




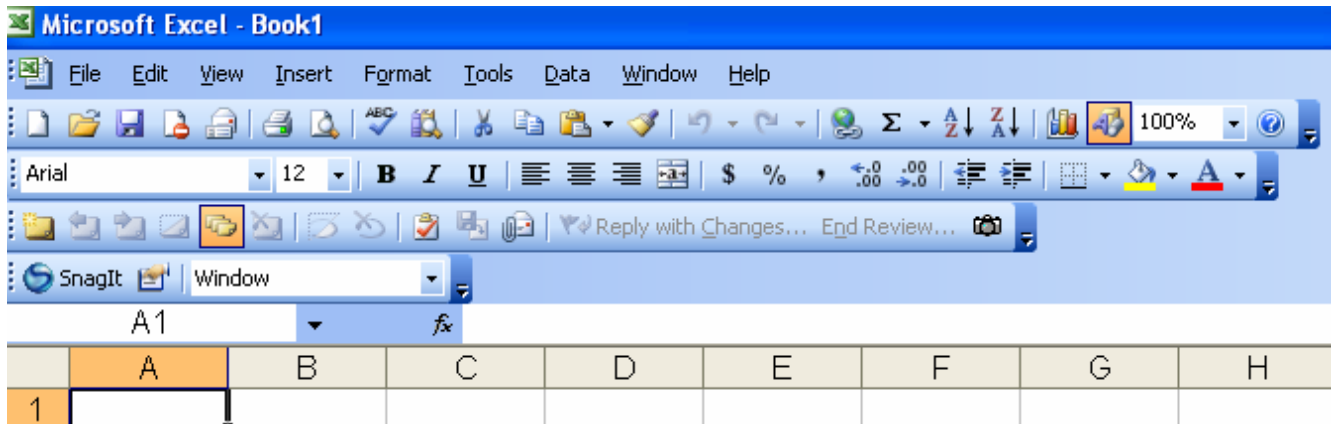
Beginning Excel 2003

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Naming and Saving a Workbook

When you first open Excel, a new workbook is created which contains the default number of worksheets or pages. The default name is shown as “Book 1” Choose File/Save or use the save icon  to **name** and **save** your workbook.



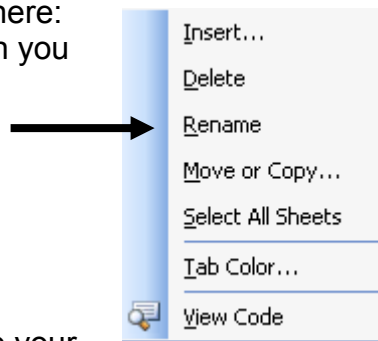
Naming a Worksheet

The worksheets at the bottom of the Excel screen have default names “Sheet1”, “Sheet2” and “Sheet3”. It is important to name each sheet as you enter information on that sheet.



Right click on the words “Sheet1” and you will get a dialog box of choices shown here: Choose “Rename” and name it. This will go to print your worksheet and will be

be important later when you explained more then.



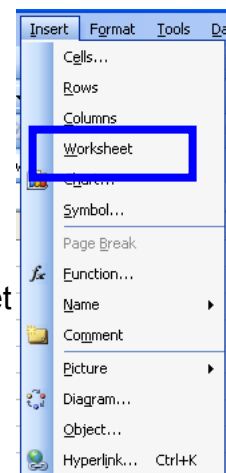
Another way to rename your default name until it is highlighted, then type a replacement name for the worksheet.



worksheet is to double click on the


Add/Delete a Worksheet



You can have a maximum of 255 worksheets in 1 workbook. To add a worksheet, choose **Insert /Worksheet** from the menu bar. The worksheet will be inserted to the left of the one you currently have open. To delete a worksheet, choose **Edit/Delete Sheet** from the file menu.



Moving a Worksheet

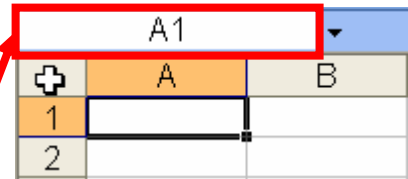
You may rearrange the order of the worksheets in your workbook.

 Left click on the name of the worksheet you wish to move, hold the left click down until you see a blank sheet of paper and then drag right or left according to where you want the worksheet placed. The small black triangle is pointing to the position for the worksheet. Release the left mouse and your worksheet should be in the new position.

 In the example shown, I have moved the “Profits” worksheet to be after the “Expenses” worksheet. 

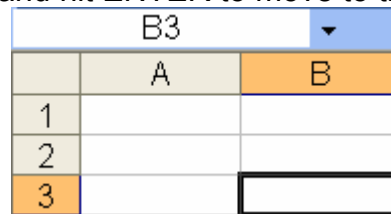
What is a Cell?

A cell in Excel is one rectangle in which information can be stored. In the example shown, the black border shows a cell and it is selected. That means it is ready for you to enter information. A cell is named by the **Column** and **Row** in which it resides. This cell is named “**A1**”



Note: the name of the selected cell always appears in the **Name Box**.

You can type the name of a cell in the name box and hit ENTER to move to that cell.



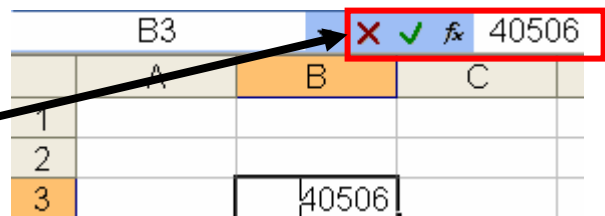
I have typed B3 in the name box and hit ENTER:

Now I can enter data in B3. You can also use your Tab key, Enter key or Arrow keys to move to another cell.

Entering and Changing Data

Once you have a cell selected, you can just type the data/information into that cell. There are several ways to change information in a cell:

- Double click on that cell. It puts the cursor in the cell to add data or use the delete key to delete some but not all the data in that cell. Hit ENTER.
- Left click on the **formula bar** to put your cursor where you want it and make changes. Accept the change with the **green check mark** or cancel the change with the **red X**.

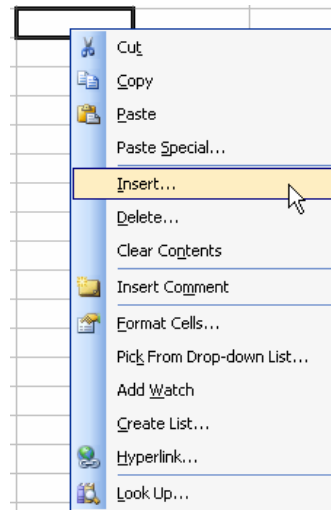
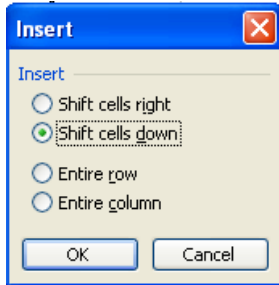


- Select the cell and hit the **F2 function key** and it will put the cursor in the cell to make changes. Then hit ENTER to accept the changes.

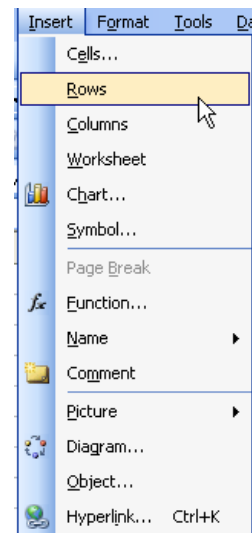
Inserting Rows or Columns

Again there are several ways to insert rows or columns.

- Right click on any cell and choose **Insert**
 - A dialog box opens for you to choose if you want to insert a column, a row or just a cell.

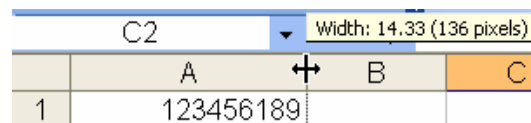


- On the menu bar, you can choose Insert then select what you want to insert. On the example show, **Insert/Rows** was selected.

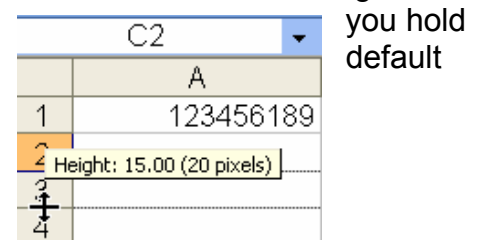


Resizing Rows and Columns

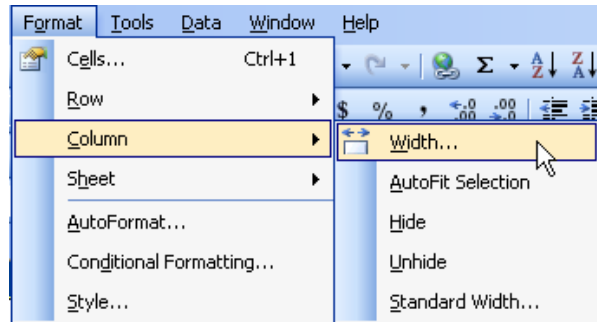
You can resize the row or the column or both. A quick way is to point the mouse between the column names until you get a double sided arrow. Hold the left mouse down and drag it either direction to make the column wider or narrower, then release the mouse. Or select multiple columns to have them all change at once. **Note:** the exact column width is shown above as down the mouse. The width is 14.33 in the example. The column width is 8 characters (Arial size 10)



The row is resized in a similar way. Note in this example the new row height will be 15.



Or you can select a row(s) or column(s), choose **Format** from the Menu bar, select which one you want to format and choose **Width**. The example shows choosing Column Width. Then you type in the number for the width.



If you see "#####" in a cell that means your cell is not wide enough to accommodate the large number. Just widen your column.

Selecting Multiple Cells

A. To select multiple **adjacent cells** you can:

- Left click the mouse on a cell and drag it through an area
- Or select one cell, go to the bottom right of the last cell you want, and SHIFT click. This will select a rectangular area. The example shows cells A1 through C4 selected.

Note: this range of cells is written as A1:C4 meaning all the cells in that rectangle.

	A	B	C	D
1	123456189		123	
2				
3				
4				
5				

B. To select multiple **non-adjacent cells**:

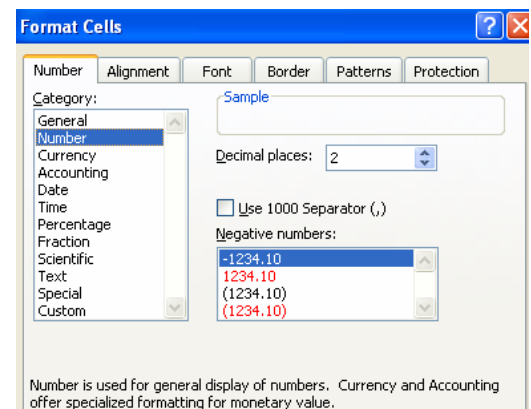
- Select one cell, hold down the **Control key** and left click on another cell, continue to keep the **Control key** held down as you left click on as many other cells as needed. You can also select non-adjacent rows or columns this way.

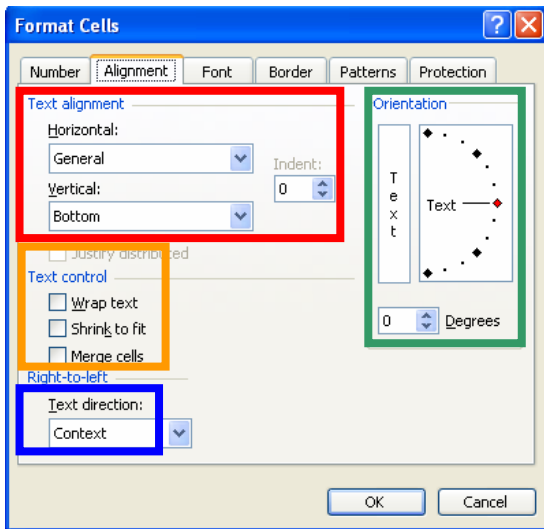
	A	B	C
1	123456189		123
2			
3		155	
4	214		302

Formatting

You can format a single cell, a range of cells, a whole column or a whole row.

- A. To format a **single cell**: right click on the cell and choose Format from that menu. You have many formatting choices. You can format a number as currency, format a negative number, format a number to have a certain number of decimal places as well as formatting text.

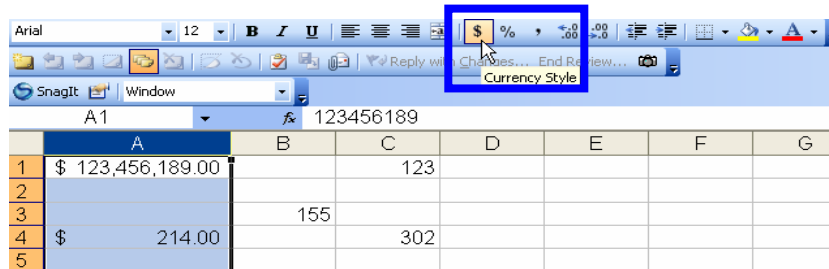




You can format the text to **wrap** in the cell, you can **align** the text within the cell, and you can change the **angle** of the text in the cell. You can change the font, the border of the cell, and add colors or patterns to the cells. You can even **merge** cells or **shrink** to fit.

- B. To format a **row or column**: select the row or column by left clicking on the column name or the row number. In the example the “A” column has been selected. Then select the icon representing the type of formatting you want. In this case, **Currency Style** was selected and the formatting was applied to the entire column A.

	A	B
1	123456189	
2		
3		155
4	214	
5		
6		
7		
8		
9		
10		
11		
12		
13		

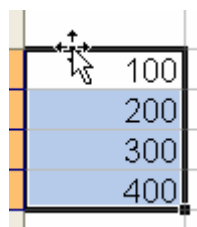


- C. The **Format Painter** is a great tool to use, too. Select a single cell that is formatted the way you want other cell to be formatted. Choose the “Format Painter” icon on the toolbar. Then brush across the other cells you want to be formatted. To use the Format Painter on non-adjacent cells, double click the icon. When finished, hit the Esc (Escape) key.



Moving a Block of Cells

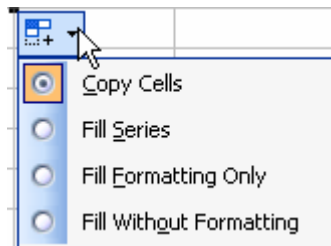
Select a block of cells (also called a range of cells). Move the mouse pointer to one of the dark borders of that block until it changes to a 4 pointed arrow.



Now, left click and move that block of cells to whatever position you want it on your worksheet. Of course, you could do “Cut” and “Paste” instead of a moving the cells.

Quick Copy and AutoFill

A quick way to copy a cell into adjacent cells is to select the cell, move the cursor to the bottom right corner of the cell until it changes into a plus sign +, then hold the left mouse button down as you drag through adjacent cells. Release the mouse. In the example shown, the 125 value in cell A1 was copied to the other cells. It also gives you an icon which when opened gives you other choices.



	A	B
1	125	
2	125	
3	125	
4	125	
5	125	
6		

The Autofill feature will complete a series of numbers or text. For example, if I wanted to count 125, 126, 127, 128, 129 in the example above instead of copying the same number again and again, I would use auto fill. For counting, you need to select two cells so that you set up the pattern of how you are counting. Are you counting by

	A	B
1	125	
2	126	
3		

ones, twos, fives, etc. Now drag the plus sign and watch how it automatically fills the cells by counting by ones.

	A
1	125
2	126
3	127
4	128
5	129
6	130
7	

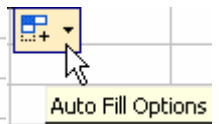
If I truly wanted to copy the pattern of numbers 125, 126, 125, 126 then I would use the smart tag and select "copying." As this example shows.

Autofill will fill in months, days of the week, first quarter, second quarter, etc. not just numbers. You can create your own custom autofill list, too.

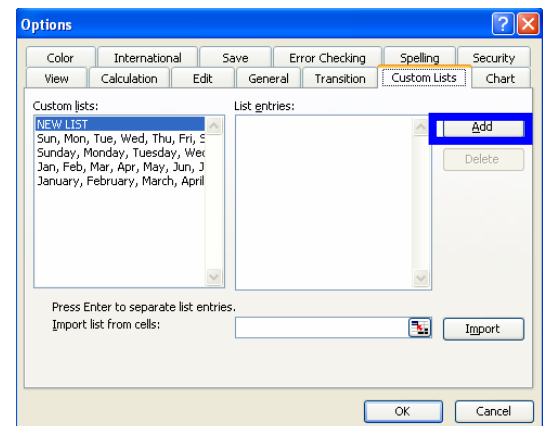
F	6	
Jan.	7	1st quarter
	8	
	9	2nd quarter
Feb	10	

Monday
Tuesday

	A
1	125
2	126
3	125
4	126
5	125
6	126
7	



To create custom list, choose **Tools/Options/Custom Lists**. Select **Add**. Create your own list.



Simple Formulas

You begin a formula with an equal sign.

The asterisk (*) is for multiplying. = (A1*5) means the number in A1 times 5.

The forward slash (/) is for divide. =(A1/5) means the number in A1 divided by 5.

The plus sign (+) is for adding. =(A1+5) means the number in A1 plus 5.

The dash (-) is for subtracting. =(A1-5) means the number in A1 minus 5.

The "carrot" (^) is for exponents. =(A1^2) means the number in A1 squared.

The parenthesis indicates to do what is in there first.

By order of operations, the parenthesis would be done first, then exponents, then multiplication and division from right to left, then addition and subtraction from right to left.

For example the formula:

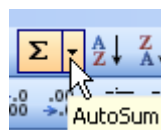
= (5 +15)*10/2 will give you an answer of 100.

But without the parenthesis your answer is 80.

Excel has built in formulae. The simple one is the **Auto Sum** icon on the toolbar. Σ

	A
1	10
2	16
3	55
4	22
5	

For example: Numbers have been entered in A1-A4. To add them and put the answer in A5, select A5 and then left click on the **Auto Sum** icon on the toolbar.



	A	B
1	10	
2	16	
3	55	
4	22	
5	=SUM(A1:A4)	
6	SUM(number1, [number2], ...)	

Excel will show you the formula in A5 and have the moving marques around the cells it is guessing you want to add. If this is correct, hit ENTER to complete

and the sum of 103 will now be seen in cell A5.

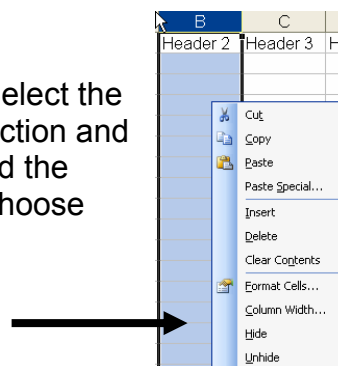
	A
1	10
2	16
3	55
4	22
5	103

If this is not the cells that you want to add, use the mouse to select the cells you do want to add. For example, I could change the selection of cells to A3 & A4 and only want those cells added. Now the total is 77.

	A
1	10
2	16
3	55
4	22
5	77

Hide/Unhide

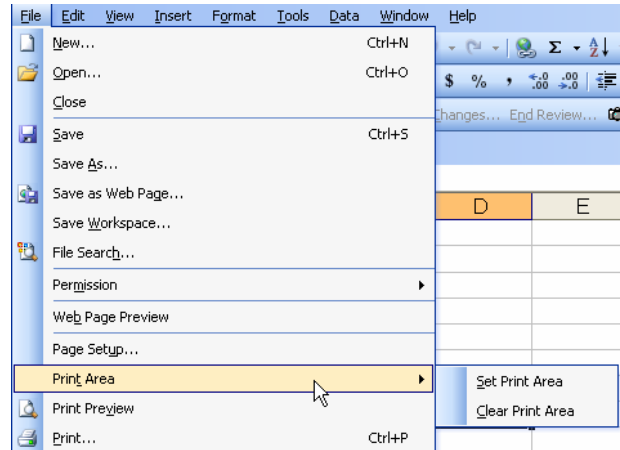
You can **Hide** a row, a column or multiple rows and columns. Select the row(s) or column(s) that you wish to hide, right click in your selection and choose "**Hide**". To Unhide, select the row(s) or column(s) around the hidden row(s) or column(s), right click within the selection and choose "**Unhide**".



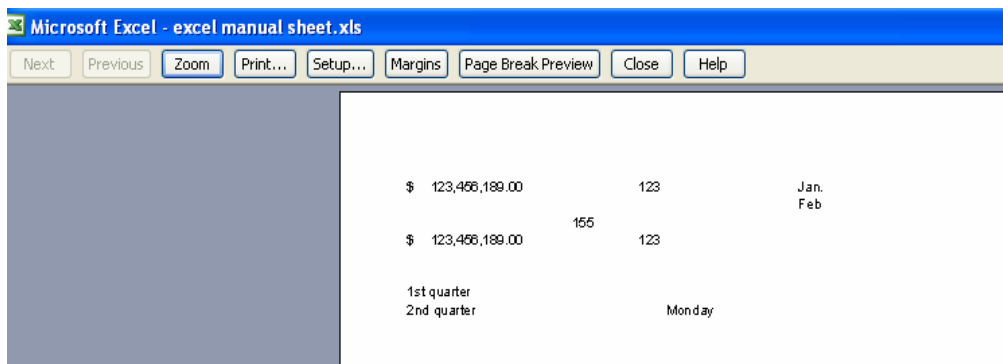
Printing

You can select the print range and not print the entire worksheet if you want. Select the cells or range you want printed then select File/Print Area/Set print area from the menu bar. Then only your selection will be printed. To clear the print range and print all, File/Print Area/Clear print area.

Always Print Preview to see if you are going to print what you wanted to print.

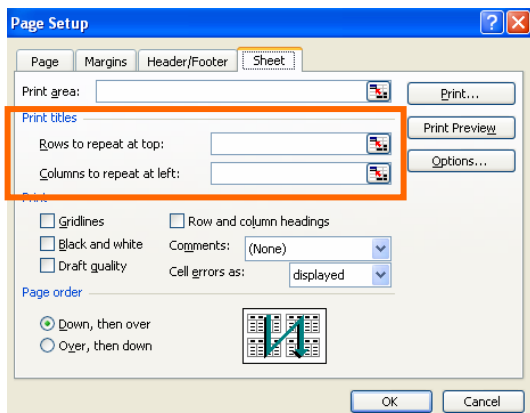


There are many options in “Print Preview “ such as; change to Landscape or Portrait paper style, change the margins, add grid lines, add headers or footers or reduce the size of what is printed to fit the page(s).



Within the print preview you can change the page setup. When ready to print use the “Print” button on the toolbar within the print preview window. To make changes first, use the “Close” button,

make your changes and then return to “Print Preview” to verify your changes.



To have a row repeat at the top of each printed page, or a column header repeated at the left of every page, do not use “Print Preview”, use “**File/Page Setup**”. Select this icon to return to the worksheet and highlight the cells you want repeated on each page.



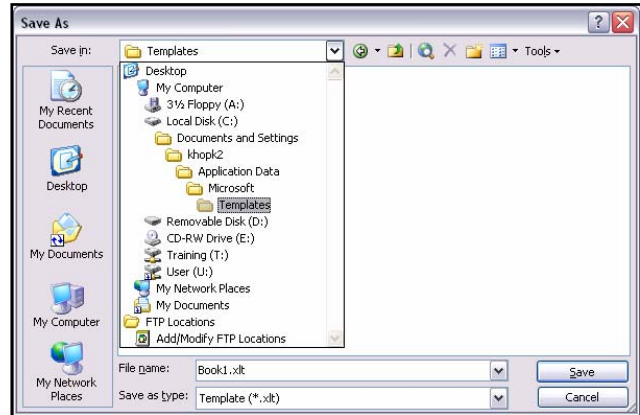
Appendix

Templates

A template stores standard layout, formulas and formatting, so when you create a new workbook based upon a template, much of the work involved in creating the workbook is already done.

Create a Template

1. Enter all the text, formatting and formulas that you want present every time you use the template.
2. Now save this file as a template. Go to the **File** menu and choose **Save As...**
3. Enter a suitable name for the template
4. Make sure the **Save as type:** is set to Template (*.xlt)
5. As soon as you choose to save the file as a template, the location is changed for you. Make a note of where your templates are stored so you can find them again.
6. Click **Save** and close the file.



Using a Template

- Go to the **File** menu, choose **New...** and choose the required template and click **OK**
- You now have a copy of the template which you can fill in and save as an ordinary workbook as usual

Editing a Template

If you want to edit a template, you must make the changes to the template itself rather than a copy:

- Go to the **File** menu and choose **Open...**
- Navigate to the location where the template was saved when first created and open the file
- Make the required changes and save and close the file

Protecting Parts of the Template

If other people are using the template, you may want to ensure that they don't change some parts of the document:

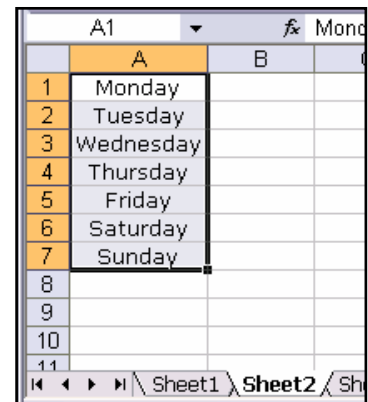
- Open the template as described above
- Select the cells that the user WILL be able to edit (press <Ctrl> and click to select cells that are not next to each other)
- Go to the **Format** menu, choose **Cells...** and click on the **Protection** tab

- Ensure the **Locked** option is NOT check marked and click **OK**
- Go to the **Tools** menu, choose **Protection** and then **Protect Sheet...**
- Enter a password, click **OK**, re-enter the password to confirm, and click **OK** again

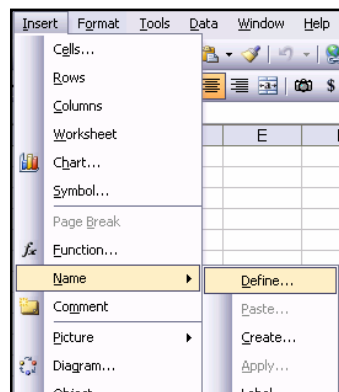
Create a Drop Down box list

There are occasions when you need to restrict the information that can be entered into a particular cell. One way to do this is to use a drop down box. Drop down boxes (or drop down lists) provide a list from which only a certain set of data can be selected. To create drop down boxes in Excel we will need to use the Name range feature and Validation.

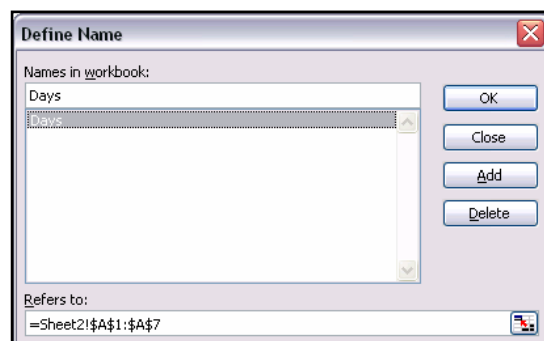
1. Use a new worksheet for your lists, rather than using the worksheet on which you want the drop down boxes to appear. Enter the data for your list in a column.
2. Once you've entered all the data for your list, select the data.



3. Click **Insert** → **Name** → **Define**.



4. Under **Names in Workbook**, enter the name for the range. In my case, the name of the range is "Days". You should see the range you have selected in the "Refers to:" box. Click "Add". You now have a named range that can be used in other formulas and functions of Excel. Click "OK".



- Now that you have your list, go back to the worksheet where you want the drop down box to appear. Select the cell (or cells) where you want the list to appear

	A	B	C	
1	Departmental Budget Presentat			
2				
3	Location	Facilitator	Day	
4				
5	Student Center	J. Jameson		P. Pa
6	Kastle Hall	J. Webb		O. W
7	McVey Hall	P. Parker		R. Sc
8	Student Center	H. Quinn		J. Jar
9	Pence Hall	P. Jackson		R. Jo
10	McVey Hall	R. Scott		G. Lu
11	Scovell Hall	G. Lucas		H. Qu
12	Medical Center	R. Johnson		J. Jar
13	Kastle Hall	O. Welles		P. Pa
14	Pence Hall	P. Parker		J. We
15	Law School	G. Lucas		P. Ja
16				

- Click **Data** → **Validation**. Under **Allow** select **List**. Under **Source** type an equal sign (=) and then the name of your range. It is case-sensitive, so if the range does not have the correct cases, the drop down list will not work. Make sure that the **In-cell Dropdown** box is checked. Click **OK**.


- When you click in the cell (or cells) that you selected, you will now see a drop down box with your list appear.

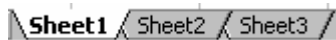
Facilitator	Day	Alternate
Jameson		Parker
Webb	Monday	Welles
Parker	Tuesday	Scott
Quinn	Wednesday	Jameson
Jackson	Thursday	Johnson
Scott	Friday	Lucas
Lucas	Saturday	H. Quinn
Johnson	Sunday	J. Jameson
Welles		P. Parker
Parker		J. Webb

Frequently Asked Questions

Where has all my data gone?

There are a number of things you can try if it looks as though your data has disappeared:

- You may have accidentally deleted your data – try clicking the Undo button 
- You may have scrolled down or across too far – try pressing Ctrl Home
- You may have pressed Ctrl N which creates a new file – look in the Window menu for your file
- You may have clicked on a blank sheet.



Check the tabs at the bottom of the screen:

If this does not work, if you save regularly you can close the file without saving, and then open it up again in its original form.

Why have my numbers changed to #?

Because the column is not wide enough to display the number.

Move the mouse pointer up to the column headings, and double click when it changes to a double-headed arrow.



How do I get my titles to stay at the top when I scroll down?

1. To freeze the top horizontal pane, select the row **below** where you want the split to appear.
To freeze the left vertical pane, select the column **to the right** of where you want the split to appear.
To freeze both the upper and left panes, click the cell **below and to the right** of where you want the split to appear.
2. On the **Window** menu, click **Freeze Panes**.

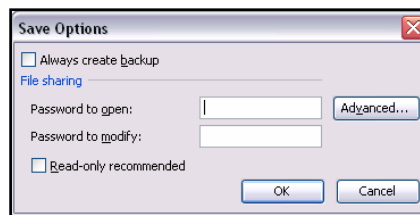
How can I get back the gridlines around my cell?

If you have been experimenting with the background shading of a cell, it can end up looking as though it doesn't have any gridlines. Select the cell, click on the down arrow next to the "Fill Color" button and choose "No Fill" at the top.

How can I put a password on a file?

In the Save As dialog box, click on Tools and then choose General Options...

Type in the open and/or modify passwords as required.



How can I get my titles to print at the top of every page?

For larger spreadsheets that flow over several pages, it is useful to have the column headings repeated on every page

- Go to the **File** menu and choose **Page Setup...**
- Click on the "Sheet" tab and then in the "Rows to repeat at top" box
- Click in the required row on the spreadsheet and click OK

How can I hide zero values?

Go to the **Tools** menu, choose **Options...** and click on the “View” tab. Uncheck the “Zero values” option and click OK.

How can I hide a row or column?

Right-click on the row or column heading and choose Hide. To unhide, select the headings on either side of the hidden row or column, right-click and choose Unhide.

Troubleshoot Errors in Formulas

Microsoft Excel corrects the most common errors you encounter as you enter formulas into your worksheet. If Formula AutoCorrect cannot correct an error, try the following:

Match parentheses. Make sure all parentheses are part of a matching pair. When you create a formula, Excel displays parentheses in color as they are entered.

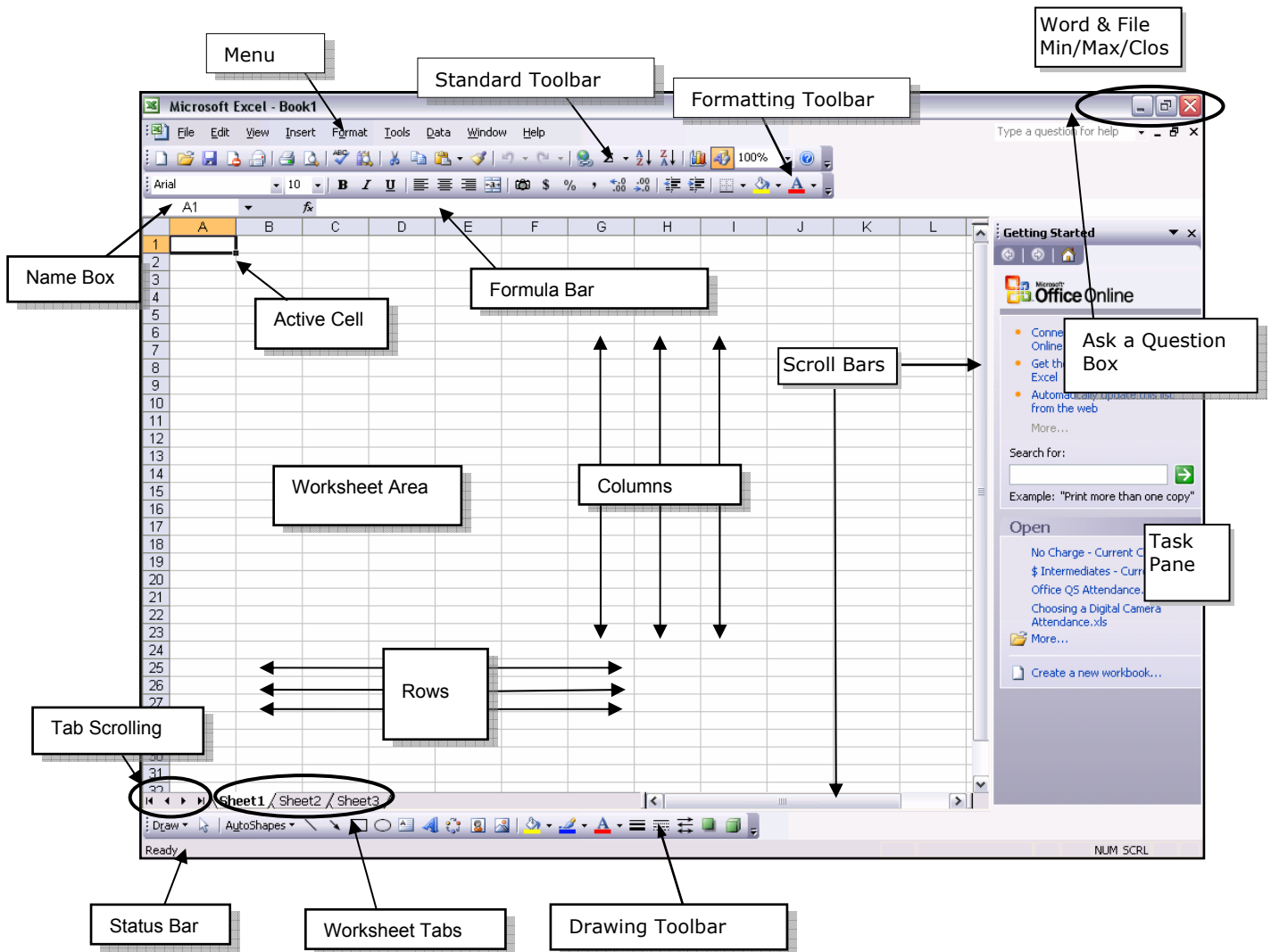
Use a colon to indicate a range. When you refer to a range of cells, use a colon (:) to separate the reference to the first cell in the range and the reference to the last cell in the range.

Enter all required arguments. Some functions have required arguments. Also, make sure you have not entered too many arguments.

Enclose other worksheet names in single quotation marks. If the formula refers to values or cells on other worksheets or workbooks and the name of the other workbook or a worksheet contains a nonalphabetical character, you must enclose its name within single quotation marks (').

Enter numbers without formatting. Do not format numbers as you enter them in formulas. For example, even if the value you want to enter is \$1,000, enter 1000 in the formula.





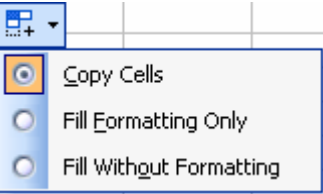


THE MICROSOFT® EXCEL 2003 SCREEN



EXCEL KEYBOARD SHORTCUTS

F1	Get online Help or the Office Assistant
F4	Relative/Absolute cell references
F7	Spelling command (Tools menu)
CTRL+S	Save a workbook
ESC	Cancel an action
CTRL+Z	Undo an action
CTRL+Y	Redo an action that was Undone
CTRL+C	Copy text or graphics
CTRL+V	Paste the Clipboard contents
CTRL+X	Cut selected text to the Clipboard
SHIFT+ENTER	A line break
CTRL+P	Print a document
Click+CTRL+drag	Copy
Click+drag	Move

Mouse Pointer Tips

Pointer	Name	Use:
	Normal	To select a cell or range of cells
	Move	To change the location of selected cell(s)
	Fill Handle	To create a series of numbers or text in a pattern or to copy a cell
	Auto fill options	 To select options shown above when using the fill handle
	I-Beam	To edit contents in a cell or in the formula bar
	Paste options	To select different options when pasting 