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concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel

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**Excel 2013: Basic -  
Boston Network**

Microsoft Excel Topics covered in this document 2013.

become more will help you proficient with the Excel application.

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Average a group of numbers. Insert headers and footers. Make the switch to Excel 2013. Sort and filter data. Take conditional formatting to the next level. Use conditional formatting. VLOOKUP: When and how to use it.

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Congratulations, you

have completed the

Excel 2013 tutorial.

Excel 2013 is a version

of Excel developed by

Microsoft that runs on

the Windows platform.

This Excel 2013 tutorial

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covered the basic

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spreadsheets such as:

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cells, rows, and

columns.

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Managing workbooks

and worksheets

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**& Online**

In this unit, students

will learn about:

inserting functions and

formulas to determine

gross and net profits as

they review concepts

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such as the order of operations and relative/absolute cell references, and creating Excel tables, including adding total rows and columns.

Lessons 1. Using Functions, Part 1 2. Using Functions, Part 2 3.

## **Computer Applications:**

### **Microsoft Excel Skills Project (2013)**

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shot, you can master

Microsoft® Excel®

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through an entire task  
without ...

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formatting from one place and apply it to another. center. center text. Merge- center. joins the selected cells into one larger cell and centers the contents in the new one.

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Microsoft Office

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Understand

Spreadsheet Software

- Microsoft Excel is an electronic spreadsheet program
- An

- electronic spreadsheet program allows you to perform numeric

- calculations
- The

- spreadsheet is called a worksheet
- Individual

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worksheets are stored in a workbook which is the Excel file 5.

### **Excel 2013 Unit A - LinkedIn SlideShare**

Excel 2013 deserves a longer and deeper look than we had room for in our write-up of the full Office 2013 suite, partly because Microsoft seems to have packed more new features and conveniences ...

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**Microsoft Excel 2013  
Review | PCMag**

Excel 2013 Excel 2013 has a brand-new look and it's also designed to help you get professional-looking results quickly. To learn about new features in Excel 2013, see the following resources: Excel 2013 Quick Start Guide What's new in Excel 2013 Excel training Make the switch to Excel 2013, Windows

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8 & Office 2013 Touch  
Guide

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Microsoft  
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MICROSOFT WORD  
2013: Unit A: Creating  
Documents with Word  
2013. Unit B: Editing  
Documents. Unit C:  
Formatting Text and  
Paragraphs. Unit D:  
Formatting Documents.  
MICROSOFT EXCEL  
2013: Unit A: Getting

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Started with Excel  
2013. Unit B: Working  
with Formulas and  
Function. Unit C:  
Formatting a  
Worksheet. Unit D:  
Working with Charts.  
INTEGRATION: Unit A:  
Integrating Word and  
Excel. MICROSOFT  
ACCESS 2013: Unit A:  
Getting Started with  
Access 2013. Unit B:  
Building and Using  
Queries.

## **Microsoft Office**

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**2013: Illustrated  
Introductory, First...**

To change the  
worksheet tab color:

You can change a  
worksheet tab's color  
to help organize your  
worksheets and make  
your workbook easier  
to navigate.. Right-click  
the desired worksheet  
tab, and hover the  
mouse over Tab  
Color.The Color menu  
will appear.; Select the  
desired color.A live  
preview of the new

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worksheet tab color will appear as you hover the mouse over different options.

**Excel 2013:  
Worksheet Basics -  
GCFGlobal.org**

To say this was a bit of a disappointment is an understatement, the cover on this textbook looks EXACTLY like 'Microsoft Excel 2013: Illustrated Complete' however this particular product

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is a mini (brief) version  
so it was completely  
useless to me except  
for the accompanying  
online access code.

**Microsoft Excel**

**2013: Illustrated**

**Complete: Reding ...**

Excel 2013 is a  
powerful spreadsheet  
program designed for  
professional use across  
a range of industries.  
The program is part of  
the larger Microsoft  
Office package. That

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means it is easy to import and export data between other Microsoft programs such as Word or PowerPoint. Excel 2013 allows you to enter rows and columns of data on a large grid.

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