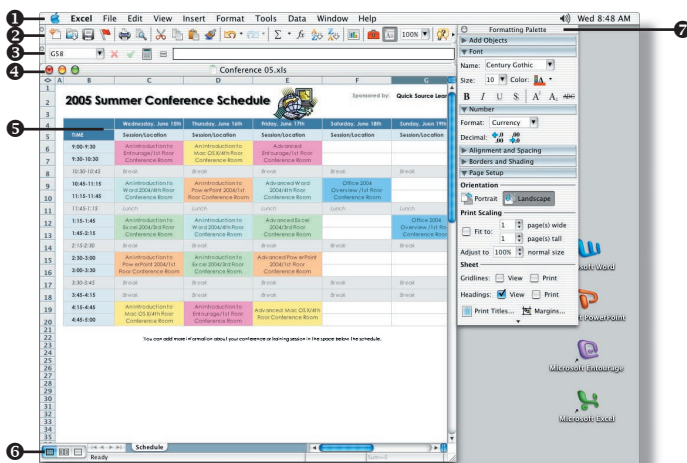




Getting Started

The Excel Window



- 1 **Menu Bar** – contains all tools for use with Excel 2004.
- 2 **Standard Toolbar** – contains shortcuts for standard Excel actions and tools.
- 3 **Formula Bar** – contains tools for creating and editing formulas.
- 4 **Title Bar** – contains the name of the active document and the **Close**, **Minimize**, and **Zoom** buttons.
- 5 **Worksheet Area** – displays the active worksheet.
- 6 **View Buttons** – contain shortcuts to change the view.
- 7 **Formatting Palette** – contains shortcuts for document formatting features.

*Note: To hide or display a toolbar, select **Toolbar** from the **View** menu and select a toolbar from the resulting menu.*

Using the Formatting Palette

The Formatting Palette is a floating window that contains shortcuts for adding and formatting objects. If the Formatting Palette is not displayed, select **Formatting Palette** from the **View** menu or click the **Formatting Palette** button on the **Standard** toolbar.

- To display a panel in the Formatting Palette, click the panel heading. (The **Font**, **Number**, and **Page Setup** panels are displayed by default.)
- To customize the Formatting Palette, click the **Customize** button at the bottom of the **Formatting Palette** and select **Customize Formatting Palette** from the resulting menu. Make changes and click the **OK** button.
- To close the Formatting Palette, click the **Close** button in the upper-left corner of the **Formatting Palette** or click the **Formatting Palette** button on the **Standard** toolbar.

Using the Project Gallery

By default, the Project Gallery appears when you launch Excel 2004. The following tabs are contained in the Project Gallery:

- **New** – displays Office templates.
- **Recent** – shows a list of the most recent documents you have created or edited.
- **Project** – displays files created in the Project Center.
- **Learn** – displays help and sample files for Office 2004.
- **Customize** – allows you to change the settings for the Project Gallery.

Creating a New Blank Workbook

1. Select **Project Gallery** from the **File** menu or press **Shift + ⌘ + P**.
2. Click on the **New** tab.
3. Select **Excel Workbook** in the box on the right.
4. Click the **Open** button.

*Note: You can also select **New Workbook** from the **File** menu or click the **New** button on the **Standard** toolbar.*

Creating a New Workbook from a Template

1. Select **Project Gallery** from the **File** menu.
2. Click on the **New** tab.
3. Select a group in the **Groups** box. (Click the arrow next to a group heading to display its subheadings.)
4. *Optional:* To display only Excel templates, click the arrow on the **Show** box and select **Excel Documents** from the resulting menu.
5. Select a document template in the box on the right.
6. Click the **Open** button.

*Note: To change how the templates are displayed, click the **View Templates as List** or **View Templates as Gallery** button.*

Opening a Workbook

1. Select **Open** from the **File** menu or click the **Open** button on the **Standard** toolbar.
2. Locate and select the workbook you want to open.
3. Click the **Open** button.

*Note: To open a recently used document, select the file name from the bottom of the **File** menu.*

Saving a Workbook

1. Select **Save** from the **File** menu or click the **Save** button on the **Standard** toolbar.
2. Enter a file name in the **Save As** box.
3. Select the location where you want to save the workbook.
4. Click the **Save** button.

*Note: To quickly save after the initial save, press **⌘ + S** or click the **Save** button on the **Standard** toolbar.*

Saving a Workbook as a Web Page

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

*Note: To view the document in your default Web browser, select **Web Page Preview** from the **File** menu.*

Saving a Workbook as a Template

1. Select **Save As** from the **File** menu.
2. Enter a file name in the **Save As** box.
3. Select the location where you want to save the template.
4. Click the arrow on the **Format** box and select **Template** from the resulting menu.
5. Click the **Save** button.

*Note: To open a template you have created, select **Project Gallery** from the **File** menu. Click on the **New** tab and select **My Templates** in the **Groups** box. Select the template you want to open and click the **Open** button.*