

## Excel 2003 Guide

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Shortcut Keys for Manipulating Worksheets in Excel 2003. Learning keyboard shortcuts will make operating your worksheets easier in Excel 2003. Here are some shortcut keys to basic commands in your Excel worksheets: Press. To. Ctrl+Page Down. Activate next sheet in the workbook. Ctrl+Page Up. Activate previous sheet in the workbook.

Excel 2003 for Dummies Cheat Sheet - dummies

Excel 2003 Quick Reference Card The Excel 2003 Screen Keyboard Shortcuts Down One Screen 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 ¶

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Excel 2003 is designed to work with texts and numbers by storing them in columns and rows. It makes core spreadsheet functionality more accessible to all users. Formula creation, printing, and formatting allow easy access to the basic operations of the program. Excel 2003 permits a wide selection of fonts and options to be used in the

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## Microsoft Excel 2003 for Beginners

the workbook (Excel file) Book 1 that would change as soon as you save your file and give another name. Menu bar The Menu bar contains menus that include all the commands you need to use to work your way through Excel such as File, Edit, View, Insert, Format, Tools, Data, Window, and Help Standard Toolbar

## Excel 2003 □ Tutorial I

To provide these unique information Page 2/8. Where To Download Excel 2003 Guide services, Doody Enterprises has forged successful relationships with more than 250 book publishers in the health Excel 2003 Guide - orrisrestaurant.com The Excel 2003 Program Window When you first launch the Microsoft Office application program Excel (versions 2003 and earlier), the following program window appears, containing three blank worksheets.

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## Microsoft Office Specialist: Excel 2003 Study Guide ...

When you have a question about how to do something in Microsoft Excel 2003, you can ask the Office Assistant. To access the Office Assistant, click on the Help menu and click on Show the Office Assistant. After the Office Assistant appears, double-click on it so that you can type your question.

## Getting started with Microsoft Excel 2003

The Unofficial Guide to Excel 2003 [Kelly, Julia] on Amazon.com. \*FREE\* shipping on qualifying offers. The Unofficial Guide to Excel 2003

## The Unofficial Guide to Excel 2003: Kelly, Julia ...

The Excel 2003 Program Window When you first launch the Microsoft Office application program Excel (versions 2003 and earlier), the following program window appears, containing three blank worksheets. You can build your new spreadsheet using any of the pages, which follow the general Excel Worksheet template. Excel 2003 Standard Toolbar

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Create a Chart in Excel 2003, 2000, and 98 Click Insert | Chart. The Chart Wizard appears. Step 1: Click the desired chart type in the left column, and click one of the chart sub-types in the right column. Click... Step 2: Excel assumes you wish to keep the series data in rows. You may click ...

## Beginner's Guide to Creating Charts in Microsoft Excel

Click a letter to go to functions that start with it. Or press Ctrl+F to find a function by typing the first few letters or a descriptive word. To get detailed information about a function, click its name in the first column. A B C D E F G H I J K L M

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Basic Excel Formulas - List of Important Formulas for ...

Excel 2003 Basic Macros in Excel Table Of Contents 1. Introduction 2. What are Macros? 3. Recording Macros ¶ Absolute Vs. Relative ¶ Creating an Absolute Macro ¶ Creating a Relative Reference 4. Running Macros 5. Assigning Macros ¶ to your Toolbar ¶ to an Icon Button ¶ to the Menu Bar ¶ To an Object 6. Deleting Macros 7.

Excel - basic macros

Guide 34 Version 1.0 Creating charts in Microsoft Excel 2003 This guide provides an introduction to creating charts in Excel. It is assumed that the reader is familiar with the basics of Excel covered in Guide 33: An Introduction to Microsoft Excel 2003. A sample workbook referred to in the document is provided on the Networked PC service.

Creating charts in Microsoft Excel 2003

Excel Cheat Sheet Basic Skills The Excel Program Screen Keyboard Shortcuts Getting Started Create a Workbook: Click the File tab and select New or press Ctrl + N. Double-click a workbook. Open a Workbook: Click the File tab and select Open or press Ctrl + O. Select a recent file or navigate to the location where the file is saved.

Microsoft Excel Cheat Sheet - CustomGuide

Excel 2003 Personal Trainer includes sections on editing, formatting, functions, formulas, lists, macros, creating and managing workbooks, and creating and editing charts. You'll also learn data analysis, what-if analysis, pivot tables, how get Excel to work with other programs and the Internet, and advanced topics like using detect and repair.

Excel 2003 Personal Trainer by Inc. CustomGuide, Paperback ...

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