

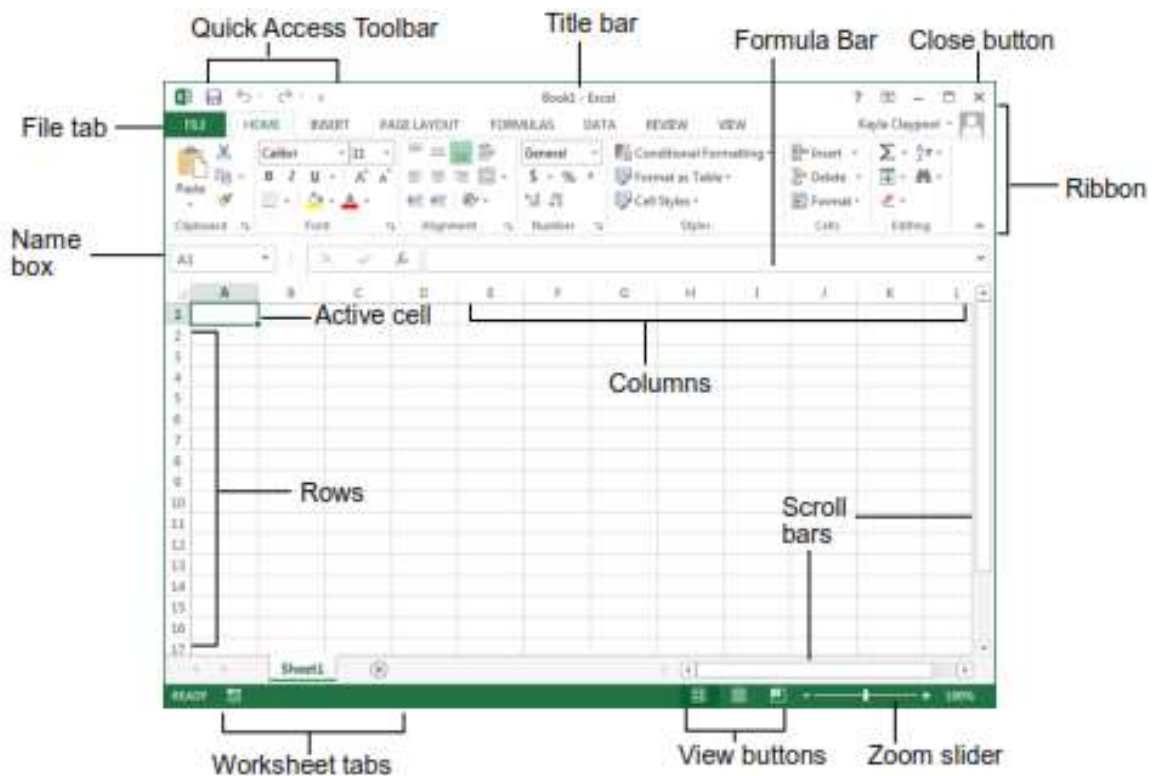


# How Do I Guide for Microsoft Excel 2013

Kris McMillan

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## The Excel 2013 Screen



## The Fundamentals

The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save Close, New, and Print.


- To Create a New Workbook: Click the File tab, select New, and double-click workbook, or press Ctrl + N.
- To Open a Workbook: Click the File tab and select Open, or press Ctrl + O.
- To Save a Workbook: Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
- To Preview and Print a Workbook: Click the File tab and select Print, or press Ctrl + P.
- To Undo: Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.
- To Redo or Repeat: Click the Redo button on the Quick Access Toolbar, or press Ctrl + Y.
- To Close a Workbook: Click the Close button, or press Ctrl + W.
- To Get Help: Press F1 to open the Help window. Type your question and press Enter.
- Cell addresses: Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the Name Box under the clipboard.
- To Select a Cell: Click a cell or use the keyboard arrow keys to select it.

- To Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shift key while using the arrow keys to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet: Click the Select All button where column and row headings meet. Or press Ctrl + A.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, right-click a tab and select Unpin the Ribbon from the contextual menu.
- To Change Program Settings: Click the File tab and select Options.
- To Use Zoom: Click and drag the zoom slider to the left or right. Or, click the Zoom Out and Zoom slider
- To Change Views: Click a View button in the status bar. Or, click the View tab and select a view.

## General

- Open a Workbook - **Ctrl + O**
- Create New - **Ctrl + N**
- Save - **Ctrl + S**
- Preview and Print - **Ctrl + P**
- Close a Workbook - **Ctrl + W**
- Help - **F1**
- Run Spelling Check - **F7**
- Calculate worksheets - **F9**
- Create an absolute, normal, or mixed reference - **F4**

## Navigation

- Move Between Cells - 
- Right One Cell - **Tab**
- Left One Cell - **Shift + Tab**
- Down One Cell - **Enter**
- Up One Cell - **Shift + Enter**
- Down One Screen - **Page Down**
- Up One Screen - **Page Up**
- To Cell A1 - **Ctrl + Home**