

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 arrowhead in the Ribbon.
2. To **hide** the Ribbon groups **show** in the Ribbon, click the icon at the top of the Ribbon.
3. To **show** or **hide** "RibbonTabs" tabs, click the icon at the top of the Ribbon.
4. To **customize** the Ribbon, click the Ribbon tab and click the "Customize Ribbon" button and make the desired changes to the ribbon bar.
5. To **customize** options, click the "Loading and unloading" button in the bottom right corner of a ribbon group if available.

Using the "File" Tab & Backstage View

1. To **open** "Backstage view" and perform the **background** tasks, the "File" tab is the first tab of the Ribbon.
2. To **open** additional options for a command, click on a command with the mouse on "Backstage view".

Using the Quick Access Toolbar

1. To **change** the **Quick Access Toolbar's** location, click the "Customize Quick Access Toolbar" button and click on the "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add** a **button**, click the "Add" button and click on the "Show Below the Ribbon" or "Show Above the Ribbon".
3. To **remove** a **button**, click the "Remove" button and click on the "Show Below the Ribbon" or "Show Above the Ribbon".
4. To **customize** additional options, click the "Customize Quick Access Toolbar" button, click the "Customize" button and click on the "Show Below the Ribbon" or "Show Above the Ribbon".

Enabling and Disabling Touch Mode

1. Click the "Customize the Ribbon" button in the Quick Access Toolbar and click the "Touch Mode" button.
2. Click the "Touch Mode" button in the Ribbon and click the "Touch Mode" button in the Ribbon.

Changing Worksheet Views

1. Click the "View" button in the Ribbon and click the "View" button in the Ribbon.
2. To **open** the "View" button, click the "View" button in the Ribbon and click the "View" button in the Ribbon.
3. To **open** the "View" button, click the "View" button in the Ribbon and click the "View" button in the Ribbon.

File Management Basics

Creating New Workbooks

1. To **create** a new **workbook** when **Excel** first starts, click the "Blank Workbook" button in the Ribbon.
2. To **create** a new **workbook** when **Excel** is already open, click the "File" tab in the Ribbon and click the "Blank" button in the Ribbon.

Saving Workbooks

1. Click the "File" tab in the Ribbon and click the "Save" button in the Ribbon.
2. In the "Save" dialog box, click the "Save" button in the Ribbon.
3. To **open** the "Save" dialog box, click the "File" tab in the Ribbon and click the "Save" button in the Ribbon.

Opening Workbooks

1. To **open** a **workbook** when **Excel** first starts, click the "File" tab in the Ribbon and click the "Open" button in the Ribbon.
2. To **open** a **workbook** when **Excel** is already open, click the "File" tab in the Ribbon and click the "Open" button in the Ribbon.

Relating to Other Workbooks

1. To **open** the "Relate to Other Workbooks" dialog box, click the "File" tab in the Ribbon and click the "Relate to Other Workbooks" button in the Ribbon.
2. To **open** the "Relate to Other Workbooks" dialog box, click the "File" tab in the Ribbon and click the "Relate to Other Workbooks" button in the Ribbon.

Data Entry

Selecting Cells

1. To **select** a **single cell**, click the cell with the mouse.
2. To **select** a **range of cells**, click the cell with the mouse and drag the mouse to the cell with the mouse.
3. To **select** a **range of cells**, click the cell with the mouse and drag the mouse to the cell with the mouse.
4. To **select** a **range of cells**, click the cell with the mouse and drag the mouse to the cell with the mouse.

Entering New Data

1. To **enter** new data, click the cell with the mouse and type the data.
2. To **enter** new data, click the cell with the mouse and type the data.
3. To **enter** new data, click the cell with the mouse and type the data.

Deleting from a Drop-Down List

1. To **delete** from a **drop-down list**, click the cell with the mouse and click the "Delete" button in the Ribbon.
2. To **delete** from a **drop-down list**, click the cell with the mouse and click the "Delete" button in the Ribbon.

Using AutoFill for Data Entry

1. To **use** **AutoFill** for **data entry**, click the cell with the mouse and drag the mouse to the cell with the mouse.
2. To **use** **AutoFill** for **data entry**, click the cell with the mouse and drag the mouse to the cell with the mouse.



Microsoft Excel 2013 Introduction Quick Reference Guide

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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**

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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

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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**

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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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