

Excel 2013 - Helpful Tools

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Excel Startup Screen - Templates

- ▶ Older versions of Excel
 - ▶ Start with a blank screen when you first start Excel
- ▶ Excel 2013
 - ▶ When you Start Excel 2013, the Templates screen automatically displays sample budgets, charts, etc.
 - ▶ Template (pre-defined document that you can quickly customize)
- ▶ 1. FILE menu
- ▶ 2. NEW option (also displays Templates screen)
- ▶ 3. Select or Search for a specific type of template/file
- ▶ 4. Download the template/file, Save it, and Modify as needed

- ▶ ****Also, you can Check out my Youtube video****
- ▶ <https://www.youtube.com/watch?v=zANltz5QY5I>

Recommended Charts Tool

- ▶ Excel will automatically recommend a Chart based on your data.
- ▶ 1. Highlight the data that you want to chart
- ▶ 2. Select the INSERT tab
- ▶ 3. Select the RECOMMENDED CHARTS icon
 - ▶ (common recommended charts: Column, Bar, Pie chart, etc.)
- ▶ 4. Double-click on the desired chart
- ▶ 5. Select OK
- ▶ 6. the Chart will display (tip: Right-click the chart to change it)
- ▶ ****Also, you can Check out my Youtube video****
- ▶ <https://www.youtube.com/watch?v=i00neTDlhQc>

Flash Fill.....Fill data in a Flash!

- ▶ Auto fills data when it senses a pattern & fills out the rest for you
- ▶ Time saver (example: data not formatted the way you want to)
- ▶ Examples:
- ▶ 9012223333.....(901) 222-3333
- ▶ Jane Doe.....jdoe@gmail.com
- ▶ doe a. jane.....Doe, Jane A.

- ▶ Home tab, Editing group, Fill icon, Flash Fill

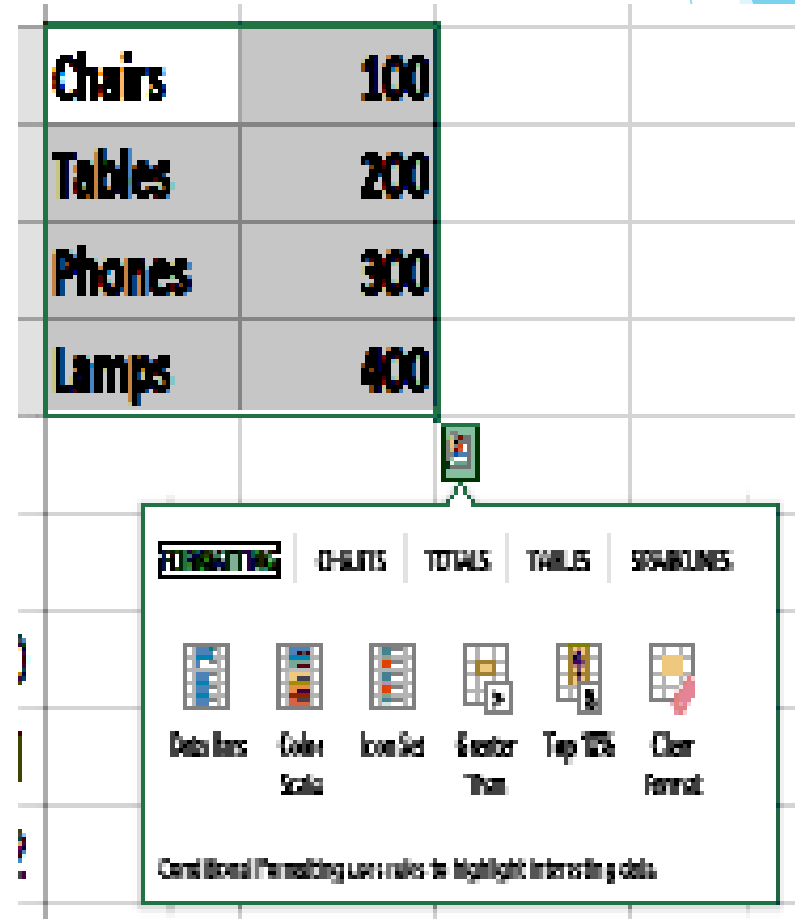


Clip Art Icon (replaced with “Online Pictures”)

- ▶ Office 2013 did away with the Clip Art Icon (Word, Excel, Powerpoint, etc.)
- ▶ Find and insert Pictures from various sources. You can search Bing images, Office.com clip art, Facebook, or online storage such as Google drive.
- ▶ 1. Click on the INSERT tab
- ▶ 2. Select the “ONLINE PICTURES” icon from the Illustrations group
- ▶ 3. Select the source from which you want to search your picture
- ▶ 4. Type the name of the picture
- ▶ 5. Click on the desired picture
- ▶ 6. Select the INSERT button

Quick Analysis Tool (Ctrl + Q)

- ▶ Excel will automatically display the Quick Analysis icon when you highlight data.
- ▶ 1. Highlight the data that you want to chart or analyze
- ▶ 2. Automatically, the “Quick Analysis Tool” will display in the lower right corner of the highlighted data
- ▶ 3. Options include: Conditional Formatting, Charting, Totals, and Sparklines (or mini-charts), and Pivot Tables



Save in the Cloud

Note: Skydrive is now referred to as “One

Drive” You can save directly to your Online Storage drive (the Cloud) within the Excel program.
(also, available in Word, PowerPoint, etc.)

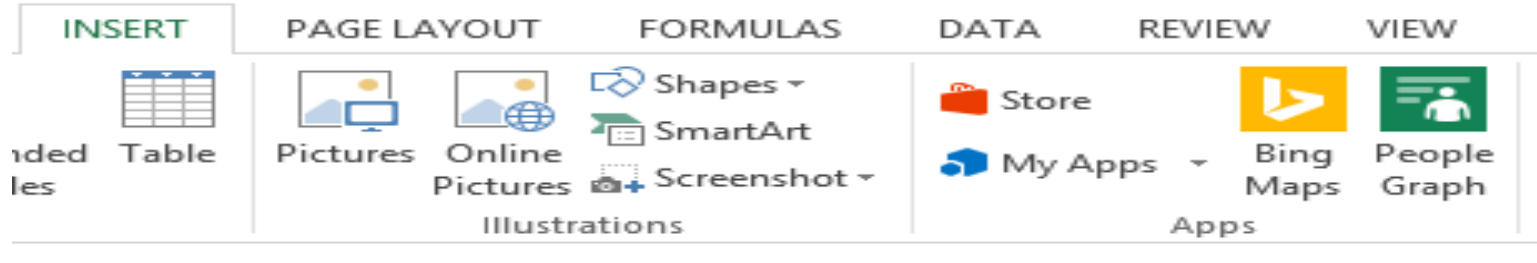
- ▶ Basically, you can store & retrieve files with almost any device, anyplace, anytime (without using a flash drive)
- ▶ 1. Sign-up for an account at www.skydrive.com (usually Free)
- ▶ 2. After you sign up for a SkyDrive account, you will have the option to Save directly to online storage
- ▶ 3. Click the FILE tab and then the SAVE AS tab
- ▶ 4. Choose the “Cloud” icon (which usually indicates online storage)
 - ▶ On my home laptop “Angela Payne’s One Drive”
- ▶ 5. Name your file and Save as you normally do (note: you will need to Sign-in to you SkyDrive account the first time that you use it)
- ▶ ****Also, you can Check out my Youtube video****
- ▶ <https://www.youtube.com/watch?v=V92SEMoztvo>



Apps

- ▶ Can download & store Apps within Excel
- ▶ 1. select the INSERT tab
- ▶ 2. locate the APPS group
- ▶ 3. if this is your 1st time using the Apps tool, click on the APPS for Office icon
 - ▶ After you download or use an App, the My Apps icon should display (or use the “Store” icon to buy an App)
- ▶ (Examples: Bing maps, Training apps, People Graph app, etc.)
- ▶ Next Slides has a Sample of the Bing Maps & People Graph Apps

Bing Maps App



Learn how to use apps for Excel 2013

Excel 2013 övning.xlsx - Excel

HOME | INSERT | PAGE LAYOUT | FORMULAS | DATA | REVIEW | VIEW | INQUIRE | POWERPIVOT

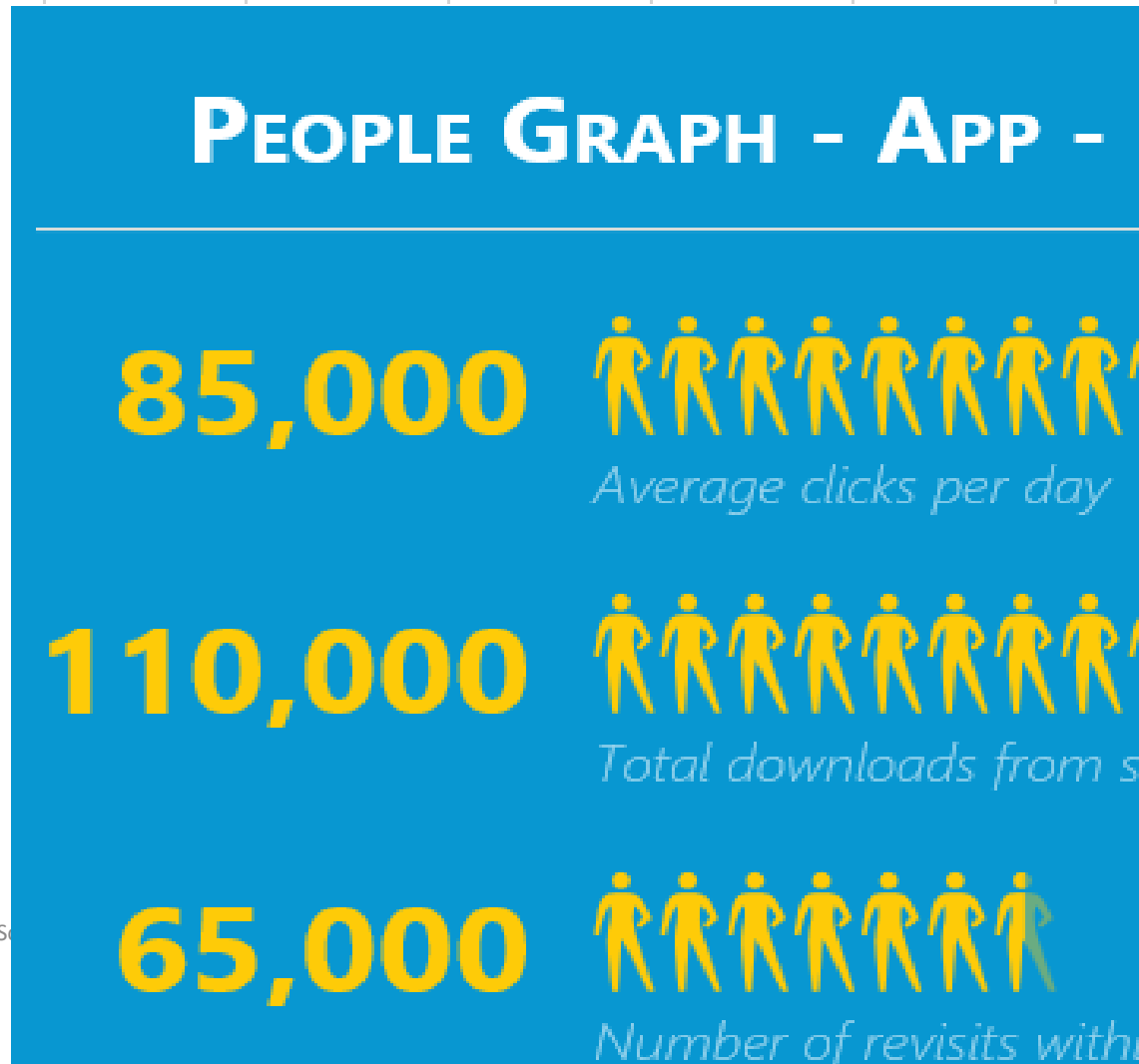
PivotTable Recommended PivotTables |
 Tables |
 Pictures Online Pictures |
 Illustrations |
 Shapes SmartArt Screenshot |
 Apps for Office |
 Recommended Charts |
 Charts |
 PivotChart |
 Reports |
 Power View |
 Line Column Win/Loss |
 Sparklines |
 Slicer Timeline |
 Filters |
 Hyperlink |
 Links |
 Text Box & Footer |
 WordArt |
 Text |
 Signature Line |
 Object |
 Equation Symbol |
 Symbols

B2 : X ✓ fx Drottninggatan 100 Stockholm

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3	Kungsgatan 12 Stockholm	200																				
4	Sveavägen 52 Stockholm	130																				
5	Apelbergsgatan 8 Stockholm	280																				
6																						
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Microsoft Office Ribbon: INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW. Includes icons for Tables, Pictures, Online Pictures, Illustrations, Shapes, SmartArt, Screenshot, Store, My Apps, Bing Maps, and People Graph.



Settings menu with options: type, theme, shape. A grid of icons is shown, with the person icon highlighted in a green box.

- type
- theme
- shape

Recommended Pivot Tables

- ▶ Pivot Table
- ▶ 1. highlight the data to include in the pivot table
- ▶ 2. select the INSERT tab
- ▶ 3. select the “Recommended Pivot Tables”
- ▶ <https://www.youtube.com/watch?v=KyE5S74ukiY>

Works Cited

- ▶ [Microsoft Excel 2013 software](#)
- ▶ [www.Youtube.com](#)
- ▶ [http://TipsByAngela.com](#)