³¼ÆÊý³¼Ý¿

²é¿´»¶¶¹ÄμμμÄí³¼ÆÊý³¼Ý

1 ´Ó¿\_îÄ¼p¿±²Êμ¥ÕÐ£¬Ñ¿\_Õñ¿\_²ªÒªÐÃíç¿±ÃüÁî (ALT, F, I) ¿\_£

2 Ñ¿\_Õñ¿\_²³¼ÆÊý³¼Ý¿±´´Á¥¿\_£

3 îª\_üÐÃí³¼ÆÊý³¼Ý£¬Ñ¿\_Õñ¿\_üÐÃ¿±´´Á¥¿\_£

4 ½áÊ²é¿´í³¼ÆÊý³¼Ý°ó£¬Ñ¿\_Õñ¿\_È\_¶¿\_¿±´´Á¥¿\_£

5 Ñ¿\_Õñ¿\_È\_¶¿\_¿±´´Á¥£¬¹Ø±Õ¿\_²ªÒªÐÃíç¿±¶¶Õ»°¿\_¿\_ò¿\_£

²é¿´ÆäËüîÄμμμÄí³¼ÆÊý³¼Ý

1 ´Ó¿\_îÄ¼p¿±²Êμ¥ÕÐ£¬Ñ¿\_Õñ¿\_²éÕÒîÄ¼p¿±ÃüÁî (ALT, F, F) ¿\_£

2 ÔÚ¿\_îÄ¼pÃü¿\_¿\_òÃÜ£¬Ñ¿\_ÕñÒª²é¿´Æäí³¼ÆÊý³¼ÝμÄîÄμμ¿\_£

Èç¹üÃ»ÓÐÕÒμ½²ËüÒªμÄîÄ¼pÃü£¬Ê¹ÓÃ¿\_²éÕÒîÄ¼p¿±ÃüÁî¹²ØÐ²ªéÕÒ¿\_£²î¼üÓÃ¿\_²éÕÒîÄ¼p¿±ÃüÁîÊÑÊ÷îÄμμ¿\_£

3 Ñ¿\_Õñ¿\_Ñ¿\_î¿\_¿±´´Á¥¿\_£

4 ÔÚ¿\_îÄ±ÁÐ³ò¿\_±Ñ¿\_îîÄ£¬Ñ¿\_Õñ¿\_²³¼ÆÊý³¼Ý¿\_±Ñ¿\_îî´´Á¥¿\_£

5 Ñ¿\_Õñ¿\_È\_¶¿\_¿\_¿±´´Á¥¿\_£

6 Ñ¿\_Õñ¿\_¹Ø±Õ¿\_¿\_¿±´´Á¥£¬¹Ø±Õ¿\_²ªéÕÒîÄ¼p¿±¶¶Õ»°¿\_¿\_ò¿\_£

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ÇèîÖÄ

²éÕÒ²³¹ÜÄîîÄ¼p



## ÔÚÎÄµµÖÐ²ªÈëÕªÒªÐÄĲ°Í³¼ÆËÝ³¼Ý

ÎªÎÄµµÎÈëÕªÒªÐÄĲ°Í³¼ÆËÝ³¼Ý²ªÈëµ½ÎÄµµÖÐĲËÄÝËÇË¬µ±ÄúÐ², ÄÆÕªÒªÐÄĲÖÐµÄ±êĲÆ±Ë¬ĲËÖÖÓÄĲ°  
±êĲ±Óò½Æª²ªÈëµ½ÎÄµµÄ±êĲÖÐĲËÄúĲËÖÖÜËÝÒ×µØ, ùÐÄÎÄµµÖÐËùÓÐµÄĲ°±êĲ±ÓòĲË

## ÔÚÎÄµµÖÐ²ªÈëÕªÒªÐÄĲ°Í³¼ÆËÝ³¼Ý

‘Ë’ĲÆëÖÆËË¹ÓÄ¼üÄĲĲ³ËÓò²ªÈëµÄ½¬ĲËÄúÖ²ĲËÖÖË¹ÓÄĲ°ÓòĲ±ÄüÄĲÄ²ªÈë²½Öë 3  
ÖÐÄÐ³ðµÄÓòĲË²¼ü²ªÈëÓòĲË

1 ÔÚÒª²ªÈëÍ³¼ÆËÝ³¼Ý»òÕªÒªÐÄĲµÄÎ»ÖÆëÖÆª²ªÈëµÄĲË

2 ° CTRL+F9 ²ªÈëÖ»òĲËÖÖÖĲË

3 ÔÚÓò·üÄ (Œ)Ö®¼äË¬¼üËëÖª²ªÈëÐÄĲµÄÓò·üÄëĲË

²ªÈë	¼üËë
×÷ÖßÄü	author
±,×ç	comments
‘‘½”ËÖÆÜ	createdate
ÉĲ’òĲËÖÆÜ	printdate
ÉĲ’Ĳ±ÆËÖÆÜ	savedate
ÎÄ¼þÄü	filename
¹Ø¼ü×Ö	keywords
ÉĲ’Ĳ±Ë	lastsavedby
‘æÎÄµµ	
ÖßÄü	
×Ö·üËÝ	numchars
Ò³ËÝ	numpages
‘ËËÝ	numwords
Ð²Œ©°Ä	revnum
Ö÷Ĳä	subject
ÆË°äÄü	template
±êĲä	title
×Ü¹²±ä¼Ë±¼ä	edittime

4 ° F9 ¼ü, ùÐÄÓòĲË

- ËÇ¹üÖÜ, ùÐÄ, ÄÓòË±Óò·üÄëÄ»ÓÐ±ä»¬Ë¬° SHIFT+F9 ĲËÖÖÓò·üÄëÓòÖÖÄÜËÝÖ®¼äÇÐ»»ĲË
- ËÇ¹üÖÜ, ùÐÄË±ÓòĲËËÇË¬ÖòËµÄ÷ÖÜĲËÖªÒªÐÄĲĲ±ŒÖ»òÖÖÖª²ªÈëµÄÐÄĲĲªĲË

## Î¼ÖÖÄÄ©µÄÕªÒªÐÄĲ

1 ‘ÓĲ¼þ²Ëµ×ÖÐË¬ŒĲĲ°ÖªÒªÐÄĲĲ±ÄüÄĲ (ALT, F, I) ĲË

2 ¼üËëÖÖÄÄ©µÄÕªÒªÐÄĲĲË

3 ŒĲĲĲ°ËŒĲĲ°ÄµĲË

4 ŒĲĲĲÓÄÓÜ²ªÈëÕªÒªÐÄĲµÄÓòĲË

5 ° F9 ¼ü, ùÐÄÓòĲË

## ÇëŒÖ

²ëÖÖ°Í¹ÜÄĲÎÄ¼þ

## ´òÓ¡ÕªÒªÐÃĬ

Äú¿ÉÒÔµ¥ŦÀ´òÓ¡ÕªÒªÐÃĬ£¬Ò²¿ÉÒÔËæĬÄµµÒ»Ĭ¬´òÓ¡¡£

### ËæĬÄµµ´òÓ¡ÕªÒªÐÃĬ

- 1 ´Ó¡°ĬÄ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°´òÓ¡¡±ÄüÁĬ (ALT, F, P) ¡£
- 2 Ñ¡Ôñ¡°Ñ¡ĬĬ¡±°´Á¥¡£
- 3 ÔÚ¡°,½´òÓ¡¡±Ñ¡ĬĬ¿òĬÄ£¬Ñ¡Ôñ¡°ÕªÒªÐÃĬ¡±,Ñ¡¿ò¡£
- 4 Ñ¡Ôñ¡°Ë·Ŧ¡±°´Á¥¡£
- 5 Ñ¡Ôñ¡°Ë·Ŧ¡±°´Á¥£¬¿²¼´òÓ¡¡£

### µ¥ŦÀ´òÓ¡ÕªÒªÐÃĬ

- 1 ´Ó¡°ĬÄ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°´òÓ¡¡±ÄüÁĬ (ALT, F, P) ¡£
- 2 ÔÚ¡°´òÓ¡¡±Ñ¡ĬĬ¿òÖÐ£¬Ñ¡Ôñ¡°ÕªÒªÐÃĬ¡±Ñ¡ĬĬ£
- 3 Ñ¡Ôñ¡°Ë·Ŧ¡±°´Á¥¡£

### Á¬Ðø´òÓ¡Ŧà,õĬÄµµÄÕªÒªÐÃĬ

- 1 ´Ó¡°ĬÄ¼þ¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°²éÕÕĬÄ¼þ¡±ÄüÁĬ (ALT, F, F) ¡£  
Ëç¹üÄ»ÓÐ¿´µ½ĬÒªµÄĬÄ¼þ£¬²Ĭ¼ÒÓÄ¡²éÕÕĬÄ¼þ¡±ÄüÁĬËÑË±ĬÄµµ¡£
- 2 °´×¡ CTRL ¼ü£¬ÓÄËó±êµ¥»÷ĬÒªµÄĬÄ¼þÄü¡£  
²Ĭ¼ÒÔÚ¡²éÕÕĬÄ¼þ±ŦÔ»°¿òÐÑ¡ÔñŦà,õĬÄ¼þ¡£
- 3 Ñ¡Ôñ¡°´òÓ¡¡±°´Á¥¡£
- 4 ÔÚ¡°´òÓ¡¡±Ñ¡ĬĬ¿òÖÐ£¬Ñ¡Ôñ¡°ÕªÒªÐÃĬ¡±Ñ¡ĬĬ£
- 5 Ñ¡Ôñ¡°Ë·Ŧ¡±°´Á¥¡£

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## ÇëŦÄ

²éÕÕ°Ĭ¹ÜÄĬÄ¼þ

²eÕÒ°Í¹ÜÀíÎÄ¼p

## ¿ÉÔÚËÑË÷ÎÄµµÊ±Ê¹ÓÃµÀìØÊâ×Ö·û

µ±ÄúÔÚ¡°²ëÕÒÎÄ¼þ¡±ÄüÄµÄ¡°ËÑË÷¡±¶¶Ö»°¿òÕÐÖ¶¶ËÑË÷×¼ÔðÊ±  
 £¬¿ÉÒÔÊ¹ÓÃÔÚÎÄ±¼ÕÐ¼üËëµÄÎÄÐìØÊâ×Ö·û×÷Êä±êêä¿÷êä¿÷Ø¼ü×ÖµË£

×Ö·û	°¬Òâ
? (ÎÊ°Ä)	Óëµ¥, ò×Ö·ûÆ¥Ää£ÀýËç£¬¼üËë <b>gr?y</b> £¬Óë¡°gray¡±¡°grey¡±Á½ÕßÎàÆ¥Ää£
* (ÐÇ°Ä)	ÓëÊ¹°ÊýÁ¿µÄ×Ö·ûÆ¥Ää£ÀýËç£¬ÔÚ¡°ÎÄ¼þÄü¡±¿òÄÜ¼üËë <b>*.txt</b> À²ëÕÒ´Ø .TXT À©Ö¹ÄüµÄÎÄ¼þ£
^ (ÎÑ×Ö°Ä)	½«°óÐìØÊâ×Ö·ûµ±×÷ÆÖ´×Ö·û´Î£¬ÓËÆä¡¬ ? °Í ^ Ò»ÆðÊ¹ÓÃ£¬Ëç ^? °Í ^^£
, (¶¶°Ä)	Âß¼¡°¿ì±£»ÎÄµµµÄÖªªÐÄí¿ÖÁËÛÒªÓë±íÕÐÒ»ÎàÆ¥Ää£ ÀýËç£¬ÔÚ¡°Ø¼ü×Ö¡±¿òÄÜ¼üËë <b>penguins, color schemes</b> £¬Word ½«ÔÚÆä¡°ÖªªÐÄí¿ì±¶¶Ö»°¿òÕÐµÄ¡°Ø¼ü×Ö¡±¿òÄÜËÑ÷ ´ØÕÐ¡°penguins¡±¿ò°color schemes¡±Á½ÕßÕÒ»»µÄÎÄµµ£
& (°°Ä)	Âß¼¡°Óë±£»ÎÄµµµÄÖªªÐÄí¿÷ØðËÓë±íÕÐËùÓÐÎàÆ¥Ää£ ÀýËç£¬ÔÚ¡°×÷Õß¡±¿òÕÐ¼ü <b>memorandum &amp; vacation</b> £¬Word ½«ËÑË÷ÎÊ± °ü°¬ÒâÁ½, òµ¥´ÊµÄÎÄµµ£
~ (·ñ¶¶°Ä)	Âß¼¡°·Ç±£»ÎÄµµµÄÖªªÐÄí¿÷ØðË²»°¬´ÊÎ£ ÀýËç£¬ÔÚ¡°×÷Õß¡±¿òÕÐ¼üËë <b>~Bertrand</b> £¬ÒðÄüÕÐÓÐ¡°Bertrand¡±µÄËë ´´½µÄÎÄµµ½«±»Ã³ýÔÚêä£



## ¶ÔÓÃ<sub>1</sub><sup>°²</sup>éÕÒÎÄ¼þ<sub>1</sub>±ÃüÁîÕÒμ½μÃÎÄ¼þÁÐ±íÁÁÐò

Ê¹ÓÃ<sub>1</sub><sup>°²</sup>éÕÒÎÄ¼þ<sub>1</sub>±ÃüÁîÉú³É·û°İËÑË÷×¼ÔðμÃÎÄ¼þÁÐ±í°ó£¬Ãú¿ÉÒÔ°·ÕÕ×÷Õß<sub>1</sub>¢´´½°ÈÕÆÚ<sub>1</sub>¢Éİ¹±£·æÎÄ¼þÕßÐÕÃú£¬Éİ¹±£·æÎÄ¼þÈÕÆÚ<sub>1</sub>¢ÎÄ¼þÃú»ðÎÄ¼þ´óÐ<sub>1</sub>¶ÔÎÄ¼þ½øÐÐÁÁÐò<sub>1</sub>£

### ¶ÔÎÄ¼þÁÐ±í½øÐÐÁÁÐò

- 1 °Ó<sub>1</sub><sup>°İ</sup>ÎÄ¼þ<sub>1</sub>±²Ëμ¥ÕÐ£¬Ñ<sub>1</sub>Õñ<sub>1</sub><sup>°²</sup>éÕÒÎÄ¼þ<sub>1</sub>±ÃüÁî (ALT, F, F) <sub>1</sub>£
- 2 ÔÚ<sub>1</sub><sup>°²</sup>éÕÒÎÄ¼þ<sub>1</sub>±¶Ô»°¿òÕÐ£¬Ñ<sub>1</sub>Õñ<sub>1</sub><sup>°</sup>Ñ<sub>1</sub>İ<sub>1</sub>±°·Á¥<sub>1</sub>£
- 3 ÔÚ<sub>1</sub><sup>°İ</sup>ÎÄ¼þÁÁÐò¹«Ê½<sub>1</sub>±İÄ£¬Éè¶¶ Word ÓÃÊ²Ã·ÃúÈÝ¶¶ÔÎÄ¼þ·ÖÀà<sub>1</sub>£
- 4 Ñ<sub>1</sub>Õñ<sub>1</sub><sup>°</sup>È·¶¶<sub>1</sub>±°·Á¥<sub>1</sub>£

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### ÇëİÔÃ

<sup>²</sup>éÕÒ°İ¹·ÜÀîÎÄ¼þ

Ê'ÓÃ<sub>i</sub>°²éÕÒÎÄ¼p<sub>j</sub>±ÃüÁîÔ¤ÀÀÎÄ¼pÄÚÈÝ

ÔÚ'ò¸ª<sub>i</sub>çÉ³⁄₄ý<sub>i</sub>ç'òÓ<sub>i</sub>»ò,´ÖÆÎÄ¼pÖ®Ç°£¬Äú¸ÉÒÔÊ'ÓÃ<sub>i</sub>°²éÕÒÎÄ¼p<sub>j</sub>±ÃüÁîÔ¤ÀÀÎÄ¼pμÄÄÚÈÝ<sub>j</sub>£

Ê'ÓÃ<sub>i</sub>°²éÕÒÎÄ¼p<sub>j</sub>±ÃüÁîÔ¤ÀÀÎÄ¼pÄÚÈÝ

1 ´Ó<sub>i</sub>°ÎÄ¼p<sub>j</sub>±²Ëμ¥ÖÐ£¬Ñ<sub>i</sub>Ôñ<sub>i</sub>°²éÕÒÎÄ¼p<sub>j</sub>±ÃüÁî (ALT, F, F) <sub>j</sub>£

2 Ñ<sub>i</sub>Ôñ<sub>i</sub>°Ñ<sub>j</sub>î<sub>j</sub>±°´Ä¥<sub>j</sub>£

3 ÔÚ<sub>j</sub>°Í¬Ê±ÁÐ³ò<sub>j</sub>±Ñ<sub>j</sub>î<sub>j</sub>¸òÖÐ£¬Ñ<sub>i</sub>Ôñ<sub>i</sub>°ÄÚÈÝ<sub>j</sub>±Ñ<sub>j</sub>î<sub>j</sub>£

4 Ñ<sub>i</sub>Ôñ<sub>i</sub>°È·¶<sub>j</sub>±°´Ä¥<sub>j</sub>£

×çÊÍ£°ÒªÔ¤ÀÀÑ<sub>j</sub>¶<sub>j</sub>´μÄ¼ðÎÄ¼p£¬±ØÐè´Ó<sub>i</sub>°ÄÚÈÝ<sub>j</sub>±¸ðÎÄÑ<sub>j</sub>Ôñ<sub>j</sub>°Ô¤ÀÀ<sub>j</sub>±°´Ä¥<sub>j</sub>£

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Çë²îÖÄ

²éÕÒ°Í¹ÜÀîÄ¼p

## ÔÚ<sub>í</sub>°²éÕÒÎÄ¼þ<sub>í</sub>±¶Ô»°¿òÖÐÑ<sub>í</sub>Ôñ¶à,öÎÄ¼þ

Ê¹ÓÃ<sub>í</sub>°²éÕÒÎÄ¼þ<sub>í</sub>±ÄüÁî£¬Äü¿ÉÒÔ´Ô<sub>í</sub>°ÎÄ¼þ<sub>í</sub>±¿òÖÐÑ<sub>í</sub>Ôñ¶à,öÎÄ¼þ£¬Ê»°ó¶¶ÔÆäÔ´ÐÐ´ò¿<sub>í</sub>¿É³¼ý<sub>í</sub>¿´òÔ<sub>í</sub>°<sub>í</sub>,´ÖÆ²Ù×÷<sub>í</sub>£

### ÔÚ<sub>í</sub>°²éÕÒÎÄ¼þ<sub>í</sub>±¶Ô»°¿òÖÐÑ<sub>í</sub>Ôñ¶à,öÎÄ¼þ<sub>í</sub>£

- 1      µ¥»÷ËùÒªµÃµÚÒ»»\_öÎÄ¼þÃü<sub>í</sub>£
- 2      °´×<sub>í</sub> CTRL ¼ü£¬·Ö±ðµ¥»÷ËùÒªµÃÆäËùÎÄ¼þÃü<sub>í</sub>£  
°´×<sub>í</sub> CTRL ¼ü£¬ÒÙ´Îµ¥»÷ÒÑÑ<sub>í</sub>¶\_µÃÎÄ¼þÃü£¬¿ÉË<sub>í</sub>Ï¶¶ÒÎÄ¼þµÃÑ<sub>í</sub>Ôñ<sub>í</sub>£
- ×¿ÊÉ£°°´×<sub>í</sub> SHIFT ¼ü£¬²¿µ¥»÷÷Ä³ÎÄ¼þÃü£¬¿ÉÒÔ½«Ñ<sub>í</sub>ÔñÀ©Ô<sub>í</sub>µ½Óë\_ÎÄ¼þ<sub>í</sub>àÁÚµÃÔü¿éÎÄ¼þÃü<sub>í</sub>£

- 1      Ê¹ÓÃ
- »ò
- £¬Ñ<sub>í</sub>ÔñµÚÒ»»\_öÎÄ¼þÃü<sub>í</sub>£
  - 2      °´ SHIFT+F8 ¼ü<sub>í</sub>£
  - 3      °ÑÐéË<sub>í</sub>¿òÒÆµ½ËùÒªµÃÎÄÒ»»\_öÎÄ¼þÃüÉ<sub>í</sub>£
  - 4      °´¿Ö\_ñ¼ü<sub>í</sub>£
  - 5      ÖÐ´²½Òè 3 °Í 4£¬Ñ<sub>í</sub>¶\_ËùÒªµÃ¿¿Ò»»\_öÎÄ¼þ<sub>í</sub>£  
ÒªË<sub>í</sub>Ï¶¶ÒÎÄ³\_öÎÄ¼þÃüµÃÑ<sub>í</sub>Ôñ£¬°´×<sub>í</sub> CTRL ¼ü£¬²¿½«ÐéË<sub>í</sub>¿òÒÆµ½\_ÎÄ¼þÃüÉ£¬ÒÙ°´¿Ö\_ñ¼ü<sub>í</sub>£  
Òªµ»»Øÿ³£Ñ<sub>í</sub>Ôñ·½Ê½£¬ÒÙ°´ SHIFT+F8 ¼ü<sub>í</sub>£
- ×¿ÊÉ£°°´×<sub>í</sub> SHIFT ¼ü£¬²¿Ê¹ÓÃý<sub>í</sub>·¼ü£¬¿É½«Ñ<sub>í</sub>ÔñÀ©Ô<sub>í</sub>µ½Ôü\_öÎÄ¼þ¿é<sub>í</sub>£

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## Çë¶ÔÄ

²éÕÒ°Í¹ÜÀîÎÄ¼þ

## Ê¹ÓÃĵ°²éÕÒÎÄ¼þĵ±ÃüÁĭ,´ÖÆ°ÍÒÆſſĪÄ¼þ

ÄúĴÉÒÔÊ¹ÓÃĵ°²éÕÒÎÄ¼þĵ±ÃüÁĭ½«ĪÄ¼þ,´ÖÆµ½ÆäËüÄĴÄ¼ÉĭĴ

×øÊĭĴ°ĭ³ÁËÒÆſſĪÄ¼þĴ±±ØÐëÊ×ĭÈ½«Æä,´ÖÆµ½ËüÒ³µÄÄĴÄ¼ÉĭĴ-ÔÛ°ÑĪÄ¼þ  
´Óµ±Ç°ĭ»ÖÄÊĭÉ¾³ýĴ

## Ê¹ÓÃĵ°²éÕÒÎÄ¼þĵ±ÃüÁĭ,´ÖÆĭÄ¼þ

1 ´Óĵ°ĪÄ¼þĵ±²Ëµ¥ØÐĴ-ÑĵÔñĵ°²éÕÒÎÄ¼þĵ±ÃüÁĭ (ALT, F, F) ĵĴ

2 ËÑË÷ĭëÒ³,´ÖÆµÄĪÄ¼þĴ±-Ê¹Æä³ëĪÖÔÚÁÐ±ĭØÐĴ-²ĭ¼ûÖÃĵ°²éÕÒÎÄ¼þĵ±ÃüÁĭËÑË÷ĪÄµµĵĴ

3 ÑĵÔñĭëÒ³,´ÖÆµÄÒ»»»ðſſä,ðĪÄ¼þĴ

ÓÐ¹ØÑĵÔñſſä,ðĪÄ¼þµÄĭĭ,ÄÚËÝĴ-²ĭ¼ûÖÃĵ°²éÕÒÎÄ¼þĵ±ſſÖ»°ĴðØÐÑĵÔñſſä,ðĪÄ¼þĴ

4 ÑĵÔñĵ°,´ÖÆĵ±°´Ä¥ĵĴ

5 Ī¹ýÑĵÔñĪÄÄÐÄ³Ò»²Û×÷Ö,ſſÖÚ°ĭ¹Ĵ,´ÖÆĭÄ¼þĴ

► ÖÚĵ°Ä·¾ſſĵ±ĴðØÐĴ-¼ûËëÒ»ĭðÄ·¾ſſĵĴ

► ÖÚĵ°ÇýſſÆ÷ĵ±°ĭĵ°ÄĴÄ¼ĵ±ĴðØÐĴ-Ö,ſſÖ»»»ÖÄĵĴ

6 ÑĵÔñĵ°Ë·ſſĵ±°´Ä¥,´ÖÆĭÄ¼þĴ

ÓÐ¹ØÆäËüÑĵĭĭµÄĭĭ,ÄÚËÝĴ-²ĭ¼ûĵ°,´ÖÆĵ±ſſÖ»°ĴðĵĴ

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## Çë²ĭÔÄ

²éÕÒ°ĭ¹ÜÄĭÄ¼þ

Word ÆÁÄ»μÄ×é³É

Word ÆÁÄ»

ÎÄμμ¿ØÖÆ²Ëμ¥

Ò³Ã¼/Ò³½ÄÄ

°ê±à¼Ä

×î´ó»¯°´Ä¥

²Ëμ¥Ä

×îÐ¿»¯°´Ä¥

´ó ÙÄ

°î²ϕ´òÓ¿Ä

´òÓ¿Ô▯ÄÄÄ

»¹Ô°´Ä¥

„ñÊ½Ä

±ê³ß

¹ðŋ¯lð

Ñ¿Öñlð

×´l¬Ä

ÑùÊ½Çø

ÕýÎÄÇø

±êlâÄ

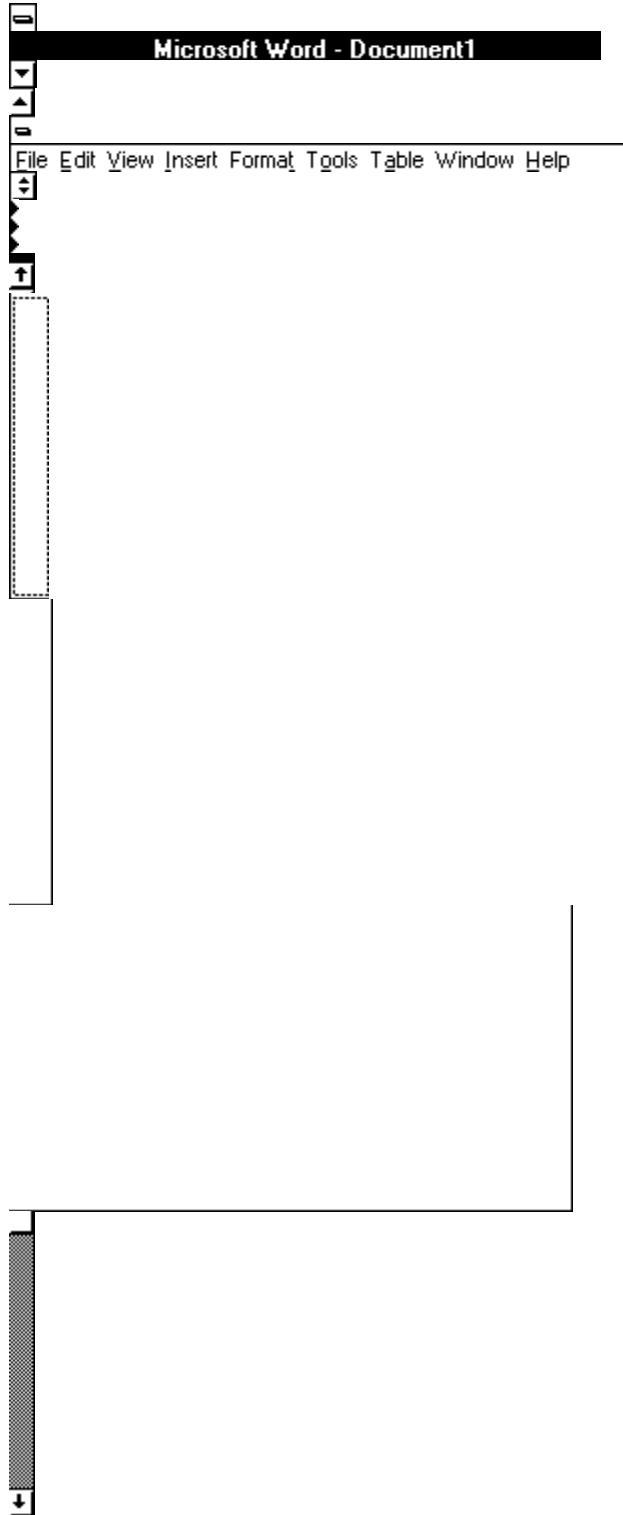
¹▯¾ßÄ

Word ¿ØÖÆ²Ëμ¥

## Word ÆÁÄ»

ÈÇïëÁË½â Word ÆÁÄ»£¬ŃĲÔñĬÂÄĐĂ³Ò»²Û×÷£°

- ▶ °´ TAB ¼ü¼ÓÁÁïëÁË½âµÄ Word ÆÁÄ»ĐĀİç²¿·Ö£¬²ç°´ ENTER ¼üj£
- ▶ µ¥»÷ĬÂÄĐËùÒªÁË½âµÄ Word ÆÁÄ»ĐĀİç£°





**Word ჯØÖÆ²Ėμ¥**



Î»ÓÚÓ!ÓÃ³!Đò´°\_¿ÚÖĐ±ê!âÀ,μÄ×ó¶ĖĖj£

ÎªÁĐ³øÓÃÓÚ¿ØÖÆÄ³Ò»Ó!ÓÃ³!Đò´°\_¿Ú³ß´¿ºĦ»ÖÃμÄÄüÁ!£¬¿ÉÒÔμ¥»÷Ó!ÓÃ³!Đò¿ØÖÆ²Ėμ¥¿ò»ò´  
ALT+¿Ö,ñ¼üj£

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**ÇěʹĦÖÄ**

¿ØÖÆ²Ėμ¥ÄüÁ!



ÎÄµµ¿ØÖÆ²Ëµ¥

► Î»ÓÚÒ»¸ðíêË«·Á´óµÃÎÄµµ´°¿ÚÖÐ²Ëµ¥À,µÃ×ó¶¶Ë£¬»ðÎ»ÓÚÒ»¸ðÎ´íêË«·Á´óµÃÎÄµµ´°  
¿ÚÖÐ±êìâÀ,µÃ×ó¶¶Ë£  
ÎªïÔÊ¼ÓÃÓÚ¿ØÖÆÎÄµµ´°¿ÚµÃ³ß´ç°ÍÎ»ÖÃµÃÃüÁ£¬¿ÉÒÔµ¥»÷ÎÄµµ¿ØÖÆ²Ëµ¥¿ò»ð°´ ALT+Á¬×Ö·û¼ü£

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Çë²íÔÃ

¿ØÖÆ²Ëµ¥ÃüÁÎ

±êlâÀ,



Î»ÓÚ´°¿ÚÉİİĒĒ¬²ϕ¬ÓĐÓıÓÃ³İĐðÃû°İİÃµµÃûıĒ

İ´ıŷİİİ±êlâÀ,À´ÒÆİİ¬°¿ÚıĒ

×ϕÊİĒ°Ò²¿ÉÒÔİİİİÖ»°¿òµÃ±êlâÀ,À´ÒÆİİİİÖ»°¿òıĒ

Ò»„ö±êlâÀ,¿ÉÒÔ°û¬İİÃĐ²¿·ÖĒ°



ÓıÓÃ³İĐð¿ØÖÆ²Ēµ¥´Ã¥



İÃµµ¿ØÖÆ²Ēµ¥´Ã¥



×İ´ó»¬°´Ã¥



×İĐı»¬°´Ã¥



ÓıÓÃ³İĐðÃû



İÃµµÃû



»¹Ö°´Ã¥

**²ĖμϕÀ,**



Î»ÓÚ±êlâÀ,Ö®İÂ£¬Ó!ÓÃ³İĐð´°¿ÚÉİ¶ĖμÃÎ»ÖÃ£¬²ϕ°ü°¬Ė«²¿ Word ÃüÁî¿

Îª²é¿´Ò»,ð²ĖμϕÖĐμÄĖ«²¿ÃüÁî£¬¿ÉÒÔÑ¿ÔñİÂÁĐÄ³Ò»²Ù×÷£°



μϕ»÷²ĖμϕÃü¿



°´ ALT+n, ÆäÖĐ n ÊÇ²ĖμϕÃüÖĐ´øİÂİßμÄ×ÖÄ,¿£ÀýĖÇ°´ ALT+F ´ò¿ª¿İÄ¼p¿±²Ėμϕ¿

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**ÇěʔÔÄ**

Ñ¿Ôñ²ĖμϕÃüÁî

×ıĐı»<sup>ˉ</sup>°˙Å¥

► Î»ÓÚÒ»,ðÓıÓÃ³ıĐð˙°¿ÚÖĐ±êıâÀ,μĂÓÒ¶Ěı£

μ¥»÷×ıĐı»<sup>ˉ</sup>°˙Å¥°ı˙ÓÓıÓÃ³ıĐð¿ØÖÆ²Ěμ¥ÖĐÑıÔñı°×ıĐı»<sup>ˉ</sup>ı±ĂüÁıÊÇıàı¬μĂ£°ÓıÓÃ³ıĐð˙°¿ÚĚð³ÉÓ»,ðı¼±êı£

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ÇěʹŎĂ

Ê¹ Word ˙°¿ÚĚð³Éı¼±ê

×í´ó»<sup>ˉ</sup>°´A¥

▶ Î»ÓÚÍ´íêÈ«·Ã´óμÃÓ|ÓÃ³|Ðð°ÍÎÃμμ´°¿ÚÖÐ±êÌaÀ,μÃÓÒ¶Ëj£

μ¥»÷×í´ó»<sup>ˉ</sup>°´A¥Ê±£¬³öÏÖÏÃÁÐ½á¹û£°

▶ Ó|ÓÃ³|Ðð´°¿Ú·Ã´ó²ϕÌîÃúÆEÃ»j£

▶ ÎÃμμ´°¿Ú·Ã´ó²ϕÌîÃú Word ´°¿Új£

×ϕÊÍ£°×í´ó»<sup>ˉ</sup>°´¿ÚÃ»ÓÐ±ß¿òj£

**ÇëʹÔÃ**

½«´°¿ÚÃ©Ö¹îª×í´ó»<sup>ˉ</sup>°´¿Ú

»¹Ô°´Å¥

► Î»ÓÚÒ»„ð×î´ó»¯Ó|ÓÃ³|Ðð´°¿ÚÖÐ±ê\àÀ„μÃÓÒ¶Ë;£

μ¥»÷»¹Ô°´Å¥°Í´ÓÓ|ÓÃ³|Ðð¿ØÖÆ²Ëμ¥ÖÐÑ|Ôñ»¹ÔÃüÁîÊÇ\àÍ¬μÄ;£Ó|ÓÃ³|Ðð´°¿Ú»¹Ô³ÉÔÓÐ´óÐ;j;£

ÇěʹîÔǺ

½«´°¿Ú»¹ÔîªÔ´óÐ;î

¹¼³⁄₄ßÀ,



ÆäïÔÊ³⁄₄°á¿Ó!ÓÃ³!Ðð´°¿ÚÉ!ÑØ¿øÔÚ²Êµ×À,Ö®!Â¿,ñÊ½À,Ö®É!£¬ÔÔÊ¹Êó±ê,ü¿!½ÝµØÊ¹ÓÃ Word Ð!¶à¹¼³⁄₄ß¿£

Îª!ûÒþ»ð!ÔÊ³⁄₄¹¼³⁄₄ßÀ,£¬¿É´Ó¿²ê¿´¿±²Êµ×É!Ñ¿Ôñ¿¹¼³⁄₄ßÀ,¿±ÃüÁ! (ALT, V, T)£

µ×»÷

Ä¿µÄ



´ò¿ªÒ»,ð»ùÓÚ±ê×¹⁄₄Ä£°åµÄÐÂ!Äµµ¿£



´ò¿ªÒ»,ðÒÑÔÐµÄ!Äµµ»ðÄ£°å£¬Word !ÔÊ³⁄₄¿°´ò¿ª¿±¶¶Ô»°¿ò£¬ÔÚÆäÔÐ¿ÉÔÔ¶¶!¹⁄₄°´ò¿ªÊùÔª!Ä¹⁄₄þ¿£



ÔÔµ±¿·Äû×Ô±£´æ»¶¶!Äµµ»ðÄ£°å£¬Ê¿¹û!ÔøÃüÃü!Äµµ£¬Word ½«!ÔÊ³⁄₄¿!Á!æ!ª¿±¶¶Ô»°¿ò¿¿£



´Ó!ÄµµÔÐÊ³⁄₄³ýÑ¿ÔñµÄÔý!Ä°!Í¹⁄₄Ð!²¿¹⁄₂«Æä´æµ¹⁄₂¹⁄₄ð!ù°äÉ!¿£



,´ÔÆÊùÑ¿Ôý!Ä°!Í¹⁄₄Ð!²¿¹⁄₂¹⁄₄ð!ù°äÉ!¿£



°Ñ¹⁄₄ð!ù°äÄÚÊÝÔÚ²äÊëµ²äÊë¿£



È¿!ûÉ!´!±ä¹⁄₄»ð,ñÊ½±äÄÄ¶×÷¿£  
×¿É!£°ÓÐÐ©¶×÷²»ÄÜ,´Ô¿£



¶ÔÊùÑ¿¶¶!Äª½ÐÐ±ê°A¿£



ÔÚ,÷ÊùÑ¿¶¶!Ää¿°¹⁄₄ÔÔ»,ð!ñÄ¿·û°A¿£



½«ÊùÑ¿¶¶!Ää!ð×óÔÆÔÁ¿°Ô»,ðÔÆ±!¶!¿¿£



½«ÊùÑ¿¶¶!Ää!ðÔÔÔÆÔÁ!ÄÔ»,ðÔÆ±!¶!¿¿£



²äÊëÔ»,ð±!£¬!ªÑ¿ÔñÊùÐèÐÐÊý°!Ä,Êý£¬¿ÉÔÔÔÚÑù±!É!¶¶Êó±êÆ÷£¬ÔäÊ±±±!¶»áÊæÔ®Ä©Ô¹¿£



ÓÃÔ»Ä,»ð¶àÀ,¹¹Ô!ÄµµµÄ»¶¶²¿·Ô£¬!ªÑ¿ÔñÄ,Êý£¬¿ÉÔÔÔÚÄ,É!¶¶Êó±ê£¬ÔäÊ±À,ÊæÔ®Ä©Ô¹¿£



ÔÚÊùÑ¿Ôý!Ä¿±!¶»ð!Í¹⁄₄Ð!ÊÄÔÜ·ÄÔÃ!¹⁄₄!Ä¿ò£¬Ê¿!Ñ¿ÄÜÊÝ£¬Ôò¹⁄₄ÔÔ»,ð¿Ô!¹⁄₄!Ä¿ò¿£



Æô¶¶ Microsoft »æ!¹⁄₄³!Ðò¿£



Æô¶¶ Microsoft !¹⁄₄Ð!³!Ðò¿£





ŃĖ½Ā



ÆǎİŎĖ¼°ǎŁŲÓĀ³İĐò´°ŁÚÉİÑØŒ¬ŎŎ±ǎ¼ŎŁİÑİĖİŒ¬´ŎŲŲŁÉŎŎ½ØĐĐ×Ŏ·ŭŏİŲİĀǎμĀ.ŃĖ½±ǎĀĀİŒ  
İªŎp²Ø»ðİŎĖ¼,ŃĖ½Ā,Œ¬ŁÉŎŎ´Ŏİ²éŁ´İ±²Ėμ×ŎĐÑİŎŃİ°,ŃĖ½Ā,İ±ĀŭĀİ (ALT, V, B)İŒ

ŁŎ¼ŭ

Ų×÷

Normal

(CTRL+S)

¼ŭĖĖ»ðÑİŎŃĖŭŎ²ÉŎĀμĀŃŭĖ½  
İŒ

Tms Rmn

(CTRL+F)İŒ

¼ŭĖĖ»ðÑİŎŃĖŭŎ²ÉŎĀμĀ×Ŏİǎ

10

(CTRL+P)

¼ŭĖĖ»ðÑİŎŃĖŭŎ²ÉŎĀμĀμǎ³ß´ç  
İŒ

°·ĀŲ¼ŭ

Ų×÷

B

(CTRL+B)

ÑİŎŃ²çÇǎ³Ų´Ŏİǎ,ŃĖ½İŒ

I

(CTRL+I)

ÑİŎŃ²çÇǎ³ŲĐ±İǎ,ŃĖ½İŒ

U

(CTRL+U)

ÑİŎŃ²çÇǎ³ŲÁ¬Đø  
İĀ»ŎİßİŒ



ŲŎĖŭÑİŲİĀǎ½ØĐĐ×ŏĖø½ø

(CTRL+L)ŲŎĖĖ´İĀİŒ



ŲŎĖŭÑİŲİĀǎ½ØĐĐ

(CTRL+E)¾ŎŎĐ´İĀİŒ



ŲŎĖŭÑİŲİĀǎ½ØĐĐŎŎĖø½ø

(CTRL+R)ŲŎĖĖ´İĀİŒ



ĀŎ³ǎĐĐ¼ǎ³¼ǎ

(CTRL+J)ŎŎ±ǎŲŎĖŭÑİŲİĀǎ×ŏ  
×ŏİçŎŎĖø½øŲŎĖĖ´İĀİŒ



ÉèŎĀŎ»»»ø×ŏŲŎĖĖŎĖ±İ·ŭİŒ



ÉèŎĀŎ»»»ø¼ŎŎĐŎĖ±İ·ŭİŒ



ÉèŎĀŎ»»»øŎŎŲŎĖĖŎĖ±İ·ŭİŒ



ÉèŎĀŎ»»»øĖŎ½øŎĖŎĖ±İ·ŭİŒ

ŎĐ¹ŎİŏİĀμμŎĐ¼ŎĖĖŎĖ±İ·ŭμĀĖμĀ÷İŒ²İ¼ŭŎĀ,ŃĖ½Ā,İ±ē³ßÉèŎĀŎĖ±İİ»İŒ



İŎĖ¼ŏİŎp²ŎİŎĖ×Ŏ·ŭİŒ

## ±ê³ß



ÆäïÔÊ¼°á¿ÇÎÄµµ´°

¿ÚÉÎÑØ£¬ÔÔ±ä¼Ô¿ìÊó±êÑìÊ£¬Òò¶ø¿ÉÔÔ¿Ä±ä¶¶ÎÄäÊó½ø£¬µ÷ÔûÔ³±ß¼à£¬ÐÞ¿ÄÄÎÄÑûÊ½Ä¿µÄ¿¶¶Ê£¬¿ä±äíÄ¿¿¶¶ÊÔÔ¼°ÊèÔÄÔÆ±í»¶£

Î¶ïÔÊ¼°íÒÞ²Ø±ê³ß£¬¿É´Ôì²ê¿´¿±²Êµ¥ÔÐÑìÔñì°±ê³ß¿ÄûÄî (ALT, V, R)¿£

±ê³ßÄäµäÔèÊûÑì¶¶ÎÄäÔÐµÚÔ»¶¶µÄ×ó±ß½¿¶¶ÔÆè£¬ÄýÊ¿£¬ÔÚÊ«Ôæ²ê¿´Ä£Ê½ÔÐÔ»ÔÐÄ½Ä¿µÄÔ³£¬Ê¿¹ûÑì¶¶µÚ¶¶ÞÄ¿ÔÐµÄÔ»¿¶¶ÎÄä£¬Ôò±ê³ßÄäµä½¿±äµ½ÔÔ¶¶Ê£

±ê³ß¿ì¶¶Ê

Word ÔÐÊýÔÔ±ê³ß¿ì¶¶Ê£°Êó½ø¿øÔ³±ß¼à°í±¿£Êó½øÊîÄ¬Ê¿¿ì¶¶Ê£

±ê³ß×ó¶¶Ê³õïÔµÄ¬ûÔÄ¿Ê¼ÎÄÔ»¿ø¿ÉÔÄ¿¿ì¶¶Ê£¬ÄýÊ¿£¬Ô³¿ø»»µ½Ô³±ß¼à¿ì¶¶Ê£¬¿ÉÔÚ±ê³ß×ó¶¶Êµ¥»÷¿£±¿¿ì¶¶ÊÔ»ÔÚ²äÊèµäÔÚ±¿ÔÐÊ±²Ä³õï¿£

¹ØÔÚÔÄ½üÄ¬Ú×÷±ê³ßµÄÊµÄ÷£¬²¿½üÔÄ½üÄì²Ú×÷±ê³ß¿£

## Êó½ø¿ì¶¶Ê

¶¶¶

Ä¿µÄ



ÔÔ×óÊó½ø·½Ê½Êó½ø¶¶ÎÄäµµÚÔ»ÐÐ¿£



ÔÔ×óÔ³±ß¼à·½Ê½£¬Êó½øÔ»¶¶ÎÄä¿£



×¿Ê¿£°°×¿ SHIFT ½ü£¬²¿¶¶¶×óÊó½ø±ê¼¿£¬¿ÉÔÔÊ¹ÆäÔÆ¶¶µ½Ê¿Ô»Î»ÔÄ¿£



´ÔÔ³±ß¼àÔÐÊó½øÔ»¶¶ÎÄä¿£

## Ô³±ß¼à¿ì¶¶Ê

¶¶¶

Ä¿µÄ



ÊèÔÄ×óÔ³±ß¼à¿£



ÊèÔÄÔÔÔ³±ß¼à¿£

## ±¿¿ì¶¶Ê

¶¶¶

Ä¿µÄ



ÊèÔÄÔ»¿ø±¿Ä¿¿ì¶¶Ê¿£

# NjÔñlô

NjÔñlô

ÊÇÒ», òlù½üĬÄµµ´ºĬÚ×ó±ßµÄĬ´±ê¼ÇÀ,£¬ĒÛĬÉÒÔÓÄÄ´¶ÔÖýĬÄ²Ĭ·Ö½øÐÐ´ó·¶Ĭ§NjÔñj£  
ĬªNjÔñÖýĬÄ£¬ĬÉ½«Êó±ê¹â±êÖÄÓÚ¹½ôĬĬÖýĬÄµÄNjÔñlôÖÐj£

NjÔñ	Êó±ê²Ú×÷
Ò»ÐÐ	µ¥»÷×óº´Ä¥Ò»Ĭj£
¶àÐÐ	º´×j×óº´Ä¥ĬĬ¶Ĭj£
µ¥¶ĬÄä	Ē«»÷×óº´Ä¥j£
¶à¶ĬÄä	Ē«»÷×óº´Ä¥£¬²øº´×jĬĬ¶Ĭj£
Öû, òĬÄµµ	º´×j CTRL ¼ü£¬µ¥»÷×óº´Ä¥j£

**ÑûÊ½Çø**

ÊÇÎÄµµ´°¿Ú×ó±ßÑØÉÏÒ»Ö±·½,ñ£¬ÔÚÆäÖÐÏÔÊ³×À¶ÎÄäµÄÑûÊ½ Äû¡£  
¶ÔÓÓÏÔÊ³¼»òÒ²ØÑûÊ½Çø£¬²¼¼û¹ð¶Îìõ¡£×'ì¬À,°ÍÑûÊ½ÇøµÄÏÔÊ³¼¼°Ò²Ø¡£

**ÖýİÄÇø**

İÔÊ¾ÎÄµµÖýÎÄÄÇøÓòj£



## ×'ì-À,



İÖÊ¼ÔÚ Word °¿Úµ×²¿£¬×'ì-À,İÖÊ¼µÄÐÄİç¿É°ıÖúÄúÊ'ÓÄ  
Word£¬²¿İá'©ÓÐ¹Ø²¿ÄÊµäİ»ÖÄ°İÄ³Ð³£ÓÄ¼ü×'ì-µÊ·½ÄæµÄİ³¼ÆÐÄİç¿£  
¹ØÓÚİÖÊ¼»ðÒ²²Ø×'ì-À,£¬²¿İ¼ü¹Øİİİç×'ì-À,°İÑüÊ½ÇøµÄİÖÊ¼¼°Ò²²Ø¿£

## ×'ì-ÐÄİç

Àý×Ó	ËµÃ÷
Pg 13	²¿ÊëµäÔÚµÚ 13 Ò³¿£
Sec 9	²¿ÊëµäÔÚµÚ 9 ½Ú¿£
29/58	İÄµµÆðÊ¼µ½²¿ÊëµäÒ®¼äµÄÒ³Êý£¬İÄµµ×ÜÒ³Êý¿£
At 1.5"	²¿ÊëµäÓëÒ³¶¶İÖÒ®¼äµÄ×Ýİð³¼àÀë¿£
Ln 12	Ò³¶¶İµ½²¿ÊëµäÒ®¼äµÄÐÐÊý¿£
Col 46	°Ó×óÒ³±İ³¼µ½²¿ÊëµäÒ®¼äµÄ×Ö·üÊý£¬°üÀ"¿Ö,İ·ü°İÖÆ±İ·ü¿£
50%	İÄµµ·Á'ó»ðÊðÐµÄ°Ü·Ö±Ê¿£
EXT	¼¤»İÀ©Ö¹Ñ¿Öİ¼ü (F8) ¿£
COL	¼¤»İÑ¿Öİ¼ü (CTRL+SHIFT+F8) ¿£
CAPS	¼¤»İ CAPS LOCK ¼ü¿£
NUM	¼¤»İ NUM LOCK ¼ü¿£
OVR	¼¤»İ,²,Ç·½Ê½¿£
MRK	¼¤»İÐ²¶¶©±êÖ³¼¿£
REC	¼¤»İ°ê¼ÇÄ¼Æ÷¿£

## İüİç



µ±¼ÓÁÁÒ»İðÄüÁİÊ±£¬Word »á,ø³ð,ÄÄüÁİµÄËµÃ÷¿£  
Word ¿ÉÄÜİáÊ³¼ÄüÊàÊë±Ø°µÄÐÄİçÖÖİê³ÉÖ»İð¼üÄİÄüÁİµÄ'İÄÜ£¬ÄýÊç£¬µ±°  
CTRL+SHIFT+F5 ¼üÊ±£¬»á¿,µ½¿²¿ÊëÊçÇ©£¿±ÇÒ°óÄæ,ú×Ä²¿Êëµä£¬ÖàÊÇÖÜİáÊ³¼ÄäÊàÊëÊçÇ©Äü¿£  
Word »á±,æÄüÁİµÄÖ'ÐÐ½ØÖ'Çé¿»ðÄüÁİÖ'Ðİİë±İµÄ×'ì¿£ÄýÊç£¬µ±±£,æİÄ¼ðÊ±  
£¬»á¿,µ½İüİç¿±£æ İÄ¼ðÄü£¬ Öİİê³É 70%¿±¿£

‘òÓĵÔᄡÀÀÀ,

μ±ÑĵÔñĵ°ÔᄡÀÀĵ±ÃüÁîĒ±£¬‘ĒÀ,±»°á¿ĴİÔĒ¾ÔÚĪÄμμ‘°¿ÚĒİĴĒĵ£

Ī‘ıŸμ¥»÷°‘Ä¥»ò°‘¼ü¿ĒÔÔ¿ØÖÆÔ³°ĴĴÔİóμÄİÔĒ¾ĵ£

°‘Ä¥/¼ü

ıĴÄÜ

‘òÓĵ

‘ò¿ªĵ°‘òÓĵĵ±ĴÔ»°¿òĵ£

(P)

Ô³±ß¾à

İÔĒ¾»òÒþ²ØÔÚÔ³Ä¼ÓĒ

(M)

Ô³½Äĵ¿Ô³±ß¾àĵ¿Ô²·ÖÔ³·û°Īı¼Ī¿òÖÜİŸμÄ±ßİßĵ£

Ē«Ô³

¿Đ»»μ½Ē«Ô³İÔĒ¾·½Ē½ĵ£

(A)

μ¥Ô³

¿Đ»»μ½μ¥Ô³İÔĒ¾·½Ē½ĵ£

(A)

Ēĵİü

½áĒø‘òÓĵÔᄡÀÀ£¬·μ»ØÔÀ’

(C or ESC)

ĒÓĪ¼ĵ£

¹Ø±Õ

½áĒø‘òÓĵÔᄡÀÀ£¬±£ÁðĒü×ö

(C or ESC)

,ÄĴ¬£¬Ē»°ó·μ»ØÔÀ’ĒÓĪ¼

μ±¿°Ô³°Ä»òĒüòÆĴ¬Ô³Ä¼ĵ¿Ô³½Äĵ¿Ô³±ß¾à¼°Ô²·ÖÔ³·ûμÄĪ»ÖÄ£¬Ĵ¼İÔĒ¾ÔÚ°‘Ä¥μÄÓÔ²àĵ£

**ÇĕıÔÄ**

ÔÚ‘òÓĵÔᄡÀÀÄ£Ē½ĪÄ¹ᄡ×÷





´ó, ùÀ,

´ÈÀ, ÒÚ´ó, Ù²é¿´Ä£Ê½ÖÐ°á¿ÏÔÊ¾ÒÚÎÄµµ´°¿ÚÉ¶¶Ê;£


µ×»÷´°´Ä×»ð´°×é¶¼ü£¬½´´Ä¿ÊùÒªµÄ´ó, ÙÄ£Ê½½á¹¹£

°´Ä×£¬¼ü ¶¬×÷

► Éý¼¶Ö», ð±èìà  
(ALT+SHIFT+►)

► ½µ¼¶Ö», ð±èìà;£  
(ALT+SHIFT+►)

 °ÑËùÑ;¶¶ÎÄäÒÆµ½  
(ALT+SHIFT+►) Ç°Ò»µÄ¶¶ÎÄäÉìÄæ;£

 °ÑËùÑ;¶¶ÎÄäÒÆµ½  
(ALT+SHIFT+►) °óÒ»µÄ¶¶ÎÄäìÄæ;£

► Ê¹±èìà½µ¼¶¶ªÖýÎÄ;£  
(ALT+SHIFT+5 on the numeric keypad)

► ÔÚ±èìàîÄÏÔÊ¾ÖýÎÄ;£  
(PLUS SIGN key on the numeric keypad)

► ÔÚ±èìàîÄÏÔµµÖýÎÄ;£  
(MINUS SIGN key on the numeric keypad)

► ÏÔÊ¾, ðÖÖ±èìà¼¶±ðÑùÊ½;£  
(ALT+SHIFT+n) È¿ÖªÏÔÊ¾¾ö 6 ¼¶±èìà£¬µ×»÷ 6 ´°´Ä×;£

► ÔÚÏÔÊ¾ËùÓÐ±èìà  
(ALT+SHIFT+A) °ÏÖýÎÄ¬ÓèÖ»ÏÔÊ¾ËùÓÐ±èìàÖ®¼ª¿Ð»»££

**Çè¶ÔÄ**

Ê¹ÓÄÎÄµµ´ó, Ù

Ò³Ã¼£¯Ò³½Ä,

İÔÊ¾ÓÚÒ³Ã¼£¯Ò³½Ä´°,ñÉİ¶Êj£

İªÉú³ÊÒ³Ã¼»òÒ³½Ä£¬¿ÉÒÔµ¥»÷´°´Ä¥»ò´°×é°İ¼üj£

´°´Ä¥£¯¼ü ¶¯×÷

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► ¼Ó×¿Ò³Äëj£  
(SHIFT+F10, P)

► ¼Ó×¿µ±¿°ÈÕÆÚj£  
(SHIFT+F10, D)

► ¼Ó×¿µ±¿°Ê±¼äj£  
(SHIFT+F10, T)

Link To Previous °Ñ¿°Ò»½ÚÒ³Ã¼»òÒ³½Ä  
(SHIFT+F10, L) ´°Æµ½µ±¿°»¶¯½ÚÕÐ£¬ÒÒ¼°  
´°Æµ½ËùÓÐÓë»¶¯½Ú¾ÐÓÐİäİ¬  
Ò³Ã¼»òÒ³½ÄµÄÖÄ½ÚÕÐÈ¥j£  
×¿Êİ£°È¿¹úÄ½,öİàÄÚ½Ú  
ÓÐİäİ¬Ò³Ã¼»òÒ³½Ä£¬  
´Ê´°´Ä¥İÐÐ§j£

¹Ø±Õ ¹Ø±ÕÒ³Ã¼£¯Ò³½Ä´°,ñj£  
(SHIFT+F10, P)

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ÇěİÖÄ

Ò³Ã¼°İÒ³½Ä

## °ê±à¼Ä

±à¼Ö»ðêÊ±£¬´ÊÄ,°áçÏÖÊ¾ÖÚÓ!ÓÃ³!Ðð´ºÚÉ!¶Ê£°ÊüÊ¡´úÁÊ\_ñÊ½Ä\_£

Îª·Ö,ð,÷ÖÖÖ,Áî£¬çÉÖÖµ¥»÷´Á¥»ð´×é!¼ü£

Èç¹ü!êÊµÃÓÐ¹Ø WordBasic Ó!¾á¼°¹!ÄÜ·½ÃæµÃ°!ÖúÐÃ!ç

£¬çÉ°Ñ²áÊêµãÖÃÓÚ!àÓ!Ó!¾á»ð¹!ÄÜÉ!£¬Ê»°ó´ F¼ü£

°·Á¥/¼ü	¹!ÄÜ
Æð¶¶ (ALT+SHIFT+S)	Ö´ÐÐ°ê£ ×çÉ!£°´Ê°·Á¥ÃüÖÚÑ!Öñ Step or Step SUBs°ó±ä!¾!Ðð£
¼!Ðð (ALT+SHIFT+O)	¼!ÐðÖ´ÐÐ ÉÖ!£¶¶Ü´·ÄýÈçÖÚÖ»²½Ö®°ó£©Ö®°ó£¬¼!ÐðÖ´ÐÐ»¶¶°ê£
µ¥²½ (ALT+SHIFT+E)	Ö´ÐÐµ¥!ð°êÖ,Áî£¬ Ê»°óÖÝ!££Èç¹üÖ,Á!ªÖ»,ð×Ö½´µÃ¹ý³!»ð¹!ÄÜ£¬Word »áÖð!ðÖ ´ÐÐ¹ý³!»ð¹!ÄÜÖÐµÄ,÷,ðÖ,Áî£
×Ó³!µ¥²½ (ALT+SHIFT+U)	Ö´ÐÐµ¥!ð°êÖ,Áî£¬ Ê»°óÖÝ!££¬Èç¹üÖ,Á!ªÖ»,ð×Ö½´µÃ¹ý³!»ð¹!ÄÜ£¬Word ½«°Ñ°ê»ð¹!ÄÜ×÷!ªÖ»,ðÖü!â£¬Ö»²½Ö´ÐÐ!ê³Ê£
·ú×Ü (ALT+SHIFT+R)	Ö´ÐÐ°ê ²ç¼ÓÁÁ,÷!ðÖ,Áî£
±äÁç (ALT+SHIFT+V)	ÏÖÊ¾°êÖýÓÃµÃ ±äÁç£

£¬¹²ÓÃµÃ»ðÄ£°ãµÃ)°êÃü¼°°êµÃÉ!¶!Ä!³ð!ÖÖÚ´·Á¥µÃÓÖ²à£

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## Çë!ÖÃ

Ê¹ÓÃ°ê

ÉèÖÃÓÃ»§ÓÃİÈÑĭİİ

ÆĖö

Ê'ÓÃĭ°Ñĭİİĭ±ÃüÁİ

ÓÃĭ°Ñĭİİĭ±ÃüÁİÉèÖÃÓÃ»§ÓÃİÈÑĭİİ

ÔÊĐİŋİĐĐ°İ'ÂĐĐ

×Ôŋ┐±£'æµ±Ç°İÄµµ

ĐĐ,ÄÖİ'·¼İ²é¹æÖò

¿ØÖÆŋİÄä±ê¼Ç¼°ÆäĖü·Ç'òÓĭ×Ö·ûµÄİÖÊ¾¼·½Ê½

¿ØÖÆĭ°İáÊ¾ÊäÊèÖ°Ò°ĐÄİçĭ±Ñĭİİ

ŋ┐ÖÆ²Ėµŋİç¼üÄİ°İ¹¼ßÄ,

ŋ┐ÖÆÆôŋ┐Ñĭİİ£'±à¼ WIN.INI İÄ¼p£©

ĐĐ,Ä Word İÄµµµÄÄ-ÊİÄ¿Ä¼

¹òŋ┐İöĭç×'İ-Ä,°İÑüÊ½ÇøµÄİÖÊ¾¼¼°Òp²Ø

×Ôŋ┐²äÊè·ÖÖ³·û

ÑĭÖñÆ'Đ'Ñĭİİ

ÉèÖÃÄ-ÊİŋİÄ¿µŋİ»

Ê'ÓÃĭ°ÔÊĐİ¿İĖÜ±£'æĭ±Ñĭİİ

ÉèÖÃÆäĖüÓÃ»§ÓÃİÈÑĭİİ

ĐĐ,ÄÄ-ÊİÖÆ±İİ»

ĐĐ,Ä½Ä×ç·Ö·ô·û

Ä±äÄ-Êİ Normal ÑüÊ½ÖĐµÄ,ñÊ½±äÄÄ

¹¼¼ßÄ,İç,ñÊ½Ä,°İ±ê³ßµÄİÖÊ¾¼¼°Òp²Ø

ÉèÖÃ°İÊ'ÓÃŋ┐ÖÆµÄÖ½ÖÄ³ß'ç

Ö,ŋ┐¹½Ä×ç'òÓĭİ»ÖÄ

ÉèÖÃÓÃ»§ÓÁĬÈÑĭİİ

ÍˆˆıŸ,ÄÖİ Word  
ÆĒÄ»¼°Ò»Đ©ÄüÁıſıÄÜ£¬ĭÉÒÔÊ¹Æă,ü°ÄμØÊÊÓı¼ßİăÓıÓÄĭ£ÄýĒÇ£¬ĭÉÒÔÑıŎñİÔÊ¾»¹ĒÇÒp²Ø±ê  
³ßıç,ñĒ½Ä,°ı¹¼ßÄ,£¬Ò²ĭÉÒÔËÄ Word °ˆıİſĒ±¼ă¼ă,ô±£ˆæİÄμμı£

ĭÉÒÔÓÄı°ı¼ßı±²Ēμ¥ĒİμÄı°Ñĭİİı±ÄüÁıĒéèÖÄ¾øˆóſİăĒýÓÄ»§ÓÁĬÈÑĭİİı£ı°Ñĭİİı±ſſÖ»°  
ĭòĒμ¼Ē°ü°¬¾Ä,öſſÖ»°ĭò£¬ÔÚ·ÖÄăĭòÖĐĒİÑıŎ»Ñĭİİ£¬ſ¼»ă³öİÖÖ»×é²»Í¬μÄÑĭİİ£¬ÄýĒÇı°²éĭˆı±»òı°  
ˆòÓıı±ı£»¹ĭÉÒÔÓÄÆăĒüÄüÁıĒéèÖÄ±ðμÄÓÄ»§ÓÁĬÈÑĭİİ£¬ĒÇ±ê×¼×Öİă¼°ÖýİÄİÄ×Ö³ßˆÇμĒı£

ÇěſİÄ

ıÄÜ½éÉÜ

## ÓÃ¡°Ñ¡Ï¡±ÃüÁ¡ÉèÖÃÓÃ»§ÓÃÏÈÑ¡Ï

ü³⁄₄Ý¹¤×÷Ï¹ß°ÍÐ´×÷±±à¹⁄₄-

µÃÐèÒª£¬¿ÉÒÓÓÃ¡°Ñ¡Ï¡±ÃüÁ¡ÉèÖÃ, ÷ÖÖ, ÷ÑùµÃÓÃ»§ÓÃÏÈÑ¡Ï£ÀÿÈç£¬¿ÉÒÖ¿ÖÆÖÿÎÃ¶ÎÃ±±ê¹⁄  
Ç°ÍÒþ±ÏÃ×ÖÊÇ·ñÓÙÆÃÃ»ÉÍ³ðÍÖ£¬,Ã±±Ò»Ð©¹⁄₄üµÃ¹,ÃÜ£¬ÒÖ¹⁄₄°ÍªÖÿ¹⁄₄²é³ÍÐèÉèÖÃ¹æÒòµ££

## ÉèÖÃÓÃ»§ÓÃÏÈÑ¡Ï

1 ´Ó¡°¹¤³⁄₄ß¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°Ñ¡Ï¡±ÃüÁ¡ (ALT, O, O) ¡£

2 ÔÚ¡°·ÖÃ¡¡±¿òÖÐ£¬Ñ¡ÔñÒªÉèÖÃµÃ·ÖÃ¡Ï£

ÓÐ¹ØÃ¿ò·ÖÃ¡ÏÖÐµÃÑ¡ÏÐÃ¿¹²éÉÜ£¬¬¹¹⁄₄ü£°

¡°é¿·Ñ¡Ï¡±¶¶Ö»°¿ò

¡°Ò»°ãÑ¡Ï¡±¶¶Ö»°¿ò

¡°òÓ¡Ñ¡Ï¡±¶¶Ö»°¿ò

¡°±£·æÑ¡Ï¡±¶¶Ö»°¿ò

¡°Æ·Ð·Ñ¡Ï¡±¶¶Ö»°¿ò

¡°Óÿ·Ñ¡Ï¡±¶¶Ö»°¿ò

¡°ÓÃ»§ÐÃ¿Ñ¡Ï¡±¶¶Ö»°¿ò

¡°¹¤³⁄₄ßÃ·Ñ¡Ï¡±¶¶Ö»°¿ò

¡°²Ëµ¥Ñ¡Ï¡±¶¶Ö»°¿ò

¡°¹⁄₄üÃ¡Ñ¡Ï¡±¶¶Ö»°¿ò

¡°WIN.INI ·Ñ¡Ï¡±¶¶Ö»°¿ò

3 ÉèÖÃËüÒªÑ¡Ï£

4 Ñ¡Ôñ¡°È¶·¡±°·Ã£¬ÈÇ¹üËüÑ¡·ÖÃ¶¶Ö»°¿òÖÐÃ»ÓÐ¡°È¶·¡±°·Ã£¬ÇèÑ¡Ôñ¡°±Ö¡±°·Ã£

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## Çè¹ÖÃ

ÉèÖÃÓÃ»§ÓÃÏÈÑ¡Ï

## 1°ö¶lð¡ç×'l-À,°íÑùÊ½ÇøµÄïÔÊ¾¼¼°Òp²Ø

Äú¿ÉÒÔïÔÊ¾¼¼»ðÒp²Ø²¿·ÖÆÁÄ»ÄÚÈÝ£¬ÒÔ±ãÔÚí¼Ðí¹ÄÜìØÐÔÓë¿ÉÓÃîÄµµïÔÊ¾¼ÇøµÄ³ß  
'çÔ®¼äÊµÄÖ»¶Æ½°ä¿

## 1°ö¶lð¡ç×'l-À,°íÑùÊ½ÇøµÄïÔÊ¾¾¼¼°Òp²Ø

1 'Ó¡°¹¼³ß¿±²Êµ¥ÖÐ£¬Ñ¡Ôñ¡°Ñ¡íí±ÄüÁî (ALT, O, O) ¿

2 ÔÚ¡°·ÖÀà¿±¿ðÖÐ£¬Ñ¡Ôñ¡°²é¿'¿±Ñ¡íí¿

3 ÔÚ¡°¿Ú¿±Ñ¡íí¿ðÖÐ£¬Ñ¡ÔñÊüÒ°Ñ¡íí¿

► Ñ¡Ôñ»ðÇà³ýÊÊµ±µÄ,Ñ¡¿ð£¬ÒÔïÔÊ¾¼¼»ðÒp²Ø1°ö¶lð¡£¬»ð×'l-À,¿

► ÔÚ¡°ÑùÊ½¼Çø¿¶¶Ê¿±¿ðÖÐ¼üÊë»ðÑ¡ÔñÒ»,ðÁ¿ÖµÒÔïÔÊ¾¼¼ÑùÊ½¼Çø£¬í¹yÔÚ¡°ÑùÊ½¼Çø¿¶¶Ê¿±¿ðÖÐ¼üÊë 0 Öµ£¬À¹¹Ø±ÖÑùÊ½¼Çø¿

4 Ñ¡Ôñ¡°Ê¶¶¿±°Ä¥¿

## Òp²Ø Word ÆÁÄ»ÉíµÄÊüÓÐÔ°ÊØ

1 'Ó¡°¹¼³ß¿±²Êµ¥ÖÐ£¬Ñ¡Ôñ¡°Ñ¡íí±ÄüÁî¿

2 ÔÚ¡°·ÖÀà¿±¿ðÖÐ£¬Ñ¡Ôñ¡°²é¿'¿±Ñ¡íí¿

3 Ñ¡Ôñ¡°Ê«ÆÁ¿,Ñ¡¿ð¿

4 Ñ¡Ôñ¡°Ê¶¶¿±°Ä¥¿

Ò»µ©Ñ¡ÔñÁÊ¡°Ê«ÆÁ¿,Ñ¡¿ð£¬Word ½«Òp²ØÆÁÄ»Ê«¿¿ÐÃ¿£¬°üÀ¹¼³ßÀ,¿,ñÊ½À,¿±ê³ß¿²Êµ¥  
¿¹°ö¶lð¡ç±êîÄ,¿¿ÑùÊ½¼Çø°í×'l-À,¿

## »Ö,´ Word ÆÁÄ»ÉíµÄÊüÓÐÒp²ØÔ°ÊØ

► °´ ESC ¼ü¿

## ÇëíÔÄ

ÉèÖÃÓÃ»§ÓÃíÈÑ¡íí



**¹¼ßÀ,ç,ñÊ½À,°í±³ßμÄÏÔÊ¾¼°Ò²Ø**

ÎªÊ·½±³£ÓÃÃüÁμÄÊ¹ÓÃ£¬¿ÉÒÔÏÔÊ¾¼¹¼ßÀ,ç,ñÊ½À,°í±³ß;£ÎªÁÊÔø¼ÓÔÿÎÄÏÔÊ¾¼Çø£¬Ò²¿ÉÒ  
Ô½«ËüÃÇÒ²ØÆðÀ´£¬Word ÔÚÏÔÊ¾¼ÆäÖÐÀ³ ðÀ,¿¿Ê±  
£¬ÔÚ¹²¿¿´¿±²Ëμ¥ÉÏàÓ¿ÃüÁÎÃûμÄÔ±ß»á³ðÏÔÖ»,ð¼²¿±±¼Ç¿£

×¿ÊÍ£°Ê¿¹üË¿´μ½¿ÊÖûμÄ¹¼ßÀ,ç,ñÊ½À,»ð±±³ß£¬ÐèÒª°Ñ Word °¿Úμ¿¿¿¶È·À´óμ½ÃúÆÁ¿£

**ÏÔÊ¾¼¹¼ßÀ,ç,ñÊ½À,°í±³ß**

► ´Ó¹²¿¿´¿±²Ëμ¥ÖÐ£¬Ñ¿Ôñ¹¼ßÀ, (ALT, V, T)¿¿ñÊ½À, (ALT, V, B) »ð±±³ß (ALT, V, R)¿£

**Ò²Ø¹¼ßÀ,ç,ñÊ½À,»ð±±³ß**

► Ê¿¹üÃüÁÎÃüÁÔ±ß³ðÏÔÖ»,ð¼²¿±±¼Ç£¬´Ó¹²¿¿´¿±²Ëμ¥ÖÐÑ¿Ôñ¹¼ßÀ, (ALT, V, T)¿¿ñÊ½À, (ALT, V, B)»ð±±³ß (ALT, V, R)¿£

**Ò²Ø Word ¤ÁÃ»ÉÏμÄËüÓÐÔªÊØ**

- 1 ´Ó¹¼ß¿±²Ëμ¥ÖÐ£¬Ñ¿Ôñ¹°Ñ¿Ï¿±ÃüÁÎ¿£
- 2 ÔÚ¹°·ÖÀ¿±¿ðÖÐ£¬Ñ¿Ôñ¹²¿¿´¿±²Ëμ¥¿£
- 3 Ñ¿Ôñ¹°Ê«ÆÁ¿±,Ñ¿¿ð¿£
- 4 Ñ¿Ôñ¹°Ê·¶¿±°·À¥¿£

Ò»μ©Ñ¿Ôñ¹°Ê«ÆÁ¿±,Ñ¿¿ð£¬Word »áÒ²ØÊ«²¿ÆÁÃ»ÐÁ¿£¬°üÀ¹¼ßÀ,ç,ñÊ½À,¿¿±³ß¿¿²Ëμ¥  
¿¹ð¶Ïð¿±±¿ÀÀ,¿¿ñÊ½ÇøÔÖ¼°×´¿À,¿£

**»Ö,´ Word ¤ÁÃ»ÉÏμÄËüÓÐÒ²ØÔªÊØ**

► °´ ESC ¼ü¿£

**Çë¿ÔÄ**

ÉèÖÃÓÃ»§ÓÁÏÈÑ¿Ï

¿ØÖÆſſĀä±ê¼Ç¼°ÆäËü·Ç´òÓĵ×Ö·ûµĀİÖÊ¾·½Ê½

ÔÚ±à¼ÖýĀĒ±£¬İÖÊ¾³ð·Ç´òÓĵ×Ö·û£¬ÊÇſſĀä±ê¼Ç¼°ÖÆ±í·ûĵ  
¿Ö,ſµÊ£©³£ÊÇÖĐ°İÖúµĀ£¬ÊÇ¼û¼°ðµĀÖâĐ©×Ö·ûÓ°İİÊÖ¾ð£¬Ö²¿ÉÖÖ½«ËüĀÇÒp²ØÆðĀ´ĵ£

ſŦ·Ç´òÓĵ×Ö·ûİÖÊ¾µĀ¿ØÖÆ

- 1 ´Óİ°¹³¼ßĵ±²Ëµ¥ÖĐ£¬ſſİŦİ°ſſİſĵ±ĀüĀİ (ALT, O, O)ĵ£
- 2 İÖÚĵ·ÖĀàĵ±¿òÖĐ£¬ſſİŦİ°²é¿´ĵ±ſſİſĵ£
- 3 ÔÚĵ·İÖÊ¾¼·Ç´òÓĵ±ſſİſĵ¿òÖĐ£¬ſſİŦİ°»ðÇä³ýĀĀĐ, ſſİ¿ò£°

ſſİŦİ ſſİÖÊ¾

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ÖÆ±í·û ▶  
¿Ö,ſ ´Ê¼ä±ê×¼¿Ö,ſſİµā£¬²»¿É·Ö,ð¿Ö,ſſİÖĀİ°ſſİ±·û°Ā±İÊ¾¼ (▶)  
ſſĀä ſſĀä±ê¼Ç (▶)  
±ê¼Ç °İ»»ĐĐ×Ö·û (▶)  
¿ÉſſİµĀ¿ÉſſİĀ¬×Ö·û (▶)  
Ā¬×Ö·û °İ²»¼°ſſĀ¬×Ö·û (¬)  
Òp²ØÖýĀ ſſİ,ſÊ½» İ°Òp²ØĀ±³¼µĀĀ×Öµ²¿¼ÓĐéİß  
Ê«²¿ ÉİÊðÊ«²¿

¿İ½Ý·½Ê½

- ▶
  - ▶ ÔÚ,ſÊ½Ā,Éİ£¬µ¥»÷
  - ▶ ĵ£
  - ▶
  - ▶ °´ CTRL+SHIFT+8 ×éİ¼üĵ£
- ×øÉİ£°ÖâĐ©¿İ½Ý·½Ê½½é³ÉËüÖĐ·Ç´òÓĵ×Ö·ûİÖÊ¾ÓèÖ,ſſ·Ç´òÓĵ×Ö·ûİÖÊ¾Ö®¼°µĀÇĐ»»ĵ£

ÇëſŦĀ

ÉèÖĀÖĀ»ſŦĀİËſİſ

## ¶ÖÆÆð¶Ñjĩĩ±à¼ WIN.INI İÄ¼p£©

Word °ÑÄ³Ð©ÐÄİç±£´æÖÚÖ»öÄüîª WIN.INI µÄ×´ÓÄİÄ¼pÖÐ£¬ÖâÐ©ÐÄİç  
°üÄ³İÐðÄçÄ¼ıçÉÖÄµÄİÄ¼p,ñÊ½×ª»³İÐðµ£İÖÄj°Ñjĩĩ±ÄüÄî±à¼,ÄİÄ¼pçÉÖÖÐp,Ä WIN.INI  
ÉèÖÄj£

### ¶ÖÆÆð¶Ñjĩĩ

- 1 ´Ój°¹²³⁴⁵⁶⁷⁸⁹±²Ěµ¥ÖÐ£¬ÑjÖñj°Ñjĩĩ±ÄüÄî (ALT, O, O)j£
- 2 ÖÚj°ÖÄâj±çðÖÐ£¬ÑjÖñ WIN.INIj£
- 3 ÖÚj°ÓİÖÄ³İÐðj±çðÖÐ£¬¼üĚè»ðÑjÖñÖÉèÖÄÆâÑjĩĩµÄÓİÖÄ³İÐðÄü£¬Ä¬ĚİÖµİª Microsoft Wordj£
- 4 ÑjÖñİÄÄÐÄ³Ö»²Ú×÷£°
  - ▶ ÖâÐp,ÄÖ» ðÖÑÓÐµÄÑjĩĩ£¬İĚ¶ÖÆâÑj¶£¬Ě»°öÖÚj°ÉèÖÄj±çðÖÐ¼üĚèÐÄµÄÉèÖÄj£
  - ▶ ÖâÖð¼ÖÐÄµÄÑjĩĩ£¬ÖÚj°Ñjĩĩ±çðÖÐ¼üĚèÐÄÑjĩĩÄüj£»°öÖÚj°ÉèÖÄj±çðÖÐ¼üĚèÉèÖÄj£  
ÓÐ¹ØÉ¹ÖÄ WIN.INI ÑjĩĩµÄ½éĚÜ£¬²İ¼ü Microsoft Word ÓÄ»ŞĚÖª ÖÐµÄ,½Ä¼ Bj°Ðp,Ä WIN.INI  
İÄ¼pj±j£
- 5 ÑjÖñj°ÉèÖÄj±°Ä¥j£
- 6 Öð,²¹²Öè 4 °İ 5£¬ÖÖ·Ö±ð¼ÖĚè»ðp,ÄĚüÖªµÄÑjĩĩj£
- 7 İê³Ě¶Öj°Ñjĩĩ±¶Ö»°çðµÄ²Ú×÷°ö£¬ÑjÖñj°¹Ø±Öj±°Ä¥j£  
×çĚ£°¶Ö WIN.INI ÑjĩĩĚü×öµÄÄ³Ð©Ðp,Ä£¬ÖªµĚµ½İĚ³ö Word ²çÖÐÄÆð¶Ñj°ØĚĚ±²Ä»áĚüÐŞj£

### Çè²İÖÄ

ÉèÖÄÖÄ»ŞÖÄİĚÑjĩĩ

### Ðp,Ä Word İÄµµµÄÄ¬ĚİÄçÄ¼

ÖÚÆð¶ Word Ě±£¬ÖÄÖÚ´òçªİ±£´æİÄµµµÄçÄ¼±»ÉèÖÄİªÖ»öÄ¬ĚİÄçÄ¼j£  
´Öj°İÄ¼pj±²Ěµ¥ÖÐ£¬ÑjÖñj°´òçªj±»òj°Äİ´æİªj±ÄüÄîÖÖ¼°µÚÖ»İ²éÖÖİÄµµĚ±£¬Word  
»áİĚ³Öâ,öÄçÄ¼j£

°²×° Word Ě±£¬j°ÉèÖÄj±³İÐð°Ñj,ÄÄ¬ĚİÄçÄ¼ÉèÖÄİª Word  
ĚüÖÚÄçÄ¼£¬Ěç¹ü°Ñj,ÄÄ¬ĚİÄçÄ¼ÉèÖÄ³Ě±ðµÄçÄ¼£¬Ěç C:\DOCS£©Ö²Ðİ,ü·½±âj£

### Ðp,Ä Word İÄµµµÄÄ¬ĚİÄçÄ¼

- 1 ´Ój°¹²³⁴⁵⁶⁷⁸⁹±²Ěµ¥ÖÐ£¬ÑjÖñj°Ñjĩĩ±ÄüÄî (ALT, O, O)j£
- 2 ÖÚj°ÖÄâj±çðÖÐ£¬ÑjÖñ WIN.INIj£
- 3 ÖÚj°ÓİÖÄ³İÐðj±çðÖÐ£¬ÑjÖñ Microsoft Word 2.0j£
- 4 ÑjÖñİÄÄÐÄ³Ö»²Ú×÷£°
  - ▶ ÖÚj°Æð¶Ñjĩĩ±çðÖÐ£¬ÑjÖñÖÖ DOC-path= çªĚ¼µÄÑjĩĩj£
  - ▶ ÖÚj°Ñjĩĩ±çðÖÐ£¬¼üĚè doc-path
- 5 ÖÚj°ÉèÖÄj±çðÖÐ£¬¼üĚèİĚİüÄ¬ĚİçY¶Æ÷°İÄçÄ¼j£
- 6 ÑjÖñj°ÉèÖÄj±°Ä¥j£
- 7 ÑjÖñj°¹Ø±Öj±°Ä¥£¬¹Ø±Öj°Ñjĩĩ±¶Ö»°çðj£
- 8 İĚ³ö£¬Ě»°öÖÐÄÆð¶ Wordj£

### Çè²İÖÄ

ÉèÖÄÖÄ»ŞÖÄİĚÑjĩĩ

### ÉèÖÄÄ¬Ěİ¶ĚÄçµ¶İ»

ÔÚŦÔ»°¿òÖÐ¼üÈèÒ»¸öÁ¿ÖµÊ±£¬ÈÇ¹ú°öÂÔÁÊŦÊÁ¿µŦŦ»£¬ÀýÈÇ in »ò pt£©£¬Word  
½«Ê¹ÔÃÃ¬ÈŦµÃŦÊÁ¿µŦŦ»£¬Ã¬ÈŦµŦŦ»³⁄⁴ŦŦ¬ÁÊ±ê³¿ÊŦ±ŦÊ³⁄⁴µÃÁ¿ÖµŦ£

**ÉèÖÃÃ¬ÈŦŦÊÁ¿µŦŦ»**

1 ´ÔŦ°¹²³⁄⁴¿Ŧ±²ÊµŦÖÐ£¬ŦŦÔŦŦ°ŦŦŦŦŦ±ÃüÁŦ (ALT, O, O)Ŧ£

2 ÔÚŦ°·ÖÃ¿Ŧ±¿òÖÐ£¬ŦŦÔŦŦ°Ô»°¿¿Ŧ±ŦŦŦŦ£

3 ÔÚŦ°ŦŦÊÁ¿µŦŦ»Ŧ±¿òÖÐ£¬ŦŦÔŦŦ»¸öŦŦÊÁ¿µŦŦ»×÷Ŧª Word µÃÃ¬ÈŦÖµŦ£

4 ŦŦÔŦŦ°È·ŦŦŦ±°·ÁŦŦ£

×øÊŦ£°Ã¬ÈŦµÃ×ÝŦöŦŦÊÁ¿µŦŦ»×ÜÈÇ li£¬¼

´±ŦÊ³⁄⁴ÐÐÊý£©ŦªÀýÈÇŦŦÔÔÊüŦ¿ŦŦŦŦÃÐ¹⁄⁴¿³⁄⁴¿£©¬ÔÔÔ¿ÔÔÇé¿öŦŦ£¬ÈÇ¹úŦèÊ¹ÔÃ²»Ŧ¬ÔÔÐÐÊýµ  
ÃÆ¿¿ÊüµŦŦ»£¬Ôò±ØÐèÃ¬È·ÊµÃ¬Ŧ£

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**ÇèŦÔÃ**

ÉèÖÃÔÃ»§ÔÃŦÈŦŦŦŦ

ÔÚŦŦÔ»°¿òÖÐ¼üÈèÁ¿Öµ

ÅÄÐò

ÄÊö

°´×ÖÄ.»òÊý×ÖË³Ðò¶ÔÁÐ±íÅÄÐò

¶Ô Word ±íÖÐµÄÐÄÅÄÐò

¶ÔÀ.ÖÐµÄÎÄ±³/4ÐÄÅÄÐò

¶ÔÀ.ÅÄÐò

¶ÔÎÄµµÖÐµÄ¶ÎÄäÖØÐÄÅÄÐò

## ĀĀĐò

ÄúĴ ÉÒÔÊ¹ÓĀĴ°ĀĀĐòĴ±ÄüĀĴ°  
‘ÖÖ×ÖĀ,»òËý×ÖË³ĐòĴĴËÜ²¼ÖĀĴĀ±³¼ĴĴÄúĴÉÒÔĴĴÖÆăÖĐμĀĐĐĴĴĴĴĀăÖÔ¼°ÓĀÖÆ±Ĵ·ûÉú³ÉμĀĀĐ±Ĵ  
½ĐĐĀĀĀĐòĴĴĀýËÇĴ¬ÄúĴÉÒÔÊ¹ÓĀĴ°ĀĀĐòĴ±ÄüĀĴĴ‘‘ýĴĴÖĐÓĀŭ»òÓËÖĐ±ăĀăĀĀĐòĀ  
‘,Ā±ăËý³¼Ÿ¼ÇĀ¼μĀ‘òÓĴË³ĐòĴĴWord ĴÉÒÔĴĴÖÔŭ,đĴĀμμ»òËÇĀüËŭĴĴ‘μĀËĴÖ»²Ĵ·Ö½ĐĐĀĀĀĐòĴĴ  
ÄúÓĴ,ĀÖÜÊ¹ÓĀĴ°ĀĀĐòĴ±ÄüĀĴĴÖ®Ç°±Ĵ‘æĴĀμμĴÖÜĀĀĐòĴĴĒ¼°óĴ¬ÄúĴÉÒÔËĴĴĀĀĐòĀ‘±ĴĀđÔ-  
Ê¼μĀĴĀμμĴ¬μ«ËÇËĴĴĀĀĐò±ĐĐëÔŪ»ĴĀ»ÓĐ²úËŭÔŕÆÜμĀĀĀĐò½ă¹ŭÖ®Ç°ĀÇ¼  
‘½ĐĐĐĴĴĀĀĐòËĴĴŭóĴ¬½«ĴĀμμ¹Đ±Öμ«²»±Ĵ‘æĐĐ,ĀĴ¬Ë»°óÔŪĴ½«Æă‘òĴĴĒĴ¬ĴĀμμ½«ÔÔĴ³¼ĀĀĐòμĀÔ-  
Ê¼ĐĴĒ¼³đĴÖĴĴ

## ĀĀĐòË³Đò

Word ,ù³¼ŸŴĴĴĴĴÖĐ×Ĵ×ó±ßμĀ×Ö·ŭ°·ÖÖ×ÖĀ,»òËý×ÖË³ĐòĴĴÔĴĀ±³¼ĀĀĐòĴĴÄúĴÉÒÔŴĴÔŋ°  
‘ËýĐò»ò½μĐòĀĀĐòĴĴĀ±³¼ĴĴ  
ÄúÔ²ĴÉÒÔ°  
‘×ÖĀ,Ëý×ÖË³ĐòĴĴĴËËý×ÖĴ¬°ó×ÖĀ,Ĵ©½ĐĐĀĀĀĐòĴĴË¹ÓĀÖăÖÔÖ·½·Ĵ¬ĀÇĐ©ÔÔ±êμă·ŭ°ĀĴĴĴ·μĀĴĴĴĀă»  
òĐĐĀĀÔŪ×ĴÇ°ĀăĴ¬ÆăĴĴËÇÔÔËý×ÖĴĴĴĴ·Ĵ¬×Ĵ°óËÇÔÔ×ÖĀ,ĴĴĴĴ·μĀĴĴĴĀă»òĐĐĴĴ

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## ÇëĴŌĀ

ĴĴĀŪ½êËÜ

°´×ÖÄ»ðÊý×ÖË³ÐðŦÔÁÐ±íĀĀÐð

Äú¿ÉÒÔ°´×ÖÄ,Ë³ÐðŦÔÐÕÄûĀÐ±í»ðÕß°

´ĒĪĒý»ðĪĀ½µµĀĒý×ÖË³ÐðŦÔ±àÓÐĒýĀëµĀĪĪÄ¿ĀÐ±í×ÔŦĀĀÐð¿

**ŦÔÁÐ±íĀĀÐð**

1 ÑĭÔñĀÐ±íÖÐÒªĀĀÐðµĀŦĪĀā¿

2 ´Ôĭ°¹¤¼ßĭ±²Ēµ¥ÖÐ£¬ÑĭÔñĭ°ĀĀÐðĭ±ĀûĀĭ (ALT, O, I) ¿

3 ÔÚĭ°ĀĀÐðË³Ððĭ±ÑĭĪĭ¿ðÖÐ£¬ÑĭÔñĭ°ĒýÐðĭ±»ðĭ°½µÐðĭ±ÑĭĪĭ°´Ā¥¿

4 ÔÚĭ°¹Ø¼û×ÖÓðĭ±ÑĭĪĭ¿ðÖÐ£¬ÑĭÔñĪĀĀÐ²Û×÷£°

► Ēç¹ûÔĀ²»Ī¬Óë×ÖÄ,Ēý×ÖË³ÐðµĀ·½Ē½ĀĀÐð£¬ÔÚĭ°¹Ø¼û×ÖĀàÐĭ±¿ðÖÐÑĭÔñĀíÒ»ðÑĭĪĭ¿

► Ēç¹ûŦÔŦāĀ,ĀÐ±íĀĀÐð£¬ÔÚĭ°·Ö,ð·ûĭ±ÑĭĪĭĀÔ±ßÑĭÔñĀ,¼āĒûÓĀµĀ·Ö,ð·û¿

5 ÒªĪëĒ¹´ð´×ÖÄ,ĀĀÐðÔÚÐĭÐ´×ÖÄ,ç°Āæ,ÑĭÔñĭ°çø·Ö´ðÐĭÐ´ĭ±,Ñĭ¿ð¿

6 ÑĭÔñĭ°Ē·Ŧĭ±°´Ā¥¿

×çĒĪ£°ĀĀÐð½āĒøÖ®ó£¬Word ĒÔÑĭŦĪĀÐ±í¿ÔÚÖÐĀ¿ªĒ¼ĒāĒëÖ®ç°£¬ÒªĒ·ĒĪĒĭûÑĭŦĭ¿

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**çĒªŦĀ**

ĀĀÐð

ÔÚĀÐ±íÖÐĪĭ¼ÓĪĪÄ¿·û°Ā

ÔÚĀÐ±íÖÐĪĭ¼Ó±à°Ā

ÐĒ,ĀĪĪÄ¿·û°Ā»ð,ûÐĀĀÐ±í±à°Ā

## ¶Ô Word ±íÖÐµÄÐÐÄÄÐð

Word ÄÜ¹»¶Ô±íÖÐµÄË®Æ¹½ÐÐ¹½ÐÐÄÄÐð£¬Äú¿ÉÒÒ°  
´Ä³Ò»Ä,ÖÐµÄÄÄÐð·½·ÖÐÐÄ²¼ÖÄ±íÖÐµÄÐÐ£ÖÒíëÖ»¶ÔÒ»Ä,ÖÐµÄí¹½ÐÐÄÄÐð£¬²í¼û¶ÔÄ,ÄÄÐð  
¿£

## ¶Ô Word ±íÖÐµÄÐÐÄÄÐð

- 1 Ñ¡¶´Ò³ÄÄÐðµÄÒ»ö»ðÒ»»×éÐÐ¿£  
Èç¹û²»íë¶Ô±íëìàÐÐÄÄÐð£¬Çë²»Ò»²«Ä,±íëìà°ü°¬ÓÚÑ¡¶´Ä,ÖÐ¿£
- 2 ´Ò¹°¹±¼ß¿±²Ëµ×ÖÐ£¬Ñ¡Òñ¹°·ÖÀà¿±ÄüÁî (ALT, O, I)È¼¿£
- 3 ÓÚ¹°ÄÄÐðË³Ðð¿±Ñ¡í¹¿ðÖÐ£¬Ñ¡Òñ¹°ÉýÐð¿±»ð¹°½µÐð¿±°·Ä¼¿£
- 4 Ñ¡ÒñíÄÄÐ²Ü×÷£°
  - ▶ Èç¹ûÓÄ²»Í¬Óë×ÖÄ,Éý×ÖË³ÐðµÄ·½Ê¹½ÄÄÐð£¬ÓÚ¹°¹Ø¹¼ü×ÖÓð¿±Ñ¡í¹¿ðÖÐµÄ¹°¹Ø¹¼ü×ÖÀàÐí¿±¿ðÄÜÑ¡ÒñÁíÒ»»ðÑ¡í¹¿£
  - ▶ Èç¹û²»°·È×Ä,ÖÐµÄÄÄÐð·½·ÖÐÐÄ²¼ÖÄ±íÖÐµÄÐÐ£¬ÓÚ¹°¹Ø¹¼ü×ÖÓð¿±Ñ¡í¹¿ðÖÐµÄ¹°Óð°Ä¿±¿ðÖÐ£¬¹¼üÈë¹Ø¹¼ü×ÖÄ,µÄÄ,°Ä¿£
  - ▶ ÒíëÈ¹°óÐ´×ÖÄ,ÄÄÐðÓÚÐ¿´×ÖÄ,Ç°Äæ£¬Ñ¡Òñ¹°Çø·ÖÐ¿¿±,Ñ¡¿ð¿£
- 5 Ñ¡Òñ¹°È·¶´¿±°·Ä¼¶¶Ô±íÄÄÐð¿£  
×øÈí£°ÄÄÐð½áÈø°ó£¬Word ÈÖÑ¡¶´±í¿£ÓÚÖÐÐÄ¿²È¹¼ÈàÈëÖ®Ç°£¬Ò²È·ÈíÈ¿íûÑ¡¶´¿£

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ÇëíÔÄ

ÄÄÐð



## ¶ÒÀ\_ÖÐµÄÎÄ±¼ÐÐÀÀÐð

ÈÇ¹û²»È¹ÒÁ Word ±í¹½"À\_£¬Äú¿ÉÒÔÔÚÐÐÖÐÈàÈëÎÄ±¼£¬È»°óÒÁÖÆ±í·û»ð¶°À·Ö\_ðÀ\_¿£

## ¶ÒÀ\_ÖÐµÄÎÄ±¼ÐÐÀÀÐð

1 Ñ¶¶°ÒªÀÀÐðµÀÖ»\_ð»ðÖ»×éÀ\_¿£

ÈÇ¹û²»Èë¶¶Ö±êìàÐÐÀÀÐð£¬Çè²»Òª½«À\_±êìà°ü°¬ÔÚÑ¶¶°À\_ÖÐ¿£

×ÇÈÍ£°ØÓÚÑ¶¶°À\_µÄ½éËÜ£¬²í¼ûÑ¶¶°ÎÄ±¼À\_¿£

2 ´Ô¹°¹³¼ß¿±²Èµ¥ÖÐ£¬Ñ¶Öñ¶°ÀÀÐð¿±ÄüÁí (ALT, O, I) ¿£

3 ÔÚ¶°ÀÀÐðÈ³Ðð¿±Ñ¶¶ñ¿ðÖÐ£¬Ñ¶Öñ¶°ÉýÐð¿±»ð¹°½µÐð¿±Ñ¶¶ñ°À¥¿£

4 ÔÚ¶¹°¹¼û×ÖÔð¿±Ñ¶¶ñ¿ðÖÐ£¬Ñ¶Öñ¶°ÎÄÀÐ²Ü×÷£°

- ▶ ÈÇ¹ûÒÁ²»È¹×ÖÀ\_Èý×ÖÈ³ÐðµÄ½É½ÀÀÀÐð£¬ÔÚ¶¹°¹¼û×ÖÀàÐÍ¿±¿ðÖÐÑ¶ÖñÁÍÒ»\_ðÑ¶¶ñ¿£
- ▶ ÈÇ¹ûÒÁÖÆ±í·û·Ö\_ðÀ\_£¬ÔÚ¶¹°¹¼û×Ö\_ð·û¿±Ñ¶¶ñ¶°À±ßÑ¶Öñ¶°ÖÆ±í·û¿±Ñ¶¶ñ°À¥¿£
- ▶ ÈÇ¹ûÒÁ¶¶°À·Ö\_ðÀ\_£¬ÔÚ¶¹°¹¼û×Ö\_ð·û¿±Ñ¶¶ñ¶°À±ßÑ¶Öñ¶°¶¶°À¿±Ñ¶¶ñ°À¥¿£
- ▶ ÈÇ¹û²»È¹×À\_ÖÐµÄÀÀÐð·½"ÖÐÐÀ²¼ÒÁÐÐ£¬ÔÚ¶¹°¹¼û×ÖÔð¿±Ñ¶¶ñ¿ðÖÐµÄ¶°Óð°À¿±¿ðÄÜÈàÈëÒªÀÀÐðÀ\_µÄÀ\_°À¿£

5 Ñ¶Öñ¶°ÎÄÀÐ²Ü×÷£°

- ▶ ÈÇ¹ûÖ»¶¶Ö±»¶À\_ÖÐµÄÎÄÀÀÐð£¬²Ç±£³ÖÆàÈüµ¥Öª²»±à£¬Ñ¶Öñ¶°½ðÀÀÀÀÐðÒ»À\_¿±\_Ñ¶¿ð¿£
- ×ÇÈÍ£°ÈÇ¹û²»»¶Öñ

ÈÍ£¬ÐÐÖÐÈüÖÐ»¥ìàÀ¬½ÔµÄµ¥Öª¶¶°¹¼ÈæÍ¬ÀÀÐðÀ\_ÖÐµÄµ¥ÖªÒ»È¹ÖÆ¶¶¿£

- ▶ ÒªÈÈ¹°ð×ÖÀ\_ÀÀÐðÔÚÐð¿×ÖÀ\_Ç°Àæ£¬Ñ¶Öñ¶°Çø·Ö°ðÐð¿±\_Ñ¶¿ð¿£

6 Ñ¶Öñ¶°È·¶¶¿±°À¥¶¶Ö±ÍÀÀÐð¿£

ÓÐ°ðÈì½éËÜ£¬²í¼û±¿¿£

×ÇÈÍ£°ÀÀÐð½áÈø°ð£¬Word ÈÖÑ¶¶°ÀÀÐðµÄ¶¶ÎÄ¿£ÔÚÖÐÐÀ¿ªÈ¹¼ÈàÈëÖ®Ç°£¬ÒªÈ·ÈëÈì¿±Ñ¶¶ñ¿£

## ìàÈ³¼

- ▶ Äú¿ÉÒÔÍ"¶¶¶¶Öý³¼ÝÎÄµµ¼ÇÀ¹¼ÀÀÐðÀ\_¿ðÖÆ¹«°»ðÆàÈü°ðÓ¹²ÇÎÄµµµÄ°ðÓ¹È³Ðð¿£²í¼û¹«°¹ÇÓÈ¹¼À±êÇø°¹ÆàÈü²ÇÎÄµµ¿£

## Çè¹ÒÁ

### ÀÀÐð

## ¶ÔÀ\_ÅÐð

Äú¿ÉÒÔÖ»¶ÔÖ»À\_ÖÐµÄÏÅÅÐð²¢±£³Ô±íÐÐÖÐÆäËüµ¥Ôª¹»ÖÃ²»±ä¿£

## ¶ÔÀ\_ÅÐð

1 Ñ¡¶Ô°ÅÅÐðµÄÀ\_¿£

Èç¹ü²»Ïë¶Ô±êìáÐÐÅÅÐð£¬²»Òª½«À\_±êìá°ü°¬ÔÓÑ¡¶ÔÀ\_ÖÐ¿£

2 ´Ó¹°¹¼³/¼ß¿±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¹°ÅÅÐð¿±ÃüÁì (ALT, O, I) ¿£

3 Ñ¡ÔñËüÐèÑ¡Ï¿¿£

4 Ñ¡Ôñ¹°½ð¶¶ÔÖ\_¶ÔÀ\_ÅÅÐð¿±, Ñ¡¿ð¿£

×¢Êì°Èç¹üÃüÃ»ÓÐÑ¡Ôñ¹°½ð¶¶ÔÖ\_¶ÔÀ\_ÅÅÐð¿±,

Ñ¡¿ð¿£¬ÐÐÖÐËüÓÐ»¥ìáÀ¬½ÓµÄµ¥Ôª½«Ëæì¬ÅÅÐðÀ\_ÖÐµÄµ¥Ôª»ì¬ÒÆ¶¶¿£  
ÓÐ¹Øìê¿½éËü£¬²¹¼üÀ\_¿£

ìáÊ³¼

► Äú¿ÉÒÔí¬¶¶¶¶ÔËý³¼ÝìÄµµ¼¼ÇÀ¹¼ÅÅÐðÀ\_¿ØÖÆ¹«°¬»ðÆäËü´ðÓ¡°ì²¢ìÄµµµÄ  
´ðÓ¡Ê³Ðð¿£²¹¼ü¹«°¬¿ØÖÆ¹¼Ä±êÇ©°ìÆäËü°ì²¢ìÄµµ¿£

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Çë²¶ÔÃ

ÅÅÐð



ÎÄµµÉó½ĩ

ÄÊö

¼i²éÆ´Ð´

¼i²éÆ´Ð´

ü.ÄÆ´Ð´íóµÄµ¥´Ê

ÑjÔñÆ´Ð´Ñjİĩ

´ò¿ª»ò¹Ø±Ö¶ÖÆ´Êµă

´´½´ÐÂµÄ¶ÖÆ´Êµă

İi¼Ö¶ÖÆ´Êµă

ÔÚ¶ÖÆ´ÊµăÖĐİi¼Óµ¥´Ê

Óĩ´´¼i²é

¼i²éÓĩ´´ıİÆ´Ð´

Ö»×÷Óĩ´´¼i²é

ĐĐ.ÄÓĩ´´¼i²é¹æÔò

Đ£¶Ö°óİÖÊ³¿¿É¶ÁĐÔİ³¼Æ

Ê¹ÓÃİ¬Òă´Ê¿ă

ÔÚİ¬Òă´Ê¿ăÖĐ²éÖÒµ¥´Ê

¶İ×Ö

¶Öµ¥´Ê×Ö¶İ×Ö

ÔÚİÄµµÖĐÖðÖ»É³¼³¿¿ÉÑjÁ¬×Ö·û

¶ÖÆÉóĐ£¹¤³¼ß

Đ£¶ÖÆăËüÓĩÖÖµÄİÄ±³¼

¶ÖİÄµµÖĐÄ³Ö»²¿·Ö²»×ðĐ£¶Ö

## ÎÄµµÉóÐ£

Word ÖÐµÄÐ£¶Ô¹¼³¼ßÄÜ¹»°îÖüÄú¿ìËÜ²éÖÖ²¿,üÖýÐí¶à³£¼ûµÄÐ´×÷´íîó£Ê¹ÓÃÐ£¶ÔÄüÁî¿ìÉÒÖ£°

- ▶ ¼ì²éÆ´Ð´¿£
- ▶ ¼ì²éÖî°î¶¶Äà´íîó¿£
- ▶ í²ìØ¶¶µ¥´Ê²éÖÖí¬Òà´Ê¿£
- ▶ ¶Ôµ¥´Ê¶¶×Ö¿£

Í´´ýÓÃî°ÓîÑÖ¿ì±ÄüÁî¶¶Ô×Ö·ü½ØÐÐ,ñÊ¹±àÄÆ¬¬Äú¿ìÉÒÖÐ£¶ÔÆäËüÓîÖÖµÄíÄ±³¼£ÖÜíÄµµÉó½ìÊ±£¬Word ½«×Ö¶¶í²Ä¿Ò»µ¥´ÊÇÐ»»µ½í²ÆäÖ,¶¶µÄÓîÖÖ¿£

Word °²×°ìÐò,øÄüí²¹©ÁËÖÜ Word

ÖÐ°²×°Ð£¶ÔÄüÁîµÄÑî¿ì¿£Ë¹üÄü°²×°ÁËÐ£¶ÔÄüÁî£¬ËüÄÇ½«³ìÖÖÜ¿¹¼³¼ß¿ì±²µ¥ÖÐ¿£Ë¹üÖÜ°²×°

Word Ê±Ä»ÖÐ¼ÖËÖàÐ©Ð£¶Ô¹²ÄÜ£¬Äú¿ìÉÒÖÖÜÖÖ°óÖËÐÐ°²×°ìÐò²¿Ö,¶¶Ö»°²×°Ð£¶ÔÄüÁî¿£

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Çë¶ÔÄ

¶ÄÜ½éËÜ

## ¼á²éÆ´Ð´

Word Ê´ÓÃ±ê×¼´Êµä¼á²éÆ´Ð´´íóíÆÊÇ´úÔÚ´ÊµäÖÐÃ»ÄÜÖÒµ½Ã³,øµ¥´ÊÆ¬ÊðÊÇÒðíªÆ´Ð´´íóíÆ¬Äü¿ÊÖÖ¶¶ÖÆä½øÐÐ,üÖýÆ¬ÊðÆ´Ð´ÖýÊ¬Æ¬¿ÊÖÖ½«Æä¼Óµ½¶¶ÖÆ´ÊµäÖÐíÆÖÚ¼á²éíÄµµµÄÖ´´´íóíÆ±Æ¬Word Ö²ÄÜ¼á²éÆ´Ð´¿ÖÐ´Øíêí,½éÊÜÆ¬²í¼ú¼á²éÖ´´´íÆ´Ð´¿Æ

## ¼á²éÆ´Ð´

1 Ñ¡¶¶´ÒªÔÚÆäÖÐ¼á²éÆ´Ð´µÄíÄ±¾¿Æ

ÊÇ´úÄüÃ»ÖÐÑ¡¶¶´íÄ±¾Æ¬Word ½«´Ò²äÊèµä¿ªÊ¼¼á²éÖ´´íÄµµ¿Æ

2 Ñ¡ÖñíÄÄÐ³Ö»²Ü×÷Æ°

► ÖÚ¹³¼ßÄ,ÉíÆ¬µ¥»÷¿Æ´Ð´¿Æ´Ä±¿Æ

► ´Ò¹³¼ß¿Æ±²Êµ¥ÖÐÆ¬Ñ¡Öñ¿Æ´Ð´¿Æ±ÄüÄí (ALT, O, S)¿Æ

Word ¿ªÊ¼¼á²éíÄµµ»ðÊüÑ¡íÄ±¾¿Æ

µ± Word ·¿ÖÖÊÊí¶´ò¿ª´ÊµäÖÐ¶¶¼²»æÖÚµÄµ¥´ÊÊ±Æ¬»áÖÚ¿Æ´Ð´¿Æ±¶¶Ö»¿òÖÐ½«ÆäíÖÊ³¼²ðÄ´Æ¬²¿ÖÚíÄµµÖÐÑ¡¶¶,Äµ¥´Ê¿Æ

3 ¶¶Ö¿¿,ðÖÖµ½µÄµ¥´ÊÆ¬Ñ¡ÖñíÄÄÐ³Ö»²Ü×÷Æ°

► üÖýÆ´Ð´Æ¬²í¼ú,üÖýÆ´Ð´´íóíÄµµ¥´Ê¿Æ

► ¶¶Öµ¥´Ê²»×÷ÐÐ,Ä²¿¼íÐøÆ´Ð´¼á²éÆ¬Ñ¡Öñ¿Æ´Ä±¿Æ

► ÖÚ¹³¼íÆ´Ð´¼á²é¹ý³íÖÐíø¹ýµ±Ç°µ¥´ÊÖÖ¼²ÊüÖÐÆäÊüí¬ÑüµÄµ¥´ÊÆ¬Ñ¡Öñ¿Æ»¿²¿ðÄÖ¿Æ´Ä±¿Æ¿Æ

► ½«µ¥´Êí¼Óµ½¶¶ÖÆ´ÊµäÖÐÆ¬Ê¹ Word ²»ÖÜÊíª,Äµ¥´ÊÖÐÆ´Ð´´íóíÆ¬²í¼úÖÚ¶¶ÖÆ´ÊµäÖÐí¼Óµ¥´Ê¿Æ

4 µ±Æ´Ð´¼á²éµ½´íÄµµ½á²¿Æ±Æ¬Ñ¡ÖñíÄÄÐ³Ö»²Ü×÷Æ°

► ÊÇ´úÆ´Ð´¼á²é²»ÊÇ´ÒíÄµµ¿ª·¿ªÊ¼µÄÆ¬Ö²¼íÐø´ÒíÄµµ¿ª·½øÐÐ¼á²éÆ¬Ñ¡Öñ¿ÆÇ¿¿Æ´Ä±¿Æ

► ·µ»øµ½íÄµµÆ¬Ñ¡Öñ¿Æ·ñ¿Æ´Ä±¿Æ

×¿ÊíÆ°µ±Äüí³ÉÁÆÑ¡¶¶´ÄÜÈÝµÄÆ´Ð´¼á²éÊ±Æ¬Word

»áÑíÆÄüÊÇ·ñÖ²¼íÐø¼á²éíÄµµµÄÆäÖ²¿¿·Ö¿Æ

5 µ± Word í³ÉÁÊÊ»¿¿íÄµµ»ðÑ¡¶¶¿¿·ÖµÄÆ´Ð´¼á²éöÆ¬Ö²¿¿·µ»øµ½íÄµµÆ¬Ñ¡Öñ¿Æ·¶¶¿Æ´Ä±¿Æ

## ìáÊ¼

► ¶¶ÖÄ²äÊèµä×í½üµÄµ¥´Ê½øÐÐÆ´Ð´¼á²éÆ¬° F7 ¼ü¿Æ

► Ö²´Ò¹³¿Æ´Ð´¿Æ±¶¶Ö»¿ò·µ»øµ½íÄµµÆ¬° CTRL+TAB ¼ü»ðÖÚíÄµµÖÐµ¥»÷Êó±ê¿ÆÖ²¼íÐø¼á²éÆ´Ð´Æ¬´Ò¹³¼ß¿Æ±²Êµ¥ÖÐÑ¡Öñ¿Æ´Ð´¿Æ±ÄüÄí (ALT, O, S) »ðÖÚ¿Æ´Ð´¿Æ±¶¶Ö»¿òÖÐÑ¡Öñ¿Æð¶¶¿Æ´Ä±¿Æ

► Äü¿ÊÖÖ¶¶¶¶ÖÆ´Ä±¾´ÊµäÆ¬²í¼úÐÐ¶¶ÖÖÖÖ»ðÖÚÖÖµÄíÄ±¾¿Æ

► Äü¿ÊÖÖ´ò¿ª²»»ð¶¶,ð¶¶ÖÆ´Êµä¼á²éÆ´Ð´Æ¬³ý±ê×¼´ÊµäíÆ¬Word »²í¿¿ÊüÖÐ´ò¿ªµÄ¶¶ÖÆ´Êµä¿Æ²í¼ú»ð¿¿·Ö¶¶ÖÆ´Êµä¿Æ

## Çè²íÖÄ

íÄµµÊð½í

## „ü„ÄÆ‘Ð‘‘ílóμÄμ¥‘Ê

Ä¿‘Í Word ÖÖμ½Ö»„ö‘ÊμäÖÐÄ»ÓÐμÄμ¥‘Ê£¬Äμ¥‘Ê³¼í³öİÖÖÚÆ‘Ð‘¶Ö»°¿ðÖÐ£¬Äú¿ÉÖÖÍ‘‘ýÑ¡Öñ  
Word ½‘‘ÖéμÄ„üÖý»ð¼üËëÄú×Ö¼°μÄ„üÖýÄ‘Ðμ„ÄÆ‘Ð‘‘ílóμÄμ¥‘Ê¡£

## „üÖýÆ‘Ð‘‘ílóμÄμ¥‘Ê

¶ÖÄ¿„öÖÖμ½μÄμ¥‘Ê£¬Ñ¡ÖñíÄÁÐ²Ù×÷Ä‘„ü„ÄÆ‘Ð‘¡£

1 Ñ¡ÖñíÄÁÐÄ³Ö»²Ù×÷£°

- ÖÚ¡°Ðμ„Äí¡±¿ðÖÐ£¬¼üËëÖýË·μÄÆ‘Ð‘¡£
- ÖÚ¡°½‘‘Öé¡±¿ðÖÐ£¬Ñ¡¶¶‘Ö»„üÖýË·μÄμ¥‘Ê¡£  
×øÊÍ£°Ë¹ü¡°½‘‘Öé¡±¿ðËÇ¿ÖμÄ£¬Ñ¡Öñ¡°½‘‘Öé¡±°‘Ä¥ÁÐ³ð¿ÉÄÜμÄÆ‘Ð‘¡£

2 Ñ¡ÖñíÄÁÐÄ³Ö»²Ù×÷£°

- Òª„üÖýμ±Ç°μ¥‘Ê£¬Ñ¡Öñ¡°Ðμ„Ä¡±°‘Ä¥¡£
- Òª„üÖýíÄμμÖÐË·ÖÍ¬ÑùμÄμ¥‘Ê£¬Ñ¡Öñ¡°Ë«²¿Ðμ„Ä¡±°‘Ä¥¡£

3 Òª·μ»Øμ½íÄμμ£¬Ñ¡Öñ¡°¹Ø±Ö¡±°‘Ä¥¡£

## íáÊ³¼

- μ½íªÄ¿„ö²»Æ¥Ääμ¥‘Ê×Ö¶¶íá³ðμÄ„üÖýÁÐ±££¬Ñ¡Öñ¡°½‘‘Öé¡±„Ñ¡¿ð¡£²¼üÑ¡ÖñÆ‘Ð‘Ñ¡í¶.

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## Çë‘íÖÄ

íÄμμËó½í

## ÑĭÔñÆ'Đ'Ñĭİ

ÄúŁÉÔÔŁØÖÆ Word Èç°İÊ'ÓĀĭ°Ñĭİİ±ÄüĀİÄ'¼İ²éÆ'Đ'ĭ£ÔÚŁªÊ¼¼İ²éÆ'Đ'°ó£İªÄĒ,Ä±äÆ'Đ'Ñĭİİ£¬ÔÚĭ°Æ'Đ'ĭ±İİÖ»°ŁòÖĐÑĭÔñĭ°Ñĭİİ±°'Ä±ĭ£

## ÑĭÔñÆ'Đ'Ñĭİ

1 'Óĭ°¹²¼İ±²Ēμ¥ÖĐ£¬ÑĭÔñĭ°Ñĭİİİ±ÄüĀİ (ALT, O, O).

2 ÔÚĭ°Äà±đĭ±ÑĭİİŁòÖĐ£¬ÑĭÔñĭ°Æ'Đ'ĭ±Äà±đÑĭİİİ£

3 ÑĭÔñİĀĀĐ²Ù×÷£°

► Èç¹üĀüİ£İú Word İªÄŁÖ»‚đ²»Æ¥Āäμ¥'Ê×ÔİİİÔÊ³¼Ö»‚đ½°Öé‚üÖýμĀĀĐ±İ£¬ÑĭÔñĭ°½°Öéĭ±, 'ÑĭŁòĭ£

► ÔÚĭ°òĀÔĭ±ÑĭİİŁòÄÜ£¬ÑĭÔñÔÚ'¼İ²éÆ'Đ'ı³İÖĐİēĒ Word İđ¹ýÈ¥μĀμ¥'ÊÄà±đĭ£

## °òĀÔ

## ÑĭÔñ

È«²ŁÔÔ'óĐ' 'óĐ'×ÖĀ,μ¥'Ê

×ÖĀ,ÊäÊéμĀ

μ¥'ÊÔÔ¼°

Êý×Ôĭø'óĐ'

×ÖĀ,°İ·Ç×ÖĀ,

Êý×Ö×Ö·ûμĀ

ÈİÒà×éİ

°ü°¬Êý×ÖμĀ 'øÊý×ÖμĀμ¥'Ê

×Ö·ûμĀ

ÈİÒà×éİ

4 ÑĭÔñĭ°È·İİ±°'Ä±ĭ£

## İªÊ³¼

► İªÄĒİª,İÆ'Đ'¼İ²éÈÜİİ£¬ÔÚĭ°Ñĭİİİ±İİÖ»°ŁòÖĐÇª³ýĭ°½°Öéĭ±, 'ÑĭŁòĭ£İª¼üĭ°Æ'Đ'Ñĭİİİ±İİÖ»°Łòĭ£

► ÔÚ¼İ²éÆ'Đ'μĀİ¬Ê±£¬İªÄĒŁ'μ½½°ÖéÆ'Đ'μĀĀĐ±İ£¬ÔÚĭ°Æ'Đ'ĭ±İİÖ»°ŁòÖĐÑĭÔñĭ°½°Öéĭ±°'Ä±ĭ£İªİª¼ü,üÖý'İİóÆ'Đ'μ¥'Êĭ£

## ÇēİÖĀ

## İĀμμÉó½İ

## ÉèÖĀÓĀ»ŞÓĀİÈÑĭİİ



## ‘ò¿ª»ò¹Ø±Õ¶ÖÆ´Êmä

ÔÚ´´½´¶ÖÆ´ÊmäÊ±£¬Äú¿ÊÔÔÍ¼ÔÏËËÄ Word ¼¼²éÆäÆ´Ð´µÄµ¥´Ê¿ÔÚÍÄµµÕÐ¼¼²éÆ´Ð´Ö©Ç°£¬  
‘ò¿ªÒªËÄ Word Ê´ÓÄµÄ±ê×¼´ÊmäÔÔÍäµ¶¶ÖÆ´Êmä¿£

×çÊÍ£°ÄúÒ»´Í¶¶à¿Ê´ò¿ªËÄ,ö¶ÖÆ´Êmä¿£

## ‘ò¿ª»ò¹Ø±Õ¶ÖÆ´Êmä

1 ´Ó´°¹¼ß¿±²Êµ¥ÕÐ£¬Ñ¿Ôñ¿Ñ¿Ï¿±ÄüÁÎ (ALT, O, O)¿£

2 ÔÚ¿´Àà±ð¿±Ñ¿Ï¿òÕÐ£¬Ñ¿Ôñ´°Æ´Ð´¿±Àà±ðÑ¿Ï¿£

3 ´°ÍÄÁÐ²Ü×÷´ò¿ª»ò¹Ø±Õ´Êmä£°

► Ôª´ò¿ªÒ»ö´Êmä£¬Í´´ýÊ´ÓÄÊ±ê×ó´°Ä¥µ¥»÷,Ä´Êmä»ò´° SPACEBAR ¼ü£¬ÔÚ¿´¶ÖÆ´Êmä¿±Ñ¿Ï¿òÄÜ½«ÆäÑ¿¶¶¿£

► Ôª¹Ø±ÕÒ»ö´Êmä£¬Í´´ýÊ´ÓÄÊ±ê×ó´°Ä¥µ¥»÷,Ä´Êmä»ò´° SPACEBAR ¼ü£¬ÔÚ¿´¶ÖÆ´Êmä¿±Ñ¿Ï¿òÄÜ½«ÆäÇä³ý¿£

4 Ñ¿Ôñ´°Ê´¶¶¿±´°Ä¥¿£

µ±ÄüÍÄ´ÍÑ¿Ôñ´°Æ´Ð´¿±ÄüÁÎÊ±£¬Word ½«Ê´ÓÄ´ò¿ªµÄ´Êmä¼¼²éÆ´Ð´¿£

## ×çÊÍ

► ÊÇ´úÄü½«²»ÐèÒªµ¶¶ÖÆ´Êmä¹Ø±Õµð£¬Word ¼¼²éÆ´Ð´µÄËÜ¶¶Ë»á¿¿¿¿£

► ´°Ñ Word ¹¼×÷Ê±Ê´ÓÄµÄ´Êmä´æ·ÄÔÚ WIN.INI ÍÄ¼pÊèÒÄµÄÄ¿¼ TOOLS-PATH £¬  
MSAPPS\PROOF Ä¿¼¼ÖÐ¿£Ö¿¿Ê½«Æä´æ·ÄÔÚ WINWORD.EXE ÍÄ¼pËÜÔÚµÄÄ¿¼ÖÐ¿£

► Ôª´ò¿ª Word Ä»ÖÖµ½µ¶¶ÖÆ´Êmä£¬Ñ¿Ôñ¿Í¼¼Ô¿±´°Ä¥£¬Ë»ó¼üË¶¶ÖÆ´ÊmäµÄËÜÔÄ¼¶¶¶¿¶¶¶Ö»ò»ò´Êmäö£¬Word Ê¼ÖÖ½«ÆäÍÖË¼ÔÚ¿´¶ÖÆ´Êmä¿±¿òÕÐ¿²¼ü´´½´ÐÄµ¶¶ÖÆ´Êmä¿£

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## Çè¿ÔÄ

ÍÄµµËó½Í

## ''½''ĐÂµÄŦ''ÖÆ'Êµä

Äú¿ÉÒÔ°'ËùÐèÊýÁ¿''½''Ŧ''ÖÆ'Êµä£¬Ê»°½«ËùÐ'µŦ'Ê¼ÓËµ½'ÊµäÖÐ¿ÆÄýËÇ£¬Äú¿ÉÒÔ''½''Ô»\_ð  
'ÊµäÓÃÓÚ¼¿éÐÃ°°í±\_ÍüÄ¼ÖÐµÄ'úÄÍÉÌÐÕÃû£¬''½''ÄíÔ»\_ð¼¼ËðÓÃÓí'ÊµäÓÃÀ  
'¼¿é¼¼ËðËµÄ÷°í²Ü×÷ËÖ²ä¿ÆÄú»¹¿ÉÒÔ½«Ä½\_ð'ÊµäÒ»Í¬ÓÃÓÚ¼¿é±''\_æ°ÍáÒé¿Æ

## ''½''ĐÂµÄŦ''ÖÆ'Êµä

- 1 'Ó¿¹²¼ß¿±²ËµŦÖÐ£¬Ŧ¿ÔŦ¿Ŧ¿Ŧ¿±ÄüÄí (ALT, O, O)¿Æ
- 2 ÔÚ¿Àà±ð¿±Ŧ¿Ŧ¿¿ðÖÐ£¬Ŧ¿ÔŦ¿Æ'Ð'¿Àà±ðŦ¿Ŧ¿¿Æ
- 3 ÔÚ¿Ŧ''ÖÆ'Êµä¿±Ŧ¿Ŧ¿¿ðÖÐ£¬Ŧ¿ÔŦ¿í¼Ó±°'ÄŦ¿Æ
- 4 ÔÚ¿í¼Ó'Êµä¿±Ŧ''Ô»°¿ðÖÐ£¬¼üËè'ÊµäÄü¿Æ  
³ýÇÁÍáËèŦ'£¬Word ½«Ê'ÓÃ .DIC À©Õ'Äü¿Æ
- 5 Ŧ¿ÔŦ¿'Ê'Ŧ'¿±°'ÄŦ¿Æ  
Word ''½''Êµä²¿½«ÆäÁÐ±íÔÚ¿Ŧ¿Ŧ¿±Ŧ''Ô»°¿ðÖÐµÄ¿Ŧ''ÖÆ'Êµä¿±Ŧ¿Ŧ¿¿ðÄü¿Æ
- 6 Ŧ¿ÔŦ¿'Ê'Ŧ'¿±°'ÄŦ¿Æ  
×øËÍ£°µ±Äú'ð¿¹¼¿²éÆ'Ð''½''µÄŦ''ÖÆ'ÊµäË±£¬³ý±è×¼'ÊµäÍá£¬Word »½«²¿¿¼\_ÄŦ''ÖÆ'Êµä¿Æ²¿¼ü  
'ð¿²»ð¹Ø±ÖŦ''ÖÆ'Êµä¿Æ

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## Çë²ŦÖÃ

ÍÄµµËó½Í

## İı¼ÓŦÖÆÊmä

Èç¹üİēÔÚŦÖÆÊmäÖĐİı¼Ó¼,öĐÂµ¥Ê£¬ÄúŁÉÔÔ´´½´Ô»‚ø°ü°¬ÖâĐ©µ¥ÊmäİÄµµ£¬È»°óÊ¹ÓÃ Word  
Æ´Đ´¼ı²é³İĐò½«ÈùÓĐµ¥ÊÔ»İİı¼Óµ½ŦİŦµÄÊmäÖĐİ£

## İı¼ÓŦÖÆÊmä

- 1 ´Óı°İÄ¼pı±²Ėµ¥ÖĐ£¬ŦİŦŦı°ĐÂ½ı±ÄüÁİ (ALT, F, N)İ£
- 2 ÊâÊēÒªİı¼Óµ½ÊmäÖĐµÄµ¥ÊÄĐ±İİ£  
¼üÊēÄŁÖ»‚öµ¥Ê°ó£¬° ENTER ¼ü½«µ¥Ê·Äµ½Æä×Ô¼µÄÈùÊôĐĐÖĐİ£
- 3 ´Óı°İÄ¼pı±²Ėµ¥ÖĐ£¬ŦİŦŦı°Áİ´æİªı±ÄüÁİ (ALT, F, A)İ£
- 4 ÔÚı°İÄ¼pÄüı±ŁòÖĐ£¬¼üÊē´ø .DIC À©Ö¹ÄûµÄÊmäÄüİ£
- 5 ÔÚı°±£´æİÄ¼pÄâĐİı±ŁòÖĐ£¬ŦİŦŦı°İÄ±³İÄ¼pı±£¬\*.TXT£©İ£
- 6 ŦİŦŦı°Ê·Ŧı±°·Ä¥İ£  
ÒªÔÚİÄ´İ¼ı²éÆ´Đ´Ê±Ê¹ÓÃ,ÄÊmä£¬²İ¼ü´òŁª»ò¹Ø±ÖŦÖÆÊmäİ£  
×øÊİ£°Word ²»ÒªÇó°×ÖÄ,Ê³ĐòÄÄÄĐŦÖÆÊmäµÄÊİð£¬µ«ÊÇÆäÈùÓıÓÃ³İĐòŁÉÄÜÓĐÊÒªÇóİ£

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## ÇēİÖÃ

İÄµµÉó½İ

## ÔÚŦÖÆÊmäÖĐİİ¼Óμ¥Ê

ÄúμÄîÄμμÖĐĴÉÔÖ°ü°¬±ê×¼ÊmäÖĐÄ»ÓĐμÄμ¥ÊĴÄýËÇ£¬×ÖĐÄüÊ»ðËðĐÊĴÔÚîÄμμÖĐ·çİÖÊÄàμ¥ÊÊ±£¬ÄúĴÉÔÖ½«ËüÄÇİİ¼Óμ½ŦÖÆÊmäÖĐĴÉÔÚŦÖÆÊmäÖĐİİ¼ÓÖâÑüÖ»,ðμ¥Ê°ó£¬Word ¾İ²»ÔÜËŦªËüÓĐÆĐİİİóĴ

### ½«μ¥Êİİ¼Óμ½ŦÖÆÊmä

1 ÑĴŦÖª½ðĐĐÆĐİİ²éμÄîÄ±¾Ĵ

ËÇ¹üÄüÄ»ÓĐÑĴŦİÄ±¾£¬Word ½«Ö²âËëμāĴĴªÊ¼İ²éÖü,ðİÄμμĴ

2 ÑĴÖñİÄÄĐªÖ»²Ü×÷£°

► ÔÚ¹²¾ßÄÉİ£¬μ¥»÷ĴÆĐĴĴ±°Ä¥Ĵ

►

► ÖĴ¹²¾ßĴ±²Ëμ¥ÖĐ£¬ÑĴÖñĴÆĐĴĴ±ÄüÄî (ALT, O, S)Ĵ

μ± Word ·çİÖÖ»,ðÔÜËŦİ°òĴªÊmäÖĐŦ¼Ä»ÓĐμÄμ¥ÊÊ±£¬Word ½«ÔÜĴÆĐĴĴ±ŦÖ»ĴòÖĐİÖÊ¾,Äμ¥Ê£¬²çÔÜİÄμμÖĐ½«ÆâÑĴĴĴ

3 μ± Word İÖÊ¾Öªİİ¼Óμ½ŦÖÆÊmäÖĐμÄμ¥ÊÊ±£¬ÔÜĴİİ¼ÓÊμ½Ĵ

ĴòÖĐÑĴÖñÖªÖÜÆâÖĐİİ¼Óμ¥ÊÄÊmäĴ

×çÊİ£°ËÇ¹ü Word Ä»ÓĐÄĐªðÄüİëÖª°òĴªÄÊmä£¬ÔòÑĴÖñĴÑĴİĴ±°Ä¥°òĴªÊmäĴ²İ¼üòĴª»ò¹ð±ÖŦÖÆÊmäĴ

4 ÑĴÖñĴİİ¼ÓĴĴ±°Ä¥Ĵ

×çÊİ£°ÄüĴÉÔÖ°½°,ŦŦàμÄŦÖÆÊmäĴ²İ¼ü½°ĐÄμÄŦÖÆÊmäĴ

### İâÊ¾

► Ôª¼İ²é²âËëμāÇ°μ¥ÊμÄÆĐ£¬° F7 ¼üĴ

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### ÇëŦÖÄ

İÄμμÉó½İ

## ¼i²éÓĩ·°ÍÆ´Ð´

Ê´ÓÃĩ·Óĩ·°±ÃüÁíÆ¬Äú¿ÉÒÔÊ¶±ð³ðÍÄµµÖÐ´ðÓĩ·°  
´ííóµÄ³⁄ₐ×Ó¿£Óĩ·°¼i²é³¿ÐðÄÜ¹»¶Ö³⁄ₐ×ÓµÄ¶àÖÖÓĩ·°  
´ííóíá³ð¿üÖýµÄ½·°¿£Äú»¹¿ÉÒÔÑ¿ÔñÖÜ¼i²éÓĩ·°µÄí¬Ê±£¬ÊÇ·ñ»¹ÊÄ Word ¼i²éÆ´Ð´¿£

## ¼i²éÓĩ·°ÍÆ´Ð´

- 1 Ñ¿¶¶ÍÄµµÖÐÔ¶¶ÖÆä½ðÐÐÓĩ·°¼i²éµÄÄ³Ö»²¿·Ö¿£  
ÊÇ¹üÄüÄ»»ÓÐÑ¿¶¶ÍÄ±³⁄ₐ£¬Word ½«´Ó²äÊëµä¿ªÊ¼¼i²éÖüðÍÄµµ¿£
- 2 ´Ó¿¹³⁄ₐß¿±²Êµ¶ÖÐ£¬Ñ¿Ôñ¿¹·°Óĩ·°±ÃüÁí (ALT, O, G)¿£
- 3 ÊÇ¹ü Word ÖÖµ½Ö»»ð´ðÓÐÓĩ·°»ðÍÄíÄíÄµÄ³⁄ₐ×Ó£¬Ä³⁄ₐ×Ó»ä³ðÍÖÖÜ¿¹·°±¶¶Ö»°¿ðÖÐ¿£Word ÖÖ·Öíá×ÖÍÖÊ³⁄ₐÊü»³ÖÊµÄ´ííó¿£Ñ¿ÔñÍÄÄÐÄ³Ö»²Ü×+£°

Íª...	×ð...
Ñ¿Ôñ½·°ðÊµÄ	ÖÜ¿¹½·°ðÊ¿±¿ð
¿üÖý	ÖÐ£¬Ñ¿ÔñÖ»»ð¿üÖý£¬Ê»°ðÑ¿Ôñ¿¹·°Ä±±·°Ä¶¿£
ÖÜÍÄµµÖÐ¼üÊë	ÒÆµ½ÍÄµµ·°¿Ü²¿±ä½⁄ₐ
¿üÖý	³⁄ₐ×Ó¿£
Ìð¹ý´Ê³⁄ₐ°ÍÖÐ	Ñ¿Ôñ¿¹·°ðÄÖÖÓĩ·°¹æÒð¿±
ÍäÊÆ´ííóµÄ³⁄ₐ	·°Ä¶¿£
×Ö	
±£Äðµ±Ç³⁄ₐ×Ó²»	Ñ¿Ôñ
±ä²¿Ìð¹ýÆäÖÐ	¿¹·°ÍÄ³⁄ₐ×Ó¿±
ÊüÓÐ¿ÉÄÜµÄ´í	·°Ä¶¿£
Íó	
»ñµÄÖÐ¹ð¿ÉÄÜ´í	Ñ¿Ôñ¿¹·°²äÊ¿¿±
ÍóµÄÍë¿¹·°Ä¶¿£	·°Ä¶¿£
ÐµÄ Word Êü×ñÊð	Ñ¿Ôñ¿¹·°Ñ¿¶¿±
µÄÍÄíá°ÍÖ»	·°Ä¶¿£
¹æÒð	
4 µ± Word ½äÊð¶ÖÖüðÍÄµµ»ðÑ¿¶²¿·ÖµÄ¼i²é°ð£¬Ñ¿Ôñ¿¹·°Ê¶¶¿±·°Ä¶µ»ðµ½ÍÄµµ¿£	
ÊÇ¹üÄüÑ¿ÔñÆÊ¿¹·°¼i²é°ðÍÖÊ³⁄ₐ¿É¶ÄÐÖÍ³⁄ₐÆ¿±Ñ¿¶¿£¬Word ÖÜ¼i²éÍëÓĩ·°»ðÍÖÊ³⁄ₐ°	
¿ÉÐÐÐÖÍ³⁄ₐÆ¿±¶¶Ö»°¿ð¿£ÖÖÖ»±Ö·°Ä¶¶Ö»°¿ð¿£¬Ñ¿Ôñ¿¹·°Ê¶¶¿±·°Ä¶¿£²¿¹üÐ£¶ÖÖÍÖÊ³⁄ₐ¿É¶ÄÐÖÍ³⁄ₐÆ¿£	
×¿Ê¿£ÊÇ¹ü³ðÍÖÄÊ·°¿ÊµäÖÐÄ»»ÐµÄµ¶´Ê£¬¿¹·°Æ´Ð´¿±¶¶Ö»°¿ðÄ¿¹·°³ðÍÖÖÜ¿¹·°±¶¶Ö»°	
¿ðµÄÇ·°Äæ¿£¿üÖýµ¶´Ê²¿²»»Æä½⁄ₐÖÊëµ½¶¶ÖÆ´Êµä°ð£¬Word ¼íÐð¿ªÊ¼Óĩ·°¼i²é¿£	

## ÍäÊ³⁄ₐ

- òª·Ó¿¹·°±¶¶Ö»°¿ð¿£»ðµ½ÍÄµµ£¬°° CTRL+TAB ×é°Í¼ü»ðµ¶»÷ÍÄµµ¿£Òª¼íÐð¼i²éÓĩ·°£¬  
´Ó¿¹·°³⁄ₐß¿±²Êµ¶ÖÐÑ¿Ôñ¿¹·°Óĩ·°±ÃüÁí (ALT, O, G £® £¬»ðÖÜ¿¹·°±¶¶Ö»°¿ðÖÐÑ¿Ôñ¿¹·°Æð¶¶¿±·°Ä¶¿£

## Çë´ÍÖÄ

## ÍÄµµÊðÐ£

## Ö»x÷Óï´´¼ì²é

ÔÚ¼ì²éÓï´´Ê±£¬ÊÇ¹ûÄú²»Ï£Íû Word Í¬Ê±¼ì²éÆ´Ð´£¬¿ÉÒÔÓÃì°Ñìîì±ÃüÁîÇã³ýì°Æ´Ð´ì±Ñìîì£

## Ö»x÷Óï´´¼ì²é

1 ´Óì°¹¤¼ßì±²Ëµ¥ÖÐ£¬ÑìÔñì°Ñìîì±ÃüÁî (ALT, O, O) ¡£

2 ÔÚì°Àà±ðì±Ñìîì¿ðÖÐ£¬ÑìÔñì°Óï´´ì±Àà±ðÑìîì£

3 ÑìÔñì°¶¶ÖÆÊèÖÃì±´°Á¥¡£

4 ÔÚì°Óï´´ì±Ñìîì¿ðÃÜ£¬Çã³ýì°Æ´Ð´ííóì±, Ñì¿ðì£

5 ÑìÔñì°Ë¶¶ì±´°Á¥¡£

6 Òª¹Ø±Ôì°Ñìîì±¶¶Ô»°¿ð£¬ÑìÔñì°Ë¶¶ì±´°Á¥¡£

7 Òª¼ì²éÓï´´£¬´Óì°¹¤¼ßì±²Ëµ¥ÖÐÑìÔñì°Óï´´ì±ÃüÁî (ALT, O, G) ¡£

ÊÇ¹ûÄüÑìÔñÁÊì°Óï´´¼ì²é°óÏÔÊ³¼¿Ê¶ÁÐÔÍ³¼Æì±Ñìîì£¬ÔÚ¼ì²éÊÓï´´°ó£¬Word ÏÔÊ³¼°

¿Ê¶ÁÐÔÍ³¼Æì±¶¶Ô»°¿ð£¬Òª¹Ø±Ô, Á¶¶Ô»°¿ð£¬ÑìÔñì°Ë¶¶ì±´°Á¥¡£²¼¼ûÐ£¶¶Ô°óÏÔÊ³¼¿Ê¶ÁÐÔÍ³¼Æì±£

## ÌáÊ³¼

► Òª´Óì°Óï´´ì±¶¶Ô»°¿ð·µ»Ø½ÎÄµµ£¬´° CTRL+TAB ×é¹¼¼û»ðµ¥»÷ÎÄµµ£¬Òª¼ìÐø¼ì²éÓï´´£¬´Óì°¹¤¼ßì±²Ëµ¥ÖÐÑìÔñì°Óï´´ì±ÃüÁî (ALT, O, G) »ðÔÚì°Óï´´ì±¶¶Ô»°¿ðÖÐÑìÔñì°Æð¶¶ì±´°Á¥¡£

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## Çè²ÎÔÃ

ÎÄµµÊóÐ£



## ΘΞΠÔ°óĬÔÊ¾¿ÉΠΆΘÔÍ¾¿Æ

ÔÚÔÏ·¾¿éÖ®°ó£¬Word ÄÜ¾¿ÆËä³óĬÄμμμÄ¿ÉΠΆΘÔÊý¾¿Ý£¬ÓÐ¹Øĭĭ,¾¿ÉÛ£¬²Ĭ¾¿û¾¿  
¿ÉΠΆΘÔÍ¾¿Æ¿±ΠÔ»°¿ò¿£

## ΘΞΠÔ°óĬÔÊ¾¿ÉΠΆΘÔÍ¾¿Æ

- 1 ´Ô¿°¹±¾¿ß¿±²Ëμ¥ÖÐ£¬Ñ¿Ôñ¿°Ñ¿ĭ¿±ÄüÁĭ (ALT, O, O) ¿£
- 2 ÔÚ¿·Àà±ð¿±Ñ¿ĭĭ¿òÄÚ£¬Ñ¿Ôñ¿°ÔÏ·¿±Àà±ðÑ¿ĭĭ¿£
- 3 Ñ¿Ôñ¿°ÔÏ·¾¿é°óĬÔÊ¾¿¿ÉΠΆΘÔÍ¾¿Æ¿±,´Ñ¿¿ò¿£
- 4 Ñ¿Ôñ¿°È·Π¿±°·À¥¿£

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ÇëĭÔÄ

ĬÄμμÉóÐ£



## ÔÚÍ-Òà´Ê¿äÖÐ²éÕÒµ¥´Ê

Í´¹ýÊ¹ÓÃ¿¹Í-Òà´Ê¿â¿±ÃüÁ¿¿ìÊÜ²éÕÒÑ¿¿µ¥´ÊµÁÍ-Òà´Ê£¬¿ÉÒÔÊ¹ÃüµÃÐ  
´×±ÃÜÊÝ¿ü¼Ó×¼Ê·¶øÉü¶¶¿¿¿

## ÔÚÍ-Òà´Ê¿äÖÐ²éÕÒµ¥´Ê

1 ÔÚÍÃµµÖÐÒà²²Æä²²éÕÒÍ-Òà´ÊµÃµ¥´ÊÃÔÊèÕÃ²²äÊèµä¿£

2 Ñ¿Ôñ¿ÃÁÐÃ³Ò»²Ü×±£º

▶ °´ SHIFT+F7 ×é¶¿¼ü¿£

▶ ´Ó¿¹²³¼¿¿±²Êµ¥ÖÐ£¬Ñ¿Ôñ¿¹Í-Òà´Ê¿â¿±ÃüÁ¿ (ALT, O, T) ¿£

Word ÔÚ¿¹º-Òà¿±¿òÕÐ¿²Ñ¿¶µ¥´ÊÁÐ³²Æä¿ÉÃÜµÃº-Òà¿£

Word ÔÚ¿¹¿æ»»¿²¿±¿òÕÐ²²äÊèÑ¿¶µ¥´Êº-ÒàÁÐ±¿ÖÐµÃµÜÒ»¿££¬²¿¿¿ÔÚ¿¹Í-Òà´Ê¿±

¿òÕÐ¿ÔÊ³¼ÓÁÓÚ¿æ»»¿²¿¹º-ÒàµÁÍ-Òà´Ê¼º´Ê×é¿£

×¿Ê¿£ºÊ¿¹ü Word Ã»ÓÐÕÒµ½Í-Òà´Ê£¬½»»²²¿¿Ö»Ð©ÓèÑ¿¶µ¥´ÊÆ´Ð´¿äÊÆµÃµ¥´ÊÀ´¿æ´øÑ¿¶µ¥´ÊµÃº-Òà¿£

3 ¶¶ÔÓÚµÜÒ»¿²ÔÔ¿µÃÆäÊüº-Òà²²ÍÍ-Òà´Ê£¬Ñ¿Ôñ¿ÃÁÐ²Ü×±£º

▶ Ò²²é¿¿¹¿æ»»¿²¿±¿òÕÐµ¥´ÊµÃÆäÊüº-Òà²²ÍÍ-Òà´Ê£¬Ñ¿Ôñ¿²²éÕÃ¿±º´Á¥¿£

▶ Ò²²é¹ÓÁ¿±»ÁÐ³²µÃµ¥´Ê£¬ÔÚ¿¹¿æ»»¿²¿±¿òÕÐ¼üÊè¿µ¥´Ê£¬Ê»ºÑ¿Ôñ¿²²éÕÃ¿±º´Á¥¿£

▶ Ò²²é¹ÓÁ¿¹º-Òà¿±¿òÕÐµÃµ¥´Ê£¬´Ó¿¹º-Òà¿±¿òÕÐ½»»²²¿¿ÆäÑ¿¶µ¥´Ê£¬Ê»ºÑ¿Ôñ¿²²éÕÃ¿±º´Á¥¿£

▶ Ò²²é¹ÓÁ¿¹Í-Òà´Ê¿±¿òÕÐµÃµ¥´Ê£¬´Ó¿¹Í-Òà´Ê¿±¿òÕÐ½»»²²¿¿ÆäÑ¿¶µ¥´Ê£¬Ê»ºÑ¿Ôñ¿²²éÕÃ¿±º´Á¥¿£

4 Ñ¿Ôñ¿ÃÁÐÃ³Ò»²Ü×±£º

▶ Ò²²é¿¿¹¿æ»»¿²¿±¿òÕÐµÃµ¥´Ê»²²é×é¿æ»»¿²µµÖÐµÃÑ¿¶µ¥´Ê£¬Ñ¿Ôñ¿¹¿æ»»¿±º´Á¥¿£

▶ Ò²²é¿±Ö¿¹Í-Òà´Ê¿â¿±¶¶Öº¿ò¶¶²²Ð¿¿¿¿òÕÐµÃÑ¿¶µ¥´Ê£¬Ñ¿Ôñ¿Ê¿¿¿±º´Á¥¿£

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## Çè²ÔÄ

### ¿ÃµµÊóÐ£

¶Ôµ¥'Ê×Ô¶¶ï×Ö

[illegible]

ÔÚÔ»ÐÐµÄÄ©Î²¶Ôµ≠´Ê¶¶×Ö£¬¿ÉÔÔ¼ÐÉÚ±ß½ç  
 ´ÏÄ±¼µÄ²Î²»Ææ£¬ÄÊÄÏÄµµµÄÎ¼Û¿ÔÔÁ½¶¶ÔÆèµÄÎÄ±¼ÖÐ£¬´Ï¼¼¼ÐÉÚµ≠  
 ´Ê¼äµÄ¼ä¼ä£¬¶¶×ÖÖÜ»Ê¹Ä¿Ô»ÐÐ¶¼±»ÎÄµÏ£

¶Ôµ¥'Ê×Ô¶¶ï×Ö

1 Ñ¡¶Ò»ö»òÒ»xéïëÒª¶ïxÖµÄµ¥'Ê¡£

Èç¹ûÄúÃ»ÓÐÑ¡¶¶ÎÄ±³¼£¬Word ½«´Ó²ªÈèµã¿Ê¼¼²èÕûõîÄµµ¡£

2 'Ó¡°¹¼ß¡±²Ëµ¥ÖÐ£¬Ñ¡Ôñ¡°¶¡×Ö¡±ÃüÂ¡ (ALT, O, H) ¡£

3 Ñ¡ÔñĭÂÁĐ²Ù×÷£º

► ÔÚĵˆŋĭ×ÔÇøĵ±ĹôÔĐ£¬¼ûĒëÔ»„ôÔŷġĂĹÔġĲ  
ĒÇˆÔÔÔˆ±Ĳ½ÇŋĭĂ±¼ĐĐĂ©Ĳô®¼ăġĂ¼ăĒëˆôÔÚŋĭ×ÔÇøÔġ£¬Word  
½«ĒÔĭ¼ŋĭÔĭĂÔ»ĐĐġĂġÔÔ»„ôġŷˆĒŋĭ×ÔĲ£Ô²³¼ĒÇÇĒĲ¬ŋĭ×ÔÇøÔĭ½ĐĲ£¬±Ĳ½Çŋĭ¼Ô½ÔûĒë£¬Word  
²ăĒëġĂ¬×ÔˆÔ²Ôĭ½ŋĭăĲ

×ϕÊÍ£°Èç¹ûÄúÖ»ÌëŦÒÒ»„öμ¥’ÊŦŦ×Ö£¬Ôò²»ĐèÒ<sup>a1</sup>¼üÈëŦŦ×ÖÇøÁ¿Öμ¿£

► ÔÚŦŦÔÎÄµµŦŦî×ÖÊ±£-ÒªîëŦŦÔËùÓÐ´óÐ´×ÖÄµ¥´ÊÒ²ÄÜŦŦî×Ö£-ÑîÔñî°È«´óÐ´µ¥´Ê¿ÉŦŦî±,Ñî¿òì£

► Ó<sup>á</sup>Ó<sup>ú</sup>²áÈÈç<sup>°</sup>Ē·ĒĪĀĬÓ»Ā·×·Ö·úĤ·ŊĬŎĥĭ<sup>°</sup>Ē·ĒĪĭ±·ŊĬĭðĭĤ  
Èç<sup>°</sup>ú²»ŊĬŎĥĭ<sup>°</sup>Ē·ĒĪĭ±ŊĪĭĤ·ĒĒ<sup>1</sup> Word 𐌺𐌳𐌰𐌺𐌰»±ä<sup>-2</sup>¾⁄₄Ē·ĒĪĭðĭē<sup>°</sup>ĒĪĭ×·ÖĤ·ĭðμ<sup>1</sup>₂ĪĀĀæμĀ<sup>21</sup>₂Öē 6ĭĤ

4 Ñ¡Ôñ¡°È·¶¡±°'Å¥¡£

5 Èç1ûÄüÑi¶ÁÊ°Ê·Êi±,Ñi¿ò£¬Word ½«İÔÊ³4Ã¿Ò»,öÒª±»¶i×ÖµÄµ¥Êi£

► ÒªïëÔÚ·Ç½"Òéµã¶ï×Ö£¬Ê¹ÓÃ

► »

► Ä', Ä±ä¶ï×Öµã;£

► ¶ÔÃ¿Ò»,öÒª¶¶¿µÄµ¥'Ê£¬Ñ¿Ôñ¿ÁÁÐÄ³Ò»²Ù×÷£º

$$^2\dot{U}x\div \quad \quad \quad \tilde{N}_i\hat{O}\tilde{n}$$
$$^2\mathfrak{a}\mathring{\mathfrak{E}}\mathfrak{e}\mathring{\mathfrak{A}}\neg\times\mathring{\mathfrak{O}}\cdot\mathfrak{u} \qquad \mathfrak{j}^{\circ}\mathring{\mathfrak{E}}\mathfrak{Ç}|\pm$$
 $\text{\AA}^0\gamma_3\tilde{A}\mu\neq'E \quad i^\circ.\tilde{n}_i\pm$ 
$$\text{Í£Ö¹¶ï×Ö} \quad \text{¡°È¡ü¡±}$$

6  $\mu \pm$  Word  $\frac{1}{4}i^2\epsilon\mu\frac{1}{2}\hat{I}\ddot{A}\mu\mu\frac{1}{2}\hat{a}\hat{I}^2\hat{I}\hat{E}\pm\pounds-\tilde{N}_j\hat{O}\hat{n}\hat{I}\hat{A}\hat{A}\hat{D}\hat{A}^3\hat{O}\rangle\hat{U}\times\div\pounds^0$

► Òª´ÓîÄµµ¿ªÊ¼´¼ìÐø¶ï×Ö£¬ÑìÔñì°ÊÇ¡±°´À¥¡£

▶ ÒªÍ£Ö¹¶×Ö£¬Ñ¡Ôñ¡°È¡û¡±°Å¥¡£

×ϕÊÍ°Èç¹ûÔÚ¶ï×Öïê³ÉÖ®Ç°½«ÆäÈĭû£¬Äú½«ÔÚÈ«Õæ²éç´Ä£Ê½ÖÐç´µ½,ÃÎµµĭ£

là 3/4

► Èç'ùµÈµ½ÊÉÐ'íé±±ç±à¼°ÃĬÄµµ°ðĦµ«Ò°ÔÚ×ıÖÖ³⁄⁴ðĦÈç'ı.ÖÖ³Ö®Ç°  
£©ÔÚĦı×Ö£-ÄüÖ«ÐèĦÔĬÄµµ¹⁄²ðÐÖÖ«±éĦı×Ö'ĬĬ£

Çe²îÔÄ

ÎÄµµÉóÐ£

## ÔÚÎÄµµÖÐÖðÒ»É³⁄³ý¿ÉÑ¡Á¬×Ö·û

Èç¹ûÄúÔÚÊ¹ÓÃ¡°¶¶×Ö¡±ÄüÁ°ó±à¼Äµµ£¬ÎÄ±³⁄⁴¿ÉÄÜ»á°ü¬²»ÔÚÐÄ©ÏÖÊ³⁄⁴µÄÄ¬×Ö·û¡£³⁄⁴¹ÛÔÚ  
‘ðÖ¡ÎÄµµÊ±Ä»ÓÐ³ðÏÖÆäÊüµÄÄ¬×Ö·û£¬µ«ÊÇÄú»á·çÏÖÖáÐ©²»ÔÚÐÄ©µÄÄ¬×Ö·û»á  
‘ðÄÖÆÄÄ»ÏÖÊ³⁄⁴£¬Òð¶¶ð¶¹⁄²«ÆäÊ³⁄³ý¿ÉÄÜ¿ÉÒÖÑ¡ÖñÊ³⁄³ýÄÄÖ»,ð¿ÉÑ¡Á¬×Ö·û£¬»ð¹⁄²«ÊüÓÐ¿ÉÑ¡Á  
¬×Ö·ûÖ»¹Ê³⁄³ýµð¿£

## ÔÚÎÄµµÖÐÖðÒ»É³⁄³ý¿ÉÑ¡Á¬×Ö·û

- ¹Ö¡°±à¼¡±²Ëµ¥ÖÐ£¬Ñ¡Öñ¡°¡æ»»¡±ÄüÁ° (ALT, E, E) ¡£
- ÔÚ¡°²éÖÖÄÜÊÝ¡±¿ðÖÐ£¬¼üÊé°ó,úÖ»,ðÁ¬×Ö·ûµÄÎ×Ö·û (^-) ¡£
- ÔÚ¡°¡æ»»¡°¡±¿ðÖÐ£¬ÊéÖÄ²äÊéµä¡£
- Èç¹ûÓÐ±ØÖ°Ê³⁄³ý¡°¡æ»»¡°¡±¿ðÖÐµÄÄÜÊÝ£¬¬¹°Çä³ý¡±°´Á¥¡£
- Ò°ÖðÒ»²éÖÖÄÜ»ÁÖ»Á¬×Ö·û£¬Ñ¡Öñ²éÖÖÏÄÖ»,ð¡±°´Á¥¡£
- Ò°Ê³⁄³ý¿ÉÑ¡Á¬×Ö·û£¬Ñ¡Öñ¡°¡æ»»¡±°´Á¥¡£
- Öð,²¹⁄²Öé 4 °¡ 5£¬Ò±µ¹⁄²Ê³⁄³ýµðÊüÓÐÏÖÊ³⁄⁴µÄ¿ÉÑ¡Á¬×Ö·û¡£
- Ñ¡Öñ¹°¹Ø±Ö¡±°´Á¥¡£

## ÔÚÎÄµµÖÐÒ»¹Ê³⁄³ýÊüÓÐ¿ÉÑ¡Á¬×Ö·û

- ¹Ö¡°±à¼¡±²Ëµ¥ÖÐ£¬Ñ¡Öñ¡°¡æ»»¡±ÄüÁ° (ALT, E, E) ¡£
  - ÔÚ¡°²éÖÖÄÜÊÝ¡±¿ðÖÐ£¬¼üÊé°ó,úÖ»,ðÁ¬×Ö·ûµÄÎ×Ö·û (^-) ¡£
  - Ò°Ê³⁄³ý¡°¡æ»»¡°¡±¿ðÖÐµÄÄÜÊÝ£¬¬¹° DEL ¡±¼ü¡£
  - Ò°Ò»¹²éÖÖÖñ¡æ»»ÊüÓÐµÄ¿ÉÑ¡Á¬×Ö·û£¬Ñ¡Öñ°È«²¿¡æ»»¡±°´Á¥¡£
  - Ñ¡Öñ¹°¹Ø±Ö¡±°´Á¥¡£
- ×çÊÍ£°Äú»¹¿ÉÒÖ¿ðÖÆ¿ÉÑ¡Á¬×Ö·ûµÄÏÖÊ³⁄⁴¡£²¶¼ü¿ðÖÆ¶¶ÎÄä±é¼Ç¼°ÆäÊü·Ç  
‘ðÖ¡¬×Ö·ûµÄÏÖÊ³⁄⁴¹⁄²Ê¹⁄²¡£

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## Çë¶ÖÄ

## ÎÄµµÉðÐ£

## ΘΕΤΗΟΑΕäËüÓïÖÖμÄÎÄ±¼

Ές'úÄüĭë½« Word ΘΕΤΗΟ'±¼ßÓÄÓÚÆäËüÓïÖÖ£¬ζΈΤΗÔÎÄ±¼½øÐ×Ö·ü,ñÊ½±äÄÄ£¬ÔÔ±ä Word ÄÜ¹»ΈΤ±ð³ðÄ³,ð²»Í¬μÄÓïÖÖ£¬²ϕΤΗΟÆä½øÐÆ'Ð'°ÍÓï'·¼i²éιϕΤΗΟμ¥'ΈΤ×ÖÔÔ¼°²éÔÄÍ¬Ôä'ΈζäÖÐμÄμ¥'Έ;ΤΗÔÎÄ±¼Ëü×ðμÄÓïÑÖ,ñÊ½±äÄÄ,Ä±äÄΈ ORDTEXT£¬DOLLARTEXT£¬°ÍDATETEXTÓð£¬Έ¹μÄΈ³Ðð°Ä£¬»ð±Ôμ¥Í»°ÍΈÖÆÚÄÜ¹»ÔÔΈΈ°ĭ,ÄÓïÖÖ μÄÐÎΈ½'ðÖι³ðÄ'ι£

## ΘΕΤΗΟΑΕäËüÓïÖÖμÄÎÄ±¼

- 1 ÑιΤΗ'ÔÖÆäËüÓïÖÖΈέÐ'μÄÎÄ±¼ι£
- 2 'Óι°,ñÊ½ζ±²Ëμ¥ÖÐ£¬ÑιÔñι°ÓïÑÔι±ÄüÄî (ALT, T, L) ι£
- 3 ÔÚι°½ζ«ÑιΤΗ'ÎÄ×ÖΈÓĭ±ÑιĭζðÄÜ£¬ÑιÔñðèð°Έ¹ÓÄΘΤΗÔ¹±¼ßμÄÓïÖÖι£
- 4 Òª,Ä±ä»üÓÚ¹²ÓÄÄ£  
°äNORMAL.DOTμÄΈ«²ζÎÄμμÖÐð°ÐΤΗÔμÄÄ¬ΈĭÓïÖÖ£¬ÑιÔñι°ΈèÖÄĭªÄ¬ΈĭÖμι±°'Ä¥ι£
- 5 ÑιÔñι°Έ·ΤΗ'ι±°'Ä¥ι£  
ÔÚÎÄμμΈð½ĭΈ±£¬Word ¼i²éÎÄμμÖÐμÄÄζÒ»öμ¥'Έ£¬²ϕ×ÔΤΗ'ÎªÄζÒ»öμ¥'ΈÇÐ»»μ½Ö,ΤΗ'μÄÓïÖÖι£Ές'úÄ»ÓÐ°²×°°ĭΈΈμÄ'Έμä£¬ÔÚζÉÄÜμÄÇέζðĭÄ£¬Word ½«ÓÄĭà½üμÄ'Έμä'üĭæι£

## İäÊ¼

- ÄüζÉÔÔÑιÔñΤΗÔÎÄμμÖÐμÄÄ³Ò»²ζ·Ö²»×ðÐΤΗÔι£²ĭ¼üΤΗÔÎÄμμÖÐÄ³Ò»²ζ·Ö²»×ðÐΤΗÔι£

## ÇëʹÎÄ

## ÎÄμμΈðÐ£



ÓÃÑûÊ½½øÐÐ,ñÊ½±àÅÅ

ÄÊö

“½”

“½”ÑûÊ½

“½”ÖÖÅ°Ö»ÑûÊ½Îª»ù×¼μÄÑûÊ½×é

Ó|ÓÃ

Ê¹ÓÃÑûÊ½

Í¹ý¿½Ý¹¼ûÊ¹ÓÃÑûÊ½

¿ªÊ¼ÐÂ¶ÎÊ±×Ô¶¼Ä±äÑûÊ½

Ê¹ÓÃ Word μÄ±ê×¼ÑûÊ½

ÐÞ\_Ä°ÍÊ¾³ý

Ä±äÑûÊ½μÄ,ñÊ½±àÅÅ

ÎªÑûÊ½ÖÖÃüÃü

Ê¾¾³ýÑûÊ½

„ÖÆ

ÔÚÎÄμμ°ÍÄ£°à¼ä„ÖÆÑûÊ½

‘òÓ<sub>l</sub>

‘òÓ<sub>l</sub>ÑûÊ½ËμÃ÷ÁÐ±Í

## ÓÃÑùÊ½½øĐĐ,ñÊ½±àÀÀ

[illegible]

ÑûÊ½Ò²ÄÜÊÝÒ×μØ½øÐÐÊè¼ÆμÄ¼¯ÖÐÐ,Ä;£ÐÐ,ÄÑûÊ½μÄÄÜÊÝ»äÖØÐÄ,ñÊ½»¯ÖûÐÐÍÄμμÐ  
¼ßÖÐ,ÄÖÖÑûÊ½μÄËÜÖÐ¶¶Ää;£ÄÝÊ££¬Äü£Íû½«ËÜÖÐÖÖ½»title±ÑûÊ½½øÐÐ,ñÊ½»¯μ¶¶ÍÄ¶¶¼ÖÐ  
Ö»,ð±ß¿ð£¬ÄüÖ»Ðè¼ðμμØÐÐ,Ä;°title±ÑûÊ½μÄ¶¶Öà£¬ÊÄËÜü²úúÖ»,ð±ß¿ð;£

Word ½«Èù''½µÄÑùÊ½ÖêĀµµò»Æð±Æ£-ÒòĪªÓÚĀµµ°ĪÆ£ªãÖ®¼ääÜ,  
 'ÖÆÑùÊ½£-ÈùÖÖÖ»×eÑùÊ½Ö»Ðē''½Ö»ĪĲ

Word ±³⁴Éí' øÓÐ±ê¹¼ÑùÈ½×é¿É×Ô¶¯×÷ÓÃÓÚÈç½Å×øºÄ¿Â¹¼μÈï¿Ä¿£

Çe²ÎÔÄ

$$\frac{1}{2} \ddot{A} \ddot{U} \frac{1}{2} \acute{e} \acute{E} \ddot{U}$$

## “½”ÑùÊ½

ÑùÊ½ÊÇÒ»×é±»ÃüÃüí‘æ

‘çµÄ,ñÊ½Ö,Áî£¬ÀüÓÃÑùÊ½ÄÜÒ»‘ÎÊ¹ÓÃÒ»×é,ñÊ½¶¶²»ÊÇÒ»»ð»ð,ðµØÊ¹ÓÃî£

¿ÊÄüÓÃ¼ßÓÐËüíúµÄ,ñÊ½µÄ¶¶×÷í‘Ñù±¼

“½”Ò»»ðÑùÊ½î£»ðÖß£¬ÒÃî°ÑùÊ½±ÄüÁîÒ»»ð»ð,ðµØÖ¶¶,ñÊ½À“½”Ò»»ðÑùÊ½î£

## ÓÃî°ÑùÊ½î±ÄüÁî“½”ÑùÊ½

1 Èðî£ÒÃÒ»»ðÑù±¼¶¶“½”Ò»»ðÑùÊ½£¬ÒðÑîÔñÒ»»ð¼ßÓÐËüíú,ñÊ½µÄ¶¶î£

2 ‘Óî°ñÊ½î±Äüµ¶ÖÐÑîÔñî°ÑùÊ½î±£¬ALT£¬T£¬Y£©î£

3 ÔÚî°ÑùÊ½Äüî±¿ðÖ£¬¼üËÑùÊ½µÄÄü³£î£

ÑùÊ½Äü¿ðÖÖÊÒ»»ðÖÖîµÄ‘Ê×é³££¬¿ü°ü¬‘ðî°¿ðî°×ÖÄ,µÄÊîÒæ×é³£î£

î°ÊµÄ÷î±¿ð±æ³£î°ÊµÄ÷£¬ÓÃÑù±¼£©î±£¬¬¿î°Ê³£ËüÑî¶¶î°ÄµÄ,ñÊ½î£ÊðÒ³í‘ýÑù±¼

“½”ÑùÊ½£¬ÒðÑîÔñî°Ê¶¶î±°Ä£¬¬ñÖð£¬¼üðî°ÄÄ²½Öèî£

4 ÑîÔñî°¶¶Òæî±°Ä£î£

5 ÔÚî°ðµÄ,ñÊ½î±ÄüÑî¶¶î°£¬ÑîÔñî°Ä¶Ö¶ÑùÊ½,ñÊ½î£

ÀýË££¬Èðî£¶¶ÑùÊ½Ö¶¶²»¬µÄ×Öî°¿ÊÑîÔñî°×Öüî±°Ä£î£

6 µ±î°ÊµÄ÷î±¿ðÖÖî°Ê³£ÄÊÑùÊ½ËüíúµÄËüÓÐ,ñÊ½Ê±£¬ÑîÔñî°í°Óî±°Ä£¬¬“½”,ÑùÊ½î£

×çÊî£°ÊÊ±£¬ÒÑ“½”°ÄµÄÑùÊ½Äü³£ÖÖÔÚî°ÑùÊ½Äüî±¿ðÖ£¬¼üí°Óî±°Ä£±æ³£î°ðµÄ,Äî±°Ä£î£

7 Èð”¼üð”½”ðÄµÄÑùÊ½£¬¿üÊÖÖ,²½Öè 3 íª 6î£

8 Èðî£³£“½”ÑùÊ½£¬ÑîÔñî°î°ÄÄ³Ò”²Ü×÷£°

► ÈðÒ³¹Ø±Ö¶¶“¿ð¶²»Ê¹ÓÃÑùÊ½£¬ÑîÔñî°¹Ø±Ö±Öî±°Ä£î£

► ÈðÒ³ÑÊî°“í”½”µÄÑùÊ½Óî°Äµ½î°ÄµµÖðµ±Ç°Ñî¶¶î°£¬ÒðÑîî°×÷ÓÃÓüî±°Ä£î£

¼ü³¼ÝÒÑÓðµÄ¶¶“½”ÑùÊ½î£

## ¼ü³¼ÝÒÑÓðµÄ¶¶“½”ÑùÊ½

- - 1 ÑîÔñ¼ßÓÐËüíúµÄÑùÊ½,ñÊ½µÄ¶¶î°Äî£
  - 2 µ¶»÷ÑùÊ½¿ð£¬¼üñÊ½Ä,Öð×î×ó±ßËý,¿ðÖðµÄµÜÒ»»ð¿ðî£
  - 3 ¼üËÑùÊ½µÄÄü³£î£
  - 4 íª“½”ÑùÊ½£¬ÒÜÑùÊ½¿ðî°µ¶»÷Êó±èî£

- - 1 ÑîÔñ¼ßÓÐËüíúÑùÊ½,ñÊ½µÄ¶¶î°Äî£
  - 2 °° CTRL + S ¼ü½ðË,ñÊ½Ä,ÊîµÄÑùÊ½¿ðî£  
×çÊî£°Èð,ñÊ½Ä,Ä»±»î°Ê³££¬Òð¶¶î°î°î°ÖÖÑùÊ½?î±³ðî°ÖÖ Word °°¿üµÄ×óî°½Çî£
  - 3 ¼üËÑùÊ½µÄÄü³£î£
  - 4 °° ENTER ¼ü“½”ÑùÊ½î£

## î°Ê³

► Èç¹üÃüÓüî°ÑùÊ½î±¶¶“¿ð”¿ðµÄî°

¿ü½Ý¼üî±ÖÖ¶¶î°ÊÒ»»ð×é³£¼ü£¬ÒðÄÜÓÃÄüÑîµÄ¿ü½Ý¼üÊ¹ÓÃÑùÊ½î£²¼üí‘ý¿ü½Ý¼üÊ¹ÓÃÑùÊ½î£



ÓÃÑùÊ½½øÐÐ,ñÊ½±àÀÀ

## “½”“ÖÄ³Ö»ÑùÊ½İª»ù×¼μÄÑùÊ½×é

Äú¿ÉÖÖ½«Èð,ÉÑùÊ½Ê½İª¹ØÁª£¬ÄÇÄ´μ±ÄúÐÐ,ÄÆä»ù×¼ÑùÊ½Ê±  
£¬ÖâÐ©¹ØÁªÑùÊ½Ö²Ö»Æð,Ä±ä¿£Ê×İÊ“½”»ù×¼ÑùÊ½£¬Ê»°óÖ,¶ÖÖ  
¹Êİª»ù×¼μÄÑùÊ½¿£ÄÝÊÇ£¬İ¹¹ýÐÐ,ÄÊùÖÐ±êİªÑùÊ½ÊùÖÄ³¼ÝμÄÄ³Ö»ÑùÊ½μÄ,ñÊ½£¬¼Í¿ÉÖÖ°ÑÊùÖ  
Ð±êİªμÄ×Öİª¹Ö Modern,Äİª Palatino¿

Word ½« Normal ÑùÊ½×÷İªÊùÖÐ“½”ÑùÊ½μÄ»ù×¼ÑùÊ½£¬¼·ÇÁİªÖ,¶¿İ¹³£  
¿Éİ¹¹ýÐÐ,Ä¿¹ÆÖİ¹±ÑùÊ½,Ä±äÖù,öİÄμμÄ,ñÊ½¿¿İ¹¼ù,Ä±äÑùÊ½μÄ,ñÊ½±äAA¿¿

## “½”»ù×¼ÑùÊ½

- 1 ÊäÊëÖ»\_ðÑù±³¶¶¿¿
- 2 Ê¹ÖÄÄÜİ£İúÖÉ»ù×¼ÑùÊ½¿ØÖÆμÄ×Öİª¹ÆäÊù,ñÊ½¿£  
×øİ£İÖ»Ê¹ÖÄÇÐ©ÖÜÑùÊ½×éμÄ¿¿Ö»\_ðÑùÊ½ÖÐ¶¶İªİª¹μÄ,ñÊ½¿£
- 3 μ×»÷\_ñÊ½Ä\_μÄÑùÊ½¿¿»ð° CTRL + S ¼ù¿£  
Èð,ñÊ½Ä,İ¹İÖÊ¼Ê±£¬° CTRL + S ¼ù£¬Öð¶¶İÖİ¹°İÖÖÑùÊ½£¿¿±³öİÖÜ Word “¿ÚμÄ×óİª½Ç¿£
- 4 ¼ùÊëÑùÊ½μÄÄ³Æ¿£
- 5 ÖÄÑù±³¶¶İªμÄ,ñÊ½“½”ÑùÊ½£¬° ENTER ¼ù¿£

## İªÊ¼

- İª±êÄ÷Ä³Ö»ÑùÊ½ÊÇ»ù×¼ÑùÊ½£¬¿ÉÖÖ½«ÐÇ°Ä¼ÖÊëÑùÊ½ÄúÖÐ¿ÆÇ£°\*Headings¿£

## “½”Ö»×é¹ØÁªÑùÊ½

- 1 ´Ö¿\_ñÊ½¿±²Êμ×ÖÐÑ¿Öñ¿¹ÑùÊ½¿±²“ALT£¬T£¬Y£©¿£
- 2 ÖÜ¿¹ÑùÊ½Äú¿¿¿ðÖÐ¼üÊëÖ»\_ðÐÄÑùÊ½μÄÄ³Æ£¬»ðÑ¿ÖñÖİ¹¼Öμ½×éÄ¿μÄÖÑÖÐμÄÑùÊ½¿£
- 3 Ñ¿Öñ¿¶¶Öâ¿±°Ä¶İÖÊ¼Ê«²¿¶Ö»°¿¿¿
- 4 ÖÜ¿¿»ù×¼ÑùÊ½¿¿¿ðÖ£¬¼üÊë»ðÑ¿Öñ»ù×¼ÑùÊ½μÄÄ³Æ¿£  
ÊÇ¹üÄú“½”Ö»\_ðÐÄμÄÑùÊ½£¬ÖðÖÜ¿¿ÐÐ,Ä,ñÊ½¿±İÄÑ¿Öñ°Ä×  
£¬İª,ÄÑùÊ½Ö,¶³ý»ù×¼ÑùÊ½Êù³¼ßÖÐμÄ,ñÊ½±äAAÖöİªμÄ,ñÊ½¿£
- 5 Ñ¿ÖñİÄÄÐÄ³Ö»²Ü×÷£°
  - ÊÇ¹ü“½”Ö»\_ðÐÄμÄÑùÊ½£¬ÖðÑ¿Öñ¿¿İ¹¼Ö¿±°Ä¶¿£
  - ÊÇ¹üÖÑÖÑÖÐμÄÑùÊ½İ¹¼Öμ½×éÖÐ£¬Ñ¿Öñ¿ÐÐ,Ä¿±°Ä¶¿£
- 6 ¶ÖÖÜÄ¿¿»\_ðÖİ¹¼Öμ½,Ä¿μÄÖÐμÄÑùÊ½£¬ÖØ,²½Öë 2 ¿ 5¿£
- 7 Ñ¿Öñ¿¹Ø±Ö¿±°Ä¶¹Ø±Ö¿¹ÑùÊ½¿±¶¶Ö»°¿¿¿

## İªÊ³¼

- ³ý Normal  
ÑùÊ½Ööİª£¬Ê¹ÖÄ»ù×¼ÑùÊ½Ö»İªÖÜÑùÊ½×éÖÐÐÐ,ÄÑùÊ½£¬¶¶»Ö±½ÖÖÜİÄμμÖÐ,ñÊ½»Öýİª¿İª  
ÊμÄ÷ÖâÖ»μäμÄÖÖÖâÖ£¬¿É¼ÜÊë»ÑùÊ½ \*Headings ×÷İª¿¿\_ð±êİªÑùÊ½μÄ»ù×¼£¬²øÖÑÖÄ \*  
Headings  
\_ñÊ½»ÄÊİÄμμÖÐ»Ð©¶¶İª£¬Ê»°ó¼ø¶¶İ¹¹ýÐÐ,ÄÑùÊ½μÄ½Ê½,Ä±äÄÇÐ©¶¶İªμÄ,ñÊ½¿£μ«μ±ÄúÐÐ,Ä  
\*Headings Ê±£¬Ä¿¿»\_ðÖÖ±êİªÑùÊ½,ñÊ½»¹ýμÄ¶¶İªÖ²±»,Ä±ä¿£

## Çë¿İÖÄ

ÖÄÑùÊ½½ØÐÐ,ñÊ½±äAA

## Ê'ÓÃÑùÊ½

Ò»µ©´½´ÁÊÑùÊ½£¬¼Í¿ÉÓÃ½°ÑùÊ½±ÃüÁî»ð,ñÊ½Ä,°ÑËüÓ!ÓÃÓÚÍÄµµÖÐµÄ¶ÍÄä£¬ÈðÏÊÊ'ÓÃ Word  
ÖÐµÄÄ°ÖÖ±ê×¼ÑùÊ½²Èç Herading 4 ¡²Í¼ûÊ'ÓÃ Word ÖÐµÄ±ê×¼ÑùÊ½½£

### ÓÃ½°ÑùÊ½±ÃüÁîÓ!ÓÃÑùÊ½

- 1 Ñ¡¶'Ò°Ó!ÓÃÑùÊ½µÄÖ»,ð»ð¶à,ð¶ÍÄä½£
- 2 ´Ó½,ñÊ½½±²Èµ¥ÖÐÑ¡Ôñ½°ÑùÊ½½±£"ALT£¬T£¬Y£©½£
- 3 ÔÚ½°ÑùÊ½Äü±¿ðÖÐÑ¡ÔñÒ°Ê'ÓÃµÄÑùÊ½½£
- 4 Ñ¡Ôñ½°×÷ÓÃÓÚ½°´Ä½£

### Í'ý,ñÊ½Ä,Ê'ÓÃÑùÊ½

- 1 Èð,ñÊ½Ä,Í'ÏÖ³£¬´Ó½²ê¿½±²Èµ¥ÖÐÑ¡Ôñ½,ñÊ½Ä,½±£"ALT£¬V£¬B£©½£
- 2 Ñ¡¶'Ò°Ê'ÓÃÑùÊ½µÄÖ»,ð»ð¶à,ð¶ÍÄä½£  
×øÊÍ£°Èç¹ü°ÑÑùÊ½×÷ÓÃÓÚÖ»,ð¶ÍÄä£¬¿É½«²äÈëµä·ÄÔÚ¶ÍÄäÖÐÈÌÖ»Í»ÖÃ½£
- 3 Ò°·ÓÑùÊ½¿ð,ñÊ½Ä,×í×ó±ßÈý,ð¿ðÖÐµÄµÚÖ»,ðÀ'Ñ¡ÔñËüÐèÑùÊ½£¬Ñ¡ÔñÍÄÄÐ³Ö»²Ü×÷£°  
► ÓÃÈó±êÑ¡ÔñÑùÊ½±£¬µ¥»ÑùÊ½¿ðÀÔµÄÍðÍÄ¼ýÍ£¬È»°óµ¥»ÑùÊ½Äü½£  
► ÓÃ¹Ø¼ü×ÖÑ¡ÔñÑùÊ½±£¬° CTRL+S ¼üÔÆµ½ÑùÊ½¿ðÖÐ£¬°  
► »ðÑ¡ÔñÖ»,ðÑùÊ½£¬È»°ó°° ENTER ¼ü½£

### ÌáÊ³¼

- Äü¿É¶Ô³£Ê'ÓÃµÄÑùÊ½³°ÓèÖ»,ð¿½Ý¼ü£¬ÕäÑùÊ'ÓÃÆðÀ  
´¼Í»á,ü¼ð½Ý½±ä½²Í¼Í'ý¿½Ý¼üÊ'ÓÃÑùÊ½½£

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### Çè'íÖÃ

ÓÃÑùÊ½½øÐÐ,ñÊ½±äÄÄ

## Í"ýçì½Ý¼üÊ'ÓÃÑùÊ½

çìÊùÊ'ÓÃÒ»¸³£ÖÃÑùÊ½µÄ½"ÊÇ¸¸ÃÑùÊ½ÉèÖÃçì½Ý¼üç

### ÎªÑùÊ½ÉèÖÃçì½Ý¼ü

- 1 'Óì¸¸ñÊ½ì±²Ëµ¥ÖÐÑìÔñì°ÑùÊ½ì±£"ALT£¬T£¬Y£©ì£
- 2 ÔÚì°ÑùÊ½Äüì±çòÖÐ£¬ÑìÔñÒ»¸¸Êèçì½Ý¼üµÃÑùÊ½Äüç
- 3 ÑìÔñì°¶"Òàì±°'À¶ïÖÊ¼ÖûÐ¶¶Ö"°çòç
- 4 ÔÚì°çì½Ý¼üì±İÄ£¬Êè¶"Ö»¸¼ü»ò×éï¼üç  
×çÊÍ£°ÈÇ¹üÊùÊè¶"µÄçì½Ý¼üÒÑ¼ÖÃ¸¸ÁÊÒ»¸ÑùÊ½çºê»òÃüÁÍ£¬Òòì°µ±Ç°  
ì±°óÃæµÃİÃ×ÖïÖÊ¼ÄËµ±Ç°µÃÊèÖÃÖµç
- 5 ÑìÔñì°Ðµ¸ì±°'À¶ç
- 6 Íê³Êì°ÑùÊ½ì±¶Ö"°çòÖÐµÃ¹±×÷°ó£¬ÑìÔñİÃÁÐÄ³Ò»²Ü×÷£°  
► Òª¹Ø±Ö¶¶Ö"°çòµ«²»Ê'ÓÃÑùÊ½£¬ÒòÑìÔñì°¹Ø±Öì±°'À¶ç  
► Òª°ÑÑùÊ½ÒìÖÃÓÚİµµÖÐÊùÑìµÃ¶İÃæ£¬ÒòÑìÔñì°×÷ÖÃÓÚì±°'À¶ç

## Í"ýçì½Ý¼üÊ'ÓÃÑùÊ½

- 1 ÑìÔñÒ»¸¸ÊèÊ'ÓÃÑùÊ½µÃ¶¶İÃäç
- 2 ÈòÃüÊè¶" CTRL °Í£¬»ò SHIFT ¼ü×÷İ²ç·Ö×éï¼ü£¬ÒòÒª°'×ç CTRL °Í£¬»ò SHIFT ¼üç
- 3 °İÃ×é°İ¼üÖÐÆäÊüµÃ¼üç

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### Çè²ÎÖÃ

ÓÃÑùÊ½½øÐÐ¸ñÊ½±àÄÄ

ÎªÃüÁÍ°èÊèÖÃçì½Ý¼ü

¿ªÊ¼ÐÂ¶¶ÎÊ±×Ô¶¶\_Ä±äÑùÊ½

ÔÚÔÔÄ³Ô»ÑùÊ½½,ñÊ½½»\_µÄ¶¶ÎÄä¹²²¿°·ÎÄ»Ø³µ¼üÊ±£¬Word Í³£  
°ÑÎäÍ¬µÄÑùÊ½½,³,øÐÂµÄ¶¶ÎÄä¹£¶øÄüÓÄ¼°·ÎÄÔ»ÑùÊ½½±ÑÎÎ£¬Äü¿ÉÔÔ°Ñ²»Í¬µÄÑùÊ½½,³,øÐÂµÄ¶¶ÎÄä¹£¶  
ÔÔÚÄÇÐ©Ô»ÔÔÑùÊ½½×ÜÊÇ,ú×ÄÄÍÔ»ÔÔÑùÊ½½µÄÇé¿ø£¬  
·ÊÑÎÎ³¼·Ç³£ÐÐÓÄ¼£ÄÿÊÇÔÿÎÄÑùÊ½½×ÜÊÇ,úÊæ×Ä±êÎÄÑùÊ½½£

ÔÚ¿ªÊ¼ÐÂ¶¶ÎÄäÊ±×Ô¶¶\_Ð\_ÄÑùÊ½

- 1 °Ó¼,ñÊ½½±²Êµ¥ÔÐ£¬ÑÎÔñ¼°ÑùÊ½½±£"ALT£¬T£¬Y£©¼£
- 2 ÍªÒªÈ¶¶°ó,üÑùÊ½½µÄ¶¶ÎÄäÑÎÔñÑùÊ½½£
- 3 ÑÎÔñ¼°¶¶Òä¼±°·Ä£¬¬ÍÔÊ³¼Ôü,ö¶¶Ô»°¿ò¼£
- 4 ÔÚ¼°·ÎÄÔ»ÑùÊ½½±¿òÐÐÑÎÔñ·ÎÄÔ»ÑùÊ½½£
- 5 ÑÎÔñ¼°Ð\_Ä¼±°·Ä¼£
- 6 Íê³£¼°ÑùÊ½½±¶¶Ô»°¿ò¿òÀÿµÄ¹¤×÷°ó£¬ÑÎÔñ·ÎÄÄÐÄ³Ô»²Ü×÷£°  
► °±Ô¶¶Ô»°¿ò×é²»Ê¹ÓÄÑÎ¶¶ÑùÊ½½£¬ÑÎÔñ¼°±Ô±°·Ä¼£  
► °ÑÑùÊ½½ÔÔÓÔÛÄµµÔÐµ±Ç°ÊüÑÎµÄ¶¶ÎÄä£¬ÔòÑÎÔñ¼°×÷ÓÄÓÔ¼±°·Ä¼£

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Çè¶¶ÔÄ

ÓÄÑùÊ½½½øÐÐ,ñÊ½½±äÄÄ

## Ê'ÓÃ Word µÄ±ê×¼ÑûÊ½

ÔÚÃúÔ'ÐÐÃ³Ð©²Ù×÷£¬ÊÇ'½"Ô»,ðË÷Òý»ð²àËëÔ»,ð½Ã×çË±£¬Word  
×Ô¶¯Ê'ÓÃ±ê×¼ÑûÊ½½øÐÐ,ñÊ½±àÃÀ;£Ãú¿ÉÔÔÓÃÐ,ÃÃú×Ô¼°  
½"µÄÑûÊ½µÄÃÀ½"Ð,Ã±ê×¼ÑûÊ½;£

### Ê'ÓÃ±ê×¼ÑûÊ½

- 1 Ñ¡¶'ÒªÊ'ÓÃÑûÊ½±àÃÀµÄÔ»,ð»ðà,ð¶ÃÀ;£
- 2 'Ô¼,ñÊ½±²Ëµ¥ÐÑ¡Ôñ¡°ÑûÊ½±£"ALT£¬T£¬Y£©;£
- 3 µ¥»÷ÌðÃ¼ý'»ð°▶ÌÔÊ¼ÑûÊ½ÃúÁÐ±;£
- 4 ÒªÌÔÊ¼ËùÓÐµÄ±ê×¼ÑûÊ½£¬° CTRL+Y ¼ü;£
- 5 Ñ¡¶'ËùÒªµÄÑûÊ½;£
- 6 Ñ¡Ôñ¡°×÷ÓÃÓÚ±°'À;£

### Ð,Ã±ê×¼ÑûÊ½

- 1 'Ô¼,ñÊ½±²Ëµ¥ÐÑ¡Ôñ¡°ÑûÊ½±£"ALT£¬T£¬Y£©;£
  - 2 µ¥»÷ÌðÃ¼ý'»ð°▶ÌÔÊ¼ÑûÊ½ÃúÁÐ±;£
  - 3 ÒªÌÔÊ¼ËùÓÐµÄ±ê×¼ÑûÊ½£¬° CTRL+Y ¼ü;£
  - 4 Ñ¡¶'ËùÒªµÄÑûÊ½;£
  - 5 Ñ¡Ôñ¡°¶'Òª±°'À;£
  - 6 ÔÚ¡°Ð,Ã,ñÊ½±Ñ¡¶Ã£¬Ñ¡ÔñÃÔ¼°'À¶¶ÔÑûÊ½Ë¶'ÐÀ,ñÊ½;£
  - 7 Ñ¡Ôñ¡°Ð,Ã±°'À;£
  - 8 µ±³ðÌÑÑ'ÌËÇ¬ñÒª,Ã±àÑûÊ½½øÐÐµÄÌðË±£¬Ñ¡Ôñ¡°Ç;±°'À;£
  - 9 Ñ¡Ôñ¡°Ð±Ô;±°'À;£
- Ãú¿ÉÓÃ,ñÊ½Ã,Ð,Ã±ê×¼ÑûÊ½£¬Æà½"ÓëÐ,ÃÆàËùÑûÊ½Ëë«Ò»Ñû£²¼ü,Ã±àÑûÊ½µÄ,ñÊ½±à  
ÃÀ;£

## Çë¶ÔÃ

ÓÃÑûÊ½½øÐÐ,ñÊ½±àÃÀ

## „Ä±äÑùÊ½µÄ, ñÊ½±àÄÄ

µ±Ä³Ò»ÑùÊ½±»Ð, Ä°ó£¬Word Á¼¼´, üÐÄÎÄµµÖÐµÄËùÓÐÓÄ, ÄÑùÊ½×÷, ñÊ½±àÄÄµÄ¶¶ÎÄä½£

## ÓÄ, ñÊ½½±ÄüÄÐ, ÄÑùÊ½

1 ´Ó, ñÊ½½±²Ëµ¥ÖÐÑ, Òñ, ñÊ½½±£¬ALT£¬T£¬Y£©£

2 ÔÚ, ñÊ½½±Äü½±òÖÐ£¬Ñ, ÒñÖÐ, ÄµÄÑùÊ½Äü£

3 Ñ, Òñ, ¶Òà±´°Ä¥£

4 ÔÚ, Ð, Ä, ñÊ½½±Ñ, ¶Î£¬Ñ, ÒñÀÓ, ´Ä£¬Éè¶ÑùÊ½µÄÄ, ñÊ½½±£

Äý£££¬Ñ, Òñ, °×Ö, ð, ±´°Ä££¶ÑùÊ½µÄ²»Í×Öìà½£

5 µ±, ñÊ½µÄ±½òÖÖ¼ÄËËùÒ»ÑùÊ½µÄ«²¿, ñÊ½½±£¬Ñ, Òñ, Ð, Ä, ±´°ÄÐ, ÄÑùÊ½½±£

6 µ±ÑùÊ½´´½´ì±£¬Ñ, ÒñÎÄÄÐÄ³Ò»²×£°

► ´Ø±Ö¶Ö»²¿òµ«²»Ó, ÓÄ, ÄÑùÊ½£¬ÒòÑ, Òñ, °Ø±Ö, ±´°Ä¥£

► Ò»ÑÐ, Ä°óµÄÑùÊ½Ó, ÓÄÓÚÎÄµµÖÐµ±Ç, Ñ, ¶¶ÎÄä£¬ÒòÑ, Òñ, °×÷ÓÄÓÚ, ±´°Ä¥£

## ÓÄ, ñÊ½Ä, Ð, ÄÑùÊ½

► 1 Èç´ù, ñÊ½Ä, ¶ÎÖÖ¼£¬ÒÚ, °é¿´, ±²Ëµ¥ÖÐÑ, Òñ, ñÊ½Ä, ±£¬ALT£¬V£¬B£©£

2 Ñ, ¶¶Ö», öÖÖÖÐ, ÄµÄÑùÊ½, ñÊ½»µÄ¶¶ÎÄä½£

3 ´°ÄüµÄÖÇó¶Ö, Ä¶¶ÎÄä×÷, ñÊ½±àÄÄ½£

4 ½«²àÈèµÄÈÖÖÖ¼-

¹ýÖÐÄ, ñÊ½»µÄ¶¶ÎÄäÖÐ£¬µ¥÷ÑùÊ½¿ò, ñÊ½Ä, ÖÐµÄý, ö¿òÖÐµÄµÚÖ», ö¿ò½£

5 µ¥÷ÎÄµµ´¿Ú£

6 µ± Word ÎÖÖ¼Ñ¶È££¬ÑèÖÖÐ¶¶ÒàÑùÊ½µÄüí£££¬Ñ, Òñ, °Ç, ±´°Ä¥£

## Çè¶ÖÄ

### ÓÄÑùÊ½½±ÐÐ, ñÊ½±àÄÄ

„Ä±äÄ¬ÈÎµÄ Normal ÑùÊ½ÖÐµÄ, ñÊ½±àÄÄ

## Î°ÑùÊ½ÖØÃüÃû

Äú¿ÉÒÖ,øÑùÊ½ÖØÃüÃûÊ¹ÆäÃû×Ö,üÈÝÒ×¼ÇÒä£¬»ð±íÖ³ðÓëÆäËüÑùÊ½µÄ¹ØÁ³£  
×çÊÍ£²»ÄÜ¶¶Ö Word ÖÐµÄ±ê×¼ÑùÊ½ÖØÃüÃû£¬Ò²²»ÄÜÊ¹ÓÃÒÑ¾¼æÔÚµÄÑùÊ½ÃüÖØÃüÃû£

## øÑùÊ½ÖØÃüÃû

- 1 ´Ó¡°,ñÊ½±²Ëµ¥ÖÐÑ¡Ôñ¡°ÑùÊ½±£¬ALT£¬T£¬Y£©¡£
- 2 ¼üÈë»ðÑ¡ÔñÒªÖØÃüÃûµÄÑùÊ½Ãû£
- 3 Ñ¡Ôñ¡°¶¬Òà¡±´À¥¡£
- 4 Ñ¡Ôñ¡°ÖØÃüÃû¡±´À¥¡£
- 5 ¼üÈëÒ»»ðÄµÄÑùÊ½Ãû£
- 6 Ñ¡Ôñ¡°Ë¶¡±´À¥¡£
- 7 Ñ¡ÔñÍÁÁÐÄ³Ò»²Ü×÷£°
  - Òª¹Ø±Ö¶¶Ö»¿ò×é¶¶²»Ó!ÓÃÑùÊ½£¬ÒðÑ¡Ôñ¡°¹Ø±Ö¡±´À¥¡£
  - Òª°ÑÖØÃüÃûµÄÑùÊ½Ó!ÓÃÓÚÃµµÖÐµ±Ç°Ñ¡¶µÄ¶ÍÁä£¬ÒðÑ¡Ôñ¡°×÷ÓÃÓÚ¡±´À¥¡£

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## Çë¶ÔÃ

ÓÃÑùÊ½½øÐÐ,ñÊ½±äÁÁ



## É³⁄₄ýÑùÊ¹⁄₂

Äú¿ ÉÒÔÉ³⁄₄ý²»ÔÙÊ¹ÓÃμÃÑùÊ¹⁄₂j£ÔÚÉ³⁄₄ýÒ»„ðÑùÊ¹⁄₂Ê±  
£¬ÍÃμμÖÐËùÒÐÒÔ„ÃÑùÊ¹⁄₂×÷„ñÊ¹⁄₂±àÃÃμÃ¶¶Ãä„ñÊ¹⁄₂±»×ª»»³É Normal ÑùÊ¹⁄₂j£

×çÊÍ£°Äú²»ÄÜÉ³⁄₄ý Word ÖÐμÃ±ê×¹⁄₄ÑùÊ¹⁄₂j£

## É³⁄₄ýÑùÊ¹⁄₂

1 ´Ój°„ñÊ¹⁄₂j±²Ëμ¥ÖÐÑjÔñj°ÑùÊ¹⁄₂j±£¬ALT£¬T£¬Y£©j£

2 ¼üËë»ðÑjÔñÒªÉ³⁄₄ýμÃÑùÊ¹⁄₂Ãùj£

3 ÑjÔñj°¶¶Òàj±°´Ã¥j£

4 ÑjÔñj°É³⁄₄ýj±°´Ã¥j£

Word ÌÔÊ³⁄₄ËÃÄùÈ·ÈÌÑùÊ¹⁄₂É³⁄₄ýμÃÌùÏçj£

5 ÑjÔñj°ÊÇj±°´Ã¥£¬É³⁄₄ýÑùÊ¹⁄₂j£

6 ÑjÔñj°¹Ø±Ïj±°´Ã¥j£

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## ÇëʹÎÄ

ÓÃÑùÊ¹⁄₂¹⁄₂øÐÐ„ñÊ¹⁄₂±àÃÃ

ÔÚÎÄµµ°ÍÄ£°å¼ä¸'ÖÆÑùÊ½

Èç'ùÄüÖÿ'±×÷÷µÄÎÄµµÐ£È'ÓÄÄÌÒ)ÎÄµµ»ðÄ£'àÖÐµÄÑùÈ'½£¬Äü²»±ØØÐÄ'½'Öä,ðÑùÈ'½'ª¿ÈÖÖ  
 ´ÖÖµÖÐ,ÄÑùÈ'½µÄÎÄµµ»ðÄ£'àÖÐ'çÑùÈ'½'£Word

$$l^{1/4} \dot{O} \dot{A} \dot{N} \dot{u} \dot{E}^{1/2} \dot{\phi} \dot{D} \dot{P}_3 \dot{A} \dot{O} \dot{N} \dot{O} \dot{D} \dot{u} \dot{A} \dot{N} \dot{u} \dot{E}^{1/2} \dot{\chi} \dot{A} \dot{u} \dot{O}^2 \dot{A} \dot{U}^{\circ} \dot{N} \gg \dot{\eta} \dot{\Gamma} \dot{A} \dot{\mu} \dot{\mu} \dot{A} \dot{N} \dot{u} \dot{E}^{1/2} \dot{\dot{I}}^2 \dot{\phi} \dot{\mu}^{1/2} \dot{A} \dot{I} \dot{O} \dot{O} \dot{A} \dot{\mu} \dot{\mu} \gg \dot{o} \dot{A} \dot{E}^{\circ} \dot{a} \dot{O} \dot{D} \dot{\chi} \dot{E}$$

×çÊÍ£°Word ÔÚ°İ²çÊ±£¬´ÓĬμμ»òÄ£°ăÖĐ,´ÖÆËùÓĐÑùÊ½£¬Äú²»ÄÜÑĭÔñ°İ²çμÄÑùÊ½ĭ£

$$^{\circ}\tilde{N}\tilde{N}\hat{u}E^{1/2}, \text{'}\ddot{O}\ddot{A}\mu^{1/2}\rangle\hat{I}\hat{I}\hat{I}\hat{A}\mu\mu\ddot{O}\ddot{D}$$

- 1 'Ó<sub>i</sub>°,ñĒ<sub>1/2</sub>±²Ēμ≠ÖĐÑĭÔñĭ°ÑũĒ<sub>1/2</sub>±²"ALT£-T£-Y£©ĭ£  
2 ÑĭÔñĭ°Ų°Òàĭ±°'Á¥£-İÖĒ%ÖũĐĐŲŲŲ°°Ķòĭ£  
3 ÑĭÔñĭ°İ²çĭ±°'Á¥ĭ£  
4 ÑĭÔñİĀĀĐĀ³Ò»²Ù×±£°  
▶ Òª'Ó°ŲŲİĀμμμĀĀ£°ăÖĐİ²çÑũĒ<sub>1/2</sub>£-ÔĐÑĭÔñĭ°Ô'Ā£°ăĭ±°'Á¥ĭ£  
▶ Òª'Ó£ăĒĒũİĀμμ»ăĀ£°ăÖĐİ²çÑũĒ<sub>1/2</sub>£-Ē×İĒÖŲİĀ<sub>1/4</sub>ĀĀũĶòĐÑĭŲŲİĀμμ»ăĀ£°ă£-Ē»°ôÑĭÔñĭ°Ô  
'Ā£°ăĭ±°'Á¥ĭ£  
Ēç¹ũ³öİŲŲİĒĒĒ°ñÓĀİ-ĀũÑũĒ<sub>1/2</sub>læ»»ÔÖĐÑũĒ<sub>1/2</sub>μĀİũİç£-ÑĭÔñĭ°ĒÇĭ±°'Á¥,ũĐĀÑũĒ<sub>1/2</sub>£  
5 Ôª<sub>1/4</sub>İñĒ Word Ēũİ<sub>1/4</sub>ÔμĀĐĀÑũĒ<sub>1/2</sub>£İÖôμ≠»+İöİĀ<sub>1/4</sub>Ųİ·»ò▶£-İÖĒ%ÑũĒ<sub>1/2</sub>ĀũĀĐ±İĭ£  
6 ÑĭÔñĭ°İ±Öĭ±°'Á¥£-¹±Öĭ°ÑũĒ<sub>1/2</sub>ĭ±ŲŲŲ°°Ķòĭ£

°Ñ»îŒŒÄµµµÄÑùÊ<sup>1/2</sup>°î<sup>2</sup>çµ<sup>1/2</sup>ÁíÒ»ŒÄµµ»òÄ£°äÖÐ

$\frac{3}{4} \text{ÍÔÚ}_j \cdot \tilde{\text{N}}\hat{\text{ù}}\hat{\text{É}}_{1/2} \pm \Gamma \hat{\text{O}}^\circ \rangle_\zeta \partial \ddot{\text{O}}\text{Ð}\text{£} - \tilde{\text{A}}\acute{\text{ú}} \pm \tilde{\text{ã}}_\zeta \dot{\text{É}}\ddot{\text{O}}\ddot{\text{O}}\ddot{\text{Á}}\mu \pm \text{Ç}^\circ \gg \hat{\Gamma} \bar{\Gamma} \ddot{\text{Ä}}\mu\mu\mu \ddot{\text{Ã}}\hat{\text{ù}}\hat{\text{É}}_{1/2}, \ddot{\text{ü}}\text{Ð}\hat{\text{Â}}\text{Ð}\Gamma \hat{\text{a}}\hat{\text{I}}\ddot{\text{Ä}}\mu\mu^0 \hat{\text{I}}\ddot{\text{Å}}^\circ \hat{\text{a}}\mu \ddot{\text{Ã}}\hat{\text{ù}}\hat{\text{É}}_{1/2}; \text{£}$

- [illegible]

Çe²îÔÄ

ÓÃÑùÊ<sup>1/2</sup>1/2øÐÐ. ñÊ<sup>1/2</sup>±àÅÅ

‘òÓᵢÑùÊ½ĚμÃ÷ÁĐ±í

Îª·½±ã²éÔǼ¬ǺúŁÉÒÔ½«ÎǺμμÖĐμǺÑùÊ½ĚμÃ÷‘òÓᵢ³òǺ´ᵢǼ

‘òÓᵢÑùÊ½ĚμÃ÷ÁĐ±í

1 ÇĐ»»μ½ÓμÓĐÒª‘òÓᵢÑùÊ½ĚμÃ÷μǺÎǺμμᵢǼ

2 ‘Óᵢ°ÎǺ¼ᵖᵢ±²Ěμ¥ÖĐÑᵢÔñᵢ°‘òÓᵢᵢ±(ALT, F, P).

3 ÔÚᵢ°‘òÓᵢᵢ±ŁòÖĐÑᵢÔñᵢ°ÑùÊ½ᵢᵢᵢǼ

4 ÑᵢÔñᵢ°Ě·Ŧ´ᵢ±°‘Ǻ¥ᵢǼ

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Çě²îÔǺ

ÓǺÑùÊ½½½øĐĐ\_ñÊ½±àǺǺ

‘òÓᵢÎǺμμ¼°ÆǺǺà'ØĐǺİç

ı°±ıı±²Ėμ¥

ÓÐ¹Øİēİ̇, ÐĀİ̇ç£-ÇëÑı̇ÔñÃüÁı̇Ãüı̇£

²ăĖë±ı̇

²ăĖëμ¥Ôª,ñ

É³⁄₄³ýμ¥Ôª,ñ

²ăĖëÐÐ

É³⁄₄³ýÐÐ

²ăĖëĀ,

É³⁄₄³ýĀ,

°ı̇²çμ¥Ôª,ñ

²ð·Öμ¥Ôª,ñ

½«ĬĀ±³⁄₄×ª»»Ĭª±ı̇

½«±ı̇×ª»»ĬªĬĀ±³⁄₄

Ñı̇ı̇ı̇ÐÐ

Ñı̇ı̇ı̇Ā,

Ñı̇ı̇ı̇±ı̇

ÐÐ,ß

Ā,ı̇ı̇ı̇

²ð·Ö±ı̇

İ̇ø,ñİ̇ß

ı°²ăĖë±ı±ÃüÁîĖı°±ıı±²Ėμ¥£©

Ê¹ÓÃ´ĖÃüÁî²ăĖë´øÓĐÖ,Ŧ´ĐĐÊý°ÍÀ,ÊýμÃ±ı£

¿ì½Ý·½Ê½

ı°¹¤¼ßÀ,ı±£°▶

ŦÔ»°¿òÑıİİ

À,Êý

ÉèŦ´³õÊ¼À,Êýı£

ĐĐÊý

ÉèŦ´³õÊ¼ĐĐÊýı£

À,¿ı

ÉèŦ´³õÊ¼À,¿ı£Ä¬ĖİÖμİªı°×ÔŦı±£¬ŦâÊ± Word ½«×óÒ³±ß½¿μ½ÓÒÒ³±ß½¿μÄİÄ±¾¿ıŦĖ°  
´À,ÊýμĖ·Öı£

ÇěŕÔĂ

±Í

ᵢ°²ᵃÈḙμ×Ôᵃ,ñᵢ±ÃüÁî£¨ᵢ°±íᵢ±²Ēμ×£©

μ±ÃúμÃ²ᵃÈḙμᵗ½ḙ´ÍÓÚ Ò»ᵗḙ»ḙÒ»×ḙμ×Ôᵃ,ñÖÐĒ±£¬  
´ĒÃüÁî½«³ḙÍÖÖÚ²Ēμ×ĒÍᵢ£Ēḙ¹üÃúÑᵢÖñÖ»ÖüÐÐ»ḙÒ»ÖüÃ,£¬ÃüÁî½«±ᵗᵢ°²ᵃÈḙÐᵢ±»ḙᵢ°²ᵃÈḙÃ,ᵢ±ᵢ£

Word °  
´Ñᵢ¶¶ĦμÃĒýÃḙ½ḙÐÐ²ᵃÈḙᵃÃýĒḙ£¬Ēḙḙ¹üÃúÖÚÁ½ÐÐÖÐÑᵢĒᵢμ×Ôᵃ,ñ£¬Ē»°óÑᵢÖñᵢ°²ᵃÈḙÖü,ḙÐᵢ±ÑᵢĦ°  
´Ã×£¬Word ½«²ᵃÈḙÃ½,ḙ±ĦÐᵢ£

¶Ö»°ḙḙÑᵢĦ

μ×Ôᵃ,ñÓÒÒÆ

ÖÚÑᵢ¶¶μ×Ôᵃ,ñ×ó±³²ᵃÈḙÐÃμ×Ôᵃ,ñᵢ£

μ×Ôᵃ,ñĦÃÒÆ

ÖÚÑᵢ¶¶μ×Ôᵃ,ñĒÍ·½²ᵃÈḙÐÃμ×Ôᵃ,ñᵢ£

²ᵃÈḙÒ»ÖüÐÐ

ÖÚ°ü°¬Ñᵢ¶¶μ×Ôᵃ,ñμÃÐÐĒÍ·½²ᵃÈḙÒ»ÖüÐᵢ£

²ᵃÈḙÒ»ÖüÃ,

ÖÚ°ü°¬Ñᵢ¶¶μ×Ôᵃ,ñμÃÃ,×ó²ḙ²ᵃÈḙÒ»ÖüÃ,ᵢ£

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ḙḙ²ÍÖÃ

±Í

ᵢ°É³⁄₄ýμ×Ôª,ñᵢ±ÃüÁî£¨ᵢ°±íᵢ±²Ēμ¥£©

μ±ÄúμÄ²âĒëμã½ð´ÍÓÚÒ»„ð»ðÒ»×éμ×Ôª,ñÖĐĒ±£¬  
´ĒÄüÁî½«³ðĬÖÖÚ²Ēëμ×ĒíĵĒĒç¹üÄüÑĵÖñÖ»ÖüĐĐ»ðÒ»ÖüÄ,£¬ÄüÁî½«±ăĬªᵢ°É³⁄₄ýĐĐᵢ±»ðᵢ°É³⁄₄ýÄ,ᵢ±ĵ£

Word  
½«ÖÖÑĵĴĴĴμÄĒýÄ¿½ĐĐÉ³⁄₄ýᵢªÄýĒç£¬ĒĒç¹üÄüÖÚÁ½ĐĐÖĐÑĵĒëᵢμ×Ôª,ñ£¬ĒĒ»°óÑĵÖñᵢ°É³⁄₄ýÖ»ÖüĐĐᵢ  
±ÑĵĴĴª´Ä¥£¬Word ½«É³⁄₄ýÄ½,ð±íĐĐᵢ£

ŦÖ»°¿òÑĵĴĴ

μ×Ôª,ñ×óÒÆ

É³⁄₄ýĒüÑĵμ×Ôª,ñ£¬²ç½«ÓăĬªμÄμ×Ôª,ñ×óÒÆᵢ£

μ×Ôª,ñĒĬÒÆ

É³⁄₄ýĒüÑĵμ×Ôª,ñ£¬²ç½«ÆăĬªμÄμ×Ôª,ñĒĬÒÆᵢ£

É³⁄₄ýÖ»ÖüĐĐ

É³⁄₄ý°ü°¬ĒüÑĵμ×Ôª,ñμÄĒüÓĐĐĐ£¬²ç½«ÓăĬªμÄĐĐĒĬÒÆᵢ£

É³⁄₄ýÖ»ÖüÄ,

É³⁄₄ý°ü°¬ĒüÑĵμ×Ôª,ñμÄĒüÓĐÄ,²ç½«ÓăĬªμÄÄ,×óÒÆᵢ£

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Çë²ĬÖĬ

±Ĭ

ı°²ăĖĕĐĐı±ĂüÁî£¨ı°±íı±²Ėμ¥£©

μ±ĂúŃı¶¨¨Ò»„ð»ð¶à„ðĐĐĖ±£¬‘ĖĂüÁî½«³ðĬÖÔÚ²Ėμ¥Éıı£Ė¹ÓĂ  
‘ĖĂüÁîĸÉÔÚĖùŃıĐĐÉĬ·½ĬªĂĸÖ»„ðĖùŃıĐĐ²ăĖĕÖ»„ðĐÂĐĐı£

ÇěŕÎŎĂo

±í



ı°É¾³ýÐÐı±ÃüÁî£¨ı°±íı±²Ëμ¥£©

μ±ÃüÑı¶¶¨Ò»„ö»ò¶¶à„öÐÐÊ±£¬‘ËÃüÁî½«³öİÖÔÚ²Ëμ¥Éıı£Ê¹ÓÃ‘ËÃüÁî½«É¾¾³ýËùÓÐÑı¶¶¨ÐÐı£

ÇěŕîÔĂ

±í

ı°²ăĖĕĂ,ı±ĂüÁîĖı°±ıı±²Ėμ¥£©

μ±ĂúŃıŋı°Ö»ö»öŋăöĂĖ±£ı°ĖĂüÁı½«³öİÖÖÚ²Ėμ¥Éİı£Ė¹ÓĂ  
‘ĖĂüÁîÖÚĖüŃıĂ,μĂ×ó²ĴªĂĴÖ»öŃıŋı°Ă,²ăĖĕÖ»öĐĂĂ,ı£

ÇěŋÔĂ

±ı

ı°É¾³ýÀı±ÃüÁî£ı°±ıı±²Ėμ¥£©

μ±ÄúŇı¶ı°Ö»„ö»ö¶à„öÀ„Ė±£¬‘ĖÃüÁı½«³öİÖÖÚ²Ėμ¥Éİı£Ė¹ÓÃ‘ĖÃüÁı½«É¾³ýĖùÓĐŇı¶ı°À„ı£

ÇěŕİÖǺ

±ı

ı°ı²çμ¥Ôª,ñı±ÃüÁî£¨ı°±ıı±²Ëμ¥£©

Ê¹ÓÃ´ËÃüÁî×é°ıËùÑıμ¥Ôª,ñμÃÃÚÈÝı£´ËÃüÁîÖ»ÔÚÑı¶´Á½,ðÒÔÉıμÃμ¥Ôª,ñÊ±²ÃÓÐÐ§ı£

Çěʹîôǻ

±ı

ı°²ð·Öµ¥Ôª,ñı±ÃüÁî£¨ı°±ı±²Ëµ¥£©

‘ËÃüÁı¿É²ð·ÖİÇ°ı²çµÃµ¥Ôª,ñı£‘ËÃüÁı½ðÔÚ²âËëµăÉèÖÃÓÚÒ»»,ð°ı²çµ¥Ôª,ñÖĐÊ±²AÓĐĐ§ı£

ÇěŕîÔǺ

±ı

ı°½«İÄ±³⁄₄×ª»»İª±İı±ÃüÁî£¨ı°±İı±²Ëμ¥£©

Ê¹ÓÃ´ËÃüÁî½«ËùÑİİÄ±³⁄₄×ª»»İª±İ£¬ËÇ¹üÑİİİÄ±³⁄₄ÖĐμÄ,ñÊ¹⁄₂²»¹»ÇăÎú£¬Word  
Ö»İÖÊ³⁄₄ı°½«İÄ±³⁄₄×ª»»İª±İı±İÖ»°¿òİ£

İÖ»°¿òÑİİİ

òÔ...Ö,ôİÄ±³⁄₄

´ËÃüÁî½«°´ÖÖÃüÖ,İμÄ·Ö,ô·ü£¬İ¨¹ý½«İÄ±³⁄₄·Ö³ÉÀ,£¬°ÑËùÑİİİÄ±³⁄₄×ª»»³Ë±İı£  
İİÄ±±êÖ³⁄₄Éú³ÉÖ»ÖÄÃ¿,öμ¥Öª,ñμ¥Öª,ñ°ü°¬Ö»,öİİÄμÄμ¥Ä,±İı£  
ÖÆ±İ·ü°ÑÓÃÖÆ±İ·ü½¨ÁçμÄÀ,×ª»»İª±İı£  
İ°°Ä½¨ÁçÖ»,ö±İ£¬¬Word °ÑÓÃİ°°Ä·Ö¿ªμÄÃ¿Ö»İİÄÚÈÝ²ªËëμ½Éú³É±İμÄμ¥Öª,ñÖĐİ£

Çë²îÖÃ

±İ

ı°½«±ı×ª»»İªİÄ±³¼ı±ÃüÁî£ı°±ıı±²Ëμ¥£©

Ê¹ÓÃ  
‘ËÃüÁî½«Ŋıŋı±ı»òíêÖûμÄ±ıĐĐ×ª»»İªİÄ±³¼ı£²¢Ê¹ÓÃÃúÖ,ŋıμÄ·Ö,ð·ûÇø·Ö,÷ĐĐμÄμ¥Öª,ŋÃÚÉÝı£μ±Ãú  
Ŋıŋı·Öû,ð±ıı»òíêÖûμÄ±ıĐĐÊ±£¬‘ËÃüÁî²ÁÓĐĐŞı£

ŋÖ»°òŊıİİ

ÓÃ...Ö,ðİÄ±³¼

ŊıÖŋÓÃÀ·Ö,ðŊıŋıμ¥Öª,ŋÃÚÉÝμÄ×Ö·ûı£  
ŋİÄ±±êÖ³¼½«Ã¿,ðμ¥Öª,ŋ·Ö³ÉÖ»ŋİı£  
ÖÆ±ı·ûÓÃÖÆ±ı·ûÖÚÃ¿Ö»ĐĐÖĐ·Ö,ðμ¥Öª,ŋı£Ã¿ĐĐİªÖ»,ðŋİı£  
ŋ°°ÁÓÃŋ°°ÁÓÚÃ¿Ö»ĐĐÖĐ·Ö,ðμ¥Öª,ŋı£Ã¿ĐĐİªÖ»ŋİı£

Çë²İÖÃ

±ı

ı°ÑıŦ'ĐĐı±ÃüÁî£"ı°±ıı±²Ëμ¥£©

Ê¹ÓÃ´ËÃüÁîÑıŦ"ü°¬²ăËëμăμĂŒû,öĐĐı£

ÇěŕîÔĂ

±ı



ı°ÑıŦ`À\_ı±ÃüÁî£¨ı°±ıı±²Ëμ¥£©  
Ê¹ÓÃ´ËÃüÁîÑıŦ¨°¬²ăËëμăμĂŬú,öÀ\_ı£

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ÇěŕÎŎĂ

±ı

ı°ÑıŦı±ıı±ÃüÁî£ı°±ıı±²Ėμ¥£©

Ê¹ÓÃ´ĖÃüÁîÑıŦı°ü°¬²ăĖĕμăμĂŎû,ö±ıı£

¿ı¹½Ÿ·¹²Ê¹½

¼ü£° ALT + 5£~5 ÔÚÊý×ŎĐı¹¼üÀİÉİ£©ı£  
×¢ÊÍ£°NumLock ±ØĐĕ¹Ø±Ŏı£

Çĕ²îÔÃ

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ı°ĐĐ,βı±ÃüÁî£ı°±ıı±²Ėμ¥£©

ÊıÓÁ´ĖĖüÁîμ÷ŎüĖüŊıĐĐμĂ,βŋĖı°,ğĖ½±àĀĀı£

ŋŎ»°¿òŊıŋ

×óĖĖ½ø

ÉèŋŋıŋŋĐĐμĂ×óŎ³±β½ç°ı×óŎ³±βŎ®¼ăμĂ³¼àÀèı£

ĐĐ,β

×Ŏŋŋ	°´ĐĐŎĐ×ı,βμ¥Ŏª,ğμ÷Ŏüı£
×ıĐı	ŎĖĐıĂúÉèŋŋŎ»ı,ö×ıĐıĐĐ,βı£
Ŏ,ŋŋ	ŎĖĐıĂúÉèŋŋŎ»ı,öııŋŋĐĐ,βı£

ÉèŎĀŎμ

Êçı'üĂüŊıŎğĀĖı°×ıĐııı±°ıı°Ŏ,ŋŋı±Ŋıŋıŋı°´Ā¥£¬Çè¼üĖĖ»òŊıŎğ,βŋĖı£Ăú¿ÉŎŎŊıÓĀ²»ı¬μĂŋĖĀ¿μ¥ı»ı£

ŋŎĀĖë½Ė½

¿ŎŎŎĀμμŎ³±β½çŋŎĀĖëŊıŋŋĐĐı£

×óŋŋŎĀĖë	Ŏú×óŎ³±β½çŋŎĀĖëı£
¾ŎŎĐ	Ŏú×óŎŎŎ³±β½çŎ®¼ăı£
ŎŎŋŋŎĀĖë	ŎúŎŎŎ³±β½çŋŋŎĀĖëı£

ı°Ç°Ŏ»ĐĐı±

ŊıŋŋŋÇ°Ŏ»ĐĐı£

ı°ĀĀŎ»ĐĐı±

ŊıŋŋĀĀŎ»ĐĐı£

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Çë¿ŎĀ

±ı

ı°À,ıı±ÃüÁî£¨ı°±ıı±²Ëμ¥£©  
Ê´ÓÃ´ÊÃüÁîÔÚËüÑıÀ,ÖĐμ÷ÔüÀ,ıı°ıÀ,¼ă¼àı£

¶Ô»°ıòÑıî

À,ıı  
Éè¶Ñı¶À,μĂıı¶Ëı£

À,¼à  
Éè¶Ñı¶À,ÖĐÎĂ±¼Ö®¼ăμĂ¼àÀëı£

Ç°Ô»À,  
Ñı¶Ç°Ô»À,ı£

İÂÔ»À,  
Ñı¶İÂÔ»À,ı£

ÇěŕÎŎĂ  
±ı

ı°²ð·Ö±í±ÃüÁî£¨ı°±í±²Ëμ¥£©

Ê¹ÓÃ´ËÃüÁî½«Ò»„ö±í·Ö³ÉÁ½„ö¶ÀÁçμÃ±í£´ËÃüÁîÓÚ°ü°¬²âËëμãμÃÐÐÉİ·½²âËëÒ»„ö¶İÂä±êÖ¼ı£

¿ı½Ÿ·½Ê½

¼ü£° CTRL + SHIFT + ENTER

Çë¶İÔÃ

±İ

ı°ıø,ñİßı±ÄüÁî£¨ı°±ı±²Ëμ¥£©

Ê¹ÓÃ´ËÄüÁñÖÊ³¼»òİûÒþ±ıμÄıø,ñİßı£

×øÊı£°ıø,ñİß²»ÄÜ´òÓıı£ÖªÖÚÀ,°ıÐÐÖ®¼ä´òÓııø,ñİß£¬Óı,ø±ıı¼¼Ó±ß¿òı£

ÇëʹİÖÄ

±ı

±ß¿ò°ıμ×ııÆ

±í

ÄÊö

“½”±í

“½”±í

ÓÂÎÄ±¼Éú³É±í

½“Áç±íÒÔÊµÏÖµç×Ó±í\_ñÀàÐÍµÄ¼ÆËä

±à¼±í

ÔÚ±íÖÐÌí¼Óµ¥Ôª\_ñ

ÔÚ±íÖÐÌí¼ÓÐÐ

ÔÚ±íÖÐÌí¼ÓÀ

Ä±ä±íÖÐÐÐ¶ÔÆë·½Ê½

±íÖÐµÄÐÐËø½ø

ÔÚ±íÖÐËëÖÃÐÐ\_ß

²ø·Ö±í

ÔÚ±íÖÐÒÆ¶¼ÐÐ°ÍÀ

Ä±ä±íµÄÄ¼ä³ä

ÔÚ±íÖÐÐÐ\_Äµ¥Ôª\_ñ»ðÀ\_¿í

ÔÚÄ½\_öÔÔÉÍµÄÄ\_ÖÐ×é°í²ø·Öµ¥Ôª\_ñ

½«±í×ª»³ÉÏýÎÄÎÄ±¼

ÔÚ±íÖÐÉ³¼ýµ¥Ôª\_ñ¡çÐÐ°ÍÀ

¶Ô±í²Ü×÷

ÏÔÊ³¼±íµÄÐé¿ø

ÔÚ±íÖÐÑ¡¶¼Ä×Ö»ðí¼ÐÎ

¶Ô±íµÄ²Ü×÷°íÒÆ¶¼

±í

ÓÃWord±í°ÑŎýÍÄ°ÍÊý×Ö×éÖ¯³ÉÀ,Ò±ÈÓÃÖÆ±í·ûÉèÖÃÄ,·½±ǎµÃŋà£¬Ò»ö±í¿ÉÒÔÊŋ°ÊÇÓÉÐÐ°ÍÄ,×  
é³ÉµÄÈð,Ê·½¿ð£¬Ã¿,ð·½¿ð³ÆÍªµ¥Öª,ŋ¿£Äú¿ÉÒÔÏðÆäÖÐÍªǎÍÄ×Ö°Í¼ÐÎ£¬Ò»ÓÐÒ»Ñû²»ÄÜÏÈè£¬¼  
´ÁÍÖ»ö±í¿£

,÷µ¥Öª,ŋÄÜµÄŎýÍÄ»á×Ôŋ¯»Ø³¼£¬Òð  
´Ê¿ÉÒÔÇáÊÊÍ¼Ó»ðÊ³¼ýŎýÍÄŋø²»»á°ÑÀ,ÄªÄÒ£¬¿ÉÒÔÓÃŋÖ×Ö·û¿ŋÍÄǎ½ÐÐ,ŋÊ½»¯µÄÍ¬Ñû·½Ê  
½ŋÖµ¥Öª,ŋÄÜÊÝ×ð,ŋÊ½»¯´ÍÄ£¬ÊÇ¹ûÑ¿ŎŋÁÊŋà,ðµ¥Öª,ŋ×¼±,,ŋÊ½»¯£¬ÒðÖäÖÖ  
´ÍÄí»á×÷ÓÃÓÚËùÓÐÑ¿ŋµ¥Öª,ŋ¿£

±íÒ²Êŋŋ°ŋŋµÄŋÍÄǎ×éÖ¯±ǎµÄ,ûÊÝÖ×¿£Äú»¹¿ÉÒÔÓÚÒ³ÃæÊÍ¬Ê±  
±àÃÄÍÄ×Ö°Í¼ÐÎ£¬ÒÊÐÍŋÖÐÐ°ÍÄ,ÖØÐÄ½øÐÐ²Ã£¬Ä±ǎÄ,¿£¬Òð¼ÓÐÐ¼ǎ³¼àµÈµÈ¿£

ÊÇ¹ûÏÈÊÄŎýÍÄ²»³ðÍÖÖÚ±íÖÐ£¬¿ÉÒÔ½«Öü,ö±í»ðÑ¿ŋµÄÐ×ª»³ÊŋÍÄǎÐÎÊ½£¬»ðÖß½«Ã¿Ö»Ðŋ¼×  
ª»³ÊÖ»ðŋ¿£¬ŋŋÍÖÐ°ü°¬ÁÊÃ¿Ö»ÐÐÖÐÓÃÖÆ±í·û»ðŋ°Ã·Ö¿ªµÄ,÷µ¥Öª,ŋÄÜÊÝ¿£

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Çè²ÍÖÄ

¼ÄÜ½éËÜ



ÓÃWord±¡ ¯ñ°ÑOy!Ä¼°Ëý×Ö×eÖ¯³ÉÄ£-òª±ÈÖÁÖÆ±í·ûÀ  
½²´ÁÇÄ\_ËÝÒ×µÄ¶¡à¡ìlo!ÄµµÖÐ²ªÈeÖ»», öÐÂ±íÊ±  
£¬±íöÐÈüÖÐµ¥ÖÁ ¯ñ¶¼³öÈ¼») -³Eüº²ªÈëµµ¶¶¶¡Ää, ¯ñÈ½¡£

1 ÔÚÔ<sup>a2</sup>ǎĚë±İµÄµØ·½ĚëÖǎ<sup>a</sup>ǎĚëµǎĵĚ  
2 ´Óĵ°±İĵ±²Ěµ¥ÖĐÑĵÔñĵ°ǎĚë±İĵ±(ALT£¬A£¬İ)ĵĚ  
3 ÑĵÔñİǎǎĐǎ<sup>3</sup>Ö»²Û×÷£°  
    ÔÚĵ°ǎĚĚĵĵ±ĵòÖĐ£¬¼üĚë»òÑĵÔñĚüòǎµǎǎĚĚĵĵĚ  
    ÔÚĵ°ĐĐĚĚĵĵ±ĵòÖĐ£¬¼üĚë»òÑĵÔñĚüòǎµǎĐĐĚĚĵĵĚ  
    ÔÚĵ°ǎĚĵİĵ±ĵòÖĐ£¬¼üĚë»òÑĵÔñĚüòǎµǎǎĚĚĵĵĚ  
4 ÑĵÔñĵ°Ě·¶ĵĵ±´ǎ¥ĵĚ  
WordÔÚİǎİµµÖĐ<sup>2</sup>ǎĚëÖ»ĵÖ±İ£¬²ǎĚëµǎÔÚ×¼±,¹©ǎüĵ<sup>aĚ</sup>¼ĚǎĚëµǎİµÚÖ»ĵöµ¥Ö<sup>a</sup>ñ  
ĵĚ¬²¼0¶Ö±İµǎ²Û×÷°İÖ£¶ĵĚ  
5 Ěĵ¹üĚİÖĚ<sup>3</sup>±İ.ñİß£¬ĵĚÔÚĵ°±İĵ±²Ěµ¥ÖĐÑĵÔñĵ°±İ.ñİßĵ±(ALT£¬A£¬G)ĵĚ

▶ 1 ÔÚÒªäËë±íµÄμØ·½ÉèÖÃ²àÈëμαᶯ  
2 ÔÙ¹π³¼ßÀ\_Ė́ĩμ¥»÷|°±í¡±°´Å¥¡£

WordİÔÊ¾¼ò»,öÍø,nĒ¹Ăú¿ÉòŌÑıôñĚùòªµÄ±łʼB˘ç¡£

Cancel						

3 ÔÚÍø,nĒİlll┐Ĕó±ēÖ₂ Öê£¬Ö±µ½³öİÖµÄ±ł-ü⁰İăÜòªÇóµÄĐÐĖýºÍÁĐĖÝÎªÖ¹¡£  
4 ĖĖ¿ªĕó±ē°´Å¥£¬²āĖë±íµᶯ

±í

## ÓÃÎÄ±¼Éú³É±í

Äú¿ÉÒÔÜÊÝÔ×μ½«¶ÎÄä×ª»»ÎªÒ»ð±í¿ÖÔÚÄ»ðÐÐÐ¼üÊèÎÄ×Ô°ð£¬ÊÇ¹üÎÄ×ÔÊÇÔÚÒ»ðWord±íÖÐ£¬¶ÎÖÊüμÄ»ñÊ½»¬í±à¼í³£Òª¼òμ×Ô»Ð©¿£

## ÓÃÎÄ±¼Éú³É±í

- ÔÚ×ª»»Ç°ÊÖ´ÓÎÄ±¼ÖÐÊ¼Ê×ÊüÒÐ·ÖÒ³·ü ¿£
- Ñ¿¶Î°ª×ª»»Îª±íμÄÎÄ×Ô¿£
- ´Óí°±í°²Êμ×ÖÐÑ¿Ôñ¿½«ÎÄ×Ô×ª»»Îª±í±(ALTE¬AE¬T)¿£  
×ÇÊÍ£°ÊÇ¹üÊüÑ¿ÔñμÄÎÄ×Ô½ðÓÊ¶°Ä¿ÇÖÆ±í·ü»ð¶ÎÄä±èÖ¼·Ö¿£¬Word½«Ö±½Ö½«Æä×ª»»Îª±í¿£
- ÊÇ¹üÊüÑ¿ÎÄ×ÔÖÐμÄ±í»ñÊ½²»¹»Çáíü£¬¿ÉÒÔÔÚ¿·ÖðÎÄ×Ô¿±ÎÄÑ¿ÔñÎÄμμÖÐÊüÊ¹ÓÃμÄ×Ô·üÀ´·ÖðÎÄ×Ô¿£

´Ó×ª»»ÎÄ±¼      Ñ¿Ôñ

¶ÎÄä      ¶ÎÄä±èÖ¼

ÓÃÖÆ±í·ü·ÖðμÄ¶ÎÄä ÖÆ±í·ü

ÓÃ¶°Ä·ÖðμÄ¶ÎÄä ¶°Ä

5 Ñ¿Ôñ¿·Ê¶¿±°·Ä×¿£

¿½¿·Ý·½Ê½

- 1      Ñ¿¶Î°ª×ª»»Îª±íμÄÎÄ×Ô¿£
- 2      ÔÚ¹²¼ÄÄÊÍ£¬μ×»÷¿±í±°·Ä×¿£

►      ×ÇÊÍ£°ÊÇ¹ü±íÖÐÊüÐèμÄÐÐÊý°ÍÄÊý²»¹»Çáíü£¬Word¿ÊÖÊ¼Ö»ðíø»ñ£¬¹©ÄüÑ¿Ôñ±íμÄ³ß¿¿£



ÔÚíø»ñÐÐ¶Î·Öó±èÖ»ÖèÖ±μ½ðíÖ£¬ÄüÊüÐèÒªμÄ±íμÄÐÐÊý°ÍÄÊý¿£ÊÍ·ÄÊó±è¼ü£¬½«ÊüÑ¿ÐÐÊý°ÍÄÊý²àÊè±í»ñ¿£

Çè²ÎÖÃ

±í

## ÔÚ±íÖÐìí¼Óμ×Ôª,ñ

ÔÚÎÄμμÖÐ²âÈèÖ»,ð±íÊ±£¬Äú¿Éíí¼Óμ×Ôª,ñÀ´¶ÖÆ±íμÄ´óÐì£¬Ê¹ÆäÓèÖýÎÄ±¼ÎàÈÈ°ìì£

## ÔÚ±íÖÐìí¼Óμ×Ôª,ñ

1

ÔÚ±íÖÐÒª²âÈèÐÄμ×Ôª,ñμÄμØ·½Ñì¶¶Ö»,ð»ðÖ»×éμ×Ôª,ñì£×çÒà£¬ÈùÑìμ×Ôª,ñËýÓìÓèÈùÒª²âÈèμ×Ôª,ñËýÖ»ÖÄì£

2 ÑìÔñÎÄÁÐÄ³Ö»²Ù×÷£°

► ÔÚ¹¼³¼ÎÄ,Éíμ×»÷ì±í±°´À×ì£

►

► ´Óì±íì²Èμ×ÖÐÑìÔñì²²âÈèμ×Ôª,ñì±(ALT£¬A£¬I)ì£

3 ÔÚìí¼ÓÐÄμ×Ôª,ñÊ±£¬ÑìÔñÖ»,ðÑìîÄ´ÖÐÄ²²À±íÖÐÒÑÓÐμÄμ×Ôª,ñì£

²âÈèÎ»ÖÄ

ÑìÔñ

ÔÚÈùÑìμ×Ôª,ñ×ó±Î²âÈèÐÄμ×Ôª,ñ ì°μ×Ôª,ñÓÒÒÆì±

ÔÚÈùÑìμ×Ôª,ñÉí·½²âÈèÐÄμ×Ôª,ñ ì°μ×Ôª,ñÎÄÒÆì±

²âÈèÖ»ÐÐ»ò¶àÐÐ ì²²âÈèÖ»ÖùÐÐì±

²âÈèÖ»À,»ò¶àÀ, ì²²âÈèÖ»ÖùÀ,ì±

4 ÑìÔñì²È·¶¶ì±°´À×ì£

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Çè²íÖÄ

±í



## ÔÚ±íÖÐìí¼ÓÀ,

μ±ÄúÔÚÎÄμμÖÐ²âÈë±íÊ±£¬¿ÉÒÔÍí¼ììí¼ÓÀ,À´¶ÖÆ±íμÄ´óÐ;£¬Ê¹ÆäÓëÖýÎÄÎÄ±³¼ìàÈÊ°í;£

## ÔÚ±íÖÐìí¼ÓÀ,

1 ÔÚ±íÖÐÒ²²âÈëÐÄÀ,μÄμØ·½Ñ;¶Ö»ö»öÒ»×éÀ,;£×¿ÒàÈùÑ;À,ÊýÓ;ÓëÈùÒ²²âÈëÀ,ÊýÒ»ÖÂ;£

2 ´Ó;°±í;±²Êμ¥ÖÐÑ;Ôñ;²²âÈëÀ,;±(ALT£¬A£¬I);£

WordÔÚÈùÑ;À,μÄ×ó²¿²âÈëÐÄÀ,;£

¿ì½Ý·½Ê½

- 1 ÔÚ±íÖÐÒ²²âÈëÐÄÀ,μÄμØ·½Ñ;¶Ö»ö»öÒ»×éÀ,;£
- 2 ÔÚ¹²³¼ÎÄ,Éíμ¥»÷;°±í;±²´Ä¥;£
- 

## ÔÚ±íμÄÓÒ²¿ìí¼ÓÐÄÀ,;£

1 ÔÚ±íμÄμÚÒ»ÐÐÄ©Î²Ö®ÍàÉëÖÃ²âÈëμä;£

2 ´Ó;°±í;±²Êμ¥ÖÐÑ;Ôñ;°Ñ;¶ÖÀ,;±(ALT£¬A£¬C);£

3 ´Ó;°±í;±²Êμ¥ÖÐÑ;Ôñ;²²âÈë;±(ALT£¬A£¬I);£

WordÔÚ±íμÄÓÒ²¿²âÈëÐÄÀ,;£

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Çë²îÔÃ

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„Ä±ä±íÖÐÐÐ¶ÔÆë·½Ê½

Í“ýÊ¹ËùÑ¡ÐÐ

‘Ó×óÖ³±ß½çËë½ø£¬»òÖß„Ä±äÐÐ¶ÔÆë·½Ê½£¬Äú¿ÉÒÖ¿ØÖÆ±íµÄË®Æ½Î»ÖÃ¡£¶¶ÔÆëíËë½øÐÐ²»»áÓ°í¶¶Ëë½ø°í±íµ¥Öª,ñÖÐµÄÎÄ×Ö¶¶ÔÆë·½Ê½¡£

„Ä±ä±íÖÐÐÐ¶ÔÆë·½Ê½

1 Ñ¡¶¶“Ö»,ö»ò¶à,öÒª„Ä±ä¶¶ÔÆë·½Ê½µÄÐ¡£

2 ‘Ó¡°±í±²Ëµ¥ÖÐÑ¡Öñ¡°ÐÐ,ß¡±(ALT£¬A£¬H)¡£

3 Ñ¡ÖñÎÄÁÐ²Ù×÷£°:

► ÔÚ¡°¶¶ÔÆë·½Ê½¡±ÎÄ£¬Ñ¡Öñ¡°×ö¶¶ÔÆë¡±¡£¼ÖÖÐ¡±»ò¡°ÖÖ¶¶ÔÆë¡±Ñ¡í“·À¥¡£

► ÍªËë½øÎªÁÚÐÐ£¬Ñ¡Öñ¡°Ç°Ö»ÐÐ¡±»ò¡°óÖ»ÐÐ¡±·À¥

£¬Ë»°ö¶¶ÔÖªÖÐÄ,ñÊ½»¬µÄ¿Ö»ÐÐ,‘Ê½²²Ù×÷¡£

4 Ñ¡Öñ¡°Ë¶¶¡±·À¥¡£

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Çë?ÔÄ

±í

±íÖÐμÄÐÐĖđ½ø

Äú¿ÉÒÔĖ¹ÓÃ±ê³ßŁ¬ÓÃĖđ½ø¶ĦμÄ·½Ė½Ä´Ėđ½øÐÐ¿Ł»¹¿ÉÒÔÓÃ¿ÐÐ,ß¿±ÄüÁîÖ,¶Ħ´Ò»„đĖđ½ø¿Ł

ÔÚ±íÖÐĖ¹ÓÃ±ê³ßĖđ½øÐÐ

- 1 ĦĦÔĖ¾±ê³ßŁ¬´Ó¿²é¿´¿±²Ėμ¥ÖÐŦĦÔŦ¿²±ê³ß¿±¿Ł
- 2 ŦĦ¶Ħ´ÒªĖđ½øμÄÐÐ¿Ł
- 3 ĦĦ¶ĦĦĖđ½ø±ê¼Ç(►)μ½ĖüÐèĦ»ÖÄ¿Ł

Ė¹ÓÃ¿ÐÐ,ß¿±ÄüÁîÔÚ±íÖÐĖđ½øÐÐ

- 1 ŦĦ¶Ħ´ÒªĖđ½øμÄÐÐ¿Łdent.
- 2 ´Ó¿²±í¿²Ėμ¥ÖÐŦĦÔŦ¿²ÐÐ,ß¿±(ALTŁ¬AŁ¬H)¿Ł
- 3 ÔÚ¿²´Ó×óĖđ½ø¿±¿¿òÖÐŁ¬¼üĖĖ»òŦĦÔŦÐÐĖđ½øμÄ³ß´Ç¿Ł
- 4 ŦĦÔŦ¿²ĖĦ¶Ħ¿²´Ä¥¿Ł

ÇĖ²îÖÄ

±í





## ²ð·Ö±í

Äú¿ÉÒÔ½«Ò»,ö±í²ð·Ö³ÉÁ½,ö¶ÄÄçµÄ²¿·Ö£¬ÔÚÁ½²¿·ÖÖ®¼ä¿ÉÒÔ²äÈëÎÄ×Ö°Í¼ĐÍ¿

## ²ð·Ö±í

1 ÔÚÔ°Ñ±í²ð·Ö¿µÄĐĐİÄÉèÖÄ²äÈëµä¿

2 Ñ¿ÖñİÄÄĐÄ³Ö»²Û×÷£°

► ´Ö¿°±í±²Èµ¥ÖĐÑ¿Öñ¿²ð·Ö±í±(ALT£¬A£¬S)¿

► °İÄCTRL+SHIFT+ENTER¼ü¿

WordÔÚÉèÖÄ²äÈëµäµÄĐĐİ·½²äÈèÖ»,ö²ÉÓÄ±ê×¼ÑùÈ½,ñÈ½»¬µÄ¶İÄä±êÖ¼¿

## ÔÚİÄµ²¿°È¼¿µÄÒ»,ö±í¿²äÈëİÄ±¼

1 ÔÚ±íµÄµÚÒ»,öµ¥Ô°,ñÖĐÉèÖÄ²äÈëµä¿

2 °İÄ CTRL+SHIFT+ENTER ¼ü¿

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## ÇëİÖÄ

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## ÔÚ±íÖÐÒÆ¶¬ÐÐ°ÍÀ,

ÔÚ½¬Á¢Ò»»ð±í°ó£¬Äú¿ÉÒÔ½«ÐÄĲÐÐ°ÍÀ,ÒÆµ½±íÖÐµÄÆäËũĲ»ÖÃĲÒÆ¿Ò»»ðÀ,µÄÄÚËÝ°ó£¬Äú¿ÉÒÔË³¼³¿ÖÃ,Ĳ£

## ÔÚ±íÖÐÒÆ¶¬ÐÐ

- 1 ÑĲ¶¬ÒÒÒÆ¶¬µÄÒ»»ð»ð¶à,ðÐÐĲ£
- 2 ´ÓĲ°±à¼Ĳ±²Ëµ¥ÖÐÑĲÔĲĲ°¼ðÇÐĲ±(ALT£¬E£¬T)Ĳ£
- 3 ÔÚÒª²àËÐÄÐÐµÄĲ»ÖÃËÐÖÃ²àËÐµäĲ£
- 4 ´ÓĲ°±à¼Ĳ±²Ëµ¥ÖÐÑĲÔĲĲ°Ö³Ĳµ¥Ôª,ĲĲ±(ALT£¬E£¬P)Ĳ£

## ¿Ĳ½Ý·½Ë½

- ▶ 1 ´ÓĲ°É¿ĲĲ±²Ëµ¥ÖÐÑĲÔĲĲ°´ó,ÙÄËË½Ĳ±(ALT£¬V£¬O)Ĳ£
- ▶ 2 ÈÇ²ËËÒÖÐÓÐ±íÐÐ¶Ĳ¼Ĳ·¿Ĳµ½£¬ÒÚ´ó,ÙÀ,ÉĲÑĲÔĲĲ°Ë«²¿ĲĲ°´À¥Ĳ£
- 3 ÑĲÔĲËÒÒÒÒÆ¶¬µÄÐÐĲ£
- 4 ĲĲ¶¬ÐÐµ½ËÒÐÐµÄĲ»ÖÃĲ£

## ÔÚ±íÖÐÒÆ¶¬À,

- 1 ÑĲ¶¬ËÒÒÒÒÆ¶¬µÄÒ»»ð»ð¶à,ðÀ,Ĳ£
- 2 ´ÓĲ°±à¼Ĳ±²Ëµ¥ÖÐÑĲÔĲĲ°¼ðÇÐĲ±(ALT£¬E£¬T)Ĳ£
- 3 ÔÚÐÄÀ,µÄĲ»ÖÃËÐÖÃ²àËÐµäĲ£
- 4 ´ÓĲ°±à¼Ĳ±²Ëµ¥ÖÐÑĲÔĲĲ°Ö³ĲÀ,Ĳ±(ALT£¬E£¬P)Ĳ£

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## ÇĕĲÔÄ

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½«ĲÄ±¼,´ÖÆµ½ÐÄĲ»ÖÃ

„Ä±ä±íµÄÄ,¼ä³¼à

Äú¿ÉÒÔµ÷ÔûÏàÁÚ±íÄ,ÖÐÎÄ±³¼Ö®¼äµÄ³¼àÀë¿

„Ä±ä±íµÄÄ,¼ä³¼à

1 Ñ¿¶“ÒªÐµ,ÄÄ,¾àµÄÐ¿¿

2 ‘Ó¿±í¿±²Ëµ¥ÖÐÑ¿Ôñ¿°À,¿Í¿±(ALT£¬A£¬W)¿¿

3 ÔÚ¿°Ä,¼ä³¼à¿±¿òÖÐ£¬ÊàÈë»òÑ¿ÔñÄ,ÖÐÎÄ±³¼Ö®¼äµÄ³¼àÀë¿

4 Ñ¿Ôñ¿°È·¶¿±°´Ä¥¿¿

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Çë²íÔÄ

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## ÔÚ±íÖÐÐᵂ\_Äₘ×Ôª\_ñ»òÀ\_¿í

Ê¹ÓÃĬĬĬĬ·½·Ö®Ö»£¬Äú¿ÊÖÖÔÚ±íÖÐÐᵂ\_ÄÄ\_¿í£°

- Ĭ°Ä\_¿í±ÄüĬĬ
- ĬĬÄ\_Ðé¿ò
- ÖÆĬĬ±ê³ßÓĬ±ê

Äú»¹¿ÊÖÖÐᵂ\_ÄÖ»\_ð»òÖ»×êₘ×Ôª\_ñₘÄ\_¿íĬĬ£

## ÔÚ±íÖÐÐᵂ\_ÄÄ\_¿í

1 ÑĬĬ°ÖªÐᵂ\_ÄₘÄÖ»\_ð»òĬĬ\_ðÄ\_¿í£

2 ´ÓĬ°±Ĭ±²Êₘ×ÖÐÑĬÔñĬ°Ä\_¿í±(ALT£¬A£¬W)Ĭ£

3 ÔÚĬ°Ä\_¿í±¿òÖÐ£¬ÑĬÔñĬĬĬĬÄ³Ö»²Ü×£°

- ĬªÊüÑĬĬ°Ä\_¼üÊê»òÑĬÔñÊüÐè¿íĬĬ£
- ĬªÐᵂ\_ÄĬªÄÜÄ\_ₘÄ\_¿íĬĬ£¬ÑĬÔñĬ°ÊĬÖ»Ä\_¿í±»òĬ°ĬÖ»Ä\_¿í±´Ä×£¬Ê»°ó¼üÊê»òÑĬÔñÊüÐè¿íĬĬ£ĬªÖªÖÐÄ\_ñÊ½»¬ₘÄÄ\_¿íÖ»\_ðÄ\_ÖØ\_´´Ê²½ÖèĬ£
- 4 ÑĬÔñĬ°Ê\_ĬĬ±»òĬ°¹Ø±ÖĬ±´Ä×£

## ¿Ĭ½Ý·½Ê½

- 1 ½«Êó±êÖ\_ÖêₘªÔÚÖªÐᵂ\_Ä\_¿íĬĬÊₘÄÄ\_ₘÄÖÖÐé¿òÊĬ£  
Êó±êÖ\_Öê±ª³Ê+Ĭ+.
- 2 ĬĬÄ\_Ðé¿òₘ½ÐÄₘĬĬ»ÖĬ£
- 1 ´ÓĬ²é¿\_¿í±²Êₘ×ÖÐÑĬÔñĬ°±ê³ßĬ±½«±ê³ßĬÖÊ³¼ðÄ´Ĭ£
- 2 ÑĬĬ°Öªₘ÷ÖüₘÄÄ\_¿í£
- 3 ÔÚÖÖÄ\_±ß¿òÊĬ½ĬĬĬ►Ä´¼Ó¿í»òÑ¹ÊðÄ\_¿í£

## \_Ä±ªÖ»\_ð»òÖ»×êₘ×Ôª\_ñₘÄÄ\_¿íĬĬ²»ₘ÷Öü±ĬₘÄ³ß´¿

- 1 ÑĬĬ°Ö»\_ð»òÖ»×êÖªÐᵂ\_ÄÄ\_¿íₘÄₘ×Ôª\_ñĬ£
- 2 ½«Êó±êÖ\_ĬðÖª\_Ä±ªÄ\_¿íₘ×Ôª\_ñₘÄÖÖÐé¿òĬ£  
Êó±êÖ\_Öê±ªĬª+Ĭ+.
- 3 °ĬĬSHIFT¼üₘĬĬ¬Ê±£¬½«Ðé¿òĬĬĬₘ½ÐÄₘĬĬ»ÖĬ£

## \_Ä±ªÖ»\_ð»òÖ»×êₘ×Ôª\_ñÖÖ¼°ₘ×Ôª\_ñÖÖªÊüÖÐÄ\_ₘÄÄ\_¿í

- 1 ÑĬĬ°Ö»\_ð»òÖ»×êÖªÐᵂ\_Ä\_¿íĬĬÊₘÄₘ×Ôª\_ñĬ£
- 2 ½«Êó±êÖ\_ĬðÖª\_Ä±ªÄ\_¿íₘ×Ôª\_ñₘÄÖÖÐé¿òĬ£  
Êó±êÖ\_Öê±ªĬª+Ĭ+.
- 3 °ĬĬCTRL¼üₘĬĬ¬Ê±£¬½«Ðé¿òĬĬĬₘ½ÐÄₘĬĬ»ÖĬ£

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## ÇêĬÖÄ

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ÔÚÁ½,öÒÔÉİμÄÄ,ÖÐ×é°İ°đ·Öμ×Ôª,ñ

Äú¿ÉÒÔ½«Ò»ÐÐÖÐÁ½,öÒÔÉİμÄμ×Ôª,ñ×é°İ°ÉÒ»,öμ×Ôª,ñ--  
ÀýËÇ£¬ÄúÄÜ¹»½"ÁÇÒ»,ð°á¿Ç¼,,öÄ,μÄ±êlâ¿£

Word½«Ä¿Ò»°İ²Çμ×Ôª,ñμÄÄÜÈÝ×ª»»³É×é°İμ×Ôª,ñÖÐμÄ¶İÄä¿ÖÚ°İ²Çμ×Ôª,ñÒÔ°ó£¬»¹¿ÉÒÔ½«ËüÄ  
Ç·Ö¿ª¿£

ÔÚ±İμÄÍ¬Ò»ÐÐÖÐ°İ²Çμ×Ôª,ñ

- 1 Ñ¿¶"Òª°İ²ÇμÄμ×Ôª,ñ¿£
- 2 ´Ó¿°±Í±²Ëμ×ÖÐÑ¿Ôñ¿°°İ²Çμ×Ôª,ñ¿±(ALT£¬A£¬M)¿£

°İ²Ç°óÔÙ²đ·Öμ×Ôª,ñ¿£

- 1 Ñ¿¶"ÏËÇ°°İ²ÇμÄμ×Ôª,ñ¿£
- 2 ´Ó¿°±Í±²Ëμ×ÖÐÑ¿Ôñ¿°²đ·Öμ×Ôª,ñ¿±(ALT£¬A£¬P)¿£

Çë¿ÔÄ

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$\frac{1}{2}\langle \pm \times^a \rangle \rangle^3 \acute{E} \ddot{O} \acute{y} \acute{I} \acute{A} \acute{I} \acute{A} \pm^3_4$

$\acute{O} \acute{U} \pm \acute{I} \times^a \rangle \rangle^3 \acute{E} \ddot{O} \acute{y} \acute{I} \acute{A} \acute{I} \acute{A} \pm^3_4 \acute{E} \pm \acute{E} \neg \acute{A} \acute{U} \acute{Z} \acute{E} \acute{O} \acute{O} \acute{O} \acute{A} \acute{\Pi}^{\circ} \acute{A} \acute{I} \phi \acute{O} \acute{A} \acute{E} \pm \acute{I} \cdot \acute{U} \rangle \rangle \acute{o} \acute{\Pi} \acute{I} \acute{A} \acute{a} \pm \acute{e} \acute{O}^3_4 \acute{A} \cdot \acute{O} \acute{,} \acute{o} \acute{A} \acute{Z} \acute{O} \rangle \rangle \mu \neq \acute{O}^a \acute{,} \acute{n} \mu \acute{A} \acute{A} \acute{U} \acute{E} \acute{Y} \acute{I} \acute{E}$

$\frac{1}{2}\langle \pm \times^a \rangle \rangle^3 \acute{E} \ddot{O} \acute{y} \acute{I} \acute{A} \acute{I} \acute{A} \pm^3_4$

1  $\acute{N} \acute{I} \acute{\Pi} \neg \acute{O}^a \times^a \rangle \rangle^3 \acute{E} \acute{\Pi} \acute{I} \acute{A} \acute{a} \mu \acute{A} \acute{D} \acute{D} \acute{I} \acute{E}$

2  $\acute{O} \acute{I} \circ \pm \acute{I} \pm^2 \acute{E} \mu \neq \acute{O} \acute{D} \acute{N} \acute{I} \acute{O} \acute{n} \acute{I} \circ \frac{1}{2} \langle \pm \times^a \rangle \rangle^3 \acute{E} \ddot{O} \acute{y} \acute{I} \acute{A} \acute{I} \acute{A} \pm^3_4 \acute{I} \pm (\acute{A} \acute{L} \acute{T} \acute{E} \neg \acute{A} \acute{E} \neg \acute{T}) \acute{I} \acute{E}$

3  $\acute{O} \acute{U} \acute{I} \circ \acute{O} \acute{A} \acute{I} \cdot \acute{O} \acute{,} \acute{o} \acute{I} \acute{A} \pm^3_4 \acute{I} \pm \acute{I} \acute{A} \acute{E} \neg \acute{N} \acute{I} \acute{O} \acute{n} \acute{O} \acute{A} \acute{O} \acute{U} \cdot \acute{O} \acute{,} \acute{o} \acute{I} \acute{A} \pm^3_4 \mu \acute{A} \times \acute{O} \cdot \acute{U} \acute{I} \acute{E}$

$\frac{1}{2}\langle \pm \times^a \rangle \rangle^3 \acute{E} \acute{I} \acute{A} \pm^3_4$      $\acute{N} \acute{I} \acute{O} \acute{n}$

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$\acute{O} \acute{U} \acute{\Pi} \acute{I} \acute{A} \acute{a} \acute{O} \acute{D}$                        $\acute{\Pi} \acute{I} \acute{A} \acute{a} \pm \acute{e} \acute{O}^3_4$

$\acute{O} \acute{A} \acute{O} \acute{A} \acute{E} \pm \acute{I} \cdot \acute{U} \cdot \acute{O} \acute{,} \acute{o}$                        $\acute{O} \acute{A} \acute{E} \pm \acute{I} \cdot \acute{U}$

$\acute{O} \acute{A} \acute{\Pi}^{\circ} \acute{A} \cdot \acute{O} \acute{,} \acute{o}$                        $\acute{\Pi}^{\circ} \acute{A}$

4  $\acute{N} \acute{I} \acute{O} \acute{n} \acute{I} \circ \acute{E} \cdot \acute{\Pi} \neg \acute{I} \pm^{\circ} \acute{A} \neq \acute{I} \acute{E}$

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$\zeta \grave{e} \acute{z} \acute{I} \acute{O} \acute{A}$

$\pm \acute{I}$

## ÔÚ±íÖÐÉ¾³ýμ×Ôª,ñ¡¢ÐÐ°ÍÀ,

Äú¿ÉÒÒÔÃÔÚÍÄμμÖÐÉ¾³ýÎÄ±¼μÄÍ¬Ñù·½Ê½ÔÚ±íÖÐÉ¾³ýÎÄ±¼°Í¼ÐÍ¿

### ÔÚ±íÖÐÉ¾³ýμ×Ôª,ñ

- 1 Ñ¡¶¬ÒªÉ¾³ýμÄμ×Ôª,ñ
- 2 ÔÚ±íÖÐÉ¾³ýμ×Ôª,ñ
- 3 ÔÚÉ¾³ýμ×Ôª,ñ°ó£¬Ñ¡ÔñÒ»»,ðÑ¡ÏÀ´ÒÆ¶¬ÓàÍÄμÄ±,ñμ×Ôª,ñ¿

μ½Ñ¡Ôñ

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½«ËùÉ¾³ýμ×Ôª,ñÓÒ²¿ μ×Ôª,ñ×óÒÆ  
μÄμ×Ôª,ñÒÆμ½ËùÉ¾³ý  
μ×Ôª,ñμÄÍ»ÖÃ  
½«ËùÉ¾³ýμ×Ôª,ñÍÄÃæ μ×Ôª,ñÉÌÒÆ  
μÄμ×Ôª,ñÒÆμ½ËùÉ¾³ý  
μ×Ôª,ñμÄÍ»ÖÃ  
É¾³ýÒ»»,ð»ð¶à,ðÐÐ É¾³ýÒ»»ÖðÐ  
É¾³ýÒ»»,ð»ð¶à,ðÀ, É¾³ýÒ»»ÖùÀ,  
4 Ñ¡Ôñ¡°Ê·¶¬¡±°Á¥¿

### ´Ó±í,ñÖÐÉ¾³ýÐÐ

- 1 Ñ¡¶¬ÒªÉ¾³ýμÄÒ»»,ð»ð¶à,ðÐÐ¿
- 2 ´Ó¡°±í¡±²Ëμ×ÖÐÑ¡Ôñ¡°É¾³ýÐÐ¡±(ALT£¬H£¬O)¿

### ´Ó±í,ñÖÐÉ¾³ýÀ,

- 1 Ñ¡¶¬ÒªÉ¾³ýμÄÒ»»,ð»ð¶à,ðÀ,¿
- 2 ´Ó¡°±í¡±²Ëμ×ÖÐÑ¡Ôñ¡°É¾³ýÀ,¡±(ALT£¬A£¬D)¿

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### Çë?ÎÖÃ

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İÔÊ¾±íμÄĐé¿ò

ÔÚ½øĐĐ±à¼μĂÍ¬Ê±  
£¬îªÊ¹±íÖĐμĂĐĂĩϕ,ü¼Ó±ăÓÚÔĂ¶Á£¬Ăú¿ÉÒÔÔÚÆÁĂ»Éĩ±íμĂĐĐ»òÀ,Ö®¼ăĩÔÊ¾Íø,ňj£  
×ϕÊÍ£°Word²»´òÓjÍøÂçj£Èç¹ûĂúĩëÔÚÀ,»òĐĐ¼ă´òÓjİß£¬ÇëÔÚ±íÖĐ¼ÓÉİ±ß¿òj£²İ¼û,ø±í¼Ó±ß¿òj£

İÔÊ¾±íμÄĐé¿ò

► ´Ói°±Íj±²Ëμ¥ÖĐÑiÔňi°Íø,ňj±(ALT£¬A£¬G)i£

ÇěîÔĂ

±í



## ÔÚ±íÖÐÑ¡¶îÄ×Ö»ðí¼Ðí

Äú¿ÉÔÔÖÄÔÚíÄµµÖÐÑ¡¶îÄ×Ö°íí¼ÐíµÄ½··ÔÚ±íµ×Öª,ñÖÐÑ¡¶îÄ×Ö°íí¼Ðí¿É¹ÓÄÑ¡¶îð¿ÉÔÚ±íÖÐ¿ÉÜÑ¡¶îµ×Öª,ñ¿ÉÐÐ°íÄ,¿É

### ÔÚ±íÖÐÑ¡¶îµ×Öª,ñ

- ▶ Ñ¡ÔñíÄÄÐÄ³Ö»²Ù×÷£°
- ▶ µ×»÷µ×Öª,ñÑ¡¶îð
- ▶ í¶µ×Öª,ñµÄÄÚÉÝ£¬°üÄ·µ×Öª,ñ½áÊø·ü¿É
- ▶ °íÄÖÆ±í¼üÔ±µ½¹â±êµ½·íÜÑµ×Öª,ñ£°WordÑ¡¶îµ×Öª,ñÖÐµÄÄ±¾¿É

### ÔÚ±íÖÐÑ¡¶îÐÐ

- ▶ ½«²âÊëµäÊëÖÖÔÚÔªÑ¡¶îµÄÐÐÐÐ£¬°í°±í±²Êµ×ÖÐÑ¡Ôñ¡°Ñ¡¶îÐÐ¿É±(ALT£¬A£¬R)¿É

### ¿í½Ý·½Ê½

- ▶
- ▶ Ñ¡ÔñíÄÄÐÄ³Ö»²Ù×÷£°
  - ▶ µ×»÷,ÄÐÐµÄÑ¡¶îð
  - ▶ Ê«»÷µ×Öª,ñÑ¡¶îð¿É

### ÔÚ±íÖÐÑ¡¶îÄ,

- ▶
- ▶ ½«²âÊëµäÊëÖÖÔÚÔªÑ¡¶îµÄ,ÖÐ£¬Ñ¡ÔñíÄÄÐÄ³Ö»²Ù×÷£°
- ▶ µ×»÷Êó±êÖÖ¼ü¿É
- ▶ °í°±í±²Êµ×ÖÐÑ¡Ôñ¡°Ñ¡¶îÄ,¿É±(ALT£¬A£¬C)¿É
- ▶ ÔÚÄ,µÄµÚÖ»,öµ×Öª,ñÖÐÊëÖÖ²âÊëµä£¬Ê»°íí¶±¹â±êµ½×îóÖ»,öµ×Öª,ñ¿É
- ▶ ÔÚÔªÑ¡¶îÄ,µÄÊí½µ×»÷Êó±êÆ÷¿Éµ±Ñ¡¶îÄ,ËÜÖÄµÄ²âÊëµäÔÚÖýÊ·í»ÖÄÊ±£¬Word½«íÖÊ¾Ö»,ðìðíÄµÄ¼ý·¿É

- ▶
- ▶ ½«²âÊëµäÊëÖÖÔÚÄ,µÄ×îÊí²âµ×Öª,ñ£¬°íÄALT+SHIFT+PAGE DOWN¼ü¿É

### Ñ¡¶îÖü,ð±í

- 1 ÔÚ±íÖÐÊëÖÖ²âÊëµä¿É
- 2 °í°±í±²Êµ×ÖÐÑ¡Ôñ¡°Ñ¡¶î±í±(ALT£¬A£¬A)¿É

### ¿í½Ý·½Ê½

- ▶
  - 1 ÔÚ±íµÄµÚÖ»Ä,ÄÚµ×»÷Êó±êÖÖ¼ü¿É
  - 2 ½«Ñ¡Ôñ¹â±êí¶µ½±íÖÐ×îóÖ»Ä,µÄ¹âÄæ¿É
- ▶ ¹Ø±ÖNUMLOCK¼ü£¬°íÄALT+5(ÊýÐí¼üÄ)¿É

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## ÇëíÖÄ

±í

## ¶Ô±íµÄ²Ù×÷°ÍÒÆ¶¯

µ±ÄúÔÚ±íÒÐ¼üËëÄÚËÝË±£¬íÄ±¼ÔÚÄ¸Ò»µ×Ôª,ñÄÚ¼¶¶¯£µ±Äúµ½´í±íµÄ×î¸Ò»,¸µ×Ôª,ñË±£¬¸ÉÒÒí´ý°´ÄÒÆ±í¼üÄ´Ò¸¼ÓÁí¸Ò»ÐÐ£

### ÔÚµ×Ôª,ñÒÐ²¸ËëÒ»

- ▶ í°ÔÚµ×Ôª,ñÒÐ²¸ËëÐ¶¶¯í°Ä£¬°ENTER¼ü£

### ÒÆµ½´ËÐµÄíÄÒ»¸µ×Ôª,ñ

- ▶ °TAB¼ü£

### ÒÆµ½´ËÐµÄÇ°Ò»¸µ×Ôª,ñ

- ▶ °SHIFT+TAB¼ü£

### ÒÆµ½µ±Ç°ÐÐµÄµÚÒ»¸µ×Ôª,ñ

- ▶ °ALT+HOME¼ü

### ÒÆµ½µ±Ç°Àµ¶¶²¸µ×Ôª,ñ

- ▶ °ALT+PAGE UP¼ü£

### ÒÆµ½µ±Ç°ÐÐµÄ×î¸Ò»¸µ×Ôª,ñ

- ▶ °ALT+END¼ü£

### ÒÆµ½µ±Ç°ÀµÄ×î¸Ò»¸µ×Ôª,ñ

- ▶ °ALT+PAGE DOWN¼ü£

### ÒÆµ½íÄÒ»ÐÐ

- ▶ °í°Éí¼ýí·»ðí°íÄ¼ýí·¼ü£

### ÔÚµ×Ôª,ñÒÐ²¸ËëÒ»¸ÒÆ±í·ü

- ▶ °CTRL+TAB£  
×¸Ëí£°ËÇ°íÔÚ±í,ñÒÐË¶¯ÒÆ±í»£¬í¼üÔÄ,ñË½À,°í±ê³ËëÒÄÒÆ±í»¼°ÓÄí°ÒÆ±í·ü±ÄúÁíËëÒÄÒÆ±í»¼£

### ì¸Ë¼

- ▶ µ±²¸Ëëµ¸ÔÚ±í±ßÔµË±£¬íëÔÚµ×Ôª,ñÄÚ°íµ×Ôª,ñÒ®¼¸£  
±íÄÚ°í±í¸ÒÆ¶¯íÄ±¼£ÇëË¹ÓÄ¼ýí·¼ü£

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## Çë¶ÔÄ

±í

ÎÄµµÄ£°å

ÄÊö

´´½¨ÄÎÄµµ

´´½¨ÄÄÄ£°å

ù³¼ÝÒ» öÄ£°å´´½¨ÄíÒ» öÄ£°å

ù³¼ÝÒÑÓÐµÄÎÄµµ´´½¨Ä£°å

±à¼Ä£°å

ÐÐ Ä¹²ÓÄÄ£°å NORMAL.DOT

ÎªÎÄµµÖ¶ÑÑÓÄÄ£°å

Word Íá¹©µÄÄ£°å

## İÄµµÄ£°å

İÄµµÄ£°åİá¹©Ò»ÖÖÊĲÊ±ÊĲÁĲµÄ·½·¨À´Đİ³ÉÒ»,ð×İÖÖİÄµµ»ðŦÖÆÖ»,ðİØÊåÀàĐİµÄİÄµµĲ

Word İá¹©ŦàÖÖÄ£°å°İÖüÄü¹¤×÷£¬ÄüĲÉÒÖĐĲ,ÄÖâĐ©Ä£°å»ð´½¨×Ö¼°µÄÄ£°åĲ

İÖÜ Word ÖĐ£¬Ò»,ðİÄµµÄ£°å°ü°¬ÒÖİÄÖ°ĒØ£°

- T³ðİÖÖÜÄĲÒ»,ðĐÄ¼ĲĲ±,İüÄ¼İ±,æÖĐµÄİàİ¬İÄ±¾İ¹¼Đİ£¬µ±Äü´½¨ĐÄİÄµµĒ±£¬Word ×ÖŦ¬°ÑİÄ±¾İ¹¼Đİ²åĒ,ÄİÄµµĲ
- °ü¬ĒüÖĐŦİÄâÖĐÊ¹ÖÄµÄ±ē×¼,ĥÊ½µÄÑüĒ½£¬°üÄ¬ĒåĒē×Öİå¼°Æä´óĐĲĲ
- °ü¬¬±ē×¼İÄ±¾İ²åĒēİ¼Đİ£¬Ē¹«Ē¾±ēÖ¾»ðµØÖ·µÄİ¼İÄ¼ Ĳ
- ĲÉ×ÖŦİē³Ē±¼İ,ĥÊ½±åAA¹İÄÜµÄē Ĳ
- İ°ēİÄüÄİ¬ÖÄâµÄ²Ēµ¥İ¼üĲ

Word İ³£°ÑİÄµµÄ£°å±£´æÖÜÖÖ .DOT İªÀ©Ö¹ÄüµÄ Word ³İĐòÄĲÄ¼ÖĐĲ

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## ÇēİÖÄ

İÄÜ½ēĒÜ

## ´´½´´ÐÂÄ£°å

Èç¹ùÄú·çĬÖÒ»ĬÖÓÐÄ£°åÄ»ÓÐËùÐèÒªµÄ¹ĬÄÜ£¬ÄúĬÉÒÔËè¼/ÆÒ»,ðÔË¼Ä£°åÄ·Äú×ãÄúµÄÐèÇóĬ£

## ´´½´´ÐÂÄ£°å

1 ÔÚĬ°ĬÄ¼þĬ±²Ëµ¥ÖÐÑĬÔĥĬ°ÐÂ¹²´´Ĭ±ÄüÁĤ (ALT, F, N)Ĭ£

2 ÔÚĬ°ÐÂ¹²´´Ĭ±ÑĬĬĬòÖÐÑĬÔĥĬ°Ä£°åĬ±°·Ä¥Ĭ£

3 ÑĬÔĥĬ°Ë·Ħ´Ĭ±°·Ä¥Ĭ£

4 ÑĬÔĥĬÄÄÐ²Ù×÷£¬ËèÖÄÐÂµÄÄ£°åĬ£

- ▶ ²åËèĬ±¼»ðĬ¼ÐĬĬ£  
Word ½«Ä£°åÖÐµÄĬÄ±¼°ĬĬ¼ÐĬ²åËèµ½,ù¼Ý·ËÄ£°å´´½´´ĬÄµµÖÐĬ£
- ▶ ÈèÖÄÖùÒ³²¼¼ÖĬ×Ö·ù,ĥÈ½Ĭ£
- ▶ ´´½´´ÑùË½Ĭ£
- ▶ Ðþ,Ä¼üÖµ»ð²Ëµ¥Ĭ£
- ▶ Ħ´ÓáĬ¼ĬÄ¼¬·ËĬðĬ£
- ▶ ´´½´´èĬ£

×çËĬ£·ÄúĬÉÒÔËµÄ÷ÔÚ°Ĭ·æ·Äè°ĬĬ¼ĬÄ¼¬·ËĬð£¬²Ĭ¼ÜÖ,Ħ´æ·çè°ĬĬ¼ĬÄ¼¬·ËĬðµÄĬ»ÖÄĬ£

5 ´ÓĬ°ĬÄ¼þĬ±²Ëµ¥ÖÐÑĬÔĥĬ°±£·æĬ±ÄüÁĤ (ALT, F, S)Ĭ£

6 ÔÚĬ°ĬÄ¼þÄüĬ±ĬòÖÐ£¬¼üÈèÄ£°åÄü³/ÆĬ£

³ý·ÇÖ,Ħ´ÆåËüĬ»ÖÄ£¬Word ÖÐËùÓÐÄ£°åÒÔÀ©Ô¹Äü .DOT ÐĬË½±£·æÔÚ Word ³ĬÐòÄĬÄ¼ÖÐĬ£

7 ÑĬÔĥĬ°Ë·Ħ´Ĭ±°·Ä¥Ĭ£

Word »áĬÔË¼Ò»»,ðĦÔ»°ĬòÀ·ĬåË¼ÄüËåËèÖªÒªÐÄĬçÈç¹ùÄúÐèÒª¹/₂ðÈèÖªÒªÐÄĬç  
£¬ĬÉĬÈèËùÐèÐÄĬç£¬Ë»ðÑĬÔĥĬ°Ë·Ħ´Ĭ±°·Ä¥Ĭ£

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## ÇèĬÖÄ

## ĬÄµµÄ£°å

„ú¼ÝÒ» öÄ£°á´´½´´ÁíÒ» öÄ£°á

Äú¿ÉÒÒ„ú¼ÝÒ» öÖÑÓÐµÄÄ£°áí´´ý´ò¿„ÄÄ£°á²¿ÐµÄËµÄ·½´´£´´½´´ÁíÒ» öÄ£°á¿Äú¿ÉÒÒ°ÑÒÑ´´½´´µÄ»òÓÉ Word Íá¹©µÄÄ£°á×÷ÍªÁíÒ» öÄ£°áµÄÔÐÍ£²Í¼ûWord Íá¹©µÄÄ£°á¿£

„ú¼ÝÒ» öÄ£°á´´½´´ÁíÒ» öÄ£°á

- 1 ÔÚ¿°ÍÄ¼µ¿±²Ëµ¥ÖÐ£¬Ñ¿Ôñ¿°ÐÄ½´´¿±ÄüÁÍ (ALT, F, N)¿£
- 2 ÔÚ¿°ÐÄ½´´¿±Ñ¿Í¿¿òÖÐ£¬Ñ¿Ôñ¿°Ä£°á¿±´´Ä¥¿£
- 3 ÔÚ¿°É¹ÓÄÄ£°á¿±¿òÄÜ£¬¼ûË»òÑ¿Ôñ×÷ÍªÐÄÄ£°áÔÐÍµÄÄ£°áÄü¿£
- 4 Ñ¿Ôñ¿°Ë·¶¿±´´Ä¥¿£
- 5 ÔÚÄ£°áÖÐ×÷ËùÐèµÄÐµÄ¿£
- 6 ÔÚ¿°ÍÄ¼µ¿±²Ëµ¥ÖÐÑ¿Ôñ¿°±£´æ¿±ÄüÁÍ (ALT, F, S)¿£
- 7 ÔÚ¿°ÍÄ¼µÄü¿±¿òÄÜ£¬¼ûËÄ£°áÄü¿£  
Word ÒÒ .DOT ÍªÀ©Ö¹ÄüÔÚ Word ËùÔÚÄ¿Ä¼ÍÄ±£´æËùÓÐÄ£°áÍÄ¼µ£¬³ý·ÇÁÍÁÒ,¶¶ÁËÄ¼¶¶¿£
- 8 Ñ¿Ôñ¿°Ë·¶¿±´´Ä¥¿£  
Word »áÍÒË¼Ò» ö¶¶Ö» °¿òÍáË¼¿°ÖªÒ¿¿±ÐÄÍ¿£¬Ë¿¹ûÒª½øË»ÖªÒªÐÄÍ¿£¬Ë¿¹ûÒª½øË»ÖªÒªÐÄÍ¿£¬Ë¿¹ûÍáËËËùÐèÐÄÍ¿£¬Ë»òÑ¿Ôñ¿°Ë·¶¿±´´Ä¥¿£

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ÇëÍÒÄ

ÍÄµµÄ£°á

## „¼ÝÒÑÓÐµÄÎÄµµ´½°Ä£°à

Èç¹òÄúÍ£Íò°ÑÒ»„ðÎÄµµµ±³£Ä£°àµÄÔÐÍ£¬¿£ÈÒÒ„¼ÝÒÑÓÐµÄÎÄµµ£¬´½°Ò»„ðÄ£°àµ£

## „¼ÝÒÑÓÐµÄÎÄµµ´½°Ä£°à

- 1 ´Ó¹°ÎÄ¼þµ±²£µ¥ÖÐÑ¹Ôñ¹°ÐÄ½²¹±ÃúÁÎ (ALT, F, N)µ£
- 2 ÔÚ¹°ÐÄ½²¹±Ñ¹ÍÍÎÄÑ¹Ôñ¹°Ä£°àµ±Ñ¹Î´´Ä¥µ£
- 3 ÔÚ¹°£¹ÓÄÄ£°àµ±¿òÖÐ£¬¼üÈë×÷¹³Ä£°àÔÐÎµÄÎÄµµÄ·¼¶Äú°ÍÎÄµµÃúµ£ÄýÈç£¬c:\mydoc\intro.doc
- 4 Ñ¹Ôñ¹°£¶¹±´´Ä¥µ£
- 5 ÔÚÎÄµµÖÐ×÷£úÐèµÄÐ„„Äµ£  
×££Í£°Word ¿££¹Ä£°àÖÐµÄ£ÌÒ»ÎÄ±³¼²àÈëµ½Ã¿„ð»òÓÚ„ÄÄ£°àµÄÎÄµµÖÐµ£
- 6 ´Ó¹°ÎÄ¼þµ±²£µ¥ÖÐÑ¹Ôñ¹°£æµ±ÃúÁÎ (ALT, F, S)µ£
- 7 ÔÚ¹°ÎÄ¼þÄúµ±¿òÖÐ¼üÈëÄ£°àÄúµ£  
³ý·ÇÁÍÁÒ„¶¹Ä·¼¶£¬Word ÒÒ .DOT À©Ò¹ÃúÔÚ Word ÈùÔÚÄ¿Ä¼ÎÄ±£´æÈùÓÐÄ£°àµ£
- 8 Ñ¹Ôñ¹°£¶¹±´´Ä¥µ£  
Word »áÍÔ£¼Ò»„ð¶¶Ô»°¿òìá£¼¹°ÖªÒ¹µ±ÐÄÍ£µ£Èç¹úÒª½øÈëÖªÒ¹ÐÄÍ£Í£¬ìÈëÈùÐèÐÄÍ£  
£¬£»°óÑ¹Ôñ¹°£¶¹±´´Ä¥µ£

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## ÇëÊÔÄ

## ÎÄµµÄ£°à

## ±à¼Ä£°å

Ò»µ©´´½´´Ä£°å¾¼Í¸ÉÍóÖý¹æµÄ Word ÍÄµµÒ»Ñù£¬´ò¸<sup>a2</sup>¢±à¼£Û¿£

ÓÄ»¹Ä»½øÐÐÐÞ,ÄµÄ£°å´´½´´µÄÍÄµµ²»»áÓ°Ì¶ÖÄ£  
°åÍÄ±¾¼¢ÍÄµµ°Í¶ÍµÄ£°ÖÖÖ¼°Ñù£½µÄÐÞ,Ä¿£Òª°ÑÍÄµµÑù£½,ÛÐÄÍªÄ£  
°åÖÐµÄÐÄÑù£½£¬¬²Í¼ÒÖÍÄµµ°ÍÑù±¾¼¢¾¸½±´Ñù£½¿£Word ÖÜÄú´ò¸ªÍÄµµ£±,ÛÐÄ¶¶ÖÍ¼ÍÄ¼´  
´ÊÌð¿¢°è¿¢²£µ¥°Í¼Û£èÖµ£Û×µÄÐÞ,Ä¿£

## ±à¼Ä£°å

- 1 ´Ó¿°ÍÄ¼þ¿±²£µ¥ÖÐÑ¿Öñ¿´ò¸ª¿±ÄüÄÍ (ALT, F, O)¿£
- 2 ÖÜÍÄ¼þÄàÐÍÄÐ±ÍÖÐÑ¿Öñ¿°ÍÄµµÄ£°å¿±¿£
- 3 ÖÜ¿°ÍÄ¼þÄü¿±¸òÖÐ¼ü£è»òÑ¿ÖñÒª±à¼µÄÄ£°åÄü¿£
- 4 ±à¼°Í,ñ£½»´ÍÄµµÖÐµÄÄ£°å¿£  
×¢£Í£°Word °ÑÄ£°åÖÐµÄ£°Í°ÍÄ±¾²å£èµ½»òÖÜ,ÄÄ£°åµÄÄ¸Ò»ÐÄÍÄµµÖÐ¿£
- 5 Íª±£´æ¶¶ÖÄ£°åµÄÐÞ,Ä£¬Ñ¿Öñ¿°ÍÄ¼þ¿±²£µ¥ÖÐµÄ¿°±£´æ¿±ÄüÄÍ (ALT, F, S)¿£  
×¢£Í£°Äü¸ÉÒÖÖ,¶¶´æÖü°èÖéÍ¼ÍÄ¼´´ÊÌðµÄÄ¾¶¶¿£²Í¼ÒÖ,¶¶´æ·Ä°è°Í¼ÍÄ¼´´ÊÌðµÄÍ»ÖÄ¿£

Ìå£¾

- Äü¸ÉÖÜ»òÖÜ,ÄÄ£°åµÄÍÄµµ£ÍÐÞ,Ä,ÄÄ£°å¿£¸ÉÒÖÐÞ,ÄÄ£°åµÄÄ¸Ò»½Äæ£¬³ýÄ£°å°¬ÖÜ,ÄÄ£°åÖÐµÄÍÄ±¾¼¢£

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## Çè¶ÍÖÄ

ÍÄµµÄ£°å



## Ðᵔ\_Ä¹²ÓÄÄ£°ǎ NORMAL.DOT

NORMAL.DOT iÊÇÒ» òìØÊâµÄÄ£°ǎ£¬ÔÚÆäÖÐ Word

´æÖüÁÊÊëùÓÐµÄ¹²ÓÄÊëÖÄ;£ÔÚÓÄ;°ÐÄ½±ÄüÁ´´½ÐÄµÄÄµµÊ±£¬Word °Ñ NORMAL.DOT  
×÷ÍÄ¬ÊÍÄ£°ǎÊ¹ÓÄ;£Äü¿ÊÖÖÐᵔ\_Ä NORMAL.DOT µÄÊëÖÄ -- ÄýÊÇ£¬Ä¬ÊÍ×ÖÍǎ -- Äü¿ÊÖÖÐᵔ\_Ä  
NORMAL.DOT ±¼Êí»ðÐᵔ\_ÄÖÖ NORMAL.DOT ÍÄ£°ǎµÄÆäÊüÍÄµµ;£

## Ðᵔ\_Ä¹²ÓÄÄ£°ǎ NORMAL.DOT

1 ´Ó;°ÍÄ¼ᵔᵔ±²Êµ¥ÖÐ£¬Ñ;Ôñ;°ò¿±ÄüÁ (ALT, F, O);£

2 ÔÚ;°ÍÄ¼ᵔᵔ±¿ü±¿òÖÐ¼üÊë»ðÑ;Ôñ NORMAL.DOT;£

3 Ñ;Ôñ;°Ê·¶;±°´Ä¥;£

4 ±ǎ¼°Í,ñÊ½»ÍÄµµÖÐµÄÄ£°ǎ;£

×øÊÍ£°Word ½«Ä£°ǎÖÐµÄÍÄ±¼²ǎÊë»ùÓÚ´ÊÄ£°ǎµÄ¿,ðÐÄÍÄµµ;£

5 F´Ó;°ÍÄ¼ᵔᵔ±²Êµ¥ÖÐÑ;Ôñ;°±£´æ;±ÄüÁ (ALT, F, S);£

ÍǎÊ¼

► ÄüÖ²¿ÊÖÖÐᵔ\_Ä»ùÓÚ NORMAL.DOT µÄÍÄµµÖÐµÄÖ»Ð©Ä¬ÊÍÊëÖÄ;£

1 ´ò¿°Ö»»ÖÖ NORMAL.DOTÍÄ£°ǎµÄÍÄµµ;£

2 ÔÚ;°,ñÊ½;±²Êµ¥ÖÐÑ;Ôñ;°×Ö·ü± (ALT, T, C) ;ø;°ÓÍÑÖ;± (ALT, T, L) »ò;°³ÄæÊëÖÄ;± (ALT, T, U) ÄüÁ;£

3 Ñ;ÔñÖ×÷ÍÄ¬ÊÍÊëÖÄµÄÑ;Í;£

4 Ñ;Ôñ;°Ê¹ÓÄÄ¬ÊÍÊëÖÄ;±°´Ä¥;£

5 Ñ;Ôñ;°ÊÇ;±°´Ä¥ÖÖÊ·Ê¶ÖÖÖ NORMAL.DOTÍÄ£°ǎµÄÊüÓÐÍÄµµÊü×öµÄÐᵔ\_Ä;£

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**ÇëÍÖÄ**

ÍÄµµÄ£°ǎ



## Word lá¹©μÄÄ£°á

Word lá¹©ÁĖÖ»Ð©Ä£°á¹©ÄúÑ¡ÓÄ¡£

×ϕĖÍ£°Ñ¡ŎñĪÄÄÐÄ³Ŏ»²Ŭ×÷£¬ζĖŎŎμÄμ½ŎâÐ©Ä£°áμÄĪĖĪ, ÐÄĪϕ£°

- ´òζªŎ», òĖ¹ÓÄÄúĪĖÄĖ½áμÄÄ£°áμÄĪÄμμ£ŎŬÄζ, òÄ£  
°áŎÐ£¬¡°, ñĖ½¡±²Ėμ¥μ×²ζμÄ¡°½éĖŬ¡±ÄüÄĪ, ø³òÄĖ, ÄÄ£°áμÄ³⁄βĪáÐÄĪϕ¡£
- ²Ī¼ŭ¡¶¶Microsoft Word ÓÄ»§ĖÖ²á¡·ŎÐμÄ¡°ĪÄμμÄ£°á¡±Ŏ»½Ŭ¡£

Ä£°á

ĖμÄ÷

<sup>12</sup>ŎÄÄ£°á

NORMAL.DOT ĪªĖü´´½¨μÄĪÄμμĪá¹©ÁĖÖ»‚ø²»ÐĖĪŎ±ðŎ, ¶¶μÄÄ£°á

×ŎÄ,

LETBLOCK.DOT ÄŬ°¬Éú³Ė block ÐÄ°¬μÄ, ñĖ½±àÄÄŎ, ÄĪ

LETMDSEM.DOT ÄŬ°¬Éú³Ė³⁄⁄¹ýÐβ, ÄμÄ semi-block ÐÄ°¬μÄ, ñĖ½±àÄÄŎ, ÄĪ

LETMODBK.DOT ÄŬ°¬Éú³Ė³⁄⁄¹ýÐβ, ÄμÄ block ÐÄ°¬μÄ, ñĖ½±àÄÄŎ, ÄĪ

LETPERSN.DOT ÄŬ°¬Éú³Ė³⁄⁄¹ýÐβ, ÄμÄ block ÐÄ°¬μÄ, ñĖ½±àÄÄŎ, ÄĪ

±, ĪüÄ¼

MEMO2.DOT ÄŬ°¬Éú³Ė´øŎÐ±βĪ·μÄ±¨, æ, ñĖ½ μÄ½á¹¹

±¨, æ

REPLAND.DOT REPSTAND.DOT μÄªáĖ½°æ±³⁄

REPSIDE.DOTÄŬ°¬Éú³Ė´øŎÐ±βĪ·μÄ±¨, æ, ñĖ½μÄ½á¹¹

REPSTAND.DOT ÄŬ°¬Éú³ĖĖüĖ½±ê×¹⁄±¨, æ, ñĖ½μÄ½á¹¹

ÆäĖüĪÄμμ

ARTICLE2.DOT ÄŬ°¬ÐĪÄŎÄĖ±ĖüŎÄμÄ, ñĖ½½á¹¹

DATAFILE.DOT ÓÄÓŬ´ðŎ¡°Ī²ϕĖý³⁄⁄¹Ī¼þ

DISSERT2.DOT      ÄÚ°¬ÓÃÓÚÉú³ÉŊŞÊðÂÛÎÄµÄ½á¹¹

FAX.DOT      ÄÚ°¬Éú³É´«Œæ·âÃæÒ³µÄ,ŋÊ½

MAILLABL.DOT      ÄÚ°¬Éú³ÉÓÊ¼Ä±ê¼ăµÄ,ŋÊ½

MSWORD.DOT      ÄÚ°¬ Word DOS °æ¼üÓ³Éă

OVERHEAD.DOT      ÄÚ°¬Éú³ÉİðÉİ±³¾°İ¶Ó°±İÊ¾¼µÄ½á¹¹

PRESS.DOT      ¾È·Èİ·û°İ¶Òâ ÔÚ,¶Associated Press Stylebookj· ÖĐµÄ³ð°æÉç·çĐĐ±ê×¼

PROPOSAL.DOT      ÄÚ°¬ÓÃÓÚ´´½ÖýÊ½ÉİŋİàÒéµÄ½á¹¹

TERM2.DOT      ÄÚ°¬ÓÃÓÚĐ´ŊŞÊðÓÃÓİÂÛÎÄµÄ½á¹¹

×çÊÍ£°Word´øÓĐÒ»,ðÃûİª NEWMACRO.DOC µÄÄ£°ă£¬Ëü°üÀÖ»Đ©ÓĐÓÄµÄ°ê;£²İ¼ûÊ¹ÓÃ Word  
İá¹©µÄ°ê;£

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ÇěİÖÄ

ÎÄµµÄ£°ă

ı°¹¼βı±²Ëμ¥

ÓÐ¹Øİēİ,ÄÚÈÝ£¬ÇëÑıÖñÃüÁîÃû

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ÖÆ×÷ÐÄ·â

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°æ±¾±È½İ

ÄÄÐò

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ÖØÐÄ·ÖÒ³

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İı¼Ó

½«ÑıŕŕÊİı¼Óı½ı°İı¼ÓÊı½ı±Ä,ÖĐıÄÊıäÄİİ£

„ÔÉİİü„Ä

»Ö,ÊİÖ»İÖÚİÄııÖĐËü×öıÄİæ»»İ£Äú¿ÉÖÖ»Ö,×İ½üıÄİâİİæ»»İ£

½Öé

ı±ÄúÖÚı°,Ä±äİ°ı±Ä,ÖĐ¼üËËÖ»,öÊ°ó£¬Word ½«„ø³öÖ»,ö½ÖéıÄÄĐ±Íİ£

Èİİü/Ø±Ö

¹Ø±ÖŕÖ°¿òİ£ı±Äúİê³ÉÖ»,ö Word ²»ÄÜ,ÖıÄŕ×÷Ö®°ó£¬ı°Èİİüı±°Ä½½«±ä³Éı°¹Ø±Öı±°Ä½İ£

Ñİİİ

İÖÊ¾Ö»,öŕÖ°¿ò£¬ÖÚÊŕÖ°¿òÖĐÄú¿ÉÖÖ¿ØÖÆ Word ×÷ÆÊĐ¼İ²éıÄ¹æÖòİ£İ¼üİ°ÆĐ  
İİİİ±ŕÖ°¿òİ£  
İİİİ±ŕÖ°¿òİ£

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ÇêİÖÄ

İÄııÉóĐ£

ı°Óï·ı±ÃüÁî£ı°¹¼³βı±²Ëμ¥£©

‘ĒÃüÁîÓÃÓÚ¼¹²éÎÄµµµÃÓï···ίλό£¬²ϕİÔÊ¾₀»Đ©ĐƁ,Ä½¨Òé¡£

- ἰᾱ½ΘΔΕΞῆα ὑὸςΥ-Αὔξ ΕὐὸΟ½«ÆÄÄ»ÉĭμÄĩ·Ör·j+¶Ŏ»·ζδϞΔ»ἰᾱἶμμ·°ζÚιΞ  
► ÓĐ¹ØÆäEüÓíOöμÄÖĩ·¼⁴²éε-²¼¼ᵢDΞ¶ŎÆäEüÓíOöμÄÄÄ+³⁴ιΞ

- ÓÐ¹ØÆäËüÖïÖÖµÄÖï¹¼²e£¬²¹¼üÐ£¶¹ÖÆäËüÖïÖÖµÄÄ±³¼;£

¶Ô»°¿òÑ;îî

 $\frac{3}{4}\ddot{a}\times\acute{O}$ 

ïÔÊ¾ Word ìá³öÓï·, üÕý½¨ÒéµÄ¾ä×Ó¡£

**1/2" Øé**

¶ÔÓÚÑ¡¶µÄ³⁄ä×Ó£¬¹⁄²¨èéÒ»»ð¶à,ö¿ÉÄÜµÄ,üÕý¹⁄²·¡£

 $\circ\ddot{o}\hat{A}\hat{O}$ 

l0ÖÄ³⁄äÖÐμÄÏÄÒ» , ö´íló¡£ÉÇ¹û³⁄äÖÐÃ» ÖÐÆäëü´íló£¬Ôòl0ÖÄÏÄÒ» ,öÖÐÓí´´´ílóμÄ³⁄ä×Ó¡£

ĐĐ, Ä

ÄúÔÚ<sub>i</sub><sup>°1/2</sup>Òé<sub>j±</sub>çòÖÐÑ<sub>j</sub>¶Ò»ÿ<sup>°ó£</sup>¬¶ÔÑ<sub>j</sub>¶<sup>3/4</sup>ä×Ó<sup>1/2</sup>øÐÐ<sub>j</sub>üÖý<sub>j</sub>£

ïÂ\_ö¾ä×Ó

°öÂÔÑĩ;¶³⁄₄ᵃ×ÓÖĐµÄËùÓĐÓĩ.´´îíó£¬ìøÖÁíÀò»,öÓĐÓĩ.´´îíóµÄ³⁄₄ᵃ×Ó;£

°öÂÔÓï·¹æÔò

l0¹y¶ŌÑj¶³⁄₄ä×ÓÖĐμÄ'ĒÀà'ílôÒÔ¼⁰³⁄₄ßÓĐÀàĒÆ'ílôμÄÆäĒÜ³⁄₄ä×ÓμÄ,üÖý;£

 $\text{È;ïû£}^{-1}\emptyset\pm\tilde{\text{Ö}}$ 
$$^1\emptyset\pm\tilde{O}\P\hat{O}\rangle^{\circ}\zeta\grave{o}\mu\langle^2\rangle\rangle\ddot{O},\text{'}\ddot{A}\acute{u}\ddot{E}\grave{u}\times\ddot{o}\mu\ddot{A}\Theta\mathfrak{P},\ddot{A}_i\pounds$$

**1/2â€**

İÔÊ¾Ò»„öŦÔ»°¿ò£¬½âÊİŦŦµÄ¾ä×Ôî°İ¾ßÓĐÓŦŦŦİó£

 $\tilde{N}_i \hat{I}_i$ 

İÔÊ¾Ô»„öŦÔ»°¿ò£¬ÔÚ´ÊŦÔ»°¿òÖÐÄú¿ÉÔÔ¿ØÖÆ Word

1/4i²éÓï·"Ê±ËùÓÃµÄ¹æÔð;£²1/4û;°Óï·"Ñ;Ï;±¶Ô»»°¿ð;£

Çe²lÔÄ



ἸἈμμΕόΔε



ᵢ°Í-Òà´Êᵤâᵢ±ÃüÁî£´ᵢ°¹¼ßᵢ±²Ė₣£©

´ÊÃüÁîÓÃÍ-Òà´Êìæ»»ÎÃµµÖÐµÄÒ»ᵤ´Ê»òÒ»ìð¶ÌÓᵢ£

¹ØÓÚÆæĖüÓíÖÖÍ-Òà´ÊµÄ²éÖÒ£¬²Í¹⁄ᵤÐ£¶ÔÆæĖüÓíÖÖµÄÎÄ±³⁄ᵢ£

ᶤì¹⁄₂Ý·¹⁄₂Ė¹⁄₂

¹⁄ᵤ£°                      SHIFT+F7

¶Ô»°ᶤòÑᵢĩ

ÖÒ³òÍ-Òà´Ê£¬´ÊÍ´ÖÒµ¹⁄₂

ÔÚÑᵢÔñᵢ°Í-Òà´Êᵢ±ÃüÁîÖ©Ç°£¬İÔÊ³⁄₄Ñᵢ¶µÄ´Ê»ò¶ÌÓᵢ£µ±¶Ô»°°ᶤò´òᶤªĖ±  
£¬×¶¶àᶤÉÁÐ³òÁüᵤ²éÖÒµÄµ₣´Êᵢ£Ė£¹üĖüÑᵢ¶µÄ´Ê²»ÔÚÍ-Òà´Ê´ÊµäÖÐ£¬ÄÇÄ´¶Ô»°°ᶤòµÄ±ēìà±āîª°  
´ÊÍ´ÖÖµ¹⁄₂ᵢ±ᵢ£

ᶤÖÖ£¬²ªĖē

µ±ÃüÑᵢÔñᵢ°ìæ»»ᵢ±°´À₣Ė±£¬İÔÊ³⁄₄ÓÃÄ´ìæ»»Ñᵢ¶µ₣´Ê»ò¶ÌÓᵢµÄ´Ê»ò¶¶ÌÓᵢ£Ė£¹üÁü²»¹⁄ᵤĖēÁíîµÄ  
´Ê£¬ÄÇ³⁄₄ÍÖēᵢ°Í-Òà´Êᵢ±¶Ô»°°ᶤòÖÐÑᵢ¶µÄ´Ê¹⁄₂øÐÐÆ₣Äàᵢ£ÔÚÑᵢÔñᵢ°Í-Òà´Êᵢ±ÃüÁîĖ±  
£¬Ė£¹üĖüÃµµîªᶤÖ£¬ÄÇÄ´¶¶Ô»°°ᶤòµÄ±ēìāîª°²ªĖēᵢ±ᵢ£

ÒàÒà£¬Æ´Ð´¹⁄₂üĖÆµµÄµ₣´Ê

Ñᵢ¶´ÔēÎÃµµÖÐÑᵢ¶µÄ´Ê»ò¶¶ÌÓᵢµÄÄÜĖÝîªÆ₣ÄµµÄ´ÊÒàᵢ£Ė£¹ü Word ÖÒ²»µ¹⁄₂Ñᵢ¶µÄ  
´Ê»ò¶¶ÌÓᵢ£-Öò·¹⁄₂ᶤòÖÐİÔÊ³⁄₄°×ÖÃᶤ³ÐòÃÃÄÐ£¬ÔēÍ´ÖÖµ¹⁄₂µ₣´ÊÆ´Ð´¹⁄₂üĖÆµµÄµ₣´Ê±ᵢ£

Í-Òà´Ê

İÔÊ³⁄₄ᵢ°ÖÒ³òÍ-Òà´Êᵢ±ᶤòÖÐµ₣´ÊµÄÍ-Òà´Êᵢ£ÁÐ±îµÄÄÜĖÝᵤ³⁄₄ÝĖüÑᵢ´ÊÒà²üĖú±ā»¬ᵢ£

²ªÖÃ

İÔÊ³⁄₄ᵢ°ᶤÖÃᵢ±ᶤòÖÐµ₣´ÊµÄÍ-Òà´ÊÁÐ±ᵢ£

ìæ»»£¬²ªĖē

ÓÃᵢ°ᶤÖÃᵢ±¶Ô»°°ᶤòÖÐµÄ´Ê»ò¶¶ÌÓᵢìæ»»Ñᵢ¶µÄ´Ê»ò¶¶ÌÓᵢ£ÔÚÑᵢÔñᵢ°Í-Òà´Êᵢ±ÃüÁîĖ±  
£¬Ė£¹üĖüĖüµµîªᶤÖ£¬ÄÇÄ´¶Ė°´À₣Ãüîª°²ªĖēᵢ±ᵢ£Ö»µ©ÃüÔÚᵢ°²ªĖēᵢ±ᶤòÖÐ¹⁄ᵤĖēµ₣´Ê£¬ᵢ°²ªĖēᵢ±°´À₣¹⁄₄  
´ᶤªĖ¹⁄₄ĖúÐ§ᵢ£

ÇēʹÔÃ

ÔÚÍ-Òà´Ê´ÊµäÖÐ³éÖÒµ₣´Ê

ı°¶İ×Öı±ÃüÁî£ı°¹¾³¼ßı±²Ëμ¥£©

EÄuÁí“yÔÚËùÐèì»ÖÅ×Ö¶²æÈéÁ¬×Ö·ú£¬¶øÊ¹¹ÄµµµÄÖÒØ³±ß½çç‘ÆðÄ’üªÖùÆè;£  
¹ØÓÙÈç°ï”ÖÖÆæÈùÓíÒÖµÄ¶í×Ö¹æòö¶ÖÄ×Ö¶í×Ö£¬²¹¼ûÐ£¶ÖÆæÈùÓíÒÖµÄÄ±¾;£

¶Ô»°¿òÑ;îî

¶i×Ö'

İÖÊ%Ôª¶¿ªµÄµ¥Ê²çÇÖİÆ¼öÒ»ö¶¶×Öµã££ÖªÖÚµ¥ÊÖÐÊèÖÃ¶¶×Öµã££°İÂ►»»  
►£¬»»öÖßµ¥»÷Êö±ê££

È«´óÐ´μ¥´Ê¿É¶ï

ÑïÖÐ'Ë, 'Ñï¿ò£¬ÔÊÐí¶ÔÈ«²¿óÐ'µÄµ¥'Ê¶ï×Öï£

**È-Èĭ**

1̂âÂ¿̂,öðª¶¶¿̂¿̂ª̂µ̂Ä̂µ̂¥̂'Ê̂Î̂Ê̂³⁄₄ð̂»̂,ö¶¶Ô̂»̂°̂¿̂ð¿̂£ðÚ̂'Ê̂¶¶Ô̂»̂°̂  
 ¿̂ðÖð£-Ä̂ú̂¿̂Ê̂Ô̂Ô̂¹⁄₄!²é̂»̂ðÐ̂,Ä̂Ê̂ù̂!Æ̂¹⁄₄ð̂ª̂¶¶¶×̂Ö̂µ̂ª̂¿̂£

¶i×ÖÇø

¶ÔÎÄµµÖÐÄÇÐ©ÑÓÉÎÖÄ¡·¶¶×ÖÇø¡±ÖÐµÄÄ¿Ò»ÐÐ½ÐÐ¶¶×Ö¶Ä¡£  
¡·¶¶×ÖÇø¡±ÉÇÒ»¡ðÑØ×ÁÖÖÖ³±ß½ÇÄ»ÖÐ±é¼ÇµÄÖ·×Çø¡£Äú¿ÉÖÖÖ¶¶·ËüµÄ´Ð¡£ÖÖ-  
µÄ¶¶×ÖÇøÉ¼öÉÛÎÄµµµÄ²²²»Æé£¶¶ø¡µÄ¶¶×ÖÇø¼öÉÛÄÉÄ¬×Ö·ûµÄËý¿£

È·Ŧ·£-ÊÇ

Èçú'òÄüÑñìÔñÁÉì°È·Èì±ì¶¶Ô»°¿ò£¬ÑñìÔññì°È·¶¶ì±°·Ä¶íÔÊ³¼µÚÒ»,òÒ¶¶í¿ªµÄ¶¶¶·Êì£µ±¶¶·Ê³òìÔÊ±  
£¬ì°È·¶¶ì±°·Ä¶±ª°Êì°ÊÇì±°·Ä¶  
£¬ÒÁÖÖÈ·Èì·Ä¶¶ì×Öµā£¬ÒÁÉÁÉµÄÊüìòìòÖ,Ê³£©ì£Èçú'òÇªýì°È·Èì±ìÑñì£¬ì°È·¶¶ì±°·Ä¶ìØ±Ô¶¶Ô»°  
¿ò£¬²¿¿ªª¼×Ô¶¶¶¶ì×Ö£

• **ኸ**

l0'ýμ±Ç°μ¥'Ê²çlîÔÊ³¼lîÂÒ»„öÒª¶lî¿ªμÄμ¥'Ê¿£

È:ĩû

ÖÖÖ¹¶ï×Ö´Àí£¬µ«²ç²»É³/₄³ýÒÑ³/₄²ăÈëµÄÁ¬×Ö·û;£

Çe²îÔÄ

¡°xÔ¶¶¶xÖ'Àí±ÃüÁî£"¡¹³¼ß¡±²Ëµ¥£©

¼üÈë;ªÊ¼±à°ÀµÀ°ÀÀê»ÖÃ;£µ±ÄüÑ;ÔñÁË°×Ô¶,üÐÂ±,Ñ;ç,òÊ±£¬'ËÑ;íîÐÐ§;£

Ö»læ»»lîÄ¿·û°Å£±à°Å

[illegible]

Đü¹ÒÊ½Ëõ½ø

ÉèÖÃÄ¿,öÑ¡¶µÄ¶¶ÎÄµÄ,ñÊ½£¬Ê¹µÄ¶¶ÎÄÖÐµÚÒ»»ÐÐìò¶¶ÎÄÖÐÆäËüÐÐµÄ×ó±³ÑÓÉì¡£

 $\ddot{E}\tilde{o}^{1/2}\varnothing\acute{A}_{\zeta}$ 

¼üÈë»òÑîÔñÜü1ÔÊ½Ëõ½øÊ±£¬¶¶ÎÄäÖðµÚÒ»ÐÐì¶¶ÎÄäÖÐÆäËüÐÐµÄ×ó±ßÑÓÉíµÄ³¼àÀë£

$$\dot{E}^{3/4} \dot{y}$$
É³⁄₄³yÑ¡¶¶¶¶ÎÄäµÄ±à°À»ðîĀĴ·û°Å¡£×øÊÍ£ºEç¹ûÄúÉ³⁄₄³ýÁË±à°ÀóŒİĂ×ÖÖ®¼äµÄÖÆ±í·û£¬Word  
ĴÉÄÜĬþ···É³⁄₄³ý±à°À¡£

**ÑùÀý**

°'Ñ¡¶µÄÑ¡îÔ¤ÀÀ±à°Å»òîîÄ¿·û°ÅÁÐ±í£

Çë²ÎÔÄ

$$\frac{\partial}{\partial t} \left( \frac{1}{2} \rho \mathbf{u} \cdot \mathbf{u} \right) + \nabla \cdot \left( \frac{1}{2} \rho \mathbf{u} \otimes \mathbf{u} \right) = - \nabla \cdot \left( \frac{1}{2} \rho \mathbf{u} \otimes \mathbf{u} \right) + \nabla \cdot \left( \frac{1}{2} \rho \mathbf{u} \otimes \mathbf{u} \right)$$

ᵢ°ÖÆ×÷ÐÄ·âᵢ±ÃüÁî£¨ᵢ°¹¼ßᵢ±²Ẽμ¥£©

´ẼÃüÁîÓÄÄ´ÔÚÐÄ·âÉĭ´òÓᵢ¼ÄÐÄ£¨ẼÖÐÄμØÖ·£¬»òÊÇÔÚÐÄμÄᵗ·¼ÓÉĬÖ»½Ú°ũ¬μØÖ·μÄĬÄ×Öᵢ£

ᵗᵢ½Ý·½Ê½

¹¼¼ßÄ,£° ▶

¶Ô»°ᵗòÑᵢĭ

ÊÖÐÄμØÖ·ᵢ¢ÐÖÃü

ĬÖÊ¾ẼÖÐÄẼẼμØÖ·ᵢ£

ᵗÊÊ¹ÓÄĬâÊ¾μØÖ·£¬»òÖß¼üẼêÐÄμØÖ·ᵢ£ÊÇ¹üÃüÔÚÑᵢÔñᵢ°ÖÆ×÷ÐÄ·âᵢ±ÃüÁîÖ©Ç°ÑᵢÔñÁẼÄ³Ð©Ĭ  
Ä±¾£¬ÄÇÄ´ Word ¾ĬĬâÊ¾ÓÄÑᵢ¶·μÄĬÄ±¾×÷ĬªẼÖÐÄẼẼμØÖ·ᵢ£

¼ÄÐÄẼẼμØÖ·ᵢ¢ÐÖÃü

ĬÖÊ¾¼¼ÄÐÄẼẼμØÖ·ᵢ£ᵗÊÊ¹ÓÄĬÆ¼öμØÖ·£¬»ò¼üẼêÖ»¾ÐÄμÄμØÖ·ᵢ£ĬÆ¼öμØÖ·ᵗÊ´Óᵢ°Ñᵢĭᵢ±¶Ô»°  
ᵗò£¨ᵢ°¹¼¼ßᵢ±²Ẽμ¥£©μÄᵢ°ÓÄ»§ÐÄĬ¢ᵢ±ÑᵢĭÖÐμÄᵢ°μØÖ·ᵢ±ᵗòÖÐμÄμ½ᵢ£

ÐÄ·â´óÐᵢ

ÑᵢÔñÒª´òÓᵢÐÄ·âμÄ´óÐᵢᵢ£

ÊᵢÂÔ¼ÄÐÄμØÖ·ᵢ¢ÐÖÃü

¾»ÔÚÐÄ·âÉĭμÄᵢ°¼ÄÐÄẼẼμØÖ·ᵢ¢ÐÖÃüᵢ±ᵗòÖÐ´òÓᵢμØÖ·ᵢ£μ±ÃüẼüÊ¹ÓÄμÄÐÄ·âÉĬÖÑ¾-  
Óᵢ°ÄÄẼ¼ÄÐÄẼẼμØÖ·ᵢ¢ÐÖÃüÊ±£¬¼´ᵗÊÊ¹ÓÄ´ẼÃüÁîᵢ£

´òÓᵢÐÄ·â

ÔÚÐÄ·âÉĭ´òÓᵢÊÖÐÄ£¨¼ÄÐÄμØÖ·ᵢ£

¼ÓÈê£¨·Ä±äĬÄμμ

½«°ũ¬¼ÄÐÄ£¨ẼÖÐÄμØÖ·ÐÄĬ¢μÄÖ»½ÚĬÄ×Ö¼ÓÈêμ½»¶Ĭ·ĬÄμμμÄᵗ·£¬ÖªÑüÔÚ´òÓᵢĬÄμμÊ±  
£¬Äü¾ĬᵗÊÖÖ´òÓᵢÐÄ·âᵢ£ÊÇ¹üĬÄμμÖÐÖÑÖÐÐÄ·âÐÄĬ¢¶Ĭ£¬Öò¶Ô»°°ᵗò±êĬªÓÉᵢ°¼ÓÈêĬÄμμᵢ±  
±ª³Éᵢ°·Ä±äĬÄμμᵢ±ᵢ£

---

ÇêʹÔÄ

´òÓᵢÐÄ·â

'ËÃüÁîÓÃÀ´,ú×ÙÄú¶ÔîÄµµËù×öµÄÐƆ,Ä¡£

¶Ô»°¿òÑ;İî

±êÖ¾Ð¶©´

¶ÔÎÄµµÖÐµÀÐµ.Ä×ð±ê¹¼Ç;£ÔÓËùÉ³¼ÄÜÉÝÉ¶ÎÔÊ³¼Ò»ìðÖ±ß±£É³¼É³¼³y;£Çä³y'È,  
 'Ñ;£ð³¼Í£ÉÔÖÔ¹Ðµ¶¶©±êÖ³¼;£

**ԵԻԴՇԻՅ**

ÔÚÒ³±ß½çÖÐÑ¡¶Ò»öÎ»ÖÃÔÔÊúß±íÃ÷ÐÞ,Ä¹ýÄÎÃ±¾¼¡£

İb Çã³ýÐ¶©İß;£

٢٢×ó ÐƆ¶©İİİÎ»ÓÚ×óÒ³±İ½çÖÐı£

¿¿ÓÒ ÐƧ¶©İİÎ»ÓÚÓÒÒ³±İ½çÖÐı£

¿¿Íâ²à

[illegible]

ÐÂÔöÎÄ×Ö±êÖ¾

Ñ;ÔñÐÂÔöÎÃ×ÖÔÚÆÁÄ»ÉİÔÊ³⁄₄ÔÔ¹⁄₄°´òÓ;Ê±µÄÐÎÊ½½;£

ip

'Ölà

Đ±lã

İA®İB

1. **Ä** «»®**ß**

2éÕÒ

[illegible]

1/2ÓÊÜÐƧ©

[illegible]

»Ö, 'ÐþŸ©

»Ö, 'ÖÚÑ;¶'ÁÜÈYÖÐËù×öμÄÐ¶¶©;£Èç¹ûÄúî'Ñ;¶'ÁÜÈÝ£¬Word Ôò»Ö,  
'ÖÚÖû,öîÄμμÖÐËù×öμÄÐ¶¶©;£



ÇëîÖÄ

½Å×ç¡çÅú×ç°íĐƁŧ©±êÖ¾

‘ĒÄüÁíÖÄ´±ē¼Ç»îĴĴÄµµÖēÖ,ĴĴÄµµÄ²»[-ÖÖ´Ĵ;É  
±ē¼ÇĒÇ·ñ³öĴÖĒ:³äÖÜÄüÖÄ;°ĐbĴ©±ēÖ³¼;±ÄÁĴĒēÖÄµÄñĴĴ

[illegible]
$$\hat{I} \hat{A}_{\mu\mu\mu} \hat{A}^{\circ} \hat{a}_{\pm 3/4} \hat{E}_{\pm 1/2} \hat{I}$$

ᵢ°ĀĀĐòᵢ±ĀüĀîĒ°ᵢ¹ᵢ³⁄₄ᵢᵤ±ĒĒᵢ¥£©

ˊĒĀüĀîŌĀŌŪᵓŌŊᵢŌĐᵓĪĀā°

ˊ×ŌĀ,Ē³Đò»òĒý×ŌĒ³Đò½ðĐĐĀĀĐòᵢ£,úŌĐᵓĪĀā±ēŌ³⁄₄ᵢᵤĒĒîŌĒýĀᵤᵢĀĪĀ×Ō£¬ᵓ¹⁄₄±» Word  
ᵢ±×÷Ō»ᵤᵓĪĀāˊĪᵢ£

ᵓŌ»°ᵤòŊᵢî

ĀĀĐò

ŊᵢŌŋĀĀĐòĒ³Đòᵢ£

ÉýĐò ½«×ŌĀ,±ŌĐĀĀŌŪÇ°Āæᵢᵤ×ŌĀ,ᵢϕ×ŌŌÇᵢᵤĒĒŌĒŪ»ò×ᵢᵢᵢᵢᵤ±ā°Ā·ĀŌŪ,÷ĀĀĐòîᵢᵢᵤᵓ¥²ᵤᵢ£

½ᵢᵤĐò ½«×ŌĀ,±ŌĐĀĀŌŪ°ôĀæᵢᵤ×ŌĀ,£¬×ᵢᵢᵢᵢᵤᵤĒĒŌĒŪ»ò×ᵢᵢᵢᵢᵤᵤᵢᵢᵤ±ā°Ā·ĀŌŪ,÷ĀĀĐòîᵢᵢᵤᵓ¥²ᵤᵢ£

¹Ō⁄₄ᵤ×ŌŌò

Ō,ᵓĪ°ĀĀĐòᵢᵤĀ¹Ō⁄₄ᵤ×Ōᵢ£

¹Ō⁄₄ᵤ×ŌĀàĐĪ

ŊᵢŌŋŌ°±»ĀĀĐòᵢᵤĒý³⁄₄ᵢᵤᵤĀàĐĪᵢ£²»Ī¬ᵢᵤĀĀĀĐò¹æŌòĒᵢ³⁄₄òŌŪ²»Ī¬ᵢᵤĒý³⁄₄ᵢᵤᵤĀàĐĪᵢ£

×ŌĀ,Ēý×ŌĐĪ ŌĀĒý×ŌᵢϕĪĀ×ŌŌŌ⁄₄°ĒŭŌĐĀĒāĒŭ×Ō·ŭĀĀĐòᵢ£Word

½«ĒŌĒŪ×÷ĪĒý,òĒý×ŌᵓŌ²»ĒÇĒŌĒŪĀˊĪᵢ£ĀýĒÇ£¬³⁄₄ᵢ¹Ū £·£¬£±£ᵓ£¬ ŌŪ £,£¬£²£ᵓ£¬£ᵓ  
Ō®°ô£¬ᵢ« Word ĒŌ¹⁄₂« £·£¬£±£ᵢ ᵤĀŌŪ £,£¬£²£ᵓ Ō®Ç°ᵢ£

Ēý×ŌĐĪ Ō»ŌĀĒý×ŌĀĀĐòᵢ£Word

°ôĀŌĒāĒŭĒŭŌĐᵢᵤ×Ō·ŭᵢ£Ēý×ŌᵤĒĒ³ŌŌŪᵓĪĀāŌĐᵢᵤĒĒîŌᵢᵤᵤ·½ᵢ£

ĒŌĒŪĐĪ Ō»ŌĀĒŌĒŪ×÷Ī°ĀĀĐòᵢᵤĪî£¬Word

°ôĀŌ²»ĀŪĒᵓ±ðĪ°ĒŌĒŪ,ŋĒ½ᵢᵤĒŭŌĐĀĒāĒŭᵢᵤ×Ō·ŭᵢ£ĒŌĒŪ±ðĒĒÇŊᵢᵓᵓĪĀāᵢᵤᵤŌ»ˊ®×Ō·ŭᵢ£

·Ō,ò·ŭ

Ī°ĀĒᵓŌᵓāĀ,ŊᵢîĪĀĀĐò£¬ŊᵢŌŋŌ»,ò·Ō,ò·ŭ¹⁄₂«,÷Ā,·Ōᵤᵢ£·Ō,ò·ŭᵤĒŌŌĒÇᵓ°Ā»òŌĒ±Ō·ŭᵢ£

Ōò°Ā

Ō,ᵓĪ°Ō°ĀĀĐòᵢᵤĀ,ᵢ£ĀýĒÇ£¬ᵓŌ

ˊŌĐĒĀ,òĀ,ĀᵤᵢᵤŌŌ·ĀĐ±Ō£¬±ā°Āᵢϕ½ŌᵢᵤᵤᵤÇĒĐᵢϕŌý£©ᵢᵤĀ³ÇĒĐĀĀĐò£¬¹⁄₄ᵤĒē 3 ᵢ£

Ō»ᵓŌŌ,ᵓĪ°ĀĀĐò

Ō»ᵓŌŌ,ᵓᵢᵤĀĀ,ĀĀĐòᵢ£Çā³ýˊĒŊᵢî£¬ŌòᵓŌŌŭ,ðĐĐ»òᵓĪĀāĀĀĐòᵢ£

ˊĒŊᵢîŌ»ᵓŌŌŪ±Ō»òĪĀ×ŌᵤĒŌĐ½ðĐĐᵢᵤĀĀĀĐòĒ±ŌĐĐᵢᵤ£

Çð·ŌˊôĐᵢĐˊ

Ō»ŌĐᵢᵤᵤŌŪᵢ°¹Ō⁄₄ᵤ×ŌĀàĐĪᵢ±ᵤòŌĐŊᵢŌŋĀĒᵢ°×ŌĀ,Ēý×ŌĐĪᵢ±ŊᵢîŌ£¬

ˊĒĀüĀîŌ°ĀŌĐĐᵢᵤ£ŌŪŌāŌŌ·½Ē¹⁄₂ĪĀĀĀĐò£¬ᵢᵤŌ»ᵤ,ò×ŌĀ,Ī°ˊôĐˊᵢᵤᵤ¥

ˊĒ×ŪĒÇĀĀŌŪĀÇĐ©ᵢᵤŌ»ᵤ,ò×ŌĀ,Ī°ĐᵢĐˊᵢᵤᵤ¥ˊĒÇ°±ᵢᵤ£

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ÇëʹİÖǺ

ÅÅĐò

ı°¼ÆĖăĵ±ÃüÁî£¨ı°¹¼ßĵ±²Ėµ¥£©

Èç¹üÑĵŦİİÖĐ°ü°¬Êý×Ö°ÍÊýŦŞÖĖĖă·û£¬ĂÇĂ´ĴÉÓĂ´ĖĂüÁıÀ  
´İê³ÉÊýŦŞ¼ÆĖăĵ£ÓĐ¹ØĖ¼Ăý²İ¼üĖÊýŦŞ¼ÆĖăĖ¼Ăý ĵ£

Word ÔÚ´°  
ĴÚµĂ×óİĂ½ÇİÖĖ¼¼ÆĖă½á¹û£¬Ė»°ó½«´Ė½á¹ü·ĂÔÚ¼ôİù°ăÉİ£¬ÒÔ±ăĂú½«ÆăÖ³İùµ½ÎĂµµÖĐĖ¥ĵ£  
ÓĐ¹Øİēİ½ēÉÜ£¬²İ¼üÖ´ĐĐÊýŦŞ¼ÆĖăĵ£

ÇěřİŎĂ

ÊýŦŞ¼ÆĖă°ÍÊýŦŞ¹«Ė½

ı°ÖØÐÂ·ÖÒ³ı±ÃüÁî£¨ı°¹¼ßı±²Ëμ¥£©

ÔÚ±ê×¼²ê¿·½Ê½İÂ£¬‘ËÃüÁîÓÃÀ¼ÆËã°İİÖÊ¾Öü,öİÃμμμÃ·ÖÒ³·ûı£

ÔÚË«Öæ²ê¿·Ä£Ê½İÂ£¬‘ËÃüÁîÓÃÀ  
‘¶Öμ±Ç°Ö³ÖØÐÂ·ÖÒ³£¬ÖÖ±ãËÃü¿·μ½¶¶ÖÒ³Ãæ²¼¾ÖËù×÷μÃμ÷Öüı£

ÇëîÖÃ

×Ö¶²âËë·ÖÒ³·û

¡°¼ÇÂ¼°ê¡±£ ¯¡£Ö¹¼ÇÂ¼¡±ÃüÁî£ ¯¹¤³¼ß¡±²Ëµ¥£©

‘ËÃüÁîÓÃÓÚ¼ÇÂ¼Ô»„ð°ê¡ªÃüÏëÒÒ°óÖØÐÂ°·Ë³ÐòÖ‘ÐÐµÃÒ»ÏµÁÐ¶¯×÷¡£ÔÚÑ¡Ôñ¡°¼ÇÂ¼°ê¡±°ó£¬  
‘ËÃüÁî±ã¡ª¡°¡£Ö¹¼ÇÂ¼¡±¡£

¶Ô»°òÑ¡Ï

¼ÇÂ¼°êÃü

¼üËëÒ»„ð°êÃü£¬²»ÒªË¹ÓÃ¿Ö„ñ¡£

¿¹½Ý·½Ê½

Ãü¿ÉÒÔÑ¡Ôñ¿¹½Ý¼ü£¬Ê¹µÃÒÔ°óÔËÐÐ„Û¡ª¼ò±ã¡£

**Ctrl** ½« CTRL ¼üÏ¹¼Ôµ½×é°Ï¼üÖÐ¡£

**Shift** ½« SHIFT ¼üÏ¹¼Ôµ½×é°Ï¼üÖÐ¡£

¼ü ½«×ÖÃ„¼ü¿¹¼ü»»ÀÆãËÖÐÐ§µÃ¼üÏ¹ÔÖÁ×é°Ï¼üÖÐ¡£

µ±Ç° ÏÔË³¼„³ÓëÑ¡¶°êµÃµ±Ç°¼ü¡£

ËµÃ÷

¼üËë°ê¡ªÃÜµÃ¼ò¶¶ËµÃ÷¡£ËÇ¹üÃüÒÔ°ó½«°ê„³„øÁË²Ëµ¥£¬ÃÇÃ´µ±ÃüÑ¡Ôñ„ÃëÊ±£¬°  
¿ÜµÃµ×¿¹½«ÏÔË³¼°êµÃ¡ªÃÜËµÃ÷¡£

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Çë¶ÔÃ

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‘ĖÃüÁîÓÄÄ‘ÔĖĐĐ»ò±à¼½¨Áçμ½ Word ÖĐμÄ°ê»òÕßÃüÁî£

¶Ô»°¿òÑıİİ

°êÃû

¼üĖê»òÑıÔñÔ°ÔĖĐĐ»ò±à¼μÄ°ê£

×çĖÍ£°Ėç¹ü¼üĖêÒ»öĐÂμÄÃü×Ö£¬Word

¨¹½¨Ò»öĐÂμÄ°ê£¬²çÇÖ,ù³¼ÝÓĀı°Ñù°âı±ÃüÁîĖèÖÃμÄÑıİİ±£‘æÕâ,öĐÂμÄ°ê£²İ¼üı°Ñù°âı±ÃüÁî£

ÔĖĐĐ

ÔĖĐĐÑı¶μÄ°ê£

±à¼

İÔĖ³¼Ñı¶μÄ°ê£ÄÜĖÝ£¬ÔÔ±ăÔÚ°ê±à¼¨¿Ú¼İ²é»ò±à¼°ê£

Ėıİü£¬¹Ø±Õ

¹Ø±Õ¶Ô»°¿ò£ĖÔÚÄüĖ³¼ý°ê»ò½«°ê»»ÃüÕ®°ó£¬ı°Ėıİüı±°‘Ä¥±ă³Ėı°¹Ø±Õı±°‘Ä¥£

Ė³¼ý

Ė³¼ýÑı¶μÄ°ê£×çĖÍ£°Äü²»ÄÜĖ³¼ýÒ»öÖýÔÚ±à¼μÄ°ê£

»»Ãû

İÔĖ³¼ı°ĐÂ°êÃüı±¿ò£¬Äü¿ĖÔÔÔÚ

‘Ė¿òÖĐ£¬İ°Ñı¶μ°ê¼üĖêĐÂμÄÃü×Ö£×çĖÍ£²»Ô°ÔÚ°êÃüÖĐĖ¹ÓÃ¿Ö,İ

İÔĖ³¼

ÑıÔñÔ°ÔÚı°êÃüı±¿òÖĐİÔĖ³¼μÄÒ»×é°êÃü£

ÃüÁî ½öİÔĖ³¼Ô°¹½¨Áçμ½ Word ÖĐμÄÃüÁî£

¹²ÓÃ°ê İÔĖ³¼ÖÑ¨¹½¨ç±£‘æÔÚ NORMAL.DOT ÖĐμÄ°ê£

Ñù°â°ê ½öİÔĖ³¼±£‘æÔÚμ±Ç°Ñù°âÖĐμÄ°ê£‘ĖÑıİİÖ»ÓĐÔÚμ±Ç°Ñù°â²»ĖÇ NORMAL.DOT  
Ė±²ÁÓĐĐŞı£

ĖμÄ÷

İı¼Ó»òĐĐ,ÃÑı¶μÄĖμÄ÷£¬ÔÔ±ăĖÄü¼Ç×ıĖüμÄ¹ıÄÜı£Ėç¹üÄüÔÔ°ó½«°ê,³,ø²Ėμ¥£¬ÄÇÃ  
‘μ±ÄüÑıÔñ,Ã°êĖ±£¬¨¿ÚμÄμ×²¿½«İÔĖ³¼°êÄ¹ıÄÜĖμÄ÷£

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ÇëʹİÖÄ

Ê'ÓÃ°ê

ı°»»Ãûı±ŦÔ»°¿ò£ı°°êı±ÃüÁî£©

ÓÃ´ËŦÔ»°¿ò,ø°ê»»Ò»„öĐÃÃûı£

ĐÃ°êÃû

î°ê¼üÈëĐÃÃûı£×çÊí£º»Ò°ÔÚ°êÃûÖĐÊ¹ÓÃ¿Ŧ„ñı£

i°êj±ŧÔ»°¿ò

ÓÃ'ĚŧÔ»°¿òÀ'Ö,ŧĐÂ°êμÄ'æ·ÂÎ»ÖÃj£

ŧÔ»°¿òÑjİİ

‘æİ<sup>a12</sup>ÓÃ°ê

‘æİ<sup>a</sup>Ñù°ă°ê

ᵢ°Ñᵢᵗᵢ±ÃüÁî£°ᵢ°¹¼ßᵢ±²Ēμ¥£©

·ĒÄüÁîÓÄÄ·ᵗ·ÖÆÄüÖÚ Word ÖĐĒü×ðμÄ¹×÷ᵢ£ÄüĴÉÒÔÖÚĪÄÄĐ·ÖÄàÖĐÉèᵗ·ÄüμÄÓÄĪĒÑᵢᵗᵢ£

Ĵî½Ÿ·½Ē½

Ēó±ē£°      Ē«»÷ᵢ°¹¼ßÄᵢ±£°³Ÿ°·Ä¥Ö©ĪāμÄĒî°ᵗᵢ»ÖÄ£©ᵢ£

ᵗÖ»°ĴòÑᵢᵗᵢ

·ÖÄà

ÑᵢÖñÄüÖ°ᵗ·ÖÆμÄÑᵢᵗᵢ·ÖÄàᵢ£

²ēĴ´	ĐᵑᵣᵣÄÖÚÓĪÓÄ³îĐò°ᵗᵢÄμμ´°ĴÚÖĐĪÖĒ³¼μÄÄÜĒÈŸᵢ£²ᵢ¼üᵢ°²ēĴ´Ñᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
Ö»°ă	μ÷Öü Word μÄÖ»°ăĐÖĒēÖÄ£¬ĒÇ¹¼üĒē·½Ē½ᵢ£²ᵢ¼üᵢ°Ö»°ăÑᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
·òÓᵢ	ÉèÖÄ·òÓᵢÑᵢᵗᵢ£²ᵢ¼üᵢ°·òÓᵢÑᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
±£´æ	ÉèÖÄ±£´æÑᵢᵗᵢ£²ᵢ¼üᵢ°±£´æÑᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
Æ´Đ´	ÉèÖÄÆ´Đ´Ñᵢᵗᵢ£²ᵢ¼üᵢ°Æ´Đ´Ñᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
Óî··	ÉèÖÄÓî··¹¼²ēÑᵢᵗᵢ£²ᵢ¼üᵢ°Óî··Ñᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
ÓÄ»\$ĐÄĲ	ĐᵑᵣᵣÄÓÄ»\$ĐÄĲᵢ£²ᵢ¼üᵢ°ÓÄ»\$ĐÄĲÑᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
¹¼¼ßÄᵣ	ÖÚ¹¼¼ßÄᵣÖĐĪᵢ¼Ó°ĪÉ³¼Ÿ°·Ä¥ᵢ£²ᵢ¼üᵢ°¹¼¼ßÄᵣÑᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
²Ēμ¥	ÖÚ²Ēμ¥ÖĐĪᵢ¼Ó°ĪÉ³¼ŸÄüÁᵢ¼°ēᵢ£²ᵢ¼üᵢ°²Ēμ¥Ñᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
¼üÄĪ	ĐᵑᵣᵣÄĪªÄüÁᵢ¼°ē·ÖÄāμÄ¹¼üᵢ£²ᵢ¼üᵢ°¼üÄĪÑᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£
WIN.INI	ĐᵑᵣᵣÄ±£´æÖÚ WIN.INI ÖĐμÄÆðᵗ·ÉèÖÄᵢ£²ᵢ¼üᵢ°WIN.INI Ñᵢᵗᵢ±ᵗÖ»°Ĵòᵢ£

Çē²îÖÄ

ᵗ·ÖÆ²Ēμ¥ᵢÇ¹¼üÄĪ°ᵢ¹¼¼ßÄᵣ

ÉèÖÄÓÄ»\$ÓÄĪĒÑᵢᵗᵢ



ˆĖŦŦ»°¿òòÃÓÚĖèŦˆÄúÔÚ Word ÖĐ¹×÷Ê±ĭèÒªĖ¹ÓÃμÄĖèÖÃ;£

ÉèÖÃ

ÑjÔñÄúÃ¿´îò¿ªîÄµµÊ±ÒªÓÃµÄÉèÖÃj£

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0³Äë ¶ÔÄúµÄÎÄµµÖØ±àÒ³Äë;£

ÓÃÊäÈëÄÚÈÝìæ Ò»µ©¿ªÊ¼ÊäÈë£¬Ñ;

»»Ñ;ÖÐ¶Ôïó      ÖÐµÄÕýîÄ¾¼±»É¾¾ý£

 $\frac{1}{2} \times \frac{1}{4} = \frac{1}{8}$ 
$$\pm \frac{1}{4} \quad {}^{\circ}\tilde{\text{O}}^3\text{l}\grave{\text{u}}\eta\theta^{1/2}\ll\tilde{\text{N}}_{\text{j}}\ddot{\text{O}}\ddot{\text{O}}\acute{\text{y}}\acute{\text{I}}\ddot{\text{A}}\text{i}\eta\overline{\text{O}}\acute{\text{A}}\hat{\text{A}}\mu\hat{\text{A}}\text{i}\gg\ddot{\text{O}}\tilde{\text{A}};\varepsilon$$

È·ÈÏÄ¼þ×ª      ÖœÊµ Word ÍÆ¼öÊ¹ÓÃ

»» μÄ×<sup>a</sup>»»Æ÷ÊÇÕýÈ·μÄj£

**Ê<sup>1</sup>ÓÃ INS ¼ü**      ÓÃ INS ¼ü½«¼ôù°à

Ō³lù                      μÄÄÚÈÝ²ǎÈëÖÁÎÄμμÖÐj£

$$^2_3\text{ÇÄÊ}^{1/2} \quad \text{ÓÃÄúÊäÈëüÄÕýÎÄ}^{\text{æ}}\text{»»ÒÑÓÐÕýÎÄ}^{\text{æ}}$$

**WordPerfect**      Word interprets

°iÖú Word ½«Äú°ĬÂµÄĬÄÜ¼üµ±×÷ WordPerfect 1ĬÄÜ¼ü;£ÄúÔÚĬWordPerfect

°iÖú;±¶iÔ»°¿ð£°°iÖú²Êµ¥£©ÖÐµÃÑ;Ôñ³⁄ð¶°ÁË Word

IAO»<sup>21</sup>/<sub>2</sub>μAĐĐ¶ £°NYE<sup>3</sup>/<sub>4</sub>×O¶ ,üÖý<sup>1</sup>|AU»đEÇ|OE<sup>3</sup>/<sub>4</sub>O»,ö°ıÖú¿đ£¬AĐ<sup>3</sup>öOªOU Word  
ĐDĩs³f~Ä³¹/Ö ðèCĈl'ıWandBæsfæşÖöç~¶Ĉ ö÷èC˘~öç~²Z~Y

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WordPerfect 10.0.1/0

WordPerfect 7.01/7.03  
PAGE 1

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ΤΕΛΟΣ ΜΥΪ»

ÎªÄúÔÚŦÖ»°¿ò¹±ê³ßÖÐ¼üÈëµÄÄ¿ÖµÈëÖÃÄ-Èìµ¶î»£Ñ¡Õñ¹¤÷ÔÚ Word

»·¾³İÂËùÓÃµÄ¶ÈÁ¿µ¶İ»£°Ó¢´¿ı¢ÀãÃ×ı¢µã»ò°ÁİËı£

ı°ÓÃ»\$ĐĀİçİ±ÑİİİŦŦŦ»°Łò

ÔÚĂúÊ×ˆı°²×° Word Èİ¼pÊ±£¬Word İŦÊ³¼Ŧ»„öı°ÓÃ»\$Ăúİ±ŦŦŦ»°ŁòİÊ¹ÓĀİ°ÓÃ»\$ĐĀİçİ±ÑİİİŦŦŦ»°  
ŁòİŦÊ³¼ŦŦ Word °²×°ŦĐĂúÊùİá¹©μĂĐĀİç£¬ÊùŦŦĂúŁÉŦŦŦ¼İ²é°İ±ă¼ŦăĐ©ĐĀİçİ£

Ăú×Ŧ

¼üÈë Word ÔÚİĂμμŦĐÊ¹ÓĂμĂĂú×Ŧİ£Word ½«ˆÊĂùİİ¼ŦŦŦĂúÊù½ˆĂçμĂİĂμμμĂ„ĂŦ°ĐĀİçŦĐİ£

ĐŦŦĂúÊöĐˆ

¼üÈë Word ÔÚ×çÊİ±êŦ³ŦĐÊ¹ÓĂμĂ Ăú×ç±ê¼ÇμĂĐŦŦĂúÊöĐˆİ£

ÓÊ¼ĂμŦŦŦ

ÔÚĂúÊ×ˆİÊ¹ÓĀİ°ŦÆ×÷ĐĀ·ăİ±ĂúĂİĂˆˆˆòŦİŦ»„öÓÊ¼ĂĐĀ·ă°ó£¬Word »áİŦÊ³¼ĂúμĂμŦŦŦİ£

ÓÃ'Ě¶Ô»°¿òÔÚ²Ěμ¥ÖĐì¼Ó»òÉ³⁄₄ýÃüÁ°í°ê;£

Ñ¡ÔñÒªƉƮ,ÄµÄ²Ëµ¥¡£

×ϕÊî£°¿É½«´øîÄ»®ïßµÄ¼ÓËÜ¼üî¼ÓÖÄ²Ëµ¥ÕýîÄÖÐ;£²¼üÖÖ²Ëµ¥ÖÐî¼ÓÄüÄ;ç²°î·Ö, ðîß;£

ïôê¾ÄúŦ·ÒåµÄ°ê¡£

Ñ¡ÔñÒªÔÚ²Ëµ¥ÖÐì¼¼Ó»òÉ³⁄³ýµÄÃüÁî»ò°ê¡£

ïôê¾ñ¡¶µÄ Word ÄüÁî»ò°êµÄËµÃ÷¡£

½«²Ėμ¥ŒŸîÄÄ¬í¬ïàÓ|μÄ°ê»ðÃüÁîì¼Óμ½Ñ;¶·μÄ²Ėμ¥ÖĐ;£

‘ÓÑ¡¶²Ěμ¥ÖĐÉ¾³ýÃüÁî»ò°ê¼°ÆäläÓ|μÄŒýîÄ;£

»Ö, 'ÔÊ¼ Word ²Ëµ¥ÃüÁîÉèÖÃ¡£

Éú³É»òĭÔÊ¾·ÖÅä,øμ±Ç°Ñù°ǎμÄ²Ëμ¥j£





ᵢ¹¼ßÄ, Ñᵢᵢᵢ±¶Ô»°¿ò

‘Ê¶Ô»°¿òÓÄÄ´¶ÖÆᵢ¹¼ßÄ,ᵢ±Éİ¿ÉÓǺμǺ¿ᵢ½Ý·½Ê½Ñᵢᵢᵢ£

¿ᵢ½Ý·½Ê½

► İáÊ´ò¿ᵃᵢ¹¼ßÄ,Ñᵢᵢᵢ±¶Ô»°¿ò£¬Ê«»÷ᵢ¹¼ßÄ,ᵢ±ÉİμǺ¿Ô°×ÇøÓò¿£

ÒªÐᵖ,ǺμǺ¹¼ß

ÑᵢÔñÒªÐᵖ,ǺμǺᵢ¹¼ßÄ,ᵢ±°´Ǻ¥»ò¿Ô°×Çø¿£

İÔÊ¾

ÑᵢÔñÒªİ¹¼Óμ½ᵢ¹¼ßÄ,ᵢ±ÖÐμǺ¹ǺÜÀàĐİ¿,ǺÑᵢÔñ½«ᵢ,Ǻ±Ǻᵢ°ǺüÁİ£¬°êᵢ±¿òÖÐμǺİÔÊ¾ǺÜÊÝ¿£

ǺüÁİ İÔÊ¾ÓÉ Word °²×°μǺǺüÁİ¿£

°ê İÔÊ¾ÓÉ Word °²×°μǺǺüÁİ¿£

ǺüÁİ£¬°ê

ÑᵢÔñÒªİ¹¼Óμ½ᵢ¹¼ßÄ,ᵢ±ÖÐμǺǺüÁİ»ò°ê¿£

°´Ǻ¥

ÑᵢÔñÒªİ¹¼Óμ½ᵢ¹¼ßÄ,ᵢ±ÖÐμǺ°´Ǻ¥¿£

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İÔÊ¾Ñᵢ¶μǺ Word ǺüÁİ»ò°êμǺËμǺ÷¿£

Ðᵖ,Ǻ

ÓǺᵢ°°Ǻ¥ᵢ±¿òÖÐÖ,¶μǺ°´Ǻ¥İæ»»ᵢ°ÒªÐᵖ,ǺμǺ¹¼ßᵢ±¿òÖÐμǺ°´Ǻ¥¿£

ÖøÊè¹¼ß

½«·ÖǺǺ,øǺ³,òÑù°ǺμǺÖ,¶¹¼ßÖøÐǺÊèÖǺμ½ NORMAL.DOT Ñù°ǺÖᵢ¿ÊË¹ü,ǺÑù°Ǻİª  
NORMAL.DOT £¬ǺÇǺ´Ö,¶¹¼ßÖμÓǺ Word ´«Ëİ¿£

È«²¿ÖøÊè

½«Ǻ³,òÑù°ǺÖÐμǺÈ«²¿¹¼ßÖμÖøÐǺÊèÖǺμ½ NORMAL.DOT Öᵢ¿ÊË¹ü,ǺÑù°Ǻİª NORMAL.DOT  
£¬ǺÇǺ´¹¼ßÖμÓǺ Word ´«Ëİ¿£

ÓÐÐ§·¶İ§

È«³⁄Ö Éú³É»òİÔÊ¾·ÖǺǺ,øÊ«³⁄ÖÑù°Ǻ NORMAL.DOTμǺ¹¼ßÄ,ᵢ£

Ñù°Ǻ Éú³É»òİÔÊ¾·ÖǺǺ,øμ±Ç°Ǻ£°ǺμǺ¹¼ßÄ,ᵢ£

ı°`òÓıÑıİıİ±¶Ŏ»°¿ò

‘Ė¶Ŏ»°¿òÓĀĀ‘Éè¶‘Ėç°İ‘òÓıĬĀμμı£

‘òÓıÑıİı

ÑıŎñŎ»„ò»ò¶ă„ò‘òÓıÑıİıı£

²Ÿ„ăĖă³ö      ‘òÓıĬı„ñĖ½±àĀĀμĬĬĀμμ£¬„ñĖ½»¯×Ŏ·û¿ĖĀŬŎŎ  
‘øŎĐĬĀ»©ĬıμĀ·½Ė½³öĬŎ£¬ŎăĖı¼ðÓŬĀúμĀ‘òÓı»úı£Word ½«Ĭ¼Ė¬  
‘òÓı³ĖĬªŎ»„ò¿Ŏ°×Ĭ¼ĬĀ¿òı£  
·‘Đò‘òÓı      ‘Ŏ×Ĭ°óŎ»Ŏ³‘òÓıμ½μŬŎ»Ŏ³ı£  
„üĐĀŎđ      ‘òÓıÇ°„üĐĀĬĀμμŎĐμĀŎđı£

ĖæĬĀ½

ÑıŎñŎĖĬĀμμŎĐ¹ŎμĀĐĀĬç£¬ŎŎ±ăĀúĀŬ½«Ėă‘òÓı³öĀ‘ı£

ŎªŎªĐĀĬç      ŎŬĀú‘òÓıĖĬĀμμ°ĬĀú×çŎŎ°ó£¬ŎŬĀıŎ»Ŏ³μ¥¶ĬĀ‘òÓıŎªŎªĐĀĬç ı£  
Ŏđ‘ŬĖæ      ‘òÓıĬĀμμŎĐμĀŎđ‘ŬĖæ¶Ŏ²»ĖÇŎđĀŬĖĚı£  
×ç½ă      ŎŬĬĀμμĀ©Ĭ²μĀĖăăĖŭŎ³ĖĬ‘òÓı×ç½ăı£  
Ŏþ²ŎĬĀ×Ŏ      ‘òÓıĬĀμμŎĐμĀŎþ²ŎĬĀ×Ŏı£

ĐĀ·ăÑıİı

‘òÓı»úμĀ      ŎĀ°²×°ŎŬ‘òÓı»ú  
ĐĀ·ă½ŎŎ½      ĖĬμĀĐĀ·ă½ŎŎ½Ė÷  
Ė÷ŎŦ°²×°      ‘òÓıĐĀ·ăı£

Ŏ»¶Ŏμ±Ç°ĬĀμμŎĐĐ\$μĀÑıİı

¹Ā×Ŏ£¯¹Ā      ·ĀŎ¹ Word ½«¹ĀĐĐ

ĐĐ¿ŎŎĖ      ‘òÓı³ĖĀ³Ŏ»Ŏ³ĖĬ¿μĀμŬŎ»ĐĐ»ðĀ³Ŏ³μ×¿μĀ×Ĭ°óŎ»ĐĐı£

Ė¹ŎĀ TrueType ×Ŏ      ŎŬĀŬŎĀ

ĐĬ×÷ĬªĀ¬ĖĬ×ŎĐĬ      TrueType ×ŎĐĬμĀμø·½‘òÓıı£×çĖĬ£°ĖÑıİıŎ»ŎŬĖ¹ŎĀ Microsoft Windows 3.1  
»ð„üĐĀ°æ±¼μĀÇé¿öĬĀŎĐĐ\$ı£

ᵢ°±£´æÑᵢᵢᵢ±¶Ô»°¿ò

´Ê¶¶Ô»°¿òÓÄÀ´¶¶ÖÆÊÇ°ÎÒÔ¼°°ÎÊ±±£´æÄúμÄÎÄμμᵢ£

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×ÜÊÇ´´½´´

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±,·Ý

±³⁄₄£¬²ϕÇÒÓÃ´øÓÐ .BAK À©Õ¹ÄûμÄÎÄ¼p±£ÁðÎÄμμμÄÊÎÒ»„ð°æ±³⁄₄ᵢ£

×ϕÊÍ£°Äú¿ÉÒÒÑᵢÔḡᵢ°×ÜÊÇ´´½´´±,·Ýᵢ±Ñᵢᵢ»ðᵢ°ÔÊÐÍ¿ÌÊÙ±£´æᵢ±Ñᵢᵢᵢ£

ÔÊÐÍ¿ÌÊÙ±£´æ

ÔÚ¿ÉÄÜμÄÇé¿ðÎÄ£¬Í´ýÖ»¼ÇÂ¼ÐƆ,Ä²¿·Öμ½ÒÑÓÐÎÄ¼pÀ´¿ÌÊÙ±£´æᵢ£

ÌäÊ³⁄₄ÊäÊèÖªÒª

Ä¿μ±Äú±£´æÒ»„ðÐÂ

ÐÄÎϕ

μÄÎÄμμÊ±£¬ÎÔÊ³⁄₄ᵢ°ÖªÒªÐÄÎϕᵢ±¶¶Ô»°¿òᵢ£

×Ô¶¶±£´æμÄÊ±¼ä

ÔÚÄúÖ„¶¶μÄÊ±¼ä

¼ä„ðÊƆÊƆÊƆ·ÖÖÓ ¼ä„ðÄÚ×Ô¶¶±£´æÎÄμμᵢ£

ı°Æ´Đ´Ñıİı±¶Ŏ»°¿ò

´Ê¶Ŏ»°¿òÓÄÀ´Ö,¶´Êç°¶ŎİÄµµ½øĐĐÆ´Đ´¼ı²éı£

°öÂÔ

µ±Äú¼ı²éÆ´Đ´Ê±£¬ÑıŎñÄÇĐ©²»Đè¼ı²éµÄµ¥´Êı£

È«²¿´óĐ´µÄ      ÑıŎñ°öÂÔ

µ¥´Ê      Ä¿,ö×ÖÄ,

¶¼ÊÇ´óĐ´

µÄµ¥´Ê

ı£

°¬ÓĐÊý×ÖµÄµ¥´Ê      ÑıŎñ°öÂÔ

°¬ÓĐÊý×Ö

µÄµ¥´Êı£

¶ŎÖÆ´Êµä

ÑıŎñÖÁÉÙËÄ,öÓÄÀ´¼ı²éÆ´Đ´µÄ´Êµäı£İªÁËÑıŎñ

´Êµä£¬ŎòĐèÓÄÊó±êµ¥»÷ËùÑı´Êµä£¬»÷òÓÄ¼Ÿı¼ü½«¹â±êòÆÖÁŎªÑı¶µÄ´Êµä£¬È»°ó

İÄ¿Ö,ñ¼üı£

İı¼Ó

İı¼ÓŎ»÷öÓÄ»§´Êµäµ½Æ´Đ´¼ı²éÆ÷ŎĐ£¬ŎÚı°İı¼Ó´Êµäı±¶Ŏ»°¿òöĐ¼üËèÄúŎª´´½´´»÷ò¿ªµÄÓÄ»§

´ÊµäµÄİ¼pÄú£¬È»°óÑıŎñı°È¶Ŏı±°´Á¥£¬¬Word ¾ı¼½«ÓÄ»§´Êµäİı¼Óµ½

´ÊµäÁĐ±İŎĐ£¬²ç½«ÆäÑı¶ı£

½´´Öé

ŎÚ½øĐĐÆ´Đ´¼ı²éÊ±£¬İªÄ¿,ö²»Æ¥ÄäµÄµ¥´ÊİÖÊ¾Ŏ»İµÁĐ,üŎýµÄ½´´Öéı£

'Ë¶Ô»°¿òÓÃÀ'Ö,¶`Èç°î¶ÔîÄµµ½øÐÐÓï`¼ì²é;£

Ñ¡ÔñÄúËùÐèµÄÓï¨üÖý¼¶¶±ð£

¶ÖÆÉèÖÃ

¶ÖÆÓí·°ÍÑùÊ½¹æÔðÖ®Àà£¬²Í¼û·°¶ÖÆÓí·°ÉèÖÃ¡±¶Ô»°¿ò¡£

lē³ÉÓí...¹⁴i²éºó£-iŌÊ³⁴iÄµµÄ¹³¼ÆÊý³⁴Ý£-Èçµ¥·ÊÊýjçÄj³⁴aÖÐµÄµ¥  
 ·ÊÊýjçÖÄ¶ÄÄÑÖ×³iÐòµÊ¹⁴¶j£²¹¹⁴üj£·É¶ÄÐŌ¹³¼Æj±¶Ō»  
 ¿öj£×çÊ£Ō¿É¶ÄÐŌ¹²a¹ü¹ÊjµÄ×¹³ÄµÄ¹²a¹üŌ¶ŌŌŌ,öiÄµµ¹²øÐÐŌí...¹⁴i²éj£

## 1° ¶ ÖÆÓŕ··ÉèÖÃ±¶¶Ô»°¿ò

Word ½«ÖÃÓÚ¼²éĬÄµµµÄ¹æÔð·Ö³É×éĴ·Ē¶¶Ô»°¿òÖÃÀ  
·ŊĭÔñÈùÐèÖÃÓÚ¼²éĬÄµµµÄÔŕ··°ĬŊùĒ½¹æÔðĭĴ

×ϕĒĒÉ°ĒĴùÄùĒ¹ÓÄµÄÔŕ··¼²éÆ÷²»ĒÇÓÉ Word °²×°µÄĒ-ÄÇÄ·ÄúµÄŊĭŕĴÉÄÜÓèÖý¶¶Ô»°  
¿òÖÐĒù²»ĬĴĴ

## Ē¹ÓÄÔŕ··°ĬŊùĒ½¹æÔð

ŊĭÔñÄùÖ³Ðµ·ÄµÄÖ»×éÓŕ··°ĬŊùĒ½¹æÔðĒ-ÔÚĭ°Ôŕ··°ĬŊùĒ½±¿òÖÐĒ-Word  
×Ô¶¶ŊĭÔñĒĒ°ĬÓÚÈùŊĭÔŕ··°ĬŊùĒ½¹æÔðµÄŊĭŕĴĴ

ŊĭŕĴ·Ē¹ÓÄÈùÓÐ¹æÔðĴ© Ē¹ÓÄÔŕ··¼²éÆ÷ÖÐµÄÈùÓÐÔŕ··°ĬŊùĒ½¹æÔðĭĴ

ÓÄĒĬÒµĬ¹æÔð Ē¹ÓÄĒĒÓÄÓÚĒĒèÐ·ĒĬÒµŊùĒ½µÄÔŕ··°ĬŊùĒ½¹æÔðĭĴ

Ö»ÓÄÖ»³Ð·×÷¹æÔðĒ¹ÓÄ·ÇÖýĒ½Ð·×÷ÈùÄÜ½ÓÈÜµÄÔŕ··°ĬŊùĒ½¹æÔðĭĴ

## Ôŕ··

ĬÄùÔÚĭ°Ē¹ÓÄÔŕ··°ĬŊùĒ½±¿òÖÐŊĭ¶µÄ¹æÔð¼°Ö·¶¶Ôŕ··ŊĭŕĴĴĬÄĒĒèĴ·ŊĭŕĴµÄĒĒèĴ·ÐÄĬϕ  
Ē-ŊĭÔñ·ÄŊĭŕĴĴ-Ē»°ôŊĭÔñĭ°½ÄĒĬ±°·Ä×ĴĴ

## ŊùĒ½

ĬÄùÔÚĭ°Ē¹ÓÄÔŕ··°ĬŊùĒ½±¿òÖÐŊĭÔñµÄ¹æÔð¼°Ö·¶¶ŊùĒ½ŊĭŕĴĴĬÄĒĒèĴ·ŊĭŕĴµÄĒĒèĴ·ÐÄĬϕ  
Ē-ŊĭÔñ·ÄŊĭŕĴĴ-Ē»°ôŊĭÔñĭ°½ÄĒĬ±°·Ä×ĴĴ

## Ôŕ··ŊĭŕĴ

ŊĭÔñ Word ĒÇ°Ĭ¼²é·ÖÀèµÄ¶¶·Ē²»¶¶Ē½ĭϕÄ-ÐøÄù·ĒÖÔ¼°½é·Ē¶ĬÓŕĴĴ

## ·ÖÀèĒ½¶¶·Ē²»¶¶Ē½

Always ¼²éÈùÓÐµÄ·ÖÀèĒ½¶¶·Ē²»¶¶Ē½

By More Than ¼²é±»Ö»·öÔÔĒĬµÄ

One Word ·Ē·ÖÀèµÄ¶¶·Ē²»¶¶Ē½

By More Than ¼²é±»Ä½·öÔÔĒĬµÄ

Two Words ·Ē·ÖÀèµÄ¶¶·Ē²»¶¶Ē½

By More Than ¼²é±»Ēý·öÔÔĒĬµÄ

Three Words ·Ē·ÖÀèµÄ¶¶·Ē²»¶¶Ē½

Never ²»¼²é·ÖÀèĒ½¶¶·Ē²»¶¶Ē½

## Ä-ÐøÄù·Ē

More Than Two In ¼²éÄ½·öÔÔĒĬ

A Row µÄÄ-ÐøÄù·Ē

More Than Three In ¼²éĒý·öÔÔĒĬ

A Row µÄÄ-ÐøÄù·Ē

More Than Four In ¼²éĒÄ·öÔÔĒĬ

A Row µÄÄ-ÐøÄù·Ē

Never <sup>2</sup>»¼ì²éÁ¬ÐøÃû´Ê

½é´Ê¶ìÓì

More Than Two In ¼ì²éÁ½,øÒÔÉĭμÃ

A Row Á¬Ðø½é´Ê¶ìÓì

More Than Three In ¼ì²éËý,øÒÔÉĭμÃ

A Row Á¬Ðø½é´Ê¶ìÓì

More Than Four In ¼ì²éËÃ,øÒÔÉĭμÃ

A Row μÃÁ¬Ðø½é´Ê¶ìÓì

Never <sup>2</sup>»¼ì²éÁ¬ÐøμÃ½é´Ê¶ìÓì

È«²¿ÖØÉè

»Ö,´ Word ×î³õμÃÓì·°ĭÑùÊ½¼ì²é¹æÔðì£

½âÊĭ

ĭÔÊ¾´øÓÐÑĭ¶¹æÔðËμÃ÷μÃ¿òì£



## ¿°WIN.INI¿±Ñ¿Ï¿Ô»°¿ò

¿Ë¿¿Ô»°¿òÓÃÀ¿ÔÚÃúµÃ Windows ¿Ê¿¿¿»ò WIN.INI  
ÎÃ¼pÖÐÖ¿¿ÉèÖÃ¿£ÓÐ¹Ø¿ë¿.ÃÚÈÝ£¬¿¹¿¼û¿¿Ö¿Ê¿¿Ñ¿Ï¿±à¼ WIN.INI ÎÃ¼p¿¿£

## Ó¿ÓÃ³¿Ðò

¼ûÈë»òÑ¿ÔñÒªÔÚ Windows ÖÐÐ¿.ÃµÃÓ¿ÓÃ³¿Ðò¿£

## ¿Ê¿¿Ñ¿Ï¿

Ñ¿ÔñÒªÐ¿.ÃµÃ¿Ê¿¿Ñ¿Ï¿£Word »¹ªÃúÔÚ¿°Ó¿ÓÃ³¿Ðò¿±¿òÖÐÑ¿¿µÃÓ¿ÓÃ³¿Ðò¿ÔÊ³¼Ñ¿Ï¿£

## Ñ¿Ï¿

È¿¹ûÒªÐ¿.ÃµÃÑ¿Ï¿¿ÔÊ³¼ÔÚ¿°¿Ê¿¿Ñ¿Ï¿±¿òÖÐ¿ë¼ûÈë.ÃÑ¿Ï¿£

## ÉèÖÃ

È¿¹ûÃúÈùÐèµÃÉèÖÃ¿ÔÊ³¼ÔÚ¿°¿Ê¿¿Ñ¿Ï¿±¿òÖÐ£¬¿ë¼ûÈë.ÃÉèÖÃ¿£

## É³¼³ý

É³¼³ýÑ¿¿µÃ¿Ê¿¿Ñ¿Ï¿£

## ÉèÖÃ

ÉèÖÃÃúÖ¿.¿µÃÑ¿Ï¿¿ÉèÖÃ¿£

ÊäÊë¼°Ðᵇ\_ÄÎÄµµ

ÄÊö

ÊäÊë

ÓÃÊý×ÖÐᵢ¼üÄìÊäÊëÊý×Ö

ÉèÖÃÓÃ»§í²»¶µÄ¼üÊë·½Ê½

²äÊë\_ÖÊäÊëÎÄ±¼µÄ±.Ý

°·Ö»\_ö¶ÎÄäÊäÊë¶äÐḂÎÄ×Ö

²äÊëÖý°Ä°í¶ì»©İİ

²äÊë²»¼ä¶¶İ\_Ö\_ñ

²äÊë²»¼ä¶¶ÎÄ¬×Ö·ü

²äÊë\_zÊÑîÄ¬×Ö·ü

°ÑÊ±¼ä»òÈÖÆÜİí¼Óµ½ÎÄµµÖÐ

Ñî¶

ÓÃÊó±èÑî¶ÎÄ±¼

ÓÃ¼üÄìÑî¶ÎÄ±¼

Ñî¶\_Öü\_öİÄµµ

Ñî¶\_Ö»ÎÄ±¼Ä

Ñî¶\_±íÖḂµÄÎÄ×Ö»ò¼ḂḂ

ÔÚÎÄ±¼ÖḂÒÆ¶

¹ö¶\_ÎÄ±¼

¹ö¶\_µ½×óÖ³±İ¼äÖḂ

ÔÚÎÄµµÖḂÒÆ¶²äÊëµä

ÒÆ¶\_µ½\_Ö\_¶\_µÄÖ³\_çÊëÇ©\_ç½\_Ä×ç\_çÄü×ç»òÆäÊüî»ÖÃ

»Øµ½ÒÄ´µÄ±ä¼î»ÖÃ

É³¼³ý\_ç\_´ÖÆ°ÍÒÆ¶\_ÎÄ±¼

É³¼³ýÎÄ±¼

°ÑÎÄ±¼\_´ÖÆµ½ḂÄî»ÖÃ

ÒÆ¶\_ÎÄ±¼

ÔÚ Word °ÍÆäÊüÓ\_ÓÃ³\_İḂò¼ä\_´ÖÆ°ÍÒÆ¶\_ÎÄ±¼

İÖÊ³¼¼öü°ä

Ê¹ÓÃ¼¼ÎÄ³\_İÖ¼\_¼°ÒÆ¶\_ÎÄ×Ö»ò¼ḂḂ



## ÓÃÊý×ÖĐĭ¼üÀĭÊăÈëÊý×Ö

Èç¹üÄú¹ýÈ×Ê¹¹ý 10 ¼ü¼Ö·Æ÷£¬Äú»ðĐĭ¼üÖ¼ÖÖÄÓÃÊý×ÖĐĭ¼üÀĭ£¬¶¶ø²»Êç¼üÀĭ¶¶¶ÊµÃÊý×Ö¼üÄ  
ÊăÈëÊý³¼Ýĭ£

## ÓÃÊý×ÖĐĭ¼üÀĭÊăÈëÊý×Ö

- ° NUM LOCK ¼üĭ£  
x'ĭ¬Ä¼Ü³ðĭÖ"NUM"×ÖŃüĭ£
- ÓÃĐĭ¼üÀĭÊý×Ö¼üÊăÈëÊý³¼Ýĭ£
- ÈçÖªÖØÓÃÊý×ÖĐĭ¼üÀĭÊĭµÄ¼ü¹ĭÄÜ£¬ÔÙ°Ö»ĭ NUM LOCK ¼üĭ£

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## ÇěĭÔĀ

ÊăÈë¼°ĐĐ¼ĭÄµµ

ÖĐĐÊýŃ§¼ÆÊă

## ÉèÖÃÓÃ»§İ²»¶µÄ¼üÈè·½Ê½

µ±Äú°Ñ²ǎÈèµǎÖÆµ½Ö»¶İ»ÖÃ²ç¿ªÊ¼ÊǎÈè£¬Word  
İ³£ÊÇ°ÑÖÑÓĐİÄ×ÖİòÓÖÖÆ£¬İªĐÄ×Ö·üİ³ò¿Ö¼ǎ£Ê¼ÓÃ Word µÄİ°²,Çİ±İĐĐÖ»òİNS  
¼ü£¬¿ÊÖÜÄ³Ê±¿İÖ,¶İ Word İæ»»»òİ°²,Çİ±ÖÑÓĐµÄ×Ö·ü£

Ê¼ÓÃİ°ÓÃÊǎÈèÄÜÈÝİæ»»ÑİÖĐ¶İÖİóİ±İĐĐÖ£¬¿ÊÖÜ¿ªÊ¼ÊǎÈèÊ±£¬¿ÖÖÆ Word ÊÇ·ñ±  
£Áò»òÊ¼³¿ÑİÖĐµÄİÄ±³¼£

### ¼¤»İİ°²,Çİ±Ä£Ê½

×çÊİ£°Ê·½¬¼òµ±Äüİ°ÑİÖñİ°Ê¼ÓÃ İNS ¼üÖ³İüİ±,Ñİ¿òÊ±²ÁÓĐĐ§İ£ÑİÖĐ,Ä,Ñİ¿òÊ±£¬° İNS  
¼ü³¼İÄÜ²ǎÈè¼òü²ǎÊİµÄÄÜÈÝİ£İ°Ê¼ÓÃ İNS ¼üÖ³İüİ±ÖÜİ°Ñİİİ±¶İÖ»°  
¿òµÄİ°Ö»²ǎÑİİİ±ÖĐ£¬İ°²¼ßİ±²Êµ¥£©İ£

- İ° İNS ¼üİ£  
İ°²,Çİ±İĐĐÖ±»¼¤»İ°ó£¬"OVR" ×ÖÑü²òİÖÖÜ×·İ¬Ä,ÖĐİ£  
Öª·µ»ĐÄ¬ÊİµÄ,²,ÇÊèÖÄ£¬ÖÜ°Ö»İ İNS ¼üİ£

### Ä±ǎÄ¬ÊİµÄ²,ÇÊèÖÃ

- İ°İ°²¼ßİ±²Êµ¥ÖĐ£¬ÑİÖñİ°Ñİİİ±ÄÜÁİ (ALT, O, O) İ£
- ÖÜİ°·ÖÄǎİ±¿òÖĐ£¬ÑİÖñİ°Ö»²ǎİ±Ñİİİ£
- ÑİÖĐ»òÇǎ³¿İ°²,ÇÄ£Ê½İ±,Ñİ¿òİ£
- ÑİÖñİ°Ê·¶İ±°·Ä¥İ£

### ÉèÖÃİ°ÓÃÊǎÈèÄÜÈÝİæ»»ÑİÖĐ¶İÖİóİ±Ñİİİ

- İ°İ°²¼ßİ±²Êµ¥ÖĐ£¬ÑİÖñİ°Ñİİİ±ÄÜÁİ (ALT, O, O) İ£
- ÖÜİ°·ÖÄǎİ±¿òÖĐ£¬ÑİÖñİ°Ö»²ǎİ±Ñİİİ£
- ÑİÖĐ»òÇǎ³¿İ°ÓÃÊǎÈèÄÜÈÝİæ»»ÑİÖĐ¶İÖİóİ±,Ñİ¿òİ£
- ÑİÖñİ°Ê·¶İ±°·Ä¥İ£

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### Çè²İÖÃ

ÊǎÈè¼°ĐĐ,ÄİÄµµ

İ°ÖÖÓÃ»§İ²»ÄÊèÖÃ Word

²ǎÈë, ÕÊǎÈëÎÄ±³¼μÄ±, ·Ý

Word ½«Äú¼üÈëμÄ×Ö·ûÒ»Ö±±£´æÔÚÄÚ´æÖÐ£¬Ö±μ½ÄúÖ  
´ÐÐÄË³ýÖÆ¶²ǎÈëμǎÖ®ÎâμÄÄ³, ö²Û×÷;£

²ǎÈë, ÕÊǎÈëÎÄ±³¼μÄ±, ·Ý

1 ÔÚ²ǎÈë, ÕÊǎÈëμÄÎÄ±³¼μÄÎ»ÖǎÈëÖǎ²ǎÈëμǎ;£

2 Ñ;ÔñÎÄÄÐÄ³Ò»²Û×÷:

- ▶ °´ F4;£
- ▶ ´Ô;°±à¼;±²Ëμ¥ÖÐ£¬Ñ;Ôñ;°ÖØ, ´ÊǎÈë;±ÃüÁÎ (ALT, E, R) ;£

ÎǎÊ³¼

- ▶ Ê¹Óǎ;°±à¼;±²Ëμ¥ÎÄμÄ;°, ´ÖÆ;±°Í;°Ö³Ï;±ÃüÁÎ£¬¿ÊÖÖ,  
´ÖÆÎÄμμÖÐÊÎÒǎÒ»²¿·ÖÎÄ±³¼;£²Î¼û½«ÎÄ±³¼, ´ÖÆμ½ÐÄμÄÎ»Öǎ;£
- ▶ Ê¹Óǎ;°Í¼ÎÄ¼, ;±ÃüÁÎ£¬¿ÊÖÖÖÄ³¼Ä±£´æÄ³Ö»²¿·ÖÎÄ±³¼£¬ÒÔ±ǎÔÙÓǎ;£²Î¼û½«ÎÄ×Ö»ò¼¼ÐÎ±  
£´æÎ¼¼ÎÄ¼´ÊÎö;£

Çë²ÍÖǎ

ÊǎÈë¼°ÐÞ, ÄÎÄμμ

ÖØ, ´Ä³Ò»²Û×÷

ÖØ, ´¼°, ´ÖÆ×Ö·û, ñÊ½

## ²ǎĖĕŎý°Ā°íŋì»®ĩß

Ê¹ÓÃÊý×ŎĐì¼üĀìĒ¬ĴÉŎŎ²ǎĖĕŎ»Đ©³ĒÓĀμĀÓìĖϕ·ŭ°ĀĒ¬ĖçŎ±½Ó»ð¼ă½ŎŎý°Ā em °í en ŋì»®ĩßμĖĵĒ

## ²ǎĖĕŎý°Ā°íŋì»®ĩß

1 ¼ŬĖçÊý×ŎĐì¼üĀì²»Æð×÷ÓĀĒ¬°´ NUM LOCK ¼üĵĒ

2 ÑìŎñĭĀĀĐĀ³Ŏ»²Ŭ×÷Ē°

²ǎĖĕ	°´
×óμŲŎý°Ā	ALT+0145
(')	
ÓŎμŲŎý°Ā	ALT+0146
(')	
×óĖ«Ŏý°Ā	ALT+0147
(“)	
ÓŎĖ«Ŏý°Ā	ALT+0148
(”)	
En ŋì»®ĩß (--)	ALT+0150
Em ŋì»®ĩß (---)	ALT+0151
×ϕÊĭĒ°¼³¼Ÿ°²×°μĀ×ŎĭăĒ¬ĴÉŎŎÊ¹ÓĀĵ°·ŭ°Āĵ±ĀŭĀŋ²ǎĖĕĖĭĖð¼°ÆăĖŭÓìĖϕ·ŭ°ĀĒ¬²ĭ¼ŭ²ǎĖĕ·ŭ°ĀĵĒ	

## çĕʹŎĀ

ÊăĖĕ¼°ĐĐ,ĀĭĀμμ

°´Ò»\_öſſÎÄäÊäÊëſſàÐÐÎÄ×Ö

Êç¹ûÊäÊëſſà\_öſſÎÐÐîªÊçµØÖ·£¬²çÔÚÄ¿ÐÐÄ©Î²°´ÁÊ £Ä£Î£Ô£Ä ¼ü£¬Òð Word  
½«°Œ\_÷ÐÐ×÷ÎªſſÎÄçµÄſſÎÄä´|Äî£

Word Ò²ÄÜ°ŒſſàÐÐ×÷ÎªÒ»\_öſſÎÄä´|ÄîªÄýÊç£¬°ŒÕâÐ©ÐÐ×÷ÎªÒ»\_ö×é·Äµ½Ò»\_öµØÖ·ÖÐî£

°´Ò»\_öſſÎÄäÊäÊëſſàÐÐÎÄ×Ö

► ÔÚÄ¿ÐÐÄ©Î²£¬°´ SHIFT+ENTER t²âÊë·ÖÐÐ·ûî£

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Çë²ſÖÄ

ÊäÊë¼°ÐÐ\_ÄÎÄµµ



²ǎĖë²»¼ǎŋİĭĭÖ,ŋ

Ė¹ÓĀ²»¼ǎŋİĭĭÖ,ŋĖ¬ĭĖĖ¹Ā½,öμ×'ĖÔÚĐĐĀ©Ė±²»±»·ÖĭªĭĖĀýĖĖĖĖĖÔÚĖĖĐ  
'μĀ³Æ°ð°ÍĐÖĀûÖ®¼ǎĖ¹ÓĀ²»¼ǎŋİĭĭÖ,ŋĖ¬ĖĖ

"M. Poirot."

²ǎĖë²»¼ǎŋİĭĭÖ,ŋ

► °' CTRL+SHIFT+ĭÖ,ŋ¼üĭĖ  
×øĖĖĖ°ÓëÖ»°ǎĭÖ,ŋ²»ĭ¬Ė¬²»¼ǎŋİĭĭÖ,ŋÔÚ×óĭøÓÔÔĖĖĖÖμĀĬĀ±³¼ÖĐ²»ĀÜĀ©Ö¹ĭĖ

ĭǎĖ¾

► ĭĖÔÔĭÖÖÆ²»¼ǎŋİĭĭÖ,ŋÔÚĬĀμμÖĐμĀĬÔĖ¾ĭĖ²Ĭ¼üĭÖÖÆŋİĬĀǎ±ê¼Ė¼°ÆǎĖü·Ė  
ðÓĭ×Ö·üμĀĬÔĖ¾¼·½Ė½ĭĖ

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Çë²ĬÖĀ

ĖǎĖë¼°ĐĐ·ĀĬĀμμ

Ė¹ŋİĬĀǎÖĐμĀĖüÓĐĐĐ·ĀÔÚĬ¬Ô»Ô³ĖĬ

°ŊÔ»×éŋİĬĀǎ·ĀÔÚĬ¬Ô»Ô³ĖĬ

²ǎĚë²»¼ǎŋİĀ¬×Ö·û

İª·ÀÖ¹ÓÃĀ¬×Ö·ûĀ¬½ÓµǺµŷ´ÊÔÚÐÐǺ©±»·Ö,İ£¬¿ÉÓÃ²»¼ǎŋİĀ¬×Ö·û  
´ùlæÖ»°ǎĀ¬×Ö·ûİ£ÁýÊÇ£¬ÓÃ²»¼ǎŋİĀ¬×Ö·û¿ĚÊ¹µŷ´Ê

"forget-me-not" ±£³ÖÔÚÍ¬Ò»»ÐÐÖÐİ£

²ǎĚë²»¼ǎŋİĀ¬×Ö·û

► °´ CTRL+SHIFT+HYPHEN Ā¬×Ö·ûİ£

İǎÊ¾

► ¿ÉÒÔ¿ØÖÆİĀµµÖÐĀ¬×Ö·ûµǺİÖÊ¾¼İ£²İ¼û¿ØÖÆŋİĀǎ±ê¼Ç¼°ÆǎËü·Ç  
´òÓİ×Ö·ûµǺİÖÊ¾¼·½Ê½İ£

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ÇëİÖǺ

ÊǎĚë¼°Ðᐁ,ǺİĀµµ

²ǎÈë¿ÉÑ¡Á¬×Ö·û

ÎªÁĖ±£³Ö±ß½¿ÖûÆë£¬¿ÉÓÃ¿ÉÑ¡Á¬×Ö·û·Ö,Îµ¥·Ê¡£Ė¿¹ûÒÒ°óµĀ±à¼½á¹û²»ÔÙĐèÒªÁ¬×Ö·û£¬ÔòÔÚ  
‘òŌ¡µĀĀµµÖĐ,ĀĀ¬×Ö·û²»»á³òĬŌ¡£

²ǎÈë¿ÉÑ¡Á¬×Ö·û

► °´ CTRL+HYPHEN Á¬×Ö·û¡£  
×¿ĖÍ£°³¿·¿Ñ¡ÖĐ¡°Ñ¡Ĭ¡±¶Ō»°¿ò£¬¡°¹¼ß¡±²Ėµ¥£©ÖĐ¡°²ë¿¬¡±Ñ¡ĬĬĀµĀ¡°¿ÉÑ¡Á¬×Ö·û¡±,  
‘Ñ¡¿ò£¬¬ĥŌò¿ÉÑ¡Á¬×Ö·û²»»áĬŌĖ³¼³òĀ¬¡£²Ĭ¼û¿ÖŌÆ¶ĬĀā±ē¼¿¼°ÆāĖû·¿òŌ¡×Ö·ûµĀĬŌĖ³¼·½Ė½¡£  
ĀúŌ²¿ĖĖ¹Á¬×Ö·û×Ō¶²ǎÈëµ½Ōû,òĬĀµµÖĐ£¬²Ĭ¼û×Ō¶¶Ōµ¥·ĖĖ¹ÓĀĀ¬×Ö·û¡£

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Çë²ĬŌĀ

ĖāĖĖ¼°ĐĐ,ĀĬĀµµ

## °ÑÊ±¼ă»ðÈÕÆÚÍ¼Óµ½ÎÄµµÖÐ

Ê¹ÓÃ¼°Ê±¼ă±¼°Í¼°ÈÕÆÚ¼±ÃüÁî£¬¼ÈÕÕÕ¼°ðÓ¼ÎÄµµÊ±£¬°ÑÈÕÆÚ¼°Ê±¼ă×÷¼°Ò»»ðÒð¼Í¼Ó½øÈ¥  
¼£³Ý·ÇÁÍÖÐÈè¼££¬ÓÉ Word ×Ô¼»¼üÐÃ¼Öð¼£

## °ÑÊ±¼ă»ðÈÕÆÚÍ¼Óµ½ÎÄµµÖÐ

- 1 °Ñ²ăÈëµăÒÆµ½¼ü²ăÈèÊ±¼ă°ÍÈÕÆÚµÃ¼»ÖÃÉ¼£
- 2 ´Ó¼°²ăÈè¼±²Èµ¥ÖÐ£¬Ñ¼Õñ¼°ÈÕÆÚ¼°Ê±¼ă¼±ÃüÁî (ALT, I, T) ¼£
- 3 Ô¼¼°¼ÈÓÃ¼ñÈ¼±¼ðÖÐ£¬Ñ¼ÕñÈÕÆÚ¼°Ê±¼ăÈüÓÃµÃ¼ñÈ¼¼£
- 4 Ñ¼Õñ¼°È¼¼±°·Ã¥¼£

Word ½«Òð²ăÈèÎÄµµ°ð£¬¼È¼È¼È¼°Òð

¼üÃè£¬Ò²¼È¼È¼°ÒðÃÜÈÝ¼£ÖÐ¼ØÈç°¼¼ØÖÆ¼È¼üÒðÈÓ¼µÃÇè¼ð£¬²¼¼ü¼È¼°Òð  
¼üÃè¼°ÒðÃÜÈÝ¼£

¼¼½Ý·½Ê½

- 
- Ò²¼°ÑÊ±¼ă»ðÈÕÆÚÍ¼Óµ½Ò³Ã¼»ðÒ³¼ÃÖÐ£¬Ô¼Ò³Ã¼£¬Ò³¼ÃÃ¼ÃÜµ¥»÷
- »ð
- ¼£²¼¼ü½··ÃÇÒ³Ã¼¼°Ò³¼Ã¼£

- 
- °Ñ²ăÈëµăÒÆµ½¼ü²ăÈèÈÕÆÚ»ðÊ±¼ăµÃ¼»ÖÃÉ¼£¬Ñ¼Õñ¼°ÃÄÐÃ³Ò»²Ü×÷£°
- Í¼°ÒÈÕÆÚ£¬° ALT+SHIFT+D ¼£
- Í¼°ÒÊ±¼ă£¬° ALT+SHIFT+T ¼£

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## Çè¼ÖÃ

ÊăÈè¼°Ð¼¼ÎÄµµ

Òð

ÈÕÆÚÒð

Ê±¼ăÒð

## ÓÃÊó±êÑ¡ŦĦİÄ±¼

ĲÉÒÓÃ,÷ÖÖ·½·"Ê¹ÓÃÊó±êÀ

Ŧ¡ŦĦİÄ±¼¡£ÓÐ¹ØÑ¡Ôñ±í,ñÖĐİÄ±¼μÄÇéĲø£¬²Ħ¼ûÑ¡Ôñ±íÖĐμÄİÄ×Ö»òĦ¼Đİ¡£

## ÓÃÊó±êÑ¡ŦĦİÄ±¼

► Ŧ¡ÔñİÄÄĐÄ³Ö»²Û×÷£º

Ŧ¡ŦĦ

²Û×÷

ÊĦŦĦİÄ±¼

ÔÚÒªÑ¡ÔñμÄİÄ±¼ÉİŦĦ¡£

Ò²ĲÉ½«²âÊëμăÖÃÓÚÒªÑ¡ÔñİÄ±¼μÄÖ»ŦĦ££¬Ê»ºó°×¡ SHIFT

¼û£¬μ¥»÷İÄ±¼μÄÄİÖ»ŦĦ¡£

Ò»»÷,öμ¥¬Ê

Ê«»÷,Ãμ¥¬Ê¡£

Ò»ĐĐ

μ¥»÷,ÃĐĐ×ó·½μÄŦ¡Ôñİö¡£

ŦăĐĐ

ÔÚÖă¼,ĐĐ×ó±ßμÄŦ¡ÔñİöÄÚŦĦ¡£

Ò»»÷¼ă×Ó

°×¡ CTRL ¼û£¬μ¥»÷¼ăÖĐÊĦÖăİ»ÖÃ¡£

Ò»»÷ŦĦİÄă

Ê«»÷ŦĦİÄăÄÔμÄŦ¡Ôñİö¡£

¼»»÷ŦĦİÄă

Ê«»÷Ŧ¡Ôñİö²øÔÚÆăÖĐİŦĦ¡£

Ò»»÷öİÄμμ

°×¡ CTRL ¼û£¬μ¥»÷Ŧ¡Ôñİö¡£

Ò»Ä,İÄ×Ö

°×¡Êó±êÖÖ¼ûŦĦ¡£

## ÇëĦÖÄ

ÊăÊë¼ºĐĐ,ÄİÄμμ

## ÓÃ¼üÄîÑ¡¶îÄ±³¼

°×¡ SHIFT ¼ü°íÊ¹²âÊëµãÒÆ¶µÄ¼üÑ¡¶îÄ±³¼¡£»¹¿ÉÓÄÀ©³ä¼ü (F8)Ñ¡¶îÄ±³¼¡£

ÓÐ¹ØÑ¡Ôñ±í, ñÒÐîÄ±³¼µÄÇé¿ø£¬²í¼üÑ¡Ôñ±íÒÐîÄ×Ö»ðí¼Ðî¡£

## Ê¹ÓÃ×é°í¼üÑ¡¶îÄ±³¼

► Ñ¡ÔñîÄÄÐÄ³Ò»²Ù×÷¡£

### À©Ö¹Ñ¡ÖÐ¶î§µ½ °

ÓÒ±ßÒ»»ø×Ö·û	SHIFT+►
×ó±ßÒ»»ø×Ö·û	SHIFT+►
µ¥´ÊÄ©í²	CTRL+SHIFT+►
µ¥´Ê¿í·	CTRL+SHIFT+►
ÐÐÄ©	SHIFT+END
ÐÐÊ×	SHIFT+HOME
îÄÒ»ÐÐ	SHIFT+►
ÉîÒ»ÐÐ	SHIFT+►
¶îÄäÄ©í²	CTRL+SHIFT+►
¶îÄäÊ×²¿	CTRL+SHIFT+►
îÄÒ»ÆÄ	SHIFT+PAGE DOWN
ÉîÒ»ÆÄ	SHIFT+PAGE UP
îÄµµÄ©í²	CTRL+SHIFT+END
îÄµµ¿í·	CTRL+SHIFT+HOME
Öü, òîÄµµ	CTRL+Êý×ÖÐî¼üÄîÉîµÄ
îÄ±³¼Ä, »	CTRL+SHIFT+F8, £¬Ê»°óÊ¹ÓÃ¼ýí·¼ü£¬×ÇÊí£°ÊíüÀ, µÄÑ¡ÖÐÄ£Ê¹½£¬° ESC ¼ü¡£

## ÓÄÀ©³ä¼ü (F8) Ñ¡¶îÄ±³¼

1 °Ñ²âÊëµãÒÆµ½Ò»Ñ¡¶îµÄîÄ±³¼ÖÐ¡£

2 ° F8 ¼ü¡£

×'ì¬À\_ÖÐ³ðîÖ¡EXT¡±×ÖÑü¡£

3 Ñ¡ÔñîÄÄÐÄ³Ò»²Ù×÷£°

- ´´´´ F8 ¼ü£¬Ò±ÖÁÑ¡íêÒ»Ñ¡µÄîÄ±³¼¡£  
Ñ¡¶î¶î§°îÄÊöÖö¼ü·½Ê¹½Ä©Ö¹£°µ¥  
´Ê¡¿³¼×Ö¡¿¶îÄä¡¿¶î¡¿Öü, òîÄµµ¡£Ò»¼üÖÜÑ¡ÖÐ¶î§Öö³¼·½Ê¹½£¬° SHIFT+F8 ¼ü¡£
- Ê¹ÓÃ¼ýí·¼ü»ð PAGE DOWN, PAGE UP, HOME, »ð END ¼üÑ¡ÔñÒ»Ñ¡µÄîÄ±³¼¡£
- °Ò»×ÖÄ¼ü»ðÆäÊü×Ö·û¼üËÇ PERIOD (.), TAB, »ð ENTER£¬Ê¹Ñ¡¶î¶î§À©³ä¼ü°îÄ×Ö·û¡£ÄýËÇ£¬° ENTER ¼ü£¬½«Ñ¡ÖÐ´Ó²âÊëµãµ½¶îÄäÄ©í²µÄîÄ±³¼¡£

## ÈíüÀ©Ö¹Ä£½

► ° ESC ¼ü¡£

## ìäÊ³¼

- ° F8. ¼ü°ó£¬¿ÉÒÔÊ¹ÓÃ¹²êÖÖü±í¡°¶î»±ÄüÁíÀ©³ðÑ¡¶î¶î§¡£Ê¹ÓÃ¹²êÖÖü±íÄüÁíÊ¹Ñ¡¶î¶î§À©³ðµ½Ä³Ò»¿éìØÊäîÄ×Ö¡£Ê¹ÓÃ¶î»»±íÄüÁíÊ¹Ñ¡¶î¶î§À©³ðµ½Ä³Ò»ìØÊäµÄ³¿ÇÊéÇ©¡¿¼ü×Ç»ðÄü×ÇÊí¡£²í¼ü²êÖÖîÄ±³¼¼°ÒÆ¶µ½Ö, ¶µÄÖ³¿ÇÊéÇ©¡¿¼ü×Ç¡¿Äü×Ç»ðÆäÊüîÄ¶î§

## Çê²íÓÃ

ÊàÈë¼°Ðᵇ.ÄîÄᵐᵐ





## ÑîŋîÄ±¼Ä,

Ê¹ÓÃ Word µÄÄ\_NîŌñiØÐÔ£¬¿ÉÒÔÔÚ²»\_Ä±äÔûÐÐ»òÔûŋî,ñÊ½µÄÇé¿öiÄ£¬±ä¼-  
îÄ±¼Ä³Ö»Ä,»òÐÐ\_ÄÆä,ñÊ½¿£

## ÑîŋîÄ±¼Ä,

- ▶ 1 ½«Êó±êÖ\_ÖêÖ\_îòÓûÑîŋîÄ\_µÄÖ»½Ç¿£
- 2 °´×¿Êó±êÖÔ¼û£¬îòîàŋîŌµÄÖ»½Çîŋî¿£
  
- ▶ 1 ½«²âÊëµäÊëÖÃÔÚÓûÑîŋîÄ\_µÄÖ»½Ç¿£
- 2 °´CTRL+SHIFT+F8 ¿£  
×'î¬Ä\_ÖÐ³ðîŌ "COL" ×ŌÑû¿£
- 3 Ê¹ŌÃ¼ýî¼û°ÑÑîŋîŋîŒÄ©´óµ½îàŋîŌµÄÖ»½Ç¿£  
×øÊî£°Ö²¿ÉŌÃ PAGE DOWN, PAGE UP, HOME, »ò END ¼üÄ©´óÄ\_µÄÑîŋîŋîŒ¿£

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## ÇëîŌÃ

ÊäÊë¼°ÐÐ\_ÄîÄµµ

¹ðŸŒŒ±¼

Èç¹òÒ»ÆÁÏÔÊ¾²»ÏÄÈ«²¿ÎÄµµ£¬¿ÉÒÔŒ¹ý¹ðŸÀ¹Ù¿¹ÄµµÖÐµÄÆäËüÏÄ±¼¿£

¹ðŸŒŒ±¼

►  
► Ê¹ÓÄ¹ðŸŒŒ¿¿£ÓÐ¹Ø¾¼ßìá½éÉÜ£¬²Œ¼û¹ðŸŒŒ¿¿£

►  
► ÒÆŸŒ²äËëµä£¬Ê¹ÎÄµµ×ÔŸŒ¹ðŸŒŒ¿¿£×ŒÄÄ½éÉÜ£¬²Œ¼ûÔÚÎÄµµÖÐÒÆŸŒ²äËëµä¿£

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ÇëŒŒ

ÊäËë¼°ÐÞÄÎÄµµ

## 1ö¶µ½×óÒ³±ß¾àÖÐ

Word Í³£ÔÚ×ó±ß½çÍ£Ö¹¹ö¶µ½£ÓÐÊ±¿ÉÄÜÐèÒªÔÚüóµÄ¶Î§¹ö¶µ½£ÄýÊç£¬Ê¹ÓÃ±ê³ßÊèÖÃ,°Êð½ðµ½£

## 1ö¶µ½×óÒ³±ß½çÖÐ

- 1 ÍÒÊ¾ÊÖÆ½¹ö¶µ½ð£¬²¹¼û¹ö¶µ½ðµ½×´ÌÀ,°ÍÑüÊ½ÇøµÄÍÒÊ¾¼¼°ÍûÒðµ½£
- 2 °´×µ½ SHIFT ¼ü£¬µ½»÷×ó¹ö¶µ½¼ýµ½£
- 3 ÒªÊ¹Ãµµµ»÷øµ½Í³£µÄ²¼ÖÃ½Ê½£¬µ½»÷ÒÒ¹ö¶µ½¼ýµ½£

- 1 °´ CTRL+SHIFT+F10µ½  
ÔÚ±ê³ß×ó¶¶Ê³öÍÖÖ»»ÒÊ«½¿ò£¬³ÆÃ±ê³ß¹ª±êµ½£
- 2 °´×µ½ SHIFT ¼ü£¬ÔÚ°´µ½  
±ê³ß¹ª±êÒÆÊè×óÒ³±ß½çÖÐµ½£
- 3 ÒªÊ¹Ãµµµ»÷øµ½Í³£µÄ²¼ÖÃ½Ê½£¬°´ END ¼üµ½  
×øÊÍ£ÒªÈ¿ª±ê³ß»÷øµ½ÃµµµÖýÃÖÐ£¬¿É°´ ESC ¼üµ½£

## Çè¹ÖÃ

ÊàÊè¼°ÐµÄÃµµµ

## ÔÚĬÄµµÖÐÒÆſ²ăĕmä

Ėç¹ûĖ¹ÓĂĖó±ēſ¬ĬĖ¹ōſſĬÄµµſ¬Ė»°óµſ»÷¼´ĴĖÒÆſ²ăĕĕmäſſĖçĖ¹ÓĂ¼ûĂĬſ¬Òòµ±ĂúÒÆſ²ăĕĕmäĖ±ſ¬ĬÄµµ×Òſſ¹ōſſĬſſ

## ÔÚĬÄµµÖÐÒÆſ²ăĕmä

- ▶ 1 ¹ōſſĬÄµµÖ±ÖÁÒ±à¼µĂĬ»ÖĂĴĖ¼ûſſ
- ▶ 2 µſ»÷ÐĂĬ»ÖĂĴſſ

- ▶
- ▶ ŨĴŖſſĬĂĂÐĂ³Ò»²Û×÷ſſ  
ÒÆſſ °´

Ĭò×óÒÆſſŒÒ»ſō×Ö·û ▶  
ĬòÓÒÒÆſſŒÒ»ſō×Ö·û ▶  
ĖĬÒÆÒ»ÐÐ ▶  
ĬĂÒÆÒ»ÐÐ ▶  
Ĭò×óÒÆſſŒÒ»ſōµſĖĖ CTRL+▶  
ĬòÓÒÒÆſſŒÒ»ſōµſĖĖ CTRL+▶  
ÒÆµ½ÐÐĬ² END  
ÒÆµ½ÐÐĖ× HOME  
ĖĬÒÆÒ»ſſſ CTRL+▶  
ĬĂÒÆÒ»ſſſ CTRL+▶  
ĬĂÒÆÒ»ÆĂ PAGE DOWN  
ĖĬÒÆÒ»ÆĂ PAGE UP

ÒÆÖĂ´ĴÛµ×²Ĵ CTRL+PAGE DOWN  
ÒÆÖĂ´ĴÛſſ²Ĵ CTRL+PAGE UP  
ÒÆµ½ĬÄµµĂŖĬ² CTRL+END  
ÒÆµ½ĬÄµµĴăĬ CTRL+HOME

## ĬăĖ¼

- ▶ Word ÖÐſ¬¼Ĭ³µµĂĬÄµµÔÚ  
´óÛĂſĖ¼ĬĂÒÆſ²ăĕĕmä±Ė¼ĬĖÝÒ×ſ¬ÒòĬăĴĖÒÒÖŬµµĬĂ±¼ſſ¬Ė¹Ö®Ö»ĬŖĖ¼ÐĖÒªµĂ±ēĬăſſſ²Ĭ¹ûÔÚ  
´óÛĂſĖ¼µĂĬÄµµÖÐÒÆſſſſ

Ė¹ÓĂĬ°ſſĬ»Ĵ±ĂûĂĬſſ¬ĴĖÖ±¼ÓÒÆſſµ½ĬÄµµµĂÖſſĬ»ÖĂĖĬſſ²Ĭ¹ûÒÆſſµ½ÖſſµĂÖ³ĴĖĖçŖĴĴ¼Ă×Ĵ  
ĴĂú×Ĵ»òÆăĖĬſſ»ÖĂĴſſ

- ▶ ĂúĴĖÒÒÖ±¼ÓÒÆµ½ĖĬſſ±ă¼µĂĬĂ±¼Ĭſſ²Ĭ¹û»Øµ½ÖĂµĂ±ă¼Ĭ»ÖĂſſ

## çĖ²ĬÖĂ

ĖăĖĖ¼°ÐµĬÄÄµµ

ÒÆ¶µ½Ö¶µÄÒ³¡ÊÉÇ©¡Ê½Ä×Ê¡ÊÁú×Ê»òÆäËüí»ÖÃ

¿ÉÒÒÊ¹ÓÃ¡°¶¶»¡±ÄüÁîÑ,ËÙÒÆµ½îÄµµÖÐµÄÖ¶¶»ÖÃ¡°ÄýËÇÆ¬Ä³Ò³»òÄ³ÊÉÇ©¶¶¡£

ÒÆ¶µ½Ä³Ò³¡ÊÄ³,òÊÉÇ©»òÆäËüí»ÖÃÊí

1 Ñ¡ÔñíÄÄÄ³Ò»²Ù×÷£°

- ▶ 'Ó¡°±à¼¡±²Ëµ¥£¬Ñ¡Ôñ¡°¶¶»¡±ÄüÁî (ALT, E, G)¡£
- ▶ °' F5 ¼ü£¬ÒÙ Word °¿ÚµÄµ×²¿ÔÊ³¼¡°Go To¡±láÊ³¼¡£  
×ÊÊí£°°' F5 t¼üÁ½'í£¬½«³òíÖ¡°¶¶»¡±ÄüÁî»ò¿ò¡±£

2 Ö¶¶Ò³ÒÆ¶µ½ÄÄÒ»íÖÐ¡£

íi ¼üËë

ÐÐ I °ó,úÐÐ°Ä

Ò³ µ¥,ò p 'ú±íÄÒ»Ò³£¬»ò p ¼ÓÒ³Äë£¬»òÖ»ÓÐÒ³Äë  
ÄýËÇÆ¬¬ÒÆµ½îÄµµµÚ 14 Ò³£¬¼üËë p14 »ò 14

½Ú µ¥,ò s 'ú±íÄÒ»½Ú£¬»ò s °ó½Ó½Ú°Ä

ÊÉÇ© ÊÉÇ©Äü

½Ä×Ê µ¥,ò f 'ú±íÄÒ»½Ä×Ê£¬»ò f °ó½Ó½Ä×Ê°Ä

Áú×Ê µ¥,ò a 'ú±íÄÒ»Áú×Ê£¬»ò a °ó½ÓÁú×Ê°Ä

×ÊÊí£°Ò³ÒÆ¶µ½îÄµµÖÐÄ³Ò»'ó,Áî»ÖÃ£¬¼üËë % °ó,úÖ»Êý×Ö£¬»òÊý×Ö°ó,ú %  
¡£ÄýËÇÆ¬¬ÒÆµ½îÄµµÖÐ²¿£¬¼üËë 50%

làÊ³¼

- ▶ ¡°¶¶»¡±Äü±êí»ÖÃÊÇíà¶¶µµÆðÊ¹¼í»ÖÃ¶ÑÔµÄ¡£¿ÉÊ¹ÓÃ¼Ó°Ä£¬+£©»ò¼ð°Ä£¬-  
£©Ö¶¶Äü±êí»ÖÃÒëµ±Ç°í»ÖÃµÄíà¶¶¼àÀë¡£ÄýËÇÆ¬¬¼üËë p+4 ½«°óÒÆ £' Ò³£¬ s-2  
½«Ç°ÒÆÄ½½Ú¡£

- ▶ ¿É½«Äü±êí»ÖÃ°íÐ'ÔÙÒ»Æð¡£ÄýËÇÆ¬¬¼üËë S4P2 ½«ÒÆµ½µÚ £' ½ÚµÄµÚ¶ò³Éí£¬íÐ'Ê±  
£¬Ö»¿ÉÔÙ×íó×éÖÐÊ¹ÓÃ¼Ó°Ä£¬+£©»ò¼ð°Ä£¬-£©¡£ÄýËÇÆ¬¬¼üËë S+4P2 ÊÇÓÐÐ§µÄ£¬µ«¼üËë  
S4P-2 ÊÇíÐÐ§µÄ¡£

ÇëíÒÃ

ÊäËë¼°ÐÞ,ÄíÄµµ

²äËëÊÉÇ©

»Øµ½ÔÀ´µÄ±à¼Î»ÖÃ

Word ±£´æ×ï°óËý,ö±à¼»òËäËëÎÄ±³¼µÄÎ»ÖÃ;£

»Øµ½ÔÀ´µÄ±à¼Î»ÖÃ

► °´ SHIFT+F5 Ö±ÖÁµ½´ïÆÚíûÎ»ÖÃ;£

×çËÍ£°µÚ £´ ´ï´ SHIFT+F5 ¼üË±£¬½«ÖØÐÂ»Øµ½µÚÒ»´ï´ SHIFT+F5 ¼üË±µÄÎ»ÖÃ;£

ÌäÊ³¼

► ±£´æÎÄµµË±£¬Word ´æÖüÇ°Ëý´ÎËäËë»ò±à¼ÎÄ±³¼Ë±µÄÎÄ±³¼Î»ÖÃ;£ÎÄ´ïò,ä,ÄÎÄµµË±£¬°´  
SHIFT+F5 ¼üç,É¼ÎÐø½øÐÐËÍ´ÎÄðÎÄµÄ¹α×÷;£

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Çë?ÎÖÃ

ËäËë¼°ÐÞ,ÄÎÄµµ

É¼³ýîÄ±³¼

ÒÔÓÀ³¼ÃÉ¼³ýîÄ±³¼£¬Ò²¿ÉÊ¹ÓÃì¹¼ðÇÐì±ºì¹ºÖ³ìùì±ÃüÁîË¹²«îÄ±³¼É¼³ý£¬È»ºó¹²«Æä²äÊëµ¹²ÆäËüî  
»ÖÃì£ÓÐ¹Øì¹¼ðÇÐì±ºì¹ºÖ³ìùì±µÃîËî,ÃÜÊÝ£¬¬²î¹¼ü ÒÆîîîÄ±³¼ì£

É¼³ýÑîîµîÄîÄ±³¼

1 Ñîî¬ÒªÉ¼³ýµîÄîÄ±³¼ì£

²î¹¼üÓÃÊó±êÑîîîÄ±³¼ »òÓÃ¹¼üÄîÑîîîÄ±³¼ì£

2 °´ DEL »ò BACKSPACE ¹¼üì£

É¼³ýîÄ±³¼ÖÐµÃÒ»»ö×Ö·ü

► ÑîîîîÄÁÐÃ³Ò»²Ü×÷£º

► É¼³ý²äÊëµä×ó±ßµÃ×Ö·ü£¬º´ BACKSPACE key¹¼üì£

► É¼³ý²äÊëµäÓÒ±ßµÃ×Ö·ü£¬º´ DEL key¹¼üì£

×øÊí£ºË¹üîóÉ¼³¼ÃËîÄ±³¼£¬¿ÉÓÃì¹±à¹¼ì±²Ëµ¥ÖÐµÃì¹,´Ôì±ÃüÁî»ò¹¼³¼ßÄ,ÖÐµÃì¹,´Ôì±´Á¥  
£¬È¹îÄ±³¼»Øµ¹²îÄµµÖÐì£

► ±ØÐëÓÜÖ´ÐÐÆäËü²Ü×÷ÇºÑîîî¹º,´Ôì±ÃüÁîì£

Çë¹ÒÃ

ÊäË¹¼ºÐµ,ÃîÄµµ

## °ÑÎÄ±¼, 'ÖÆμ½ÐÂÎ»ÖÃ

¿ÈÒÔÔÛÎÄμμÄÜ»ðÎÄμμ¼ä½«ÎÄ±¼'ÓÒ»'¿, 'ÖÆμ½ÁÍÒ»'¿¿

×øÊÍ£°ÔÛÎÄμμ¼ä, 'ÖÆÎÄ±¼Ê±£¬ÊÇ¹ú°ü°¬ÁË¶ÎÄä±ê¼Ç£¬Òð Word »¹»á  
'ÖÆ, Á¶ÎÄäÊ'ÓÄμÄÑùÊ½¿¿ÊÇ¹ú, 'ÖÆ¶ÎÄä¶àÓÚ 50 , ð£¬Word »á½«ÎÄμμÖÐÊ«²¿ÑùÊ½Ëæ¶ÎÄäÒ»Æð,  
'ÖÆ¿

## °ÑÎÄ±¼, 'ÖÆμ½ÐÂÎ»ÖÃ

1 Ñ¿¶'Òª, 'ÖÆμÄÎÄ±¼¿

2 Ñ¿ÖñÎÄÄÐÄ³Ò»²Ü×÷£¬½«ÎÄ±¼±, ·ÝËËÊ½ð¿à£°

► ÔÚ¹²¼ßÀ, ÊÍ£¬μ×»÷¿, 'ÖÆ¿±°'Ä×¿

► 'Ó¿±à¼¿±²Ëμ×ÖÐ£¬Ñ¿Öñ¿, 'ÖÆ¿±ÄüÁÎ (ALT, E, C)¿

► °' CTRL+C ¼ü¿

3 ½«²äÊëμäÖÆμ½Ò²äÊëÎÄ±¼±, ·ÝμÄÎ»ÖÃ¿

ÊÇ¹úÐÂÎ»ÖÃÎ»ÓÚÆäËüÎÄμμÖÐ£¬Çëò¿, ÄÎÄμμ¿ÊðÎÄμμÒÑ'ò¿£¬'Ó¿°¿¿Ü¿±²Ëμ×ÖÐÑ¿Öñ, Ä°¿Ü¿

4 Ñ¿ÖñÎÄÄÐÄ³Ò»²Ü×÷£°

► ÔÚ¹²¼ßÀ, ÊÍ£¬μ×»÷¿Ö³¿¿±°'Ä×¿

► 'Ó¿±à¼¿±²Ëμ×ÖÐÑ¿Öñ¿Ö³¿¿¿±ÄüÁÎ (ALT, E, P).

► Press CTRL+V¿

## ¿½Ý·½Ê½

► 1 Ñ¿¶'Òª, 'ÖÆμÄÎÄ±¼¿

2 ½«Êó±êÖ¿ðÒ²äÊë, 'ÖÆÎÄ±¼μÄÎ»ÖÃ¿

3 °'×¿ CTRL °¿ SHIFT ¼ü£¬μ×»÷Êó±êÓÒ¼ü¿

×øÊÍ£°ÊÇ¹ú°ÑÎÄ±¼, 'ÖÆμ½ÆäËüÎÄμμÖÐ£¬ÔÛÑ¿¶'Òª, 'ÖÆμÄÎÄ±¼Ç°£¬±ØðÊ·±£ÐÂÎ»ÖÃ¿Ê½ü¿

## ÌáÊ¼

► òªÔ¿¿½ð¿à¿±ÊÍ²äÊëÄÜÊÝ£¬Ò»ðÊ°° INS ¼ü¼¿¿Ê¿£²¿¼üÊëÖÃÓÃ»§¿¶μÄ¼üÊë·½Ê½¿

## Çë¶ÎÄ

ÊäÊë¼°Ðð, ÄÎÄμμ

ÖØ, ¼°, 'ÖÆ×Ö·ü, ñÊ½

½«ÎÄ×Ö»ð¼°ÐÎ'æÊë¼°ÎÄ¼°





ÔÚ Word °!ÆäËüÓ!ÓÃ³!Ðò¼ä, 'ÖÆ°!ÒÆ¶!Ä±¾

ÓÉÓÚ´6²¿·Ö Windows Ó!ÔÃ³!ÐòÊ¹ÔÃ¼ð½»»!Î±¾¼¡ç!¼!Ð!ÍÆæËÜÿ¾Ý¡£Òò  
´£-íóÕÜ!ÂµµÄÚ²¿ò»Ññ¿ÉÒòÕÚ²»!-Ó!ÔÃ³!Ðò¼¾, ´ÖÆ!ÓÆ¶!Î±¾¼¡£

ÔÚ Word °íÆäËüÓ!ÓÃ³ìÐò¼äÒÆ¶¯Ã±¾

- 1  $\tilde{N}_i \Pi^{\circ} \tilde{a} \tilde{O} \tilde{A} \tilde{E} \tilde{\Gamma} \gg \tilde{O}, \tilde{O} \tilde{A} \tilde{E} \tilde{\mu} \tilde{A} \tilde{I} \tilde{A} \pm \frac{3}{4} \tilde{I} \tilde{E}$
- 2  $\tilde{N}_i \tilde{O} \tilde{n} \tilde{I} \tilde{A} \tilde{A} \tilde{D} \tilde{A}^{\circ} \tilde{O} \gg \tilde{U} \times \pm \tilde{E}^{\circ}$ 
  - $\tilde{O}^{\circ} \tilde{O} \tilde{A} \tilde{E} \tilde{\Gamma} \tilde{I} \tilde{A} \pm \frac{3}{4} \tilde{E} \neg \tilde{C} \tilde{E} \tilde{O} \tilde{I} \pm \tilde{a} \frac{1}{4} \tilde{I} \pm \tilde{E} \mu \neq \tilde{O} \tilde{D} \tilde{N}_i \tilde{O} \tilde{n} \tilde{I}^{\circ}, \tilde{O} \tilde{A} \tilde{E} \tilde{I} \pm \tilde{A} \tilde{U} \tilde{A} \tilde{I} \text{ (ALT, E, C) } \gg \tilde{O}^{\circ} \text{ CTRL+C } \tilde{I} \tilde{E}$
  - $\tilde{O}^{\circ} \tilde{O} \tilde{A} \tilde{E} \tilde{\Gamma} \tilde{I} \tilde{A} \pm \frac{3}{4} \tilde{E} \neg \tilde{C} \tilde{E} \tilde{O} \tilde{I} \pm \tilde{a} \frac{1}{4} \tilde{I} \pm \tilde{E} \mu \neq \tilde{O} \tilde{D} \tilde{N}_i \tilde{O} \tilde{n} \tilde{I}^{\circ} \frac{1}{4} \tilde{O} \tilde{C} \tilde{D} \tilde{I} \pm \tilde{A} \tilde{U} \tilde{A} \tilde{I} \text{ (ALT, E, T) } \gg \tilde{O}^{\circ} \text{ CTRL+X } \tilde{I} \tilde{E}$
- 3  $\tilde{C} \tilde{D} \gg \mu \frac{1}{2} \tilde{A} \tilde{E} \tilde{a} \tilde{E} \tilde{U} \tilde{O} \tilde{I} \tilde{O} \tilde{A} \tilde{I}^{\circ} \tilde{I} \tilde{D} \tilde{O} \tilde{D} \tilde{I} \tilde{E}$ 
  - $\tilde{E} \tilde{C}^{\circ} \tilde{U} \tilde{A} \tilde{E} \tilde{a} \tilde{E} \tilde{U} \tilde{O} \tilde{I} \tilde{O} \tilde{A} \tilde{I}^{\circ} \tilde{I} \tilde{D} \tilde{O} \tilde{I}^{\circ} \tilde{O} \tilde{Z}^{\circ} \tilde{E} \neg \tilde{C} \tilde{E} \tilde{A} \tilde{E} \tilde{O} \tilde{\Gamma}^{\circ}, \tilde{A} \tilde{O} \tilde{I} \tilde{O} \tilde{A} \tilde{I}^{\circ} \tilde{I} \tilde{D} \tilde{O} \tilde{I} \tilde{E}$
  - $\tilde{E} \tilde{C}^{\circ} \tilde{U} \tilde{A} \tilde{E} \tilde{a} \tilde{E} \tilde{U} \tilde{O} \tilde{I} \tilde{O} \tilde{A} \tilde{I}^{\circ} \tilde{I} \tilde{D} \tilde{O} \tilde{N}^{\circ} \tilde{O} \tilde{Z}^{\circ} \tilde{A} \tilde{E} \neg \tilde{O}^{\circ} \text{ CTRL+ESC } \tilde{E} \neg \tilde{E}^{\circ} \tilde{O}^{\circ} \tilde{O} \tilde{E} \tilde{I} \tilde{n} \tilde{A} \tilde{D} \pm \tilde{I} \tilde{O} \tilde{D} \tilde{N}_i \tilde{O} \tilde{n}, \tilde{A} \tilde{O} \tilde{I} \tilde{O} \tilde{A} \tilde{I}^{\circ} \tilde{I} \tilde{D} \tilde{O} \tilde{I} \tilde{E}$
- 4  $\frac{1}{2} \ll \tilde{a} \tilde{E} \tilde{e} \mu \tilde{a} \tilde{O} \tilde{A} \tilde{E} \mu \frac{1}{2} \tilde{O}^{\circ} \tilde{a} \tilde{E} \tilde{e}, \tilde{A} \tilde{I} \tilde{A} \pm \frac{3}{4} \mu \tilde{A} \tilde{I} \gg \tilde{O} \tilde{A} \tilde{I} \tilde{E}$
- 5  $\tilde{O} \tilde{I}^{\circ} \pm \tilde{a} \frac{1}{4} \tilde{I} \pm \tilde{E} \mu \neq \tilde{O} \tilde{D} \tilde{E} \neg \tilde{N}_i \tilde{O} \tilde{n} \tilde{I}^{\circ} \tilde{O}^{\circ} \tilde{I} \tilde{U} \tilde{I} \pm \tilde{A} \tilde{U} \tilde{A} \tilde{I} \text{ (ALT, E, P) } \tilde{I} \tilde{E}$

 $\frac{3}{4}$ 

- Èò²»ÔÚÎÄµµ¼¼»òÓ¼ÔÁ³¼Ðò¼¼ä¼ÔÆ»òÒÆ¶¼ÎÄ³¼£¼-Ò²ÄÜ½¼«Ò»òÎÄµµÄ¼½¼Ôµ¼¼ÆÄËÜÔ¼ÔÁ³¼ÐòÒÐ¼¼£¼Ä¼Ý£¼£¼-¿¼É¼Ñ Word Ä³Ô¼ÎÄµµÒÐµÄ±¼íÄ¼½Ôµ¼¼Ä³Ô¼«» Microsoft Excel ¼¼×÷±¼µÄË¼¼¼Ý¼¼¼£¼µ¼×÷±¼¼¼Ä¼ä¼£¼-Word ×Ô¶¼¶¼Ô Word ÎÄµµÒÐµÄ±¼í¼øÐÐ¼¼Ä¼¿¼¿¼¼¼½¼½¼Ä¼Ä¼½¼Ô¼¼£¼

Çë²ÎÔÄ

ÊäËë¼°Ðᵽ.ÄÎÄμμ

$\frac{1}{2} \gg \gg \gg \text{ĐÄİç}$

**İÔÊ¾¼ðìù°ă**

¼ðìù°ăÊÇÎª, 'ÖÆİÄ×Ö»òÍ¼ĐÎ£¬»òŒ½¼«Æă'ÓÒ»đİ»ÖÃÒÆŒ̄µ½ÁíÒ»Î»ÖÃŒø¿ª±ÙµÄÒ»¿éÁÙÊ±  
'æÖüÇø¿½¼ðìù°ăÊÇ Windows Ó|ÓÃ³İĐòŒ®¼ăµÄÖ»¿é¹«¹²±£ÁôÇø¿½

**İÔÊ¾¼ðìù°ă**

1 'ÓÓ|ÓÃ³İĐò¿ØÖÆ²Ėµ¥ÖĐ£¬ŒİÔňİ°ÔĖĐĐİ±ÄüÁÎ (ALT, SPACEBAR, U)¿½



2 ŒİÔňİ°Ė·Œ'İ±°'Á¥¿½

**¹Ø±Œ¼ðìù°ă**

► °' ALT+F4 ¼ü¿½

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**ÇěŒÔÄ**

ÊăÊě¼°ĐĐ, ÄİÄµµ

ı°²é¿´ı±²Ëμ¥

ÓĐ¹ØİēĬ,ÄÜÈÝ£¬ÇëÑĭÔñÒÔİÄÃüÁıÃûĭ£

±ê×¼₄Ä£Ê½

´ó.ÜÄ£Ê½

È«ÖæÄ£Ê½

²Ÿ.âÄ£Ê½

¹π³⁄₄ßÄ

.ñÊ½Ä

±ê³ß

Ò³Ä¼₄£¯Ö³½Ä

½Ä×ç

Äú×ç

Óò´úÄë

Ëð·Ä

ı°±ê×¼Ä£Ê½ı±ÃüÁî£ı°²é¿ı±²Ëμ¥£©

´ËÃüÁı½«İÄμμμÄ²é¿´Ä£Ê½´Ó  
´ó ÙÄ£Ê½»òË«ÖæÄ£Ê½·μ»Øμ½±ê×¼Ä£Ê½ı£²é¿´ÃüÁİÄÖ±ßμÄÖ²μăÖ,Ã÷ÄúμÄİÄμμ  
´İÖÜÄÄÖÖ²é¿´Ä£Ê½ı£

¹ØÓÚ±ê×¼²é¿´Ä£Ê½

±ê×¼²é¿´Ä£Ê½¶Ö´ó¶àËýËÖ³£¹¤×÷ËÇ×ı°İËËμÄı£Word  
ÖÜÖäÖÖÄ£Ê½İÄİÖË¼ÖýİÄμÄ,ñÊ½ıªAyËÇ£¬ÐÐ¼àıç×ÖĐİıç×Öİă  
´óĐıÖÖ¼°Đ±İă×ÖμËμËıªμ«¼°ò»¬ÄËÖü,òÖ³ÃæμÄ²¼¼Ö£¬ÖăÑü¿ËË¹Äú,ü¿ıμØ¼üËË°İ±ă¼ı£Word  
ÖÖμ¥Ö»Ä¬ÐÖÄĐμÄ·½Ë½İÖË¼ÖýİÄ£¬²çÖÄĐéİß±İË¼·ÖÖ³ı£Word ÓÃ×óÖ³±ß¼à  
´İμÄ·½ĐİİİÄ¿·û°A±êÖ,Ä÷Ö»,öİ¼İÄ¿òı£

ÇëİÖÄ

²é¿´İÄμμ

ι´ο´ ùÄÊÊ½ι±ÃüÁî£´ι²έζ´ι±²Ëμ¥£©

´ËÃüÁî½«ÎÃμμμÄ²έζ´ÄÊÊ½´Ó±ê×¼ÄÊÊ½»ðÊ«ÕæÄÊÊ½ÇÐ»»Îª  
´ό´ ùÄÊÊ½ι£ÖÙι²έζ´ι±²Ëμ¥ÖÐ£¬²Ëμ¥ÃüÁîÃÖ±βμÄÖ²μãÖ´Ä÷ÎÃμμ´|ÓÚÄÄÖÖ²έζ´ÄÊÊ½ι£

¹ØÓÚ´ό´ ù²έζ´ÄÊÊ½

´ό´ ù²έζ´ÄÊÊ½´îÖüÃü½´´ÄøÎÃμμμÄ  
´ό´ ù£¬²ø¹⁄⁴î²éÎÃμμμÄ½á¹¹ι£ÃüζÊÑιÖñ¹²ðîÖÊ³⁄⁴ÎÃμμμÄ,÷,ð±êîà£¬¶øÝÊ±Òð²ØÖýÎÄι£ÎªÁËÖØÐÄ×éÖ¬  
ÎÃμμ£¬ζÊ½«Ä³,ð±êîàι´î¶´ι±ÖÁ  
´ό´ ùÖÐμÄÁîÖ»ðμØ´½£»´ËÊ±ËùÓÐμÄ×Ó±êîà¹⁄⁴ÖýÎÄ¶¹⁄⁴×Ô¶μØËæ×Ä´Ë±êîàÒÆ¶´ι£Ãü»¹ζÉÒÔÔÚ  
´ό´ ùÖÐîá,β»ðÖß¹⁄²μμî±êîàμÄμË¹⁄⁴¶ι£

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Çè²îÖÃ  
½´´Äø´ό´ ù  
²έζ´ÎÃμμ

¡°È«ÖæÄÊ½¡±ÄüÁî£¨¡²é¿¡±²Ëμ¥£©

‘ËÄüÁî½«ÎÄμμÄ²é¿‘ÄÊ½‘Ó±ê×¼ÄÊ½»ò  
‘ó,ÜÄÊ½ÇÐ»»ÎÈ«ÖæÄÊ½¡²é¿‘ÄüÁîÄÔμÄÔ²μǎÖ,Ä÷ÄúμÄÎÄμμ¡‘ÓÚ°ÎÖÖ²é¿‘ÄÊ½¡²£

¹ØÓÚÈ«Öæ²é¿‘ÄÊ½

È«Öæ²é¿‘ÄÊ½¡²ÖÊ¾‘òÓ¡Ê±ÎÄμμÄ¿Ö»Ò³μÄÒ³Äæ²¼¾Ö¡£Word ÓÄÊμ¼ÊμÄ³ß  
‘¿¼°Í»ÖÄÎÖÊ¾Ö³Äæ¡¿ÖýÎÄÖÖ¼°ÆǎËü¶¶ÖÎó¡£Äú¿ËÖÖ±à¼-  
°Í,ñÊ½»ÖýÎÄ£¬²¿ÇÖÖÓÚÆÄÄ»ÉÍ¹Ü¿‘½á¹ú¡£ÎÄ¼p²Ëμ¥ÖÐμÄ‘òÓ¡Ô²ÄÄÄüÁîÓê‘ËÎàËÆ£¬  
‘ËÄüÁîÖÄËð¡μÄ³ß  
‘¿ÎÖÊ¾ÎÄμμË«Ö³£¬²¿ÇÖÖÊÐÎÄúμ÷ÖüÖ³±ß¾à¡¿·ÖÖ³·üÖÖ¼°È«ÖæÄÊ½μÄÆǎËüÎØÖ÷¡£

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Çë²ÎÖÄ

ÔÚÒ³ÄæÉÎÈèÖÄÎÄ×Ö°Í¼ÐÎ

²é¿‘ÎÄμμ

ı°²Ý,ăĂĖĖ½ı±ĂüÁîĖı°²éĴı±²Ė̈μ¥Ė©

‘ĖĂüÁîÒÔİp,ñĖ½·½Ė½ÖÚ±ê×¼ĂĖĖ½»ò‘ó,ÙĂĖĖ½İĂİÖĖ¾‘òĴªμĂİĂ¼pıĖŊıÖñ‘ĖĂüÁî°óĖ¬Word  
ÓĂİĂ»®İß±ê³ò×Ö·ü,ñĖ½Ė¬ĖÇ‘Öİă°İĐ±İăĖ¬²ĉ½«ĂĴÖ»,đÍ¼ĐİİÖĖ¾İªÖ»,đĴÖμĂİ¼İĂĴòıĖ

ŊıÖñ²Ý,ăĂĖĖ½ĂÜ¼ÓĴİ±à¼-

¹γ³İĖ¬ĂýĖÇĖ¬ĴĖĖ¹¹öŋ¬¼ÖĖÙĖ¬»òÖßĖĂĂú,ü·½±ăμØÖĂŋÁ°ÍŊıÖñĂÇĐ©Đı×ÖĐİμĂÖýİĂıĖ

μ± Word ½«İĂμμÖÖ²Ý,ăĂĖĖ½İÖĖ¾Ė±Ė¬‘ĖĂüÁîĂüĂÖ³đİÖÖ»,öŊıÖñ±ê¼ÇıĖİªÁĖ»Ö,  
‘İĂμμμĂİÖĖ¾,ñĖ½Ė¬ÖÜ‘İŊıÖñ²Ý,ăĂĖĖ½ıĖ

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ÇěŋÔĂ

²éĴıİĂμμ

‘òÓıİĂμμ²ÝŊü



ı°1ı³⁄4ıÄı±ÄüÁî£ı°²éı±²Ėıμ¥£©

‘ĖÄüÁîÓÄÓÚİÖÊ³⁄4»ðİüÒp¹ı³⁄4ıÄı£¹ı³⁄4ıÄı°üÄ“ÁĖ Word ÖĐ´óŦaĖýμÄ³£ÓÄÄüÁı°´Á¥£¬Ėç´ðıªıçı½±´ıı  
´ðÓıμĖı£μ±¹ı³⁄4ıÄı±»İÖÊ³⁄4Ė±£¬‘ĖÄüÁîÄüÄÖ³ðİÖÖ»„ðÑıÖñ±ê¹⁄4Çı£

ÓĐ¹ØİēİıÄÜĖÝ£¬Çē¹⁄4ü¹ı³⁄4ıÄıı£

Çē²İÖÄ

ŦıÖÆ¹ı³⁄4ıÄı

¹ı³⁄4ıÄııçıñĖ¹⁄₂Äı¹⁄₄±ê³ıμÄİÖÊ³⁄₄¹⁄₄°Òp²Ø

ı° ħÊ½Ä,ı±ÃüÁî£¨ı°²é¿ı±²Ëμ¥£©

‘ËÄüÁîÓÃÓÚİÖÊ¾»òİüÒp,ħÊ½Ä,ı£,ħÊ½Ä,ÊÇÒ»„ð°‘Ä¥‘ø£¬Ëü¿ÉÒÒ¿İËÜËμİÖ,ħÊ½μÄ×ª»»£¬ËÇ  
‘Öİâ×Ö°İ¶İÄª¼ÓÖĐμËμËı£μ±,ħÊ½Ä,±»İÖÊ¾Ê±£¬‘ËÄüÁîÃüÃÖ³òİÖÒ»„ðÑıÖñ±ê¼Çı£

ÓĐ¹Øİêİ,ÄÜÈÝ£¬Çë¼û,ħÊ½Ä,ı£

ÇëİÖÄ

¹¼³¼İÄ,ı¿,ħÊ½Ä,¼°±ê³İμÄİÖÊ¾¼¼°Òp²Ø

ı°±ê³ßı±ÃüÁî£¨ı°²é¿ı±²Ëμ¥£©

‘ËÃüÁîÓÃÓÚİÖÊ¼»ðİüÒþ±ê³ßı£±ê³ßÊÇ  
‘øÓÐ²âÄ¿μ¥İ»°İÓİ±êμÃİð£¬ËüÓÃÓÚμ÷ÖüËð½øıçÒ³±ß¼àıçÖÆ±í·ûÒÖ¼°±íÄ¿ı£μ±±ê³ß±»İÖÊ¼Ê±£¬  
‘ËÃüÁîÃüÃÖ³ðİÖÖ»øÑıÖñ±ê¼Çı£

±ê³ßÓë¿ñÊ½Ä¿¼°¹ı³¼ßÄ¿μÄ²»Í¬Ö®İÖÓÓÚ°óÖßÊÇÓİÓÃ³İðò¨¿ÚμÄ×é³Ê²¿·Ý£¬¶¶ø±ê³ßÖòÊÇİÄμμ¨  
¿ÚμÄÖ»²¿·Öı£ÓÃ»§¿ÊÖÖÓÚÃ³Ð©İÄμμ¨¿ÚÖĐİÖÊ¼±ê³ß£¬Í¬Ë±ÓÚÁíâÖ»Đ©İÄμμ¨  
¿ÚÖĐ½«±ê³ßİüÒþı£  
ÓĐ¹Đİêİ¿ÄÜÈÝ£¬Çë¼û±ê³ßı£

ÇëİÖÄ

¶İÄâ¿ñÊ½»  
¹ı³¼ßÄ¿ıç¿ñÊ½Ä¿¼°±ê³ßμÃİÖÊ¼¼°Òþ²ø  
ÓÃ¼ûÄ¿¿ÖÆ±ê³ß

ᵢ°Ò³Ã¼£⁻Ò³½Äᵢ±ÃüÁî£¨ᵢ°²é¿ᵢ±²Ëμ¥£©

·ËÃüÁîÓÄÄ·Öð¼Ó»ðÖßÐᵑ,Ä Word ÎÄμμμÄÒ³Ã¼»ðÒ³½Äᵢ£Ò³Ã¼°ÍÒ³½Ä·Ö±ðÖ,Ò»Ò³μÄ¶²¿°Íμ×²¿ᵢ£

¶Ö»°¿ðÑᵢî

Ò³Ã¼£⁻Ò³½Ä

ÑᵢÖñÒ³±à¼-

μÄÒ³Ã¼»ðÒ³½Äᵢ£ÖÜ±ê×¼²é¿·Ä£Ê½ÎÄ£¬μ±ÑᵢÖñ°ÍÇâ³ýË×Ò³²»Í¬ÑᵢÖñ¿ð¼°ÆæÃ¼Ò³²»Í¬ÑᵢÖñ¿ðÊ±£¬Ò³Ã¼»ðÒ³½ÄÄÐ±Í¿ðμÄÜËË»áîàÓᵢ±ä»ᵢ£

Ê×Ò³²»Í¬

Ëç¹üÒ³ÖÜÍÄμμ»ðÎÄμμÄ³Ö»½ÚμÄμÚÖ»Ò³½·Ä²»Í¬μÄÒ³Ã¼»ðÒ³½Ä£¬ÖðÑᵢÖñ,ÃÑᵢîᵢ£

ÆæÃ¼Ò³²»Í¬

Ëç¹üÒ³Ê¹ÆæËýÒ³μÄÒ³Ã¼»ðÒ³½ÄÖêÃ¼ËýÒ³μÄÒ³Ã¼»ðÒ³½Ä²»Í¬£¬ÖðÑᵢÖñ,ÃÑᵢîᵢ£Ö³×çÒàμÄËÇ£¬ÍᵑÄÜÍÄμμ°ü¬¶àËÜ½Ú£¬,ÃÑᵢîᵢ²«Ó°îÖÜ,ðÎÄμμᵢ£

È·¶

ÖÜ±ê×¼²é¿·Ä£Ê½ÎÄ£¬ÎÄμμ·°¿ÜÍÖÊ³ðÖ»ðÒ³Ã¼£⁻Ò³½Ä

·°ñ£¬ËÃÖÁ»§ÖÜÆäÖÐ½·Ä²Ò³Ã¼»ðÒ³½Äᵢ£ÖÜË«Öæ²é¿·Ä£Ê½ÖÐ£¬½«²àËëμäÒÆÖÁμ±Ç°Ò³μÄÒ³Ã¼»ðÒ³½Äᵢ£

Èᵢî£⁻¹ØÖ

Ëç¹üÒ³Ã¼»ðÒ³½ÄμÄÒ³Äê×÷ÄËμ÷Öü£¬ᵢ°Èᵢîᵢ±°·Ä³¼Í±äîᵢ°¹Ø±Öᵢ±°·Ä³ᵢ£

Ò³Äë

ÎÖÊ³ðÖ»ðÑᵢÖñ¿ð£¬ÓÃ»§¿ÉÖÜ·Ëμ÷ÖüÒ³Ã¼»ðÒ³½Ä

ᵢμÄÒ³Äë±àÄÄ·½Ê½¼°Ò³Äë,ñÊ½ᵢ£²ᵢ¼üᵢ°Ò³Äë,ñÊ½ᵢ±¶Ö»°¿ðᵢ£

Óë±ß½Ç³àÄë

Ö,¶·Ò³Ã¼»ðÒ³½ÄÖëÒ³±ß½ÇμÄ³¼àÄëᵢ£

Ò³Ã¼

Ò³μÄ¶±ßÓëÒ³Ã¼μÄ¶²¿Ö®¼äμÄ³¼àÄëᵢ£

Ò³½Ä

Ò³μÄμ×±ßÓëÒ³½ÄμÄμ×²¿Ö®¼äμÄ³¼àÄëᵢ£

Çë²îÖÄ

Ò³Ã¼°ÍÒ³½Ä

ı°½Å×çı±ÃüÁî£¨ı°²é¿´ı±²Ëμ¥£©

Èç¹ûîÃμμ´øÓĐ½Å×ç£¬¿ÉÓÃ´ËÃüÁî²é¿´»ò±à¼¼½Å×çı£ÔÚË«Öæ²é¿´Ã£Ë½ÖĐ£¬Word  
½«²âÈëμãÖ/£ÖÁÖ³ÃæμÃ½Å×ç´ıı£ÔÚ±ê×¼²é¿´Ã£Ë½ÖĐ£¬İÖË³¼½Å×ç´°,ñ£¬²çÇÒÔÚ  
´ËÃüÁîÃüÁÖİÖË³¼ÑıÖñ±ê¼Çı£  
İÃμμ´¿Ú°ı½Å×ç´°,ñÃÜİ¬Ê±¹ö¶¬£¬ÖâÑüîÃμμ´¿ÚÖĐμÚÒ»,öÖýÓÃ±ê¼ÇμÃ½Å×ç×ÜËÇİ»ÓÚ½Å×ç  
´°,ñμÃ¶¥²¿ı£

ÇëʹİÖÄ

½Å×çıçÁú×ç°İĐᐁ¶©±êÖ³¼

ı°Áú×çį±ÃüÁî£¨ı°²éç´į±²Ěμ¥£©

Ěç¹üîĀμμ´øÓĐĀú×ç£¬çÉÓÃ´ĚÃüÁîÔÚĀú×ç°„ñÖĐ²éç´»ò±à¼Āú×çį£μ±´òçªĀú×ç´°„ñĚ±£¬  
´ĚÃüÁîĀüĀÔ³öĬÖÖ»„öŊıŎñ±ê¼Çį£

ĪĀμμ´°çÚ°íĀú×ç´°çÚçÉÒÔÍ¬Ě±¹öŋ¬£¬ŎâÑüÔÚĪĀμμ´°çÚŎĐ³öĬÖμĀμÚÒ»„öĀú×ç×ÜĚÇÔÚĀú×ç´°  
çÚμĀŋ¥²çį£

çì½Ÿ·½Ě½

Ěó±ê£° Ě«»÷Āú×ç±ê¼Çį£

ÇěŋĪĀ

½Ā×çįçĀú×ç°íĐƁŋ©±êÖ¾

ı°Óò´úÂëı±ÃüÁî£ı°²é¿ı±²Ëμ¥£©

´ËÃüÁî¿É¿ØÖÆÓÃ»§ÎÃμμÖĐÓòμÃ³öİÖ·½Ê½ıªÒÒÓò´úÂë·½Ê½³öİÖ£¬Ëç {title}  
£¬»òÒÒÓòÃÚËÝ·½Ê½³öİÖ£¬Ëçı°ı¹«ÓÃ¼¼ÆËă»úı±ı£

ı°Óò´úÂëı±ÃüÁîÃÔμÃŇıÔñ±ê¼ÇÖ,Ã÷ÒÒÓò´úÂë·½Ê½İÖÊ³¼Óòı£

ÇëʹÎÃ

Óò

ı°Óòı±ÃüÁî

## ἰ°Ėð·Āἷ±ÃüĀîƎ°ἰ°ēḷ´ἵ±²Ė̃μ¥Ǝ©

ÓĀ´ĖĀüĀîḷÉíēĖ«ḷØÖÆÓĀ»§ĪĀμμÔÚÆĀĀ»ÉĪĪÔĖ³¼μĀ´óĐἵἵÉÓĀ»§ḷÉÔÔ·Ā´  
´óĪÔĖ³¼Ǝ¬Ė¹³¼Ô²ḷμĀĪĀ×Ô±ā¼,üĖÝÔ×Ǝ»Ô²ḷÉÔÔĖðĐἵĪÔĖ³¼Ǝ¬Ė¹μĀÔ»´Ī³¼ḷÉÔÔā¬ĀĀÔûÔ³ĀÚĖÝἵἵ

ḷî¹⁄₂Ý·¹⁄₂Ė¹⁄₂

¹π³⁄₄ßĀ,Ǝ°

- ▶ ÒÔĖ«Öæ²ēḷ´ĀƎĖ¹⁄₂ĪÔĖ³¼ÔûÔ³ἵἵ
- ▶ ÒÔ±ē×¹⁄₄²ēḷ´ĀƎĖ¹⁄₂°´Öý³Ǝ,ñĖ¹⁄₂ĪÔĖ³¼ἵἵ
- ▶ ÒÔĪĀμμ°ḷÚμĀḷἵἵĪÔĖ³¼ĪĀ¹⁄₄pÔ³Āæἵἵ

ἵἵÔ»°ḷòÑἵἵἵ

Ėð·Ā±ĖÀý

ÑἵÔñĪĀμμμĀĖð·Ā±ĖÀýἵἵ

200% ·Ā´óἵἵp±ἵἵĪÔĖ³¼ἵἵ  
100% »Ö,´Ī°Ô³ß´ḷἵἵ  
75% ĖðĐἵĪ°Ô³ß´ḷμĀĖĀ·ÖÖ®ĖýĪÔĖ³¼ἵἵ  
50% ĖðĐἵĪ°Ô³ß´ḷμĀἵἵp·ÖÖ®Ô»ĪÔĖ³¼ἵἵ  
ἵἵÖÆ °´ÖÖÓĀ»§Ö,ἵἵμĀĖð·Ā±ĖÀý·Ā´ó»ðĖðĐἵἵ¬Ėð·Ā±ĖÀýÔÚ 25% μ¹⁄₂ 200% Ö®¹⁄₄āἵἵ

Ėð·Ā°Ė°ḷÚ´óĐἵ

ÑἵÔñ´Ė°´Ā¥ḷÉÔÚĪĀμμ°ḷÚÔĐḷ´μ¹⁄₂,üἵἵμĀĀÚĖÝἵἵ

Ô³ḷí ¹⁄₂«μ±Ç°¹⁄₂ÚμĀ±ß¹⁄₂ÇĖðĐἵ³ÉĪĀμμ°ḷÚμĀ´óĐἵἵἵÉÇ¹ûĪĀμμÔ³Āæ  
´ðÔĐÑ¹Ėð±ß¹⁄₂Ç»ð°āĖ¹⁄₂  
´ðÔἵ·¹⁄₂ἵðƎ¬ἵἵðĀúÔÔ²»ĪēĖ¹ÓĀĖ®Æ¹⁄₂¹ðἵἵἵἵðÔÔ²ēḷ´Ô³ÉĪμĀĖûÓĐĪĀ×ÔƎ¬  
´ĖÑἵἵἵ³⁄₄Ī·Ç³ƎÓĐÓĀἵἵ

ÔûÔ³ ĖðĐἵĪÔĖ³¼Ė¹ĪĀμμ°ḷÚĖÝĀĖÔû,ðÔ³ĀæἵἵÔÚ´ðÔἵÖ®Ç°ÑἵÔñ´Ė°´Ā¥  
Ǝ¬ḷÉḷἵĖÜÔḄĀĀÔ³´ðÔἵμĀÔ³ἵἵ

---

Çē²ĪÔĀ

²ēḷ´ĪĀμμ



°é´ίλόΔΆίϕ

μ±ÖĖĐĐ°ē³ōİÖ´ίλόÊ±£¬ζΈ° F1 ¼ü»òÔÚ´ίλόΔΆίϕ¶Ŏ»°ζòĐĐÑĭŎñĭ°°ıÖúĭ±°Ά¥£¬òÔμÃμ½,ù¶àμÃĐΆίϕ  
ĭ£İÃÄæμÃ°ē´ίλόΔĐ±İÄĐ³òÄĖError Ŏı¾ăÖĐĖ¹ŎÃμÃ´ίλό°Ãĭ£

Error number	Message
502	<u>Ŏ!ŎÃ³Đð²»İİŎ!</u>
116	<u>²İĖý.öĖý²»Æ¥Ãă</u>
120	<u>Ėý×ēİ¬ĖýŎÑ¶ŎŎ</u>
54	<u>»μİÄ¼pÄĖĖ½</u>
64	<u>»μİÄ¼pÄŰ</u>
52	<u>»μİÄ¼pÄŰ»òİÄ¼p°Ä</u>
505	<u>²»ÄŰ¼α»İŎ!ŎÃ³Đð</u>
500	<u>²»ÄŰÆð¶ŎÄ´½Ŏ</u>
529	<u>²»ÄŰ´ðζª×Ŏμă</u>
533	<u>²»ÄŰŎ´ĐĐ´ĖÄüÄİĖİμÄ¶Ŏ»°¹!ÄŰ</u>
506	<u>²»ÄŰ·ĉĖİ¹Ŏ¼ü×Ŏ</u>
39	<u>Ė±ĖŰ Case Else</u>
101	<u>Ė±ĖŰ¶°°Ä</u>
102	<u>ÄüÄİĖŖ°Ű</u>
509	<u>ÄüÄİĭpĐŖ</u>
57	<u>Ėè±. İ/O´İ</u>
530	<u>¶Ŏ»°ζòÄēĖðİ«´ŎŎ</u>
103	<u>Ė±ĖŰ¶Ŏ»°¼ĈÄ¼±ăÄζ</u>
11	<u>±»Äă³ý</u>
514	<u>İÄμμÄ»´ðζª</u>
113	<u>ŎŎ´±ē°Ä</u>
104	<u>ELSE Ė±ĖŰ IF</u>
105	<u>END IF Ė±ĖŰ IF</u>
111	<u>±İ´İĖ½İ«´ŎŎ</u>
132	<u>İă²ζμ±ŎÄŎýÆð×Ŏ·Ű´ŎŎç³ð</u>
55	<u>İÄ¼pŎÑ¾¼´ðζª</u>
53	<u>İÄ¼pÄ»ŎŎμ½</u>
112	<u>Ė±ĖŰ+ēĖ¶·Ű</u>
5	<u>·Ĉ·°ĖĖμ±ŎÄ</u>
131	<u>¶Ŏ¶Ŏ»°¼ĈÄ¼·Ĉ·μÄ REDIM</u>
109	<u>Ė±ĖŰ INPUT</u>
62	<u>ĖăĖē³¬ýİÄ¼pİ²</u>
51	<u>ÄŰ²ζ´ίλό</u>
501	<u>İpĐŖμÄİ·μÄ°Ä</u>
114	<u>±ē°ÄÄ»ŎŎμ½</u>
117	<u>Ė±ĖŰ NEXT »ð WEND</u>
118	<u>Ĉ¶İ×μÄ SUB »ð FUNCTION ¶ŎŎă</u>
119	<u>NEXT Ė±ĖŰ FOR</u>
110	<u>İp RESUME NEXT</u>
511	<u>Ä»ŎĐŎăÑùμÄ°ē</u>
508	<u>ÆăĖüŎ!ŎÃ³Đðİ«Ä!</u>
7	<u>ÄŰ´æŎç³ð</u>
14	<u>×Ŏ·Ű´ŎŎŎ¼ăŎç³ð</u>
6	<u>Ŏç³ð</u>
76	<u>Ä·¾¶Ä»ŎĐŎŎμ½</u>
75	<u>Ä·¾¶Ė İÄ¼p·ÄİĖ´ίλό</u>
503	<u>ÔÚÆăĖüŎ!ŎÃ³ĐðŎĐ´İÄİĖŖ°Ű</u>
74	<u>ζĈ´ÄÄİ»»ÄŰ</u>
115	<u>Ė±ĖŰŎŎÄ°°Ä</u>
130	<u>SELECT Ė±ĖŰ END SELECT</u>
513	<u>×Ŏ·Ű´ŎŎŎ¼ăŎç³ð</u>

9	<u>ĩĀ±ê³¬½ç</u>
100	<u>Ōĩ·''ííó</u>
67	<u>ĩĀ¼pí«¶à</u>
129	<u>Ç¶í×¿ØŌÆ½á¹¹}«¶à</u>
122	<u>ĀàĐÍ²»Æ¥Āă</u>
528	<u>Īp·'x°ĒèÆ'Đ'¼ì²é³}Đò</u>
123	<u>Ī'¶'ÒăµĀ¶Ō»°¼ÇĀ¼Ōò</u>
124	<u>Ī'¶'Òă SUB »ò FUNCTION</u>
125	<u>°êµĀŌăĭăŌŌŌ¹</u>
532	<u>Ī'ŌªµĀ Location ÑjĪî</u>
512	<u>Ōµ³¬½ç</u>
126	<u>WEND Ē±ÉÙ WHILE</u>
504	<u>°¿Ū²»'æŌŪ</u>
127	<u>'ííóĪ¬ÉýT</u>

WordBasic error 502

Ó|ÓÃ³|Ðò²»ì|Ó|  
Ó|ÓÃ³|Ðò¶|Ô DDE ÇëÇó²»ì|Ó|£¬¿ ÉÄÜµÄÔÒðÊÇÁíÒ»,öÓ|ÓÃ³|Ðò²»Ö§³Ö DDE ÇëÇó£¬Word  
Ã»ÓÐ×ã¹»µÄÄÚ´æ£¬¬»ðÁíÒ»,öÓ|ÓÃ³|Ðòì«Ã|¡£

**WordBasic error 116**

²ÎÊý,öÊý²»Æ¥Åä  
Óï¼ä»ð°Êý²ÎÊý,öÊý²»ÖýÈ·jÈÀýÈçÈ-Óï¼äÖÐ½ð°-Èý,ö×Ô±äÁ¿¶øÄú,ø³öÁËËÄ,öÈ-»ðÖßÓï¼äÖÐÄ»  
ÓÐ×Ô±äÁ¿¶øÄú,ø³öÁËÖ»,ö×Ô±äÁ¿jÈ

WordBasic error 120

Êý×éî-ÊýÒÑ¶·Òå  
¶ÔÍ-Ò»Êý×éÊ¹ÓÃÄÊ¶à,ö Dim Óí¼ä¡£ÇèÓÃ Redim Óí¼ä¡£

**WordBasic error 54**

»μĬÄ¼pÄÊ½

ĬÄÄÊĬÖ»ÔÒðŦ¼»áμ¼ÖÄ´ÊÐÄĬŦ³öĬÖÊ°

► ´Ê°ê°ü°-Ö»„ö Open Óĩ¼äÊ-ŦŦØ´Ê Open Óĩ¼äÓÄμÄÊÇ ĬÊ´ÊäÊëÊ©ĭŦOE´Êä³öÊ©»ò

AÊ´x·¼ÓÊ©Ö@ĬâμÄĬÄ¼pÄÊ½ĭÊ

► ´Ê°êÊÖĬ¼ŦŦÄÖÖÊä³ö»òx·¼Ó·½Ê½´òçªμÄĬÄ¼pĭÊ

► ´Ê°êÊÖĬ¼Ð´ÖÖÊäÊë·½Ê½´òçªμÄĬÄ¼pĭÊ

► ´Ê°ê·ÄĬÊ²»´æÖÚμÄÊë±,ŦĬÊçÚĭÊ

WordBasic error 64

»µîÄ¼þÃû  
´Ë°êÊ¹ÓÃÄË·Ç·´îÄ¼þÃûËµÃ÷j£

**WordBasic error 52**

»μîÄ¼pÃû»ðîÄ¼p°Å  
Óï¾ä·ÄîÊÒ», öÃ»ÓÐ´ò¿ªμÄ¡¢ÓÃîÄ¼p°Å±íÊ¾¼μÄîÄ¼p£¬»ðîÄ¼p°Å³¬³öÁË¿É½ÓÊÛμÄ·¶î\$£°1 ¡ª 4¡£



WordBasic error 505

2»ÄÜ¼»»îÓ!ÓÃ³!Ðò

Word 2»ÄÜ¼»»îÖ,¶"µÄÓ!ÓÃ³!Ðò;£

**WordBasic error 500**

<sup>2</sup>»ÄÜÆðſſÁ´½Ó

´Ë°ê<sup>2</sup>»ÄÜÆðſſÒ»ö DDE Á´½Ó£¬¿ÉÄÜμÄÖÒð°üÀ´£°

- ÁíÒ»öÓ!ÓÃ³ìÐð<sup>2</sup>»Ö§³Ö DDE£¬»ðμ±Ç°μÄÁ´½Óì«ſàì£
- ÁíÒ»öÓ!ÓÃ³ìÐðÃ»ÓÐÔËÐÐ£¬Word <sup>2</sup>»ÄÜÆðſſËüì£
- Word Ã»ÓÐ×ã<sup>1</sup>»μÄÄ´æì£
- ÁíÒ»öÓ!ÓÃ³ìÐðμ±Ç°<sup>2</sup>»Ö§³ÖÖſſ´μÄ±êìâì£
- Word μÄμ±Ç°Á´½Óì«ſàì£
- ÁíÒ»öÓ!ÓÃ³ìÐðì«Ãìì£

WordBasic error 529

2»ÄÜ´ò¸ª×Öµä

Word 2»ÄÜ´ò¸ªÖÚ´Ë°êÖÐÖ,¶µÄ×Öµä¡£ÇêÈ·ÈÏ×ÖµäÃûÊÇ·ñÖýÈ·¡£

## WordBasic error 533

2»ÄÜÖ´ÐÐ´ËÃüÁîÉïµÄ¶Ô»°¹ÄÜ

2»ÄÜÖ´ÐÐ´ËÄüÁíÉİµÄ¶Ô»°¹ÄÜ  
ÄüÊÔÍ½¼¶Ôî´Æ´Ð´İ±İ¶İ´Óİ´İ±»òî´Ê¿âİ±¶Ô»°¿ò½´Á¶¶Ô»°¼¿Ç½¼£¬Word 2»ÔÊÐİÕâÑù×öİ£

**WordBasic error 506**

<sup>2</sup>»ÄÜ·¢ĚÍ¹Ø¼ü×Ö

Word <sup>2</sup>»ÄÜ°Ñ Sendkeys Óí¾ääÖÐÖ,¶"µÄ×Ö·û´®·¢ĚÍ,øÁíÒ»»,öÓ|ÓÃ³İĐò£¬ÄúÒ²ĐíÆ  
´´íÁĚ¹Ø¼ü×ÖÃû»òÖ,¶"ÁĚÒ»»,ö²»´æÔÚµÄ¹Ø¼ü×ÖíªĚ££¬ {entr} »ò {F17}j£

**WordBasic error 39**

È±ÉÙ Case Else

Select Case Óï¼äÖĐµÄ±í'îÊ½²»Æ¥Åä¿µ±·çİÖ²»Æ¥ÅäÇé¿öÊ±£¬Ôö¼ÓÒ»ö Case Else ±í  
'îÊ½ÔÖ²úÉú Word Ö,Áî£

WordBasic error 101

È±ÉÙŦ°°Å  
°ê½âÊí³ìÐðÈïªÓŦÔÚ'ËÐÐÔð¼ÓÒ»„öŦ°°Åj£

WordBasic error 102

ÃüÁîÊ§°Ü  
°êÃüÁîÃ»ÓĐŎýÈ·Íê°É;£ŎâÀàÊ§°Üí°³£ÊÇÒòîªÄúÔÚ¶Ô»°¿òŎĐÑ;ÔñÁĚ;°È;İü;±°Å¥;£



WordBasic error 509

ÃüÁîÞÐ§  
Word ´ÊÊ±»òÔÚμ±Ç°ìð¼₄pĭÂ²»ÄÜíê³É´Ê²Û×÷;¡ÄýÈç£-îÄμμ°´´òÓ;Ô±ÀÀ·½Ê½ĭÔÊ¾₄;ª  
´ÊÊ±²»ÔÊĐíÊäÊë;ª¶∅°êÊÔÍ¼₄ÔÚîÄμμÖĐ²âÊë×Ö·û;£×£°îÞÐ§μÄ²Êμ¥ÃüÁîÔÚ²Êμ¥Éĭª°μ»ÒÉ«¡£

WordBasic error 57

Éè±, I/O ´í  
Éè±, I/O£¨ÊäÊè£¬Êä³ö£©²Ù×÷³ö´íj£

**WordBasic error 530**

¶Ô»°¿ðÃèÊðì«´ÔÓ  
ÔÚ¶Ô»°¿ð¶¶ÒåÖÐ°üÀ´ÁËì«¶àµÄ¿ÖÖÆíî£-Ó!ÔÚ°èÖÐ¼ðÉÛ¿ÖÖÆíµÄËýÁ¿»ð½´Á¢Á½,ö¶Ô»°¿ð¿£  
×¢ÊÉ¶¶Ô»°¿ð×î¶à¿É°üÀ´ 32  
,ö¿ÖÖÆíî£Ö»,öÁÐ±í¿ðËã×ðÁ½,ö¿ÖÖÆíî£-Ö»,ö×é°í¿ðËã×ðËý,ö¿ÖÖÆíî£

**WordBasic error 103**

È±ÉÙŦÔ»°¼ÇÂ¼±äÁ¿  
È±ÉÙŦÔ»°¼ÇÂ¼±äÁ¿j£ÀýÈç£-ÄúÊ¹ÓÃÁË Dialog Óĩ¼ä»ò GetCurValues Óĩ¼ä£-È  
´Ã»ÓĐŦÔ»°¼ÇÂ¼±äÁ¿j£

WordBasic error 11

±»Áã³ý  
´Ë°ë°ü°-Ò»,öÊÔÍ¼ÓÃ 0£´Áã£©³ýÒ»,öÖµµÄ±í´íÊ½½j£

WordBasic error 514

ÎÄµµÃ»´òç<sup>a</sup>  
´Ë°ê·ÃÎÊÖ»,öÃ»ÓÐ´òç<sup>a</sup>µÄÎÄµµι£

WordBasic error 113

ÖØ,´±ê°Å  
´Ë°ê½«Á½ÐÐÓí¾ä,³,øÁËÍ-Ò»±ê°Å;£Ã¿,ö±ê°Å±ØÐëÊÇÎ´Ò»µÃ;£

WordBasic error 104

ELSE È±ÉÙ IF

´È°ê°ü°-Ò»„ö Else Óì¼ä¶∅È±ÉÙ¶ÔÓ|μÄ If Óì¼äî£



WordBasic error 105

END IF È±ÉÙ IF  
‘È°ë°ü°-Ò»„ö End If Óì¼ä¶∅È±ÉÙ¶ÔÓ|μÄ If Óì¼ä;£

WordBasic error 111

±í'îÊ½ì«´ÔÓ  
'Ë±í'îÊ½ì«´ÔÓ;£ÊÔ×Å½«´Ë±í'îÊ½·Ö½âîª¶ä,ö±í'îÊ½;£

WordBasic error 132

Íâ²¿µ÷ÓÃÒýÆð×Ö·û®Òç³ö  
Word ÔÊĐí½« 256 ×Ö½ÚÖÁ 32K µÄ×Ö·û®«µÝ,ø DLL;EDLL Ôö¼ÓÁË×Ö·û  
´®µÄ³¤¶ÈË-ÒÔÖÂ³-³öÁËËùÔÊĐíµÄ·¶Í§;Ë

**WordBasic error 55**

ÎÄ½pÒÑ¾'ò¿ª  
´ËºêÔÚ Open »ð Kill Óï¾äÖÐÖ,¶"´ÁËÒ»¸öÒÑ'ò¿ªµÄÎÄ½p£¬»ð¶¶ÔïàÍ¬Á÷ºÅ¡¶ÎÄ½pÃûË¹ÓÃÁË¶à´Î Open  
Óï¾ä¡£Öª½â¾ö´ËËìâ£¬¿Ë,Ã±äÁ÷ºÅ»ðÎÄ½pÃû£¬»ðÕÓÓClose [[#] Stream Number]  
Óï¾ä¹Ø±ÕÓ,ÃÁ÷ºÅì¹ØµÄÎÄ½p¡£

**WordBasic error 53**

ÎÄ¼pÃ»ÕÒµ½  
Óî¾ä·ÃÎÊ²»´æÔÚµÄÎÄ¼p»ðÕß Word ²»ÄÜÕÒµ½µÄÎÄ¼p¡£Ô-  
Òð¿ÉÄÜÊÇÄúÒÆ¶¯ÄÎÎÄ¼p»ðÄÃ×ßÁÊ°ü¾,ÄÎÎÄ¼pµÄÄî¡£

WordBasic error 112

È±ÉÙ±êÊ¶·û

Word ÆÚÍûÓÐÒ»„ö±êÊ¶·û£¬È±äÁ¿¡¢Sub Ãû»ò Function Ãû¡£

**WordBasic error 5**

·Ç·¨°Êýµ÷ÓÃ  
´Ê°êÊÔÍ¼°ÑÒ»,ö³¬³ö²ÎÊýÖµ·¶Î§µÄÊý¾ý´«ËÍ,øÊýÑ§»ð×Ö·Û´®°Êý»ðÓí¾ä¡£ÔÒð¿ÉÄÜÊÇ£°

- ▶´Ê°ê°ÑÒ»,ö²»ÊÊµ±µÄ»ð³¬½çµÄ²ÎÊýÖµ,³,ø°Êý¡£
- ▶¾¼ýÁ¬½ÖµÄ×Ö·Û´®³¬ýÁË 32,767 ,ö×Ö·Û¡£

**WordBasic error 131**

¶Ô¶Ô»¼ÇÂ¼·Ç·µÄ REDIM  
´Ë°ëÑ×Ö·û´®»ðÖµ,<sup>3</sup> ØÒ», ö±äÁ¿Æ¬È»°óÊÔ¼×÷Î¶¶Ô»¼ÇÂ¼ÖØÐÂ,Ø  
´Ë±äÁ¿,<sup>3</sup>Öµ¿ÆÇë°Ñ¶¶Ô»¼ÇÂ¼,<sup>3</sup>Öµ,ØÒ», ö²»ÔØ,<sup>31</sup>ýÖµµÄ±äÁ¿¿Æ



WordBasic error 109

È±ÉÙ INPUT

ÔÚ´Ë°ëÖÐ Word ÐèÒªÒ»»\_öÊäÈëÓí¼ä¡£

**WordBasic error 62**

ÊäÈë³¬ýÎÄ¼þÎ²  
´Ê°ê°ü¬Ò» ö¶Á¿ŒÎÄ¼þµÄ Input Óî¼ä»ðŒßÔÚ´ÊÓ¼äŒŒµÄÎÄ¼þÒŒ±» Word  
¶ÁÎêÄÊÈÒŒµÄÊý¼Ýî£ÀÔŒ³ÎŒð×ªŒÆ°¿¿ŒŒ±´îÊ½Ê·ÊÏ Input  
Óî¼äŒ»ŒŒ³¬öÎÄ¼þî£²Î¼ûÄ¬ŒŒÎÄ¼þÊäÊé¿Œä³¿î£

**WordBasic error 51**

ÄÚ²¿´ííó  
ÄÚ²¿´ííó³ðïÖÖÚ WordBasic ½âÊí³ìÐòÖÐ£¬Çë°Ñ,Ã´ííó¼°·¢Éúlð¼p±´,æ,ø Microsoft  
²úÆ.¼¼¼ÊðÖ§³Ö²¿ÃÅj£

WordBasic error 501

ÎÞÐ\$µÄÍµÀ°Å  
Ö,¶µÄ DDE ÍµÀ°ÅÊÇÎÞÐ\$µÄ;£ÒªÈ·ÈÍÓ!ÓÃ³ìÐðÈÔÔÚÔÊÐÐ£¬²¢ÇÒ³õ´íÐÐÖÐµÄ±äÁ¿ÃûÓê  
DDEInitiate Óì¼äÖÐµÄ±äÁ¿Ãûà/£¥Åä;£

WordBasic error 114

±ê°ÃÃ»ÕÒμ½  
´Ë°èÒýÓÃÃËÒ»,öÐÐ±ê°Ã¡ªÈç Goto Óí¾¼äÖÐ¡ªμ«´Ë±ê°ÃÃ»ÓÐ³öïÖÔÚ°èÖÐ¡£

**WordBasic error 117**

È±ÉÙ NEXT »ð WEND

For »ð While Óï¼äÈ±ÉÙ¶ÔÓ!μÄ Next »ð Wend Óï¼ä¡£

**WordBasic error 118**

Ç¶|×μÄ SUB »ð FUNCTION ¶"Òå  
Ó»„ö×Ó³|Ðð»ð°-Êý¶"Òå³ð|ÖÖÔÚÁ|Ò»„ö×Ó³|Ðð»ð°-Êý¶"ÒåμÄÄÚ²¿;£¶ÔÓÚ Sub »ð Function  
Ói¼ä£¬ÔÚÐÂμÄ×Ó³|Ðð»ð°-Êý¿ª¼Ö®Ç°ÒªË·Ë|ÖÑÓÐ End Sub »ð End Function Ói¼ä;£

WordBasic error 119

NEXT È±ÉÙ FOR  
´Ë°è°-Ò»¸ö NEXT Óî¼ä£-¶øÈ±ÉÙÁË¶ÔÓ!µÄ For Óî¼äj£



WordBasic error 110

␣ RESUME NEXT

´Ë°ê°ü°-Ò»,öÓÐ Resume µ«Ã»ÓÐ NEXT µÄ On Error Óï¼äï£ÖýÈ·µÄÓï·´ÊÇ On Error Resume Next;£

WordBasic error 511

Ã»ÓĐÕâÑùμÄ°ê  
ÔÚ´Ë°êÄÚ²¿μ÷ÓÃμÄ°ê²»´æÔÚ¡£

WordBasic error 508

ÆäËüÓ!ÓÃ³ìÐòì«Ã!  
ÆäËüÓ!ÓÃ³ìÐòì«Ã!£¬²»ÄÜìÓ!À´×Ô Word µÄÇëÇóì£

WordBasic error 7

ÄÚ´æÒç³ö  
Ã»ÓÐ×ã¹»μÄÄÚ´æÀ´íê³É²Ù×÷£¬²î¼ûÔö¼ÖÄÚ´æ¡£

WordBasic error 14

×Ö·û´®¿Ö¼äÒÇ³ö

×Ö·û´®±äÁ¿³³öÁË·ÖÅäµÄ×Ö·û´®¿Ö¼ää¡£

**WordBasic error 6**

ÒÇ³ö

¼ÆËã½á¹ùì«´ó£¬´íîóÔÒð¿ÉÄÜÊÇ£°

- ▶ ½á¹ùì«´ó£¬îþ·ÖÚ,ιμãÊýÔÊĐίμÄ·¶Î\$ÄÚ±íÊ¾¼ι£
- ▶ ,ιμãÊýì«´ó£¬îþ·ˆˆxª»»³ÉÖûĐîÊýι£

WordBasic error 76

Â·¾¶Ã»ÓÐÕÒµ½  
²Ü×÷İµí³²»ÄÜÕÒµ½Ö,¶µÄÂ·¾¶İİ

**WordBasic error 75**

Â·¾¶E¯îÄ¼p·ÃîÊ´íó  
T²Ü×÷ïµí³²»ÄÜ½¨Á¢ÕýÈ·µÄÂ·¾¶¶ÓëîÄ¼pÃûµÄÄªïµ£¬¿ÉÄÜÃ»Á¬½ÓíøÂçÇý¶¯Æ÷j£



WordBasic error 503

ÔÚÆäËüÓ|ÓÃ³|ÐðÖÐ´|ÀíÊ§°Ü  
Ö,ÁîÃ»ÓÐÍ´¹ýÒ»,ö DDE Á´½Ó´«μÝ,øÁíÒ»,öÓ|ÓÃ³|Ðð£-Òðîª DDE  
Óî¾ä²»íêÕû£¬»ð·ÃÎÊÁËÖ»,öÎÞÐ§μÄ DDE ±êîâ£-ÈçÒ»,öÃ»´ò¿μÃÎÄ¹/₄þj£

WordBasic error 74

¿Ç´ÅÀì»»Ãû  
´Ë°êÊÔí¼ÓÃÒ»,öÐÂÇý¶¯Æ÷±êÊ¶½«Ò»ÎÄ¼þ»»Ãû£¬Word ²»ÔÊÐíÕâÑù×ö;£

WordBasic error 115

È±ÉÙÓÒÀ´°Å  
°ê½âÊí³ìÐðÆÚíûÒ»„öÓÒÀ´°Åj£

WordBasic error 130

SELECT È±ÉÙ END SELECT

´Ë°ê°ü°-Ò»„ö Select Óí¼ä£-¶∅È±ÉÙ¶ÔÓ|µÄ End Select Óí¼äj£

WordBasic error 513

xÖ·ú´®ì«³¤  
xÖ·ú´®²îÊýì«³¤j£

WordBasic error 9

ĩÂ±ê³¬½ç  
Ê¹ÓÃµÃËý×éÔªËØĩÂ±ê³¬³øÊý×éÎ¬Êý£¬»ðĩÂ±êÊý×Ö´íó¡£  
×££ºÊý×éÎ¬ÊýÃ¬ËĩÖµîª10£»¿ÉÓÃ Dim Óĩ¾äÖö¼Ó¡£

WordBasic error 100

Óï.´´´ííó  
´Ë°ê°ü°-Ò»,ö²»ÕýË·μÄ×Ö·ûÐðÁÐj£  
×££°μ±°ê±»´ò¿ªÖÚÒ»,ö°ê±à¼´°¿ÚÊ±£-Ëç¹ûÔËÐ°ê£-Word »áÓÃ,ßÁÁĬÔÊ¾°ü°-Óï.´´´ííóμÄÐj£

**WordBasic error 67**

ÎÄ½þì«¶à  
Open statements in this macro have already opened ÔÚ´Ë°êÖÐ£¬Open Óî¾äÒÑ¾ÓÃ  
l£´ÊäË£©;£O£´Êä³ö£©»ðA£´×·¼Ó£©·½Ê½´ð¿ÁËËÄ,öîÄ½þ£¬´îµ½ÁË¼«¶îþ£ÔÚ´ð¿ÆäËüîÄ½þÇ°  
£¬ÐèÊ¹ÓÃ Close Óî¾ä¹Ø±ÖÖ»,ö»ð¶à,öîÄ½þþ£



WordBasic error 129

Ç¶ì×¿ØÖÆ½á¹¹«¶à  
While¡¢For »ò If Óí¾äÇ¶ì×ì«Éî£¬Ê¹ Word ²»ÄÜÖ´ÐÐ°êÖÐµÄÖ,Áî¡£

WordBasic error 122

ÀàĐÍ²»Æ¥Åä  
Óĩ¾ä¡¢°Êý»ò±ăÁ¿,³ÖµµÄ²ŕÊýÀàĐÍŕ Word µÄÒªÇó²»İàÈÝ¡£ÄúÒ²ĐíÊ¹ÓÃÁĚÒ»,ö×Ö·ŭ´®ŕ Word  
ĐèÒªÒ»,öÊý×Ö£ŕ»òŎßÊ¹ÓÃÊý×Öŕ Word ĐèÒª×Ö·ŭ´®¡£

WordBasic error 528

Î·°ÈèÆ´Ð´¼ì²é³ìÐò  
Word ²»ÄÜ°ÈèÆ´Ð´¼ì²é³ìÐò;£Òª²°´È³ìÐò£-íÈ³ö Word ²ÔËÐ³ìÐòÄ¸Â¼ÖÐµÄ Setup;£

WordBasic error 123

Î´Ÿ"ÒâµÄŸÔ»°¼ÇÂ¼Ôò  
´Ë°êÊ¹ÓÃÄË²»ÊôÓÚŸÔ»°¼ÇÂ¼µÄÓð¡£ÇêÈ·ÈĬŸ,öÓðÃûÆ´Đ´ŸýÈ·¡£

WordBasic error 124

Î´Ÿ"Òå SUB »ò FUNCTION

Word Ã»ÕÒµ½Ö,Ÿ"µÄ×Ó³ìÐò»ò°Êýî£

×££°Èç¹ûÔÚ×Ö·û®ÊýÃûÖÐÊî£Ä£"\$".û°Å£¬»òÕßÆ''íÁ£Óí¾ä»ò°ÊýÃû£¬'£ÐÃí£Ò²»á³öíÖî£

**WordBasic error 125**

°êµÄÒâíâÖÖ¹  
´Ë°èÒâíâÖÖ¹;£ÇèÈ·ÈÏÄ¿,ö Sub Óí¼ä¶¶ÔÓ|Ò»,ö End Sub Óí¼ä£-Ä¿,ö Function Óí¼ä¶¶ÔÓ|Ò»,ö End  
Function Óí¼äj£

# WordBasic error 532

Î ÖªµÄ Location ÑîÏ

´Ë°êÖ, ¶´ÁËÖ»„ö Word ²»Ê¶±ðµÄ Location ²ÎÊýÑîÏî£íÄÃæÊÇÓÐÐ\$ÑîÏµÄÄý×Ó£°

- ▶ .Location="d:"
- ▶ .Location="Path Only"
- ▶ .Location="All Drives"
- ▶ .Location="All Local Drives"

WordBasic error 512

Öμ³¬½ζ  
´Ë°ëÖ,¶"Ò»,öÔÚμ±Ç°lδ¼₄pİÂ Word ²»ÄÜÊ¶±ðμÄÖμj£ÀýÈç£°ÄúμÄ°ë°üÀ"Ói³¼ä Windows 4£¬ÒÔ¼₄¤»İ  
Window μ±Ç°²Ëμ¥Éİ±à°Âîª 4 μÄİÄμμ´°çÚ£¬μ«Ö»ÓÐÈý,ö´òçªμÄİÄμμ´°çÚ´æÔÚj£



WordBasic error 126

WEND È±ÉÙ WHILE  
´Ë°ê°ü°-Ò»„ö Wend Óí¼ä¶∅È±ÉÙ¶∅ÔÓ|μÄ While Óí¼ä¶£

WordBasic error 504

´°¿Ú²»´æÔÚ

Word ²»ÄÜÖÖµ½Ö,¶"µÄÓ!ÓÃ³ìÐò»ðîÄµµ´°¿Ú¡£

WordBasic error 127

íóî-Êý  
Êý×éÒýÓÃ°-ÁĚÒ»,öÓë Dim Ói¾ă²»Í-μĂî-Êýi£

ı°°¿Úı±²Ëμ¥

ÓÐ¹Øİēİ, ÐÄİç£¬ÑıÖñÃüÁîÃûı£

ÐÂ½°°¿Ú

ÖØAAËùÓÐ°°¿Ú

1, 2, 3,...9

[illegible]

’òç<sup>a</sup>¡ç±£’æ¡ç<sup>1</sup>Ø±Õ<sup>0</sup>ÍÉ<sup>3</sup>/<sub>4</sub>ýÎÄµµ

ı°ÖØAAËùÓĐ´°¿Úı±ÃüÁî£´´ı°¿Úı±²Ëμ¥£©

Ê¹ÓÃ´ËÃüÁîŒÊ¾ËùÓĐ´ò¿İÄμμ£¬÷´°¿Ú²»»áÔÚ Word ÆÁÃ»ÉİÖØμþ¿£Äú¿ÉÒÔ´ò¿İàÖÁ¾Ä,öİÄμμ´°¿Úı£

Ê¹ÓÃ´ËÃüÁîÄú»¹¿ÉÒÔ²é¿´ÄÇĐ©¿ÉÄÜ±»Òþ²ØÆðÀ´μÄ´°¿Ú»òÕßÔÚÆÁÃ»ÉİÖØ×é´°¿Úı£

ÇëʹİÖÄ

Word ¹α×÷Æ£½ı´´

ı°1, 2, 3,...9ı±ÃüÁî£¨ı°°ıÚı±²Ëμ¥£©

Word ÔÚı°°ıÚı±²Ëμ¥μÃμ×²ıİÔÊ³⁄Ô»„öμ±Ç°°òıªİÃμμ°ıÚ°×ÖÄ„Ë³ĐòÄÄÁĐμÃÁĐ±íı£

μ±ÄúÑıÔñÒ»„ö°òıª°ıÚÊ±£¬±ā½«°ıÚÖĐμÃİÃμμ¹⁄₄«»îı£ÄúıÉÒÔÓĐ³⁄₄Ä„öÍ¬Ê±°òıªμÃİÃμμ°ıÚı£»ı¶¬  
°ıÚμÃİÃμμÃûÇ°ÃæÓĐÒ»„ö¹⁄₄î²é±êÖ³⁄₄ı£

ÇěîÔÃ

°òıªıç±£¬æ°ÍÉ³⁄₄³ıİÃμμ

Word 'ᄠ×÷Çø

ÆĖö

Æøŋ̄ ĭčÍĚ³ö°íÖØĐÂ°²×° Word

Æøŋ̄ Word

ÍĚ³ö Word

ÓÃ Word °²×°³İĐò°²×° ½¼ÓÑĭİİ

Ê¹ÓÃÃüÁİ

ÑĭÔñÒ» ²Ėµ¥ÃüÁİ

¹Ø±ÖÒ» ²Ėµ¥

ÉèÖÃŋ̄Ô»° ĭòÑĭİİ

ÔÚŋ̄Ô»° ĭòÁĐ±İÖĐÑĭŋ̄Ô»İİ

ÔÚŋ̄Ô»° ĭòÖĐ¼üĖĖ°İ±¼

ÔÚŋ̄Ô»° ĭòÖĐ¼üĖĖÁĭÖµ

¹Ø±Öŋ̄Ô»° ĭò

ÖĐÖ¹Ò» ²ĖÛ×÷

ÖØ´Ò» ²ĖÛ×÷

ĖĭİüÒ» ²ĖÛ×÷

ÔÚ° ĭÚÖĐ¹ᄠ×÷

¼ᄠ»İÒ» ²òĭµÃ° ĭÚ

İ°Ò» ²İÃµµ´òĭŋ̄à ²° ĭÚ

¹Ø±Ö° ĭÚ

ÒÆŋ̄´° ĭÚ»òŋ̄Ô»° ĭò

ÃÃÃĐĖüÓĐ´òĭµÃİÃµµ´° ĭÚ

Ä±ä° ĭÚ´óĐİ

Ê¹° ĭÚ×İ´ó»

Ê¹° ĭÚ»Ö´µ½ÔÀ´´óĐİ

²ð·Ö° ĭÚ»ò»Ö´±»²ð·ÖµÃ° ĭÚ

ÔÚ° ¼¼äÒÆŋ̄

½« Word ´° ĭÚĖð³Éİ¼±ê

¹ØÔÚŋ̄ÖÆ Word ¹ᄠ×÷ÇøµÃĐÃİç£¬²İ¼üÓÃ»ŞÓÃİĖÑĭİİ°İŋ̄ÖÆ²Ėµ¥ĭç¼üÃİ°İ¹ᄠ¼İÃĭ£



## Word ¹¤×÷Çø

### Ê¹ÓÃÃüÁì

Word ÊÇÒ» òíêÃÀµÃ¹¤×÷Çø£¬ÀúÐèÒªµÃÐí¶àÓÃÓÚÉú³Ê¹¤×÷ÓÃµÃÐÀ¼þìç±, ÍüÃ¼ìç±, æ°ÍÆàËüÀí×µÃÃüÁìÔÚÆÁÃ»Éíò°·ÁºÒ»Ñü¿ÉÖ±½ÓÊ¹ÓÃìç²éÒÃÆÁÃ»ÉíµÃ°·Áº¼°, ñÊ½À, µÃÊ¹ÓÃÐÀíç£¬²í¼üWord ÆÁÃ»ìç

Word °ÑÃüÁì°·ìÀÜ·Ö×é£¬ÁÐÓÚ Word °¿ÚµÃ¶¶Ð²ËµºÖÐì£¬ÁýÈç£¬ì°ÍÃ¼þìç±ËµºüÀ·ÖÈç·ò¿ìç±òÓììç±£¬æíÀµµµËÃüÁììçÓÐÐ©ÃüÁì£¬±ÈÈç·Ø±ÖÃüÁì£¬Ò»µ©ÀúÑìÔñ¼í»áÁç¼°Ö·ÐÐìçÁíáÒ»Ð©ÃüÁì£¬±ÈÈç²éÑ·ÃüÁì£¬ÐèÒªÀúá¹©»Ð©ÐÀíç°ó²ÃÃÜ±»Ö·ÐÐìç

### ÔÚ°¿ÚÖÐ¹¤×÷

°¿ÚÈÇ¹Ü²°í·ìÀíÀµµµÃÃæ°áì£±»·ò¿ìµÃÃ¿, òíÀµµìÖÊ³ÔÚÒ»»ðµ¶¶ÀµÃ°¿ÚÖÐìç×¶¶à¿Éí¬Ê±·ò¿ì³¼À, ð°¿Úìç

µ±Ç°¹¤×÷°¿Úì°üò²àËëµãµÃ°¿Ú»òÑì¶¶ÍÃ±¼ËüÔÚµÃµØ·½£¬½Ð×÷»¶¶°¿ÚìçÖý±»·ìÀíµÃÀµµ½Ð×ð»¶¶ÍÃµµìçWord ½ÓËÜÔÚ»¶¶ÍÃµµÖÐ¼üËëµÃÍÃ±¼£¬¶àËËÖ·ÐÐµÃÃüÁì»ò¶¶×÷Ò»Ó·ì»¶¶ÍÃµìçÈðÒª·ìÀì»ò, ð²»í¬µÃÀµµ£¬±ØÐëíÊÊ¹Æà³Ê¹»¶¶°¿Úìç

Èç¹üÃüÖý·ìÀì¼, ð·ò¿ìµÃÀíÀµµ£¬ÀúÒ²ÐííèÒÆ¶¶»ðËðÐì°¿ÚÒ±ãÃÜí¬Ê±¿ì¼¼¼, òíÀµµìçì±ÜÃàÊ¹ÆÁÃ»íÒµÃÒÓÀÒ£¬¹Ø±Ö²»ÔÐèÒªµÃ°¿Úìç

µ±±£·æíÀµµ°íÀ·ìò¿ì»Ö·ËüÃÇµÃÊ±°ð£¬Word »á±£·æ°¿Ú³ß·ç°ÍËüÔÚÆÁÃ»ÉíµÃí»ÖÃÒÒ¼°ÆàËëµÃÀíÀµµÐÀíçìç

Àú¿ÉÃÜÒªí¬Ê±¿ì·ò»ò, òíÀµµµÃ²»í¬¿ì·Öìç³ýÁË·À·ËµØ²é¿ìÒíá£¬¹¿ÉÒÒ·ò¿ìÒ»»ð, ½¼¼ÓµÃ°¿Ú»òÑìÀµµ°¿Ú·ÖÊ¼, ð°¿ììçÒàÑüÀú¿ÉÒÖ¶¶ÀÁçµØ¹ð¶¶À¿, ð°¿Ú»ò²¿·Ö°¿ÚìçÒà¿ÉÊ¹Ò»»ò, òíÀµµ²»í¬¿ì·ÖµÃ±Ê½í»ò³¤¼àÀèÒÆ¶¶°¿ì¼±·ìÃ±¼±äµÃ, üËÝÒ×ìçWord ¿ÉÒÒ»ÑÀúÔÚÒ»»ò, ð°¿ìÜÖ¶¶¶¶íÀµµËü×ðµÃÐþ, Á·Òì¼ÁìÒ»»ò, ð°üòí¬Ò»íÀµµµÃ°¿ÚÖÐìç

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## Çè¹ÔÃ

### ìÀÜ½éËÜ

## Æðŕ Word

Áú¼ËËÖÖÚ Windows ÍÄË¬Ò²ËÖÖÚÁÛÁÍÐÐláÊ¾·úíÄÆðŕ WordjË

### ÔÚ Windows ³ÍÐð¹ÜÁíÆ÷ÖÐÆðŕ Word

- 1 ÇÐ»»¼½í°íÄ¼þ¹ÜÁíÆ÷j±´°ËÚjË
  - 2 ´ðËª°ü°¬ Word Í¼±êµÄ¹¤×÷×é´°ËÚjË
  - 3 ×ðÒÒíÄÊÎÒ»²Ü×÷£°
- ▶ Ê«»÷ Word Í¼±êjË
  - ▶ ÓÄ¼ýÍ¼üÑjÔñ Word Í¼±êË¬Ê»°ó°° ENTER ¼üjË

### ÔÚ Windows µÄí°íÄ¼þj±²ÊµíÄÆðŕ Word

- 1 ´Ó³ÍÐð¹ÜÁíÆ÷µÄí°íÄ¼þj±²ÊµíÄÐÑjÔñj°ÔÊÐÐj±jË
  - 2 ÑjÔñíÄÄÐÄ³Ò»²Ü×÷£°
- ▶ ÊÇ¹ü Word ÔÚµ±Ç°Ä·¾ííÄË¬¼üÊÊwinword
  - ▶ ÊÇ¹ü Word ²»ÔÚµ±Ç°Ä·¾ííÄË¬¼üÊÊ Word ÊüÔÚµÄÄ·¾íÄüjËÄýÊÇ£°  
c:\winword\winword.exe
- 3 ÑjÔñj°Ê·ŕj±´°ÄµjË

### ÔÚÁÛÁÍÐÐláÊ¾·úíÄÆðŕ Word

- 1 ÔÚÁÛÁÍÐÐláÊ¾·úíÄË¬¼üÊÊ win winwordjË
  - 2 °° ENTER ¼üjË
- ×ÇÊÍ£°ÊÇ¹üÓÐÍüíÇíÔÊ¾ÊµÄ÷ÁÛÁÍÊ§ÜË¬ÄÇÄ´ü°¬ Word µÄÄ·¾í²»ÊÇµ±Ç°Ä·¾íjË, Äµ½üÀ`WINWORD.EXE µÄÄ·¾ííÄÔÜÊÖÒ»ÍjËÓÐ¹ØÊí, ÁÜÊÝË¬²Í¼üjËMicrosoft Word  
ÓÄ»§ÊÖ²ájµÄj°ÊÇ¹üÊÊ¼j±jË

## ÌáÊ¾

- ▶ ÊðíÊÔÚÁÛÁÍÐÐláÊ¾·úíÄÆðŕ Word Ê±×Ôŕ´ðË²»»ðÒÓÐíÄ¼þË¬¼üÊÊ win winword ÍÄ¼þÄü
- ▶ ÔÚÁÛÁÍÐÐláÊ¾·úíÄÆðŕ Word Ê±ÊðíÊ×ÔŕÔÊÐÐÒ»ð»Ë¬¼üÊÊ win winword /m°êÄüÄýÊÇ£°ÔÊÐÐ File1 °êË¬Êü´ðË²»ÄüÊÍÍÖýjÁíµÄíÄµµË¬¼üÊÊ win winword /mFile1
- ▶ ÊÇ¹üÁÛÁÛÁÛÁÛÊÖ»ð AutoExec°êË¬ÄÇÄ´Ö»Ò²ÁüÖ»Æðŕ WordË¬°ê¾í±»ÔÊÐÐjË²Í¼ü½ÄÇ×ÔŕÖÐÐµÄ°êjË
- ▶ ËÖÖÍ´ý±à¼ AUTOEXEC.BAT »ð WIN.INI ÍÄ¼þŕÊ¹ÄüÒ»Ë²»±×ÔŕÆðŕ WordjËÊí, ÐÄíÇ²Í¼üÁüµÄíÄíÄ×jË

## Ç²íÖÄ

Word ¹¤×÷Çø

## ÍĚ³ö Word

Èç¹û×Ô´ÓÉĪĪ±£´æ°ó£¬Äú,Ä±ä¹ýÔ»„ö»òſà„öĪÄµµ»òŒßÑù°ă£¬Word ½«»áÔÚÍĚ³öÇ°ÑĪĒÄúÊÇ·ñ±£  
´æŒâĐ©„ÄſĪ¬£¬ÉöŒÄÄúÄ»¹Ø±Œ Word Œ²¿É¹Ø±Œ Windowsĵ£

## ÍĚ³ö Word

- ÑĭŒñĪÄÄĐÄ³Œ»²Ū×÷£°
  - ŒŪĭ°ĪÄ¼pĭ±²ĒµŸŒĐÑĭŒñĭ°ÍĚ³öĭ±ÄüÄĭ (ALT, F, X)ĵ£
  - °´ ALT+F4 ¼üĵ£
  - Ē«»÷ŒĪŒÄ³ĪĐò¿ŒŒÆ²ĒµŸ¿òĵ£
- 

---

ÇěſĪŒÄ

Word ¹æ×÷Çø

## ÓÃ Word °²×³ìÐð°²×°, ½¼ÓÑîî

Ò»µ©°²×°ÁĖ

Word£¬ÄúĴÉÒÔĖæĖ±ÔĖÐÐ°²×³ìÐðÓÃÔÔÔð¼Ó, ½¼Ó¹ĴÜĵ£ÄýĖç£¬ÄúĴÉÒÔÔĖÐÐ°²×³ìÐð°²×°Í¼Ð  
ÎýĴĖ³ìÐð£¬ĖÜÔÜÄúðĴĖĖÖÃ Word Ė±Ã»ÔÐ±»ÑîÔñ°²×°ĵ£

## ÓÃ Word °²×³ìÐð°²×°, ½¼ÓÑîî

1 ĴªÁĖÔĖÐÐ°²×³ìÐð£¬ÑîÔñĴªÁÐÄ³Ò»²Ù×÷£°

► ÔÚ Word ×é°ĴÜÔÐ£¬ÑîÔñĴ°²×°ĵ±Í¼±ĕĵ£

► °Ñ Word °²×°·ĴĴĖ"disk 1£©²āĖĕµ½ĖİÇýÔÐ£"ÒÔĴª¼ÜĖĕĴª A

ÇýĴĴÆ÷£©ĵ£ÔÚ³ìÐð¹ÜÄĴÆ÷µĴĴ¹Ĵª¼ĵĵ±²ĖµŸÔÐÑîÔñĴ°ÔĖÐÐĵ±ÄüĴĴ (ALT, F, R)£¬¼üĖĕ a:

\setup£¬Ė»°óÑîÔñĴ°Ė·ĴĴĵ±°ĴŸĵ£

2 ÔĖÐÐĖĴĴ»ĖĴĴÔĖ³¼µĴÖ,ĴĴĵµ±ĴÔĖ³¼ð°²×°ÑîîĴ°ĴÜĖ±£¬ÑîÔñĴ°ĴĴÆ°²×°ĵ±°ĴŸĵ£

3 ÑîÔñÔĕÄüĖ°²×°µĴĴÔĖĖÑîîĴĴĴÔÓĵĴ,ÑîĴòĵ£

4 ÔÜÄüÑîÔñµĴ,ÑîĴòÔÐ£¬ÑîÔñĴĴÔ»°ĴòÔ²āµĴ°ĴŸÔĴÔĖĖĴĴüµĴ°²×°ÑîîĴĵ£

5 ÇāýĖÜÔÐÆāĖÜ,ÑîĴòĵ£

6 ÑîÔñĴ°²×°ĵ±°ĴŸ£¬Ė»°óÔĖÐĖĴĴ»ĖĴĴĴĴĖ³¼ĵ£

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## ÇĕĴÔĴ

Word ¹×÷Çø

## ÑĭÔñÒ»\_ö²Ěμ×ÃüÁî

Äú¿ÉÒÔÍ´ıŷĚó±ê»ò×é°İ¼üÀ´ÑĭÔñÃüÁîĭ£

### ÑĭÔñÒ»\_ö²Ěμ×ÃüÁîĭ£

- ▶ 1 Ö\_İòÒ»\_ö²Ěμ×Ãüĭ£
  - 2 ÒªİÔĚ³¼²Ěμ×İĭ£¬μ×»÷Ěó±ê×ó°´Á×ĭ£
  - 3 Ö\_İòÒ»\_öÃüÁîÃüĭ£
  - 4 ÓÃĚó±êμÃ×ó°´Á×μ×»÷\_ÃÃüÁîÃüĭ£
- 
- ▶ 1 Òª¼¤»îÃ³²Ěμ×Ä\_£¬°´ ALT ¼üĭ£
  - 2 ÒªÁĐ³òÒ»\_ö²Ěμ×£¬°´²Ěμ×ÃüÖĐ´øİÄ»©İßμÃ×ÖÄ\_ĭ£
  - 3 ÒªÑĭÔñÒ»\_öÃüÁî£¬°´ÃüÁîÃüÖĐ´øİÄ»©İßμÃ×ÖÄ\_ĭ£
- Ò»\_ö´øÓĐĚĭÂÔ°Á£´´...£©μÃÃüÁî±İĚ³¼\_ÃÃüÁîÓĐÒ»\_öŋÖ»°  
¿ò£¬ÒÔ±äÄüÄÜĚèÓÄĐèÒªμÃÑĭİĭĭ£²İ¼üĚèÖÄŋÖ»°¿òÑĭİĭĭ£

### İáĚ³¼

- ▶ Word\_øÒ»Đ©ÃüÁîĚèÖÄĚ\_İ¼²Ÿ£¬ÒÔ±äÄÜÑĭÔñÒ»\_öÃüÁîŋø²»±ØÁĐ³òÒ»\_ö²Ěμ×  
ĭ£Ěğ¹üÃüÁîÓĐ\_İ¼²Ÿ¹¼ü£¬ÄÇÄ´ÖäĐ©¼ü±»İÔĚ³¼ÔÚ²Ěμ×ÖĐÃüÁîμÃ°óÃæĭ£

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### ÇěİÖÄ

Word ¹¤×÷Çø

¹Ø±ÕÒ»»ö²Ěμ¥

Äú¿ÉÒÒ¹Ø±ÕÒ»»ö²Ěμ¥¶¶Ø²»±ØÑ¿ŎñÄüÁ¿¿

¹Ø±ÕÒ»»ö²Ěμ¥

▶ Ñ¿ŎñÄÄÐÄ³Ŏ»²Û×÷£°

▶ ŎÛ²Ěμ¥¿â²¿μ¥»÷Ěó±ê¿

▶ °´ ESC ¼ü¿

×øĚ¿£°μ±°´ ESC ¹Ø±ÕÒ»»ö²Ěμ¥°ó£¬²Ěμ¥ÄûĚŎ¿ŎŎŎÑ¿¶×´¿¿£ŎŎ°·μ»Øμ±Ç°¿Äμμ£¬ŎÛ°´ ESC ¼ü¿

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ÇěŕŎÄ

Word ¹×÷Çø

ÉèÖÃ¶Ô»°¿òÑ¡î

Äú¿ÉÒÔÔÚ¶Ô»°¿òÖÖÖ,¶¶ Word Ö´ÐÐÒ»,öÃüÁíÐèÒªµÄÐÁ¿;£

ÉèÖÃ¶Ô»°¿òÑ¡Ôñ

- Ö,İð,ÃÑjĩĩ²çµ¥»÷Êó±ê×ó°ˆÅ¥j£
- 
- °ˆ×j ALT ¼ü²ç°,ÃÑjĩĩĩÃûÖÐ´øÓĐİÄ»®İßµÄ×ÖÄ,j£  
ÀýËç£¬ÔÚj°×Ö·ûj±¶Ŏ»°¿ðÖĐ£¬°ˆ ALT+A ÑjÔñj°È«İª´óĐ´×ÖÄ,j±Ñjĩĩj£  
☐ All Caps

Ö´ĐĐËùÉèÖÃµÄÑ;î

- ▶  $\tilde{N}_i \hat{O} \tilde{n}_i \hat{A} \Delta \hat{A}^3 \hat{O} \rangle^2 \hat{U} \times \div \epsilon^0$
- ▶  $\tilde{N}_i \hat{O} \tilde{n}_i \hat{O} \hat{E} \cdot \hat{T} \hat{I} \pm \hat{O} \cdot \hat{A} \neq \hat{I} \hat{E}$
- ▶  $\hat{O} \hat{O} \text{ ENTER } \frac{1}{4} \hat{U} \hat{I} \hat{E}$

È;ïûŕÔÑ;ïîÉèÖÃµÄÐƆ\_Ä

- ▶  $\tilde{N}_i \hat{O} \tilde{n}_i \hat{A} \hat{D} \hat{A}^3 \hat{O} \rangle^2 \hat{U} \times \div \hat{E}^{\circ}$
- ▶  $\tilde{N}_i \hat{O} \tilde{n}_i^{\circ} \hat{E} \hat{l} \hat{U} \hat{i} \pm^{\circ} \hat{A} \hat{y} \hat{j} \hat{E}$
- ▶  $^{\circ} \hat{E} \hat{S} \hat{C} \frac{1}{4} \hat{U} \hat{j} \hat{E}$

\*ϕÊÎ°ÔÐÊ±;ÉÔÔ²»±ØÀè¿ª¶¶Ô°;¿òÈ¥Õ·ÐÐÒ»,ö¶¬×÷£¬ÔÚÔãÖÔÇé¿ðÎÆ¬;îË¿û±´·Å¥±ä¹¹°Ø±Õ¿±  
¿µ±Ç°Ñ¿Ôñ¹°Ø±Õ¿±´·ÅÊ±£¬Word ²³·.ÛËüÔÑ³¼Ô·ÐÐµ¶¶¬¬×÷¿

Çë²ÎÔÄ

Word 1 æx÷Cø







ÔÚŦÔ»°¿òÖÐ¼üÈëÁ¿Öµ

Word ٢É½ÓÊÛÄ³Ð©Ñ¡¡£¬±ÈÈç¶¡Ää¼ä³äº¡×Ölä´óÐ¡µÄÊýÁ¿Öµ£¬½Ç!äÖÖ²»!¬µÄµ¶!»£º!ß¡çÓç  
´ç¡çÄäÃ×¡çµä¡ç!óÈØ¡£

ÔÚŦÔ»°¿òÖÐÊäÈëÁ¿Öμ

- 1 ÔÚŦÔ»°¿òÖÐÊäÊëÁ¿Öµ  
2 ÊäÊëÒ»¸öËý£¬Ê»°ó±êÉÏÁÄÐËðÐ´Ö®Ò»¿£

- 2 ÊäÈëÒ»\_öÊý£¬È»°ó±êÉïîÂÁÐËðÐ'Ö®Ò»¡£

¶Òà	ÊàÊè	×ª»»¹Øĭμ
ÀâÃ×	cm	2.54 cm = 1 in
Óø´ç	in or "	1 in = 72 pt = 6 pi
İß	li	1 li = 1/6 in = 12 pt
İóĖØ	pi	1 pi = 12 pt = 1/6 in
μă	pt	1 li = 1/6 in = 12 pt
×çÊĭ£°ÔÚŦaÊÿ³;ïĬĀ£-Êç¹ûμ±ĀuÔŬĬĀ±¾;ðÖĐÊaÊèÁ;ÖμÊ±Ā©μðÁÊμŦĭ»£-Word		
»âÊ¹ÓĀĀ-ÊĭμĀĀ;ÖμμŦĭ»ĭ£²¹¼0ÊêÖĀĀ-ÊĭμĀĀ;ÖμμŦĭ»ĭ£		

»×çÊİ£°ÔÚŦaÊÿ³;İİĀ£¬ÊÇ¹û±ĀúÔÚĀ±³⁄;çòÖĐÊāÊēĀ; ÖmÊ±Ā©môĀĒmŸİ»£¬Word  
»āÊ¹ŌĀĀ¬ÊİmĀĀ; ÖmµŸİ»j£²Ŧ¹⁄ûÊēÖĀĀ¬ÊİmĀĀ; ÖmµŸİ»j£

Çë²ÎÔÄ

Word 1æx÷Cø



ÖÐÖ'Ò»\_ö²Ù×÷

¿ÉÒÓÃ ESC ¼üíÖ'Ò»\_ö°Û³µµÄ²Ù×÷|ªÀýÈç£¬ÖÐ¶¶  
'òÓ|»ð×Ô¶¶¶¶×Ö¿£Èç¹ûÓÐÐ©ÖÐ¶¶¶²Ù×÷»á»ÙµðÎÄµµ»ðÎÄ¼þ£¬³¼²»Òª½øÐÖÐ¶¶¶²Ù×÷|£

ÖÐÖ'Ò»\_ö²Ù×÷

► °´ ESC ¼ü¿£  
Èç¹û Word Ä»ÓÐÍ£Ö¹²Ù×÷£¬ÔÙ°´ ESC ¼ü¿£

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ÇëíÔÄ

Word ¹×÷Çø

ÖØ,´Ò»ö²Ù×÷

Äú¿ÉÒÔÓÃ¡°ÖØ,´¡±ÃüÁî»ðÊÇÒ»´¹¼ðμ×μÃ¼ü»÷À´ÖØ,´Ðí¶àÃüÁî¡£

ÖØ,´Ò»ö²Ù×÷

- ▶ Äú¿ÉÒÔÑ¡ÔñÃÁÄÄ³Ò»²Ù×÷ÖØ,´´ó¶àÊý¶¯×÷£°
- ▶ °´ F4 ¼ü¡£
- ▶ ´Ó¡°±à¼¡±²Ëμ×ÖÐÑ¡Ôñ¡°ÖØ,´¡±ÃüÁî (ALT, E, R) ¡£  
¡°ÖØ,´¡±ÃüÁîÔÚ²Ëμ×ÖÐμÃÃüÁîÃü»á·  
´Ó³³ðÄú×´¹°óÒ»´¹²Ù×÷μÃ¼¼¼¼¶¯×÷¡£ÄýÊÇ£°ÃüÁîÃüÓÐ¿ÉÄÜÊÇ¡°ÖØ,´,ñÊ½»¯¡±»ð¡°ÖØ,´Õ³¼ü±  
£¬¶¯¼Ê¡¼ðÔÓÉÍ´ÍÖ´ÐÐμÃ¶¯×÷¡£  
×øÊÍ£°ÊÇ´û¡±·´ÖØ,´Ò»öÃüÁî£¬Ôð¶¶ÍÓ¡°²»ÄÜÖØ,´¡±ÔÔ°μ»ÒÉ«³ðÍÖÔÓ¡°±à¼¡±²Ëμ×ÖÐ¡°ÖØ,  
´¡±ÃüÁîÊüÔÓμÃî»ÖÃ¡£

ÖØ,´¡²éÔÒ¡±»ð¡°¶¶¹»¡±ÃüÁî

- ▶ °´ SHIFT+F4 ¼ü¡£

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Çë?ÔÄ

Word ¹×÷Çø

## ÈjĩùÒ»\_ø²Ù×÷

Èç¹ùÄúÖ´ÐÐÄÊÒ»\_øÖ¹³ÉÒáíá½á¹ùµÄ¶×÷£¬ÓÐÊ±¿ÉÒÖ³·Ïù»òì°,´Ô-  
ì±Òâ,ø¶×÷ì£ÄýÊçÄ¼Ê»É³⁄⁴ýÁÊÖýÏÄ£¬Äú¿ÉÒÖ°ÑËü»Ö,´µ½ÄúµÄÏµµÖÐì£

×çÊí£°±ØÐëÓÚÖ´ÐÐÊíÏÆäËü¶×÷Ö®Ç°£¬ÑìÔñì°,´Ôì±ÄüÁí£

## ÈjĩùÒ»\_ø²Ù×÷

- ▶ ÓÚÓÐÐ©Çé¿ÖÏÄ£¬Äú¿ÉÒÖÏ´¹ýÑìÔñÒÖÏÄ³Ò»²Ù×÷³·ÏùÒ»,ø¶×÷£°
- ▶ ÓÚ¹²³⁄⁴ßÀ·Éí£¬µ×»÷ì°,´Ôì±°´À×ì£
  - ▶ ´Ôì°±à¼ì±²Êµ×ÖÐ£¬ÑìÔñì°,´Ôì±ÄüÁí (ALT, E, U) ì£  
ì°,´Ôì±ÄüÁíÓÚ²Êµ×ÖÐµÄÄüÁíÄü»á·  
´Ó³Äü×¹°óÒ»´²Ù×÷µÄ³⁄⁴ßÀ¶×÷ì£ÄýÊç£¬ÄüÁíÄú¿ÉÒÖÊçì°,´Ôì±à¼Çä³ýì±»òì°,´ÔìñÊ½»ì±  
£¬Òâ¶¹¼Êì³⁄⁴øÓÚÉÏÒ»´Ï´ÐÐµÄ¶×÷ì£
- ▶ °´ CTRL+Z ¼üì£  
×çÊí£°Èç¹ù Word ²»ÄÜ³·ÏùÒ»ìðÄüÁí£¬¶¹Óì¹²»ÄÜ,´Ôì±ÓÚ±à¼-  
²Êµ×ÉÏÒÖ°µ»ÒÉ«ÄüÁí³ðÏÖì£Äü²»ÄÜ³·ÏùÒÖÏÄÄüÁí£°
  - ▶ ì²éÖÖòì±£¬ì°±à¼ì±²Êµ×£©
  - ▶ ì°¶¹»ì±£¬ì°±à¼ì±²Êµ×£©
  - ▶ ì°Ö³Äëì±£¬ì²âÊëì±²Êµ×£©
  - ▶ ì°ÖØÐÄ·ÖÖ³ì±£¬ì¹²³⁄⁴ßì±²Êµ×£©
  - ▶ ì°ÑìÏì±£¬ì¹²³⁄⁴ßì±²Êµ×£©

## ìáÊ³⁄⁴

- ▶ Èç¹ùÄü³·ÏùÄÊÒ»\_ø°óÀ´ÈÏªÊçÖýÊ·µÄ¶×÷£¬¿ÉÒÖ\_ù³⁄⁴ÝÉíÊø²¹⁄²Öè³·Ïùì°,´Ôì±ÄüÁí£

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## Çë¹ÔÄ

Word ¹²×÷Çø

¼»îÒ»\_ö´ò¿µÄ´°¿Ú

ÄúÖ»ÄÜÔÚ»ííµÄ´°¿ÚÖÐ¹×÷¿£Word ÓÃ,ßÁÁ»òÒðÓ°íÔÊ³¼»íí´°¿ÚµÄ±èlàÀ,°í´°¿Ú±ß¿ò¿£

¼»îÈîÒ»´ò¿ª´°¿Ú

- ▶ ´Óí´°¿Ú¿±²Êµ¥ÖÐ£¬Ñ¿ÔñÒª¼»îµÄÎÄµµ´°¿Ú (ALT, W, °ÁÄë) ¿£
- ▶ ×øÊÍ£°Word ÓÓ×ÖÃ,±íÊ³ÐòÔÚí´°¿Ú¿±²Êµ¥ÊÍÄÐ³òÔñ´ò¿ªµÄÎÄµµ´°¿Ú¿£

¼»îİÄÒ»\_ö´òª´°¿Ú

- ▶ ´ÓÎÄµµ¿òÖÆ²Êµ¥ÖÐ£¬Ñ¿Ôñ¿ªÄÒ»\_ö´ò¿Ú¿±²Ö±µ½ËùÒªµÄ´°¿Ú±¼¼»î (ALT, HYPHEN, N) ¿£
- ▶

¿ì½Ý·½Ê½

- ▶
- ▶ Èç¹úÄú¹×÷µÄ´°¿ÚÊÇ¿Ê¼û£¬µ¥»÷´°¿ÚµÄ±ß¿ò»ò´°¿ÚÇøÄÚ²¿¿ÊÒÒ¼»î,Ã´°¿Ú¿£
- ▶
- ▶ Ñ¿ÔñİÄÄÐ³ò»²Ù×÷£°
- ▶ ¼»îİÄÒ»\_ö´ò¿ªµÄ´°¿Ú£¬°´ CTRL+F6 ¼û¿£
- ▶ ¼»îİÇ°Ò»\_ö´ò¿Ú£¬°´ CTRL+SHIFT+F6 ¼û¿£

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ÇëİÖÃ

Word ¹×÷Çø

´´½´ÄÎÄµµ

´ò¿ªÒÑÓÐÎÄµµproopeningexistingdocument

ÎªÒ»ðÎÄµµ´ò¿ª¶àð´°¿Ú

Ò»»ðÎÄµµ¿ÉÓµÓÐ¶àð´°¿Ú¿µ±´ò¿ª¶àðÎÄµµ´°¿ÚÊ±£¬¿ÉÒÒðððÄÁÐ´°¿ÚÒÒÊ¹ÄúÄÜÍ¬Ê±¿µ½ÎÄµµÄ²»Í¬²¿·Ö£¬Ò²¿ÉÒÒÒÚÒ»»ð´°¿ÚÖÐÐÐÄÎÄµµÏýÎÄÊ±£¬ÒÚÁÖ»ð´°¿ÚÖÐÏÖ³⁄ÎÄµµÄ´ó¿µ

ÎªÒ»ðÎÄµµ´ò¿ª¶àð´°¿Ú

- ´Ó´°¿Ú±²£¬ÖÐÑ¿Ñ´°ÐÂ½´°¿Ú± (ALT, W, N) ¿µ ÕàðÐÂ½´°¿Ú³ÉÎª¶¶´°¿µ

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ÇëÊÖÄ

Word ¹×÷Çø  
´ò¿ªÒÑÓÐÎÄµµ  
´¹²ÐÂÎÄµµ



## ¹Ø±Õ´º¿Ú

µ±Äúíê³ÉÁËÒ»¸ðÎÄµµµÄ´¿Àí¹¤×÷£¬¼¿¿ÉÒÒ¹Ø±ÕÕä¸ðÎÄµµ´º¿Ú¿ÉÒÚ¹Ø±ÕÎÄµµÕ©Ç°£¬Word  
»áíáÊ¼Äú±£´æÐÞÄ´ýµÄÎÄµµ¿ÉÒÚÍË³ð Word Ê±£¬ËùÓÐ´ð¿µÄÎÄµµ´º¿Ú¶¼¼»á¹Ø±Õ¿ÉÍ´ý¹Ø±Õ Word  
µÄÓ¼ÓÃ³ð´º¿Ú¿ÉÒÒÍË³ð Word ¿£

## ¹Ø±ÕÎÄµµ´º¿Ú

- ▶ ÒÚÎÄµµ¿ØÖÆ²Ëµ¥ÐÑ¿Øñ¿¹Ø±Õ¿±ÃüÁî (ALT, HYPHEN, C) ¿£  
▶

## ¿ì½Ý·½Ê½

- ▶
- ▶ Ë«»÷ÎÄµµ´º¿Ú×óÊÍ½ÇµÄÎÄµµ¿ØÖÆ²Ëµ¥¿ð¿£

## ¹Ø±ÕÎÄµµµÄËùÓÐ´º¿Ú

- ▶ ÒÚ¿¹Ä¼¿±²Ëµ¥ÐÑ¿Øñ¿¹Ø±Õ¿±ÃüÁî (ALT, F, C) ¿£

## ¹Ø±ÕÓ¼ÓÃ³ð´º¿Ú

- ▶ ´ÓÓ¼ÓÃ³ð´ð¿¿ØÖÆ²Ëµ¥ÐÑ¿Øñ¿¹Ø±Õ¿±ÃüÁî (ALT, SPACEBAR, C) ¿£  
▶

## ¿ì½Ý·½Ê½

- ▶
- ▶ Ë«»÷Ó¼ÓÃ³ð´ð¿¿¿Ú×óÊÍ½ÇµÄÓ¼ÓÃ³ð´ð¿¿ØÖÆ²Ëµ¥¿ð¿£

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## Çë¿ÔÄ

Word ¹¤×÷Çø

¹Ø±ÕÎÄµµ

## ÒÆ¶´°¿Ú»ò¶Ô»°¿ò

ÔÚ Word µÄÔ¿ÔÄ³ìÐò´¿ÚÔÐ£¬Äú¿ÉÔÔÊÎÒà·ÀÖÄÎÄµµ´°¿Ú°í¶Ô»°¿ò¿ÆÀÝÊ¿£¬µ±Äú¹¤×÷Ê±£¬Äú¿ÉÔÔÒÆ¶´»ò,Ä±±äÄ½,ðÎÄµµ´°¿ÚµÄ³ß´¿£¬Ê¹Ä½,ð´°¿Ú²¿ÄÐÎÔÊ³¼öðÄ´¿£

×¿ÊÍ£²»¿ÉÔÆ¶´×´ó»¬µÄ´°¿Ú¿Æ

## ÒÆ¶´Ô¿ÔÄ³ìÐò´°¿Ú»ò¶Ô»°¿ò



½«¹ä±êÖ,ìò´¿Ú»ò¶Ô»°¿ò¿òµÄ±êìàÀ,£¬í¬Ê±Í¶¶¹ä±êµ½ÐÄÎ»ÖÄ¿Æ



1 ´ÔÔ¿ÔÄ³ìÐò¿ò¿òÆ¿²Êµ¥ÖÐÑ¿Ôñ¿òÒÆ¶´¿±ÄüÄî (ALT, SPACEBAR, M) ¿Æ



Êó±êÖ,Öë,Ä±äîª►¿Æ

2

ÔÄ¹ä±ê½«¹ä±êÑ¿µ½´°¿ÚµÄìà¿ò¿Æ

×¿ÊÍ£²½«´°¿Ú·µ»Øµ½ÔÄ´µÄÎ»ÖÄ£¬´° ESC ¼ü¿Æ

3

µ±´°¿ÚÒÆµ½ÐèÒµÄÎ»ÖÄÊ±£¬´° ENTER ¼ü¿Æ

## ÒÆ¶´ÎÄµµ´°¿Ú



½«¹ä±êÖ,ìò´¿Ú±êìàÀ,£¬²¿Í¶¶µ½ÐÄÎ»ÖÄ¿Æ



1 Ñ¿ÔñÎÎÄÄÐÄ³Ò»²Ù×÷£°



´° CTRL+F7 ¼ü¿Æ



ÔÚÎÄµµ¿òÒÆ²Êµ¥ÖÐÑ¿Ôñ¿òÒÆ¶´¿±ÄüÄî (ALT, HYPHEN, M) ¿Æ

Êó±êÖ,Öë,Ä±äîª►¿Æ

2

ÔÄ¼ýì·¼ü½«¹ä±êÑ¿µ½´°¿Ú±ß¿òÎ»ÖÄ¿Æ

×¿ÊÍ£²½«´°¿Ú·µ»Øµ½ÔÄ´Î»ÖÄ£¬´° ESC ¼ü¿Æ

3

µ±´°¿ÚÒÆµ½ÐèÒµÄÎ»ÖÄÊ±£¬´° ENTER ¼ü¿Æ

## ìàÊ³¼



ÎªÄÊÔÚ´ìÎÎÄµµÊ±²ê¿ò´°¿òÔÚ¿±ÐÄÎ»¿£¬¿ÉÔÔÄÄÐ´¿ÔÚ´°¿Ú°í Word ´°¿Ú£¬ÊÄÊüÄ¿²¿ÄÐÎÔÊ³¼¿£²¿¼üÔÚ¹¤×÷¹ý³ìÖÐ²ê¿ò´°¿òÔÚÐÄÎ»¿£

## Çê¿ÔÄ

Word ¹¤×÷Çø

## ΑΑΆΘΈùÓĐ´òζªμÄîÄμμ´°ζÚ

Èç¹ùÄú´òζªÁĚ¼,,öîÄμμ´°ζÚ£¬ÆÁÄ»»áĭŎμÃ°ŬŎŎÂŎ£¬²çÇŎŎĐĐ©´°ζÚ»á±»Ŏp²ØÆðÀ´j£  
ζÉŎŎ²ÉŎĀi°ŎŎÄÄΈùÓĐ´°ζÚi±ÄüÁîÀ´°²ÄÄŎâĐ©´°ζÚ£¬Ē¹ĒüÄÇÈ«²ζζÉ¼ûj£

## ΑΑΆΘΈùÓĐ´òζªμÄîÄμμ´°ζÚ

► ŎŬi´°°ζÚi±²Ēμ¥ŎĐŊiŎñi°ŎŎÄÄΈùÓĐ´°ζÚi±ÄüÁî (ALT, W, A) j£

## ìáĚ¾

► îªÁĚŎŬ´jÄîÄμμĒ±²éζ´°iŎüĐÄĭç£¬ζÉŎŎ½«i´°iŎüj±´°ζÚŎîÄμμ´°  
ζÚ²çÁĐiŎĚ¾j£²i¼ûŎŬ¹¤×÷¹ý³iŎĐ²éζ´°iŎüĐÄĭçj£

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## ÇěʹŎÄ

Word ¹¤×÷Çø

## „Ä±ä°¿Ú´óĐİ

Äú¿ÉÒÔ°Ň°¿ÚÉøĐİÒÔ±äİ¬É±¿´µ½¼„ø°¿Ú£¬»òÕß°ŇÉü·Ä´ó£¬ÒÔ±ä¿´µ½ü¶àµÄİÄµµÄÜÈÝ£Word  
²»ÄÜÒÆ¶¬»ò„Ä±äÒ»„ø×İ´ó»¬µÄ°¿Úİ£

### To size a document window

- 1 Èç¹ü°¿Ú·Äµ½×İ´ó£¬¿ÉÒÔİ¬ýŇİÔŇİÄµµ¿ØÖÆ²Èµ¥ÖĐµÄİ°,´Ôİ±ÄüÄİ½«°¿Ú»¹Ôµ½ÔÀ´µÄ´óĐİ(ALT, HYPHEN, R)İ£
- 2 ŇİÔŇİÄÄĐÄ³Ò»²Ü×÷£°
  - ▶ ÔÜİÄµµ¿ØÖÆ²Èµ¥ÖĐŇİÔŇİ°´óĐİİ±ÄüÄİ (ALT, HYPHEN, S) İ£
  - ▶ °´CTRL+F8 ¼üİ£
- 3 µ±Éó±èÖ„Öë±äİ°Ö»É±£¬ÒÄ¼ýİ¼üŇİÔŇÄüÒ°ÒÆ¶¬µÄ±ß¿òİ£
- 4 µ±Éó±èÖ„Öë±äİ°Ö»„ø▶É±£¬ÒÄ¼ýİ¼üÒÆ¶¬±ß¿òİ£  
×çÉİ£°Ö„°¿ÚÔ´óĐİ£¬°´ESC ¼üİ£
- 5 µ±°¿Úİµ½ÈüÒ°µÄ´óĐİÉ±£¬°´ENTER ¼üİ£

## „Ä±äÓİÓÄ³İĐò°¿Ú´óĐİ

- 1 Èç¹ü°¿Ú·Äµ½×İ´ó£¬¿ÉÒÔİ¬ýŇİÔŇÓİÓÄ³İĐò¿ØÖÆ²Èµ¥ÖĐµÄİ°,´Ôİ±ÄüÄİ½«°¿Ú»¹Ôµ½ÔÀ´µÄ´óĐİ(ALT, SPACEBAR, R) İ£
- 2 ŇİÔŇİÄÄĐÄ³Ò»²Ü×÷£°
  - ▶ ÔÜİÄµµ¿ØÖÆ²Èµ¥ÖĐŇİÔŇİ°´óĐİİ± (ALT, SPACEBAR, S) İ£
- 3 µ±Éó±èÖ„Öë±äİ°▶É±£¬ÒÄ¼ýİ¼üŇİÔŇÒ°ÒÆ¶¬µÄ±ß¿òİ£
- 4 µ±Éó±èÖ„Öë±äİ°▶É±£¬ÒÄ¼ýİ¼üÒÆ¶¬±ß¿òİ£  
×çÉİ£°Ö„°¿ÚÔ´óĐİ£¬°´ESC ¼üİ£
- 5 µ±°¿Úİµ½ÈüÒ°µÄ´óĐİÉ±£¬°´ENTER ¼üİ£

## ¿İ½Ý·½É½

- ▶ 1 Èç¹ü°¿Ú·Äµ½×İ´ó£¬¿ÉÒÔİ¬ýŇİÔŇİÄµµ»òÓİÓÄ³İĐò¿ØÖÆ²Èµ¥ÖĐµÄİ°,´Ôİ±ÄüÄİ½«°¿Ú»¹Ôµ½ÔÀ´µÄ´óĐİİ£
- 2 ½«¹ä±èÖ„İòÒ°ÒÆ¶¬°¿ÚµÄ±ß¿ò»òÒ»½Çİ£
- 3 µ±Éó±èÖ„Öë±äİ°▶É±£¬İ¶¶¬°¿Ú±ß¿ò»ò°¿Ú½ÇÖ±µ½°¿Úİµ½ÈüĐè´óĐİİ£

## İäÉ¾

- ▶ İ°ÄÉÔÜ·İÄİÄµµÉ±²é¿İÖüĐÄİç£¬¿ÉÒÔÄÄĐ°İÖü°¿ÚİİÄµµ°¿Ú£¬É¹Æä²çÄĐİÖÉ¾İ£²İ¼üÖÜ¹×÷¹ý³İÖĐ²é¿İÖüĐÄİçİ£

## ÇëİÖÄ

Word ¹×÷Çø

Ê´°¿Ú×î´ó»<sup>–</sup>

Äú¿ÉÒÒÈÃÈî°ÏÄµµ´°¿ÚÖ¼ÄúÖü,öÆÄÃ»£¬µ±Äú·Ä´ó»ò×î´ó»<sup>–</sup>Ò»\_öÏÄµµ´°¿ÚÊ±£¬ÆäÊü´ò¿µÄÏÄµµ´°¿Ú£¬°üÄ´´Òþ²Ø´°¿Ú£¬ÆÖÊ»»±£³Ö´ò¿ª×´´Ï¬¿£ÄúÖ²¿ÉÒÒ·Ä´ó Word µÄÓ¿ÓÃ³ÏÐò´°¿Ú¿¿

½« Word ´°¿Ú×î´ó»<sup>–</sup>

- ▶ ÔÚÓ¿ÓÃ³ÏÐò¿ØÖÆ²Ëµ¥ÖÐÑ¿Ôñ¿°×î´ó»<sup>–</sup>¿±ÄüÄî (ALT, ¿Ö,ñ¼ü, X)¿¿
- ▶

¿ì½Ý·½Ê½

- ▶
- ▶ µ¥»÷Word ´°¿ÚÓÒÈÏ½ÇµÄ
- ▶ ¿£

½«ÏÄµµ´°¿Ú×î´ó»<sup>–</sup>

- ▶ ÔÚÏÄµµ¿ØÖÆ²Ëµ¥ÖÐÑ¿Ôñ¿°×î´ó»<sup>–</sup>¿±ÄüÄî (ALT, HYPHEN, X) ¿¿
- ▶

¿ì½Ý·½Ê½

- ▶
- ▶ µ¥»÷ÊüÒª·Ä´ó´°¿ÚÓÒÈÏ½ÇµÄ
- ▶ ¿£
- ▶ ×øÊ£°îªÁÈÏÖÊ³¼ÏÄµµµÄ×î´ó»<sup>–</sup>Í¼±ê£¬ÄüÐèÒª·Ä´ó Word µÄÓ¿ÓÃ³ÏÐò´°¿Ú¿¿
- ▶
- ▶ °´ CTRL+F10 ¼ü¿¿

ÇëÏÖÄ

Word ¹×÷Çø

Ê´°¿Ú»Ö,´µ½ÔÀ´´óĐİ

Èç¹úÄúÒÑ¾.Ä´óÁĖÒ»¿öİÄµµ´°¿Ú»òÓ!ÓÃ³İĐò´°¿Úİª×İ´ó»¯£¬ÔÚÒÆİ¯»ò¿Ä±ä´óĐİÖ®Ç°£¬±ØĐë°Ñ´°¿Ú»Ö,´µ½ÔÀ´´óĐİİ£

,´ÔİÄµµ´°¿Ú

- ´ÔİÄµµ¿ØÖÆ²Ėµ¥ÖĐÑİÔĥİ°,´Ôİ±ÄüÁİ (ALT, HYPHEN, R) İ£
- 

¿İ½Ÿ·½Ê½

- 
- µ¥»÷Òª,´ÔµÄİÄµµ´°¿ÚÓÒÉİ½ÇµÄ
- İ£

- 
- °´ CTRL+F5 ¼üİ£

,´ÔÓ!ÓÃ³İĐò´°¿Ú

- ´ÔÓ!ÓÃ³İĐò¿ØÖÆ²Ėµ¥ÖĐÑİÔĥİ°,´Ôİ±ÄüÁİ (ALT, SPACEBAR, R) İ£
- 

¿İ½Ÿ·½Ê½

- 
- µ¥»÷Òª,´ÔµÄÓ!ÓÃ³İĐò´°¿ÚÓÒÉİ½ÇµÄ
- İ£

---

ÇëİÖÄ

Word ¹α×÷Çø

## ²ð·Ö´º¿Ú»ð»Ö,´±»²ð·ÖµÄ´º¿Ú

Äú¿ÉÒÒ°ÑÒ»¿µ×Ò»´º¿Ú·Ö³ÉÁ½¿ðË®Æ½´º¿ñÆ¬Ä¿¿  
´º¿ñ¿É¶ÄÄ¿¹ð¶Æ¬ÖðÑúÄú¿ÉÒÒÍ¬Ë±¹×÷ÖÚÍÄµµµÄ²»Í¬²¿·Ö»ðÍÖË³¼ìàí¬ÍÄµµµÄ²»Í¬ËÓÍ¼¿Æ

## ²ð·Ö´º¿Ú»ð»Ö,´±»²ð·ÖµÄ´º¿Ú

- ▶ 1 ½«¹â±êÖ¿ð´¹Ö±¹ð¶Æ¬ÍðÉÍ²¿µÄ²ð·Ö¿ð¿Æ  
Éó±êÖ¿ð¿Ä±â¹ª▶ ¿Æ
- 2 Ñ¿ÖñÍÄÄÐÄ³Ò»²Ú×÷Æº
- ▶ Ë«»÷²ð·Ö¿ð¿Æ
- ▶ Í¶¶²ð·Ö¿ðµ½ËùÐêÍ»ÖÄ¿Æ
  
- ▶ 1 ÖÚÍÄµµ¿ØÖÆ²Ëµ×ÖÐÑ¿Öñ¿º²ð·Ö´º¿Ú¿±ÄüÄÍ (ALT, HYPHEN, T) ¿Æ  
▶ Word ÍÖË³¼▶ ¿Æ  
2 ÈèÖÄ²ð·Ö¿ðÍ»ÖÄÆ¬º´▶ »ð
- ▶ ¿Æ
- ×¿ÉÍÆ°¹ªÄË»Ö,´±»²ð·ÖµÄ´º¿ÚÆ¬¿ÉÓÄ¼ýÍ·¼ü½«²ð·Ö¿ðÒÆ³ð´º¿Ú¿Æ
- 3 ´º¿ ENTER ¼ü¿Æ

## ìàË³¼

- ▶ ÍªÖÚ³µÍÄµµµÄ,÷²¿·ÖÖ®¼ä´¹ÖÆ»ðÒÆ¶ÖýÍÄÆ¬Äú¿ÉÒÒ½«´º¿Ú²ð·ÖÍªÁ½¿ð´º¿ñÆ¬ÒÚÒ»¿ð  
´º¿ñÖÐÍÖË³¼ÒªÖÆ¶»ð´¹ÖÆµÄÖýÍÄÆ¬ÒÚÄÍÒ»¿ð´º¿ñÖÐÍÖË³¼²Ú×÷½á¹ü¿Æ
- ▶ ²ð·Ö´º¿ÚÓÖËÐÍÄÚÒÚÒ»´º¿ñÖÐÍÖË³¼Òð´üÄêÆ¬¬ÒÚÄÍÒ»¿ð´º¿ñÖÐÍÖË³¼ÒðÄÜËÝ¿Æ

---

## Çê¿ÖÄ

Word ¹×÷Çø

ÔÚ´º ħ¼ăÒÆŦ

Ê¹ÓÃ  
´º ħŹ ÉÒÔÍ¬Ê±²éŹ´Í¬Ò»ÎÄµµÄ²»Í¬²Ź·Ö£¬Ò²ŹÉÒÔİÔÊ¼Í¬Ò»ÎÄµµÄ²»Í¬ÊÓÍ¼ıªÄýÈç£¬ŦŦ²Ź´º ħÎªÒ»ºă  
ÊÓÍ¼£¬µ×²Ź´º ħÎª´óŹÛÊÓÍ¼ı£

ÔÚ´º ħ¼ăÒÆŦ

- ÑıÔñİÄÄĐÄ³Ò»²Û×÷¼ª»İÒ»ö´º ħ£º
- µŦ»÷·Ç»İŦ´º ħı£
- °´ F6 ¼üı£

ÇěŦÔĂ

Word ¹ª×÷Çø



## ½« Word °¿ÚËð³ÉÍ¼±ê

μ±ÄúÓÃ Word íê³É¹±×÷Ê±£¬¿ÉÑ¡Ôñ»ðÕßÍË³ð Word£¬»ðÕßÍ¹ýËðÐ¡»ð¡°×îÐ¡»¯ ¡±²Ù×÷£¬¬°Ñ Word Ëð³ÉÍ¼±ê¡£ËÇ¹ÛËÖØÐÄ¿³Ê¼ÓÃ Word ¹±×÷Ê±£¬Ö»ÐèË«»÷,ÃÍ¼±ê¡£

μ±°Ñ Word Ó¡ÓÃ³ÏÐð°¿ÚËðÐ¡î¹¼±êÊ±£¬´Ë Word Í¼±ê¿ÉÒÖ·Àμ½ÆäËü±³ä·Ö·À´óμÄÓ¡ÓÃ³ÏÐð°¿ÚÛÖ®°ó¡£

## ½« Word °¿ÚËð³ÉÍ¼±ê

- ▶ ÔÚÓ¡ÓÃ³ÏÐð¿ØÖÆ²Ëμ×ÖÐÑ¡Ôñ¡°×îÐ¡»¯ ¡±ÄüÁî (ALT, ¿Ö,ñ¼ü, N)¡£
  - ▶

## ¿ì½Ý·½Ê½

- ▶
- ▶ μ×»÷ Word ÒÐμÄ¡°×îÐ¡»¯ ¡±°°Á×¡£
  - ▶

## ½« Word °¿Ô¹°¿¿Ú

1 °¿ CTRL+ESC ¼ÛÏÔÊ³¼ËÏñÁÐ±¡¡£

2 Ñ¡ÔñÏñÁÁÐÄ³Ò»²Ù×÷£°

- ▶ Ë«»÷ Microsoft Word ¡£
- ▶ Ñ¡Ôñ Microsoft Word£¬Ë»°óÑ¡Ôñ¡°ÇÐ»»μ½¡±°°Á×¡£

## ¿ì½Ý·½Ê½

- ▶
- ▶ Ë«»÷ Windows ×ÄÆÉÏμÄ Word Í¼±ê¡£

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## Çë¹ÔÃ

Word ¹±×÷Çø

