Welcome to the Microsoft Office Specialist 2013 Certification exam

This tutorial is to help you become familiar with the exam interface as well as provide critical exam information.

Read this tutorial carefully

- In this exam you will start with an open Project File you will be required to modify. At the end of your exam this Project File is evaluated to determine your score.
- Save the Project File often.
- Pushing the "Reset Project File" button will remove all the changes you have made in the Project File but will *not* reset the time. *Use with caution.*
- It is recommended you complete the tasks in sequence.
- Use the checkboxes in the Instructions to track your progress.
- Understand the exam user interface and formatting.

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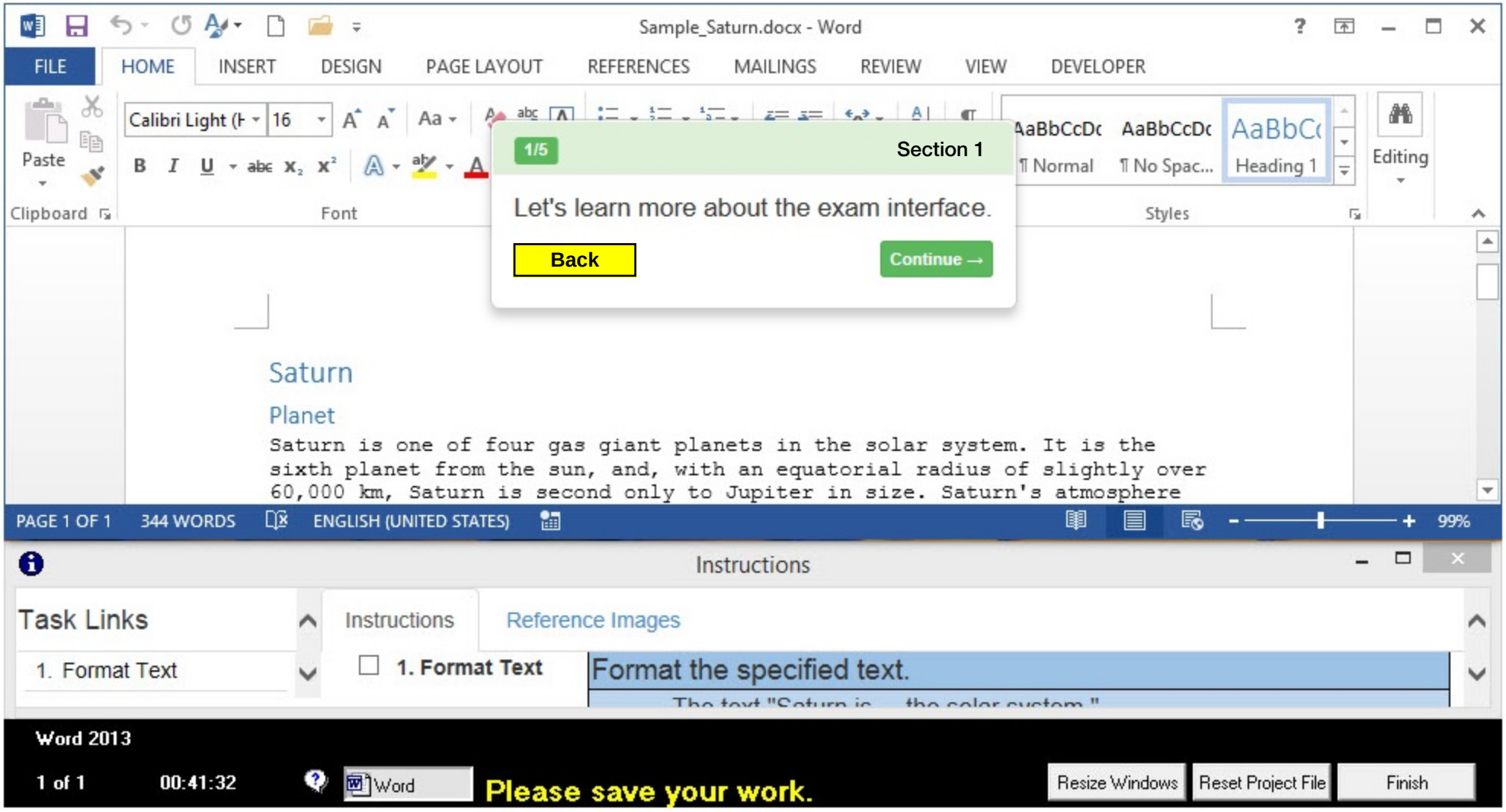
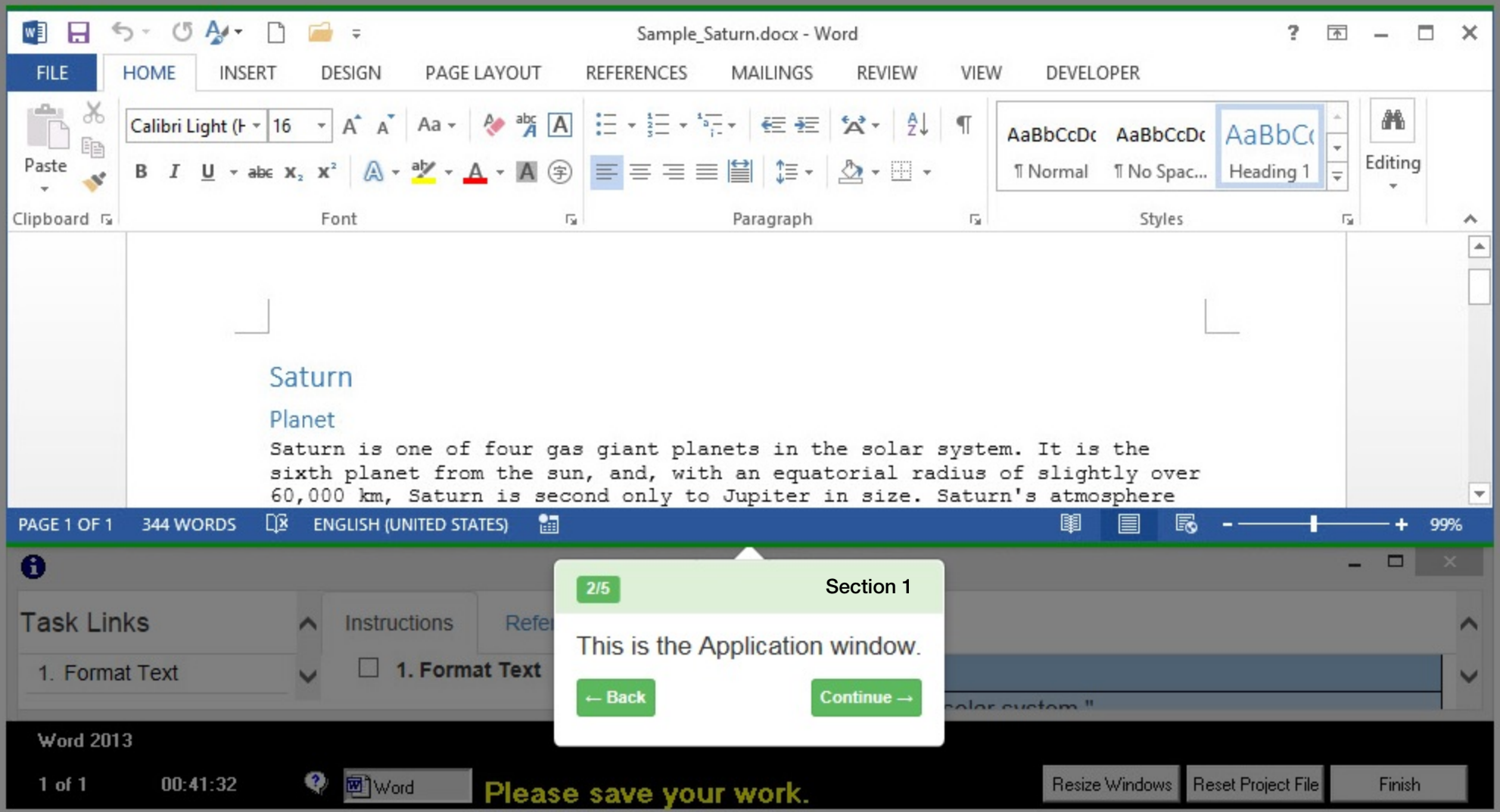
Click the "Next" button to start the tutorial.

Next

Exam Interface



Exam Interface



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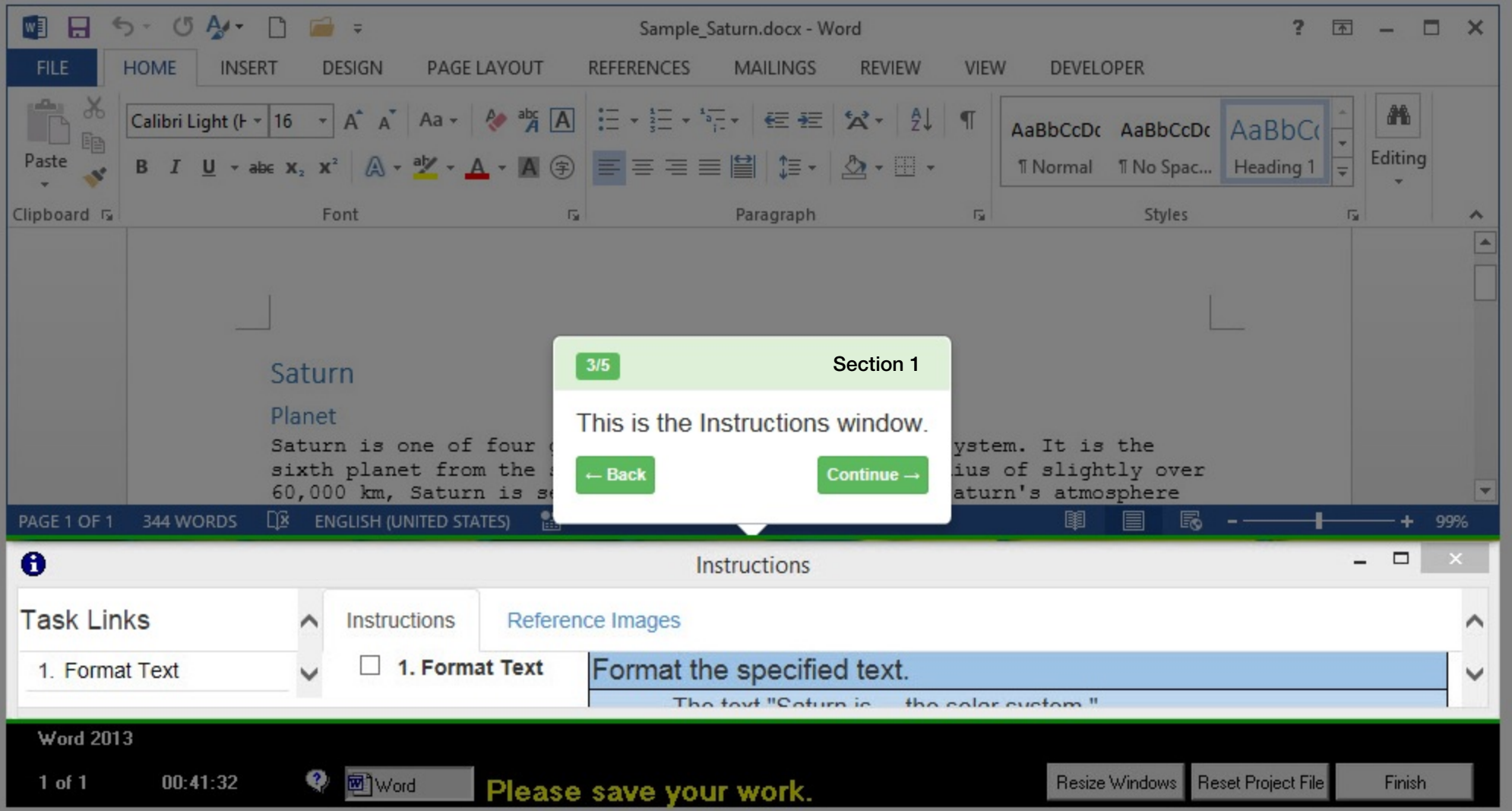

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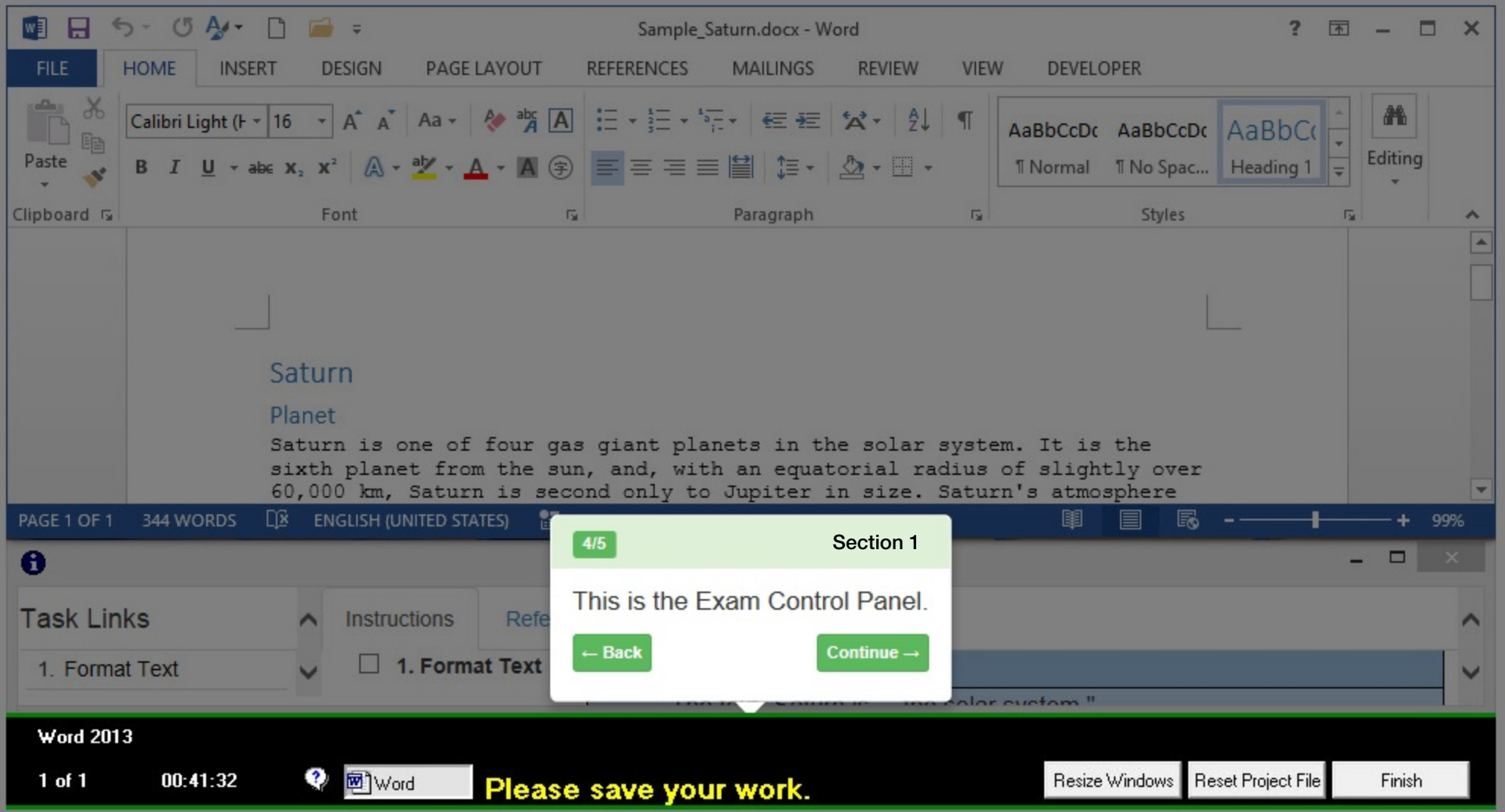

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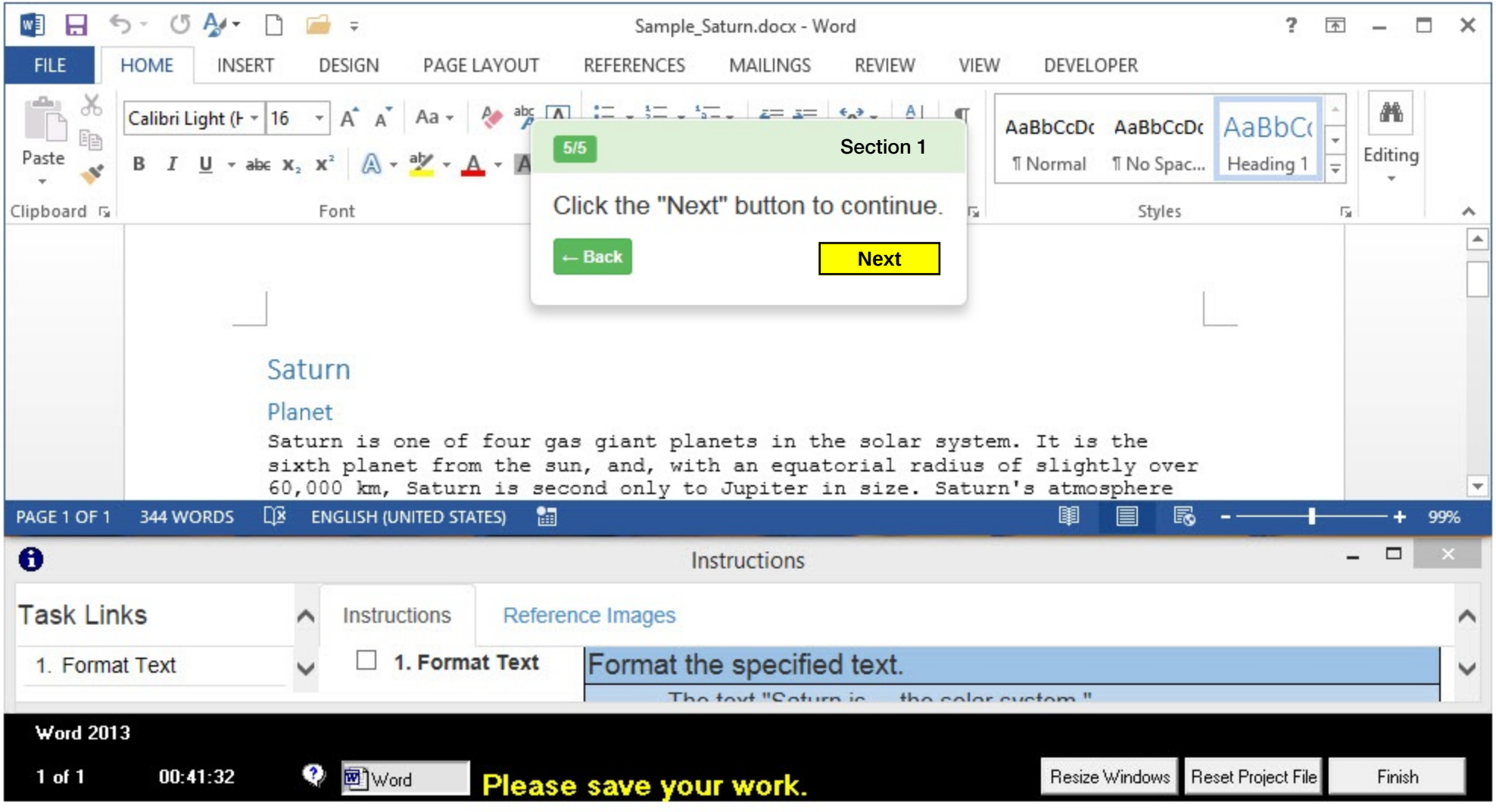

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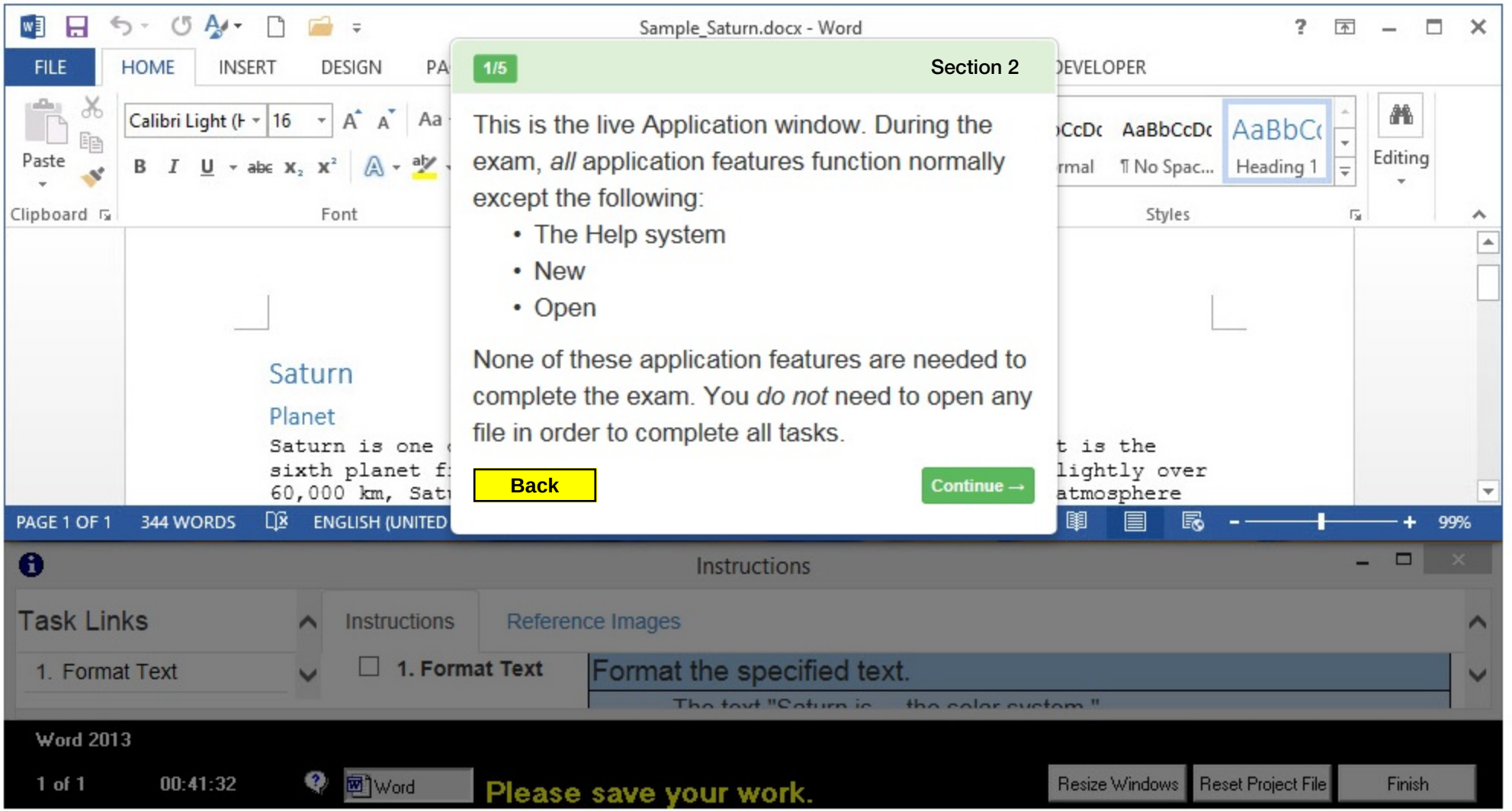

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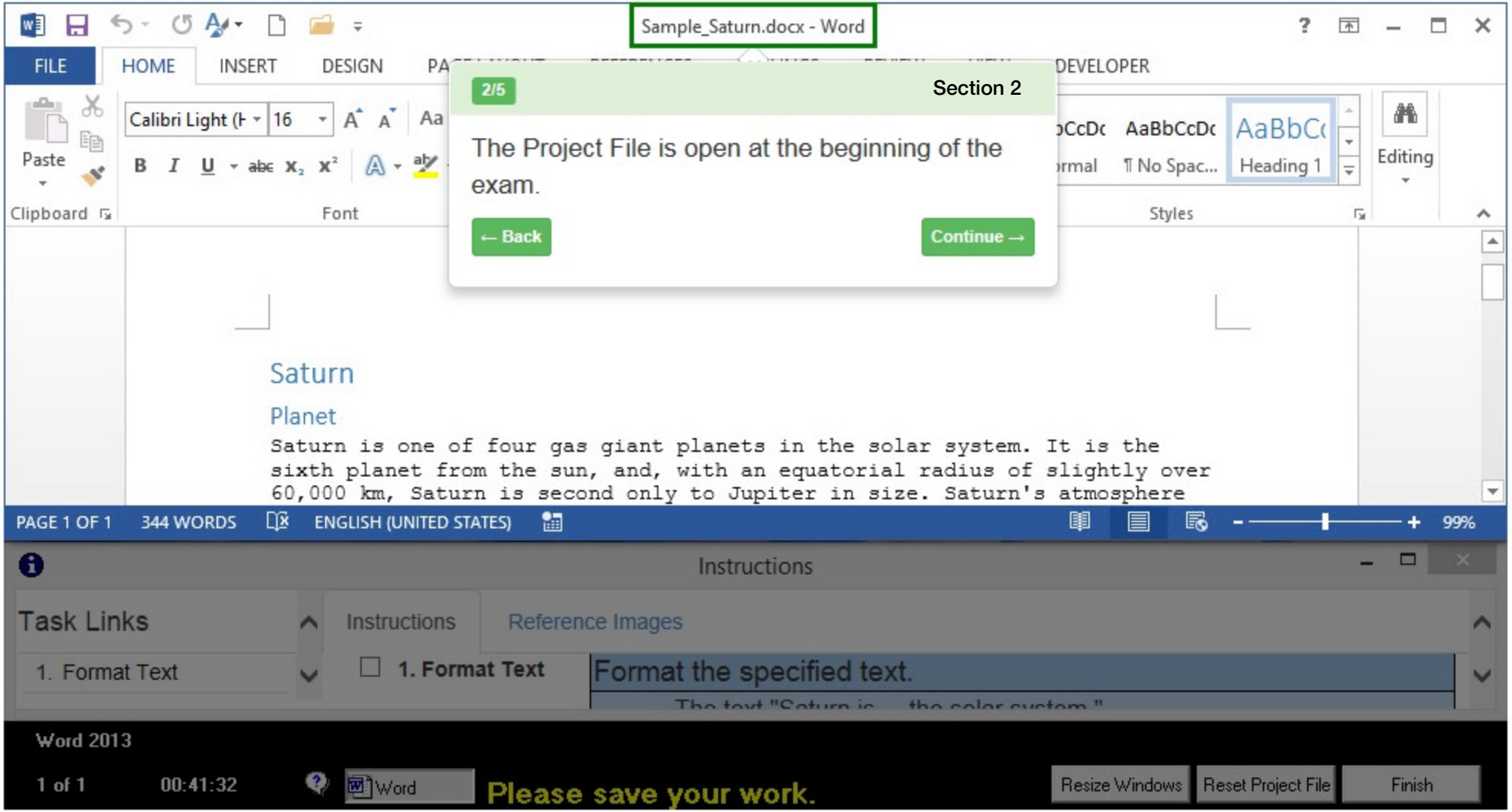

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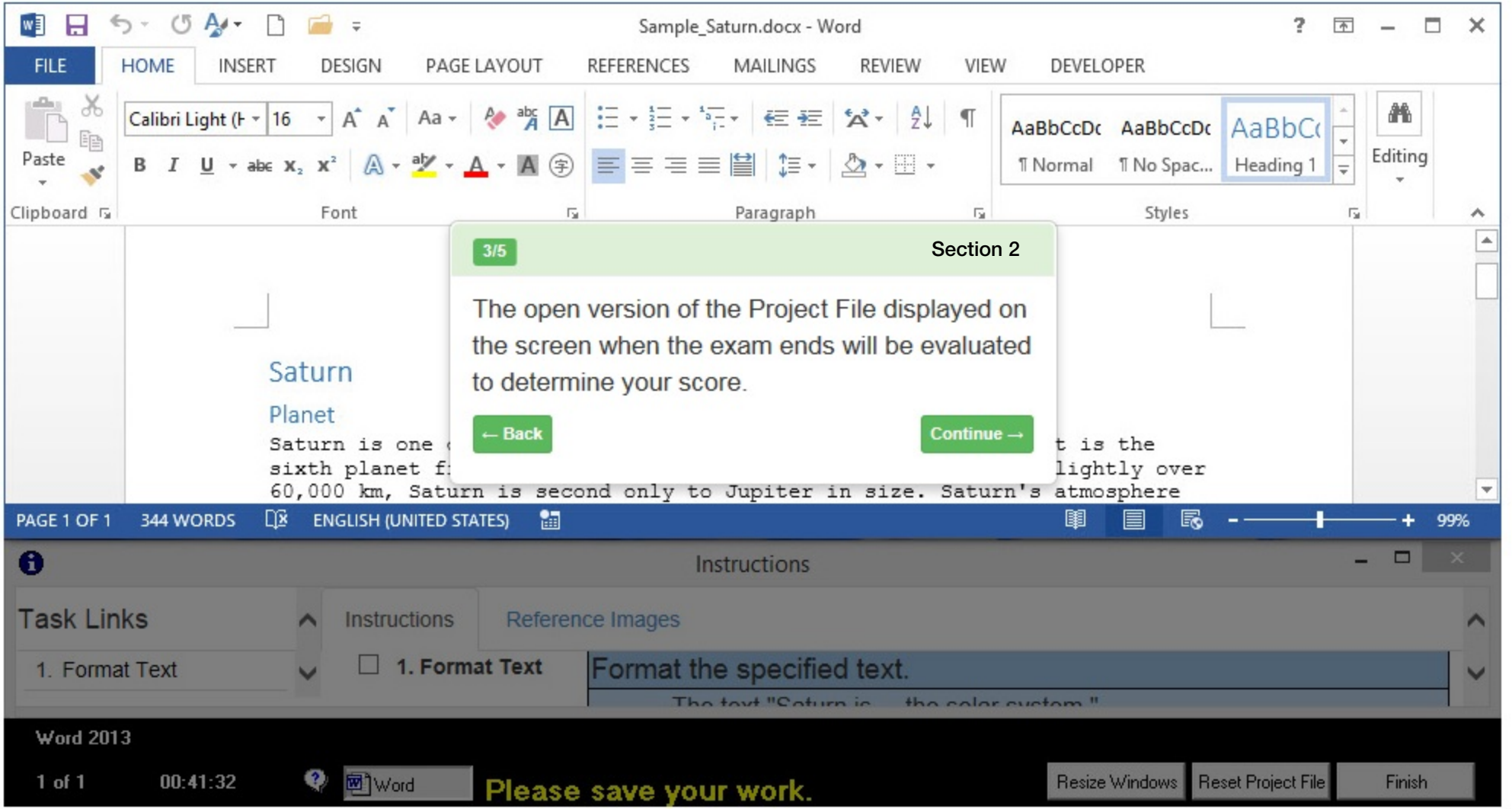

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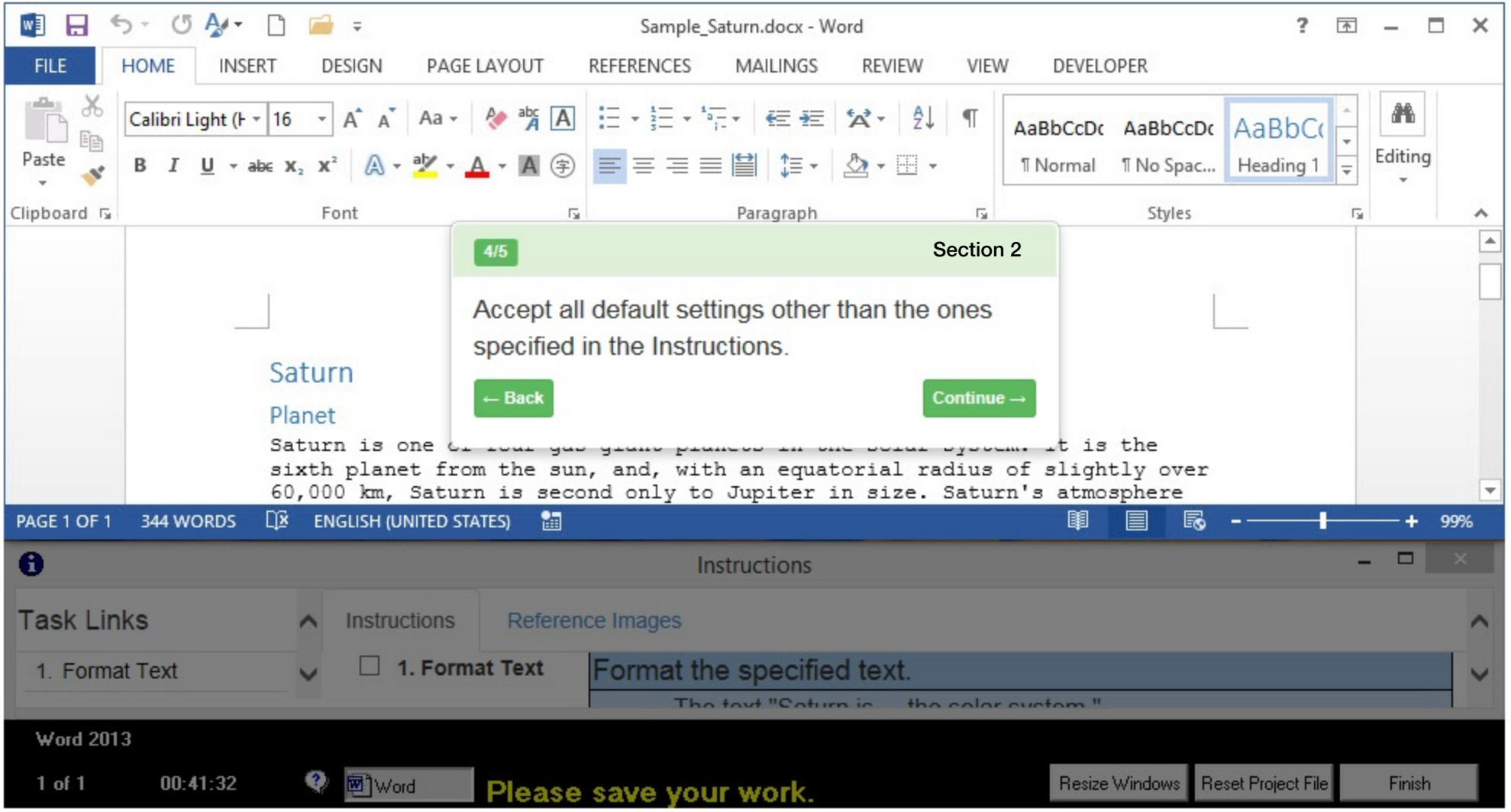

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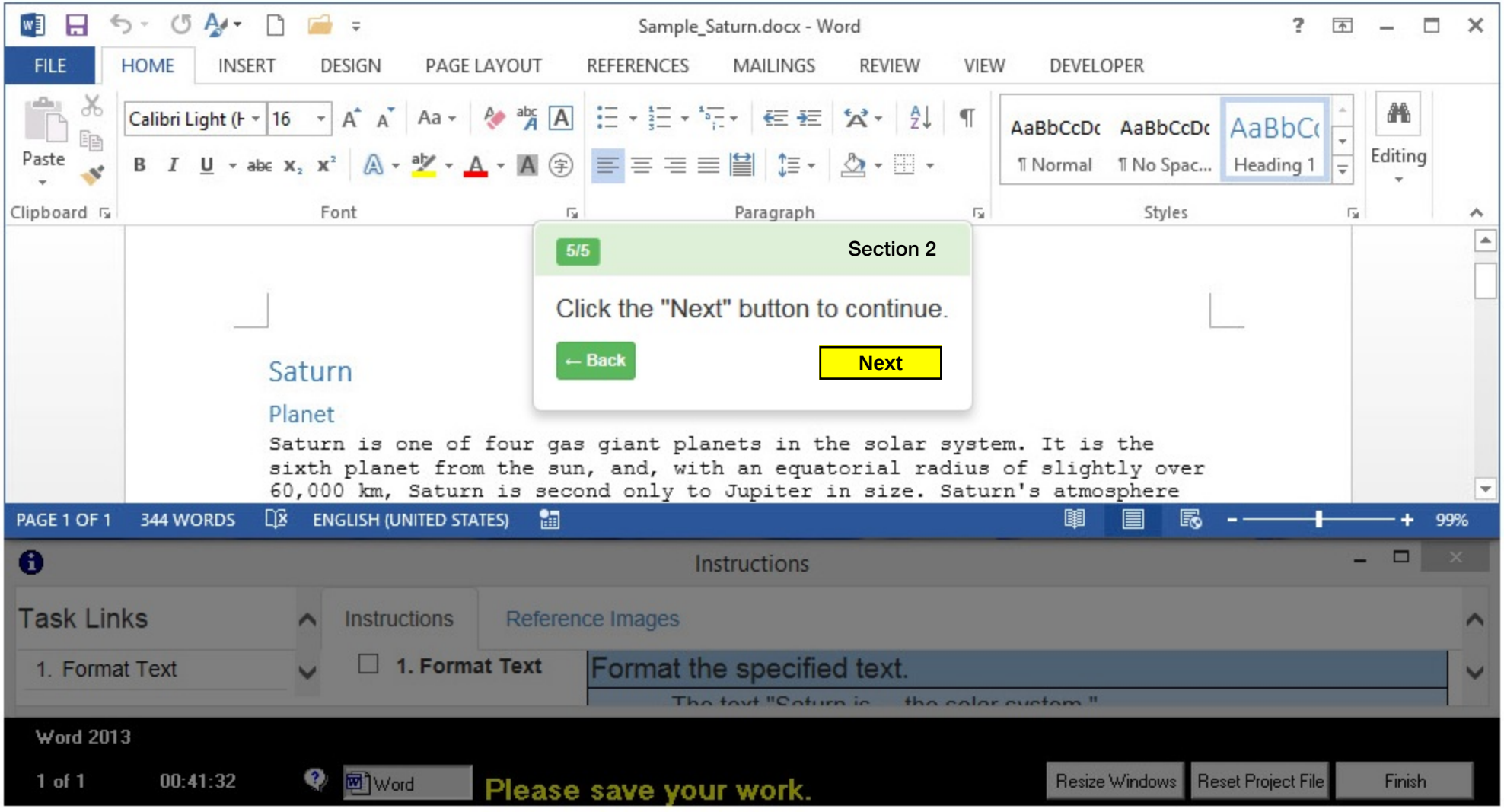

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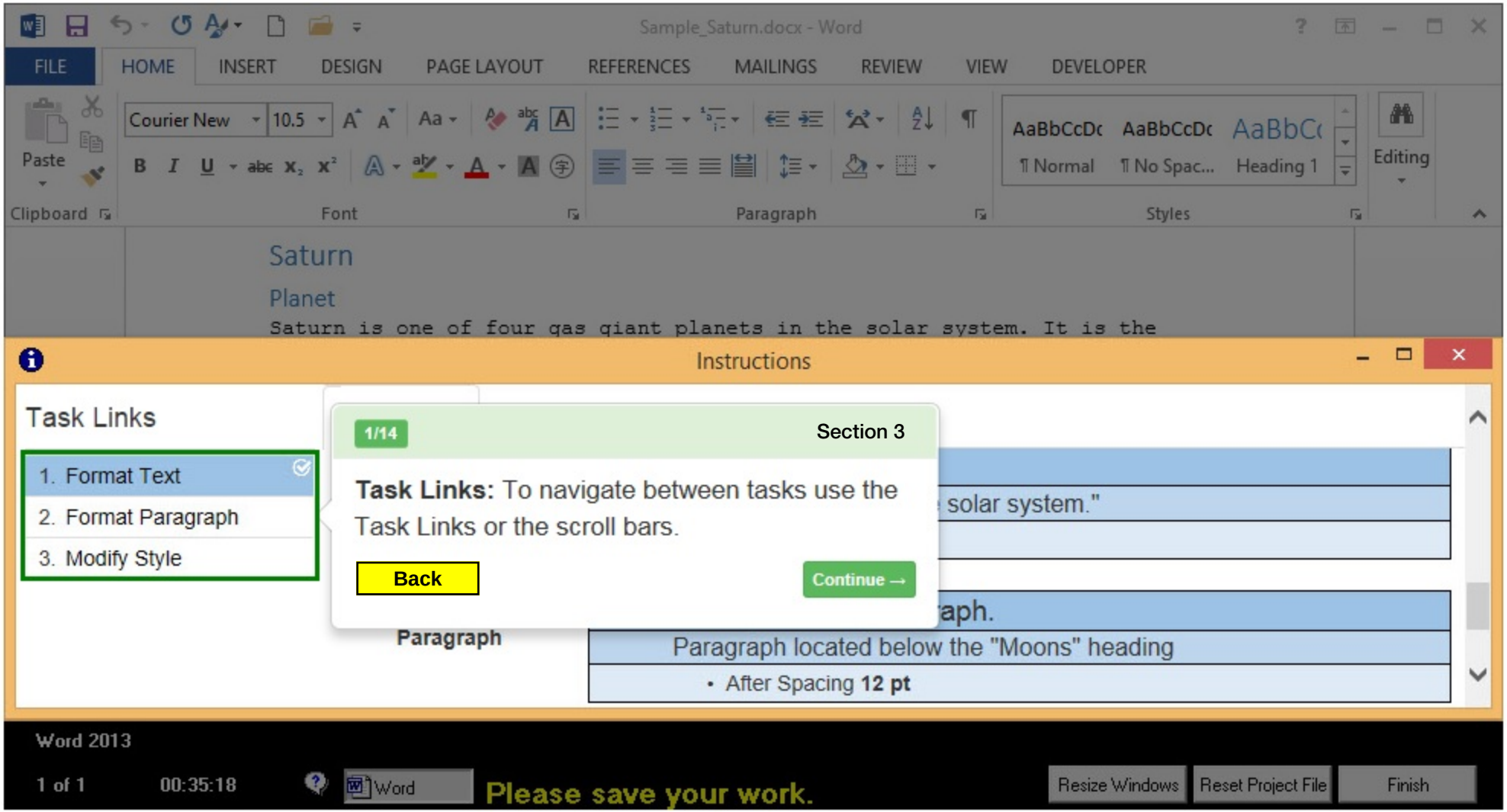

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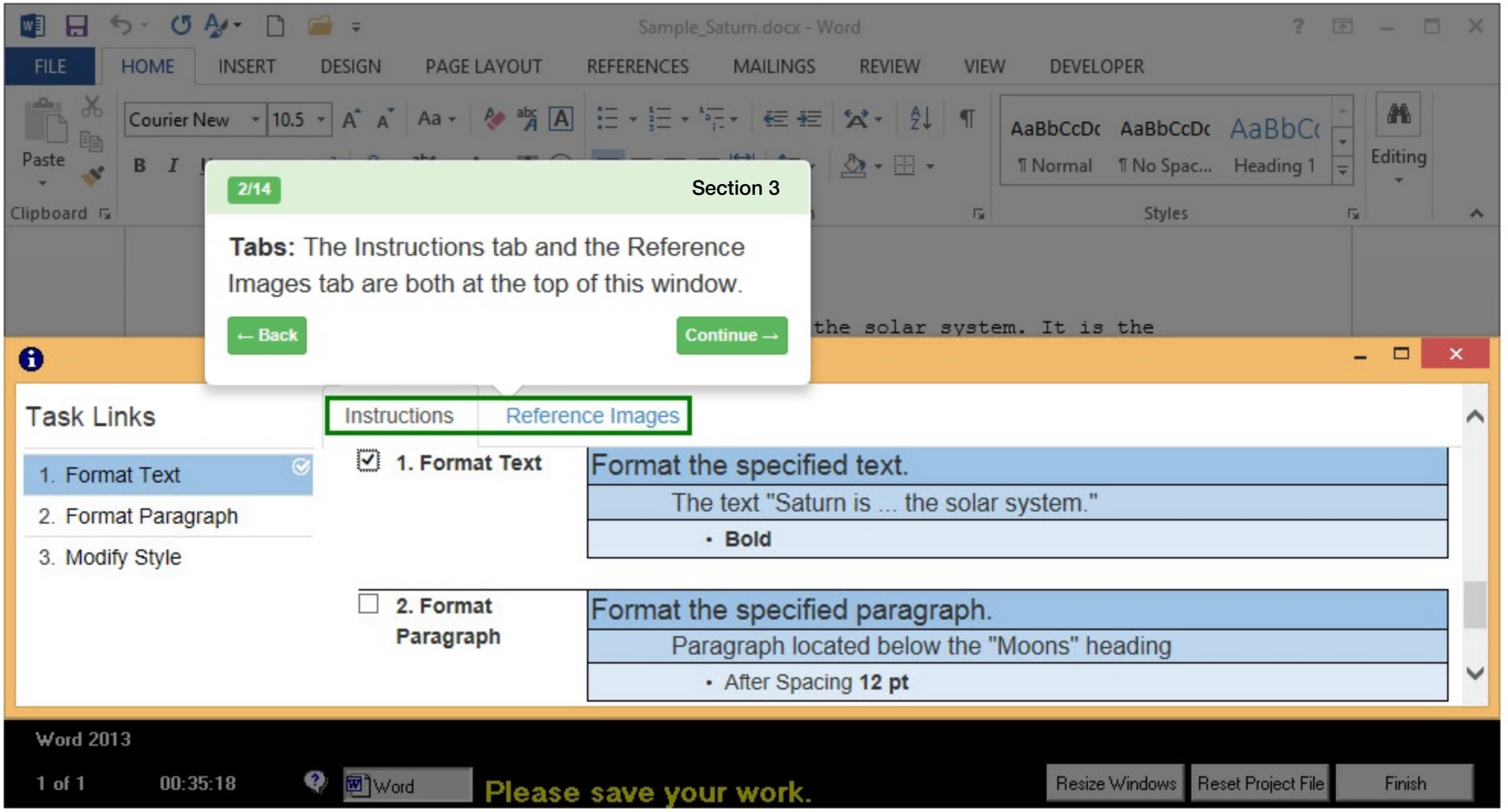

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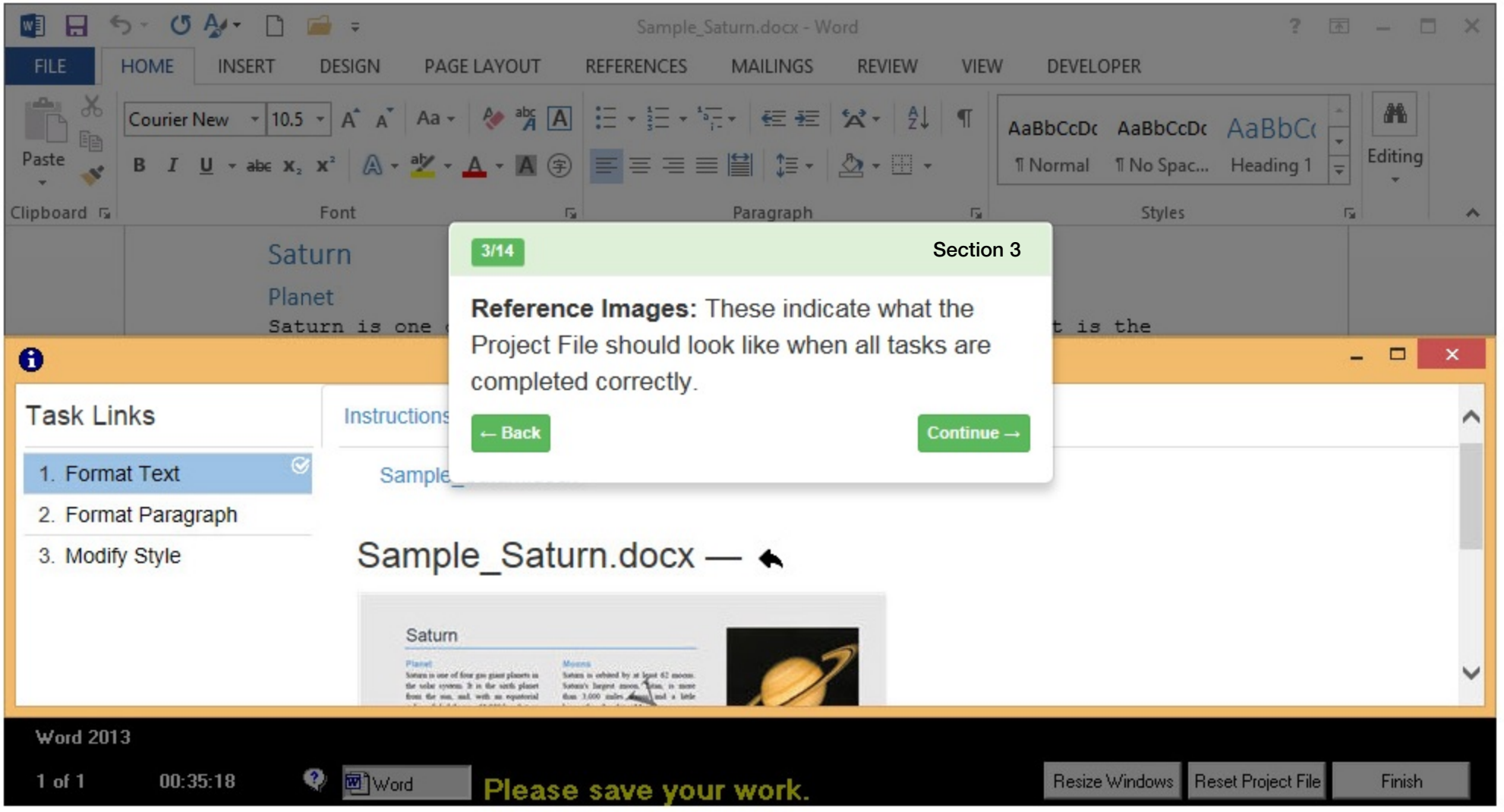

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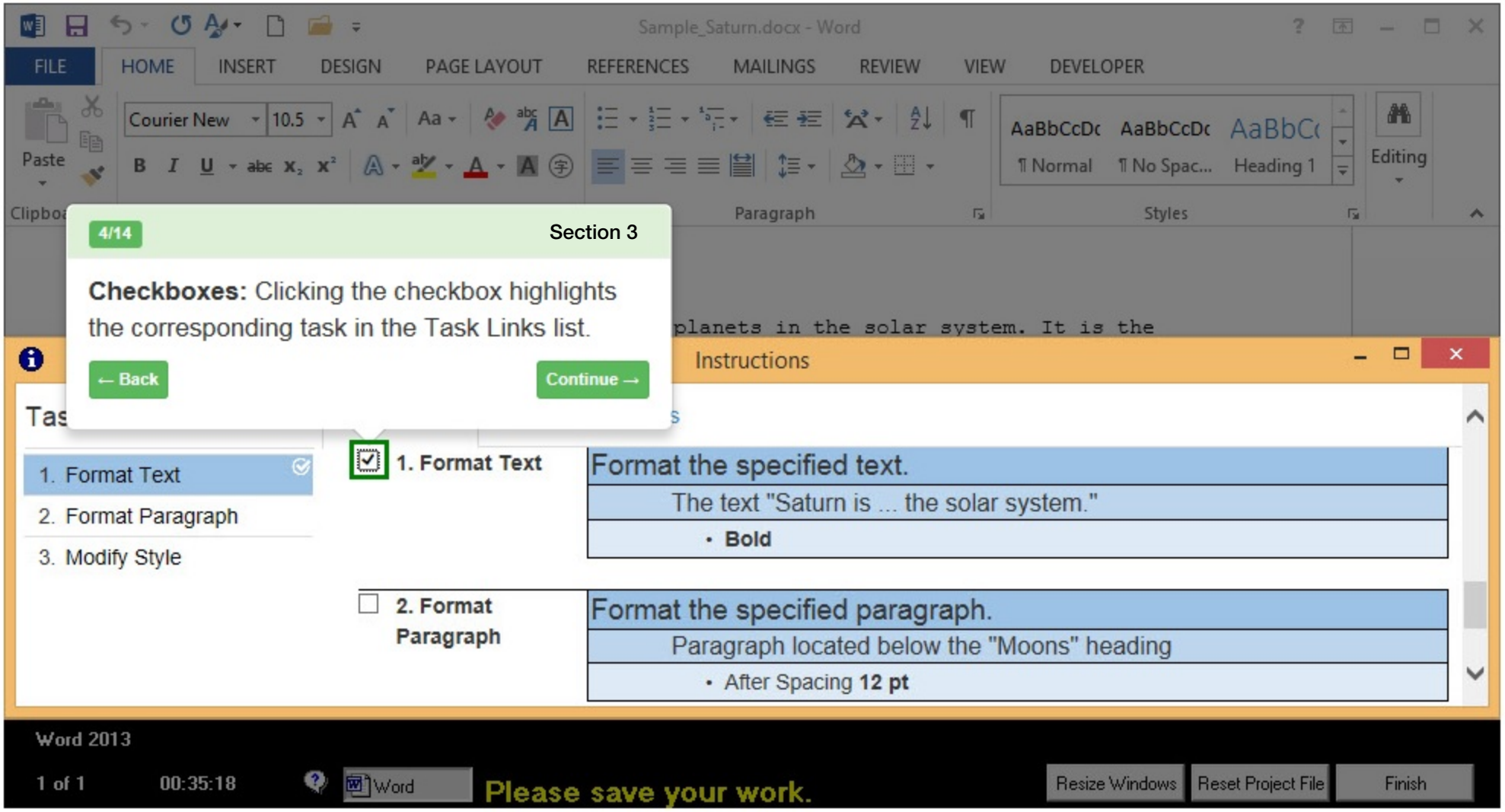

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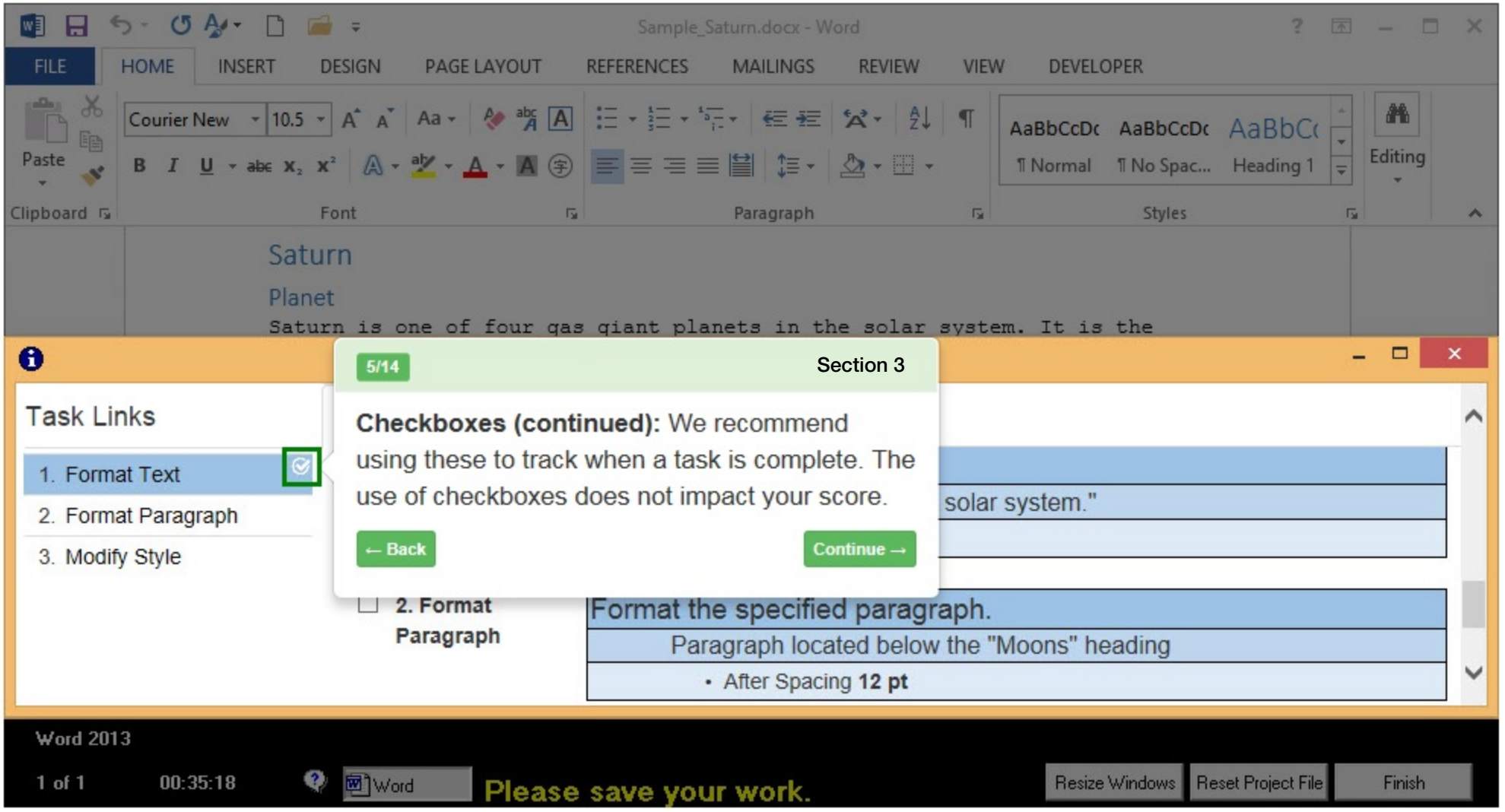

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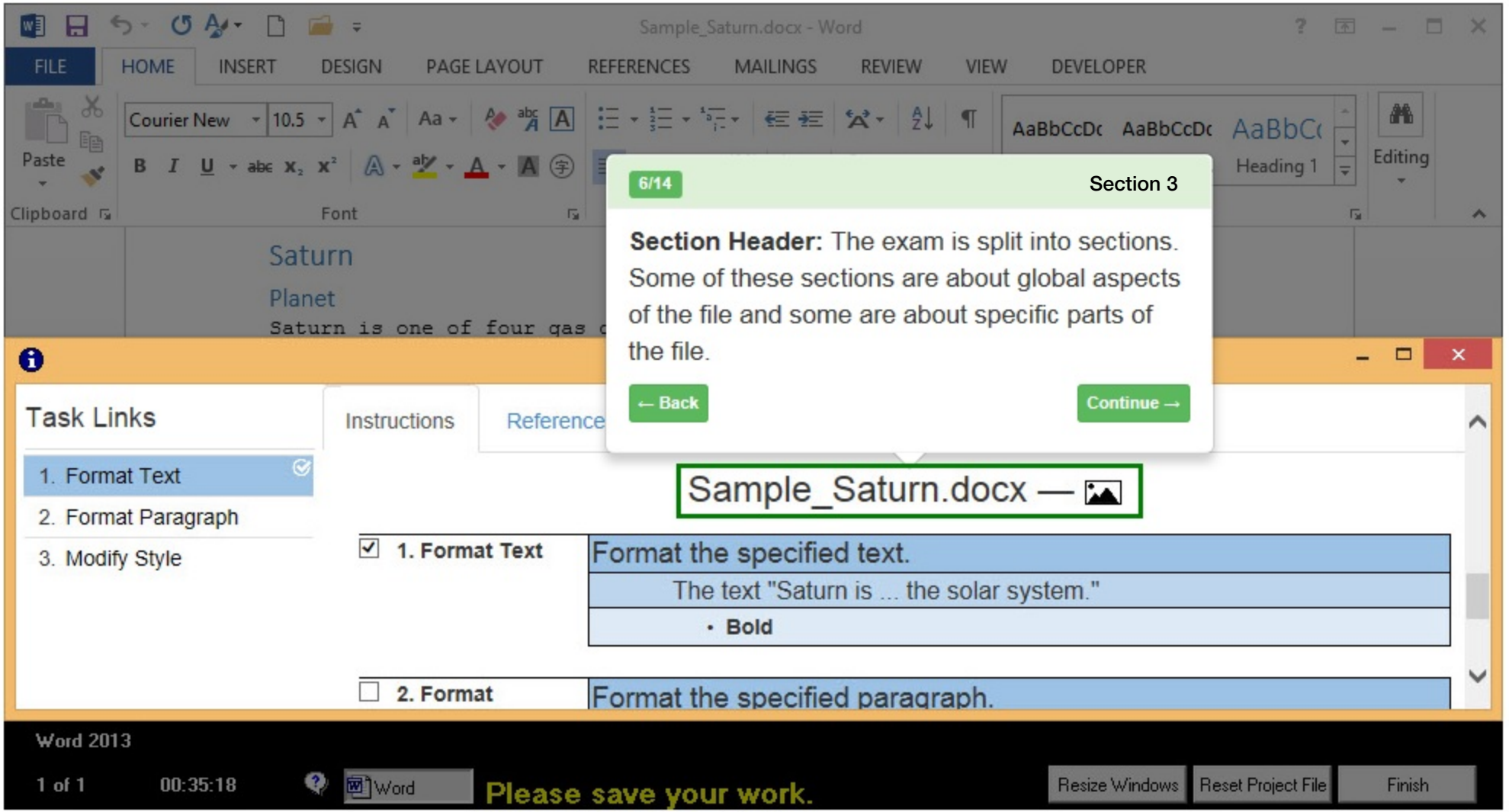

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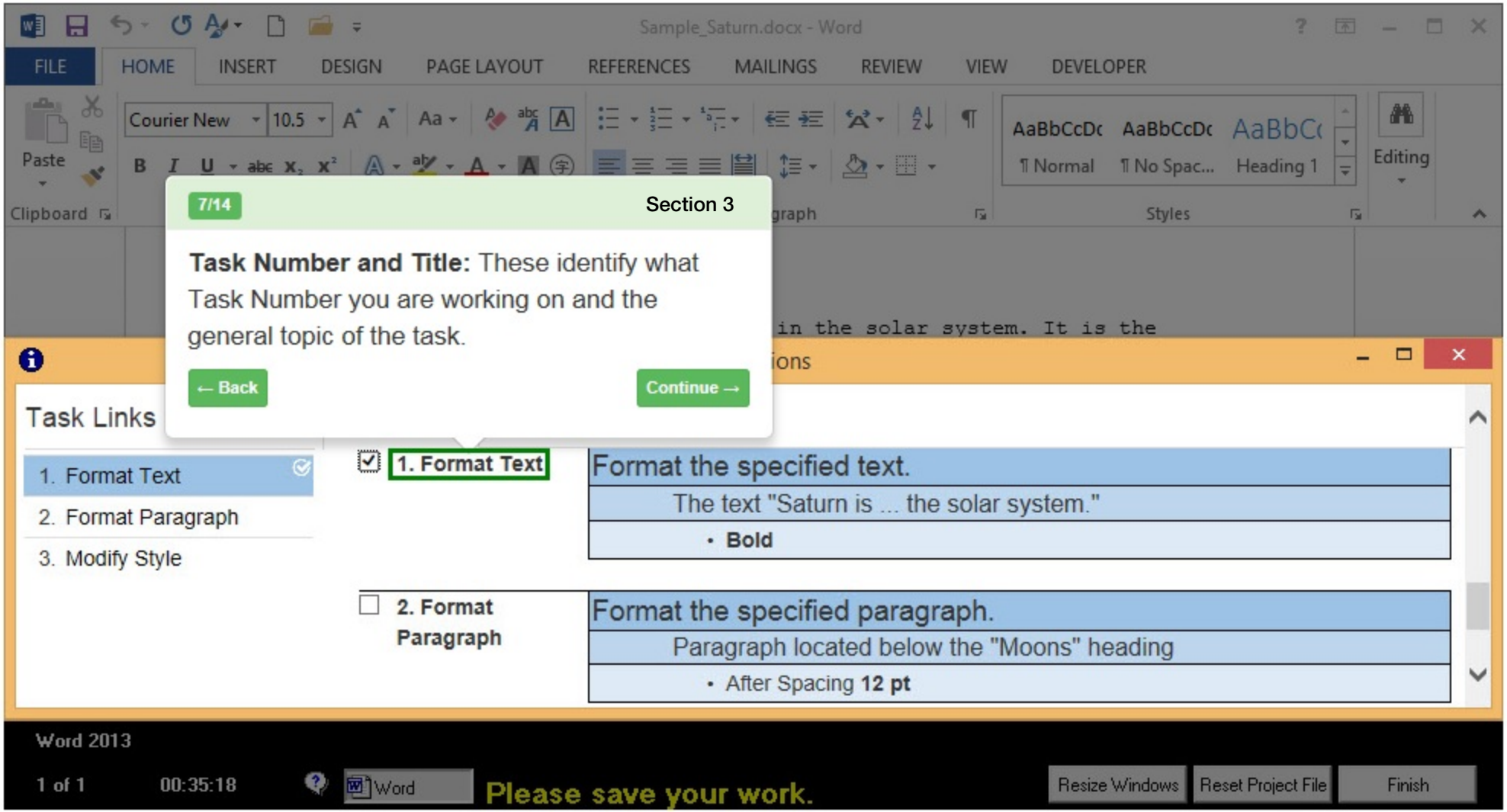

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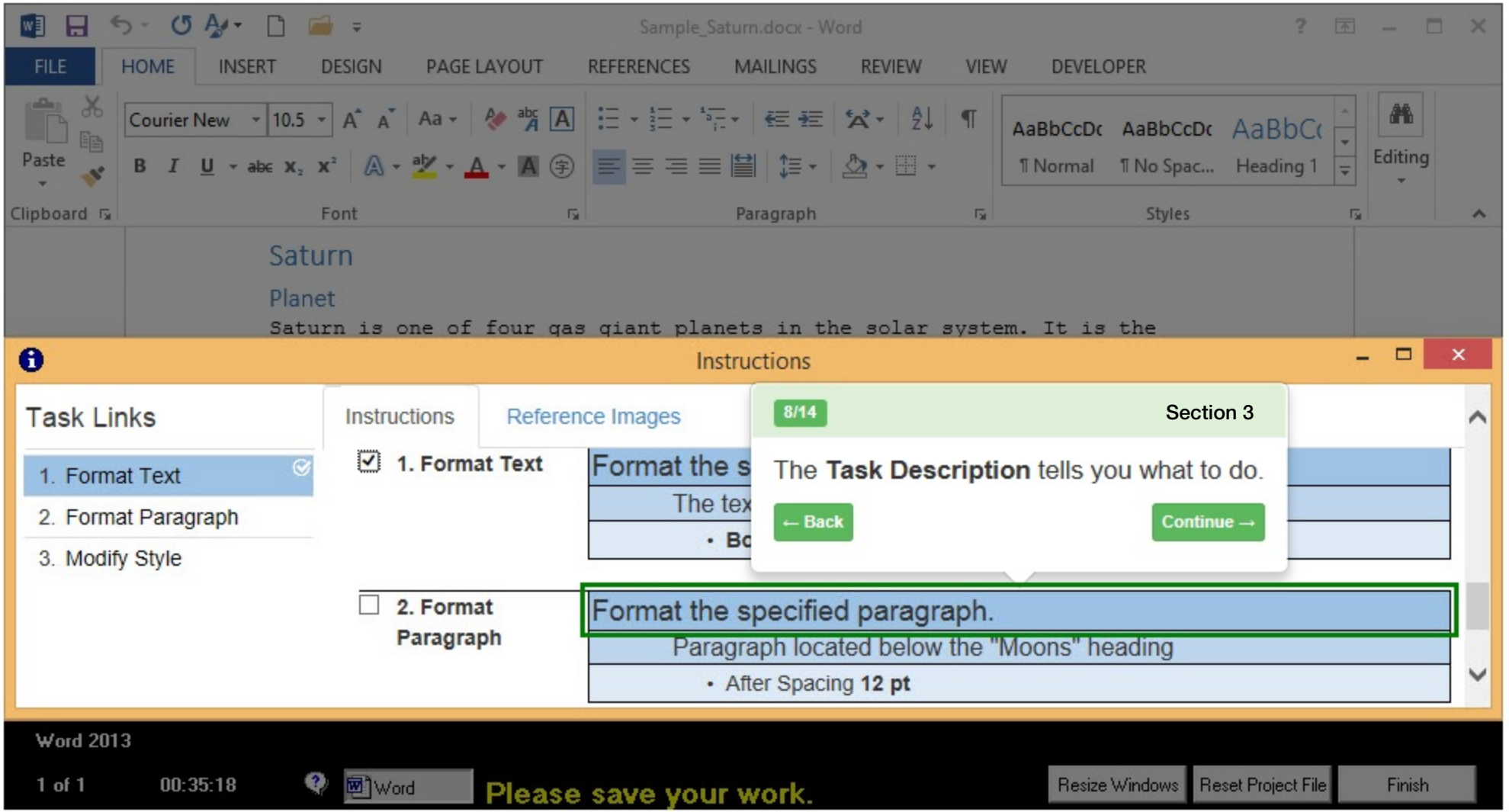

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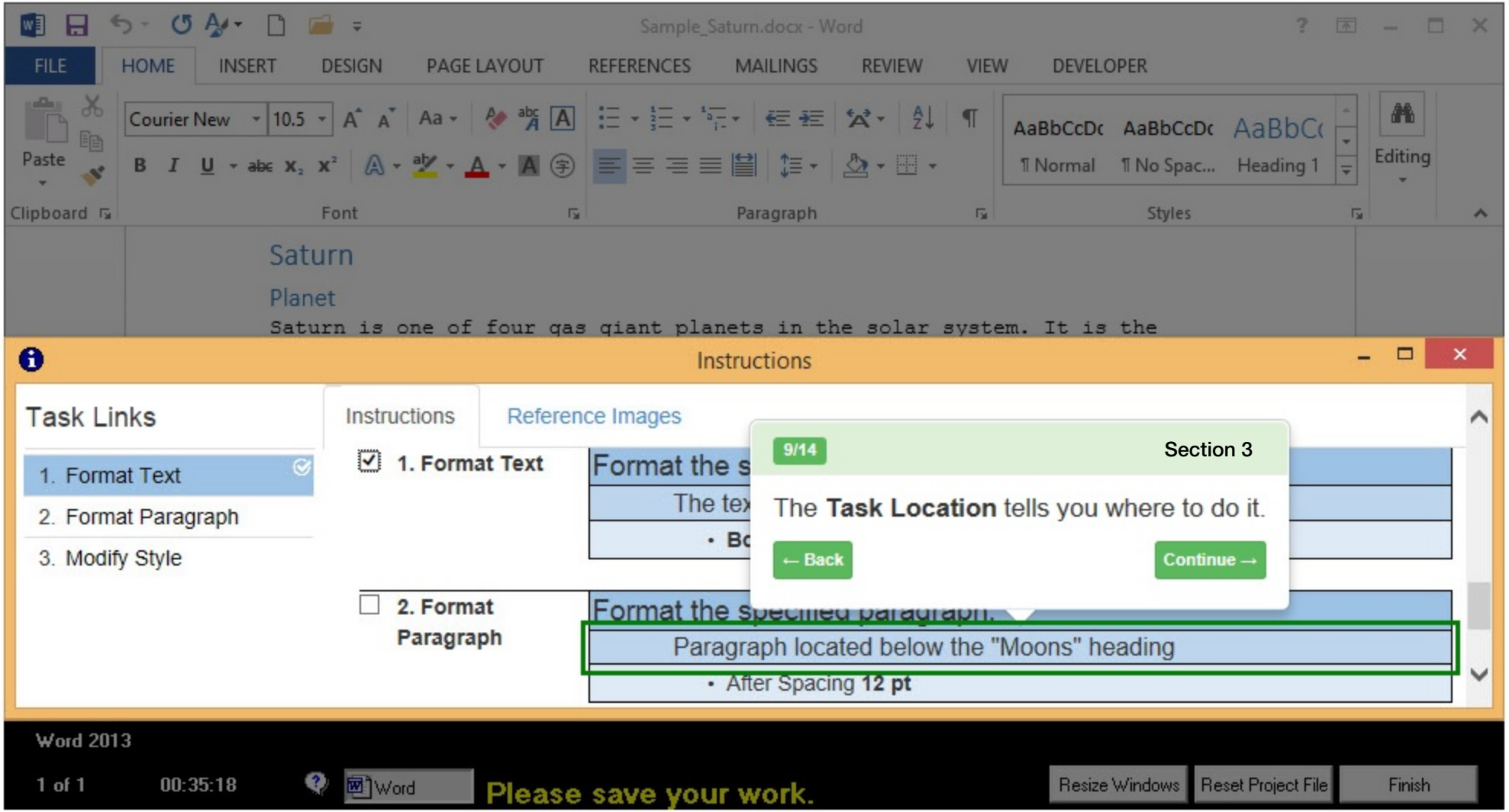

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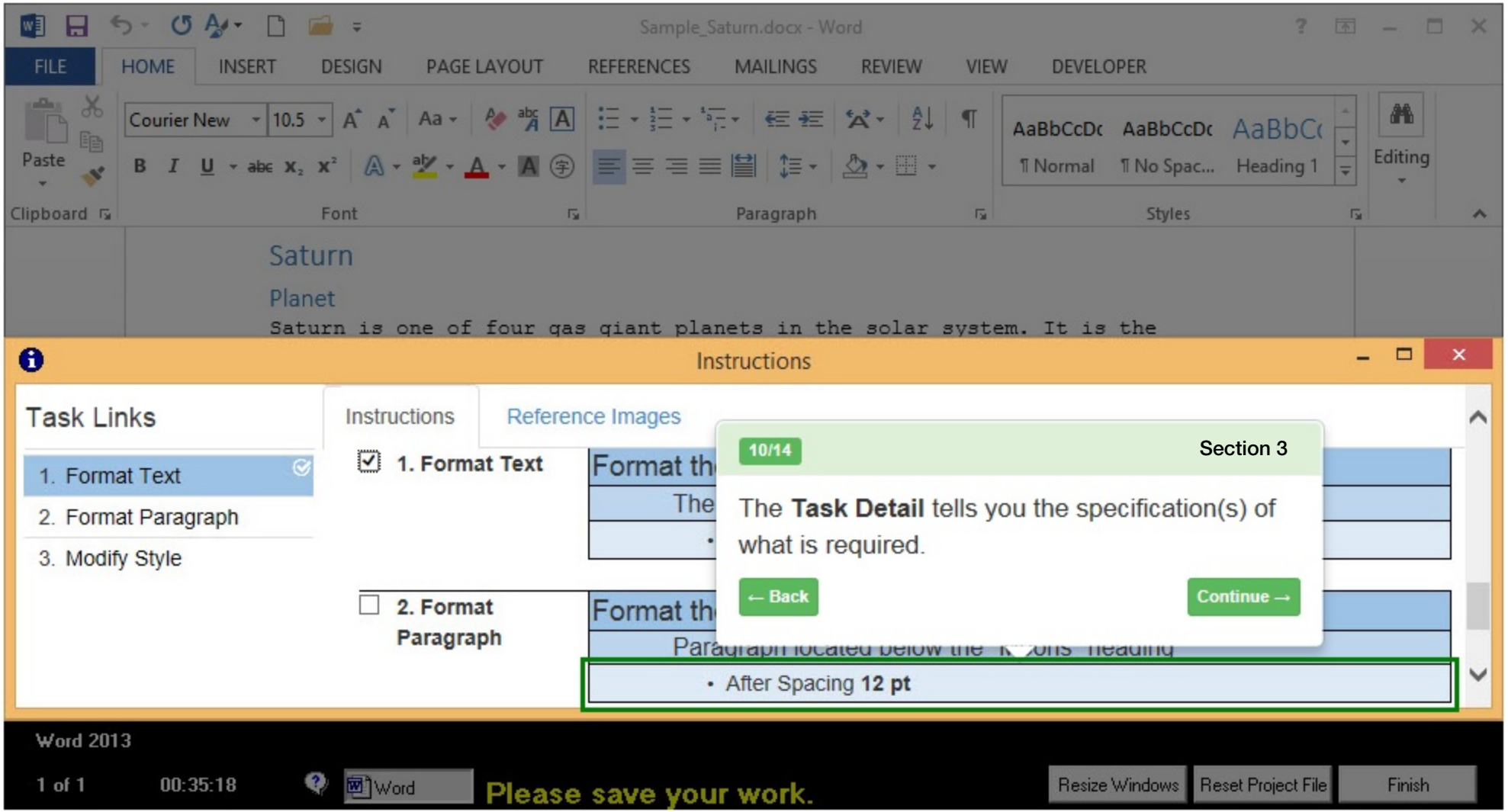

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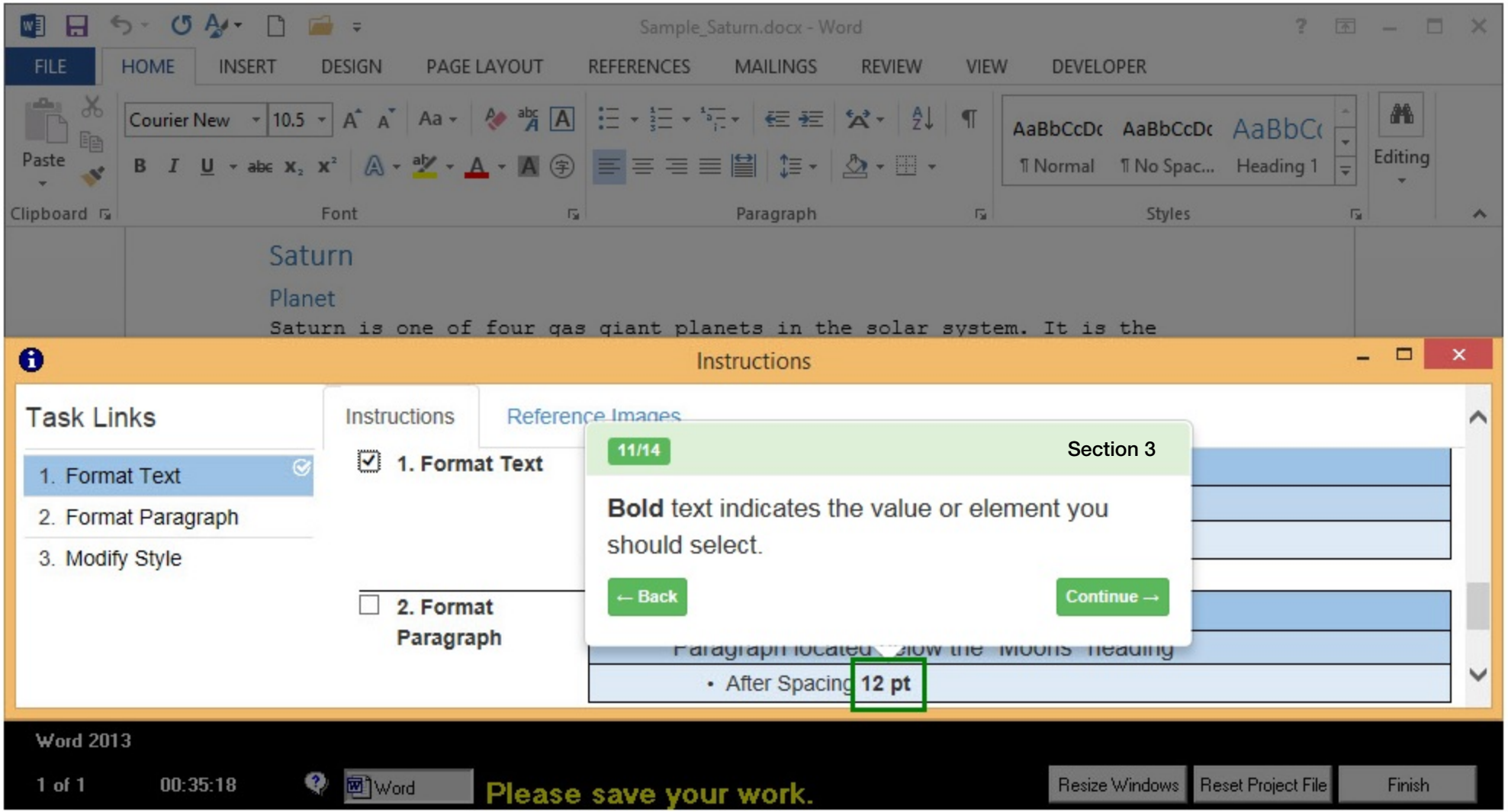

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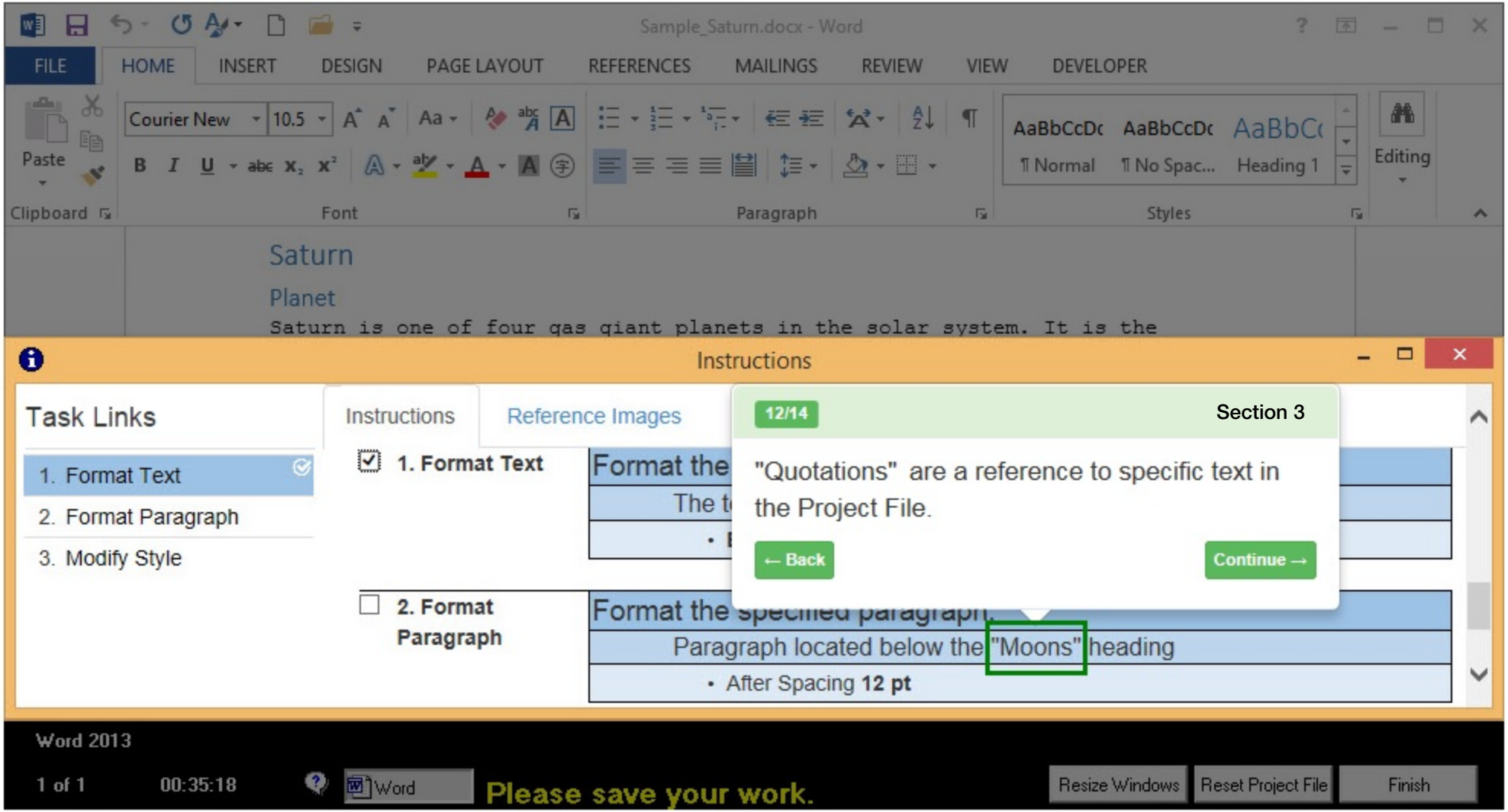

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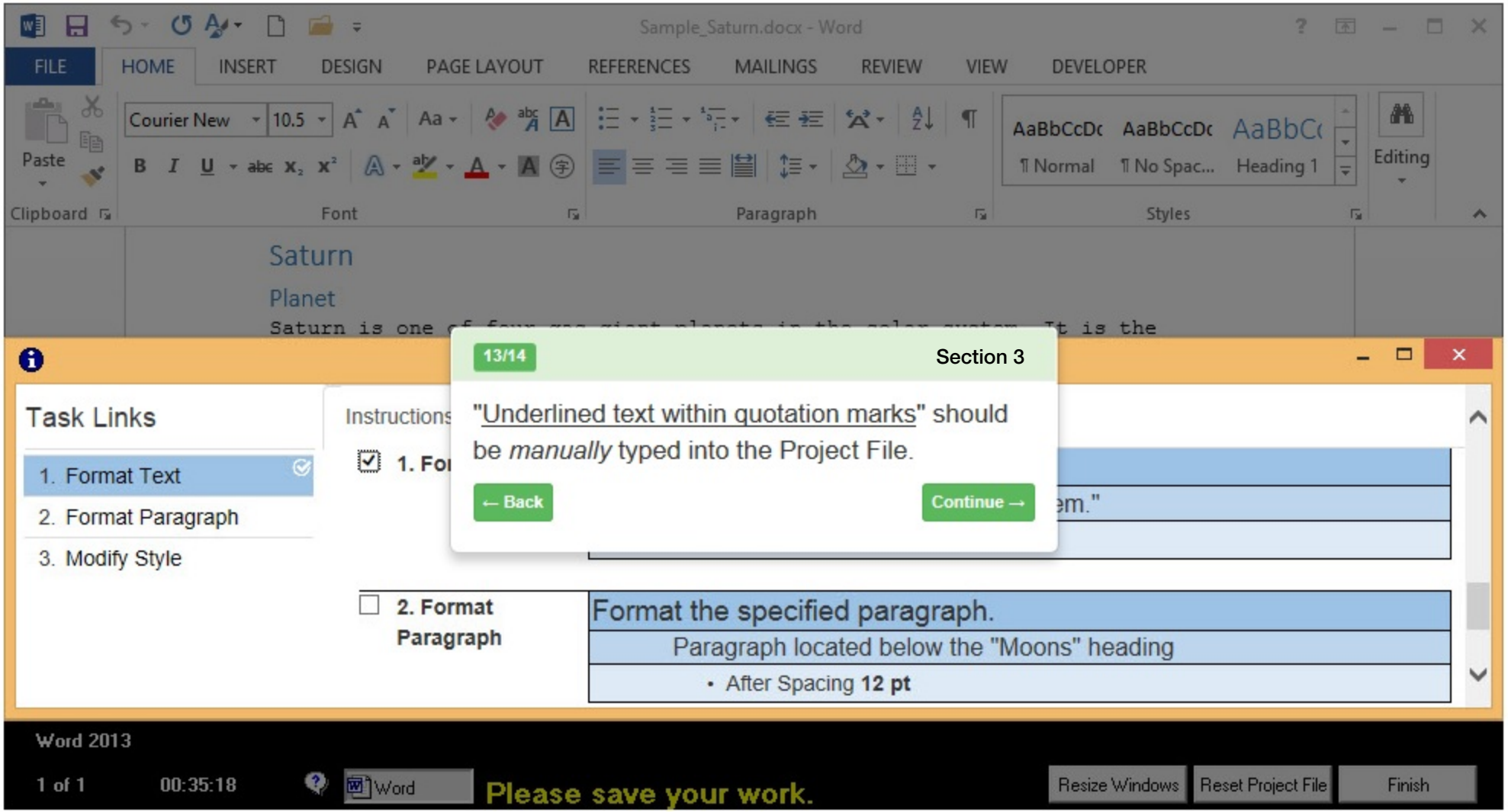

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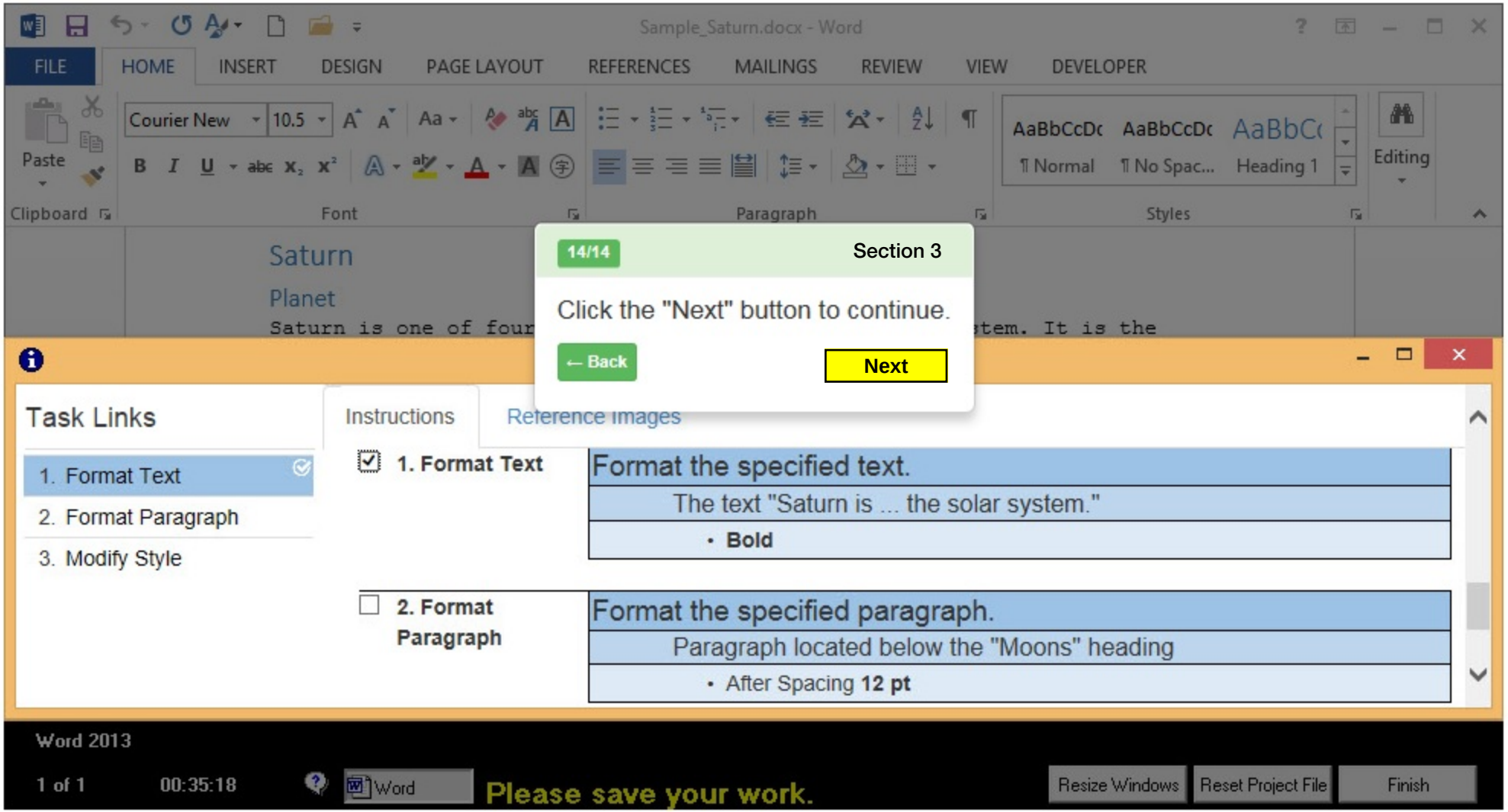
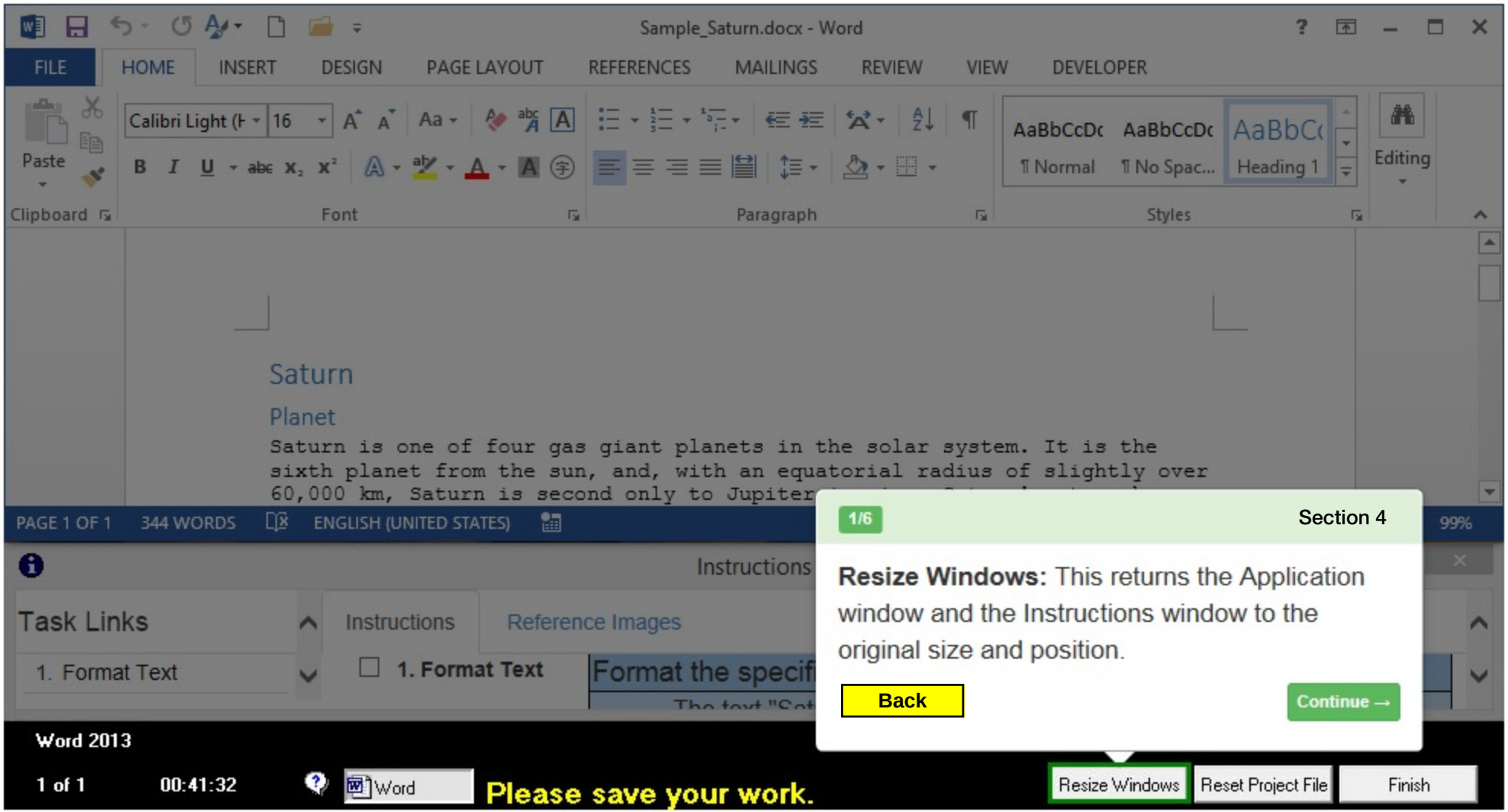


Exam Control Panel



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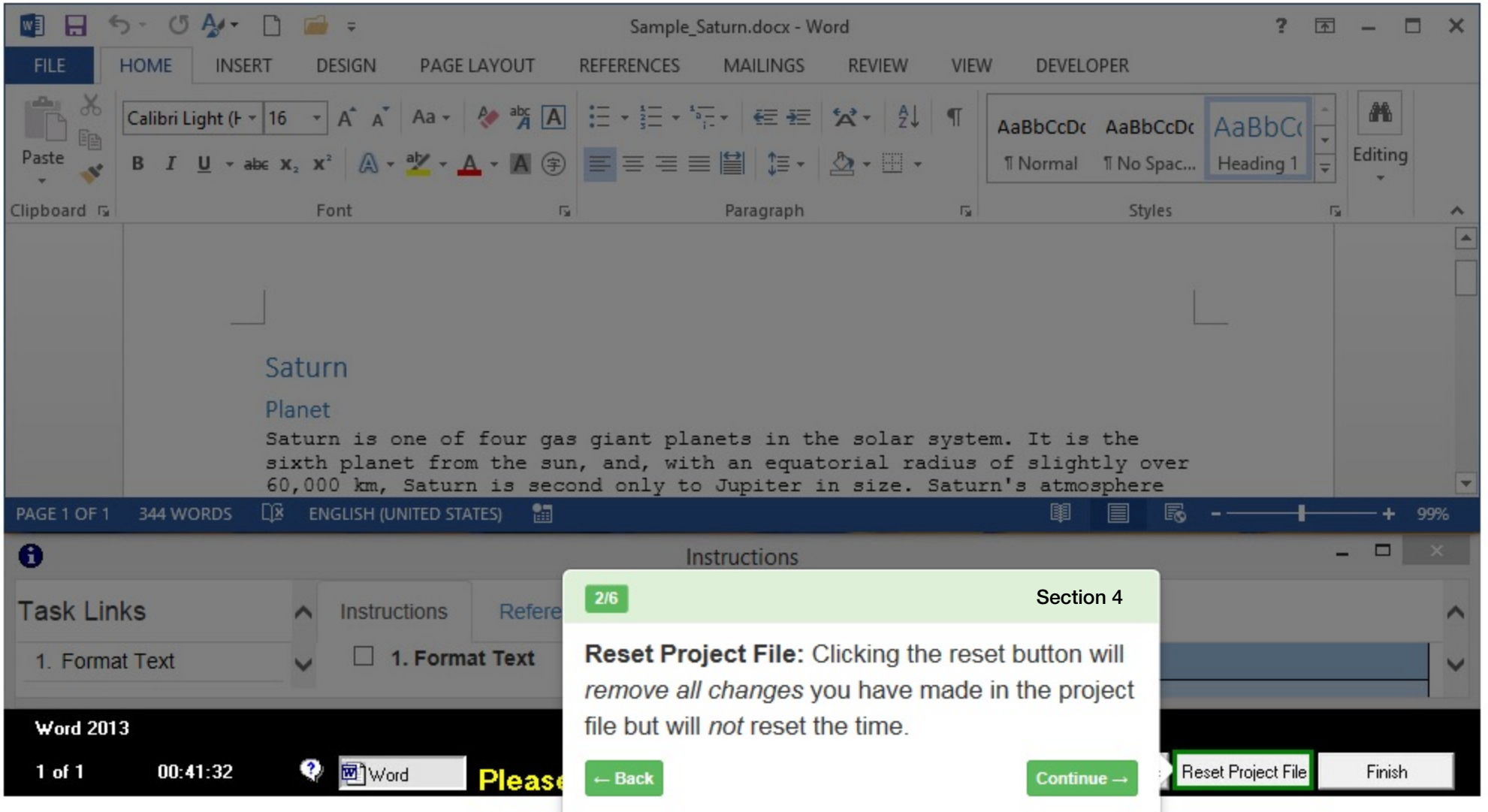

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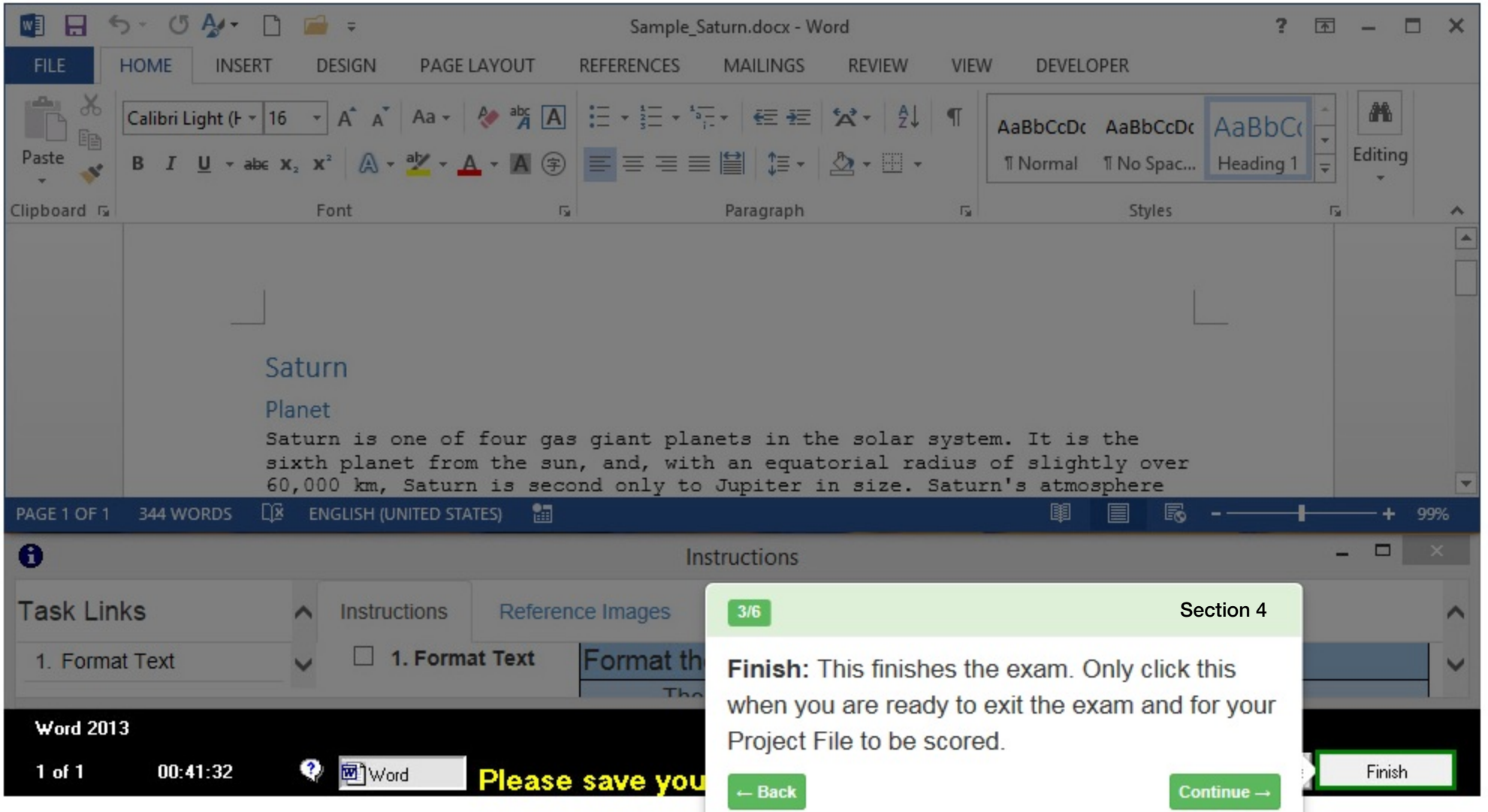

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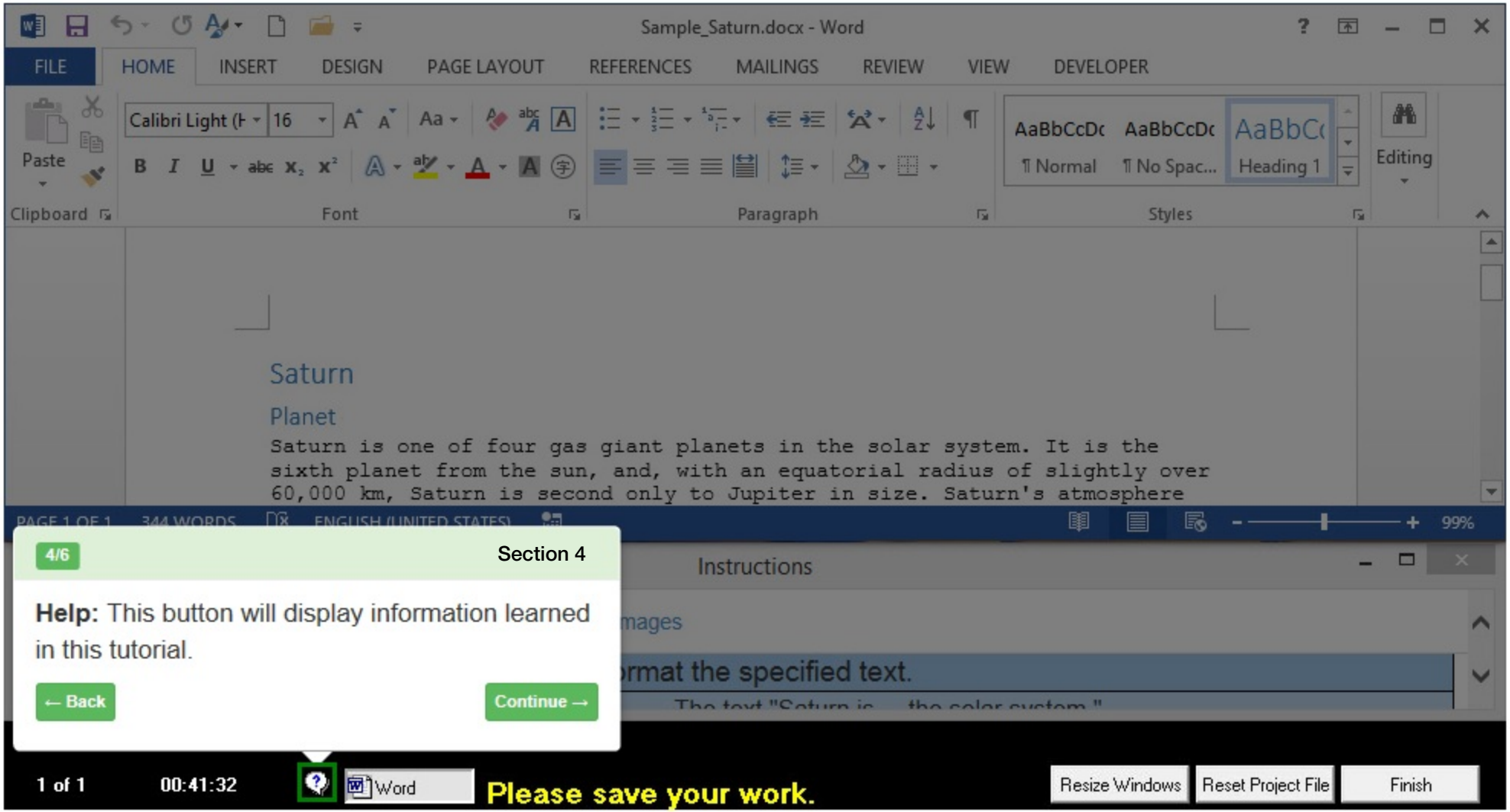

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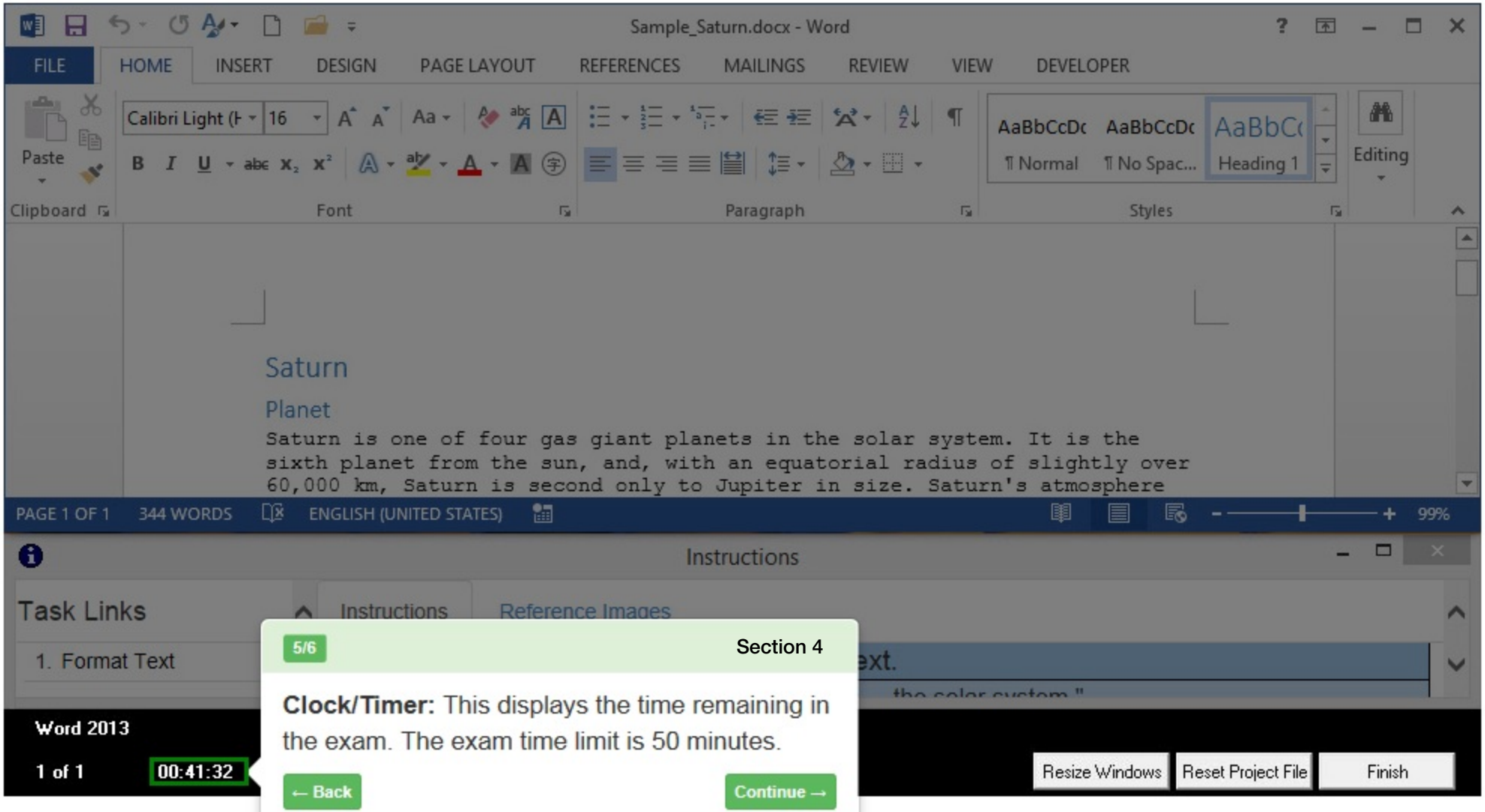

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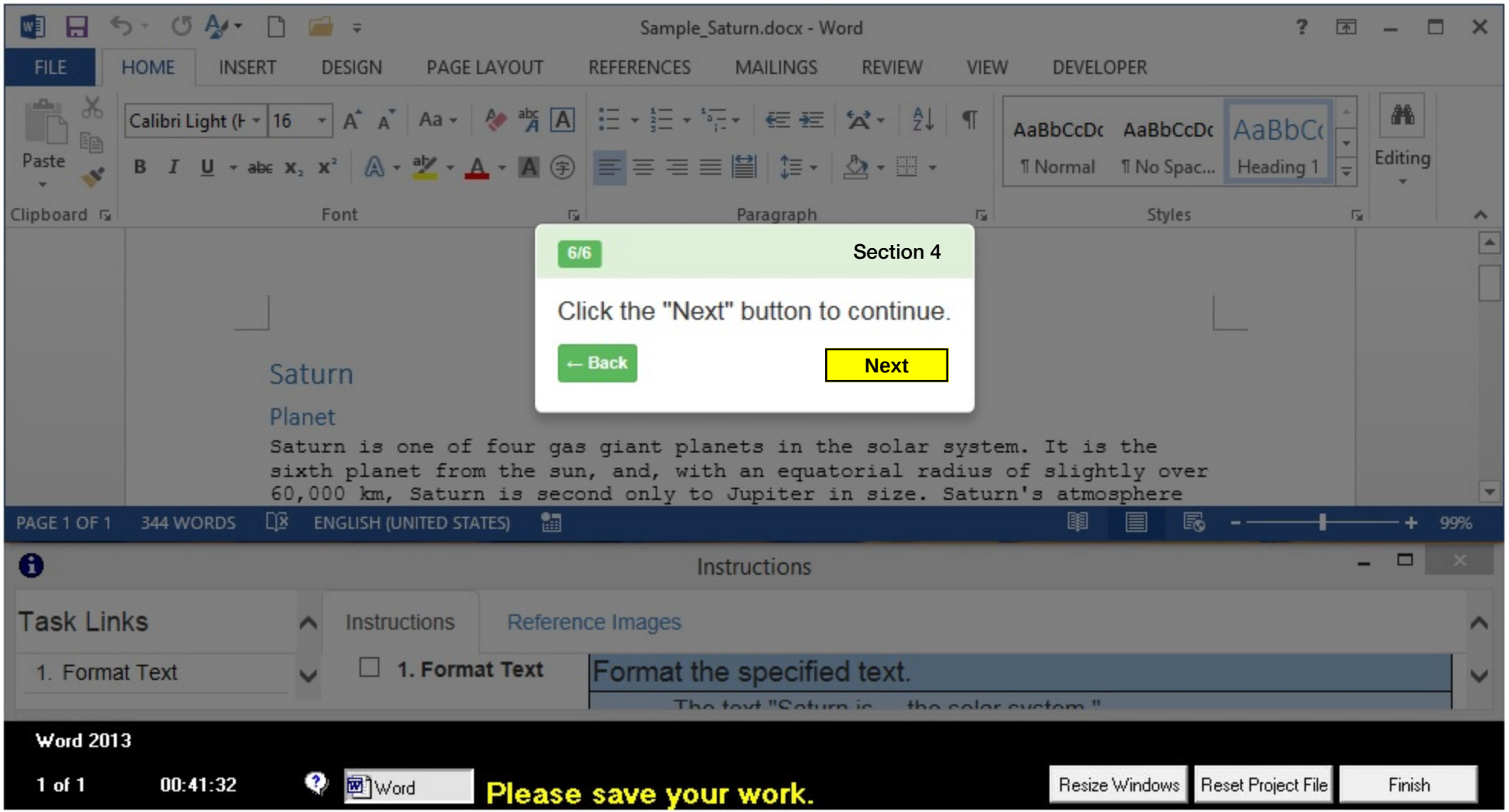
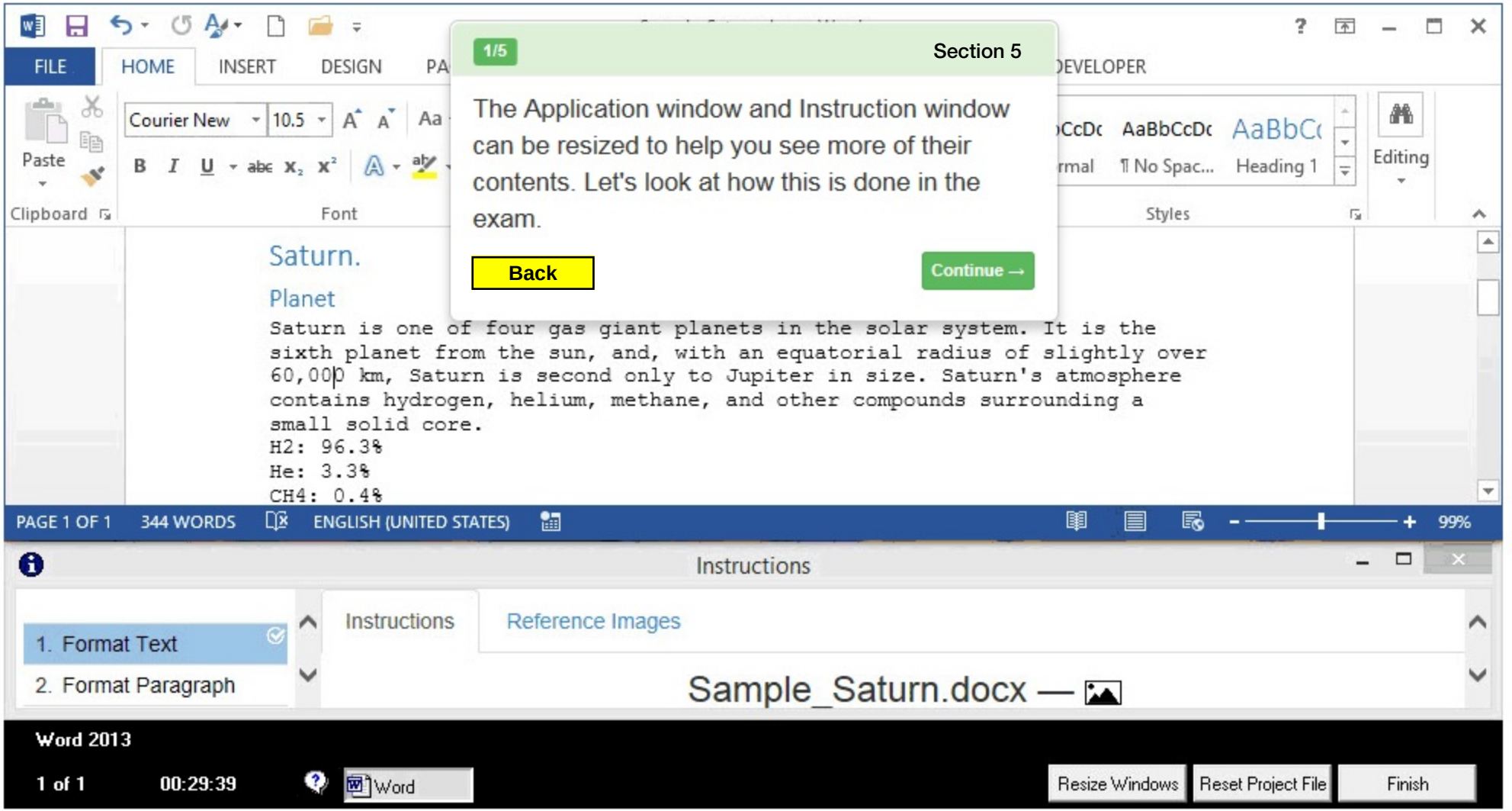


Resizing the Windows



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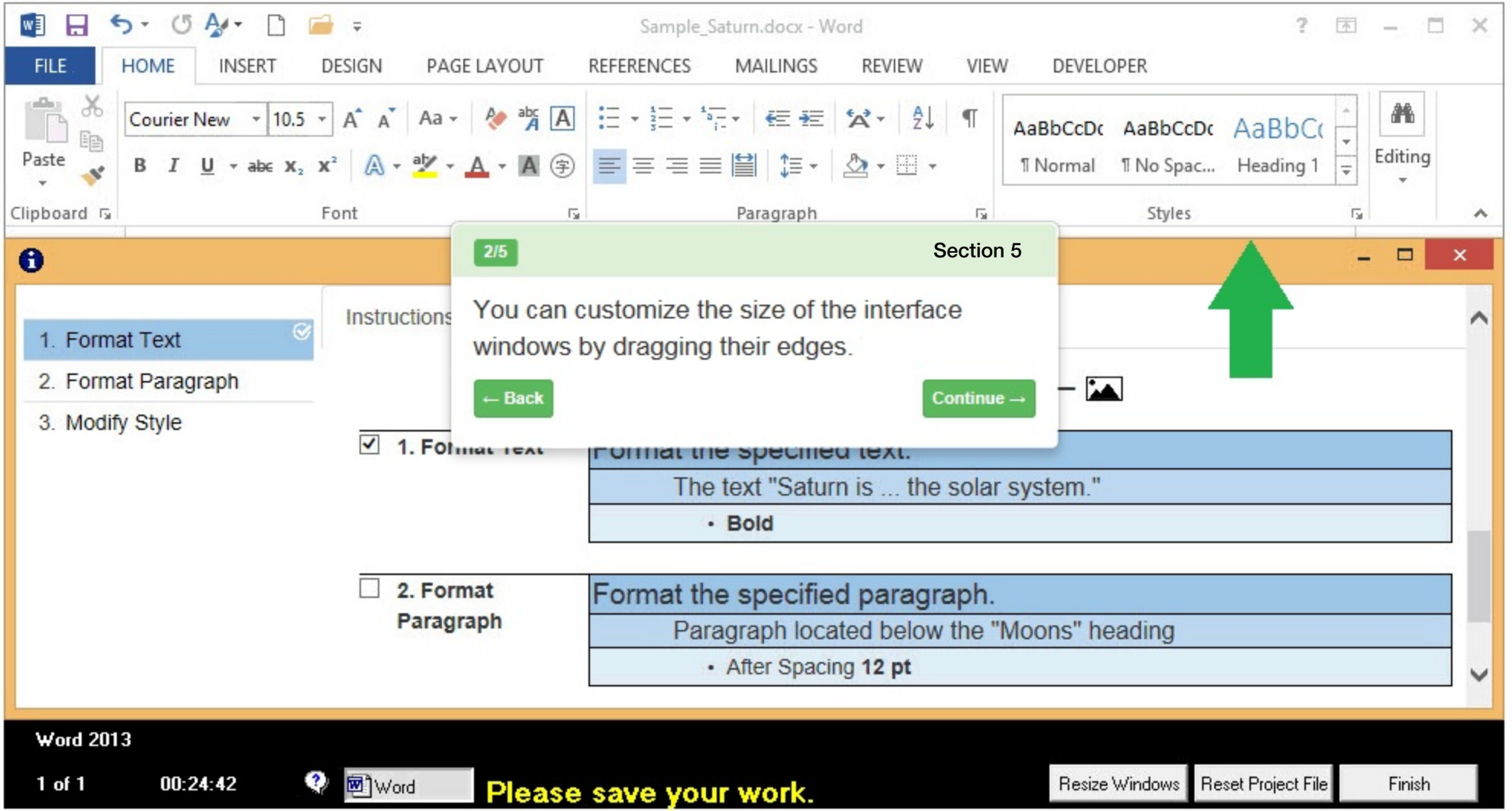

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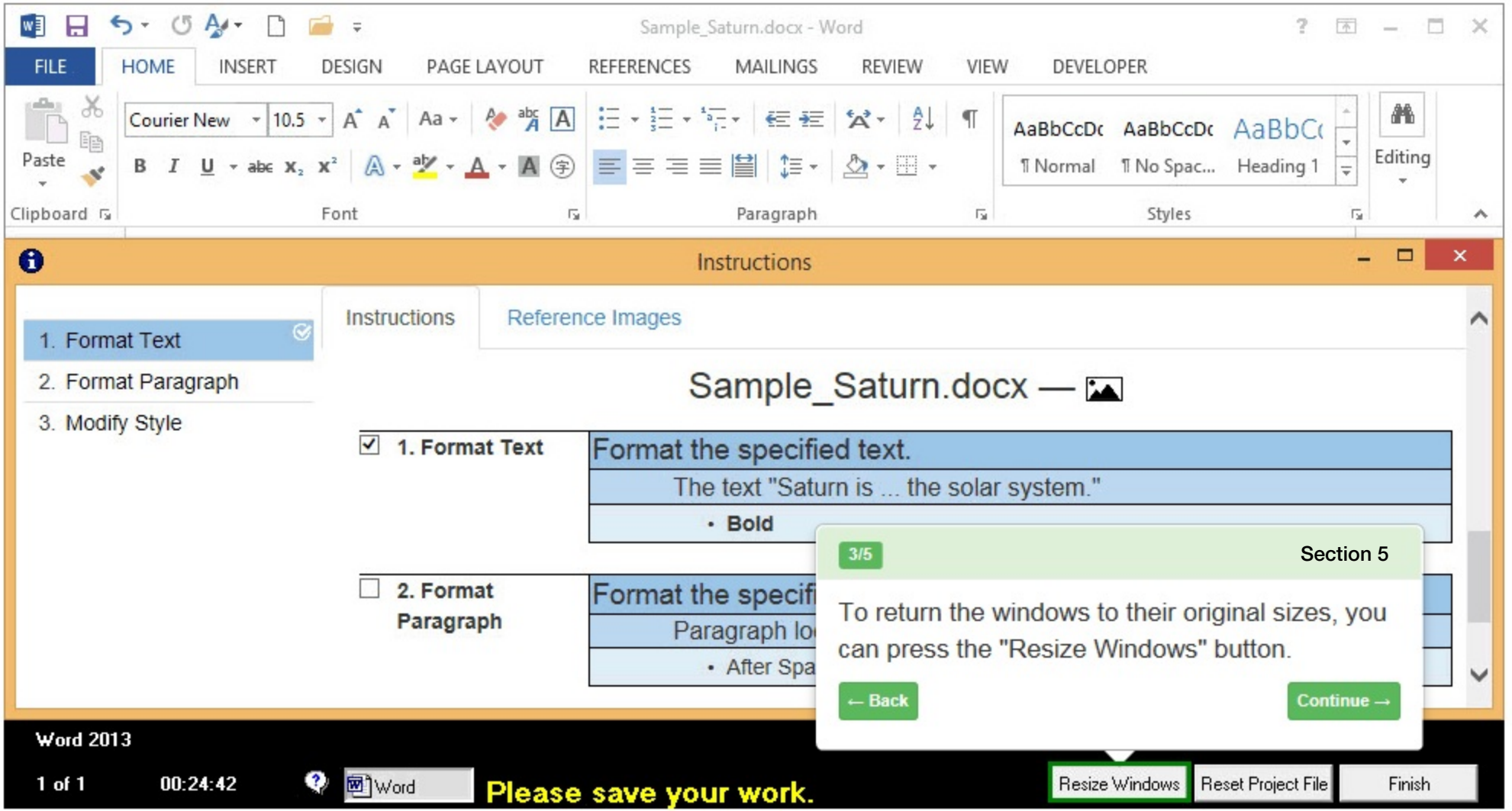

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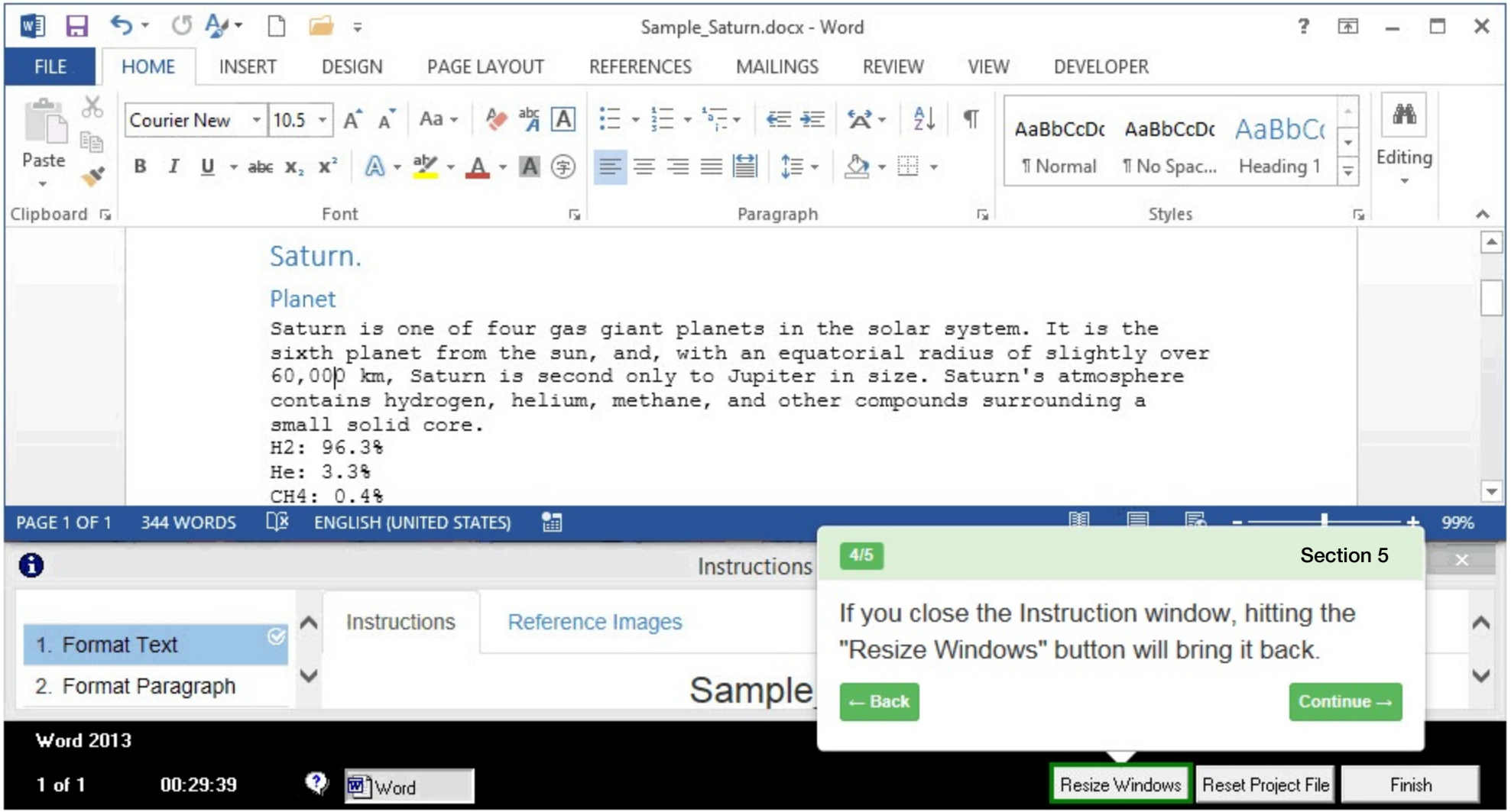

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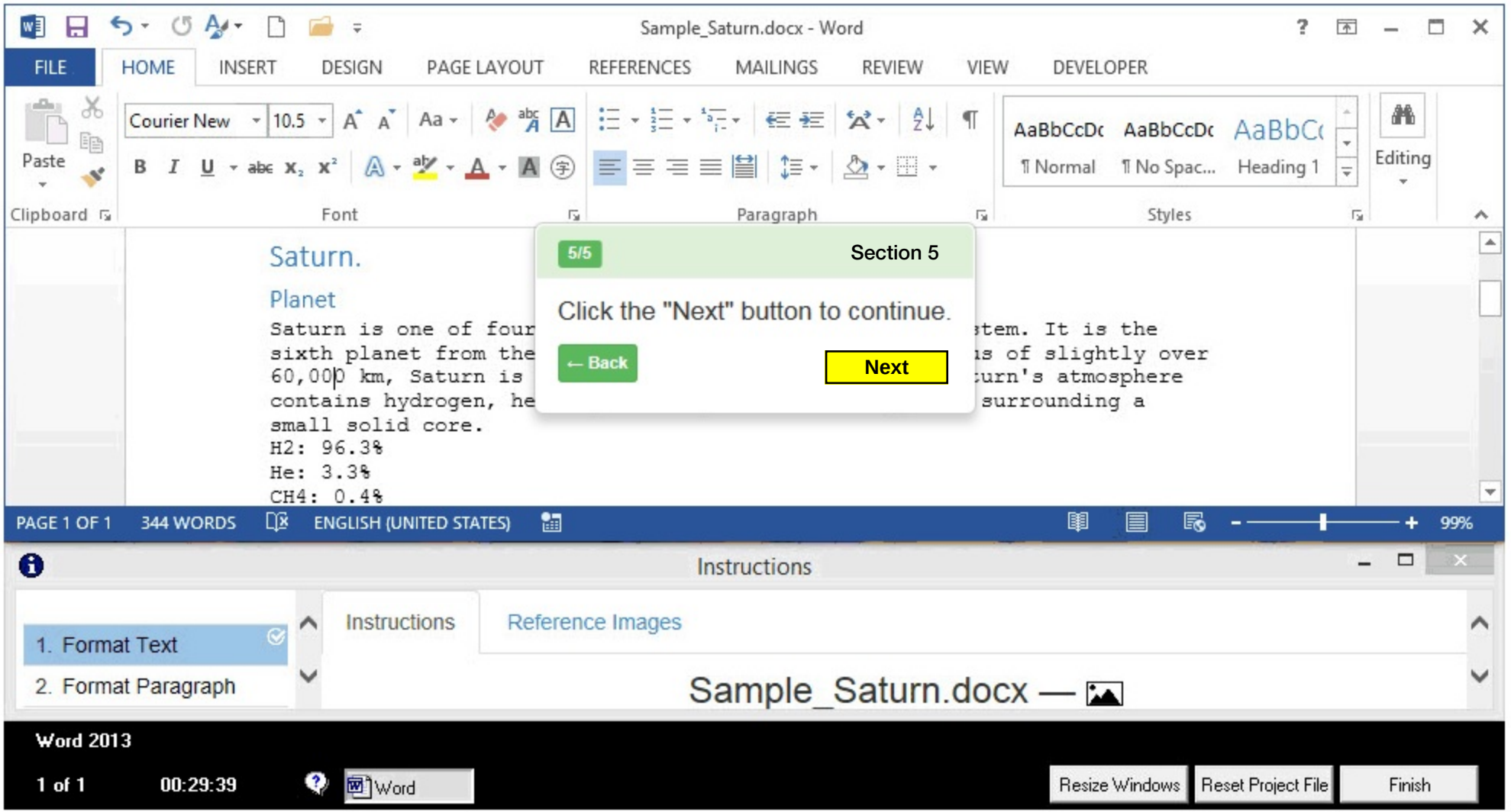
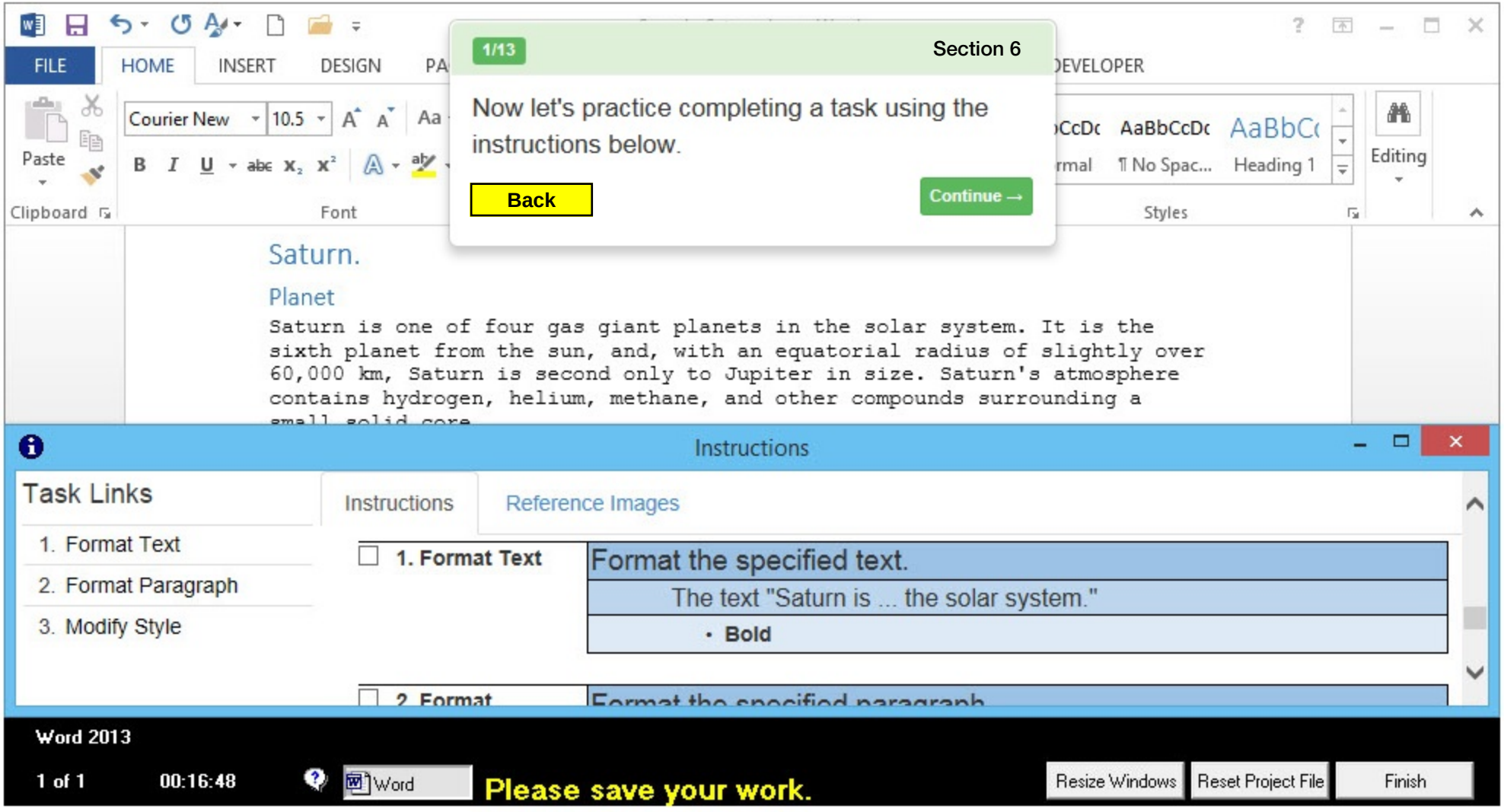


Complete and Save a Task



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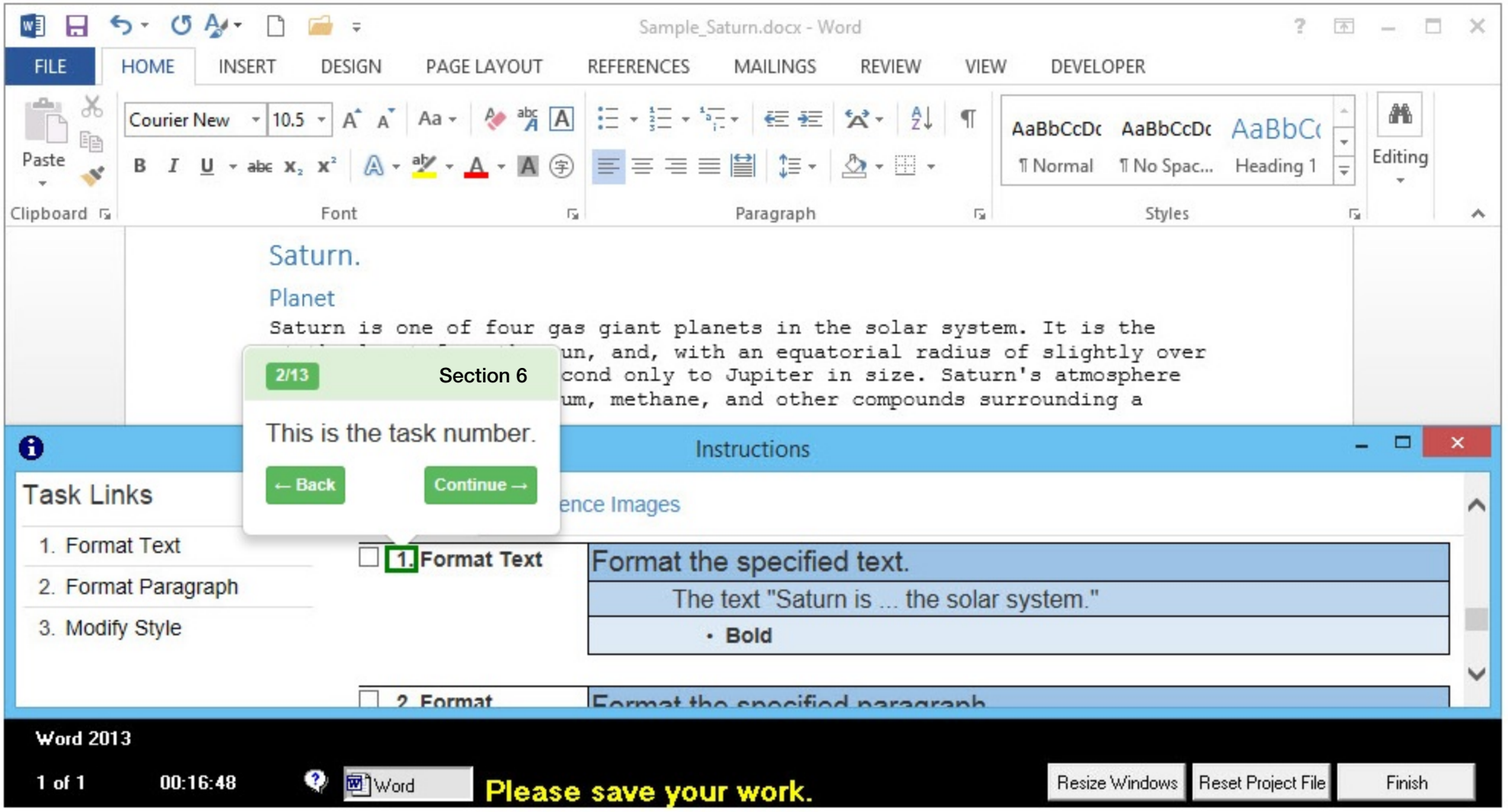

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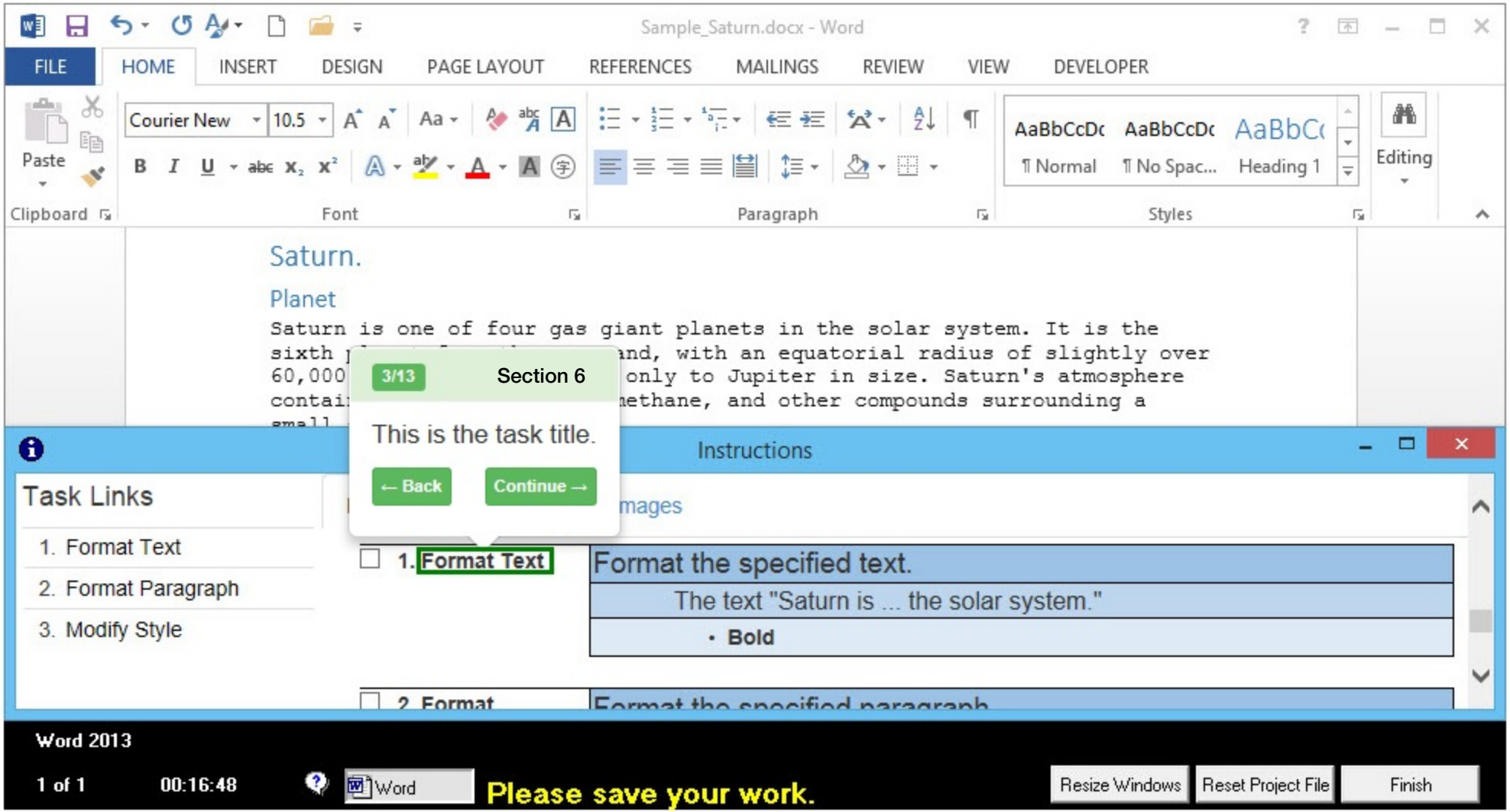

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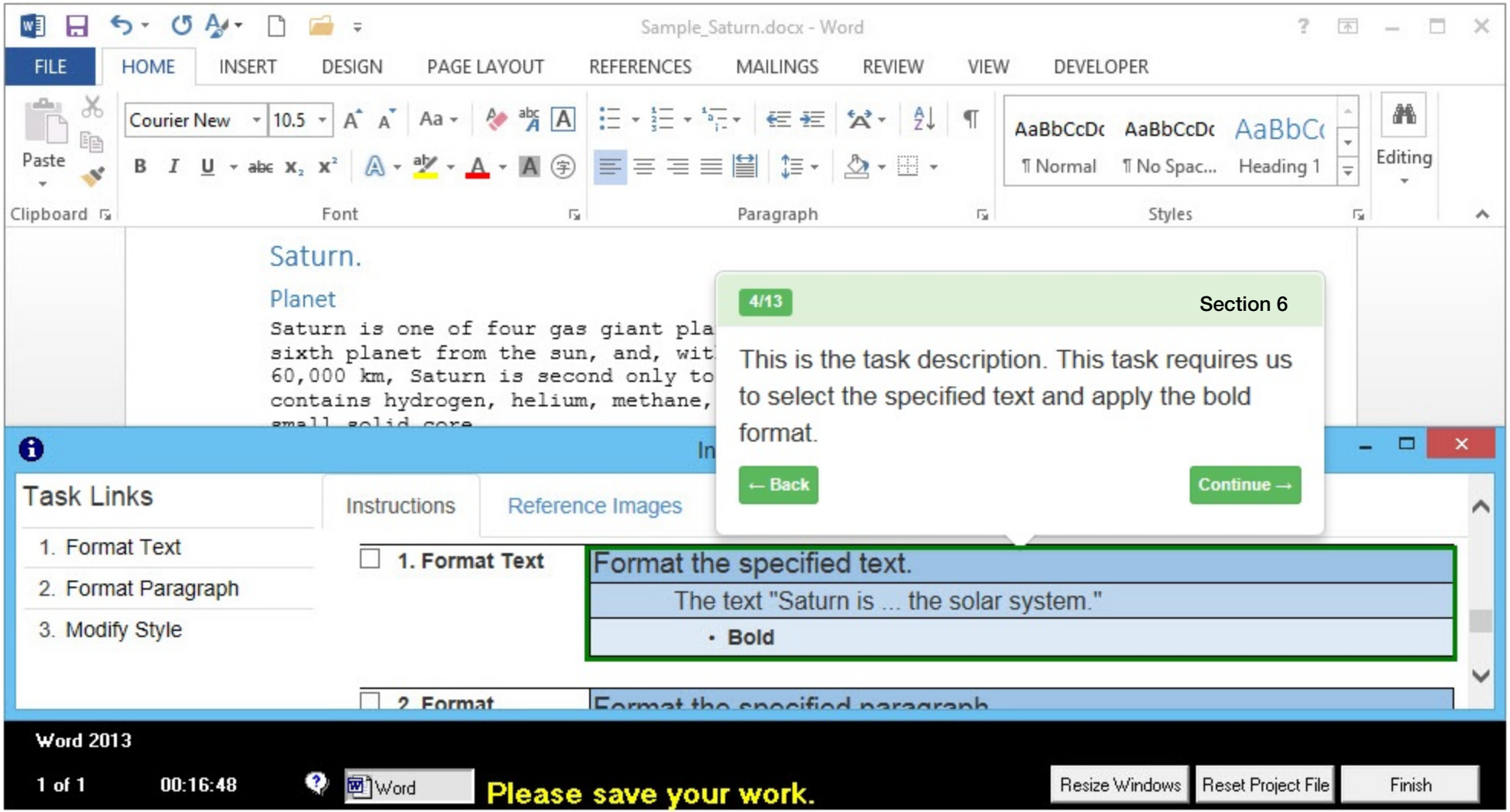

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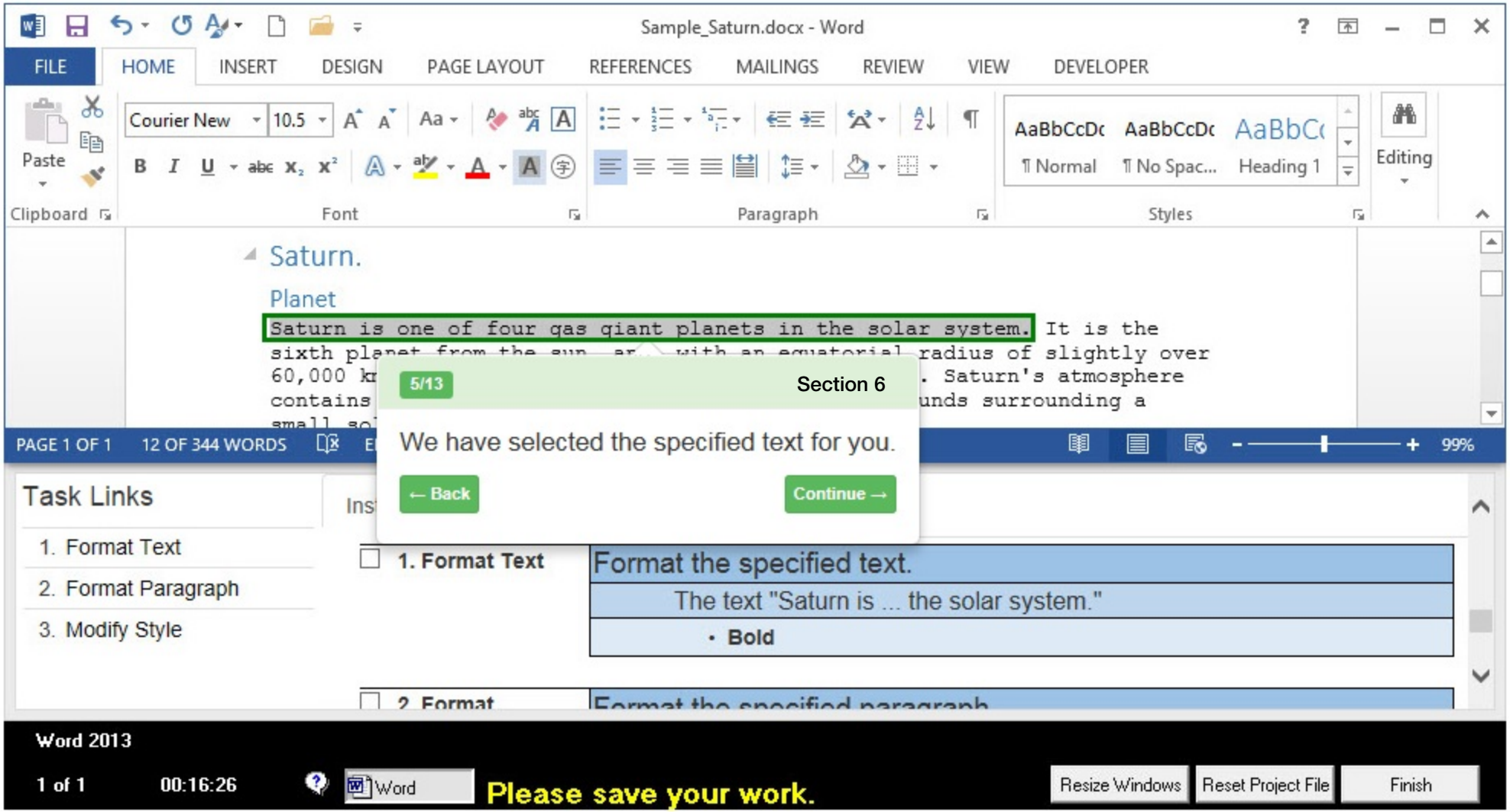

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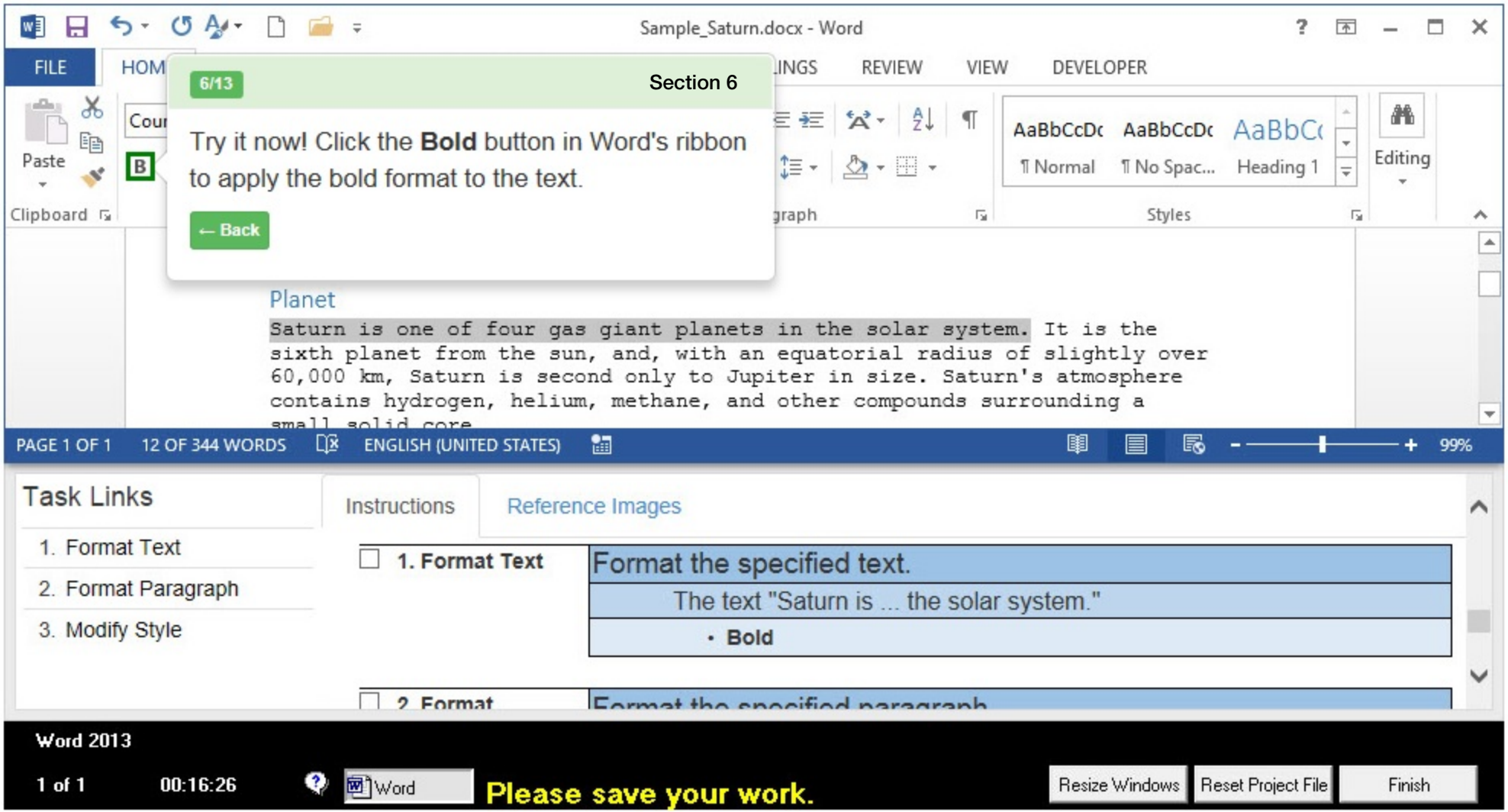

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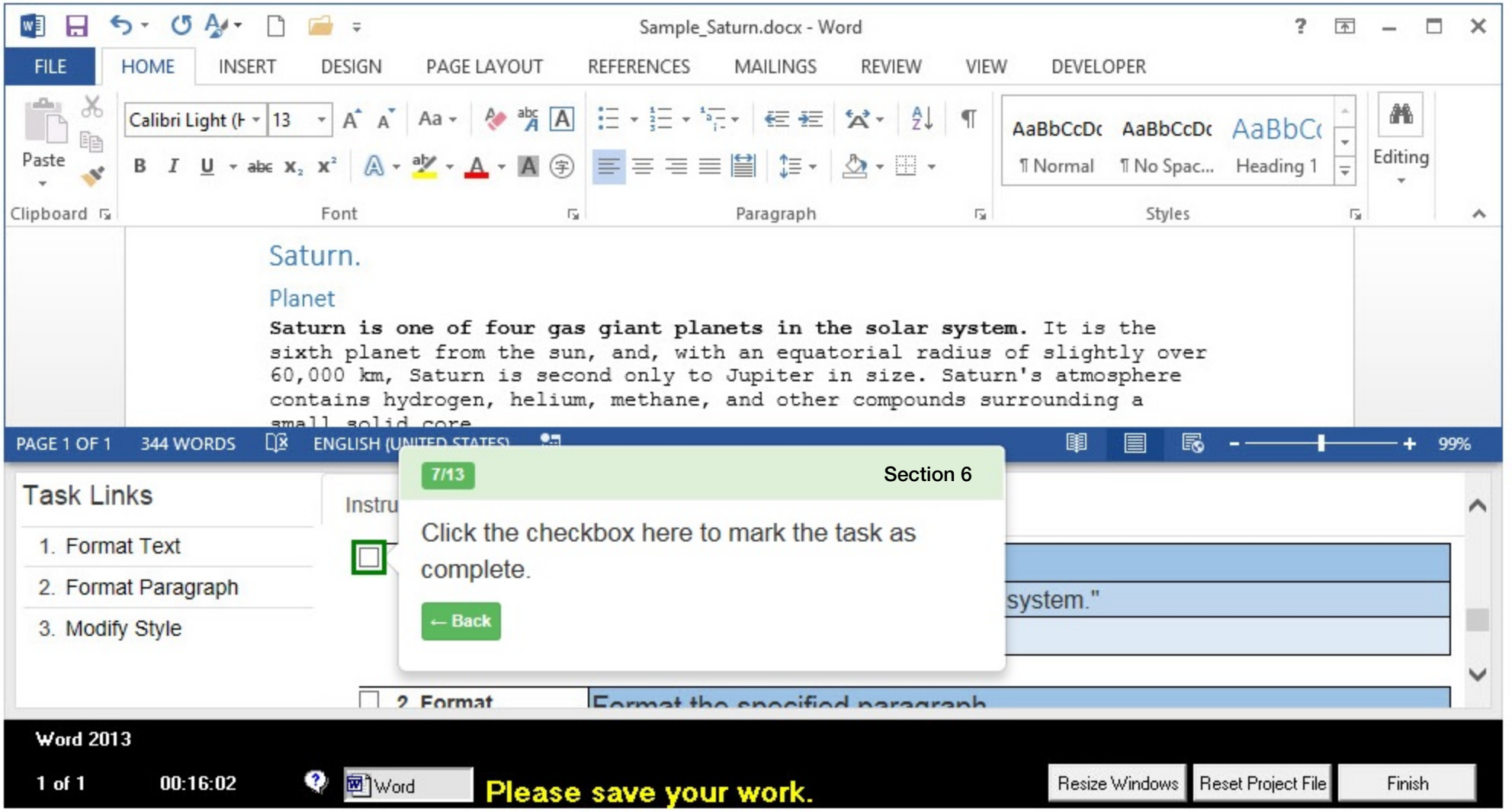

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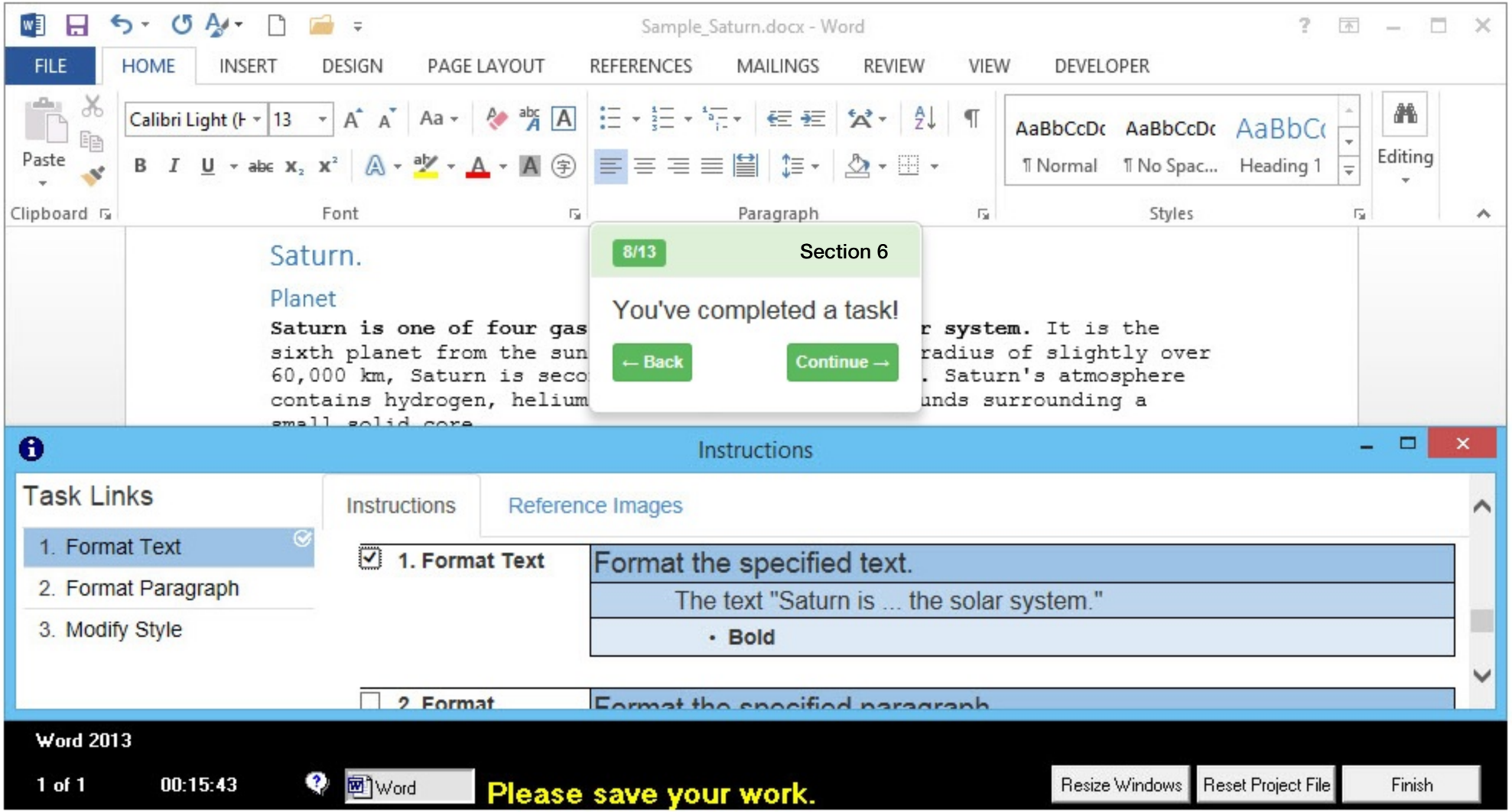

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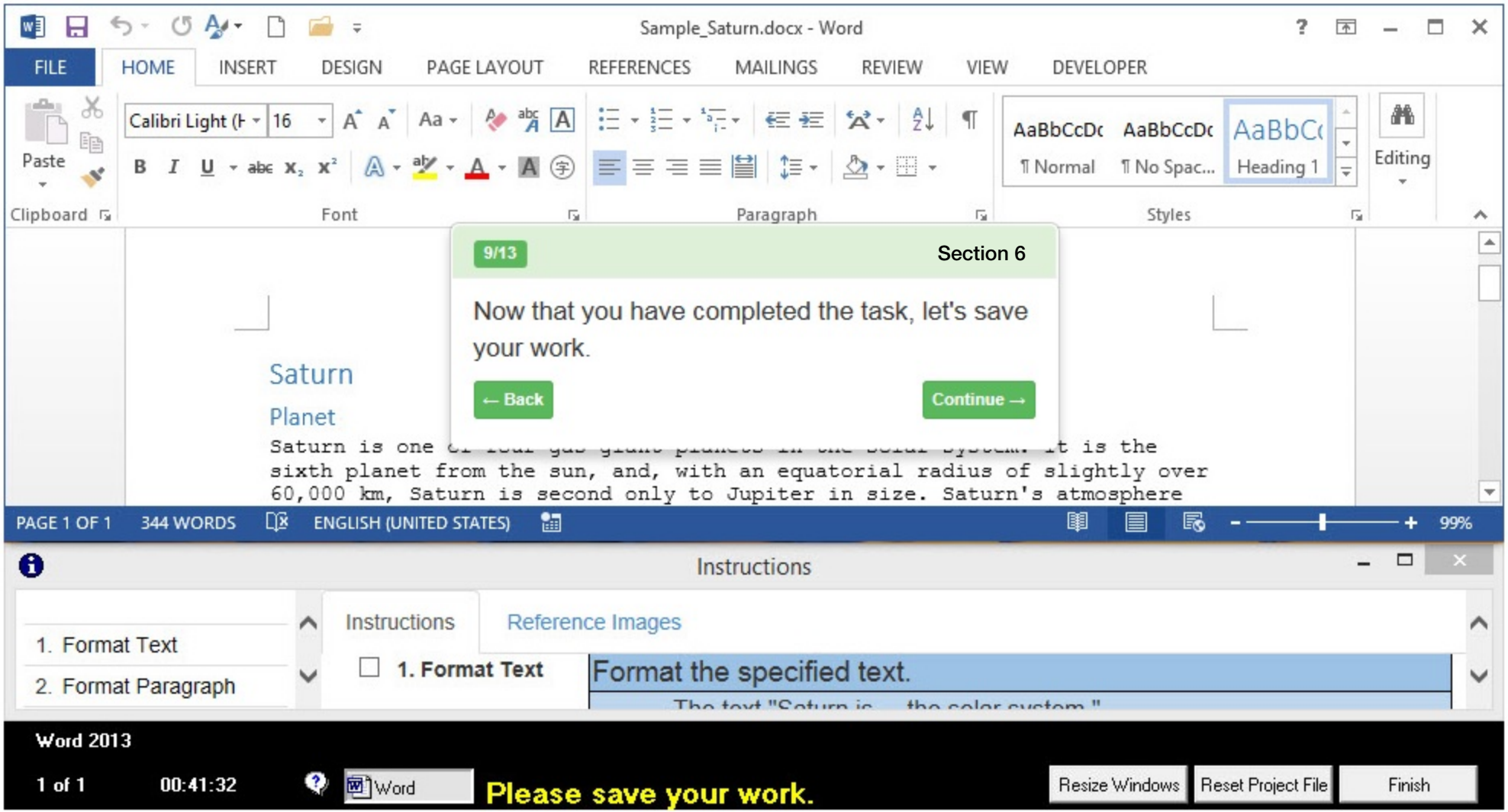

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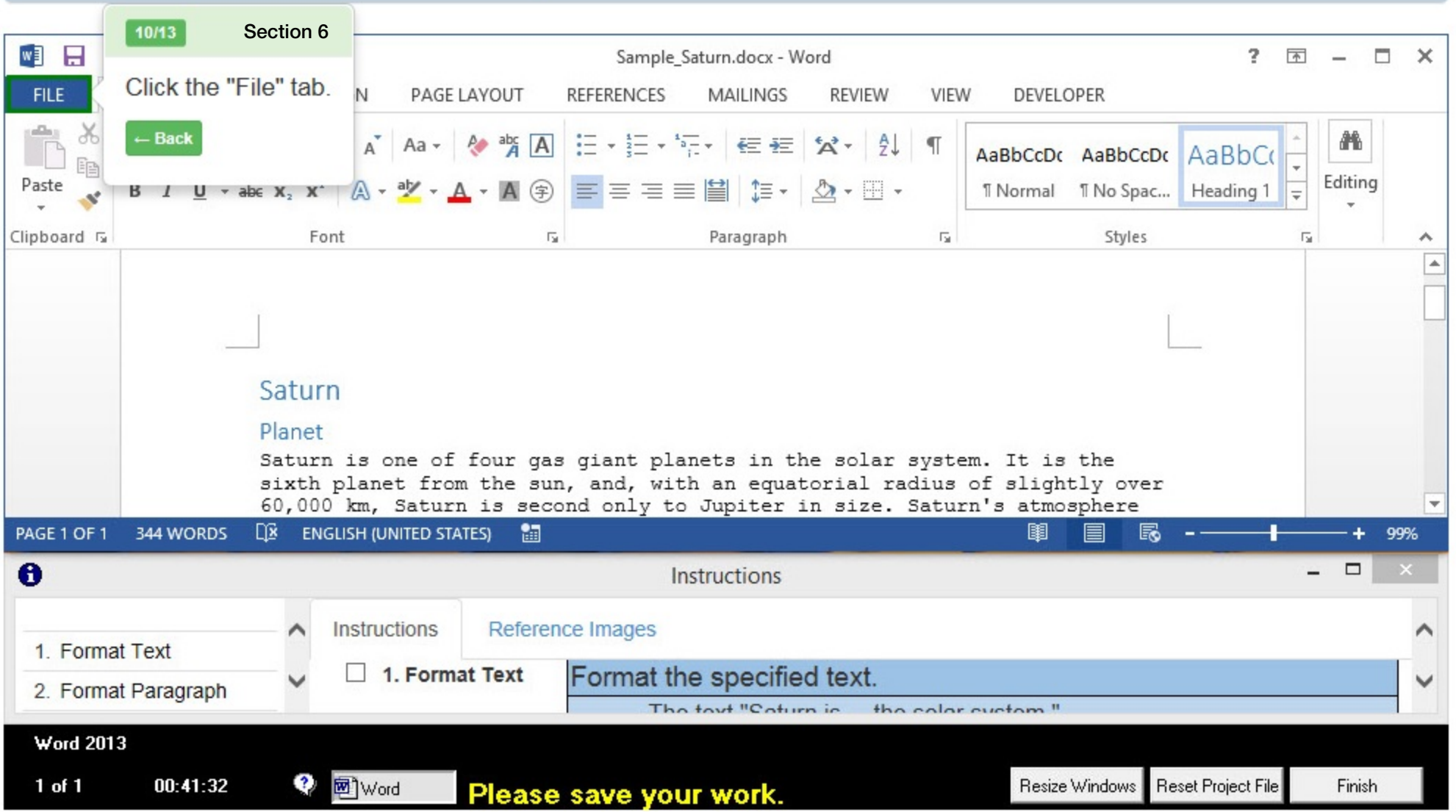

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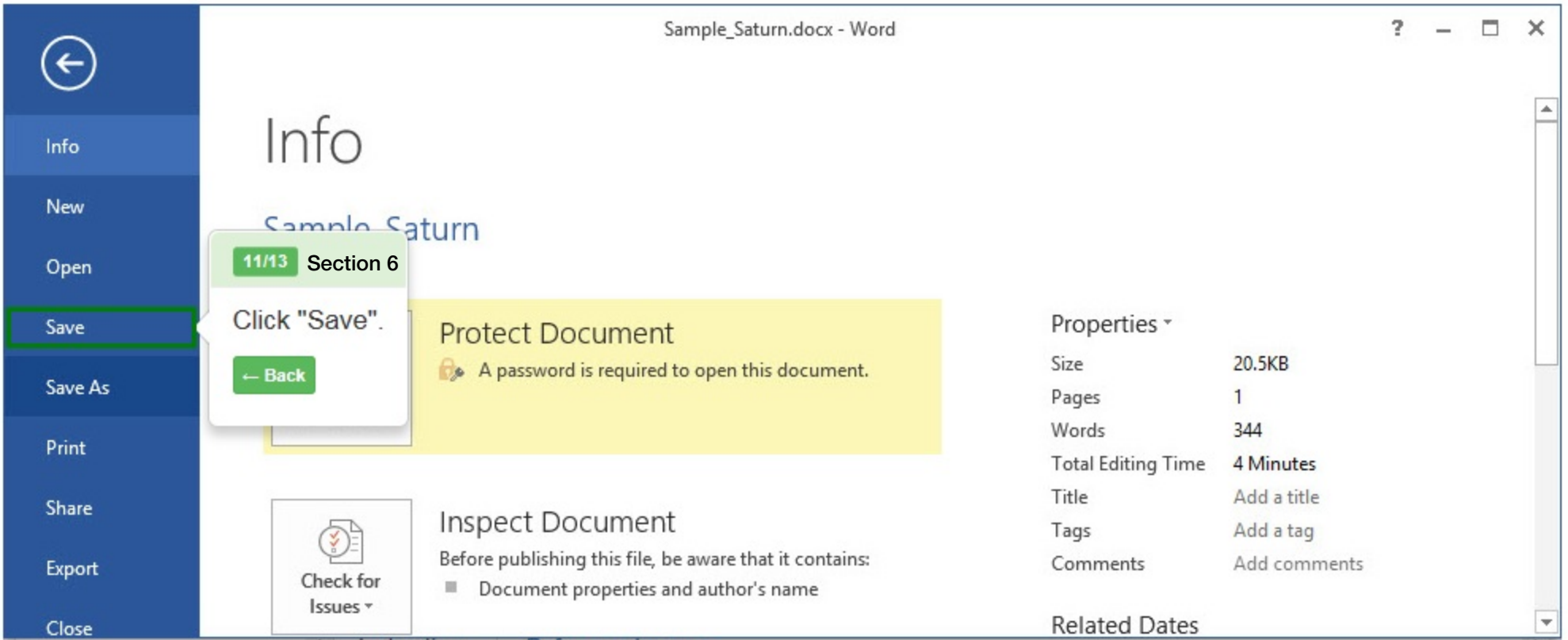

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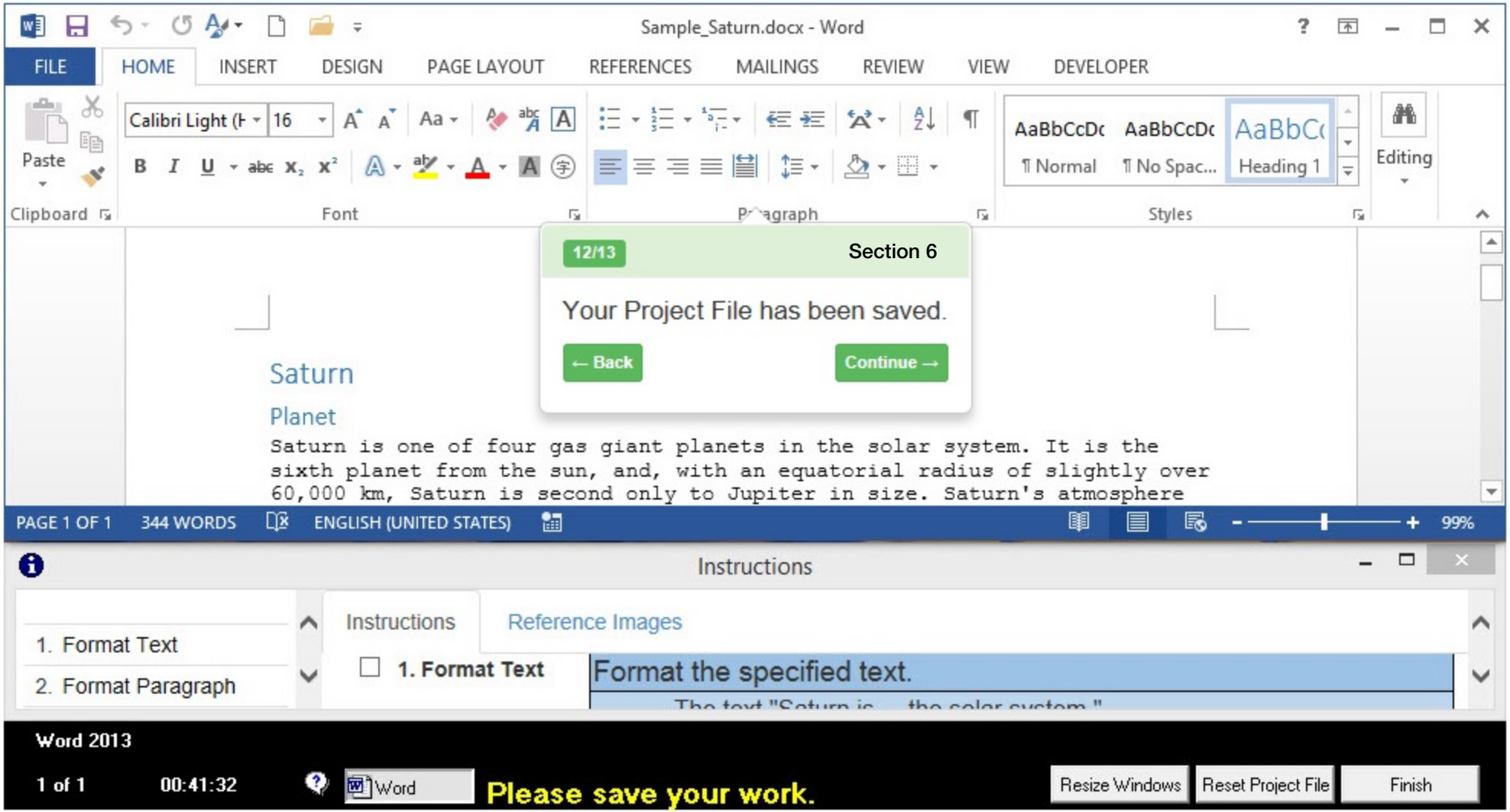

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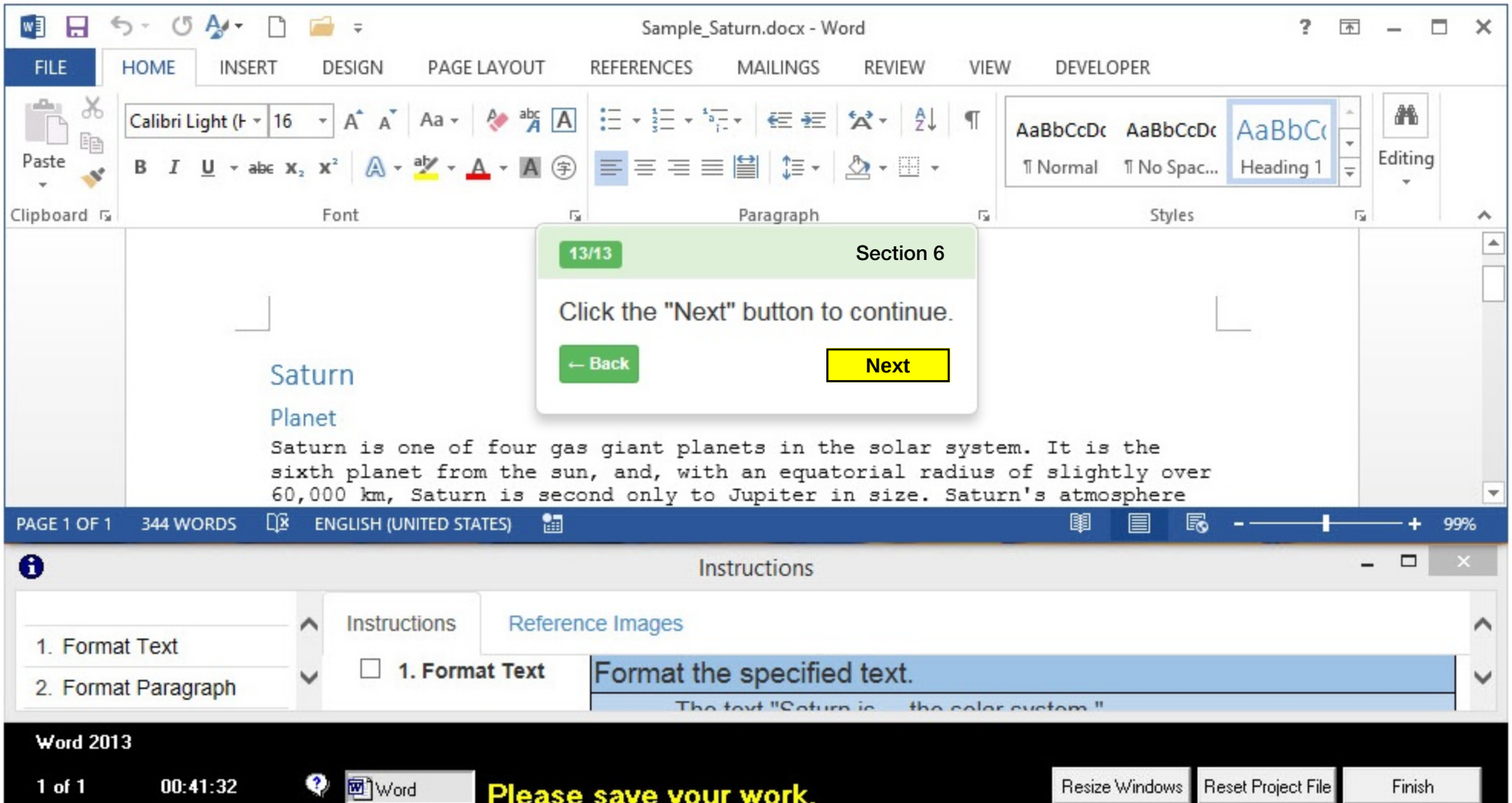

Begin Exam

You have reached the end of this tutorial.

Click the "Next" button to start your exam.

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Microsoft Office Specialist

Exam 77-418: MOS: Microsoft Office Word 2013
Exam 77-420: MOS: Microsoft Office Excel 2013
Exam 77-422: MOS: Microsoft Office PowerPoint 2013
Exam 77-424: MOS: Microsoft Office Access 2013
Exam 77-425: MOS: Microsoft Office Word 2013 Expert Part 1
Exam 77-426: MOS: Microsoft Office Word 2013 Expert Part 2
Exam 77-427: MOS: Microsoft Office Excel 2013 Expert Part 1
Exam 77-428: MOS: Microsoft Office Excel 2013 Expert Part 2

Exam Help

In this help page we cover information you learned in the tutorial. You can review this page, but your exam time will continue to run.

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- Pushing the "Reset Project File" button will remove all the changes you have made in the Project File but will NOT reset the time. Use with caution.
- It is recommended you complete the tasks in sequence.
- Use the checkboxes in the Instructions to track your progress.
- Understand the exam user interface and formatting.

Live Application Window

- During the exam all application features function normally except the following:
  - The Help system
  - New
  - Open
- None of these application features are needed to complete the exam.
- You *do not* need to open any file in order to complete all tasks.
- The Project File is open at the beginning of the exam.
- The open version of the Project File displayed on the screen when the exam ends will be evaluated to determine your score.
- Accept all default settings other than the ones specified in the Instructions.

Instructions Window

- Task Links: To navigate between tasks use the Task Links or the scroll bars.
- Tabs: The Instructions tab and the Reference Images tab are both at the top of this window.
- Reference Images: These indicate what the Project File should look like when all tasks are completed correctly.
- Checkboxes: Clicking the checkbox highlights the corresponding task in the Task Links list. We recommend using these to track when a task is complete. The use of checkboxes does not impact your score.
- Section Header: The exam is split into sections. Some of these sections are about global aspects of the file and some are about specific parts of the file.
- Task Number and Title: These identify what Task Number you are working on and the general topic of the task.
- The Task Description tells you what to do.
- The Task Location tells you where to do it.
- The Task Detail tells you the specification(s) of what is required.

Formatting

- Bold text indicates the value or element you should select.
- "Quotations" are a reference to specific text in the Project File.
- "Underlined text within quotation marks" should be manually typed into the Project File.

Exam Control Panel

- Resize Window: This returns the Application window and the Instructions window to the original size and position.
- Reset Project File: Clicking the reset button will remove all changes you have made in the project file but will NOT reset the time.
- Finish: This finishes the exam. Only click this when you are ready to exit the exam and for your Project File to be scored.
- Help: You are here.
- Clock/Timer: This displays the time remaining in the exam. It is counting down right now.

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