

1

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1. Primer documento

Este tema está pensado para las personas que no conocen nada de Word 2007. Aquí aprenderemos a crear y guardar nuestro primer documento, te darás cuenta de lo fácil que es Word 2007.

Arrancar  Microsoft Office Word 2007

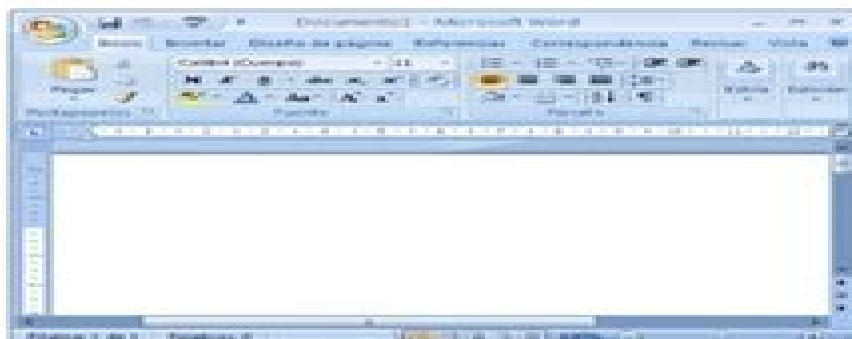
Lo primero que hay que hacer para trabajar con Word 2007 es iniciar el programa. Podemos hacerlo de varias formas.

Desde el menú Inicio. Se accede desde el botón situado, normalmente en la esquina inferior izquierda de la pantalla y desde ahí se pueden arrancar prácticamente todos los programas que están instalados en el ordenador.

Al colocar el cursor y hacer clic sobre el botón Inicio se despliega un menú parecido al que ves a la derecha; al colocar el cursor sobre el elemento **Todos los programas**; se desplegará una lista con los programas que hay instalados en tu ordenador.



En esta imagen tienes un ejemplo de una lista con programas, busca el elemento **Microsoft Office Word 2007** y haz clic sobre él para que se arranque.



Es conveniente que vayas practicando lo que te vamos explicando lo antes posible. Así cuando lo creas oportuno puedes pasar a la sesión de Word 2007 para practicar lo que acabas de leer.

Al arrancar Word 2007 aparece una pantalla inicial como ésta. Ahora nos vamos a fijar sólo en algunas cosas.

En la parte superior esta, en color celeste, la **barra del título**, en la que aparece el **nombre del documento** sobre el que estamos trabajando.

Cuando arrancamos Word 2007 sin abrir ningún documento, por defecto nos abre un documento en blanco y le asigna el nombre inicial **Documento1**.

Manual For Microsoft Word 2007

Shasha Hu



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Table of Contents Manual For Microsoft Word 2007

1. Understanding the eBook Manual For Microsoft Word 2007
 - The Rise of Digital Reading Manual For Microsoft Word 2007
 - Advantages of eBooks Over Traditional Books
2. Identifying Manual For Microsoft Word 2007
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Manual For Microsoft Word 2007
 - User-Friendly Interface
4. Exploring eBook Recommendations from Manual For Microsoft Word 2007
 - Personalized Recommendations
 - Manual For Microsoft Word 2007 User Reviews and Ratings
 - Manual For Microsoft Word 2007 and Bestseller Lists

5. Accessing Manual For Microsoft Word 2007 Free and Paid eBooks
 - Manual For Microsoft Word 2007 Public Domain eBooks
 - Manual For Microsoft Word 2007 eBook Subscription Services
 - Manual For Microsoft Word 2007 Budget-Friendly Options
6. Navigating Manual For Microsoft Word 2007 eBook Formats
 - ePub, PDF, MOBI, and More
 - Manual For Microsoft Word 2007 Compatibility with Devices
 - Manual For Microsoft Word 2007 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Manual For Microsoft Word 2007
 - Highlighting and Note-Taking Manual For Microsoft Word 2007
 - Interactive Elements Manual For Microsoft Word 2007
8. Staying Engaged with Manual For Microsoft Word 2007
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Manual For Microsoft Word 2007
9. Balancing eBooks and Physical Books Manual For Microsoft Word 2007
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Manual For Microsoft Word 2007
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Manual For Microsoft Word 2007
 - Setting Reading Goals Manual For Microsoft Word 2007
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Manual For Microsoft Word 2007
 - Fact-Checking eBook Content of Manual For Microsoft Word 2007
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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