



## Microsoft Excel 2013 Basics

### Getting Started

#### Creating a New Workbook

1. Click **FILE** > **New**.
2. Click **Blank Workbook**.

#### Naming a Worksheet

1. Double-click the **Sheet1** worksheet tab.
2. Type the desired name and press **Enter** on the keyboard.

#### Saving the Workbook in the 2013 Format

1. Click **FILE** > **Save**.
2. Click **Browse**.



3. Click the **Save as type** drop-down menu and click **Excel Workbook (\*.xlsx)**.
4. Enter a name for the file in the **File name** field.
5. Click **Save**.

#### Using the Text Import Wizard

1. Click the **DATA** tab.
2. In the **Get External Data** group, click **From Text**.
3. Navigate to the desired text file and select it.
4. Click **Import**.
5. Choose either **Delimited** or **Fixed Width**.
6. Click **Next**.
7. Choose the sections to be separated if needed.
8. Click **Next**.
9. If desired, choose **Column data format** for each item listed.
10. Click **Finish**.
11. Indicate where the imported data should be put on the **Existing worksheet** or if it should be put on a **New worksheet**.
12. Click **OK**.

#### Working with Formulas and Functions

**Note:** Formulas always start with the equal sign (=).

These are some of the operators that can be used in formulas:

- Addition (+), example: =A1+A2
- Subtraction (-), example: =A1-A2
- Multiplication (\*), example: =A1\*A2
- Division (/), example: =A1/A2

#### Using the Insert Function Command

1. Click the desired cell.
2. On the **Formula Bar**, click the **Insert Function** icon.



3. Search for the desired function if it is not already visible.
4. Click the desired function > **OK**.
5. Select the desired range of cells.
6. Click **OK** when finished.

#### Using Excel's AutoFill Feature

This can be used to easily copy a formula to a range of cells.

1. Click the desired cell.
2. Place the cursor on the **drag fill handle** (located at the bottom right corner of the cell).
  - a. A crosshair will appear.
3. Select the range of cells.

#### Making a Cell Reference Absolute

This means the cell being referenced does not change when copying in formulas and functions.

1. Click the cell next to the desired cell.

# Excel Basics Manual

**kylie Cox**



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