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Office 2003 **Timesaving Techniques** FOR **DUMMIES**

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OVER
70
TIMESAVERS

Woody Leonhard
*Author of Windows XP Timesaving
Techniques For Dummies*

Office 2003 Timesaving Techniques For Dummies R

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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 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 a waste! *Windows XP Timesaving Techniques For Dummies* Woody Leonhard, 2005-01-14 Computers were supposed to save us time, but Windows XP users know how often the opposite seems to be true. What if you could get a list of shortcuts that would save you time every single day? Windows XP *Timesaving Techniques For Dummies* 2nd Edition includes 70 of them: great tips and tricks that make Windows work faster, more reliably, and more like the way you work. Collected and tested by Windows guru Woody Leonhard, these timesavers are organized into groups of related tasks so you can quickly find the ones that will help you at any given time. You can set up your desktop and launch your programs in the way that makes sense for you, take back control of the Internet and e-mail, manage your music and visual media, and protect your system in a few simple steps. You'll find no nonsense advice on eliminating irritating programs that start automatically, speeding up the restart or shutdown process, streamlining searches, the Start menu, and Outlook Express, strengthening your firewall and zapping scumware, adjusting your monitor to reduce eyestrain, reducing download time for photos, enhancing the performance of your network, making online shopping faster as well as safer, scheduling maintenance chores to run while you sleep. From the most basic to

somewhat advanced tricks designed for power users this grocery list of timesavers has something for every Windows XP user including you

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