

Domine Office 2007 - Word, Excel, PowerPoint y Outlook



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(Mekhi Crona)

DOMINE OFFICE 2007 - WORD, EXCEL, POWERPOINT Y OUTLOOK



Ediciones Eni. soft. Book Condition: New. Este libro muestra las funciones avanzadas de las aplicaciones de la suite ofimática Microsoft® Office 2007. En el capítulo sobre Word se tratan, entre otras cosas, las funciones avanzadas de diseño de página (encabezado y pie de página personalizados), el uso de esquemas y documentos maestros, la creación de tablas de contenido e índices, la gestión de estilos y plantillas y la realización de mailing. En el capítulo de Excel mostramos la creación de series de datos personalizadas, la protección de datos, las fórmulas multihoja, la consolidación de datos, la creación de tablas de doble entrada, la utilización de filtros, la aplicación de formatos personalizados y formatos condicionales y la creación de tablas dinámicas. En el capítulo sobre PowerPoint se presenta el modo de patrón y las funciones que permiten la creación de presentaciones sofisticadas con numerosos efectos de animación. En Outlook, observamos cómo optimizar el envío y la recepción de mensajes (junto con la creación de mensajes, la inserción de firmas, la búsqueda de mensajes con ayuda del Generador de consultas, la notificación de fuera de oficina. . .), la configuración de correo y la gestión de las fuentes RSS. Cada función está ilustrada con una o varias capturas de pantalla.



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