

# Word 2010: scrivere

(4')

The screenshot shows the Microsoft Word 2010 interface. The ribbon is visible at the top with tabs for File, Home, Inserisci, Layout di pagina, Riferimenti, Lettere, Revisione, Visualizza, and Foxt Reader PD. The Symbol dialog box is open, showing the Symbol font gallery. The 'Carattere' dropdown is set to 'Symbol'. The 'Sottoinsieme' dropdown is set to 'Apici e pedici'. The 'Codice carattere' is 2090. The 'Altri simboli...' button is highlighted with a green arrow. The 'Nuovo' button in the left sidebar is also highlighted with a pink arrow.

## Strumenti di correzione automatica

The screenshot shows the 'Opzioni di Word' dialog box. The 'Strumenti di correzione' section is highlighted in yellow. The 'Opzioni di correzione automatica' section is highlighted in purple. The 'Correzione automatica: Italiano (Italia)' section is highlighted in blue. The 'Formattazione automatica' section is highlighted in green. The 'Sostituisce il testo durante la digitazione' section is highlighted in red.

The screenshot shows a keyboard layout with several keys highlighted and labeled. The 'Backspace' key is highlighted in pink. The 'Invio' key is highlighted in black. The 'Mausc' key is highlighted in black. The 'Alt Gr' key is highlighted in black. The 'Tasto Win' key is highlighted in black. The 'Menu' key is highlighted in black. The 'Ctrl' key is highlighted in black. The 'Riga Documento' key is highlighted in blue. The 'Ins' key is highlighted in red. The 'Inizio Home' key is highlighted in red. The 'Pag↑' key is highlighted in red. The 'Canc Delete' key is highlighted in red. The 'Fine End' key is highlighted in red. The 'Pag↓' key is highlighted in red. The 'Bloc Num' key is highlighted in blue. The 'Bloc Scorr' key is highlighted in blue. The 'Pausa/Interr' key is highlighted in blue. The 'Bloc Num' key is highlighted in blue. The 'Bloc Scorr' key is highlighted in blue. The 'Pausa/Interr' key is highlighted in blue.