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.

Click the "Next" button to start the tutorial.
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...
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
Saturn
Planet

Saturn is one of four giant planets in the solar system. It is the sixth planet from the Sun with a diameter of slightly over 119,000 km. Saturn's atmosphere is made up of hydrogen and helium. It has a thick layer of slightly over 60,000 km, Saturn is somewhat similar to Jupiter. The text "Saturn is... the solar system."
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...
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...
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.

Back  Continue →
The Project File is open at the beginning of the exam.

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
Section 2

The open version of the Project File displayed on the screen when the exam ends will be evaluated to determine your score.

Saturn

Planet

Saturn is one of the six planets found in our solar system. It is the sixth planet from the Sun and is the second largest planet in our solar system. Saturn is slightly lighter than Jupiter in mass, but it is the largest in diameter. Saturn is approximately 60,000 km in diameter. Saturn is second only to Jupiter in size. Saturn's atmosphere is mostly made up of hydrogen and helium, with traces of methane and other gases.
Saturn

Planet

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

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

- Format Text
- Format Paragraph
- Modify Style
Section 3

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

---

**Task Links**

- **1. Format Text**
  - The text "Saturn is ... the solar system."
  - **Bold**

- **2. Format Paragraph**
  - Paragraph located below the "Moons" heading
  - After Spacing 12 pt
Section 3

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

Task Links

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

Sample_Saturn.docx — →
Section 3

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

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
Saturn

Section 3

Task Links

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

5/14

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

Continue →

Format the specified paragraph.

- After Spacing 12 pt

Paragraph located below the "Moons" heading

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

1. Format Text
   - The text “Saturn is ... the solar system.”
   - Bold

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

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

2. Format Paragraph
   - Paragraph located below the "Moons" heading
     - After Spacing 12 pt
Saturn
Planet
Saturn is one of four gas giant planets in the solar system. It is the
Saturn
Planet
Saturn is one of four gas giant planets in the solar system. It is the
Saturn

Planet

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

- After Spacing 12 pt

Task Details: The Task Detail tells you the specification(s) of what is required.
Saturn is one of the four gas giant planets in the solar system. It is the...
Saturn is one of four gas giant planets in the solar system. It is the...
Task Links
1. Format Text
   ✓ 1. Format Text
2. Format Paragraph
3. Modify Style

Instructions
"Underlined text within quotation marks" should be manually typed into the Project File.

Format the specified paragraph.
- Paragraph located below the "Moons" heading
  - After Spacing 12 pt

Section 3
13/14
Section 3

Click the "Next" button to continue.

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

2. Format Paragraph
   - Paragraph located below the "Moons" heading
     - After Spacing 12 pt
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.
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...
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
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...
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
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
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.

H2: 96.3%
He: 3.3%
CH4: 0.4%
You can customize the size of the interface windows by dragging their edges.

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

2. Format Paragraph
   Paragraph located below the "Moons" heading
   - After Spacing 12 pt
Section 5

Instructions

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

2. Format Paragraph
   - Format the specified paragraph
   - Paragraph layout
   - After Space

3. Modify Style

Instructions

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

H₂: 96.3%
He: 3.3%
CH₄: 0.4%
Resizing the Windows

Section 5

Click the "Next" button to continue.

← Back  Next

Saturn.

Planet

Saturn is one of four giant planets in the solar system. It is the sixth planet from the Sun and has a diameter of slightly over 60,000 km. Saturn is composed of hydrogen, helium, and a small solid core.

H2: 96.3%
He: 3.3%
CH4: 0.4%
Complete and Save a Task

Now let’s practice completing a task using the instructions below.

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.
Saturn.

Planet

Saturn is one of four gas giant planets in the solar system. It is the second only to Jupiter in size. Saturn’s atmosphere contains hydrogen and helium, and with an equatorial radius of slightly over 70,000 miles, Saturn is much larger than the Earth.
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, is only to Jupiter in size. Saturn's atmosphere contains methane, and other compounds surrounding a small core.

This is the task title.

Instructions

1. Format Text
   - Bold

Please save your work.
Saturn.

Planet

Saturn is one of four gas giant planets and the sixth planet from the sun, and, with a diameter of 60,000 km, Saturn is second only to Jupiter in size. It contains hydrogen, helium, methane, and a small solid core.
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, it contains 95% of all small solar system bodies. Saturn's atmosphere surrounds a large solid core.
Complete and Save a Task

Sample_Saturn.docx - Word

Section 6

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

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.

Task Links

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

Instructions

1. Format Text

Format the specified text.

- The text “Saturn is ... the solar system.”
- Bold
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.
Saturn is one of four gas giants in our solar system. It is the sixth planet from the sun, with a circumference of slightly over 60,000 km. Saturn is second in size to Jupiter and contains hydrogen, helium, and a small solid core.
Section 6

Now that you have completed the task, let's save your work.

← 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
Prepare and save a task.

Click "Save".

Protect Document

A password is required to open this document.

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name

Related Dates

- Word 2013

1 of 1

00:42:01

Format the specified text.

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

You have reached the end of this tutorial.

Click the "Next" button to start your exam.

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Exam Retake Policy


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
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
  - Now
  - 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.