








# MICROSOFT EXCEL 2003 TASK GUIDE (LEVEL 3)

A book in the *Essentials* series can serve as a handy reference beside your computer even after you complete all the projects and exercises. When you need a refresher for the sequence of steps or a shortcut to achieve a result, look up the task in the alphabetized listing that follows. Then 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
Chart, activate Chart Wizard	85	 on Standard toolbar	<u>I</u> nsert   <u>C</u> hart		<b>F11</b>
Chart, use a picture in	93	Double-click chart element; <b>P</b> atterns tab; click <b>F</b> ill Effects button; <b>P</b> icture tab	<b>S</b> elect chart element; <b>F</b> ormat   <b>S</b> electe <u>d</u> element; <b>P</b> atterns tab; click <b>F</b> ill Effects button; <b>P</b> icture tab	<b>R</b> ight-click chart element; <b>F</b> ormat; <b>P</b> atterns tab; click <b>F</b> ill Effects button; <b>P</b> icture tab	
Consolidate data from multiple worksheets	223		<u>D</u> ata   <u>C</u> onsolidate		
Control, add a check box	3	 on Forms toolbar, then click and drag to draw check box			
Control, add a combo box	8	 on Forms toolbar, then click and drag to draw combo box			
Control, add a group box	5	 on Forms toolbar, then click and drag to draw group box			
Control, add an option button	6	 on Forms toolbar, then click and drag to draw option button			
Control, add a spinner	10	 on Forms toolbar, then click and drag to draw spinner			
Control, delete	5	Select control, then press <b>Del</b>			

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Control, modify properties	8	Select control, then click  on Forms toolbar; Control tab	Select control; <u>F</u> ormat   <u>C</u> ontrol; Control tab	Right-click control; <u>F</u> ormat Control; Control tab	
Control, select	3	Hold down <u>C</u> trl and click the control			
Controls, align	5	Hold <u>A</u> lt when drawing, moving, or sizing a control to align with worksheet cells			
Custom menu, add a command	130		<u>T</u> ools   <u>C</u> ustomize; <u>C</u> ommands tab; select command type from <u>C</u> ategories list; select command from <u>C</u> ommands list; drag button to new menu	Right-click a toolbar; <u>C</u> ustomize; <u>C</u> ommands tab; select command type from <u>C</u> ategories list; select command from <u>C</u> ommands list; drag button to new menu	
Custom menu, create	131		<u>T</u> ools   <u>C</u> ustomize; <u>C</u> ommands tab; select <u>N</u> ew Menu in the <u>C</u> ategories list; drag <u>N</u> ew Menu to menu bar	Right-click a toolbar; <u>C</u> ustomize; <u>C</u> ommands tab; select <u>N</u> ew Menu in the <u>C</u> ategories list; drag <u>N</u> ew Menu to menu bar	
Custom menu, rename	131		<u>T</u> ools   <u>C</u> ustomize; right-click new menu item; type name in <u>N</u> ame box	Right-click custom menu; <u>C</u> ustomize; right-click new menu item; type name in <u>N</u> ame box	
Custom menu/ toolbar, define keyboard accelerator for menu item/ button	133		<u>T</u> ools   <u>C</u> ustomize; right-click new menu item or button; type & before accelerator letter in <u>N</u> ame box	Right-click custom menu; <u>C</u> ustomize; right-click new menu item or button; type & before accelerator letter in <u>N</u> ame box	
Custom toolbar, add a button	124		<u>T</u> ools   <u>C</u> ustomize; <u>C</u> ommands tab; drag button from <u>C</u> ommands list to toolbar	Right-click a toolbar; <u>C</u> ustomize; <u>C</u> ommands tab; drag button from <u>C</u> ommands list to toolbar	
Custom toolbar, attach to a workbook	128		<u>T</u> ools   <u>C</u> ustomize; <u>T</u> oolbars tab; select toolbar; <u>A</u> ttach	Right-click a toolbar; <u>C</u> ustomize; <u>T</u> oolbars tab; select toolbar; <u>A</u> ttach	


Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Custom toolbar, create	124		<u>T</u> ools   <u>C</u> ustomize; <u>T</u> oolbars tab; <u>N</u> ew	Right-click a toolbar; <u>C</u> ustomize; <u>T</u> oolbars tab; <u>N</u> ew	
Custom toolbar, delete	130		<u>T</u> ools   <u>C</u> ustomize; <u>T</u> oolbars tab; select toolbar; <u>D</u> elete	Right-click a toolbar; <u>C</u> ustomize; <u>T</u> oolbars tab; select toolbar; <u>D</u> elete	
Custom toolbar, delete a button	129		<u>T</u> ools   <u>C</u> ustomize; drag button from toolbar	Right-click a toolbar; <u>C</u> ustomize; right-click button; <u>D</u> elete	
Custom toolbar, group buttons	127		<u>T</u> ools   <u>C</u> ustomize; right-click toolbar; <u>B</u> egin a <u>G</u> roup	Right-click toolbar; <u>C</u> ustomize; <u>B</u> egin a <u>G</u> roup	
Custom toolbar, rename	127		<u>T</u> ools   <u>C</u> ustomize; <u>T</u> oolbars tab; <u>R</u> ename		
Custom view, create	228		<u>V</u> iew   <u>C</u> ustom <u>V</u> iews; <u>A</u> dd		
Custom view, delete	229		<u>V</u> iew   <u>C</u> ustom <u>V</u> iews; <u>D</u> elete		
Custom view, switch to	229		<u>V</u> iew   <u>C</u> ustom <u>V</u> iews; <u>S</u> how		
Data table, create	196		<u>D</u> ata   <u>T</u> able		
Data validation, attach an input message to a cell	153		<u>D</u> ata   <u>V</u> alidation; <u>I</u> nteractive <u>M</u> essage <u>T</u> ab		
Data validation, copy and paste settings	161		<u>E</u> dit   <u>C</u> opy; <u>E</u> dit   <u>P</u> aste <u>S</u> pecial; <u>V</u> alidation	Right-click cell; <u>C</u> opy; right-click cell; <u>P</u> aste <u>S</u> pecial; <u>V</u> alidation	
Data validation, create an error alert message	159		<u>D</u> ata   <u>V</u> alidation; <u>E</u> rror <u>A</u> lert <u>T</u> ab		
Data validation, find invalid data	164	 on Formula Auditing toolbar			
Data validation, locate cells with data restrictions	165		<u>E</u> dit   <u>G</u> o <u>T</u> o; <u>S</u> pecial; select <u>D</u> ata <u>V</u> alidation	<u>F</u> 5; <u>S</u> pecial; select <u>D</u> ata <u>V</u> alidation	

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Data validation, remove	155		Data   Validation; click Clear All button		
Data validation, restricting cell entry to a list	156		Data   Validation; Settings tab; Allow; select List		
Data validation, restricting cell entry to a range of numbers	157		Data   Validation; Settings tab; Allow; select Whole number		
Database function, insert	64	 on formula bar; select Database category	Insert   Function; select Database category		<b>⇧</b> + <b>F3</b> ; select Database category
Default Excel settings, customize	133		Tools   Options; General/Save/View/Error Checking tabs		
Default file location, change	134		Launch Microsoft Word; Tools   Options; File Locations tab; select User Templates; Modify; select desired folder		
Doughnut chart, pull out all slices	89	Click blank area within the outer ring, then drag away from chart center			
Doughnut chart, pull out one slice	89	Click slice to be moved, and drag away from chart center			
Formula error, check worksheet for errors	122	 on Formula Auditing toolbar	Tools   Error Checking		
Formula error, trace an error	122	 on Formula Auditing toolbar	Tools   Formula Auditing   Trace Error		
Formula Watch Window, display	116	 on Formula Auditing toolbar	Tools   Formula Auditing   Show Watch Window	Right-click cell; Add Watch	
Formula Watch Window, hide	117	 on Formula Auditing toolbar OR Click  on window	Tools   Formula Auditing   Hide Watch Window		

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Formula Watch Window, remove a watched cell	117	 in Watch Window		Right-click cell; Delete <u>W</u> atch	
Goal Seek, use	183		<u>T</u> ools   <u>G</u> oal Seek		
Histogram analysis tool, use	201		<u>T</u> ools   <u>D</u> ata Analysis; select Histogram		
Macro, assign shortcut key	35	When recording macro, type letter in <i>Shortcut key</i> box	(After macro is created) <u>T</u> ools   <u>M</u> acro   <u>M</u> acros; select macro; <u>O</u> ptions; type letter in <i>Shortcut key</i> box		
Macro, delete	38		<u>T</u> ools   <u>M</u> acro   <u>M</u> acros; select macro; <u>D</u> elete		
Macro, play	37		<u>T</u> ools   <u>M</u> acro   <u>M</u> acros; select macro; <u>R</u> un		(Use shortcut keys assigned to the macro)
Macro, record	34		<u>T</u> ools   <u>M</u> acro   <u>R</u> ecord New Macro		
Macro, record for play anywhere on a worksheet	36	Relative Reference button on Stop Recording toolbar			
Macro, set security level	41		<u>T</u> ools   <u>M</u> acro   <u>S</u> ecurity; <u>S</u> ecurity Level tab		
Macro, step through	45		<u>T</u> ools   <u>M</u> acro   <u>M</u> acros; select macro; <u>S</u> tep Into		<u>T</u> ools   <u>M</u> acro   <u>M</u> acros; select macro; <u>S</u> tep Into; <b>F8</b> (to execute each macro step)
Macro, stop recording	36	Stop Recording button on Stop Recording toolbar	<u>T</u> ools   <u>M</u> acro   Stop <u>R</u> ecording		
Macro button, create	46	 on Forms toolbar, then click and drag to draw button			
Outline, automatically outline structured data	226		<u>D</u> ata   <u>G</u> roup and Outline   <u>A</u> uto Outline		

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Outline, manually group data	227		<u>D</u> ata   <u>G</u> roup and <u>O</u> utline   <u>G</u> roup		
Outline, manually ungroup data	227		<u>D</u> ata   <u>G</u> roup and <u>O</u> utline   <u>U</u> ngroup		
Outline, remove	227		<u>D</u> ata   <u>G</u> roup and <u>O</u> utline   <u>C</u> lear <u>O</u> utline		
Personal Macro Workbook, hide	45		<u>W</u> indow   <u>H</u> ide		
Personal Macro Workbook, unhide	45		<u>W</u> indow   <u>U</u> nhide   <u>P</u> ERSONAL		
Scenario, create	186		<u>T</u> ools   <u>S</u> cenarios; <u>A</u> dd		
Scenario, delete	189		<u>T</u> ools   <u>S</u> cenarios; <u>D</u> elete		
Scenario, edit	187		<u>T</u> ools   <u>S</u> cenarios; <u>E</u> dit		
Scenario, show	188		<u>T</u> ools   <u>S</u> cenarios; <u>S</u> how		
Scenario, summary	188		<u>T</u> ools   <u>S</u> cenarios; <u>S</u> ummary; <u>S</u> cenario <u>s</u> ummary		
Solver add-in, use	190		<u>T</u> ools   <u>S</u> olver		
Speech, change playback settings	168	Start   <u>C</u> ontrol Panel; <u>S</u> ounds, <u>S</u> peech, and <u>A</u> udio <u>D</u> evelopers; <u>S</u> peech			
Speech, play back worksheet data	167	 on Text To Speech toolbar	<u>T</u> ools   <u>S</u> peech   <u>S</u> how <u>T</u> ext To <u>S</u> peech toolbar		
Template, use a form template	17		<u>F</u> ile   <u>N</u> ew; click <i>On my computer</i> in task pane; browse to folder containing desired template; select template; click OK; save file as workbook		
Trace dependents	117	 on Formula Auditing toolbar	<u>T</u> ools   <u>F</u> ormula <u>A</u> uditing   <u>T</u> race <u>D</u> ependents		

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Trace precedents	117	 on Formula Auditing toolbar	<u>T</u> ools   <u>F</u> ormula <u>A</u> uditing   <u>T</u> race Precedents		
Tracer arrows, remove all	118	 on Formula Auditing toolbar	<u>T</u> ools   <u>F</u> ormula <u>A</u> uditing   <u>R</u> emove <u>A</u> ll Arrows		
Trendline, fit to a chart	100		Click a blank area of chart; <u>C</u> hart   <u>A</u> dd Trendline		
Workbook, save as a template	16		<u>F</u> ile   <u>S</u> ave <u>A</u> s; Save as type; Template		
Worksheet, toggle gridlines	12	 on Forms toolbar	<u>T</u> ools   <u>O</u> ptions; View tab; <u>G</u> ridlines		
Worksheet background pattern, add	14		<u>F</u> ormat   <u>S</u> heet   <u>B</u> ackground		
Worksheet background pattern, delete	14		<u>F</u> ormat   <u>S</u> heet   <u>D</u> elete Background		
Worksheet protection, enable/disable	15		<u>T</u> ools   <u>P</u> rotection   <u>P</u> rotect Sheet or <u>U</u> nprotect Sheet		
Worksheet protection, lock/unlock cells	14		Select cells; <u>F</u> ormat   <u>C</u> ells   <u>P</u> rotection tab; check/uncheck <u>L</u> ocked	Select cells; right-click selection; <u>F</u> ormat Cells   <u>P</u> rotection tab; check/uncheck <u>L</u> ocked	
XML data, export	233	 on List toolbar	<u>D</u> ata   <u>X</u> ML   <u>E</u> xport	Right-click mapped cells; <u>X</u> ML   <u>E</u> xport	
XML data, import to a mapped worksheet	233	 on the List toolbar	<u>D</u> ata   <u>X</u> ML   <u>I</u> mport	Right-click mapped cells; <u>X</u> ML   <u>I</u> mport	
XML file, open as a workbook	235		<u>F</u> ile   <u>O</u> pen, select file; As a read-only <u>w</u> orkbook		
XML file, open as an XML map	233		<u>F</u> ile   <u>O</u> pen, select file; <u>U</u> se the XML Source task pane		
XML file, open as XML list	235		<u>F</u> ile   <u>O</u> pen, select file; click <u>O</u> pen; As an XML <u>l</u> ist		

Excel Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
XML map, create	230		<u>D</u> ata   <u>X</u> ML   <u>X</u> ML Source; XML Maps button		
XML map, modify map properties	234	 on the List toolbar	<u>D</u> ata   <u>X</u> ML   XML Map <u>P</u> roperties	Right-click mapped cells; <u>X</u> ML   XML Map <u>P</u> roperties	
Zero value in cells, turn display on/off	13		<u>T</u> ools   <u>O</u> ptions; <u>V</u> iew tab; check/uncheck <u>Z</u> ero values		