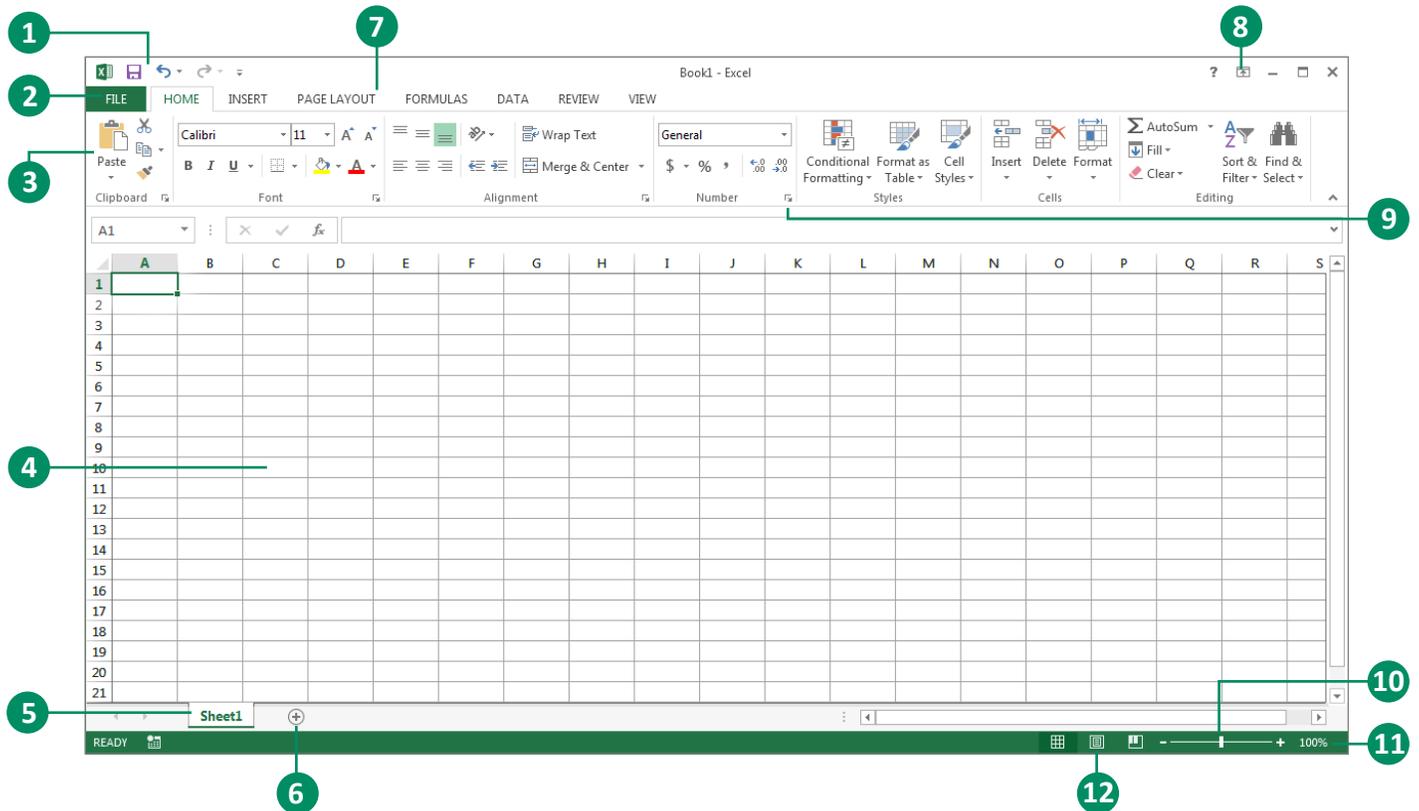


## Quick Start Guide

Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts. Let's go through the basic steps to get you started.

Microsoft Excel 2013 looks different from previous versions, this guide is intended to help you minimize the learning curve.



## The Excel Window

- 1 Quick Access Toolbar** – contains shortcuts for the most commonly used tools. Keep favorite commands and buttons visible, even when you hide the ribbon.
- 2 Backstage View** – contains tools to work with workbook files and manage Excel settings. Open, save, print and share your files. Also change options and account settings in this view.
- 3 Ribbon** – contains groups of tools for use with Excel 2013. Each ribbon tab has groups, and each group has a set of related commands.
- 4 Worksheet Area** – displays the current worksheet.
- 5 Sheet Tabs** – displays tabs for the sheets in the current workbook.
- 6 Create Sheets** – start with one sheet and add more sheets as needed.
- 7 Tab Bar** – explore Commands on the Ribbon; each ribbon tab has groups, and each group has a set of related commands. If you'd rather use the keyboard, press Alt to show keys that let you access commands on the ribbon.
- 8 Show or Hide the Ribbon** – click Ribbon Display Options or press Ctrl+F1 to hide or show the ribbon.
- 9 Open a Dialog Box** – click the launcher icon to show more options for a group.
- 10 Zoom In or Out** – Drag the zoom slider to change the zoom level.
- 11 Status Bar** – contains worksheet information and shortcuts.
- 12 Change Views** – Work faster in the right view. Choose Normal, Page Layout, or Page Break Preview.

## Create a New Workbook

Excel documents are called workbooks. Each workbook has sheets, typically called spreadsheets. You can add as many sheets as you want to a workbook, or you can create new workbooks to keep your data separate.

1. Click **File > New**.
2. Under **New**, click the **Blank workbook**.

## Enter Your Data

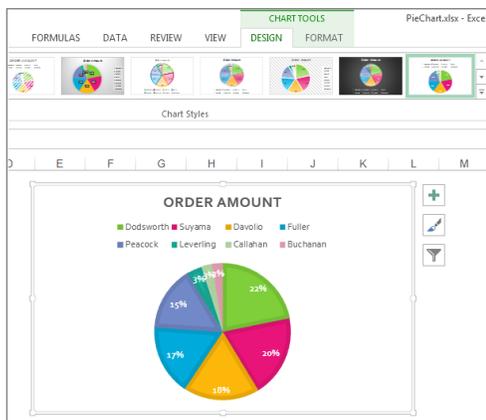
1. Click an empty cell. For example, cell A1 on a new sheet. Cells are referenced by their location in the row and column on the sheet, so cell A1 is in the first row of column A.
2. Type text or a number in the cell.
3. Press **Enter** or **Tab** to move to the next cell.

## Explore the Ribbon

If you've used the ribbon in an earlier version of Excel, you'll notice a few changes. The Insert tab has new buttons to help you create charts and PivotTables. There's also a new Filters group with buttons for creating slicers and timelines.



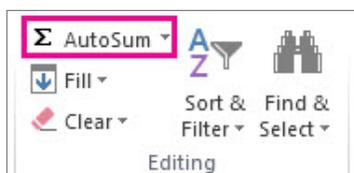
Other tabs appear when you're working on certain things like charts and PivotTables. Those tabs have also changed to make things easier to find.



## Use AutoSum to Add Your Data

When you've entered numbers in your sheet, you might want to add them up. A fast way to do that is by using AutoSum.

1. Select the cell to the right or below the numbers you want to add.
2. Click **Home > AutoSum**, or press **Alt+=**.

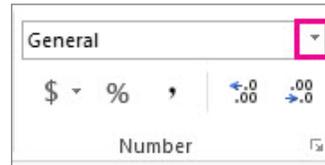


AutoSum adds up the numbers and shows the result in the cell you selected.

## Apply a Number Format

To distinguish between different types of numbers, add a format, like currency, percentages, or dates.

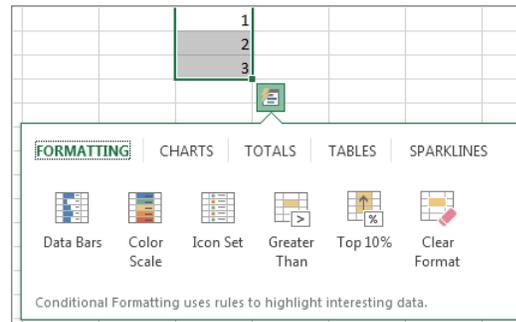
1. Select the cells that have numbers you want to format.
2. Click **Home > Arrow** next to **General**.



3. Pick a number format. If you don't see the number format you're looking for, click **More Number Formats**.

## Apply Features Without the Ribbon

In Excel 2013, some frequently used but hard to find commands and buttons have been placed within easy reach. When you select data on your worksheet, the **Quick Analysis** button appears. It gives you quick access to many useful features you may not have been aware of, and lets you preview them on your data before you make them stick.

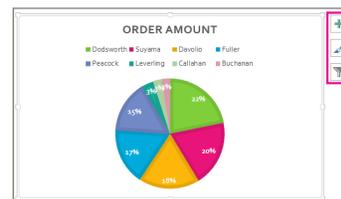


When entering data, you might notice that Excel fills values automatically as it detects a pattern. You'll get the **Flash Fill Options** button to make further decisions.

Transaction	Budget	Department	Contact
801010-Ads-Advertising-John	1300	Ads	
802100-Evs-Events-Jenny	1830	Evs	
804020-Dmg-Digital Marketing-Bill	600	Dmg	
807800-Pro-Promotions-Sally	1800	Pro	
801010-Ads-Advertising-Paul	2730	Ads	
802100-Evs-Events-Paul	1750	Evs	
804020-Dmg-Digital Marketing-John	1200	Dmg	
806002-Prs-Public Relations-John	3500	Prs	
807800-Pro-Promotions-Jenny	2500	Pro	

## Better Access to Chart Features

Creating a recommended chart is a great way to get started, but you'll still want to customize the style and show the exact data you need to make it your own.

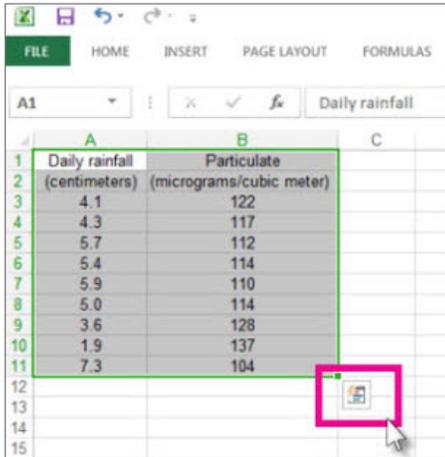


Excel 2013 gives you these options right next to the chart. Just click the **Chart Elements**, **Chart Styles**, or **Chart Filters** buttons to fine-tune your chart.

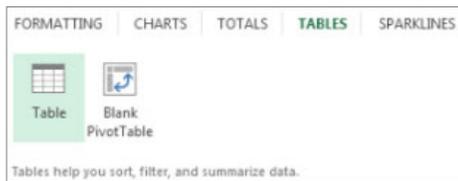
## Put Your Data in a Table

A simple way to access a lot of Excel's power is to put your data in a table. That lets you quickly filter or sort your data for starters.

1. Select your data by clicking the first cell and dragging to the last cell in your data. To use the keyboard, hold down **Shift** while you press the **arrow keys** to select your data.
2. Click the **Quick Analysis** button in the bottom-right corner of the selection.



3. Click **Tables**, move your cursor to the **Table** button so you can see how your data will look. If you like what you see, click the button.

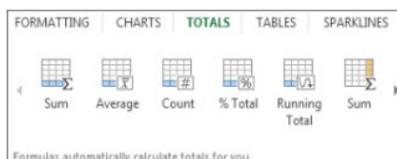


4. Now you can play with your data: Filter to see only the data you want, or sort it to go from, say, largest to smallest. Click the **Arrow** in the table header of a column.
5. To filter data, uncheck the **Select All** box to clear all check marks, and then check the boxes of the data you want to show in your table.
6. To sort the data, click **Sort A to Z** or **Sort Z to A**.

## Show Totals for Your Numbers

Quick Analysis tools let you total your numbers quickly. Whether it's a sum, average, or count you want, Excel shows the calculation results right below or next to your numbers.

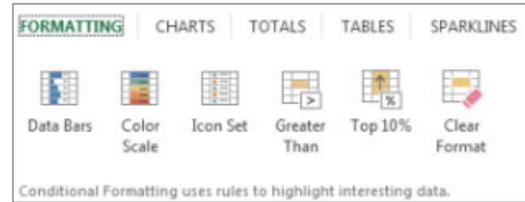
1. Select the cells that contain numbers you want to add or count.
2. Click the **Quick Analysis** button in the bottom-right corner of the selection.
3. Click **Totals**, move your cursor across the buttons to see the calculation results for your data, and then click the button to apply the totals.



## Add Meaning to Your Data

Conditional formatting or sparklines can highlight your most important data or show data trends. Use the Quick Analysis tool for a Live Preview to try it out.

1. Select the data you want to examine more closely.
2. Click the **Quick Analysis** button that appears in the lower-right corner of your selection.
3. Explore the options on the **Formatting** and **Sparklines** tabs to see how they affect your data.



For example, pick a color scale in the Formatting gallery to differentiate high, medium, and low temperatures.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	Avg High	40	38	44	46	51	56	67	72	70	59	45	41
3	Avg Low	34	33	38	41	45	48	51	55	54	45	41	38
4	Record High	61	69	79	83	95	97	100	101	94	87	72	66
5	Record Low	0	2	9	24	28	32	36	39	35	21	12	4

4. When you like what you see, click that option.

## Show Your Data in a Chart

The Quick Analysis tool recommends the right chart for your data and gives you a visual presentation in just a few clicks.

1. Select the cells that contain the data you want to show in a chart.
2. Click the **Quick Analysis** button that appears in the lower-right corner of your selection.
3. Click **Charts**, move across the recommended charts to see which one looks best for your data, and then click the one that you want. Excel shows different charts in this gallery, depending on what's recommended for your data.



## Save Your Work

Click the **Save** button on the **Quick Access Toolbar**, or press **Ctrl+S**. If you've saved your work before, you're done.

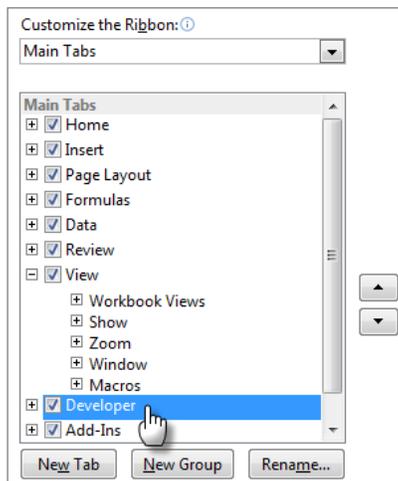


2. If this is the first time, go on to complete the next steps:
  - Under **Save As**, pick where to save your workbook, and then browse to a folder.
  - In the **File name** box, enter a name for your workbook.
  - Click **Save** to finish.

## Find Advanced Features

To record an occasional macro, you can use the **Macros** button on the **View** tab. But if you plan to routinely create or edit macros and forms, or use XML or VBA solutions, you'll want to add the **Developer** tab to the ribbon.

You can select it on the **Customize** tab of the **Excel Options** dialog box (click **File > Options > Customize Ribbon**).

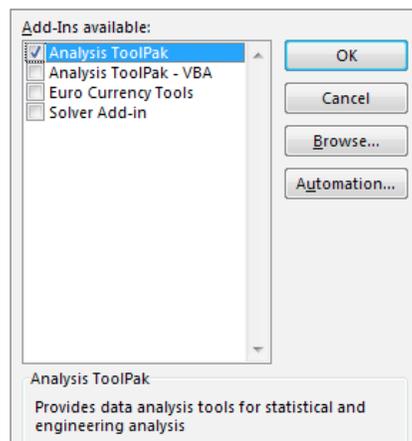


The Developer tab appears on the ribbon to the right of the View tab.

## Enable Add-ins that Come With Excel

Excel 2013 comes with several add-in programs that let you do some advanced data analysis. There are common Excel add-ins, such as the Analysis ToolPak or the Solver add-in.

Enabling add-ins adds them to the ribbon. Just select them in the Manage box on the Add-ins tab of the Excel Options dialog box (click **File > Options > Add-ins**), and then click **Go**.



## Working With an Older Version of Excel

1. When you open a workbook that was created with Excel 97-2003, Excel opens the workbook in compatibility mode and keeps it in Excel 97-2003 file format (\*.xls). Keep working in compatibility mode if you're sharing the workbook with people who don't have Excel 2013. If you're not sharing the workbook, convert it to the Excel 2007-2013 file format (\*.xlsx) to take advantage of all new Excel 2013 features (click **File > Info > Convert**).

2. If you have saved your workbook in the Excel 2007-2013 file format (\*.xlsx) and then you decided to share this workbook with people who use an earlier version of Excel, check the workbook for compatibility issues (click **File > Info > Check for Issues**).

## Things You Might be Looking For

**Create, open, save, print, share, or export files, or change options**

Click **File** and then look in the **Backstage view** (click the commands in the left pane).

**Format, insert, delete, edit or find data in cells, columns, and rows**

Click **Home** and then look in the **Number, Styles, Cells, and Editing** groups.

**Create tables, charts, sparklines, reports, slicers, and hyperlinks**

Click **Insert** and then look in the **Tables, Charts, Sparklines, Filters, and Links** groups.

**Set page margins, page breaks, print areas, or sheet options**

click **Page Layout** and then look in the **Page Setup, Scale to Fit, and Sheet Options** groups.

**Find functions, define names, or troubleshoot formulas**

Click **Formulas** and then look in the **Function Library, Defined Names, and Formula Auditing** groups.

**Import or connect to data, sort and filter data, validate data, flash fill values, or perform a what-if analysis**

Click **Data** and then look in the **Get External Data, Connections, Sort & Filter, and Data Tools** groups.

**Check spelling, review and revise, and protect a sheet or workbook**

Click **Review** and then look in the **Proofing, Comments, and Changes** groups.

**Change workbook views, arrange windows, freeze panes, and record macros**

Click **View** and then look in the **Workbook Views, Window, and Macros** groups.

## Shortcuts

To Do This	Press
Sum a column of numbers	ALT+=
Spell check	F7
Insert a new worksheet in a workbook	Shift +F11
Select current row	Shift + Space Bar
Enter a new row in a single cell	Alt + Enter
Display 'Save As' dialog box	Alt + F2
Hide / Open the Ribbon in excel 2013	Cntrl + F1
Print preview	Cntrl + F2
Print active page	Cntrl + P
Select all the cells in the excel sheet	Cntrl + A
Convert selected text in to bold letter	Cntrl + B
Create a new workbook	Cntrl + N
Move to the next sheet in same workbook	Cntrl + 'Page Up'
Move to previous sheet in same workbook	Cntrl + 'Page Down'
Move to the next cell in the arrow direction	Cntrl + Arrow