



## 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

**TeachUcomp**

A red, semi-transparent, circular graphic element with a gradient, positioned to the right of the TeachUcomp text.

## **Microsoft Excel 2003 Manual:**

Absolute Beginner's Guide to Microsoft Office Excel 2003 Joe Kraynak, 2003 Takes you step by step through the most essential tasks and provides plenty of illustrations that show you exactly what to do abstract      **Excel 2003: The Missing Manual** Matthew MacDonald, 2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world's most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel      **Excel 2003 for Starters** Matthew MacDonald, 2006 Provides information on using the spreadsheet software covering such topics as creating a worksheet data types formatting worksheets formulas templates and creating charts      *Microsoft Excel 2003: Basic Student Manual + Microsoft Access 2003: Basic*, 2006-04-01      **Microsoft Excel 2019 Training Manual Classroom in a Book** TeachUcomp, 2019-08-01 Complete classroom training manual for Microsoft Excel 2019 453 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering

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*Word 2003 ,2006*      **Courseguide: Microsoft Office Excel 2003-Illustrated**

**Intermediate** Elizabeth Eisner Reding,Lynn Wermers,2004-01 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Excel 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool

*Microsoft Access 2019 and 365 Training Manual Classroom in a Book* TeachUcomp,2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating

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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

## Unveiling the Magic of Words: A Overview of "**Microsoft Excel 2003 Manual**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Microsoft Excel 2003 Manual**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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