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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

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complete instructor support program is available with the text. 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 Expert examination. A complete instructor support program is available with the text. A step-by-step guide to Microsoft Excel provides lessons and practice exercises to master the tools for organizing data and

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to help prepare for the Microsoft Office Specialist exam. An introduction to the latest version of Microsoft's spreadsheet and data management software offers step-by-step instruction in the fundamentals of Excel, along with helpful tools and techniques for enhancing the appearance of documents with fonts, tables, and graphics.

Straight to the Point : MS Excel 2003

Estimating Software-Intensive Systems

Absolute Beginner's Guide to Microsoft Office Excel 2003

Microsoft Office Excel 2003 Step by Step

Excel 2003: The Missing Manual

For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft

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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.

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.

Demonstrates the updated features of Microsoft Office 2003, while offering a clear, step-by-step tutorial that uses real-

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world solutions for all the applications included in the suite, including Microsoft Word, Excel, Access, Outlook, PowerPoint, and FrontPage, as well as a host of helpful tips, tricks, shortcuts, and techniques. Original. (Beginner)

For the past three decades, the Shelly Cashman Series(r) has effectively introduced computers to millions of students, consistently providing the highest quality, most up-to-date, and innovative materials in computer education. Enjoy the proven step-by-step style and improved Office 2003 updates of the Shelly Cashman Series(r) and enhance

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your Office application skills today!

Easy Microsoft Office Excel 2003

O'Leary Series: Microsoft Office Excel 2003

Introductory

Office 2003 In Easy Steps

How To Do Everything With Microsoft Office

Excel 2003 A Beginner'S Guide

How to Do Everything with Microsoft Office

2003

Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you

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need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

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.

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Many software projects fail because their leaders don't know how to estimate, schedule, or measure them accurately. Fortunately, proven tools and techniques exist for every facet of software estimation. Estimating Software-Intensive Systems brings them together in a real-world guidebook that will help software managers, engineers, and customers immediately improve their estimates—and drive continuing improvements over time. Dick Stutzke presents here a disciplined and repeatable process that can produce accurate and complete estimates for any project, product, or process, no matter

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how new or unusual. Stutzke doesn't just describe formal techniques: He offers simple, easy-to-use templates, spreadsheets, and tools you can start using today to identify and estimate product size, performance, and quality—as well as project cost, schedule, and risk reserves. Stutzke shows how to quickly "get your arms around" users' problems and requirements, the structure of a solution, and the process needed to deliver it. You'll learn how to choose the most appropriate estimating techniques and tools; collect accurate data, track progress, and update estimates; and recalibrate estimating

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models to improve estimation accuracy. Stutzke's techniques apply whether you're creating custom in-house business software, purchasing or customizing "off-the-shelf" technology, or constructing complex, one-of-a-kind military, industrial, or commercial systems. These techniques apply to small and large projects, and to all project life cycles—from agile to plan-driven. This book will help you plan, estimate, budget, schedule, purchase, design, build, test, deploy, operate, and maintain software-intensive systems. It explains how to size software, identify all cost components,

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calculate the associated costs, and set a competitive price. A separate section covers topics of interest for large projects: designing an appropriate work breakdown structure, collecting data from cost accounting systems, and using earned value measurement. You'll find updates and even more information on this book's companion web site, <http://www.sw-estimation.com>. 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

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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.

Excel Timesaving Techniques For Dummies

The Missing Manual

Microsoft Office Excel 2003 Programming
Inside Out

Comprehensive Concepts and Techniques

Microsoft Office Excel 2003 QuickSteps

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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 education. Enjoy the proven step-by-step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today!

Provides instructions on the programming capabilities of Microsoft Excel.

Brace yourself, because here comes QuickSteps: The fast, easy, accessible information on Excel 2003

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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 global environment is a complex mix of interlinked processes, about which observation can tell us a great deal. This book shows how modelling can be used to explain experimental observations, and how these observations - and data gathered - can be extrapolated to explain novel situations. It

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also illustrates how models are actively applied.

Microsoft Excel 2010 Step by Step

The Beginners Guide to Microsoft Excel 2003

An Introduction

Microsoft Excel 2010 Plain & Simple

Complete Concepts and Techniques

The Advantage Series presents the Feature-Method-Practice approach to computer software applications to today's technology and business students. This series implements an efficient and effective learning model,

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which enhances critical thinking skills and provides students and faculty with complete application coverage.

Explains how to design and build worksheets using the electronic spreadsheet program, covering topics including formulas, borders, and speech recognition.

Learn quickly and efficiently from a true Excel master using the tried and true Special Edition Using formula for success. Here, readers will find

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information that's undocumented elsewhere--even in Microsoft's own Help systems.

Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Excel 2003 skills.

*Microsoft Office Excel 2003 -
Illustrated Complete*

*Microsoft Office 2003 in 10 Simple
Steps or Less*

*Microsoft Access 2010 Plain & Simple
Microsoft Office PowerPoint 2003*

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Introductory

Microsoft Office Excel 2003: A Professional Approach, Specialist Student Edition w/ CD-ROM

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

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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

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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,

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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.

When you think of number-crunching and spreadsheets, you think of Excel, right? After Word, it's the most popular program in the Microsoft Office suite. But if technical jargon isn't your first language, you may have found Excel just a teeny bit frustrating. It can be really hard to pick your way through the many features and make Excel do what you need for it to do. Once you know how, you can use Excel to Create fill-in-the-blank forms Prepare expense reports and invoices Manage all

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sorts of data Keep sales and inventory records Analyze financial data and create forecasts Present information in charts and graphs Excel 2003 All-in-One Desk Reference For Dummies tames the Excel monster. Nine minibooks break things down into manageable, logical sections covering the basics, worksheet design, formulas and functions, worksheet collaboration, charts and graphics, data management, data analysis, working on the Web, and tweaking Excel with a programming language called Visual Basic for Applications, or VBA. In the friendly, plain-English For Dummies style, this book makes it easy to find what you're looking for and get instructions for doing what you need to do. You'll be

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able to Find your way around Excel's menus, toolbars, and dialog boxes, and access online help Format a professional-looking spreadsheet that presents data the way you choose Edit an existing spreadsheet without disturbing its design or contents Build Excel formulas and use built-in functions to produce the calculations you want Share spreadsheet data with other people and programs, and collect comments Create great-looking charts and find out how to choose the right format to display your data effectively Use Excel to maintain large amounts of data, then filter the data to extract the information you need Publish spreadsheets and charts on the Web in HTML format Explore ways to customize

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Excel with VBA Best of all, it's easy to find what you need in Excel 2003 All-in-One Desk Reference For Dummies. Before you know it, you'll discover you've developed a friendship with Excel that will make your life easier, boost your business, and impress your friends! 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

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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

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locate the objectives. This feature gives the series a definite advantage over competing visual titles.

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

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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

Microsoft Office Excel 2003

Advantage Series: Microsoft Office Excel 2003, Brief Edition

Microsoft Office Specialist Excel 2003 Study Guide

Sams Teach Yourself Microsoft Office Excel 2003 in 24 Hours

Excel Best Practices for Business

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Spreadsheets have become the de facto standard for communicating business information and the preferred tool for analyzing business data. In this current climate, the accuracy and clarity of spreadsheets are paramount. However, busy managers have little time to sift through heaps of reference books to extrapolate techniques for making polished spreadsheets. Even with finished spreadsheets in hand, managers and business professionals still need a book which holds up a mirror to their real world situations and reflects hidden flaws; and then takes the next step and

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guides the reader in specific ways to rework these critical documents. Excel Best Practices for Business enables readers to examine their work and ask critical questions. And once asked, this book also answers with dynamic, practical approaches and provides Take-Aways extrapolated from real situations across a managerial spectrum, making this book more mentor than reference. In this book, a critical need is met. Book Highlights: XML in Microsoft Office Excel 2003: Entirely new to Excel 2003 is major support for XML, making Excel truly web capable and Internet ready. This book provides

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extensive coverage of these new features from a hands-on perspective. It identifies subtleties, gotchas and problems, and shows you practical solutions and workarounds. SPREADSHEET PORTALS: This book introduces the topic of Spreadsheet Portals, which elevates spreadsheet practices for the Internet-ready software to the next level. Aside from explaining the basic concepts and principles of Desktop Client Portals, best practice techniques for building your portal pages and reference implementations are provided. These reference implementations, sample spreadsheets, and online

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demos are provided on the book's CD.

SPREADSHEET MAKEOVERS: What do you do when your manager or boss asks you to take over a complex, spreadsheet-based application and send out reports every two weeks? The person who created the spreadsheet no longer works for the company. Aside from a few emails, there's no documentation. You look at the spreadsheet and you find it has flaws. Never mind about fixing the old reports; the new ones are going to go out with your name on it. This report is not your prime responsibility. You do not have the time or resources

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to turn this into a whole project, yet you can't afford to leave it the way it is. Excel Best Practices for Business provides a step-by-step approach to these "Mission Impossible" situations and walks you through the steps with fully worked out examples.

ASSISTIVE TECHNOLOGIES: For the first time in a mainstream book, the topic of preparing accessible spreadsheets for individuals with disabilities is addressed. Government agencies needing to make electronic information section 508 compliant and corporations choosing not to alienate communities with special needs will find the techniques presented

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invaluable. You will learn from a hands-on perspective how to organize and design accessible spreadsheets for the visually impaired that will work with Screen Reader software, how to set up Screen Reader software, and how to build graphical components that will work with Screen Readers. These practices are carried to the next level with the introduction of Assistive Portals. This allows you to make spreadsheets accessible and avoid having to alter your original spreadsheets. The Portal Page does all the work. Because it is table driven, there are no formulas or scripts to modify. Think of how

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this will change the economics of preparing accessible documents. There are many more topics in Excel Best Practices For Business including: practical techniques for visualizing hard-to-present data, incorporating "Smart Data" into your spreadsheets, how to build a Data Overpass, quantification of uncertainty, conversion of mountains of legacy data into manageable and useful form, spreadsheet auditing to validate the work of others, a hands-on approach to working with the Excel Solver tool, spreadsheet construction techniques through both simple design and large,

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complex applications. If you want to find about these and many other techniques covered, then Excel Best Practices for Business is the perfect guide!

The I-Series leads the student through clear, error-free, and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results-oriented; teaching how to accomplish a task is not enough for complete understanding and mastery.

Prior to introducing steps, the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document, workbook

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or database. The I-Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing.

Office 2003 in easy steps covers all the essential features of the latest version of Microsofts leading office suite. If you want detailed, practical information with helpful, full-color illustrations all organized in a concise, easy to understand format this is the book for you! Office 2003 in easy steps takes you through the suites five modules: Word 2003 (word processor); Excel 2003 (spreadsheet); Outlook 2003

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(personal/business information manager); PowerPoint 2003 (slide show creator); and Access 2003 (database). Its step by step approach ensures that you learn at your own pace. The first chapter emphasizes how the modules work together and shows you how to get started in any of them. Later chapters take each individual module and explain advanced techniques in a friendly, informative way, using plenty of walkthroughs. Finally, the book shows you how to use Office 2003s mail merge capability to create a letter, format it, insert the appropriate fields and then merge it with an Access

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database or your Outlook contacts to produce a highly tailored result which you can then print and/or edit.

Get the guide that makes learning Microsoft Excel 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's WHAT you'll learn:
Manage your financial data and personal expenses
Get started quickly with prebuilt templates Create

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formulas and functions to do the hard work Sort, filter, update, and copy your data Use charts and graphics to bring data to life Collaborate with colleagues by sharing spreadsheets online Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away

MS Excel 2010 Plain & Simp _p1

Microsoft Office Excel 2003 Expert Skills

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Show Me Microsoft Office Excel 2003

Environmental Modelling

Covers Excel 2003, 2002, and 2000

Appropriate for all introductory-to-intermediate level courses in Microsoft Office Excel 2003. Designed for students at a wide variety of skill levels, Learning Microsoft Office Excel 2003 provides a total-immersion, hands-on tutorial that walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of Excel 2003's most important features. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations, step-by-step exercises, and

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many screen shots-all in a carefully organized multi-part lesson format. Each lesson is comprised of several exercises built around using Excel in real-life business settings. Most exercises consist of seven key elements: a brief On the Job description of how the student would use this feature in the workplace; a realistic exercise scenario; definitions of key terms; concise notes describing and outlining important concepts; hands-on mouse and keyboard procedures; step-by-step instructions for putting the skills to work; and an On Your Own critical thinking activity students can work through on their own, for reinforcement, practice, or to test skills proficiency.Each lesson ends with additional Critical

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Thinking exercises that call upon students to rely on the skills they've learned. Coverage in this edition includes: basic concepts; entering data; saving and opening workbooks; using formulas and functions; printing, editing, and manipulating worksheets and workbooks; reformatting worksheets; integrating Excel with other applications and the Internet; using advanced functions; creating and modifying charts; analyzing data; and creating automated macros. The goal of the O'Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life. The O'Leary Microsoft Office 2003

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texts are crafted to be the true step-by-step way for students to develop Microsoft Office application skills. The text design emphasizes step-by-step instructions with full screen captures that illustrate the results of each step performed. Each Tutorial (chapter) combines conceptual coverage with detailed software-specific instructions. A running case that is featured in each tutorial highlights the real-world applications of each software program and leads students step-by-step from problem to solution.

Emphasizes that students learn and master applications skills by being actively engaged- by doing. Prior to introducing steps, this title discusses

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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. Get the guide that makes learning Microsoft Access 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to build a database and sort information, using easy-to-follow steps and concise, straightforward language. You'll learn how out-of-the-box templates and reusable components make Access 2010 a fast and simple database solution. Here's WHAT you'll learn: Design and build your own database quickly Use Access forms to collect information with ease Create and modify tables to organize your data Store files such

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as documents and images Exchange data with other databases and documents Bring your data alive with colorful reports Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away Excel 2003 All-in-One Desk Reference For Dummies Learning Microsoft Office Excel 2003 The I-Series Microsoft Office Excel 2003 Complete Microsoft Office Excel 2003 Step By Step Projects, Products, and Processes