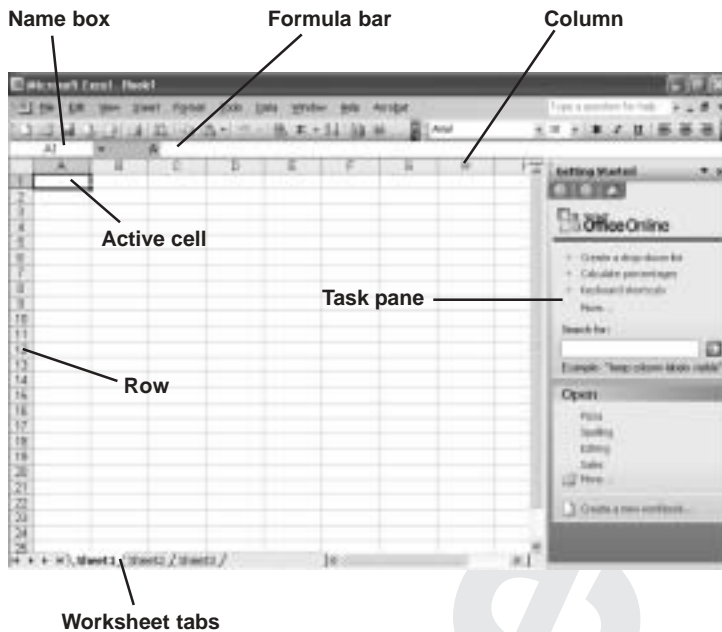


Microsoft® Office Excel® 2003

Quick Reference Card

Excel Window



Navigational Techniques

To Go To

To Go To	Keyboard Command
First cell of sheet (A1)	Ctrl+Home
Last cell of working area	Ctrl+End
Up/down/left/right	Arrow Keys
Top/bottom cell of data block	Ctrl+Up or Down Arrow
Left/right edge of data block	Ctrl+Left or Right Arrow
To a specific cell	F5 or type cell # in Name Box
To beginning of row	Home
Up/down screen	Page Up/Page Down
One screen left/right	Alt+Page Up/Page Down
Next open book	Ctrl+F6

Selecting Parts of Worksheet with Mouse

Select cells	Click and drag over cells
Or	Click in first cell, hold Shift, click in last cell
Select column or row	Click on column or row heading
Select nonadjacent cells	Hold down Ctrl while selecting
Select sheet	Click on sheet tab
Select range of sheets	Click on first sheet tab, Hold Shift, click on last sheet tab
Select all sheets	Right click on sheet tab, click select all sheets

Starting a Worksheet

Entering Data

- Select the cell
- Type the information you want in the cell
- Press *Enter* or *Tab* or click in a different cell

Formula Considerations

- Begin calculations with equal (=)
- Use the below operators (listed in Order of Operations)
 - () Parenthesis
 - ^ Exponents
 - * Multiplication
 - / Division
 - + Addition
 - Subtraction
- Use numbers and/or cell addresses. A cell address is a column reference (letter) and row reference (number).

Ex. =(A1+A2+A3)/B1)

Functions

Use one of the 200+ built-in functions for calculations. The basic function syntax is:

=NAME OF FUNCTION(arguments, arguments)
Ex. =SUM(B5:B11)

Sum a Range of Data

- Select the cell where the sum should appear
- Type the formula in this format:

=SUM(Upper Left Corner : Lower Right Corner)
Ex. =SUM(C3:C5)

- or click the *AutoSum* button 

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