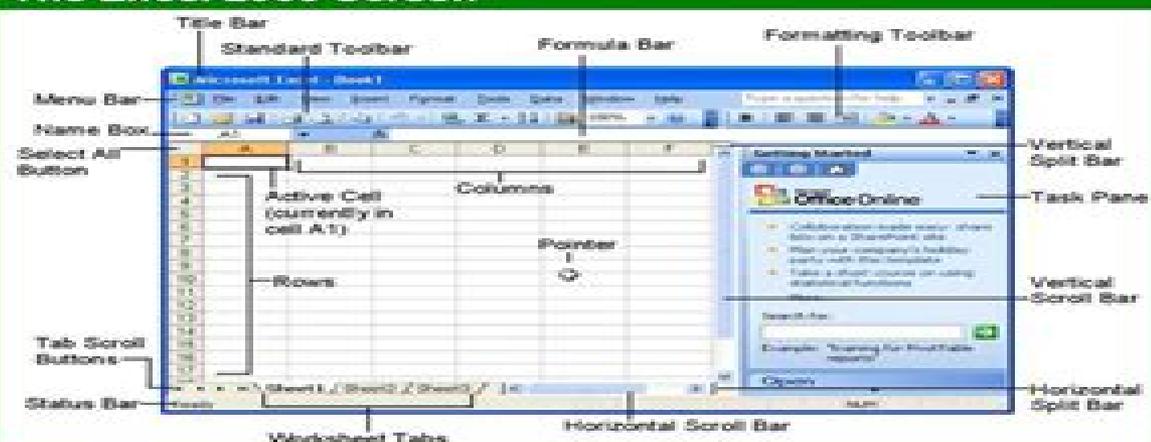


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The Excel 2003 Screen



Keyboard Shortcuts

General

Open a Workbook	<Ctrl> + <O>
Save a Workbook	<Ctrl> + <S>
Print a Workbook	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>

Navigation—Go To:

Move between unlocked cells	<Tab>
Up One Screen	<Page Up>
Down One Screen	<Page Down>
To cell A1	<Ctrl> + <Home>
To the Last Cell with Data	<Ctrl> + <End>
Open the Go To Dialog Box	<F5>
Left to end or beginning of next block	<Ctrl> + <←>
Right to end or beginning of next block	<Ctrl> + <→>
Up to end or beginning of next block	<Ctrl> + <↑>
Down to end or beginning of next block	<Ctrl> + <↓>

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 → Open** from the menu, or press <Ctrl> + <O>.
- To Save a Workbook: Click the **Save** button on the Standard toolbar, or select **File → Save** from the menu, or press <Ctrl> + <S>.
- To Save a Workbook with a Different Name: Select **File → Save As** from the menu and enter a different name for the workbook.
- Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box**.
- To Select a Cell: Select the cell you want to edit by clicking it with the mouse pointer or by using the keyboard arrow keys.
- To Select a Cell Range (Using the Mouse): Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- To Select a Cell Range (Using the Keyboard): Make sure the active cell is the first cell of the cell range, then press and hold down the <Shift> key while using the arrow keys to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.
- To Preview a Worksheet: Click the **Print Preview** button on the Standard toolbar, or select **File → Print Preview** from the menu.
- To Print a Worksheet: Click the **Print** button on the Standard toolbar, or select **File → Print** from the menu, or press <Ctrl> + <P>.
- To See What a Toolbar Button Does: Point to the button for a few seconds. A brief description of the button will appear.
- To View or Hide a Toolbar: Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.
- To Get Help: Press <F1> to open the Help task pane, type your question in normal English, and click the **Search** button.

Editing

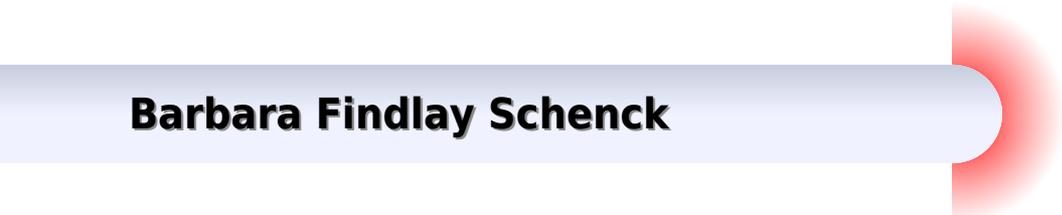
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Clear Cell Contents	<Delete>
Edit Active Cell	<F2>
Absolute Reference	<F4>

Formatting

Bold	<Ctrl> +
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>

Excel Quick Guide 2003

Barbara Findlay Schenck



Excel Quick Guide 2003:

PCs For Dummies Quick Reference Dan Gookin, 2005-04-08 If you aren't a proficient PC pro and you want to get answers and get going this is your practical reference. In a concise no-frills style it gives you the vital information on setting up and connecting your PC and peripherals including your keyboard, digital camera, joystick, modem, monitor, printer, scanner, wireless gizmos and more. Installing hardware and software. Creating, managing, naming, opening, saving, and finding files. Organizing your stuff with info on folders, Windows Explorer, Compressed ZIP folders and more. Networking including accessing another computer or a shared folder, connecting to the network and workgroups. Creating your own CDs including building and burning a playlist, importing music and more. The printer, keyboard, and the mouse. With step-by-step instructions and lots of screen shots, this book helps you walk the walk. In case you want to talk the talk, there's a glossary with clear definitions of common PC terms. A detailed index helps you find the how-to you need fast. If you want to know the history of the PC and all of its intricacies, get a big book. If you want to know how to get your PC to do what you need it to do, get this handy little reference and get to work fast.

Windows Vista For Dummies Quick Reference Greg Harvey, 2007-03-06 Readers will save themselves time and energy by using this handy A to Z reference to quickly find answers regarding the exciting new release of Windows Vista. Includes helpful information on the new features of Vista such as the task-based interface, sidebar, gadgets, new Aero interface, 3D look option, heightened security, new search capabilities, and much more. Covers navigating the desktop, launching programs, adding programs, removing programs, creating files, copying files, and folders, and deleting files and folders. Accessible organization of topics also shows readers how to create shortcuts, connect to the Internet, search the Web, add favorites, use the new file management system, and more.

Logic For Dummies Mark Zegarelli, 2006-11-29 A straightforward guide to logic concepts. Logic concepts are more mainstream than you may realize. There's logic every place you look and in almost everything you do, from deciding which shirt to buy to asking your boss for a raise and even to watching television where themes of such shows as CSI and Numbers incorporate a variety of logical studies. Logic For Dummies explains a vast array of logical concepts and processes in easy-to-understand language that makes everything clear to you, whether you're a college student or a student of life. You'll find out about Formal Logic, Syllogisms, Constructing proofs and refutations, Propositional and predicate logic, Modal and fuzzy logic, Symbolic logic, Deductive and inductive reasoning. Logic For Dummies tracks an introductory logic course at the college level. Concrete, real-world examples help you understand each concept you encounter, while fully worked-out proofs and fun logic problems encourage you, students to apply what you've learned.

Nonprofit Kit For Dummies Stan Hutton, Frances Phillips, 2011-03-03 Starting a nonprofit is one of the most exciting and gratifying adventures that you'll ever partake in, especially when you seal the deal on your first grant. But like all adventures, running a nonprofit organization is a real challenge. Nonprofit Kit for Dummies, Second Edition, shows you the fun and easy way to get your nonprofit up and running. It contains savvy advice from the

experts on everything from incorporating and managing your nonprofit to unbeatable tactics for raising money and managing public relations This hands on no nonsense guide is packed with tons of useful information that will give you everything you need to Plan your nonprofit for the community Write a buy in guaranteed mission statement Incorporate and apply tax exemption Build your board of directors with the right people Design a volunteer program Have a paid staff run your nonprofit Create budgets and financial reports Craft the perfect fundraising plan Write a great grant proposal Raise money from individuals Included in this must have resource is a bonus CD ROM that contains sample grant proposals over a dozen budget and cash flow projections multiple fundraising plans to choose from and a list of indispensable Web resources to keep your nonprofit on track Nonprofit Kit for Dummies Second Edition is the ultimate nuts and bolts guide to getting your nonprofit off the ground and giving back to your community *Small Business Marketing For Dummies* Barbara Findlay Schenck,2011-03-04 Having your own business isn t the same as having customers and one is useless without the other Whether your business is a resale store or a high tech consulting firm a law office or a home cleaning service in today s competitive environment strategic marketing is essential *Small Business Marketing For Dummies* Second Edition is updated from the original version that won rave reviews and inspired thousands of small businesses on their way to becoming big businesses Updates include more information on online marketing a whole new section on getting and keeping customers new cost effective fast acting ideas for instant impact and more The book covers Marketing basics that prepare you to rev up your business and jumpstart your marketing program Information to help you define your business position and brand Advice on bringing in professionals A quick reference guide to mass media and a glossary of advertising jargon How tos for creating print and broadcast ads that work Ideas for getting the word out without advertising including information on direct mail brochures publicity promotions and more Ten steps to follow to build your own easy to assemble marketing plan With pages of ideas for low cost high impact marketing from author Barbara Findlay Schenck a marketing consultant with more than 20 years experience with clients ranging from small businesses to Fortune 500 companies *Small Business Marketing For Dummies* Second Edition helps you reach and keep new customers Whether you re running a home office a small firm a family business a nonprofit organization or a retail operation you ll discover how to Custom design your own marketing program Create effective marketing messages Produce marketing communications that work No matter what field you re in *Small Business Marketing For Dummies* 2nd Edition will help you make your dreams come true If you buy it read it and implement some of the marketing strategies discussed customers will come *Stretching For Dummies* LaReine Chabut,2011-02-25 A highly practical guide to achieving great results with stretching Did you long ago learn to fear and dread stretching because of overbearing P E teachers who forced you to touch your toes It doesn t have to be that way anymore Stretching is a powerful tool that can bring you new ease of movement an increase in your physical capabilities and deep composure that requires you to do nothing more than breathe You can always have access to it and best of all it s free

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Home-Based Business For Dummies Paul Edwards,Sarah Edwards,Peter Economy,2011-03-16 Thanks to the Internet home based businesses are booming With a home computer and a good idea you can market and sell almost anything in the world just from home Whether you re selling homemade jams or working as a business consultant today s entrepreneur doesn t even have to leave home Home Based Business For Dummies 2nd Edition will help you make your endeavor profitable and successful Ideal for future entrepreneurs who have the urge and want the know how this updated guide includes new information on home business scams and how to avoid them shows how to create an efficient comfortable but not too comfortable work environment explains how to put new technologies to work for you and much more There s even a 10 question quiz to help you determine if you re ready You ll learn all the basics including Selecting the right kind of business for you Setting up a home office Managing money credit and financing Marketing almost anything in the world Avoiding distractions at home Home Based Business For Dummies 2nd Edition was written by Paul and Sarah Edwards award winning authors who write a monthly column for Entrepreneur magazine and Peter Economy an author or coauthor For Dummies books on managing consulting and personal finance In straightforward English they show you how to Stay connected to the business community even when working from home Keep your work separate from your personal life Handle benefits health insurance and your retirement planning Make sure your bookkeeping is accurate and legal Use the Internet to bid for work list your services in directories network and more Choose the technology and other resources you need Develop your own marketing and advertising strategies Navigate IRS rules for home based businesses Home Based Business For Dummies is packed with ideas and information that will help you get started right and help established successful home based business owners stay ahead of the pack Use it well and this handy guide will be the most important reference in your home office

Oracle PL / SQL For Dummies Michael Rosenblum,Paul Dorsey,2011-02-23 Find tips for creating efficient PL SQL code If you know a bit about SQL this book will make PL SQL programming painless The Oracle has spoken you need to get up to speed on PL SQL programming right We

predict it ll be a breeze with this book You ll find out about code structures best practices and code naming standards how to use conditions and loops where to place PL SQL code in system projects ways to manipulate data and more Discover how to Write efficient easy to maintain code Test and debug PL SQL routines Integrate SQL and PL SQL Apply PL SQL best practices Use new features introduced in Oracle 9i and 10g

Coaching Football For Dummies The National Alliance For Youth Sports,2006-07-12 Few experiences are more rewarding than coaching a youth football team Your journey through the season will be packed with moments that make you smile and that you and your players will remember for the rest of your lives But what if you ve never coached before No worries Coaching Football For Dummies is the fun and easy way to tackle the basics of coaching youth football This friendly guide shows you how to teach your players effectively regardless of their age or skill level and lead your team to victory even if you re a first time coach You ll discover how to Develop a coaching philosophy Teach football fundamentals Encourage good sportsmanship Improve your team s skills Ensure safety on the field Communicate effectively with parents Packed with valuable information on preparing your game plan before you even step on the field this hands on resource gives you expert guidance in building your coaching skills from evaluating your players and running enjoyable productive practices to working with all types of kids uncoordinated shy highly talented at once You ll find a variety of fun filled drills for teaching everything from tackling and blocking to running and catching as well as advanced drills to take your players skills up a notch You ll also see how to Conduct a preseason parents meeting an often overlooked aspect of coaching Gather the necessary gear and fit the equipment to your players Raise the level of play on offense defense and special teams Take steps to avoid injuries Deal with discipline issues and problem parents Make critical half time adjustments Transition to coaching an All Star Team Complete with tips for working with parents keeping your players healthy and leading your team effectively on game days Coaching Football For Dummies is all you need besides a whistle and a clipboard to navigate your players through a safe fun rewarding season

Dog Grooming For Dummies Margaret H. Bonham,2006-04-10 Handle grooming yourself to save money and bond with your dog Brush bathe and clip your dog like a pro Whether your dog is destined for a career in the show ring or a spot on the living room couch good grooming is important This friendly guide shows you how to develop a grooming routine that will keep your dog clean and strengthen the bond between you It includes detailed step by step grooming instructions for all types of coats Discover how to Train your dog for grooming Care for nails teeth and ears Use clippers and scissors Groom specific types of coats Prepare a dog for the show ring

Self-Publishing For Dummies Jason R. Rich,2006-09-05 Thinking about self publishing your book This no nonsense guide walks you through the entire process of going it alone If you have a great idea for a book or informative content to share with an audience or have written a book and want to bypass traditional publishing you re in the right place Aspiring and experienced writers alike will benefit from this user friendly and detailed guide with coverage on the self publishing process from preparing your manuscript and creating the perfect title to selling the final product Self Publishing

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Nutrition For Dummies Carol Ann Rinzler,2010-12-15 You ve been hearing it since you were a little kid You are what you eat But unlike most of the adages you ve long since debunked this wise saying is true Good nutrition is the key to achieving and maintaining a healthy weight and lifelong good health no matter how you slice it This edition of Nutrition for Dummies has been updated with the latest revisions of the Dietary Guidelines for Americans new recommended daily allowances for all the nutrients a healthy body needs plus the real low down on all the conflicting opinions about vitamins and minerals protein fats and carbs You ll discover how to Interpret nutrition labels Prepare delicious healthy meals Keep nutrients in food even after cooking Eat smart when eating out Evaluate dietary supplements Nutrition for Dummies Fourth Edition is a one size fits all guide to nutrition for anyone who may have fallen asleep in health class wants to brush up on what they already know or is looking to keep up to speed on all the latest guidelines and research It shows you how to manage your diet so you can get the most bang nutrients for your buck calories and gives you the skinny on how to put together a healthy shopping list how to prepare foods that are good for the body and the soul and ten easy ways you can cut calories An apple a day may not necessarily keep the doctor away but with the simple guidance of Nutrition for Dummies you can live happily and healthily ever after

Python For Dummies Stef Maruch,Aahz Maruch,2011-05-09 Python is one of the most powerful easy to read programming languages around but it does have its limitations This general purpose high level language that can be extended and embedded is a smart option for many programming problems but a poor solution to others Python For Dummies is the quick and easy guide to getting the most out of this robust program This hands on book will show you everything you need to know about building programs

debugging code and simplifying development as well as defining what actions it can perform You ll wrap yourself around all of its advanced features and become an expert Python user in no time This guide gives you the tools you need to Master basic elements and syntax Document design and debug programs Work with strings like a pro Direct a program with control structures Integrate integers complex numbers and modules Build lists stacks and queues Create an organized dictionary Handle functions data and namespace Construct applications with modules and packages Call create extend and override classes Access the Internet to enhance your library Understand the new features of Python 2.5 Packed with critical idioms and great resources to maximize your productivity Python For Dummies is the ultimate one stop information guide In a matter of minutes you ll be familiar with Python s building blocks strings dictionaries and sets and be on your way to writing the program that you ve dreamed about [Business Plans For Dummies](#) Paul Tiffany, Steven D. Peterson, 2004-12-31

Whether you re launching a new business or working to strengthen or expand an established one a business plan is your road map to success Would you take off on a road trip to a new destination without a map or good directions Probably not Yet sometimes business owners go full speed ahead without objectives a mission or even a destination in mind much less a map showing them how to get there That s why so many businesses have difficulty making it and unfortunately several don t in today s competitive marketplace Business Plans For Dummies helps you start a new business with clear goals and a path forward to reach those goals If you already have a business this no nonsense and comprehensive guide can help you realistically determine where your business is and where you want to take it You ll learn to Create a detailed business plan Put that plan into action instead of in a drawer Use the plan to secure financing Prepare for opportunities Avoid common pitfalls In short Business Plans For Dummies helps you create a map to help you take your business where you want it to go You ll discover how to Identify and approach potential financial backers including venture capital firms angels bankers and others Clarify and crystallize your company s mission vision and values Analyze your industry and your competition Identify your customers including their needs habits purchase triggers and decision making processes Objectively analyze your company s strengths and weaknesses Analyze your financial situation to create realistic forecasts and budgets Recognize trends and anticipate changes both in the overall economy and in your industry Plan for growth based on new markets your product s life cycle or the creation of new products Structure your organization Nurture leadership Complete with diverse techniques and approaches plus a sample business plan Business Plans For Dummies gives you detailed how to for designing a dynamic business plan that will help you navigate the inevitable curves and detours in today s marketplace and keep you on course If you re a business owner or entrepreneur or you want to be one this friendly and accessible guide is a must have resource **Business Plans Kit For Dummies** Steven D. Peterson, Peter E. Jaret, Barbara Findlay Schenck, 2006-02-17

When you re establishing expanding or re energizing a business the best place to start is writing your business plan Not only does writing out your idea force you to think more clearly about what you want to do it will also give the people you work

with a defined road map as well Business Plan Kit For Dummies Second Edition is the perfect guide to lead you through the ins and outs of constructing a great business plan This one stop resource offers a painless fun and easy way to create a winning plan that will help you lead your business to success This updated guide has all the tools you ll need to Generate a great business idea Understand what your business will be up against Map out your strategic direction Craft a stellar marketing plan Tailor your plan to fit your business s needs Put your plan and hard work into action Start an one person business small business or nonprofit Create a plan for an already established business Cash in on the Internet with planning an e business Featured in this hands on guide is valuable advice for evaluating a new business idea funding your business plan and ways to determine if your plan may need to be reworked You also get a bonus CD that includes income and overhead worksheets operation surveys customer profiles business plan components and more Don t delay your business s prosperity Business Plan Kit For Dummies Second Edition will allow you to create a blueprint for success Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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Beginning Programming For Dummies Wallace Wang,2006-11-06 Do you think the

programmers who work at your office are magical wizards who hold special powers that manipulate your computer Believe it or not anyone can learn how to write programs and it doesn't take a higher math and science education to start Beginning Programming for Dummies shows you how computer programming works without all the technical details or hard programming language It explores the common parts of every computer programming language and how to write for multiple platforms like Windows Mac OS X or Linux This easily accessible guide provides you with the tools you need to Create programs and divide them into subprograms Develop variables and use constants Manipulate strings and convert them into numbers Use an array as storage space Reuse and rewrite code Isolate data Create a user interface Write programs for the Internet Utilize JavaScript and Java Applets In addition to these essential building blocks this guide features a companion CD ROM containing Liberty BASIC compiler and code in several languages It also provides valuable programming resources and lets you in on cool careers for programmers With Beginning Programming of Dummies you can take charge of your computer and begin programming today

Futures & Options For Dummies Joe Duarte,2006-05-11

The days of buying and holding stocks and mutual funds for years are gone nowadays futures and option markets offer some of the best opportunities to make money trading in volatile times But like all investments high risk is involved and in order to become a successful trader you must be prepared to work as a geopolitical analyst a money manager and an expert in all types of commodity markets Futures Options For Dummies will show you how trading is done and how to survive and succeed in these ever changing markets Filled with nuts and bolts advice you'll soon discover how to manage the risks involved and reap the rewards of futures and options trading This straightforward guide gives you the tools you need to understand Ins and outs of trading futures and options How to analyze the markets and develop strategies Interest rate futures and speculating with currencies How to stock up on indexes The direction of commodity futures Organizing your financial data and calculating your worth Developing strategies now to avoid pain later The execution of successful trades Trading takes an iron cast stomach and nerves of steel to perform and this book features ways to keep yourself sane and secure It also lists resourceful Web sites commodity exchanges books newsletters and magazines to assist in your trading endeavors From technical analysis to finding a broker Futures Options For Dummies has all the information you need to capitalize on these markets

Menopause For Dummies Marcia L. Jones,Theresa Eichenwald,Nancy W. Hall,2011-04-18

A comprehensive and practical guide for women of all ages to gain a clear view of the physical mental and emotional changes related to menopause Although menopause is a natural and inevitable stage in every woman's life its physical mental and emotional manifestations can vary greatly from one person to the next Add the conflicting expert information about the benefits risks and side effects to which women are exposed on a daily basis and it's easy to see many women find it difficult to make informed choices about how to deal with their menopausal symptoms Authored by a team of acknowledged experts in treating menopausal symptoms Menopause For Dummies provides you with all the information you need to stay in control

every step of the way In plain English it explains the role menopause plays in a variety of common health problems such as osteoporosis stroke and heart disease It walks you through proven measures for minimizing your risk of developing complications including diet and exercise stress management hormone replacement and other techniques And this no nonsense guide gives you authoritative up to the minute coverage of How to identify pre menopause perimenopause and what it means The stages of menopause How menopause can affect your body emotions and libido The latest facts about hormone replacement therapy The pros and cons of various alternative treatments The best ways of handling hot flashes Easing symptoms with diet and exercise Preventing bone loss Helpful lifestyle changes This book has four top ten lists to provide even more ways of navigating the changes you ll experience throughout menopause exposing common myths about menopause giving you the scoop on medical tests you might need kicking around ideas to kick start or rejuvenate your exercise routine and tempting you with fabulous healthy foods because eating healthy doesn t have to be boring Additionally the book has a glossary and a list of resources to find more information about menopause hormones and related conditions With Menopause For Dummies in your corner you ll have a kinder gentler change of life

Probability For Dummies
Deborah J. Rumsey, 2006-04-03 Packed with practical tips and techniques for solving probability problems Increase your chances of acing that probability exam or winning at the casino Whether you re hitting the books for a probability or statistics course or hitting the tables at a casino working out probabilities can be problematic This book helps you even the odds Using easy to understand explanations and examples it demystifies probability and even offers savvy tips to boost your chances of gambling success Discover how to Conquer combinations and permutations Understand probability models from binomial to exponential Make good decisions using probability Play the odds in poker roulette and other games

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