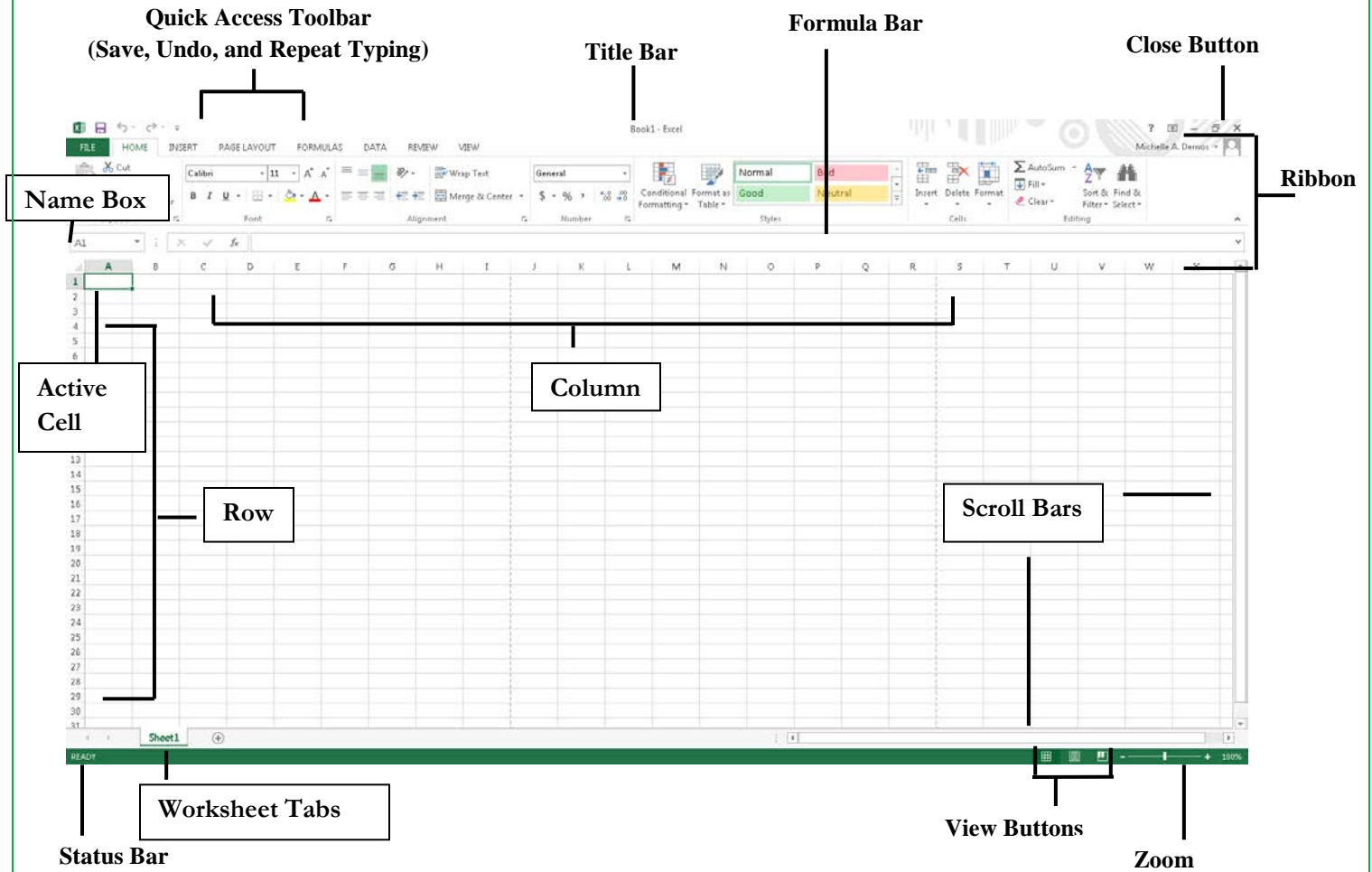


# Excel 2013 Basics

## Excel 2013 Interface



## Office 2013 Basics

**Create Document-** Click the **File tab**, select 'New', select 'Blank Document'.

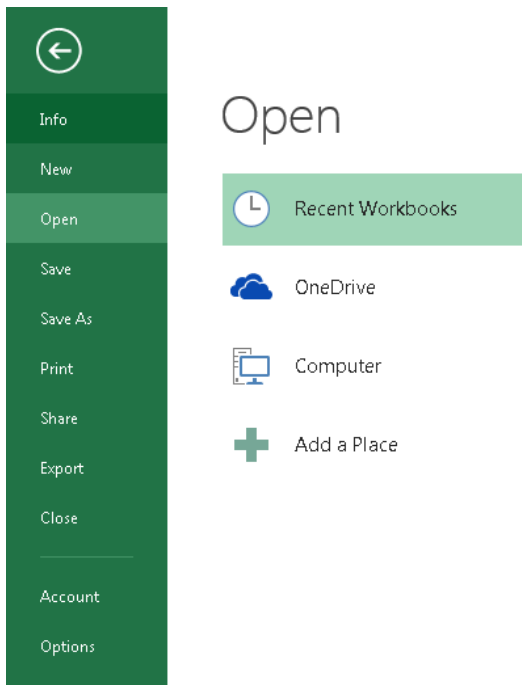
**Open a Document-** Click the **File tab**, select 'Open'. Click on 'Computer' and find the drive where your workbook is located.

**Save a Document-** Click the **File Tab**, select 'Save'.  
(Note: Be aware of where you are saving to!)

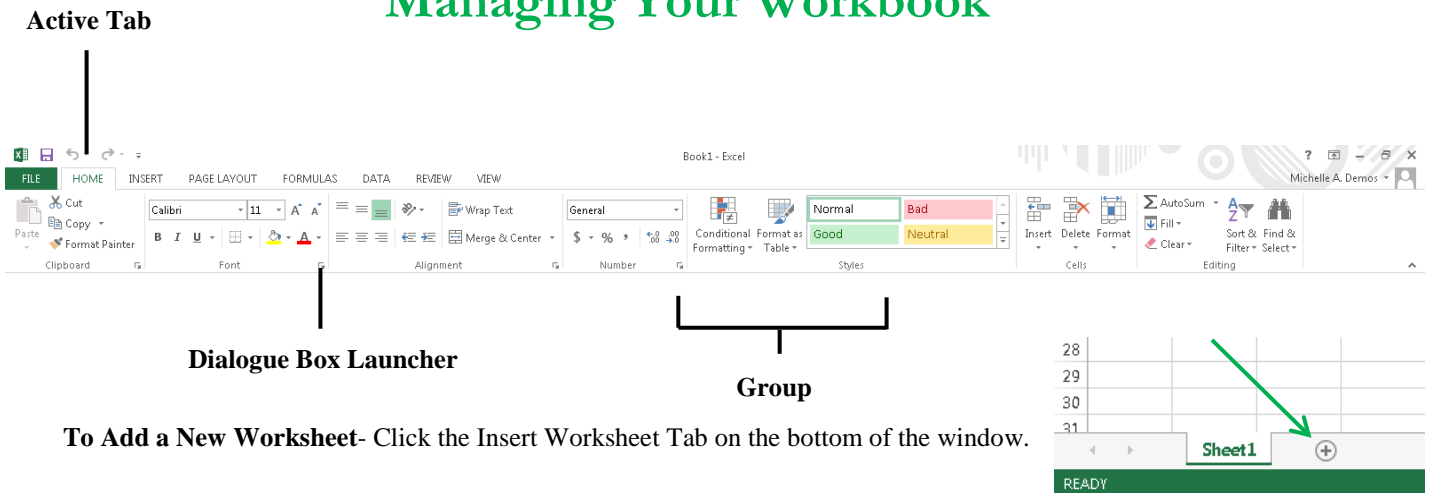
**To Save a Document as a Different Name-** Click the **File Tab**, select 'Save As'. Type the new name of the document next to File Name.  
(Note: Be aware of where you are saving to!)

**To Print a Document-** Click the **File Tab**, select 'Print'. Word will automatically show the print preview on the right-hand side. To print, select the Print Button in the top left hand section of the screen.

**To Undo an Action-** Select the Undo Button in the **Quick Access Toolbar** or press **Ctrl+Z** on your keyboard.



# Managing Your Workbook



**To Add a New Worksheet-** Click the Insert Worksheet Tab on the bottom of the window.

**To Delete a Worksheet-** Select the sheet you wish you delete. In the **Home Tab**, click on the arrow next to the 'Delete' icon in the Cells group and select 'Delete Sheet'.

(Note: Alternatively, you can also select the sheet you wish to delete and right click. From the menu, select delete.)

**To Rename a Worksheet** – **Double click** the name of the sheet you wish you rename and type the name.

**To Freeze Panes** – Select the cell where you want to freeze the window. In the **View Tab**, go to the Window group and click on the Freeze Panes button. Select the option from the list.

**To Select a Print Area** – Select the cells you want to print, click the **Page Layout Tab**. Go to the Page Setup Group and select Print Area and Set Print Area.

**To Change the Margins, Orientation, Size or Breaks** - Click the **Page Layout Tab** and use the commands in the Page Setup Group

## Editing and Formatting Cells

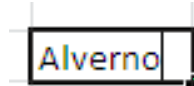
**To Edit the Contents of a Cell** – Select the cell. The contents of the cell will appear in the **Formula Bar** at the top of the page. Click in the Formula Bar and edit the contents. Press Enter when you are finished.

**To Clear the Contents of a Cell** – Select the cell or cells and press the **Delete Key** on your keyboard.

**To Cut or Copy the Contents of a Cell** – Select the cell or cells. In the **Home Tab** click the Cut or Copy icon in the Clipboard Group.

**To Paste the Contents of a Cell** – Select the cell or cells where you want to paste the contents. In the **Home Tab**, click the Paste icon in the Clipboard Group.

**To Copy the Contents of a Cell to other cells using Autofill** – Click the **Autofill Handle** at the bottom-right corner of the cell and drag up, down, left or right.



**To Insert a Column or Row** – Select the row below or the column to the right of where you want a new row or column to be. In the **Home Tab**, click Insert.

**To Delete a Column or Row** – Select the row or column you want to delete. In the **Home Tab**, click on the Delete button.

**To Format Text Within a Cell** – Use the commands in the Font Group of the **Home Tab**.

**To Format Values within a cell** – In the **Home Tab**, click the Dialog Box Launcher in the Number Group.

**To Change Cell Alignment** – Select the cell or cells and click the Alignment icon in the **Home Tab**.

**To Adjust Column Width** – Drag the **vertical line** between the column header.

**To Adjust Row Height** – Drag the **horizontal line** between the row numbers.

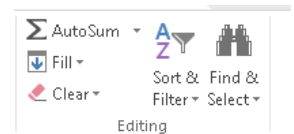
**To Add a Border around a cell or cells** – Select the cell or cells. On the **Home Tab**, click the Dialog Box Launcher in the Font Group. Click on the Border Tab.

**To Add Shading to a cell or cells** - Select the cell or cells. On the **Home Tab**, click the Dialog Box Launcher in the Font Group. Click on the Fill Tab.

**To Insert a Header or Footer** – In the **Insert Tab**, click the Header & Footer icon. Enter the header text.

## Formulas/Functions and Charts

**To Total Cells** – Click the cell where you want the total to appear. In the **Home Tab**, click the Autosum icon in the editing group. Verify that the cell range is correct and hit the Enter key on the keyboard.



**To Enter a Formula** – Click the cell where you want the total to appear. **Type a =** in the cell followed by the formula. Press Enter when finished.

**To Insert a Function** – Click the cell where you want to enter the Function. Click the Insert Function icon in the **Formula Bar**. Select the Function and complete process.



**To Create a Chart** – Select the cells that contain the data you want to chart. In the **Insert Tab**, click the Chart Type icon and select the chart you want from the list.

## Keyboard Shortcuts Reference

**Open a Workbook-** Ctrl+O

**Create New Workbook-**  
Ctrl+N

**Save a Workbook-** Ctrl+S

**Print a Workbook-** Ctrl+P

**Close a Workbook-** Ctrl+W

**Help-** F1

**Spellcheck-** F7

**Move Between Cells-** →, ←,

↑, ↓

**Go one cell right-** Tab

**Go one cell left-** Shift+Tab

**Go one cell down-** Enter

**Go to first cell-** Ctrl+Home

**Go to last cell with data-**  
Ctrl+End

**Cut-** Ctrl+X

**Copy-** Ctrl+C

**Paste-** Ctrl+V

**Undo-** Ctrl+Z

**Repeat Typing-** Ctrl+Y

**Bold-** Ctrl+B

**Italics-** Ctrl+I

**Underline-** Ctrl+U