



Microsoft® Excel 2013



Excel is a spreadsheet program that enables you to perform both simple and complex calculations with the help of an extensive array of statistical and mathematical tools, and to use filtering and sorting to organize, emphasize and contrast data. Excel 2013 introduces a new Launch screen with recently-

opened workbooks and a list of useful templates. Flash Fill, Quick Analysis, Chart Customization and Recommended PivotTables buttons have also been added to greatly increase user efficiency. Similarly, new Quick Explore and Timeline features now make it easier to analyze and drill into more complex PivotTables.

★ The New Launch Screen

When you first open Excel 2013, you are presented with the new launch screen displaying a series of creative template styles to choose from for new documents, along with a list of recently-opened files shown in the left panel, and access to various Microsoft accounts on the right.

Templates

Excel 2013 contains a wide range of templates designed for a number of specific uses that can serve as excellent starting points for your workbooks. Scroll through the list of local templates, or use the Search field to locate additional templates online. Click the pin icon to pin your favorite templates at the top of the list.

★ Recent Files

Click a file in the Recent list to open it, or right-click the file to display a list of options for working with it. You can also mouse over a list entry to pin that file so that it is always displayed when you open the program.

Switching Accounts

You can now access and open files stored in other online accounts from within your Office software. Click **Switch Account** in the top-right corner of the window and enter your sign-in info.

Excel Templates. Use the Search box to find additional templates online.

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