



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

Lauren Gardner



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Table of Contents Tecnicas Avanzadas Con Microsoft Excel

1. Understanding the eBook Tecnicas Avanzadas Con Microsoft Excel
 - The Rise of Digital Reading Tecnicas Avanzadas Con Microsoft Excel
 - Advantages of eBooks Over Traditional Books
2. Identifying Tecnicas 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 Tecnicas Avanzadas Con Microsoft Excel
 - User-Friendly Interface
4. Exploring eBook Recommendations from Tecnicas 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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