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Microsoft Office 2003 For Dummies

By Wallace Wang

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 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,...



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