



# BUS 1700 Spreadsheets

Seattle Pacific University  
School of Business, Government, and Economics

**Spring 2019** (CRN 46536) MWF, 8:00AM-9:20AM,

Lectures: McKenna 113, 3/25-4/12.

**Schedule:** (CRN 47699) MWF, 9:30AM-10:50AM,

Lectures: McKenna 113, 3/25-4/12.

MOS Exams, McKenna 113, 4/17-5/31.

1 credit, pass/no credit grading.

Students will take the Microsoft MOS 77-727 exam as early as April 17. One retake, if needed, is available until Friday, May 31.

[Online exam schedule.](#)

**Instructor:** [Richard \(Dick\) L. Sleight, Ph.D.](#)

Instructor, Manager of Information Systems  
School of Business, Government, and Economics

[123A McKenna Hall](#)

(206) 281-2265

[SL8@spu.edu](mailto:SL8@spu.edu)

## Microsoft

Office Specialist

**Office Hours:** I am generally available 8:30 AM to 2:50 PM

Monday through Friday. Any time I am in my office, you may consider me available for help. See [my online schedule.](#)

**Prerequisite:** You must be able to access files and run

applications on a Windows based PC.

Spreadsheet competency is prerequisite

or co-requisite to ACCT 2362, BUS 2700,

BUS 3250, and POL 4643.

**Course Overview:** BUS 1700 is a tutorial class designed to

prepare students to take and pass the Microsoft [MOS 77-727](#) exam. Documenting competency with Microsoft Excel by passing the MOS 77-727 exam is a [degree](#)

[requirement](#) for Accounting, Business Administration, Economics, Global

[Course Web Site](#) Development Studies, Political Science, PPE, Apparel Design, and Fashion

Merchandising majors. (The MOS 77-727 exam can be taken at SPU and elsewhere

without taking BUS 1700.)

**Grading:** A score of 700/1000 or above on the

MOS 77-727 exam is required to earn the *Microsoft Office Specialist: Excel* certification.

A score of 600/1000 or above is needed to pass BUS 1700.

**Homework:** There is no **required** homework for this course. However, at the conclusion of each lesson, quizzes and sample problems are provided for your practice. You are **strongly** encouraged to review these items after each class. Additional practice problems are given in each lesson workbook available in Canvas.

**Sample Exams:** Information will be made available in class about the [GMetrix](#) online practice exams. These are excellent tools to help students prepare for the actual exam. Additional practice exams, designed by your instructor, are available in Canvas.

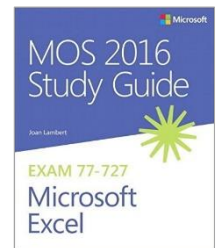
The MOS exam is a 50 minute timed test having 35 questions called "tasks." These exams typically consist of 7 projects with 4 to 7 tasks in each project. No two versions of the exam are exactly the same.

**Textbook:** The inexpensive [textbook / study guide](#)

is not required but is strongly recommended.

You may share copies and I will make some of the text material

available on Canvas. Used copies bought online are a good idea and can be found for much less than the Bookstore price.



**Hardware, Software:** The MOS 77-727 exam covers Excel 2016 running under Windows. Studying with a version of Microsoft Excel on an Apple operating system, while possible, is not recommended. Many features in Excel differ between these two platforms.

A wireless or wired mouse is **strongly** recommended when working with spreadsheet software. If you intend to practice with Excel using a laptop, get a mouse!



We have Windows computers in our McKenna 113 exam room.

**Course Files:** Excel workbooks for each hour of class are available in [Canvas](#). Online training videos which cover Microsoft Excel are also available from these recommended YouTube authors: [Hun Kim](#), [Bill Jelen](#), [Excel Is Fun](#), and [Simon Sez IT](#). Videos by [Brendan Sinclair](#) showing how to solve each of the GMetrix practice exams are especially useful for review.

**About Dr. Sleight:** I have a diverse academic background in Engineering, Economics, Statistics, and Education. Although my first degree was in Economics, I taught full time in the University of Washington College of Engineering from 1978 to 1989. I am the chief information officer in the School of Business, Government, and Economics, responsible for data management, technology, web communications, and our facilities, along with teaching, advising all minors, and coordination of our three honor societies.

I was elected to the SPU faculty by the Faculty Senate in 2013, yet have taught Engineering, Business Statistics, and Computer Science courses at SPU since 1990. I have taught BUS 1700 every quarter since 1996.

My wife Nancy '77, and children Ann '10, Nathanael '13, and Jean '16 are all SPU graduates. I came to faith in Jesus Christ in 1980. More about me can be found on my [SBGE faculty page](#) and on my [personal website](#).

**Academic Integrity:** Instances of academic misconduct including those aimed at circumventing the evaluation process will be reported the dean of the business school. Please review the section in the *SPU Undergraduate Catalog* titled [Academic Integrity](#) for a complete description of this policy.

Additional exam protocols required by Microsoft help to insure the security of the MOS exam process.

**Students with disabilities:** If you have a specific disability that qualifies you for academic accommodations, please contact *Disability Support Services* in the *Center for Learning* to make your accommodations request. Once your eligibility has been determined, *Disability Support Services* will send a letter to your professors indicating what accommodations have been approved.

**Class Closure:** In the event of a class cancellation, you are responsible to check your SPU email for any special instructions. The SPU Emergency Closure Hotline phone number is **281-2800**.

**Taking the MOS 77-727 Exam:** SPU is a [Certipoint Authorized Testing Center](#). Your instructor is our Center's "Organization Administrator." The 50-minute [MOS 77-727 exam](#) may also be taken at any Certipoint Authorized Testing Center. The nearest *public* testing center is at *Sylvan Learning* in Ballard. Some students have taken the prior MOS Excel 2013 exam for free on Wednesdays at the downtown Seattle Public Library. Search for **Microsoft Office Specialist** on the [Seattle Public Library web site](#) for details about this opportunity.

**Course Exam Fee:** There is a course fee of \$50 associated with BUS 1700. This fee allows each student to take the MOS 77-727 exam once (with one free retake if necessary), and to have access to the online GMetrix practice exams. Any subsequent exams are charged at \$50 each. Students may pay by cash or by check made out to *Seattle Pacific University*, for each successive exam attempt after the first two.

**The Microsoft Office Specialist exam retake policy:**

- If a candidate does not achieve a passing score on an exam the first time, the candidate must wait 24 hours before retaking the exam.
- If a candidate does not achieve a passing score the second time, the candidate must wait 2 days (48 hours) before retaking the exam a third time.
- A two-day waiting period will be imposed for each subsequent exam retake.
- There is no annual limit on the number of attempts on the same exam.
- If a candidate achieves a passing score on a MOS exam, the candidate may take it again.

**Preparing to take the exam:**

(1) Visit the **Certipoint.com** website. Register for a Certipoint account by following the directions found on the user registration pages. Start at the [Login/Register](#) button. **Be careful to record your Certipoint username and password** that you select. Consider emailing these to yourself so that you can find them easily if they are forgotten. You will need to login to your Certipoint account when you begin the MOS 77-727 exam. As a part of the registration process, be sure to select this certification program.



(2) The exam will first be given at 8:20AM on Wednesday, April 17. **You must attempt the exam once on or before Friday, May 10, in order to be allowed a free retake.** Exam reservations are limited to eight students per hour.

(3) Email your instructor at **SL8@spu.edu** to reserve your exam date and time. Suggest your 1<sup>st</sup> and 2<sup>nd</sup> choices for both **dates and times** in your email, and your exam choice will be confirmed via email. The exam is given in the McKenna 113 computer classroom.

**At the exam:** First, when you arrive at McKenna 113 to take the MOS exam, you must move any backpacks, purses, cell phones, notes, etc. away from your exam workstation. You will also need to bring picture ID, a Microsoft requirement. Your SPU ID card will be OK. Do not login to the classroom computer, but follow the instructions of the exam proctor.

The 50-minute timer does not start until you have selected the correct exam, verified your address, agreed to the Microsoft Non-Disclosure Agreement (NDA), and have had your exam proctor verify that you are taking the correct exam.

You will then have the opportunity to review the exam interface tutorial before you actually begin the exam. When you have completed the exam, you can either press the **CLOSE EXAM** button or just let the exam time expire. You will learn your score moments after you complete the exam.

---

## Topics on the Microsoft Office Specialist 77-727 Exam

---

### 1.1 Create Worksheets and Workbooks

- 1.1.1 Create a workbook
- 1.1.2 Import data from a delimited text file
- 1.1.3 Add a worksheet to an existing workbook
- 1.1.4 Copy and move a worksheet

### 1.2 Navigate in Worksheets and Workbooks

- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to a named cell, range, or workbook element
- 1.2.3 Insert and remove hyperlinks

### 1.3 Format Worksheets and Workbooks

- 1.3.1 Change worksheet tab color
- 1.3.2 Rename a worksheet
- 1.3.3 Change worksheet order
- 1.3.4 Modify page setup
- 1.3.5 Insert and delete columns or rows
- 1.3.6 Change workbook themes
- 1.3.7 Adjust row height and column width
- 1.3.8 Insert headers and footers

### 1.4 Customize Options and Views for Worksheets and Workbooks

- 1.4.1 Hide or unhide worksheets
- 1.4.2 Hide or unhide columns and rows
- 1.4.3 Customize the Quick Access toolbar
- 1.4.4 Change workbook views
- 1.4.5 Change window views
- 1.4.6 Modify document properties
- 1.4.7 Change magnification by using zoom tools
- 1.4.8 Display formulas

### 1.5 Configure Worksheets and Workbooks for Distribution

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Print all or part of a workbook
- 1.5.4 Set print scaling
- 1.5.5 Display repeating row and column titles on multipage worksheets
- 1.5.6 Inspect a workbook for hidden properties or personal information
- 1.5.7 Inspect a workbook for accessibility issues
- 1.5.8 Inspect a workbook for compatibility issues

### 2.1 Insert Data in Cells and Ranges

- 2.1.1 Replace data
- 2.1.2 Cut, copy, or paste data
- 2.1.3 Paste data by using special paste options
- 2.1.4 Fill cells by using Auto Fill
- 2.1.5 Insert and delete cells

### 2.2 Format Cells and Ranges

- 2.2.1 Merge cells
- 2.2.2 Modify cell alignment and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats
- 2.2.7 Apply cell styles

### 2.3 Summarize and Organize Data

- 2.3.1 Insert sparklines
- 2.3.2 Outline data
- 2.3.3 Insert subtotals
- 2.3.4 Apply conditional formatting

### 3.1 Create and Manage Tables

- 3.1.1 Create an Excel table from a cell range
- 3.1.2 Convert a table to a cell range
- 3.1.3 Add or remove table rows and columns

### 3.2 Manage Table Styles and Options

- 3.2.1 Apply styles to tables
- 3.2.2 Configure table style options
- 3.2.3 Insert total rows

### 3.3 Filter and Sort a Table

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns
- 3.3.3 Change sort order
- 3.3.4 Remove duplicate records

#### 4.1 Summarize Data by using Functions

- 4.1.1 Insert references
- 4.1.2 Perform calculations by using the **SUM** function
- 4.1.3 Perform calculations by using **MIN** and **MAX** functions
- 4.1.4 Perform calculations by using the **COUNT** function
- 4.1.5 Perform calculations by using the **AVERAGE** function

#### 4.2 Perform Conditional Operations by using Functions

- 4.2.1 Perform logical operations by using the **IF** function
- 4.2.2 Perform logical operations by using the **SUMIF** function
- 4.2.3 Perform logical operations by using the **AVERAGEIF** function
- 4.2.4 Perform statistical operations by using the **COUNTIF** function

#### 4.3 Format and Modify Text by using Functions

- 4.3.1 Format text by using **RIGHT**, **LEFT**, and **MID** functions
- 4.3.2 Format text by using **UPPER**, **LOWER**, **TRIM**, and **PROPER** functions
- 4.3.3 Format text by using the **CONCATENATE** function

#### 5.1 Create Charts

- 5.1.1 Create a new chart
- 5.1.2 Add additional data series to a chart
- 5.1.3 Switch between rows and columns in source data
- 5.1.4 Analyze data by using Quick Analysis

#### 5.2 Format Charts

- 5.2.1 Resize charts
- 5.2.2 Add and modify chart elements
- 5.2.3 Apply chart layouts and styles
- 5.2.4 Move charts to a chart sheet

#### 5.3 Insert and Format Objects

- 5.3.1 Insert text boxes and shapes
- 5.3.2 Insert images
- 5.3.3 Modify object properties
- 5.3.4 Add alternative text to objects for accessibility

**Microsoft**  
Office Specialist  
Authorized Testing Center

**Emergency Information:** Please refer to the ***Syllabus Addendum on Emergency Information.pdf*** file in Canvas. In the event of a building evacuation, from McKenna 113, evacuate to the McKenna parking lot. Dr. Sleight is a Building Emergency Coordinator for McKenna Hall.



When you score 700 or above on the MOS 77-727 exam, please come pick up your official MOS Excel 2016 certificate, printed on parchment paper.



You may also wish to study for and challenge other Microsoft Office Specialist exams such as Word, PowerPoint, Outlook, Excel Expert, and others. These exams are also available at our [Certiport Authorized Testing Center](#). Please contact Dr. Sleight if you are interested in this opportunity.

Be recognized.

Learn about [digital badges](#).

