

MANUAL DE WINDOWS 8

Preparado por Lic. Efraín Salgado UCP



30 DE JULIO DE 2013 SALGADO INC Secretaria de Trabajo -UCP

Manual Windows 8 Doc

David Pogue

Manual Windows 8 Doc:

Windows 8: The Missing Manual David Pogue, 2013-02-27 With Windows 8 Microsoft completely reimagined the graphical user interface for its operating system and designed it to run on tablets as well as PCs It s a big change that calls for a trustworthy guide Windows 8 The Missing Manual New York Times columnist David Pogue provides technical insight lots of wit and hardnosed objectivity to help you hit the ground running with Microsoft s new OS This jargon free book explains Windows 8 features so clearly revealing which work well and which don't that it should have been in the box in the first place

Windows 8.1 David Poque, 2013 Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history It combines the familiar Windows desktop with a new touchscreen friendly world of tiles and full screen apps Luckily David Poque is back to help you make sense of it with humor authority and 500 illustrations. The important stuff you need to know What s new in 8 1 The update to 8 1 offers new apps a universal Search the return of the Start menu and several zillion other nips and tucks New features Storage Spaces Windows To Go File Histories if Microsoft wrote it this book covers it Security Protect your PC from viruses spyware spam sick hard drives and out of control kids The network HomeGroups connecting from the road mail Web music streaming among PCs this book has your network covered The software Media Center Photo Gallery Internet Explorer speech recognition this one authoritative witty guide makes it all crystal clear It s the book that Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-15 should have been in the box Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word CHAPTER 6 FONT Formatting 6 1 Formatting Fonts 6 2 The Font

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