



EXCEL 2013 QUICK REFERENCE

SAVE A WORKBOOK

Click the **Save** tool in the Quick Access toolbar.

SAVE TO SKYDRIVE (7 GB of free cloud storage)

1. Set up a free Microsoft Account, if you do not have one, at **File > Share > Save to Cloud**.
2. To save a file, click **File > Save As > SkyDrive**. Sign in.
3. Select a folder at Recent folders or Browse.

CONVERT TO PDF

1. Save the file as a workbook.
2. Click **File > Export**.
3. Select **Create PDF/XPS Document**.
4. In Publish dialog box, click **Publish**.

CREATE A NEW WORKBOOK

1. Click **File > New**.
2. Either select a template or select **Blank Workbook**.

OPEN AND REVIEW A WORKBOOK

1. Click **File > Open**.
2. Navigate to the drive/folder for the file to open or select the file from the Recent workbooks list.

SEND A WORKBOOK AS AN ATTACHMENT

1. Click **File > Share > Email**.
2. Select **Send as Attachment** or **Send as PDF** to attach a copy of the workbook to an email.



INSERT A COLUMN/ROW/SHEET

1. Click in a cell within the column or row or sheet that is to be blank.
2. On the **Home** tab of the Ribbon, click the down arrow on the **Insert** tool.
3. Click **Insert Sheet Columns** or **Insert Sheet Rows** or **Insert Sheet**.



DELETE A COLUMN/ROW/SHEET

1. Click in a cell within the column or row or sheet that is to be deleted.
2. On the **Home** tab of the Ribbon, click the down arrow on the **Delete** tool.
3. Click either **Delete Sheet Columns** or **Delete Sheet Rows** or **Delete Sheet**.
4. ROW NOTE: This command deletes the entire row and the rows below move up to replace the deleted row.
5. COLUMN NOTE: This command deletes the entire column and the columns to the right move over to replace the deleted column.
6. SHEET NOTE: This command deletes the entire sheet. (A workbook must have at least one sheet.) This command **permanently** deletes the sheet.

RENAME A WORKSHEET

1. Double click on the Sheet tab.
2. Type a new name.
3. Press the ENTER key on the keyboard.

MOVE A WORKSHEET

1. Place the pointer over the Sheet tab of the sheet to move.
2. Hold down the mouse button as you drag the sheet. A black triangle displays.
3. When the black triangle is in the new location for the sheet, release the mouse button.

ADD A BORDER

1. Select the cells for which a border is needed.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Border** tool (Font group).
3. Select a border from the list.

ERASE A BORDER

1. On the **Home** tab of the Ribbon, click on the down arrow of the **Border** tool (Font group).
2. Select **Erase Border**.
The mouse pointer looks like an eraser.
3. Place the pointer over the border to erase.
4. Hold down the mouse button as you drag across the border to erase.
5. To turn off the eraser, click the down arrow of the Border tool and **Erase Border**.

ADD A FILL COLOR

1. Select the cells for which a fill color is needed.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Fill** tool (Font group).
3. Select a color from the list.

ROTATE TEXT

1. Select the cells with the text to rotate.
2. On the **Home** tab of the Ribbon, click the **Orientation** tool (Font group).
3. Select the appropriate orientation from the list.

WRAP TEXT

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click the **Wrap Text** tool (Alignment group).

FORMAT NUMBERS TO INCLUDE A COMMA

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click the **Comma** tool (Number group).

FORMAT DECIMAL PLACES

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click either the **Increase Decimal** or **Decrease Decimal** tool, as appropriate.



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FORMAT AS CURRENCY

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click the down arrow on the **Number Format** list box (Number group).
3. Select either the **Currency** or **Accounting** format.

NOTE: The **Currency** format places the dollar sign directly to the left of the first digit. The **Accounting** format places the dollar sign as the first character on the left side of the cell and aligns the decimal points. The numbers are aligned vertically.

FORMAT AS A PERCENTAGE

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click the **Percent Style** tool (Number group).

FORMAT A DATE

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click the down arrow on the **Number Format** list box (Number group).
3. Select Short Date, Long Date, or an option at More Number Formats.

Note: If More Number Formats is selected, the first two date types have an asterisk. These two date types probably are not the formats needed. Read the help text before selecting these two date types.

MERGE CELLS

1. Select the cells to merge.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Merge and Center** tool (Alignment group).
3. Click on either **Merge & Center** or **Merge Cells**, as appropriate.

Note: There is an unmerge command.

INDENT TEXT

1. Select the cells to change.
2. On the **Home** tab of the Ribbon, click the **Decrease Indent** or **Increase Indent** tool (Alignment group).

INSERT CELLS



1. Select the cell where a new blank cell is to be inserted.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Insert** tool (Cells group) and select **Insert Cells**.
3. Select an option in the Insert dialog box.

DELETE CELLS


1. Select the cell or cells to be deleted.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Delete** tool (Cells group).
3. Select **Delete Cells**.
4. Select an option in the Delete dialog box.

NOTE: The Delete Cells command deletes the entire cell (or cells) and moves the surrounding cells left or up to replace the deleted cell(s).

MODIFY ROW HEIGHT

1. Click in a cell in the row.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Format** tool (Cells group).
3. Select **Row Height**.
4. Specify the new point size for the height. Alternative: Row height also can be changed by placing the mouse pointer on the bottom border of a row header such as . Once the mouse pointer changes to a double-pronged arrow , drag up or down to decrease or increase row height.

MODIFY COLUMN WIDTH

1. Click in a cell in the column.
2. On the **Home** tab of the Ribbon, click the down arrow of the **Format** tool (Cells group).
3. Select **Column Width**.
4. Specify the number of characters for the width. Alternative: Column width also can be changed by placing the mouse pointer on the right border of the column header, such as . Once the mouse pointer changes to a double-pronged arrow, drag left or right to decrease or increase column width.

PRINT/PREVIEW

1. Click **File > Print**.
2. A print preview is returned. Click the **Print** button to print the active worksheet.

PRINT OPTIONS

1. Click **File > Print**.
2. Select from the available options.
3. Additional options are available on the **Page**

For additional training materials, go to <http://www.uakron.edu/training> .