

# MICROSOFT OFFICE SPECIALIST IN EXCEL®

*Spreadsheets are powerful tools used to perform a wide variety of tasks. To jump start your career in business, Microsoft Office (MOS) Specialist (or higher) certification in Excel® 2007 or 2010 is required for admission to upper-level business courses at ACU beginning with the 2010-11 catalog.*

## WHAT DO I NEED TO KNOW?

The skills you'll need to know are listed in the [exam objectives](#) to the right. The certification exam is skill-based—you demonstrate your skills in Excel®—and requires a high level of proficiency on all of the skills listed. No help screens or outside materials can be used during testing.

## WHAT'S MY SKILL LEVEL?

Your skill level will determine the type of training you may need. Are you:

1. **Already Certified:** If you are MOS certified in Excel® 2007 or 2010, bring or mail a printed copy of your score report to the [COBA Connections office](#) (MBB 151 / ACU Box 29351). [Certiport.com](#) can provide logon assistance if needed.
2. **Highly Competent:** If you know most or all of the exam objectives, you may wish to take a pre-test to confirm your proficiency prior to taking the exam or review each skill on your own to insure you are ready to be certified.
3. **Moderately Competent:** You may know some of the exam objectives but need additional skills. A pre-test and Microsoft's IT Academy self-study materials may be just the ticket. Feel free to use any approach to prepare but learn the skills thoroughly before you challenge the exam.
4. **In Need of Training:** If you have little or no acquaintance with spreadsheets, or wish to refresh your skills, consider signing up for a crash course offered at ACU. The exam will be offered at the end of the course.

Certification requires a **high** level of proficiency

## Microsoft Excel® 2007 Exam Objectives

1. **Creating and Manipulating Data**
  - ✓ Insert data by using AutoFill
  - ✓ Ensure data integrity
  - ✓ Modify cell contents and formats
  - ✓ Change Worksheet Views
  - ✓ Manage worksheets
2. **Formatting Data and Content**
  - ✓ Format worksheets
  - ✓ Insert and modify rows and columns
  - ✓ Format cells and cell content
  - ✓ Format data as a table
3. **Creating and Modifying Formulas**
  - ✓ Reference data in formulas
  - ✓ Summarize data using a formula
  - ✓ Summarize data using subtotals
  - ✓ Conditionally summarize data by using a formula
  - ✓ Look up data by using a formula
  - ✓ Use conditional logic in a formula
  - ✓ Format or modify text by using formulas
  - ✓ Display and print formulas
4. **Presenting Data Visually**
  - ✓ Create and format charts
  - ✓ Modify charts
  - ✓ Apply conditional formatting
  - ✓ Insert and modify illustrations
  - ✓ Outline data
  - ✓ Sort and filter data
5. **Collaborating and Securing Data**
  - ✓ Manage changes to workbooks
  - ✓ Protect and share workbooks
  - ✓ Prepare workbooks for distribution
  - ✓ Save workbooks
  - ✓ Set print options for printing data, worksheets, and workbooks

## HOW DO I PREPARE?

### ASSESSMENT

A pre-test can help you identify skill deficiencies and familiarize you with the testing format. Brush up on the exam objectives first, though—a pre-test can be taken only once. **Pre-tests can be purchased in the ACU Campus Store.** (If you are taking the crash course, you don't need a pretest.)

### SELF-STUDY

Several free helps are available for learning Excel®. One excellent way is to try [Getting Started with Excel 2010](#) on the Microsoft Web site. You can also click on the Help button within Excel® and search for exam objectives of interest to you.

### CRASH COURSE

The ACU business school offers an all-day training course in Excel® on occasional Saturdays with the test given following the training. For more information or to register, contact [Julie Elswood](#).



## ABOUT THE TEST

Costs for the pre-test, training, and exam are reduced for business majors and minors. Each is available once. If you do not pass the exam, after seven days, you can re-try the exam. After that, the test fee is \$75 per administration. The Specialist Excel® exam takes approximately one hour.

You can take the Specialist Excel® exam in one of three ways:

1. **Crash Course:** COBA administers tests immediately following the crash course. Seating is limited and registration is required.
2. **ACU Academic Development Center:** The test can be administered in McKinzie Hall Room 44 for a fee of \$10. To register for an exam, drop by the Center or contact [Karen Witemeyer](#) (325-674-2451).
3. **Off-Campus:** If you wish to take the exam off-campus, visit [Certiport.com](#) and click on “Find a Testing Center” to locate testing centers. Off-campus testing centers may charge a fee to administer the exam.

Accommodations will be made for certified disabilities. For information, contact **Alpha Scholars Program** (325-674-2667). If you take the exam at ACU, you will **receive your results immediately** and your score will be communicated to the COBA Connections office. If you have any questions about the exam, stop by the COBA Connections office (105 MBB) or contact [Karen Viertel](#) (325-674-2519) or [Rebekah Davis](#) (325-674-2141).