



BUS 1700 Spreadsheets

Seattle Pacific University
School of Business, Government, and Economics

Spring 2021 Schedule: (CRN 46536) Mon, Wed 3:00 PM-5:00 PM; (CRN 47840) Mon, Wed 6:00 PM-8:00 PM
Weeks 1-3: Lessons via Zoom. Weeks 4-10: Practice, review, and the MO-200 exam.
1 credit, Pass/No Credit grading.

Instructor: [Richard \(Dick\) L. Sleight, Ph.D.](#) SL8@spu.edu
Instructor, Manager of Information Systems
School of Business, Government, and Economics

Microsoft
Office Specialist

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, and BUS 3250.

Course Overview: BUS 1700 is a tutorial class designed to prepare students to take and pass the Microsoft [MO-200](#) exam. Documenting competency with Microsoft Excel by passing the MO-200 exam (or an earlier version of this exam), or by passing BUS 1700, is a [degree requirement](#) for Accounting, Business Administration, Economics, Global Development Studies, Political Science, PPE, Apparel Design, and Fashion Merchandising majors. (Next year, BUS 1700 will become a graded course and will be required for all SBGE majors.)

Microsoft says... *“An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel and can complete tasks independently.”*



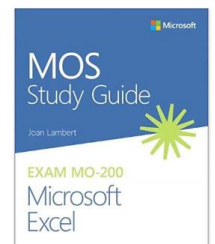
I include this quote to remind students that BUS 1700 is not an easy course for most students. Just because it is only 1-credit, and is graded P/NC, does not mean it is not a rigorous course. Students with little or no prior experience with Microsoft Excel and its many features will find that significant study and practice time is needed to prepare for the MO-200 exam. Typically, only 60% of the SPU students who take this exam pass on their first try. Additionally, it has been common for only 85% of the class, on average, to pass BUS 1700. However, there have been quarters when every student passed BUS 1700.

Online lessons via Zoom and YouTube: During our online lessons in weeks 1 to 3, I will present all the material you will need to be able to complete each homework assignment and to pass the MO-200 exam. You may attend either Zoom lesson no matter which section of BUS 1700 you are in. However, these lessons at 3:00 PM to 5:00 PM and repeated again that same evening at 6:00 PM to 8:00 PM on Mondays and Wednesdays, will not be recorded. Instead, if you need a review lesson, I refer you to the excellent YouTube videos that focus on the MO-200 exam prepared by [Brendan Sinclair](#). Links on pages 4 and 5 in this syllabus take you to his review videos.

Office Hours: Office hours via Zoom will be updated weekly on [my online schedule](#). During office hours, you may share your Excel screen with me or ask me to review Excel features on my screen. Multiple students may join these Zoom office hour sessions. [[Zoom link](#).]

Homework: There will be five short homework assignments. By completing each of these assignments, you will review the Excel features presented in class. Each assignment will be emailed to you and will also be posted in Canvas. Each assignment is to be submitted in Canvas by the due date on the assignment.

Textbook: This inexpensive [study guide](#) is not required, but would be helpful for those new to Microsoft Excel. The course lessons will parallel the topics in this thin guide.



Exams for students who cannot come to the SPU campus: Students who are unable to take the exam at SPU during weeks 4-10 of the quarter have these other options.

- Find a local [Certiport Authorized Testing Center](#) that is offering exams, and follow their process to take the exam there. There often will be additional fees for this option. However, the Seattle Public Library has been offering these exams online for free while they are closed due to COVID-19. Here is their [Microsoft certification Exam Calendar](#). Students attending a school in Washington State are allowed to take these exams.
- You will also be able to use the [Certiport Exams from Home](#) process through SPU which I proctor.
- An exam similar to the last two sample exams in Canvas is also available. However, it does not qualify students to earn the Microsoft Office Specialist certificate.

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. Instructions about accessing the GMetrix exams and its online study guide will be available in Canvas and will be explained during one of our Zoom lessons. Be aware that the **GMetrix software for the Microsoft Office Specialist exams only runs on Windows computers and you would need to have an up-to-date version of Microsoft Excel on your computer.**

Additional practice exams designed by your instructor are available in Canvas. These sample exams mimic the MO-200 exam in content, but not in format. YouTube also has sample exams like this one at [Mike's Office](#).

Grading: A score of **700/1000** or above on the MO-200 exam is required to earn the *Microsoft Office Specialist: Excel Associate* certification. A score of **600/1000** or above is needed to pass BUS 1700. The [MO-200 exam](#) is a 50-minute timed test having 35 questions called "tasks." These exams typically consist of 5 to 8 projects with 1 to 6 tasks in each project. No two versions of the exam are exactly the same.

Hardware and Software: The MO-200 exam covers Excel 2019 or Office 365 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, especially the screen interface. Further, **Chromebook computers do not use the needed version of Microsoft Excel and cannot be used in this class.** Students may download and install the latest version of Office 365 for free by [following these instructions from CIS](#).



A wireless or wired mouse is needed when working with spreadsheet software. You will find that using a mouse properly will make it possible to complete the exam in the 50-minutes allowed.

We have 24 Windows computers in our McKenna 113 classroom. Due to social distancing precautions, up to six students will be allowed to sign up to take the MO-200 exam during any particular exam hour.

Course Files: Excel workbooks for each lesson will be available in [Canvas](#). Online training videos in YouTube are also available. The series of YouTube videos by [Brendan Sinclair](#) is especially helpful as it focuses specifically on the MO-200 exam topics.

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 me a letter indicating what accommodations have been approved. Please contact me to discuss your exam options.

Academic Integrity: Instances of academic misconduct including those aimed at circumventing the evaluation process will be reported to 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.

Exam protocols required by Microsoft help to ensure the security of the MOS exam process.

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 CIO, the chief information officer, of the School of Business, Government, and Economics, responsible for data management, technology, web communications, and our building, 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 courses at SPU since 1990. I have been the primary instructor of BUS 1700 since 1996. After 44 years of college teaching, this spring quarter will be my final one as I retire this June.

Away from SPU I am a photographer, artist in the Haida tradition, summer Bible teacher, and proud grandpa.

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 [May 1980](#).

More about me can be found on my [SBGE faculty page](#) and on my [personal website](#).



Class Closure: In the event of a class cancellation, you are responsible to check your SPU email for any special instructions from me. The SPU Emergency Closure Hotline phone number is **206.281.2800**.

Taking the MO-200 Exam: SPU is a [Certiport Authorized Testing Center](#) (CATC). Your instructor is our Center's "Organization Administrator." The 50-minute MO-200 exam may also be taken at any Certiport Authorized Testing Center. Some students have taken the MOS Excel exam for free through the Seattle Public Library. You may take the **Microsoft Excel 2019** exam for free via the [Seattle Public Library](#). Other [Exams from Home](#) opportunities will be discussed in class.

To be allowed an exam retake, you must attempt the MO-200 exam the first time on or before May 12th.

Course Exam Fee: There is a course fee of \$50 associated with BUS 1700. This fee allows each student to take the MO-200 exam once (with one free retake if needed), and to have access to the online GMetrix practice exams. Any subsequent exams are charged at \$50 each. See the instructions at the bottom of the [CATC page](#) if you wish to sign up for an additional exam.

Microsoft's MOS 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 [Certiport](#) website. Register for a Certiport account by following the directions found on their user registration pages. Start at the [Register](#) button. **Be careful to record the Certiport 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 Certiport account when you begin the MO-200 exam. As a part of the registration process, be sure to select this certification program.



- (2) Instructions on how to sign up for the exam will be provided in class and in weekly emails from your instructor. Exams offered at SPU will be given in McKenna Hall 113 on Wednesdays.

At the exam (if taken at SPU): 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. Login to the classroom computer with your SPU credentials, then wait to follow the instructions from the exam proctor.

The 50-minute timer does not start until you have selected the correct exam, 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 end the exam or wait for the 50 minutes to expire. You will learn your score less than a minute after you complete the exam.

Topics on the Microsoft Office Specialist MO-200 Exam

The Zoom lessons on Tuesdays and Thursdays will progress through these five sections of the MO-200 exam topics. If you miss a lecture or wish to review a topic, watch the videos linked below. For additional review help, join your instructor and classmates during office hours via Zoom.

Note: The links below connect to YouTube videos by [Brendan Sinclair](#). Here are his exam [“tips and tricks.”](#)

1. Manage worksheets and workbooks (10-15%)

[1.1, 1.2, & 1.3 \(Part 1\)](#) [1.4 & 1.5 \(Part 2\)](#)

1.1 Import data into workbooks

- 1.1.1 Import data from .txt files
- 1.1.2 Import data from .csv files

1.2 Navigate within workbooks

- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to named cells, ranges, or workbook elements
- 1.2.3 Insert and remove hyperlinks

1.3 Format worksheets and workbooks

- 1.3.1 Modify page setup
- 1.3.2 Adjust row height and column width
- 1.3.3 Customize headers and footers

1.4 Customize options and views

- 1.4.1 Customize the Quick Access toolbar
- 1.4.2 Display and modify workbook content in different views
- 1.4.3 Freeze worksheet rows and columns
- 1.4.4 Change window views
- 1.4.5 Modify basic workbook properties
- 1.4.6 Display formulas

1.5 Configure content for collaboration

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Configure print settings
- 1.5.4 Inspect workbooks for issues

2. Manage data cells and ranges (20-25%)

[2.1 & 2.4 \(Part 1\)](#) [2.2 & 2.3 \(Part 2\)](#)

2.1 Manipulate data in worksheets

- 2.1.1 Paste data by using special paste options
- 2.1.2 Fill cells by using Auto Fill
- 2.1.3 Insert and delete multiple columns or rows
- 2.1.4 Insert and delete cells

2.2 Format cells and ranges

- 2.2.1 Merge and unmerge cells
- 2.2.2 Modify cell alignment, orientation, 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 from the Format Cells dialog box
- 2.2.7 Apply cell styles
- 2.2.8 Clear cell formatting

2.3 Define and reference named ranges

- 2.3.1 Define a named range
- 2.3.2 Name a table

2.4 Summarize data visually

- 2.4.1 Insert Sparklines
- 2.4.2 Apply built-in conditional formatting
- 2.4.3 Remove conditional formatting

3. [Manage tables and table data](#) (15-20%)

3.1 Create and format tables

- 3.1.1 Create Excel tables from cell ranges
- 3.1.2 Apply table styles
- 3.1.3 Convert tables to cell ranges

3.2 Modify tables

- 3.2.1 Add or remove table rows and columns
- 3.2.2 Configure table style options
- 3.2.3 Insert and configure total rows

3.3 Filter and sort table data

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns

4. [Perform operations by using formulas and functions](#) (20-25%)

4.1 Insert references

- 4.1.1 Insert relative, absolute, and mixed references
- 4.1.2 Reference named ranges and named tables in formulas

4.2 Calculate and transform data

- 4.2.1 Perform calculations by using the **AVERAGE()**, **MAX()**, **MIN()**, and **SUM()** functions
- 4.2.2 Count cells by using the **COUNT()**, **COUNTA()**, and **COUNTBLANK()** functions
- 4.2.3 Perform conditional operations by using the [IF\(\) function](#)

4.3 Format and modify text

- 4.3.1 Format text by using [RIGHT\(\)](#), [LEFT\(\)](#), and [MID\(\)](#) functions
- 4.3.2 Format text by using **UPPER()**, **LOWER()**, and **LEN()** functions
- 4.3.3 Format text by using the [CONCAT\(\)](#) and [TEXTJOIN\(\)](#) functions

5. [Manage charts](#) (20-25%)

5.1 Create charts

- 5.1.1 Create charts
- 5.1.2 Create chart sheets

5.2 Modify charts

- 5.2.1 Add data series to charts
- 5.2.2 Switch between rows and columns in source data
- 5.2.3 Add and modify chart elements

5.3 Format charts

- 5.3.1 Apply chart layouts
- 5.3.2 Apply chart styles
- 5.3.3 Add alternative text to charts for accessibility



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.

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