

2. INSERTAR

ENCABEZADO Y PIE DE PÁGINA:

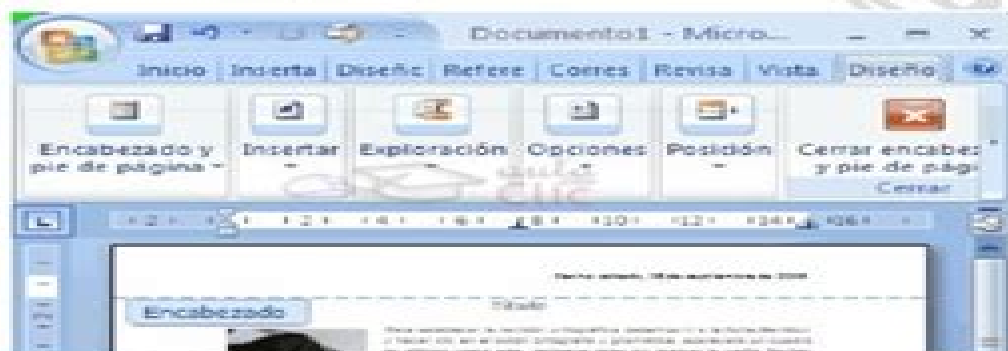
Un encabezado es un texto que se insertará automáticamente al principio de cada página. Esto es útil para escribir textos como, por ejemplo, el título del trabajo que se está escribiendo, el autor, la fecha, etc. El pie de página tiene la misma funcionalidad, pero se imprime al final de la página, y suele contener los números de página.

Para modificarlos vamos a la pestaña Insertar y hacemos clic en alguno de los dos botones (Pie de página o Encabezado) y seleccionamos la opción Editar.

Se mostrará una nueva pestaña:



Observa como ha aparecido una línea punteada con el rótulo Encabezado, el cursor se ha situado dentro, y también se ha abierto la pestaña Herramientas para encabezado y pie de página, que contiene los iconos con todas las opciones disponibles.



TABLAS

Las tablas permiten organizar la información en filas y columnas, de forma que se pueden realizar operaciones y tratamientos sobre las filas y columnas. Por ejemplo, obtener el valor medio de los datos de una columna o para ordenar una lista de nombres.

Otra utilidad de las tablas es su uso para mejorar el diseño de los documentos ya que facilitan la distribución de los textos y gráficos contenidos en sus casillas. Esta característica se emplea sobre todo en la construcción de páginas Web para Internet.

Vemos, pues, que esta forma de organizar los datos es mucho más potente que utilizando las tabulaciones u otros métodos.

Una tabla está formada por celdas o casillas, agrupadas por filas y columnas, en cada casilla se puede insertar texto, números o gráficos.

1. Creación de tablas:

Se puede crear una tabla de tres formas equivalentes, todas están en la pestaña Insertar, seleccionar dentro de una cuadrícula las filas o columnas, definirla usando números para especificar cuantas filas y

Manual De Word 2007

F Rizvi



Manual De Word 2007:

Manual De Word 2007 Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has been evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Manual De Word 2007**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall affect readers.

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