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A-Certif Ltd

Microsoft Office 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 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 exam are provided below to assist in your exam preparation. Training centres and courseware providers authorized by the Microsoft Office Specialist Programme 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

Analysing 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
- Organise worksheets
- Preview data in other views
- Customise Window layout
- Setup pages for printing
- Print data
- Organise workbooks using file folders
- Save data in appropriate formats for different uses