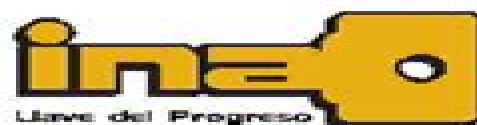


# **MANUAL DE MICROSOFT EXCEL 2007**

**Francisco Jiménez Bonilla**



**Instituto  
Nacional de  
Aprendizaje**

**San José, CR: INA, Agosto 2008**

# Manual For Microsoft Excel 2007

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## **Manual For Microsoft Excel 2007:**

**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

**The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly, Curt Simmons, 2007-02-05 This title helps readers get the most from Excel 2007's update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA

**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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longtime users alike find their way around without getting lost With this book in hand you ll be able to find your favorite Excel tools quickly It s packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you ll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell s contents followed by concise instructions for performing the task You ll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don t let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease

**The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly,Curt Simmons,2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and increase your output Sidebars tables and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out Inside Scoops for practical insights from the author It s like having your own expert at your side

*The Lawyer's Guide to Microsoft Excel 2007* John C. Tredennick,2009 Designed as a hands on manual for beginners as well as longtime spreadsheet users the reader will learn how to build spreadsheets from scratch use them to analyze issues and to create graphics presentation Key lessons include Spreadsheets 101 how to get started for beginners Advanced Spreadsheets how to use formulas to calculate values for settlement offers and damages business deals Simple Graphics and Charts how to make sophisticated charts for the court or to impress your clients and sorting and filtering data and more

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Dependent Cells 3 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation Outlining Worksheets 1  
 Using Outlines 2 Applying and Removing Outlines 3 Applying Subtotals Consolidating Worksheets 1 Consolidating Data  
 Tables 1 Creating a Table 2 Adding an Editing Records 3 Inserting Records and Fields 4 Deleting Records and Fields Sorting  
 Data 1 Sorting Data 2 Custom Sort Orders Filtering Data 1 Using AutoFilters 2 Using the Top 10 AutoFilter 3 Using a Custom  
 AutoFilter 4 Creating Advanced Filters 5 Applying Multiple Criteria 6 Using Complex Criteria 7 Copying Filter Results to a  
 New Location 8 Using Database Functions Using What If Analysis 1 Using Data Tables 2 Using Scenario Manager 3 Using  
 Goal Seek 4 Forecast Sheets Table Related Functions 1 The Hlookup and Vlookup Functions 2 Using the IF AND and OR  
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 Excel 1 Creating Charts 2 Selecting Charts and Chart Elements 3 Adding Chart Elements 4 Moving and Resizing Charts 5  
 Changing the Chart Type 6 Changing the Data Range 7 Switching Column and Row Data 8 Choosing a Chart Layout 9  
 Choosing a Chart Style 10 Changing Color Schemes 11 Printing Charts 12 Deleting Charts Formatting Charts in Excel 1  
 Formatting Chart Objects 2 Inserting Objects into a Chart 3 Formatting Axes 4 Formatting Axis Titles 5 Formatting a Chart  
 Title 6 Formatting Data Labels 7 Formatting a Data Table 8 Formatting Error Bars 9 Formatting Gridlines 10 Formatting a  
 Legend 11 Formatting Drop and High Low Lines 12 Formatting Trendlines 13 Formatting Up Down Bars 14 Formatting the  
 Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles 18 Saving Custom Chart  
 Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data Model from Excel Tables 3  
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 Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2 Managing the Data Model 3  
 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing Perspectives 7 PowerPivot PivotTables  
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 3 The Personal Macro Workbook

**A Guide to Microsoft Excel 2007 for Scientists and Engineers** Bernard  
 Liengme, 2008-11-27 Completely updated guide for scientists engineers and students who want to use Microsoft Excel 2007  
 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of

engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2007 Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results Updated with new examples problem sets and applications 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 *Microsoft Office Excel 2007 for Windows* Maria Langer,2007-04-26 Microsoft Office Excel 2007 is the biggest revision this industry standard software has undergone in years It has a brand new interface tons of new tools and even a suite of services called Excel Services to allow you to share your valuable data on the web For the first time in years there is a lot to learn to make the most of this powerful new update To take advantage of all of the new features in this powerful program and to do so quickly users need this Visual QuickStart Guide In these pages veteran author and trusted Excel teacher Maria Langer provides step by step instructions for the full gamut of Excel tasks from worksheet basics like editing using functions formatting cells and adding graphics objects to more advanced topics like creating charts working with databases and Web publishing As with all Visual QuickStart Guide books clear concise instructions and lots of visual aids make learning easy and painless Microsoft Excel 2007 Inmark-Elearning,2011 **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 Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 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

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 New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide  
 Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats 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  
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 Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2  
 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1  
 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using  
 PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2  
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 Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide  
 Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the  
 Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording  
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 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records  
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 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 in a Database 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 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 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 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections 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 Group 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 Subreport Control Reports 1 Using the Report Wizard 2 Using 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 Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7 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 2016 Only      *Microsoft 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

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