



Getting Started

The Excel Window



- **Menu Bar** - contains all tools for use with Excel 2003.
- **Standard Toolbar** - contains shortcuts for standard Excel actions and tools.
- **Formatting Toolbars** - contain shortcuts for applying formatting features to your documents.
- **Formula Bar** - contains the tools for creating and editing formulas.
- **Worksheet Area** - displays the current worksheet.
- **Type a Question for Help Box** - provides quick access to help when you have a question.
- **Task Pane** - displays tasks according to the selected task category.

Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.

Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select **New** from the **File** menu to create a new workbook, the **New Workbook** pane will appear in the task pane.

- To change the task category, click the down arrow (▼) on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** (←) and **Forward** (→) buttons, or click the **Home** (🏠) button to return to the **Getting Started** task pane.
- To open or close the task pane, select **Task Pane** from the **View** menu, or press **Ctrl + F7**. To quickly close the task pane, click the **Close** (X) button in the upper-right corner of the pane.



Using the Getting Started Task Pane

The **Getting Started** task pane appears when you open Excel 2003. It allows you to search for items, open recent workbooks, create a new workbook, and access Microsoft Office Online.

Creating a Blank Workbook

1. Select **New** from the **File** menu. The **New Workbook** task pane will appear.
2. In the **New** section, click the **Blank Workbook** shortcut. *Note:* To quickly create a new blank workbook, press **Ctrl + N** or click the **New** (📄) button on the **Standard** toolbar.

Creating a Workbook Based on a Template

1. Select **New** from the **File** menu. The **New Workbook** task pane will appear.
2. In the **Templates** section, click the **On my computer** shortcut.
3. In the **Template** dialog box, click the **Spreadsheet Solutions** tab to view various custom templates. *Note:* Most templates will display a preview in the right pane of the **Template** dialog box when you click once on a template.
4. Select the workbook and click the **OK** button.

Opening a Workbook

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** (📄) button on the **Standard** toolbar.
 2. Locate and select the workbook that you want to open.
 3. Click the **Open** button.
- Note:* The **Getting Started** task pane lists the most recently opened workbooks. Click once on a workbook to open it.

Searching for a Workbook

1. Select **File Search** from the **File** menu. The **Basic File Search** task pane will appear.
2. In the **Search** task box, enter keywords you want to search for.
3. *Optional:* Select other search options. You can select a location to search in and the type of file to search.
4. Click the **Go** button. Excel will display a list of search results.
5. To select one of the resulting workbooks, click once on the workbook name, or rest the mouse pointer on a file and click the arrow next to the file name to select from a list of actions. *Note:* Click on **Advanced File Search** for advanced search options.

Saving a Workbook

1. Select **Save** from the **File** menu.
 2. Select the location where you want to save the workbook.
 3. Enter a file name in the **File name** box.
 4. Click the **Save** button.
- Note:* To quickly save after the initial save, press **Ctrl + S** or click the **Save** (💾) button on the **Standard** toolbar.

Saving a Workbook as a Web Page

1. Select **Save as Web Page** from the **File** menu.
2. Select the location where you want to save the workbook.
3. Enter a file name in the **File name** box.
4. *Optional:* Click the **Change Title** button, enter a title in the **Page title** box, and click the **OK** button.
5. Click the **Save** button when you are finished.

Closing Workbooks

- To close the active worksheet window, click the **Close** (X) button in the upper-right corner of the window. *Note:* If the active window is the only open window of the workbook, then the active workbook will be closed.
- To close all open windows of a workbook, select **Close** from the **File** menu.
- To close all open workbooks, hold the **Shift** key and select **Close All** from the **File** menu.

Microsoft Excel 2003 Quick Source Guide

L Darling-Hammond



Microsoft Excel 2003 Quick Source Guide:

Microsoft Excel 2003 Quick Source Guide Quick Source, 2003-10-01 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 the basic commands of the software Topics include Using the NEW Getting Started and Research Task Panes Creating Opening Searching for Saving and Closing Workbooks Inserting Renaming Moving Copying Deleting and Color Coding Worksheets Creating Headers and Footers Viewing Multiple Workbooks Selecting Inserting and Freezing Rows and Columns Splitting Panes Inserting Formatting and Merging Cells Entering Moving and Copying Data Using AutoFill and the Office Clipboard Creating Moving and Copying Formulas Understanding Cell References Comparing Workbooks Side by Side Tracking Changes Inserting Comments Creating Charts Printing a Workbook Worksheet or Selection Restricting Permission and much more An excellent instructional tool for a user Excel 2003 it also serves as a handy reference tool for the more experienced user

Microsoft Office Excel 2003 QuickSteps John Cronan, 2004-01-27 Brace yourself because here comes QuickSteps The fast easy accessible information on Excel 2003 in a full color cookbook style format Provides answers to all of your How do I questions in a concise and meaningful way Lengthwise page layout allows for easy page viewing Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves

PCs For Dummies Quick Reference Dan Gookin, 2005-04-08 If you aren't a proficient PC pro and you want to get answers and get going this is your practical reference In a concise no frills style it gives you the vital information on Setting up and connecting your PC and peripherals including your keyboard digital camera joystick modem monitor printer scanner wireless gizmos and more Installing hardware and software Creating managing naming opening saving and finding files Organizing your stuff with info on folders Windows Explorer Compressed ZIP folders and more Networking including accessing another computer or a shared folder connecting to the network and workgroups Creating your own CDs including building and burning a playlist importing music and more The printer keyboard and the mouse With step by step instructions and lots of screen shots this book helps you walk the walk In case you want to talk the talk there's a glossary with clear definitions of common PC terms A detailed index helps you find the how to you need fast If you want to know the history of the PC and all of its intricacies get a big book If you want to know how to get your PC to do what you need it to do get this handy little reference and get to work fast

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the Internet search the Web add favorites use the new file management system and more

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Logic For Dummies Mark Zegarelli, 2006-11-29 A straightforward guide to logic concepts Logic concepts are more mainstream than you may realize There s logic every place you look and in almost everything you do from deciding which shirt to buy to asking your boss for a raise and even to watching television where themes of such shows as CSI and Numbers incorporate a variety of logistical studies Logic For Dummies explains a vast array of logical concepts and processes in easy to understand language that make everything clear to you whether you re a college student or a student of life You ll find out about Formal Logic Syllogisms Constructing proofs and refutations Propositional and predicate logic Modal and fuzzy logic Symbolic logic Deductive and inductive reasoning Logic For Dummies tracks an introductory logic course at the college level Concrete real world examples help you understand each concept you encounter while fully worked out proofs and fun logic problems encourage you students to apply what you ve learned

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Home-Based Business For Dummies Paul Edwards, Sarah Edwards, Peter Economy, 2011-03-16 Thanks to the Internet home based businesses are booming With a home computer and a good idea you can market and sell almost anything in the world just from home Whether you're selling homemade jams or working as a business consultant today's entrepreneur doesn't even have to leave home Home Based Business For Dummies 2nd Edition will help you make your endeavor profitable and successful Ideal for future entrepreneurs who have the urge and want to know how this updated guide includes new information on home business scams and how to avoid them shows how to create an efficient comfortable but not too comfortable work environment explains how to put new technologies to work for you and much more There's even a 10 question quiz to help you determine if you're ready You'll learn all the basics including Selecting the right kind of business for you Setting up a home office Managing money credit and financing Marketing almost anything in the world Avoiding distractions at home

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Service Oriented Architecture For Dummies Judith S. Hurwitz,Robin Bloor,Carol Baroudi,Marcia Kaufman,2006-10-25 SOA is the most important initiative facing IT and is difficult to grasp This book demystifies the topic of SOA and makes it accessible to those people who hear the term but aren t really sure what it means It covers what SOA is why it matters how it can impact businesses and how to take steps to implement SOA in a corporate environment

Coaching Football For Dummies The National Alliance For Youth Sports,2006-07-12 Few experiences are more rewarding than coaching a youth football team Your journey through the season will be packed with moments that make you smile and that you and your players will remember for the rest of your lives But what if you ve never coached before No worries Coaching Football For Dummies is the fun and easy way to tackle the basics of coaching youth football This friendly guide shows you how to teach your players effectively regardless of their age or skill level and lead your team to victory even if you re a first time coach You ll discover how to Develop a coaching philosophy Teach football fundamentals Encourage good sportsmanship Improve your team s skills Ensure safety on the field Communicate effectively with parents Packed with valuable information on preparing your game plan before you even step on the field this hands on resource gives you expert guidance in building your coaching skills from evaluating your players and running enjoyable productive practices to working with all types of kids uncoordinated shy highly talented at once You ll find a variety of fun filled drills for teaching everything from tackling and blocking to running and catching as well as advanced drills to take your players skills up a notch You ll also see how to Conduct a preseason parents meeting an often overlooked aspect of coaching Gather the necessary gear and fit

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Beginning Programming with Java For Dummies Barry Burd,2011-03-01 Covering everything from basic Java development concepts to the latest tools and techniques used in Java this book will put would be programmers on their way to Java mastery Explores what goes into creating a program how to put the pieces together dealing with standard programming challenges debugging and making it work Updated for the release of the Java SDK 2 0 with all examples revised to reflect the changes in the technology

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Nutrition For Dummies Carol Ann Rinzler,2010-12-15 You ve been hearing it since you were a little kid You are what you eat But unlike most of the adages you ve long since debunked this wise saying is true Good nutrition is the key to achieving and maintaining a healthy weight and lifelong good health no matter how you slice it This edition of Nutrition for Dummies has been updated with the latest revisions of the Dietary Guidelines for Americans new

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