

THE O'LEARY SERIES

TIMOTHY J. O'LEARY

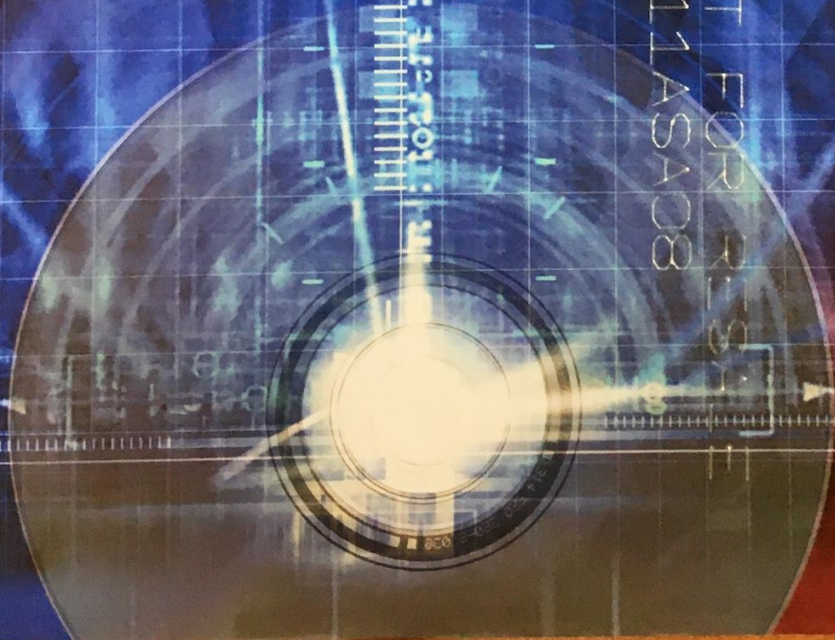
LINDA I. O'LEARY

M I C R O S O F T ®

office excel // 2003

B R I E F

NOODAW-HILL NOT FOR RES-
DONATION ONLY 11ASAC08



The O'Leary Series


Microsoft® Office Excel 2003

Brief Edition

Timothy J. O'Leary

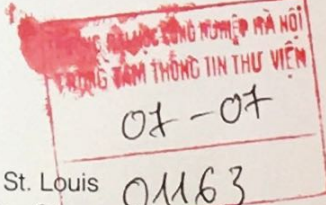
Arizona State University

Linda I. O'Leary


GIFT OF THE ASIA FOUNDATION
NOT FOR RE-SALE
QUÀ TẶNG CỦA QUỸ CHÂU
KHÔNG ĐƯỢC BÁN LẠI

 **Technology
Education**

Boston Burr Ridge, IL Dubuque, IA Madison, WI New York San Francisco St. Louis
Bangkok Bogotá Caracas Kuala Lumpur Lisbon London Madrid Mexico City
Milan Montreal New Delhi Santiago Seoul Singapore Sydney Taipei Toronto


TRUNG TÂM THÔNG TIN THƯ VIỆN
07-07
01163

**MICROSOFT® OFFICE EXCEL 2003, BRIEF EDITION**

Published by McGraw-Hill Technology Education, an imprint of the McGraw-Hill Companies, Inc. 1221 Avenue of the Americas, New York, NY, 10020. Copyright © 2004 by the McGraw-Hill Companies, Inc. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written consent of The McGraw-Hill Companies, Inc., including, but not limited to, in any network or other electronic storage or transmission, or broadcast for distance learning.

Some ancillaries, including electronic and print components, may not be available to customers outside the United States.

This book is printed on acid-free paper.

4 5 6 7 8 9 0 QPD/QPD 0 9 8 7 6

ISBN 978-0-07-283565-6

MHID 0-07-283565-6

Editor-in-Chief: *Bob Woodbury*

Sponsoring editor: *Don Hull*

Developmental editor: *Jennie Yates*

Manager, Marketing and Sales: *Paul Murphy*

Media producer: *Mark Christianson*

Project manager: *Jim Labeots*

Manager, new book production: *Heather D. Burbridge*

Coordinator freelance design: *Artemio Ortiz Jr.*

Photo research coordinator: *Ira C. Roberts*

Supplement producer: *Matthew Perry*

Senior digital content specialist: *Brian Nacik*

Cover design: *Asylum Studios*

Interior design: *Artemio Ortiz Jr.*

Typeface: *10.5/13 New Aster*

Compositor: *Rogondino & Associates/Cecelia G. Morales*

Printer: *Quebecor World Dubuque Inc.*

Library of Congress Control Number 2003108665

www.mhhe.com



Technology Education

McGraw-Hill Technology Education

At McGraw-Hill Technology Education, we publish instructional materials for the technology education market—in particular, for computer instruction in post secondary education that ranges from introductory courses in traditional four-year universities to continuing education and proprietary schools. McGraw-Hill Technology Education presents a broad range of innovative products—texts, lab manuals, study guides, testing materials, and technology-based training and assessment tools.

We realize that technology has created and will continue to create new mediums for professors and students to use in managing resources and communicating information to one another. McGraw-Hill Technology Education provides the most flexible and complete teaching and learning tools available and offers solutions to the changing needs of the classroom. McGraw-Hill Technology Education is dedicated to providing the tools for today's instructors and students, which will enable them to successfully navigate the world of Information Technology.

- McGraw-Hill/Osborne—This division of The McGraw-Hill Companies is known for its best-selling Internet titles, Harley Hahn's *Internet & Web Yellow Pages* and the *Internet Complete Reference*. For more information, visit Osborne at www.osborne.com.
- Digital Solutions—Whether you want to teach a class online or just post your “bricks-n-mortar” class syllabus, McGraw-Hill Technology Education is committed to publishing digital solutions. Taking your course online doesn't have to be a solitary adventure, nor does it have to be a difficult one. We offer several solutions that will allow you to enjoy all the benefits of having your course material online.
- Packaging Options—For more information about our discount options, contact your McGraw-Hill Sales representative at 1-800-338-3987 or visit our website at www.mhhe.com/it.

McGraw-Hill Technology Education is dedicated to providing
the tools for today's instructors and students.

Brief Contents

Labs		
	Introduction to Microsoft Office 2003	I.1
	Overview of Microsoft Office Excel 2003	EXO.1
1	Lab 1: Creating and Editing a Worksheet	EX1.1
2	Lab 2: Charting Worksheet Data	EX2.1
3	Lab 3: Managing and Analyzing a Workbook	EX3.1
	Working Together 1: Linking, Embedding, and E-Mailing	EXWT1.1
	Command Summary	EXCS.1
	Glossary of Key Terms	EXG.1
	Reference 1	EXR1.1
	Reference 2	EXR2.1
	Index	EXI.1

Detailed Contents

Introduction to Microsoft Office 2003 1.1

What Is Microsoft Office System 2003?	1.2
Office Word 2003	1.2
Office Excel 2003	1.4
Office Access 2003	1.7
Office PowerPoint 2003	1.9
Office Outlook 2003	1.10
Common Office 2003 Features	1.11
Starting an Office 2003 Application	1.11
Using Menus	1.12
Using Shortcut Menus	1.15
Using Shortcut Keys	1.17
Using Toolbars	1.17
Displaying Toolbars on Separate Rows	1.17
Using Task Panes	1.21
Using Office Help	1.21
Using the Help Table of Contents	1.25
Exiting an Office 2003 Application	1.26
Lab Review	1.27
Key Terms	1.27
Command Summary	1.27
Step-by-Step	1.28
On Your Own	1.28

EXCEL

Overview of Microsoft Office Excel 2003 EXO.1

What Is an Electronic Spreadsheet?	EXO.1
Excel 2003 Features	EXO.2
Case Study for Office Excel 2003 Labs	EXO.3
Before You Begin	EXO.3
Microsoft Office Language Bar	EXO.5
Instructional Conventions	EXO.5

Lab

1 Creating and Editing a Worksheet EX1.1

Objectives	EX1.1
Case Study	EX1.2
Concept Preview	EX1.4
Introducing Office Excel 2003	EX1.5
Starting Office Excel 2003	EX1.5
Exploring the Excel Window	EX1.5
Exploring the Workbook Window	EX1.7
Moving Around the Worksheet	EX1.9
Creating New Worksheets	EX1.13
Developing a Worksheet	EX1.13
Entering and Editing Data	EX1.14
Entering Text	EX1.15
Clearing an Entry	EX1.16
Editing an Entry	EX1.17
Using AutoCorrect	EX1.20
Entering Numbers	EX1.23
Changing Column Widths	EX1.24
Dragging the Column Boundary	EX1.24
Using AutoFit	EX1.25
Saving, Closing, and Opening Workbooks	EX1.26
Saving a New Workbook	EX1.26
Closing a Workbook	EX1.29
Opening an Existing Workbook	EX1.30
Using Language Tools	EX1.32
Checking Spelling	EX1.32
Using the Thesaurus	EX1.35
Duplicating Cell Contents	EX1.38
Using Copy and Paste	EX1.38
Selecting a Range	EX1.40
Using the Fill Handle	EX1.43
Inserting Copied Cells	EX1.44
Moving Entries	EX1.45
Working with Formulas	EX1.47

Entering Formulas	EX1.47
Copying Formulas	EX1.48
Entering Functions	EX1.50
Using Pointing to Enter a Formula	EX1.53
Recalculating the Worksheet	EX1.56
Inserting Rows	EX1.57
Formatting the Worksheet	EX1.58
Changing Cell Alignment	EX1.58
Indenting Entries	EX1.61
Centering Across a Selection	EX1.62
Changing Fonts and Font Sizes	EX1.63
Applying Character Effects	EX1.66
Using Undo	EX1.67
Using Format Painter	EX1.67
Formatting Numbers	EX1.68
Adding Color	EX1.72
Entering the Date	EX1.73
Previewing and Printing a Worksheet	EX1.74
Previewing the Worksheet	EX1.74
Printing the Worksheet	EX1.76
Exiting Office Excel 2003	EX1.77
Concept Summary	EX1.78
Lab Review	EX1.80
Key Terms	EX1.80
Microsoft Office Specialist Skills	EX1.81
Command Summary	EX1.81
Lab Exercises	EX1.84
Screen Identification	EX1.84
Matching	EX1.85
True/False	EX1.85
Fill-In	EX1.86
Multiple Choice	EX1.86
Step-by-Step	EX1.88
On Your Own	EX1.93

Lab

2

Charting Worksheet Data EX2.1

Objectives	EX2.1
Case Study	EX2.2
Concept Preview	EX2.4
Improving the Appearance of the Worksheet	EX2.4
Using Styles	EX2.5
Working with Graphics	EX2.7
Inserting a Graphic	EX2.7
Sizing Graphics	EX2.12

Working with Charts

Creating a Single Data Series Chart	EX2.15
Selecting the Data to Chart	EX2.16
Using the Chart Wizard	EX2.17
Moving and Sizing a Chart	EX2.22
Changing the Chart Location	EX2.24
Creating a Multiple Data Series Chart	EX2.24
Changing the Chart Type	EX2.27
Adding Chart Titles	EX2.33
Moving the Legend	EX2.34
Formatting Chart Elements	EX2.34
Changing Title Orientation	EX2.37
Changing Worksheet Data	EX2.38
Adding Data Labels	EX2.39
Creating and Formatting a Pie Chart	EX2.41
Selecting the Pie Chart Data	EX2.41
Formatting the Pie Chart	EX2.43
Exploding and Rotating the Pie	EX2.44
Applying Patterns and Color	EX2.46
Setting File Properties	EX2.49
Documenting a Workbook	EX2.49
Preparing the Worksheet and Charts for Printing	EX2.50
Previewing the Entire Workbook	EX2.51
Sizing the Worksheet to Fit the Page	EX2.52
Aligning a Sheet on a Page	EX2.53
Adding Predefined Headers and Footers	EX2.54
Concept Summary	EX2.58
Lab Review	EX2.60
Key Terms	EX2.60
Microsoft Office Specialist Skills	EX2.60
Command Summary	EX2.61
Lab Exercises	EX2.62
Matching	EX2.62
True/False	EX2.62
Fill-In	EX2.63
Multiple Choice	EX2.63
Step-by-Step	EX2.65
On Your Own	EX2.71

Lab

3

Managing and Analyzing a Workbook EX3.1

Objectives	EX3.1
Case Study	EX3.2
Concept Preview	EX3.4
Correcting Worksheet Errors	EX3.5
Using the Formula Error Checker	EX3.6

Calculating an Average	EX3.7		
Correcting Formula Errors Individually	EX3.10		
Using Absolute References	EX3.12		
Working with Sheets	EX3.17		
Copying Between Sheets	EX3.17		
Renaming Sheets and Coloring Sheet Tabs	EX3.18		
Filling a Series	EX3.20		
Referencing Multiple Sheets	EX3.23		
Deleting and Moving Sheets	EX3.26		
Finding and Replacing Information	EX3.29		
Finding Information	EX3.30		
Replacing Information	EX3.32		
Saving to a New Folder	EX3.35		
Managing Large Worksheets	EX3.36		
Zooming the Worksheet	EX3.36		
Going to a Specific Cell	EX3.37		
Splitting Windows	EX3.38		
Freezing Panes	EX3.42		
Watching Cells	EX3.45		
Forecasting Values	EX3.46		
Performing What-If Analysis Manually	EX3.47		
Using Goal Seek	EX3.48		
Changing Values Using a Chart	EX3.50		
Customizing Print Settings	EX3.52		
Controlling Page Breaks	EX3.52		
Changing Page Orientation	EX3.54		
Displaying Gridlines and Centering on a Page	EX3.55		
Adding Custom Headers and Footers	EX3.57		
Printing Selected Sheets	EX3.60		
Printing Selected Areas	EX3.60		
Concept Summary	EX3.63		
Lab Review	EX3.65		
Key Terms	EX3.65		
Microsoft Office Specialist Skills	EX3.65		
Command Summary	EX3.66		
Lab Exercises	EX3.68		
Matching	EX3.68		
True/False	EX3.68		
Fill-In	EX3.69		
Multiple Choice	EX3.70		
Step-by-Step	EX3.71		
On Your Own	EX3.78		
		Working Together 1: Linking, Embedding, and E-Mailing	EXWT1.1
		Case Study	EXWT1.1
		Sharing Information Between Applications	EXWT1.2
		Copying a Worksheet to a Word Document	EXWT1.2
		Linking Between Applications	EXWT1.4
		Updating a Linked Object	EXWT1.7
		Editing Links	EXWT1.7
		Embedding an Object in Another Application	EXWT1.9
		Updating an Embedded Object	EXWT1.11
		Saving a Worksheet as XML	EXWT1.12
		E-Mailing a Memo	EXWT1.13
		Deciding When to Link or Embed Objects	EXWT1.15
		Lab Review	EXWT1.16
		Key Terms	EXWT1.16
		Microsoft Office Specialist Skills	EXWT1.16
		Command Summary	EXWT1.16
		Lab Exercises	EXWT1.17
		Step-by-Step	EXWT1.17
		Command Summary	EXCS.1
		Glossary of Key Terms	EXG.1
		Reference 1—Data File List	EXR1.1
		Reference 2—Microsoft Office Specialist Skills	EXR2.1
		Index	EXI.1

Acknowledgments

From Tim and Linda O'Leary

The new edition of The O'Leary Series has been made possible only through the enthusiasm and dedication of a great team of people. Because the team spans the country, literally from coast to coast, we have utilized every means of working together including conference calls, FAX, e-mail, and document collaboration. We have truly tested the team approach and it works!

Leading the team from McGraw-Hill are Don Hull, Sponsoring Editor, and Jennie Yates, Developmental Editor. Their renewed commitment, direction, and support have infused the team with the excitement of a new project.

The production staff is headed by James Labeots, Project Manager, whose planning and attention to detail has made it possible for us to successfully meet a very challenging schedule. Members of the production team include: Artemio Ortiz, Designer; Pat Rogondino and Cecelia Morales, Compositors; Susan Defosset, Copy Editor; Heather Burbridge, Production Supervisor; Matthew Perry, Supplement Coordinator; and Mark Christianson, Media Producer. We would particularly like to thank Pat, Cecelia, and Susan—team members for many past editions whom we can always depend on to do a great job.

Finally, we are particularly grateful to a small but very dedicated group of people who helped us develop the manuscript. Colleen Hayes, Susan Demar, and Kathy Duggan have helped on the last several editions and continue to provide excellent developmental support. To Steve Willis, Carol Cooper, and Sarah Martin who provide technical expertise, youthful perspective, and enthusiasm, our thanks for helping get the manuscripts out the door and meeting the deadlines.

Preface

Introduction

The 20th century not only brought the dawn of the Information Age, but also rapid changes in information technology. There is no indication that this rapid rate of change will be slowing— it may even be increasing. As we begin the 21st century, computer literacy will undoubtedly become prerequisite for whatever career a student chooses. The goal of the O’Leary Series is to assist students in attaining the necessary skills to efficiently use these applications. Equally important is the goal to provide a foundation for students to readily and easily learn to use future versions of this software. This series does this by providing detailed step-by-step instructions combined with careful selection and presentation of essential concepts.

About the Authors

Tim and Linda O’Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for more than 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, both in terms of content and the method of delivery.

A powerful and creative team, Tim combines his years of classroom teaching experience with Linda’s background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, Rochester Institute of Technology in upper New York state, and is currently a professor at Arizona State University in Tempe, Arizona. Tim and Linda have talked to and taught students from ages 8 to 80, all of them with a desire to learn something about computers and the applications that make their lives easier, more interesting, and more productive.

About the Book

Times are changing, technology is changing, and this text is changing, too. Do you think the students of today are different from yesterday? There is no doubt about it—they are. On the positive side, it is amazing how much effort students will put toward things they are convinced are relevant to them. Their effort directed at learning application programs and exploring