



## 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 Access Toolbar

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

### Creating a Microsoft Workbook

- On the Home tab, click the **New** button .
- In the New section, click the **Blank Workbook** icon.
- The new file contains a new blank worksheet, named **Sheet1**.

### Creating a Microsoft Workbook from a Template

- On the Home tab, click the **New** button .
- In the **Blank Workbook** section, click the **New from Template** icon.
- In the **Blank Workbook** dialog box, click the **Open** button.
- Under **Recent**, click the template you want to open.
- Click the **Open** button.
- The **Formatting Selected** task pane lists the most recent open template. Click **Open** next to a template to open it.
- In the **Open** dialog box, click **OK**.

### Opening a Workbook

- In the **Open** dialog box, click the **Open** button .
- Under **Recent**, click the workbook that you want to open.
- Click the **Open** button.
- The **Formatting Selected** task pane lists the most recent open template. Click **Open** next to a template to open it.

### Opening a File in a Workbook

- On the Home tab, click the **File** icon. The **Open File** dialog box opens.
- In the **Recent** list, click another template you want to open.
- Open the **Open** button without selecting a file, and click the **Open** button to open the type of file you selected.
- Click the **File** button, click **Open** to display a list of recent templates.
- In the list of files, click the template you want to open.
- Under **Recent**, click the template you want to open.
- Click the **Open** button.
- The **Formatting Selected** task pane lists the most recent open template. Click **Open** next to the file you want to open to open it.
- Click **Open** to open the template.

### Opening a Workbook

- On the Home tab, click the **New** button .
- Click the **Open** button without clicking **Open** to open the **Open** dialog box.
- Click the **File** icon in the **Open** dialog box.
- Click the **Open** button.
- In the **Open** dialog box, click the **Open** button .

### Opening a Workbook and a Worksheet

- On the Home tab, click the **New** button .
- In the **Blank Workbook** section, click the **New from File** icon.
- In the **New from File** dialog box, click the **Open** button.
- Under **Recent**, click the **Open** button.
- Click the **Open** button.
- The **Formatting Selected** task pane lists the most recent open template.

### Opening Worksheets

- To open another worksheet, click the **Close** button in the upper right corner of the worksheet.
- Click the **Switch Window** icon in the **Home** ribbon tab.
- Open the **Switch Window** menu in the **Home** ribbon tab.
- Open the **Open** button.
- Under **Recent**, click the **Open** button.
- Click the **Open** button.
- To open all open workbooks, click the **Switch Window** and click **Close All** from the **File** menu.

# Microsoft Excel 2003 Quick Source Guide

**Rose Arny**

## **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 Source,2006-04-01

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Gary B. Shelly,Thomas J. Cashman,James S. Quasney,2005-03 For the past three decades the Shelly Cashman Series r has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Office 2003 updates of the Shelly Cashman Series r and enhance your Office application skills today

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**Tools** Paul Cornell,2006-11-09 Excels what if data analysis tools let you experiment with your data to project future results In turn these predictions will lead to better decision making and unlock the mystery of many business analysis scenarios For example what if data analysis tools will enable you to forecast how lowering the price per unitwhile increasing projected unit salesmight affect your profit margins Beginning Excel What If Data Analysis Tools explores the use of Goal Seek Data Tables Scenarios and Solver to help you get insight on your data This book is focused and to the point and it provides tutorial treatment of what if tools in a practical hands on manner

**Programming Excel with VBA and .NET** Jeff Webb,Steve

Saunders,2006-04-25 Why program Excel For solving complex calculations and presenting results Excel is amazingly complete with every imaginable feature already in place But programming Excel isn t about adding new features as much as it s about combining existing features to solve particular problems With a few modifications you can transform Excel into a task specific piece of software that will quickly and precisely serve your needs In other words Excel is an ideal platform for probably millions of small spreadsheet based software solutions The best part is you can program Excel with no additional tools A variant of the Visual Basic programming language VB for Applications VBA is built into Excel to facilitate its use as a platform With VBA you can create macros and templates manipulate user interface features such as menus and toolbars and work with custom user forms or dialog boxes VBA is relatively easy to use but if you ve never programmed before

Programming Excel with VBA and NET is a great way to learn a lot very quickly If you re an experienced Excel user or a Visual Basic programmer you ll pick up a lot of valuable new tricks Developers looking forward to NET development will also find discussion of how the Excel object model works with NET tools including Visual Studio Tools for Office VSTO This book teaches you how to use Excel VBA by explaining concepts clearly and concisely in plain English and provides plenty of downloadable samples so you can learn by doing You ll be exposed to a wide range of tasks most commonly performed with Excel arranged into chapters according to subject with those subjects corresponding to one or more Excel objects With both the samples and important reference information for each object included right in the chapters instead of tucked away in separate sections Programming Excel with VBA and NET covers the entire Excel object library For those just starting out it also lays down the basic rules common to all programming languages With this single source reference and how to guide you ll learn to use the complete range of Excel programming tasks to solve problems no matter what you re experience level

**Mircosoft office oulook 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 Hibernate brings a stable mature object

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*The British National Bibliography* Arthur James Wells,2009 [Advantage Series: Microsoft Office Excel 2003, Brief Edition](#) Glen Coulthard,Sarah Hutchinson-Clifford,2003-11-04 The Advantage Series presents the Feature Method Practice approach to computer software applications to today s technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage *Strategies for Success* ,2005 *Microsoft Manual of Style for Technical Publications* ,2004 Developed by Microsoft s senior editors and content managers this manual of style captures the up to date standards and best practices for delivering clear and consistent technical communications Now in its third edition this popular reference has been fully revised expanded and optimized for ease of use You ll find new coverage on meeting the needs of a global audience accessibility concerns and the latest technical terms and acronyms along with expertly organized sections on usage grammar punctuation tone formatting and common style problems Whether you re creating print documentation online help Web content or other communications you ll get the information and examples you need to maximize the impact and precision of your message Get clear concise guidance to help you Use technical terms correctly and consistently including do s don ts and alternatives for usage Employ the appropriate tone and voice for your audience Produce written and visual content suitable for a worldwide audience Apply best practices for writing and tagging Web content Write better documentation from dialog boxes and error messages to Web pages and software code Know the standards for creating accessible communications Optimize your indexes cross references and keyword lists Get fast answers on spelling grammar and punctuation CD includes Complete eBook inside A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD For those customers purchasing one of the digital formats in which this book is available we are pleased to offer the CD DVD content as a free download via O Reilly Media s Digital Distribution services To download this content please visit O Reilly s web site search for the title of this book to find its catalog page and click on the link below the cover image Examples Companion Content or Practice Files Note that while we provide as much of the media content as we are able via free download we are sometimes limited by licensing restrictions Please direct any questions or concerns to booktech oreilly com **Microsoft Word 2003 Quick Source Guide** Quick Source,2003-11-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Word 2003 In a clear user friendly format it provides step by step

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