



## 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 print.
  - **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, then 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 **Open** dialog box.

### 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** button 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 **Open** button .
- Under **Recent**, click the **Open** button .
- Click the **Open** button.
- Under **Recent**, click the **Open** button .
- 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 Windows** icon in the upper right corner of the worksheet.
- Click the **Switch Windows** icon in the **Switch Windows** section to open the **Switch Windows** dialog box.
- Under **Recent**, click the **Open** button .
- Click the **Open** button without pressing **Open**.
- Click the **Open** button.
- Under **Recent**, click the **Open** button .
- Click the **Open** button.
- Under **Recent**, click the **Open** button .
- Click the **Open** button.
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- Click the **Open** button.

# Microsoft Excel 2003 Quick Source Guide

**Rose Arny**

## **Microsoft Excel 2003 Quick Source Guide:**

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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

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**Advantage Series: Microsoft Office Excel 2003, Brief Edition** Glen Coulthard,Sarah Hutchinson-Clifford,2003-11-04

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