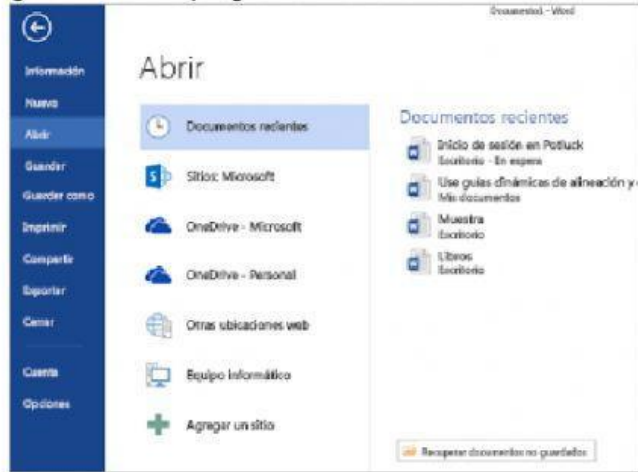


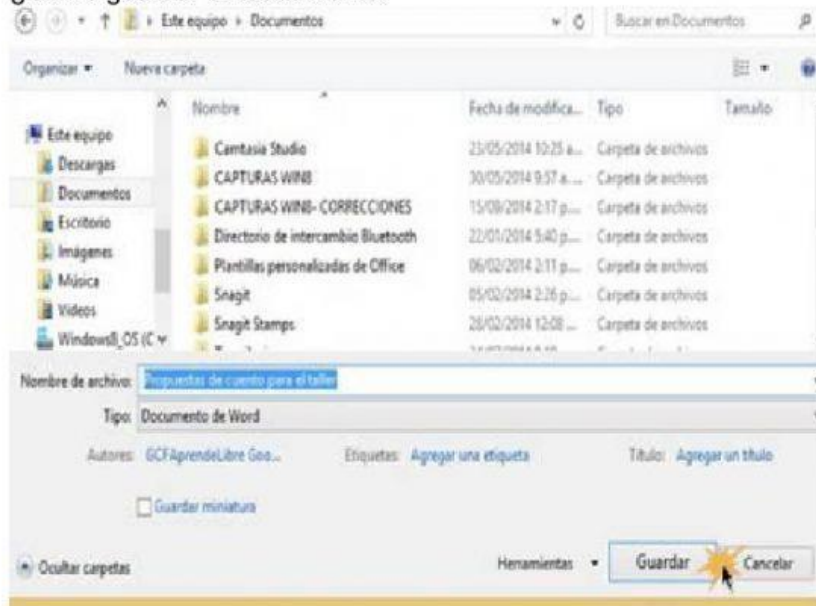
## EXCEL, WORD, POWER POINT

### WORD

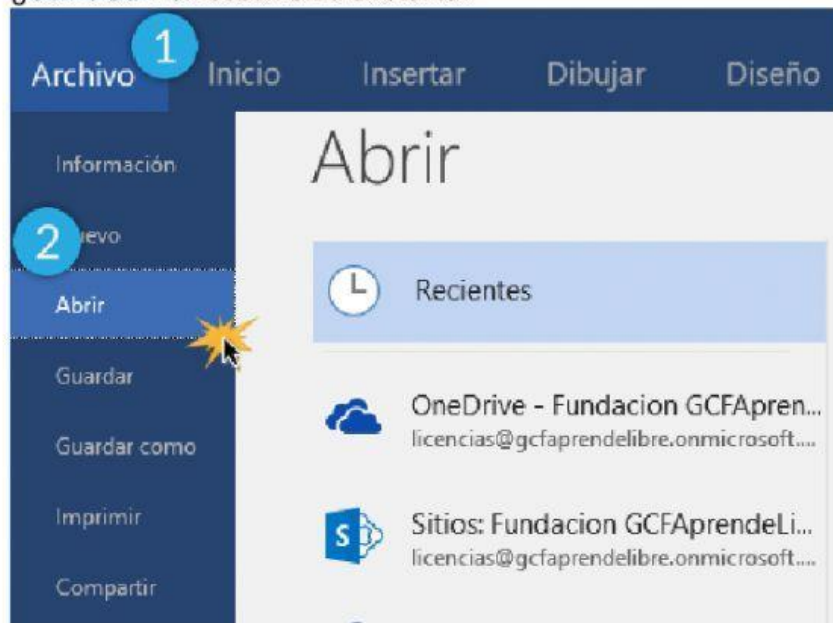
#### 1. ¿Cómo abrir el programa Microsoft Word?



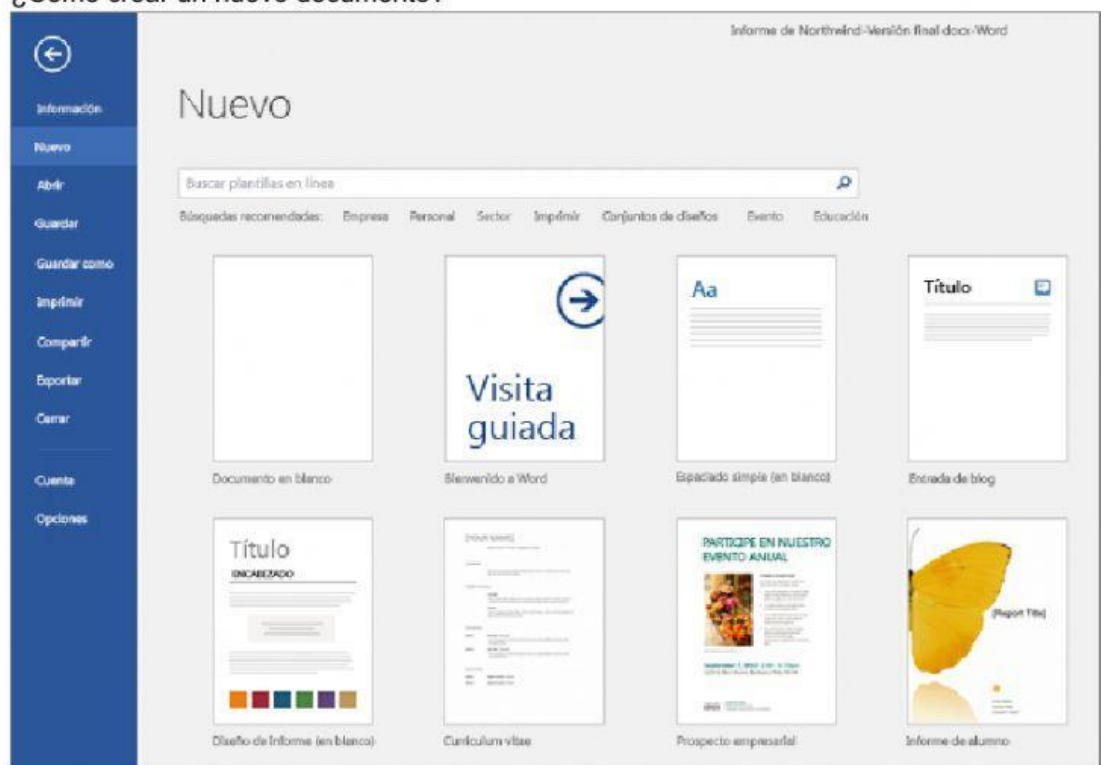
#### 2. ¿Cómo guardar un documento?



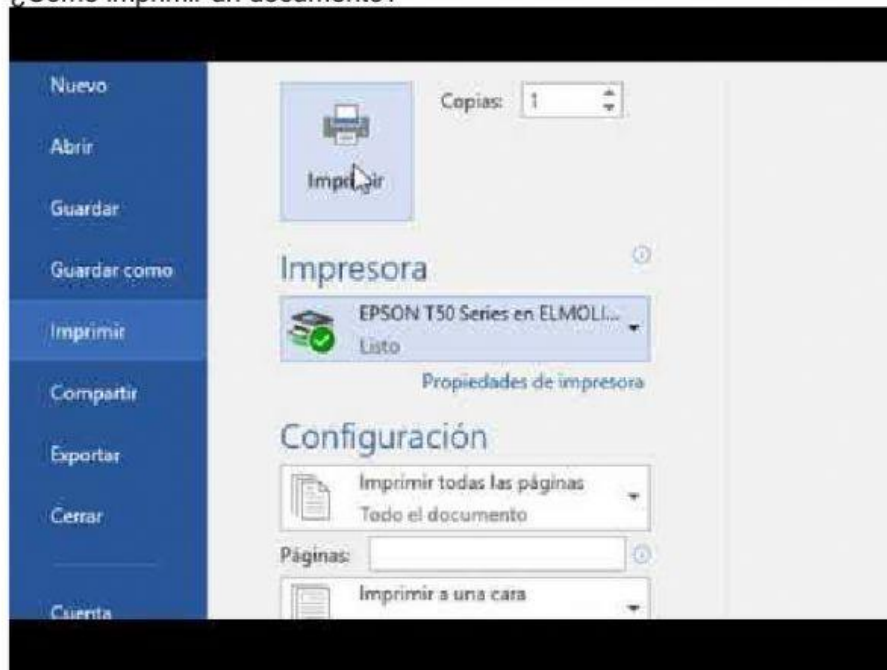
3. ¿Cómo abrir un documento existente?



4. ¿Cómo crear un nuevo documento?



5. ¿Cómo imprimir un documento?



EXCEL

1. ¿Qué es Excel?



## 2. ¿Qué permite hacer Excel?

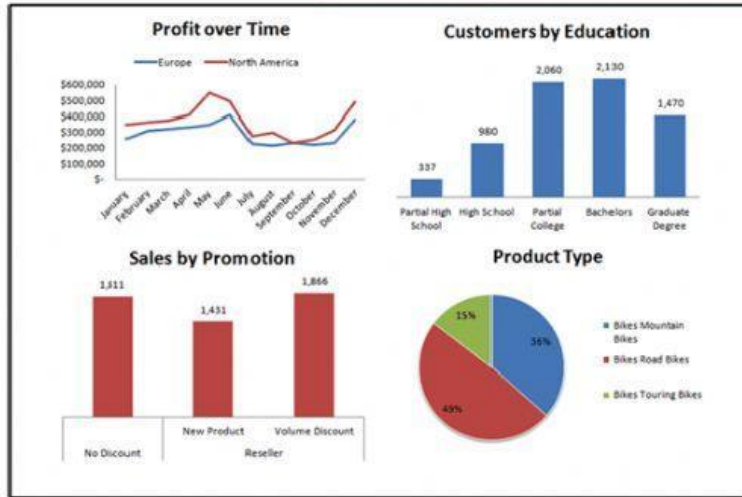


| Month  |        |        |
|--------|--------|--------|
| Jan... | Feb... | March  |
| April  | May    | June   |
| July   | Aug... | Sep... |
| Oct... | Nov... | Dec... |

| Day |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |
| 29  | 30 | 31 |    |    |    |    |

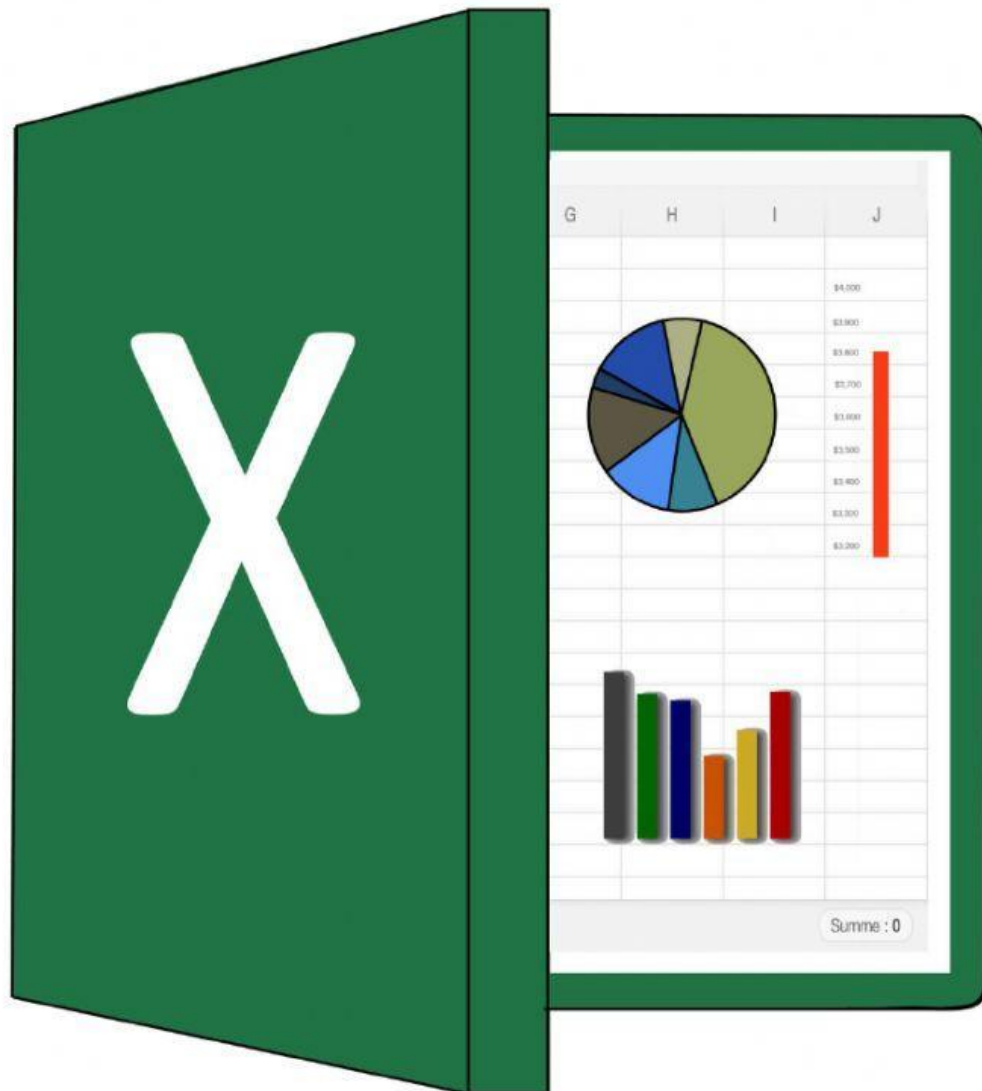
| Region        |
|---------------|
| Europe        |
| North America |
| Pacific       |
| NA            |

| Country        |
|----------------|
| France         |
| Germany        |
| United Kingdom |
| Canada         |

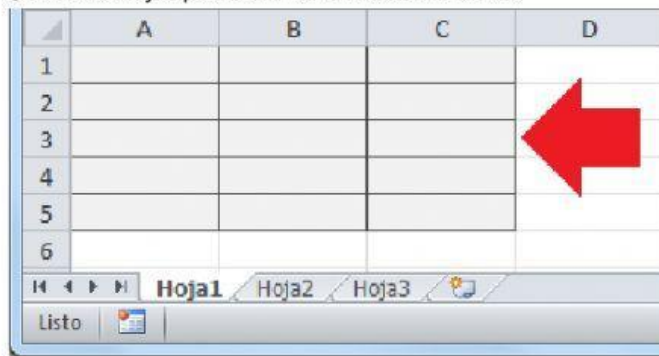


| Category          | Product Name           |
|-------------------|------------------------|
| Accessories       | MT Mountain Tire       |
| Bikes             | HL Mountain Tire       |
| Clothing          | LL Road Tire           |
| Components        | ML Road Tire           |
|                   | HL Road Tire           |
|                   | Touring Tire           |
| Bike Racks        | Mountain-100 Silver... |
| Bike Stands       | Mountain-100 Silver... |
| Bottles and Cages | Mountain-100 Silver... |
| Cleaners          | Mountain-100 Silver... |
| Fenders           | Mountain-100 Black...  |
| Helmets           | Mountain-100 Black...  |
| Hydration Packs   | Mountain-100 Black...  |
| Tires and Tubes   | Mountain-100 Black...  |
| Mountain Bikes    | Mountain-200 Silver... |
| Road Bikes        | Mountain-200 Silver... |
| Touring Bikes     | Mountain-200 Silver... |
| Caps              | Mountain-200 Silver... |
| Gloves            | Mountain-200 Silver... |
| Jerseys           | Mountain-200 Silver... |

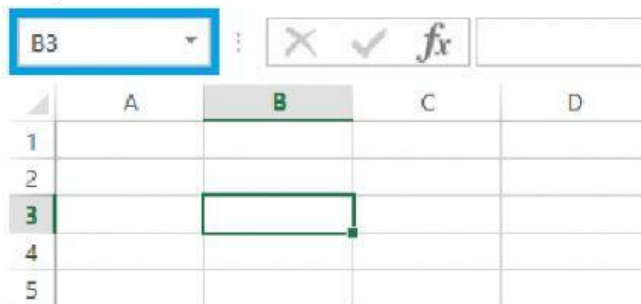
### 3. ¿Cómo maneja su información?



4. ¿Cuántas hojas puede tener un libro de Excel?



5. ¿A qué se le llama celda?



## POWER POINT

1. ¿Qué es Power Point?



2. ¿Cuál es su función principal de power point?



3. ¿Qué es una plantilla de Power Poin?



4. ¿Cuáles son los modos de visualización de diapositivas?



5. ¿Cuál es el concepto de patrón de diapositivas?

