EXCEL 2013 FOR BEGINNERS

Saturday May 10th
10:00am-12:00pm
Instructor: Curt Stacey

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Welcome to the new Microsoft Office 2013 Suite. For those of you using Microsoft Office for the first time, congratulations! You've chosen a perfect time to learn about this application, since the newest version has undergone a pretty radical revision. For those of you accustomed to Office 2007, don't worry- there are some adjustments you need to make when using the new interface, but the basic tools are still the same and there are new improvements.

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Introduction

By hitting the **Windows button** , Excel can be selected at the start menu in the Apps section

A shortcut can also be made on the desktop

Opening Excel

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New Spreadsheets

The ribbon is broken up into tabs separated by function
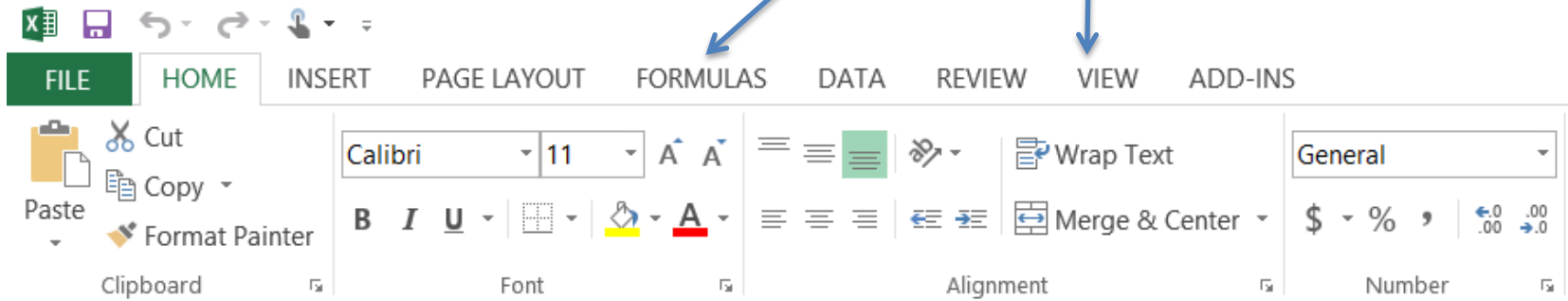
The office ribbon contains all of the functions of Excel

Office Ribbon

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The file button opens menus to control various elements of the file itself including saving and printing

File Button

Quick Keyboard Shortcuts
Before we go about making changes on our sample worksheet, there are some
commands that are essential in order to make editing easier.
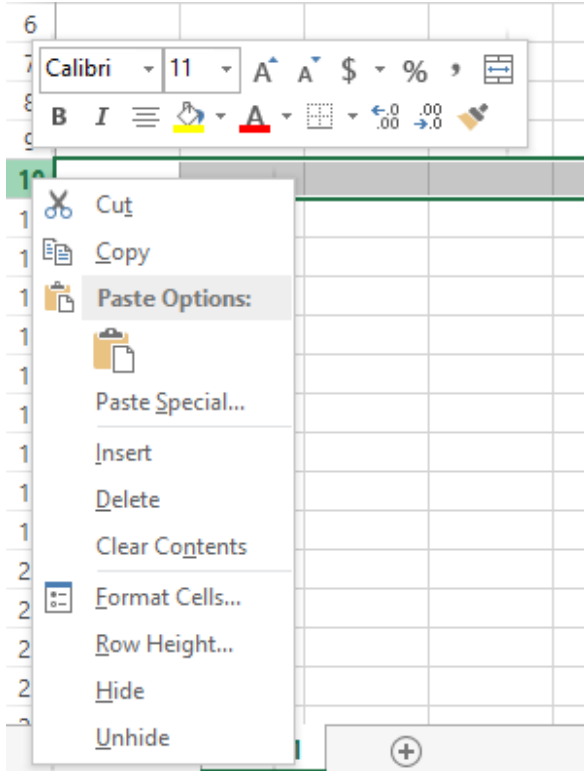• Ctrl-Z (the "Undo" button)
• Ctrl-Y (the "Redo" button)
Every time you use the undo or redo command, it takes you one step
backwards or forwards. This method allows you more leeway to
experiment with your worksheet, knowing that you can always go
back to your starting point.

Shortcuts

A worksheet is broken organized by **rows** (numbered) and **columns** (lettered)

Individual segments of the worksheet are called **cells**

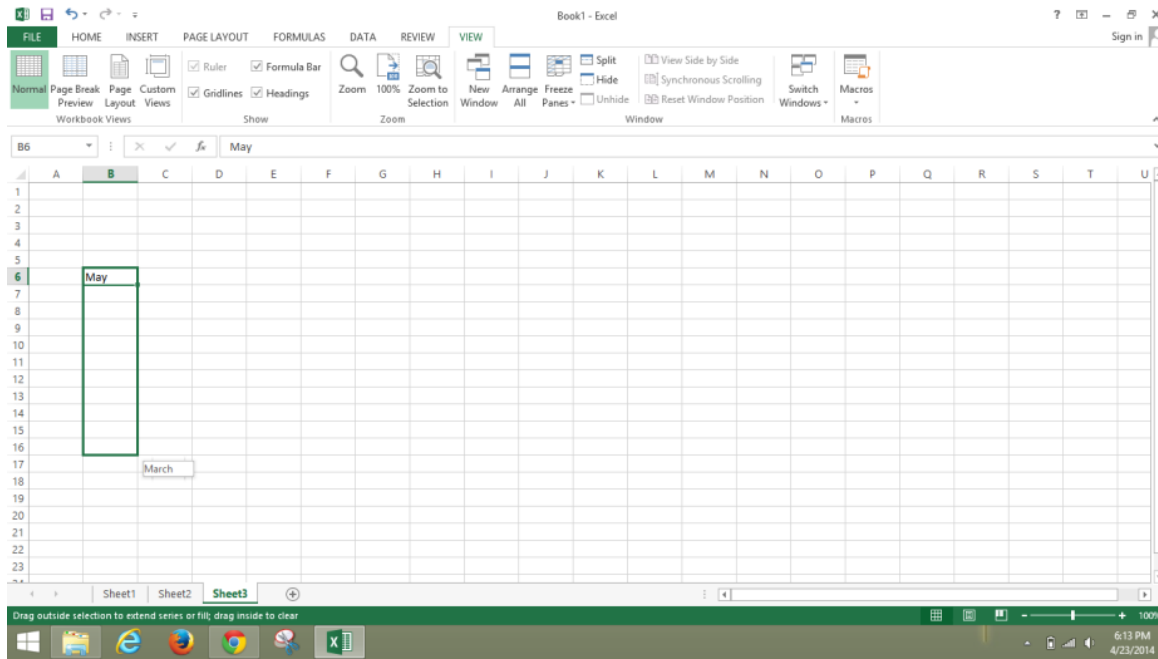Right click on a row, column, or cell to insert additional items into the spreadsheet

Rows, columns, and cells can also be deleted this way

Insert and Deleting

|			
This is a long list of words			
This is a lo	The text		

Text normally extends beyond cell walls unless is information in following cell

Columns can be widened or text can be wrapped to keep text intact

|		
Text		
Wrap	text	

Making it Fit

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As soon as Excel recognizes a pattern it will continue the pattern by left clicking and moving across additional cells

Autofill
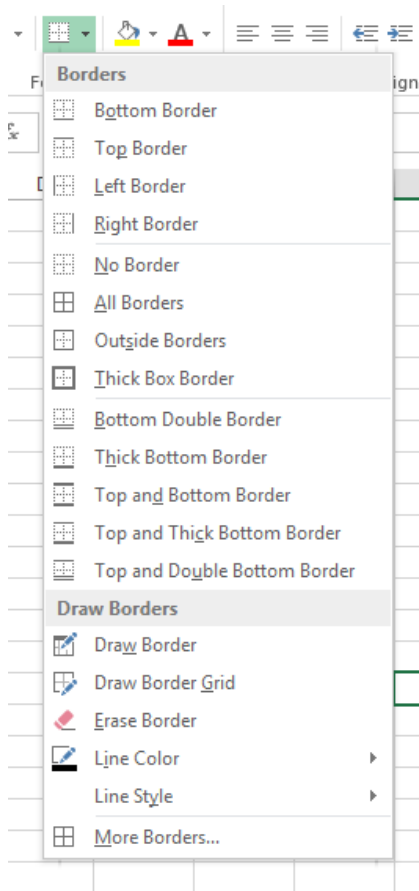
Just because cells are ruled does not mean they will be printed that way – in order to print worksheets which are ruled, **borders** must be defined

Freezing cells holds their position on the worksheet so that other data scrolls around them

Borders & Freezing

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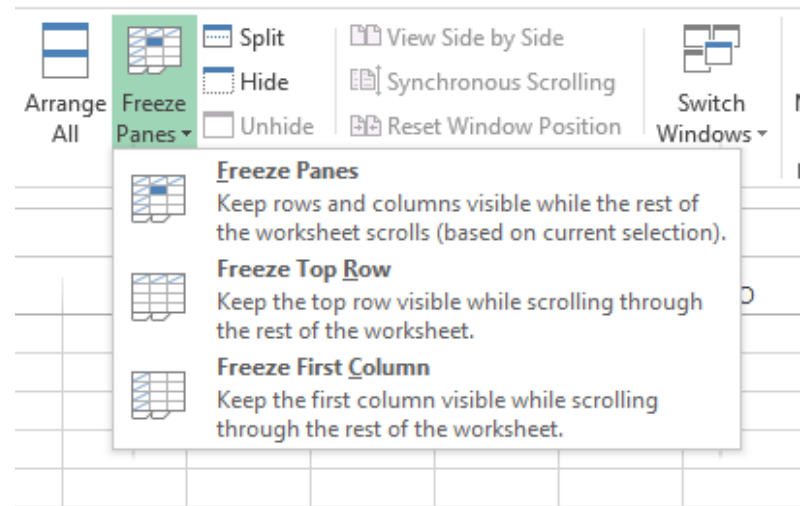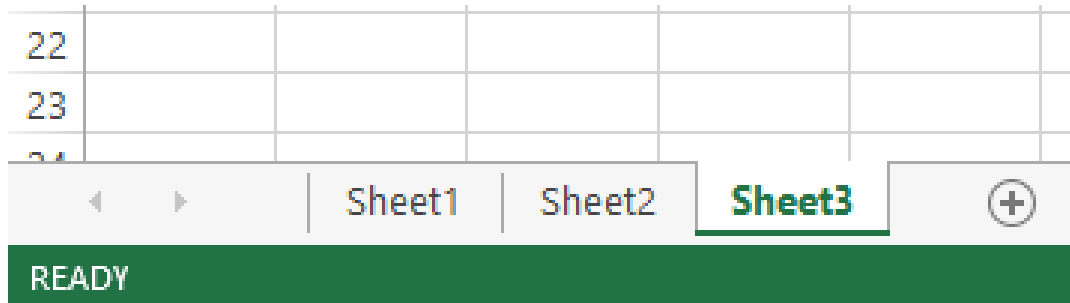
And one Excel file can hold multiple sheets – useful for larger projects

Multiple Worksheets

Additional Library Resources
Located at:

lynda.com
You can learn it.™

Lynda.com