

INTERFAZ DE WORD

Word es un procesador de texto que te permite crear y editar documentos de una manera rápida y eficiente y gracias a sus múltiples herramientas puedes insertar imágenes, gráficos, tablas, fotografías, videos e hipervínculos, entre otros.

Instrucción: Coloca las partes que conforman la interfaz de word.

The image shows a screenshot of the Microsoft Word application window. The interface is divided into several key areas, each with an empty blue box for labeling:

- Top Bar:** Five boxes are placed along the top edge of the window.
- Left Side:** A box is placed in the left margin, and another is placed at the bottom left corner.
- Right Side:** A box is placed in the right margin, and another is placed at the bottom right corner.
- Central Area:** Two boxes are placed in the main document area, one near the top and one near the bottom.

To the right of the Word window, there is a list of labels in blue boxes, each with a bracket indicating where it should be placed:

- Maximizar, minimizar y cerrar
- Regla
- Botones de vista de documento
- Barra de título
- Grupos
- Área de trabajo
- Pestañas
- Cinta de opciones
- Barra de acceso rápido
- Barra de estado