



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 quick access to basic actions such as zoom.
 - **Task Pane** – displays tasks according to the selected task category.

When the task pane is visible, click **Task Pane** above the Home tab and click the button from the following tasks:

Using the Task Pane

The task pane contains categorized tasks, such as **Formatting**. For example, when you click **Format Cells** the task pane displays a new subtask, the **Font** subtask. The **Font** subtask does not appear in the task pane.

- To collapse (expand) categories, click the **down arrow** on the task pane, and select a category from the resulting list.
- To expand (collapse) other task panes, click the **black** and **expand** buttons, or click the **Minimize** button to collapse all other subtasks.
- To open or close 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 Start Task Pane

The **Quick Start** task pane appears when you open Excel 2003. It allows you to create a new, open, recent, or blank, or create a new worksheet, and create Microsoft Office Online.

Creating a Microsoft Workbook

- On the Home tab, click the **File** menu **New**.
- On the New submenu, click the **Blank Workbook** option.
- The new file contains a new blank worksheet, named **Sheet1**.

Creating a Microsoft Workbook from a Template

- On the Home tab, click the **File** menu **New**.
- On the New submenu, click the **New Workbook** option.
- On the New Workbook dialog box, click the **Open** button.
- On the **Open** dialog box, click the **Look in** dropdown button, and select the **Template** folder.
- On the **Template** list, click the **Blank** template.
- Click the **Open** button.

Opening a Workbook

- On the Home tab, click the **File** menu, press **Ctrl + O**, or click the **Open** button on the Standard toolbar.
- Locate and select the workbook that you want to open.
- Click the **Open** button.
- On the **Get Help** tab, click **Search** and enter **open**.
- Click the **Search** button.

Opening a File in a Workbook

- On the Home tab, click the **File** menu, the **Open File** submenu, and click **Open**.
- On the **Open** dialog box, select **Recent** files that you want to open.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **File** tab.
- Click the **Look in** dropdown button, and select the **Recent** tab.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **File** tab.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **Recent** tab.
- Click the **Open** button.

Opening a Workbook

- On the Home tab, click the **File** menu.
- On the **File** tab, click **Open** and click **Recent** to open the workbook.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **File** tab.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **Recent** tab.
- Click the **Open** button.

Opening a Workbook and a Worksheet

- On the Home tab, click the **File** tab.
- On the **File** tab, click **Open** and click **Recent** to open the workbook.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **File** tab.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **Recent** tab.
- Click the **Open** button.

Opening Worksheets

- To open another worksheet, click the **Close** button in the upper right corner of the worksheet.
- Click the **Switch Window** button in the ribbon to open another worksheet.
- Open the **Switch Window** submenu, and click the **Other Windows** button on the **Switch Window** submenu.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **File** tab.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **Recent** tab.
- Click the **Open** button.
- On the **Open** dialog box, click **Look in** and select the **File** tab.
- Click the **Open** button.

Microsoft Excel 2003 Quick Source Guide

Quick Source

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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web 4 risk management rm is the process that guides management decisions to a safer workplace c roles and responsibilities

1 directors shall ensure implementation of a safety risk management program that follows the guiding principles and the si risk management five step process that are fully addressed in attachment 1 and section

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