

Basic Office skills in Excel

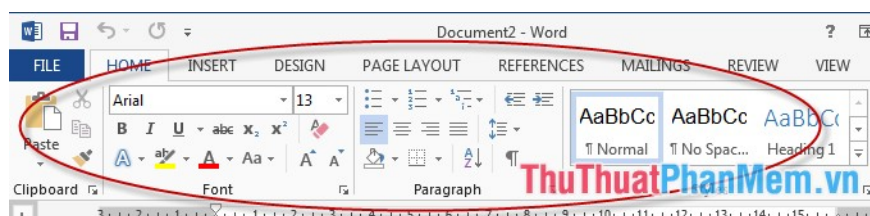
Basic Office skills in Excel. To quickly familiarize yourself with the Office system, you need to understand the following issues: Understand Ribbon toolbar. - Ribbon toolkit includes: Home, Insert, PageLayout, Formulas, Data, Review, View, Developer, Add –Ins. Different from the Exce version

The following article will guide you in detail how to help you quickly get acquainted with the Excel 2013 system.

To get acquainted quickly with the Office 2013 system, you need to know the following:

1. Know the Ribbon toolbar.

- **Ribbon** toolkit includes: **Home, Insert, PageLayout, Formulas, Data, Review, View, Developer, Add –Ins.** Unlike Excel 2003, Excel 2013 has a more intuitive interface, looks and is easier to use.

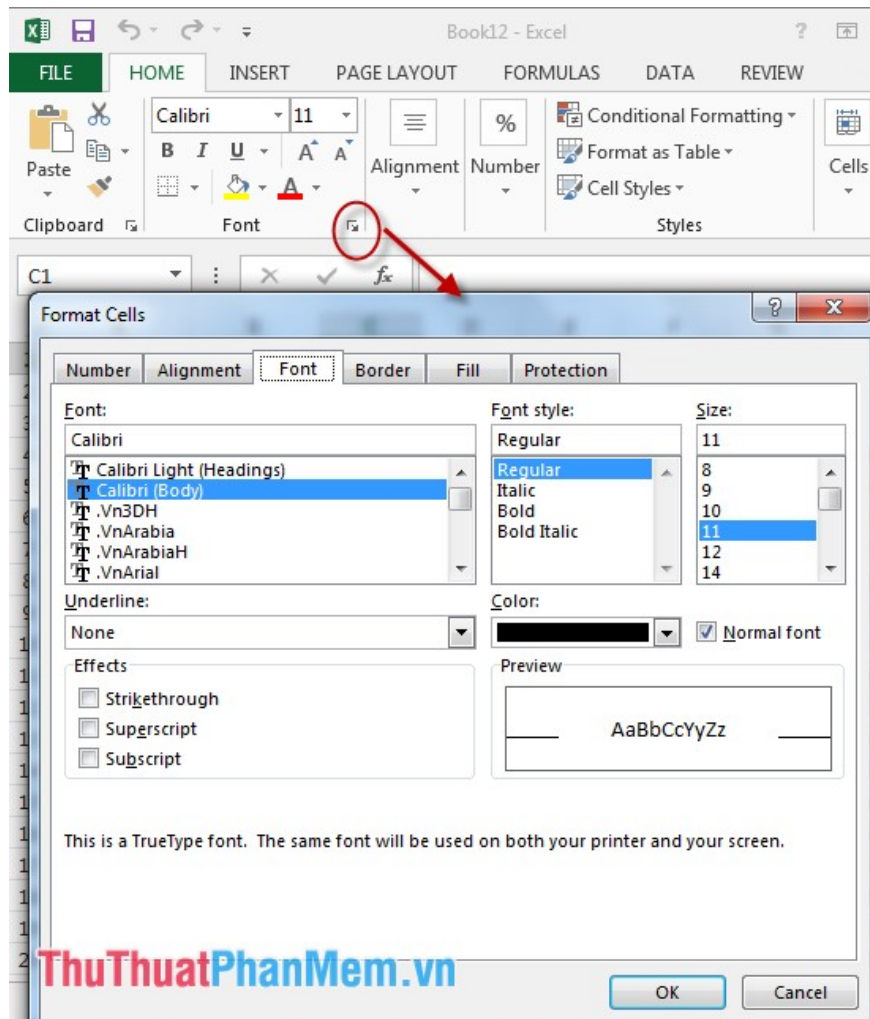


- Functions of the **Ribbon**:

- + **Home:** Contains frequently used buttons such as: format, font style, copy, paste, format existing patterns .
- + **Insert:** Contains tools to insert tables, graphs, figures, etc.
- + **PageLayout:** The buttons show spreadsheets and printing.
- + **Formulas:** Provides mathematical formulas, controls the process of calculating and tracking formulas.
- + **Data:** Contains buttons to exchange data inside and outside Excel.
- + **Review:** Contains commands for checking spelling, adding comments .
- + **View:** A place to set the display mode of the spreadsheet: zoom in, zoom out .
- + **Add - Ins:** Contains additional functions and utilities.
- + **Developer:** Tool for programmers.

2. Learn more about the toolbar options.

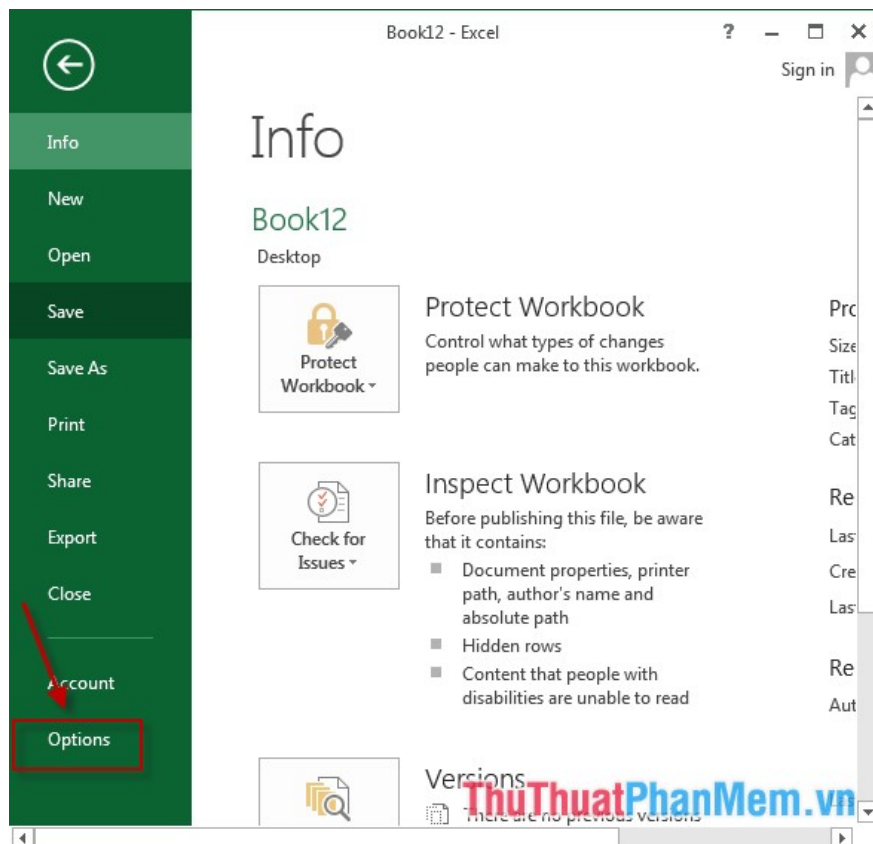
- To see details of the options of a **Ribbon** tool, click on the arrow below of each **Ribbon** function -> the dialog box corresponding to the **Ribbon** function will display:



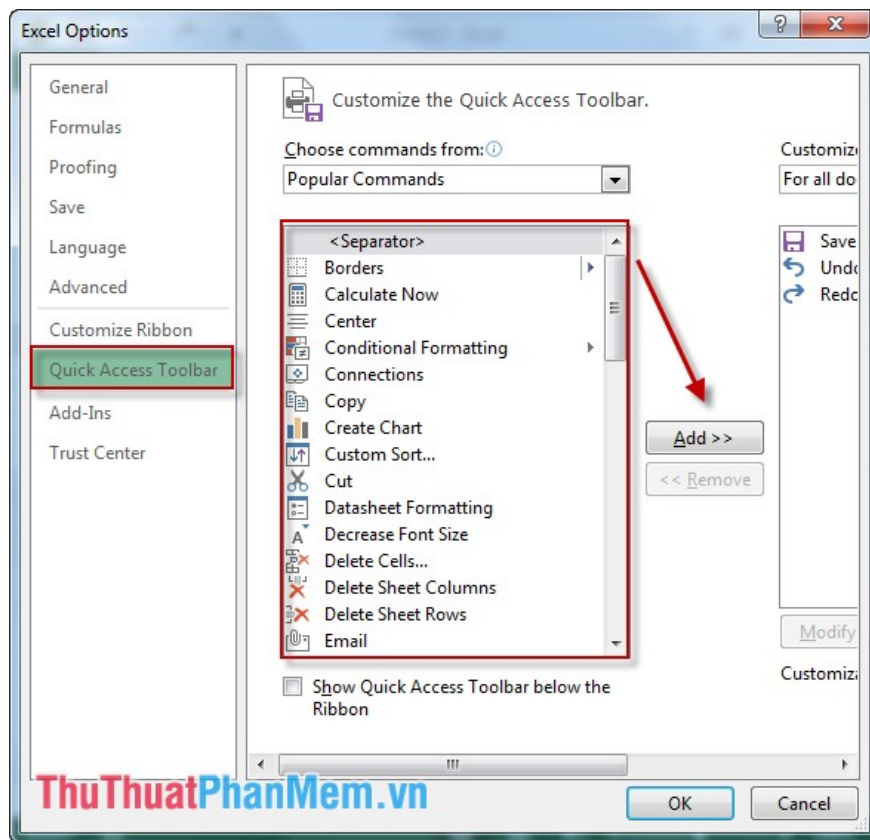
3. Customize your own toolbars.

You want to add other Excel functions that are displayed on the toolbar -> precede by following steps:

Step 1: On the card **File** -> **Option:**



Step 2: The **Excel Options** dialog box appears with many options for you. For example, if you want to display other functions on the toolbar -> click on the **Quick Access Toolbar** -> select the features to bring up the toolbar -> click **Add**. Click **OK**.



4. System shortcut keys in Office 2013.



- Quick-moving shortcuts in Excel:

Page Down / Page Up: Move to the bottom or the top of the worksheet.

Alt + PageDown / Alt + PageUp: Move the screen left or right of the worksheet.

Tab / Shift + Tab: Move a cell to the right or left of the worksheet.

Ctrl + Arrow key: Move to the cells next to the data area.

Home: Move to the first cell of a row.

Ctrl + Home: Move to the first cell of the worksheet.

Ctrl + End: Move to the last cell of the worksheet.

Ctrl + F: Display the Find and Replace dialog box in search mode.

Ctrl + H: Display the Find and Replace dialog box in search and replace mode.

Shift + F4: Repeat the previous search.

Ctrl + G (Or F5): Display the Goto dialog box.

Ctrl + right arrow key or Ctrl + left arrow key: Move to the cell to the right or to the left.

Alt + Down arrow: Display the AutoComplete list.

- Shortcuts for operating data cells:

F2: Allows editing a data cell with the mouse cursor at the end of the line.

Alt + Enter: Down 1 new line in the same cell.

Enter: Complete the data entry into a cell and move up to the cell below that cell.

Shift + Enter: Complete the data entry into a cell and move up the cell above the cell.

Tab / Shift + Tab: Complete entering data at that cell and move to the left or right cell of that cell.

ESC: Cancel all operations in one cell.

Backspace: Delete the character to the left of the mouse cursor.

Delete: Delete the character to the right of the mouse cursor.

Ctrl + Delete: Delete text content to the end of the line.

Ctrl + ; (semicolon): Insert the current date at the mouse cursor position.

Ctrl + Shift +: (colon): Insert the current time.

Ctrl + D: Copy content in the box above.

Ctrl + R: Copy cell to the left.

Ctrl + ': Copy the content of the cell above and allow editing.

Ctrl + `: Copy the formula of the cell above and put it in the editing state.

Ctrl + -: Display the delete row and column menu.

Ctrl + Shift ++: Display the Menu insert row and column.

Shift + F2: Insert or edit a Comment.

Shift + F10, then press m: Delete Comment.

Alt + F1: Create and insert a chart on the current page.

F11: Create and insert a chart in another sheet.

Ctrl + K: Insert a link.

Enter (in a cell containing a link): Open the link in the link.

Above is all the information and skills you need to help you quickly get acquainted with Excel 2013.

Good luck!

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