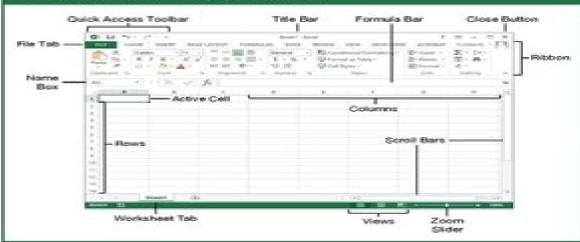




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The Excel 2013 Program Screen



Getting Started



Parketon

-

The Rie tab opens Backstage view, which contains commands for working with your files like Open, Saw, New, Front, Share, and Oose.

Create a Workbook: Click the File tab and select New or press Ctrl + N. Double-click a workbook.

Open a Workbook: Click the File tab and select Open or press CM + 0. Select a recent file or navigate to the location where the file is saved.

The Excel 2013 Screen

Preview and Print a Workbook. Click the File tab and select Print.

Under Click the Unde *9 button on the Quick Access Toolbar.

Redo or Repeat: Click the Redo tutton on the Quick Access Toober.
The button turns to Repeat © once everything has been re-done.

Close a Workbook: Olok the Close × button in the upper-right corner. Use Zoom: Click and drag the zoom slider to the left or right.

Cell Address: Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

Select a Oelt: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shift key while using the arrow keys to move the selection to the last cell of the range. Use the Otrl key to select nonadjacent cell ranges.

Select an Entire Worksheet: Click the Select All III outton where the column and row headings meet.

Change Program Settings: Olckthe File 1st) and select Options.

Change Views: Click a View button in the status bar, Or, click the View tab and select a view.

Keyboard Shortcuts General

| Open a workbook | Otrl = O |
|---------------------------|------------|
| Create a new workblock | ONI + N |
| Save a workbook | Otrl - S |
| Print a workbook | Otrl - P |
| Close a workbook | Otri + 'W' |
| Help | |
| Spell check | . F7 |
| Calculate worksheets | P9 |
| Creste absolute reference | _F4 |

Novigotion

| Move between cells | 1.4 |
|-----------------------------|---------------|
| Right one cell | Tab |
| Left one cell | Shift = Tab |
| Down one bell | Enter |
| Up one set | Shift - Enter |
| Down one screen | Page Down |
| To first cell of active row | Home |
| Enoble End mode | End |
| To ost A1 | Otri - Home |
| To limit cell | Otri - End |

Editing:

| Out | Otri + X |
|---------------------|----------|
| Copy | Otrl - O |
| Paste | Otrl + V |
| Undo | Otrl + 2 |
| Pledio | Otrl + Y |
| Find | Otrl = F |
| Phopilace | Ctrl - H |
| East active cel | F2 |
| Clear pell contents | Delete |

Fermatting.

| Bold | Otri - B |
|---------------------------------|---------------|
| Italica | Ctrl = I |
| Underline | Otrl + U |
| Open Format Cells dialog box | Otrl - Shift |
| Select At | Otrl + A |
| Beleat entire row | Shift - Space |
| Select entire column | Otrl + Space |
| Hide selected rows | Otrl = 9 |
| Hide selected columns | Otrl + 0 |
| | |

Microsoft Excel 2013 User Guide

Arturo Cuomo

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