

# Excel 2013 Introduction

## Quick Reference Guide

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### The Excel 2013 Environment



### Interface Basics

#### Using the Ribbon

1. To **hide** and **show** the contents in the **Ribbon**, mouse click the tab(s) in the Ribbon.
2. To **hide** the **Ribbon** groups **show** in the **Ribbon**, click the **hide** in the top of the **Ribbon**.
3. To **show** or **hide** "Ribbon" tabs, click the **show** or **hide** in the top of the **Ribbon**.
4. To **show** or **hide** "Ribbon" tabs, click the **show** or **hide** in the top of the **Ribbon**.
5. To **show** or **hide** "Ribbon" tabs, click the **show** or **hide** in the top of the **Ribbon**.

#### Using the File Tab & Backstage View

1. To **open** "Backstage view" and **perform** the **workbook**, click the **File** tab in the top of the **Ribbon**.
2. To **show** additional options for a command, click the **command** in the **Backstage view**.

#### Using the Quick Access Toolbar

1. To **show** the **Quick Access Toolbar** in the **Ribbon**, click the **Customize Quick Access Toolbar** button in the **Backstage view**.
2. To **add** a **command**, click the **command** in the **Backstage view**.
3. To **remove** a **command**, click the **command** in the **Backstage view**.
4. To **show** additional options for a command, click the **command** in the **Backstage view**.

### Enabling and Disabling Touch Mode

1. To **enable** or **disable** "Touch Mode", click the **Touch Mode** button in the **Backstage view**.
2. To **enable** or **disable** "Touch Mode", click the **Touch Mode** button in the **Backstage view**.

### Changing Worksheet Views

1. To **change** the **Worksheet View**, click the **Worksheet View** button in the **Backstage view**.
2. To **change** the **Worksheet View**, click the **Worksheet View** button in the **Backstage view**.
3. To **change** the **Worksheet View**, click the **Worksheet View** button in the **Backstage view**.

### File Management Basics

#### Creating New Workbooks

1. To **create** a new **workbook**, click the **New** button in the **Backstage view**.
2. To **create** a new **workbook**, click the **New** button in the **Backstage view**.
3. To **create** a new **workbook**, click the **New** button in the **Backstage view**.

#### Saving Workbooks

1. To **save** the **workbook**, click the **Save** button in the **Backstage view**.
2. To **save** the **workbook**, click the **Save** button in the **Backstage view**.
3. To **save** the **workbook**, click the **Save** button in the **Backstage view**.

### Opening Workbooks

1. To **open** a **workbook**, click the **Open** button in the **Backstage view**.
2. To **open** a **workbook**, click the **Open** button in the **Backstage view**.
3. To **open** a **workbook**, click the **Open** button in the **Backstage view**.

### Relating Workbooks

1. To **relate** a **workbook**, click the **Relate** button in the **Backstage view**.
2. To **relate** a **workbook**, click the **Relate** button in the **Backstage view**.
3. To **relate** a **workbook**, click the **Relate** button in the **Backstage view**.

### Data Entry

#### Selecting Cells

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

#### Entering New Data

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

#### Deleting from a Drop-Down List

1. To **delete** from a **Drop-Down List**, click the **Drop-Down List** in the **Worksheet**.
2. To **delete** from a **Drop-Down List**, click the **Drop-Down List** in the **Worksheet**.
3. To **delete** from a **Drop-Down List**, click the **Drop-Down List** in the **Worksheet**.

#### Using AutoFill for Data Entry

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

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Excel 2013 Introduction

# Microsoft Excel 2013 Introduction Quick Reference Guide

**Beezix, Beezix Software Services, Inc**



## **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

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**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

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### Microsoft Word 2013

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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

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**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



## The Enigmatic Realm of **Microsoft Excel 2013 Introduction Quick Reference 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 short of extraordinary. Within the captivating pages of **Microsoft Excel 2013 Introduction Quick Reference Guide** a literary masterpiece penned by way of 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's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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