# Personalitöö tehniline administreerimine



# Kirjamalli loomine

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WordPerfect, MS Office, LibreOffice al 1994. a

1. **Teksti sisestamise reeglid**

NB! Videote vaatamiseks vajalik flash-playeri olemasolu arvutis.

<http://materjalid.tmk.edu.ee/heikki_eljas/Tekstitootlus/MSWord2000/Reeglid.pdf>

<http://materjalid.tmk.edu.ee/heikki_eljas/Reeglid> (NB! Video)

1. **Kujundusvõtted ja dokumendi struktuur**

<http://materjalid.tmk.edu.ee/heikki_eljas/Tekstitootlus/MSWord2000/Kujundusvotted.pdf>

<http://materjalid.tmk.edu.ee/heikki_eljas/Tekstitootlus/Dokstruktuur/Dokumendi_struktuur.pdf>

1. **Hiireta töö ja kiirkäsud**

<http://materjalid.tmk.edu.ee/heikki_eljas/Tekstitootlus/MSWord2000/Kiirkasud2000.pdf>

<http://materjalid.tmk.edu.ee/heikki_eljas/Hiireta/>

1. **Kaasaskantav tarkvara**

<http://materjalid.tmk.edu.ee/heikki_eljas/PIR/>

1. **Pilvetarkvara**
* [drive.google.com](http://docs.google.com) – ühisdokumendid, küsitlused (Form)
* [doodle.com](http://doodle.com) – kohtumiste kokkuleppimine
* [goo.gl](file:///%5C%5Cgenesis%5Cftproot%5Ctmk-win%5Cheikki%5CDokumendid%5CSekret-tk%5Cgoo.gl) - veebilinkide lühendajad: bit.ly jt
1. **Word 2010 kohandamine**
* Arendaja nupuriba ja makrode loomine: <http://materjalid.tmk.edu.ee/heikki_eljas/Tekstitootlus/Videojuhendid/makro-10-et.swf>
* Automaatkorrektuuri kohandamine
1. **FireFox, RSS vood**
* Lehitseja kohandamine: Eesti keele speller, Flashblock jpt
* Otsingud ja keskmine hiireklikk
* „Elusad“ järjehoidjad (live bookmarks)
1. **Sisukordade, loetelude loomine**

Sisukord, märksõnastik, selede loend, ristviited jm

1. **Failiformaadid - Word2007/2010 vs OpenOffice.org 3.0 (nüüd LibreOffice)**

ISO vs Ecma standard <http://opendocumentfellowship.com/introduction/odf_vs_oxml> (*ik*)

* [http://et.libreoffice.org/esileht](http://et.libreoffice.org/esileht/)
* Piltide hankimine .docx või .odt failist: nimeta fail ümber .zip failiks, paki .zip fail lahti, leia kataloog media, milles on kõik pildid
1. **Dokumendipõhja ehk malli koostamine**

Avalduse kaitstud malli näide kaustas: <http://materjalid.tmk.edu.ee/heikki_eljas/Pt-teh-admin/>

Kirjamalli loomine: <http://materjalid.tmk.edu.ee/heikki_eljas/Kirjamall/>
NB! Standardi muutused.

* Kirjamall Wordiga
* Kirjamall Writeriga

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