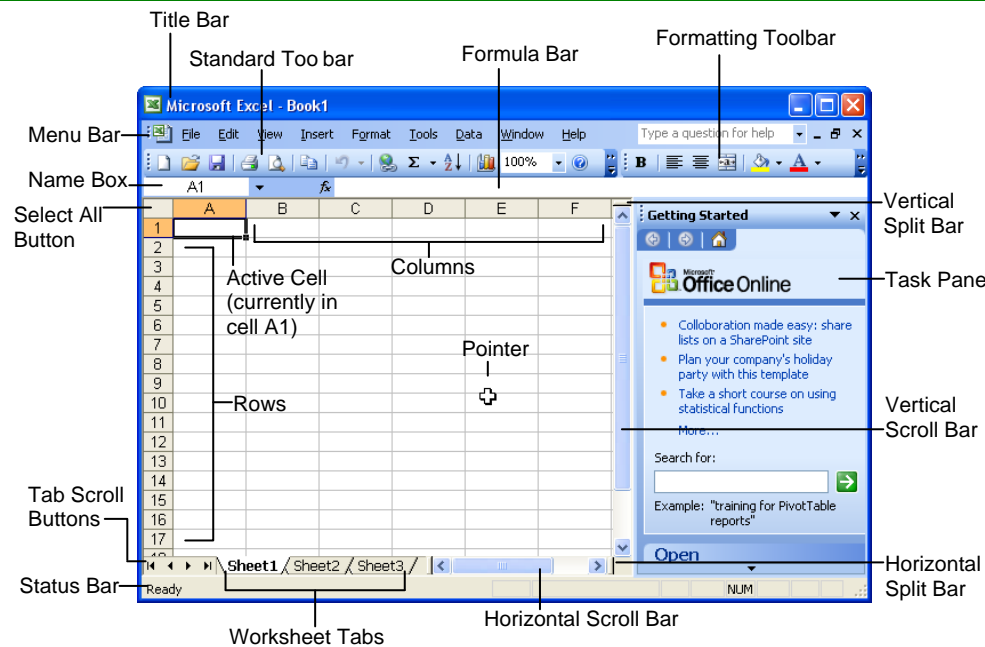


Microsoft® Excel 2003 Training

Excel Quick Reference Card

Excel 2003 Screen



Keyboard Shortcuts

General

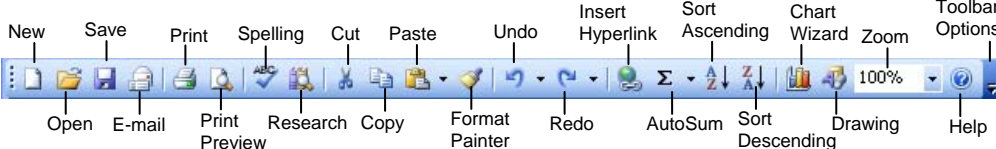
| | |
|-----------------------------|---------------|
| Open a Workbook | <Ctrl> + <O> |
| Save a Workbook | <Ctrl> + <S> |
| Print a Workbook | <Ctrl> + <P> |
| Close a Workbook | <Ctrl> + <W> |
| Undo | <Ctrl> + <Z> |
| Redo or Repeat | <Ctrl> + <Y> |
| Help | <F1> |
| Switch Between Applications | <Alt> + <Tab> |

Navigation—Go To:

| | |
|---|-----------------|
| Move between unlocked cells | <Tab> |
| Up One Screen | <Page Up> |
| Down One Screen | <Page Down> |
| To cell A1 | <Ctrl> + <Home> |
| To the Last Cell with Data | <Ctrl> + <End> |
| Open the Go To Dialog Box | <F5> |
| Left to end or beginning of next block | <Ctrl> + <←> |
| Right to end or beginning of next block | <Ctrl> + <→> |
| Up to end or beginning of next block | <Ctrl> + <↑> |
| Down to end or beginning of next block | <Ctrl> + <↓> |

The Fundamentals

The Standard Toolbar



- **To Create a New Workbook:** Click the **New button** on the Standard toolbar or select **File** → **New** from the menu.
- **To Open a Workbook:** Click the **Open button** on the Standard toolbar, or select **File** → **Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Workbook:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- **To Save a Workbook with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the workbook.
- Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box**.
- **To Select a Cell:** Select the cell you want to edit by clicking it with the mouse pointer or by using the keyboard arrow keys.
- **To Select a Cell Range (Using the Mouse):** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Select a Cell Range (Using the Keyboard):** Make sure the active cell is the first cell of the cell range, then press and hold down the **<Shift>** key while using the arrow keys to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the **Select All button** where the column and row headings meet.
- **To Preview a Worksheet:** Click the **Print Preview button** on the Standard toolbar, or select **File** → **Print Preview** from the menu.
- **To Print a Worksheet:** Click the **Print button** on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.
- **To See What a Toolbar Button Does:** Point to the button for a few seconds. A brief description of the button will appear.
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>** to open the Help task pane, type your question in normal English, and click the **Search button**.

Editing

| | |
|---------------------|--------------|
| Cut | <Ctrl> + <X> |
| Copy | <Ctrl> + <C> |
| Paste | <Ctrl> + <V> |
| Clear Cell Contents | <Delete> |
| Edit Active Cell | <F2> |
| Absolute Reference | <F4> |

Formatting

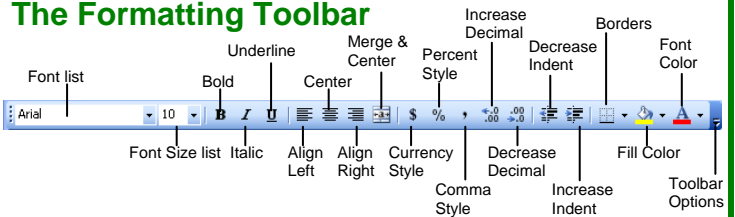
| | |
|-----------|--------------|
| Bold | <Ctrl> + |
| Italic | <Ctrl> + <I> |
| Underline | <Ctrl> + <U> |

Editing

- **To Edit a Cell's Contents:** Select the cell, click the **Formula bar**, edit the cell contents, and press **<Enter>** when you're finished.
- **To Clear a Cell's Contents:** Select the cell or cell range and press the **<Delete>** key.
- **To Cut or Copy Data:** Select the cell(s) and click the **Cut button** or the **Copy button** on the Standard toolbar.
- **To Paste Data:** Select the destination cell(s) and click the **Paste button** on the Standard toolbar.
- **To Copy Using AutoFill:** Position the pointer over the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Move or Copy Cells Using Drag-and-Drop:** Select the cell(s) you want to move or copy and position the pointer over any border of the selected cell(s), then drag to the destination cells. Hold down the **<Ctrl>** key while you drag to copy the cells.
- **To Use the Paste Special Command:** Cut or copy the cell(s), select the destination cell(s), select **Edit** → **Paste Special** from the menu, select an option from the Paste Special dialog box, and click **OK**.
- **To Insert a Column or Row:** Right-click the selected row or column heading(s) to the right of the column or below the row you want to insert and select **Insert** from the shortcut menu.
- **To Delete a Row or Column:** Select the row or column heading(s) and either right-click the selected row or column heading(s) and select **Delete** from the shortcut menu, or select **Edit** → **Delete** from the menu.

Formatting

The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar.
Change the font type by selecting a font from the **Times New Roman Font list** on the Formatting toolbar.
Change the font size by selecting the pt. size from the **10 Font Size list**.
- **To Format Values:** Select the cell(s) you want to format and click the appropriate number formatting button(s) on the Formatting toolbar. They are: **\$ Currency Style**, **% Percent Style**, **Comma Style**, **Increase Decimal**, and **Decrease Decimal**.
- **To Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Merge and Center**) on the Formatting toolbar.
- **To Adjust Column Width:** Drag the right border of the column header. Double-click the border to AutoFit the column according to its contents.
- **To Adjust Row Height:** Drag the bottom border of the row header. Double-click the border to AutoFit the row according to its contents.
- **Adding Borders:** Select the cell(s), click the **Borders arrow** on the Formatting toolbar, and select the border you want.
- **Applying Shading:** Select the cell(s), click the **Fill Color arrow** on the Formatting toolbar, and select the shading you want.
- **To Use the Format Painter to Copy Formatting:** Select the cell(s) with the formatting options you want to copy, click the **Format Painter button** on the Standard toolbar, and select the cell(s) where you want to apply the copied formatting.

Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total, click the **AutoSum button** on the Standard toolbar, verify that the cell range selected is correct (if it isn't, select the cell range you want to total), and press **<Enter>**.
- **To Enter a Formula:** Select the cell where you want to insert the formula, press **=** (the equals sign), and enter the formula using values, cell references, operators, and functions. Press **<Enter>** when you're finished.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, "B5") or simply click the cell you want to reference.
- **To Use the Formula Palette to Enter or Edit a Formula:** Select the cell where you want to enter or edit a formula and click the **Insert Function button** on the Formula bar.
- **Formulas with Several Operators and Cell Ranges:** If you combine several operators in a single formula, Microsoft Excel performs the operations in this order: **()**, **:**, **%**, **^**, ***** and **/**, **+** and **-**, **=** **<>** **<=** **>=**. You can change this order by enclosing the part of the formula you want to calculate first in parentheses.
- **To Create a Cell Range Name:** Select a cell range and then give it a name in the **Retirement Name box** in the Formula bar.
- **To Create an Absolute Cell Reference:** Absolute cell references are preceded by \$ signs in a formula. Press **<F4>** after selecting a cell range to make it an absolute reference.

Workbook Management

- **To Add a New Worksheet:** Select **Insert** → **Worksheet** from the menu or right-click on a sheet tab, select **Insert** from the shortcut menu, and select **Worksheet** from the Insert dialog box.
- **To Delete a Worksheet:** Select **Edit** → **Delete Sheet** from the menu or right-click on the tab and select **Delete** from the shortcut menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.
- **To Split a Window:** Drag either the vertical or horizontal split bar (located on the vertical and horizontal scroll bars), or move the cell pointer to the cell **below** the row and to the **right** of the column you want to split and select **Window** → **Split** from the menu.
- **To Freeze Panes:** Split the window into panes, then select **Window** → **Freeze Panes** from the menu.
- **To Select a Print Area:** Select the cell range you want to print and select **File** → **Print Area** → **Set Print Area** from the menu.
- **To Adjust Where the Page Breaks:** Select **View** → **Page Break Preview** from the menu and drag the **Page Break Indicator line** to where you want the page break to occur. Select **View** → **Normal** from the menu when you're finished.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the **Chart Wizard button** on the Standard toolbar. Select the chart type and click **Next**. Verify the cell range and click **Next**. Adjust the chart options and click **Next**. Specify where you want to place the chart (as an embedded object or on a new sheet) and click **Finish**.