



El Gran Libro de Office 2016

By MediaActive

Marcombo, 2017. soft. Condition: New. En este manual dedicado a Office 2016, la aclamada y más utilizada suite de ofimática, se estudia en profundidad, por un lado, los principales aspectos comunes en cuanto a la interfaz de las aplicaciones que forman parte de esta suite, en cuanto a la edición de documentos y al mantenimiento y la seguridad. Tras este profundo estudio, en cuyas lecciones se encuentran marcadas con un sello característico aquellas que representan una novedad en la versión 2016 de Office, el lector encontrará cuatro apartados más, uno para cada una de las principales aplicaciones de la suite: el procesador de textos Word, la hoja de cálculo Excel, el gestor de presentaciones con diapositivas PowerPoint y el gestor de bases de datos Access. Mediante sencillos y a la vez elaborados ejemplos que el alumno desarrollará de principio a fin, se describen detalladamente las principales herramientas y funcionalidades del programa. La versión más reciente de Office presenta interesantes novedades, como la colaboración en tiempo real o la búsqueda inteligente, y muchas mejoras, logrando con ellas que el usuario poco conocedor de la suite advierta una mayor facilidad y profesionalidad en su trabajo, gracias a los múltiples asistentes y a...



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