

Synopsis

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).

Book Information

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Customer Reviews

This sheet is very, very, basic; it doesn't address tables at all, nor did it show useful shortcuts like using Alt+Enter to merge cells (via merge & center option). There are no notebook holes, although

the margin could accommodate them. It is nicely produced, fairly durable, with a font that's small but readable.

i guess i was expecting old fashioned step by step instructions, NOT so.. This info is still vague and you still have to work hard to figure it out. I would not recommend this. Sorry-Someone should come up with info and guidelines for older people whose brains were trained to functioned less mechanically. They would make a fortune. Us people passed 50 haven't the time nor patience to play around to figure. Just tell it like it is please so we can move on and get things done. Thank You

Easy to read, laminated, durable, waterproof and gives you all the information at your fingertips.Plus, you can't beat the price!

Great for beginners and intermediate users.Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

I purchased this product because I was a newb when it came to excel. Working as an office manager, I use excel daily and desperately needed to know more about the wide array of tasks that can be accomplished in this program. This little "cheat sheet" has proven to be SUCH a help. I can easily slide it in a drawer or on a shelf because it's just a sheet so it doesn't take up a lot of room, but the information on it is exactly what I needed to help me with all the little tricks and tips.

does a wonderful job explaining the complicated as well as the simple tasks. Just what the doctor ordered! Give it a shot..

I love these notebook sized help sheets! They are easy to use and you don't have to plow through lots of pages before you can find what you need. Having a book to refer to is always best, but just as a quick reference tool I don't think you can beat these 2 page sheets.

This is an excellent reference sheet. It's so nice to have something handy, a quick reference to easily pull out and find the formulas or methods available. I've been using excel for years and not

using it to its full capacity. Having a quick reference makes a ton of difference and ultimately saves time and frustration. I just received this and I have already recommended this.

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