
Excel 2013

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Excel 2013

Microsoft Excel 2013 Basic - CustomGuide

Excel 2013 Basic Quick Reference Card The Excel 2013 Program Screen Keyboard Shortcuts Getting Started The File tab opens Backstage view, which contains commands slider to the left or right for working with your files like Open, Save, New, Print, Share, and Close

Microsoft Excel 2013 - King County Library System

5 | Microsoft Excel 2013 - Level 1 Name Box, Formula Bar, Spreadsheet The Name Box is below the ribbon and names the cell in which you're currently working The Formula Bar is to the right of the Name Box Because Excel is largely a program for working with

Excel 2013 - Jordan University of Science and Technology

1 Excel 2013 Excel 2013 is a spreadsheet program that allows you to store, organize, and analyze information While you may think that Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of Excel's powerful features Whether you're

Microsoft Excel 2013 Advanced Formulas Commonly Used ...

Page 1 of 14 MS Excel Advanced Formulas 6/17/2015:mms Microsoft Excel 2013 Advanced Formulas _____ Commonly Used Excel Formulas Look Up Values in a List of Data: Let's say you want to look up an employee's phone extension by using their badge number or the correct rate of a ...

Excel® 2013 VBA and Macros - pearsoncmg.com

Bill Jelen Tracy Syrstad Que Publishing 800 East 96th Street, Indianapolis, Indiana 46240 USA Excel ® 2013 VBA and Macros Contents at a Glance Introduction 1

Microsoft Excel Manual - Administration and Finance

Excel will automatically select the data for the pivot table Excel will also automatically select New Worksheet as the destination for the pivot table 3 Click Ok A new worksheet will be added for the pivot table Initially, the spreadsheet will appear blank The PivotTable Field List is located to the right

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Microsoft Excel 2013: Email a Single Excel Worksheet in a ...

Microsoft Excel 2013: Email a Single Excel Worksheet in a Workbook If you need to email a single worksheet out of a workbook, here's a quicker way to do it instead of saving a copy and deleting what you don't want to send Note; This will work only when Outlook is set up on your office computer

Microsoft Excel 2013 Fundamentals Manual

Microsoft Excel Topics covered in this document 2013 become more will help you proficient with the Excel application Specific focuses include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts

Microsoft Excel 2013: Using a Data Entry Form

Microsoft Excel 2013: Using a Data Entry Form Using Excel's built in data entry form is a quick and easy way to enter data into an Excel database Using the form allows you to: start a new database table or to add new records to an existing one scroll through data records one at a time

Excel Quick Reference - CustomGuide

Excel Quick Reference Basic Skills The Excel Program Screen Keyboard Shortcuts Getting Started Create a Workbook: Click the File tab and select New or press Ctrl + N Double-click a workbook Open a Workbook: Click the File tab and select Open or press Ctrl + O Select a recent file or navigate to the location where the file is

Excel2013 Installation Instructions - Agilent

11 The Excel 2013 package contains the following: 111 A green paper card showing a unique "product key", aka GREEN KEY 112 A paper card containing instruction of how to download and activate

Microsoft Excel 2013 - King County Library System

7 | Microsoft Excel 2013 Level 2 Table Tools - Design Tab After creating an Excel Table, a new set of table tools are made available to you in the Ribbon They are only active when you have a cell in the table selected Try some of the Table Style Options: ! Click "Total Row" check box to automatically format and add the "Total" column

Excel 2013 Functions - Colorado State University

Excel 2013 Functions What is a function A function is a preset formula in Excel All functions begin with an equal sign (=) followed by the function's name and its arguments The arguments are contained inside round brackets Functions can be entered into Excel by typing directly into a cell, typing into the formula bar, or by

Microsoft Excel: Advanced - Towson University

Microsoft Excel Advanced: Participant Guide 6 5 In the Home tab of the ribbon, click the arrow beneath the Paste icon 6 Select Paste Values from the drop down menu The newly pasted values do not contain the formulas and will not disappear when you delete the original set of Social Security numbers

Advanced Excel Tips and Tricks

Page 4 Advanced Excel Tips & Tricks Figure 3 Figure 4 Note: In this example, a new Column C was inserted prior to beginning the steps to split the cell data The result of using the Text to Columns command is that the split data is saved into cells to the right of the original cell

Making Graphs In Microsoft Excel 2013: A Short Tutorial

1 Making Graphs In Microsoft Excel 2013: A Short Tutorial Written by Justin Feng for Physical Science 303 January 11, 2014 TABLE OF CONTENTS

