



## MICROSOFT EXCEL 2003 EXPERT - EXAM OBJECTIVES

### 1. Organizing and Analyzing 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 summarize 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

### 2. Formatting Data and Content

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

### 3. Collaborating

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

### 4. 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

### 5. Customizing Excel

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