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UNIDAD

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

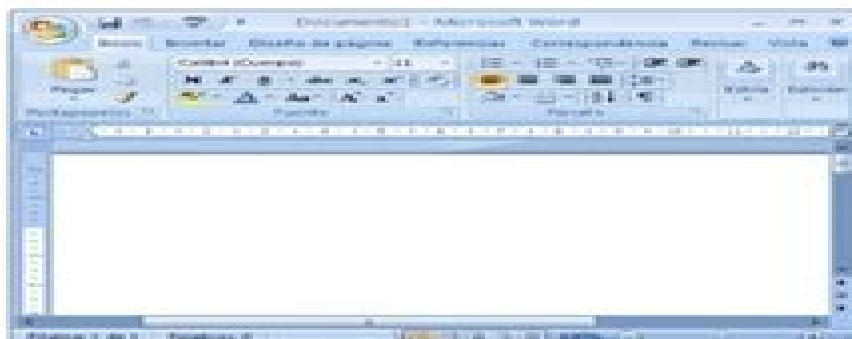
Lo primero que hay que hacer para trabajar con Word 2007 es iniciar el programa. Podemos hacerlo de varias formas.

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

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