



Ohio University
Computer Services Center
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Microsoft Excel 2003 Reference Guide

What is Excel 2003

Excel is a spreadsheet and analysis program. It has the tools to manage data and perform mathematical functions. It can do many simple database functions and simple to complex mathematical formulas.

Excel Workbooks, Worksheets, and Cells

An Excel file is called a workbook. A workbook can contain one or more worksheets. For organizational purposes, it is helpful to separate different sets of data by using different worksheets. A worksheet consists of 256 columns and 65,536 rows, for a total of 16,777,216 cells per worksheet.

Identifying Parts of the Worksheet

Column – A vertical group of cells in a worksheet. A letter ranging from A to IV identifies each column.

Column Headings – Sequential letters at the top of the worksheet.

Row – A horizontal group of cells in a worksheet. The row number identifies each row.

Row Headings – Sequential numbers along the left side of the worksheet.

Cell – Intersection of a column and row. Referred to by the column letter and then the row number.
Example: A2

Label – Identifies information on the spreadsheet. For example a column might be labeled expenses.

Value – The raw data in a spreadsheet.

Opening a Workbook from the A: Drive

1. On the **File** Menu, click **Open**.
2. Click the down arrow next to the **Look in:** field.
3. Click **3 1/2 Floppy (A:)** to select the A: drive. This will open a list of files on the floppy diskette.
4. Click on the workbook that you would like to open.
5. Click the **Open** button.

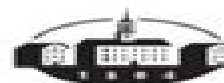
Saving a Workbook

1. On the **File** menu, click **Save**.
2. Click the down arrow next to the **Save in:** field and navigate to the folder on the hard drive where you would like to save your document or click **3 1/2 Floppy (A:)** if you would like to save the document to diskette.
3. In the **File name:** field, type a name for your document (up to 255 characters).
4. Click **Save**.

*Use **Save As** if you want to save the workbook under a new name or store it in a different folder or to disk while also keeping the original version.*

Opening a New Blank Workbook

1. On the **File** Menu, click **New**.
2. The task Pane will now open.



Excel 2003 Reference Guide

Bill Sempf



Excel 2003 Reference Guide:

Microsoft Excel 2003 Introduction Quick Reference Guide Beezix, Inc Staff, 2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Excel 2003 at an introductory level The following topics are covered Creating Workbooks The New Workbook Task Pane Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop and Copying Data and Formatting to Multiple Worksheets Sheet Features Renaming Moving Copying Selecting and Editing Multiple Worksheets Simultaneously Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft Excel 2003 Advanced and Macros Quick Reference Guide Beezix, Inc Staff, 2004-03 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Excel 2003 The following topics are covered Range Names Comments Hiding Columns or Rows Mixed References More Functions Goal Seek Data Validation Conditional Formatting Scenarios Views Protecting Cells and Data Consolidation Macros Recording Running a Macro Naming a Macro Relative vs Absolute Recording Documenting Macros Automatic Macro Execution Assigning to Tools or Menus Writing a Macro Calling another Macro Getting Help on VBA and Creating a Function Procedure This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Beginning**

Programming For Dummies Wallace Wang, 2006-11-06 Do you think the programmers who work at your office are magical wizards who hold special powers that manipulate your computer Believe it or not anyone can learn how to write programs and it doesn't take a higher math and science education to start *Beginning Programming for Dummies* shows you how computer programming works without all the technical details or hard programming language It explores the common parts of every computer programming language and how to write for multiple platforms like Windows Mac OS X or Linux This easily accessible guide provides you with the tools you need to Create programs and divide them into subprograms Develop variables and use constants Manipulate strings and convert them into numbers Use an array as storage space Reuse and rewrite code Isolate data Create a user interface Write programs for the Internet Utilize JavaScript and Java Applets In addition to these essential building blocks this guide features a companion CD ROM containing Liberty BASIC compiler and code in several languages It also provides valuable programming resources and lets you in on cool careers for programmers With *Beginning Programming of Dummies* you can take charge of your computer and begin programming today **Hedge**

Funds For Dummies Ann C. Logue, 2006-10-30 If you want to diversify your portfolio and lower your risk exposure with hedge funds here's what you should know *Hedge Funds For Dummies* explains all the different types of funds explores the pros and cons of funds as an investment shows you how to find a good broker and much more Authored by Ann Logue a financial writer and hedge fund specialist this handy friendly guide covers all the bases for investors of all levels Whether you

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Futures & Options For Dummies Joe Duarte, 2006-05-11 The days of buying and holding stocks and mutual funds for years are gone nowadays futures and option markets offer some of the best opportunities to make money trading in volatile times But like all investments high risk is involved and in order to become a successful trader you must be prepared to work as a geopolitical analyst a money manager and an expert in all types of commodity markets *Futures Options For Dummies* will show you how trading is done and how to survive and succeed in these ever changing markets Filled with nuts and bolts advice you'll soon discover how to manage the risks involved and reap the rewards of futures and options trading This straightforward guide gives you the tools you need to understand Ins and outs of trading futures and options How to analyze the markets and develop strategies Interest rate futures and speculating with currencies How to stock up on indexes The direction of commodity futures Organizing your financial data and calculating your worth Developing strategies now to avoid pain later The execution of successful trades Trading takes an iron cast stomach and nerves of steel to perform and this book features ways to keep yourself sane and secure It also lists resourceful Web sites commodity exchanges books newsletters and magazines to assist in your trading endeavors From technical analysis to finding a broker *Futures Options For Dummies* has all the information you need to capitalize on these markets

Menopause For Dummies Marcia L. Jones, Theresa Eichenwald, Nancy W. Hall, 2011-04-18 A comprehensive and practical guide for women of all ages to gain a clear view of the physical mental and emotional changes related to menopause Although menopause is a natural and inevitable stage in every woman's life its physical mental and emotional

manifestations can vary greatly from one person to the next Add the conflicting expert information about the benefits risks and side effects to which women are exposed on a daily basis and it s easy to see many women find it difficult to make informed choices about how to deal with their menopausal symptoms Authored by a team of acknowledged experts in treating menopausal symptoms Menopause For Dummies provides you with all the information you need to stay in control every step of the way In plain English it explains the role menopause plays in a variety of common health problems such as osteoporosis stroke and heart disease It walks you through proven measures for minimizing your risk of developing complications including diet and exercise stress management hormone replacement and other techniques And this no nonsense guide gives you authoritative up to the minute coverage of How to identify pre menopause perimenopause and what it means The stages of menopause How menopause can affect your body emotions and libido The latest facts about hormone replacement therapy The pros and cons of various alternative treatments The best ways of handling hot flashes Easing symptoms with diet and exercise Preventing bone loss Helpful lifestyle changes This book has four top ten lists to provide even more ways of navigating the changes you ll experience throughout menopause exposing common myths about menopause giving you the scoop on medical tests you might need kicking around ideas to kick start or rejuvenate your exercise routine and tempting you with fabulous healthy foods because eating healthy doesn t have to be boring Additionally the book has a glossary and a list of resources to find more information about menopause hormones and related conditions With Menopause For Dummies in your corner you ll have a kinder gentler change of life *Stretching For Dummies* LaReine Chabut,2011-02-25 A highly practical guide to achieving great results with stretching Did you long ago learn to fear and dread stretching because of overbearing P E teachers who forced you to touch your toes It doesn t have to be that way anymore Stretching is a powerful tool that can bring you new ease of movement an increase in your physical capabilities and deep composure that requires you to do nothing more than breathe You can always have access to it and best of all it s free Stretching for Dummies shows you that stretching is actually easy to do and reveals how you can reap the amazing benefits of stretching anywhere anytime It explains in simple terms how you can stand taller look thinner keep stress from getting the best of you keep your muscles from feeling achy and nip injuries in the bud You ll discover The why s where s when s and how s of letting loose and snapping back How to keep from hurting yourself The benefits of stretching with a partner How to target specific areas such as head shoulders knees and toes The art of breathing correctly How to use stretching to sooth lower back pain Stretches to start and end your day right Stretches you can do at your desk Stretches for various stages of life including stretches for kids and seniors This easy to use reference also includes a list of ten surprising around the house stretching accessories along with ten common aches and pain that stretching can help Regardless of how old or young you are Stretching for Dummies will introduce you to a kinder and gentler form of flexibility that will reduce that nagging tension and tenderness in your muscles and truly make you feel good all over **Teaching Kids to Spell For Dummies** Tracey

Wood,2011-05-04 Filled with enjoyable spelling activities and exercises The fun and easy way to help your K 5th grader become an A speller If you want to make spelling easier for your child or boost spelling skills and confidence you ve come to the right place Veteran reading specialist Tracey Wood gives you tips games exercises word lists and memory aids to help your child build solid spelling know how Her techniques are fun fast and effective and best of all they re not boring Discover how to Mix spelling practice with reading and writing Spell short and long vowel words Make spelling easier with word families Gain insight into sight words Break spelling into syllable chunks **AD / HD For Dummies** Jeff Strong,Carol MacHendrie,2011-04-22 Sound advice for parents whose kids have trouble concentrating According to the National Institutes of Health an estimated five to ten percent of children suffer from Attention Deficit Disorder ADD or Attention Deficit Hyperactivity Disorder ADHD This book provides answers for parents of children who may have either condition as well as for adult sufferers Written in a friendly easy to understand style it helps people recognize and understand ADD and ADHD symptoms and offers an authoritative balanced overview of both drug and non drug therapies **Firefox For Dummies** Blake Ross,2011-05-09 Firefox For Dummies gives you the inside scoop on the exciting new browser from the Web wizard that got it started The book s author Blake Ross began developing Firefox as a teenager Once available to the world the simple and powerful tool was an instant hit claiming a sizable share of the Web browser market with over 140 million downloads In this book Blake not only gives you the lowdown on how to use Firefox for safe Web searching but he also shares his insight into how the product came to life It s a combination of practical tech insight and a good story that is rare in computer books Topics covered include downloading and installing Firefox creating a home page searching with Google creating customized themes and toolbars using tabbed browsing downloading and saving files maintaining security and privacy eliminating annoying popups and adding Firefox extensions [Ajax For Dummies](#) Steve Holzner,2006-05-30 Ajax is short for Asynchronous JavaScript CSS DOM XMLHttpRequest Even if you weren t intimidated before that tidbit is probably enough to make you reach for the Excedrin Just reach for Ajax For Dummies instead With screen shots actual code and explanations and live Web sites where you can see Ajax applications doing their thing it will have you using Ajax to create Web applications that look an act like desktop applications in no time With Ajax you can speed up and clean up your Web applications Shoppers at your online store can fill their carts without waiting for multiple page refreshes Searchers on your sites can get instant results on the same page This guide takes you on a tour of how Ajax is used today complete with examples of Ajax applications in action such as an Ajax enabled Yahoo search or an Ajax based chat application Then it gives you basics on using JavaScript After that you dive in and get info on Writing some Ajax interactive mouseovers using Ajax passing data to the server with GET or POST and more Connecting to Google for a live search Using free Ajax frameworks so you don t have to start from scratch including Ajax Gold written specifically for this book AJAXLib and grabbing XML with libXmlRequest All kinds of Ajax techniques such as using Ajax for drag and drop operations pop up menus downloading

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Linux For Dummies Dee-Ann LeBlanc,2005-02-11 From installing Linux to using it as a desktop operating system this updated edition gets new users up to speed fast in the nonintimidating For Dummies style Lets beginning desktop users explore the top Linux distributions This edition focuses on six of the most popular Linux distributions Fedora Core SUSE Mandrake Xandros Linspire formerly Lindows and Knoppix Thoroughly explains installing Fedora Core the most popular distribution in addition to each of the other distributions Covers prepping a computer for Linux connecting to the Internet surfing the Web using cool Int

Visual Basic 2005 For Dummies Bill Sempf,2005-10-24 Visual Basic is Microsoft s premier programming language used by more than three million developers and in 50 million Windows applications Programming pro and veteran Wrox author Bill Sempf has thoroughly overhauled the book s organization and content making it even more accessible to programming beginners Highlights new VB features and functions including important advances in compatibility with older VB versions Offers plain English explanations of variables constants loops VB syntax forms controls objects and other fundamentals The CD ROM includes all source code and third party software tools

Design Patterns For Dummies Steve Holzner,2006-07-28 There s a pattern here and here s how to use it Find out how the 23 leading design patterns can save you time and trouble Ever feel as if you ve solved this programming problem before You or someone probably did and that s why there s a design pattern to help this time around This book shows you how and when to use the famous patterns developed by the Gang of Four plus some new ones all designed to make your programming life easier Discover how to Simplify the programming process with design patterns Make the most of the Decorator Factory and Adapter patterns Identify which pattern applies Reduce the amount of code needed for a task Create your own patterns

Buying a Computer For Dummies Dan Gookin,2005-10-27 Bestselling author Dan Gookin has updated his classic guide to cover CD burner DVD combo drives processor upgrades flat panel displays new modem and networking options new

peripherals laptops and more Worldwide shipments of new computers now top 100 million units annually and forecasters have predicted double digit increases in PC shipments for 2003 2004 Using the author s unique five step approach to smart computer shopping readers analyze their needs and match them to the perfect PC at the best price Gookin who wrote the first ever For Dummies book DOS For Dummies is renowned for his *Beginning Programming with Java For Dummies* Barry Burd, 2011-03-01 Covering everything from basic Java development concepts to the latest tools and techniques used in Java this book will put would be programmers on their way to Java mastery Explores what goes into creating a program how to put the pieces together dealing with standard programming challenges debugging and making it work Updated for the release of the Java SDK 2 0 with all examples revised to reflect the changes in the technology Creating Family Web Sites For Dummies Janine Warner, 2005-01-07 Nearly seven million individuals in the U S currently maintain their own Web sites and family sites are becoming an increasingly popular way to share family photos news and history Includes step by step instructions and templates for a variety of family site projects including sites focused on new babies weddings family reunions and other get togethers kids hobbies and activities and genealogical history The CD ROM is loaded with pre designed Web site templates and trial versions of popular software programs including Photoshop elements Dreamweaver Paint Shop Pro and Family Tree Maker **Starting a Yahoo! Business For Dummies** Rob Snell, 2006-03-20 Turn browsers into buyers boost traffic and more Build your store from scratch or make the one you have more profitable His online business has been paying his mortgage for years Now Rob Snell is sharing his Yahoo Store secrets for planning building and managing an online store that delivers the goods Here s how to profit from keywords handle credit card payments find out what s hot in other stores maximize your marketing efforts and much more Discover how to Use the Yahoo Store Editor and Manager Plan effective store navigation Use better images to sell more products Build successful advertising strategies Generate more traffic from search engines **Creating Web Pages For Dummies** Bud E. Smith, Arthur Bebak, 2007-01-23 Chances are you re already a Web user and use the Internet on a regular basis You ve probably seen a few impressive Web sites and now you re inspired to create a Web page of your own but you re not sure where to start The answer is right here Creating Web Pages For Dummies guides you through the process of making your own Web pages without hassle or confusion This straightforward book shows you just how easy it is to launch a site specialize a page making your site interactive and much more In no time you will become a pro in Web publishing basics Geocities Google page creator and AOL Web publishing Using Flickr creating blogs and selling products on eBay HTML and other handy tools to beef up your site Writing and formatting Web text Creating and adding graphics for your site Adding links animation and multimedia Designing a great looking complete Web site Besides getting to know the ins and outs of building a Web page this guide offers suggestions on Web publishing ranging from testing out your Web site and advertising your site to legal permission and displaying borrowed content This resourceful guide also includes Web lingo worth knowing

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Table of Contents Excel 2003 Reference Guide

1. Understanding the eBook Excel 2003 Reference Guide
 - The Rise of Digital Reading Excel 2003 Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2003 Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Excel 2003 Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2003 Reference Guide
 - Personalized Recommendations
 - Excel 2003 Reference Guide User Reviews and Ratings
 - Excel 2003 Reference Guide and Bestseller Lists
5. Accessing Excel 2003 Reference Guide Free and Paid eBooks

- Excel 2003 Reference Guide Public Domain eBooks
- Excel 2003 Reference Guide eBook Subscription Services
- Excel 2003 Reference Guide Budget-Friendly Options
- 6. Navigating Excel 2003 Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Excel 2003 Reference Guide Compatibility with Devices
 - Excel 2003 Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Excel 2003 Reference Guide
 - Highlighting and Note-Taking Excel 2003 Reference Guide
 - Interactive Elements Excel 2003 Reference Guide
- 8. Staying Engaged with Excel 2003 Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Excel 2003 Reference Guide
- 9. Balancing eBooks and Physical Books Excel 2003 Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Excel 2003 Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Excel 2003 Reference Guide
 - Setting Reading Goals Excel 2003 Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel 2003 Reference Guide
 - Fact-Checking eBook Content of Excel 2003 Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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