

# MOS Excel 2003 Expert Exam Objectives

## 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

## Formatting Data and Content

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

## Collaborating

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

## 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

## Customizing Excel

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