



## 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

**Ian Lamont**



## **Excel Basics Manual:**

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Lamont, 2015-01-05 Written in plain English with lots of step by step instructions and screenshots Instructions apply to recent versions of Excel including Excel 2013 Excel for Office 365 and Excel Online Publisher's description *Excel 2022*

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