



## Getting Started

### The Excel Window



- ➊ **Menu Bar** – contains all tools for use with Excel 2002.
- ➋ **Standard Toolbar** – contains shortcuts for standard Excel actions and tools.
- ➌ **Formatting Toolbar** – contains shortcuts for applying formatting features to your document.
- ➍ **Formula Bar** – contains the tools for creating and editing formulas.
- ➎ **Worksheet Area** – displays current worksheet.
- ➏ **Ask a Question Bar** – provides quick access to help when you have a question.
- ➐ **Task Pane** – displays tasks according to the selected task category.

### Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select **New** from the **File** menu to create a new workbook, the **New Workbook** pane will appear in the task pane.

- To change the task category, click the down arrow button on the task pane and select a category from the resulting menu.
- To open or close the task pane, select **Task Pane** from the **View** menu. Or, to quickly close the task pane, click the **Close** button on the task pane.

### Using Smart Tags

Office XP has created Smart Tags, a new feature designed to help you save time. Smart Tags enable you to perform actions that you would normally need to open other programs to do.

For example, when you type a person's name, address, or other contact information, the **Smart Tag Actions** button will appear. Click the button to select from a list of options, such as resulting for information to your Outlook Contacts folder.

To customize Smart Tags or to turn them on or off, select **AutoCorrect Options** from the **Tools** menu and click the **Smart Tags** tab.

### Creating a Blank Workbook

1. Select **New** from the **File** menu. The **New Workbook** task pane will appear.
2. In the **New** section, click the **Blank Workbook** shortcut. *Note:* To quickly create a new blank workbook, press **Ctrl + N** or click the **New** button.

### Creating a Workbook Based on a Template

1. Select **New** from the **File** menu. The **New Workbook** task pane will appear.
2. In the **New from Template** section, click the **General Template** shortcut.
3. Click the category tabs to view the various documents. When you click once on a workbook, a preview of the workbook will appear in the right pane.
4. Click the **OK** button to select a workbook.

### Opening a Workbook

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button.
2. Locate and select the document you want to open.
3. Click the **Open** button. *Note:* The **New Workbook** task pane lists the most recently opened workbooks. Click once on a workbook to open it.

### Searching for a Workbook

1. Select **Search** from the **File** menu, or click the **Search** button. The **Basic Search** task pane will appear.
2. Enter keywords you want to search for in the **Search text** box.
3. Select other search options, if desired. You can select a location to search in and the type of file to search.
4. Click the **Search** button. Excel will present a list of search results.
5. To select one of the resulting workbooks, click once on the workbook name. Or, click the arrow next to the file name to select from a list of actions.

### Saving a Workbook

1. Select **Save** from the **File** menu.
2. Select the location where you want to save the document.
3. Enter a file name in the **File name** box.
4. Click the **Save** button. *Note:* To quickly save after the initial save, press **Ctrl + S** or click the **Save** button.

### Saving a Workbook for Internet or Web Use

1. Select **Save as Web Page** from the **File** menu.
2. Select the location where you want to save the workbook.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

### Closing Workbooks

- To close the active workbook window, click the **Close** button in the upper-right corner of the window.
- To close all open windows of a workbook, select **Close** from the **File** menu.
- To close all open workbooks, hold the **Shift** key and select **Close All** from the **File** menu.

# Microsoft Access 2002 Quick Source Reference Guide

**O García**



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## **Table of Contents Microsoft Acceb 2002 Quick Source Reference Guide**

1. Understanding the eBook Microsoft Acceb 2002 Quick Source Reference Guide
  - The Rise of Digital Reading Microsoft Acceb 2002 Quick Source Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Acceb 2002 Quick Source Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Acceb 2002 Quick Source Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Acceb 2002 Quick Source Reference Guide
  - Personalized Recommendations
  - Microsoft Acceb 2002 Quick Source Reference Guide User Reviews and Ratings
  - Microsoft Acceb 2002 Quick Source Reference Guide and Bestseller Lists
5. Accessing Microsoft Acceb 2002 Quick Source Reference Guide Free and Paid eBooks
  - Microsoft Acceb 2002 Quick Source Reference Guide Public Domain eBooks
  - Microsoft Acceb 2002 Quick Source Reference Guide eBook Subscription Services
  - Microsoft Acceb 2002 Quick Source Reference Guide Budget-Friendly Options
6. Navigating Microsoft Acceb 2002 Quick Source Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Acceb 2002 Quick Source Reference Guide Compatibility with Devices
  - Microsoft Acceb 2002 Quick Source Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Acceb 2002 Quick Source Reference Guide
  - Highlighting and Note-Taking Microsoft Acceb 2002 Quick Source Reference Guide
  - Interactive Elements Microsoft Acceb 2002 Quick Source Reference Guide

8. Staying Engaged with Microsoft Acceb 2002 Quick Source Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Acceb 2002 Quick Source Reference Guide
9. Balancing eBooks and Physical Books Microsoft Acceb 2002 Quick Source Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Acceb 2002 Quick Source Reference Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Acceb 2002 Quick Source Reference Guide
  - Setting Reading Goals Microsoft Acceb 2002 Quick Source Reference Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Acceb 2002 Quick Source Reference Guide
  - Fact-Checking eBook Content of Microsoft Acceb 2002 Quick Source Reference Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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