

Excel® 2013 Introduction

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

Entering New Data

1. [Click] on a cell, or move to it with the arrow keys.
2. Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
3. Press <Enter> or [Click] in 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, <Delete> 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-D> 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>.
 3. 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] or press <Esc>.

Replacing the Contents of a Cell

1. [Click] on or move to the cell to change.
2. Type new data, then press <Enter> or [Click] .

Selecting Cells



Active cell is white.
Selected cells are surrounded by a solid border.

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 <Shift> while using the arrow keys.
 - Tap, Drag .

To select entire rows/columns: [Click] headings

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 .
2. [Drag] to change the width or height. Or to AutoFit to the widest/highest cell, [Double Click] the line.

Or to enter a measurement:

1. Select a cell in the row/column to adjust.
2. Choose **HOME**, **FORMAT** , either **ROW HEIGHT** or **COLUMN WIDTH**.

3. Enter a height or width, then [Click] OK.

To change several columns or rows, select them 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 rows or columns.
2. Choose **HOME**, then **INSERT** .

Inserting Cells

1. Select the cells where you wish to insert new ones.
2. Choose **HOME**, then then **INSERT CELLS**.
3. 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.

1. Select the cells to clear.
2. To clear contents only (not formatting): Choose **HOME**, , **CLEAR CONTENTS**. Or, press <Delete>.
3. To clear only formatting: Choose **CLEAR FORMATS**.
4. 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:

1. Select the row(s) or column(s), using headings.

2. Choose **HOME**, then **DELETE** .

To delete cells:

1. Select the cell(s).
2. Choose **HOME**, then then **DELETE CELLS**.
3. Specify direction to shift surrounding cells. [Click] OK.

Borders, Shading, Text Color

Select cells, then choose **HOME**, and [Click] one of:



Drawing a Border Grid

1. Choose **HOME**, then [Click] drop-down arrow of , then select **DRAW BORDER**, or to draw a grid, select **DRAW BORDER GRID**.
2. [Drag] to create one or more borders, then [Click] or press <Esc>.

Erasing a Border

1. Choose **HOME**, then [Click] drop-down arrow of , then select **ERASE BORDER**.
2. [Drag] across or [Click] the borders to erase.
3. [Click] or press <Esc>.

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 format. This can be done before or after the data has been entered.
2. Choose **HOME**, then a format from the Number Format list , found in the **NUMBER** group.

Or, [Click] one of the following buttons:

- Formats as default currency with 2 decimals. [Click] drop-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 align within the cell, select the cells to align, then choose **HOME**, then one of

To merge cells and center the contents, select the cells to merge across, and [Click] .

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] .
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.
2. Select the two cells.
3. [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 then **SERIES**.
4. Specify options. For example, to fill only with weekdays: in **TYPE**, choose **DATE**, then **WEEKDAY**. [Click] OK.

Touch Actions

Click/Double Click	Tap/Double Tap
Scroll	Drag or Swipe
Select range	Tap, Drag
Right Click menu	Touch and hold for box
Touch MiniBar	Tap text/picture/etc. then tap again. Or, touch and hold for box. Tap drop-down arrow to see more options.

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

Moving Within the Worksheet

One cell up or down	
Cell to the right	or Tab
Cell to the left	or Shift-Tab
Within selected cells	Tab, Enter, Shift-Tab, Shift-Enter
Beginning of the row	Home
Cell A1	Ctrl-Home
Intersection of the last used row and column	Ctrl-End
One screenful down/up	Page down/up
One screenful right/left	Alt-Page down/up
To the last filled cell in any direction, or if in a blank cell, to the next filled cell	Ctrl-Arrow Key
To a cell that you specify	F5, type cell, OK or Shift-OK to select to the new cell
Next or previous sheet	Ctrl-PgDn or Ctrl-PgUp

<Shift> with any of these Movement shortcuts will select from the current cell to that location. E.g., <Shift-Ctrl-Home> selects from the current cell back to cell A1.

Selection Shortcuts

An entire row:	Shift-Spacebar
An entire column:	Ctrl-Spacebar
The entire worksheet:	Ctrl-Shift-Spacebar, repeat if needed.

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