



**LONG BEACH  
CITY COLLEGE**

**IFORMACIÓN BÁSICA PARA EL  
USO DE MICROSOFT WORDS**

~ Series de tecnología del Centro de Aprendizaje de ESL~

# Información Básica de Microsoft Word para estudiantes de ESL





Recycle Bin

# BEGINNERS

# ESL LEARNING CENTER

# ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

Word Desktop app

Apps

WordPad

Settings (4)

Word Desktop app

HAGA **CLICK EN EL SIGNO DE BUSCAR Y ESCRIBA "WORD"**

WORD

Citizenship Surveys Get Started

TOEFL ScriptoPro DropBox

Advanced Reading Paragraphs 54-56

Short Stories Essays 33-34

Reading Videos Writing Prompts

Vocabulary Writing Tools

Advanced Grammar Plagiarism



Recycle Bin

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# ESL LEARNING

# ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app

Apps

- WordPad

Settings (4)

WORD



**HAGA  
CLICK EN  
EL ÍCONO  
DE  
WORD**

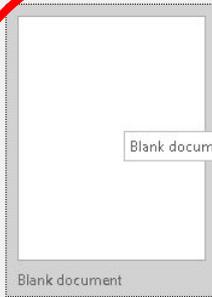
- Citizenship
- Surveys
- Get Started
- TOEFL
- ScriptoPro
- DropBox

- Advanced Reading
- Short Stories
- Reading Videos
- Vocabulary
- Advanced Grammar
- Paragraphs 54-56
- Essays 33-34
- Writing Prompts
- Writing Tools
- Plagiarism

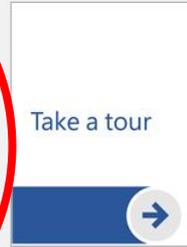
Open Other Documents

Search for online templates

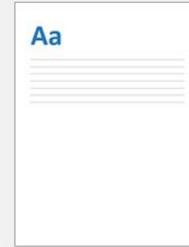
Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



Welcome to Word



Single spaced (blank)



Blue grey resume



Snapshot calendar



Insert your first table of...



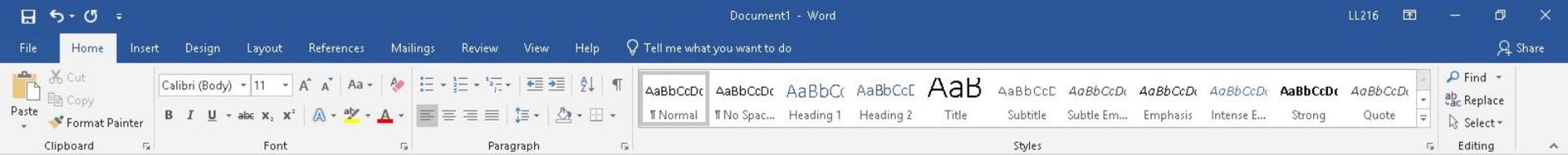
Modern chronological r...



Modern chronological...



**HAGA CLICK  
EN  
DOCUMENTO  
EN BLANCO**



ESL LEARNING CENTER |

**AHORA  
PUEDE  
ESCRIBIR  
SU  
DOCUMENTO**



Cómo cambiar el  
estilo y tamaño del  
texto.

Sample Text 10  
SAMPLE TEXT  
SAMPLE TEXT 10  
Sample Text 11  
Sample Text 12  
Sample Text 13  
Sample Text 14  
Sample Text 15

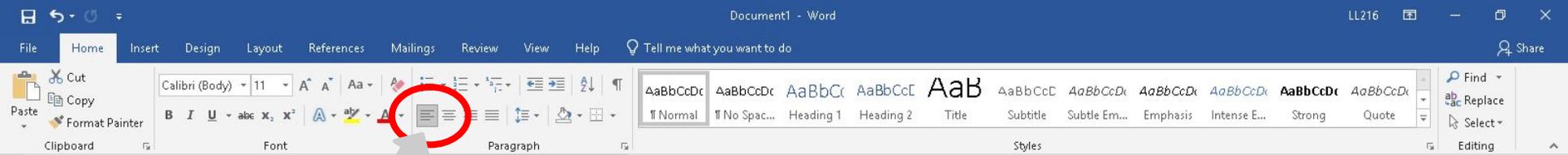




# Cómo Alinear el texto



Proper alignment in a design means that every element in it is visually connected to another element. Alignment allows for cohesiveness; nothing feels out of place or disconnected when alignment has been handled well.

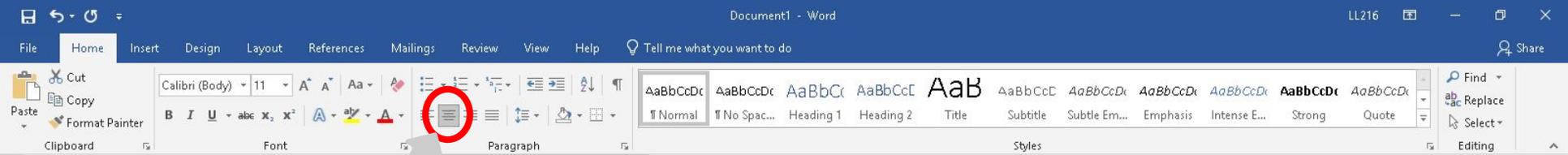


**Seleccione el texto  
y haga click en el  
ícono para "Alinear  
hacia la izquierda"  
en la sección  
"Paragraph"**

THE ESL LEARNING CENTER  
The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.



**Note el alineamiento del  
texto (o la posición del  
texto)**



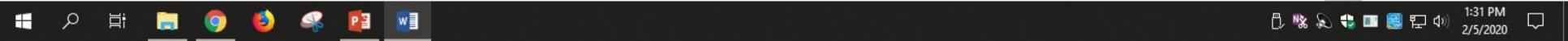
**Center (Ctrl+E)**  
Center your content on the page.  
Center alignment gives documents a formal appearance and is often used for cover pages, quotes, and sometimes headings.

**Seleccione el texto y haga click en el ícono para alinear en el "Centro" en la sección "Paragraph"**

THE ESL LEARNING CENTER  
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**Note el alineamiento del texto (o la posición del texto)**



File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Clipboard Font Paragraph Styles Editing

Times New Ro 12 A A Aa B I U abc x x A ab A

AaBbCcCc AaBbCcCc AaBbCc AaBbCc AaB AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Find Replace Select

**Align Right (Ctrl+R)**  
Align content with the right margin.

Right alignment is used for small sections of content, such as text in a header or footer.

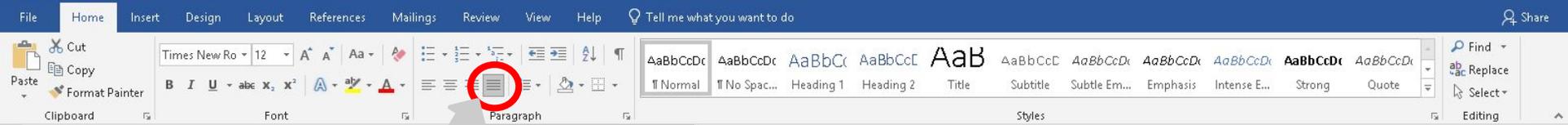
**Seleccione el texto  
y haga click en el  
ícono para alinear  
a la "derecha" en  
la sección  
"Paragraph"**

THE ESL LEARNING CENTER

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**Note el alineamiento del  
texto (o la posición del  
texto)**



File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do

Clipboard Font Paragraph Styles Editing

Times New Ro 12 A A Aa B I U abc x x A ab A

AaBbCcCc AaBbCcCc AaBbCc AaBbCc AaB AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc AaBbCcCc

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Justify (Ctrl+J)

**Seleccione el texto  
y haga click en el  
ícono para  
"Justificar" en la  
sección  
"Paragraph"**

**Justify (Ctrl+J)**  
Distribute your text evenly between the margins.  
  
Justified text gives your document clean, crisp edges so it looks more polished.

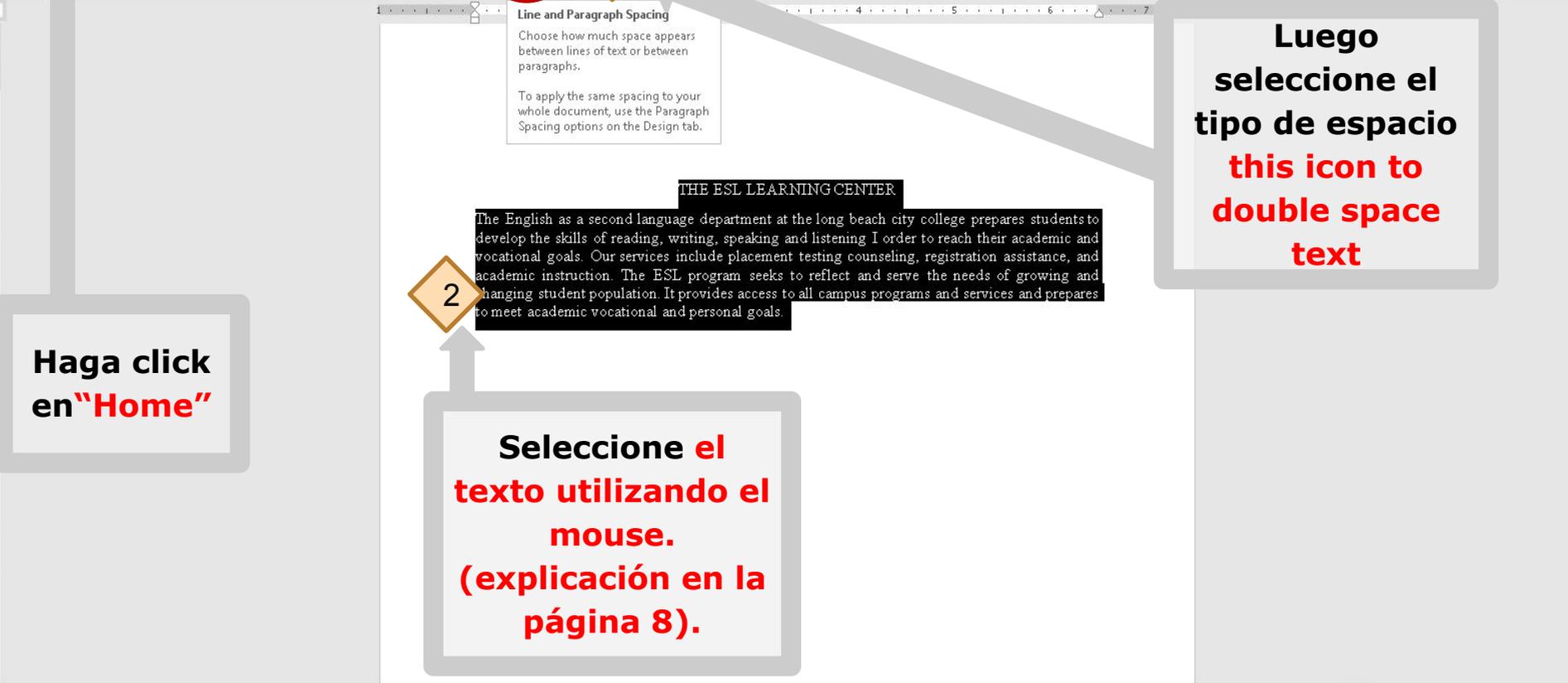
THE ESL LEARNING CENTER

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**Note el alineamiento del  
texto (o la posición del  
texto)**

# Texto con espacio doble





Haga click en "Home"

2  
Seleccione el texto utilizando el mouse. (explicación en la página 8).

Luego seleccione el tipo de espacio this icon to double space text

1.0  
1.15  
1.5  
**2.0**  
2.5  
3.0  
Line Spacing Options...  
Add Space Before Paragraph  
Remove Space After Paragraph



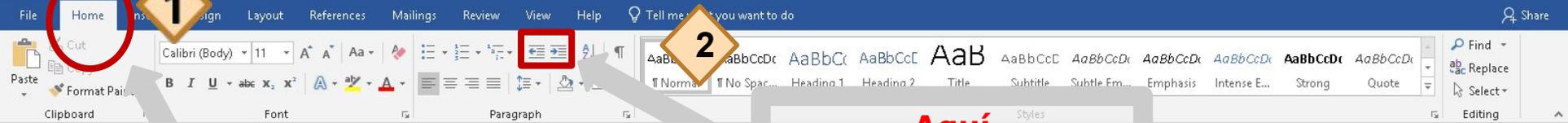
**Para espacio  
doble, Seleccione  
la opción "2.0"**

THE ESL LEARNING CENTER

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# Indentation (Sangría) en un Texto





Haga click en  
"Home"

Aquí  
puede cambiar la  
sangría del texto

Esl learning center

The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The [esl](#) program seeks to reflect and serve the needs of a growing and the changing [students](#) population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.

Clipboard Font Paragraph Styles Editing

Calibri (Body) 11 A A Aa

B I U abc x x<sup>2</sup> A ab A

1 No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Find Replace Select



**También puede seleccionar el ícono en la esquina inferior al lado derecho de la sección "Paragraph"**

EsL learning center

The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The esl program seeks to reflect and serve the needs of a growing and the changing students population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.

**¡No olvide seleccionar el texto de antemano cuando utilice esta opción.**

Paragraph

Indents and Spacing Line and Page Breaks

General

Alignment: Left

Outline level: Body Text  Collapsed by default

Indentation

Left: 0" Right: 0" Special: (none)

Mirror indents

Spacing

Before: 0 pt After: 8 pt Line spacing: Multiple 1.08

Don't add space between paragraphs of the same style

Preview

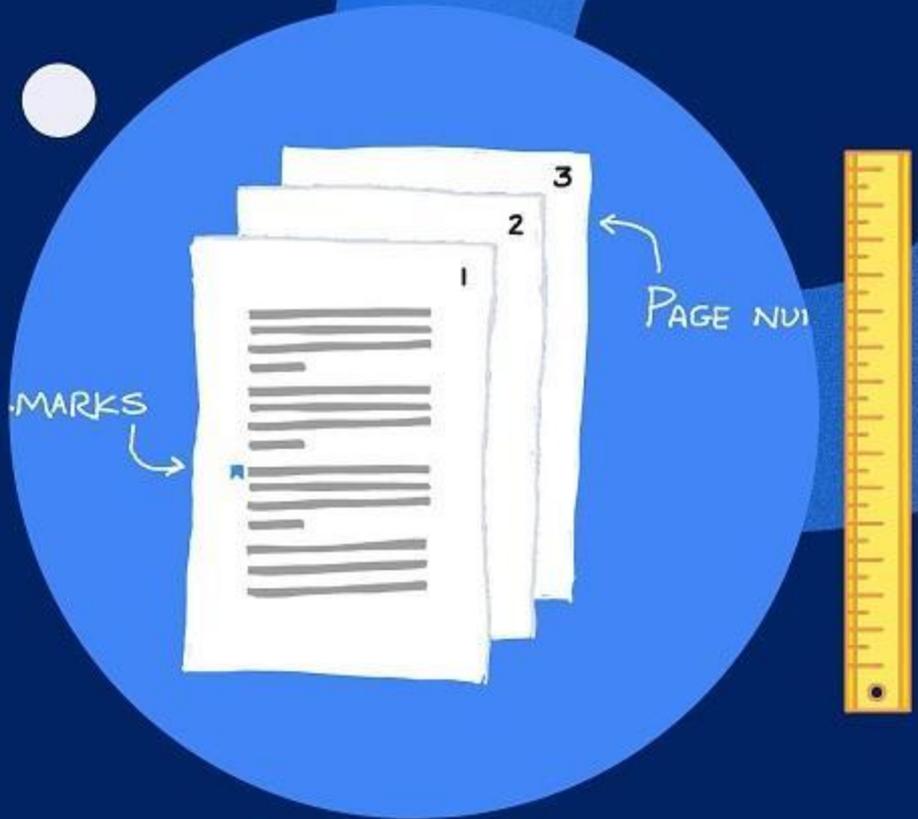
Tab... Set As Default OK Cancel

Est learning center  
The English as a Se  
the skills of the rea  
goals. Our services  
program seeks to r  
provides access to  
personal goals.

En la sección **"Special"**, haga click en la flecha apuntando hacia abajo y seleccione la opción **"First line"** o **"primera línea"**

Para finalizar, seleccione **"OK"**

# Comó enumerar su documento



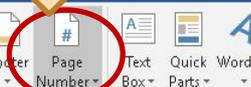


Haga click en "Insert"

Haga click en "Page Number"



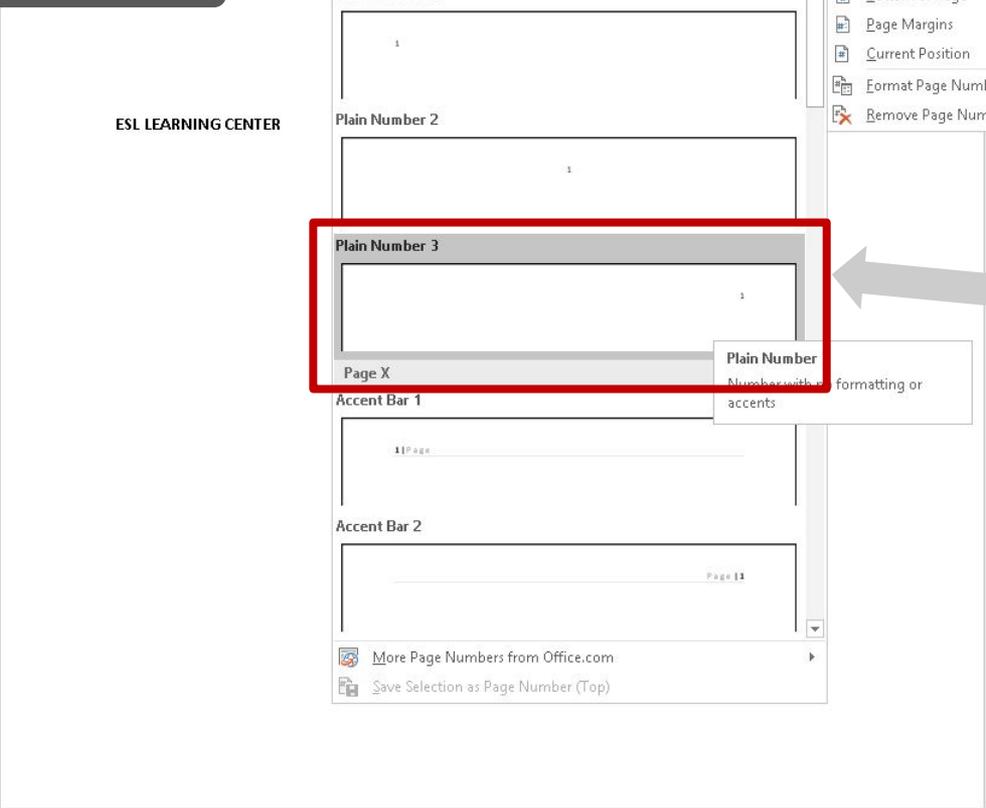
2



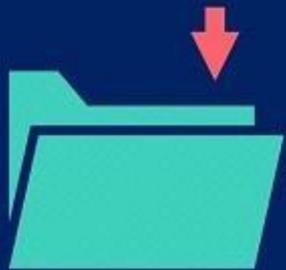
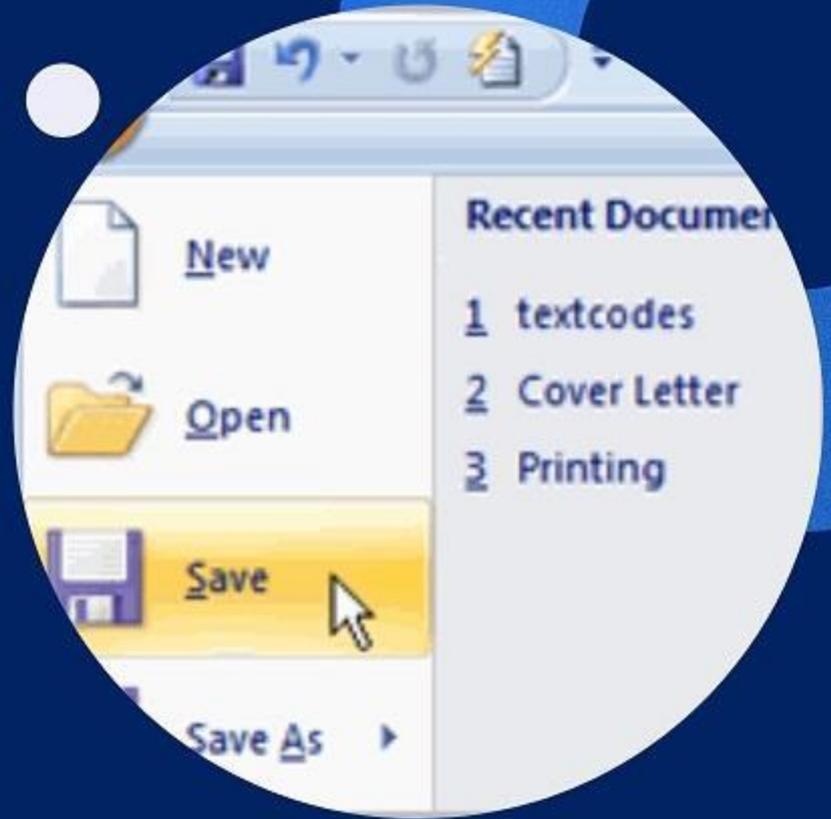
Seleccione "Top of Page"

3

4 Seleccione "Plain Number 3" (esta opción muestra el número en la esquina superior derecho)



# Cómo guardar su documento





ESL LEARNING CENTER |

Haga click en  
"File"

Haga click en "Save As"

- Open
- Save
- Save As**
- History
- Print
- Share
- Export
- Close
- Account
- Feedback
- Options

1

Browse

2

Seleccione "Browse"

3

Aquí Puede guardar su documento en el escritorio de su computador o en un dispositivo USB

The screenshot shows the 'Save As' dialog box with the following details:

- Location: This PC > Documents
- Left sidebar: Downloads (selected), Music, Pictures, Videos, Local Disk (C:), USB Drive (D:), Network
- File list: Custom Office Templates, Desktop Icons, KESI, OneNote Notebooks, Study files, WindowsPowerShell
- File name: ESL LEARNING CENTER.docx
- Save as type: Word Document (\*.docx)
- Authors: LL216
- Tags: Add a tag
- Title: Add a title
- Buttons: Save (circled in red), Cancel

4

Recuerde cambiar el nombre del document antes de guardarlo

5

Para finalizar oprima "Save"