

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).

Jazz & Girls 2017: Le Jazz Conjugue Au Feminin (Calvendo Art) (French Edition), La Alianza De Las Almas: Respiros De Poder (Spanish Edition), A Different Kind of Love 2, Churchill & Roosevelt: The Alliance that Saved the Free World, Unexpected Love and Other Stories,

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