

# **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.

<i>Objective number</i>	<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
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

<b>Objective number</b>	<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
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

**B-4** Excel 2003: Advanced

<i>Objective number</i>	<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
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.

<b>Objective number</b>	<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
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

<b>Objective number</b>	<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
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

<i>Objective number</i>	<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
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