EXCEL 2003 PERSONAL TRAINER
FREE QUICK REFERENCE CARD
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## THE EXCEL 2003 SCREEN

Title Bar
Standard Toolbar
Formula Bar
Formatting Toolbar
Menu Bar
Name Box
Select All Button
Active Cell (currently in cell A1)
Columns
Pointer
Rows
Tab Scroll Buttons
Status Bar
Worksheet Tabs
Horizontal Scroll Bar
Vertical Split Bar
Task Pane
Vertical Scroll Bar
Horizontal Split Bar
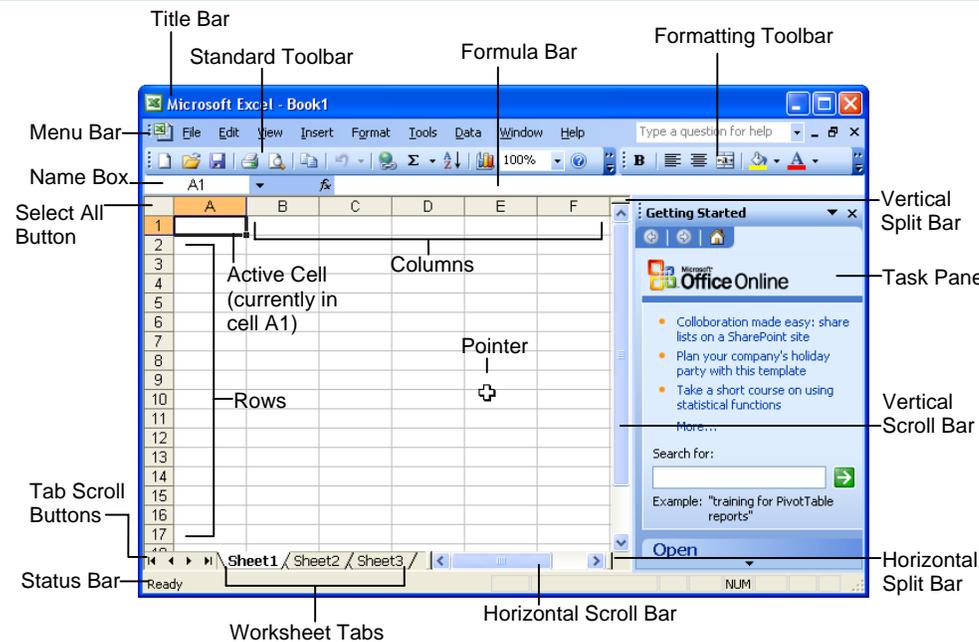
KEYBOARD SHORTCUTS

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>**

NAVIGATION — GO TO:

Move between unlocked cells	**<Tab>**
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> + <↓>**

EDITING

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Absolute Reference	**<F4>**

THE FUNDAMENTALS

THE STANDARD TOOLBAR

New
Save
Print
Spelling
Cut
Paste
Undo
Insert Hyperlink
Sort Ascending
Chart Wizard
Zoom
Toolbar Options
Open
E-mail
Print Preview
Research
Copy
Format Painter
Redo
AutoSum
Sort Descending
Drawing
Help
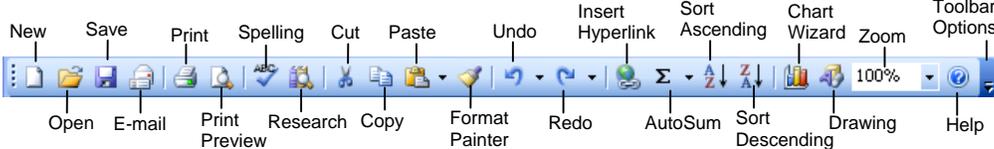
✴ **To Create a New Workbook:** Click the New button on the Standard toolbar or select **File → New** from the menu.

✴ **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, etc. You can find the address of a cell by looking at the [C3] **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 Print Preview:** 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**.

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✴ Fully-illustrated and easy-to-read book

✴ Bite-sized lessons: Learn what you need, at your own pace

Click to Learn More

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.

FORMULAS AND FUNCTIONS

✳ **To Total a Cell Range:** Click the cell where you want to insert the total, click the Σ **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 𝑓ₓ **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.

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**.

FORMATTING

THE FORMATTING TOOLBAR
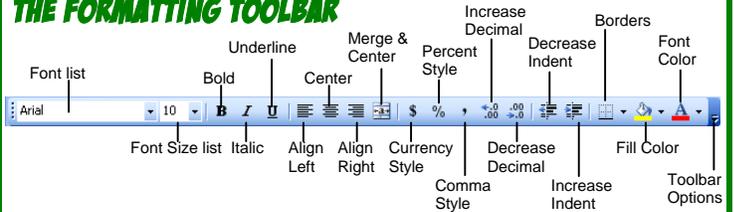
✳ **To Format Text:** Change the style of text by clicking the **B** **Bold button**, _I_ **Italic button**, or **U** **Underline button** on the Formatting toolbar.
Change the font type by selecting a font from the `Times New Roman` **Font list** on the Formatting toolbar.
Change the font size by selecting 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, **.00→** Increase Decimal, and **.0←** 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.

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.