



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

Moac Microsoft Excel 2010 Lesson 2 Answers

J Spring



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Embracing the Tune of Term: An Psychological Symphony within **Moac Microsoft Excel 2010 Lesson 2 Answers**

In a world taken by screens and the ceaseless chatter of quick communication, the melodic beauty and emotional symphony produced by the prepared word usually diminish in to the background, eclipsed by the relentless sound and disturbances that permeate our lives. But, nestled within the pages of **Moac Microsoft Excel 2010 Lesson 2 Answers** a charming fictional prize brimming with raw emotions, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, that fascinating masterpiece conducts readers on a mental trip, skillfully unraveling the hidden tunes and profound affect resonating within each carefully crafted phrase. Within the depths with this emotional assessment, we can examine the book is main harmonies, analyze their enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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Table of Contents Moac Microsoft Excel 2010 Lesson 2 Answers

1. Understanding the eBook Moac Microsoft Excel 2010 Lesson 2 Answers
 - The Rise of Digital Reading Moac Microsoft Excel 2010 Lesson 2 Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Moac Microsoft Excel 2010 Lesson 2 Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Moac Microsoft Excel 2010 Lesson 2 Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Moac Microsoft Excel 2010 Lesson 2 Answers
 - Personalized Recommendations

- Moac Microsoft Excel 2010 Lesson 2 Answers User Reviews and Ratings
- Moac Microsoft Excel 2010 Lesson 2 Answers and Bestseller Lists
- 5. Accessing Moac Microsoft Excel 2010 Lesson 2 Answers Free and Paid eBooks
 - Moac Microsoft Excel 2010 Lesson 2 Answers Public Domain eBooks
 - Moac Microsoft Excel 2010 Lesson 2 Answers eBook Subscription Services
 - Moac Microsoft Excel 2010 Lesson 2 Answers Budget-Friendly Options
- 6. Navigating Moac Microsoft Excel 2010 Lesson 2 Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Moac Microsoft Excel 2010 Lesson 2 Answers Compatibility with Devices
 - Moac Microsoft Excel 2010 Lesson 2 Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Moac Microsoft Excel 2010 Lesson 2 Answers
 - Highlighting and Note-Taking Moac Microsoft Excel 2010 Lesson 2 Answers
 - Interactive Elements Moac Microsoft Excel 2010 Lesson 2 Answers
- 8. Staying Engaged with Moac Microsoft Excel 2010 Lesson 2 Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Moac Microsoft Excel 2010 Lesson 2 Answers
- 9. Balancing eBooks and Physical Books Moac Microsoft Excel 2010 Lesson 2 Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Moac Microsoft Excel 2010 Lesson 2 Answers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Moac Microsoft Excel 2010 Lesson 2 Answers
 - Setting Reading Goals Moac Microsoft Excel 2010 Lesson 2 Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Moac Microsoft Excel 2010 Lesson 2 Answers
 - Fact-Checking eBook Content of Moac Microsoft Excel 2010 Lesson 2 Answers

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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