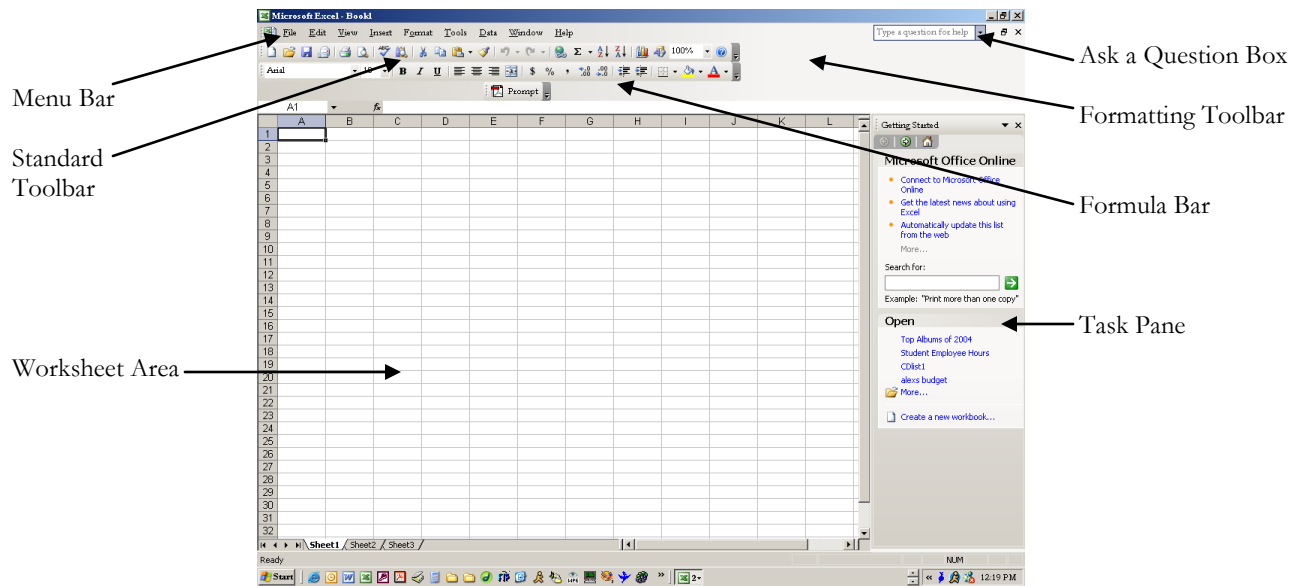


Microsoft Excel 2003

The New Excel 2003 Window



Menu Bar—contains all tools for use with Excel 2003.

Standard Toolbar—contains shortcuts for standard excel actions and tools.

Formatting Toolbar—contains shortcuts for applying formatting features to your document.

Formula Bar—contains the tools for creating and editing formulas.

Worksheet Area—displays current worksheet.

Ask a Question Box—provides quick access to help.

Task Pane—displays tasks according to the selected task category.



Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select New from the File menu to create a new workbook, the New Workbook pane will appear in the task pane.

To change the task category: click the down arrow button on the task pane and select a category from the resulting menu.

To open or close the task pane: select Task Pane from the View menu. Or, to quickly close the task pane, click the Close button on the task pane.

Using Smart Tags

Office 2003 has modified Smart Tags to help you save time. Smart Tags enable you to perform actions that you would normally need other programs to perform. For example, when you type contact information for a person, the Smart Tag Actions  button appears. From here, click the  button to select from a list of options.

To enable the Smart Tags function, go to **Tools > AutoCorrect Options**. Next, check the box **Label data with Smart Tags**. To disable Smart Tags, follow the above instructions and uncheck the aforementioned box.

Moving Around

- Arrow Keys**—One character in the direction specified.
- CTRL + Arrow Keys**—next cell of data separated by a blank cell.
- Tab**—one cell to the right.
- Shift + Tab**—one cell to the left.
- Enter**—one cell down.
- Home**—Column A of active row.
- CTRL + Home**—Cell A1.
- PgUp, PgDn**—one screen up or down.
- Atl+PgUp**—one screen left.
- Alt + PgDn**—one screen right.
- F5**—go to a specific cell.

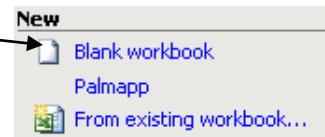
Workbooks

Creating a New Workbook

- ❑ Select **File> New**.
- ❑ Blank Workbook will now appear in the task pane.

Or

Click on the New  Button in the Standard Toolbar of Excel.




Opening an Existing Workbook

Select **File> Open**

Or

Press **CTRL + O**

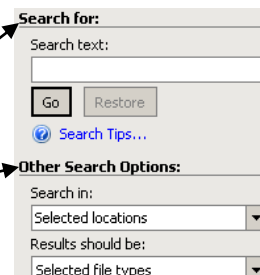
Or

Click the Open  Button.
Locate the File you wish to open and double click on it.


Note: *The New Workbook task pane lists the most recently opened workbooks. Click once in a workbook to open it.*

Searching for a Workbook

- ❑ Select **File> File Search**.
- ❑ A Basic Search option will appear in Task Pane.
- ❑ Enter keywords in the Search Text box.
- ❑ Select other search options if desired.
- ❑ Click the Go button. Excel will present a list of results.
- ❑ Click on the desired workbook of the search results or click the arrow next to the name to select from a list of actions.



Saving a Workbook


- ❑ Select **File> Save**.
- ❑ Select the location where you wish to save the document.
- ❑ Name the document.
- ❑ Click the Save  button.
- ❑ You can also choose Save as Web Page if you wish to save the file for use on the Web.

Working with Worksheets


Inserting Worksheets

By default, workbooks contain three worksheets.
To add a worksheet:

Select **Insert> Worksheet**.

To insert a worksheet based on a template: right-click a sheet tab  and select Insert. Double click the template for the type of sheet you wish to insert.

Renaming a Sheet

Right click the sheet tab 
Select Rename.
Type in a name for the sheet.
Press Enter.


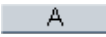
Moving, Copying, or Deleting a Worksheet

To Move: click and drag the sheet tab to its new location along the row of sheet tabs.

To Copy: hold the CTRL key and click and drag the sheet tab to its new location along the row of sheet tabs.
A copy will appear in the new location.

To delete: right click the worksheet tab and select Delete.

Rows and Columns

Selecting: to select an entire row or column, click the row heading  or column heading .

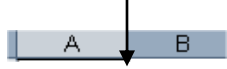
To select multiple rows or columns: click and drag the pointer over the row or column headings.

Click Insert.

To delete: right click the column or row heading to delete and select Delete.

Adjusting Row Height or Column Width

- ❑ Place the mouse pointer over the boundary



line of the row or column heading until it turns into a double arrow.

- ❑ Click and drag the boundary to increase or decrease the row height or column width.
- ❑ To change multiple rows or columns, highlight the ones to change and drag the last row or column heading to increase or decrease.

Cells

Number Formatting

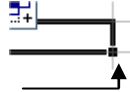
- ❑ Select the cells you want to designate a number format for.
- ❑ Select Format, Cells.
- ❑ Click the Number tab.
- ❑ Select a category from the list box.
- ❑ Select the formatting option you desire.
- ❑ Click OK.

Data

Using AutoFill

AutoFill will fill in a series of numbers, dates, or other sequential items.

- ❑ Select the first cell in the range you wish to fill.
- ❑ Enter the starting value for the series (ex.: January 1, 2002 or 1/01/02).
- ❑ To increment the series by a specific amount (ex.: numbers by 5, only Thursday dates, etc.) select the next cell in the series and enter the value.
- ❑ Select the cell or cells that contain the starting values.



- ❑ Drag the fill handle over the range of cells to be filled.
- ❑ When you release the mouse button, the cells will be filled with the desired data.

Moving or Copying Data

- ❑ Select the cells you want to move or copy.
- ❑ Place the mouse pointer over the border of the selection.
- ❑ Do one of the following:



To move the cells: drag the selection to the upper left cell of the area you want to paste to.

To copy the cells: hold the CTRL key as you drag the selection.

To insert the selection between existing cells: hold the Shift key (if moving) or Shift + CTRL (if copying) as you drag.

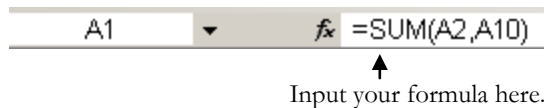
To drag the selection to a different worksheet: hold the ALT key and drag over a sheet tab.

Using the Repeat and Undo Buttons

- ❑ To repeat your last action, select Edit, Repeat.
- ❑ To undo your last action, click the Undo  button.
- ❑ To redo an action, press the Redo  button.

Formulas


Formula Bar




Creating a Formula

- ❑ Select the cell that will contain the formula.
- ❑ Type an = sign.
- ❑ Enter the formula in the cell or in the Formula Input Area.
- ❑ (add +, subtract -, multiply *, divide /)
- ❑ Reference cells by their cell number (A1, B12).
- ❑ Constants can be used (5, 10, .01, etc).
- ❑ Enter parentheses around calculations that are to be performed first e.g. =(A1+B2)/6.
- ❑ Press Enter when done.

Using the Function Wizard

When you select **Insert>Function**, an Insert Function  button will appear on the Formula Bar. This gives the option of searching for an appropriate function for the task you wish to complete. A separate window also appears entitled Insert Function. From here, enter a question that describes what you wish to do, or browse the categories in the select a category list.

Using the AutoSum Button

- ❑ Click a cell below or to the right of the numbers that you want to evaluate.
- ❑ Click the arrow net to the AutoSum  button.
- ❑ Select a function from the resulting menu (Sum, Average, Count, etc.).
- ❑ Press the Enter key.

Copying a Formula to a Range of Cells

- ❑ Select the cell that contains the formula.
- ❑ Click and drag the fill handle across or down across the cells you want to copy the formula to.

Relative and Absolute Cell References

Relative cell references—A1, B1, ...

In a formula, specifies the address of another cell in relation to the cell containing the formula.

Absolute Cell References—\$A\$1, \$B\$1

In a formula, specifies the exact address of a cell, regardless of the position of the cell containing the formula.


If Statement

- ❑ Returns the value if logical test evaluates to True and another value if it evaluates to False.
- ❑ IF(number>10,GOTO(D1),GOTO(D2)).

Referencing Multiple Sheets

To reference a range on another sheet, precede the range with the sheet name followed by !
EX.: =SUM(Sheet1!A1:A2).

Creating a Graph (or Chart)

- ❑ Select all data including column headings that you wish to chart.
- ❑ Click on the Chart Wizard  button.
- ❑ Pick the desired chart type and Click Next.

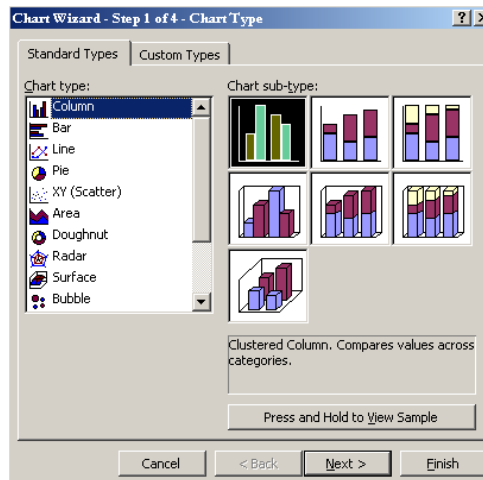
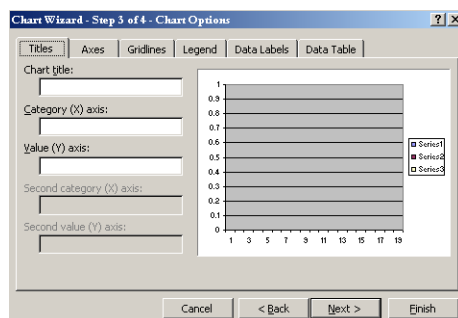


Chart Title

Legend Placement

- ❑ Name the Chart according to the data contained therein.
- ❑ Enter the Category of information using the Category (X) axis field.
- ❑ Enter the Value of information using the Value (Y) axis field.



- ❑ Click Next.
- ❑ Specify Legend, Chart Title, etc.
- ❑ Finish