Microsoft Office Specialist (Office 2016)

Outlook

Welcome to the Microsoft Office Specialist 2016 Certification exam

This tutorial will help you take the exam.

Read this tutorial carefully

1. In this exam you will perform 35 tasks.
2. You may skip or restart a task by using the commands in the Exam Window, shown later in this tutorial.
3. After you submit a task, you cannot return to it. You can return only to skipped tasks.
4. After you complete all the tasks, your exam will finish.

Select the "Next" button to continue.

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Interface

This is the Live Application Window

This is the Exam Window
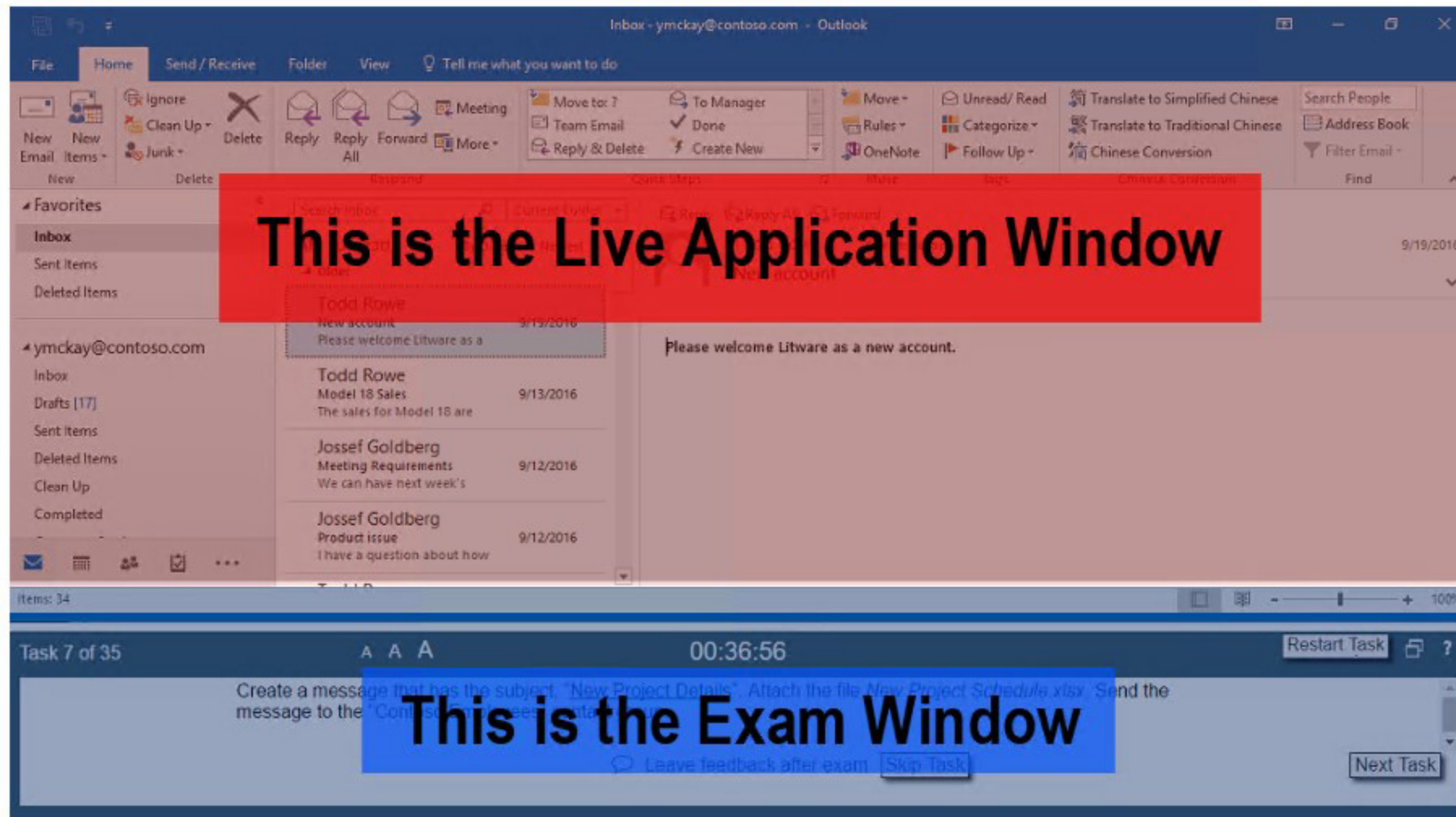
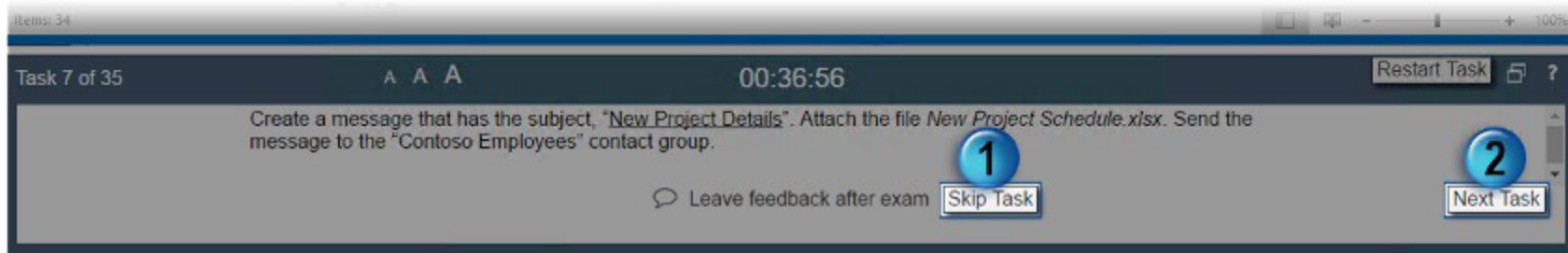1. During the exam, the following application feature is disabled:

   • *Exit*

This feature is not needed to complete the exam.

2. Accept all default settings unless otherwise specified in the task instructions.

Select the "Next" button to continue.

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Exam Window

Navigation

1. **Skip Task:** Use this button to move to the next question without saving your changes or submitting the task for scoring. You can return to skipped questions after you visit all the questions in the exam.
Note: This will NOT save your changes, so *use with caution*.

2. **Next Task:** Use this button to save your changes and submit the task for scoring.
Note: You cannot return to a task after you select the Next Task button. The only way to return to a task later is to use the Skip Task button.

Other Item
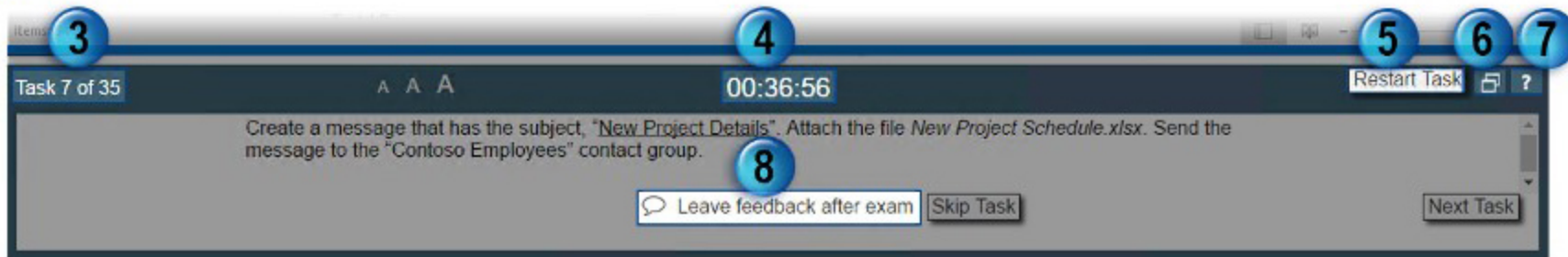
3. **Task Number:** This tracks how many questions you have completed and how many total questions are in the exam.

4. **Countdown Timer:** This displays the time remaining in the exam. This exam's time limit is 50 minutes.

5. **Restart Task:** Select this button to reset the changes you made during this task and start the task from the beginning state.
Note: This will NOT reset your exam time, *so use with caution*.

6. **Reset Window Size:** This resets the Application window and the Exam window to their original sizes and positions.

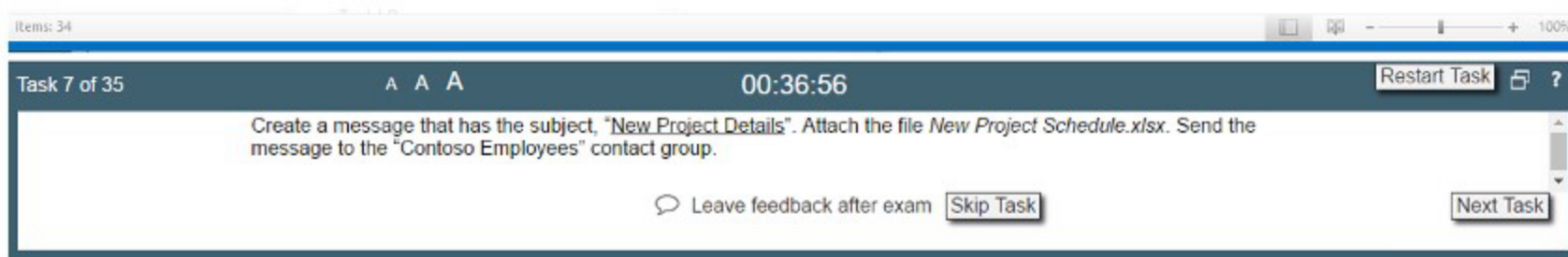7. **Help:** This button will display the information in this tutorial.

8. **Leave feedback after exam:** Use this button to remind yourself to leave feedback about a task after the exam is finished.

Select the "Next" button to continue.

Task Instruction

The task text describes the task you must perform to receive a correct score.

- *Italicized* text refers to the files used in the exam.
- "Underlined text inside quotation marks" is text that should be typed, or copied and pasted from the task text into the project file.
- "Text inside quotation marks" refers to specific text in the project file.

Items: 34   100%

Task 7 of 35   A A A   00:36:56   Restart Task ?

Create a message that has the subject, "New Project Details". Attach the file *New Project Schedule.xlsx*. Send the message to the "Contoso Employees" contact group.

Leave feedback after exam   Skip Task   Next Task

Select the "Next" button to continue.

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Congratulations

You have reached the end of this tutorial.

Select the "Next" button to continue.

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Microsoft Office Specialist

Exam 77-725: MOS: Word 2016
Exam 77-727: MOS: Excel 2016
Exam 77-729: MOS: PowerPoint 2016
Exam 77-730: MOS: Access 2016
Exam 77-731: MOS: Outlook 2016
Exam 77-726: MOS: Word 2016 Expert
Exam 77-728: MOS: Excel 2016 Expert

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