

Excel 2002: Core Task Reference List

KEY

Description of task

Exercise reference(s)

3-D effect

9-11

Select the object and click the 3-D Style button  on the Drawing toolbar. Choose a style.

Summary of recommended procedure

3-D effect	9-11	Select the object and click the 3-D Style button  on the Drawing toolbar. Choose a style.
3-D reference with a formula	10-9	Click the cell and press  . Click the worksheet tab and the first cell for the calculation. Key the operator. Click the worksheet tab and cell. Press  .
3-D reference with a function	10-13	Click the cell and click the Insert Function button  . Choose the function. Click the worksheet tab and the cell for the first argument. Click the next argument box, click the worksheet tab, and click the cell. Click OK.
Absolute reference	5-17	Click anywhere in the cell address in the formula bar. Press  .
Align Right	4-16	Select the cell or the range. Click the Align Right button  .
AND function	6-3	Click the cell for Logical1 and key the rest of the expression. Repeat these steps for each condition or tests. Click OK.
Arrange windows	10-18	Open the workbooks. Choose <u>Window</u> , <u>A</u> rrange. Choose the tiling option. Click OK.
AutoCalculate	2-18	Right-click the status bar and choose the operation. Then select the cells to be checked.
Autofilter, create	10-22	Click in the named range and choose <u>D</u> ata, <u>F</u> ilter, <u>A</u> uto <u>F</u> ilter. Click the drop-down button and choose the item to be matched.
AutoFormat	3-16	Click a cell in the range. Choose <u>F</u> ormat, <u>A</u> uto- <u>F</u> ormat. Choose the desired style and click OK.
Automatic chart	8-8	Select the range of values and labels in the worksheet. Press  .
AutoSum	2-17	Click the cell for the sum. Click the AutoSum button  .
Borders	4-23	Select the cell or range. Click the arrow next to the Borders button  . Choose the desired border style.
Callout, create	9-1	Click <u>A</u> uto <u>S</u> hapes and choose <u>C</u> allouts. Choose the desired shape and draw the object on the worksheet. Key the text. Click another cell to deselect the shape.
Center	4-16	Select the cell or the range. Click the Center button  .
Center across selection	4-17	Select the range for centering. Press  +  . Click the Alignment tab. Click the <u>H</u> orizontal arrow and choose Center Across Selection. Click OK.
Center page	6-11	Click the Print Preview button  . Click the Margins tab. Choose <u>H</u> orizontally in the Center on page section. Click OK.
Chart type	8-22	Right-click the chart or an individual bar/column. Choose <u>C</u> hart <u>T</u> ype. Choose the chart type and sub-type. Click OK.
Chart, create	8-9	Select the range of values and labels in the worksheet. Click the Chart Wizard button  . Choose the chart type and subtype. Complete other options for the chart. Set the location for the chart. Click <u>F</u> inish.
Chart, move	8-10	Click the chart's background area. Point at the background and drag the chart on the worksheet.

Chart, preview  8-1	8-1	Copy and paste cell contents  4-8	4-8
Select the chart and click the Print Preview button  to preview the chart by itself. Deselect the chart and click the Print Preview button  to preview the chart with the worksheet.		Select the cell or the range and press Ctrl + C . Position the pointer for the copy and press Ctrl + V .	
Chart, print  8-2	8-2	Copy with AutoFill  3-14	3-14
Select the chart and click the Print button  to print the chart by itself. Deselect the chart and click the Print button  to print the chart with the worksheet.		Click the cell to be copied. Place the mouse pointer on the Fill handle and drag to reach the last cell for pasting the copy.	
Chart, size 8-10	8-10	Copy worksheet  10-1	10-1
Select the chart area. Point at a selection handle and drag the handle to size the chart.		Right-click the worksheet tab. Choose M ove or C opy. Choose (move to end) to place the new sheet at the end of the group. Click to place a checkmark for C reate a copy. Click OK.	
Check Errors  3-3	3-3	Copy, formula  2-16	2-16
Click the cell with the green triangle and the button to display the arrow. Click the arrow to see the error messages. Choose a suggestion or make your own correction.		Click the cell with the formula. Click the Copy button  . Select the cell(s) the copies. Press Enter .	
Clear formats  6-7	6-7	Current date  7-5	7-5
Select the cell(s). Choose C lear and F ormats from the E dit menu.		Click the cell and key =today() . Press Enter .	
Close a workbook  1-7	1-7	Custom view, create  10-31	10-31
Click the Close Window button  .		Set the display and print options for the worksheet. Choose V iew, C ustom V iews. Click A dd and key the name. Click OK.	
Column width  2-6	2-6	Cut and paste cell contents  4-7	4-7
Drag the column's right border.		Select the cell or the range of cells and press Ctrl + X . Position the pointer at the new location and press Ctrl + V .	
Column width, change  3-21	3-21	Data point, add  8-15	8-15
Click the Print Preview button  . Click M argins. Drag a column marker to the desired width.		Key the new label and values. Select the chart area. Drag with the bottom right handle of the data range to include the new row/column.	
Comment, delete  9-22	9-22	Data point, delete  8-17	8-17
Right-click the cell and choose D elete C omment.		Select the label and values in the worksheet. Press Delete .	
Comment, discussion  9-25	9-25	Data series, add  8-16	8-16
Choose T ools, O nline Collaboration. Choose W eb D iscussions. Click the Insert Discussion About the Workbook button  . Key the comment.		Key the new label and values. Right-click the chart and choose S ource D ata. Select the new data range and click OK.	
Comment, insert  9-21	9-21	Data series, delete  8-17	8-17
Right-click the cell and choose I nsert C omment. Key the text and click another cell. Edit the comment by right-clicking the cell and choosing E dit C omment.		Select the row or column heading. Press Delete . Right-click the chart and choose S ource D ata. Redefine the new data range and click OK.	
Comment, print  9-22	9-22		
Right-click the cell and choose S how C omment. Choose F ile, P age S etup. Click the S heet tab. In the C omments list, choose A s displayed on sheet or A t end of sheet. Click OK.			

Data table	8-13	Fit to page	5-22
Right-click the chart area and choose Chart Options . Click the Data Table tab. Place a checkmark in the Show data table box. Click OK .		Click the Print Preview button  . Click Setup and the Page tab. Click the Fit to button. Set how many pages should print.	
Decrease decimal positions	4-27	Font, bold or italic	2-2
Select the cell or the range. Click the Decrease Decimal button  .		Select the cell(s) to be changed. Click the Bold button B and/or the Italic button  .	
Delete cell	4-4	Font, change	2-2
Select the cell or the range to be deleted and right-click. Choose Delete . Choose the appropriate option for shifting the other cells. Click OK .		Select the cell(s) to be changed. Click the Font button  and choose the font name.	
Delete cell contents	1-12	Font, color	2-11
Click the cell to make it the active cell. Press Delete .		Select the cell(s). Click the arrow next to the Font Color button  and choose a color.	
Delete column	4-13	Font, size	2-2
Right-click the column heading(s) and choose Delete .		Select the cell(s) to be changed. Click the Font Size drop-down arrow and choose the size.	
Delete row	4-12	Format multiple sheets	9-2
Right-click the row heading(s) and choose Delete .		Group the worksheets. Apply the formats as usual. Ungroup the sheets.	
Delete worksheet	4-2	Format, axis	8-6
Right-click the worksheet tab and choose Delete .		Right-click a category or value and choose Format Axis . Click the appropriate tab and make the changes. Click OK .	
Edit cell contents	1-11	Format, chart title	8-3
Click the cell to make it the active cell. Press F2 to start Edit mode. Edit the information and press Enter .		Right-click the title and choose Format Chart Title . Click the appropriate tab and make the changes. Click OK .	
Exit Excel	1-17	Format, currency	2-6
Click the Close button  .		Select the cell(s). Click the Currency Style button  .	
Find and replace formats	3-10	Format, data series	8-4
Press Ctrl + H and delete any text in the Find what box. Delete text in the Replace with box. Click Format for the Find what string. Click Choose Format From Cell and click a cell with the format to be changed. Click Format for the Replace with string. Click Format . Click the appropriate tab in the dialog box and make the changes for how the data should be formatted. Click OK . Click Find All to list the occurrences and then click Replace All to replace the format. Close the message and dialog boxes.		Right-click a marker (row, column, line) and choose Format Data Series . Click the appropriate tab and make the changes. Click OK .	
Find data	3-5	Format, date	2-7
Press Ctrl + F and key the find character string in the Find what box. Click Find All .		Select the cell(s). Press Ctrl + 1 . Click the Number tab and choose the Date Category . Choose the desired type and click OK .	
		Format, legend	8-11
		Right-click the legend and choose Format Legend . Click the appropriate tab and make the changes. Click OK .	

Formula, enter	2-14	Header/footer	3-19
Click in the cell where the formula will be located. Press . Click the first cell and key the arithmetic symbol. Click the next cell and the next arithmetic symbol. Press when finished.		Click the Print Preview button . Click Setup . Click the Header/Footer tab. Choose a preset header/footer or click Custom Header or Custom Footer . Enter text or click a button for each section. Click OK .	
Formulas, show/hide	5-22	Header/footer, image	9-20
Press + .		Click the Print Preview button . Click Setup and the Header/Footer tab. Choose Custom Header or Custom Footer . Click in the section and click the Insert Picture button . Find and select the image and click Insert . Click OK .	
Freeze/Unfreeze column or row	4-15	Hide/Unhide column or row	4-14
Click in the column or row to be locked in position. Choose Window , Freeze or Unfreeze Panes .		Right-click the column or row heading. Choose Hide or Unhide .	
Function, key in cell	5-10	Hyperlink	7-14
Press , then key the name of the function, and a left parenthesis. Choose the cell(s) for the argument and press .		Click the cell to show the link. Click the Insert Hyperlink button . Key the URL address or the pathname in the Address box. Key a label in the Text to display box. Click OK .	
FV function	6-16	IF function	6-1
In the Rate box, click the cell with the interest rate. Key /12 if making monthly payments. Click the Nper box and click the cell with the total number of payments. Click the Pmt box and click the cell with the deposit amount. Click the Pv box and click the cell (if any) with the amount of money already in the account. Click the Type box and key 1 for deposits made at the beginning of the month. Click OK .		Click the cell for Logical_test and key the rest of the expression. Click the Value_if_true box and key/click the value or text to be shown. Click the Value_if_false box and key/click the value or text to be shown. Click OK .	
Go To a cell	1-4	Image fill	8-18
Press or + . Key the cell address. Press .		Click a bar or column. Click the Insert Clip Art button . Key a search word or choose a category and an image. Click the image in the task pane to place it in the worksheet. Close the task pane.	
Go To Cell A1	1-4	Increase Decimal	5-7
Press + .		Select the cell or ranges to be formatted. Click the Increase Decimal button to each decimal position to be changed.	
Gradient fill	8-20	Indent text	4-19
Right-click a bar or column. Choose Format Data Series . Click the Patterns tab. Click Fill Effects . Click the Gradient tab. Choose the colors or a preset. Choose the shading style and its variant. Click OK .		Select the cell or the range and press + . Click the Alignment tab. Set the Horizontal setting to Left (Indents) . Set the Indent to the number of spaces. Click OK .	
Gridlines	8-13	Insert cell	4-3
Right-click the chart area and choose Chart Options . Click the Gridlines tab. Turn on the desired lines and click OK .		Select the cell or the range where the new cell(s) should be located. Right-click and choose Insert . Choose the appropriate option for shifting the existing cells. Click OK .	
Group worksheets	10-2		
Click the first worksheet tab. Hold down or to select multiple tabs.			

Insert column	4-13	Nested function	7-10
Right-click the column heading(s) and choose I nsert.		Start the first function and enter the appropriate arguments. For the argument that uses another function, click the arrow next to F unction N ame and choose the other function. Complete the arguments for the second function. Click in the formula bar within the name of the first function. Complete the first function and click OK.	
Insert Function	5-11	New folder	1-14
Click the Insert Function button  . Select the category and the function name. Click OK. Click in the entry boxes in the Function Arguments palette and choose the cell(s). Click OK.		Choose F ile, S ave A s. Navigate to the appropriate location. Click the Create New Folder button  . Key the folder name and click OK.	
Insert row	4-11	New, from template	5-1
Right-click the row heading(s) and choose I nsert.		Choose G eneral T emplates in the New Workbook side pane. Choose the template and click OK.	
Insert worksheet	4-1	New workbook	2-1
Press (Shift) + (F11) .		Click the New button  .	
INT function	7-1	Next or previous workbook	1-3
Edit the cell. Position the pointer after the = sign and key int (. Press (End) and key the right parenthesis after the last digit/character. Press (Enter) .		Click the worksheet tab.	
Left, Align	4-16	NOT function	6-5
Select the cell or the range. Click the Align Left button  .		Click the cell for L ogical and key the rest of the expression. Click OK.	
Line, create	9-3	Object, change	9-8
Click the Arrow button  and draw the object on the worksheet. Click a cell to deselect the object.		Select the object. Choose D raw and C hange A uto S hape. Choose the new shape.	
Margins, change	3-21	Object, color	9-5
Click the Print Preview button  . Click M argins. Drag each margin marker to the desired position.		Select the object with a dotted pattern outline. Click the Line Color button  to change the outline color. Click the Fill Color button  to change the background.	
Margins, page	5-21	Object, font	9-4
Click the Print Preview button  . Click S etup and the M argins tab. Set the L eft, R ight, T op, or B ottom margin. Click OK.		Select the text in the object or select the object with the dotted pattern outline. Choose the font name and size from the Formatting toolbar.	
Merge and Center	4-20	Object, move	9-6
Select the range. Click the Merge and Center button  .		Select the object. Drag the object with the four-headed arrow.	
Mixed reference	5-18	Object, size	9-6
Click anywhere in the cell address in the formula bar. Press (F4) repeatedly to show the \$ with the appropriate part of the address.		Select the object. Drag a handle to size the object.	
Move worksheet	4-2	Objects, align	9-12
Point at the worksheet tab. Drag it to the desired location.		Select the objects to be positioned. Choose D raw, A lign or D istribute. Choose the alignment option.	

Objects, distribute	9-12	Percent Style	5-7
Select the objects to be positioned. Choose D raw, A lign or D istribute. Choose the distribution option.		Select the cell or ranges to be formatted. Click the Percent Style button  .	
Open workbook	1-8	Pick from List	4-6
Click the Open button  . Locate the folder or file, and double-click the filename.		Right-click the cell. Choose P ick from List. Choose the entry.	
OR function	6-4	Picture, background	9-18
Click the cell for L ogical1 and key the rest of the expression. Repeat these steps for each condition. Click O K.		Choose F ormat, S heet, B ackground. Choose the image and click I nsert. Remove the image by choosing F ormat, S heet, D elete Background.	
Order of precedence	5-9	Picture, format	9-16
Press F 2 to edit the formula. Insert parentheses around calculations that should be done first. Press E nter when finished.		Right-click the picture and choose F ormat P icture. Click the appropriate tab and make the changes. Click O K.	
Orientation, page	5-20	Picture, from file	9-15
Click the Print Preview button  . Click S etup and the P age tab. Choose L andscape or P ortrait. Click O K.		Click the Insert Picture from File button  . Find the image and double-click it.	
Page break, delete	6-13	Picture, from Media Gallery	9-17
Position the pointer to the right of or below the page break. Choose I nsert, R emove Page B reak.		Click the Insert Clip Art button  . Search for the image and click it.	
Page break, insert	6-9	PMT function	6-14
Position the pointer in the cell to the right of or below where the page break should be. Choose I nsert, P age B reak.		In the R ate box, click the cell with the interest rate. Key /12 if making monthly payments. Click the N per box and click the cell with the total number of payments. Click the P v box and click the cell with the loan amount. Click the F v box and click the cell (if any) with a loan balance. Click the T ype box and key 1 for payments made at the beginning of the month. Click O K.	
Page break, preview	6-8	Preview a workbook	1-16
Click the Print Preview button  . Click P age B reak P review. Click O K.		Choose F ile, P rint. Choose E ntire workbook in the Print what group. Click P review.	
Page numbers	6-12	Preview a worksheet	1-15
Click the Print Preview button  . Click S etup and the H eaders/ F ooter tab. Click C ustom F ooter. Click in the section for page numbers. Click the Page Number button  and/or the Pages button  . Click O K.		Click the Print Preview button  .	
Paste a link	10-30	Print a workbook	1-16
Select the cells and click the Copy button  . Click the cell for the location of the link. Choose E dit, P aste S pecial. Click P aste L ink.		Choose F ile, P rint. Choose E ntire workbook in the Print what group. Click O K or press E nter.	
Pattern fill	8-21	Print a worksheet	1-21
Right-click a bar or column. Chooses F ormat D ata S eries. Click the P atterns tab. Click F ill E ffects. Click the P attern tab. Choose a tile and background and foreground colors. Click O K.		Click the Print button  .	
		Print area, clear	10-28
		Choose F ile, P rint A rea, C lear P rint A rea.	
		Print area, set	10-28
		Select the cells. Choose F ile, P rint A rea, S et P rint A rea.	

Print gridlines	3-20	ROUND function	7-3
Click the Print Preview button  . Click <u>S</u> etup. Click the <u>S</u> heet tab. Turn on the <u>G</u> ridlines option. Click <u>O</u> K.		Edit the cell and position the pointer after the = sign. Key round (and press <u>E</u> nd). Key a comma and key a digit for the number of decimal positions. Key) and press <u>E</u> nter.	
Print row and column headings	3-20	Row height	2-7
Click the Print Preview button  . Click <u>S</u> etup. Click the <u>S</u> heet tab. Turn on the <u>R</u> ow and <u>C</u> olumn headings option. Click <u>O</u> K.		Drag the row's bottom border.	
Print selection	3-18	Save	2-13
Select the cells to be printed. Choose <u>F</u> ile, <u>P</u> rint. Choose <u>S</u> election in the Print what area. Click <u>O</u> K.		Click the Save button  . Set the <u>S</u> ave in folder and key the filename. Click <u>S</u> ave.	
PROPER function	7-13	Save As	1-14
Edit the cell. Position the pointer after the = sign and key proper (. Key the text if necessary with quotation marks. Press <u>E</u> nter.		Press <u>F</u> 12. Locate the folder and key the filename. Click <u>S</u> ave.	
Range, name	10-21	Scale, page	5-21
Select the cells to be named. Click the <u>N</u> ame box and key the name. Press <u>E</u> nter.		Click the Print Preview button  . Click <u>S</u> etup and the <u>P</u> age tab. Set the <u>A</u> djust to percentage in the <u>S</u> caling section. Click <u>O</u> K.	
Redo	1-13	Secondary axis	8-24
Click the Redo button  . Click the history arrow next to the button and highlight the tasks to redo more than one action.		Right-click the column, bar, or line to be changed. Choose <u>F</u> ormat <u>D</u> ata <u>S</u> eries. Click the <u>A</u> xis tab. Place a checkmark for <u>S</u> econdary axis. Click <u>O</u> K.	
Rename worksheet	2-12	Select cells, keyboard	2-5
Double-click the worksheet tab and key the new name. Press <u>E</u> nter.		Click the top-left cell in the range and press <u>F</u> 8. Press Arrow keys to highlight to the lower-right cell in the range.	
Replace data	3-7	Select cells, mouse	2-4
Press <u>C</u> trl + <u>H</u> and key the find character string in the <u>F</u> ind what box. Key the replacement string in the <u>R</u> eplace with box. Click <u>R</u> eplace to replace each occurrence or click <u>R</u> eplace <u>A</u> ll to replace all at once.		Click the top-left cell in the range and drag to the lower-right cell in the range.	
Reshape object	9-7	Series, day or month	3-12
Place the mouse pointer on the yellow diamond adjustment handle. Drag the handle to reshape the object.		Key a day or month in a cell. Place the mouse pointer on the Fill handle and drag to reach the ending day or month.	
Rotate object	9-7	Series, value	3-13
Place the mouse pointer over the green rotation handle. Drag the mouse to rotate.		Key two values in the series. Select both cells and drag the Fill handle to reach the ending value.	
Rotate text	4-21	Shading	4-25
Select the cell or the range and press <u>C</u> trl + <u>1</u> . Click the <u>A</u> lignment tab. Set the <u>O</u> rientation graphic to the desired degree of rotation. Click <u>O</u> K.		Select the cell or the range. Click the arrow next to the Fill Color button  . Choose the color.	
		Sort a list	10-20
		Select the rows to be sorted. Click the Sort Ascending button  .	

Spelling 3-4	Ungroup worksheets 10-2
Click in the worksheet and click the Spelling button  . Choose a suggested correction and click Change or ignore the error.	Click any tab not in the group or right-click a tab and choose <u>U</u> ngroup Worksheets.
Style, apply 6-6	UPPER function 7-12
Select the cell(s). Choose F ormat, S tyle. Choose the style name and click OK.	Edit the cell. Position the pointer after the = sign and key u pper(. Key the text if necessary with quotation marks. Press  .
Style, remove 6-7	Vertical alignment 4-18
Select the cell(s). Choose F ormat, S tyle. Choose Normal and click OK.	Select the cell or the range. Press  +  .
Tab color 2-12	Click the A lignment tab. Click the V ertical arrow and choose a setting. Click OK.
Right-click the worksheet tab and choose T ab Color. Choose a color and click OK.	Web page preview 9-24
Text box, create 9-2	From the F ile menu, choose W eb Page Preview. Close the browser window.
Click the Text Box button  and draw the object on the worksheet. Key the text. Click another cell to deselect the box.	Web page, save 9-23
Texture fill 8-21	From the F ile menu, choose S ave as Web Page. Click the button to save the E ntire W orkbook or the S election: S heet. Click C hange Title and key the title for the browser window. Click OK and then click S ave.
Right-click a bar or column. Chooses F ormat Data Series. Click the P atterns tab. Click F ill Effects. Click the T exture tab. Choose a texture and click OK.	WordArt, insert 9-13
Titles, print 6-10	Click the WordArt button  . Choose the style and click OK. Key the text and set the font size. Click OK.
Choose F ile, P age S etup. Click in the R ows to repeat at top box and select the cells. Click in the C olumns to repeat at left box and select the cells. Click OK.	Wrap text 4-19
Undo 1-13	Select the cell or the range and press  +  .
Click the Undo button  . Click the history arrow next to the button and highlight the tasks to undo more than one action.	Click the A lignment tab. Check W rap text. Click OK.
	Zoom size 1-6
	Click the down arrow next to the Zoom button  . Choose or key the magnification percentage.