

Excel 2003 Bible

Having Excel and just using it for standard spreadsheets is a little like getting the ultimate cable system and a 50" flat panel plasma HDTV and using it exclusively to watch Lawrence Welk reruns. With Visual Basic for Applications (VBA) programming, you can take advantage of numerous Excel options such as: creating new worksheet functions; automating tasks and operations; creating new appearances, toolbars, and menus; designing custom dialog boxes and add-ins; and much more. This guide is not for rank Excel amateurs. It's for intermediate to advanced Excel users who want to learn VBA programming (or whose bosses want them to learn VBA programming). You need to know your way around Excel before you start creating customized short cuts or systems for speeding through Excel functions. If you're an intermediate or advanced Excel user, Excel VBA For Dummies helps you take your skills (and your spreadsheets) to the next level. It includes: An introduction to the VBA language A hands-on, guided, step-by-step walk through developing a useful VBA macro, including recording, testing, and changing it, and testing it The essential foundation, including the Visual Basic Editor (VBE) and its components, modules, Excel object model, subroutines and functions, and the Excel macro recorder The essential VBA language elements, including comments, variables and constants, and labels Working with Range objects and discovering useful Range objective properties and methods Using VBA and worksheet functions, including a list and examples Programming constructions, including the GoTo statement, the If-Then structure, Select Case, For-Next loop, Do-While loop, and Do-Until loop Automatic procedures and Workbook events, including a table and event-handler procedures Error-handling and bug extermination techniques, and using the Excel debugging tools Creating custom dialog boxes, also known as UserForms, with a table of the toolbox controls and their capabilities, how-to for the dialog box controls, and UserForm techniques and tricks Customizing the Excel toolbars Using VBA code to modify the Excel menu system Creating worksheet functions and working with various types of arguments Creating Excel add-ins such as new worksheet functions you can use in formulas or new commands or utilities Author John Walkenbach is a leading authority on spreadsheet software and the author of more than 40 spreadsheet books including Excel 2003 Bible and Excel 2003 Power Programming with VBA. While this guide includes tons of examples and screenshots, Walkenbach knows there's no substitute for hands-on learning. The book is complete with: A dedicated companion Web site that includes bonus chapters plus all sample programs to save you a lot of typing and let you play around and experiment with various changes Information to help you make the most of Excel's built-in Help system so you can find out other stuff you may need to know What are you waiting for? Sure, learning to do VBA programming takes a little effort, but it's a Very Big Accomplishment.

This book is a single reference that's indispensable for Excel beginners,

intermediate users, power users, and would-be power users everywhere Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques readers won't find anywhere else John Walkenbach, aka "Mr. Spreadsheet," is one of the world's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced interactivity with other Office applications, and upgraded collaboration features Includes a valuable CD-ROM with templates and worksheets from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

The tactical organization of resources is a vital component to any industry in modern society. Effectively managing the flow of materials through various networks ensures that the requirements of customers are met. Sustainable Logistics and Strategic Transportation Planning is a pivotal reference source for the latest research on the management of logistics through the lens of sustainability, as well as for emerging procedures that are particularly critical to the transportation sector. Highlighting international perspectives, conceptual frameworks, and targeted investigations, this book is ideally designed for policy makers, professionals, researchers, and upper-level students interested in logistics and transport systems.

A guide to Microsoft Excel provides illustrated, step-by-step instructions for such tasks as creating formulas, performing calculations, sorting and filtering data, and creating charts.

The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new "X" features Written by the leading Excel guru known as "Mr. Spreadsheet," John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Provides a comprehensive guide to managing projects using both the basic and advanced functions of Microsoft Project 2003. Explains how to use Project Server to manage Web-based projects across multiple locations.

Providing comprehensive coverage of Visio's large feature set for technical and engineering professionals, the book begins with a quick introduction to the intuitive interface This book quickly moves into the specialized stencils, shapes, and templates used in software and network design and documentation, engineering disciplines, and project management Features

strong coverage of Visio's tight integration with other Microsoft Office products and as well as its interoperability with related products from other vendors, including AutoCad Explores how users in various fields can customize Visio with add-ons to meet their specific needs The author is a structural engineer and Visio user with twenty years of experience in project management

If you're using Excel 2003 and you'd rather be working on your projects instead of plodding through everything you could ever need to know (and may never need to know) about Excel, this is the reference for you. In a compact, info-packed, spiral-bound book that puts the facts you need at your fingertips, it covers the basics most Excel users need to know, including: Opening, saving protecting, and recovering workbook files and using workbook templates Adding, copying, and deleting worksheets, e-mailing worksheet data, and publishing worksheet data to the Web Entering and editing data and text and working with cells and ranges Creating formulas and functions Creating and using names Auditing, formatting, and printing your work Charting your data Analyzing data with pivot tables Complete with concise, step-by-step explanations (most of which take less than one page) and lots of screen shots and tables, this no nonsense guide gets you working instead of searching or reading, A detailed index makes it easy to find what you need to know fast. Excel 2003 For Dummies is a practical, at-a-glance reference for any Excel user.

* Jam-packed with more than 900 pages of comprehensive information on the Service Pack 2 update of Windows XP, this book covers the basics as well as more complex topics * Features new coverage of Media Player 10, Movie Maker, and Service Pack 2, with sidebars, workarounds, solutions, and tips * Focusing on Windows XP functionality, the book addresses the most popular Internet features, how to customize the work environment, maintain and tweak the system, and work with text, numbers, and graphics * This is an ideal reference for users with limited Windows XP experience who need a comprehensive resource to make the most out of their hardware and operating system

Spreadsheets have become the de facto standard for communicating business information and the preferred tool for analyzing business data. In this current climate, the accuracy and clarity of spreadsheets are paramount. However, busy managers have little time to sift through heaps of reference books to extrapolate techniques for making polished spreadsheets. Even with finished spreadsheets in hand, managers and business professionals still need a book which holds up a mirror to their real world situations and reflects hidden flaws; and then takes the next step and guides the reader in specific ways to rework these critical documents. Excel Best Practices for Business enables readers to examine their work and ask critical questions. And once asked, this book also answers with dynamic, practical approaches and provides Take-Aways extrapolated from real situations across a managerial spectrum, making this book more mentor than reference. In this book, a critical need is met. Book Highlights: XML in Microsoft Office Excel 2003: Entirely new to Excel 2003 is major support for XML, making Excel truly web capable and Internet ready. This book provides extensive coverage of these new features from a hands-on perspective. It identifies subtleties, gotchas and problems, and shows you practical solutions and workarounds. SPREADSHEET PORTALS: This book introduces the topic of Spreadsheet Portals, which elevates spreadsheet practices for the Internet-ready software to the next level. Aside from explaining the basic concepts and principles of Desktop Client Portals, best practice techniques for building your portal pages and reference implementations are provided. These reference implementations, sample spreadsheets, and online demos are provided on the book's CD. SPREADSHEET MAKEOVERS: What do you do when your manager or boss asks you to take over a complex, spreadsheet-based application and send out reports every two weeks? The person who created the spreadsheet no longer works for the company. Aside from a few emails, there's no documentation. You look at the spreadsheet and you find it has flaws. Never mind about fixing the old reports; the new ones

are going to go out with your name on it. This report is not your prime responsibility. You do not have the time or resources to turn this into a whole project, yet you can't afford to leave it the way it is. Excel Best Practices for Business provides a step-by-step approach to these "Mission Impossible" situations and walks you through the steps with fully worked out examples.

ASSISTIVE TECHNOLOGIES: For the first time in a mainstream book, the topic of preparing accessible spreadsheets for individuals with disabilities is addressed. Government agencies needing to make electronic information section 508 compliant and corporations choosing not to alienate communities with special needs will find the techniques presented invaluable. You will learn from a hands-on perspective how to organize and design accessible spreadsheets for the visually impaired that will work with Screen Reader software, how to set up Screen Reader software, and how to build graphical components that will work with Screen Readers. These practices are carried to the next level with the introduction of Assistive Portals. This allows you to make spreadsheets accessible and avoid having to alter your original spreadsheets. The Portal Page does all the work. Because it is table driven, there are no formulas or scripts to modify. Think of how this will change the economics of preparing accessible documents. There are many more topics in Excel Best Practices For Business including: practical techniques for visualizing hard-to-present data, incorporating "Smart Data" into your spreadsheets, how to build a Data Overpass, quantification of uncertainty, conversion of mountains of legacy data into manageable and useful form, spreadsheet auditing to validate the work of others, a hands-on approach to working with the Excel Solver tool, spreadsheet construction techniques through both simple design and large, complex applications. If you want to find about these and many other techniques covered, then Excel Best Practices for Business is the perfect guide!

Written by an expert in the field of technology training and author of nearly two dozen titles, this complete guide offers readers thorough yet clear instruction on using the Microsoft Office suite: Word, Excel, PowerPoint, and Entourage Apple has welcomed Microsoft Office into its world and this reference is the ultimate resource for learning how to best capitalize on each application of Office Reviews creating, editing, formatting, and sharing digital documents with Word; gathering and analyzing information with Excel; creating dynamic presentations with PowerPoint; and using the e-mail and calendar of Entourage

Whether your job is to manage the construction of a building, oversee the launch of a new product, host an international event, or plan a company party, Microsoft Project 2003 can help. Microsoft Project 2003 For Dummies shows you how to use the program to plan, schedule, and budget all phases of a project, assign the resources, create essential reports, and monitor your progress. If you're new to Project, you'll find what you need to get up to speed, including info on how Project works, finding your way around, and building your first Project plan. If you've used an earlier version of Project, you'll delve into Project 2003 and all of the new features it puts at your fingertips. Complete with case histories, screen shots, and step-by-step instructions, this guide walks you through: Making calendar settings, building a task-outline, and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools: The Gantt Chart which is the main view of Project; The Network Diagram (version of a PERT (program Evaluation and Review Technique) chart; Risk management; and Resource management Recalculating based on what-if scenarios to solve resource conflicts, get your costs within budget, or meet your deadlines Understanding the task/subtask structure, creating an outline, and working with WBS (Work Breakdown Structure) codes Working with a combination of cost types (fixed, work, and material) and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity, update fixed costs, and more Generating and formatting standard reports (complete with graphics), creating custom reports, and using the XML Reporting Wizard If you have Project Server (that complements Project 2003 but is not

included), this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration. You can publish projects to the Web, allow team members to update their progress, analyze your project status, and generally communicate in one central, online location. Microsoft Project 2003 For Dummies is complete with a bonus CD-ROM that includes: Add-on tools and templates Case history examples Test preparation questions for the Project Management Institute (PMI) certification exam Milestones Project Companion and Project KickStart trial versions Cobra, WBS Chart Pro, PERT Chart Expert, and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project. You'll wonder how you managed without it.

Packed with step-by-step instructions for using e-mail, scheduling times and tasks, keeping track of people and managing items and folders. * Readers discover out to use Outlook to its full potential and allow them to work more efficiently. * Coverage goes beyond the basics of mastering e-mail to include using Outlook as a Personal Information Manager, integrating it with other Office applications, and discovering advanced message development. * The companion CD-ROM includes sample code from the book and valuable third-party tools to help integrate Outlook.

If you're a SQL programmer or an experienced Excel user, here at last is the ultimate resource on developing reporting solutions with Excel. Focused on report development using OLTP databases, this book is packed with comprehensive information on both technical and strategic aspects. You'll thoroughly examine the main features of Excel's reporting technology-PivotTable reports, Spreadsheet reports, parameter queries, and web components. With notes, tips, warnings, and real-world examples in each chapter, you'll be able to put your knowledge to work immediately. This book includes: Single-source coverage of Excel's report development features Extensive and in-depth information on PivotTable and Spreadsheet report features, functions, and capabilities Thorough documentation of the Microsoft Query program included with Excel Comprehensive information on Excel's client-based OLAP cube tools for processing very large datasets from OLTP data sources Detailed information on creating and working with web-enabled Excel reports

With this book, readers get the best coverage ever of user needs such as formletters for mass mailings, working with data from Excel and Access, preparing information for PowerPoint presentations, and customizing Word.

Using Microsoft Excel, the market leading spreadsheet package, this book combines theory with modelling aspects and spreadsheet analysis. Microeconomics Using Excel provides students with the tools with which to better understand microeconomic analysis. It focuses on solving microeconomic problems by integrating economic theory, policy analysis and spreadsheet modelling. This unique approach facilitates a more comprehensive understanding of the link between theory and problem solving. It is divided into four core parts: analysis of price policies analysis of structural policies multi-market models budget policy and priority settings. The theory behind each problem is explained and each model is solved using excel. Each model is also available online and can be used as a prototype for analysis and specific needs. Microeconomics using Excel will be of great interest to students studying economics as well as to professionals in economic and policy analysis.

Como probablemente ya sepa, Excel 2003 es un programa de hoja de cálculo y forma parte del paquete Microsoft Office; existen otros programas de hoja de cálculo pero Excel es, con diferencia, el más popular. La mayor parte de su éxito se debe a su gran

versatilidad, su punto fuerte es, por supuesto, la realización de cálculos numéricos, pero también es muy útil en aplicaciones no numéricas. Con "El Libro de Excel 2003" aprenderá desde la creación de gráficos, fórmulas y funciones básicas hasta el análisis de datos, formatos de números personalizados, validación de datos, y programación de Excel con VBA, este libro es una gran ayuda para Excel 2003. El objetivo del libro es ayudarle en todo momento a ser más productivo en su trabajo con Excel 2003. Contiene todo lo que necesita saber para aprender los conceptos básicos y pasar luego a temas más avanzados a su propio ritmo. Encontrará muchos ejemplos y cientos de trucos y técnicas que le serán de gran utilidad. Incluye CD-ROM con los ejemplos desarrollados a lo largo del libro, así como diferentes herramientas que le serán de gran utilidad.

Learn to maintain and update scorecards and dashboards with Excel
Balanced Scorecards and operational dashboards measure organizational performance and Microsoft Excel is the tool used worldwide to create these scorecards and dashboards. This book covers time-proven step-by-step processes on how to guide executive teams and managers in creating scorecards and dashboards. It then shows Excel developers how to create those scorecards and dashboards. This is the only book that converts theory into practice. The author addresses the people and processes you need to identify strategy and operational metrics and then implement them in dashboards in three versions of Excel. You'll learn how balanced scorecards help organizations translate strategy into action and the ways that performance dashboards enable managers monitor operations. Covers Excel 2010 back to Excel 2003 Shows how to develop consensus on strategy and operational plans with the executive teams Details steps in creating tactical action plans Gives step-by-step guidance in creating the most powerful management dashboards Puts over ten years of experience in one book
Balanced Scorecards & Operational Dashboards with Microsoft Excel, Second Edition is the ultimate resource for enhancing your strategic and operational performance.

"Today, no accomplished Excel programmer can afford to be without John's book. The value of Excel 2003 Power Programming with VBA is double most other books- simultaneously the premier reference and best learning tool for Excel VBA." --Loren Abdulezer, Author of Excel Best Practices for Business Everything you need to know about: * Creating stellar UserForms and custom dialog box alternatives * Working with VBA subprocedures and function procedures * Incorporating event-handling and interactions with other applications * Building user-friendly toolbars, menus, and help systems * Manipulating files and Visual Basic components * Understanding class modules * Managing compatibility issues Feel the power of VBA and Excel No one can uncover Excel's hidden capabilities like "Mr. Spreadsheet" himself. John Walkenbach begins this power user's guide with a conceptual overview, an analysis of Excel application development, and a complete introduction to VBA. Then, he shows you how to customize Excel UserForms, develop new utilities, use VBA with charts and pivot tables, create event-handling applications, and much more. If you're fairly new to Excel programming, here's the foundation you need. If you're already a VBA veteran, you can start mining a rich lode of programming ideas right away. CD-ROM Includes * Trial version of the author's award-winning Power Utility Pak * Over one hundred example Excel workbooks from the book System Requirements: PC running Windows 2000 SP3 or later, or Windows XP(TM) or later. Microsoft Excel 2003. See the "What's on the CD"

Appendix for details and complete system requirements.

The Alternative Educator's Handbook, by Dr. Paul J. Pattavina, is a comprehensive, practical collection of strategies and researched practices to be implemented with students who present social, emotional and behavioral challenges in school. It is a handbook intended to serve as a practical resource for teachers and staff who work with students whose progress in school is interrupted by social and emotional issues – kids who tend to, either intentionally or unintentionally, 'pluck your last nerve'. It reviews student characteristics and intervention procedures, as well as specific forms and procedures created or adapted over time and experience. The ideas in this book will serve as a guide for educators and mental health professionals who are responsible for these kinds of difficult students, in whatever educational setting they might be placed - alternative schools or programs, private clinical or therapeutic schools, intensive behavior support classrooms or flexible resource room classrooms in public schools. This is a book that should be read by special and regular education teachers, school social workers, counselors, clinicians and school psychologists; paraprofessionals and child care workers; principals and assistant principals; school superintendents and board of education members; juvenile probation officers; parents and concerned community members; and college instructors who train special education teachers. The need for effective, alternative programs for students with challenging emotional and behavior patterns continues to be a pressing issue for public schools nationwide. The concern has been exacerbated in the past several years by continued school shootings and violence, creating a grave sense of fear among students, parents and staff, by the actions of kids with guns and other weapons in school. Legislators and public officials have been called to take actions that will keep kids safer in school, focusing particularly on gun control, limiting access and adding guards. And although such measures will be essential towards preventing some school violence, the kinds of programming and resources available for our public schools must also be closely examined. In effect, schools will need to find ways to identify and provide programming options for students who may be disgruntled, alienated, unconnected, impulsive, and who may be looking to be recognized, seek revenge or put an end to bullying, perceived harassment, injustice or a life of ignominy -- kids who feel they have nothing left to lose. Readers will initially learn about important issues within our public schools that require school staff to be trained to manage a range of social and emotional issues that kids bring to school. In the next section, readers are provided snapshots of related background research about students' social-emotional learning needs and effective intervention practices--including PBIS, restorative practices, behavioral programming, social problem solving and affective teaching. Finally, the book outlines a number of specific recommended practices for managing students' social and emotional learning needs. These practices are presented as a cognitive-behavioral model of programming that includes a range of specific competencies, all clustered into a teacher's 4 "bags of tools" -- structure, climate, instruction and discipline. Being an "alternative educator" is not viewed in this text as an official job title. Alternative educator in the context of this document includes anyone who is always searching for different ways to work with difficult kids -- because that's the only way to help such students learn.

Many software projects fail because their leaders don't know how to estimate,

schedule, or measure them accurately. Fortunately, proven tools and techniques exist for every facet of software estimation. *Estimating Software-Intensive Systems* brings them together in a real-world guidebook that will help software managers, engineers, and customers immediately improve their estimates—and drive continuing improvements over time. Dick Stutzke presents here a disciplined and repeatable process that can produce accurate and complete estimates for any project, product, or process, no matter how new or unusual. Stutzke doesn't just describe formal techniques: He offers simple, easy-to-use templates, spreadsheets, and tools you can start using today to identify and estimate product size, performance, and quality—as well as project cost, schedule, and risk reserves. Stutzke shows how to quickly "get your arms around" users' problems and requirements, the structure of a solution, and the process needed to deliver it. You'll learn how to choose the most appropriate estimating techniques and tools; collect accurate data, track progress, and update estimates; and recalibrate estimating models to improve estimation accuracy. Stutzke's techniques apply whether you're creating custom in-house business software, purchasing or customizing "off-the-shelf" technology, or constructing complex, one-of-a-kind military, industrial, or commercial systems. These techniques apply to small and large projects, and to all project life cycles—from agile to plan-driven. This book will help you plan, estimate, budget, schedule, purchase, design, build, test, deploy, operate, and maintain software-intensive systems. It explains how to size software, identify all cost components, calculate the associated costs, and set a competitive price. A separate section covers topics of interest for large projects: designing an appropriate work breakdown structure, collecting data from cost accounting systems, and using earned value measurement. You'll find updates and even more information on this book's companion web site, <http://www.sw-estimation.com>.

Targets how to effectively and efficiently use data, text, and graphics from one Office application in another Office application. Features less emphasis on macros and programming and more focus on enhancements. Improved content and topical selection compared to previous editions.

Market_Desc: · Excel 2007 Bible is for users at all levels. It includes complete coverage of all the features of the new version of Excel and is a valuable reference for beginning, intermediate, and advanced users. **Special Features:** · **HISTORIC BESTSELLER:** Excel Bible is a perennial bestseller. The 2003 Edition has sold over 90,000 units. · **NAME RECOGNITION OF AUTHOR:** John Walkenbach's name is synonymous with excellence in computer books that explain the complexities of the world's leading digital business tool. John Walkenbach, known as Mr. Spreadsheet, is author of more than 30 books. His web site on Excel is the most frequently visited Excel site after Microsoft. The author's previous books, including Excel 2003 Bible, Excel 2003 Power Programming with VBA and Excel 2003 Formulas, consistently appear at the top of many bestseller lists. · **FULLY UPDATED:** This edition of Excel Bible covers all the new features of Excel 2007, including how to navigate through the new user interface, how to maximize the advantages of the new file formats, and how to maximize all the new features of this revolutionary upgrade of Microsoft Office. · **DOMINANT SPREADSHEET TOOL:** Microsoft Office Excel is the dominant spreadsheet application for the Windows platform. It is an indispensable business tool. · **VALUABLE CD:** The CD contains all the templates and worksheets used in the book plus John Walkenbach's award-winning

Power Utility Pak. About The Book: Whether you re just discovering Excel or are already a power user, there s no better instructor than Mr. Spreadsheet, John Walkenbach. From basic formulas, functions, and chart creation to data analysis, custom number formats, data validation, and Excel programming with VBA, this is the comprehensive resource for Excel 2007. No matter what your level of expertise, you ll benefit from hundreds of examples, exercises, tips, techniques, and workarounds. · Learn your way around cells, rows, columns, worksheets, workbooks, and ranges· Discover how to create charts and diagrams, organize lists, and simplify complex tasks using Excel· Develop formulas that manipulate text, look up values, and perform financial applications· Analyze data using external database files and pivot tables· Use XML to facilitate data reporting, analysis, importing, and exporting· Explore conditional formatting, link and consolidate worksheets, and use Excel in a workgroup· Understand how Excel uses HTML in Internet applications· Program Excel using VBA, develop UserForms, and create custom add-ins

A must-have collection of Office 2010 application Bibles, written by the world's leading experts Talk about a bargain! Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5,000 pages and cover the core Office programs: Excel, Access, PowerPoint, and Word. The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program. Three CDs are also included that feature bonus material, including helpful templates, worksheets, examples, and more to enhance your Microsoft Office 2010 experiences. Features four essential books on the most popular applications included in the Office 2010 suite: Excel, Access, PowerPoint, and Word Excel 2010 Bible?serves as an indispensable reference for Excel users, no matter your level of expertise, and updates you on the latest Excel tips, tricks, and techniques Access 2010 Bible?offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible?shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible?begins with a detailed look at all the new features in Word 2010 and then expands to cover more advanced, intricate topics Office 2010 Library presents you with all-encompassing coverage that you won't find anywhere else!

If FrontPage 2003 can do it, you can do it too... Whatever your level of expertise, this comprehensive guide to FrontPage 2003 helps you create and manage Web sites that support your objectives. If you're building your first site, the step-by-step tutorials will get you going quickly and easily. If you belong to a corporate project team, you'll find help coordinating the work of editors, designers, and programmers. And if you're already a Web professional, here's what you need to expand and refine your technical know-how. Inside, you'll find complete coverage of FrontPage 2003 Learn how to add dynamic content with Photo Gallery or automatic content from Microsoft MSN and Expedia Design pages using tables, layers, shared borders, and frames Integrate FrontPage with Flash™ and other non-Microsoft technologies Set up, design, and manage an intranet with SharePoint™ Team Services Combine FrontPage with other Office applications like Word, Excel, and PowerPoint® Discover how to go "under the hood" and revise HTML coding Learn various ways to build navigational elements and see how FrontPage supports Cascading Style Sheets (CSS) Embed video and sound files, incorporate animation, and use plug-ins and Java™ applets in your site Bonus CD-

ROM and companion Web site! Exclusive Office 2003 Super Bible eBook, with more than 500 pages of information about how Microsoft Office components work together Bonus shareware, freeware, trial, demo, and evaluation programs that work with or enhance Microsoft Office Searchable eBook version of FrontPage 2003 Bible An easy-to-use interface that allows you to browse and install everything on the CD

The most comprehensive reference on this popular database management tool, fully updated with the new features of Access "X" including increased use of XML and Web services Explores the new, tighter integration with SharePoint and BizTalk in Office "X" that enables greater flexibility for gathering and manipulating data Written by an international bestselling author team with several books to their credit, including previous editions of Access Bible Gets Access beginners started with hundreds of examples, tips, and techniques for getting the most from Access Offers advanced programming information for serious professionals CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak

Nieuwe editie van 'Het 80/20-principe', de klassieker van Richard Koch waar wereldwijd meer dan een miljoen exemplaren van verkocht zijn. Het 80/20-principe klinkt als een aardige vuistregel, maar het is meer dan dat: het is een wetenschappelijk bewezen principe. Richard Koch toont in dit boek aan dat het 80/20-principe voor organisaties te gebruiken is als analyse-instrument (met welke producten behalen we de hoogste winst?), en op persoonlijk vlak als denkmethode (op welke thema's moet ik focussen, wat zijn de beste oplossingen?). In beide gevallen is het resultaat: betere beslissingen, minder gedoe, meer effectiviteit. Op strategisch niveau, maar ook in je dagelijkse werk. Iedereen, van de CEO tot de professional, kan met dit boek zijn voordeel doen. Het helpt je te kiezen, te beslissen en sneller vooruit te komen. De jubileumeditie van dit standaardwerk is aangevuld met nieuwe hoofdstukken over de werking van het principe in (online) netwerken.

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