



Office 2003 Exam Syllabus

Excel 2003

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized within skill sets representing the more basic functions of each Office program.

Exam skill standards and skill sets for the Microsoft Office Excel 2003 exam are provided below to assist in your exam preparation. Training centers and courseware providers authorized by the Microsoft Office Specialist (Office Specialist) program tailor their instruction to these criteria.

Creating Data and Content

- Enter and edit cell content
- Navigate to specific cell content
- Locate, select and insert supporting information
- Insert, position, and size graphics

Analyzing Data

- Filter lists using AutoFilter
- Sort lists
- Insert and modify formulas
- Use statistical, date and time, financial, and logical functions
- Create, modify, and position diagrams and charts based on worksheet data

Formatting Data and Content

- Apply and modify cell formats
- Apply and modify cell styles
- Modify row and column formats
- Format worksheets

Collaborating

- Insert, view and edit comments

Managing Workbooks

- Create new workbooks from templates
- Insert, delete and move cells
- Create and modify hyperlinks
- Organize worksheets
- Preview data in other views



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Microsoft Office Specialist Exam Skill Standards.. continued

- Customize Window layout
- Setup pages for printing
- Print data
- Organize workbooks using file folders
- Save data in appropriate formats for different uses