

Manual de MICROSOFT EXCEL 2013



Microsoft Excel 2013 Manual

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Microsoft Excel 2013 Manual:

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 practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet
 elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint
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View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

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2013 Helmut Vonhoegen,2013 Das umfassende Handbuch bietet eine vollst ndige Darstellung aller Funktionen des
 Programms und ist ein guter Begleiter f r professionelle Anwender **Microsoft Excel 2013's Information Functions**
 Dave Zucconi,2015-01-16 Enjoy these detailed instructions of all Information functions in Microsoft Excel 2013 that no one
 should be without These instructions are accompanied by descriptive screen shots Intended to be reference material for
 beginners and intermediate users Make Excel work harder for you so that you can become a greater asset to yourself and
 to your employer Some of these functions will leave you accidentally impressive to many of your peers So let s get started
 Functions Covered Cell Error Type Info IsBlank IsErr IsError IsEven IsFormula IsLogical IsNA IsNonText IsNumber IsOdd
 IsRef IsText N NA Sheet Sheets Type **Office 2013: The Missing Manual** Nancy Conner,Matthew
 MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know
 the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and
 tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other
 advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents
 Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your
 email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new

Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft's SkyDrive

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Topics Covered

Getting Acquainted with Word

- 1 About Word
- 2 The Word Environment
- 3 The Title Bar
- 4 The Ribbon
- 5 The File Tab and Backstage View
- 6 The Quick Access Toolbar
- 7 Touch Mode
- 8 The Ruler
- 9 The Scroll Bars
- 10 The Document View Buttons
- 11 The Zoom Slider
- 12 The Status Bar
- 13 The Mini Toolbar
- 14 Keyboard Shortcuts

Creating Basic Documents

- 1 Opening Documents
- 2 Closing Documents
- 3 Creating New Documents
- 4 Saving Documents
- 5 Recovering Unsaved Documents
- 6 Entering Text
- 7 Moving through Text
- 8 Selecting Text
- 9 Non Printing Characters
- 10 Working with Word File Formats
- 11 AutoSave Online Documents

Document Views

- 1 Changing Document Views
- 2 Showing and Hiding the Ruler
- 3 Showing and Hiding Gridlines
- 4 Showing and Hiding the Navigation Pane
- 5 Zooming the Document
- 6 Opening a Copy of a Document in a New Window
- 7 Arranging Open Document Windows
- 8 Split Window
- 9 Comparing Open Documents
- 10 Switching Open Documents
- 11 Switching to Full Screen View

Basic Editing Skills

- 1 Deleting Text
- 2 Cutting
- 3 Copying and Pasting
- 4 Undoing and Redoing Actions
- 5 Finding and Replacing Text
- 6 Selecting Text and Objects

Basic Proofing Tools

- 1 The Spelling and Grammar Tool
- 2 Setting Default Proofing Options
- 3 Using the Thesaurus
- 4 Finding the Word Count
- 5 Translating Documents
- 6 Read Aloud in Word

Font Formatting

- 1 Formatting Fonts
- 2 The Font Dialog Box
- 3 The Format Painter
- 4 Applying Styles to Text
- 5 Removing Styles from Text

Formatting Paragraphs

- 1 Aligning Paragraphs
- 2 Indenting Paragraphs
- 3 Line Spacing and Paragraph Spacing

Document Layout

- 1 About Documents and Sections
- 2 Setting Page and Section Breaks
- 3 Creating Columns in a Document
- 4 Creating Column Breaks
- 5 Using Headers and Footers
- 6 The Page Setup Dialog Box
- 7 Setting Margins
- 8 Paper Settings
- 9 Layout Settings
- 10 Adding Line Numbers
- 11 Hyphenation Settings

Using Templates

- 1 Using Templates
- 2 Creating Personal Templates

Printing Documents

- 1 Previewing and Printing Documents

Helping Yourself

- 1 The Tell Me Bar and Microsoft Search
- 2 Using Word Help
- 3 Smart Lookup

Working with Tabs

- 1 Using Tab Stops
- 2 Using the Tabs Dialog Box

Pictures and Media

- 1 Inserting Online Pictures
- 2 Inserting Your Own Pictures
- 3 Using Picture Tools
- 4 Using the Format Picture Task Pane
- 5 Fill Line Settings
- 6 Effects Settings
- 7 Alt Text
- 8 Picture Settings
- 9 Inserting Screenshots
- 10 Inserting Screen Clippings
- 11 Inserting Online Video
- 12 Inserting Icons
- 13 Inserting 3D Models
- 14 Formatting 3D Models

Drawing Objects

- 1 Inserting Shapes
- 2 Inserting WordArt
- 3 Inserting Text Boxes
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- 8 Inserting Charts

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Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration Issues

Microsoft Outlook 2019 Training Manual Classroom in a Book TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered

CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact s Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal

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