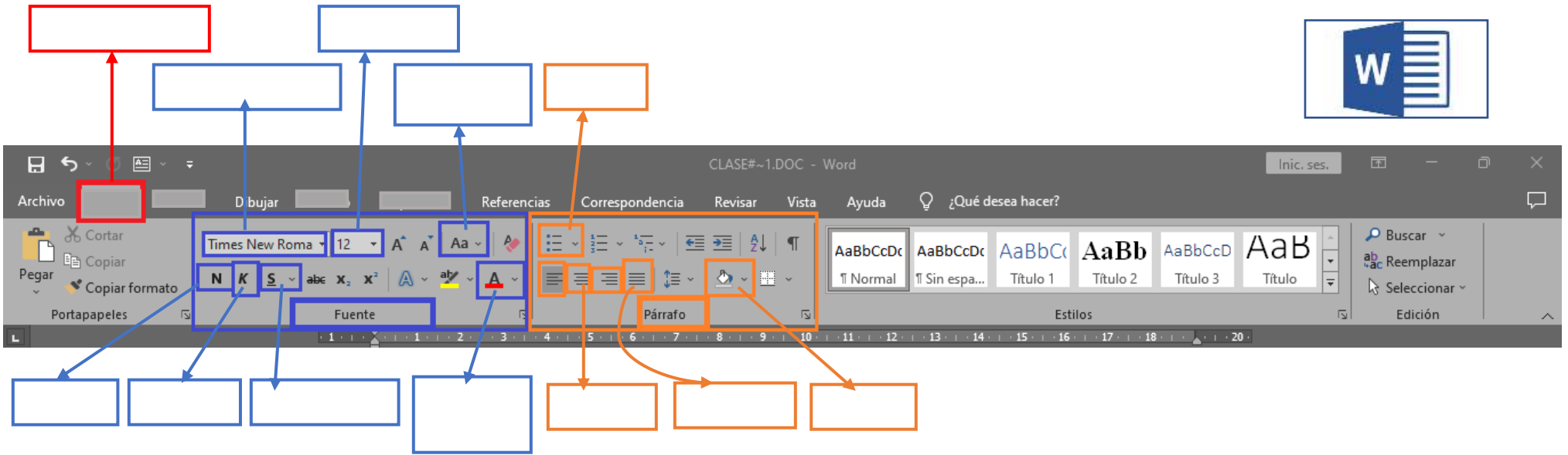


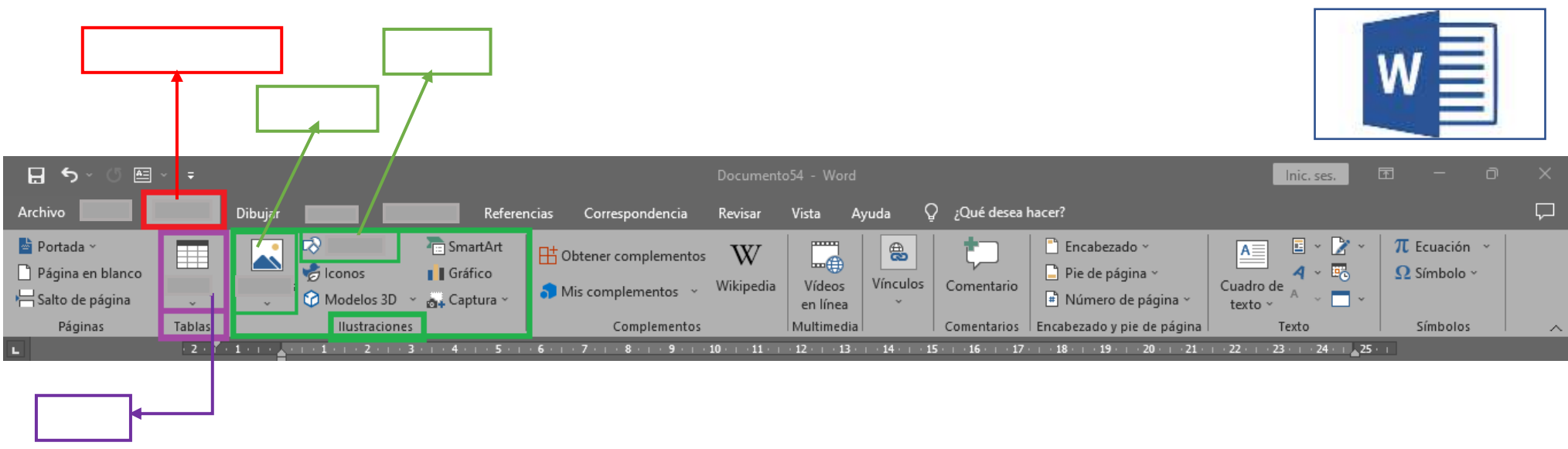
"Identifique y escriba el nombre correspondiente de cada herramienta que forma parte de Microsoft Word y Excel"



This screenshot shows the Microsoft Word ribbon with several tools highlighted by colored boxes and arrows pointing to empty text boxes for identification. The tools are:

- Archivo** (File): Red box, arrow points to a red box above.
- Portapapeles** (Clipboard): Blue box, arrow points to a blue box below.
- Cortar** (Cut): Blue box, arrow points to a blue box below.
- Copiar** (Copy): Blue box, arrow points to a blue box below.
- Copiar formato** (Paste Style): Blue box, arrow points to a blue box below.
- Fuente** (Font): Blue box, arrow points to a blue box below.
- Párrafo** (Paragraph): Orange box, arrow points to an orange box below.
- Estilos** (Styles): Orange box, arrow points to an orange box below.
- Referencias** (References): Orange box, arrow points to an orange box below.
- Correspondencia** (Mailings): Orange box, arrow points to an orange box below.
- Revisar** (Review): Orange box, arrow points to an orange box below.
- Vista** (View): Orange box, arrow points to an orange box below.
- Ayuda** (Help): Orange box, arrow points to an orange box below.
- ¿Qué desea hacer?** (What do you want to do?): Orange box, arrow points to an orange box below.

Microsoft Word logo is shown in the top right corner.

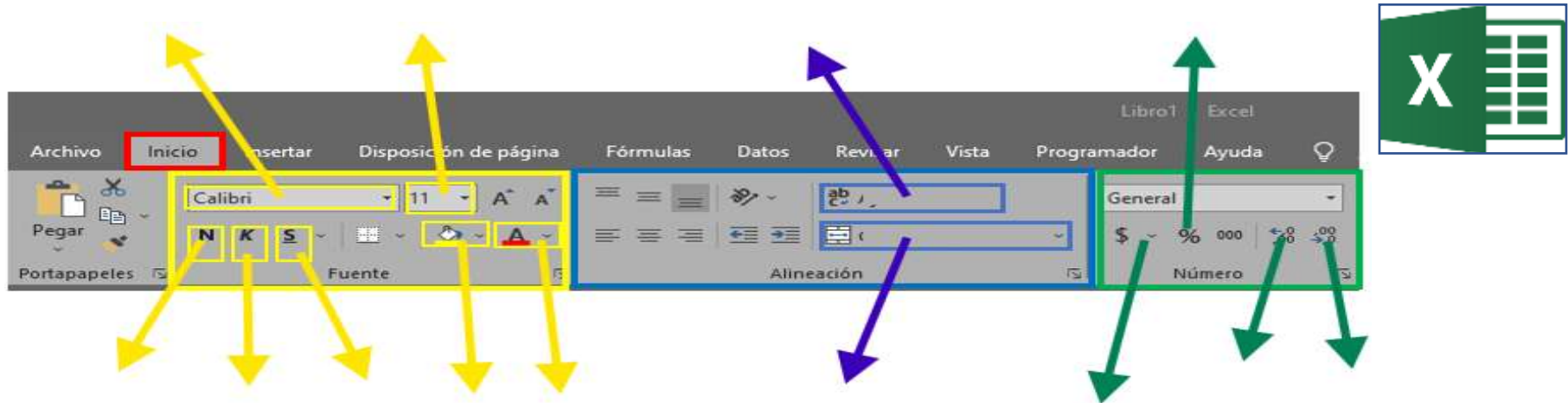


This screenshot shows the Microsoft Word ribbon with several tools highlighted by colored boxes and arrows pointing to empty text boxes for identification. The tools are:

- Archivo** (File): Red box, arrow points to a red box above.
- Tablas** (Tables): Purple box, arrow points to a purple box below.
- Ilustraciones** (Illustrations): Green box, arrow points to a green box above.
- SmartArt** (SmartArt): Green box, arrow points to a green box above.
- Iconos** (Icons): Green box, arrow points to a green box above.
- Modelos 3D** (3D Models): Green box, arrow points to a green box above.
- Captura** (Screenshot): Green box, arrow points to a green box above.
- Obtener complementos** (Get Add-ins): Orange box, arrow points to an orange box below.
- Mis complementos** (My Add-ins): Orange box, arrow points to an orange box below.
- Wikipedia** (Wikipedia): Orange box, arrow points to an orange box below.
- Videos en línea** (Online Videos): Orange box, arrow points to an orange box below.
- Vínculos** (Links): Orange box, arrow points to an orange box below.
- Comentario** (Comment): Orange box, arrow points to an orange box below.
- Comentarios** (Comments): Orange box, arrow points to an orange box below.
- Encabezado y pie de página** (Header and Footer): Orange box, arrow points to an orange box below.
- Encabezado** (Header): Orange box, arrow points to an orange box below.
- Pie de página** (Footer): Orange box, arrow points to an orange box below.
- Número de página** (Page Number): Orange box, arrow points to an orange box below.
- Cuadro de texto** (Text Box): Orange box, arrow points to an orange box below.
- Equación** (Equation): Orange box, arrow points to an orange box below.
- Símbolo** (Symbol): Orange box, arrow points to an orange box below.

Microsoft Word logo is shown in the top right corner.

"Identifique y escriba el nombre correspondiente de cada herramienta que forma parte de Microsoft Word y Excel"



"Marque con una 'X' el gráfico de columnas y explique en el respaldo de la hoja para qué podría utilizarse en un informe empresarial como auxiliar administrativo.

"Marque con una 'X' el gráfico de Barras y explique en el respaldo de la hoja para qué podría utilizarse en un informe empresarial como auxiliar administrativo.

