



MICROSOFT EXCEL

Microsoft Excel es un programa para realizar cálculos de tipo matemático, estadístico, financiero, lógico, etc. Este programa pertenece a la Suite Ofimática de Microsoft Office. Está clasificado como una Hoja de Cálculo en donde se pueden elaborar documentos tales como:

- Facturas de Venta
- Cotizaciones
- Nómina de Empleados
- Tablas Financieras
- Cuadros Estadísticos
- Listados Ordenados Alfabéticamente
- Formatos para Documentos de la Empresa
- Gráficos estadísticos basados en los datos
- Y muchas cosas más...

Este programa le permitirá realizar cálculos en forma automatizada por medio de Fórmulas y Funciones predeterminadas lo cual le ayudará a agilizar los procesos de cálculo que requiera de forma fácil y rápida.

La hoja de cálculo se ve como una cuadrícula conformada por filas y columnas en las cuales podrá colocar información o realizar operaciones de tipo matemático.

TERMINOS COMUNES EN LA HOJA DE CÁLCULO

- ❏ **Libro:** Se denomina Libro al conjunto de Hojas de Cálculo. Un libro es un archivo de Excel.
- ❏ **Hoja:** Es un arreglo de filas y columnas que tiene el aspecto de una cuadrícula o planilla.
- ❏ **Fila:** Cada una de las disposiciones horizontales dentro de la Hoja de Cálculo y se identifican por un número.
- ❏ **Columna:** Cada una de las disposiciones verticales dentro de la Hoja de Cálculo y se identifican por una letra.
- ❏ **Celda:** Es la intersección de una columna con una fila. Se identifican mencionando la letra de la columna y el número de la fila. Por ejemplo: B5.
- ❏ **Rango:** Es un conjunto de celdas que se encuentran seleccionadas y agrupadas en forma rectangular. Se hace referencia a un rango nombrando su celda superior izquierda, seguida por dos puntos (:) y luego por su celda inferior derecha.
- ❏ **Dato:** Es cualquier información no elaborada. Puede ser un texto, un número, una fecha, etc.
- ❏ **Fórmula:** Expresión matemática que involucra referencias de celda y que devuelven un resultado. Toda fórmula debe empezar con el signo igual (=).
- ❏ **Función:** Es una expresión que tiene un nombre seguido de un paréntesis dentro de los cuales se pueden colocar los argumentos de dicha función. Un argumento puede ser una serie de datos separados por comas (o punto y coma) o un rango de celdas. Las funciones también retornan un resultado y deben empezar con el signo igual (=). Por ejemplo: **=SUMA(C7:C20)**
- ❏ **Encabezado:** Es cada uno de los nombres que aparecen en cada columna donde hayan datos.
- ❏ **Etiqueta:** Es una serie de nombres o valores que hacen parte de la primera columna de una hoja de cálculo.
- ❏ **Tabla:** Es el conjunto de columnas y filas que contienen una información relacionada.
- ❏ **Cursor o Puntero:** Es un señalizador dentro de la hoja de cálculo y tiene la forma de una cruz.

Microsoft Excel 2003 Manual

Logical Operations



Microsoft Excel 2003 Manual:

Absolute Beginner's Guide to Microsoft Office Excel 2003 Joe Kraynak, 2003 Takes you step by step through the most essential tasks and provides plenty of illustrations that show you exactly what to do abstract Excel 2003: The Missing Manual Matthew MacDonald, 2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world's most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel *Excel 2003 for Starters: The Missing Manual* Matthew MacDonald, 2005-10-31 The dominant spreadsheet program and one of the most widely used software applications in the world Microsoft Excel is unbelievably powerful and can be downright intimidating If you're new to Excel or among the many existing Excel users who are dazed and confused by all that the program can do and by how little it has actually done for you Excel for Starter The Missing Manual is your ideal resource For everyone who wants to quickly get up to speed on Excel to create organize and present household and or office data and information this smart new guide delivers just the essentials it concentrates on the must have information and the best most practical Excel features that people like you can use to maximize your productivity and minimize your spreadsheet confusion and frustration Excel for Starters The Missing Manual demystifies spreadsheets and explains how to use them most effectively and efficiently Clear explanations with lots of examples step by step instructions helpful illustrations and timesaving advice guide you through all the most common and useful features of Excel 2002 and 2003 including how to build spreadsheets add and format

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Student Manual and Data Logical Operations,2004-12 This ILT Series manual teaches the basic functions and features of Excel 2003 Students will learn how to enter and edit data labels and formulas work with functions format cells print worksheets create charts and save a workbook as a Web page Comes with a companion CBT program *Open Learning Guide for Excel 2003 Introductory* Cia Training Ltd Staff,2004-05 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of an Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual using a step by step approach **Courseguide: Microsoft Office Excel 2003-Illustrated Intermediate** Elizabeth Eisner Reding,Lynn Wermers,2004-01 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Excel 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool Excel 2007: The Missing Manual Matthew MacDonald,2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even if users can find advanced features they probably won t know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving

advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information **Microsoft Office Excel 2003** Elizabeth Eisner Reding,2005-03 Part of the Illustrated series this text offers a visual flexible way to build Microsoft Excel 2003 skills *Microsoft Office Excel 2003 Level 3* Cardinale Iglesias,2003 **Microsoft Office Specialist** Linda F. Johnson,2006-07-28 Validate your expertise and get the attention of employers with Microsoft Office Specialist certification This comprehensive guide is what you need to prepare for certification in Excel 2003 both the Specialist and Expert levels Carefully planned by a seasoned Microsoft Office Specialist instructor this invaluable study guide uses real world scenarios to teach the full range of Excel 2003 skills you need not only to prepare for the certification exams but also to increase your ability and productivity in the workplace Covering twenty four Specialist exam objectives and thirty three Expert exam objectives the book progresses through the functions and features of Excel software Even entry level Excel users can rapidly build their skills Excel 2003 Specialist Certification Skill Sets Creating Data and Content Analyzing Data Formatting Data and Content Collaborating Managing Workbooks Excel 2003 Expert Certification Skill Sets Organizing and Analyzing Data Formatting Data and Content Collaborating Managing Data and Workbooks Customizing Excel Plus you ll find additional career preparation tools including Solutions for real world scenarios Structured learning for quick productivity Full glossary of terms Go to www.sybex.com/go/mosexcel2003 for downloadable sample files from the exercises in the book Practice what you ve learned on your own Visit www.sybex.com for all of your professional certification needs **Open Learning Guide for Excel 2003 Intermediate** Cia Training Ltd Staff,2004-06 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a more complex Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual step by step approach **The Beginners Guide to Microsoft Excel 2003** Michael McAleer,2006 This book utilizes a step by step process of creating a worksheet through Microsoft Excel to teach the novice user the basics as well as some advanced techniques of the program The book allows the student to become familiar with various key terms processes and functions of Excel and effectively gives them hands on training by creating an actual spreadsheet through various stages When finished the reader will have a general knowledge of Excel and a foundation for continuance of that knowledge This is not your typical tutorial as it is not designed to teach you everything there is to know about Excel It was written with the idea in mind of showing the student how truly intuitive the program is You will essentially teach yourself upon completion of my book I will show you the basics of Microsoft Excel and will detail how to continue learning even after you have finished **The Lawyer's Guide to Microsoft Excel 2007** John C. Tredennick,2009 Designed as a hands on manual for beginners as well as longtime spreadsheet users the reader will learn how to build spreadsheets from scratch use them to analyze issues and to create graphics presentation Key lessons include Spreadsheets 101 how to get started for beginners Advanced Spreadsheets

how to use formulas to calculate values for settlement offers and damages business deals Simple Graphics and Charts how to make sophisticated charts for the court or to impress your clients and sorting and filtering data and more

Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box

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Open Learning Guide for Excel 2003 Advanced Cia Training Ltd Staff, 2004-09 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a complex Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual step by step approach

Microsoft Excel 2003 Manual Book Review: Unveiling the Magic of Language

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