

Descargar Word 2010 Gratis Con Serial

Daniel F McAuley

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Microsoft Word 2010 Rosario Peña Pérez,Ángel Pérez Díaz,2010

Manual de Word 2010 MEDIAactive,2011-05 Word 2010 es el más conocido y seguramente el mejor logrado procesador de textos disponible en el mercado actual. Con este manual que ahora tiene en sus manos podrá conocer a fondo esta aplicación de Microsoft Office que optimiza el proceso de creación y edición de documentos de textos. No importa si usted es un usuario habitual de la aplicación que busca un libro de apoyo para sus funciones avanzadas, o si jamás ha trabajado con Word; en este Manual Word 2010 encontrará una valiosa herramienta que le permitirá sacar el máximo provecho a sus potentes funciones. Mediante sencillos y a la vez elaborados ejercicios, se describen detalladamente las herramientas del programa y sus importantes mejoras. Entre las novedades de la versión 2010, destaca la mejorada interfaz de usuario con el nuevo menú Archivo y la Vista Backstage, que permite ejecutar un gran número de operaciones de gestión de documentos desde una misma ventana. Destacan también los cambios en lo que a diseño se refiere, pues ahora es posible agregar efectos visuales, antes sólo disponibles para formas e imágenes, a los textos de un documento. En cuanto a las imágenes en sí, se han añadido también espectaculares efectos artísticos y herramientas de edición que le permiten trabajar con imágenes sin tener que recurrir a otras aplicaciones gráficas, además de un comando de captura de pantalla que permite incorporar a su documento cualquier contenido disponible en su escritorio de forma rápida y sencilla. Además, esta versión de la aplicación presenta nuevas utilidades para la revisión final que proporcionan detallados informes sobre la compatibilidad con otras versiones, la accesibilidad para personas con discapacidades o los posibles elementos ocultos, entre otras. Finalmente, proporciona una amplia gama de opciones para compartir documentos con otros usuarios.

WORD 2010 BASICO , Aprende a utilizar Word 2010 de manera fácil

Word 2010 Práctico Rafael Roca,2018-05-13 Word 2010 Práctico está diseñado para que cualquier persona pueda convertirse en experta usuaria del procesador de texto más completo del mercado, Microsoft Word 2010. El libro sigue una metodología eminentemente práctica, bajo criterios pedagógicos, lo cual permite tratar progresivamente los temas más

importantes de la aplicación de forma amena, a la vez que rigurosa. Su estructura modular facilita el aprendizaje de las operaciones básicas en los módulos iniciales para abordar las herramientas más complejas en los siguientes. Además de los contenidos esenciales, como son la edición y formato del texto; desplazarse y seleccionar; deshacer y rehacer; copiar, cortar y pegar; revisar la ortografía y la gramática; configurar la página e imprimir; se estudian, entre otros, los siguientes temas: Formato de párrafo · Sangría · Tabulaciones · Bordes y sombreado · Numeración y viñetas · Tablas · Buscar y reemplazar · Ir a · Insertar símbolos · Insertar elementos rápidos · Vistas · Alternar documentos · Regla · Portapapeles · Guardar en otros formatos · Sinónimos · Idioma · Traducción y referencia · Copiar y borrar formato · Guiones · Saltos de página manuales · Personalizar barra de acceso rápido y cinta de opciones · Autocorrección · Imágenes · Formas · Cuadros de texto · WordArt · Letra capital · Notas al pie · Columnas estilo periódico · Combinar correspondencia · Plantillas · Estilos de párrafo · Tablas de contenido · Secciones de documento · Tablas de ilustraciones · Índice · Marcadores · Hipervínculos · Referencias cruzadas · Macros · Protección del documento · Revisión y control de cambios En la web del libro rafaroca.net/libros/word2010 se encuentran disponibles para su descarga los archivos complementarios de la aplicación. También, en la misma página web se puede descargar una muestra del libro para comprobar si es adecuado para nuestras necesidades.

Aprenda Microsoft Word 2010 Formación Digital, S.L.,2010

Microsoft Word 2010 Rodrigo D. Calafate,2009-09-19 O Word integra os aplicativos do Office, sendo considerado um dos principais produtos da Microsoft e do mercado para escritório, superando os concorrentes com forte crescimento na plataforma gratuita como Open Office e Google. Sendo o Editor de Texto mais utilizado exploramos de forma ilustrativa as ferramentas que o compõe, além de um conteúdo extra, com dicas, dúvidas e normas sobre edição de textos.

Word 2010. Básico Pablo Valderrey Sanz,2011-05 Word 2010 es el procesador de textos de la nueva suite de Microsoft Office 2010. Se trata de una herramienta de diseño y elaboración de documentos que se puede utilizar para elaborar textos de alto nivel de calidad. Permite realizar sin problemas las tareas de maquetación y edición profesional de libros, por lo que actualmente es una herramienta muy utilizada en el mundo de las editoriales. También veremos sus elevadas prestaciones en el campo de la escritura científica. En este libro se presenta la temática de Word 2010 a nivel medio presentando los conceptos de forma concisa e ilustrándolos con ejemplos representativos. Se comienza describiendo el entorno de trabajo de Word 2010 y en sucesivos capítulos se profundiza en las tareas con fuentes, párrafos, estilos, texto, tablas, gráficos, objetos, escritura científica, referencias, índices, combinación de correspondencia, corrección, traducción, control de cambios y otros temas adicionales. El contenido del libro se presenta en orden secuencial de dificultad, siendo útil para todo tipo de usuarios independientemente de su nivel.

Word 2010 Luis Navarro,Navarro Larred Navarro,2010

Guía visual de Word 2010 Patricia Scott Peña,2010-09-27 Microsoft Word 2010 es el procesador de textos más utilizado,

y forma parte de Microsoft Office 2010. Esta nueva versión, le ayuda a crear documentos de aspecto profesional proporcionando un conjunto de herramientas para la creación y edición de textos así como la aplicación de formato a través de una interfaz de usuario muy intuitiva. En esta versión se ha mejorado la apariencia de la interfaz del usuario, que se ajusta al nuevo aspecto de Windows 7. La Guía Visual de Word 2010 le permitirá aprender, de una forma rápida y sencilla, cómo utilizar esta aplicación, imprescindible para muchos profesionales, y muy útil para entornos domésticos. Al ser una guía visual, las explicaciones son concisas y van apoyadas con un gran número de imágenes de ejemplo. Con esta obra descubrirá los aspectos más interesantes y las principales características del producto.

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