

Excel 2013

Updated Features,
V-Lookup, and
Table Formatting

Jerry Patton

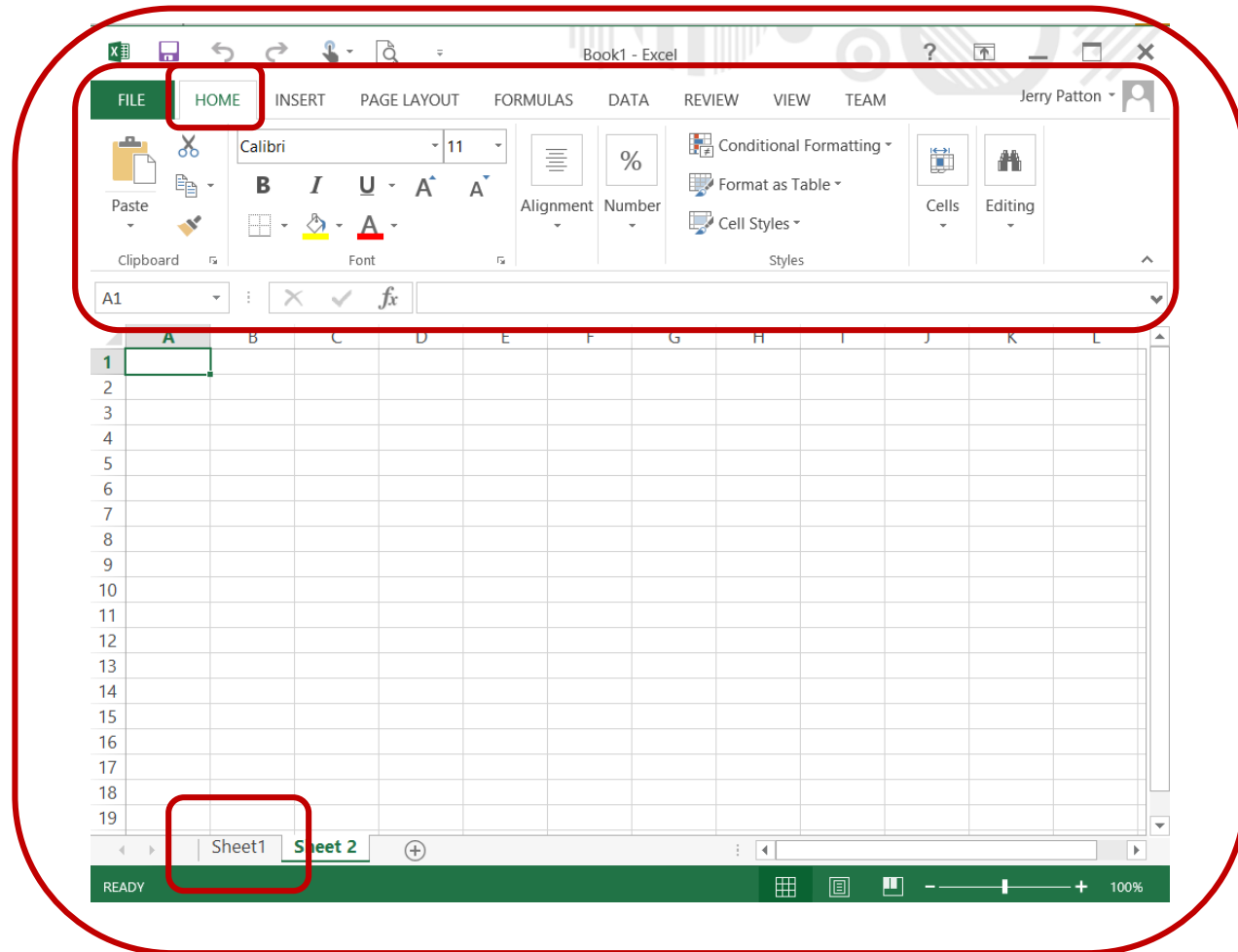
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Overview

- Some Terminology
- Updated Features
- A Few Useful Features
- Table Formatting
- V-Lookup

Some Terminology

- Workbook
- Worksheet
- Ribbon
- Tab



Updated Features

- Flash Fill
- Separate workbooks, separate windows
- Simplified PivotTables
- Chart Recommendations
- Quick Analysis
- ...signing in...

A Few Useful Features

- Spellcheck
- Remove Duplicates
- Format Painter
- AutoSum

Table Formatting

VLookup

(lookup_value, table_array, col_index_num,
range_lookup)

Questions?

Contact Information:

Phone

(573) 875-7698

Email

jspatton@ccis.edu

Usually the best way!

