

# Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) PDF



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Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc. ISBN 1936220768

Laminated quick reference showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Entering and Editing Data

Picking from a Drop-Down List  
Selecting Cells  
Resizing Column Width and Row Height  
Inserting and Deleting Rows, Columns and Cells  
Clearing Cells, Clearing Formatting  
Borders, Shading, Text Color  
Formatting Number Cells  
Aligning and Merging Cell Contents  
Entering Dates  
Entering a Sequence of Numbers  
Entering Formulas & Functions  
Entering SUM and Other Functions Quickly  
Absolute vs. Relative Cell References  
Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop  
Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets; Editing Multiple Worksheets Simultaneously  
Previewing, Printing and Page Setup  
Scaling to Print  
Printing a Specific Area  
Using Page Break Preview to Adjust Page Breaks  
Repeating Rows/Columns on Every Page

Also includes a list of Touch Actions, Selection and Movement Shortcuts.

Recommended companion title covering Office basics: Office 2013 Essentials, ISBN 978-1936220755.

This guide is one of multiple titles available for Excel 2013: Excel 2013 Introduction; Excel 2013 Functions & Formulas (ISBN 978-1936220779); Excel 2013 Data Analysis with Tables (ISBN 978-1936220786).

## **Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Review**

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