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PALABRAS
MAYORES

Consejos de informática productiva para comunicadores y traductores

Spring into Action, ATA Spanish Language Division
Miami, 16-18 de marzo del 2018

@xosecastro

Powerpoint (1/2)

Teclas	Función
Control+clic en botón Presentación	Hacer la presentación en una miniventana
Coma/punto	Pantalla blanca/negra
F5	Empezar presentación
Shift+F5	Empezar presentación desde la página actual
N.º diapositiva + Intro	Ir a esa diapositiva concreta
Control+P	Activar el rotulador
E	Borrar los trazos del rotulador
Control+L	Ocultar puntero y botón
Control+T	Mostrar barra de inicio de Windows en pantalla completa

Powerpoint (2/2)

Teclas	Función
Control / Alt / Shift + teclas desplazamiento	Desplazarse y seleccionar con más rapidez
Tabulador	Moverse por los objetos de una diapositiva
Control+M	Insertar una diapositiva
Alt+Shift+←→	Modificar la sangría del párrafo
Alt+Shift+↑↓	Subir o bajar un párrafo dentro de una diapositiva
Control+L/E/R/J	Distintas justificaciones de párrafo (izda., centrar, derecha, ambas)
Control+Shift+C	Copiar formato
Control+Shift+V	Pegar formato
Control+Alt+V	Pegado especial
Control+T	Abrir el cuadro «Fuente»
Control+'/;	Reducir o aumentar el tamaño del texto
Control+E	Seleccionar todos los objetos de la diapositiva
F2 y ESC	Seleccionar todo el texto dentro del cuadro y salir
3 clics	Seleccionar párrafo entero
Archivo>Guardar como>Herramientas	Incrustar fuentes especiales usadas en presentación
Control+flechas	Mover gráfico/cuadro seleccionado con más precisión
Control + Intro	Introducir texto / pasar al siguiente cuadro/diapo

sacar jugo a lo existente

Para copipear (de Word a Excel) tablas que contienen retornos de carro:

- a) Busca todos los retornos de carro (^p) y sustitúyelos por un símbolo exclusivo (ç).
- b) Copia la tabla y pégala en Excel.
- c) Busca el símbolo exclusivo (ç) y sustitúyelo por ALT+0010; reemplaza todos.





Esto es innecesario y, según tengo entendido, fatal para tu reputación digital.

Cada vez que guardas un documento usando el mouse, muere un gatito. Este, concretamente.



Lo básico de Windows

- El uso del teclado en cualquier programa.
- Regla de oro: teclas modificadores + teclas de desplazamiento + teclas de función.
- Shift+clic, teclado progresivo.
- Clics, ruedas y botones combinados.
- Asignación de teclas a programas, webs...
- Moverse por carpetas, crearlas, ordenar.
- Palabras clave y exclusivas.
- Menú Opciones de carpetas.

esa olvidada tecla...

 + flechas /  + mayús + flechas (ventanas)

 + F1	ayuda
 + -/+	lupa
 + Inicio	minimizar todo menos actual
 + A	notificaciones
 + E	Explorador - Mi PC
 + P	proyector
 + L	bloqueo
 + I	configuración
 + S	búsqueda
 + Ctrl+D	nuevo escritorio virtual ( +ctrl+flechas/F4)
 + W	Windows Ink
 + X	menú de acceso rápido

más cosas que tiene tu Windows

- Win + R: psr / CharMap
- <http://www.keyboard-shortcut.com/windows/run.php>
- Win+Pause (Config. avanz. – path)
- Configurar teclado y mouse (panel control).
- Control + Shift + Esc
- Shutdown.exe
- Programador de tareas (Task Scheduler)
- Cortana (1500 pies cuadrados en metros cuadrados)
- Reconocimiento de voz

trucos con navegadores

- a) Aplicaciones, b) extensiones, c) temas.
- Navegador de ocio y trabajo.
- Configuración:
 - Reabrir pestañas última sesión.
 - Sincronizar.
 - Formularios...
- Teclas y Omnibox
 - Menú contextual
 - Alt+flechas
 - Control + 0... 1, 2... / W / Tab / Enter / L
 - Control+Shift+Supr.
 - Control+rueda mouse
 - Control+clic (pestaña) para mover
 - Shift+Esc (Tareas)
 - Find my phone
 - Alt+enter (busca en otra pestaña)
- Arrastrar URLs a escritorio.
- Navegación de incógnito.
- Motores de búsqueda.

extensiones y complementos

- Papier
- OneTab
- CopyPasteCharacter
- Print Friendly
- MailTrack
- dotEPUB
- AdBlock
- TabCloud
- Bit.ly
- StayFocusd
- mid (for Firefox)
- IntelliWebSearch
- Disconnect (web tracking)

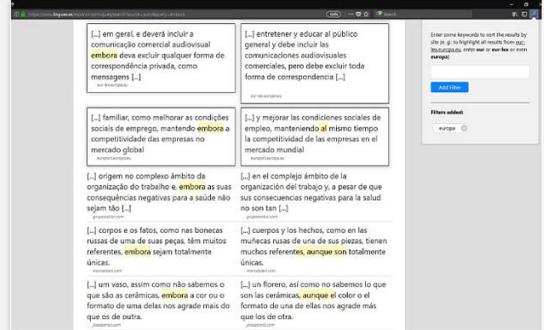
Extensiones de Chrome

Linguee+
ofrecido por [porkopek](#)

★★★★★ (0) | [Herramientas de búsqueda](#) | 322 usuarios

[DESCRIPCIÓN GENERAL](#) [OPINIONES](#) [AYUDA](#) [RELACIONADOS](#)

[+ AÑADIR A CHROME](#)



Linguee with Super Powers

Compatible con tu dispositivo

Linguee is an extension that sorts the search results in Linguee according to the sites from which they came. In other words, if there is a site where we know that its texts are of better quality, we can add a part of the name of that site to Linguee as a filter and the results of that site will appear earlier, surrounded by a black border, for a better visualization.

For example: It is well known that the European Union website [EU/EU](#) is a trusted source of information.

Sitio web

Notificar uso inadecuado

Información adicional

Versión: 1.0.2
Última actualización: 19 de febrero de 2018
Tamaño: 142KB
Idioma: English

Google Keep - notes and lists
oferedo por [google.com](#)

★★★★★ (21010) | [Task Management](#) | [available for Android](#) [Get it »](#)

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[+ LAUNCH APP](#)



G By Google
Runs Offline
Compatible with your device

Quickly capture what's on your mind and share those thoughts with friends and family. Speak a voice memo on the go and have it automatically transcribed. Grab a photo of a poster, receipt or document and easily organize or find it later in search.

Capture what's on your mind

Report Abuse

Additional Information

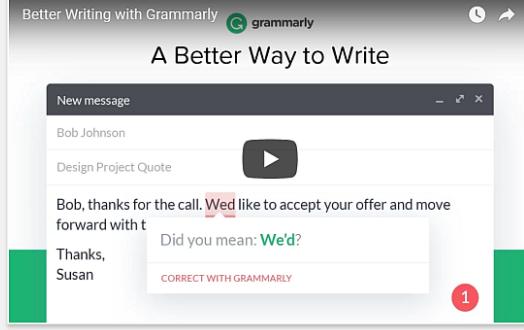
Versión: 3.1.17381.1239
Updated: September 21, 2017
Size: 6.22MB
Languages: See all 46

Grammarly for Chrome
offered by [grammarly.com](#)

★★★★★ (23258) | [Productivity](#) | 10,000,000+ users

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[+ ADD TO CHROME](#)



Compatible with your device

Enhance your written communication everywhere you type!

Grammarly will make sure your messages, documents, and social media posts are clear, mistake-free, and impactful. Adding Grammarly to Chrome means that your spelling and grammar will be vetted on Gmail, Facebook, Twitter, LinkedIn, Tumblr, and nearly everywhere else you write on the web. Once you register your new account you'll receive a personalized profile with personalized insights and performance stats (one of our most popular new features). Working on a large project, an essay, or a

Report Abuse

Additional Information

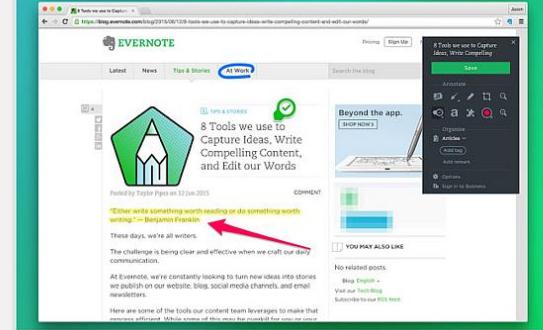
Versión: 14.202.1183
Updated: September 21, 2017
Size: 4.15MB
Language: English

Evernote Web Clipper
offered by [https://www.evernote.com](#)

★★★★★ (132856) | [Productivity](#) | 4,701,403 users | [available for Android](#) [Get it »](#)

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[+ ADD TO CHROME](#)



Compatible with your device

Use the Evernote extension to save things you see on the web into your Evernote account.

Goodbye, bookmarks. Hello, Web Clipper! Clip the web pages you want to keep. Save them in Evernote. Easily find them on any device.

CUT IT ALL

- Great for research—clip any article or web page
- Clip to a specific notebook and assign tags
- Use Evernote to find clips on any device

Report Abuse

Additional Information

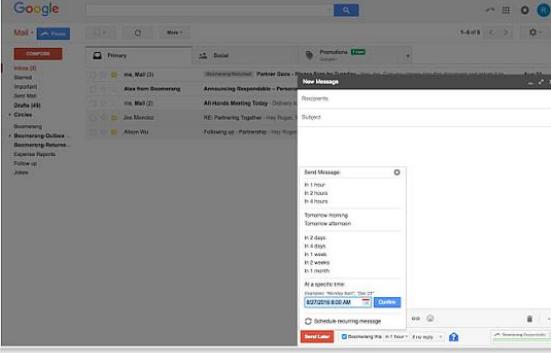
Versión: 6.12.3
Updated: September 10, 2017
Size: 3.78MB
Languages: See all 25

Extensiones de Chrome

 **Boomerang for Gmail**
offered by [www.boomeranggmail.com](#)

★★★★★ (1493) | Social & Communication | 1,585,753 users | Available for Android [Get it](#)

OVERVIEW **REVIEWS** **SUPPORT** **RELATED** [G+](#)



Compatible with your device

The ultimate email productivity tool. Send later, track responses, and use AI to write better emails.

The ultimate email productivity tool. Send later, track responses, use AI to write better emails, and free yourself from email interruptions.

Boomerang allows you to schedule messages to be sent or returned at a later date. Write a message now, send it whenever, even if you're not online. Track messages to make sure you hear back, and schedule reminders right inside Gmail™.

[Report Abuse](#)

Additional Information
Version: 1.2.7
Updated: August 3, 2017
Size: 14.59KB
Language: English

[+ ADD TO CHROME](#)

 **Save Webpage As Word Document**
offered by [chromeappsfactory.com](#)

★★★★★ (89) | Productivity | 22,526 users

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Compatible with your device

Create Microsoft Word document from complete or selected content of multiple web pages.

This extension converts complete web page or selected part of it into Microsoft Word Document (docx). You can also choose to convert content from multiple web pages or only selected part of them into a single word document. The converted document can be downloaded to local disk.

This extension reads the HTML structure of the current page or the selected part and converts it into corresponding docx

[Report Abuse](#)

Additional Information
Version: 0.1.4
Updated: June 11, 2016
Size: 152KB
Language: English (United States)

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 **Discoverly for Gmail, LinkedIn, Facebook...**
offered by [discoverly](#)

★★★★★ (266) | Social & Communication | 31,870 users

OVERVIEW **REVIEWS** **SUPPORT** **RELATED** [G+](#)

Compatible with your device

Lookup contacts in Gmail, LinkedIn & Twitter. Works with Boomerang, Rapportive, Hubspot, Buffer, Hunter, Yesware & Right Inbox.

Gmail, Facebook, Twitter & LinkedIn don't play well together, but Discoverly helps them "play nice."

- Gmail: see contacts' work info, mutual connections and tweets (with Rapportive tool)
- LinkedIn profiles: see when you have mutual Facebook friends and tweets.

[Website](#) [Report Abuse](#)

Additional Information
Version: 1.10.0
Updated: February 27, 2018
Size: 871KB

[+ ADD TO CHROME](#)

 **Awesome Screenshot: Screen Video Rec...**
offered by [www.awesomescreenshot.com](#)

★★★★★ (11621) | Blogging | 1,892,307 users

OVERVIEW **REVIEWS** **SUPPORT** **RELATED** [G+](#)

Works with Google Drive
Compatible with your device

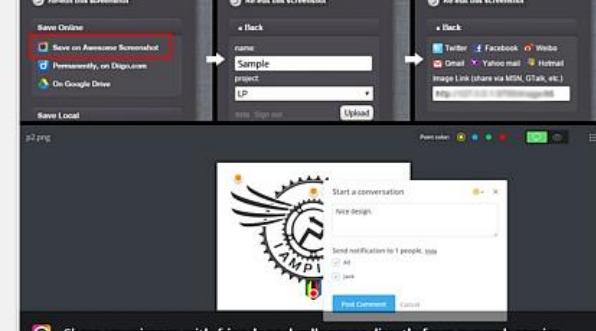
Screen cast, record screen as video. Screen capture for full page, annotate, blur sensitive info, and share with one-click uploads.

Capture all or part of any web page. Add annotations, comments, blur sensitive info, and share with one-click uploads. Now with free desktop capture!

Awesome Screenshot is the highest-rated screen capture & image annotation tool on Chrome with over 2 million users! As a way to

[Website](#) [Report Abuse](#)

Additional Information
Version: 3.9.29
Updated: September 12, 2017
Size: 2.64MB



 Share your image with friends and colleagues directly from our web service.

seguridad

- Win Firewall, Defender, Security Essentials
- www.virustotal.com
- Copia de respaldo.
- [How secure is my password?](http://howsecureismypassword.net)
- Carpeta en escritorio oculta (ALT+0160)
- Mailinator para altas en servicios.
- Peculiaridad de las direcciones de Gmail.

productividad

- Zamzar, Abbyy, ¿tu impresora?
- FreeOCR o IrfanView.com
- La técnica Pomodoro
- RescueTime
- www.Noisli.com, ASMR
- Dragon Naturally Speaking / Reconoc. voz
- Tu celular.

referencia

- Institucionales: IATE, Multiterm, UNTERM, Dictionary.com, OneLook.com
- Tradupedia (equivalencias Wikipedia)
- Stilus (corrector)
- Wikilengua
- www.Reverso.net

referencia

- [OneLook](#)
- [Elcastellano.org](#)
- [Fundéu](#)
- [Manualdeestilo.com](#)
- Listas, foros y grupos
- [IntelliWebSearch](#), mid

Search Master

- Hacking with Google:
- + - “ | ~ OR
- define, inurl, intext, intitle, inanchor, site, ext, what time, cache, movies/cartelera, conversor, numrange, related, link, info
- Google Books, Google Scholar...
- www.GoogleGuide.com
- www.regular-expressions.info

buscar otras cosas

- [Wolfram Alpha](#)
- [Wayback to the Future](#)
- [www.IFTTT.com](#)
- [Search Everything](#)
- FileLocator Lite (search text within files)
- [www.cheatography.com](#)

imagen y redes sociales

- Estrategia de nombre, dirección y dominio.
- Gestión de redes.
- SEO.
- Nombre y Vanity URL (incluso Paypal).
- www.namechk.com
- Puntos en direcciones de Gmail.
- www.canva.com, www.logomakr.com,
www.wordle.com, www.DocuSign.net

programas

- AutoHotKey (guglea AutoHotkey para traductores)
- SourceForge.net: open-code repository
- PhraseExpress: phrase templates
- Funduc Search & Replace / Word S&R
- XBench
- GT4T (<http://bit.ly/qB1lgi>)

accesorios

- Kiosko.net
- Screenr y ScreenToGif
- Teamviewer
- Notepad++, EditPad
- <https://sourcegear.com/diffmerge/>
(Compara SRTs)
- <https://tqauditor.com/changetracker.html>
(Compara docs, xliff...)
- www.otranscribe.com
(transcripción con TCR)
- <https://mediaarea.net/es/MediaInfo>
(ver datos técnicos video)
- <https://speechnotes.co/es/>
(dictado online)
- www.dban.org
- Desahógate: Kick Ass!

accesorios

- WinDirStats
- YourFonts
- VozMe
- Recuva
- TeraCopy
- <http://xn--cr8hhg.ws>
- Google Experiments: <http://radio.garden/live>

Nubes y transferencias

- Mega.co.nz, Dropbox, GDrive
- WeTransfer, MyAirBridge,
File.pizza, reep.io, fromsmash.com

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