

# Excel 2013 Introduction

## Quick Reference Guide

Comprehensive video training & instruction manuals available at [www.teachmeanexcel.com](http://www.teachmeanexcel.com)

### The Excel 2013 Environment



### Interface Basics

#### Using the Ribbon

1. To **hide** and **show** the contents in the **Ribbon**, click the **arrow** in the **Ribbon**.
2. To **hide** and **show** the contents in the **Ribbon**, click the **arrow** in the **arrow** in the **Ribbon**.
3. To **hide** and **show** the contents in the **Ribbon**, click the **arrow** in the **arrow** in the **Ribbon**.
4. To **hide** and **show** the contents in the **Ribbon**, click the **arrow** in the **arrow** in the **Ribbon**.
5. To **hide** and **show** the contents in the **Ribbon**, click the **arrow** in the **arrow** in the **Ribbon**.

#### Using the File Tab & Backstage View

1. To **open** the **Backstage view**, and **perform** the **operation**, click the **File** tab in the **Backstage view**.
2. To **open** the **Backstage view**, and **perform** the **operation**, click the **File** tab in the **Backstage view**.

#### Using the Quick Access Toolbar

1. To **hide** and **show** the contents in the **Quick Access Toolbar**, click the **arrow** in the **Quick Access Toolbar**.
2. To **hide** and **show** the contents in the **Quick Access Toolbar**, click the **arrow** in the **Quick Access Toolbar**.
3. To **hide** and **show** the contents in the **Quick Access Toolbar**, click the **arrow** in the **Quick Access Toolbar**.
4. To **hide** and **show** the contents in the **Quick Access Toolbar**, click the **arrow** in the **Quick Access Toolbar**.

### Enabling and Disabling Touch Mode

1. To **enable** and **disable** the **Touch Mode**, click the **Touch Mode** button in the **Quick Access Toolbar**.
2. To **enable** and **disable** the **Touch Mode**, click the **Touch Mode** button in the **Quick Access Toolbar**.

### Changing Worksheet Views

1. To **change** the **Worksheet View**, click the **View** button in the **Quick Access Toolbar**.
2. To **change** the **Worksheet View**, click the **View** button in the **Quick Access Toolbar**.
3. To **change** the **Worksheet View**, click the **View** button in the **Quick Access Toolbar**.

### File Management Basics

#### Creating New Workbooks

1. To **create** a new **workbook**, click the **New** button in the **Quick Access Toolbar**.
2. To **create** a new **workbook**, click the **New** button in the **Quick Access Toolbar**.
3. To **create** a new **workbook**, click the **New** button in the **Quick Access Toolbar**.

#### Saving Workbooks

1. To **save** the **workbook**, click the **Save** button in the **Quick Access Toolbar**.
2. To **save** the **workbook**, click the **Save** button in the **Quick Access Toolbar**.
3. To **save** the **workbook**, click the **Save** button in the **Quick Access Toolbar**.

### Opening Workbooks

1. To **open** a **workbook**, click the **Open** button in the **Quick Access Toolbar**.
2. To **open** a **workbook**, click the **Open** button in the **Quick Access Toolbar**.
3. To **open** a **workbook**, click the **Open** button in the **Quick Access Toolbar**.

### Relating to Other Workbooks

1. To **relate** to other **workbooks**, click the **Relate** button in the **Quick Access Toolbar**.
2. To **relate** to other **workbooks**, click the **Relate** button in the **Quick Access Toolbar**.
3. To **relate** to other **workbooks**, click the **Relate** button in the **Quick Access Toolbar**.

### Data Entry

#### Selecting Cells

1. To **select** a **single cell**, click the **cell** in the **Worksheet Grid**.
2. To **select** a **range of cells**, click the **range** in the **Worksheet Grid**.
3. To **select** a **range of cells**, click the **range** in the **Worksheet Grid**.
4. To **select** a **range of cells**, click the **range** in the **Worksheet Grid**.
5. To **select** a **range of cells**, click the **range** in the **Worksheet Grid**.

#### Entering New Data

1. To **enter** new **data**, click the **cell** in the **Worksheet Grid**.
2. To **enter** new **data**, click the **cell** in the **Worksheet Grid**.
3. To **enter** new **data**, click the **cell** in the **Worksheet Grid**.
4. To **enter** new **data**, click the **cell** in the **Worksheet Grid**.

#### Flipping from a Drop-Down List

1. To **flip** from a **drop-down list**, click the **drop-down list** in the **Worksheet Grid**.
2. To **flip** from a **drop-down list**, click the **drop-down list** in the **Worksheet Grid**.
3. To **flip** from a **drop-down list**, click the **drop-down list** in the **Worksheet Grid**.

#### Using AutoFill for Data Entry

1. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.
2. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.
3. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.
4. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.

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Excel and Office 2013

1. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.

2. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.

3. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.

4. To **use** **AutoFill** for **data entry**, click the **AutoFill** button in the **Quick Access Toolbar**.

# Microsoft Excel 2013 Introduction Quick Reference Guide

**Viktória Zsók, John Hughes**



## **Microsoft Excel 2013 Introduction Quick Reference Guide:**

**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 [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 List Range or Table Excel Tables Creating an Excel Table Adding or Deleting a Table Row or Column Turning On Off the 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 the PivotTable Fields Pane Adding Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting and Filtering a PivotTable Filtering PivotTables with Timelines Using a PivotTable to Analyze Multiple Data Sources Adding Excel Workbook Tables to the Data Model Adding External Data to the Data Model Defining Relationships Across Multiple Tables Creating a New PivotTable to Analyze Multiple Data Model Tables Adding Tables and Fields to an Existing PivotTable Advanced Data Analysis Creating a Power View Sheet Adding a Visualization to Power View Sorting Excel 2013 Data Analysis with Tables Functions Formulas *Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat 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 **Excel**

**2013 On Demand** Steve Johnson,Perspection Inc.,2013-03-27 Excel 2013 On Demand is built from the ground up for today's beginning to intermediate level Excel user Like every book in the On Demand Series it teaches visually using an easy friendly full color format designed to show you how instead of telling you how But that's not all This book Combines step by step

training with quick reference material users can rely on long after they've mastered the core skills they need Provides easy to follow task based coverage of the techniques you'll use most often presenting most tasks in just one or two pages Offers in depth coverage of all new MOS Microsoft Office Specialist exam objectives so you can use it as a study guide to enhance your job prospects or current career Provides additional end of chapter workshops plus even more hands on projects online Includes a complete practical troubleshooting guide Helps you upgrade by presenting New Feature icons plus a detailed list of new features indexed to the pages where they're covered Simply put no other book offers beginning to intermediate level Excel users this much simplicity usable content flexibility and value

### **Teaching Macroeconomics with Microsoft**

**Excel®** Humberto Barreto, 2016-05-23 Humberto Barreto shows professors how to teach macroeconomic models and incorporate data using Microsoft Excel with free files and videos

### **Office 2013 For Dummies** Wallace Wang, 2013-02-13

Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you'll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e-mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

### Microsoft Word 2013

Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2013-02-07

Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2013 The following topics are covered Margins Orientation and Paper Size Moving and Copying Text Formatting Text with the Mini Toolbar Suppress Change Header or Footer on the First Page Inserting a Page Number Inserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text Box Inserting a Page Break Checking Spelling Grammar AutoCorrect Previewing and Printing Documents Printing Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts

*Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Beezix Software Services, Inc, 2013-02-07

Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the

Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint      **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      *Healthcare Analytics for Quality and Performance Improvement* Trevor L. Strome,2013-10-07 Improve patient outcomes lower costs reduce fraud all with healthcare analytics Healthcare Analytics for Quality and Performance Improvement walks your healthcare organization from relying on generic reports and dashboards to developing powerful analytic applications that drive effective decision making throughout your organization Renowned healthcare analytics leader Trevor Strome reveals in this groundbreaking volume the true potential of analytics to harness the vast amounts of data being generated in order to improve the decision making ability of healthcare managers and improvement teams Examines how technology has impacted healthcare delivery Discusses the challenge facing healthcare organizations to leverage advances in both clinical and information technology to improve quality and performance while containing costs Explores the tools and techniques to analyze and extract value from healthcare data Demonstrates how the clinical business and technology components of healthcare organizations HCOs must work together to leverage analytics Other industries are already taking advantage of big data Healthcare Analytics for Quality and Performance Improvement helps the healthcare industry make the most of the precious data already at its fingertips for long overdue quality and performance improvement      **Microsoft PowerPoint 2013 Introduction Quick**

**Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal

View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts *Microsoft Lync 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Lync 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 included Signing In Out Show Hide the Menu Bar Using Presence Status Status Indicators Changing Status Manually Using Location Status Adding a Note to Your Status Viewing Other User s Notes Adding Contacts Deleting Contacts Emailing a Contact Using the Favorites Group Viewing Contact Cards Monitoring a Contact s Status Controlling Presence Privacy Creating and Using Groups Starting a Conversation Sending an Instant Message Inviting Additional Participants to Your Conversation Sending a File Receiving a File Working with Multiple Conversations Conversation Window On Top Sharing Your Desktop or a Program Sharing PowerPoint Whiteboard or Polls Scheduling an Online Meeting Joining an Online Meeting Using Meet Now Ending an Online Meeting Viewing Presence Information in Outlook Responding to an Email with an Instant Message Responding to an Email with a Call Also includes a list of keyboard shortcuts **Ebook: Business Statistics in Practice: Using Data, Modeling and Analytics** Bowerman,2016-04-16 Ebook Business Statistics in Practice Using Data Modeling and Analytics [Trends in Functional Programming](#) Viktória Zsóka,John Hughes,2021-08-23 This book constitutes revised selected papers from the 22nd International Symposium on Trends in Functional Programming TFP 2021 which was held virtually in February 2020 The 6 full papers presented in this volume were carefully reviewed and selected from 18 submissions They were organized in topical sections about nested parallelism semantics task oriented programming and modelling translating proving functional programs Chapter Dataset Sensitive Autotuning of Multi Versioned Code based on Monotonic Properties is available open access under a Creative Commons Attribution 4 0 International License via link [springer.com](https://www.springer.com) Chapter High level Modelling for Typed Functional Programming is available open access under a Creative Commons Attribution 4 0 International License via link [springer.com](https://www.springer.com) [Beginning SharePoint 2013 Development](#) Steve Fox,Chris Johnson,Donovan Follette,2013-02-18 A complete revision to a popular SharePoint developer s resource Fully updated for SharePoint 2013 this book is an ideal starting place for SharePoint development Covering all the major topics that a new developer needs to know in order to get started this resource contains 100 percent new content and addresses the major overhaul to the SharePoint 2013 platform

The team of authors led by Microsoft's Steve Fox presents you with a detailed overview that helps you establish a starting point for development. They then walk you through ways to advance your knowledge so that you leverage the new SharePoint 2013 features to build custom solutions. Addresses developing managed or unmanaged applications. Provides an overview of Windows Azure for SharePoint. Looks at common developer tasks in SharePoint 2013. Gets you started with building packaging and deploying SharePoint 2013 applications. Highlights essential points of security in SharePoint 2013. Touching on everything from developing applications using Office services to development workflow applications. Beginning SharePoint 2013 Development covers everything you need to know to start confidently working with the platform today. Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2013-07-08. Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 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: Adding Placeholders to a Slide Master, Adding Master Level Guides, Adding a Customized Layout, Creating and Changing Personal Templates, Organizing Slides with Sections, Inserting an Excel Table, WordArt Effects, Recoloring a Picture, Inserting an Audio Clip, Inserting a Video, Merging Shapes, Ungrouping Clip Art, Creating a Button to Jump to Another Slide or File During a Slide Show, Hiding Slides, Displaying the Animation Pane, Reordering Animations, Removing or Modifying Animations, Previewing Animations Using the Animation Painter, Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show, Saving Different Slide Orders, Setting up a Self Running Show, Setting Timings by Viewing the Show, Recording Narration, Compressing Media Files, Packaging Presentations on a CD/USB Drive, Saving a Presentation as a Video, Broadcasting Your Presentation on the Web. This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction, PowerPoint 2013 Advanced. **The Writers Directory**, 2013. **Visual Basic for Applications (VBA) 2013 Quick Reference Guide** Beezix Software Services, 2014-07-09. Four page laminated quick reference guide that will open the world of Microsoft Office automation in Word, Excel, PowerPoint and Access. You will learn how to modify macros, customize functions and create your own programming. Written with Beezix's trademark focus on clarity, accuracy and the user's perspective, this guide will be a valuable resource for composing Visual Basic for Applications code. Geared toward the intermediate to advanced Microsoft Office 2013 user. The following topics are covered: Getting Started, Showing the Developer Tab, Setting Macro Security, Opening a Code Window, Deleting a Code Window, Saving Code, Project Explorer, Names, Code Name Rules, VBA Editor tips, Password Protect Code, Navigating Code Window, Lists, Object List, Items and Procedure List, Items, Organizing Code, Variables and Constants for Efficiency, Good Practices with Variables, Sophistication with VBA Functions, Useful VBA Function Categories, Decision Power with IF and SELECT, Troubleshooting, Constructing a Code Statement, Simple Code Variables, Code Decisions, Eliminating Repeats, Interacting with Users. **Microsoft Excel 2016 Introduction Quick Reference Training Guide (Cheat Sheet of**

**Instructions, Tutorial, Tips & Shortcuts)** TeachUcomp Inc,2016-04-28 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2016 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's Information Functions Dave Zucconi,2015-01-16 Enjoy these detailed instructions of all Information functions in Microsoft Excel 2013 that no one should be without These instructions are accompanied by descriptive screen shots Intended to be reference material for beginners and intermediate users Make Excel work harder for you so that you can become a greater asset to yourself and to your employer Some of these functions will leave you accidentally impressive to many of your peers So let s get started Functions Covered Cell Error Type Info IsBlank IsErr IsError IsEven IsFormula IsLogical IsNA IsNonText IsNumber IsOdd IsRef IsText N NA Sheet Sheets Type



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