Microsoft Excel 2003 for Beginners

Getting Started with Microsoft Excel 2003

Excel 2003 is a very powerful and capable program; however, unless you understand the basics of using Excel, you won't get much out of it.

This guide introduces you to the basics of Excel so that you can begin to make use of this popular spreadsheet program. The important elements of the Excel screen are shown to you so that you can get a quick idea of what's going on. Then it will show you how to create a simple spreadsheet, move around in Excel, edit your data, enhance the look of your spreadsheet, and use some of Excels great features.

The following pages present a brief introduction to selected features in Excel 2003. Those who use an Apple Macintosh computer for Excel can also utilize this documentation. There is very little difference between platforms once the application is open. Just remember that this document is written for Excel 2003 and may contain updated features that may not exist in previous versions. Note that the document is not intended to cover all ways in which the basic features can be used or accessed.

Have fun Excelling at work and remember that with practice, this program will become very simple to use.

Table of Contents

11. Changing Row Height or Column Widths
12. Naming your Worksheet
13. Formatting with Borders
14. Font & Fill Coloring
15. Creating Basic Charts
16. Page Setup
17. Saving & Printing
18. Closing & Exiting Excel

Overview

When you start a new learning experience, the first task is to learn the language. You need to know what the basic elements are and where to find them. This document will help you learn the language of Microsoft Excel 2003 by understanding the basics of spreadsheet functions, capabilities, and the tools necessary.

What is a Spreadsheet Program?

A spreadsheet program uses worksheets and workbooks. A **worksheet** is like a traditional accounting ledger. It is divided into a grid of columns and rows. You can use an array of numbers and text on a worksheet. Spreadsheet programs have the ability to perform an assortment of functions. They are popular because they represent a better alternative to manually computing mathematical calculations and can be more accurate and time saving. In addition, with Excel numerical data in a spreadsheet can be converted easily into a chart for graphical presentation of the data.

Microsoft Excel 2003

Microsoft Excel is a spreadsheet program that allows you to perform various calculations, estimations, and formulations with data. Excel 2003 is designed to work with texts and numbers by storing them in columns and rows.   It makes core spreadsheet functionality more accessible to all users. Formula creation, printing, and formatting allow easy access to the basic operations of the program. Excel 2003 permits a wide selection of fonts and options to be used in the creation of worksheets and allows you to create an impressive spreadsheet presentation. Microsoft Excel includes a varied library of chart types that can be incorporated into spreadsheets to visually display data. It also has basic database capabilities. Databases can be used in conjunction with spreadsheets. Simple databases can be constructed directly in the Excel program. The primary focus of this document is on Excel's spreadsheet capabilities and functions and the basics about using Excel 2003.

Excelling at Work with Excel 2003

This document is a guide to Excel 2003 basics. It presents an overview that will help a beginner build a simple worksheet and understand the basics of Excel 2003. Your Excel application has a complete and useful on-line help available through the Help pull-down menu as well. This document assumes that you have a working knowledge of the Windows 95, 98, 2000, NT or XP environment including the use of a mouse. For our Macintosh users, this document can be utilized for MS Excel 98 through 2004 for the basics of Excel. There is relatively little difference in the platforms and the versions at the basic level.

Getting Started

Launching Your Excel Application

1. Click the **Start** icon button on the Taskbar at the bottom left corner of your screen.
2. Point to **Programs**.
3. Click **Microsoft Office 2003** from the submenu, and then select **Microsoft Excel.**

Understanding the Excel Environment

What is a Workbook?

A workbook is a file that contains worksheets. It is the electronic equivalent of a three ring binder. A single workbook can contain many, many worksheets. It is the normal document or file type in Excel.

What is a Worksheet?

Think of a worksheet as a page within a binder. A worksheet is divided into a grid of columns and rows in which you input your data.

The Workbook Window

An Excel workbook window is shown in Figure 1.

The Worksheet Window

The worksheet window displays the Excel worksheet. It is comprised of rows and columns. The columns are labeled with the letters of the alphabet, i.e., A, B, C, etc. The rows are numbered down the left side. Rows and columns intersect to form cells. Each cell can be referenced via its column name followed by its row number. For example, the intersection of row 2 and column B is cell B2 (as shown in Figure 1).

Figure 1 - The Excel Workbook Window
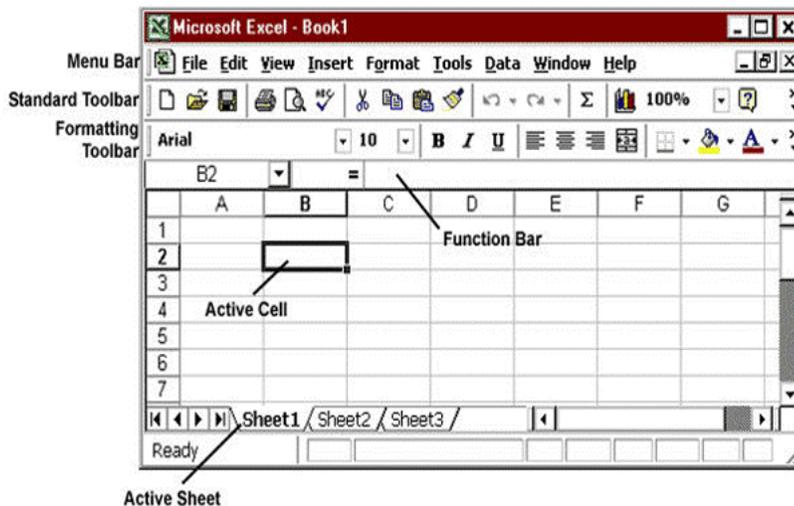
- **Menu Bar.** The Menu Bar at the top of the screen gives you access to different commands that are used for such tasks as opening and closing files, printing documents, formatting data, and other operations.

- **Toolbars.** On the sample window in Figure 1 (above), immediately below the Menu Bar is a row of icon buttons called the toolbars. There are two toolbars that provides quick access to a number of the most commonly used Excel features. The first bar is the **Standard Toolbar***;* the second is the **Formatting Toolbar***.* By positioning the mouse pointer on a toolbar icon (without clicking), a yellow box will appear next to the icon with a brief description of that icons purpose.

Figure 2 – Standard Toolbar

Figure 3 – Formatting Toolbar

- **Formula (or Function) Bar.** The Formula Bar displays the contents of the active cell or the active block. It includes text, numbers, formulas, and functions.

- **A Row** - runs horizontal on the worksheet. Each row heading begins with a number i.e. 1, 2, 3, which is found in the far left hand side of the worksheet.

- **A Column** - Columns run from top to bottom on the worksheet. A column heading is identified by the letters A, B, C, etc.

- **A Cell** - is the intersection of a row and a column and has a unique address or reference.

- **Active Cell** - The active cell is the currently selected cell. A thick border block, called the **Cell Pointer**, surrounds the active cell. Data is entered in the active cell.

- **Active Sheet** - Often a file consists of more than one worksheet. Each sheet contains a tab you click to move from one sheet to another. You can rename sheets to make it easier to remember what each one contains. You may do so by double-clicking the sheet name, e.g., Sheet1, typing a new name, and tapping the ENTER key.

- **Worksheet Window -** The worksheet window displays the Excel worksheet. It is comprised of rows and columns. The columns are across the top of the worksheet and are labeled with the letters of the alphabet, i.e., A, B, C, etc. The rows are numerically numbered down the left side of the worksheet. Rows and columns intersect to form cells. Each cell can be referenced via its column name followed by its row number. For example, the intersection of row 2 and column B is cell B2 (as shown in Figure 1).

Navigating In a Workbook

- At the bottom of the workbook window (where the sheet tabs are located) are a number of controls you can use to move from worksheet to worksheet within a workbook.

Four tab scrolling arrow buttons   Tab split box

DOCKET ALARM

Explore Litigation Insights

Docket Alarm provides insights to develop a more informed litigation strategy and the peace of mind of knowing you're on top of things.

Real-Time Litigation Alerts

Keep your litigation team up-to-date with **real-time alerts** and advanced team management tools built for the enterprise, all while greatly reducing PACER spend.

Our comprehensive service means we can handle Federal, State, and Administrative courts across the country.

Advanced Docket Research

With over 230 million records, Docket Alarm's cloud-native docket research platform finds what other services can't. Coverage includes Federal, State, plus PTAB, TTAB, ITC and NLRB decisions, all in one place.

Identify arguments that have been successful in the past with full text, pinpoint searching. Link to case law cited within any court document via Fastcase.

Analytics At Your Fingertips

Learn what happened the last time a particular judge, opposing counsel or company faced cases similar to yours.

Advanced out-of-the-box PTAB and TTAB analytics are always at your fingertips.

API

Docket Alarm offers a powerful API (application programming interface) to developers that want to integrate case filings into their apps.

LAW FIRMS

Build custom dashboards for your attorneys and clients with live data direct from the court.

Automate many repetitive legal tasks like conflict checks, document management, and marketing.

FINANCIAL INSTITUTIONS

Litigation and bankruptcy checks for companies and debtors.

E-DISCOVERY AND LEGAL VENDORS

Sync your system to PACER to automate legal marketing.

fastcase®
Smarter legal research.