



Microsoft®

# Excel™ 2000

## Quick Reference Guide



### Basic Commands

**NEW!** Excel 2000 personalizes your menus by displaying the menu commands that you use most often. If you don't see the command that you want, click at the bottom of the menu to display all available commands. See also *Display all of the menu options?*, page 4.

#### Cell Formatting

	Merge and Center .....	none .....	none
	Currency Style (accounting) .....	CTRL+SHIFT+\$ .....	Format   Cells   Number   Accounting
	Percent Style (no decimal) .....	CTRL+SHIFT+% .....	Format   Cells   Number   Percentage   "0"
	Comma Style (two decimal) .....	CTRL+SHIFT+! .....	Format   Cells   Num.   Num.   Use 1000 Separator
	Increase Decimal .....	none .....	Format   Cells   Number   Number   Decimal places
	Decrease Decimal .....	none .....	Format   Cells   Number   Number   Decimal places
	Cell Borders .....	(click ) select a border) .....	Format   Cells   Border
	Cell Color .....	(click ) select a color) .....	Format   Cells   Patterns
	Text Color .....	(click ) select a color) .....	Format   Cells   Font   Color
	Clear cells of all formatting* .....	none .....	Edit   Clear   Formats

#### Working with Workbooks

	What's This?* .....	SHIFT+F1 .....	Help   What's This?
	Print Preview .....	none .....	File   Print Preview
	Open a template .....	none .....	File   New   Spreadsheet Solutions
	Save as a new workbook .....	F12 .....	File   Save As
	Save multiple files at exit .....	none .....	File   Exit   Yes To All
	Close current workbook .....	CTRL+W .....	File   Close
	Close all open workbooks .....	none .....	SHIFT+File   Close All
	Switch workbook window <b>NEW!</b> .....	CTRL+TAB .....	Select book from taskbar
	Save as Web Page* <b>NEW!</b> .....	none .....	File   Save as Web Page

#### Special

	E-mail* <b>NEW!</b> .....	none .....	File   Send To   Mail Recipient
	Insert Hyperlink .....	CTRL+K .....	Insert   Hyperlink
	AutoSum .....	ALT+EQUAL SIGN .....	Insert   Function   SUM
	Paste Function .....	SHIFT+F3 .....	Insert   Function
	Sort Ascending .....	none .....	Data   Sort   Ascending
	Sort Descending .....	none .....	Data   Sort   Descending
	AutoFilter* .....	none .....	Data   Filter   AutoFilter
	Chart Wizard .....	F11 (quick chart) .....	Insert   Chart
	Drawing toolbar on/off .....	none .....	View   Toolbars   Drawing
	Text Box (create)* .....	none .....	none

**Note:** Throughout this guide, icons marked with an asterisk \* are not on default toolbars. To add an icon to your toolbars, see *Customizing Toolbars*, below. A means there is no icon for that command.

#### Customizing Toolbars **NEW!**

**To display hidden icons:** click , then click the icon in the dialog box.

**To add an icon to a toolbar:** click or , click **Add or Remove buttons**, then choose the icon from the list. If the icon that you want does not appear in the drop-down list, click **Customize**. In the **Customize** dialog box, click the **Commands** tab. Choose a category — each category contains a set of icons. To add one of the icons, click and drag it out of the dialog box and drop it onto any open toolbar.

**To restore default toolbar settings:** click or , click **Add or Remove buttons**, click **Reset toolbar**, then **OK**.

**To display toolbars on separate lines:** click **Tools | Customize | Options**, then deselect **Standard** and **Formatting toolbars share one row**.

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- Navigational Shortcuts
- Selecting Cells & Worksheets
- Working with Columns
- Working with Rows
- Multiple Copy & Paste **NEW!**



### Productivity Tips & Calculations ..... Page 3

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- Assigning Range Names
- Typing Formulas
- Frequently Used Functions
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- Displaying Menu Options **NEW!**
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- Creating Line Charts
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- Adding Records
- Finding Records
- Filtering Records
- Posting Files Online **NEW!**
- Using Spreadsheets Online **NEW!**



