

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 GO! Series: Microsoft Excel 2003 Volume 2 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. Volume 2 takes up where Volume 1 leaves off, covering the following topics: advanced formatting and functions; using database capabilities in Excel; integrating Excel with other office applications; PivotTables and PivotCharts; customized Excel with macros; and visual basic for applications. An efficient and handy guide for anyone with a basic knowledge of Microsoft Excel 2003 that is interested in delving deeper into the subject.

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