



Learning MS Office 2003

Author :	Ramesh Bangia
ISBN 13 :	978-81-87325-42-0
ISBN 10 :	81-87325-42-9
E-ISBN 13 :	978-81-87325-42-0
Edition :	1
Pages :	312
Type of book :	Paperback
Weight (g) :	422.00
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
Regular Price :	Rs 225.00
Sale Price :	Rs 180.00
Categories :	All books , Computer Books - English , Learning Series
Condition Type :	New
Country Origin :	India

Product Description

Learning of a software is both easy and difficult. It depends upon what level you planning to learn. If you are learning only for the working use, then it is very easy. But, when you try to go deep into it, then you realise how difficult it is to master it. Microsoft Office 2003 is such a vast subject that it will take a lot of time to understand it fully. This book has been written in mind to make you aware of the options available in the software and how they can be used. It is like telling the child about the steps and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs.



Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: + +91-99109 09320

Table of Contents

Chapter 1: Introduction to Microsoft Office 2003. **Chapter 2:** Creating a Document in Microsoft Word 2003. **Chapter 3:** Proofing a Document in Microsoft Word 2003. **Chapter 4:** Working with Longer Documents. **Chapter 5:** Creating Documents using Wizards. **Chapter 6:** Additional Commons of Word 2003. **Chapter 7:** Mail Merge in Word 2003. **Chapter 8:** Using Drawing Tools in Word 2003. **Chapter 9:** Creating a Worksheet in Excel 2003. **Chapter 10:** Advanced Techniques of Excel 2003. **Chapter 11:** Working with Charts in Excel 2003. **Chapter 12:** Creating a Database in Access 2003. **Chapter 13:** Working with Tables in Access 2003. **Chapter 14:** Working with Reports in Access 2003. **Chapter 15:** Creating Presentations using Auto Content Wizard in Power Point 2003. **Chapter 16:** Creating New Presentation in Power Point 2003. **Chapter 17:** Creating Presentation from Template in Power Point 2003. **Chapter 18:** Working on Presentation in Power Point 2003. **Chapter 19:** Working in Slide Sorter View in Power Point 2003. **Chapter 20:** Making Slide Shows in Power Point 2003. **Chapter 21:** Creating a Web Page using Wizard in Front Page 2003. **Chapter 22:** Creating a Web Page using Template in Front Page 2003. **Chapter 23:** Using One Note 2003. **Chapter 24:** Using Info Path Forms 2003. **Chapter 25:** Using Office Visio 2003. **Chapter 26:** Speech and Handwriting. **Chapter 27:** Questions.

Author

Ramesh Bangia For the last fifteen years, Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools, Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle East and African countries.



Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: + +91-99109 09320