

How To Edit Microsoft Visio Document

David Kirk

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Inside Visio 2002 . **Excel 2003: The Missing Manual Matthew MacDonald**, 2004-12-22 Whether you are an Excel neophyte a sophisticate who knows the program inside out or an intermediate level plodder eager to hone your skills Excel The Missing Manual is sure to become your go to resource for all things Excel Covering all the features of Excel 2002 and 2003 the most recent versions for Windows Excel The Missing Manual is an easy to read thorough and downright enjoyable guide to one of the world's most popular and annoyingly complicated computer programs. Never a candidate for the most user friendly of Microsoft programs Excel demands study practice and dedication to gain even a working knowledge of the basics Excel 2003 is probably even tougher to use than any previous version of Excel However despite its fairly steep learning curve this marvelously rich program enables users of every stripe to turn data into information using tools to analyze communicate and share knowledge Excel can help you to collaborate effectively and protect and control access to your work Power users can take advantage of industry standard Extensible Markup Language XML data to connect to business processes To unleash the power of the program and mine the full potential of their database talents users need an authorative and friendly resource None is more authoritative or friendlier than Excel The Missing Manual Not only does the book provide exhaustive coverage of the basics it provides numerous tips and tricks as well as advanced data analysis programming and Web interface knowledge that pros can adopt for their latest project Neophytes will find everything they need to create professional spreadsheets and become confident users Excel The Missing Manual covers worksheet basics formulas and functions organizing worksheets charts and graphics advanced data analysis sharing data with the rest of the world and programming If you buy just one book about using Excel this has GOT to be it This book has all you need to help you excel at Excel Visio 2003 For Dummies Debbie Walkowski, 2004-01-30 Did you ever wish you could draw folks a picture of your business processes or the design of your database but you just don t have the graphics skills Then Visio 2003 might be exactly what you re looking for and Visio 2003 For Dummies makes it easy for you to find out Often pictures do speak louder than words Visio enables you to turn business and technical concepts into visual diagrams Best of all it doesn t require you to possess any artistic talent Visio 2003 For Dummies shows you how to Navigate the software and use the menus toolbars and task panes Create simple diagrams Use Visio drawings with other software programs Annotate your diagrams Post diagrams on the Web If you need to explain business goals and procedures software concepts or database designs to others Visio 2003 For Dummies can get you going with this great software package in no time Soon you ll be able to Choose the appropriate type of drawing for your purpose work with stencils and add shapes Pan and zoom to fine tune your diagram Set up your printer with Visio 2003 add headers and footers and print an entire drawing or only selected parts Explore open and closed or one and two dimensional shapes and manipulate them to demonstrate what you want to show Add color and text to enhance your drawings Create custom shapes develop and use templates and even add layers to

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