A p p e n d i x   B

Microsoft Office Specialist exam objectives maps

This appendix covers these additional topics:

A Excel 2003 Specialist exam objectives with references to corresponding material in Course ILT courseware.

B Excel 2003 Expert exam objectives with references to corresponding material in Course ILT courseware.

Topic A: Specialist exam objectives

Explanation

The following table lists all Excel 2003 Specialist exam objectives and provides references to the conceptual material and activities that teach each objective.

Objective number	Objective	Course level	Conceptual information	Supporting activities
XL03S-1-1	Entering, editing, and clearing text, numbers and symbols in cells	Basic	Unit 2, Topic B, pp 4, 6 Unit 2, Topic C, pp 10-11	B-1, B-2 C-1
XL03S-1-1	Fill series content using the fill handle tool	Basic	Unit 3, Topic B, p 14	B-3
XL03S-1-2	Finding and modifying or replacing cell content or formatting	Basic	Unit 2, Topic B, p 8 Unit 5, Topic D, p 24	B-3 D-3
XL03S-1-2	Navigate to specific content (e.g., Go To)	Basic	Unit 1, Topic D, p 16	D-2
XL03S-1-3	Locating supporting information in local reference materials or on the Internet using the Research tool	Basic	Unit 1, Topic C, pp 8, 10-11 Unit 6, Topic A, p 4	C-1, C-2, C-3 A-2
XL03S-1-3	Using the Research tool to select and insert supporting text-based information	Basic	Unit 6, Topic A, p 4	A-2
XL03S-1-4	Inserting, positioning, and sizing graphics	Intermediate	Unit 6, Topic C, pp 10, 14	C-1, C-3
XL03S-2-1	Filtering lists using AutoFilter	Intermediate	Unit 5, Topic B, p 6	B-3
XL03S-2-2	Sorting lists	Intermediate	Unit 5, Topic B, pp 3-4	B-1, B-2
XL03S-2-3	Creating and editing formulas	Basic	Unit 2, Topic C, pp 10-13	C-1, C-2, C-3
XL03S-2-3	Entering a range within a formula by dragging	Basic	Unit 4, Topic A, p 5	A-2
XL03S-2-3	Using references (absolute and relative)	Basic	Unit 3, Topic B, p 12 Unit 3, Topic C, pp 15, 17	B-2 C-1, C-2
XL03S-2-4	Creating formulas using the following function categories: Statistical, Date and Time, Financial, and Logical (e.g., Sum, Min, Max, Date or Now, PMT, IF, Average)	Basic Intermediate Advanced	Unit 4, Topic A, pp 2-3, 5-6 Unit 4, Topic C, pp 10, 12-13 Unit 4, Topic C, pp 16, 18 Unit 1, Topic B, p 10 Unit 1, Topic D, p 18	A-1, A-2, A-3 C-1, C-2, C-3 C-2, C-3 B-1 D-1
XL03S-2-5	Creating, modifying, and positioning diagrams and charts based on data contained in the active workbook	Basic Intermediate	Unit 7, Topic A, pp 2, 6 Unit 7, Topic B, pp 8, 12 Unit 6, Topic C, p 14	A-1, A-3 B-1, B-3 C-3
XL03S-3-1	Formatting cells	Basic	Unit 5, Topic A, p 5	A-3

Objective number	Objective	Course level	Conceptual information	Supporting activities
XL03S-3-1	Applying AutoFormats to cells and cell ranges	Basic	Unit 5, Topic D, p 22	D-2
XL03S-3-2	Applying styles (e.g., applying a style from the Format>Style list)	Intermediate	Unit 4, Topic D, pp 19, 21	D-2
XL03S-3-3	Modifying height and width	Basic	Unit 5, Topic B, p 7	B-1
XL03S-3-3	Inserting and deleting, hiding and unhiding rows and columns	Basic	Unit 3, Topic D, pp 20-21	D-2, D-3
		Intermediate	Unit 1, Topic B, p 6	B-1
XL03S-3-3	Modifying alignment	Basic	Unit 5, Topic B, p 9	B-2
XL03S-3-4	Formatting tab color, sheet name, and background	Intermediate	Unit 2, Topic A, p 4 Unit 4, Topic A, p 4	A-2 A-2
XL03S-3-4	Hiding and unhiding worksheets	Intermediate	Unit 1, Topic B, p 6	B-1
XL03S-4-1	Adding and editing comments attached to worksheet cells	Intermediate	Unit 7, Topic B, p 7	B-2
XL03S-5-1	Creating a workbook from a template	Intermediate	Unit 8, Topic A, pp 2-3, 6	A-1, A-2
XL03S-5-2	Inserting and deleting selected cells	Basic	Unit 3, Topic D, pp 18, 21	D-1, D-3
XL03S-5-2	Cutting, copying and pasting/pasting special selected cells	Basic	Unit 3, Topic A, pp 2, 4 Unit 5, Topic B, p 7	A-1, A-2
XL03S-5-2	Moving selected cells	Basic	Unit 3, Topic A, pp 2, 6	A-1, A-3
XL03S-5-3	Inserting and editing hyperlinks	Basic	Unit 8, Topic B, p 6	B-1
XL03S-5-4	Inserting worksheets into a workbook	Intermediate	Unit 2, Topic A, p 6	A-3
XL03S-5-4	Deleting worksheets from a workbook	Intermediate	Unit 2, Topic A, p 6	A-3
XL03S-5-4	Repositioning worksheets in a workbook	Intermediate	Unit 2, Topic A, p 6	A-3
XL03S-5-5	Previewing print and Web pages	Basic	Unit 6, Topic A, p 5 Unit 8, Topic A, p 2	A-3 A-1
XL03S-5-5	Previewing page breaks	Intermediate	Unit 1, Topic C, p 14	C-3
XL03S-5-6	Splitting and arranging workbooks	Intermediate	Unit 2, Topic E, p 21	E-1
XL03S-5-6	Splitting, freezing/unfreezing, arranging and hiding/unhiding workbooks	Intermediate	Unit 1, Topic A, pp 4-5 Unit 2, Topic E, p 21	A-2, A-3
XL03S-5-7	Setting print areas	Basic	Unit 6, Topic C, p 17	C-2
XL03S-5-7	Modifying worksheet orientation	Basic	Unit 6, Topic B, p 7	B-1
XL03S-5-7	Adding headers and footers to worksheets	Basic	Unit 6, Topic B, p 11	B-3
XL03S-5-7	Viewing and modifying page breaks	Intermediate	Unit 1, Topic C, pp 13-14	C-2, C-3

Objective number	Objective	Course level	Conceptual information	Supporting activities
XL03S-5-7	Setting Page Setup options for printing (e.g.; margins, print area, rows/columns to repeat)	Basic	Unit 6, Topic B, pp 9, 13	B-2, B-4
XL03S-5-8	Printing selections, worksheets, and workbooks	Basic	Unit 6, Topic C, pp 15, 17	C-1, C-2
XL03S-5-9	Creating and using folders for workbook storage	Basic	Unit 2, Topic D, pp 14-15	D-1
XL03S-5-9	Renaming folders	Basic	Unit 2, Topic D, pp 14	
XL03S-5-10	Converting files to different file formats for transportability (e.g., .csv, .txt)	Advanced	Unit 5, Topic A, p 2	A-1
XL03S-5-10	Saving selections, worksheets or workbooks as Web pages	Basic	Unit 8, Topic A, pp 2, 4	A-1, A-2

Topic B: Expert exam objectives

Explanation The following table lists all Excel 2003 Expert exam objectives and provides references to the conceptual material and activities that teach each objective.

Objective number	Objective	Course level	Conceptual information	Supporting activities
XL03E-1-1	Adding subtotals to worksheet data	Advanced	Unit 3, Topic A, p 2	A-1
XL03E-1-2	Creating and applying advanced filters	Intermediate	Unit 5, Topic C, pp 7-9	C-1, C-2
XL03E-1-3	Grouping and outlining data	Intermediate	Unit 1, Topic B, pp 8-9	B-2
XL03E-1-4	Adding data validation criteria to cells	Advanced	Unit 3, Topic B, pp 5, 7	B-1, B-2
XL03E-1-5	Creating and modifying list ranges	Intermediate	Unit 5, Topic C, p 12	C-3
XL03E-1-6	Managing scenarios	Advanced	Unit 6, Topic C, pp 11, 14-15	C-1, C-2, C-3
XL03E-1-7	Projecting values using analysis tools (e.g., Analysis ToolPak)	Advanced	Unit 6, Topic B, pp 7-8, 10	B-2
XL03E-1-7	Performing What-If analysis	Advanced	Unit 6, Topic A, pp 2, 4	A-1, A-2
XL03E-1-7	Using the Solver add-in	Advanced	Unit 6, Topic A, p 4	A-2
XL03E-1-8	Creating PivotTable Reports and PivotChart Reports	Advanced	Unit 4, Topic A, pp 2-3 Unit 4, Topic D, p 14	A-1 D-1
XL03E-1-9	Using Lookup and Reference functions (e.g., HLOOKUP, VLOOKUP)	Advanced	Unit 2, Topic A, pp 2, 4-5 Unit 2, Topic B, pp 6, 8	A-1, A-2, A-3 B-1, B-2
XL03E-1-10	Creating and editing Database functions (e.g., DSUM, DAVERAGE)	Advanced	Unit 3, Topic C, pp 10-11, 13	C-1, C-2
XL03E-1-11	Tracing formula precedents	Intermediate	Unit 7, Topic A, p 2	A-1
XL03E-1-11	Tracing formula dependents	Intermediate	Unit 7, Topic A, p 2	A-1
XL03E-1-11	Tracing formula errors	Intermediate	Unit 7, Topic A, p 4	A-2
XL03E-1-12	Using Error Checking	Intermediate	Unit 7, Topic A, p 4	A-2
XL03E-1-12	Circling invalid data	Advanced	Unit 3, Topic B, p 5	
XL03E-1-13	Using Evaluate formulas	Advanced	Unit 1, Topic C, p 15	C-2
XL03E-1-13	Using cell Watch	Intermediate	Unit 2, Topic B, p 11	B-2
XL03E-1-14	Naming one or more cell ranges	Advanced	Unit 1, Topic A, pp 2, 6, 8	A-1, A-2, A-3
XL03E-1-14	Using a named range reference in a formula	Advanced	Unit 1, Topic A, p 8	A-3

Objective number	Objective	Course level	Conceptual information	Supporting activities
XL03E-1-15	Adding, modifying and deleting maps	Advanced	Unit 5, Topic B, pp 6-7, 12	B-1, B-4
XL03E-1-15	Managing elements and attributes in XML workbooks (e.g., adding, modifying, deleting, cutting, copying)	Advanced	Unit 5, Topic B, pp 6-7, 10	B-1, B-3
XL03E-1-15	Defining XML options (e.g., applying XML view options)	Advanced	Unit 5, Topic B, pp 6-7	B-1
XL03E-2-1	Creating and applying custom number formats	Intermediate	Unit 4, Topic B, p 10	B-3
XL03E-2-2	Using conditional formatting	Basic	Unit 5, Topic C, p 18	C-3
XL03E-2-3	Using cropping and rotating tools	Intermediate	Unit 6, Topic C, p 14	C-3
XL03E-2-3	Controlling image contrast and brightness	Intermediate	Unit 6, Topic C, p 14	C-3
XL03E-2-3	Scaling and resizing graphics	Intermediate	Unit 6, Topic C, p 14	C-3
XL03E-2-4	Applying formats to charts and diagrams (e.g., data series, plot area)	Basic	Unit 7, Topic B, p 10	B-2
XL03E-3-1	Adding protection to cells, worksheets and workbooks	Intermediate	Unit 7, Topic C, pp 12-14	C-1, C-2
XL03E-3-2	Using digital signatures to authenticate workbooks	Intermediate	Unit 7, Topic C, p 15	C-3
XL03E-3-2	Setting passwords	Intermediate	Unit 7, Topic C, p 13	C-1
XL03E-3-2	Setting macro settings	Advanced	Unit 7, Topic A, pp 2, 6	A-3
XL03E-3-3	Creating and modifying shared workbooks	Intermediate	Unit 7, Topic D, pp 16-17	D-1
XL03E-3-4	Merging multiple versions of the same workbook	Intermediate	Unit 7, Topic D, p 19	D-2
XL03E-3-5	Tracking changes	Intermediate	Unit 7, Topic D, p 22	D-3
XL03E-3-5	Accepting and rejecting changes	Intermediate	Unit 7, Topic D, p 22	D-3
XL03E-4-1	Bringing information into Excel from external sources	Advanced	Unit 5, Topic C, p 13	C-1
XL03E-4-1	Linking to Web page data	Advanced	Unit 5, Topic C, pp 16-17	C-3
XL03E-4-2	Exporting structured data from Excel	Advanced	Unit 5, Topic B, p 10	B-3
XL03E-4-3	Publishing Web-based worksheets	Basic	Unit 8, Topic A, p 4	A-2
XL03E-4-4	Creating a workbook template	Intermediate	Unit 8, Topic B, p 7	B-1
XL03E-4-4	Creating a new workbook based upon a user-defined template	Intermediate	Unit 8, Topic B, p 7	B-1

Objective number	Objective	Course level	Conceptual information	Supporting activities
XL03E-4-4	Editing a workbook template	Intermediate	Unit 8, Topic B, p 9	B-2
XL03E-4-5	Consolidating data from two or more worksheets	Intermediate	Unit 2, Topic C, pp 12-13	C-1
XL03E-4-6	Managing workbook properties (e.g., summary data)	Intermediate	Unit 7, Topic B, p 7	B-2
XL03E-5-1	Adding and removing buttons from toolbars	Intermediate	Unit 3, Topic B, p 15	B-3
XL03E-5-1	Adding custom menus	Intermediate	Unit 3, Topic B, p 18	B-4
XL03E-5-2	Creating macros	Advanced	Unit 7, Topic A, p 4	A-2
XL03E-5-2	Editing macros using the Visual Basic Editor	Advanced	Unit 7, Topic B, p 10	B-2
XL03E-5-2	Running macros	Advanced	Unit 7, Topic A, p 2	A-1
XL03E-5-3	Modifying default font settings	Intermediate	Unit 3, Topic A, p 5	A-2
XL03E-5-3	Setting the default number of worksheets	Intermediate	Unit 3, Topic A, p 5	
XL03E-5-3	Changing the default file location for templates	Intermediate	Unit 8, Topic B, p 10	B-3