



Certified Excel 2003 Professional VS-1032

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Excel 2003 Professional

Certification Code VS-1032

Excel 2003 Professional Certification helps demonstrate an individual's overall comprehension and expertise of Microsoft Office programs. VSkills Excel 2003 Professional Certification holders have more than a working familiarity with Microsoft Office programs—they are technically skilled to take advantage of the breadth of features efficiently and effectively. Nearly every sector requires worksheet professionals; to perform tasks such as storing tabular data, graphing, data processing, etc. Microsoft Excel allows users to store, manipulate and graph data. It also includes formulas, lets users make their own formulas

Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning VSkills Excel 2003 Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential. VSkills Excel 2003 Professional Certification can also lead to increased job satisfaction. Certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Excel 2003 but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

Who will benefit from taking this certification?

The certification benefits business workers and students who want to present themselves as truly knowledgeable and differentiate themselves in a competitive job market. It also helps hiring managers make job placement decisions. Managers who hire candidates with a VSkills Excel 2003 Professional Certification are helping minimize training costs.

Test Details:

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%); There is no negative marking in this module.

Fee Structure:

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certified Excel 2003 Professional

MS-Excel professionals are in great demand. There are a lot of boutique niche companies, specializing in Integration Services, who are constantly hiring knowledgeable professionals. International job consultants also are constantly looking for MS-Excel Specialists for overseas jobs. The skill is also greatly in demand in government projects.

Table of Content

1 Creating Data and Content

- 1.1 Worksheet Basics
- 1.2 Enter and edit cell content
- 1.3 Navigate to specific cell content
- 1.4 Locate, select, and insert supporting information
- 1.5 Insert, position, and size graphics

2 Analyzing Data

- 2.1 Filter lists using AutoFilter
- 2.2 Sort lists
- 2.3 Insert and modify formulas
- 2.4 Use statistical, date and time, financial, and logical functions
- 2.5 Create, modify, and position diagrams and charts based on worksheet data

3 Formatting Data and Content

- 3.1 Apply and modify cell formats
- 3.2 Apply and modify cell styles
- 3.3 Modify row and column formats
- 3.4 Format worksheets

4 Managing Workbooks

- 4.1 Create new workbooks from templates
- 4.2 Insert, delete, and move cells
- 4.3 Create and modify hyperlinks
- 4.4 Organize worksheets
- 4.5 Preview data in other views
- 4.6 Customize Window layout
- 4.7 Setup pages for printing
- 4.8 Print data
- 4.9 Organize workbooks using file folders
- 4.10 Save data in appropriate formats for different uses

5 Organizing and Analyzing Data

- 5.1 Use subtotals
- 5.2 Define and apply advanced filters
- 5.3 Group and outline data
- 5.4 Use Data Validation
- 5.5 Create and modify list ranges
- 5.6 Add, show, close, edit, merge, and summarize scenarios
- 5.7 Perform data analysis using automated tools
- 5.8 Create PivotTable and PivotChart reports
- 5.9 Use Lookup and Reference functions
- 5.10 Use Database functions

- 5.11 Trace formula precedents, dependents, and errors
- 5.12 Locate invalid data and formulas
- 5.13 Watch and evaluate formulas
- 5.14 Define, modify, and use named ranges
- 5.15 Structure workbooks using XML

6 Formatting Data and Content

- 6.1 Create and modify custom data formats
- 6.2 Use conditional formatting
- 6.3 Format and resize graphics
- 6.4 Format charts and diagrams

7 Collaborating

- 7.1 Insert, view, and edit comments
- 7.2 Protect cells, worksheets, and workbooks
- 7.3 Apply File security settings
- 7.4 Share workbooks
- 7.5 Merge workbooks
- 7.6 Track, accept, and reject changes to workbooks

8 Managing Data and Workbooks

- 8.1 Import Data to Excel
- 8.2 Export data from Excel
- 8.3 Publish and Edit Web worksheets and workbooks
- 8.4 Create and edit templates
- 8.5 Consolidate data
- 8.6 Define and modify workbook properties

9 Customizing Excel

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

Sample Questions

1. You cannot close MS Excel application by

- A. Choosing File menu then Exit submenu
- B. Press Alt+F4
- C. Click X button on title bar
- D. From File menu choose Close submenu

2. Spelling tool in MS Excel is used for

- A. Spelling suggestions
- B. Grammar options
- C. Synonyms and Antonyms words
- D. All of above

3. Excel files have extension

- A. XLS
- B. DOC
- C. PPT
- D. None of above

4. The shortcut key to open find dialog box is

- A. Control + F
- B. Control + L
- C. Control + G
- D. None of above

5. The shortcut key to access Open file dialog box is

- A. Control + F
- B. Control + O
- C. Control + G
- D. None of above

Answers: 1 (D), 2 (A), 3 (A), 4 (A), 5 (B)

Certifications

➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

➤ Big Data

- Certified Hadoop and Mapreduce Professional

➤ Cloud Computing

- Certified Cloud Computing Professional

➤ Design

- Certified Interior Designer

➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

➤ Project Management

- Certified Project Management Professional

➤ Real Estate

- Certified Real Estate Consultant

➤ Marketing

- Certified Marketing Manager

➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

Contact us at :

Vskills

011-473 44 723 or info@vskills.in

www.vskills.com