

Preface

Thanks for purchasing the *Excel 2003 Bible*. My goal in writing this book is to share with you some of what I know about Excel, and in the process, make you more efficient on the job.

The book contains everything that you need to know to learn the basics of Excel and then move on to more advanced topics at your own pace. You'll find many useful examples and lots of tips and tricks that I've accumulated over the years.

Is This Book for You?

The *Bible* series from Wiley Publishing, Inc. is designed for beginning, intermediate, and advanced users. This book covers all the essential components of Excel and provides clear and practical examples that you can adapt to your own needs.

In this book, I've tried to maintain a good balance between the basics that every Excel user needs to know and the more complex topics that will appeal to power users. I've used Excel for many years, and I realize that almost everyone still has something to learn (including myself). My goal is to make that learning an enjoyable process.

Software Versions

This book was written for Excel 2003 for Windows. However, Excel hasn't really changed much lately, so most of the information also applies to earlier versions and also to the Macintosh version. If you use a version prior to Excel 97, you'll find that a significant portion of this book does not apply.