

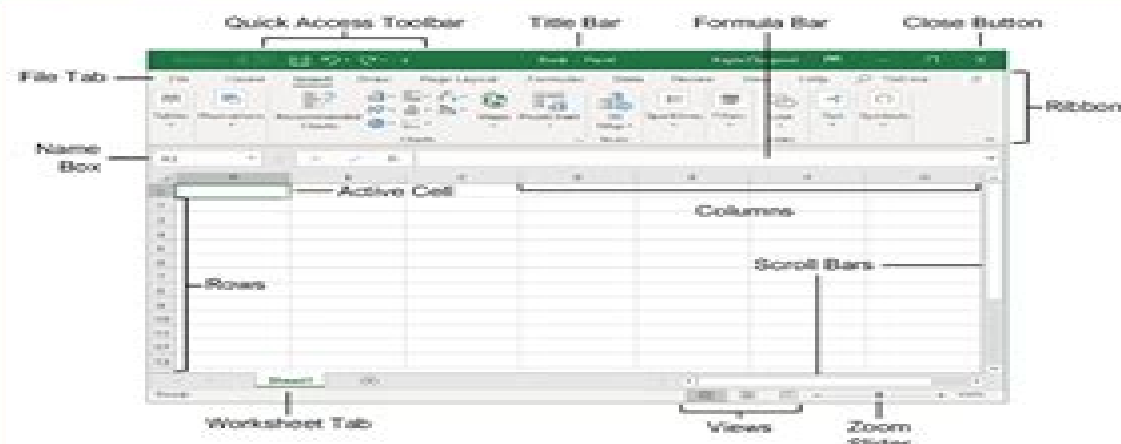


Microsoft®

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.



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S Ben Porath



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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 **Master VISUALLY Office 2003** Michael S. Toot, 2005-07-22 Master Visually Microsoft Office 2003 One picture is worth a thousand words If you prefer instructions that show you how rather than tell you why then this comprehensive reference is for you Hundreds of succinctly captioned step by step screen shots reveal how to accomplish more than 350 Office 2003 tasks including Changing line and paragraph spacing Creating letters with Mail Merge Adding images to Excel or Word documents Rearranging PowerPoint slides Planning a database and filtering data Modifying the Outlook window Checking Web site navigation

What's New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff, 2007-01-31 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word Excel and PowerPoint Also includes a command reference for each product showing Office 2003 commands and their 2007 equivalents Topics include Office The Ribbon The Office Button The Quick Access Toolbar Status Bar Mini Toolbar Using Themes to Format a Document SmartArt Shape Styles Showing the Developer Tab Saving as PDF Emailing a PDF Compatibility with Previous Versions New File Formats Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Creating and Using Quick Styles Displaying the Styles Pane Using the Apply Styles Window The Style Inspector Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part Using Cover Page Building Blocks Adding a Watermark Building Block The Reviewing Pane Tracking Moved Text Improved Compare and Combine Features No Longer Available New Word File Types Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Changes to Excel Tables Lists Enhanced Filtering Structured References in Excel Tables New Conditional Formatting Conditional Formatting Rules Manager Sorting by Icon Cell Color or Font Color Changes to PivotTables New Excel File Types PowerPoint The Selection and Visibility Pane Converting to SmartArt Adding

Placeholders to a Slide Master Resetting Placeholders Adding a Customized Layout Converting a Shape to Freeform Improvements to Gradients Background Styles New or Changed Text Features Text Wrapping Text Direction Columns Selecting Separate Areas of Text Indents New PowerPoint File Types Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Excel 2003 Advanced Quick Source Guide* Quick Source,2006-04-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Excel 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute more advanced commands of the software Advanced topics include Formatting Cells and Cell Borders Assigning a Number Format to a Cell Displaying Multiple Lines of Text in a Cell Using the Format Painter Using the AutoFormat Features Adding Conditional Formatting as well as Collapsing and Expanding a Dialog Box This guide also covers Creating and Editing an Array Formula Creating Lookup Formulas Formula Errors Correcting Formula Errors and Using Row and Column Labels in Formulas It also covers Naming a Cell Row Column or Range of Cells and Creating a 3 D Reference It covers Importing Data and Creating a Drop Down List from a Range It will show you how to Sort and Filter Data as well as how to use Solver and Goal Seek and how to Create Scenarios It covers Creating and Laying Out a PivotTable or PivotChart Report Using the PivotTable Toolbar Changing a PivotTable Report or PivotChart Format Using the Chart Toolbar and Formatting Chart Areas It will also show you how to Preview a Worksheet Print Cell Gridlines and Row and Column Headings Set Up a Print Area Print Worksheets and Selections Send a Workbook as an E mail Attachment and Send a Worksheet as an E mail Message This guide also covers Sharing a Workbook Merging Workbooks and Tracking Changes in Shared Workbooks It covers Protecting a Worksheet or Workbook and Applying Password Protection It also shows how to Customize a Toolbar or Menu Create a Custom Toolbar Customize Excel Options and much more This is an excellent companion to the Excel 2003 Quick Reference Guide [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

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- *Laminated Ca* Beezix, Inc Staff, 2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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

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Cheat Sheet Chris Le Roy,2006-01-01 Microsoft Excel Formulas & Functions Quick Reference Study Guide Laminated Cheat Sheet TeachUcomp,2023-06-28 Designed with the busy professional in mind this 4 page quick reference guide provides syntax explanations and examples for some of Microsoft Excel s most popular and powerful functions When you need to write the perfect formula you will find answers right at your fingertips with our Microsoft Excel Formulas Functions Quick Reference Guide Each topic is presented in a concise and easy to understand format allowing you to quickly grasp the essentials of each function From basic formulas to advanced lookup functions our guide provides step by step instructions and real world examples to ensure your success Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials **The Beginners Guide to Microsoft Excel 2003** Michael

McAlee,2006 This book utilizes a step by step process of creating a worksheet through Microsoft Excel to teach the novice user the basics as well as some advanced techniques of the program The book allows the student to become familiar with various key terms processes and functions of Excel and effectively gives them hands on training by creating an actual spreadsheet through various stages When finished the reader will have a general knowledge of Excel and a foundation for continuance of that knowledge This is not your typical tutorial as it is not designed to teach you everything there is to know about Excel It was written with the idea in mind of showing the student how truly intuitive the program is You will essentially teach yourself upon completion of my book I will show you the basics of Microsoft Excel and will detail how to continue learning even after you have finished **Excel Formulas And Functions Cheat Sheet** Steven Radar,2025-06-10 Excel

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Microsoft Excel 2003 Introduction Quick Reference Guide Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Excel 2003 at an introductory level The following topics are covered Creating Workbooks The New Workbook Task Pane Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop and Copying Data and Formatting to Multiple Worksheets Sheet Features Renaming Moving Copying Selecting and Editing Multiple Worksheets Simultaneously Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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

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Microsoft Excel 2003 Nevada Learning Series Inc, 2004

Microsoft Excel 2003 Advanced and Macros Quick Reference Guide Beezix, Inc Staff, 2004-03 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Excel 2003 The following topics are covered Range Names Comments Hiding Columns or Rows Mixed References More Functions Goal Seek Data Validation Conditional Formatting Scenarios Views Protecting Cells and Data Consolidation Macros Recording Running a Macro Naming a Macro Relative vs Absolute Recording Documenting Macros Automatic Macro Execution Assigning to Tools or Menus Writing a Macro Calling another Macro Getting Help on VBA and Creating a Function Procedure This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

[Excel 2003 for Starters](#) Matthew MacDonald, 2006 Provides information on using the spreadsheet software covering such topics as creating a worksheet data types formatting worksheets formulas templates and creating charts

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 In Easy Steps* ,2004-09-13 Excel 2003 in easy steps covers all the essential features of the latest version of Microsoft s leading spreadsheet application If you want detailed practical information with helpful full color illustrations all organized in a concise easy to understand format this is the book for you The first few chapters explain basic worksheet terminology and get you up and running in no time at all you ll create your own worksheets insert data then copy and format it in minutes Later chapters explore advanced techniques in a friendly informative manner using plenty of full color illustrations In this way you ll quickly get to grips with how to insert formulas and functions into worksheets Auditing cells and analyzing data via data tables PivotTables and what if scenarios will also be a breeze Other topics covered very accessibly include multiple worksheets charts printing and macros

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