





























# MICROSOFT EXCEL 2003 TASK GUIDE (LEVEL 2)


A book in the *Essentials* series is designed to be kept as a handy reference beside your computer even after you have completed all the projects and exercises. Any time you have difficulty recalling the sequence of steps or a shortcut needed to achieve a result, find your task in the alphabetized listing that follows. If you have difficulty performing a task, turn to the page number listed in the second column to locate the step-by-step exercise or other detailed description.


Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Arrow or line, color	14	Select object;  on Drawing toolbar	Select object; <b>F</b> ormat   <b>A</b> utoShape; <b>C</b> olors and <b>L</b> ines tab	Right-click object; <b>F</b> ormat <b>A</b> utoShape; <b>C</b> olors and <b>L</b> ines tab	Select object border; <b>C</b> trl+ <b>1</b> ; <b>C</b> olors and <b>L</b> ines tab
Arrow or line, insert	15	 or  on Drawing toolbar			
Arrow or line, move or copy	15	Select object;  or  on Standard toolbar; select destination;  on Standard toolbar or Drag and drop at new location	Select object; <b>E</b> dit   <b>C</b> ut or <b>C</b> opy; select destination; <b>E</b> dit   <b>P</b> aste	Right-click object; <b>C</b> ut or <b>C</b> opy; right-click destination; <b>P</b> aste	Select object; <b>C</b> trl+ <b>X</b> to cut or <b>C</b> trl+ <b>C</b> to copy; select destination; <b>C</b> trl+ <b>V</b>
Arrow or line, resize	15	Select object; drag sizing handles	Select object; <b>F</b> ormat   <b>A</b> utoShape; <b>S</b> ize tab	Right-click object; <b>F</b> ormat <b>A</b> utoShape; <b>S</b> ize tab	Select object; <b>C</b> trl+ <b>1</b> ; <b>S</b> ize tab
Arrow or line, style	16	Select object;  ,  , or  on Drawing toolbar	Select object; <b>F</b> ormat   <b>A</b> utoShape; <b>C</b> olors and <b>L</b> ines tab	Right-click object; <b>F</b> ormat <b>A</b> utoShape; <b>C</b> olors and <b>L</b> ines tab	Select object border; <b>C</b> trl+ <b>1</b> ; <b>C</b> olors and <b>L</b> ines tab
AutoFormat, apply	113		Select cell(s); <b>F</b> ormat   <b>A</b> utoFormat; select predefined style		
AutoFormat, remove	116		Select cell(s); <b>F</b> ormat   <b>A</b> utoFormat; select <i>None</i>		
AutoShape, add or edit text	7			Right-click object; <b>A</b> dd <b>T</b> ext or <b>E</b> dit <b>T</b> ext	
AutoShape, create	6	 on Drawing toolbar; point to category; point to specific shape and click it; draw the shape	<b>I</b> nsert   <b>P</b> icture   <b>A</b> utoShapes; point to category; point to specific shape and click it; draw the shape		<b>A</b> lt+ <b>U</b> ; arrow to category; press <b>→</b> ; arrow to desired shape; press <b>C</b> trl+ <b>↵</b> Enter

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
AutoShape, fill color	8	Double-click object; Colors and Lines tab; select Fill options		Right-click object; Format AutoShape; Colors and Lines tab; select Fill options	
AutoShape, flip	7	Select object;  on Drawing toolbar; Rotate or Flip; Flip Horizontal or Flip Vertical			
AutoShape, format	7	Double-click object; Colors and Lines tab	Select object; Format   AutoShape; Colors and Lines tab	Right-click object; Format AutoShape; Colors and Lines tab	Select object; <b>Ctrl</b> + <b>1</b> ; Colors and Lines tab
AutoShape, move or copy	6	Select object;  or  on Standard toolbar; select destination;  on Standard toolbar or Drag to move, or hold down <b>Ctrl</b> and drag to copy	Select object; Edit   Cut or Copy; select destination; Edit   Paste	Right-click object; Cut or Copy; right-click destination; Paste	Select object; <b>Ctrl</b> + <b>X</b> to move or <b>Ctrl</b> + <b>C</b> to copy; select destination; <b>Ctrl</b> + <b>V</b>
AutoShape, replace	8	Select object;  on Drawing toolbar; Change AutoShape; select new shape			
AutoShape, rotate	6	Select object;  on Drawing toolbar; Rotate or Flip; select rotate option or Select object and drag green rotate handle			
Callout, add 3D or shadow effects	19	Select object;  or  on Drawing toolbar			
Callout, create	18	 on Drawing toolbar; Callouts; select callout; position pointer and drag to create			



Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Callout, resize	19	Select object; drag sizing handles	Select object; <b>Format</b>   <b>AutoShape</b> ; <b>Size</b> tab	Right-click object; <b>Format</b> <b>AutoShape</b> ; <b>Size</b> tab	Select object; <b>Ctrl</b> + <b>1</b> ; <b>Size</b> tab
Cell(s), delete	74		Select cell(s); <b>Edit</b>   <b>Delete</b> ; <b>Shift</b> cells <b>left</b> or <b>Shift</b> cells <b>up</b>	Select cell(s); right-click; <b>Delete</b> ; <b>Shift</b> cells <b>left</b> or <b>Shift</b> cells <b>up</b>	
Cell(s), insert	74		Select cell(s); <b>Insert</b>   <b>Cells</b> ; <b>Shift</b> cells <b>right</b> or <b>Shift</b> cells <b>down</b>	Select cell(s); right-click; <b>Insert</b> ; <b>Shift</b> cells <b>right</b> or <b>Shift</b> cells <b>down</b>	
Clip art, add border	24			Right-click object; <b>Format</b> <b>Picture</b> ; <b>Colors</b> and <b>Lines</b> tab; select line thickness, style, and color	
Clip art, crop	23	Select object;  on <b>Picture</b> toolbar; drag to desired cropping			
Clip art, insert	21	 on <b>Drawing</b> toolbar	<b>Insert</b>   <b>Picture</b>   <b>Clip Art</b>		
Clip art, resize	22	Select object; drag sizing handles	Select object; <b>Format</b>   <b>AutoShape</b> ; <b>Size</b> tab	Right-click object; <b>Format</b> <b>AutoShape</b> ; <b>Size</b> tab	Select object; <b>Ctrl</b> + <b>1</b> ; <b>Size</b> tab
Clip art, show or hide <b>Picture</b> toolbar	20		<b>View</b>   <b>Toolbars</b>   <b>Picture</b>	Right-click object; <b>Show</b> <b>Picture</b> <b>Toolbar</b> or <b>Hide</b> <b>Picture</b> <b>Toolbar</b>	
Clip, change brightness	84	Select clip;  or  on <b>Picture</b> toolbar	Select clip; <b>Format</b>   <b>Picture</b> ; <b>Picture</b> tab; <b>Brightness</b>	Right-click clip; <b>Format</b> <b>Picture</b> ; <b>Picture</b> tab; <b>Brightness</b>	
Clip, change color	84	Select clip;  on <b>Picture</b> toolbar	Select clip; <b>Format</b>   <b>Picture</b> ; <b>Picture</b> tab; <b>Color</b>	Right-click clip; <b>Format</b> <b>Picture</b> ; <b>Picture</b> tab; <b>Color</b>	
Clip, change contrast	84	Select clip;  or  on <b>Picture</b> toolbar	Select clip; <b>Format</b>   <b>Picture</b>   <b>Picture</b> tab; <b>Contrast</b>	Right-click clip; <b>Format</b> <b>Picture</b> ; <b>Picture</b> tab; <b>Contrast</b>	





Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Clip, flip	85	Select object;  on Drawing toolbar; Rotate or Flip; Flip Horizontal or Flip Vertical			
Clip, rotate	85	Select object;  on Drawing toolbar; Rotate or Flip; Rotate Left 90° or Rotate Right 90° or  on Picture toolbar, or drag using rotation handle			
Comment, attach	46		Select cell; <u>I</u> nsert   <u>C</u> omment; type comment	Right-click cell; <u>I</u> nsert <u>C</u> omment; type comment	
Comment, change font	47	If comment is visible, drag over text and apply buttons on Formatting toolbar		Right-click comment border; <u>E</u> dit <u>C</u> omment; select text and apply buttons on Formatting toolbar or right-click within comment box; <u>F</u> ormat <u>C</u> omment	
Comment, copy	47	Select cell with comment;  on Standard toolbar; select destination cell(s); <u>E</u> dit   <u>P</u> aste <u>S</u> pecial; <u>C</u> omments	Select cell with comment; <u>E</u> dit   <u>C</u> opy; select destination cell(s); <u>E</u> dit   <u>P</u> aste <u>S</u> pecial; <u>C</u> omments	Right-click cell with comment; <u>C</u> opy; select destination cell(s) and right-click; <u>P</u> aste <u>S</u> pecial; <u>C</u> omments	
Comment, delete all	47		<u>E</u> dit   <u>G</u> o <u>T</u> o   <u>S</u> pecial   <u>C</u> omments; click OK; <u>E</u> dit   <u>C</u> lear   <u>C</u> omments		
Comment, delete one	47		Click cell with comment; <u>E</u> dit   <u>C</u> lear   <u>C</u> omments	Right-click cell with comment; <u>D</u> elete <u>C</u> omment	
Comment, edit	47	Click within visible comment box; change text		Right-click cell with comment; <u>E</u> dit <u>C</u> omment; change text	
Comment, move	48	Drag border of visible comment to new location			





Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Comment, resize	48	Click border; drag sizing handles			
Comment, turn on indicator only	46		<b>T</b> ools   <b>O</b> ptions; select <b>V</b> iew tab; select <b>C</b> omment indicator only		
Comment, view all	46		<b>V</b> iew   <b>C</b> omments		
Comment, view one	46	Position pointer on cell with red comment indicator			
Comments, print	48		<b>F</b> ile   <b>P</b> age Setup; <b>S</b> heet tab; display <b>C</b> omments drop-down list box; select print choice		
COUNTIF, enter function	200		<b>I</b> nsert   <b>F</b> unction; open <b>F</b> unction Arguments dialog box for COUNTIF; complete <i>Range</i> and <i>Criteria</i> text boxes		
Custom number format, create	110		Select cell; <b>F</b> ormat   <b>C</b> ells; <b>N</b> umber tab; <b>C</b> ustom in <b>C</b> ategory list; enter format in <i>Type</i> box	<b>R</b> ight-click cell; <b>F</b> ormat Cells; <b>N</b> umber tab; <b>C</b> ustom in <b>C</b> ategory list; enter format in <i>Type</i> box	Select cell; <b>C</b> trl+ <b>1</b> ; <b>N</b> umber tab; <b>C</b> ustom in <b>C</b> ategory list; enter format in <i>Type</i> box
Diagram, add borders	26		Select object; <b>F</b> ormat   <b>D</b> igram; <b>C</b> olors and <b>L</b> ines tab	<b>R</b> ight-click object; <b>F</b> ormat Diagram; <b>C</b> olors and <b>L</b> ines tab	Select object; <b>C</b> trl+ <b>1</b> ; <b>C</b> olors and <b>L</b> ines tab
Diagram, insert	25	 on Drawing toolbar	Select cell; <b>I</b> nsert   <b>D</b> igram; select diagram style		
Diagram, modify	26		Select object; <b>F</b> ormat   <b>D</b> igram; select a tab	<b>R</b> ight-click object; <b>F</b> ormat Diagram; select a tab	Select object; <b>C</b> trl+ <b>1</b> ; select a tab
Digital signature, view	269		<b>T</b> ools   <b>O</b> ptions; <b>S</b> ecurity tab; <b>D</b> igital Signatures button; <b>V</b> iew Certificate button		
Drawing toolbar, show or hide	3		<b>V</b> iew   <b>T</b> oolbars   <b>D</b> rawing	<b>R</b> ight-click any toolbar; <b>D</b> rawing	




Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Embed Excel data in Word	155	Select cell(s);  on Standard toolbar; open Word document; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box	Select cell(s); <b>E</b> dit   <b>C</b> opy; open Word document; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box	Right-click selected cell(s); <b>C</b> opy; open Word document; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box	
Export data, from Excel to Access	166		With Excel data in list format and the workbook closed, launch Access; <b>F</b> ile   <b>O</b> pen; select All Files from the <i>Files of type</i> drop-down list and open the Excel file in Access; follow directions in the Link Spreadsheet Wizard		
File properties, view and set, any workbook	55		<b>F</b> ile   <b>O</b> pen; select filename then <b>T</b> ools   <b>P</b> roperties or right-click filename; <b>P</b> roperties		
File properties, view and set, current workbook	54		<b>F</b> ile   <b>P</b> roperties; select tab		
Find, cell contents	76		<b>E</b> dit   <b>F</b> ind; type contents to find; <b>F</b> ind All or <b>F</b> ind Next		<b>C</b> trl)+ <b>F</b> ; type contents to find; <b>F</b> ind All or <b>F</b> ind Next
Find, cell formats	79		<b>E</b> dit   <b>F</b> ind; <b>O</b> ptions   <b>F</b> ormat; set format(s) to find; click OK; <b>F</b> ind All or <b>F</b> ind Next		<b>C</b> trl)+ <b>F</b> ; set format(s) to find; click OK; <b>F</b> ind All or <b>F</b> ind Next
Format, apply special number format	112		Select cell(s); <b>F</b> ormat   <b>C</b> ells; <b>N</b> umber tab; <b>S</b> pecial in <b>C</b> ategory list; select format	Right-click selected cell(s); <b>F</b> ormat Cells   <b>N</b> umber tab; <b>S</b> pecial in <b>C</b> ategory list; select format	Select cell(s); <b>C</b> trl)+ <b>1</b> ; <b>N</b> umber tab; <b>S</b> pecial in <b>C</b> ategory list; select format
Frequency distribution, create with FREQUENCY function	196		<b>I</b> nsert   <b>F</b> unction; open Function Arguments dialog box for FREQUENCY; complete <i>Data_array</i> and <i>Bins_array</i> text boxes; press the three-key combination <b>C</b> trl)+ <b>S</b> hift)+ <b>E</b> nter		



Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
HLOOKUP (approximate match), enter function	195		Insert   <u>F</u> unction; open Function Arguments dialog box for HLOOKUP; complete <i>Lookup_value</i> , <i>Table_array</i> , and <i>Row_index_num</i> text boxes		
HLOOKUP (exact match), enter function	193		Same process as approximate match with one addition: specify <b>False</b> in <i>Range_lookup</i> box		
Hyperlink, change appearance	252			Right-click hyperlink; <b>F</b> ormat Cells; select formatting changes	
HYPERLINK, enter function	252		Insert   <u>F</u> unction; open Function Arguments dialog box for HYPERLINK; complete <i>Link_location</i> and <i>Friendly_name</i> text boxes		
Hyperlink, insert	250	 on Standard toolbar; select from <i>Link to</i> options; complete other settings in Insert Hyperlink dialog box (includes optional ScreenTip)	Insert   <u>H</u> yperlink; select from <i>Link to</i> options; complete other settings in Insert Hyperlink dialog box (includes optional ScreenTip)	Right-click blank cell; <u>H</u> yperlink; select from <i>Link to</i> options; complete other settings in Insert Hyperlink dialog box (includes optional ScreenTip)	<b>C</b> trl+ <b>K</b> ; select from <i>Link to</i> options; complete other settings in Insert Hyperlink dialog box (includes optional ScreenTip)
Hyperlink, move or copy	252			Right-click the hyperlink to be moved or copied; <b>C</b> ut or <b>C</b> opy; position the pointer at the new location and right-click; <b>P</b> aste	
Hyperlink, redirect	252			Right-click hyperlink; <b>E</b> dit <u>H</u> yperlink; change link destination	
Hyperlink, remove (eliminate associated text)	252			Right-click hyperlink; <b>C</b> lear <u>C</u> ontents	


Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Hyperlink, remove (retain associated text)	252			Right-click hyperlink; Remove Hyperlink	
Import data, from Access database	162		Data   Import External Data   New Database Query; select MS Access Database; check Use the Query Wizard to create/edit queries and click OK; select database file, and click OK; select table and columns; click Next; filter data or click Next; sort data or click Next; select Return Data to Microsoft Office Excel and click Finish; specify Existing worksheet, click destination cell, and click OK		
Import data, from text file	159	 ; open text file; enter specifications in Text Import Wizard dialog box; click Finish; File   Save As; Microsoft Office Excel Workbook; click Save	File   Open; open text file; enter specifications in Text Import Wizard dialog box; click Finish; File   Save As; Microsoft Office Excel Workbook; click Save		(Ctrl)+(O); open text file; enter specifications in Text Import Wizard dialog box; click Finish; File   Save As; Microsoft Office Excel Workbook; click Save
Import data, from Web	167		Data   Import External Data   Import Data; select a source and click Open; choose Existing worksheet or New worksheet; click OK		
Link Excel chart to PowerPoint	158	Select chart;  on Standard toolbar; open PowerPoint and choose slide; Edit   Paste Special; Paste link; select Microsoft Office Excel Chart Object in As list box; check or uncheck Display as icon	Select chart; Edit   Copy; open PowerPoint and choose slide; Edit   Paste Special; Paste link; select Microsoft Office Excel Chart Object in As list box; check or uncheck Display as icon	Right-click selected cell(s); Copy; open PowerPoint and choose a slide; Edit   Paste Special; Paste link; select Microsoft Office Excel Chart Object in As list box; check or uncheck Display as icon	





Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Link Excel data to PowerPoint	157	Select cell(s);  on Standard toolbar; open PowerPoint and choose slide; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste <b>l</b> ink; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box; check or uncheck <b>D</b> isplay as icon	Select cell(s); <b>E</b> dit   <b>C</b> opy; open PowerPoint and choose slide; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste <b>l</b> ink; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box; check or uncheck <b>D</b> isplay as icon	Right-click selected cell(s); <b>C</b> opy; open PowerPoint and choose slide; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste <b>l</b> ink; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box; check or uncheck <b>D</b> isplay as icon	
Link Excel data to Word	151	Select cell(s);  on Standard toolbar; open Word document; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste <b>l</b> ink; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box; check or uncheck <b>D</b> isplay as icon	Select cell(s); <b>E</b> dit   <b>C</b> opy; open Word document; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste <b>l</b> ink; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box; check or uncheck <b>D</b> isplay as icon	Right-click selected cell(s); <b>C</b> opy; open Word document; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>P</b> aste <b>l</b> ink; select Microsoft Office Excel Worksheet Object in <b>A</b> s list box; check or uncheck <b>D</b> isplay as icon	
Merge workbooks	264		<b>T</b> ools   <b>C</b> ompare and <b>M</b> erge <b>W</b> orkbooks; in the <i>Select Files to Merge Into Current Workbook</i> dialog box, hold down <b>C</b> trl and click workbooks to merge		
Object, move in small increments	16				Select object; hold down <b>C</b> trl; click arrow key that points to direction you want to move object—left, right, up, or down
Objects, change order of stacked objects	12	Select object;  on Drawing toolbar; <b>O</b> rder; choose order action		Right-click object; <b>O</b> rder; choose order action	
Objects, group	12	Hold down <b>⇧</b> Shift and select objects;  on Drawing toolbar; click <b>G</b> roup		Hold down <b>⇧</b> Shift and select objects; right-click; <b>G</b> rouping   <b>G</b> roup	



Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Objects, move grouped	13	Click within group; drag to new destination			Click within group; <b>Ctrl</b> + <b>X</b> ; select destination; <b>Ctrl</b> + <b>V</b>
Objects, regroup	14	Select object in group;  on Drawing toolbar; Regroup		Right-click object in group; <b>G</b> rouping   <b>R</b> egroup	
Objects, ungroup	14	Select object;  on Drawing toolbar; <b>U</b> ngroup		Right-click grouped object; <b>G</b> rouping   <b>U</b> ngroup	
Password, create for worksheet	55		<b>T</b> ools   <b>P</b> rotection   <b>P</b> rotect Sheet; enter password to unprotect sheet		
Password, create for worksheet range	55		<b>T</b> ools   <b>P</b> rotection   <b>A</b> llow Users to Edit Ranges; <b>N</b> ew; type name in <i>Title</i> text box; type password in <i>Range password</i> text box, click <b>O</b> K; follow instructions to reenter password		
Password, create or delete for workbook	58		<b>F</b> ile   <b>S</b> ave <b>A</b> s; <b>T</b> ools drop-down list; <b>G</b> eneral <b>O</b> ptions; enter or delete password to open or modify workbook		
Password, open workbook with assigned	58		<b>F</b> ile   <b>O</b> pen; select a password-protected file; <b>O</b> pen; type password(s) when prompted		
Paste special	87		<b>C</b> opy or cut text or object; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; select option	<b>C</b> opy or cut text or object; right-click; <b>P</b> aste <b>S</b> pecial; select option	
Picture, insert from file	21	 on Picture toolbar	<b>I</b> nsert   <b>P</b> icture   <b>F</b> rom File		
Pivot chart, create from pivot table	229	 on PivotTable toolbar		Right-click pivot table; <b>P</b> ivot <b>C</b> hart	






Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Pivot table, add field	223	From PivotTable Field List, drag and drop field name to Row Area, Column Area, Page Area, or Data Area	Click field name in PivotTable Field List box; display area drop-down list to right of Add To button; select Row Area, Column Area, Page Area, or Data Area; click Add To button		
Pivot table, apply predefined format	231	 on PivotTable toolbar; select format	Format   <u>A</u> utoFormat; select format		
Pivot table, change row or column field to page field	225	Drag field name up off the pivot table			
Pivot table, create	218		Click any cell in list; <u>D</u> ata   <u>P</u> ivotTable and <u>P</u> ivotChart Report; verify location; select type of report and click Next; select range for data and click Next; specify where to put report; <u>F</u> inish; drag data, row, column, and page fields as desired from PivotTable Field List		
Pivot table, delete	222		Use mouse pointer to select entire table; <u>E</u> dit   <u>C</u> lear   <u>A</u> ll	Right-click table; <u>S</u> elect   <u>E</u> ntire <u>T</u> able; <u>E</u> dit   <u>C</u> lear   <u>A</u> ll	
Pivot table, hide or show field list	224	 on PivotTable toolbar		Right-click pivot table; <u>H</u> ide <u>F</u> ield <u>L</u> ist or <u>S</u> how <u>F</u> ield <u>L</u> ist	
Pivot table, hide or show toolbar	227		<u>V</u> iew   <u>T</u> oolbars   <u>P</u> ivotTable	Right-click pivot table; <u>H</u> ide <u>P</u> ivotTable <u>T</u> oolbar or <u>S</u> how <u>P</u> ivotTable <u>T</u> oolbar	
Pivot table, refresh	228	 on PivotTable toolbar	<u>D</u> ata   <u>R</u> efresh <u>D</u> ata	Right-click pivot table; <u>R</u> efresh <u>D</u> ata	
Pivot table, remove field	225		Drag field name left, right, or down off the pivot table		

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Pivot table, remove predefined format	234	 on PivotTable toolbar; select <i>None</i>	Format   AutoFormat; select <i>None</i>		
Protection, turn off for current sheet	51		Tools   Protection   Unprotect Sheet		
Protection, turn on for current sheet	50		Tools   Protection   Protect Sheet		
Protection, turn on or off for workbook	53		Tools   Protection   Protect Workbook or Unprotect Workbook		
Protection, unlock cell(s)	51		Select cells to unlock; Format   Cells; select Protection tab; uncheck <i>L</i> ocked check box	Select cells to unlock; right-click; Format Cells; select Protection tab; uncheck <i>L</i> ocked check box	Select cells to unlock; (Ctrl)+(H); select Protection tab; uncheck <i>L</i> ocked check box
Protection, unlock object	51	Double-click object; Protection tab; uncheck <i>L</i> ocked check box	Select object; Format; select object type; Protection tab; uncheck <i>L</i> ocked check box	Right-click object; specific Format option; Protection tab; uncheck <i>L</i> ocked check box	
Range name, create	43	Select cell(s); click name box at left end of Formula bar; type range name; 	Select cell(s); Insert   Name   Define		
Range name, delete	45		Insert   Name   Define; select name; Delete		
Range name, view	45		Insert   Name   Define; select a name		
Range names, list	45		Select upper-left cell in blank area; Insert   Name   Paste; Paste List		
Replace, cell contents	76		Edit   Replace; type contents to find; type replacement; Replace All or Replace		(Ctrl)+(H); type contents to find; type replacement; Replace All or Replace

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Replace, cell formats	79		<b>Edit   Replace</b> ; specify format(s) to find; specify replacement formatting; Replace <b>A</b> ll or <b>R</b> eplace		<b>Ctrl)+H</b> ; specify format(s) to find; specify replacement formatting; Replace <b>A</b> ll or <b>R</b> eplace
Research task pane, open	145	 on Standard toolbar	<b>View   Task Pane; Research</b>		<b>Ctrl)+F1</b> ; drop-down arrow by name of task pane; <b>Research</b>
Row height, change	109	Drag bottom boundary of row in worksheet frame or double-click bottom boundary	Select any cell in row; <b>Format   Row   Height</b>	<b>Right-click row in worksheet frame; Row Height</b>	
Save As, different file format	91		<b>File   Save As</b> ; specify file type in <i>Save as type</i> text box; <b>S</b> ave		
Style, copy between workbooks	119		Open both workbooks; <b>Format   Style</b> in the workbook you want to copy styles to; click <b>Merge</b> button; click name of source workbook		
Style, create	116		Apply desired formatting to a cell; <b>Format   Style</b> ; enter name for style		
Style, delete	118		<b>Format   Style</b> ; select style name; <b>D</b> elete button		
Style, modify	118		<b>Format   Style</b> ; select style name; <b>M</b> odify button		
Style, remove style effects	118		Select cell(s); <b>Format   Style</b> ; select Normal from style name list		
SUMIF, enter function	202		<b>Insert   Function</b> ; open Function Arguments dialog box for SUMIF; complete <i>Range</i> , <i>Criteria</i> , and <i>Sum_range</i> text boxes		
Template, create custom template	120		<b>File   Save As</b> ; select Template from the <i>Save as type</i> list; <b>S</b> ave		

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Template, create default workbook	121		Create workbook with desired settings; <b>File   Save As</b> ; save as Template in Microsoft Office XLStart folder using name <i>Book</i>		
Template, create default worksheet	121		Create workbook with one worksheet; <b>File   Save As</b> ; save as Template in Microsoft Office XLStart folder using name <i>Sheet</i>		
Template, use built-in template	122		<b>File   New</b> ; click <i>On my computer</i> under Templates; select Spreadsheet Solutions tab; click desired template		
Template, use custom template	120		<b>File   New</b> ; click <i>On my computer</i> under Templates; select General tab; click desired template		
Text box, create	9	 on Drawing toolbar; click cell and type text for box without border, or draw box and type text for box with border			
Text box, edit	9	Click inside object; select text; type changes			
Text box, exit edit mode	10	Click outside object		Right-click object; select <b>Exit Edit Text</b>	
Text box, format	11	Select object border;  ,  , or  on Drawing toolbar	Select object border; <b>Format   Text Box</b> ; Colors and Lines tab or Font tab	Right-click object border; <b>Format Text Box</b> ; Colors and Lines tab or Font tab	Select object border; <b>Ctrl)+1</b> ; Colors and Lines tab or Font tab
Text box, link text to	11	Click inside text box; click formula bar, type =; click cell containing text to link to box; <b>Enter</b>			

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Text, rotate in cell	107		Select cell(s); <b>F</b> ormat   <b>C</b> ells; <b>A</b> lignment tab; specify <b>D</b> egrees	Select cell(s); right-click; <b>F</b> ormat Cells; <b>A</b> lignment tab; specify <b>D</b> egrees	Select cell(s); <b>C</b> trl+ <b>1</b> ; <b>A</b> lignment tab; specify <b>D</b> egrees
Track changes, accept or reject changes	260		<b>T</b> ools   <b>T</b> rack Changes   <b>A</b> ccept or <b>R</b> eject Changes; specify <b>W</b> hen and <b>W</b> ho box options; accept or reject each change		
Track changes, remove workbook from shared use	261		<b>T</b> ools   <b>S</b> hare <b>W</b> orkbook; <b>E</b> dit tab; uncheck <b>A</b> llow changes by more than one user at the same time		
Track changes, set number of days to track	258		<b>T</b> ools   <b>S</b> hare <b>W</b> orkbook; <b>A</b> dvanced tab; type the desired number of days in the <b>K</b> ee <b>P</b> change history for spinner box		
Track changes, turn on	258		<b>T</b> ools   <b>T</b> rack Changes   <b>H</b> ighlight Changes; check <b>T</b> rack changes while editing		
Transpose, rows and columns	91	Select cells to be transposed;  on the Standard toolbar; select first destination cell; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>T</b> ranspose	Select cells to be transposed; <b>E</b> dit   <b>C</b> opy; select first destination cell; <b>E</b> dit   <b>P</b> aste <b>S</b> pecial; <b>T</b> ranspose	Select cells to be transposed; right-click; <b>C</b> opy; select first destination cell; right-click; <b>P</b> aste <b>S</b> pecial; <b>T</b> ranspose	
VLOOKUP (approximate match), enter function	189		<b>I</b> nsert   <b>F</b> unction; open <b>F</b> unction Arguments dialog box for VLOOKUP; complete <b>L</b> ookup_value, <b>T</b> able_array, and <b>C</b> ol_index_num text boxes		
VLOOKUP (exact match), enter function	187		Same process as approximate match with one addition: specify <b>F</b> alse in <b>R</b> ange_lookup box		
WordArt, delete	5	Select object;  on Standard toolbar	Select object; <b>E</b> dit   <b>C</b> ut	Right-click object; <b>C</b> ut	Select object; <b>C</b> trl+ <b>X</b> or press <b>D</b> el

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
WordArt, format	5	Select object;  on WordArt toolbar; Colors and Lines tab	Select object; <b>F</b> ormat   <b>W</b> ordArt   Colors and Lines tab	Right-click object; <b>F</b> ormat <b>W</b> ordArt; Colors and Lines tab	Select object; <b>C</b> trl+ <b>1</b> ; Colors and Lines tab
WordArt, insert	3	 on the WordArt or Drawing toolbars	<b>I</b> nsert   <b>P</b> icture   <b>W</b> ordArt		
WordArt, move or copy	4	Select object;  or  on Standard toolbar; select destination;  on Standard toolbar or Drag to move, or hold <b>C</b> trl and drag to copy	Select object; <b>E</b> dit   <b>C</b> ut or <b>C</b> opy; select destination; <b>E</b> dit   <b>P</b> aste		Select object; <b>C</b> trl+ <b>X</b> to move or <b>C</b> trl+ <b>C</b> to copy; select destination; <b>C</b> trl+ <b>V</b>
WordArt, resize	5	Select object; drag sizing handles	Select object; <b>F</b> ormat   <b>W</b> ordArt   <b>S</b> ize tab	Right-click object; <b>F</b> ormat <b>W</b> ordArt   <b>S</b> ize tab	Select object; <b>C</b> trl+ <b>1</b> ; <b>S</b> ize tab
Workbook, arrange	130		<b>W</b> indow   <b>A</b> rrange; select desired arrangement		
Workbook, hide	129		<b>W</b> indow   <b>H</b> ide		
Workbook, unhide	129		<b>W</b> indow   <b>U</b> nhide; select workbook to unhide		
Worksheet, hide	127		<b>F</b> ormat   <b>S</b> heet   <b>H</b> ide		
Worksheet, unhide	128		<b>F</b> ormat   <b>S</b> heet   <b>U</b> nhide; select sheet(s)		