



EXCEL 2007

Unidad 1:

Introducción. Elementos de Excel 2007

1.1 La pantalla inicial

Bienvenidos 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

Manual Do Microsoft Excel

Padhraic Smyth

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the author's name.

Manual Do Microsoft Excel:

This book delves into Manual Do Microsoft Excel. Manual Do Microsoft Excel is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Manual Do Microsoft Excel, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Manual Do Microsoft Excel
 - Chapter 2: Essential Elements of Manual Do Microsoft Excel
 - Chapter 3: Manual Do Microsoft Excel in Everyday Life
 - Chapter 4: Manual Do Microsoft Excel in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Manual Do Microsoft Excel. This chapter will explore what Manual Do Microsoft Excel is, why Manual Do Microsoft Excel is vital, and how to effectively learn about Manual Do Microsoft Excel.
3. In chapter 2, this book will delve into the foundational concepts of Manual Do Microsoft Excel. The second chapter will elucidate the essential principles that need to be understood to grasp Manual Do Microsoft Excel in its entirety.
4. In chapter 3, the author will examine the practical applications of Manual Do Microsoft Excel in daily life. The third chapter will showcase real-world examples of how Manual Do Microsoft Excel can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Manual Do Microsoft Excel in specific contexts. This chapter will explore how Manual Do Microsoft Excel is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Manual Do Microsoft Excel. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Manual Do Microsoft Excel.

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