FAQ – MOS Excel Certification Exam

Q. Where do I register to take the Excel Exam?

A. You can reserve a time to take the exam at:
https://www.seattleu.edu/albers/inner.aspx?ekfrm=95457
Then you **must** register with Certiport at: http://www.certiport.com/portal/desktopdefault.aspx?TZ=-7
Registering with Certiport before your test date is absolutely necessary in order to take the exam. It is essential that you input your student ID during the Certiport registration process in order for you test results to be processed.

Q. Are there resources available to help me pass the Excel Certification Exam?
A. There are four resources available to help, the first two being study tools, the third being a practice exam and the fourth being a physical book. Utilizing this study material is highly recommended as the exam is very difficult. Students should be comfortable with all three practice exams offered by GMetrix as it is the most accurate representation of the Excel Exam.

1) You can take practice exams using GMetrix SMS 3.0. This program can be found on all computers in the computer labs and Lemieux Library. Students who complete all three levels of practice test are usually successful on their first exam. GMetrix access code: 98988-ALBERS-70166
   - When copying and pasting from this PDF retype in the '-' as they normally do not copy correctly.

2) Study material can be found at: http://itacademy.microsoftelearning.com/
   - You will need the following access code: 7612-ALBERS-9007
     - When copying and pasting the code from this PDF retype in the '-' as they normally don not copy correctly.
   - Click on 'My Learning' (upper left-hand corner) to access
   - Make sure to use only Microsoft Internet Explorer (Version 6.0+)

3) Lynda.com provides video based study material. Sign in with your Seattle U username and password at: http://www.lynda.com/

4) The SU Bookstore offers a book for $93, specifically designed to walk through subjects tested on the excel exam (ISBN: 978-0-470-90767-2)

Q. How many times can I take the Excel certification exam?
A. You can take the exam as many times as necessary to pass… BUT, you will need to buy a voucher each time. The voucher you buy through the Seattle University Bookstore allows you to retake the exam once for free if you retake the exam within 30 days.

Q. How much does a test taking voucher cost?
A. You can purchase your testing voucher at the SU Bookstore. The voucher and one free retake costs approximately $99 plus sales tax. If you purchase your voucher on the Certiport website, it will cost $115.

Q. How long do I have to pass the exam and when will the registration hold be put on my account?
A. ***Transfer students*** have until the end of their first quarter at Seattle U to pass the exam before a registration hold will be put on their account. ***Freshmen*** have to pass the exam before they complete 45 credits at Seattle University. If at the end of the quarter a student has not passed the Exam, a hold will be put on their account and affect their ability to register for the following quarter. For example, fall transfers who have not passed the exam by the end of the fall quarter will not be able to register for spring classes.

Q. I am taking the Excel Exam in my ACCT 301 class. Will this affect my ability to register for classes since we take the test at the end of the quarter?
A. It depends… If you take 301 in the FQ, the registration hold will not be placed on your account until the very end of the quarter. This allows you time to take the exam with your class. The hold will only be placed on your account if you are unable to pass the exam. Since by the end of the quarter, you will have already registered for the following quarter classes the hold will not affect the next quarter's registration. This allows you time to retake the exam at the beginning of the next quarter and have the hold lifted before you need to register.
However, FQ transfer students who do not take 301 until WQ should pass the exam on their own during FQ to avoid any hold.

If you have any further questions, please email albersexcel@seattleu.edu

Items covered on the Excel Exam:

1—Managing the Worksheet Environment
1.1—Navigate through a worksheet
1.2—Print a worksheet or workbook
1.3—Personalize environment by using Backstage
2—Creating Cell Data
2.1—Construct cell data
2.2—Apply AutoFill
2.3—Apply and manipulate hyperlinks
3—Formatting Cells and Worksheets
3.1—Apply and modify cell formats
3.2—Merge or split cells
3.3—Create row and column titles
3.4—Hide and unhide rows and columns
3.5—Manipulate Page Setup options for worksheets
3.6—Create and apply cell styles
4—Managing Worksheets and Workbooks
4.1—Create and format worksheets
4.2—Manipulate window views
4.3—Manipulate workbook views
5—Applying Formulas and Functions
5.1—Create formulas
5.2—Enforce precedence
5.3—Apply cell references in formulas
5.4—Apply conditional logic in a formula (<,>,=)
5.5—Apply named ranges in formulas
5.6—Apply cell ranges in formulas
6—Presenting Data Visually
6.1—Create charts based on worksheet data
6.2—Apply and manipulate illustrations
6.3—Create and modify images by using the Image Editor
6.4—Apply Sparklines
7—Sharing worksheet data with other users
7.1—Share spreadsheets by using Backstage
7.2—Manage comments
8—Analyzing and Organizing Data
8.1—Filter data
8.2—Sort data
8.3—Apply conditional formatting