

IS 44: Microsoft Office Tools for Business Analysis











December 15, 2025

Final Exam Instructions
Course Evaluation



Practice Exams

^ SAM MOS Certification Resources: Excel Associate

	<p>MOS Skills Exam Manage Worksheets and Workbooks Due Dec 21, 2025 @ 10:00 PM CST</p> <p>● COUNTS TOWARDS GRADE</p>	 Unlocks Dec 9 @ 10:00 PM	100 points
Complete the exam to assess your knowledge of the skill.			
	<p>MOS Skills Exam Manage Data Cells and Ranges Due Dec 21, 2025 @ 10:00 PM CST</p> <p>● COUNTS TOWARDS GRADE</p>	 Unlocks Dec 9 @ 10:00 PM	100 points
Complete the exam to assess your knowledge of the skill.			
	<p>MOS Skills Exam Manage Tables and Table Data Due Dec 21, 2025 @ 10:00 PM CST</p> <p>● COUNTS TOWARDS GRADE</p>	 Unlocks Dec 9 @ 10:00 PM	100 points
Complete the exam to assess your knowledge of the skill.			
	<p>MOS Skills Exam Perform Operations by using Formulas and Functions Due Dec 21, 2025 @ 10:00 PM CST</p> <p>● COUNTS TOWARDS GRADE</p>	 Unlocks Dec 9 @ 10:00 PM	100 points
Complete the exam to assess your knowledge of the skill.			
	<p>MOS Skills Exam Manage Charts Due Dec 21, 2025 @ 10:00 PM CST</p> <p>● COUNTS TOWARDS GRADE</p>	 Unlocks Dec 9 @ 10:00 PM	100 points
Complete the exam to assess your knowledge of the skill.			





Practice Exams

- Five practice exams, each with up to five attempts
- Complete the practice set anytime between December 9 and December 21 (Before the final exam).

Final Exam

- You have one attempt to complete the exam
- The total time allowed is 1 hour and 40 minutes
- Click the blue link to begin when you're ready

SAM MOS Microsoft 365 Practice Exams

	<p>Excel Associate Microsoft Office Specialist (MOS) Practice Exam - Microsoft 365</p> <p>Due Dec 23, 2025 @ 10:00 PM CST</p> <p> COUNTS TOWARDS GRADE  1 hr 40 min</p>	<p> Unlocks Dec 21 @ 10:00 PM</p>	<p>100 points</p>
<p>Complete the exam. A badge is available for this practice exam.</p>			

 **Final exam**

Excel Associate Microsoft Office Specialist (MOS) Practice Exam - Microsoft 365

Instructions

Read each task completely before attempting it. Some tasks contain multiple steps.

Is your system setup correctly? [Check System](#)

Exam Details

Time Limit: 100 min/exam

Badge threshold: 90%

SAM exam can be retaken: No

SAM exam retakes allowed: 0

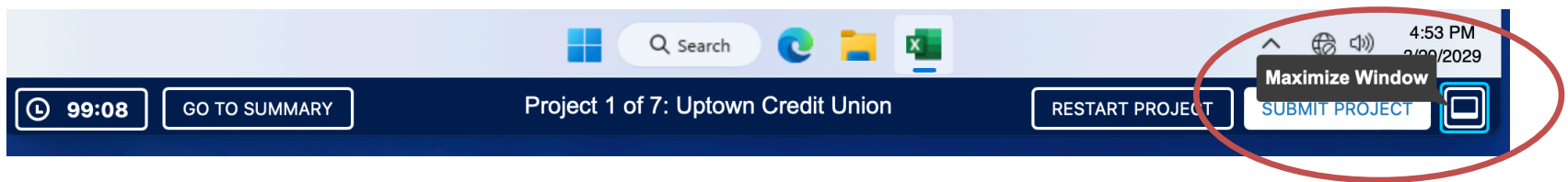
SAM exam retakes remaining: 0

You are about to start the exam. Once you begin, you **cannot stop and restart** it. Your exam receives a score whether or not you complete all the questions. Do you want to start this exam?

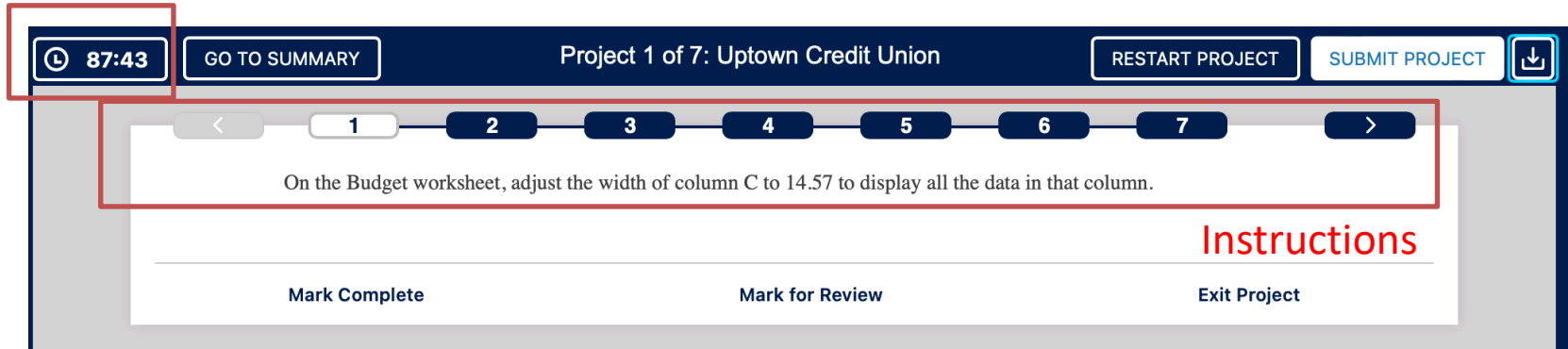
 [Start](#)

Final Exam-Get the Instructions

Please Maximize your window to view the full instructions for each project. The instructions will guide you through the questions step-by-step. You will complete **five projects in total**, and each project contains **five to seven questions**.



Time left



Final Exam- Submit Project

- When you finish a project, click **SUBMIT PROJECT** to move on to the next one. You can use the **GO TO SUMMARY** option at any time to see how many questions or projects you still have remaining.

The screenshot displays a project interface for 'Uptown Credit Union'. At the top left, a dark blue sidebar contains a list of seven tasks, each with a number, a code (MOS504-MOS510), and a file name (Excel_S1_T1-Excel_S1_T7). The first task is highlighted in blue. Below the list, the text 'Lucid Vision Clinic' is visible. In the center, a white box contains the instruction: 'On the Budget worksheet, adjust the width of column C to 14.57 to display all the data in that column.' At the bottom of this box are three buttons: 'Mark Complete', 'Mark for Review', and 'Exit Project'. The main interface has a dark blue header with a timer '76:46', a 'GO TO SUMMARY' button, the text 'Project 1 of 7: Uptown Credit Union', a 'RESTART PROJECT' button, and a 'SUBMIT PROJECT' button. A red arrow points from the text 'SUBMIT PROJECT' to the 'SUBMIT PROJECT' button. Another red arrow points from the text 'GO TO SUMMARY' to the 'GO TO SUMMARY' button. A progress bar at the bottom shows seven steps, with the first step marked with a green checkmark and highlighted in blue.

Uptown Credit Union

You work as a member service representative at the Uptown Credit Union and are preparing an Excel workbook to use when advising members whether to buy or lease a car.

1	MOS504	Excel_S1_T1
2	MOS505	Excel_S1_T2
3	MOS506	Excel_S1_T3
4	MOS507	Excel_S1_T4
5	MOS508	Excel_S1_T5
6	MOS509	Excel_S1_T6
7	MOS510	Excel_S1_T7

Lucid Vision Clinic

You are working as an office manager for an optometrist who is opening a

76:46 GO TO SUMMARY Project 1 of 7: Uptown Credit Union RESTART PROJECT SUBMIT PROJECT

1 2 3 4 5 6 7

On the Budget worksheet, adjust the width of column C to 14.57 to display all the data in that column.

Mark Complete Mark for Review Exit Project

Final Exam- Return for Check

- You can mark a question as complete, flag it for future review, or restart the current project.
- Keep in mind that selecting **Exit Project** will leave the activity (Don't Click this option until you have completed all the questions).
- Also note that choosing **Restart Project** will reset your progress and require you to complete all questions again.

76:06 GO TO SUMMARY Project 1 of 7: Uptown Credit Union RESTART PROJECT SUBMIT PROJECT

1 2 3 4 5 6 7

On the Budget worksheet, adjust the width of column C to 14.57 to display all the data in that column.

Mark Complete Mark for Review Exit Project

Final Exam - Submit Final Exam (SAM Assignment)

Summary

Uptown Credit Union

Excel_S1_T1	✓	🚩
Excel_S1_T2	✓	🚩
Excel_S1_T3	✓	🚩
Excel_S1_T4	✓	🚩
Excel_S1_T5	✓	🚩
Excel_S1_T6	✓	🚩
Excel_S1_T7	✓	🚩

Lucid Vision Clinic

Excel_S2_T1	✓	🚩
Excel_S2_T2	✓	🚩
Excel_S2_T3	✓	🚩
Excel_S2_T4	⊗	🚩
Excel_S2_T5	⊗	🚩
Excel_S2_T6	⊗	🚩

Marked Complete

Marked for review

Not complete question

Exit Project

Exit Project

- After you submit all the projects, a summary will be generated.
- If you have completed all the questions, you may click **Exit Project**.
- If you try to exit the project before finishing all the questions, a warning will appear.

Submit SAM Assignment

You have not completed all of the tasks in this exam. Do you want to Submit?

OK Cancel

Course Evaluation

- Finish the survey for this course evaluation
- Link to the evaluation:

https://drake.qualtrics.com/jfe/form/SV_4UDdIGA9wysYwVE