

Microsoft® Office 2003



Office 2003 For Dummies

Peter Weverka



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Microsoft Office 2003 For Dummies Wallace Wang, 2003-10-03 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 2003 commands including using the menus and toolbars working with the task pane using multiple windows and copying and pasting with 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 Creating PowerPoint presentations using AutoContent Wizard a template or from an existing presentation 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 sorting and making queries and creating reports Microsoft Office 2003 For Dummies was written by Wallace Wang the popular bestselling author of more than 20 For Dummies computer books It gives you a great overview and step by step how to for the most common and most helpful functions of Word Excel PowerPoint Outlook and Access It's a great guide to exploring the incredible powers at your fingertips with Microsoft Office 2003 and enhancing your productivity It's also a great reference to keep handy so you can get a quick review of tasks you don't often do or figure out more ways to use Office 2003 to make quick work of your work **Microsoft Office 2003 FOR DUMMIES** , *Office 2003 For Dummies* Wallace Wang, 2004 *Office 2003 Timesaving Techniques For Dummies* Woody Leonhard, 2004-05-21 Wouldn't it be a waste to go on a spectacular exotic vacation abroad and just hang out at the hotel pool Wouldn't it be a waste to buy a new iPod download four favorite songs and play them over and over 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 You'll customize Office to meet your needs and start working like a pro in no time with easy to use tricks tips and techniques for Streamlining your toolbars Word alone has dozens to choose from Setting up Outlook searching

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