



**GO!**

*with Microsoft® Office*

# **Excel 2003**

**Brief**

*Shelley Gaskin • John Preston  
Sally Preston • Robert L. Ferrett*

# Go With Microsoft Office Excel 2003

**Shelley Gaskin, John Preston, Bob  
Ferrett, Sally Preston**



## **Go With Microsoft Office Excel 2003:**

*Go! with Microsoft Office Excel 2003 Brief and Student CD Package* John M. Preston, Sally Preston, Shelley Gaskin, Robert Ferrett, 2004      *GO! with Microsoft Office Excel 2003 Comprehensive and PHIT Tips: Excel 2003* Shelley Gaskin, John M. Preston, Sally Preston, Robert Ferrett, 2004-09-01      *GO Series Microsoft Excel 2003 Brief* John M. Preston, Sally Preston, Robert Ferrett, 2003-12

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

*Go! with Microsoft Office Excel 2003 Comprehensive and PHIT Tips: Excel 2003* Shelley Gaskin, John M. Preston, Sally Preston, Robert L. Ferrett, 2004-09-01      **GO Series** Shelley Gaskin, John M. Preston, Robert Ferrett, Sally Preston, 2004

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 GO Series Microsoft Excel 2003 Comprehensive 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 Combining all of the material of Volumes 1 and 2 of the series the Comprehensive edition covers getting started with Excel creating a workbook with formulas advanced formulas functions and charting customizing a workbook adding logic and protecting the workbook checking work and working with others advanced formatting and functions using database capabilities in Excel integrating Excel with other office applications PivotTables and PivotCharts customized Excel with macros and visual basic for applications An efficient and handy guide for anyone

interested in learning the ins and outs of Microsoft Excel 2003      **Microsoft Word 2003** John Preston, Sally Preston, Robert L. Ferrett, Shelley Gaskin, 2004 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 Word 2003 Volume 1 is to teach Microsoft Word 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 Volume 1 covers the following topics relating to Word 2003 getting started using special utilities and formatting tools to write reports adding clip art and tables to enhance flyers and notices creating newsletters using charts and text effects to enhance documents and group projects An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003      Go! with 2007 Vol 1 Shelley Gaskin, 2009      Sams Teach Yourself Microsoft Office Excel 2003 in 24 Hours Trudi Reisner, 2003 Designed for new users who want to get up and running quickly this book explains Excel 2003      Microsoft Office Specialist Linda F. Johnson, 2006-07-28 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](http://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](http://www.sybex.com) for all of your professional certification needs      Go! with Microsoft Office Excel 2003 Chapter 5 Creating Charts and Diagrams Shelley Gaskin, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Teach the course YOU want in LESS TIME The primary goal of the GO Series is ease of implementation with an approach that is based on clearly defined projects for students and a one of a kind supplements package      *Microsoft Office Excel 2003* Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer

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**InfoWorld** ,2004-04-19 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects CIO ,2004-01-15 CIO magazine launched in 1987 provides business technology leaders with award winning analysis and insight on information technology trends and a keen understanding of IT s role in achieving business goals *Microsoft Office 2003 Brief* Shelley Gaskin,John Preston,Robert L. Ferrett,Sally Preston,Linda Foster-Turpen,Alicia Vargas,2003-12 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Teach the course YOU want in LESS TIME The primary goal of the GO Series is ease of implementation with an approach that is based on clearly defined projects for students and a one of a kind supplements package *GO! with Mircrosoft Office Excel 2003 Brief- Adhesive Bound* Shelley Gaskin,John Preston,Robert Ferrett,Sally Preston,2003-12 Features This is a project based text with comprehensive end of chapter material and easy to follow steps The Go System is a comprehensive system of text Annotated Instructors Edition and Unique Supplements all designed to work together to save instructors time One of a kind supplements package and text designed from the ground up addresses today s diverse audience diverse delivery Typical Competitors Shelly Cashman Course Technology O Leary McGraw Hill Learning Series McGraw Hill Illustrated Series Course Technology Benchmark Series Paradigm **Computer Viruses For Dummies** Peter H. Gregory,2011-05-09 Computer viruses just the thought of your trusty PC catching one is probably enough to make you sick Thanks to the cyber sickies who persist in coming up with new strains there s a major new cyberattack nearly every day Viruses sneak in usually through e mail Fortunately there are ways to inoculate and protect your computer Computer Viruses For Dummies helps you Understand the risks and analyze your PC s current condition Select install and configure antivirus software Scan your computer and e mail Rid your computer of viruses it s already caught Update antivirus software and install security patches Use firewalls and spyware blockers Protect handheld PDAs from viruses Adopt safe computing practices especially with e mail and when you re surfing the Net Written by Peter H Gregory coauthor of CISSP For Dummies and Security For

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**Fundamentals of Computers** ,2011 This meticulously organized book dwells on fundamentals that one must learn in order to pursue any venture in the computer field This book has 13 chapters each chapter covering basic as well as advanced concepts Designed for undergraduate students of commerce and management as per the syllabus of different Indian universities Fundamentals of Computers may also be used as a textual resource in training programmes offered by computer institutes and as a self study guide by professionals who want to improve their proficiency with computers

The Top Books of the Year Go With Microsoft Office Excel 2003 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Go With Microsoft Office Excel 2003 : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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