

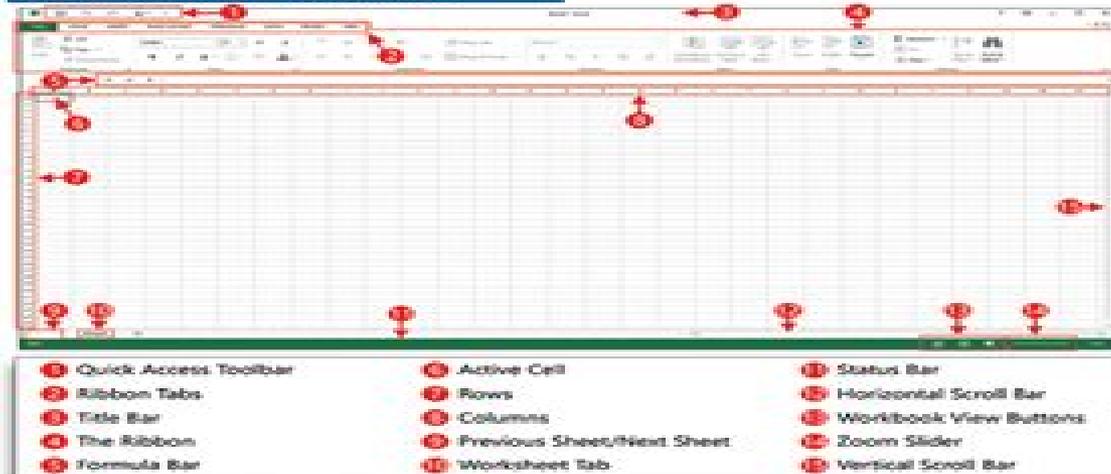
Excel® 2013 Introduction

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**, 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.

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Excel 2013 User Guide

**Teresa Hennig, Ben Clothier, George
Hepworth, Dagi (Doug) Yudovich**

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

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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

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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 Open and Big Data highlights methodological developments in the way that data analytics is both learned and taught Featuring extensive coverage on emerging relevant topics such as data complexity statistics education and curriculum development this publication is geared toward teachers academicians students engineers professionals and researchers that are interested in expanding their knowledge of data examination and analysis **Quantitative Anthropology** Leslie Lea Williams,Kylie

Quave,2019-03-21 Quantitative Anthropology A Workbook contributes an anthropological perspective to quantitative methods The book s authors address characteristics of quantitative data entering and manipulating data in SPSS graphical displays distributions and measures of central tendency and dispersion and including hypothesis testing with both parametric and nonparametric statistical tests Increasingly complex exercises build on cumulative learning from chapter to chapter and stress the application of methods beyond coursework The focus of the manual is on univariate statistical analysis and the book is written to be accessible to higher level undergraduate students and graduate students in all fields of anthropology Uses anthropological examples from the subdisciplines of sociocultural anthropology biological anthropology and archaeology to illustrate quantitative data techniques Integrates quantitative techniques with theoretical fluency encouraging the reader to make connections between Big Picture questions in anthropology and the methods used to address those questions Focuses on the practical use of Excel and SPSS to apply quantitative methods to anthropological contexts Includes exercises in both parametric and nonparametric inferential statistics as well as descriptive statistics *The Six Sigma Handbook, Sixth Edition: A Complete Guide for Green Belts, Black Belts, and Managers at All Levels* Thomas Pyzdek,Paul A. Keller,2023-09-08 The most important reference to Six Sigma fully updated for the latest advances This

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Excel 2013 Pamphlet Master,2014-07-20 Excel 2013 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Excel 2013 This pamphlet will serve as your reference guide or training handout for all Excel 2013 users Topics covered in the pamphlet are The Excel 2013 Screen The Fundamentals Keyboard Shortcuts Editing Formatting Formulas and Functions Workbook Management Charts

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PHP and MySQL Web Development: A Beginner's Guide Marty Matthews, 2015-01-05 Essential Skills Made Easy PHP and MySQL Web Development A Beginner's Guide takes you from building static web pages to creating comprehensive database driven web applications The book reviews HTML CSS and JavaScript and then explores PHP its structure control statements arrays functions use with forms and file handling capabilities Next the book examines MySQL including SQL the MySQL command set and how to use it with PHP to create a relational database and build secure databasedriven web applications This practical resource features complete step by step examples with code that you can use as templates for your own projects Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Try This Hands on exercises that show you how to apply your skills Notes Extra information related to the topic being covered Tips Helpful reminders or alternate ways of doing things Cautions Errors and pitfalls to avoid Self Tests End of chapter quizzes to reinforce your skills Annotated Syntax Example code with commentary that describes the programming techniques being illustrated Ready to use code at www.mhprofessional.com

Excel 2013: The Missing Manual Matthew MacDonald, 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever but it's also more complex That's where this Missing Manual comes in With crystal clear explanations and hands on examples Excel 2013 The Missing Manual shows you how to master Excel so you can easily track analyze and chart your data You'll be using new features like PowerPivot and Flash Fill in no time The important stuff you need to know Go from novice to ace Learn how to analyze your data from writing your first formula to charting your results Illustrate trends Discover the clearest way to present your data using Excel's new Quick Analysis feature Broaden your analysis Use pivot tables slicers and timelines to examine your data from different perspectives Import data Pull data from a variety of sources including website data feeds and corporate databases Work from the Web Launch and manage your workbooks on the road using the new Excel Web App Share your worksheets Store Excel files on SkyDrive and collaborate with colleagues on Facebook Twitter and LinkedIn Master the new data model Use PowerPivot to work with millions of rows of data Make calculations Review financial data use math and scientific formulas and perform statistical analyses

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