



**GO!**

*with Microsoft® Office*

# **Excel 2003**

**Brief**

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

# Go Series Vol 1 Microsoft Excel 2003

**John M. Preston, Sally Preston, Robert  
Ferrett**



## **Go Series Vol 1 Microsoft Excel 2003:**

Go! with Microsoft Office Excel 2003 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 Word 2003- Comprehensive Shelley Gaskin, John Preston, Sally Preston, Professor of

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charts and organization charts and creating a custom presentation for publication on the web An efficient and handy guide for anyone who needs a good working knowledge of Microsoft PowerPoint 2003      **Go with Microsoft Office 2003**

**Intermediate** Shelley Gaskin, John Preston, Sally Preston, Robert L. Ferrett, Jeffrey Howard, Linda Foster-Turpen, Alicia Vargas, Professor of Philosophy John Preston, 2004 Written for a diverse population of readers all ages different educational backgrounds varying educational goals this book allows for self or online instruction The primary goal of the book is to teach Microsoft Office 2003 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 series provides users with the skills to solve business problems using the computer as a tool This book effectively covers the use of Word including formatting special utilities research papers clip art and tables creating newsletters with multiple columns and special formats charts tables and text effects and group projects the use of Excel including creating a workbook with formulas advanced formulas functions and charting customizing a workbook adding logic and checking work the use of Access including databases and tables forms and reports queries access pages and database conversion relational databases and forms and subforms and the use of PowerPoint including presentation creation and formatting enhancing presentations with graphic elements advanced graphic techniques and delivering a presentation For anyone wishing to learn to effectively use the different components of Microsoft Office 2003

*GO Getting Started with Integrated Projects* Mary Curik, 2005      **Word 2003** Shelley Gaskin, John Preston, Sally Preston, Robert Ferrett, 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 Brief Edition 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 Beginning with a comprehensive overview of Word 2003 the book covers getting started with Word using special utilities and formatting tools and adding clip art and tables For anyone interested in learning the ins and outs of Microsoft Word 2003      *Go! with Microsoft Office Outlook 2003* Thomas Cain, Shelley

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goals this book allows for self paced or online learning The primary goal of theGO Series Microsoft Word 2003 Volume 1is 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 withwherethe 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 Microsoft Office** Shelley Gaskin,Linda Foster-Turpen,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 ofGO Series Microsoft Access 2003 Volume 1is to teach Microsoft Access 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 withwherethe 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 getting started with Access databases and tables forms and reports queries tables access pages and database conversion building and maintaining a relational database and advanced forms and subforms An efficient and handy guide for anyone interested learning the ins and outs of Microsoft Access 2003     **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 2007 Vol 1* Shelley Gaskin,2009     PowerPoint 2003 Alicia Vargas,Shelley Gaskin,2004 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     **GO! with Microsoft Office Access 2003 Brief- Adhesive Bound** Linda Foster-Turpen,Shelley Gaskin,2004 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 **American Book Publishing Record** ,2003 **Microsoft Office Excel 2003** Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft 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

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