

Manual Imprescindible

Microsoft Office es el paquete ofimático más utilizado en el mundo, tanto a nivel particular como empresarial. La gran novedad de su última versión es su integración con Windows 8. Office 2013 ha fortalecido su interfaz gráfica e incorporado nuevas funcionalidades para trabajar en equipo. Los programas incluyen un nuevo botón para elegir el modo de escritura –ratón o modo táctil– y la posibilidad de utilizar la nube para poder guardar y compartir archivos y acceder a ellos con más comodidad desde cualquier dispositivo.

El Manual Imprescindible es la guía definitiva para aprender Office 2013. Este libro le permitirá sacar el máximo rendimiento de las aplicaciones que incluye la versión Office Profesional 2013: Word, Excel, PowerPoint, OneNote, Publisher, Access, SkyDrive Plus, InfoPath y Lync. Su diseño lo convierte en una obra dirigida tanto a usuarios novatos como para usuarios avanzados, que conocerán los trucos y las novedades de esta versión.

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Manual imprescindible de Microsoft Office 2013 Patricia Scott Peña, 2013-09 *Sistemas informáticos aplicados al turismo* Antonio Guevara Plaza, José Luis Caro Herrero, José Luis Leiva Olivencia, Iván Gómez Gallego, Francisco López Valverde, 2015-11-05 Podemos afirmar que la aplicación de las tecnologías de la información y la comunicación TIC está produciendo un cambio en la gestión, promoción y comercialización de empresas e instituciones del sector turístico y por ello es necesario personal más cualificado y que posea conocimientos sobre los fundamentos básicos de las TIC para poder aplicarlas y analizarlas de forma de adaptarse a la constante evolución de los perfiles de los turistas y del propio mercado turístico. En este libro se presentan los conceptos generales de informática aplicada al turismo de forma básica e introductoria con un objetivo claramente docente. Se centra principalmente en los conocimientos que los estudiantes del grado de Turismo deben conseguir pero también da respuesta a las necesidades de formación de los profesionales. Se analiza la ofimática aplicada al turismo exponiendo los diferentes programas de procesamiento de textos, presentación de documentos y hojas de cálculo, todo ello con ejemplos prácticos. Además se incluyen los conceptos básicos de Internet y turismo y negocio electrónico así como su implicación en el sector. Para finalizar se presentan los diferentes sistemas de reservas existentes, su evolución histórica y el panorama actual de la comercialización de servicios turísticos en Internet. Diseño e instalaciones de fontanería.

Manual básico e imprescindible GUERRERO STRACHAN CARRILLO, JESÚS, PÉREZ CARRILLO, BENIGNO, 2004-01-01 Se han desarrollado en este libro instalaciones de fontanería y otras de consumo de agua tales como descalcificadoras, depuradoras, etc. Su finalidad es la de proyectos de ámbito general con un sentido fundamentalmente práctico para el técnico profesional y como iniciación en el ámbito del estudiante.

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