

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> |

Excel Quick Guide 2003

Mike Jess



Excel Quick Guide 2003:

Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **Excel Quick Guide 2003**

In a global inundated with screens and the cacophony of instantaneous communication, the profound energy and mental resonance of verbal art usually disappear into obscurity, eclipsed by the regular assault of sound and distractions. Yet, set within the musical pages of **Excel Quick Guide 2003**, a interesting function of literary splendor that impulses with raw emotions, lies an wonderful journey waiting to be embarked upon. Written by a virtuoso wordsmith, this exciting opus courses viewers on a mental odyssey, lightly revealing the latent potential and profound affect stuck within the complicated internet of language. Within the heart-wrenching expanse of the evocative examination, we can embark upon an introspective exploration of the book is main themes, dissect its captivating writing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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