



# Microsoft® Office Excel® 2003 Step by Step (Step By Step (Microsoft))

*Curtis Frye D.*

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# Microsoft® Office Excel® 2003 Step by Step (Step By Step (Microsoft))

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**Microsoft® Office Excel® 2003 Step by Step (Step By Step (Microsoft))** Curtis Frye D.

This practical, hands-on tutorial expertly builds your skills with Microsoft Office Excel 2003—one step at a time! With STEP BY STEP, you work at your own pace through easy-to-follow lessons and practice exercises to learn exactly the tools and techniques you need. Master the tools for organizing, processing and presenting data; make data come alive with Microsoft PivotTable® and PivotChart® dynamic views; use data analysis tools for better decision making; tap external data sources; add hyperlinks; create macros; and help keep data secure as you share—and collaborate on—Excel documents over the Web. The book also helps you prepare for the Microsoft Office Specialist exam and makes a great on-the-job desk reference. The companion CD includes practice files you can use as you learn, as well as the Microsoft Office System Reference pack, which contains templates and clip art, an eBook of Step by Step, and four other eBooks: the Microsoft Office System Quick Reference; the Insider's Guide to Microsoft Office OneNote 2003; the Microsoft Computer Dictionary, Fifth Edition; and Introducing the Tablet PC. Designed for beginning and intermediate level users, STEP BY STEP puts you in charge of developing the skills you need, exactly when you need them!

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