

Crea un libro de trabajo	<a href="https://support.microsoft.com/en-us/office/create-a-workbook-82e9eab2-2e4e-463a-baa5-669b6c8ac543?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/create-a-workbook-82e9eab2-2e4e-463a-baa5-669b6c8ac543?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Insertar o eliminar una hoja de trabajo	<a href="https://support.microsoft.com/en-us/office/insert-or-delete-a-worksheet-861d97cb-3b33-4978-92e4-9446dc19b8da?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/insert-or-delete-a-worksheet-861d97cb-3b33-4978-92e4-9446dc19b8da?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Ocultar o mostrar columnas	<a href="https://support.microsoft.com/en-us/office/hide-or-unhide-columns-95146525-ce4f-4ff6-a118-c0724deb1a98?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/hide-or-unhide-columns-95146525-ce4f-4ff6-a118-c0724deb1a98?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Trabajar con enlaces en Excel	<a href="https://support.microsoft.com/en-us/office/work-with-links-in-excel-7fc80d8d-68f9-482f-ab01-584c44d72b3e?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/work-with-links-in-excel-7fc80d8d-68f9-482f-ab01-584c44d72b3e?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Cambiar el color del texto	<a href="https://support.microsoft.com/en-us/office/change-the-color-of-text-99b47f41-4e14-4551-a09d-820a004d1cde?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/change-the-color-of-text-99b47f41-4e14-4551-a09d-820a004d1cde?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Configuración de página	<a href="https://support.microsoft.com/en-us/office/page-setup-71c20d94-b13e-48fd-9800-cedd1fec6da3?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/page-setup-71c20d94-b13e-48fd-9800-cedd1fec6da3?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Cambiar a la vista de pantalla completa o normal en Excel	<a href="https://support.microsoft.com/en-us/office/switch-to-full-or-normal-screen-view-in-excel-cbf43625-3fbc-48ca-9ed7-1fc678f3a0cc?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/switch-to-full-or-normal-screen-view-in-excel-cbf43625-3fbc-48ca-9ed7-1fc678f3a0cc?ui=en-us&amp;rs=en-us&amp;ad=us</a>

Crear, aplicar o eliminar una vista personalizada	<a href="https://support.microsoft.com/en-us/office/create-apply-or-delete-a-custom-view-ce722bf9-0b4a-49a5-94ba-438fde18fc2b?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/create-apply-or-delete-a-custom-view-ce722bf9-0b4a-49a5-94ba-438fde18fc2b?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Ver o cambiar las propiedades de un archivo de Office	<a href="https://support.microsoft.com/en-us/office/view-or-change-the-properties-for-an-office-file-21d604c2-481e-4379-8e54-1dd4622c6b75?ui=en-us&amp;rs=en-us&amp;ad=us#viewchange16">https://support.microsoft.com/en-us/office/view-or-change-the-properties-for-an-office-file-21d604c2-481e-4379-8e54-1dd4622c6b75?ui=en-us&amp;rs=en-us&amp;ad=us#viewchange16</a>
Acercar o alejar un documento, presentación u hoja de trabajo	<a href="https://support.microsoft.com/en-us/office/zoom-in-or-out-of-a-document-presentation-or-worksheet-0a0ebbed-10e7-444b-b16b-6f0c090f8ec7?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/zoom-in-or-out-of-a-document-presentation-or-worksheet-0a0ebbed-10e7-444b-b16b-6f0c090f8ec7?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Mostrar u ocultar fórmulas	<a href="https://support.microsoft.com/en-us/office/display-or-hide-formulas-f7f5ab4e-bf24-4efc-8fc9-0c1b77a5356f?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/display-or-hide-formulas-f7f5ab4e-bf24-4efc-8fc9-0c1b77a5356f?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Establecer o borrar un área de impresión en una hoja de trabajo	<a href="https://support.microsoft.com/en-us/office/set-or-clear-a-print-area-on-a-worksheet-27048af8-a321-416d-ba1b-e99ae2182a7e?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/set-or-clear-a-print-area-on-a-worksheet-27048af8-a321-416d-ba1b-e99ae2182a7e?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Guardar un libro en otro formato de archivo	<a href="https://support.microsoft.com/en-us/office/save-a-workbook-in-another-file-format-6a16c862-4a36-48f9-a300-c2ca0065286e?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/save-a-workbook-in-another-file-format-6a16c862-4a36-48f9-a300-c2ca0065286e?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Imprima una hoja de trabajo o un libro de trabajo	<a href="https://support.microsoft.com/en-us/office/print-a-worksheet-or-workbook-f4ad7962-b1d5-4eb9-a24f-0907f36c4b94?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/print-a-worksheet-or-workbook-f4ad7962-b1d5-4eb9-a24f-0907f36c4b94?ui=en-us&amp;rs=en-us&amp;ad=us</a>

Elimine datos ocultos e información personal mediante la inspección de documentos, presentaciones o libros de trabajo	<a href="https://support.microsoft.com/en-us/topic/remove-hidden-data-and-personal-information-by-inspecting-documents-presentations-or-workbooks-356b7b5d-77af-44fe-a07f-9aa4d085966f?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/topic/remove-hidden-data-and-personal-information-by-inspecting-documents-presentations-or-workbooks-356b7b5d-77af-44fe-a07f-9aa4d085966f?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Importar o exportar archivos de texto (.txt o .csv)	<a href="https://support.microsoft.com/en-us/office/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Seleccionar el contenido de la celda	<a href="https://support.microsoft.com/en-us/office/select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us</a>
Insertar o eliminar filas o columnas	<a href="https://support.microsoft.com/en-us/office/insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us</a>
Combinar datos	<a href="https://support.microsoft.com/en-us/office/combine-data-217a1077-e1f1-4334-b509-ec63eee68572?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/combine-data-217a1077-e1f1-4334-b509-ec63eee68572?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Crea un formato de número personalizado	<a href="https://support.microsoft.com/en-us/office/create-a-custom-number-format-2e67d937-d5d5-46d1-b371-3192bafd0237?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/create-a-custom-number-format-2e67d937-d5d5-46d1-b371-3192bafd0237?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us</a>
Validar los datos de la celda	<a href="https://support.microsoft.com/en-us/office/validate-cell-data-82cfacc1-46ed-400f-863d-">https://support.microsoft.com/en-us/office/validate-cell-data-82cfacc1-46ed-400f-863d-</a>

	<a href="https://support.microsoft.com/en-us/office/insert-subtotals-in-a-list-of-data-in-a-worksheet-7881d256-b4fa-4f81-b71e-b0a3d4a52b3a?ui=en-us&amp;rs=en-us&amp;ad=us">1ee0400f5fa7?wt.mc_id=aid573689_qsg_141921&amp;ui=en-us&amp;rs=en-us&amp;ad=us</a>
Insertar subtotales en una lista de datos en una hoja de trabajo	<a href="https://support.microsoft.com/en-us/office/insert-subtotals-in-a-list-of-data-in-a-worksheet-7881d256-b4fa-4f81-b71e-b0a3d4a52b3a?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/insert-subtotals-in-a-list-of-data-in-a-worksheet-7881d256-b4fa-4f81-b71e-b0a3d4a52b3a?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Filtrar por valores únicos o eliminar valores duplicados	<a href="https://support.microsoft.com/en-us/office/filter-for-unique-values-or-remove-duplicate-values-ccf664b0-81d6-449b-bbe1-8daaec1e83c2?ui=en-us&amp;rs=en-us&amp;ad=us">https://support.microsoft.com/en-us/office/filter-for-unique-values-or-remove-duplicate-values-ccf664b0-81d6-449b-bbe1-8daaec1e83c2?ui=en-us&amp;rs=en-us&amp;ad=us</a>
Crear o eliminar una lista personalizada para ordenar y rellenar datos	<a href="https://support.microsoft.com/es-es/office/crear-o-eliminar-una-lista-personalizada-para-ordenar-y-rellenar-datos-d1cf624f-2d2b-44fa-814b-ba213ec2fd61?redirectsourcepath=%252fen-us%252farticle%252fvideo-create-reusable-lists-368959da-4ec8-43ea-9883-1615e582de01">https://support.microsoft.com/es-es/office/crear-o-eliminar-una-lista-personalizada-para-ordenar-y-rellenar-datos-d1cf624f-2d2b-44fa-814b-ba213ec2fd61?redirectsourcepath=%252fen-us%252farticle%252fvideo-create-reusable-lists-368959da-4ec8-43ea-9883-1615e582de01</a>