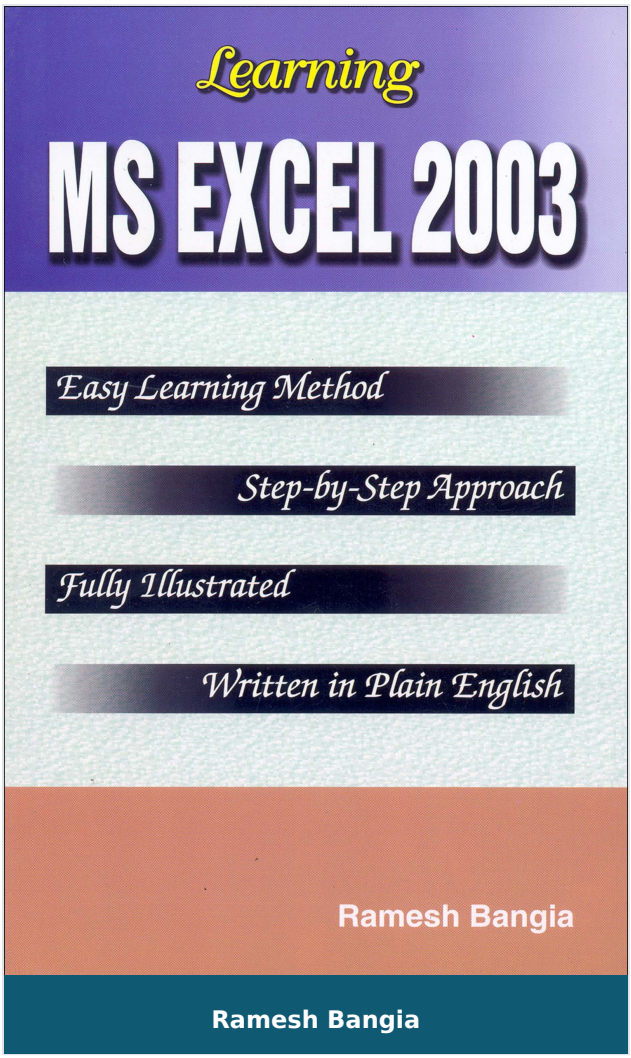


Learning MS Excel 2003

Author :	Ramesh Bangia
ISBN 13 :	978-81-87325-44-4
ISBN 10 :	8187325445
E-ISBN 13 :	978-81-87325-44-4
Edition :	1
Pages :	248
Type of book :	Physical
Year :	2007
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, BASIC COMPUTER BOOKS, Learning Series
Condition Type :	New
Country Origin :	India

Product Description

Learning of a software is both easy and difficult. It depends up to 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 realize how difficult it is to master it. Microsoft Office Excel 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

- Introduction to Microsoft Office 2003
- Spreadsheet Basics
- Creating a Worksheet in Excel 2003
- Advance Techniques of Excel 2003
- Working with Charts in Excel 2003
- Database Techniques in Microsoft Office Excel 2003
- Web and Microsoft Office Excel 2003
- Menu Commands of Microsoft Office Excel 2003
- Functions in Excel 2003
- Keyboard Shortcuts
- Questions

Author

Ramesh Bangia

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 Ease 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