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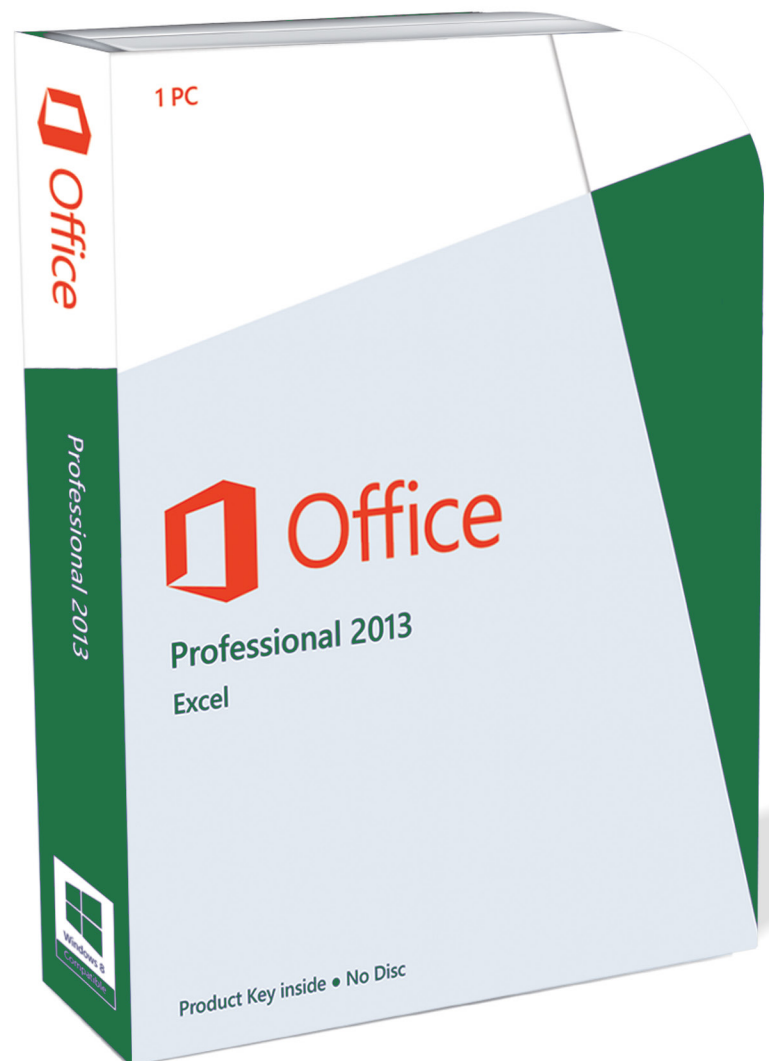
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Excel 2013

step-by-step quick reference guide

Microsoft Excel 2013 makes it possible to analyze, manage, and share information in more ways than ever before, helping you make better, smarter decisions. New analysis and visualization tools help you track and highlight important data trends.

Easily access your important data on the go from almost any web browser or smart-phone. You can even upload your files to the web and work simultaneously with others on-line. Whether you're producing financial reports or managing personal expenses, **Microsoft Excel 2013** gives you more efficiency and flexibility to accomplish your goals.



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Marketing Evangelist

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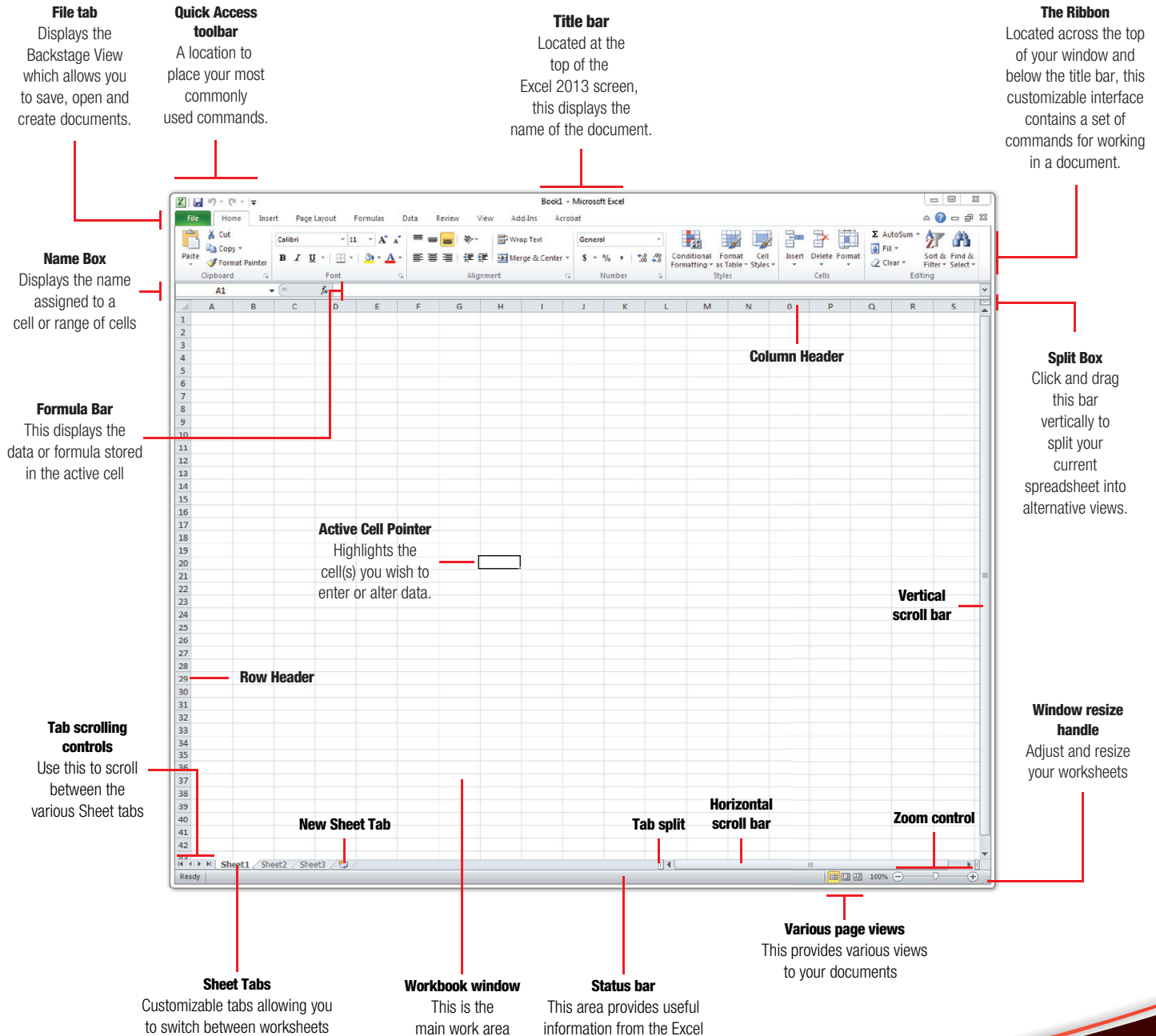
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Microsoft Excel 2013 main screen and layout

Your Microsoft Excel 2013 main screen and layout breakdown



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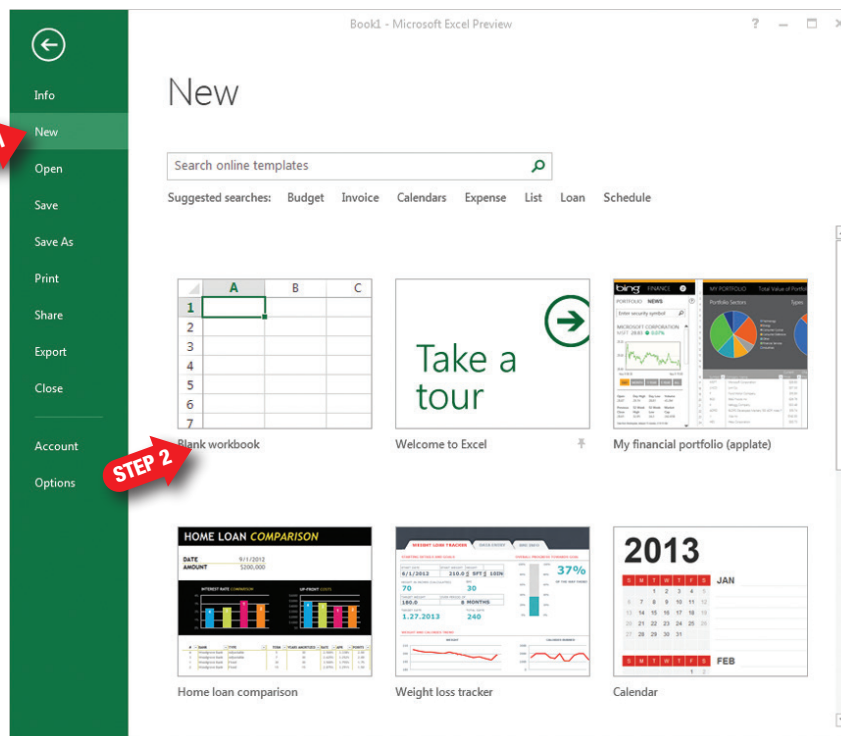
Microsoft Excel 2013 new document creation and keyboard shortcuts

Creating a new document in Microsoft Excel 2013

Method #1 (if your Microsoft Excel 2013 isn't open)

Creating a new document in **Microsoft Excel 2013** has never been easier. To create a new document, do the following:

1. Open your **Microsoft Excel 2013** and the below screen will open.
2. Click on the **New** option located on the left side
3. Next, a menu will open up containing iconic previews of various **document types** - **click and open the document template you're looking to use.**



Method #2 (if your Microsoft Excel 2013 is open)

Creating a new document in **Microsoft Excel 2013** is very easy and one is bound to find many other potentially useful documents while using the New option. To create a new document, do the following:

1. Click on the **File** tab located at the top left corner
2. Click on the **New** option located on the left side
3. Next, a menu will open up containing iconic previews of various **document types** - **click and open the document template you're looking to use.**

Keyboard Shortcuts

General

Select all	Ctrl + A
Copy selection	Ctrl + C
Cut selection	Ctrl + X
Paste selection	Ctrl + V
Go to	Ctrl + G
Find	Ctrl + F
Replace	Ctrl + H
Apply/remove italic	Ctrl + I
Apply/remove underline	Ctrl + U
Apply/remove bold format	Ctrl + B
Open a document	Ctrl + O
Print	Ctrl + P
Save	Ctrl + S
Close the active book	Ctrl + W
Repeat the last action	Ctrl + Y
Undo last action	Ctrl + Z
Display the help viewer	F1

Navigation

Move active cell up 1 row	↑ key
Move active cell down 1 row	↓ key
Move active cell left 1 column	← key
Move active cell right 1 column	→ key
Move active cell one screen up	PgUp
Move active cell one screen down	PgDn
Move active cell one screen right	Alt + PgDn
Move active cell one screen left	Alt + PgUp

Microsoft Excel 2013 formatting your text

Character and paragraph formatting

One of the most simple of **Microsoft Excel 2013** elements is the ability to change a documents letters, numbers and characters typed. You have varied controls like formatting text to bold, underline, italicized, change type, size or colour. **Microsoft Excel 2013** has some of the most common text-formatting commands on the Home ribbon in the font group.

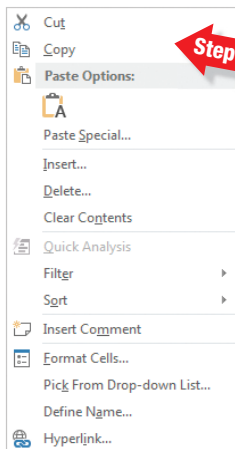
Method #1 (from within your document)

1. **Highlight the characters or cells** you wish to change the formatting of.
2. Next, **right click your mouse button** to open up a formatting pop-up menu.
3. Next, **make the changes** to fonts, font size, text colours, paragraph, styles etc.

Travel Expenses

First Quarter			
	Jan	Feb	Mar
San Fran	2151	5985	2149
Los Angeles	5325	2584	6874
Philadelphia	2145	3541	2541
Chicago	4752	2356	1585
Atlanta	1458	4783	2654
Dallas	2563	2485	3251
Boston	4526	1485	2415

Step 1

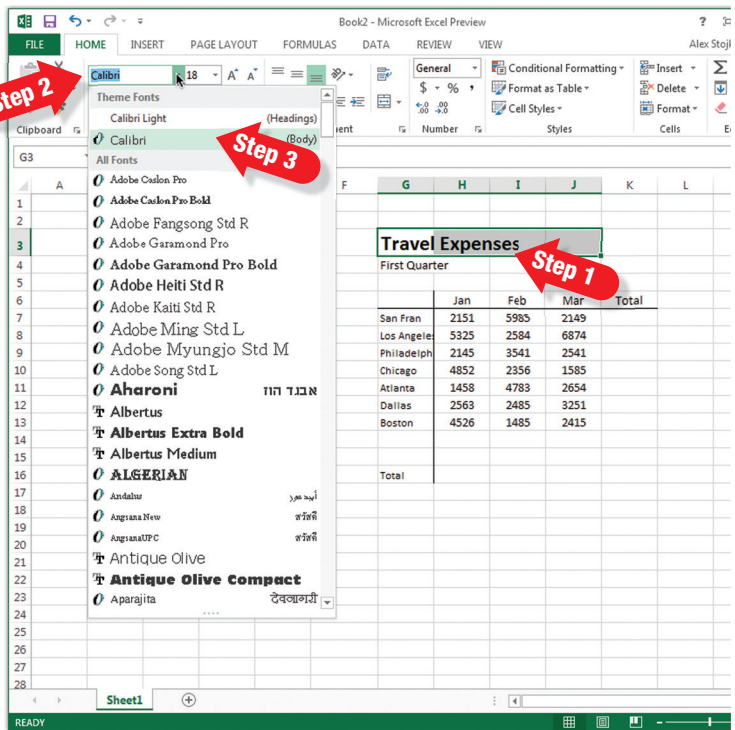


Step 2 - right click

Right-click pop-up menu
Listed are the most common formatting options for Microsoft Excel 2013.

Method #2 (from the Microsoft Excel 2013 ribbon)

1. **Highlight the characters or cell** you wish to change the formatting of.
2. Next, **click** on the **Home tab ribbon** located at the top of your document window.
3. On the **Home tab ribbon**, in the font group, **click the down arrow** to display your collection of fonts. Depending on the number of fonts installed on your computer this list may be long.
4. Listed in alphabetical order, scroll through your list down to the font you want to next use.

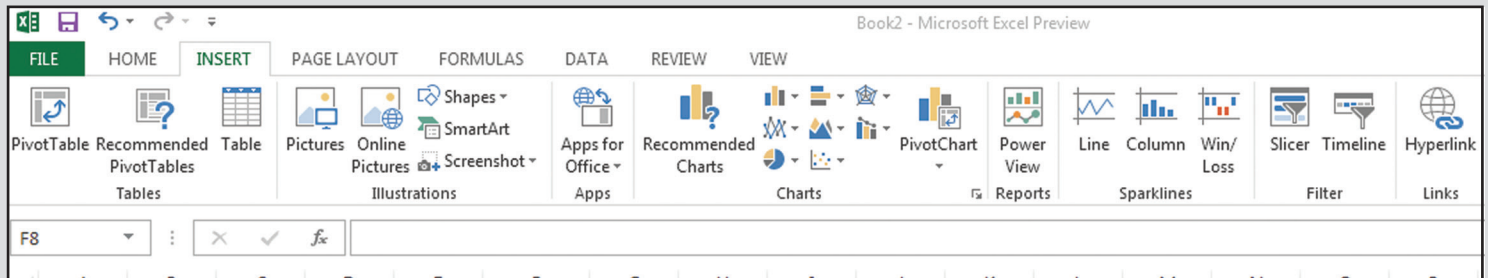


Step 2

Step 3

Step 1

Microsoft Excel 2013 inserting illustrations, pictures and shapes



To use any of the **Microsoft Excel 2013** illustration tools, click on the **INSERT** tab located on the top of your menu bar.

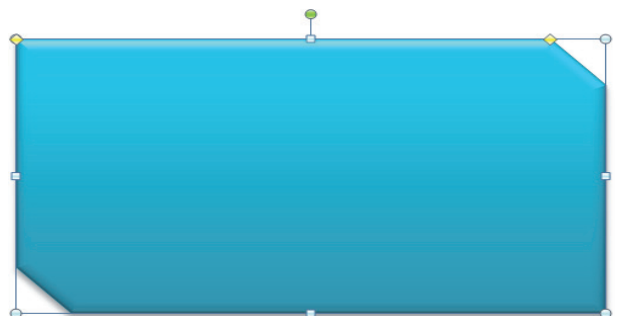
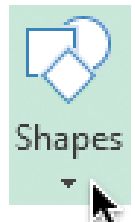
Inserting a picture into your document

1. Click on the **Picture** button from the **Illustration** group.
2. An **Insert Picture** dialog box will next pop open. Use the insert dialog box to locate the image you want imported.
3. Select the image and click the insert button.



Inserting Shapes into your document

1. Click on the **Shapes** button from the **Illustration** group.
2. A **Shapes** drop box will open up revealing a collection of **lines**, **rectangles**, **basic shapes**, **equation shapes**, **flowcharts**, **arrows**, **stars and banners** and **conversation call outs**.
3. **Select** the shape you wish to use and next move your mouse onto your document. Clicking the left mouse button, drag and create your shape.



Inserting clip art or images into your document

1. Click on the **Online Pictures** button from the **Illustration** group.
2. A pop up window will next open. From the this menu you can insert **Office.com Clip Art**, **Bing Images** and your **Microsoft SkyDrive**.
3. Locate and insert your clip art or image from your various respectful sources.



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