

Creating and Formatting Tables

Personal Record			Academic Record		
Name	Address		Computer	Physics	Total Marks
	City	Code Zip			
Arsalan			67	67	200
Muhammad			78	78	200
Rabia			45	65	200
Sania			56	77	200
Sonia			45	78	200

Microsoft Word Table Exercises

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Microsoft Office 2003 PowerPoint : A Professional Approach, Comprehensive w/ Student CD Deborah Hinkle,Pat Graves,2004-07-01 McGraw Hill Technology Education s Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams

A Guide to Microsoft Excel 2002 for Business and Management Bernard V. Liengme,2002 The indispensable guide for all managers and business students who wish to use Microsoft Excel to its full potential As the industry standard spreadsheet for the analysis and presentation of results Microsoft Excel is indispensable in the business world This text provides a practical and straightforward guide to using the functions of Microsoft Excel to their full potential guiding the reader from basic principles through to the more complicated areas such as modelling the analysis of charts reporting and automatic importing of data from the web directly into an Excel workbook Bernard Liengme has written this book specifically to meet the requirements of business students and

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