

# Microsoft Word Básico

Preparado por:

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Bibliotecaria Auxiliar

# New

Search for online templates

Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday

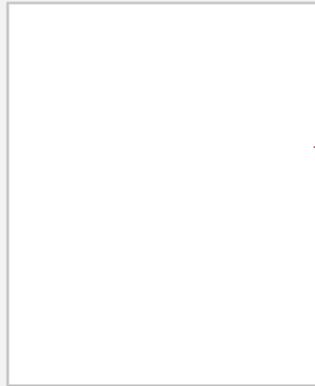
- ←
- Home
- New
- Open

---

- Info
- Save
- Save As
- Print
- Share
- Export
- Transform
- Close

---

- Account
- Feedback
- Options



Blank document



Welcome to Word



Single spaced (blank)



Blue grey

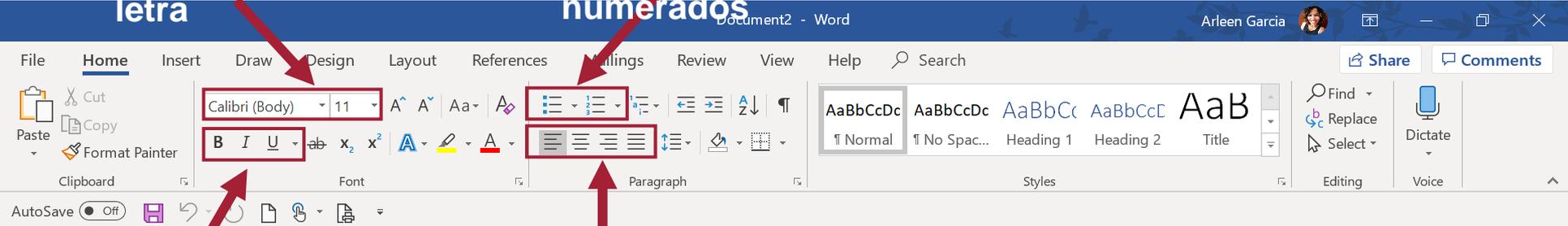


Seleccionamos "New" en el menú y luego a "Blank document"



Estilo y tamaño de letra

Texto en bullets o numerados



Bold, *Italic*,  
Underline

Colocar texto al margen izquierdo, centralizado, margen derecho y

Document1 - Word

Arleen Garcia

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

Share Comments

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Highlight Color, Background Color

Paragraph: Paragraph styles (Normal, No Spacing, Heading 1, Heading 2, Title)

Editing: Find, Replace, Select, Dictate

AutoSave

Outline, Shadow, Reflection, Glow, Number Styles, Ligatures, Stylistic Sets

Theme Colors, Standard Colors, More Colors..., Gradient

Bibliote  
ca

Bibliote  
ca

Page 1 of 1 0 words Spanish (Latin America) 100%

Document1 - Word Arleen Garcia

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

Clipboard Font

Calibri (Body) 11 A^ A^ Aa A

B I U ab x₂ x² A [Color] [Color]

AutoSave Off

Font

Font Advanced

Font: +Body +Body +Headings Abadi Abadi Extra Light Agency FB

Font style: Regular Regular Italic Bold Bold Italic

Size: 11 8 9 10 11 12

Font color: Automatic Underline style: (none) Underline color: Automatic

Effects

Strikethrough  Small caps

Double strikethrough  All caps

Superscript  Hidden

Subscript

Preview

Calibri

This is the body theme font. The current document theme defines which font will be used.

Set As Default Text Effects... OK Cancel

Page 1 of 1 0 words English (United States) 100%

The image shows a screenshot of the Microsoft Word application interface. The top ribbon is set to 'Home', and the 'Paragraph' group is selected. A red box highlights the 'Increase Indentation' button (represented by a right-pointing arrow) in the Paragraph group. Two red arrows point from this button to a horizontal ruler. Below the ruler, a diagram consists of two blue text boxes. The top box contains the text 'Añadir sangría en cada párrafo de un texto.' (Add indentation to each paragraph of a text). A red arrow points down from this box to a second blue text box containing 'Utilizar tecla "Tab" en el' (Use the "Tab" key in the). The bottom status bar shows 'Page 1 of 3', '0 words', 'Spanish (Latin America)', and a zoom level of '90%'.

**Añadir sangría  
en cada párrafo  
de un texto.**

**Utilizar tecla  
"Tab" en el**



Share

Comments

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

Cut Copy Paste Format Painter

Calibri (Body) 16 A<sup>^</sup> A<sup>v</sup> Aa A<sup>o</sup> B I U x<sub>2</sub> x<sup>2</sup> A [color] [background color]

Paragraph alignment and bullet point icons

Styles: Normal, No Spac..., Heading 1, Heading 2, Title

Find Replace Select Dictate Voice



Colocar en orden alfabético

Leche  
Pan  
Agua  
Cereal  
Queso

**Sort Text**

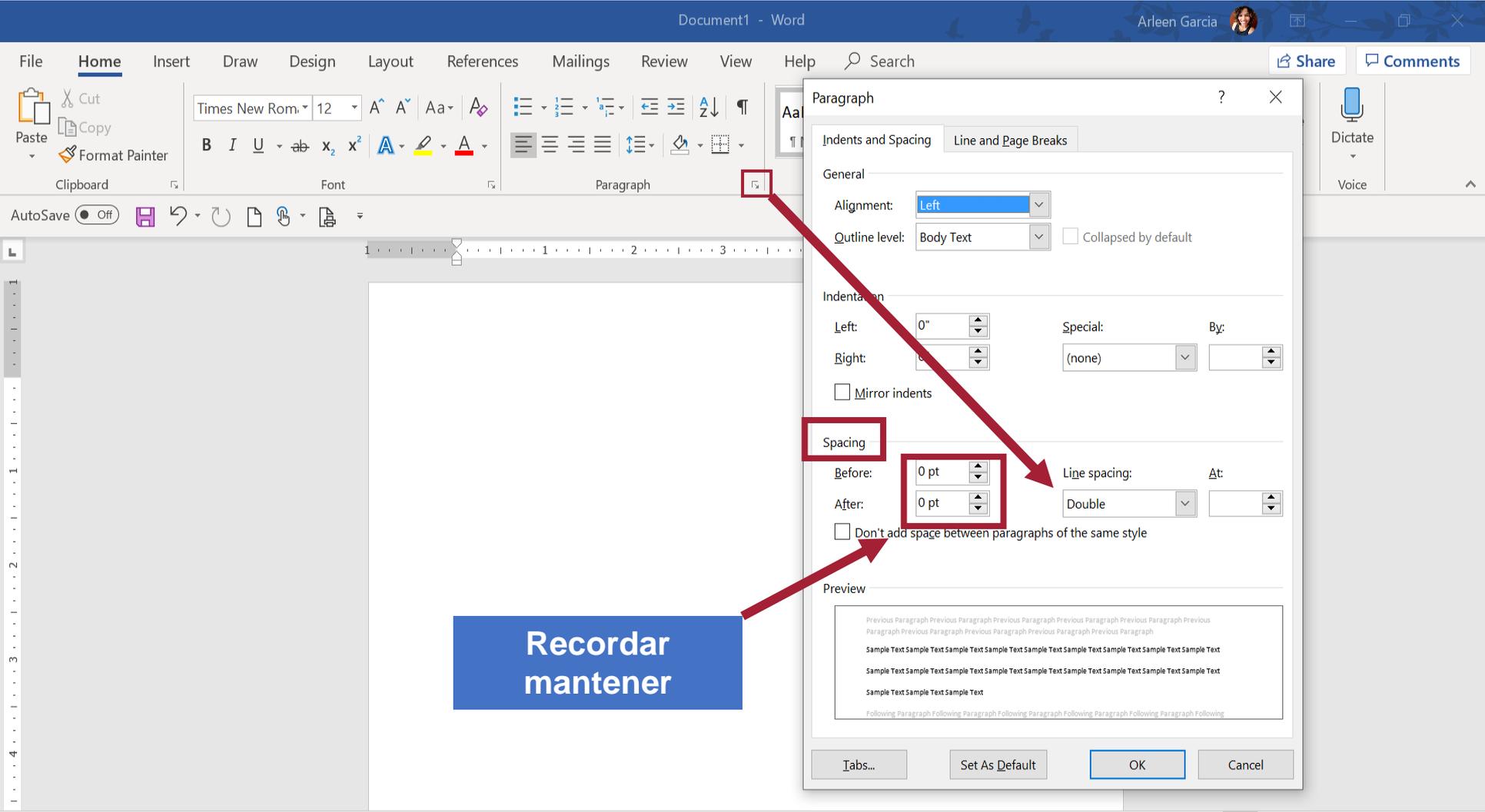
Sort by: Paragraphs Type: Text  Ascending  Descending

Then by: [ ] Type: Text  Ascending  Descending

Then by: [ ] Type: Text  Ascending  Descending

My list has:  Header row  No header row

Options... OK Cancel



**Recordar  
mantener**

**Paragraph**

Indents and Spacing    Line and Page Breaks

General

Alignment: **Left**

Outline level: **Body Text**     Collapsed by default

Indentation

Left: 0"    Special: (none)    By: 0"

Right: 0"     Mirror indents

**Spacing**

Before: **0 pt**    Line spacing: **Double**    At: 0"

After: **0 pt**

Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph

Sample Text Sample Text

Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text

Sample Text Sample Text Sample Text

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tab...    Set As Default    **OK**    Cancel

The image shows a Microsoft Word window titled "Document1 - Word" with the user name "Arleen Garcia". The ribbon is set to "Home". The text in the document is "Hola, mi nombre es Arleen Garcia. Mis pasatiempos son escuchar musica, ver peliculas e ir a la playa." The word "musica" is underlined. A context menu is open over the text, showing options: "Select All", "Select Objects", "Select All Text", and "Selection Pane...". The "Select All" option is highlighted, and a red arrow points to it from a blue box. Another blue box with a red arrow points from the "Select All (Ctrl+A)" option to the text in the document.

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

Share Comments

Clipboard: Paste, Cut, Copy, Format Painter

Font: Times New Rom, 24, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Text Alignment, Text Orientation

Styles: Normal, No Spacing, Heading 1, Heading 2, Title

Find, Replace, Dictate

Select All (Ctrl+A)  
Select all text and objects.

Hola, mi nombre es Arleen Garcia. Mis pasatiempos son escuchar musica, ver peliculas e ir a la playa.

Page 1 of 1 18 of 18 words Spanish (Latin America) 100%

**Seleccionar todo el texto.**

**Presionar las teclas (Ctrl + A)**

Language

Mark selected text as:

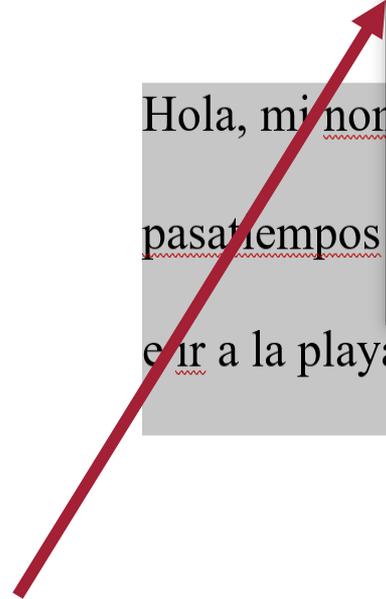
- English (United States)
- Spanish (Latin America)
- Spanish (Puerto Rico)
- Afrikaans
- Albanian
- Alsatian (France)
- Amharic
- Arabic (Algeria)

The speller and other proofing tools automatically use dictionaries of the selected language, if available.

Do not check spelling or grammar

Detect language automatically

Set As Default OK Cancel



English (United States)



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

Share

Comments



Clipboard

Times New Rom. 24

A^ A^

Aa

A

A

A

A

A

A

A

A

A

A

A

A

A

B I U

x<sub>2</sub> x<sup>2</sup>

A

A

A

A

A

A

A

A

A

A

A

A

A

A

Font

Paragraph

AaBbCcDc

AaBbCcDc

AaBbCc

AaBbCc

AaB

Normal

No Spac...

Heading 1

Heading 2

Title

Styles

Find

Replace

Select



Dictate

Voice

Editing

Voice

AutoSave Off



1 2 3 4 5 6 7

Hola, mi nombre es Arleen Garcia. Mis

pasatiempos son escuchar música, ver películas

e ir a la playa.

abc Spelling

Cut

Copy

Paste Options:

Smart Lookup

Translate

Link

New Comment

**música**  
melodía, armonía, modulación

**musical**  
armonioso, musicalmente, harmoni...

**músico**  
intérprete, maestro, baterista

Add to Dictionary

Ignore All

See More

# Ejercicio de Práctica

**Realizar Ejercicio #1**



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

Indent Spacing

Left: 0" Before: 0 pt

Right: 0" After: 8 pt

Paragraph

Position Wrap Bring Send Selection Pane

Align Group Rotate

Arrange

**Last Custom Setting**

Top: 1" Bottom: 1"

Left: 1" Right: 1"

**Normal**

Top: 1" Bottom: 1"

Left: 1" Right: 1"

**Narrow**

Top: 0.5" Bottom: 0.5"

Left: 0.5" Right: 0.5"

**Moderate**

Top: 1" Bottom: 1"

Left: 0.75" Right: 0.75"

**Wide**

Top: 1" Bottom: 1"

Left: 2" Right: 2"

**Mirrored**

Top: 1" Bottom: 1"

Inside: 1.25" Outside: 1"

Custom Margins...

Márgenes a una pulgada (1") en los cuatros



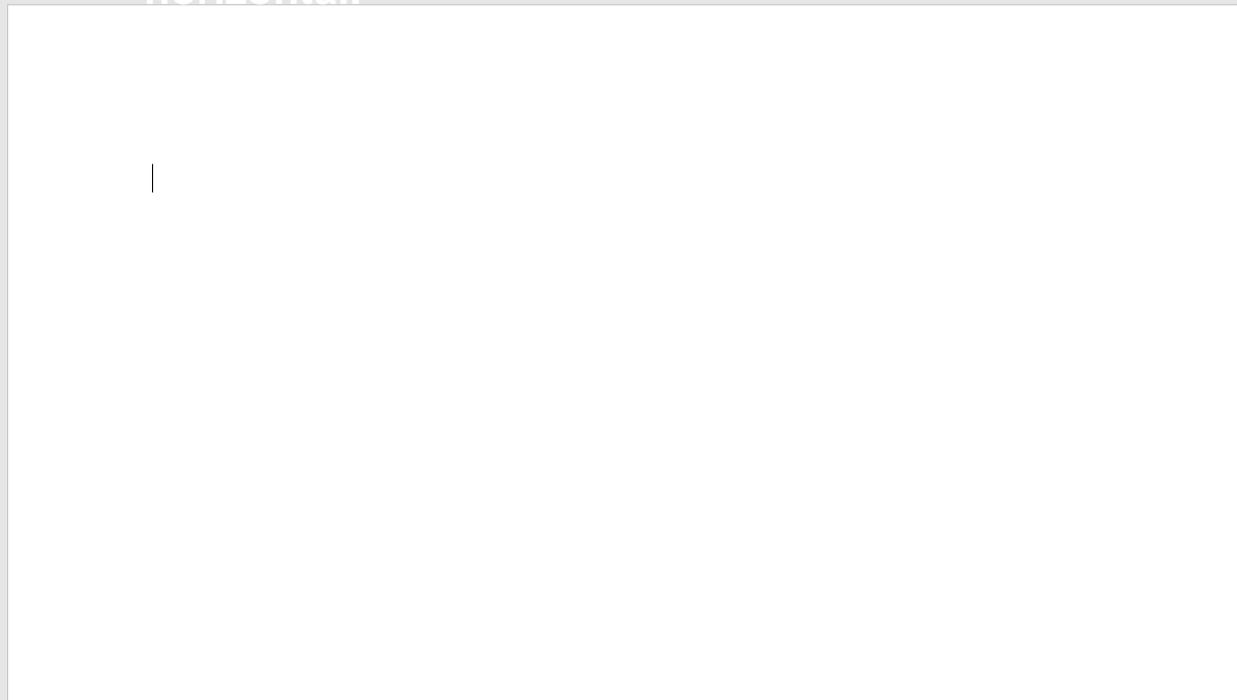
Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Indent Spacing  
Left: 0" Before: 0 pt  
Right: 0" After: 8 pt

Position Wrap Bring Send Selection Pane  
Text Forward Backward Arrange

Portrait Landscape

**Colocar el papel en vertical u horizontal.**





Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Indent Spacing  
Left: 0" Before: 0 pt  
Right: 0" After: 8 pt  
Paragraph

Position Wrap Bring Send Selection Pane  
Text Forward Backward Arrange

AutoSave Off

- Letter 8.5" x 11"
- Tabloid 11" x 17"
- Legal 8.5" x 14"
- Statement 5.5" x 8.5"
- Executive 7.25" x 10.5"
- A3 11.69" x 16.54"
- A4 8.27" x 11.69"
- A5 5.83" x 8.27"
- B4 (JIS) 10.12" x 14.33"
- B5 (JIS) 7.17" x 10.12"
- More Paper Sizes...



Tamaño del papel:





AutoSave Off

Columns dropdown menu:  
One  
Two  
Three  
Left  
Right  
More Columns...

**Dividir el texto en columnas.**



# Ejercicio de Práctica

**Realizar Ejercicio #2**

Prueba Word Arleen Garcia

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

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

AutoSave Off

Insert Picture

This PC > Desktop Search Desktop

Organize New folder

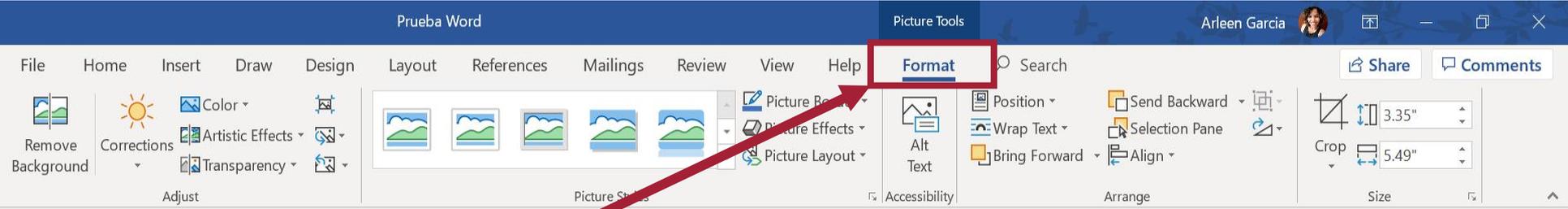
- Quick access
  - Desktop
  - Downloads
  - Documents
  - Pictures
  - Biblioteca Digital
  - Etica Empresarial
  - Seleccion y Adq
  - The Nice Guys 20
- Microsoft Word
- OneDrive

File name: All Pictures

Tools Insert Cancel

Page 4 of 4 29 words Spanish (Puerto Rico) 110%

**Insertar Imágenes**  
Escoge una y le das clic

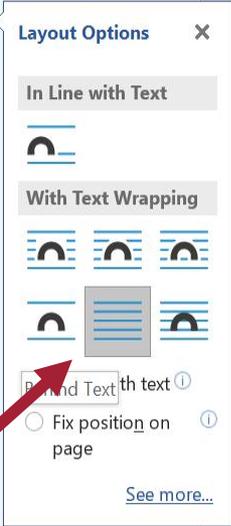


En la pestaña de "Format" puedes colocar

bordes y efectos

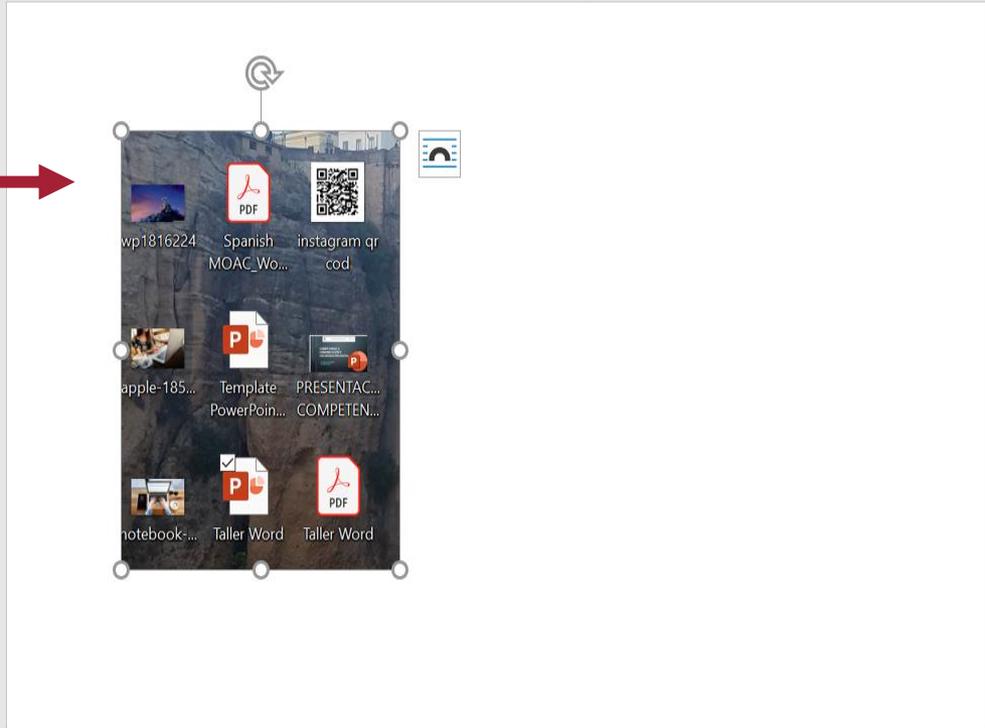


Para mover la imagen en el documento selecciona "Behind Text".



**Screen Clipping**  
Take a quick snapshot of part of the screen, and add it to your document.

**Insertar screenshot de una parte de la pantalla.**



# Ejercicio de Práctica

**Realizar Ejercicio #3**

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

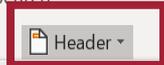


**Insertar Header**



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
- Tap
- Get Add-ins
- My Add-ins
- Wikipedia
- Online Video
- Media
- Links

- Header
- Footer**
- Equation
- Symbol

**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...

**Insertar Footer**



Footer

Biblioteca Madre María Teresa Guevara



**4x4 Table**

- Insert Table...
- Draw Table
- Convert Text to Table...
- Excel Spreadsheet
- Quick Tables



**Insertar tablas**


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

Table Style Options:  Header Row,  First Column,  Total Row,  Last Column,  Banded Rows,  Banded Columns

Table Styles: [Grid of style thumbnails]

Borders: 1/2 pt, Pen Color, Borders, Border Painter

AutoSave Off [Save] [Undo] [Redo] [Print] [Share] [Print]



Diseño y estilo de la


# Ejercicio de Práctica

**Realizar Ejercicio #4**



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

AutoSave Off

**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

Prueba Word SmartArt Tools Arleen Garcia

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

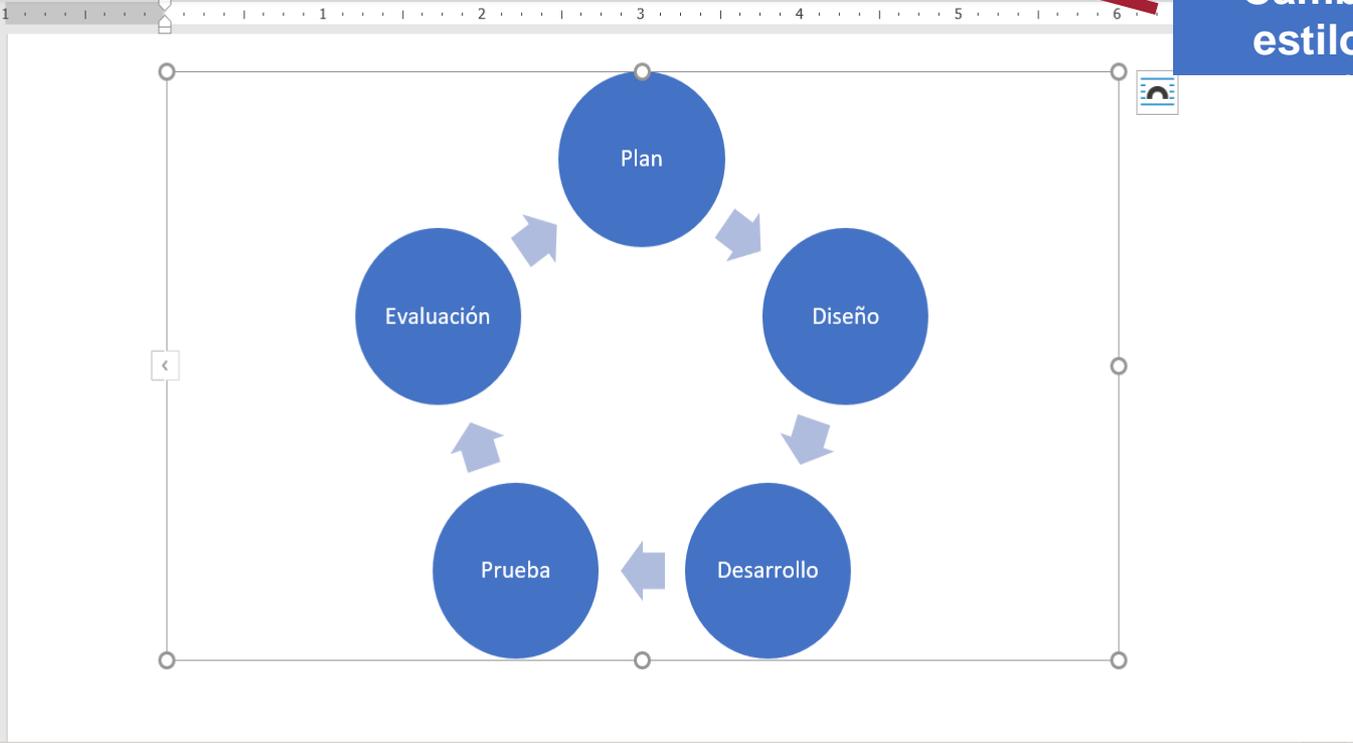
Add Shape Promote Move Up Add Bullet Demote Move Down Text Pane Right to Left Layout

Create Graphic

Layouts Change Colors SmartArt Styles

Reset Graphic Reset

Cambiar estilo y





Cover Page  
Blank Page  
Page Break  
Table  
Pictures  
Online Pictures  
Shapes  
Icons  
3D Models  
SmartArt  
Chart  
Screenshot

Document Item  
Links  
Comments

**Insertar número de página**

Header  
Footer  
**Page Number**  
Equation  
Symbol

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

**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 \(Bottom\)](#)

EJERC

AutoSave Off

Vertical ruler and page margin indicators

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



# Ejercicio de Práctica

**Realizar Ejercicio #5**





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 No watermark, Picture watermark, and Text watermark (BIBLIOTECA, Gill Sans MT, Diagonal).



Themes

<b>TITLE</b>										
<b>HEADING 1</b>										

Paragraph Spacing

Effects

Set as Default

Watermark

Page Color

Page Borders

**Cambiar color al documento**

Theme Colors

White	Black	Blue	Orange	Yellow	Light Blue	Green
Dark Gray	Light Gray	Dark Blue	Dark Orange	Dark Yellow	Dark Light Blue	Dark Green

Standard Colors

Red	Yellow	Green	Cyan	Blue	Purple
-----	--------	-------	------	------	--------

No Color

More Colors...

Fill Effects...

**Biblioteca Madre María Teresa Guevara**

AutoSave Off

Save

Undo

Redo

Print

Share



Themes section showing various design templates with titles like 'TITLE' and 'Heading 1'.

Document Formatting

AutoSave (Off) Save Undo Redo Copy Paste icons

Main document area showing a text box with 'Biblioteca Madre María Teresa' and a blue callout box with 'Añadir borde' pointing to the text box border.

Borders and Shading dialog box with 'Page Border' tab selected. It shows 'None', 'Box', 'Shadow', '3-D', and 'Custom' settings. The 'Box' setting is selected with a red border style, 3 pt width, and red color. The 'Apply to:' dropdown is set to 'Whole document'.

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.]

¿Dudas o  
preguntas?

# ¿Necesitas asistencia individual?

Correo electrónico: [lcommons@sagrado.edu](mailto:lcommons@sagrado.edu)

Chat “Pregunta al Bibliotecario”

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

¡Síguenos en Instagram



@bibliotecasagradooficial



**SAGRADO**

Universidad del Sagrado Corazón