



IMECAF México, S.C.
Instituto Mexicano de Contabilidad,
Administración y Finanzas

Nombre del Curso

MICROSOFT EXCEL MOAC (MICROSOFT OFFICIAL ACADEMIC COURSE)

Objetivo

Al terminar el curso, los participantes contarán con las principales herramientas de Excel que les permitirá organizar, analizar, administrar y compartir información con gran facilidad. Podrán comprender los principales conceptos que se utilizan en Excel, así como su uso práctico orientado al análisis de bases de datos, operaciones matemáticas y funciones básicas, así como el manejo de gráficas basado en tablas de información.

Temario

TEMARIO DEL CURSO DE EXCEL MOAC

I. CONCEPTOS BÁSICOS

- Crear y modificar un libro
- Formato de hojas de cálculo
- Administrar hojas de cálculo
- Formatear celdas y rangos

II. TRABAJAR CON DATOS

- Restringir las entradas de celda a cierto tipo de datos, quitar celdas, filas o columnas duplicadas de una hoja
- Ordenar datos con uno o múltiples criterios
- Filtrar datos utilizando atributos de celda
- Agrupar y desagrupar datos para calcular los subtotales
- Insertar una fila de totales en una tabla
- Ordenar y filtrar datos utilizando el formato condicional ,filtros y autofiltros avanzados.
- Crear un autofiltro personalizado

III. FÓRMULAS

- Referencias de celda relativas en una fórmula
- Utilizar referencias de celda absolutas
- Mostrar las fórmulas en la pantalla
- Crear una función que realice sumas, restas, multiplicaciones y divisiones
- Hacer referencia a los datos de otra hoja
- Asignar un nombre a un rango y cambiar el tamaño de un rango
- Crear una fórmula que opere en un rango
- Fórmulas para calcular subtotales y totales

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Financial Management in the Public Sector XiaoHu Wang,2014-02-15 The new edition of this popular book provides a step by step guide on how to use financial management and budgeting tools in the public sector The book features a practical case study approach and includes plentiful exercises and examples It is designed as a textbook for courses on public financial management or public budgeting that focus on the application of budgeting and financial management tools Public service professionals will also benefit from this handy primer

Next Generation Excel Isaac Gottlieb,2013-02-04 Take Excel to the next level in accounting and financial modeling In this new Second Edition of Next Generation Excel Isaac Gottlieb shows financial analysts how to harness the full power of Excel to move forward into the new world of accounting and finance Companies of all sizes use financial models to analyze their finances and plan business operations as well as to create financial accounting reports like balance sheets income statements and statements of cash flows While many businesspeople are quite familiar with the reports created with financial models most are not as familiar with the creation of the models themselves This book shows them how to build an accurate and effective financial model using the solid functionality and easy usability of Excel Fully updated and revised to include support for Apple users Written by a professor of management and statistics who has taught the discipline for fifteen years Appropriate for professional financial analysts as well as MBA students For professionals and students whose responsibilities or studies include a full understanding of financial modeling Next Generation Excel Second Edition offers comprehensive training

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Research

Methodology in Zoology P.S. Narayana,D. Varalakshmi,T. Pullaiah,K.R.S. Sambasiva Rao,2018-03-01 The book comprises of different chapters associated with methodology in Zoology all at one place describing in detail in a simple and comprehensive way The importance of creativity and motivation in research the planning and proposal of research project the description of different techniques involved in animal research are described in an elaborate way The book is also a source of different aspects of research methodology in animal science dealt with in a comprehensive manner tailored to the needs of postgraduate students research scholars for easy understanding The book is profusely illustrated This book is intended for providing an overall understanding about the basics of research methodology associated with research management of scientific information and all about the communication of findings of research in Zoology The book also serves as a good reference as well as a text book for PG students as well as research scholars in Animal Science working for their M Phil and Ph D for understanding the different facets of the process of scientific research

Power Pivot and Power BI

MrExcel's Holy Macro! Books,Rob Collie,Avichal Singh,2024-09-26 Unlock the power of data analysis with Power Pivot and Power BI Master the techniques and tools to transform your data into insightful reports dashboards and models Key Features Step by step guide to mastering Power Pivot and Power BI Practical examples and real world applications Foundational to advanced techniques for effective data analysis Book DescriptionMaster Power Pivot and Power BI with this comprehensive guide designed to elevate your data analysis and business intelligence skills Starting with the essentials of Power Pivot you ll learn how to load and transform data create calculated columns and apply foundational DAX functions As you advance the book dives into more complex topics like working with multiple tables understanding relationships and mastering advanced DAX functions such as CALCULATE and FILTER You ll also explore the powerful capabilities of Power BI Desktop and learn how to turn your data into compelling visualizations that drive impactful business decisions With a focus

on practical application the guide includes real world examples and exercises to reinforce each concept By the end of this guide you ll have the skills to build sophisticated data models optimize performance and create dynamic reports and dashboards that effectively communicate insights This guide is perfect for professionals aiming to harness the full power of Excel and Power BI in their data driven decision making processes What you will learn Understand the Power Pivot and Power BI ecosystem Load and prepare data effectively Build and manage calculated columns Master DAX measures and functions Optimize data model performance Leverage Power BI Desktop and advanced features Who this book is for Ideal for data professionals Excel users and business analysts this book assumes a basic understanding of Excel but no prior knowledge of Power Pivot or Power BI It is suitable for anyone looking to enhance their data analysis and reporting skills using these tools

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