



## What's New in MS Excel 2003

When you start using MS Excel 2003 for the first time, you will notice that the program has changed the least of all the Office 2003 programs. The new features that have been added are listed below:

- New List Features
- Improved Statistical Functions
- Side by Side Spreadsheet Comparison
- Research Task Pane

**New List Features:** More functionality has been added to the database list features in Excel. These features appear by going to the **Data** menu, pointing to **List** and selecting **Create List**. Following these steps creates a blue border surrounding the list. The AutoFilter is turned on by default.

Additionally, the last row in the list contains an \*, similar to Access Tables where you can immediately add new data to the list. A new Total Row can easily be added to the bottom of the list that will automatically sum any correctly formatted column of numbers. (Zip codes or phone numbers will not sum because they should be formatted as general text.)

The screenshot shows an Excel spreadsheet with a list of classes. The list is highlighted with a blue border. The columns are labeled 'Class', 'Date', and 'Time'. The 'Date' and 'Time' columns have AutoFilter arrows. A 'Total Row' is at the bottom, labeled 'Total' in column A and '251' in column I. The 'Date' column has a dropdown arrow, and the 'Time' column has a dropdown arrow. The 'Total Row' has a dropdown arrow in column A.

Class	Date	Time
Intro to Blackboard	1/22/2003	9 - Noon
Intro to Blackboard	1/22/2003	9 - Noon
Intro to Blackboard	1/22/2003	9 - Noon
Intro to Blackboard	1/22/2003	9 - Noon
Intro to Blackboard	1/22/2003	9 - Noon
Intro to Blackboard	1/22/2003	9 - Noon
Intro to Blackboard	1/22/2003	9 - Noon
Adobe Acrobat	2/5/2003	9 - Noon
Adobe Acrobat	2/5/2003	9 - Noon
*		
Total		251

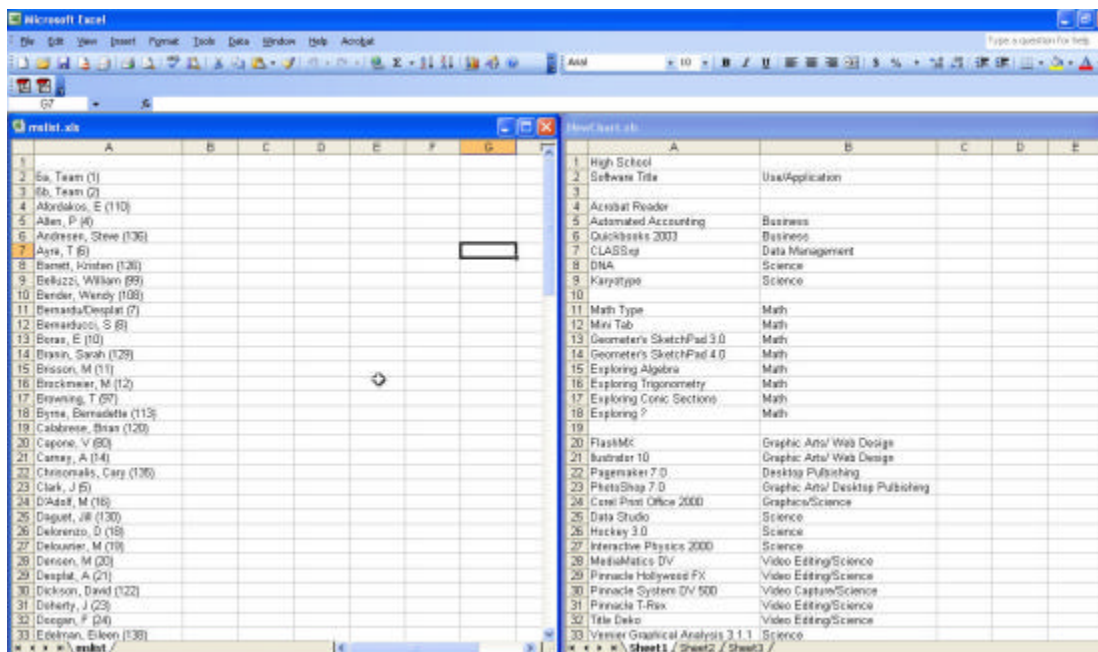
Also, a new List toolbar appears to help with common list commands. However, many of the functions on this toolbar are part of the (unavailable) Share Point collaboration tools.



**Improved Statistical Functions:** Microsoft has improved the accuracy of statistical functions caused by rounding problems. Caution: Results of these formulas may differ depending on which version of Excel you are using to view the spreadsheet!



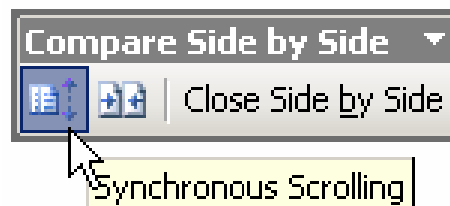
**Side by Side Spreadsheet comparison:** Like Word, you can now conduct a side by side comparison of workbooks. Scrolling in one spreadsheet will automatically scroll the other.



To access this feature, open the documents you want to compare side by side. Then use the **Window** menu, to select **Compare Side by Side with**.

On the **Compare Side by Side** toolbar do any of the following:

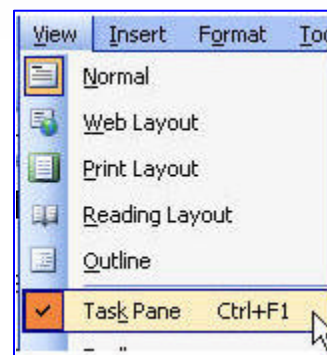
- If you want to scroll through the documents at the same time, click **Synchronous Scrolling**.
- If you want to reset the document windows to the positions they were in when you first started comparing documents, click **Reset Window Position**.
- Click **Close Side by Side** to stop comparing documents.



**Note:** If you open two documents, the command on the **Window** menu will include the file name of one of those documents.



**Task Pane:** Task Panes allow you to perform important tasks from a single location in your document. Task panes give you access to online help and templates. They also allow you to view open documents in the particular application, view Clipboard contents, format documents, and complete other tasks. To enable or disable the task pane option, go to the **View** on the menu bar and select **Task Pane** on the drop-down menu.



**Research Task Pane:** When connected to the Internet, the Research task pane takes you to encyclopedias, dictionaries, thesauri, and web search features. This pane appears along the right side of the document and can be closed when finished.

You can access this feature by clicking on the Research button found on the standard toolbar or by selecting **Research** from the **Tools** menu.

