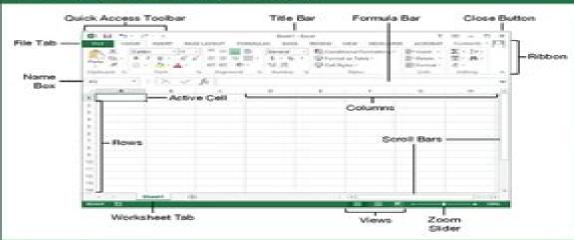




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The Excel 2013 Program Screen



Getting Started



Parketon

-

The Rie tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Prort, Share, and Oose.

Oreate a Workbook: Click the File tab and select New or press Otrl + N. Double-click a workbook.

Open a Workbook: Click the File tab and select Open or press CM + 0. Select a recent file or navigate to the location where the file is saved.

The Excel 2013 Screen

Preview and Print a Workbook: Click the File tab and select Print.

Under Click the Unde *9 button on the Curck Access Toolbar.

Redo or Repeat: Click the Redo button on the Quick Access Toober.
The button turns to Repeat © once sverything has been re-done.

Close a Workbook: Olck the Close × button in the upper-right corner. Use Zoom: Click and drag the zoom slider to the left or right.

Cell Address: Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

Select a Oelt: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shift key while using the arrow keys to move the selection to the last cell of the range. Use the Otrl key to select nonadjacent cell ranges.

Select an Entire Worksheet: Click the Select All III button where the column and row headings meet.

Change Program Settings: Olckthe File 1st) and select Options.

Change Views: Click a View button in the status bar, Or, click the View tab and select a view.

Keyboard Shortcuts General

Open a workbook	Ctrl - O
Create a new workbook	Otri - N
Save a workbook	Otrl - S
Print a workbook	Otrl - P
Close a workbook	Otal = W
Help	_ P1
Spell check	_F7
Calculate worksheets	P9
Create absolute reference	F4

Novigation

Move between cells	_ 1. d. ++
Right one cell	Tarb
Left one cell	Shift = Tab
Down one bell	Enter
Up one set	Shift - Enter
Down one screen	Page Down
To first cell of active row	Home
Enoble End mode	End
To out A1	Otrl - Home
To last cell	_ Ctrl = End

Editing:

Out	Otrl + X
Gooy	Otrl + O
Paste	Otrl + V
Undo	Otrl + 2
Pledio	Otrl + Y
Find	Otrl - F
Ptoplace	Otrl - H
Edit active cell	F2
Chear nell companie	Delete

Fermatting

Bold	Otri - B
Italion	Otri - I
Underline	Otrl + U
Open Format Cells dislog box	Otrl - Shift
Select At	Otrl + A
Select entire row	Shift - Space
Select entire column	Otrl - Space
Hide selected rows	Otri + 9
Hide selected columns	Otrl = 0

Microsoft Excel 2013 User Guide

Gary B. Shelly, Thomas J.
Cashman, James S. Quasney

Microsoft Excel 2013 User Guide:

Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts -**Laminated Card)** Beezix, 2013-02-07 Laminated guick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts Microsoft Excel 2013 Reference Guide Padraic Keohane, 2016-05-25 Learn the fundamentals of Microsoft Excel 2013 such as creating formulas formatting the worksheet and printing files See how to make linked formulas add charts and pictures sort and filter data and utilize special views and custom formatting Understand how to use advanced formulas data tools PivotTables macros and custom Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat functions Written For Windows Sheet (Instructions and Tips) TeachUcomp Inc, 2017-07-18 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts Microsoft Excel 2013 Advanced and Macros Quick Reference Guide Beezix Software Services, 2014-01-20 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2013 This guide is suitable as a training handout or as an easy to use reference guide for any type of user The following topics are covered Organizing with Grouping Hiding Columns Rows or Sheets Consolidating Data Freezing or Splitting Rows Columns Using the Selection Pane Conditional Formatting Goal Seek Scenarios Converting Text to Data Intercepting Entry Errors With Data Validation Preventing Changes Protecting Data Quick Analysis Macros Recording Workbook Actions Running a Macro Executing Macros Automatically Saving a Macro Showing the Developer Tab Setting Macro Security Assigning to a Worksheet Button Assigning to the Quick Access Toolbar Editing a Macro Visual Basic for Applications Debugging VBA Code Documenting VBA Code VBA Examples to Enhance Productivity Subroutines Function Macros Macro Name Rules Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics

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The Enigmatic Realm of Microsoft Excel 2013 User Guide: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Microsoft Excel 2013 User Guide** a literary masterpiece penned by a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those who partake in its reading experience.

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