

# Welcome to the Microsoft Office Specialist 2016 Certification exam

This tutorial will help you take the exam.

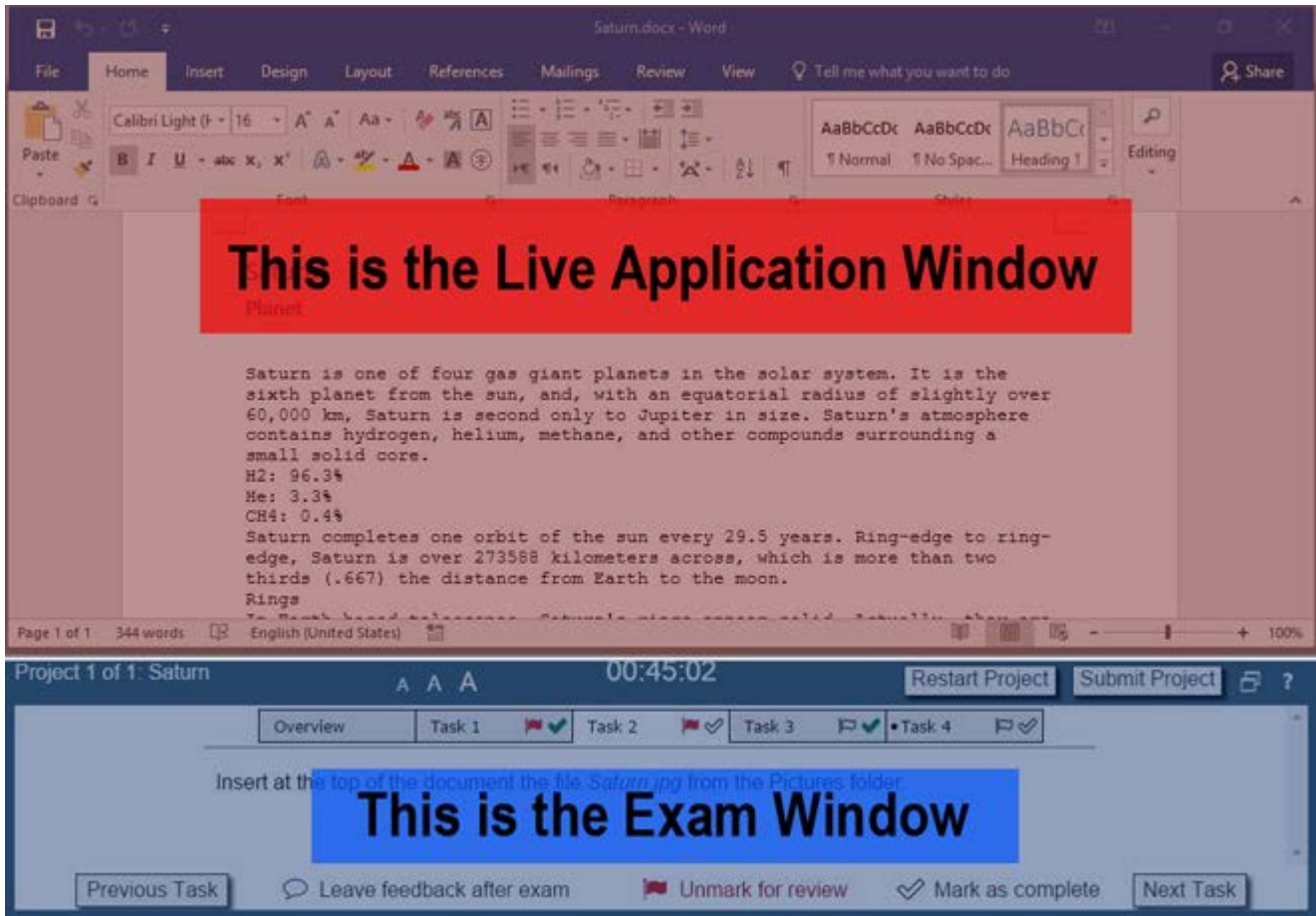
Read this tutorial carefully

1. In this exam you will work on 5 or 7 projects, each having 4 to 7 tasks to perform (for a total of 26 or 35 tasks).
2. After completing all the tasks for a project, you will submit the project file and start the next project.
3. Save the project file often.
4. Select the *Restart Project* button to remove all your changes from the project file. This will NOT reset your exam time, so use *with caution*.
5. After you submit all of your projects you will have an opportunity to review them to make final changes before finishing the exam.

Click the "Next" button to continue.



# Interface



1. During the exam, the following application features are disabled:

- Help
- Tell me what you want to do
- Share
- New
- Open

None of these features are needed to complete the exam.

2. You DO NOT need to Open any file in order to complete all tasks.
3. The project file ON THE SCREEN-not the most recent saved version-will determine your score.
4. Accept all default settings unless otherwise specified in the task instructions.

Click the "Next" button to continue.



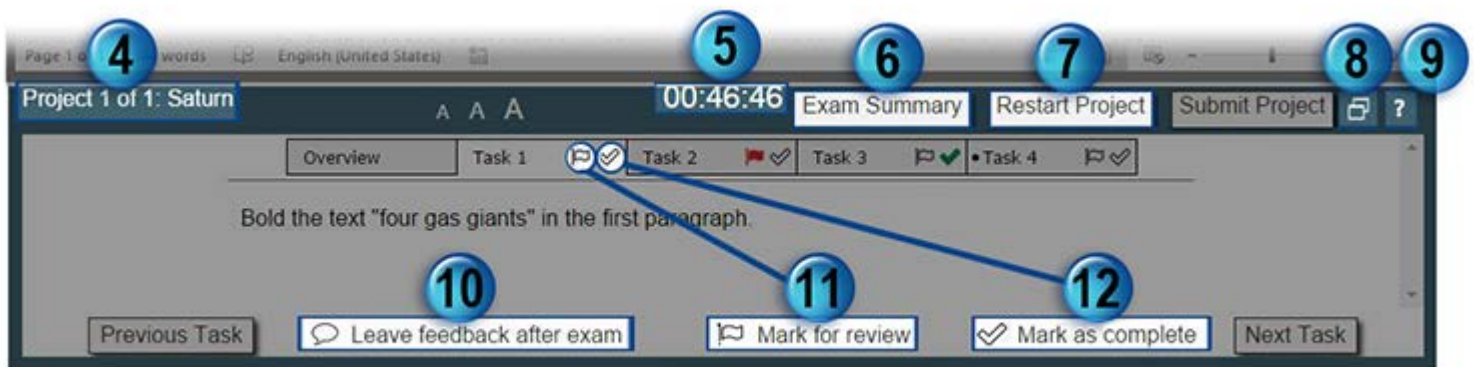
# Exam Window

## Navigation



1. **Overview:** This gives background information about the project.
2. **Submit Project:** Once all tasks in a project are complete, select Submit Project to move to the next project. When all projects have been submitted you will be taken to the Exam Summary Page where you can review and revise completed projects.
3. **Navigation:** Use the *Task* buttons at the top, or the *Previous Task* or *Next Task* buttons to move between tasks.

## Other Item



4. **Project Number and Name:** The exam is divided into projects. This tells you which project you are on.
5. **Countdown Timer:** This displays the time remaining in the exam. This exam's time limit is 50 minutes.
6. **Exam Summary:** This button appears once all projects are submitted.
7. **Restart Project:** Select *Restart Project* to remove all your changes in the project file. This will NOT reset your exam time, so use with caution.
8. **Reset Window Size:** This resets the Application window and the Exam window to their original sizes and positions.
9. **Help:** This button will display the information in this tutorial.
10. **Leave feedback after exam:** Use this button to remind yourself to leave feedback about a task after the exam is finished.
11. **Mark for review:** Select *Mark for review* to remind yourself to revisit a task before finishing the exam.
12. **Mark as complete:** Select *Mark as complete* for each task as you complete it to track your progress on a project. (This does not affect your score.)

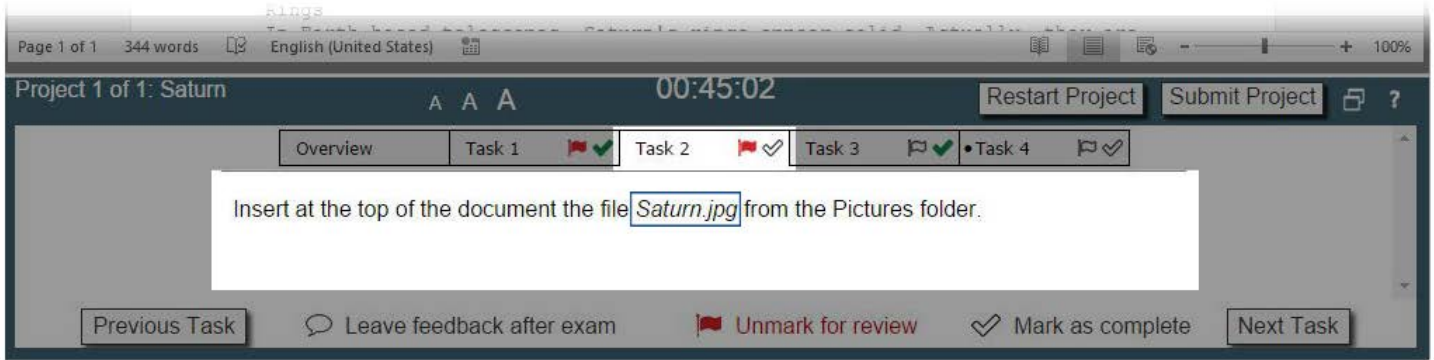
Click the "Next" button to continue.



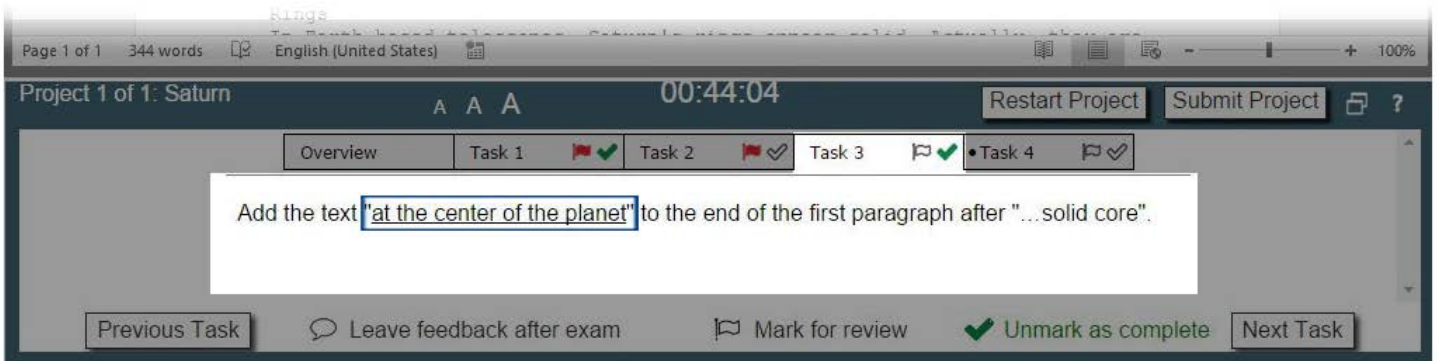
# Task Instruction

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

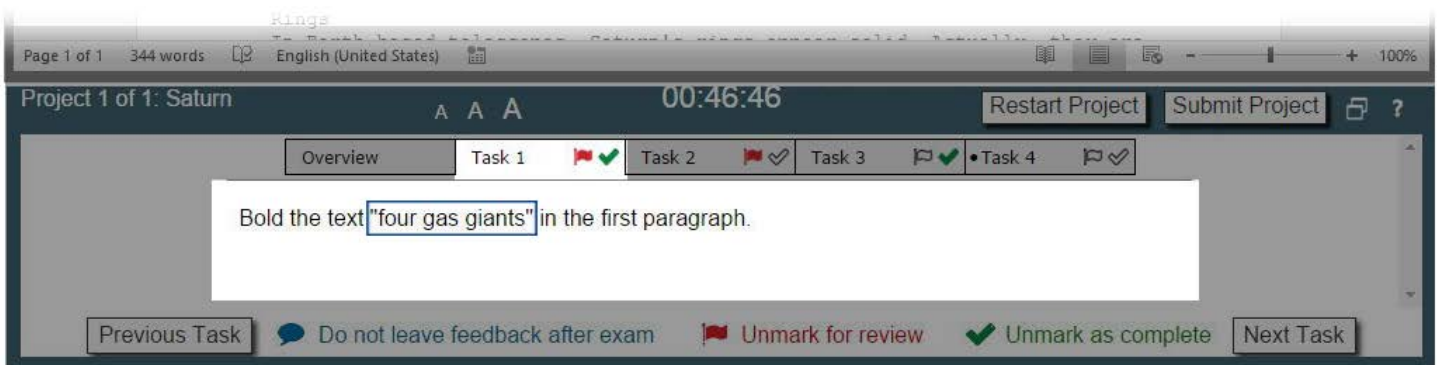
*Italicized* text refers to the files used in the exam.



"Underlined text inside quotation marks" is text that should be typed, or copied and pasted from the task text into the project file.



"Quotation marks" refer to specific text in the project file.







Click the "Next" button to continue.



# Exam Summary

## Exam Summary

The table below is a list of all the tasks grouped by project. Each task Marked Complete and/or Marked for Review is indicated. To return to a specific task select the task number.

	Marked Complete	Marked for Review
<b>Saturn</b>		
<a href="#">Task 1</a>		
<a href="#">Task 2</a>		
<a href="#">Task 3</a>		
<a href="#">Task 4</a>		

After submitting the final project, you come to the Exam Summary page. This page indicates tasks you Marked Complete and Marked for Review. You can navigate to any task from this page. If you would like to return to this page, select the *Exam Summary* button. When you are finished reviewing tasks, you can select the *Finish Exam* button to leave feedback and exit the exam.

Click the "Next" button to continue.



# Congratulations

You have reached the end of this tutorial.

Click the "Next" button to continue.

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## Exam Retake Policy

You can see the Microsoft Exam Retake Policy here: <https://www.microsoft.com/en-us/learning/certification-exam-policies.aspx>

## 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 Expert 2016

Exam 77-728: MOS: Excel Expert 2016