Microsoft Excel 2003 for Beginners

Getting Started with Microsoft Excel 2003

Excel 2003 is a very powerful and capable program; however, unless you understand the basics of using Excel, you won't get much out of it.

This guide introduces you to the basics of Excel so that you can begin to make use of this popular spreadsheet program. The important elements of the Excel screen are shown to you so that you can get a quick idea of what's going on. Then it will show you how to create a simple spreadsheet, move around in Excel, edit your data, enhance the look of your spreadsheet, and use some of Excels great features.

The following pages present a brief introduction to selected features in Excel 2003. Those who use an Apple Macintosh computer for Excel can also utilize this documentation. There is very little difference between platforms once the application is open. Just remember that this document is written for Excel 2003 and may contain updated features that may not exist in previous versions. Note that the document is not intended to cover all ways in which the basic features can be used or accessed.

Have fun Excelling at work and remember that with practice, this program will become very simple to use.

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Overview

When you start a new learning experience, the first task is to learn the language. You need to know what the basic elements are and where to find them. This document will help you learn the language of Microsoft Excel 2003 by understanding the basics of spreadsheet functions, capabilities, and the tools necessary.

What is a Spreadsheet Program?

A spreadsheet program uses worksheets and workbooks. A **worksheet** is like a traditional accounting ledger. It is divided into a grid of columns and rows. You can use an array of numbers and text on a worksheet. Spreadsheet programs have the ability to perform an assortment of functions. They are popular because they represent a better alternative to manually computing mathematical calculations and can be more accurate and time saving. In addition, with Excel numerical data in a spreadsheet can be converted easily into a chart for graphical presentation of the data.

Microsoft Excel 2003

Microsoft Excel is a spreadsheet program that allows you to perform various calculations, estimations, and formulations with data. Excel 2003 is designed to work with texts and numbers by storing them in columns and rows.   It makes core spreadsheet functionality more accessible to all users. Formula creation, printing, and formatting allow easy access to the basic operations of the program. Excel 2003 permits a wide selection of fonts and options to be used in the creation of worksheets and allows you to create an impressive spreadsheet presentation. Microsoft Excel includes a varied library of chart types that can be incorporated into spreadsheets to visually display data. It also has basic database capabilities. Databases can be used in conjunction with spreadsheets. Simple databases can be constructed directly in the Excel program. The primary focus of this document is on Excel's spreadsheet capabilities and functions and the basics about using Excel 2003.

Excelling at Work with Excel 2003

This document is a guide to Excel 2003 basics. It presents an overview that will help a beginner build a simple worksheet and understand the basics of Excel 2003. Your Excel application has a complete and useful on-line help available through the Help pull-down menu as well. This document assumes that you have a working knowledge of the Windows 95, 98, 2000, NT or XP environment including the use of a mouse. For our Macintosh users, this document can be utilized for MS Excel 98 through 2004 for the basics of Excel. There is relatively little difference in the platforms and the versions at the basic level.

Getting Started

Launching Your Excel Application

1. Click the **Start** icon button on the Taskbar at the bottom left corner of your screen.
2. Point to **Programs**.
3. Click **Microsoft Office 2003** from the submenu, and then select **Microsoft Excel.**

Understanding the Excel Environment

What is a Workbook?

A workbook is a file that contains worksheets. It is the electronic equivalent of a three ring binder. A single workbook can contain many, many worksheets. It is the normal document or file type in Excel.

What is a Worksheet?

Think of a worksheet as a page within a binder. A worksheet is divided into a grid of columns and rows in which you input your data.

The Workbook Window

An Excel workbook window is shown in Figure 1.

The Worksheet Window

The worksheet window displays the Excel worksheet. It is comprised of rows and columns. The columns are labeled with the letters of the alphabet, i.e., A, B, C, etc. The rows are numbered down the left side. Rows and columns intersect to form cells. Each cell can be referenced via its column name followed by its row number. For example, the intersection of row 2 and column B is cell B2 (as shown in Figure 1).

Figure 1 - The Excel Workbook Window
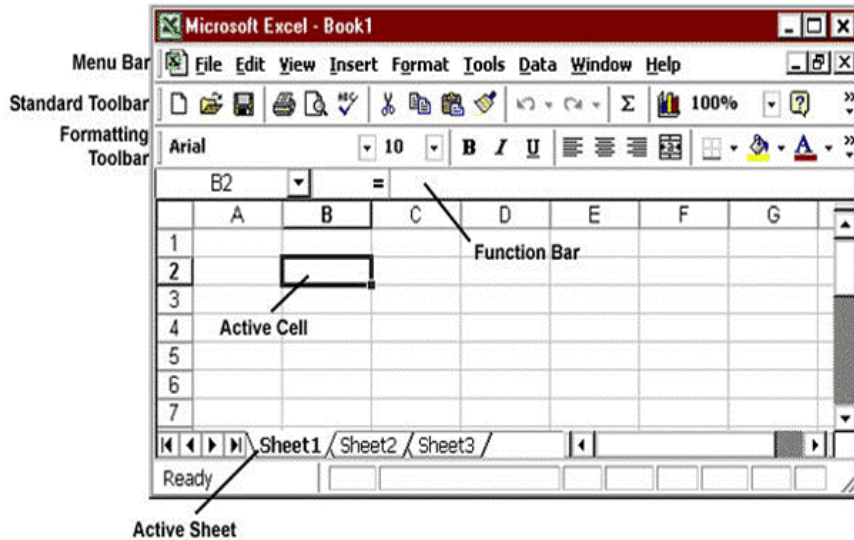
- **Menu Bar.** The Menu Bar at the top of the screen gives you access to different commands that are used for such tasks as opening and closing files, printing documents, formatting data, and other operations.

- **Toolbars.** On the sample window in Figure 1 (above), immediately below the Menu Bar is a row of icon buttons called the toolbars. There are two toolbars that provides quick access to a number of the most commonly used Excel features. The first bar is the **Standard Toolbar**; the second is the **Formatting Toolbar**. By positioning the mouse pointer on a toolbar icon (without clicking), a yellow box will appear next to the icon with a brief description of that icons purpose.

Figure 2 – Standard Toolbar

Figure 3 – Formatting Toolbar

- **Formula (or Function) Bar.** The Formula Bar displays the contents of the active cell or the active block. It includes text, numbers, formulas, and functions.

- **A Row** - runs horizontal on the worksheet. Each row heading begins with a number i.e. 1, 2, 3, which is found in the far left hand side of the worksheet.

- **A Column** - Columns run from top to bottom on the worksheet. A column heading is identified by the letters A, B, C, etc.

- **A Cell** - is the intersection of a row and a column and has a unique address or reference.

- **Active Cell** - The active cell is the currently selected cell. A thick border block, called the **Cell Pointer**, surrounds the active cell. Data is entered in the active cell.

- **Active Sheet** - Often a file consists of more than one worksheet. Each sheet contains a tab you click to move from one sheet to another. You can rename sheets to make it easier to remember what each one contains. You may do so by double-clicking the sheet name, e.g., Sheet1, typing a new name, and tapping the ENTER key.

- **Worksheet Window -** The worksheet window displays the Excel worksheet. It is comprised of rows and columns. The columns are across the top of the worksheet and are labeled with the letters of the alphabet, i.e., A, B, C, etc. The rows are numerically numbered down the left side of the worksheet. Rows and columns intersect to form cells. Each cell can be referenced via its column name followed by its row number. For example, the intersection of row 2 and column B is cell B2 (as shown in Figure 1).

Navigating In a Workbook

- At the bottom of the workbook window (where the sheet tabs are located) are a number of controls you can use to move from worksheet to worksheet within a workbook.

Four tab scrolling arrow buttons

Tab split box

- Use the four tab scrolling arrow buttons in the lower left corner only when you have more worksheets in a workbook than can be displayed at once.
- The tab split box can be dragged to change the number of the sheet tabs displayed. To reset the tab display, simply double-click the tab split box.
- The scroll bars located to the right of the worksheet and at the bottom of the worksheet is another way to navigate in a worksheet.
- The down arrows allow you to move forward and backward in your document.

Selecting a Range (or Block) of Cells

1. Click the first cell you want to include in the range
2. While holding the mouse button down, drag the mouse to include all cells you want to include in the range.
3. Release the mouse button. The range selected will appear highlighted except for the first cell of the range.

Entering Data into Excel

Entering Data and Using Formulas

There are three kinds of data you can enter into an Excel worksheet:
1. text (a label),
2. a number (a value), or
3. a formula.

Entering a Label (Text) or a Value (Number)

1. Click the cell where you want to enter a label or a value.
2. Type a label (text) or a value (number). A label can include uppercase and lowercase letters, spaces, punctuation, and numbers. When typing values, do so without commas and dollar signs. You can format them later using the **Format** menu.
3. Tap ENTER

<u>Understanding Formula Basics</u>

Formulas are what make a spreadsheet so useful. You use formulas in your Excel spreadsheet to calculate results from the data stored in the worksheet. When data changes, those formulas produce updated results without extra effort on your part.

To add a formula to a worksheet, you enter it into a cell. You can delete, move, copy formulas just like any other item of data. Formulas use arithmetic operators to work with values, text, worksheet functions, and other formulas to calculate a value in the cell.

Creating a Formula

A formula entered into a cell can consist of any of these elements:
- Operators such as + (for addition) and * (for multiplication)
- Cell references (including named cells and ranges)
- Values or txt
- Worksheet functions (such as SUM or AVERAGE)

Benefits to using formulas

When using a formula in your spreadsheet, (a cell containing a formula that references other cells), the sum will automatically change as other cell values referenced in the formula change. This feature is very valuable when editing or adding information to your worksheet. You do not have to remember to update other cells that rely on that cells information.

A formula always begins with an equal sign (=) followed by some combination of numbers, text, cell references, and operators. If a formula is entered incorrectly, an **ERROR IN FORMULA** message will appear.

Formula Operators

An operator is a symbol that represents a mathematical or a logical operation. The most commonly used operators are **addition, subtraction, multiplication or division**. However, there are many more operators that can be used. Tables 1 and 2 (below) list the **operators** that can be used in Excel formulas and functions.

TABLE 1. Logical Operators			TABLE 2. Arithmetic Operators	
=	Equal		+	Addition
>	Greater Than		-	Subtraction
<	Less than		/	Divsion
>=	Greater than or equal to		*	Multiplication
<=	Less than or equal to		%	Percent
<>	Not equa to		^	Exponentiation

Arithmetic operators are <u>used in conjunction with numbers</u> to create mathematical formulas. An example of a simple mathematical formula in Excel would be =23+5. When this formula is entered into a cell in the worksheet, the contents of the cell will read 28, while the Formula Bar will show the formula as =23+5. If the operator is changed to read =23-5, the cell contents will change to read 18.

Cell references may also be used in formulas. For instance, assume you want the content of cell C5 to be the sum of values in cells A5 and B5. Instead of entering the values contained in cells A5 and B5 (and changing the formula each time those values change) you can enter the formula as =A5+B5. Excel will automatically take the values of A5 and B5 and enter them into the formula. The **benefit of using cell references** in your formula is that as the values change in the cells you reference in your formula, the value in C5 will automatically change to reflect the correct answer.

How to Enter a Formula
(See Figure 4, below, for an example)
1. Click a cell where you want to enter a formula.
2. Type **=** (equal sign) to begin the formula.
3. Type the first argument. Remember, an argument can be a number or a cell reference. You can type in the number or if referencing a cell, you can single click on the cell location to have the cell reference automatically included in your formula.
4. Next, type an arithmetic operator (see Table 2).

5. Next, enter the next argument.
6. Steps 4 and 5 can be repeated as many times as needed to add to the formula.
7. Last, tap the ENTER key. The result of the formula appears in the cell

Figure 4 Formula Example
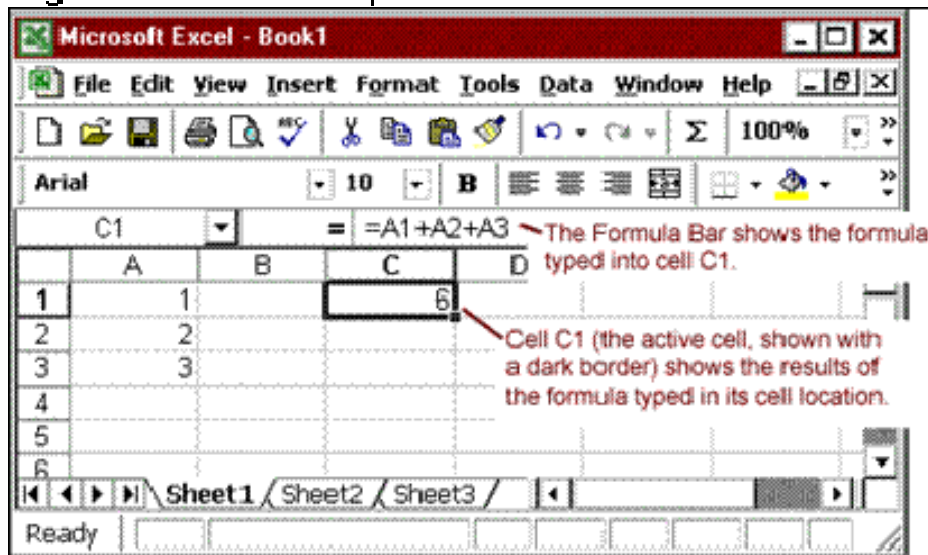
while the formula itself appears in the Formula Bar.

Worksheet Functions

Some formulas may be simplified by using worksheet functions. A worksheet function is a pre-written formula, a keyword that tells Excel what to do. For example, instead of typing =A1+A2+A3+A4+A5, you may type =SUM(A1:A5). (The colon indicates the range from A1 to A5.) In this example, SUM is a function that Excel knows about. **It is important to use the correct syntax and format of a function for correct results.**

To enter a function, do the following:
Click the cell where you want to enter the function.
1. Type = (an equal sign), then type the name of the function, followed by an opening parenthesis.
2. Type or click the cell or range you want to insert in the function.
3. Press ENTER. Excel will automatically add the closing parenthesis to complete the function and will display the results in the cell.

Parentheses are used to separate different parts of a formula. For example, in the formula =SUM(A1:A5), the parentheses separate the worksheet function

from the cell references that the function is referring to. This is particularly important in longer or more complicated functions, e.g., =((A2/4)+(A5-B3))*5. If a mistake is made and the parentheses in a formula do not match, an error message will appear.

The parts of a formula contained inside parenthesis are calculated first. Otherwise the order of operation is as shown in Table 3 (see below).

If there are operators of equal precedence, the order of operation is from left to right.

Operator	Description
: (colon) , (comma), (single space)	Reference Operators
-	Negation (as in –1)
%	Percent
^	Exponentiation
* and /	Multiplication and Division
+ and -	Addition and Subtraction
&	Connects two strings of text (concatenation)
=<>< =>=<>	Comparison

Adding a Range Using the AutoSum Function

The AutoSum function is a great tool to use when you want to quickly add contents of a range of cells. It allows you to add cell content without having to manually input the formula or function.

1. Click the cell where you want the total to appear (usually the last cell in the column or row of cells that you want to add. The cell must be blank).

2. Click the **AutoSum icon** button Σ on the Standard Toolbar. AutoSum inserts a formula that uses the SUM function. It displays a moving border that looks like scrolling lines around the selected range of cells. This is called a marquee. Excel puts this around the range of cells it

"thinks" you want to add up, and inserts the range reference in the formula.

3. If this is the correct range, press **Enter.** If not, type or highlight the correct range and press Enter.

Editing Cell Contents

There are several ways Excel allows you to edit cell content.
- **In-Cell Editing**
- **Function Bar Editing**

In-Cell Editing

Allows you to edit the information right in the cell itself.
To do this:

1. **Double-click the cell you wish to edit.** The insertion point appears within the cell.
2. **Make corrections.** You may use the mouse pointer or *the arrows, HOME, and END* keys to position the insertion point where you want. You may also use the *BACKSPACE* and *DELETE* keys to erase unwanted characters.
3. **Type new characters** if necessary.
4. Press **Enter to accept the edit**, or press **ESC to cancel it.**

Function Bar Editing

Edits can also be performed right in the formula bar. The function bar is located in the toolbar section.
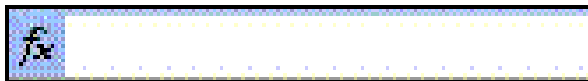
1. **Select the cell you wish to edit.**
2. **Single click** within the function bar. The insertion point appears within the bar.
3. **Make necessary corrections or additions.**
4. Press **Enter** to accept the edit or addition.

Copying & Pasting Cell Contents

The Microsoft Office software allows for many ways to copy cell contents. Using

the icons on the toolbar, using the right click on your mouse, and using the edit menu are just a few. Which way you choose is your personal preference.

Using Icon buttons on the toolbar

1. Select the cell or the range that contains the data you want to copy.

2. Click the **Copy** button �" on the Standard Toolbar. An outline of the selected cells, called a marquee (looks like scrolling lines around the selected range of cells), shows the boundary of the selected cells.

3. Click the first cell where you want to paste the data.

4. Click the **Paste** button 📋 on the Standard Toolbar

Using the Right-Click button on your mouse

1. Select the cell or the range that contains the data you want to copy.
2. **Right-Click** your mouse.
   A pop-up shortcut menu appears. See Figure below.

Figure 5
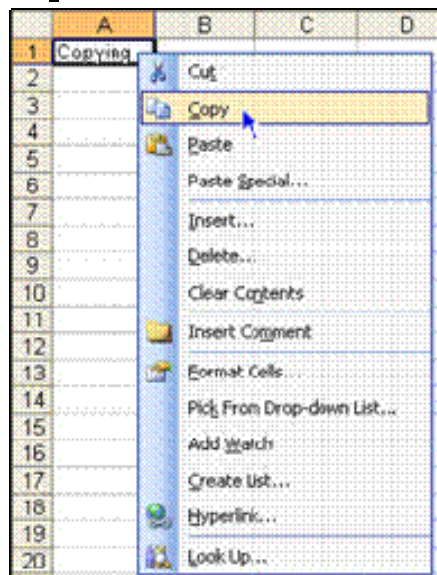
3. Click on **Copy**.
4. Select the cell where you want to paste the data.
5. Right-Click again.
6. Click **Paste.**

Moving Cell Contents

You can **avoid retyping** information by using the Move feature in excel. It is very simple to perform and can save you many keystrokes.

1. **Highlight the cell or the range** that contains the data you want to move.
2. Move your mouse cursor to one of the thick **black outside lines** surrounding your selection. Your cursor will change from a white plus sign to a black arrow.
3. **Click and hold your mouse button down and drag** the selected range of data to where to want to relocate it
4. **Release** the mouse button.

Note: Excel has moved the entire contents of the cell as well as any formatting that was applied to the cell or range of cells.

Deleting Cell and Range Contents

Excel allows you to delete the contents of a single cell or the contents of a range of cells at one time.

Delete unwanted information from a range of cells

1. **Select the cell or the range** in which you wish to delete the information.

Figure 6 - Selecting a range of cells

2. **Right-click** the mouse button anywhere in the boundary of the highlighted range
3. Select **Clear Contents** in the pop-up shortcut menu that appears.

The contents of the cell or cells selected are now cleared.

Using AutoFill

Copying a Formula to Other Cells Using AutoFill

The **AutoFill function** will allow you to quickly and easily continue a formula down and across a range of cells relative in a worksheet. This function can save a lot of time where you would have to manually input the formula otherwise.

1. **Click** the cell that contains the formula you want to copy or continue.
2. **Move the mouse pointer over the small black box**, called the **Fill Handle** (see Figure 7, below), located in the lower right corner of the active cell. The mouse pointer will turn into a black plus sign shape when you are properly over the handle.

Figure 7 - AutoFill

AutoFill Handle

3. **Click and hold** the mouse button down while you **drag** the Fill Handle to highlight the range you want to copy the formula to.
4. **Release** the mouse button. The formula is copied into the cells in the selected range.

Inserting & Deleting Rows and Columns

Inserting a blank row or column

Sometimes when setting up a worksheet you realize that you did not have a row where you needed it or you have a need for an additional column after you created your worksheet. To insert a blank row or column into your worksheet:

1. **Move the mouse pointer** to the **row or column heading** where you want to insert the blank row or column. The row or column heading area is the grey area where the row numbers are to the left, or the column headings A,B,C are located at the top of the worksheet. The **mouse pointer will turn to a black arrow** pointing down the row or column. See Figure below.

Figure 8

Mouse pointer changes to an arrow
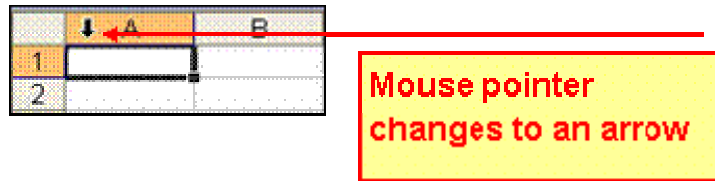
2. **Click on the row or column heading.**
   The row or column will highlight. See Figure 9 & 10 Below.

Figure 9 - column insert
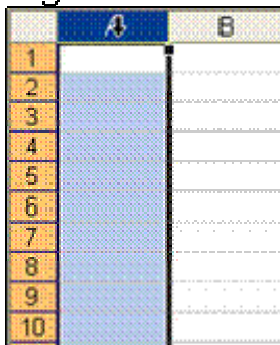
Figure 10 - row insert
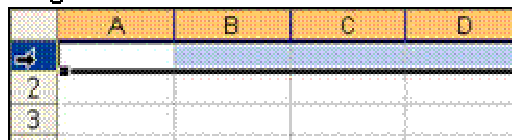
3. Select **Insert** on the Menu Bar, and then click **Rows or Columns** on the sub menu.
   - For Rows - a blank row will be inserted above the selected row.
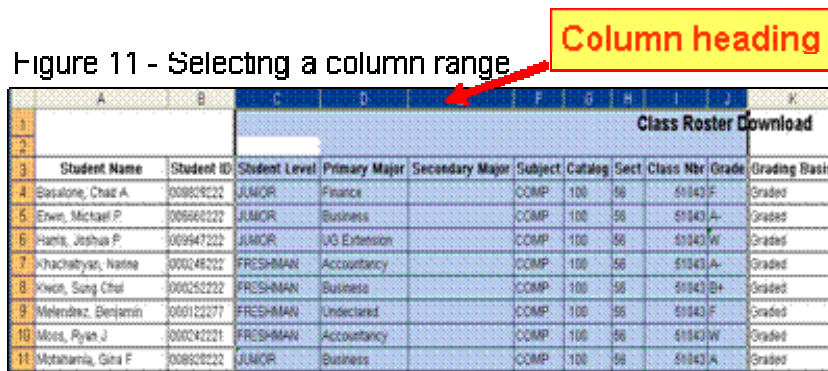   - For Columns - a blank column will be inserted to the left of the column.

NOTE: Multiple rows or columns can be inserted in the same steps when highlighting the range of rows or columns you want to insert. For example, if you highlight a range of 3 rows, then proceed with the insert rows command, Excel will insert 3 blank rows.

Deleting a row or column

Any row or column can be deleted from a worksheet. When a row or column is deleted, all the information that was contained in the row or column is also deleted. To delete rows or columns follow these steps:

1. In the row or column headings, **highlight the range of rows or columns to clear.** See Figure 11 below.

Figure 11 - Selecting a column range

2. Select **Edit** from the menu bar and **Delete** from the submenu. The rows or columns that were selected will be deleted.
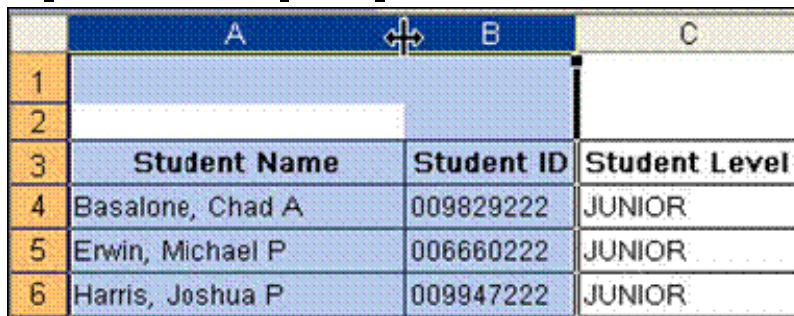

Figure 12- Menu Bar Option
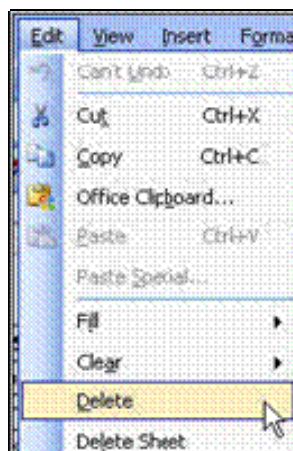
Changing Row Heights or Column Widths

Changing Row Heights & Column Widths

Sometimes, you may need to manually adjust a column or rows width or height in order to accommodate the information within the row or column.

There are several ways to change the width of a column(s) or height of a row(s). Select the range of rows or columns that you want to affect. It could be one or ten or more rows or columns.

Figure 13 - Selecting a range of Columns

	A	B	C
1			
2			
3	Student Name	Student ID	Student Level
4	Basalone, Chad A	009829222	JUNIOR
5	Erwin, Michael P	006660222	JUNIOR
6	Harris, Joshua P	009947222	JUNIOR

Changing a Column Width

1. **While holding the left mouse button down, Drag the right-column border** (the vertical line break between the columns) with the mouse until the column is the desired width.

    OR
2. **Double-click the right border** of the column header to set the column width automatically to the widest entry in the column.

Changing Row Heights

Excel adjusts row heights automatically to accommodate the tallest font in the row. However, you can set the row height manually by using several techniques. As with columns, you can select multiple rows.

1. **Drag the lower row border** with the mouse until the row is the desired height.

    OR
2. **Double-click the bottom border** of the row to set the row height automatically to the tallest entry in the row.

To **select multiple rows**, either **click and drag in the row header or** press **Ctrl** while you individually select the rows.

Naming your Worksheets

Changing the name of a Worksheet

Excel uses a default naming convention such as Sheet1, Sheet2, and so on. These are not very descriptive, that's why providing more meaningful names for your worksheets is usually a good idea.

To change a sheet's name:

1. **Double-click** the **sheet tab**

Excel highlights the name on the sheet tab so that you can edit or replace the name.

Figure 14

2. **Type** the name.
3. Select **Enter**

Formatting with Borders

Borders are lines that go from cell boundary to cell boundary as opposed to underlining which only underlines the content of the cell.
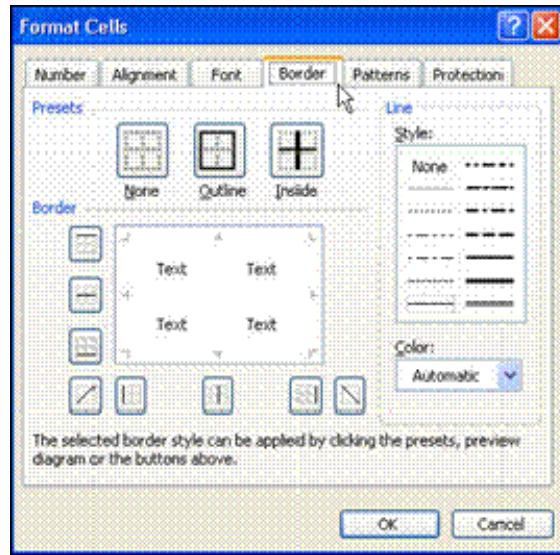
Inserting Borders

To insert a border line in a selected range of cells, rows or columns:

1. Select or highlight the range of cells to apply the border.
2. Select **Format** from the menu bar and **Cells** from the submenu.

Excel will display the **Format Cells dialog** box. (Figure 15 below)

3. Select the **Border** tab to display the borders selections.

Figure 15 - Format Cells Dialog Box

4. The selected border style can be applied by clicking on any of the three options under the **Presets** category **OR** by clicking on the **Border** options boxes.
5. Click the **OK button when finished.**

Figure 16 - Formatting Cells with Borders
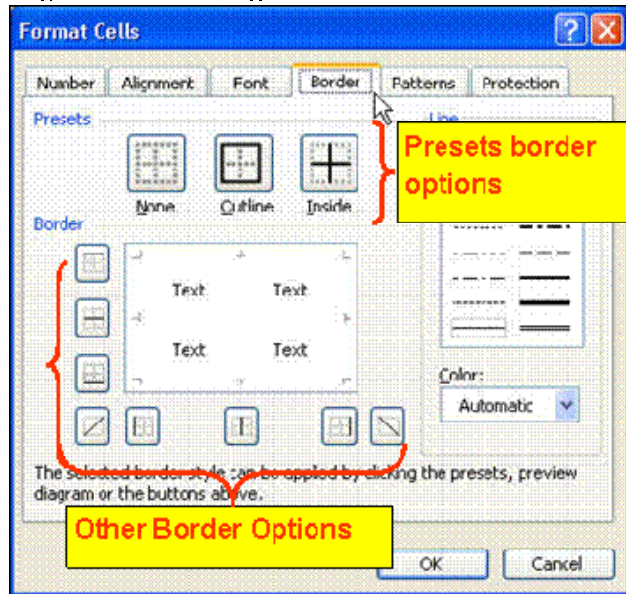
Font & Fill Coloring

Color can be very effect in your worksheet presentation. It can be used to emphasize a point or point out information or it can also be used to help remind you of certain points in a worksheet. With Excel, you can colorize the text or the background color of a cell.
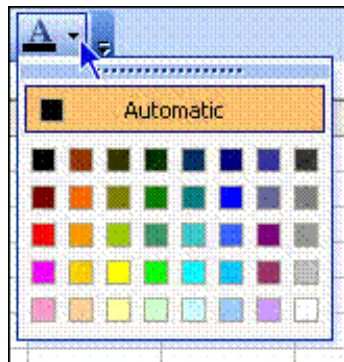
Font Color

It is very simple to colorize the text in your worksheet.
Just follow these simple steps:

1. **Select the cell** or range of cells.
2. **Click the Font Color icon** on the formatting toolbar. See Figure 17.

Figure 17 - Font Color Toolbar Icon

Font Color (Automatic)   Font Color Toolbar Icon

3. Click on the small black drop down arrow just to the right of the icon. Excel will display a color palette to choose from.

Automatic

4. Click on the desired color.

Fill Color

Colorizing the background of a cell or range of cells can help make items stand out. The steps are similar to those of font colorizing.

1. **Select the cell** or range of cells.

2.**Click the Fill Color icon** on the formatting toolbar. See Figure 19.
3.Click on the small black drop down arrow just to the right of the icon. Excel will display a color palette to choose from.
4. Click on the desired color.

Creating Basic Charts

Charts are a graphical means of making data more understandable. Charts are particularly useful for understanding a lengthy series of numbers and their interrelationships. A chart can help you to spot trends and patterns that would be nearly impossible to identify when examining a range of numbers. You create charts from data in a worksheet.

Creating your first chart the easy way

If you're new to chart making, you may well wonder how much work is involved in creating a chart in Excel. As you'll see in this section, the whole process can be very simple and easy.

1. **Enter data to be charted** into a worksheet. Typically, you want to include several rows and columns of data, as well as labels to indicate what the data represents.
2. **Select a cell in the range of data** that you entered in Step 1
    - Excel will automatically determine the size of the range.
3. **Click on the Chart Wizard Icon** on the Standard Toolbar.
    - Excel will display the chart wizard dialog box.

Figure 20 - Chart Wizard Toolbar Icon
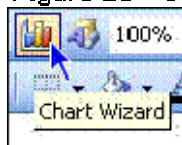
4. From the **Categories section**, **select the kind of chart** you wish to make. (See Figure 21 below)
5. Next, in the **Chart sub-type section**, **select the chart type** you want to display. (See Figure 21)
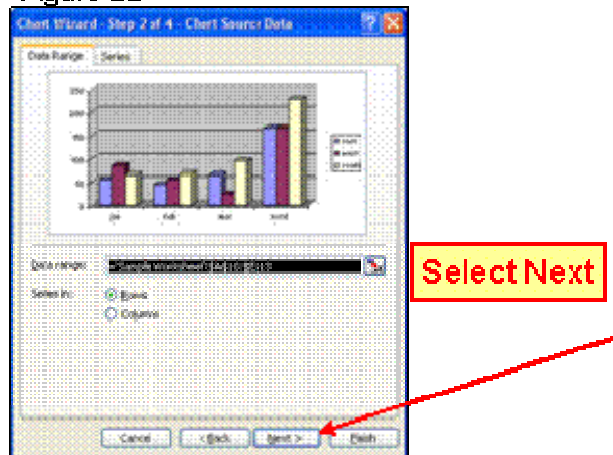
Figure 21
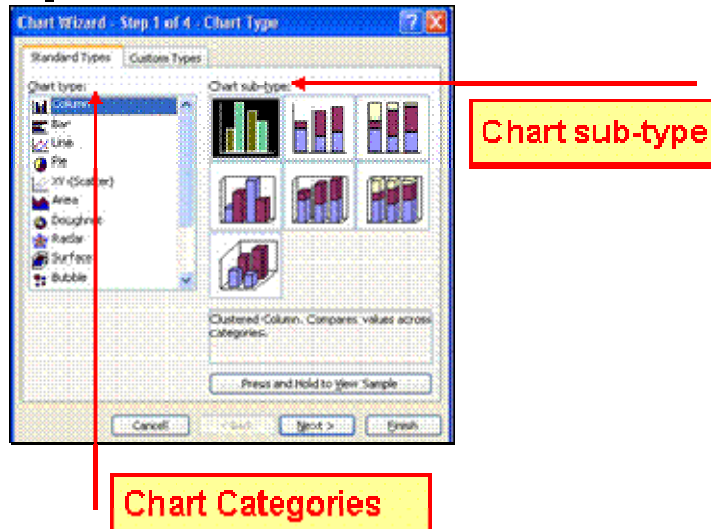
6. **Click** on the **Next** button.

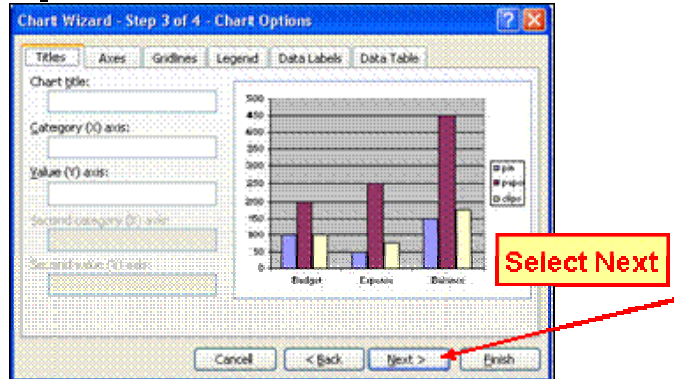The chart wizard will display the next step. Step 2 of 4. See Figure 22.

7. Step 2 displays what your chart will look like and has the predefined data range. See Figure 22 below. **Click** the "**Next**".
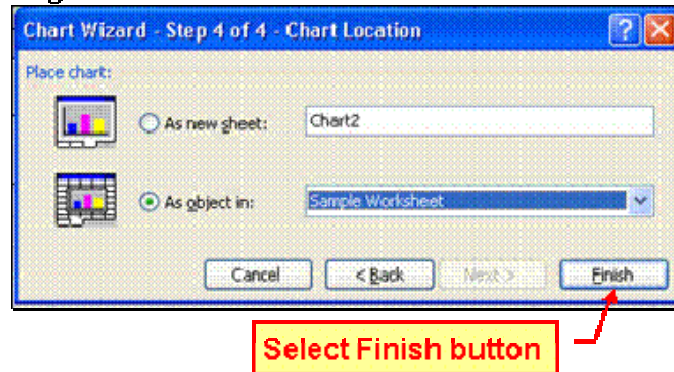
Figure 22

8. Step 3 (Figure 23 below) again displays your chart. **Click** " **Next** ".

Figure 23

9. Step 4 is the final step. Simply **click** the **Finish** button. See Figure 24 below.

Figure 24

Excel will create your chart and place it on your worksheet.

Note: Charts are objects. Objects do not have a cell location. They float on top of a worksheet, on the worksheet's draw layer. As with all objects, you can move a chart, resize it, change its proportions, adjust its borders, and perform other operations.

A chart is not stagnant. You can always change its type, add custom formatting, add new data series to it, or change an existing data series so that it uses data in a different range.

To make any changes to the actual chart, you must click it to select the chart.
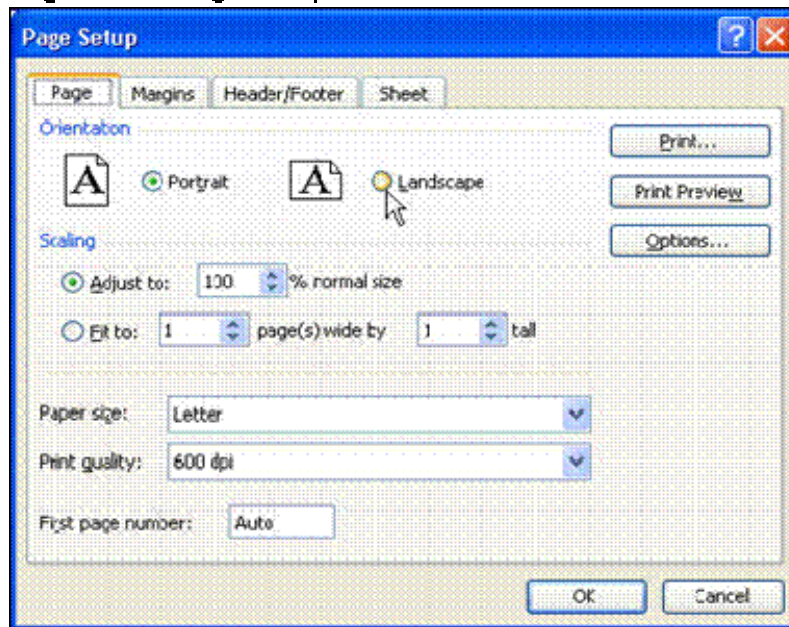
Page Setup

The page setup is very important to the layout and printing of your worksheet. **You may wish to perform the Page Setup function first, prior to inputting data on your worksheet.**

1. Select **File** from the menu bar and **Page Setup** from the submenu.
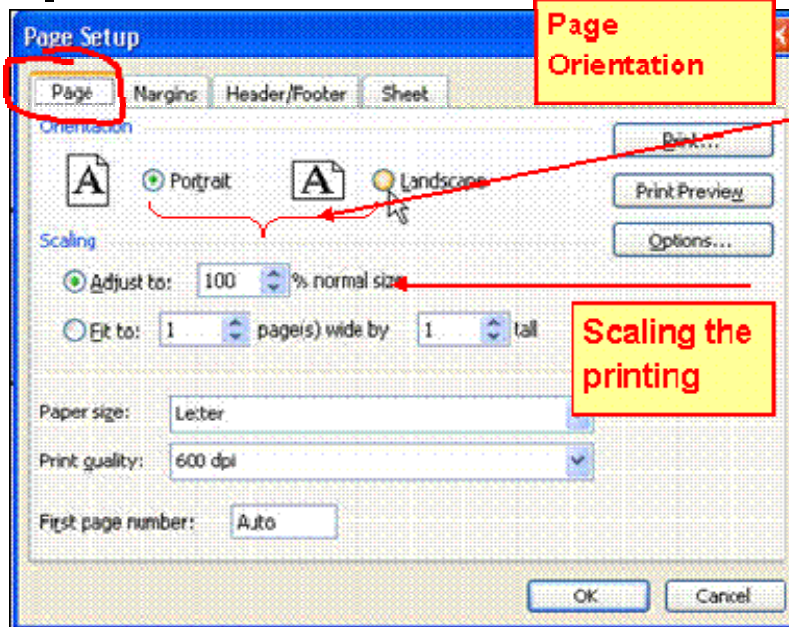
Excel will display the Page Setup window.
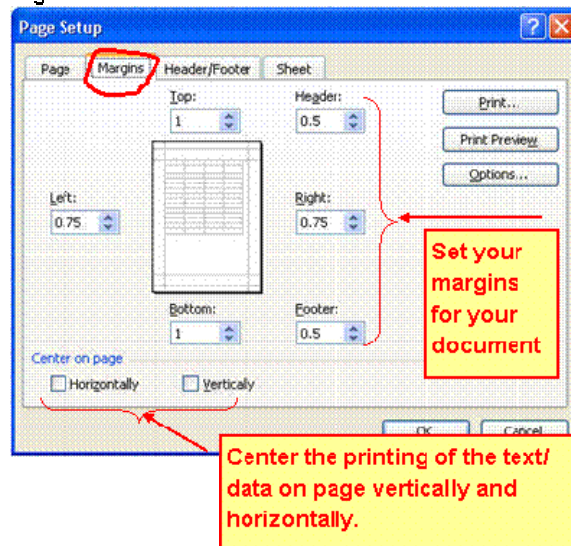

Figure 25 - Page Setup Window

2. The **Page tab** (figure 25b below) allows you to:
    - Change the **page Orientation** to either Portrait or Landscape.
   - **Scale** the printing size of your document.

Figure 25b

3. The **Margins Tab** (see Figure 25c below) allows you to:
    - Set the left, right, top, and bottom margins.
    - Center your print on the page either vertically or horizontally.

Figure 25c

4. The **Header/Footer tab** (see Figure 25d below) allows you to:
    - Use preset or create custom Headers and Footers for your document.
        - ➢ A Custom Header or Footer is something you create. It will then print on each page of your document.
        - ➢ A preset Header or Footer is available for you to use from the Header or Footer drop down arrow list. It will also print on each page of your document.

Figure 25d
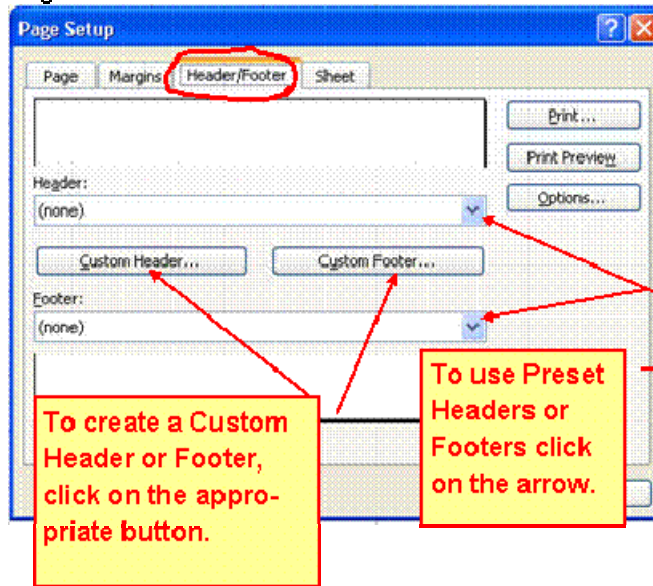
Saving and Printing

Saving a Worksheet

1. Click the **Save** icon button on the Standard Toolbar.

Figure 26

2. (Optional) If you want to save the worksheet to a different folder, click **File** from the menu bar and click "**Save as**" box, then select the disk drive and folder that you wish to store your file in.
3. Type the new workbook name in the "**File name**:" text box.
4. Click **Save**. The new name appears in the Title Bar. Remember: the title

bar is the bar at the very top of your application window.

Printing the Entire Worksheet

To print an entire spreadsheet, click the **Print** button on the Standard Toolbar.

Printing a Section of a Worksheet

1. Highlight the range you wish to print.
2. Click **File** on the Menu Bar and select **Print** to display the Print dialog box.
3. Under the **"Print What"** section, in the lower left of the dialog box, click on **Selection**. Make sure the circle is filled in.
4. Click **OK**.

Note: You may select other options in the Print window before you print your spreadsheet. For instance, you may print certain pages of your spreadsheet by filling the "From:" and "To:" boxes in the "Print range" area. You may also print several copies of your worksheet by selecting the "Number of copies:" option in the Print dialog box.

Closing and Exiting Excel

Closing a File

To close a worksheet:

1. Click **File** on the Menu Bar and select **Close**.

2. Alternatively, you can click the **Close** button (**X**) on the upper right corner of the worksheet window (this is the lower and smaller of the two buttons marked with an X).

Exiting Excel

To exit the program:

Click the **Close** button on the Excel program window Title Bar (the upper and larger of the two buttons marked with an **X**), or click **File** on the Menu Bar and click **Exit**.

Note: If there are any open files that have not been saved since you last changed the worksheet, a dialog box will ask if you want to save the changes. Click **Yes** to save or **No** to ignore any changes you might have made. If no files are open or have been saved, Excel will close automatically.

How to Learn More

Microsoft on the Web

Microsoft on the Web provides links to Web locations where you can find out more about Microsoft Excel. It is a great source for learning. You need Internet connectivity and a Web browser in order to make use of this feature.

Printed Material

There are numerous books available to help you learn how to use Microsoft Excel 2003. Check your local bookstore.