Manual de Microsoft Excel 2007

UNIDAD 1: Introducción a Excel 2007

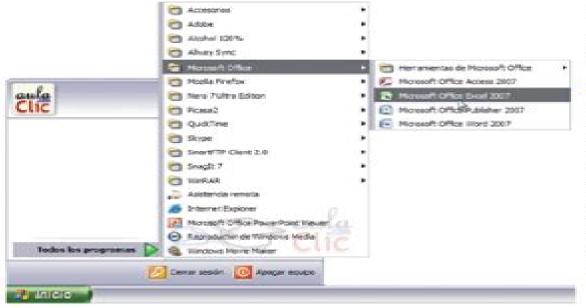
¿Qué es y para que sirve Excel 2007?

Excel2007 es una hoja de cálculo integrada en Microsoft Office, cuya finalidad es la realización de cálculos sobre datos introducidos en la misma así como la representación de estos valores de forma grafica. A estas capacidades se suma la posibilidad de utilizarla como base de datos, te resultará familiar utilizar Excel, puesto que muchos iconos y comandos funcionan de forma similar en todos los programas de Office. Excel trabaja con hojas de cálculos que están integradas en libros de trabajo.

Libro de Trabajo: Es un comunto de hojas de cálculo y otros elementos como gráficos. El libro de trabajo contiene 16 hojas de cálculo que se pueden eliminar, insertar, mover copiar y cambiar de nombre.

Excel se puede utilizar para multitud de cosas, tanto en el plano personal como en el plano profesional. Desde llevar las cuentas familiares hasta los más complejos cálculos financieros.

Ahora vamos a ver cuales son los elementos básicos de Excel 2007, la pantalla, las barras, etc., para saber diferenciar entre cada uno de ellos. Aprenderás cómo se llaman, dónde están y para que sirven. También cómo obtener ayuda, por si en algún momento no sabes cómo seguir trabajando. Cuando conozcas todo esto estarás en disposición de empezar a crear hojas de calculo en el siguiente tema.



Iniciar Excel 2007

Vamos a ver las dos formas básicas de iniciar Excel 2007

Desde el boton Inicio situado, normalmente, en esquina inferior. izquierda de la pantalla. Coloca el cursor y haz dic sobre el botón Inicio se despliega un menu, al colocar el cursor sobre Todos los programas, aparece otra lista con los or o greames grad. installados 6000 the said ordenador coloca puntero del ratón sobre la carpeta con el nombre Microsoft Office y haz dic sobre

Manual De Office Excel 2007

S Nieto



Decoding Manual De Office Excel 2007: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "Manual De Office Excel 2007," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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