



UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO
Dirección General de Cómputo y de Tecnologías de Información y Comunicación

TÉCNICAS AVANZADAS CON EXCEL

PRESENTACION

La hoja de cálculo Excel es una de las herramientas más populares en todos los ámbitos, porque permite la realización de operaciones complejas con fórmulas, al igual que la elaboración de distintos tipos de gráficos e informes. Cuenta con herramientas para ordenar, filtrar, depurar y analizar la información de bases de datos, ya sean locales o en red, así como elaborar gráficos especializados y automatizar procesos mediante macros.

En este curso utilizaremos las herramientas avanzadas de Excel para administrar listas de datos, hacer gráficos especializados, automatizar tareas e insertar objetos gráficos.

OBJETIVO

El participante

- Utilizará las herramientas de Excel para diseñar hojas de cálculo complejas, con diferentes tipos de gráficos y una presentación de alta calidad./>
- Automatizará tareas con macros, a través de las herramientas avanzadas de la hoja de cálculo Excel.

PERFIL DE INGRESO

El curso está dirigido a a las personas interesadas en la utilización de herramientas para el manejo de grandes volúmenes de datos; el intercambio de información con otras aplicaciones; la generación de diferentes tipos de gráficos; dar a éstos una presentación de alta calidad mediante el uso de formatos, y la automatización de tareas con macros.

Los interesados deberán:

- Haber acreditado o demostrar conocimientos equivalentes al curso Hoja de cálculo EXCEL.
- Contar con una cuenta de correo activa y acceso a Internet para conectarse al sitio del curso.
- Disponer de al menos 10 horas a la semana para revisar a fondo los contenidos y realizar las actividades de cada tema.

TEMARIO

1. DISEÑO DE HOJAS DE CÁLCULO

Nombres de rango.
Formatos condicionales.
Validación de celdas.
Herramientas de auditoría.
Protección de celdas, hojas y libros.

2. HERRAMIENTAS PARA EL MANEJO DE LISTAS DE DATOS

Tecnicas Avanzadas Con Microsoft Excel

Francisco Pascual Gonzalez

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Técnicas Avanzadas Con Microsoft Excel :

Excel de la A a la Z Serafin Ramón, 2024-01-08 Necesitas dominar Microsoft Excel para tu carrera o tus estudios Desea descubrir los trucos y consejos tecnológicos que aumentarán su productividad al instante Entonces este libro es para ti Microsoft Excel es una potente herramienta que le permitirá multiplicar por 10 su productividad y ahorrar mucho tiempo Repleta de instrucciones paso a paso y diagramas fáciles de seguir esta guía intuitiva de Microsoft Excel le ofrece una visión general completa para ayudarlo a dominar las funciones esenciales los m todos abreviados los comandos y las macros que Excel puede ofrecerle Esto es sólo un poco de lo que descubrir en su interior La guía definitiva de Excel Descubra una introducción fácil para principiantes al poder de Excel Funciones y fórmulas que cambian la vida Deje de teclear ecuaciones manuales y maximice su productividad con estas prácticas funciones incorporadas Ecuaciones Para Cada Situación Aprenda A Manejar Cuadros Colores Fuentes Formas Gráficos Y Tablas As Como Operaciones Que Incluyen Ordenar Filtrar Borrar Y Localizar Datos Conviértase en un profesional de Excel Deje de estresarse y automatice su carga de trabajo con los atajos de teclado consejos de productividad y operaciones que debe conocer de un profesional de Excel Imagine que pudiera ahorrarse horas de trabajo memorizando algunas fórmulas y atajos prácticos Cómo cambiar a su vida si pudiera acelerar las tareas aburridas Esta guía a todo en uno proporciona a los lectores de todos los niveles la sabiduría tecnológica que necesitan para hacerlo realidad Está listo para empezar a dominar Microsoft Excel

Aplicaciones Ofimáticas. 2ª Edición (GRADO MEDIO) José Luis Raya Cabrera, 2013-05-27 La presente obra está dirigida a los estudiantes del Ciclo Formativo Sistemas Microinformáticos y Redes de Grado Medio en concreto para el Módulo Profesional Aplicaciones Ofimáticas Dado su contenido resultará igualmente útil para cualquier lector que quiera aprender cómo funciona el paquete ofimático Office 2010 Word Excel Access PowerPoint y Outlook así como la manipulación de imágenes con Photoshop y GIMP la manipulación de videos con Windows Movie Maker y la creación de un blog A través de diversas prácticas se trabajará la elaboración de documentos plantillas y macros en Word el desarrollo de fórmulas funciones y gráficos en Excel la creación y consulta de base de datos con Access la creación de presentaciones con PowerPoint y el manejo del correo y la agenda electrónica con Outlook Paso a paso el lector conseguirá dominar cada una de estas aplicaciones de manera didáctica y fácil Así mismo se hace una introducción a la implantación de las aplicaciones ofimáticas y a las distintas técnicas de soporte

Técnicas Avanzadas con Microsoft Excel 2000 Claudio Sanchez, 2000-03 Todo lo nuevo de la versión 2000 Objetos de diálogo uso de macros gráficos avanzados formatos condicionales Herramientas de análisis Tablas dinámicas filtros y escenarios El libro número 10 del creador de la sección Superplanilla de la revista PC Users explica cómo ir un paso más allá de los conocimientos básicos del programa y propone una guía de Excel para el usuario inquieto Con prácticos ejemplos y un lenguaje simple y sin tecnicismos explica las características poco aprovechadas profundiza en todos los comandos y opciones poco conocidas del programa y revela todos sus secretos

Domine Microsoft Office 2013 Francisco Pascual Gonzalez, 2014-03-25 Las aplicaciones informáticas que

se utilizan a diario de forma más extendida son las que están reunidas en Office o Procesador de texto Word o Hoja de cálculo Excel o Base de datos Access o Sistema de presentaciones PowerPoint o Organizador y agenda Outlook Todos estos programas marcan un estándar para sus respectivas aplicaciones Este libro le proporciona un completo manual con el que resulta sencillo aprender su manejo con soltura Los temas están redactados con un lenguaje sencillo con el propósito de que todo su contenido esté al alcance de cualquier usuario tanto si dispone de experiencia previa en informática como si no la tiene Su lectura gradual instruye al lector en el pleno manejo y el aprendizaje de estas herramientas de la compañía Microsoft

Bases de Datos en MS Visual Basic 6.0 Gustavo du Mortier,2000 Este libro no es un simple manual de referencia sobre el uso de Visual Basic se concentra en explicar claramente y con ejemplos las últimas técnicas utilizadas en el manejo de bases de datos con este lenguaje visual Ofrece un recorrido por los métodos de acceso a datos explicando las ventajas y desventajas de cada uno como se diseña una base de datos como se utiliza el lenguaje SQL como se arma una buena interfase de usuario como se particiona una aplicación en un esquema de capas y como se implementa el acceso a datos mediante una página web entre otros temas clave Por su contenido está destinado a lectores que contando con conocimientos básicos de Visual Basic busquen trabajo como programadores en una empresa o planeen iniciarse en el negocio de desarrollar sistemas

Organización y operaciones con hojas de cálculo y técnicas de representación gráfica de documentos ALCON MARCOS, SERGIO,2022-10-31 Vivimos en la sociedad de la información por lo que cobran vital importancia los datos ya sean numéricos o alfanuméricos Las hojas de cálculo nos permiten almacenar ordenar y realizar diversas operaciones y por eso vamos a ver a través de estas páginas las posibilidades que nos ofrecen para el tratamiento de los datos En este libro realizamos una aproximación al conocimiento y manejo desde un nivel básico hasta un nivel intermedio de Microsoft Excel 365 con el añadido de actividades de autoevaluación y ejercicios que servirán para afianzar lo aprendido de manera práctica y amena Las soluciones están disponibles en www.paraninfo.es En este libro se desarrollan los contenidos referentes a la UF 0328

Organización y operaciones con hojas de cálculo y técnicas de representación gráfica de documentos que forma parte del MF 0986_3 Elaboración de tratamiento y presentación de documentos de trabajo enmarcado en los certificados de profesionalidad ADGG0108 Asistencia a la dirección regulado por el RD 1210 2009 de 17 de julio y modificado por el RD 645 2011 de 9 de mayo y ADGG0308 Asistencia documental y de gestión en despachos y oficinas regulado por el RD 645 2011 de 9 de mayo Sergio Alcón Marcos ha trabajado en diversos centros como profesor de Enseñanza Secundaria en las etapas de ESO Bachillerato y Ciclos Formativos de Formación Profesional específica

30 Métodos de Investigación Esenciales Explicados en 7 Minutos Cada Uno Nietsnie Trebla, **Excel 2013. Manual Básico** Francisco Pascual

Gonzalez,2014-06-27 Microsoft Excel es sin duda la herramienta de cálculo matemático más empleada en todo el mundo y a cualquier nivel Este manual proporciona un sencillo y preciso sistema didáctico para aprender a utilizar Excel 2013 mediante enseñanzas detalladas y abundantes ejemplos y ejercicios que se complementan con trucos interesantes Todo ello permite

experimentar de forma real el trabajo diario con esta excelente herramienta de cálculo. Incluye además un capítulo final dedicado a técnicas avanzadas con las que el usuario iniciado puede adentrarse en el nivel experto.

UF1921 - Técnicas de captación e intermediación inmobiliaria Rafael Manuel Pérez López, 2015-05-20 La finalidad de esta Unidad Formativa es enseñar a prospectar el mercado inmobiliario, contactar con los propietarios de los inmuebles prospectados y realizar la entrevista al propietario aplicando técnicas de captación según las condiciones establecidas por la organización, así como obtener el encargo de mediación aplicando técnicas de negociación. También se va a aprender a registrar la información necesaria para la gestión comercial del inmueble a fin de garantizar la validez, eficacia, disponibilidad y actualización de la cartera de inmuebles respetando la normativa de protección de datos vigente y código deontológico del sector. Para ello, en primer lugar se analizará el mercado inmobiliario y distribución inmobiliaria, las técnicas de prospección y localización de inmuebles, así como las técnicas de captación inmobiliaria. También se estudiarán las técnicas de intermediación y negociación, y por último se profundizará en los sistemas de gestión comercial inmobiliaria.

Curso rápido de Microsoft Excel 2000 Joyce Cox, 1999 Learn how to use the new powerful features of Excel 2000 that will enable you to access and analyze data and to publish your spreadsheets directly on the Web. Some of the topics included in the book are editing and formatting spreadsheets, classifying and summarizing data and searching for information among others.

Unveiling the Power of Verbal Beauty: An Emotional Sojourn through **Técnicas Avanzadas Con Microsoft Excel**

In a global inundated with displays and the cacophony of fast communication, the profound energy and mental resonance of verbal artistry often disappear into obscurity, eclipsed by the constant barrage of noise and distractions. However, set within the lyrical pages of **Técnicas Avanzadas Con Microsoft Excel**, a interesting work of fictional elegance that impulses with fresh thoughts, lies an remarkable journey waiting to be embarked upon. Written by a virtuoso wordsmith, this magical opus manuals viewers on a mental odyssey, softly revealing the latent possible and profound affect embedded within the delicate internet of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is central styles, dissect its interesting publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

https://archive.kdd.org/book/Resources/index.jsp/south_australia_from_the_air.pdf

Table of Contents Técnicas Avanzadas Con Microsoft Excel

1. Understanding the eBook Técnicas Avanzadas Con Microsoft Excel
 - The Rise of Digital Reading Técnicas Avanzadas Con Microsoft Excel
 - Advantages of eBooks Over Traditional Books
2. Identifying Técnicas Avanzadas Con Microsoft Excel
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Técnicas Avanzadas Con Microsoft Excel
 - User-Friendly Interface
4. Exploring eBook Recommendations from Técnicas Avanzadas Con Microsoft Excel
 - Personalized Recommendations

- Tecnicas Avanzadas Con Microsoft Excel User Reviews and Ratings
- Tecnicas Avanzadas Con Microsoft Excel and Bestseller Lists
- 5. Accessing Tecnicas Avanzadas Con Microsoft Excel Free and Paid eBooks
 - Tecnicas Avanzadas Con Microsoft Excel Public Domain eBooks
 - Tecnicas Avanzadas Con Microsoft Excel eBook Subscription Services
 - Tecnicas Avanzadas Con Microsoft Excel Budget-Friendly Options
- 6. Navigating Tecnicas Avanzadas Con Microsoft Excel eBook Formats
 - ePub, PDF, MOBI, and More
 - Tecnicas Avanzadas Con Microsoft Excel Compatibility with Devices
 - Tecnicas Avanzadas Con Microsoft Excel Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Tecnicas Avanzadas Con Microsoft Excel
 - Highlighting and Note-Taking Tecnicas Avanzadas Con Microsoft Excel
 - Interactive Elements Tecnicas Avanzadas Con Microsoft Excel
- 8. Staying Engaged with Tecnicas Avanzadas Con Microsoft Excel
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Tecnicas Avanzadas Con Microsoft Excel
- 9. Balancing eBooks and Physical Books Tecnicas Avanzadas Con Microsoft Excel
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Tecnicas Avanzadas Con Microsoft Excel
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Tecnicas Avanzadas Con Microsoft Excel
 - Setting Reading Goals Tecnicas Avanzadas Con Microsoft Excel
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Tecnicas Avanzadas Con Microsoft Excel
 - Fact-Checking eBook Content of Tecnicas Avanzadas Con Microsoft Excel

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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