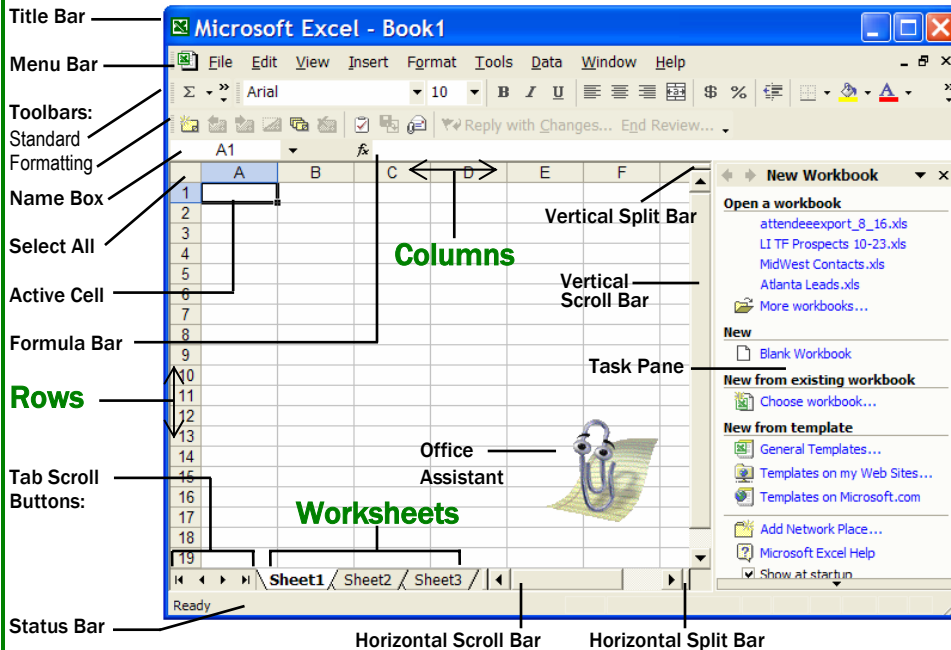
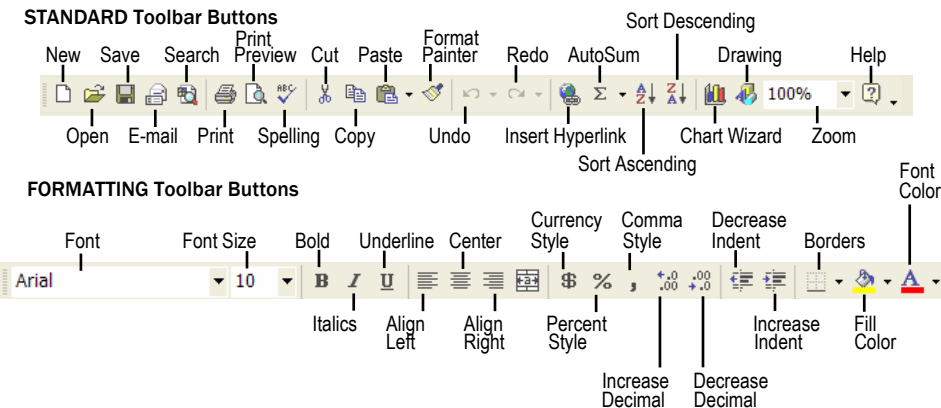


Excel 2002 Screen At A Glance



Standard and Formatting Toolbars



Customizing Toolbars

Add or Remove Toolbars:

Right-Click on the Menu Bar and Check the desired toolbars and uncheck the toolbars to be removed from View.

Create a Custom Toolbar:

To make using Excel more efficient, create a custom toolbar of commonly-used individual tasks. Click View on the Menu Bar, go to Toolbars and click Customize. Under the Toolbar tab click "New". Once the toolbar is named a toolbox will appear on the work area. Add desired buttons to the toolbar using instructions on the right.

To Add a button: Open View, choose Toolbars, then Customize. Click the Commands Tab, and select the appropriate Category for the button to add. Find the desired button and click and hold down the mouse button. Drag the icon to the desired toolbar and release mouse. The icon will drop in place.

To Remove a button: Open View, choose Toolbars, then Customize. Find the desired button to remove on the toolbar. If the button is hidden by the Customize dialogue box, click and drag the box. Now click and drag the button to the document area to remove the button from view.

DeskCardHints

Excel Performance

Adjust AutoRecover to recover documents in case of computer crash or power outage. Click Tools, Options, and under the Save tab put in how often Excel will save an AutoRecover point.

Protect your Computer from harmful macros: Click Tools, Options and under the Security tab click Macro Security button. Set security to "high".

Track Changes to a Shared Document: Press <Ctrl> + <Shift> + <E> or Click Tools and Click Track Changes.

Secure a Document: Click Tools, Options and under the Security tab. Assign a Password under Password to Open and password must be entered to read (open) the document. Assign a Password under Password to Modify and password must be entered to edit document, but it can be opened as a read-only without one. If the assigned password is forgotten the document CANNOT be recovered.

Jump to a Recently Used Workbook: Click on the workbook name in the Task Pane.

Remove Personal Information for Privacy: Click Tools, Options and under the Security tab check the box next to "Remove personal information from this file on save".

Excel Appearance

Change Default Font: Click Tools, Options. Under the General tab, change the font size and type on the Standard font line.

Freeze Panes to Keep Headers in View: For Keeping Row in View, Click row number underneath and on the Main Menu Click Window then Freeze Panes. To Freeze Columns, Click Column Letter on right and Click Window then Freeze Panes.

Change Default Number of Worksheets: Click Tools on the Menu Bar, click Options and then click the General tab. Change the number of sheets in new workbook. To add a worksheet to an existing workbook, right click on a worksheet tab, click Insert and click Worksheet.

Print Preview: Click the  icon on the toolbar.

Manually Adjust Page Break: In Print Preview View, click on the Page Break Preview button. To change the Page Break location, click on the line with mouse and drag to desired location. Center lines and outside lines can be adjusted.

Keyboard Shortcuts

Editing Shortcuts


Select All	<Ctrl> + <A>
Cut Cell	<Ctrl> + <X>
Copy Cell	<Ctrl> + <C>
Paste Cell	<Ctrl> + <V>
Delete Cell Contents	<Delete>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Undo	<Ctrl> + <Z>
Overtyping	<Insert>
Next Word	<Ctrl> + <→>
Previous Word	<Ctrl> + <←>
Select to End of Row	<End> + <Shift> + <Enter>
Select to End of Sheet	<End> + <Shift> + <Home>
Select Entire Column	<Ctrl> + <Spacebar>
Select Entire Row	<Shift> + <Spacebar>
Apply Currency to Cell	<Ctrl> + <Shift> + <\$>
Apply Percentage to Cell	<Ctrl> + <Shift> + <%>

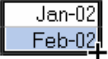
General Shortcuts

Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Beginning of Line	<Home>
End of Line	<End>
Last Cell in Worksheet	<End> + <Home>
Previous Screen	<Page Up>
Switch Open Items	<Alt> + <Tab>
Menu Bar	<F10> or <Alt>
Close Menu	<Esc>
Help	<F1>
Save	<Ctrl> + <S>
Save As	<F12>
Open Document	<Ctrl> + <O>
Close Document	<Ctrl> + <W>
Create New Document	<Ctrl> + <N>
Print a Document	<Ctrl> + <P>
Copy Previous Formula	<Ctrl> + <'>
Spell Check	<F7>
Repeat Last Action	<F4>
Insert Current Time	<Ctrl> + <Shift> + <:;>
Insert Current Date	<Ctrl> + <Shift> + <:;>

Excel Tips

Quickly Format Columns & Rows

Enter Formatting Into the First Cell: Press Enter. Press Up Arrow on the Keyboard and position the mouse in the lower right corner (handle) of the cell until it changes to a plus sign . Click and drag the cursor either across the row or down the column.

To Quickly Create A Series such as Consecutive Numbers or Dates enter two dates in consecutive cells. Highlight the two dates using the <Shift> + <Arrow>, then position the mouse in the lower right corner of the last Cell. Click and Drag the Mouse and the formatting will duplicate. 

Quickly Hide/Unhide Columns


For Hiding Columns: Select Column and press <Ctrl> + <Zero>. For **Unhiding** Columns Select Column to unhide and press <Ctrl> + <Shift> + <(>.>.

For Hiding Rows: Select Row and press <Ctrl> + <9>. For **Unhiding** Rows Select Row to unhide and press <Ctrl> + <Shift> + <(<.>.

Print Only a Section of Cells

Click First Cell to be Printed and hold down the <Shift> key. Now with the mouse or arrow keys, highlight the cells to print. Click File on the Main Menu, click Print and Click Selection under Print What in the dialogue box.

Find Correct Function

Search for Common Functions by clicking the downward arrow next to the AutoSum  button. Choose More Functions... at the bottom of the list and enter desired function. Click Go.


TheHelpDesk

View Contents of Cells Under the #####: Move mouse over the cell and a screen tip will open with the Cell's contents. To fix, either make the Column wider, or Click the Cell, Click Format from the Menu Bar, Choose Column then AutoFit.

Quick Sorting: Highlight range of Cells to Sort and Click Data from the Menu Bar. Choose Sort. In the Dialogue Box choose the Column to Sort by.

Common Formula Error Messages: If an incorrect formula is entered, Excel displays an error value in the cell. Error Values always begin with a pound sign (#). Some Common errors:


#VALUE!	Cells used in formula contain numbers that will not return logical value amount.
#NAME!	Unknown function name entered.
#DIV/0	Formula is attempting to divide by 0. Is blank Cell referenced?


Keep the Result, Lose the Formula: Click on Cell with Formula Result desired. Click <Ctrl> + <C> to Copy. In new Cell click <Ctrl> + <V> to paste. Click the arrow next to the Paste Options smart tag  and then click Values Only.

Change Page Size and Orientation: Click File, Page Setup. Choose desired Page Size and Orientation.

Adjust Column Widths in Print Preview: In Print Preview View, click on Margins button. At top of page drag the Margin Handles to adjust column widths.

Import a Table from Word to Excel: Open the Word document with the desired table. Right-Click on the table and on the Menu Bar click Table, then choose Select Table. On the Edit Menu select Copy. Open the Excel destination document. Click desired destination Cell. From the Edit Menu choose Paste.

Creating a Chart using the Chart Wizard: Click First Cell to desired and hold down the <Shift> key. Now with the mouse or arrow keys, highlight the Cells to chart. Click on the Chart Wizard button  on the Standard Toolbar and follow instructions.

Use Error Checking Smart Tag to help fix formulas Excel believes incorrect. When Excel detects the error, the Error Checking Button  appears. Move Mouse over the button and Click on the down arrow to display available options.

Use Evaluate Formula Dialogue Box: Especially helpful in complex formulas, this tool may help you evaluate which part of the formula is not working correctly. To use click Tools on the Menu Bar and Click Formula Auditing. Select Evaluate Formula from the dialogue box. Select the Evaluate button. If you don't wish to evaluate the formula click the Step In button to display the Cell referenced. Click Step Out when finished with the Cell's formula.