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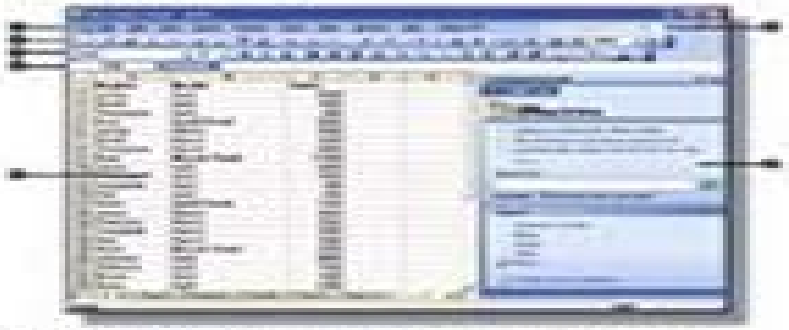
Excel 2003

Getting Started

The Excel Window



- **Menu Bar** – contains all tools for working 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 tools 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 replicates 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 + F1**. To quickly close the task pane, click the **Close** 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 **Templates** dialog box, click the **Spreadsheet Solutions** tab to view various available templates. (Note: Most templates will display a preview in the right pane of the **Templates** dialog box when you click it once on a template.)
4. Select the template 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 one to open it immediately.

Searching for a Workbook

1. Select **File Search** from the **File** menu. The **Basic File Search** task pane will appear.
2. In the **Search for** box, enter keywords you want to search for.
3. Optional: Select other search options. You can refine a location to search or limit 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 matching workbooks, click once on the workbook name, or use the mouse pointer to hover over a file and click the arrow that appears 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 workbook window, click the **Close** button in the upper-right corner of the window. (Note: If the active window is the only open window of the workbook, then the entire 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

Gary B. Shelly,Thomas J. Cashman,James S. Quasney

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 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

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