



## **A-Certif Ltd**

### Microsoft Office Excel 2003 Expert

#### **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 programmes. These categories are organised within skill sets representing the more basic functions of each Office programme.

Exam skill standards and skill sets for the Microsoft Office Excel 2003 Expert exam are provided below to assist in your exam preparation. Training centres and courseware providers authorised by the Microsoft Office Specialist programme tailor their instruction to these criteria.

#### **Organising and Analysing Data**

- Use subtotals
- Define and apply advanced filters
- Group and outline data
- Use data validation
- Create and modify list ranges
- Add, show, close, edit, merge and summarise scenarios
- Perform data analysis using automated tools
- Create PivotTable and PivotChart reports
- Use Lookup and Reference functions
- Use Database functions
- Trace formula precedents, dependents and errors
- Locate invalid data and formulas
- Watch and evaluate formulas
- Define, modify and use named ranges
- Structure workbooks using XML

#### **Formatting Data and Content**

- Create and modify custom data formats
- Use conditional formatting
- Format and resize graphics

- Format charts and diagrams

### **Collaborating**

- Protect cells, worksheets, and workbooks
- Apply workbook security settings
- Share workbooks
- Merge workbooks
- Track, accept, and reject changes to workbooks

### **Managing Data and Workbooks**

- Import data to Excel
- Export data from Excel
- Publish and edit Web worksheets and workbooks
- Create and edit templates
- Consolidate data
- Define and modify workbook properties

### **Customising Excel**

- Customise toolbars and menus
- Create, edit, and run macros
- Modify Excel default settings