

MICROSOFT
OFFICE

Excel 2003



Shelly
Cashman
Series

The screenshot shows the Microsoft Excel 2003 interface. The main window displays a spreadsheet titled 'Outlander Spices' with the subtitle 'Total sales for 2003-2004'. The spreadsheet has columns for Product, North, South, East, West, and Total. The data is as follows:

Product	North	South	East	West	Total
Anise Seeds	\$2,007	\$7,609	\$1,753	\$2,103	\$13,472
Acacia Pods Powder	\$2,883	\$3,778	\$2,498	\$2,368	\$11,527
Black Leaf	\$4,889	\$1,484	\$2,076	\$2,503	\$10,952
Bay Leaf	\$2,325	\$1,014	\$2,791	\$1,343	\$7,473
Cumin Seed	\$2,654	\$1,248	\$2,283	\$1,664	\$7,849
Total	\$14,758	\$15,129	\$12,411	\$10,002	\$52,300

The 'Getting Started' task pane is open on the right, showing 'Office Online' and 'Open' options. The status bar at the bottom indicates 'Ready' and 'Sheet1, 104,856 cells, 1 sheet'.

Toolbars

Contains buttons and drop-down lists for common tasks, such as saving files **A**, inserting frequently used functions **B**, and changing the number of decimal places displayed **C**. To modify a toolbar, right-click it and choose **Customize**. To display or hide a toolbar, right-click any toolbar and then choose the name of the desired toolbar.

Formula bar

Provides an area for entering and editing values, formulas, and text. To insert a formula, select the desired cell and then use the keyboard. As you type, the formula is displayed in the formula bar. Click the **Enter** button **D** to accept the formula, or click the **Cancel** button **E** to delete it and start over. To create a formula based on one of Excel's built-in functions, click the **Insert Function** button **A**. Use the **Name** box on the left to assign descriptive names to selected cells.

Task panes

Provide shortcuts for performing common tasks. Click the down arrow in the upper-right corner to switch to a different task pane, such as **New Workbook**, **Research**, **Clipboard**, or **Clip Art**.



Workbook navigation

To activate a worksheet, click its tab at the bottom of the program window. If the desired tab is hidden, display it by using the scrolling buttons.

Status bar

Provides information and instructions for the active worksheet. You can use the status bar to perform quick calculations on a range of values without modifying the worksheet. To do so, select the range, right-click anywhere on the status bar, and then choose the desired function (for example, **Sum** or **Average**). The result will appear in the status bar's calculation area.



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Menu Quick Reference

Experiment

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- Tools
- Window
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- Shortcuts menu



Basic Topics

Keyboard shortcuts and on-screen activities

- Set the default location for your Excel files
- Use AutoFill to enter a numerical series
- Apply conditional formats
- Create a formula
- Insert a function



Advanced Topics

Working with names, lists, tables, and lists

- Enter data by using lists
- Enter a linked reference in a formula
- Sorting worksheets
- Create range names based on existing lists
- Summarize a list by using a PivotTable



Top Productivity Tips and Solutions

Useful One-clicks

- Use a shortcut menu to activate worksheets
- Copy the content of a group to other worksheets
- Select cells by data type
- Insert a picture in a header
- Join text from multiple cells



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Microsoft Office Excel 2003 Comprehensive Concepts And Techniques

PT Brinkman



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