

MANUAL DE MICROSOFT WORD 2019

1. Herramientas de Inicio

La herramienta de inicio se compone por 5 grupos. Las pestañas que se muestran por defecto, son las que vemos en la imagen sobre estas líneas. Podremos añadir más, si fuese necesario.



- a) **Portapapeles:** Con este grupo utilizaremos todo referente al portapapeles: Cortar, Copiar, Pegar y Copiar formato.



- b) **Fuente:** Como su nombre indica, es en este grupo donde podremos configurar todo lo referente al tipo de letra, tamaño, color, etc. de la fuente que utilizemos.



- c) **Párrafo:** Este grupo hace referencia, sobre todo, a las acciones que podemos llevar a cabo en párrafos. Hablamos por tanto de sangrías, alineaciones, listas, interlineados, etc. Veámoslo detenidamente:



- d) **Estilos:** Este grupo es de más interesantes que existen en Microsoft Word, sobre todo si utilizaremos esta herramienta para crear documento con índices, diferentes secciones, etc.

Microsoft Word Manual

G Thomas



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