

2. INSERTAR

ENCABEZADO Y PIE DE PÁGINA:

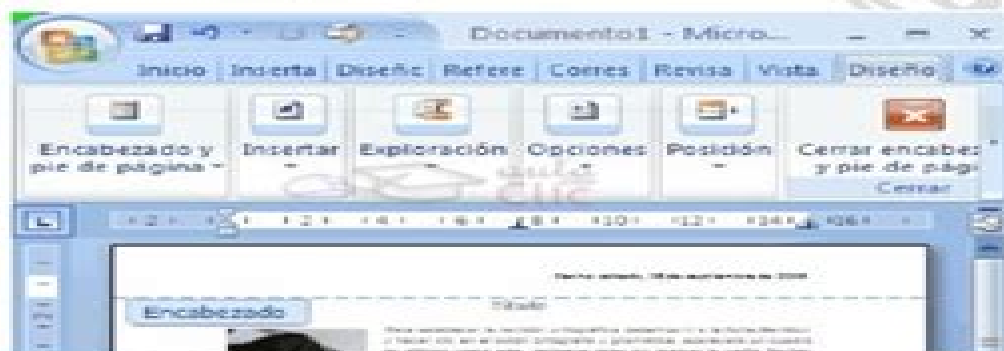
Un encabezado es un texto que se insertará automáticamente al principio de cada página. Esto es útil para escribir textos como, por ejemplo, el título del trabajo que se está escribiendo, el autor, la fecha, etc. El pie de página tiene la misma funcionalidad, pero se imprime al final de la página, y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

CL Gary



Manual Do Word 2007:

Word 2007 Chris Grover, 2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond

Word 2007 for Starters: The Missing Manual Chris Grover, 2007-01-25 Fast paced and easy to read this concise book teaches you the basics of Word 2007 so you can start using the program right away Not only will you learn how to work with Word s most useful features to create documents format and edit text share the results and more you ll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables The new Word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing but there s more to this powerful program than meets the eye It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software Many of these features are hidden among Word s cluttered menus and even the pros can t find them all For Word 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as poor as ever so even if you find the features you need you still may not know what to do with them Word 2007 for Starters The Missing Manual helps you master Word s redesigned user interface and gives you exactly what you need to create unique attractive and effective documents **The Unofficial Guide to**

Microsoft Office Word 2007 David J. Clark, 2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools Word 2007 for Starters Chris Grover, 2007 Clear explanations step by step instructions and lots of illustrations guide you through Microsoft Word s most useful features Word 2007 Advanced: Part I , **Word 2007** Connie Morrison, 2007-05-02 If youre familiar with Word

but not Word 2007 this is the book for you Word 2007 Beyond the Manual focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time **Special Edition Using Microsoft Office Word**

2007 Faithe Wempen, 2002-12-26 THE ONLY WORD 2007 BOOK YOU NEED This book will help you build solid skills to create the documents you need right now and expert level guidance for leveraging Word s most advanced features whenever you need them If you buy only one book on Word 2007 Special Edition Using Microsoft Office Word 2007 is the book you

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Complete classroom training manuals for Word for Microsoft 365 for Lawyers 395 pages and 223 individual topics Includes practice exercises and keyboard shortcuts You will learn how to perform legal reviews create citations and authorities and use legal templates In addition you ll receive our complete Word curriculum Topics Covered Getting Acquainted with Word 1 About Word 2 The Word Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 The Quick Access Toolbar 7 Touch Mode 8 The Ruler 9 The Scroll Bars 10 The Document View Buttons 11 The Zoom Slider 12 The Status Bar 13 The Mini Toolbar 14 Keyboard Shortcuts Creating Basic Documents 1 Opening Documents 2 Closing Documents 3 Creating New Documents 4 Saving Documents 5 Recovering Unsaved Documents 6 Entering Text 7 Moving through Text 8 Selecting Text 9 Non Printing Characters 10 Working with Word File Formats 11 AutoSave Online Documents Document Views 1 Changing Document Views 2 Showing and Hiding the Ruler 3 Showing and Hiding Gridlines 4 Showing and Hiding the Navigation Pane 5 Zooming the Document 6 Opening a Copy of a Document in a New Window 7 Arranging Open Document Windows 8 Split Window 9 Comparing Open Documents 10 Switching Open Documents 11 Switching to Full Screen Mode Basic Editing Skills 1 Deleting Text 2 Cutting Copying and Pasting 3 Undoing and Redoing Actions 4 Finding and Replacing Text 5 Selecting Text and Objects Basic Proofing Tools 1 The Spelling and Grammar Tool 2 Setting Default Proofing Options 3 Using the Thesaurus 4 Finding the Word Count 5 Translating Documents 6 Read Aloud in Word Font Formatting 1 Formatting Fonts 2 The Font Dialog Box 3 The Format Painter 4 Applying Styles to Text 5 Removing Styles from Text Formatting Paragraphs 1 Aligning Paragraphs 2 Indenting Paragraphs 3 Line Spacing and Paragraph Spacing Document Layout 1 About Documents and Sections 2 Setting Page and Section Breaks 3 Creating Columns in a Document 4 Creating Column Breaks 5 Using Headers and Footers 6 The Page Setup Dialog Box 7 Setting Margins 8 Paper Settings 9 Layout Settings 10 Adding Line Numbers 11 Hyphenation Settings Using Templates 1 Using Templates 2 Creating Personal Templates Printing Documents 1 Previewing and Printing Documents Helping Yourself 1 Microsoft Search in Word 2 Using Word Help 3 Smart Lookup Working with Tabs 1 Using Tab Stops 2 Using the Tabs Dialog Box Pictures and Media 1

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Pro Web 2.0 Mashups Raymond Yee, 2008-04-25 How many times have you seen a web site and said This would be exactly what I wanted if only If only you could combine the statistics here with data from your company s earnings projections If only you could take the addresses for those restaurants and plot them on one map How often have you entered the date of a concert into your calendar with a single click instead of retyping How often do you wish that you could make all the different parts of your digital world your e mail your word processor documents your photos your search results your maps your presentations work together more seamlessly After all it s all digital and malleable information shouldn t it all just fit together In fact below the surface all the data web sites and applications you use could fit together This book teaches you how to forge those latent connections to make the Web your own by remixing information to create your own mashups A mashup in the words of the Wikipedia is a web site or web application that seamlessly combines content from more than one source 1 into an integrated experience Learning how to draw content from the Web together into new integrated interfaces and applications whether for yourself or for other others is the central concern of this book

Office 2010 Library John Walkenbach, Michael R. Groh, Herb Tyson, Faithe Wempen, 2010-11-17 A must have collection of Office 2010 application Bibles written by the world s leading experts Talk about a bargain Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world s leading experts of these applications provide you with an arsenal of information on the latest version of each program Three CDs are also included that feature bonus material including helpful templates worksheets examples and more to enhance your Microsoft Office 2010 experiences Features four essential books on the most popular applications included in the Office 2010 suite Excel Access PowerPoint and Word Excel 2010 Bible serves as an indispensable reference for Excel users no matter your level of expertise and updates you on the latest Excel tips tricks and techniques Access 2010 Bible offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible begins with a detailed look at all the new features in Word 2010 and then expends to cover

more advanced intricate topics Office 2010 Library presents you with all encompassing coverage that you won't find anywhere else

Word 2007 For Dummies Dan Gookin, 2011-02-10 Dan Gookin's For Dummies guides to Word have consistently led the pack selling more than 1.7 million copies in previous editions. The author's irreverent sense of humor and crystal clear prose make getting up to speed on Word a snap. Thoroughly updated to cover Word's new interface, new file format options, and new collaboration and connectivity features. An essential resource for everyone who wants to hit the ground running with Word 2007 and make the most of all the new features

Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp, 2020-08-15 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:

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iPhoto '08 David Pogue, Derrick Story, 2008 Apple has taken iPhoto '08 to a whole new level Now in addition to handling upwards of 250 000 images the program lets you easily categorize and navigate through those photos with a feature called Events Plus new editing tools let you copy and paste adjustments between photos Books and calendars have been improved too as has the program's ability to publish pictures on the Web Apple makes it all sound easy drag this click that and you're done But you can still get lost especially if you're a newcomer iPhoto '08 The Missing Manual explains how to take advantage of all these powerful tools and new features without confusion or frustration Bestselling authors David Pogue and Derrick Story give you a witty objective and clear cut explanation of how things work with plenty of undocumented tips and tricks for mastering the new iPhoto Four sections help you import organize edit share and even take your photos Digital Photography The Missing Manual offers a course in picture taking and digital cameras how to buy and use your digital camera how to compose brilliant photos in various situations sports portraits nighttime shots even kid photography and how to get the most out of batteries and memory cards iPhoto Basics covers the fundamentals of getting your photos into iPhoto organizing and filing them searching and editing them Meet Your Public teaches you all about slideshows making or ordering prints creating books calendars and greeting cards and sharing photos on web sites or by email iPhoto Stunts explains how to turn photos into screen savers or desktop pictures using plug ins managing Photo Libraries and even getting photos to and from camera phones and Palm organizers You also learn how to build a personal web site built with iWeb and much more in this comprehensive guide It's the top selling iPhoto book for good reason

Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM Kyle Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample

documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

The Subversive Copy Editor Carol Fisher Saller, 2009-08-01 Each year writers and editors submit over three thousand grammar and style questions to the Q another speaks to writers themselves Throughout the focus is on serving the reader even if it means breaking rules along the way Saller s own foibles and misadventures provide ample material I mess up all the time she confesses It s how I know things Writers Saller acknowledges are only half the challenge as copy editors can also make trouble for themselves Does any other book have an index entry that says terrorists See copy editors The book includes helpful sections on e mail etiquette work flow management prioritizing and organizing computer files One chapter even addresses the special concerns of freelance editors Saller s emphasis on negotiation and flexibility will surprise many copy editors who have absorbed along with the dos and don ts of their stylebooks an attitude that their way is the right way In encouraging copy editors to banish their ignorance and disorganization insecurities and compulsions the Chicago Q A presents itself as a kind of alter ego to the comparatively staid Manual of Style In *The Subversive Copy Editor* Saller

continues her mission with audacity and good humor **Word 2007 In Simple Steps** Kogent Solutions Inc, 2008-02 WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book *Word 2007 Advanced: Part II* , **Word 2010 Bible**

Herb Tyson, 2010-10-19 In depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements and this comprehensive guide from Microsoft MVP Herb Tyson is your expert one stop resource for it all Master Word s new features such as a new interface and customized Ribbon major new productivity boosting collaboration tools how to publish directly to blogs how to work with XML and much more Follow step by step instructions and best practices avoid pitfalls discover practical workarounds and get the very most out of your new Word 2010 with this packed guide **Office 2007: The Missing Manual** Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27

Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and

outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box

Using Microsoft Word to Write Research Papers in APA Style Larry Pace, 2012-07-04 This is a must have book for students researchers and faculty members who need to write papers in APA style and want to learn how to use Word more effectively

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