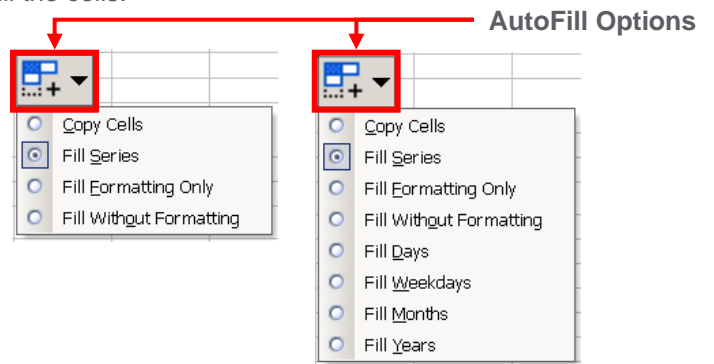# Excel 2003—Basics

AutoFill Tool

AutoFill Handle

Select the appropriate cell(s) and then hover over the **AutoFill Handle**. When the cursor change from ⊕ to ✚ , click and drag to indicate the AutoFill duration. Release the mouse to fill the cells.

AutoFill Options

After using the **AutoFill Handle** to fill cells, use the **AutoFill Options** drop down to control how the cells are filled.

AutoFill Options are contextual and display different options based on the contents of the cell(s)

AutoFill tools are available for any **Customs List (Tools > Options > Custom Lists tab**

Keyboard shortcuts

To do this	Press
Navigation	
Select current region to the right	Ctrl-Shift-Right Arrow
Select current region down	Ctrl-Shift-Down Arrow
Insert New Worksheet	Shift + F11
Move to Next Sheet	Ctrl + Page Down
Move to Previous Sheet	Ctrl + Page Up
Current + Next Sheet	Shift + Ctrl + Page Down
Current + Previous Sheet	Shift + Ctrl + Page Up
Goto Start of Worksheet	Ctrl + Home
Goto Last Used Cell	Ctrl + End
Move Right One Screen	Alt + Page Down
Move Left One Screen	Alt + Page Up
Find	Shift + F5
Repeat Last Find	Shift + F4
Rename Current Sheet	Alt + O, H, R
Move or Copy Current Sheet	Alt + E, M
Edit Data	
Edit Cell	F2
Add Line in Cell	Alt + Enter
Check Spelling	F7
Edit Comment	Shift + F2
Undo Last Action	Ctrl + Z
Copy	Ctrl + C
Paste	Ctrl + V
Formulas	
Calculate	F9
Calculate active worksheet	Shift-F9
Display the Insert Function dialog box	Shift + F3
Copy cell contents to end of current region	Dbl-Click Auto Fill Handle
Insert an AutoSum	Alt + =

To do this	Press
Data and Cells	
Select Entire Column	Ctrl + Spacebar
Select Entire Row	Shift + Spacebar
Select the Current Region	Ctrl + A or Ctrl + *
Repeat Last Action	F4
Insert Hyperlink	Ctrl + K
Enter Date	Ctrl + ;
Enter Time	Ctrl + Shift + ;
Fill Down	Ctrl + D
Fill Right	Ctrl + R
Find	Ctrl + F
Replace	Ctrl + H
Go To	Ctrl + G
Formula Auditing	Ctrl + `
Extend Selection Mode	F8
Add another Range	Shift + F8
Insert Blank Cells	Ctrl + Shift + Plus Sign
Delete the Selected Cells	Ctrl + Hyphen
Move to the edge of the current data region	Ctrl + Arrow Keys
Display a drop-down list of values in the current column	Alt + Down Arrow
Workbook Features	
Task Pane	Ctrl + F1
Close Workbook	Ctrl + W or Ctrl + F4
Restore Window Size	Ctrl + F5
Minimize Workbook	Ctrl + F9
Maximize Workbook	Ctrl + F10
File Open	Ctrl + O
New Workbook	Ctrl + N
Help	F1

Excel 2003—Basics: Understanding Formulas

Order of Operations

Operation		Example	Phonetic
Parenthesis	( )	(30+5)	**P**lease
Exponent	^	5^2 = 25	**E**xcuse
Multiply	*	8*8 = 64	**M**y
Divide	/	20/5 = 4	**D**ear
Add	+	5+5 = 10	**A**unt
Subtract	–	10–5 = 5	**S**ally

Sample Formula

$6 * 5 \wedge 2 / 10 + (5 + 10) + 8 - 9 = 29$

$6 * 5 \wedge 2 / 10 + (5 + 10) + 8 - 9$	$(5 + 10) = 15$	(Parenthesis)
$6 * 5^2 / 10 + 15 + 8 - 9$	$5^2 = 25$	(Exponents)
$6 * 25 / 10 + 15 + 8 - 9$	$6 \times 25 = 150$	(Multiply)
$150 / 10 + 15 + 8 - 9$	$150/10 = 15$	(Divide)
$15 + 15 + 8 - 9$	$15+15+8 = 38$	(Add)
$38 - 9$	$38 - 9 = 29$	(Subtract)

Cell References

Relative Cell References: Cell References that refer to a cell's relative position *to the formula =C6-C16*

Absolute Cell References: Cell references that refer to cells in a specific location *=$C$6-$C$16*

Note: [F4] Key to toggle different combinations.

Formula	Type of Cell Reference
=B5+C5	Relative Cell Reference
=$B$5+$C$5	Absolute Cell Reference
=B$5+C5	Relative Column B Absolute Row 5
=$B5+C5	Absolute Column B Relative Row 5

Common Functions

A list of common functions can be found in the Standard Excel toolbar in the **AutoSum** button.
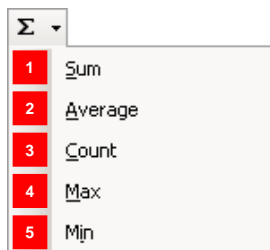
Sum—adds all the numbers in a range of cells*

Average—returns the average (arithmetic mean) of its arguments

Count—counts the number of cells that contain numbers in a range of cells

Max—returns the largest value in a range of cells

Min—returns the smallest value in a range of cells

* AutoSum shortcut: ALT + equal sign

	Σ ▾
1	Sum
2	Average
3	Count
4	Max
5	Min

	A	B	C	D
1	**Type**	**Count**		
2	Starbucks	22		
3	Folgers	8		
4	Maxwell House	12		
5	Generic Instant	17		
6	Dunkin Donuts	2		
7	Caribou Coffee	6		
8	Gevalia	11		
9	**Sum:**	78	=SUM(B2:B8)	1
10	**Average:**	11	=AVERAGE(B2:B8)	2
11	**Count:**	7	=COUNT(B2:B8)	3
12	**Max:**	22	=MAX(B2:B8)	4
13	**Min:**	2	=MIN(B2:B8)	5

Using Expressions in Conditional Formatting

Highlight Entire Row Based on the Contents of one Cell in that Row

- Select the cells to format based on the condition(s)
- Choose **Format/Conditional Formatting** from the menu
- Create the Condition(s) as shown, and define the desired **Format…**
- In this example, column **B** ($B3) holds the criteria information, and the criteria is =“**X**”