

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>

Microsoft Excel 2003 Troubleshooting

J Rink



Microsoft Excel 2003 Troubleshooting:

Whispering the Techniques of Language: An Emotional Journey through **Microsoft Excel 2003 Troubleshooting**

In a digitally-driven world where monitors reign great and immediate transmission drowns out the subtleties of language, the profound techniques and emotional subtleties concealed within phrases often go unheard. Yet, situated within the pages of **Microsoft Excel 2003 Troubleshooting** a fascinating fictional value pulsing with natural emotions, lies an exceptional quest waiting to be undertaken. Composed by an experienced wordsmith, that wonderful opus invites viewers on an introspective journey, gently unraveling the veiled truths and profound affect resonating within ab muscles material of each word. Within the emotional depths with this poignant review, we shall embark upon a honest exploration of the book is key subjects, dissect its interesting writing fashion, and fail to the effective resonance it evokes serious within the recesses of readers hearts.

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