

# 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.

# Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Styles Editing

1/5 Section 1

Let's learn more about the exam interface.

Continue →

## Saturn

### Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

- 1. Format Text

Instructions

Reference Images

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Paste

Font: Calibri Light (16), Bold, Italic, Underline, Text Color, Background Color, Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Styles: AaBbCcDc, AaBbCcDc, AaBbCcDc, Heading 1, Normal, No Spac...

Saturn  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%



## Task Links

1. Format Text

Instructions

Refer

1. Format Text

2/5

Section 1

This is the Application window.

← Back

Continue →

Word 2013

1 of 1

00:41:32



Word

Please save your work.

Resize Windows

Reset Project File

Finish

# Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

Saturn Planet

Saturn is one of four... system. It is the sixth planet from the... ius of slightly over 60,000 km, Saturn is s... saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

3/5 Section 1

This is the Instructions window.

← Back Continue →

Instructions

Task Links

- 1. Format Text

Instructions Reference Images

1. Format Text

Format the specified text.

The text "Saturn is... the solar system"



# Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Calibri Light (16) A<sup>+</sup> A<sup>-</sup> Aa abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A ab A (字)

Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCc

Normal No Spac... Heading 1

Editing

Saturn

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Section 1

4/5

This is the Exam Control Panel.

← Back Continue →



# Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Calibri Light (16) A A Aa abc A

B I U abc x<sub>2</sub> x<sup>2</sup> A aly A

Clipboard Font

Styles

Editing

5/5 Section 1

Click the "Next" button to continue.

← Back

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

Instructions Reference Images

1. Format Text

Format the specified text.

The text "Saturn is... the solar system"

# Application Window

Sample\_Saturn.docx - Word

1/5 Section 2

This is the 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.

Continue →

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED KINGDOM)

Task Links

1. Format Text

Instructions

Reference Images

1. Format Text

Format the specified text.

The text "Saturn is one of the six largest planets in the solar system."

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# Application Window

Sample\_Saturn.docx - Word

2/5 Section 2

The Project File is open at the beginning of the exam.

← Back Continue →

FILE HOME INSERT DESIGN PA DEVELOPER

Calibri Light (f) 16 A A Aa

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A ab

Clipboard Font

Styles Editing

Normal No Spac... Heading 1

Saturn

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system"

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish



# Application Window

The image shows a Microsoft Word 2013 application window titled "Sample\_Saturn.docx - Word". The ribbon is set to "HOME" and the "Styles" group is active, showing "Normal", "No Spac...", and "Heading 1" styles. A dialog box titled "Section 2" is overlaid on the document, displaying "3/5" in a green box, the text "The open version of the Project File displayed on the screen when the exam ends will be evaluated to determine your score.", and two green buttons: "← Back" and "Continue →".

The document content includes the heading "Saturn Planet" and the start of a paragraph: "Saturn is one of the sixth planet from the sun, with an average distance of 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere".

The status bar at the bottom shows "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and a zoom level of "99%".

The "Task Links" pane is open, showing "Instructions" and "Reference Images". The "Instructions" task link is selected, displaying the instruction: "1. Format Text" with a checkbox, and the description: "Format the specified text." Below this, a preview of the text "The text 'Saturn is...' is visible.

The bottom of the window features the "Word 2013" logo, a timer at "00:41:32", a "Word" icon, a yellow warning message "Please save your work.", and three buttons: "Resize Windows", "Reset Project File", and "Finish".

# Application Window

The image shows a Microsoft Word 2013 application window titled "Sample\_Saturn.docx - Word". The ribbon is set to "HOME" and includes tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The ribbon shows various formatting options for Font, Paragraph, and Styles. A task pane on the right is open to "Instructions" and shows a task list with "1. Format Text" selected. A dialog box titled "Section 2" is overlaid on the document, displaying the text "Accept all default settings other than the ones specified in the Instructions." and two buttons: "← Back" and "Continue →". The document content includes the heading "Saturn Planet" and a paragraph of text about Saturn. The status bar at the bottom shows "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and a zoom level of "99%". A yellow warning message "Please save your work." is visible at the bottom of the screen.

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

4/5 Section 2

Accept all default settings other than the ones specified in the Instructions.

← Back Continue →

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

1. Format Text

Format the specified text.

The text "Saturn is... the solar system."

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# Application Window

The screenshot displays the Microsoft Word 2013 interface. The title bar shows the document name "Sample\_Saturn.docx - Word". The ribbon includes tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The HOME tab is active, showing Font, Paragraph, and Styles groups. The document content includes the heading "Saturn Planet" and a paragraph of text. A task pane on the right is titled "Instructions" and shows a task "1. Format Text" with a sub-task "Format the specified text." A help dialog box is overlaid on the document, titled "Section 2" and "5/5", with the instruction "Click the 'Next' button to continue." and a "Back" button. The status bar at the bottom shows "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and "99%" zoom. The bottom-most bar contains the text "Word 2013", "1 of 1", "00:41:32", "Please save your work.", and buttons for "Resize Windows", "Reset Project File", and "Finish".

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

5/5 Section 2

Click the "Next" button to continue.

← Back

Saturn  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

1. Format Text

Format the specified text.

The text "Saturn is... the solar system."

Word 2013

1 of 1 00:41:32 Please save your work. Resize Windows Reset Project File Finish

# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Paste

Font: Courier New, 10.5, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Indentation, Paragraph Spacing, Paragraph Style, Paragraph Orientation, Paragraph Direction

Paragraph: AaBbCcDc, AaBbCcDc, AaBbCc, Normal, No Spac..., Heading 1

Editing

Saturn  
Planet  
Saturn is one of four giant planets in the solar system. It is the

Instructions

1/14 Section 3

**Task Links:** To navigate between tasks use the Task Links or the scroll bars.

Continue →

Paragraph

Paragraph located below the "Moons" heading

- After Spacing 12 pt

Task Links

1. Format Text
2. Format Paragraph
3. Modify Style





# Instructions Window

2/14 Section 3

**Tabs:** The Instructions tab and the Reference Images tab are both at the top of this window.

← Back Continue →

the solar system. It is the

## Task Links

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

Instructions	Reference Images
<input checked="" type="checkbox"/> 1. Format Text	<b>Format the specified text.</b> The text "Saturn is ... the solar system." • <b>Bold</b>
<input type="checkbox"/> 2. Format Paragraph	<b>Format the specified paragraph.</b> Paragraph located below the "Moons" heading • After Spacing <b>12 pt</b>

Word 2013

1 of 1 00:35:18

Please save your work.

Resize Windows Reset Project File Finish

# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste

Clipboard

Font

Paragraph

Styles

Editing

3/14 Section 3

**Reference Images:** These indicate what the Project File should look like when all tasks are completed correctly.

← Back Continue →

Task Links

- 1. Format Text ✓
- 2. Format Paragraph
- 3. Modify Style

Sample\_Saturn.docx

Saturn

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and with an equatorial diameter of 94,500 miles (152,000 kilometers), it is the second largest planet in the solar system.

Moons

Saturn is orbited by at least 62 moons. Saturn's largest moon, Titan, is more than 3,000 miles (4,800 kilometers) in diameter and a little over 1,000 miles (1,600 kilometers) from the planet's surface.

Word 2013

1 of 1 00:35:18

Please save your work.

Resize Windows Reset Project File Finish

# Instructions Window

The screenshot shows the Microsoft Word 2013 interface with the 'Instructions' window open. The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The 'Instructions' window has a title bar with a close button (X) and a scroll bar. A callout box with a green header '4/14 Section 3' contains the text: 'Checkboxes: Clicking the checkbox highlights the corresponding task in the Task Links list.' Below this are 'Back' and 'Continue' buttons. The 'Task Links' list shows three tasks: '1. Format Text' (checked), '2. Format Paragraph' (unchecked), and '3. Modify Style' (unchecked). The '1. Format Text' task is expanded to show instructions: 'Format the specified text.' followed by 'The text "Saturn is ... the solar system."' and a bullet point '• Bold'. The '2. Format Paragraph' task is expanded to show instructions: 'Format the specified paragraph.' followed by 'Paragraph located below the "Moons" heading' and a bullet point '• After Spacing 12 pt'. The status bar at the bottom shows 'Word 2013', '1 of 1', '00:35:18', and a 'Please save your work.' warning. Buttons for 'Resize Windows', 'Reset Project File', and 'Finish' are also visible.

4/14 Section 3

**Checkboxes:** Clicking the checkbox highlights the corresponding task in the Task Links list.

← Back Continue →

Task Links

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

**1. Format Text**

Format the specified text.

The text "Saturn is ... the solar system."

- **Bold**

**2. Format Paragraph**

Format the specified paragraph.

Paragraph located below the "Moons" heading

- After Spacing 12 pt

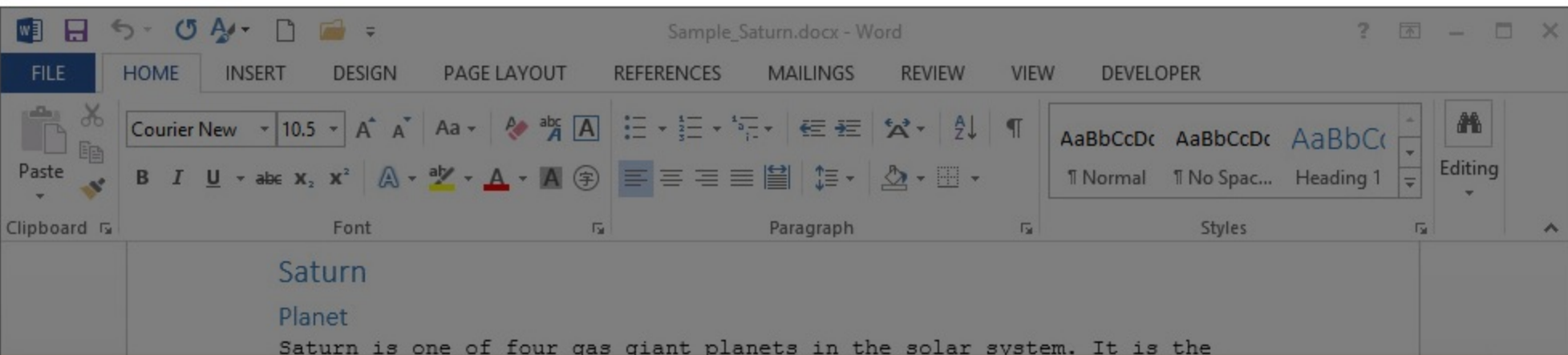
Word 2013

1 of 1 00:35:18

Please save your work.

Resize Windows Reset Project File Finish

# Instructions Window



**Task Links**

1. Format Text
2. Format Paragraph
3. Modify Style

**5/14** Section 3

**Checkboxes (continued):** We recommend using these to track when a task is complete. The use of checkboxes does not impact your score.

[← Back](#) [Continue →](#)

**2. Format Paragraph**

Format the specified paragraph.

Paragraph located below the "Moons" heading

- After Spacing **12 pt**

solar system."





# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa A abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A A (字)

Clipboard Font

Saturn Planet Saturn is one of four gas...

6/14 Section 3

**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.

← Back Continue →

Sample\_Saturn.docx —

1. Format Text Format the specified text.  
The text "Saturn is ... the solar system."  
• Bold

2. Format Format the specified paragraph.

Word 2013

1 of 1 00:35:18 Word **Please save your work.** Resize Windows Reset Project File Finish

# Instructions Window

**7/14** Section 3

**Task Number and Title:** These identify what Task Number you are working on and the general topic of the task.

← Back Continue →

### Task Links

<input checked="" type="checkbox"/> 1. Format Text	<input checked="" type="checkbox"/> <b>1. Format Text</b>	Format the specified text. The text "Saturn is ... the solar system." • <b>Bold</b>
<input type="checkbox"/> 2. Format Paragraph	<input type="checkbox"/> 2. Format Paragraph	Format the specified paragraph. Paragraph located below the "Moons" heading • After Spacing <b>12 pt</b>

Word 2013

1 of 1 00:35:18 Word **Please save your work.** Resize Windows Reset Project File Finish

# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A A (字)

Clipboard Font Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCcDc

↑ Normal ↑ No Spac... Heading 1

Editing

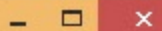
Saturn

Planet

Saturn is one of four giant planets in the solar system. It is the



## Instructions



### Task Links

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

### Instructions

### Reference Images

8/14

Section 3

#### 1. Format Text

Format the s

The tex

• Bo

The **Task Description** tells you what to do.

← Back

Continue →

#### 2. Format Paragraph

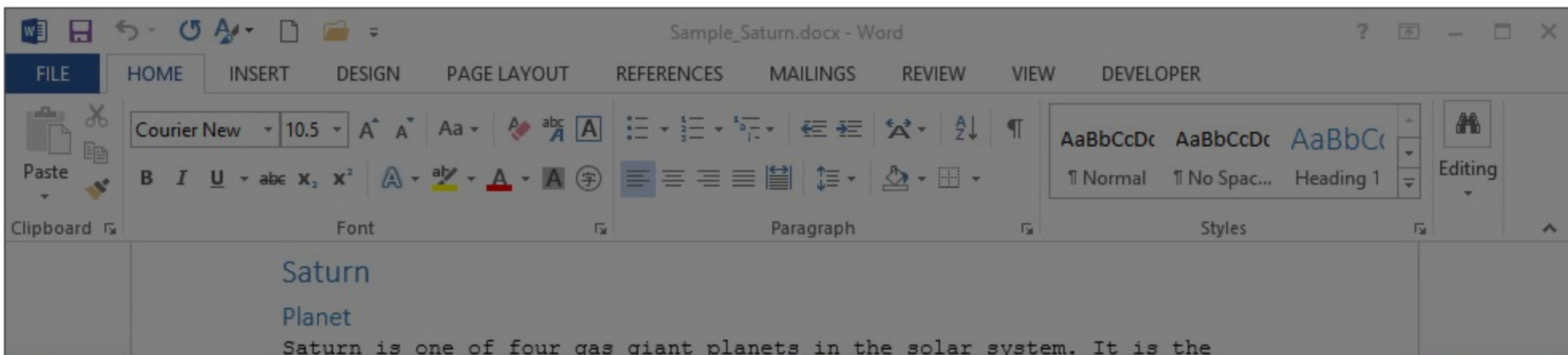
Format the specified paragraph.

Paragraph located below the "Moons" heading

• After Spacing 12 pt



# Instructions Window



### Instructions

9/14 Section 3

The **Task Location** tells you where to do it.

← Back Continue →

1. Format Text

Format the specified paragraph.

Paragraph located below the "Moons" heading

• After Spacing 12 pt

2. Format Paragraph



# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa A abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A A

Font Paragraph Styles

Saturn

Planet

Saturn is one of four gas giant planets in the solar system. It is the



## Instructions

### Task Links

1. Format Text
2. Format Paragraph
3. Modify Style

### Instructions

#### 1. Format Text

Format the

The

#### 2. Format Paragraph

Format the

Paragraph located below the "RESULTS" heading

- After Spacing 12 pt

### Reference Images

10/14

Section 3

The **Task Detail** tells you the specification(s) of what is required.

← Back

Continue →



# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A (字)

Clipboard Font Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCc

Normal No Spac... Heading 1

Editing

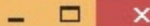
Saturn

Planet

Saturn is one of four gas giant planets in the solar system. It is the



## Instructions



### Task Links

1. Format Text
2. Format Paragraph
3. Modify Style

### Instructions

1. Format Text
2. Format Paragraph

### Reference Images

11/14

Section 3

**Bold** text indicates the value or element you should select.

← Back

Continue →

Paragraph located below the moon's heading

- After Spacing **12 pt**



# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste

Clipboard

Font

Paragraph

Styles

Saturn

Planet

Saturn is one of four giant planets in the solar system. It is the

Instructions

12/14 Section 3

Task Links

- 1. Format Text ✓
- 2. Format Paragraph
- 3. Modify Style

Instructions

- 1. Format Text  
Format the  
The t  
•
- 2. Format Paragraph  
Format the specified paragraph.  
Paragraph located below the "Moons" heading  
• After Spacing 12 pt

"Quotations" are a reference to specific text in the Project File.

← Back Continue →



# Instructions Window

The screenshot shows the Microsoft Word 2013 interface with the 'Instructions' window open. The document title is 'Sample\_Saturn.docx - Word'. The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The ribbon tabs are Font, Paragraph, and Styles. The document content shows the word 'Saturn' in a large blue font, followed by 'Planet' and a paragraph starting with 'Saturn is one of four gas giant planets in the solar system. It is the'.

The 'Instructions' window is titled 'Section 3' and shows '13/14' instructions. It contains a 'Task Links' sidebar with three items: '1. Format Text' (checked), '2. Format Paragraph', and '3. Modify Style'. The main area of the window shows a list of instructions:

- 1. Format Text
  - "Underlined text within quotation marks" should be *manually* typed into the Project File.
  - 2. Format Paragraph
    - Format the specified paragraph.
    - Paragraph located below the "Moons" heading
    - After Spacing **12 pt**

At the bottom of the screen, the status bar shows 'Word 2013', '1 of 1', '00:35:18', and a 'Please save your work.' warning. There are also buttons for 'Resize Windows', 'Reset Project File', and 'Finish'.



# Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A ab A

Clipboard Font Paragraph Styles Editing

Saturn  
Planet  
Saturn is one of four ... system. It is the

14/14 Section 3  
Click the "Next" button to continue.  
← Back

Task Links

- 1. Format Text ✓
- 2. Format Paragraph
- 3. Modify Style

Instructions Reference images

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

- **Bold**

2. Format Paragraph

Format the specified paragraph.

Paragraph located below the "Moons" heading

- After Spacing **12 pt**

Word 2013

1 of 1 00:35:18

Please save your work.

Resize Windows Reset Project File Finish

# Exam Control Panel

The image shows a Microsoft Word 2013 window titled "Sample\_Saturn.docx - Word". The ribbon is set to the "HOME" tab, showing the Font, Paragraph, and Styles groups. The document content includes the heading "Saturn Planet" and a paragraph of text. At the bottom, the status bar shows "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and "99%".

Overlaid on the bottom right is a white "Exam Control Panel" with a green header. The header contains "1/6" in a green box and "Section 4" in black text. The main area of the panel contains the text: "Resize Windows: This returns the Application window and the Instructions window to the original size and position." Below this text is a green button labeled "Continue →".

At the bottom of the screen, there is a black bar with the text "Word 2013" on the left, "1 of 1" and "00:41:32" in the center, and a yellow warning "Please save your work." on the right. On the far right of this bar are three buttons: "Resize Windows" (highlighted with a green border), "Reset Project File", and "Finish".

# Exam Control Panel

The screenshot shows the Microsoft Word 2013 interface. The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The ribbon is currently set to the HOME tab. The ribbon groups include Clipboard, Font, Paragraph, and Styles. The Styles group shows 'Normal', 'No Spac...', and 'Heading 1'. The document content includes the title 'Saturn Planet' and a paragraph of text: 'Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere'. The status bar at the bottom shows 'PAGE 1 OF 1', '344 WORDS', 'ENGLISH (UNITED STATES)', and '99%'. A 'Task Links' panel on the left shows '1. Format Text'. A 'Word 2013' taskbar at the bottom shows '1 of 1', '00:41:32', and 'Word'. A text box overlay is positioned in the center of the screen, containing the following text:

**2/6** **Section 4**

**Reset Project File:** Clicking the reset button will *remove all changes* you have made in the project file but will *not* reset the time.

← Back Continue →

Reset Project File Finish

# Exam Control Panel

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

Calibri Light (16) A A Aa abc A

B I U abc x<sub>2</sub> x<sup>2</sup> A abc A

AaBbCcDc AaBbCcDc AaBbCc

Normal No Spac... Heading 1

Saturn  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

1. Format Text

Word 2013

1 of 1 00:41:32 Word

Please save your work

3/6 Section 4

**Finish:** This finishes the exam. Only click this when you are ready to exit the exam and for your Project File to be scored.

← Back Continue → Finish



# Exam Control Panel

The image shows a Microsoft Word window titled "Sample\_Saturn.docx - Word". The ribbon is set to the "HOME" tab, with the "Styles" group selected. The document content includes the title "Saturn" in blue, the subtitle "Planet", and a paragraph of text: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere".

A help overlay is positioned in the bottom-left corner. It has a green header bar with "4/6" on the left and "Section 4" on the right. The main text reads: "Help: This button will display information learned in this tutorial." Below the text are two green buttons: "← Back" and "Continue →".

At the bottom of the screen, there is a black bar containing several elements: "1 of 1", a timer "00:41:32", a help icon (a question mark in a circle) which is highlighted with a white box, a "Word" application icon, the text "Please save your work." in yellow, and three buttons: "Resize Windows", "Reset Project File", and "Finish".

# Exam Control Panel

The image shows a screenshot of the Microsoft Word 2013 interface. The title bar indicates the document is 'Sample\_Saturn.docx - Word'. The ribbon is set to the 'HOME' tab, showing options for Font, Paragraph, and Styles. The main text area contains the following content:

Saturn  
Planet  
Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

At the bottom of the window, the status bar shows 'PAGE 1 OF 1', '344 WORDS', and 'ENGLISH (UNITED STATES)'. A zoom level of 99% is also visible.

Overlaid on the bottom of the screen is an 'Instructions' window. It features a 'Task Links' section with '1. Format Text' selected. A green callout box is positioned over the 'Clock/Timer' information, which states: 'Clock/Timer: This displays the time remaining in the exam. The exam time limit is 50 minutes.' The callout box includes a '5/6' indicator, the text 'Section 4', and two green buttons labeled '← Back' and 'Continue →'. At the bottom right of the 'Instructions' window, there are three buttons: 'Resize Windows', 'Reset Project File', and 'Finish'. The bottom left corner of the 'Instructions' window shows 'Word 2013' and '1 of 1', with a green-bordered timer displaying '00:41:32'.

# Exam Control Panel

The image shows a Microsoft Word 2013 window with a document titled "Sample\_Saturn.docx - Word". The ribbon is set to the "HOME" tab, showing the Font, Paragraph, and Styles groups. A modal dialog box is centered on the screen, titled "Section 4" and "6/6". The dialog contains the instruction "Click the 'Next' button to continue." and a "← Back" button. The document content is partially visible, showing the heading "Saturn Planet" and the start of a paragraph: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere". The status bar at the bottom shows "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and a zoom level of "99%". A task pane is open on the left, showing "Task Links" with "1. Format Text" selected. The "Instructions" pane is also open, showing the instruction "Format the specified text." and a preview of the text to be formatted: "The text 'Saturn is the solar system'". The bottom status bar includes "Word 2013", "1 of 1", "00:41:32", a help icon, a Word icon, and a yellow warning message "Please save your work." followed by buttons for "Resize Windows", "Reset Project File", and "Finish".

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

6/6 Section 4

Click the "Next" button to continue.

← Back

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

Instructions Reference Images

1. Format Text

Format the specified text.

The text "Saturn is the solar system"

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# Resizing the Windows

**1/5** Section 5

The Application window and Instruction window can be resized to help you see more of their contents. Let's look at how this is done in the exam.

**Continue** →

**FILE** HOME INSERT DESIGN PA DEVELOPER

Courier New 10.5 A A Aa

Paste

Clipboard

Font

**Saturn.**

**Planet**

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

H<sub>2</sub>: 96.3%

He: 3.3%

CH<sub>4</sub>: 0.4%

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

1. Format Text ✓

2. Format Paragraph

Reference Images

Sample\_Saturn.docx

Word 2013

1 of 1 00:29:39

Word

Resize Windows Reset Project File Finish



# Resizing the Windows

The screenshot shows the Microsoft Word 2013 interface with a tutorial window overlaid. The tutorial window has a title bar that says '2/5 Section 5'. The main content of the tutorial window reads: 'You can customize the size of the interface windows by dragging their edges.' Below this text are two buttons: '← Back' and 'Continue →'. A large green arrow points upwards from the bottom of the tutorial window towards the top edge of the 'Section 5' window in the background. The background shows the Word ribbon with tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The HOME tab is active, showing options for Font, Paragraph, and Styles. The document title is 'Sample\_Saturn.docx - Word'. The status bar at the bottom shows 'Word 2013', '1 of 1', '00:24:42', and a yellow warning message 'Please save your work.' with a question mark icon. There are also buttons for 'Resize Windows', 'Reset Project File', and 'Finish'.



# Resizing the Windows



**Instructions**

Instructions | Reference Images

Sample\_Saturn.docx —

- 1. Format Text** ✓  
Format the specified text.  
The text "Saturn is ... the solar system."  
• **Bold**
- 2. Format Paragraph**  
Format the specified Paragraph layout.  
• After Spacing

3/5 Section 5

To return the windows to their original sizes, you can press the "Resize Windows" button.

← Back Continue →

Word 2013

1 of 1 | 00:24:42 | Word | **Please save your work.** | Resize Windows | Reset Project File | Finish

# Resizing the Windows

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa A abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A A (宇)

Font Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCc

¶ Normal ¶ No Spac... Heading 1

Editing

Saturn.

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

H<sub>2</sub>: 96.3%

He: 3.3%

CH<sub>4</sub>: 0.4%

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Reference Images

1. Format Text ✓

2. Format Paragraph

Sample

4/5 Section 5

If you close the Instruction window, hitting the "Resize Windows" button will bring it back.

← Back Continue →

Word 2013

1 of 1 00:29:39 Word

Resize Windows Reset Project File Finish

# Resizing the Windows

The screenshot displays the Microsoft Word 2013 interface. The title bar shows the document name "Sample\_Saturn.docx - Word". The ribbon includes tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The ribbon is currently set to the HOME tab, showing options for Clipboard, Font, Paragraph, and Styles. The main document area contains text about Saturn, including "Saturn. Planet" and "Saturn is one of four sixth planet from the 60,000 km, Saturn is contains hydrogen, he small solid core." A floating instruction box is positioned over the text, displaying "5/5 Section 5" and "Click the 'Next' button to continue." with a "← Back" button. The status bar at the bottom indicates "PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%". The task pane at the bottom shows "Instructions" and "Reference Images" tabs, with "1. Format Text" selected. The bottom-most bar shows "Word 2013", "1 of 1", "00:29:39", and buttons for "Resize Windows", "Reset Project File", and "Finish".

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa A abc A

Paste

Clipboard

Font

Paragraph

Styles

Editing

5/5 Section 5

Click the "Next" button to continue.

← Back

Saturn. Planet

Saturn is one of four sixth planet from the 60,000 km, Saturn is contains hydrogen, he small solid core.

H2: 96.3%

He: 3.3%

CH4: 0.4%

system. It is the is of slightly over Saturn's atmosphere surrounding a

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

1. Format Text

2. Format Paragraph

Reference Images

Sample\_Saturn.docx

Word 2013

1 of 1 00:29:39

Word

Resize Windows Reset Project File Finish



# Complete and Save a Task

The screenshot shows the Microsoft Word 2013 interface. The ribbon includes FILE, HOME, INSERT, DESIGN, and PA. The HOME ribbon is active, showing font settings (Courier New, 10.5) and paragraph settings. A text box overlay is positioned in the center of the document, containing the text: "Now let's practice completing a task using the instructions below." and a green "Continue" button. The document content includes the heading "Saturn." and "Planet", followed by a paragraph of text: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core."

The screenshot shows the "Instructions" task pane in Microsoft Word 2013. The pane has a blue header with an information icon and the title "Instructions". Below the header, there are three tabs: "Task Links", "Instructions", and "Reference Images". The "Instructions" tab is active, displaying a list of tasks. The first task is "1. Format Text", which is selected. The task description is "Format the specified text." and the text to be formatted is "The text 'Saturn is ... the solar system.'" with the word "Bold" listed below it. The second task is "2. Format", which is partially visible.

# Complete and Save a Task

The screenshot shows the Microsoft Word 2013 interface. The document title is "Sample\_Saturn.docx - Word". The ribbon is set to "HOME". The document content includes the heading "Saturn." and "Planet", followed by a paragraph: "Saturn is one of four gas giant planets in the solar system. It is the ... un, and, with an equatorial radius of slightly over ... cond only to Jupiter in size. Saturn's atmosphere ... um, methane, and other compounds surrounding a".

A task completion dialog box is overlaid on the document. It has a green header with "2/13" and "Section 6". The main text says "This is the task number." Below this are two green buttons: "← Back" and "Continue →".

Below the dialog box is the "Task Links" pane. It lists three tasks:

1. Format Text  **1. Format Text** Format the specified text.  
The text "Saturn is ... the solar system."  
• **Bold**
2. Format Paragraph  **2. Format** Format the specified paragraph
3. Modify Style

The status bar at the bottom left shows "Word 2013", "1 of 1", and "00:16:48". A yellow warning message "Please save your work." is displayed in the bottom center. On the bottom right, there are three buttons: "Resize Windows", "Reset Project File", and "Finish".

# Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste

Clipboard

Font Paragraph Styles

Editing

Saturn.  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the Sun, and with an equatorial radius of slightly over 60,000 kilometers, it is the second largest planet in the solar system, only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small, dense core.

3/13 Section 6  
This is the task title.  
← Back Continue →

Instructions

Task Links

1. Format Text
2. Format Paragraph
3. Modify Style

1. **Format Text**

Format the specified text.

The text "Saturn is ... the solar system."

• Bold

2. Format

Format the specified paragraph.

# Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A (S)

Clipboard Font Paragraph Styles

Editing

4/13 Section 6

This is the task description. This task requires us to select the specified text and apply the bold format.

← Back Continue →

Task Links

Instructions Reference Images

1. Format Text

2. Format Paragraph

3. Modify Style

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

• Bold

2. Format

Format the specified paragraph

Word 2013

1 of 1 00:16:48

Please save your work.

Resize Windows Reset Project File Finish



# Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A A Aa A abc A

Paste

Clipboard

Font Paragraph Styles

Editing

5/13 Section 6

We have selected the specified text for you.

← Back Continue →

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

• Bold

2. Format

Format the specified paragraph

PAGE 1 OF 1 12 OF 344 WORDS

Task Links

1. Format Text
2. Format Paragraph
3. Modify Style

Word 2013

1 of 1 00:16:26

Please save your work.

Resize Windows Reset Project File Finish

# Complete and Save a Task

6/13 Section 6

Try it now! Click the **Bold** button in Word's ribbon to apply the bold format to the text.

← Back

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

PAGE 1 OF 1 12 OF 344 WORDS ENGLISH (UNITED STATES) 99%

**Task Links**

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

**Instructions** Reference Images

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

• **Bold**

2. Format

Format the specified paragraph

Word 2013

1 of 1 00:16:26 **Please save your work.** Resize Windows Reset Project File Finish

# Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

Saturn.  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

**Task Links**

1. Format Text
2. Format Paragraph
3. Modify Style

7/13 Section 6

Click the checkbox here to mark the task as complete.

← Back



# Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

8/13 Section 6

You've completed a task!

← Back Continue →

Saturn.

Planet

Saturn is one of four gas sixth planet from the sun 60,000 km, Saturn is seco contains hydrogen, helium small solid core

... system. It is the radius of slightly over . Saturn's atmosphere and surrounding a

Instructions

Task Links

- 1. Format Text ✓
- 2. Format Paragraph
- 3. Modify Style

Instructions Reference Images

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

• **Bold**

2. Format

Format the specified paragraph



# Complete and Save a Task

The screenshot displays the Microsoft Word 2013 interface. At the top, the title bar reads "Sample\_Saturn.docx - Word". The ribbon includes tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The HOME tab is active, showing the Font, Paragraph, and Styles groups. A dialog box titled "Section 6" is centered on the screen, indicating progress at "9/13". The dialog contains the text: "Now that you have completed the task, let's save your work." Below this text are two green buttons: "← Back" and "Continue →".

The background document content includes the heading "Saturn Planet" and the start of a paragraph: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere".

At the bottom of the window, the status bar shows "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and a zoom level of "99%". Below the status bar is the "Instructions" pane, which has two tabs: "Instructions" and "Reference Images". The "Instructions" tab is active, showing a list of tasks:

- 1. Format Text
- 2. Format Paragraph

The first task, "1. Format Text", is selected and highlighted in blue. Its description reads: "Format the specified text." Below this, a portion of the document text is visible: "The text 'Saturn is... the solar system'".

The bottom of the screen features a black taskbar with the text "Word 2013" on the left. In the center, it shows "1 of 1", a timer at "00:41:32", and a yellow warning icon with the text "Please save your work." On the right side of the taskbar are three buttons: "Resize Windows", "Reset Project File", and "Finish".

# Complete and Save a Task

The screenshot displays the Microsoft Word 2013 interface. At the top, a blue header bar contains the text "Complete and Save a Task". Below this, a task completion window is open in the top-left corner, featuring a green header with "10/13" and "Section 6", the instruction "Click the 'File' tab.", and a green "Back" button. The main document window, titled "Sample\_Saturn.docx - Word", shows the ribbon with tabs for FILE, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The ribbon is currently set to the "FILE" tab. The document content includes a title "Saturn Planet" and a paragraph of text: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere". The status bar at the bottom indicates "PAGE 1 OF 1", "344 WORDS", "ENGLISH (UNITED STATES)", and a zoom level of "99%". Below the status bar, an "Instructions" window is open, showing a list of tasks: "1. Format Text" and "2. Format Paragraph". The "1. Format Text" task is selected, and its description is "Format the specified text." Below this, a preview of the text "The text 'Saturn is... the solar system'" is visible.

10/13 Section 6

Click the "File" tab.

← Back

Sample\_Saturn.docx - Word

FILE PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Paste

Font Paragraph Styles

Editing

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Instructions Reference Images

1. Format Text

2. Format Paragraph

1. Format Text

Format the specified text.

The text "Saturn is... the solar system"

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# Complete and Save a Task

Sample\_Saturn.docx - Word

Info

Sample Saturn

11/13 Section 6

Click "Save".

← Back

Protect Document

A password is required to open this document.

Properties ▾

Size	20.5KB
Pages	1
Words	344
Total Editing Time	4 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name

Check for Issues ▾

1. Format Text

2. Format Paragraph

Instructions

Reference Images

1. Format Text

Format the specified text.

The text "Saturn is the solar system"

Word 2013

1 of 1 00:42:01

Word

Resize Windows Reset Project File Finish

# Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

12/13 Section 6

Your Project File has been saved.

← Back Continue →

## Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

- 1. Format Text
- 2. Format Paragraph

Instructions Reference Images

1. Format Text Format the specified text.

The text "Saturn is the solar system"

Word 2013

1 of 1 00:41:32 **Please save your work.** Resize Windows Reset Project File Finish



# Complete and Save a Task

The screenshot shows the Microsoft Word 2013 interface. The ribbon is set to the 'HOME' tab, with the 'Font' and 'Paragraph' groups visible. The document content includes the title 'Saturn Planet' and a paragraph of text. A task completion dialog box is overlaid on the text, displaying '13/13' and 'Section 6'. The dialog box contains the instruction 'Click the "Next" button to continue.' and a 'Back' button. The status bar at the bottom shows 'PAGE 1 OF 1', '344 WORDS', 'ENGLISH (UNITED STATES)', and a zoom level of '99%'. The 'Instructions' pane is open, showing a list of tasks: '1. Format Text' and '2. Format Paragraph'. The '1. Format Text' task is selected, and the instruction 'Format the specified text.' is displayed. The text 'The text "Saturn is...' is visible in the instruction pane.

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

13/13 Section 6

Click the "Next" button to continue.

← Back

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

1. Format Text

2. Format Paragraph

1. Format Text

Format the specified text.

The text "Saturn is...

Word 2013

1 of 1 00:41:32 Please save your work. Resize Windows Reset Project File Finish

# 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.

## 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.

## 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.