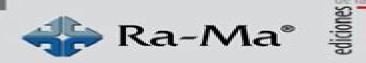




Excel 2013® Manual básico

Francisco Pascual González





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Excel 2013: The Missing Manual Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever but it s also more complex That s where this Missing Manual comes in With crystal clear explanations and hands on examples Excel 2013 The Missing Manual shows you how to master Excel so you can easily track analyze and chart your data You ll be using new features like PowerPivot and Flash Fill in no time The important stuff you need to know Go from novice to ace Learn how to analyze your data from writing your first formula to charting your results Illustrate trends Discover the clearest way to present your data using Excel's new Quick Analysis feature Broaden your analysis Use pivot tables slicers and timelines to examine your data from different perspectives Import data Pull data from a variety of sources including website data feeds and corporate databases Work from the Web Launch and manage your workbooks on the road using the new Excel Web App Share your worksheets Store Excel files on SkyDrive and collaborate with colleagues on Facebook Twitter and LinkedIn Master the new data model Use PowerPivot to work with millions of rows of data Make calculations Review financial data use math and scientific formulas and perform statistical analyses Excel 2013: The Missing Manual Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever but it s also more complex That s where this Missing Manual comes in With crystal clear explanations and hands on examples Excel 2013 The Missing Manual shows you how to master Excel so you can easily track analyze and chart your data You ll be using new features like PowerPivot and Flash Fill in no time The important stuff you need to know Go from novice to ace Learn how to analyze your data from writing your first formula to charting your results Illustrate trends Discover the clearest way to present your data using Excel s new Quick Analysis feature Broaden your analysis Use pivot tables slicers and timelines to examine your data from different perspectives Import data Pull data from a variety of sources including website data feeds and corporate databases Work from the Web Launch and manage your workbooks on the road using the new Excel Web App Share your worksheets Store Excel files on SkyDrive and collaborate with colleagues on Facebook Twitter and LinkedIn Master the new data model Use PowerPivot to work with millions of rows of data Make calculations Review financial data use math and scientific formulas and perform statistical analyses Office 2013: The Missing Manual Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel's Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows

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Amazon Fire Phone: The Missing Manual Preston Gralla, 2014-12-16 Unleash the powers of the Amazon Fire phone with help from technology guru Preston Gralla Through clear instructions and savvy advice this fast paced engaging guide shows you how to make the most of Fire phone s innovative features including Firefly Dynamic Perspective one handed gestures and integration with Amazon Prime The important stuff you need to know Gain control with Dynamic Perspective Tilt your phone to scroll move your head to play games and explore maps in 3D Take pictures further Capture high res panoramic and moving lenticular photos Shoot HD video too Shop with ease Use Firefly to identify music videos and other items and go straight to the product s Amazon page Get the apps you want Load up on games and apps for productivity health and fitness and social networking from Amazon's Appstore Solve problems right away Get live tech support from Amazon via video chat with the Mayday help feature Carry the Cloud in your hand Access Prime Instant Video your Kindle library and your uploaded photos and videos Excel Tables Zack Barresse, Kevin Jones, 2014-08-01 Creating tables in Excel allows for easier formatting and reporting but the new syntax that it implies can be intimidating to the uninitiated In this guide one of the developers of the official Microsoft Excel 2013 templates all of which employ tables helps introduce readers to the multiple benefits of tables The book begins by explaining what tables are how to create them and how they can be used in reporting before moving on to slightly more advanced topics including slicers and filtering working with VBA macros and using tables in the Excel web app Novice Excel users and experts alike will find relevant useful and authoritative

information in this one of a kind resource WordPress: The Missing Manual Matthew MacDonald, 2014-06-25 Whether you re a budding blogger or seasoned Web designer WordPress is a brilliant tool for creating websites once you know how to tap its impressive features The latest edition of this jargon free Missing Manual shows you how to use WordPress 3 9 s themes widgets plug ins and souped up editing and multimedia tools to build just about any kind of site The important stuff you need to know Create your site Get hands on A to Z instructions for building all types of websites from classy blogs to professional looking ecommerce sites Add features Choose from thousands of widgets and plug ins to enhance your site s ease of use looks and performance Mix in multimedia Add picture galleries slideshows video clips music players and podcasts to your pages Attract an audience Create automatic content feeds sign up site subscribers and help readers share your posts on social media Fine tune your content Analyze site statistics to improve your content and reach and to optimize your site for search engines Go Mobile Choose a theme that automatically reconfigures your site for mobile devices Build a truly unique site Learn how to customize WordPress themes to create a site that looks exactly the way you want it to PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp ,2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying

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