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Word 2007 - En galego

By José Alba Parra

IC Editorial. Condition: New. Objetivos Word 2010 Desarrollar las habilidades necesarias para gestionar documentos de texto, de manera que se resuelvan los problemas complejos que puedan surgir, además de conocer las herramientas avanzadas que supongan un ahorro de tiempo en el trabajo diario. Excel 2010 Adquirir conocimientos y habilidades desde un nivel básico, sobre el uso y manejo de las hojas de cálculo. Saber realizar desde operaciones matemáticas sumamente sencillas hasta operaciones estadísticas y financieras con cierta complejidad. Tener capacidad para proporcionar a los documentos gráficos estadísticos, además de otros. Access 2010 Desarrollar las habilidades necesarias para gestionar una base de datos, desde la creación de tablas con sus registros, hasta consultas, informes y formularios, que le resultarán de gran utilidad en el día a día. PowerPoint 2010 Crear atractivas presentaciones y dotarlas de animaciones, efectos, transiciones y demás elementos, para que tengan un aspecto profesional. Aprender a configurar las diapositivas por separado o conjuntas, insertar audio y vídeo, y utilizar botones de navegación, entre otras muchas opciones. Contenidos WORD 2010 Introducción a Word 2010 Operaciones básicas Funciones básicas de trabajo Formateado de texto I Formateado de texto II Utilización de las herramientas de texto Tablas Gráficos Automatización de tareas...


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