

Excel 2013 Laminated Tip Card: Tips Tricks from MrExcel

Excel 2013 Tips & Tricks

Flash Fill

Learn how to use Flash Fill to automatically fill cells with data based on a pattern. For example, you can use Flash Fill to separate a full name into first and last names.

Fill Handle Tricks

Use the Fill Handle to copy or fill a range of cells. You can also use the Fill Handle to copy a formula down or across a range of cells.



Entering Formulas

Use the formula bar to enter a formula. You can also use the Paste Special command to paste a formula into a cell.



Customize Future Workbooks

Use the Customizable Ribbon feature to add or remove commands from the ribbon. This allows you to tailor the ribbon to your specific needs.



Adding Subtotals

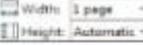
Use the Subtotal command to add subtotals to a list of data. You can choose to subtotal by a specific column and use a specific function, such as Sum or Average.

Join Text in Proper Case

Use the Join Text in Proper Case command to combine the first letters of words in a text string into proper case.

Copy Worksheets

Use the Copy Worksheets command to create a copy of a worksheet. This is useful for creating a backup or for sharing a copy of a worksheet with others.



Keyboard Shortcuts

- F2 – Edit Cell
- Ctrl + Enter – Enter Data
- Ctrl + Shift + Enter – Enter Array
- F4 – Toggle Repeat Last Command
- F5 – Go To
- F7 – Spell Check
- Ctrl + Q – Quick Outline
- Ctrl + Shift + F – Toggle Formula/Values



Automatic Subtotals

Use the Automatic Subtotals command to automatically add subtotals to a list of data. This is useful for quickly summarizing data.

Pivot Tables

Use Pivot Tables to analyze and summarize data. You can create a Pivot Table from a range of data and use it to filter, group, and calculate data.



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Reviews

Very beneficial to any or all group of folks. I was able to comprehend everything using this composed e book. I am pleased to inform you that here is the finest publication i have study inside my individual daily life and might be he very best pdf for actually.
(Brielle Hilpert)

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Holy Macro! Books, United States, 2013. Pamphlet. Book Condition: New. 279 x 215 mm. Language: English . Brand New Book. All the best tips for Excel 2013 are included in this two-page laminated tip card. Shortcut keys, key formulas, and an introduction to pivot tables, VLOOKUP, and charting are highlighted. Additionally, new features in Excel 2013 such as Flash Fill, improved charting, PowerView, and new functions are included.



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