

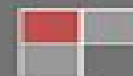
2013

Microsoft Word 2013

“Tecnatura Superior en
Negociación de Bienes”

Manual de operación básica

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Manual Of Microsoft Word 2013

Joan Lambert,Joyce Cox



Manual Of Microsoft Word 2013:

Word 2013 Absolute Beginner's Guide Sherry Kinkoph Gunter,2013-03-18 Make the most of Word2013 without becoming a technical expert Word 2013 Absolute Beginner s Guide is the fastest way to get comfortable and productive with the newest version of Word use its powerful new tools and extend it to the web and the latest mobile devices Whether you re new to Word or you re one of the millions who ve used previous versions this practical approachable book will show you how to do exactly what you want one incredibly clear and easy step at a time World renowned Wordtutorial author Sherry Kinkoph Gunter reveals Word2013 s power helps you quickly master and customize its updated interface and covers everything you need to know to create edit format build review and share documents You ll find easy practical coverage of new Word features and techniques including Using New Live Layout and alignment grids Running Word from Windows RT Windows 8 tablets and the web Inserting Web pictures and video into documents Editing PDF files Saving documents to SkyDrive cloud storage Using Word s simplified new markup tools Taking advantage of Word s improved Reading Mode And much more

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Adobe PDF Settings 5 The Images Category in Preset Adobe PDF Settings 6 The Fonts Category in Preset Adobe PDF Settings 7 The Color Category in Preset Adobe PDF Settings 8 The Advanced Category in Preset Adobe PDF Settings 9 The Standards Category in Preset Adobe PDF Settings 10 Create PDF and Email in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create and Review in Excel PowerPoint and Word 13 Importing Acrobat Comments in Word 14 Embed Flash in PowerPoint and Word 15 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit PDF Tool 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating and Editing Buttons 2 Adding Video Sound and SWF Files 3 Adding 3D Content to PDFs 4 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages from Files and Other Sources 4 Moving and Copying Pages 5 Combining PDFs Exporting and Converting Content 1 Exporting Text 2 Exporting Images 3 Exporting PDFs to Microsoft Word 4 Exporting PDFs to Microsoft Excel 5 Exporting PDFs to Microsoft PowerPoint Collaborating 1 Methods of Collaborating 2 Sending for Email Review 3 Sending for Shared Review 4 Reviewing Documents 5 Adding Comments and Annotation 6 The Comment Pane 7 Advanced Comments List Option Commands 8 Enabling Extended Commenting in Acrobat Reader 9 Using Drawing Tools 10 Stamping and Creating Custom Stamps 11 Importing Changes in a Review 12 Using Tracker to Manage PDF Reviews Creating and Working With Portfolios 1 Creating a PDF Portfolio 2 PDF Portfolio Views 3 Using Layout View 4 Managing Portfolio Content 5 Using Details View 6 Setting Portfolio Properties Getting Started With Forms 1 Creating a Form from an Existing PDF 2 Designing a Form in Microsoft Word 3 Creating a Form from a Scanned Document 4 Creating Forms from Image Files 5 Creating Text Fields 6 Creating Radio Buttons and Checkboxes 7 Creating Drop Down and List Boxes 8 Creating Buttons 9 Creating a Digital Signature Field 10 General Properties of Form Fields 11 Appearance Properties of Form Fields 12 Position Properties of Form Fields 13 Options Properties of Form Fields 14 Actions Properties of Form Fields 15 Selection Change and Signed Properties of Form Fields 16 Format Properties of Form Fields 17 Validate Properties of Form Fields 18 Calculate Properties of Form Fields 19 Align Center Match Size and Distribute Form Fields 20 Setting Form Field Tab Order 21 Enabling Users and Readers to Save Forms 22 Distributing Forms 23 Responding to a Form 24 Collecting Distributed Form Responses 25 Managing a Form Response File 26 Using Tracker with Forms Professional Print Production 1 Overview of Print Production Support 2 Previewing Color Separations 3 Color Management and Conversion 4 Using the Object Inspector 5 Using the Preflight Dialog Box 6 Correcting Hairlines 7 Saving as a Standards

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Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10

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6 Creating an Internal Style Sheet 7 ID and Class 8 Inline Styling Working With Text in CSS 1 Emphasizing Text Bold and Italic 2 Decoration 3 Indentation 4 Transformation 5 Text Alignment 6 Fonts 7 Font Sizes 8 Letter Spacing Kerning 9 Line Spacing Leading 10 Text Color 11 Margins 12 Padding 13 Borders 14 Styling Links 15 Number and Bullet Styles 16 Sizing Elements 17 Text Wrapping 18 Shadowing Creating Backgrounds in CSS 1 Colors 2 Images 3 Fixed Images Images in CSS 1 Opacity 2 Floating Images 3 Image Galleries 4 Image Sprites Box Model in CSS 1 What is a box model 2 Margin 3 Padding 4 Border 5 Outline Working With Elements in CSS 1 Display and Visibility 2 Grouping and Nesting 3 Dimensions and Elements 4 Positioning 5 Floating 6 Pseudo Classes Pseudo Elements Adding a Navigation Bar in CSS 1 Vertical Navigation Bar 2 Horizontal Navigation Bar Inline 3 Horizontal Navigation Bar Floating CSS Tables 1 Borders 2 Collapsed Borders 3 Table Width and Cell Height 4 Table Color 5 Table Text Alignment 6 Table Padding Working With Transforms in CSS 1 What are transforms 2 2D Transforms 3 3D Transforms Transitions and Animations in CSS 1 Transitions 2 Animations CSS Shorthand 1 Shorthand Properties *QuickBooks Pro 2020 for Lawyers Training Manual Classroom in a Book TeachUcomp*
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