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I guess I won't
be needing these
books anymore!



Just the
tips, man.™

Microsoft
Excel® 2003

*Windows version

by Bob Flisser and Wendy Richardson
Illustrated by Al Kratzer

For beginners, experts
and every nerd
in between.

500+
tips, tricks
& shortcuts
on over
300 pages!

"Software users don't need manuals these days; they just need tips that are focused on getting the job done. Nerdy Books knows what's essential and what isn't."

—Paul Gilster, author of Digital Literacy

Just the tips, man™ for Microsoft Excel® 2003

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With a little help from our friends:

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Jill Goetz, Ken Kowalsky, Tess, Tucker and Will Richardson.

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*This book is dedicated to
everyone who asked us to
put all our tips in one place.*

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Meet the Authors



Wendy
Richardson

Wendy Richardson is the creator of the Nerdy Books series of software tip books and the voice of the nerdy guides. Her sarcasm and sense of humor along with her love of software have given her a unique ability to present software in a fun, easy-to-remember way. A graduate of Georgia Tech, Wendy founded Software School in 1994, a software training and development company. She resides in New Jersey with her husband and two young children.



Bob Flisser

Bob Flisser collects and writes the tips and is a self-proclaimed computer geek. (He's actually the inspiration behind Professor Lester.) Bob has worked in the computer field for more than twenty years. As training director of Software School, Inc., he has written dozens of software manuals and magazine articles and has trained thousands of students and instructors. A graduate of The George Washington University, Bob lives in New Jersey with his cat, Catalina.

How to Use this Book

Due to the small format of our books, we sometimes must sacrifice a little clarity for space. So, before you dive into the tips, take a quick look at the table below and then check out the nerdy guides on the next page. That's all you need to know to get started.

Using the Mouse

Double-click	Press the left mouse button two times quickly.
Right-click	Press the right mouse button once.
Shift + click	Press and hold Shift while pressing the left mouse button once.
Ctrl + Shift + click	Press and hold both Ctrl and Shift while pressing the left mouse button once.
Ctrl + drag	Press and hold Ctrl while you clicking and dragging the mouse.

Using the Keyboard

Select File/Properties	Click the File menu, then click Properties .
Select File/New/Folder	Click the File menu, click New , then click Folder .
Select Tools/Options/Edit	Click the Tools menu, click Options , then click the Edit tab in the Options dialog box.

Working with Menus

Select File/Properties	Click the File menu, then click Properties .
Select File/New/Folder	Click the File menu, click New , then click Folder .
Select Tools/Options/Edit	Click the Tools menu, click Options , then click the Edit tab in the Options dialog box.

2000 **2002**
COMPATIBLE COMPATIBLE

Excel 2000 & 2002 Tips

These icons mark tips that work identically in Excel 2000 & 2002. Many tips without these icons will also work in the older versions, but with slight variations.



We're not just pretty faces. We're your guides!

Who says learning software has to be boring? We use these six nerdy characters to help you find the tips that match your level of experience. They make the tips easy to remember, interesting and fun to use.



Kenneth

Really Easy Tips

Kenneth will show you the tips that are easy to use and easy to remember. Even if you're an advanced Word user, give these tips a try. There are quite possibly a few you don't know.



Shagg

Fairly Easy Tips

Shagg turns up on tips that are easy to do, but not always easy to remember. He'll do his best to help you remember them, man.



Shelli

Fun Tips

Shelli appears on tips that aren't necessarily necessary. They're little tidbits of information that are just fun to know.



Guy Martini

Cool Tips

Look for Guy Martini if you want the coolest, most likely to save you time, tips! (Unfortunately, you'll have to put up with him to learn these tricks!)



Mr. Nester

Long Tips

Some tips are long. Some are annoying. And some don't always work. Mr. Nester will let you know which tips require a bit of time and a lot of patience!



Professor Lester

Hard Tips

If you're new to Word, you might want to try Professor Lester's tips after you have a little more experience. He appears on the more difficult, confusing or rarely-used tips.

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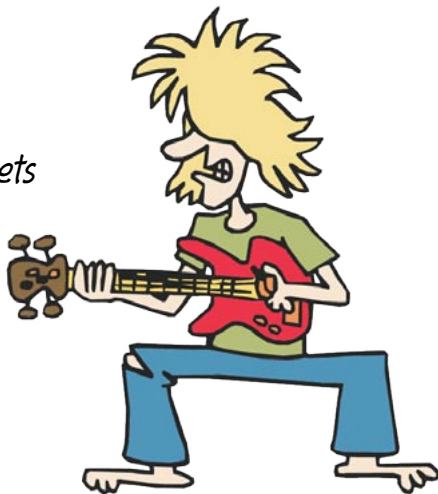
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Custom Toolbars & Menus | Getting Help | Task Pane | Safe Mode*

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Workbooks, Workbooks, Workbooks

*A workbook
contains worksheets
and worksheets
contain work.
Any questions?*



You could also click the **New** button  on the **Standard** toolbar or select **File/New** or even press **Alt + F**, then **N** and click **Blank workbook** on the **New Workbook** task pane. But why in the world would you want to do any of that?



#1

To create a new, blank workbook...

Press **Ctrl + N**

#2

Creating a calendar, laying out an invoice or designing an expense report? Use a free, online Excel template.



- [1] Select **File/New**, then click **Templates on Office Online** on the **New Workbook** task pane. (You'll need to be connected to the Internet to continue.)
- [2] Click **Excel**, under **Microsoft Office Programs**, then click a category.
- [3] Click a template, then click **Download Now** to open the template in Excel.

You can also enter the Web address directly in Internet Explorer:
<http://officeupdate.microsoft.com/templategallery>. Now, click in the **Search** box, type **Excel**, then press **Enter**. Perhaps you'll choose one of the templates I created for Microsoft.



Even better, you can open more than one file from the **Open** dialog box. After pressing **Ctrl + O**, just **Ctrl** + click each file, or click the first file (if it's not already selected), then **Shift** + click the last one. Press **Enter** or click **Open**.

#3

To open a workbook...

Press **Ctrl + O**, click in the **Look in** drop-down list, then find the folder containing your files. Double-click your file.

files with
the same
name

You're kidding me! Excel still can't open 2 files with the same name — even if they're in different folders??!



#4

Trying to open 2 files with the same name? Rename one of them.

- [1] Press **Ctrl + O**, find one of the files.
- [2] Right-click the file, then select **Rename** (or press **F2**). Type a new name, keeping the **.xls** extension if there is one.
- [3] Press **Enter** twice.

#5

Here's a fast way to open one of the last 4 files you edited.

Press **Alt + F**, then press **1, 2, 3** or **4**.



*You can display up to 9 files at the bottom of the File menu if you change the **Recently used file list** under **Tools/Options/General** to 9. Der.*

#6 You can open a copy of any workbook.

- [1] If the New Workbook task pane isn't visible, select **File/New**.
- [2] Click **From existing workbook**.
- [3] Double-click an Excel workbook. The default name will be the same as the workbook you chose, with a 1 after it (**sales1**, for example).



Here's another way: press **Ctrl + O**, then select a workbook. Click the **down arrow** next to the **Open** button, then select **Open as Copy**. If you do this often, you might consider saving the file as a template...



You can also put a shortcut to the file on your Start menu. Just drag the file from step 1 onto the Start button (keep the mouse button down), then drag into place on the menu. To rename the shortcut, right-click it, then select **Rename**.



#7

Open the same workbook often? Put a shortcut to the file on your Desktop.

- [1] In the **Open (Ctrl + O)** or **Save As (F12)** dialog box, find the workbook.
- [2] Right-click the workbook, then select **Send To/Desktop (create shortcut)**.
- [3] Press **Esc** or click **Cancel**, then press **⌘ + D** to see the Desktop and your shortcut.

#8 Use Excel's Search feature to find a workbook.

You can also click **Advanced File Search** near the bottom of the **Basic File Search** task pane, then fumble your way through the **Property, Condition** and **Value** boxes. I find it faster to open and close files until I find the one I want!



- [1] Select **File/File Search** to open the **Basic File Search** task pane.
- [2] In the **Search text** box, type a unique word found in the workbook you are trying to find.
- [3] To narrow your search, click the **Search in** drop-down, select the folders to search, then click the drop-down again to close it. Click the **Results should be** drop-down, then select the file types. Click the drop-down again to close it.
- [4] Click **Go**. Click any file it finds to open it or hover the mouse pointer over a file then click its drop-down arrow for more options.
- [5] If you want to edit your search, click **Modify** at the bottom of the task pane.

#9

Try Windows
Explorer's Search
to find your files.

I always use Windows Explorer to find Excel files. Why should I learn Excel's Search function when it won't help me find files in the 15 or 20 non-Microsoft programs that I use?




- [1] Press **Win** + **E** or right-click the **Start** button, then select **Explore** to open Windows Explorer.
- [2] Select a folder or drive in the folder list on the left.
- [3] Press **Ctrl + F**. If you're using Windows XP, click **All files and folders**.
- [4] Type all or part of the file name or type ***.xls**. Press **Tab**, then (optionally) type a unique word found in the workbook.
- [5] Use the options at the bottom to narrow your search, then click **Search**.

#10 To cycle through all open workbooks, use this cool trick.

Press **Ctrl + F6 + F6 + F6...**



There are two other ways to "cycle" through workbooks. (I, of course, would never use either of them.)

- Click the **Window** menu, then click the workbook you want. (Slow.)
- Click the workbook's **Minimize** button  to minimize the workbook so you can see the one behind it. (Very slow.)

If you've turned off **Windows in Taskbar** under **Tools/Options/View**, Excel no longer shows an icon for each open workbook and **Alt + Tab** no longer works the same. Instead, **Alt + Tab** cycles between all open programs, but not between all open workbooks.



#11

To cycle through all open workbooks and programs (Excel, Word, Outlook, etc.)

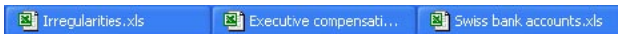
Press Alt + Tab + Tab + Tab...

#12

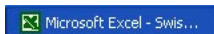
Windows puts a button on the Taskbar for every open workbook. Want to turn that off?

taskbar
buttons

Select **Tools/Options**, click the **View** tab, then deselect **Windows in Taskbar**. Click **OK**.



Windows in Taskbar selected



Windows in Taskbar not selected

*All those Excel files on the Taskbar get in my way! With this tip, they're all in the same Excel window and I can switch between them by pressing **Ctrl + F6 + F6...***




#13 Saving a new workbook in the current folder is simple.

Press **Ctrl + S**, type a name. Press **Enter**.



*Hey, man! Don't touch that mouse.
Just press **Ctrl + S**, type a name,
then hit **Enter**. That's it.
That's all it's ever been.
Nothing more.
Nothing less.*

#14 To save a new workbook in a new folder...

- [1] Press **Ctrl + S**.
- [2] Click the **Create New Folder** button  or press **Alt + 5**.
- [3] Type a folder name. Press **Enter**.
- [4] Type a file name, then press **Enter** to save.



*If you save all of your Excel files in the same folder, you can make this folder the default – the one Excel displays the first time you save or open a file. Select **Tools/Options/General**, and in the **Default file location** box, type the path of the folder (*c:\spreadsheets*, for example). Press **Enter**. The hardest part of this tip is typing that dang path...*








#15 Want to save the current workbook with a new name? Use Save As.

Press F12



Saving a file for someone who has Excel 97, 2000 or 2002? Just save normally – all three versions use the same format. You might want to save a copy of the file before doing this. If you save the file in an earlier format, any features and formatting from the later version will be deleted.

#16 Saving or opening a file? Try these dialog box shortcuts.


To	Click	Or press
Go to previous folder		Alt + 1
Go up one folder		Alt + 2
Search the Web		Alt + 3
Delete selected file		Alt + 4 or Delete
Create a new folder		Alt + 5
Cycle through all views		Alt + 6 + 6 + 6...
Display the Tools menu		Alt + 7




I can't remember any of these shortcut keys. I just click the buttons at the top of the dialog box...

#17

Help! Which file is the most current?

In the **Open** dialog box (**Ctrl + O**), press **Alt + 6 + 6 + 6...** until you see column headers, or click the **Views** button , then select **Details**. Look for the file with the most recent date in the **Date Modified** column.


Name	Size	Type	Date Modified
------	------	------	---------------

I've got one more little goodie up my sleeve: click the **Date Modified** column label  twice to sort in reverse chronological order. The most current file will be at the top of the list.



#18 Want a spreadsheet others can manipulate in Internet Explorer? Save your file as HTML.

- [1] Select **File/Save as Web Page**.
- [2] Select **Entire Workbook** or **Selection: Sheet**.
- [3] Select **Add interactivity** to allow others to manipulate the file online.
- [4] Name the file (**2004budget**, for example), then click **Save**.
- [5] Upload your file to your server then e-mail the file's address to everyone.

If you added interactivity in step 3, visitors to your web page will be able to manipulate data and formulas. To save any changes made on the spreadsheet, tell them to click the **Export to Microsoft Office Excel** button , then save the file to their hard drive. And, if Internet Explorer displays a yellow bar at the top saying that active content is restricted, tell them to click the bar, select **Allow Blocked Content**, then click **Yes**.



#19 Set Internet Explorer's start page to your favorite Excel file.

Open the Excel file, right-click any toolbar, then select **Web**. Click **Go**, then select **Set Start Page**. Click **Yes**. Now, when you start Internet Explorer, the first page you will see will be your Excel file.

To change Internet Explorer's start page back to a Web page, open Internet Explorer, select **Tools/Internet Options**, then type a Web address in the **Address** box. Click **OK**. I set mine to www.nerdybooks.com to see if my picture is on the tip-of-day!



#20 Do you have three files open at three different views? Save the Workspace.

Select **File/Save Workspace**, name the file, then press **Enter**.



When you open a workspace file (**Ctrl + O**), the workbooks appear at the view and position in which they were saved. But if you already have a file open and that file is maximized, the files in the workspace will open maximized no matter what! And, if you decide to give your **.xlw** file to someone else, make sure you also give them the associated **.xls** files.



Even better, open the files, tile them (**Window/Arrange**), then save the files as a workspace (**File/Save Workspace**). If you save the workspace in an empty folder, you could enter the path of that folder in the **At startup** box. The files will then open in the view and position in which you saved them.

#21 **Want certain files to open every time you start Excel? Put them in the same folder, then...**

Select **Tools/Options**, click the **General** tab, then click in the **At startup, open all files in** box. Type the path and folder name (e.g. **n:\public\orders**). Click **OK**.

#22 Not sure when you created a file?

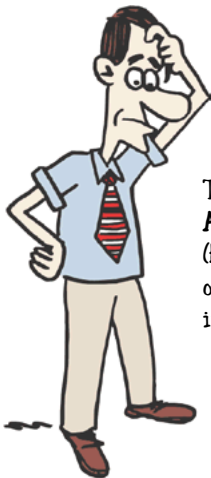
Select **File/Properties**, click the **Statistics** tab, then look at the **Created** date and time.

You would think the **Modified** date would tell you the last time you saved the file and the **Accessed** date would tell you the last time you opened the file, right? Wrong! Half of the time the dates are the same; the other half they make no sense at all! This dialog box has been wrong one way or another for at least three versions!



#23 Want to stay private? Remove your personal information when saving.

Select **Tools/Options**, then click the **Security** tab. Select **Remove personal information...** then click **OK**.



This great security "feature" simply deletes any text in the **Author**, **Manager** and **Company** fields of the Properties dialog box (**File/Properties**). And, get this, it works on the current workbook only. To make it the default, save it as a template named **book.xlt** in **c:\program files\microsoft office\office11\xlstart**.

#24 To close a workbook...

Press **Ctrl + F4**

Need to close several Excel workbooks? Here's an even more impressive tip. **Shift** + click the **File** menu, then select **Close All**. **Shift** + clicking the **File** menu to close all documents also works in Word, and **Ctrl + F4** works in almost all Windows programs.



Alt + F4 closes Excel *and* all open workbooks. If any workbooks haven't been saved, Excel will prompt you to save. For those of you who close each individual workbook by selecting **File/Close** and then close Excel by selecting **File/Exit**, give this shortcut a try. After about 5 or 10 times, you should have it committed to memory. Then you can use it in any Windows program.



#25 To close Excel...

Press **Alt + F4**

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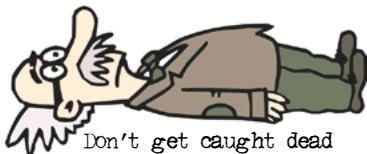
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