Quick Study COMPUTER

Excel 2013

Excel 2013 Main Window

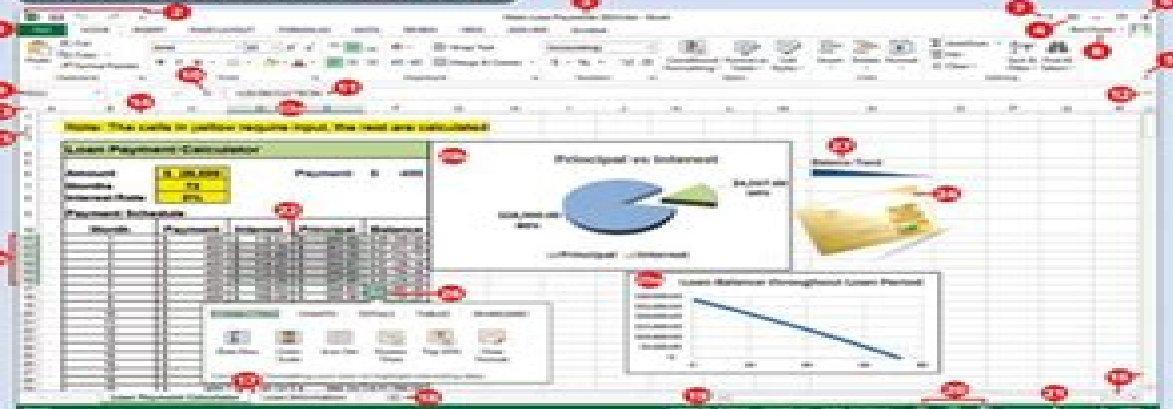Note: The cells in yellow require input, the rest are calculated.

1. *File tab:* The Excel 2013 layout is similar to that of Excel 2010; this tab includes the following options: *New, Open, Save, Print, Share, Export,* and *Close.* Other configuration options are also available.

2. **Quick Access Toolbar:** Puts commonly used commands, such as *Save* and *Undo,* on a permanently visible toolbar in the top-left corner. It is fully customizable, and you can add almost any button you want to this toolbar from the drop-down menu or by right-clicking on a tab and selecting *Add to Quick Access Toolbar.*

3. **File name and type of document:** The title bar shows the name of the document and its type.

4. **Ribbon display options:** Clicking this button opens a drop-down menu with the following options: *Auto-hide Ribbon, Show Tabs,* and *Show Tabs and Commands. Auto-hide* will hide the *Quick Access Toolbar,* as well as the Ribbon. To restore them permanently, click the up arrow

   and choose another option. The *Show Tabs* option will show the tabs but hide the commands, while *Show Tabs and Commands* will show both tabs and commands.

5. **Hide or restore the Ribbon:** This icon will hide the Ribbon. If the Ribbon is hidden, selecting the three dots

   in the top-right corner will restore the Ribbon; pressing the <Alt> key will also temporarily restore the toolbar and Ribbon.

   TIP: Use the keyboard shortcut <Ctrl> + <F1> to hide or restore the Ribbon.

6. **Close document:** To close the currently displayed document, select this icon. If the document needs to be saved, a window will be displayed prompting you to save the document before closing.

7. **Help:** Provides quick and easy access to the *Help* system.

8. **User:** Shows the logged-in Microsoft account (if any) that is working with the workbook.

9. **Name box:** Cell coordinates (intersecting column and row) of the currently or first-selected cell are displayed here; cells can also be named for easier reference.

10. **Insert function:** Clicking this button displays the *Insert Function* dialog box. (see Using Functions, p. 4, to learn how).

11. **Formula bar:** The formula or contents of the currently selected cell are shown (and can be edited) here.

12. **Formula bar expander:** Allows more space to display a long formula instead of the formula covering data cells below it.

13. **Select all:** Clicking this button selects all the cells on the current worksheet.

14. **Column:** Columns are lettered. Click the column letter to select the entire column.

15. **Row:** Rows are numbered. Click the row number to select the entire row.

16. **Worksheet scroll bars:** Allow scrolling through the worksheet when there isn't enough space to display the entire worksheet on the screen.

17. **Worksheet tab:** A tab for each worksheet in a workbook is displayed here. Display a specific worksheet by clicking its worksheet tab.

18. **Insert worksheet:** Inserts a new blank worksheet tab at the end of the list of tabs.

19. **Status bar:** This area displays various indicators of the application's state and statistics

for the selected cells, if any (multiple cells must be selected for them to be displayed; includes *Sum, Average, Count* [both total and cells with numbers only], *Minimum,* and *Maximum*). It can be configured to display as many or as few details as desired about the current workbook. To change what is displayed, right-click the status bar and check or uncheck the options desired. The normal display is *Ready,* meaning it is waiting for you.

20. **Views:** These icons in the status bar provide the ability to quickly change the display view. The buttons are (left to right) *Normal, Page Layout* (click to quickly add a header or footer or adjust other *Page Layout* options), and *Page Break Preview* (click to show page breaks in dotted lines; drag dotted lines to move page breaks).

21. **Zoom:** The document can be zoomed in on or out from 10% to 400% by dragging the arrow or clicking the + or − icon (to change 10% per click).

22. **Active cells:** The currently selected cells. To select a cell, click it.

23. **Selected rows and columns:** The columns and rows of the selected cells are shaded darker to help indicate their location. Cells in columns D and E **(a)** and rows 11–16 **(b)** are selected. To select adjacent cells, click the first cell and drag the mouse over the desired cells. To select nonadjacent cells, hold down <Ctrl> and click in the desired cells.

24. **Illustrations (graphics):** Pictures, shapes, SmartArt, and screen shots can be placed anywhere on the spreadsheet, similar to **Word** and **PowerPoint.**

25. **Charts (graphic):** Excel 2013 introduces *Recommended Charts* for selected data, allowing you to quickly preview and select various charts, including stacked bar charts, pie charts **(a)** and line charts **(b).**

26. **Quick Analysis tool:** Provides quick access to *Formatting, Charts, Totals, Tables,* and *Sparklines* options for the selected data or table.

27. **Sparklines:** Allows for simple graphs that fit in a single cell to show trends, wins and losses, increasing or decreasing values, etc.

New Features

Excel 2013 offers many new features to simplify entering, filtering, formatting, and analyzing data. There are also several significant improvements for storing, accessing, and sharing documents online. Here is a summary of some of the new and improved features in Excel 2013:

- More templates are available both in Excel 2013 and online. The templates are organized into categories (e.g., invoices, address books, forms, calendars, budgets, payment calculations, reports). Several of the new templates are created for the 16:9 aspect ratio, which is a better fit for many laptop screens and tablets. These professionally designed templates can take care of most structure and design work for you so that you can focus on entering and analyzing data. *See* **Creating a New Workbook,** p. 3, to learn more.
- Every workbook opens in a separate window, so it is much easier to work with multiple workbooks at the

same time, especially for users with multiple monitors. Having workbooks in separate windows makes it easier to reference, copy to and from, link, and integrate multiple workbooks.

- *Recommended Charts* is a new feature on the *Insert* tab that analyzes selected data and recommends chart options based on the data. It opens a window to preview the recommendations; click the desired chart to create it.
- Quick access to *Chart Tools* has been improved. Click once on a chart, and three new *Chart* icons appear, providing quick access to *Chart Elements, Chart Styles and Colors* and *Chart Filters.* This makes it easy to format data point values, colors, styles, labels, legends, etc.
- The *Quick Analysis* tool is a powerful, easy-to-use tool that allows users to quickly convert data into a table or chart and select and preview data with conditional formatting, charts, total summaries, and *Sparklines* for instant analysis of data trends.

- *Flash Fill* is a powerful new feature that detects the pattern of data entered and then fills in the rest of the data in the column for you (e.g., if you are consistently splitting data from one column into separate columns, *Flash Fill* will pick up that pattern and finish splitting the data for you).
- The *Slicer* tool that was first introduced for PivotTables in **Excel 2010** is now available for normal tables, query tables, and other data tables in **Excel 2013** and is easier to set up and use. It shows the current filter so that you can easily see what data the table includes. It makes it easy to divide a table or PivotTable into pieces and then filter each piece so that only relevant data is displayed, yielding easier analysis of large tables and PivotTables.
- **Excel 2013** makes it easy to save and share workbooks online. Options include saving workbooks to Microsoft **SkyDrive, SharePoint,** or another online location. You can configure access so that others can view and edit the latest version from a web browser on any device.

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Microsoft Excel 2013 Essentials (Speedy Study Guides) Speedy Publishing,2014-06-18 Microsoft Excel 2013 is part of the Microsoft Office Suite package The software is designed to help people keep track of accounts numbers and more through spread sheets Therefore this tool helps businesses and individuals alike to manage their assets in an easy way The 2013 version is one of the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programing better **Excel 2013 Pivot Tables & Charts** BarCharts, Inc,John R. Hales,Matt Smith,2014 **Microsoft Excel 2013 Essentials (Speedy Study Guide)** Speedy Publishing LLC,2014-06-08 Microsoft Excel 2013 is part of the Microsoft Office Suite package The software is designed to help people keep track of accounts numbers and more through spread sheets Therefore this tool helps businesses and individuals alike to manage their assets in an easy way The 2013 version is one of the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programing better Excel 2013 Formulas Speedy Publishing,2014-09-22 Microsoft Excel has a huge variety of formulas for a variety of situations and most of them are fairly complex to use An Excel 2013 Formulas study guide gives the user access to most or all of those formulas in a quick and easy manner Instead of having to search the internet or flip through a large book the user can simply find the categorized formula in the study guide and apply it with the tips given A study guide organizes the formulas in an intuitive format and can easily be kept near the computer for convenient reference any time **Get going with hudl2 in easy steps** Nick Vandome,2015-04-22 The hudl2 is the second generation of Tesco s fully featured tablet Available in eight striking colours the hudl2 is an 8 inch device that offers everything that you need for your modern mobile computing needs Get going with hudl2 in easy steps is a full colour compact and concise quick start guide that will help you get up and running quickly with your hudl2 It shows how to set it up ready for use and the fundamentals of navigating your way around its interface and screens The hudl2 keyboard is also covered as are pre installed apps and those that can be downloaded from the online Play Store Entertainment is an important part of any tablet and this is well catered for with the hudl2 The Get going guide shows how you can use it for listening to music with either Blinkbox or the Play Music app watch movies and TV shows read books and make the most of your photos including using the two cameras on the hudl2 The hudl2 is not just a fun device it is also extremely functional and a great way to stay in touch with family and friends with a range of pre installed apps These include using email the address book and the calendar Using the Web is another essential part of modern life and there is a chapter that shows how to use the default Chrome browser to get the most out of your online experience When you get your hands on a hudl2 you will want to start using it as soon as possible Get going with hudl2 in easy steps helps you do this by giving you the information that you need in a compact format that is ideal for keeping next to your hudl2 for easy reference *Enhanced Microsoft Excel 2013:*

Illustrated Complete Elizabeth Reding,Lynn Wermers,2015-04-11 Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series ENHANCED MICROSOFT EXCEL 2013 ILLUSTRATED COMPLETE Using a concise focused approach and user friendly format the Illustrated Series provides a hallmark two page layout that allows readers to work through an entire task without turning the page Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full color screens that preview what readers should see on their own computers Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application New and updated appendixes guide you in exploring cloud computing and other developments in more depth Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success Important Notice Media content referenced within the product description or the product text may not be available in the ebook version   Microsoft Office 2013 Essentials (Speedy Study Guides) Speedy Publishing,2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions   *Office 2013 Bible* Lisa A. Bucki,John Walkenbach,Michael Alexander,Richard Kusleika,Faithe Wempen,2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference   **Microsoft Office 2013 Desktop Easel Book** John Hales,2014-05-31 With a built in easel this reference tool can stand upright on your desktop workspace for true at a glance quick reference Twenty one durable laminated pages that

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From Freshman to Fortune 500 Marky Stein,2016-12-29 Less than 30 percent of college graduates are working in jobs related to their majors and almost 40 percent are working at jobs that dont require a degree Theyve learned earning a college degree is only the first step to getting a job in your field You must also learn seven secrets to achieve professional goals Marky Stein named by LinkedIn as one of the nations top career experts and a three time McGraw Hill best selling author of job seeking and career transition books walks you through how to leverage your college degree and one or more of these secrets to work in the industry of your choice in as little as six weeks in a job directly related to your major get the government to pay for training that will catapult you to a first job new career promotion or raise and leverage one strategic class to change careers earn a promotion and or rebrand yourself to earn a higher salary Filled with case studies from actual clients this guidebook helps you win a job at any company and in any industry Do what you love and earn the money you deserve with the guidance in From Freshman to Fortune 500   Business Statistics: Australia New Zealand with Online Study Tools 12 Mo Nths Eliyathamby A. Selvanathan,Saroja Selvanathan,Gerald Keller,2016-11-02 Statistical data analysis is the backbone of sound business decision making and finding the right tool to analyse a particular business problem is the key By learning the fundamentals of statistical reasoning and data analysis you will be on the way to becoming a better manager analyst or economist By providing a framework for solving statistical problems this seventh Australian and New Zealand edition of Business Statistics teaches skills that you can use throughout your career The book shows you how to analyse data effectively by focusing on the relationship between the kind of problem you face the type of data involved and the appropriate statistical technique for solving the problem Business Statistics emphasises applications over theory It illustrates how vital statistical methods and tools are for today s managers and analysts and how to apply them to business problems using real

world data Using a proven three step Identify Compute Interpret ICI approach to problem solving the text teaches you how to 1 IDENTIFY the correct statistical technique by focusing on the problem objective and data type 2 COMPUTE the statistics doing them by hand and using Excel and 3 INTERPRET results in the context of the problem This unique approach enhances comprehension and practical skills The text s vast assortment of data driven examples exercises and cases covers the various functional areas of business demonstrating the statistical applications that marketing managers financial analysts accountants economists and others use Completely up to date the seventh edition offers comprehensive coverage current examples and an increased focus on applications in the real world **Predictive Analytics with Microsoft Azure Machine Learning 2nd Edition** Valentine Fontama,Roger Barga,Wee Hyong Tok,2015-08-26 Predictive Analytics with Microsoft Azure Machine Learning Second Edition is a practical tutorial introduction to the field of data science and machine learning with a focus on building and deploying predictive models The book provides a thorough overview of the Microsoft Azure Machine Learning service released for general availability on February 18th 2015 with practical guidance for building recommenders propensity models and churn and predictive maintenance models The authors use task oriented descriptions and concrete end to end examples to ensure that the reader can immediately begin using this new service The book describes all aspects of the service from data ingress to applying machine learning evaluating the models and deploying them as web services Learn how you can quickly build and deploy sophisticated predictive models with the new Azure Machine Learning from Microsoft What s New in the Second Edition Five new chapters have been added with practical detailed coverage of Python Integration a new feature announced February 2015 Data preparation and feature selection Data visualization with Power BI Recommendation engines Selling your models on Azure Marketplace **Learning VMware App Volumes** Peter von Oven,2016-03-30 Deliver applications to virtual desktop environments in seconds and at scale with the click of a button About This Book Learn how can you deliver a great user experience and drive down storage and management costs Discover hidden gems to deliver applications to virtual desktop environments in seconds This book will help you fully utilize the true potential of VMware App Volumes and design and build a complete production environment Who This Book Is For This book is for administrators and IT teams who would like to take full advantage of App Volumes to deal with application workloads It will also be useful for virtualization professionals and teams who are working on VDI deployments and VMware end user computing solutions What You Will Learn Find out how the VMware App Volumes solution can enhance the management and delivery of applications in your desktop environment Design a real life App Volumes solution using best practices and following the recommended sizing guides Install configure and deploy App Volumes so it is ready to start delivering applications Create and prepare applications ready to be delivered to end users Discover how App Volumes can enhance other desktop solutions by looking at how it integrates with VMware Horizon View VMware ThinApp RDSH and Citrix XenDesktop XenApp Understand how to configure the advanced options within App Volumes In Detail App Volumes provides

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