

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

R Barnett



Microsoft Excel 2003 Troubleshooting:

Escape From Excel Hell Loren Abdulezer, 2006-06-06 Written especially for advanced beginners and intermediate users this book offers quick fixes for anyone bedeviled by faulty formulas failed formatting printer purgatory and other perplexing Excel problems Offers three types of fixes Escape in Under 30 Seconds Escape in Under Two Minutes and More Elaborate Escapes over 400 solutions in all Topics covered include formula fixes formatting fixes data and layout fixes for Excel charts PivotTable fixes managing complexity in very large spreadsheets fixing broken procedure functions and more Includes preventive measures and best practices that teach users how to avoid problems in the future Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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Microsoft Office Excel 2003 Inside Out Craig Stinson,Mark Dodge,2004

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