

MANUAL POWER POINT 2007

Lesión 1: Personalizando su Power Point



El Ambiente de PowerPoint

Explorando la Ventana de PowerPoint

Cuando usted abre PowerPoint, se crea una nueva presentación y una diapositiva en blanco aparece en la ventana de PowerPoint. La diapositiva tiene algunas casillas en las que puede insertar un título o subtítulo.

El sistema de menú en Cinta con pestañas es el camino para ingresar a varios comandos de PowerPoint. Si usted ha usado versiones anteriores de PowerPoint, notará que el sistema en Cinta reemplaza el menú tradicional. Por encima de la Cinta, en la esquina superior izquierda está el **Botón de Microsoft Office**. Desde aquí, usted puede ingresar a opciones importantes como Nuevo, Guardar, Guardar Como e Imprimir. Predeterminadamente la **Barra de Herramientas de Acceso Rápido** está al lado del Botón de Microsoft Office, e incluye comandos como Deshacer y Rehacer.

Al lado izquierdo de la ventana, usted verá un **panel de tareas** con dos pestañas o fichas llamadas Diapositivas y Esquema, las cuales aparecen predeterminadamente. En la parte inferior derecha de la pantalla encontrará comandos para visualizar la presentación (Normal, Clasificador de diapositivas, Presentación con Diapositivas) y la herramienta del zoom.

Manual De Power Point 2007

Francisco Paz González



Manual De Power Point 2007:

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