



Microsoft Excel 2013 Tutorial

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1. GETTING STARTED

Microsoft Excel is one of the most popular spreadsheet applications that helps you manage data, create visually persuasive charts, and thought-provoking graphs. Excel is supported by both Mac and PC platforms. Microsoft Excel can also be used to balance a checkbook, create an expense report, build formulas, and edit them.

2. CREATING A NEW DOCUMENT

Opening Microsoft Excel On a PC

1. Begin by opening Microsoft Excel.

On a PC, click **Start** > **All Programs** > **Microsoft Office** > **Microsoft Excel 2013**. (Figure 1)

2. When opened a new spreadsheet will pop up on the screen. If this does not happen click on the **File** tab > **New**. From here a dialog box with various different templates will appear on the screen that you can choose from. Once a template is chosen, click **Create**. (Figure 2)

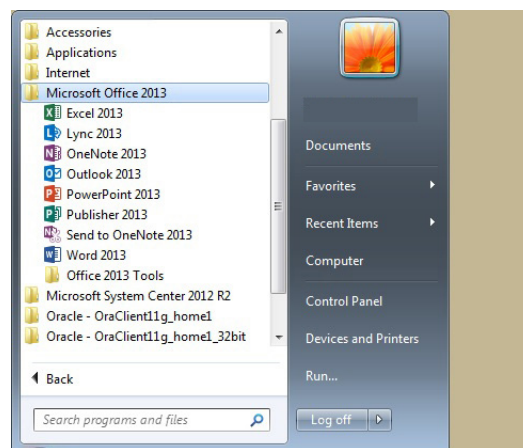


Figure 1. Navigation to Microsoft Excel on a PC.

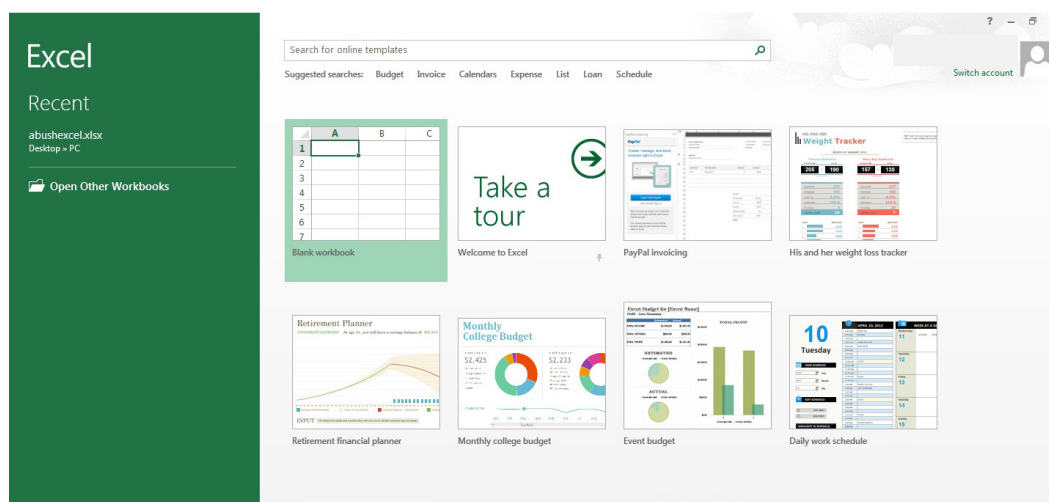


Figure 2. Opening a new workbook

End of ebook preview

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