



Teach Yourself VISUALLY Excel 2003 (Teach Yourself VISUALLY (Tech))

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Visual, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Chapter 1: Excel Basics. An Introduction to Excel. Start and Close Excel. Navigate the Excel Program Window. Work with Task Panes. Display and Hide Toolbars. Finding Help. Chapter 2: Workbook Fundamentals. Start a New Workbook File. Save a Workbook.Open an Existing Workbook.Close a Workbook.Delete a Workbook.Find a Workbook.Arrange Workbook Windows. Assign a Workbook Password. Chapter 3: Working with Worksheets. Understanding Worksheet Structure.Navigate Worksheets.Name a Worksheet.Add a Worksheet.Delete a Worksheet.Move a Worksheet.Copy a Worksheet.Format Worksheet Tab Color.Protect Worksheet Data.Chapter 4: Entering Data.Enter Data.Turn On Text Wrapping.Resize Columns and Rows.Select Cells.Enter Data with AutoFill.Work with AutoCorrect.Edit Data.Work with Smart Tags. Spell Check a Worksheet. Chapter 5: Working with Formulas and Functions. Understanding Formulas. Create Formulas.Reference Absolute and Relative Cells.Copy Formulas.Name Cells and Ranges.Reference Ranges in Formulas.Reference Cells from Other Worksheets. Understanding Functions. Apply a Function. Total Cells with AutoSum.Check for Formula Errors.Audit a Worksheet for Errors. Chapter 6: Rearranging Worksheet Data. Move and Copy Data. Delete Data or Cells. Add Columns and Rows.Delete Columns and Rows.Center Data across Columns Transpose Columns and Rows Set Column Width and

Reviews

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