



University Information  
Technology Services

# Microsoft Office: Excel 2013

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Intro to Excel

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Intro to Excel

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## Introduction

This booklet is the companion document to the Excel 2013: Intro to Excel workshop. It includes an introduction to the Microsoft Office 2013 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Excel 2013.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

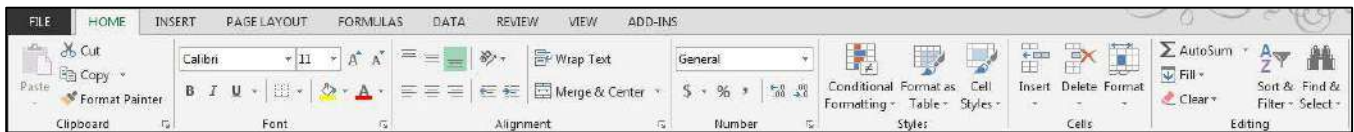
- *Identify the components of the Office 2013 interface*
- *Be familiar with the layout of the spreadsheet*
- *Have the ability to enter text and numbers*
- *Have the ability to modify a spreadsheet*
- *Know how to change the appearance of text and numbers within the spreadsheet*
- *Be able to apply borders*
- *Be able to insert graphics*
- *Be able to add headers and footers*
- *Be able to insert hyperlinks*
- *Be able to work with shapes*
- *Have the ability to print*
- *Know how to save a worksheet*

## The Office 2013 Interface

The Office 2013 interface is similar to the Office 2010 interface, with a few minor changes. The following describes the Office 2013 interface.

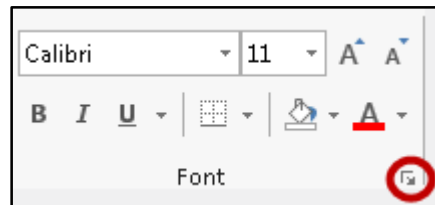
### The Ribbon

The Ribbon (see *Figure 1*) is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. Each application in the Office Suite has a different set of tabs (with some tabs in common) that pertain to the functionality of that particular application. Each tab is further divided into groups (of buttons), such as the *Font* and *Alignment* groups, which are shown in *Figure 1*.



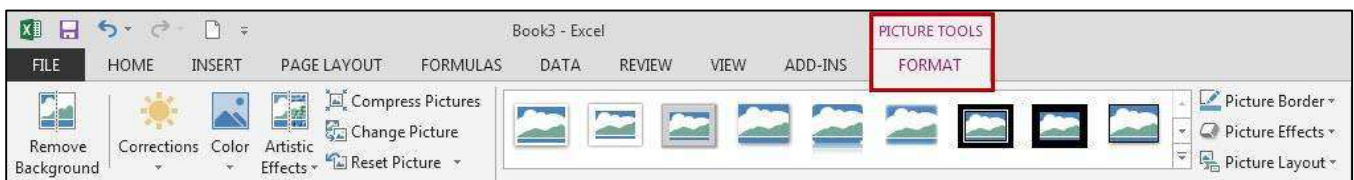
**Figure 1 – Ribbon**

At the bottom-right corner of some groups, there is a diagonal arrow called a *Dialog Box Launcher*. Clicking this button opens a dialog box for that group containing further option selections for the group (see *Figure 2*).



**Figure 2 – Dialog Box Launcher**

There are also *contextual tabs* that appear, depending on what you are working on. For example, if you have inserted pictures, the *Picture Tools* tab appears whenever a picture is selected (see *Figure 3*).



**Figure 3 – Contextual Tab**

## Customizing the Ribbon

In Excel you can build your own tab(s). The following explains how to build your own tabs/groups:

1. Right-click anywhere in the ribbon.
2. Select Customize the Ribbon (see Figure 4).

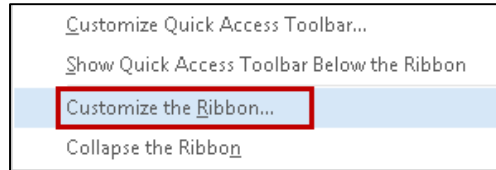


Figure 4 – Customize the Ribbon

3. On the right side of the window, underneath the Customize the Ribbon section, click the button New Tab (see Figure 5).

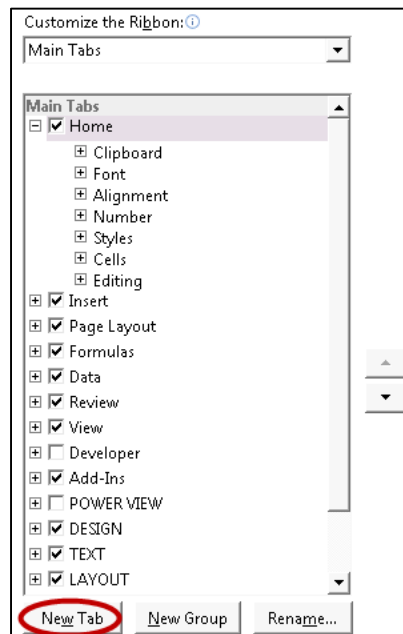


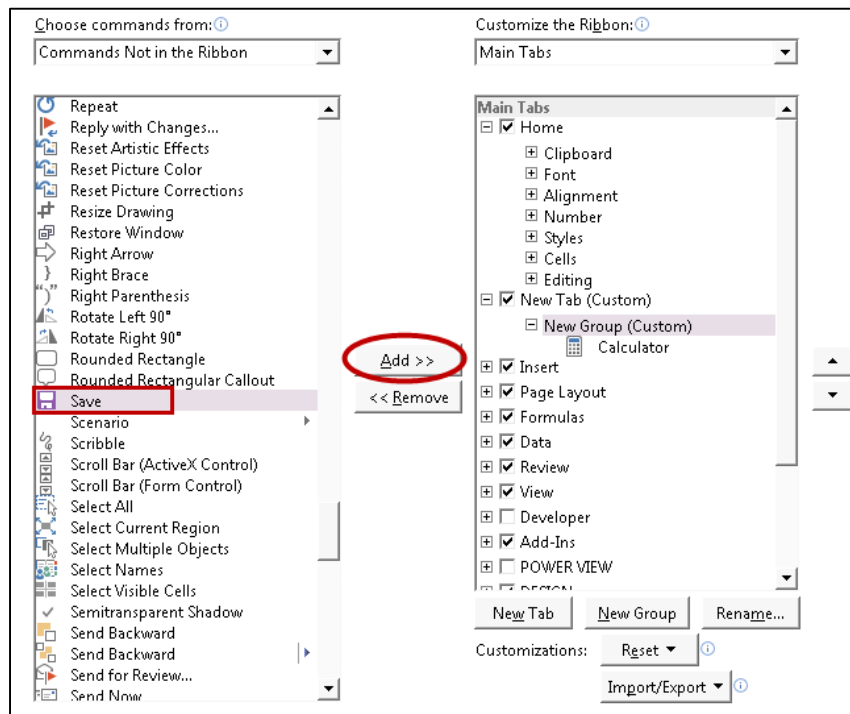
Figure 5 – New Tab button

4. You will see that *New Tab* has been added in the list of *Main Tabs*. Under *New Tab*, you will see *New Group*. Click once to select *New Group* (see Figure 6).



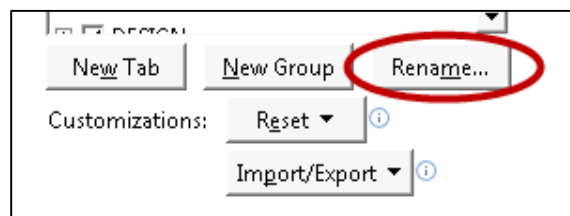
Figure 6 – New Tab added to list

- In the *Excel Options* window, you will see a pane on the left with many commands. Click to select the command that you want to add to the *New Group* (see Figure 7).
- Click the **Add >>** button (see Figure 7).



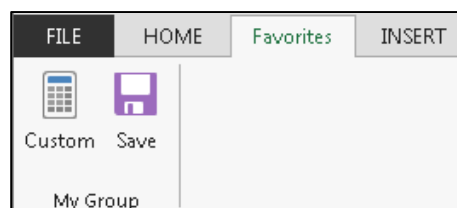
**Figure 7 – Add button**

- Repeat steps 4-5 above to add additional commands to the group.
- To rename the tab or group, select **New Tab** or **New Group**.
- Click the **Rename** button in the bottom-right corner of the window (see Figure 8).



**Figure 8 – Rename button**

- To hide a tab, remove the check-mark next to the name of the tab.
- When you are done, select **OK**. The new tab will be added to the *Ribbon* (see Figure 9).

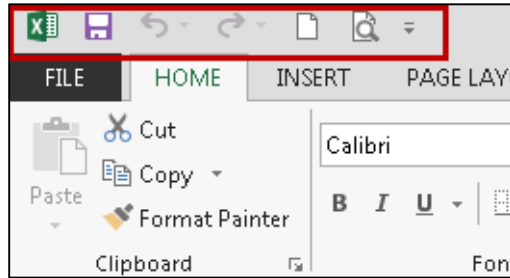


**Figure 8 – New tab added to Ribbon**



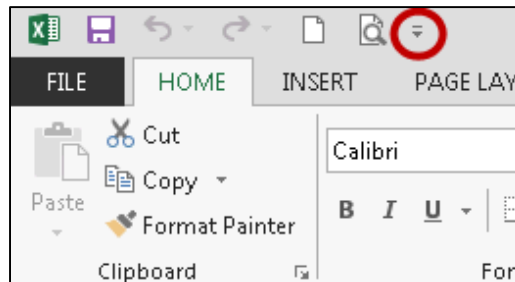
## The Quick Access Toolbar

The *Quick Access Toolbar* is a small toolbar at the top left of the window that you can customize to contain the buttons for the functions that you use most often (see Figure 9). In essence, it is the same as the toolbars from previous versions of Office with only the buttons you want to see on it.



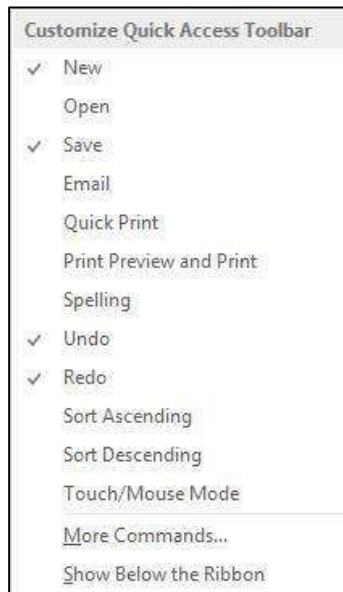
**Figure 9 – Quick Access Toolbar**

To customize the *Quick Access Toolbar*, click on the drop-down arrow (see Figure 10).



**Figure 10 – Drop-down arrow**

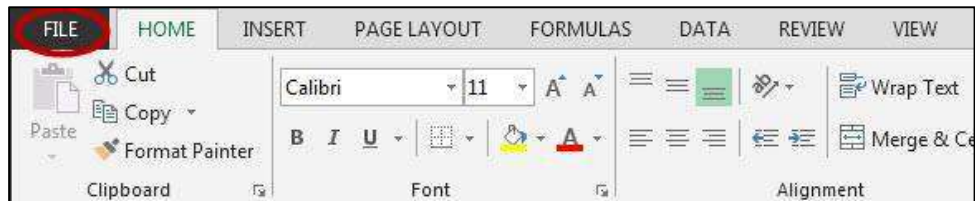
From the menu, you can add or remove items from the Toolbar by selecting or deselecting a menu item (see Figure 11). You can also show the Toolbar below the Ribbon, instead of above the Ribbon. Lastly, you can minimize the Ribbon.



**Figure 11 – Quick Access Toolbar menu**

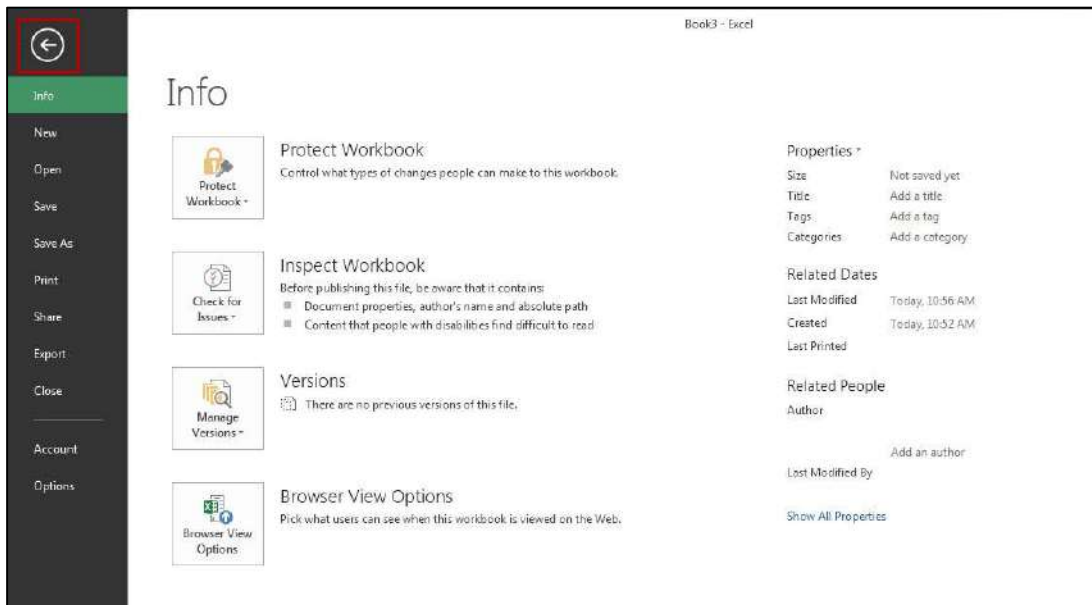
## The File Tab

The *File Tab* is located in the top left corner of the window (see *Figure 12*).



**Figure 12 – The File Tab**

When you click the *File Tab*, your view will change to what is called *Backstage* (see *Figure 13*).



**Figure 13 - Backstage**

In *Backstage* view, you can do the following:

- Save and close spreadsheets
- Obtain information about spreadsheets
- See recent files created and edited
- Create new spreadsheets and templates
- Share and Export spreadsheets
- Print spreadsheets
- Obtain help
- Close the Excel workbook

If you click the *Print* option, you will automatically see a preview of your document.

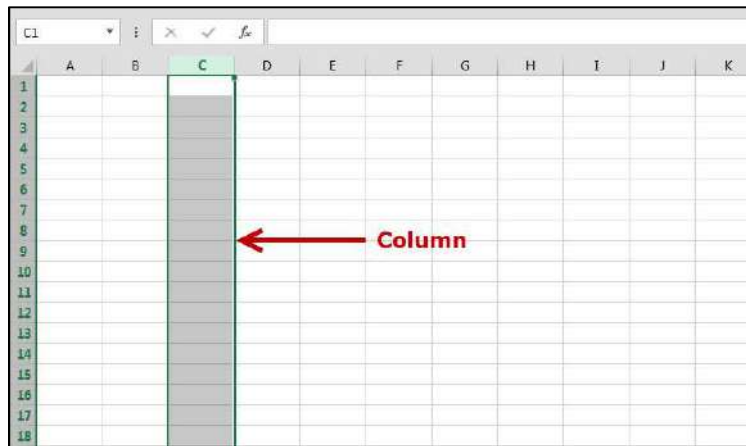
To leave the *Backstage* view and return to your document, click the arrow in the top left corner.



**Note:** For more information on the Backstage, view the Excel 2013 Quick Guide located at the UITS Documentation Center (<http://its.kennesaw.edu/cdoc>).

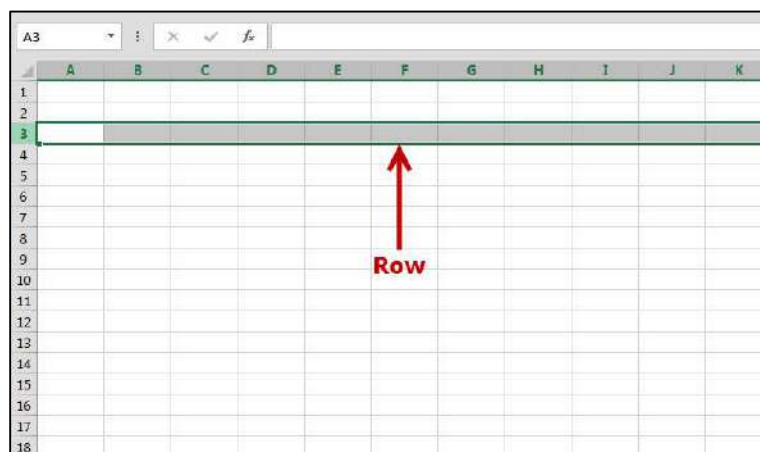
## Columns and Rows

**Column** – A vertical line of cells. A letter identifies each column (see *Figure 14*).



*Figure 14 - Columns*

**Row** – A horizontal line of cells (see *Figure 15*). A number identifies each row.

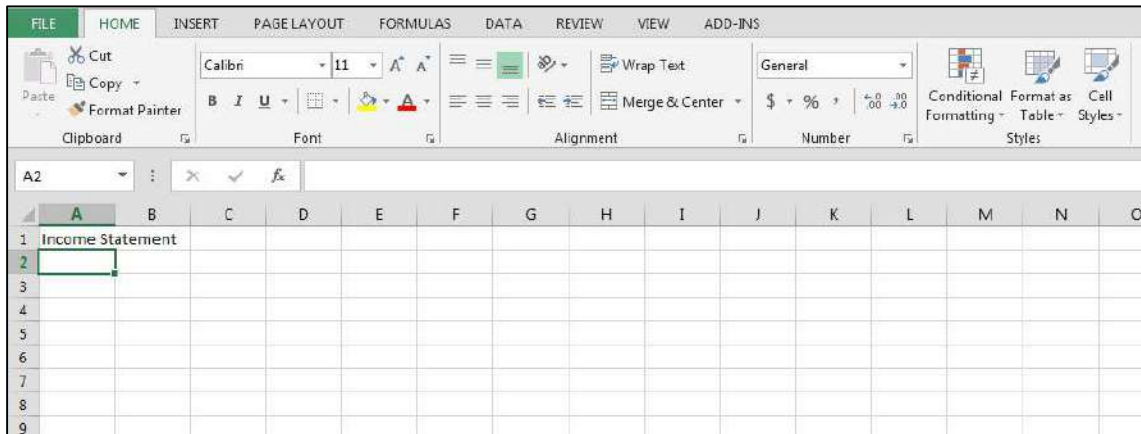


*Figure 15 – Rows*

## Entering Text

The following instructions explain how to enter text into cells.

1. Click the cell where you want to enter data and type the text or numbers (see *Figure 16*).
2. The data you type appears in the active cell and in the formula bar.
3. If you make a typing error, press the *Backspace* key on your keyboard to remove the incorrect data.
4. To enter the data and move down one cell, press the *Enter* key on your keyboard.  
To enter data and move in any direction, press either the *Tab Key* or the *Arrow Keys* on your keyboard. Repeat the previous steps until you have finished entering in all the data.

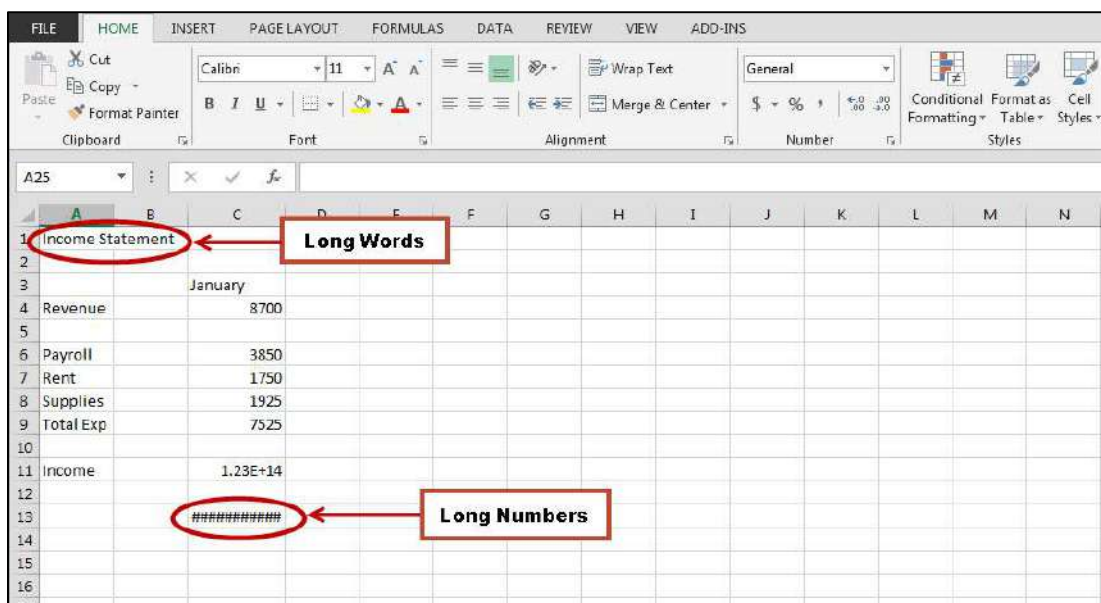


**Figure 16 – Entering Text**

## Long Words and Numbers

**Long Words** - The text spill into the neighboring cell. If the neighboring cell contains data, Excel will display as much of will the text as the column will allow (see *Figure 17*).

**Long Numbers** - Excel will display the number in scientific form or as number signs (##) (see *Figure 17*).

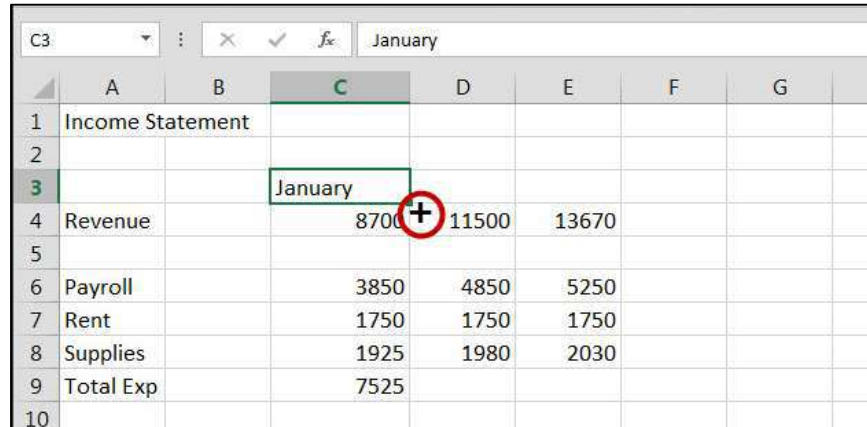


**Figure 17 – Long Words and Numbers**

## Completing a Series

Instead of entering data manually on a worksheet, you can use the *Auto Fill* feature to fill cells with data that follows a pattern or that is based on data in other cells. The following instructions explain how to complete a series using the *Auto Fill* feature in Excel.

1. Enter the text or the numbers that will begin your series (example: January).
2. Position the mouse over the square in the bottom right corner of the selected cell until the white plus-sign turns into a black plus-sign (see *Figure 18*).



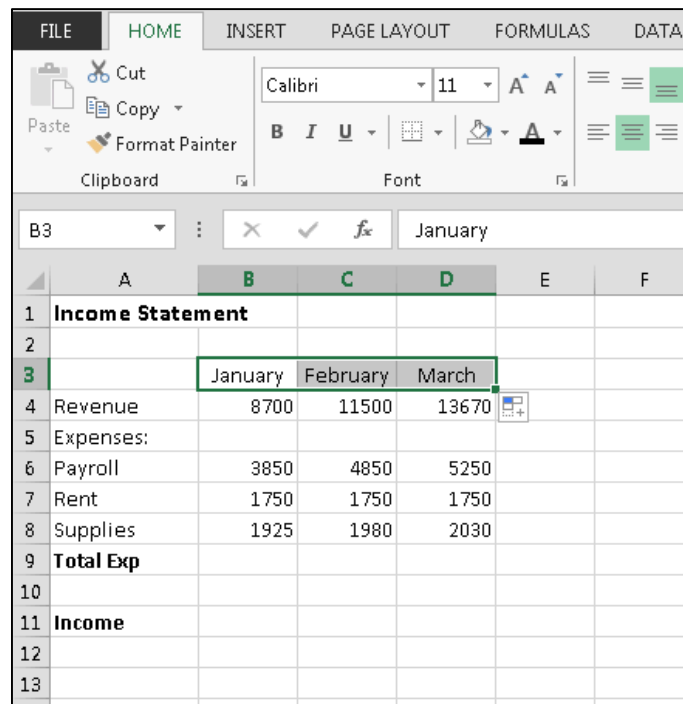
The screenshot shows an Excel worksheet with the following data:

	A	B	C	D	E	F	G
1	Income Statement						
2							
3			January				
4	Revenue		8700	11500	13670		
5							
6	Payroll		3850	4850	5250		
7	Rent		1750	1750	1750		
8	Supplies		1925	1980	2030		
9	Total Exp		7525				
10							

Cell C3 is selected, and the mouse pointer is over the bottom-right corner of the selection, showing a black plus sign (the 'Auto Fill' handle).

**Figure 18 – Complete a Series**

3. Left click and hold the mouse button down. Drag the mouse pointer over the cells that you want to include in your series (see *Figure 19*). Your series will be complete.



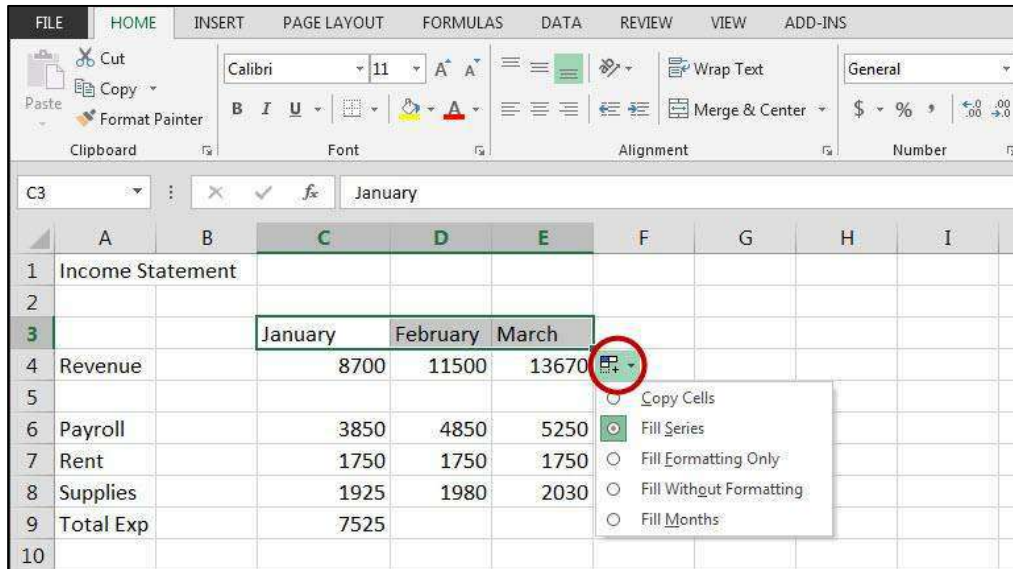
The screenshot shows the same Excel worksheet as Figure 18, but now the series is complete. The data is as follows:

	A	B	C	D	E	F
1	<b>Income Statement</b>					
2						
3		January	February	March		
4	Revenue	8700	11500	13670		
5	Expenses:					
6	Payroll	3850	4850	5250		
7	Rent	1750	1750	1750		
8	Supplies	1925	1980	2030		
9	<b>Total Exp</b>					
10						
11	<b>Income</b>					
12						
13						

The series for months (January, February, March) is now complete across the selected range.

**Figure 19 – Complete a Series**

- To change how you want to fill the selection, click **Auto Fill Options** button, and then click the option that you want (see *Figure 20*).

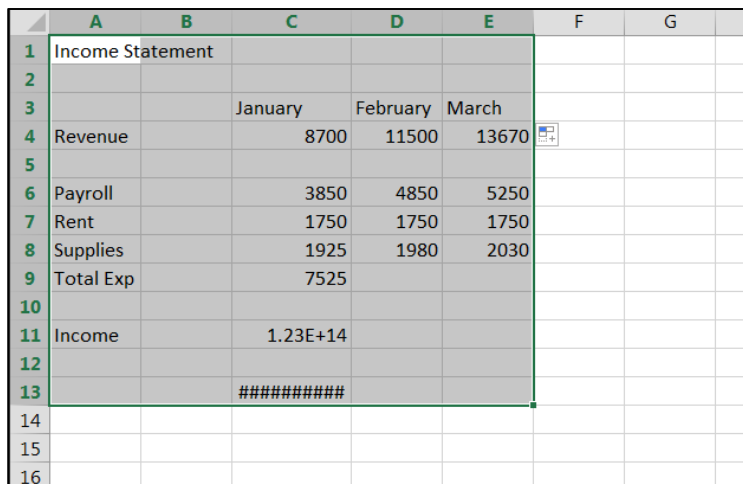


**Figure 20 – Auto-fill options**

## Selecting Multiple Cells

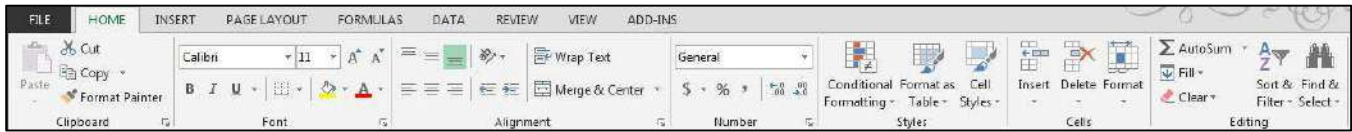
The following instructions explain how to select multiple cells at once.

- To select text and/or numbers, click and hold the left mouse button down over the first cell in the group that you want to select.
- Drag the mouse until you have selected the cells that you want to manipulate (see *Figure 21*).



**Figure 21 - Selection**

- Once the area is selected, you can edit using the functions and tools located in the *Ribbon* (see *Figure 22*).



**Figure 22 – Ribbon**

- You can also delete the selection by pressing the *Delete* key on your keyboard.

## Moving Text and Numbers

In Excel, you can move text and numbers without having to delete the text/numbers and typing them again. The following instructions explain how to move text and numbers.

- Select the cells containing the data that you want to move.
- Position the mouse over a border of the selected cells. The cursor changes from a white plus sign to a four-way-arrow (see *Figure 23 on the next page*).

	A	B	C	D	E	F	G
1	Income Statement						
2							
3			January	February	March		
4	Revenue		8700	11500	13670		
5							
6	Payroll		3850	4850	5250		
7	Rent		1750	1750	1750		
8	Supplies		1925	1980	2030		
9	Total Exp		7525				
10							
11	Income		1.23E+14				
12							
13			#####				
14							
15							

**Figure 23 – Select Cells**

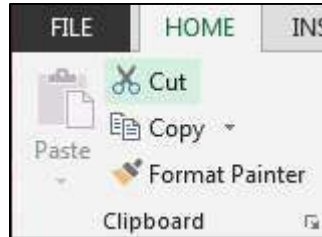
- Click and hold the left mouse button and drag the mouse to where you want to place the data. Then, release the left mouse button (see *Figure 24*).

	A	B	C	D	E	F	G	H	I	J
1	Income Statement									
2										
3							January	February	March	
4	Revenue						8700	11500	13670	
5										
6	Payroll		3850	4850	5250					
7	Rent		1750	1750	1750					
8	Supplies		1925	1980	2030					
9	Total Exp		7525							
10										
11	Income		1.23E+14							
12										
13			#####							
14										
15										

**Figure 24 – Moving Text/Numbers**

To move text and numbers, you can also *cut and paste* by using the buttons on the *Home* tab (see *Figure 25*). The following instructions explain how to *cut and paste* text and numbers.

1. Click to select the cell containing the text and/or numbers to be moved.
2. Click on the **Cut** button.
3. Then, move your cursor and click to select the cell where you want to move the text and/or numbers.
4. Click the **Paste** button. The data will appear in the new location.



**Figure 25 – Cut and Paste**

## Copying Data

In Excel, you can copy data without having to type it over again. The following instructions explain how to copy data.

1. Select the cells containing the data that you want to copy.
2. Position the mouse over a border of the selected cells so that the cursor will change from a white plus sign to a four-way-arrow (see *Figure 26*).

	A	B	C	D	E	F	G
1	Income Statement						
2							
3			January	February	March		
4	Revenue		8700	11500	13670		
5							
6	Payroll		3850	4850	5250		
7	Rent		1750	1750	1750		
8	Supplies		1925	1980	2030		
9	Total Exp		7525				
10							
11	Income		1.23E+14				
12							
13			#####				
14							
15							

**Figure 26 – Select Cells**

3. Press and hold down the *Ctrl* Key on the keyboard. As you hold down the *Ctrl* Key, drag the mouse pointer to the cell where you want to place the copy.



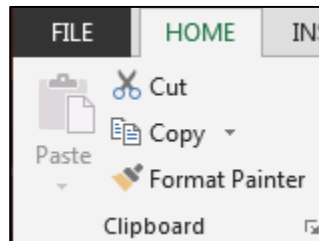
4. Release the *Ctrl* Key and the data will be placed in the new location (see *Figure 27*).

	A	B	C	D	E	F	G	H	I	J	K
1	Income Statement										
2											
3			January	February	March						
4	Revenue		8700	11500	13670						
5											
6	Payroll		3850	4850	5250			January	February	March	
7	Rent		1750	1750	1750			8700	11500	13670	
8	Supplies		1925	1980	2030						
9	Total Exp		7525								
10											
11	Income		1.23E+14								
12											
13			#####								
14											
15											
16											

**Figure 27 – Copying Cells**

You can also copy data by using the buttons on the *Home Tab* (see *Figure 28*). The following instructions explain how to copy data.

1. Highlight the area that you would like to copy.
2. Click on the **Copy** button.
3. Click to select the empty cell where you want the copied data to appear.
4. Click on the **Paste** button. Notice that the original text remains in its original position.



**Figure 28 – Copy and Paste**

## Insert a Row or Column

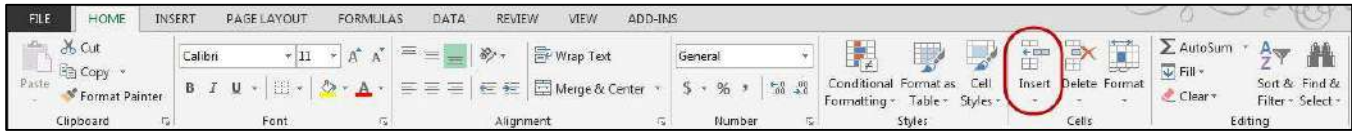
To insert a *row*, follow the steps below.

1. Select a row by clicking on the *row number* (the numbers on the left-side of the spreadsheet) (see *Figure 29*).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Income Statement																					
2																						
3			January	February	March																	
4	Revenue		8700	11500	13670																	
5	Expenses:																					
6	Payroll		3850	4850	5250																	
7	Rent		1750	1750	1750																	
8	Supplies		1925	1980	2030																	
9	Total Exp		7525																			
10																						
11	Income		1.18E+03																			
12																						
13			#####																			
14																						
15																						

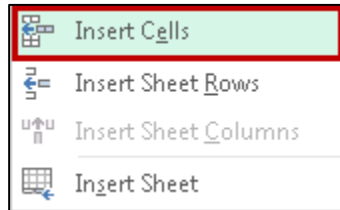
**Figure 29 – Select Row**

2. Click on the **Insert** button on the *Home* tab within the *Cells* group. (see *Figure 30*).



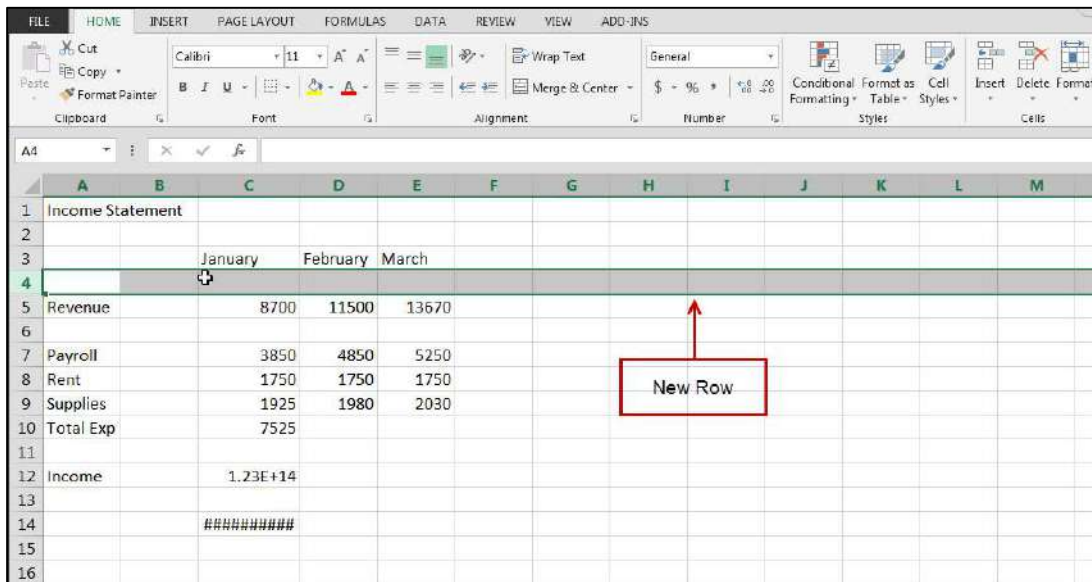
**Figure 30 – Insert button**

3. Click **Insert Cells** from the drop-down menu that appears (see *Figure 31*).



**Figure 31 – Insert Cells**

4. The new row appears and all the rows that follow shift downward (see *Figure 32*).



**Figure 32 – New Row**

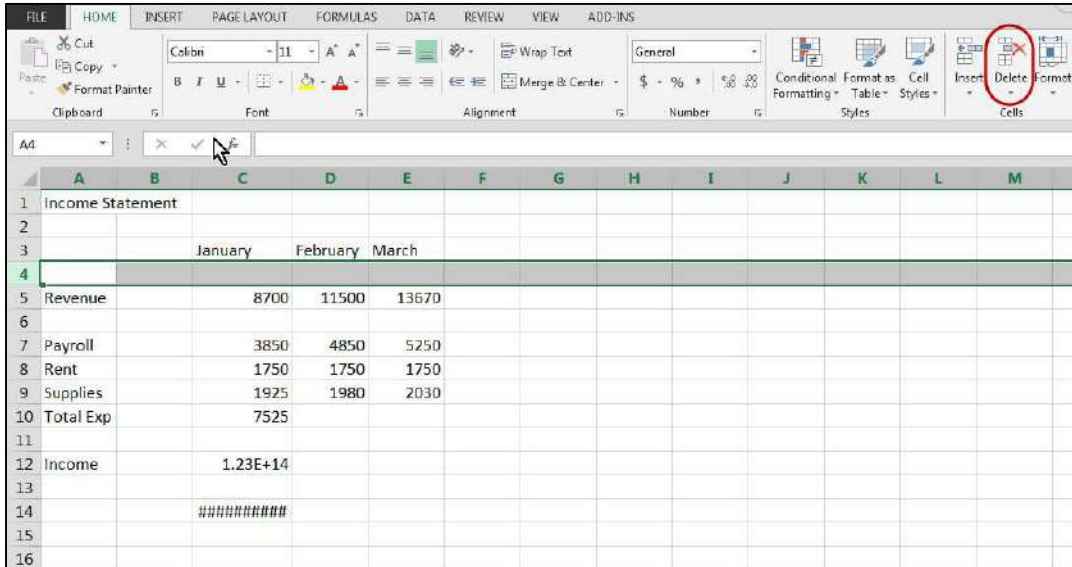
To insert a *Column*, follow the steps below.

1. Click on the *Column* letter (the letters across the top of the spreadsheet).
2. Click on the **Insert** button on the *Home* tab.
3. Click on the **Insert Cells** button in the drop-down menu that appears.

## Delete a Row or Column

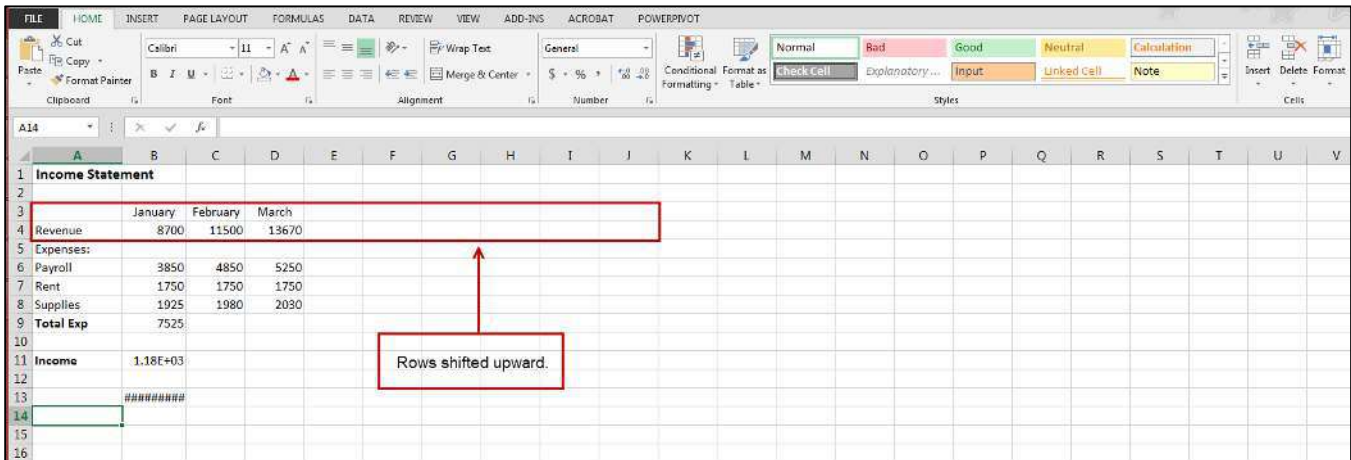
To delete a *Row*, follow the steps below.

1. Select the row that you want to delete by clicking on the row number (the numbers on the left-side of the spreadsheet).
2. Click the **Delete** button on the *Home* tab (see *Figure 33*).



**Figure 33 – Deleting a Row**

3. Click the **Delete Cells** button that appears in the menu.
4. The row will disappear and all the rows that follow will shift upward (see *Figure 36*).



**Figure 36 – Deleting a Row**

To Delete a *Column* follow the steps below:

1. Select the column that you want to delete by clicking on the *column* letter (the letters across the top of the spreadsheet).

2. Click on the **Delete** button on the *Home* tab.
3. Click the **Delete Cells** button in the menu that appears.

## Changing Column Width and Row Height

When entering data into your worksheet, you may need to change the column width or row height. The following instructions explain how to change the column and row sizes.

### Column Width

1. To change the width of a column, position the mouse pointer (white plus sign) over the right edge of the column heading until it changes to a double headed arrow (see *Figure 37*).

	A	B	C	D	E	F	G
1	Income Statement						
2							
3		January	February	March			
4	Revenue	8700	11500	13670			
5	Expenses:						

*Figure 37 – Adjusting Columns*

2. Hold down the left-mouse button and drag left or right until the column width adjusts to the size that you want.
3. Release the left mouse button and the column will display the new width.

### Row Height

1. To change the height of a row, position the mouse pointer (white plus sign) between the row numbers until it changes to a double headed arrow (see *Figure 38*).

	A	B	C	D	E	F	G
1	Income Statement						
2							
3		January	February	March			
4	Revenue	8700	11500	13670			
5	Expenses:						

*Figure 38 – Adjusting Rows*

2. Hold down the left-mouse button and drag the mouse up or down until the height adjusts to the size that you want.
3. Release the left mouse button and the column will display the new width.

### Automatically Adjusting the Column Width and Row Height

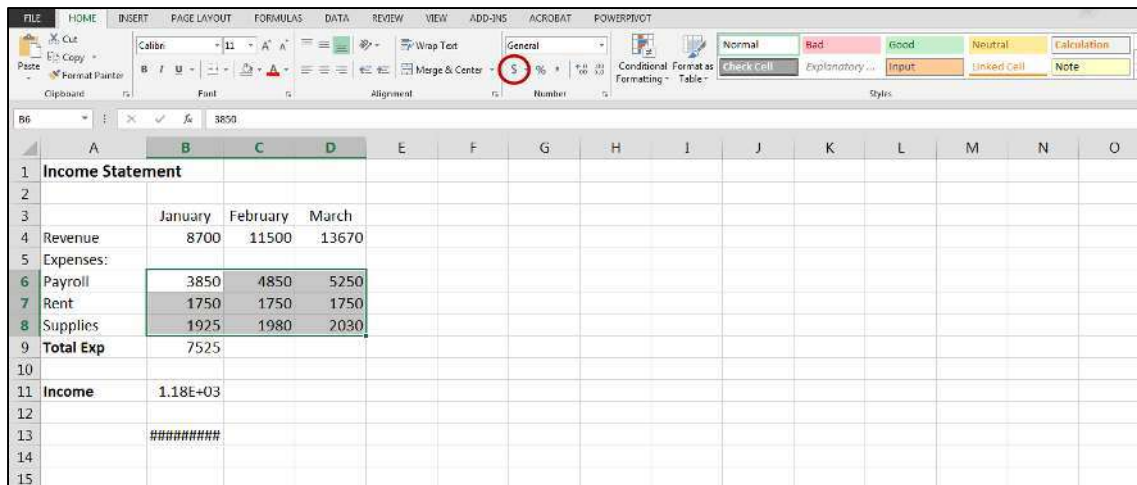
You can have Excel adjust a column width automatically to fit the longest item in the column. To do this, double-click the right edge of the column heading. The column will automatically be changed to fit the longest text or number within the column.

The row height can be changed in a similar manner, the only difference being that the placement of the cursor will be located between the row headings instead of the column headings.

## Formatting Numbers

You can easily change the format of numbers in your worksheet. The following explains how to adjust the format of numbers to *Currency*.

1. Select the cells containing the numbers that you want to format.
2. Click the **Currency (\$)** button on the *Home* tab within the *Number* group (see *Figure 39*).



**Figure 39 – Formatting Numbers**

3. The numbers will appear with the selected format.

**NOTE:** If you see number signs (####) appearing in a cell instead of the data that you entered, this is due to the column not being wide enough to display the entire number. Refer to the section, *Changing Column Width and Row Height* on page 19 to make the necessary adjustment.

## Formatting Text and Numbers

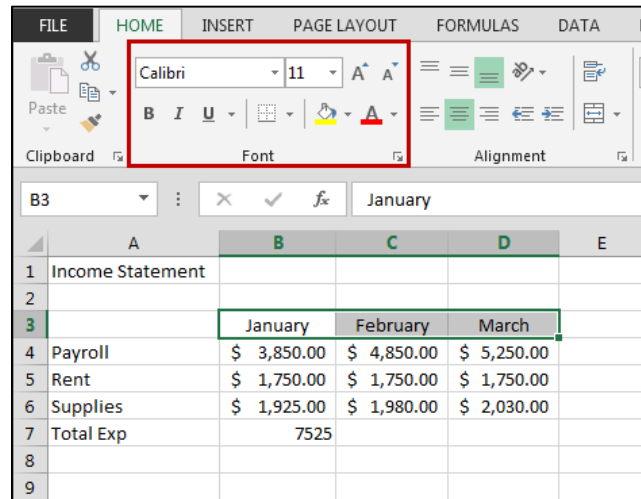
You can easily change the appearance of your text and numbers look. The following instructions explain how to format text and numbers.

1. Select the text that you want to format (see *Figure 40*).

	January	February	March
Payroll	\$ 3,850.00	\$ 4,850.00	\$ 5,250.00
Rent	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00
Supplies	\$ 1,925.00	\$ 1,980.00	\$ 2,030.00
Total Exp	7525		

**Figure 40 – Select text**

2. From the *Home* tab, select any of the formatting options indicated in *Figure 41*.



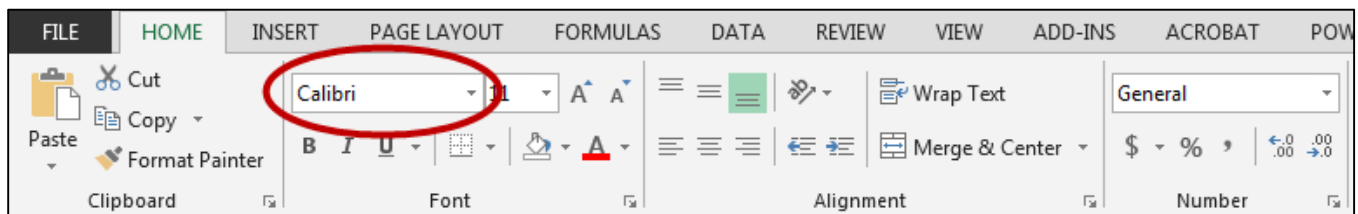
**Figure 41 – Formatting Text and Numbers**

3. Your data will now appear with the formatting options you chose.

### Changing the Font

The following instructions explain how to change the font.

1. First, select the cell containing the data.
2. From the *Home* tab, click on the *Down Arrow* to the right of the font style (example: *Calibri*), and select the font of your choice (see *Figure 42*).

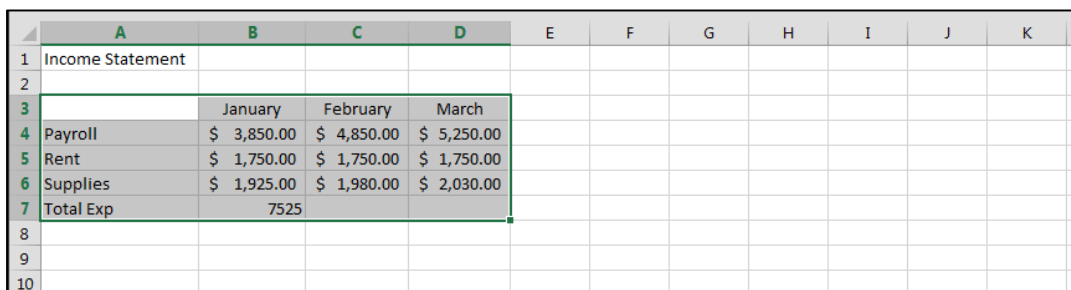


**Figure 42 - Fonts**

### Borders

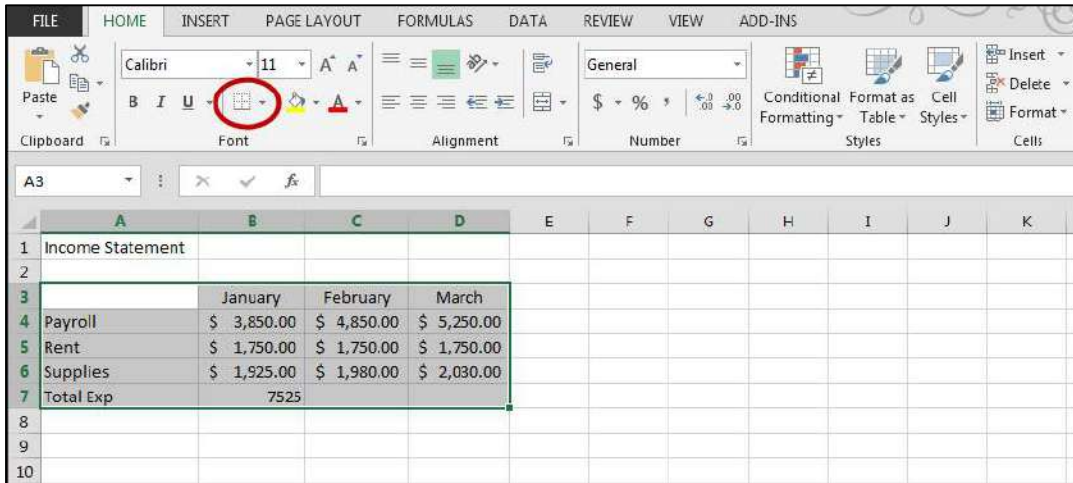
Borders can be added to enhance the appearance of your worksheet. The following explains how to add borders.

1. Select the cells where you want to add borders (see *Figure 43*).



**Figure 43 – Select cells**

- From the *Home* tab, click on the *Down Arrow* to the right of the *Border* button (see *Figure 44*).



**Figure 44 – Borders**

- From the menu that appears, select the type of border you want to add.
- The selected border will be added to the worksheet (see *Figure 45*).

	January	February	March
Revenue	8700	11500	13670
Expenses:			
Payroll	\$3,850.00	\$4,850.00	\$5,250.00
Rent	\$1,750.00	\$1,750.00	\$1,750.00
Supplies	\$1,925.00	\$1,980.00	\$2,030.00
<b>Total Exp</b>	7525		

Borders added to cells

**Figure 45 – Borders**

- To remove the border, select the cells containing the border.
- Click the *Down Arrow* to the right of the *Border* button (see *Figure 44* above).
- From the menu that appears, select the **No Border** button.

## Graphics

Another way to add emphasis to your worksheet is to have visual aids or graphics. You can insert pictures and clip art into Excel worksheets. The pictures and clip art can live on your computer or the web.

### Clip Art

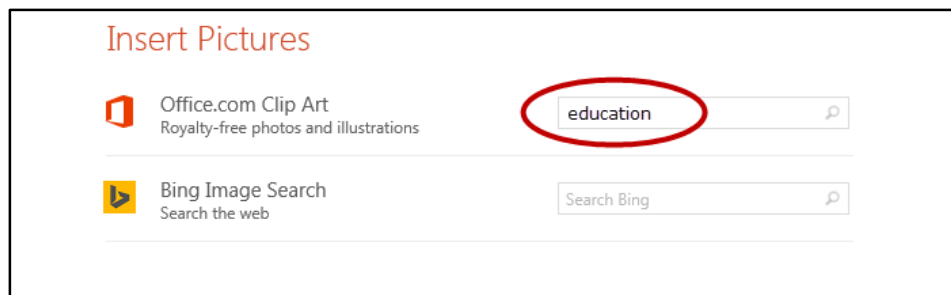
*Clip Art* images are pictures that are available in PowerPoint that can be inserted into your presentations. A collection of clip arts is available in the form of a gallery—the Clip Art gallery. In addition to pictures, the Clip Art gallery also contains a wide variety of photographs, movies (animated clip arts), and sounds that are ready for you to insert and use on your worksheet.

### Inserting Clip Art

To insert a clip art onto a worksheet:

1. Go to the **Insert** tab.
2. Click the **Online Pictures** button. This will open the *Insert Pictures* window.
3. In the *Office.com Clipart* Search field, type the name of the object you wish to find clipart for, and press Enter on your keyboard (see *Figure 46*).

**Note:** To insert images from the web, type a topic in the *Bing Image Search* field and press Enter on your keyboard.



**Figure 46 – Search for Clipart**

4. Scroll through the given results to find your desired clip art.
5. Once found, click on the image.
6. Select **Insert** to add the clip art to your worksheet (see *Figure 47*).



**Figure 47 – Insert Clip art**



**Note:** If the image is too large, hover your mouse over a *sizing handle* located along the sides of the picture, and then click and drag to resize it to the desired size (see *Figure 48*).



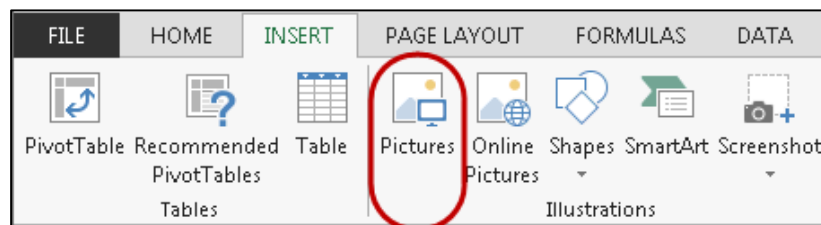
**Figure 48 – Sizing handle**

## Images from a File

Images from your own collection and experiences may also add value to your worksheet. You must have the image saved prior to adding it to your worksheet.

### Inserting an Image from a File

1. Select the cell where you would like the image to appear.
2. Select the **Insert** tab.
3. Click **Pictures** (see *Figure 49*).
4. In the Insert Picture dialog box, search and select your image.

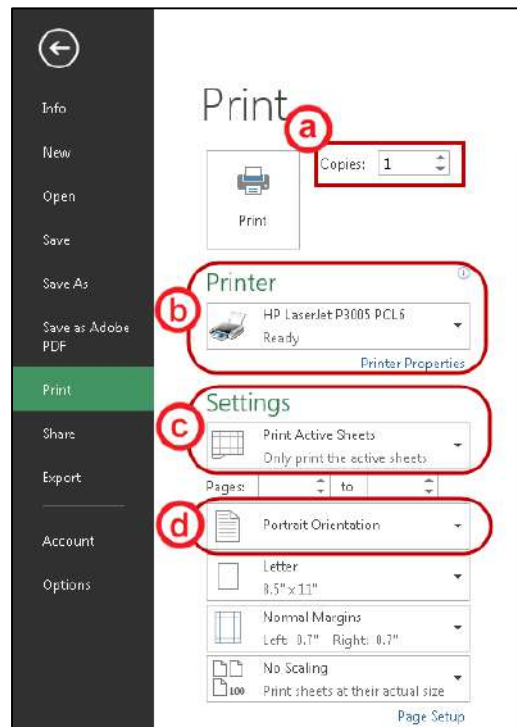


**Figure 49 – Insert Pictures**

## Printing

After creating your worksheet, you may want to print it to have a hard copy. The following explains how to print.

1. Select the worksheet that you wish to print.
2. Click the **File** tab located at the top-left corner of the *Excel* window.
3. Select **Print** (see Figure 50).
4. The *Print* window will appear, which also gives you a preview of your worksheet(s).
5. Review and select the print options in the window (see *Figure 50*).
  - a) Enter the number of copies you would like to print.
  - b) Select the printer that you would like to print to.
  - c) Select which worksheet(s) you would like to print.
  - d) Choose whether to print in *Portrait* or *Landscape* orientation.



**Figure 50 - Printing**

6. Click on the **Print** button.



7. The worksheet will print to the selected printer.

## Saving

1. Click the **File** tab located at the top-left corner of the Excel window.
2. Select the **Save As** button (see Figure 51).

**Note:** Select Save As to save your workbook:

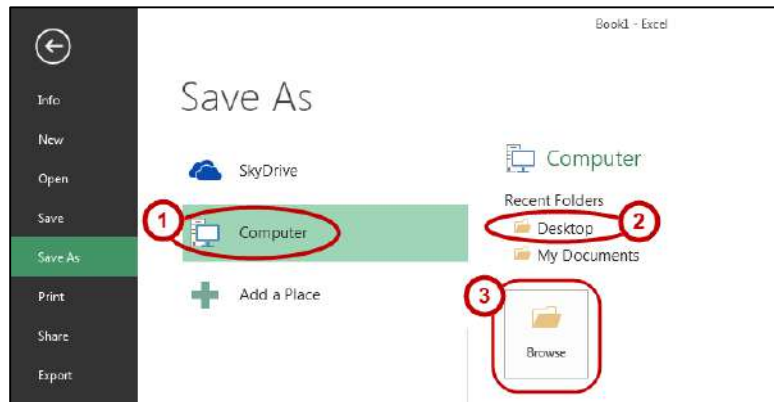
- for the first time, in a different location
- to create a copy of your workbook in the same
- to create a copy of your workbook in another location

Select Save or press Ctrl+S, to save an existing workbook in its current location.

3. The *Save As* window will appear (see Figure 51).
4. Select the location where you want to save the file.

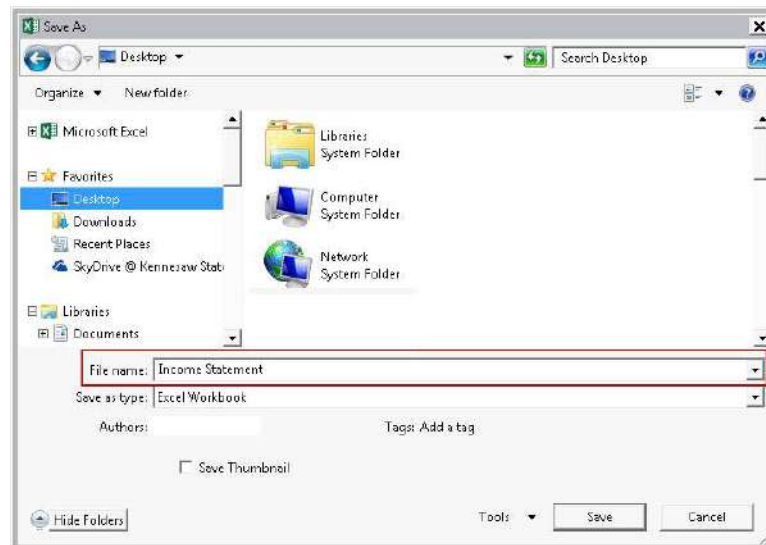
To save to your desktop or in a different location on your computer:

1. Click **Computer** underneath the Save As column (see Figure 51).
2. Select **Desktop** in the far right column, to save to the desktop (see Figure 51).
3. Select **Browse** to save to a different location on your computer (see Figure 51).



**Figure 51 - Saving**

5. The *Save As* dialog box will appear (see Figure 52). Enter a name in the *File name* field.



**Figure 52 – Save As**

6. Click **Save**.

## Additional Assistance

If you need additional assistance with Excel 2013, contact University Information Technology Services (UITs) at:

### **Faculty and Staff Service Desk**

Phone: 470-578-6999

Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)

### **Students Help Desk**

Phone: 470-578-3555

Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)