



## Excel 2003 All-in-one Desk Reference for Dummies

By Greg Harvey

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Excel 2003 All-in-one Desk Reference for Dummies, Greg Harvey, When you think of number crunching and spreadsheets, you think of Excel, right? After Word, it's the most popular program in the Microsoft Office suite. But if technical jargon isn't your first language, you may have found Excel just a teeny bit frustrating. It can be really hard to pick your way through the many features and make Excel do what you need for it to do. Once you know how, you can use Excel to: create fill in the blank forms; prepare expense reports and invoices; manage all sorts of data; keep sales and inventory records; analyze financial data and create forecasts; and, present information in charts and graphs. "Excel 2003 All in One Desk Reference For Dummies" tames the Excel monster. Nine minibooks break things down into manageable, logical sections covering the basics, worksheet design, formulas and functions, worksheet collaboration, charts and graphics, data management, data analysis, working on the Web, and tweaking Excel with a programming language called Visual Basic for Applications, or VBA. In the friendly, plain English "For Dummies" style, this book makes it easy...



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*Complete guide for publication fanatics. It is full of knowledge and wisdom You will not really feel monotony at at any time of your respective time (that's what catalogues are for about should you question me).*

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