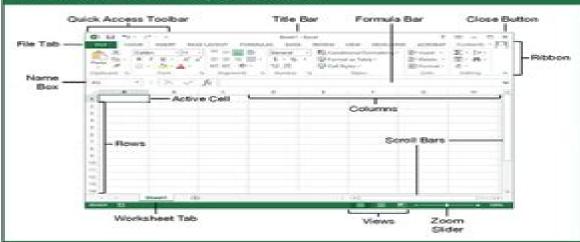




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The Excel 2013 Program Screen



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

Yi-Tong Ma

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