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The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new "X" features Written by the leading Excel guru known as "Mr. Spreadsheet," John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the How and Why of Office 2003! Students master the "How and Why" of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems. Backed with over 20 years of writing, teaching and professional experience with electronic spreadsheets, the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style. Comprehensive information for users at various levels of experience, hands-on exercises and a flexible binding make this a must-have series for applications essentials. Areas covered include designing online forms with Excel, automating tasks with macros, using database functions, expanding charting skills, auditing and customizing worksheets, guiding cell entry-data validation, using problem-solving tools and managing data from multiple sources. For training professionals. This tutorial guide focuses on advanced formatting, functions, and the interpretation and integration of data. Flynn (Bowling Green University) offers instruction on formatting worksheets, using templates and workbooks, working with lists, Excel's analysis tools, managing and auditing worksheets, co Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Excel 2003. This Second Edition has been updated to include a variety of new material and references to keep your course up-to-date and engaging. This book utilizes a step-by-step process of creating a worksheet through Microsoft Excel to teach the novice user the basics, as well as some advanced techniques of the program. The book allows the student to become familiar with various key terms, processes, and functions of Excel, and effectively gives them hands-on training by creating an actual spreadsheet through various stages. When finished, the reader will have a general knowledge of Excel, and a foundation for continuance of that knowledge. This is not your typical tutorial, as it is not designed to teach you everything there is to know about Excel. It was written with the idea in mind of showing the student how truly intuitive the program is. You will essentially teach yourself upon completion of my book I will show you the basics of Microsoft Excel, and will detail how to continue learning even after you have finished Learn quickly and efficiently from a true Excel master using the tried and true Special Edition Using formula for success. Here, readers will find information that's undocumented elsewhere--even in Microsoft's own Help systems. Looking for clear, concise instructions on creating powerful but easy-to-use spreadsheets? How to Do Everything with Microsoft Office Excel 2003 will quickly get you using Excel s many features. Learn the basics of worksheets and workbooks, how to enter and format data and graphics, and how to create templates so you can reuse the workbooks you develop. Then build databases for storing and analyzing your data, solve problems by performing what-if analysis, and share your workbooks securely with others so that you can integrate their input. Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Excel 2003 skills. The world of mathematical formulas and jargon in Microsoft Excel is complex and can be intimidating for even advanced computer users. Perhaps like you, a majority of users find it difficult to get the most they can out of this very valuable program. Formulas and Functions with Microsoft Excel 2003 strives to break down the complexities by focusing on the four primary technologies to master: ranges, formulas, data analysis tools and lists. Chapters such as "Getting the Most Out of Ranges," "Building Your Own Functions Using VBA," and "Solving Complex Problems with Solver" will teach you practical skills and solutions that you can put to work immediately. Frustration will become a thing of the past as you begin to master the complex world of Excel! Créez un tableau, effectuez des calculs, mettez en forme vos tableaux, réalisez des graphiques, créez vos propres macros... Explains how to design and build worksheets using the electronic spreadsheet program, covering topics including formulas, borders, and speech recognition. A step-by-step guide to Microsoft Excel provides lessons and practice exercises to master the tools for organizing data and to help prepare for the Microsoft Office Specialist exam. Brace yourself, because here comes QuickSteps: The fast, easy, accessible information on Excel 2003 in a full-color cookbook-style format. Provides answers to all of your How-do-I questions in a concise and meaningful way. Lengthwise page layout allows for easy page viewing. Useful tips and cautions are displayed in the margins so that they don't break the flow of the quick steps themselves. The perfect book for beginners who want to learn about Excel 11 through a visual, full-colour approach. 1. MICROSOFT EXCEL 2003'E GİRİŞ 2. MENÜ ÇUBUĞU 2.1. DOSYA (FILE) MENÜSÜ 2.2. DÜZEN (EDIT) MENÜSÜ 2.3. GÖRÜNÜM (VIEW) MENÜSÜ 2.4. EKLE MENÜSÜ 2.5. BİÇİM MENÜSÜ 2.6. 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UYGULAMALAR Книга является наиболее полным руководством по работе с приложением Microsoft Excel 2003. В ней подробно рассмотрены все возможности этого программного продукта: от традиционных средств представления информации в виде электронных таблиц и диаграмм до новейших методов доступа к данным внешних источников, в том числе сетей Интернет и интрансетей. Строгое изложение материала, включающее определение всех связанных с Excel базовых понятий, а также обилие иллюстрирующих и обучающих примеров делают книгу прекрасным учебным

пособием для начинающих, а опытный пользователь найдет в ней, помимо энциклопедической справочной информации, описание множества тонкостей в обращении с инструментарием Excel, знание которых приобретается обычно лишь в результате длительной практической работы с программным продуктом. В книге отражены все изменения и новшества, внесенные корпорацией Microsoft в последнюю версию продукта. Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Excel 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Core examination. A complete instructor support program is available with the text. Microsoft Office Excel 2003 provides powerful new tools with which to create, analyze, and share spreadsheet information. Excel 2003 takes advantage of the latest technologies such as XML and Microsoft SharePoint to extend desktop productivity and workspace collaboration over an intranet or the Internet. This book covers these changes, as well as smart tags, which are far more flexible in Excel 2003, and several statistical functions that have been improved to make data analysis easier. Show Me's visual format highlights these usability features for new or upgrading users, especially those upgrading from Office 97 or Office 2000. Though Excel 2003 has the fewest changes of all the Office applications, new and upgrading users will need a resource to quickly get them working with the software. This book's succinct yet complete coverage does just that! Additional features of this book include a "Troubleshooting Guide" to help solve common problems and a "Project Guide" with a listing of real-world projects by feature, as well as a "MOS Exam Guide" with a complete listing of MOS objectives and page numbers to locate the objectives. This feature gives the series a definite advantage over competing visual titles. Pivot tables are the most powerful feature in Excel. A basic pivot table will allow you to summarize 500,000 rows of transactional data in 30 seconds with just a few mouse clicks. Business productivity would skyrocket if everyone knew how to use pivot tables. However, only 12% of people using Excel can create a basic pivot table. Of this group only a small percentage actually harness all the power that pivot tables afford them. By the end of the book, users will be pivot table gurus automating pivot tables using VBA, creating pivot tables with external data in OLAP cubes, and even creating dynamic reporting systems so that managers can answer their own queries with a few mouse clicks. Throughout the book there are no-nonsense, step-by-step tutorials and lots of practical examples aimed directly at business users. Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Excel 2003 skills. Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of the GO! Series: Microsoft Excel 2003 Brief is to teach Microsoft Excel 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. The Brief edition covers the following topics: getting started with Excel; creating a workbook with formulas; and advanced formulas, functions, and charting. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Excel 2003. Backed with over 20 years of writing, teaching and professional experience with electronic spreadsheets, the authors have perfected the format and presentation of material for every type learning style. Comprehensive information for students at many levels of experience and a flexible binding make this a must-have series for applications essentials. Areas covered include taking a tour of Excel, creating a worksheet, improving worksheet appearance, producing/printing well-designed worksheet, working with functions, sorting and filtering lists, working with charts, developing a multiple-sheet workbook, creating special effects in a worksheet, changing data in a workbook, formatting and displaying worksheets, documenting/protecting worksheets, integrating applications, using functions to create/analyze data, creating pivot tables and pivot charts and hyperlinks and collaborative tools, designing online forms with Excel, automating tasks with macros, using database functions, expanding charting skills, auditing and customizing worksheets, guiding cell entry--data validation, using problem-solving tools and managing data from multiple sources. For training professionals. Provides an introduction to Microsoft Excel, covering such topics as managing workbooks, editing worksheets, formatting data, adding graphics, working with charts, using formulas and functions, and using Web features. Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Excel 2003 skills. Explores the spreadsheet program's updated features while explaining how to enter, manipulate, and display data using Microsoft Excel 2003. The I-Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged- by doing. These texts have been written with clear, error-free, and unambiguous steps to accomplish tasks that lead to a finished document, worksheet or database table. The authors made the decision that teaching "how" to accomplish some task is not enough for complete understanding and mastery. Prior to introducing steps, the authors discuss why the steps students are about to experience are important and what role the steps play in the overall plan for creating a document, workbook or database. Explains how to use the newest version of Excel to store and manipulate data, create and use formulas, customize spreadsheets, integrate Excel with other applications, and share data over an intranet. Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Excel 2003. Validate your expertise and get the attention of employers with Microsoft Office Specialist certification. This comprehensive guide is what you need to prepare for certification in Excel 2003, both the Specialist and Expert levels. Carefully planned by a seasoned Microsoft Office Specialist instructor, this invaluable study guide uses real-world scenarios to teach the full range of Excel 2003 skills you need-not only to prepare for the certification exams, but also to increase your ability and productivity in the workplace. Covering twenty-four Specialist exam objectives and thirty-three Expert exam objectives, the book progresses through the functions and features of Excel software. Even entry-level Excel users can rapidly build their skills. Excel 2003 Specialist Certification Skill Sets * Creating Data and Content * Analyzing Data * Formatting Data and Content * Collaborating * Managing Workbooks Excel 2003 Expert Certification Skill Sets * Organizing and Analyzing Data * Formatting Data and Content * Collaborating * Managing Data and Workbooks * Customizing Excel Plus, you'll find additional career preparation tools, including: * Solutions for real-world scenarios * Structured learning for quick productivity * Full glossary of terms Go to www.sybex.com/go/mosexcel2003 for downloadable sample files from the exercises in the book. Practice what you've learned on your own. Visit www.sybex.com for all of your professional certification needs. Whether you are an Excel neophyte, a sophisticate who knows the program inside out, or an intermediate-level plodder eager to hone your skills, Excel: The Missing Manual is sure to become your go-to resource for all things Excel. Covering all the features of Excel 2002 and 2003, the most recent versions for Windows, Excel: The Missing Manual is an easy-to-read, thorough and downright enjoyable guide to one of the world's most popular, (and annoyingly complicated!) computer programs. Never a candidate for "the most user-friendly of Microsoft programs," Excel demands study, practice and dedication to gain even a working knowledge of the basics. Excel 2003 is probably even tougher to use than any previous version of Excel. However, despite its fairly steep learning curve, this marvelously rich program enables users of every stripe to turn data into information using tools to analyze, communicate, and share knowledge. Excel can help you to collaborate effectively, and protect and control access to your work. Power users can take advantage of industry-standard Extensible Markup Language (XML) data to connect to business processes. To unleash the power of the program and mine the full potential of their database talents, users need an authoritative and friendly resource. None is more authoritative or friendlier than Excel: The Missing Manual. Not only does the book provide exhaustive coverage of the basics, it provides numerous tips and tricks, as well as advanced data analysis, programming and Web interface knowledge that pros can adopt for their latest project. Neophytes will find everything they need to create professional spreadsheets and become confident users. Excel: The Missing Manual covers: worksheet basics, formulas and functions, organizing worksheets, charts and graphics, advanced data analysis, sharing data with the rest of the world, and programming. If you buy just one book about using Excel, this has GOT to be it. This book has all you need to help you excel at Excel.

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