



EXCEL 2000 FOR WINDOWS

Before You Begin...

WHAT IS EXCEL 2000?

Excel 2000 for Windows is a spreadsheet program that allows you to create invoices, budgets, summary statements, and other documents. You can chart data, hyperlink to files, send e-mails, and publish worksheets on the Internet.

HOW DO I START EXCEL 2000?

1. Click Start.
2. Select Programs.
3. Select Microsoft Excel.



HOW DO I LEAVE EXCEL 2000?

There are two options:

- A. Select File on the Menu Bar, and then Exit.
- B. Click the Close button [X] in the top right-hand corner of the screen.



Note: You may be asked to save your work. If you select No, your work will not be saved.

Using Toolbars...

Once you start Excel 2000, you will see a blank workbook with a blank worksheet. This is your main Excel 2000 screen.

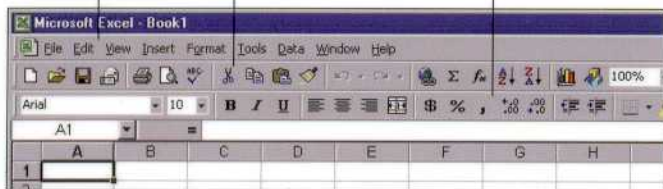
WHAT ARE TOOLBARS?

Toolbars consist of buttons and menu options. The Standard and Formatting Toolbars are used more often than other toolbars. They contain the most commonly used options.



Note: Your toolbars may not look like the ones shown here. Toolbars can be customized in any way that you want.

Menu Bar Standard Toolbar Formatting Toolbar



HOW DO I USE A TOOLBAR?

Move your mouse pointer over a button and click on it.

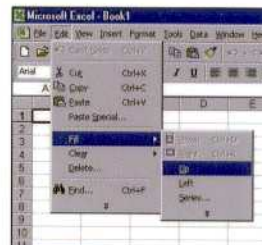


Note: Leave the mouse pointer over a toolbar button for a few seconds, and the button's name will appear. This will tell you what it does.

Using Menus...

WHAT ARE MENUS?

Menu options are found on the Menu bar. There are 9 menu options (File, Edit, View, Insert, Format, Tools, Data, Window, Help). These options allow you to access all functions and features offered by Excel 2000.



HOW DO I USE A MENU?

You can use either the mouse or the keyboard to select a menu option.

Using the Mouse

1. Click on the menu name to show the list of options in that menu. For example, click on File.



Note: Only the most used menu options will appear. Wait a few seconds for the list to open up or click on the double arrow at the bottom.

2. Click on the menu option that you want to use. For example, click on Open.

Using the Keyboard

1. Hold down the <Alt> key and then press the matching underlined letter. For example, press <Alt+F> to open the File menu.



Remember: <Key> represents a button on your keyboard with the name Key. <Key1+Key2> means that you should press Key1, hold it, and then press Key2. <Key1>+<Key2> means press Key1, release it, and then press Key2.

2. When the menu is open, press the key that matches the underlined menu option. For example, press <O> to select Open.

Alternative: Use the down arrow key to move to your selection, and then press <Enter>.

Know Your Terms...

Row: Identified by numbers (1, 2, 3, ...) along the left side of the screen.

Column: Identified by letters (A, B, C, ...) along the top of the screen.

Cell: Box created by intersection of a row and column.

Cell address: Cell name identified by a column letter and a row number (A1, C5, F12, ...).

Worksheet: Area defined by cells, rows, columns, etc.

Cell contents: Text, numbers, functions, or formulas.

Formula: Calculates numeric values. Uses operators to add (+), subtract (-), divide (/), multiply (*), and take percentage (%) of cell contents. Always begins with =.