

McGraw-Hill/Osborne
2100 Powell Street, 10th Floor
Emeryville, California 94608
U.S.A.

To arrange bulk purchase discounts for sales promotions, premiums, or fund-raisers, please contact **McGraw-Hill/Osborne** at the above address. For information on translations or book distributors outside the U.S.A., please see the International Contact Information page immediately following the index of this book.

How to Do Everything with Microsoft® Office 2003

Copyright © 2003 by The McGraw-Hill Companies. All rights reserved. Printed in the United States of America. Except as permitted under the Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of publisher, with the exception that the program listings may be entered, stored, and executed in a computer system, but they may not be reproduced for publication.

1234567890 CUS CUS 019876543

ISBN 0-07-222937-3

Publisher:	Brandon A. Nordin
Vice President & Associate Publisher:	Scott Rogers
Acquisitions Editor:	Marjorie McAneny
Project Editor:	Janet Walden
Acquisitions Coordinator:	Tana Allen
Technical Editor:	Will Kelly
Copy Editor:	Bart Reed
Proofreader:	Claire Splan
Indexer:	Claire Splan
Composition:	Carie Abrew, Tara A. Davis
Illustrators:	Kathleen Fay Edwards, Melinda Moore Lytle, Lyssa Wald
Series Design:	Mickey Galicia
Cover Series Design:	Dodie Shoemaker
Cover Illustration:	Eliot Bergman

This book was composed with Corel VENTURA™ Publisher.

Information has been obtained by **McGraw-Hill/Osborne** from sources believed to be reliable. However, because of the possibility of human or mechanical error by our sources, **McGraw-Hill/Osborne**, or others, **McGraw-Hill/Osborne** does not guarantee the accuracy, adequacy, or completeness of any information and is not responsible for any errors or omissions or the results obtained from the use of such information.