

Microsoft Office 2003 For Dummies

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Reviews

This kind of publication is every thing and got me to searching in advance and much more. It really is simplistic but surprises within the 50 percent from the ebook. I am easily could get a satisfaction of studying a composed publication. (Orval Halvorson III)

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John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Microsoft Office 2003 For Dummies, Wallace Wang, If you have "Microsoft Office 2003 For Dummies" and just use it to create documents and for e-mail, that's like having the ultimate gourmet kitchen and only cooking frozen dinners or having a 42" plasma high-definition, sound surround TV and only watching old reruns. This book will help you take control of Office 2003 and use it to take control of your life at work or at home. It covers Word, Excel, PowerPoint, Outlook, and Access. (Note that not all versions of Office 2003 have Access.) You'll learn how to create all kinds of documents, set up and use databases, create spreadsheets and do all kinds of numerical calculations and computations, and present your creations in style. With detailed explanations and screen shots, this guide covers: creating, saving, opening, and printing any Office 2003 file; getting comfortable with common Office Clipboard; the basics for working in Word, plus info on formatting your text or document, aligning text, adding headers, footers, or page numbers, adding and editing pictures, and more; playing the numbers with Excel, with info on the basics of spreadsheets (numbers, labels, and formatting) and creating and editing formulas; creating and manipulating charts line, area, column, bar, and pie varieties; and creating PowerPoint presentations using AutoContent Wizard, a template, or from an existing presentation. It also covers: adding color, pictures, and transitions to jazz up your PowerPoint presentation; getting organized with Outlook, including handling e-mail, organizing contact information, managing tasks with a to-do list, and scheduling appointments; storing stuff in Access, with the basics on using a database, searching,...

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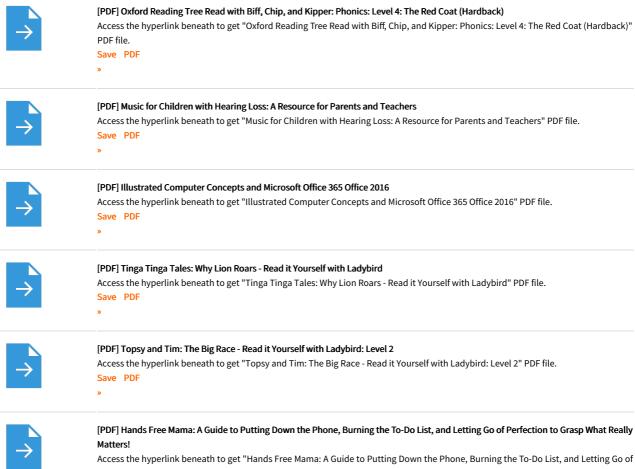
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