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ENCABEZADO Y PIE DE PÁGINA:

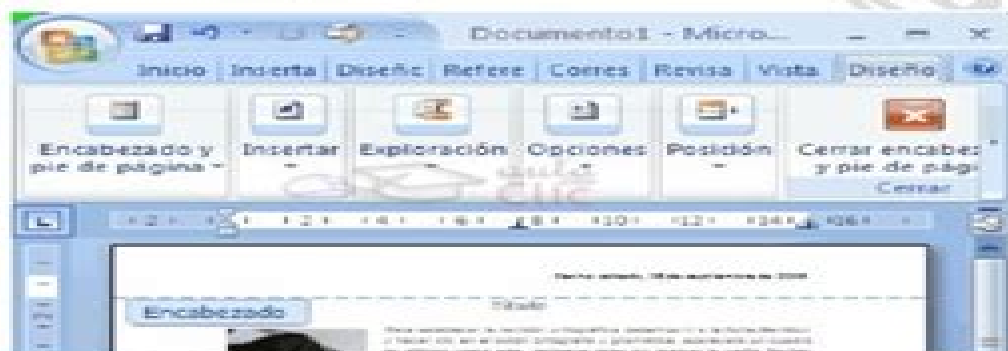
Un encabezado es un texto que se insertará automáticamente al principio de cada página. Esto es útil para escribir textos como, por ejemplo, el título del trabajo que se está escribiendo, el autor, la fecha, etc. El pie de página tiene la misma funcionalidad, pero se imprime al final de la página, y 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 Do Word 2007

SJ Ball



Manual Do Word 2007:

Unveiling the Energy of Verbal Art: An Mental Sojourn through **Manual Do Word 2007**

In a global inundated with monitors and the cacophony of quick communication, the profound energy and mental resonance of verbal artistry frequently diminish into obscurity, eclipsed by the continuous assault of sound and distractions. Yet, nestled within the musical pages of **Manual Do Word 2007**, a charming function of fictional splendor that impulses with raw thoughts, lies an wonderful trip waiting to be embarked upon. Penned by a virtuoso wordsmith, this exciting opus courses visitors on an emotional odyssey, gently revealing the latent potential and profound influence stuck within the delicate web of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is central themes, dissect its charming publishing type, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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