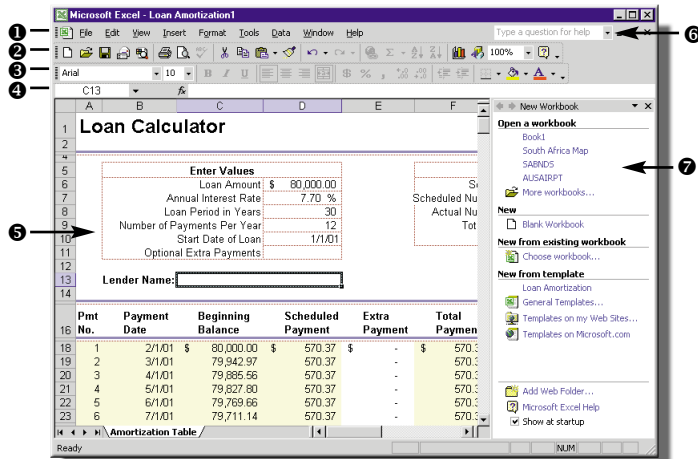


Getting Started

The Excel Window



- 1 **Menu Bar** – contains all tools for use with Excel 2002.
- 2 **Standard Toolbar** – contains shortcuts for standard Excel actions and tools.
- 3 **Formatting Toolbar** – contains shortcuts for applying formatting features to your document.
- 4 **Formula Bar** – contains the tools for creating and editing formulas.
- 5 **Worksheet Area** – displays current worksheet.
- 6 **Ask a Question Box** – provides quick access to help when you have a question.
- 7 **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 sending the 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 Templates** 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.