



### ELEMENTS

**File menu:** Contains commands for opening, saving, and printing files. Includes options like Open, Save, Print, and Exit.

**Edit menu:** Contains commands for editing data, such as Copy, Paste, and Undo.

**Format menu:** Contains commands for formatting cells, such as Bold, Italic, and Text Color.

**Data menu:** Contains commands for data manipulation, such as Sort and Filter.

**Tools menu:** Contains commands for data analysis, such as Data Analysis and Solver.

**Window menu:** Contains commands for managing windows, such as New Window and Close All.

**Help menu:** Contains commands for getting help, such as Help and About.

**Standard toolbar:** A set of icons for common tasks like Save, Print, and Undo.

**Formatting toolbar:** A set of icons for text formatting like Bold, Italic, and Underline.

**Charting toolbar:** A set of icons for creating and editing charts.

**Navigation buttons:** Buttons for moving between worksheets and workbooks.

**Clipboard:** A temporary storage area for data copied from one place and pasted into another.

**Undo:** A command that reverses the last action performed in the spreadsheet.

**Redo:** A command that repeats the last action performed in the spreadsheet.

**Copy:** A command that copies selected data to the clipboard.

**Paste:** A command that pastes data from the clipboard into the selected cells.

**Format Painter:** A tool that copies the formatting from one cell and applies it to another.

### FORMATTING TOOLBAR

**Font face:** Selects the typeface for the text.

**Font size:** Selects the size of the text.

**Bold:** Applies bold formatting to the text.

**Italic:** Applies italic formatting to the text.

**Underline:** Applies underline formatting to the text.

**Text color:** Selects the color for the text.

**Background color:** Selects the background color for the cells.

### CHARTING TOOLBAR

**Chart Wizard:** Starts the process of creating a chart.

**Chart Type:** Selects the type of chart to create.

**Source Data:** Selects the data range for the chart.

**Location:** Selects the location for the chart.

**Options:** Customizes the chart's appearance.



### STANDARD TOOLBAR

**Save:** Saves the current workbook.

**Print:** Prints the current worksheet.

**Undo:** Reverses the last action.

**Redo:** Repeats the last action.

**Cut:** Removes data from the spreadsheet and places it on the clipboard.

**Copy:** Copies data from the spreadsheet to the clipboard.

**Paste:** Pastes data from the clipboard into the spreadsheet.

**Format Painter:** Copies the formatting from one cell to another.

**AutoSum:** Inserts a sum formula into the selected cell.

**Find:** Searches for a specific value in the spreadsheet.

**Replace:** Replaces a specific value with another value.

**Sort:** Sorts the data in the spreadsheet.

**Filter:** Filters the data in the spreadsheet.

**Data Analysis:** Performs various statistical and data analysis tasks.

**Solver:** Finds the optimal solution to a problem.

**Goal Seek:** Finds the input value that produces a specific output.

**Scenario Manager:** Manages different scenarios for the spreadsheet.

### CHARTING TOOLBAR

**Chart Wizard:** Starts the process of creating a chart.

**Chart Type:** Selects the type of chart to create.

**Source Data:** Selects the data range for the chart.

**Location:** Selects the location for the chart.

**Options:** Customizes the chart's appearance.

**Chart Elements:** Shows or hides chart elements like titles and gridlines.

**Chart Area:** Selects the chart area for formatting.

### CHART TOOLBAR

**Chart Wizard:** Starts the process of creating a chart.

**Chart Type:** Selects the type of chart to create.

**Source Data:** Selects the data range for the chart.

**Location:** Selects the location for the chart.

**Options:** Customizes the chart's appearance.

**Chart Elements:** Shows or hides chart elements like titles and gridlines.

**Chart Area:** Selects the chart area for formatting.

# Microsoft Excel 2000 Quick Reference

**Padhraic Smyth**



## **Microsoft Excel 2000 Quick Reference:**

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