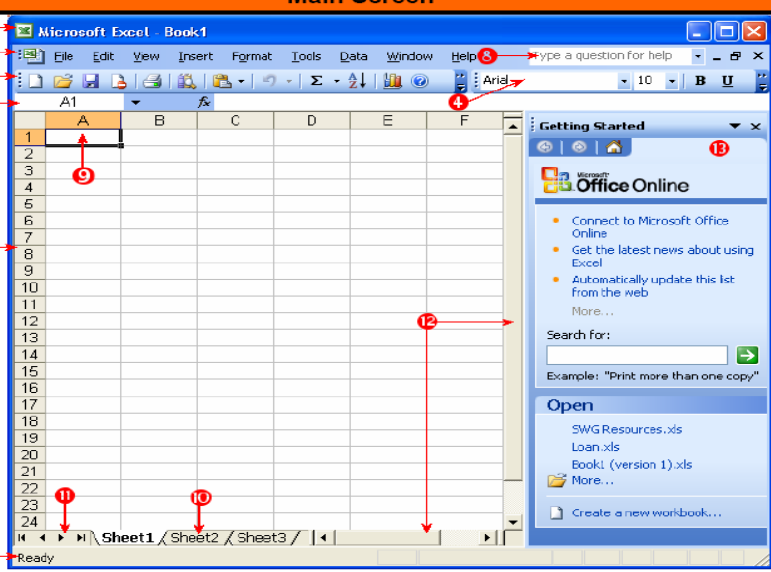
























Excel 2003 Reference Guide

Main Screen		Keyboard Shortcuts
 <p>1 The Title Bar displays the name of the application. In the upper right corner are three buttons for minimizing, maximizing/restoring the window, and closing the application.</p> <p>2 The Menu Bar contains the commands required to operate the program.</p> <p>3 The standard Tool Bar is located on the third line and can be used to quickly perform functions without having to access the menu.</p> <p>4 The Formatting Bar contains tools for modifying the appearance of the data.</p> <p>5 The Formula Bar lists the current cell and its contents.</p> <p>6 The actual Working Area is displayed in the middle of the screen. The spreadsheet is made up of columns (which run vertically) and rows (which run horizontally).</p> <p>7 At the bottom of the screen is the Status Bar which displays data about the worksheet.</p> <p>8 To the right side of the menu bar is a help box where you may enter a quick question. Simply click in the Ask a Question box and type your question (e.g., "how do I print")</p> <p>9 The intersection between a column and row is referred to as a Cell.</p> <p>10 The Sheet Indicator displays the available worksheets within the current workbook.</p> <p>11 The Sheet Navigation Bar is used to move through the active worksheets.</p> <p>12 The Scroll Bars allow you to quickly move through a large worksheet.</p> <p>13 The Task Pane is used to perform basic commands without accessing the menu.</p>	<p>Keyboard Shortcuts</p> <p>CTRL + A Select All</p> <p>CTRL + B Toggle Bold On & Off</p> <p>CTRL + C Copy Selected Cell(s)</p> <p>CTRL + F Find</p> <p>CTRL + H Replace</p> <p>CTRL + I Toggle Italics On & Off</p> <p>CTRL + K Insert a Hyperlink</p> <p>CTRL + N Create a New Workbook</p> <p>CTRL + O Open an Existing Workbook</p> <p>CTRL + P Print</p> <p>CTRL + S Save Current Workbook</p> <p>CTRL + U Toggle Underline On & Off</p> <p>CTRL + V Paste</p> <p>CTRL + W Close Current Workbook</p> <p>CTRL + X Cut Selected Item</p> <p>CTRL + Y Repeat Last Action</p> <p>CTRL + Z Undo Last Action</p> <p>CTRL + T Format Selected Cell(s)</p> <p>F1 Help</p> <p>F2 Toggle Edit On & Off</p> <p>F3 Paste Name</p> <p>F4 Repeat</p> <p>F5 Go To</p> <p>F6 Next Pane</p> <p>F7 Spelling</p> <p>F8 Toggle Extend Mode On & Off</p> <p>F9 Recalculate All Sheets</p> <p>F10 Display Menu</p> <p>F11 Creates a New Chart</p> <p>F12 Save As</p> <p>SHIFT + F1 Context Sensitive Help</p> <p>SHIFT + F2 Edit a Comment</p> <p>SHIFT + F3 Paste Function</p> <p>SHIFT + F4 Find Next</p> <p>SHIFT + F5 Find</p> <p>SHIFT + F6 Previous Pane</p> <p>SHIFT + F8 Toggle Add Mode On & Off</p> <p>SHIFT + F9 Recalculate Active Sheet</p> <p>SHIFT + F10 Shortcut Menu</p> <p>SHIFT + F11 Creates a New Worksheet</p> <p>SHIFT + F12 Save</p> <p>Movement Keys</p> <p>CTRL + ← Moves to Beginning of Cell Block</p> <p>CTRL + → Moves to End of Cell Block</p> <p>CTRL + ↑ Moves to Top of Cell Block</p> <p>CTRL + ↓ Moves to Bottom of Cell Block</p> <p>HOME Moves to Beginning of Row</p> <p>END + → Moves to End of Row</p> <p>PG↓ Scrolls Down One Screen</p> <p>PG↑ Scrolls Up One Screen</p> <p>ALT + PG+ Scrolls One Screen Left</p> <p>ALT + PG- Scrolls One Screen Right</p> <p>CTRL + HOME Top Left of Worksheet</p> <p>CTRL + END Bottom Right of Worksheet</p> <p>CTRL + G Move to a Specific Cell</p>	

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Basic Commands		Built-In Functions	
Adjusting Column Width	Place the mouse pointer in the column header area to the right of the lettered column you want to adjust. When the pointer changes shape  , click and drag to increase/decrease the width. If you double-click, Excel will "best fit" the column to accommodate the largest entry.	SUM()	This function calculates the sum of a block of numbers. The  tool is used to quickly sum the current column or row. Click on the down arrow  beside this tool to access the other functions.
Aligning Cells	Click on  to left align the current cell(s). Click on  to center the current cell(s) Click on  to right align the current cell(s)	AVERAGE()	Calculates the average of a block of values.
Changing Page Setup	To modify margins, paper size, assign a header or footer, and sheet printout properties access the File → Page Setup menu.	MAX()	This function is used to display the largest value within a block.
Copying Data	<ol style="list-style-type: none"> 1 Select the cell(s) to be copied. 2 Move to the middle of the selected cell(s) 3 While holding down the CTRL key, click and drag the cell(s) to a new location. 	MIN()	This function is used to display the smallest value within a block.
Creating a New Workbook	Click on  or access the File → New menu.	COUNT()	Displays the number of values within the selected block.
Deleting Data	Select the cell containing the data to be removed and press DEL .	Quick Tips	
Editing a Cell	<ol style="list-style-type: none"> 1 Double-Click the cell or press F2 2 Make the necessary changes. 3 When done, click on  or press ENTER. 	<ul style="list-style-type: none"> ➤ To quickly create a professional looking worksheet, access the Format → AutoFormat menu and then select from one of the available predefined options. ➤ To create a simple chart, select the data to be graphed, click on the  tool and then follow the Chart Wizard steps. ➤ To quickly copy the format of one cell to another, select the cell containing the format you want applied to the other, click on the  tool and then "paint" the format onto the other cell. ➤ Instead of creating a workbook from scratch, use one of Excel's built-in templates to create professional documents containing text, calculations, and formatting codes. All you will need to do is modify it to include your own data. Each time you choose to create a new workbook, Excel asks which template you want to base the new file on and offers a preview of each available template. 	
Entering Data	<ol style="list-style-type: none"> 1 Select the cell where you want the data stored. 2 Type the data. 3 When done, press ENTER. 		
Entering a Formula	<ol style="list-style-type: none"> 1 Select the cell to store the formula in and press . 2 Enter the actual formula. 3 When done, press ENTER. 		
Filling a Formula	<ol style="list-style-type: none"> 1 Select the cell containing the formula. 2 Point to the bottom right corner of the cell until you see . 3 Click and drag to "fill" the formula to the other cells. 		
Moving Data	<ol style="list-style-type: none"> 1 Select the cell(s) to be moved. 2 Move to the middle of the selected cell(s) 3 Click and drag the cell(s) to their new location. 		
Opening a Workbook	Click on  or access the File → Open menu.	Mouse Shapes	
Print Previewing	Click on  or access the File → Print Preview menu.		When the mouse pointer looks like a thick cross, it can be used to select a single cell or a block of cells for editing purposes. This appears when you point in the middle of a cell.
Printing	Click on  or access the File → Print menu.		When the mouse is in the shape of a diagonal arrow, you can move the selected cell(s) to another location on the worksheet by dragging.
Saving a Workbook	Click on  or access the File → Save menu.		When the mouse is in the shape of a thin cross-hair, you can fill a formula or other information into adjacent cells within the current worksheet.
Sorting Data	Click on  to sort in ascending order. Click on  to sort in descending order.		
Spell Checking	Click on  to spell check the current worksheet.		