

Excel I

- » Periodicidad: Una vez a la semana
- » Numero de clases: 4 clases de dos horas
- » Requerimientos previos: Ninguno
- » Examen: Uno al final del curso
- » Certificación disponible: Certificación disponible al pasar el curso con una nota igual o mayor a 80.
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*Nota: Este curso se imparte utilizando la última versión disponible de Excel by Microsoft. Las clases serán dadas en Español, sin embargo, el Excel a utilizar será la versión en Inglés. Se proveerá material en ambos idiomas

Lista de Contenidos

» Shortcuts

» Ribbon Features

- Home: Paste Special, Format Painter, Border's GUI, Indenting, Center Across Selection, Wrap Text, Shrink to Fit, Superscript, Subscript, Number Format (bps), Autofit Row/Column, Tab Color, Clear, Sort, Filter, Find, Replace and Wildcards, Go To Special, Select Objects, Selection Pane
- Insert: Insert Shape, Edit Shape, Shape Outline, Align, Group, Rotate, Resize Shape to Fit Text, Margins, Screenshot, Hyperlink
- Formulas: Trace Precedents/Dependents, Show Formulas, Error Checking, Evaluate Formula, Calculation Options
- Data: Text to Columns, Remove Duplicates, Goal Seek, Outline
- Review: Spelling, Insert Comment, Comment Automatic Size
- View: Hide Grid, Zoom to Fit, New Window, Arrange Windows, Split, View Side by Side, Scrolling, Freeze Panes

» Text Formulas

- Right, Left, Mid, Len, Concatenate, Search, Find, Replace, Substitute, Lower, Upper, Proper, Rept, T, Text, Trim, Exact, Clean, Value, Formulatext, Numbervalue, Char, Code

» Conditional Formulas

- If, Sum, Sumif, Sumifs, Count, Counta, Countblank, Countif, Countifs, Average, Averagea, Averageif, Averageifs, Min, Mina, Max, Maxa, Small, Large, Rank, Rank.Eq, Rank.Avg