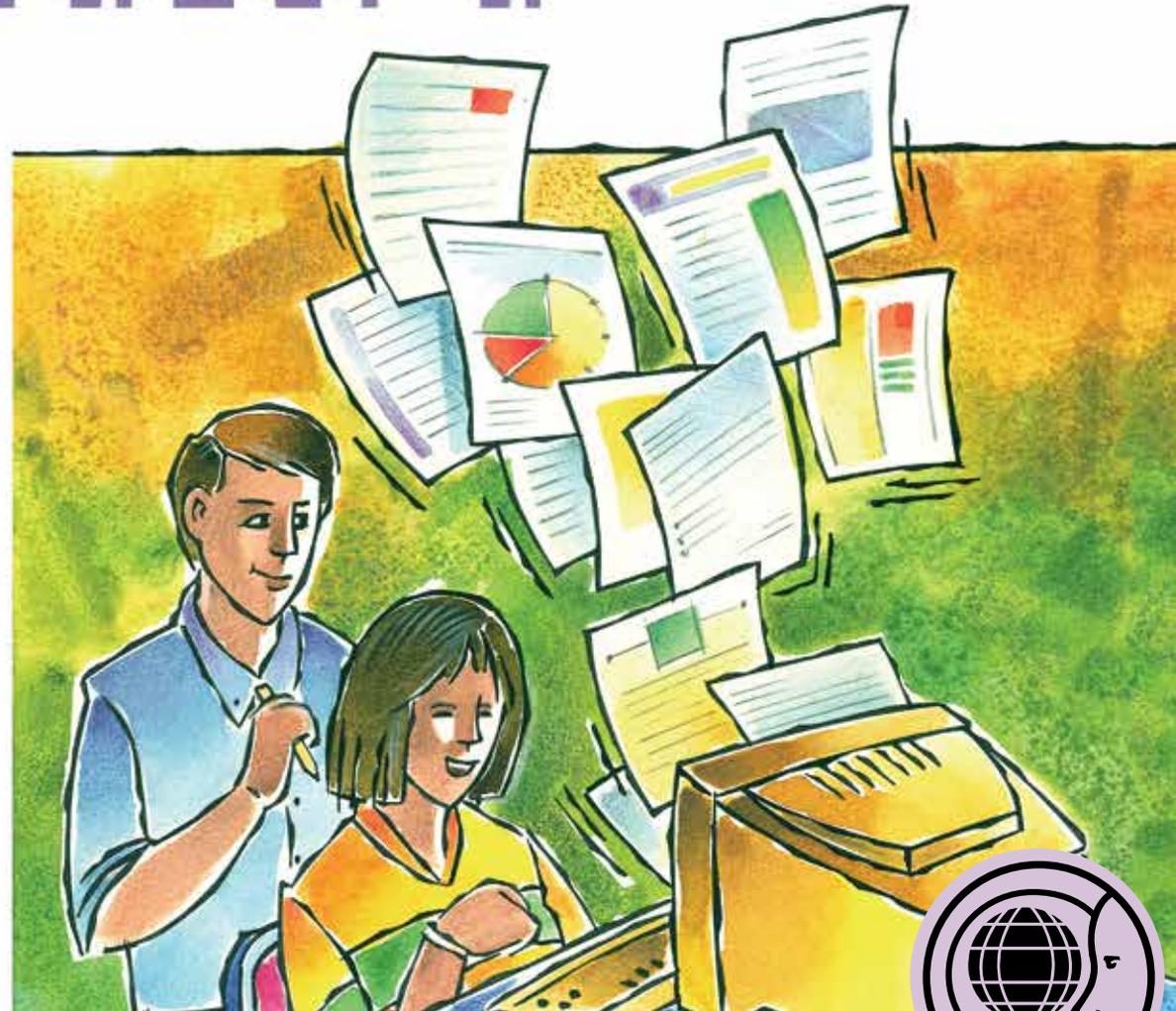


Escribo con la computadora



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Impreso en México

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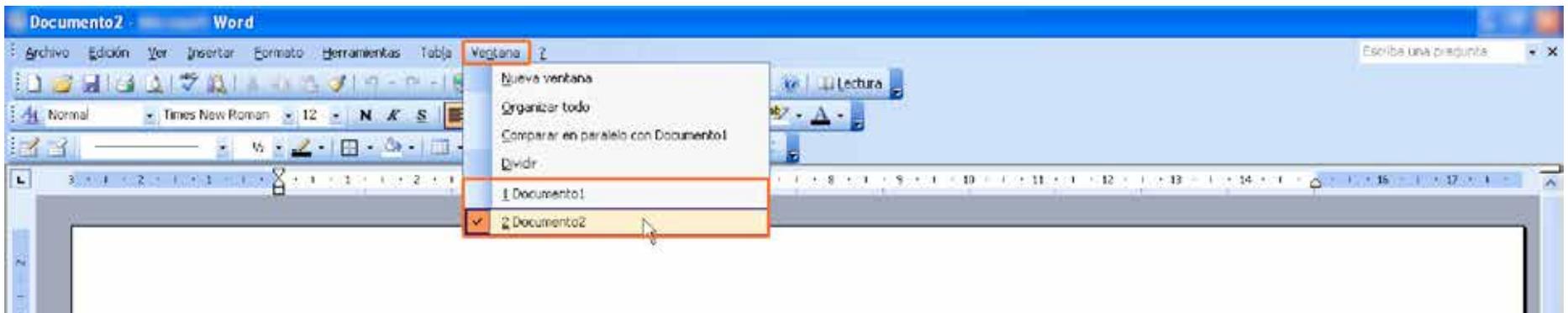
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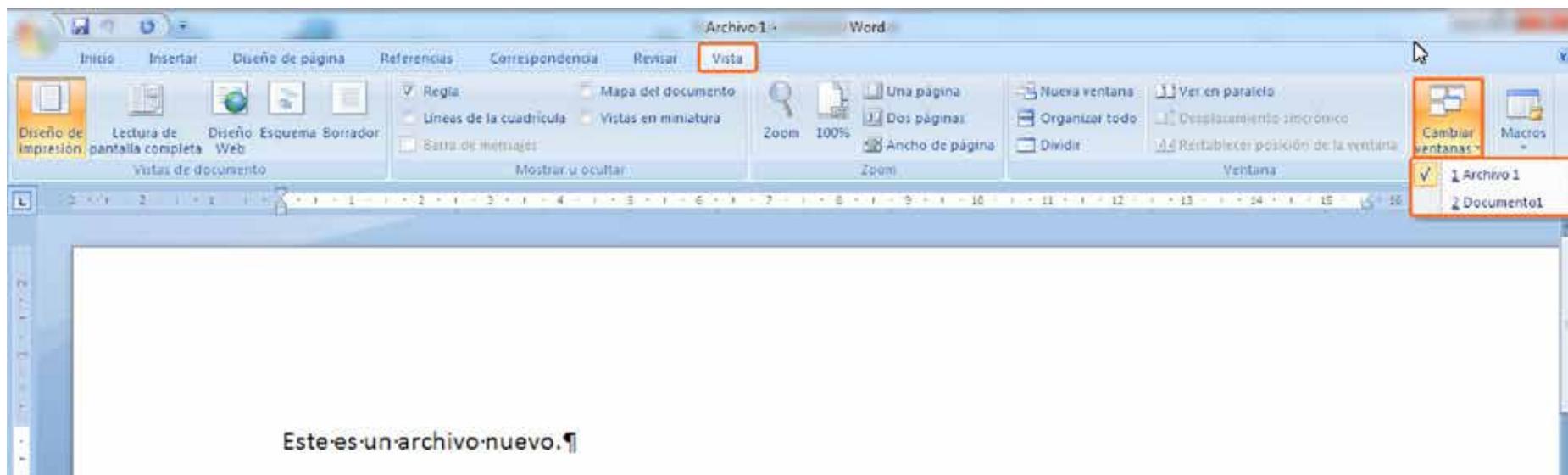
Unidad 1: Conocer el procesador de palabras

Reto 1 Pasar de un archivo abierto a otro

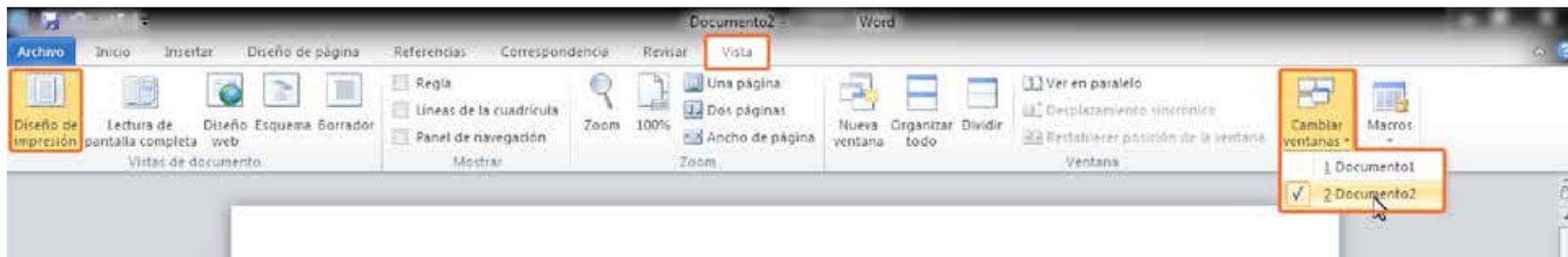
Office 2003



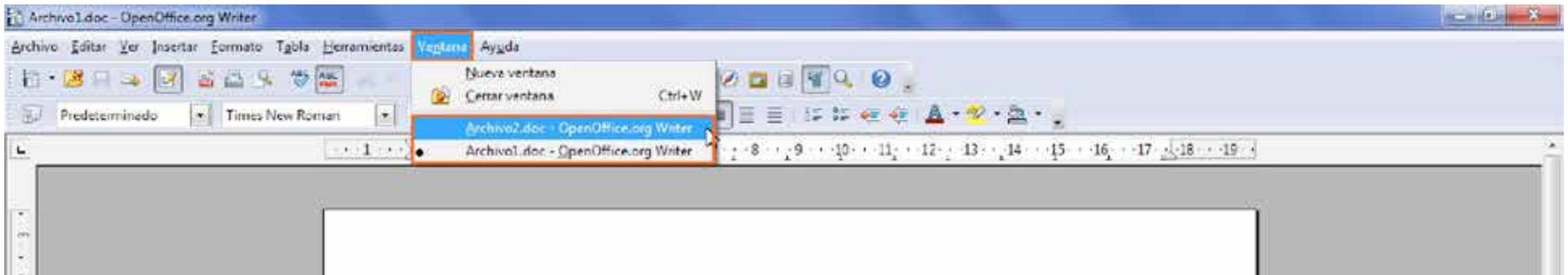
Office 2007



Office 2010



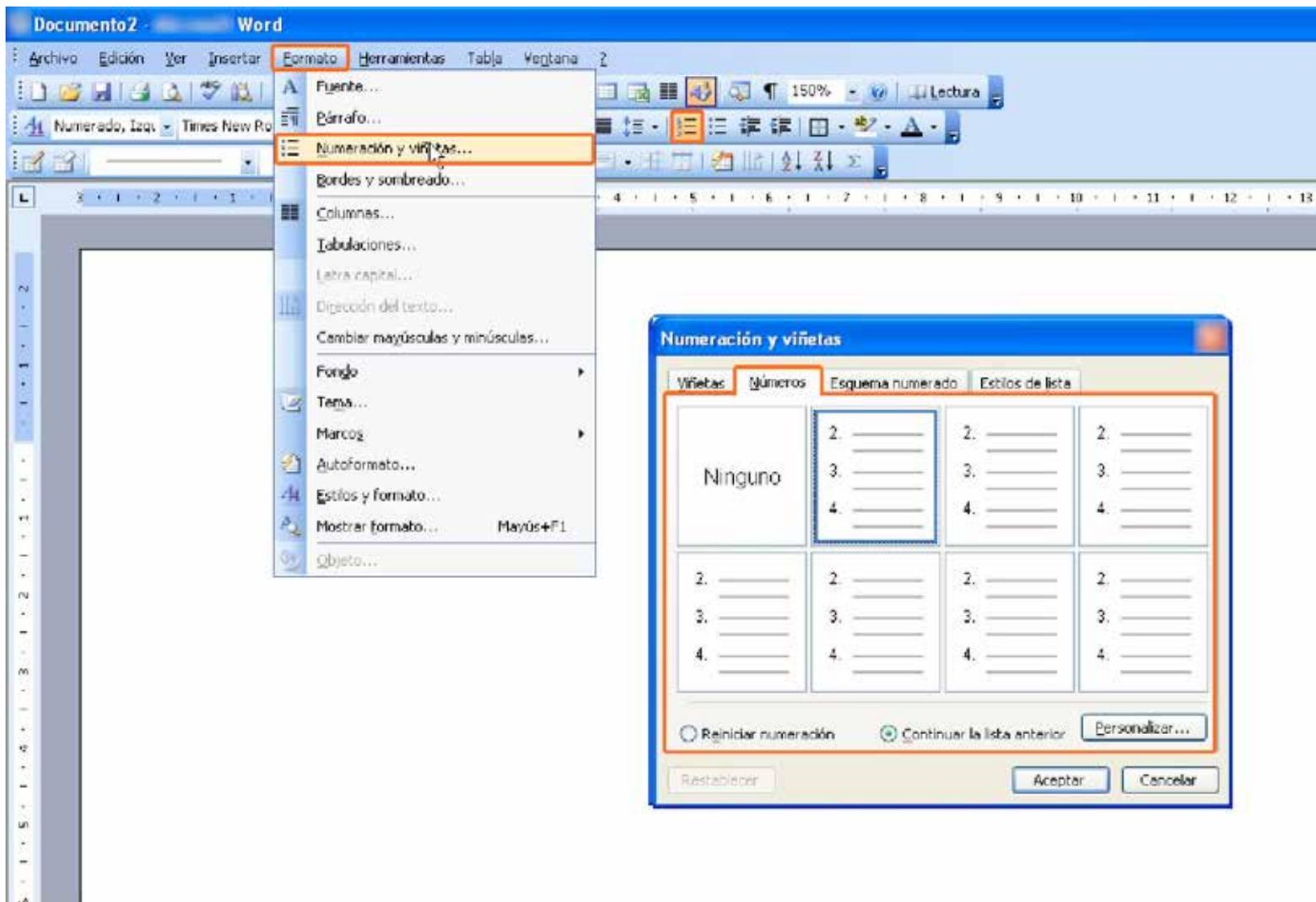
Open Office



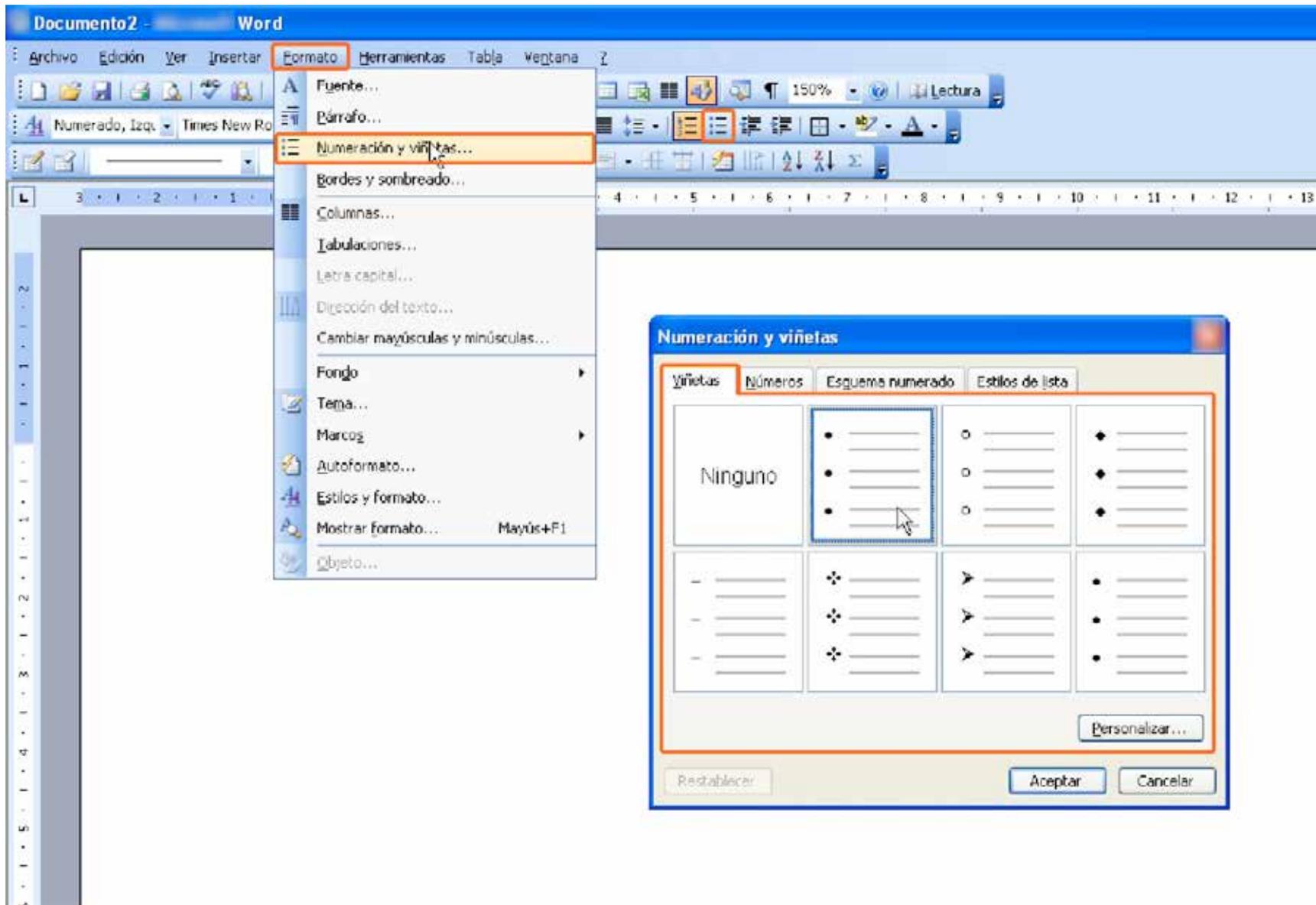
Reto 2 Colocar numeración y viñetas

Office 2003

Pantalla 1

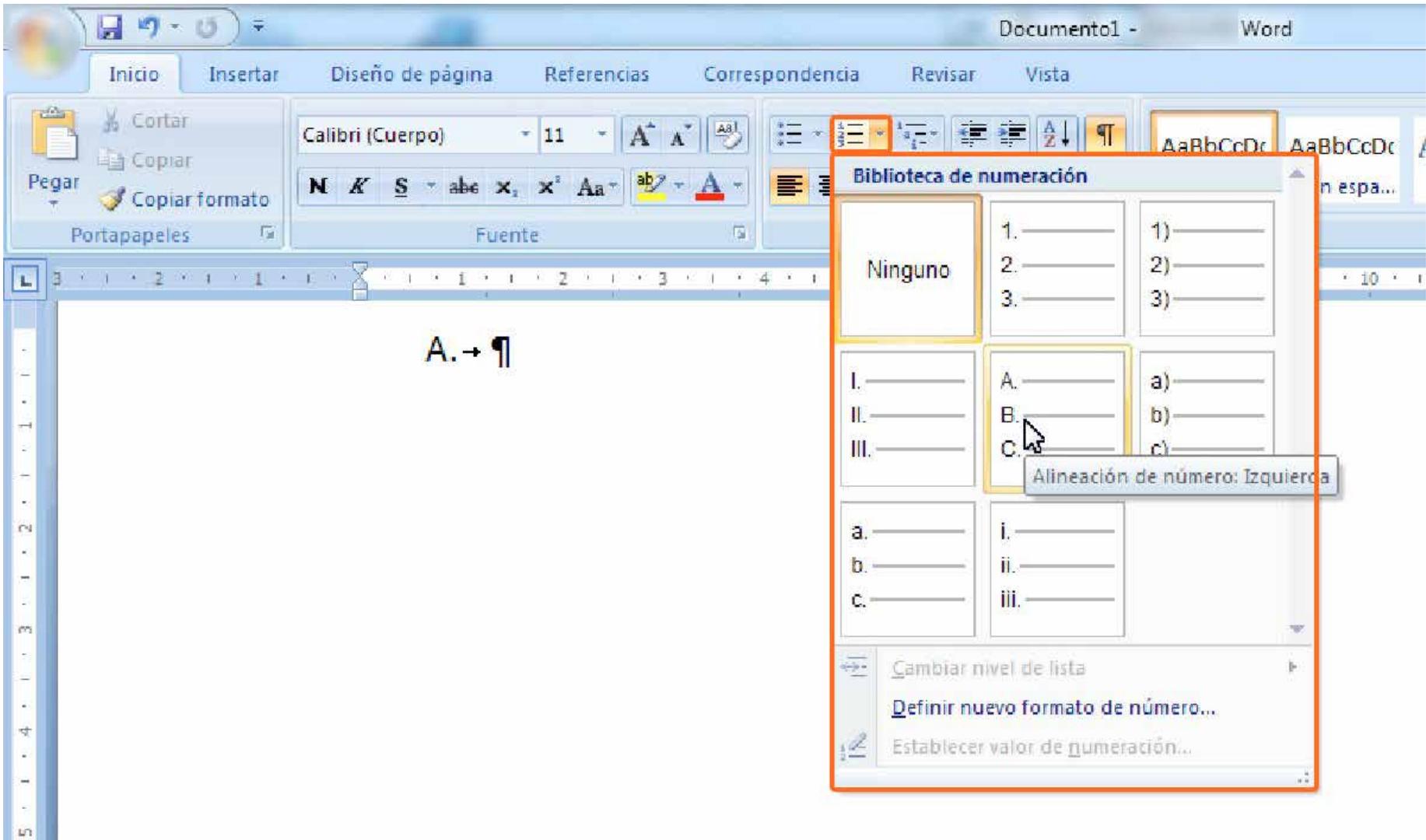


Pantalla 2

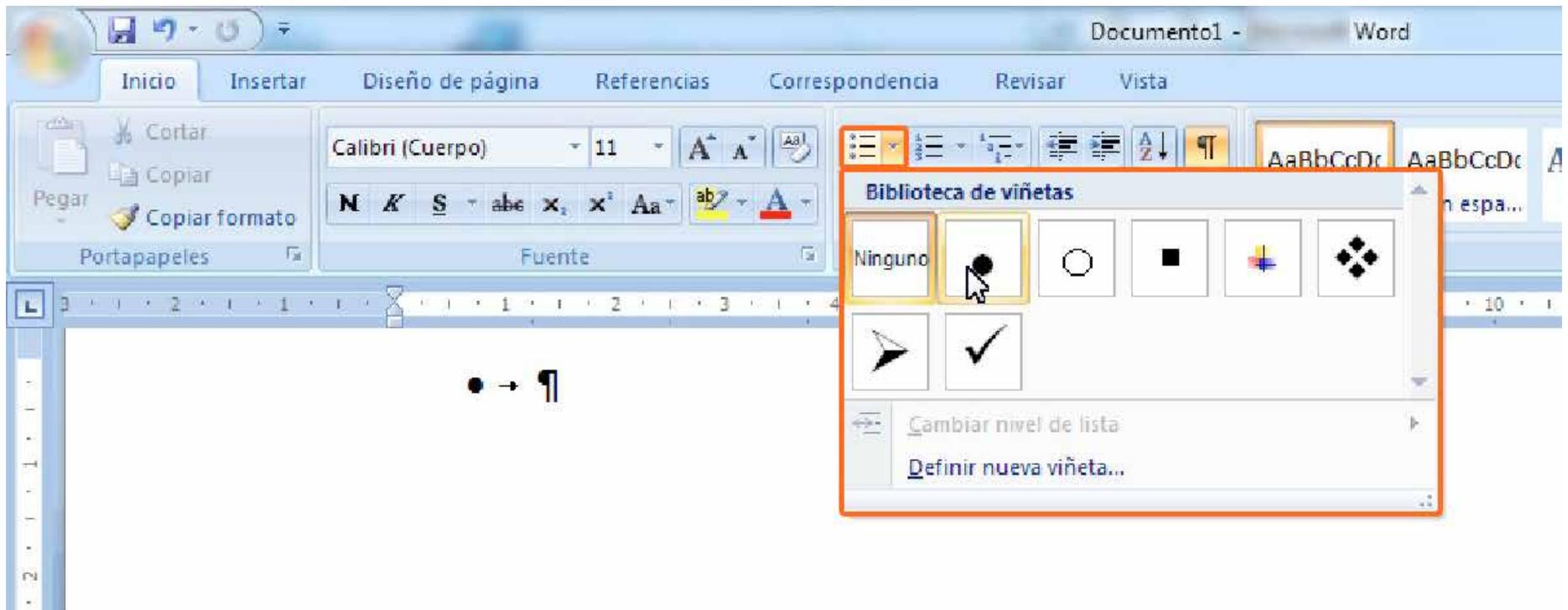


Office 2007

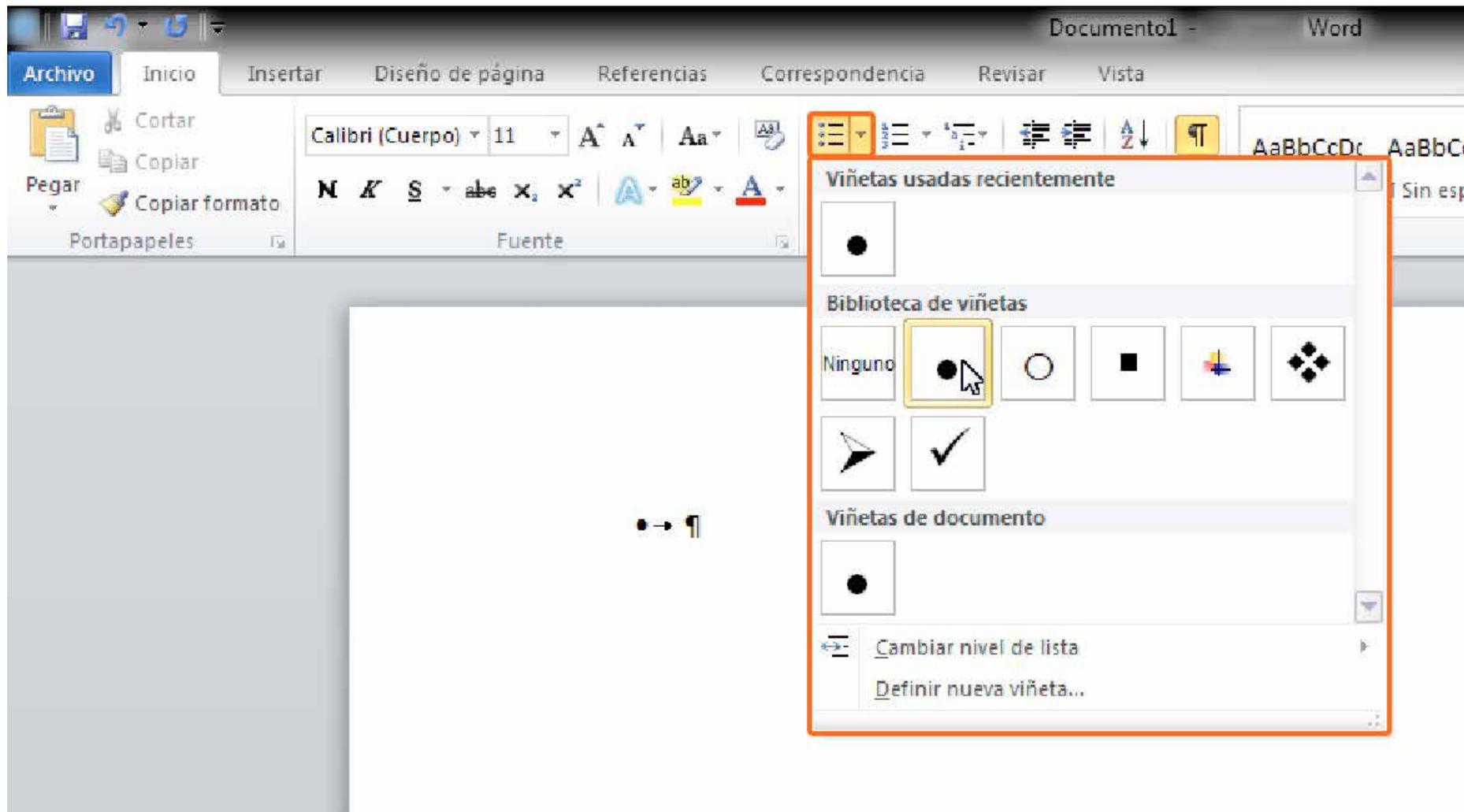
Pantalla 1



Pantalla 2

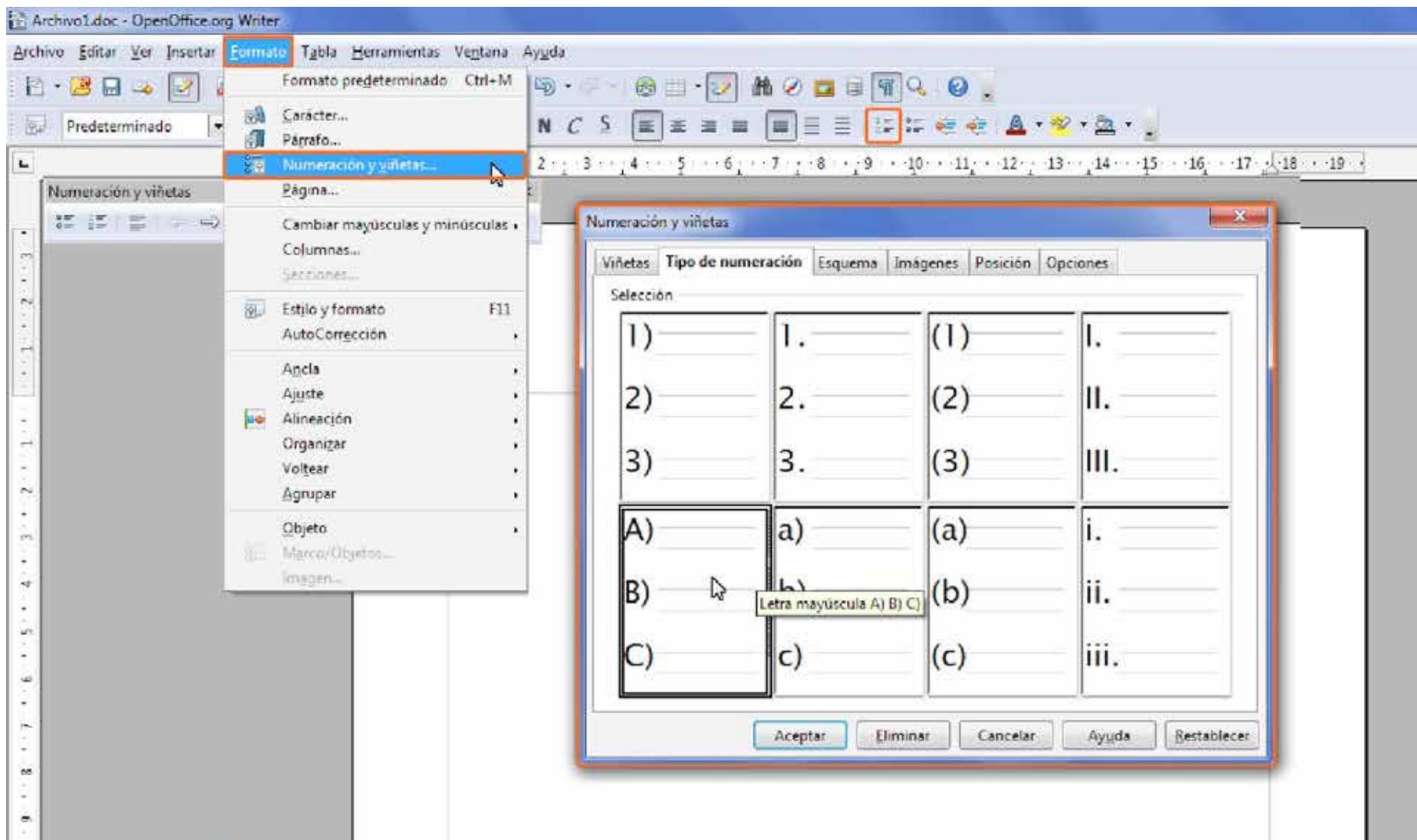


Pantalla 2

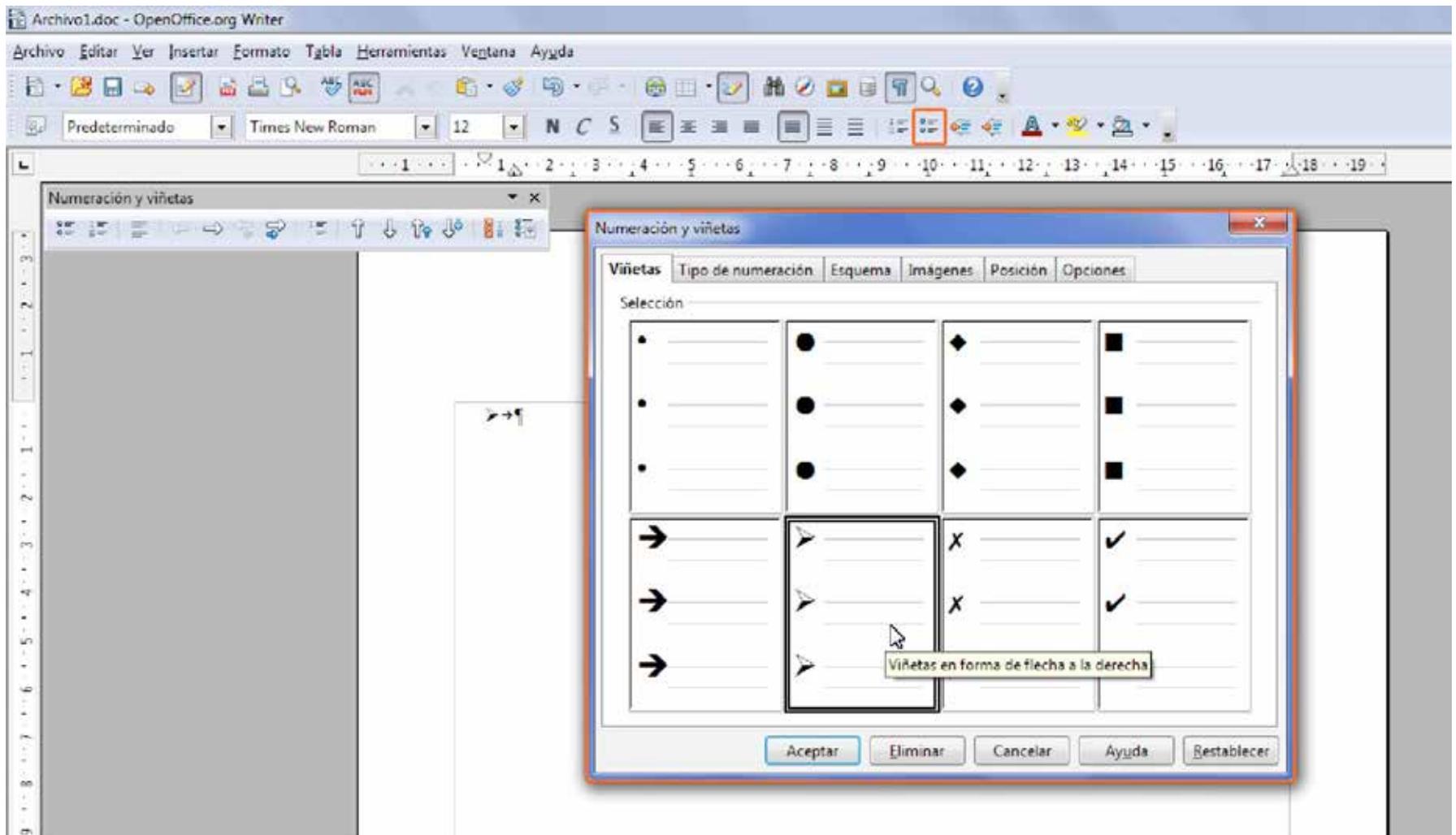


Open Office

Pantalla 1

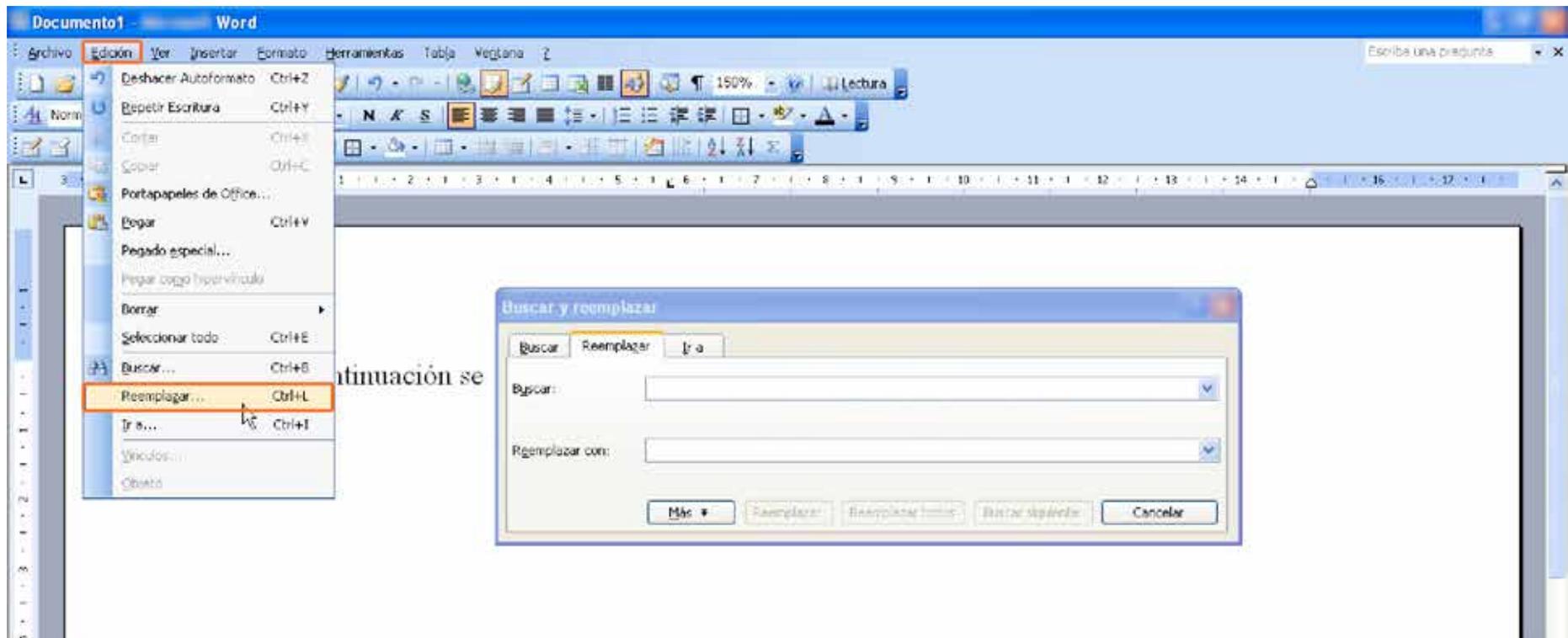


Pantalla 2

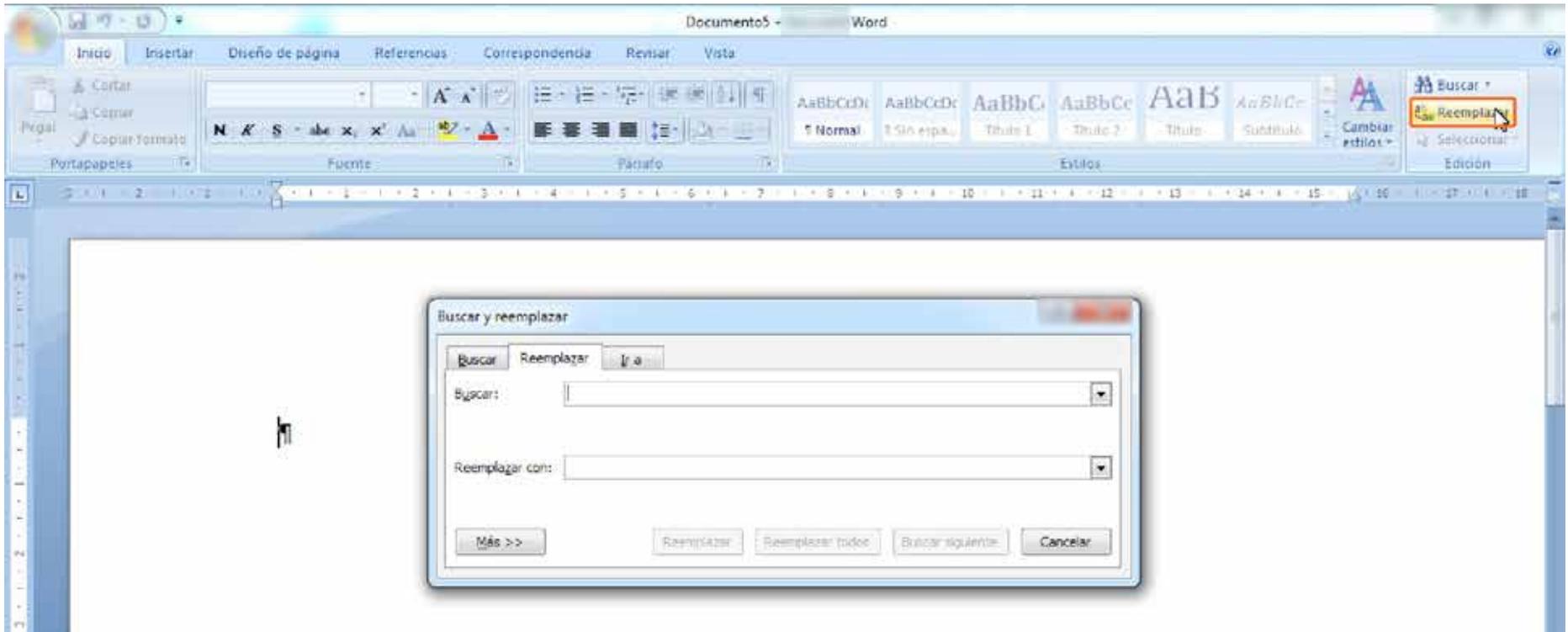


Reto 3 Reemplazar una palabra

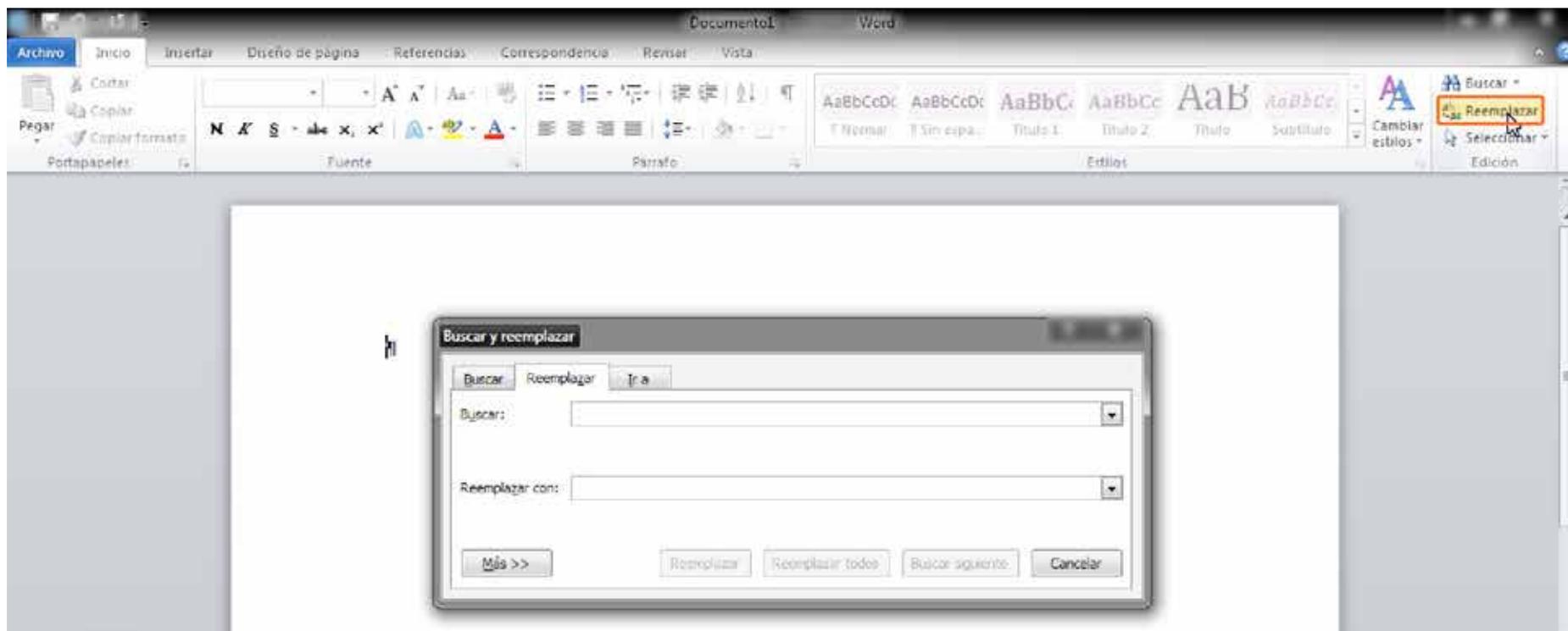
Office 2003



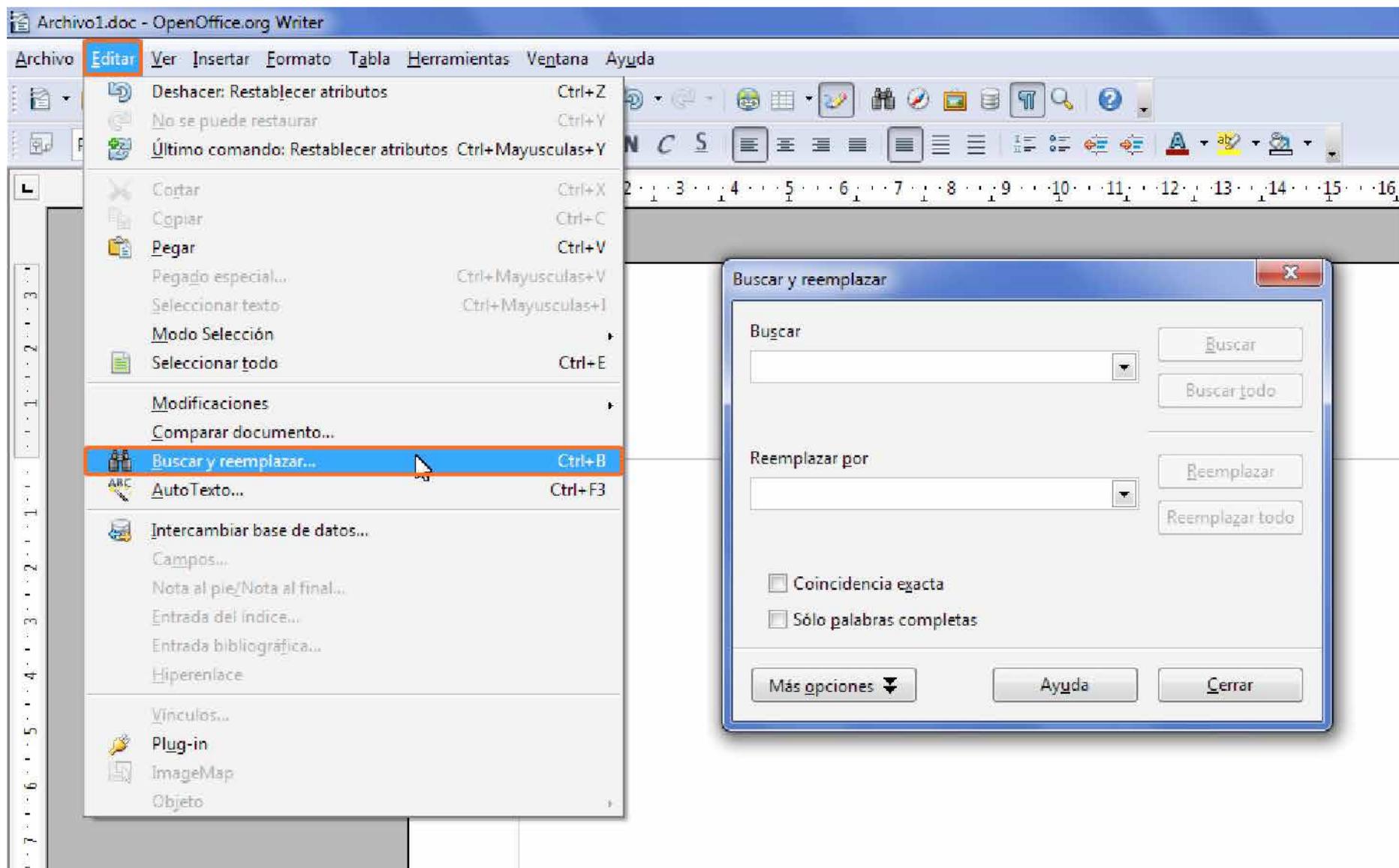
Office 2007



Office 2010



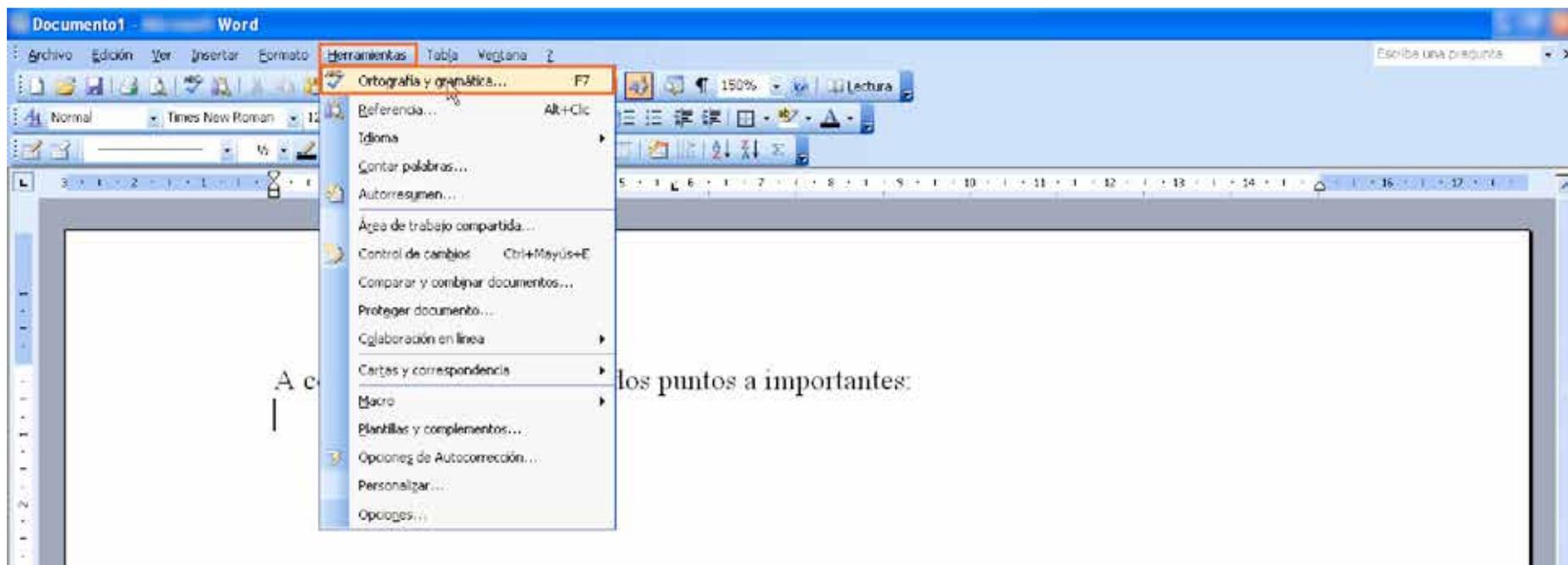
Open Office



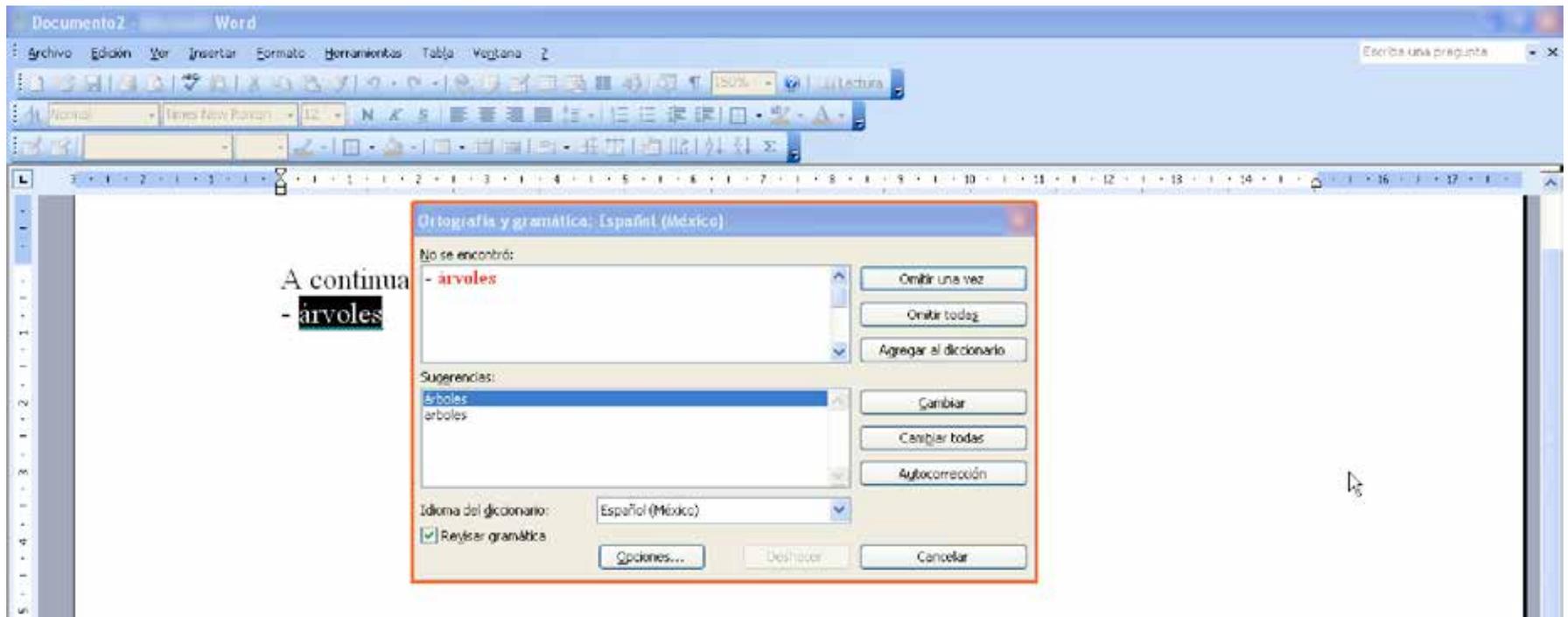
Reto 4 Corregir ortografía

Office 2003

Pantalla 1

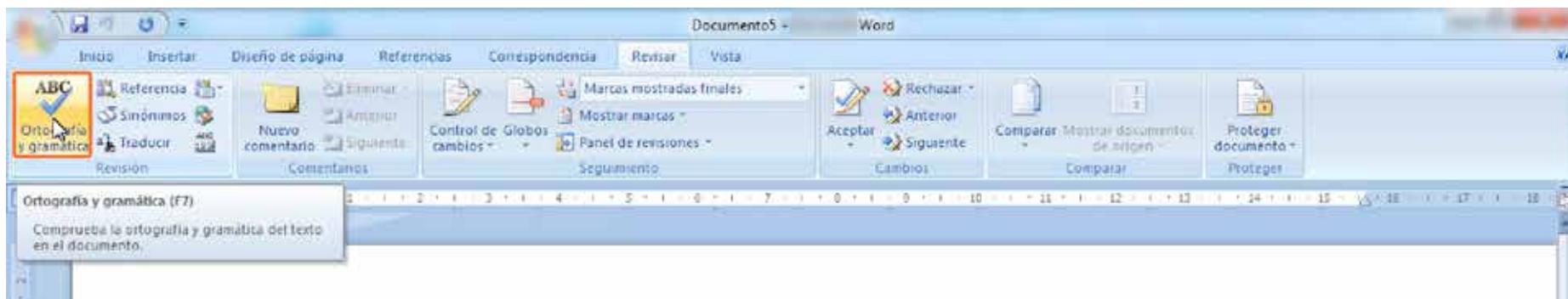


Pantalla 2

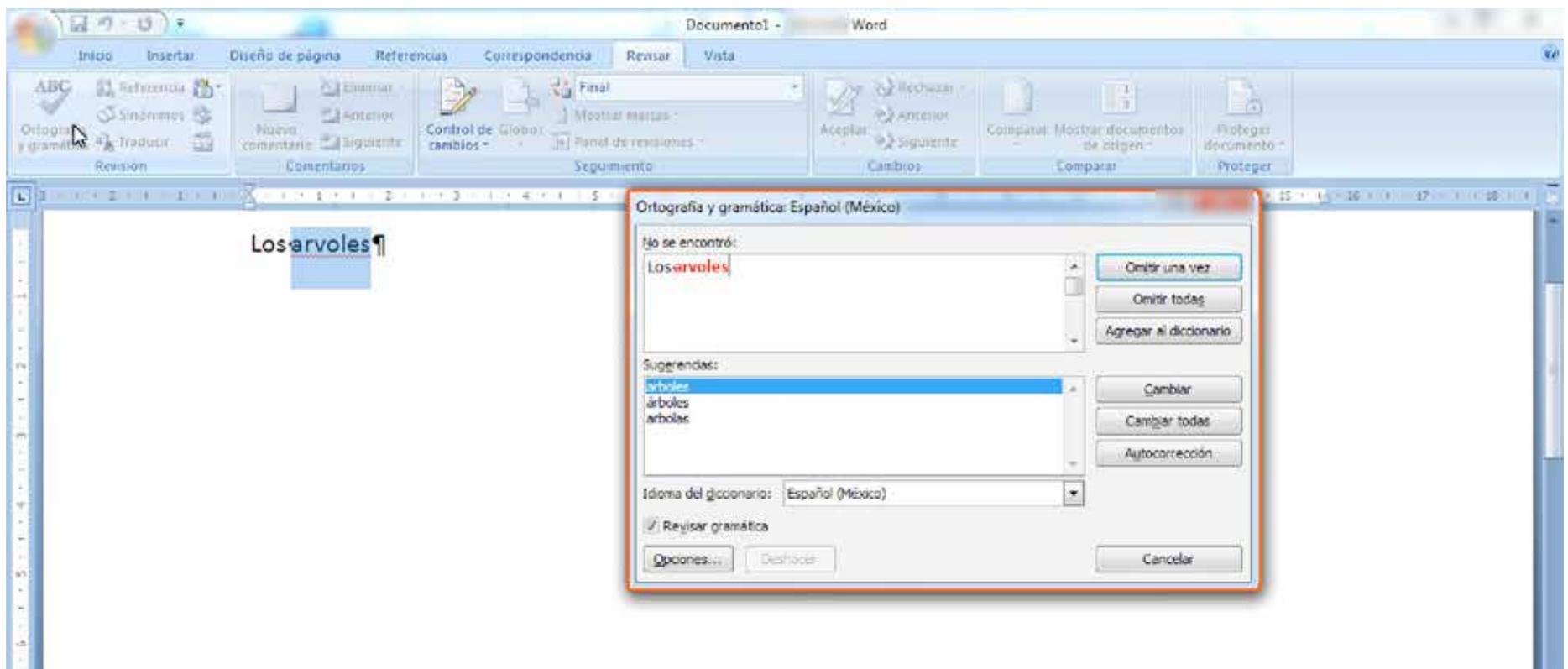


Office 2007

Pantalla 1

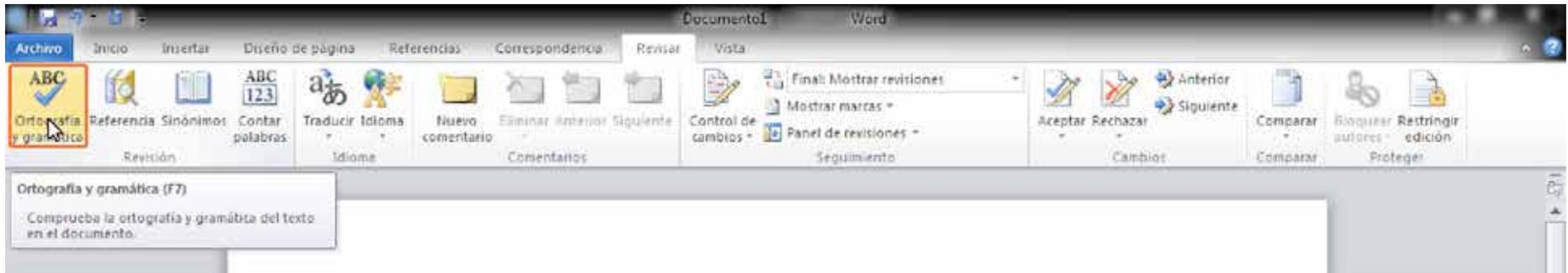


Pantalla 2

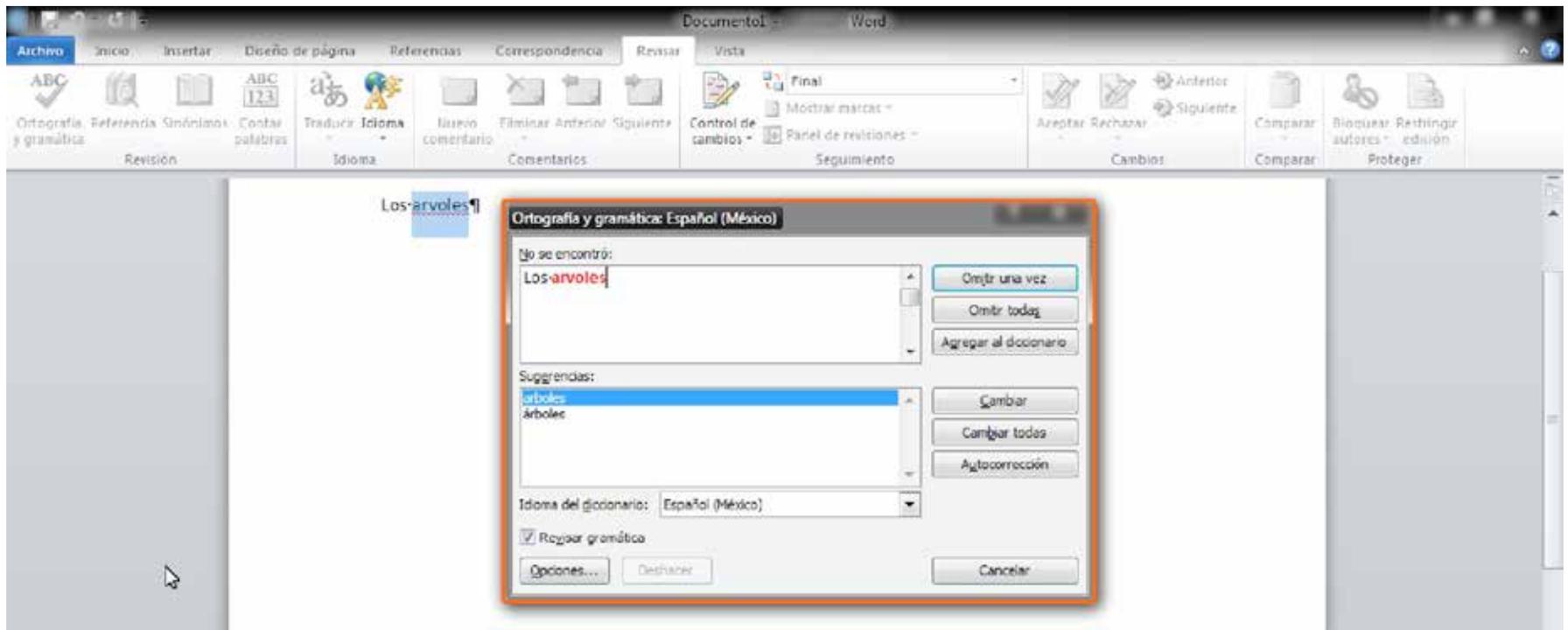


Office 2010

Pantalla 1

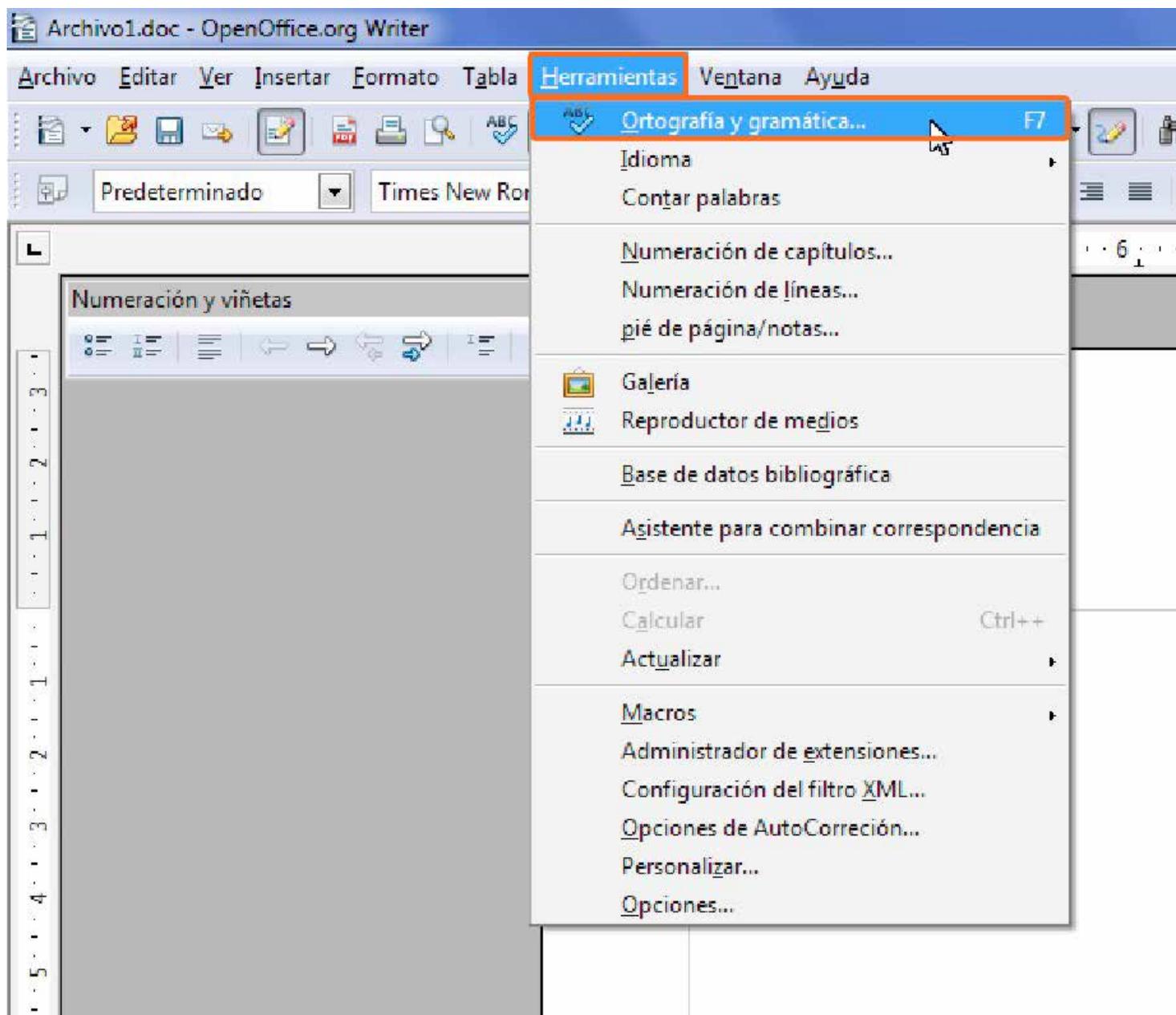


Pantalla 2

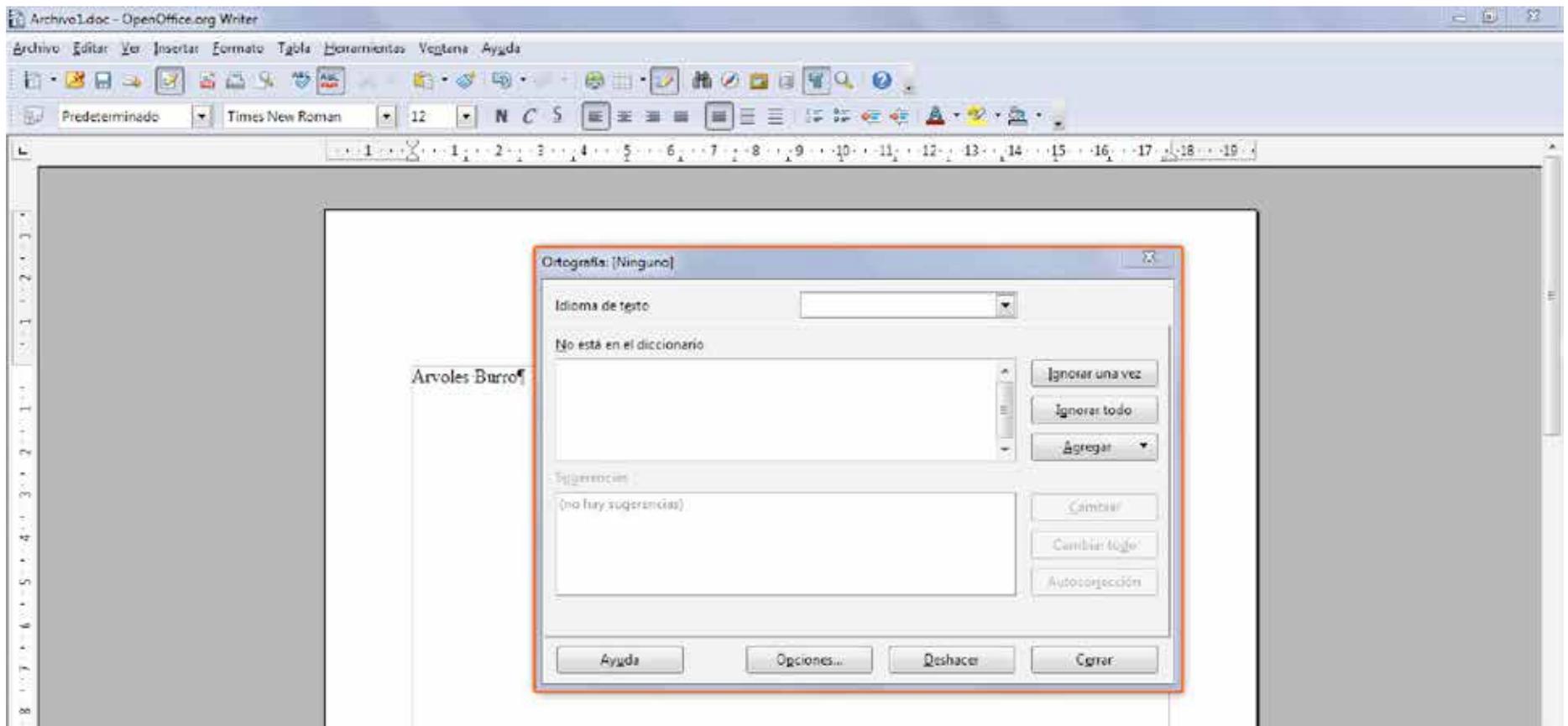


Open Office

Pantalla 1



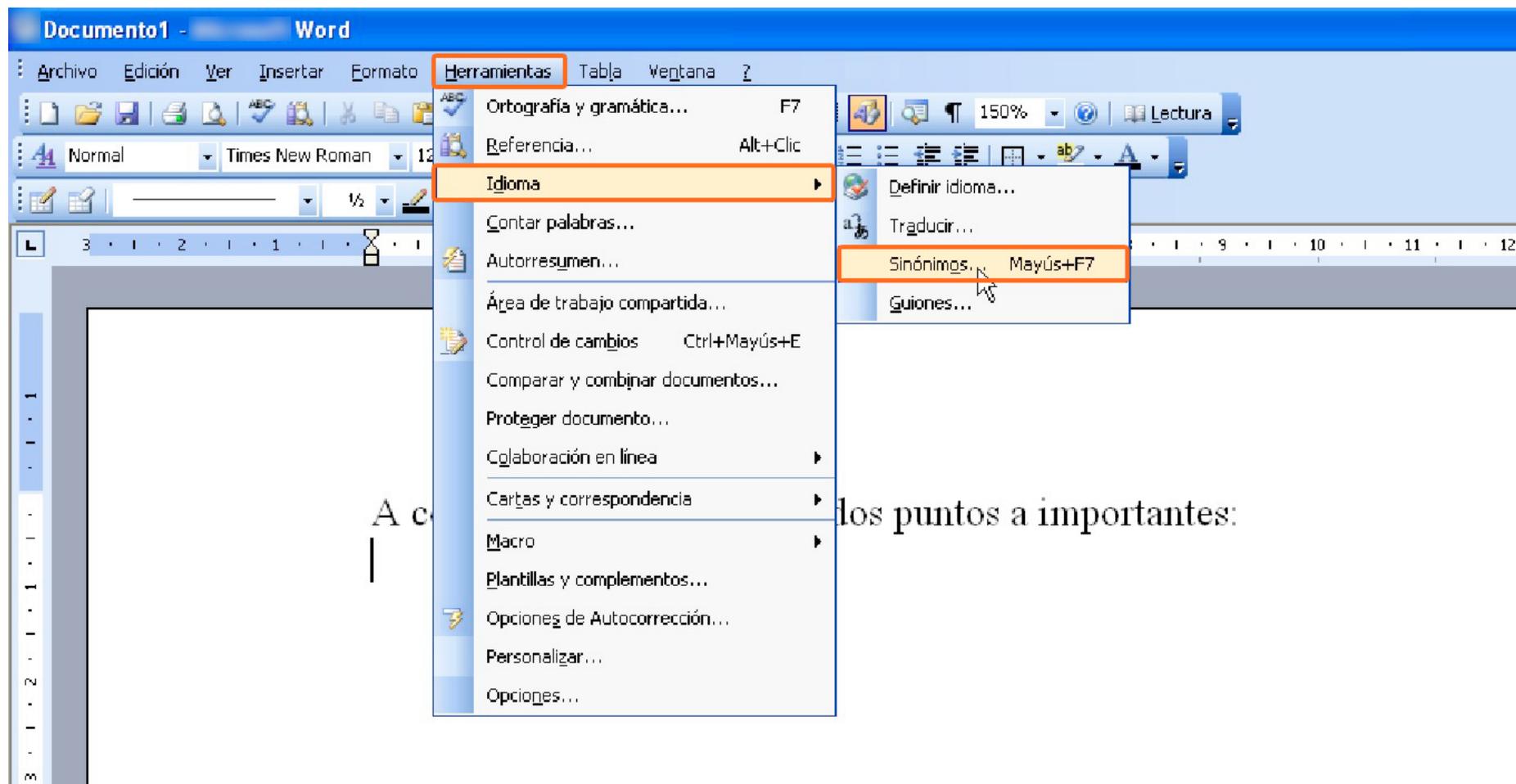
Pantalla 2



Reto 5 Buscar sinónimos

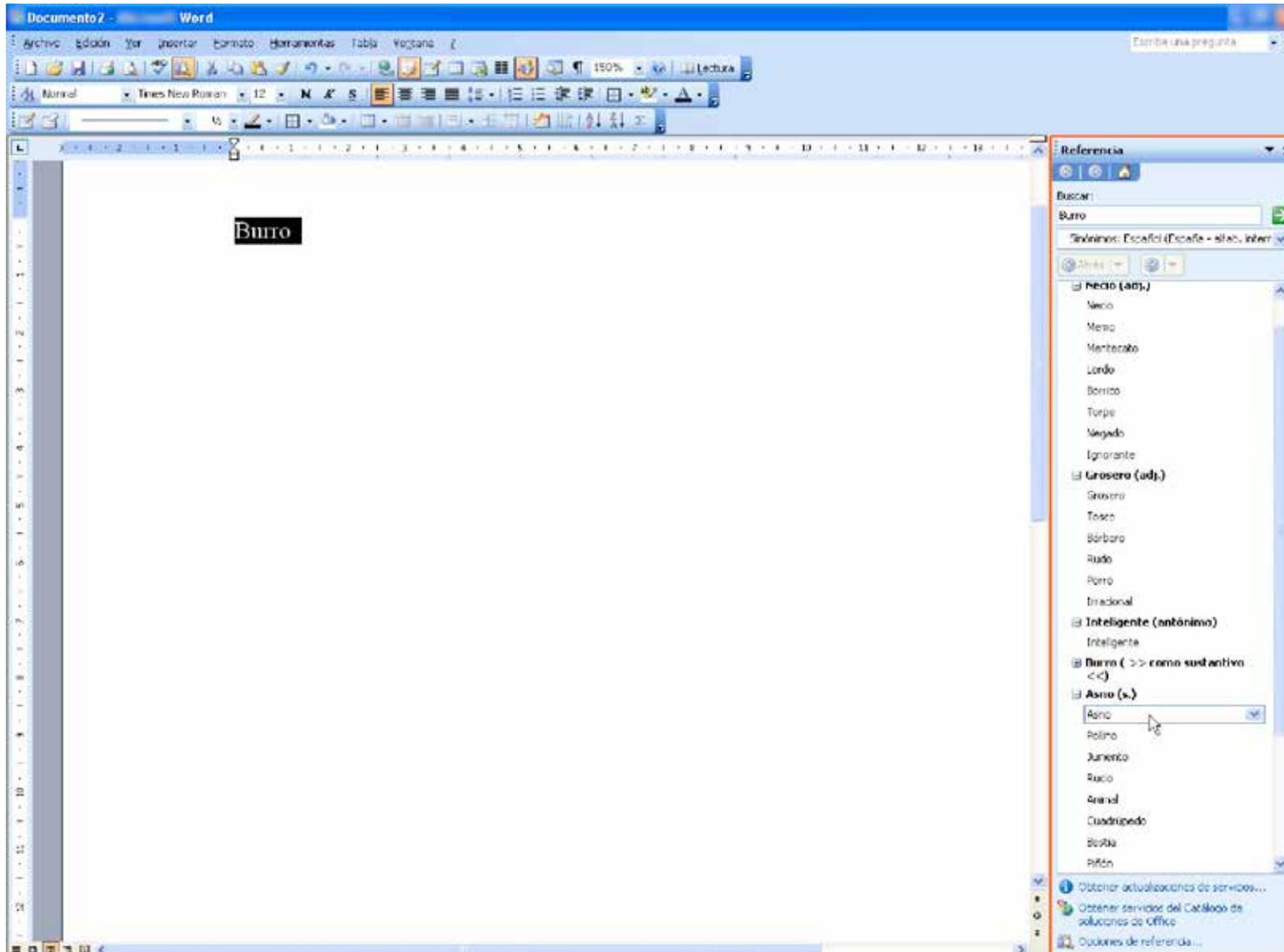
Office 2003

Pantalla 1



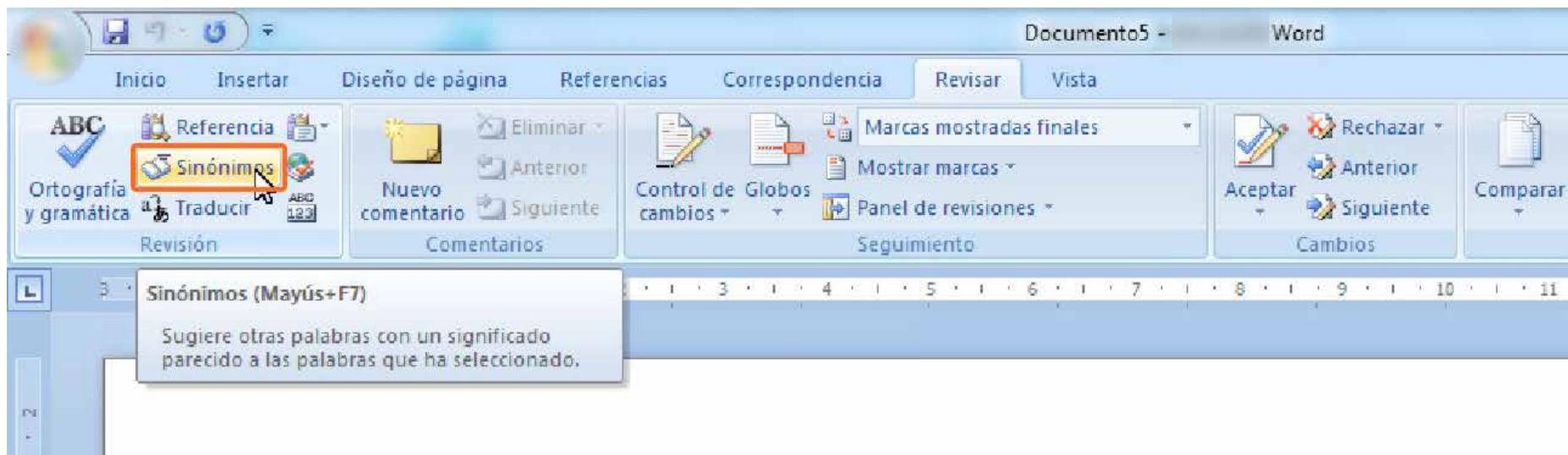
los puntos a importantes:

Pantalla 2

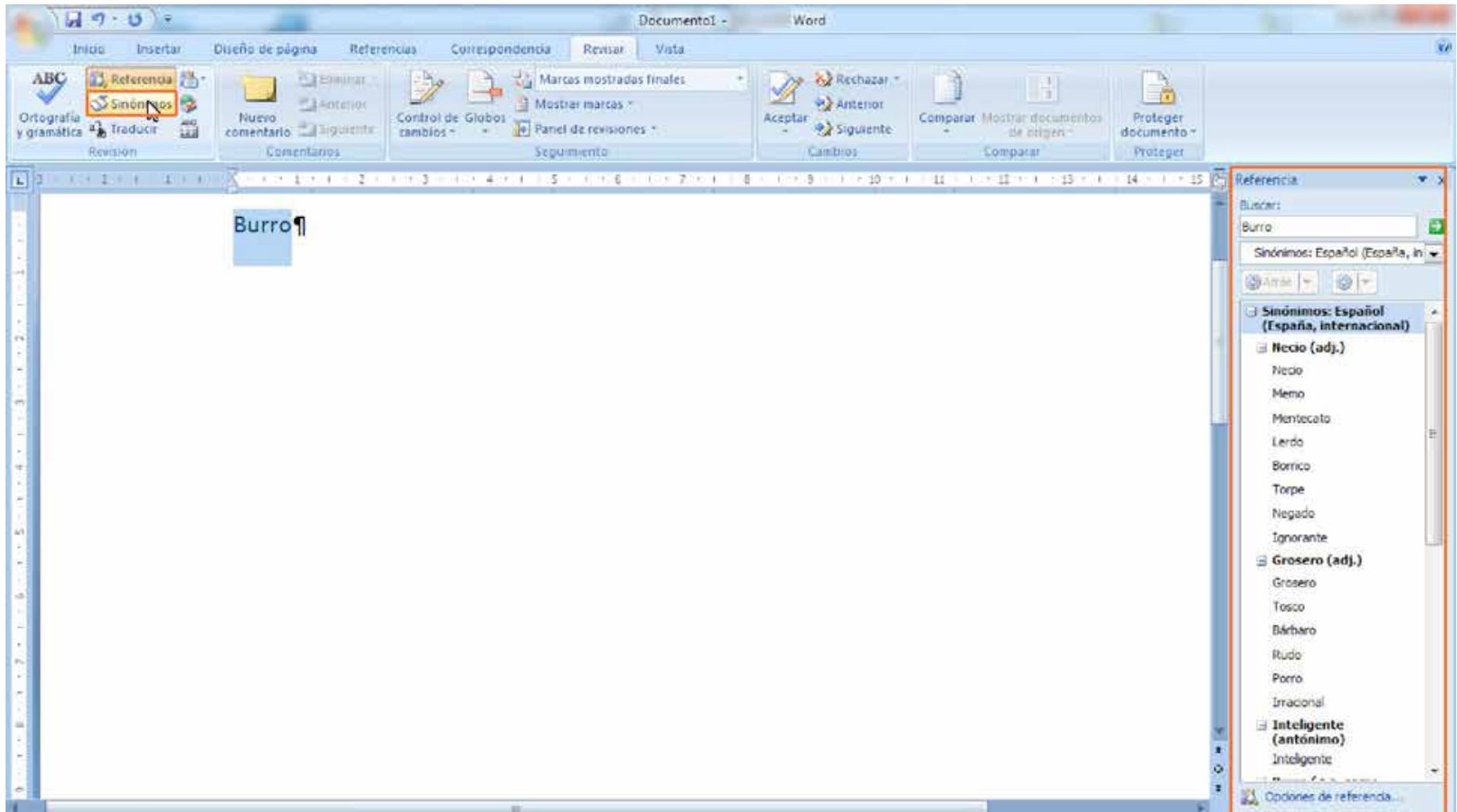


Office 2007

Pantalla 1



Pantalla 2

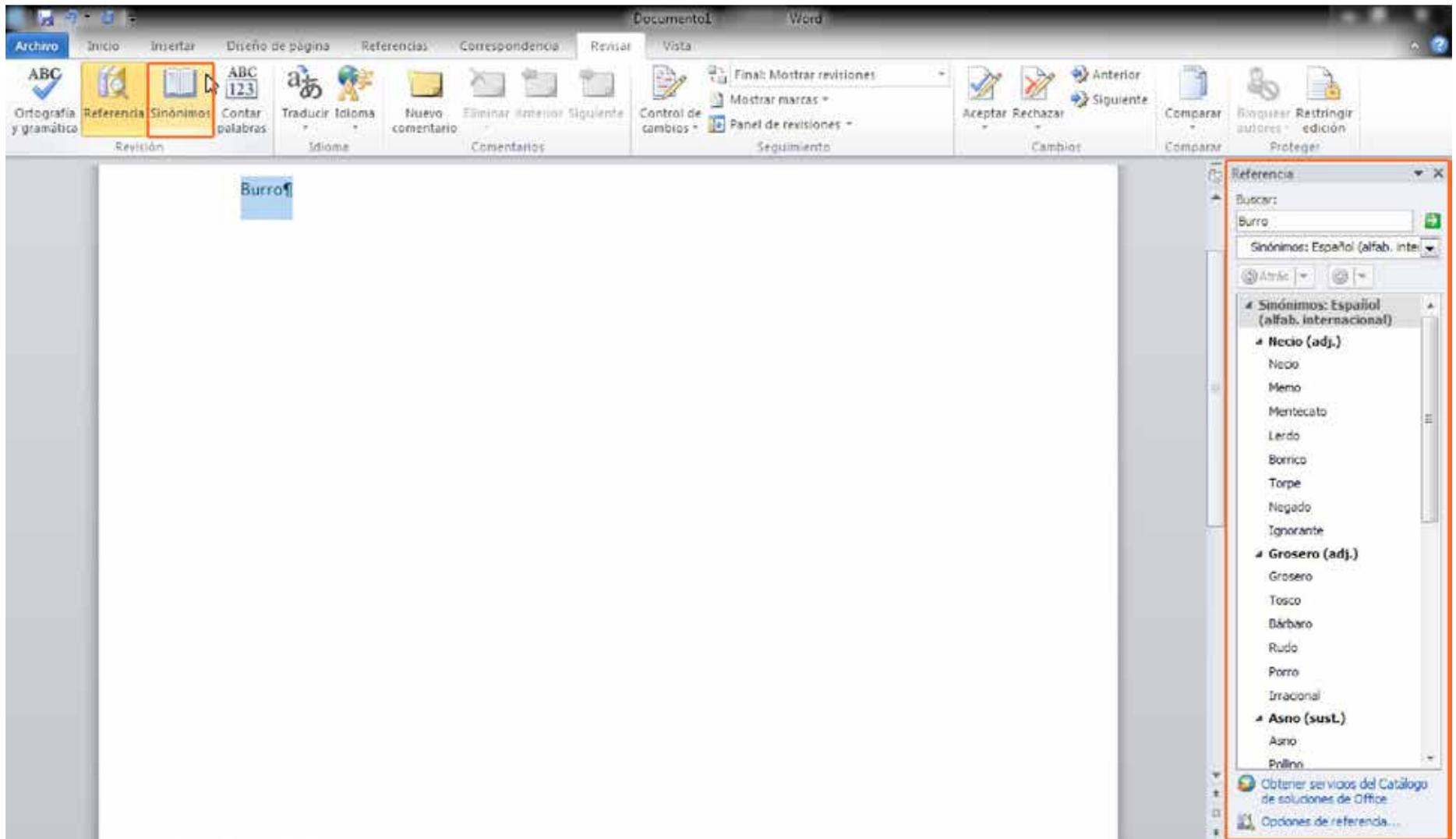


Office 2010

Pantalla 1

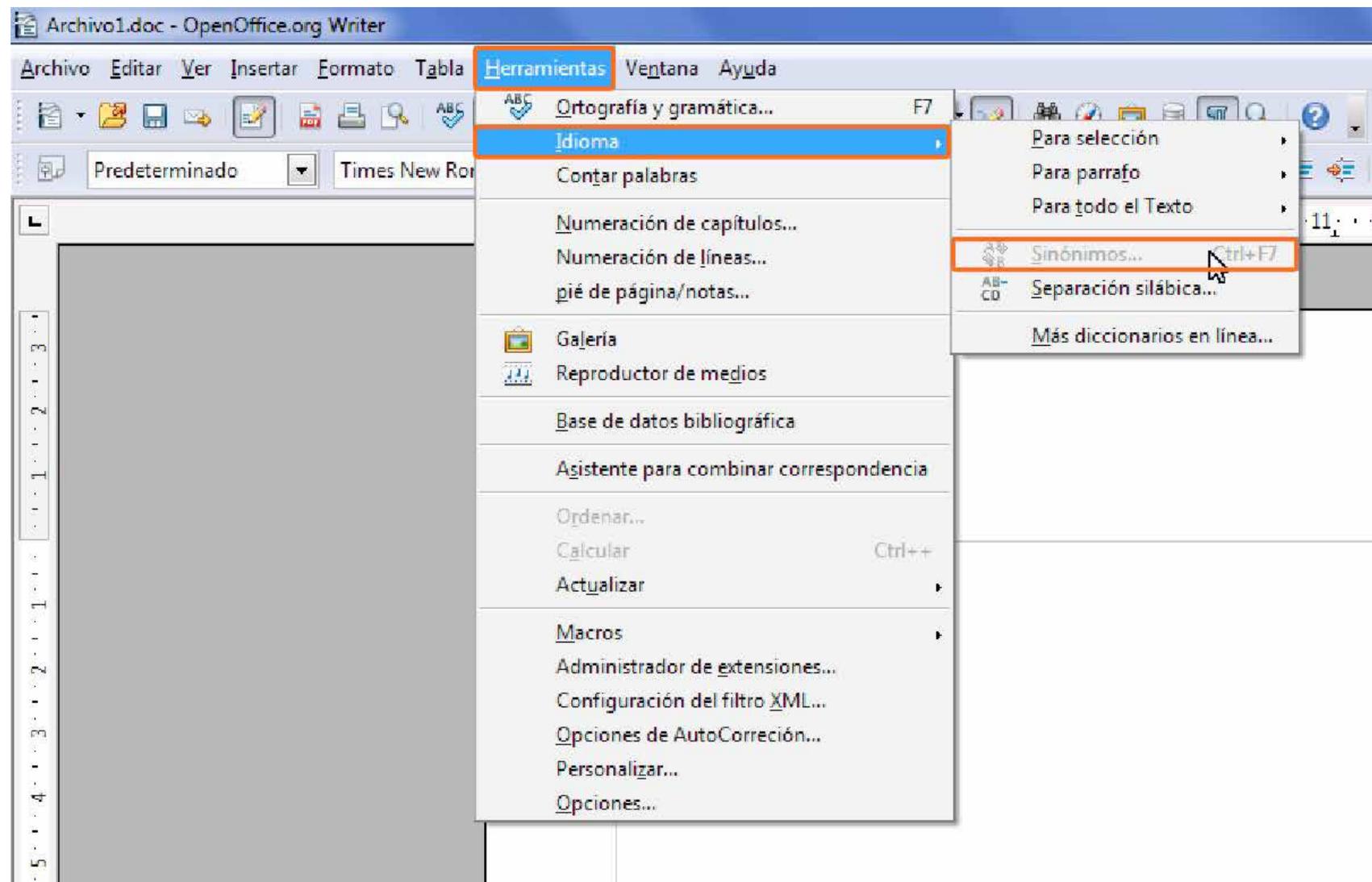


Pantalla 2



Open Office

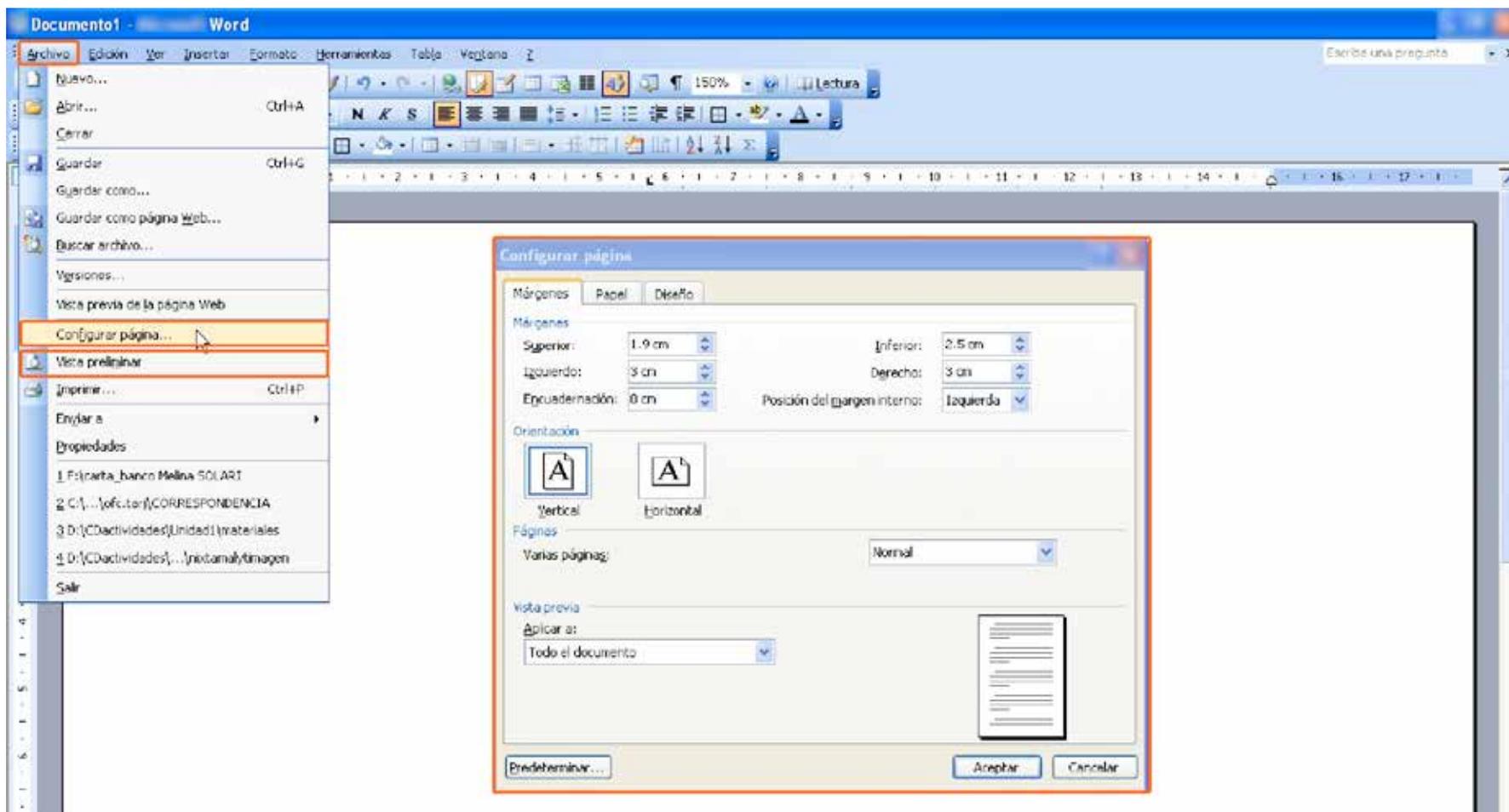
Pantalla 1



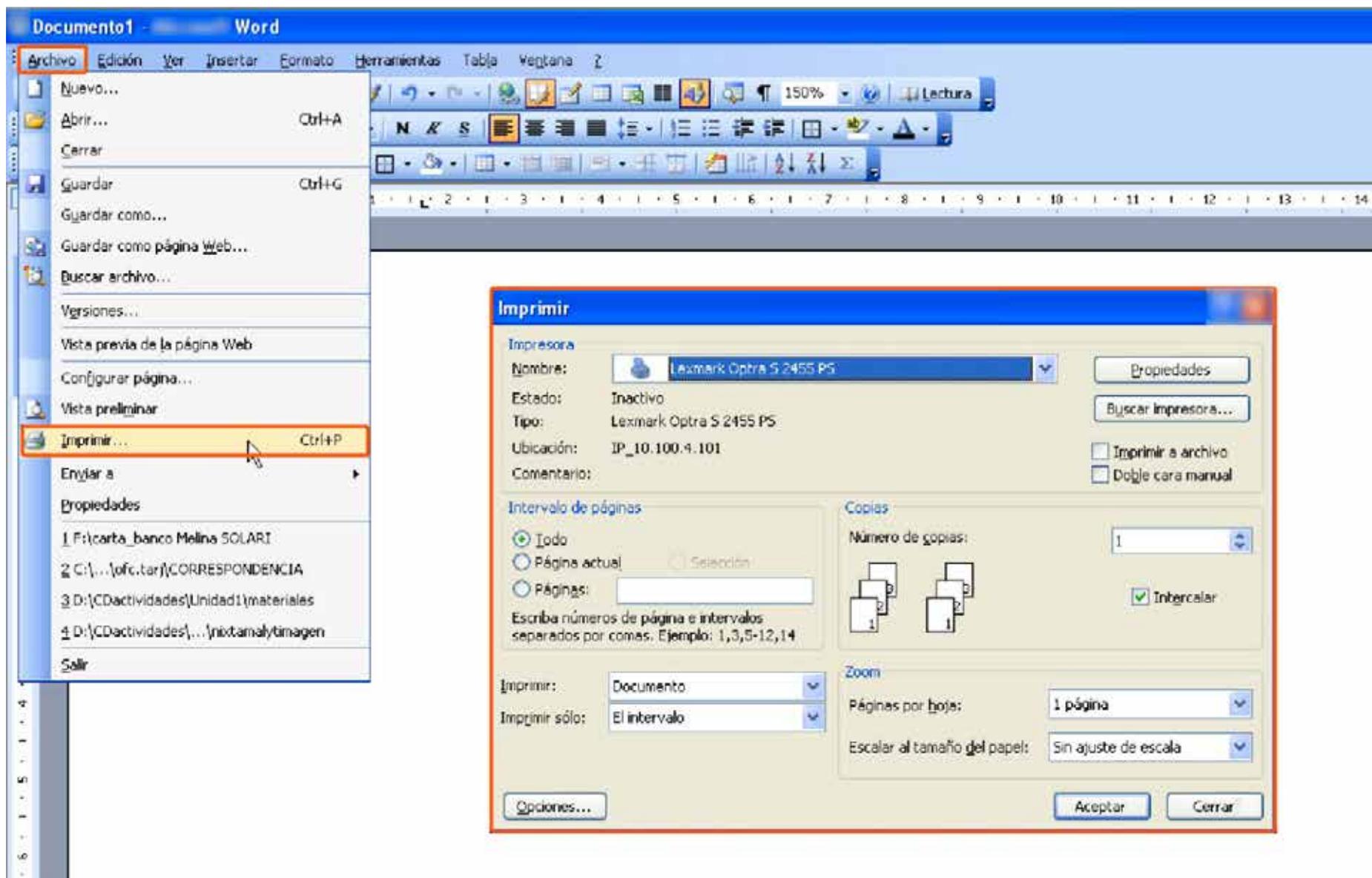
Reto 6 Configurar página, usar vista preliminar, imprimir

Office 2003

Pantalla 1

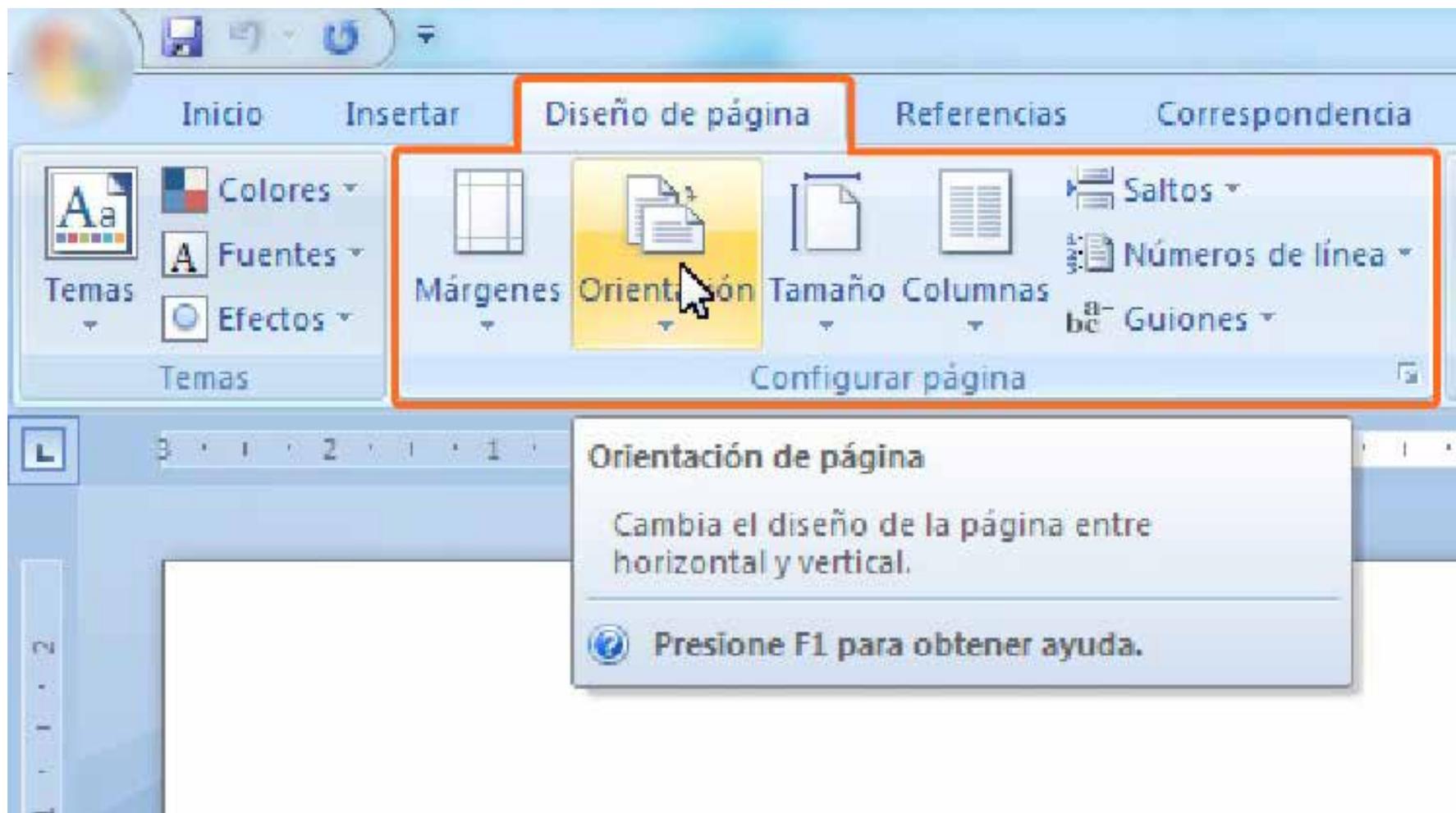


Pantalla 2

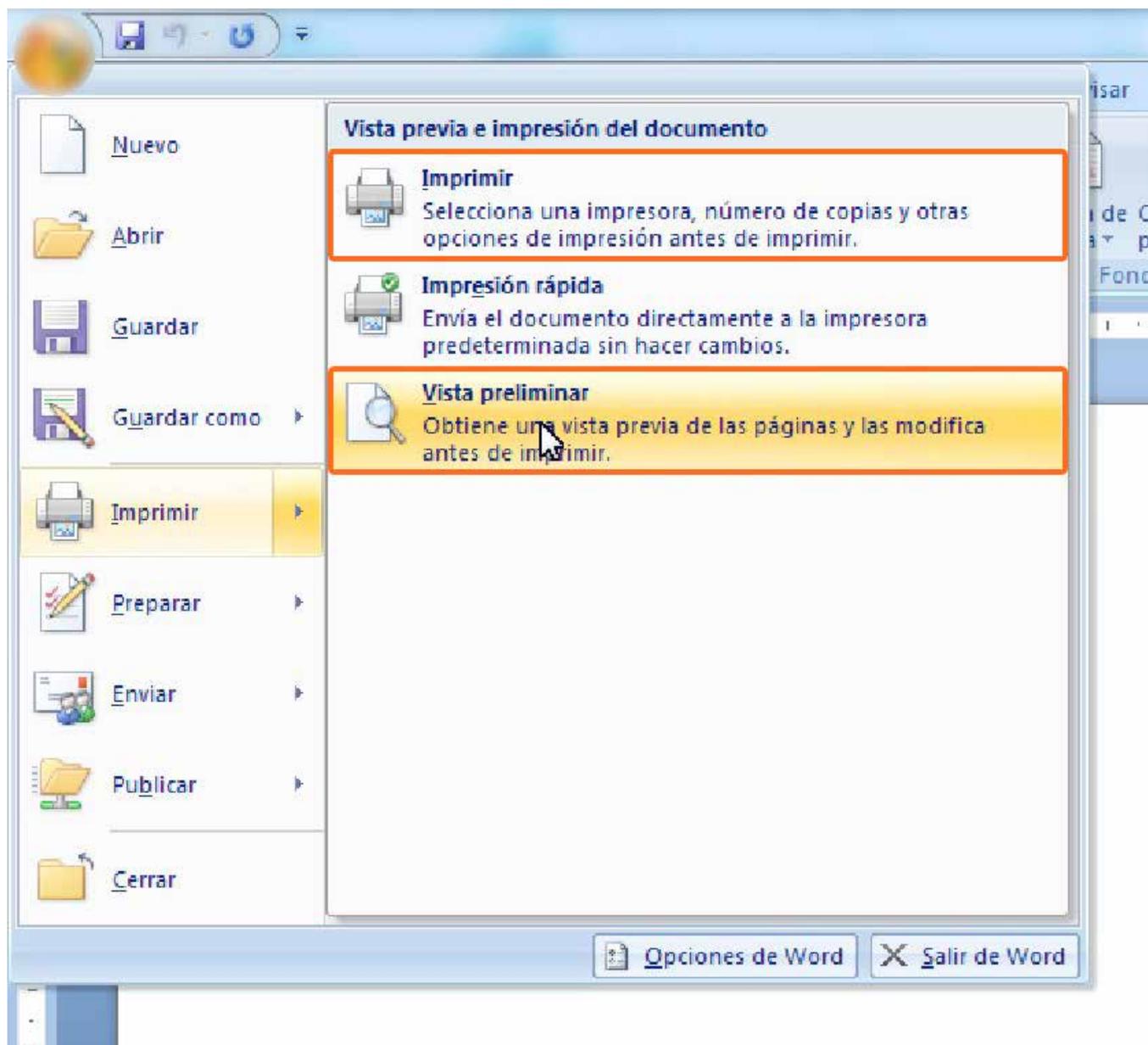


Office 2007

Pantalla 1

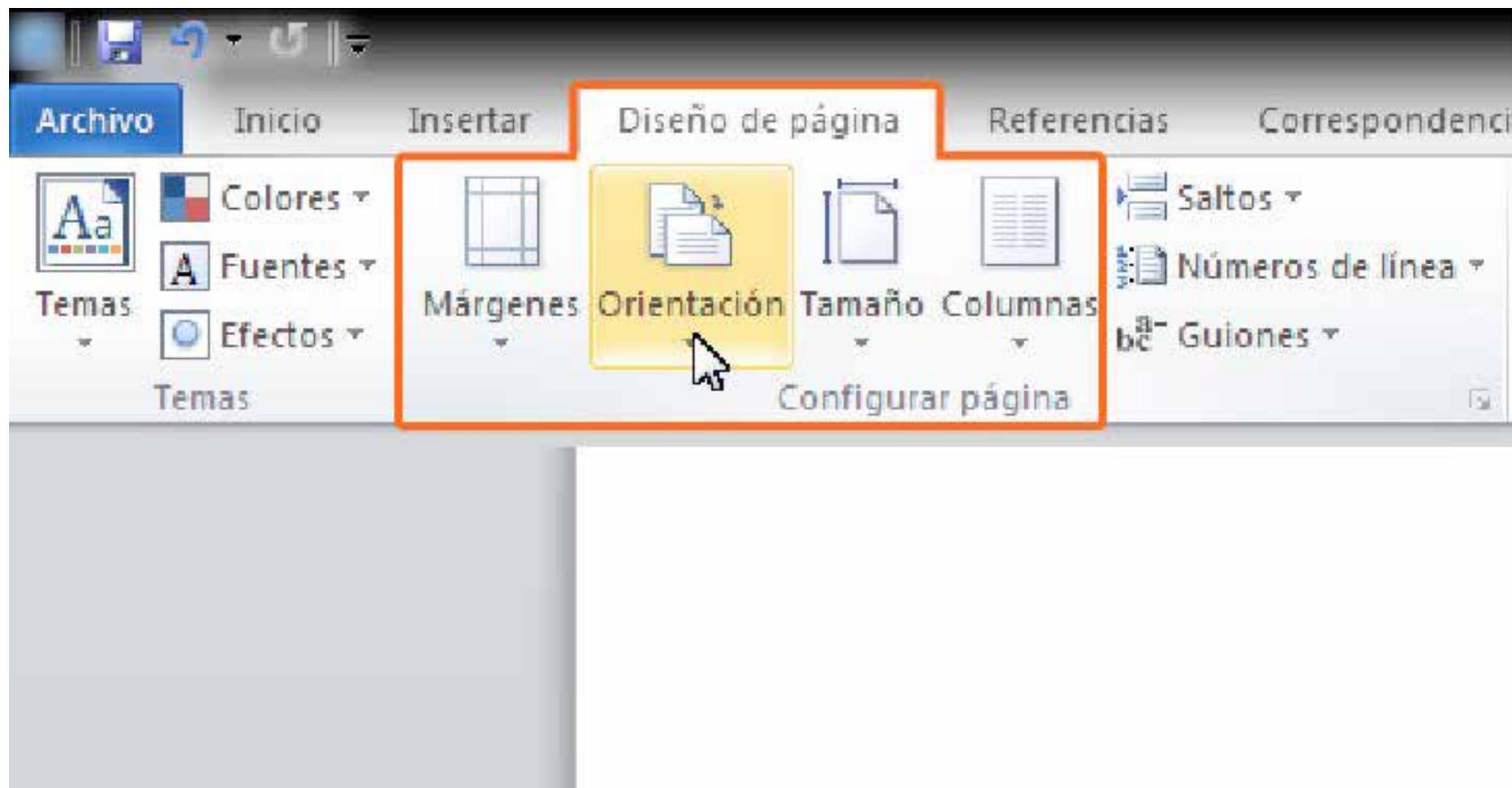


Pantalla 2

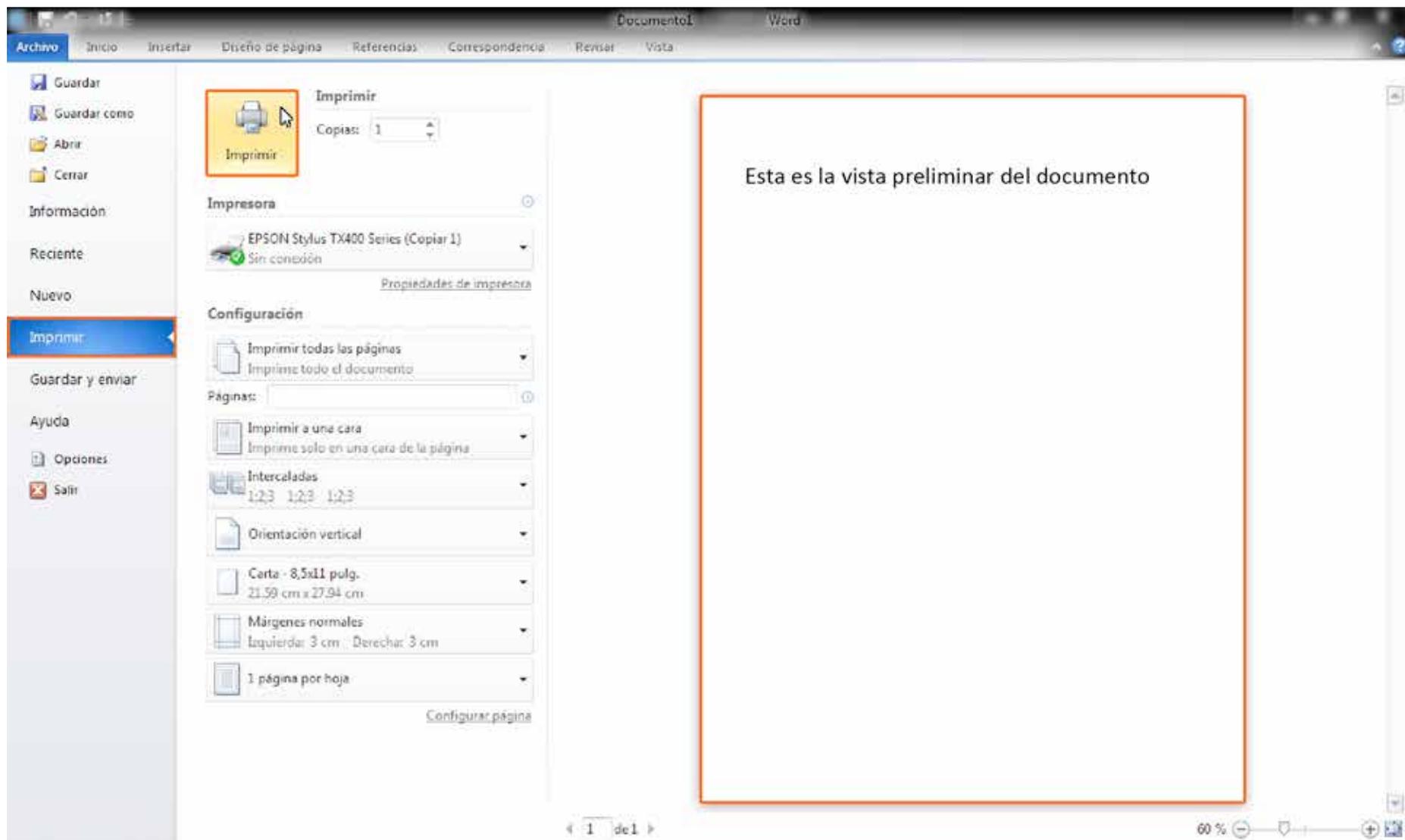


Office 2010

Pantalla 1

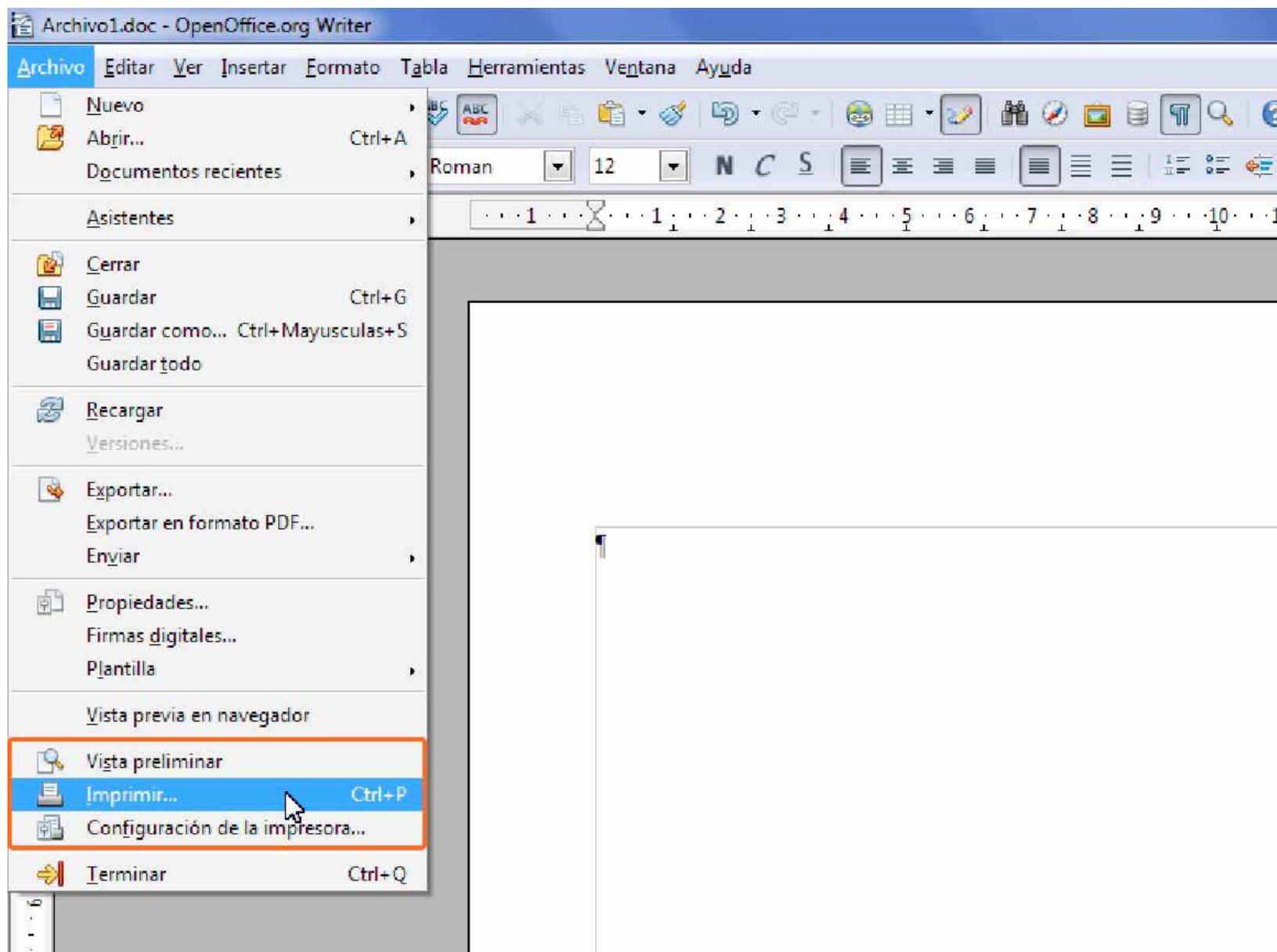


Pantalla 2



Open Office

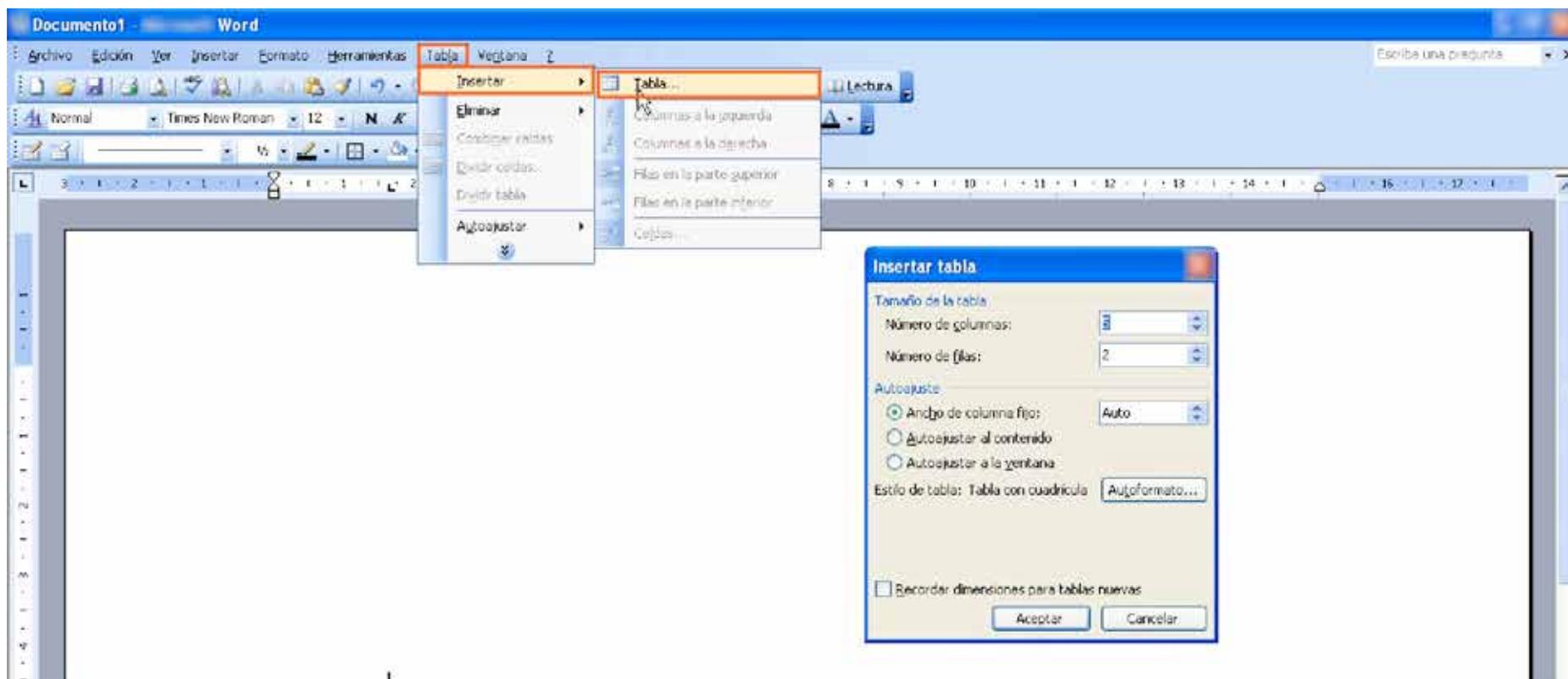
Pantalla 1



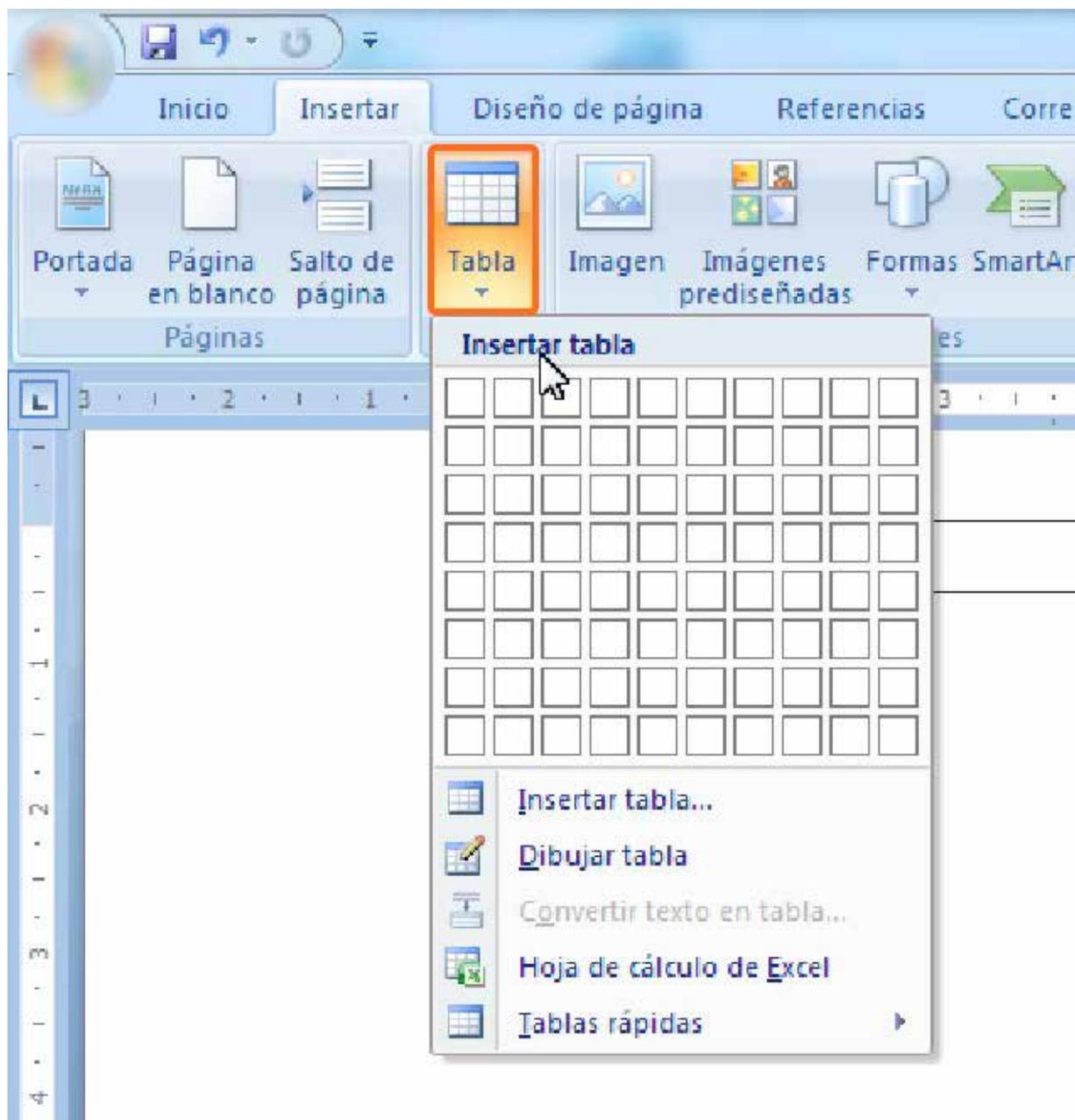
Unidad 2: Organizar la información en tablas

Reto 7 Insertar una tabla

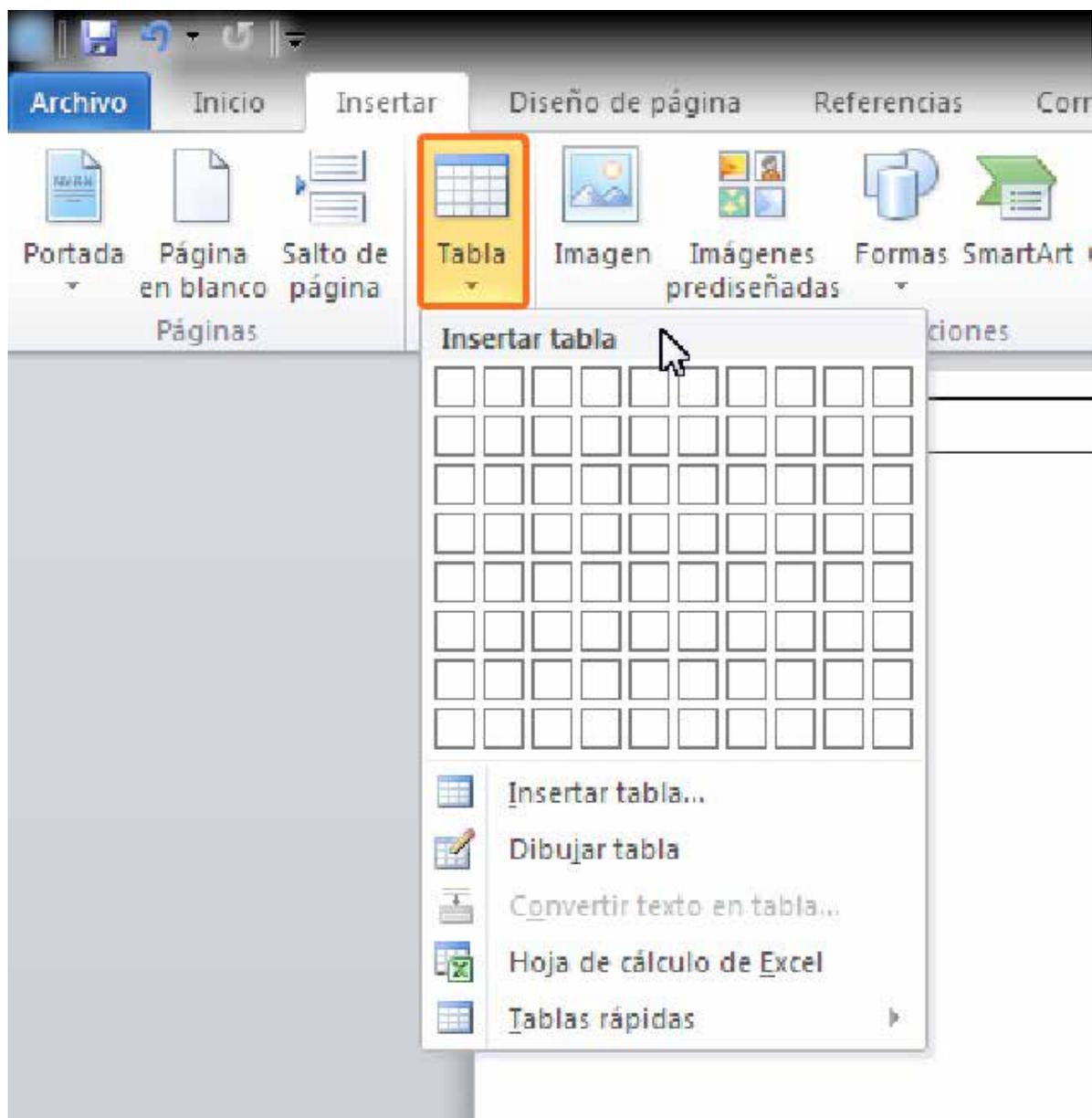
Office 2003



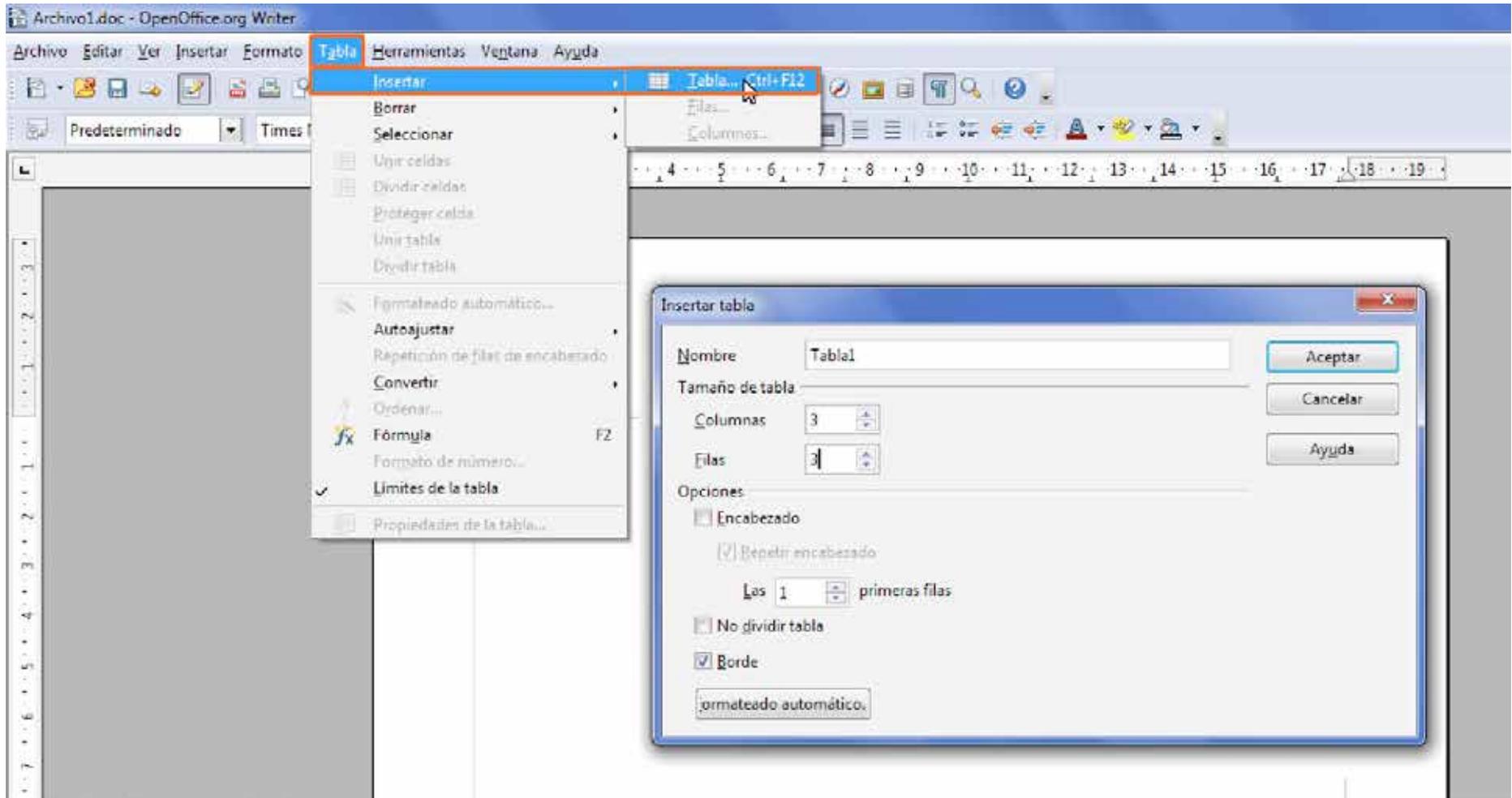
Office 2007



Office 2010

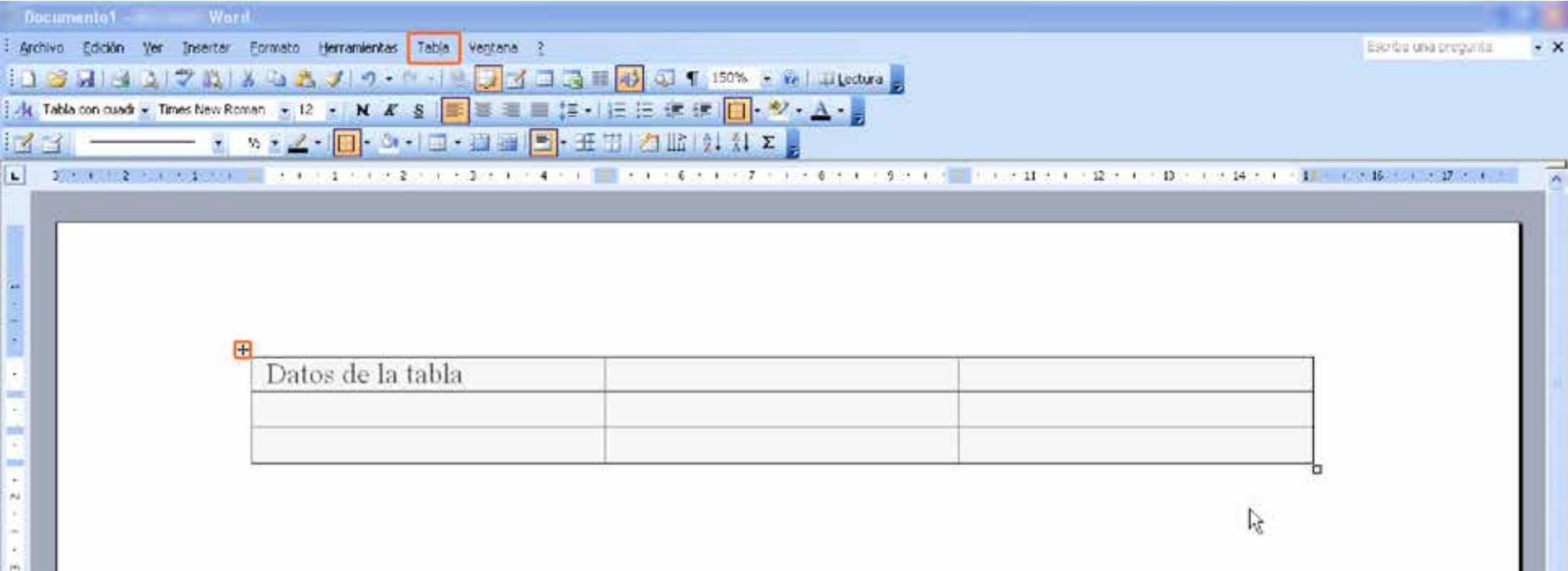


Open Office

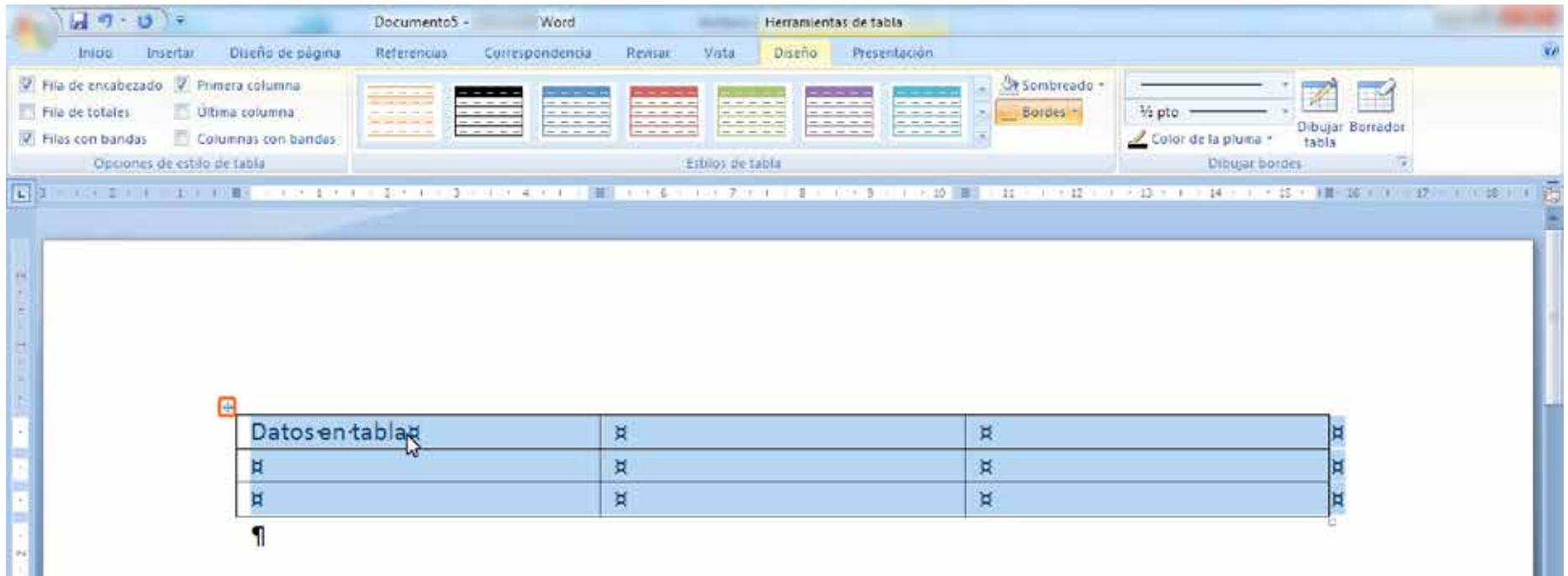


Reto 8 Seleccionar una tabla y escribir en ella

Office 2003



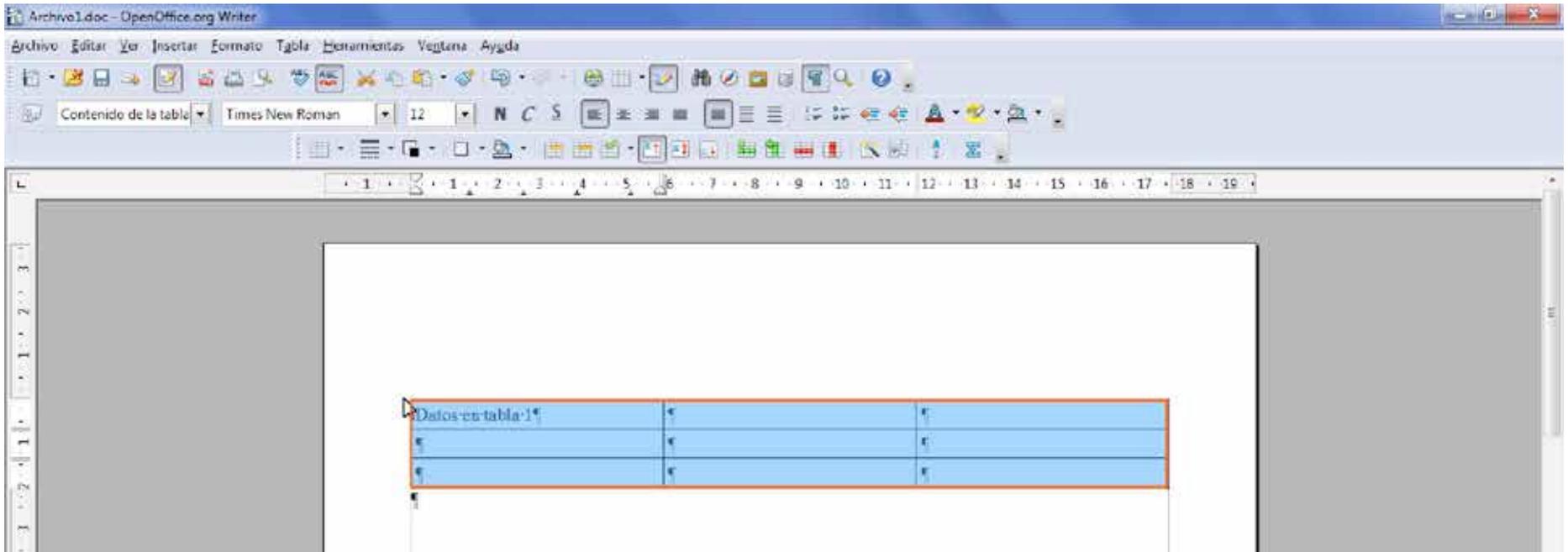
Office 2007



Office 2010

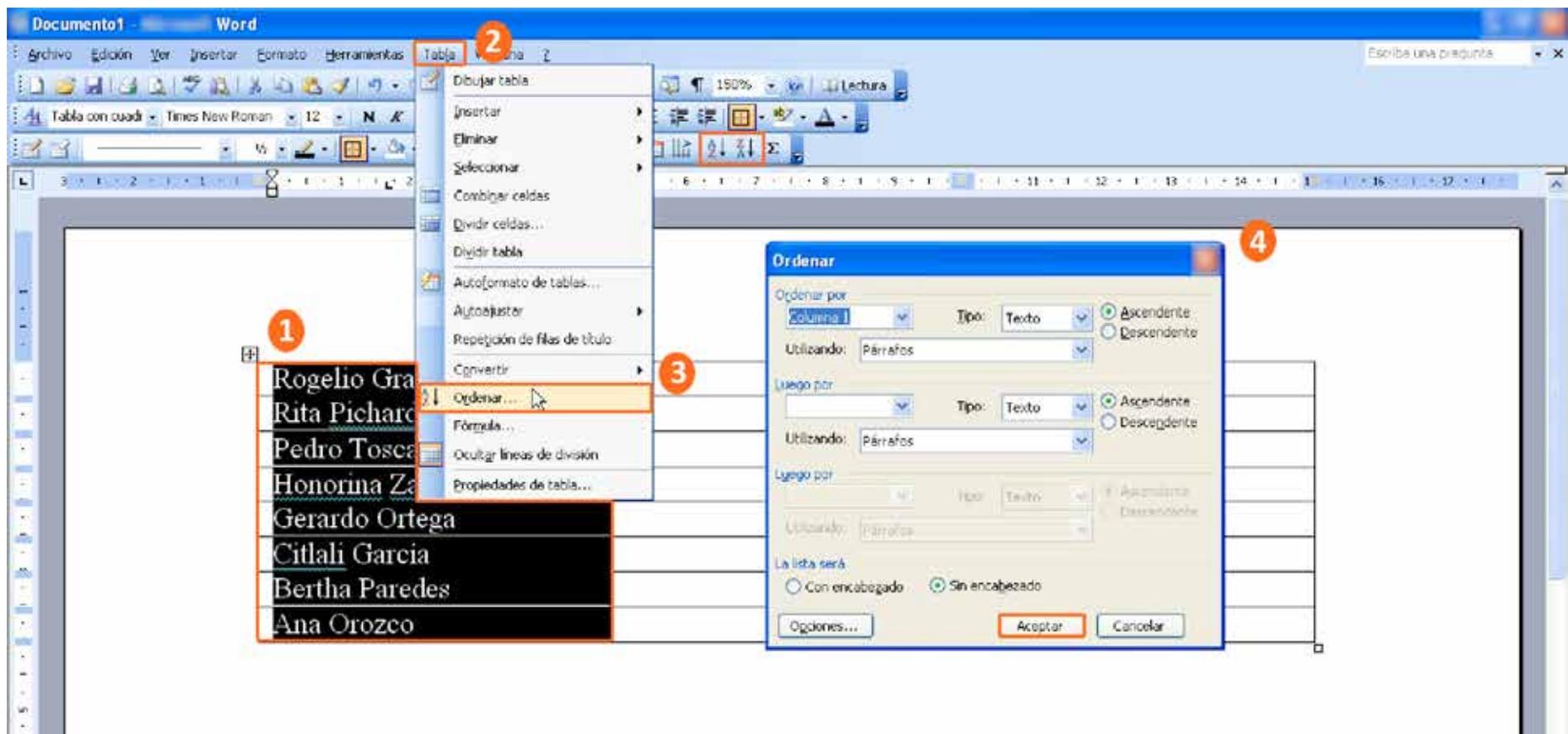


Open Office

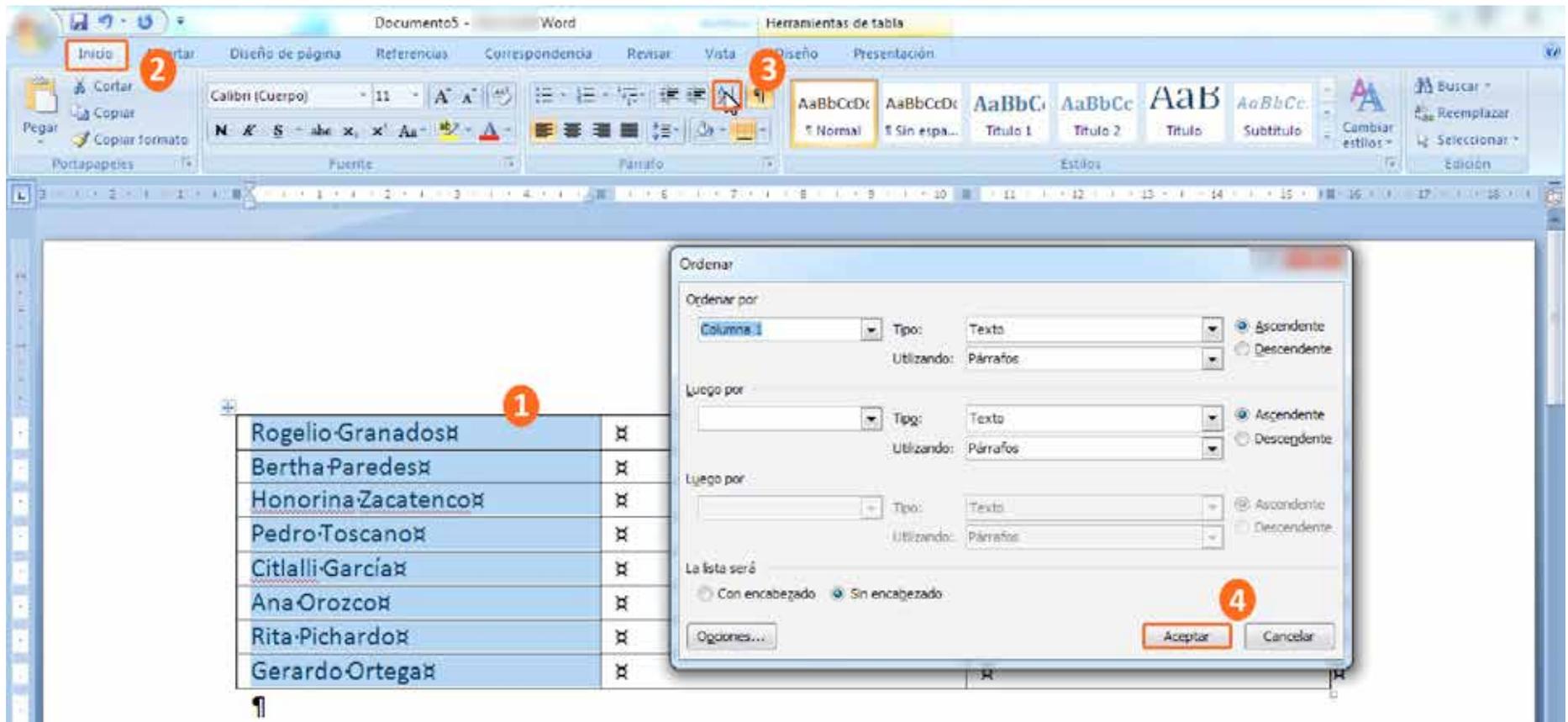


Reto 9 Ordenar alfabéticamente los datos de una tabla

Office 2003



Office 2007



Office 2010

The screenshot shows the Microsoft Word 2010 interface. The ribbon is set to 'Presentación' (Layout), which is part of the 'Herramientas de tabla' (Table Tools) group. The ribbon includes options for 'Alto' (Height), 'Ancho' (Width), 'Distribuir filas' (Distribute Rows), 'Distribuir columnas' (Distribute Columns), 'Dirección del texto' (Text Direction), 'Márgenes de celda' (Cell Margins), and 'Alineación' (Alignment). The 'Ordenar' (Sort) button is highlighted with a red box and a circled '3'. In the background, a table is visible with the first column selected, indicated by a red box and a circled '1'. The 'Ordenar' dialog box is open, showing the following settings:

- Ordenar por: Columna 1
- Tipo: Texto
- Utilizando: Párrafos
- Ascendente (selected) / Descendente
- Luego por: (empty)
- Tipo: Texto
- Utilizando: Párrafos
- Ascendente (selected) / Descendente
- Luego por: (empty)
- Tipo: Texto
- Utilizando: Párrafos
- Ascendente (selected) / Descendente
- La lista será: Sin encabezado (selected)
- Con encabezado / Sin encabezado
- Botones: Aceptar (highlighted with a red box and circled '4'), Cancelar

Rogelio Granados			
Bertha Paredes			
Honorina Zacatenco			
Pedro Toscano			
Citlalli García			
Ana Orozco			
Rita Pichardo			
Gerardo Ortega			

Open Office

The screenshot shows the OpenOffice Writer interface with a table containing names. The 'Tabla' menu is open, and the 'Ordenar...' option is highlighted. The 'Ordenar' dialog box is open, showing the 'Clave 1' criterion selected for sorting. The 'Orden' is set to 'Ascendente' and 'Dirección' is set to 'Filas'.

1. The 'Ordenar...' option in the 'Tabla' menu is highlighted with a red circle.

2. The 'Ordenar...' option in the 'Tabla' menu is highlighted with a red circle.

3. The 'Aceptar' button in the 'Ordenar' dialog box is highlighted with a red circle.

Clave 1	Clave 2	Clave 3
Honoraria Zalcasenco		
Pedro Toscano	Seleccionar columna de tabla	
Citalli García		
Ana Orozco		
Rita Pichardo		
Gerardo Ortega		

Ordenar

Criterios

	Columna	Tipo de clave	Orden
<input checked="" type="checkbox"/> Clave 1	1	Alfanumérico	<input checked="" type="radio"/> Ascendente <input type="radio"/> Descendente
<input type="checkbox"/> Clave 2	1	Alfanumérico	<input type="radio"/> Ascendente <input checked="" type="radio"/> Descendente
<input type="checkbox"/> Clave 3	1	Alfanumérico	<input checked="" type="radio"/> Ascendente <input type="radio"/> Descendente

Dirección

Columnas
 Filas

Idioma

Español (México)

Separador

Tabulador
 Comillas

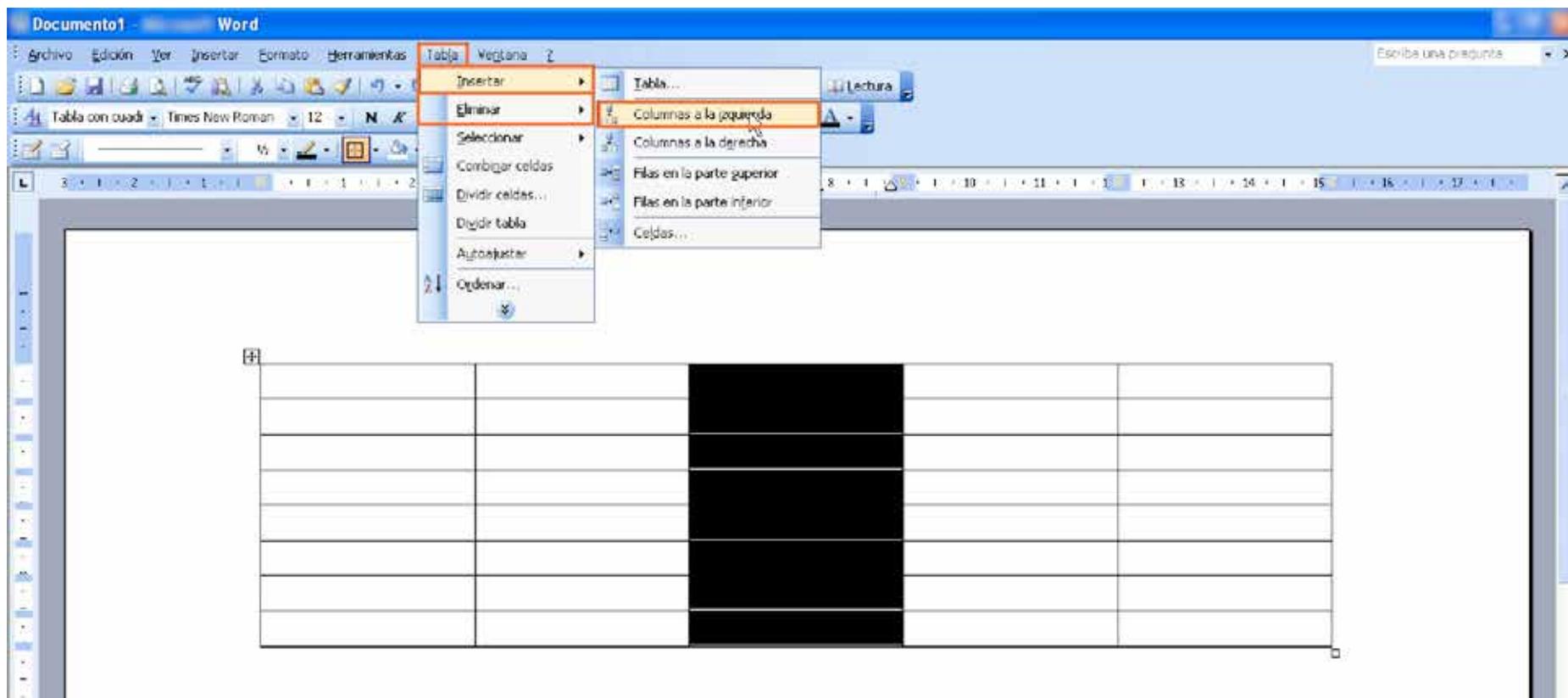
Configuración

Comparación exacta

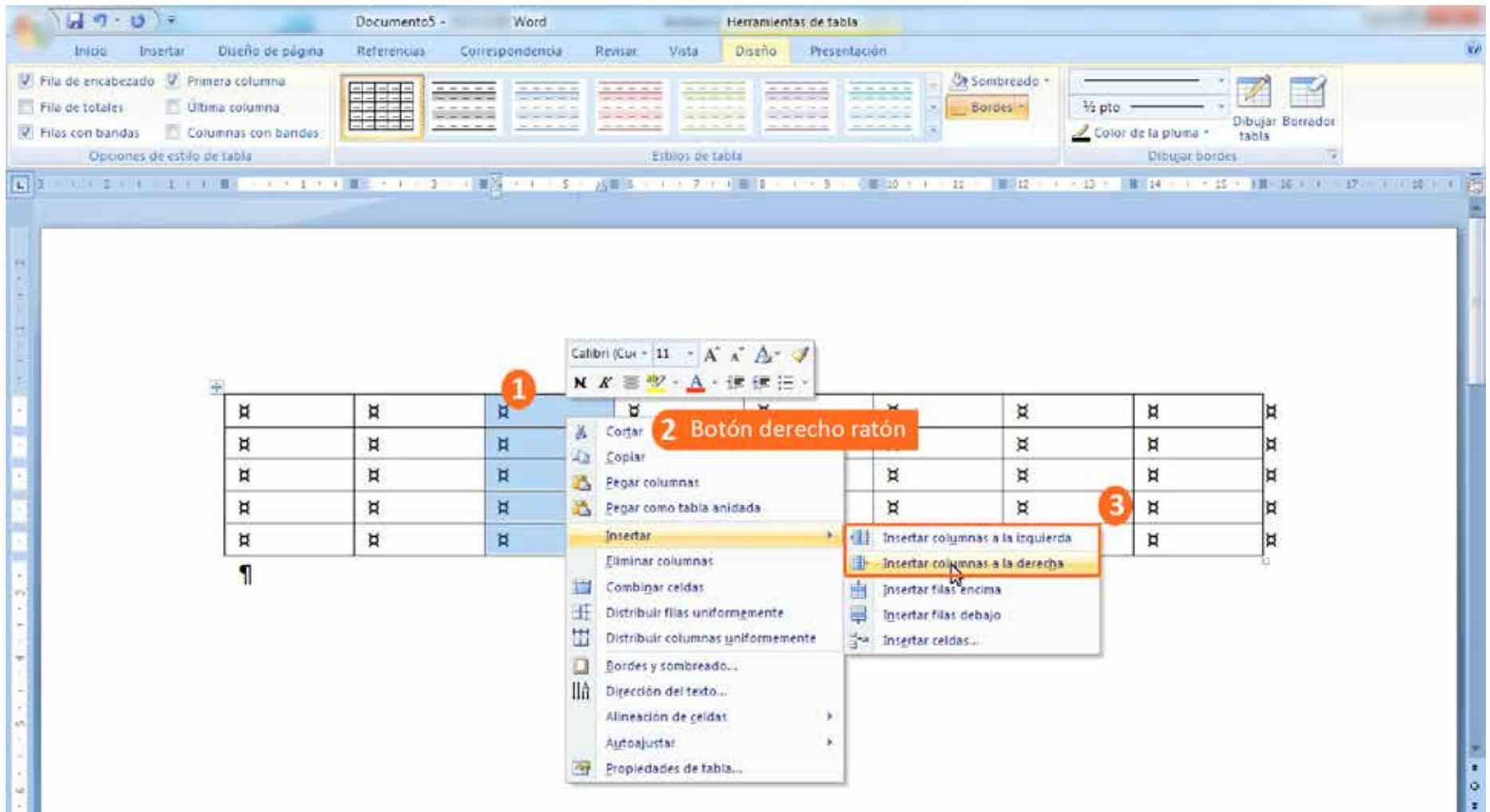
Aceptar
Cancelar
Ayuda

Reto 10 Agregar o eliminar filas o columnas

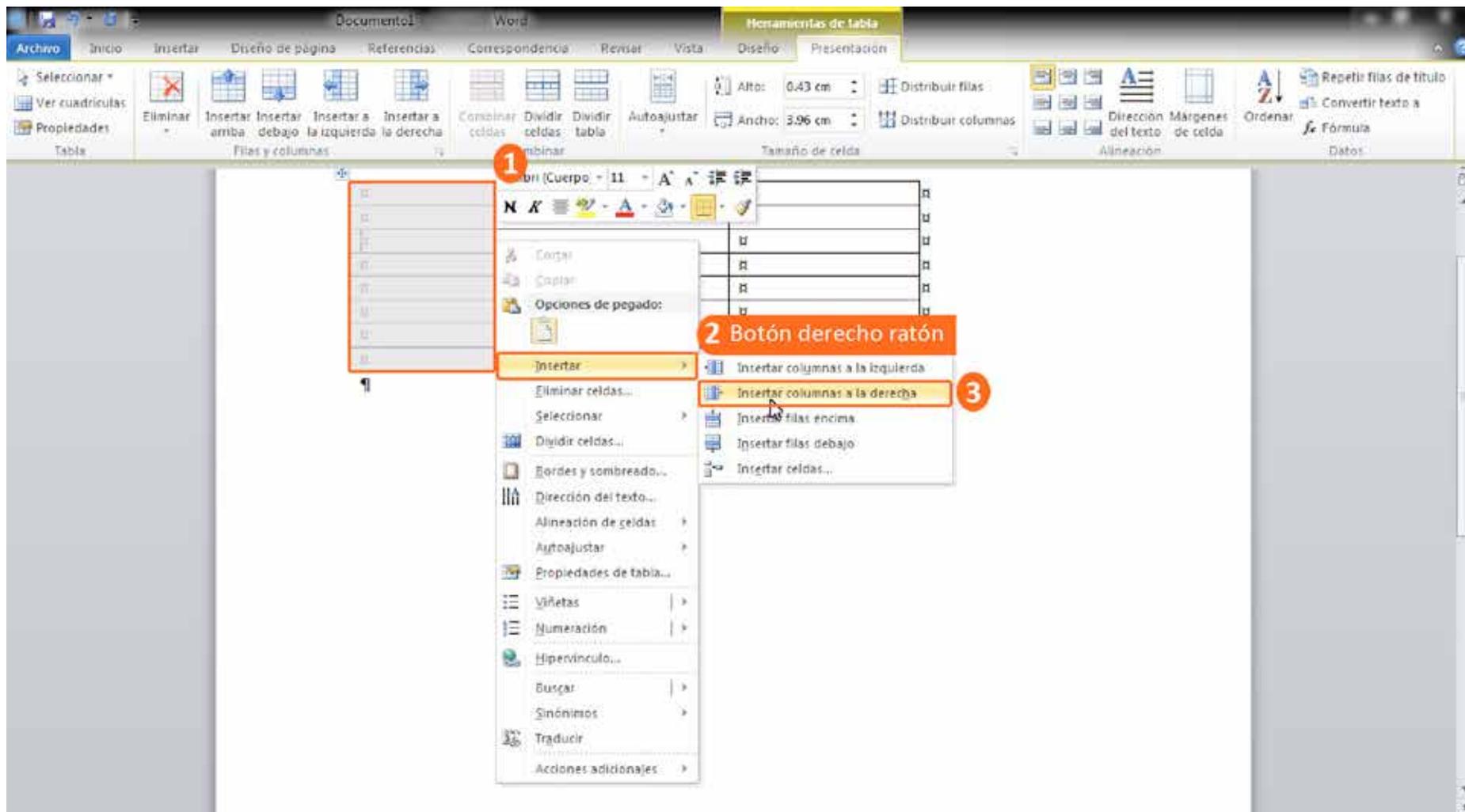
Office 2003



Office 2007

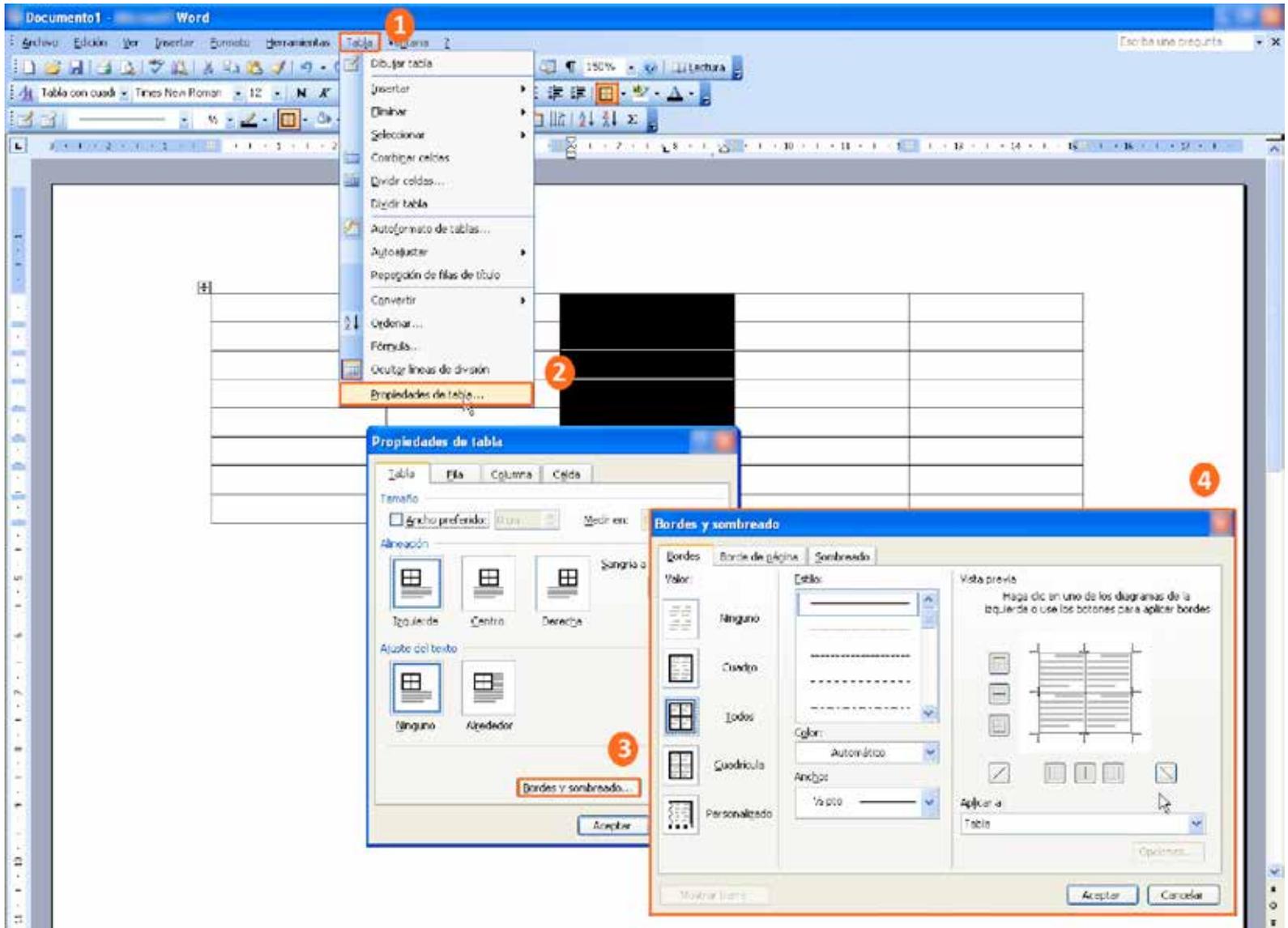


Office 2010

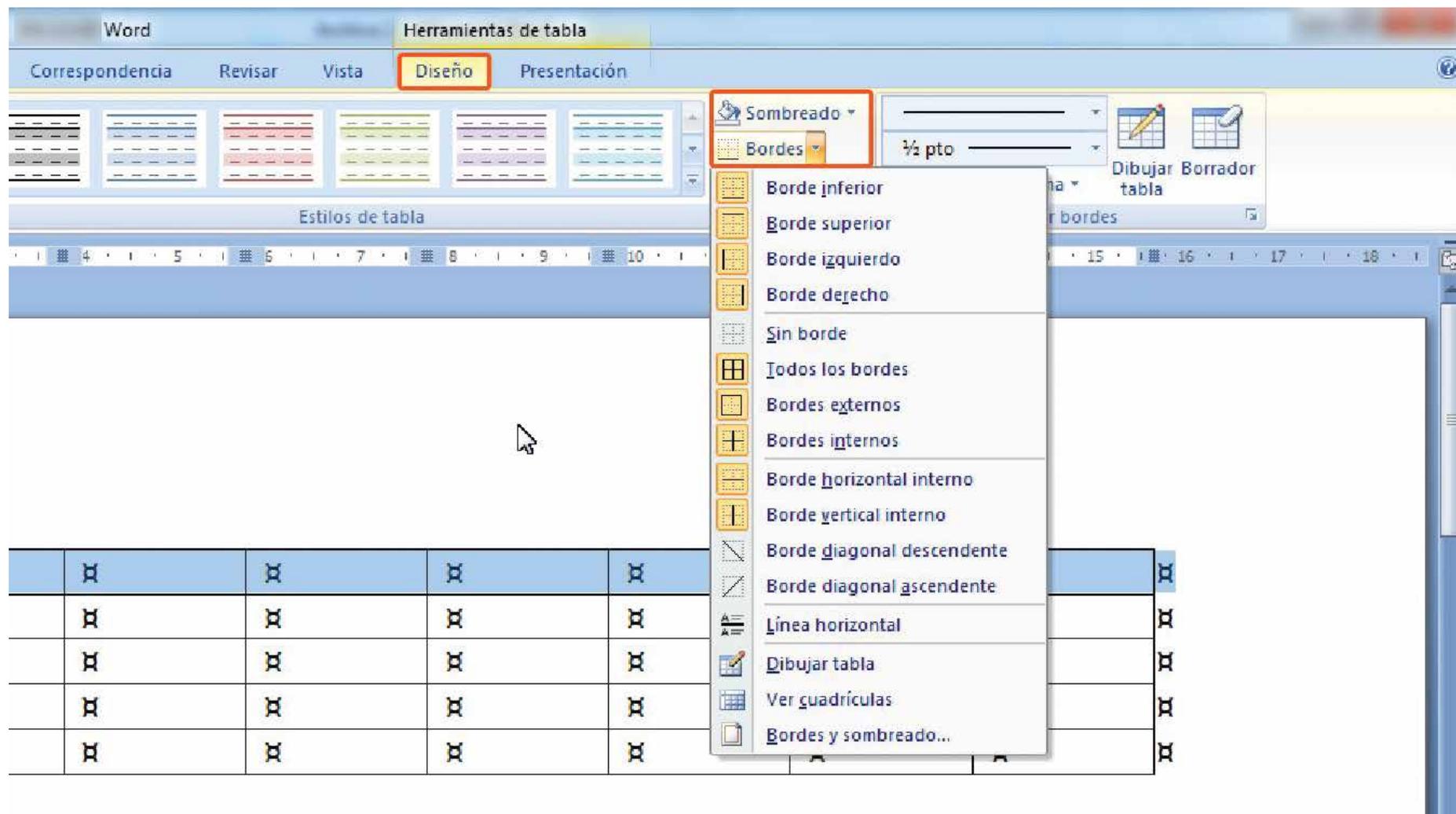


Reto 11 Colocar bordes o sombras a una tabla

Office 2003



Office 2007

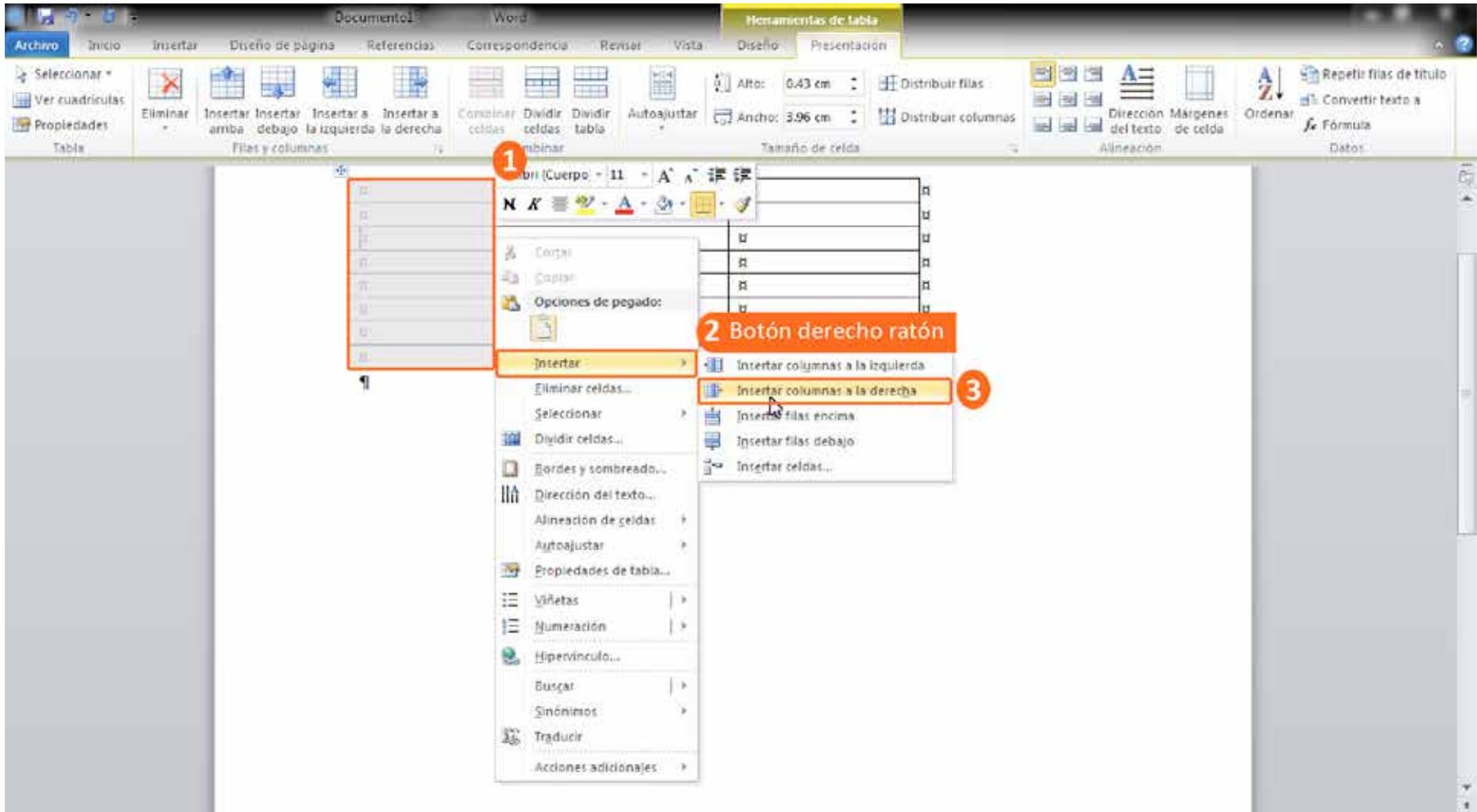


The screenshot shows the Microsoft Word 2007 interface. The ribbon is set to 'Herramientas de tabla' (Table Tools) with the 'Diseño' (Design) tab selected. The 'Bordes' (Borders) dropdown menu is open, showing the following options:

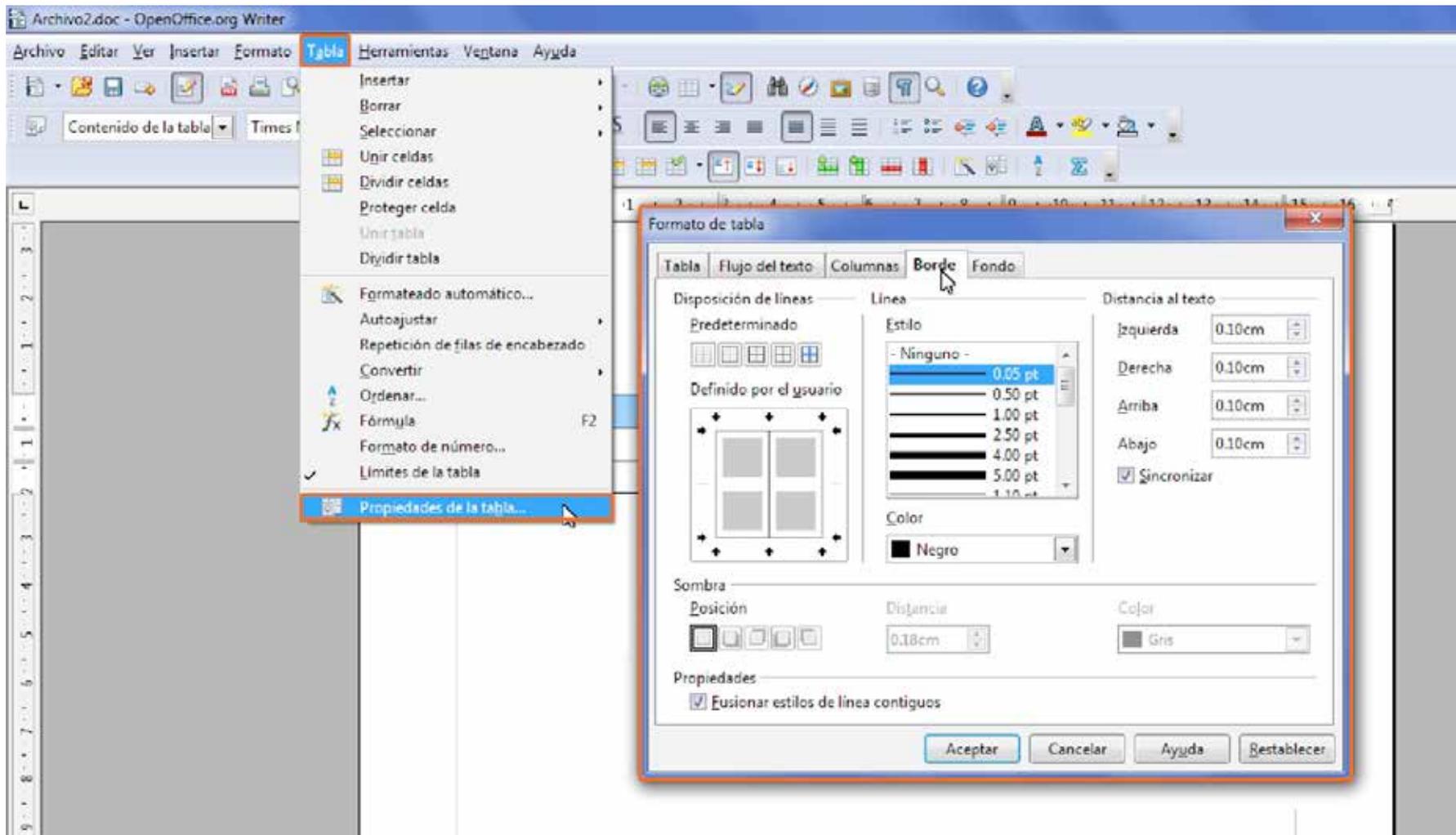
- Borde inferior
- Borde superior
- Borde izquierdo
- Borde derecho
- Sin borde
- Todos los bordes
- Bordes externos
- Bordes internos
- Borde horizontal interno
- Borde vertical interno
- Borde diagonal descendente
- Borde diagonal ascendente
- Línea horizontal
- Dibujar tabla
- Ver cuadrículas
- Bordes y sombreado...

The background shows a table with 5 columns and 5 rows. The top row is highlighted in blue. The 'Dibujar tabla' (Draw Table) task pane is visible on the right side of the ribbon.

Office 2010

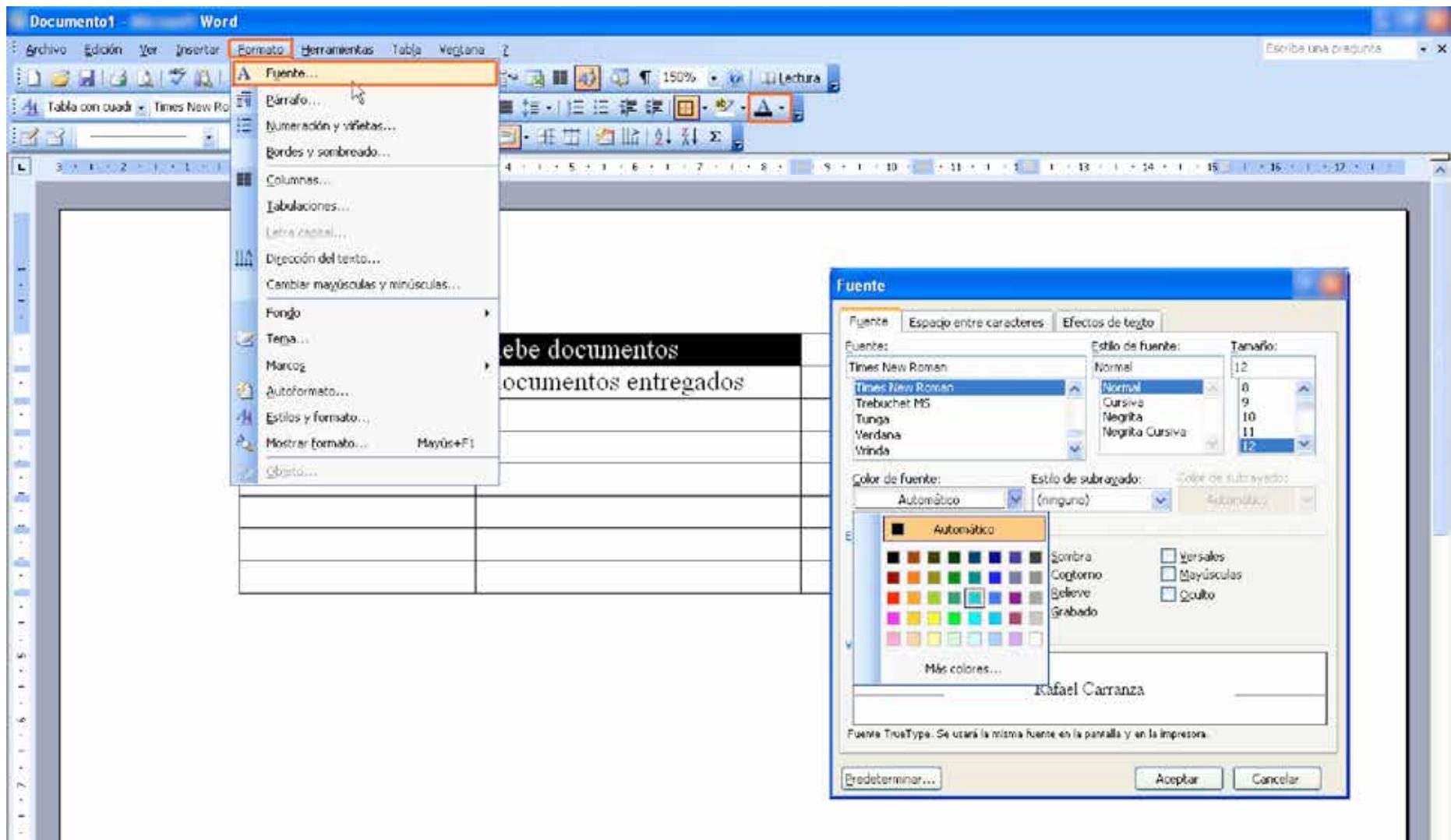


Open Office

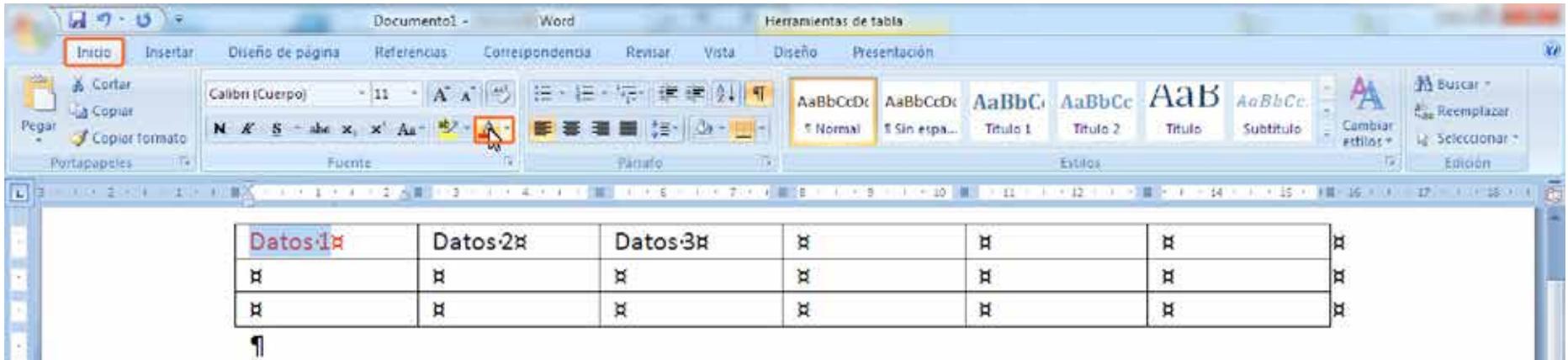


Reto 12 Cambiar el color al texto de una tabla

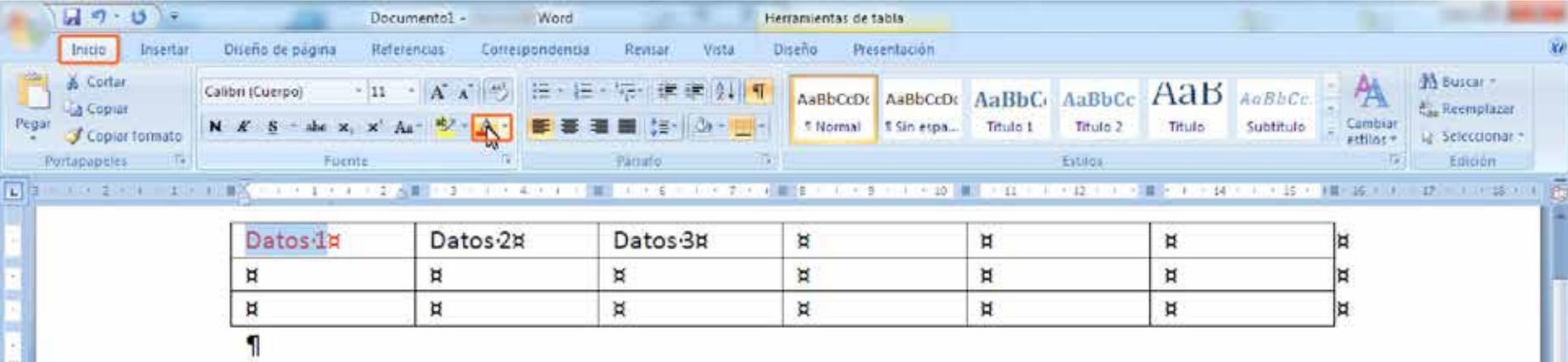
Office 2003



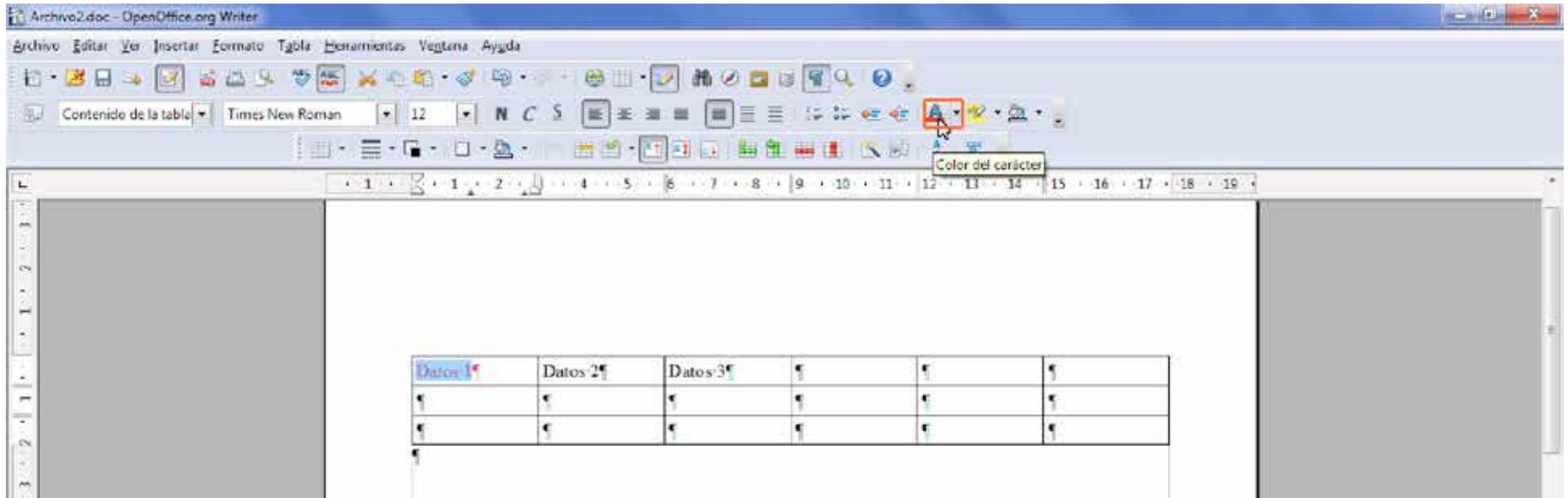
Office 2007



Office 2010



Open Office

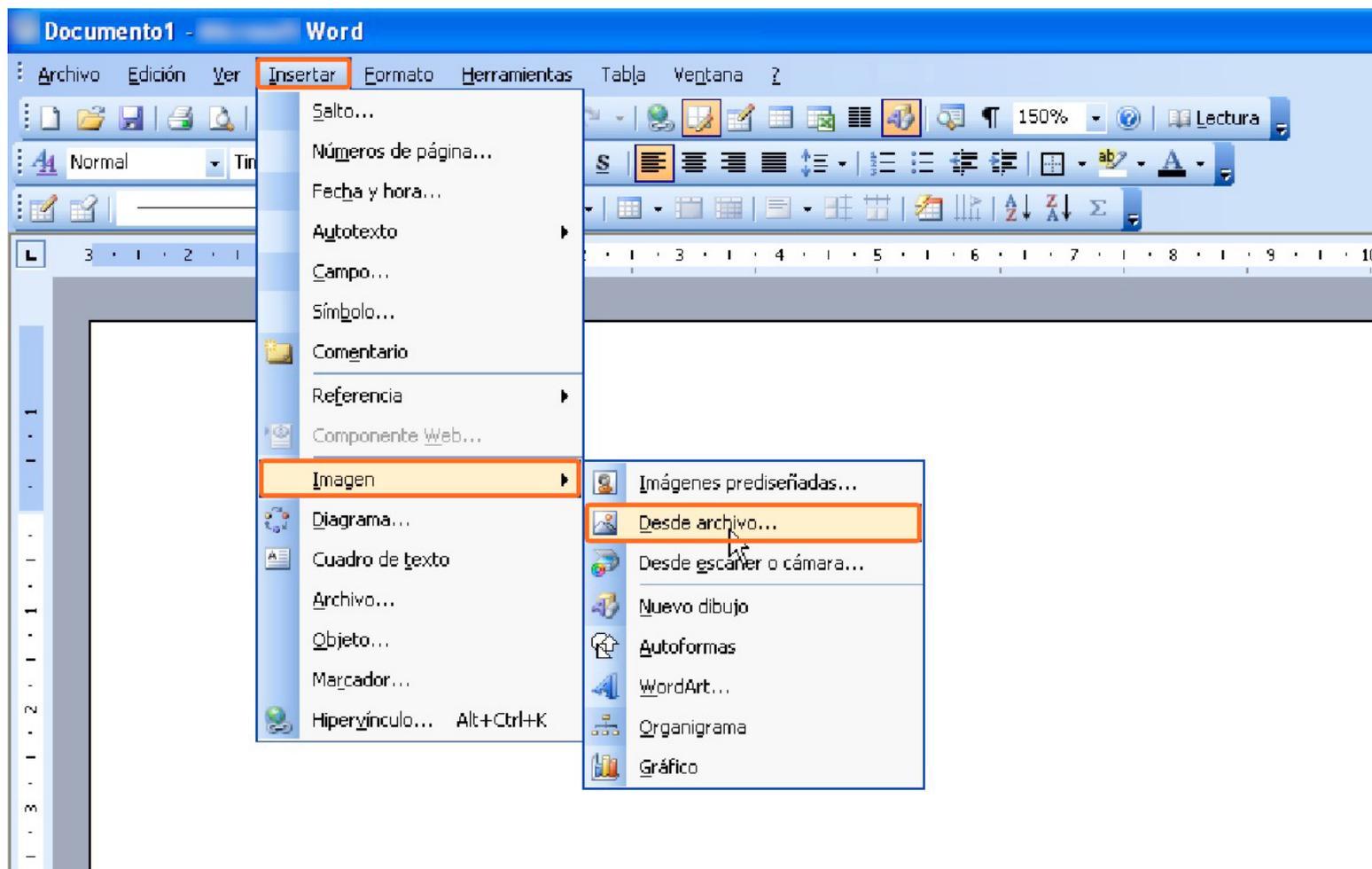


Unidad 3: Manejar imágenes y cuadros de textos

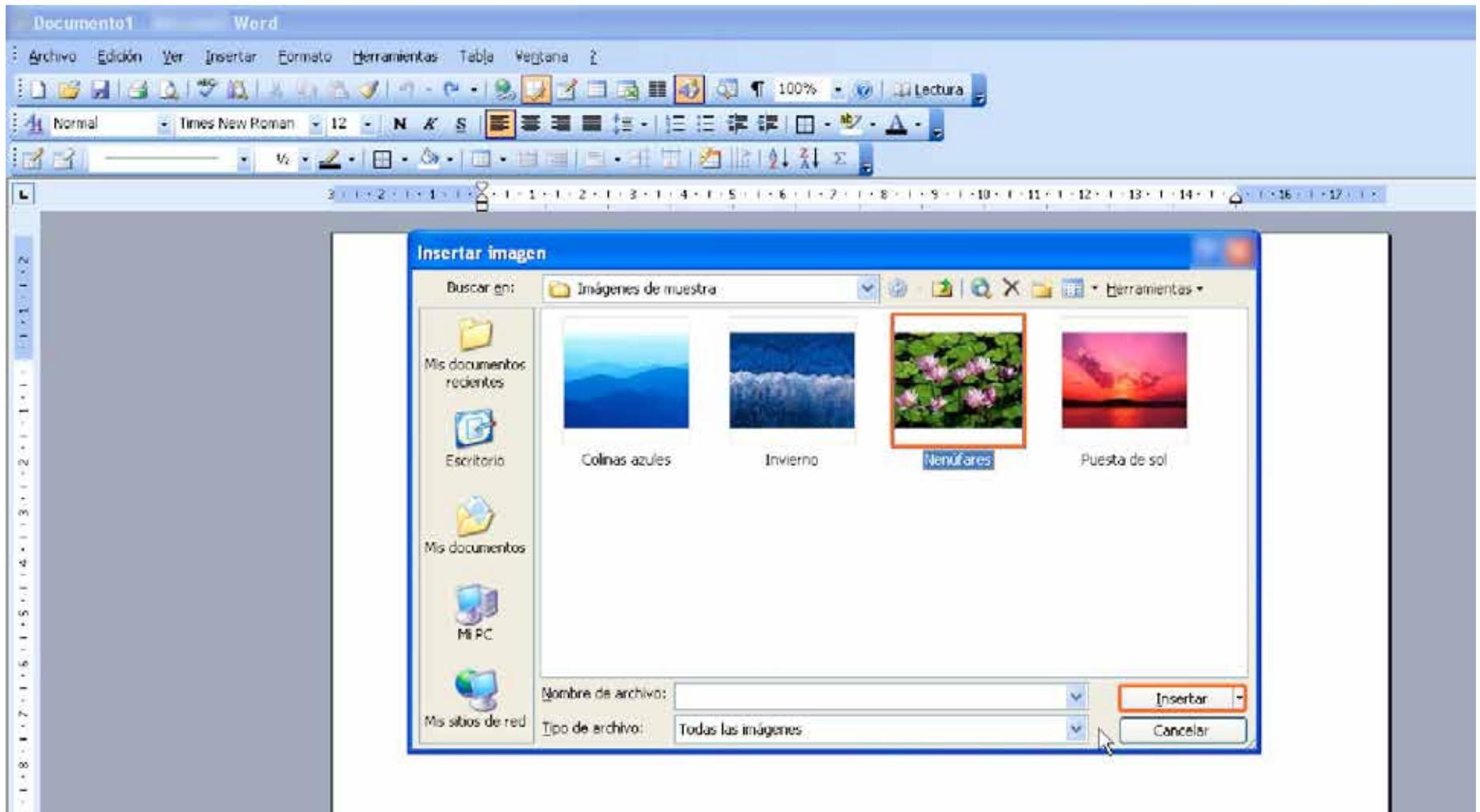
Reto 13 Insertar una imagen

Office 2003

Pantalla 1

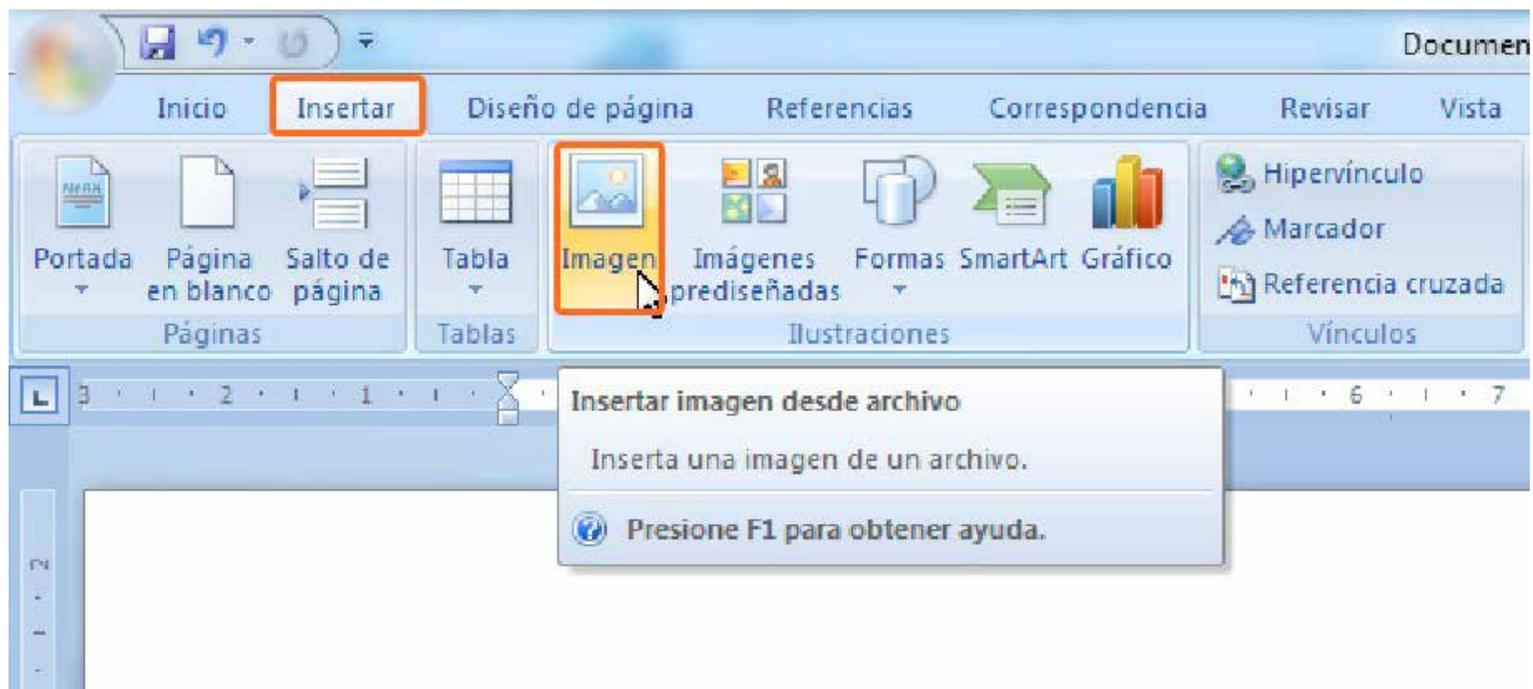


Pantalla 2

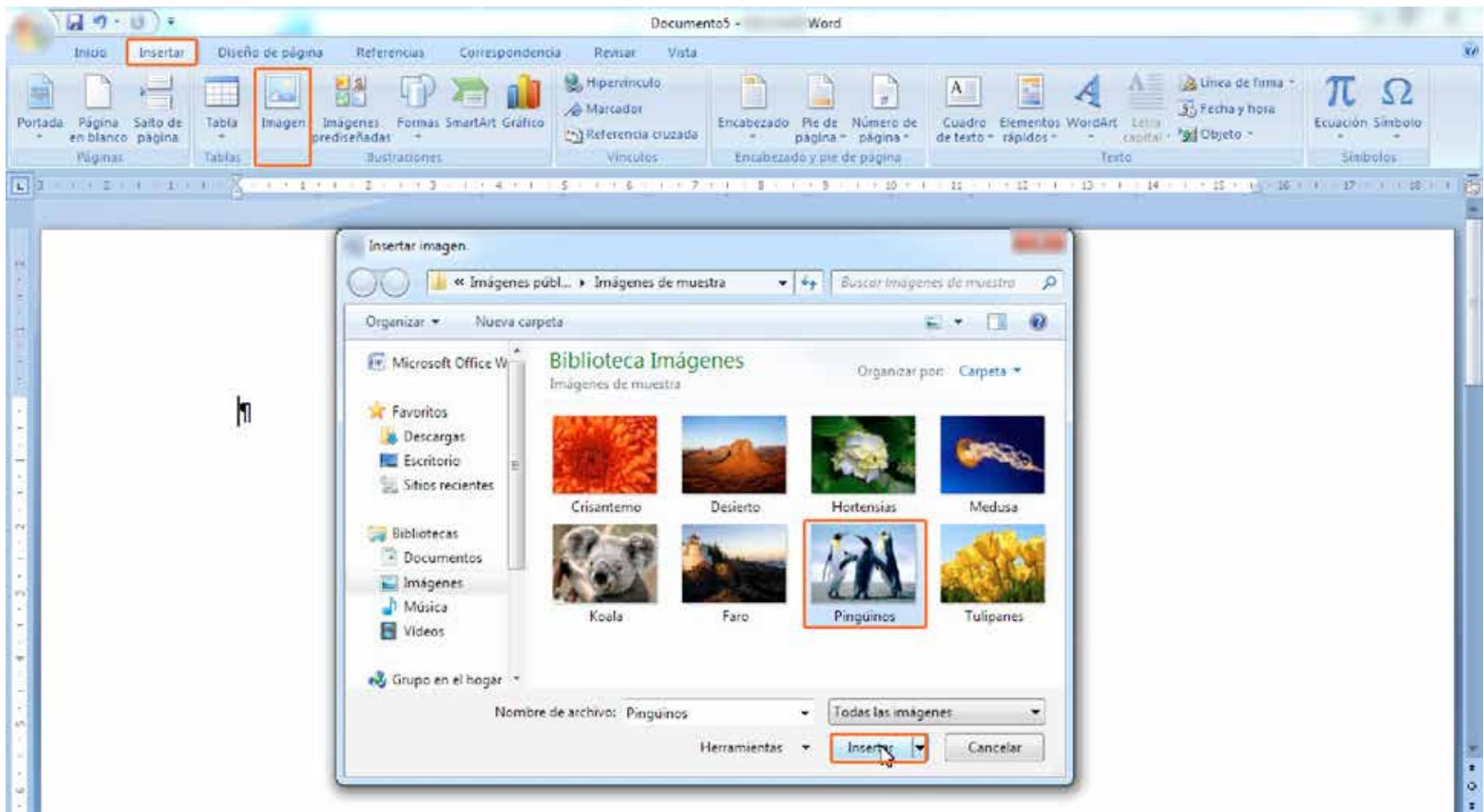


Office 2007

Pantalla 1

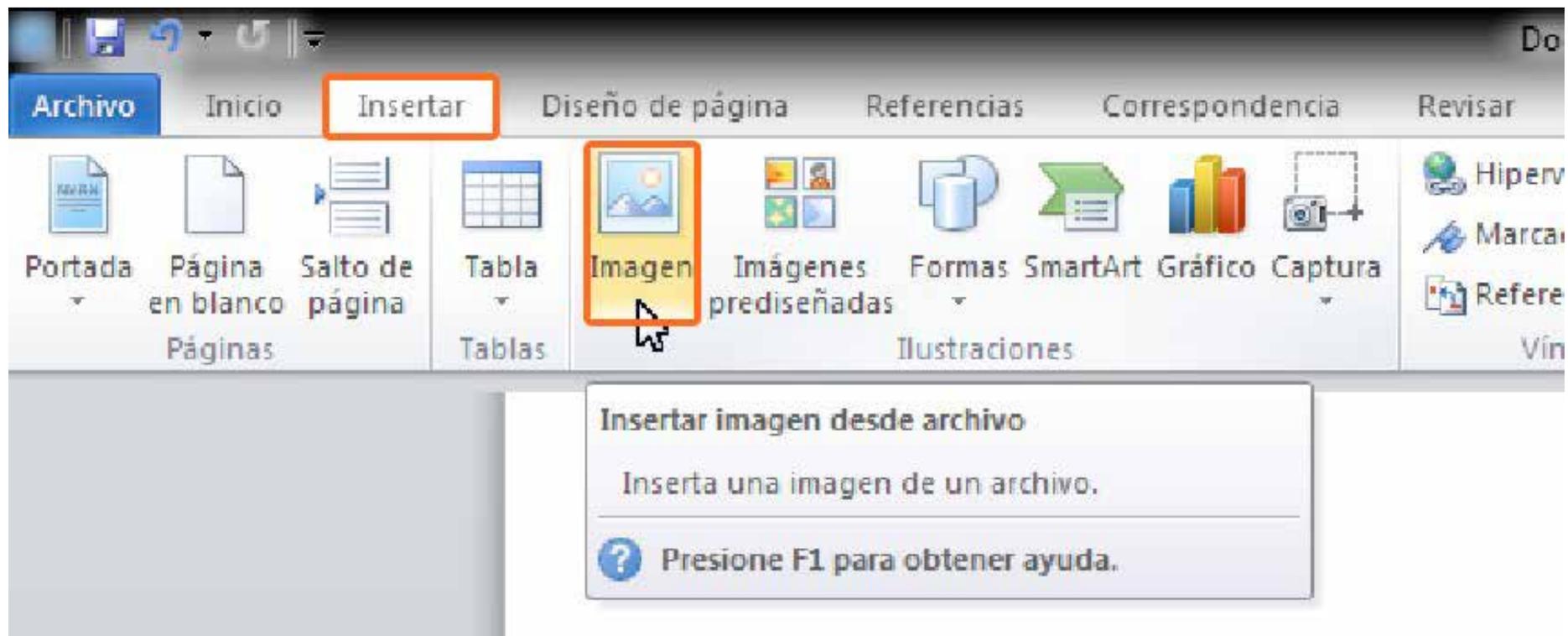


Pantalla 2

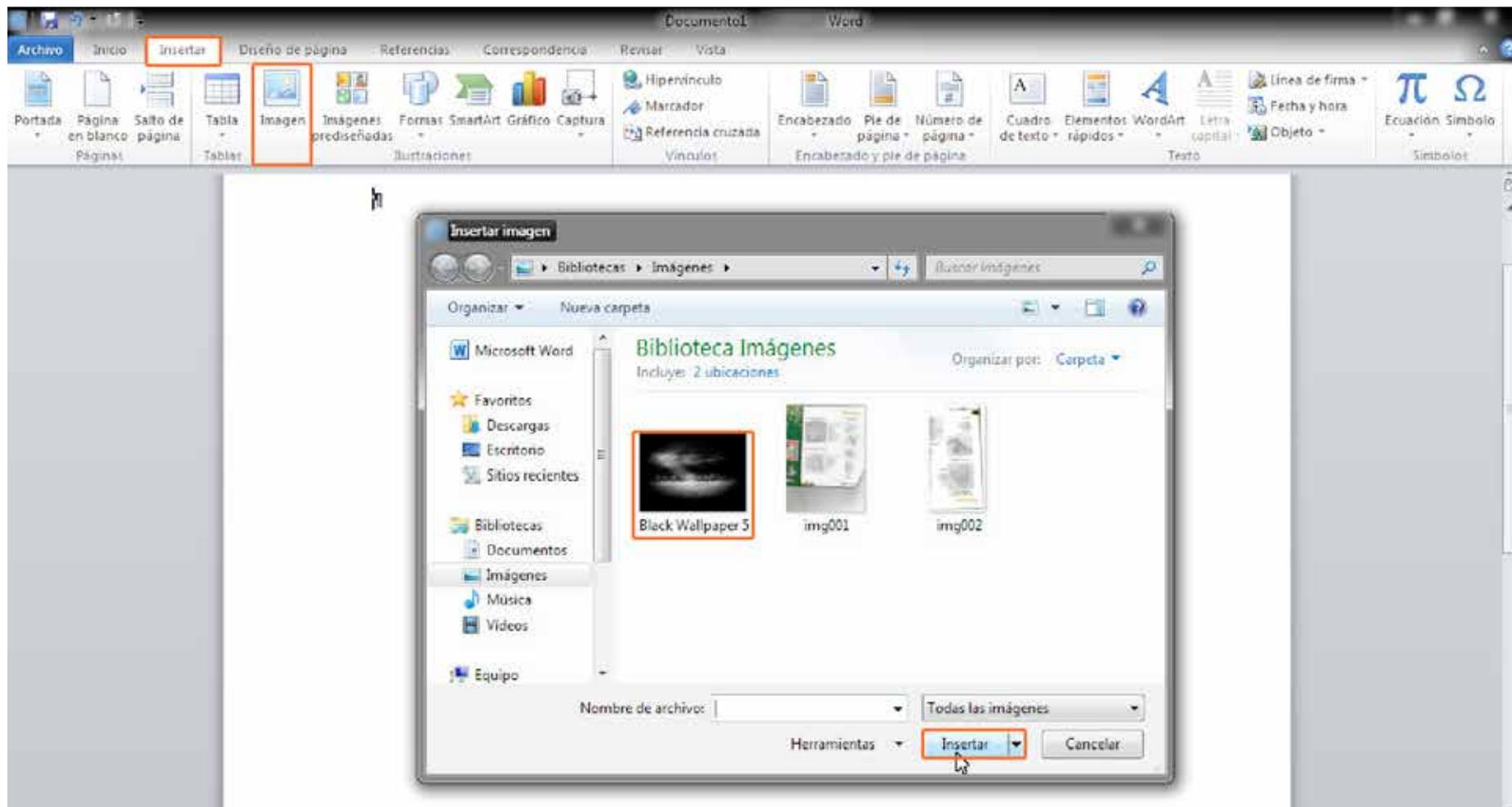


Office 2010

Pantalla 1

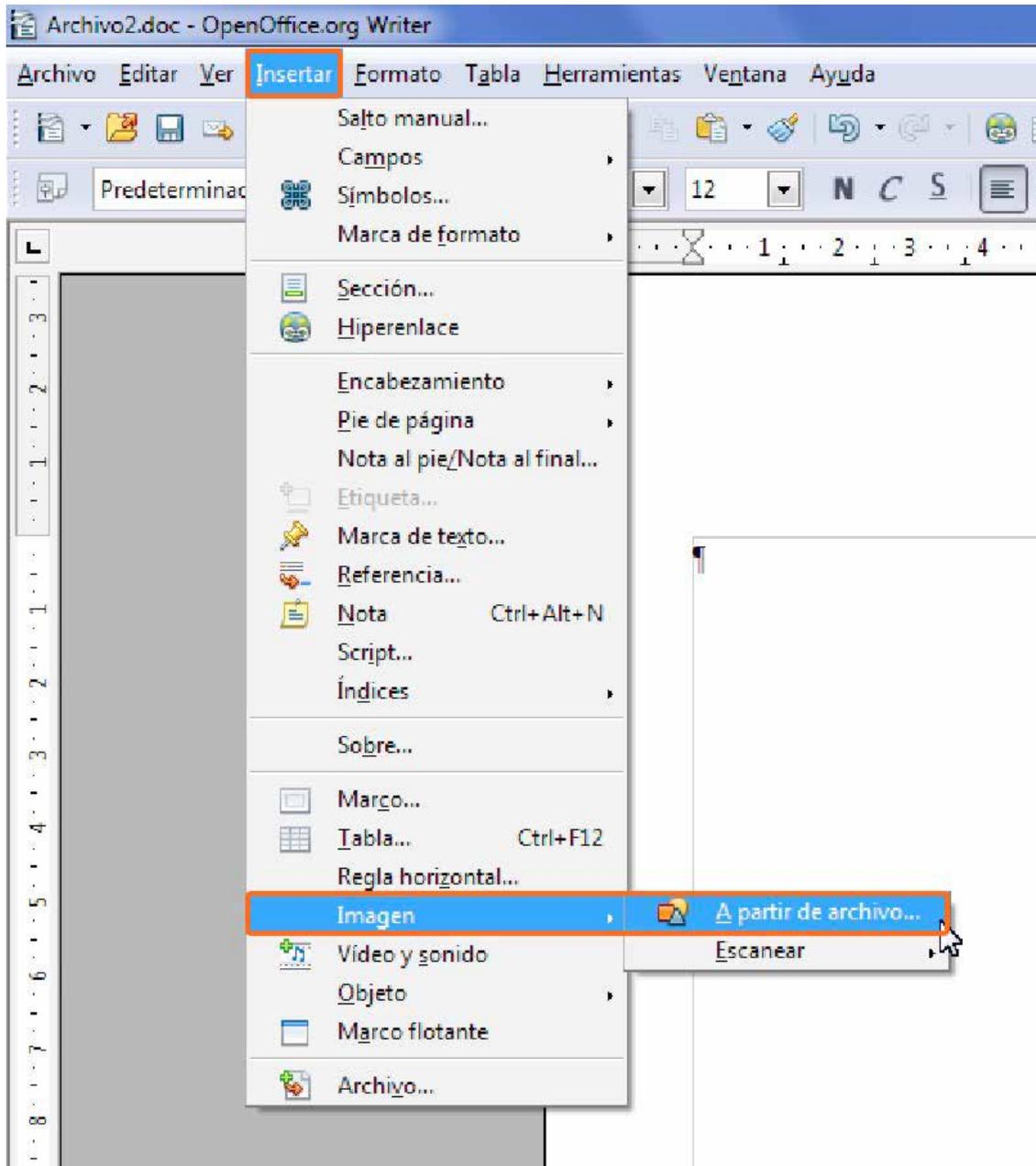


Pantalla 2

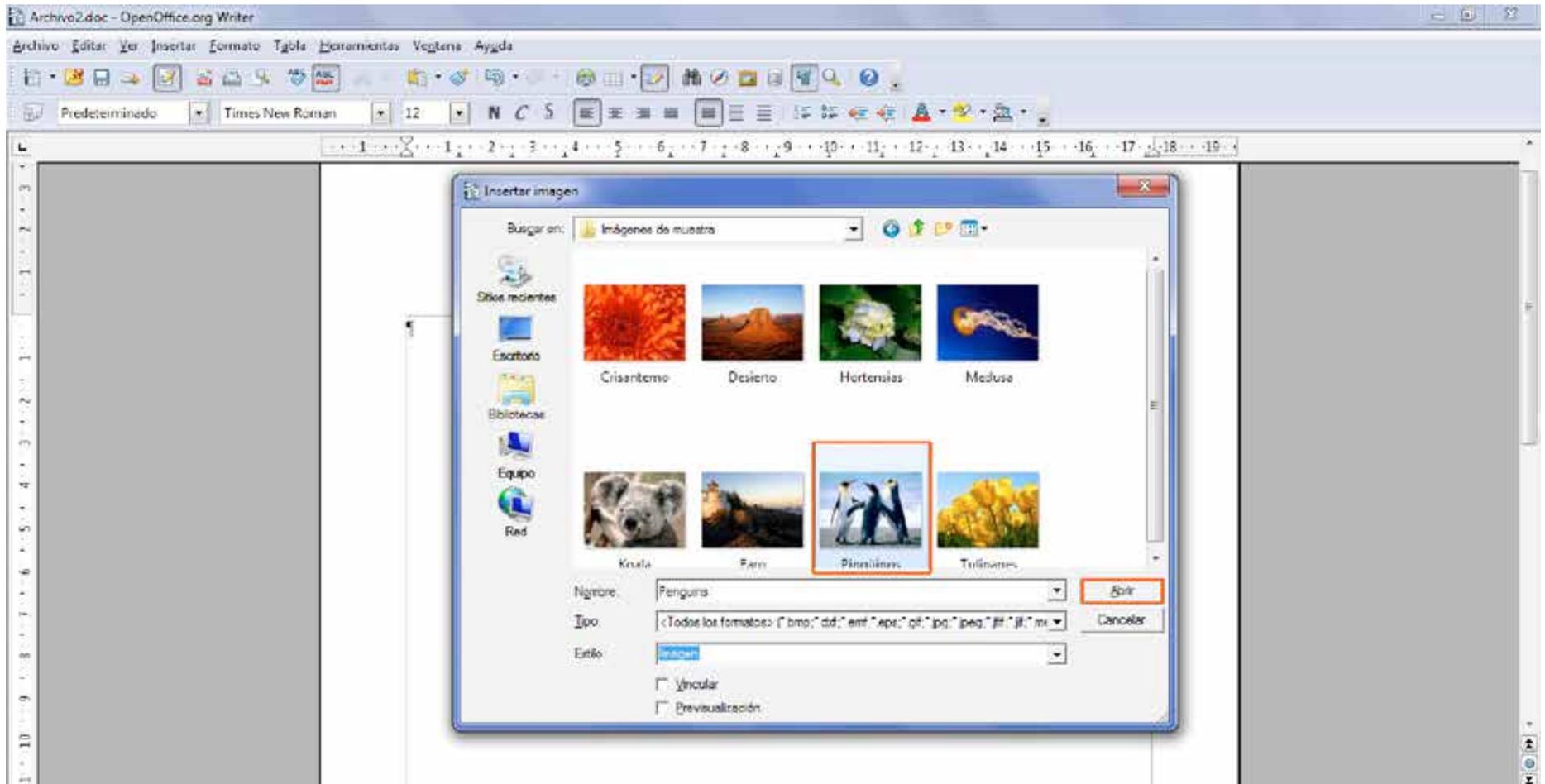


Open Office

Pantalla 1

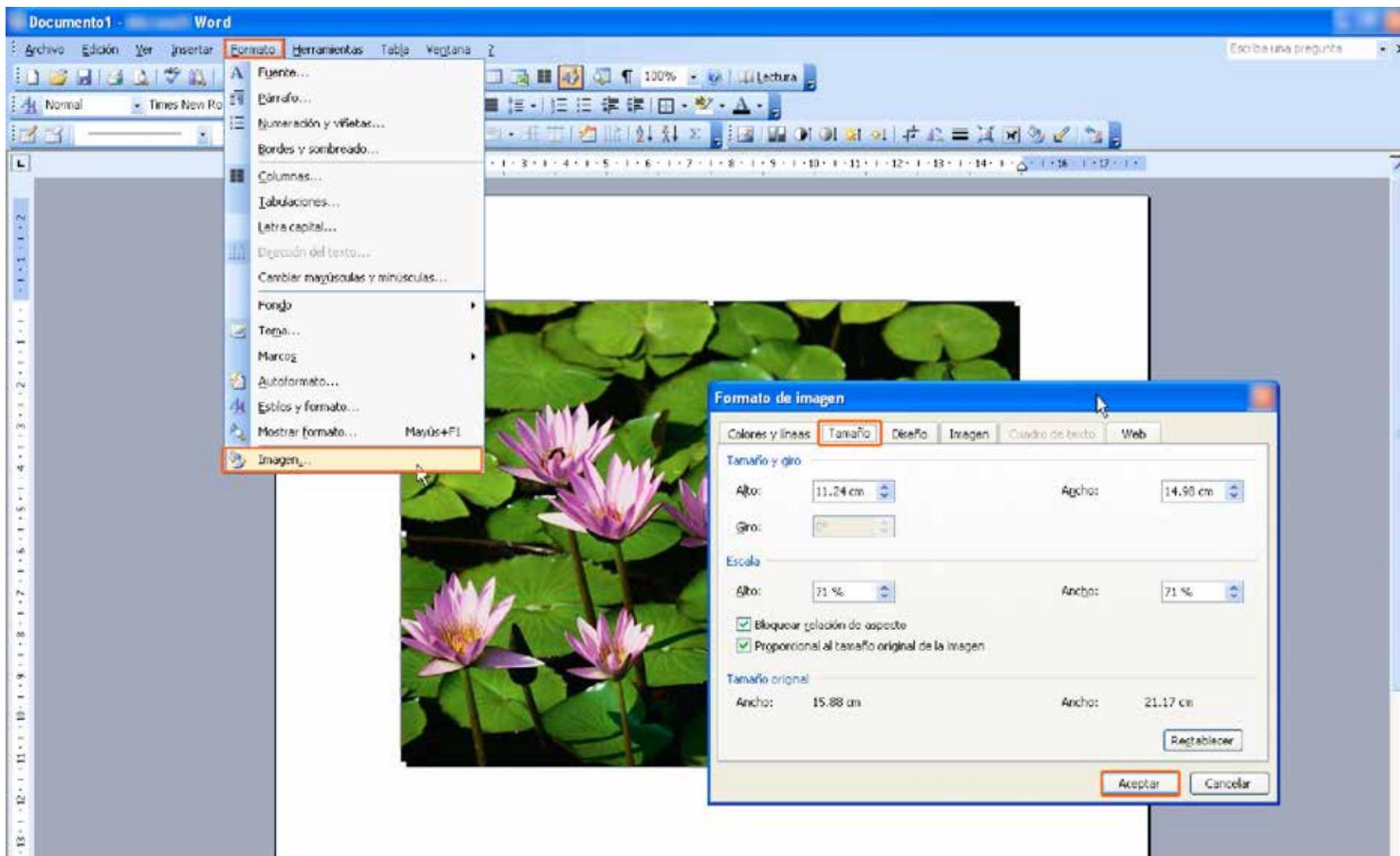


Pantalla 2

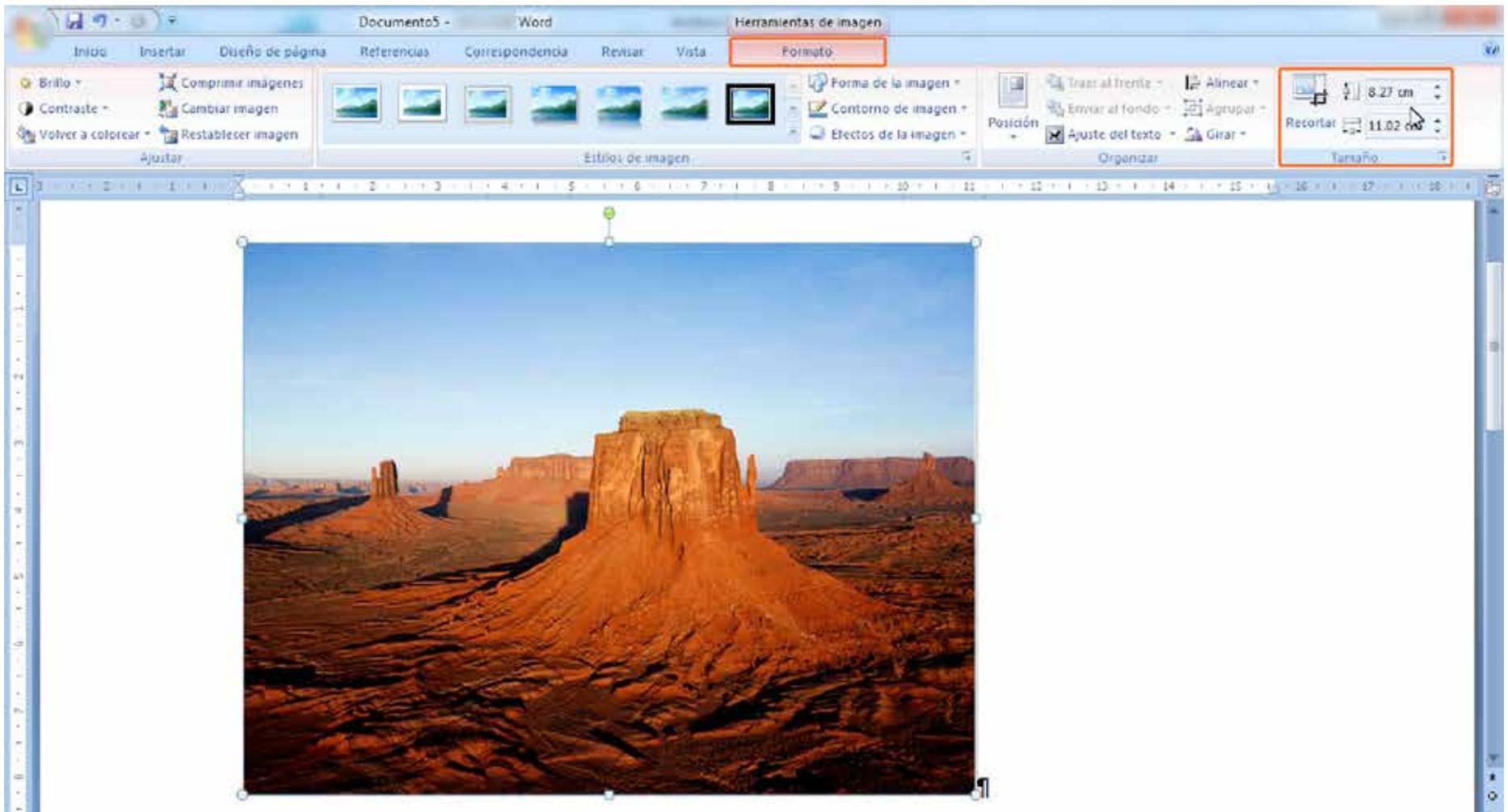


Reto 14 Modificar el tamaño de una imagen

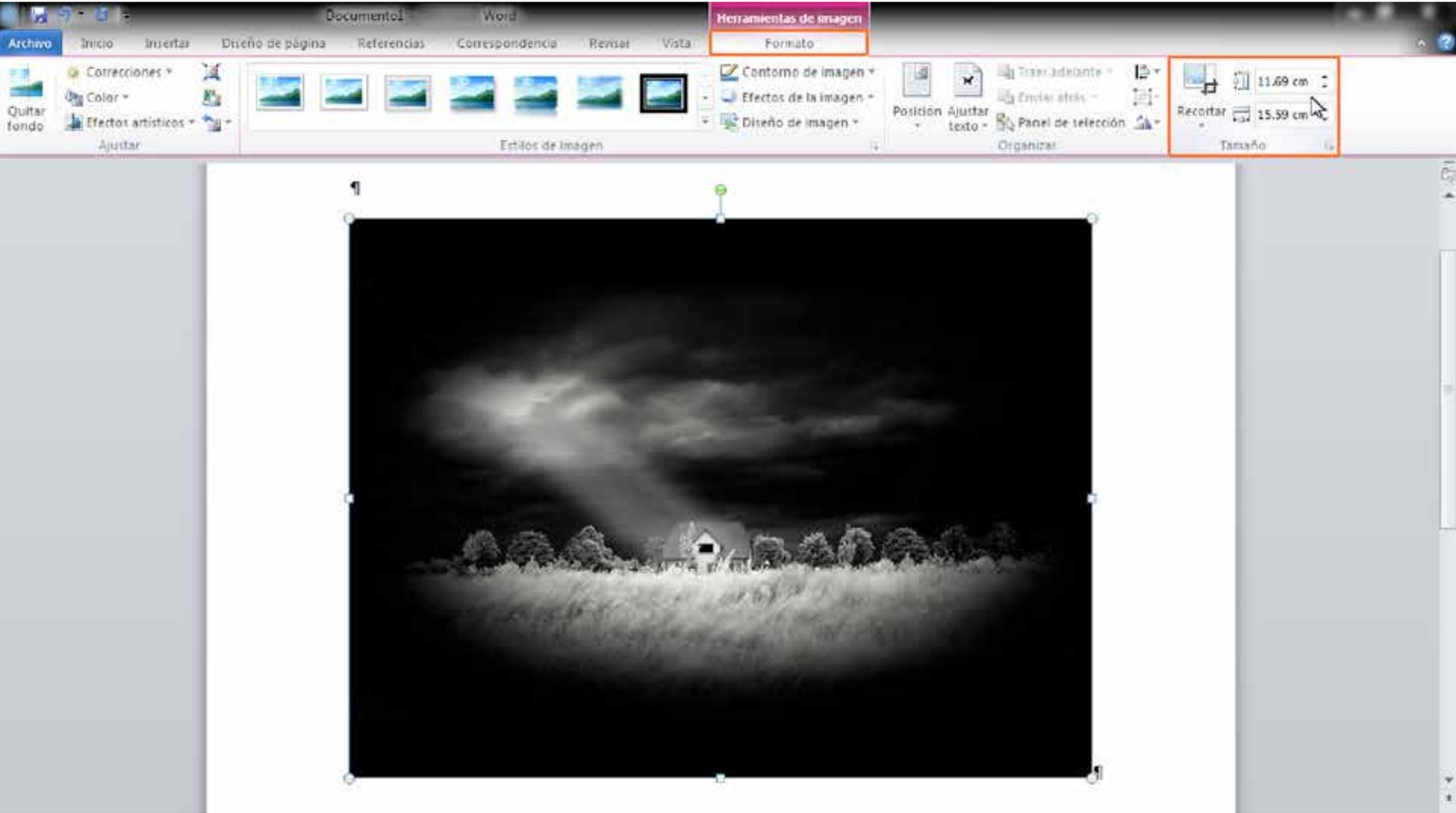
Office 2003



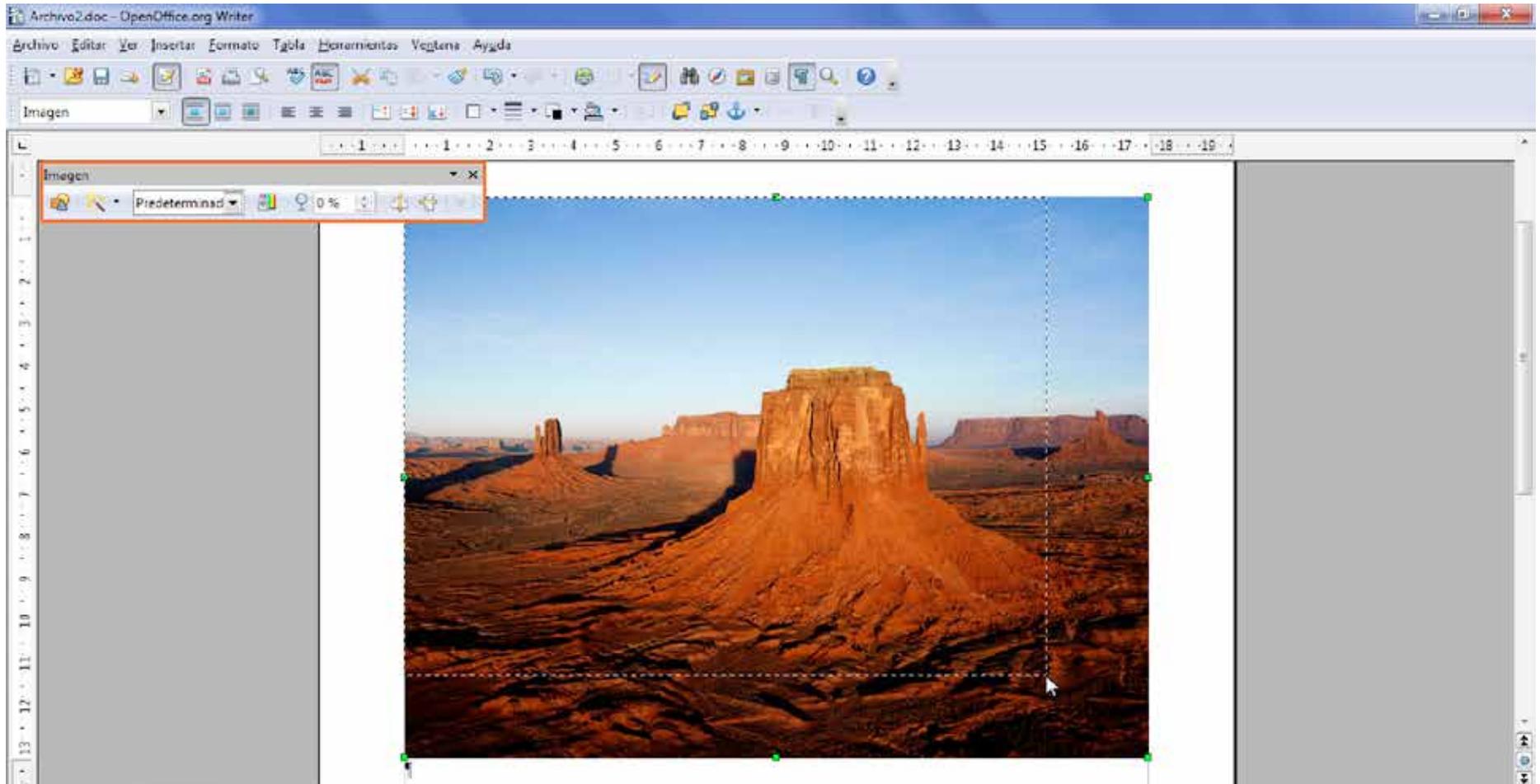
Office 2007



Office 2010

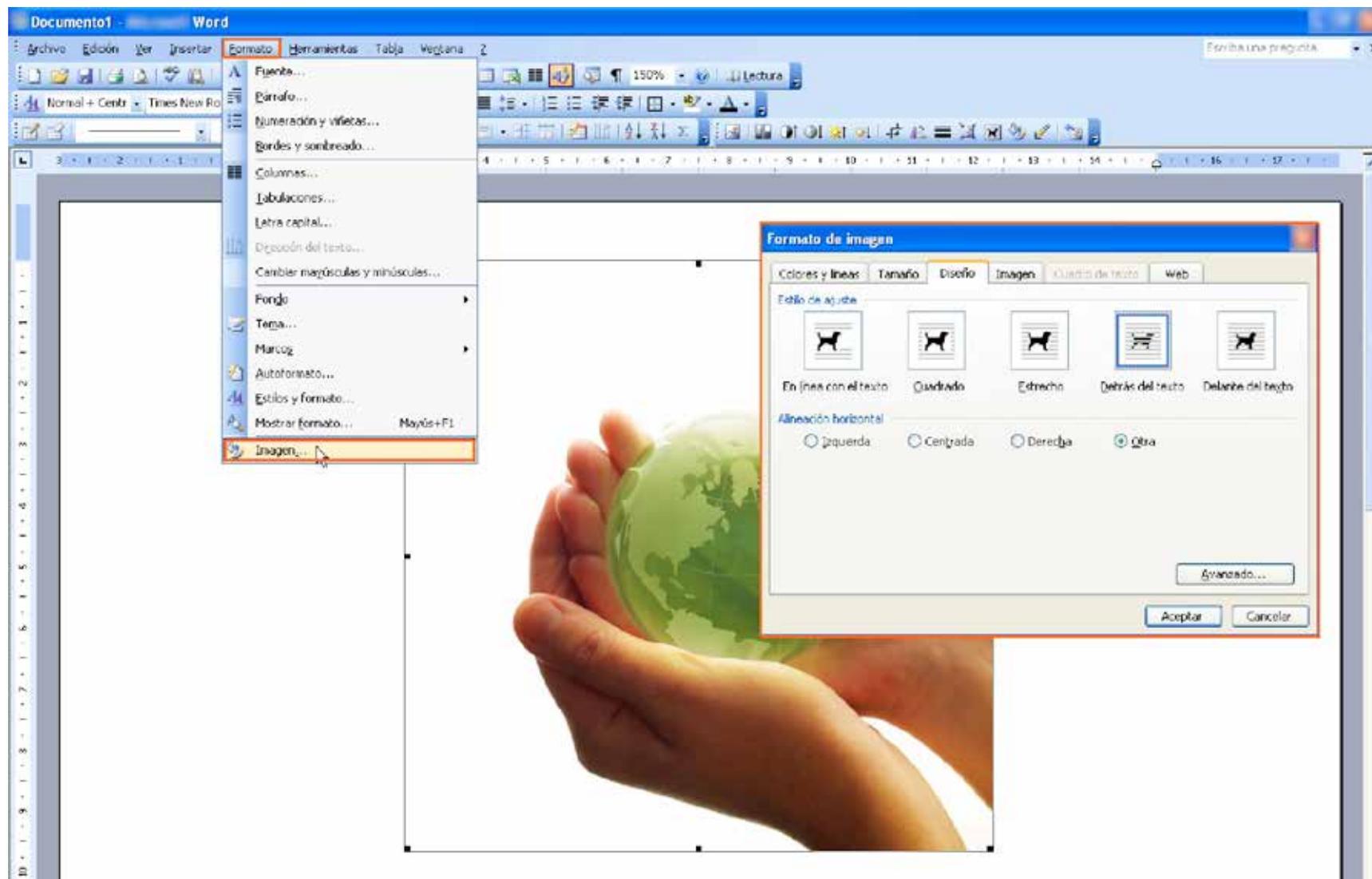


Open Office

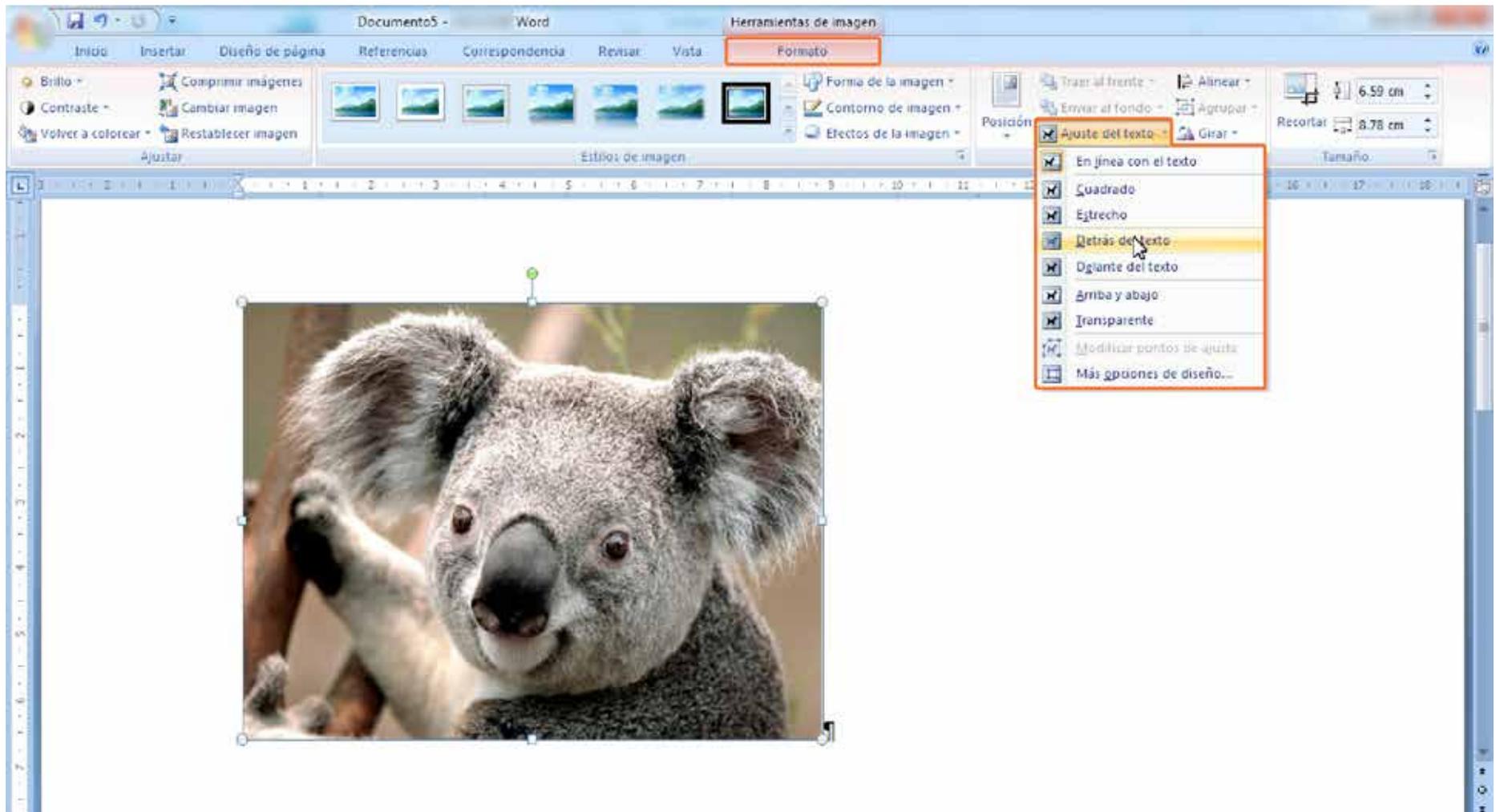


Reto 15 Ordenar una imagen

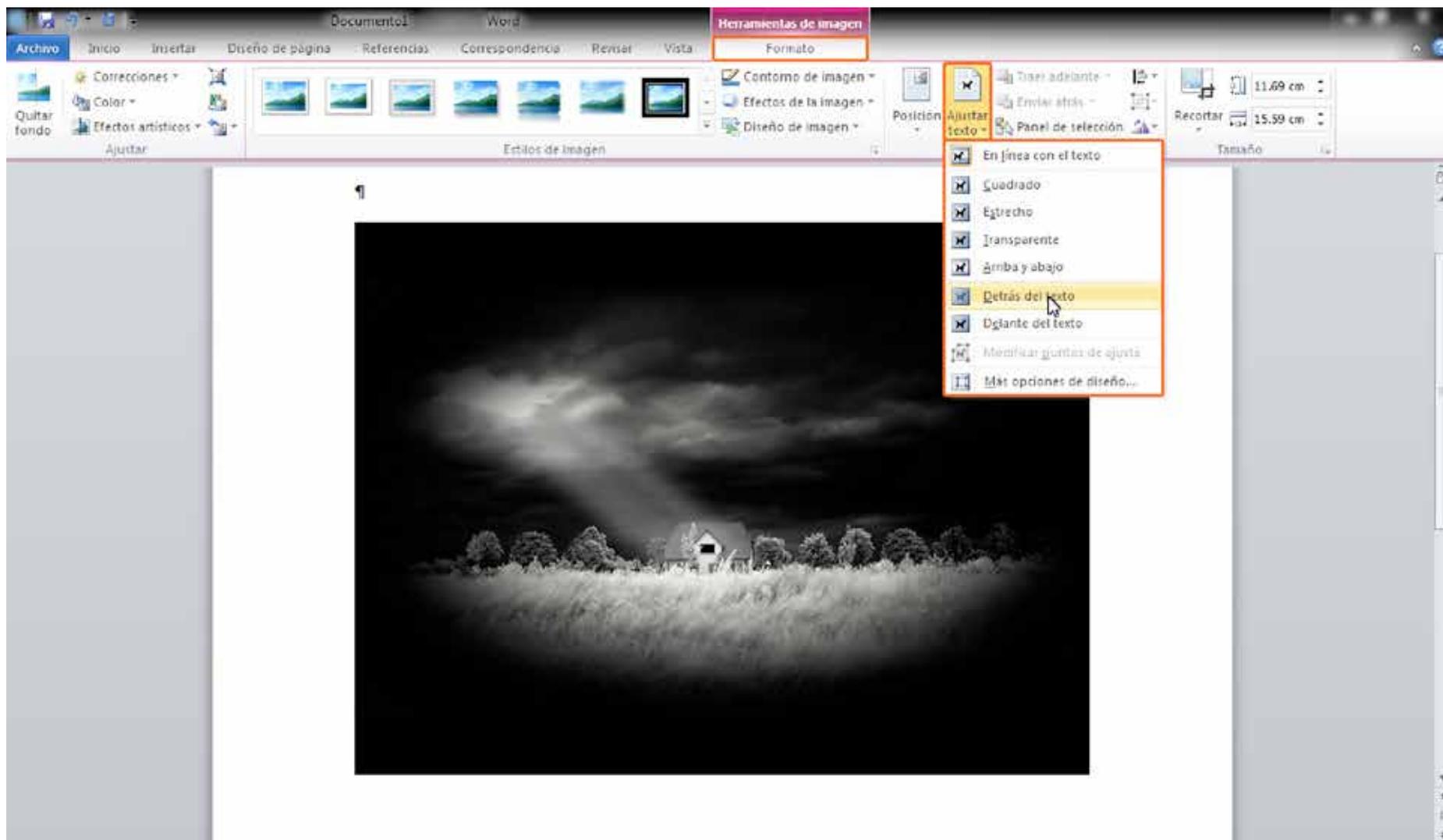
Office 2003



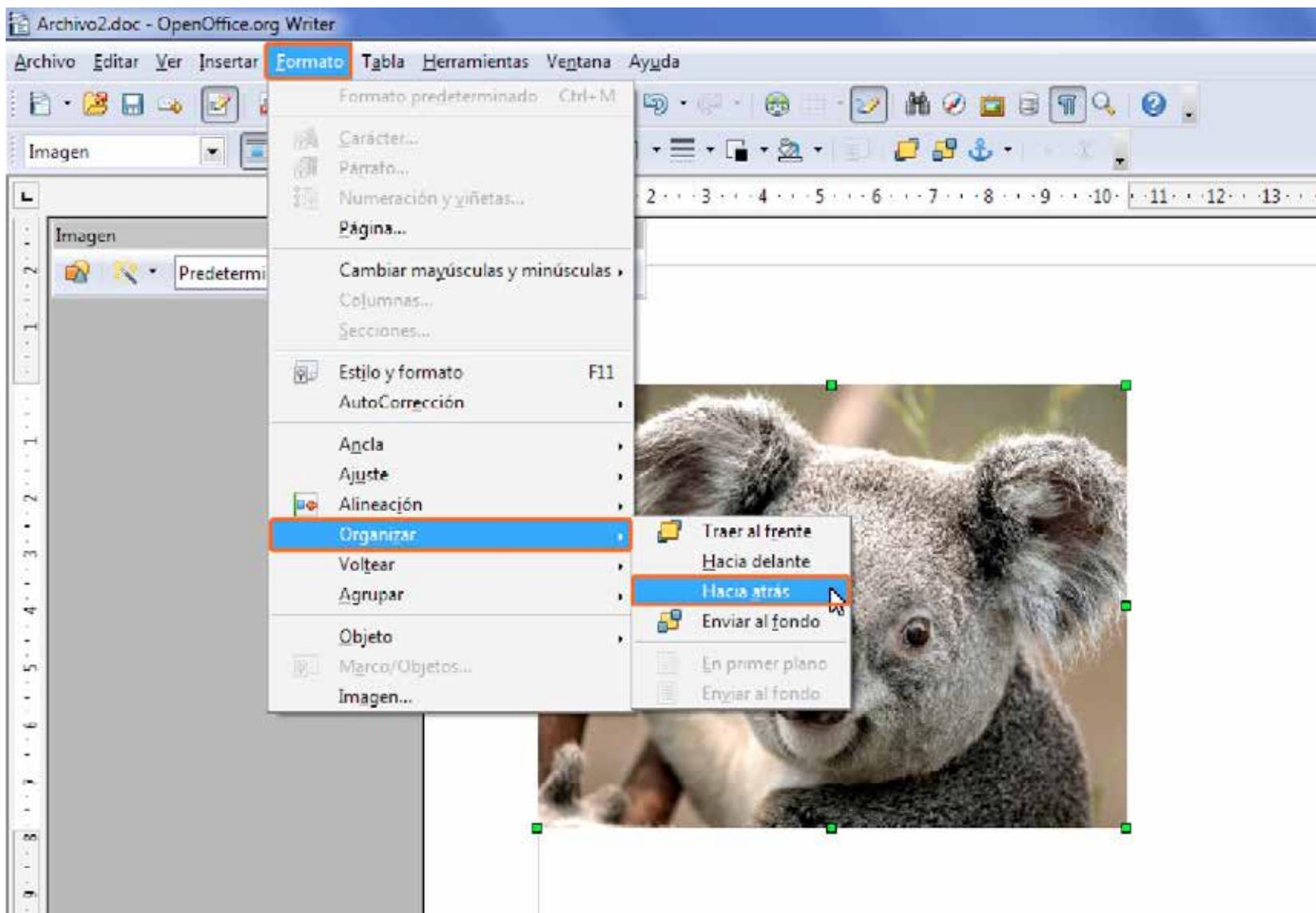
Office 2007



Office 2010

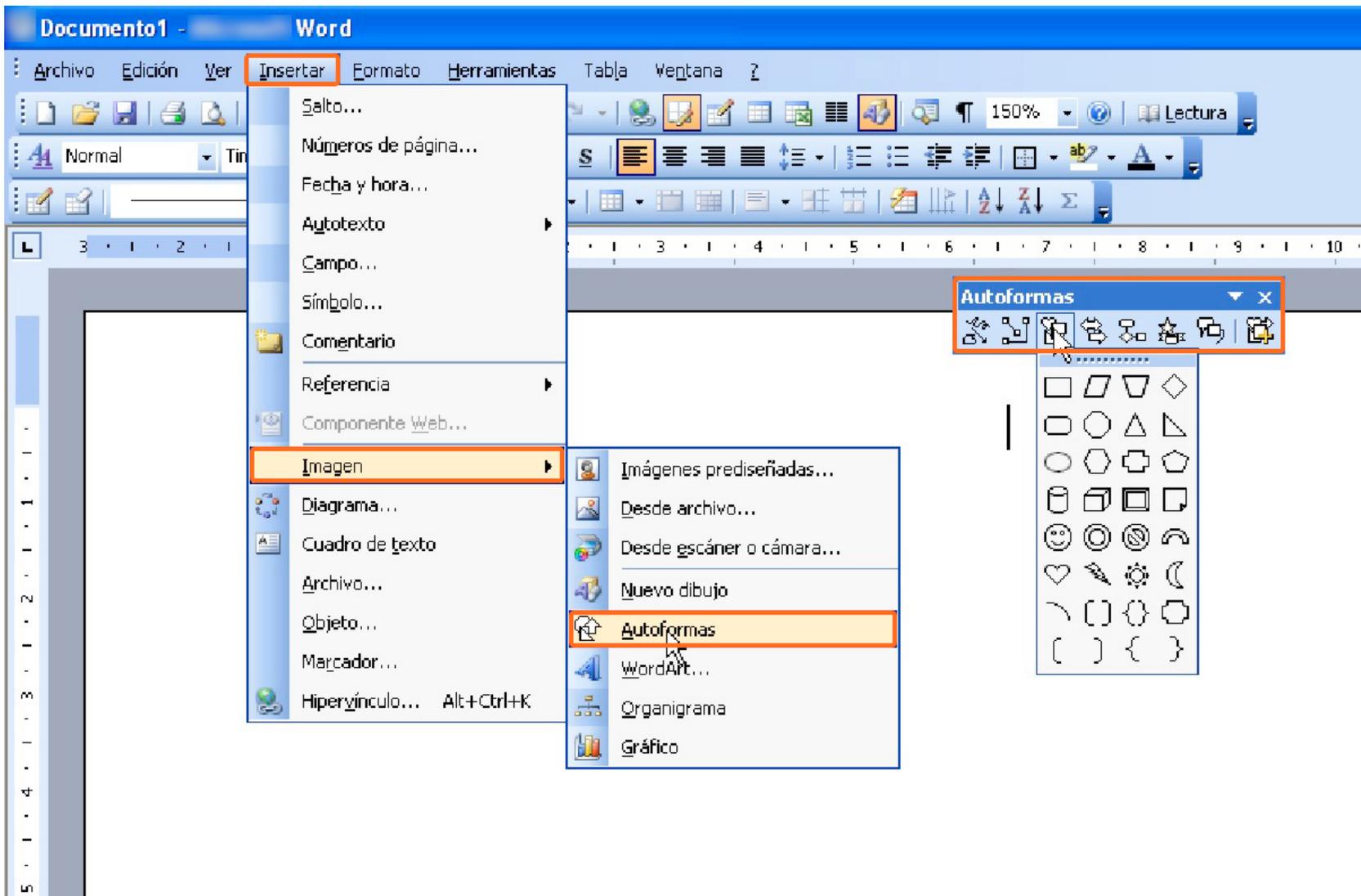


Open Office

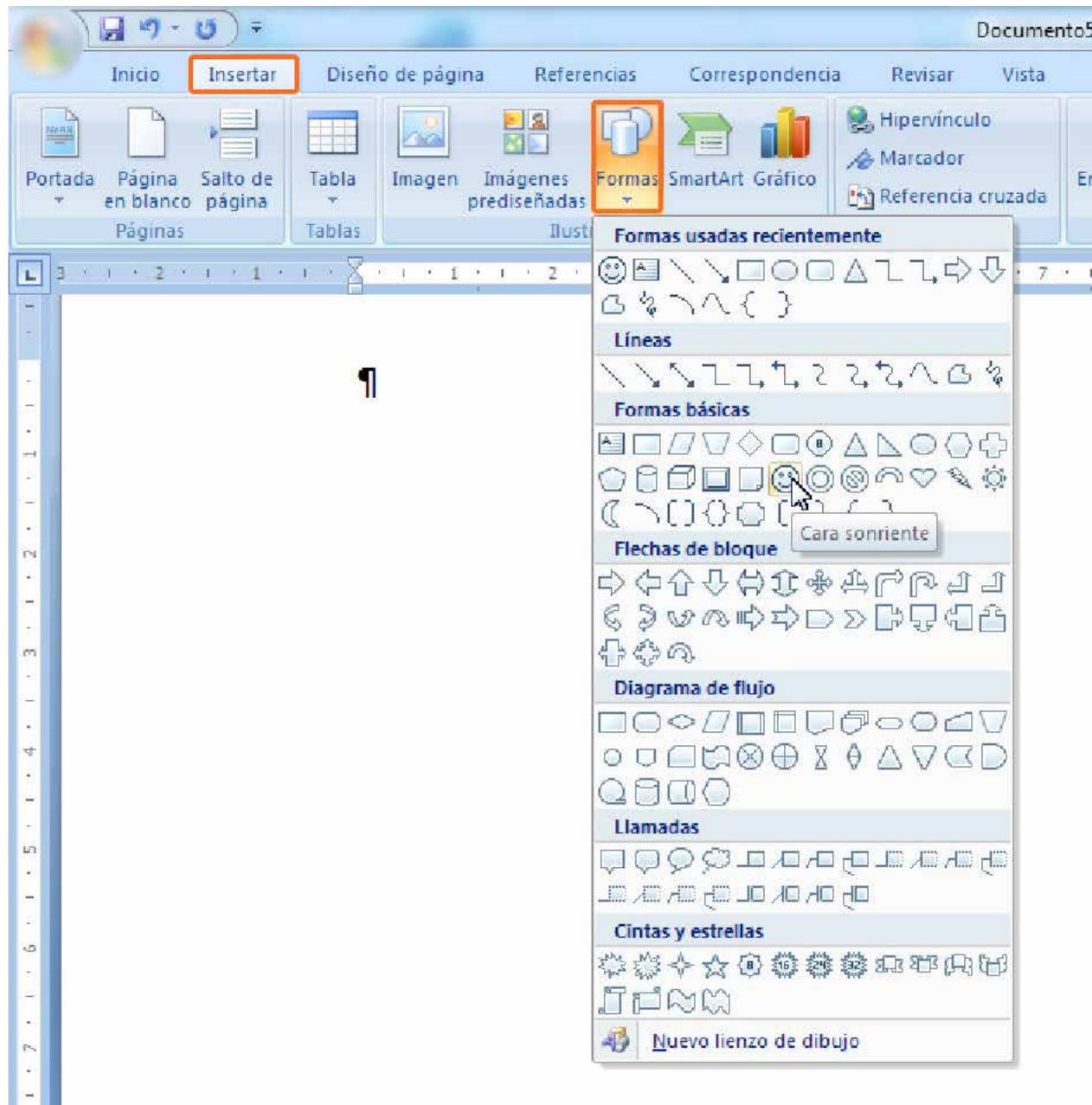


Reto 16 Insertar autoformas

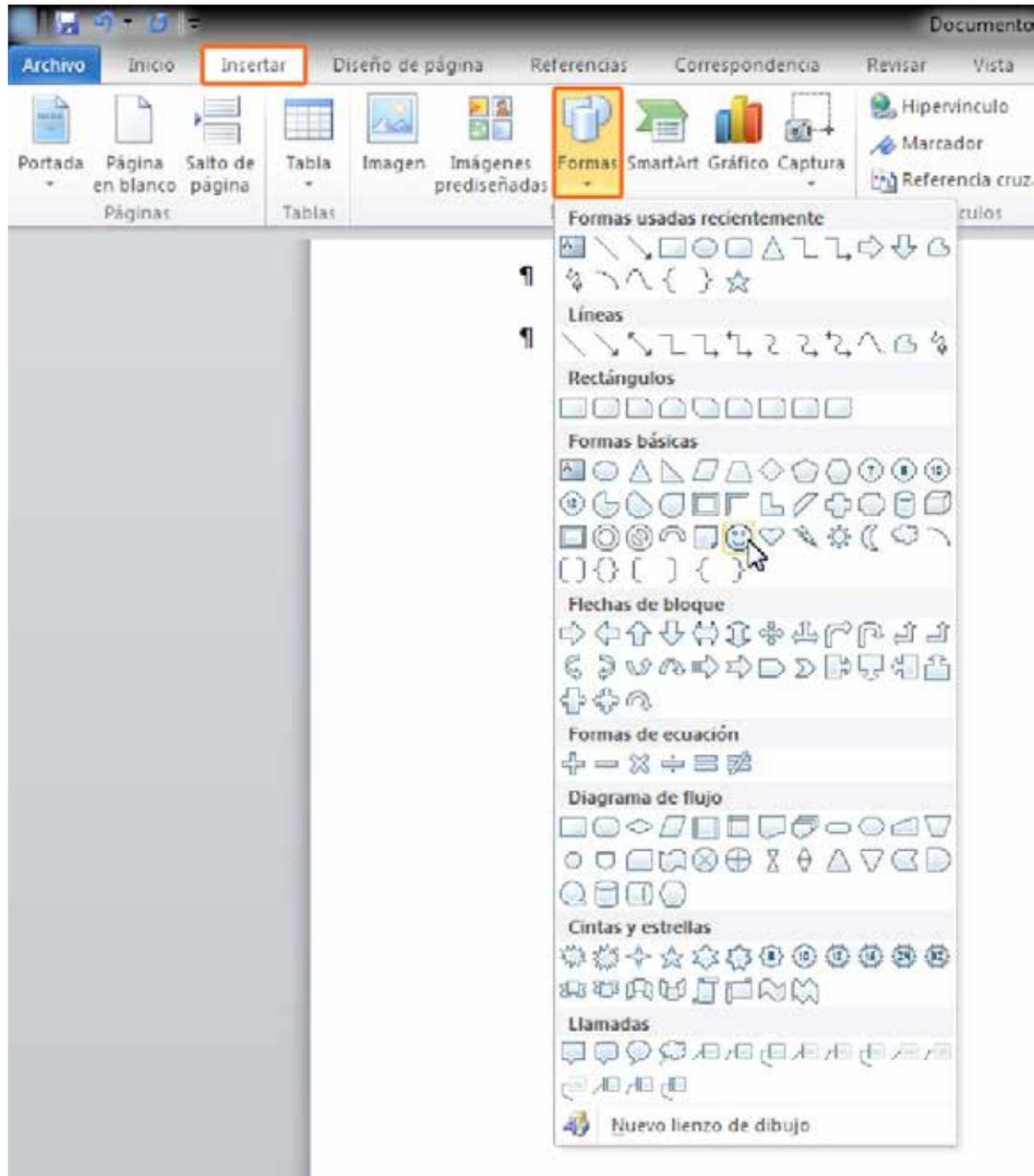
Office 2003



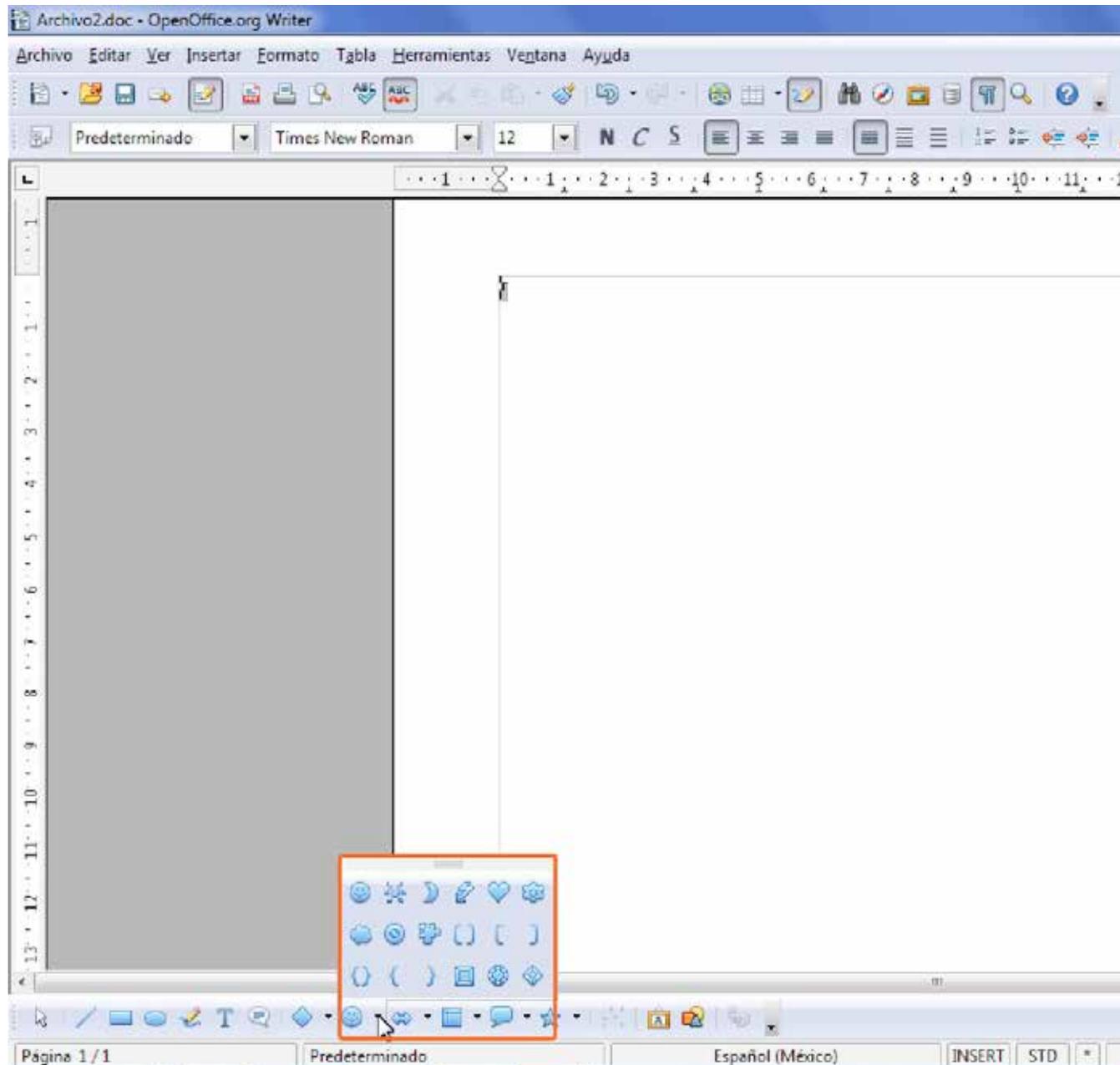
Office 2007



Office 2010



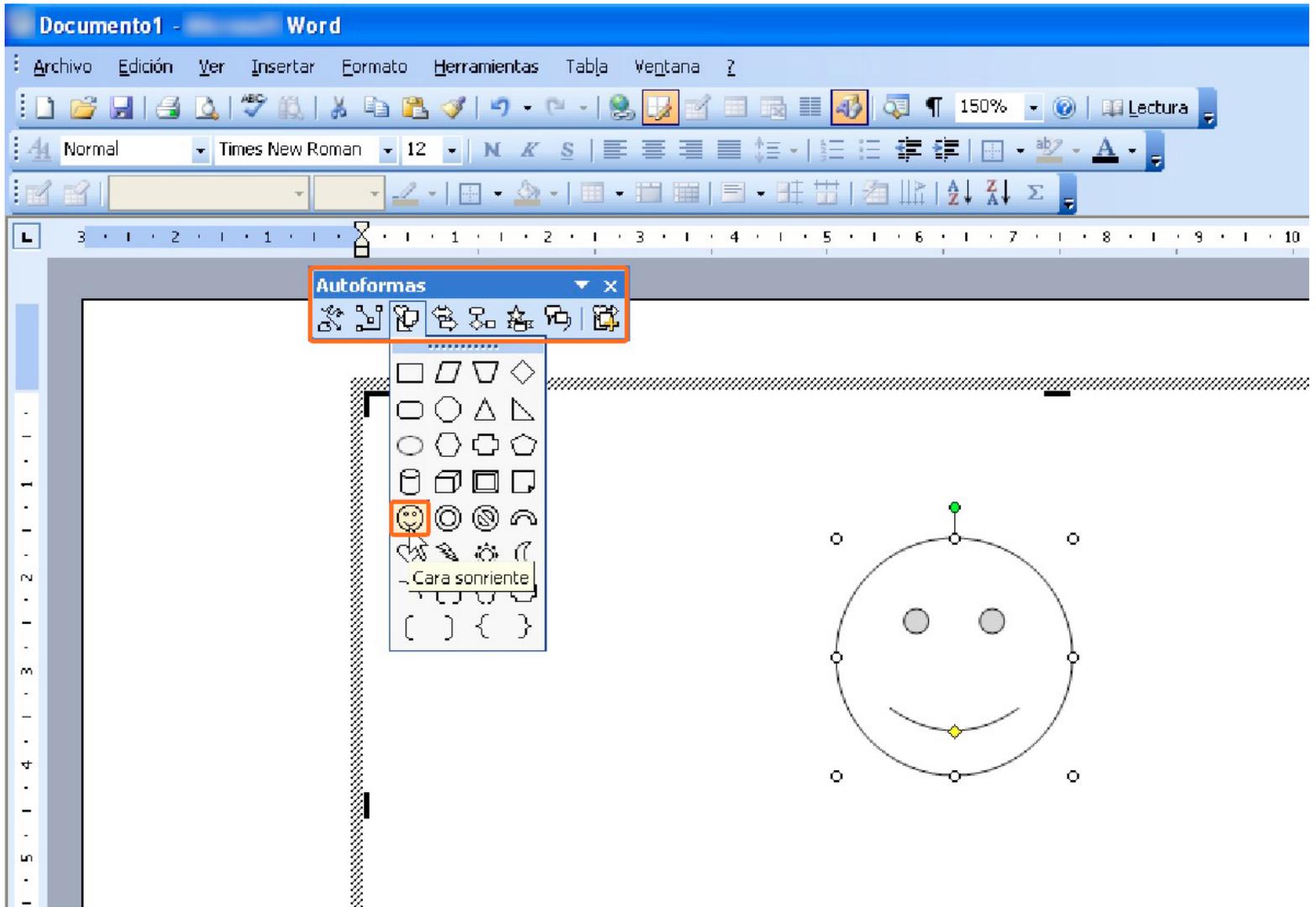
Open Office



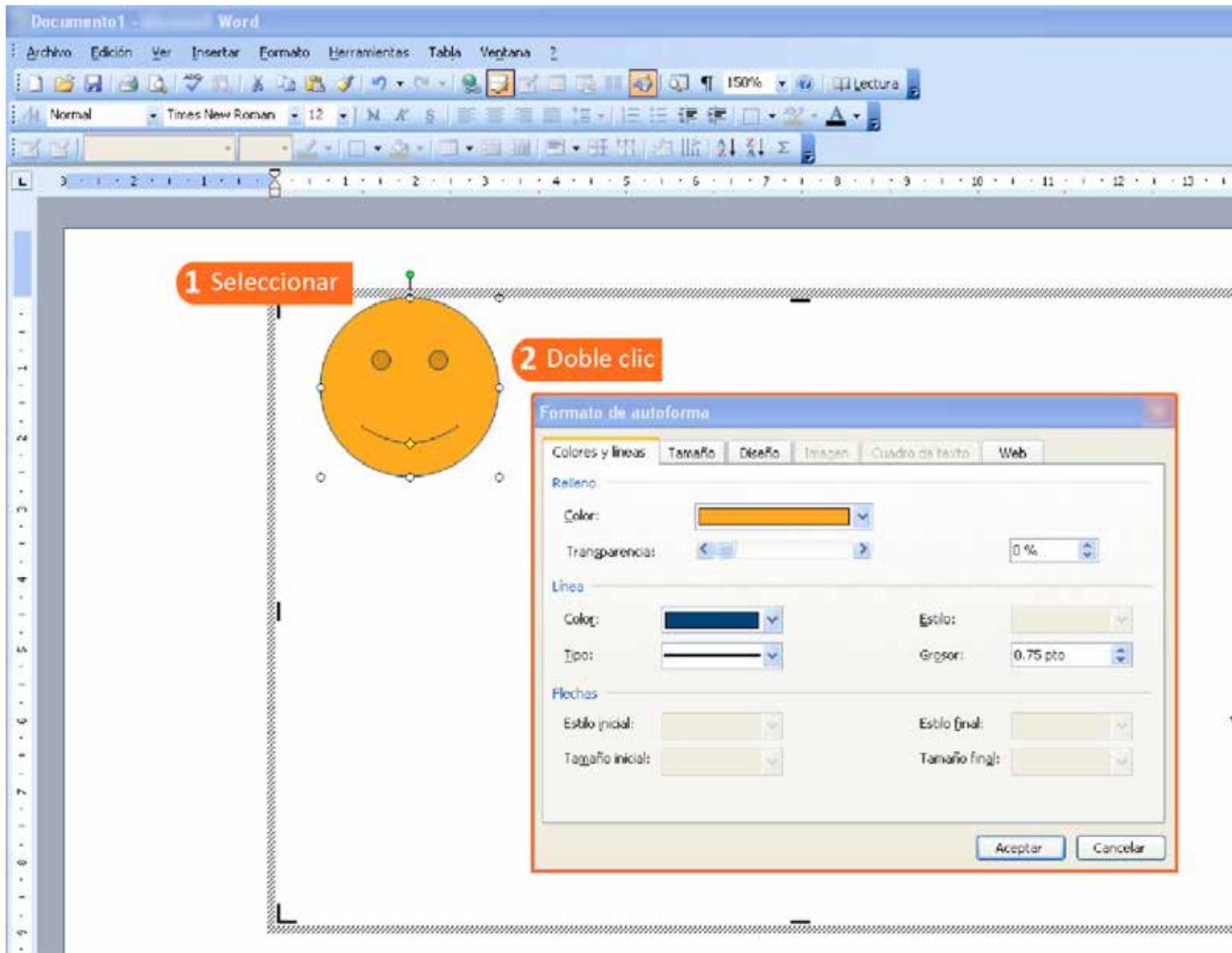
Reto 17 Cambiar el color a una autoforma

Office 2003

Pantalla 1

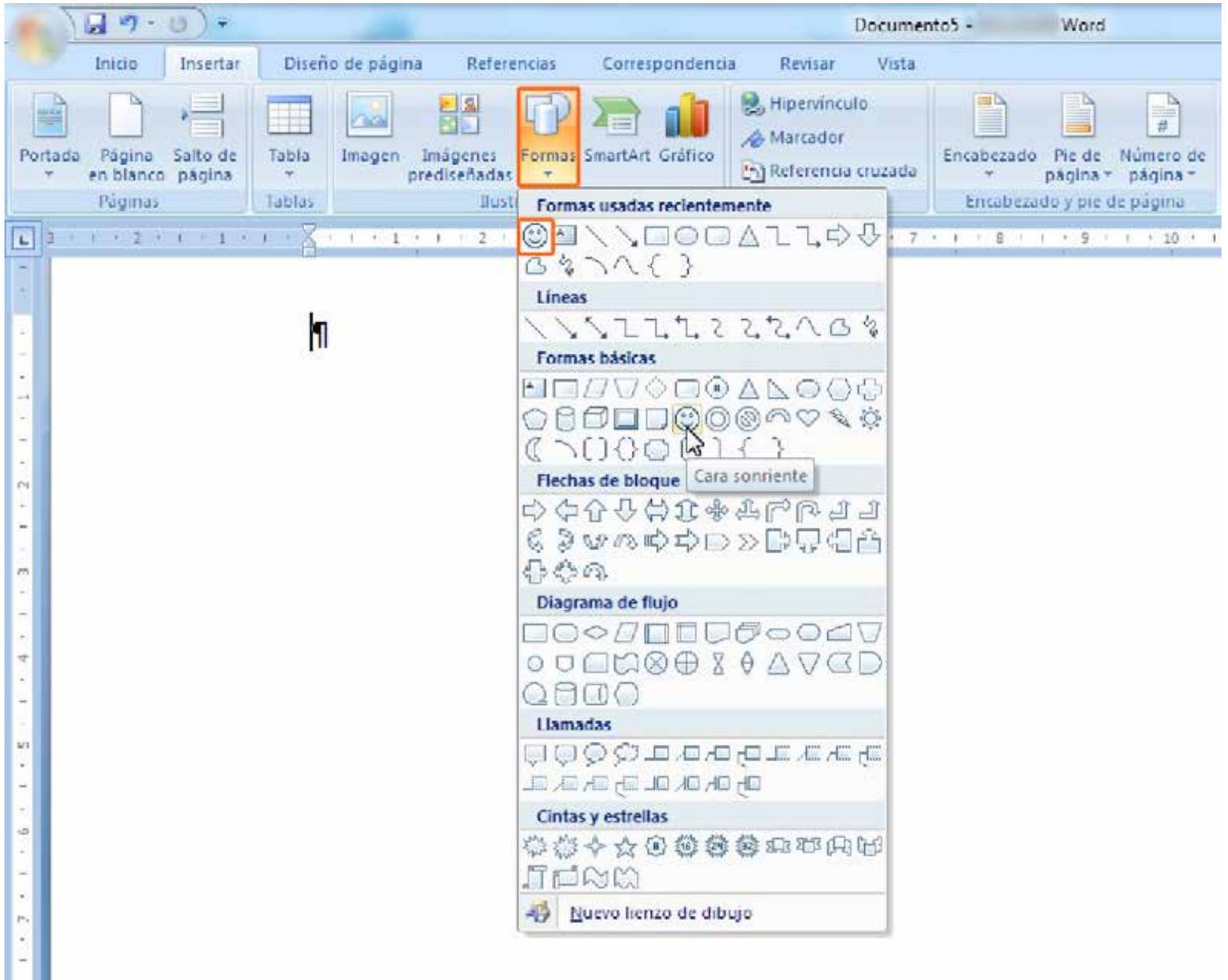


Pantalla 2

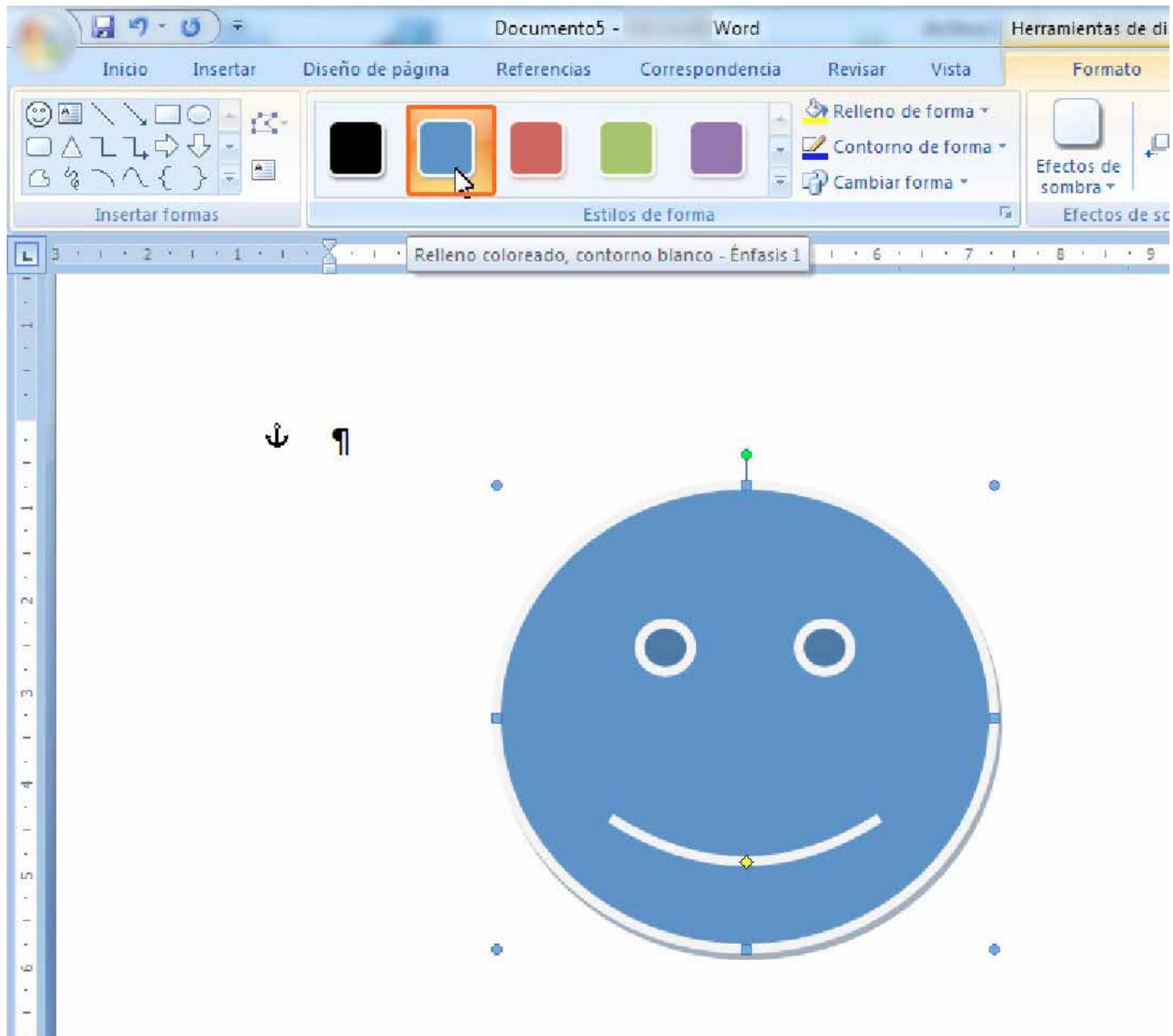


Office 2007

Pantalla 1

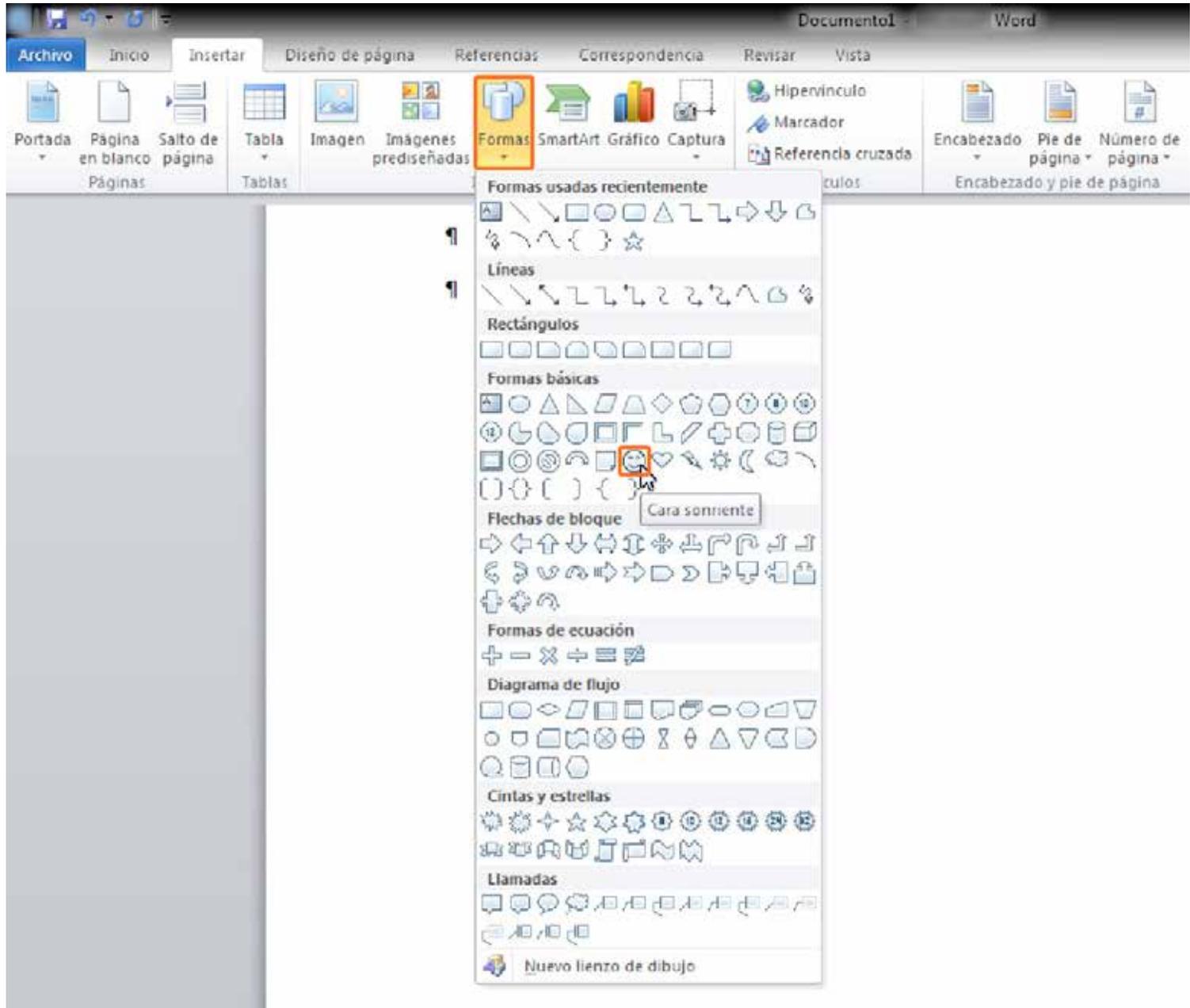


Pantalla 2

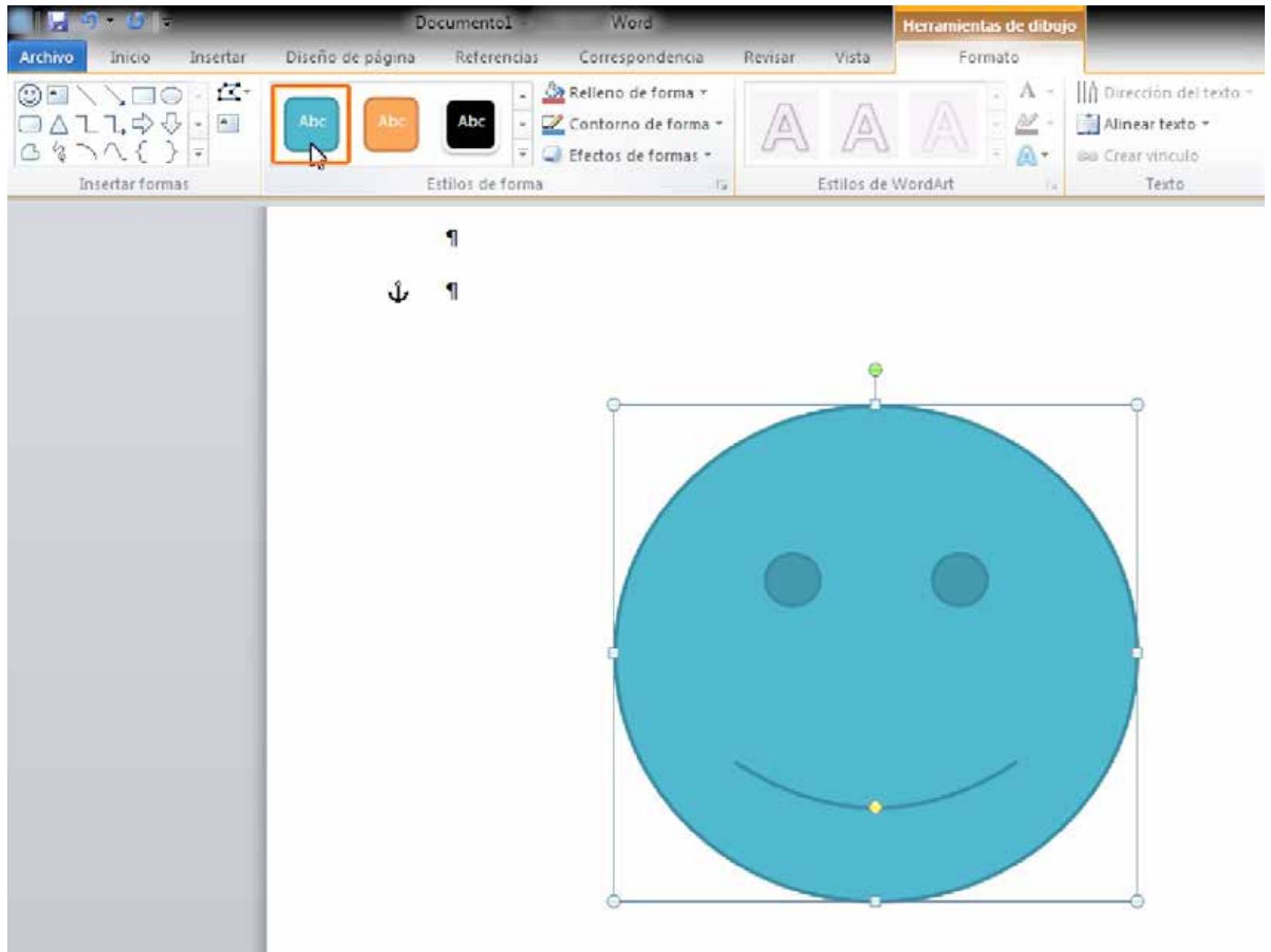


Office 2010

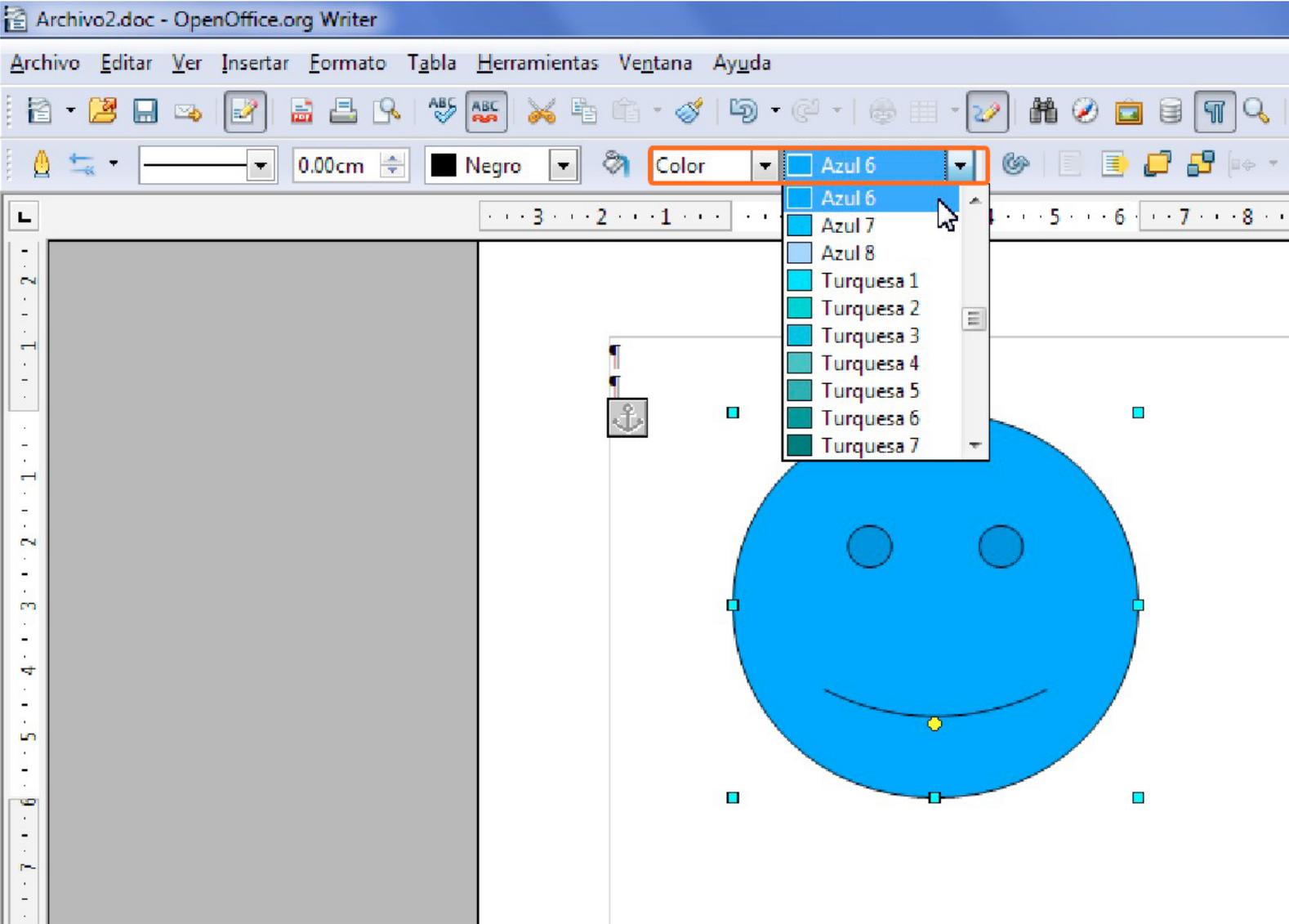
Pantalla 1



Pantalla 2

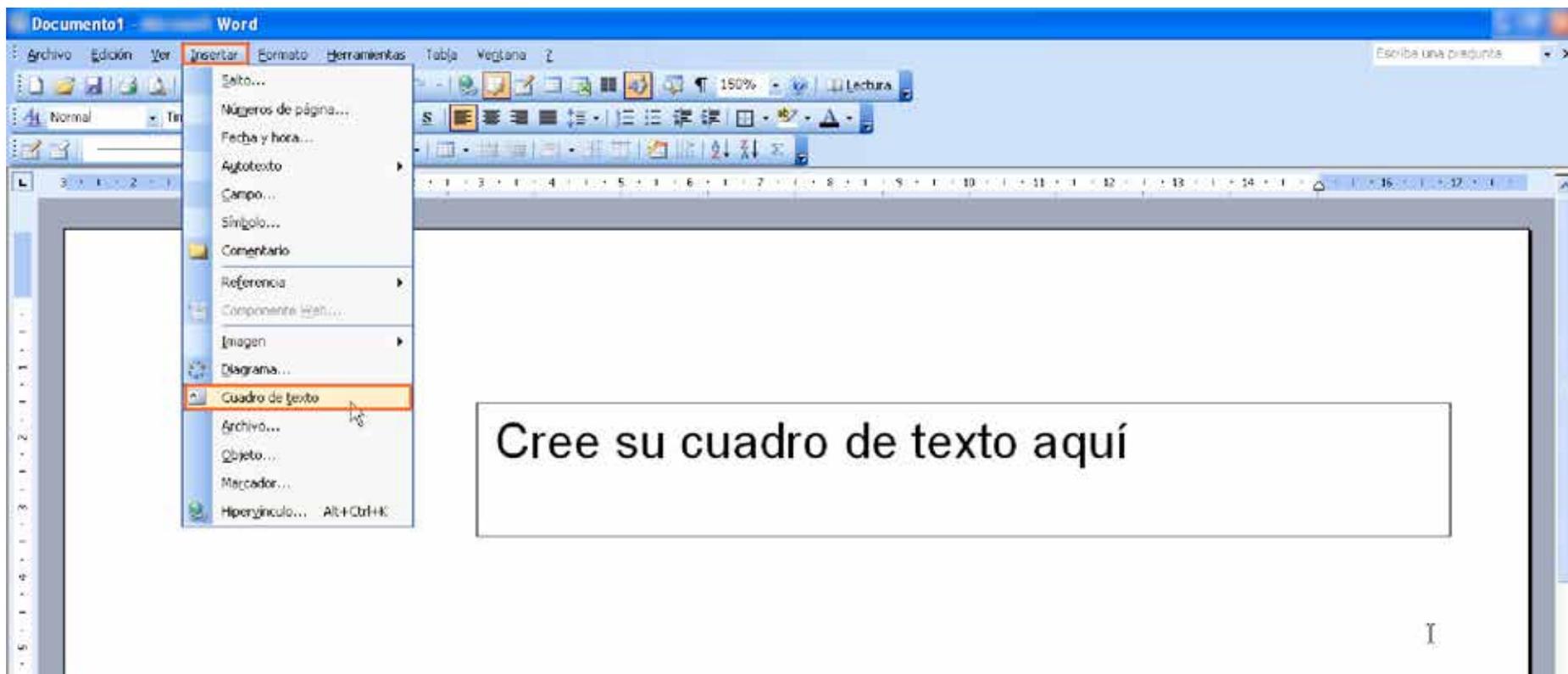


Open Office

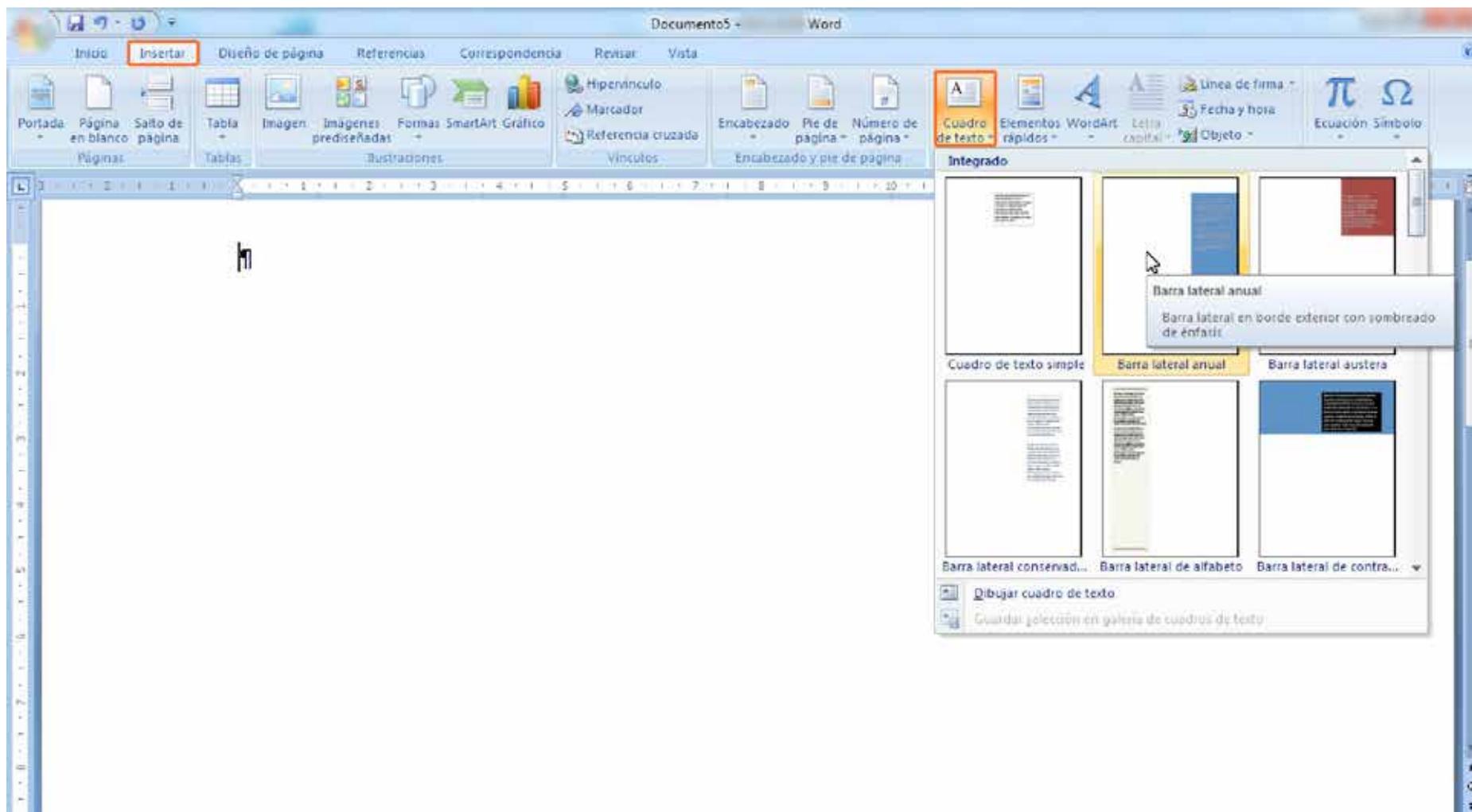


Reto 18 Insertar cuadro de texto

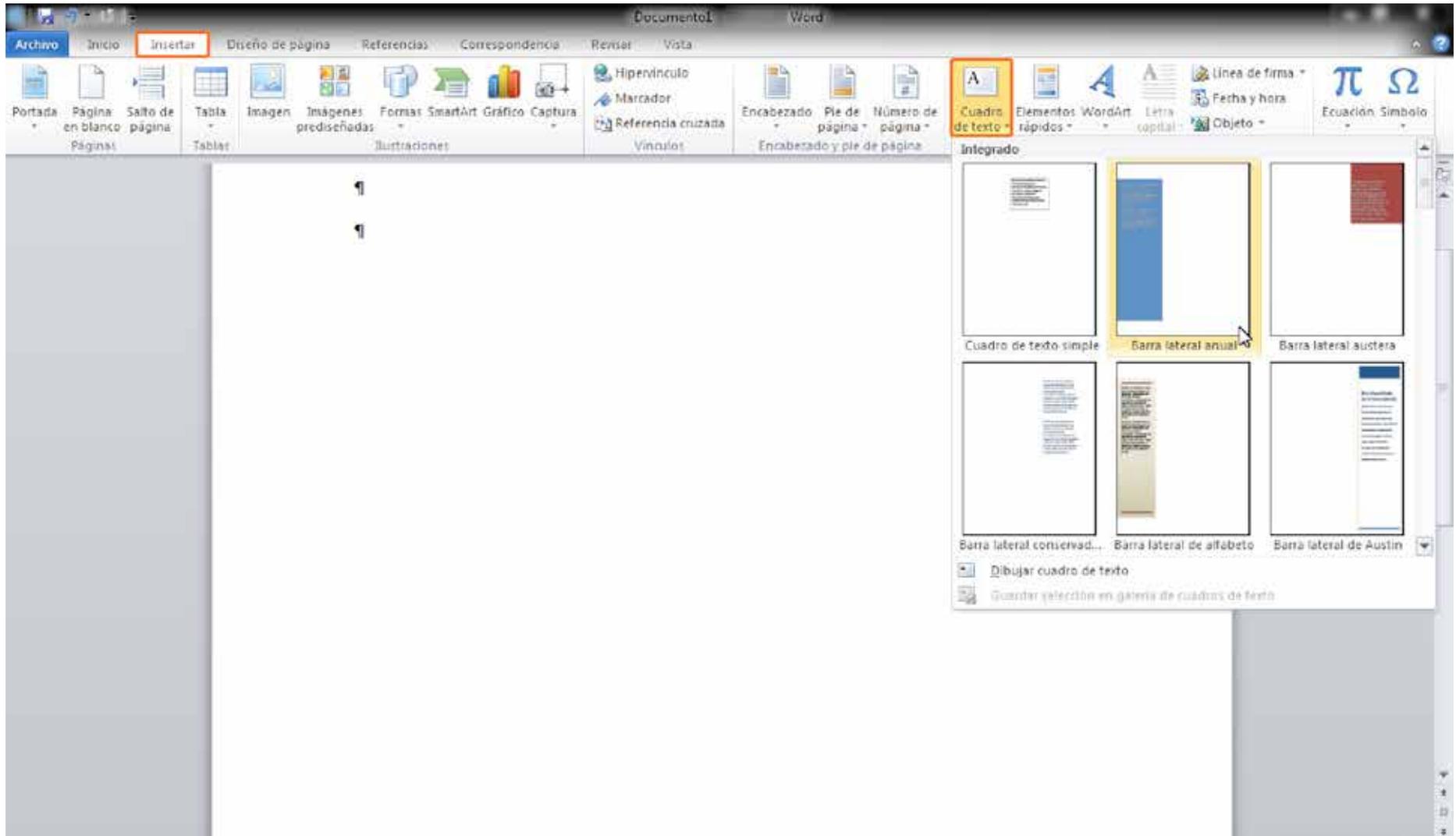
Office 2003



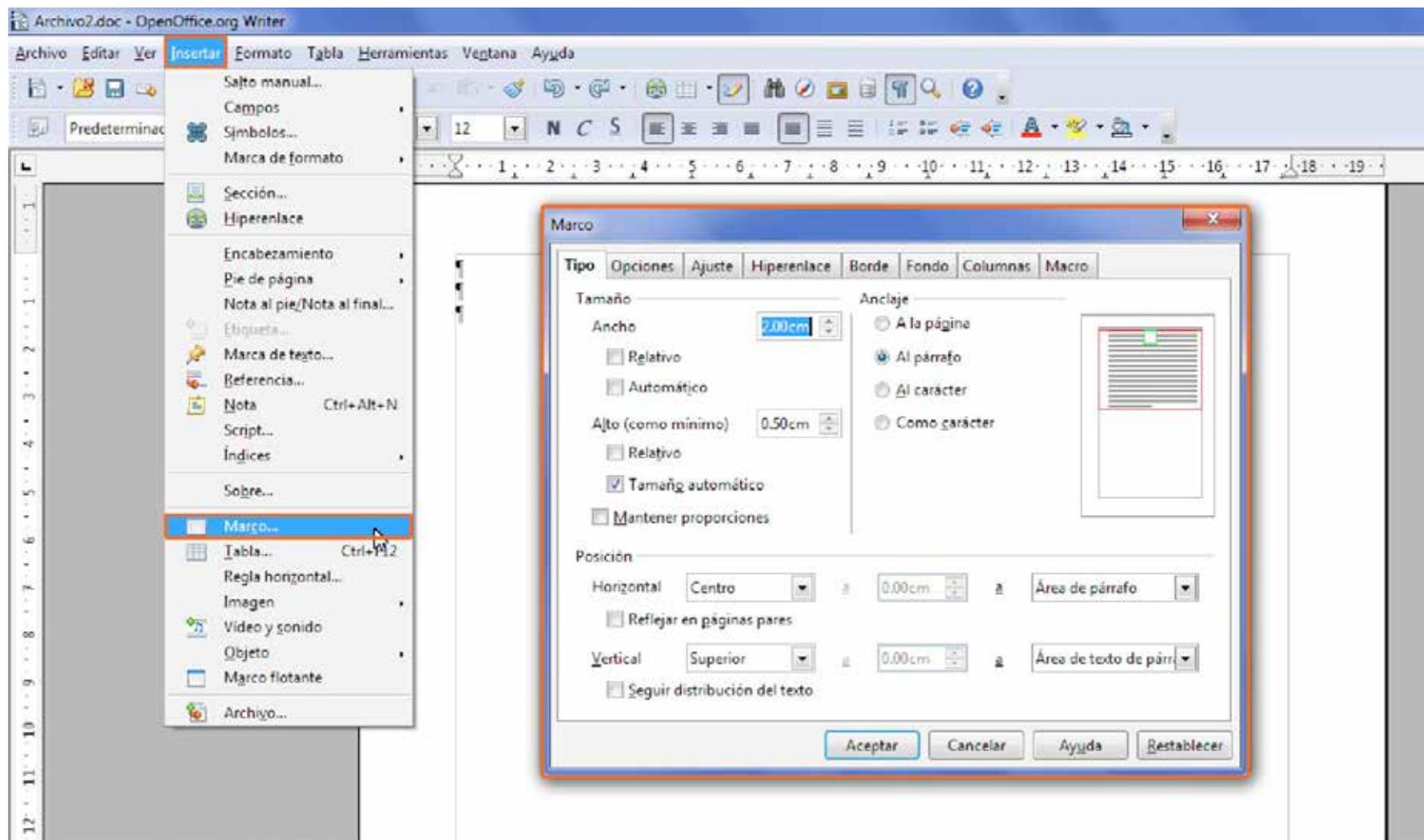
Office 2007



Office 2010



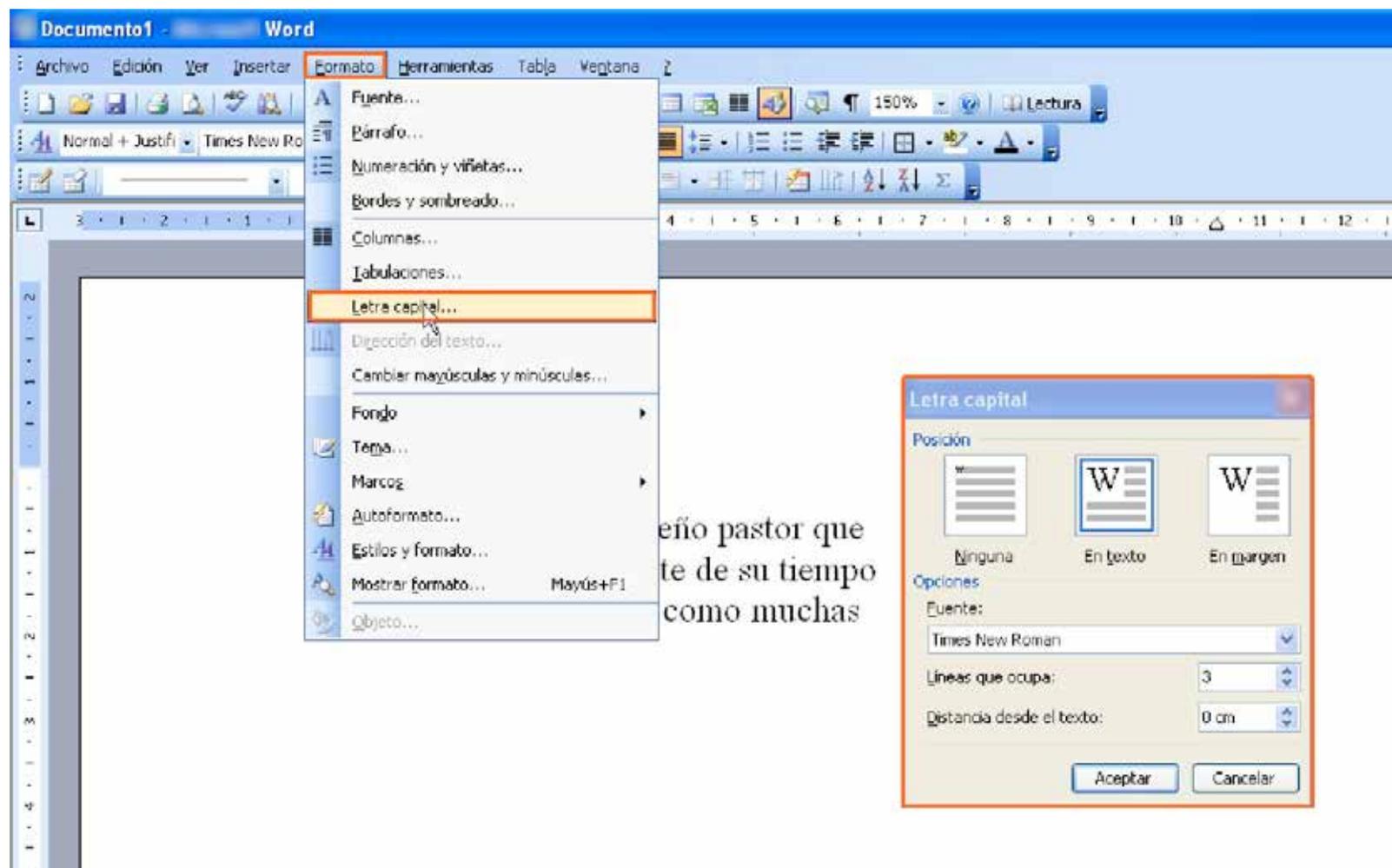
Open Office



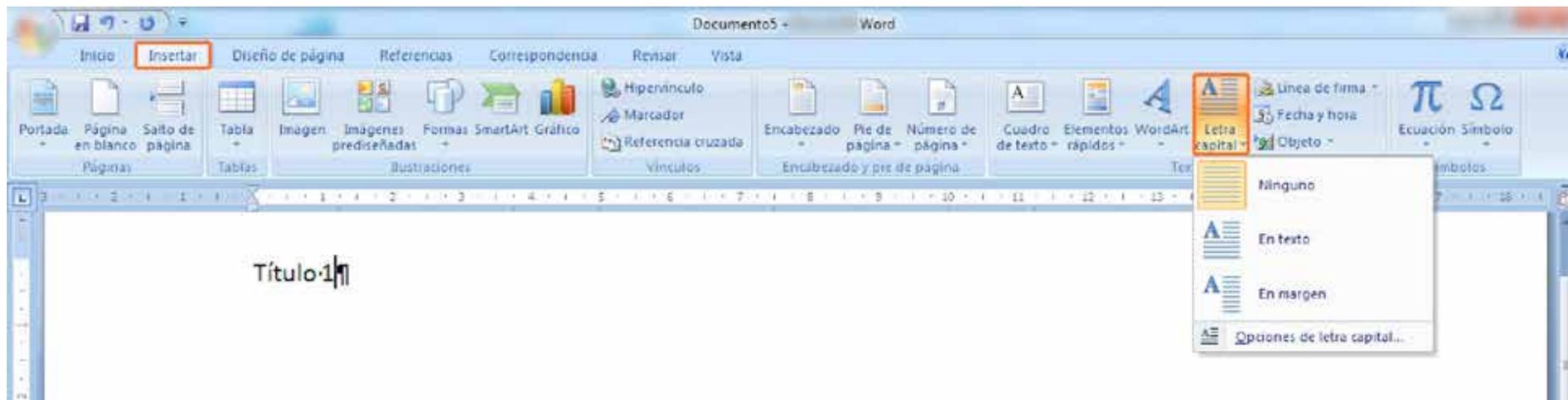
Unidad 4: Utilizar plantillas y otros elementos

Reto 19 Insertar letra capital

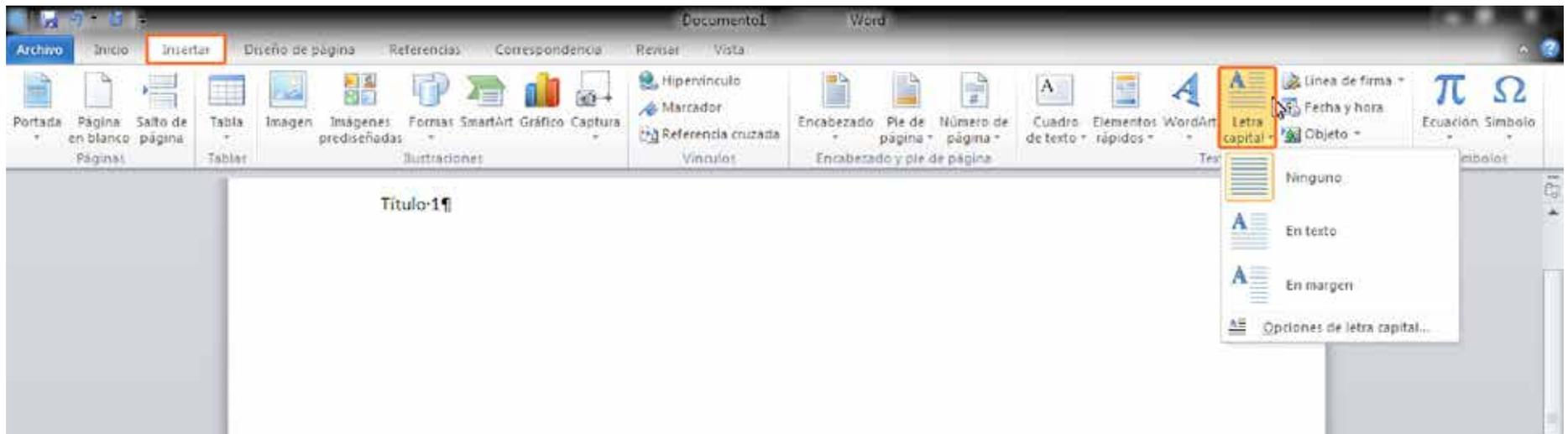
Office 2003



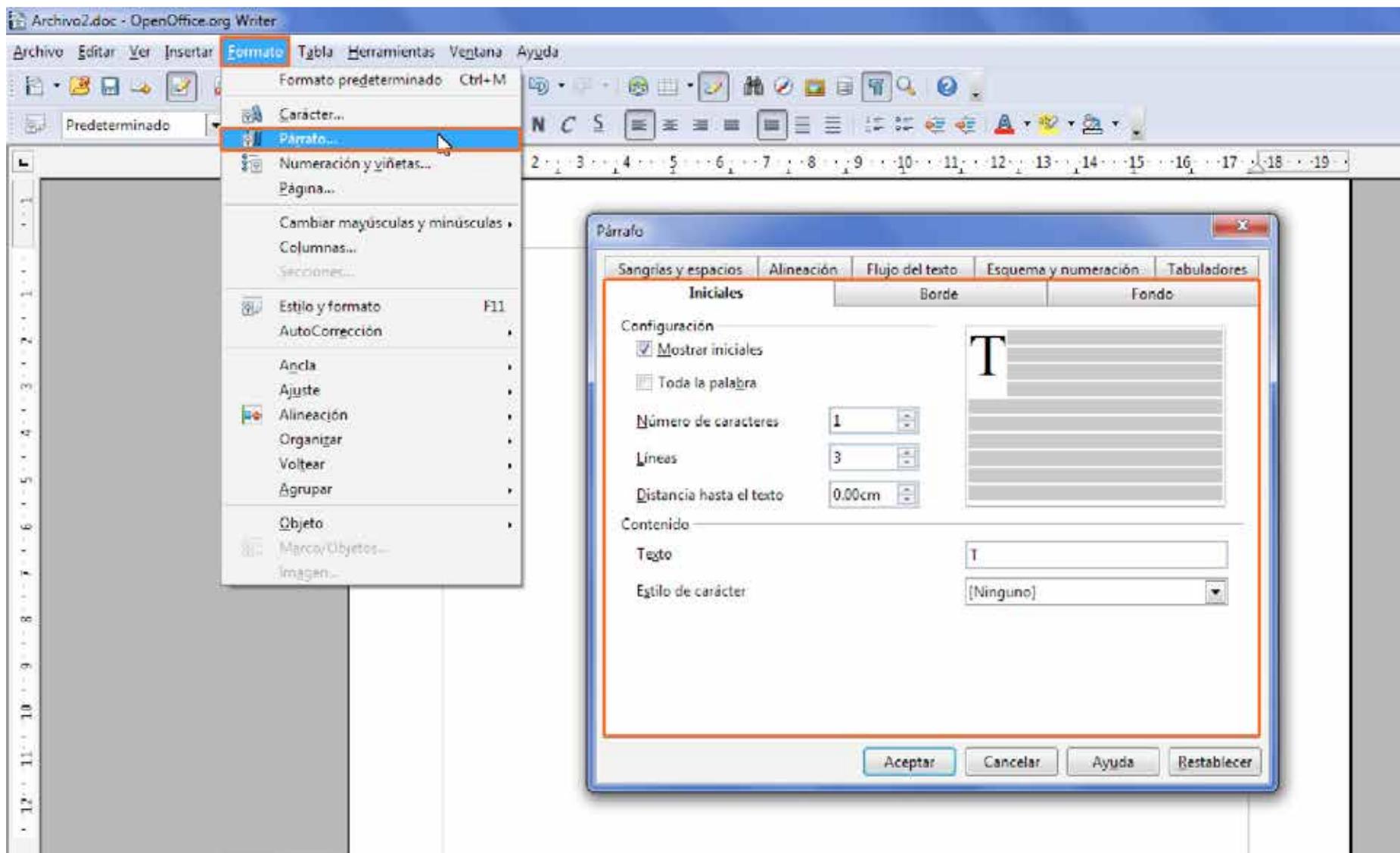
Office 2007



Office 2010

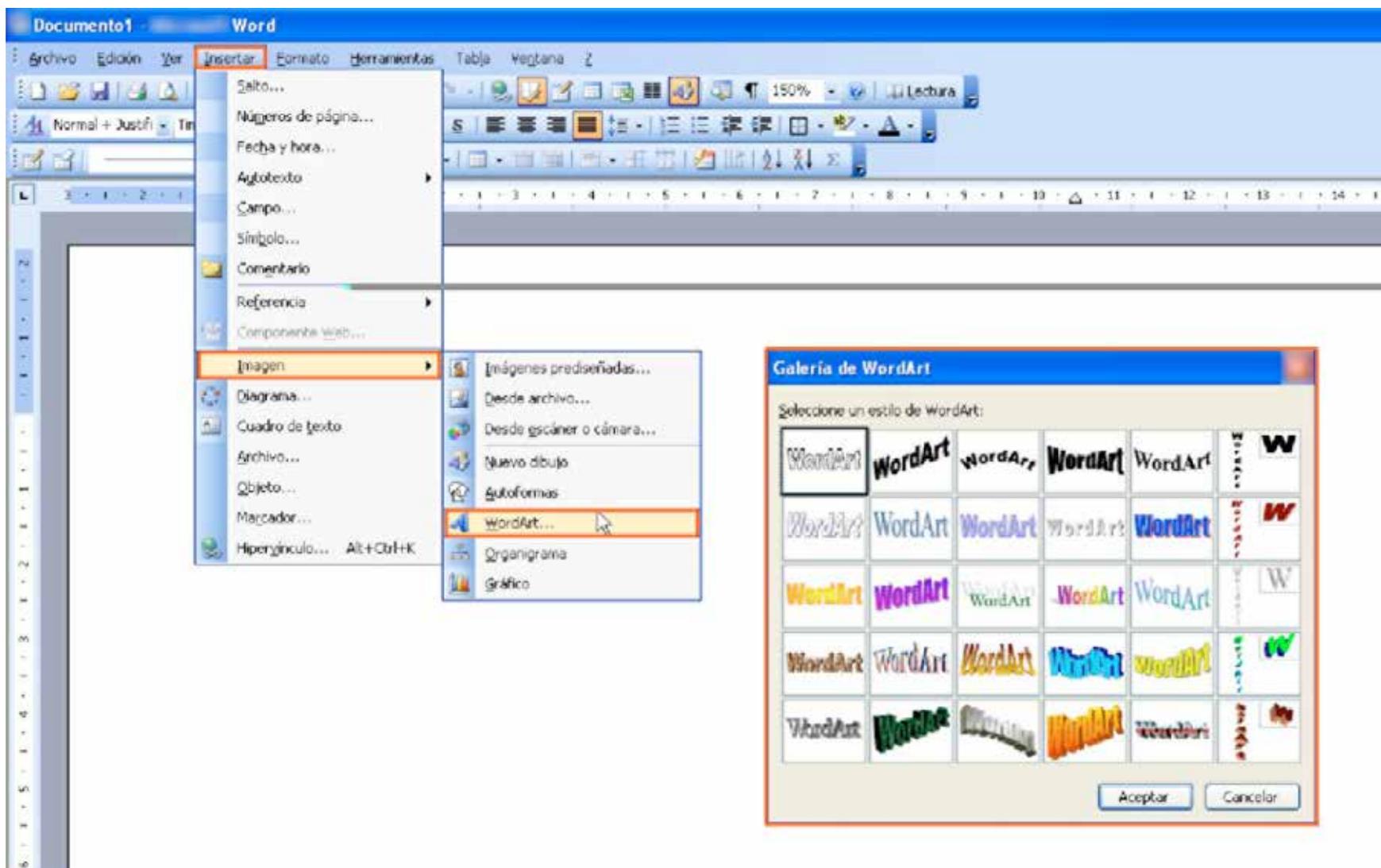


Open Office

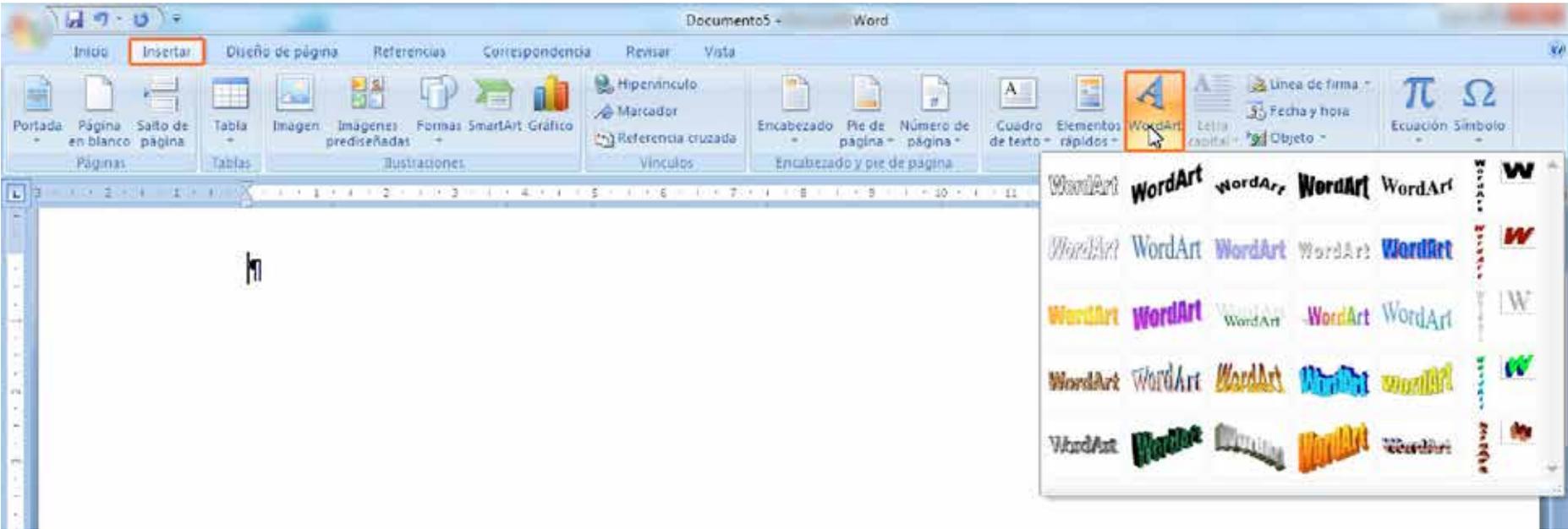


Reto 20 Usar rótulos con letras

Office 2003



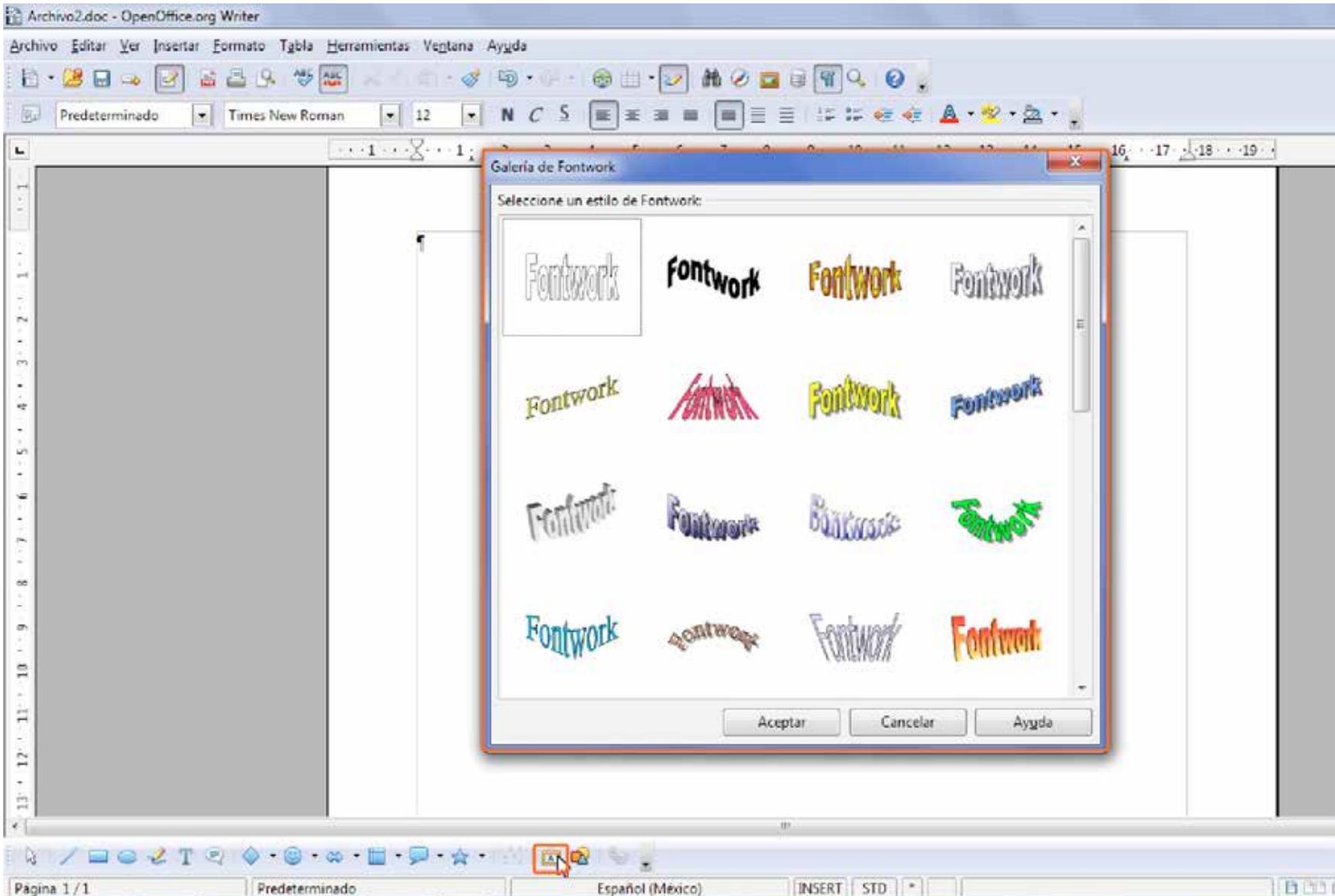
Office 2007



Office 2010

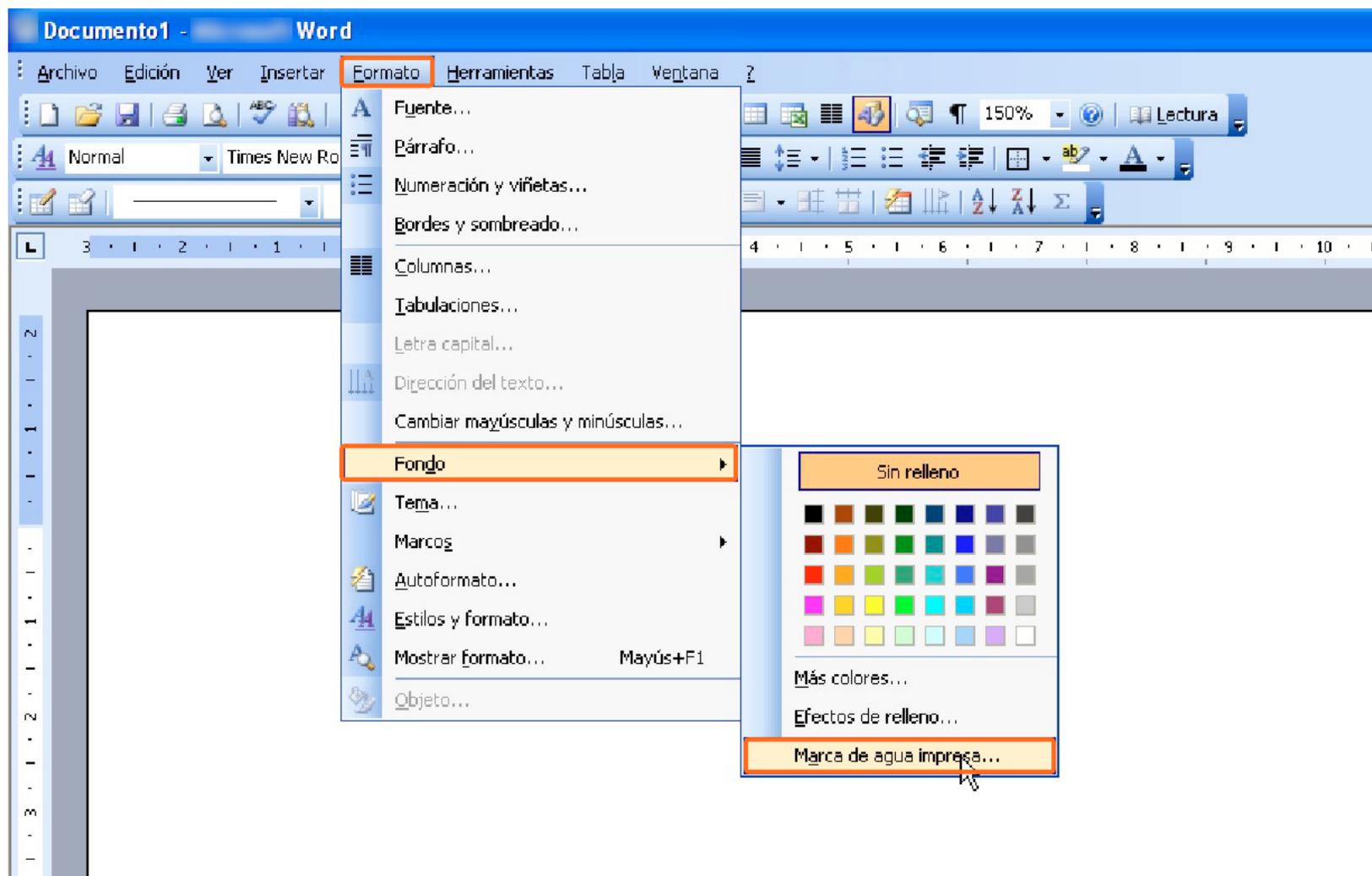


Open Office

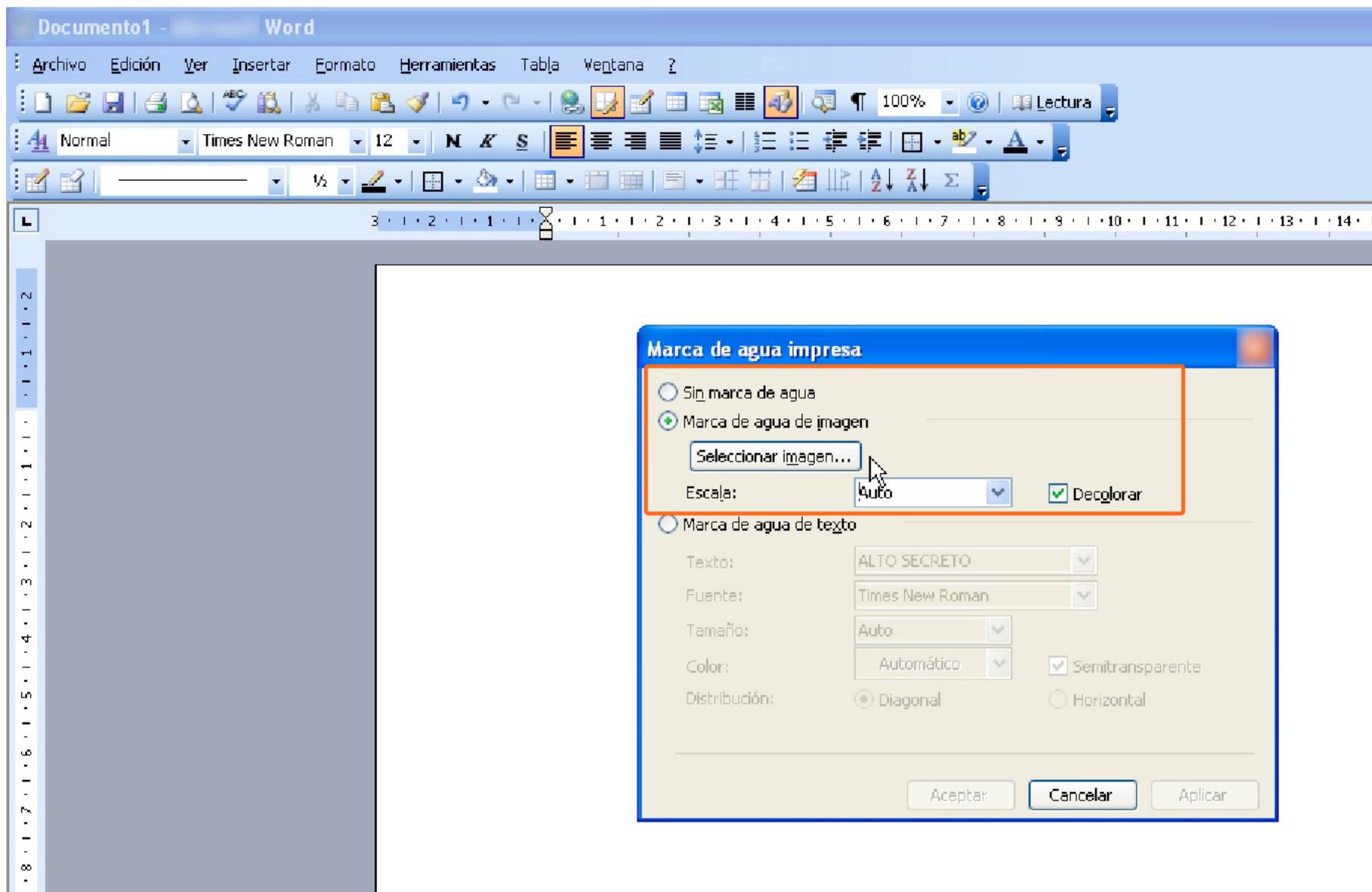


Reto 21 Usar fondo con marca de agua**Office 2003**

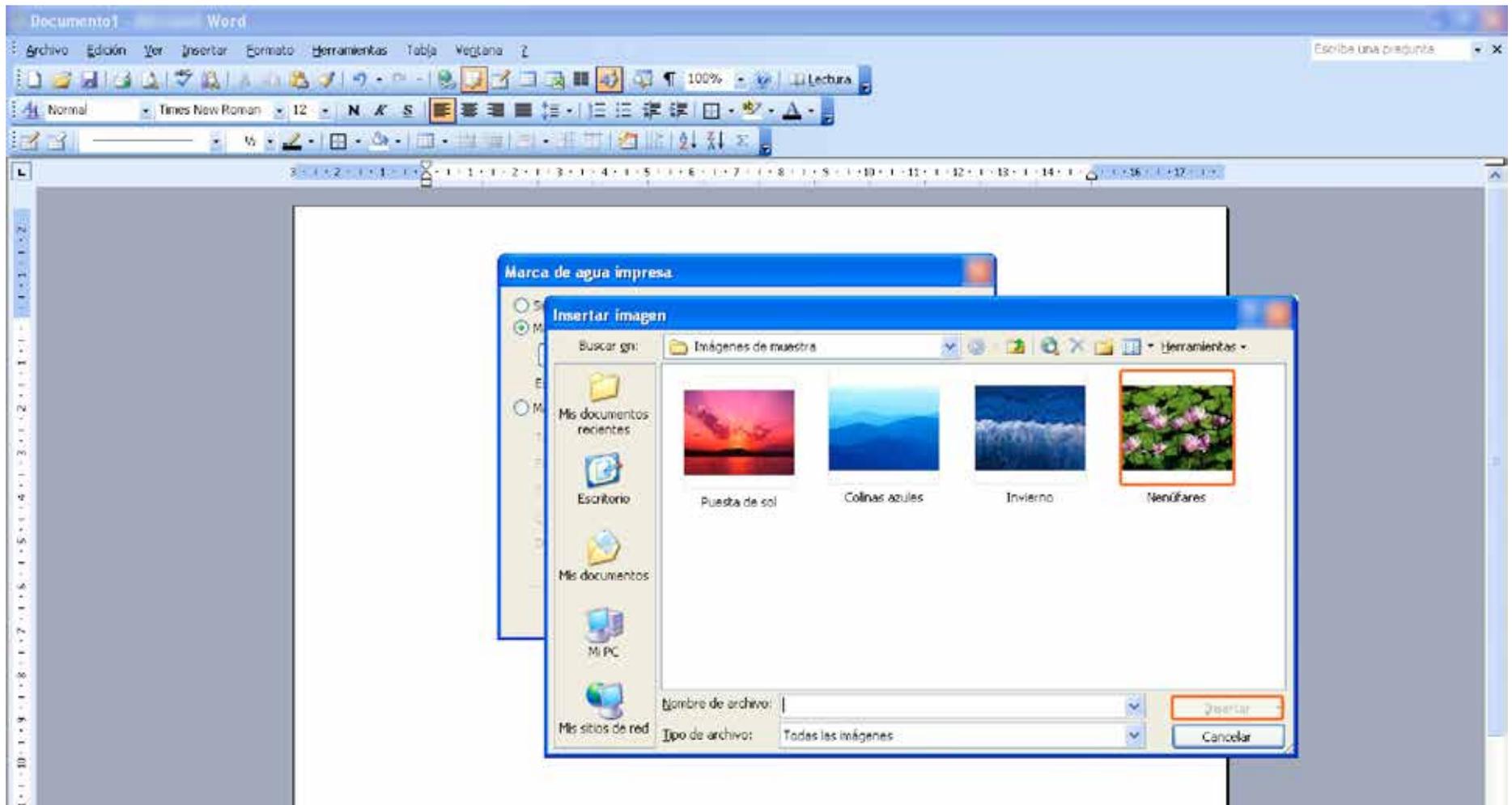
Pantalla 1



Pantalla 2

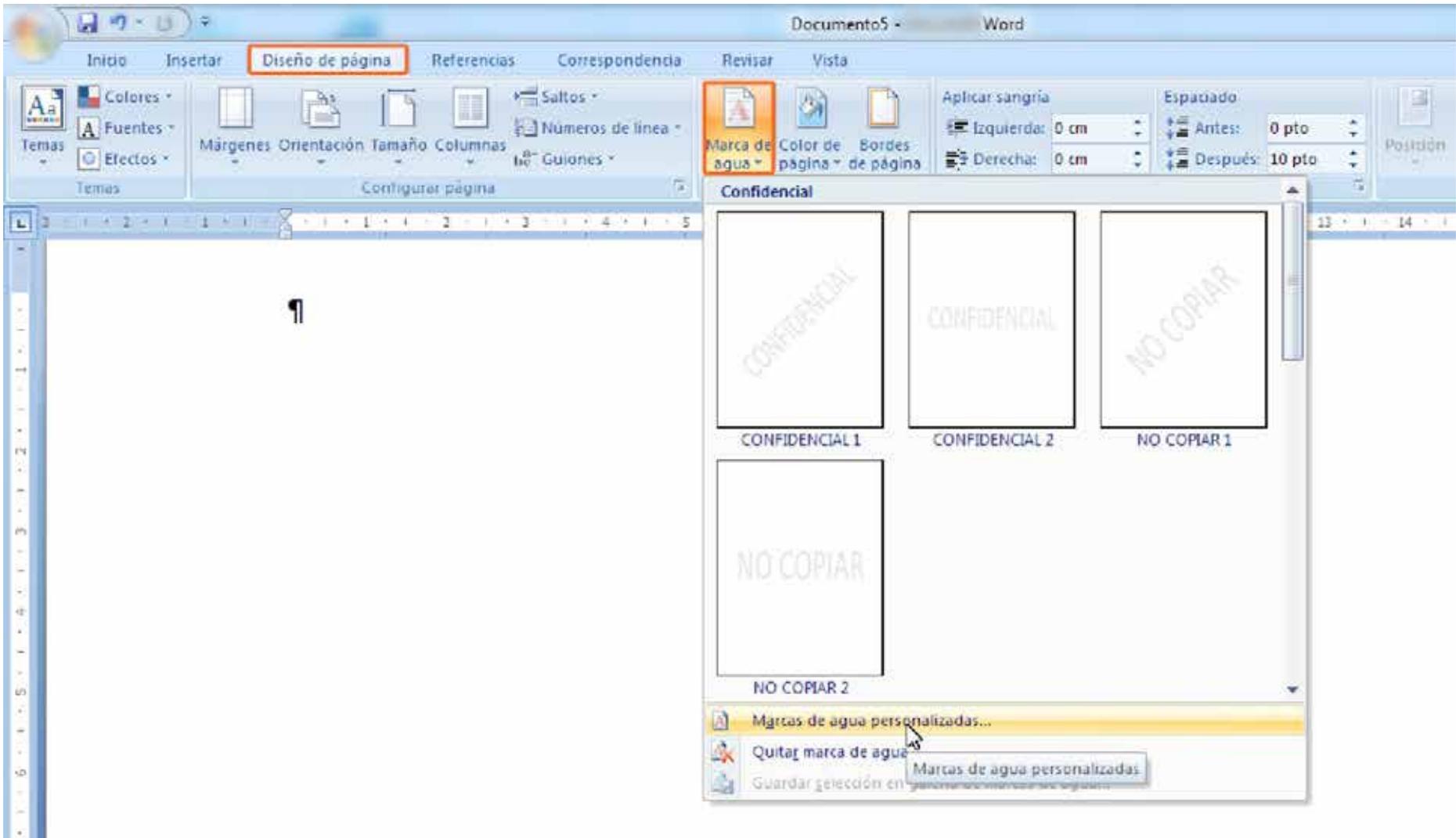


Pantalla 3

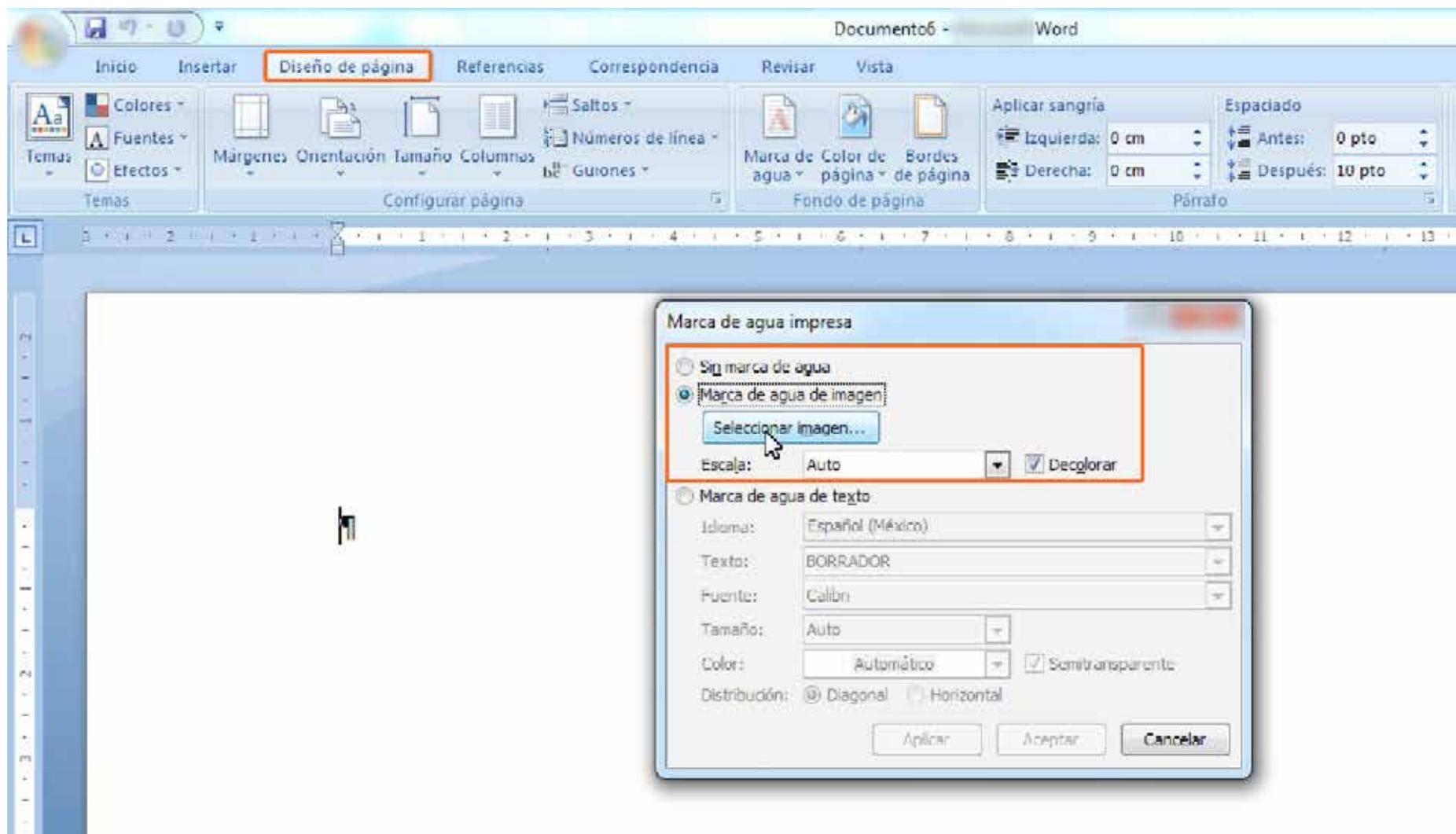


Office 2007

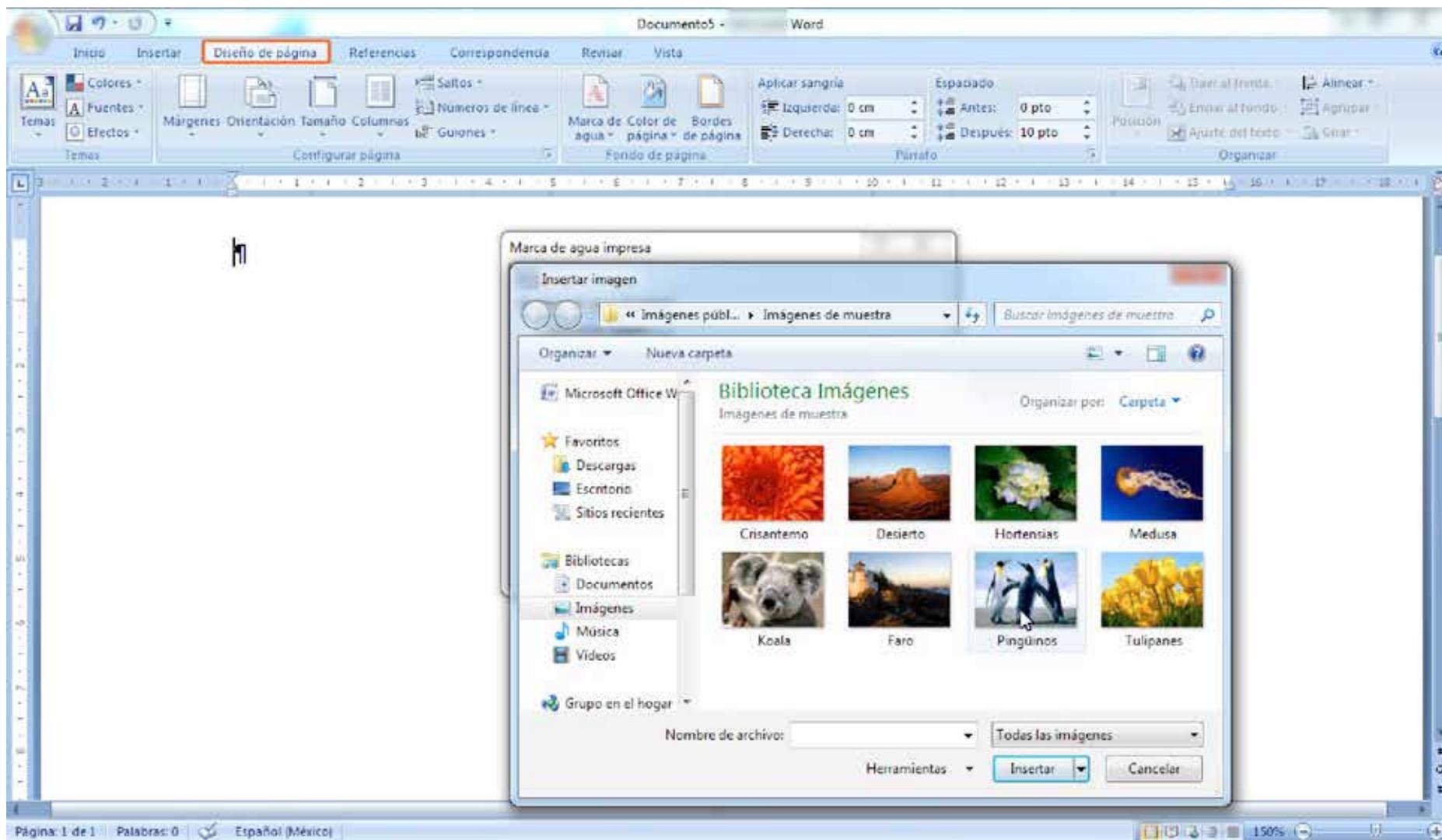
Pantalla 1



Pantalla 2

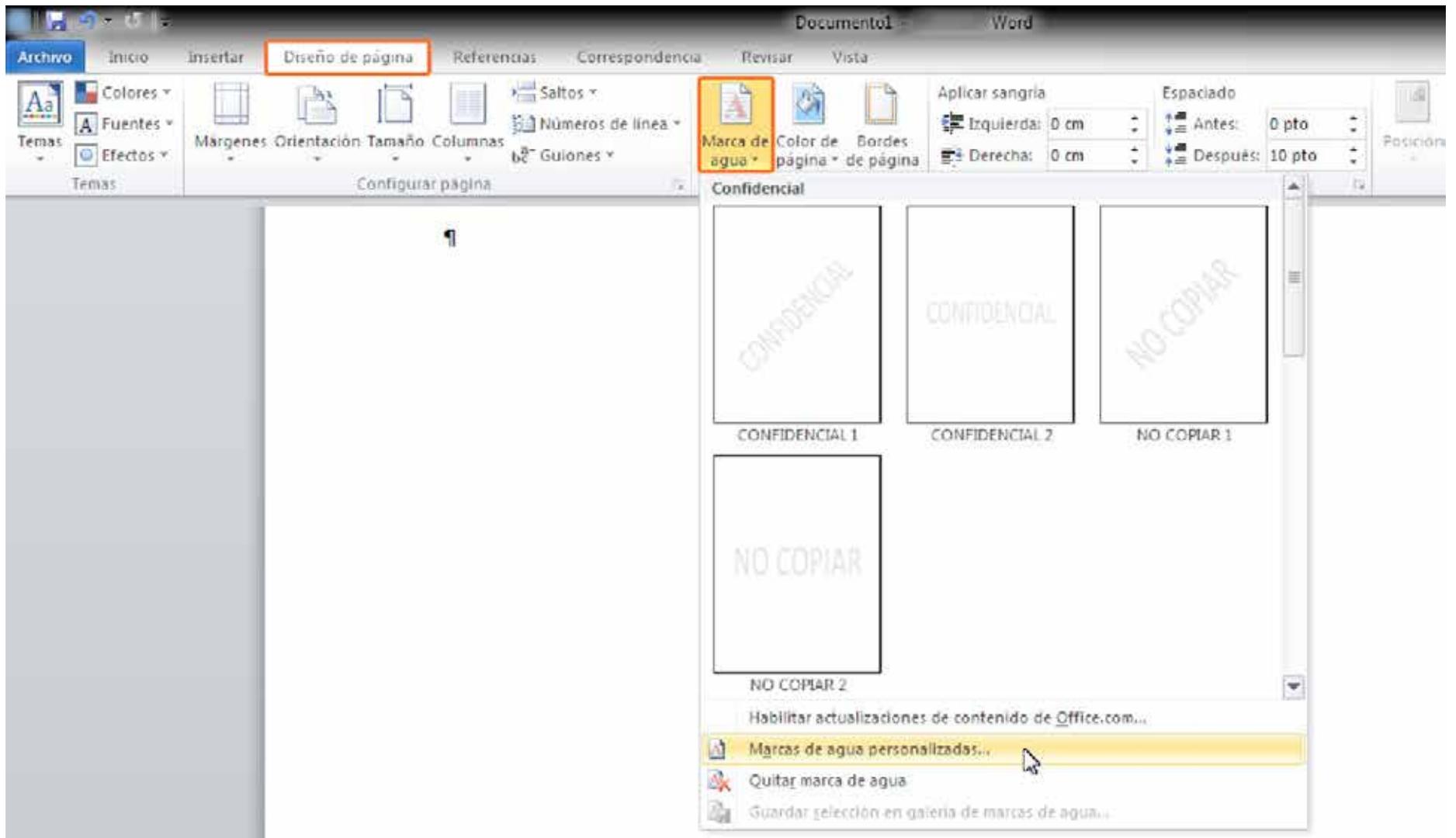


Pantalla 3

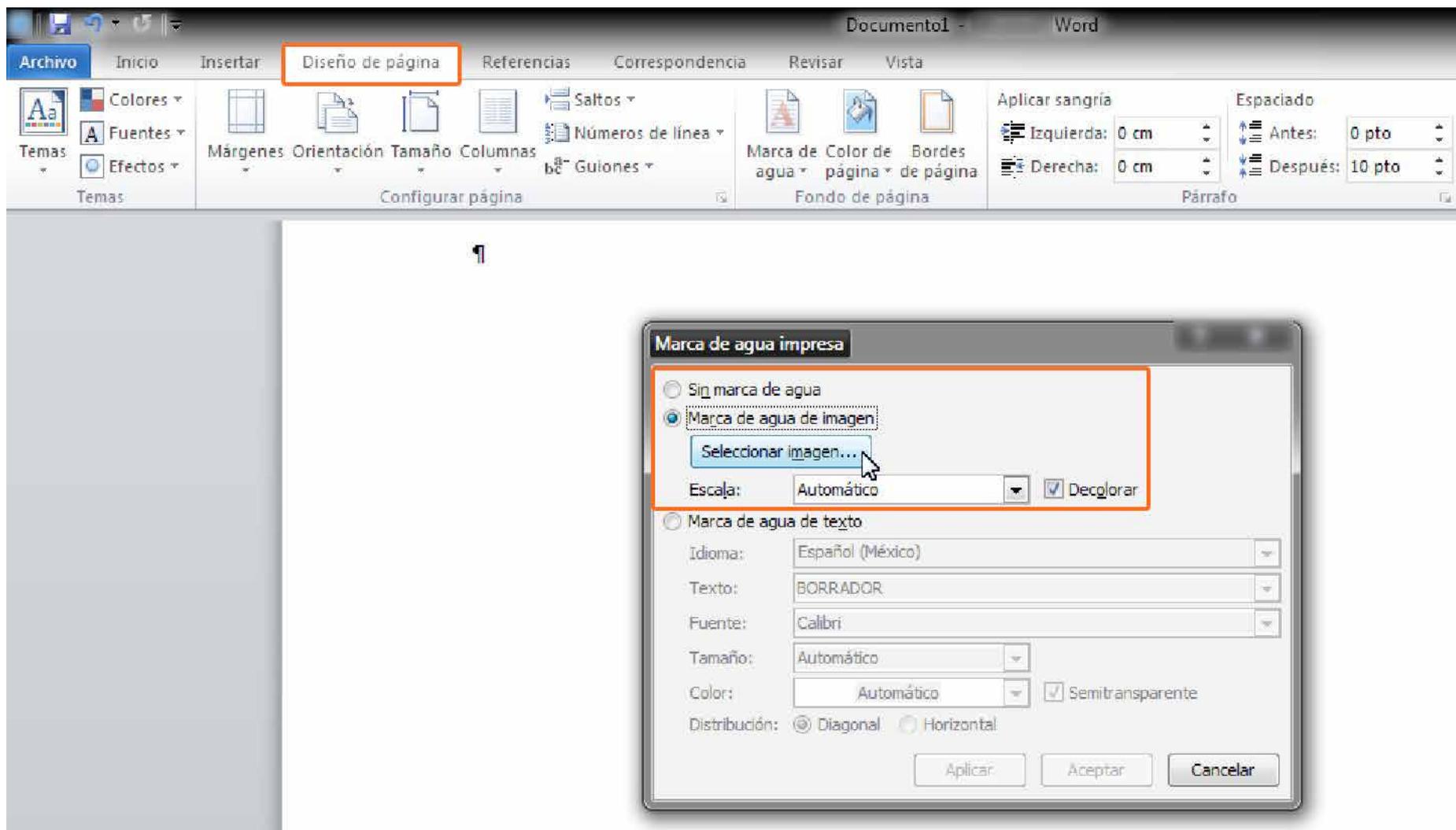


Office 2010

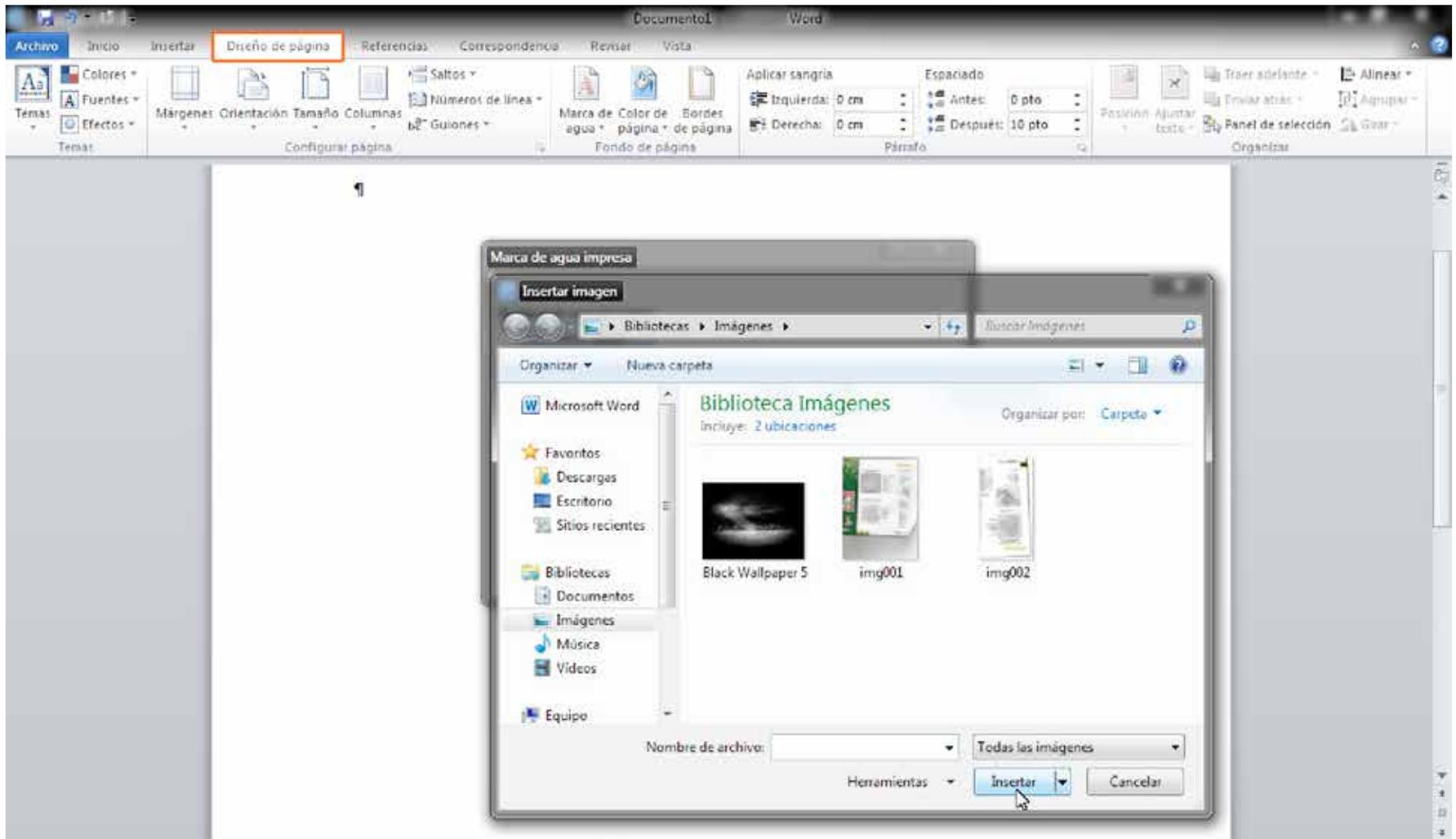
Pantalla 1



Pantalla 2

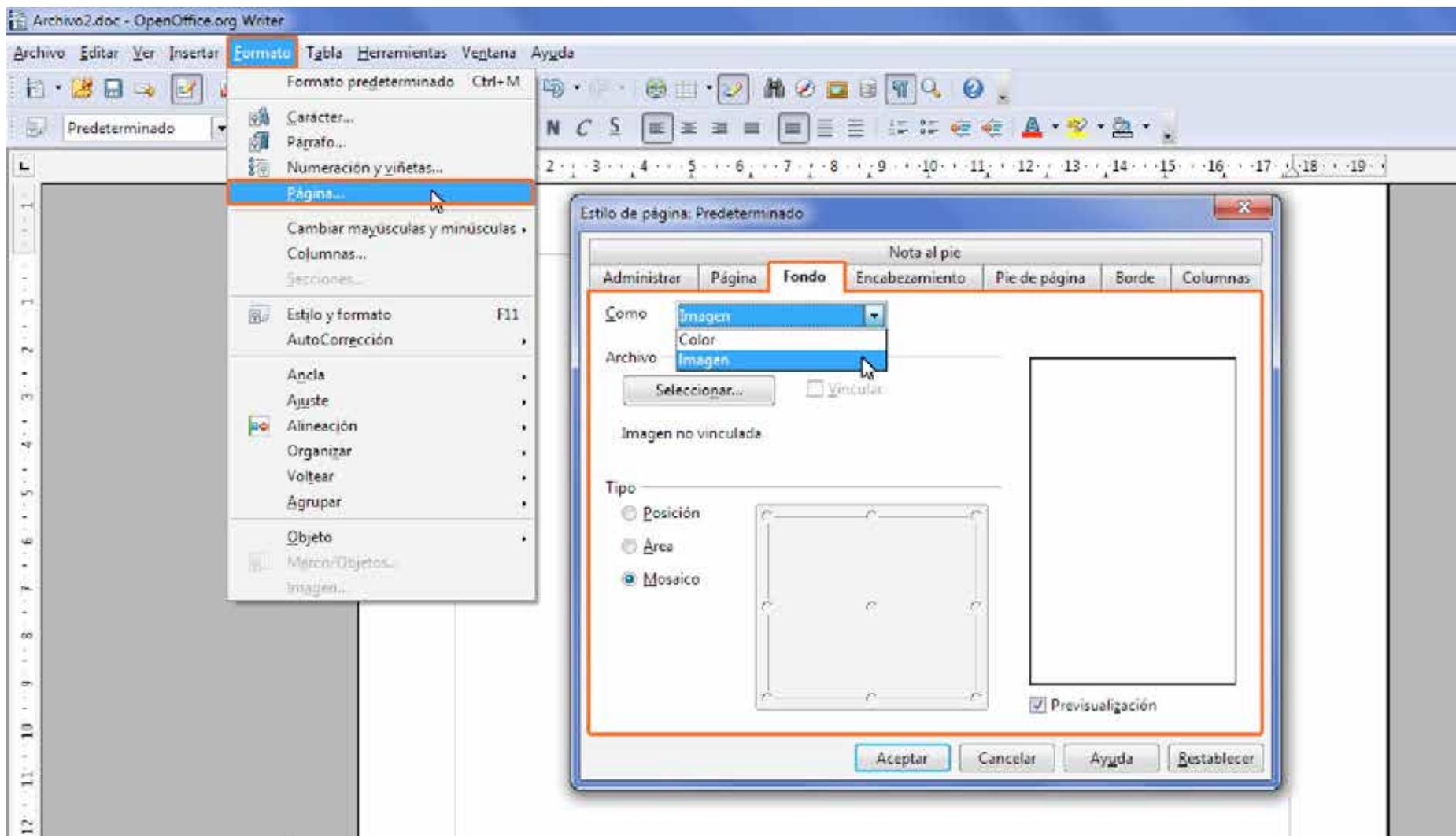


Pantalla 3

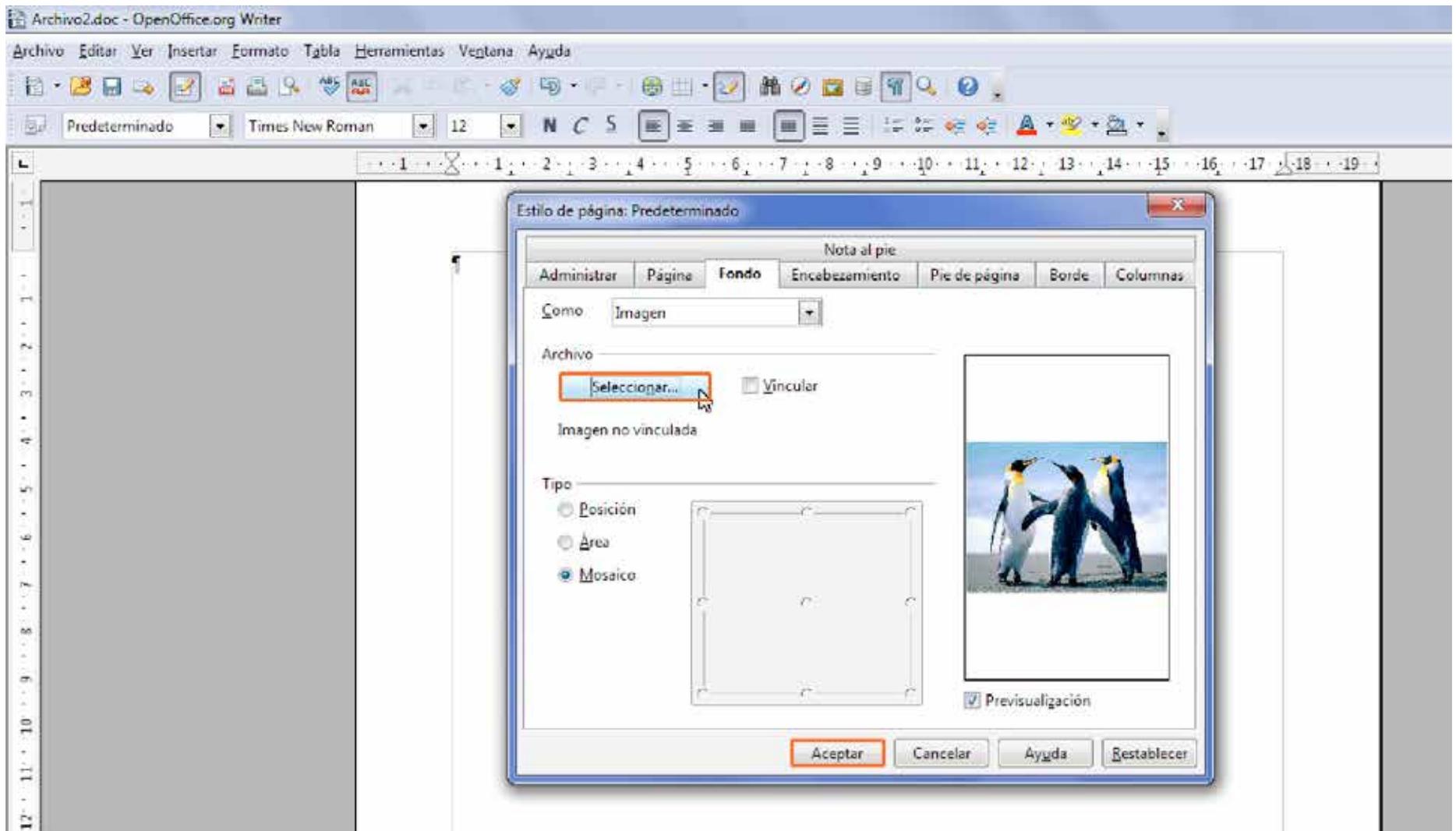


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Pantalla 1



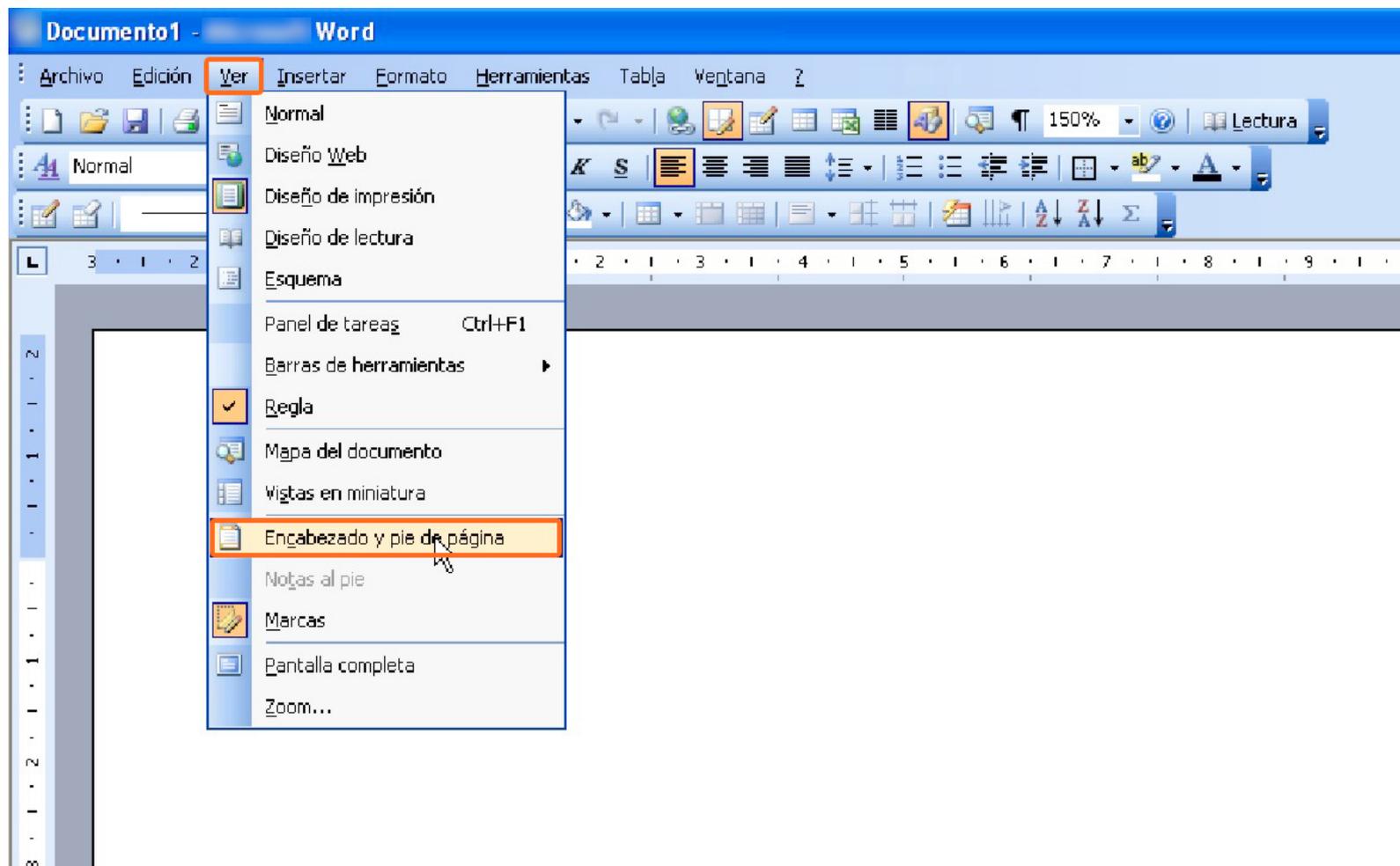
Pantalla 2



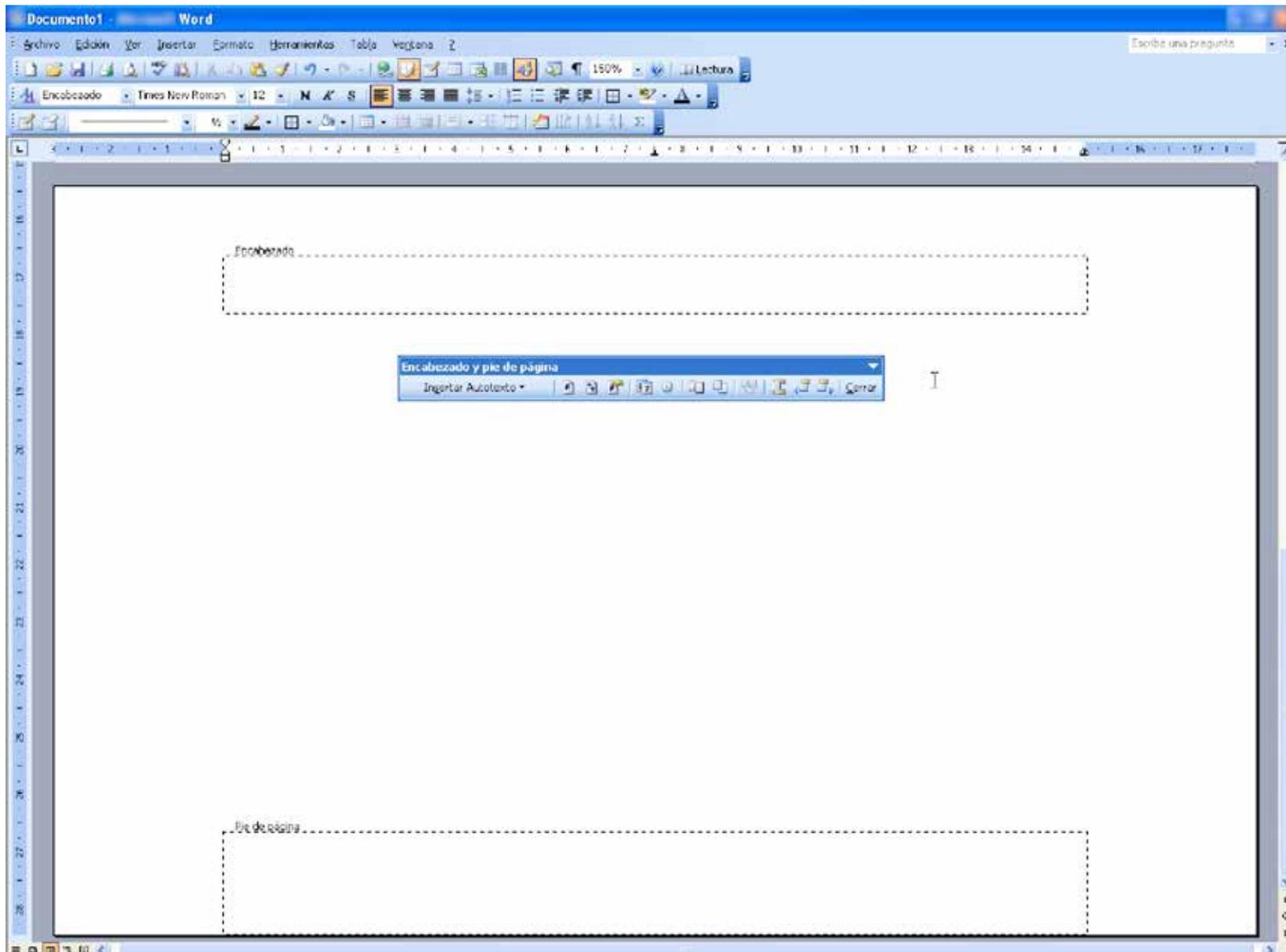
Reto 22 Insertar encabezado y pie de página

Office 2003

Pantalla 1

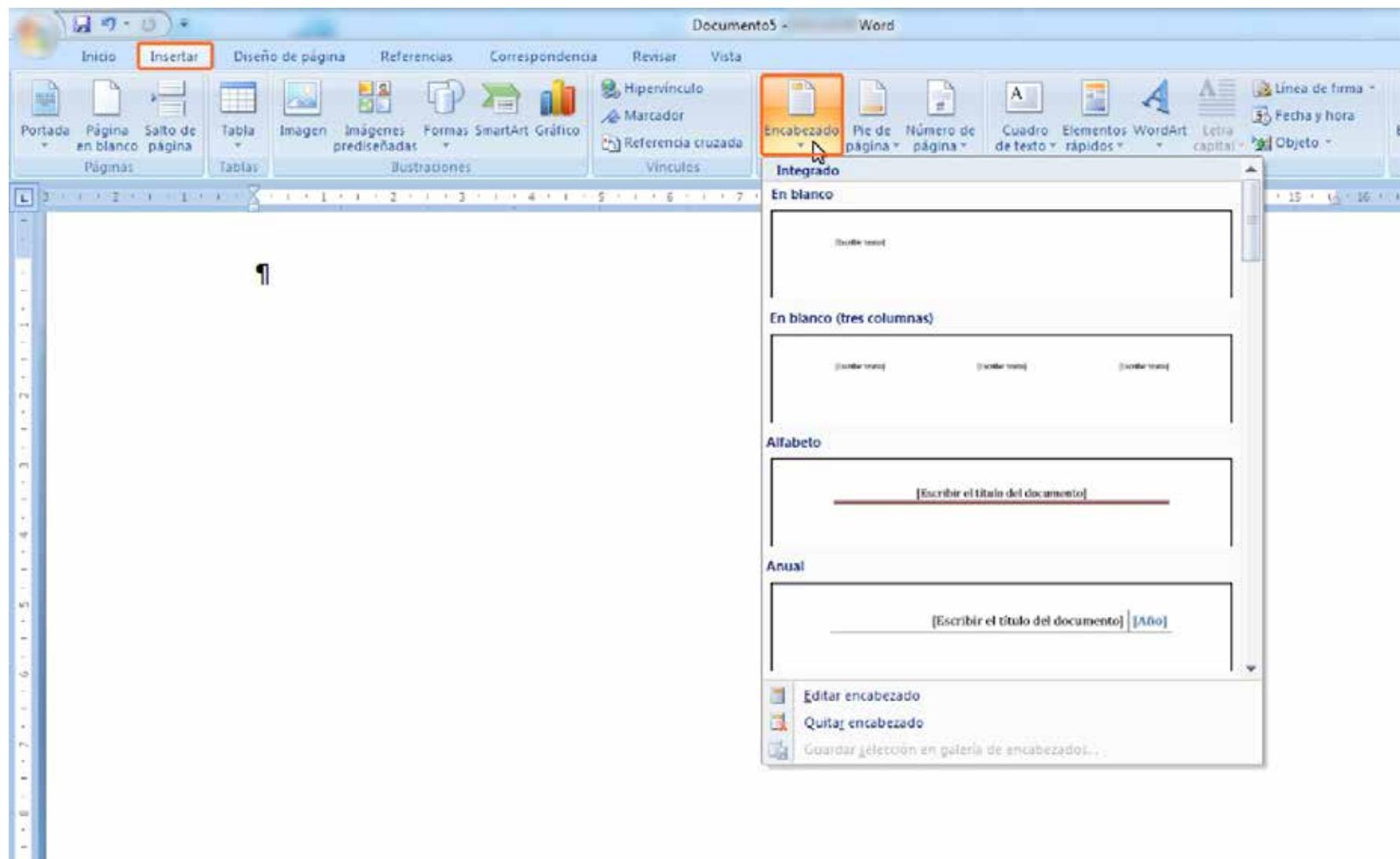


Pantalla 2

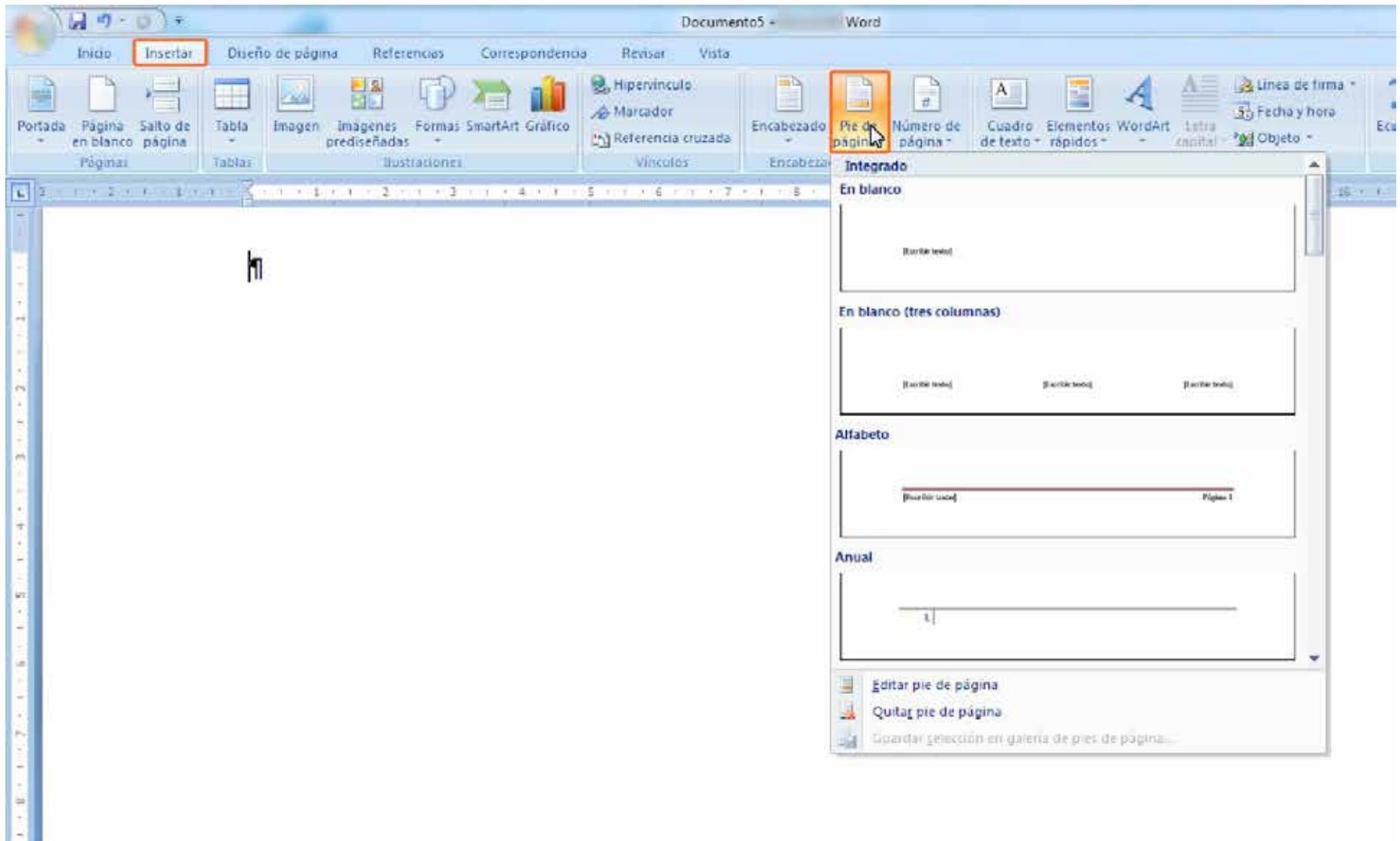


Office 2007

Pantalla 1

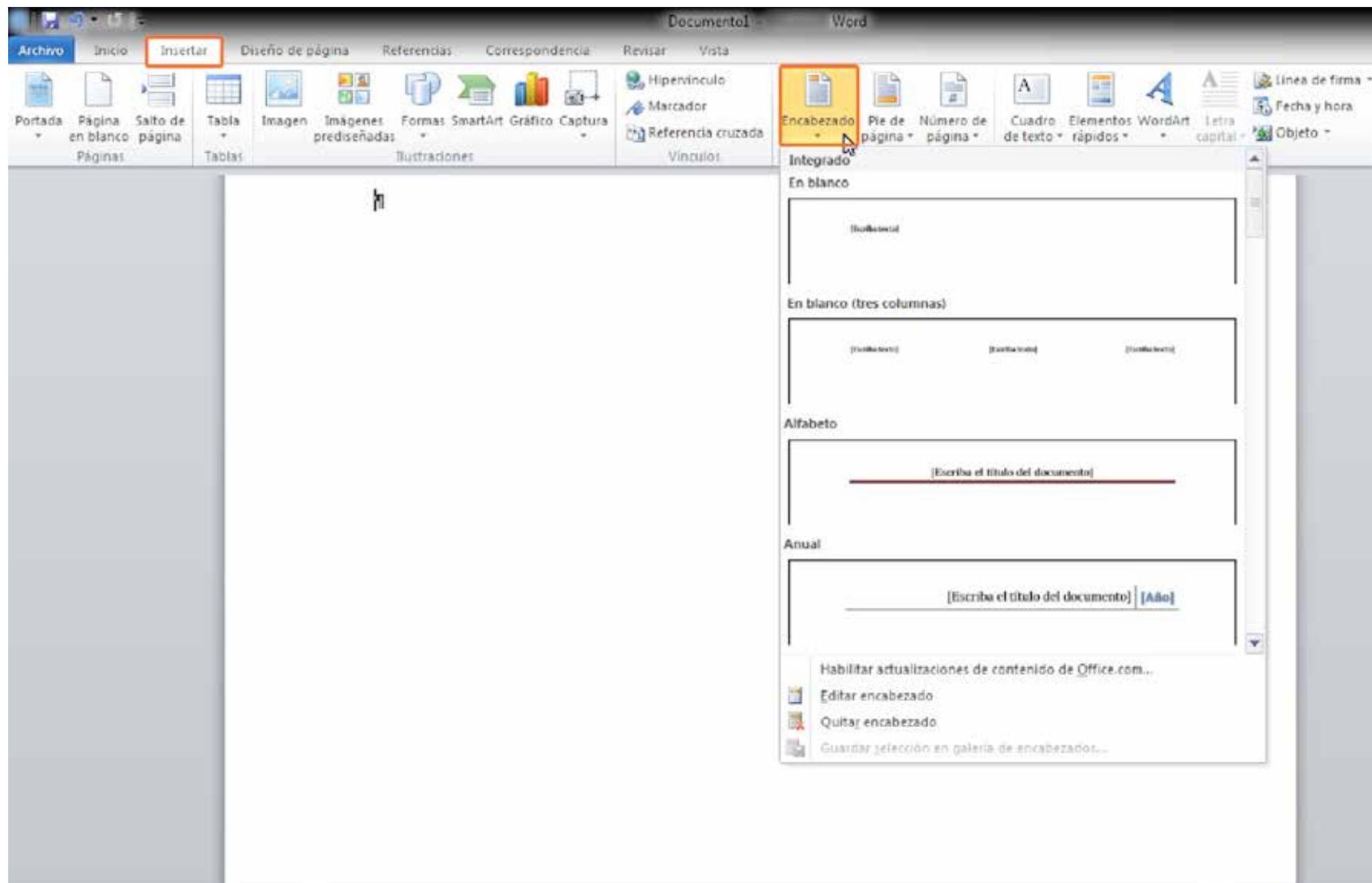


Pantalla 2

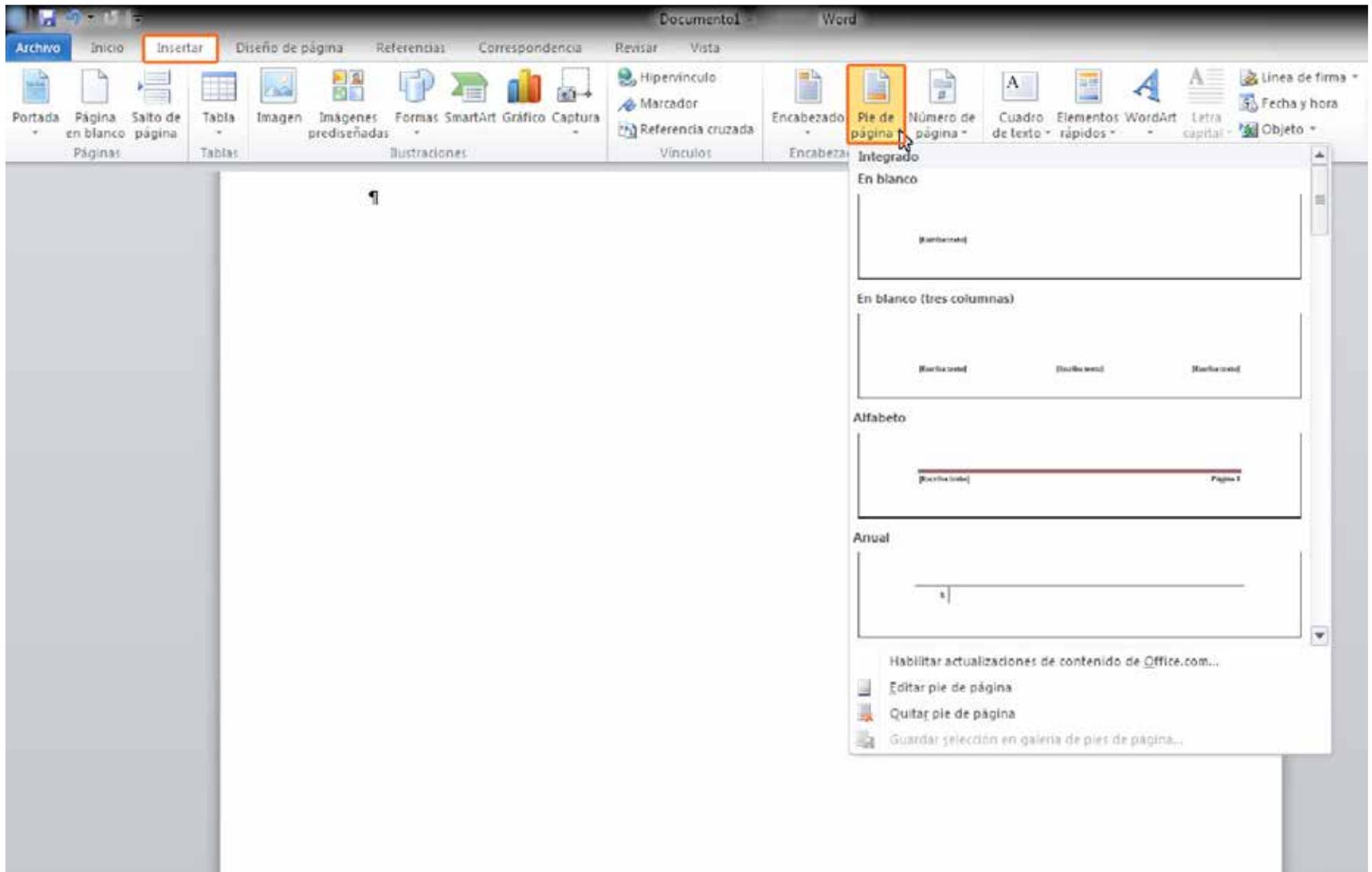


Office 2010

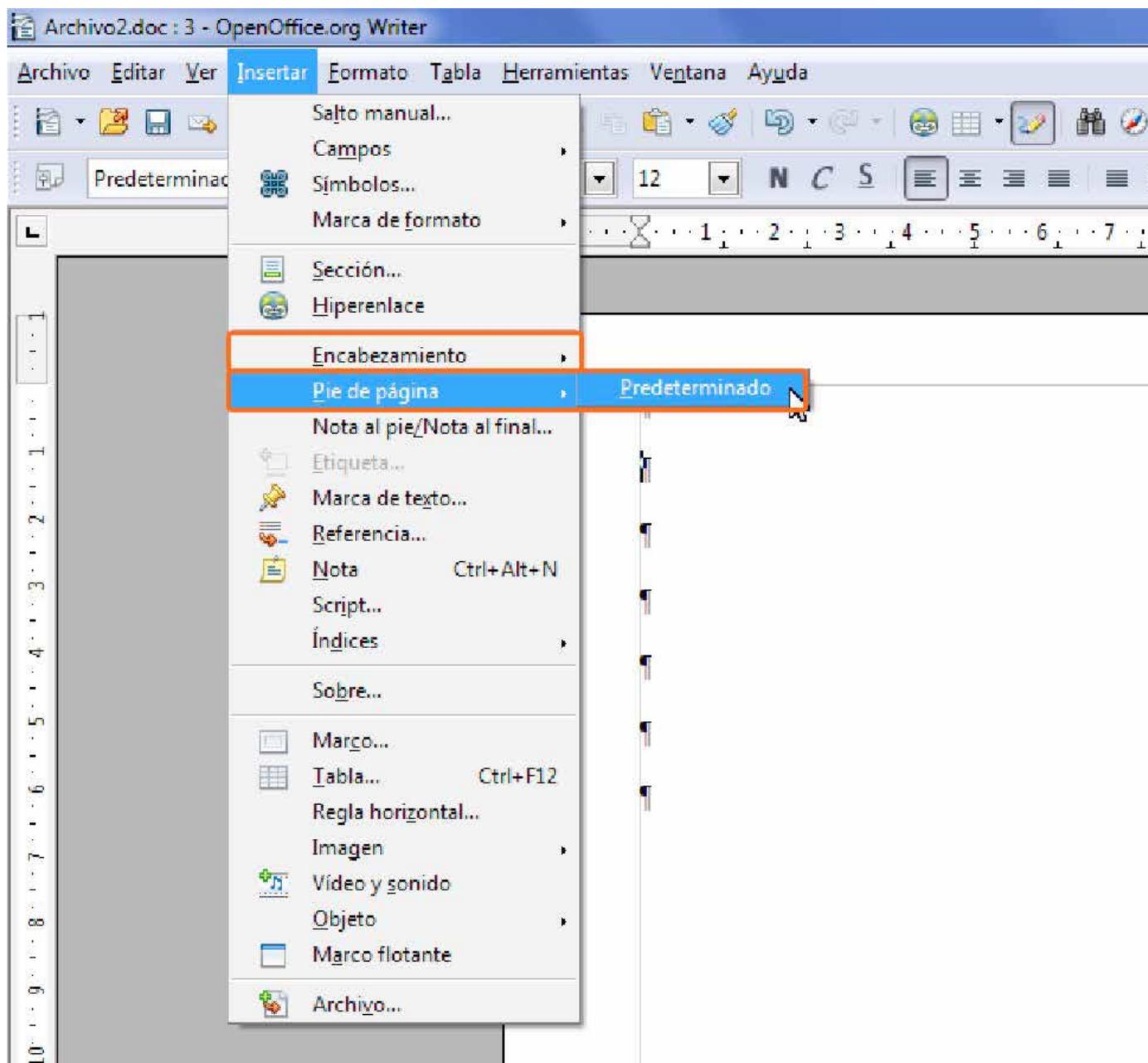
Pantalla 1

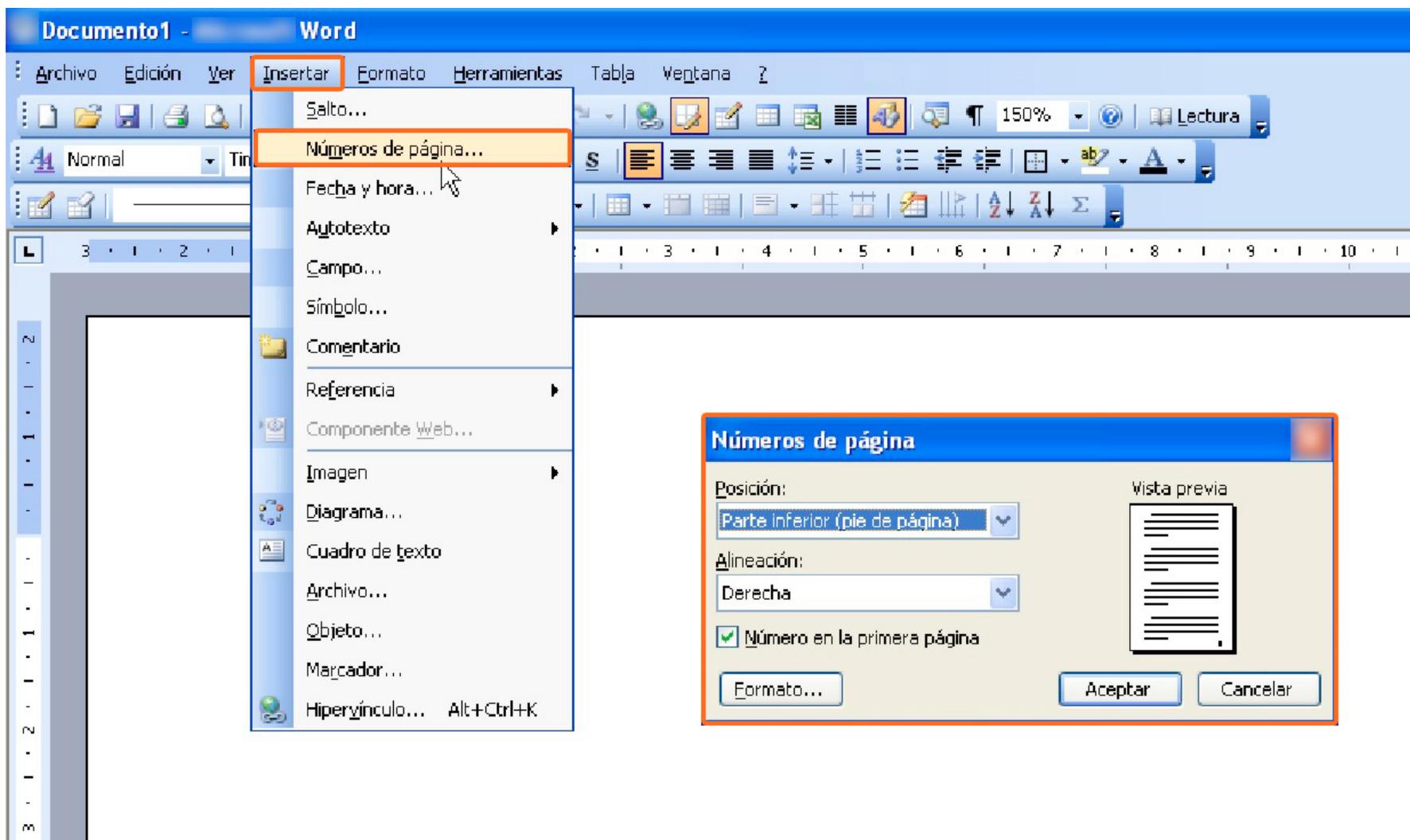


Pantalla 2

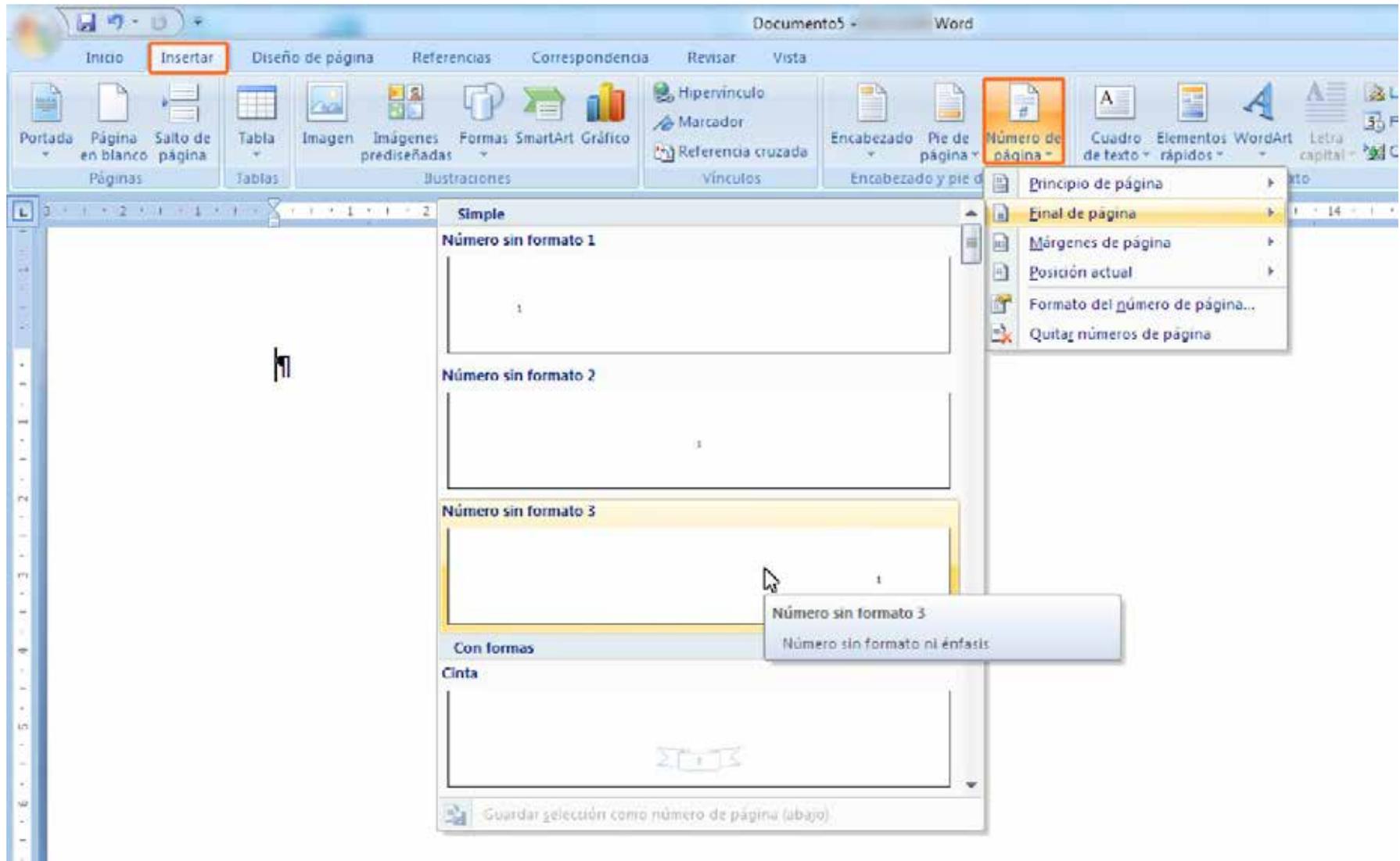


Open Office

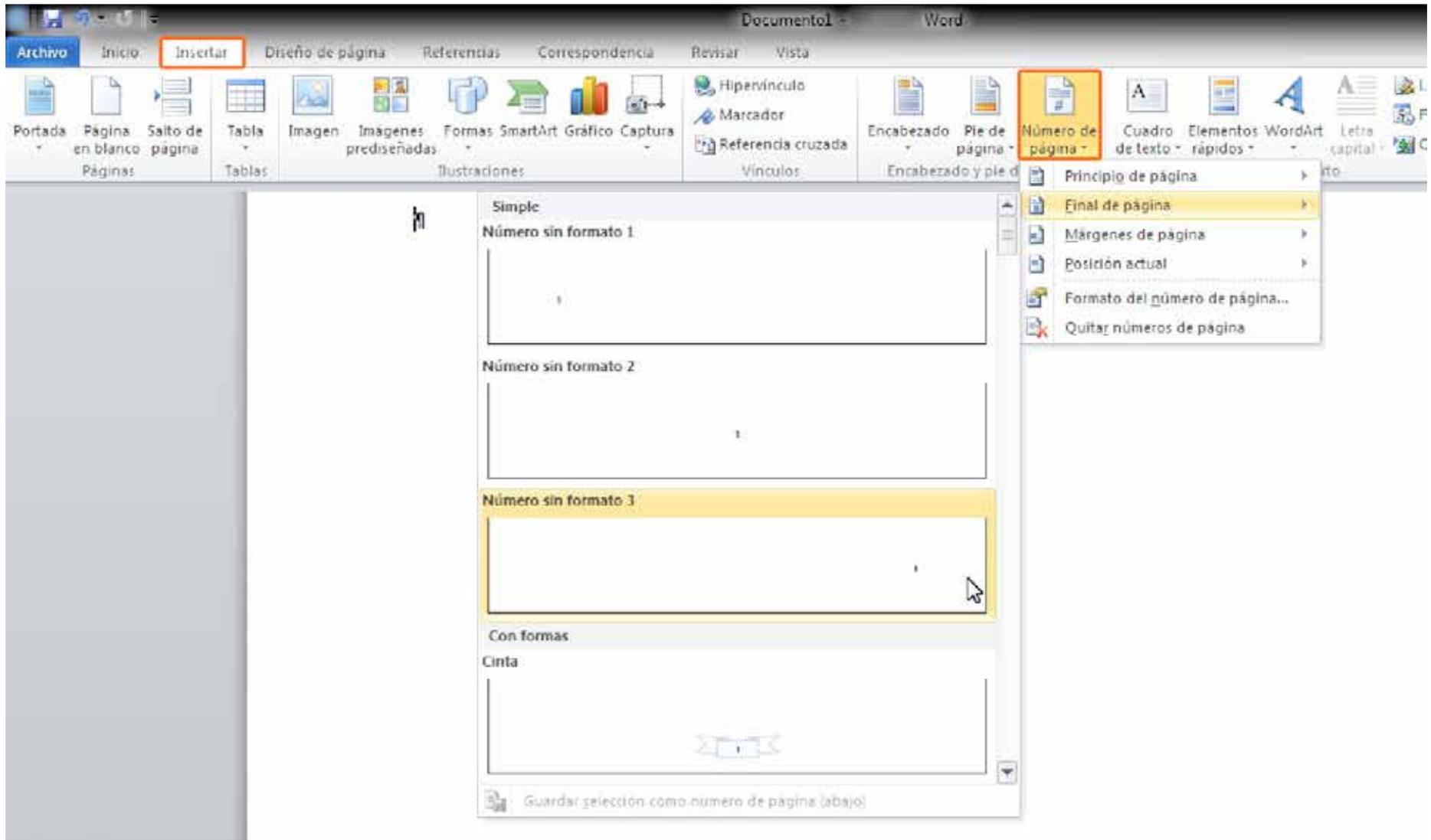


Reto 23 Insertar número de página**Office 2003**

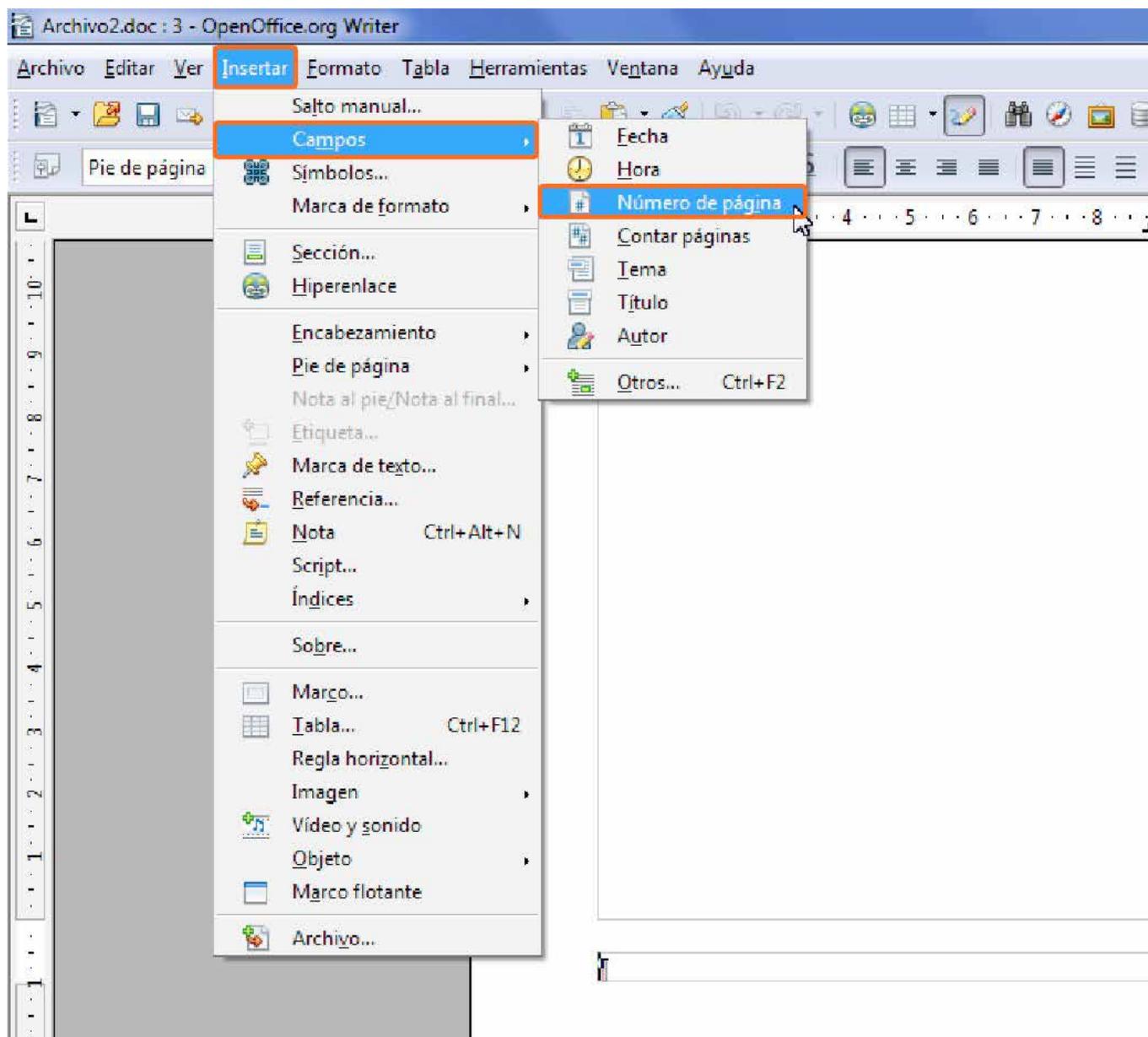
Office 2007



Office 2010

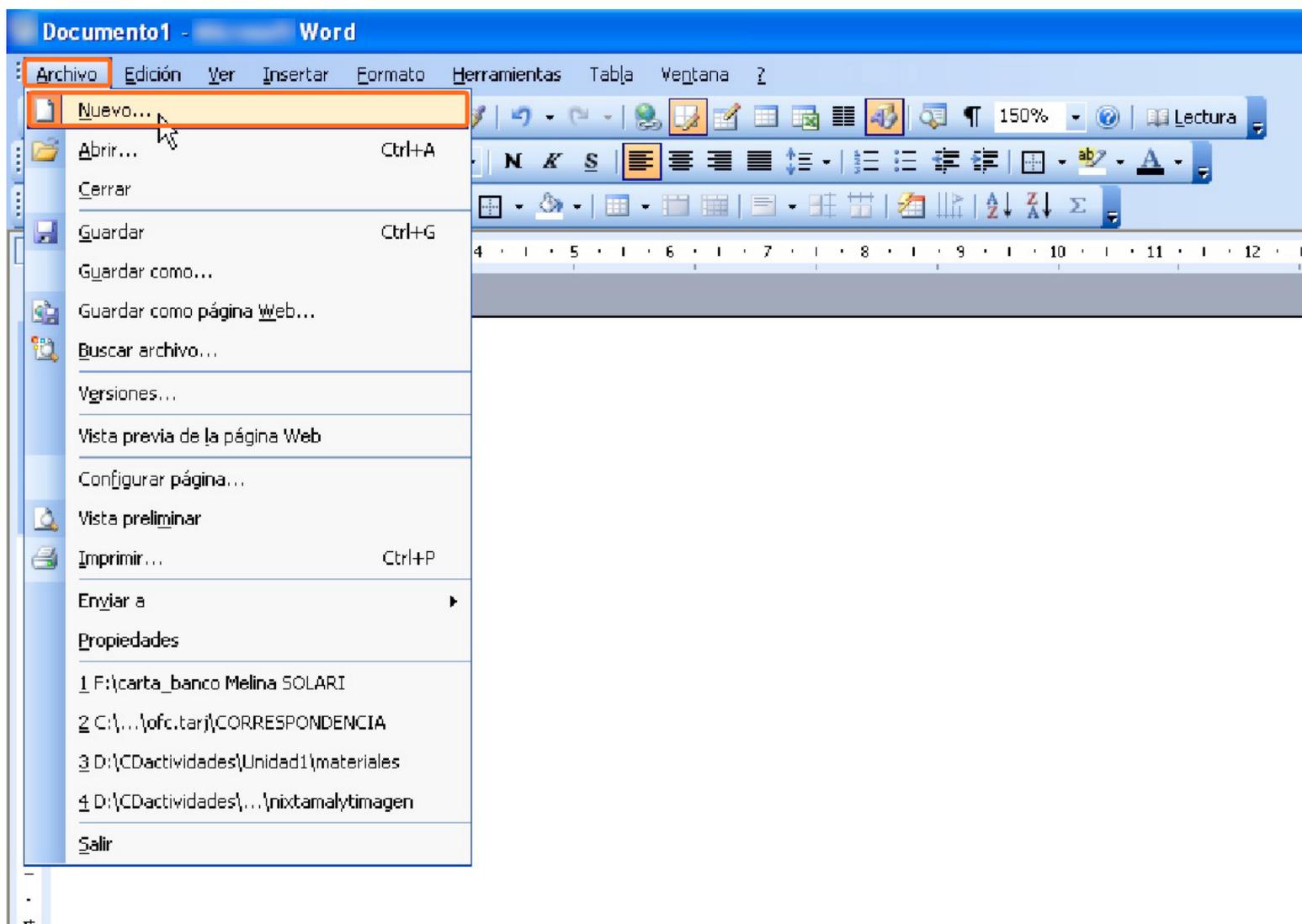


Open Office

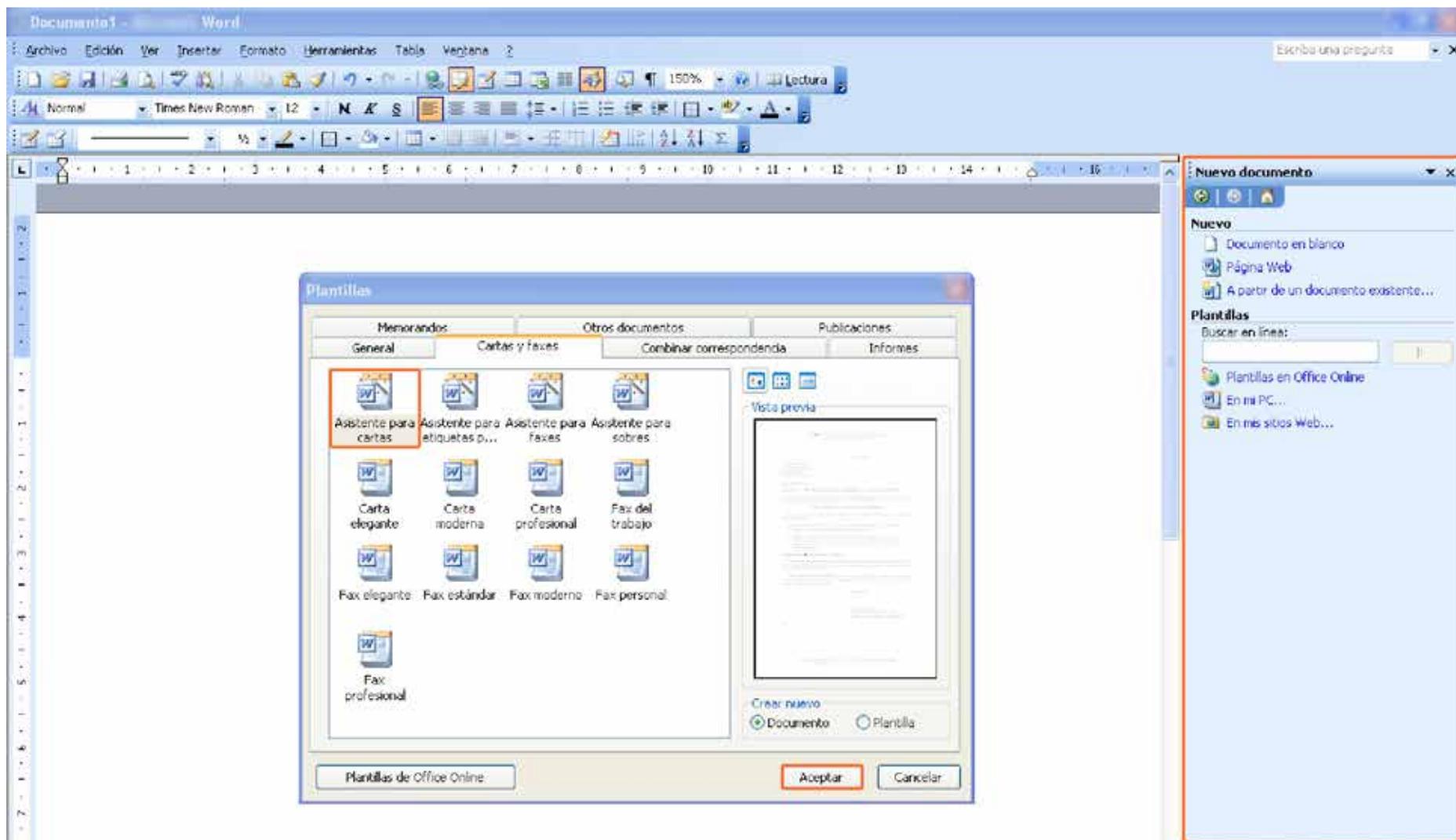


Reto 24 Utilizar plantillas**Office 2003**

Pantalla 1

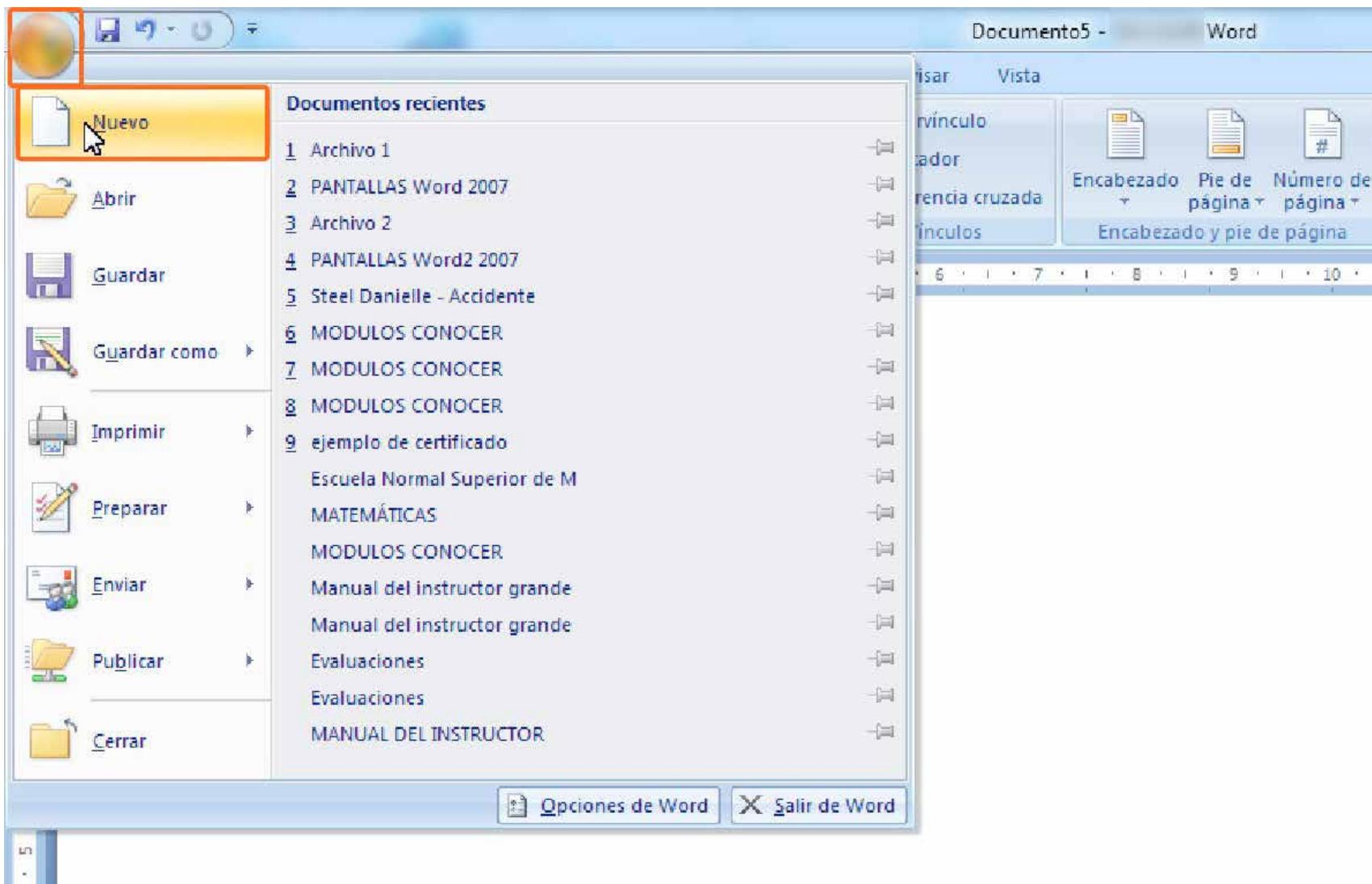


Pantalla 2

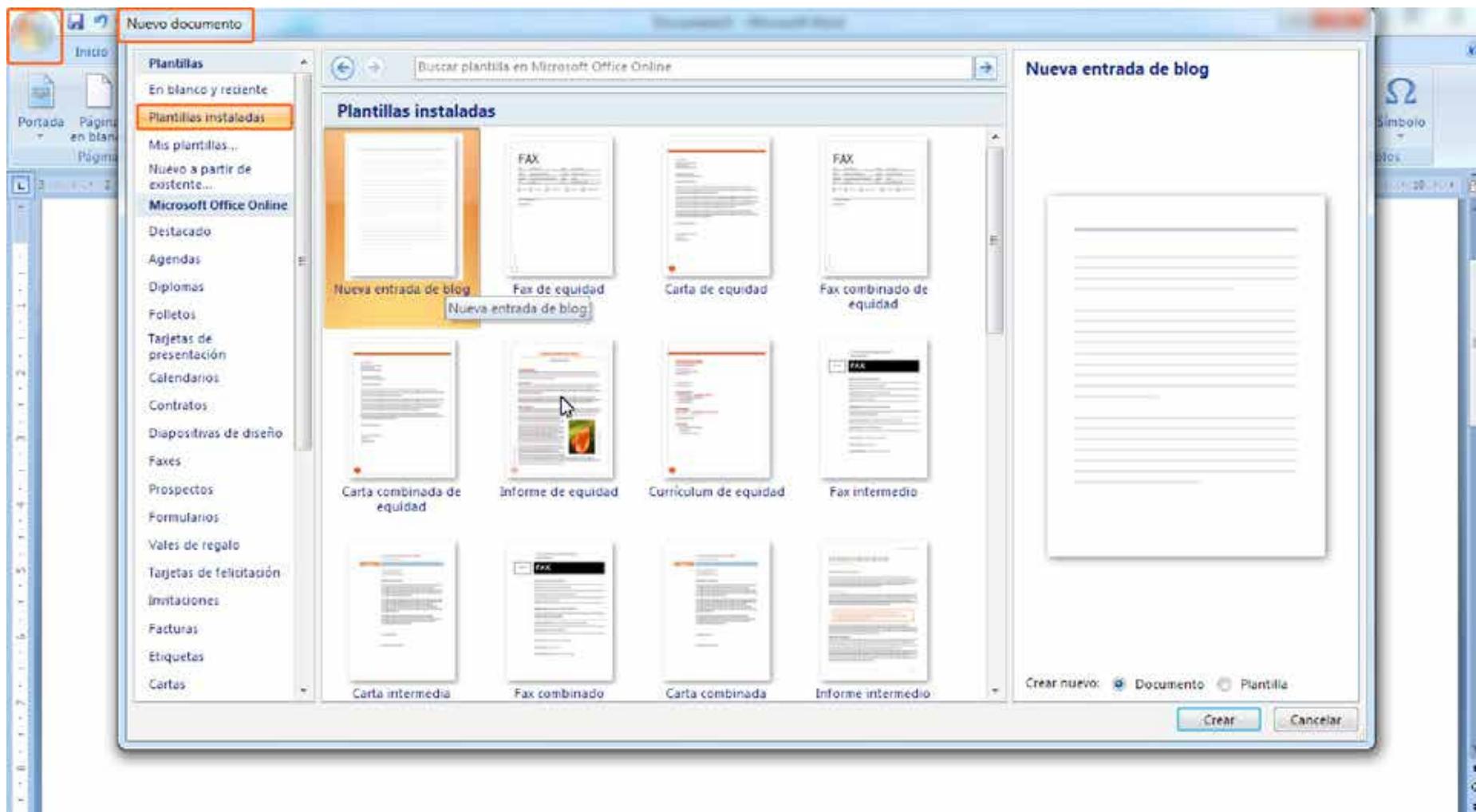


Office 2007

Pantalla 1

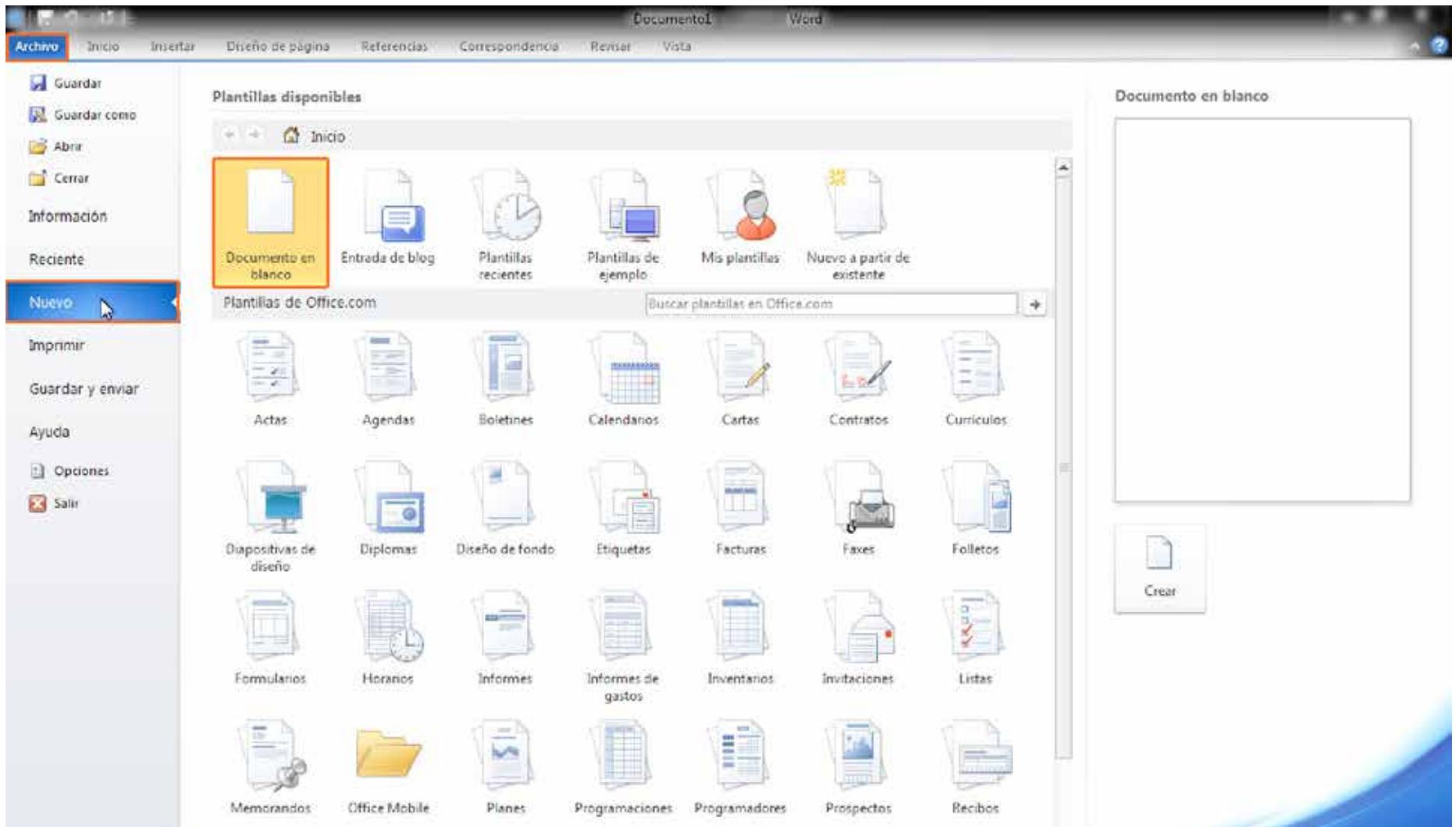


Pantalla 2

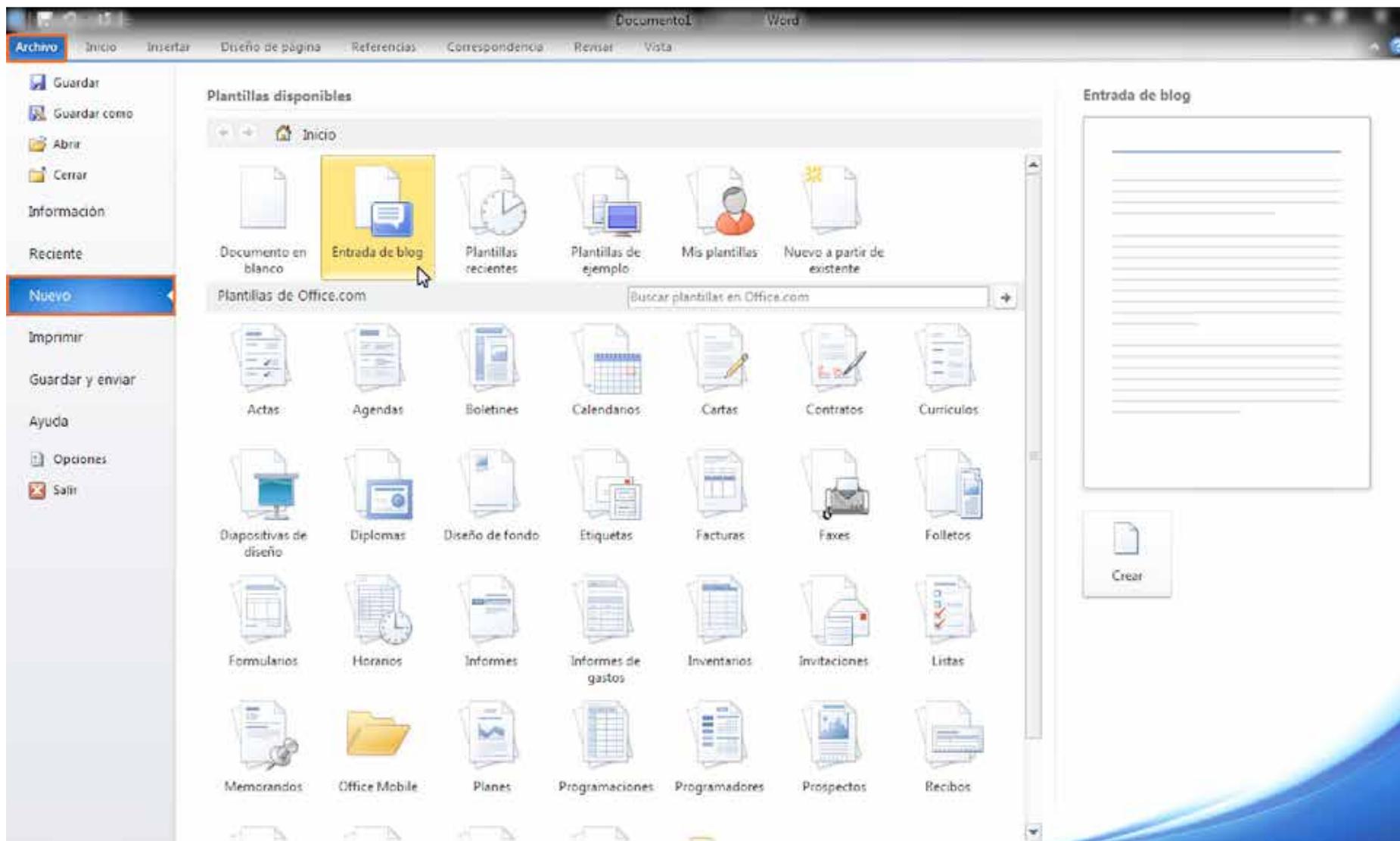


Office 2010

Pantalla 1



Pantalla 2



Open Office

