

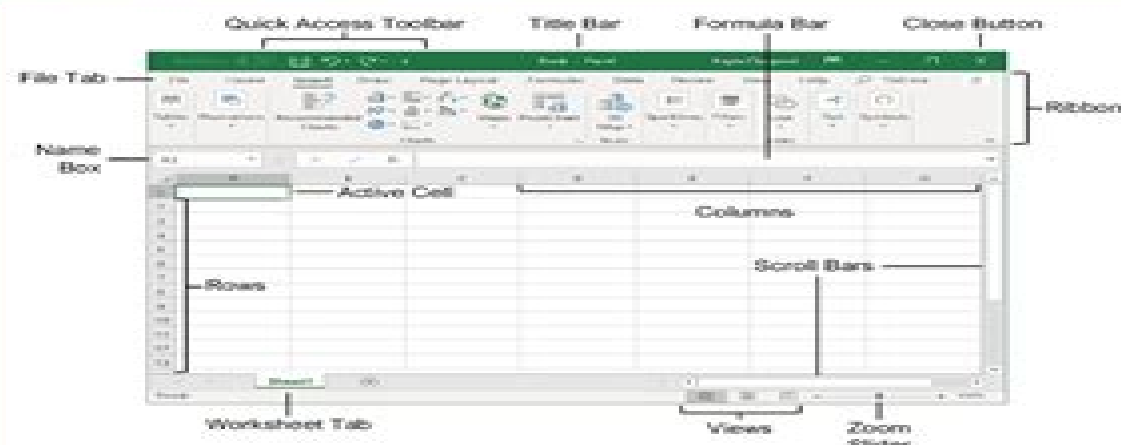


Microsoft®

Excel Cheat Sheet

Basic Skills

The Excel Program Screen



Keyboard Shortcuts

General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Tell Me field	Alt + Q
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4

Navigation

Move between cells	↑, ↓, ←, →
Right one cell	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift + Enter
Down one screen	Page Down
To first cell of active row	Home
Enable End mode	End
To cell A1	Ctrl + Home
To last cell	Ctrl + End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells dialog box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Getting Started



Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to **Repeat** once everything has been re-done.

Use Zoom: Click and drag the zoom slider to the left or right.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

Cell Address: Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



Jump to a Cell: Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Recover an Unsaved Workbook: Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.



Formula Instructions For Excel 2003 Cheat Sheet

H Kauffman



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Excel 2003: The Missing Manual Matthew MacDonald, 2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world's most popular and annoyingly complicated computer programs Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authoritative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel *Excel 2003 For Dummies Quick Reference* John Walkenbach, Colin Banfield, 2003-10-17 If you're using Excel 2003 and you'd rather be working on your projects instead of plodding through everything you could ever need to know and may never need to know about Excel this is the reference for you In a compact info packed spiral bound book that puts the facts you need at your fingertips it covers the basics most Excel users need to know including Opening saving protecting and recovering workbook files and using workbook templates Adding copying and deleting worksheets e mailing worksheet data and publishing worksheet data to the Web Entering and editing data and text and working with cells and ranges Creating formulas and functions Creating and using names Auditing formatting and printing your work Charting your data Analyzing data with pivot tables Complete with concise step by step explanations most of which take less than one page and lots of screen shots and tables this no nonsense guide gets you working instead of searching or reading A detailed index makes it easy to find what you need to know fast Excel 2003 For Dummies is a practical at a glance reference for any Excel user Excel 2003 Formulas John Walkenbach, 2011-06-24 Everything you need to know about Mastering operators error values naming techniques and absolute versus relative references Debugging formulas and using the auditing tools Importing and exporting XML files and

mapping the data to specific cells Using Excel 2003 s rights management feature Working magic with array formulas Developing custom formulas to produce the results you need Here s the formula for Excel excellence Formulas are the lifeblood of spreadsheets and no one can bring a spreadsheet to life like John Walkenbach In this detailed reference guide he delves deeply into understanding creating and applying formulas in everything from basic workbooks to charts pivot tables and more advanced Excel applications He examines financial formulas explores the many options made possible with array formulas teaches you to develop custom worksheet functions with VBA and much more Once again Mr Spreadsheet will astound you with the breadth and depth of Excel s capacity CD ROM Includes Trial version of the author s award winning Power Utility Pak 5 More than 90 sample workbooks illustrating key formula concepts [Open Learning Guide for Excel 2003 Intermediate](#) Cia Training Ltd Staff,2004-06 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a more complex Excel spreadsheet The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual step by step approach *Formulas and Functions with Microsoft Excel 2003* Paul McFedries,2004-06-11 The world of mathematical formulas and jargon in Microsoft Excel is complex and can be intimidating for even advanced computer users Perhaps like you a majority of users find it difficult to get the most they can out of this very valuable program Formulas and Functions with Microsoft Excel 2003 strives to break down the complexities by focusing on the four primary technologies to master ranges formulas data analysis tools and lists Chapters such as Getting the Most Out of Ranges Building Your Own Functions Using VBA and Solving Complex Problems with Solver will teach you practical skills and solutions that you can put to work immediately Frustration will become a thing of the past as you begin to master the complex world of Excel [Excel 2003 Power Programming with VBA](#) John Walkenbach,2013-04-26 Today no accomplished Excel programmer can afford to be without John s book The value of Excel 2003 Power Programming with VBA is double most other books simultaneously the premier reference and best learning tool for Excel VBA Loren Abdulezer Author of Excel Best Practices for Business Everything you need to know about Creating stellar UserForms and custom dialog box alternatives Working with VBA subprocedures and function procedures Incorporating event handling and interactions with other applications Building user friendly toolbars menus and help systems Manipulating files and Visual Basic components Understanding class modules Managing compatibility issues Feel the power of VBA and Excel No one can uncover Excel s hidden capabilities like Mr Spreadsheet himself John Walkenbach begins this power user s guide with a conceptual overview an analysis of Excel application development and a complete introduction to VBA Then he shows you how to customize Excel UserForms develop new utilities use VBA with charts and pivot tables create event handling applications and much more If you re fairly new to Excel programming here s the foundation you need If you re already a VBA veteran you can start mining a rich lode of programming ideas right away CD ROM Includes Trial version of the author s award winning Power Utility Pak Over one

hundred example Excel workbooks from the book System Requirements PC running Windows 2000 SP3 or later or Windows XP TM or later Microsoft Excel 2003 See the What s on the CD Appendix for details and complete system requirements

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Excel 2003 All-in-One Desk Reference For Dummies Greg Harvey,2011-03-03 When you think of number crunching and spreadsheets you think of Excel right After Word it s the most popular program in the Microsoft Office suite But if technical jargon isn t your first language you may have found Excel just a teeny bit frustrating It can be really hard to pick your way through the many features and make Excel do what you need for it to do Once you know how you can use Excel to Create fill in the blank forms Prepare expense reports and invoices Manage all sorts of data Keep sales and inventory records Analyze financial data and create forecasts Present information in charts and graphs Excel 2003 All in One Desk Reference For Dummies tames the Excel monster Nine minibooks break things down into manageable logical sections covering the basics worksheet design formulas and functions worksheet collaboration charts and graphics data management data analysis working on the Web and tweaking Excel with a programming language called Visual Basic for Applications or VBA In the friendly plain English For Dummies style this book makes it easy to find what you re looking for and get instructions for doing what you need to do You ll be able to Find your way around Excel s menus toolbars and dialog boxes and access online help Format a professional looking spreadsheet that presents data the way you choose Edit an existing spreadsheet without disturbing its design or contents Build Excel formulas and use built in functions to produce the calculations you want Share spreadsheet data with other people and programs and collect comments Create great looking charts and find out how to choose the right format to display your data effectively Use Excel to maintain large amounts of data then filter the data to extract the information you need Publish spreadsheets and charts on the Web in HTML format Explore ways to customize Excel with VBA Best of all it s easy to find what you need in Excel 2003 All in One Desk Reference For Dummies Before you know it you ll discover you ve developed a friendship with Excel that will make your life easier boost your business and impress your friends

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