## Excel 2013 Guide



Instruction Guide
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## Introduction

This is an instruction guide to teach users concepts such as setting up a workbook, working with data and data tables, performing calculations on data, and changing document appearance. Every concept has exercises by which the user can follow instructions and understand the concepts.

## Creating Workbooks

In this exercise, you will create a new workbook, save the workbook under a new name, assign values to the workbook's standard properties, and create a custom property.

BE SURE TO start Excel 2013 before beginning the exercises.

1. Click the File tab and then click New.

The New Workbook dialog appears.
2. Click Blank Workbook.

A new, blank workbook appears.
3. Click the File tab, click Save As, click Computer, and then click Browse.

The Save As dialog box appears.

4. In the File name field, type any name you want to name your workbook.
5. Click the Save button.

Excel 2013 saves your work, and the Save As dialog box disappears.
6. Click the File tab, click the Info button, in the right panel, under the Properties button, and click Show Document Panel.
The Document Properties panel appears between ribbon and workspace.
(i) Document Properties -

7. In Keywords field, type exceptions, regional, percentage.
8. In the Category field, type performance.
9. Under Document Properties, click Advanced Properties.
10. Click Custom.

The Custom tab appears.
11. In the Name field, type Performance.
12. In the Value field, type Exceptions.
13. Click the Add button and then click OK. The Book1 Properties dialog box disappears.
14. In the File tab, click the Save button to save your work.

Location: Not saved * Required field

## Keywords: exceptions, regional, percent <br> Category: <br> performance



## Modifying Worksheets

In this exercise, you will insert a column and row into a worksheet, specify insert options, hide a column, insert a cell into a worksheet, delete a cell from the worksheet, and move a group of cells within a worksheet.

1. Open a Blank Workbook (as shown in the previous example).
2. On the worksheet, select cell A1.
3. On the Home tab, in the Cells group, click the down arrow of the Insert button and then click Insert Sheet Columns.
A new column A appears.
4. On the Home tab, in the Cells group, click the down arrow of the Insert button and then click Insert Sheet Rows.

A new row 1 appears.

The Insert Options button appears (picture of a brush).

5. Click the Insert Options button and click Clear Formatting.

| A | B | C | D |  |  |
| :--- | ---: | ---: | ---: | ---: | :--- |
| 1 |  |  |  |  |  |
| 2 |  | oute | Volume |  | Comment |
| 3 | 1 | 6413 |  | Don't forget to add Route 11. |  |
| 4 |  | 2 | 2208 |  |  |
| 5 |  | 3 | 7052 |  |  |
| 6 |  | 4 | 9229 |  |  |
| 7 |  | 6 | 1425 |  |  |
| 8 |  | 7 | 4329 |  |  |
| 9 |  | 8 | 8410 |  |  |
| 10 |  | 9 | 8785 |  |  |
| 11 |  | 5812 |  |  |  |
| 12 |  | 1112 |  |  |  |

6. Right-click the column header of column E and click Hide.

Column E disappears.
7. On the tab bar, click the May 13 sheet tab. The worksheet named May 13 appears.

8. Click cell B6.
9. On the Home tab, in the Cells group, click the down arrow of the Delete button and then click Delete Cells.

The Delete dialog box appears.

10. Select the Shift cells up option button and then click OK.

The Delete dialog box disappears and Excel 2013 deletes cell B6, moving the cells below it up to fill in the gap.
11. Click cell C6.
12. On the Home tab, in the Cells group, click the down arrow of the Insert button and then click Insert Cells.
The Insert dialog box appears.
13. Select the Shift cells down option button and then click OK.

The Insert dialog box disappears, and Excel 2013 creates a new cell C6, moving cells C6:C11 down to accommodate the inserted cell.
14. In cell C6, type 4499 and press Enter.
15. Select cells E13:F13.
16. Point to the border of the selected cells. When your mouse pointer changes to a four-pointed arrow, drag the selected cells to cells B13:C13.

| 4 | A | B | C |
| :---: | ---: | ---: | ---: |
| 1 |  |  |  |
| 2 |  | Route | Volume |
| 3 |  | 1 | 6413 |
| 4 |  | 2 | 2208 |
| 5 |  | 3 | 7052 |
| 6 |  | 4 | 4499 |
| 7 |  | 5 | 9229 |
| 8 |  | 6 | 1425 |
| 9 |  | 7 | 4329 |
| 10 |  | 8 | 8410 |
| 11 |  | 9 | 8785 |
| 12 |  | 10 | 5812 |
| 13 |  | 11 | 5509 |

## Entering and Revising Data

In this exercise, you will enter a data series by dragging the fill handle, enter data by accepting AutoComplete values, enter cell data by using pick From Drop-down List, and control how Excel 2013 formats an extended data series by setting the program's Auto Fill Options.

OPEN the Series workbook.


1. On the Monthly worksheet, select cell B3, and then drag the fill handle down until it covers cells B3:B7.
Excel 2013 repeats the value Fabrikam in cells B4:B7.
Note: The fill handle is the bottom-right corner of a selected cell.

2. Select cell C3, hold down the Ctrl key, and drag the fill handle down until it covers cells C3:C7.

Excel 2013 repeats the value January in cells C4:C7.
3. Select cell B8 and type the letter F.

Excel 2013 displays the characters abrikam.
4. Press Tab to accept the value of Fabrikam for the cell.
5. In cell C8, type February.
6. Right-click cell D8 and then click Pick From Drop-down List.

A list of values in column D appears below cell D8.

| 4 | A | B | C | D | E |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |
| 2 |  | Customer | Month | Category | Amount |
| 3 |  | Fabrikam | January | Ground | \$ 14,501.98 |
| 4 |  | Fabrikam | January | 3Day | \$ 3,501.75 |
| 5 |  | Fabrikam | January | 2Day | \$ 5,599.10 |
| 6 |  | Fabrikam | January | Overnight | \$ 35,907.82 |
| 7 |  | Fabrikam | January | Priority Overnight | \$ 17,333.25 |
| 8 |  | Fabrikam | February |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  | 3Day <br> Ground |  |
| 11 |  |  |  | Overnight Priority Overnight |  |

7. From the list that appeared, click 2Day.

The value 2Day appears in cell D8.
8. In cell E8, type 11802.14.

The value \$ 11802.14 appears in cell E8.
9. Select cell B2 and then drag the fill handle so that it covers cells C2:E2.

Excel 2013 replaces the values in cells C2:E2 with the value Customer.
10. Click the Auto Fill Options button and then click Fill Formatting Only.

Note: The Auto Fill Options button appears when you fill in the data by dragging the fill handle.

| Customer | Customer | Customer |  | Customer |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |
| Fabrikam | January | Ground | $\$$ | $14,501.98$ | E+ |

Excel 2013 restores the original values in cells C2:E2 but applies the formatting of cell B2 to those cells.

## Moving Data Within a Workbook

In this exercise, you will copy a set of column headers to another worksheet, move a column of data within a worksheet, and select paste options for copied data.

OPEN the 2013Q1ShipmentsByCategory workbook.

1. On the Count worksheet, select cells B2:D2.
2. On the Home tab, in the Clipboard group, click the Copy button.

Excel 2013 copies the contents of cells B2:D2 to the clipboard.
3. On the tab bar, click the Sales sheet tab.

The Sales worksheet appears.

4. Select cell B2.
5. On the Home tab, in the Clipboard group, click the Paste button.

Excel 2013 pastes the header values into cells B2:D2.
6. Click the Paste Options smart tag and then click Keep Source Formatting.
Excel 2013 retains the cells original formatting

7. On the Count worksheet, right-click the column header of column I and then click Cut.

Excel 2013 outlines column I with a marquee.
8. On the Sales worksheet, right-click the header of column E and then click Paste.

Excel 2013 pastes the contents of column I from the Count worksheet to column E in the Sales worksheet.

## Correcting and Expanding Upon Worksheet Data

In this exercise, you will check a worksheet's spelling, add two new terms to a dictionary, undo a change, search for an alternative word using the Thesaurus, and translate a word to French.

| A | B |  |  |
| :--- | :--- | :--- | :--- |
| 1 |  |  |  |
| 2 |  | Level |  |
| 3 |  | Ground | Description |
| 4 |  | TwoDay | Package shiped by truck and delivered in about a week. |
| 5 |  | ThreeDay | Package guaranteed to arrive withn two days. |
| 6 |  | Overnight | Package guaranteed to arrive within three days. |
| 7 |  | Priority Overnight | Package guaranteed to arrive by $11: 00$ AM the next morning. |

1. On the Review tab, in the Proofing group, click Spelling.

The Spelling dialog box appears with the misspelled word displayed in the Not in Dictionary field.

| Spelling: English (United States) |  |  | 8 $x$ |
| :---: | :---: | :---: | :---: |
| Not in Dictionary: |  |  |  |
| shiped |  |  | Ignore Once |
|  |  |  | Ignore All |
|  |  |  | Add to Dictionary |
| Suggestions: |  |  |  |
| shipped |  |  | Change |
| shaped <br> shied <br> sniped <br> shined <br> swiped |  |  |  |
|  |  |  | Change All |
|  |  |  | AutoCorrect |
| Dictionary language: | English (United States) | $\checkmark$ |  |
| Options... |  | Undo Last | Cancel |

2. Verify that the word shipped is highlighted in the Suggestions pane and then click Change. Excel 2013 corrects the word and displays the next questioned word: TwoDay.
3. Click Add to Dictionary.

Excel 2013 adds the word to the dictionary and displays the next questioned word: ThreeDay.
4. Click Add to Dictionary.

Excel 2013 adds the word to the dictionary.
5. Click Close.

The Spelling dialog box disappears, and a message box appears, indicating that the spell check is complete for the selected items.
6. Click OK to close the message box.
7. Click cell B6.
8. On the Review tab, in the Proofing group, click Thesaurus.

The Research task pane appears and displays a list of synonyms and antonyms for the word overnight.

Thesaurus $\quad$ ×


Research $\bullet \times$
Search for:

9. Click the From list box down arrow and then click English (United States).
10. Click the To list box arrow and then click French (France).

## Defining a Table

In this exercise, you will create a data table from existing data, add data to a table, add a Total row, change the Total row's summary operation, and rename the table.

OPEN the Driver Sort Times workbook.

1. Select cell B2
2. On the Home tab, in the Styles group, click Format as Table and then select a table style. The Format as Table dialog box appears.

3. Verify that the range $=\$ B \$ 2: C \$ 17$ appears in the Where is the data for your table? Field and the My Table has headers check box is selected, and then click OK.
Excel 2013 creates a table from your data and displays the Design contextual tab.
4. In cell B18, type D116, press Tab, type 100 in cell C18, and then press Enter. Excel 2013 includes the data in your table.
5. Select a cell in the table and on the Design contextual tab, in the Table Style Options group, select the Total Row check box.
A Total row appears in your table.
6. Select cell C19, click the down arrow that appears at the right edge of the cell, and then click Average.
Excel 2013 changes the summary operation to Average.

|  |
| :--- |
| None |
| Average |
| Count |
| Count Numbers |
| Max |
| Min |
| Sum |
| StdDev |
| Var |
| More Functions... |

7. On the Design contextual tab, in the Properties group, type the value SortingSample01 in the Table Name field, and press Enter.
8. On the Quick Access Toolbar, click the Save button to save your work.

## Creating Formulas to Create Values

In this exercise, you will create a formula manually, revise it to include additional cells, create a formula that contains a table reference, and create a formula with relative references, and change the formula so it contains absolute references.

OPEN the ITExpenses workbook

1. On the Summary worksheet, in cell F9, type $=\mathrm{C} 4$ and press Enter.

The value $\$ 385,671.00$ appears in cell F9.
2. Select cell F9 and then, on the formula bar, erase the existing formula and type =SU.
Formula AutoComplete displays a list of possible functions to use in the formula.
3. In the Formula AutoComplete list, click SUM and press Tab.

| =SU |
| :--- |
|  |
|  |
|  |
|  |

Excel 2013 changes the contents of the formula bar to $=$ SUM (.
4. Select the cell range C3:C8, type the right parenthesis (the character ")" ) to make the formula bar contents $=$ SUM (C3:C8) and then press Enter.
The value $\$ 2,562,966.00$ appears in cell F9.
5. In cell F10, type $=$ SUM (C4:C5) and press Enter.
6. Select cell F10 and then, on the formula bar, select the cell reference $=$ C4 and press F4.

Excel 2013 changes the cell reference to $\$ \mathrm{C} \$ 4$.
7. On the formula bar, select the cell reference $=\mathrm{C} 5$, press F4, and then press Enter.

Excel 2013 changes the cell reference to $\$ C \$ 5$.
8. On the tab bar, click the JuneLabor sheet tab. The JuneLabor worksheet appears.
9. In cell F13, type $=$ SUM(J.

Excel 2013 displays JuneSummary, the name of the table in the JuneLabor worksheet.

10. Press Tab.

Excel 2013 extends the formula to read $=S U M$ (JuneSummery.
11. Type [, and then, in the Formula AutoComplete list, click Labor Expense and press Tab. Excel 2013 extends the formula to read =SUM(JuneSummary[LaborExpense.
=SUM(JuneSummary[

| C | D | 4 Region |
| :---: | :---: | :---: |
|  |  | (-3) Labor Expense |
| or Expense - |  | \#All |
| 64,685.00 |  | \#Data |
| 99,001.00 |  | \#Headers <br> \#Totals |
| 91,039.00 |  | @ - This Row |

12. Type ]) to complete the formula and then press Enter. The value $\$ 637,051.00$ appears in cell F13.

## Formatting Cells

In this exercise, you emphasize the worksheet's title by changing the format of cell data, adding a border to a cell range, and then changing a cell range's fill color. After those tasks are complete, you change the default font for the workbook.

OPEN the VehicleMileSummary workbook.

1. Click cell D2.
2. On the Home tab, in the Font group, click the Bold button. Excel 2013 displays the cell's contents in bold type.
3. In the Font group, click the Font Size control down arrow and then click 18.
Excel 2013 increases the size of text in cell D2.

| 4 | A | B | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  | Vehicle Mile Summary |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  | Day |  |  |  |  |  |
| 5 |  | VehicleID | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 6 |  | V101 | 159 | 144 | 124 | 108 | 125 | 165 |
| 7 |  | V102 | 113 | 106 | 111 | 116 | 119 | 97 |
| 8 |  | V103 | 87 | 154 | 124 | 128 | 111 | 100 |
| 9 |  | V104 | 137 | 100 | 158 | 96 | 127 | 158 |
| 10 |  | V105 | 86 | 132 | 154 | 97 | 154 | 165 |
| 11 |  | V106 | 159 | 163 | 155 | 101 | 89 | 160 |
| 12 |  | V107 | 111 | 165 | 155 | 92 | 91 | 94 |
| 13 |  | V108 | 101 | 162 | 123 | 87 | 93 | 140 |
| 14 |  | V109 | 164 | 159 | 116 | 97 | 149 | 120 |
| 15 |  | V110 | 100 | 107 | 143 | 144 | 152 | 132 |

4. Select cells B5 and C4.

Note: To select non-adjacent cells, select the first cell, hold down Ctrl and then select the other cell.
5. On the Home tab, in the Font group, click the Bold button.

Excel 2013 displays the cell's contents in bold type.
6. Select the cell ranges $\mathrm{B} 5: \mathrm{B} 15$ and $\mathrm{C} 5: \mathrm{H} 5$.

Note: To select non-adjacent cell ranges, select the first cell range, hold down Ctrl and then select the other cell range.
7. On the Home tab, in the Font group, click the Italic button.

Excel 2013 displays the cell's contents in italic type.

| VehicleID | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| V101 | 159 | 144 | 124 | 108 | 125 | 165 |
| V102 | 113 | 106 | 111 | 116 | 119 | 97 |
| V103 | 87 | 154 | 124 | 128 | 111 | 100 |
| V104 | 137 | 100 | 158 | 96 | 127 | 158 |
| V105 | 86 | 132 | 154 | 97 | 154 | 165 |
| V106 | 159 | 163 | 155 | 101 | 89 | 160 |
| V107 | 111 | 165 | 155 | 92 | 91 | 94 |
| V108 | 101 | 162 | 123 | 87 | 93 | 140 |
| V109 | 164 | 159 | 116 | 97 | 149 | 120 |
| V110 | 100 | 107 | 143 | 144 | 152 | 132 |

8. Select the cell range $\mathrm{C} 6: \mathrm{H} 15$
9. On the Home tab, in the Font group, click the Border control down arrow and then click Outside Borders.
Excel 2013 places a thick border around the outside edge of the selected cells.
10. Select the cell ranges $\mathrm{B} 4: \mathrm{B} 15$ and $\mathrm{C} 4: \mathrm{H} 5$
11. On the Home tab, in the Font group, click the Fill Color control down arrow and then, in the Standard Colors section of the color palette, click the yellow button.
Excel 2013 changes the selected cell's background color to yellow.


|  | Day |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| VehicleID | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| V101 | 159 | 144 | 124 | 108 | 125 | 165 |
| V102 | 113 | 106 | 111 | 116 | 119 | 97 |
| V103 | 87 | 154 | 124 | 128 | 111 | 100 |
| V104 | 137 | 100 | 158 | 96 | 127 | 158 |
| V105 | 86 | 132 | 154 | 97 | 154 | 165 |
| V106 | 159 | 163 | 155 | 101 | 89 | 160 |
| V107 | 111 | 165 | 155 | 92 | 91 | 94 |
| V108 | 101 | 162 | 123 | 87 | 93 | 140 |
| V109 | 164 | 159 | 116 | 97 | 149 | 120 |
| V110 | 100 | 107 | 143 | 144 | 152 | 132 |

## Making Numbers Easier to Read

In this exercise, you assign date, phone number, and currency formats to ranges of cells in your worksheet. After you assign the formats, you test them by entering customer data.

OPEN the ExecutiveSearch workbook.

1. Click cell A3.
2. On the Home tab, in the Font group, click the dialog expander.

The Format Cells dialog box appears.

3. Click the Number tab.
4. In the Category list, click Date.

The type list appears with a list of date formats.
5. In the Type list, click 3/14/2012.

Caution Be sure to click the format without the asterisk in front of the sample date.
6. Click OK.

Excel 2013 assigns the chosen format to the cell.
7. Click cell G3.
8. On the Home tab, in the Font group, click the dialog expander. The Format Cells dialog box appears.

9. Click the Number tab.

The Number tab of the dialog box appears.
10. In the Type list, click Phone Number and then click OK.

The contents of the cell changes to (425) 555-0102 matching the format you chose earlier, and the Format Cells dialog box dissapears.
11. Click cell H3.
12. On the Home tab, in the Font group, click the dialog expander.

The Format Cells dialog box appears.
13. Click the Number tab.

The Number tab of the dialog box appears.
14. In the Category list, click Custom.

The contents of the Type list are updated to reflect your choice.
15. In the Type list, click the \#,\#\#0 item.
\#,\#\#O appears in the Type box.
16. In the Type box, click to the left of the existing format and type $\$$.
17. Click OK.

The Format Cells dialog box disappears and the contents of cell H3 are changed to $\$ 255,000$.

| 4 | A | B | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 | Date | Name | Address | City | State | ZIP | Phone | CurrentSalary |
| 3 |  | en Levy | 6789 Elm St. | Redmond |  | 22841 | (425) 555-0102 | \$255,000 |

