

Manual de Microsoft Excel 2007

UNIDAD 1: Introducción a Excel 2007

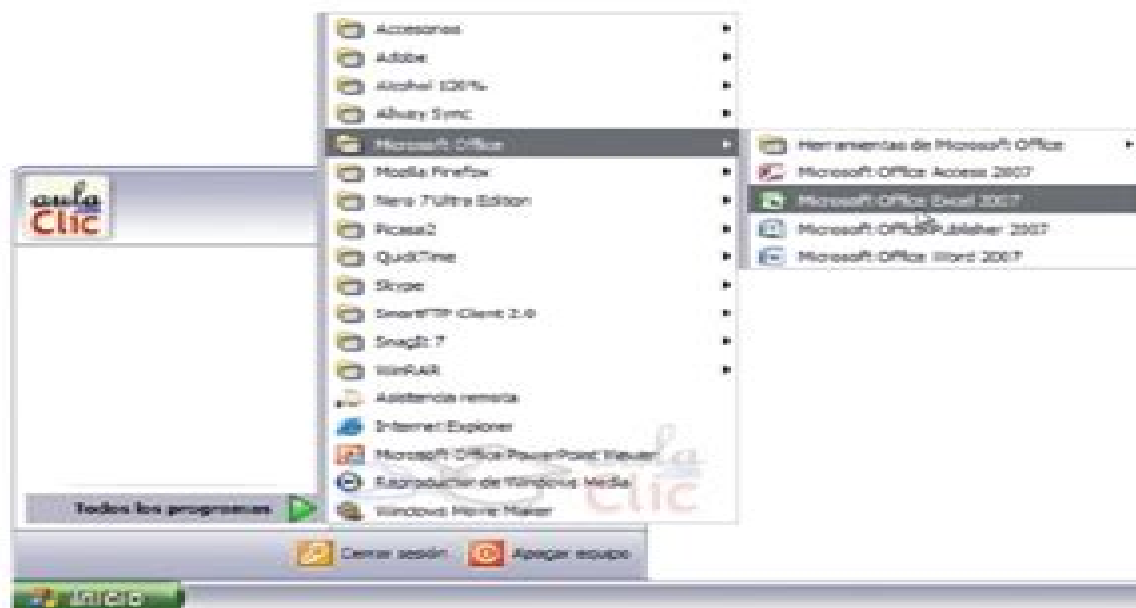
¿Qué es y para qué sirve Excel 2007?

Excel 2007 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 gráfica. 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 conjunto 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 cuáles 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 qué 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 cálculo en el siguiente tema.



Iniciar Excel 2007

Vamos a ver las dos formas básicas de iniciar Excel 2007.

● Desde el botón Inicio situado, normalmente, en la esquina inferior izquierda de la pantalla. Coloca el cursor y haz clic sobre el botón Inicio se despliega un menú; al colocar el cursor sobre Todos los programas, aparece otra lista con los programas que hay instalados en tu ordenador; coloca el puntero del ratón sobre la carpeta con el nombre Microsoft Office y haz clic sobre

Manual De Office Excel 2007

Patrick Vollmar



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Manual De Office Excel 2007 Introduction

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