

Excel 2003 Personal Trainer (Personal Trainer (OReilly))



Every time a new version of Microsoft Excel appears, you're introduced to another batch of powerful features--most of which you'll never understand or use. Even if you're experienced with this spreadsheet program, you'll struggle to keep up with all of the improvements. But if you're a beginner, you probably don't know where to start. Now, with Excel 2003 Personal Trainer, beginners and experts alike can become black belts, quickly and easily. This fully illustrated book takes a modular approach to learning, allowing you to start with the fundamentals and work your way to advance topics through dozens of task-oriented lessons---at your own pace. Excel 2003 Personal Trainer includes sections on editing, formatting, functions, formulas, lists, macros, creating and managing workbooks, and creating and editing charts. You'll also learn data analysis, what-if analysis, pivot tables, how to get Excel to work with other programs and the Internet, and advanced topics like using detect and repair. Every chapter includes detailed diagrams and a review at the end to help you absorb and retain all you have learned. If you already use Excel, you can dive right into those topics (and only those topics) that you need or want to learn. Unlike many consumer software tutorials that dumb down the material or present it in a confusing fashion, Excel 2003 Personal Trainer is written in a non-technical and engaging style that you will find fun, easy, and most of all, clear and informative. You don't have to wade through tons of jargon and technical information to become proficient with Excel. Part of our new Personal Trainer Series, this book is based on content from CustomGuide (www.customguide.com), a leading provider of computer training materials. Founded by instructors who grew dissatisfied with the industry's dry course materials, CustomGuide offers courseware (for instructors and students),

quick references, to software bulletins and e-learning courses that are fun, flexible, and easy to use.

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