



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

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**Bill Evjen,Christian Nagel,Rod
Stephens,Robert Vieira,Nick
Randolph,Scott Hanselman**

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Next Generation Excel Isaac Gottlieb,2013-02-04 Take Excel to the next level in accounting and financial modeling In this new Second Edition of Next Generation Excel Isaac Gottlieb shows financial analysts how to harness the full power of Excel to move forward into the new world of accounting and finance Companies of all sizes use financial models to analyze their finances and plan business operations as well as to create financial accounting reports like balance sheets income statements and statements of cash flows While many businesspeople are quite familiar with the reports created with financial models most are not as familiar with the creation of the models themselves This book shows them how to build an accurate and effective financial model using the solid functionality and easy usability of Excel Fully updated and revised to include support for Apple users Written by a professor of management and statistics who has taught the discipline for fifteen years Appropriate for professional financial analysts as well as MBA students For professionals and students whose responsibilities or studies include a full understanding of financial modeling Next Generation Excel Second Edition offers comprehensive training

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Research Methodology in Zoology P.S. Narayana,D. Varalakshmi,T. Pullaiah,K.R.S. Sambasiva Rao,2018-03-01 The book comprises of different chapters associated with methodology in Zoology all at one place describing in detail in a simple and comprehensive way The importance of creativity and motivation in research the planning and proposal of research project the description of different techniques involved in animal research are described in an elaborate way The book is also a source of different aspects of research methodology in animal science dealt with in a comprehensive manner tailored to the needs of postgraduate students research scholars for easy understanding The book is profusely illustrated This book is intended for providing an overall understanding about the basics of research methodology associated with research management of scientific information and all about the communication of findings of research in Zoology The book also serves as a good reference as well as a text book for PG students as well as research scholars in Animal Science working for their M Phil and Ph D for understanding the different facets of the process of scientific research

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real world examples and exercises to reinforce each concept By the end of this guide you ll have the skills to build sophisticated data models optimize performance and create dynamic reports and dashboards that effectively communicate insights This guide is perfect for professionals aiming to harness the full power of Excel and Power BI in their data driven decision making processes What you will learn Understand the Power Pivot and Power BI ecosystem Load and prepare data effectively Build and manage calculated columns Master DAX measures and functions Optimize data model performance Leverage Power BI Desktop and advanced features Who this book is for Ideal for data professionals Excel users and business analysts this book assumes a basic understanding of Excel but no prior knowledge of Power Pivot or Power BI It is suitable for anyone looking to enhance their data analysis and reporting skills using these tools [The Software Encyclopedia](#) ,1986

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