



# BUS 1700 Spreadsheets

Seattle Pacific University  
School of Business, Government, and Economics

**Winter Schedule:** **Lectures:** 3:00-5:00PM and 6:00-8:00PM, Tuesdays and Thursdays, 1/4/18 to 1/23/18.  
**Exam dates:** Tue. & Thur., 1/30/19 to 3/8/18. 1 credit, Pass/No Credit grading.

**Instructor:** [Richard \(Dick\) L. Sleight, Ph.D.](#)  
Instructor, Manager of Information Systems  
School of Business, Government, and Economics  
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**Office Hours:** I am generally available 8:30AM to 3:00PM on most days. Any time I am in my office, you may consider me available for help. See [my 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 *Managerial Accounting*, BUS/MAT 2700 *Statistics for Business & Econ*, BUS 3250 *Business Finance*, and POL 4643 *Methods of Political Analysis*.

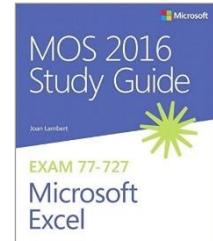
**Course Overview:** BUS 1700 is a tutorial class designed to prepare students to take and pass the Microsoft [MOS 77-727](#) exam. Documenting competency with Microsoft Excel by scoring 600 or above on the MOS 77-727 exam is a [degree requirement](#) for Accounting, Business Administration, Economics, Political Science, 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 end of each of the twelve lessons, sample problems and exams are available for your practice. You are **strongly** encouraged to review these items after each class. The online [G•Metrix](#) exams are also especially valuable as you study to prepare to take the MOS exam.

**Sample Exams:** Information will be made available in class about the [G•Metrix](#) online practice exams. Additional practice exams, designed by your instructor, are available in Canvas. The MOS exam is a 50 minute timed test typically consisting of 30 to 34 questions. These exams consist of 6 to 7 projects, with 4 to 7 tasks in each project. No two versions of the exam are the same.

**Textbook:** [The textbook / study guide](#) is not required but is strongly recommended. You might want to share copies and I will make the data from this text available on Canvas. Used copies bought online are a good idea and can be found for much less than the Bookstore price.



**Hardware and Software:** The MOS 77-727 exam covers Excel 2016 running under Windows. Studying with a version of Microsoft Excel on an Apple operating system is not recommended. However, students with Apple laptops may use them. The G•Metrix practice exams are not available on Apple systems. An added wireless or wired mouse is **strongly** recommended when working with spreadsheet software.

**Course Files:** Excel workbooks for each hour of class will be available in [Canvas](#). These spreadsheet files, and their associated data files, cover the features of Microsoft Excel which may appear on the MOS 77-727 exam. 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](#). A list of videos focused on the prior MOS 77-420 exam, prepared by Hun Kim, is posted in Canvas with this syllabus.

**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 email for any special instructions. The SPU Emergency Closure Hotline phone number is **281-2800**. Snow is in the forecast!

**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, our facilities, and our honor societies, along with my teaching, and service as faculty advisor to all SBGE minors. I was elected to the SPU faculty by the Faculty Senate in 2013, yet have taught BUS 1700 here for over twenty years, and have also taught Engineering, Math, and Computer Science courses at SPU.

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. A summary of my background can be found on my [SBGE faculty page](#) and on my [personal website](#).

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**Taking the MOS 77-727 Exam:** SPU is a [Certiport Authorized Testing Center](#). Your instructor is our Center's *Organization Administrator*.

The 35-question 50-minute MOS 77-727 exam may also be taken at any other Certiport Authorized Testing Center. Here is the online [CATC locator](#).

**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 G•Metrix 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 [Certiport.com](#) website. Register for a Certiport account by following the directions found on the user registration pages. Start at the **Register** button. **Be careful to record your Certiport username and password.** 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 MOS 77-727 exam. As a part of the registration process, be sure to select this certification program.

**Microsoft**

[Microsoft Office Specialist \(MOS\)](#)

(2) The MOS exam will be given at **3:00PM, 4:10PM, 6:00PM, and 7:10PM** on most Tuesdays and Thursdays beginning Tuesday, January 30. **You must attempt the exam on or before Thursday, February 15, in order to be allowed a retake, if one is needed.**

RSVP for an exam **date** and **time** by sending an email request to [SL8@spu.edu](mailto:SL8@spu.edu). Give both a **first** and **second** choice of **both dates and times** for your request. I will confirm your exam date and time via email.

**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 your instructor who serves as the exam proctor. The 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 and the 50-minute exam begins.

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**, 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, shapes, and SmartArt
- 5.3.2 Insert images
- 5.3.3 Modify object properties
- 5.3.4 Add alternative text to objects for accessibility

**Emergency Information:** Please refer to the **Syllabus Addendum on Emergency Information.pdf** file in Canvas. In the event of a building evacuation, from McKenna Hall you are to exit to Nickerson parking lot northwest of McKenna Hall. Once there, check in with your instructor. 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, Excel Expert, and other Office products. These exams are also available at our Certiport Authorized Testing Center. Please contact Dr. Sleight if you are interested in this opportunity.

**Microsoft**  
Office Specialist  
Authorized Testing Center