

## 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

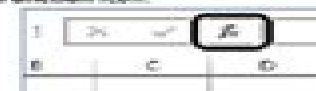
**Note:** Formulas always start with the equal sign (=).

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 2013 The Basics

**Stella Gardonio, Naziha Rechoum**



## **Excel 2013 The Basics:**

Excel 2013 Luther M. Maddy, III., Luther Maddy, 2014-03-04 Designed to increase the productivity of MS Excel users Excel 2013 The Basics course will give you a firm grasp of the essentials Productivity in Automation workbooks are designed to help you learn by doing After completing the lessons you can continue to use this book as a reference In this course you will learn Creating and Saving Workbooks Create and Edit Formulas Copy and move data and formulas Format and Print Workbooks Create and Enhance Charts *Learning Basic Excel 2013*, 2016-02-12 The intent of this book is to give the student a well rounded and basic understanding of Excel One that should enable the student to explore and make use of the depth of Excel s power and benefits When the Student has completed this course they should be able to perform the basic operations and functions found in Excel 2013 know how to navigate and find commands format save and print Excel files and have a solid foundation to advance in their learning and use of Excel This book consists of a preface introduction 13 chapters supplemental information and general help page There are 114 pages with 158 figures and consists of 25 186 words The chapters cover 1 Application and File Handling 2 Ribbons Tabs and Menus 3 Rows Columns Cells and Sheets 4 Basic Math 5 The File Tab 6 The Home Tab 7 The Insert Tab 8 The Page Layout Tab 9 The Formulas Tab 10 The Data Tab 11 The Review Tab 12 The View Tab 13 Advanced Excel The reader can access other resources on the end of chapter exercises by contacting the author **Illustrated Course Guide: Microsoft Excel 2013 Basic** Elizabeth Eisner Reding, Lynn

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