



IMECAF México, S.C.
Instituto Mexicano de Contabilidad,
Administración y Finanzas

Nombre del Curso

MICROSOFT EXCEL MOAC (MICROSOFT OFFICIAL ACADEMIC COURSE)

Objetivo

Al terminar el curso, los participantes contarán con las principales herramientas de Excel que les permitirá organizar, analizar, administrar y compartir información con gran facilidad. Podrán comprender los principales conceptos que se utilizan en Excel, así como su uso práctico orientado al análisis de bases de datos, operaciones matemáticas y funciones básicas, así como el manejo de gráficas basado en tablas de información.

Temario

TEMARIO DEL CURSO DE EXCEL MOAC

I. CONCEPTOS BÁSICOS

- Crear y modificar un libro
- Formato de hojas de cálculo
- Administrar hojas de cálculo
- Formatear celdas y rangos

II. TRABAJAR CON DATOS

- Restringir las entradas de celda a cierto tipo de datos, quitar celdas, filas o columnas duplicadas de una hoja
- Ordenar datos con uno o múltiples criterios
- Filtrar datos utilizando atributos de celda
- Agrupar y desagrupar datos para calcular los subtotales
- Insertar una fila de totales en una tabla
- Ordenar y filtrar datos utilizando el formato condicional ,filtros y autofiltros avanzados.
- Crear un autofiltro personalizado

III. FÓRMULAS

- Referencias de celda relativas en una fórmula
- Utilizar referencias de celda absolutas
- Mostrar las fórmulas en la pantalla
- Crear una función que realice sumas, restas, multiplicaciones y divisiones
- Hacer referencia a los datos de otra hoja
- Asignar un nombre a un rango y cambiar el tamaño de un rango
- Crear una fórmula que opere en un rango
- Fórmulas para calcular subtotales y totales

Moac Microsoft Excel 20lesson 2 Answers

David Kirk



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Table of Contents Moac Microsoft Excel 20lesson 2 Answers

1. Understanding the eBook Moac Microsoft Excel 20lesson 2 Answers
 - The Rise of Digital Reading Moac Microsoft Excel 20lesson 2 Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Moac Microsoft Excel 20lesson 2 Answers
 - 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 Moac Microsoft Excel 20lesson 2 Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Moac Microsoft Excel 20lesson 2 Answers
 - Personalized Recommendations
 - Moac Microsoft Excel 20lesson 2 Answers User Reviews and Ratings
 - Moac Microsoft Excel 20lesson 2 Answers and Bestseller Lists
5. Accessing Moac Microsoft Excel 20lesson 2 Answers Free and Paid eBooks
 - Moac Microsoft Excel 20lesson 2 Answers Public Domain eBooks
 - Moac Microsoft Excel 20lesson 2 Answers eBook Subscription Services
 - Moac Microsoft Excel 20lesson 2 Answers Budget-Friendly Options

6. Navigating Moac Microsoft Excel 20lesson 2 Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Moac Microsoft Excel 20lesson 2 Answers Compatibility with Devices
 - Moac Microsoft Excel 20lesson 2 Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Moac Microsoft Excel 20lesson 2 Answers
 - Highlighting and Note-Taking Moac Microsoft Excel 20lesson 2 Answers
 - Interactive Elements Moac Microsoft Excel 20lesson 2 Answers
8. Staying Engaged with Moac Microsoft Excel 20lesson 2 Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Moac Microsoft Excel 20lesson 2 Answers
9. Balancing eBooks and Physical Books Moac Microsoft Excel 20lesson 2 Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Moac Microsoft Excel 20lesson 2 Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Moac Microsoft Excel 20lesson 2 Answers
 - Setting Reading Goals Moac Microsoft Excel 20lesson 2 Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Moac Microsoft Excel 20lesson 2 Answers
 - Fact-Checking eBook Content of Moac Microsoft Excel 20lesson 2 Answers
 - 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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