

# Microsoft Excel for iPad Quick Reference Guide: Introduction (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated)



WARNING: This product has been discontinued. It has been replaced by Excel for iPad Introduction (ISBN 978-1939791436), the December 2014 edition. Four page laminated quick reference guide in a new, compact iPad-friendly format (8.5 inches x 5.5 inches) to help you create and edit your spreadsheets using Microsoft's new Excel app for the iPad. Written with Beezix's trademark focus on clarity, accuracy, and the users perspective, this guide will be a valuable resource to improve your proficiency in using Excel for iPad. Recommended companion title covering Office basics: Office for iPad Essentials (ISBN: 978-1939791269) The following topics are covered: Getting Started: Using the Numerical Onscreen Keyboard; Entering New Data; Editing or Replacing the Contents of a Cell; Selecting Cells; Resizing Column Width/ Row Height; Inserting Rows or Columns; Inserting Cells; Clearing Cells; Deleting Rows, Columns, or Cells; Shading and Text Color; Setting Borders; Formatting Number Cells; Aligning Within Cells; Merging Cells; Entering Dates; Entering a Sequence. Formulas and Functions: Entering a Formula; Entering a Function; Quick Entry of SUM & Other Functions; Absolute vs. Relative Cell References; Changing a Function/ Formula to a Value. Copying and Moving Data: Copying to Adjacent Cells; Moving Cells with Drag and Drop; Adding a Sheet; Renaming a Sheet; Moving Among Sheets; Moving Sheets; Duplicating a Sheet; Deleting a Sheet; Freezing Panes; Wrapping Text; Creating an Excel Table; Converting a Table to a List Range; Using a List Range for Sorting or Filtering; Sorting; Filtering; Inserting a Chart; Customizing a Chart. Also includes a list of shortcuts.

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