

Microsoft Office Specialist Excel 2003 Prerequisite Knowledge

You should have experience working in Excel and know how to complete basic tasks, such as:

1. Move from cell to cell, worksheet to worksheet, workbook to workbook.
2. Locate and open an existing file.
3. Save a file.
4. Select a rectangular block of cells (range) or several rectangular blocks of cells.
5. Select a column, row or worksheet.
6. Use copy and paste.
7. Use cut and paste.
8. Enter and format text and numerical data.
9. Enter a basic formula, such as =b6+c6.
10. Enter a formula using common functions, such as sum, min, max and average.

Microsoft Office Specialist Word 2003 Prerequisite Knowledge

You should have experience working in Word 2003 and know how to complete basic tasks, such as:

1. Move from page to page and document to document.
2. Locate an existing file.
3. Save a file.
4. Select a single word, groups of words, a sentence, a paragraph or the entire document.
5. Select non-contiguous blocks of text.
6. Use copy and paste.
7. Use cut and paste.
8. Enter and format text.