



# Microsoft Excel 2003 Quick Reference



## Start Excel

Click **Start**> **All Programs**> **Microsoft office**> **Microsoft Excel 2003**.

An empty document window named Book1 and Getting Started task pane appear.

## Creating a New Workbook

The documents created using Excel are workbook files.

There are three ways to create workbook files:

- A blank workbook file, an empty workbook file with Excel's default settings.
- A workbook file based on an existing workbook.
- A workbook file based on a template.

## To create a Blank workbook

Click **File**> **New**.

Click the **Blank workbook** in the **New area** of the **New Workbook** task pane.

## Creating a Workbook Based on an Existing Workbook

Click **File**> **New**.

Click the **From existing workbook** in the **New area** of the **New Workbook** task pane.

Locate and select the workbook in the **New from Existing** workbook dialog.

Click **Create New**.

## Creating a workbook based on a template

Click **File**> **New**.

Click the **On my computer** link in the templates area of the **New Workbook** task pane.

Click the **Spreadsheet Solution** tab in the **Templates** dialog box.

Select the icon for the template.

Click **OK**.

## Working with files

Click the sheet tab to switch from one sheet to another.

## To Insert a Worksheet

Click the tab for the sheet to insert the new sheet before.

Choose **Insert**> **Worksheet**.

## To Delete a Sheet

Click the sheet tab for the sheet to delete.

Choose **Edit**> **Delete Sheet**.

Click **Delete** to confirm that you want to delete the sheet.

## To Rename a Sheet

Click the sheet tab for the sheet to rename.

Choose **Format**> **Sheet**> **Rename**, or double-click the sheet tab.

Enter a new name for the sheet .

Press **Enter**.

## To Change a Tab's Color

Click the sheet tab to change the color of.

Choose **Format**> **Sheet**> **Tab Color**.

Select the desired color.

Click **OK**.

## To Hide/Unhide a Sheet

Select the sheet to hide.

Choose **Format**> **Sheet**> **Hide**.

To unhide the sheet, choose **Format**> **Sheet**> **Unhide**.

Select the sheet to unhide in the **Unhide** dialog.

Click **OK**.

## To Move or Copy a Sheet

Select the tab for the sheet to move or copy.

Choose **Edit**> **Move or Copy Sheet**.

Use the **To book** drop-down list to choose the workbook to move or copy the sheet.

Use the **Before Sheet** list to choose the sheet to be copied before.

Click **Create a copy** check box to copy or duplicate the sheet rather than move it.

### To Activate a Cell

Use the mouse pointer to click in the cell.

### To Select a Range of Cells with the Mouse

Position the mouse pointer in the first cell to select. Hold the mouse button down and drag to highlight all the cells in the selection,

or

Click in the first cell of the range to select.

Hold down **Shift** key and click in the last cell of the range.

### To Select Multiple Ranges

Select the first cell or range of cells.

Hold down **Ctrl** and drag to select the second cell or range of cells.

### To Enter a Value

Click the cell to enter the value.

Type in the value.

Click **Enter** to complete the entry.

### To Enter a Formula

Click the cell to enter the formula.

Type the equal sign to begin the formula.

To enter a cell reference, click on the cell you want to reference,

or

To enter a constant value or operator, type it in.

Repeat step 3 until the entire formula appears in the formula bar.

Press **Enter** to complete the entry.

### To Edit Cell Content

Click the cell containing the incorrect entry to activate it for editing.

Type new characters, or double-click the cell and press **Backspace** key to delete the character to the left of the insertion point.

If the cell contains a formula, color-coded Range Finder frames graphically identify cell references.

### To Clear Cell Content

Select the cells to clear.

Choose **Edit> Clear> Contents**,

or

Press **Delete** key.

### To Insert a Column or Row

Select a column or row.

Click **Insert> Columns**, **Insert> Rows**, or **Insert> Cells**.

### To Delete a Column or Row

Select a column or row.

Click **Edit> Delete> Entire Column**.

Click **Edit> Delete> Entire Row**.

### Copy and Paste

Select the cell to copy.

Choose **Edit> Copy**, or right click the cell and choose **Copy** option from drop down menu.

Select the cell in which to paste the selection.

Choose **Edit> Paste**, or right click the cell and choose **Paste** option.

Click **Enter**.

### Using Functions in Formulas

A function is a predefined formula for making a specific kind of calculation.

Begin the formula by typing an equal sign.

Type in the function name.

Type an open parenthesis character.

Type in the value or cell reference for the first argument.

If entering more than one argument, type each of them in with commas between them.

Type a closed parenthesis character.

Press **Enter**.

### The SUM Function

The Sum function adds up numbers.

=SUM( number1, number2,...)

### To Use the AutoSum Button

Select the cell below the column or to the right of the row of numbers to add.

Click the **AutoSum** button on the **Standard** toolbar once.

Excel writes the corresponding formula and puts a marquee around the range of cells it used.

If the range in the formula is incorrect, type or select the correct range.

Press **Enter** when the formula is correct.

### The ROUND Function

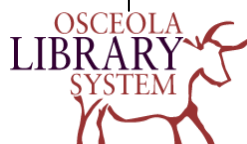
The Round function rounds a number to the number of decimal places specified.

=ROUND(number1, num\_digits)

### The AVERAGE Function

The Average function calculates the average or mean of its arguments.

= AVERAGE(number1, number 2,...)



### The MAX Function

The Max function returns the highest value.  
=Max(number1, number2,...)

### The MIN Function

The Min function returns the lowest value.  
=Min(A1:A6)


### The COUNTA Function

The Counta function counts the number of cells in a range that contain data.  
=COUNTA( A1:A3)

### Using AutoCalculate to Do Quick Calculation

Select the range of cells containing values (numbers) to use in calculation.  
Right-click in the AutoCalculate area on the **Status** bar. Choose one of available functions from the pop-up display.  
The calculation result is displayed in the AutoCalculation area.

### Formula Tips

Keyboard commands: + add, - subtract, \* multiply, / divide.  
Place brackets around the operators you want to perform first, otherwise multiplication/division will be done before addition/subtraction.  
Instead of typing cell references, select the cells you want in a formula.  
Click  button on the formula toolbar to

choose one of Excel's 200+ built-in functions .  
Pres **ESC** to get rid of the marquee around cells.

### Prevent a Column or Row from Scrolling out of View

Select the cell immediately below the row, and immediately to the right of the column to freeze.  
Choose **Window> Freeze Panes**.  
Choose **Window> Unfreeze Panes** to shut off the freeze.

### Clear ##### Signs from Cell

The ##### sign indicates that the cell is not wide enough to display values.  
Click and drag the edge of the column to widen it.


### Copying a Formula across a Range of Cells

Select cell containing a formula and drag fill


handle over adjacent cells.




### Merge cells

Select the cells to merge.  
On the formatting toolbar click **Merge and Center** button 

To change the text alignment in the merged cells, select the cell, and click **Align Left**  or

**Align Right**  on the **Formatting** toolbar.


### Split Merged Cells

Select merged cells.  
Click **Merge and Center** button to unmerge cells. 

### Wrap Text in a Cell

If you want text to appear on multiple lines in a cell, you can format the cell so that text wraps automatically, or you can enter a manual line break.  
Select the cell to wrap the text automatically.  
Click **Format> Cells > Alignment**.  
Select **Wrap text** check box.  
Click **OK**.  
Start a new line of text at a specific point in a cell to enter a line break.  
Click where you want to break the line.  
Press **Alt+ Enter**.  
Click **Format> Row> AutoFit** to allow the row to adjust automatically and show all wrapped text.

### Cell Shading

Select the cell to apply shading.  
Choose a color from the **Fill Color** menu 

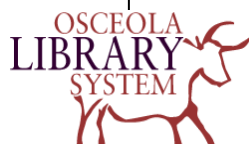
To remove colors from a selection, choose **No Fill** from the **Fill Color** menu.

### Changing Column Width or Row Height

Select the column or row to change.  
Choose **Format> Column> Width**, or **Format> Row> Height**.  
In the dialog enter a new value.  
Click **OK**.

### Using AutoFit

Select the columns or rows to change the width or height.  
Choose **Format> Column> AutoFit**, or **Format> Row> AutoFit**, or  
Double -click on the border to the right of the column heading or below the row heading.




### To Use AutoFormat

Select the portion of the worksheet to format.  
Choose **Format> AutoFormat**.  
Choose a format from the Table format list in the **Auto-Format** dialog.  
A preview of the format appears in the list.  
Choose the format and click **OK**.

### Removing Formatting from Cells

Select the cells to remove formatting from.  
Choose **Edit> Clear> Formats**.  
The formatting is removed but cell contents remain.

### To Add a Text Box

Click the **Text Box** button on the **Drawing** toolbar.   
The mouse pointer turns into a special crosshairs pointer.  
Position the crosshairs where to begin drawing the text box.  
Press the mouse button and drag.  
Release mouse button to complete the text box.


### Inserting Pictures

Choose **Insert> Picture> ClipArt**.  
Enter a search word in the **Search** box.  
To search only some collections of clip art, display the **Search in** drop-down list.  
To specify the type of media display the **Results should be** dropdown list.  
Click **Go**.  
Click the thumbnail view of clip art item to insert it in the document.

### Inserting WordArt

Choose **Insert> Picture> WordArt**.  
Click to select a **WordArt style** in the **WordArt gallery** dialog.  
Click **OK**.  
Change the sample text to the text that you want to display.  
Format the text.  
Click **OK**.

### Placing a Border around Cells

Select the cells to highlight with border.  
Click **Format> Cells> Border** or click the arrow next to **Borders** button on the formatting toolbar.   
Choose a border style from the palette.

