



Office XP Para Dummies (Spanish Edition)

Wallace Wang

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Microsoft Office XP consiste en varios programas: un procesador de palabras (Word 2002), un programa de hoja electrónica (Excel 2002), un programa de gráficos de presentación (PowerPoint 2002), un organizador de información personal y un cliente de correo electrónico (Outlook 2002), y un programa de base de datos (Access 2002). Y dependiendo de la versión de Office XP que tenga, puede tener programas extra que incluyen una aplicación de diseño y administración de páginas Web (FrontPage 2002).

Tener tantos programas a su disposición puede ser muy intimidante, especialmente para el usuario principiante. ¿Cuál programa usar para cuál tarea? ¿Cómo puede obtener la información de un programa a otro? ¿Cuáles programas realmente necesita y cuáles puede ignorar en forma segura? ¡Sus preguntas abundarán y lo confundirán!

Office XP Para Dummies responde todas estas preguntas y más – en términos fáciles de comprender y sin toda esa jerga de los genios de la computación. Gentilmente explica los elementos básicos 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 electrónicas en Excel para ayudarle en su negocio
- Crear presentaciones de diapositivas en PowerPoint
- Administrar su correo electrónico, calendario e información de contacto en Outlook
- Desarrollar bases de datos fáciles de usar
- Diseñar páginas Web maravillosas rápida y fácilmente

Para principiantes, *Office XP para Dummies* es el vistazo perfecto de toda la suite de Office XP; para usuarios más avanzados, contiene muchos consejos para hacer del uso de todos estos programas diferentes algo muy fácil.

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