Excel 2013 Tip sheet
Excel window

Add commands to the Quick Access Toolbar
Keep favorite commands and buttons visible, even when you hide the ribbon.

Explore commands on the ribbon
Each ribbon tab has groups, and each group has a set of related commands.

Show or hide the ribbon
Click **Ribbon Display Options** or press **Ctrl+F1** to hide or show the ribbon.

Manage files
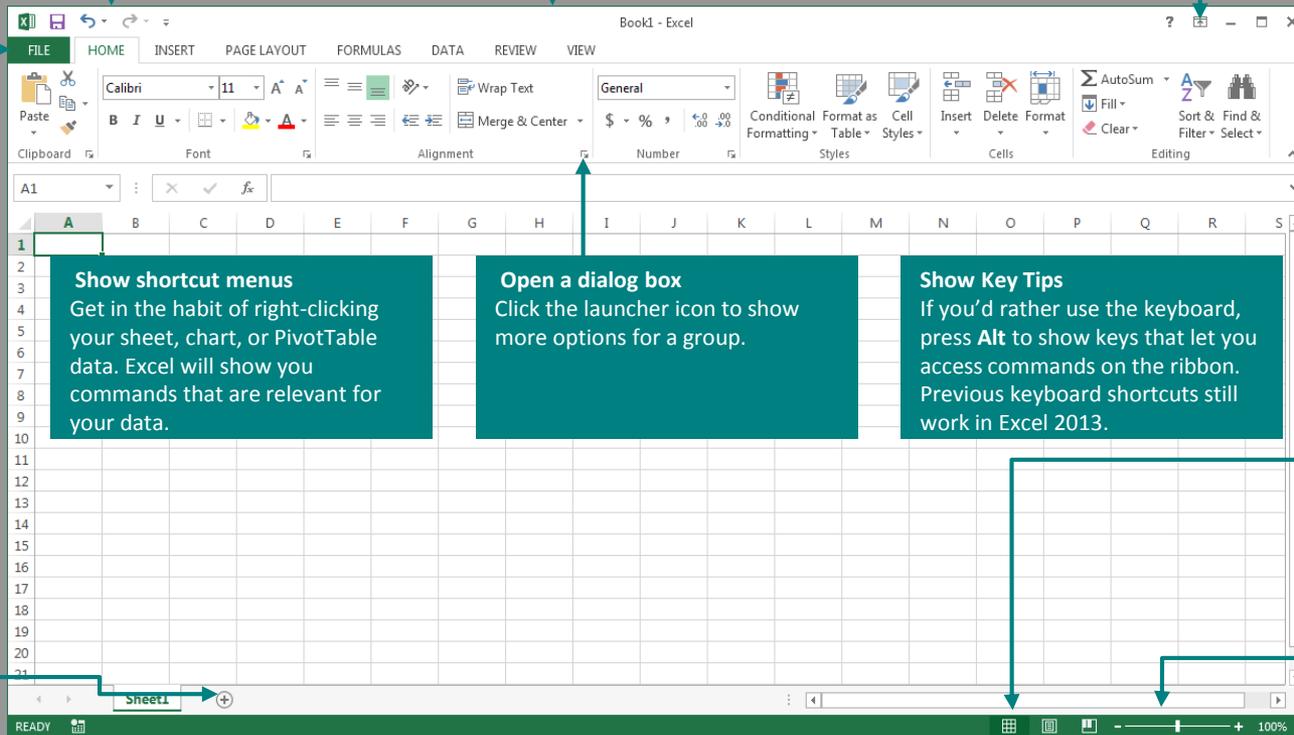Open, save, print and share your files. Also change options and account settings in this view.

Access other tabs
More tabs appear on the ribbon when you need them, like chart or PivotTable tabs.

Get visual cues
Watch for action buttons that appear in the sheet and animations that show data changes.

Show shortcut menus
Get in the habit of right-clicking your sheet, chart, or PivotTable data. Excel will show you commands that are relevant for your data.

Open a dialog box
Click the launcher icon to show more options for a group.

Show Key Tips
If you'd rather use the keyboard, press **Alt** to show keys that let you access commands on the ribbon. Previous keyboard shortcuts still work in Excel 2013.

Change views
Work faster in the right view. Choose **Normal, Page Layout,** or **Page Break Preview.**

Create sheets
Start with one sheet and add more sheets as needed.

Zoom in or out
Drag the zoom slider to change the zoom level.

UNIVERSITY OF
WEST LONDON
The Career University

IT Services

# How to get started with Excel 2013

Explore the ribbon

If you've been using Excel 2007 or 2010 and are familiar with the ribbon, you'll want to know what changed in Excel 2013. Just click the question mark in the top-right corner above the ribbon to open Excel Help.

If you've used the ribbon in an earlier version of Excel, you'll notice a few changes.

The **Insert** tab has new buttons to help you create charts and PivotTables. There's also a new **Filters** group with buttons for creating slicers and timelines.
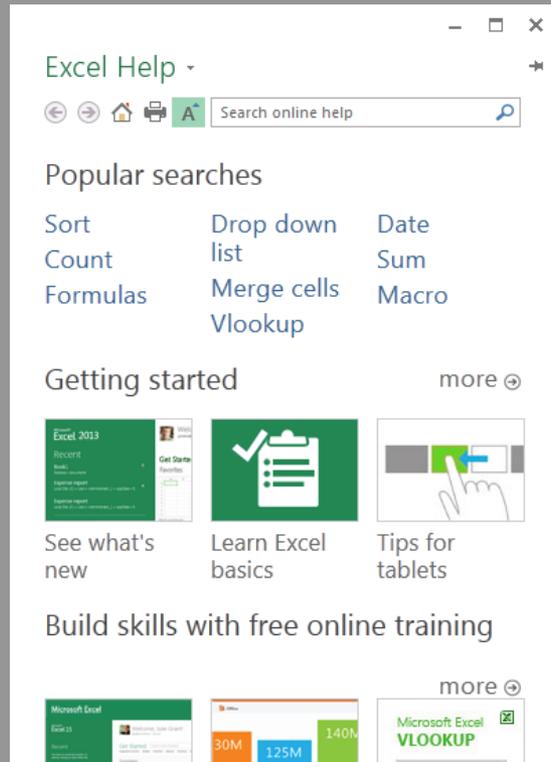
Other tabs appear when you're working on certain things like charts and PivotTables. Those tabs have also changed to make things easier to find.
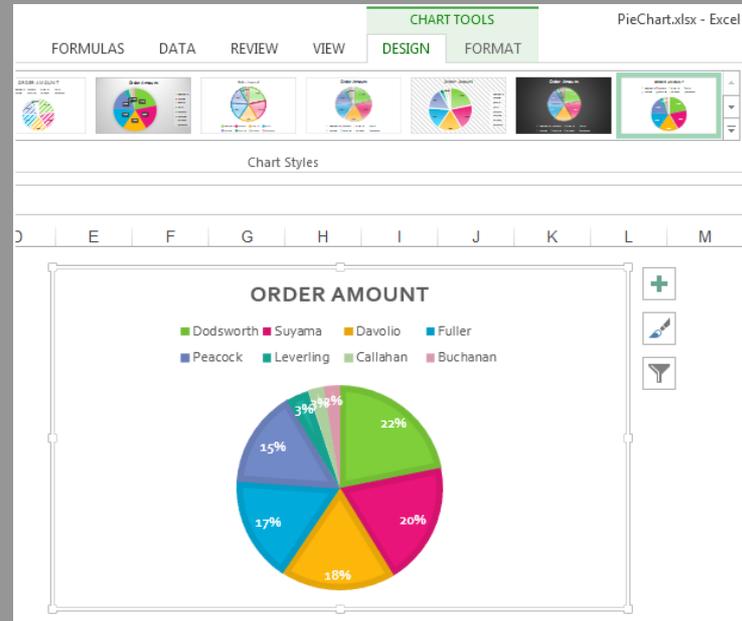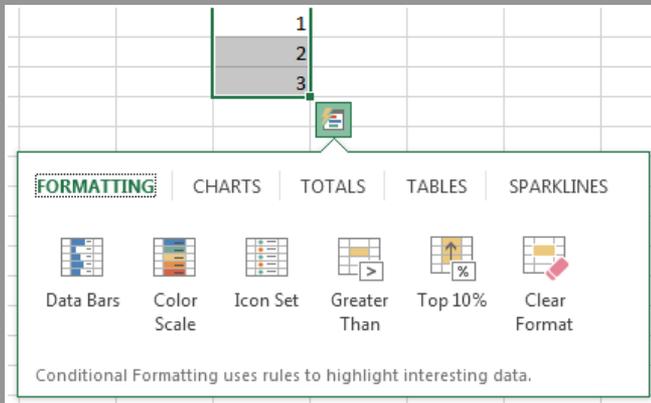
Things you might be looking for

Use the list below to find some of the more common tools and commands in Excel 2013.

To...	Click...	And then look in the...
Create, open, save, print, share, or export files, or change options	**File**	Backstage view (click the commands in the left pane).
Format, insert, delete, edit or find data in cells, columns, and rows	**Home**	**Number**, **Styles**, **Cells**, and **Editing** groups.
Create tables, charts, sparklines, reports, slicers, and hyperlinks	**Insert**	**Tables**, **Charts**, **Sp arklines**, **Filters**, and **Links** groups.
Set page margins, page breaks, print areas, or sheet options	**Page Layout**	**Page Setup**, **Scale to Fit**, and **Sheet Options** groups.
Find functions, define names, or troubleshoot formulas	**Formulas**	**Function Library**, **Defined Names**, and **Formula Auditing** groups.
Import or connect to data, sort and filter data, validate data, flash fill values, or perform a what-if analysis	**Data**	**Get External Data**, **Connections**, **Sort & Filter**, and **Data Tools** groups.
Check spelling, review and revise, and protect a sheet or workbook	**Review**	**Workbook Views**, **Window**, and **Macros** groups.
Change workbook views, arrange windows, freeze panes, and record macros	**View**	**Workbook Views**, **Window**, and **Macros** groups.

Apply features without the ribbon
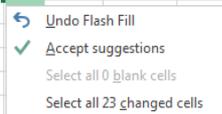
Better access to chart features

In Excel 2013, we've placed some frequently used but hard to find commands and buttons within easy reach.

When you select data on your worksheet, the **Quick Analysis** button appears. It gives you quick access to many useful features you may not have been aware of, and lets you preview them on your data before you make them stick.

Creating a recommended chart is great way to get started, but you'll still want to customize the style and show the exact data you need to make it your own.

Excel 2013 gives you these options right next to the chart. Just click the Chart Elements, Chart Styles, or Chart Filters buttons to fine-tune your chart.

When entering data, you might notice that Excel fills values automatically as it detects a pattern. You'll get the Flash Fill Options button to make further decisions.