



Curso Microsoft PowerPoint (Spanish Edition)

Demetrio Fuentes Ferrera

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Actualización del programa Powerpoint 2013. Contiene tanto unidades destinadas al estudio de las herramientas del programa, como conceptos sobre cómo hacer una buena presentación a la hora de dar una conferencia o exponer algún tema para un público determinado. Powerpoint presenta numerosas posibilidades para diseñar una presentación de cualquier tema. Se pueden usar plantillas, crear patrones nuevos, personalizar las diapositivas con efectos de animación, creando objetos de formas básicas, aplicando colores, efectos bidimensionales y tridimensionales. En este curso se aprende a trabajar con las diapositivas usando imágenes, tablas, gráficos, diagramas, archivos multimedia, etc. También a preparar la presentación usando botones de acción, y transportarla en otros formatos. Las diferencias existentes entre las versiones 2010 y 2013 hacen una mayor referencia a la interconexión con la versión de Office 365 alojado en la nube de Microsoft y la utilización del espacio Skydrive de Microsoft como almacenamiento en la nube. Así pues, los cambios radicales se incluyen en lo referente a la utilización del programa en entornos más virtuales.

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