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# Content overview

<b>Introduction</b>	<b>xiii</b>
<b>1 Carrying Out Basic Office Tasks</b>	<b>1</b>
You write a letter in Word while learning how to perform tasks that are common to all the Office 2003 programs. You enter, select, edit, and format text; give instructions using the mouse and keyboard; create, save, print, open, and close documents; and get help from within a program.	
<b>2 Editing and Organizing Word Documents</b>	<b>36</b>
You learn how to simplify text entry by using AutoText and AutoCorrect. You also learn Word-specific editing techniques and how to organize documents in Outline view. Then you search for and replace text and check a document's spelling and grammar.	
<b>3 Creating Eye-Catching Word Documents</b>	<b>64</b>
You explore Word's built-in templates for creating common business documents, and then you combine two documents and experiment with some of Word's formatting capabilities, including styles. Finally, you create and format a table.	
<b>4 Setting Up Excel Worksheets</b>	<b>96</b>
You build a simple worksheet as you learn how to enter, edit, and format different types of information. Then you construct formulas that perform simple calculations, set up a calculation area, and experiment with more complex formulas. Finally, you preview and print the worksheet.	
<b>5 Performing Calculations and Graphing Excel Data</b>	<b>132</b>
You work with multiple workbooks and explore more advanced features, such as the IF function and data consolidation. You also set up a worksheet with links to data on a different worksheet. Then you create, format, and print a graph.	
<b>6 Developing Simple PowerPoint Presentations</b>	<b>158</b>
You use the AutoContent Wizard to create a slide show presentation and investigate ways of refining the text the wizard provides. Then you use a design template to create another presentation from scratch. You work with the presentation in various views. Finally, you combine two presentations and reorder the slides.	
<b>7 Adding Graphics, Graphs, and Special Effects to Slides</b>	<b>180</b>
You add clip art to a presentation and learn how to import graphics from other sources. You add and customize a graph. Then you add special effects to the electronic slide show and learn how to present it.	

- 8 Developing Access Database Techniques 208**  
You create a new database and data table, and enter records in the table in both data and form views. Then you learn how to change the table's structure by setting its field properties, and how to control the data in the table. Finally, you find, move, and sort records.
- 9 Making Access Data Easily Available 236**  
You create a copy of a table and establish relationships between different tables. Then you design a form to enter data and construct queries to extract information. You share the data with others by printing reports and creating and modifying data access pages for online viewing.
- 10 Communicating by Using Outlook 270**  
You learn how to access your e-mail account through Outlook. You use the Inbox to create, send, receive, and respond to e-mail messages, and you learn methods for managing messages. Then you learn how to use Outlook's Contacts component to manage information about the people in your life and to streamline your online communications.
- 11 Managing Schedules and Tasks 298**  
You learn how to use Outlook's Calendar and Tasks components to manage your time effectively. You schedule and track appointments and meetings; send meeting requests to colleagues; create, manage, and organize a to-do list; and delegate tasks to other Outlook users.
- 12 Integrating the Office Programs 332**  
You display and manipulate the Quick Launch toolbar, which provides easy access to programs and files. You learn ways of combining information from documents created in different programs. Finally, you take a look at Office's web publishing capabilities.
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# Content details

## Introduction

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