



## EXCEL 2007

### Unidad 1:

### Introducción. Elementos de Excel 2007

#### 1.1 La pantalla inicial

##### ¿Conociendo a Microsoft Excel 2007?

Excel es un programa del tipo Hoja de Cálculo que permite realizar operaciones con números organizados en una cuadrícula. Es útil para realizar desde simples sumas hasta cálculos de préstamos hipotecarios.

##### ¿Qué es y para qué sirve Excel2007?

Excel2007 es una hoja de cálculo integrada en Microsoft Office. Esto quiere decir que si ya conoces otro programa de Office, como Word, Access, Outlook, PowerPoint, te resultará familiar utilizar Excel, puesto que muchos iconos y comandos funcionan de forma similar en todos los programas de Office.

Probablemente no te sirva de mucho saber que Excel es una hoja de cálculo, no te preocupes, ahora te lo explicamos. Una hoja de cálculo es un programa que es capaz de trabajar con números de forma sencilla e intuitiva. Para ello se utiliza una cuadrícula donde en cada celda de la cuadrícula se pueden introducir números, letras y gráficos.

##### Como entrar a Excel

1. Inicio
2. Todos los programas
3. Microsoft office
4. Microsoft Excel 2007

# Ms Excel 2007 Manual

**C Cleary**



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