



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

Yicheng Fang



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