



Microsoft®

# Excel 2013 Basic

## Quick Reference Card

### The Excel 2013 Program Screen



### Keyboard Shortcuts

#### General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4

#### Navigation

Move between cells	↑, ↓, ←, →
Right one cell	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift + Enter
Down one screen	Page Down
To first cell of active row	Home
Enable End mode	End
To cell A1	Ctrl + Home
To last cell	Ctrl + End

#### Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

#### Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Open Format Cells dialog box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

### Getting Started



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

**Create a Workbook:** Click the File tab and select **New** or press **Ctrl + N**. Double-click a workbook.

**Open a Workbook:** Click the File tab and select **Open** or press **Ctrl + O**. 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**.

**Undo:** Click the **Undo** (↶) button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** (↷) button on the Quick Access Toolbar. The button turns to Repeat (↻) once everything has been re-done.

**Close a Workbook:** Click the **Close** (X) 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 Cell:** 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 **Ctrl** key to select non-adjacent cell ranges.

**Select an Entire Worksheet:** Click the **Select All** (⌵) button where the column and row headings meet.

**Change Program Settings:** Click the File tab and select **Options**.

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

Your Organization's Name Here

Add your own message, logo, and contact information!

# Microsoft Excel 2013 User Guide

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



## **Microsoft Excel 2013 User Guide:**

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areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2013 Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results New to this edition The Backstage is introduced a new Office 2013 feature all the external operations like Save Print etc are now in one place The chapter on charting is totally revised and updated Excel 2013 differs greatly from earlier versions Includes many new end of chapter problems Most chapters have been edited to improve readability

**Excel 2010 For Dummies** Greg Harvey, 2010-04-26 The bestselling Excel book on the market updated for Excel 2010 As the world's leading spreadsheet application Excel has a huge user base The release of Office 2010 brings major changes to Excel so Excel For Dummies comes to the rescue once more In the friendly and non threatening For Dummies style this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features Excel is the number one spreadsheet application worldwide and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010 Excel has new features and a new interface design users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts formatting cells entering formulas inserting graphs designing database forms and adding database records Also covers printing adding hyperlinks to worksheets saving worksheets as Web pages adding existing worksheet data to an existing Web page and much more Whether you're new to Excel or just need to understand the 2010 version Excel 2010 For Dummies provides what you need to know

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