Excel® 2013 Introduction

Quick Reference Guide

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The Excel 2013 Environment

① Quick Access Toolbar	⑥ Active Cell	⑪ Status Bar
② Ribbon Tabs	⑦ Rows	⑫ Horizontal Scroll Bar
③ Title Bar	⑧ Columns	⑬ Workbook View Buttons
④ The Ribbon	⑨ Previous Sheet/Next Sheet	⑭ Zoom Slider
⑤ Formula Bar	⑩ Worksheet Tab	⑮ Vertical Scroll Bar
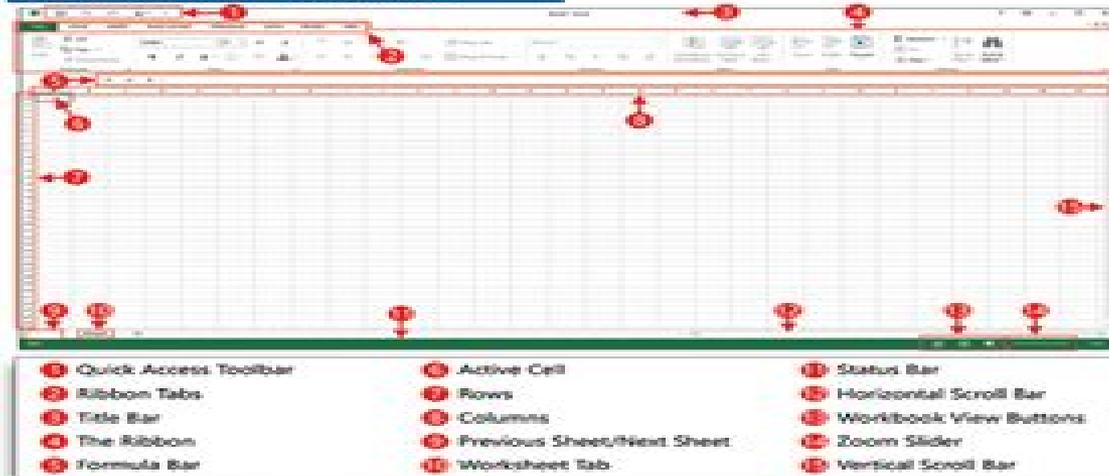
Interface Basics

Using the Ribbon

1. **To hide and show the contents in the Ribbon,** double-click the active tab in the Ribbon.
2. **To change button groups shown in the Ribbon,** click the tabs at the top of the Ribbon.
3. **To show or hide "Contextual" tabs,** click to select or click away to de-select the object.
4. **To access commands,** click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. **To access advanced options,** click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. **To open "Backstage View" and perform file management,** click the "File" tab at the left end of the Ribbon.
2. **To see additional options for a command,** click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. **To change the Quick Access Toolbar's location,** click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
2. **To add a button,** right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. **To remove a button,** right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. **To access advanced customization,** click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. **To add a command,** select it on the left, click the "Add" button and then "OK." **To remove a command,** select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either the "Mouse" or "Touch" option.

Changing Workbook Views

1. Click one of the three "Workbook View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Workbook Views" group.
2. **To use the "Zoom Slider,"** click and drag the slider control at the far right end of the Status Bar.
3. **To use a preset magnification,** click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management Basics

Creating New Workbooks

1. **To create a new workbook when Excel first launches,** either click the "Blank Workbook" thumbnail on the right side of the screen or one of the template thumbnails and the "Create" button.
2. **To create a new workbook when another one is already open,** click the "File" tab in the Ribbon and select "New" from the menu on the left to select from the same thumbnail choices.

Saving Workbooks

1. Click the "File" tab in the Ribbon and choose the "Save As" command on the left.
2. In the "Save As" area, select "OneDrive" or "Computer," and then click the "Browse" button.
3. Navigate to the location, enter a name in the "File-name" text box and click the "Save" button.
4. **To save changes to an existing file,** either click the "Save" button in the Quick Access toolbar or click the "File" tab in the Ribbon & the "Save" command.

Opening Workbooks

1. **To open a workbook when Excel first launches,** either click one of the files listed in the "Recent" section on the left of the startup screen or click the "Open Other Workbooks" link at the bottom, navigate to the file, and click the "Open" button.
2. **To open a workbook from within Excel,** click the "File" tab in the Ribbon, choose "Open" at the left of Backstage View, then either click a file under "Recent Workbooks" or select "OneDrive" or "Computer," click "Browse," navigate to the file and click "Open."

Recovering Unsaved Workbooks

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent Workbooks" in the "Open" area.
3. Scroll to the bottom of the "Recent Workbooks" pane at the right and click the "Recover Unsaved Workbooks" button.
4. Select the file in the "Open" dialog box in the "UnsavedFiles" folder and click the "Open" button.

Data Entry

Selecting Cells

1. **To select a single cell,** click the cell or use the arrow keys to move to the cell.
2. **To select a range of cells with the mouse,** click and drag with the mouse, or hold down the "Ctrl" or "Shift" key while clicking other cells.
3. **To select a range of cells with the keyboard,** hold down the "Shift" key while using the arrow keys.
4. **To select multiple ranges,** select a range with the mouse, press the "Ctrl" key & select other ranges.
5. **To select a range of cells with touch,** tap and drag the selection handle.

Entering New Data

1. Click a cell to select it.
2. **To create a text entry,** type any combination of numbers and letters. **To create a numeric entry,** type only numbers and decimals.
3. Press the "Enter" key or click the "Enter" button in the Formula Bar.
4. **To accept a suggested entry while typing,** press the "Enter" key. **To ignore it,** continue to type.

Picking from a Drop-Down List

1. Select the next available blank cell at the top or bottom of a column of unbroken text entries.
2. Press and hold the "Alt" key and then click the down arrow, or right-click in the cell and click the "Pick from Drop-down List" command from the menu.
3. Click on a choice to select it.

Using AutoFill for Data Entry

Automatically fill-in a repeating pattern, such as months, days, or any repeating numerical pattern.

1. Select the cell or cells that establish the pattern.
2. Move the cursor to the bottom-right corner of the selection until it turns into a thin black cross icon.
3. Click and drag horizontally or vertically over the cells to include in the pattern, and then release.
4. For advanced options, click the "AutoFill Options" smart tag that appears, and then choose the desired option to adjust the series.

Excel 2013 User Guide

Glen Elliot Weisbrod

Excel 2013 User Guide:

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 **Learning Basic Excel 2013** ,2016-02-12 The intent of this book is to give the student a well rounded and basic understanding of Excel One that should enable the student to explore and make use of the depth of Excel s power and benefits When the Student has completed this course they should be able to perform the basic operations and functions found in Excel 2013 know how to navigate and find commands format save and print Excel files and have a solid foundation to advance in their learning and use of Excel This book consists of a preface introduction 13 chapters supplemental information and general help page There are 114 pages with 158 figures and consists of 25 186 words The chapters cover 1 Application and File Handling 2 Ribbons Tabs and Menus 3 Rows Columns Cells and Sheets 4 Basic Math 5 The File Tab 6 The Home Tab 7 The Insert Tab 8 The Page Layout Tab 9 The Formulas Tab 10 The Data Tab 11 The Review Tab 12 The View Tab 13 Advanced Excel The reader can access other resources on the end of chapter exercises by contacting the author Digital Conversion on the Way to Industry 4.0 Numan M. Durakbasa,M. Güneş Gençyılmaz,2020-10-25 This book presents the proceedings from the International Symposium for Production Research 2020 The cross disciplinary papers presented draw on research from academics and practitioners from industrial engineering management engineering operational research and production operational management It explores topics including computer aided manufacturing Industry 4 0 applications simulation and modeling big data and analytics flexible manufacturing systems decision analysis quality management industrial robotics in production systems information technologies in production management and optimization techniques Presenting real life applications case studies and mathematical models this book is of interest to researchers academics and practitioners in the field of production and operation engineering *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

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Table of Contents Excel 2013 User Guide

1. Understanding the eBook Excel 2013 User Guide
    - The Rise of Digital Reading Excel 2013 User Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2013 User Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Excel 2013 User Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2013 User Guide
    - Personalized Recommendations
    - Excel 2013 User Guide User Reviews and Ratings
    - Excel 2013 User Guide and Bestseller Lists
5. Accessing Excel 2013 User Guide Free and Paid eBooks
    - Excel 2013 User Guide Public Domain eBooks
    - Excel 2013 User Guide eBook Subscription Services

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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