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Microsoft Excel 2013 Basics **Getting Started**

Creating a New Workbook

- Click FILE > News.
- 2. Click Blank Workbook

Manuface a Woodkalboart

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

Saving the Workbook in the 2013 Formulat.

- Click FILE > Sawe
- 2. Click Browner,



- 3. Click the Save as type: drop-down menu and click Excel Workbook (*.xtxx).
- Enter a name for the file in the file name: Windows .
- S. Click Saver.

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Daing the Text Import Winard

- Click the DATA rule.
- in the Get External Duta group, click From
- Navigate to the desired text file and select
- 4. Click Import.
- 5. Choose either Delimited or Fixed Width.
- Chick Niesett.
 - Chaose the sections to be separated if manufact.
- Click News
- If desired, choose Column data Format for waich Ram Batard.
- 3.0. 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.
- 32. Chick Off.

Working with Formulas and Functions Note: Formulas always start with the equal sign.

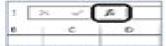
These are some of the operators that can be want in farmulas:

- Addition (*) , example: «A1*A2
- Subtraction (-), example: +A1-A2
- Multiplication (*), example: vA2*A2 Division (/), example: -A1/A2

Training: http://ipfw.edu/training.

Using the Insert Function Command

- Click the desired cell.
- 2. On the Formula Bar, click the Insert Function igen.



- 3. Search for the desired function if it is not administrative velocity has
- Click the desired function > OK.
- 5. Select the degined range of cells.
- 6. Click OK when finished.

Using Excel's Autofull Feature

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

- Click the desired cell.
- 2. Place the cursor on the drag fill handle (located at the bottom right corner of the CHICA.
 - 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 capying in formulas and functions.

Plick the cell containing the decised cell.

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kylie Cox

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