

## 2. INSERTAR

### ENCABEZADO Y PIE DE PÁGINA:

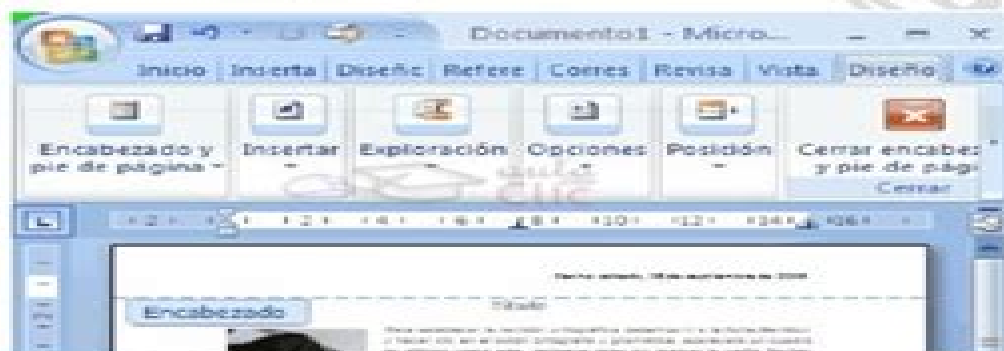
Un encabezado es un texto que se insertará automáticamente al principio de cada página. Esto es útil para escribir textos como, por ejemplo, el título del trabajo que se está escribiendo, el autor, la fecha, etc. El pie de página tiene la misma funcionalidad, pero se imprime al final de la página, y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

**Lingjun Ying**



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## **Table of Contents Manual De Word 2007**

1. Understanding the eBook Manual De Word 2007
  - The Rise of Digital Reading Manual De Word 2007
  - Advantages of eBooks Over Traditional Books
2. Identifying Manual De 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 De Word 2007
  - User-Friendly Interface
4. Exploring eBook Recommendations from Manual De Word 2007
  - Personalized Recommendations
  - Manual De Word 2007 User Reviews and Ratings
  - Manual De Word 2007 and Bestseller Lists

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