

Accessing Microsoft Excel

1. Click the **Start** button on the *taskbar* at the bottom left-hand corner of the screen.
 - The **Start** menu opens.
2. Click on **Programs**.
 - A *submenu* opens.
3. Click on **Office 2003**.
 - A *submenu* opens.
4. Click on **Excel**.
 - The **Microsoft Excel** program launches.



Start Menu

Taskbar