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| --- | --- | --- |
| Temas | Nota | Comentarios |
| 1. Mi primer documento |  |  |
| 2. El entorno de Word |  |  |
| |  | | --- | | **3. Edición básica** | |  | |  |  |
| |  | | --- | | **4. Guardar y abrir documentos** | |  | |  |  |
| |  | | --- | | **5. Ortografía y gramática** | |  | |  |  |
| |  | | --- | | **6. Formato del documento** | |  | |  |  |
| |  | | --- | | **7. Estilos** | |  | |  |  |
| |  | | --- | | **8. Diseño de página** | |  | |  |  |
| |  | | --- | | **9. Impresión** | |  |  |
| |  | | --- | |  | | **10. Tablas** | |  |  |
| |  | | --- | | **11. Imágenes y gráficos** | |  |  |
| |  | | --- | | **12. Organigramas y diagramas** | |  |  |
| |  | | --- | | **13. Plantillas** | |  |  |
| |  | | --- | | **14. Combinar correspondencia** | |  | |  |  |
| |  | | --- | | **15. Esquemas** | |  |  |
| |  | | --- | | **16. Documentos maestros** | |  |  |
| |  | | --- | | **17. Tablas de contenidos** | |  |  |
| |  | | --- | | **18. Marcas, referencias cruzadas…** | |  |  |
| |  | | --- | | **19. Seguridad** | |  |  |
| |  | | --- | | **20. Macros** | |  |  |
| |  | | --- | | **21. Compartir documentos** | |  |  |
| |  | | --- | | **22. Word e internet** | |  |  |
| |  | | --- | | **23. Páginas web con Word** | |  | |  |  |
| |  | | --- | | **24. Publicar en un blog** | |  |  |