



Excel 2013®

Manual básico

Francisco Pascual González



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Basic Excel 2013 Manual

Axzo Press Staff



Basic Excel 2013 Manual:

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[Excel 2013: The Missing Manual](#) Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever but it's also more complex That's where this Missing Manual comes in With crystal clear explanations and hands on examples Excel 2013 The Missing Manual shows you how to master Excel so you can easily track analyze and chart your data You'll be using new features like PowerPivot and Flash Fill in no time The important stuff you need to know Go from novice to ace Learn how to analyze your data from writing your first formula to charting your results Illustrate trends Discover the clearest way to present your data using Excel's new Quick Analysis feature Broaden your analysis Use pivot tables slicers and timelines to examine your data from different perspectives Import data Pull data from a variety of sources including website data feeds and corporate databases Work from the Web Launch and manage your workbooks on the road using the new Excel Web App Share your worksheets Store Excel files on SkyDrive and collaborate with colleagues on Facebook Twitter and LinkedIn Master the new data model Use PowerPivot to work with millions of rows of data Make

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You're beyond the basics so dive in and really put your spreadsheet skills to work. This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Learn how the experts tackle Excel 2013 and challenge yourself to new levels of mastery. Includes companion eBook and sample files. Topics include Customizing the Excel workspace, Best practices for designing and managing worksheets, Creating formulas and functions, Performing statistical what-if and other data analysis, Core to advanced charting techniques, Using graphics and sparklines, Managing databases and tables, Automating Excel with macros and custom functions, Collaborating in Excel online in the cloud, and more. Extending Excel Excel 2013 Axzo Press Staff, 2013-03-21. This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text values and formulas and how to save workbooks in the native Excel format as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions and how to easily apply formatting techniques to worksheet data. They will create and modify charts and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft Excel. We've listened carefully to customer feedback on the content and redesigned the course to flow better in the classroom. Setup is clean and simple; examples relevant and extraneous content gone.

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