



Ohio University  
Computer Services Center  
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## Microsoft Excel 2003 Reference Guide

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### 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.

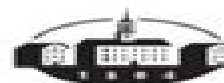
### Saving a Workbook

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

**Marcia L. Jones, Theresa  
Eichenwald, Nancy W. Hall**



## **Excel 2003 Reference Guide:**

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*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

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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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