

Department of Energy Office of Science

Quick Guide



Microsoft® Excel™ 2002 Office XP

This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability. This guide is intended for experienced Excel users.

New Features

- **Querying data from Web pages.** Use the new browser-like interface to visually select tables on web pages for import into Excel, or copy data from a Web page and create a refreshable query.
- **Importing Data.** If you want to import data from a remote data source, use the Data Connection Wizard to locate and import data from sources as varied as Microsoft SQL Server, Open Database Connectivity, and Online Analytical Processing data sources.
- **ScreenTips for function arguments.** Type a function in a cell and a convenient screen tip appears showing all of the arguments for the function, along with a link to the Help topic for the function.
- **Recommended functions in the Function Wizard.** Type a natural language query, such as "How do I determine the monthly payment for a car loan," and the Function Wizard returns a list of recommended functions you can use to accomplish your task.
- **Cut-and-paste function reference examples.** If you've wondered how to translate Help examples into meaningful worksheet data, you'll find the cut-and-paste function examples in Excel Help useful and time saving.
- **Task-based formula help.** Real-life examples for real-life numeric problems make powerful additions to the Help you've come to count on.
- **Formula evaluator.** You can see the various parts of a nested formula evaluated in the order the formula is calculated by using a simple dialog box on the **Formula Auditing** toolbar.
- **Trace precedent and dependent cells with Formula Auditing.** Use the **Formula Auditing** toolbar to graphically display, or trace, the relationships between cells and formulas with blue arrows. You can trace the precedent cells or the dependent cells.
- **Formula error checking.** Like a grammar checker, Excel uses certain rules to check for

problems in formulas. These rules can help find common mistakes. You can turn these rules on or off individually.

- **Color-coded worksheet tabs.** Organize your work by adding color to your worksheet tabs.
- **Control automatic changes with smart tags .** Buttons that appear automatically on your worksheet can help you with tasks such as automatic correction options, paste options, automatic fill options, insert options, and formula error checking. With a click of a button you can choose from options related to your task without leaving the worksheet or the cells you're working on.
- **Unmerge on the toolbar.** No more searching for a way to unmerge cells. Now unmerge is conveniently located on the **Format** toolbar.
- **Retain column widths.** If you have worksheets with specified column widths, now you can paste information from another worksheet without losing that formatting by clicking the **Paste Options** button, and then clicking **Keep Source Column Widths**.
- **Border drawing.** A new border drawing tool allows you to outline complex borders with little effort.
- **Wizard or the Office Assistant.** Type a question into the **Ask Question** box in the upper right corner of the application.
- **Find and replace.** Finding and replacing data in Excel includes great new options to match formats and search an entire workbook or worksheets.
- **Links management.** Changes to the **Edit Links** dialog box allow you to check the status of the links in your worksheet and make changes. A new workbook option allows you to control whether to update links in your workbook automatically.
- **Hyperlink navigation.** Selecting a cell with a hyperlink is improved. Click the hyperlink once to follow it. Click and hold to select the cell.

- **Sending a range.** Sending out mid-month reports and summaries just got easier. Select a range on your worksheet; click **E-mail** on the **Standard** toolbar; type an introduction to the report; and then send it without spending extra time on the task.
- **Insert and delete columns while filtering.** You can insert and delete columns with AutoFilter turned on in Excel. You can even undo the action and preserve any applied filtering.
- **Printing.** Excel now provides the ability to insert graphics and file names in headers and footers. You'll also find a handy A4 paper resizing option on the **International** tab under **Tools** menu, **Options** command, which will scale the worksheet you formatted for A4 paper if you have letter-size paper in your printer.
- **Smart tags.** By turning on smart tags, you can type a U.S. financial symbol and use **Smart Tag Actions** to insert a stock quote in your worksheet, find out more about the company you're doing business with, and more.
- **Worksheet protection.** Excel adds power and flexibility to protect your data from changes to worksheets and cells. You can protect cell values and formulas, and allow the cell to be formatted. You can also ensure that only specific users are allowed to change cells.

Improved Features

- **More convenient access to Help.** Get the full power of the Answer Wizard in an unobtrusive package. When you enter a question about an Office program in the **Ask a Question** box on the menu bar, you can see a list of choices and read a Help topic whether you are running the Office Assistant or not.

- **Control paste options and automatic changes with smart tags.** New in-place buttons called "smart tags" let you immediately adjust how information is pasted or how automatic changes occur in your Office programs. Smart tags and their associated choices vary in each Office program.
- **Updated Clip Organizer.** Hundreds of new clips, an easy task pane interface, as well as the same abilities to organize clips and find new digital art on the Web are part of the updated Clip Organizer (formerly Clip Gallery).
- **Conceptual diagrams.** Word, Excel, and PowerPoint include a new gallery of conceptual diagrams. Choose from diagrams such as **Pyramid** for showing the building blocks of a relationship, **Radial** for showing items in relation to a core element, and more.
- **Office Clipboard.** The new clipboard allows users to store up to 24 items across the various Office components.
- **Office Assistant.** The Office Assistant is now hidden by default. It will only become active if the Help screen is activated.

Helpful Tips

Enter A Line Break within a Cell.

1. Click the cell where you want the label or heading to appear.
2. Type the first line of information.
3. Press **ALT + ENTER** .
4. Type the second line
5. Press Enter when you are finished.

Perform Quick Operations on Your Excel Data:

1. Type =365 in a cell.
2. Click **Copy**.
3. Highlight the data for which you want the daily figures.
4. On the **Edit** menu, click **Paste Special**.
5. In the **Paste Special** dialog box, click **Divide** and then click **OK**.

Import Access Tables into Excel.

1. In the Access database window, click the table you want export.
2. On the **Standard** toolbar, click **Office Links**.
3. Click **Analyze It with Excel**.

For more helpful Excel tips please visit:

<http://www.microsoft.com/office/using/tips/archives/exceltips.asp>

For additional help, call SC Support Center
 301-903-5313

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