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Most people with Office 2003 are wasting a lot of software power and a lot of time. They do the same routine things in the same routine ways and haven't begun to explore the capabilities of Office 2003. If you're one of them, "Office 2003 Timesaving Techniques For Dummies" gets you out of your rut and into action. It provides over 70 timesaving techniques for Word, Excel, Access, Outlook, and PowerPoint. (Most of the tips work with Office 2000 and Office XP, too.)

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Microsoft Office 2003 For Dummies: Wang, Wallace ...

Office 2003 restores your menus and toolbars to their original condition before you started messing around with customizing them. About the Book Author Wallace Wang is the bestselling author of over 20 For Dummies computer books. He moonlights as a stand-up comic, and has appeared on A&E?s Evening At the Improv.

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Office 2007 For Dummies Cheat Sheet. By Wallace Wang . The new, big thing in Microsoft Office 2007 is the command ribbon that lets you access menus and accomplish tasks with speed and agility. You also have the usual assortment of keyboard shortcuts that save time and effort; plus, you can use the mouse in combination with keys and actions to ...

Every time you turn around, you run into Excel. It ' s on your PC at work. It ' s on your PC at home. You get Excel files from your boss. Wouldn ' t you like to understand this powerful Microsoft Office spreadsheet program, once and for all? Now, you can crunch financial data, add sparkle to presentations, convert static lists of numbers into impressive charts, and discover what all the shouting ' s about regarding databases, formulas, and cells. You may even decide that getting organized with a good spreadsheet is downright useful and fun! Flip open Excel 2003 For Dummies, and you ' ll quickly start getting the basics of Excel in plain English. Written for the rest of us, this down-to-earth book gently shows you how to: Create a spreadsheet from scratch Apply the basics of formatting cells Take on database forms—even add records—and prevail Get organized and stay that way Save worksheets as Web pages for your company intranet In a clear and easy-to-understand style, veteran software trainer and technology writer Greg Harvey explains the basics of worksheets and workbooks, how to enter data and work with formulas, and how to print your masterpieces. When you ' re feeling very bold, he ' ll have you adding comments and pictures, saving files with security protection, and learning to zip between multiple worksheets in a workbook with ease. And there ' s much more: Clip and save the Top Ten Beginner Basics of Excel 2003 Pay heed to the Top Ten Commandments of Excel 2003 Impress your colleagues by creating a company org chart Re-open those documents and add or edit new data with aplomb Move between these sheets without trouble Decipher and take charge of helpful tools and commands such as Sort, Filter, Format Cells, and PivotTable You ' ll finally be able to stop pestering the Excel experts in your office. Become your own expert with the friendly and down-to-earth practical instruction you ' ll find in Excel 2003 For Dummies.

Are you overwhelmed by the complexities of Microsoft Office? Are you feeling as if you ' re not getting the most out of your applications? Have you not the slightest idea what FrontPage is for? With Office2003 All-in-One Desk Reference For Dummies, you ' ll find all the answers you need to take advantage of this popular software suite and utilize its maximum potential. This one-stop reference provides easy-to-understand solutions arranged in an easy-to-understand format, all in the classic down-to-earth Dummies lingo. This incredibly popular software includes everything you need for work, school, or just organization, including: Word processing (Word) Spreadsheets (Excel) Slideshow presentations (Power Point) Messaging and contact management (Outlook) Database management (Access) Web building tools (FrontPage) Tools for creating publications (Publisher) Application development (Visual Basic for Applications) This complete and reliable guide to Office will aid you through all the programs and provide expert advice on: Formatting, editing, and general tools of Word, including table construction and word styles Using Outlook to handle e-mail, maintain contact folders, and manage time and schedule Beginning and advanced techniques with Power Point, including how to make your show livelier Creating, refining, and organizing spreadsheets with Excel Designing, editing, and maintaining a Web page with FrontPage Building data-base tables, entering, filtering, and sorting data on Access Customizing, automating tasks, and including art and graphics on your Office programs Written by one of the leading experts on Microsoft programs, this book helps you create documents, slideshows, Web pages, and spreadsheets, as well as organize your databases, e-mails, and contact information. Stop sitting in front of your computer wondering what all of those multi-colored icons do! Office2003 All-in-One Desk Reference For Dummies will show you how to use Office like a pro.

Covers the new features, tools, and technologies in Office 2003and demonstrates how developers can extend, enhance, and customizethe suite using VisualBasic for Applications (VBA) More than 800 pages of clear and friendly For Dummies adviceand instructions help developers get up to speed fast, improveworkflow, and get the job done Packed with helpful real-world examples, including creating anOffice document collaboration manager, automating e-mail routing,administering the Task Pane from within an application, andbuilding a distributed business system using Web services The eight minibooks cover Office 2003 essentials; understandingOffice programming; maximizing Word; making the most of Excel;advanced Access; exploiting Outlook; InterOffice; working as ateam; and power techniques such as advanced Office automation, VBA,and .NET

Office 2013 For Dummies is the key to your brand newOffice! Packed with straightforward, friendly instruction, this updateto one of the bestselling Office books of all time gets youthoroughly up to speed and helps you learn how to take fulladvantage of the new features in Office 2013. After coverage of thefundamentals, you'll discover how to spice up your Word documents,edit Excel spreadsheets and create formulas, add pizzazz to yourPowerPoint presentation, and much more. Helps you harness the power of all five Office 2013applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways todress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet,creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and addingsome punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storingcontacts, organizing tasks, scheduling your time, and settingappointments Delves into designing Access databases, including editing,modifying, searching, sorting, and querying; also covers viewingand printing reports, and more The fun and friendly approach of Office 2013 For Dummiesmakes doing Office work easy and efficient!

An illustrated guide to using Microsoft Office 2003, including the computer programs of Word, Excel, Access, PowerPoint and Outlook.

Presents a guide to the applications found in Microsoft Office, including Excel, Access, Word, PowerPoint, and Outlook.

Wouldn ' t it be a waste to go on a spectacular, exoticvacation abroad and just hang out at the hotel pool? Wouldn ' tit be a waste to buy a new iPod, download four favorite songs, andplay them over and over? Most people with Office 2003 are wasting a lot of software powerand a lot of time. They do the same routine things in the sameroutine ways and haven ' t begun to explore the capabilities ofOffice 2003. If you ' re one of them, Office 2003 TimesavingTechniques For Dummies gets you out of your rut and intoaction. It provides over 70 timesaving techniques for Word, Excel,Access, Outlook, and PowerPoint. (Most of the tips work with Office2000 and Office XP, too.) You ' ll customize Office to meetyour needs and start working like a pro in no time with easy-to-

usetricks, tips, and techniques for: Streamlining your toolbars (Word alone has dozens to choose from) Setting up Outlook, searching with folders, organizing with flags, and dealing with spam Taking proper security measures, including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros, setting up templates, and using multimedia with PowerPoint Using Excel to build self-verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard, author of Windows XP Timesaving Techniques For Dummies and the bestseller Windows XP All-in-One Desk Reference For Dummies, this guide helps you eliminate extra steps and little annoyances and do things you probably didn't know you could do, such as: Building e-mail stationery Calculating sales tax with the Lookup Wizard Making professional labels Encrypting messages Recording narration for PowerPoint presentations Complete with an index that lets you find what you want, fast. Office 2003 Timesaving Techniques For Dummies helps you get up to speed and down to work. After all, time is waste!

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