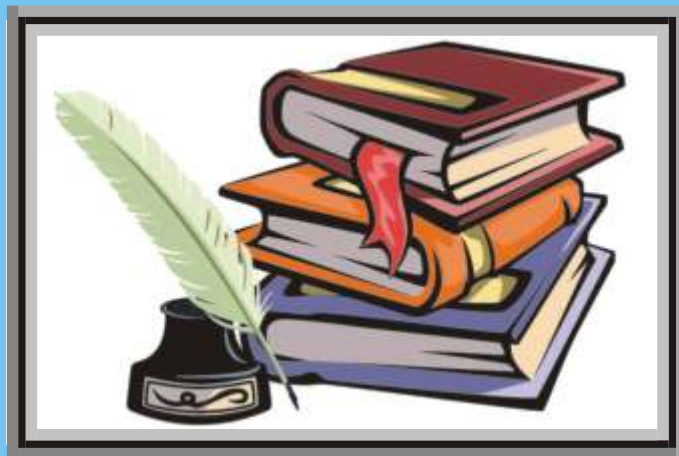


Excel-





..... 3

..... 5

, 8

, 10

..... 11

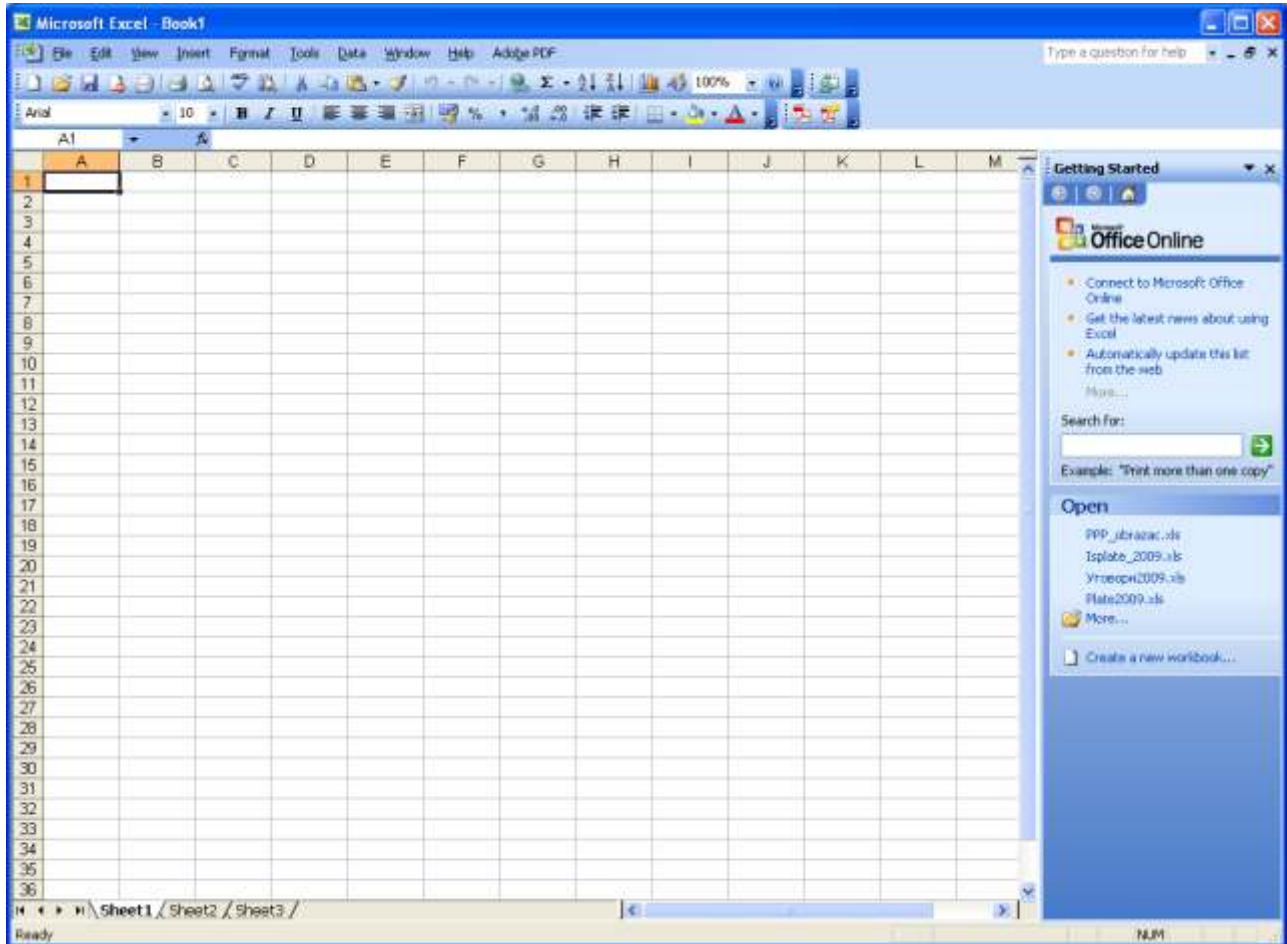
..... 13

..... 14

..... 15

Microsoft Office Excel 2003

Book1 (1).



65536

Getting Started

Microsoft Office Help

- *Menu line (File, Edit, View, ...)* -
- *Toolbar Standard*

- **Toolbar Formating**

- **Edit line**

(Standard, Formatind, Borders, Chart, Control Toolbox, Drawing, External Data, Forms, Formula Auditing, List, Picture, PivotTable, Protection, Reviewing, Task Pane, Text To Speach, Visual Basic, Watch Window, Web, WordArt),
(Check box)

Sheet1, Sheet2 Sheet3

Delete

Insert

Rename

Sheet...)

Copy

(Book1), a

Title bar -

: Minimize, Restore/Maximize Close.
Desktop-)

Title bar



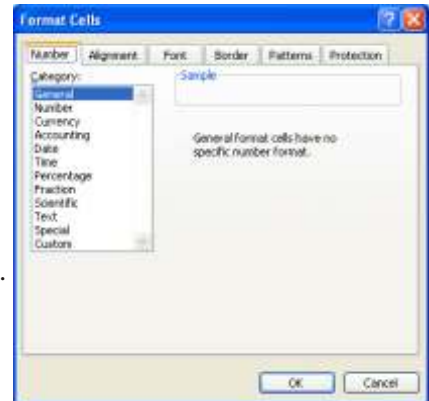
Format

(Cell. Number),

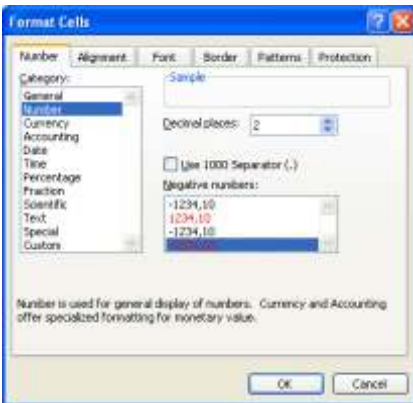
Number

General

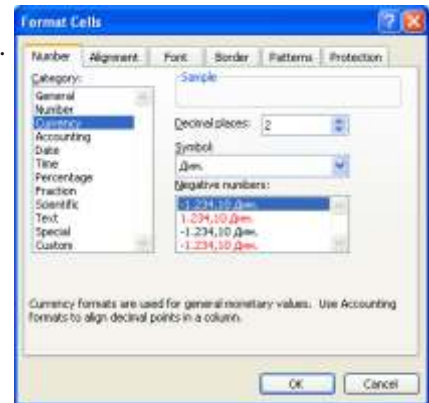
()



Number

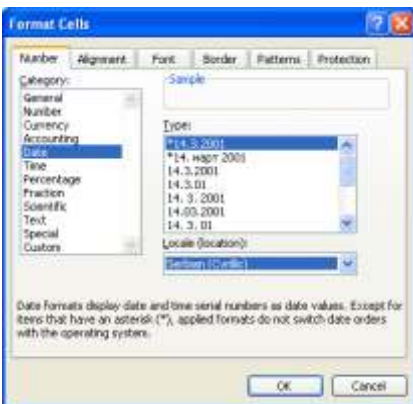


Currency



Accounting

Date



Time

Percentage



Fraction

Scientific Text

(, ,).

Alignment

Text alignment.

(General)

(
Align Left, Align Right, Center.

(Top),

(Bottom)

(Center).

Orientation.

(Degrees).

(Wrap text),
(Shrink to fit)

(Merge cells).

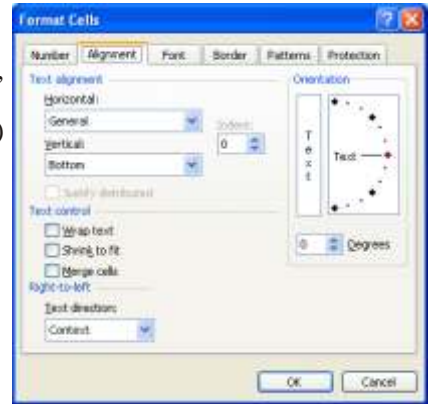
Right-to-left

(Left-to-right)

(Right-to-left),

Windows-

Context,



Text control

Font

(Font),

(Font style),

(Size),

(Underline)

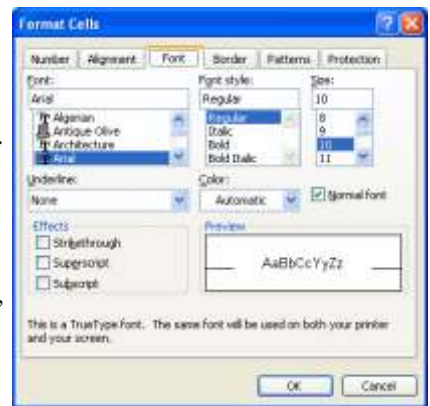
(Color)

(Effects).

: Font, Font Size, Bold, Italic, Underline, Font Color.

Normal, *Italic*, **Bold** **Italic**.

(*Italic*, **Italic**)



(Superscript)

(Subscript)
(Strikethrough)

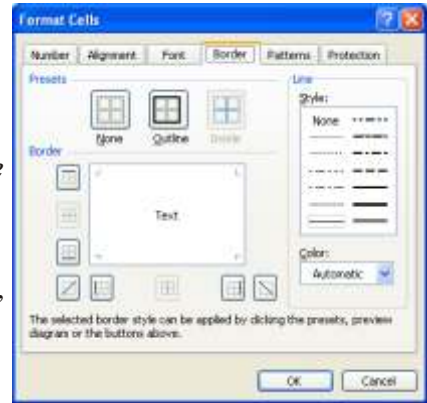
Check box **Normal font**

Border

Color, Style, 56
Preset, : None -
Outline -
Inside -

13

Line



Border

Borders.

Patterns

Cell shading 56

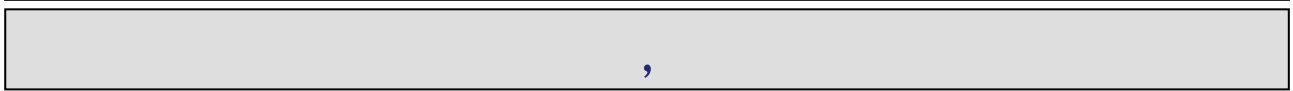
Pattern

Fill Color. 17

Color



Protecton



Page Setup
Page, Margins, Header/Footer Sheet.
(Page)

File.

Orientation

Portrait
, Landscape

Scaling



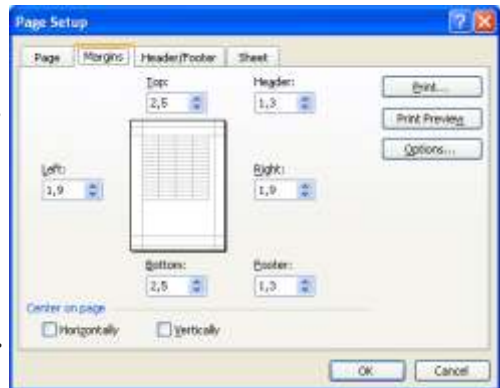
Paper size

4.

Print quality

(Margins)

0,6 - 1



Center

on page

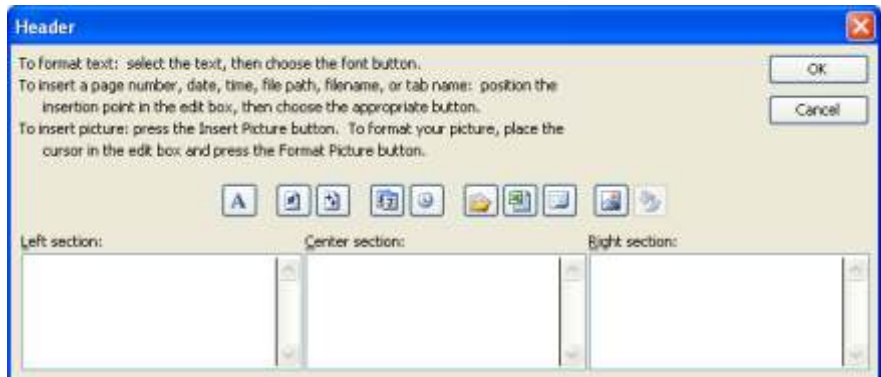
(Header/Footer)

Custom Header... (Custom Footer...)



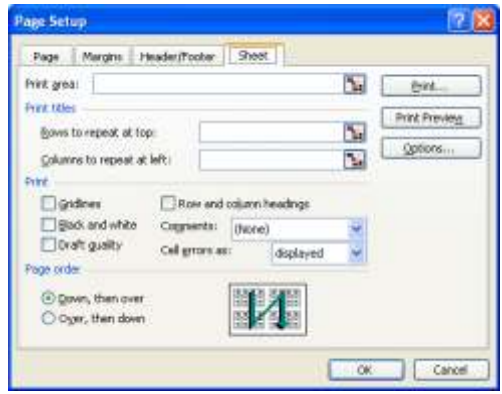
()

(Left section, Center section, Right section),



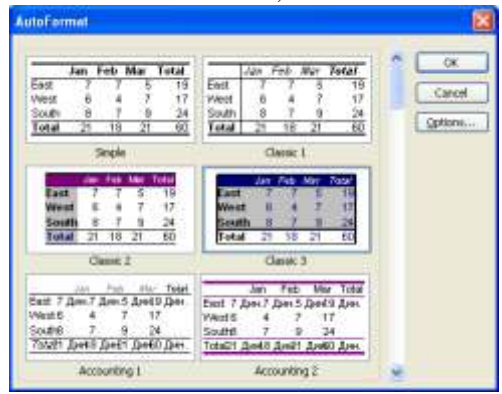
View Header/Footer Header and Footer...

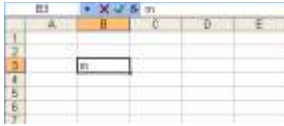
(Sheet)
 . Print area -
 Print Area File
 Print titles
 (Gridlines), (Black and white,
 (Comments - quality). Page order
 Over, then down -
 Print Preview File Options -
 Ok -
 Format Column.
 : Width
), AutoFit Selection -
), Hide - , Unhide -
) Standard Width -
 : Height
 Format Row.
), AutoFit -
), Hide - , Unhide -
).



(Row and colom headings),
 (Cell errors as), (Draft
 (Down, then over -
 Print -
 Print File), Print Preview -
 Cancel -
 Format Column.
 : Width
), AutoFit Selection -
), Hide - , Unhide -
) Standard Width -
 : Height
 Format Row.
), AutoFit -
), Hide - , Unhide -
).

Format Painter (),
 Auto Format...
 Format ().





← *Edit Line* •

• *Edit Line*

()

Enter
Esc

Tab (↔)

Shift (↑)+*Tab* (↔)



(1, 2, 3, ... 1, 4, 7, ...)

Fill

Edit.

Down -

Right -

Up -

Left -

Across Worksheets -

Series -

1, 8, 15, 22, 29
Linear,

Step value

Series in Rows,
1, *Stop value* 31.

Justify -

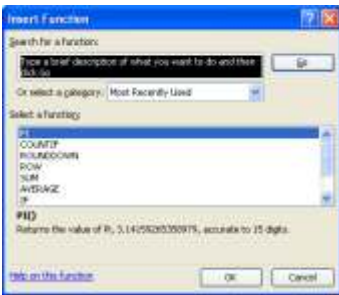


Type



. Excel

f_x.



(Search for a function:)

(Or select a category:),
(Select

function:).

Go

OK.



Sum (,) :

(,)



)
(,)

OK

(,)

).



OK

Sum - ()

Average -

Count -

CountA -

CountBlank -

Max -

Min -

Product -

Round -

Trunc -

If -

SumIf -

CountIf -

Macro - ,

. *Excel*

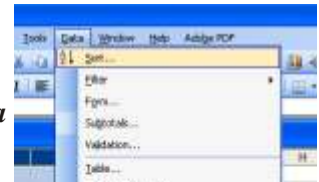
Microsoft Visual Basic,



Excel

Sort...

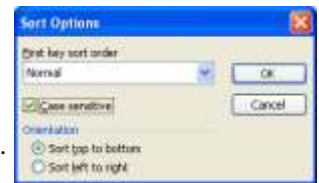
Data



(ascending)

(descending -

Options...



(Sort top to bottom)

(Sort left to right).

(speed buttons)



Undo.

excel



-
-
-

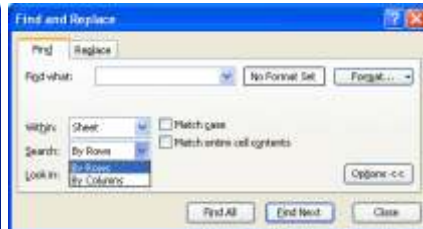
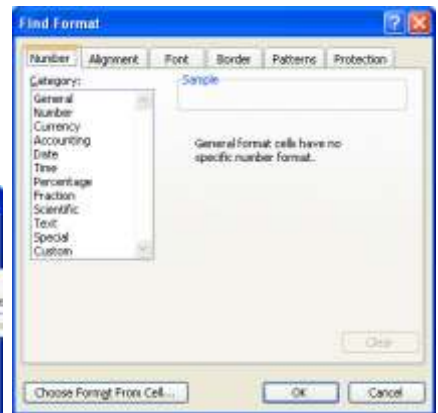
Ctrl + F (*Replace* *Edit* (*Find* *Edit* *Ctrl + H*).

Find what

Format ...

Find Format).

20



(*No Format Set.* *Within:* *Worksheet* *Workbook*).

Search: (*By Columns*). *Look in:* (*Formulas*), (*By Rows*)

(*Match case*).

Match entire cell contents

Options

Find All

Find Next

Close

Replace with: *Format ...* *No Format Set*

Replace All *Replace*

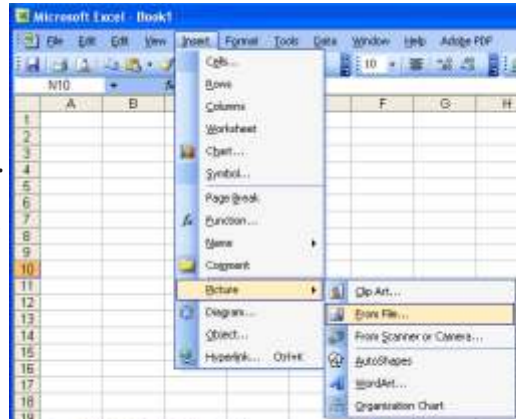
(*Replace*

Find Next).

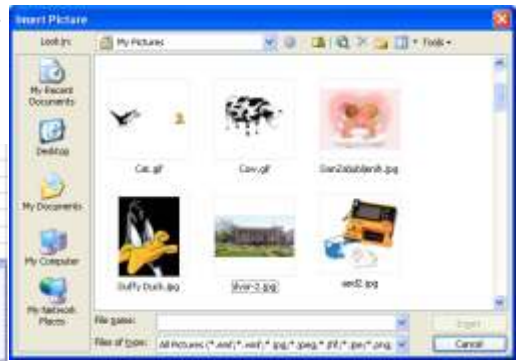




Insert Picture, Clip Art ... Office Collections.
 From Scanner or AutoShapes
 WordArt ... Organization Chart
 Open Insert Picture Files of type



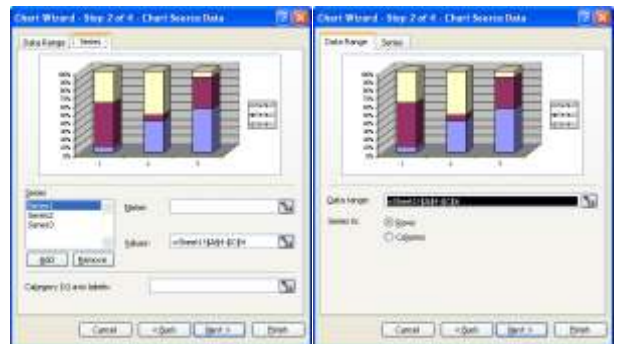
Insert Cancel
 Format
 Picture.



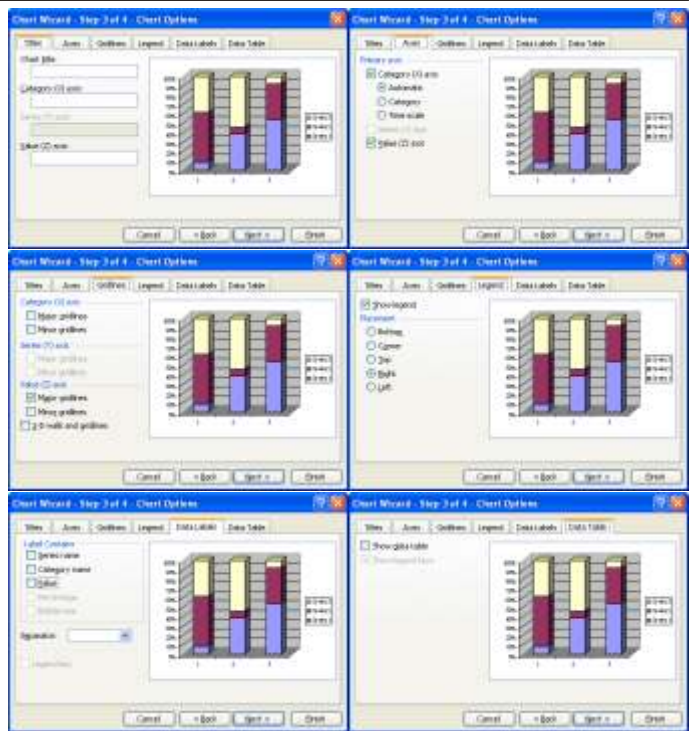
Insert Chart.
 Chart type: Press and Hold to View Sample
 Chart sub - type:
 Next > Finish
 Cancel



Data Range
 Series,
 Finish
 < Back
 Cancel
 Next >



Titles
Chart title:
Gridlines
Legend
Data Labels
Data Table
Next >
< Back
Finish



Cancel

Finish

Cancel

< Back



(Chart Area, Plot Area, Legend, Title, ...)

: Chart Area
: Chart Type ..., Source Data ..., Chart Options ...

Location ...
Format Chart Area ...

