



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

By Kinkoph, Sherry Willard

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 Row Height. Hide Columns and Rows. Freeze a Column or

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