



EXCEL 2007

Unidad 1:

Introducción. Elementos de Excel 2007

1.1 La pantalla inicial

Bienvenidos a Microsoft Excel 2007

Excel es un programa del tipo Hoja de Cálculo que permite realizar operaciones con números organizados en una cuadrícula. Es útil para realizar desde simples sumas hasta cálculos de préstamos hipotecarios.

¿Qué es y para qué sirve Excel2007?

Excel2007 es una hoja de cálculo integrada en Microsoft Office. Esto quiere decir que si ya conoces otro programa de Office, como Word, Access, Outlook, PowerPoint, te resultará familiar utilizar Excel, puesto que muchos iconos y comandos funcionan de forma similar en todos los programas de Office.

Probablemente no te sirva de mucho saber que Excel es una hoja de cálculo, no te preocupes, ahora te lo explicamos. Una hoja de cálculo es un programa que es capaz de trabajar con números de forma sencilla e intuitiva. Para ello se utiliza una cuadrícula donde en cada celda de la cuadrícula se pueden introducir números, letras y gráficos.

Como entrar a Excel

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2. Todos los programas
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4. Microsoft Excel 2007

Microsoft Excel 2007 Manual

Shasha Hu



Microsoft Excel 2007 Manual:

Excel 2007 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

Excel 2007 for Starters Matthew MacDonald, 2007 A comprehensive beginner's guide to using Microsoft Excel 2007 that covers basic functions and worksheets adding information and moving data formatting cells viewing and printing basic formulas tables charts and other topics

Excel 2007 Helen Dixon, 2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You'll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You'll even gain timesaving tips and shortcuts

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

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Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-15 Complete classroom training

manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered

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 much more Topics Covered Getting Acquainted with Publisher 1 The Publisher Environment 2 The Title Bar 3 The Ribbon 4
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 Using the Pack and Go Feature 3 Sharing and Exporting Publications Helping Yourself 1 Using Publisher Help **Microsoft**
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 indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more
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Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar

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Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manual for Microsoft
 OneNote 2019 122 pages and 67 individual topics Includes practice exercises and keyboard shortcuts You will learn note

creation formatting working with Microsoft Outlook using tables sharing and collaboration formatting pages and much more

Topics Covered

Getting Acquainted with OneNote

- 1 The OneNote Environment
- 2 The Title Bar
- 3 The Ribbon
- 4 The File Tab and Backstage View
- 5 The Quick Access Toolbar
- 6 The Scroll Bars
- 7 The Mini Toolbar

Getting Started

- 1 Opening Saving and Closing Notebooks
- 2 Creating New Notebooks
- 3 Creating Moving and Deleting Sections and Pages
- 4 Creating Moving and Deleting Subpages

Notes

- 1 Creating a Basic Note
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- 3 Checking Spelling
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- 3 Working with Microsoft Outlook Tasks

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- 4 Moving Tables and Table Data

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- 4 Converting Handwriting to Type

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- 2 Creating New Windows
- 3 Searching Content in a Notebook
- 4 Wiki Linking
- 5 Tagging Notes
- 6 Working with Sections
- 7 Section Groups

Stationery and Templates

- 1 Applying Templates and Stationery
- 2 Custom Templates
- 3 Choosing a Default Template

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Printing

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- 3 Sharing Notes in an Outlook Meeting Invitation
- 4 Synching Notebooks
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- 7 Finding Newly Added Content with Highlighting
- 8 Page Versions
- 9 The Notebook Recycle Bin

Researching with OneNote

- 1 Linked Notes
- 2 The Research Pane
- 3 Translating Text with the Mini Translator

Changing OneNote Options

- 1 Customizing the Quick Access Toolbar and Ribbon
- 2 Changing OneNote Options

Helping Yourself

- 1 Using OneNote Help

Microsoft PowerPoint 2016 Training Manual

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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
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- 13 What s New in PowerPoint 2016

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- 3 Creating New Presentations
- 4 Saving Presentations
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