



Microsoft®

Excel 2013 Basic

Quick Reference Card

The Excel 2013 Program Screen



Keyboard Shortcuts

General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4

Navigation

Move between cells	↑, ↓, ←, →
Right one cell	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift + Enter
Down one screen	Page Down
To first cell of active row	Home
Enable End mode	End
To cell A1	Ctrl + Home
To last cell	Ctrl + End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Open Format Cells dialog box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Getting Started



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

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 **Ctrl + O**. 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**.

Undo: Click the **Undo** (↶) button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** (↷) button on the Quick Access Toolbar. The button turns to Repeat (↻) once everything has been re-done.

Close a Workbook: Click the **Close** (X) 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 Cell: 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 **Ctrl** key to select non-adjacent cell ranges.

Select an Entire Worksheet: Click the **Select All** (⌵) button where the column and row headings meet.

Change Program Settings: Click the File tab and select **Options**.

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

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Microsoft Excel 2013 User Guide

Didier Musso



Microsoft Excel 2013 User Guide:

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions [SharePoint 2016 User's Guide](#) Tony Smith, 2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides [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 PowerPoint 2019 and 365 Training Manual Classroom in a Book** TeachUcomp , 2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9

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 learn how to perform legal reviews create citations and authorities and use legal templates In addition you ll receive our
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Office 2013 For Dummies Wallace Wang, 2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all

time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

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