

### The Excel 2016 Screen



### Keyboard Shortcuts

#### General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed 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
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

#### Editing

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

#### Formatting

Bold	Ctrl + B
Italics	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

### The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook:** Click the **File** tab, select **New**, and double-click **Workbook**, or press **Ctrl + N**.
- To Open a Workbook:** Click the **File** tab and select **Open**, or press **Ctrl + O**.
- To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Preview and Print a Workbook:** Click the **File** tab and select **Print**, or press **Ctrl + P**.
- To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.
- To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar, or press **Ctrl + Y**.
- To Close a Workbook:** Click the **Close** button, or press **Ctrl + W**.
- To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard.
- To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- To 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 mouse pointer to the last cell of the range.
- To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet. Or press **Ctrl + A**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings:** Click the **File** tab and select **Options**.
- To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.
- To Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

# Microsoft Excel 2013 User Guide

**Mike Meyers**



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

*Microsoft® Excel® 2013 QuickSteps* John Cronan, Marty Matthews, 2013-04-05 Full color step by step guide to the new release of the world's most popular spreadsheet application Get up and running with Excel 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application Follow along and quickly learn how to create workbooks enter and edit data use formulas and functions create charts and tables analyze data extend Excel and more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer *Microsoft Excel*

*2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)*

Beezix, 2013-02-07 Laminated quick 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 *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 Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6

Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1  
 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites  
 Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E  
 Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your  
 Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar  
 Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and  
 Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the  
 Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic  
 Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars  
 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing  
 Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New  
 Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to  
 Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files  
 to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2  
 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the  
 Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10  
 Editing Managing and Deleting Groups

### **Data Visualization and Statistical Literacy for Open and Big Data**

Prodromou, Theodosia, 2017-03-20 Data visualization has emerged as a serious scholarly topic and a wide range of tools have  
 recently been developed at an accelerated pace to aid in this research area Examining different ways of analyzing big data  
 can result in increased efficiency for many corporations and organizations Data Visualization and Statistical Literacy for  
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 are interested in expanding their knowledge of data examination and analysis

### **Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide**

Beezix, 2013-04-17 Laminated quick reference card showing step by step instructions  
 and shortcuts for how to use tables PivotTables sorting and filtering features in Microsoft Office Excel 2013 This guide is  
 suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered  
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 Total Row Removing Duplicates Using Table Specifiers in Formulas Converting a Table to a List Range Using a List Range for  
 Sorting Filtering Subtotals and PivotTables PivotTables Creating a PivotTable or PivotChart from Worksheet Data Show Hide

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Papagiannakis,E. A. Masad,2024-05-29 Practical guide for all aspects of pavement engineering updated with the latest techniques standards and software The newly revised and updated Second Edition of Pavement Design and Materials offers a comprehensive treatment of pavement materials structural analysis design evaluation and economic analysis of asphalt and portland concrete pavements Written by two highly qualified engineering professors with a wealth of experience in the field Pavement Design and Materials provides readers with State of the art techniques for material characterization including a linear viscoelasticity primer Methods and software for the analysis of flexible and rigid pavements including the

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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

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*Learn Excel 2013 Expert Skills with the Smart Method* Mike Smart, 2014-04 This book is very very different to any other computer book you have ever read The Smart Method provides an entirely new and better way to learn Excel You'll immediately appreciate the value and relevance of each skill as it is



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CompTIA A+ Certification All-in-One Exam Guide, Tenth Edition (Exams 220-1001 & 220-1002) Mike Meyers, 2019-04-16 This bestselling on the job reference and test preparation guide has been fully revised for the new 2019 CompTIA A exam objectives This fully revised and updated resource offers complete coverage of the latest release of CompTIA A exams 220 1001 220 1002 You ll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Designed to help you pass the CompTIA A exams with ease this definitive guide also serves as an essential on the job IT reference Covers all exam topics including how to Work with CPUs RAM BIOS motherboards power supplies and other personal computer components Install configure and maintain hard drives Manage input devices and removable media Set up upgrade and maintain all versions of Windows Troubleshoot and fix computer problems Install printers and other peripherals Configure and secure mobile devices Connect to the Internet Set up wired and wireless networks Protect your personal computer and your network Implement virtualization and cloud based technologies Online content includes Practice exams for 1001 1002 More than one hour of free video training TotalSim simulations of performance based questions Mike Meyers favorite PC tools and utilities

## **Microsoft Excel 2013 User Guide** Book Review: Unveiling the Magic of Language

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### **Table of Contents Microsoft Excel 2013 User Guide**

1. Understanding the eBook Microsoft Excel 2013 User Guide
  - The Rise of Digital Reading Microsoft Excel 2013 User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft 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 Microsoft Excel 2013 User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2013 User Guide
  - Personalized Recommendations
  - Microsoft Excel 2013 User Guide User Reviews and Ratings
  - Microsoft Excel 2013 User Guide and Bestseller Lists

5. Accessing Microsoft Excel 2013 User Guide Free and Paid eBooks
  - Microsoft Excel 2013 User Guide Public Domain eBooks
  - Microsoft Excel 2013 User Guide eBook Subscription Services
  - Microsoft Excel 2013 User Guide Budget-Friendly Options
6. Navigating Microsoft Excel 2013 User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Excel 2013 User Guide Compatibility with Devices
  - Microsoft Excel 2013 User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel 2013 User Guide
  - Highlighting and Note-Taking Microsoft Excel 2013 User Guide
  - Interactive Elements Microsoft Excel 2013 User Guide
8. Staying Engaged with Microsoft Excel 2013 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel 2013 User Guide
9. Balancing eBooks and Physical Books Microsoft Excel 2013 User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel 2013 User Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 2013 User Guide
  - Setting Reading Goals Microsoft Excel 2013 User Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 2013 User Guide
  - Fact-Checking eBook Content of Microsoft Excel 2013 User Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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