



Microsoft Excel 2013

Part 1: Introduction to Excel

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Introduction

Microsoft Excel 2013 is a spreadsheet program that is used to manage, analyze, and present data. It includes many powerful tools that can be used to organize and manipulate large amounts of data, perform complex calculations, create professional-looking charts, enhance the appearance of worksheets, and more. This handout provides an overview of the Excel 2013 user interface and covers how to perform basic tasks such as starting and exiting the program; creating, saving, opening, and closing workbooks; selecting cells; entering and editing data; formatting text and numbers; positioning cell contents; applying cell styles; and getting help.

Starting Excel

You can start Excel 2013 from the Start menu (in Windows 7) or by double-clicking an existing Excel file. When you start the program without opening a specific file, the *Start* screen appears, prompting you to open an existing workbook or create a new workbook.

To start Excel 2013 from the Start menu:

1. Click the **Start** button, click **All Programs**, click **Microsoft Office 2013**, and then click **Excel 2013**. The **Start** screen appears (see Figure 1).
2. In the right pane, click **Blank workbook**. A new, blank workbook opens in the program window.

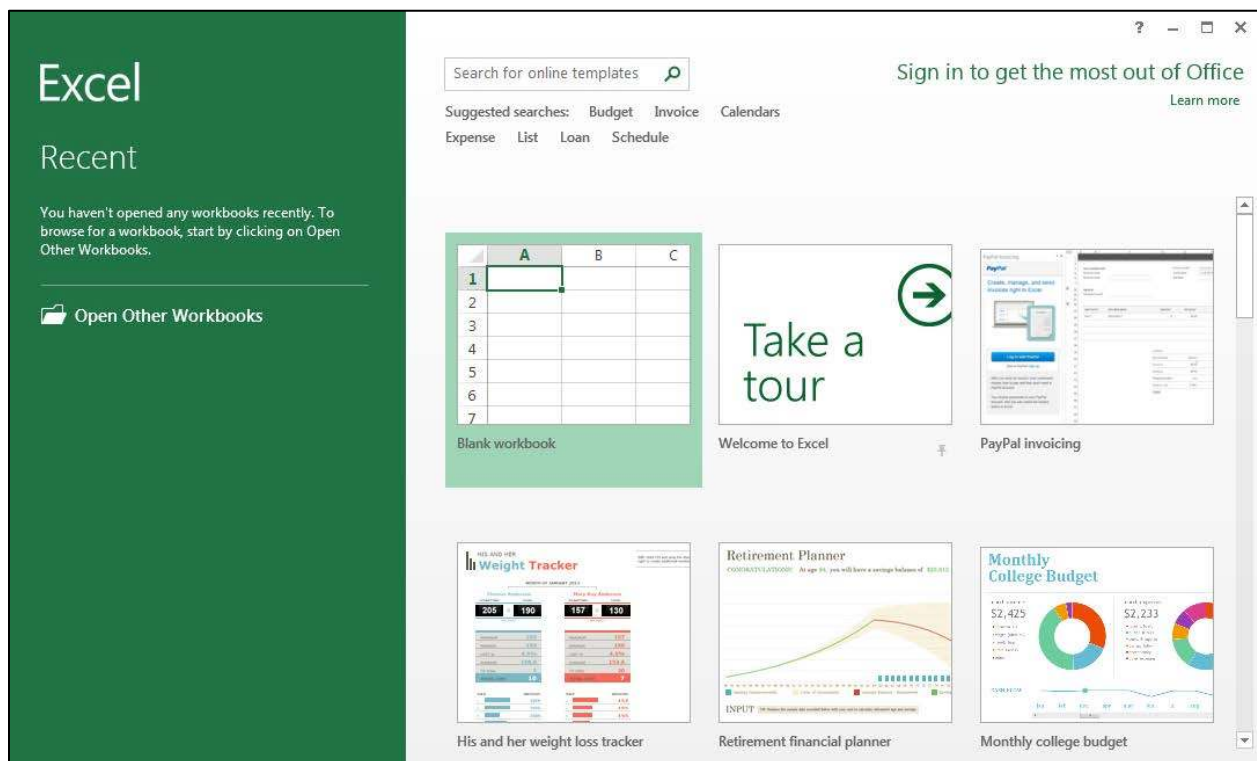


Figure 1 – Excel 2013 Start Screen

Overview of the User Interface

All the Microsoft Office 2013 programs share a common user interface so you can apply basic techniques that you learn in one program to other programs. The Excel 2013 program window is easy to navigate and simple to use (see Figure 2 and Table 1).

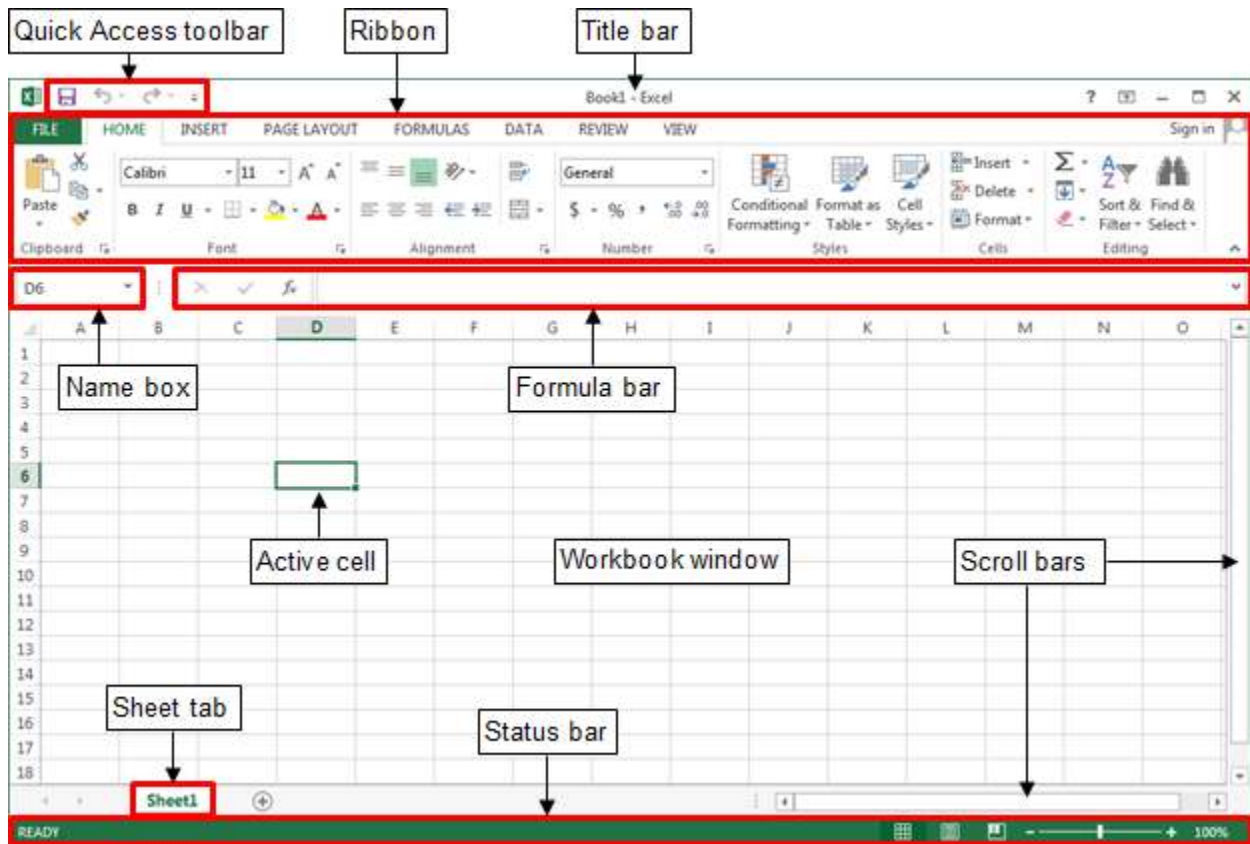



Figure 2 – Excel 2013 Program Window

Table 1 – Excel 2013 Program Window Elements

Name	Description
Title bar	Appears at the top of the program window and displays the name of the workbook and the program. The buttons on the right side of the Title bar are used to get help; change the display of the Ribbon; and minimize, restore, maximize, and close the program window.
Quick Access toolbar	Appears on the left side of the Title bar and contains frequently used commands that are independent of the tab displayed on the Ribbon.
Ribbon	Extends across the top of the program window, directly below the Title bar, and consists of a set of tabs, each of which contains groups of related commands.
Formula bar	Appears below the Ribbon and displays the data or formula stored in the active cell. It can also be used to enter or edit cell contents.
Name box	Appears on the left side of the Formula bar and displays the active cell address or the name of the selected cell, range, or object.
Workbook window	Appears below the Formula bar and displays a portion of the active worksheet.
Sheet tab	Each worksheet has a tab that appears below the workbook window and displays the name of the worksheet.
Scroll bars	Appear along the right side and bottom of the workbook window and enable you to scroll through the worksheet.
Status bar	Appears at the bottom of the program window and displays the status of Excel (such as <i>Ready</i>). The tools on the right side of the Status bar can be used to display the worksheet in a variety of views and to change the zoom level.

Ribbon

The *Ribbon* is designed to help you quickly find the commands that you need to complete a task. It consists of a set of task-specific tabs (see Figure 3 and Table 2). The standard tabs are visible at all times. Other tabs, known as *contextual tabs*, appear only when you create or select certain types of objects (such as images or charts). These tabs are indicated by colored headers and contain commands that are specific to working with the selected object. Clicking a tab displays a set of related commands that are organized into logical groups. Commands generally take the form of buttons and lists; some appear in galleries. Pointing to an option in most lists or galleries displays a live preview of that effect on the selected text or object. You can apply the previewed formatting by clicking the selected option, or you can cancel previewing without making any changes by pressing the *Esc* key. Some commands include an integrated or separate arrow. Clicking the arrow displays a menu of options available for the command. If a command on the Ribbon appears dimmed, it is unavailable. Pointing to a command on the Ribbon displays its name, description, and keyboard shortcut (if it has one) in a ScreenTip.

A *dialog box launcher*  appears in the lower-right corner of most groups on the Ribbon (see Figure 3). Clicking it opens a related dialog box or task pane that offers additional options or more precise control than the commands available on the Ribbon.


You can collapse the Ribbon by clicking the *Collapse the Ribbon* button  on the right side of the Ribbon (see Figure 3) or by double-clicking the current tab. When the Ribbon is collapsed, only the tab names are visible. You can expand the Ribbon by double-clicking any tab.



Figure 3 – Ribbon

Table 2 – Ribbon Tabs

Name	Description
File	Displays the Backstage view which contains commands related to managing files and customizing the program.
Home	Contains the most frequently used commands. The Home tab is active by default.
Insert	Contains commands related to all the items that you can insert into a worksheet.
Page Layout	Contains commands that affect the overall appearance and layout of a worksheet.
Formulas	Contains commands used to insert formulas, define names, and audit formulas.
Data	Contains commands used to manage data and import or connect to external data.
Review	Contains commands used to check spelling, track changes, add comments, and protect worksheets.
View	Contains commands related to changing the view and other aspects of the display.

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