



WORD 2010 Y LOS DOCUMENTOS EXTENSOS.

By AA.VV.

ENI EDICIONES. Book Condition: New. Un pack de 2 libros para aprender las funciones de Word 2010 y aplicarlas a través de la realización de documentos extensos (informes, tesis, novelas.). El libro de la colección Ofimática Profesional: Word 2010 Este manual presenta detalladamente el conjunto de funciones de la versión 2010 del famoso procesador de texto Microsoft® Word ; está destinado a los usuarios interesados en descubrir en profundidad el conjunto de sus funciones. Tras la descripción del entorno de trabajo, que comprende la cinta de opciones y la nueva ficha Archivo, el usuario aprenderá a crear y guardar documentos , a compartirlos a través de SkyDrive, y a introducir y modificar texto. A continuación se muestra cómo dar formato e imprimir el documento. La siguiente parte explica paso a paso cómo formatear el texto aplicando formatos de caracteres (efectos visuales y funciones OpenType) y formatos de párrafo y de página. Para optimizar sus presentaciones, los usuarios aprenderán a aplicar un tema al documento y a crear estilos y plantillas . Dando un paso más allá en la gestión de los textos, se muestra cómo explotar las funciones de búsqueda y reemplazo , el uso del corrector ortográfico ,...



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