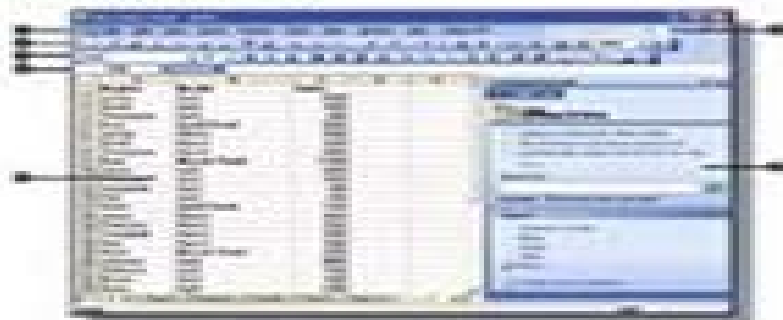




Getting Started

The Excel Window



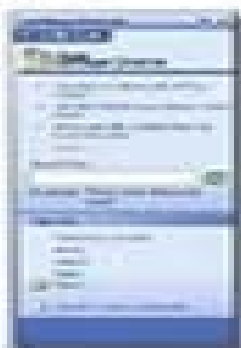
- **Menu Bar** – contains all tools for use with Excel 2003.
- **Standard Toolbar** – contains shortcuts for standard Excel actions and tools.
- **Formatting Taskbars** – contains shortcuts for applying formatting features to your documents.
- **Formula Bar** – contains the tools for creating and editing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

*How 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 displays commonly-used dialog boxes. For example, when you select **New** from the **File** menu, 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 + F3**. 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** document.
- How 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 **Template** section, click the **My templates** document.
3. In the **Template** dialog box, click the **Spreadsheet** subcategory tab to view various template categories. (After that templates will display a preview in the right pane of the **Template** dialog box when you click **More as 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.
- After 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 pane, 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 use the mouse pointer to a file and click. The arrow next to the file name to select from a list of actions.
- After click on **Advanced File Search** for advanced search options.*

Saving a Workbook

1. Select **New** 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.
- How 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 without, 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



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 *Microsoft Excel 2003 Advanced Quick Source Guide* Quick

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Mircosoft office outlook 2003 inside out Jim Boyce, 2004 *Books In Print 2004-2005*

Ed Bowker Staff, Staff Bowker, Ed, 2004 *Excel 2003*, 2006 *The Definitive Guide to Grails 2* Jeff Scott Brown, Graeme Rocher, 2013-02-03 Grails is a full stack framework which aims to greatly simplify the task of building serious web applications for the JVM The concepts within Grails like interceptors tag libs and Groovy Server Pages GSP make those in the Java community feel right at home Grails foundation is on solid open source technologies such as Spring Hibernate and SiteMesh which gives it even more potential in the Java space Spring provides powerful inversion of control and MVC

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