
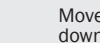

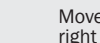



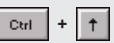
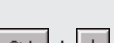
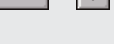
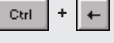
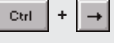
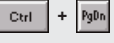
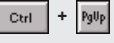
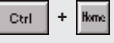
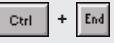

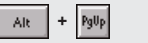























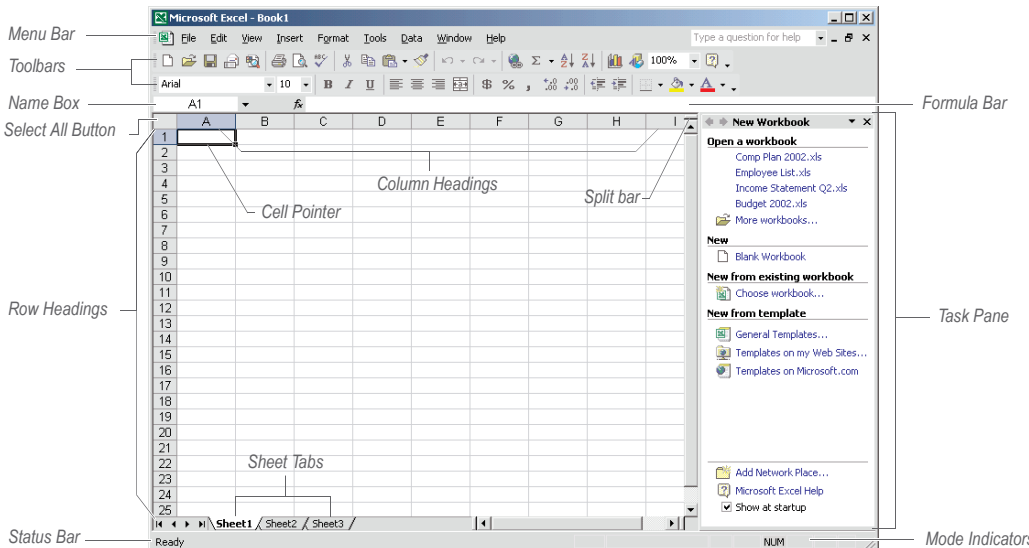
Navigation Buttons

-  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

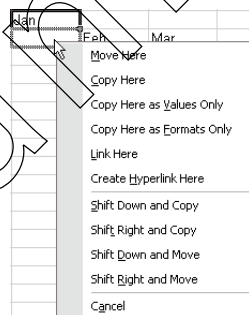
- CTRL + N**  File > New > Blank Workbook
- CTRL + O**  File > Open
- CTRL + S**  File > Save
- CTRL + P**  File > Print
-  File > Search
- CTRL + C**  Edit > Copy
- CTRL + X**  Edit > Cut
- CTRL + V**  Edit > Paste
- CTRL + F**  Edit > Find
- CTRL + Z**  Edit > Undo
- CTRL + B**  Format > Cells > Font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

Application Window



Productivity Tips

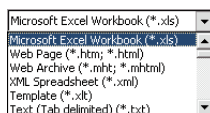
- 1. "Secret Menu"**
Similar to a shortcut menu, Excel also has a "secret menu" which groups together relevant commands pertaining to the current action.
 1. Select the cell(s) containing the data.
 2. Position the mouse pointer over any border, right-click and drag to the desired destination cell.





3. Select the desired command.
- 2. 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.

	A	B	C	D	E
1	First Name	Last Name	Full Name		
2	Kerry	Jones	Kerry, Jones		
3	Alain	Turgeon	Alain, Turgeon		

- 3. Reducing Workbook File Size**
You can reduce the file size of a workbook dramatically by saving the workbook with the "Microsoft Excel Workbook (*.xls)" save as type instead of "Microsoft Excel 97-2000 & 5/95 Workbook (*.xls)".



Basic Tasks

- **Starting Microsoft Excel 2002**
 1. Click the **Start** button.
 2. Select **Programs > Microsoft Excel**.
- **Opening a Workbook**
 1. Click the **Open**  button on the Standard toolbar.
 2. Select the drive and folder in which the workbook is located.
 3. Click the **Open** button.
- **Closing a Single Workbook**
 1. Select **File > Close**.
- **Closing Multiple Workbooks**
 1. Press and hold the **[SHIFT]** key.
 2. Select **File > Close All**.
 3. Release the **[SHIFT]** key.
- **Starting a New Workbook**
 1. Select **File > New**.
 2. Select **Blank Workbook** from the Task Pane.
- **Entering Text and Numbers**
 1. Select a cell.
 2. Begin typing the desired data into the cell.
 3. Press **[ENTER]**.
- **Saving and Naming a Workbook**
 1. Click the **Save**  button on the Standard toolbar.
 2. Type a file name in the File name box.
 3. Click the **Save** button.
- **Importing Text Files**
 1. Select **File > Open**.
 2. Click the **Files of type** down arrow, and select the **Text Files** file type.
 3. Select a text file, and click the **Open** button.
 4. Follow the instructions in the Text Import Wizard.