

# Activité D3.2

## Partie 1

1. Saisir les données suivantes.

<b>Matériel Disponible</b>			
<b>Désignation</b>	<b>Code</b>	<b>PU (DT)</b>	<b>Quantité</b>
Micro-ordinateur	ORD	1500	30
Imprimante	IMP	280	28
Souris	SOU	25	100
Ecran	ECR	350	70
Disquette 3 <sup>1/2</sup>	DIS	1	100
		<b>Total</b>	

2. Mise en forme:

**Texte 1/2:**

*Attribut : Expositif (pour le texte <sup>1/2</sup>)*

**Tableau :**

*Hauteur de la 1ère Ligne : 1,5 cm*

*Largeur des colonnes : 1ère Colonne : 4,5 cm ; 2ème, 3ème et 4ème : 3 cm*

*Bordure Extérieure: Double trait*

*Bordure Intérieure : Trait Simple*

3. Insérer une ligne vide juste après l'article Souris
4. Saisir les données suivantes au niveau de la ligne vide.

Lecteur Zip	ZIP	3	960
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5. Insérer une colonne TVA juste avant la colonne PU(DT)
6. Saisir les données suivantes dans la colonne TVA :

TVA	0,18	0,15	0,18	0,15	0,18	0,15
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7. Mise en forme:

**Titre : « Matériel Disponible »**

*Alignement : centré par rapport au tableau*

*Taille : 18*

*Style : Gras*

**Libellés : (2ème Ligne du tableau)**

*Alignement : Centré*

*Taille : 14*

*Style : Gras*

*Couleur : Bleu*

# Linformatique Pour D Butants Nicolas Lopez Ebook

**Claude Bergerol**



## **L'informatique Pour D Butants Nicolas Lopez Ebook:**

L'Informatique Pour Les Debutants Nicolas Lopez,2015-10-23 Qu allez vous apprendre Comment allumer un ordinateur Se servir du clavier et de la souris Mettre en forme du texte Copier Coller Creer dossiers et les supprimer Aller sur internet Chercher des informations sur internet Se creer une adresse mail Envoyer des mails et en recevoir Differencier les elements d un ordinateur Qu est ce que la memoire d un ordinateur Qu est ce qu un serveur Comment nettoyer son ordinateur complètement Supprimer des virus *Débuter en informatique pour les nuls* Dan Gookin,John R.. Levine,Andy Rathbone,2006 Un nouveau mat riel ou un nouveau logiciel vient de d barquer dans votre vie et vous n avez pas de temps perdre pour en apprendre l utilisation Deux solutions s offrent vous attendre un miracle solution peu probable ou faire confiance votre M gapoche qui vous donnera toutes les informations essentielles pour d marrer un apprentissage efficace dans la joie et la bonne humeur Vous venez de faire l acquisition d un PC ou vous souhaitez le faire alors n h sitez pas prenez ce livre il est pour vous La premi re partie est consacr e la description mat rielle de l ordinateur vous d couvrirez les entrailles de la b te et comment fonctionnent ses p riph riques La seconde partie est consacr e au c ur du PC Windows XP La troisi me partie vous fera partir pour une croisi re la d couverte du monde merveilleux d Internet **L'Abc de**

**L'Informatique: L'Informatique Simplifié Pour Les Debutants !** Abdoul Aziz Welgo,2019-02-21 Pensez vous que l informatique c est compliqu Vous vous demandez pourquoi utilisez un ordinateur Vous avez de bonnes base mais souhaitez vous am liorer en informatique de fa on g n rale en bureautique et au bon usage d internet Alors n h sitez plus ce livre est le v tre L ABC DE L INFORMATIQUE offre vous et votre entourage une m thode exclusive pour entrer dans l univers informatique afin d tre en phase avec le 21e si cle Vous pourrez pas pas et tr s facilement vous former sur Les bases de l informatique tel que l ordinateur et ses diff rentes parties la notion de syst me d exploitation et de logiciel l utilisation d un syst me d exploitation Microsoft office Word Microsoft office Excel Microsoft office PowerPoint L utilisation d internet et la s curisation de vos donn es personnelles Pour comprendre l'informatique Michel Politis,1986 **Apprendre l'informatique pour les débutants** Thomas Cambrai,2020-05-26 Vous tes compl tement novice ou grand d butant Vous avez quelques notions d informatique vous savez un peu naviguer sur Internet et envoyer quelques messages ou vous n y connaissez vraiment rien Vous souhaitez vous lancer combler vos lacunes tenter votre premier achat en ligne ou simplement consolider vos connaissances Cet ouvrage pr sente les notions fondamentales de l univers de l informatique et d Internet Il propose des exercices pratiques pour vous familiariser de fa on ludique avec l ordinateur Il donne des clefs pour d couvrir et comprendre le monde fabuleux d Internet travers des exemples divertissants faciles imiter Il vous conduit progressivement vers une plus grande autonomie Les plus de 55 ans sont la nouvelle g n ration Internet N anmoins il est parfois difficile pour eux parfois peu familiaris s avec l outil informatique en g n ral d apprivoiser le langage tr s particulier d Internet et de naviguer sur la toile Ce livre leur est d di Au sommaire Choisir son ordinateur en fonction de ses besoins La connexion Internet Les logiciels

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 r seaux de t l communication qui modifient radicalement sa port e Il situe l informatique dans une perspective historique et  
 value ses effets sur la soci t des technologies de l information et de la communication Il met d abord en vidence les concepts  
 sur lesquels repose l architecture des ordinateurs puis explique le fonctionnement des l ments majeurs de cette architecture  
 Il crit les composants mat riels et logiciels commun ment rencontr s Enfin il introduit la programmation l aide du langage  
 Python et l interrogation de donn es avec le langage SQL L informatique est une composante majeure et quotidienne dans  
 notre soci t Sa connaissance ne doit pas tre r serv e aux seuls sp cialistes mais elle doit au contraire tre comprise par tous  
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