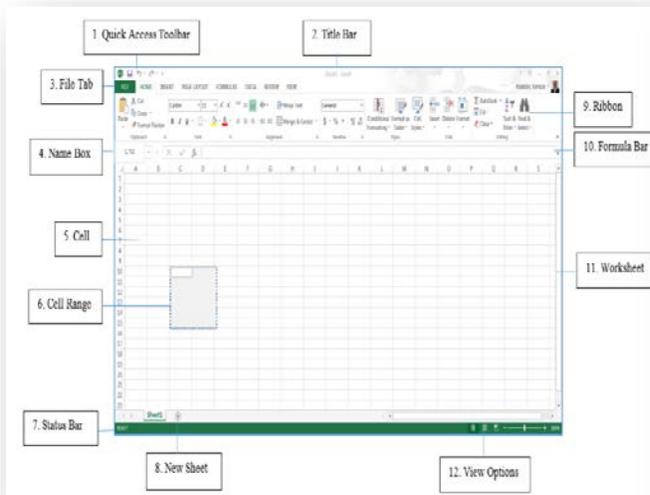




## Microsoft Excel 2013 Quick Reference Guide

The following instructions are quick references for spreadsheet features in Microsoft Excel. Topics include creating a spreadsheet, formulas, and charts.

### I. Window Features



Term	Description
1 Quick Access Toolbar	Displays quick access to commonly used commands.
2 Title Bar	Displays the name of the application file.
3 File Tab	The File tab has replaced the Office button. It helps you to manage the Microsoft application and provide access to its options such as Open, New, Save, As Print, etc.
4 Name Box	Displays the active cell location.
5 Cell	The intersection of a row and column; cells are always named with the column letter followed by the row number (e.g. A1 and AB209); cells may contain text, numbers and formulas.
6 Range	One or more adjacent cells. A range is identified by its first and last cell address, separated by a colon. Example ranges are B5:B8, A1:B1 and A1:G240.
7 Status Bar	Displays information about the current worksheet.
8 New Sheet	Add a new sheet button.
9 Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
10 Formula Bar	Input formulas and perform calculations.
11 Worksheet	A grid of cells that are more than 16,000 columns wide (A-Z, AA-AZ, BA-BZ...IV) and more than 1,000,000 rows long.
12 View Option	Display worksheet view mode.

### II. Creating a Spreadsheet

#### A. Recommended steps when creating a spreadsheet:

1. Made a draft of your spreadsheet idea on paper.
2. Enter the data from your draft onto the actual spreadsheet.
3. Format your data after entering onto the spreadsheet.
4. Calculate data by using mathematical formulas.
5. Save the document.

#### B. Spreadsheet Navigation

The table to the right provides various methods to navigation around a spreadsheet. →

Item	Fall	Spring	Summer	Annual
Research	20	20	10	50
Correspondence/Communication	30	30	15	75
Publicity	50	50	25	125
Honorariums	500	500	250	1250
Travel	750	750	325	1825
Lodging	300	300	150	750
<b>Total</b>	<b>\$1,650.00</b>	<b>\$1,650.00</b>	<b>\$ 775.00</b>	<b>\$4,075.00</b>

Method	Description
mouse pointer	Use the mouse pointer  to select a cell.
scroll bars	Use the horizontal and vertical scroll bars to move around the spreadsheet to view columns and rows not currently visible. Click the mouse pointer once the desired cell is visible.
arrow keys	Use the left ←, right →, up ↑, and down ↓ arrows to move accordingly among cells.
Enter	Press the Enter key to move down one cell at a time.
Tab	Press the Tab key to move one cell to the right.
Ctrl+Home	Moves the cursor to cell A1.
Ctrl+End	Moves the cursor to the last cell of used space on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner).
End + arrow key	Moves the cursor to the next or last cell in the current column or row which contains information.

#### C. Adjust Column Width

Initially all columns have the same width on a spreadsheet. Often you will need to make columns wider or narrower.

1. Select the range of cells that needs to be adjusted.
2. On the **Home** ribbon in the **Cells** group, choose **Format**, and the select the **AutoFit Column Width** option.

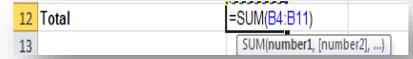
#### D. Print

Click on the **File** tab, and select the **Print** option. Preview your spreadsheet on the right-hand side of the File screen. If you are satisfied with the preview, click the **Print** button.

### III. Create Basic Formulas

#### A. AutoSum

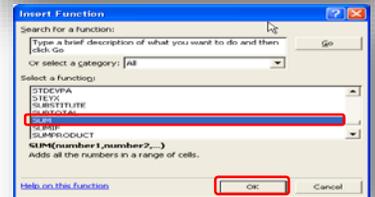
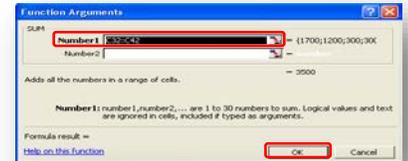
1. Move to the empty cell that will contain the formula.
2. Click on the **AutoSum**  button, located on the **Home** ribbon.
3. **Proofread** the formula that Excel provides; make sure the cell locations are correct.
4. Press the **Enter** key or click the **check**    50 mark on the formula bar.



#### B. Insert functions

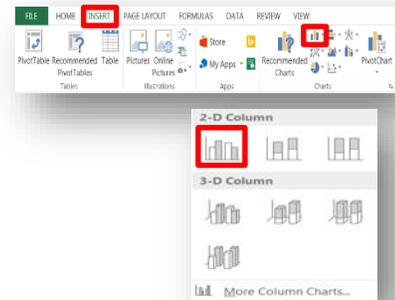
The Insert Function menu helps you to creation formulas.

1. Click on the **Insert Function** button  or from the **AutoSum** drop-down arrow and select **More Functions** to display a list of over 200 functions available in Excel.
2. The **Insert Function** dialog box displays the function categories from the drop-down menu list.
3. The function names will appear in the **function name** box.
4. Once you select a category and a function name, click on the **OK** button.
5. The **Function Arguments** palette will appear.
6. Type any numbers, cell addresses, ranges, or any other parameters in the required boxes, and then click on the **OK** button to insert the completed formula in the spreadsheet.



### IV. Create Chart

1. Enter your data on spreadsheet.
2. Select the cell range that contains your data.
3. Select the **Insert** tab, then in the **Charts** group, click on the **Chart** button of your choice. The **chart sub-types** will appear which will provide you more chart options to select from.
4. After selecting your choice, click on the **OK** button.



### V. Page Setup

Excel allows you to setup the page layout of your spreadsheet to be viewed on screen or printout. Click on the **Page Layout** ribbon, and then click on the **Page Setup** dialog box button to setup the best way to layout your data for your printout.

#### A. Page tab

Allows you to select the document to be Portrait or Landscape and increase or decrease the scaling percentage for desired font size.

#### B. Margins tab

Allows you to select horizontal and/or vertical centering for your document.

#### C. Header/Footer tab

Allows you to add information in the Header or Footer.

#### D. Sheet tab

Allows you to turn Gridlines on or off and control the order in which data is numbered and printed when it does not fit on one page.



## Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology- related questions. Questions can also be submitted via the Web at [technology.pitt.edu](http://technology.pitt.edu).