

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

JA Banks



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Table of Contents Manual De Power Point 2007

1. Understanding the eBook Manual De Power Point 2007
 - The Rise of Digital Reading Manual De Power Point 2007
 - Advantages of eBooks Over Traditional Books
2. Identifying Manual De Power Point 2007
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Manual De Power Point 2007
 - User-Friendly Interface
4. Exploring eBook Recommendations from Manual De Power Point 2007
 - Personalized Recommendations
 - Manual De Power Point 2007 User Reviews and Ratings
 - Manual De Power Point 2007 and Bestseller Lists
5. Accessing Manual De Power Point 2007 Free and Paid eBooks
 - Manual De Power Point 2007 Public Domain eBooks
 - Manual De Power Point 2007 eBook Subscription Services
 - Manual De Power Point 2007 Budget-Friendly Options
6. Navigating Manual De Power Point 2007 eBook Formats

- ePub, PDF, MOBI, and More
- Manual De Power Point 2007 Compatibility with Devices
- Manual De Power Point 2007 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Manual De Power Point 2007
 - Highlighting and Note-Taking Manual De Power Point 2007
 - Interactive Elements Manual De Power Point 2007
- 8. Staying Engaged with Manual De Power Point 2007
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Manual De Power Point 2007
- 9. Balancing eBooks and Physical Books Manual De Power Point 2007
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Manual De Power Point 2007
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Manual De Power Point 2007
 - Setting Reading Goals Manual De Power Point 2007
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Manual De Power Point 2007
 - Fact-Checking eBook Content of Manual De Power Point 2007
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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