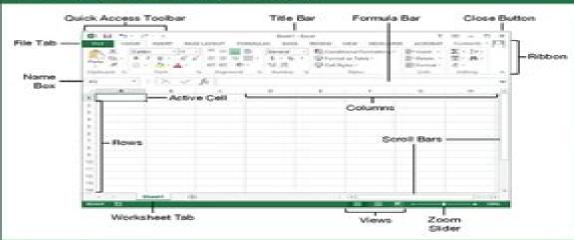




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#### The Excel 2013 Program Screen



#### **Getting Started**



Parketon

-

The Rie tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Prort, Share, and Oose.

Oreate a Workbook: Click the File tab and select New or press Otrl + N. Double-click a workbook.

Open a Workbook: Click the File tab and select Open or press CM = 0. Select a recent file or navigate to the location where the file is saved.

#### The Excel 2013 Screen

Preview and Print a Workbook: Click the File tab and select Print.

Under Click the Unde \*9 button on the Curck Access Toolbar.

Redo or Repeat: Click the Redo button on the Quick Access Toober.
The button turns to Repeat © once sverything has been re-done.

Close a Workbook: Olck the Close × button in the upper-right corner. Use Zoom: Click and drag the zoom sider to the left or right.

**Cell Address:** Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

Select a Oelt: Click a cell or use the keyboard arrow keys to select it.

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 selection to the last cell of the range. Use the Otrl key to select nonadjacent cell ranges.

Select an Entire Worksheet: Click the Select All III outton where the column and row headings meet.

Change Program Settings: Olckthe File 1st) and select Options.

Change Views: Click a View button in the status bar, Or, click the View tab and select a view.

#### Keyboard Shortcuts General

Open a workbook	Ctrl - O
Create a new workbook	Otri - N
Save a workbook	Otrl - S
Print a workbook	Otrl - P
Close a workbook	Otal = W
Help	_ P1
Spell check	_F7
Calculate worksheets	P9
Create absolute reference	F4

#### Novigation

Move between cells	_ 1. d. ++
Right one cell	Tarb
Left one cell	Shift = Tab
Down one bell	Enter
Up one set	Shift - Enter
Down one screen	Page Down
To first cell of active row	Home
Enoble End mode	End
To out A1	Otrl - Home
To last cell	_ Ctrl = End

#### Editing:

Out	Otrl + X
Gooy	Otrl + O
Paste	Otrl + V
Undo	Otrl + 2
Pledio	Otrl + Y
Find	Otrl - F
Ptoplace	Otrl - H
Edit active cell	F2
Chear nell companie	Delete

#### Fermatting

Bold	Otri - B
Italion	Otri - I
Underline	Otrl + U
Open Format Cells dislog box	Otrl - Shift
Select At	Otrl + A
Select entire row	Shift - Space
Select entire column	Otrl - Space
Hide selected rows	Otri + 9
Hide selected columns	Otrl = 0

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#### **Table of Contents Excel 2013 Reference Guide**

- 1. Understanding the eBook Excel 2013 Reference Guide
  - The Rise of Digital Reading Excel 2013 Reference Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Excel 2013 Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel 2013 Reference Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Excel 2013 Reference Guide
  - Personalized Recommendations
  - Excel 2013 Reference Guide User Reviews and Ratings
  - Excel 2013 Reference Guide and Bestseller Lists
- 5. Accessing Excel 2013 Reference Guide Free and Paid eBooks
  - Excel 2013 Reference Guide Public Domain eBooks
  - Excel 2013 Reference Guide eBook Subscription Services
  - Excel 2013 Reference Guide Budget-Friendly Options
- 6. Navigating Excel 2013 Reference Guide eBook Formats

- o ePub, PDF, MOBI, and More
- Excel 2013 Reference Guide Compatibility with Devices
- Excel 2013 Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel 2013 Reference Guide
  - Highlighting and Note-Taking Excel 2013 Reference Guide
  - Interactive Elements Excel 2013 Reference Guide
- 8. Staying Engaged with Excel 2013 Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel 2013 Reference Guide
- 9. Balancing eBooks and Physical Books Excel 2013 Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel 2013 Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel 2013 Reference Guide
  - Setting Reading Goals Excel 2013 Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel 2013 Reference Guide
  - Fact-Checking eBook Content of Excel 2013 Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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