

# Microsoft Excel 2003

Manual - Foundation Level



SAMPLE

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**SAMPLE**

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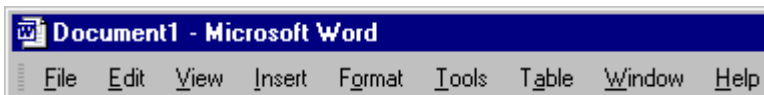
SAMPLE

## Course Basics

### Toolbars

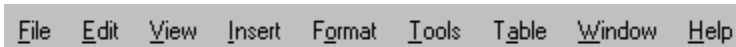
#### The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



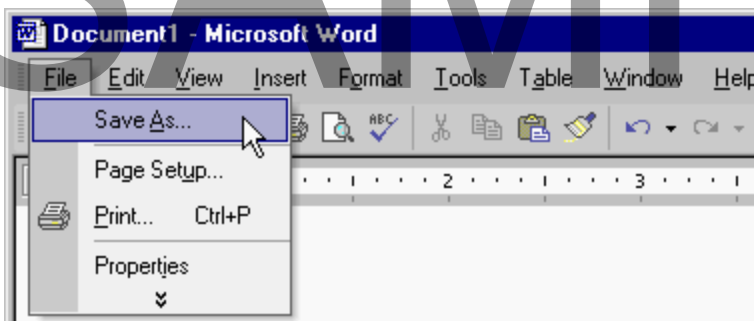
#### The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



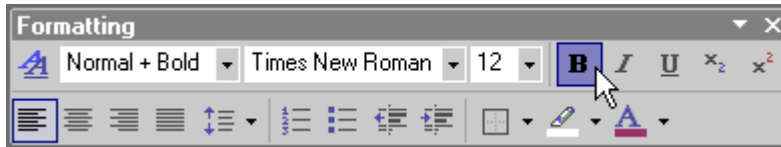
#### To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



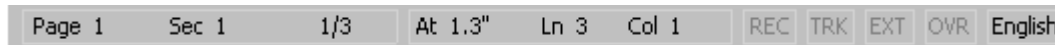
## The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



## The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





## The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

### To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

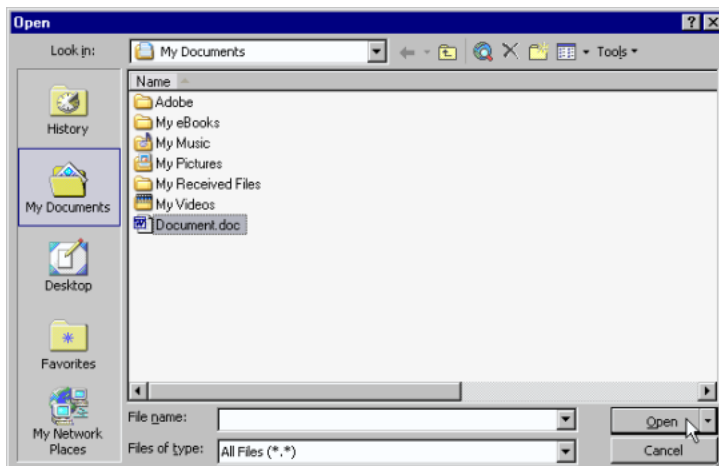
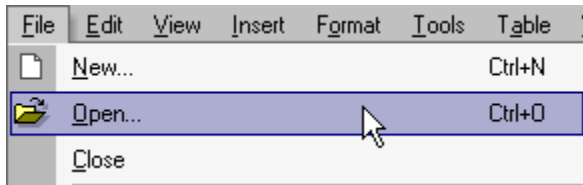
### To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

## File Management

### Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

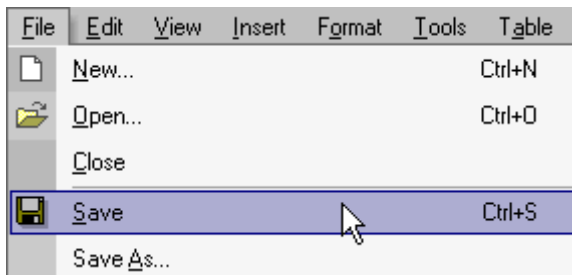


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

### Saving Files

#### To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

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### To save a document under another name and/or location

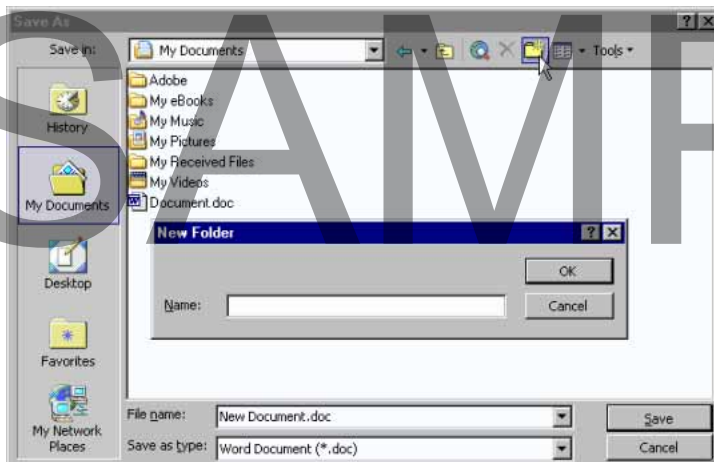
- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

**Note:** The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

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### To create a new folder in which to save your document

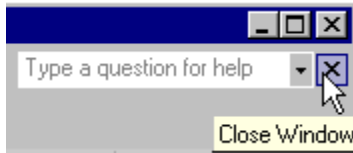
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



**Note:** The folder will be created under the current folder.

## Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



## Installing the Sample Files

- Use Windows Explorer to create a folder called **Excel 2003 Foundation Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **excel\_2003\_foundation\_usa\exercise\_files** to the **My Documents\Excel 2003 Foundation Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

- **Notes for tutors:**

The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows multiuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

# SAMPLE

## Introduction to Microsoft Excel 2003

**When you have completed this learning module you will have seen how to:**

- Use Excel as a spreadsheet
- Use Excel as a database
- Analyze data
- Work with the Excel window
- Use the Formula bar
- Use the Task pane
- Use the Getting Started pane
- Use the Microsoft Excel Help pane
- Use the Search Results pane
- Use the Clip Art pane
- Use the Research pane
- Use the Clipboard pane
- Use the New Workbook pane
- Use the Status Bar
- Exit Excel 2003
- Use toolbars
- Show a toolbar
- Hide a toolbar
- Move a toolbar
- Use the Standard toolbar
- Use the Formatting toolbar
- Understand the Microsoft Office Assistant
- Use Tips of the Day
- Display the Office Assistant
- Display tips
- Hide the Office Assistant
- Customize the Office Assistant

### What is Excel?

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#### Microsoft Excel 2003

- **Excel 2003** is the spreadsheet and data analysis program in Office 2003. It combines incredible power with ease of use, giving both professionals and occasional users the features they need. Excel 2003 is designed in such a way that you can use it as a basic spreadsheet program, and learn more advanced skills as you need to.

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### Using Excel as a Spreadsheet

- A basic spreadsheet is comprised of a table of values, some of which are calculated by formulas and functions. Excel 2003 can check your formulas and help you define functions using wizards.
- With a computer-based spreadsheet, you can change a particular data value in the spreadsheet and all the values that are affected by the change are re-calculated. To take full advantage of this feature, you should use formulas and functions instead of numbers where possible.

---

### Using Excel as a Database

- You can quickly build and organize a database using Excel 2003. A **database** is a collection of data that can be organized so that it is easily accessible. For databases that are larger and more complex, you should use Microsoft Access, which is also part of Office 2003.

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### Analyzing Data

- Excel 2003 has utilities that you can use to **analyze data**. You can find answers to “what if” type questions, compare results of different scenarios, or find the best solution to complex problems.

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### Microsoft Web Site

- The **Microsoft Office** web site provides Excel users with support, downloads, newsgroups, and product documentation. You can visit their web site at <http://www.microsoft.com/office/excel>

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### Excel File Types

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#### Spreadsheet files

- By default, Excel will save your Spreadsheet file with the **.xls** extension. The Spreadsheet file contains the **workbook** and the **worksheets** within the workbook.

## Online Publishing files

- You can save all or part of your workbook for online viewing. Excel 2003 allows you to save the workbook as individual web pages with the **.htm** or **.html** file extension.
- Alternatively, you can save the entire workbook as a web archive that encapsulates the text and graphics in a single file. This file format uses the **.mht** or **.mhtml** extension.
- **Note:** HTML files can be viewed by all web browsers; MHTML files are supported only by Internet Explorer version 4.0 or later.

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## XML files

- With Excel, you can also publish your workbook in **Extensible Markup Language** (XML). XML allows you the flexibility of defining your own custom tags. While HTML focuses on the formatting and look of the text, XML focuses on defining the characteristics of the text. (For example, you may have a text string called Phone Number.) The look of XML data comes from a separate style sheet.

---

## Template files

- You can re-use a customized spreadsheet by saving it as a **Template**. Templates can contain text, formulas, formatting, styles, macros, and custom toolbars. Templates are especially useful for forms. This file format uses the extension **.xlt**.

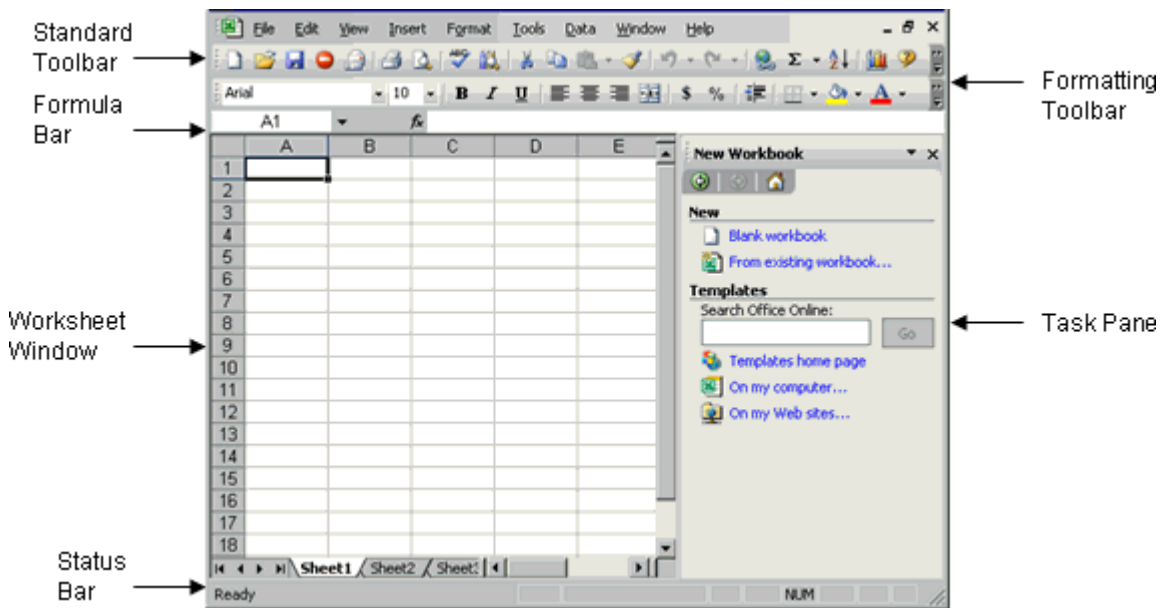
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## Excel Environment

SAMPLE

## Working with the Excel window

- The Excel window can be divided into five distinct areas:



- Toolbars** are located at the top under the Main Menu bar.
- Formula Bar** is located under the toolbars.
- The current **worksheet** is the main area of the window.
- Task Pane** is the panel to the right of the worksheet.
- Status Bar** is located at the bottom of the window.
- You can put your mouse over a button or area to see the Tool Tip description of that button or area.

## Using the Formula Bar

- The **Formula Bar** displays contents (data or formula) of the highlighted cell. To the left of the Formula Bar is the **Name Box**; it displays the Cell Name of the highlighted cell.

## To show the Formula Bar

- From the main menu, choose **View > Formula Bar** (you will see a check mark beside it when the Formula Bar is visible).

### To hide the Formula Bar

- From the main menu, choose **View > Formula Bar**  
(you will not see a check mark beside it when the Formula Bar is hidden).

---

### Using the Task Pane

- The **Task Pane** lists some of the most common tasks you may want to accomplish in Excel. The tasks are descriptive to help you quickly locate the task you want. To perform the task, simply click on the task description.
- Excel 2003 has several new and enhanced task panes that will further assist you in quickly completing common tasks. The following section will describe some of the new task panes that are useful for new Excel users. We will also take a glance at the task panes that have already appeared in previous incarnations of Excel.

---

### To display the Task Pane

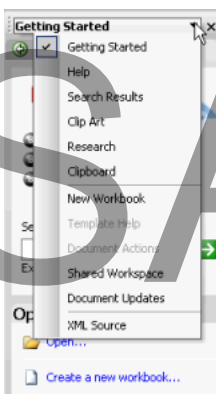
- From the main menu, choose **View > Task Pane**  
(you will see a check mark beside it when the Task pane is visible)

**OR** press the **Ctrl + F1** key combination.

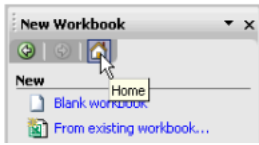
---

### To switch to other Task Panes

- Click on the **Other Task Pane** down arrow and select another Task Pane from the menu (the **Getting Started** pane is the default active pane):



**OR** click on the green arrow buttons (located under the task pane title bar) to return to a previously viewed task pane, or to move on to the next one. Clicking on the home button will return you to the **Getting Started** pane:



---

## Using the Getting Started Pane

- You can use the new **Getting Started** pane to search for templates, pictures, etc. on the Microsoft Office website. Simply click on the blue links to look for information that interests you, or type a key word/phrase into the **Search** field and click on the green arrow next to the box:

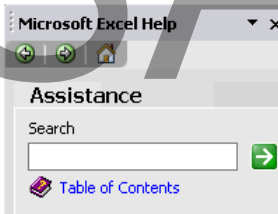


- You can also use the **Getting Started** pane to create a new workbook or open an existing one. To do so, click on the appropriate blue link under **Open**.

---

## Using the Microsoft Excel Help Pane

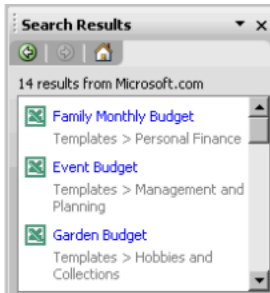
- The new **Microsoft Excel Help** pane provides comprehensive online assistance for users. You either can type a query into the **Search** field, or browse through the **Help** table of contents by clicking on the blue link:



SAMPLE

## Using the Search Results Pane

- The new **Search Results** pane automatically appears anytime you perform a search on the Microsoft Office website, showing any number of potential matches. The example below illustrates the search results for a query about “budgets”:



- You can also perform additional searches by typing queries into the **Search** box at the bottom of the pane.

---

## Using the Clip Art Pane

- From the enhanced **Clip Art** pane, you can search for clip art in your collection or access clips on the worldwide web.

---

### Searching for a Clip Art

- Enter the text to search for in the **Search for** textbox and click **Go**.

---

### Customizing the search

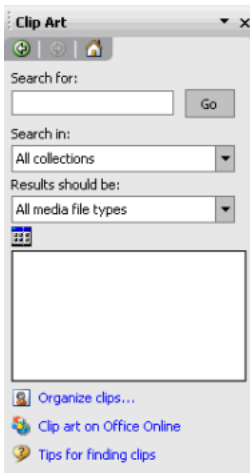
- Select a specific collection from the **Search in** drop-down menu and/or select a media type from the **Results should be** drop-down menu.

---

### Searching using Organize Clips

- Click on the blue **Organize Clips** link and browse the collections in order to locate the clip you want:

**Note:** When you first use the **Clip Art** pane, you will be prompted to add clips to your collection automatically. This will search your computer for media clips and organize the clips into folders in the **My Collections** folder:



---

## Using the Research Pane

- From the new **Research** pane, you can perform an online search within a selection of reference books, websites, and business and financial sites. This allows you perform comprehensive searches without interrupting your work in Excel.

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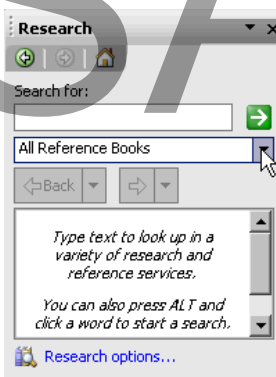
### To perform a search

- From the **Research** pane, enter your query in the **Search for** field and click on the green search arrow button.

---

### To refine a search

- From the **Research pane**, select a location/information type from the “search in” drop-down menu:



You can expand your search by clicking on the blue **Research options** link at the bottom of the pane.

---

### Using the Clipboard Pane

- The **Clipboard pane** allows you to view and paste the different items in your Office Clipboard. You can hold up to 24 items from different Office 2003 applications in your Office Clipboard.

---

#### To paste an item

- Locate the item you want to paste and click on it.

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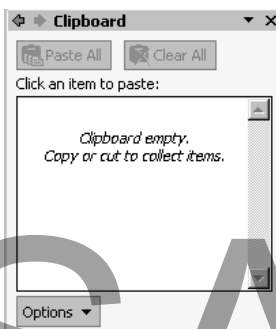
#### To paste all the items

- Click on the **Paste All** button at the top of the pane.

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#### To clear the Clipboard

- Click on the **Clear All** button at the top of the pane:



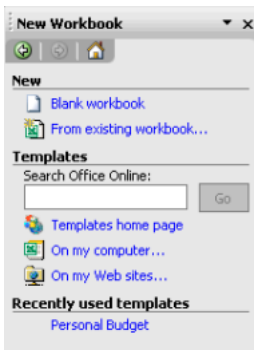
---

### Using the New Workbook Pane

- You can use the **New Workbook** pane to open an existing workbook or create a new workbook.

### To perform a task

- Locate the task you want and click on the **blue link**:



---

### Using the Status Bar

- The **Status Bar** displays the status of the current operation and the mode of the keyboard (Caps Lock and Num Lock).

---

### To show the Status Bar

- From the main menu, choose **View > Status Bar** (you will see a check mark beside it when the Status Bar is visible).

---

### To hide the Status bar

- From the main menu, choose **View > Status Bar** (you will not see a check mark beside it when the Status bar is hidden).

---

### Exiting Excel 2003

- From the main menu, choose **File > Exit**  
**OR** press the **Alt + F4** key combination.

**Note:** You will be prompted to save your workbooks if there are unsaved changes.

---

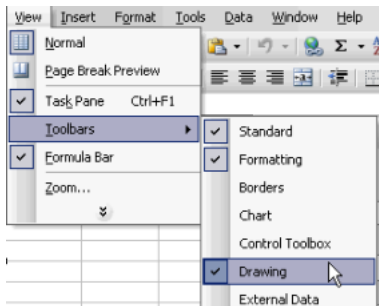
## Toolbars

## Using Toolbars

- Excel has 20 **toolbars**. By default, the **Standard** and **Formatting** toolbars will be displayed. Most of the other toolbars are used only for specific functionality in Excel. (You will learn how to use the toolbars when the specific functionality is covered.)
- All toolbars are **dockable**. This means that the toolbar can be moved around the Desktop or locked to the Excel interface.

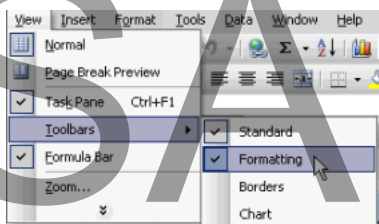
## Showing a Toolbar

- From the main menu, choose **View > Toolbars** and select the toolbar you want to display (you will see a check mark beside a toolbar when it is visible). In this particular case, we have selected the **Drawing** toolbar:



## Hiding a Toolbar

- From the main menu, choose **View > Toolbars** and select the toolbar you want to hide (you will not see a check mark beside a toolbar when it is hidden):

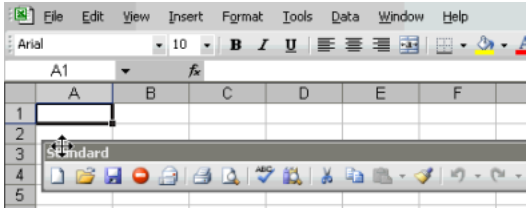


## Moving a Toolbar

- Begin by placing the mouse over the left side of the toolbar you want to move. Your mouse cursor should change to the move cursor:



- Click and drag the toolbar to where you want to move it:



### To dock a Toolbar

- Click and drag the toolbar to one of the four sides of the Excel window.

**Note:** The main menu can also be moved and docked.

### Using the Standard Toolbar

- The **Standard toolbar** provides quick access to commonly used actions. Each action is represented by an icon. When you put your mouse pointer over an icon, it is highlighted in blue and a descriptive tool tip appears. Locate the icon for the action you want to use and click on the icon.
- The following are icons on the **Standard** toolbar:



**New** - create new workbook.



**Open** – display Open dialog box.



**Save** – save workbook.



**Permission** - this new feature prevents selected documents (and email messages) from being forwarded, copied, or altered by specified individuals.



**E-mail** – send the workbook as an e-mail.



**Print** – print the workbook.



**Print Preview** – change display to print preview.



**Spelling** – start the Spell Checker.



**Research** - display the Research pane.



**Cut** – cut the selected range to the Office Clipboard.



**Copy** – copy the selected range to the Office Clipboard.



**Paste** – paste the last item from the Office Clipboard (click on the arrow to select Paste options from a drop-down list).



**Format Painter** – copy formatting.



**Undo** – undo the last action (click on the arrow to select the last 16 actions from a drop-down list).



**Redo** – redo the last Undo action (click on the arrow to select the last 16 Undo actions from a drop-down list).



**Insert Hyperlink** – insert a hyperlink.



**AutoSum** – create a sum function (click on the arrow to select other functions from a drop-down list).



**Sort Ascending** – sort the selection in ascending order.



**Sort Descending** – sort the selection in descending order.



**Chart Wizard** – start the Chart Wizard.



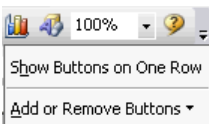
**Drawing** – display the Drawing toolbar.



**Zoom** – zoom the worksheet to a percentage you specify.



**Microsoft Excel Help** – display the Microsoft Excel Help pane.



**Toolbar Options** – select custom toolbars options from a drop-down list.

SAMPLE

## Using the Formatting Toolbar

- The **Formatting toolbar** provides quick access to commonly used formatting actions. Each action is represented by an icon. When you put your mouse pointer over an icon, it is highlighted in blue and a descriptive tool tip appears. Locate the icon for the action you want to use and click on the icon.
- The following are icons on the **Formatting** toolbar:



**Font** – select a font from a drop-down list.



**Font Size** – select a font size from a drop-down list.



**Bold** – apply bold formatting to a selected range.



**Italic** – apply italic formatting to a selected range.



**Underline** – apply underline formatting to a selected range.



**Align Left** – align a selected range to the left.



**Center** – center a selected range.



**Align Right** – align a selected range to the right.



**Merge and Center** – center text across a selected range (selected cells will be merged).



**Currency Style** – apply currency style to a selected range.

**Note:** This icon may appear as follows: 



**Percent Style** – apply percentage style to a selected range.



**Comma Style** – apply comma style to a selected range.



**Increase Decimal** – increase the number of decimal points displayed in a selected range.



**Decrease Decimal** – decrease the number of decimal points displayed in a

selected range.



**Decrease Indent** – decrease the level of indentation in a selected range.



**Increase Indent** – increase the level of indentation in a selected range.



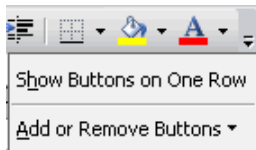
**Borders** – select and apply borders to a selected range.



**Fill Color** – select and apply fill color to a selected range.



**Font Color** – select and apply color to text in a selected range.



**Toolbar Options** -- select custom toolbars options from a drop-down list.

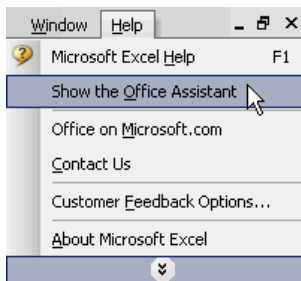
## Office Assistant

### Microsoft Office Assistant

- The **Office Assistant** will watch what you do and offer tips on how to work more productively. You can also use it to answer questions or obtain help with Excel. The Office Assistant is common among all Office applications; option changes made will be reflected in all Office applications.
- Occasionally, the Office Assistant will display information on the screen as you work. If you are unsure about how to use Excel, you should always read the help offered.

### Displaying the Office Assistant

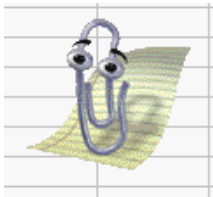
- Click on the **Help** menu and select **Show the Office Assistant** from the sub-menu, as illustrated:



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## Displaying Tips

- As you work, the Office Assistant will track your progress and recommend useful tips.
- To display the tip, click on the Office Assistant:



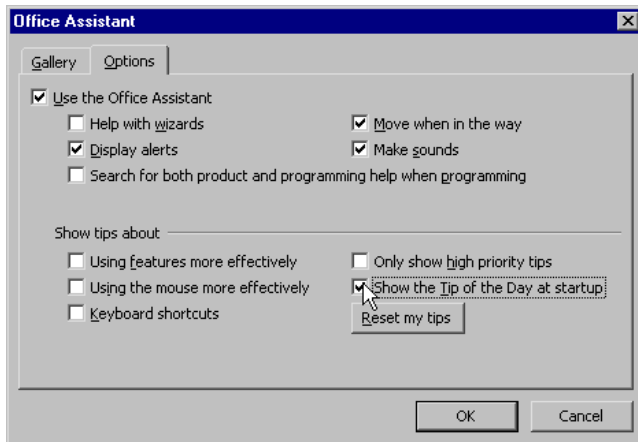
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## Using Tips of the Day

- If you choose to do so, Excel 2003 will display a **Tip of the Day** each time you start Excel. If you take the time to read these as they are displayed, you will soon be on your way to becoming an Excel 2003 expert.
- To activate **Tip of the Day**, right click your mouse on top of the **Office Assistant** and select **Options**:

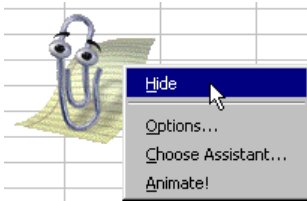


- This will display the **Office Assistant** dialog box. Click on the **Options** tab, and select the **Show the Tip of the Day at startup** checkbox. Click **OK**.



## Hiding the Office Assistant

- Right-click on the **Office Assistant** and from the pop-up menu, select **Hide**:



## Customizing the Office Assistant

- You can customize the Office Assistant by defining when the Office Assistant is used and what types of tips are displayed. You can also change the default paperclip image to other images provided in the gallery.
- Right-click on the **Office Assistant** and select **Options...** from the pop-up menu

**OR** from the Office Assistant dialog, click on the **Options** button



## Review Questions

### How would you:

- Use Excel as a spreadsheet?
- Use Excel as a database?
- Analyze data?
- Work with the Excel window?
- Use the Formula bar?
- Use the Task pane?
- Use the Getting Started pane?
- Use the Microsoft Excel Help pane?
- Use the Search Results pane?
- Use the Clip Art pane?
- Use the Research pane?
- Use the Clipboard pane?
- Use the New Workbook pane?
- Use the Status Bar?
- Exit Excel 2003?
- Use toolbars?
- Show a toolbar?
- Hide a toolbar?
- Move a toolbar?
- Use the Standard toolbar?
- Use the Formatting toolbar?
- Understand the Microsoft Office Assistant?
- Use Tips of the Day?
- Display the Office Assistant?
- Display tips?
- Hide the Office Assistant?
- Customize the Office Assistant?

SAMPLE

## Workbooks and Worksheets

**When you have completed this learning module you will have seen how to:**

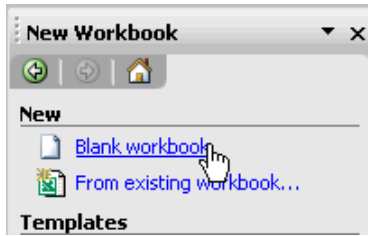
- Create a new workbook
- Open an existing workbook
- Create a new workbook using a template on your computer
- Create a new workbook using an online template
- Understand workbooks and worksheets
- Minimize a workbook
- Save workbooks
- Save a backup copy
- Save Summary Information
- Close workbooks
- Zoom the worksheet View
- Rename worksheets
- Change the Sheet Tab color
- Insert worksheets
- Reorder worksheets
- Delete worksheets
- Customize worksheet Views
- Understand cells and Ranges
- Understand the active cell
- Navigate to a specific cell
- Move around the worksheet
- Move within a selection
- Navigate between worksheets using the mouse
- Move between worksheets using the keyboard
- Move from one workbook to another
- Compare two workbooks side-by-side

### Creating and Opening Workbooks

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#### Creating a new Workbook

- From the main menu, choose **File > New** and click on the **Blank workbook** link in the **New Workbook** pane:



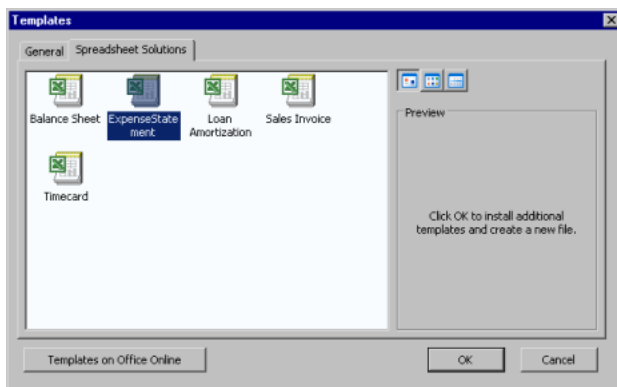
**OR** click on the **New** icon  on the **Standard** toolbar

**OR** press the **Ctrl + N** key combination

---

### **Creating a new Workbook using a template on your computer**

- From the main menu, choose **File > New**
- Click on the **On my computer...** link in the **New Workbook** pane to display the **Templates** dialog box.
- Click on the **Spreadsheet Solutions** tab from the **Templates** dialog box.
- Select a template and click **OK**:

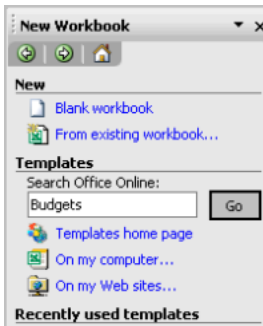


**Note:** You can create a new workbook using the default template by clicking on the **Workbook** icon located within the **General** tab.

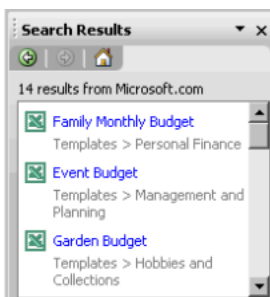
---

### **Creating a new Workbook using an online template**

- In addition to accessing templates on your hard drive, Excel 2003 allows you the option of downloading templates from the Microsoft Office website. Type a query - i.e. "budgets" - into the **Search Office Online** textbox, and click on the **Go** button:



- The **Search Results** pane will appear, giving you a list of templates that match your query:



- Click on the blue link to view the template of your choice. You can then decide whether or not you wish to download it and save it on your computer's hard drive.

---

## Opening an existing Workbook

- From the main menu, choose **File > Open** (this will display the Open dialog box).
- Select the file you want.
- Click **Open**.

## Working with Workbooks

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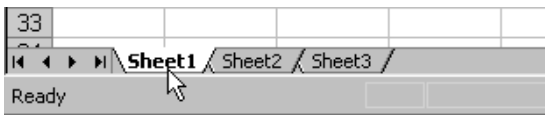
### Understanding Workbooks and Worksheets

- Excel 2003 automatically starts with a new **workbook** containing three **worksheets**.
- A **worksheet** is essentially a very large table, consisting of rows and columns. Rows are identified by numbers while columns are identified by letters. This is

where you would enter your data. Within Excel 2003, you can have up to 65,536 rows and up to 256 columns:

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						

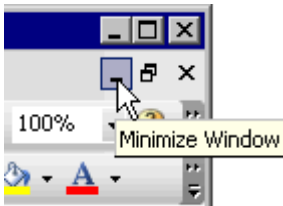
- A **workbook** consists of one or more worksheets. The name of the worksheets is displayed on the sheet tabs at the bottom of the Excel window. By default the worksheets in a new workbook will be named **Sheet1**, **Sheet2**, and **Sheet3**. (You will learn how to rename the worksheets later in this manual):



---

### Minimizing a Workbook

- Click on the **Minimize Window** button at the top-right corner of the workbook window:



**Note:** You can restore the window by clicking the **Restore** button at the top-right corner of the workbook window.

---

### Saving Workbooks

- From the main menu, choose **File > Save**

**OR** press the **Ctrl + S** key combination

**OR** click on the **Save** icon  on the **Standard** toolbar

**Note:** If it is a new file, the **Save As** dialog box will appear. Enter a file name in the **File Name** text box, and click **Save**.

## Saving a backup copy

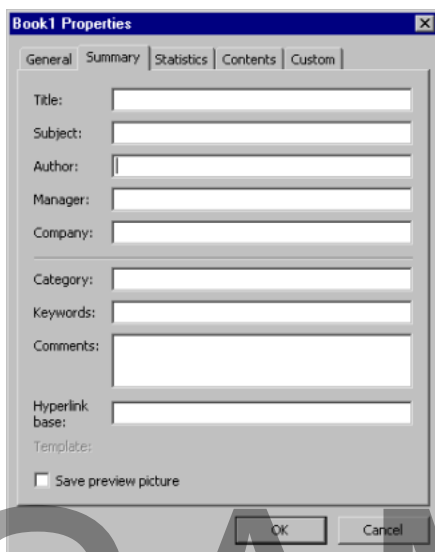
- From the main menu, choose **File > Save As** to display the **Save As** dialog box.
- Enter a new file name in the **File Name** text box.
- Click **Save**.

**Note:** To work with the original file again, select it from the recent file list at the bottom of the **File** menu.

---

## Saving Summary Information

- From the main menu, choose **File > Properties** to display the **Properties** dialog box.
- Click on the **Summary** tab.
- Enter the information you want.
- Click **OK**:



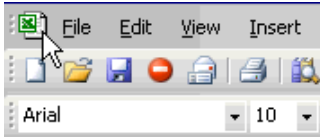
**Note:** The Summary Information will be saved with the file.

---

## Closing Workbooks

- From the main menu, choose **File > Close**

**OR** double-click on the **Control** menu in the top-left corner of the workbook window:

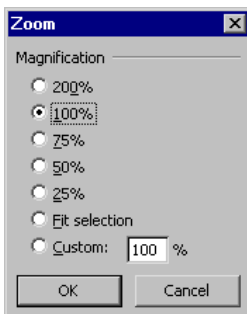


**Note:** You will be prompted to save your workbooks if there are unsaved changes.

## Working with Worksheets

### Zooming the Worksheet View

- From the main menu, choose **View > Zoom** to display the **Zoom** dialog box, select a magnification or enter a percentage in the **Custom** text box, and click **OK**:



**OR** click on the **Zoom** arrow on the **Standard toolbar**, and select a magnification from the drop-down menu.

**Note:** You can click on the existing percentage and enter a new magnification percentage.

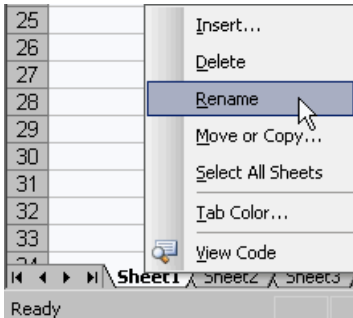
### Renaming Worksheets

- Double-click on the sheet tab of the worksheet you want to rename, enter a new name for the worksheet, and press the **Enter** key:



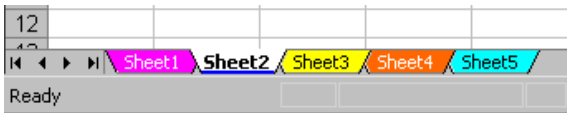
**OR** right-click on the sheet tab, choose **Rename** from the pop-up menu, enter a

new name for the worksheet, and press the **Enter** key:



## Changing the Sheet Tab color

- You can differentiate your tabs using color:



- Right-click on the sheet tab, choose **Tab Color** from the pop-up menu, select a color, and click **OK**:

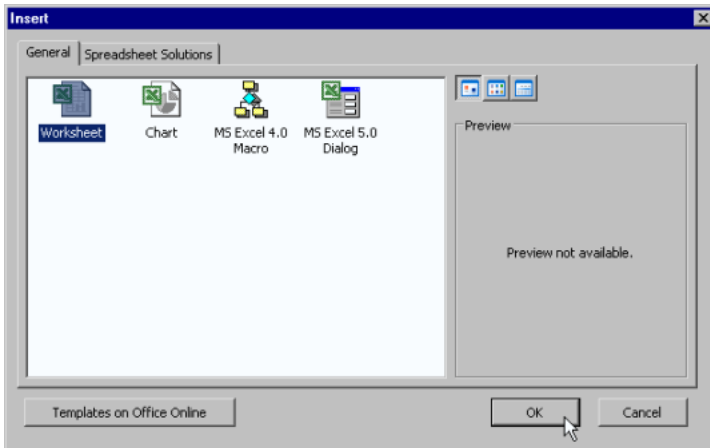


## Inserting Worksheets

- Begin by clicking on the sheet tab of the **worksheet** that will appear after the worksheet you are inserting:
- From the main menu, choose **Insert > Worksheet**

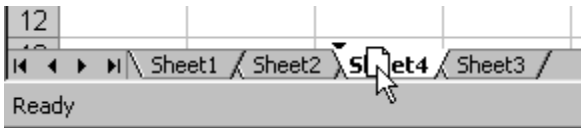
**OR** press the **Shift + F11** key combination

**OR** right-click on the sheet tab, choose **Insert** from the pop-up menu, select **Worksheet** from within the **General** tab, and click **OK**:



## Reordering Worksheets

- You can change the order in which your worksheets are listed.
- Click and hold down the mouse button on the sheet tab of the worksheet you want to reorder (a page icon and a black triangle will appear by the mouse pointer):

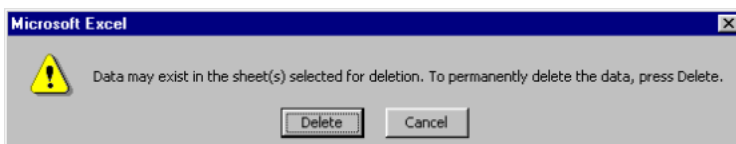


- Drag the mouse to the worksheet's new location and release the mouse button (the black triangle will move as you drag your mouse to indicate the location of the worksheet):



## Deleting Worksheets

- Begin by clicking on the sheet tab of the **worksheet** that you want to delete.
- From the main menu, choose **Edit > Delete Sheet**, the following message will appear; click **Delete** to permanently delete the selected worksheet:

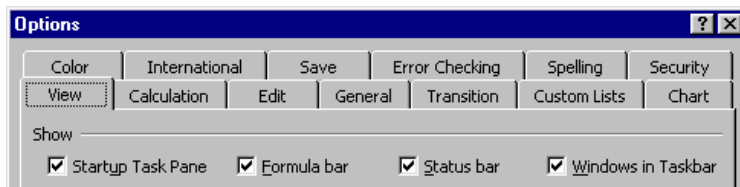


**OR** right-click on the sheet tab, choose **Delete** from the pop-up menu, the above warning message will appear, click **Delete** to permanently delete the selected worksheet.

---

## Customizing Worksheet Views

- From the main menu, choose **Tools > Options** to display the **Options** dialog box, click the **View** tab, and select the following options you want from the **Show** area:



**Formula bar** - Display Formula bar when selected.

**Status bar** - Display Status bar when selected.

**Windows in Taskbar** - Display each opened workbook as a separate item on the Windows Taskbar.

---

## Working with Cells

---

### Understanding Cells and Ranges

- A worksheet is made up of **cells**. You can refer to a cell by using the column letter and row number. For example, **D8** refers to the cell in column D and row 8. In this case, D8 is known as the cell reference and is also used as the default name for the cell. (You will learn how to rename a cell later in this manual).
- You can enter numbers, formulas, functions, and text into an individual cell. Cells containing numbers can be used as part of a formula or function in cells with calculated values, and cells containing text provide labels and descriptions to your numbers and calculated values.
- A **Range** is made up of cells. Ranges can be any rectangular area of cells within a worksheet. You can refer to a range by using the cell reference of the top-left and the bottom-right cells. For example, **B2:D8** defines the rectangular range bound at the top-left by the cell in column B and row 2 and at the bottom-right

by the cell in column D and row 8. (You will learn how to name a range later in this manual):

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					

### What is the Active Cell?

- Excel identifies the **active cell** with a bold outline around the cell and highlighting the column heading letter and row heading number of the cell. In the following example, **B2** is the active cell:

	A	B	C	D
1				
2		2002		
3				

- In the above illustration, notice that **B2** is displayed in the **Name Box**, and the contents of the cell is displayed in the **Formula Bar**. In this case, **2002** is a calculated value, **2000+2**.
- In order for you to enter data into a cell, it needs to be the active cell. The active cell will accept keyboard entries. You can make a cell active by clicking on it or navigating to it. (You will learn how to navigate to other cells later in this manual).

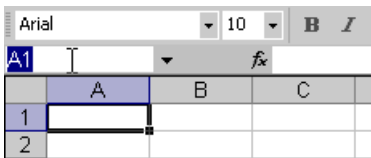
## Navigating within a Worksheet

### Navigating to a specific cell

- If you know the cell name or cell reference of the cell you want, you can navigate directly to it.
- From the main menu, choose **Edit > Go To** to display the **Go To** dialog box, enter the cell name or cell reference in the **Reference** text box or select a range name in the **Go To** list box, and click **OK**:



**OR** click on the **Name Box** on the **Formula** bar, enter the cell name or cell reference, and press the **Enter** key:



**Note:** Excel will take you to the cell you want and make it the new active cell.

---

### Moving around the Worksheet

- To move from cell to cell, use one of the following keys or key combinations:

Press this:	To move the Active Cell:
←	One cell to the left
→	One cell to the right
↑	One cell up
↓	One cell down
Ctrl+←	To the left edge of the current region
Ctrl+→	To the right edge of the current region
Ctrl+↑	To the top edge of the current region
Ctrl+↓	To the bottom edge of the current region
Home	To the first cell in the row
Ctrl+Home	To the first cell in the Worksheet
Ctrl+End	To the bottom right cell that contains data
Page Up	One screen up
Page Down	One screen down
Alt+PgUp	One screen to the left
Alt+PgDown	One screen to the right

**Note:** You can also use the scrollbar on the right and at the bottom of the worksheet to move to the area of the worksheet you want. To make a cell active, click on the cell you want.

---

### Moving within a selection

- To move from cell to cell within a selected range, use one of the following keys or key combinations:

**Tab** - One cell to the right

**Shift+Tab** - One cell to the left

**Enter** - One cell down

**Shift+Enter** - One cell up

---

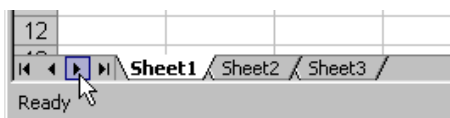
## Navigating the Workbook

---

### Navigating between Worksheets using the mouse

- Click on the **sheet tab** of the worksheet you want.

**Note:** If you don't see the sheet tab of the worksheet you want, you can scroll through the sheet tabs using the sheet tab navigator.



▮ To the beginning of the sheet tabs

◀ To scroll one sheet tab to the left

▶ To scroll one sheet tab to the right

▮ To the end of the sheet tabs

---

### Moving between Worksheets using the keyboard

- Press the **Ctrl + PgDn** key combination to move to the **next worksheet**.
- Press the **Ctrl + PgUp** key combination to move to the **previous worksheet**.

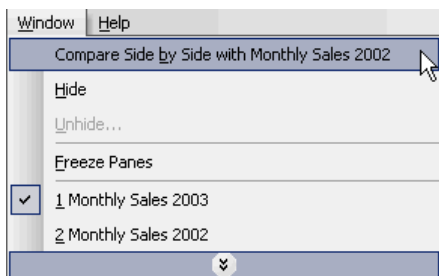
### Moving from one Workbook to another

- From the main menu, choose **Window** and choose the **workbook** you want.

**Note:** You can customize Excel such that workbooks appear as separate icons on the Windows Taskbar.

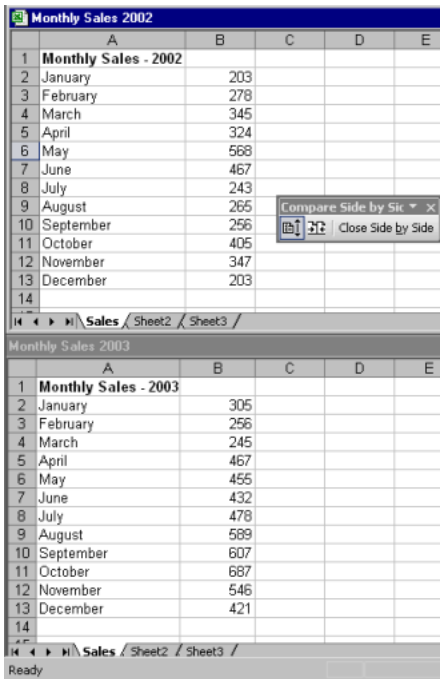
### 🔍 Comparing two workbooks side-by-side

- Excel 2003 has a new feature that allows you to compare two workbooks side-by-side without the aggravation of switching back and forth between documents. To use the feature, open a workbook, and open a second workbook by selecting it from the **File** menu.
- From the main menu, select **Window > Compare side by side with** (the workbook file name):



- In this example, we are viewing the monthly sales statistics for a small business during 2002 and 2003. As you can see, the two workbooks are now displayed side-by-side, along with a **Compare Side by Side** toolbar:

# SAMPLE

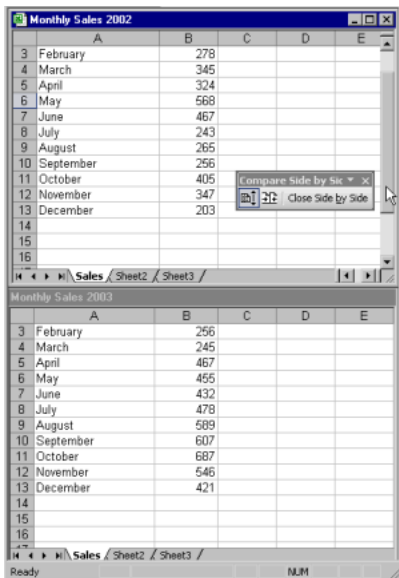


- If you want both workbooks to scroll down simultaneously, select the **Synchronous Scrolling** icon on the **Compare Side by Side** toolbar:



- You can test it out by scrolling the workbooks up and down. As you can see, both workbooks now move in synch:

SAMPLE



- You can turn off the side-by-side feature by selecting **Close Side by Side** from the **Window** menu or by clicking on the **Close side-by-side** button on the **Compare side by side** toolbar.

## Review Questions

### How would you:

- Create a new workbook?
- Open an existing workbook?
- Create a new workbook using a template on your computer?
- Create a new workbook using an online template?
- Understand workbooks and worksheets?
- Minimize a workbook?
- Save workbooks?
- Save a backup copy?
- Save summary information?
- Close workbooks?
- Zoom the worksheet view?
- Rename worksheets?
- Change the sheet tab color?
- Insert worksheets?
- Reorder worksheets?
- Delete worksheets?
- Customize worksheet views?
- Understand cells and ranges?
- Understand the active cell?

- Navigate to a specific cell?
- Move around the worksheet?
- Move within a selection?
- Navigate between worksheets using the mouse?
- Move between worksheets using the keyboard?
- Move from one workbook to another?
- Compare two workbooks side-by-side?

SAMPLE

## Spreadsheet Data

When you have completed this learning module you will have seen how to:

- Enter text
- Enter numbers as numeric values
- Enter numbers as text
- Enter dates
- Enter current date
- Enter current time
- Customize the movement of the active cell
- Enter data into a range of cells
- Fill a range of cells with the same data
- Use AutoComplete
- Use a Pick List
- Use AutoCorrect
- View items that will be corrected
- Add items to AutoCorrect
- Delete an AutoCorrect item
- Use Smart Tags
- Turn Smart Tags on
- Enable Date and Person Name Smart Tags
- Check spelling in a worksheet
- Correct spelling errors

## Entering Data

### Entering text

- By default, text is left-aligned. (You will learn how to change the alignment later in this manual.)
- Begin by clicking in the cell you want, making it the **active cell**.
- Type the text and press the **Enter** key.

**Note:** If your text is longer than the width of the column, it will run over to the cell in the next column if that cell is empty:

	A1	fx Excel 2003 Foundation Course			
	A	B	C	D	E
1	Excel 2003	Foundation Course			
2					

If the adjacent cell contains data, the text display is truncated. The full text is still available in the **Formula** bar. (You will learn how to reformat your cells to accommodate long text later in this manual):

	A	B	C	D	E
1	Excel 2003	Manual			
2		Presentation			
3		Exercise			

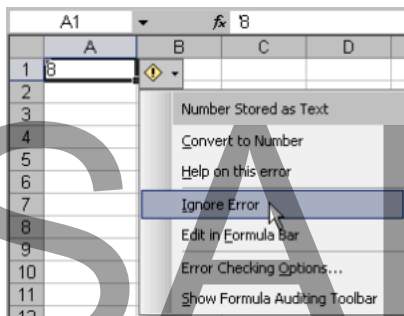
## Entering numbers as numeric values

- By default, numeric values are right-aligned.
- Begin by clicking in the cell you want, making it the **active cell**.
- Type the number and press the **Enter** key.

**Note:** For **negative** numbers, type a minus sign before the number. For **decimals**, use a period for the decimal point.

## Entering numbers as text

- Begin by clicking in the cell you want, making it the **active cell**.
- Type an **apostrophe** then the number and press the **Enter** key. If a smart tag appears, recognizing the "number as text" as an error, simply click on the smart tag down arrow and select **Ignore Error** as illustrated below (smart tags will be discussed in greater depth later in this chapter):



- Excel will now recognize the number as text.

## Entering dates

- Begin by clicking in the cell you want, making it the **active cell**.
- Type in the date, separating the year, month, and day with either **hyphens** or **slashes**.

---

### Entering current date

- Begin by clicking in the cell you want, making it the **active cell**.
- Press the **Ctrl + ;** key combination.

---

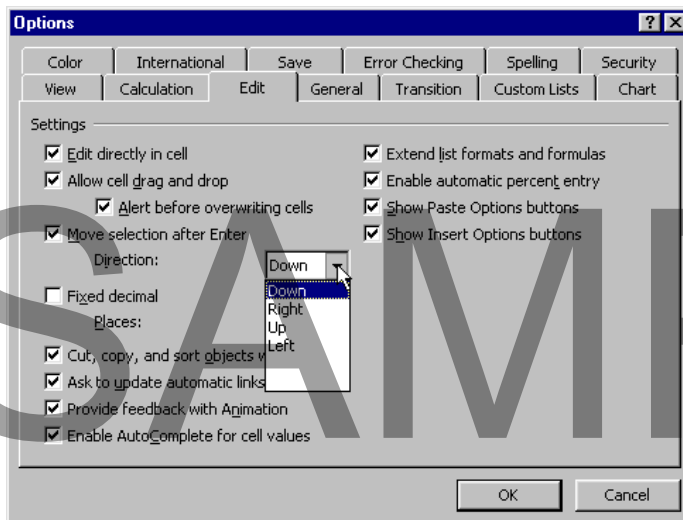
### Entering current time

- Begin by clicking in the cell you want, making it the **active cell**.
- Press the **Ctrl + Shift + ;** key combination.

---

### Customizing the movement of the active cell

- By default when you press the **Enter** key in Excel, the **active cell** will move one cell down. You can customize the movement of the active cell to suit your data entry needs.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **Edit** tab.
- Select the **Move selection after Enter** checkbox.
- Click on the **Direction** drop-down menu and select the direction you want:

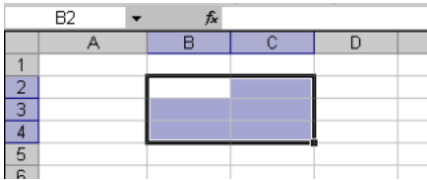


- Click **OK**.

**Note:** To prevent the active cell from moving, deselect the **Move selection after Enter** checkbox.

### Entering data into a range of cells

- To effectively use the movement of the **active cell**, you can set a range for data entry. Pressing the **Enter** key will move the active cell within the range. When the active cell reaches the bottom of the range, it automatically moves to the top of the next column in your range. When you reach the last cell in your range, the active cell moves to the beginning of the range.
- Select the range you want by dragging the mouse across an area of cells. This will highlight the selected range:



- Type your first entry and press the **Enter** key.
- Repeat until you have finished entering data into all the cells in your range.

**Note:** To deselect the range, click outside the selected range.

---

### Filling a range of cells with the same data

- Begin by selecting the range you want to fill by dragging the mouse across an area of cells.
- Type the information with which you wish to fill the selected range.
- Press the **Ctrl + Shift + Enter** key combination.

### Using Time Saving Features

---

#### Using Auto Complete

- **AutoComplete** can speed up data entry, especially if you have to enter a particular word or phrase repeatedly. When you start entering data into an empty cell, directly below an existing list, Excel will automatically offer you a match from the data above it. Once there is a match, AutoComplete will display the matched data.
- You can continue to type in the rest of the word or phrase and then press the **Enter** key

**OR** you can press the **Enter** key, and the matching word or phrase will be inserted into the cell.

- In the following example, AutoComplete matches **Autumn Red**, after you entered an **A** in cell **A5**. Pressing the **Enter** key will insert **Autumn Red** in the cell. If Autumn Red is not what you want, you can ignore the AutoComplete display and continue typing:

	A	B	C
1	<b>Colors</b>		
2	Autumn Red		
3	Royal Blue		
4	Forest Green		
5	Autumn Red		
6			
7			

**Note:** AutoComplete will only match words or phrases in the same column.

### Using a Pick List

- In concept, **Pick List** is similar to AutoComplete. You can quickly pick from a list of existing data, contained in the cells above the active cell.
- Begin by clicking in the cell you want, making it the **active cell**.
- Right-click in the cell and choose **Pick from List** from the pop-up menu.
- Select the data you want by clicking on it:

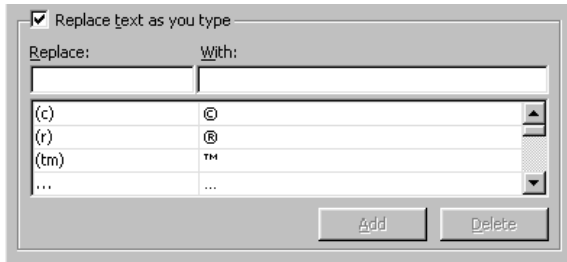
	A	B
1	<b>Colors</b>	
2	Autumn Red	
3	Royal Blue	
4	Forest Green	
5		
6	Autumn Red	
7	Forest Green	
8	Royal Blue	
9		

### Using AutoCorrect

- AutoCorrect** looks at the entry you are making and checks it against a pre-defined list of common errors. If you make an error on the list, AutoCorrect will replace your entry with the pre-defined correction.
- You can also use AutoCorrect to correct capitalization errors.

### Viewing items that will be corrected

- From the main menu, choose **Tools > AutoCorrect Options** to display the **AutoCorrect** dialog box.
- Click on the **AutoCorrect** tab, and use the scroll bars to move through the items listed in the **Replace** and **With** section:



- For example, if you enter **(c)**, AutoCorrect will automatically replace the entry with the © symbol.

---

### Adding items to AutoCorrect

- From the main menu, choose **Tools > AutoCorrect Options** to display the **AutoCorrect** dialog box.
- Click on the **AutoCorrect** tab, enter the incorrect entry in the **Replace** box, and enter the correct entry in the **With** box.
- Click on the **Add** button to add the entry to the AutoCorrect list.
- Click **OK**.

---

### Deleting an AutoCorrect item

- From the main menu, choose **Tools > AutoCorrect Options** to display the **AutoCorrect** dialog box.
- Click on the **AutoCorrect** tab, and select the entry you want to delete from the scrollable list.
- Click on the **Delete** button to remove the entry from the AutoCorrect list.
- Click **OK**.

---

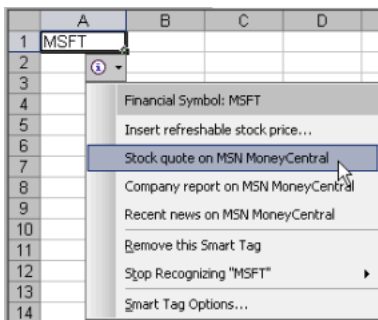
### Using Smart Tags

- Excel 2003 uses **Smart Tags** to help you save time when performing routine tasks, such as inserting, pasting, and filling cells by dragging (these concepts will be covered later in the manual).

- Smart Tags can also connect you to other programs so you can perform common tasks in those programs while you work in Excel. Smart Tags are indicated by **purple triangles** in the corners of cells.
- Place your mouse over a purple triangle to display the **Smart Tag** icon



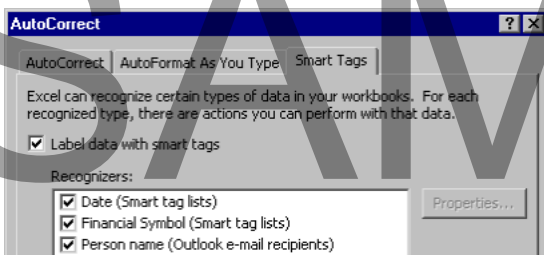
- Move your mouse over the **Smart Tag** icon and click on the down arrow to display the options.
- For example, if you type a stock symbol in a cell, a **Smart Tag** will appear, providing you with options to gain more information on the company from the Internet:



**Note:** Please refer to Microsoft Excel Help for information on other Smart Tags.

## Turning Smart Tags on

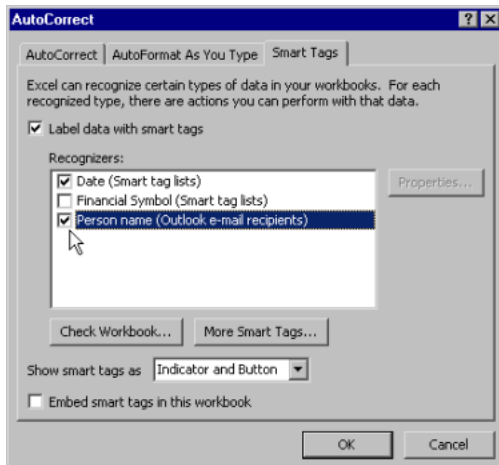
- From the main menu, choose **Tools > AutoCorrect Options** to display the **AutoCorrect** dialog box.
- Click on the **Smart Tags** tab, and select the **Label data with smart tags** checkbox:



- Click **OK**.

## Enabling Date and Person Name Smart Tags

- Excel 2003 now allows you the option of enabling new **Date** and **Person Name** Smart Tags, both of which work in tandem with Microsoft Outlook 2003.
- From the main menu, choose **Tools > AutoCorrect Options** to display the **AutoCorrect** dialog box.
- Click on the **Smart Tags** tab, and select the **Label data with smart tags** checkbox (if it is not already selected). Make sure that **Date (Smart tag lists)** and **Person name (Outlook e-mail recipients)** are selected, and click **OK**:



- The **Date** Smart Tag allows you the option of viewing your Outlook 2003 calendar when you enter a date into a cell.
- The **Person Name** Smart Tag recognizes names and allows you to work with Outlook 2003 to complete tasks such as locating an individual's phone number, or even schedule a meeting.

## Checking the Spelling

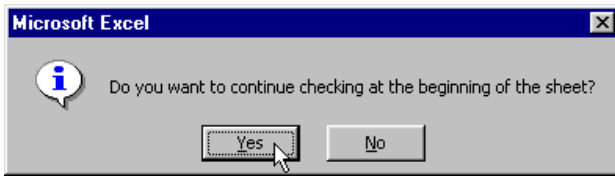
### Checking spelling in a Worksheet

- Begin by clicking a cell in the worksheet you want to spell check.
- From the main menu, choose **Tools > Spelling**

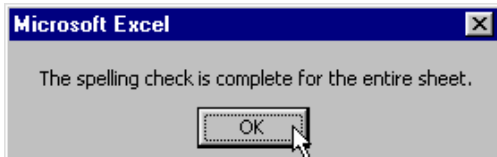
**OR** press the **F7** key

**OR** click on the **Spelling** icon  on the **Standard** toolbar.

- If no errors are found in the selected cell, the following message will appear. Click **Yes** to continue:

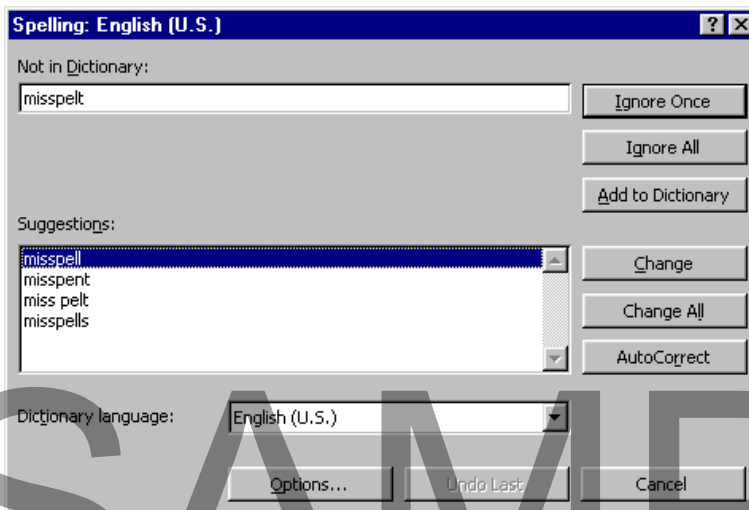


- When the spelling check is complete, the following message will appear. Click **OK**:



## Correcting spelling errors

- When a spelling error is found, the **Spelling** dialog box is displayed. You can select one of the following options:



**Ignore Once** - Ignore the word and continue.

**Ignore All** - Ignore all further occurrences of the word in the worksheet.

**Add to Dictionary** - Add the word to the current custom dictionary.

**Change** - Change this occurrence of the word to the highlighted word in the **Suggestions** area.

**Change All** - Change all occurrences of the word to the highlighted word in the **Suggestions** text area.

**AutoCorrect** - Adds the incorrectly spelt word in the **Suggestions** text area to the AutoCorrect list.

## Review Questions

**How would you:**

- Enter text?
- Enter numbers as numeric values?
- Enter numbers as text?
- Enter dates?
- Enter current date?
- Enter current time?
- Customize the movement of the active cell?
- Enter data into a range of cells?
- Fill a range of cells with the same data?
- Use AutoComplete?
- Use a Pick List?
- Use AutoCorrect?
- View items that will be corrected?
- Add items to AutoCorrect?
- Delete an AutoCorrect item?
- Use Smart Tags?
- Turn Smart Tags on?
- Enable Date and Person Name Smart Tags?
- Check spelling in a worksheet?
- Correct spelling errors?

# SAMPLE

## Formatting and Customizing Data

**When you have completed this learning module you will have seen how to:**

- Select a cell
- Select a row
- Select a column
- Select a range
- Select a non-contiguous range
- Select an entire worksheet
- Select several worksheets
- Select all worksheets
- Change the font
- Change the font size
- Change the font style
- Change the underline
- Change the font effects
- Reset font formatting
- Change the default font characteristics of the current workbook
- Change the default font in new workbooks
- Format numbers using the Formatting toolbar
- Apply the currency format
- Apply the percent format
- Apply the number format
- Apply custom formatting
- Set a fixed decimal place for numeric values
- Align data horizontally within a cell
- Align data vertically within a cell
- Center headings over multiple columns
- Wrap multiple lines of data in a cell
- Indent data within a cell
- Change the text orientation
- Change the column width numerically
- Change the column width visually
- Change column width to fit data
- Set the default column widths
- Change the row height numerically
- Change the row height visually
- Change the row height to fit data
- Select a border style
- Apply borders
- Remove borders
- Change the style and color of borders

- Use AutoFormat

SAMPLE

## End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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