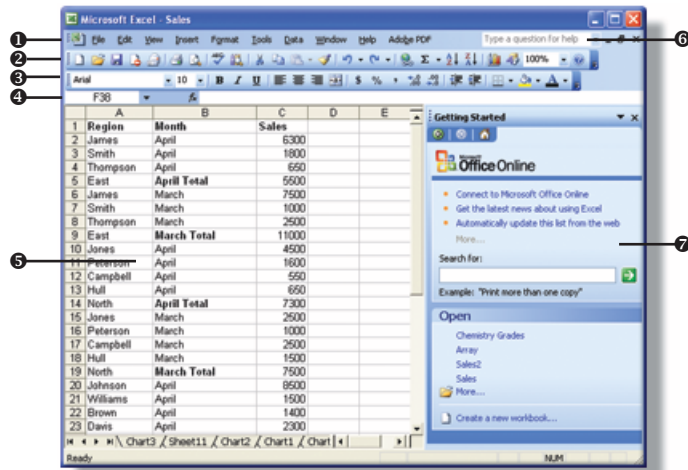




Getting Started

The Excel Window



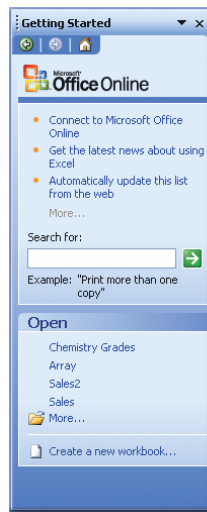
- 1 **Menu Bar** - contains all tools for use with Excel 2003.
- 2 **Standard Toolbar** - contains shortcuts for standard Excel actions and tools.
- 3 **Formatting Toolbars** - contains shortcuts for applying formatting features to your document.
- 4 **Formula Bar** - contains the tools for creating and editing formulas.
- 5 **Worksheet Area** - displays the current worksheet.
- 6 **Type a Question for Help Box** - provides quick access to help when you have a question.
- 7 **Task Pane** - displays tasks according to the selected task category.

*Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.*

Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select **New** from the **File** menu to create a new workbook, the **New Workbook** pane will appear in the task pane.

- To change the task category, click the down arrow on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** and **Forward** buttons, or click the **Home** button to return to the **Getting Started** task pane.
- To open or close the task pane, select **Task Pane** from the **View** menu, or press **Ctrl + F1**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.



Using the Getting Started Task Pane

The **Getting Started** task pane appears when you open Excel 2003. It allows you to search for items, open recent workbooks, create a new workbook, and access Microsoft Office Online.

Creating a Blank Workbook

1. Select **New** from the **File** menu. The **New Workbook** task pane will appear.
2. In the **New** section, click the **Blank Workbook** shortcut.
*Note: To quickly create a new blank workbook, press **Ctrl + N** or click the **New** button on the **Standard** toolbar.*

Creating a Workbook Based on a Template

1. Select **New** from the **File** menu. The **New Workbook** task pane will appear.
2. In the **Templates** section, click the **On my computer** shortcut.
3. In the **Template** dialog box, click the **Spreadsheet Solutions** tab to view various custom templates. (*Note: Most templates will display a preview in the right pane of the **Template** dialog box when you click once on a template.*)
4. Select the workbook and click the **OK** button.

Opening a Workbook

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button on the **Standard** toolbar.
2. Locate and select the workbook that you want to open.
3. Click the **Open** button.

*Note: The **Getting Started** task pane lists the most-recently-opened workbooks. Click once on a workbook to open it.*

Searching for a Workbook

1. Select **File Search** from the **File** menu. The **Basic File Search** task pane will appear.
2. In the **Search text** box, enter keywords you want to search for.
3. *Optional:* Select other search options. You can select a location to search in and the type of file to search.
4. Click the **Go** button. Excel will display a list of search results.
5. To select one of the resulting workbooks, click once on the workbook name, or rest the mouse pointer on a file and click the arrow next to the file name to select from a list of actions.

*Note: Click on **Advanced File Search** for advanced search options.*

Saving a Workbook

1. Select **Save** from the **File** menu.
2. Select the location where you want to save the workbook.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

*Note: To quickly save after the initial save, press **Ctrl + S** or click the **Save** button on the **Standard** toolbar.*

Saving a Workbook as a Web Page

1. Select **Save as Web Page** from the **File** menu.
2. Select the location where you want to save the workbook.
3. Enter a file name in the **File name** box.
4. *Optional:* Click the **Change Title** button, enter a title in the **Page title** box, and click the **OK** button.
5. Click the **Save** button when you are finished.

Closing Workbooks

- To close the active workbook window, click the **Close** button in the upper-right corner of the window.
(Note: If the active window is the only open window of the workbook, then the entire workbook will be closed.)
- To close all open windows of a workbook, select **Close** from the **File** menu.
- To close all open workbooks, hold the **Shift** key and select **Close All** from the **File** menu.