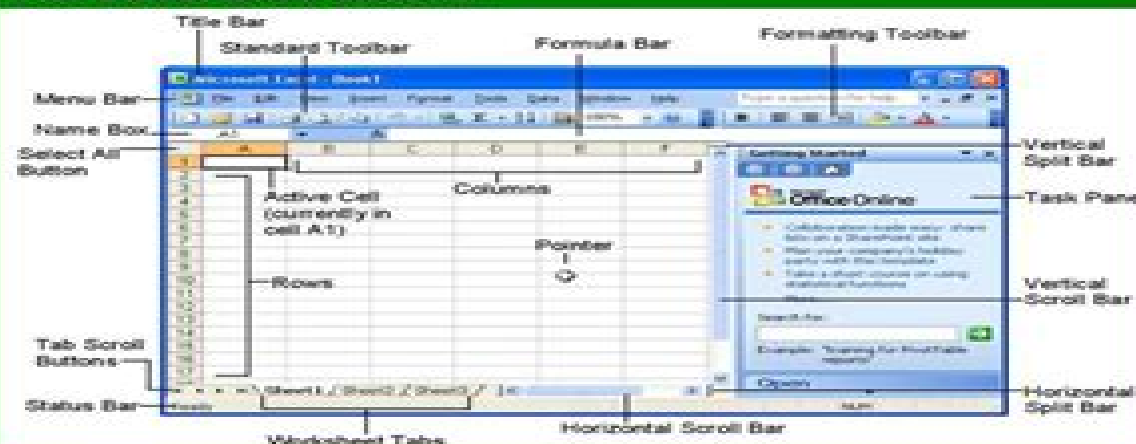


The Excel 2003 Screen**The Fundamentals****The Standard Toolbar**

- **To Create a New Workbook:** Click the **New** button on the Standard toolbar or select **File → New** from the menu.
- **To Open a Workbook:** Click the **Open** button on the Standard toolbar, or select **File → Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Workbook:** Click the **Save** button on the Standard toolbar, or select **File → Save** from the menu, or press **<Ctrl> + <S>**.
- **To Save a Workbook with a Different Name:** Select **File → Save As** from the menu and enter a different name for the workbook.
- Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box**.
- **To Select a Cell:** Select the cell you want to edit by clicking it with the mouse pointer or by using the keyboard arrow keys.
- **To Select a Cell Range (Using the Mouse):** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Select a Cell Range (Using the Keyboard):** Make sure the active cell is the first cell of the cell range, then press and hold down the **<Shift>** key while using the arrow keys to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.
- **To Preview a Worksheet:** Click the **Print Preview** button on the Standard toolbar, or select **File → Print Preview** from the menu.
- **To Print a Worksheet:** Click the **Print** button on the Standard toolbar, or select **File → Print** from the menu, or press **<Ctrl> + <P>**.
- **To See What a Toolbar Button Does:** Point to the button for a few seconds. A brief description of the button will appear.
- **To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>** to open the Help task pane, type your question in normal English, and click the **Search** button.

Keyboard Shortcuts**General**

Open a Workbook	<Ctrl> + <O>
Save a Workbook	<Ctrl> + <S>
Print a Workbook	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>

Navigation—Go To:

Move between unlocked cells	<Tab>
Up One Screen	<Page Up>
Down One Screen	<Page Down>
To cell A1	<Ctrl> + <Home>
To the Last Cell with Data	<Ctrl> + <End>
Open the Go To Dialog Box	<F5>
Left to end or beginning of next block	<Ctrl> + <←>
Right to end or beginning of next block	<Ctrl> + <→>
Up to end or beginning of next block	<Ctrl> + <↑>
Down to end or beginning of next block	<Ctrl> + <↓>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Clear Cell Contents	<Delete>
Edit Active Cell	<F2>
Absolute Reference	<F4>

Formatting

Bold	<Ctrl> +
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>

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AMC College



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MacDonald, 2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world s most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel *Excel 2003*, 2006 *Computer Maintenance and Troubleshooting (2 in 1 eBooks)* AMC College, 2023-01-01 This eBook consists of 2 titles ICT Troubleshooting Maintenance Level 1 ICT Troubleshooting Maintenance Level 2 *Excel 2003 for Starters* Matthew MacDonald, 2006 Provides information on using the spreadsheet software covering such topics as creating a worksheet data types formatting worksheets formulas templates and creating charts **Excel 2003 Visual Quick Tips** David Peal, 2006-01-11 Straight forward task descriptions Succinct explanations Full color screen shots Numbered steps Learn How To Create PivotTables

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