



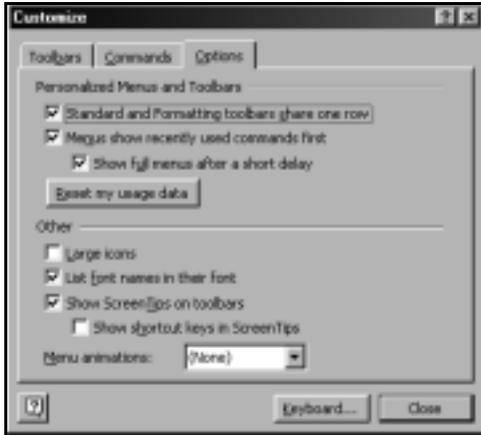
Reference Point for Excel 2000: New Features

Displaying All Buttons on a Toolbar

1. Click the **More Buttons** icon. 
2. Select **Add/Remove Buttons**.
3. Select **Customize**.

-or-

Choose **T**ools, **C**ustomize.



4. Choose the **Options** tab if it's not already selected.
5. Deselect **Standard and Formatting toolbars share one row**.
6. Choose **Close**.

Switching between Short Menu and Entire Menu

1. Choose **T**ools, **C**ustomize.
2. Choose the **Options** tab if it's not already selected.
3. Deselect **M**enus show recently used commands first to display all menu items every time.

-or-

Select **M**enus show recently used commands first to display abbreviated list.

4. Choose **Close**.

Switching between Open Documents

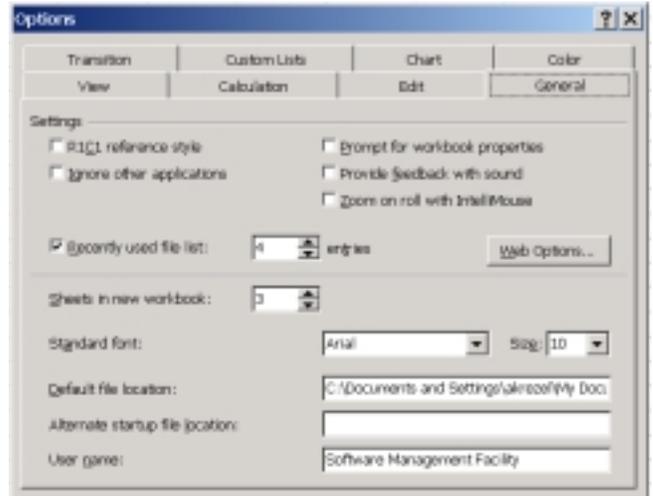
1. Open two or more Excel 2000 files, including Help if desired.
2. Click the appropriate Taskbar button to switch to the desired file.

Adding Toolbar Buttons

1. Choose **T**ools, **C**ustomize.
2. Choose the **Commands** tab.
3. Select one of the categories from the left panel.
4. Click the button you would like to add in the **Commands** panel.
5. Click and drag the button out to an existing toolbar.
6. Release your mouse button.
7. Click the **Close** button on the Customize window.

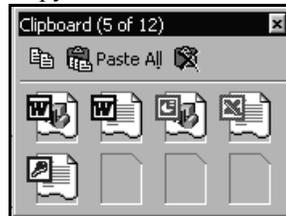
Changing the Default Save Location

1. Click **T**ools, **O**ptions.
2. Select the **General** tab.
3. Click inside the **Default File Location** box.
4. Type in the new file path.
5. Click **OK**.



Using the Office Clipboard

1. Select the text or other item to be copied.
2. Choose the **Copy** button. 
3. Copy a second item to the Clipboard.



4. Click on the spreadsheet where the copied text or other item is to be inserted.
5. On the Clipboard, click the icon of the selected item to be pasted.

-or-

Choose **Paste All**. 

Note: If the **Office Clipboard** does not appear, then:

- a. Click the **View** menu.
- b. Select **Toolbars**.
- c. Select **Clipboard**.
- d. Follow steps 1 – 4 from above.

Copy/Cut Formulas

Note: WHEN YOU COPY OR CUT A FORMULA, YOU MUST **PASTE** THE CONTENTS OF THE CELL IMMEDIATELY OR **EXCEL** WILL REMOVE THE

Excel 2000: New Features

FORMULA FROM THE CELL AND ONLY PLACE THE VALUE.

E-Mailing a Document

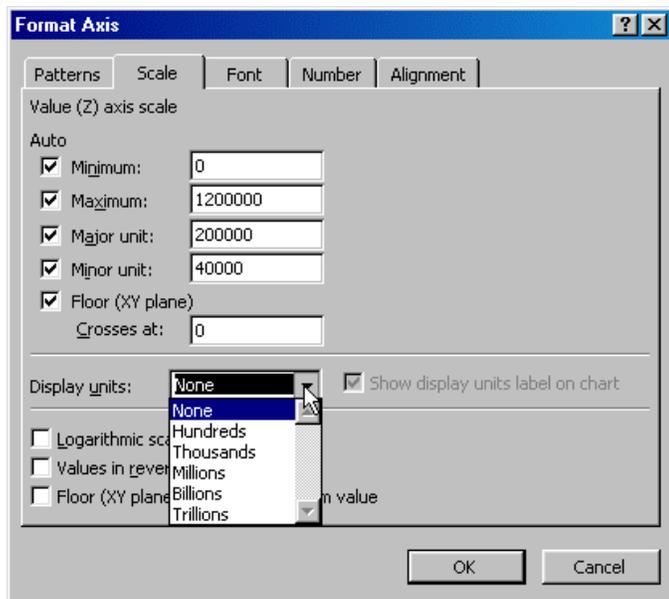
1. Create or open a document.
2. Click the **File** menu.
3. Select **Send To**.
4. Select **Mail Recipient (as Attachment)**.
5. Once Eudora opens, enter your password.
6. Fill in the header fields.
7. Click the **Send** button. 

Charting: Display Units

If your chart values consist of large numbers, you can make the axis text shorter and more readable by changing the display unit of the axis. For example, if the chart values range from 1,000,000 to 50,000,000, you can display the numbers as 1 to 50 on the axis and show a label that indicates that the units express millions.

Once the Chart is created:

1. Right-click the axis which has the units you want to change.
2. Select **Format Axis**.
3. Click the **Scale** tab.
4. Click the drop down arrow besides **Display Units**.



5. Select the appropriate unit.
6. Click **OK**.

Adding or Deleting Columns with Merged Cells

Merging cells takes the contents of one cell and stretches it across multiple cells. This is often used to create titles that stretch across multiple columns. In Excel 97, you had to disable this merged cell feature to add or delete columns underneath the merged cells. This is no longer the case with Excel 2000.

To add a new, blank column in between merged cells:

1. Right-click the appropriate column header (the letters along the top of the worksheet that identify the columns).
2. Choose **Insert**.
3. A new blank column is added in front of the selected column.

To delete a column that includes merged cells:

1. Right-click the column header (the letters along the top of the worksheet that identify the columns) of the column to be deleted.
2. Choose **Delete**.
3. The selected column is deleted.
4. When deleting a column, you will not be warned if the column contains information. Columns containing information that are accidentally deleted can be restored by immediately clicking the **Undo** button on the Standard Toolbar.

SUPPORT

Information Technology Exchanges will be held to show you how to perform the procedures outlined in this handout, or you may call the CTC at 358-1111 to arrange desk-side support. For more information, visit the **CTC's Special Events Web Page** at the following address:

<http://www.hq.nasa.gov/office/codec/codeci/ctc/events.htm>