



# Manual de WORD 2010 (Spanish Edition)

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## **Manual de WORD 2010 (Spanish Edition) MEDIAactive**

Con este manual podrá conocer a fondo Word 2010, el más conocido procesador de textos disponible en el mercado actual, para optimizar su proceso de creación y edición de documentos de textos. Mediante sencillos y a la vez elaborados ejercicios, se describen detalladamente las herramientas del programa y sus importantes mejoras. No importa si usted es un usuario habitual de la aplicación que busca un libro de apoyo para sus funciones avanzadas, o si jamás ha trabajado con Word; en este Manual Word 2010 encontrará una valiosa herramienta que le permitirá sacar el máximo provecho a sus potentes funciones. **Ventajas Competitivas** Todas las novedades y las funciones habituales del programa son tratadas con detalle en los ejercicios que componen este manual. Impreso a todo color lo que le permite apreciar las pantallas tal y como aparecerán en su PC. Conozca La interfaz de usuario mejorada con el nuevo menú Archivo y la Vista Backstage. Una amplia gama de opciones para compartir documentos con otros usuarios. Aprenda Cómo ejecutar un gran número de operaciones de gestión de documentos desde una misma ventana. Cómo agregar efectos visuales a los textos de un documento. Realice El trabajo con imágenes sin tener que recurrir a otras aplicaciones gráficas. La incorporación a su documento cualquier contenido disponible en su escritorio de forma rápida y sencilla.

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