



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 Excet2007?

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

Probablemente no te sinva 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 sencita e intuitiva. Para ello se utiliza una cuadricula donde en cada celda de la cuadricula se pueden introducir números, letras y gráficos.

Como entrar a Excel

- 1. Inicia
- Todos los programas
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