



Getting Started

The Excel Window



- **Home Bar** – contains all tools for use with Excel 2003.
- **Standard Toolbar** – contains buttons for common Excel actions such as:

 - **Formatting Tools** – contains buttons for applying common text formats to selected items.
 - **Formulas Bar** – contains the formula bar control and edit box.
 - **Worksheet Area** – displays the current worksheet.
 - **Page & Preview Bar** – provides specific controls for displaying your document as a preview.
 - **Task Pane** – displays tasks according to the selected task category.

When the task pane displays a function, click **Task Pane** above the Home tab and select the function from the resulting menu.

Using the Task Pane

The task pane contains categorized tasks, such as **Formatting**. For example, when you select **Save** from the File menu, **Save** is a new task, but the **Save Workbook** item will remain in the task pane.

- To perform a task, click the task pane, click the **Start** button on the task pane, and select a category from the resulting menu.
- To execute a task, click the task pane, click the **Start** and **Run** buttons, or click the **Run** button to perform the task pane.
- To exit a task, click the task pane, click **Task Pane** above the **Home** tab, or press **Ctrl** + **F1**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.

Using the Quick Access Toolbar

The **Quick Access** tool bar appears when you open Excel 2003. It allows you to quickly save, open, and close files, create a new workbook, and access Microsoft Online Office.



Creating a Microsoft Workbook

- Select **New** from the **File** menu. The **New Workbook** task pane appears.
- In the **New** section, click the **Blank Workbook** item.
- The **Blank Workbook** item is selected, press **Ctrl** + **S** to save the **New Workbook** task pane.

Creating a Microsoft Workbook from a Template

- Select **New** from the **File** menu. The **New Workbook** task pane will appear.
- In the **Templates** section, click the **My Computer** tab.
- In the **My Computer** tab, click the **Open** button. **Open** dialog box appears.
- In the **Open** dialog box, click the **My Computer** tab.
- In the **My Computer** tab, click the **Blank Workbook** item.
- In the **Blank Workbook** item, click **Open**.
- In the **Save As** dialog box, click the **Save** button.

Opening a Workbook

- Select **Open** from the **File** menu, press **Ctrl** + **O**, or click the **Open** button on the Standard toolbar.
- Click the **Open** button.
- The **Open** dialog box appears.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks. **Open** menu has a additional item.

Opening a File in a Workbook

- Select **File** from the **File** menu. The **Blank Workbook** task pane will appear.
- In the **Blank** item, click **Open** to open the **Open** dialog box.
- Click the **Blank** item.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks, click **Open** to open the **Open** dialog box, click **File** tab, and click **Open** to open the **Open** dialog box.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks.
- In the **Recent** list, click the **Open** item.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks.
- In the **Recent** list, click the **Open** item.

Opening a Workbook

- Select **New** from the **File** menu.
- Select the **Blank Workbook** item to open the **New Workbook** task pane.
- Click the **Open** button.
- The **Open** dialog box appears.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks.
- In the **Recent** list, click the **Open** item.

Opening a Workbook and a Worksheet

- Select **New** from the **File** menu.
- Select the **Blank Workbook** item to open the **New Workbook** task pane.
- Click the **Open** button.
- The **Open** dialog box appears.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks.
- In the **Recent** list, click the **Open** item.
- In the **Open** dialog box, click the **File** tab.
- In the **File** tab, click **Recent** to view the most recently opened workbooks.
- In the **Recent** list, click the **Open** item.

Opening Workbook

- To open a specific worksheet, click the **Close** button in the upper-right corner of the worksheet.
- Click the **Close** button in the upper-right corner of the worksheet, when the **Close** button is selected.
- To close all open workbooks, click the **Close** button in the upper-right corner of the window.
- To close all open workbooks, click the **Close** button in the upper-right corner of the window.
- To close all open workbooks, click the **Close** button in the upper-right corner of the window.

Microsoft Excel 2003 Quick Source Guide

Andrew Fuller, Ravipal Soin

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

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Hibernate brings a stable mature object relational mapping technology with the ability to integrate with legacy systems and SiteMesh handles flexible layout control and page decoration Grails complements these with additional features that take advantage of the coding by convention paradigm such as dynamic tag libraries Grails object relational mapping Groovy Server Pages and scaffolding Graeme Rocher Grails lead and founder and Jeff Brown bring you completely up to date with their authoritative and fully comprehensive guide to the Grails 2 framework You ll get to know all the core features services and Grails extensions via plug ins and understand the roles that Groovy and Grails are playing in the changing Web

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