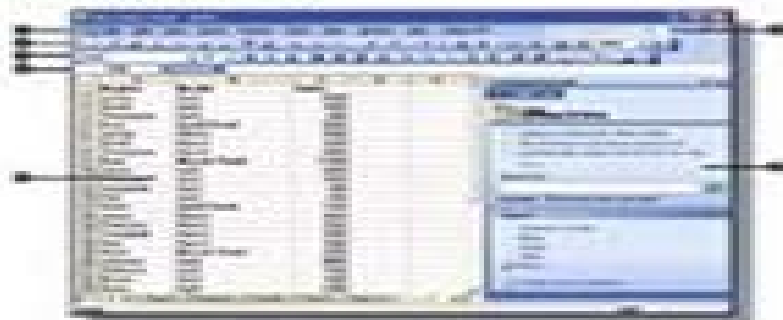




## Getting Started

### The Excel Window



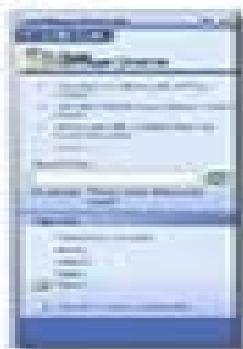
- **Menu Bar** - contains all tools for use with Excel 2003.
- **Standard Toolbar** - contains shortcuts for standard Excel actions and tools.
- **Formatting Taskbars** - contains shortcuts for applying formatting features to your documents.
- **Formula Bar** - contains the tools for creating and editing 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 task 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 button. *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 template button.
3. In the Template dialog box, click the Spreadsheet button. *How To view various existing templates, click the Template button in the right pane of the Template dialog box when you click my template button.*
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, **Ctrl + O** will open 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. *How To select one of the file names to select from a list of actions, click **Ctrl + A** followed by 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.
- 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. *How To close the active window in the only open window of the workbook, then the active 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 **Alt** from the File menu.



# **Microsoft Excel 2003 Quick Source Guide**

**Melvil Dewey, Richard Rogers  
Bowker, L. Pylodet, Charles Ammi  
Cutter, Bertine Emma Weston, Karl  
Brown, Helen E. Wessells**

## **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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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

**Forthcoming Books** Rose Arny,2003-04      **The British National Bibliography** Arthur James Wells,2009

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