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| Temas | Nota  | Comentarios  |
| 1. Mi primer documento |  |  |
| 2. El entorno de Word |  |  |
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| **3. Edición básica** |
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| **4. Guardar y abrir documentos** |
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| **5. Ortografía y gramática** |
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| **6. Formato del documento** |
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| **7. Estilos** |
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| **8. Diseño de página** |
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| **9. Impresión** |

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| **10. Tablas** |

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| **11. Imágenes y gráficos** |

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| **12. Organigramas y diagramas** |

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| **13. Plantillas** |

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| **14. Combinar correspondencia** |
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| **15. Esquemas** |

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| **16. Documentos maestros** |

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| **17. Tablas de contenidos** |

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| **18. Marcas, referencias cruzadas…** |

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| **19. Seguridad** |

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| **20. Macros** |

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| **21. Compartir documentos** |

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| **22. Word e internet** |

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| **23. Páginas web con Word** |
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| **24. Publicar en un blog** |

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