



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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G Psacharopoulos



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Table of Contents Excel 2013 Reference Guide

1. Understanding the eBook Excel 2013 Reference Guide
 - The Rise of Digital Reading Excel 2013 Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2013 Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Excel 2013 Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2013 Reference Guide
 - Personalized Recommendations
 - Excel 2013 Reference Guide User Reviews and Ratings
 - Excel 2013 Reference Guide and Bestseller Lists
5. Accessing Excel 2013 Reference Guide Free and Paid eBooks
 - Excel 2013 Reference Guide Public Domain eBooks
 - Excel 2013 Reference Guide eBook Subscription Services
 - Excel 2013 Reference Guide Budget-Friendly Options

6. Navigating Excel 2013 Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Excel 2013 Reference Guide Compatibility with Devices
 - Excel 2013 Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Excel 2013 Reference Guide
 - Highlighting and Note-Taking Excel 2013 Reference Guide
 - Interactive Elements Excel 2013 Reference Guide
8. Staying Engaged with Excel 2013 Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Excel 2013 Reference Guide
9. Balancing eBooks and Physical Books Excel 2013 Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Excel 2013 Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Excel 2013 Reference Guide
 - Setting Reading Goals Excel 2013 Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Excel 2013 Reference Guide
 - Fact-Checking eBook Content of Excel 2013 Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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