



Microsoft Word Intermedio

Arleen García Rodríguez, MIS
Bibliotecaria Auxiliar
8 de junio de 2020

Repaso Word Básico

- Cambiar letra (tipo, tamaño, color)
- Espaciado
- Sangría
- Orientación de página, márgenes, columnas.
- Insertar imagen
- Insertar tabla
- Header and Footer
- Número de página
- Bullets
- Insertar “Text Box”

Word Exercise Table Tools Arleen García

File Home Insert Draw Design Layout **References** Mailings Review View Help Acrobat Design Layout Search Share Comments

Table of Contents Add Text Update Table Insert Endnote Next Footnote Show Notes Smart Researcher Lookup Insert Citation Manage Sources Style: APA Bibliography Insert Table of Figures Update Table Cross-reference Mark Entry Insert Index Update Index Mark Citation Insert Table of Authorities Update Table

AutoSave Off

Tareas - Semana 1

Lunes	
Martes	
Miércoles	
Jueves	
Viernes	

Tareas - Semana 2

Lunes	Preparar instrumento de evaluación.
Martes	Validar instrumento.
Miércoles	Realizar evaluación.
Jueves	Documentación de los hallazgos.
Viernes	Análisis y conclusión.

Caption

Caption: Tareas - Semana 2

Options

Label: Tareas - Semana

Position: Above selected item

Exclude label from caption

New Label... Delete Label Numbering... AutoCaption... OK Cancel

Añadir título utilizando el "Caption"

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design Layout Search Share Comments

Clipboard Font Paragraph Styles Editing

AutoSave Off

Repetir título en
la primera fila de
cada página.

Tareas Semanales	
Lunes	Preparar instrumento de
Martes	Validar instrumento.
Miércoles	Realizar evaluación.
Jueves	Documentación de los he
Viernes	Análisis y conclusión.

Table Properties

Table Row Column Cell Alt Text

Rows

Size

Specify height: 0.3" Row height is: At least

Options

Allow row to break across pages

Repeat as header row at the top of each page

Previous Row Next Row

OK Cancel

Word Exercise | Table Tools | Arleen Garcia

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design **Layout** Search Share Comments

Select View Gridlines Properties Table Draw Rows & Columns Merge Cell Size Alignment Data

Draw Table Eraser Delete Insert Above Below Left Right Merge Cells Split Cells Split Table AutoFit Height: 0.3" Width: 3.25" Distribute Rows Distribute Columns Text Cell Direction Margins Sort Repeat Header Rows Convert to Text Formula

Alineamiento y tamaño de celdas.

Tareas - Semana 2

Lunes	Preparar instrumento de <u>evaluación</u> .
Martes	Validar instrumento.
<u>Miércoles</u>	Realizar <u>evaluación</u> .
Jueves	Documentación de los <u>hallazgos</u> .
Viernes	<u>Análisis y conclusión</u> .

Word Exercise Table Tools Arleen Garcia

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design **Layout** Search Share Comments

Select View Gridlines Properties Draw Eraser Table Draw Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table Merge AutoFit Height: 0.3" Width: 3.25" Distribute Rows Distribute Columns Text Cell Direction Margins Sort Repeat Header Rows Convert to Text Formula

AutoSave Off

Lunes	Instrumento de evaluación.
Martes	Instrumento.
Miércoles	Realizar evaluación.
Jueves	Documentación de los hallazgos.
Viernes	Análisis y conclusión.

Convert Table T... ?

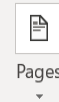
Separate text with

- Paragraph marks
- Tabs
- Commas
- Other: []

Convert nested tables

OK Cancel

**Convertir
tabla a texto.**



Convertir texto a tabla.

Salsa	Rock	Merengue
Blues	Reggae	Baladas
Country	Hip Hop	Pop

Convert Text to Table

Table size

Number of columns: 1

Number of rows: 3

AutoFit behavior

Fixed column width: Auto

AutoFit to contents

AutoFit to window

Separate text at

Paragraphs Commas

Tabs Other: -

OK Cancel

Word Exercise Table Tools Arleen Garcia

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design **Layout** Search Share Comments

Select View Gridlines Properties Table Draw Eraser Table Delete Rows & Columns Merge Merge Cells Split Cells Split Table AutoFit Height: 0.52" Width: Auto Distribute Rows Distribute Columns Alignment Text Cell Direction Margins Sort Repeat Header Rows Convert to Text Formula

Opciones de márgenes.

Salsa	Rock	Merengue
Blues	Reggae	Baladas
Country	Hip Hop	Pop

Table Options

Default cell margins

Top: 0" Left: 0.08"

Bottom: 0" Right: 0.08"

Default cell spacing

Allow spacing between cells 0.1"

Options

Automatically resize to fit contents

OK Cancel



File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design **Layout** Search Share Comments

Select View Gridlines Properties Table Draw Rows & Columns Merge Merge Cells Split Cells Split Table AutoFit Height: 0.25" Width: 3" Distribute Rows Distribute Columns Alignment Sort Repeat Header Rows Convert to Text Formula

Split Table

Split the table into two tables.

The current row will become the first row of the new table.

Separar**Tareas - Semana 1**

Lunes	<u>Preparar instrumento de evaluación.</u>
Martes	<u>Validar instrumento.</u>
<u>Miércoles</u>	<u>Realizar evaluación.</u>
Jueves	<u>Documentación de los hallazgos.</u>
Viernes	<u>Análisis y conclusión.</u>

Word Exercise Table Tools Arleen Garcia

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design **Layout** Search Share Comments

Select View Gridlines Properties Draw Eraser Table Draw Delete Insert Above Below Left Right Merge Cells Split Cells Split Table AutoFit Height: 0.3" Width: 2.41" Distribute Rows Distribute Columns Text Cell Sort Repeat Header Rows Convert to Text Formula

AutoSave Off

viernes	
Lunes	Pr...ación.
Martes	Validar instrumento.
Miércoles	Realizar evaluación.
Jueves	Documentación de los hallazgos.
Viernes	Análisis y conclusión.

Split Cells ? X

Number of columns: 2

Number of rows: 1

Merge cells before split

OK Cancel

Celdas

File Home **Insert** Draw Design Layout References Mailings Review View Help Design

Cover Page Blank Page Page Break Table Shapes Pictures Online Pictures Shapes Icons 3D Models SmartArt Chart Screenshot Document Item My Add-ins Wikipedia Online Video Links

Pages Tables Illustrations Tap Add-ins Media

AutoSave Off Save Undo Redo Print

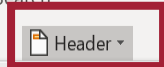


Insertar Header



Biblioteca Madre María Teresa Guevara

Header



Built-in

Blank

[Type here]

Blank (Three Columns)

[Type here] [Type here] [Type here]

Austin

[Document title]

Banded

[DOCUMENT TITLE]

More Headers from Office.com

- Edit Header
- Remove Header
- Save Selection to Header Gallery...



File Home **Insert** Draw Design Layout References Mailings Review View Help Design Search Share Comments

Cover Page Blank Page Page Break Table Pictures Online Pictures Shapes Icons 3D Models SmartArt Chart Screenshot Document Item My Add-ins Wikipedia Online Video Links

Pages Tables Illustrations Tap Add-ins Media

AutoSave Off Save Undo Redo Print Copy Paste

1 2 3 4 5 6

Footer

Biblioteca Madre María Teresa Guevara

Insertar Footer



Header Footer

Footer

Built-in

Blank

[Type here]

Blank (Three Columns)

[Type here] [Type here] [Type here]

Austin

pg. 1

Banded

1

More Footers from Office.com

Edit Footer

Remove Footer

Save Selection to Footer Gallery...



- Top of Page
- Bottom of Page**
- Page Margins
- Current Position
- Format Page Numbers...
- Remove Page Numbers

Insertar número de página

EJERC

Simple

Plain Number 1

1

Plain Number 2

1

Plain Number 3

1

Page X

Accent Bar 1

1 | Page

[More Page Numbers from Office.com](#)

[Save Selection as Page Number \(Bottom\)](#)

File Home Insert Draw Design Layout References Mailings Review View Help Design Search

Header Footer Page Number Date & Document Time Quick Parts Pictures Online Pictures Go to Header Go to Footer Previous Next Link to Previous

Different First Page
 Different Odd & Even Pages
 Show Document Text

Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab

Close Header and Footer

AutoSave Off Save Undo Redo Print Copy Paste

1 2 3 4 5 6 7

Footer

La próxima página continuará en el 2

1



Page Setup

Margins Paper Layout

Margins

Top:	1"	Bottom:	1"
Left:	1"	Right:	1"
Gutter:	0"	Gutter position:	Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: This section This section **This point forward** Whole document

Set As Default OK Cancel

Cambiar orientación en



Format

Position

In Line with Text

With Text Wrapping

- Position in Top Left with Square Text Wrapping
- More Layout Options...

**Insertar y
posicionar
imagen en el**

	<p>Visión del niño, educación y del aprendizaje de Loris Malaguzzi</p> <p>✓ Hoyuelos, A. (2004). <i>La ética en el pensamiento y obra</i>. Barcelona, España: Ediciones Octaedro, Rosa Sensat.</p>
<p>Visión de la educación</p>	<p>Un derecho que tiene el hombre desde su nacimiento y que le acompaña toda su vida, donde quiera que vaya y quienquiera que sea.</p>
<p>Visión del niño</p>	<ul style="list-style-type: none"> - Ciudadano de hoy y no una inversión para el futuro. Rico en potencial, fuerte, poderoso, competente y vinculado a los adultos y a los niños. - Cada niño que nace es un desafío, un punto interrogativo, una especie de aventurero que puede coger mil caminos imprevisibles.
<p>Visión del aprendizaje</p>	<ul style="list-style-type: none"> - Se promueve el aprendizaje a través de la Pedagogía del escuchar. Escuchar al niño es determinante para que éste encuentre la pertinencia en lo que hace y comprenda el valor de poder



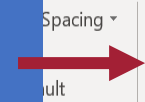
Themes

HEADING 3 TITLE TITLE Title TITLE Title Title Title TITLE

HEADING 1 HEADING 1 HEADING 1 HEADING 1 HEADING 1 HEADING 1 HEADING 1 HEADING 1 HEADING 1

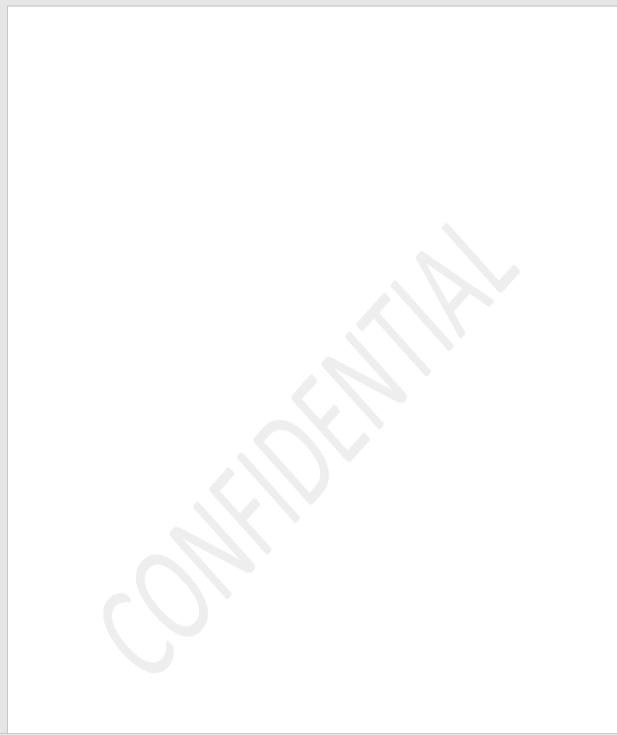
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document elements.

Colocar "Watermark"



Watermark Page Color Page Borders

AutoSave Off Save Undo Redo Print Screen



Confidential

CONFIDENTIAL 1 CONFIDENTIAL 2 DO NOT COPY 1

DO NOT COPY 2

More Watermarks from Office.com

Custom Watermark...

Remove Watermark

Save Selection to Watermark Gallery...



Themes section showing various design templates with 'TITLE' and 'HEADING 1' text.

Paragraph Spacing, Effects, and Set as Default options.

Watermark, Page Color, Page Borders, and Page Background options.

Document Formatting

AutoSave (Off), Save, Undo, Redo, and other utility icons.



Custom Watermark

BIBLIOTECA

Printed Watermark dialog box with settings for Text watermark: Language: English (United States), Text: BIBLIOTECA, Font: Gill Sans MT, Size: Auto, Color: [Grey], Layout: Diagonal, Semitransparent checked.

1 2 3 4 5 6 7

Insertar Hyperlink

Link Bookmark Cross-reference

Link
Create a link in your document for quick access to webpages and files.
Hyperlinks can also take you to places in your document.
[Tell me more](#)

Para más información visita nuestra **página web.**

Insert Hyperlink

Link to: Text to display: página web

Look in: Documents

- Agosto-Diciembre 2016
- Bluetooth Exchange Folder
- CAPSTONE
- Competencias de Informacion
- Custom Office Templates
- CyberLink
- Documentos Requeridos_Maestra Preescolar
- Documents
- Downloads

Address: <https://biblioteca.sagrado.edu/>

OK Cancel

Copiar dirección



Share

Comments

File

Home

Insert

Draw

Design

Layout

References

Mailings

Review

View

Help

Acrobat

Search



Pages

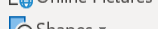


Table

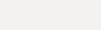
Tables



Pictures



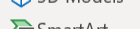
Online Pictures



Shapes



Icons



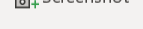
3D Models



SmartArt



Chart



Screenshot

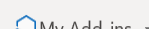


Document Item

Tap



Get Add-ins



My Add-ins

Add-ins



Wikipedia



Online Video

Media



Links

Media

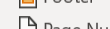


Comment

Comments



Header



Footer



Page Number

Header & Footer



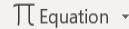
Text Box

Text



Equation

Text



Symbol

Symbols



Insert Media

Media

AutoSave Off

1 2 3 4 5 6 7

Para más información visita nuestra [página web.](#)

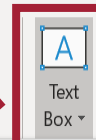
Presionar tecla "Ctrl"
sobre el enlace y das
click para dirigirte a la



File Home **Insert** Draw Design Layout References Mailings Review View Help Search

Cover Page Blank Page Page Break Table Shapes Document Item Get Add-ins My Add-ins Wikipedia Online Video Links Header Footer Page Number

Pages Tables Illustrations Tap Add-ins Media



Built-in

Simple Text Box Austin Quote Austin Sidebar

Banded Quote Banded Sidebar Facet Quote

More Text Boxes from Office.com

Draw Text Box

Save Selection to Text Box Gallery

Insertar recuadro con texto



[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



Share

Comments

File Home Insert Draw Design Layout References Mailings Review View Help Search

- Cover Page
- Blank Page
- Page Break
- Table
- Online Pictures
- Shapes
- Pictures
- Icons
- 3D Models
- SmartArt
- Chart
- Screenshot
- Document Item
- Get Add-ins
- My Add-ins
- Wikipedia
- Online Video
- Links
- Comment
- Header
- Footer
- Page Number

- Equation
- Symbol
- Text Box



Crear diagramas

Choose a SmartArt Graphic

- All
- List
- Process
- Cycle**
- Hierarchy
- Relatio...
- Matrix
- Pyramid
- Picture
- Office.c...

Basic Cycle

Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Emphasizes the stages or steps rather than the connecting arrows or flow. Works best with Level 1 text only.

OK Cancel

Document3 - Word

SmartArt Tools

Arleen García

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Design **Format** Search

Share Comments

Change Shape Larger Smaller

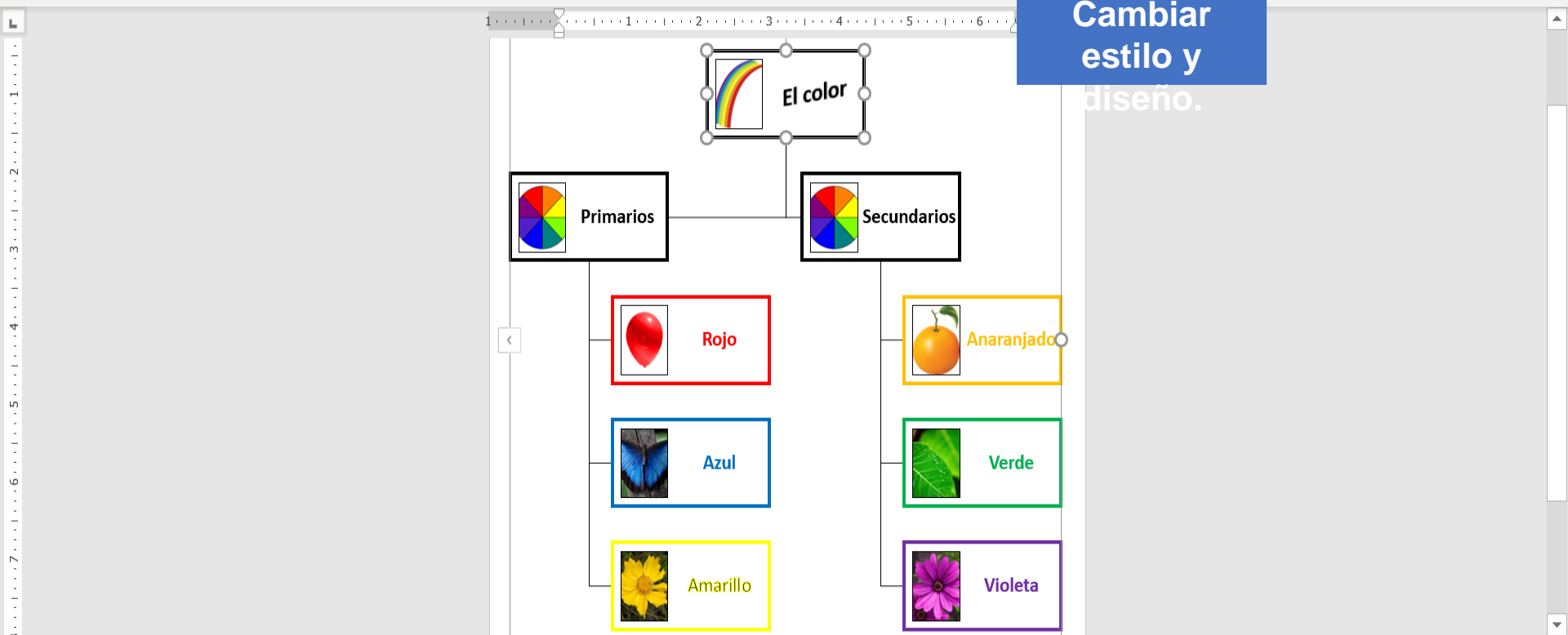
Shape Fill Shape Outline Shape Effects

Text Fill Text Outline Text Effects

Alt Text Arrange Size

Shapes Shape Styles WordArt Styles Accessibility

AutoSave Off



¿Dudas o preguntas?



¿Necesitas asistencia individual?

Correo electrónico: licommons@sagrado.edu

Chat “Pregunta al Bibliotecario”

<https://biblioteca.sagrado.edu/pregunta-al-bibliotecario-1>

Tips Office

<https://biblioteca.sagrado.edu/tipsoffice>

¡Síguenos en Instagram!
@bibliotecasagradoofc

