

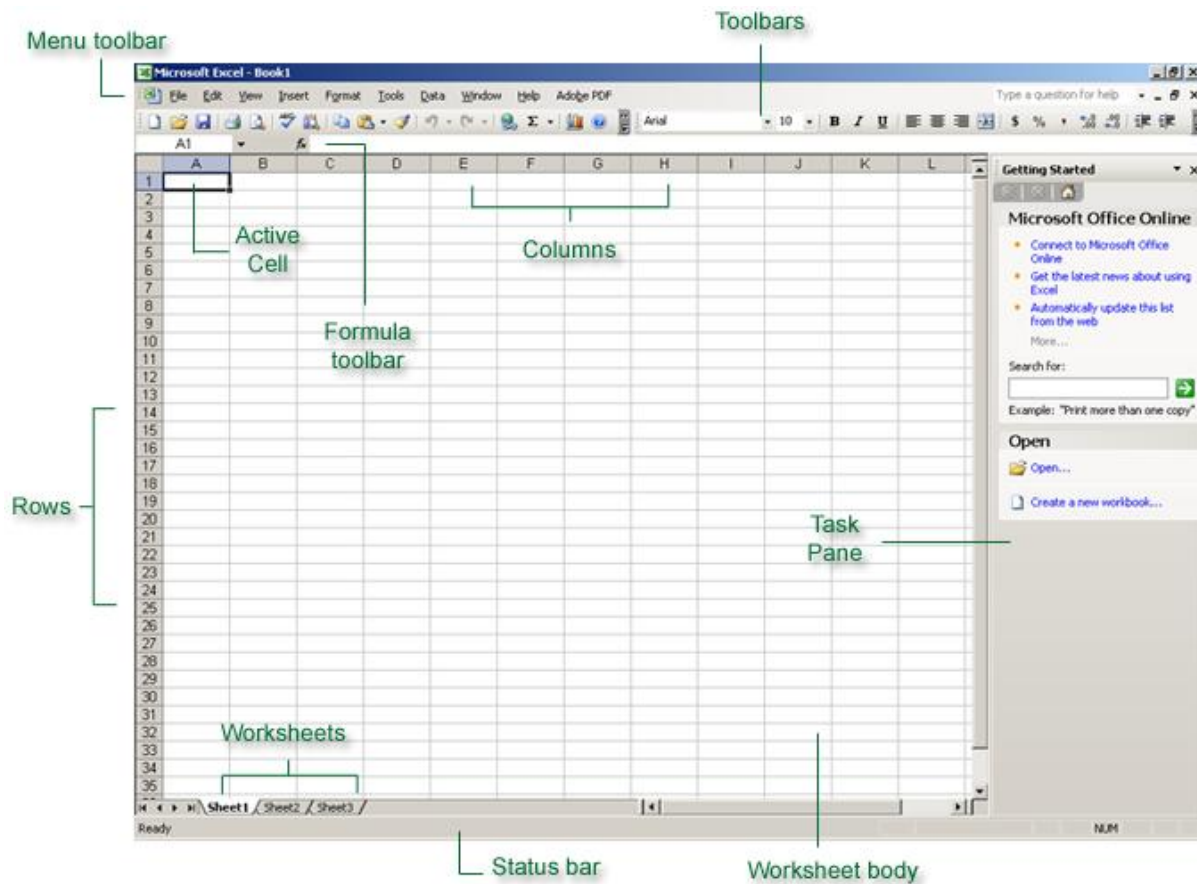
CHAPTER ONE: GETTING STARTED

Microsoft Excel 2003 is a program extremely useful for creating organized worksheets, among many other things. In addition, you can use Excel to calculate data and create formulas, saving you time and energy in having to calculate them yourself. This tutorial will begin with the basics of using Excel and proceed from there.

This Chapter Will Include:

- Navigating Excel
- Using Toolbars
- Running Excel
- Saving a Worksheet
- Opening a Worksheet
- Placing Toolbars on Two Rows
- Adding and Removing Toolbars
- Expanding Menus
- Navigating Worksheets
- Using Scrollbars
- Previewing and Printing Worksheets
- Exiting Excel

Navigating Excel



Worksheet body – area where data is entered. The body is made up of individual **cells** which hold your data.

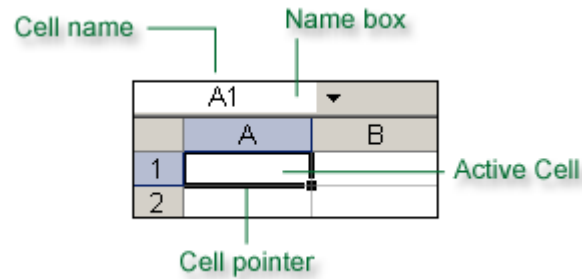
Task pane – allows you to access useful links or data. The Getting Started task pane, for example, contains a search box and links to create a new worksheet.

Menu toolbar – when clicked on, these toolbars open a drop-down list of easily accessible commands and windows.

Toolbars – provide shortcuts to commands that can also be opened through the Menu toolbar.

Rows and Columns – contain worksheet data. Rows are assigned by numbers; columns are assigned by letters.

Active Cell – indicates the cell where data may be entered or edited



Formula toolbar – displays data entered in the active cell. If the data in the cell is a formula, the components of the formula will be listed in the formula toolbar.

Worksheets – each Excel workbook contains three worksheets. The **active worksheet** is the one you are currently on, and is indicated in bold letters.

Status bar – indicates information about the active worksheet. For example, if you select multiple cells containing numbers, the status bar by default will display the sum of all the numbers.

Using Toolbars



New – opens a blank worksheet

Open – opens an existing worksheet

Save As – saves the current worksheet

E-mail – e-mails the current worksheet

Print – prints the current worksheet

Print Preview – opens a window that allows you to preview your worksheet before printing

Spelling – checks the spelling in the worksheet

Research – opens the research menu in the task pane

Cut – removes a selected part of the worksheet and stores the information in the computer's memory

Copy – stores a selected part of the worksheet in the computer's memory without deleting it from the worksheet

Paste – places where the cursor is a selection of the worksheet that was previously cut or copied

Format Painter – copies the format of the text where the cursor is and replaces another selected portion of the worksheet with that same format



Undo – reverses an action

Redo – repeats an action

Insert hyperlink – adds a hyperlink to the Internet

AutoSum – calculates the sum, average, minimum, or maximum of selected numbers

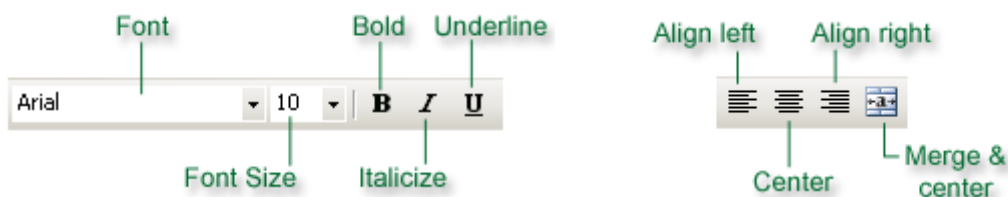
Sort Ascending and Descending – sorts numbers ascending or descending

Chart Wizard – opens a wizard which allows you to create charts using selected data

Zoom – displays how close to the actual size of the worksheet your worksheet window is

Microsoft Excel help – opens the Help window

Toolbar options – shows more icons that are hidden on the toolbar, as well as allowing the user to display toolbars on one row or two



Font – determines what your text looks like. Arial is the default font for Excel worksheets

Font size – determines the size of the font

Bold – increases the font weight by **bolding** it

Italicize – puts text in *italics*

Underline – adds a line underneath text

Align Left – aligns all text with the left side of the cell

Center – centers text in the cell, with text extending left and right but not in alignment with either side

Align Right – aligns all text with the right side of the cell. By default, numbers have a right alignment, while text has a left alignment.

Merge and Center – this is a useful tool if you have text that is too large to fit in one cell, and is particularly useful for creating large headings in Excel. The Merge and Center tool merges all cells the selected text is in, as well as centering the text.



Currency Style – puts numbers in the currency format. For example, the number 1234 would appear as \$1234.00

Percent Style – puts numbers in the percent format. For example, the number 15 would appear as 15.00%

Comma Style – puts numbers in the comma style. For example, the number 5678 would appear as 5,678.00

Increase and Decrease Decimal – adds or removes a decimal space from a number. This is useful after applying one of the numerical styles, which by default add two decimal spaces to a number.

Increase and Decrease Indent – adds or removes space between the text and the cell wall

Borders – adds a border to cells

Fill Color – adds a background to cells

Font Color – determines the font color of text and numbers. The default font color is Automatic (Black)

Note: different icons and toolbars may appear depending on the programs installed on your computer. The icons vary from computer to computer, but the ones here are those you will see most often. In addition, icons on the toolbar that are gray indicate that they cannot be used at that particular moment. For example, if the Redo icon is gray, it cannot be used because you have not undone an action yet.

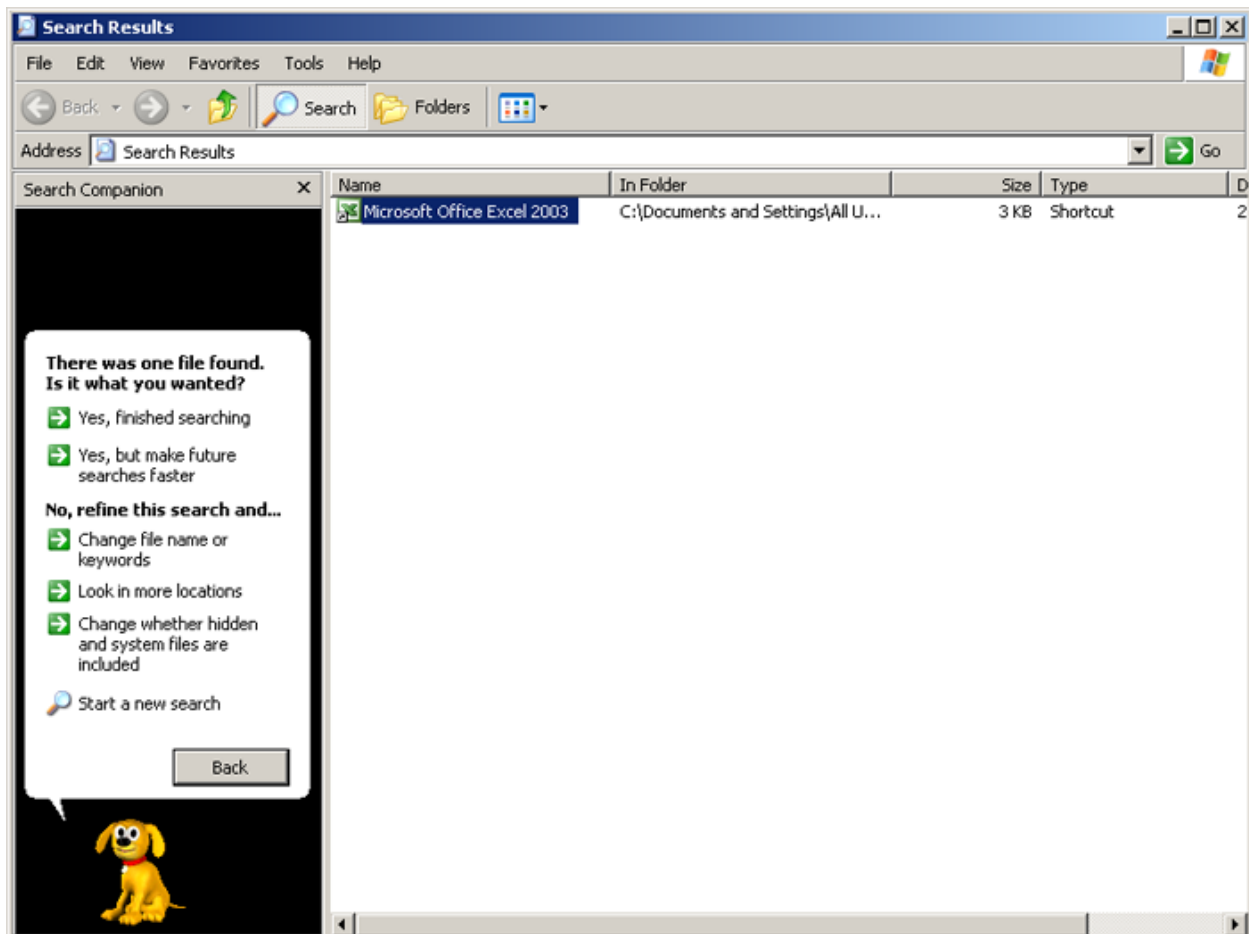
Running Excel

To run Microsoft Excel, follow these directions:

1. Click on the **Start** button.
2. Depending on your version of Windows XP, move your mouse to either **Programs** or **All Programs**.
3. Move your mouse to the **Microsoft Office** folder.
4. Under the menu that opens up, click on **Microsoft Office Excel 2003**.

If Microsoft Excel does not appear in the Start menu, you can use an alternative method to find it:

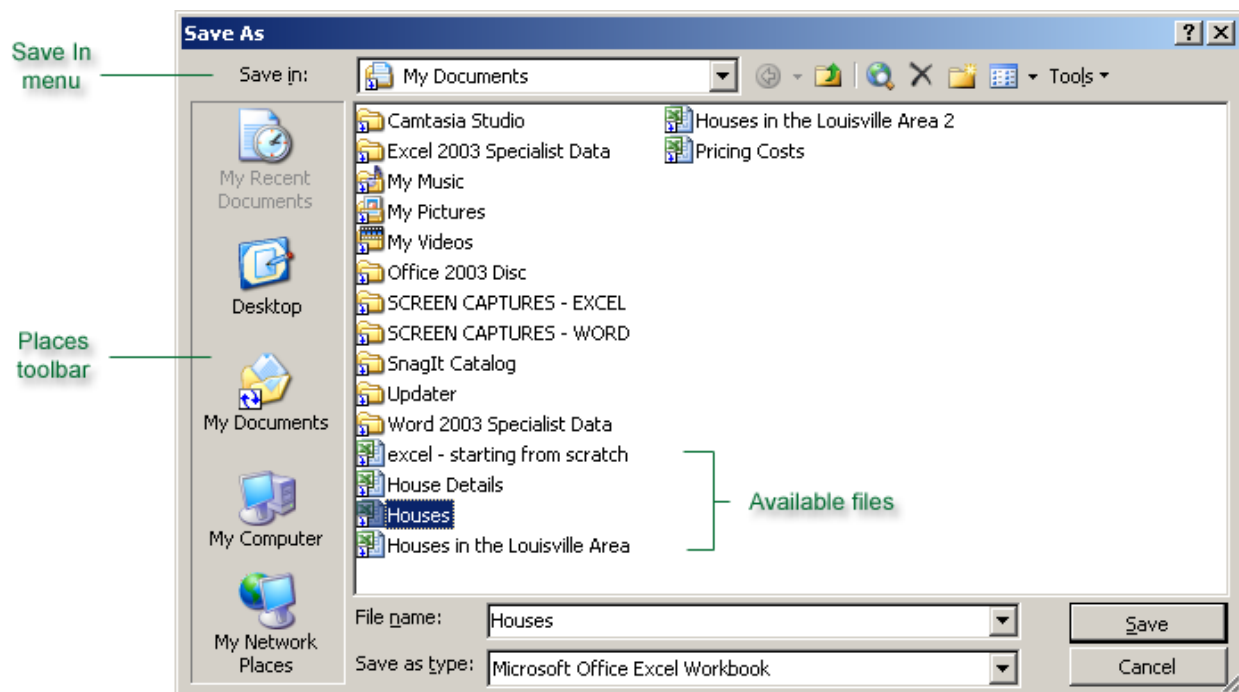
1. Click the **Start** button.
2. For Windows XP Professional users:
 - a. Move your mouse to **Search** and click on **For Files and Folders** to open the Search window.
 - b. In the window that opens, click on **All Files and Folders** on the left side of the screen.
3. For Windows XP Home users:
 - a. Click on **Search** and select **All Files and Folders** on the left side of the new window that opens.
4. Type **Microsoft Office Excel** under **All or Part of the File Name** and click the **search** button.
5. Wait until the search is completed before clicking on the **Microsoft Office Excel 2003** icon.



Saving a Worksheet

To save a new worksheet, follow these steps:

1. Click the **Save As** icon on the toolbar.
 - a. Alternatively, you can click on **File** in the menu toolbar and then choose the **Save As** option from the drop-down list.
2. In the **Save As Dialog Box** that appears, type a file name for the worksheet in the **File Name** bar and click the **Save** button on the right side of the window.
3. To save the worksheet in a folder other than My Documents, use the **Places toolbar** or the **Save In** drop-down menu at the top of the window.
4. To replace a previously existing worksheet with the worksheet currently open, single-click on an Excel worksheet listed in the Save As window, click **Save**, and then click **OK** on the new window that pops up.

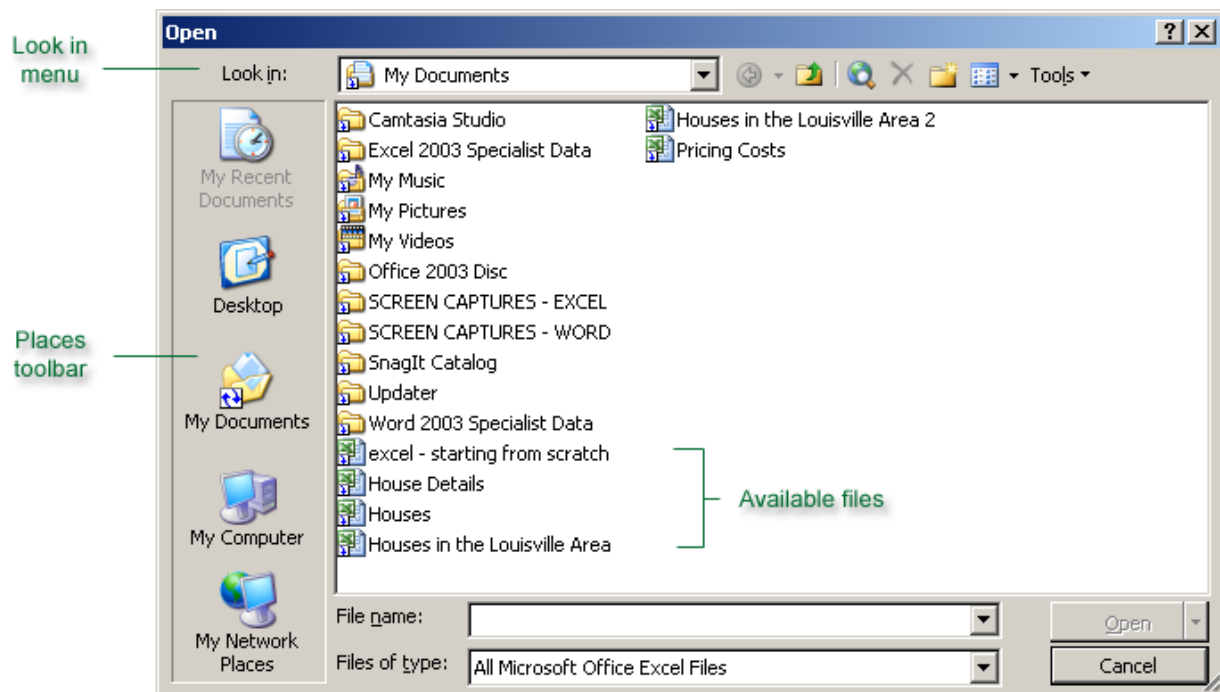


Opening a Worksheet

To open a previously saved workbook or worksheet, follow these steps:

1. Click on the **Open** icon on the toolbar.
 - a. Alternatively, click on **File** in the menu toolbar and then click the **Open** command.
2. The **Open Dialog Box** appears, displaying any folders and Excel worksheets in the **My Documents** folder.
3. Double-click on an Excel worksheet to open it.
 - a. Alternatively, you can single-click on a worksheet and then click the **Open** button on the right side of the window.

4. If the worksheet you are looking for is not saved in the My Documents folder, you can use either the **Places toolbar** on the left side of the window or the **Look In** drop-down menu at the top to find your worksheet.



Placing Toolbars on Two Rows

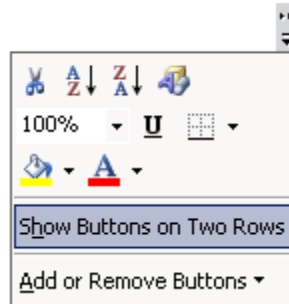
When you begin using Microsoft Excel for the first time, the program displays the **Standard** and **Formatting toolbars** on one row:



This can be confining, however, since there is not room for all the shortcut icons to be displayed. By spreading the toolbar out amongst two rows, all the icons can be seen.

Follow these steps to place the toolbars on two rows:

1. On either toolbar, look for the **Toolbar Options** arrow:



2. When you click on this arrow, a drop-down window should appear.
3. Click **Show Buttons on Two Rows** to move the second toolbar to a different row.

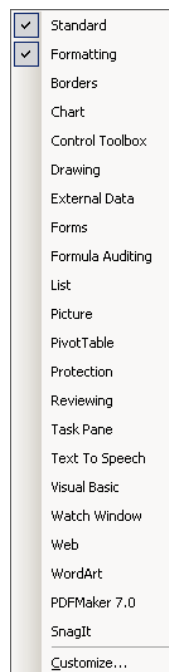
Note: when the Toolbar Options arrow is clicked on, any icons that are hidden appear. These can be used from this menu; you do not need to move the toolbars to two rows in order to use them.

Adding and Removing Toolbars

The two toolbars that appear most commonly are the Standard and Formatting toolbars. There are, however, many other toolbars that can be added to increase the functions available. Toolbars can also be removed from visibility at any time.

To add a toolbar:

1. Right-click anywhere on either the **Standard** or **Formatting** toolbars.
2. A menu should appear:

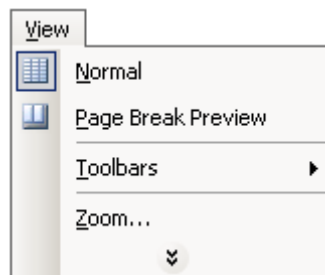


3. The menu names with check marks besides them are the ones that are currently visible. To add a toolbar, click on any name without a check mark.
4. To remove a toolbar, open the menu once again by right-clicking on a toolbar and click on a toolbar with a check beside it. This will remove the toolbar from visibility.

Note: when you perform certain functions in Excel, such as adding a picture, the corresponding toolbar will automatically open. These toolbars can be removed using this same method.

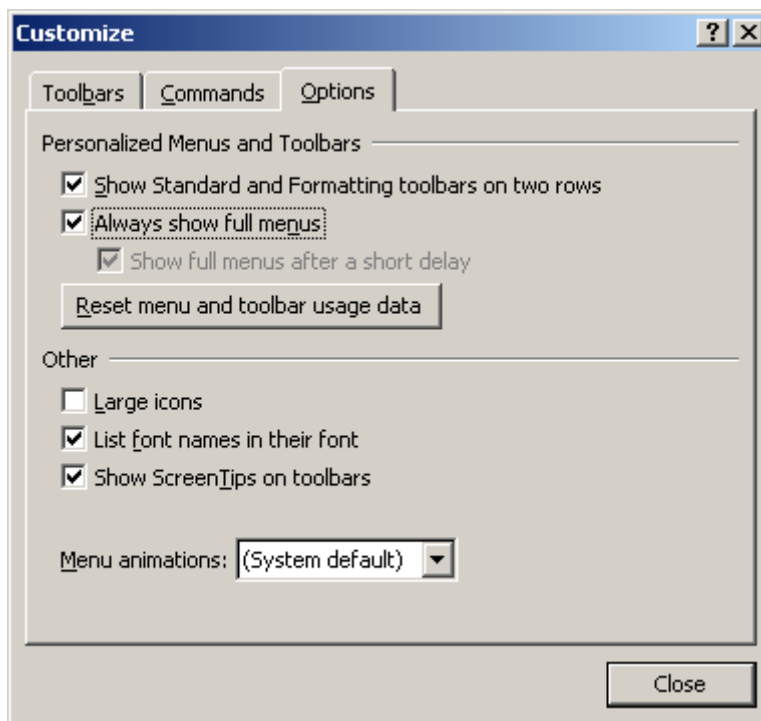
Expanding Menus

A menu that is **unexpanded** is one that does not show all the available options unless you hold the mouse over that menu for several seconds. An unexpanded menu will display an arrow at the bottom of the menu to indicate that there are more hidden options:



To allow all menus to fully display every possible task, follow these steps:

1. Click on the **Tools** menu and select **Customize**.
2. In the **Customize Dialog Box**, make sure the **Options** tab is selected.
3. Under **Personalized Menus and Toolbars**, check the box next to **Always show full menus**.
4. Click **Close** to close the Customize Dialog Box.



Navigating Worksheets

You can use both the keyboard and the mouse to navigate through an Excel worksheet efficiently. Here is a list of actions and their results:

Action	Result
Click a cell	Selects the cell
Press the Left , Right , Up , or Down keys	Moves the cell pointer one cell left, right, up, or down
Press Enter	Moves the cell pointer one cell down
Press Tab	Moves the cell pointer one cell to the right
Press CTRL+HOME	Moves the cell pointer to A1

Using Scrollbars



Scrollbars can also help you navigate through a worksheet. Here is a list of ways to move the scrollbar and the resulting actions:

Movement	Resulting Action
Click the scroll up or scroll down button once	Scrolls up or down one row
Click the scroll left or scroll right button once	Scrolls left or right one column
Click the vertical scroll bar above or below the scroll box	Scrolls up or down one full screen
Click the horizontal scroll bar to the left or right of the scroll box	Scrolls left or right one full screen
Drag the vertical scroll box	Scrolls up or down a relative distance
Drag the horizontal scroll box	Scrolls left or right a relative distance

Previewing and Printing Worksheets

The **Print Preview** feature allows you to view a worksheet as it would be seen when printed.

To use Print Preview, follow these steps:

1. Select the **Print Preview** button from the **Standard toolbar**.
 - a. Alternatively, you can click on **File** in the **Menu toolbar** and select **Print Preview**.

The screenshot shows the Microsoft Excel Print Preview window titled "Microsoft Excel - House Details". The window has a toolbar with buttons for "Next", "Previous", "Zoom", "Print...", "Setup...", "Margins", "Page Break Preview", "Close", and "Help". The main area displays a table with the following data:

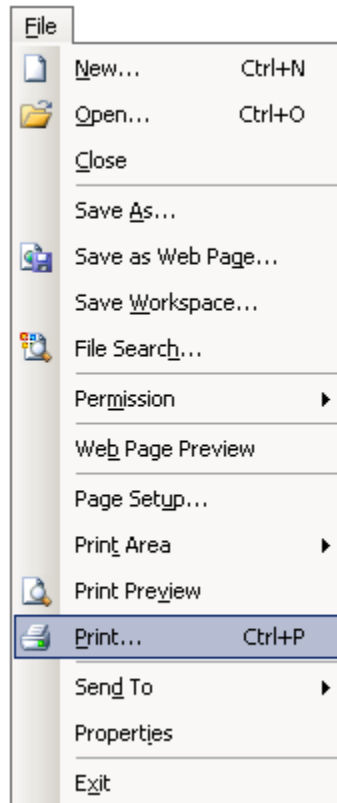
House Details			
Color of House	Bedrooms	Bathrooms	Size of Kitchen
Blue House	3	2	Medium
Red House	2	2	Small
Green House	2	1	Medium
Yellow House	3	3	Large
Gray House	3	2.5	Medium
White House	4	3	Large
Purple House	2	3	Small

At the bottom of the window, it says "Preview: Page 1 of 2" and "NUM".

2. Your worksheet will now be displayed in a view that shrinks each page. Notice also that the cell lines in the worksheet do not appear in the Print Preview view. This is because these lines do not appear when a worksheet is printed.
3. To close the Print Preview view, click **Close**.

To print an Excel worksheet, follow these steps:

1. Go to **File** in the **Menu toolbar** and select **Print**.



2. In the **Print Dialog Box**, there are a number of things you can do to manipulate the worksheet being printed.
 - a. **Name:** selects the printer your worksheet prints from. The default printer on your computer appears under **Name**, but you can change this by clicking on the **down arrow** and selecting another printer from the list.
 - b. **Page Range:** chooses which pages from the worksheet are to be printed. **All** prints every page in the worksheet. The **Pages** box allows you to type in a range of pages.
 - c. **Number of Copies:** changes the amount of copies of the worksheet to be printed.
 - d. **Print What:** defines what should be printed. **Selection** prints selected cells from the current worksheet. **Active Sheets** prints the current worksheet only. **Entire workbook** prints all three worksheets.
 - e. **Properties:** by clicking on this button, another window opens where you can change the dimensions of the printed pages. You can also choose whether you want the worksheet to be printed **horizontally** or **vertically**.



Exiting Excel

To exit Microsoft Excel, follow these steps:

1. Click **File** in the menu toolbar.
2. Click **Exit**.
 - a. Alternatively, you can exit Excel by clicking the **Close** button in the upper-right corner of the worksheet.
3. Save the worksheet if Excel prompts you to do so; unsaved worksheets cannot be recovered!