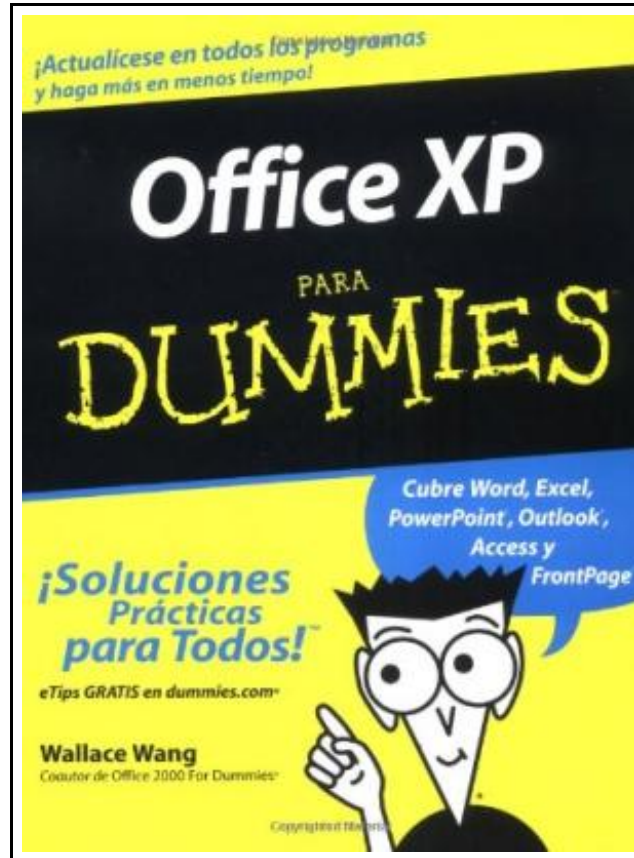


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John Wiley Sons Inc, United States, 2003. Paperback. Book Condition: New. 5th. 236 x 180 mm. Language: Spanish . Brand New Book. Microsoft Office XP consiste en varios programas: un procesador de palabras (Word 2002), un programa de hoja electronica (Excel 2002), un programa de graficos de presentacion (PowerPoint 2002), un organizador de informacion personal y un cliente de correo electronico (Outlook 2002), y un programa de base de datos (Access 2002). Y dependiendo de la version de Office XP que tenga, puede tener programas extra que incluyen una aplicacion de diseno y administracion de paginas Web (FrontPage 2002). Tener tantos programas a su disposicion puede ser muy intimidante, especialmente para el usuario principiante. Cual programa usar para cual tarea Como puede obtener la informacion de un programa a otro Cuales programas realmente necesita y cuales puede ignorar en forma segura !Sus preguntas abundaran y lo confundiran! Office XP Para Dummies responde todas estas preguntas y mas - en terminos faciles de comprender y sin toda esa jerga de los genios de la computacion. Gentilmente explica los elementos basicos para cada programa para que pueda empezar a usarlos de inmediato.Estos son algunos de los temas cubiertos: * Familiarizarse con la interfaz de Office XP * Utilizar Word para crear reportes y otros documentos sofisticados *Organizar hojas electronicas en Excel para ayudarle en su negocio * Crear presentaciones de diapositivas en PowerPoint * Administrar su correo electronico, calendario e informacion de contacto en Outlook * Desarrollar bases de datos faciles de usar * Diseñar paginas Web maravillosas rapida y facilmente Para principiantes, Office XP para Dummies es el vistazo perfecto de toda la suite de Office XP; para usuarios mas avanzados, contiene muchos consejos para hacer del uso de todos estos programas diferentes algo muy facil.



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