

Microsoft Excel 2003 Basic Cheat Sheet

**Microsoft®
Excel 2003 Basic
Cheat Sheet**

Manual 1-00-1, 194

The Microsoft Excel 2003 Screen

Getting Started With Microsoft Excel

For Create a New Blank Workbook:

1. Select the **File** menu then **New** from the drop-down menu. The **New** dialog box will appear and then click on **Blank workbook**.
2. [Ctrl] + [N]
3. Click once on the **New** workbook button on the Standard toolbar.

For Open a Workbook:

1. Select the **File** menu then **Open**.
2. [Ctrl] + [O]
3. Click once on the **Open** document button on the Standard toolbar.

For Save a Workbook:

1. Select the **File** menu then **Save**.
2. [Ctrl] + [S]
3. Click once on the **Save** document button on the Standard toolbar.

For Save a Workbook with a different Name:

1. Select the **File** menu then **Save As**.
2. [Ctrl] + [Shift] + [S]
3. Click once on the **Save As** document button on the Standard toolbar.

For Print a Worksheet:

1. Select the **File** menu then **Print**.
2. [Ctrl] + [P]
3. Click once on the **Print** document button on the Standard toolbar.

For Print a Workbook:

1. Select the **File** menu and then choose the **Print** command from the drop-down menu.
2. [Ctrl] + [P]
3. Select the **X** Close button in the right-hand corner of the Microsoft Word Status Bar.

For Close all Open Workbooks:

1. Hold down the **Shift** key as you click on the **File** menu. Then choose the **Close All** command from the drop-down menu.

For Exit Microsoft Excel:

1. Select the **File** menu and then choose the **Exit** command from the drop-down menu.
2. [Alt] + [F4]

Basic Shortcut Keystrokes

New Spreadsheet [Ctrl] + [N]
 Open Spreadsheet [Ctrl] + [O]
 Save Spreadsheet [Ctrl] + [S]
 Save As Spreadsheet [F12]
 Print Spreadsheet [Ctrl] + [P]
 Close Spreadsheet [Ctrl] + [W]
 Exit Excel [Alt] + [F4]
 Help [F1]
 Cancel Shortcut Menu [Esc]
 Switch Between [Alt] + [Tab]
 Spreadsheet
 Insert Worksheet [Shift] + [F11]

Editing Shortcut Keystrokes

Activate Cell [F2]
 Cut [Ctrl] + [X]
 Copy [Ctrl] + [C]
 Paste [Ctrl] + [V]
 Undo [Ctrl] + [Z]
 Redo [Ctrl] + [Y]
 Find [Ctrl] + [F]
 Replace [Ctrl] + [H]
 Goto [Ctrl] + [G]
 Spellcheck [F7]
 Select Whole Worksheet [Ctrl] + [A]
 Format Cells [Ctrl] + [F]
 dialog box

Formatting Shortcut Keystrokes

Bold [Ctrl] + [B]
 Italic [Ctrl] + [I]
 Underline [Ctrl] + [U]

Filesize: 9.15 MB

Reviews

Most of these publication is the greatest publication offered. It is actually rally intriguing through reading period of time. You can expect to like just how the article writer create this publication.
 (Eddie Schuppe)

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