



#### Microsoft Access 2007

Una base de datos y programas para controlar y administrar la información mediante Microsoft Office Access.



#### Microsoft Excel 2007

Utiliza Microsoft Office Excel para editar hojas de cálculo, analizar información y visualizar datos en hojas de cálculo.



#### Microsoft Outlook 2007

Utiliza para enviar y recibir correo electrónico, administrar la agenda y los contactos, así como para llevar un registro de sus actividades.



#### Microsoft PowerPoint 2007

Microsoft Office PowerPoint permite crear y modificar presentaciones para reuniones con dispositivos, reuniones y páginas Web.



#### Microsoft Publisher 2007

Mueve la forma en que administra los artículos del sitio Web, con herramientas que le guían desde el concepto hasta la entrega.



#### Microsoft Word 2007

Crea y edita documentos profesionales como cartas, folletos, informes y folletos con Microsoft Office Word.



#### Microsoft SharePoint 2007

Una aplicación de soluciones, oficinas de trabajo ligada y fácil de usar para la productividad y productividad eficaz de equipos integrados.



#### Microsoft Groove 2007

Trabaja en equipo compartiendo la información con los miembros que lo componen en cualquier lugar y en cualquier momento.



#### Microsoft InfoPath 2007

Recopila información de fuentes Office y simplifica el acceso de los procesos empresariales utilizando formularios electrónicos interactivos.



#### Microsoft OneNote 2007

Recopila toda la información en un solo lugar, encuentra lo que busca de forma rápida y sencilla, y con otros recursos desde la misma página.



#### Microsoft Project 2007

Mantenga informado al control de los recursos y el progreso del proyecto y optimice los datos mediante herramientas avanzadas.



#### Microsoft Visio 2007

Visualiza, analiza y comunica información, procesos y procesos de flujo de trabajo.

# Microsoft Office 2007

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# Ms Office 2007 Guide

**Patrick Vollmar**



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