

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**.

Entering Data and Formulas

Enter Data

1. Click the desired cell.
2. Type the data into the cell.
3. Press the **Enter** key to move down a cell.
4. Press the **Tab** key to move to the next cell to the right.

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:

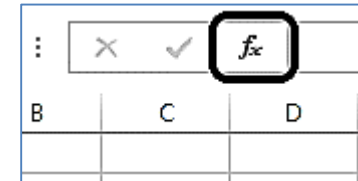
- Addition (+), example: =A1+A2
- Subtraction (-), example: =A1-A2
- Multiplication (*), example: =A1*A2
- Division (/), example: =A1/A2
- Exponentiation (^), example: =A1^2

Entering a Formula

1. Click the desired cell.
2. To indicate a formula will be in this cell, type (=) followed by the formula.
 - a. Example: =A1+3
3. Press **Enter** when finished typing the formula.

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 containing the desired cell reference.
2. Press the **F2** key to edit the cell.
3. Place the cursor to the desired cell reference.
4. Press **F4** to cycle through the four possible states:
 - a. Absolute column and row (\$A\$1)
 - b. Absolute row (A\$1)
 - c. Absolute column (\$A1)

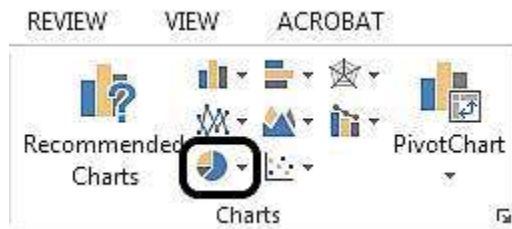
- d. Relative address (A1)
5. Press **Enter** on the keyboard to finish editing the formula.

Applying Range Names to Formulas

1. Click the desired cell.
2. Click the **FORMULAS** tab.
3. In the **Defined Names** group, click **Use in Formula**.
4. Click the desired range to use in the formula.

Creating a Simple Pie Chart

1. Click the **INSERT** tab.
2. Select the range of cells.
 - a. To select an additional range of cells hold down **Ctrl** on the keyboard and select another range of cells.
3. In the **Charts** group, click the **Pie** drop-down menu.



4. Click the desired pie chart.

Editing, Formatting, and Layout

Adding Comments to Cells

1. Right-click the desired cell.
2. Click **Insert Comment**.
3. Enter the comment.
4. Click anywhere on the worksheet when finished.

Naming Cell Ranges

1. Click the desired cell(s).

2. Click the name field to the left of the formula bar.



3. Type the desired name, press **Enter** on the keyboard.

Changing Column Widths and Row Height

By Dragging to Size

1. Move the mouse to the border between two column/row headings, i.e. between column A and B or row 1 and 2.
2. Click and hold the mouse button and drag to the desired width/height.

By Double-Clicking

1. Double-click the border between the two column/row headings and the column will be resized to fit the text in the column.

Inserting Columns

When inserting a column, the new column will be inserted to the left of the selected column.

1. Right-click the desired column heading, click **Insert**.

Inserting Rows

When inserting a row, the new row will be inserted above the selected row.

1. Right-click the desired row heading.
2. Click **Insert**.

Clearing a Range of Cells

1. Select the range of cells.
2. Press the **Delete** key.

To Center a Title across a Range

1. Select the desired range of columns.
2. Click the **HOME** tab.
3. In the **Alignment** group, click **Merge & Center**.
 - a. This icon is a toggle, clicking it again will undo the merge & center.

Freezing Panes

Note: When freezing panes, the columns and rows above and to the left of the active cell will be frozen. This means that, no matter if you scroll up and down, or left and right, that row and column will always be visible.

1. Click the desired cell.
2. Click the **VIEW** tab.
3. In the **Window** group, click **Freeze Panes**.
4. Select the desired option.

Applying Cell Styles

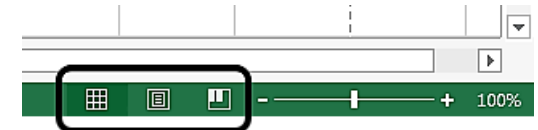
1. Select all cells to have the same style applied to.
2. Click the **HOME** tab.
3. In the **Styles** group, click **Cell Styles**.
4. Select the desired cell style.

Applying Themes

1. Click the **PAGE LAYOUT** tab.
2. In the **Themes** group, click **Themes**.
3. Move the mouse over the theme to preview it.
4. Click the desired theme.

Changing the Page Layout View

1. Click the corresponding icons on the right side of the status bar.



2. Or click the **VIEW** tab.
 - a. In the **Workbook Views** group, click the desired view option.

Creating Headers

1. Click the **Page Layout View** icon on the right side of the status bar.



2. Click the location for the header to be placed.
3. Type in the header name.
4. Click anywhere in the worksheet, when finished
5. Click the **Normal View** icon on the right side of the status bar to return to normal view.

Changing Orientation

1. Click the **PAGE LAYOUT** tab.
2. In the **Page Setup** group, click **Orientation**.
3. Click the desired orientation.

Access the Page Setup dialog box

1. Click the **PAGE LAYOUT** tab
2. In the **Page Setup** group, click **Print Titles**.
 - a. This shows the **Page Setup** dialog box containing many tools for modifying how the spreadsheet will look once printed.

To Repeat Rows on each Page

1. In the **Page Setup** window, click the icon to the right of the **Rows to repeat at the top:** field.
2. Click the row to be repeated.
3. Click the icon to the right of the field.

To Repeat Columns on each Page:

1. In the **Page Setup** window, click the icon to the right of the **Columns to repeat at the left:** field.
2. Click on the column to be repeated.
3. Click the icon to the right of the field.