



MICROSOFT EXCEL 2003 CORE EXAM OBJECTIVES

1. Creating Data and Content

- 1.1. Enter and edit cell content
- 1.2. Navigate to specific cell content
- 1.3. Locate, select and insert supporting information
- 1.4. Insert, position, and size graphics

2. Analyzing Data

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

3. Formatting Data and Content

- 3.1. Apply and modify cell formats
- 3.2. Apply and modify cell styles
- 3.3. Modify row and column formats
- 3.4. Format worksheets

4. Collaborating

- 4.1. Insert, view and edit comments

5. Managing Workbooks

- 5.1. Create new workbooks from templates
- 5.2. Insert, delete and move cells
- 5.3. Create and modify hyperlinks
- 5.4. Organize worksheets
- 5.5. Preview data in other views
- 5.6. Customize Window layout
- 5.7. Setup pages for printing
- 5.8. Print data
- 5.9. Organize workbooks using file folders
- 5.10. Save data in appropriate formats for different uses