

This sheet is designed to be an aid to you as you are using Microsoft Excel for Office 2013. You may also use the on-line help offered in this package by clicking on the Help button  that is displayed on the menu bar at the top of the screen.

## COMMON TERMS

- **Cell:** the basic unit in which you store data
- **Cell address:** the cell's column letter and row number (i.e., C4)
- **Row:** a series of cells placed horizontally
- **Column:** a series of cells placed vertically

## OPENING A FILE

To open a new file, click on the **File** button, then on the **New** button, then **Blank Workbook**. You can also choose any of a number of templates. To open an existing document click the **File** button, then **Open**. Select the drive from which you wish to retrieve a file. Once you select the correct drive, a list of all available files on that drive will appear in window. Click on the file you wish to edit and then choose **Open**. You can also choose from your **Recent Workbooks**.

## SAVING A FILE

You should save your document periodically to avoid losing any changes. When saving your document for the first time, click on the **File** tab, then **Save**. Select **Computer** and then click **Browse**. Once you choose where to save it, click **Save**. You may also choose to save the file to your SkyDrive by choosing **File**, then **Save** and selecting **SkyDrive**.

## SAVING TO SKYDRIVE

Microsoft Office 2013 gives you an option to save files in the cloud using SkyDrive. If you don't already have a SkyDrive account, you can get one free at <http://skydrive.live.com>. To save files to your SkyDrive, first you'll need to sign in. Choose **SkyDrive** from the **Save As** option in the **File** menu, and then click **Sign In**. Type your email address you used to sign up for SkyDrive when prompted and click **Sign In**. Then, when prompted, enter your password and click **Sign In**. It will add your SkyDrive to your account. Then, choose **Browse**. Microsoft will contact the SkyDrive for information, and then will give you an option to save the file in your SkyDrive. You can even create a new folder. Name the file and choose **Save**. The file will now be saved in your SkyDrive.

## SHARING

Microsoft Excel 2013 also gives you the option to share your documents online using SkyDrive. Click **File>Share** and choose Invite People. Step 1 is to save the file to your SkyDrive. Click **Save to Cloud**, and then follow the instructions as listed in the **Saving to SkyDrive** section above.

Next, you'll invite people to share the document. You can type the names or email addresses of the people you wish to share with, choose if they can edit or just view the document, and include a personal message with the invite. Then click **Share**. Excel will send out an invite with a link to each of the people you chose. They will also show up in the **Shared with** section.

You can also choose to create a sharing link for viewing or editing that you can email or otherwise share through the **Get a Sharing Link** button, or, if you've connected your Microsoft account to social networks, you can post your document directly to those social networks, such as Facebook, Twitter or LinkedIn by choosing **Post to Social Networks**. You can also choose **Post to Blog** to post directly to a blogging site, like WordPress, TypePad or Blogger. You can even choose to **Present Online**, which will create a link that will allow anyone to view and download your document.

As always, you can also choose **Email** to email your file using Outlook. You have several options, including sending as an attachment, as a link, or as a PDF.

## ENTERING DATA

Data is the information that you enter into the spreadsheet. To enter data, simply click on the cell you want to use. A dark border should appear around the edges. Type in the data for the cell and press **Return**. If you press **Tab** the data will be entered and the cursor will move to the next column.

## JUSTIFICATION

To change the justification of a single cell, right click on the cell. Choose **Format Cells** from the menu that pops up and click on the **Alignment** tab. Select the appropriate alignment and click **OK**. To change the justification of a group of cells, highlight all cells before right clicking. Choose **Format Cells** from the pop-up menu, and click on the **Alignment** tab. Select the appropriate alignment, and click **OK**. **Hint:** you can select an entire row or column by positioning the mouse over the letter or number, and then click either mouse button. You can select the entire document by clicking on the blank box above the number **1** and to the left of the letter **A**.

## INSERTING/DELETING ROWS OR COLUMNS

To insert a row or column, click on the row number or column letter where you want to make an insertion. Right click and choose **Insert**.

To delete a row or column, click on the row number or column letter you want to delete. Right click and choose **Delete**. It will be deleted, as well as all the data in the cells.

## HIDING/SHOWING GRID LINES

To hide the grid lines, you need to select the **Page Layout** tab. In the **Sheet Options** group, in the **Gridlines** section, check or uncheck **View** to hide or view the gridlines. You can also check or uncheck **Print** to choose whether or not to print gridlines.

## CHANGING THE COLUMN WIDTH/ ROW HEIGHT

There are several ways to make the columns wide enough to contain the information. Position the mouse to the right or left of the column heading you want to adjust until the plus sign becomes a double arrow. Click and drag the line to the desired width. Also, you can change the width by right clicking on the column/row header and choosing **Column Width** or **Row Height**, depending upon which you chose to click upon. Specify a width and click **OK**.

## CALCULATING FORMULAS

Click in the cell where you want the answer to appear. First type =, then the formula. You can use either actual numbers or a cell address where the number is. Simple operations are: + Addition, - Subtraction, \* Multiplication, and / Division. For example, to add

a value in column A, row 1 to a value in column B, row 2, the formula would be **=A1 + B2**. To multiply the same two cells, type **=A1\*B2**. You can also click in the tab and then click the Insert Function  button.

## CHANGING THE NUMERIC FORMAT

Highlight the cell(s), or row(s), or column(s) you want changed. Right click on the cells. A dialog box will appear. Click **Format Cells...**, and then click the **Number** tab. Click on the **down arrow** and choose a format from the samples displayed. Click **OK**.

## CREATING AND INSERTING A GRAPH

Before creating a graph, the relevant data must be in the spreadsheet. Select the data you want to include in your chart. Then click the **Insert** tab. Within the **Insert** tab there is a **Charts** section. Select the chart type you would like and drop down list will form and you will need to choose the form of the chart type you would like. Once clicking on the desired type of chart, the chart will be inserted over top of the spreadsheet you are currently working on. Also, there will be a **Chart Tools** tab that appears in the top menu bar that will allow you to choose different styles to apply to the chart.

## FUNCTIONS AND FORMULAS

@Function Syntax	Description
<b>@SUM(desired cells)</b>	Adds a specified range of values
<b>@AVERAGE(desired cells)</b>	Averages a specified range of values
<b>@MAX(desired cells)</b>	Finds maximum value of a specified range
<b>@MIN(desired cells)</b>	Finds minimum value of a specified range

Operator	Description
<b>&amp;</b>	String Combination
<b>AND, OR, NOT</b>	Logical AND, Logical OR, Logical NOT
<b>=, &lt;&gt;</b>	Equal, Not equal
<b>&lt;, &gt;</b>	Less than, Greater than
<b>&lt;=</b>	Less than or equal to
<b>&gt;=</b>	Greater than or equal to
<b>-, +</b>	Subtraction, Addition
<b>*, /</b>	Multiplication, Division
<b>-, +</b>	Negative, Positive
<b>^</b>	To the power of (exponential)

## PRINTING A SPREADSHEET

When you have finished working and wish to print your document, click on **File** button and from the drop down menu click **Print**. When all of the print settings are correct, click on **Print** icon.

## PRINTING CELL FORMULAS

To print cell formulas in a worksheet select the **Formulas** tab. Within the **Formulas** tab, In the Formula Auditing group, click **Show Formulas**. Your formulas will display within your spreadsheet.

## HELP

By using the **Help** function you can find online information about any topic in Microsoft Excel. To search for help on a subject click on the **Microsoft Office Help** button located in the top right hand corner of the application in the form of . A box will appear that will allow you to search for the subject you need help on.