Excel® 2013 Introduction

Need to know general things that apply to all Office. products like opening and saving files, or how to undo a mistake? See our Office 2013 Essentials quide.

Entering New Data

- 1. [Click] on a cell, or move to it with the arrow keys. 2. Type the duta. If you make a mistake while typing,
- press «Backspace» to delete characters.
- 3. Press «Enter» or [Click] with the Formula Bar. The Formula Bar is located above your workspace, and displays the data or formula stored in the active cell. If Excel suggests an entry, press «Enter» to accept, Deleters to remove, or ignore it by continuing to type.

Picking from a Drop-Down List

To pick from a list of text values already entered in cells below or above the active cell, press <Alt-4> then use arrows and «Enter» to select. Or, [Right Click] the cell, then choose PICK FROM DROP-DOWN LIST.

Editing the Contents of a Cell

- 1. [Click] on the cell to change
- 2. [Click] in the Formula Bar. Or to edit directly in the cell. (Double Click) the cell or press <F2>.
- Use arrow keys to move, «Backspace» to delete left. «Delete» to delete right, or type text to insert.
- 4. When finished, press «Enter» or (Click!»/ ...

To cancel editing: [Click] [x:] or press «Esc».

Replacing the Contents of a Cell

- 1. IClick! on or move to the cell to change.
- 2. Type new data, then press «finter» or [Click]

Selecting Cells



Active cell is white. Selected selfs are

surrounded by a solidbenefits.

When you type, the value is inserted in the active cell. To select a single cell: (Click) the cell, or use the arrow keys to move to the cell.

To select a range of cells: [Drag] across cells, or:

- <Shift> [Click] a cell other than the active cell.
- Hold <Shifts while using the arrow keys.
- Tags Drag (-C) I.

To select entire rows/columns: [Click] headings [1] And the second To select entire worksheet: [Click] where ...

the row and column headings meet. To select multiple ranges: Select a range, press. «Ctrl> while selecting more ranges.

Resizing Column Width or Row Height

- 1. [Point] at the dividing line between the column or row headings. The mouse pointer changes into a double headed arrow # or [4]
- 2. [Drag] to change the width or height. Or to AutoFit. to the widesthighest cell, [Double Click] the line.

Or to enter a measurement:

- Select a cell in the row/column to adjust.
- 2. Choose HOME, FORMAT either ROW HEIGHT OF COLUMN WIDOR.
- 3. Enter a height or width, then (Click) OK.

To change several columns or rows, select there first.

Inserting Rows or Columns

- 1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rours or columns.
- 2. Choose HOME, then INSERT ...

- 1. Select the cells where you wish to insert new ones.
- 2. Choose HOME, then broad then INSERT CELLS.
- 2. Specify direction to shift the selected cells. [Click] OK.

Clearing Cells

You can clear the contents of cells, cell formatting, or both content and formatting.

- Select the cells to clear.
- To clear contents only (not formatting): Choose HOME. Cheer .. CLEAR CONTENTS. Or, press «Delete». To clear only formatting: Choose CLEAR FORMATS. To clear everything: Choose CLEAR ALL.

Deleting Rows, Columns, or Cells

As compared to clearing (described above) this removes the cells and moves surrounding cells to fill the gap.

To delete rows or columns:

- Select the row(s) or column(s), using headings.
- 2. Choose HOME, then DELETE 1000

To delete cells:

- Select the cell(d).
- Ohoose HOME, then District
 then DELETE CELLS.
- Specify direction to shift surrounding cells. [Click] OK.

Borders, Shading, Text Color

Select cells, then choose HOME, and IClick! one of: - - A - A

Drawing a Border Grid-

- Choose HCME, then [Click] drop-down arrow of then select DRAW BORDER, or to draw a grid, select DRAW BORDER GRID.
- 2. [Orag] to create one or more borders, then [Click] or press offsets.

Erasing a Border

- then select ERASE BORDER.
- [Dxag] across or [Click] the borders to erase.
- it. (Click) or press «fisc».

Formatting Number Cells

A cell's format affects the way its value is displayed, but it doesn't change the underlying value, or the way it is filtered, sorted, or calculated.

- 1. Select the cells to formut. This can be done before or after the data has been entered.
- 2. Choose HOME, then a format from the Number Format. Text General found in the NUMBER group.
 - Or, (Click) one of the following buttons: Formats as default currency with 2 decimals. (Click) drog-down arrow for other currencies.
 - Formats as a percentage.
 - Displays commas between thousands, and two-decimal places.
 - Adds a decimal place with each [Click]. Removes a decimal place.

Aligning and Merging Cells

To allon within the cell, select the cells to align, then choose HOME, then one of ____ == or ___ or ___ == -a; To merge cells and center the contents, select the cells.

to merge across, and [Click] [22] Morge & Century. Other merge options, including UNMERGE, are available in the drop-down list.

Entering Dates

For dates to be used in formulas, enter them using one of Excel's date formats, e.g., 3/14/10 or 14-Mar-10.

To change how dates display for specific cells:

- 1. Select the cells containing dates.
- 2. Choose HOME, then in the NUMBER group, [Click] 15.
- 3. From the DATE category, select a TYPE, *** indicates it matches the Windows date format. [Click] OK.

Entering a Sequence of Numbers

- 1. Enter the first two numbers or dates. of the sequence into adjacent cells.
- Select the two cells, are
 Drag the fill handle
 Into an adjacent range of cells. For options, (Click) " after filling.

For more series options, e.g., weekdays:

- 1. Enter the starting number or date in a cell.
- 2. Select the blank range to fill, including the cell(s): with the starting value(s).
- 3. Choose HOME, then 4 Fill , then SERIES.
- 4. Specify options. For example, to fill only with weekdays: in TYPE, choose DATE, then WEEKDAY, IClick! OK.

Touch Actions

Click/Double Click Tap/Double Tap Oraș or Swiger Soroll Select range Tap, Drag i-

Right Click menu. Touch and bold for box Touch MiniBar Tap text/picture/etc. then

Sam amain. Or, touch and hold for box. Tap drop-down arrow to were impose options.

To improve your touch experience, turn on the touch-optimized Ribbon and status bar (some buttons change to menual: in Quick Access Toolbar 1 ... then TOUCH.

Moving Within the Worksheet

One cell up or down 常业业 Cell to the right. He for Bab. Cell to the left 4- or Shift-Lab Within selected cells Tab. Ember, Shift-Tub-

Beginning of the row **Wome** Cell A1 Ctd-Home intersection of the last Ctrl-End

used row and column. One screenful down/up Page down/up One screenful right/left Alt-Page down/up

To the last filled cell in any Ctrl-Amone Key direction, or if in a blank cell, to the next filled cell

To a cell that you specify FS, type cell, OK or Shift-OK to select to the new cell.

Next or previous sheet Cati-PaDrs or Cati-Patiliti cShifts with any of these Movement shortcuts will. select from the current cell to that location.

E.g., <Shift-Chil-Home> selects from the current cell brack to cell A1

Selection Shortcuts

Am entine rows: Shift-Spacebar An entire column: Ctrl-Spacebar The entire worksheet: Carl Shift-Soucebar. repeat if needed.

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Greg Harvey

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