Microsoft® Excel 2003
Quick Reference Card

The Excel 2003 Screen

Title Bar, Standard Toolbar, Formula Bar, Formatting Toolbar, Menu Bar, Name Box, Select All Button, Active Cell (currently in cell A1), Columns, Pointer, Rows, Tab Scroll Buttons, Status Bar, Worksheet Tabs, Horizontal Scroll Bar, Vertical Split Bar, Task Pane, Vertical Scroll Bar, Horizontal Split Bar
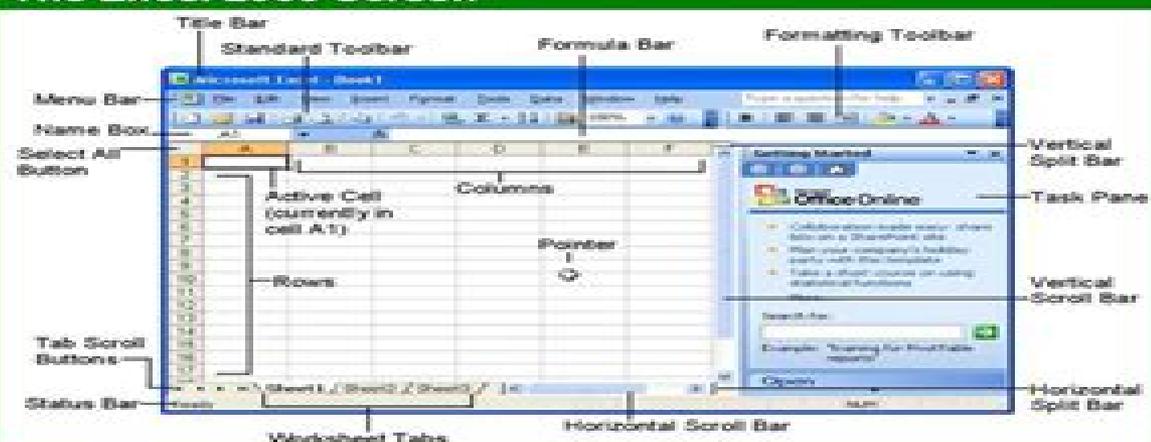
Keyboard Shortcuts

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

The Fundamentals

The Standard Toolbar

New, Save, Print, Spelling, Cut, Paste, Undo, Insert Hyperlink, Sort Ascending, Chart Wizard, Zoom, Toolbar Options, Open, E-mail, Print Preview, Research, Copy, Format Painter, Redo, AutoSum, Sort Descending, Drawing, Help

- **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 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.**

Excel 2003 User Guide

Clifford Lane

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