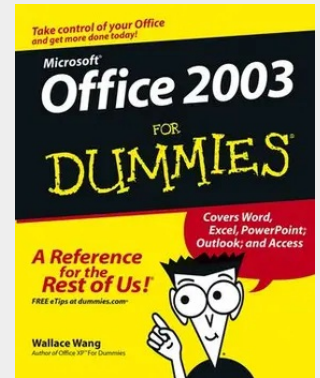


Office 2003 for Dummies

Teaches readers how to work with Word, play the numbers game with Excel, make presentations with PowerPoint, get organized with Outlook, and store data in Access. * Written by veteran technology expert and bestselling author Wallace Wang. * Covers all the newest aspects of Office 2003 in easy-to-follow, user-friendly style.

Create documents, deal with databases, and present in style Here's your step-by-step guide to using the cool new features of Office 2003 Your Office is calling! And you're in luck, because this handy guidebook may be the best Office assistant ever. It walks you through the various parts of the Office suite, so in no time you'll be working with Word, crunching numbers with Excel, making your point with PowerPoint, stopping spam with Outlook, and using Access like a pro. The Dummies Way * Explanations in plain English * "Get in, get out" information * Icons and other navigational aids * Tear-out cheat sheet * Top ten lists * A dash of humor and fun



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