















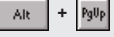























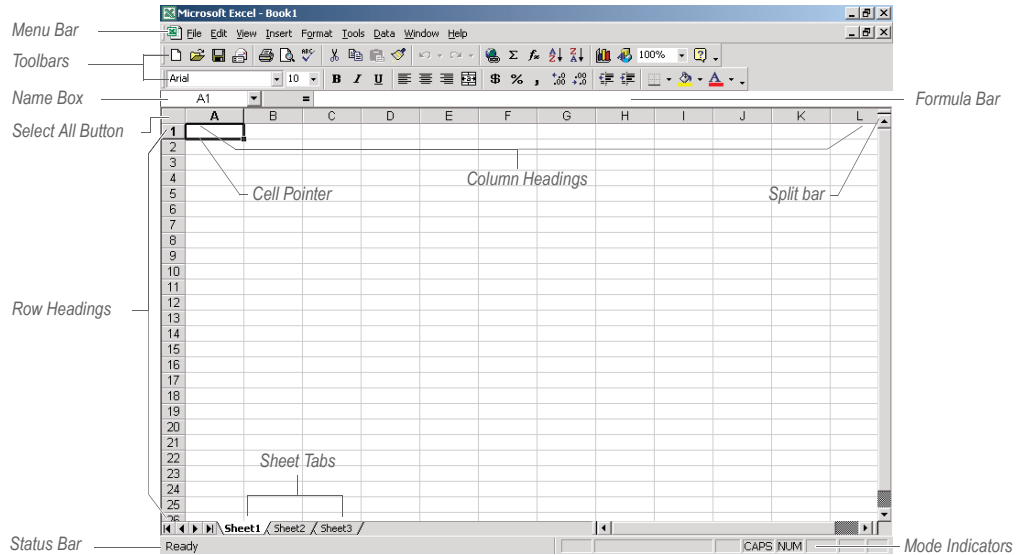
Navigation Buttons

-  or  Moves cell pointer one cell up or down at a time.
-  or  Moves cell pointer one cell left or right at a time.
-  Moves cell pointer to the beginning of the current row.
-  or  Moves cell pointer up or down a full screen at a time.
-  Moves cell pointer to the first cell in the current column containing data.
-  Moves cell pointer to the last cell in the current column containing data.
-  Moves cell pointer to the first cell in the current row containing data.
-  Moves cell pointer to the last cell in the current row containing data.
-  Moves to the next sheet in the workbook.
-  Moves to the previous sheet in the workbook.
-  Moves cell pointer to the beginning of the sheet (cell A1).
-  Moves cell pointer to the last cell in the sheet containing data.
-  Moves cell pointer left a full screen at a time.
-  Moves cell pointer right a full screen at a time.
-  Scrolls to display the active cell.

Shortcuts, Buttons, and Commands

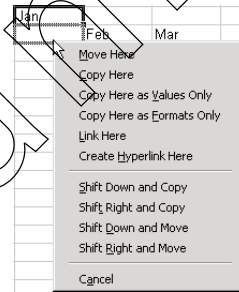
- | | | |
|----------------|---|------------------------------------|
| CTRL + N |  | File > New > Workbook |
| CTRL + O |  | File > Open |
| CTRL + S |  | File > Save |
| CTRL + P |  | File > Print |
| CTRL + A |  | |
| CTRL + C |  | Edit > Copy |
| CTRL + X |  | Edit > Cut |
| CTRL + V |  | Edit > Paste |
| CTRL + F |  | Edit > Find |
| CTRL + Z |  | Edit > Undo |
| CTRL + B |  | Format > Cells > Font > Bold |
| CTRL + I |  | Format > Cells > Font > Italic |
| CTRL + U |  | Format > Cells > Font > Underline |
| CTRL+ SHIFT+\$ |  | Format > Cells > Number > Currency |
| CTRL+ SHIFT+% |  | Format > Cells > Number > Percent |
| ALT + = |  | Insert > Function |
| SHIFT + F3 |  | Tools > Spelling |
| F7 |  | Tools > Spelling |
| F1 | | Help > Microsoft Excel Help |

Application Window



Productivity Tips

- “Secret Menu”**
 Similar to a shortcut menu, Excel also has a “secret menu” which groups together relevant commands pertaining to the current action.
 - Select the cell(s) containing the data.
 - Position the mouse pointer over any border, right-click and drag to the desired destination cell.
 - Select the desired command.

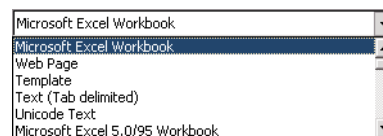


- Concatenating**
 If you need to join the contents of two cells or more into one cell, for example, in a data list, you can use the CONCATENATE function.


	C2	=	CONCATENATE(A2,"",B2)
	A	B	C
1	First Name	Last Name	Full Name
2	Kerry	Jones	Kerry, Jones
3	Alain	Turgeon	Alain, Turgeon

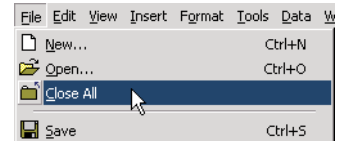
- Reducing Workbook File Size**


You can reduce the file size of a workbook dramatically by saving the workbook with the “Microsoft Excel Workbook” Save as type instead of “Microsoft Excel 97-2000 & 5.0/95 Workbook” Save as type.



Basic Tasks

- Starting Microsoft Excel 2000**
 - Click the **Start** button.
 - Select **Programs > Microsoft Excel**.
- Opening a Workbook**
 - Click the **Open**  button on the Standard toolbar.
 - Select the drive and folder the workbook is located in and click the **Open** button.
- Closing a Single Workbook**
 - Select **File > Close**.
- Closing Multiple Workbooks**
 - Press and hold the **[SHIFT]** key.
 - Select **File > Close All**.



- Release the **[SHIFT]** key.
- Starting a New Workbook**
 - Select **File > New**.
 - Select **Workbook** and click **OK**.
- Entering Text and Numbers**
 - Select a cell.
 - Begin typing the desired data into the cell.
 - Press **[ENTER]**.
- Saving and Naming a Workbook**
 - Click the **Save**  button on the Standard toolbar.
 - Type a file name in the File name box.
 - Click the **Save** button.
- Importing Text Files**
 - Select **File > Open**.
 - Click the **Files of type** down arrow, and select **Text Files**.
 - Select a file, and click the **Open** button.
 - Follow the instructions in the Text Import Wizard.