

## Microsoft Office Specialist Excel 2003 Exam Skill Standards

<b>Skill Sets</b>	<b>Exam Skill Standards</b>
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
Analyzing 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 Organize worksheets Preview data in other views Customize Window layout Setup pages for printing Print data Organize workbooks using file folders Save data in appropriate formats for different uses

## Microsoft Office Specialist Word 2003 Exam Skill Standards

<b>Skill Sets</b>	<b>Exam Skill Standards</b>
Creating Content	Insert and edit text, symbols and special characters Insert frequently used and pre-defined text Navigate to specific content Insert, position and size graphics Create and modify diagrams and charts Locate, select and insert supporting information
Organizing Content	Insert and modify tables Create bulleted lists, numbered lists and outlines Insert and modify hyperlinks
Formatting Content	Format text Format paragraphs Apply and format columns Insert and modify content in headers and footers Modify document layout and page setup
Collaborating	Circulate documents for review Compare and merge documents Insert, view and edit comments Track, accept and reject proposed changes
Formatting and Managing Documents	Create new documents using templates Review and modify document properties Organize documents using file folders Save documents in appropriate formats for different uses Print documents, envelopes and labels Preview documents and Web pages Change and organize document views and windows