Excel® 2013 Introduction

Quick Reference Guide

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The Excel 2013 Environment

① Quick Access Toolbar	⑥ Active Cell	⑪ Status Bar
② Ribbon Tabs	⑦ Rows	⑫ Horizontal Scroll Bar
③ Title Bar	⑧ Columns	⑬ Workbook View Buttons
④ The Ribbon	⑨ Previous Sheet/Next Sheet	⑭ Zoom Slider
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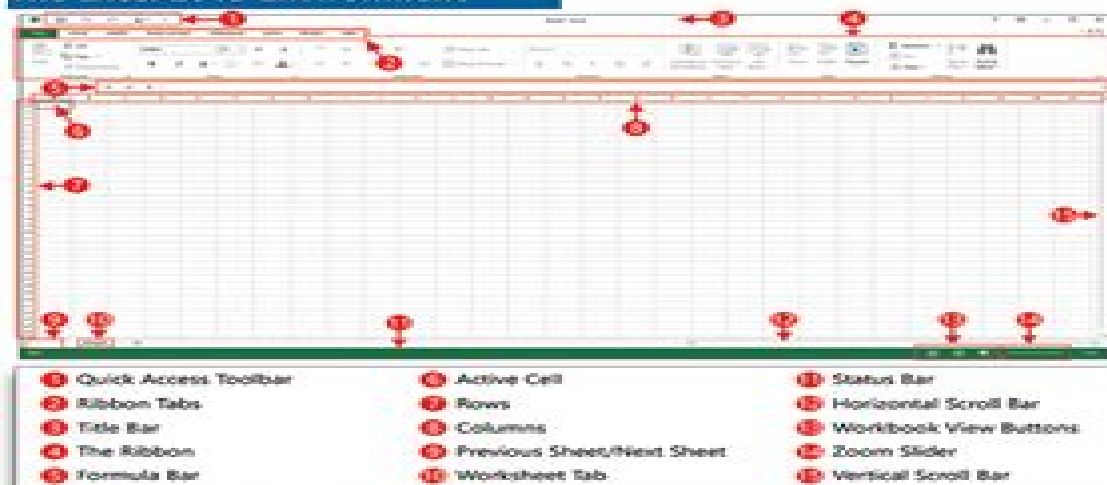
Interface Basics

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

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Excel 2013 User 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 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 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 **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

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 *Learning Basic Excel 2013* ,2016-02-12 The intent of this book is to give the student a well rounded and basic understanding of Excel One that should enable the student to explore and make use of the depth of Excel s power and benefits When the Student has completed this course they should be able to perform the basic operations and functions found in Excel 2013 know how to navigate and find commands format save and print Excel files and have a solid foundation to advance in their learning and use of Excel This book consists of a preface introduction 13 chapters supplemental information and general help page There are 114 pages with 158 figures and consists of 25 186 words The chapters cover 1 Application and File Handling 2 Ribbons Tabs and Menus 3 Rows Columns Cells and Sheets 4 Basic Math 5 The File Tab 6 The Home Tab 7 The Insert Tab 8 The Page Layout Tab 9 The Formulas Tab 10 The Data Tab 11 The Review Tab 12 The View Tab 13 Advanced Excel The reader can access other resources on the end of chapter exercises by contacting the author *Microsoft Excel 2013 Reference Guide* Padraic Keohane,2016-05-25 Learn the fundamentals of Microsoft Excel 2013 such as creating formulas formatting the worksheet and printing files See how to make linked formulas add charts and pictures sort and filter data and utilize special views and custom formatting Understand how to use advanced formulas data tools PivotTables macros and custom functions Written For Windows 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 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

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 thoroughly revised industry standard guide delivers all the information you need to apply Six Sigma techniques and dramatically improve processes profitability sustainability and long term growth Written by two of the foremost authorities in Six Sigma the book shows you step by step how to build the best teams and foster effective leadership while maximizing customer satisfaction and boosting profits This new edition features a number of important updates including AI big data and machine learning healthcare statistics and modern supply chain challenges This hands on resource also lays out cutting edge applications for social media data decision trees remote technology and web scrapers Coverage includes Six Sigma implementation and management Recognizing and capitalizing on opportunity Data driven management Selecting and supporting Six Sigma projects Six Sigma tools and techniques The define phase The measure phase Measurement systems evaluation The analyze phase The improve design phase The control verify phase **Data Literacy** David Herzog,2015-01-29 A practical skill based introduction to data analysis and literacy We are swimming in a world of data and this handy guide will keep you afloat while you learn to make sense of it all In Data Literacy A User s Guide David Herzog a journalist with a decade of experience using data analysis to transform information into captivating storytelling introduces students and professionals to the fundamentals of data literacy a key skill in today s world Assuming the reader has no advanced knowledge of data analysis or statistics this book shows how to create insight from publicly available data through exercises using simple Excel functions Extensively illustrated step by step instructions within a concise yet comprehensive reference will help readers identify obtain evaluate clean analyze and visualize data A concluding chapter introduces more sophisticated data analysis methods and tools including database managers such as Microsoft Access and MySQL and standalone statistical programs such as SPSS SAS and R Microsoft SQL Server 2016: A Beginner's Guide, Sixth Edition

Dusan Petkovic,2016-10-14 Up to date Microsoft SQL Server 2016 skills made easy Get up and running on Microsoft SQL Server 2016 in no time with help from this thoroughly revised practical resource The book offers thorough coverage of SQL management and development and features full details on the newest business intelligence reporting and security features Filled with new real world examples and hands on exercises Microsoft SQL Server 2016 A Beginner s Guide Sixth Edition starts by explaining fundamental relational database system concepts From there you will learn how to write Transact SQL statements execute simple and complex database queries handle system administration and security and use the powerful analysis and BI tools XML spatial data and full text search are also covered in this step by step tutorial Revised from the ground up to cover the latest version of SQL Server Ideal both as a self study guide and a classroom textbook Written by a prominent professor and best selling author *Professional Access 2013 Programming* Teresa Hennig,Ben Clothier,George Hepworth,Dagi (Doug) Yudovich,2013-08-19 Authoritative and comprehensive coverage for building Access 2013 Solutions Access the most popular database system in the world just opened a new frontier in the Cloud Access 2013 provides significant new features for building robust line of business solutions for web client and integrated environments This book was written by a team of Microsoft Access MVPs with consulting and editing by Access experts MVPs and members of the Microsoft Access team It gives you the information and examples to expand your areas of expertise and immediately start to develop and upgrade projects Explores the new development environment for Access web apps Focuses on the tools and techniques for developing robust web applications Demonstrates how to monetize your apps with Office Store and create e commerce solutions Explains how to use SQL Server effectively to support both web and client solutions Provides techniques to add professional polish and deploy desktop application Shows you how to automate other programs using Macros VBA API calls and more Professional Access 2013 Programming is a complete guide on the latest tools and techniques for building Access 2013 applications for both the web and the desktop so that developers and businesses can move forward with confidence Whether you want to add expand your expertise with Client Server deployments or start developing web apps you will want this book as a companion and reference <u>Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)</u> 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** 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 <u>Excel 2013 Simplified</u> Paul McFedries,2013-02-26 A

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Removing Relationship Arrows

The Enigmatic Realm of **Excel 2013 User Guide**: Unleashing the Language is Inner Magic

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