

The Excel 2016 Screen



Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed 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
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

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

Formatting

Bold	Ctrl + B
Italics	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

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook:** Click the **File** tab, select **New**, and double-click **Workbook**, or press **Ctrl + N**.
- To Open a Workbook:** Click the **File** tab and select **Open**, or press **Ctrl + O**.
- To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Preview and Print a Workbook:** Click the **File** tab and select **Print**, or press **Ctrl + P**.
- To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.
- To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar, or press **Ctrl + Y**.
- To Close a Workbook:** Click the **Close** button, or press **Ctrl + W**.
- To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard.
- To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- To 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 mouse pointer to the last cell of the range.
- To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet. Or press **Ctrl + A**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings:** Click the **File** tab and select **Options**.
- To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.
- To Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Microsoft Excel 2013 User Guide

J Spring



Microsoft Excel 2013 User Guide:

A Guide to Microsoft Excel 2013 for Scientists and Engineers Bernard Liengme, 2015-03-17 Completely updated guide for students scientists and engineers who want to use Microsoft Excel 2013 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2013 Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results New to this edition The Backstage is introduced a new Office 2013 feature all the external operations like Save Print etc are now in one place The chapter on charting is totally revised and updated Excel 2013 differs greatly from earlier versions Includes many new end of chapter problems Most chapters have been edited to improve readability

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 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3

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TeachUcomp ,2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics
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ICILS 2013 Julia Gerick, Mario Vennemann, Birgit Eickelmann, Wilfried Bos, Sina Mews, 2018
 Mit ICILS 2013 International Computer and Information Literacy Study wurden erstmalig die computer und
 informationsbezogenen Kompetenzen von Achtklässlerinnen und Achtklässlern in Deutschland im internationalen Vergleich
 getestet. Darüber hinaus wurden mit der Studie umfangreiche Rahmendaten zum Erwerb dieser Kompetenzen mittels
 Hintergrundfragebögen für Schülerinnen und Schüler, Lehrpersonen, Schulleitungen und IT-Koordinatorinnen und IT-
 Koordinatoren erfasst. Mit dem hier vorgelegten Buch werden die im Rahmen von ICILS 2013 in Deutschland eingesetzten
 Erhebungsinstrumente dokumentiert. Es enthält sowohl die internationalen Instrumente, die in allen 21 beteiligten
 Bildungssystemen eingesetzt wurden, als auch die nationalen Ergänzungen für Deutschland. Die Dokumentation kann damit als
 Ergänzung der Materialien genutzt werden, die zu ICILS 2013 von der internationalen Studienleitung an anderer Stelle
 umfassend vorgelegt wurden. Das Buch richtet sich an Wissenschaftlerinnen und Wissenschaftler ebenso wie an interessierte
 Akteurinnen und Akteure aus der Bildungsadministration und der schulischen Praxis. Julia Gerick, Jahrgang 1986, studierte
 Erziehungswissenschaft, Diplom an der Technischen Universität Dortmund. Anschließend arbeitete und promovierte sie an der
 Universität Hamburg. Von 2012 bis 2016 war sie am Institut für Schulentwicklungsforschung der TU Dortmund als nationale

Projektleiterin der International Computer and Information Literacy Study IEA ICILS 2013 beschäftigt Seit August 2016 ist sie Juniorprofessorin für Erziehungswissenschaft mit dem Schwerpunkt Schulentwicklungsforschung an der Universität Hamburg Ihre Forschungsinteressen liegen in den Bereichen Schulentwicklungsforschung Schulqualität Digitale Medien in Schule und Unterricht Lehrergesundheit Schulleitung sowie Schulleistungsstudien [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 Outlook 2019 Training Manual Classroom in a Book** TeachUcomp ,2020-10-26 Complete classroom training manual for Microsoft Outlook 2019 177 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and manage contacts use advanced email techniques manage and use the calendar use tasks create groups use the journal and much more Topics Covered CHAPTER 1 GETTING ACQUAINTED WITH OUTLOOK 1 1 The Outlook Environment 1 2 The Title Bar 1 3 The Ribbon 1 4 The Quick Access Toolbar 1 5 Touch Mode 1 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar CHAPTER 2 MAKING CONTACTS 2 1 The Contacts Folder 2 2 Customizing the Contacts Folder View 2 3 Creating Contacts 2 4 Basic Contact Management 2 5 Printing Contacts 2 6 Creating Contact Groups 2 7 Categorizing Contacts 2 8 Searching for Contacts 2 9 Calling Contacts 2 10 Mapping a Contact's Address CHAPTER 3 EMAIL 3 1 Using the Inbox 3 2 Changing the Inbox View 3 3 Message Flags 3 4 Searching for Messages 3 5 Creating Addressing and Sending Messages 3 6 Checking Message Spelling 3 7 Setting Message Options 3 8 Formatting Messages 3 9 Using Signatures 3 10 Replying to Messages 3 11 Forwarding Messages 3 12 Sending Attachments 3 13 Opening Attachments 3 14 Ignoring Conversations CHAPTER 4 THE SENT ITEMS FOLDER 4 1 The Sent Items Folder 4 2 Resending Messages 4 3 Recalling Messages CHAPTER 5 THE OUTBOX FOLDER 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a

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Microsoft Excel Function Reference, 1992 This book gives information on how to get started on Microsoft Excel worksheet basics databases charts graphics printing and keyboard shortcuts

User's Guide Microsoft FoxPro, 1989

Data Visualization and Statistical Literacy for Open and Big Data Prodromou, Theodosia, 2017-03-20 Data visualization has emerged as a serious scholarly topic and a wide range of tools have recently been developed at an accelerated pace to aid in this research area Examining different ways of analyzing big data can result in increased efficiency for many corporations and organizations Data Visualization and Statistical Literacy for Open and Big Data highlights methodological developments in the way that data analytics is both learned and taught Featuring extensive coverage on emerging relevant topics such as data complexity statistics education and curriculum development this publication is geared toward teachers academicians students engineers professionals and researchers that are interested in expanding their knowledge of data examination and analysis

Microsoft Excel 4.0 for Windows Ruth Maran, 1993 This title uses a graphical full colour format to explain the various functions and features of Excel 4 0 for Windows Each page in the book imitates the appearance of a Windows screen with a horizontal list of the subcategories in the chapter at the top of each right hand page much like a menu bar and a contents table imitating the pull down menus found on Windows

The Illustrated AutoCAD Quick Reference Guide for Release 13 Ralph Grabowski, 1995 As an illustrated quick reference guide each page offers clear and direct information on a single command or function of AutoCAD for a quick application to assignments ranging from tutorials to full blown projects

Microsoft Office 97 User Manual Rick Winter, 1998 Microsoft

Office 97 User Manual picks up where other user manuals fall short by providing detailed documentation of Office's many commands dialog boxes buttons toolbars and more Here you'll find documentation for the many complex tools found in Word Excel PowerPoint and Outlook 98 features all organized by menu **Microsoft Excel for Windows 95** Patricia

Murphy,1996-03 **Quantitative Anthropology** Leslie Lea Williams,Kylie Quave,2019-03-21 Quantitative Anthropology A Workbook contributes an anthropological perspective to quantitative methods The book's authors address characteristics of quantitative data entering and manipulating data in SPSS graphical displays distributions and measures of central tendency and dispersion and including hypothesis testing with both parametric and nonparametric statistical tests Increasingly complex exercises build on cumulative learning from chapter to chapter and stress the application of methods beyond coursework The focus of the manual is on univariate statistical analysis and the book is written to be accessible to higher level undergraduate students and graduate students in all fields of anthropology Uses anthropological examples from the subdisciplines of sociocultural anthropology biological anthropology and archaeology to illustrate quantitative data techniques Integrates quantitative techniques with theoretical fluency encouraging the reader to make connections between Big Picture questions in anthropology and the methods used to address those questions Focuses on the practical use of Excel and SPSS to apply quantitative methods to anthropological contexts Includes exercises in both parametric and nonparametric inferential statistics as well as descriptive statistics *Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide* Beezix,2013-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables PivotTables sorting and filtering features in Microsoft Office Excel 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered List Range or Table Excel Tables Creating an Excel Table Adding or Deleting a Table Row or Column Turning On/Off the Total Row Removing Duplicates Using Table Specifiers in Formulas Converting a Table to a List Range Using a List Range for Sorting Filtering Subtotals and PivotTables PivotTables Creating a PivotTable or PivotChart from Worksheet Data Show/Hide the PivotTable Fields Pane Adding/Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting and Filtering a PivotTable Filtering PivotTables with Timelines Using a PivotTable to Analyze Multiple Data Sources Adding Excel Workbook Tables to the Data Model Adding External Data to the Data Model Defining Relationships Across Multiple Tables Creating a New PivotTable to Analyze Multiple Data Model Tables Adding Tables and Fields to an Existing PivotTable Advanced Data Analysis Creating a Power View Sheet Adding a Visualization to Power View Sorting Excel 2013 Data Analysis with Tables Functions Formulas Quicken 2013 The Official Guide Bobbi Sandberg,2012-11-22 Covers Quicken Deluxe and Premier Cover **Excel 2013 Simplified** Paul McFedries,2013-02-26 A friendly visual approach to learning the basics of Excel 2013 As the world's leading spreadsheet program Excel is a spreadsheet and data analysis tool that is part of the Microsoft Office suite The new Excel

2013 includes new features and functionalities that require users of older versions to re learn the application However whether you re switching from an earlier version or learning Excel for the first time this easy to follow visual guide gets you going with Excel 2013 quickly and easily Numbered steps as well as full color screen shots concise information and helpful tips all contribute to a clear comfortable learning experience Covers Excel basics workbook fundamentals formatting worksheets and enhancing them with graphics analyzing data communicating results with charts and PivotTables and much more Walks you through using Flash Fill representing your data in a variety of ways and maximizing a more interactive interface Demonstrates how to share workbooks collaborate with others and embed portions of your spreadsheets on social network pages Excel 2013 Simplified is a quick and easy way to get up to speed on Excel 2013 for both novice users and those upgrading from an earlier version Microsoft Excel for Windows Terrence P. O'Donnell,1996 Microsoft Excel 5 for Windows Gary B. Shelly,Thomas J. Cashman,1995 *Microsoft Excel* ,1992

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