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Teoría y prácticas

Carlos José Torres Vela



Word 2013 Guías Prácticas

Pierre Rigollet



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Access 2013 - Guía práctica RedUSERS,2016-07-05 Access 2013 Guía práctica para el usuario Gestione información de la manera más productiva Interfaz y herramientas del programa Personalización y uso de controles Relaciones entre tablas Formularios consultas e informes Automatización de tareas mediante macros Seguridad de los datos Planificar la estructura de la base de datos ayuda a ahorrar tiempo y trabajo dos elementos muy valiosos a la hora de buscar y generar información Microsoft Access 2013 es una de las herramientas más eficientes para organizar información relacionar gran cantidad de datos y obtener información clave para la toma de decisiones A lo largo de este manual conoceremos el funcionamiento y las novedades de esta versión de una manera didáctica y agradable que se adapta tanto a los principiantes como a los usuarios más avanzados en el tema Mediante ejemplos ejercicios paso a paso y guías visuales aprenderemos a crear bases de datos y tablas originar informes hacer consultas armar formularios y automatizar tareas usando macros Al finalizar la lectura habremos aprovechado al máximo todo el potencial del programa simplificando muchas tareas de nuestra vida cotidiana como registrar información o administrar datos en el hogar o el trabajo En este libro aprender Bases de datos utilidad tipos y creación Abrir cerrar guardar copias guardar objetos Propiedades Interfaz y herramientas menú Archivo barra de acceso rápido barra de estado cinta de opciones Manejo de la información crear y guardar tablas Elementos del panel de exploración Hojas de datos y creación de listas Datos ordenar filtrar relacionar calcular y trasladar Propiedades y formatos propiedades particulares Vinculos Personalizar apariencia Consultas formularios e informes consultas de selección y acción Creación de formularios registros controles y personalización Estructura de informes Nivel de usuario Básico Intermedio Categoría Microsoft Access

Word 2013 Vv.aa,2013 Word 2013 Pierre RIGOLLET,2014 Este no es un libro de formación como los demás no se trata de un libro de autoformación ni de un manual de referencia ni siquiera es un manual práctico ES UN LIBRO DE EJERCICIOS en el encontrar los enunciados de los diversos ejercicios con sus correspondientes soluciones Lo que tiene entre manos es una batería completa de propuestas el formador encontrar con rapidez nuevos ejercicios para sus alumnos mientras que el usuario podrá poner a prueba sus conocimientos y profundizar en ellos Se recomienda conocer las funciones básicas del programa o de una versión anterior antes de abordar las propuestas de este libro no obstante igualmente podrá practicar el uso de funciones que habitualmente no utiliza Los ejercicios se han agrupado por temas Creación de documentos e introducción de texto Impresión y formato de página Presentación de los datos Temas estilos y plantillas Documentos extensos Tablas Inserción de elementos diversos diagramas SmartArt imágenes objetos WordArt Correspondencia y formularios Puede descargarse los archivos necesarios para realizar estos ejercicios desde la web de Ediciones ENI

Office 2016 - Guía práctica Claudio Peña,2016-07-01 Guía práctica con todo lo nuevo de la última versión La suite imprescindible en la oficina Con este libro aprender de manera práctica y fácil a utilizar cada una de las aplicaciones de la última versión de Microsoft Office Mediante explicaciones sencillas instrucciones paso a paso capturas de pantalla y guías

as visuales dominar en poco tiempo desde las tareas más fáciles a las más avanzadas Conocer también trucos y secretos para convertirse en un experto en Microsoft Office 2016 En este libro aprender Introducción aplicaciones Requisitos e instalación Word interfaz de uso Creación de documentos Novedades Excel hojas de cálculo Fórmulas y funciones Análisis de datos PowerPoint crear presentaciones Insertar elementos Transiciones Access bases de datos Tablas formularios informes y Relaciones Importación de datos Crear formularios e informes Outlook cuentas de usuario Sincronización OneNote creación de notas Acceso y edición y sincronización Publisher tipos de publicaciones disponibles Plantillas Trabajo colaborativo creación de documentos y opciones de uso OneDrive características principales Office en otros dispositivos Android iOS Windows Phone y Tablet Windows Nivel de usuario Básico Intermedio Categoría Office RedUsers es la editorial de libros de informática y computación más importante del idioma español Sus manuales pueden leerse tanto impresos como en PC y dispositivos portátiles *Microsoft® Excel 2013* Pierre Rigollet, 2014 *ASP.NET en C# con Visual Studio 2013* Brice-Arnaud Guérin, 2014 Este libro está dirigido a los desarrolladores arquitectos y administradores que deseen adoptar un enfoque profesional en la realización de aplicaciones Web sacando el máximo provecho de ASP.NET versión 4.5.1 en el momento de escribir estas líneas Acompaña al lector en un estudio completo de la tecnología ASP.NET y de Visual Studio 2013 Cada tema se aborda con ejemplos prácticos y tiles que se proveen en C# El lector comenzará con Visual Studio y sus herramientas depuración refactoring pruebas unitarias pruebas de interfaz gráfica y la evolución del lenguaje C# El segundo capítulo describe el funcionamiento de las aplicaciones IIS y explica cómo realizar módulos específicos para el servidor Web La obra estudia con profundidad los Web Forms AJAX JQuery y proporciona componentes personalizados para crear gráficos Los sitios MVC y sus desarrollos SPA y Web API se presentan con ejemplos prácticos Los siguientes capítulos elaboran soluciones que aportan rapidez al desarrollo y mejor rendimiento en el acceso a las bases de datos ADO.NET especialmente con los nuevos componentes basados en LINQ y entity framework y los estados Reporting Services A continuación se describe la securización unificada de los sitios Web con Google y la personalización de la navegación Web Part y servicios Web WCF REST El último capítulo describe la puesta en producción con ASP.NET y la infraestructura de supervisión Health Monitoring Los ejemplos de código del libro pueden descargarse del sitio web www.ediciones-eni.com Los capítulos del libro Prólogo Visual Studio 2013 y .NET 4.5.1 Los sitios web ASP.NET 4.5.1 Los Web Forms Los sitios web MVC El acceso a datos con ADO.NET 4.5.1 Gestión del estado Personalización y securización Los servicios Web WCF y REST Configuración despliegue y administración ENI Ediciones

Organización de Cursos Profesionales Rafael Morales, 2015-04-11 En un mundo en constante transformación los profesionales y empresas tienen que invertir una considerable cantidad de recursos tiempo y dinero en formación continua para poder seguir el ritmo de esos cambios Organizar cursos para adultos especialmente con el objetivo de poder aplicar los contenidos en el trabajo diario es una tarea compleja y llena de obstáculos Rafael Morales un escritor formador y conferenciante con más de 25 años de experiencia comparte contigo en esta obra las técnicas trucos y recomendaciones que

ha ido recopilando y aplicando en todo ese tiempo Aplicando técnicas de gestión por procesos dirección de proyectos y a menudo simple sentido común te seala los problemas más habituales algunas trampas ocultas y la forma de evitarlas Con un tono cercano y desenfadado el libro nos presenta un amplio abanico de recursos que pueden ayudarte a convertir un simple cursillo en un éxito de formación Tanto si debes organizar cursos para tu propia empresa como si diriges un centro de formación este libro contiene abundantes consejos de gran utilidad

Microsoft Access 2013 Pierre Rigollet, 2015

VBA Excel 2013 Michèle Amelot, 2013

Completo y a la vez simple y práctico este libro está dirigido a usuarios de Excel y a desarrolladores que deseen crear aplicaciones amigables fiables y potentes Además de los elementos básicos del lenguaje VBA estructura del lenguaje y conceptos de programación orientada a objetos que permitirán automatizar el manejo de sus datos aprender a crear formularios a personalizar la interfaz de Excel especialmente la cinta de opciones a comunicarse con las otras aplicaciones de Office a importar o publicar páginas web y archivos XML y a aprovechar las funciones API de Windows Cada capítulo incluye numerosos ejemplos El libro concluye con un ejercicio integrador que lo guiará a través de la creación completa de una aplicación Excel Los ejemplos incluidos en este libro pueden descargarse desde la web de Ediciones ENI www.ediciones-eni.com

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Anexos

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