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written for a diverse population of readers all ages different educational backgrounds varying educational goals this book allows for self or online instruction the primary goal of the book is to teach microsoft office 2003 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 series provides users with the skills to solve business problems using the computer as a tool this book effectively covers the use of word including formatting special utilities research papers clip art and tables creating newsletters with multiple columns and special formats charts tables and text effects and group projects the use of excel including creating a workbook with formulas advanced formulas functions and charting customizing a workbook adding logic and checking work the use of access including databases and tables forms and reports queries access pages and database conversion relational databases and forms and subforms and the use of powerpoint including presentation creation and formatting enhancing presentations with graphic elements advanced graphic techniques and delivering a presentation for anyone wishing to learn to effectively use the different components of microsoft office 2003

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