

Manual de Microsoft Office

(Paquetería de Ofimática)



Manual De Microsoft Office

**Glen J. Coulthard, Sarah Hutchinson-
Clifford, Pat R. Graves**



Manual De Microsoft Office:

Manual de Office 2010 MEDIAactive,2010-07 Nuestra Colección Manuales ofrece cursos prácticos de los más importantes programas del sector informático dirigidos tanto a usuarios noveles como a usuarios que trabajan habitualmente con esos programas y desean ampliar sus conocimientos En este manual dedicado a la suite de programas Office 2010 se estudian en profundidad las herramientas comunes de las aplicaciones Word Excel y PowerPoint así como las principales utilidades de cada uno de estos programas En la primera sección del curso dedicada a las funciones comunes de las aplicaciones mencionadas el lector aprender a crear abrir cerrar guardar compartir proteger e imprimir documentos En las siguientes secciones dedicadas a Word Excel y PowerPoint 2010 se diseñarán distintos archivos con los formatos de cada una de estas aplicaciones utilizando para ello sus principales herramientas En el caso de Word el lector practicar a fondo con las habituales herramientas de edición de texto estilos tabulaciones formato de texto vietas WordArt para crear un documento con aspecto profesional Por otra parte en la sección dedicada a Excel se mostrará la utilidad de las principales herramientas del programa para la creación y gestión de elaboradas hojas de cálculo Por último un apartado dedicado a PowerPoint permitirá al lector conocer las avanzadas herramientas de este programa con el que es posible diseñar espectaculares presentaciones Garantizamos que si el lector realiza correctamente todos los ejercicios de este volumen se convertirá en un experto en las aplicaciones de Office tratadas en estas páginas y podrá aplicar los nuevos conocimientos adquiridos sobre sus propias creaciones documentos de texto hojas de cálculo y presentaciones con diapositivas

Manual de Access 2010 MEDIAactive,2012-05 En este manual dedicado a Access 2010 el reconocido programa de creación y gestión de bases de datos de la suite de programas Office 2010 se estudia en profundidad el uso de prácticamente todas las posibilidades que ofrece esta aplicación para añadir y combinar distintos tipos de datos para crear formularios informes consultas interrelacionar la información que se ha ido almacenando y construir bases de datos atractivas y profesionales Mediante sencillos y a la vez elaborados ejemplos que el alumno desarrollará de principio a fin se describen detalladamente las herramientas y funcionalidades del programa La versión más reciente de Access presenta pocas pero cuantiosas novedades y muchas mejoras logrando con ellas que el usuario poco conocedor de la aplicación advierta una mayor facilidad y profesionalidad en su trabajo gracias a los múltiples asistentes y a la distribución de herramientas y comandos Dentro de las novedades más ingeniosas que ofrece esta aplicación se encuentra la vista Backstage común a todos los programas de la suite de Office Además se ofrecen múltiples ventajas como la importación de los datos trabajados en otras bases de datos o exportar la información a otros programas ajenos a la suite La posibilidad de incorporar temas fondos imágenes para dar un aspecto mucho más profesional así como la opción de crear una base de datos predeterminada o personalizada del modo más sencillo y con los mejores resultados hacen de esta una buena herramienta y fácil actualización Garantizamos que si el lector realiza correctamente todos los ejercicios que componen los 10 apartados de este volumen se convertirá en un experto en la creación gestión y manipulación de

las bases de datos de Access 2010 y podr aplicar los nuevos conocimientos adquiridos sobre sus propias creaciones aprovechando as al m ximo las utilidades que ofrece el programa

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