



Excel 2003 Personal Trainer (Personal Trainer (O'Reilly))

By CustomGuide, Inc.

O'Reilly Media, 2004. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Introduction Chapter 1. The Fundamentals Lesson 1.1 Starting Excel Lesson 1.2 What"s New in Excel 2003? Lesson 1.3 Understanding the Excel Program Screen Lesson 1.4 Using Menus Lesson 1.5 Using Toolbars and Creating a New Workbook Lesson 1.6 Filling Out Dialog Boxes Lesson 1.7 Keystroke and Right Mouse Button Shortcuts Lesson 1.8 Opening a Workbook Lesson 1.9 Saving a Workbook Lesson 1.10 Moving the Cell Pointer Lesson 1.11 Navigating a Worksheet Lesson 1.12 Entering Labels in a Worksheet Lesson 1.13 Entering Values in a Worksheet and Selecting a Cell Range Lesson 1.14 Calculating Value Totals with AutoSum Lesson 1.15 Entering Formulas Lesson 1.16 Using AutoFill Lesson 1.17 Previewing and Printing a Worksheet Lesson 1.18 Getting Help Lesson 1.19 Changing the Office Assistant and Using the "What"s This" Button Lesson 1.20 Closing a Workbook and Exiting Excel Chapter One Review Chapter 2. Editing a Worksheet Lesson 2.1 Entering Date Values and Using AutoComplete Lesson 2.2 Editing, Clearing, and Replacing Cell Contents Lesson 2.3 Cutting, Copying, and Pasting Cells Lesson 2.4 Moving and Copying Cells with Drag and Drop Lesson 2.5 Collecting and Pasting Multiple...



Reviews

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-- Roberto Friesen

This written book is excellent. It typically is not going to price a lot of. I found out this book from my dad and i encouraged this book to discover.

-- Darrin Abbott