

MICROSOFT  
OFFICE

# Excel 2003



SHelly  
CASHMAN  
SERIES.

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

Product	North	South	East	West	Total
Anise Seeds	\$2,002	\$1,609	\$1,753	\$2,103	\$7,467
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	\$1,814	\$2,791	\$1,343	\$8,273
Cumin Seed	\$2,654	\$1,248	\$2,283	\$1,664	\$7,849
Total	\$14,653	\$10,934	\$12,411	\$10,002	\$48,000

On the right side, the 'Getting Started' task pane is open, showing options to connect to Office Online, search for information, and open existing workbooks.

## 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

- File
- Edit
- View
- Format
- Insert
- Tools
- Window
- Data
- Help
- 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



Page 2 only

Page 3

Page 5

Page 6

# Microsoft Office Excel 2003 Comprehensive Concepts And Techniques

**Gary B. Shelly, Thomas J.  
Cashman, Philip Pratt, Mary Z. Last**



## **Microsoft Office Excel 2003 Comprehensive Concepts And Techniques:**

**Microsoft Office Excel 2003: Comprehensive Concepts and Techniques**, 2005-01-01      **Microsoft Office Excel 2003** Gary B. Shelly, 2007      **Microsoft Office Excel 2003** Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 2005-03

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## **Table of Contents Microsoft Office Excel 2003 Comprehensive Concepts And Techniques**

1. Understanding the eBook Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - The Rise of Digital Reading Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Personalized Recommendations
  - Microsoft Office Excel 2003 Comprehensive Concepts And Techniques User Reviews and Ratings
  - Microsoft Office Excel 2003 Comprehensive Concepts And Techniques and Bestseller Lists
5. Accessing Microsoft Office Excel 2003 Comprehensive Concepts And Techniques Free and Paid eBooks
  - Microsoft Office Excel 2003 Comprehensive Concepts And Techniques Public Domain eBooks
  - Microsoft Office Excel 2003 Comprehensive Concepts And Techniques eBook Subscription Services
  - Microsoft Office Excel 2003 Comprehensive Concepts And Techniques Budget-Friendly Options
6. Navigating Microsoft Office Excel 2003 Comprehensive Concepts And Techniques eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Office Excel 2003 Comprehensive Concepts And Techniques Compatibility with Devices
- Microsoft Office Excel 2003 Comprehensive Concepts And Techniques Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Highlighting and Note-Taking Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Interactive Elements Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
- 8. Staying Engaged with Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
- 9. Balancing eBooks and Physical Books Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Setting Reading Goals Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Fact-Checking eBook Content of Microsoft Office Excel 2003 Comprehensive Concepts And Techniques
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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