

Aplicaciones Ofimáticas (Office Applications)

# Unit 09. Spreadsheets

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Updated February 2023



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## Nomenclatura

A lo largo de este tema se utilizarán diferentes símbolos para distinguir elementos importantes dentro del contenido. Estos símbolos son:

 **Importante**

 **Atención**

 **Interesante**

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## UNIT 09. SPREADSHEETS

### 1. WHAT IS A SPREADSHEET?

A spreadsheet is software that allows us to create and modify sheets where we can have different types of calculations, statistics, thanks, etc. It is one of the main applications used on computers and has been constantly evolving from the 70s to the present.

You can find the full definition and more information about spreadsheets in: [https://es.wikipedia.org/wiki/Hoja\\_de\\_c%C3%A1lculo](https://es.wikipedia.org/wiki/Hoja_de_c%C3%A1lculo)

The most important spreadsheet applications are:

- Calc (LibreOffice Suite). It is free and free software.
- Excel (Office 365 suite). It is proprietary and paid software.
- Google Spreadsheet (Google Suite). It is proprietary and free software.

### 2. MICROSOFT OFFICE 365 (EXCEL)

To carry out this unit, we will use the Office 365 office suite. Within this office suite there are various programs (Word, PowerPoint, etc.), but in this unit to create and modify spreadsheets, we will use Excel.

**! Attention:** If you do not have your credentials to access Office 365, consult your teacher.

### 3. INTERESTING LINKS TO LEARN AND IMPROVE IN THE USE OF EXCEL 365

Training in text spreadsheets is something worked on throughout the compulsory education stage, so we start from having some basic knowledge. In any case, either to reinforce a concept or to learn a new trick, it is important to be in continuous training.

Here are some interesting links to learn/improve our word processing skills using Excel 365:

- Soporte de aprendizaje Microsoft <https://support.microsoft.com/es-es/training>
- Curso Excel 365 AulaClic:
  - <https://www.youtube.com/playlist?list=PLomN84AdULIBv1524upxPK4AvnS95G6x9>
- Curso Excel 365 básico
  - <https://www.youtube.com/playlist?list=PL5DmSQXXYNH-TfGCDZYS312z8HXGVqwlU>
- Canal TikTok AD Sistemas: <https://www.tiktok.com/@adsistemas>

### 4. WHAT GOES INTO THE EXAM?

We call this section that way because for students, it is always more attractive than "What should I learn in this topic?" :D.

In this unit, we do not make a list, since EVERYTHING (without exception) that we work on in the assessable activities and in the challenge is likely to enter for examination.

**! Attention:** In addition to these notes, only what has been worked on is included in activities and in the challenge. That does not mean having to know absolutely everything about Excel 365 or everything exposed in the recommended links.