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Microsoft Office

- Шаблоны документов
 - MS Excel
 - MS Word
 - MS Outlook
- 

Шаблоны документов



http://ephubudvds0087.budapest.epam.com/ EPAM Process Asset Library

<epam> EPAM PROCESS ASSET LIBRARY

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Templates > EPAM Template Install Kit

Whitepaper: EPAM Template Install Kit

Expand All Sections Collapse All Sections

Description

Main Description

EPAM Template Install Kit is a set of Microsoft Office templates (Word, Excel, Powerpoint). These templates must be used at all EPAM offices.

The templates are *installed by EPAM IT Services* into the C:\Program Files\EPAM\EPAMTemplates folder. After the installation, the templates are integrated to MS Word/Excel/PowerPoint applications (compatible with Office XP/2003 and 2007), therefore are available via menu File/New/On my computer.

Among the templates you may find a useful macro as well, in order to follow [Artifact Naming Convention](#) efficiently.

The release notes and the zipped version of the templates are available: [here](#).

*In case you have problems with the installation, or you cannot see the installed templates, please contact to **IT Help Desk**.*

See Training: [Other QMS trainings](#), where you may find **two training sessions about 'EPAM Templates'**.

Note: in case you don't have the templates installed, you may use the [Templates online](#).

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Available Templates

Home



Blank workbook



Recent templates



Sample templates



My templates



New from existing

Office.com Templates

Search Office.com for templates



Agendas



Budgets



Lists



Memos



Time sheets



More categories

New

Personal Templates EPAM-Other EPAM-Other-HU EPAM-Other-RU EPAM-SW EPAM-SW-RU



EPM-SPI_A...



EPM-SPI_Test Cases-RU.xlt

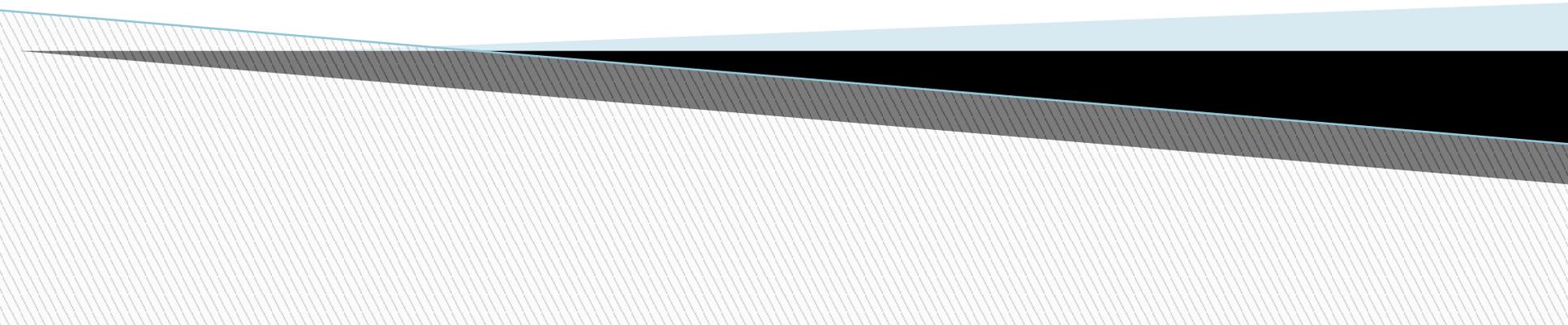


Preview

Preview not available.

OK Cancel

Использование дополнительных возможностей MS Excel

- o Formulas (Формулы)
 - o Outlining (Структурирование списка данных на листе)
 - o Excel functions (Использование функций)
 - o Conditional formatting (Условное форматирование)
 - o Data validation (Валидация данных)
 - o Pivot-tables and charts (Сводные таблицы и диаграммы)
- 

Формулы

The diagram shows the Excel formula `=PI()*A2^2` with four numbered callouts: 1 points to `PI()`, 2 points to `A2`, 3 points to `^`, and 4 points to `2`. A red bracket underlines the `A2^2` part of the formula.

Элементы формулы:

1. **Функции:** функция `PI()` возвращает значение числа пи (3,142...).
2. **Ссылки:** `A2` возвращает значение, хранящееся в ячейке `A2`.
3. **Константы:** числовые или текстовые значения, вводимые непосредственно в формулу, например `2`.
4. **Операторы:** оператор `^` (знак крышки) возводит число в степень, а оператор `*` (звездочка) умножает числа.

Арифметические операторы

АРИФМЕТИЧЕСКИЙ ОПЕРАТОР	ЗНАЧЕНИЕ	ПРИМЕР
+ (плюс)	Сложение	3+3
- (минус)	Вычитание Отрицание	3-1 -1
* (звездочка)	Умножение	3*3
/ (косая черта)	Деление	3/3
% (знак процента)	Процент	20%
^ (знак крышки)	Возведение в степень	3^2

Операторы сравнения

ОПЕРАТОР СРАВНЕНИЯ	ЗНАЧЕНИЕ	ПРИМЕР
= (знак равенства)	Равно	$A1=B1$
> (знак «больше»)	Больше	$A1>B1$
< (знак «меньше»)	Меньше	$A1<B1$
>= (знак «больше или равно»)	Больше или равно	$A1>=B1$
<= (знак «меньше или равно»)	Меньше или равно	$A1<=B1$
<> (знак «не равно»)	Не равно	$A1<>B1$

Другие операторы

ТЕКСТОВЫЙ ОПЕРАТОР	ЗНАЧЕНИЕ	ПРИМЕР
& (амперсанд)	Объединение двух последовательностей знаков в одну	"Северный"&"ветер"

Текстовый оператор

ОПЕРАТОР ССЫЛКИ	ЗНАЧЕНИЕ	ПРИМЕР
: (двоеточие)	Ссылка на диапазон	B5:B15
; (точка с запятой)	Объединение. Объединяет несколько ссылок в одну	SUM(B5:B15;D5:D15)
(пробел)	Пересечение. Используется для ссылки на общие ячейки двух диапазонов	B7:D7 C6:C8

Операторы ссылок

Приоритет операторов

ОПЕРАТОР	ОПИСАНИЕ
: (двоеточие) (одиночный пробел) ; (точка с запятой)	Операторы ссылок
–	Знак минус (например, –1)
%	Процент
^	Возведение в степень
* и /	Умножение и деление
+ и –	Сложение и вычитание
&	Объединение двух текстовых строк в одну
=	Сравнение
< >	
<=	
>=	
<>	

Ссылки

ЯЧЕЙКА ИЛИ ДИАПАЗОН	СТИЛЬ
Ячейка на пересечении столбца А и строки 10	A10
Диапазон ячеек: столбец А, строки 10-20.	A10:A20
Диапазон ячеек: строка 15, столбцы В-Е	B15:E15
Все ячейки в строке 5	5:5
Все ячейки в строках с 5 по 10	5:10
Все ячейки в столбце Н	Н:Н
Все ячейки в столбцах с Н по J	Н:J
Диапазон ячеек: столбцы А-Е, строки 10-20	A10:E20

Ссылка на другой лист



Ссылка на диапазон ячеек в другом листе:

1. Ссылка на лист «Marketing»
2. Ссылка на диапазон ячеек в промежутке от B1 до B10 включительно
3. Отделение ссылки на лист от ссылки на диапазон ячеек

Виды ссылок

	А	В
1	■	
2	■	=A1
3		=A2

- Скопированная формула с относительной ссылкой

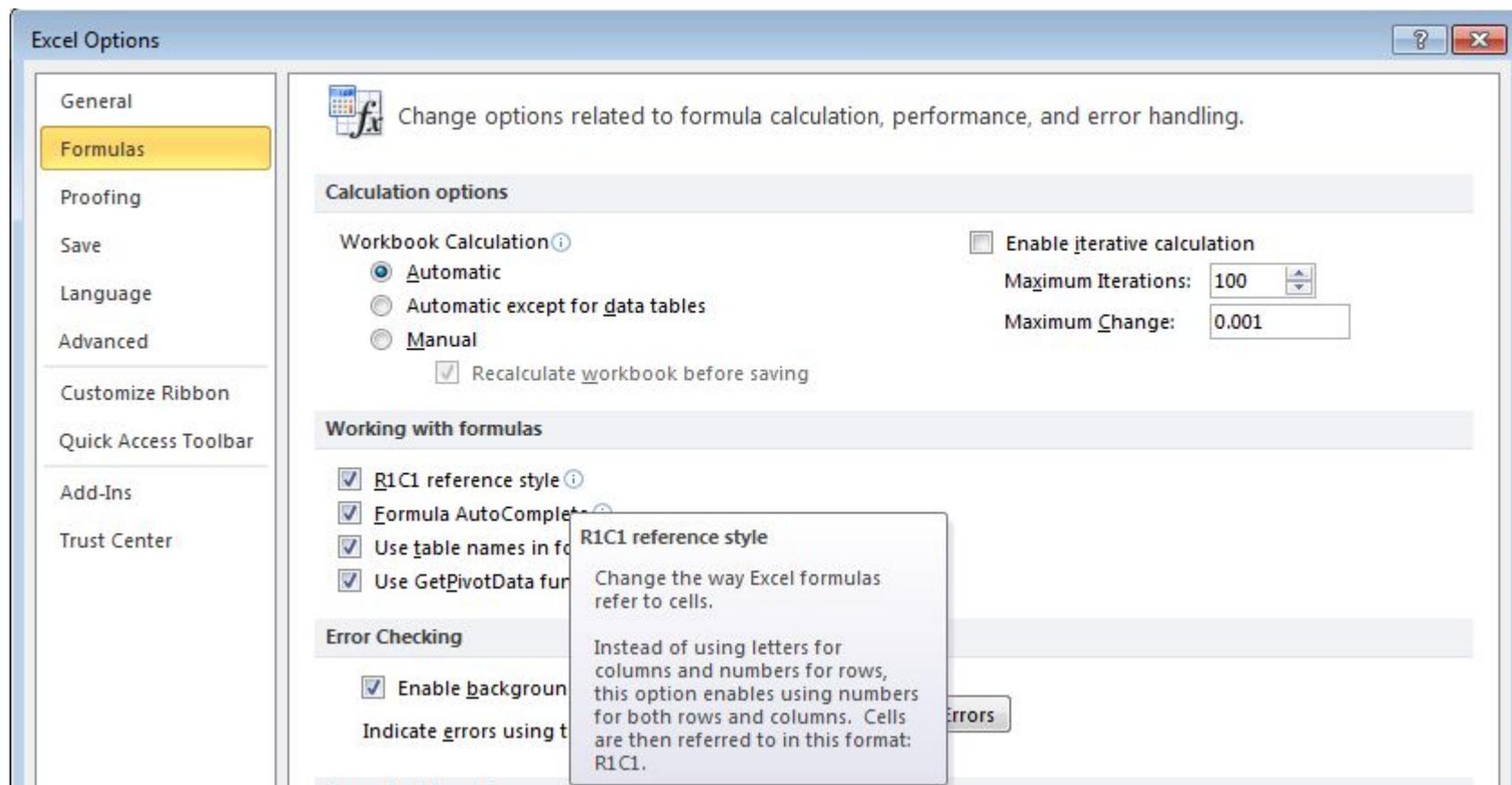
	А	В
1	■	
2		=\$A\$1
3		=\$A\$1

- Скопированная формула с абсолютной ссылкой

	А	В	С
1	■	■	
2		=A\$1	
3			=B\$1

- Скопированная формула со смешанной ссылкой

Альтернативный вид ссылок



Альтернативный вид ссылок

A1:B10 – абсолютные ссылки

R[-10]C[-1]:R[-1]C – относительные ссылки

B11		fx =SUM(A1:B10)			
	A	B	C	D	E
1	12	12			
2	156	156			
3	300	300			
4	444	444			
5	588	588			
6	732	732			
7	876	876			
8	1020	1020			
9	1164	1164			
10	1308	1308			
11		13200			

R11C2		fx =SUM(R[-10]C[-1]:R[-1]C)				
	1	2	3	4	5	6
1	12	12				
2	156	156				
3	300	300				
4	444	444				
5	588	588				
6	732	732				
7	876	876				
8	1020	1020				
9	1164	1164				
10	1308	1308				
11		13200				

Заполнение данных

- Copy Cells – копирование значений вместе с форматированием (стилем) – Пример Колонка A
- Fill Series – заполнение серии значений вместе с форматированием (стилем) – Пример Колонка B
- Fill Formatting Only – копирование только форматирования (стиля) – Пример Колонка C
- Fill Without Formatting – копирование только значений без форматирования (стиля) – Пример Колонка D

	A	B	C	D	E	F	G
1	1	1	1	1			
2	1	2		1			
3	1	3		1			
4	1	4		1			
5	1	5		1			
6	1	6		1			
7	1	7		1			
8	1	8		1			
9	1	9		1			
10	1	10		1			
11							
12							
13							
14							
15							
16							

Точка для заполнения данных

Меню выбора типа заполнения

Графики

Выбор типа диаграммы на панели инструментов

Диапазон имен данных

Диапазон значений

Пример готовой диаграммы

Окно выбора типа диаграммы

The image shows a Microsoft Excel spreadsheet with a 3D area chart. The chart displays four data series: CE points (blue), CE marks (red), CE values (green), and CE sizes (purple). The chart is titled 'Chart 5' and is located in the 'Charts' task pane. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1			CE									
2	points	marks	values	sizes								
3		1	2	3	4							
4		3	4	5	6							
5		5	6	7	8							
6		7	8	9	10							
7		9	10	11	12							
8		7	8	9	10							
9		5	6	7	8							
10		3	4	5	6							
12		1	2	3	4							
13		-1	0	1	2							

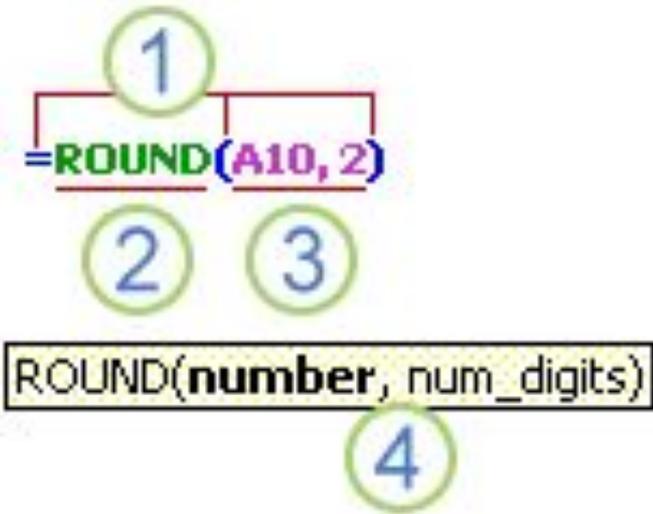
The 'Change Chart Type' dialog box is open, showing the 'Area' chart type selected. The 'Area' chart type is highlighted in the 'Area' section of the dialog box.

Структурирование

1	2	3	A	B	C
	1		Region	Month	Sales
	4	+	East	AprTotal	11,034
	7	+	East	MarTotal	11,075
	10	+	West	AprTotal	9,643
	11	-	West	Mar	3,036
	12	-	West	Mar	7,113
	13	-	West	Mar	8,751
	14	-	West	MarTotal	18,900
	15	-		All Sales	50,652

1. Для отображения строк уровня используются соответствующие символы структуры 1 2 3.
2. Уровень 1 содержит сумму продаж по всем строкам с подробными данными.
3. Уровень 2 содержит сумму продаж по каждому месяцу в каждом регионе.
4. Уровень 3 содержит строки с подробными данными (отображаются только строки данных с 11 по 13).
5. Для отображения или скрытия данных в многоуровневой структуре используются символы структуры + и -.

Функции



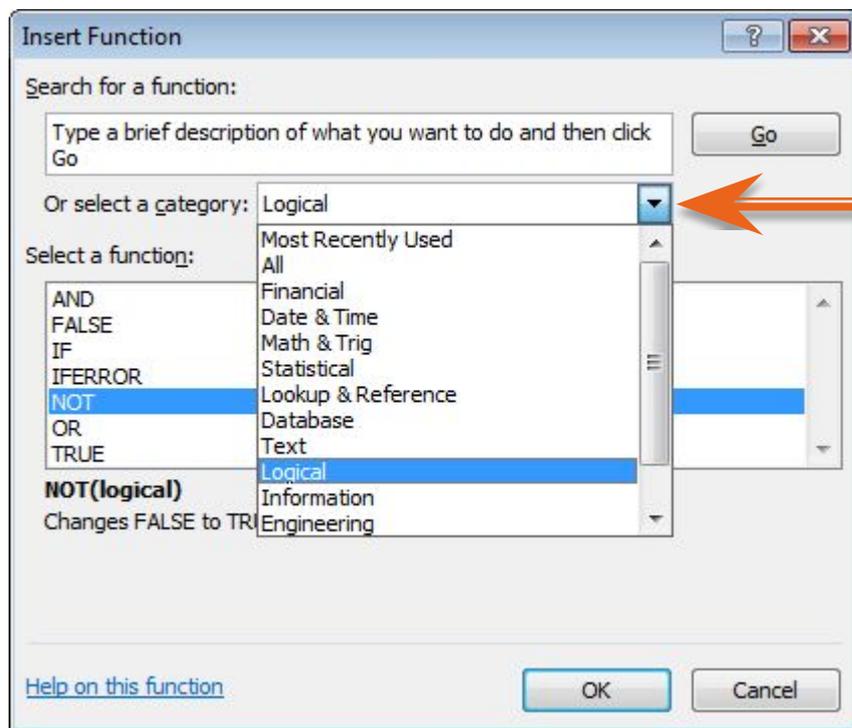
Структура функции:

1. **Структура.** Структура функции начинается со знака равенства (=), за которым следуют имя функции, открывающая скобка, список аргументов, разделенных точкой с запятой, закрывающая скобка.
2. **Имя функции.** Чтобы отобразить список доступных функций, щелкните ячейку и нажмите клавиши SHIFT+F3.
3. **Аргументы.** Существуют различные типы аргументов: число, текст, логическое значение (TRUE и FALSE), массивы, значение ошибки (например, #N/A) или ссылки на ячейку. В качестве аргументов используются константы, формулы или функции. В каждом конкретном случае необходимо использовать подходящий тип аргумента.
4. **Всплывающая подсказка аргумента.** Всплывающая подсказка с синтаксисом и аргументами появляется после ввода функции. Например, всплывающая подсказка появится после ввода выражения `=ROUND`.

Классификация функций

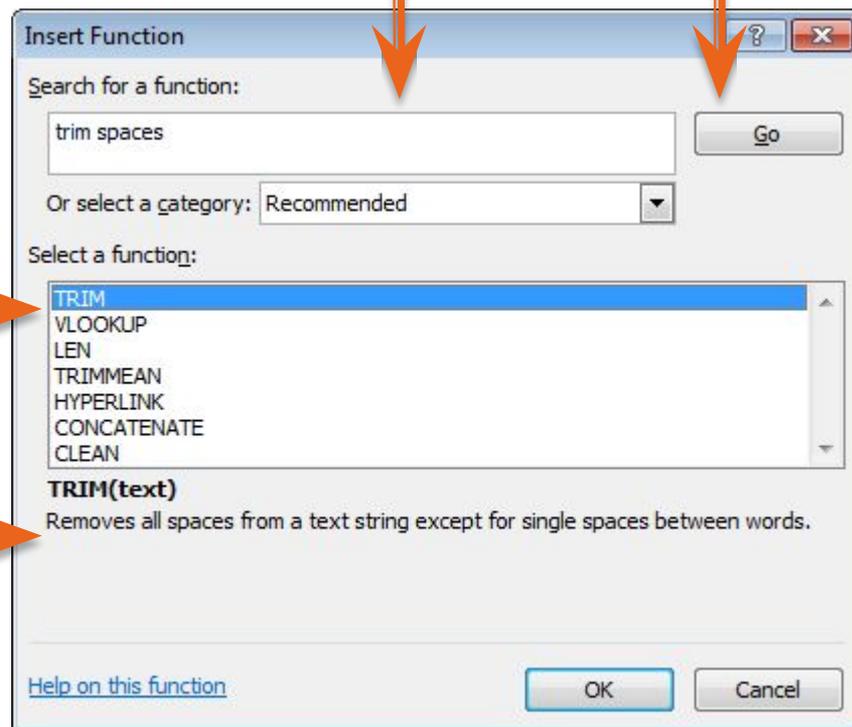
- Функции совместимости
 - Функции кубов
 - Функции для работы с базами данных
 - Функции даты и времени
 - Инженерные функции
 - Финансовые функции
 - Информационные функции
 - Логические функции
 - Функции ссылки и поиска
 - Математические и тригонометрические функции
 - Статистические функции
 - Текстовые функции
 - Пользовательские функции, устанавливаемые вместе с надстройками
- 

Окно выбора функций



Выбор категории

Поиск



Выбор функции

Формат и описание функции

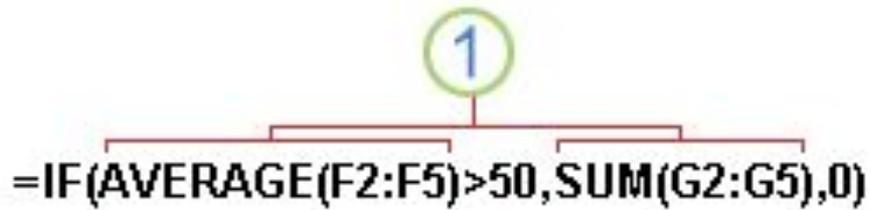
Стандартные функции

- Sum(<значения через запятую или диапазон ячеек>)
- Average(<значения через запятую или диапазон ячеек>)
- Count(<значения через запятую или диапазон ячеек>)
- Max(<значения через запятую или диапазон ячеек>)
- Min(<значения через запятую или диапазон ячеек>)

The screenshot shows the Microsoft Excel interface. The 'AutoSum' dropdown menu is open, displaying options: Sum, Average, Count Numbers, Max, Min, and More Functions... The spreadsheet contains a data range from A1 to A10 with values: 12, 156, 300, 444, frasd, 732, 876, 1020, 1164, 1308. The status bar at the bottom, highlighted with a red box and an arrow, displays the results of the functions: Average: 668, Count: 10, Sum: 6012.

	1	2	3	4	5	6	7	8
1	12							
2	156							
3	300							
4	444							
5	frasd							
6	732							
7	876							
8	1020							
9	1164							
10	1308							

Вложенные функции



`=IF(AVERAGE(F2:F5)>50,SUM(G2:G5),0)`

- Функции **AVERAGE** и **SUM** вложены в функцию **IF**.

Функция ССЫЛКИ И ПОИСКА Vlookup (ВПР)

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Аргументы:

- ▣ **lookup_value** - значение, которое должно быть найдено в первом столбце таблицы или диапазона. Аргумент искомое_значение может быть значением или ссылкой.
- ▣ **table_array** - диапазон ячеек, содержащий данные. Можно использовать ссылку на диапазон (например, A2:D8) или имя диапазона.
- ▣ **col_index_num** - номер столбца в аргументе таблица, из которого возвращается совпадающее значение. Если номер_столбца равен 1, то возвращается значение из первого столбца аргумента таблица; если номер_столбца равен 2, - значение из второго столбца аргумента таблица и т. д.
- ▣ **range_lookup** - логическое значение, определяющее, какое совпадение должна найти функция - точное или приблизительное.

Если аргумент range_lookup имеет значение TRUE или опущен, то возвращается точное или приблизительное совпадение, если значение FALSE - то функция ищет только точное совпадение.

Пример

	А	В	С
1	Идентификатор ра	Отдел	Полное имя
2		35 Продажи	Олег Анашкин
3		36 Производство	Юлия Ильина
4		37 Продажи	Владимир Егоров
5		38 Операции	Андрей Гладких
6		39 Продажи	Ольга Костерина
7		40 Производство	Николай Грачев
8		41 Продажи	Сергей Климов
9		42 Операции	Вадим Корепин
10		43 Производство	Евгений Куликов

- Если известен идентификатор сотрудника, с помощью функции **ВПР** можно вернуть отдел, в котором он работает, или его имя. Чтобы получить имя сотрудника под номером 38, можно использовать формулу **=ВПР(38; А2:С10; 3; ЛОЖЬ)**. Эта формула находит значение 38 в первом столбце диапазона А2:С10, а затем возвращает значение, содержащееся в третьем столбце той же строки, что и у искомого значения ("Алексей Орехов").

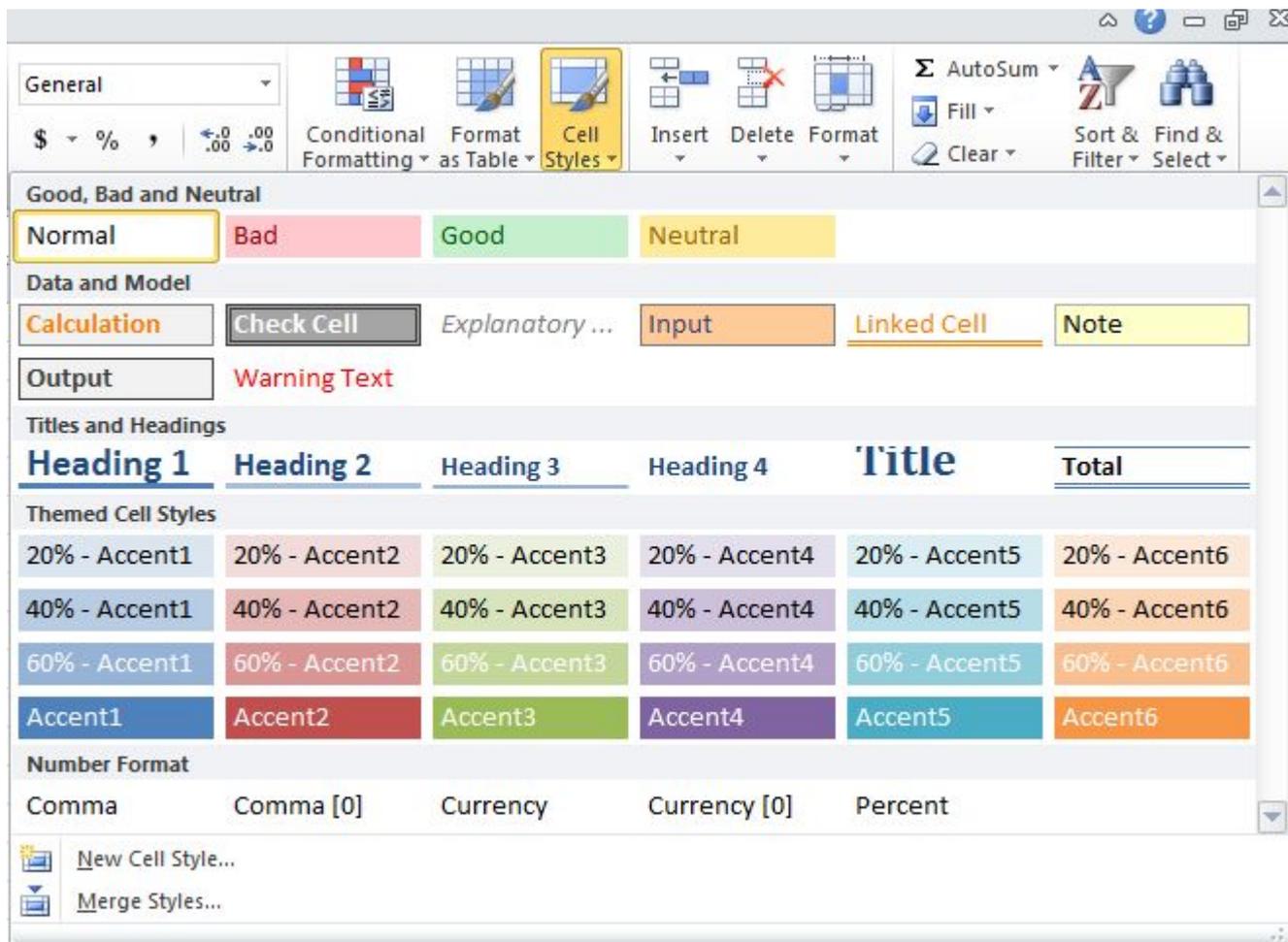
Логическая функция IF (ЕСЛИ)

IF(logical_test, [value_if_true], [value_if_false])

Аргументы:

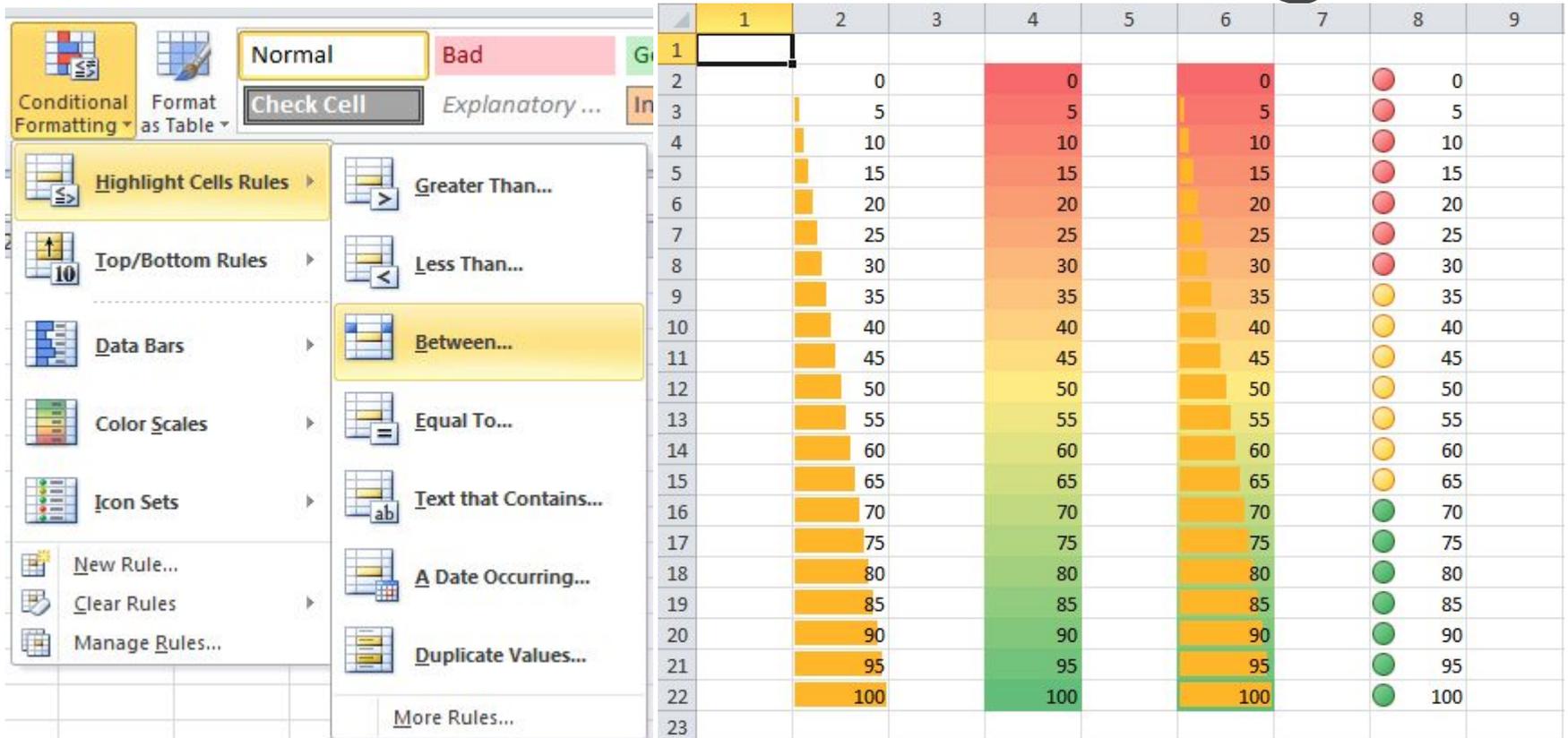
- ▣ **logical_test** - любое значение или выражение, дающее в результате значение TRUE или FALSE.
- ▣ **value_if_true** - значение, которое возвращается, если аргумент logical_test соответствует значению TRUE.
- ▣ **value_if_false** - значение, которое возвращается, если аргумент logical_test соответствует значению FALSE.

Стили ячеек



Условное форматирование

Conditional Formatting



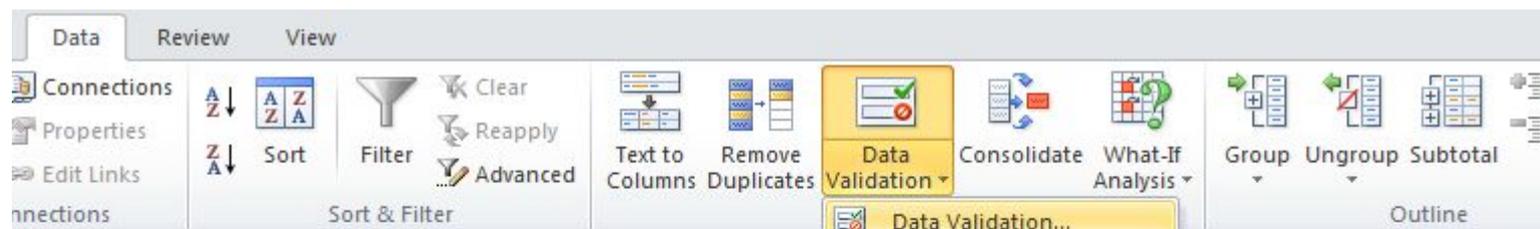
Between

Format cells that are BETWEEN:

1 and 1000 with Light Red Fill with Dark Red Text

OK Cancel

Проверка данных



F G H I J K

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow:

- List
- Any value
- Whole number
- Decimal
- List
- Date
- Time
- Text length
- Custom

Ignore blank

In-cell dropdown

Apply these changes to all other cells with the same settings

Clear All OK Cancel

Data Validation

Prevent invalid data from being entered into a cell.

For example, you could reject invalid dates or numbers greater than 1000.

You can also force input to be chosen from a dropdown list of values you specify.

? Press F1 for more help.

	A	B
1		1
2		2
3		3
4		4
5		
6	1	
7	2	
8	3	
	4	

Проверка данных

Сообщения об ошибках

ЗНАЧОК	ТИП	СПОСОБ ИСПОЛЬЗОВАНИЯ
	Остановка	Предотвращает ввод пользователем недопустимых данных в ячейку. Сообщение об ошибке Остановка имеет две кнопки: Повторить и Отмена .
	Предупреждение	Предупреждает пользователей о том, что введены недопустимые данные. При этом разрешен ввод данных. Когда появляется предупреждение , пользователь может нажать кнопку Да , чтобы принять недопустимый ввод, кнопку Нет , чтобы изменить введенные данные, или кнопку Отмена , чтобы удалить недопустимую запись.
	Информационное сообщение	Уведомляет пользователей о том, что введенные данные являются недопустимыми. При этом разрешен ввод данных. Этот тип сообщения является самым гибким. При появлении информационного сообщения пользователь может нажать кнопку ОК , чтобы принять ввод недопустимых данных, либо нажать кнопку Отмена , чтобы отменить ввод.

Сводные таблицы

The image shows an Excel PivotTable and its field list. The PivotTable is located in columns A and B, with rows 3 to 12. The field list is on the right side of the image. Annotations in Russian point to various parts of the interface:

- Фильтрация данных** (Data filtering) points to the 'Report Filter' area in the field list.
- Строки** (Rows) points to the 'Row Labels' area in the field list.
- Столбцы** (Columns) points to the 'Column Labels' area in the field list.
- Значения** (Values) points to the 'Values' area in the field list.

Row Labels	Count of Function
Accounts	4
Alerts	3
Authentication	15
Cards	10
eServicing	9
Investments	8
P&T	16
(blank)	
Grand Total	65

PivotTable Field List

Choose fields to add to report:

- Failed
- N/A
- Passed
- No Run
- Not Completed
- Total
- Execution rate
- Pass rate

Drag fields between areas below:

Report Filter

Column Labels

Row Labels

Group

Values

Count of Function

Сводные таблицы - пример

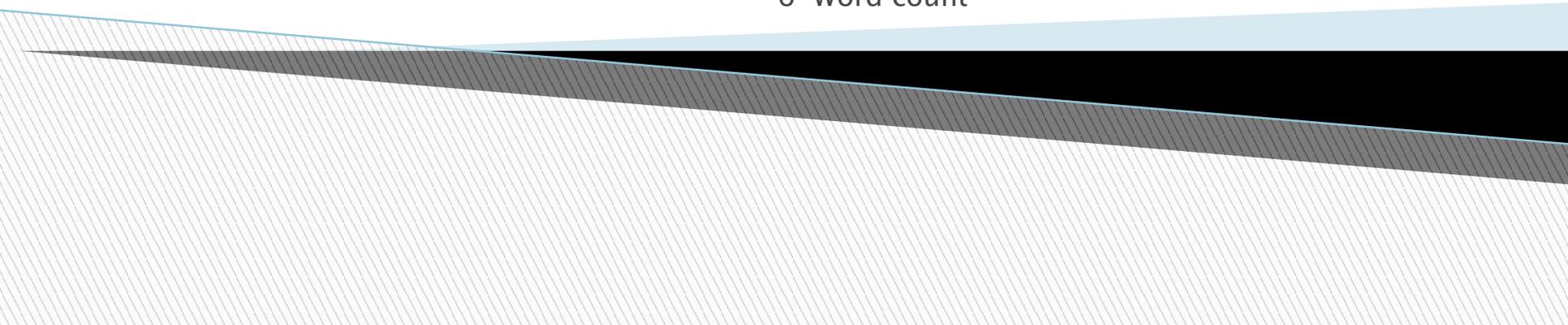
	A	B	C	D
1	Фамилия	Продукт	Дата	Сумма
2	Иванов	Книжка	01.01.2011	200
3	Петров	Ручка	16.01.2011	300
4	Сидоров	Линейка	28.01.2011	100
5	Иванов	Книжка	05.02.2011	250
6	Петров	Книжка	16.02.2011	150
7	Сидоров	Ручка	21.02.2011	50
8	Иванов	Линейка	28.02.2011	300
9	Петров	Линейка	04.03.2011	250
10	Сидоров	Книжка	09.03.2011	300
11	Иванов	Ручка	12.03.2011	100
12	Петров	Линейка	21.03.2011	150
13	Сидоров	Линейка	29.03.2011	300



Сумма по полю Сумма	
Фамилия	Итого
Иванов	850
Петров	850
Сидоров	750
Общий итог	2450

Вставка- Сводная таблица

Использование дополнительных возможностей MS Word

- Filling Auto fields
 - Cross references
 - Smart Art
 - Screen Clipping
 - Window Split
 - Comments and Track Changes
 - Compare
 - Word count
- 

Заполнение Автополей (Файл-Сведения)

Document2 [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View ABBYY Translation

Save Save As Open Close

Info

Recent New Print Save & Send Help Options Exit

Information about Document2

Compatibility Mode

Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Convert

Permissions

Anyone can open, copy, and change any part of this document.

Protect Document

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties, template name, author's name and related dates
- Headers and footers
- Characters formatted as hidden text
- Custom XML data
- Content that cannot be checked for accessibility issues because of the current file type

Check for Issues

Versions

There are no previous versions of this file.

Manage Versions



Properties

Show Document Panel
Edit properties in the Document Panel above the document.

Advanced Properties
Show the Properties dialog box.

Comments	Add comments
Related Dates	
Last Modified	Never
Created	Today, 5:24 PM
Last Printed	1/28/2005 2:27 PM
Related People	
Author	Dmitry Ilyin
	Add an author
Last Modified By	Not saved yet

Show All Properties

Заполнение Автополей

The image shows a Microsoft Word window titled "Document2 [Compatibility Mode] - Microsoft Word". The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, View, and ABBYY Translation. The Document Properties task pane is open, showing fields for Author (Dmitry Ilyin), Title (План обеспечения качества), Subject (<Имя проекта>), Keywords, Category, and Status. The main document area contains the text "Название: План обеспечения качества" and "PID: <IDКлиента><IDПродукта>".

The "Document2 Properties" dialog box is open, showing the "Custom" tab. The "Name" field is set to "PID", the "Type" is "Text", and the "Value" is "SFTB-DWH". A table of properties is displayed below:

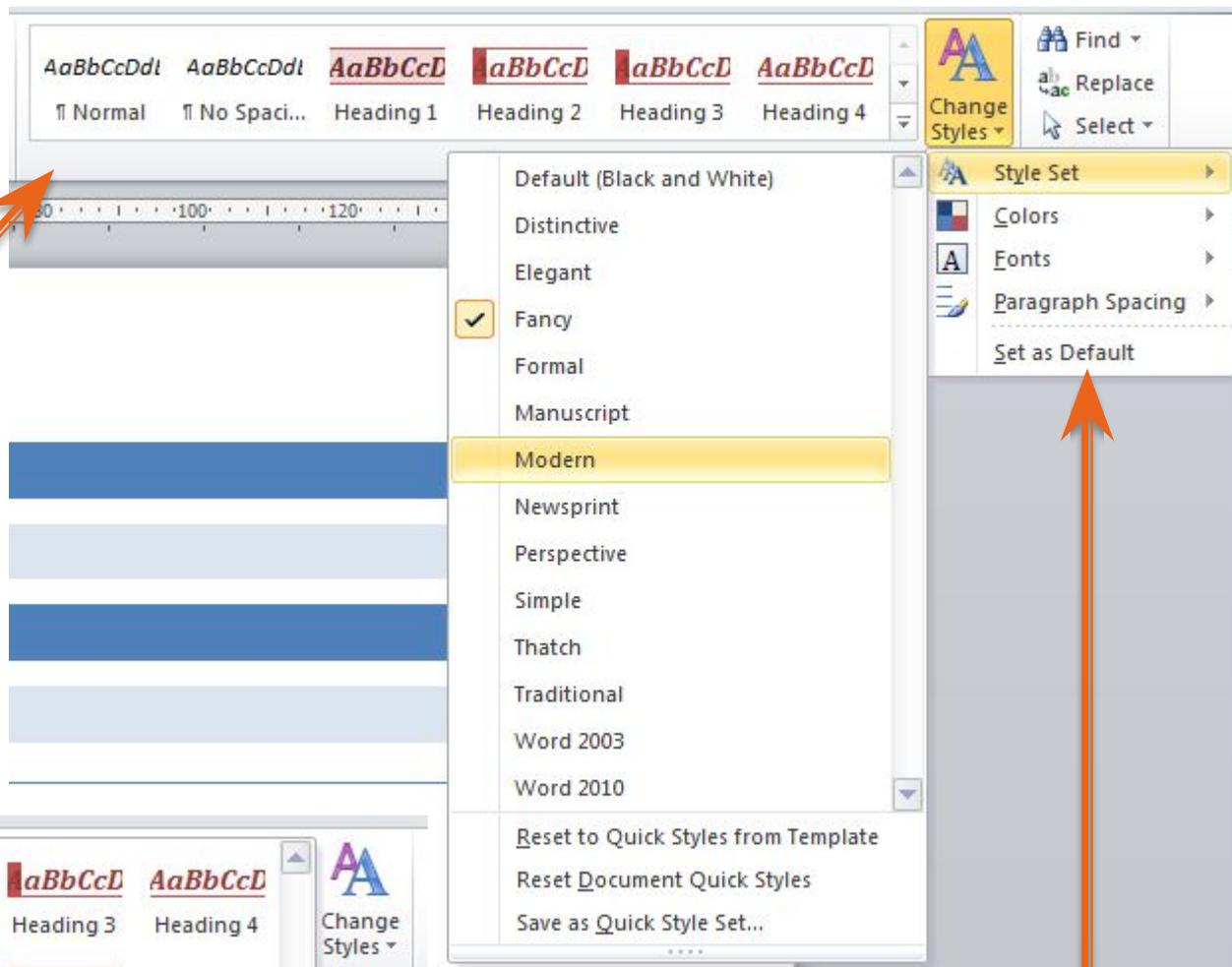
Name	Value	Type
PID	<IDКлиент...	Text
Classifica...	Конфиден...	Text

Buttons for "Modify" and "Delete" are visible next to the Name field. The "Link to content" checkbox is unchecked. The dialog has "OK" and "Cancel" buttons at the bottom.

План обеспечен

Стили

Закладка Home,
раздел Styles



Наборы стилей,
настройка цветов,
шрифтов и т.д.



Стили

The image shows the Microsoft Word interface with the **Styles** ribbon selected. The ribbon includes options for **Normal**, **No Spacing**, **Heading 1**, **Heading 2**, **Heading 3**, and **Heading 4**. A **Styles** task pane is open on the right, showing a list of styles with **Heading 2** selected. A context menu is displayed over the **Heading 2** style, showing its properties:

- Heading 2:
- Font: (Default) +Headings (Cambria), 11 pt, Bold, Font color: Accent 2
- Paragraph: Indentation: Left: 2.5 mm; Spacing: Line spacing: Multiple 1.12 li; Before: 10 pt; After: 5 pt, Don't add space between paragraphs of the same style; Outline Level: Level 2
- Borders: Top: (Single solid line, Accent 2, 0.5 pt); Bottom: (Single solid line, Accent 2, 0.5 pt); Left: (Single solid line, Accent 2, 6 pt, From text: 2 pt); Right: (Single solid line, Accent 2, 0.5 pt)
- Style: Style Linked, Hide until used, Quick Style, Priority: 10; Based on: Normal; Following style: Normal

Below the ribbon, a table of contents is visible, with the first three entries highlighted in blue:

Isdhfasdf	1
Asdkfjasdfj	1
Asdlfkjasl'dfj	1
Asdlkfja	
Asdlfkjad	
Asdlfkjasldikf	
Contents	
Isdhfasdf.....	1
Asdkfjasdf.....	1
Asdlfkjasl'dfj.....	1

Оглавление (Table of Contents)

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View ABBY Translation

Table of Contents Add Text Update Table Insert Footnote Insert Endnote Next Footnote Show Notes Insert Citation Manage Sources Style: APA Fifth Bibliography Insert Table of Figures Update Table Cross-reference Mark Entry Insert Index Update Index Mark Citation Insert Table of Authority Update Table

Built-In

Automatic Table 1

Contents

Heading 1 1

Heading 2 1

Heading 3 1

Automatic Table 2

Table of Contents

Heading 1 1

Heading 2 1

Heading 3 1

Automatic Table 1

Automatic table contents (labeled "Contents") that includes all text formatted with the Heading 1-3 styles

Manual Table

Table of Contents

Type chapter title (level 1) 1

Type chapter title (level 2) 2

Type chapter title (level 3) 3

Type chapter title (level 1) 4

More Table of Contents from Office.com

Insert Table of Contents...

Remove Table of Contents

Save Selection to Table of Contents Gallery...

Update Table...

Contents

df 1

fjasdfj 1

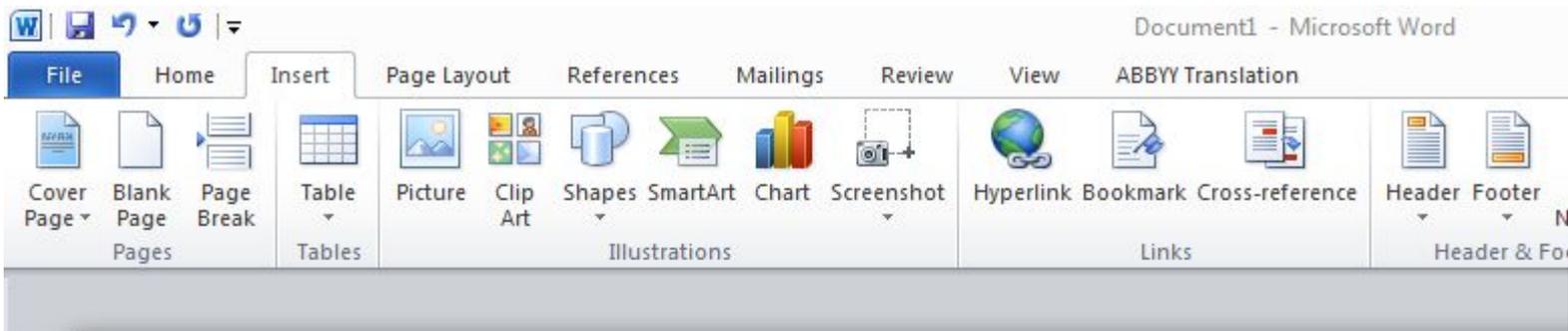
asl'dfj 1

kfja 1

sdlfkjad 1

sdlfkjasldjfk 1

Cross reference

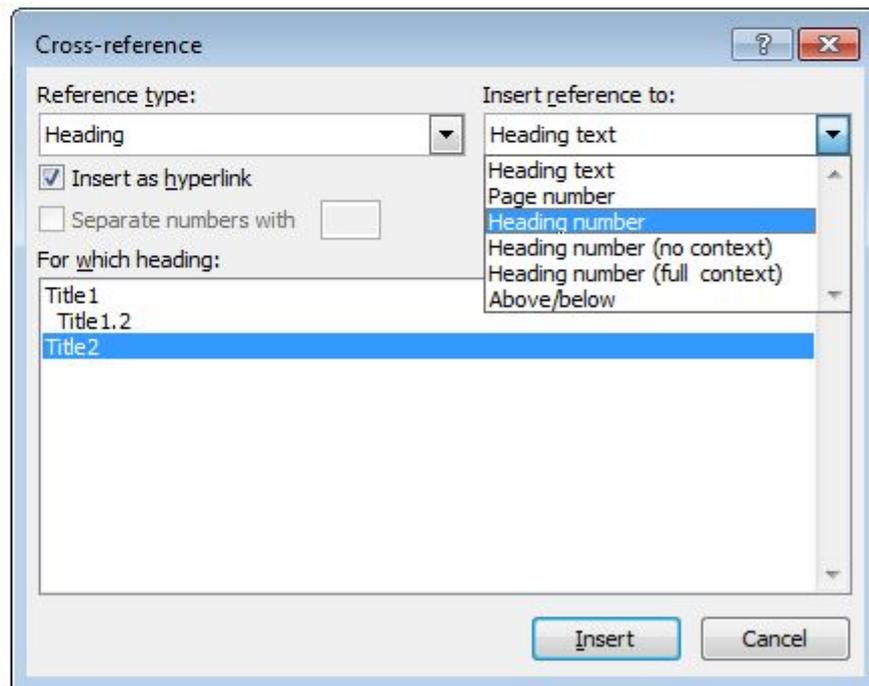


Title1

Asdfasdf

Title1.2

Title2



Caption

- Из контекстного меню команда Insert Caption (автоматически добавляет подпись к рисунку)

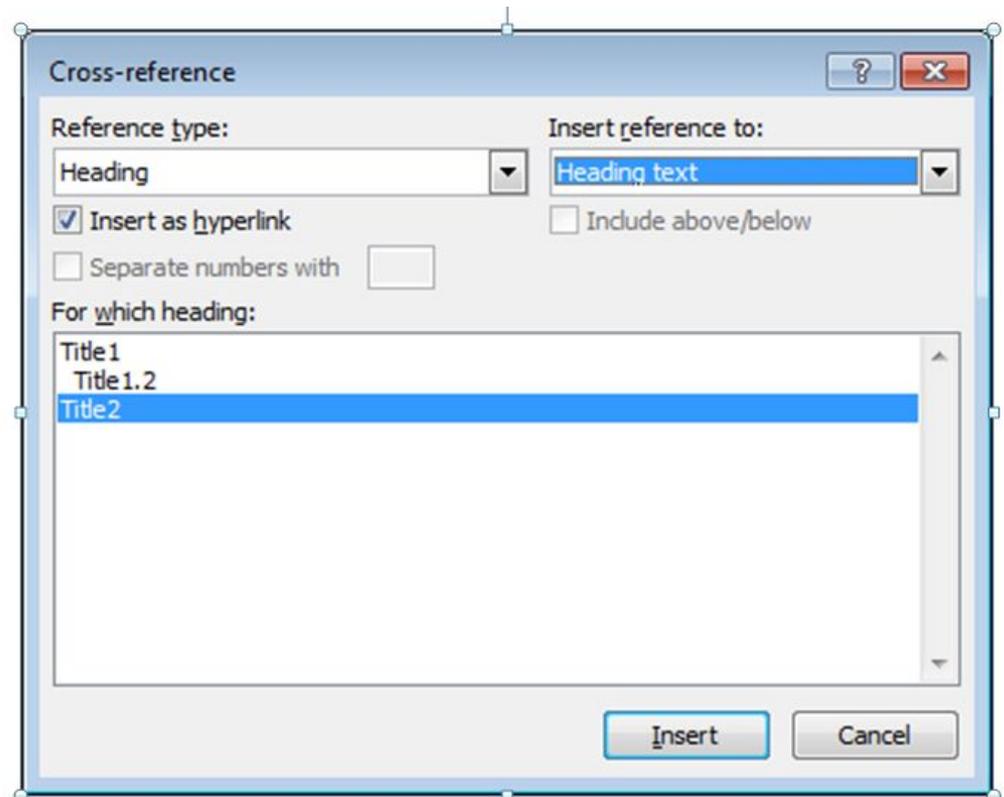
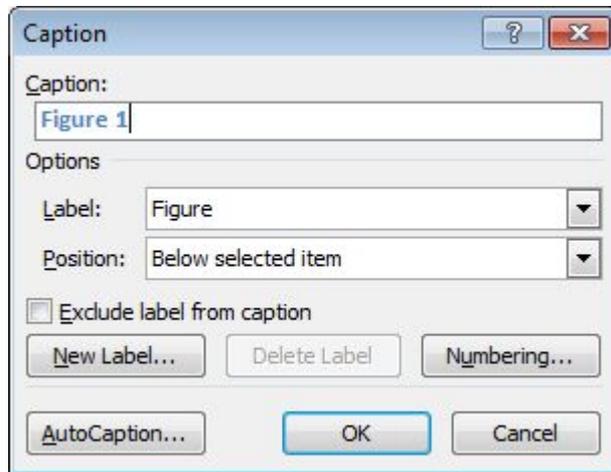


Figure 1

Smart Art

The screenshot displays the Microsoft Word interface with a SmartArt graphic. The ribbon is set to the 'SmartArt Tools' tab, specifically the 'Format' sub-tab. The SmartArt graphic is an 'Upward Arrow' style, which is a light blue arrow pointing upwards and to the right. It contains five text elements: 'item1', 'item2', 'item3', '///', and '3456345'. A text pane on the left side of the graphic shows the text entered for each element. The text pane has a title 'Type your text here' and a list of items: 'item1', 'item2', 'item3', '///', '3456345', '958', and 'x'. The items '958' and 'x' are marked with a red 'x', indicating they are not visible in the SmartArt graphic. Below the text pane, there is a warning message: 'Upward Arrow: Anything above marked with a red X will not appear in this SmartArt graphic and will not be saved. Learn more'. The status bar at the bottom shows 'Page: 1 of 1', 'Words: 6', and 'English (U.S.)'. The zoom level is set to 151%.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View ABBY Translation Design Format

Add Shape Promote Move Up Add Bullet Demote Move Down Text Pane Right to Left Layout Create Graphic

Layouts SmartArt Styles

Change Colors Reset Graphic Reset

Title.1.2

Type your text here

- item1
- item2
- item3
- ///
- 3456345
- ✖ 958
- ✖ x

Upward Arrow
Anything above marked with a red X will not appear in this SmartArt graphic and will not be saved.
[Learn more](#)

item1 item2 item3 /// 3456345

Page: 1 of 1 Words: 6 English (U.S.) 151%

Screen Clipping

The image shows a screenshot of the Microsoft Word interface. The ribbon is set to the 'Insert' tab, and the 'Screenshot' button is highlighted in yellow. Below the ribbon, the main document area contains the text 'Title1' and 'Asdfasdf'. A 'Cross-reference' task pane is open, showing 'Reference type: Heading' and 'Insert as hyperlink' checked. On the right side, the 'Available Windows' task pane is open, displaying a list of open windows. The 'Screen Clipping' window is highlighted in yellow at the bottom of the list.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View ABBY Translation

Cover Page Blank Page Page Break Table Picture Clip Art Shapes SmartArt Chart Screenshot Hyperlink Bookmark Cross-reference Header Footer Page Number

Tables Illustrations

Available Windows

Screen Clipping

Title1
Asdfasdf

Cross-reference
Reference type:
Heading
 Insert as hyperlink

Window Split

The screenshot displays the Microsoft Word interface with a split window. The top pane contains the text "Figure 1", "Title1.2", and "Title2". The bottom pane contains "Title1" and "Asdfasdf". A "Cross-reference" dialog box is open, showing "Heading" as the reference type, "Heading text" as the insert reference to, and "Title1.2" selected in the "For which heading" list. A tooltip for the "Split Window" button is also visible, explaining its function.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

ABBY Translation

Print Layout Full Screen Reading Web Layout Outline Draft Ruler Gridlines Navigation Pane Show Zoom 100% Page Width New Window Arrange All Remove Split View Side by Side Synchronous Scrolling Reset Window Position Window Switch Windows Macros

Split Window

Split the current window into two parts so that you can view different sections of the document at the same time.

Figure 1

Title1.2

Title2

Title1

Asdfasdf

Cross-reference

Reference type: Heading

Insert reference to: Heading text

Insert as hyperlink

Separate numbers with

Include above/below

For which heading:

Title1

Title1.2

Title2

Page: 1 of 1 Words: 6 English (U.S.) 151%

Comments and Track Changes

The screenshot displays the Microsoft Word interface with the Review tab selected. The ribbon includes groups for Proofing, Language, Comments, Tracking, Changes, and Protect. The 'Track Changes' button is highlighted in yellow. Below the ribbon, a document window shows a text area with a comment box. The comment box is a red rounded rectangle containing the text 'Comment [D11]: Commenttext1'. A red dashed line connects the comment box to the text 'Title1.2' in the document. The text 'Title1.2' is enclosed in a red box, and the text 'Title2Changed Title 2' is shown in red, indicating tracked changes. A small dialog box with 'Insert' and 'Cancel' buttons is visible above the text area.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View ABBYY Translation

Spelling & Research Grammar Thesaurus Word Count Translate Language New Comment Delete Previous Next Track Changes Final: Show Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Restrict Editing Protect

Figure 1

Title1.2

Title2Changed Title 2

Comment [D11]: Commenttext1

Compare

The screenshot shows the Microsoft Word ribbon with the Review tab selected. The ribbon includes the following groups and options:

- File**: Save, Undo, Redo
- Home**: Font, Paragraph, Styles
- Insert**: Tables, Illustrations, Links, Text
- Page Layout**: Page Setup, Paragraph, Page Borders
- References**: Table of Contents, Citations, Bibliography
- Mailings**: Mailings
- Review**:
 - Proofing**: Spelling & Grammar, Research, Thesaurus, Word Count
 - Language**: Translate, Language
 - Comments**: New Comment, Delete, Previous, Next
 - Tracking**: Track Changes, Show Markup, Reviewing Pane
 - Changes**: Accept, Reject, Previous, Next
- ABBYY Translation**: Final, Show Markup, Reviewing Pane
- Compare**: Compare (highlighted), Block Authors, Restrict Editing

A tooltip for the Compare button is visible, containing the following text:

- Compare...**
Compare two versions of a document (legal blackline).
- Combine...**
Combine revisions from multiple authors into a single document.
- Show Source Documents

The screenshot shows the Compare Documents dialog box with the following settings:

- Original document**: Title1.docx
- Revised document**: Title2.docx
- Label changes with**: (empty field)
- Label changes with**: Dmitry Ilyin
- Buttons**: More >>, OK, Cancel

Compare view

The screenshot displays the Microsoft Word interface in 'Compare Result 2' view. The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, and View. The Review tab is active, showing options for Final/Show Markup, Reviewing Pane, Accept/Reject, and Previous/Next. The interface is divided into three panes: Summary, Compared Document, and Original Document.

Summary: 5 revisions, 3 insertions, 1 deletion, 0 moves, 0 formatting, 0 comments, 1 comment.

Main document changes and comments:

- Inserted (Dmitry Ilyin): 476856
- Inserted (Dmitry Ilyin): 123412
- Comment [DI1] (Dmitry Ilyin): Comment text1
- Deleted (Dmitry Ilyin): [Redacted]
- Inserted (Dmitry Ilyin): [Redacted]

Compared Document: Title1, Asdfasdf, 476856, Cvhd, 1234, dfhd. A context menu is open over the text '476856', and a 'Cross-reference' dialog is displayed. The dialog shows 'Insert reference to: Heading text' and 'For which heading: Title2'. The 'Insert' button is highlighted.

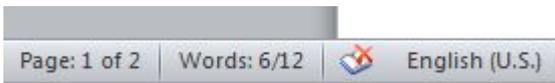
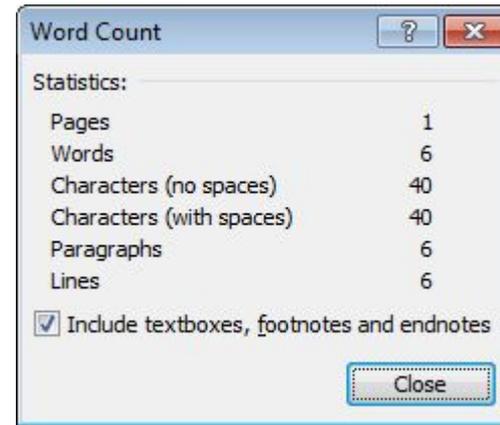
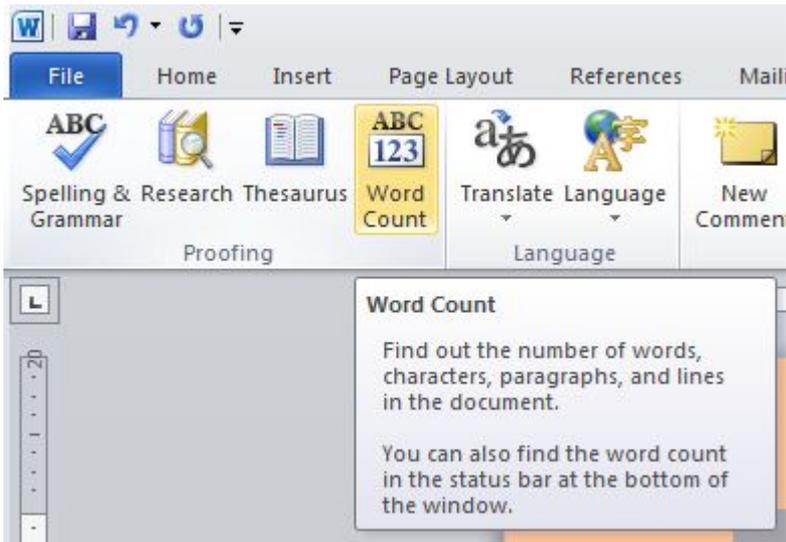
Original Document (Title1.docx - Dmitry Ilyin): Title1, Asdfasdf, Cvhd, dfhd.

Revised Document (Title2.docx - Dmitry Ilyin): Title1, Asdfasdf, 476856, Cvhd, 123412, dfhd.

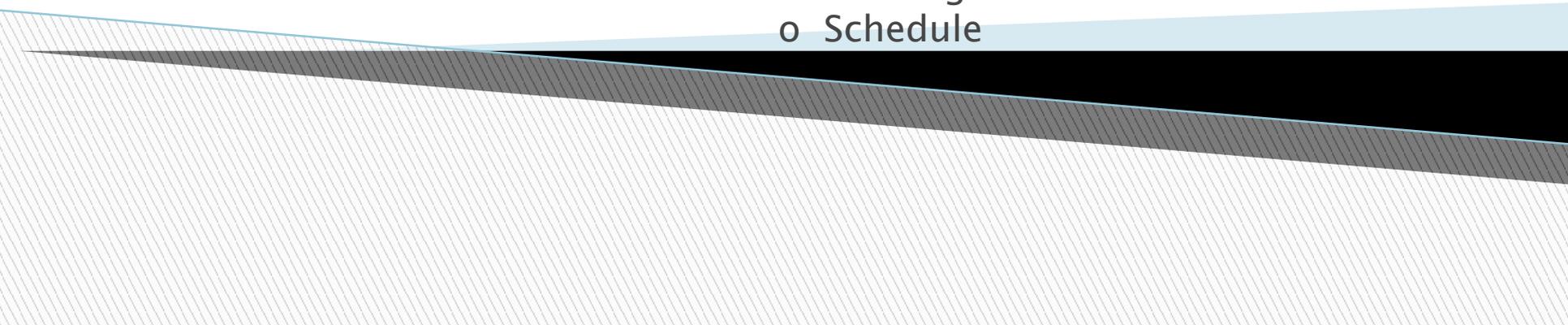
Figure 1: [Title1.2] [DI1]

Word count

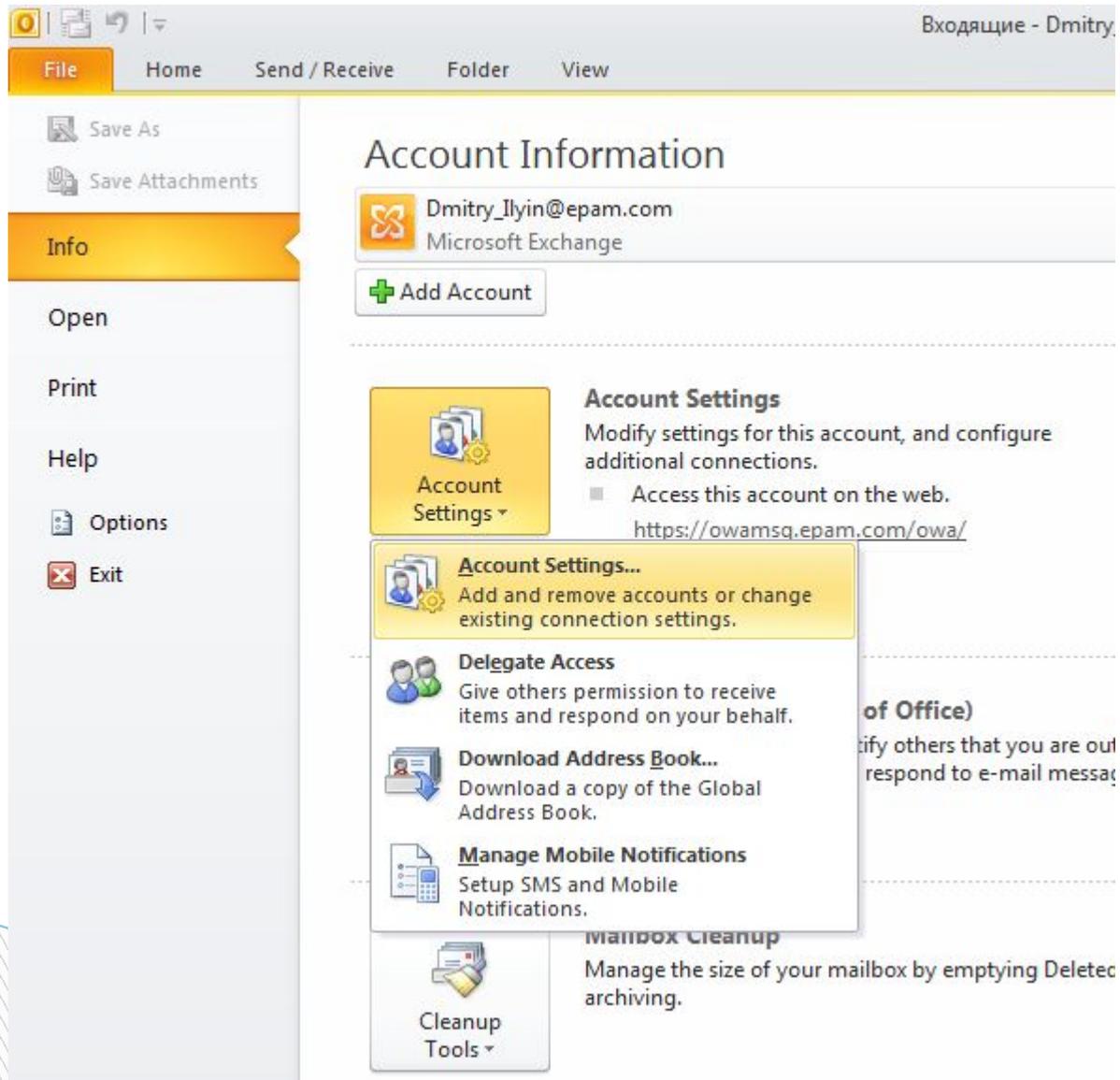
□ Как подсчитать количество слов, букв?



Использование дополнительных возможностей MS Outlook

- o Account Settings
 - o Public Folders
 - o Address book
 - o Contacts
 - o Rules and Alerts
 - o Calendar
 - o Tasks
 - o Meetings
 - o Schedule
- 

Account Settings



The screenshot shows the Microsoft Exchange Account Settings interface. At the top, the user is logged in as 'Dmitry Ilyin'. The main navigation pane on the left includes 'File', 'Home', 'Send / Receive', 'Folder', and 'View'. Below this, there are options for 'Save As', 'Save Attachments', 'Info', 'Open', 'Print', 'Help', 'Options', and 'Exit'. The main content area is titled 'Account Information' and displays the user's email address 'Dmitry_Ilyin@epam.com' and 'Microsoft Exchange'. A '+ Add Account' button is visible. Below this, there are several sections: 'Account Settings' (Modify settings for this account, and configure additional connections. Includes a checkbox for 'Access this account on the web' and a URL 'https://owamsq.epam.com/owa/'), 'Account Settings...' (Add and remove accounts or change existing connection settings.), 'Delegate Access' (Give others permission to receive items and respond on your behalf.), 'Download Address Book...' (Download a copy of the Global Address Book.), 'Manage Mobile Notifications' (Setup SMS and Mobile Notifications.), and 'Mailbox Cleanup' (Manage the size of your mailbox by emptying Deleted items and archiving.).

Входящие - Dmitry

File Home Send / Receive Folder View

Save As
Save Attachments

Info

Open
Print
Help
Options
Exit

Account Information

Dmitry_Ilyin@epam.com
Microsoft Exchange

+ Add Account

Account Settings

Modify settings for this account, and configure additional connections.

- Access this account on the web.
<https://owamsq.epam.com/owa/>

Account Settings...

Add and remove accounts or change existing connection settings.

Delegate Access

Give others permission to receive items and respond on your behalf.

Download Address Book...

Download a copy of the Global Address Book.

Manage Mobile Notifications

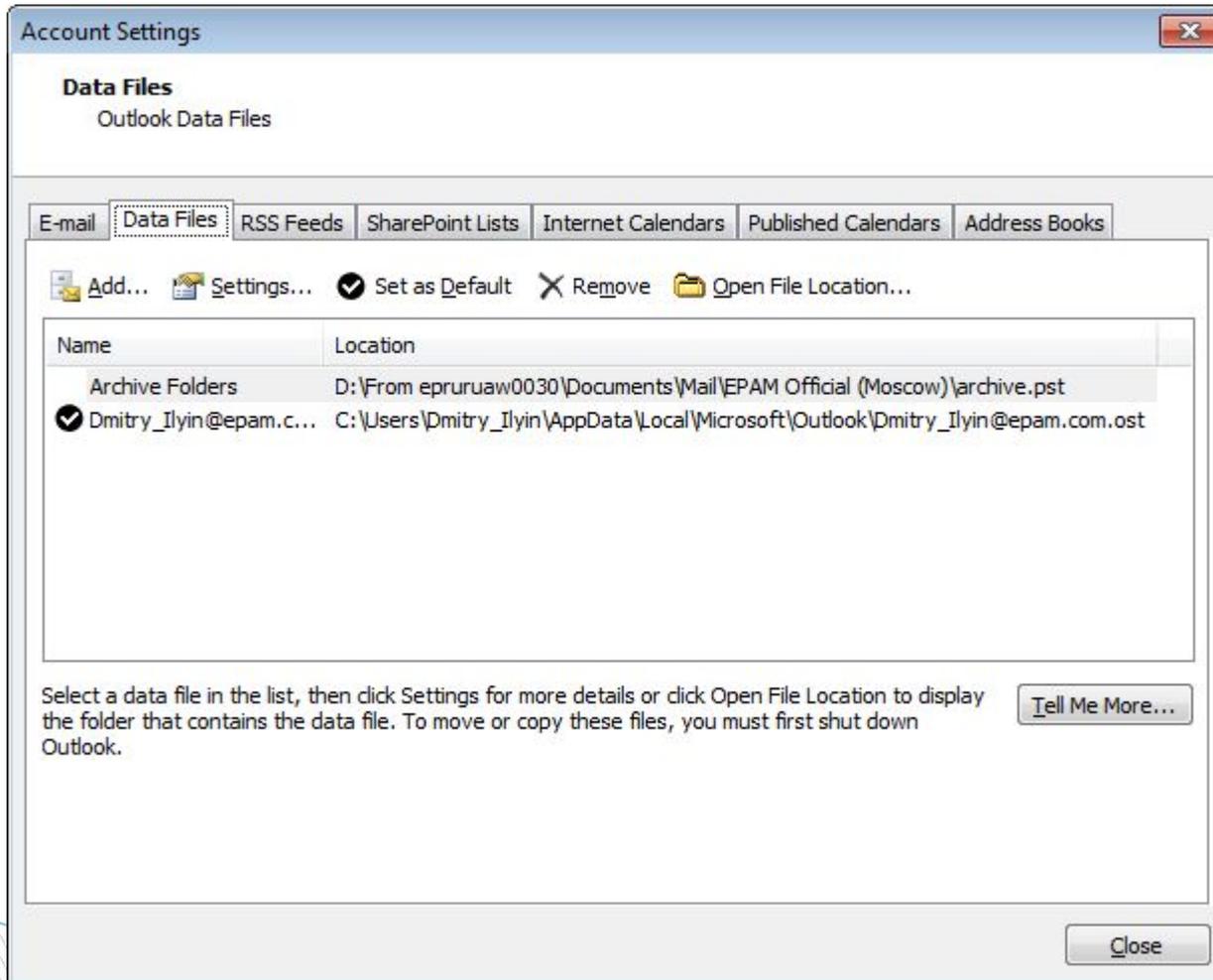
Setup SMS and Mobile Notifications.

Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted items and archiving.

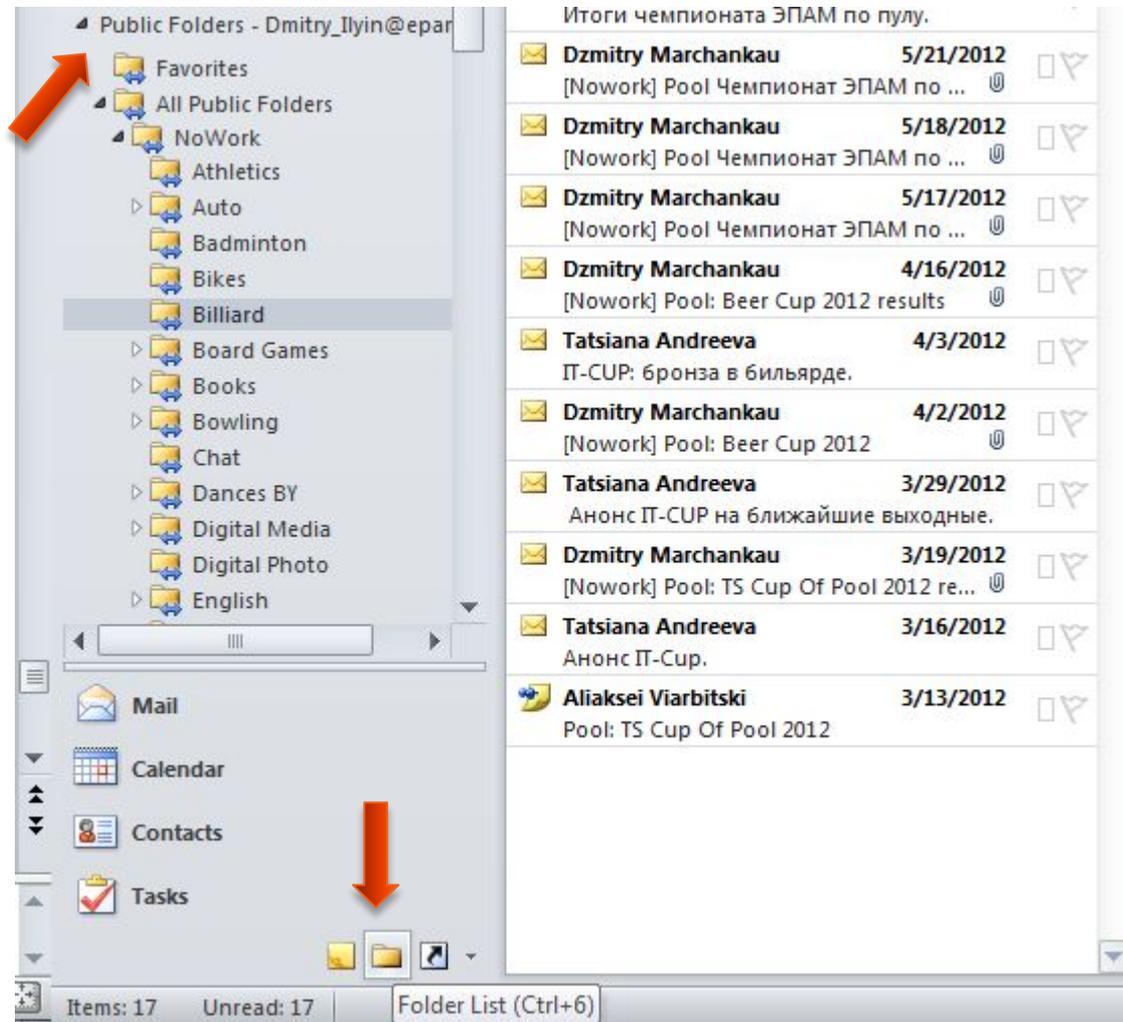
Cleanup Tools

Account Settings



Public Folders

- NoWork – спортивные рассылки, занятия по Английскому, увлечения и т.д.
- Project – проектные рассылки
- Skill - .Net, PHP, SQL и т.д.
- Workflow – New Employees, Career Development Quality Assurance and etc.



Address Book

The screenshot shows an email client window titled "Untitled - Message (HTML)". The interface includes a menu bar (File, Message, Insert, Options, Format Text, Review) and a ribbon with various tools like Cut, Copy, Paste, Bold, Italic, Underline, Address Book, Check Names, Attach File, Attach Item, Signature, Follow Up, High Importance, and Low Importance. The main content area displays an email body with the following text:

Best Regards,
Dmitry Ilyin
Senior Software Testing Engineer

EPAM Systems
Ryazan office, Russia
GMT+4

EPAM Internal ext.: 55802
Office phone: +7 (4912) 93-5733 ext. 5
Office fax: +7 (4912) 93-70-81
Mobile phone: +7 (910) 616-8680
Skype: Dmitry.Ilyin
E-mail: Dmitry_Ilyin@epam.com

<http://www.epam.com>

CONFIDENTIALITY CAUTION AND DISC
This message is intended only for the us
delivering the message to the intended
printed copies.

Overlaid on the email client are two dialog boxes:

- Select Names: EPAM Global Address List**: A search dialog with "Search" options (Name only selected, More columns), "Address Book" dropdown, and a list of names. The list includes Aaron Dodd (Director, 56769) and several Adam names (Berkes, Dec, Farkas, Graf, Howel, Krzysztofik, Majkrzak, Nagy, Nemeth, Simon, Szabo1, Szvercsok).
- Find**: A dialog box with a "General" tab and input fields for Display name, First name, Last name, Title, Alias, Company, Department, Office, and City.

Contacts

The screenshot displays the Microsoft Outlook interface for the 'Contacts' folder. The main window shows a contact card for Andrey Zotkin with a photo and contact details. An 'Add to Contacts' dialog box is open, showing the contact's information and fields for adding it to the address book.

Contact Card: Zotkin, Andrey

- Andrey Zotkin**
- Ryazan
- Senior Software Testing Engi...
- 55919 Work
- 7 905 185 68 99 Mobile
- +7 (4912) 34-29-12 # Assistant
- Andrey_Zotkin@epam.com
- 106844
- Russia
- EPRURYAW0332

Address Book: EPAM Global Address List

Name	Title	Business Phone
Andrey Zotkin	Senior Software Testing En...	55919
Andrey-Sergey Kim	Lead Software Engineer	55383
Andriana Samovska	HR Business Partner	57298
Andrii Afanasiev	Trainee	
Andrii Alekseiev	Senior Software Testing En...	57448
Andrii Aleksashyn	Senior Software Engineer	57127
Andrii Azimov	Junior Software Testing Eng...	59778
Andrii Baranovskyi	Senior Consultant	57212
Andrii Bondar	Senior Technical Support En...	57300
Andrii Bovsunovskiy	Software Maintenance Engi...	40581
Andrii Bruslyk	Senior Software Test Autom...	59760
Andrii Burachynskiy	Senior Software Engineer	40657
Andrii Burkovskiy	Junior Software Engineer	40663
Andrii Butenko	Senior Software Engineer	57285
Andrii Cherednychenko	Project Manager	57221
Andrii Chernukha	Junior Software Engineer	
Andrii Chernyshov	Lead Software Engineer	57128

Andrey Zotkin - Add to Contacts Dialog

General | Organization | Phone/Notes | Member Of | E-mail Addresses

Name: First: Andrey, Last: Zotkin, Display: Andrey Zotkin, Alias: Andrey_Zotkin

Address: [Empty], Title: Senior Software Testing Engineer, Employment Status: Full-time employee

PMC External ID: 106844, Location: Ryazan

PMC Internal ID: 4000741400005982151, Office: Gogolya str., 16-113

Workstation: EPRURYAW0332, Business Phone 1: 55919

Country/Region: Russia, Business Phone 2: [Empty]

Buttons: Add to Contacts, Actions, OK, Cancel, Apply

Contact Card

Andrey Zotkin - Contact

File Contact Insert Format Text Review

Save & Close Delete OneNote Save & New Forward Show Communicate Names Options Tags Update Zoom

Full Name... 

Company:

Job title:

File as:

Internet

E-mail...

Display as:

Web page address:

IM address:

Phone numbers

Business...

Home...

Business Fax...

Mobile...

Addresses

Business...  Map It

This is the mailing address

Andrey Zotkin
Ryazan
Senior Software Testing Engi...
55919 Work
7 905 185 68 99 Mobile
+7 (4912) 34-29-12 # Assistant
Andrey_Zotkin@epam.com
106844
Russia
EPRURYAW0332

Notes

 See more about: Andrey Zotkin. 

Rules and Alerts

The screenshot displays the Microsoft Outlook interface. The main window shows an email titled "Arrived from Vacation [Vladimir Bolotin Aug 20, 2012 - Aug 20, 2012]". The email content reads: "Dear Colleagues, Vladimir Bolotin has arrived from Vacation and was out of office from Aug 20, 2012 till Aug 20, 2012. Vacation type is OVT (Overtime Vacation)".

Overlaid on the interface is the "Rules Wizard" dialog box, which is in the "Step 1: Select condition(s)" stage. The conditions selected are:

- on this computer only
 - from people or public group
 - with specific words in the subject
 - through the specified account
 - sent only to me
 - where my name is in the To box
 - marked as importance
 - marked as sensitivity
 - flagged for action
 - where my name is in the Cc box
 - where my name is in the To or Cc box
 - where my name is not in the To box
 - sent to people or public group
 - with specific words in the body
 - with specific words in the subject or body
 - with specific words in the message header
 - with specific words in the recipient's address
 - with specific words in the sender's address

Step 2: Edit the rule description (click an underlined value):

Apply this rule after the message arrives from Anastasiya Alpatova or Sergey Barychev or Pavel Syvorov or Marina Dyomina and on this computer only move it to the QA8 folder and display a Desktop Alert

The "Rules and Alerts" task pane is also visible, showing a list of existing rules:

Rule (applied in the order shown)	Actions
<input type="checkbox"/> Project CITB-DWH (client-only) (For other computer)	
<input type="checkbox"/> Project SFTB-SPT (client-only) (For other computer)	
<input type="checkbox"/> Clear categories on mail (recommended)	
<input checked="" type="checkbox"/> QA8 (client-only) (For other computer)	
<input checked="" type="checkbox"/> Andrey Brova or Vladimir Mironov (client-only) (For other comput...)	
<input type="checkbox"/> SIN (client-only) (For other computer)	
<input checked="" type="checkbox"/> WFT PMC Support (client-only) (For other computer)	

Calendar

Календарь - Dmitry_Ilyin@epam.com - Microsoft Outlook

File Home Send / Receive Folder View

New Appointment Meeting New New Items Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar Calendar Groups E-mail Calendar Share Calendar Publish Online Calendar Permissions Find a Contact Address Book

September 2012

Su Mo Tu We Th Fr Sa

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

My Calendars

- Календарь
- Team: Alexander Kareev
 - Alexander Kareev
 - Alexander Svirin
 - Alexey Chirkov
 - Alexey Martynkin
 - Alexey Muraviev
 - Alexey Soloviev
 - Anastasiya Alpatova
 - Anatoly Milenevsky
 - Andrey Virakhovskiy
 - Andrey Zotkin
 - Arseniy Kuzmin
 - Darya Suvorova
 - Dmitry Safronov
 - Dmitry Utkin
 - Ekaterina Tretyak
 - Evgeniya Korolkova
 - Evgeny Bashkin
 - Igor Solenov
 - Ivan Mitrofanov
 - Julia Pavlova
 - Margarita Zorina
 - Marina Dyomina
 - Mariya Domozhilova
 - Mikhail Shloyev
 - Nataliya Suvorova
 - Nicolay Popov
 - Nina Zotova

September 2012

Календарь Alexander Kareev Andrey Zotkin

Calendar	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Календарь	26	27	28	29	30	31	1
Alexander Kareev	26	27	28	29	30	31	1
Andrey Zotkin	26	27	28	29	30	31	1

September 2012

Календарь Alexander Kareev Andrey Zotkin

Calendar	Sunday	Monday	Tuesday	Wednesday
Календарь	Aug 26	27	28	29
Alexander Kareev	Aug 26	27	28	29
Andrey Zotkin	Aug 26	27	28	29

Items: 16

Tasks

Задачи - Dmitry_Ilyin@epam.com - Microsoft Outlook

File Home Send / Receive Folder View

Change View View Settings Reset View

Categories Start Date Due Date Type

Importance Assignment Modified Date

Reverse Sort Add Columns Expand/Collapse

Navigation Pane Reading Pane To-Do Bar People Pane Reminders Window Open in New Window Close All Items

My Tasks

To-Do List

Задачи

Search Задачи (Ctrl+E)

<input checked="" type="checkbox"/>	Subject	Status	Due Date	Modif...	Date Completed	In Folder	Categories
	Click here to add a new Task						
<input type="checkbox"/>	New Task	Not Started	Fri 9/7/2012	Wed ...	None		
<input type="checkbox"/>	Лекция по MS Office	Not Started	Fri 9/7/2012	Wed ...	None		
<input checked="" type="checkbox"/>	Презентация по MS-Office	Completed	Fri 9/7/2012	Wed ...	Wed 9/5/2012		Green Category
<input type="checkbox"/>	Закончить рабочую неделю с хорошим настроени...	Not Started	Sat 9/8/2012	Wed ...	None		Blue-Category Yellow Category

Items: 4

All folders are up to date. Connected to Microsoft Exchange

100%

Thu 12:15 PM: English clas... Today: 0 Tasks

Tasks

Tasks view on the Calendar chart

The screenshot displays the Microsoft Outlook interface with the Calendar view selected. The window title is "Календарь - Dmitry_Ilyin@epam.com - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", and "View". The "View" tab is active, showing options for "New Appointment", "New Meeting", "New Items", "Today", "Next 7 Days", "Day", "Work Week", "Week", "Month", "Schedule View", "Open Calendar", "Calendar Groups", "E-mail Calendar", "Share Calendar", "Publish Online", and "Calendar Permissions".

The main calendar area shows a weekly view for "September 02 - 08, 2012". The days are Sunday through Saturday. The time slots range from 9 am to 12 pm. A task titled "English classes" is scheduled for Wednesday, September 5th, from 12 pm to 1 pm. The task is highlighted in blue. The task list at the bottom shows the following tasks:

Task	Status
Презентация...	Completed (checked)
Новая задача	Not started
Лекция по MS...	In progress
Закончить ра...	Not started

The bottom status bar indicates "All folders are up to date." and "Connected to Microsoft Exchange".

Meetings

The screenshot displays the Microsoft Outlook 'Meeting' setup window. The main window has a title bar 'Untitled - Meeting' and a ribbon with tabs: File, Meeting, Insert, Format Text, and Review. The Meeting tab is active, showing options like 'Appointment', 'Scheduling Assistant', 'Cancel Invitation', 'Address Book', 'Check Names', and 'Response Options'. There are also 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones) and 'Tags' (Private, High Importance, Low Importance) sections. The main area contains fields for 'To...' (Andrey Zotkin), 'Subject', 'Location', 'Start time' (Wed 9/5/2012, 2:00 PM), and 'End time' (Wed 9/5/2012, 2:30 PM). A 'Send' button is visible. A 'Room Finder' sidebar on the right shows a calendar for September 2012 and room selection options (Good, Fair, Poor). A 'Select Rooms: All Rooms' dialog box is open in the foreground, displaying a table of rooms with columns for Name, Location, and Business Phone. The 'Room - Ryazan, Gogolya str., 16, 102 - for Conference' is selected.

Name	Location	Business Phone
Room - New York, 825 3rd Ave, 8th Fl., Office 4 - for Work...		
Room - Princeton #1 - for Meeting		121
Room - Princeton #2 - for Meeting		104,154
Room - Princeton #3 - for Meeting		132
Room - Ryazan, Gogolya str., 16, 102 - for Conference		
Room - Ryazan, Gogolya str., 16, 105 - for Conference		
Room - Ryazan, Gogolya str., 16, 403 - for Conference		
Room - Ryazan, Gogolya str., 16, 410 - for Conference		55920
Room - Ryazan, Gogolya str., 16, 411 - for Conference		55878
Room - Ryazan, Gogolya str., 16, 421 - for Dinner		
Room - Ryazan, Moskovskoe sh., 39.5 - for Dinner		
Room - Ryazan, Moskovskoe sh., 39.5, 2nd Floor - for Con...		55877
Room - Ryazan, Moskovskoe sh., 39.5, Sode - for Confere...		55900
Room - Saint-Petersburg, Voronezhskaya, 5, 422-B, Mosco...		1054
Room - Saint-Petersburg, Voronezhskaya, 5, 423-B, Kyiv - ...		1045
Room - Saint-Petersburg, Voronezhskaya, 5, 442-B, Minsk ...		1024
Room - Samara, Melodizhskaya, 225, 16 - for Meeting		55900

This screenshot shows the 'New Items' menu in Outlook. The 'Meeting' option is highlighted, and a tooltip displays the keyboard shortcut 'Meeting (Ctrl+Shift+Q)'. Other options in the menu include 'E-mail Message', 'Appointment', 'Contact', 'Task', 'Text Message (SMS)', and 'E-mail Message Using'. The background shows the Outlook ribbon with 'File', 'Home', 'Send / Receive', 'Folder', and 'View' tabs.

Meetings

The screenshot displays a meeting scheduling application window titled "Untitled - Meeting". The interface includes a ribbon menu with tabs for "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" tab is active, showing various tools for managing appointments, such as "Delete", "Calendar", "Appointment", "Scheduling Assistant", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Show As", "Reminder", "Recurrence", "Time Zones", "Room Finder", "Categorize", "Private", "High Importance", and "Low Importance".

The main area shows a calendar for Thursday, September 06, 2012. The time slots range from 1:00 to 5:00 PM. A meeting titled "English classes" is scheduled from 12:00 to 1:00 PM. Two "Собеседова" (Interview) meetings are scheduled from 2:00 to 3:00 PM. The "Room - Ryazan, Gogolya str." is assigned to these meetings.

An "Appointment Recurrence" dialog box is open, showing the following settings:

- Appointment time: Start: 2:00 PM, End: 2:30 PM, Duration: 30 minutes
- Recurrence pattern: Weekly, Recur every 1 week(s) on: Wednesday
- Range of recurrence: Start: Wed 9/5/2012, No end date

The "Room Finder" panel on the right shows a calendar for September 2012 and a list of available rooms. The "Room - Ryazan, Gogolya str., 1" is highlighted as the selected room.